

# Contents at a Glance

---

**Introduction** ..... 1

**Part I: Acquiring Digital Photos** ..... 3

Chapter 1: Selecting a Camera and Accessories ..... 5

Chapter 2: Setting Up and Using the Camera ..... 25

Chapter 3: Snapping Digital Pictures ..... 35

Chapter 4: Viewing and Transferring Images ..... 49

Chapter 5: Digitizing Existing Pictures ..... 59

**Part II: Editing and Enhancing Digital Photos** ..... 69

Chapter 6: Manipulating Image Attributes ..... 71

Chapter 7: Fixing Common Image Problems ..... 81

Chapter 8: Repairing Digital Images ..... 89

Chapter 9: Adding Photo Editor Special Effects ..... 99

Chapter 10: Adding Photoshop Elements Effects ..... 109

Chapter 11: Using Layers ..... 117

**Part III: Keeping and Sharing Your Photos** ..... 131

Chapter 12: Choosing and Using a Printer ..... 133

Chapter 13: Organizing and Sharing Photos ..... 143

**Part IV: Special Projects** ..... 153

Chapter 14: Taking Close-Up Photos for eBay ..... 155

Chapter 15: Restoring Old Photos ..... 165

Chapter 16: Documenting Your Travels ..... 173

Chapter 17: Creative Mini-Projects ..... 181

**Index** ..... 197



# Table of Contents

<b>Introduction</b> .....	<b>1</b>
---------------------------	----------

<b>Part 1: Acquiring Digital Photos</b> .....	<b>3</b>
---	----------

<b>Chapter 1: Selecting a Camera and Accessories</b> .....	<b>5</b>
--	----------

Choose a Camera Form Factor .....	6
Choose Camera Resolution .....	7
Evaluate Lens Features .....	8
Evaluate Picture Storage Solutions .....	10
Evaluate Zoom Lenses .....	11
Choose a Tripod .....	12
Evaluate Camera Power Solutions .....	13
Evaluate Supported Output Formats .....	14
Review Image Statistics .....	15
Evaluate Camera Functions .....	16
Evaluate Image Transfer Solutions .....	18
Evaluate Supported Camera Technologies .....	19
Choose Flash Features .....	20
Choose Other Features .....	21
Choose Other Accessories .....	23

<b>Chapter 2: Setting Up and Using the Camera</b> .....	<b>25</b>
---	-----------

Set Up Your Camera .....	26
Point and Shoot in Auto Mode .....	27
Zoom In on an Object .....	28
Adjust Brightness in Program Mode .....	28
Snap a Portrait Using Automatic Settings .....	29
Stop Action Using Automatic Settings .....	29
Lengthen Depth of Field .....	30
Use Shutter Priority Mode .....	30
Reduce Battery Usage .....	31
Use a Tripod .....	31
Use a Flash Attachment .....	32
Use Attachment Lenses .....	33

<b>Chapter 3: Snapping Digital Pictures</b> .....	<b>35</b>
---	-----------

Compose Your Photograph .....	36
Frame a Stationary Subject .....	38
Focus the Camera .....	39
Move the Subject Out of the Center with Focus Lock .....	40
Shoot in Poor Illumination .....	41
Shoot a Portrait Indoors .....	42
Shoot a Portrait Outdoors .....	43
Snap a Landscape Picture .....	44
Photograph Pets and Animals .....	45
Shoot Scenic Nature .....	46

<b>Chapter 4: Viewing and Transferring Images</b> .....	<b>49</b>
---	-----------

Review and Delete Pictures in Your Camera .....	50
Connect Your Camera or Card Reader to a Computer .....	51
Install Camera or Card Reader Drivers .....	52
Transfer Digital Images to a Computer .....	53
Delete Camera Images from Windows .....	54
Rename Photos .....	55
View and Manage Photos .....	56

<b>Chapter 5: Digitizing Existing Pictures</b> .....	<b>59</b>
--	-----------

Scan a Photo Using Windows Scanner Wizard .....	60
Scan a Photo Using HP Photo and Imaging Director .....	62
Scan a Slide .....	63
Scan a Negative .....	64
Use the Scanner Resize Option .....	65
Use the Scanner Lighten/Darken Option .....	66
Use the Scanner Sharpen Option .....	67
Use the Scanner Color Adjustment Option .....	67

**Part II: Editing and Enhancing  
Digital Photos .....69**

**Chapter 6: Manipulating Image Attributes .....71**

Open an Image to Edit .....72  
Change the Image Size .....73  
Convert an Image to a New Format .....74  
Flip or Rotate an Image .....76  
Crop an Image .....77  
Invert an Image's Colors .....78  
Save an Image for the Web .....79

**Chapter 7: Fixing Common Image Problems .....81**

Adjust Image Brightness or Contrast .....82  
Adjust Hue and Saturation .....82  
Sharpen an Image .....83  
Posterize an Image .....84  
Soften an Image .....85  
Smudge an Image .....86  
Despeckle an Image .....87

**Chapter 8: Repairing Digital Images .....89**

Fix Contrast and Brightness Problems  
in Quick Fix View .....90  
Fix Faded Photos in Quick Fix View .....91  
Fix Focus Problems with Auto Sharpen .....92  
Rotate an Image in Quick Fix View .....92  
Remove Red Eye .....93  
Remove Dust and Scratches .....94  
Remove Creases and Blemishes .....95  
Fix a Torn Photo .....96  
Convert a Color Photo to Grayscale .....97  
Make a Photo Collage .....97

**Chapter 9: Adding Photo Editor Special Effects .....99**

Make an Image Look Like a Chalk-and-Charcoal  
Drawing .....100  
Emboss an Image to Make It Appear Raised .....101  
Make an Image Resemble a Watercolor Painting .....102  
Make an Image Resemble Textured Paper .....103  
Make an Image Resemble Stained Glass .....104  
Add a Textured Look to an Image .....105  
Make an Image Look Like a Pen-and-Ink Drawing .....106  
Outline an Image's Edges .....107

**Chapter 10: Adding Photoshop Elements Effects .....109**

Blow Motion into Images .....110  
Make a Photo Look Like a Mosaic .....110  
Give a Photo a Chromed Metallic Look .....111  
Change a Photo to a Colored Pencil Drawing .....112  
Change Photo Lighting .....113  
Distort a Photo Around an Axis .....114  
Use the Difference Clouds Effect .....115

**Chapter 11: Using Layers .....117**

Select an Area to Move to a Layer .....118  
Move the Selection to a New Layer .....119  
Add a New, Blank Layer to an Image .....120  
Rename a Layer .....121  
Link a Layer to Another Layer .....121  
Change the Layer Order .....122  
Edit a Layer .....123  
Hide or Display a Layer .....124  
Delete a Layer .....124  
Add a Text Layer to an Image .....125  
Move Image Elements to a New Photo .....126  
Paint on an Image .....127  
Add a Digital Frame to a Photo .....128  
Add a Background Element from Another Photo .....128

**Part III: Keeping and Sharing Your Photos . . . . .131**

**Chapter 12: Choosing and Using a Printer . . . . .133**

- Choose a Printer Type . . . . .134
- Evaluate Printer Resolution . . . . .134
- Evaluate Printer Speed . . . . .135
- Evaluate Other Printer Features . . . . .135
- Set Printer Options . . . . .136
- Choose Print Media . . . . .138
- Evaluate the Cost of Printing Photos . . . . .138
- Print from a Memory Card . . . . .139
- Print from a Digital Camera Using PictBridge . . . . .140
- Use Online Photo Printing Services . . . . .141
- Use In-Store Photo Printing Services . . . . .142

**Chapter 13: Organizing and Sharing Photos . . . . .143**

- Import Photos into Photoshop Album . . . . .144
- Organize Photos with Photoshop Album . . . . .145
- Categorize Photos with Tags . . . . .146
- Search for Photos Bearing Particular Tags . . . . .147
- Rename a Group of Photos at the Same Time . . . . .147
- Make a Digital Slideshow . . . . .148
- Create a Photo Album . . . . .150
- Create a Greeting Card . . . . .150
- Burn a Video CD . . . . .151
- Share Photos via E-Mail . . . . .152

**Part IV: Special Projects . . . . .153**

**Chapter 14: Taking Close-Up Photos for eBay . . . . .155**

- Set Up the Camera for a Close-Up . . . . .156
- Set Up Lighting for the Item . . . . .157
- Use a Copy Stand to Support the Camera . . . . .158
- Set Up and Shoot . . . . .159

- Shoot Particular Item Types . . . . .160
- Upload Your Photos to eBay . . . . .163
- Host eBay Pictures at a Hosting Service . . . . .164

**Chapter 15: Restoring Old Photos . . . . .165**

- Scan a Photo . . . . .166
- Crop the Image . . . . .167
- Adjust Photo Color . . . . .167
- Remove Scratches and Specks . . . . .168
- Remove Spots and Damaged Areas . . . . .169
- Touch-Up with the Airbrush Tool . . . . .170
- Archive Printed Photos . . . . .171

**Chapter 16: Documenting Your Travels . . . . .173**

- Research and Plan Your Photo Shoots . . . . .174
- Gear Up for the Trip . . . . .175
- Tell the Story . . . . .176
- Include People and Pets in Your Photos . . . . .177
- Take Creative Travel Pictures . . . . .178
- Edit Photos on the Road . . . . .179
- E-Mail Photos from the Road . . . . .180
- Create a Photo Travel Blog . . . . .180

**Chapter 17: Creative Mini-Projects . . . . .181**

- Plan a Wedding Shoot . . . . .182
- Make a Wedding Announcement . . . . .184
- Plan a Digital Family Album . . . . .185
- Make a Digital Family Album . . . . .188
- Make an Insurance Inventory . . . . .189
- Make a Photo T-Shirt . . . . .190
- Set a Digital Image as Your Wallpaper . . . . .191
- Create an Organization Photo Directory . . . . .192
- Show Photos on Your TV . . . . .194
- Make a Mini-Movie Clip . . . . .195
- Record Sound Notes . . . . .196

**Index . . . . .197**

