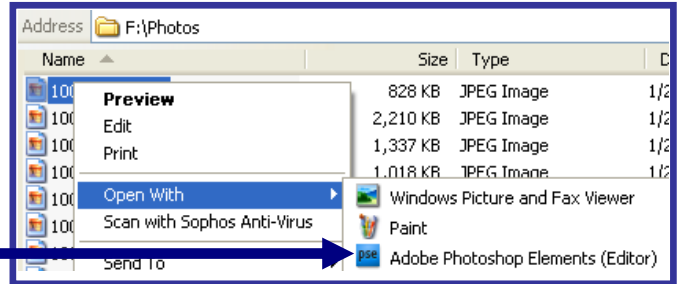


The Basics of Photoshop Elements

Opening a File

There are several ways to open a file in Photoshop Elements:

- 1st Locate an image file (jpeg, tif, gif, ect.) in your computer files
- 2nd **Right Click** on the file name
- 3rd Select **Open with Adobe Photoshop Elements (Editor)**



OR

- 1st Open **Photoshop Elements** from the Windows menu



- 2nd A Photoshop Elements window will launch, and on the top toolbar, select **File/Open** to locate and open the image file

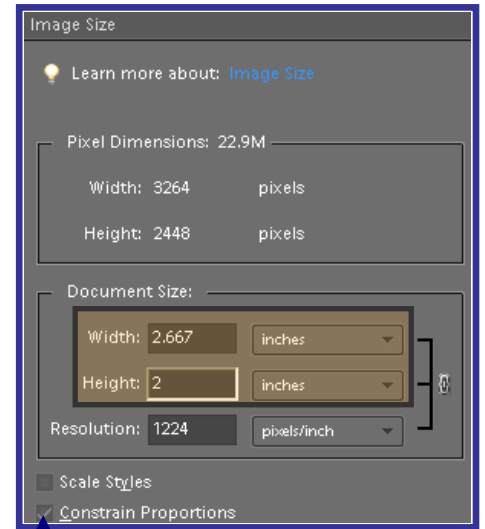
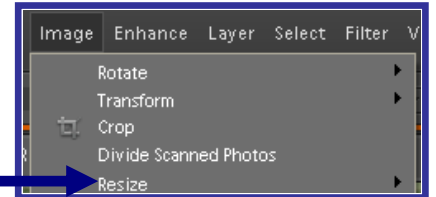


*Note: If you get the warning shown below, select **Use Anyway***



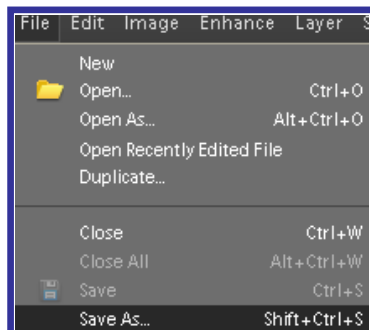
Resizing an Image

- 1st Once an image is open in Elements, select **Image** menu and the **Resize** option
- 2nd The Image Size dialogue window displays
- 3rd Type the desired **Width** and/or **Height*** choosing pixels or inches in the drop down (*see right*)



Saving an Image

- 1st Select the **File** menu and **Save As** in the drop down
Note: Selecting Save will overwrite the current file/image



***Constrain Proportions** should be checked to avoid distorting image

- 2nd Type a file name and choose a location to save the image

- 3rd Click **Save**