



PHOTOSHOP ELEMENTS WORKSPACE:

A - Menu Bar - This menu bar is very similar to most program menus. Each menu contains differing image editing options with an identifying label on the top. Elements, along with most Adobe programs) give options here which can't be replicated using tools or panels.

B - Photo Editor Modes - We have three photo editor modes. You can choose from: Quick, Guided, and Expert. There are some benefits to both Quick and Guided, however, for our purposes, we will focus on Expert mode, having the most available options for editing and composing images.

C - Create and Share menus - From the Create menu, you can do several things. These are prebuilt templates such as Photo Collages, Photo Books, CD Jackets, etc. The Share menu gives you options of various social media sources, such as Facebook. If you have an image open you want to share, select where you want to share it to from the Share menu, then follow the prompts.

CAUTION: You will most likely only want to do this if it is from your own personal computer, as it prompts you to allow the program access to your account. This is not a good idea on a public workspace.

D - Open Menu - This is a handy option to switch between the different files you have open in Photoshop Elements. When you click Open you to see a drop down menu with a thumbnail of each open image. You can also prompt the Open new file window or create a new file from your clipboard (copy / cut and paste).

E - Tools Panel - This is where you will spend most of your time in the "getting to know you" phase with all Adobe CC and Elements programs. The Tools available largely affect your image manipulation options. Tools = Changes Available / Your Manipulation Options.

F - Photo Bin & Tools Options - The Tools Options button changes the bottom portion of your screen into an area for you to specify the tool options (changes depending on what Tool you have selected). Remember to regularly check this area if you aren't satisfied with your tool's output. The Photo Bin button will change the bottom portion to show the open files, with bigger thumbnails than available in the Open menu.

G - Undo, Redo, and Rotate - These options will do as they sound. Undo will go take away changes. Redo will bring back changes previously undone. Rotate will rotate the image you have selected accordingly.

H - Layout & Organizer - If you have several images open in Elements, Layout will allow you to organize your screen to show all images in a grid or as you choose. Organizer is an adjacent portion of Elements (it comes with both the Photo Editor and the Organizer). If you had elements at home, you would utilize the Organizer to keep your files in order.

I - Panel Bin Icons - Choose the panel icon to change what panel is being displayed in the Panel Bin above it. You can choose from Layers panel, Effects panel, Graphics panel, and the Favorites panel. These are the default panels and can't be changed unless you opt for a Custom Workspace in the Panels Options menu (in "More" dropdown menu at the end)

J - Panel Options menu - You can add more panels to the existing one (to have more than 1 open at a time), but they will be floating independent windows that will not dock unless you opt for the custom workspace.

K - Panel Bin - Where you can view the different Panels and adjust panel options.