

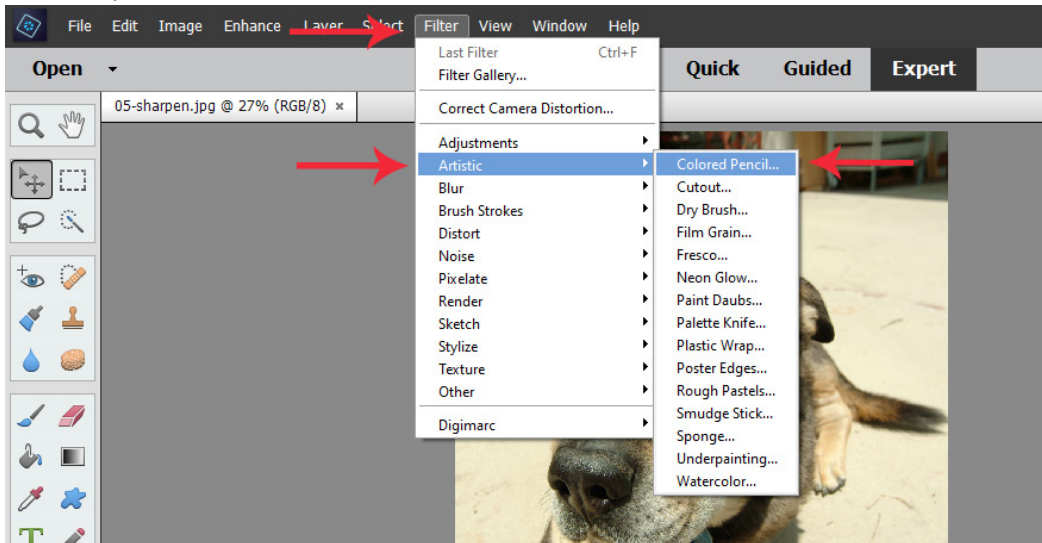
Photoshop Elements for Beginners

Week 5 of 5: Filters, Organizer, Digital Books, Slideshows

Start your computer, login (username photo, password photo123) , launch Photoshop Elements, select “Photo Editor”. See class #1 notes for more info.

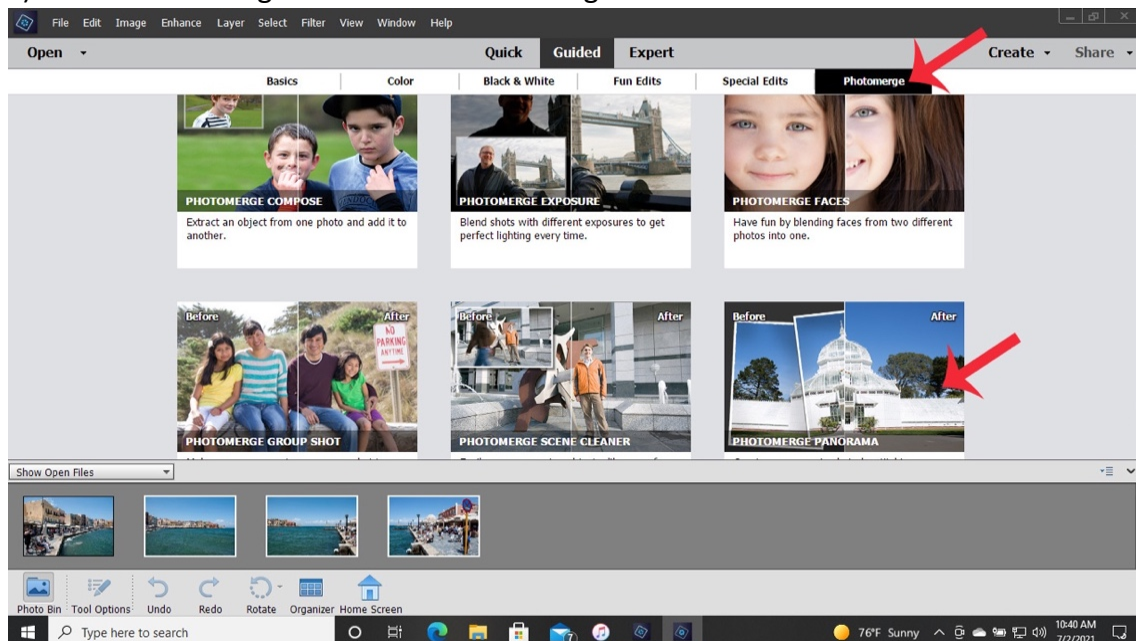
1) Fun with **Filters** and effects

- Open file 05-sharpen.jpg.
- If needed, switch to “Expert” mode.
- Go to the “Filter” menu and then select “Artistic” and then “Colored Pencil”.



2) **Panoramas** and groups

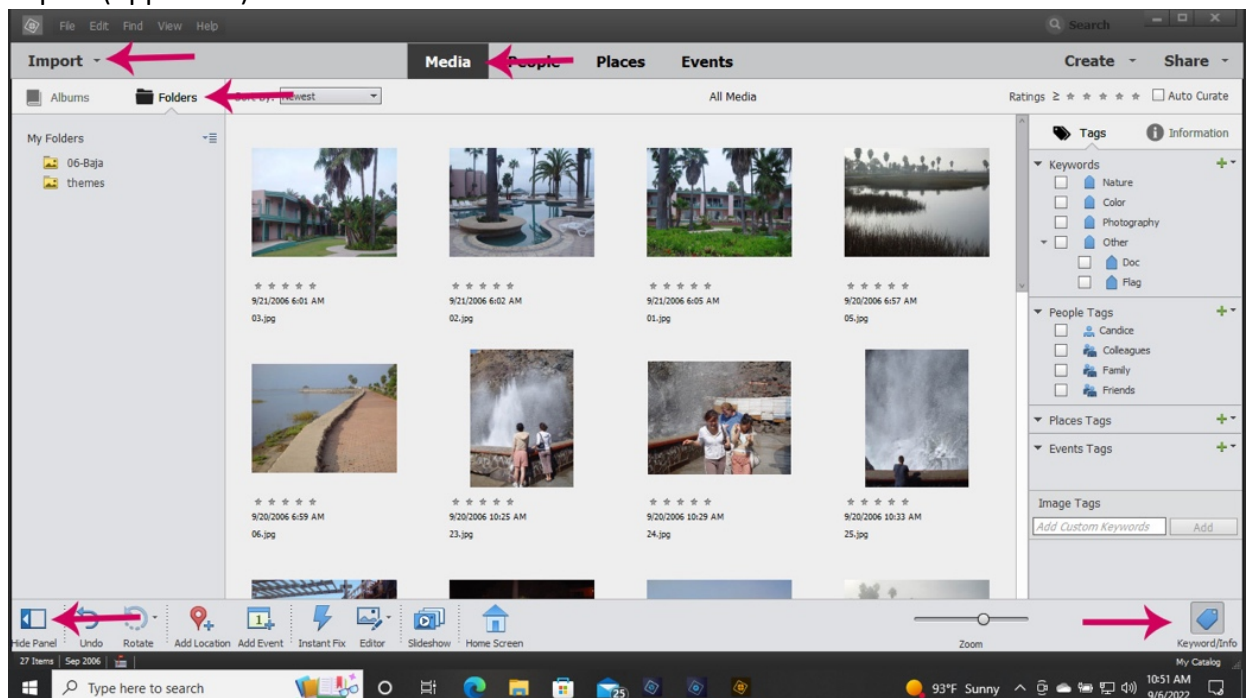
- Open the 4 files in the 05-Panarama folder.
- Select all 4 images in your “Photo Bin”.
- If needed, switch to “Guided” mode.
- Click “Photomerge ” and then “Photomerge Panorama”.



- e) Click “Auto” and “Create Panarama”.
- f) When the “Fill Edges” dialog appears, click “Yes”.
- g) IMPORTANT NOTE: When shooting for a panorama, always leave a significant overlap in your images.

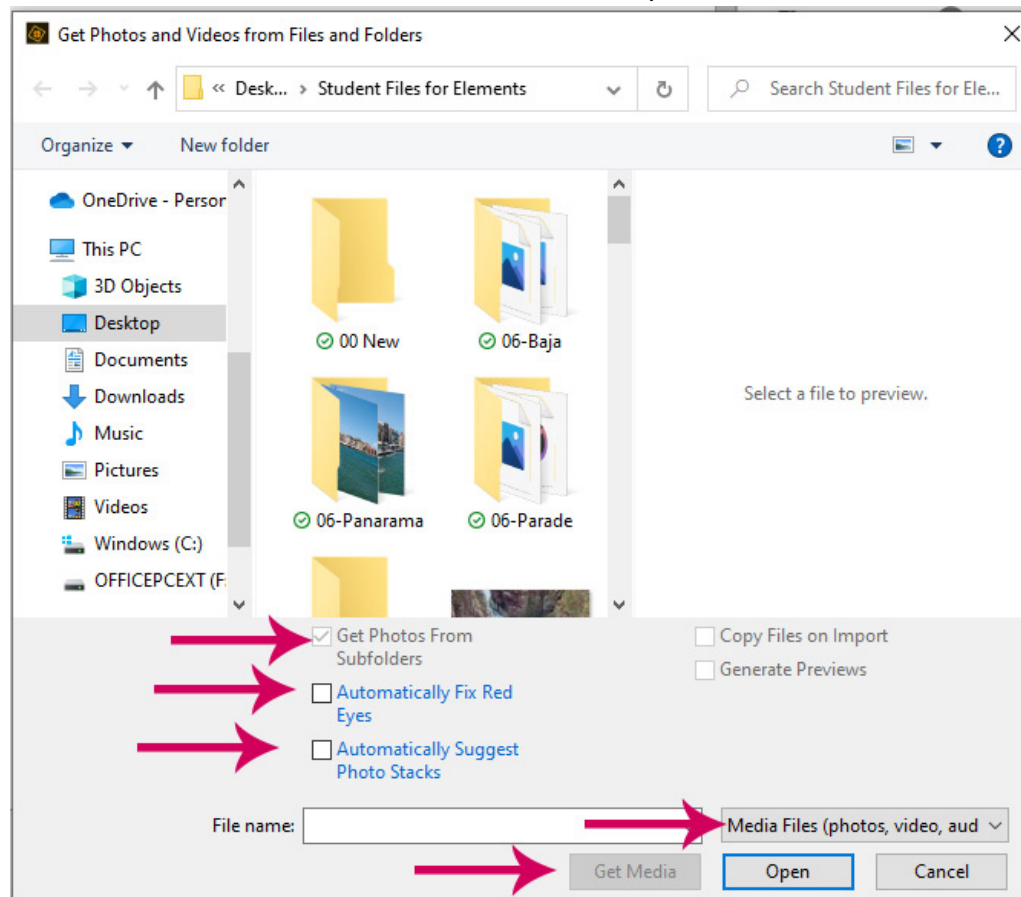
3) Organizer and Catalogs and Folders

- a) From the Elements “Welcome Scree” select “Organizer”.
- b) Catalogs, go to “File” > “Manage Catalogs”. “My Catalog” is the automatically created default catalog. Catalogs are primarily used to keep two or more projects completely separate. For example, you have photographs from work and personal images and do not want to intermingle them. Most students will not need multiple catalogs.
- c) Importing images into a catalog: Make sure you are seeing Folders and Keywords. Then, click Import (upper left). IF 05-PARADE FOLDER ALREADY EXISTS IN YOUR ORGANIZER SKIP TO STEP 3-f.

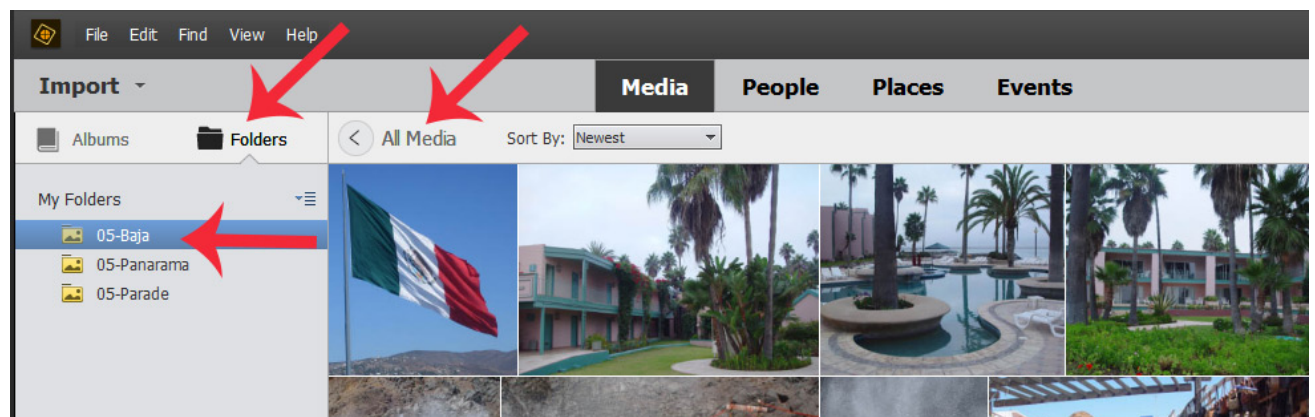


- d) In the drop down select your source, we will use “From Files and Folders”

- e) In the next window select the image or folder of images you want to import. Select 06-Parade. There are three optional boxes, “Get Photos from Subfolders” is typically wanted, “Automatically Fix Red Eye” and “Automatically Suggest Photo Stacks” are typically not wanted. There is also a dropdown in the lower right that allows you to limit the types of files imported. “Media Files” is the most common choice. IMPORTANT, when you are ready to import, do not select “Open”. Do select “Get Media”. You will now see a new folder with your files available in the left column.



f)



4) Keywords

- 1) Make sure View>Details is selected
- 2) Hit Tags/Info on bottom right if needed to see Tags pallet
- 3) Show creating folders/categories using drop down next to Keywords + (if needed)
- 4) Drag keyword (by name, not checkbox) onto thumbnails to assign it
- 5) Select multiple thumbnails using the “control” key and drag keyword (by name, not checkbox) onto any thumbnail to assign it

6) Remove tag from image, right click on thumbnail image and select “Remove Keyword Tag”.

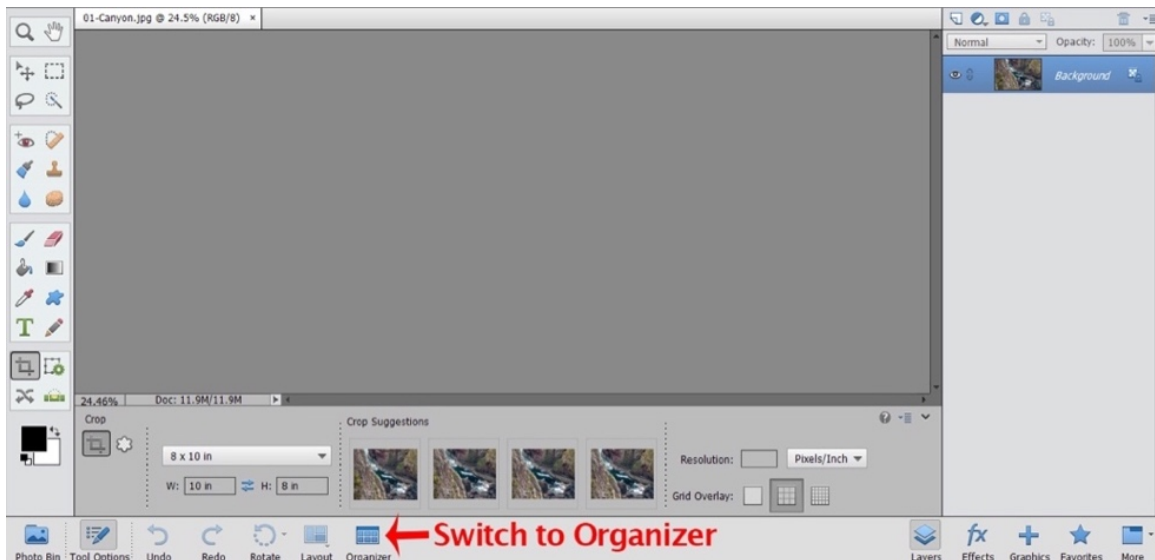
7) Searches

a) Go to “Media” (if needed)

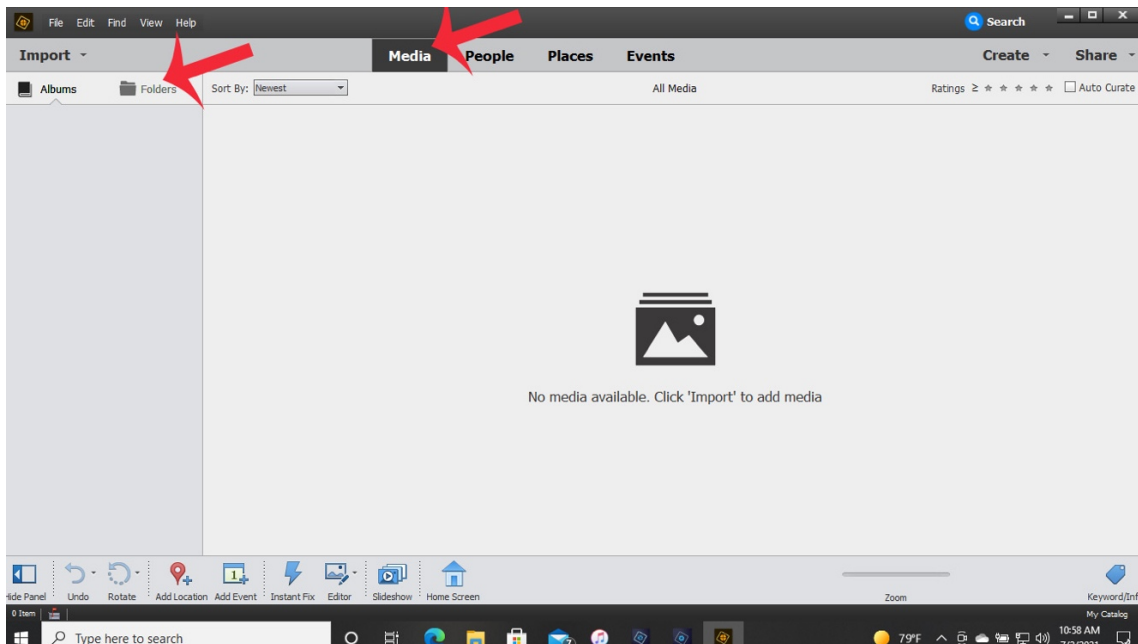
b) Click on checkbox next to tag, if you click multiple tags it means all results must have both tags.

5) Organizer and digital slideshow, including music

a) Switch to Organizer (if needed). In Organizer, select “Media” (if needed).



b) Click the “Folders” links and then the “Import” button above I and the “From Files and Folders”.



c) Select the “05-Parade” folder (left column of organizer).

e) Select all of the images in your new “05-Parade” folder by clicking on the first image and then shift-click on the last image (note: Do NOT include the music file “7-Whitewater.mp3. Only “Image” files!).

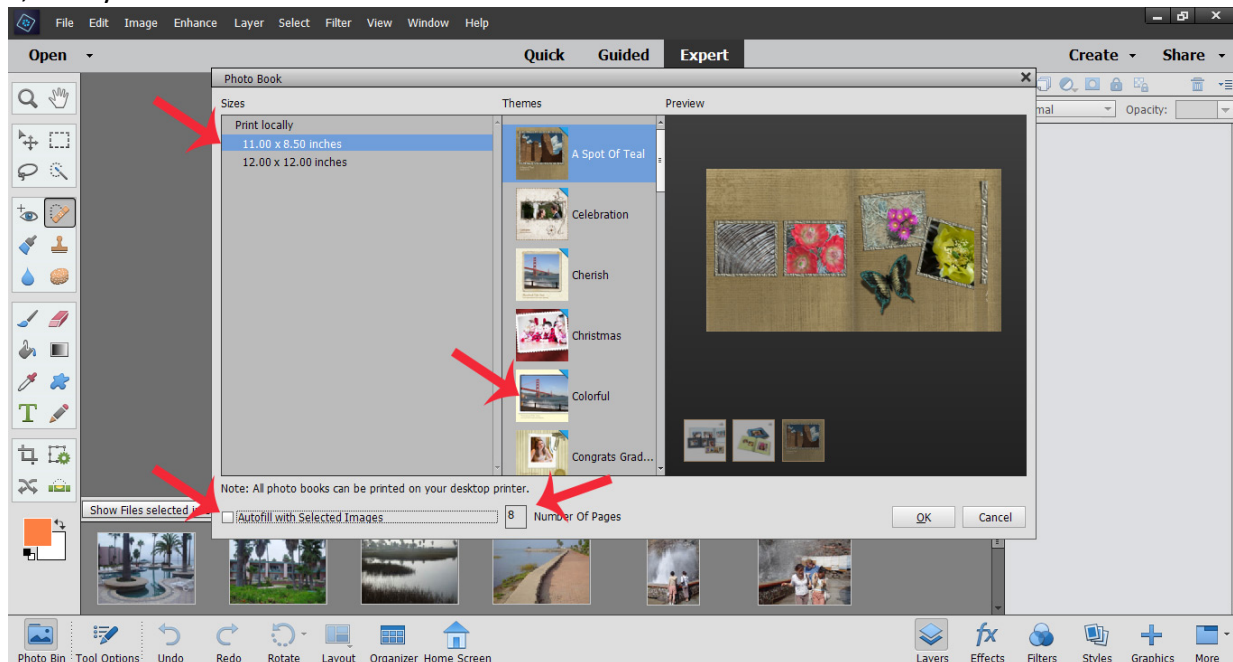
f) Go to the Create button (upper right) and then select “Slideshow”.

g) Select the “Pan and Zoom” theme (left column painter’s pallet icon) and then click “Apply”.

- h) Select the “Audio” button (left column “musical notes” icon) and select 7- Whitewater.mp3 and the click the “+” next to the song’s name. If needed click the “-” next to any default song in the “Selected Tracks” window.
- i) Select the “Media” button (left column “film” icon) and drag and drop thumbnails to re-arrange sequence of slideshow.

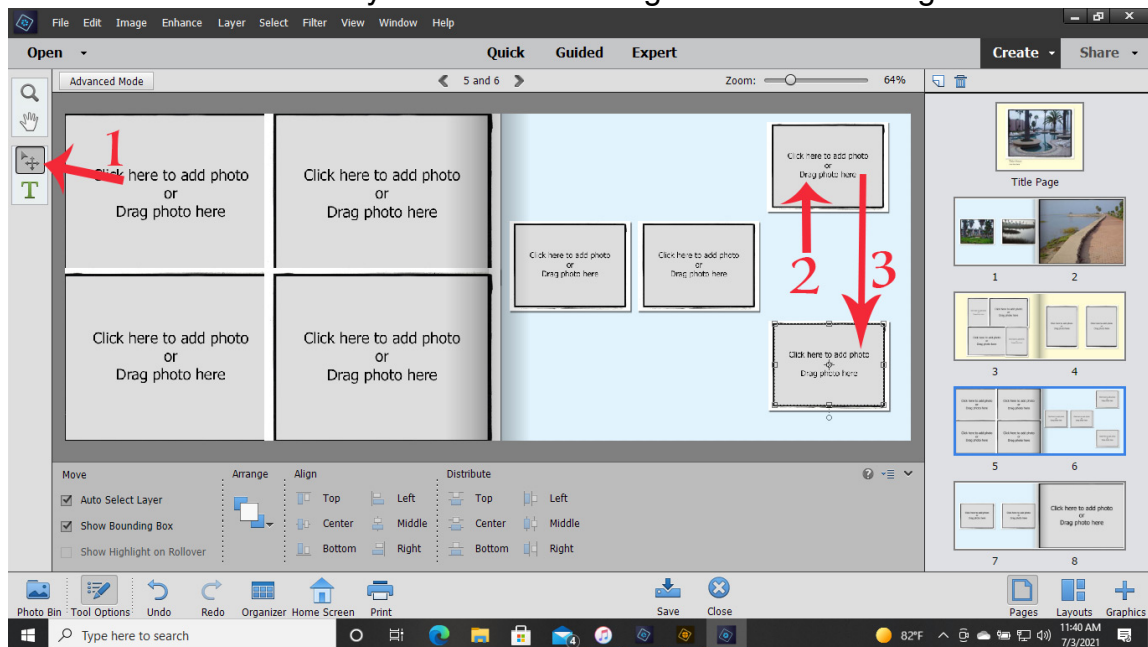
5) Organizer and digital book

- a) If needed, switch to Organizer .
- b) Click the “Folder” link and if needed import the 06-Baja folder.
- c) Select all of the images in your “05-Baja” album by clicking on the first image and then shift-click on the last image.
- d) Go to the Create button (upper right) and then select “Photo Book”.
- e) Select “Sizes” 11x8.5, “Theme” colorful, “Autofill” un-checked (IMPORTANT!), “Number of Pages” 8, finally click “OK”.

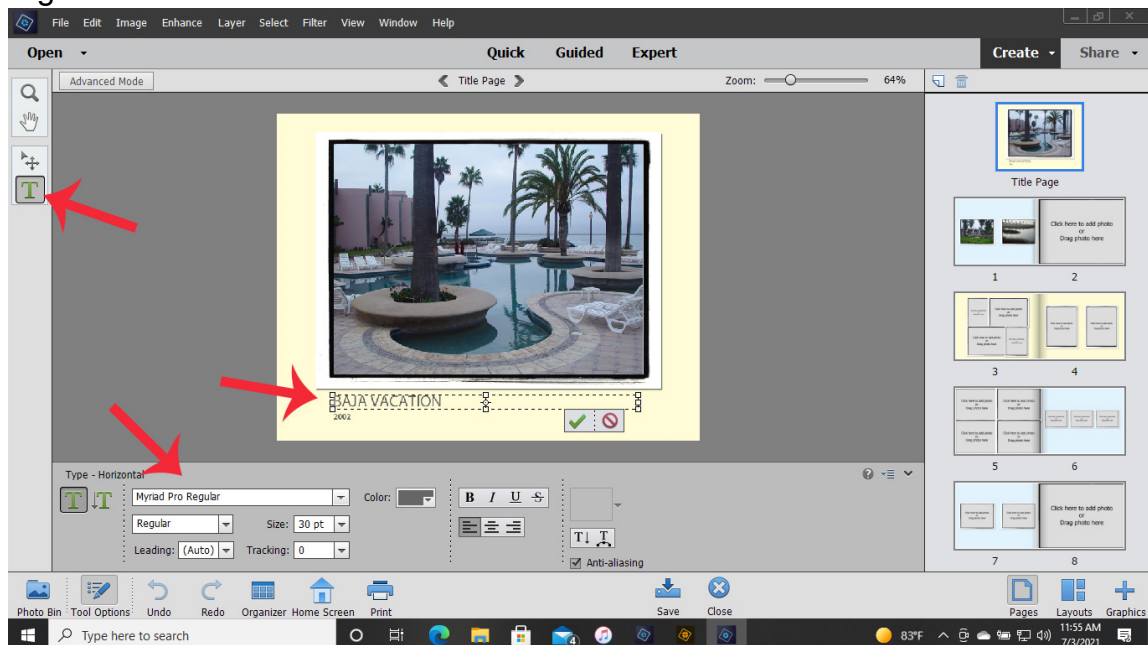


- f) After pages are setup by PSE, you will be looking at a blank “Title Page” (the book’s cover) with the words “Click here to add Photo”. Drag your choice of image from the lower “Project Bin” onto the “Click Here” words.
- g) Notice the size/crop slider above your image. This allows you to resize the image “within” the existing frame. Hit the “check mark” when you are done or the “X” to cancel what you’ve done. You can return to this tool at any point by “right clicking” on an image and selecting “Position Photo In Frame”.
- h) Use the thumbnails in the right column to select page 1. We are going to add two pictures to his page.
- i) Use the thumbnails in the right column to select page 2. We are going to add one full sized picture to his page.
- j) Use the thumbnails in the right column to select page 6. We can, to an extent, modify the theme. Select the “move” tool. Raise the far right image frame towards the top of the page.
- k) With the move tool still active, HOLD the “alt” key on your keyboard. This turn the move tool into a “duplicate and move” tool. Drag/Copy the top right frame towards the bottom right.

You know have 4 frames you can fill with images. Add some images to the 4 frames.



- l) Use the thumbnails in the right column to re-select "Title Page" (the cover). Notice that there is a book title and sub title with placeholder text.
- m) Select the "Type Tool" (by click on it in the left column looks like a capital T).
- n) Click on the main title and replace the placeholder text. Notice that your tool option panel is a bit like Microsoft Word. You can change font, font size, font color, font weight and alignment.



- o) "Save" (as a PSE) is available in the bottom row, Export is available in the "File" menu. Or, use "File>Save As" and select PDF.