

Digital Photo Image Editing

- using Adobe® Photoshop Elements

Workshop 1: Working in Photo Edit Lab at ALL

Objective

The objective of this exercise is to make sure everyone is familiar with the Lab setup at ALL. In several ways it is different than working on your own computer at home. Then we will start introducing Photoshop Elements (abbreviated as PSE from now on) and the lessons and images we will work with through this term. We will begin with the PSE Organizer.

Assignment for Next Week

You will need a flash drive to complete next week's exercise. Get one from whatever source you like (Amazon.com, Target, Wal-Mart, Staples, Happy Harry's, etc). They are less than \$10 for a 1 GB capacity model if you can find it. Buy the smallest capacity one you can find. Put about 6 or 12 of your own photos on it and bring it to class. If you don't know how, bring it to class and we will help you.

Saving your work

The ALL lab computers have Windows Steady State operating, which means that any work you do and any changes you make will be gone by tomorrow morning. The computer goes back to the way it was on the day before the ALL term began. Therefore you will need a flash drive (thumb drive) to save anything you work on and to bring in your own images to work on. It is also the only way for you to try the Adobe Photo Downloader in the Lab.

Starting to work in PSE in the ALL Lab

Class Profile for Photo Edit. When you come into the ALL computer lab, usually the computer will be turned ON, so press any key to see if the display appears. If not, then turn the power ON. The first screen you see will list several different class profiles. You are looking for the one called *Digital Photo Edit*. Double click on it to launch the Digital Photo Edit lab profile.

Finding the Lessons and Images we will use. On the Desktop you will find a folder labeled *PSE Lab*. Open it and you will see the lesson files arranged in their folders. Try opening and closing different ones to become familiar with the way they are arranged. In each folder there is a written lesson (in pdf file format) plus the images (jpeg or psd files) that we will work on.

Organizing 101: Using the computer's file system. Working with files and folders is fundamental to any computer system, and we have tried to arrange the lab materials in simple way. The essential thing to remember is that the images are not part of PSE. They exist on the computer's hard drive, and are available to be worked on using PSE. The same is true when you work on your home system.

Launching PSE: You will see an icon for PSE on the desktop. Double click on it to launch the application. After a few seconds a Welcome Screen appears. It has buttons that may be labeled Organize and Edit and possibly also the Create and Share buttons appear. These appear in this order, because the normal workflow in PSE on your computer is exactly these four steps:

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- **Organize:** Get the photos from your camera or other source. Sort and group them on your computer's hard drive and in the PSE Organizer.
- **Edit:** Adjust and correct the images using the PSE Editor.
- **Create** projects and presentations with several images.
- **Share** images using e-mail, on-line sharing, printing, or burning them to a CD/DVD or flash drive.

Organizing 102: Adding images from file folders to the PSE Organizer catalog. Go ahead and click on the **Organize** button and wait for the Organizer to launch. Now you may see a bunch of photos, but we want to start fresh with a new catalog. A catalog is a container (think shoebox) in which you can place some photos. This is very useful for teaching purposes here in the lab. Next week we will explain more about catalogs.

In the **Organizer** window, choose **File > Catalog**. In the **Catalog Manager** dialog box click **New**. In the **Enter a Name for the New Catalog** box type in **Lesson 1** for the name. Disable the **Import Free Music** into this Catalog box option, and then click **OK**. Now we have a special catalog for this lesson and we are ready to put images into it.

Choose the pull down menu **File > Get Photos and Videos > From Files and Folders**. In the **Get Photos** dialog box navigate to *the Group 1* folder. Open it and select all the photos in it using Shift-click or Ctrl-A. Make sure the **Automatically Fix Red Eye** and **Automatically Suggest Photo Stacks** buttons options are NOT selected. Click **OK** and close any other alert boxes. The photos should now appear in the **Photo Browser** pane.

Pull down the View menu on the top left and make sure that **Show File Names** is checked. They will appear beneath each thumbnail. Also make sure the **Details** option is checked.

Viewing Photo Thumbnails in the Organizer

Let's look at these photos. At the top center is the **Thumbnail Size** slider. Move it to see the effect on the thumbnails in the **Photo Browser** pane. Leave it so that several thumbnails are visible. Then single click on one of the photos, and you will see a blue frame to indicate it is selected. If you double click on it, then it grows to fill the entire window pane. By clicking the backward blue arrow at the top left, you can go back to seeing several thumbnails.

Under the **Window** menu try hiding and showing the **Task Pane**, but leave it showing. Then check the **Properties** option under Window so that it appears in the Task Pane. Click on any thumbnail image, and its properties will be displayed. Clicking on the "I" for information in that pane reveals the metadata written by the camera for that particular photo including the exposure settings. Under the **General** tab you can enter a caption and notes for this photo. You might also try checking **Window > Timeline**, which allows you to quickly go to a particular point in time among all the photos in the Organizer. The timeline is very useful after you have added years of photos to your home computer.

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Under the **Display** menu in the upper right if you click on **View in Full Screen** you will get the largest possible display of the selected photo, and the arrows take you from one to the next.

The **Side by Side** option is good for comparing 2 photos in detail. Use **Ctrl-click** to select 2 of them and compare them side by side.

Folder View: Go to **Display > Folder Location**. What happens then is the Organizer splits the Photo Browser into 3 parts. On the left is a folder hierarchy similar to Windows Explorer. Only those with images that you have already included in the Organizer will show a special tag on them. However, you can look into any folder by right clicking on it and selecting **Reveal in Explorer**. Then Windows Explorer pops up and you can see the images. If you want to include one of the images in the catalog, then right click on it and select the option **Add Unmanaged Files to Catalog**.

Select any **thumbnail** by clicking on it, so that a blue frame surrounds it. Then right click with your mouse, and you will see a list of actions that you can do on this image. Select the second one down, **Delete from Catalog**. The Confirm Deletion from Catalog dialog box appears, and in it is a check box in front of **Also Delete Selected Item(s) from the Hard Disk**. Be SURE you know what you want to do before checking this and losing the image forever. All of the other choices that are available when you right click a thumbnail are shortcuts to accomplish a bunch of tasks that are also accessible under various menus. We will be using several of these as we get into the course.

Review

You are ready to start work on the ALL lab computers. You know where the images and workshop instructions are to be found, and you know how to load images into a catalog in the PSE Organizer. Hopefully you will also formulate a long range plan on how best to organize the thousands of photos that will eventually be stored on your home computer.