

Photoshop Elements

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should be familiar with Microsoft Windows
Training formats:	Closed course · tailored · 1-2-1 (all instructor led)
Manuals:	Detailed worksheets and information sheets provide support through the course and upon your return to the office

Introduction to Photoshop Elements

The Photoshop screen • Opening photos • Saving files

Using Layers

Active layers • adding layers • deleting layers • changing the order of layers • merging layers

Tools

Resizing, cropping and rotating • using the toolbar • painting • adding text

Enhancing & Transforming

Selecting • transforming and distorting images • copying images within a document or to another file

Advanced Features

Special effects • filters • frames

Printing

Optimising images for email • printing your photos • multiple copies and contact sheets • printer preferences • setup • summary