

# Photoshop® Elements 15 & 14 Introduction

Adobe Photoshop® Elements consists of two applications that work together: Elements Editor for editing and adjusting images, and Elements Organizer for storing and cataloging images. By default, Elements opens to the Welcome Screen.

Choose what part of Elements to use, by (Clicking)  PHOTO EDITOR or  ORGANIZER, or (Clicking)  by PHOTO EDITOR and choose OPEN or NEW FILE to go straight to those dialogs in the Photo Editor.

To let Elements to open directly to the Photo Editor or Organizer instead of the Welcome Screen, go to the Welcome Screen, (Click)  Choose from the (On START/ABOUT) LAUNCH menu-down list, then (Click) DONE.



## Using eZee

The Photo Editor opens to eZee by default, which shows regularly updated tips to photography and Elements-related content. To filter tips, (Click)  then choose a filter.

## Switching Between Editing Modes

The Elements Photo Editor has three editing modes, but you can switch among at the top in the Options Bar. The same file can be edited in multiple modes.

- **QUICK**, a basic interface for easily doing many of the most common edits.
- **GUIDED**, step-by-step assistance for many specific editing processes.
- **EXPERT**, an advanced interface with access to all of Elements' editing tools.

## Switching Between Organizer and Editor

In the Toolbar, (Click)  or  to move from one app to the other.

## Working with Files

- **Opening an Existing File** (Click) OPEN at the top left, or from the menu (Choose FILE, EXPLORE, Locate and select the file, then (Click) OPEN).
- **Opening Recent Files** Choose FILE, **RECENT**, **RECENT EDITED FILE**, then choose from the list. Or, in the Welcome screen (Click)  by PHOTO EDITOR, and select the recent file.
- **Opening from Organizer** In Organizer, select the image(s), then (Click)  in the Toolbar.
- **Saving Files** Choose FILE, SAVE AS. Browse to the save location, type a file name in SAVE AS, (Choose a FORMAT, if necessary, then (Click) SAVE).
- **Saving format changes to a previously saved file** Choose FILE, SAVE.
- **Closing a file** In any mode, (Right Click) the file's thumbnail in the Photo Bar and choose CLOSE, or from the menu (Choose FILE, **CLOSE** or **CLOSE ALL**). Depending on the mode you can also (Click)  in the upper-right or (Click)  on the file's tab.

## Creating a New File

New documents are PSD files. The background layer is a blank canvas. Add an image by (Choosing) FILE, PLACE, then browse to the image to add. Or copy and paste a selection from another image open in Elements. Some documents are useful when creating designs from multiple images, such as computer, posters, cards, etc. (Click)  by OPEN in the Options Bar and choose NEW (SCALE FILE, Or, choose FILE, NEW  SCALE FILE. When creating a new file, you can choose from the DOCUMENT TYPE or PRESET—drop-down list, or you can enter custom settings for: **WIDTH** and **HEIGHT** (sets the size of the canvas, **RESOLUTION** (in at least 300 pixels/inch for print projects, and 72 pixels/inch for screen projects (for web content), **COLOR MODE**, CMYK for print, RGB for screen, or **GRAayscale** **BACKGROUND-COLORS**, sets the color or transparency of the canvas.

## About File Formats

Elements Editor works with layers. These layers are accessible in the bottom right of the EXPERT editing view. When you open an image in Elements, it makes that image the background layer. Some edits, such as EFFECTS, TEXT, or cropping and pasting parts of an image, create new layers, leaving the original image underneath. Saving as PSD (the default) saves all layers for future editing. To choose another file type when saving, (Click) the drop-down list by FORMAT in the SAVE AS dialog.

## Switching Between Open Files

Using the Photo Bar, The Photo Bar, shows the Toolbar, shows all open files. (Click) images to switch to them. To show or hide the Photo Bar, in the Toolbar (Click)  PHOTO BAR.

Using Tabs, The Expert mode also shows open files as tabs just under the Options Bar. (Click) a tab to switch to it. The active tab is lighter than other tabs.

## Reverting to the Original Image

To remove any edits and revert to the original image, choose **CCW**, **REVERT**, or press  or  on a Mac, or -C on Windows.

## Comparing Original and Edited Image

In Quick Mode, (Click) the VIEW drop-down list above left of the active image area, then choose whether to show **BEFORE** ONLY (after editing), **BETWEEN** (after editing), or both at the same time (**BETTER**) or **BEFORE/BEHIND**.

## Rotating an Image

- In the Toolbar (Click)  to rotate left. To rotate right, click the toolbar arrow and choose .
- Choose **ANGLE**, **ROTATE**  **90° COUNTER**, **90° CLOCK**, or **180°**.

## Viewing Options for the Current Tool, Tool Options Bar

In the Toolbar (Click)  to show or hide the Tool Options Bar for the current tool. The choice shows the Toolbar, replacing the Photo Bar.

## Adjusting Zoom

- In Quick and Guided Edit mode, (Drag) the ZOOM slider above the active image area.
- (Double Click)  in the Toolbar for 100% zoom.
- (Double Click)  in the Toolbar to fit the image to the active image area.
- To select the Zoom tool (Click)  or press .
  - (Click) the image to zoom in.
  -  (Click) on a Mac or  (Click) in Windows to zoom out.
  - In the Tool Options Bar, (Drag) the ZOOM slider or (Click) a preset zoom level.

## Using the Hand Tool

The Hand tool moves the image within the active image area when zoomed in. (Click)  in the Toolbar, or press  to switch to the Hand tool. Or, to temporarily switch to the Hand tool when using another tool, hold -Spacebar, (Drag) the image to move it.

## Resizing an Image

1. Choose **IMAGE**, **STRETCH**  **IMAGE SIZE**.
2. Set **WIDTH**, **HEIGHT**, and **RESOLUTION** to change the unit of measurement, e.g., inches to pixels, or the units to the right of each box.
3. If **CONSTRAIN PROPORTIONS** is checked, **WIDTH** and **HEIGHT** will change in relation with each other to keep from stretching or squishing the image. If **CONSTRAIN PROPORTIONS** is unchecked and you wish to uncheck it, check **RESCALE IMAGE** first.
4. (Click) OK.

## Straightening an Image

1. (Click)  in the Toolbar, or press .
2. Choose whether to **STRaighten IMAGE** **YES** or **MAintain Camera VIs** using the drop-down list in the Tool Options Bar.
3. (Drag) a line on the image. When released, the image will rotate so that line is the new horizon.

## Cropping an Image

1. (Click)  in the Toolbar, or press .
2. To constrain the proportions to a common photo size, (Click) the drop-down under CROP in the Tool Options Bar, then choose from the list. Or type the dimensions in the W and H fields under that.
3. To specify resolution of the cropped image (useful for ensuring a final crop is print resolution, for example), or the RESOLUTION field in the Tool Options Bar.
4. Drag the edges of the grid overlaying the image to make the crop, or choose from one of the CROP **STYLES** in the Tool Options Bar.
5. When finished, (Click)  to crop. Or, (Click)  to cancel.

# Manual For Adobe Photoshop Elements 7

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