

This 3hr course is aimed at anyone who wants to organise and edit their digital photographs.

## **Introduction**

The digital photography editing and organising solution

## **File Browser**

View, Sort, Manage and Process image files

Create New Folders

Rename, Move and Delete Files

Rotate Images

## **Workspaces**

Standard Edit Overview

Quick Fix Overview

## **Photo Bin**

Open and Close Images

Switch between Images

Bring an Image to the front of others

Reorder Images

Hide Images

Duplicate Image

Rotate Image

View File Information

## **Viewing and Navigating Tools**

Using the Hand and Zoom Tools

## **Editing in Quick Fix Mode**

- When to use Quick Fix Mode
- Adjusting Red Eye
- Using Smart Fix
- Color Adjustments
- Contrast Adjustments
- Sharpen
- Crop
- Reset

## **Editing in Standard Edit Mode**

- Selection Techniques
  - Rectangular and Elliptical Marquees
  - Magnetic Lasso
  - Magic Wand
  - Selection Brush Tool
- Hue and Saturation
- Deselect
- Clone Stamp Tool
- Custom Shape Tool
- Working with Foreground/Background colors
- Creating Text
- Layers
  - Opacity
- Blur/Sharpen/Smudge
- Sponge
- Spot Healing Brush
- Eraser Tools
- Undo History
- Cookie Cutter Tool

## **Help**

- How to get assistance
  - Information on what a feature/tool does
  - Information on how to use a feature/tool