

# Chapter

# 1

## Organize and Prepare Photos for Processing

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Photoshop Elements 8 is the latest version of this excellent program for working with photographs on the computer. Photoshop Elements may be Photoshop's smaller sibling, but it is no second-rate program. Photoshop Elements uses the same processing engine that Photoshop uses to make your work with photos efficient and effective — but it is simpler and directly geared to photographers. And for the first time in many versions, the latest Mac and Windows versions of Photoshop Elements are the same. Everything in this book works the same with either platform except for occasional keyboard commands.

Photoshop Elements is a complete program that enables you to import images, organize them, and sort the good from the bad as well as make changes to optimize individual photos.

The order of this book follows a workflow that you can use to work efficiently in Photoshop Elements.

In this chapter, you learn what it means to develop a workflow right from the start. You can quickly import, sort, and organize your pictures so that you can find them more easily in the future. You can customize your workspace to fit your needs and interests and help you work more efficiently. You can also set preferences so that your program works its best. Do not skip over these seemingly mundane tasks because they can really help you speed up your work. Once you have practiced and learned the core controls of the program, you will find that you can work very quickly with Photoshop Elements.

# Top 100

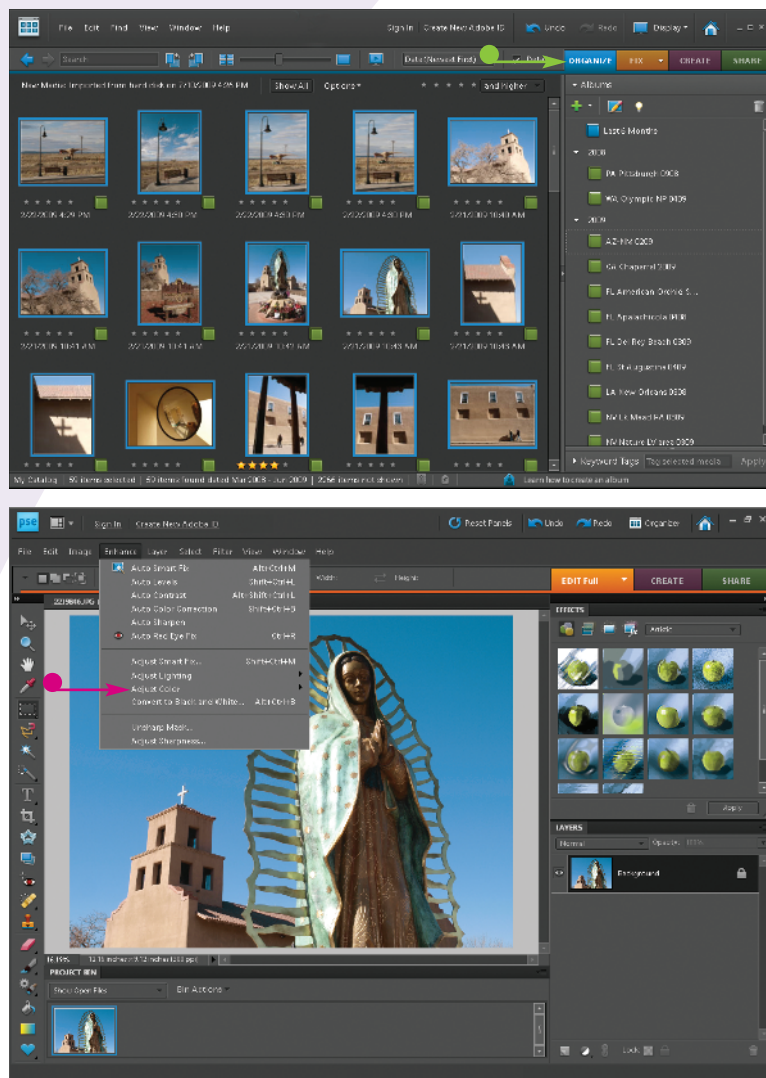
<b>#1</b>	Develop a Workflow . . . . .	4	
<b>#2</b>	Import Your Images . . . . .	6	
<b>#3</b>	View Photos with Full-Screen Mode . . . . .	10	
<b>#4</b>	Sort the Good Pictures from the Bad. . . . .	12	
<b>#5</b>	Stack Your Images . . . . .	14	
<b>#6</b>	Create Albums to Group Your Pictures . . . . .	16	
<b>#7</b>	Use Keywords to Tag Your Images . . . . .	18	
<b>#8</b>	Find Photos with Face Recognition . . . . .	22	
<b>#9</b>	Change the Organizer Interface As Needed . . . . .	24	
<b>#10</b>	Set Preferences to Make Organizer Work for You . . . . .	26	
<b>#11</b>	Back Up Your Pictures to Protect Them. . . . .	28	

# Develop a WORKFLOW

Workflow has become a real buzzword for photographers working with their images on the computer, but it simply describes the process of how you work with images from start to finish. It is important that you develop a consistent way of working on your images that will give you reliable results.

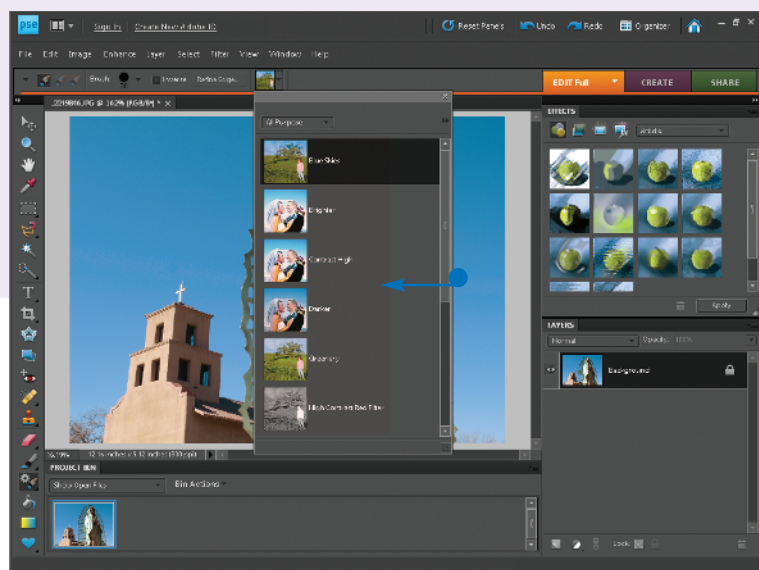
This book is structured in such a way to show you a Photoshop Elements workflow that really does work.

Although you can skip around in the book to find specific tips, the book is ordered to follow this workflow. As you become familiar with the program, you might find that you have to adapt some of these ideas to your specific needs. Do that as long as you are getting the results you expect from your images.

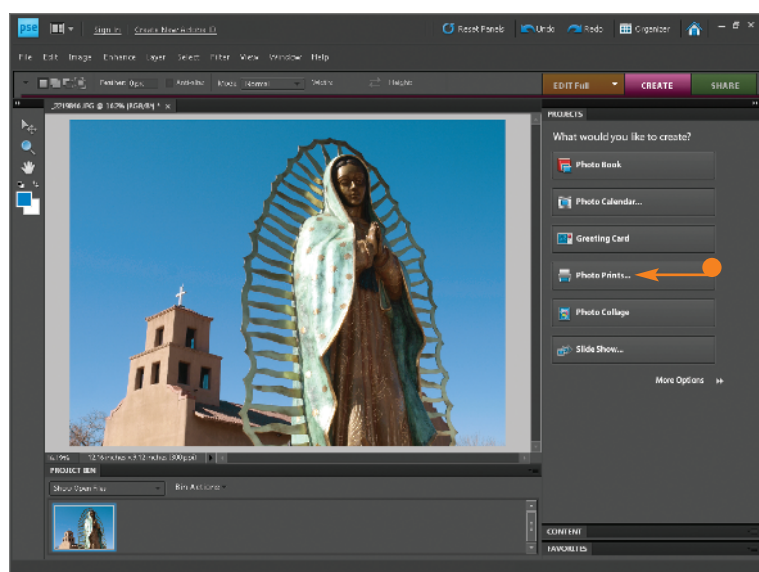


- Start the process by getting your photos into Photoshop Elements in order to sort, keep, delete, and organize them. You can process individual photos without going into the Elements Organizer module of the program, but the Elements Organizer helps you manage your digital photos.
- Set the tonalities of your photos first, including blacks, whites, and midtones, and then adjust color.





- Fix problems in your photos such as wrong colors, defects in an image, sensor dust, and so on.



- Consider how you want to share your photos with others, including prints, photo books, Web galleries, e-mail, and much more.

## TIPS

**Did You Know?**

Photoshop Elements was originally designed to make Photoshop more accessible for photographers. Photoshop was first developed to help people work on photos on the computer, not for photographers. Photoshop Elements has always had the photographer as the primary focus of its development and enhancement.

**Try This!**

Make your image immediately fill the central work area by pressing Ctrl/Cmd+0 (if you press Ctrl/Cmd+O, you get an Open dialog box). You can do this when a photo first comes into the program edit space or when you have enlarged a portion of the photo and need to go back to seeing all of it.

**Did You Know?**

Editing photos used to mean picking the good from the bad. When Photoshop was developed, the computer folks decided to call the changes to the images *editing*, so there is confusion about what editing really is for the photographer. This book avoids both usages and specifically describes the process being used.



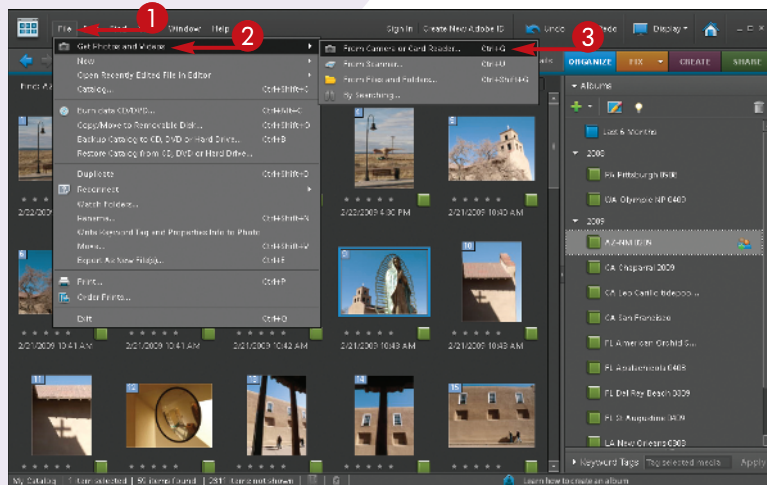
# IMPORT

## your images

In order to work on your images, you must get them onto your computer and recognized by Photoshop Elements. To use the Organizer in Photoshop Elements, you have to tell the program how to deal with your photos. It needs, in a sense, a map to where your photos are located. Photoshop Elements can help you import your photos from memory card to hard drive, including copying them from the card into a specific folder and renaming the files, as well as having Organizer recognize them. Or you can tell

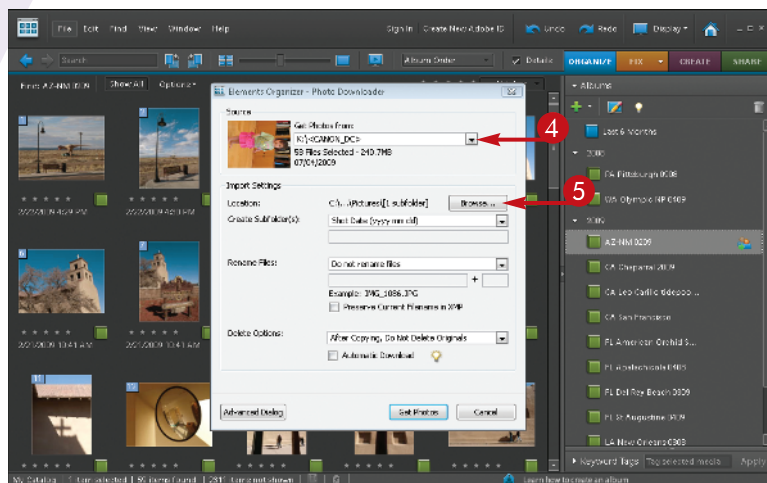
Photoshop Elements to recognize photographs that are already on your computer.

When you first open Photoshop Elements, click the Organizer button to go into the Organizer mode. All importing is done through this mode. Once the Organizer recognizes the images, they appear as thumbnails on your screen, which you can then sort, place into albums, and generally place them in an order that makes them easy to locate.



### Importing from a Digital Camera or Memory Card

- 1 Click File.
- 2 Click Get Photos and Videos.
- 3 Click From Camera or Card Reader.

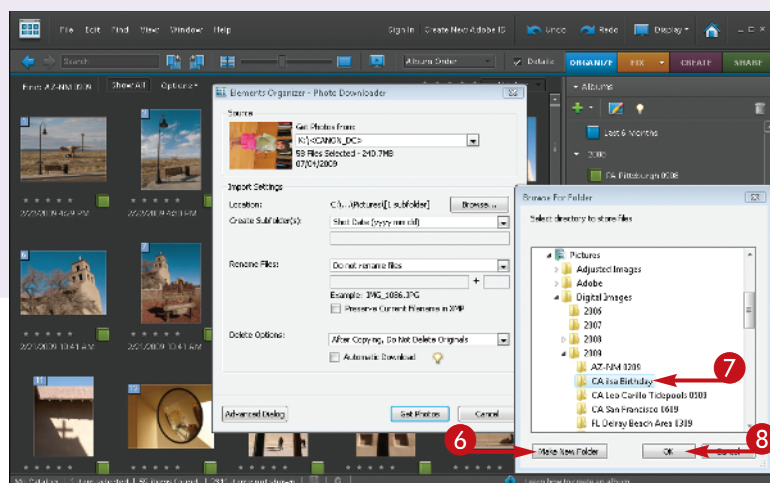


The Photo Downloader dialog box appears.

- 4 Click here to select your camera or card reader.
- 5 Click Browse to select where you want the photos to go on your hard drive.

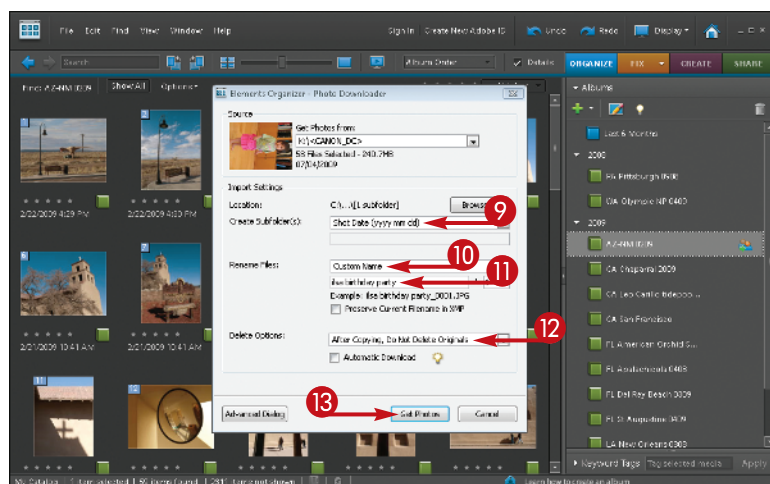
# #2

DIFFICULTY LEVEL



Navigate to the folder you want to use in the directory tree that appears.

- 6 Click Make New Folder for a new group of photos.
- 7 Name your new folder.
- 8 Click OK.



- 9 Click here to select or create subfolders in the new folder, such as ones based on dates photos were shot, or choose None.
- 10 Click here to rename your photos or keep the original file names.
- 11 Type a new name for your photos if needed.
- 12 Click here to leave photos on the memory card so that your camera can reformat the card properly.
- 13 Click Get Photos.

The photos will now be imported into your computer and included in the Organizer.

- 14 When the Files Successfully Copied dialog box opens, click yes.

## TIPS

### Did You Know?

A quality memory card reader is the fastest and most dependable way to download images. A card reader needs no power, can be left connected to your computer, and will not be damaged if accidentally knocked to the floor.

### Did You Know?

The Automatic Download check box in the Photo Downloader dialog box sets up your computer to automatically download photos based on criteria set in Preferences, found in the Edit menu for PCs and the Photoshop Elements menu for Macs. This can be a problem because it does not enable you to put photos into specific folders for each download, nor does it enable you to rename photos.

### Did You Know?

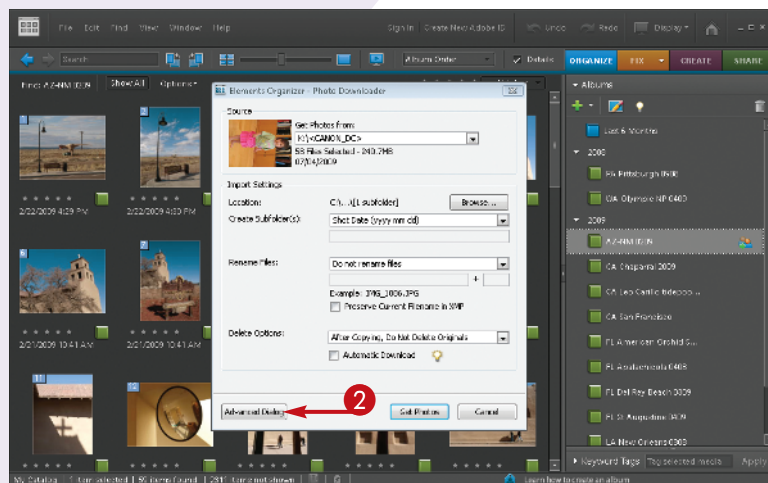
Most photographers prefer to put images into distinct file folders on their hard drives instead of lumping them together into the Pictures folder. Photo Downloader enables you set up specific folders based on date and location. For example, you can put photos in a folder called Digital Photos on your hard drive to make them easier to find if the Organizer in Photoshop Elements ever fails.

# IMPORT your images

Sometimes you will have groups of photos on your memory card that you do not want to mix together into a single folder. It can be very helpful to keep your photos separated by folders so that you can always find images on your hard drive, even without Photoshop Elements. The program gives you the option to import only the pictures that you want from a memory card in an advanced dialog box. This dialog

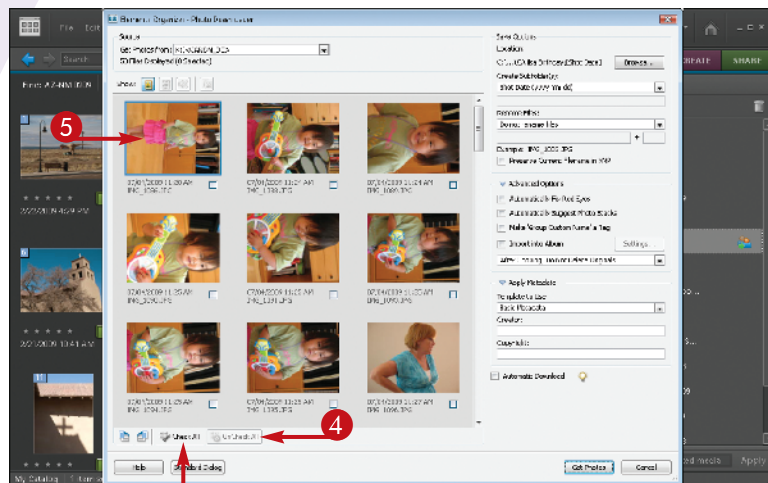
box is very similar to the Photo Downloader dialog box, but it includes some additional choices you should know about.

Photoshop Elements also enables you to import images already on your hard drive. The process is very similar, but does use a different dialog box. This can be useful when you have transferred pictures directly from one computer to another, for example.



## Advanced Importing from a Digital Camera or Memory Card

- 1 Repeat steps 1 to 4 from the "Importing from a Digital Camera or Memory Card" section to open the Photo Downloader dialog box.
- 2 Click Advanced Dialog.

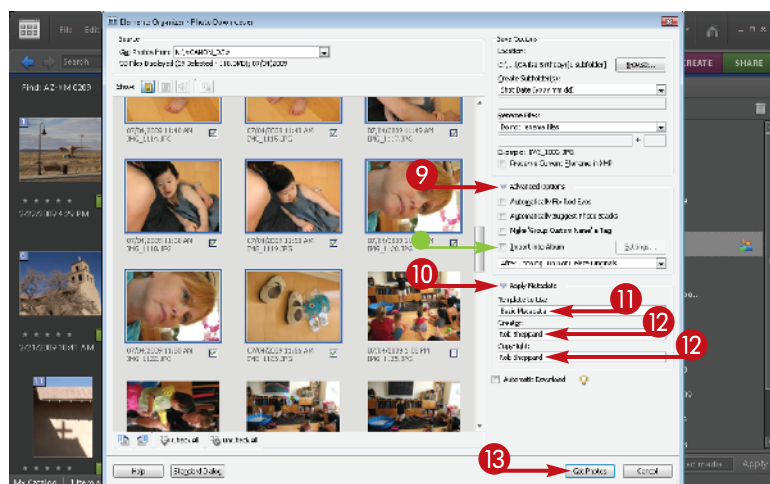
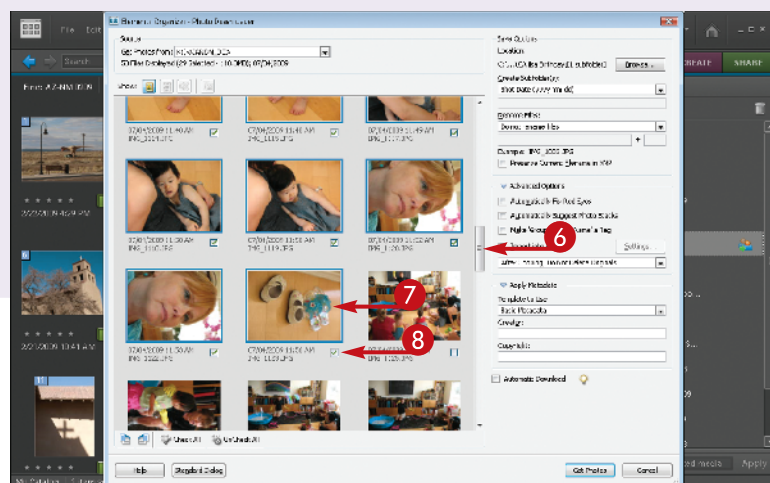


The advanced Photo Downloader dialog box appears.

- 3 Click Check All to import all photos.
- 4 Click Uncheck All to deselect all photos to select specific images for import.
- 5 Click the first photo of your group to import.



# #2 CONTINUED



- 6 Scroll down to the last photo in the group.
- 7 Shift+click that last photo to select all photos from the first one to this one, but no others.

Press Ctrl/Cmd+click isolated photos to add or remove them from the group.

- 8 Click the check box under any image to check all that are selected.
- 9 Click here to open Advanced Options if it is not already open.
- 10 A good option to select is Import into Album (☐ changes to ☒) if you have albums set up.
- 11 Click here to open Apply Metadata if it is not already open.
- 12 Click here to select Basic Metadata.
- 13 Type your name for the Creator and Copyright text boxes.
- 14 Click Get Photos.

The photos will now be imported to your computer and included in the Organizer.

## TIPS

### Did You Know?

When the Organizer recognizes photos, Photoshop Elements does not move or change them unless you tell it to. Photoshop Elements is simply creating a map to these image files on your hard drive so that it can find and organize the photos as needed.

### Try This!

Use the Light Bulb icons (💡). Photoshop Elements scatters tips throughout the program to help you when you do not understand a particular control or option. Click the icon and a tip appears, providing information on how to use the control or option.

### Did You Know?

Having your name and copyright information on a photo helps people keep track of your photos. Even if you are not a pro, having your name in the metadata means that if you give your photo files to someone, such as for an organization's brochure, everyone will know whose photos they are.

# VIEW PHOTOS

## with full-screen mode

The Organizer in Photoshop Elements is great for seeing a whole lot of photos at once. This can help you check out your latest photo shoot as well as visually find important images. But seeing larger images enables you to find the best photos, whether it means checking sharpness, focus, a person's expression, and so on.

While you have always been able to look at larger versions of your photo in previous versions of the

software, Photoshop Elements 8 now includes a full-featured full-screen mode. This mode removes all distractions from your monitor so you can focus just on your image. This truly makes the image the star and puts the software in the background. This can make it easier to evaluate your photos after importing them because you can easily move from one photo to the next.

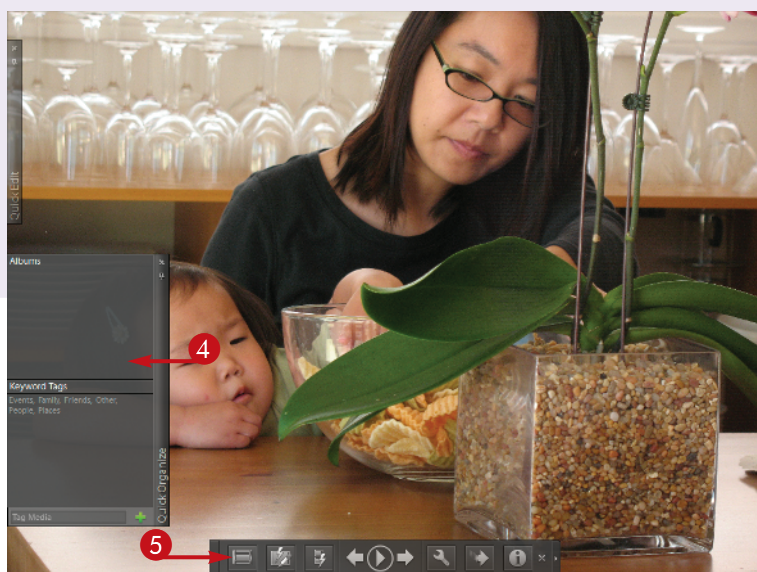


- 1 Click a photo that you wish to see Full Screen.
- 2 Click the Full-Screen icon, the little monitor with a playback arrow.



A full-screen image appears.

- The playback toolbar also appears at the bottom of the screen.
- 3 Click the arrows to move the display of photos forward or backward from the whole group in Organizer.

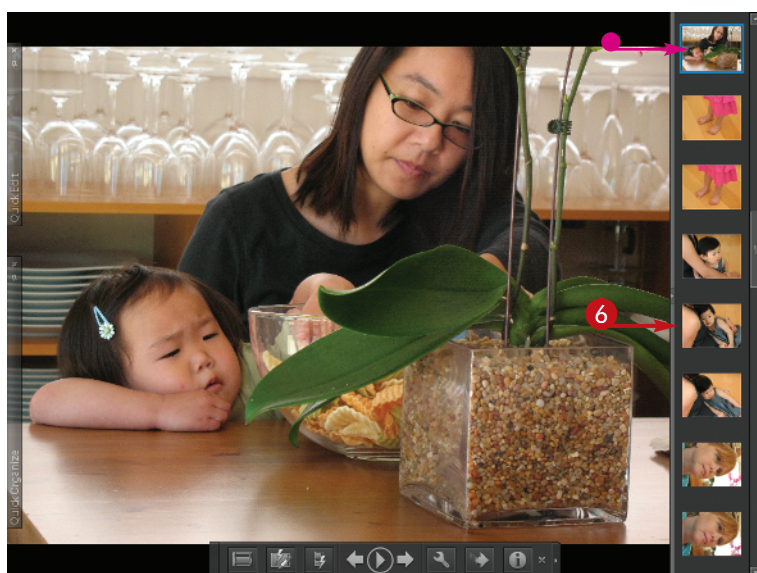


A new photo appears.

- 4 Move your cursor to the left side to open the Quick Organize panel.

Use the Quick Organize panel for quickly adding keywords or putting a photo into an album.

- 5 Click the filmstrip icon on the bottom toolbar.



A filmstrip appears.

- The active photo is highlighted in blue in the filmstrip and also appears enlarged in the main work area.
- 6 Click any image in the filmstrip to display it large.
- 7 Press the Escape key to go back to Organizer.

## TIPS

### Did You Know?

The full-screen view can be used as a slide show. Click the center arrow of the bottom toolbar to start playing images or pause the slide show. You can change how long each image is on the screen as well as play music with the photos by clicking the Wrench icon, which gives you settings to try. You can only play this slide show when the Photoshop Elements program is open.

### Try This!

The full-screen playback can be very helpful, but sometimes you want to go back and forth between the Organizer multi-image view and the full-screen view. You can do this quickly and easily with the function key F11. Press F11 to go from Organizer to Full Screen, and then press the Escape key to go back to Organizer.

### Did You Know?

The Quick Edit panel in the full-screen view can be a useful way to quickly make adjustments to your photos. Move your cursor over the Quick Edit bar to expand the panel. Then choose controls that will enable you to adjust your photo.

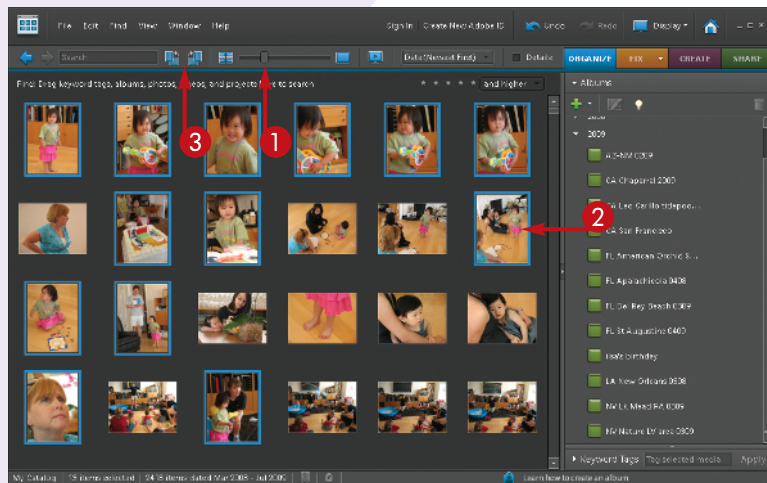


# SORT

## the good pictures from the bad

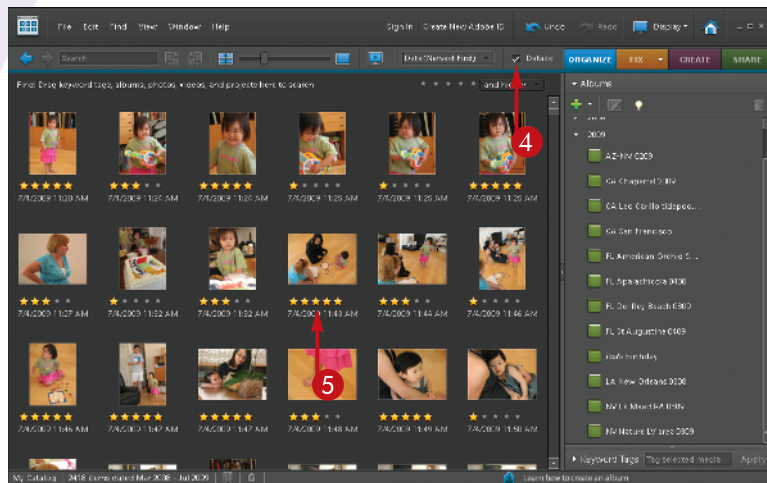
Traditionally, going through your pictures, finding the good ones and getting rid of the bad has been called photo editing. However, when computer engineers developed programs like Photoshop, they decided to call changing pictures in those programs photo editing too, so the term can be confusing. Still, you do need to go through your pictures and edit them based on the original definition of the word.

Photoshop Elements gives you some excellent tools to do just that. You can compare pictures, look at pictures in different sizes, and discover which pictures work well for you and which do not. To save hard drive space and eliminate clutter there, you should delete images that really do not satisfy you, thus reducing the number of pictures you have to go through to find the really good ones.



### Set Up Your View of the Photos

- 1 Click and drag the thumbnail slider to change the sizes of your photo thumbnails.
- 2 Press Ctrl/Cmd+click photos to select images that you want to rotate.
- 3 Click the appropriate Rotate icon to rotate the selected photos.



- 4 Select the Details check box to show ratings (☐ changes to ☒).

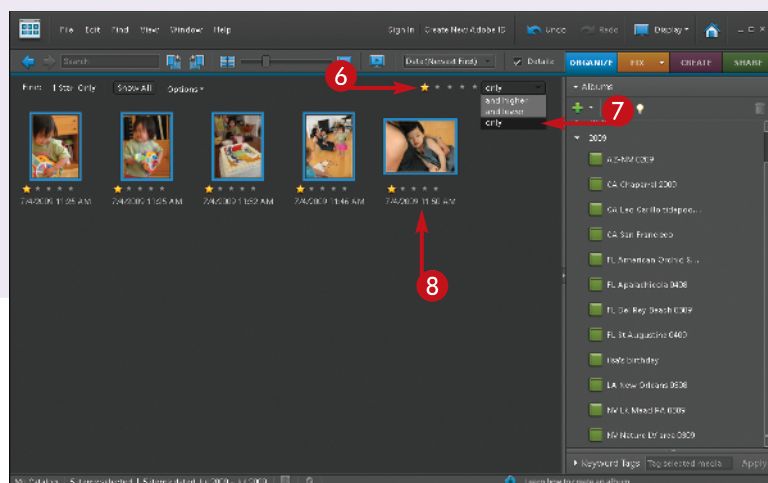
**Note:** You can also click the View menu and then View Details to show ratings.

- 5 Click the stars to rate your photos.

You can use a system such as one star for those photos you reject, five stars for the best ones, and various numbers of stars in between to define which photos you like or dislike.

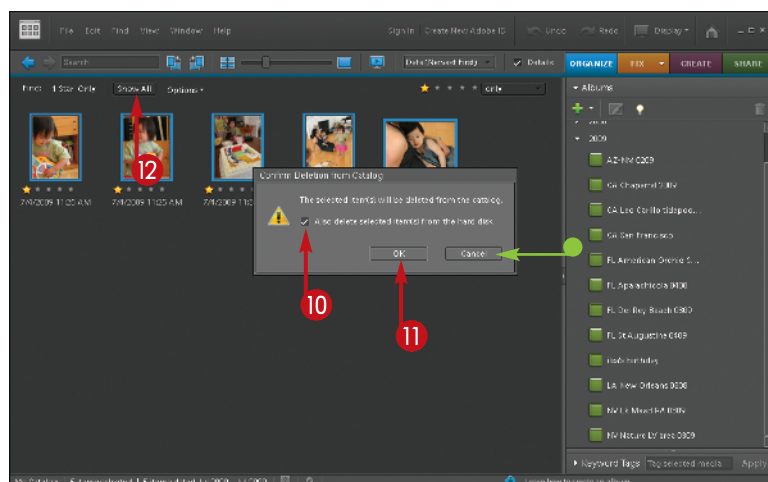
**Delete Photos You Do Not Want**

- 6 Click one rating star in the upper right of the thumbnail display.
- 7 To limit photos to only those with one star, click the box to the right of the stars and select only.
- 8 Select all photos with Ctrl+A.
- 9 Press Delete.



The Confirm Deletion from Catalog dialog box appears.

- 10 Select the Also delete selected item(s) from the hard disk check box to throw out your rejects (☐ changes to ☒.
- Make sure the Also delete selected item(s) from the hard disk check box is deselected to only remove photos from Photoshop Elements view (☒ changes to ☐.
- 11 If you feel that you made a mistake, you can click Cancel and change the ratings.
  - 12 Click OK to finish the process.
  - 13 Click Show All to get your photos on screen again.

**TIPS****Remember!**

You can delete images from Photoshop Elements and/or off your computer altogether. Simply select the image you want to remove and press Delete. This opens a dialog box that enables you to decide if you simply want to remove the photo from Photoshop Elements' view or remove it from the hard drive completely.

**Try This!**

To see any image at a large size, double-click it. This shows you the photo filling the thumbnail area without any other photos. This helps you better see details in your photos, such as sharpness or exposure problems. Double-click the image again to go back to the thumbnail view.

**Did You Know?**

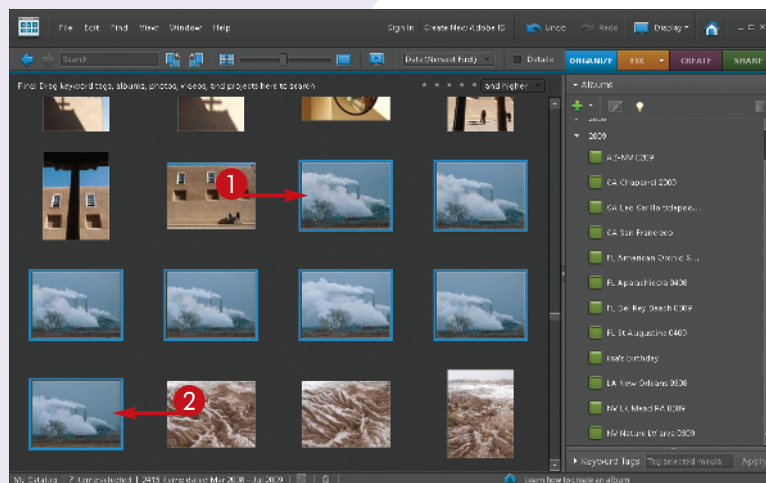
You can show file names and other detail using the View menu. Click View and then select the appropriate menu item to show these details in your thumbnail display.

# STACK

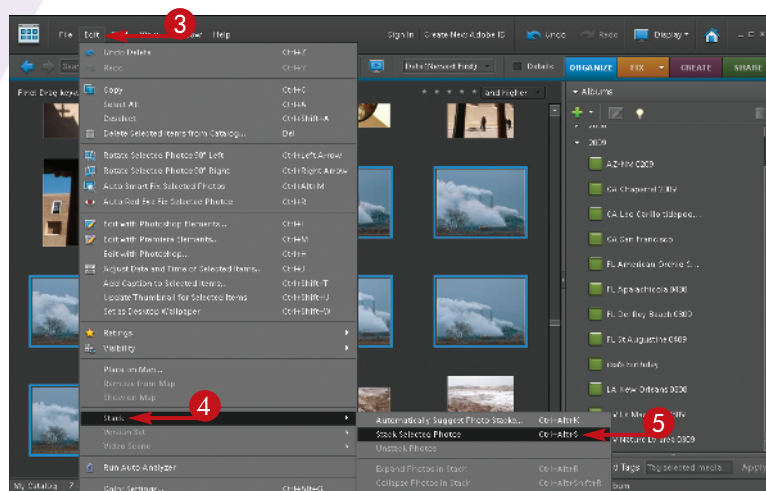
## your images

Most people who enjoy digital photography take advantage of the fact that once you own the camera and memory card, there is no cost for taking pictures. This means you can freely photograph a subject, trying different angles or varied techniques. However, as you do this, you accumulate a lot of similar photos in your digital files. That can make working with a particular group of photos more challenging because you have to look at a lot of similar images before you come to the new ones.

Stacking is a new Photoshop Elements 8 feature. It enables you to place special subgroups of your photos into stacks that then display as if they were one image. This can simplify the view of your photos in Organizer. You can also use stacks to keep a particular small group of photos together.

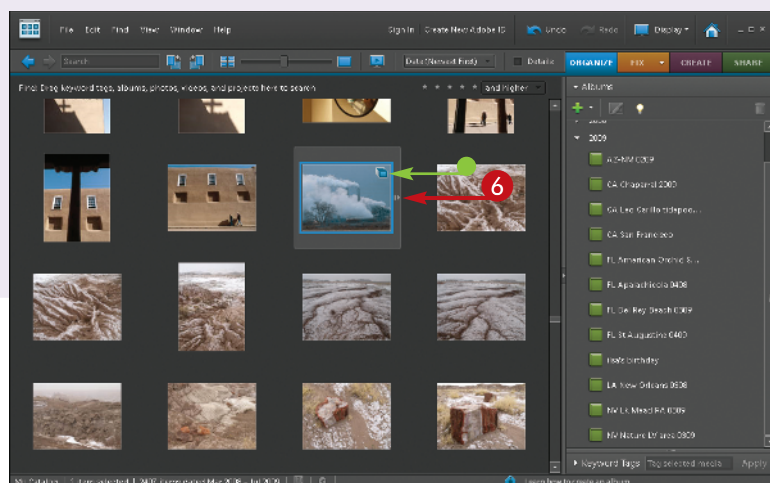


- 1 Click the first image of a group that could be stacked.
- 2 Shift+click the last image of that group.  
The whole group is now selected.



- 3 Click Edit.  
The Edit menu opens.
- 4 Select Stack.
- 5 Select Stack Selected Photos.

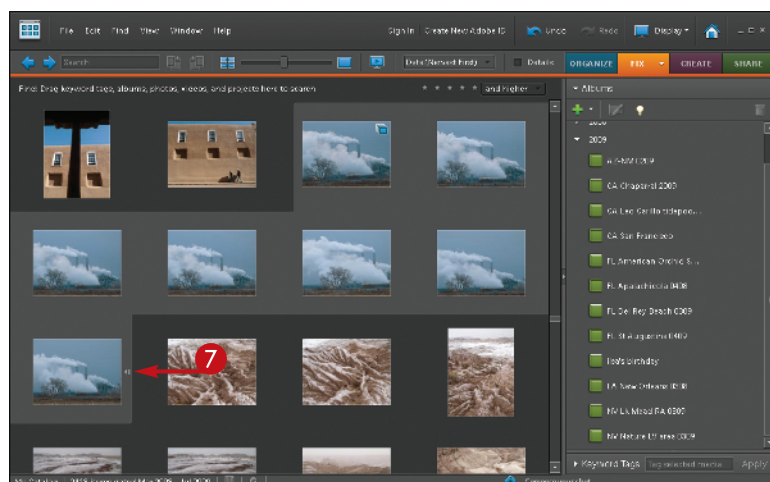




The images are visually stacked so you see only one.

- The Stack icon appears in the upper-right corner of the stack to inform you it is a stack.

- Click the small arrow at the middle of the right side of the photo thumbnail.



The stack opens and is highlighted as a group.

- Click the small arrow at the middle of the right side of the last photo to collapse the stack again.

## TIPS

**Compare!**

Many times you will find that two photos look similar and you simply want to find and keep the best. You do not necessarily want or need a stack. Photoshop Elements has a great tool that enables you to compare photos two at a time. Select two photos, and then click the Display button at the top right of the interface and select Compare Photos Side by Side. The two photos will now be displayed full screen next to each other.

**Try This!**

You can also use stacking to simplify and organize your thumbnail view. For example, you could stack photos of each child at a birthday party so that the entire group of party photos is organized into stacks based on individuals. Pressing Ctrl/Cmd+ click isolates photos to select them.

**Did You Know?**

Stacking is simply another way to group photos so they are useful to you. It is based on an old technique slide shooters used when sorting photos. They would pile similar slides on top of each other, making stacks that kept their light tables better organized.

# CREATE ALBUMS

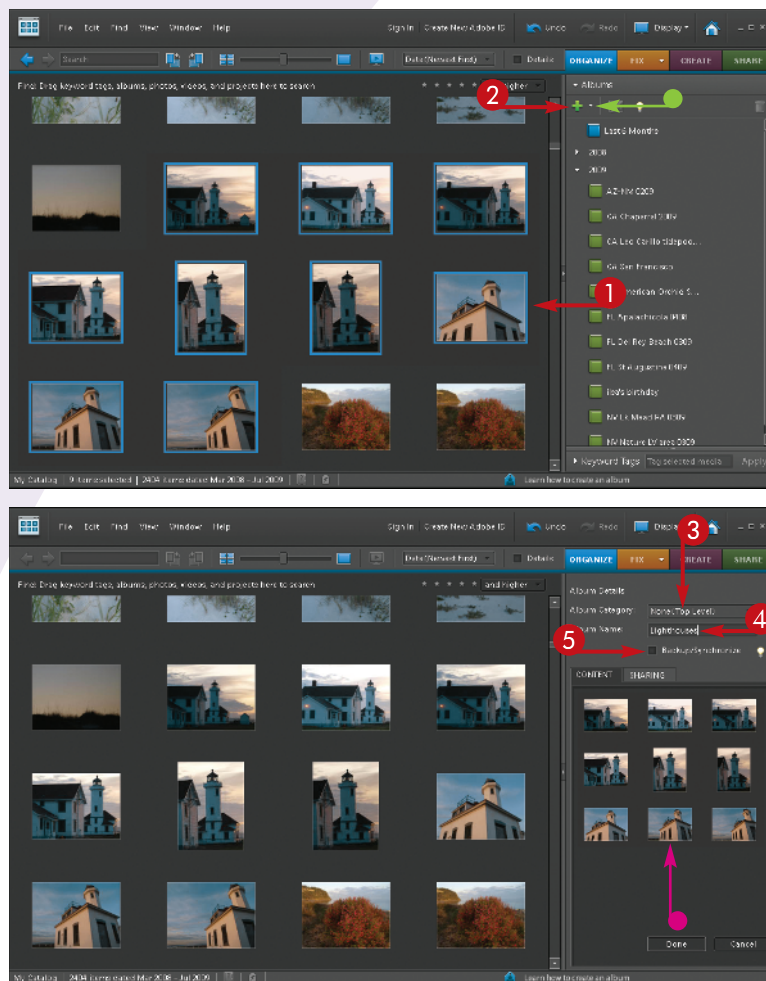
## to group your pictures

*Albums* are groupings of pictures based on your needs. You can create albums based on events such as birthdays, locations such as a recently visited city, family members, and much more.

Albums enable you to quickly find pictures even if they are part of a very large collection of images. They also enable you to group pictures together even if they were not taken at the same time. For example, you could set up an album based on a child's name

and then put images of that child into that album. If you did this over time, you would have a collection of images of that child from many different times and places.

Albums do not duplicate photographs. They only create references to where the pictures are on your hard drive. For that reason, individual pictures could be in many albums, which can help you find them faster in different ways.



- 1 Ctrl+click photos to select individual images, or click a photo and then Shift+click the last image in a group to select photos in order.

You can also press Ctrl/Cmd+A to select all photos.

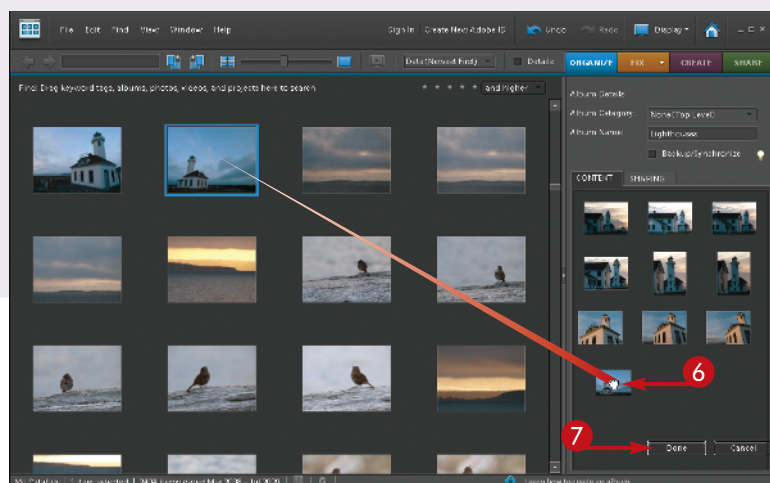
- 2 Click the large green plus sign under Albums and select New Album to add an album.
- 3 You can open the Albums section of the task panel by clicking the arrow next to the word Albums.

The Album Details panel appears.

- 3 You can group albums by using the Album Group function, but start with None (Top Level).
- 4 Type a name for your album.
- 5 Deselect the Backup/Synchronize check box until you have a Photoshop.com account (☑ changes to ☐).
- 6 Your selected photos appear in the Content box.

# #6

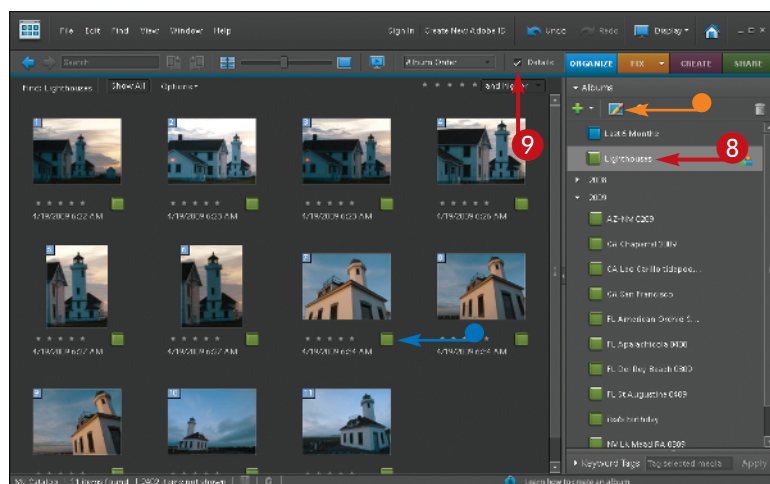
DIFFICULTY LEVEL



- 6 Click an image and drag it into the Content box to add it to an album.

*Note: Neither adding nor deleting photos from an album affects their position on the hard drive.*

- 7 Click Done.



The new album now appears in the Albums panel.

- 8 Click the album to select it.
- The photos you put in the album now appear with a small icon below them to indicate they are in albums.
- 9 To see that icon, select Details (☐ changes to ☒).
- You can edit your album by clicking the Edit icon.

## TIPS

### Did You Know?

You can add photos to an album at any time. Whenever you see a photo that belongs in an album, click it and then drag it to the album. It is automatically placed in the album and will appear there whenever that album is opened. Remember you are only creating references to photos and not actually moving any.

### Try This!

You can immediately put any new photos just imported into Photoshop Elements into an album. Select all images in that new group of photos, add an album with a name appropriate to that group, and the photos should appear in the Contents box. If not, select and drag the new pictures into that Item box.

### Smart Albums!

You can create a smart album that automatically adds photos to the album. You set up criteria, such as file names, keywords, and camera type, in the New Smart Album dialog box, which you access by clicking the Albums plus sign (+). Whenever a photo with those criteria appears in Photoshop Elements, it is automatically included in the smart album.



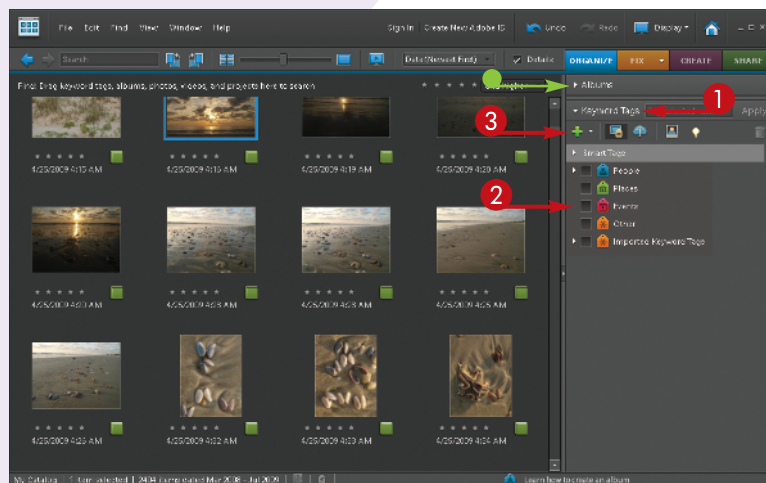
# USE KEYWORDS

## to tag your images

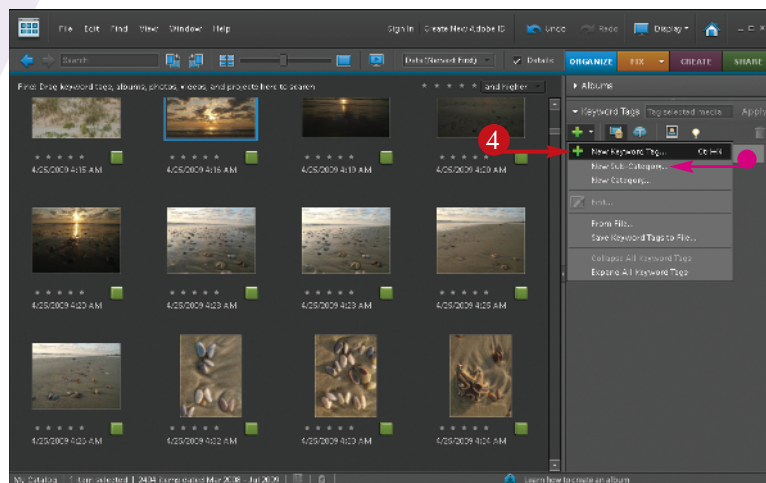
*Keywords* are words that you add to your photo's metadata (information about the image held in the file). They can be a useful way for you to organize and find your pictures because keywords are searchable. Albums are great for creating large groupings of pictures that you can readily access. With keywords and the search function in Organizer, you can go to specific images depending on the keywords you have used.

Keywords can be as detailed as you want. You can simply add words to large groups of pictures, which makes this process easier. Or if you want to be able to really find specific images, you can add a lot of very specific keywords to individual pictures.

Regardless of how you use keywords, they are still an important part of Photoshop Elements to understand and use as needed.

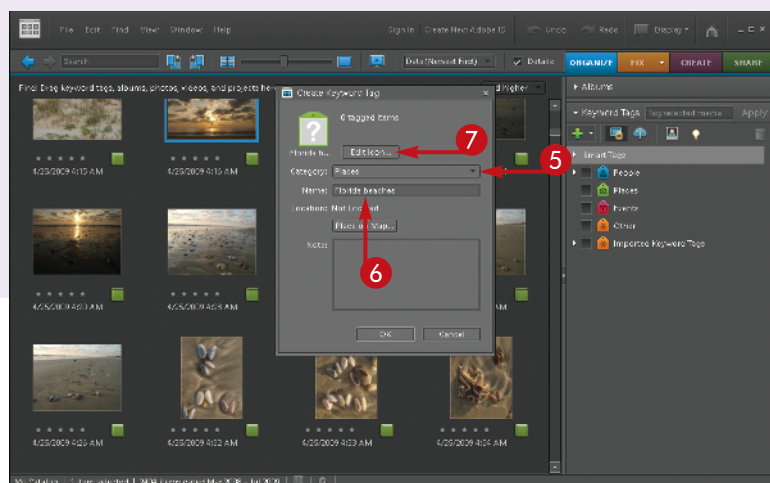


- 1 Click the arrow in front of Keyword Tags to open the keyword part of the Organize task panel.
- 2 You can start with the keywords that are listed.
- 3 Click the large green plus sign under Keyword Tags.



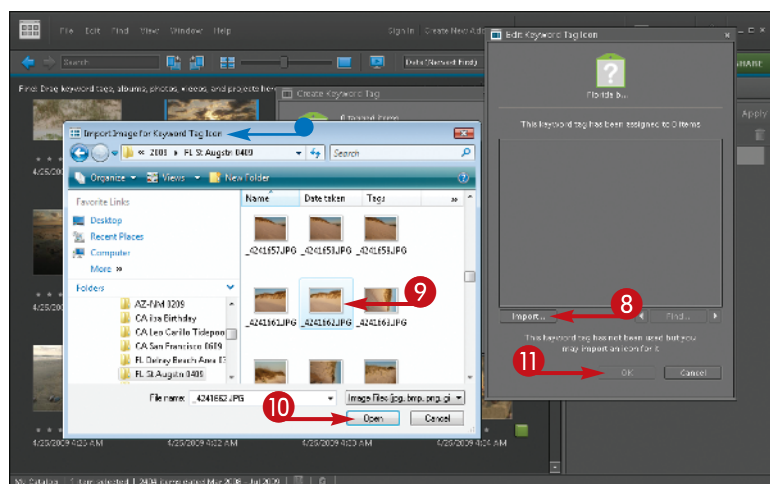
A drop-down menu appears.

- You can choose New Sub-Category or New Category to create your own category for keywords.
- 4 Select New Keyword Tag to add a keyword.



The Create Keyword Tag dialog box appears.

- 5 Choose a category.
- 6 Type a name for your keyword tag.
- 7 Choose an icon if desired by clicking the Edit Icon.



The Edit Keyword Tag Icon dialog box appears.

- 8 Click Import to look for something to use as an icon.
- 9 Find a photo that looks interesting, perhaps from the same group of images.
- 10 Click Open to select this photo for your icon.
- 11 Click OK to use this new icon for your keywords.

**Note:** It is not required to have an icon for every keyword tag.

- 12 Click OK again to accept the changes to the Create Keyword Tag dialog box.

## TIPS

### Try This!

When all the task panel controls are open, your interface can get cluttered and confusing. Click the little arrows at the left of the panel category titles to open and close a category of control, such as Albums. Simplify the workspace by closing panel categories you are not using.

### Important!

Pick keywords that help you find your photos. Your keywords will be unique to your type of photography. Adding keywords that others use but do not fit your images will make your searches confusing. Ask yourself, "What do I need to find?" in order to create keywords that work for you and your needs.

### Customize It!

You can add as much or as little information as you want to keyword tags. The Create Keyword Tag dialog box includes the option to add notes or a specific address for a location. These are not requirements, only options that some photographers will use frequently, and others not at all. Use what you need and what works for you.

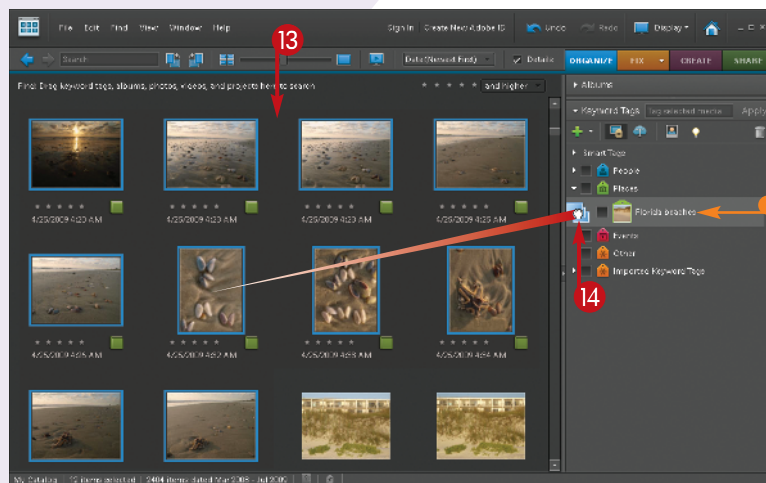
# USE KEYWORDS

## to tag your images

Keywords are one of those things that many photographers put off creating. The best time to add keywords is when you first import pictures into Photoshop Elements. At that time, you remember the most about your pictures. It is also easier to add keywords at this time because all your pictures are right in front of you.

It is important to understand that you can add keyword tags to one picture and only one picture, to

a few, or to hundreds. Keywords enable you to be very specific, down to putting a specific name on something that appears only in one picture. They also enable you to be broader in your approach and put a single word across a whole group of pictures so that you can find that group again. Keywords work across all pictures within Organizer so that you can find pictures throughout Organizer by simply searching for keywords.



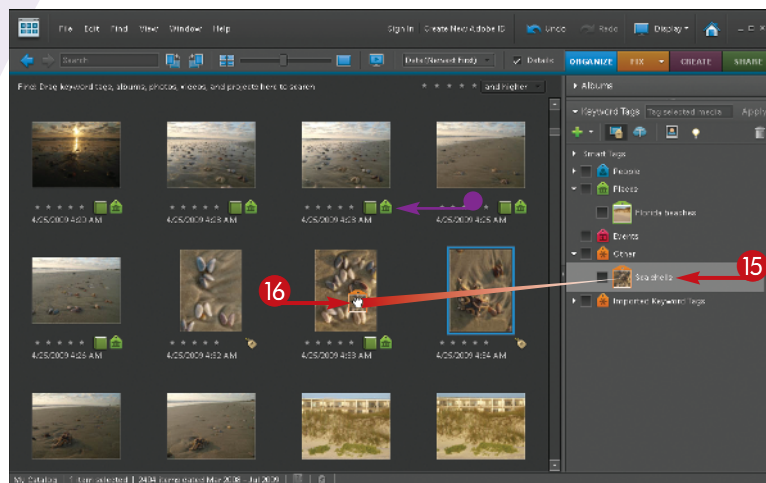
- A new keyword tag appears in the category you chose in step 5.

- 13 Select the photos that need this keyword.

The selected photos have a blue frame around them.

- 14 Click and drag the selected photos onto the tag and they gain that tag.

You can click and drag multiple times, with different groups of photos, to add more keyword tags to photos.



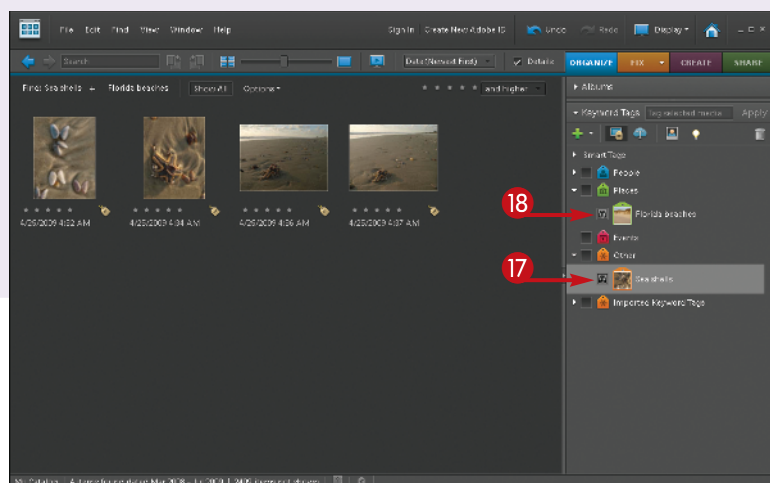
- A small keyword tag icon appears below your photos.

- 15 To put a keyword on specific photos, click the tag.

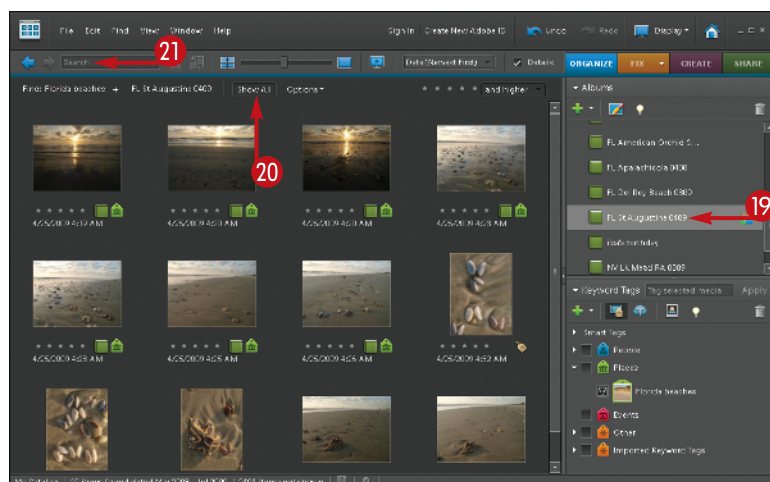
- 16 Drag the tag and drop it on the photo.

When more than one keyword tag is added to a photo, the icon at the lower right of the image changes to a Yellow Tag icon.

# #7 CONTINUED



- 17 Find specific images based on your keyword by selecting the box in front of a specific keyword tag.
- 18 Click additional tags to narrow your search.



- 19 To show specific items in an album, click the album before selecting Keyword Tags.
- 20 To search for images throughout your image files, click Show All first.
- 21 Type a name in the search box to show photos related to that name quickly.

## TIPS

### Customize It!

Take any existing keyword tag and customize it for your needs. Right-click any keyword tag to get a context-sensitive menu. This enables you to edit your keyword or keyword category, add a new keyword to the category, add a new sub-category, or remove keywords or categories as needed.

### Did You Know?

Photoshop Elements includes a special feature that enables you to find people in your photos for tagging. This is found in the Keyword Tags category of the task panel. You will see an icon with a person in a little photo (👤). Hover your cursor over it and you will see "Start people recognition." Click it and all photos with faces are highlighted for you.

### Try This!

You can type a list of keywords based on common descriptions of things in your photos. You can then import this list into Photoshop Elements by clicking the large green plus sign (+) under Keyword Tags and selecting From File. This file must be an XML (Extensible Markup Language) file. You can save a Word file as an XML file for this purpose.



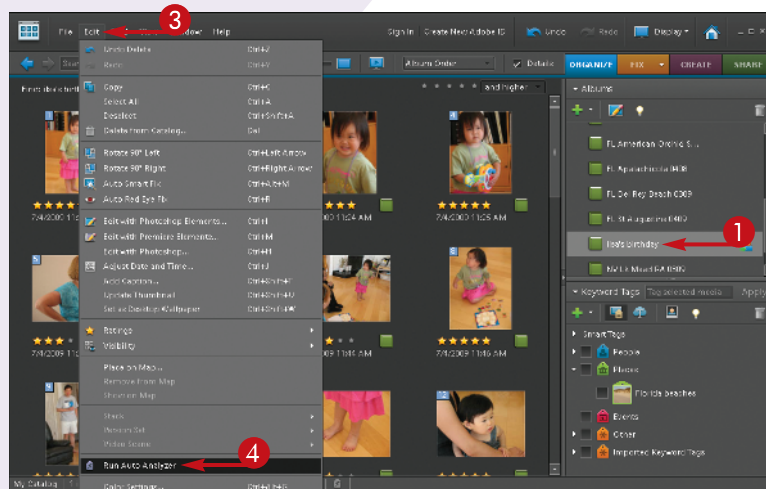
# FIND PHOTOS

## with face recognition

Keywords are a great tool to help you find specific subjects or types of photos. They do require you to set the keyword and find the appropriate photos for them. Many photographers like to identify people in their photos so they can find them later based on specific individuals in the images.

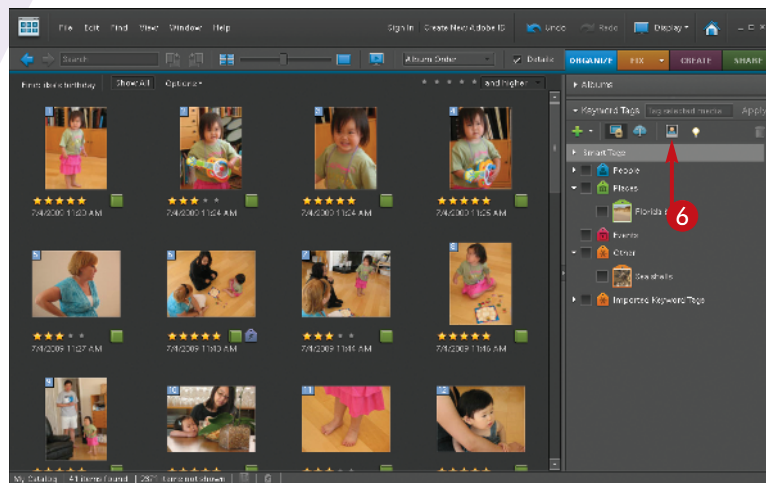
With Photoshop Elements 8, you now can tell the program to “recognize” people in your photos for you. Face recognition can help you quickly go through

photos to find specific instances of a person and add keywords for them. The program does a pretty good job of finding faces in everything, including portraits, group photos, and small people in larger scenes. You can even have Photoshop Elements highlight all the faces it can see as faces so you can give keywords for the individuals.



- 1 Click an album to analyze for faces.
- 2 Select all images by pressing Ctrl/Cmd+A.
- 3 Click the Edit menu.
- 4 Select Run Auto Analyzer.

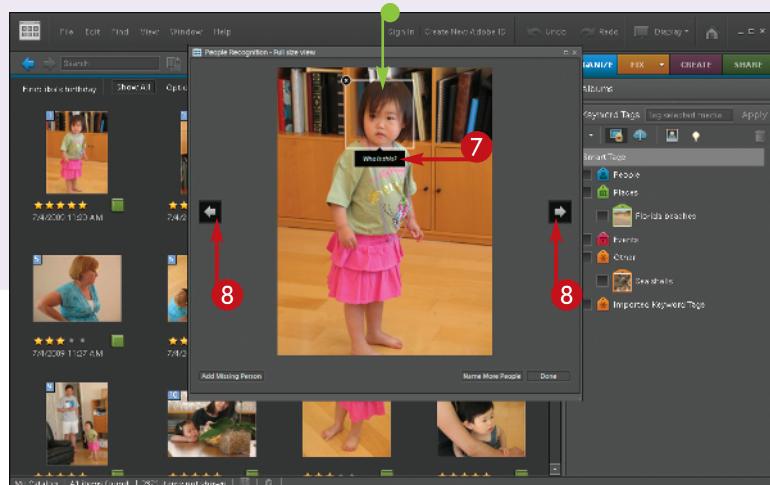
Photoshop Elements analyzes your group of photos for faces and other similarities.



- 5 Click OK in the Analysis completed dialog box that appears.
- 6 Click the Face Recognition icon in the Keyword Tags panel.

# #8

DIFFICULTY LEVEL

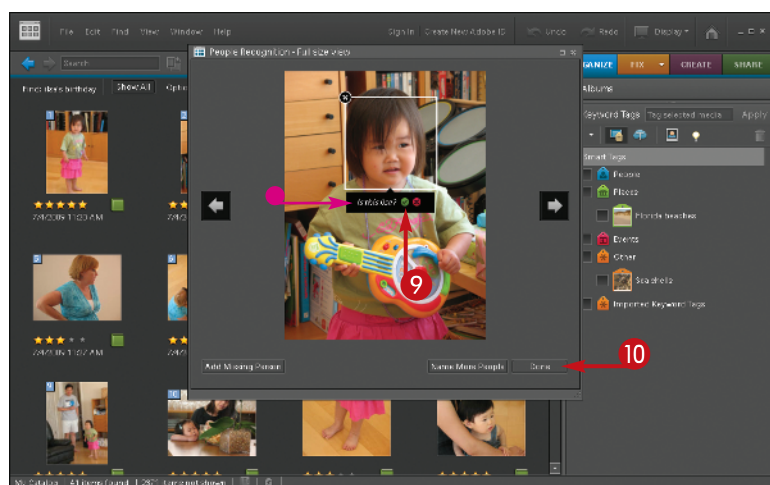


The People Recognition window opens.

- A new person has a white square around her face with the message, "Who is this?"

- Click "Who is this?" and type the person's name.

- Click the arrows at the left and right to move backward or forward in the group of photos.



- If Photoshop Elements recognizes the person, it asks you to confirm if this is that person.

- Click the green check mark if the name is correct.

If Photoshop Elements does not recognize the person, it will ask again "Who is this?"

Click the message and fill in the person's name.

- Click Done when you have assigned all the names.

## TIPS

### Did You Know?

Software companies have been trying to develop advanced face recognition for many years. There is a big demand for it in security markets. The ability to quickly scan security videos, for example, to watch for terrorists or other threatening travelers would be a huge benefit for security agencies.

### Try This!

Right-clicking a mouse is standard procedure for PC users. It is an efficient and quick way to access important contextual menus. However, for a long time, Apple did not use a right-click mouse, even though programs supported it. Today, all Mac users, whether they program an Apple mouse for right-click functionality or buy another brand, need to have and use a right-click mouse.

### Did You Know?

All the organizing tools shown in this chapter are simply that—tools. You have to supply the organization; Photoshop Elements does not. Organize your photos using Albums and Keyword Tags to mimic how you file anything. Following a plan that is true to your own organizational methods is more likely to create a system that will be versatile and efficient for you.

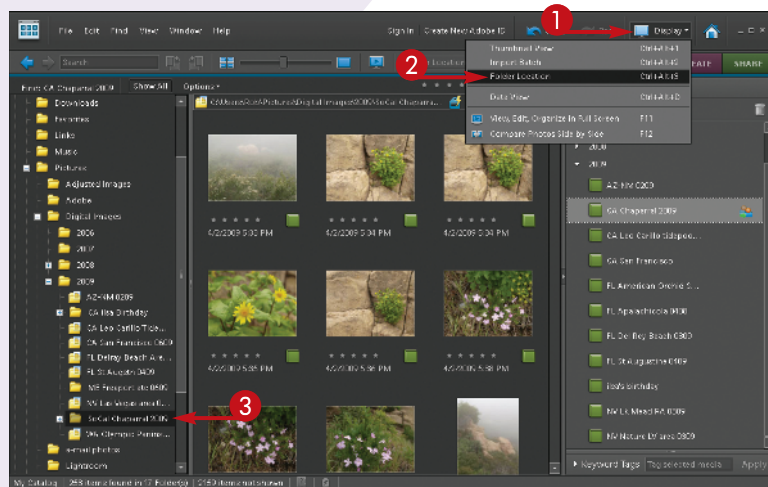
# CHANGE THE ORGANIZER interface as needed

Photoshop Elements has been designed for photographers and its interface reflects that. However, every photographer has unique needs and ways of working. You can change the way the interface for Organizer looks, and consequently acts, to customize it for your needs.

The controls that affect the look of the interface are buttons in the top menu bars, such as Thumbnail Size icons, and in the View and Window menus. Do not be

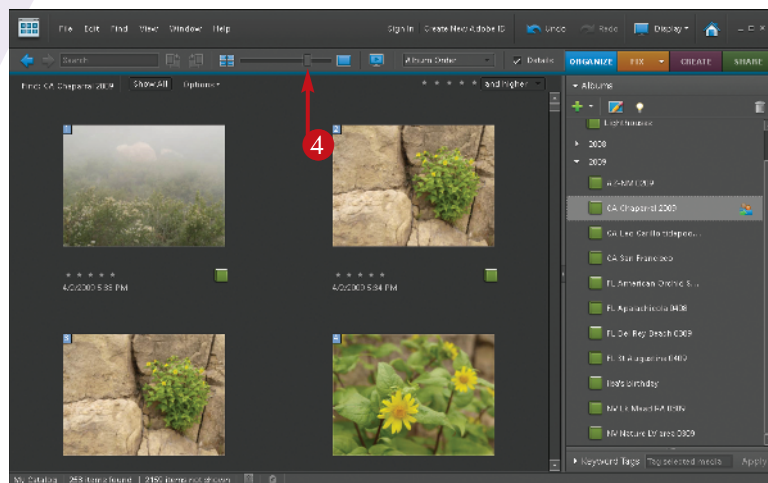
afraid to try different looks for your interface — you can always change back to the original look by clicking the button or menu item a second time.

However you set up your interface, it should be something that helps you work more efficiently. Do not simply use something because it is available or someone else uses it. Be sure that it really helps your work in the program. Working in Photoshop Elements should be a fun way of interacting with your pictures.



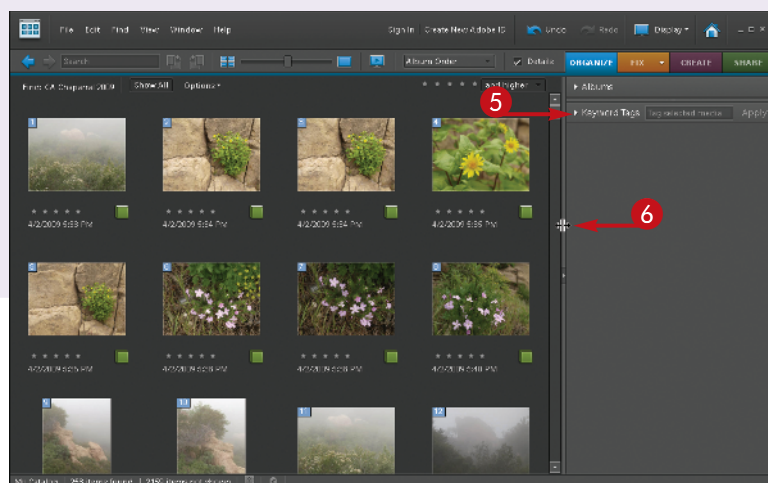
- 1 Click the Display button to change your display views.
- 2 Click Folder Location view to show a directory tree.
- 3 In the Folder Location view, you can click directly on a folder to find photos.

If Photoshop Elements is not managing pictures in a folder, right-click the folder to add them.



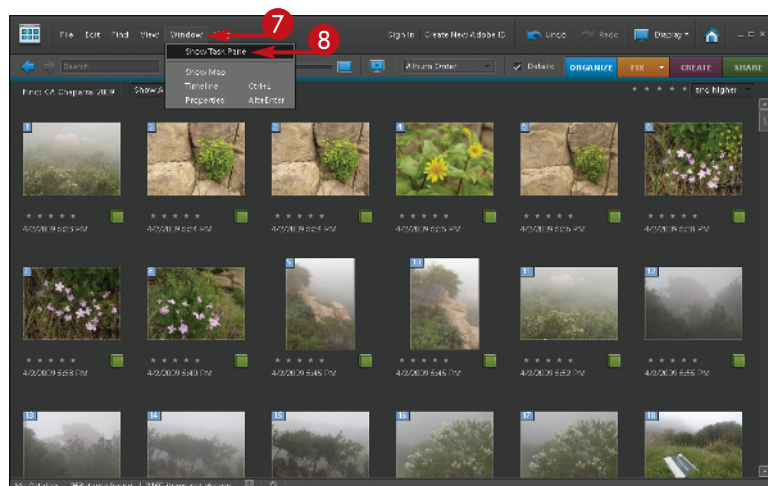
- 4 Change your thumbnail size with the thumbnail slider.





5 Click here to expand or collapse the panel section.

6 Click and drag along an interface edge to make it larger or smaller.



7 Click Window to change what appears in the interface.

8 Click Hide Task Pane for a large image viewing area; click Show Task Pane for the normal view.

## TIPS

**Did You Know?**

You can control many features of Photoshop Elements with keyboard commands. These enable you to quickly access controls with just a couple of keystrokes. These keystrokes are listed next to the controls in the menus. For example, you can turn on and off the detail display for thumbnails by pressing Ctrl+D.

**Try This!**

The Timeline in Photoshop Elements can help you find photos by date. You can turn it on in the Window menu. It works for the entire database, so click the Show All button at the top left of the thumbnails first. Then select a specific time and photos appear below from that time. You can also drag the left and right sliders to limit the dates to show images.

**Did You Know?**

By default, all thumbnails have a small white border around them to make them show up better. Not everyone likes this border, but it can easily be turned off. Go to the View menu and click Show Borders around Thumbnails.

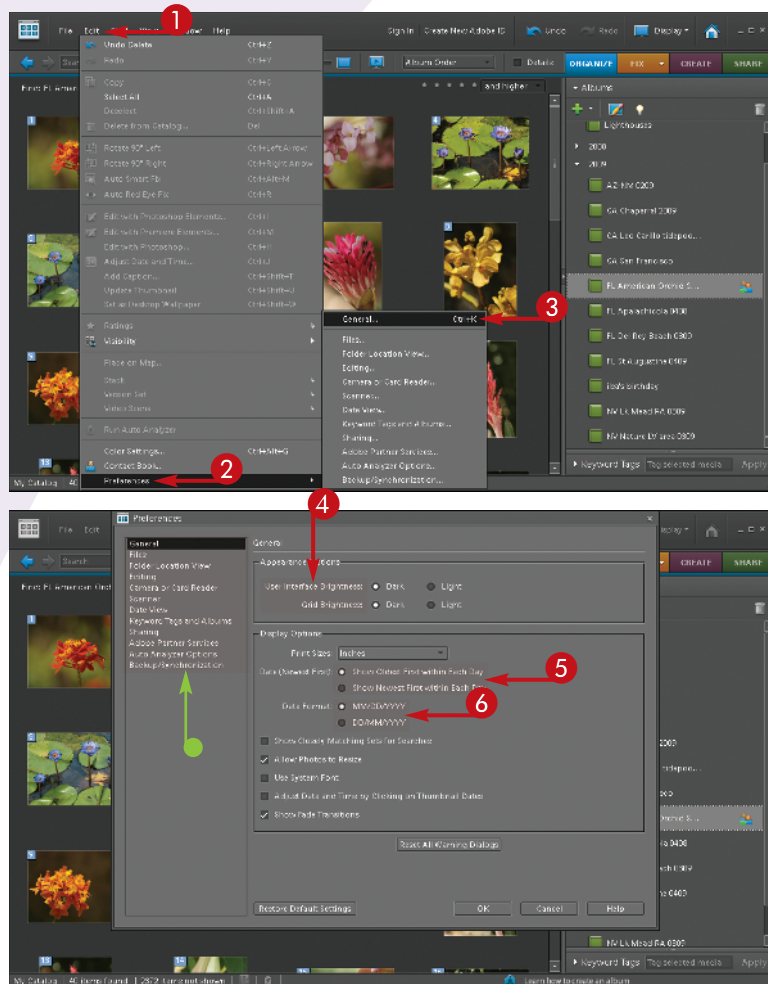
# SET PREFERENCES

## to make Organizer work for you

You can use Photoshop Elements right out of the box and get good results. However, the program has some preferences worth considering that enable you to fine-tune how it works with your computer and your needs.

Photoshop Elements has two sets of preferences, one for the Organizer and one for the Editor. In both cases, they appear at the bottom of the Edit menu. You can leave many of the choices at their default

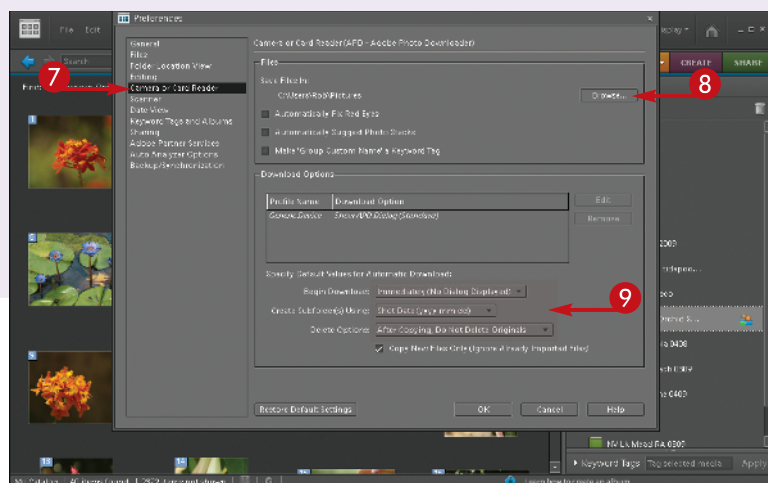
settings, but you might want to tweak some to refine how Photoshop Elements works for you. Many of the settings are self-explanatory. If you are not sure of something and want to try it, go ahead, because all the settings can be reset with the Restore Default Settings button at the bottom of the dialog box. Just reopen Preferences and use this button to go back to the defaults. This section offers some specific options that are especially worth looking at.



- 1 Click Edit to open the Edit menu.
- 2 Select Preferences.
- 3 Select General.

The Preferences dialog box appears.

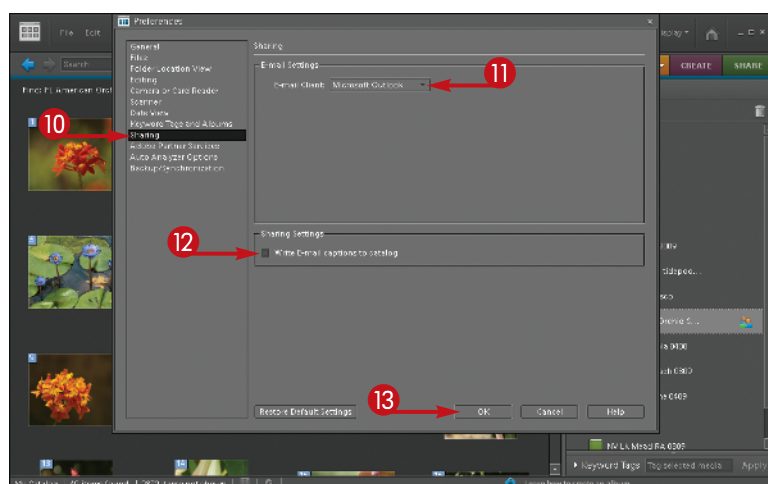
- 4 Adjust the User Interface Brightness and Grid Brightness to make the background lighter or darker.
- 5 Choose the order to show images by date (○ changes to ●).
- 6 Select a preferred Date Format (○ changes to ●).
- You can click any category to adjust specific preferences.



7 Click Camera or Card Reader.

8 Click the Browse button to select a default location for your image files as they are copied from your camera or card reader.

9 Specify default settings for automatic downloading. The settings shown are a good starting point.



10 Click Sharing to set up e-mail with Photoshop Elements.

11 Choose your E-mail Client program.

12 Select Write E-mail captions to catalog to record and save captions (☐ changes to ☒.

13 Click OK to close the Preferences dialog box.

## TIPS

## Did You Know?

You can have images in a separate location not connected to your computer and still reference them in Organizer. Photoshop Elements keeps a small thumbnail for each of the images so that you can still see them in thumbnail view. You can change the size of these previews in the Files section of Preferences.

## Try This!

Select photos by standard computer-selection commands. Pressing Ctrl/Cmd+A selects all photos currently displayed in the organizer. Pressing Ctrl/Cmd+clicking photos selects them one after another. Click one photo, and then Shift+click farther down; all photos in between are selected. You can also deselect a selected photo by Ctrl+clicking it.

## Customize It!

If you use a lot of keywords, you can customize the way they are sorted in Preferences, in the Keyword Tags and Albums section. You can, for example, change how the keywords are sorted, either alphabetically or manually. You can also choose how the tag icons are used, and display or hide hints for face recognition.



# BACK UP YOUR PICTURES

## to protect them

Whenever you read about fires and other disasters destroying people's property, you always read about people wanting to save their photo albums. Photos are important to us in so many ways, whether they are memories of children growing up or artistic visions of a great natural setting.

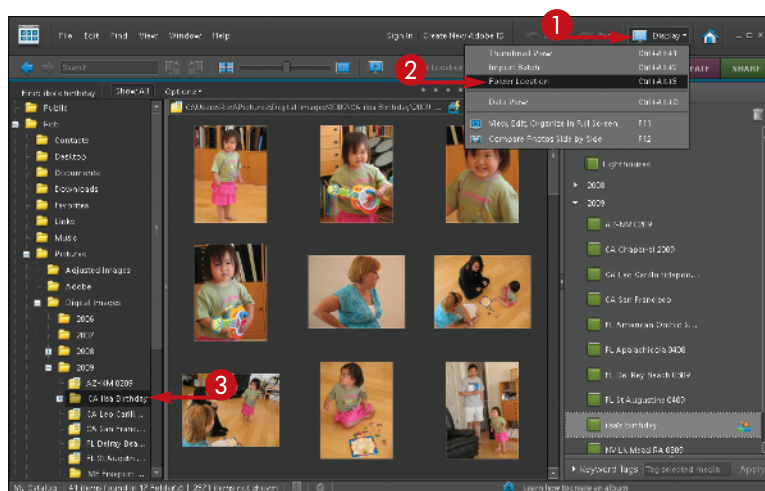
Digital photos are vulnerable to loss from a hard drive failure — and hard drives do fail. Plus, without a hard copy, you have no other record of the images. By backing them up, you can add more security to your

pictures than is possible with traditional film. It is very easy to back up your photos onto accessory hard drives that plug in to your computer. These have come down so much in price that many photographers back up their pictures on more than one.

Backup is so important that Adobe has added special backup features to Photoshop Elements 8, which will be covered in Task #94. You should have some backup system of your own that you can control and access easily, which is covered here.

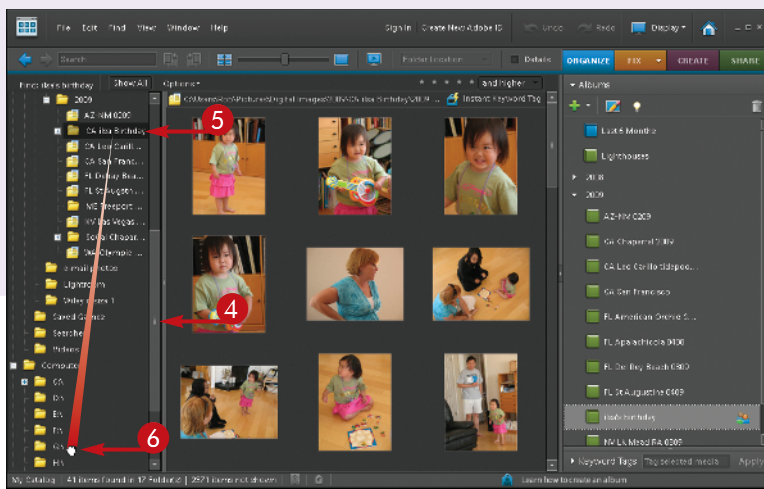


An external hard drive is one of the best ways to back up the images on your computer's hard drive.

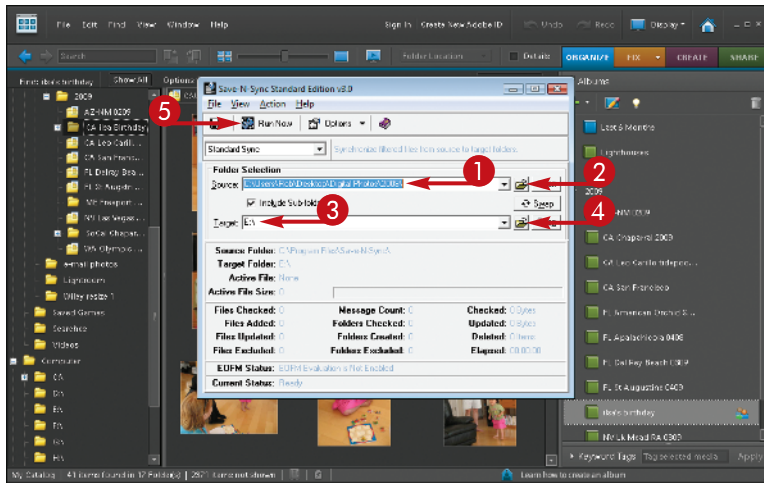


### Back Up to an External Hard Drive

- 1 Click the Display button in the top menu bar.
- 2 Select Folder Location.
- 3 Find a folder you want to duplicate for backup in the folder tree.



- 4 If necessary, reveal the external hard drive using the right slider.
- 5 Click the folder you want to duplicate.
- 6 Drag the folder to the external hard drive.  
The folder is saved on the external hard drive.



### Use Backup Software

*Note: You can obtain special backup software to help you with backing up your photos.*

- 1 With your backup software open, choose the folder or folders you want to back up.
- 2 Click the Folder icon to find your folder.
- 3 Choose the accessory drive for backup.
- 4 Click the Folder icon to select the location for backup.
- 5 Click Run Now to start the backup.

## TIPS

### Did You Know?

Backup software can make your backups easier. Once you set up backup software for specific folders and a specific accessory drive, the software remembers those locations. The next time that you ask it to back up, it simply compares what is in those two locations and adds only what is new.

### Try This!

Small portable hard drives designed for laptops are more expensive than other accessory hard drives. However, they can be handy for accessing your photographs from your laptop or other computer. In addition, you can easily store such a hard drive in a location separate from your main computer, giving you added protection.

### Try This!

You can create a duplicate file structure on your backup drive as you can on your main computer. Simply create folders and levels of folders that are the same on both. For example, if your photos are structured by year and then by specific event, then use the same year and event structure. Then you can simply copy a folder from one drive to another in the same filing setup.