

Digital Photography Notes

Photoshop Elements 4.0

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Class One: Digital Picture Basics

1. Downloading the organizing your photos

- ✓ Launch Photoshop Elements
- ✓ To get photos that have previously been saved on your hard drive
 - Click on View and Organize Photos
 - File>Get Photos>Browse to the folder where your pictures have been saved
 - Select the pictures you want to move into the photo browser and click ok "get photos". The photos will then move into your photo organizer.
- ✓ To organize your pictures into categories, you may want to create "collections"
 - On the right panel of the photo organizer, activate the tab called "collections"
 - Click on New>New collection and type in a name.
 - Click and drag the pictures into the new collection. You can move more than one at a time. If you want the whole list, click on the first file, hold the Shift key down, and click on the last file. The entire list will be highlighted and you can then move it into the collection by clicking and dragging. If you want to "pick" through the list, hold the Control key down. This will allow you to pick files at random in the list.
 - To review your pictures in a quick slideshow, hit the F11 key and it will launch a quick slide show.

2. Editing-Quick fixes

- Double click on the picture you want to edit. The picture goes into the "single photo view".
- Click on Edit>Go to Quick fix
- In view: select before and after, if you wish, so you can see the effects your changes make on the original photo.
- If you want to crop, chose that tool from the right side, drag your drop selection, and click on the green arrow to complete the crop. If you want to try the crop again, click on the red circle and start again.
- To enhance colors, use the "auto" buttons along the right hand side to adjust the picture until you are happy with is. Whenever a choice

is not right for you, lick on the back arrow above the menu bar (the "undo" option).

- ✓ When you have completed your edits, click File>Save. OK and OK again.
- ✓ Then select File>close, to leave the Quick Fix area.

3. *Printing Photos*

- ✓ In the Organizer Mode, select Order Prints>Print
- ✓ Click on "Add" to add photos to your printing session.
- ✓ Select the photos you want to add and click "Add Selected Photos" and "Done"
- ✓ Make selections in areas 1 – 3, and then click "Print".