

Making Everything Easier!™

Photoshop® Elements 11

ALL-IN-ONE

FOR
DUMMIES®

9 BOOKS
IN 1

- Introducing Elements
- Elements Fundamentals
- Image Essentials
- Selections
- Painting, Drawing, and Typing
- Working with Layers and Masks
- Filters, Effects, Styles, and Distortions
- Retouching and Enhancing
- Creating and Sharing with Elements

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/photoshopelements11aio

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
ALL-IN-ONE
FOR
DUMMIES[®]

by **Barbara Obermeier & Ted Padova**



WILEY

John Wiley & Sons, Inc.

Photoshop® Elements 11 All-in-One For Dummies®

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

Copyright © 2013 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: 2012949508

ISBN 978-1-118-40822-3 (pbk); ISBN 978-1-118-46202-7 (ePub); ISBN 978-1-118-52107-6 (eMobi); ISBN 978-1-118-52109-0 (ePDF)

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 CS5 All-in-One For Dummies* and has contributed as author or coauthor to more than two dozen books on Adobe Photoshop, Adobe Photoshop Elements, Adobe Illustrator, Microsoft PowerPoint, and Digital Photography. She is a senior faculty member in the School of Design at Brooks Institute and has also taught at California Lutheran University; University of California, Santa Barbara; and Ventura College.

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 about digital imaging, Acrobat, PDF forms, and LiveCycle Designer forms.

For more than 17 years, Ted taught university and higher education classes in graphic design applications and digital prepress at the University of California, Santa Barbara, and at the University of California at Los Angeles. He has been, and continues to be, a conference speaker nationally and internationally at PDF conferences.

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 Illustrator, Adobe Photoshop, Adobe Photoshop Elements, Adobe Reader, and Microsoft PowerPoint. His books published by Wiley include *Adobe Acrobat PDF Bible* (versions 4, 5, 6, 7, 8, 9, and X), *PDF Forms Using Acrobat and LiveCycle Designer 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 Office PowerPoint 2007 Just the Steps For Dummies*, *Creating Adobe Acrobat Forms*, *Teach Yourself Visually Acrobat PDF 5*, and *Adobe Acrobat 6 Complete Course*. He also coauthored *Adobe Master Class: Illustrator Illuminated* and wrote *Adobe Reader 7 Revealed: Working Effectively with Acrobat PDF Files* for Peachpit/Adobe Press.

Dedication

Barbara Obermeier: For Gary, Kylie, and Lucky, who constantly remind me of what's really important in life.

Ted Padova: For Arnie.

Authors' Acknowledgments

The authors would like to thank Bob Woerner, our most excellent executive editor; Andy Cummings, Dummies Royalty; Dennis Cohen, our technical editing czar. And a big thank-you to Leah Valle of 13thwitch.com for many photo contributions.

Barbara Obermeier: A special thanks to Ted Padova, my coauthor and friend, who both celebrates and commiserates with me on the ups and downs of being an author.

Ted Padova: Many thanks to my dear friend and colleague, Barbara Obermeier, for asking me to join her on this project — and for a little handholding along the way, to help me get through it. Also, a special thanks to Arnie Padova, Dr. Olive De Castro, Malou and Regis Pelletier, Grace and Curtis Cooper, Irene and Bob Windley, Stefan Bergfors, George DuBoulay, Richard Leikin, and Michael Bindi 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

Project Editor: Kelly Ewing

(Previous Edition: Rebecca Senninger)

Executive Editor: Bob Woerner

Technical Editor: Dennis Cohen

Editorial Manager: Jodi Jensen

Editorial Assistant: Leslie Saxman

Sr. Editorial Assistant: Cherie Case

Cover Photo: © iStockphoto.com/bholland
Image #5314227, Hanis Image #2054524,
and Image #3729306

Cartoons: Rich Tennant
(www.the5thwave.com)

Composition Services

Project Coordinator: Patrick Redmond

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

Proofreaders: Melissa Cossell, Jessica Kramer,
The Well-Chosen Word

Indexer: Estalita Slivoskey

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

Table of Contents

Introduction 1

About This Book	1
Book I: Introducing Elements	2
Book II: Elements Fundamentals	3
Book III: Image Essentials	3
Book IV: Selections	3
Book V: Painting, Drawing, and Typing.....	3
Book VI: Working with Layers and Masks.....	3
Book VII: Filters, Effects, Styles, and Distortions.....	4
Book VIII: Retouching and Enhancing	4
Book IX: Creating and Sharing with Elements	4
About the eCheat Sheet	4
Conventions Used in This Book.....	4
Icons Used in This Book	5
Where to Go from Here.....	6

Book 1: Introducing Elements..... 7

Chapter 1: Examining the Elements Environment. 9

Launching Elements	9
Opening the Organizer	11
Adding Images to the Organizer	15
Navigating the Different Modes	17
Visiting Expert editing mode	18
Visiting Quick editing mode	20
Getting help with Guided Photo Edit mode.....	21
Comparing modes.....	21
Moving through the Menu Bar.....	22
Using Context Menus	24
Selecting Settings in the Options Panel	25
Playing with Panels	26
Getting choosy in the Favorites panel	27
Exploring other panels.....	27
Using the Photo Bin.....	30
Getting Productive with Shortcuts.....	32
Finding Help When You Need It.....	33
Using the Help menu	33
Reading PDFs from the Installer DVD-ROM	34
Reading tooltips	34
Checking dialog boxes.....	34

Chapter 2: Getting to Know the Tools 35

Examining the Tools Panel	35
Using Selection Tools	39
Geometric selection tools	40
Lasso tools	41
Magic Wand tool	41
Quick Selection/Selection Brush tools	42
Selection Brush tool	42
Using Drawing and Painting Tools	44
Brush tools	44
Smart Brush tools	45
Eraser tools	46
Paint Bucket tool	46
Gradient tool	46
Using Tools for Cloning and Healing	46
Cloning tools	47
Healing brushes	47
Creating Text with Typographical Tools	47
Using Focus and Toning Tools	48
Red Eye Removal tool	48
Toning tools	49
Focus tools	49
Creating Shapes	49
Cookie Cutter tool	49
Shape tools	50
Viewing, Navigating, and Sampling Tools	51
Eyedropper tool	51
Hand tool	51
Zoom tool	51
Other Editing Tools	52
Move tool	52
Crop tool	52
Recompose tool	52
Straighten tool	52
Discovering the Automation Tools	52
Using one-click auto adjustments	53
Running Actions	53

Chapter 3: Viewing and Navigating Images 57

Looking at the Image Window	57
Zooming In and Out of Image Windows	61
Zooming with keyboard shortcuts	61
Using the Zoom tool	62
Moving with the Hand tool	63

Cruising with the Navigator Panel..... 64
 Using the Grids and Guides..... 64
 Using the Info Panel..... 65
 Working with Graphics 68

Chapter 4: Setting Your Preferences 71

Understanding Preferences..... 71
 Setting the Photo Editor Preferences..... 72
 Setting General preferences 73
 Setting Saving Files preferences 74
 Setting Performance preferences 75
 Setting Display & Cursors preferences 76
 Setting Transparency preferences 78
 Setting Units & Rulers preferences..... 79
 Setting Guides & Grid preferences 79
 Setting Plug-Ins preferences 80
 Setting Type preferences 80
 Setting Up the Organizer Environment..... 82
 Setting General preferences 83
 Setting Files preferences..... 83
 Setting Editing preferences..... 84
 Setting Camera or Card Reader preferences..... 85
 Setting Scanner preferences (Windows only)..... 87
 Setting Keyword Tags and Albums preferences 87
 Setting Sharing preferences..... 88
 Setting Adobe Partner Services preferences..... 88
 Setting Media-Analysis preferences 90

Book II: Elements Fundamentals..... 91

Chapter 1: Acquiring, Saving, and Exporting Images 93

Organizing Your Photos..... 94
 Dedicating photos to a single hard drive..... 94
 Organizing a second hard drive..... 94
 Getting Images from Your Camera 97
 Getting Images from Your Card Reader..... 97
 Scanning Images 100
 Preparing before you scan..... 100
 Understanding image requirements 101
 Using scanner plug-ins (Windows only) 102
 Scanning many photos at a time..... 103
 Phoning In Your Images 105
 Getting Files from Folders 105
 Using the File System 106

Opening an Image in the Photo Editor	107
Using Open As	108
Opening recently edited files	108
Placing files	109
Creating a New Image.....	111
Converting Clipboard Data to Images.....	111
Saving Files	113
Using the Save/Save As dialog box.....	113
Saving files for the web	114
Batch Processing Files	114
Exporting files.....	115
Processing multiple files	117
Closing and Quitting.....	118

Chapter 2: Working in the Organizer119

Cataloging Files.....	119
Creating a new catalog	120
Importing legacy catalogs.....	122
Switching catalogs	122
Viewing Images in the Organizer	123
Understanding the Media Browser.....	123
Using Thumbnail view.....	124
Changing view options in the View menu.....	125
Viewing photos in a slide show (Full Screen view)	127
Hiding Files That Get in the Way	132
Stacking 'em up	132
Managing stacks.....	133
Protecting Your Assets	134
Backing up your catalog.....	134
Backing up photos and files (Windows)	135

Chapter 3: Sorting and Organizing Files.137

Sorting Images.....	137
Using sort commands.....	138
Sorting media types.....	139
Using Search Options.....	139
Using Search.....	139
Using Advanced Search.....	140
Searching metadata	140
Searching by media type.....	142
Searching by history.....	142
Searching captions and notes	143
Searching by filename	145
Searching missing files, version sets, and stacks	145
Searching by visual similarities	145

Searching by date	146
Searching for miscellaneous items	148
Finding people	148
Organizing and Managing in the Organizer	153
Organizing groups of images with keyword tags	153
Working with image tags	159
Mapping photos	160
Working with Image Information	163
Using the Information panel	164
Rating images	165
Working with Albums	165
Creating an album	166
Using albums for temporary work	168
Editing an album	168
Exploring album benefits	169
Creating a Smart Album	169

Chapter 4: Working with iHardware 171

Grabbing Media from Handheld Devices	172
Uploading Photos to Handheld Devices	173
Uploading iOS files using iTunes	173
Uploading a folder with Android	174
Using Watch Folders	174
Using PDF Readers with Devices	176
Using PDF viewers with iOS devices	176
Using PDF readers with Android devices	178
Making Creations for Devices	178
Creating slide shows for iOS devices	178
Creating slide shows for Android devices	181
Converting video formats for iOS devices	181

***Book III: Image Essentials*..... 183**

Chapter 1: Specifying Resolution and Changing Image Sizing 185

Examining Images Closely	185
Understanding resolution	186
Understanding image dimensions	188
Understanding camera megapixels	188
Looking at raster versus vector images	188
Using the Image Size Command	189
Downsampling images	189
Upsampling images	192
Using the Scale Command	193
Choosing a Resolution for Print or Screen	195

Changing the Canvas Size.....	195
Using the Canvas Size dialog box	196
Using the Crop tool.....	197

Chapter 2: Choosing Color Modes and File Formats 203

Selecting a Color Mode	203
Converting Color Modes and Profiles	204
Converting to Bitmap mode	204
Converting to Grayscale mode.....	207
Converting to Indexed Color mode	210
Converting color profiles	211
Using the Proper File Format	211
Using the Save/Save As dialog box.....	212
Understanding file formats	214
Saving files for the web	219
Creating Versions	220

Chapter 3: Working with Camera Raw 223

Understanding Camera Raw.....	223
Processing Camera Raw files.....	224
Acquiring Camera Raw images.....	225
Opening nonraw images.....	232
Making Adjustments in the Camera Raw Converter	232
Understanding the settings	232
Making adjustments	234
Saving Your Edits.....	237

Chapter 4: Using and Managing Color 239

Dealing with Foreground and Background Colors	239
Defining Color	240
Poking around the Color Picker	240
Grabbing color from the Color Swatches panel.....	242
Lifting and sampling color	246
Using Adobe Kuler	246
Getting started with Adobe Kuler	247
Exploring some color themes.....	248
Getting help	249
Searching for colors	249
Making changes to a theme.....	249
Grabbing colors from a photo.....	250
Getting Kuler colors into Elements.....	250
Understanding Color Management Essentials	251
Discovering color channels	252
Understanding bit depth.....	253
Calibrating your monitor	254

Establishing Your Color Settings 255
 Understanding How Profiles Work 256

Chapter 5: Time Travel — Undoing in Elements. 257

Undoing What’s Done with the Undo Command 257
 Adjusting the number of available undos 258
 Redoing edits 259
 Reverting to What’s Saved 259
 Working with the Almighty Undo History Panel 259
 Viewing an image’s various states 260
 Navigating through the history states 261
 Deleting and clearing states 261

Book IV: Selections 263

Chapter 1: Making Selections 265

Defining Selections 265
 Selecting a Rectangular or an Elliptical Area 266
 Fine-tuning squares and circles 268
 Using the Marquee options 268
 Free-Form Selecting with the Lasso Tools 271
 Using the Lasso tool 273
 Selecting straight sides with the Polygonal Lasso tool 274
 Hugging edges with the Magnetic Lasso tool 276
 Performing Wand Wizardry 278
 Talking about tolerance 278
 Selecting with the Magic Wand tool 280
 Painting with the Selection Brush 281
 Saving Time with the Quick Selection Tool 283
 Resizing Smartly with the Recompose Tool 285

Chapter 2: Modifying and Transforming Selections 287

Modifying Selections 287
 Adding to a selection 288
 Subtracting from a selection 289
 Intersecting two selections 290
 Avoiding Keyboard Collisions 290
 Adding a perfectly square or circular selection 290
 Deleting from an existing selection while drawing from
 the center out 291
 Using the Select Menu 292
 Selecting all or nothing 292
 Reselecting a selection 292

Inversing a selection.....	293
Feathering a selection	293
Using the Modify commands.....	294
Applying the Grow and Similar commands	296
Saving and loading selections	296
Moving and Cloning Selections.....	297
Cloning	298
Moving the selection outline, but not the pixels	299
Transforming Pixels	300

Book V: Painting, Drawing, and Typing..... 307

Chapter 1: Painting and Drawing with Elements 309

Introducing the Pencil and Brush Tools.....	309
Drawing with the Pencil tool	310
Painting with the Brush tool.....	311
Getting artsy with the Impressionist Brush	315
Creating a custom brush.....	315
Creating Shapes	320
Drawing a shape.....	321
Drawing multiple shapes on a shape layer.....	323
Specifying Geometry options	323
Editing shapes	325

Chapter 2: Filling and Stroking 327

Filling a Selection with a Solid Color.....	327
Filling Options and Tips.....	329
Pouring with the Paint Bucket Tool	330
Stroking a Selection.....	332
Working with Multicolored Gradients	333
Applying a preset gradient to a selection.....	334
Customizing and editing gradients.....	336
Adding transparency to a gradient.....	339
Managing and Saving Gradients.....	340
Working with Patterns	341
Applying a preset pattern	341
Creating a new pattern.....	343

Chapter 3: Working with Type 345

Understanding Type Modes	345
Understanding Different Kinds of Type.....	346
Exploring the Type Tools	347
Entering Point Type.....	348

Entering Paragraph Type.....	349
Creating Path Type.....	350
Using the Text On Selection tool	350
Using the Text On Shape tool.....	352
Using the Text On Custom Path tool.....	353
Using the Tool Options	354
Editing Text	356
Rasterizing the Type Layer	357
Masking with Type	358
Stylizing and Warping Type	361
Playing with type opacity	361
Applying filters to type.....	364
Painting over type with color	364
Warping your type.....	365

Book VI: Working with Layers and Masks..... 367

Chapter 1: Creating Layers 369

Getting Familiar with Layers	369
Introducing Different Types of Layers	372
Working with image layers	372
Using adjustment layers.....	372
Taking advantage of fill layers.....	376
Making use of shape layers.....	378
Using type layers.....	379
Getting to Know the Layers Panel	380
Using the Layer and Select Menus	382
The Layer menu	382
The Select menu.....	383
Making Layers	384
Creating a new layer.....	384
Using Layer via Copy and Layer via Cut	386
Duplicating layers	386
Compositing with Multiple Images.....	386
Copying and pasting images.....	386
Dragging and dropping layers	387
Using the Paste into Selection command	388

Chapter 2: Managing Layers..... 395

Viewing Layers.....	395
Rearranging Layers	396
Moving Layer Elements.....	397
Transforming Layers	398
Simplifying Layers	400

Aligning and Distributing Layers	403
Linking Layers	404
Locking Layers	405
Flattening and Merging Layers.....	406
Merging layers	406
Flattening layers.....	407

Chapter 3: Playing with Opacity and Blend Modes 411

Adjusting Layer Opacity	411
Creatively Mixing with Blend Modes	412
General Blend modes	413
Blend modes that darken.....	413
Blend modes that lighten.....	416
Lighting Blend modes.....	416
Blend modes that invert	419
HSL color model Blend modes	420

Chapter 4: Cutting, Extracting, and Masking 425

Working with the Cookie Cutter Tool	426
Using the Magic Extractor	427
Selective Erasing with the Eraser Tools	429
Using the Eraser tool.....	430
Selecting and erasing by color	431
Removing the background from an image.....	432
Working with Layer Masks	433
Creating Clipping Masks	436

Book VII: Filters, Effects, Styles, and Distortions..... 439

Chapter 1: Making Corrections and Having Fun with Filters 441

Understanding Filter Basics	441
Corrective and destructive filters.....	442
Single-step and multistep filters.....	443
Reapplying a filter	444
Fading a filter	444
Selectively applying a filter.....	445
Working in the Filter Gallery	446
Having Fun with Filters	448
Correcting camera distortion.....	448
The Facet filter	450
Getting artsy	451
Stroking your image.....	452
Distorting for fun.....	453

Getting noisy.....	454
Breaking your image into pieces.....	455
Rendering.....	455
Getting organic with the Sketch filters.....	456
Adding texture.....	462
Chapter 2: Distorting with the Liquify Command	465
Exploring the Liquify Window.....	465
The distortion painting tools	466
The other tools.....	469
The Options Area.....	469
Distorting an Image with Liquify.....	469
Chapter 3: Adding Pizzazz with Styles and Effects	473
Seeing What the Effects Panel Can Do	473
Enhancing with Effects.....	474
Working with Layer Styles.....	475
Getting the scoop on layer styles	476
Applying a layer style.....	477
Editing Layer Styles.....	479
Adding Content from the Graphics Panel.....	484

Book VIII: Retouching and Enhancing..... 485

Chapter 1: Quick Image Makeovers	487
Applying One-Step Auto Fixes.....	487
Auto Smart Fix.....	488
Auto Levels	488
Auto Contrast	489
Auto Color Correction.....	490
Auto Sharpen.....	490
Auto Red Eye Fix.....	491
Using the Red Eye Removal tool	491
Editing in Quick Mode.....	492
Cloning with the Clone Stamp Tool.....	496
Performing Cosmetic Surgery with the Healing Brush Tool	498
Zeroing In with the Spot Healing Brush.....	501
Colorizing with the Color Replacement Tool.....	503
Lightening and Darkening with Dodge and Burn Tools	505
Turning Color Up or Down with the Sponge Tool	507
Smoothing with the Smudge Tool	509
Softening with the Blur Tool	511
Focusing with the Sharpen Tool.....	512

Chapter 2: Correcting Lighting, Color, and Clarity	517
Correcting Your Images the Logical Way	517
Understanding the Histogram Panel	518
Adjusting Lighting	521
Fixing lighting with Shadows/Highlights	521
Using Brightness/Contrast	522
Nailing proper contrast with Levels	523
Adjusting Color	525
Removing colorcasts automatically	525
Adjusting with Hue/Saturation	526
Eliminating color with Remove Color	528
Switching colors with Replace Color	529
Correcting with Color Curves	531
Adjusting skin tones	532
Defringing layers	534
Correcting with Color Variations	535
Adjusting color temperature with photo filters	537
Mapping your colors	539
Adjusting Clarity	540
Removing noise, artifacts, dust, and scratches	541
Blurring when you need to	542
Sharpening for better focus	546
Working Intelligently with the Smart Brush Tools	548
Using the Smart Brush	548
Getting accurate with the Detail Smart Brush	551
Chapter 3: Compositing with Photomerge	553
Stitching a Scene with Photomerge Panorama	554
Getting the Best Shot with Photomerge Group Shot	558
Manipulating Image DNA with Photomerge Faces	560
Eliminating with Photomerge Scene Cleaner	562
Fixing Lighting with Photomerge Exposure	565
Blending Styles with Photomerge Style Match	567
Chapter 4: Getting Help in Guided Mode	571
Understanding Guided Mode	571
Walking through Touchups	572
Adjusting contrast and color	573
Sharpening a photo	575
Enhancing with Photo Effects	577
Playing with Photos	581

Book IX: Creating and Sharing with Elements 583

Chapter 1: Creating Elements Projects. 585

- Getting a Handle on Creations 585
- Creating a Photo Book 587
- Getting in Touch with Greeting Cards 594
- Making a Photo Calendar 594
- Assembling a Photo Collage 595
- Creating a Slide Show (Windows Only) 596
- Working with Photo Prints 599
 - Printing to your desktop printer 599
 - Ordering prints online 600
- Getting Organized with CD/DVD Labels 601
- Creating a DVD with Menu 602
- Sharing Creations 602

Chapter 2: Getting It Printed 603

- Getting Images Ready for Printing 604
- Setting Print Options 605
 - Printing from the Organizer 605
- Printing Multiple Images 610
 - Printing contact sheets 610
 - Printing picture packages 612
- Printing with Color Profiles 614
 - Working with color printer profiles 614
 - Understanding how Elements uses color profiles 614
- Printing to Inkjet Printers 615
 - Automatic profile selection for Epson printers 617
 - Selecting a printer profile 621
- Using Online Printing Services 622

Chapter 3: Sharing Projects with Others 623

- Getting Familiar with the Elements Sharing Options 623
- Getting a Grip on the Share Panel 626
- Creating an Online Photo Album 627
 - Understanding export options 628
 - Exporting to Photoshop Showcase 628
 - Using Photoshop Showcase 630
 - Viewing Photoshop Showcase galleries 633
- Creating an E-Mail Attachment 633
- Sending Photo Mail (Windows) 634
- Sharing Photos and Videos Online 635

Index 637

Introduction

Some of the things we're very pleased with in Photoshop Elements 11 are the ease of performing many editing tasks, the simplicity of methods, and a very classy new user interface. Sure, Elements has some nifty new features, but this version has been improved *under the hood* for much faster performance and ease of operations.

Elements shines on its own turf and is distinguished from Adobe Photoshop in many ways. Not only a program for improving image quality, Elements is a complex software application that offers you many different editing tools for designing a variety of photo creations and sharing your photos in a number of ways. Of course, Elements also gives you all the standard editing features you need for, say, controlling image brightness or working with color correction.

Why should you buy Elements (and, ultimately, this book)? The range of people who can benefit from using Elements is wide and includes a vast audience. Elements has something for everyone — from beginning image editors to intermediate users to amateurs and professionals with more advanced skills.

Experienced users of Photoshop Elements will find many changes in the way you approach editing tasks. Some are not all that intuitive. The benefit is that after you discover these new approaches, you'll appreciate the work the Adobe Development Team has accomplished with this version. Hopefully, this book will assist you in getting up to speed with new approaches to familiar editing tasks.

If you're a new user, then we hope we can simplify getting around the Photoshop Elements Organizer and the Photo Editor. Throughout the book, you find steps to perform editing tasks. Take the time to work through the steps, and you'll accelerate your learning.

For Macintosh users, there's more good news. With each new upgrade, Adobe has worked hard to bring parity between the two platforms. In Elements 11, you'll find many fewer distinctions between Elements operating on Windows and the Macintosh.

About This Book

This book is our best effort to provide a comprehensive view of a wildly feature-rich program for both Windows and Macintosh users. There's a lot to

Elements, and we try to offer you as much information as possible within our 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 topics, the pages ahead cover all you need to know about using Photoshop Elements for designing images for print, sharing, web hosting, versatile packaging, e-mailing, and more.

Photoshop Elements has something for just about everyone. We know that our audience is large, and that you may not use every tool, command, or method described in this book. Therefore, we include 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; if a concept needs more explanation, we point you in the right direction for finding some background.

If you're new to a *For Dummies All-in-One*, be aware that a book in this series is several books in one. This work contains nine separate books covering distinct areas of Photoshop Elements. You can jump around in the book and investigate the areas that interest you most. Generally, you don't need to read through chapters in order before going to the chapter dealing with the tasks you're most interested in exploring.

Each of the nine books contains several chapters covering a particular category of editing images, sharing files, or making creations.

Book 1: Introducing Elements

We begin Book I by introducing you to Elements as it appears onscreen the first time you launch the program. The Elements Welcome screen permits you to enter several different workspaces.

In Chapter 1, we talk about changing workspaces, setting up your work environment, looking at tools and menus, discovering panels, using shortcuts, and getting help. In Chapter 2, we explore in depth the tools used in the Photo Editor mode. We provide the basics for using the tools so that you have a clear understanding of what they do before delving into chapters where we use the tools to create a variety of results.

In Chapter 3, we look at navigation and viewing. We explore using the Navigator panel, changing views between workspaces, and zooming in and out of photos, and we cover all you need to know about the Image window when working in the Photo Editor. In Chapter 4, we cover preference settings you use in the Organizer and the Photo Editor for customizing your workspace. Every preference setting you can make in Photoshop Elements is covered in this chapter.

Book II: Elements Fundamentals

As the title of Book II implies, we talk about essential fundamentals in this minibook. Look for opening, closing, and saving files; using the Organizer workspace, available for both Windows and Macintosh users; acquiring images from digital cameras and scanners; and (in a whole lot of coverage) sorting and finding pictures. We also cover creating albums and keyword tags, creating new catalogs, and backing up photos. There's also a chapter that deals exclusively with cell phones and other handheld devices, particularly the Apple iPhone and iPad.

Book III: Image Essentials

In this minibook, we handle all you'd ever want to know about the characteristics of images. This minibook is *image-centric* — we cover many essential topics, such as resolution, color modes, file formats, Camera Raw format, color management, and easy photo fixes.

Book IV: Selections

This important minibook gives you all the juicy details on, and techniques for, creating and modifying selections. You find out about each of the selection tools and how to modify, feather, save, and load selections, as well as refine edges.

Book V: Painting, Drawing, and Typing

If you want to know about the drawing and painting tools, this minibook's for you. We cover the Brush and Pencil tools along with the multifaceted Brushes panel. We also show you how to create vector shapes by using the shape tools and how to fill and stroke selections.

Head to Book V to find out how to create both gradients and patterns and, last but not least, become familiar with the type tools and how to use them to create and edit standard type, type on and in a path, and type with special effects.

Book VI: Working with Layers and Masks

Book VI gives you everything you need to work with layers and cutting, extracting, and masking to select elements on those layers. From the Cutter tool to the Magic Extractor and on to layer masking, we show you how to select difficult elements and creatively combine layers. We also talk about managing layers, playing with opacity, using blend modes, and transforming and simplifying layers.

Book VII: Filters, Effects, Styles, and Distortions

We filled Book VII with tons of handy tips and techniques for using filters to correct images to make them sharper, blurrier, cleaner, or smoother — whatever fits your fancy. You also find out how to use filters to give your image a certain special effect, such as a deckle edge or water droplets. Finally, we introduce some very cool cartooning and art effects using the new Comic and Graphic Novel filters. Just use these filters, and you're hooked on Elements 11.

Book VIII: Retouching and Enhancing

You find everything you need to know about color correction and color enhancement in Book VIII — getting rid of colorcasts, improving contrast and saturation, remapping, and replacing colors.

In addition, we include using the focus and toning tools to manually lighten, darken, smooth, soften, or sharpen areas of your image. You get to see how you can use the Clone Stamp tool, the Healing tools, and the Red Eye Removal tool to fix flaws and imperfections in your images, making them as good as new. We also show you the Color Replacement tool and how to replace your image's original color with the foreground color. Finally, you get tidbits of info on how to composite images by following some easy steps.

Book IX: Creating and Sharing with Elements

The wonderful world of creations and sharing is the topic for this minibook. Elements provides you with some extraordinary creation opportunities, such as creating slide shows, photo books, calendars, greeting cards, flip-books, and more. We go into detail for each of these creation options. Not all files are destined for online viewing, so we cover the complex world of printing color images and getting color right with color profiles in this minibook, and then we move on to sharing projects using online services.

About the eCheat Sheet

We have a handy guide for you, and it's hosted online. You can download the Cheat Sheet file from www.dummies.com/cheatsheet/photoshopelements11aio.

Conventions Used in This Book

Throughout this book, we point you to menus where you can find commands you need to access. 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 and Videos⇨From Files and Folders.

When you see a command like this, we're asking you to click the File menu to open the drop-down menu, click the menu command labeled Get Photos and Videos, 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 the 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, click the right mouse button. For Mac users with a one-button mouse, press the Control key and click to open a context menu. For Mac users with a trackpad, click your trackpad with two fingers.

A third item relates to using keystrokes on your keyboard. When we mention that you need to press some keys on your keyboard, the text is described like this:

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

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

Icons Used in This Book

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



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



Pay particular attention when you see the Warning icon. This information informs you when you may experience a problem performing your work in Elements.



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



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



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

Where to Go from Here

Feel free to jump around and pay special attention to cross-referenced chapters, in case you get stuck on a concept. If you're new to image editing, you'll want to pick up some basics. Look over Books I and II to get a grip on images and the environment you work in with Elements.

When you need a little extra help, refer to Book I, Chapter 1, where we talk about using the online Help documents available in Elements.

We wish you 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.

Occasionally, we have updates to our technology books. If this book does have technical updates, they will be posted at

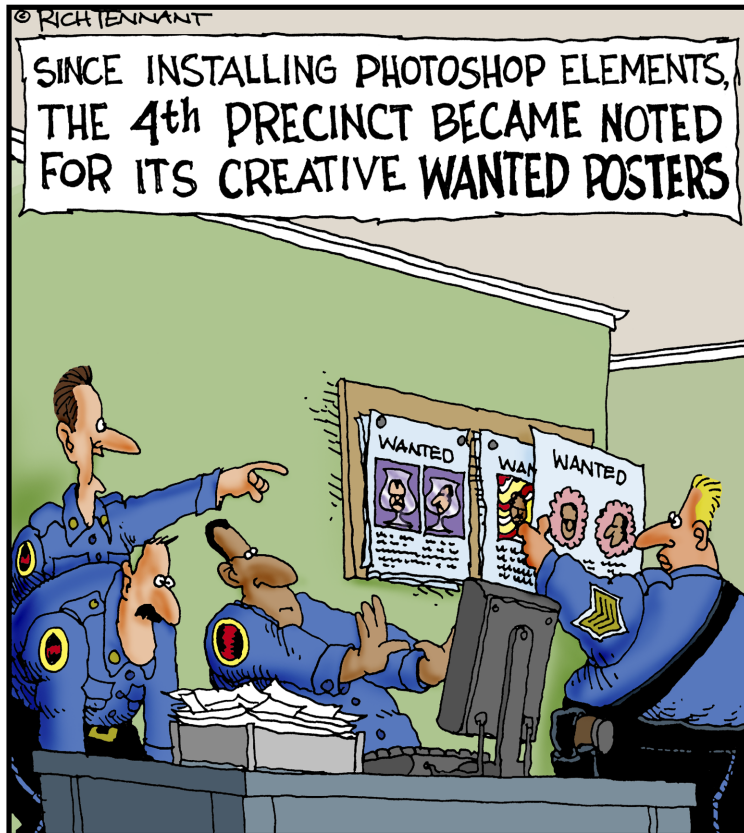
dummies.com/go/photoshopelements11aioupdates

Book I

Introducing Elements

The 5th Wave

By Rich Tennant



"Ooo-look! Sgt. Rodriguez has the felon's head floating in a teacup!"

Because we try to present every minibook as a standalone element so that you can move around and jump in at any chapter, a little foundation always makes understanding the big concepts a bit easier.

We start Book I with some essentials related to the Elements workspace, tell you how to launch the program, and offer you a description of many resources available to you.

If you're new to Elements, this minibook is your best starting place. Be sure to review Chapter 2, where we cover all the tools used in the Photo Editor, and Chapter 4, where we talk about adjusting Preferences to customize your work environment.

