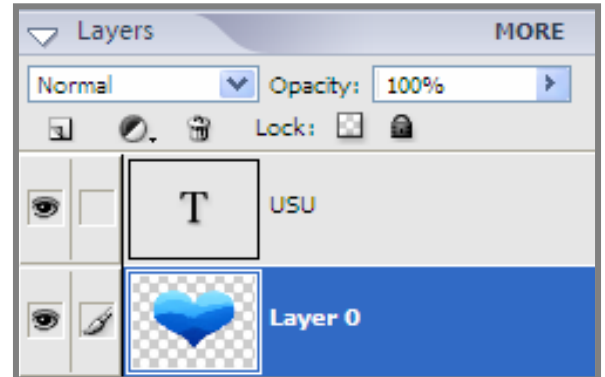


TIPS TRICKS^{AND} HOW TO...

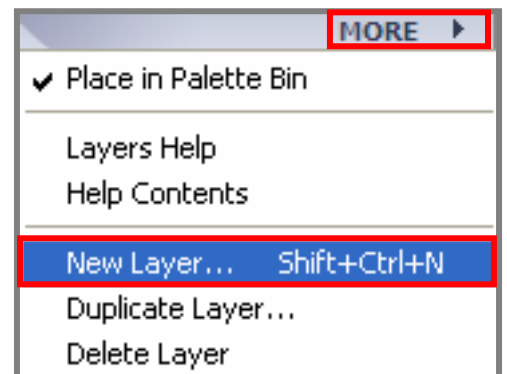
Work with Layers in Elements

Elements files work in layers. Layers are like clear sheets stacked on top of each other that let you see through to objects on the layers below. Layers are edited one at a time. In order to edit a specific layer, you must select it from the layer's palette before you are able to make any changes.



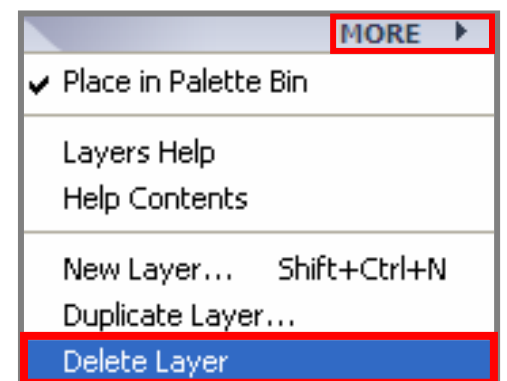
Add New Layers

To add a new layer, select the “More” tab at the top of the Layers Palette and choose “New Layer.”



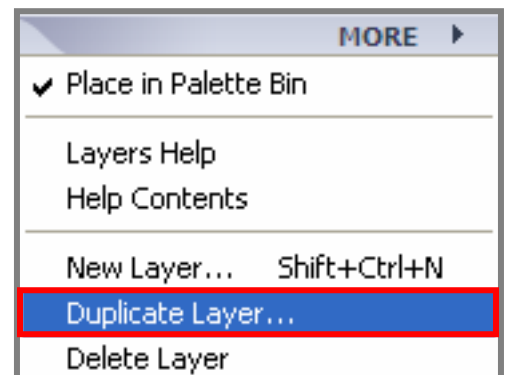
Delete Layers

To delete a layer, select the layer you want to delete and then choose “More” and “Delete Layer.”



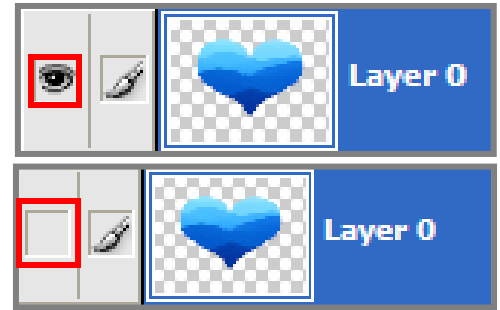
Copy Layers

To create another copy of a layer, select “Duplicate Layer” from the “More” drop down box.



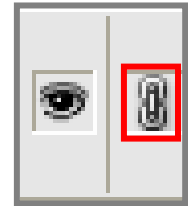
Hide Layers

To keep a layer in your palette, but hide it from your view, click on the “eye” icon next to the layer you would like to hide. To return that layer to view, click on the empty box.



Link Layers

The layers palette also allows you to link layers together so that what happens to one layer happens to the other. They act as one layer, while still being separate. To link layers, select one of the layers you would like linked and then click in the empty box next to the “eye” icon of the second layer you would like linked. A link symbol will appear to let you know that the layer selected is linked to another layer. You can link as many layers together as you would like. Click on the link icon to unlink a layer.



Move Layers

To change the order of your layers, select the layer you would like moved and hold your mouse button down while you drag it to its new position in the layers palette.

Merge Layers

You can merge layers together using one of three different options found under the “More” menu in the layers palette.

1. **Merge Linked.** This will merge all linked layers on your palette into one layer.
2. **Merge Visible.** This will merge all layers that are not “hidden” into one layer.
3. **Flatten Image.** This merge option takes all layers in your layers palette (hidden and visible) and flattens them into one layer on your palette. This is usually the last step you complete once you have made all changes to your picture.

