Photoshop® Elements 2025 Introduction

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Interface Basics

The Photo Editor

1. Menu Bar
2. Shortcuts Bar
3. Edit Modes
4. Toolbox
5. Active Image Window
6. Panel Bin
7. Status Bar
8. Tool Options Bar/Photo Bin
9. Taskbar

Understanding and Launching the Application

The **Photo Editor** is used to manipulate and edit images. The **Organizer** (part of the Photoshop Elements application) is used to sort, categorize, rate, and organize images. The Home Screen opens by default. **To start using the application**, click either the "Photo Editor" or the "Organizer" button in the window. The Home Screen also provides access to articles, Adobe help, and other resources. **To access recently-opened files from the Home Screen**, click them within the window.

Application Basics

Switching Between the Organizer, the Photo Editor and Edit Modes

1. **To switch between the Organizer and the Editor**, click the "Editor" button or the "Organizer" button in the Taskbar. **Or**, click the "Photo Editor" or the "Organizer" button in the Home Screen.
2. **To open the Home Screen from the Editor or the Organizer**, click the "Home Screen" button in the Taskbar.
3. **To switch between edit modes**, click the edit mode in the Shortcuts Bar of the Photo Editor. "Quick" provides access to limited tools for basic editing. "Guided" offers step-by-step instructional wizards. "Advanced" delivers the most robust and precise editing with all of Elements' tools and settings.

Making Adjustments in Quick Mode

Make fast, basic editing adjustments using Quick Mode. In addition to a limited set of tools in the Toolbox, Quick mode also offers fast edits in exposure, lighting, color, balance, and sharpness via the Adjustments Panel.
1. **To open Quick mode**, click the "Quick" button in the Shortcuts Bar.
2. **To open the Adjustments Panel in Quick mode**, click the "Adjustments" button in the Taskbar.
3. Click to select one of the adjustment types in the Adjustments Panel. **To make adjustments in all categories simultaneously**, choose "Smart Fix."
4. If available, click a category tab at the top of the adjustment (e.g. "Saturation," "Hue," and "Vibrance" under the "Color" category).
5. Use the available sliders, buttons, and preset thumbnails to make desired adjustments.
6. **To reset adjustments in a specific category**, click the preset button that displays the "Reset Image" icon.
7. **To reset adjustments in all categories**, click the "Reset Image" button at the top of the Adjustments Panel.

Using Guided Edit Mode

1. Click the "Guided" button in the Shortcuts Bar.
2. Click a Guided Edit category tab, just below the Shortcuts Bar (e.g. "Basics," "Color," "Fun Edits").
3. Click the desired edit in the window below.
4. Complete each step in the Panel Bin using the available buttons and sliders.
5. Click the "Next" button in the Taskbar after each step until finished.
6. Click the "Done" button in the Taskbar.

The Organizer

Importing Images

Importing images does not move the files to a new location or copy them.
1. Select "File| Get Photos and Videos" from the Menu Bar. **Or**, click the "Import" button in the Shortcuts Bar and choose the image's location.
2. **To import "From Files and Folders,"** navigate to the file in the dialog box. **To import "From Camera or Card Reader,"** select the device from the "Get Photos from" drop-down in the "Photo Downloader" dialog box. **To import "From a Scanner,"** select the scanner from the "Scanner" drop-down in the dialog box. **To import "In Bulk,"** click the "Add Folder" button in the "Import Media" dialog box, navigate to the folder, select it, and click "OK."
3. Select images, as desired.
4. Adjust any import settings, as desired.
5. Click the "Open," "Get Media," "Import," or "OK" button.

Viewing Images

1. Click the "Media" button in the Shortcuts Bar.
2. **To view an image**, double-click its thumbnail.
3. **To view all images again**, click the "Grid" button just below the Shortcuts Bar.
4. **To view images based on their location**, click the "Show Panel" button in the Taskbar to display the panel (if necessary), click the "Folders" button at the top of the panel, and select a folder below.

Sorting, Renaming, & Finding Files

To sort files, click the "Sort By" drop-down below the Shortcuts Bar and select a sort criteria.

To rename a file:
1. Select the media file in the Organizer window.
2. Select "File| Rename..." from the Menu Bar.
3. Type the name in the "New Name" field of the "Rename" dialog box and click "OK."

To find files:
1. Select "Find" in the Menu Bar and choose the search type.
2. If available, enter search criteria in the dialog box and click "OK."
3. **To return**, click the "All Media" button below the Shortcuts Bar.

Opening a File From the Organizer

To open a file in the Editor from the Organizer:
1. Select the image in the Organizer window.
2. Click the "Editor" button in the Taskbar. **Or**, select "Edit| Edit with Photoshop Elements Editor" in the Menu Bar.

Editor File Management

Opening, Saving, and Closing Files

To open a file:
1. Select "File| Open" from the Menu Bar. **Or**, click the "Open" button in the Shortcuts Bar.
2. Navigate to the file, select it, and click "Open."

To open a recently edited file:
1. Select "File| Open Recently Edited File" from the Menu Bar. **Or**, click the arrow to the right of the "Open" button in the Shortcuts Bar.
2. Select the file.

To overwrite a file that has already been saved, select "File| Save" from the Menu Bar.

To save a file for the first time or to save with a different name or location:
1. Select "File| Save As..." from the Menu Bar.
2. Navigate to the location where you want to save the file in the "Save As" dialog box.
3. Type a name in the "File name" text box and click the "Save" button.

To close a file:
1. Select "File| Close" or "File| Close All" from the Menu Bar. **Or**, right-click on the file thumbnail in the Photo Bin and select "Close."

Creating a New File

1. Select "File| New| Blank File" from the Menu Bar. **Or**, click the arrow to the right of the "Open" button in the Shortcuts Bar and select "New Blank File."
2. Enter a name in the "Name" field.
3. Select a preset from the "Document Type" drop-down. **Or** select "Custom" and enter settings:

Width and **Height:** Sets canvas size.
Resolution: 72 pixels/inch=screen content, 300=print.
Color Mode: Bitmap (line art), Grayscale, or RGB Color.
Background Contents: Set background color or set to transparent.

4. Click "OK."

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Table of Contents Adobe Photoshop Elements Guide

1. Understanding the eBook Adobe Photoshop Elements Guide
    - The Rise of Digital Reading Adobe Photoshop Elements Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Adobe Photoshop Elements Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Adobe Photoshop Elements Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Adobe Photoshop Elements Guide
    - Personalized Recommendations
    - Adobe Photoshop Elements Guide User Reviews and Ratings
    - Adobe Photoshop Elements Guide and Bestseller Lists

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