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Training Centre



# ADOBE PHOTOSHOP ELEMENTS 7 " PRE COURSE REQUIREMENTS "

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## IMPORTANT PRE TRAINING INFO

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At City Desktop, we know that when you come to a training course you want an expert trainer with industry experience, who can provide you with not just the basics but also lots of tips, tricks and helpful hints and who can also share with you best workflow practices.

We also know that at the end of training you want to feel confident that you can implement what you have learnt and to manipulate images in Photoshop in the most efficient manner possible.

Ensuring you meet the course pre-requisites and have read through the required reading material **PRIOR** to course commencement, helps us to deliver these outcomes and allows you and fellow course participants to get the maximum benefit from your training experience.

Please also be aware that while we endeavour to make sure all students meet the prerequisites, there sometimes are a few people faster and a few people slower than the majority in any computer course. We endeavour to pace the course at a 'medium' speed based on the thousands of public courses run to date. If you want training exactly at your own pace, then **organising private training** might be a better option for you.

## PRE-REQUISITES

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While this is an introductory course, to use Photoshop Elements 7 effectively, it is required to cover a fairly large area to ensure best practices. No **previous** experience is required, however, you will require to know and be comfortable with the standard generic practices and shortcuts that are found throughout Adobe's Creative Suite.

This document has been created so you can arrive at your training confident in the basics and ready to tackle all Photoshop has to offer. Throughout this document you will find a variety of reading material and video tutorials that will ensure you are prepared to get the most from your upcoming training with us at City Desktop Training.

## CONTACT & LOCATION DETAILS

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Our training rooms are located on Level 5 of the Charles Building at 89 York Street, Sydney. Our building is convenient to both Town Hall and Wynyard train stations, located between King and Market Streets.

**Training Rooms:** Level 5, 89 York Street, SYDNEY, AUSTRALIA

Classes begin at 9am, and students need only arrive 10 to 15 minutes prior.

**Phone:** (02) 9516 1715 **Email:** info@cd.com.au



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## PSE 7 WORKSPACE

Adobe® Photoshop® Elements 8 has two main workspaces: the Elements Organizer and the Editor. Use the Elements Organizer for finding, organizing, and sharing your photos and media files. Use the Editor for creating, editing, and fixing your images. You can also add functionality with plug-in modules and expand system memory by using scratch disks.

To open a photo in the Editor workspace, select the photo in Elements Organizer. Click the triangle beside the Fix tab, and then choose Full Photo Edit, Quick Photo Edit, or Guided Photo Edit. When you are working in the Editor workspace, click the Organizer button to open the Elements Organizer workspace.

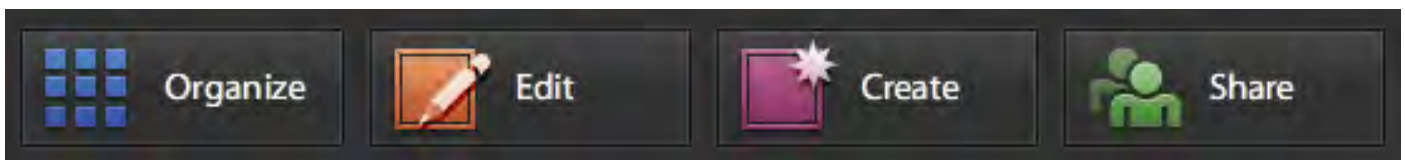
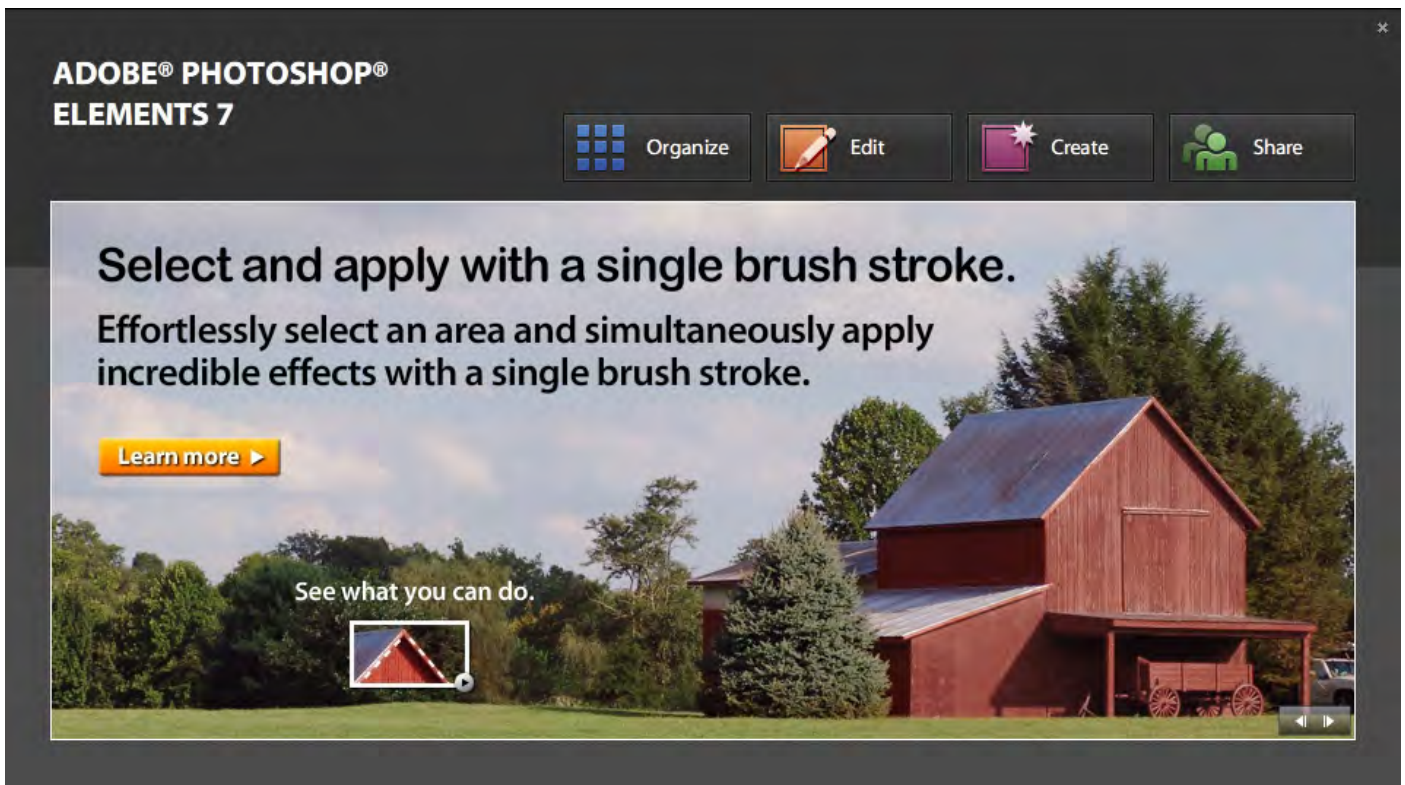
If both the Elements Organizer and the Photoshop Elements Editor are open, you can move between the two workspaces by clicking the corresponding button in the Windows® OS task bar.

## THE WELCOME SCREEN

When you start Photoshop Elements, the Welcome screen opens by default. The Welcome screen is a convenient starting place, or hub, for major tasks.

Click Organize to open the Elements Organizer and import, tag, or organize your photos. Click Edit to open the Editor and enhance your images or add special effects.

You can close or reopen the Welcome screen at any time by clicking the Welcome Screen button. It's not necessary to return to the Welcome screen to open other workspaces - you can open different workspaces from within any other workspace.



**Organize:** Used to manage photos within Adobe Photoshop Elements 7

**Edit:** Used to manipulate photos

**Create:** Used to create photobooks and calendars

**Share:** Used to send photos to family and friends

## THE EDITOR WORKSPACE

The Editor workspace provides three modes to create and edit images: Full Edit, Quick Fix, and Guided Edit. Click the triangle beside Edit Full and select one of the following options:

**Edit Full** Enables you to edit photos in the Full Edit mode.

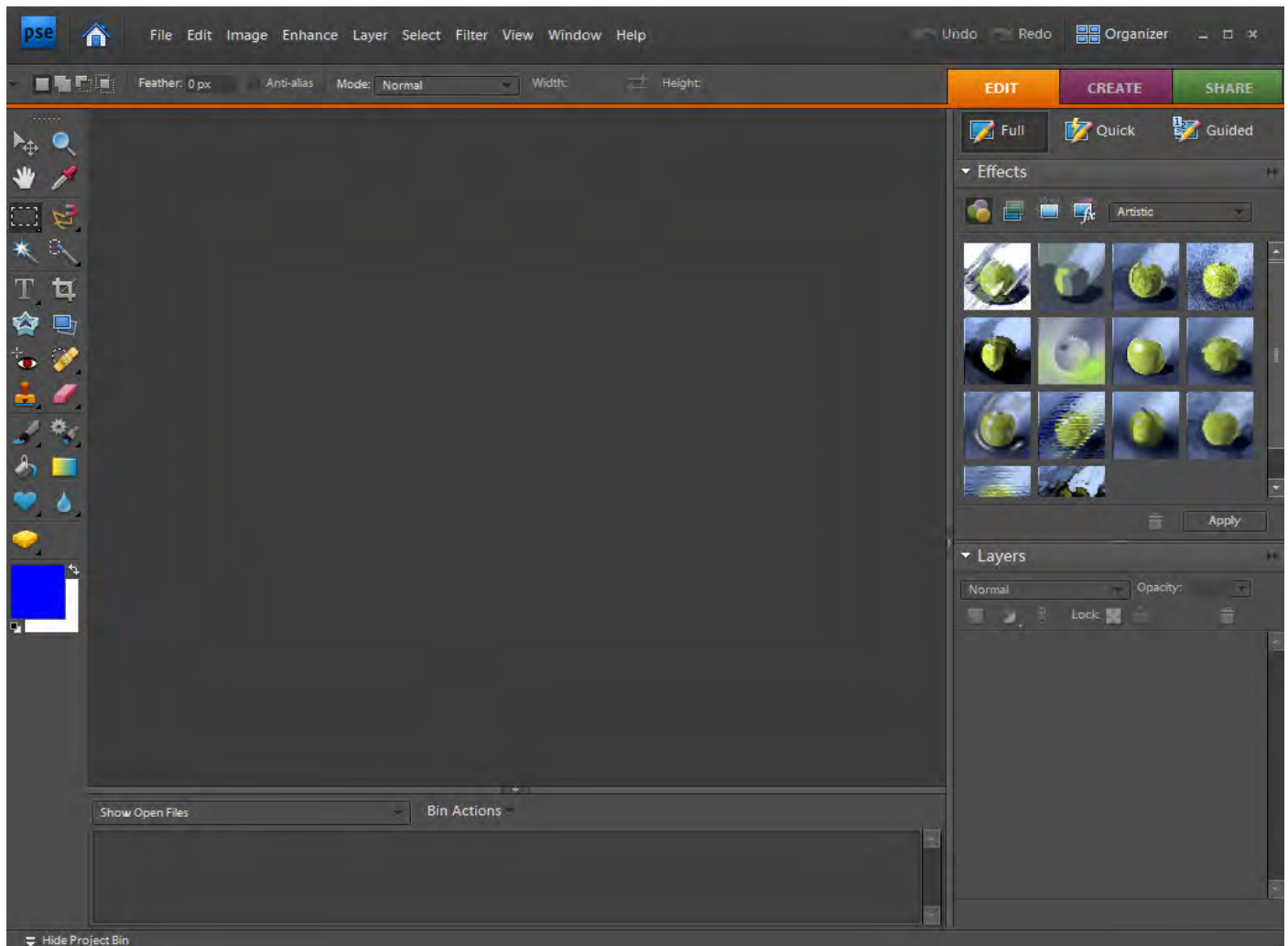
**Edit Quick** Enables you to edit photos in the Quick Fix mode.

**Edit Guided** Enables you to edit photos in the Guided Edit mode.

The Full Edit workspace has tools to correct color problems, create special effects, and enhance photos. The Quick Fix workspace contains simple tools for correcting color and lighting, and commands to quickly fix common problems like red eye. The Guided Edit workspace contains tools for basic photo edits, guided activities, and photographic

effects. If you are new to digital imaging, Quick Fix or Guided Edit is a good place to start fixing photos.

If you've worked with image-editing applications before, you'll find that the Full Edit workspace provides a flexible and powerful image-correction environment. It has lighting and color-correction commands, along with tools for fixing image defects, making selections, adding text, and painting on your images. You can rearrange the Full Edit workspace to best suit your needs. You can move, hide, and show panels, and arrange panels in the Panel Bin. You can also zoom in or out of the photo, scroll to a different area of the document window, and create multiple windows and views.



# ABOUT THE TOOLBOX


You can access tools in the Editor workspace. You use tools in the toolbox to select, edit, and view images; some tools let you paint, draw, and type. The toolbox appears on the left side of the Full Edit and Quick Fix workspaces. In the Full Edit workspace, you can move the toolbox by dragging the gripper bar at the top of the box.

Select a tool in the toolbox to use it. Once selected, the tool is highlighted in the toolbox. Optional settings for the tool appear in the options bar, which is located below the shortcuts bar at the top of the Editor workspace. Some tools in the toolbox have additional tools beneath them. These tools are called hidden tools. A small triangle at the lower right of the tool icon indicates the presence of hidden tools.

When you select a tool, any additional hidden tools appear in the options bar.

**Note:** You cannot deselect a tool—once you select a tool, it remains selected until you select a different tool. For example, if you’ve selected the Lasso tool, and you want to click your image without selecting anything, select the Hand tool.

You can view information about any tool in the toolbox by positioning the pointer over it. The name of the tool appears below the pointer—this name is called the tool tip. You can click a link in some tool tips to see additional information about the tool.



### A Navigation and measuring tools

- Move (V)
- Zoom (Z)
- Hand (H)
- Eyedropper (I)

### B Selection tools

- Rectangular Marquee (M)
- Elliptical Marquee (M)
- Lasso (L)
- Magnetic Lasso (L)
- Polygonal Lasso (L)
- Magic Wand (W)
- Quick Selection (A)
- Selection Brush (A)

### C Type tools

- Horizontal Type (T)
- Vertical Type (T)
- Horizontal Type Mask (T)
- Vertical Type Mask (T)

### D Crop tools

- Crop (C)
- Cookie Cutter (Q)
- Straighten (P)
- Recompose (C+C)

### E Retouching tools

- Red Eye Removal (Y)
- Spot Healing Brush (J)
- Healing Brush (J)
- Clone Stamp (S)
- Pattern Stamp (S)
- Eraser (E)
- Background Eraser (E)
- Magic Eraser (E)
- Blur (R)
- Sharpen (R)
- Smudge (R)
- Sponge (O)
- Dodge (O)
- Burn (O)

### F Painting and drawing tools

- Brush (B)
- Pencil (N)
- Impressionist Brush (B)
- Color Replacement (B)
- Smart Brush (F)
- Detail Smart Brush (F)
- Paint Bucket (K)
- Gradient (G)

### G Shape tools

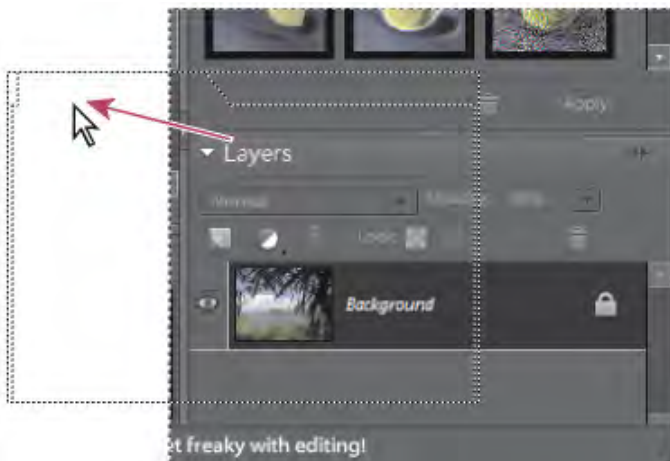
- Rectangle (U)
- Rounded Rectangle (U)
- Ellipse (U)
- Polygon (U)
- Line (U)
- Custom Shape (U)
- Shape Selection (U)

■ Indicates default tool \* Keyboard shortcuts appear in parenthesis

## WORKING WITH PANELS

Panels are available in both the Editor and Elements Organizer workspaces; however, they behave a little differently in each. Panels help you manage, monitor, and modify images. Some panels have menus that provide additional commands and options. You can organize panels in the workspace in many different ways. You can store panels in the Panel Bin to keep them out of your way, but easily accessible, or you can keep frequently used panels open in the workspace. Another option is to group panels together or dock one panel at the bottom of another panel.

**Note:** Drag a panel out of the Panel Bin if you want to remove it from the Panel Bin and keep it open.

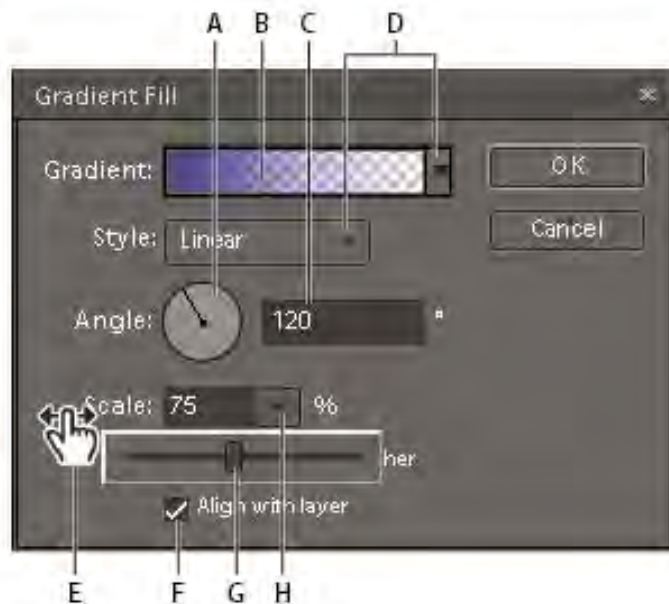


### Panel menus

Some commands appear in both the panel menu and the menu bar. Other commands are exclusive to panel menus. Click panel menu to view the different commands in each panel.

### Pop-up sliders within panels

Some panels and dialog boxes contain settings that use pop-up sliders (for example, the Opacity option in the Layers panel). If there is a triangle next to the text box, you can



### Different ways to enter values

**A.** Dial **B.** Click to open window **C.** Text box **D.** Menu arrow **E.** Scrubby slider **F.** Check box **G.** Slider **H.** Pop-up slider triangle

activate the pop-up slider by clicking the triangle. Position the pointer over the triangle next to the setting, hold down the mouse button, and drag the slider or angle radius to the desired value. Click outside the slider box or press Enter to close the slider box. To cancel changes, press Esc.

To increase or decrease values in 10% increments when the pop-up slider box is open, hold down Shift and press the Up Arrow or Down Arrow key.



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