Making Everything Easier!™

Photoshop® Elements 11

FOR DUMMIES®

Learn to:

- Fix the most common digital photo problems
- Edit and crop images, enhance color, and sharpen photos
- Share your photos with family and friends on Facebook® and Flickr®

IN FULL COLOR!

Barbara Obermeier
Ted Padova

Get More and Do More at Dummies.com®

Start with **FREE** Cheat Sheets

Cheat Sheets include

- Checklists
- Charts
- Common Instructions
- And Other Good Stuff!

To access the Cheat Sheet created specifically for this book, go to
www.dummies.com/cheatsheet/photoshopelements11

Get Smart at Dummies.com

Dummies.com makes your life easier with 1,000s of answers on everything from removing wallpaper to using the latest version of Windows.

Check out our

- Videos
- Illustrated Articles
- Step-by-Step Instructions

Plus, each month you can win valuable prizes by entering our Dummies.com sweepstakes. *

Want a weekly dose of Dummies? Sign up for Newsletters on

- Digital Photography
- Microsoft Windows & Office
- Personal Finance & Investing
- Health & Wellness
- Computing, iPods & Cell Phones
- eBay
- Internet
- Food, Home & Garden

Find out "HOW" at Dummies.com

**Sweepstakes not currently available in all countries; visit Dummies.com for official rules.*

Photoshop® Elements 11

FOR

DUMMIES®

Photoshop® Elements 11 FOR DUMMIES®

by Barbara Obermeier
and Ted Padova

John Wiley & Sons, Inc.

Photoshop® Elements 11 For Dummies®

Published by
John Wiley & Sons, Inc.
111 River Street
Hoboken, NJ 07030-5774

www.wiley.com

Copyright © 2012 by John Wiley & Sons, Inc., Hoboken, New Jersey

Published by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at http://www.wiley.com/go/permissions.

Trademarks: Wiley, the Wiley logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. Photoshop is a registered trademark of Adobe Systems Incorporated. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at http://booksupport.wiley.com. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number:

ISBN 978-1-118-40821-6 (pbk); ISBN 978-1-118-46201-0 (ebk); ISBN 978-1-118-49131-7 (ebk);
ISBN 978-1-118-49133-1 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

About the Authors

Barbara Obermeier is the principal of Obermeier Design, a graphic design studio in Ventura, California. She is the author of *Photoshop CS6 All-in-One For Dummies* and has contributed as author or coauthor on over two dozen books on Photoshop, Photoshop Elements, Illustrator, PowerPoint, and digital photography for Wiley Publishing, Peachpit Press, and Adobe Press. She is currently a faculty member in the School of Design at Brooks Institute.

Ted Padova is the former chief executive officer and managing partner of The Image Source Digital Imaging and Photo Finishing Centers of Ventura and Thousand Oaks, California. He has been involved in digital imaging since founding a service bureau in 1990. He retired from his company in 2005 and now spends his time writing and speaking on Acrobat, PDF forms, LiveCycle Designer forms, and Adobe Design Premium Suite applications.

Ted has written more than 50 computer books and is the world's leading author on Adobe Acrobat. He has written books on Adobe Acrobat, Adobe Photoshop, Adobe Photoshop Elements, Adobe Reader, Microsoft PowerPoint, and Adobe Illustrator. Recent books published by John Wiley & Sons include *Adobe Acrobat PDF Bible* (versions 4, 5, 6, 7, 8, 9, and X), *Acrobat and LiveCycle Designer Forms Bible, Adobe Creative Suite Bible* (versions CS, CS2, CS3, CS4, and CS5), *Color Correction for Digital Photographers Only, Color Management for Digital Photographers For Dummies, Microsoft PowerPoint 2007 For Dummies: Just the Steps, Creating Adobe Acrobat PDF Forms, Teach Yourself Visually Acrobat 5,* and *Adobe Acrobat 6.0 Complete Course*. He also coauthored *Adobe Illustrator Master Class — Illustrator Illuminated* and wrote *Adobe Reader Revealed* for Peachpit/Adobe Press.

Dedication

Don Mason was a coauthor for two books with Ted. One of the books was *Color Management for Digital Photographers For Dummies*. Sadly, Don passed away this year (2012).

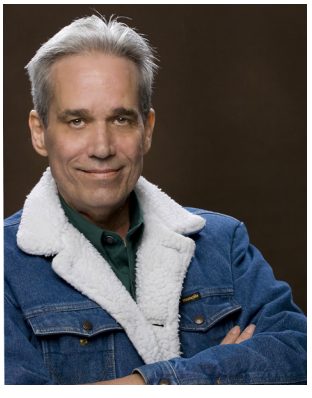

Photo courtesy Teresa Harigian'Nielson

Don was an inspiration for both of us. He assisted a few times in reviewing images for our Photoshop Elements books, and we both considered him to be one of the best color correction experts in the industry.

Don was truly a generous individual who was always happy to offer assistance to all Photoshop Elements and Photoshop users. He was the premiere commercial photographer serving most of the graphic designers and advertising agencies in his hometown — Bakersfield, California.

Prior to the year 1998, Don never touched a computer keyboard. His graphic artist clients were all using Adobe Photoshop and frequently asked him questions about editing photos. When asked a question, Don typically said to his clients, "It must have some kind of manual. Why don't you drop it off at my office on your way home?" Amazingly, and on several occasions, the next day Don walked his clients through steps, over the phone, to properly adjust brightness values using Adobe Photoshop. All this he did after reading a manual in one evening and never looking at a computer monitor.

In 1997 Don asked Ted about what a computer could do for him. He brought spectrometers to Ted's service center, read books, and finally late in 1997 he purchased his first computer. In less than a year, Don became the master, and we both asked Don many technical questions.

Don was a true genius and moreover a wonderful human being. He will be missed by friends and many people in our industry.

Authors' Acknowledgments

We would like to thank our excellent project editor, Rebecca Huehls, one of the very best project editors we've worked with over many years; Bob Woerner, our great and very supportive executive editor; Andy Cummings, Dummies royalty; Dennis Cohen, technical editing wizard, who made what we wrote sound better; and all the dedicated production staff at Wiley.

Barbara Obermeier: A special thanks to Ted Padova, my coauthor and friend, who always reminds me there is still a 1 in 53 million chance that we can win the lottery.

Ted Padova: As always, I'd like to thank Barbara Obermeier for her continued collaborations and lasting friendship. Also, a special thanks to Regis and Malou Pelletier; Curtis and Grace Cooper; Irene Windley; Mike Bindi; and my bridge buddies Stefan, George, and Richard for all their special modeling assistance.

Publisher's Acknowledgments

We're proud of this book; please send us your comments at http://dummies.custhelp.com. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

Sr. Project Editor: Rebecca Huehls

Executive Editor: Bob Woerner

Sr. Copy Editor: Barry Childs-Helton

Technical Editor: Dennis Cohen

Sr. Editorial Manager: Leah Michael

Editorial Assistant: Leslie Saxman

Sr. Editorial Assistant: Cherie Case

Cover Photos: *Front cover images:* sunflower, © Nikada/iStockphoto.com; daisies, © Nicole S. Young/iStockphoto.com; watering can, © Mehmet Salih Guler/iStockphoto.com; background, © kertlis/iStockphoto.com; woman, © Liv Friis-Larsen/iStockphoto.com. *Back cover images:* left, © Eric Michaud/iStockphoto.com; right, © Catharina van den Dikkenberg/iStockphoto.com

Cartoons: Rich Tennant (www.the5thwave.com)

Composition Services

Project Coordinator: Katie Crocker

Layout and Graphics: Carl Byers, Carrie A. Cesavice, Joyce Haughey

Proofreaders: Evelyn Wellborn

Indexer: Potomac Indexing, LLC

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Kathleen Nebenhaus, Vice President and Executive Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Contents at a Glance

Introduction 1

Part 1: Organizing and Editing Images 7

Chapter 1: Getting Your Images 9
Chapter 2: Getting to Know the Editing Work Areas 29
Chapter 3: Getting Ready to Edit 59
Chapter 4: Working with Resolutions, Color Modes, and File Formats 71

Part 11: Managing Media 97

Chapter 5: Tagging Photos and Creating Albums 99
Chapter 6: Viewing and Finding Your Images 117

Part 111: Selecting and Correcting Photos 141

Chapter 7: Making and Modifying Selections 143
Chapter 8: Working with Layers 175
Chapter 9: Simple Image Makeovers 197
Chapter 10: Correcting Contrast, Color, and Clarity 225

Part 1V: Exploring Your Inner Artist 255

Chapter 11: Playing with Filters, Effects, Styles, and More 257
Chapter 12: Drawing and Painting 293
Chapter 13: Working with Type 319

Part V: Printing, Creating, and Sharing 337

Chapter 14: Getting It on Paper 339
Chapter 15: Sharing Your Work 357
Chapter 16: Making Creations 373

Part V1: The Part of Tens 385

Chapter 17: Ten Tips for Composing Better Photos 387
Chapter 18: Ten More Project Ideas 393

Index 399

Table of Contents

Introduction 1

About This Book 2
Conventions Used in This Book 2
How This Book Is Organized 3
Part I: Organizing and Editing Images 3
Part II: Managing Media 4
Part III: Selecting and Correcting Photos 4
Part IV: Exploring Your Inner Artist 4
Part V: Printing, Creating, and Sharing 5
Part VI: The Part of Tens 5
Icons Used in This Book 5
Where to Go from Here 6

Part 1: Organizing and Editing Images 7

Chapter 1: Getting Your Images 9

Organizing Photos and Media on a Hard Drive 10
Launching Photoshop Elements 11
Adding Images to the Organizer 13
Adding files from folders and removable media 13
Downloading images from your camera with the Elements Downloader 14
Importing additional photos from folders 16
Understanding the Media Browser 17
Viewing images in the Media Browser 18
Adding people in the Media Browser 18
Using a Scanner 20
Understanding image requirements 20
Using scanner plug-ins on Windows 21
Scanning on the Macintosh 23
Scanning many photos at a time 23
Grabbing Photos from iPhoto (Macintosh Only) 25
Phoning In Your Images 25

Chapter 2: Getting to Know the Editing Work Areas 29

Launching the Photo Editor 30
Examining the Photo Editor 32
Examining the image window 35
Moving through the menu bar 38
Uncovering the contextual menus 40
Using the Tools panel 40
Selecting from the Tool Options 43
Playing with panels 43
Using the Photo Bin 46
Creating images from scratch 47
Using the Quick Mode 49
Using Guided Mode 51
Retracing Your Steps 54
Using the Undo History panel 55
Reverting to the last save 56
Getting a Helping Hand 56

Chapter 3: Getting Ready to Edit 59

Controlling the Editing Environment 60
Launching and navigating preferences 60
Checking out all the preferences panes 62
Controlling the Organizer Environment 63
Navigating Organizer preferences 63
Setting preferences in all the panes 64
Customizing Presets 65
Getting Familiar with Color 66
Getting Color Right 68
Color the easy way 68
Calibrating your monitor 68
Choosing a color workspace 69
Understanding how profiles work 70

Chapter 4: Working with Resolutions, Color Modes, and File Formats 71

Grappling with the Ubiquitous Pixels 72
Understanding resolution 73
Understanding image dimensions 75
The Art of Resampling 76
Changing image size and resolution 76
Understanding the results of resampling 78
Choosing a Resolution for Print or Onscreen 80

Go Ahead — Make My Mode! 80
Converting to Bitmap mode 81
Converting to Grayscale mode 83
Converting to Indexed Color mode 86
Saving Files with Purpose 87
Using the Save/Save As dialog box 88
Saving files for the web 89
Understanding file formats 91
File formats at a glance 95
Audio and video formats supported in Elements 96

Part II: Managing Media 97

Chapter 5: Tagging Photos and Creating Albums 99

Touring the Organizer Window 100
Organizing Groups of Images with Keyword Tags 103
Creating and viewing a keyword tag 103
Adding icons to keyword tags 105
Working with custom keyword tags 105
Working with default keyword tags 106
Working with keyword tag sub-categories 107
Creating Albums 108
Rating images 108
Adding rated files to an album 110
Editing an album 112
Exploring album benefits 113
Creating a Smart Album 113

Chapter 6: Viewing and Finding Your Images 117

Cataloging Files 117
Using the Catalog Manager 118
Working with catalogs 119
Backing up your catalog 119
Backing up photos and files (Windows) 121
Backing up photos on a second hard drive 121
The Many Faces of the Organizer 122
Using the View menu 122
Viewing photos in a slideshow (Full Screen view) 122
Comparing the Organizer on Windows and the Macintosh 128
Placing Pictures on Maps 128
Working with Events 130

Using Search Options 131
Using Advanced Search Options 132
Searching by date 133
Searching for untagged items 133
Searching captions and notes 134
Searching by history 135
Searching metadata 135
Searching similarities 136
Grouping Files That Get in the Way 138
Marking files as hidden 138
Stacking 'em up 138
Creating versions 139

Part III: Selecting and Correcting Photos 141

Chapter 7: Making and Modifying Selections 143

Defining Selections 143
Creating Rectangular and Elliptical Selections 144
Perfecting squares and circles with Shift and Alt or Option 145
Applying Marquee options 146
Making Freeform Selections with the Lasso Tools 148
Selecting with the Lasso tool 148
Getting straight with the Polygonal Lasso tool 150
Snapping with the Magnetic Lasso tool 151
Working Wizardry with the Magic Wand 152
Talking about Tolerance 153
Wielding the Wand to select 153
Modifying Your Selections 155
Adding to a selection 155
Subtracting from a selection 156
Intersecting two selections 156
Avoiding key collisions 156
Painting with the Selection Brush 156
Painting with the Quick Selection Tool 159
Resizing Smartly with the Recompose Tool 160
Working with the Cookie Cutter Tool 162
Eliminating with the Eraser Tools 163
The Eraser tool 164
The Background Eraser tool 165
The Magic Eraser tool 166
Using the Magic Extractor Command 166

Using the Select Menu 169
Selecting all or nothing 169
Reselecting a selection 169
Inversing a selection 169
Feathering a selection 170
Refining the edges of a selection 170
Using the Modify commands 172
Applying the Grow and Similar commands 172
Saving and loading selections 172

Chapter 8: Working with Layers 175

Getting to Know Layers 176
Anatomy of the Layers panel 177
Using the Layer and Select menus 179
Working with Different Layer Types 181
Image layers 181
Adjustment layers 181
Fill layers 184
Shape layers 185
Type layers 186
Tackling Layer Basics 186
Creating a new layer from scratch 186
Using Layer via Copy and Layer via Cut 187
Duplicating layers 187
Dragging and dropping layers 188
Using the Paste into Selection command 189
Moving a Layer's Content 189
Transforming Layers 190
Adding Layer Masks 191
Flattening and Merging Layers 193
Flattening layers 194
Merging layers 194

Chapter 9: Simple Image Makeovers 197

Cropping and Straightening Images 197
Cutting away with the Crop tool 198
Cropping with a selection border 200
Straightening images 201
Recomposing Images 202
Employing One-Step Auto Fixes 203
Auto Smart Fix 204
Auto Levels 205
Auto Contrast 205

Auto Color Correction 206
Auto Sharpen 207
Auto Red Eye Fix 207
Editing in Quick Mode 208
Fixing Small Imperfections with Tools 212
Cloning with the Clone Stamp tool 212
Retouching with the Healing Brush 214
Zeroing in with the Spot Healing Brush 216
Lightening and darkening with Dodge and Burn tools 217
Smudging away rough spots 219
Softening with the Blur tool 220
Focusing with the Sharpen tool 221
Sponging color on and off 222
Replacing one color with another 223

Chapter 10: Correcting Contrast, Color, and Clarity 225

Editing Your Photos Using a Logical Workflow 226
Adjusting Lighting 226
Fixing lighting with Shadows/Highlights 226
Using Brightness/Contrast 228
Pinpointing proper contrast with Levels 228
Adjusting Color 231
Removing color casts automatically 231
Adjusting with Hue/Saturation 232
Eliminating color with Remove Color 234
Switching colors with Replace Color 235
Correcting with Color Curves 236
Adjusting skin tones 238
Defringing layers 239
Correcting with Color Variations 240
Adjusting color temperature with photo filters 242
Mapping your colors 243
Adjusting Clarity 244
Removing noise, artifacts, dust, and scratches 244
Blurring when you need to 245
Sharpening for better focus 248
Working Intelligently with the Smart Brush Tools 251

Part IV: Exploring Your Inner Artist 255

Chapter 11: Playing with Filters, Effects, Styles, and More 257

Having Fun with Filters 257
Applying filters 258
Corrective or destructive filters 259
One-step or multistep filters 259
Fading a filter 259

Selectively applying a filter....260
Working in the Filter Gallery....261
Distorting with the Liquify filter....262
Correcting Camera Distortion....265
Exploring New Filters....267
Creating a comic....267
Getting graphic....268
Using the Pen & Ink filter....269
Dressing Up with Photo and Text Effects....271
Adding Shadows, Glows, and More....272
Applying layer styles....272
Working with layer styles....274
Mixing It Up with Blend Modes....275
General blend modes....275
Darken blend modes....276
Lighten blend modes....277
Lighting blend modes....278
Inverter blend modes....278
HSL blend modes....280
Using Photomerge....281
Photomerge Panorama....281
Photomerge Group Shot....284
Photomerge Scene Cleaner....286
Photomerge Exposure....287
Photomerge Style Match....290

Chapter 12: Drawing and Painting....293

Choosing Color....293
Working with the Color Picker....294
Dipping into the Color Swatches panel....295
Sampling with the Eyedropper tool....297
Getting Artsy with the Pencil and Brush Tools....298
Drawing with the Pencil tool....298
Painting with the Brush tool....300
Creating your own brush....302
Using the Impressionist Brush....303
Filling and Outlining Selections....304
Fill 'er up....304
Outlining with the Stroke command....305
Splashing On Color with the Paint Bucket Tool....306
Working with Multicolored Gradients....307
Applying a preset gradient....307
Customizing gradients....309

Working with Patterns 311
Applying a preset pattern 311
Creating a new pattern 312
Creating Shapes of All Sorts 313
Drawing a shape 313
Drawing multiple shapes 315
Specifying Geometry options 315
Editing shapes 317

Chapter 13: Working with Type 319

Understanding Type Basics 319
Tools 320
Modes 320
Formats 321
Creating Point Type 321
Creating Paragraph Type 323
Creating Path Type 324
Using the Text On Selection tool 324
Using the Text On Shape tool 325
Using the Text On Custom Path tool 326
Specifying Type Options 327
Editing Text 329
Simplifying Type 330
Masking with Type 331
Stylizing and Warping Type 333
Adjusting type opacity 334
Applying filters to your type 334
Painting your type with color and gradients 335
Warping your type 335

Part V: Printing, Creating, and Sharing 337

Chapter 14: Getting It on Paper 339

Getting Pictures Ready for Printing 340
Working with Color Printer Profiles 340
Printing a photo with the printer managing color 341
Printing a photo with Elements managing color 347
Getting Familiar with the Print Dialog Box 351
Using Page Setup 353
Using More Options 353
Exploring Other Print Options 354

Chapter 15: Sharing Your Work 357

Getting Familiar with the Elements Sharing Options 357
Planning ahead 358
Understanding Adobe Revel 360
Understanding some common setup attributes 361
Creating an Online Photo Album 362
Understanding export options 362
Exporting to Photoshop Showcase 362
Using Photoshop Showcase 364
Viewing Photoshop Showcase galleries 366
E-Mailing Photos 368
Working with Adobe Premiere Elements 369
Sharing Your Photos on Social Networks 369
Sharing photos on Flickr and Facebook 370
Using other online services 371

Chapter 16: Making Creations 373

Getting a Grip on Creations 373
Grasping Creation-Assembly Basics 374
Creating a Slide Show (Windows Only) 377
Creating a Slide Show project (Windows) 378
Exporting to slides and video 381
Making Additional Creations 383

Part VI: The Part of Tens 385

Chapter 17: Ten Tips for Composing Better Photos 387

Find a Focal Point 387
Use the Rule of Thirds 388
Cut the Clutter 388
Frame Your Shot 389
Employ Contrast 389
Use Leading Lines 389
Experiment with Viewpoints 390
Use Light 390
Give Direction 391
Consider Direction of Movement 392

Chapter 18: Ten More Project Ideas 393

Screen Savers 393
Flyers, Ads, and Online Auctions 395
Clothes, Hats, and More 396
Posters 396
Household and Business Inventories 397
Project Documentation 397
School Reports and Projects 397
Blogs 397
Wait — There's More 397

Index *399*

Introduction

Photoshop Elements is now in its eleventh version. The product has matured as a tool for both professional and amateur photographers who want to edit, improve, manage, manipulate, and organize photos and other media. Considering the power and impressive features of the program, Elements remains one of the best values for your money among computer software applications.

We live in a photo world. With more than 200 million Apple iOS devices, millions of smart phones, various tablets, netbooks, laptops, and computers, users are managing and editing photos routinely every hour and every day of the year. In order to manage and edit your photos, you need a program like Adobe Photoshop Elements.

Why should you buy Photoshop Elements (and, ultimately, this book)? The range of people who can benefit from using Elements is wide and includes a vast audience. From beginning image editors to intermediate users to more advanced amateurs and professionals, Elements has something for everyone. Hopefully this book can help guide you through the changes in Elements 11 and explain how to take charge of many of the editing features.

What's so nice about this latest release is that the Adobe Development Team made many tasks much easier. Elements 11 has a brand new and simpler interface. Sharing your photos has been greatly simplified by using the free Photoshop Showcase online service and more parity exists between Windows and the Macintosh.

To set your frame of mind to thinking in Photoshop Elements terms, don't think of the program as a scaled-down version of Adobe Photoshop; those days are gone. Consider the following:

- **If you're a digital photographer,** Elements has the tools for you to open, edit, and massage your pictures into professional images.
- **If you worry about color management,** Elements can handle the task for you, as we explain in Chapters 4 and 14, where we talk about color profiling and printing. For the professional, Photoshop Elements has almost everything you need to create final images for color printing and commercial printing.
- **If you're interested in displaying photos on online services or handheld devices,** you're in the right spot. We cover everything from uploading Facebook images to connecting to an iPhone or iPad. Look over Chapters 1 and 15 to find out more.

- **If you're a beginner or an intermediate user,** you'll find that some of the Photoshop Elements quick-fix operations are a breeze to use for enhancing your images, as we explain in Chapters 9 and 10.
- **If you like to print homemade greeting cards and photo albums —** whether you're a beginner, an intermediate user, or a professional user — Elements provides you with easy-to-follow steps to package your creations, as we discuss in Chapters 15 and 16. In addition, the wonderful sharing services are your gateway to keeping family, friends, and clients connected to your photos, as we explain in Chapter 15.

About This Book

This book is an effort to provide as much of a comprehensive view of a wildly feature-rich program as we can. Additionally, this book is written for a cross-platform audience. If you're a Macintosh user, you'll find all you need to work in Elements 11 for the Macintosh, including support for placing photos on maps and more consistency with Windows features.

Elements is overflowing with features, and we try to offer you as much as possible within a limited amount of space. We begged for more pages, but alas, our publisher wants to get this book in your hands in full color and with an attractive price tag. Therefore, even though we may skip over a few little things, all you need to know about using Photoshop Elements for designing images for print, sharing, the web, versatile packaging, e-mailing, and more is covered in the pages ahead. If you still crave more, take a look at our *Adobe Photoshop Elements 11 All-in-One For Dummies* (John Wiley & Sons, Inc.), where you can find more comprehensive coverage of Photoshop Elements 11.

As we said, Photoshop Elements has something for just about everyone. Hence, we know that our audience is large and that not everyone will use every tool, command, or method described in this book. Therefore, we added a lot of cross-references in the text, in case you want to jump around. You can go to just about any chapter and start reading; and, if some concept needs more explanation, we point you in the right direction for getting some background when it's necessary.

Conventions Used in This Book

Throughout this book, we point you to menus where commands are accessed frequently. A couple of things to remember are the references for where to go

when we walk you through steps in a procedure. For accessing a menu command, you may see a sentence like this one:

Choose File➪Get Photos➪From Files and Folders.

When you see commands like this one, we're asking you to click the File menu to open the drop-down menu, click the menu command labeled Get Photos, and then choose the command From Files and Folders from the submenu that appears.

Another convention we use refers to context menus. A *context menu* jumps up at your cursor position and shows you a menu similar to the menu you select at the top of the Elements workspace. To open a context menu, right-click the mouse (Control-click on the Macintosh if you don't have a two-button mouse).

A third item relates to using keystrokes on your keyboard. When we mention that some keys need to be pressed on your keyboard, the text looks like this:

Press Alt+Shift+Ctrl+S (Option+Shift+⌘+S on the Macintosh).

In this case, you hold down the Alt key on Windows or the Option key on the Macintosh, the Shift key, and the Control key on Windows or the ⌘ key on the Macintosh, and then press the S key. Then, release all the keys at the same time.

How This Book Is Organized

This book is divided into logical parts where related features are nested together in chapters within six different parts of the book.

Part 1: Organizing and Editing Images

There are two major components in Photoshop Elements. The Organizer is where you manage all your media — not just photos, but also video, music, PDFs, and projects you create in Elements. The other component is the Photo Editor where you edit photos in a vast number of ways.

We begin Part I with importing photos and performing some tasks in the Organizer. We then introduce you to the Photo Editor in Chapter 2. After all, once you have photos in the Organizer, one of the next things you'll want to

do is edit your photos. We continue in Chapters 3 and 4 with the Photo Editor and talk about essential file attributes you need to know for editing, printing, and sharing your files.

Part II: Managing Media

In Part II we return to the Organizer and talk about the many ways you can search and find media in the Media Browser. We explore the Find menu and talk about metadata and adding captions and notes to your media. We also cover viewing files in the Organizer in many ways, such as after sorting media and viewing media in slideshows. We conclude this part by talking about albums that help you further organize your media, including both regular albums and Smart Albums.

Part III: Selecting and Correcting Photos

Part III relates to creating and manipulating selections. There's a lot to making selections in photos, but after you figure it out (by reading Chapter 7), you can cut out a figure in a picture and drop it into another picture, drop different backgrounds into pictures, or isolate an area that needs some brightness and contrast adjustment. In Chapter 8, we talk about layers and how to create and manage them in Elements. In many other chapters, we refer you to Chapter 8 because you need to work with layers for many other tasks you do in Elements.

In Chapter 9, we talk about fixing image flaws and problems. That picture you took with your digital camera may be underexposed or overexposed, or it may need some work to remove dust and scratches. Maybe it needs a little sharpening, or another imperfection requires editing. All the know-how and how-tos are in this chapter.

In Chapter 10, we cover how to correct color problems, brightness, and contrast. We show you ways to quickly fix photos, as well as some methods for custom image corrections.

Part IV: Exploring Your Inner Artist

This part is designed to bring out the artist in you. Considering the easy application of Elements filter effects, you can turn a photo image into a drawing or apply a huge number of different effects to change the look of your image. Find out all about them in Chapter 11.

In Chapter 12, we talk about drawing and painting so that you can let your artistic expression run wild. We follow up in Chapter 13 by talking about

adding text to photos so that you can create your own layouts, posters, cards, and more.

Part V: Printing, Creating, and Sharing

You may find yourself printing fewer photos than ever with all the online opportunities and the display devices available to you. However, when it comes time to print a photo, we provide you information on how to produce good color on your desktop color printer in Chapter 14.

If screen viewing is of interest to you, we cover a number of different options for viewing your pictures onscreen and sharing photos in Chapter 15. For web-hosted images, animated images, photo viewing on your TV, and sending files to social networks, this chapter shows you the many ways you can view your Elements images onscreen.

We wrap up this part with Chapter 16, in which we describe how to make creations for both printing to your desktop printers and sharing photos.

Part VI: The Part of Tens

The last part of the book contains the Part of Tens chapters. We offer ten tips for composing better images and give you ten more project ideas to try with Elements.

Icons Used in This Book

In the margins throughout this book, you see icons indicating that something important is stated in the respective text.

This icon informs you that the item discussed is a new feature in Photoshop Elements 11.

Pay particular attention when you see the Warning icon. This icon indicates possible side-effects or damage to your image that you might encounter when performing certain operations in Elements.

This icon is a heads-up for something you may want to commit to memory. Usually, it tells you about a shortcut for a repetitive task, where remembering a procedure can save you time.

A Tip tells you about an alternative method for a procedure, by giving you a shortcut, a workaround, or some other type of helpful information related to working on tasks in the section being discussed.

Elements is a computer program, after all. No matter how hard we try to simplify our explanation of features, we can't entirely avoid the technical information. If we think that a topic is on the technical side, we use this icon to alert you that we're moving into a complex subject. You won't see many of these icons in the book because we try our best to give you the details in nontechnical terms.

Where to Go from Here

As we say earlier in this Introduction, the first part of this book serves as a foundation for all the other chapters. Try to spend a little time reading through the four chapters in Part I. After you know how to acquire photos and organize them, feel free to jump around and pay special attention to the cross-referenced chapters, in case you get stuck on a concept. When you need a little extra help, refer to Chapter 1, where we talk about using the online help documents available in Elements.

If you have questions, comments, suggestions, or complaints, go to `http://support.wiley.com`. Occasionally, we have updates to our technology books. If this book does have technical updates, they will be posted at `dummies.com/go/photoshopelements11fdupdates`.

We hope you have much success and enjoyment in using Adobe Photoshop Elements 11, and it's our sincere wish that the pages ahead provide you with an informative and helpful view of the program.