Photoshop Elements 12

Before you begin…..

The one rule of Elements is this:

Never, ever work on your original. Always, always, always make a copy and work on that instead.

PT 1: Importing Your Photos

A helpful tip is to organize your existing photos into a consistent folder structure outside of Elements before importing them into Elements

1. Double-click the Photoshop Elements icon on the desktop
2. Choose the Photo Editor from the welcome screen

Importing Photos from a Hard Drive

1. Click the IMPORT button on the top left of the screen

2. Choose from where you would like to import photos (From Files and Folders)

3. Make sure the GET PHOTOS FROM SUBFOLDERS box is checked

4. Click the GET MEDIA button at the bottom of the dialog box

5. You will now see corresponding subfolders on the left hand side that hold the photos you just imported

Importing Photos From A Digital Camera

1. This will copy your photos off of your cameras memory card so you don't need to use other software to do that; it will also include a record of each of those photos in your organizer catalog

2. Click the IMPORT button at the top left hand of the screen

3. Choose FROM CAMERA OR CARD READER

4. This opens the photo downloader

Importing Photos from iPhoto

1. Click on the Import button at the left of the screen
2. Choose 'From iPhoto'

Now you can save your Elements photos back to iPhoto by doing the following

1. Go to File at the top of Elements Editor
2. Choose Save
3. In the box that opens go to the Format drop-down menu
4. Select JPEG (or whatever format the *original* photo was saved as)
5. Doing this adds the word 'copy' to the file name
6. Delete the word 'copy' from the file name – the edited photo must have the same name as the original
7. Click Save at the bottom of the dialog box
8. Click Replace in the pop-up window
9. Click Okay in the JPEG option window
10. Go back to iPhoto and you will see your newly edited photo

PT 2: Editing Your Photos

Using Organizer Instant Fix

1. In the Task Pane at the bottom right of the Organizer you will find the Instant Fix button
2. This opens a panel of Photo-Fix options on the right
3. To apply one of the options, select one or more photos that you would like to fix
4. Click one of the Photo Fix Buttons to apply the change
5. If you don't like the change you can very easily undo it by clicking on the Undo Button at the bottom left of the screen
6. The advantage of using the Undo Button is that if you have applied multiple changes, hovering the mouse over the Undo Button will tell you exactly which change you are going to take back
7. What's nice about the Organizer Editing options is that you can apply more than one and they are cumulative, meaning they build on each other to create a look
8. When you make corrections in the Organizer the saving is done for you – this is different from the other editing environments in Elements
9. When you are done editing you will see that Elements has automatically saved the corrected version of the photo and it has added the words "edited-1" to its file name
   a. If you don't see this go to View – Details and then View – File Names at the top of the screen
10. The original photo is also saved in Elements. To access this click on the Black Arrow to the right of the edited photo
11. If you would like to create a new version of an edited photo, click on the original photo and apply an additional Fix
12. This will create an "edited-2" (3 or 4…) version of your photo

13. To delete a version of a photo from your catalog, Control+Click the photo and select Delete From Catalog
14. This will delete the photo from your collection but keep it on your hard drive

Overview of the Quick Edit Workspace

1. To access the Quick Edit tools click the QUICK button at the top-middle of the panel
2. At the bottom left of the editor there is a task pane with a button for the photo bin
3. The photo bin allows you to view thumbnails of all the open images
4. Over on the left of the screen is a toolbar
5. For each tool you select from the toolbar, a corresponding bar containing information pertinent to that tool appears along the bottom of your workspace
6. The heart of the Quick Edit workspace are the Adjustments on the right of the screen
7. These adjustments are the same as the ones listed in the Instant Fix, but you have more control over them in Quick Edit
8. To access those controls, click the arrow to the right of each option
9. After applying adjustments you can use Compare View to see the changes that you have made
10. Compare View is located to the left of the screen, next to View
11. The drop-down allows you to choose how you would like to look at your work in progress
12. The most handy way is the Before & After option
13. When ready to SAVE your work go to FILE – SAVE and the Save As dialog box will open (if this is the first time you've saved your image
14. Give your work a destination, a name and a format
15. It is also a good idea to leave the 'Include In the Elements Organizer' box checked so that you will have a copy in Elements as well as wherever else you choose to save your work
16. It is also a good idea to leave the 'Save In Version Set with Original' box as well so that you will have a copy of each stage of your progress

Fixing Lighting and Color in Quick Edit

1. Using 'Smart Fix' as a first step in editing is a good idea because it adjusts both color and lighting in one step
2. When you click the arrow to the right of the Smart Fix button a drop-down appears with the three kinds of controls you will almost always see in the editing features of Photoshop Elements
   a. The Adjustment Slider
   b. The pre-designed templates
   c. The auto fix button
3. Clicking on the Levels option allows you to control the shadows, mid-tones and highlights of a photo individually; Levels gives you a great deal of control over your image

4. Although the same controls are offered for Levels as were for Smart Fix, with an adjustment tool like this you'll usually want to go in and adjust manually each aspect of the photo for the best results
5. The Exposure function adjusts the overall brightness of the image
6. The Color function allows for the adjusting of Saturation, Hue and Vibrance – again, giving you a great deal of control over the look of your photos
7. Saturation adjusts the colors of the image as a whole
8. Vibrance adjusts the colors that need it most in an image, it brightens the duller parts of the image
9. At the end of the Color workflow if is a good idea to sharpen your image a bit (if needed)
10. When using the Sharpen tool, make sure your image is at 100% so that you can really see the changes you apply. You can check that your image is at 100% by looking to the zoom slider at the right, above the image
11. When you are finished making your adjustments don't forget to save!

Fixing Red-Eye and Pet-Eye in Quick Edit

1. The Red-Eye correction tool is located on the left of the screen and is the fourth option down
2. When you click on it the tool options will appear on the bottom of the workspace
3. The first button you will see is the Auto Correct button and it is always a good idea to try it first
4. The Red-Eye tool works by replacing the red in the eye with black or grey
5. If you choose not use the Auto Correct feature you can use the two sliders offered, Pupil Radius and Darken
6. Usually you will want to move the Darken Slider to a lower point on the slider
7. Then you will want to click on the red points in the eyes with your mouse
8. This will remove the red eye
9. The other slider allows for you to widen the circle of influence of the red eye correction
10. For best results and adjustments of this, you will want to zoom in on your image a bit to see what each photo (with red eye) needs for the best results
11. If you have pets you may have noticed that often times their eyes are green or blue or even yellow. This will make using the Red Eye tool impossible because, like its namesake, it searches out red in the eye
12. Thankfully there is now a Pet-Eye Removal tool and it is located within the Red-Eye Tool
13. In the Red-Eye tool check the box that says Pet Eye
14. The first thing you will notice is that the Auto Correct function is greyed out, Pet-Eye must be corrected manually
15. Usually, you will want to leave the adjustment sliders at their initial positions and simply click on the pet's eyes to see the results
16. If, for instance, you do not like the results you get the first time around click the Undo button and then adjust the Radius slider to offer more or less coverage and then click the eyes again
17. The same can be said for the Darken slider as well

18. The results that you get will depend on where you click on the pets eye
19. Play around with the results until you get something you are happy with

Adding Effects, Borders and Textures

1. The buttons for Effects, Textures and Frames are all located at the bottom right of the workspace
2. Clicking the Effects button gives you 10 thumbnail images that offer different versions of your photo with the particular effect applied. Hovering over each effect will give you its name
3. Click the effect you like and it applies it to you photo
4. On top of an effect you can also apply texture by clicking the Texture button located next to the Effects button
5. The same results will appear – 10 thumbnails – only this time they will be textures that will be applied to your photo. The textures are translucent meaning they will lay over your image while not obscuring any of it
6. Lastly you can apply a frame to your photo to give it a unique finish
7. With frames you will notice that you get a Bounding Box around your photo for each applied frame
8. This box allows you to adjust your photo within the frame – meaning you can crop it and/or rotate it until you are satisfied with the way it looks
9. If you want to see your photo in the frame without the bounding box simply uncheck Show Bounding Box at the left of your work space

Touching Up Photos In Guided Edit

1. Guided Edit offers step-by-step recipes for fixing common photo problems and for applying creative effects to your photos
2. To activate Guided Edit click the 'Guided' button in the middle of the screen above your photo
3. You will then see a panel on the right that shows all the available guided edits
4. The Touchups section is where you'll find step-by-step tools to fix common photo problems
5. When you select a Guided Edit the screen switches to show you instructions and tools for that particular edit
6. You will find a 'Reset' button at the top of each guided edit so that you can start again if you do not like your initial results
7. You will also see a 'Cancel' button and a 'Done' button
8. You will also notice that in addition to the Touchups section there are two additional headings: Photo Effects and Photo Play. These allow you to add special effects and unique looks to you pictures and we will talk about those in the coming sections
9. Most all of the Guided Edit options offer a sample image that shows the effects of the selected edit. The sample works as a roll-over, meaning that if you put your cursor over the image you

will see the original photo and when you take your cursor off the image you will see the effect applied

Adding Special Effects in Guided Edit

1. The special effects offered in Guided Edit can be found along the right side menu under the heading Photo Effects and Photo Play
2. For each option you will get a preview of what the effect does to your photo
3. Under the preview photo are the tools and instructions needed to create the effect; all you have to do is follow them