

## Digital Photography and Photoshop Elements 4

---

I ran into a professional photographer recently who told me his photographer friend couldn't find work because so many businesses are handing their secretaries a digital camera to take the company photos. Then he said they are taking the photos into Photoshop to correct any problems. Digital photography is becoming a must learn tool for the office.

We will begin by discussing how to buy digital cameras and continue to such topics as setting the flash, digital camera modes and tips when taking a digital photo.

Next we will discuss Photoshop Elements 4. This program has many great features that can make the amateur digital photographer look good.

We'll use digital photos to correct exposure problems and color issues. There are tricks to make the photos sharper and brighter. Would you like to remove blemishes or whiten teeth? How about changing the background so the person now looks like he is standing on a beach in Hawaii instead of the office? We'll do that and more!

### Course Length

---

8 hours

### Course Objectives

---

1. Know how to get around in the Photoshop Elements windows
2. Know how to set a flash on a digital camera
3. Know the camera modes of a digital camera
4. Know some great tips for taking digital photographs
5. Know how to rotate, resize and crop photos
6. Know how to apply image adjustments such as levels, color, and sharpening
7. Know how to retouch photos using the healing or stamp tools
8. Know how to feather the edge of photos
9. Know how to apply cut out shapes to photos
10. Know how to create and manage layers
11. Know how to use the print with preview screen to change the layout and percentage of the print
12. Know where to find free tutorials and other Photoshop Elements 4 resources

### Course Lessons

---

- How to buy a digital camera
- Setting the flash on a digital camera
- Camera modes
- Tips when taking a picture
- Understand the various parts of Photoshop 4 (the organizer, the editor)
- Rotating, cropping and resizing photos
- Basic image adjustments (levels, color adjustment and sharpening photos)
- Retouching photos (using the healing and stamp tools)
- Feathering photos
- Applying cut out shapes to photos
- Creating and managing layers
- Printing photos
- Free resources on the Web

### Course Materials Supplied

---

- **Course Booklet**  
Every participant receives a booklet that contains course notes, a listing of Internet resources and additional tips and tricks.
- **Free CD**  
Contains Photoshop resources such as links to Free Tutorials and Tips & Tricks Websites as well as a free photo gallery.

