



# EDITING BASICS

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

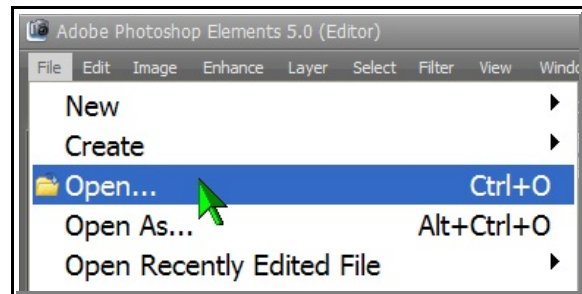
This lesson shows digital photo files; however, you can use your own images. You don't have to use a digital camera to capture photos for your computer; you can use a scanner, have photos put on disk *via* Picture CD or other processing, or even have them posted to the Internet.

Use of Photoshop Elements (PSE) can be divided into four main processes: bringing images into the program, fine tuning the images, adding special effects, and sharing the images to a printer, the Internet, or other device.

## 1. CONVENTIONS

Commands are abbreviated with the ">" symbol. For example, File > Open means to first click on the File menu, then drag down in the menu to Open (**Figure 1**).

Commands, such as File > Open, can be done quicker by using — in this case — Ctrl+O. Notice that this keyboard command is present on the menu in Figure 1



**Figure 1**

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## 2. MAIN WINDOW

The main screen is the control center (**Figure 2**).

You can access tools and features in 3 ways: select commands from pull-down menus on the MenuBar (File, Edit, Image, etc), click on icons in palettes, or use keyboard shortcuts by using one or two keys on the keyboard.



Figure 2

## 3. MENUS, OPTIONS & PALETTES

A. **Menus.** Click on any menu title (File, Edit, Image) and drop-down commands appear — just like any Windows program. Commands will be grayed out (dimmed) when *not* currently available.

B. **Palettes.** Palettes appear vertically along the sides of the work area.

C. **Options.** Whenever you select a tool from the Tools palette, options are shown at the top of the work area. For example, if you select the Brush (Step ❶ in **Figure 3**), options for that tool appear (Step ❷ in **Figure 3**).

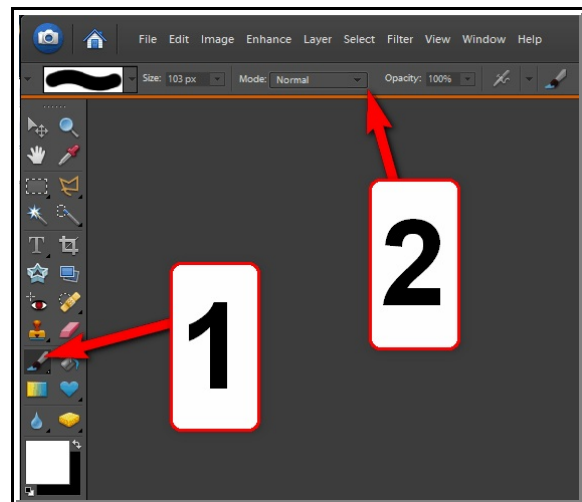


Figure 3

## 4. TOOLS PALETTE

A. The *Tools Palette* floats (**Figure 4**) on the left-side of the screen. This contains basic painting and editing tools. If you pause the mouse on a tool, its name will appear.

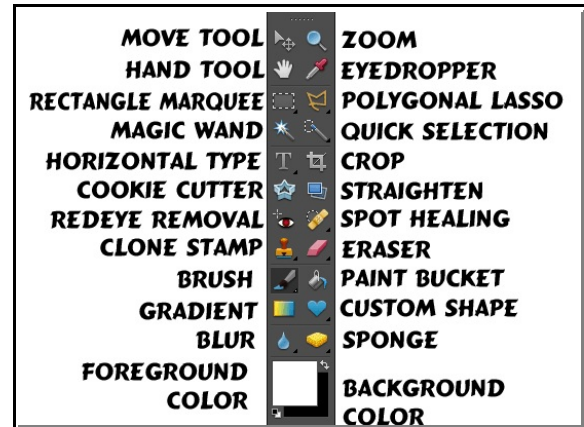


Figure 4

B. It might be hard to remember what tools in the palettes do, so “Hints” explain them. To view hints, place your cursor over a tool — without clicking — and you’ll see a pop-up menu. IF you click on the blue-lettered, underlined phrase, it will take you to the Help tip for that tool.

## 5. HELP

A. PSE has an improved online help, but it needs permission from your firewall to access the Web in order to be visible. For example, in ZoneAlarm (a popular free firewall), you must give it permission to access both Trusted and Internet zones (**Figure 5**).

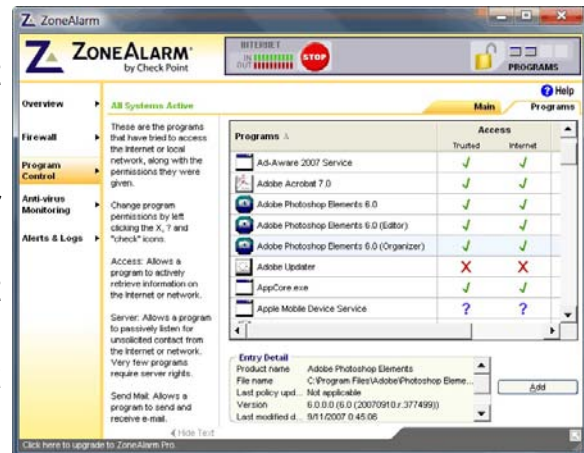
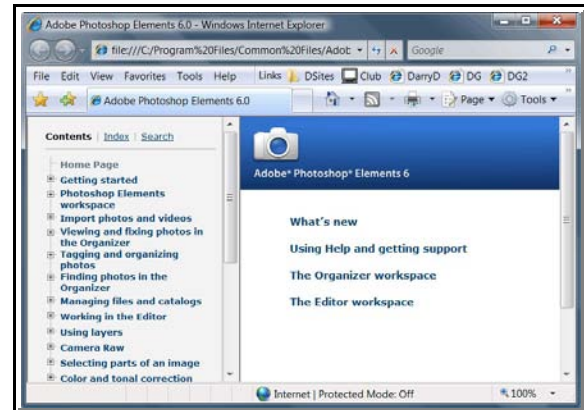


Figure 5

NOTE: Normally, when you first attempt to use the Online Help in Elements, you’ll be prompted by your firewall to “remember” and to “Allow” access to the Web. However, if you made the wrong selection, this is the way to fix the problem in ZoneAlarm. Most firewall programs have a similar option.

B. Normally Help is shown on a popup window (**Figure 6**). It can be accessed from the MenuBar (Help > Photoshop Elements Help). Be alert to the fact that PSE does not offer the best aid through its help menu.

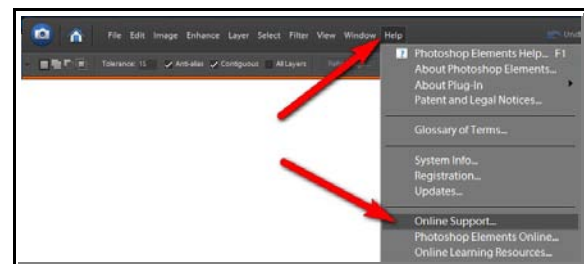


**Figure 6**

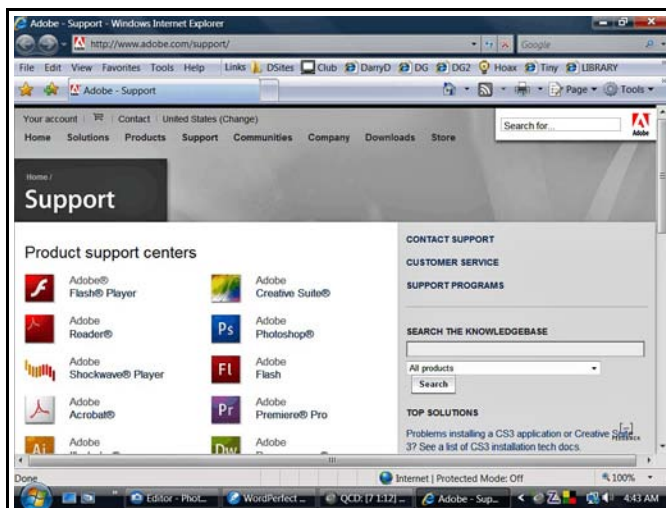
C. Fortunately, PSE offers online (Internet) support.

To access it, from the MenuBar, select Help > Online Help (**Figure 7**).

An online window (**Figure 8**) offers an amazing assortment of options.



**Figure 7**



**Figure 8**