

# how to use adobe photoshop elements 12

**How to Use Adobe Photoshop Elements 12** is a crucial skill for anyone looking to enhance their photo editing capabilities without the complexity of the full version of Adobe Photoshop. Photoshop Elements 12 is designed for beginners and casual users, providing a user-friendly interface that allows for powerful editing options. This article will guide you through the essential features and functions of the software, ensuring you can make the most of your photo editing experience.

## Getting Started with Adobe Photoshop Elements 12

Before diving into the various tools and functionalities, it's important to understand how to set up and navigate through Adobe Photoshop Elements 12.

### Installation and Setup

1. **System Requirements:** Ensure your computer meets the minimum system requirements for Photoshop Elements 12, which includes sufficient RAM, storage, and a compatible operating system.

2. **Installation Process:**

- Download Photoshop Elements 12 from Adobe's website or install it from a CD.
- Follow the prompts to install, entering your license key when prompted.
- Once installed, launch the application to begin.

3. **Workspace Overview:** The workspace consists of several panels, including:

- **Menu Bar:** Access various functions and tools.
- **Toolbox:** Contains all editing tools, such as selection, painting, and retouching.
- **Options Bar:** Displays options for the currently selected tool.
- **Panel Bin:** Houses different panels like Layers, Effects, and Text.

### Understanding the Interface

To effectively use Adobe Photoshop Elements 12, familiarize yourself with the interface:

- **Photo Browser:** This is the home screen where you can view and organize your images.
- **Editor:** The main area where you'll perform edits. You can switch between 'Quick', 'Guided', and 'Expert' modes depending on your experience level.

# Basic Editing Tools

Adobe Photoshop Elements 12 offers a range of basic editing tools that are essential for any user:

## 1. Cropping and Resizing Images

Cropping removes unwanted areas of your image while resizing changes the dimensions:

- To Crop:

1. Select the Crop tool from the toolbox.
2. Draw a rectangle over the area you want to keep.
3. Adjust the edges as needed and press Enter to apply.

- To Resize:

1. Go to the 'Image' menu and select 'Resize'.
2. Choose either 'Image Size' or 'Canvas Size' depending on your needs.
3. Enter new dimensions and click OK.

## 2. Adjusting Color and Brightness

Color and brightness adjustments can significantly enhance your images:

- To Adjust Brightness/Contrast:

1. Navigate to the 'Enhance' menu.
2. Select 'Adjust Lighting' and then 'Brightness/Contrast'.
3. Use the sliders to make adjustments and preview changes in real-time.

- To Adjust Color:

1. Go to 'Enhance' > 'Adjust Color' > 'Adjust Hue/Saturation'.
2. Move the sliders to change the color intensity and hue.

## 3. Using Filters and Effects

Photoshop Elements 12 offers various filters and effects to add creativity to your images:

- To Apply Filters:

1. Select 'Filter' from the menu bar.
2. Choose from options like 'Blur', 'Sharpen', or 'Distort'.
3. Adjust the settings as necessary and apply.

- To Use Effects:

1. Open the Effects panel from the right side.
2. Browse through categories like 'Artistic', 'Black & White', or 'Textures'.

3. Click an effect to apply it to your image.

## Advanced Editing Techniques

For users looking to take their skills further, Adobe Photoshop Elements 12 has several advanced tools:

### 1. Layer Management

Layers allow you to work non-destructively on your images:

- Creating a New Layer:

1. Go to the Layers panel and click on the 'New Layer' icon.
2. You can draw or edit on this layer without affecting the original image.

- Adjusting Layer Properties:

1. Right-click on a layer to rename, delete, or adjust its blending options.
2. Use layer masks to hide or reveal parts of layers for precise editing.

### 2. Using the Selection Tools

Selection tools help isolate areas of your image for targeted edits:

- Marquee and Lasso Tools:

- Use the Rectangular Marquee tool for straight-edged selections.
- The Lasso tool allows for freeform selections.

- Magic Wand Tool:

- Click on an area of similar color to select it quickly. Adjust the tolerance level to include more or fewer shades.

### 3. Text and Graphics

Adding text and graphics can enhance your images significantly:

- To Add Text:

1. Select the Text tool from the toolbox.
2. Click on the image where you want the text to appear and type.
3. Use the Options Bar to change font, size, and color.

- To Import Graphics:

1. Go to 'File' > 'Place' and select your graphic.
2. Resize and position as needed before pressing Enter.

# **Saving and Exporting Your Work**

Once you've completed your edits, saving and exporting your work correctly is crucial:

## **1. Saving Your Project**

To save your work in Photoshop Elements:

- To Save as a PSD:

1. Go to 'File' > 'Save As'.
2. Choose Photoshop format (.PSD) to retain layers for future editing.

- To Save as a JPEG or PNG:

1. Select 'File' > 'Save As'.
2. Choose the desired format, adjust quality settings, and save.

## **2. Creating a Photo Book or Slideshow**

Photoshop Elements 12 also allows you to create photo books and slideshows directly:

- Creating a Photo Book:

1. Go to the 'Create' tab.
2. Select 'Photo Book' and follow the prompts to choose layouts and designs.

- Making a Slideshow:

1. Select 'Slideshow' from the 'Create' tab.
2. Add images and customize transitions and effects.

## **Conclusion**

Adobe Photoshop Elements 12 is a powerful tool for anyone looking to enhance their photo editing skills. By understanding the basic and advanced features, you can transform your images and create stunning visuals. Whether you are a beginner or have some experience, mastering these techniques will help you fully utilize this software and make your photos stand out. Practice regularly, explore the various tools, and don't hesitate to experiment with different styles and techniques to find your unique editing style.

## **Frequently Asked Questions**

## **What are the system requirements for Adobe Photoshop Elements 12?**

Adobe Photoshop Elements 12 requires a minimum of Windows 7, 8, or 10, or macOS 10.7 or later, with at least 2GB of RAM and 4GB of available hard disk space.

## **How can I import photos into Adobe Photoshop Elements 12?**

You can import photos by launching Adobe Photoshop Elements 12, going to the 'File' menu, selecting 'Import', and then choosing 'Photos from Files or Folders'.

## **What is the Quick Edit mode in Adobe Photoshop Elements 12?**

The Quick Edit mode is a simplified interface designed for beginners, allowing users to easily make basic adjustments and enhancements to their photos with minimal tools.

## **How do I create a collage in Adobe Photoshop Elements 12?**

To create a collage, go to the 'Create' tab, select 'Photo Collage', choose a layout, and then drag and drop your photos into the collage template.

## **Can I use layers in Adobe Photoshop Elements 12?**

Yes, Adobe Photoshop Elements 12 supports layers, allowing you to work with multiple images and elements on separate layers for advanced editing.

## **How can I use the Content-Aware Move tool in Adobe Photoshop Elements 12?**

Select the Content-Aware Move tool from the toolbar, click on the area you want to move, and drag it to the new location. The tool will automatically fill in the background.

## **What are some basic photo correction tools available in Adobe Photoshop Elements 12?**

Some basic photo correction tools include 'Auto Smart Fix', 'Red Eye Removal', 'Crop', and 'Straighten', which can be found under the 'Quick' and 'Guided' tabs.

## **How do I share my edited photos from Adobe Photoshop Elements 12?**

You can share your edited photos by going to the 'File' menu, selecting 'Share', and then choosing an option such as 'Email', 'Facebook', or 'YouTube'.

# Is there a way to create custom photo effects in Adobe Photoshop Elements 12?

Yes, you can create custom photo effects by using the 'Effects' panel, where you can adjust settings or combine different effects to create your unique look.

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