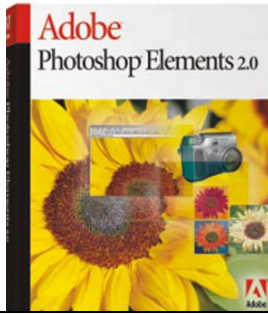


## Using PhotoShop Elements – The Basics



Remember: photos for the web need to be in a different format than photos for print layout. You will need to format and then save them each as a different file. For ease of use, name the files clearly indicating “web” or “print”.

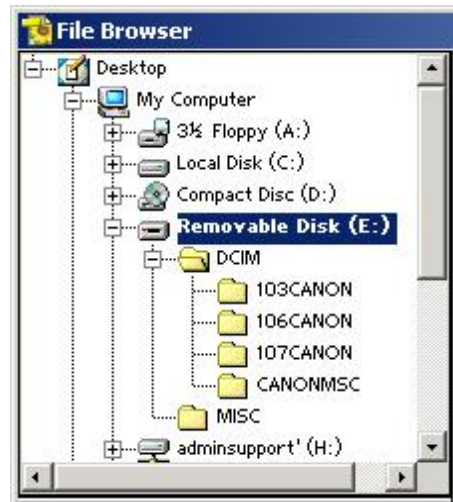
### Accessing your photos

1. **Open** PhotoShop Elements
2. **Click** Browse for file
3. Follow the directions below for “Importing Photos from Canon Cameras” or “Importing Photos from SONY cameras”



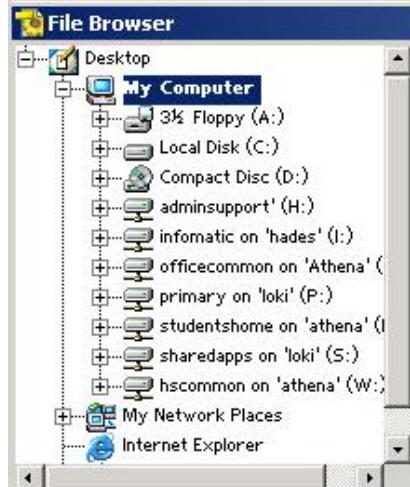
### Importing Photos from our Canon cameras

1. On left side of window, **read** down the “tree”.
2. If necessary, **click** the “+” next to Desktop. It will expand that section and change the “+” to a “-”.
3. If necessary, **click** the “+” next to My Computer. It will expand that section and change the “+” to a “-”.
4. **Click** the “+” next to Removable Disk (E:). It will expand that section and change the “+” to a “-”.
5. **Click** the “+” next to DCIM. It will expand that section and change the “+” to a “-”.
6. **Click** the folder labeled “101 Canon”.
7. **Click** on the other “Canon” folders until you find the photo you need.
8. **Double-click** on the photo you’ll be working with. The photo is now in its own window.



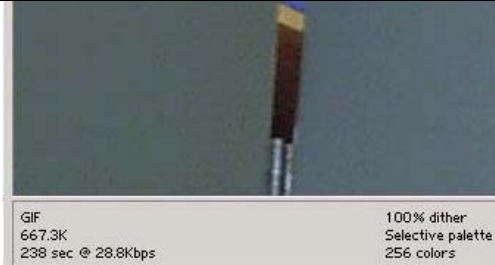
## Importing Photos from our SONY cameras (with floppy disks)

1. On left side of window, **read** the “tree”.
2. If necessary, **click** the “+” next to Desktop to expand the that section.
3. If necessary, **click** the “+” next to My Computer.
4. **Click** on “3 ½-inch Floppy A”.
5. Your photos should all appear on the right.
6. **Double-click** on the photo you’ll be working with. The photo is now in its own window.



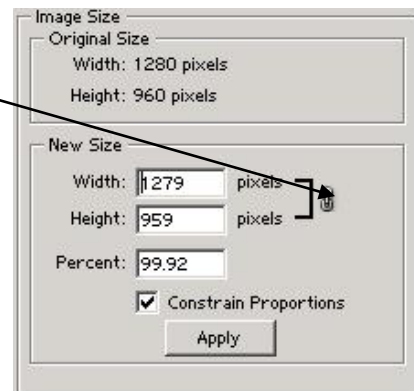
## Adjusting the photos for the Web

1. **Crop** the photo as needed.
2. **Double-click** “inside” the crop area.
3. **Click** “File...Save for Web”. The photo will be very large. (You might not be able to see the entire photo on the screen!) Notice its size and download time under the photo



4. Under “New Size” **notice** the height and width dimensions of the current file. Also **notice** the “lock” symbol to the right. This means that as you change one of these measurements, the program will carefully adjust the other measurement to keep your photo’s original proportions. **Adjust** one dimension (suggestion: width 250-350). Then click **Apply**.
5. Click **OK**.

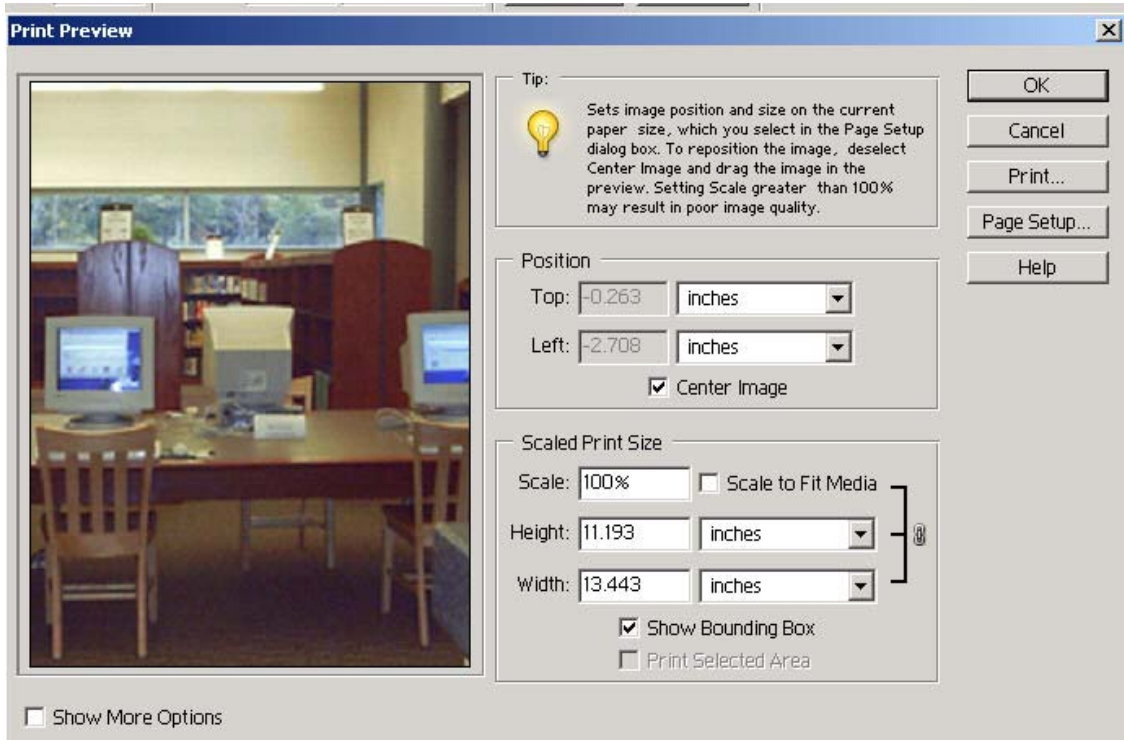
**Save** the adjusted photo inside your webpage folder in a new folder named appropriately. Be sure to keep this filing system clear, concise and easy to remember.



## Adjusting Photos for Print Layout

Adjusting and then printing one photo per page:

1. Follow the “Importing” directions above.
2. Crop the photo as needed
3. Double-click “inside” the crop area.
4. Click File...Print Preview. The window below will appear.



5. **Important:** Under “Scaled Print Size” notice the height and width dimensions of the current file. Also notice the “lock” symbol to the right. This means that as you change one of these measurements, the program will carefully adjust the other measurement to keep your photo’s original proportions.
6. Make any size adjustments that you need.
7. **Important:** Under “Position”, notice the check mark in the box next to “Center Image”. This indicates that the document will print with the photo in the center of the paper. If you remove the check, you can then move the photo to another spot on the page.

### Adjusting and then saving photos for future use:

1. Follow the “Importing” directions above.
2. Use the crop tool in the tool palette. Double-click within the cropped area to finalize your selection.
3. **Click Image...Resize.** Notice the “lock” symbol to the right. This means that as you change one of these measurements, the program will carefully adjust the other measurement to keep your photo’s original proportions.
4. Make any size adjustments that you need.
5. Click File...Save to save in your network folder for future use. Suggestion: Create a specific folder for each project. Organizing well at this point will save time and effort later.

