Adobe®
Photoshop Elements 6 Training
Photoshop Elements Quick Reference Card

CustomGuide
Learn on Demand

Share this Photoshop Elements Cheat Sheet
with others or post it on your Website!

Editor Workspace (Full Edit)

Options bar   Menu bar   Organizer button

Toolbox   Project Bin   Active image area   Palette bin   Palettes
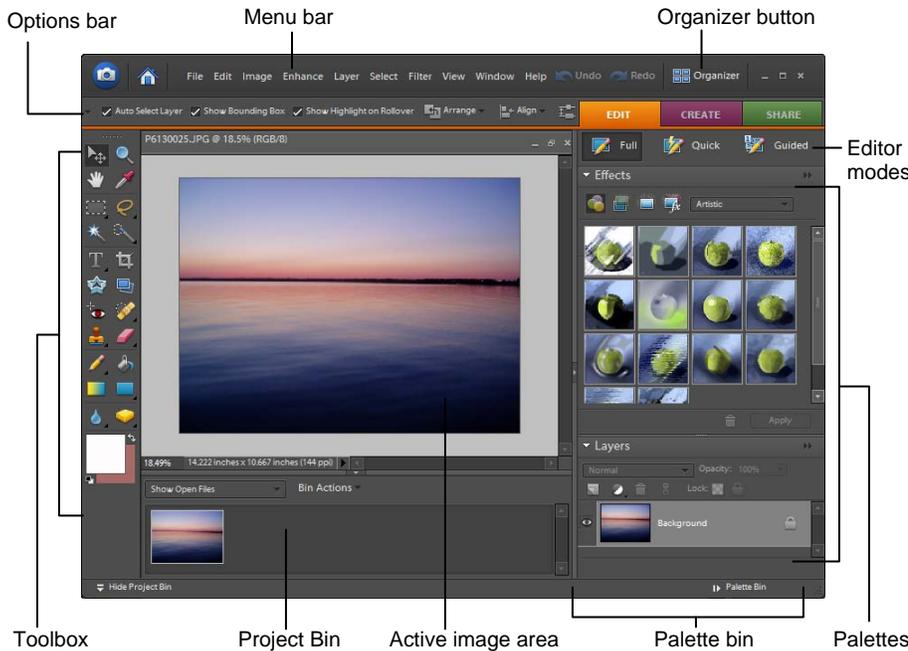
Editor modes

You can edit photos in one of three Editor modes: **Guided Edit**, **Quick Fix**, or **Full Edit**. Guided Edit helps you complete tasks if you are not sure how to achieve the task. Quick Fix enables you to make quick and easy fixes such as removing red eye, reducing shadows, or adjusting color. Full Edit (shown in the image above) gives you access to all tools, including many of those that professionals use.

- **To Change Editor Modes in the Editor Workspace:** Under the **Fix** tab, click the Editor mode button you wish to use.
- **To Open the Editor Workspace:** Select **Edit** on the Welcome Screen, or click the **Editor** button in the Organizer workspace.
- **To Open a File:** Select **File → Open** from the menu or press **<Ctrl>** + **<O>**.
- **To Print a File:** Select **File → Print** from the menu or press **<Ctrl>** + **<P>**.

- **To Save a File:** Select **File → Save** from the menu or press **<Ctrl>** + **<S>**.
- **To Save a File with a Different Name:** Select **File → Save As** from the menu, type a new name for the file, select a location and click **OK**.
- **To Undo/Redo:** Select **Edit → Undo** or **Redo** from the menu, or press **<Ctrl>** + **<Z>** or **<Y>**.
- **To Get Help:** Press the **<F1>** key.
- **To Close a File:** Select **File → Close** from the menu or press **<Ctrl>** + **<W>**.

Understanding Layers

- **Layers** let you add components to an image without changing the original image. You can adjust each layer's color and brightness, apply special effects, and reposition content.
- Layers are like images painted on stacked, transparent sheets of glass. You can see through the transparent areas to the layers below.
- The bottommost layer in the Layers palette, the Background layer, is always locked. You cannot change its stacking order, blending mode, or opacity unless you convert it to a regular layer.
- **To Create a New, Blank Layer:** Select **Layer → New → Layer** from the menu or press **<Ctrl>** + **<Shift>** + **<N>**, specify the desired options for the layer, and click **OK**.

Layers Palette

Create Adjustment Layer   Blending Mode Menu   Delete Layer   Layer Opacity

New Layer

Show/Hide Layer   Layer Thumbnail   Active Layer   Lock Layer
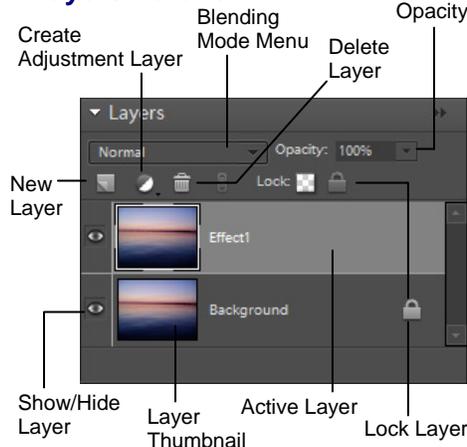
Toolbox

- The **Toolbox** appears on the left side of the screen in the Editor workspace. You can view information about a tool by positioning the pointer over it.
- A small triangle at the lower right of a tool indicates a hidden tool. Hidden tools appear on the Options bar when you click a tool.

Move (V): Move a selection.

Hand (H): Move around on the page.

Rectangular Marquee (M): Select a rectangular pixel area.

Magic Wand (W): Select pixels within a similar color range.

Type (T): Insert text.

Cookie Cutter (Q): Crop a photo into a shape that you choose.

Red Eye Removal (Y): Remove red eye from images.

Clone Stamp (S): Copy areas of an image and apply them elsewhere. Press **<Alt>** and click to define the source area.

Brush (B): Draw soft brush strokes.

Gradient (G): Fill with a gradient of foreground and background colors.

Blur (R): Smooth defined edges.

Zoom (Z): View the image close up or far away.

Eyedropper (I): Copy a color from one area to the next.

Lasso (L): Select a freeform pixel area.

Magic Selection Brush (A): Select pixels of similar color and texture.

Crop (C): Remove parts of an image.

Straighten (P): Straighten a crooked image.

Spot Healing Brush (J): Remove spots and small imperfections.

Eraser (E): Erase pixels to the background color layer.

Paint Bucket (K): Fill an object with the foreground color.

Rectangle (U): Draw a rectangle.

Sponge (O): Decrease or increase pixel color.

Keystroke shortcuts are shown in parentheses.

Foreground color   Switch background and foreground colors

Set default colors   Background color
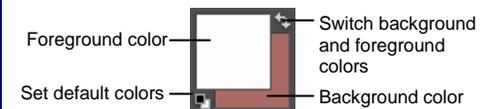
Palette Basics

- **To View a Palette:** Click **Window** on the menu bar and select the palette you want to view.
- **To View Palette Options:** Click the **More** button on the palette's title bar.
- **To Move a Palette:** Click and drag the palette out of the Palette Bin by its title bar.

CustomGuide
Learn on Demand

Customizable Computer Training
✓ Courseware   ✓ Online Learning   ✓ Skills Assessments

Photoshop Elements Quick Reference © 2008 CustomGuide
www.customguide.com | Phone 888.903.2432

Basic Editing Techniques

- **Automatically Adjust Color and Lighting:** Select Enhance → Auto Smart Fix from the menu or press <Alt> + <Ctrl> + <M>.
- **Remove Red Eye:** Click the Red Eye Removal Tool button in the Toolbox and click and drag around the red eye you want to fix.
- **Rotate a Photo:** Select Image → Rotate from the menu and select a rotation.
- **Crop a Photo:** Click the Crop button in the Toolbox or select Image → Crop from the menu. Click and drag on the image with the Crop tool, release the mouse button when you're finished, and click Yes or No to accept/discard.
- **Fix Flaws:** Click the Spot Healing Brush button on the Toolbox and specify the appropriate options on the Options bar. Click and/or drag across the imperfection in the photo.
- **Add Text:** Click the Type button in the Toolbox and click and drag where you want to insert text. Specify options on the Options bar and then type your text.
- **Change Color:** To change the color of something in the photo, select the area you want to change, choose the foreground color, and click the Paint Bucket Tool in the Toolbox and click the selected area.

Effects Palette

The Effects Palette appears by default whenever you open Photoshop Elements 6 in Full Edit Mode. Use the Effects Palette to add a wide variety of graphic effects to your images.

Layer Styles — Photo Effects — All

Filters

Category

Thumbnail Preview

Select a category from the current set of effects

Remove the selected effect

Apply the selected effect
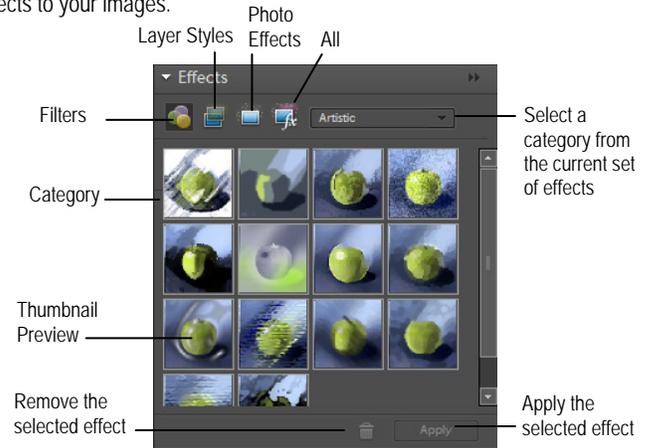
Photo Creations

You can use your images to make **photo creations** in Photoshop Elements 6. Many of these creations can be printed on your home printer, while others will need to be ordered through online services. Photo creations are different from creations made in previous versions of Photoshop Elements. To make a photo creation, click the Create tab on the Shortcuts bar and select one of the following from the menu:

- **Photo Book:** Apply a variety of layouts and designs to your images.
- **Photo Calendar:** Create fun calendars using your photos.
- **Photo Collage:** Create large picture creations, such as scrapbooks, photo collages or unique photo prints.
- **Online Gallery:** The Photo Gallery wizard helps you create galleries of photographs that you can upload to the Web.
- **Slide Show:** Share photos by creating a slide show of them. You can even add music, text, clip art and voice narration to a slide show.

- **Kodak Photo Greeting Card:** Use Kodak templates to create a photo greeting card, and have the photo printed and sent to you from Kodak.
- **Greeting Card:** Create a greeting card using your images.
- **CD/DVD Jacket:** Create jackets (covers) for a CD or DVD case.
- **CD/DVD Label:** Create adhesive disc labels for a CD or DVD.
- **Flipbook:** Create a stop-motion video of your photos by creating a flipbook.
- **Photo Stamps:** Create your own postage using your photos.

Organizer Workspace

Menu bar
Workspace toolbar
Find bar
Photo Browser
Status bar

Editor button
Task pane tabs
Albums palette
Keyword Tags palette
Quick Share palette
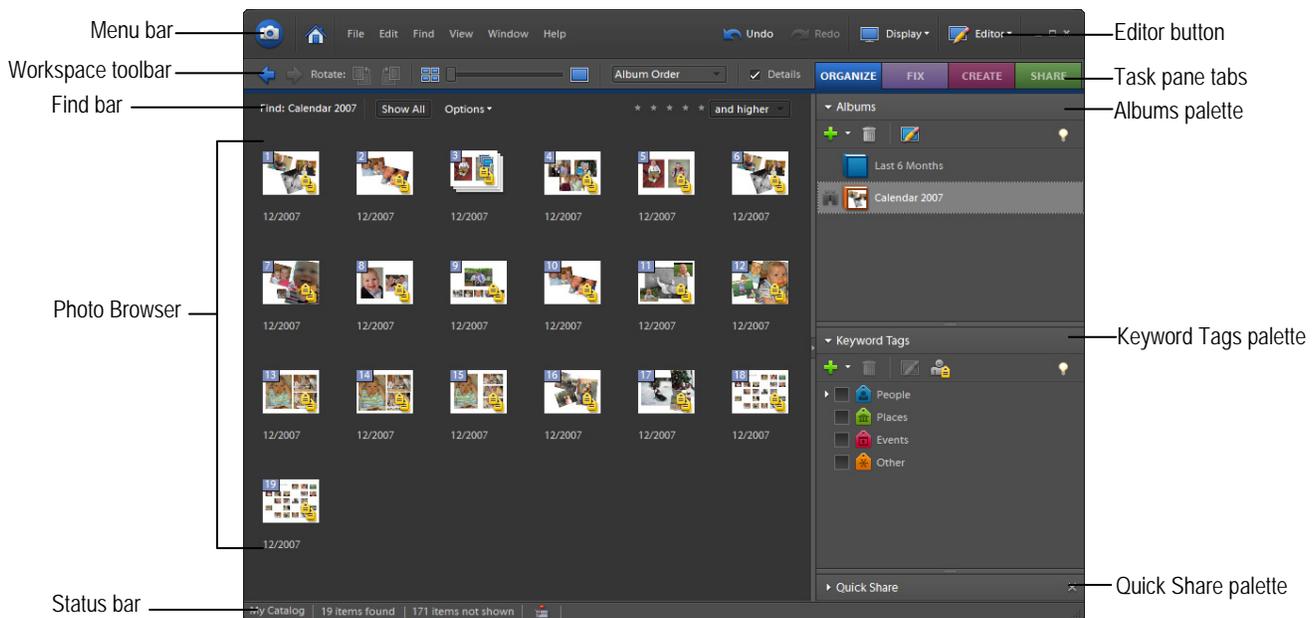
- The **Organizer** gives you quick and easy access to all the photos you have imported. Find, organize and share your photos and media files and fix common photographic problems, such as red eye, in the Fix tab.
- **To Open the Organizer:** Select Organize on the Welcome Screen, or click the Organizer button in the Editor workspace.

- Use the Tags palette to assign tags, or keywords, to photos to make them easier to find later on.
- **To Tag a Photo:** In the Photo Browser, select the photo you want to tag and drag it onto the appropriate tag in the Tags palette. Or, right-click the photo, select Attach Tag from the shortcut menu, and select a tag.