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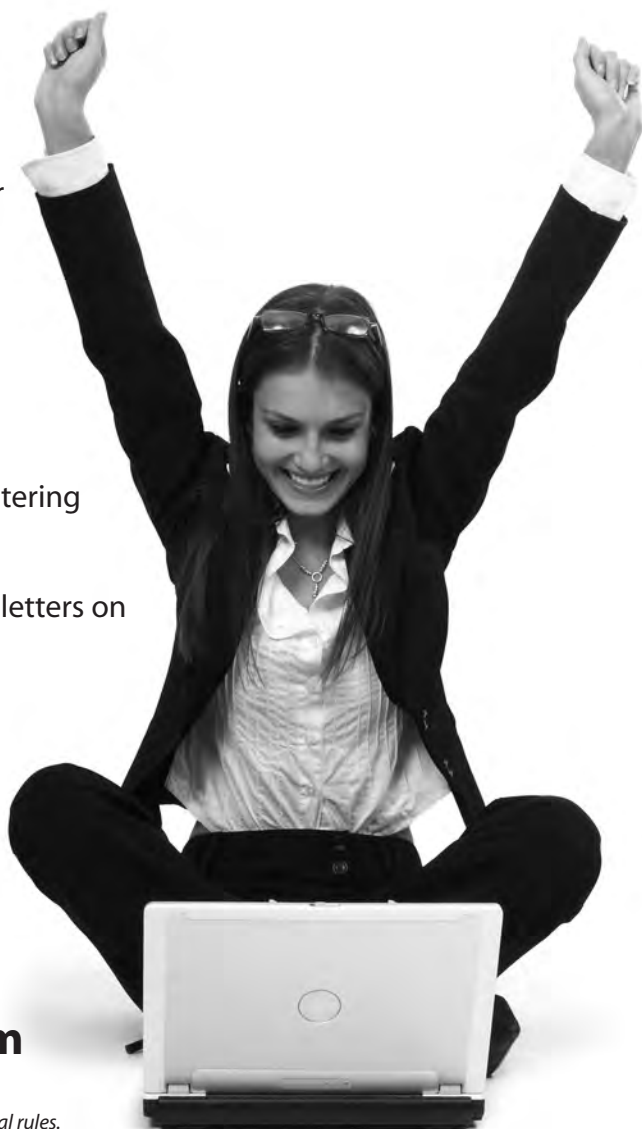
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***Photoshop[®]
Elements 10***
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by **Barbara Obermeier and Ted Padova**



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Introduction

Photoshop Elements is now in its tenth 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. We'll even stick our necks out a little and suggest that many Photoshop users can benefit greatly by adding Elements to their software tool cabinets. Why? Because Elements offers some wonderful creation and sharing tools that Photoshop hasn't yet dreamed of supporting. For example, in Photoshop Elements 10, you can create postcards, greeting cards, and photo albums with just a few mouse-clicks. You can place orders with online service centers that professionally print your photo creations.

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** and you shoot your pictures in JPEG or Camera Raw format, Elements has the tools for you to open, edit, and massage your pictures into professional images.
- ✔ **If you worry about color profile embedding**, Elements can handle the task for you, as we explain in Chapter 5, where we talk about Camera Raw, and in Chapter 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 copying and pasting Facebook images to connecting to an iPhone or iPad. Look over Chapters 2, 4, 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 available 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 10 for the Macintosh, including support for the Organizer on the Macintosh.

There's a lot to Elements, 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, Web hosting, 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 10 All-in-One For Dummies* (John Wiley & Sons, Inc.), where you can find more comprehensive coverage of Photoshop Elements 10.

As we say earlier, 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 detail 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 sub-menu 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 I: Getting Organized

In Part I, we begin by talking about getting photos in Elements, organizing your files, searching for files, and grouping your photos, and we give you much more information related to the Photoshop Elements Organizer. The *Organizer* is your central workplace for both Windows and Macintosh users, and knowing a great deal about using the Organizer window helps you move around much faster in the program.

Part II: Using the Editors

If you just bought a digital camera and you're new to image editing in a program such as Photoshop Elements, you're probably tempted to jump into fixing and editing your pictures. The essentials usually aren't the most exciting part of any program or book. That's true with this book, too: The more mundane issues related to understanding some basics are assembled in the first three chapters. Although some bits of information aren't as exciting as in many other chapters, you must understand them before you start editing images. Be sure to review Chapters 4 through 6 before you dive into the other chapters.

In Part II, we talk about the tools, menus, commands, preferences, workspaces, and features that help you move around easily in the program. The more you pick up in the preliminary chapters, the more easily you can adapt to the Elements way of working.

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-to's 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.

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 10.



Pay particular attention when you see the Warning icon. This icon indicates possible side-effects 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

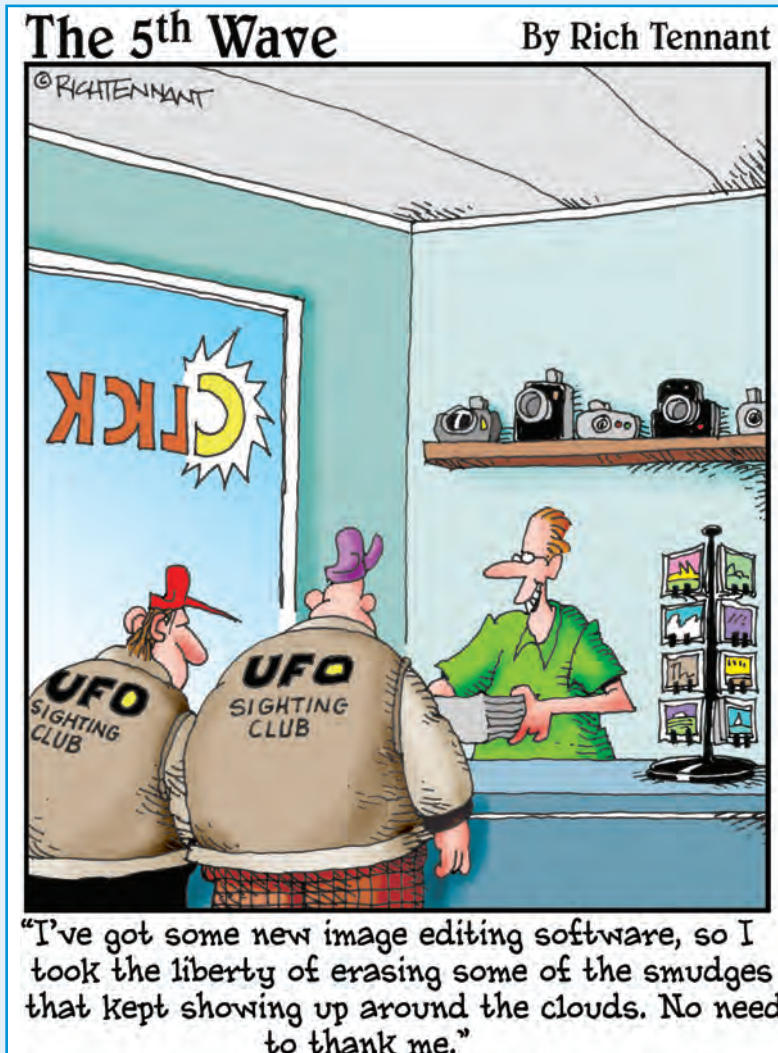
As we say earlier in this Introduction, the first part of this book serves as a foundation for all the other chapters. Try to spend a little time reading through the three chapters in Part I. After you know how to acquire photos and organize them, feel free to jump around and pay special attention to the cross-referenced chapters, in case you get stuck on a concept. When you need a little extra help, refer to Chapter 6, 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/photoshopelements10fdupdates.

We hope you have much success and enjoyment in using Adobe Photoshop Elements 10, and it's our sincere wish that the pages ahead provide you with an informative and helpful view of the program.

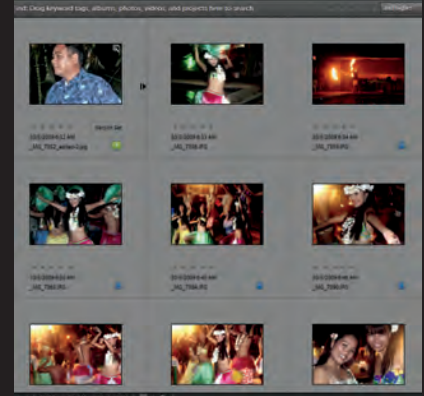
Part I

Getting Organized



In this part . . .

The first thing you want to do after opening the Photoshop Elements program is to access your photos from a digital camera, hard drive, iPad, iPod, iPhone, or scanner. In this part, we talk about how to access your pictures and get them into Elements for editing. We talk about organizing your pictures by using many impressive organizing features in the program, as well as by searching for photos, labeling them, and then creating different versions of the same picture. When it comes to organizing pictures, Elements is one of the best tools you can find to keep your precious photos neatly cataloged and accessible.



Getting Your Images

In This Chapter

- ▶ Organizing your photos on your computer
 - ▶ Launching Photoshop Elements
 - ▶ Importing photos into the Organizer
 - ▶ Scanning photos and artwork
 - ▶ Working with online services
 - ▶ Acquiring photos from cell phones
-

Before you begin anything in Photoshop Elements, your first job is to handle organizing photos on your hard drive. We begin by looking at some options for organizing images before you first launch the program.

You can't do much in Photoshop Elements until you bring in some pictures to work on. Therefore, we begin by discussing importing images into the Elements Organizer. You have many different ways to import a picture into Elements, where you can play with it, experiment on it, and edit it. If you have a digital camera, you're in the right place; we walk you through an easy method for importing images from cameras and card readers into the Organizer.

If you have a digital scanner, you're in the right place, too, because we also talk about scanning photos. If you have CDs, sources of files on the Internet, some massive collection of images written to a DVD, or even a picture or two that you took with your cell phone, you're still in the right place!

This chapter covers all you need to know about bringing images into Elements from all kinds of sources, and explains how to move around the workspaces to get your files into Elements.



Organizing Photos and Media on a Hard Drive

Several years ago, when we wrote the first edition of *Photoshop Elements For Dummies*, photos for the average user took up less space on hard drives and fewer images needed organizing. Over the past decade, photos and media have become the primary data source on the average consumer's computer. We grab a ton of images with our digital cameras and smart phones, import videos from cameras and phones, and now we're capturing both photos and other media with tablets. With Facebook claiming over one-half billion users, you can easily understand how important photos are to computer users.

For many people, a single internal hard drive doesn't offer enough space to store our cherished memories, whether in the form of pictures, videos, or sound and music files. We need more storage space and we need to organize our files, first on hard drives, and then later in Photoshop Elements.



Fortunately, the price of large capacity drives is well within the reach of most people who own a computer, digital camera, and smart phone. One of the best things you can do to accommodate your photography collection is to invest in a 500GB to 2TB USB drive and attach it to your computer. Use the drive only for your photos, videos, and other media, and don't bother copying other data files to it. You can always disconnect a USB drive and use another drive for other kinds of data files.

Even if you store photos on your computer's internal hard drive, organizing the photos in folders will help you manage them efficiently before you get into the Elements Organizer.

Regardless of whether you follow our advice for storing your photos on a separate drive, you should look at organizing files in folders first before you start working with Elements. How you label your folders is a personal choice. You may want to name the folders by years and use subfolders for organizing photos by events, locations, photo content, and so on. In Figure 1-1,

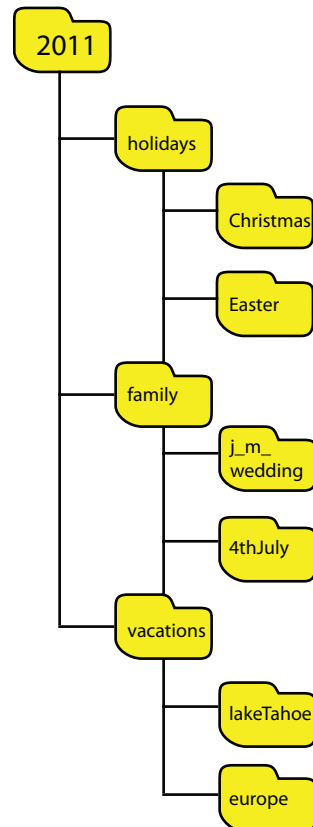


Figure 1-1: Organize photos and media in folders and subfolders on your hard drive.