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Adobe Photoshop Elements 10

Day One Agenda:

- Introduction
- Organizer layout
- Quick fixes
- Editor layout
- Photo editing

Day Two Agenda:

- Continue photo editing
- Photo projects
- Play time

In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote Utica Public Library and Mid York Library System as part of grant reporting.
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Mailing Address: **Sarah Schultz, Utica Public Library, 303 Genesee St., Utica, NY 13501**

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Adobe Photoshop Elements 10 Welcome Screen
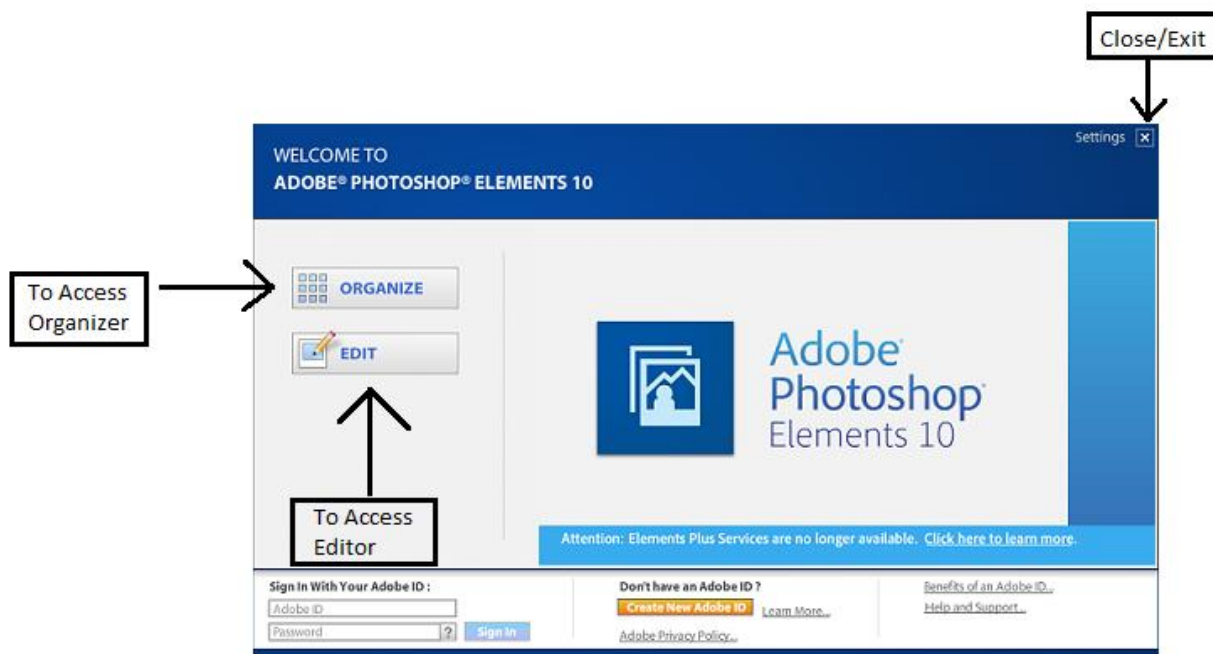
## Adobe Photoshop: Organizer Layout

To open the organizer:
- From Welcome Screen, click 'Organize', or
- From the Editor, click the Organizer button [Organizer] on the toolbar at the top of the screen.

The Organizer will help you manage a collection of digital photos. You'll also be able to perform quick fixes to your digital images, however, the Editor, will give you more control over editing.

Thumbnail Slider

Display button

Menu Bar

Options Bar

Task Pane

Media Browser
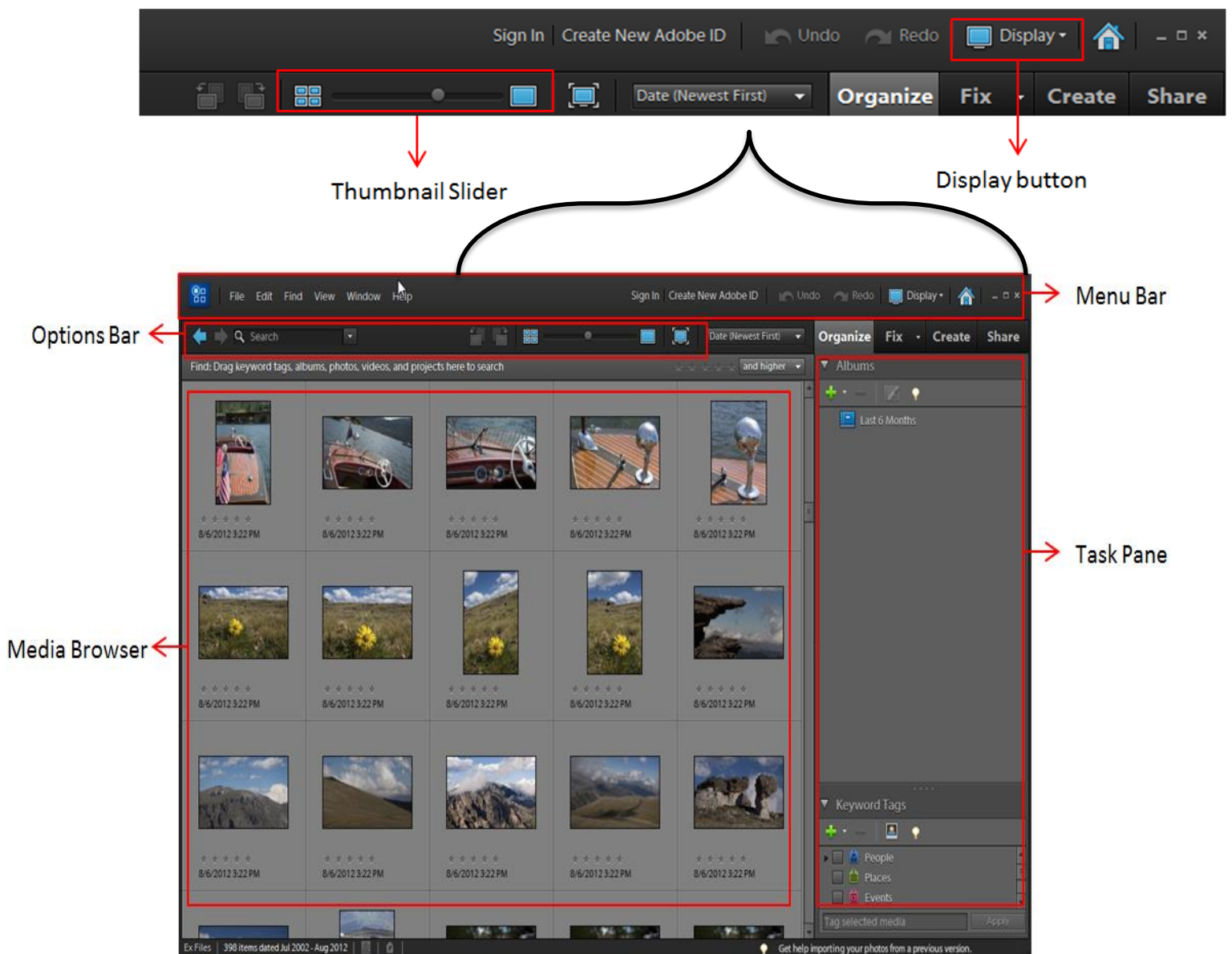
The Organizer Window

- **Task Pane**: Let's you arrange images in albums or label their contents with tags.
- **Album** organizer: Create virtual photo albums, add images and arrange them in any order. Images can be in multiple albums.
- **Keyword Tags**: create tags to describe image contents. Tags can be organized in a hierarchy.
- The **Properties** box: Shows information (name, caption, camera metadata) for the selected image. Display this box by selecting it from the Window menu.

Viewing Modes

- Drag the **thumbnail slider** in the Options bar; double click a thumbnail to display that photo full-screen.
- In the top right corner of the Media Browser, click the **Display** button to choose an arrangement.
- **Thumbnail View** is the default, arranged by date. Use the control to the right of the thumbnail slider to sort new-to-old or old-to-new.
- **Import Batch** arranges the thumbnails by when each group of images were brought into Photoshop.
- **Folder Location** displays a file-folder tree and sorts photos by where they are saved.

Tabs

- **Fix** Tab
  - Perform some basic photo correction without leaving the Organizer window.
- **Create** Tab
  - Creative photo projects
- **Share** Tab
 - Different ways to share photos (Facebook, Flicker, etc.)

Photo Fix in the Organizer

Once click fixes - attempt to correct common photo problems.

- Auto Smart Fix: try to fix many things at the same time, such as Auto Color, Auto Levels, Auto Contrast, etc.
- Auto Color: remove color casts.
- Auto Contrast and Auto Levels: fix photos that look dull and washed out.

** In Photo Fix, actions cannot be undone and they are cumulative. If you do not like an action you have applied and clicked on a new action, this will just be applied on top for the first action. It will not undo the previous action.

Tip: Make a new copy of the picture so you can keep the original in case you do not like the editing performed.
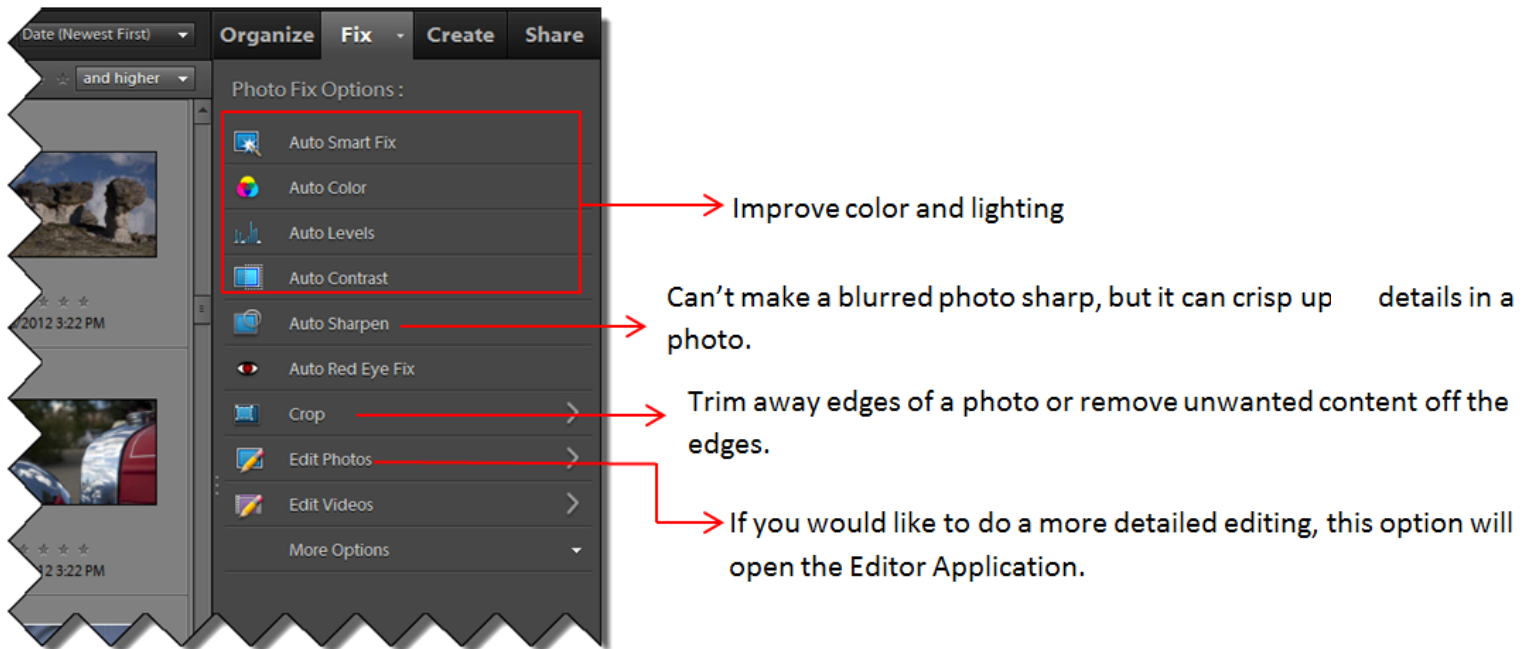
Importing Photos into Photoshop's Organizer

Click *File* → *Get Photos and Videos* → (Choose from where to retrieve photos)

- *From Camera or Card Reader:* Directly retrieves photos from your Camera or Card Reader
- *From Scanner:* Helpful when scanning photographs
- *From Files and Folders:* Browse to the folder where your files are located and double click. Select the image(s) you are interested in; use Shift+Click and/or Ctrl+Click to select multiple images. Click *Get Media*. The images will now appear in the Media Browser.

Importing Photos from a Camera or Card Reader

Plug in the camera or put the card in the card reader. If you have Automatic Download selected in the Preferences, this will launch the Adobe Photo Downloader.

On the Photo Downloader screen, you can choose:

- Where to copy the photos on hard drive
- How they should be organized into subfolders
- Whether to give the batch of photos a descriptive name
- Whether to delete the photos from the camera after importing them

Set preferences for Adobe Photo Downloader

In the Organizer, click Edit → Preferences → Camera or Card Reader. On the Preferences window, you can:

- Select the location to save photos
- Choose whether Photoshop should try to fix red eyes as the files are downloaded (this will slow down the transfer)
- Choose whether to have Photoshop suggest photo stacks based on date and visual similarity
- Enable or disable Automatic Download (launching the Photo Downloader whenever a device is connected). If you disable Automatic Download, you can still launch the Photo Downloader manually by clicking the Get Photos and choosing "From Camera, Mobile Phone, or Card Reader."
- Specify download options for individual cameras, etc.
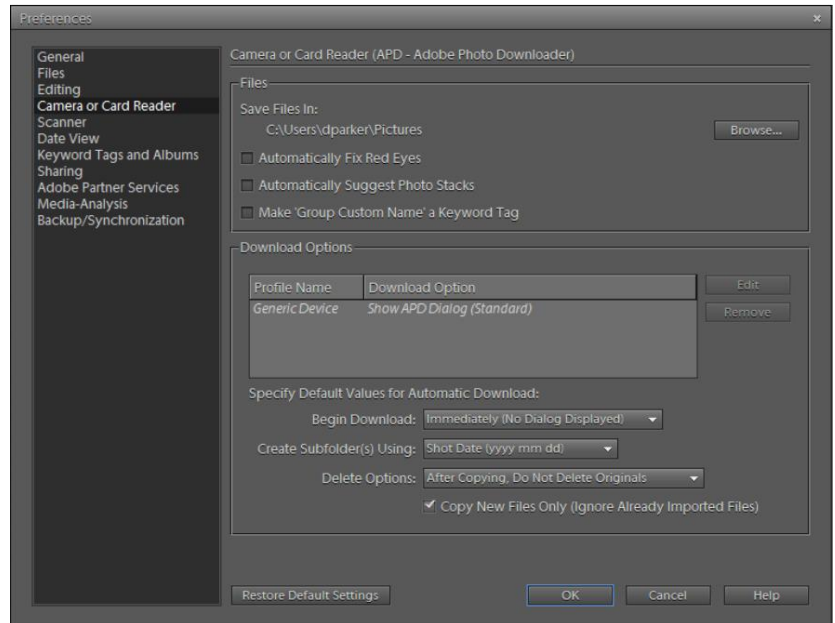
**Photoshop will remember these settings the next time you use that device

About Photo Stacks

Often, photographers take many photos of the same scene or pose with slight variations to account for possible errors, such as blinking. Stacking these images will reduce clutter in the Media Browser.

- Use stacks to hold versions of the same photo. Use Albums to hold photos grouped by subject/theme.
- The top photo of the stack – generally the newest – is visible, marked with the stack icon.

- Clicking the right-arrow button (▶) expands the stack.
- Click Find → All Stacks to display all of the stacked photos.
- Tagging a stack applies the tag to all the photos in the stack.
- Many other actions, such as editing, e-mailing, printing, etc., affect only the top photo in the stack.

Photoshop can automatically suggest stacks when you import photos, or you can select a group of photos in the Media Browser, then click Edit→Stack→Stack Selected Photos. Unstack photos by selecting the stack then clicking Edit→Stack→Unstack Photos.

About Version Sets

A version set is a type of stack that contains one original photo and its edited versions. Version sets make it easy to find both the edited versions of an image and the original.

When saving an edited photo, click the check box marked Save In Version Set With Original. (When you edit a photo by choosing Edit→Auto Smart Fix, the Organizer automatically puts the photo and its edited copy together in a version set.)

Adding Captions

For a single photo, double click the photo. Under the photo, click on the space near "Click here to add caption" then type directly into the Caption box.

 If you select a group of photos, right click on one of the selected photos. In the drop down menu, click "Add Caption to Selected Items" to add the same caption to all the selected photos
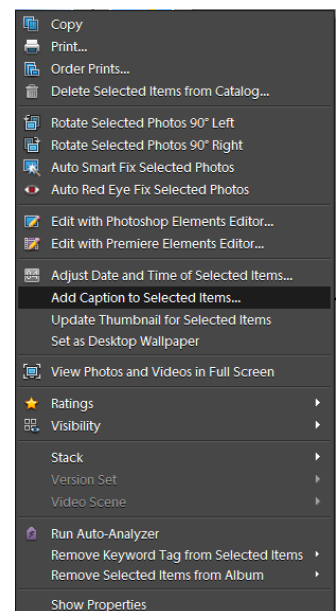
Change Time and Date on Photos

In the Media Organizer, select all the pictures with the wrong date and time. Click *Edit→Adjust Date* and *Time of Selected Items.*

The dialog box gives four options for date and time adjustment. The first two will set all selected images to the same time (either one you specify, or the date/time the file was created on your computer). You will no longer be able to sort within the set by date/time.

The latter options reset time and date for the entire group but preserve the relative time differences from one photo to another. Use whichever one is easier; the results are the same

Tip: **Use the latter options to keep relative time differences from one photo to another**

Tagging Faces on Photos

It's generally a good idea to tag photos of people you know with their names. Photoshop Elements (versions 8 and above) streamlines this process with People Recognition.

To launch People Recognition, select the photos you want to analyze, then click the Start People Recognition icon (📷) in the Keyword Tags panel. Photoshop will search all the photos in the Album for face-shaped objects.(This may take some time.)

Photoshop then displays faces and asks you to identify them. Click "Who is this?" and type in names. To exclude an image, float your pointer above it and click the X in the upper right corner. Click Save when you are done identifying faces
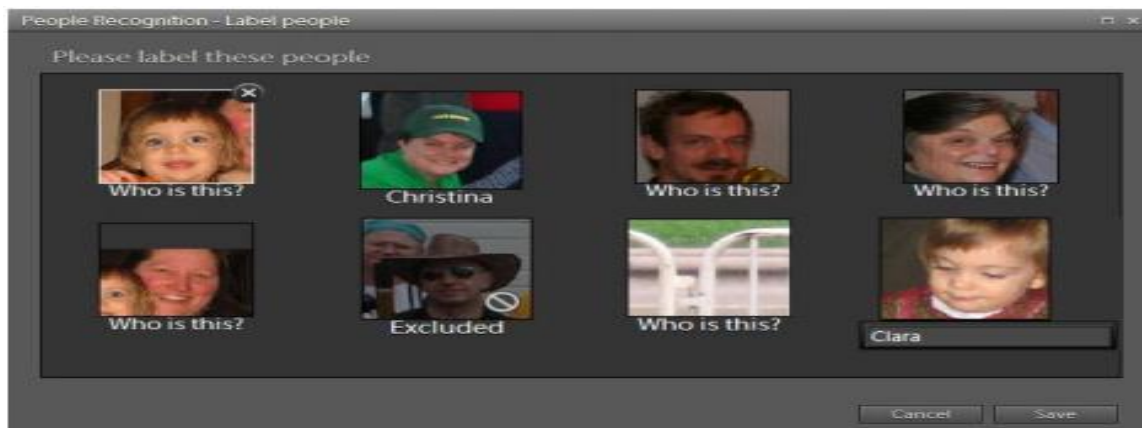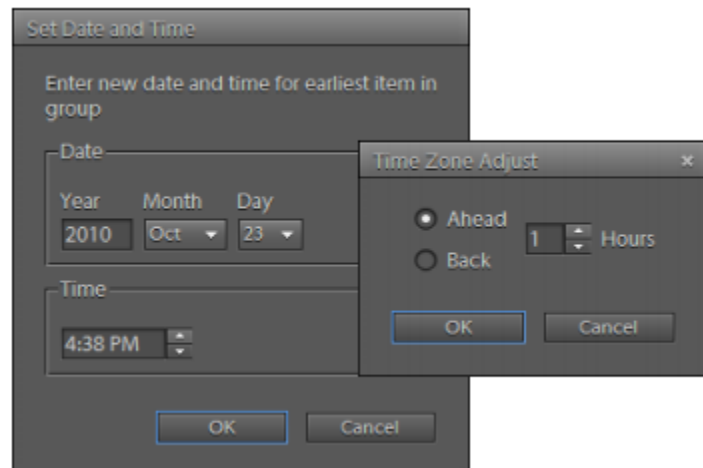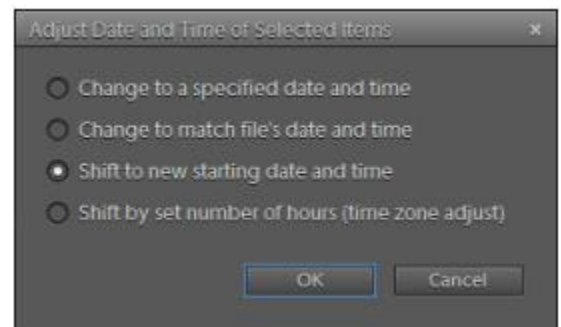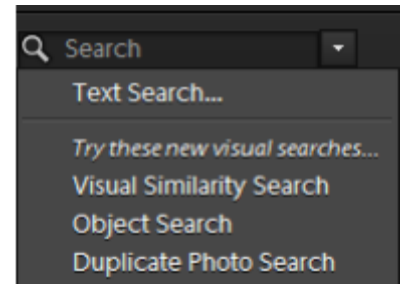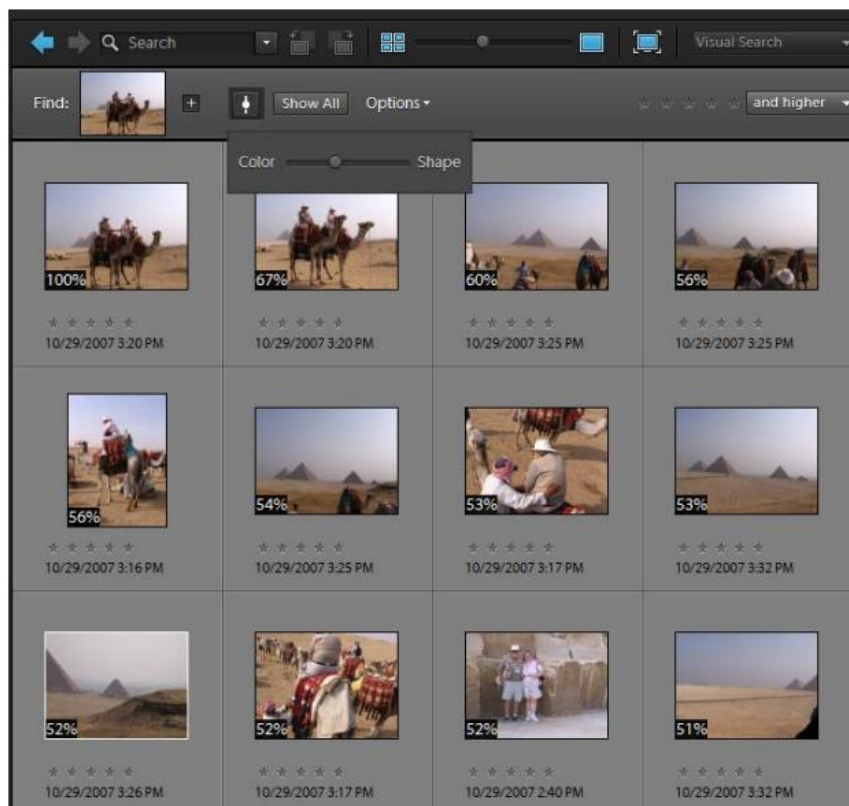
Search Photos

The search box at the top of the Photoshop window lets you quickly search for text in image names, tags, and notes.

Photoshop can also search by "looking" at an image for patterns and finding similar ones. There are three types of visual search:

1. **Visual Similarity Search**: Locates images with an overall visual similarity to a selected image.

2. **Object Search**: Locates images that contain an object in a source photo. Search an object within a picture and Photoshop will look for other photos with that object.
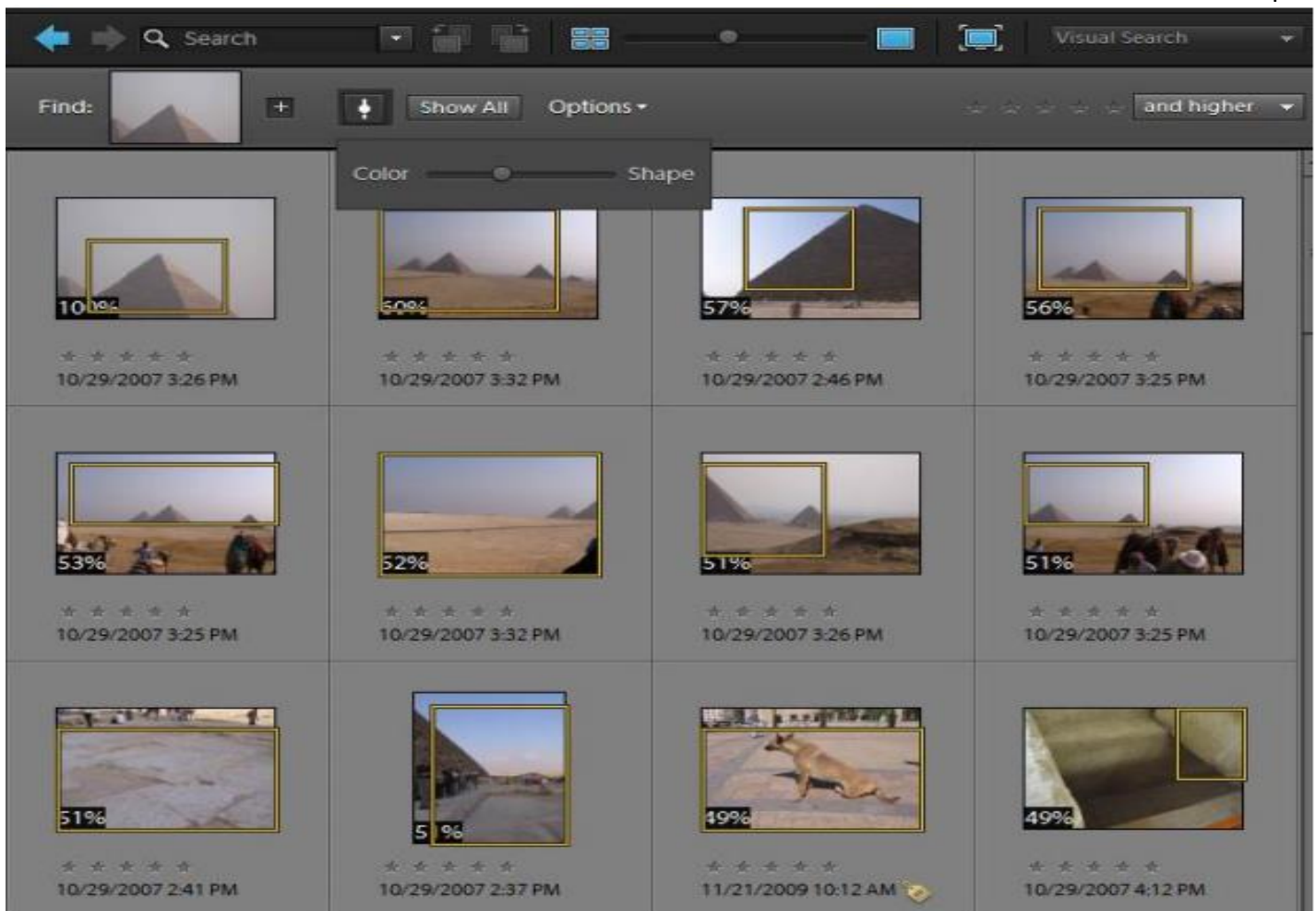
3. **Duplicate Photo Search:** Locates true duplicates as well as photos that are more or less similar to one another. Its purpose is to find duplicates to allow you to easily create photo stacks or delete unnecessarily images from the media browser.
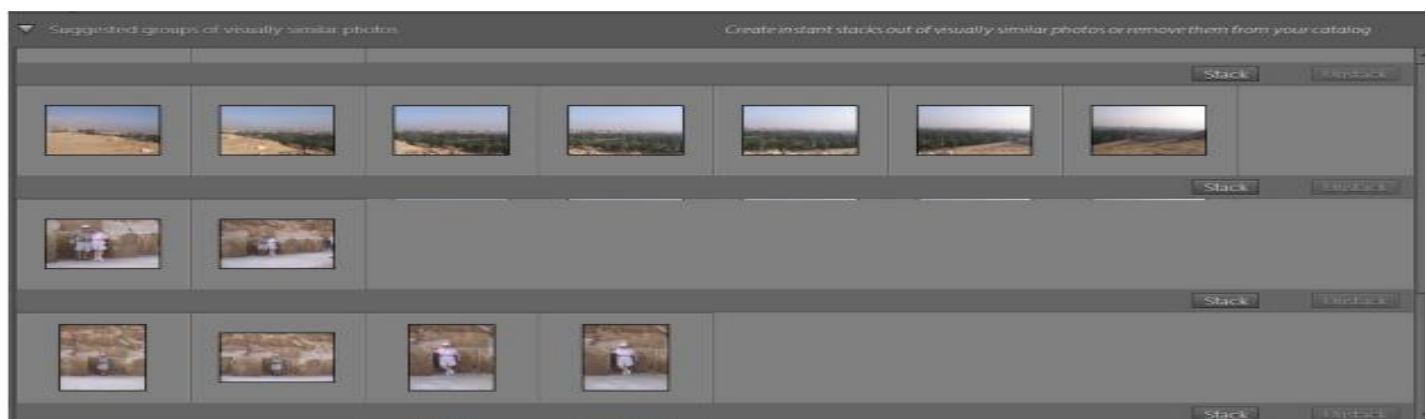
Send a photo to Editor

In Organizer we can use Photo Fix actions to create quick edits to our
photos. However, *Photoshop Elements 10* has THREE other editing programs
that we can utilize. The three programs were created to match the user with
the appropriate Editing Option, according to skill level. This way, all users
will be able to edit their photos regardless of skill level.
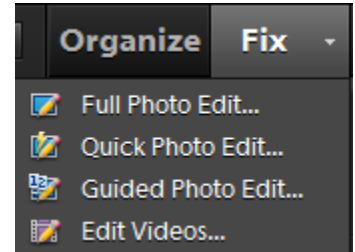
To send a Photo to Editor, click on the selected Photo →click on the arrow next to "Fix" in the upper
right hand corner and choose between the following three options:

- **Guided Photo Edit (for beginner users)**
    - A good place to start if you are brand new to photo editing. It will walk you step by step
      by the different editing techniques.
- **Quick Photo Edit (for proficient users)**
    - Offers automatic corrections to common photo problems. It gives you more control,
      with the user friendly sliders
- **Full Photo Edit (for advanced users)**
    - It will open the Photoshop Editor application; it will give you complete control to edit
      your photos.

For more information:

This class was to get you interested in the possibilities of Photoshop. We only scratched the surface.
The Internet has a multitude of tutorials that explain how to do advance editing techniques in
Photoshop. Here are a few sites:

- **Photoshop Tutorials**

    http://www.photoshoptutorials.ws/

    http://www.photoshop.com/tutorials

    http://www.photoshopstar.com/