

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!

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.

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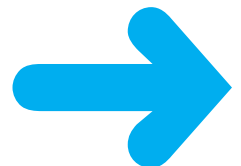
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GETTING STARTED

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.

4

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.

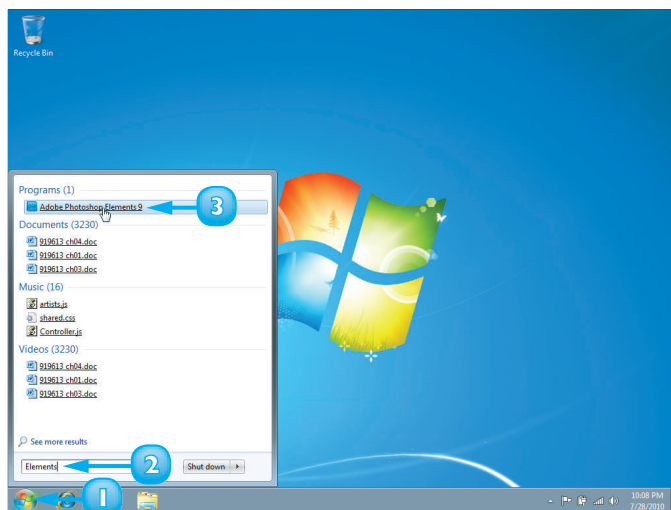
The welcome screen displays clickable icons that take you to different workspaces in Photoshop Elements.

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

B Toolbar

Displays buttons and other options for modifying and sorting photos in the Photo Browser

C Photoshop.com Links

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

D Display Menu

Contains commands for switching to different views in the Organizer

E Task Tabs

Clickable tabs for switching between workflows in the Organizer

F Panel Bin

A storage area for panels, which are the resizable windows that hold related commands, settings and other information



G Tag Icon

Shows which tags have been applied to a photo

H Status Bar

Displays the name of the currently open catalogue, how many photos the catalogue contains and other summary information

SWITCH BETWEEN THE ORGANIZER AND THE EDITOR

Photoshop Elements has two main workspaces: the Organizer and the Editor. The Organizer lets you browse, sort, share and categorise photos in your collection and the Editor enables you to modify, combine and optimise your photos. You can easily switch between the two views.

You can use the Organizer to scan through your photo collection to find just the right images for your projects. After you select photos in the Organizer, you can open the Editor to make changes to the colours, lighting and other characteristics of the photos. You can switch back to the Organizer to continue browsing your collection or to choose more photos to edit.

- 1 Start Photoshop Elements in the Organizer view.

Note: See the section “Start Photoshop Elements” for more on starting the program.

You can browse and sort your photos in the Organizer.

Note: For more about using the Organizer, see Chapter 2.

- 2 Click a photo to select it.
- 3 Click **Fix**.
- 4 Click **Full Photo Edit**.

The photo opens in the Editor. It may take a few moments for the Editor to launch if it is not already running.

- A You can click the Organizer icon (📁) to return to the Editor.



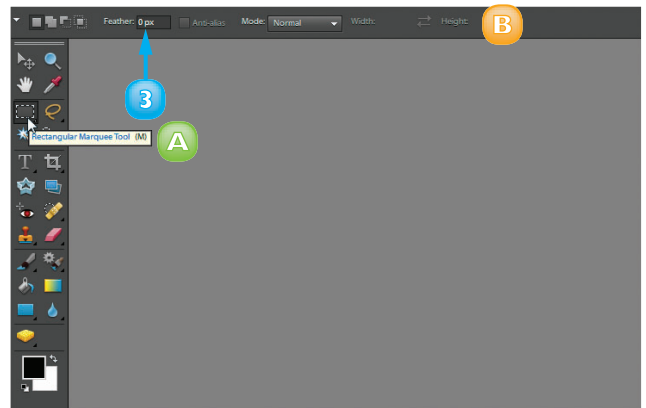
WORK WITH TOOLBOX TOOLS

You can use the tools in the Photoshop Elements Toolbox to make changes to an image. After you click to select a tool, the Options bar displays controls for customising how the tool works. For example, after you select the Rectangular Marquee tool, you can adjust the Options bar settings to determine the height and width of the tool.

Some tools include a tiny triangle in the bottom-right corner to indicate hidden tools you can select. For example, the Marquee tool includes two variations: Rectangular and Elliptical.

Select a Tool

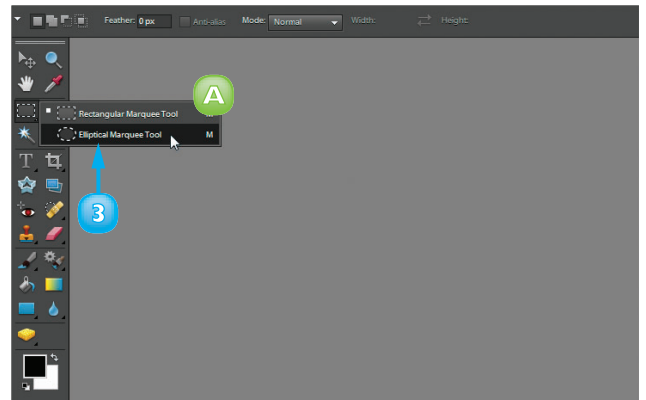
- 1 Position the mouse pointer over a tool.
 - A A screen tip displays the tool name and shortcut key. You can click the tool name to access help information about the tool.
- 2 Click a tool to select it.
 - B The Options bar displays customising options for the selected tool.
- 3 Specify any options you want for the tool.



Select a Hidden Tool

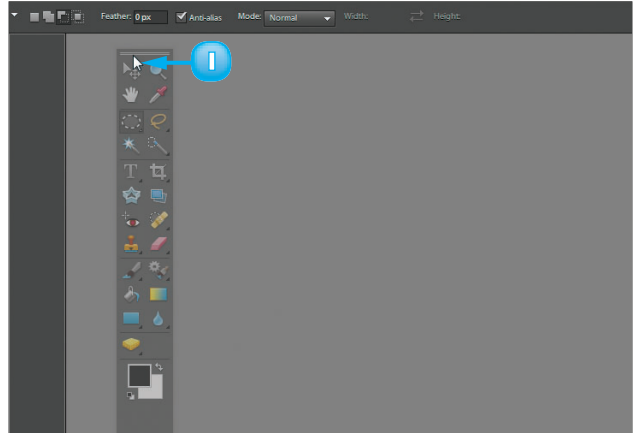
- 1 Click a tool that has a triangle in its corner.
- 2 Press and hold the mouse button.
 - A A menu of hidden tools appears.

You can also right-click a tool to show hidden tools.
- 3 Click the tool you want to use.




Float the Toolbox

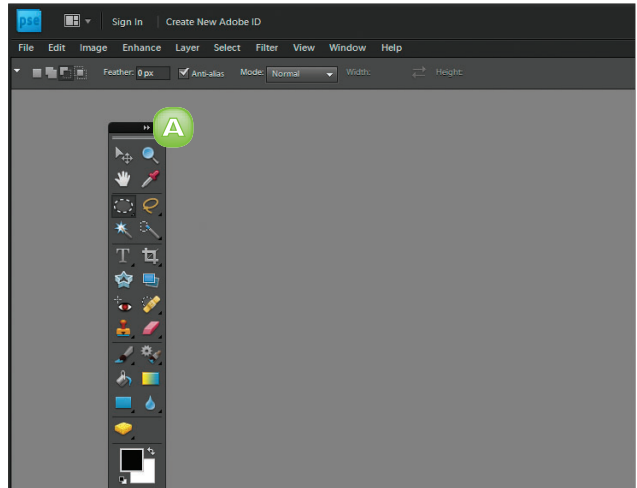
- I** At the top of the Toolbox, click and drag into the centre workspace.



The Toolbox detaches from the side of the workspace.

- A** When the Toolbox is floating, you can click  to toggle between one- and two-column configurations.

You can click and drag the Toolbox back to the side to unfloat it.



To hide the Toolbox, click Window then click Tools. To show the hidden Toolbox, click Window and then click Tools again.

WORK WITH PANELS

In the Photoshop Elements Editor, you can open resizable windows called *panels* to access different Photoshop Elements commands and features. By default, most panels open in the Panel Bin located on the right side of the Photoshop Elements workspace. You can float panels over the program workspace to give yourself easy access to commands.

The Layers panel gives you access to one or more layers present in your image. Each layer can contain image content that can be moved and adjusted independently of the content in other layers. The Effects panel includes dozens of special effects that you can apply to your image to transform its appearance.

Open and Close a Panel

- 1 Open the Photoshop Elements Editor.

Note: For more on opening the Editor, see the section “Start Photoshop Elements”.

- 2 Click **Window**.
- 3 Click a panel name.

A check mark (☑) next to the panel name indicates that the panel is already open.

The panel opens.

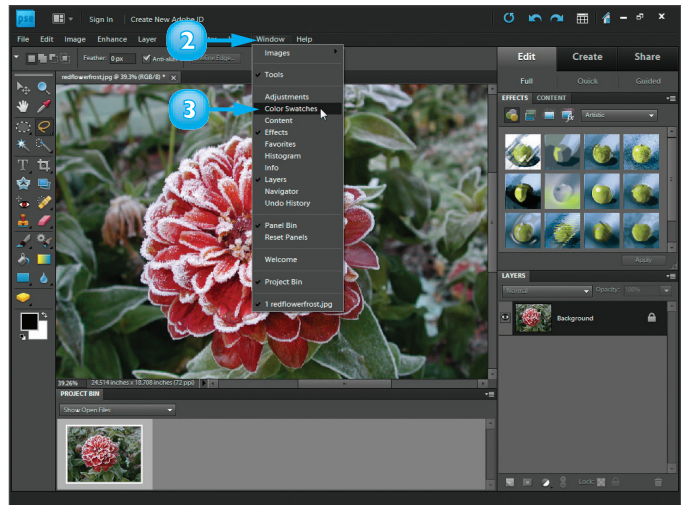
A You can hide or show a panel by double-clicking the panel's title tab.

- 4 Click the panel menu.

A menu with panel commands opens.

- 5 Click **Close**.

The panel closes.

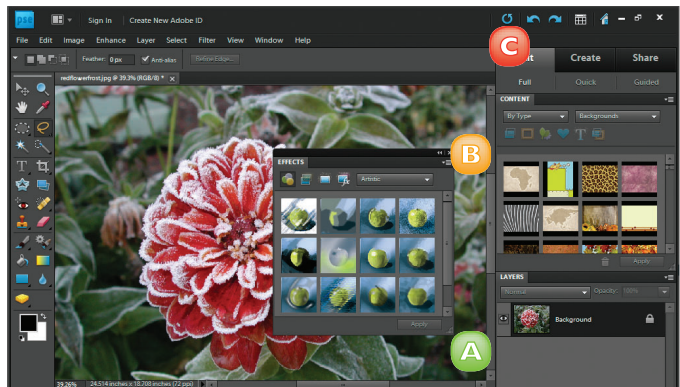
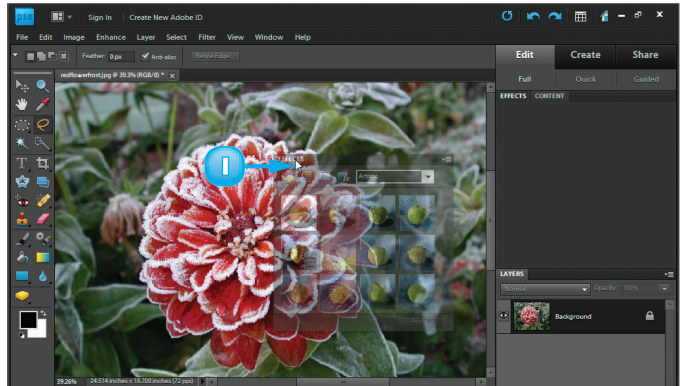


Float a Panel

- 1 Click and drag the title tab of a panel to the work area.
- 2 Release the mouse.

The panel opens as a free-floating window.

- A You can resize a floating panel by clicking and dragging its corner (■).
- B To close a floating panel, click the **Close** button (✕).
- C To reset the Photoshop Elements panels to their default arrangement, click **Reset Panels**.



Rearrange Panels in the Panel Bin

- 1 Position the mouse pointer over the title tab of a panel.
- 2 Click and drag the panel to a different part of the Panel Bin.

Photoshop Elements highlights the area to which the panel will be moved.

- 3 Release the mouse button.

Photoshop Elements moves the panel.

