






Directions for Using Adobe Photoshop Elements

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

OPEN PROGRAM STEPS

			<input checked="" type="checkbox"/>
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 , > APPLY > 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 ".  Click 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 		
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 SAVE AS .		
17	☆ IMPORTANT! ☆ Change the " FORMAT " of the file from a Photoshop doc. to a COMPUERVE GIF (GIF) .		
18	Save to your Network folder. Click OK twice.		

