

The Basics: -**Topic: –HOW TO OPEN AN IMAGE IN PHOTOSHOP OR ELEMENTS**

As with most things in PhotoShop & Elements there are several different ways an image can be opened. You will probably decide on one method but it's useful to know the options.

Once PhotoShop/Elements has been started you need to open an image into the application to be able to work on them. Naturally they must have been saved previously, either from within PhotoShop or saved by some other application and in a file format that PhotoShop can read.

Images are normally opened via the **File>Open** menu. You can also open images from the **File>Import** command. You can use this method to scan a negative or slide using a film or flatbed scanner or from other devices directly into PhotoShop or Elements work area. However, the twain or appropriate drivers must be present.

1. To Open an image from PhotoShop or Elements choose **File>Open** from the File menu. This will display the **Open** dialog box where you need to navigate to the folder or sub-folder or CD-ROM to locate the file you want to open.
2. Click on the filename to select it, and then click the **Open** button. Or simply **double-click** the filename to open it. This will activate and open the Open dialog box.
3. By default you should find **All Formats** selected on the **Files of Type** drop-down menu. This means that any file located in the folder will be listed. If you have a particular file format option selected, for example JPG, only those files that match the chosen file format will be listed. So if you can't see a file type you wish to work with, check that **All Formats** has been selected or that the 'Files of Type' has been selected correctly.

Alternative methods of opening files into PhotoShop & Elements:

1. Double-click the blank dark-grey work surface background in Photoshop or Elements to activate the Open dialogue box. Then choose the image file as normal.
2. You can open recent files by using the **File>Open Recent** from the File menu. Simply left click the file name from the pop-up list of recently opened filenames.
3. If you wish to increase the number of recently opened files listed on the Open Recent pop-up menu choose **Edit>preferences>Saving Files** and enter a number in the **Recent Files List Contains** box, default is 4, type in number you want listed.
4. You can also open files directly into PhotoShop or Elements by double-clicking the filename that you want to work with using either **Windows Explorer** or **My Computer**. This means that Photoshop or Elements needn't be active (running) as the appropriate application will be launched (*started*) and the file opened at the same time. The file type association needs to be set for a particular file format but is something normally done during the application installation. If this method of opening a file stops working it's probably because the file association has been changed during installation of another image editing application after PhotoShop or Elements was installed. Under these circumstances changing file associations back can be awkward and so it is often much easier and quicker to simply un-install and then re-install PhotoShop or Elements.