Directions for Using Adobe Photoshop Elements

Be sure to "check-off" each step as they are completed!

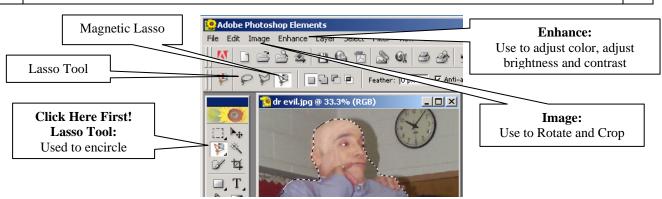
OPEN PROGRAM STEPS		
1	Open Adobe Photoshop Elements from the desktop or from Start > Programs	
2	From FILE, select OPEN. Locate and open a picture file. The image will appear.	
3	From IMAGE, select ROTATE only if your picture needs to be rotated (90° right)	
4	From ENHANCE, select QUICK FIX, > <u>APPLY</u> > click OK. This corrects the color.	

CROPPING STEPS

5	Select the "Lasso" tool from the toolbar on the left (see figure A below)	
6	Choose the "magnetic lasso". Dick on the outside of your image, let go and trace. The magnetic lasso will not surround your image perfectly, but it is a good start!	
7	Once your image is outlined, click. "Dancing Ants" will appear.	
8	To refine the image, switch to the "Lasso Tool"	
9	Enlarge your image before using the Lasso Tool. View > Zoom In	
10	To "Add" onto your image, hold down the "SHIFT" key as you draw $\ensuremath{\wp}$ +	
11	To "Subtract" from your image, hold down the "ALT" key as you draw 🔎 -	

SAVING STEPS

12	Once the image is surrounded with "Dancing Ants", from EDIT select CUT	
13	From FILE select NEW.	
14	Type in a name for the file and select the TRANSPARENCY button. Click OK.	
15	From EDIT select PASTE. Your image will appear with a checkerboard background.	
16	From FILE, select <u>SAVE AS</u> .	
17	☆ IMPORTANT! ☆ Change the "FORMAT" of the file from a Photoshop doc. to a COMPUSERVE GIF (GIF).	
18	Save to your Network folder. Click OK twice.	



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