

10 Things You Need to Know

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Click on any blue, underlined text to go to its linked reference.



Web Sites of Interest:

<http://darryd.com>

for Picasa2: <http://google.com>



Organizer ToolBar (Shortcuts Bar)

1. Double Left-Click on Photoshop Elements 5.0 Icon to Open. Left-click View and Organize Photos to Open Photo Browser. Review All Photos in Organizer (Photo Browser).

To bring additional photos into Organizer: Left-Click **File** on the MenuBar > Left-Click **Get Photos** > Left-Click **Files and Folders** > Select by Left-Clicking the folder with the **Pictures you Want** > Left-Click **Get Photos** button in the lower right. Be sure there's a check mark in the Get Photos from subfolders box if you wish to get those images too. To get back to all photos Left-Click the **Back to All Photos** button at the top. You can also Left-Click on the **Camera** on the Organizer ToolBar > Then Left-Click **From Files and Folders** (as above) to accomplish this task.

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Slider Bar at the bottom right (**Zoom Slider**) can be moved back and forth to get more, or less of your pictures on the screen at any one time.

Left-Click on **Create** on the Organizer ToolBar. In Create you can Create: Photo Book Pages, Photo Layout, Album Pages, Greeting Cards, CD Jackets, DVD Jackets, CD/DVD Labels, Slide Show, VCD with Menu, DVD with Menu, Photo Galleries, Flip Books, Photo Calendars and even PhotoStamps.

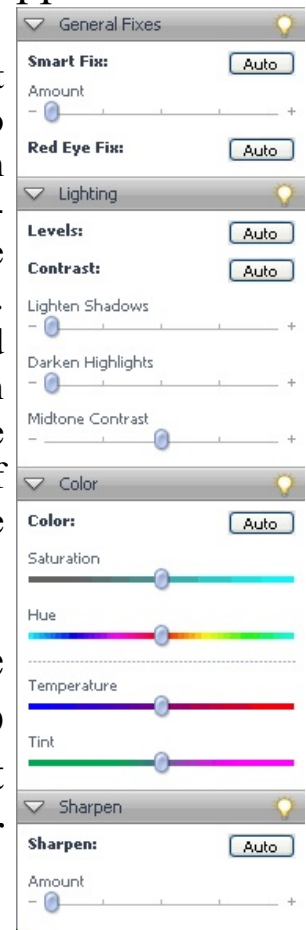
Edit on the Organizer ToolBar - Where you can **Go to Quick Fix** (Automatic Edit) or **Full Edit**.

PEGEGG'S RULE OF EDITING: I never edit the original picture. Before I start editing any picture I go to File > Save As > Rename and make a copy of the picture I plan to edit. This way if I make some major mistakes, I always have the original to go back to. Trust me on this.

2. To **Edit a Picture** easily, Left-Click to **Select a Picture**, then Left-Click on **Edit** on the Organizer ToolBar and Left-Click **Go to Quick Fix**. After a short wait, your picture will be brought into Quick Fix. **** Remember, First Thing to do is Left-Click on File on the MenuBar, Left-Click Save As, File name: Type New Name, Left-Click on Save, Left-Click OK.** Go to lower left of the screen and Left-Click on **View**. Left-Click and select **Before and After**, this will allow you to see the original photo (which will be on the left) and the changes you make to it on the right hand picture:

On the Right Hand Side of the screen the Palettes will appear:

Smart Fix was created to allow an Automated Edit on a picture. But sometimes it doesn't work. The most important thing you need to remember in this edit mode is that you have to experiment to see which automated edit works best on your picture. To do that you start by Left-Clicking on the auto button to the right of "**Smart Fix.**". If the picture looks fabulous, Left-Click on **File**, Left-Click **Save** and you are done. If not, click on the **Reset Button** (upper top right of the right hand picture). This **Reset Button** will **undo what you just did**. You can also use **Control + Z** to undo the last action. Then experiment with the rest of the **Smart Fix** edits, **Resetting** after each try. I find on many of my photos that **Smart Fix** makes them too **Green** or **Blue**, so I use the **Contrast** controls and it does a fabulous job.



After you've done a dozen or so photos, you will see what works best for you. There is definitely a train-up time to be comfortable with this **Smart Fix** Edit. (But let me tell you - this is so much easier than any other Editing Program. It is designed for the Novice User.)

3. To Rotate a Picture go to the center bottom.

Rotate: 

Left-Click on left or right arrow. Picture will rotate. Or you can Left-Click on **Image** on the MenuBar, then Left-Click on **Rotate**. This will give you many selections. I use 90° Left and 90° Right the most.

4. The **Cropping Tool** (4th tool in Toolbox) is very helpful when you want to focus in on **the subject** of your pictures. To use the **Cropping Tool**, Left-Click on tool and move your mouse over to the right-hand photo. Decide on what you want to delete and then drag from left to right over portion of photo you want to keep, forming a rectangle. The area will be highlighted after you let go of the mouse button. **Hit Enter**. This will delete the portion on the outside of the area you have highlighted.

5. Red-Eye Reduction. Since most of us are using small point and shoot digital cameras, the flash is very close to the lens. This leads to **Red-Eye** for people and animals. The General Fixes - Red Eye Fix in the automated edit will get ride of that pesky problem, lickety split. Or you can use the **Red-Eye Removal Tool** (fifth tool down). You must first use the **Zoom Tool** to get a close-up of the eyes. Left-Click on the **Zoom Tool** (first tool in Toolbox), then select the + **Zoom Tool**, just to the right, and **Zoom** in on the eye section of the picture. Now, Left-Click on the **Red Eye Removal Tool** (fifth tool down). Your mouse pointer is now a +. Drag the + to the left eye and Left-Click, then drag the + right eye and Left-Click again. Miraculously the red-eye will become dark. If the eyes are too dark, (and many times they are) you can adjust the darkness by using the Darken Amount on the Red Eye ToolBar above the picture.



Figure 4 – Red Eye ToolBar

6. Full Edit. Left-Click to **Highlight a Picture**, then Left Click on **Edit** on the Organizer ToolBar and Left-Click **Go to Full Edit**. After a short wait, your picture will be brought into **Full Edit**. This **Edit** mode gives you the ability to do just about anything your mind can imagine with a picture. It also takes some time to master and practice the actions available, but it's a very rewarding and fun.

7. To Resize a picture. You must be in either edit mode, **Quick Fix or Full Edit**. Left-Click on **Image** on the MenuBar, then Left-Click on **Resize**, then Left-Click on **Image Size**. Decide what dimensions you want your picture. In the **Document Size**, adjust your size by **Width** and **Height** i.e.. (10 x 8), (7 x 5), (6 x 4) etc. **Make sure the Constrain Proportions box, at the lower left is checked.**

8. Print A Beautiful Photo. Now that you've taken the time to Edit your picture to perfection you need to print this photo. Left Click on **Printer Picture (Print)** on the Quick Fix or Full Edit ToolBar. The **Print Preview** window will appear. Left-Click on down arrow in **Print Size**. The actual size of your photo will appear in this box when it's opened. (Note how large the photos are i.e. 32" x 42") Select **the size** you want your picture to be and Left-Click on that size. If you want more than one picture (i.e. three - 3.5" x 5") Left-Click on **Print Multiple Images** in the upper right hand corner. The Print Photos Window will open and show you a preview of your print job. Left-Click on the Print button in the lower right to print your photo(s).

9. How to Scan Several Pictures At Once and Divide them into Individual Pictures. (In Full Edit Mode) Turn on Scanner. Place several photos on your Scanner Bed. Left-Click **File** on your MenuBar, Left-Click **Import**, Left-Click **Your Scanner Name**. Change the **Resolution to between 200-300**. Preview the Scan. Make sure the **WHOLE** page is selected. Left-Click on **Accept**. Now divide them magically by Left-Clicking on **Image**, on your MenuBar, Left-Click on **Divide Scanned Pictures**. (How this works is just a Wonder!) Rename and Save each individual Photo.

**** PegEgg Tip:** The best results are given when you use a black background and make sure there is some space between and around the photos.

and finally something just plain fun:

10. How to Make an Unsmiling Person Smile. (In Full Edit Mode) Left-Click on **Filter** on the MenuBar, Left-Click on **Distort**, Left-Click on **Liquify**. Using **Zoom Tool**, in the Toolbox at the left, near the bottom, Zoom in on the mouth you wish to enhance. In the **Tool Options** area at the far right set the **brush size** to 20 and the **Brush Pressure** to 15 (or thereabouts - experiment). Then go to the upper left and Left-Click on the **Warp Tool** (top tool). Then position the circle just north of the end of the mouth, Left-Click and pull up to form a smile. Do one side and then the other. Pull **UP** as a regular muscle in the face would do — not too much — you don't want a Joker smile (or maybe you do!).