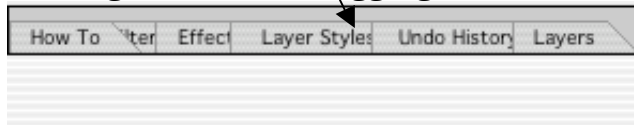


## Photoshop Elements

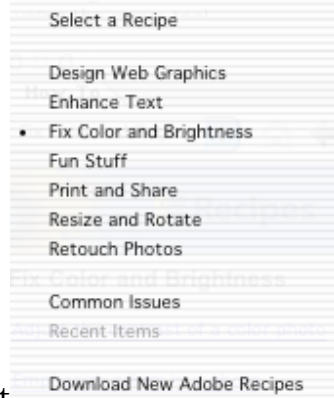
### HOW TO: Assignments

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1. Open Photoshop Elements
2. From the startup splash screen choose “browse for file” and open a digital picture you have saved on the server.
3. From the palette dock on the top right of the screen choose “How To”. You can “tear off” this palette by clicking on the palette, holding down and dragging down to the middle of your screen.



4. This palette contains dozens of recipes (mini step-by-step instructions) on how to accomplish various tasks with Photoshop. Each of these recipe topics shown in the picture to the



right has numerous sub-topics. Choose 8 topics to complete, one from each of the recipes. (ie: one from “design web graphics, one from ‘enhance text’, one from ‘fix color &

brightness', etc. rather than all 6 under 'design web graphics'.



5. When appropriate, save the completed work to a new folder on the server. Save things you may want to include in the YBI, and save enough evidence for me to check in on your work.
6. **IMPORTANT:** Be sure you preserve the original photograph before you start making any changes! This is always important, but particularly important if you are using pictures from our shared "MEDIA" folder.