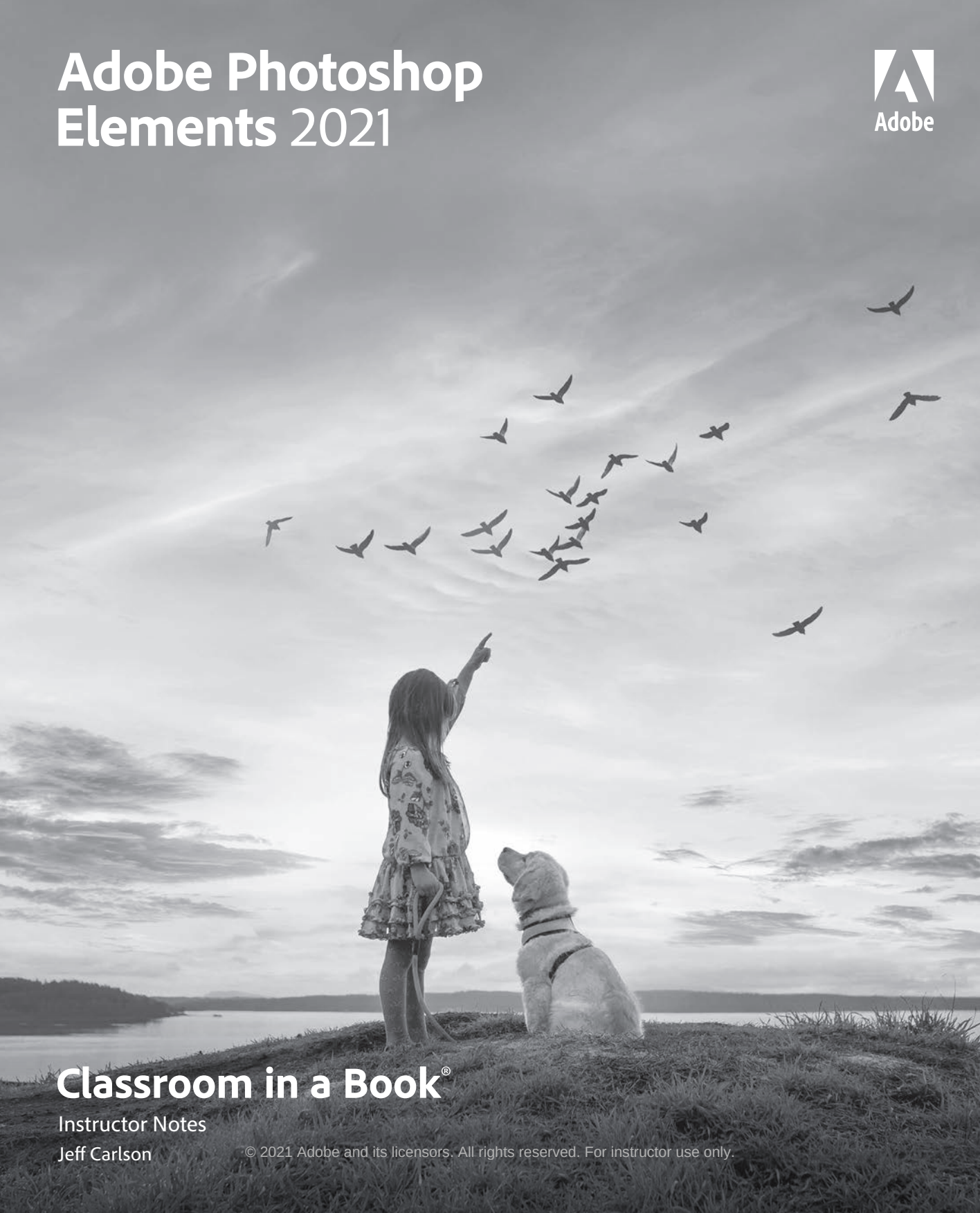


Adobe Photoshop Elements 2021



Classroom in a Book®

Instructor Notes

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INSTRUCTOR NOTES

Introduction

The Adobe® Photoshop® Elements 2021 Classroom in a Book® course presents tips, techniques, and solutions for using Adobe Photoshop Elements. These Instructor Notes are intended to complement the information in the *Adobe Photoshop Elements 2021 Classroom in a Book*.

The information is organized to follow the sequence of instruction in each lesson. However, the notes are not intended to expand on each and every exercise, but rather to point out potential teaching opportunities not specifically covered in the lesson or areas where students might easily be confused.

Course strategy

The book includes a Getting Started chapter and 10 lessons, which will take different amounts of time to complete. You can teach approximately one lesson per session, but depending upon the number and duration of sessions in your course, you may wish to combine related exercises from some of the shorter lessons, or split up some of the more involved lessons.

To this end, you should make your own assessment of the complexity of the various exercises in each lesson. Some non-essential exercises—and those that require internet access, where that is not available in the classroom—may be best assigned as follow-up work to be completed at home.

The following lesson summaries will help you to structure your course:

- **Getting Started** covers setting up a work folder to store the files generated during the lessons and downloading the sample images used in the exercises from the Account page at [adobe.com](https://adobe.com/elements). If students do not have access to the internet in class, you'll need to download the sample images for at least the first lesson or two before your course begins and distribute them to your students.

This chapter also introduces the key concept of the catalog file, outlines the conventions used in the book for denoting command strings and for separating equivalent terms and commands for Windows and macOS, and lists help, support, and learning resources.

In the classroom this section is best combined with Lesson 1 so that students will already have an established lessons folder when they create their first catalog, import the Lesson 1 images, and explore the workspace. The concept of the catalog file and the use of help and resources are revisited in Lesson 1; for both topics, emphasis and reiteration are worthwhile at the beginning of the course.

► **Tip:** One way to simplify file storage and retrieval in classroom situations is to have each student add their own name to the name of their work folder.

- **Lesson 1** provides an introduction to the Photoshop Elements interface and workspace, which is basic to all the following lessons. Students create a catalog file and import sample images before learning how to navigate the workspace, move between modules, work with panels, and make use of the various viewing modes. At the end of the chapter, they learn how to back up the catalog and media files. Methods for importing images and other media are covered in more detail in Lesson 2.

Lesson 1 also touches on the subject of **keyword tags**, which is expanded in more detail in Lesson 3.

This lesson also covers the various methods for accessing Help. If internet access is not available in class, students should be encouraged to explore these resources in their own time. To this end, it may be helpful to assign a series of questions and have your students find answers online before the next class.

Note: The sample images to be imported for Lesson 1 are also referenced through Lessons 2 and 3. If your first class does not follow the exercises as presented in the book, your students should at least prepare for the following sessions by creating a working catalog and importing the Lesson 1 sample images.

► **Tip:** Lesson 2 covers importing images from a digital camera or memory card reader, so you may wish to have your students come to class prepared for this.

- **Lessons 2 and 3** should be treated as linked parts of an integrated exploration of the Elements Organizer. This is reflected in the fact that these two lessons reference a single, combined lesson folder—the same set of images (together with those imported for Lesson 1) will be taken through all the stages of the Organizer workflow, from import to searching. Through the course of Lessons 2 and 3, each exercise builds on the last, so that the success of each step is dependent on the completion of those preceding it.

Lesson 2 begins with a series of exercises covering the various methods for importing images, and then introduces the People, Places, and Events views in the Organizer, outlining the workflow respective to each of them.

Lesson 3 looks at ratings, keyword tags, version sets, stacks, and albums, showing how these “traditional” sorting tools can be applied within the People, Places, and Events organizational model; it then looks at a variety of ways to search and filter the catalog.

- **Lessons 4 through 9** all focus on the Editor module, beginning with exercises that deal with different aspects of image adjustment, correction, retouching, and repair, and concluding with creative projects that explore image merging and manipulation, filters and effects, and the use of the Graphics library and type tools. Lessons 4 and 9 in particular may be too involved to complete all the exercises in a single class session, so you may find possibilities for recombining exercises from these lessons to suit your schedule.

Lesson 4 begins with coverage of the simple one-click editing techniques that can be applied in the Organizer, and then introduces some of the fundamental

concepts and terminology behind digital image editing. Exercises explore the use of the histogram as an analytical tool and demonstrate the concepts of color correction and lighting adjustment, which are further elaborated on in Lessons 5 and 6, respectively.

Lesson 4 introduces the Guided Edit and Quick Edit modes and also details steps for batch processing files with automatic adjustments. The lesson concludes with an examination of the Camera Raw workspace that reiterates the concepts of white balance, color temperature, and tint, and the relationship between the histogram and the shadows, highlights, and levels controls.

Lesson 5 focuses on working with color, while Lesson 6 deals with exposure problems. Lesson 5 includes a section on setting up multiple files to compare the results of various approaches to a correction problem—a workflow that will be used again in Lesson 6. Exercises dealing with making selections are also referred to in subsequent lessons. Lessons 5 and 6 both feature the use of layers and blending modes, and techniques for selective editing.

Lesson 7 moves beyond correction and adjustment to explore a variety of tools and techniques for recomposing, retouching, and re-interpreting photos.

Lesson 8 is another stand-alone lesson, though it does depend to some extent on skills learned in earlier lessons. It covers a variety of methods for combining multiple photos and dealing with exposure problems using the Photomerge tools. It also includes an exercise on creating a composite image manually that will increase the student's familiarity with using selections, layers, and masks.

- **Lesson 9** introduces the Create mode—where students will create a photo book that includes not only photos from the catalog, but also type, and artwork such as themes, backgrounds, frames, and clip art from the Graphics library.

The lesson begins by exploring the Graphics library, and then steps the student through the Photo Book project—the most complex of those available in the Create menu. In the course of the project, students learn basic skills for working with design elements such as backgrounds, frames, and text objects that are applicable to any of the simpler projects, and also become more familiar with the Layers panel.

The section “Refining your photo book layout using layers and effects” revisits and reinforces several techniques used in the four preceding lessons.

This lesson also covers the creative use of text, filters, and the Filter Gallery, with more references to the use of layers, layer masks, and blending. Students will also learn how to build slideshows, photo collages, and fun social meme images.

- **Lesson 10** deals with printing, sharing, and exporting. This lesson covers several topics that will be more effective if your students have internet access, including online sharing; however, most of the exercises can still be followed even without a printer or internet connection.