Mike Wooldridge

# SIMPLY PHOTOSHOP® ELEMENTS 9

- Step-by-step introduction to Photoshop® Elements 9
- Concise, jargon-free instructions
- Packed with screenshots in full-colour

*Make it simple for yourself!*

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# Simply Photoshop Elements 9®

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# Simply Photoshop® Elements 9

## by Mike Wooldridge

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# How to Use This Book

Do you look at the pictures in a book or newspaper before anything else on a page? Would you rather see an image

instead of read about how to do something? Search no further. This book is for you. Opening Simply Photoshop Elements 9 allows you to read less and learn more about Photoshop Elements 9.

## Who Needs This Book

This book is for readers who have never used image-editing software and want to learn how to work with digital photos on their computers. It is also for more computer-literate individuals who want to expand their knowledge of the different features that Photoshop Elements 9 has to offer.

## What You Need to Use This Book

To install and run Photoshop Elements 9, you need a computer with the following:

• An Intel or compatible processor running at 2 GHz or faster

• Microsoft Windows XP with Service Pack 2 or 3, Windows Vista or Windows 7

• Colour monitor with a 1024x768 or greater resolution

• 1GB of RAM

• 1.5GB of available hard-drive space

You may find the following useful for capturing digital photos to use in Elements:

• Digital camera

• Image scanner

• Digital camcorder

The program’s Web features require an Internet connection and a Web browser. The following browsers are supported:

• Microsoft Internet Explorer 6, 7 and 8; Firefox 1.5, 2 and 3; and Safari 2.0

# The Conventions in This Book

A number of typographic and layout styles have been used throughout Simply Photoshop Elements 9 to distinguish different types of information.

## Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box.

## Italics

Italic words introduce a new term, which is then defined.

## Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

## Bulleted Steps

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature.

## Indented Text

Indented text tells you what the program does in response to your following a numbered step. For example, if you click a certain menu command, a dialog box may open or a window may open. Indented text may also tell you what the final result is when you follow a set of numbered steps.

## Notes

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid – for example, the loss of data. A note may also cross-reference a related area of the book. A cross-reference may guide you to another chapter or to another section within the current chapter.

## Icons and Buttons

Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.

You can easily identify the tips in any section by looking for the tip icon. Tips offer additional information, including hints, warnings and tricks. You can use the tip information to go beyond what you have learned in the steps.

## Operating System Differences

The screenshots used in this book were captured using the Windows Vista operating system. The features shown in the tasks may differ slightly if you are using Windows 7, Windows XP or an earlier operating system. For example, the default folder for saving photos in Windows Vista is named “Pictures”, whereas the default folder in

Windows XP for saving photos is named “My Pictures”. The program workspace may also look different based on your monitor resolution setting and your program preferences.

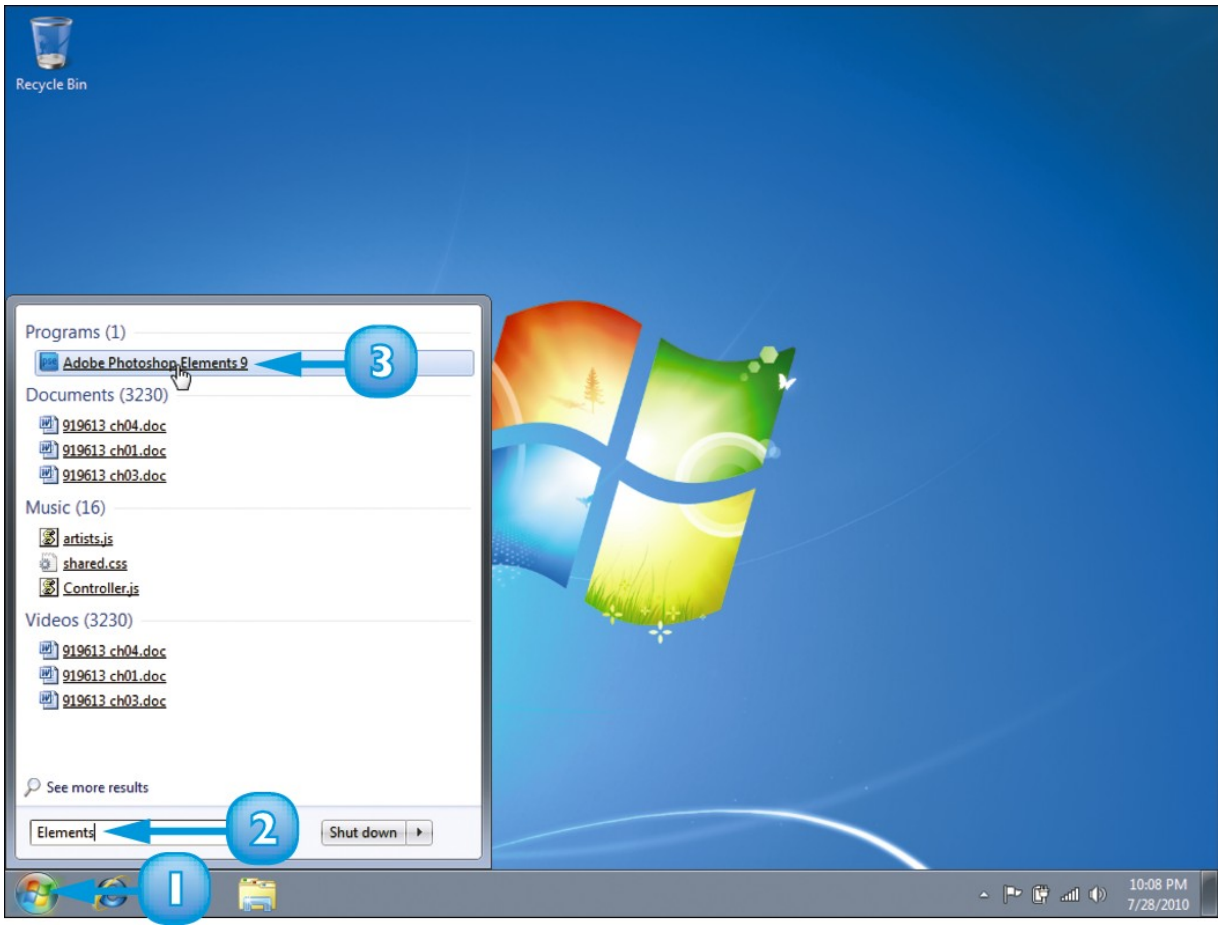
# Chapter 1: Getting Started

Are you interested in working with digital images on your computer? This chapter introduces you to Adobe Photoshop Elements 9, a popular software application for editing and creating digital images. Photoshop Elements also enables you to organise your collection of digital images so you can easily find what you are looking for.

Before you can start working with photos in Photoshop Elements, you must first import them from a camera, a scanner or folders on your computer. This chapter shows you how to import photos into the Photoshop Elements Organizer.

# Start Photoshop Elements

After you install Photoshop Elements, you can start it to begin creating and editing digital images. Common ways of obtaining and installing the program include from DVD disc or by downloading it from Adobe over the Internet. On a PC, you can access Photoshop Elements as you do other programs – through the Start menu. On a Mac, you can access it through the Finder in the Applications folder.




**1** Click **Start**.

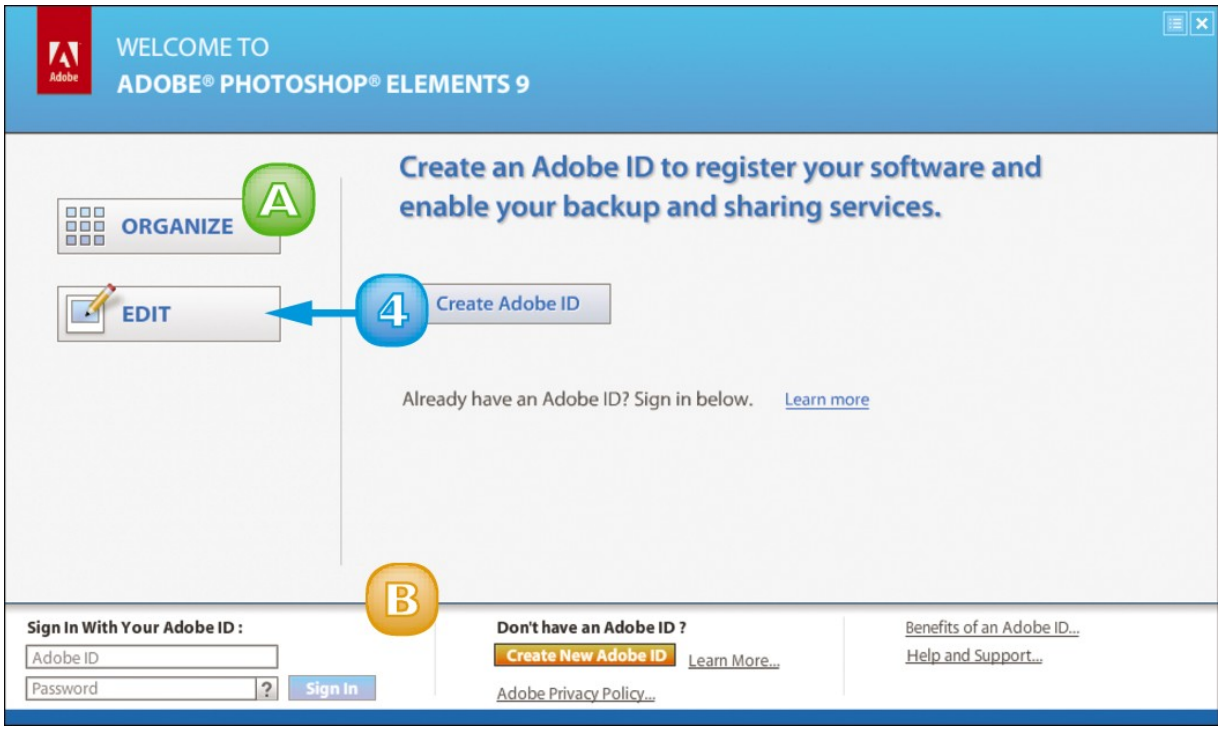
**2** Type **Elements** in the search box.

Windows displays a list of search results.

**3** Click **Adobe Photoshop Elements 9**.

The Photoshop Elements welcome screen opens.

The welcome screen displays clickable icons that take you to different workspaces in Photoshop Elements.




**4** Click **Edit**.

The Photoshop Elements Editor opens.

***A*** *You can click* ***Organize*** *to open the Organizer.*

***B*** *You can also log in to or sign up for Adobe's photo-sharing and backup services (see Chapter 12).*

# Explore the Editor Workspace

In the Photoshop Elements Editor, you can use a combination of tools, menu commands and panel-based features to open and edit your digital photos. The main Editor pane displays the photos that you are currently modifying. To open the Editor, click Edit on the welcome screen.

## A Image Window

Displays the photos you open in Photoshop Elements

## B Layout Button

Opens a menu that lets you select how open images are arranged in the workspace

### C Image Tabs

Clickable tabs for switching between open images in the Editor

### D Photoshop.com Links

Clickable links for signing in to Photoshop.com to manage your photos online

### E Organizer Button

Switches to the Organizer interface, where you can catalogue your photos

### F Task Tabs

Clickable tabs for switching between workflows in the Editor

### G Panel Bin

A storage area for panels that hold commands, settings and other information

### H Project Bin

Enables you to open and work with multiple photos

### I Toolbox

Displays a variety of icons, each representing an image-editing tool

### J Options Bar

Displays controls that let you customise the selected tool in the Toolbox

# Tour the Organizer Workspace

In the Photoshop Elements Organizer, you can catalogue, view and sort your growing library of digital photos. The main Organizer pane, called the Media Browser, shows miniature versions of the photos in your catalogue. To open the Organizer, click Organize on the welcome screen.

## A Photo Browser

Displays miniature versions or thumbnails, of the photos in your catalogue