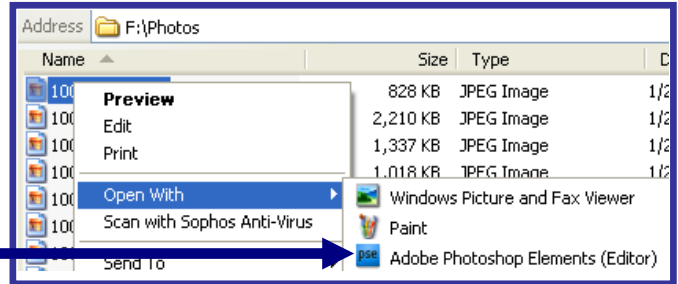


# The Basics of Photoshop Elements

## Opening a File

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

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



OR

- 1<sup>st</sup> Open **Photoshop Elements** from the Windows menu



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

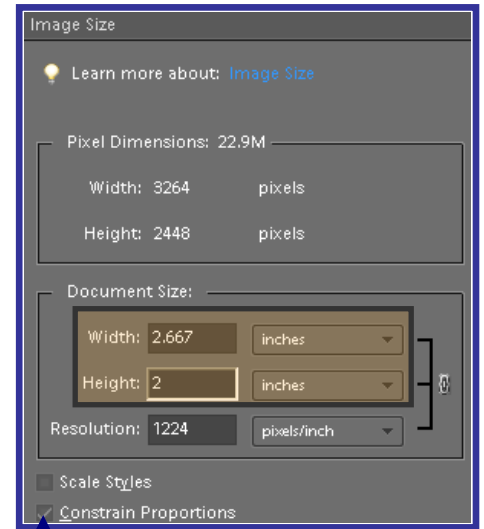
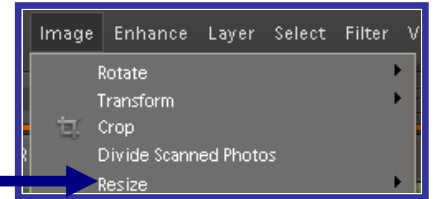


*Note: If you get the warning shown below, select **Use Anyway***



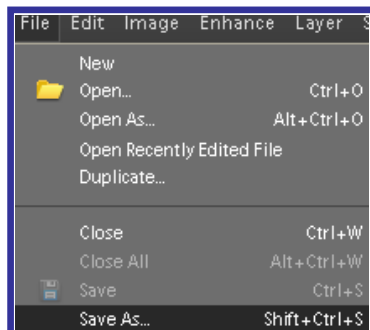
## Resizing an Image

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



## Saving an Image

- 1<sup>st</sup> 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

- 2<sup>nd</sup> Type a file name and choose a location to save the image

- 3<sup>rd</sup> Click **Save**