

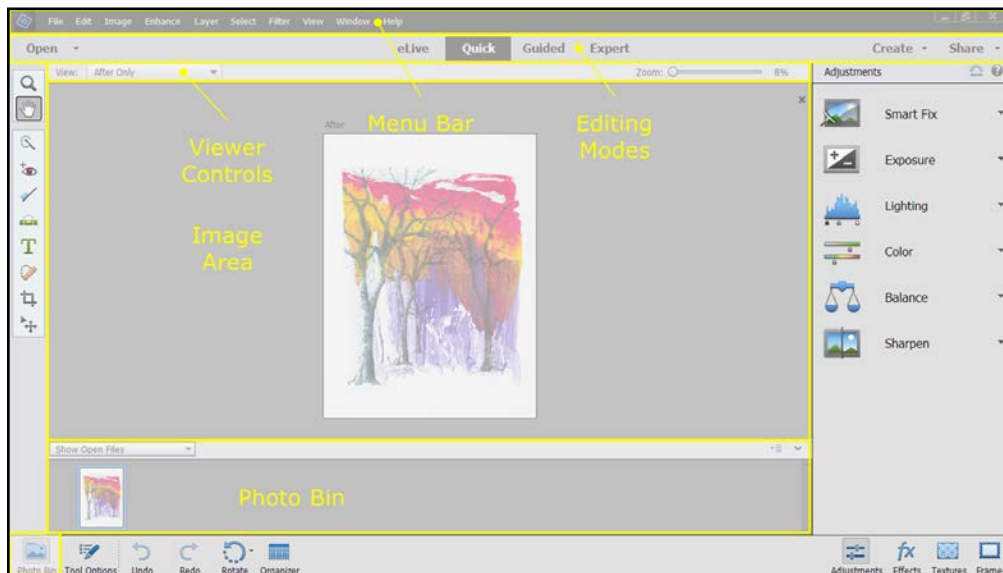
## Edit for Polish

notes

### Basic Elements

Before I start working on an image, though, it'll be helpful for you to get a tour of the workspace—the basic elements.

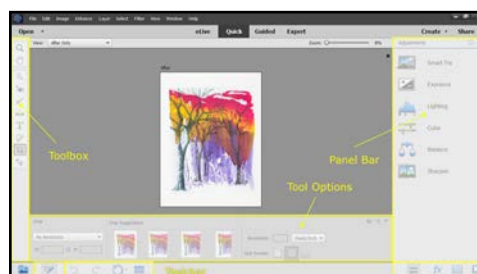
When you open the Elements editor, this is what you'll see. I'm showing the Windows version, but on the Mac it looks identical. At the top is the typical menu bar, where you can find all of the editing commands. The menus are organized by topic. Just below in the center are buttons for the three editing modes—here, we're in Quick Mode. I'll talk about the other modes in a minute. On the left is a dropdown to open recent files and, on the right, dropdown menus to access the creative and sharing features.

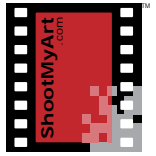


When you open a photo to edit, it appears in the image area at the center. Just above the image are the viewer controls. You can choose to view the image before edits, after, or side-by-side for comparison. There's also a slider to zoom the image.

Below the image is the Photo Bin with thumbnails of images that are currently open. You can switch between images by clicking on the thumbnail of the image you want to view and edit. You can open or close the Photo Bin by clicking the button at the bottom left of the Taskbar.

To the left of the image area is the Toolbox, with icons for each of the editing tools in Quick Mode. Click on a tool—in this case, the crop tool—and the options available for that tool appear below the image. Open or close the Tool Options by clicking on the button in the Taskbar at the bottom. Also in the Taskbar are





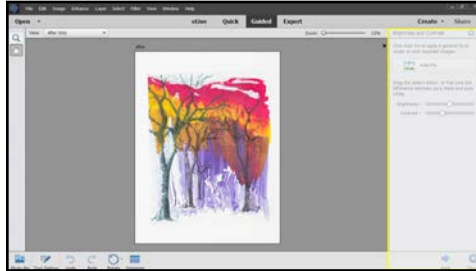
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buttons to undo or redo the most recent edit, rotate the image, or open the photo Organizer that is included with Photoshop Elements.

To the right of the image is the Panel Bar, showing the adjustments that are available in Quick Mode. In the Taskbar at the bottom right are buttons to open the Adjustments panel or one of the other panels.

In addition to Quick Mode, there is a Guided Mode with a comprehensive list of edits and step-by-step instructions for beginners. Clicking on one of the edits brings up the instructions for that edit in the Panel Bar at the right.



In Expert mode, there are more tools now available in the Toolbar on the left. On the right there are different panels in the Panel Bar—this is the panel for editing the image in layers. The buttons in the Taskbar at the bottom right open the different panels.



In this course, though, we'll spend our time in Quick Mode—which is the easiest place to make the most common edits to photos of your artwork.

### Explore the Photoshop Elements Workspace

1. Start Photoshop Elements and open an image. Select Quick Mode and identify each part of the workspace.
  - Menu Bar. Click on a menu item to open a list of commands.
  - Editing Modes. Quick Mode should be highlighted. Click on Open to see recent files. Click on Share to access the sharing features.
  - Image Area.
  - Viewer Controls. Select another view, and move the Zoom slider.
  - Photo Bin. Click the Photo Bin button to close and open it.
  - Toolbox. Click on the Crop tool to open the Tool Options.
  - Tool Options. Click the Tool Options button to close and open it.
  - Taskbar. Note the different buttons. Click on Rotate, then Undo.
  - Panel Bar. Click on a button below it to open a different panel.
2. Select Quick Mode. Click on an edit to open the instructions in the Panel Bar. Read and follow the instructions to adjust the image.
3. Select Expert Mode. Note the larger Toolbar and the new Panels.