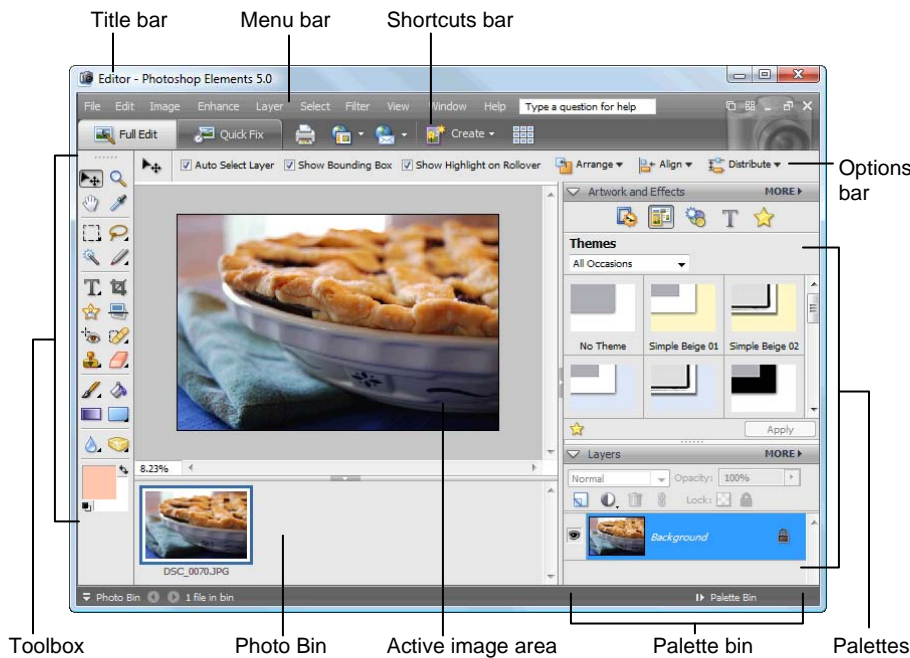


Photoshop Elements 5 Training

Photoshop Elements Quick Reference Card

Editor Workspace (Full Edit)



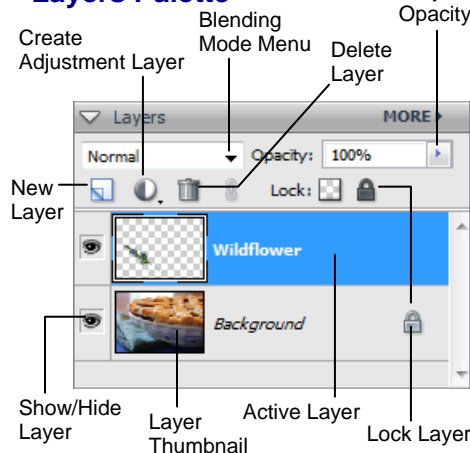
You can edit photos in one of two Editor workspaces: **Quick Fix** or **Full Edit**. Quick Fix enables you to make quick and easy fixes such as removing red eye, reducing shadows, or adjusting color. Full Edit (shown in the image above) gives you access to all tools, including many of those that professionals use.

- **To Open Quick Fix:** Select **Quickly Fix Photos** on the Welcome Screen or click **Edit** on the menu bar and select **Quick Fix** from the menu.
- **To Open Full Edit:** Select **Edit and Enhance Photos** on the Welcome Screen or click **Edit** on the menu bar and select **Full Edit** from the menu.
- **To Open a File:** Select **File** → **Open** from the menu or press **<Ctrl> + <O>**.
- **To Print a File:** Select **File** → **Print** from the menu or press **<Ctrl> + <P>**.
- **To Save a File:** Select **File** → **Save** from the menu or press **<Ctrl> + <S>**.
- **To Save a File with a Different Name:** Select **File** → **Save As** from the menu, type a new name for the file, select a location and click **OK**.
- **To Undo/Redo:** Select **Edit** → **Undo** or **Redo** from the menu, or press **<Ctrl> + <Z>** or **<Y>**.
- **To Get Help:** Press the **<F1>** key.
- **To Close a File:** Select **File** → **Close** from the menu or press **<Ctrl> + <W>**.

Understanding Layers

- **Layers** let you add components to an image without ever changing the original image. For each layer, you can adjust color and brightness, apply special effects, reposition content, etc.
- Layers are like stacked, transparent sheets of glass on which you can paint images. You can see through the transparent areas of a layer onto the layers below.
- The bottommost layer in the Layers palette, the **Background** layer, is always locked, meaning that you cannot change its stacking order, blending mode, or opacity unless you convert it to a regular layer.
- **To Create a New, Blank Layer:** Select **Layer** → **New** → **Layer** from the menu or press **<Ctrl> + <Shift> + <N>**, specify the desired options for the layer, and click **OK**.

Layers Palette

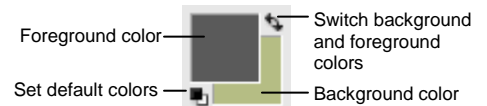


Toolbox

- The **Toolbox** appears on the left side of the screen in the Editor workspace. You can view information about a tool by positioning the pointer over it.
- A small triangle at the lower right of a tool indicates a hidden tool. Hidden tools appear on the **Options bar** when you click a tool.

- **Move (V):** Move a selection.
- **Hand (H):** Move around on the page.
- **Rectangular Marquee (M):** Select a rectangular pixel area.
- **Magic Wand (W):** Select pixels within a similar color range.
- **Type (T):** Insert text.
- **Cookie Cutter (O):** Crop a photo into a shape that you choose.
- **Red Eye Removal (Y):** Remove red eye from images.
- **Clone Stamp (S):** Copy areas of an image and apply them elsewhere. Press **<Alt>** and click to define the source area.
- **Brush (B):** Draw soft brush strokes.
- **Gradient (G):** Fill with a gradient of foreground and background colors.
- **Blur (R):** Smooth defined edges.
- **Zoom (Z):** View the image close up or far away.
- **Eyedropper (I):** Copy a color from one area to the next.
- **Lasso (L):** Select a freeform pixel area.
- **Magic Selection Brush (A):** Select pixels of similar color and texture.
- **Crop (C):** Remove parts of an image.
- **Straighten (P):** Straighten a crooked image.
- **Spot Healing Brush (J):** Remove spots and small imperfections.
- **Eraser (E):** Erase pixels to the background color layer.
- **Paint Bucket (K):** Fill an object with the foreground color.
- **Rectangle (U):** Draw a rectangle.
- **Sponge (O):** Decrease or increase pixel color.

* Keystroke shortcuts are shown in parentheses.



Palette Basics

- **To View a Palette:** Click **Window** on the menu bar and select the palette you want to view.
- **To View Palette Options:** Click the **More** button on the palette's title bar.
- **To Move a Palette:** Click and drag the palette out of the **Palette Bin** by its title bar.

Basic Editing Techniques

- **Automatically Adjust Color and Lighting:** Select **Enhance** → **Auto Smart Fix** from the menu or press <Alt> + <Ctrl> + <M>.
- **Remove Red Eye:** Click the **Red Eye Removal** button in the Toolbox and click the red eye you want to fix.
- **Rotate a Photo:** Select **Image** → **Rotate** from the menu and select a rotation.
- **Crop a Photo:** Click the **Crop** button in the Toolbox or select **Image** → **Crop** from the menu. Click and drag on the image with the Crop tool, release the mouse button when you're finished, and click **Yes** or **No** to accept/discard.
- **Fix Flaws:** Click the **Spot Healing Brush** button on the Toolbox and specify the appropriate options on the Options bar. Click and/or drag across the imperfection in the photo.
- **Add Text:** Click the **Type** button in the Toolbox and click and drag where you want to insert text. Specify options on the Options bar and then type your text.
- **Compare Changes:** To view both the original and edited photo at the same time while editing, click the **View** button list arrow underneath the image and select a **Before and After** option from the menu.

Artwork and Effects Palette

The Artwork and Effects Palette appears by default whenever you open Photoshop Elements 5 in Full Edit Mode. You can use the Artwork and Effects Palette to add a wide variety of graphic effects to your images.

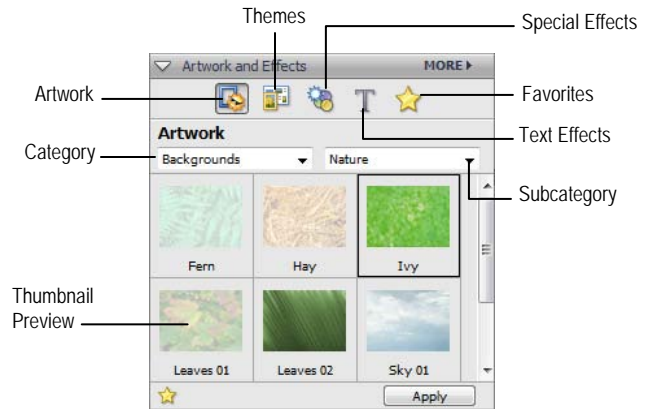
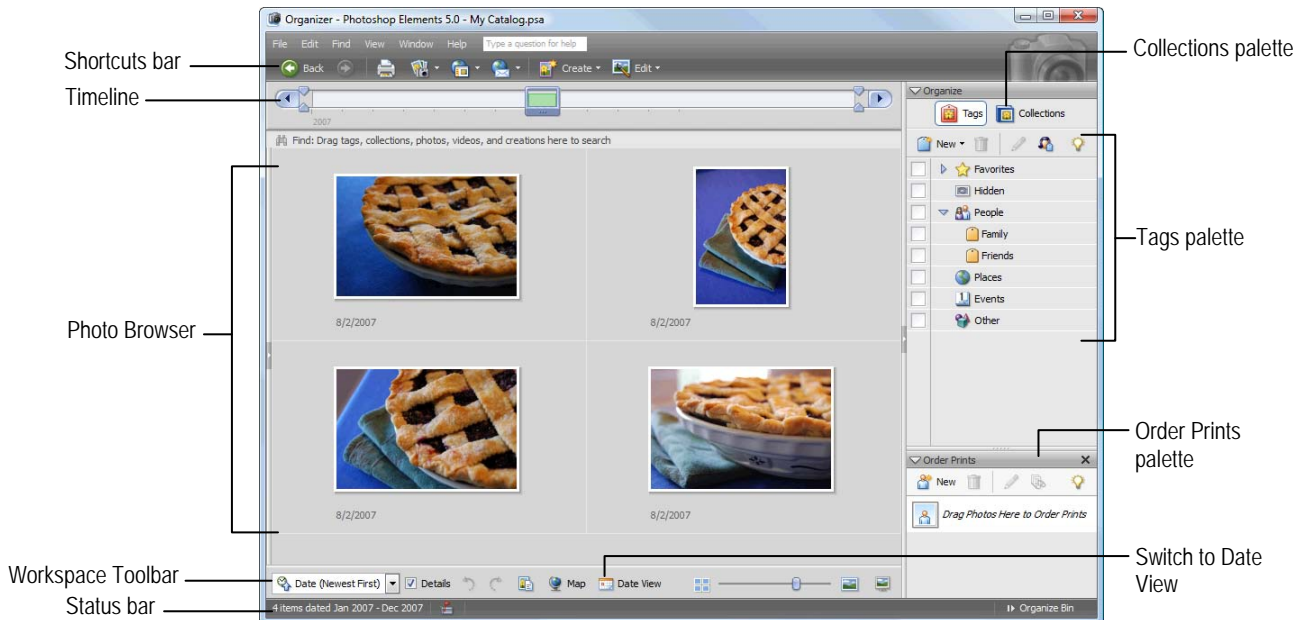


Photo Creations

You can use your images to make **photo creations** in Photoshop Elements 5. Many of these creations can be printed on your home printer, while others will need to be ordered through online services. Photo creations are different from creations made in previous versions of Photoshop Elements. To make a photo creation, click the **Create** button on the Shortcuts bar and select one of the following from the menu:

- **Photo Book/Album Pages:** Album pages and photo books let you apply a variety of layouts and designs to your images.
- **Photo Layout:** Photo layouts let you create large picture creations such as scrapbooks, photo collages or unique photo prints.
- **Greeting Card:** Create a greeting card using your images.
- **CD/DVD Jacket:** Create jackets (covers) for a CD or DVD case.
- **CD/DVD Label:** Create adhesive disc labels for a CD or DVD.
- **Slide Show:** Share photos by creating a slide show of them. You can even add music, text, clip art and voice narration to a slide show.
- **Photo Galleries:** The Photo Gallery wizard helps you create galleries of photographs that you can upload to the Web.
- **Flipbook:** Create a stop-motion video of your photos by creating a flipbook.
- **Photo Calendar:** Create fun calendars using your photos.
- **Photo Stamps:** Create your own postage using your photos.

Organizer Workspace



- The **Organizer** gives you quick and easy access to all the photos you have imported into Photoshop Elements. Use the Organizer workspace to find, organize and share your photos and media files.
- **To Open the Organizer:** Select **View and Organize Photos** on the Welcome Screen, or click the **Organize** button on the Shortcuts bar.
- Use the Tags palette to assign tags, or keywords, to photos to make them easier to find later on.
- **To Tag a Photo:** In the Photo Browser, select the photo you want to tag and drag it onto the appropriate tag in the Tags palette. Or, right-click the photo, select **Attach Tag** from the shortcut menu, and select a tag.