QSG-PSE2021-manual

Quick Start Guide for Photoshop Elements 2021

Program, Panels, Preferences & Tools

Manual

Get in sync with your Digital Scrapper instructor right from the get go with our Quick Start Guide for Photoshop Elements 2021.

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**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.
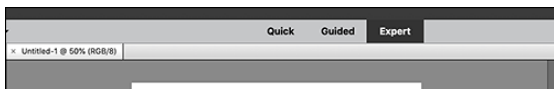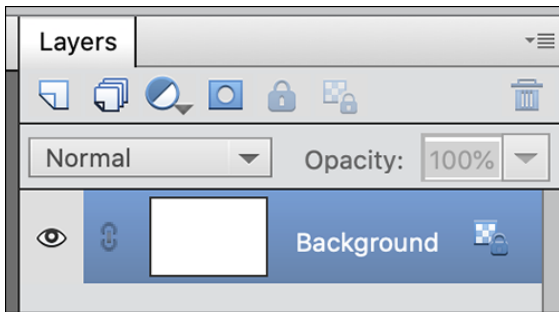
Custom Workspace

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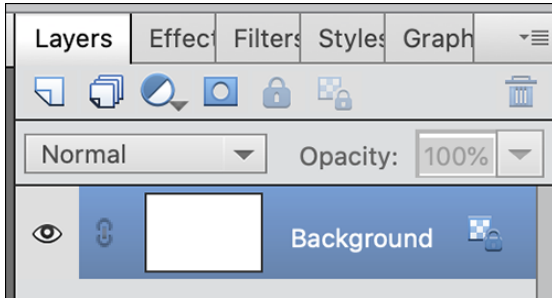
- Right click (Mac: Ctrl click) on the Effects panel and choose Close.
- Repeat to close the Filters panel, Styles panel, and Graphics panel.

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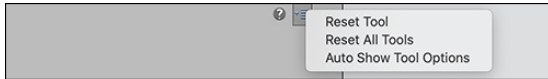

- Click and drag the left edge of the Layers panel to the left as far as it will go.
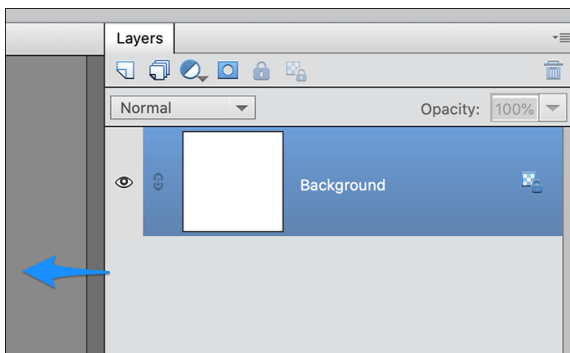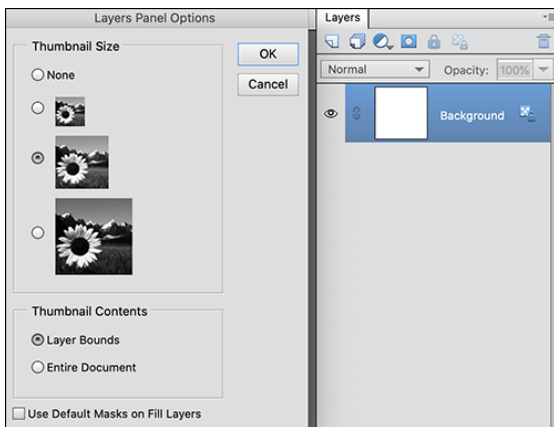
Tool Options

- 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.

Move Tool Tool Options

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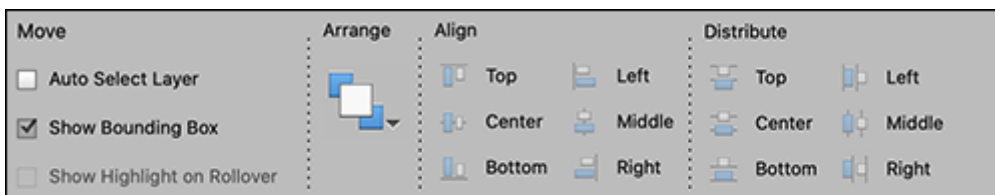
Preferences

- 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.
  - Check Allow Floating Documents in Expert Mode.
  - Check Use Shift Key for Tool Switch.
  - Uncheck Select Move Tool After Committing Text
- Click OK to commit the changes.

General
Saving Files
Performance
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Transparency
Units & Rulers
Guides & Grid
Plug-Ins
Adobe Partner Services
Application Updates
Type

Color Picker: Adobe

Step Back/Fwd: Cmd+Z / Cmd+Y

Options

☐ Show Tool Tips

☑ Disable Smart Objects

☐ Select Move tool after committing text

☑ Allow Floating Documents in Expert Mode

☑ Enable Floating Document Window Docking

☑ Use Shift Key for Tool Switch

☐ Zoom with Scroll Wheel

☑ Enable Soft Notifications

☑ Enable Crop Pre-Selection

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Performance

Memory Usage

Available RAM: 29021 MB

Ideal Range: 15962-20895 MB

Let Photoshop Elements Use: 20315 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 Graphic Processor for improved performance

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Scratch Disks

	Active?	Drive	Free Space	Information
1	☑	Macintosh HD	778.44GB	Startup
2		Elements	553.83GB	

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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%

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Transparency Settings

Grid Size: Medium

Grid Colors: Light

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Units

Rulers: Inches

Type: Points

Print Sizes: inches

Photo Project Units: inches

New Document Preset Resolutions

Plug-Ins
Adobe Partner Services
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Print Resolution: 300 | Pixels/Inch ▾

Screen Resolution: 72 | Pixels/Inch ▾

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Guides

Canvas: Cyan ▾

Style: Lines ▾

Grid

Color: Custom... ▾   Gridline every: 1   Inches ▾

Style: Lines ▾   Subdivisions: 4

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Type Options

☑ Use Smart Quotes

☐ Show Asian Text Options

☑ Enable Missing Glyph Protection

☑ Show Font Names in English

☑ Font Preview Size: Medium ▾