

Photoshop® Elements 2023 Introduction

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Quick Reference Guide

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Interface Basics



Understanding and Launching the Application

The **Photo Editor** is used to manipulate and edit images. The **Organizer** (part of the Photoshop Elements application) is used to sort, categorize, rate, and organize images. The Home Screen opens by default. **To start using the application**, click either the "Photo Editor" or the "Organizer" button in the window. The Home Screen also provides access to articles, Adobe help, and other resources. **To access recently-opened files from the Home Screen**, click them within the window.

Application Basics

Switching Between the Organizer, the Photo Editor and Edit Modes

- To switch between the Organizer and the Editor**, click the "Editor" button on the "Organizer" button in the Taskbar. **Or**, click the "Photo Editor" or the "Organizer" button in the Home Screen.
- To open the Home Screen from the Editor or the Organizer**, click the "Home Screen" button in the Taskbar.
- To switch between edit modes**, click the edit mode in the Shortcuts Bar of the Photo Editor. "Quick" provides access to limited tools for basic editing. "Guided" offers step-by-step instructional wizards. "Expert" delivers the most robust and precise editing with all of Elements' tools and settings.

Making Adjustments in Quick Mode

Make fast, basic editing adjustments using Quick Mode. In addition to a limited set of tools in the Toolbox, Quick mode also offers fast edits in exposure, lighting, color, balance, and sharpness via the Adjustments Panel.

- To open Quick mode**, click the "Quick" button in the Shortcuts Bar.
- To open the Adjustments Panel in Quick mode**, click the "Adjustments" button in the Taskbar.
- Click to select one of the adjustment types in the Adjustments Panel. **To make adjustments in all categories simultaneously**, choose "Smart Fix."
- If available, click a category tab at the top of the adjustment (e.g. "Saturation," "Hue," and "Vibrance" under the "Color" category).
- Use the available sliders, buttons, and preset thumbnails to make desired adjustments.
- To reset adjustments in a specific category**, click the preset button that displays the "Reset Image" icon.
- To reset adjustments in all categories**, click the "Reset Image" button at the top of the Adjustments Panel.

Using Guided Edit Mode

- Click the "Guided" button in the Shortcuts Bar.
- Click a Guided Edit category tab, just below the Shortcuts Bar (e.g. "Basics," "Color," "Fun Edits").
- Click the desired edit in the window below.
- Complete each step in the Panel Bin using the available buttons and sliders.
- Click the "Next" button in the Taskbar after each step until finished.
- Click the "Done" button in the Taskbar.

The Organizer

Importing Images

Importing images does not move the files to a new location or copy them.

- Select "File | Get Photos and Videos" from the Menu Bar. **Or**, click the "Import" button in the Shortcuts Bar and choose the image's location.
- To import "From Files and Folders"**, navigate to the file in the dialog box. **To import "From Camera or Card Reader"**, select the device from the "Get Photos from" drop-down in the "Photo Downloader" dialog box. **To import "From the Cloud"**, navigate in the "Import from the cloud" dialog box. **To import "From a Scanner"**, select the scanner from the "Scanner" drop-down in the dialog box. **To import "In Bulk"**, click the "Add Folder" button in the "Import Media" dialog box, navigate to the folder, select it, and click "OK."
- Select images, as desired.
- Adjust any import settings, as desired.
- Click the "Get Media," "Import," or "OK" button.

Viewing Images

- Click the "Media" button in the Shortcuts Bar.
- To view an image**, double-click its thumbnail.
- To view all images again**, click the "Grid" button just below the Shortcuts Bar.
- To view images based on their location**, click the "Show Panel" button in the Taskbar to display the panel (if necessary), click the "Folders" button at the top of the panel, and select a folder below.

Sorting, Renaming, & Finding Files

To sort files, click the "Sort By" drop-down below the Shortcuts Bar and select a sort criteria.

To rename a file:

- Select the media file in the Organizer window.
- Select "File | Rename..." from the Menu Bar.
- Type the name in the "New Name" field of the "Rename" dialog box and click "OK."

To find files:

- Select "Find" in the Menu Bar and choose the search type.
- If available, enter search criteria in the dialog box and click "OK."
- To return**, click the "All Media" button below the Shortcuts Bar.

Opening a File from the Organizer

To open a file in the Editor from the Organizer:

- Select the image in the Organizer window.
- Click the "Editor" button in the Taskbar. **Or**, select "Edit with Photoshop Elements Editor" in the Menu Bar.

Editor File Management

Opening, Saving, and Closing Files

To open a file:

- Select "File | Open" from the Menu Bar. **Or**, click the "Open" button in the Shortcuts Bar.
- Navigate to the file, select it, and click "Open."

To open a recently edited file:

- Select "File | Open Recently Edited File" from the Menu Bar. **Or**, click the arrow to the right of the "Open" button in the Shortcuts Bar.
- Select the file.

To overwrite a file that has already been saved, select "File | Save" from the Menu Bar.

To save a file for the first time or to save with a different name or location:

- Select "File | Save As..." from the Menu Bar.
- Navigate to the location where you want to save the file in the "Save As" dialog box.
- Type a name in the "File name" text box and click the "Save" button.

To close a file:

- Select "File | Close" or "File | Close All" from the Menu Bar. **Or**, right-click on the file thumbnail in the Photo Bin and select "Close."

Creating a New File

- Select "File | New | Blank File" from the Menu Bar. **Or**, click the arrow to the right of the "Open" button in the Shortcuts Bar and select "New Blank File."
- Enter a name in the "Name" field.
- Select a preset from the "Document Type" drop-down. **Or** select "Custom" and enter settings:

Width and Height: Sets canvas size.

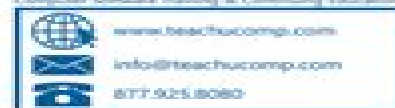
Resolution: 72 pixels/inch=screen content, 300=print.

Color Mode: Bitmap (line art, RGB, or Grayscale).

Background Contents: Set background color or set to transparency.

- Click "OK."

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Adobe Photoshop Elements 30 Manual

Philip Andrews



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Photoshop Elements 13: The Missing Manual Barbara Brundage, 2014-09-24 Photoshop Elements 13 looks sharper performs better and has more sophisticated photo editing and slideshow features than previous versions but knowing which tools to use when can be confusing The new edition of this bestselling book removes the guesswork With candid jargon free advice and step by step guidance you ll get the most out of Elements for everything from sharing and touching up photos to fun print and online projects The important stuff you need to know Get to work right away Import organize edit crop and color correct your photos with ease Retouch any image Repair and restore old and damaged photos and patch undesirable areas with Content Aware Fill Add pizzazz Dress up your photos with dozens of filters layer styles and special effects Create the perfect picture Seamlessly insert people and objects from other photos using Photomerge Compose Share your photos Use new methods to quickly create and email stunning slideshows to friends Use your words Make greeting cards calendars and flyers by adding text to images Unleash your creativity Design photo books scrapbooks collages and other projects

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Adobe Photoshop Elements 7 Philip Andrews, 2009 Bestselling author Andrews has refined this industry standard resource over numerous editions to bring professionals exactly the information they need to get right up to speed with Photoshop Elements 7 cut out wasted time in their workflow and consistently achieve photographic results they can be proud of

Photoshop Elements 10: The Missing Manual Barbara Brundage, 2011-09-21 Elements 10 offers much of Photoshop s power without the huge price tag It s a great tool for most image editing buffs whether you re a photographer scrapbooker or aspiring graphic artist But Elements still doesn t come with a useful manual This bestselling book helps you get the most out of the program from the basics to advanced tips for both Windows and Mac users The important stuff you need to know Quickly learn your way around Customize Elements to suit your working style Get to work right away Import organize and make quick image fixes with ease Retouch any image Learn how to repair and restore old and damaged photos

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[Photoshop Elements 11: The Missing Manual](#) Barbara Brundage,2012-09-25 No further information has been provided for this title

Adobe Photoshop Elements 10: Maximum Performance Mark Galer,Abhijit Chattaraj,2012-08-21 Master the most powerful photo editing tools and techniques that Elements has to offer Using step by step projects Mark Galer will have you creating stunning images in no time at all Whether you want to create impressive seamless montages optimize your photos for perfect print quality or simply enhance your images for maximum impact Maximum Performance will give you the skills and know how you need to create professional quality results Featured projects teach you how to work with multilayered 16 bit channel files as well as convert to black and white using Adobe Camera Raw create High Key images work with image borders and textures and create tilt shift and cross process effects Three movie tutorials featuring specific techniques from the book are available for free online and a supplemental package of images and movies can be purchased with an easy one time download from the authors website www.elements-maxperformance.com Find everything you need to unleash the power of Elements with Max Performance or for a more interactive learning experience download the supplemental images and movies for comprehensive hands on learning

Adobe Photoshop Elements 5.0 Philip Andrews,2007 A bestselling author introduces the digital photographer to using Elements to create beautiful images without being overwhelmed and broke from buying Photoshop Andrews shows how to capture great images with such exciting new features as Photo Creations and the contest Browser with new information on Raw Lightroom and Aperture

[Mastering Adobe Photoshop Elements 2021](#) Robin Nichols,2020-12-31 Leverage this well illustrated easy to understand end to end guide to become an accomplished photo

editor image retoucher and creative artist

Key Features

- Updated to the latest version of Photoshop Elements 2021 with focused coverage of Adobe's latest AI technology
- Organize search and manage an ever increasing number of images and videos using expert practices
- Uncover common solutions to a wide range of photographic and image editing problems

Book Description

Managing thousands of images while producing perfectly edited results is now a must have skill for online bloggers influencers vloggers social media users and photography enthusiasts Photoshop Elements helps you to manage this easily and boost your creative output This third edition is updated with Elements 2021's latest features and focuses on Adobe's AI powered features along with the entire creative workflow Each chapter is designed to help you get the most out of your image files in an easy way You'll learn how to add significant visual improvements to your work using no more than a few one click edits with AI driven features and manual adjustments The book is filled with useful instructions to guide you seamlessly through the often complex processes tools and features in Photoshop Elements Finally you'll cover everything from developing your organizational skills through to creating remarkable special effects complex text image combinations and eye popping visual techniques using both AI driven features as well as manually operated tools By the end of this Photoshop Elements book you'll have learned how to leverage the impressive tools available in Photoshop Elements 2021 and use them to greatly improve your photo editing and image retouching skills What you will learn

- Identify the five parts of Elements and set up your computer camera and monitor
- Import organize and keep track of your imported media library
- Develop advanced image retouching skills
- Discover how to add text and graphics to photographs
- Cultivate your understanding of multi image multi layered editing techniques
- Develop illustrative skills with the many drawing tools available in Elements 2021
- Prepare images and projects for uploading to social media print and video
- Find out how to troubleshoot your work when things don't come out the way you hoped they would

Who this book is for

This book is for creative and enthusiastic photographers who have elementary experience in photo editing If you are looking to organize your picture collection have simple yet effective edits and take control of post processing requirements you'll find this book useful

[Photoshop Elements 2023 Training Manual Classroom in a Book](#) TeachUcomp ,2022-12-21 Complete classroom training manual for Photoshop Elements 2023 280 pages and 196 individual topics Includes practice exercises and keyboard shortcuts You will learn how to use the Organizer and Camera Raw use basic painting and selection tools create and manage layers draw manipulate and edit images enhance photos and much more

Topics Covered

- Getting Acquainted with Photoshop Elements
- 1 Introduction to Photoshop Elements
- 2 The Home Screen
- Importing Photos Into the Organizer
- 1 The Organizer Environment
- 2 JPEG and Camera Raw
- 3 Importing Photos from Files and Folders
- 4 Importing Photos from Cameras and Card Readers
- 5 Importing Photos from a Scanner
- 6 Importing Photos in Bulk
- 7 Setting Watch Folders
- Windows Only Using the Organizer
- 1 Grid Single Photo and Full Screen Views
- 2 Creating and Using Albums
- 3 Photo Sharing
- 4 Managing Albums
- 5 The Taskbar
- 6 Creating a New Catalog
- 7 Renaming Images
- 8 Creating Keyword Tags
- 9 Creating New Tag Categories
- 10 Assigning and Managing Tags

and Ratings 11 Stacking and Unstacking 12 Assigning Digital Notes 13 Sorting Images 14 Searching and Finding Your Images 15 Date View and Timeline View 16 Back Up and Restore a Catalog 17 Managing Files in the Organizer 18 Elements Web Features in the Organizer Camera Raw 1 About Processing Camera Raw Files 2 Opening a Camera Raw Image from the Organizer 3 Opening a Camera Raw Image from the Editor 4 The Camera Raw Dialog Box in the Editor 5 Edit Tools in Camera Raw 6 Crop and Rotate Tools in Camera Raw 7 Red Eye Removal in Camera Raw 8 Camera Raw Preferences 9 Process Versions 10 Camera Raw Profiles 11 Adjusting the White Balance 12 Making Basic Tonal Adjustments 13 Making Image Detail Adjustments 14 Resetting Camera Raw Settings 15 Using the Filmstrip 16 Opening Processed Camera Raw Files in the Editor 17 Saving a Camera Raw File as a DNG File Edit Modes 1 The Different Edit Modes 2 The Expert Edit Mode Environment 3 The Panel Bin and Taskbar 4 The Photo Bin 5 The Undo Command and Undo History Panel 6 Opening Images 7 Image Magnification 8 Viewing Document Information 9 Moving the Image 10 Setting Preferences 11 Quick Edit Mode 12 Guided Edit Mode Basic Image Manipulation 1 Bitmap Images 2 Vector Images 3 Image Size and Resolution Settings 4 Creating New Images 5 Placing Files 6 Displaying Drawing Guides Color Basics 1 Color Modes and Models 2 Color Mode Conversion 3 Color Management 4 Foreground and Background Colors 5 Using the Color Picker 6 Selecting Colors with the Color Picker Tool 7 Selecting Colors with the Swatches Panel Painting Tools 1 Painting Tools 2 The Brush Tool 3 Blending Modes 4 The Impressionist Brush 5 The Pencil Tool 6 The Color Replacement Tool 7 The Eraser Tool 8 The Magic Eraser Tool 9 The Background Eraser Tool 10 The Smart Brush Tools Brush Settings 1 Using the Brush Preset Picker 2 Loading New Brush Sets 3 Creating Custom Brush Presets 4 Creating Brush Tips from Selections 5 Setting Shape Dynamics 6 Resetting the Brush and Tool Settings Making Selections 1 Selection Basics 2 Making Pixel Selections 3 The Marquee Tools 4 The Lasso Tool 5 The Polygonal Lasso Tool 6 The Magnetic Lasso Tool 7 The Magic Wand Tool 8 The Auto Selection Tool 9 The Selection Brush Tool 10 The Refine Selection Brush Tool 11 The Quick Selection Tool 12 Modifying Pixel Selections 13 Refining Selection Edges 14 Transforming Selections 15 Copying and Pasting Pixel Selections 16 Saving and Loading Selections Filling and Stroking 1 Applying Fills 2 Using the Paint Bucket Tool 3 Using the Gradient Tool 4 Using the Gradient Editor 5 Using Patterns 6 Stroking Layers 1 About Layers and the Layers Panel 2 Layer Types 3 Creating New Layers 4 Converting a Background Layer 5 Selecting Layers 6 Hiding and Showing Layers 7 Duplicating Layers 8 Stacking and Linking Layers 9 Linking Layers 10 Grouping Layers 11 Color Coding Layers 12 Moving Layer Content with the Move Tool 13 Locking Pixels in Layers 14 Renaming Layers and Deleting Layers 15 Merging Layers and Flattening Layers 16 Layer Styles 17 Adjustment Layers and Fill Layers 18 Creating Clipping Groups 19 Layer Masks Text 1 Text Basics 2 Creating Point Text 3 Creating Paragraph Text 4 Selecting Text 5 Manipulating and Moving Text Boxes 6 Creating a Type Mask 7 Warping Text 8 Applying Layer Styles to Text Layers 9 Simplifying Text 10 Text on Selections Shapes and Custom Paths Tools Drawing 1 Raster vs Vector 2 Shape Layers and Shape Options 3 Using the Shape Tools 4 The Cookie Cutter Tool Manipulating Images

1 Changing the Canvas Size 2 Rotating and Flipping Images 3 Cropping Images 4 The Free Transform Command 5 The Smudge Tool 6 Blurring and Sharpening Images 7 Using the Dodge Tool and the Burn Tool 8 The Sponge Tool 9 Filters and The Filter Gallery 10 The Liquify Command 11 Applying Effects 12 The Clone Stamp Tool 13 The Recompose Tool 14 Photomerge 15 The Pattern Stamp Tool 16 The Healing Brush Tool 17 The Spot Healing Brush Tool 18 The Straighten Tool 19 The Content Aware Move Tool 20 Correcting Camera Distortions Enhancing Photos 1 Auto Fixes 2 The Red Eye Removal Tool 3 Adjusting Shadows Highlights 4 Adjusting Brightness Contrast 5 Using Levels 6 Removing Color Casts 7 Hue Saturation 8 Removing Color 9 Replacing Color 10 Color Curves 11 Adjusting Skin Tone 12 Defringing Layers 13 Adjust Smart Fix 14 Convert to Black and White 15 Colorize Photo 16 Haze Removal 17 Adjust Sharpness 18 Smooth Skin 19 Open Closed Eyes 20 Adjust Facial Features 21 Shake Reduction 22 Unsharp Mask 23 Repairing Photos 24 Moving Photos 25 Moving Overlays 26 Moving Elements Saving Images 1 Saving Images 2 The Save for Web Dialog Box Printing Sharing Creating 1 Printing Images 2 Creation Wizards 3 Creating a Slide Show 4 Editing a Slide Show 5 Sharing Your Creations Help 1 Elements Help 2 System Info 3 Online Updates

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