

CHAPTER 1 - NAVIGATING ELEMENTS

Familiarity with the Photoshop Elements tools and menus will improve your ability to restore photos quickly and with ease. Many tools and menu items are referenced throughout the book and can be recognized by a bold, maroon typeface such as: **Rectangular Marquee**. Keyboard shortcuts, which may represent several mouse movements and clicks, will save you valuable time. A printable PDF file of tools and shortcuts is available on the KwikGuide web pages.

Elements Version 10 Tools and Workspace

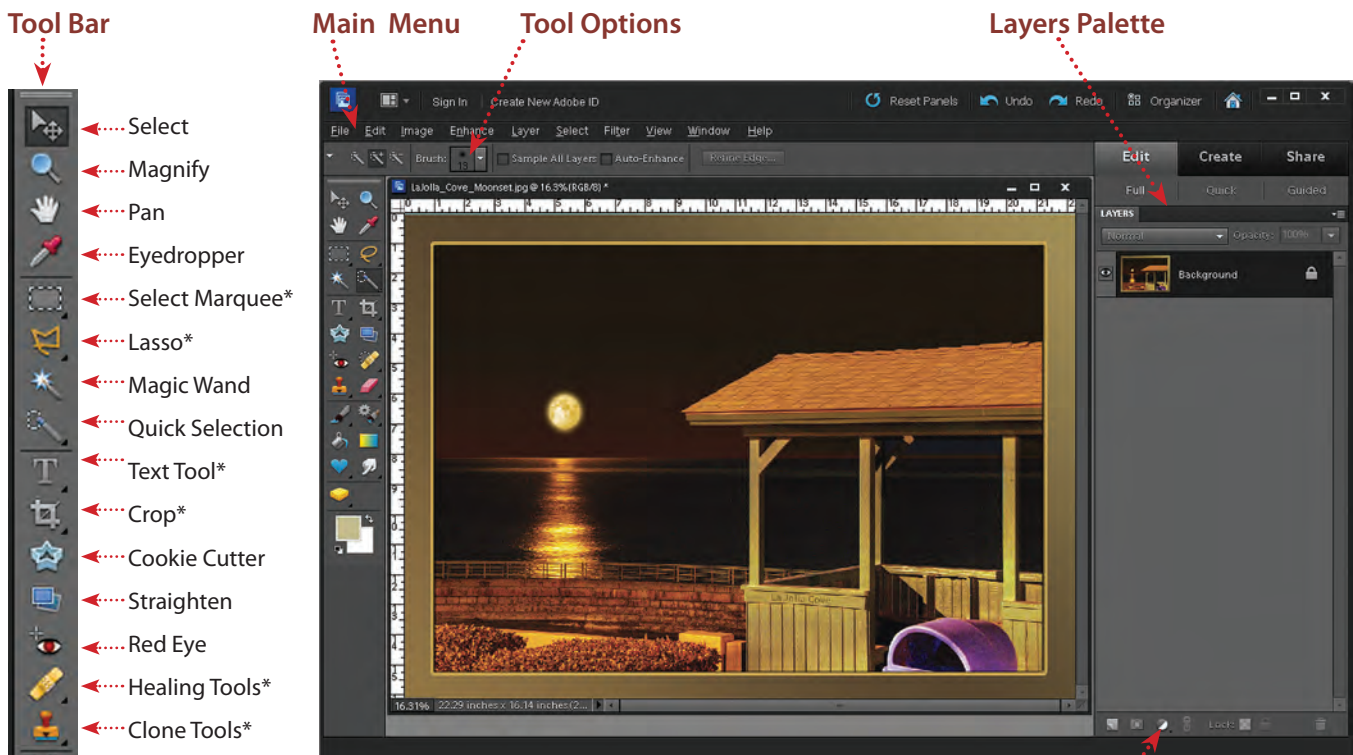


Figure 1-1. Elements version 10 workspace.

Add Layer Adjustments

Visual Clues

Numerous text styles are used in this guide to highlight and help you identify Element's features.

- Bold maroon text for tools and menus.
 - » Example: **Rectangular Marquee**.
- Black italics for entered values.
 - » Example: *0 px*.
- PC and Mac keystrokes for shortcuts.
 - » Example to zoom in: **Ctrl 0 [Mac: Cmd 0]**.
- Red arrows and callouts may appear on some screen images.
 - » These are referenced in the text to help explain a tool or action.

Tools with an asterisk (*) have additional variations of the tool. Click dark triangle on icon to display.

Elements Version 11 Changes

Most changes from Elements version 10 to 11 were visual, but important just the same. The move to a lighter looking user interface along with larger type and icons makes operation easier and more enjoyable.

However a couple navigational changes are somewhat significant, and a slew of others will cause some slight confusion at first. We will cover the two changes that impact nearly every operation we do.

Tool Option Box - The *Option Bar* was moved to the bottom of the window and is much easier to find than the previous placement. Hooray!

Nested Tools - Many tool sets have several variations that were previously accessed by a flyout tab from the main Tool Bar. While the icons still show a triangle on their upper right corner, this is now just a clue that other variations can be selected from the *Option Box* below the main window.

Add Layer Adjustments - These buttons were moved from below the Layers Palette to above.

Elements Version 11 Tools and Workspace

Tool Bar

- VIEW**
 - Magnify
 - Pan
- SELECT**
 - Move
 - Select Marquee*
 - Lasso*
 - Magic Wand
- ENHANCE**
 - Red Eye
 - Healing Tools*
 - Brushes*
 - Clone Tools*
 - Blur Tools*
 - Sponge*
- DRAW**
 - Brush Tools*
 - Eraser Tools*
 - Paint Bucket
 - Gradient
 - Custom Shape*
 - Pen Tools*
 - Eyedropper
- MODIFY**
 - Crop*
 - Recompose
 - Cookie Cutter
 - Straighten

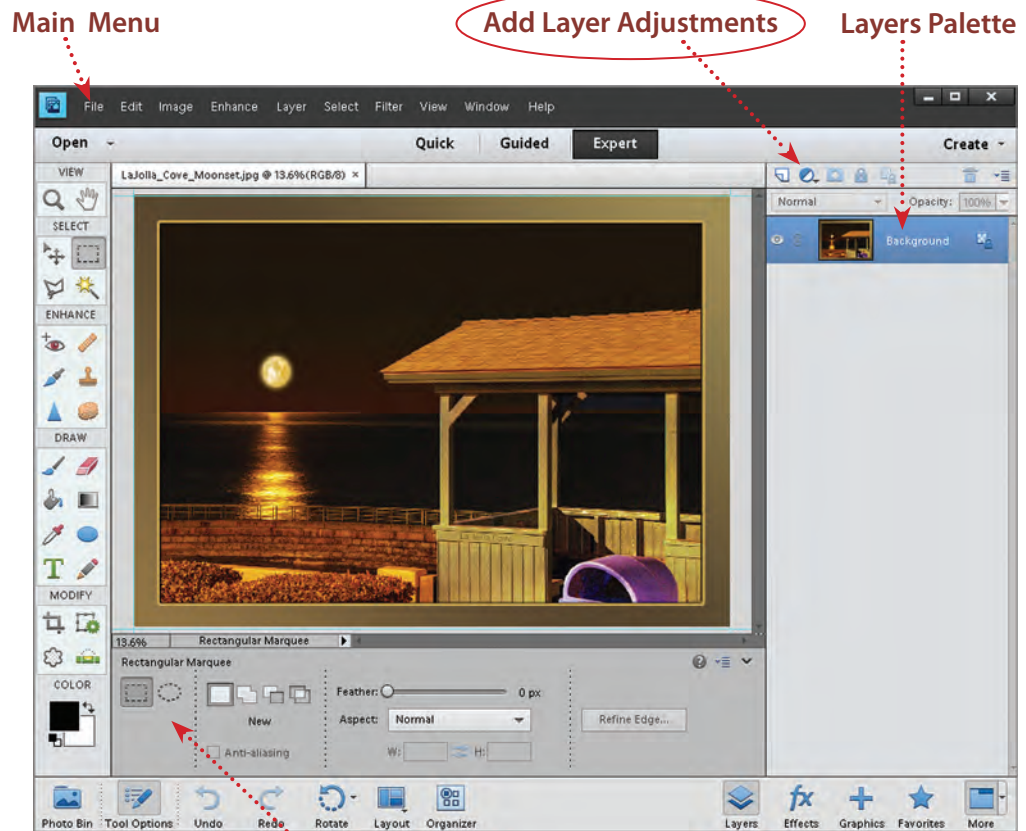


Figure 1-2. Elements version 11 workspace.

Menus and Options Changes

The circled items denote a change or relocation from version 10.

Tools with an asterisk (*) have additional variations. View the Tool Options Box at bottom of screen for options.

Tool Option Box

By default, the *Tool Option Box* may not be visible. Once you have selected a tool from the *Tool Bar*, click on *Tool Options Button* to display the options.



Printable PDFs

Tools and Shortcuts

Scan QR Code or go to:

www.phototree.com/kwik/A01

Frequently Used Keyboard Shortcuts

Try them. You'll like them!

Almost every program has a plethora of keyboard shortcuts that eliminate the need for numerous cursor movements and clicks. We listed our favorite, and most often used, shortcuts.

Action	PC	MAC
Zoom In	Ctrl +	Cmd +
Zoom Out	Ctrl -	Cmd -
New Layer	Ctrl j	Cmd j
Maximize Window	Ctrl 0	Cmd 0
Remove Marquee	Ctrl d	Cmd d
Undo	Ctrl z	Cmd z
Increase Tool Size]]
Decrease Tool Size	[[
Pan	Space Bar (&) Mouse	

Using these commands instead of mousing around on a menu will save you a lot of time. A more extensive list is available in Appendix A, and on the KwikGuide web pages as a PDF file.

Best Practices

You also can improve your restoration speed and accuracy with some simple habits. Try these suggestions.

Use Full Screen Mode

Any restoration work will benefit from a large image area. You will see more of the image and how the restoration fits with the whole picture. The Elements window should be maximized and fill the whole screen.



Figure 1-3. Maximize Window Icon.

If your Elements window only takes up part of your monitor screen, click on the full screen icon in the top right corner of the window.

Protect Your Original

Always, and we mean always archive or save the original file of your photo before restoration begins. If you

do not like your restored results, or if the file is corrupted beyond repair (accidents do happen), you will have the original, which you could copy and attempt restoration again.

Saving Changes

The nature of restoration may require several work sessions spread out over days. Save changes frequently, and even save a progressive set of changes.



Develop a file naming scheme that allows easy identification of your last edits. We like recognizable and useful names: My-first-dog-080812.psd.

- Notice the dash (-) between words. Early programs did not recognize file names with spaces, and occasionally some programs or internet pages have trouble with spaces.
- The numbers are the current date.
- This version was saved on August 8, 2012.

This is just one example, choose something you are comfortable with.

Running Simultaneous Applications

Today's computers can run multiple programs at one time. Elements, like any image editing program, requires a lot of system memory and processing power. Sharing memory and processor power with too many other programs may cause Elements to seem slow or unresponsive. Reduce the number of active programs to a minimum while editing. This includes closing programs such as internet browsers, e-mail, and word processors.

Turn On Rulers and Guides

Rulers and guides are great features, they help you align layers and give you sense of how big the image is. If you don't see a ruler along the top of the image area and along the left side, click on **View | Show Rulers** in the main menu.