QSG-PSE2018-manual

Quick Start Guide for Photoshop Elements 2018
Program, Panels, Preferences & Tool Options
Manual

Get in sync with your Digital Scrapper instructor right from the get go with our Quick Start Guide.

Start From the Beginning (optional)

- Press Ctrl K (Mac: Cmd K) to open Preferences.
- In the General tab, click Reset Preferences on Next Launch.

NOTE: Resetting Preferences will not remove previously installed styles or actions.

- Click OK to the warning dialog.
- Click OK to close Preferences.
- Close Photoshop Elements and relaunch.

Basic Setup

- Click on Expert Mode.
- In the Menu Bar, choose File > New > Blank File. The settings of this file are irrelevant.
- In the dialog box, click OK.
- Right click (Mac: Ctrl click) on a gray area of the viewing area to get a menu and choose Default. If you don't see any gray area, Press Ctrl - (Mac: Cmd -) to zoom out.
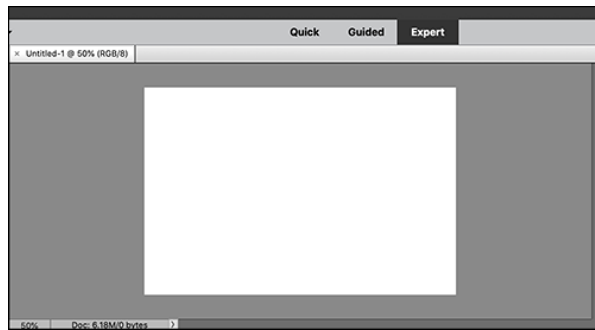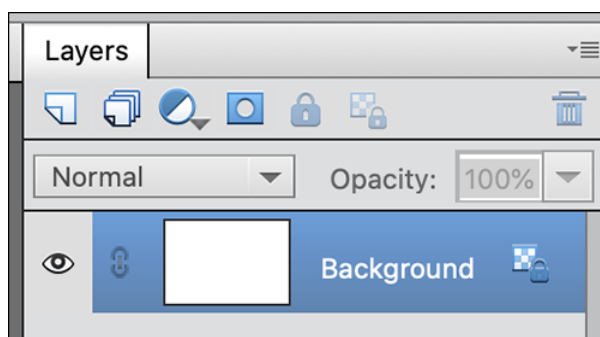
Custom Workspace

- In the bottom corner of the program, click the arrow next to More and choose Custom Workspace.
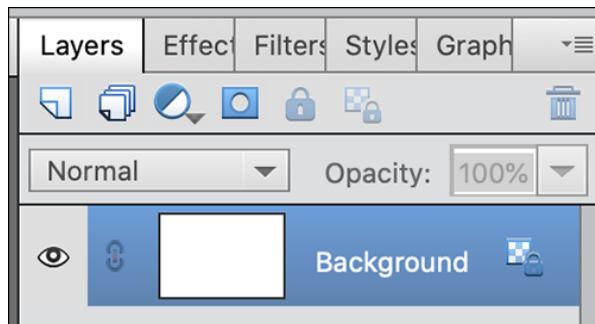
- Right click (Mac: Ctrl click) on the Effect panel and choose Close.
- Repeat to close the Filter panel, Styles panel, and Graphics panel.

NOTE: To open new panels, in the Menu Bar, choose Window and choose a panel to open.
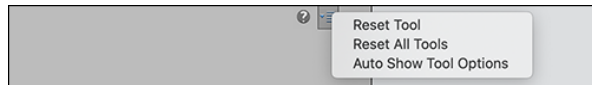

## Tool Options

- Get the Move tool.

- In the Tool Options, click on the flyout menu (it's indicated with 4 horizontal bars) and uncheck Auto Show Tool Options.

NOTE: To open and close Tool Options, click on the Tool Options icon.

Layers Panel

- In the Layers panel, click on the flyout menu and choose Panel Options.
- In the dialog box, set the Thumbnail Size to Medium, the Thumbnail Contents to Layer Bounds, and uncheck Use Default Masks on Fill Layers. Click OK.
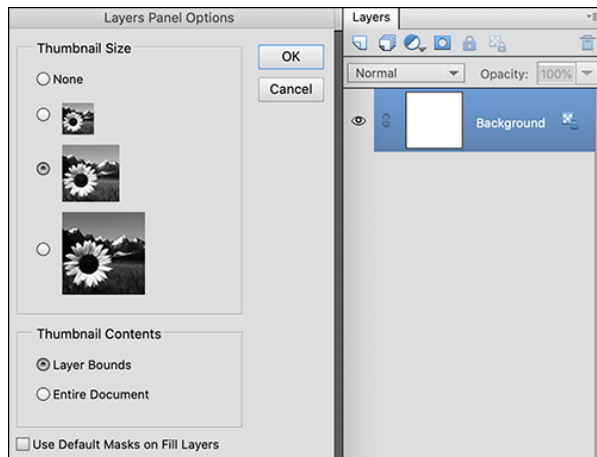
Preferences

- Press Ctrl K (Mac: Cmd K) to open Preferences.
- In General, leave all the settings as shown (they are default settings) except:
    - Check Disable Smart Objects.
    - Uncheck Select Move Tool After Committing Text.
  NOTE: As of January 2021, Select Move Tool remains checked in PSE Videos
    - Check Allow Floating Documents in Expert Mode.
    - Check Use Shift Key for Tool Switch.
- Click OK to commit the changes.

Move Tool Tool Options

- Get the Move tool.
- In the Tool Options, uncheck Auto Select Layer and check Show Bounding Box.

Move

☐ Auto Select Layer
☑ Show Bounding Box
☐ Show Highlight on Rollover

Arrange

Align

Top	Left
Center	Middle
Bottom	Right

Distribute

Top	Left
Center	Middle
Bottom	Right

Preferences

General (selected)
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Color Picker: Adobe
Step Back/Fwd: Cmd+Z / Cmd+Y

Options

☑ Show Tool Tips   ☑ Use Shift Key for Tool Switch
☑ Disable Smart Objects   ☐ Zoom with Scroll Wheel
☐ Select Move tool after committing text   ☐ Enable Soft Notifications
☑ Allow Floating Documents in Expert Mode   ☐ Enable Crop Pre-Selection
☑ Enable Floating Document Window Docking

Reset Preferences on next launch
Reset All Warning Dialogs
Reset Auto Smart Tone Learning

OK
Cancel
Reset
Prev
Next

Preferences

General
Saving Files (selected)
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

File Saving Options

On First Save: Ask If Original
Image Previews: Always Save
☑ Thumbnail
File Extension: Use Lower Case
☑ Save As to Original Folder

File Compatibility
☐ Ignore Camera Data (EXIF) profiles
Maximize PSD File Compatibility: Always
Recent file list contains: 20 files

OK
Cancel
Reset
Prev
Next

Preferences

General
Saving Files
Performance (selected)
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Performance

Memory Usage
Available RAM: 30042 MB
Ideal Range: 16523-21630 MB
Let Photoshop Elements Use: 21029 MB (70%)

History & Cache
History States: 50
Cache Levels: 6

Graphics Processor Settings
Detected Graphics Processor:
ATI Technologies Inc.
AMD Radeon R9 M395 OpenGL Engine
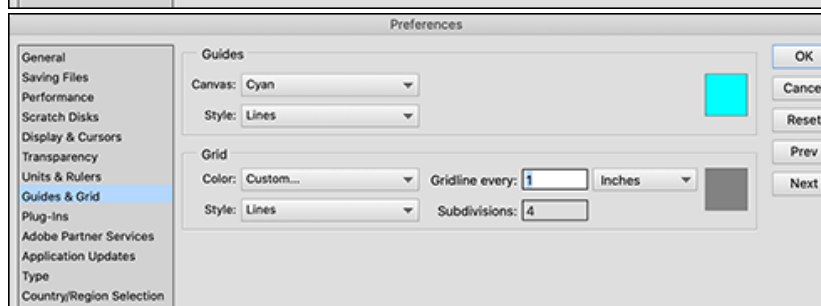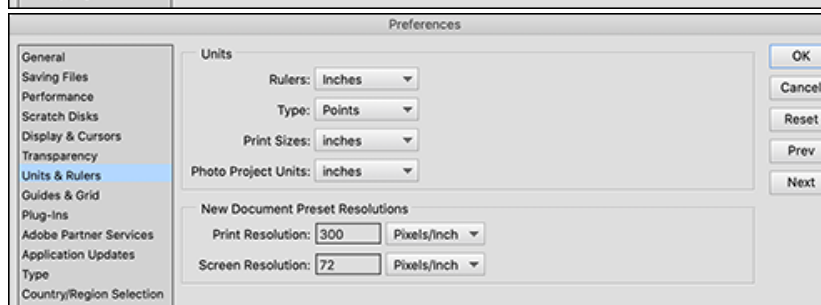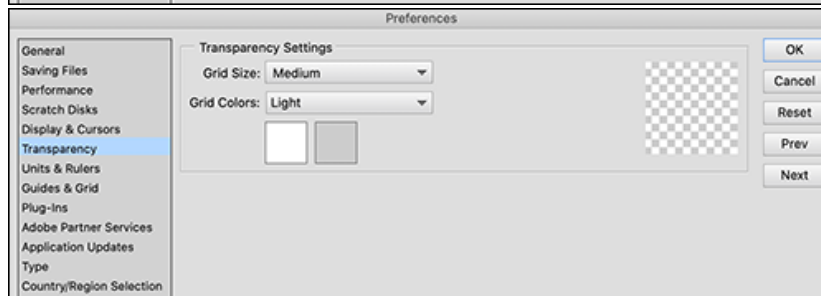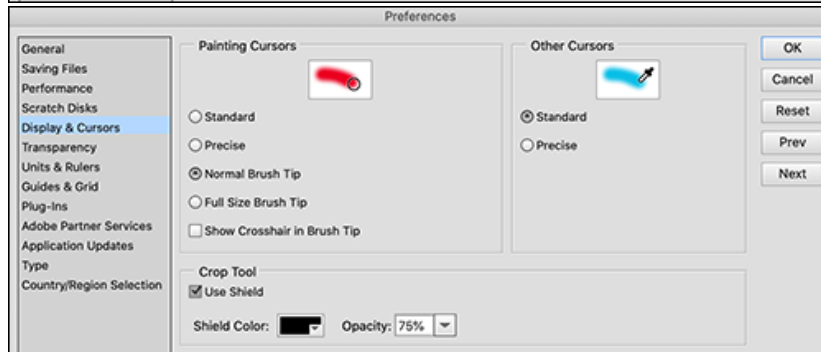☑ Use Graphics Processor for Adjusting Facial Features

Description

OK
Cancel
Reset
Prev
Next

Preferences

Scratch Disks

	Active?	Drive	Free Space	Information
1	☑	Macintosh HD	1097.16GB	Startup

OK
Cancel
Reset
Prev
Next

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Preferences

Painting Cursors

○ Standard
○ Precise
◉ Normal Brush Tip
○ Full Size Brush Tip
☐ Show Crosshair in Brush Tip

Other Cursors

◉ Standard
○ Precise

Crop Tool
☑ Use Shield

Shield Color: ■ Opacity: 75%

OK
Cancel
Reset
Prev
Next

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Preferences

Transparency Settings

Grid Size: Medium
Grid Colors: Light

OK
Cancel
Reset
Prev
Next

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Preferences

Units

Rulers: Inches
Type: Points
Print Sizes: inches
Photo Project Units: inches

New Document Preset Resolutions

Print Resolution: 300 Pixels/Inch
Screen Resolution: 72 Pixels/Inch

OK
Cancel
Reset
Prev
Next

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Preferences

Guides

Canvas: Cyan
Style: Lines

Grid

Color: Custom...   Gridline every: 1   Inches
Style: Lines   Subdivisions: 4

OK
Cancel
Reset
Prev
Next

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Preferences

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

☐ Additional Plug-Ins Folder

\<None\>   Choose...

OK
Cancel
Reset
Prev
Next

Preferences

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Check For Services

☑ Automatically check for services

[Refresh]   Manually check for new services

Settings

[Reset Accounts]   Reset stored account information for all services

[Clear Online Services Data]   Clear stored online service data

OK
Cancel
Reset
Prev
Next

Preferences

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Update Preferences

○ Automatically download and install updates

◉ Notify me when an update is available

OK
Cancel
Reset
Prev
Next

Preferences

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Type Options

☑ Use Smart Quotes

☐ Show Asian Text Options

☑ Enable Missing Glyph Protection

☑ Show Font Names in English

☑ Font Preview Size: [Medium ▾]

OK
Cancel
Reset
Prev
Next

Preferences

General
Saving Files
Performance
Scratch Disks
Display & Cursors
Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type
Country/Region Selection

Country/Region Selection

Please select your Country/Region: [United States ▾]

OK
Cancel
Reset
Prev
Next