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by Rob Sheppard

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ABOUT THE AUTHOR

Rob Sheppard is the author/photographer of over 30 photography books, a well-known speaker and workshop leader, and is editor-at-large for the prestigious *Outdoor Photographer* magazine. As author/photographer, Sheppard has written hundreds of articles about digital photography, plus books ranging from guides to photography such as *Digital Photography: Top 100 Simplified Tips & Tricks* and *Digital Photography Simplified* to books about Photoshop Elements and Lightroom including *Adobe Photoshop Lightroom 2 for Digital Photographers Only* and *Photoshop Elements 8: Top 100 Simplified Tips & Tricks*. His Web site is at www.robsheppardphoto.com and his blog is at www.photodigitary.com.

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I have enjoyed doing the Photoshop Elements *Top 100 Simplified Tips & Tricks* books. Photographers are shortchanged when they are simply pushed into Photoshop when what would really work best for them is Photoshop Elements. So first, I have to thank all of the photographers who have been in my workshops and classes because it is their questions and their responses to classwork that helps me better understand what photographers really need to know about digital photography. To do this book right for photographers requires a lot of folks doing work along the way.The folks at Wiley are great both for their work in creating books like this and their work in helping make the book the best it can be. I really appreciate all the work that editor Sarah Hellert did along with her associates in helping keep this book clear and understandable for the reader. I also thank my terrific wife of 30 years who keeps me grounded and focused while I work on my books. I thank the people at Werner Publications, my old home, where I was editor of *Outdoor Photographer* for 12 years and helped start *PCPhoto* magazine — I thank them for their continued support so I can stay on top of changes in the industry. And I thank Rick Sammon for his support and inspiration in doing photography books.

How To Use This Book

Who This Book Is For

This book is for readers who know the basics and want to expand their knowledge of this particular technology or software application.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows text or numbers you must type.

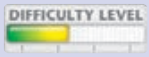
6 Italics

Italic type introduces and defines a new term.

7 Difficulty Levels

For quick reference, these symbols mark the difficulty level of each task.

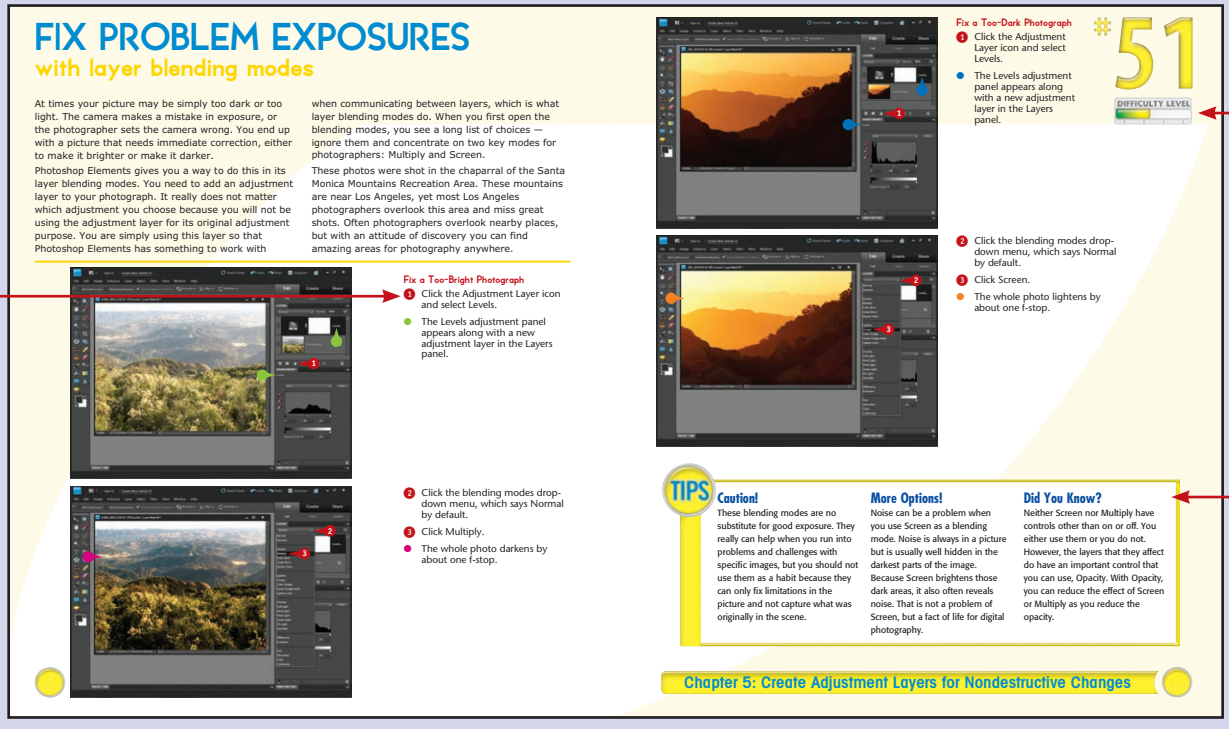
Demonstrates a new spin on a common task



Introduces a new skill or a new task

Combines multiple skills requiring in-depth knowledge

Requires extensive skill and may involve other technologies



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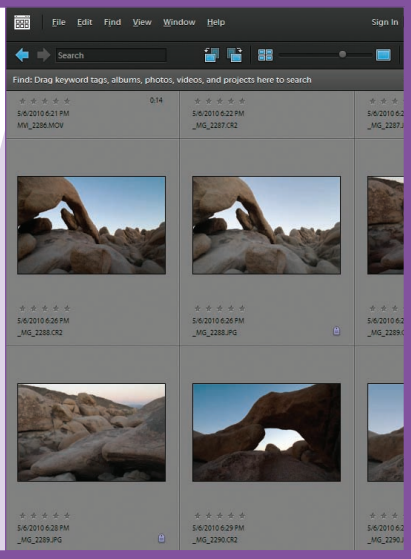

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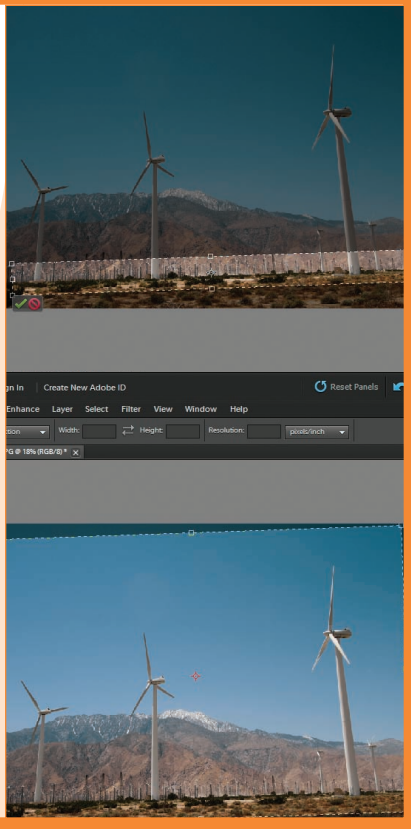

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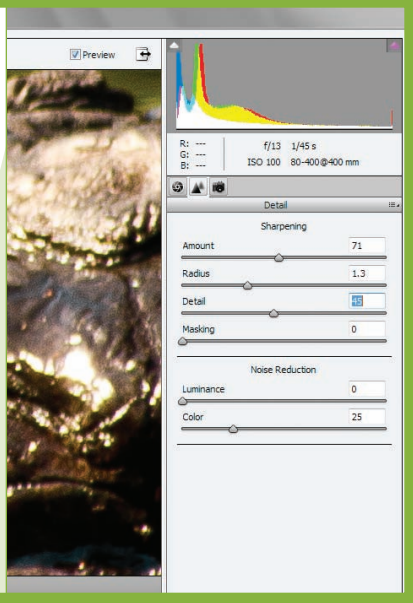

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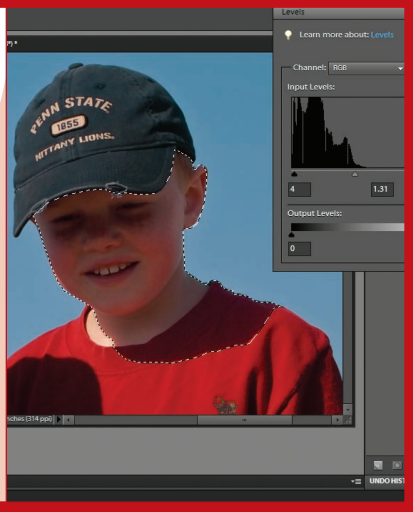

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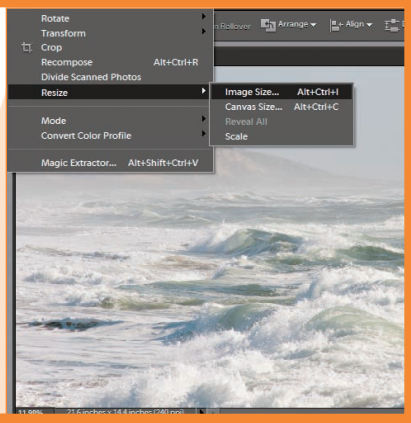

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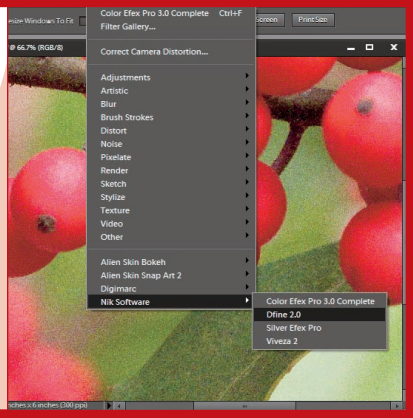

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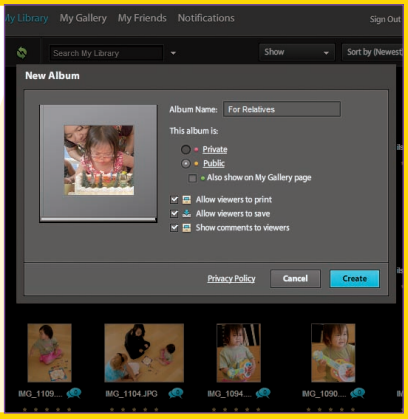

Chapter 1

Organize and Prepare Photos for Processing

Adobe keeps improving Photoshop Elements and now has reached version 9. This new edition offers both new controls and a revision of how the program processes photos for optimum results. Photoshop Elements has become one of the best image-processing programs on the market, and is certainly one of the best values for the money. It may be Photoshop's smaller sibling, but it is no second-rate program. Photoshop Elements uses the exact same processing algorithms that Photoshop has, but it is simpler and directly geared to photographers. In addition, the Windows and Mac versions of Photoshop Elements Editor are essentially the same, and the tips in this book work the same with either platform except for occasional keyboard commands.

Photoshop Elements is a complete program that enables you to import images, organize them, and sort the good from the bad as well as make changes to optimize individual photos. The order of this book follows a workflow that you can use to work efficiently in Photoshop Elements.

In this chapter, you learn what it means to develop a workflow right from the start. You can quickly import, sort, and organize your pictures so that you can find them more easily in the future. You can customize your workspace to fit your needs and interests and help you work more efficiently. One important thing to remember: To get the most from Photoshop Elements, you must use it, practice with it, even make mistakes, so that you really know the program.

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