

# Adobe® Photoshop® Elements 6.0

*on Demand*

Photo book  
Photo calendar  
Photo collage  
Online gallery  
Slide show  
Catalog  
Organizer  
Themes  
Smart filters  
Digital retouching  
Brushes  
Auto SmartFix  
AutoColor  
AutoContrast  
AutoSharpen  
AutoRedEyeFix  
QuickFix  
Keyword Tags  
Smart Albums  
PhotoMail  
CD/DVD labels  
QuickShare  
Brightness/contrast  
Web galleries  
Spot Healing  
Clone Stamp  
Quick Selection  
Magic eraser  
Photo Browser  
Map view

**QUE**



IN FULL COLOR

Steve Johnson, Perspection, Inc.

# Adobe® Photoshop Elements 6 On Demand

## Copyright © 2007 by Perspection, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

## Library of Congress Cataloging-in-Publication Data

Johnson, Steve, 1961-

Adobe Photoshop elements 6 on demand / Steve Johnson.

p. cm.

ISBN 0-7897-3787-6

1. Photography—Digital techniques. 2. Image processing—Digital techniques.  
3. Adobe Photoshop elements. I. Title.

TR267.J653 2008

775—dc22

2007051689

ISBN-13: 978-0-7897-3787-8

ISBN-10: 0-7897-3787-6

Printed and bound in the United States of America

First Printing: February 2008

11 10 09 08 4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

For information, please contact: U.S. Corporate and Government Sales

1-800-382-3419 or [corpsales@pearsontechgroup.com](mailto:corpsales@pearsontechgroup.com)

For sales outside the U.S., please contact: International Sales

1-317-428-3341 or [International@pearsontechgroup.com](mailto:International@pearsontechgroup.com)

## Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Adobe, the Adobe logo, Dreamweaver, Flash, and Photoshop are registered trademarks of Adobe System Incorporated. Apple, Mac OS, and Macintosh are trademarks of Apple Computer, Inc. Microsoft and the Microsoft Office logo are registered trademarks of Microsoft Corporation in the United States and/or other countries.

## Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The authors and the publishers shall have neither liability nor responsibility to any person or entity with respect to any loss or damage arising from the information contained in this book.

## Publisher

Paul Boger

## Associate Publisher

Greg Wiegand

## Acquisitions Editor

Laura Norman

## Managing Editor

Steve Johnson

## Author

Steve Johnson

## Technical Editor

Beth Teyler

## Page Layout

James Teyler

## Interior Designers

Steve Johnson

Marian Hartsough

## Photographs

Tracy Teyler

Holly Johnson

## Indexer

Katherine Stimson

## Proofreader

Holly Johnson

## Team Coordinator

Michelle Newcomb

# Introduction

---

Welcome to *Adobe Photoshop Elements 6 On Demand*, a visual quick reference book that shows you how to work efficiently with Photoshop Elements 6. This book provides complete coverage of basic to advanced Photoshop Elements skills.

## How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

## What's New

If you're searching for what's new in Photoshop Elements 6, just look for the icon: **New!**. The new icon appears in the table of contents and through out this book so you can quickly and easily identify a new or improved feature in Photoshop Elements 6. A complete description of each new feature appears in the New Features guide in the back of this book.

## Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available in the back of this book and on the Web at [www.perspection.com](http://www.perspection.com).



## How You'll Learn

**How This Book Works**

**What's New**

**Keyboard Shortcuts**

**Step-by-Step Instructions**

**Real World Examples**

**Workshop**

**Get More on the Web**

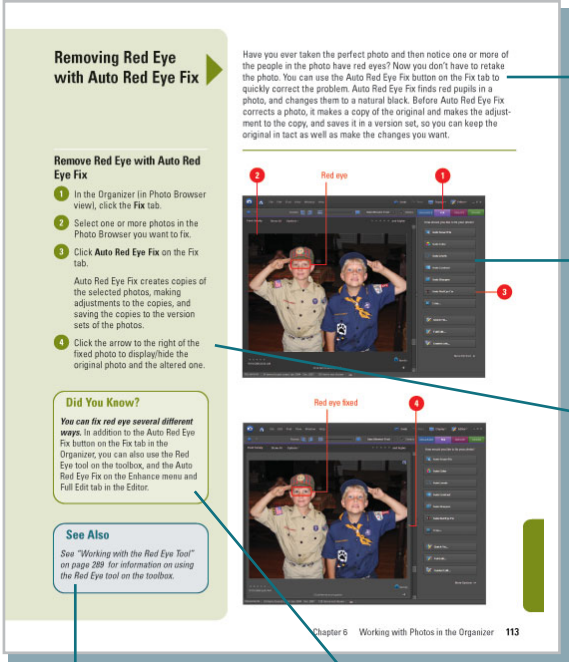


# Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions include illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.

## Real World Examples

This book uses real world examples files to give you a context in which to use the task. By using the example files, you won’t waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the Web at [www.perspection.com](http://www.perspection.com).



# Workshop

This book shows you how to put together the individual step-by-step tasks into indepth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with project results file at the end. The Workshop projects in the back of this book and associated files are available on the Web at [www.perspection.com](http://www.perspection.com).

## Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with Photoshop Elements 6. Some of the information includes:

### Transition Helpers

- ◆ **Only New Features.** Download and print the new features list as a quick and easy guide.

### Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

## Workshop

### Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help your right-brain soar, while making your left-brain happy, by explaining why things work the way they do. Exploring the possibilities is great fun; however, always stay grounded with knowledge of how things work. Knowledge is power.

#### Getting and Using the Project Files

Each project in the Workshop includes a start file to help you get started with the project, and a final file to provide you with the results so you can see how well you accomplished the task.

Before you can use the project files, you need to download them from the web. You can access the files at [www.perspection.com](http://www.perspection.com). After you download the files from the web, unzip the files into a folder on your hard drive to which you have easy access from Photoshop Elements.

### Project 1: Creating a Sketch from Scratch

#### Skills and Tools: Multiple Layers, Gaussian Blur, and Blending Modes

Photoshop Elements has a ton of filters. In fact, there are 105 filters located under the Filters menu. Filters perform a wealth of special-effects operations; everything from artistic, distort, and even sketch effects, and while filters are very creative, and fun to use, there is a limit to what they can do. For example, Photoshop Elements has no less than 14 Sketch filters, and while they do creative things to an image they can't do everything. What if you want to create what looks like a sketch effect and none of the sketch filters do what you want? If you don't know how to do things from scratch, you're stuck with the limitations of the filters. The technique you are about to learn will not only let you create an awesome sketch effect, but will give you a better understanding of how blending modes work with multiple layers. There are a lot of steps to this process; however, the end result is more than worth the effort. In addition, if this process seems familiar, they are; many of the steps used in the sharpening workshop are similar to this effect, until you get to the end.

#### The Project

In this project, you'll take a photograph and through the judicious use of multiple layers, and blending modes convert it into a beautiful colorized sketch. There are a lot of steps in this workshop, but the final results are more than worth the journey.

W

The Workshop walks you through indepth projects to help you put Photoshop to work.

499

## Keyboard Shortcuts

### Adobe Photoshop Elements 6

Adobe Photoshop Elements is a powerful program with many commands, which sometimes can be time consuming to access. Most menu commands have a keyboard equivalent, known as a **keyboard shortcut**, as a quicker alternative to using the mouse. For example, if you want to open a new document in the Editor in Photoshop Elements, you click the File menu, point to New, and then click Blank File, or you can abandon the mouse and press Ctrl+N to use shortcut keys. Using shortcut keys reduces the use of the mouse and speeds up operations. If a command on a menu includes a keyboard reference, known as a keyboard shortcut, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

Keyboard Shortcuts	
Command	Shortcut
<b>PHOTOSHOP ELEMENTS 6</b>	
<b>Shortcuts for the Organizer</b>	
<b>Navigating</b>	
Move selection up/down/left/right	Up Arrow/Down Arrow/Left Arrow/Right Arrow
Move up without changing selection	Page Up
Move down without changing selection	Page Down
Select first item and scroll view to it. (In Date view, selects first item in Year, Month, or Day view)	Home
Select last item and scroll view to it. (In Date view, selects last item in Year, Month, or Day view)	End
Select multiple contiguous items	Shift + Up Arrow/Down Arrow/Left Arrow/Right Arrow
Show full-sized thumbnail of selected photo	Enter

k

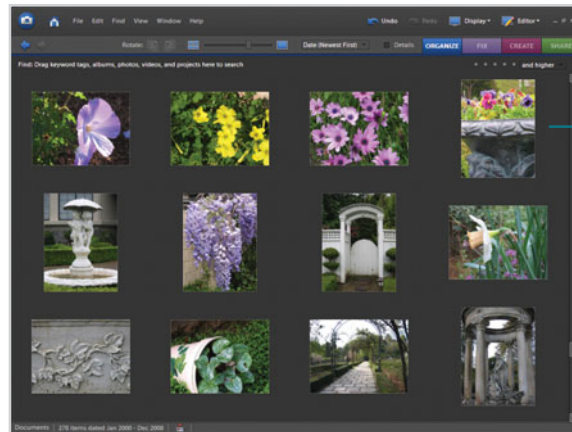
Additional content is available on the Web.

517

## More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Photoshop Elements documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the Web at [www.perspection.com](http://www.perspection.com).



Photographs help you use Photoshop Elements to get work done.

# Importing Photos into the Organizer

---

## Introduction

Before you can start using Photoshop Elements to edit photos and create projects, you need to import your photos and other media files into one or more catalogs. A catalog is a way to reference files on your computer or other storage device without moving them. Think of a catalog as a database of links to your photos and media files. The catalog links keep track of the photo's location, file format, attached tags, and date. A catalog can reference all the media you have on your computer or a subset of folders. Typically, users create a single catalog for all the media files on their computer. However, you can create more than one for different purposes, such as one catalog for work-related photos and media files, and another one for personal use.

You create a catalog by starting Photoshop Elements for the first time, and then clicking Yes to the Setup Organizer dialog box, or by using commands—such as From Camera or Card Reader, From Scanner, From Files and Folders, or From Mobile Phone—on the Get Photos and Videos submenu on the File menu. After you have Photoshop Elements create a catalog, you can start to use the Organizer to manage, search, and fix photos and other media files.

# 3

## What You'll Do

**Specify Watched Folders**

**Import Tags Attached to Photos**

**Get Photos from Files and Folders**

**Get Photos by Searching**

**Get Photos from a CD or DVD**

**Get Photos from a Cameras or Card Readers**

**Get Photos from a Scanner**

**Get Photos from a Mobile Phone**

**Get Photos from a Video in the Editor**

**Add Photos to the Organizer from the Editor**

**Create and Open a Catalog**

**Manage Catalogs**

**Move Files in a Catalog**

**Delete Files from a Catalog**

**Back Up a Catalog**

**Restore a Catalog Backup**

# Specifying Watched Folders

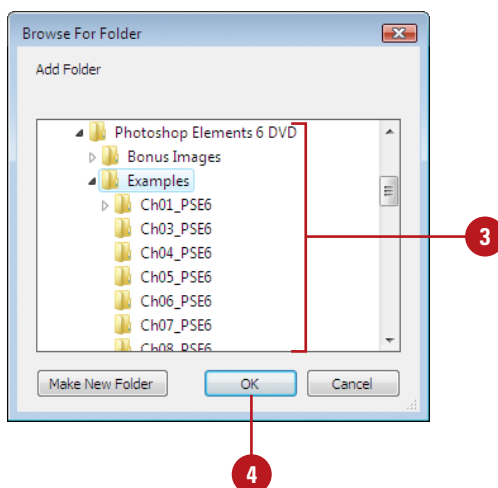
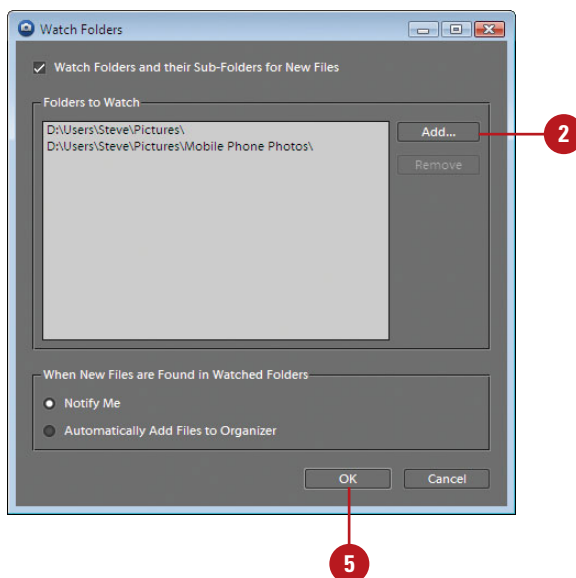
## Add Folders to the Watched Folders List

- 1 In the Organizer, click the **File** menu, and then click **Watch Folders**.
- 2 Click **Add**.
- 3 Navigate to and select the folder you want to add to the watched folders list.
- 4 Click **OK**.

The folder name appears in the Folders To Watch list.

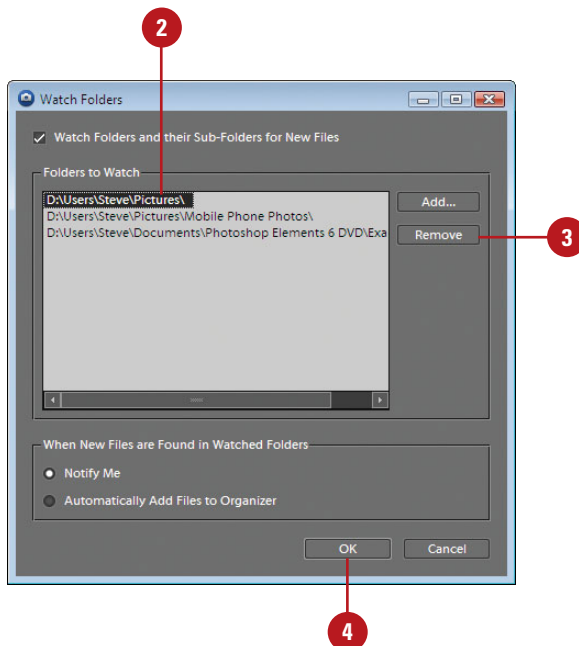
- 5 Click **OK**.

A watched folder is a folder location on your computer that Organizer automatically checks for photos to add to the Organizer workspace. By default, the My Pictures (XP) and the Pictures (Vista) folder is always watched. If you have photos and other media files in other locations, you can add them to the watched folder list. If you no longer want to watch a folder, you can quickly remove it from the list. In addition, you can also set options to watch all sub-folders within a watched folder, and to specify how you want to add new files found in the watch folders, either by notification or automatic.



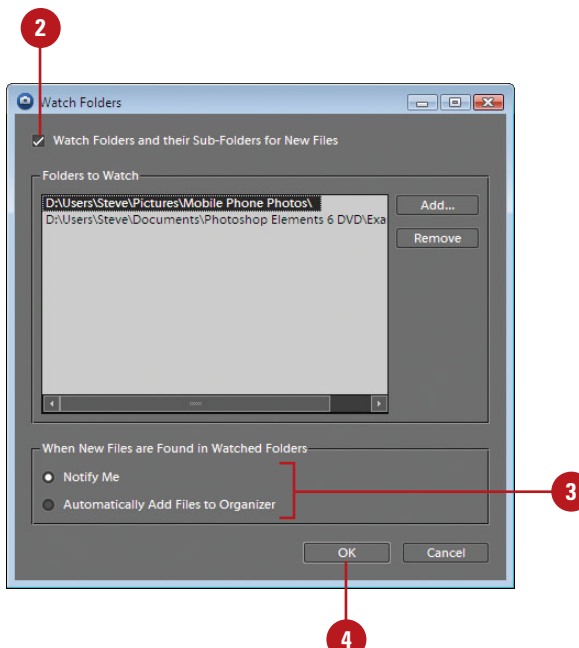
## Remove Folders to the Watched Folders List

- 1 In the Organizer, click the **File** menu, and then click **Watch Folders**.
- 2 Select the watch folder you want to remove.
- 3 Click **Remove**.  
The folder is removed from the list.
- 4 Click **OK**.



## Change Watch Folders Settings

- 1 In the Organizer, click the **File** menu, and then click **Watch Folders**.
- 2 Select the **Watch Folders and their Sub-Folders for New Files** check box to watch all sub-folders in the specified watch folders.
- 3 Select the **Notify Me** or **Automatically Add Files to Organizer** option to specify how you want to add new files found in the watch folders.
- 4 Click **OK**.



# Importing Tags Attached to Photos

## Import Tags Attached to Photos

- 1 In the Organizer, click the **File** menu, and then point to **Get Photos and Videos**.
- 2 Click any of the commands on the submenu to get files.
- 3 Select the options you want, and then click the button to start the import process, such as **Get Photos**.

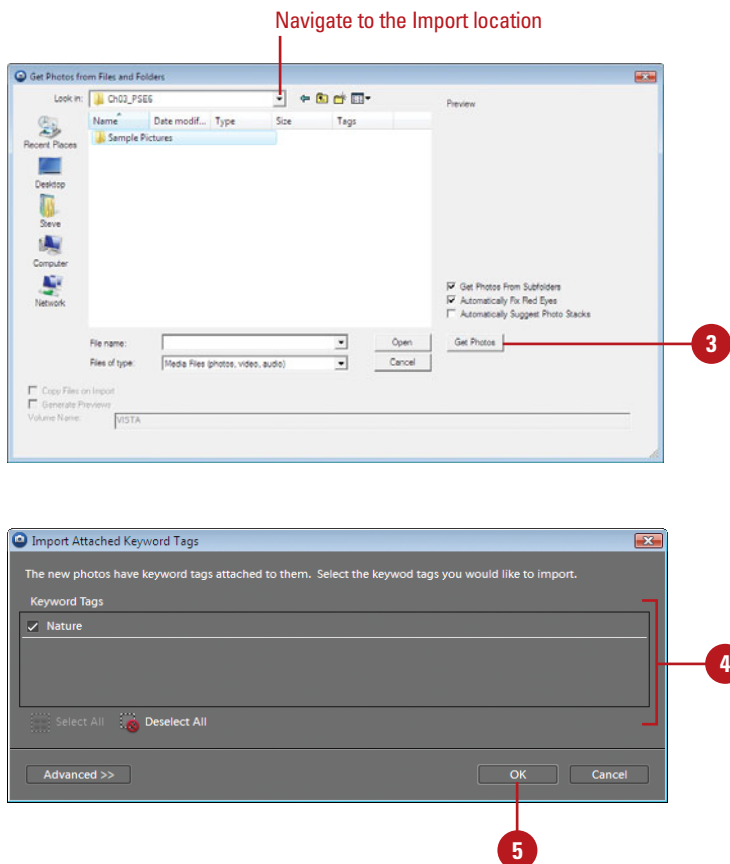
If an imported photo included one or more tags, the **Import Attached Keyword Tags** dialog box appears.

- 4 Select the tags you want to import. If a tag has an asterisk (\*), a tag with the same name already exists in the Tags palette.

The tags not selected are removed from the photo during the import process.

- 5 Click **OK**.

A keyword tag, also known as a tag, is an information label that is attached to photos to make them easier to locate. Some tags are automatically attached to a file when you create it, such as name and size, while custom tags are manually attached by the user. You can create your own custom tags with information important to you and attach multiple tags to the same photo for improved organization. When you import photos that already contain tags, you can specify whether you want to retain, rename, delete or remap them. When you import a new tag from an imported photo, it appears in the Keyword Tags palette, where you can use them with other photos.



## Import Tags Attached to Photos Using Advanced Options

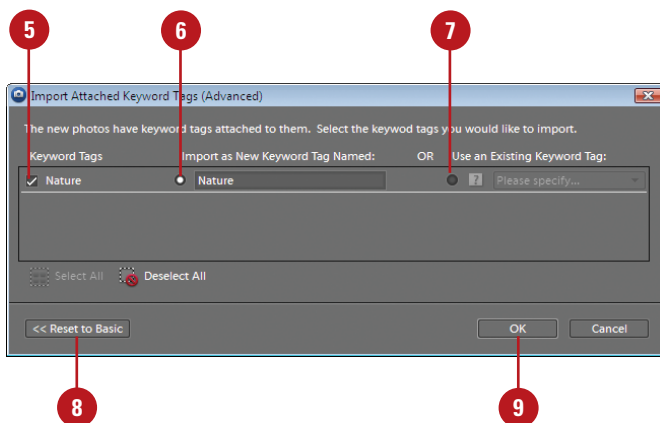
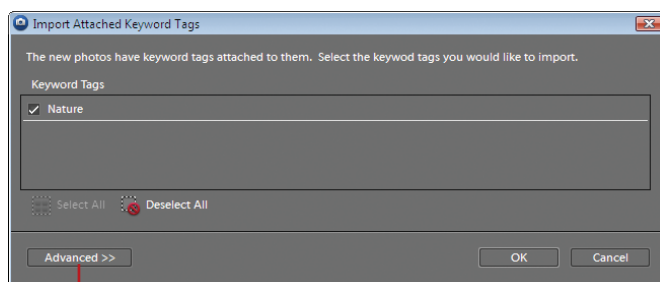
- 1 In the Organizer, click the **File** menu, and then point to **Get Photos and Videos**.
- 2 Click any of the commands on the submenu to get files.
- 3 Select the options you want, and then click the button to start the import process, such as **Get Photos**.

If an imported photo included one or more tags, the Import Attached Keyword Tags dialog box appears.

- 4 Click **Advanced**.
- 5 Select the check box next to the tag names you want to import.

The tags not selected are removed from the photo during the import process.

- 6 To rename a tag, click the button under **Import as New Keyword Tag Named**, type a name, and then press Enter.
- 7 To map a tag to an existing tag, click the button under **Use an Existing Keyword Tag**, and then select a tag.
- 8 To clear your changes and return to the Import Attached Keyword Tags dialog box, click **Reset to Basic**.
- 9 Click **OK**.



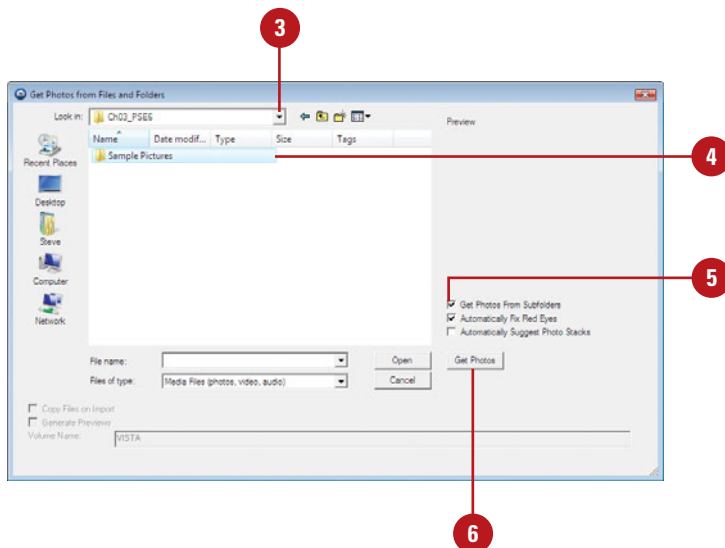
# Getting Photos from Files and Folders

## Import Photos from Files and Folders

- 1 In the Organizer, click the **File** menu, and then point to **Get Photos and Videos**.
- 2 Click **From Files and Folders**.
- 3 Navigate to the folder location with the files you want to import into the Organizer.
- 4 Select the folder or the specific photo files you want to import.
- 5 If you want to get photo files from subfolders, select the **Get Photos From Subfolders** check box.
- 6 Click **Get Photos**.

**TIMESAVER** Drag the photos from an Explorer window into the Organizer. Depending on the number of photos and the speed of the computer, you might need to wait for the operation to complete.

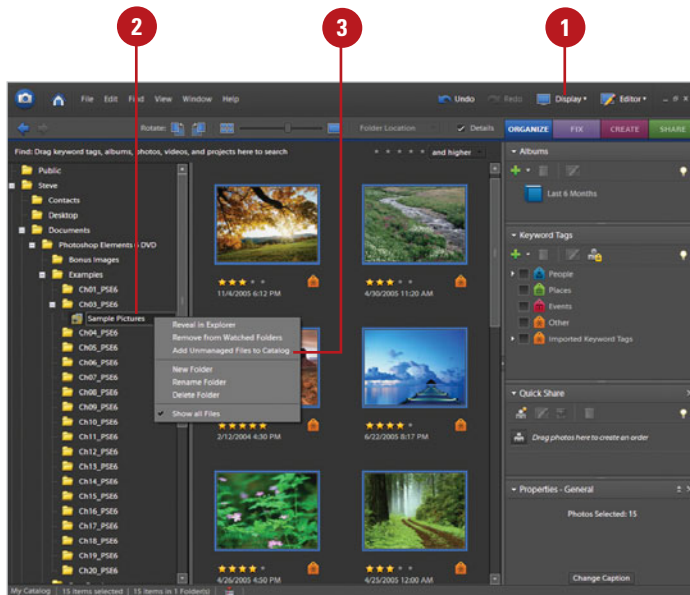
Before you import photos and videos into the Organizer, it's important to set file import preferences to specify the options you want for the import process. When you get photos from your computer, the files are not copied or moved. The Organizer creates links to them and adds them to the catalog. If you have photo files on your computer that are not already included in the catalog and don't appear in the Organizer, you can use the Get Photos from Files and Folders dialog box to navigate to the folder location with the files you want and then add them or you can drag them directly from an Explorer window to the Organizer window.



## Add Photos from Specific Folders

- 1 In the Organizer, click the **Display** button on the Shortcuts bar, and then click **Folder Location**.
- 2 In the folder hierarchy panel, display the folder with the files you want to import.
- 3 Right-click the folder, and then click **Add Unmanaged Files to Catalog**.
- 4 Click **OK**.

When files are imported, the folder's icon changes from an Unmanaged Folder icon to a Managed Folder icon.



# Getting Photos by Searching

## Search for Photos on Your Computer

- 1 In the Organizer, click the **File** menu, and then point to **Get Photos and Videos**.
- 2 Click **By Searching**.
- 3 Click the **Look In** list arrow, and then select the location where you want to perform the search.

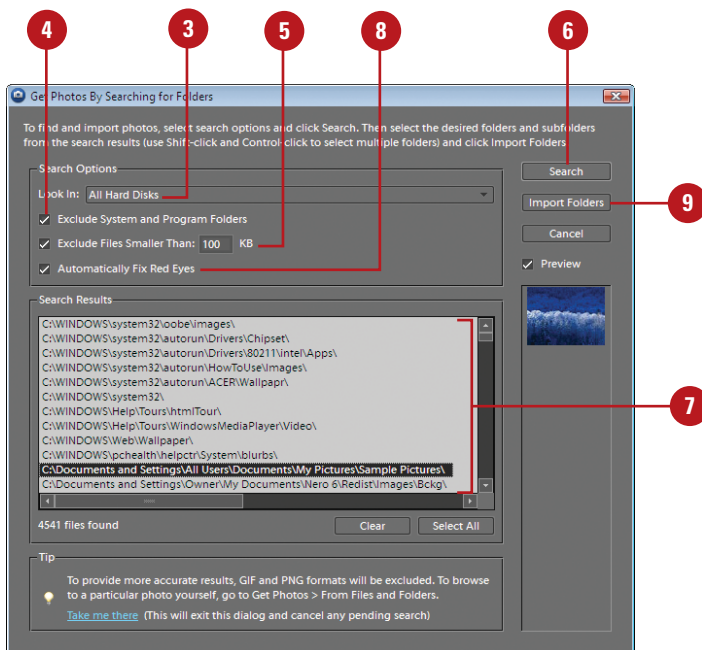
- 4 Select the **Exclude System and Program Folders** check box to exclude folders from the search that typically don't contain photos.

- 5 Select the **Exclude Files Smaller Than xxx KB** check box to exclude small files that typically are not large enough to be photos.

You can specify the size you want in kilobytes.

- 6 Click **Search**.
- 7 Select the folders with the photos you want to import. Press Ctrl to select more than one folder.
- 8 Select the **Automatically Fix Red Eyes** check box to automatically correct red eyes for photos that need it when you import the files.
- 9 Click **Import Folders**.

Instead of manually looking for photos and other media files to import into the Organizer, you can have Photoshop Elements search your computer and then automatically import them. You can select options to exclude system and program folders, which typically don't contain photos, and exclude small files, which typically are not large enough to be photos. These options help speed up the search. As you import files into the Organizer, you can have Photoshop Elements automatically fix red eye on any photos that need it.

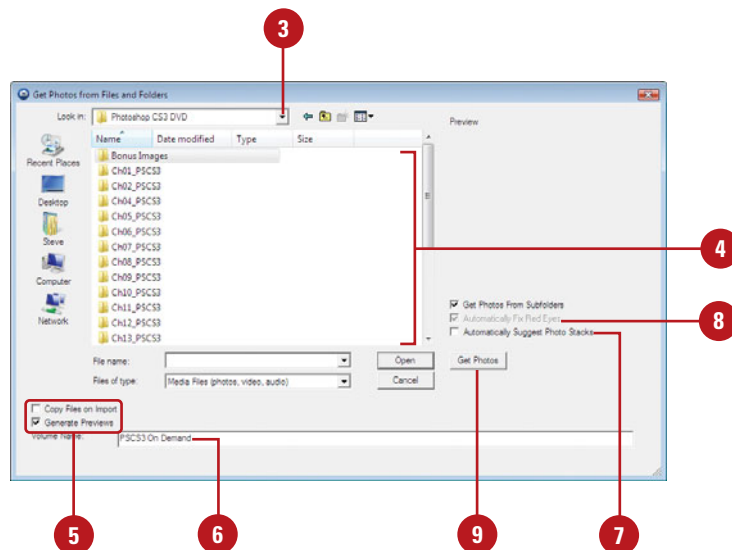


# Getting Photos from a CD or DVD

## Import Photos from a CD or DVD

- 1 In the Organizer, click the **File** menu, and then point to **Get Photos and Videos**.
- 2 Click **From Files and Folders**.
- 3 Navigate to the CD or DVD drive with the files you want to import into the Organizer.
- 4 Select the photos you want to import into the Organizer. Press Ctrl to select more than one photo file.
- 5 Click the **Copy files on import** option to make full-resolution copies of the photos, or click the **Generate previews** option to make low-resolution copies of the photos.
- 6 If you're keeping a master photo offline, type a volume name for the CD or DVD and label the disc to make it easier to find and download the master when needed.
- 7 Select the **Automatically Suggest Photo Stacks** check box to group visually similar photos together into stacks upon your approval.
- 8 Select the **Automatically Fix Red Eyes** check box to automatically correct red eyes for photos that need it when you import the files.
- 9 Click **Get Photos**.

When you get photos from a CD, DVD, or other external device, such as a scanner, digital camera, card reader, or mobile phone, Photoshop Elements first copies the photos to a folder on your computer, and then creates a link to the file. When you get photos from a CD or DVD, you can choose to make full- or low-resolution copies of the files. Full-resolution copies are best for editing, while low-resolution are best for pre-viewing photos and saving disk space.



# Getting Photos from a Camera or Card Reader

## Import Photos from a Camera or Card Reader

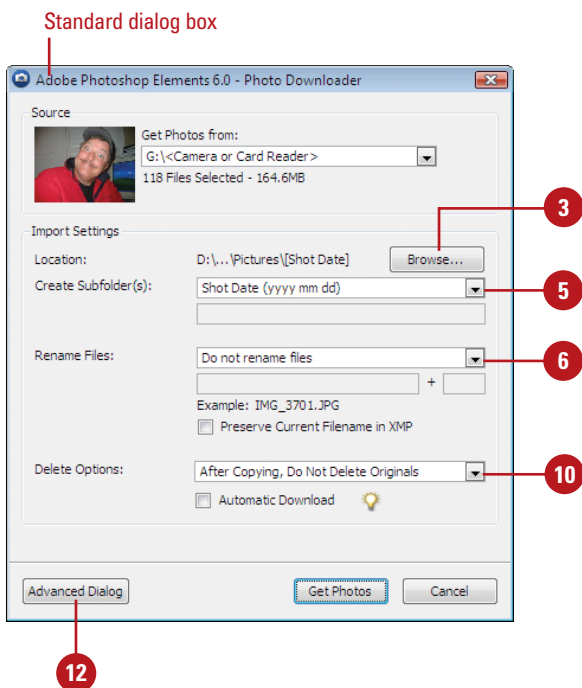
- 1 Connect your camera or insert the card disk into your card reader already attached to your computer.

If the Adobe Photo Downloader dialog box appears, skip to Step 3. The dialog box automatically appears when an option is set in Camera or Card Reader preferences.

**TROUBLE?** When you attach the camera or card reader to your computer, you may be asked to install software device drivers.

- 2 In the Organizer, click the **File** menu, point to **Get Photos and Videos**, and then click **From Camera or Card Reader**.
- 3 Click **Browse**, and then specify the folder location where you want to import the photos.
- 4 Navigate to the location with the video file you want to import, and then click **OK**.
- 5 Click the **Create Subfolder(s)** list arrow, and then select a format or **Custom Name** to create subfolder names.

If you have a digital camera attached to your computer with a cable, you can copy photos directly from the camera to a folder on your hard disk and then import them into the Organizer. Many digital cameras store taken images on a card disk, which you can remove from your camera and insert into a card reader attached or built-in to your computer. The card disk works like a removable drive. You can copy photos from the card disk to a folder on your hard disk and then import them into the Organizer. When you download photos from a camera, card reader, or mobile phone, Photoshop Elements uses the Adobe Photo Downloader (APD) dialog box. You can set options to automatically use the APD upon device connection in Camera or Card Reader preferences.

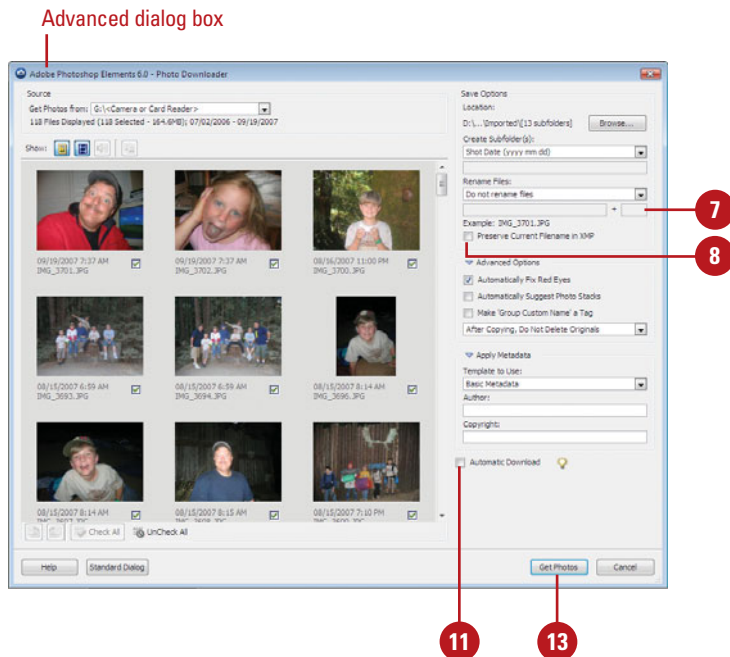


- 6 Click the **Rename Files** list arrow, and then select a format or **Custom Name** to rename the files.
- 7 If necessary, type the filename and starting number for renaming filenames with sequential numbers at the end.
- 8 Select the **Preserve Current Filename in XMP** to use the current filename as the filename stored in the photo's metadata.
- 9 Select the **Open Organizer When Finished** check box to immediately import the photos into the Organizer. When you deselect the check box, the images are imported the next time you start the Organizer.
- 10 Click the **Delete Options** list arrow, and then select the option you want for deleting photos.
- 11 Select the **Automatic Download** check box to import photos from the connected device the next time you use it with the settings you've selected as the defaults.
- 12 Click **Advanced Dialog** to expand the dialog box, select individual photos you want to import, and select the advanced options you want for tags and metadata.
- 13 Click **Get Photos**.

If the photos contain metadata, the Import Attached Tags dialog box appears, where you can specify the options you want.

## See Also

See “Setting Camera or Card Reader Preferences” on page 32 for information on setting options to import photos.



# Getting Photos from a Scanner

## Import Photos from a Scanner

- 1 In the Organizer, click the **File** menu, and then point to **Get Photos and Videos**.
- 2 Click **From Scanner**.
- 3 Click the **Scanner** list arrow, and then select a scanner attached to your computer or network.
- 4 To select a location for scanner files, click **Browse**, select a folder, and then click **OK**.
- 5 Click the **Save As** list arrow, and then select the file type in which to save scanner files and then set a related quality level, if available.

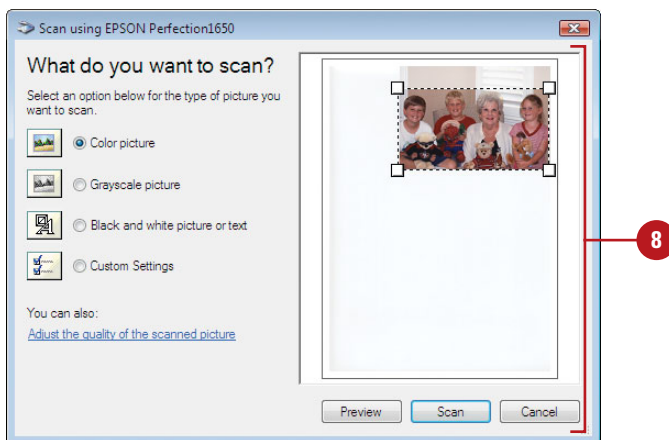
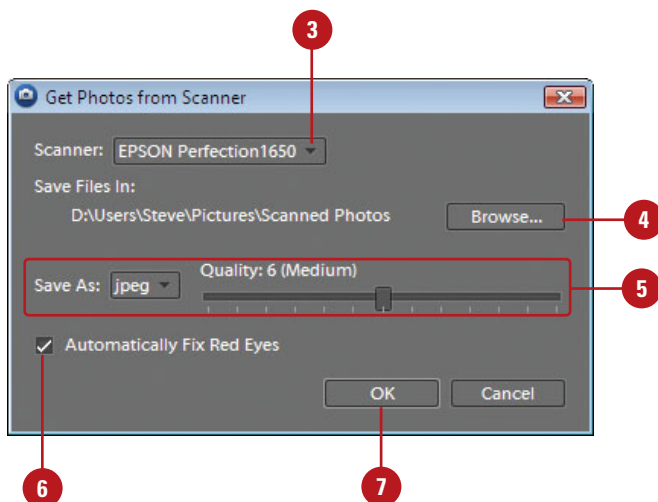
The higher the quality level, the higher the file size.

- 6 Select the **Automatically Fix Red Eyes** check box to automatically correct red eyes for photos that need it when you import the files.
- 7 Click **OK**.
- 8 Select the scanning options you want from the ones available from your scanner, and then scan your photo.

### See Also

See “Setting Scanner Preferences” on page 34 for information on setting default options to import photos.

If you have a scanner attached to your computer with a cable, you can scan photos directly from the scanner to a folder on your hard disk and then import them into the Organizer. When you get photos from a scanner, you need to follow the scanning instructions provided by the Scanner manufacturer to complete each photo scan. As you import files into the Organizer, you can have Photoshop Elements automatically fix red eye on any photos that need it.



# Getting Photos from a Mobile Phone

## Import Photos from a Mobile Phone

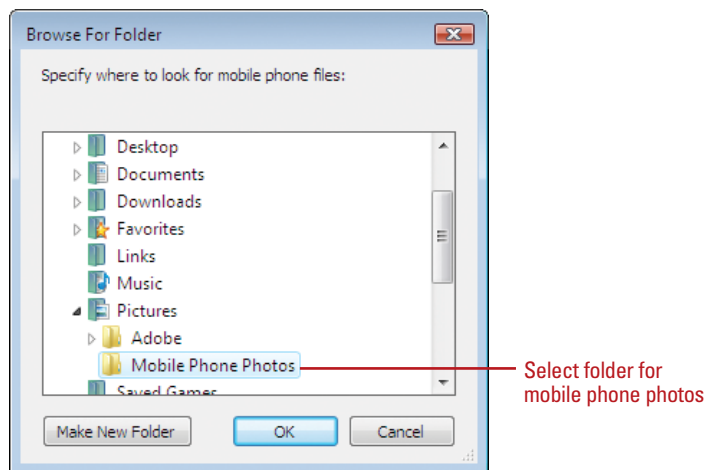
- 1 In the Organizer, click the **File** menu, and then point to **Get Photos and Videos**.
- 2 Click **From Mobile Phone**.  
On secondary use, Photoshop Elements imports the available photos from the specified folder for mobile phone photos.
- 3 On first use, click **Browse**, specify and select the folder location (such as Mobile Phone Photos) where you want to import the photos, and then click **OK**.
- 4 Select the **Automatically Fix Red Eyes** check box to automatically correct red eyes for photos that need it when you import the files.
- 5 Click **OK**.

### See Also

See “Getting Photos from a Camera or Card Reader” on page 50 for information on getting photos from a Nokia phone.

See “Setting Mobile Phone Preferences” on page 37 for information on setting options to import photos.

If you have a Nokia phone, Photoshop Elements recognizes the phone when you connect it to your computer with a cable. Instead of using this task, you should use the instructions for *Getting Photos from a Camera or Card Reader*. For all other mobile phones, you can use the From Mobile Phone command. The first time you import files from your mobile phone, you need to specify a folder on your computer to store the downloaded photos, which Photoshop Elements automatically makes a watch folder, so it’s easier for the Organizer to detect and import mobile photos into the catalog.

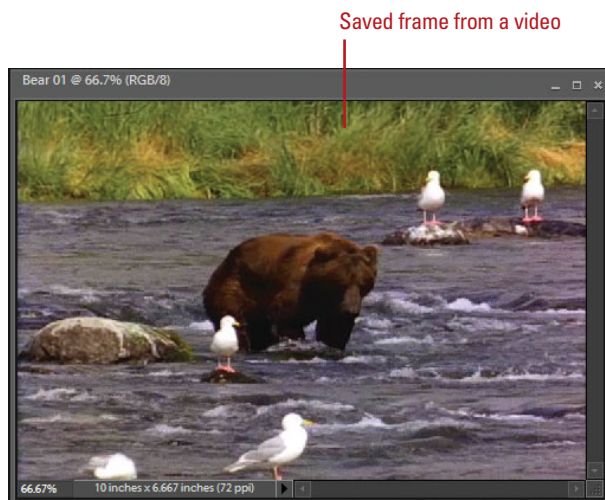
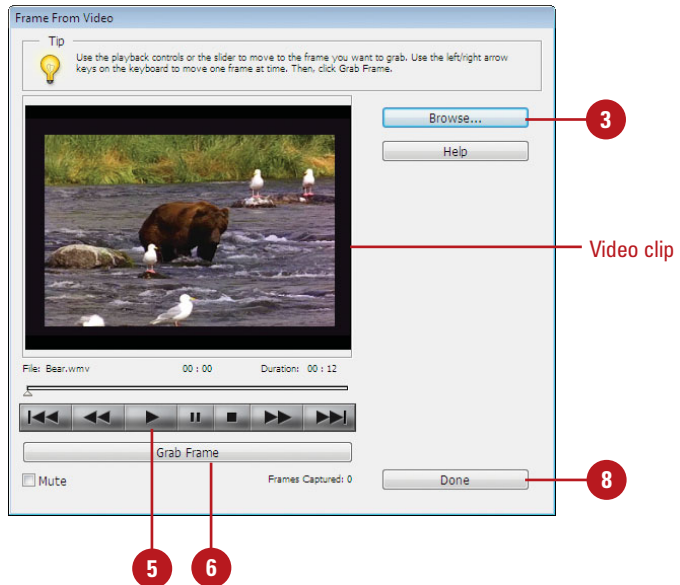


# Getting Photos from a Video in the Editor

## Capture Frames from a Digital Video in the Editor

- 1 In the Editor, click the **File** menu, and then point to **Import**.
- 2 Click **Frame From Video**.
- 3 Click **Browse**.
- 4 Navigate to the location with the video file you want to import, select the file, and then click **Open**.
- 5 Click the **Play** button to start the video, and then pause the video where you want to capture the frame.
- 6 To capture a frame as the video runs, click the **Grab Frame** button or press the spacebar.
- 7 Use the forward and backward arrows to display the next screen you want to capture.
- 8 When you're finished, click **Done**.
- 9 Click the **File** menu, and then click **Save** to save each screen capture file to a folder.

If you have a digital video in a file format that Photoshop Elements can recognize, such as ASF, AVI, MPEG, M1V, and WMV, you can open it in the Editor, play the video in the Frame From Video dialog box and then capture frames as individual photo files. The individual photo files are saved with the name of the video file and a number. For example, videoname01, videoname02, videoname03, etc. In addition to Photoshop Elements, you also need to install the latest version of standard video software, such as QuickTime or Windows Media Player, which you can get for free online at [www.apple.com](http://www.apple.com) and [www.microsoft.com](http://www.microsoft.com).

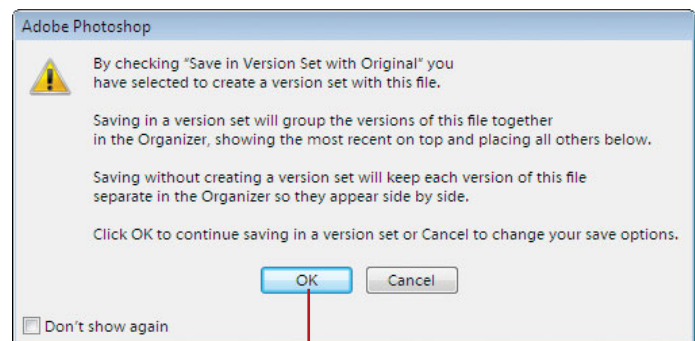
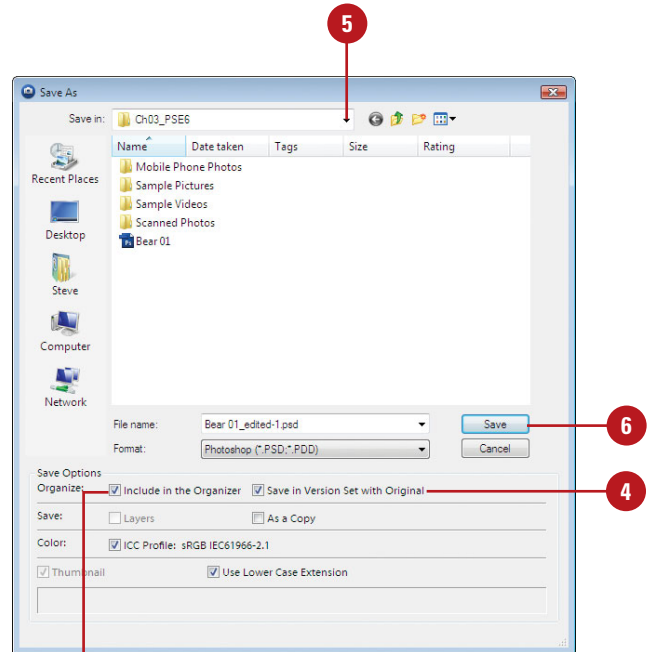


# Adding Photos to the Organizer from the Editor

## Add Photos to the Organizer from the Editor

- 1 In the Editor, open or import the photo file you want to add to the Organizer.
- 2 Click the **File** menu, and then click **Save As**.
- 3 Select the **Include in the Organizer** check box.
- 4 Select the **Save in Version Set with Original** check box to save the current version with the original version.
- 5 Navigate to the folder location where you want to save the photo.
- 6 Click **Save**.
- 7 If prompted, click **OK** to save the current version with the original version in a version set.

If you open or import a file in the Editor that is not currently included in the catalog, you can add the photo to the Organizer while you save the file in the Editor. All you need to do is select the Include In The Organizer check box in the Save As dialog box while you save the photo. The next time you open the Organizer, the saved photos appears in the catalog for use in the Organizer.



# Creating and Opening a Catalog

## Create a New Catalog

- 1 In the Organizer, click the **File** menu, and then click **Catalog**.

**TIMESAVER** Press **Ctrl+Shift+C** to open the *Catalog Manager* dialog box.

- 2 Select one of the catalog options:

- ◆ **Catalogs Accessible by All Users.** Creates a catalog for all users.
- ◆ **Catalogs Accessible by the Current User.** Creates a catalog for only the current user.
- ◆ **Custom Location.** Creates a catalog in the specified location.

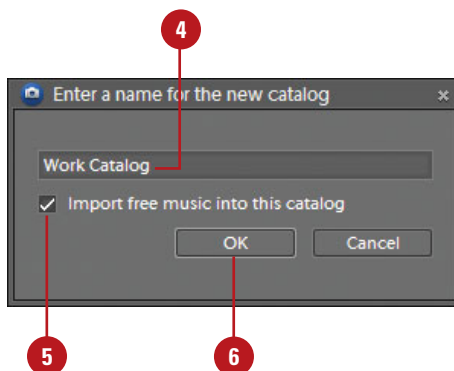
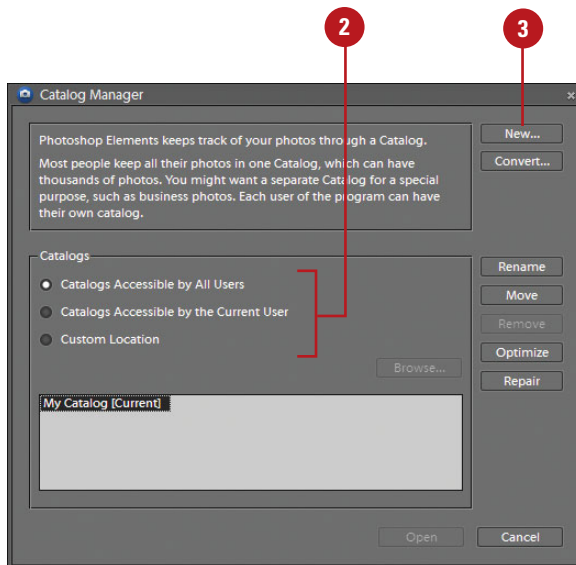
- 3 Click **New**.

- 4 Type a name for the new catalog.

- 5 Select the **Import free music into this catalog** check box to include free music.

- 6 Click **OK**.

You can create a new catalog or open an existing one by using the Catalog Manager. Typically, users create a single catalog for all the media files on their computer when you start Photoshop Elements for the first time. However, you can create more than one for different purposes, such as one catalog for work-related photos and media files, and another one for personal use. When you create a new catalog, you can create one that is accessible by all users on your computer or just the current user logged on. If you have more than one catalog on your computer, you can switch between them at any time. When you open the Organizer, the last opened catalog appears.

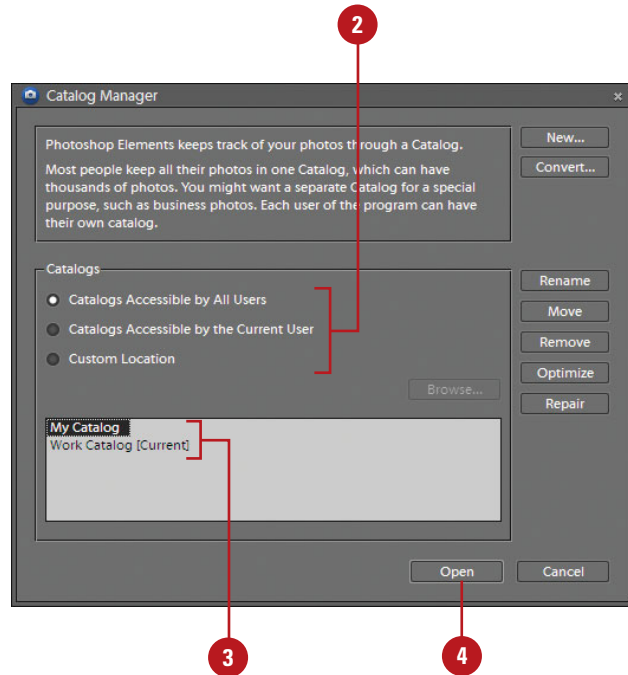


## Open a Catalog

- 1 In the Organizer, click the **File** menu, and then click **Catalog**.
- 2 Select one of the catalog options to display the catalog you want to open:
  - ◆ **Catalogs Accessible by All Users.** Displays catalogs for all users.
  - ◆ **Catalogs Accessible by the Current User.** Displays catalogs for only the current user.
  - ◆ **Custom Location.** Displays catalogs in the specified location.
- 3 Select the catalog you want to open from the list.
- 4 Click **Open**.

### Did You Know?

**You can convert a catalog to another type.** Click the File menu, click Catalog, click Convert, select a catalog to convert, and then click Convert. If a catalog is not available, click Find More Catalogs to select a catalog folder location. When you're finished, click Done.

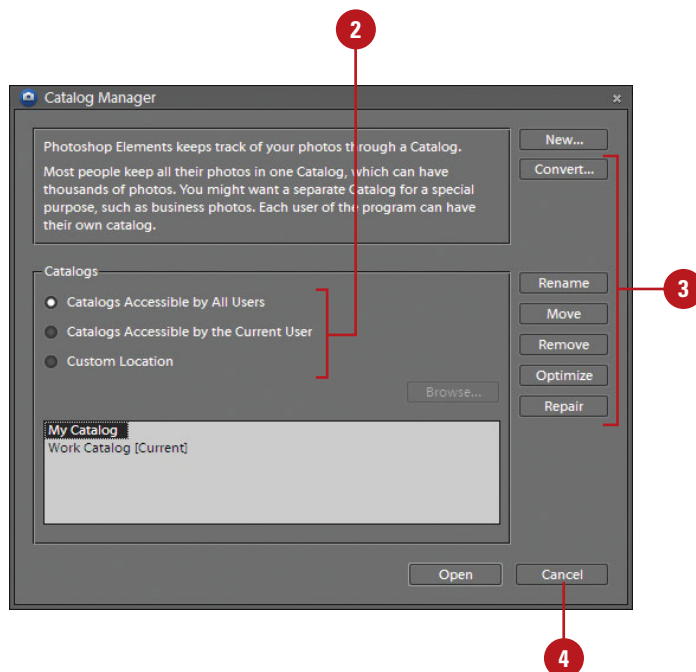


# Managing Catalogs

## Manage Catalogs

- 1 In the Organizer, click the **File** menu, and then click **Catalog**.
- 2 Select one of the catalog options:
  - ◆ **Catalogs Accessible by All Users.** Displays catalogs for all users.
  - ◆ **Catalogs Accessible by the Current User.** Displays catalogs for only the current user.
  - ◆ **Custom Location.** Displays catalogs in the specified location.
- 3 Select one of the catalog options:
  - ◆ **Rename.** Click **Rename**, type a name, and then click **OK**.
  - ◆ **Move.** Click **Move**, select a catalog option to switch to, and then click **OK**.
  - ◆ **Remove.** Click **Remove**, and then click **Yes** to confirm.
  - ◆ **Optimize.** Click **Optimize** to optimize the catalog, and then click **OK** upon completion.
  - ◆ **Repair.** Click **Repair** to repair the catalog. If no problems, click **OK** or **Repair Anyway**.
  - ◆ **Convert.** Click **Convert** to convert catalogs with previous versions of Photoshop Elements.
- 4 Click **Cancel**.

The Catalog Manager makes it easy to work with the different catalogs you may have on your computer. In the Catalog Manager, catalogs are organized in different ways: accessible by all users, accessible by the current user, and custom location. When you select one of these options, the catalogs related with the option appear below in the list. After you select a catalog, you can use the buttons in the Catalog Manager to rename, move, remove, optimize (re-builds data for efficiency), and repair (corrects structure errors) it for better use.



## For Your Information

### Upgrading Catalogs to Photoshop Elements 6

When you start Photoshop Elements 6 for the first time, it may not automatically open the catalog from an earlier version of Photoshop Elements or Photoshop Album. If this happens, click **Convert** in the Catalog Manager dialog box, select the **Show Previous Converted Catalogs** check box to show converted or backed up catalogs from earlier versions, select your catalog, such as **My Catalog**, (use the **Find More Catalogs** button if needed), click **Convert**, click **Done**, select the catalog, and then click **OK**. Photoshop Elements 6 lets you view and edit the following: PSE 5.0 (all creations), PSE 4.0 (slide shows only), PSE 3.0 (no creations), or Photoshop Albums (no creations).

# Moving Files in a Catalog

## Move Files in a Catalog

- 1 In the Organizer, select one or more files you want to move.
- 2 Click the **File** menu, and then click **Move**.

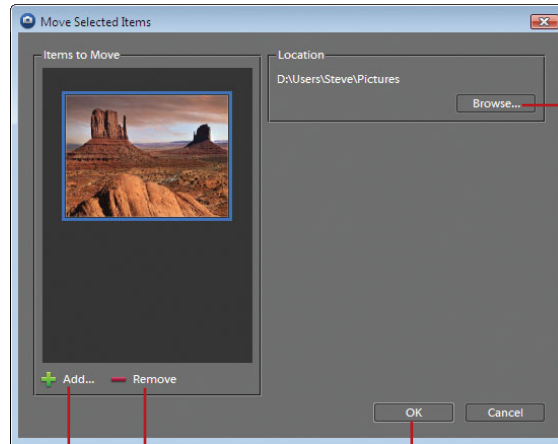
**TIMESAVER** Press **Ctrl+Shift+V** to move files in a catalog.

- 3 Click **Browse**.
- 4 Navigate to the new location for the files, select the folder, and then click **OK**.
- 5 If you want to remove files from the catalog, select them, and then click the **Remove** button.
- 6 If you want to add files from the catalog, click the **Add** button, use the Add Photos dialog box to select the photos you want, click **Add Selected Photos**, and then click **Done**.
- 7 Click **OK**.

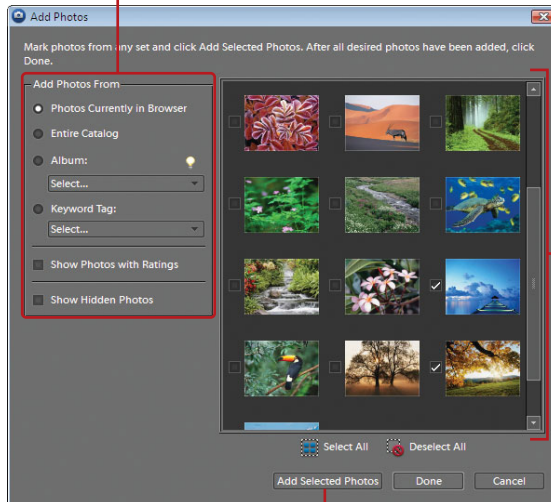
### Did You Know?

**You can duplicate a file in the catalog**  
In the Organizer (Photo Browser), elect a file you want to duplicate, click the File menu, click Duplicate. The file name is appended with "-copy."

Because the photos and other media files in the Organizer are links to the actual files, if you move the files on your computer, the Organizer will lose the link location and need to reconnect to it. Instead of moving files in an Explorer window, you should move files in the Organizer using the Move command on the File menu. The Move command updates the links in the catalog, so links are not lost.



Select options to display photos



Select check boxes to add photos

Click to add selected photos

# Deleting Files from a Catalog

## Delete Files from a Catalog

- 1 In the Organizer, select one or more files in the Photo Browser or one file in Date view you want to remove.
- 2 Click the **Edit** menu, and then click **Delete from Catalog** or **Delete Selected Items from Catalog**.
- 3 If you want to delete the files from your computer, select the **Also delete selected item(s) from the hard disk** check box.
- 4 Click **OK**.
- 5 If prompted to delete projects, click **Yes** or **No**.

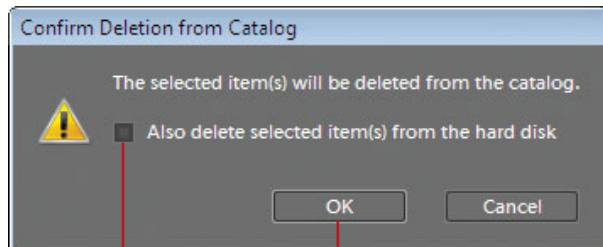
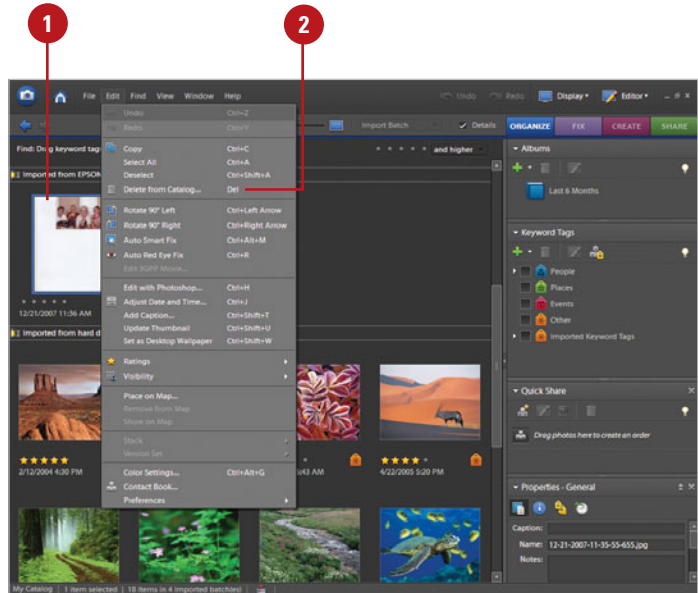
### Did You Know?

#### *You can rename a file in the catalog*

Select a file in the Photo Browser, click the File menu, click Rename, type a name, and then click OK.

You can also rename a batch of files, which renames all the files with the name of the first file and adds a number at the end in successive order. To rename a batch of files, select the files you want to rename in the Photo Browser, click the File menu, click Rename, type a name for the common base, and then click OK.

If you no longer use or want to have a file in the catalog, you can delete it. You have the choice to delete the file from the catalog and leave the original file on your computer, or delete them both. When you delete the original file, it's permanently removed from your computer, which you cannot undo.



# Backing Up a Catalog

## Back Up a Catalog

1 In the Organizer, open the catalog you want to backup.

- ◆ If prompted, click Reconnect to locate missing or moved files.

2 Click the **File** menu, and then click **Backup Catalog to CD, DVD or Hard Drive**.

**TIMESAVER** Press **Ctrl+B** to backup a catalog.

3 On first use, click the **Full Backup** option. If you have already performed a full backup, click the **Incremental Backup** option.

4 Click **Next**.

5 Select a destination drive.

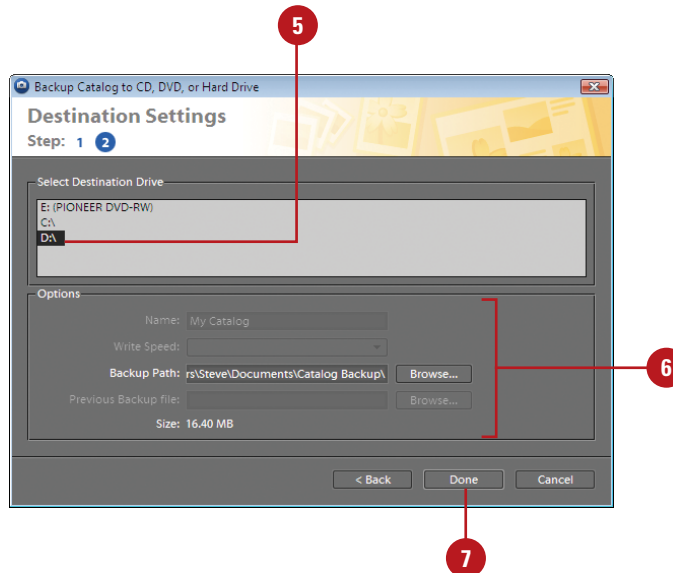
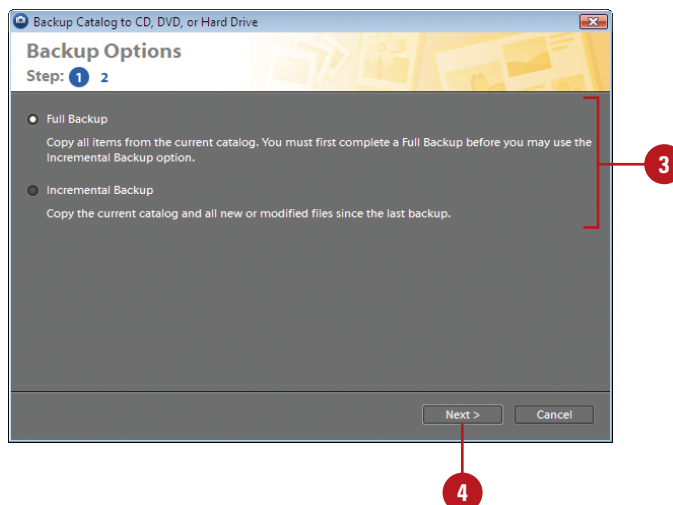
6 Specify any of the following options that apply to the selected destination:

- ◆ **Name.** Specify a backup name.
- ◆ **Write Speed.** Select a speed to write a CD or DVD.
- ◆ **Backup Path.** Click Browse to select a location.
- ◆ **Previous Backup File.** Click Browse to select a file.

7 Click **Done** to perform the backup.

8 Click **OK** upon completion.

After you have worked with photos and media files in the Organizer for a while, it's important to backup the catalog, so you don't lose any information if you have problems with your computer. You can backup the currently opened catalog to a CD, DVD, or hard drive location. Photoshop Elements uses a wizard to make it easy to perform a backup.

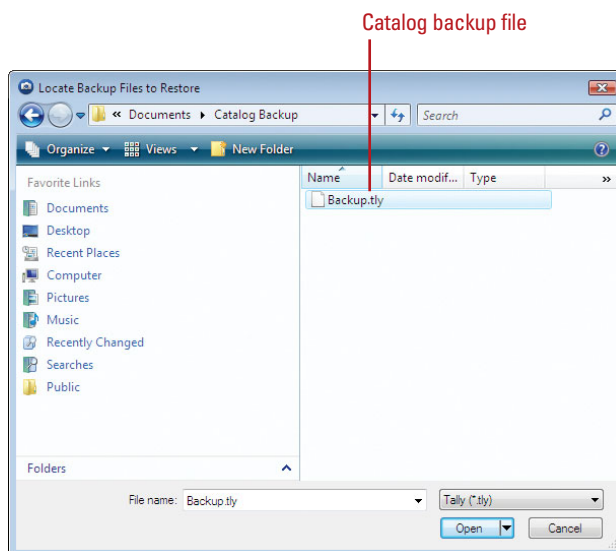
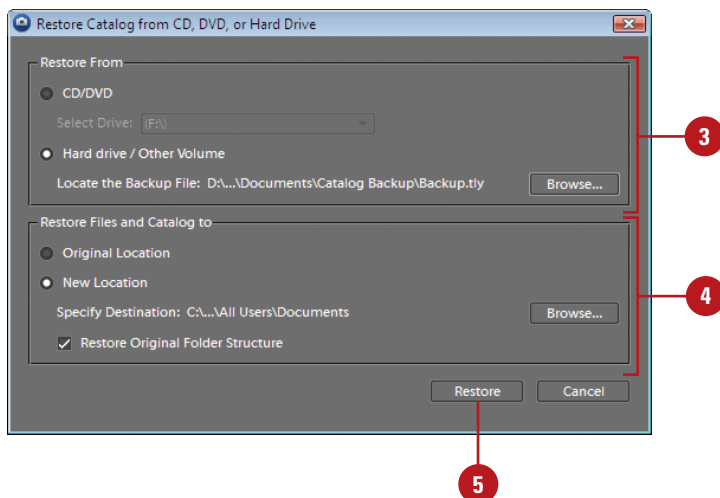


# Restoring a Catalog Backup

## Restore a Catalog Backup

- 1 In the Organizer, open the catalog you want to backup.
- 2 Click the **File** menu, and then click **Restore Catalog from CD, DVD or Hard Drive**.
- 3 Select the location with the backup catalog you want to restore:
  - ◆ **CD/DVD.** Click the **CD/DVD** option, click the **Select Drive** list arrow, and then select a CD or DVD drive.
  - ◆ **Hard drive.** Click the **Hard drive/Other Volume** option, click **Browse**, navigate to the folder with the catalog backup, select the catalog backup file (with the .tly extension), and then click **Open**.
- 4 Select the location where you want to restore the backup catalog:
  - ◆ **Original Location.** Click to restore the catalog backup to the original location replacing the current catalog.
  - ◆ **New Location.** Click to specify a new location to restore the catalog backup. Click **Browse** to select a folder. Select the **Restore Original Folder Structure** check box.
- 5 Click **Restore**.
- 6 Click **OK** upon completion.

After you have backed up a catalog, you can restore it at any time. Before you can restore a catalog backup, you need to select the backup file with the .tly extension you want to restore from the location where you stored it. You can restore a catalog backup in the original location to replace the current one or in a new location.



# Index

## A

- ABR files, 497
- absolute colorimetric rendering intent, 459
- Accented Edges filter, 361
- activating program, 2-3
- Activity, sorting content by, 337
- Actual Pixels command, 157
- actual size, displaying photos in, 75
- adaptive colors
  - for GIF documents, 392
  - for PNG-8 documents, 394
- Additive RGB, 239
- Add Noise filter, 358
- Add to Selection tool, 189
- Adjust Color Curve dialog box, 256
- Adjust Color for Skin Tone command, 261
- adjustment layers, 205
  - blending modes with, 230
  - confining effects of, 207
  - content, changing, 227
  - creating, 214, 225
  - deleting, 229
  - Levels adjustment, application of, 252
  - masks, 234
  - filters with, 235
  - merging, 232
  - modifying, 228
  - opacity for, 230-231
  - regular layer, converting to, 229
  - temporary composite image, creating, 233
  - using, 224
- Adjust Organize Bin Size button, 10
- Adjust Sharpness filter, 280
- Adobe Acrobat. [See](#) PDF format
- Adobe Bridge, 4
- Adobe E-mail Service, 40
- Adobe Help Center, 4, 20
- Adobe Idea Gallery page, 19
- Adobe Illustrator images, inserting, 131
- Adobe Partner Services preferences, 38-39
- Adobe Photo Downloader (APD) dialog box, 32-33
  - importing photos with, 50-51
  - mobile phone preferences, setting, 37
- Adobe Photoshop CS3 photo projects, editing, 445
- Adobe Photoshop Elements 6 product page, 19
- Adobe Photoshop Services, 410
  - online gallery, publishing, 419
  - photo book, ordering, 412
  - photo calendar, ordering, 414
  - Sharing Center, 462
- Adobe Premier Elements, publishing slide shows to, 432
- Adobe Reader software. [See](#) PDF format
- Adobe Stock Photo, 145
- Adobe Updater, 22-23
- Adobe Updater Preferences dialog box, 4, 22-23
- Adobe web site
  - accessing information from, 19
  - keyboard shortcut information, downloading, 16-17
  - LiveDocs Help, 20-21
- Airbrush button with Dodge and Burn tools, 285
- Airbrush tool, 302
- albums
  - adding photos to, 103
  - creating, 101
  - deleting
    - groups, 107
    - photos from albums, 103
  - displaying photos in, 106

- albums *(continued)*
  - editing, 101
    - album groups, 102
    - smart albums, 104-105
  - groups
    - adding photos to, 103
    - creating, 102
    - deleting, 107
    - working with, 106-107
  - importing/exporting album structure, 107
  - merging, 107
  - name of smart album, editing, 105
  - preferences, setting, 36
  - reordering photos in, 106-107
  - smart albums
    - creating, 104
    - editing, 104-105
  - sorting photos in, 106
- Albums palette, 10. *See also* albums
  - working with, 100
- alignment
  - with Clone Stamp tool, 284
  - with Pattern Stamp tool, 309
  - with Photomerge Faces, 436
  - with Photomerge Group Shot, 439
  - of selections, 202
  - for slide show text, 431
  - of text, 368
- all version sets, searching for, 92
- Ambiance slider, Lighting Effects filter, 353
- anchor points
  - with Magnetic Lasso tool, 183
  - with 3D Transform filter, 271
- angles
  - with Background Eraser tool, 311
  - Brush tool, setting with, 303
- animated GIFs, 393, 398-399
  - background colors for, 394
- animation. *See also* animated GIFs
  - Flash animation, PNG-8 format and, 394
  - in online gallery, 418, 420-421
- anti-aliasing
  - with Color Replacement tool, 316
  - Column Marquee tools and, 179
  - and Lasso Marquee tool, 180-181
  - with Magic Eraser tool, 312
  - with Magic Wand tool, 186

- and Magnetic Lasso tool, 182
  - with Paint Bucket tool, 308
  - and Polygonal Lasso tool, 184
  - for text, 368-369, 372
  - with 3D Transform filter, 270
- APD dialog box. *See* Adobe Photo Downloader (APD) dialog box
- Application dither, 386
- application names, 31
- Apply Pixel Aspect Ratio To Preview check box, 128
- Arch text style, 370
- Arc styles for text, 370
- arranging selections, 202
- arrowheads with Line tool, 319
- ASF format for video, 54
- Asian text
  - options, 493
  - working with, 367
- Assign Profile command, 458
- attaching keyword tags to photos, 87-88
- attachments, sending files as, 463
- audio. *See also* slide shows
  - full Screen View Options dialog box options, 73
  - music, Full Screen View Options dialog box options, 73
  - notes, audio, 176
  - Photo Browser, displaying files in, 68
  - soundtracks for slide shows, 425
- Auto Color tool, 109, 250
- Auto Contrast tool, 111
- Auto Erase feature, 304, 305
- Auto Levels tool, 110
- Automatic Lighting command, 250
- Auto Red Eye Fix command, 113, 289
- Auto Select Layer option, 202, 208
- Auto Sharpen tool, 112
- Auto Smart Fix tool, 108
- Average Blur filter, 354
- Avery label sheets, 450-451
- AVI format for video, 54

## B

- Background Brush tool, 189
- background colors, 292-293
  - for animated GIFs, 394
  - Auto Erase feature and, 305

- Background Eraser tool, 310-311
  - defaults and switching to, 293
  - with Pencil tool, 304
  - printing, 456
  - for slide shows, 424
- Background Eraser tool, 310-311
- Backgrounds, 205, 338-339
  - converting into layer, 212-213
  - moving, 216
  - multi-layered documents into back-ground, converting, 213
  - for new files, 126
  - shape layers for, 317
- Background styles, 337
- backing up
  - catalogs, 61
  - files, prompting for, 28
- banners, adding, 338
- barrel distortion, 278-279
- baseline for photos for Web, 405
- beep preferences, 476
- Bevel layer style, 324
  - changing settings, 330-331
  - for chiseled type, 376-377
- Bevel Size or Direction option for layer styles, 324
- Bicubic Sharper method, 138
- bins. [See](#) Project Bin
- bit depth, 238
- bitmapped fonts, 358, 369
- bitmaps, 127
  - converting image to, 241
- black and white. [See also](#) grayscale
  - adjustment layers for, 225
  - for camera raw images, 132
  - Convert to Black and White adjustment, 266
  - Levels adjustment, application of, 253
  - Threshold adjustment, 265
- blemishes, touching up, 143
- blending modes, 204
  - with adjustment layers, 230
  - with basic Eraser tool, 310
  - with Blur tool, 283
  - with Brush tool, 302
  - with fill layers, 230
  - and filter effects, 348
  - for gradients, 313
  - with Impressionist tool, 306
  - with Paint Bucket tool, 308
  - with Pencil tool, 304
  - selecting, 207
  - with Sharpen tool, 281
  - with Smudge tool, 307
  - working with, 222
- Blizzard effect, 335
- bloat option, Liquify filter, 350-351
- Blur filters, 354-355. [See also](#) Gaussian Blur filter
  - Smart Blur filter, 354
- Blur More filter, 354
- Blur tool, 283
- blush skin tone, adjusting, 261
- BMP files, 149
- boldfacing type, 368, 369
- Border command, 192
- borders
  - Automatic Color command and, 250
  - new border, framing selection with, 192
  - printing, 453, 456
  - showing/hiding, 65
- bounding boxes for selected items, 202
- brightness
  - adjustment layers for, 225
  - Brightness/Contrast adjustment, 255
  - for camera raw images, 132
  - Color dialog box for, 293
  - correcting, 110
  - Equalize command for, 264
  - with Guided Edit, 142
  - Invert command for, 264
  - and Magnetic Lasso tool, 182
  - Photo Filter adjustment, 263
  - Shadow/Highlight adjustment, using, 254
  - Threshold adjustment and, 265
  - type masks, working with, 375
- Brightness/Contrast adjustment, 255
- Browser dither, 386-387
- browsers
  - drawing tablets for, 498
  - previewing images in, 400-401
- brushes. [See also](#) Brushes palette; Brush tools
  - with Clone Stamp tool, 284
  - with Liquify tool, 352

- Brushes menu
  - with Blur tool, 283
  - with Sharpen tool, 281
- Brushes palette
  - changing view, 295
  - loading customized brush set, 300-301
  - renaming brushes, 299
  - resetting brush sets, 301
  - resizing, 296
  - saving customized brush set, 300
  - tips
    - cursor option, 487
    - customized tips, creating, 297
    - deleting tips, 298-299
    - loading customized brush set, 300-301
    - modifying existing tip, 298
    - saving customized brush set, 300
    - selecting, 296
  - types of brushes, 294
  - viewing, 294
- Brush tablet, 302
- Brush tools, 302
  - with drawing tablets, 303
  - dynamic brush options, setting, 303
  - Magic Extractor, 188-189
  - options, working with, 17
  - Selection Brush tool, 187
- Bulge text style, 370
- burning CDs/DVDs. *See* CDs/DVDs
- Burn tool, 285
- buttons, shape layers for, 317

## C

- cache, allocating, 475, 482-483
- Cache Levels, setting, 482
- calendar, photo, 414
- calligraphy
  - brushes, calligraphic, 294
  - with Pencil tool, 304
- camera raw
  - data, opening, 132-133
  - file formats, 149
  - saving preferences, setting, 479
- cameras. *See* digital cameras
- canceling actions, 18
- canvas size, changing, 138-139

- captions
  - Date view, adding in, 76-77
  - Find menu, searching in, 92
  - Full Screen View Options dialog box options, 73
  - for online gallery photos, 420-421
  - in photo book, 412
  - for photo mail, 464
  - printing, 456
  - for slide shows, 425
- card readers
  - importing photos from, 50-51
  - preferences, setting, 32
- Cascade command, 162-163
- Catalog Manager, 56
  - working with, 58
- catalogs
  - backing up, 61
  - converting, 57
  - deleting, 58
    - files from catalog, 60
  - files in catalog
    - deleting, 60
    - duplicate, 59
    - moving, 59
    - renaming, 60
  - managing, 58
  - moving files in catalog, 59
  - new catalog, creating, 56
  - opening, 56-57
  - restoring catalog backup, 62
  - updating/upgrading from previous versions, 58
- categories. *See also* Keyword Tags palette
  - attaching information to file, 144-145
- CCITT files, 151
- CDs/DVDs
  - catalogs, backing up, 61
  - files in Elements, creating CDs/DVDs for, 468
  - importing photos from, 49
  - jackets, creating, 416
  - labels, creating, 416
  - multisession burning, enabling, 29
  - online gallery, burning, 419, 421
  - Sharing Center, 462
  - slide shows, publishing, 432-433
  - VCD with menu of slide shows, 434-435

- cell phones. [See](#) mobile phones
- centering document windows, 477
- centimeters option for printing, 449
- channels in Levels adjustment, 253
- Chinese text
  - options, 493
  - working with, 367
- chiseled type, 333
  - type mask, creating with, 376-377
- circles
  - creating, 320-321
  - with Elliptical Marquee tool, 179
- Clear Undo History option, 169
- clipart
  - slide shows, adding to, 430
  - Web, preparing clipart for, 402-403
- Clipboard
  - clearing contents of, 172
  - General preferences for, 476
  - selections, copying and pasting, 200
- clipping
  - Color Variations adjustment and, 259
  - groups, creating, 223
- Clone Stamp tool, 284
- Clone tool
  - for camera raw images, 132
  - for raw images, 133
- Close button, 8
- closing
  - files, 152
  - open photos, 134
- CMYK (Cyan, Magenta, Yellow, Black), 238
  - Info palette, changing measurement by, 166
- collages, photo, 415
- collapsing. [See](#) expanding/collapsing
- Color Cast Eyedropper tool, 143
- Color Curves adjustment, 256
- color depth, 238
- Color dialog box, selecting colors with, 293
- Color Halftone Pixelate filter, 349
- color lookup table (CLUT), 242-243
- color markers, creating, 165
- color modes, 237. [See also](#) CMYK (Cyan, Magenta, Yellow, Black); grayscale; indexed color; RGB (Red, Green, Blue)
  - for animated GIFs, 394

- Info palette, changing measurement by, 166
- for new files, 126
- selecting, 127
- switching between, 238
- working with, 238
- color profile, Status bar information, 173
- Color Replacement tool, 316
- colors. [See also](#) background colors; fill layers; foreground colors; Histogram palette; Info palette; printing; reduction method for colors
  - adjustment layers for, 225
  - Auto Color tool, 109, 250
  - for camera raw images, 132
  - with Custom Shape tool, 322
  - for Drop Shadow layer style, 329
  - Equalize command, 264
  - filter colors, changing, 346
  - for GIF documents, 392
  - Gradient Map adjustment and, 262
  - gradients, color stops with, 315
  - for grids, 490
  - with Guided Edit, 142-143
  - Hue/Saturation adjustment, 257
  - Invert command, 264
  - layers, color-coding, 207
  - with Line tool, 319
  - Navigator palette view box, changing color of, 156
  - Photo Filter adjustment, 263
  - Posterize adjustment, 265
  - Quick Edit, adjusting with, 141
  - Remove Color Cast adjustment, 260
  - remove all color, 260
  - removing pixels from color selection, 192-193
  - Replace Color adjustment, 258
  - of shapes in layer, 317
  - shield color, setting, 486
  - similar color to selection, adding, 193
  - skin tone, adjusting color for, 261
  - sorting content by, 337
  - with Standard Shape tool, 320
  - Stroke layer styles settings, 334
  - strokes, creating, 248
  - for text, 369
  - text color, changing, 365

- Color Sample tool, 133
- Colors palette. *See also* colors
  - for clipart, 403
- Color Swatches palette
  - changing display, 245
  - choosing color swatch in, 244-245
  - custom color swatches, creating, 246-247
  - loading, 247
  - saving customized colors, 247
- Color Variations adjustment, 259
- Column Marquee tools, 179
- column size settings, 489-490
- commands, choosing, 8
- Complex layer style, 324
- composite image, creating, 233
- compression, 150-151. *See also* JPEG
  - format; lossless compression; lossy compression
- CompuServe GIFs, 149
- concavity with Line tool, 319
- contact book, 466-467
  - groups, creating
- contact sheets, printing, 451
- Content palette, 337. *See also* Backgrounds; styles
  - photo book designs, 412-413
  - photo collage designs, 415
  - shapes in, 338
  - Sort list arrow, 337
  - text, adding, 337, 340
  - themes in, 337, 340
- context menus, 8
- Contract command, 192. *See also*
  - expanding/collapsing
- contrast
  - adjustment layers for, 225
  - with Black and White adjustment, 266
  - Brightness/Contrast adjustment, 255
  - for camera raw images, 132
  - Color Curves adjustment and, 256
  - with Guided Edit, 142
  - improving, 111
  - Quick Edit, adjusting with, 141
  - with Refine Edge tool, 190
  - with Shadow/Highlight adjustment, 254
- Control bar, 75
- converting
  - bitmap color mode, 241
  - grayscale color mode, 240
  - indexed color mode, 242-243
  - multiple files, 137
  - non-supported files, 239
  - RGB color mode, 239
- Cookie Cutter tool, 273
- copy, saving file as, 146
- Copy command, 200-201
- copying. *See also* layers
  - files to disk, 471
  - selections, 200-201
  - style settings between layers, 326-327
  - Vanishing Point tool, 442
- Copy Merge command, 201
- copyrights
  - attaching information to file, 144-145
  - Digimarc watermarks displaying, 28-29
- Correct Camera Distortion filter, 278-279
- correcting photos. *See* colors; fixing photos
- Create New Layer button, 221
- Crop command, 274-275
- Crop Photo dialog box, 114
- cropping
  - camera raw images, 133
  - with Cookie Cutter tool, 273
  - focus and, 195
  - with Guided Edit, 142
  - labels on printing, 451
  - photos, 114
  - scanned photos, 274-275
  - selections, 194-195
  - for slide shows, 425
  - with user-defined shape, 195
- Cube tool with 3D Transform filter, 270
- cursor preference, setting, 486-487
- curves, Color Curves adjustment, 256
- Custom Shape tool, 322
  - cropping with, 195
- Cutout filter, 348, 360
- Cylinder tool with 3D Transform filter, 270
- cylindrical panoramas, 441

## D

- dates and times
  - changing, 122
  - findings photos with, 93
  - time zone, adjusting times for, 122

- Date view
  - events, adding, 76-77
  - in Photo Browser, 64
  - preferences, setting, 35
  - viewing photos in, 76-77
- defaults
  - background colors, switching to, 293
  - foreground colors, switching to, 293
  - libraries, resetting, 497
  - palettes, resetting, 15, 485
  - preferences, restoring, 477
- definitions, finding, 21
- defringing colors, 189
- deleting. *See also* albums; catalogs; layers
  - adjustment layers, 229
  - Albums palette, 100
  - audio annotations, 176
  - brush tips, 298-299
  - Color Swatches palette, colors from, 246
  - contact book entry, 466
  - with Control bar, 75
  - fill layers, 229
  - Folder Location view, deleting folders in, 66-67
  - fringe colors, 189
  - keyword tags, 89
  - library items, 496
  - notes, 175
  - pins in Map view, 79
  - selections, saved, 198
  - slide shows, slides from, 426
  - stack, photos from, 118-119
  - text, 365
  - Undo History palette items, 169
  - version set, photos from, 120-121
  - watched folders list, removing folders to, 42-43
- Desaturate command, 257
- Deselect command, 71
- desktop wallpaper, using photos as, 472
- Despeckle Noise filter, 357
- dialog boxes, showing/hiding, 26
- diameter with Background Eraser tool, 311
- Difference blending mode, 230
- Diffuse Glow filter, 361
- diffusion dither for bitmap images, 241
- Digimarc Corporation, 345

- copyright information, watermarks in, 28-29
- digital cameras
  - attaching information to file, 144-145
  - importing photos from, 50-51
  - noise from, 359
  - opening raw files, 132-133
  - preferences, setting, 32-33
- digital projects, 409. *See also* online gallery; slide shows
  - saving, 411
- digital watermarks, 345
- Display & Cursors preferences, 486-487
- displaying
  - open photos, 134
  - options, setting, 486
- distance settings for Bevel layer style, 331
- distortion
  - Correct Camera Distortion filter, 278-279
  - Transform command, Distort option, 269
- distribution of selections, 202
- dithering
  - adjusting dither, 386
  - for bitmap images, 242
  - clipart, options for, 403
  - and Color Halftone Pixelate filter, 349
  - in GIF documents, 393
  - in Gradient Map adjustment, 262
  - for gradients, 313
  - for indexed color, 243
  - and PNG-8 format, 386, 394
  - previewing dither, 387
- Divide Scanned Photos command, 274
- DNG files, raw images as, 132
- docking/undocking palettes, 14-15
- documents. *See also* Web documents
  - layers between documents, moving, 164
  - printing, 460
  - Status bar, using, 173
  - transparency preferences, controlling, 492
- document windows. *See* windows
- Dodge tool, 285
- Don't Show Again check box, 26
- downloading. *See also* Adobe Photo Downloader (APD) dialog box; Adobe web site
  - estimating download time, 401

- downloading (*continued*)
  - keyboard shortcut information, 16-17
  - updates, 22-23
  - video software, 54
- drag-and-drop
  - layers between documents, 164
  - in Navigator palette, 154
- drawing tablets
  - Brush tool options for, 303
  - using, 498
- Drop Shadow layer style, 324
  - changing settings, 328-329
- drop shadows, 335. *See also* Drop Shadow layer style
  - brushes, 294
  - for slide show text, 431
- dry media brushes, 294
- duplicating
  - files in a catalog, 59
  - layers, 221
  - open photos, 135
- dust, removing, 358
- Dust and Scratches filter, 358
- DVDs. *See* CDs/DVDs
- dynamic brush options, setting, 303

## E

- editing. *See also* albums
  - contact book entry, 466
  - Keyword tags categories, 84-85
  - layer styles, 324, 326-327
  - options, setting, 31
  - slide shows, 427
  - stacks, photos in, 119
  - text layers, type in, 366
  - version sets, photos in, 121
- Editor, 129. *See also* Full Edit; Guided Edit; Info palette; Palette Bin; printing; Project Bin; tools
  - adding photos to Organizer from, 56
  - animated GIFs, opening, 399
  - attaching/detaching palettes, 14
  - commands in, 8
  - exiting, 24
  - Options bar, working with, 17
  - Organizer, switching to, 9
  - Plug-Ins preferences, 494-495

- Quick edit, 140-141
- Sharing Center, accessing, 462
  - video, capturing photos from, 54
  - viewing workspace, 7
- Editor button, 9
- effects. *See also* photo effects
  - slide shows, adding to, 428-429
- Effects palette
  - Layer Styles button, 325
  - Photo Effects button, 335
- efficiency, Status bar information, 173
- ellipses, creating, 320-321
- Elliptical Marquee tool, 179
- e-mail
  - contact book, 466-467
  - files in e-mail, sending, 463
  - finding photos by, 93
  - online gallery, e-mail address for, 420-421
  - Sharing Center, 462
    - sharing preferences, setting, 40
- embedding digital watermarks, 345
- Emboss layer style for chiseled type, 376-377
- EPS format, 149
  - inserting images in, 131
  - metadata information, adding, 145
  - opening, 129
  - for text, 365
- Epson printers, 451
- Equalize command, 264
- Eraser tools, 310-311
  - Auto Erase feature, 304, 305
  - Background Eraser tool, 310-311
  - basic Eraser tool, 310
  - Magic Eraser tool, 312
    - with Photomerge Faces, 436
    - with Photomerge Group Shot, 438-439
- errors in multiple files, recording, 137
- eSeminars, links to, 19
- events
  - Date view, adding events in, 76-77
  - sorting content by, 337
- Events category, Keyword Tags palette, 82
- excluding photos from search, 91
- Exclusion blending mode, 230
- EXIF format, 28-29
  - printing and, 451

- saving preferences, setting, 479
- exiting Photoshop Elements, 24
- Expand command, 192
- expanding/collapsing
  - Albums palette, 100
  - existing selection, 192
  - in Folder Location view, 66-67
  - Keyword Tags palette, 82
  - notes, 175
  - open photos, 134
  - palettes, 12-13
  - with Refine Edge tool, 190
- exporting. [See](#) importing/exporting
- exposure
  - for camera raw images, 132
  - correcting, 110
  - Shadow/Highlight adjustment, using, 254
- Exposure slider, Lighting Effects filter, 353
- Eyedropper tool, 292
  - color markers, creating, 165
  - with mattes, 385
  - with Save for the Web command, 382
- Eye icon, 214

## F

- faces
  - combining, 143
  - keyword tags, finding by, 86
- Faded Photo effect, 335, 336
- fades
  - Brush tool, setting with, 303
  - Full Screen View Options dialog box options, 73
  - options, setting, 26-27
- faux finish brushes, 294
- faux option for fonts, 368
- favorites list
  - layer styles, adding, 342
  - photo effects, adding, 342
- feathering
  - with Cookie Cutter tool, 273
  - existing selection, 191
  - with Refine Edge tool, 190
- 50% threshold for bitmap images, 241
- File Association Manager, 480
- File compatibility options, 478-479

- file extensions, 147
    - for projects, 411
  - file formats, 149. [See also](#) specific types
  - File Info dialog box, 28
  - filenames
    - Find menu, searching in, 92
    - for open photos, 135
    - printing, 456
  - File options, modifying, 28-29
  - files. [See also](#) catalogs; filenames; sending files
    - associations, setting, 480
    - attaching information to, 144-145
    - CDs/DVDs with files, creating, 468
    - closing, 152
    - copy to disk, 471
    - importing photos from, 46-47
    - inserting images in, 131
    - keyword tag information, writing, 95
    - move to disk, 471
    - multiple files, working with, 136-137
    - new file, creating, 126
    - opening files, 129-130
    - for panoramas, 440
    - presets, creating files with, 128
    - resizing, 138-139
    - saving, 146-147
    - showing/hiding file names, 65
    - working with, 134-135
  - Fill Layer command, 248-249
  - fill layers, 205
    - blending modes with, 230
    - content, changing, 227
    - creating, 214, 226, 248-249
    - deleting, 229
    - merging, 232
    - modifying, 228
    - using, 224
  - fill light for camera raw images, 132
  - Fillmstrip icon, 70
  - Fill Pixels button, 322
  - Filter Gallery, 344-345. [See also](#) filters
    - categories of filters, 344
    - filters, 346
      - Layers palette in, 345
  - Filter Gallery dialog box, 344-345
  - filters
    - Add Noise filter, 358

filters (*continued*)

- and adjustment layers, 225, 235
- Adjust Sharpness filter, 280
- blending modes and, 348
- categories of, 344
- Color Halftone Pixelate filter, 349
- colors of filters, changing, 346
- Correct Camera Distortion filter, 278-279
- Despeckle Noise filter, 357
- Dust and Scratches filter, 358
- keyboard shortcut for applying, 345
- Lighting Effects filter, 353
- Liquify filter, 350-352
- multiple filters, applying, 346
- Photo Filter adjustment, 263
- for photographic restoration, 358
- Reduce Noise filter, 359
- selection tools with, 347
- star rating filters, 97
- 3D Transform filter, 270-271
- Unsharp Mask filter, 282
- viewing various effects, 360-362

Find bar

- Organizer, 6
- searching for photos with, 91
- star rating filter on, 97

Find by Details (Metadata) dialog box, 94-95

Find Edges filter, 348

Find Faces for Tagging button, 86

finding. *See* searching

finger painting with Smudge tool, 307

FireWire

- drives, 475
- for Video Preview option, 128

Fisheye text style, 370

Fish text style, 370

Fit on Screen command, 157

fitting photos on screen, 75

Fixed Aspect Ratio, 178

- with Elliptical Marquee tool, 179

Fixed Size with Elliptical Marquee tool, 179

fixing photos. *See also* colors; red eye reduction

- Auto Smart Fix tool, 108
- contrast, improving, 111
- exposure, fixing, 110
- sharpening photos, 112

Flag text style, 370

Flash animation, PNG-8 format and, 394

flattening, 212-213

- fill or adjustment layers, 232
- multi-layered documents, 213

flipbooks, creating, 422

flipping, 276-277

- printing, flipping image for, 456

FLM format, 149

FLV format for online gallery, 418

focus, cropping for, 195

Folder Location view, 64

- keyword tags, attaching, 88
- preferences, setting, 30
- viewing photos in, 66-67

folders

- importing photos from, 46-47
- keyword tags with folder names, creating/attaching, 88
- for panoramas, 440
- slide shows, adding content to, 426
- watched folders, specifying, 42-43

fonts

- English, showing names in, 493
- preferences, setting, 493
- for slide show text, 431
- for type masks, 372
- working with, 368-369

forced option for indexed color, 242

Foreground Brush tool, 189

foreground colors, 292-293

- Auto Erase feature and, 305
- with Color Replacement tool, 316
- defaults and switching to, 293
- with Paint Bucket tool, 308
- with Pencil tool, 304

Frame From Video dialog box, 54

Frame photo effects, 335, 336

frames

- in animated GIFs, 394
- animated GIFs, delay with, 399
- in Content palette, 340
- normal image layer, converting to, 211
- for printing labels, 451-452
- shape layers for, 317

Frames styles, 337

Free Rotate Selection command, 276-277

Free Transform command, 268-269

Fresco filter, 360

- fringe colors, removing, 189
- From Mobile Phone command, 53
- F-Stop information, attaching, 144-145
- Full Backup option for catalogs, 61
- Full Edit, 7, 9
  - version sets in, 120
  - working with, 140
- Full Screen view
  - Control bar in, 75
  - Side by Side view, viewing photos in, 74
  - viewing photos in, 72-73
- Full Screen View Options dialog box, 72-73
- Fuzziness slider, Replace Color command, 258

## G

- Gaussian Blur filter, 354
  - with adjustment layer masks, 235
  - Adjust Sharpness filter and, 280
  - selection tools with, 347
  - using, 356
- general preferences, setting, 476-477
- Geometry list arrow
  - with Custom Shape tool, 322
  - with Line tool, 319
  - with Standard Shape tool, 320
- Get Photos from Files and Folders dialog box, 46-47
- GIF format
  - animated GIFs, 393, 398-399
  - Application dither in, 386
  - Browser dither in, 386
  - clipart, preparing, 402-403
  - compression of, 150-151
  - CompuServe GIFs, 149
  - file size, optimizing image to, 397
  - matted images in, 385
  - metadata information, adding, 145
  - opening, 129
  - optimizing GIF documents, 392-393
  - with Save for the Web command, 380, 382
  - transparency options, 384, 393
  - working with, 388-389
- Glass Buttons layer style, 324
- Glass filter, 361
- Gloss slider, Lighting Effects filter, 353
- Glowing Edges filter, 361
- glyph protection, 493
- Gradient Map
  - adjustment, 262
  - adjustment layers for, 225
- gradients
  - custom gradients, creating, 314-315
  - fill layers for, 226
  - normal image layer, converting to, 211
  - standard gradient, creating, 313
  - text, applying gradient fill to, 378
- Gradient tool, 313
  - shortcut key for, 16
  - text, applying gradient fill to, 378
- Grain filter, 362
- Graphic Pen filter, 362
- graphics. *See also* clipart; photos
  - Content palette, adding graphics from, 338
  - styles, 337
- grayscale, 127
  - colorizing images, 240
  - converting image to, 240
  - Convert to Black and White adjustment, 266
  - Desaturate command for, 257
  - Invert command for, 264
  - for new files, 126
  - remove all color, 260
  - Video Preview option supporting, 128
- greeting cards, creating, 417
- grid lines
  - options, setting, 490
  - showing/hiding, 65
  - Snap To option for, 490-491
- groups. *See* albums; layers
- group shots, combining people in, 143
- growing selection, 191
- Guided Edit, 7, 9
  - working with, 142-143
- guides, working with, 174
- gutters, setting, 489-490

## H

- halftones. *See also* dithering
  - bitmap images, screen for, 241
  - Color Halftone Pixelate filter, 349
- Hand tool
  - with Correct Camera Distortion filter, 278
  - Document window, moving images in, 161
  - with Liquify filter, 351
  - for raw images, 133
  - with Save for the Web command, 382
  - with 3D Transform filter, 270
- Hard Mix blending mode, 230
- hardness
  - with Background Eraser tool, 311
  - Brush tool, setting with, 303
- headers
  - IPTC Keyword section of, 95
  - for palettes, 12
- Healing Brush, 143, 287
- Heal tool
  - for camera raw images, 132
  - for raw images, 133
- height/width. *See also* rulers
  - column size settings, 489-490
  - with Line tool, 319
  - multiple files, changing width/height for, 137
  - for new files, 126
  - printing options, 454-455
  - with Scale commands, 272
  - Status bar information, 173
- help. *See also* Adobe web site
  - updates, checking for, 23
- hidden, marking photos as, 68-69
- hiding. *See* showing/hiding
- highlights
  - camera raw images, recovery for, 132
  - Color Curves adjustment and, 256
  - Color Variations adjustment and, 259
  - with Dodge and Burn tools, 285
  - with Guided Edit, 142
  - Levels adjustment, application of, 253
  - Quick Edit, adjusting with, 141
  - for selected items, 202
  - Shadow/Highlight adjustment, using, 254
- Histogram palette
  - Levels adjustment in, 252-253
  - working with, 251
- histograms for raw images, 133
- history. *See also* Undo History palette
  - attaching information to file, 144-145
  - revert action added to, 148
- History States, 474
  - number, setting, 484
  - setting, 482
- holes in selection, filling, 189
- Horizontal Type Mask tool, 372
  - for chiseled type, 376-377
  - isolating image pixels with, 374-375
- HTML files
  - creating, 389
  - previewing images, 400
- hue
  - adjustment layers for, 225
  - Brush tool, setting hue jitter with, 303
  - Color dialog box for, 293
  - Hue/Saturation adjustment, 257

## I

- I-beam cursor, 486
- IBM PC printers, preparing images for, 407
- ICC profile
  - embedding, 147
  - in JPEG documents, 391
  - projects, saving in, 411
- icons
  - Eye icon, 214
  - Fillmstrip icon, 70
  - starburst icon, 324
- Image Effects, 335
  - layer style, 324
- image layer, converting layer to, 211
- Imported Batch view, 64
- Imported on, finding photos by, 93
- importing/exporting
  - album structure, 107
  - card reader, photos from, 50-51
  - CDs/DVDs, importing photos from, 49
  - to contact book, 466
  - digital cameras, photos from, 50-51
  - from Editor to Organizer, 56
  - EXIF captions, importing, 28

- files and folders, importing photos from, 46-47
- flipbooks, 422
- keyword tags, 44-45, 87
- mobile phones, importing photos from, 52
- to Organizer from Editor, 56
- photos as files, exporting, 470
- scanners, importing photos from, 52
- Impressionist Brush tool, 306
- Impressionist option, Pattern Stamp tool, 309
- inches option for printing, 449
- InDesign, preserving text for, 365
- indexed color, 127, 238
  - clipart, options for, 403
  - converting image to, 242-243
  - predefined indexed color table, using, 243
  - Video Preview option supporting, 128
- Inflate text style, 370
- Info palette
  - color markers, creating, 165
  - measurement of color, changing, 166
  - specific sized object, creating, 165
  - working with, 165
- inkjet printers
  - preparing image for, 406-407
  - resolution, 408
- Inner Glow layer style, 324
  - changing settings, 332-333
- Inner Shadow layer style, 329
- installing Photoshop Elements, 2-3
- Instant Keyword Tag button, 88
- intellectual property, digital watermarks for, 345
- interactive online gallery, creating, 418, 420-421
- interactive panoramas, 441
- interlaced option
  - for GIF documents, 393
  - PNG-24 image, loading of, 396
- Internet. *See also* Adobe web site; online gallery; Save for the Web command; Web documents
  - updates, checking for, 22-23
- interpolation, 138-139
- intersection with selection, replacing saved selection with, 197, 199

- Invert command, 264
- IPTC information
  - attaching information to file, 144-145
  - header, Keyword section of, 95
- italicizing type, 368, 369

## J

- jackets for CDs/DVDs, creating, 416
- Japanese text
  - options, 493
  - working with, 367
- JPEG format, 149
  - Browser dither in, 386
  - camera raw images as, 132
  - compression of, 150-151
  - exporting photos in, 470
  - file size, optimizing image to, 397
  - ICC color profile, embedding, 391
  - mattes in, 385, 390
  - metadata information, adding, 145
  - opening, 129
  - optimizing JPEG document, 390-391
  - for photos for Web, 404
  - printers, preparing images for, 407
  - progressive scans, loading JPEG in, 391
  - Reduce Noise filter, removing artifacts with, 359
  - rotating JPEGs with Orientation Metadata, 29
  - with Save for the Web command, 380, 382
  - working with, 388-389
- JPEG 2000 format, 405

## K

- keyboard shortcuts
  - filters, reapplying, 345
  - for starting Photoshop Elements, 4
  - for tools, 16, 477
  - tools, toggling between, 487
  - with Type tools, 364
  - for Undo command, 170-171
  - Undo/Redo shortcut, changing, 485
  - for zooming in/out, 159
- keyword tags, 82
  - attaching tags to photos, 87-88
  - creating, 83

- keyboard tags *(continued)*
  - custom tags, importing, 44-45
  - deleting, 89
  - Folder Location view, tagging files in, 66-67
  - folder names, creating/attaching tags using, 88
  - Group Custom Name, creating, 32
  - importing tags, 44-45, 87
  - searching for photos by, 90
  - setting, 36
  - writing tag information into files, 95
- Keyword Tags palette, 10. *See also* keyword tags
  - categories
    - editing, 84-85
    - sub-category, changing tags to, 89
    - working with, 84-85
  - deleting tags from photos, 89
  - editing categories/sub-categories, 84-85
  - faces for keyword tags, finding, 86
  - folder names, creating/attaching tags using, 88
  - imported tags in, 44
  - searching for photos by tags, 90
  - sub-categories
    - changing tags to, 89
    - working with, 84-85
  - working with, 82
- Kodak EasyShare Gallery
  - photo calendar, ordering, 414
  - preferences, setting, 38-39
- Korean text
  - options, 493
  - working with, 367

## L

- labels. *See also* printing
  - creating, 416
  - for multiple files, 137
- landscape orientation, 448, 454
- laser printer, preparing image for, 406-407
- Lasso Marquee tool, 180-181
- Lasso tools, 180-181
  - Lasso Marquee tool, 180-181
  - Magnetic Lasso tool, 182-183
  - Polygonal Lasso tool, 184
  - saving selections, 196-197

- last saved version, reverting to, 148
- launching Photoshop Elements, 4
- layer groups, 207
  - clipping groups, creating, 223
  - normal image layer, converting to, 211
- Layer Mask option, Elliptical Marquee tool with, 179
- layers, 203. *See also* adjustment layers; Backgrounds; blending modes; layer styles; masks; opacity; photo effects; shape layers; stacking order; text layers
  - active document, adding layers to, 206
  - for animated GIFs, 394
  - Background Eraser tool with, 311
  - clipping groups, creating, 223
  - color-coding, 207
  - contiguous layers, selecting, 208
  - controlling layers, 217
  - copying
    - duplicating layers, 221
    - elements within layers, 210
    - style settings between layers, 326-327
  - deleting, 204, 220
    - adjustment layers, 229
    - fill layers, 229
    - layer styles, 326
  - designations and attributes, defining, 205
  - duplicating, 221
  - file size and, 207
  - for gradients, 313
  - image layer, converting layer to, 211
  - linking/unlinking, 204, 219
    - for composite images, 233
    - deleting linked layers, 220
    - with Layers palette, 214
  - locking, 204
    - with Layers palette, 214-215
  - merge layer options, 218
  - moving
    - adjustment layers, 228
    - Backgrounds, 216
    - content of layers, 215, 216
    - between documents, 164, 217
  - multiple layers
    - printing, 461
    - selecting, 208

- naming, 214
- new layers, creating, 204
- non-layers, selecting, 208
- portions of layer, moving, 217
- position of moved layer, controlling, 217
- printing multiple layers, 461
- project, saving in, 411
- reordering, 215
- saving files with, 146
- selections, 191, 208
  - layer, creating selection from, 209-210
  - Layers palette, selecting with, 214
  - options, 207
- showing/hiding, 214
- simplifying layers, 211
- single layers, selecting, 208
- thumbnails, changing, 164, 215
- Layers palette, 204. *See also* layers
  - deleting layers from, 220
  - in Filter Gallery, 345
  - hidden layers, deleting, 220
  - linking layers, 214-215
  - naming layers, 214
  - options, setting, 236
  - selecting layers with, 214
  - showing/hiding layers with, 214
  - thumbnail options, 236
  - working with, 214-215
- Layer Style dialog box, 326
- layer styles, 324. *See also* specific styles
  - applying, 325
  - copying settings between layers, 326-327
  - deleting, 326
  - editing, 324, 326-327
  - favorites list, adding to, 342
  - scale, changing, 326-327
  - showing/hiding, 325
- Layer Styles button, 325
- leading options for text, 369
- length with Line tool, 319
- Lens filter, 280
- Levels adjustment, Histogram palette, 252-253
- libraries
  - default, resetting to, 497
  - managing, 496-497
- lighting. *See also* brightness; contrast

- Automatic Lighting command, 250
- Lighting Angle option for layer styles, 324, 328
- Lighting Effects filter, 353
- Lighting palette with Quick Edit, 141
- Linear Light Blending Mode, 348
- lines
  - with Line tool, 319
  - straight lines, drawing, 304, 305
- Line tool, 319
- linking/unlinking. *See* layers
- Liquify filter, 350-351
  - working with options, 352
- LiveDocs Help, 20-21
- loading/unloading
  - brush sets, 300-301
  - Color Swatches palette, 247
- locking layers. *See* layers
- Lock transparency button, 215
- logos, Custom Shape tool for, 322
- looping. *See also* slide shows
  - animated GIFs, 399
- lossless compression, 150-151
  - with PNG-24 format, 396
  - printers, preparing images for, 407
- lossy compression, 150-151
  - for photos for Web, 404
- lowercase file extensions. *See* file extensions
- luminosity. *See* brightness
- LZW files, 151

## M

- Macintosh
  - color monitor display, previewing images in, 401
  - printers, preparing images for, 407
  - using Photoshop Elements on, 3
- Magic Eraser tool, 312
- Magic Extractor, 188-189
- Magic Wand tool, 186
  - saving selections, 196-197
  - shortcut key for, 16
- Magnetic Lasso tool, 182-183
- magnifying glass cursor, 486
- managed files, 66-67

- Map view
  - pinning photos in, 78-79
  - viewing photos in, 78-79
- Map Your Photos with Yahoo Maps dialog box, 78
- margins
  - measurement options, setting, 489-490
  - Page Setup options, 448
- Marquee tools
  - for chiseled type, 376-377
  - Elliptical Marquee tool, 179
  - isolating image pixels with, 374-375
  - Lasso Marquee tool, 180-181
  - Rectangular Marquee tool, 178
  - saving selections, 196-197
  - with type masks, 372
- masks, 205. *See also* adjustment layers; type masks
  - clipping groups, creating, 223
  - Elliptical Marquee tool and, 179
  - selection tools for creating, 235
- matching
  - dates and times, 122
  - multiple windows, 162-163
- Match Location command, 162-163
- Match Zoom command, 162-163
- Material slider, Lighting Effects filter, 353
- matte
  - clipart, options for, 403
  - in GIF documents, 393
  - for indexed color, 243
  - in JPEG documents, 385, 390
  - for photos for Web, 405
  - in PNG-8 format, 394
  - in PNG-24 format, 396
  - working with, 384-385
- media
  - finding photos by type, 93
  - slide shows, adding content to, 426
- memory. *See also* RAM
  - cache, allocating, 475, 482-483
  - clearing, 172
  - 100 percent usage, 483
- menus
  - choosing commands from, 8
  - context menus, 8
- Merge Down option, 218
- Merge Visible option, 218, 232
- merging
  - adjustment layers, 232
  - albums, 107
  - fill layers, 232
  - layer options, 218
  - Photomerge Faces, 436-437
  - Photomerge Group Shot, 438-439
  - Photomerge Panorama, 440-441
- metadata, 6, 28
  - attaching information to file, 144-145
  - finding photos by details of, 94-95
  - XMP Software Development Kit with, 145
- Microsoft Outlook/Outlook Express
  - contact book, importing addresses to, 466
  - sharing, 40
- Microsoft Windows
  - color monitor display, previewing images in, 401
  - installing Photoshop Elements for, 3
  - Mail, sharing, 40
  - Vista, screen saver, creating, 472
  - Windows XP screen saver, creating, 472
- Microsoft Windows Media Center Edition
  - for flipbooks, 422
  - slide shows, publishing, 432-433
- Microsoft Windows Media Player, 54
  - viewing photos in, 70
- midtones. *See also* contrast
  - Color Variations adjustment and, 259
  - with Dodge and Burn tools, 285
  - Levels adjustment, application of, 253
  - with Shadow/Highlight adjustment, 254
- Minimize button, 8
- Mirror option, Liquify filter, 351
- Misc. effects, 335, 336
- missing files
  - reconnecting to, 123
  - searching for, 28
- mobile devices. *See also* mobile phones
  - creating files for, 128
- mobile phones
  - flipbooks, exporting, 422
  - importing photos from, 52
  - preferences, setting, 37
  - RGB (Red, Green, Blue) and, 239
  - sending files to, 465

- Sharing Center, using, 462
- Mojikukmi option for Japanese type, 367
- M1V format for video, 54
- monitors
  - different color monitors, previewing Web images in, 400-401
  - printers, optimizing images for, 407
  - resolution of, 408
  - selecting areas for, 178
- Monotone Color photo effect, 335, 336
- Mood, sorting content by, 337
- More button, Undo History panel, 169, 170
- More menu, 12-13
- Mosaic Tiles filter, 362
- Motion Blur filter, 354-355
  - Adjust Sharpness filter and, 280
- Move tool
  - catalogs, moving files in, 59
  - with Content palette graphics, 338
  - copying selections with, 200
  - lines, repositioning, 319
  - preferences, setting, 476
  - for shape layers, 318
  - shortcut key for, 16
- moving. *See also* layers
  - adjustment layers, 228
  - Albums palette, 100
  - Backgrounds, 216
  - catalogs, files in, 59
  - Content palette graphics, 338
  - Document window, images in, 161
  - files to disk, 471
  - Folder Location view, moving files in, 66-67
  - Keyword Tags palette, 82
  - palettes, 14-15
  - photo projects, photos in, 444
  - selections, 202
  - shapes on layer, 318
  - slide show, clipart for, 430
  - with 3D Transform filter, 271
  - type masks, 374
  - Vanishing Point tool, 442
- MPEG format for video, 54
- multi-layered documents into background, converting, 213
- multiple files, working with, 136-137
- multiple windows

- arranging/matching, 162-163
  - working in, 162-163
- Multiply blending mode, 230
- music, Full Screen View Options dialog box options, 73
- My Pictures (XP) folder, 42

## N

- naming/renaming. *See also* filenames
  - application names, 31
  - brushes, 299
  - catalogs, 58
  - files in a catalog, 60
  - Folder Location view, renaming folders in, 66-67
  - layers, 207, 214
  - library items, 496
  - multiple files, renaming, 136-137
  - new files, 126
  - smart album names, changing, 105
- narration to slide show, adding, 431
- native formats, 392
  - PNG-8 format, 394
- natural brushes, 294
- navigating
  - with Control bar, 75
  - Organizer buttons, 6
  - shape layers for navigation bars, 317
- Navigator palette
  - area of view, changing, 155
  - color of view box, changing, 156
  - increasing thumbnail size, 156
  - size of view, changing, 154
  - view, changing, 157
- Nearest Neighbor method, 138
- negative of image, adjustment layers for, 225
- Neon Glow effect, 335
- New Layer Effect button, 346
- Newspaper style for Black and White adjustment, 266
- 90 degrees left or right, rotating photos, 115
- noise
  - Add Noise filter, 358
  - Despeckle Noise filter, 357
  - digital watermarks as, 345
  - gradients and, 314
  - Healing Brush tool and, 287

noise (*continued*)

Reduce Noise filter, 287, 359

Nokia cell phones, recognition of, 53

non-supported files

opening/converting, 239

Note Paper filter, 361

notes

audio notes, 176

Date view, adding in, 76-77

Find menu, searching in, 92

viewing, 175

notification of partner services, 38-39

## O

offset print area for labels, 451

Old Photo effect, 335, 336

online gallery, 418-419

animated gallery, creating, 418, 420-421

interactive gallery, creating, 418, 420-421

Online Learning Resources command, 19

online support. *See* Adobe web site

Online Support command, 19

opacity, 204, 207

for adjustment layers, 230-231

with basic Eraser tool, 310

and blending modes, 348

with Brush tool, 302

display options, setting, 486

for Drop Shadow layer style, 328

for gradients, 313, 315

with Impressionist tool, 306

Inner Glow layer style settings, 333

with Magic Eraser tool, 312

Outer Glow layer style settings, 333

with Paint Bucket tool, 308

with Pencil tool, 304

for slide show text, 431

Stroke layer styles settings, 334

Open As command, 129

Open dialog box, 129

opening

camera raw images, 132-133

catalogs, 56-57

non-supported files, 239

other formats, files as, 129

PDF files, 130

Undo History palette, 168

OpenType font, 369

optimizing

catalogs, 58

JPEG document, 390-391

Photoshop Elements, 474-475

PNG-8 format, 394-395

PNG-24 format, 396

Options bar, Editor, 7, 17

Ordered Online, finding photos by, 93

Organizer. *See also* albums; catalogs; Date

view; Folder Location view; Map

view; palettes; Photo Browser;

printing

adding photos from Editor, 56

commands in, 8

customizing work in, 25

docking/undocking Properties  
palette, 14-15

Editor, switching to, 9

exiting, 24

Files preferences in, 28-29

fixing images in, 7

general preferences, setting, 26-27

larger work space, creating, 10

saving files for, 146

scanner preferences, setting, 34

Sharing Center, accessing, 462

slide shows, adding content to, 426

task pane, working with, 10

viewing workspace, 6

watched folders, specifying, 42-43

orientation, 454

Page Setup options, 448

of text, 369

Orientation Metadata, 29

Other category, Keyword Tags palette, 82

Outer Glow layer style, 324

changing settings, 332-333

outline fonts, 369

Outlook/Outlook Express. *See* Microsoft  
Outlook/Outlook Express

Out of Scratch Disk Space message, 475

ovals with Elliptical Marquee tool, 179

overexposed photos, correcting, 110

oversharpening, 281

## P

page duration, Full Screen View Options dialog box options, 73

Page setup dialog box, 448

Paintbrush tool with adjustment layers, 234

Paint Bucket tool, 308  
    shortcut key for, 16

Palette Bin, 7, 11  
    attaching/detaching palettes, 14

Palette Knife filter, 360

palettes, 7. *See also* specific palettes  
    attaching/detaching, 14  
    defaults, resetting to, 15, 485  
    expanding/collapsing, 12-13  
    for indexed color, 242  
    More menu, 12-13  
    moving, 14-15  
    in Organizer, 10  
    saving locations, 477  
    showing/hiding, 12

Pan Camera tool with 3D Transform filter, 271

panning  
    with Control bar, 75  
    for slide shows, 424, 428-429

panoramas, creating, 440-441

partner services preferences, setting, 38-39

Paste command, 200-201

pasting selections, 200-201

patches, checking for, 22-23

pattern dither for bitmap images, 241

patterns  
    fill layers, 211, 226  
    with Paint Bucket tool, 308

Patterns palette, 309

Pattern Stamp tool, 309

PCX files, 149

PDAs (personal data assistants), 239

PDD files, 149  
    opening, 129

PDF format, 149  
    inserting images in, 131  
    metadata information, adding, 145  
    mobile phones, sending files to, 465  
    opening, 130  
    Photo Browser, displaying in, 68  
    Sharing Center, 462

slide shows, creating, 469

Pencil tool, 304

    Auto Erase feature and, 304, 305  
    options, working with, 17  
    with Photomerge Faces, 436  
    with Photomerge Group Shot, 438-439

pen pressure for brushes, 294

People category, Keyword Tags palette, 82  
percentages  
    with Scale commands, 272  
    for warped text, 371

perception rendering intent, 459

perceptual colors  
    for GIF documents, 392  
    for PNG-8 documents, 394

perspective  
    for panoramas, 440  
    Transform command option, 269  
    with Vanishing Point tool, 442-443

phones. *See* mobile phones

photo books, 412-413  
    Content palette, designs in, 412-413  
    modifying, 413

Photo Browser, 6, 64-65. *See also* Folder Location view; photo projects  
    changing view in, 64-65  
    Display button, 64  
    Folder Location view displaying, 30  
    general preferences, setting, 26  
    hidden, marking photos as, 68-69  
    selecting/deselecting photos in, 71  
    specific photos, viewing, 68-69  
    videos  
        displaying, 68  
        viewing, 70  
    visible, marking photos as, 68-69

photo calendar, 414

photo collage, 415

photo effects, 335  
    applying, 336  
    favorites list, adding to, 342

Photo Effects button, 335

Photo Filter adjustment, 263

photographic restoration, 358

photo mail, sending files in, 464

Photomerge Faces, 436-437

Photomerge Group Shot, 438-439

Photomerge Panorama, 440-441

- ul style="list-style-type: none;">
- photo projects, 409. *See also* online gallery; photo books; slide shows
  - adding/removing pages in, 410
  - calendar, 414
  - collage, 415
  - editing in Photoshop CS3, 445
  - files, 149
  - finding, 410
  - finding photos used in, 93
  - flipbooks, creating, 422
  - greeting cards, creating, 417
  - labels, creating, 416
  - online gallery, creating, 418-419
  - opening, 410
  - Photomerge Faces, 436-437
  - Photomerge Group Shot, 438-439
  - resizing photos in, 444
  - rotating photos in, 444
  - saving, 411
- photos. *See also* searching
  - card readers, importing from, 50-51
  - CDs/DVDs, importing photos from, 49
  - digital cameras, importing from, 50-51
  - files and folders, importing from, 46-47
  - mobile phones, importing photos from, 52
  - scanners, importing photos from, 52
  - searching for, 46-47
  - video, capturing photos from, 54
  - Web, preparing photo for, 404-405
- Photoshop Elements Knowledge base
- Photoshop Elements Online command, 19
- Photoshop RAW files, 149
- photo stacks. *See* stacks
- PICT files, 149
- Pictures folder, 42
- PIM (PRINT Image Matching), 451
- pincushion distortion, 278-279
- pinning photos in Map view, 78-79
- Pixar files, 149
- pixelization, 127
- pixels, 127. *See also* resolution; selecting/deselecting; sharpening; sizing/resizing
  - color depth and, 238
  - color selection, removing pixels from, 193
- Equalize command for finding, 264
- Photomerge Group Shot, blending with, 439
- ppi (pixels per inch), 127
- Place command, 131
- Places category, Keyword Tags palette, 82
- Plastic Wrap filter, 362
- plug-in options, setting, 494-495
- PNG format, 149. *See also* PNG-8 format; PNG-24 format
  - Application dither in, 386
  - Browser dither in, 386
  - compression of, 150-151
  - exporting photos in, 470
  - matte images in, 385
  - metadata information, adding, 145
  - opening, 129
  - with Save for the Web command, 380, 382
  - transparency, support for, 384
  - working with, 388-389
- PNG-8 format. *See also* Save for the Web command
  - clipart, preparing, 402-403
  - matted image, creating, 384-385
  - optimizing, 394-395
  - transparency in, 384
  - working with, 388-389
- PNG-24 format. *See also* Save for the Web command
  - matted image, creating, 384-385, 396
  - optimizing, 396
  - transparency in, 384, 396
  - working with, 388-389
- Point Eraser tool, 189
- Polygonal Lasso tool, 180-181, 184
- polygons, creating, 320-321
- portrait orientation, 448, 454
- Portraits style for Black and White adjustment, 266
- Posterize option, 265
  - for adjustment layers, 225
- ppi (pixels per inch), 127
- preferences. *See also* Organizer
  - Adobe Partner Services preferences, setting, 38-39
  - album preferences, setting, 36
  - camera preferences, setting (*See* digital cameras)

- card reader preferences, setting (*See* digital cameras)
- Date view preferences, setting, 35
- default preferences, restoring, 477
- e-mail sharing preferences, setting, 40
- Folder Location view preferences, setting, 30
- general preferences, setting, 476-477
- keyword tag preferences, setting, 36
- mobile phone preferences, setting, 37
- plug-in options, 494-495
- scanner preferences, setting, 34
- slide show preferences, setting, 424-425
- transparency preferences, 492
- type preferences, setting, 493
- Premier Elements, publishing slide shows to, 432
- preserve exact colors
  - for clipart, 403
  - for indexed color, 243
- preserving text to print, 365
- Preset Manager for libraries, 496-497
- Preset menu, 128
- Preset Resolution, 488-489
- presets
  - creating files with, 128
  - zooming presets, 160
- previewing
  - in browser, 400-401
  - camera raw images, 133
  - different color monitors, Web images in, 400-401
  - dither, 387
  - font size, 493
  - Magic Extractor selections, 189
  - screen size, selecting, 29
  - slide shows, 425
  - with Unsharp Mask filter, 282
  - Video Preview option, 128
- print dialog box, 454-455
- printers
  - preparing images for, 406-407
  - resolution, 408
- printing, 450-451
  - Assign Profile command, 458
  - background colors, 456
  - borders, 453, 456
  - captions, printing, 456
  - colors
    - management options, 458-459
    - settings, choosing, 457
  - crop marks, 453, 456
  - Crop to Fit Print proportions option, 454
  - documents, 460
  - Editor
    - color management options in, 458-459
    - output options in, 456
    - setting options in, 454-455
  - filename, printing, 456
  - flipping images, 456
  - individual print options in, 453
  - labels, 450-451
    - more options for printing, 452-453
  - measurements, setting, 449, 488
  - more options for, 452
  - multiple layers, 461
  - multiple photographs, 455
  - Organizer, 450-451
    - more options in, 452-453
  - output options, setting, 456
  - Page setup dialog box, 448
  - positioning options, 454-455
  - preserving text to print, 365
  - rendering intent, choosing, 458-459
  - resolution for, 453
  - scaling options, 454-455
  - type of printer, selecting, 452
- Print Photos dialog box, 450
- Process Multiple Files command, 129
  - for camera raw files, 32
- product support notifications, 38
- progressive scans
  - JPEG, loading, 391
  - for photos for Web, 405
- Project Bin, 7, 11
  - auto-hiding, 477
  - Bin Actions list, 135
  - open files, working with, 134-135
  - photo book, auto-filling, 412
  - showing/hiding, 135
- projects. *See also* digital projects; photo projects
  - Photo Browser, displaying in, 68
- promotions, notification of, 38

- Properties palette, 10
  - docking/undocking in Organizer, 14-15
- proportions
  - with Cookie Cutter tool, 273
  - with Scale commands, 272
  - with Standard Shape tool, 320
  - transform boundaries, creating, 269
- PSB files, raw images as, 132
- PSD format, 149
  - exporting photos in, 470
  - metadata information, adding, 145
  - opening, 129
  - for photo projects, 445
  - projects, saving, 411
  - raw images as, 132
  - saving preferences, setting, 479
- PSE format, 149
  - opening, 129
  - for photo projects, 445
  - projects, saving, 411
- publishing slide shows, 432-433
- pucker option, Liquify filter, 350

## Q

- quality for photos for Web, 405
- Quark Xpress, preserving text for, 365
- Quick Edit, working with, 140-141
- Quick Fix, 7, 9
  - version sets in, 120
- Quick Selection tool, 185
  - Auto-Enhance option, 184
- Quick Share palette, 10
  - online prints, ordering, 462
- QuickTime, 54

## R

- Radial Blur filter, 354-355
- radius with Refine Edge tool, 190
- RAM, 475
  - cache, allocating, 475, 482-483
  - History States optimizing, 474
  - Scratch Disk, using, 474-475
- random photo layout for photo books, 412
- Ranking menu, 97
- raster
  - documents, 127

- images, 447
- ratings
  - Control bar, setting with, 75
  - finding photos with, 97
- raw images. [See](#) camera raw
- reading digital watermarks, 345
- reconnecting to missing files, 123
- reconstruct option, Liquify filter, 351
- rectangles, creating, 320-321
- Rectangular Marquee tool, 178
- red eye reduction
  - automatically fixing, 32
  - Auto Red Eye Fix command, 113, 289
  - for camera raw images, 132-133
  - Quick Edit, Red Eye Fix with, 140-141
  - Red Eye tool, 289
  - scanner preferences for, 34
- Red Eye tool, 289
- Redo button, 8
- Redo command, 170-171
- Reduce Noise filter, 287, 359
- reduction method for colors
  - for GIF documents, 392
  - for PNG-8 documents, 394
- Refine Edge tool, 190
- reflection option, Liquify filter, 351
- relative colorimetric rendering intent, 459
- relax text selection option, 477
- Remove Color Cast adjustment, 260
- remove all color, 260
- removing. [See](#) deleting
- renaming. [See](#) naming/renaming
- rendering intent for printing, 458-459
- reopening notes, 175
- reordering
  - album, photos in, 106-107
  - Albums palette, 100
  - Keyword Tags palette, 82
  - layers, 215
  - open photos, 134
- repairing catalogs, 58
- Repeat Slide Show option, Full Screen View
  - Options dialog box, 72
- Replace Color adjustment, 258
- replacing selections, 197
- reselecting, 191
- resizing. [See](#) sizing/resizing

- resolution, 127
  - changing image resolution, 138-139
  - explanation of, 408
  - for new files, 126
  - Preset Resolution, 488-489
  - for printing, 453
  - selecting, 127
  - with 3D Transform filter, 270
- Restore button, 8
- restoring
  - catalog backup, 62
  - default preferences, 477
- restrictive colors
  - for GIF documents, 392
  - for PNG-8 documents, 394
- Retouch tool for raw images, 133
- reverse drop shadows, 329
- reverse previous selection, 191
- Revert command, 147
- RGB (Red, Green, Blue), 127, 238
  - for animated GIFs, 394-395
  - Color dialog box for, 293
  - converting image to, 239
  - Info palette, changing measurement by, 166
  - Lighting Effects filter with, 353
  - for new files, 126
  - printing options, 457
  - Video Preview option supporting, 128
- Rise text style, 370
- RLE (Run Length Encoding), 151, 402
  - printers, preparing images for, 407
- Rotate commands, 276
- Rotate Left/Rotate Right buttons, 115
- rotating, 276-277
  - camera raw images, 133
  - with Control bar, 75
  - with Guided Edit, 142
  - JPEGs with Orientation Metadata, 29
  - 90 degrees left or right, 115
  - open photos, 135
  - photo project, photos in, 444
  - slides in slide show, 427
  - with 3D Transform filter, 271
  - TIFFs, 29
- roughness for gradients, 315
- rounded rectangles, creating, 320-321

- roundness
  - with Background Eraser tool, 311
  - with Bevel layer style, 330
  - with Brush tool, 303
- rulers
  - options, setting, 488-489
  - showing/hiding, 167
  - zero origin, changing, 167

## S

- sampling all layers
  - with Blur tool, 283
  - with Magic Eraser tool, 312
  - with Paint Bucket tool, 308
  - with Sharpen tool, 281
  - with Smudge tool, 307
  - with Spot Healing Brush, 288
- San Disks, 32
- saturation
  - adjustment layers for, 225
  - for camera raw images, 132
  - Color dialog box for, 293
  - Color Variations adjustment and, 259
  - Hue/Saturation adjustment, 257
  - printing, rendering intent for, 459
  - with Sponge tool, 257
- Save As command, 147
- Save commands, 147
- Save for the Web command, 380-381
  - options, working with, 382-383
  - size settings for image, changing, 382-383
- Save for Web dialog box, 397
- Save Optimized As dialog box, 385
  - HTML files, creating, 389
- saving. *See also* backing up; Save for the Web command
  - brush sets, 300
  - Color Swatches palette, colors for, 247
  - digital projects, 411
  - files, 146-147
  - last saved version, reverting to, 148
  - palette locations, 477
  - photo projects, 411
  - preferences, modifying, 478-479
  - selections, 196-197
  - version sets, manually saving, 120-121

- Saving Files preferences, 478-479
- scalable fonts, 369
- scale
  - layer style scale, changing, 326-327
  - printing options, 454-455
- Scale commands, 272
- scanners
  - cropping scanned photos, 274-275
  - Divide Scanned Photos command, 274
  - images into files, scanning, 131
  - importing photos from, 52
  - noise from, 359
  - for photos for Web, 405
  - preferences, setting, 34
  - straightening scanned photos, 274-275
- scatter with Brush tool, 303
- Scenic Landscape style for Black and White adjustment, 266
- Scitex CT files, 149
- Scratch Disk, 474-475
  - options, setting, 481
- scratches
  - Guided Edit, touching up with, 143
  - removing, 358
- scratch size, Status bar information on, 173
- Screen blending mode, 230
- screen savers, creating, 472
- scroll wheel, zooming with, 477
- searching
  - excluding photos from search, 91
  - Find bar, searching for photos with, 91
  - Find menu, finding photos with, 92-93
  - by keyword tags, 90
  - by metadata details, 94-95
  - for missing files, 28
  - modifying search criteria, 94-95
  - for photos, 48
  - ratings, finding photos with, 97
  - smart albums, 104-105
  - Timeline, finding photos with, 96
- Season, sorting content by, 337
- selecting/deselecting. *See also* specific tools
  - adding to existing selection, 194
  - another selection, pasting selection into, 200-201
  - contracting/expanding, 192
  - copying selections, 200-201
  - cropping selection, 194-195
  - deleting saved selection, 198
  - framing selection with new borders, 192
  - layers, 208
  - loading saved selection, 198
  - masks with selection, creating, 235
  - modifying existing selection, 191
  - moving selections, 202
  - new selection modified with saved selection, 198-199
  - in Photo Browser, 71
  - previously saved selection, modifying, 191
  - saving selections, 196-197
  - shapes on layer, 318
  - similar color to selection, adding, 193
  - for standard monitor, 178
  - subtracting from existing selection, 194
- Selection Brush tool, 187
- selection tools, 347
- selective colors
  - for GIF documents, 392
  - for PNG-8 documents, 394
- sending files
  - in e-mail, 463
  - to mobile phones, 465
  - in photo mail, 464
- serial number, 2
- Setup Organizer dialog box, 41
- Shadow Distance option for layer styles, 324
- Shadow/Highlight adjustment, using, 254
- shadows. *See also* drop shadows
  - Color Curves adjustment and, 256
  - Color Variations adjustment and, 259
  - with Dodge and Burn tools, 285
  - with Guided Edit, 142
  - Levels adjustment, application of, 253
  - Quick Edit, lightening with, 141
  - Shadow/Highlight adjustment, using, 254
- shape layers, 205
  - creating shapes, 317
  - moving shapes on layer, 318
  - normal image layer, converting to, 211
  - selecting shapes on layer, 318

- simplifying shapes, 318
- Shape Marquee tools, 17
- Shape options, with Cookie Cutter tool, 273
- shapes. *See also* shape layers
  - Content palette, adding shapes from, 338
  - Custom Shape tool, 322
  - Standard Shape tool, 320-321
- Shape Selection tool, 318
- Shapes styles, 337
- Shared Online, finding photos by, 93
- Sharing Center, 462
- sharpening, 112
  - Adjust Sharpness filter, 280
  - with Guided Edit, 142
  - with Quick Edit, 14
  - with Reduce Noise filter, 359
  - Sharpen tool, 281
- Sharpen tool, 281
- Shell Lower/Upper text styles, 370
- shield color, setting, 486
- Shift key for tool switch, 477
- shift pixels option, Liquify filter, 351
- shortcuts. *See also* keyboard shortcuts
  - with Navigator palette, 154
- shortcuts bar, 8
- showing/hiding
  - bins in Editor, 11
  - borders, 65
  - with Control bar, 75
  - dialog boxes, 26
  - file names, 65
  - grid lines, 65
  - layers, 214
  - layer styles in image, 325
  - marking photos as hidden, 68-69
  - multiple filters, effects of, 346
  - Navigator palette, 155
  - open photos, 134
  - Organizer task pane, 10
  - palettes, 12
  - Project Bin, 135, 477
  - rulers, 167
- shutter speed information on file, 144-145
- Side by Side view
  - Control bar in, 75
  - viewing photos in, 74

- simplifying
  - layers, 211
  - shapes, 318
- sizing/resizing. *See also* slide shows
  - adjustment layers and size, 224
  - with Background Eraser tool, 311
  - with basic Eraser tool, 310
  - Bevel layer style settings, 330
  - bins in Editor, 11
  - with Blur tool, 283
  - Brushes palette, 296
  - with Brush tool, 302
  - canvas size, changing, 138-139
  - Content palette graphics, 338
  - with Cookie Cutter tool, 273
  - cropping photos, 114
  - for Drop Shadow layer style, 329
  - Full Screen View Options dialog box options, 73
  - image size, changing, 138-139
  - with Impressionist tool, 306
  - Inner Glow layer style settings, 333
  - multiple files, 137
  - Organizer task pane, 10
  - Outer Glow layer style settings, 333
  - Page Setup options, 448
  - Photo Browser preferences, setting, 26
  - photo project, photos in, 444
  - preview screen size, selecting, 29
  - Save for the Web command, resizing image with, 382-383
  - Scale commands, 272
  - with Sharpen tool, 281
  - with Smudge tool, 307
  - specific sized object, creating, 165
  - Status bar information, 173
  - Stroke layer styles settings, 334
  - thumbnails, 65
  - Web, photos for, 405
- Skew option, Transform command, 269
- skin tone
  - adjusting color for, 261
  - Guided Edit, correcting with, 143
- Skin Tone Eyedropper tool, 143
- Slide Show Editor, 423, 427
- Slide Show Output dialog box, 432-433
- Slide Show Preferences dialog box, 424-425

- slide shows
  - audio
    - adjusting, 430
    - captions, 425
  - clipart, adding, 430
  - colors
    - adding, 428
    - for text, 431
  - content, working with, 426
  - creating, 423
  - deleting slides from, 426
  - editing, 427
  - effects, adding, 428-429
  - fonts for text, 431
  - looping
    - Full Screen View Options dialog box options, 73
    - slide shows, 432
  - narration, adding, 431
  - for online gallery, 418
  - panning in, 424, 428-429
  - PDF slide shows, creating, 469
  - preferences, setting, 424-425
  - publishing, 432-433
  - sizing/resizing
    - clipart, 430
    - slides, 427
  - text, adding, 430-431
  - time, adjusting, 430
  - VCD with menu of, 434-435
  - zooming in, 428-429
- smart albums. *See* albums
- Smart Blur filter, 354
- Smart Fix with Quick Edit, 140-141
- smart objects, converting image layer to, 211
- Smooth command, 192-193
- smoothing
  - with Refine Edge tool, 190
  - with Standard Shape tool, 320
- Smoothing Brush tool, 189
- smoothness for gradients, 315
- Smudge tool, 306-307
- Snap To option
  - for grids, 490-491
  - with guides, 174
  - with Standard Shape tool, 320
- solarization with Color Curves
  - adjustment, 256
- solid color layers, 226
  - for gradients, 314
  - normal image layer, converting to, 211
- sorting
  - albums, photos in, 106
  - with Content palette, 337
  - Photo Browser, sorting photos in, 69
- soundtracks for slide shows, 425
- spacing
  - with Background Eraser tool, 311
  - Brush tool, setting with, 303
- Spatter filter, 362
- special effects brushes, 294
- Sphere tool with 3D Transform filter, 270
- Sponge tool
  - effects of, 286
  - saturation/desaturation with, 257
  - use, 286
- Spot Healing Brush, 143, 288
- square brushes, 294
- squares, creating, 320-321
- Squeeze text style, 370
- stacking order
  - changing, 216
  - moving, 206
  - slide show, clipart for, 430
- stacks. *See also* version sets
  - all photos in stack, viewing, 118
  - automatically suggesting, 32
  - creating, 116
  - deleting photos from, 118-119
  - editing photos in, 119
  - top photo, specifying, 118
  - unstacking photos, 116
  - visually similar photos, automatically stacking, 117
- Stained Glass filter, 362
- Stamp filter, 361
- standard Macintosh color monitor display, previewing, 401
- standard program install, performing, 2
- Standard Shape tool, 320-321
  - options, working with, 17
- standard type tools, 364-365
- standard Windows color monitor display, previewing, 401

- starburst icon, 324
- star ratings. [See](#) ratings
- starting Photoshop Elements, 4
- stationary for photo mail, 464
- Status bar, 173
- Stock Photos
  - Adobe Updater Preferences dialog box for, 4
  - image information, displaying, 145
- Straighten and Crop Image
  - command, 274-275
- Straighten Image command, 274-275
- Straighten tool, 274
- straightening
  - with Guided Edit, 142
  - raw images, 133
  - scanned photos, 274-275
  - with tool, 274
- straight lines, drawing, 304, 305
- strength
  - with Blur tool, 283
  - with Sharpen tool, 281
  - with Smudge tool, 307
- strikethrough option for type, 368
- Stroke layer styles, 334
- strokes
  - creating, 248
  - with Photomerge Faces, 436-437
  - with Photomerge Group Shot, 438-439
  - thumbnails, 295
- Stroke Selection command, 248
- Stroke Size or Opacity option for layer styles, 324
- styles. [See also](#) layer styles
  - with Custom Shape tool, 322
  - for grids, 490
  - with Impressionist Brush tool, 306
  - with Line tool, 319
  - predefined style sets, 337
  - with shape layers, 317
  - for slide show text, 431
  - with Smudge tool, 307
  - sorting content by, 337
  - with Standard Shape tool, 320
  - for warped text, 370
- Style Settings dialog box, 324
- Stylus Pressure with Liquify tool, 352

- sub-categories. [See](#) Keyword Tags palette
- Subtract from Selection tool, 189
- subtracting
  - pixels, 127
  - from saved selection, 197, 199
- sync panning with Control bar, 75
- system requirements, 2

## T

- tablecloth, 492
- tags. [See](#) keyword tags
- tan skin tone, adjusting, 261
- Targa files, 149
- task panes, 10
- Tate-Chuu-Yoko option for Asian type, 367
- tear marks, touching up, 143
- television slide shows, 432-433
- temporary composite image, creating, 233
- text. [See also](#) notes; type layers; type masks; Type tools
  - anti-aliasing option, setting, 368-369, 372
  - Brushes palette views, 295
  - colors for, 365, 369
  - Content palette, adding from, 337, 340
  - deleting, 365
  - fonts, working with, 368-369
  - gradient fill, applying, 378
  - Inner Glow layer style, chiseled text with, 333
  - labels, printing, 451
  - preferences, setting, 493
  - preserving text to print, 365
  - relax text selection option, 477
  - slide shows, adding to, 430-431
  - warped text effects, 369, 370-371
- Text Effects, 337
- text layers, 364
  - editing type in, 366
- textures
  - with Lighting Effects filter, 353
  - photo effects, 335
- themes in Content palette, 337, 340
- thick heavy brushes, 294
- third party services, notification of, 38
- 3-D effects. [See also](#) chiseled type
  - with Lighting Effects filter, 353
- 3D Transform filter, 270-271

- threshold, 265
  - with Unsharp Mask filter, 282
- thumbnails. *See also* Navigator palette; Project Bin
  - Brushes palette views, 295
  - Layers palette options, 236
  - layer thumbnails, 164, 215
  - of library items, 496
  - resizing, 65
  - saving file data, 147
- Thumbnails view, 64
- TIFF format, 149
  - camera raw images as, 132
  - exporting photos in, 470
  - metadata information, adding, 145
  - opening, 129
  - photos for Web, preparing, 404
  - printers, preparing images for, 406-407
  - rotating TIFFs with Orientation Metadata, 29
- Tile command, 162-163
- Timeline, finding photos with, 96
- times. *See* dates and times
- time zone, adjusting times for, 122
- timing, Status bar information, 173
- tips. *See* Brushes palette
- titles for online gallery, 420-421
- tolerance
  - with Background Eraser tool, 311
  - with Color Replacement tool, 316
  - with Impressionist tool, 306
  - with Magic Eraser tool, 312
  - with Paint Bucket tool, 308
- tonal range. *See also* Histogram palette
  - adjustment layers for, 225
  - Color Curves adjustment, 256
  - Gradient Map adjustment and, 262
  - Invert command, 264
  - Levels adjustment, working with, 252-253
- Toolbox, Editor, 7
- tools. *See also* specific tools
  - multiple tools, accessing, 16
  - Status bar information, 173
  - toggling between, 487
  - working with, 16-17
- ToolTips, preferences for, 476
- top photo in stack, specifying, 118
- transformation tools
  - Adjust Sharpness filter, 280
  - Blur tool, 283
  - Burn tool, 285
  - Clone Stamp tool, 284
  - Correct Camera Distortion filter, 278
  - Dodge tool, 285
  - flipping images, 276-277
  - Free Transform command, 268-269
  - Healing Brush tool, 287
  - Red Eye tool, 289
  - rotating images, 276
  - Scale commands, 272
  - Sharpen tool, 281
  - Spot Healing Brush, 288
  - 3D Transform filter, 270-271
  - Transform command, 268-269
  - Unsharp Mask filter, 282
- Transform command, 268-269
- transitions. *See also* fades
  - display options, setting, 486
  - for slide shows, 424
  - slide shows, adding to, 428
- transparency
  - for animated GIFs, 394
  - with brushes, 297
  - clipart, options for, 403
  - with GIF documents, 384, 393
  - for gradients, 313
  - for indexed color, 242
  - in PNG-8 format, 384, 394
  - in PNG-24 format, 384, 396
  - preferences, controlling, 492
  - preserving, 384
  - printers, preparing images for, 407
  - transparent layers, 384
    - Auto Erase with, 305
- TrueType font, 369
- Tsume option for Asian type, 367
- turbulence option, Liquify filter, 350
- Turbulent Jitter tool, 352
- Twain plug-in, 131
- twirl options, Liquify filter, 350
- Twist text style, 370
- two different views, opening photos in, 162-163
- Type, sorting content by, 337
- typefaces, 369

- type layers, 205
  - normal image layer, converting to, 211
- type masks
  - creating, 373
  - isolating image pixels with, 374-375
  - moving, 374
- Type 1 PostScript font, 369
- Type tools
  - anti-aliasing option, setting, 372
  - Asian type, working with, 367
  - editing type in text layers, 366
  - fonts, working with, 368-369
  - options, working with, 368-369
  - standard type tools, 364-365

## U

- uncompensated color monitor display, pre-viewing, 401
- underexposed photos, correcting, 110
- underlining type, 368
- Undo button, 8
- Undo command, 170-171
- Undo History palette, 168
  - clearing memory, 172
  - More button, 169, 170
  - multiple undos, performing, 171
  - preferences, setting, 484
  - using, 169-170
- undoing/redoing, 18
  - keyboard shortcut, changing, 485
  - with Undo History panel, 170-171
- Undo/Redo slider, 168, 170-171
- units options, setting, 488-489
- unmanaged files, 66-67
- Unsharp Mask, 280, 282
- unstacking photos, 116
- untagged photos, searching for, 92
- updates
  - Adobe Updater Preferences dialog box, 4
  - catalogs from previous version, 58
  - checking for, 22-23
  - partner service updates, notification of, 38
- Urban/Snapshots style for Black and White adjustment, 266
- USB drives, 475

- Use a Supplementary Editing Application check box, 31

## V

- Vanishing Point tool, 442-443
- vCard files, importing, 466-467
- VCD with menu of slide shows, 434-435
- vector graphics, 320
- versions. *See also* version sets
  - last saved version, reverting to, 148
- version sets
  - all photos in set, viewing, 120
  - deleting and editing photos, 120-121
  - Find menu, searching in, 92
  - saving version set with original, 146
- Vertical Type Mask tool, 372
  - for chiseled type, 376-377
  - isolating image pixels with, 374-375
- vibrancy for camera raw images, 132
- Video Preview option, 128
- videos. *See also* Photo Browser
  - capturing photos from, 54
  - flipbooks, creating, 422
  - for online gallery, 418
  - VCD with menu of slide shows, 434-435
- views and viewing. *See also* Folder Location view; Photo Browser
  - Brushes palette, 294
  - Date view, viewing photos in, 76-77
  - Full Screen view, viewing photos in, 72-73
  - guides, 174
  - Map view, viewing photos in, 78-79
  - Navigator palette, changing view size with, 154
  - notes, 175
  - Side by Side view, viewing photos in, 74
  - Timeline, viewing photos with, 96
  - two different views, opening photos in, 162-163
  - workspaces, viewing, 6-7
- vignetting, 278-279
- Vintage Photo effect, 335, 336
- Visibility layer style, 324
- visible, marking photos as, 68-69
- visual similarity
  - searching for photos by, 92
  - stacking automatically, 117

## W

Wacom tablets  
    Brush tool options for, 303  
    using, 498  
wallpaper, using photos as, 472  
warning dialog boxes, displaying, 26-27  
warped text effects, 369, 370-371  
warp option, Liquify filter, 350  
watched folders, 42-43  
    changing settings, 42-43  
    Folder Location view, working in, 66  
    removing folders, 42-43  
watermarks  
    Digimarc watermarks, 28-29  
    digital watermarks, 345  
Wave text style, 370  
WBM files, 149  
Web documents. [See also](#) GIF format; JPEG format; PNG format; PNG-8 format; PNG-24 format; Save for the Web command  
    browsers, previewing images in, 400-401  
    clipart, preparing, 402-403  
    different color monitors, previewing in, 400-401  
    file formats, working with, 388-389  
    file size, optimizing image to, 397  
    photos, preparing, 404-405  
Welcome Screen, 5  
Welcome Screen dialog box, 4  
    using, 5  
wet media brushes, 294  
White Balance tool, 133  
width. [See](#) height/width  
windows. [See also](#) multiple windows  
    centering document windows, 477  
    moving images in, 161  
Windows, Microsoft. [See](#) Microsoft Windows  
WMV format  
    for flipbooks, 422  
    slide shows, publishing, 432  
    VCD with menu of slide shows, creating, 434-435  
    video, capturing photos from, 54  
Word, sorting content by, 337  
workflow, 447  
workspaces, viewing, 6-7

Wow layer styles, 324  
Write Keyword Tag and Properties info to Photos, 95  
WYSIWYG fonts, 394

## X

XML (Extensible Markup Language)  
    albums, exporting, 107  
    keyword tags, exporting, 87  
XMP files  
    attaching information to, 144-145  
    Software Development Kit, 145

## Y

Yahoo! maps. [See](#) Map view

## Z

zero origin of rules, changing, 167  
ZIP format, 151  
    printers, preparing images for, 407  
zooming in/out, 158-159. [See also](#) Navigator palette  
    camera raw images, 133  
    with Control bar, 75  
    increasing/decreasing magnification, 160  
    with Liquify filter, 351  
    in Map view, 79  
    in multiple documents, 160  
    with Navigator palette, 154-155  
    preferences for, 476  
    presets for, 160  
    with scroll wheel, 477  
    for slide shows, 424  
    in slide shows, 428-429  
Zoom In/Zoom Out commands, 157  
Zoom tool. [See also](#) zooming in/out  
    changing view with, 158-159  
    with Correct Camera Distortion filter, 278  
    multiple windows, working in, 162-163  
    with Save for the Web command, 382  
    with 3D Transform filter, 270