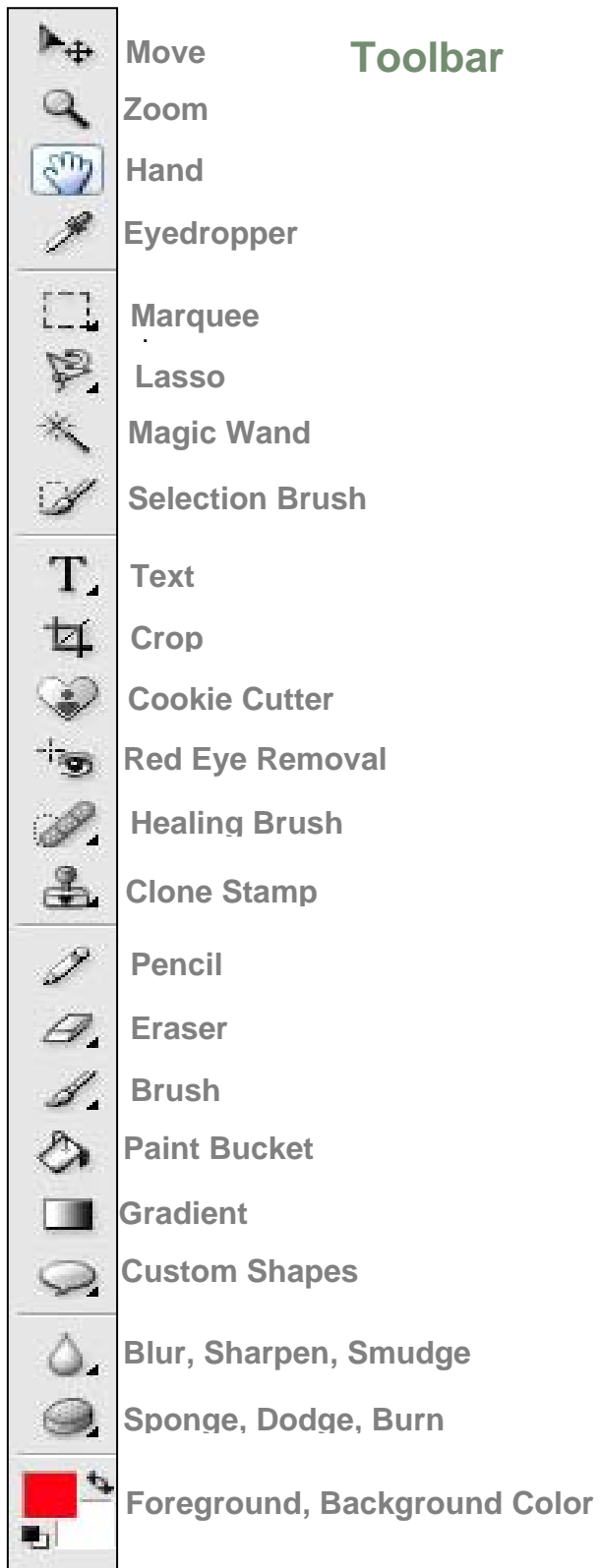


# TIPS TRICKS<sup>AND</sup> HOW TO...

## Use the Elements Workspace



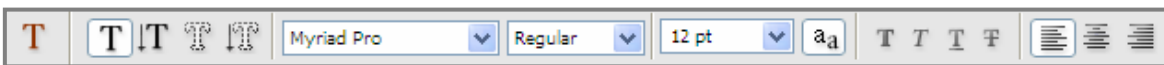
## Shortcut Bar

The shortcut bar gives easy access to the most common tasks found in Elements. Such as creating a new document, open, save, print, undo, redo.



## Options Bar

The options bar changes depending on what toolbar option you have selected. The text tool options are shown below.



## Palette Bin

The Palette Bin on the right-hand side of the screen includes Element's "How To," "Styles and Effects," and "Layers" palettes.



## Photo Bin

The Photo Bin is located at the bottom of the screen. If it is not displayed by default, click on the Photo Bin arrow to view its contents. This is a convenient storage area for your open images.

