

**GETTING STARTED WITH ADOBE
PHOTOSHOP ELEMENTS 2**
and
GETTING THE MOST OUT OF PICASA 3
A Two-Pronged Seminar Presented by George Keelen
November 2009

Photoshop Elements Notes

For intermediate digital image enthusiasts who don't need Adobe Photoshop, Adobe's bare-bones Photoshop Elements 2.0 works atop the same engine and provides many of the same tools for a fraction of the price.

Elements' interface is less complex than Photoshop with packaging that is often used for quick correction tools in easy-to-access locations. The program gears itself toward the novice user looking to learn more about digital image modification and enhancement.

You can also enter keywords into a search field and Elements will offer up related walkthroughs and instructions.

1. Once you have Photoshop Elements 2.0, click on the Photoshop Elements 2.0 desktop shortcut icon to bring up the program.
2. Next go to the top left and click on FILE> BROWSE.
3. Look for your memory card.
4. Double click on the memory card to open your pictures (Thumbnails).
5. NOTICE if any of your pictures are on a side view. Go to IMAGE>ROTATE> 90 Degree Left or 90 Degree Right to bring it up straight.
6. Next double click on any thumbnail to bring up the picture you want to work on.
7. After you bring up the picture go to the top line and bring up ENHANCE and down to ADJUST BRIGHTNESS/CONTRAST > LEVELS.

8. This new Plate is LEVELS. In about the middle of this page is a BLACK GRAPH (HISTOGRAM) and a line under the graph has 3 arrows. The arrow on the right side is for BRIGHTNESS. The one on the left side is for CONTRAST. The one in the middle will adjust both.
9. Like to fine tune either? Move to the right for brightness and to the left to darken it. When you are satisfied with the picture Click OK.
10. Next go to FILTER on the top line, click and go down to SHARPEN >UNSHARP MASK.
11. A plate will open: Make sure that your Settings read: AMOUNT 30 %, RADIUS 3.0 PIXELS and THRESHOLD 7 LEVELS. Once set, it will stay in this setting.
12. Now click OK. Look at your finished picture. Go to the **red** X and close this out.
13. A new Plate called ADOBE PHOTOSHOP ELEMENTS will come up; click YES.
14. Another Plate called JPEG OPTIONS will appear. Click OK. Now go to your next Picture. (You can always go back to this picture and work on it more if not satisfied with it.)

Picasa Notes

A free software download from Google, Picasa 3 (www.picasa.com) is software that helps you instantly find, edit and share all the pictures on your PC. Every time you open Picasa 3, it automatically locates all your pictures (even ones you forgot you had!) and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make labels to create new groups. Picasa makes sure your pictures are always organized. Picasa also makes advanced editing simple by putting one-click fixes and powerful effects at your fingertips.

After Picasa is downloaded and you begin the installation process, it will ask (Completely scan my computer for pictures) or (Only scan my Documents, My Pictures and the Desktop) place a dot in the one you want. Now you will see all the thumbnails of the pictures that are on your computer. Any new pictures you take can be added just by adding to your computer and if you like you can go through and delete the ones you don't like. Next go to top right and hit [IMPORT]. You will be asked to name this folder and the photos will be added to your Inventory by the name you have given it.

Making A Slideshow And Video Disc In Picasa 3

1. Click on PICASA 3 icon to open the program.
2. Pick out a folder with pictures you want to use. Hold down the CTRL key and you can put the pictures in the order you want them.
3. Remember you must hit the (**green** circle) HOLD after each selection. If you want to select a whole folder, click on the first one then on the SHIFT key then the last one. They will all come up in the bottom left side of your desktop. HIT the [HOLD] **green** circle and every thumbnail will show the little **green** circle.
4. Now that this group is ready, go to top of the page and click [GIFT CD]. If you want to review what you have just selected click on [SLIDE SHOW] at top of page.
5. If you want to remove some of the pictures now is the time to do it, before you make the sideshow disc.
6. Go to the top of the page and click on [GIFT CD]. Pick recordable disc drive. Put in your blank CD disc. Click [OK]. A scale will show it going in.
7. Now you will see the Title Page, with the name from your folder.
8. Go down to the middle of the page and click on the triangle. It will start your sideshow. Click on it again to stop the show.
9. Now set the DISPLAY TIME in seconds. Three seconds is generally a good interval. You can always change it.
10. Click on the + to add or the – to take away. Click on picture to bring up.
11. EXIT bottom right. Left of that is EJECT CD.
12. If you just click on EXIT your pictures will open. Select one that you would like to print. Remember to select the [CLEAR] **red** circle or it will print all you have selected.
13. Now the ones you want to print you will have to HOLD. Go to bottom of the page and hit [PRINT]. You can pick the format you like. Now hit [PRINT] again and you will get your pictures.