













































# Chapter

# 1

## Import and Organize Photos

Adobe Photoshop Elements 11 brings a radical change to the Photoshop Elements interface. It is quite different from anything seen in earlier versions of the program. Do not let the changes alarm you, however. Photoshop Elements has been made even more accessible and photographer friendly. The folks at Adobe wanted this version of the program to get full attention on making it as simple to use as possible, and that meant a whole new interface design. They had two principles in mind: clear and immersive. Clear meant that Photoshop Elements would have a clear experience for you, the user, so that how you would work with the program would be clear and direct. Immersive meant that you would be able to immerse yourself in whatever is needed as you need it to make something happen in the program.

Photoshop Elements is still a superb image-processing program, and is certainly one of the best values for the money on the market. Photoshop Elements uses the exact same processing algorithms that Photoshop does, but the interface is now even simpler and set up to make it more intuitive for use. In addition, the Windows and Mac versions of Photoshop Elements Editor are essentially the same, and the tips in this book work the same with either platform except for occasional keyboard commands. Ctrl/⌘+click, for example, shows the Windows key and then the Mac key to use as you click the mouse.

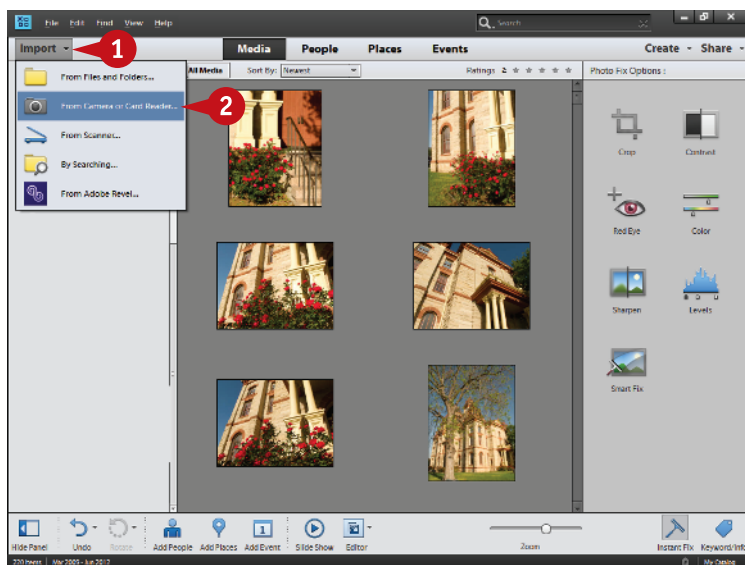
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# IMPORT your images

You have taken some photos and now you want to get them into the computer. Photoshop Elements makes that easy to do by both downloading your photos from a memory card to your hard drive and having Organizer recognize them at the same time. Organizer helps you sort, delete, and organize your photos. Organizer does not actually hold onto your photographs; your hard drive does. However, Organizer does need to know where those photographs are. It needs, in a sense, a map to where your photos are located. So by using Organizer to import your photos to your computer, you create that map.

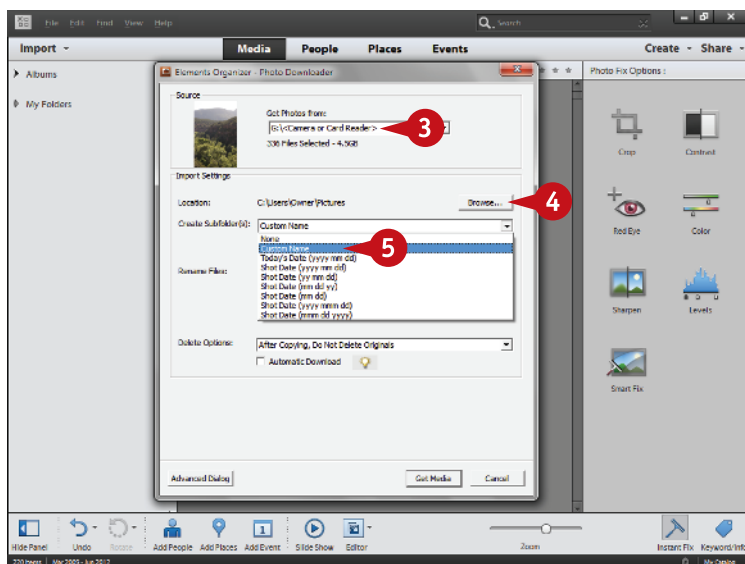
When you first open Photoshop Elements, click the Organizer button to go into the Organizer mode. All importing is done through this mode.

This is a simplified way of getting all your images from the memory card onto your hard drive and recognized by Photoshop Elements. For more control over your importing, including importing only part of your memory card at a time, see the completion of this task on the next pages.



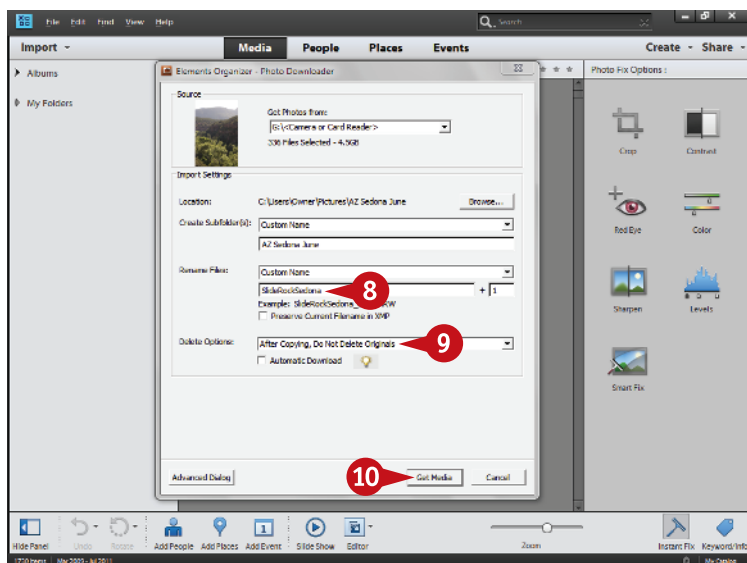
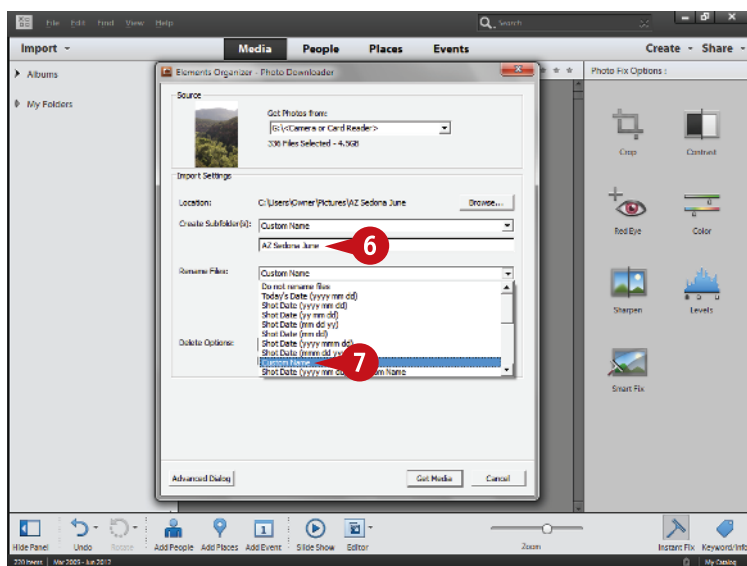
## Importing from a Digital Camera or Memory Card

- 1 Click Import.
- 2 Click From Camera or Card Reader.



The Photo Downloader dialog box appears.

- 3 Click here to select your camera or card reader.
- 4 Click Browse to select a location for your photographs on your hard drive.
- 5 Click here and select Custom Name from the menu that appears to create a custom name for a subfolder.



- 6 Type a name for your subfolder specific to the images you want to import.
- 7 Click here to give your photos a custom name, name them by date, or keep the original filenames.

- 8 Type a new name for your photos if needed.
- 9 Click here to leave photos on the memory card so that your camera can reformat the card properly.
- 10 Click Get Media.  
The photos now import into your computer.
- 11 When the Files Successfully Copied dialog box opens, click Yes to include them in the Organizer.

## 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. Many computers now have SD card readers built into them.

### 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 Organizer Preferences, found in the Edit menu on the PC and in the Adobe Photoshop Elements 11 Organizer menu on the Mac. 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?

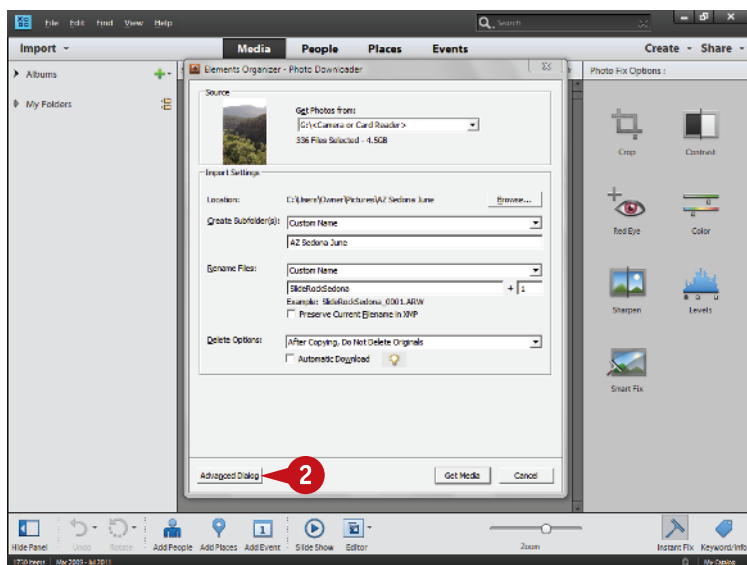
Most photographers prefer to put images into distinct file folders on their hard drives rather than lumping them together into the Pictures folder. Photo Downloader enables you to set up specific folders. You can put photos in a folder based on date and location, for example, inside a larger folder called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

## IMPORT your images (continued)

Commonly, you will shoot several different subjects or locations on a memory card. You may not want all of them mixed together in 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. You have the option in an advanced dialog box to import only the pictures that you want from a memory card. This dialog box is very similar to the Photo Downloader dialog box, but it includes some additional choices you should know about.

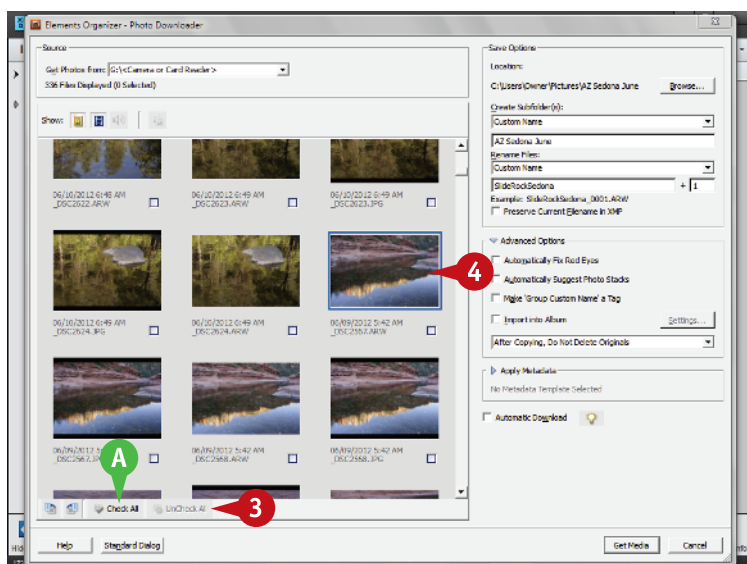
The photos being imported in this chapter are from beautiful country around Sedona, Arizona. This area is known for its combination of pine trees and red rock, along with the very pretty Oak Creek.

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



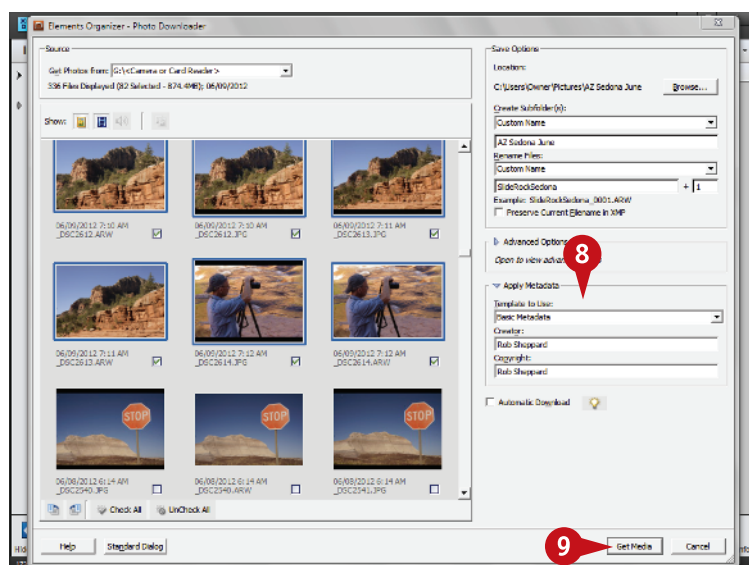
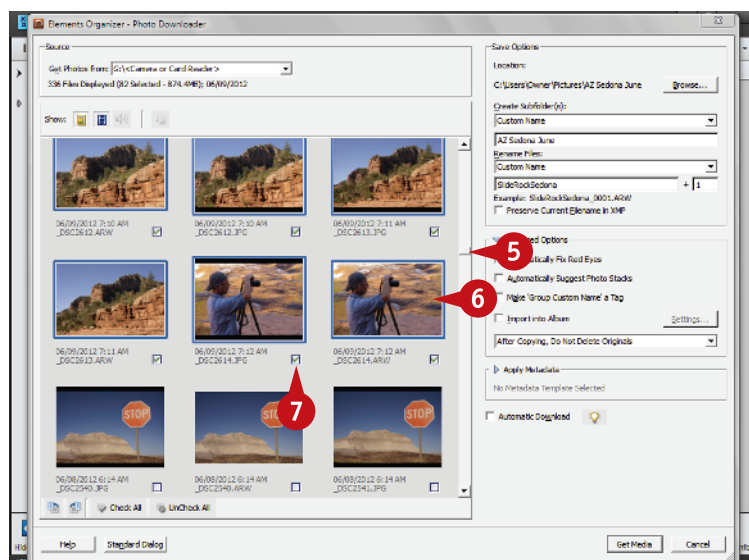
### Advanced Importing from a Digital Camera or Memory Card

- 1 Repeat steps 1 to 10 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.

- A All photos are checked to start, so Check All is grayed out at first.
- 3 Click Uncheck All to deselect all photos to select specific images for import.
  - 4 Click the first photo of your group to import.



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

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

- 7 Click the check box under any image to check all that are selected (☐ changes to ☑).

- 8 Click here to open the Apply Metadata section if it is not already open, select Basic Metadata, and type your name for the Creator and Copyright text boxes.

- 9 Click Get Media.

The photos now import into your computer.

- 10 When the Files Successfully Copied dialog box opens, click Yes to include them 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 can know whose photos they are.

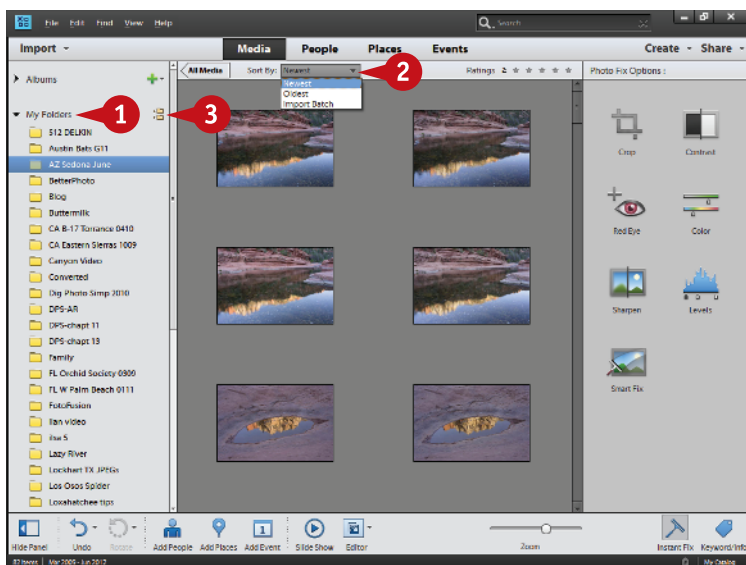
# Use the ORGANIZER INTERFACE

The Organizer in Photoshop Elements makes it easy for you to review many photos at once and in many ways. This latest version of Organizer simplifies access to how you display and work with images so that you do not always have to go to the menus at the top. The previous task showed a good example of this where for importing you simply go to a button called Import.

Removing the panels at the left and right sides lets you see multiple images across your screen, so you can quickly make comparisons among them. This can help you check

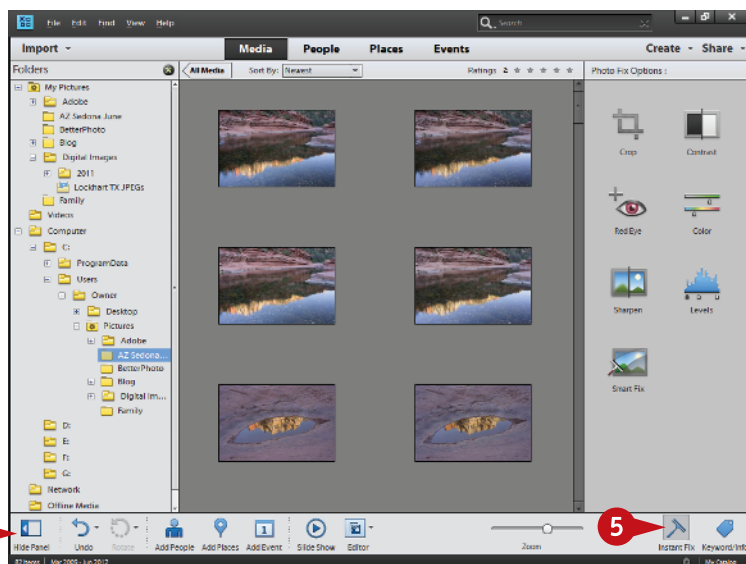
out your latest photo shoot as well as visually find important images. It can also be a great learning experience as you look to see what you did over time as you took pictures.

Of course, you should look at single images at a larger size. Seeing larger images enables you to find the best photos, whether it means checking sharpness, focus, a person's expression, and so on. The photos seen here are from Slide Rock State Park near Sedona, Arizona.



Imported images first appear in the Media screen.

- 1 Click My Folders to see all your photographic folders in alphabetical order.
- 2 Click Sort By to change how images are displayed.
- 3 Click the small folder icons next to My Folders.



Your folder display changes to show you folders as they are arranged on your hard drive.

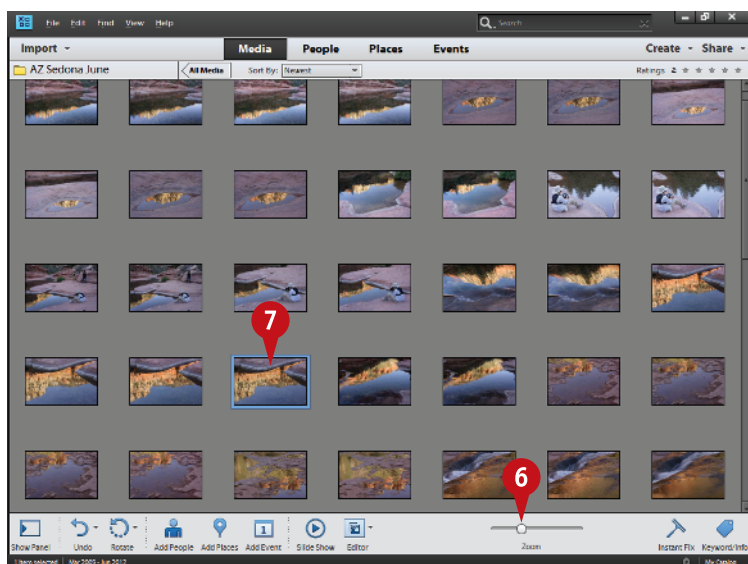
- 4 Click Hide Panel to hide the panel on the left.
- 5 Click Instant Fix to hide the Instant Fix panel.

Your interface changes to show you a nice display of your images as if they were on a light table. This is called the Grid view.

- 6 Click and drag the Zoom slider to make the images larger or smaller.
- 7 Double-click any image.

The photo now displays large in the interface.

- 8 Click the arrows above the photo to move to the next or previous photo.
- 9 Double-click the photo again to go back to the Grid view.
- 10 You can also click Grid to go back to Grid view.



## 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 play this slide show only when the Photoshop Elements Organizer is open.

### Try This!

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

### Did You Know?

The Instant Fix panel in the Organizer can be a useful way to quickly make adjustments to your photos. Click the Instant Fix icon at the bottom of the interface to open or close this panel. Then choose controls that enable you to adjust your photo.

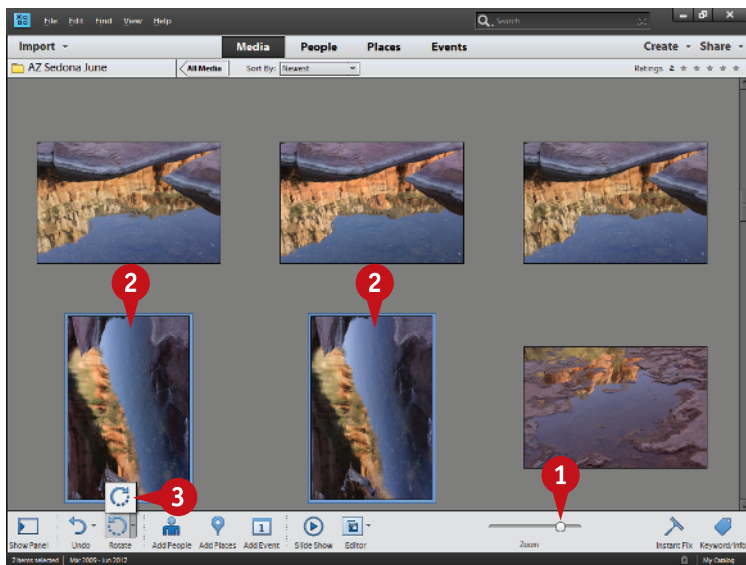
# SORT THE GOOD PICTURES from the bad

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, one of the most important things you can do with your photographs after importing them into Photoshop Elements is to go through them and edit them based on the original definition of the word. This is a great

opportunity for you to learn from both your successes and your mistakes.

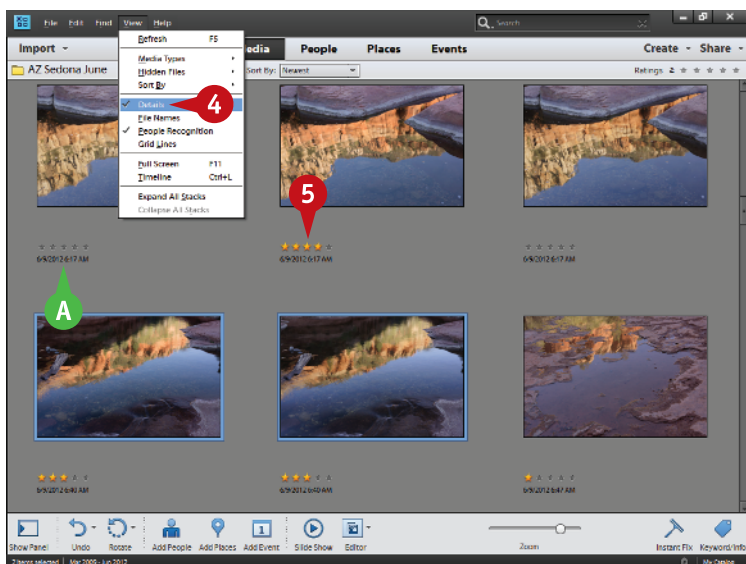
Photoshop Elements gives you some excellent tools to do just that. You can compare pictures, look at pictures in different sizes, and discover which pictures work well for you and which do not. A great advantage of digital photography is that it is easy and inexpensive to take multiple shots of a changing scene, such as the waves coming onto a beach, or some variation in composition.



## Set Up Your View of the Photos

Leave the left and right panels hidden.

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



- 4 Click the View menu and then Details to show or hide Details.

A Details show up under the photograph and show ratings stars, date and time, and filename.

- 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 how much you like or dislike particular photos.

## Delete Photos You Do Not Want

6 Click one rating star in the upper right of the thumbnail display if you have used a one-star rating for images you want to delete.

7 To limit displayed photos to only those with one star, click the modifier to the left of the stars and select the equal sign.

8 Select all photos with Ctrl/⌘+A.

9 Press Delete.

The Confirm Deletion from Catalog dialog box appears.

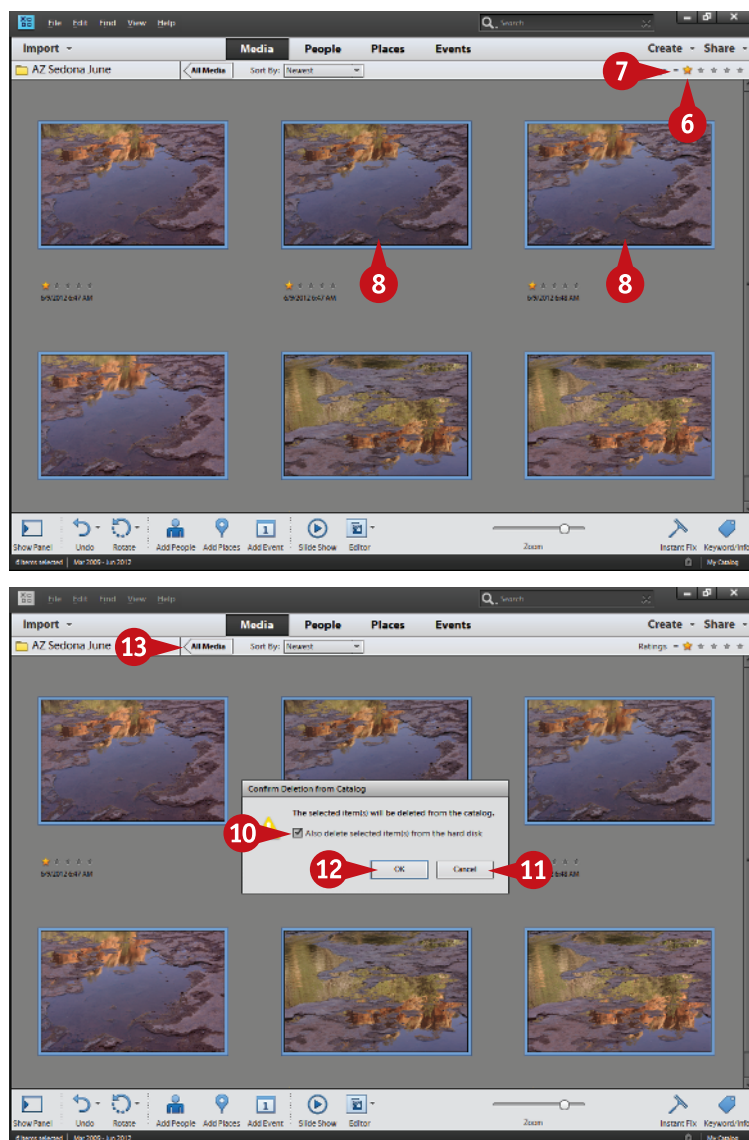
10 Select the Also Delete Selected Item(s) from the Hard Disk check box to throw out your rejects.

Make sure the Also Delete Selected Item(s) from the Hard Disk check box is deselected to remove photos only from the Organizer and not the hard drive.

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 All Media to get your photos on-screen again.



## TIPS

### Remember!

Do not be stuck with too many photos cluttering up your hard drive and your mind. You have the choice of deleting images from Photoshop Elements and/or off your computer altogether. If you really do not like certain images, avoid keeping them just because you do not like deleting photos. Get rid of photos you consider junk. Choose Also Delete Selected Item(s) from the Hard Disk.

### 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.

### Did You Know?

You can turn off the view of filenames using the View menu. Click View and then select or deselect filenames. Clicking Details on or off turns on or off everything under the photo, including filenames.

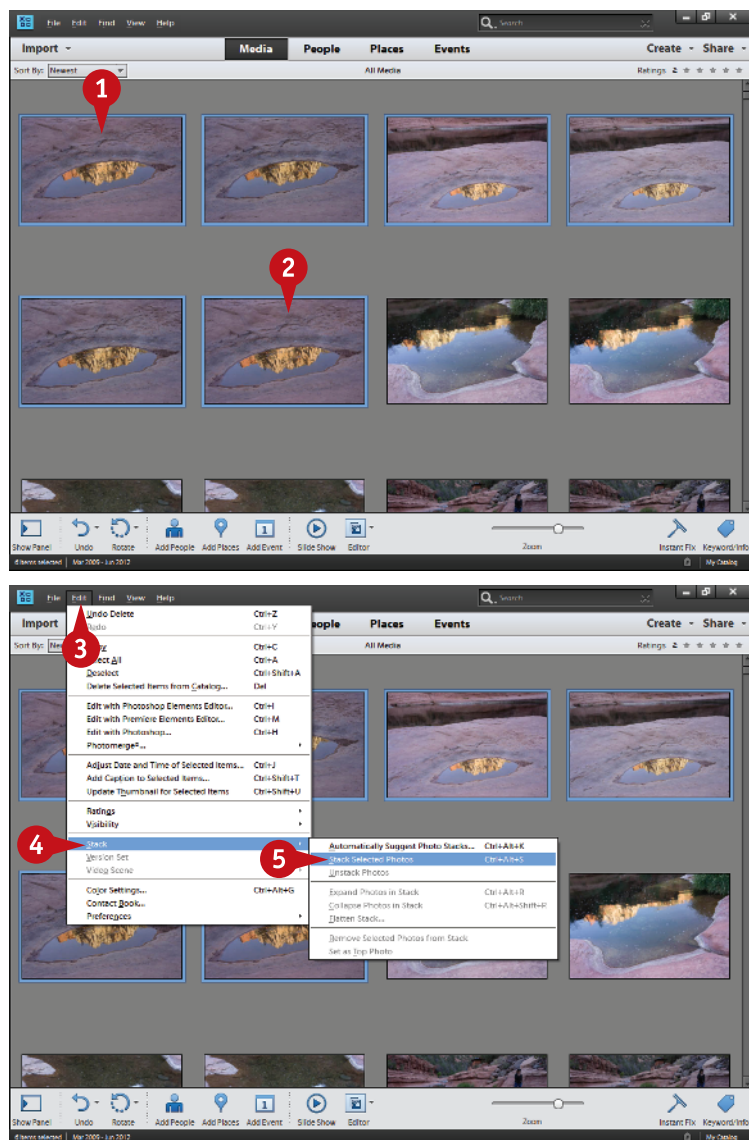
# STACK your images

Once you own a digital camera and a large memory card or multiple cards, taking pictures costs nothing. 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 enables you to place special subgroups of your photos into stacks that are then displayed as if they were

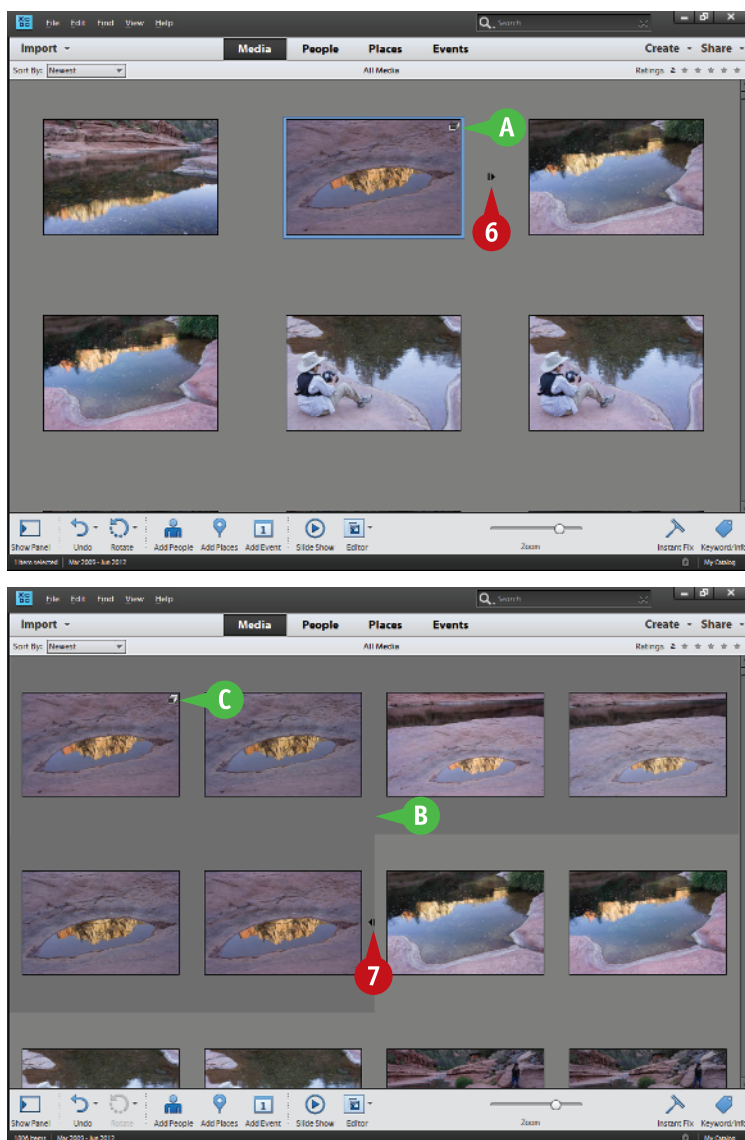
one image. This can simplify the view of your photos in Organizer. You can also use stacks to keep a particular small group of photos together.

In the group of images that were imported on these pages are a number of images that show reflections in the water of Oak Creek in Sedona. The photos are similar enough that they are worth grouping as a stack. Stacks are tools to help you better organize your photos as you go through them.



- 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.
- 4 Select Stack.
- 5 Select Stack Selected Photos.



The images are visually stacked so you see only one.

- A** The Stack icon appears in the upper right corner of the stack to inform you it is a stack. You will also see text saying “Photo Stack.”
- 6** Click the small arrow at the middle of the right side of the photo thumbnail.
- B** The stack opens and is highlighted as a group.
- C** The Stack icon shows on the first image of the group.
- 7** Click the small arrow at the middle of the right side of the last photo to collapse the stack again.

## TIPS

### Did You Know?

You may want to simply hide some photos to simplify what you see in Organizer rather than stacking them. Some photos you may want only as a reference, so you do not want to delete them or remove them from Organizer. To hide a photo, go to the Edit menu, select Visibility, then Mark as Hidden. You can make hidden files visible or not appear in the same menu.

### 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. A **Ctrl/⌘+click** isolates photos to select them.

### Did You Know?

Stacking is simply another method to group photos in a way 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.

## BACK UP YOUR PICTURES to protect them

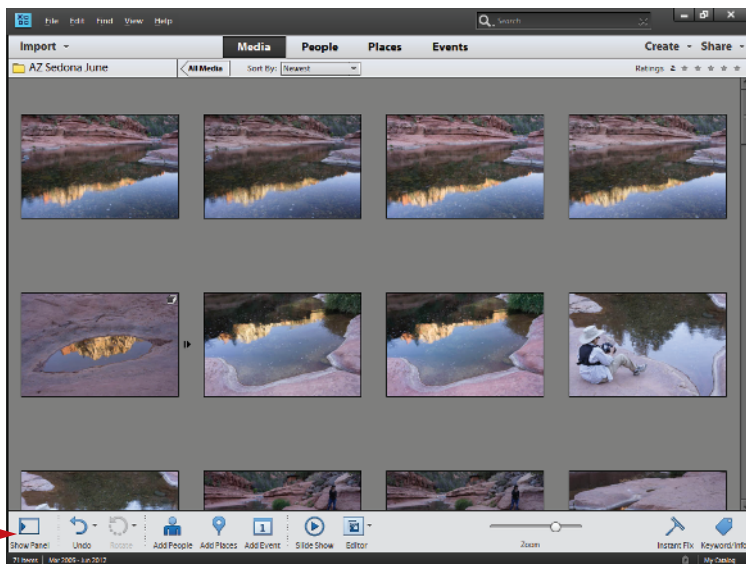
Digital photos are vulnerable to loss from a hard drive failure — and hard drives do fail. There is a saying in the computer industry that it is not if, but when, a hard drive fails. Plus, without a hard copy, you have no other record of the images. By backing them up, you can add more security to your pictures than is possible with traditional film.

Having your images only on the single main hard drive of your computer is asking for trouble. Not only are they at risk of becoming totally lost if that drive fails, but that

drive is then more likely to fail because everything on your computer uses it constantly. Plus the added stress of always accessing images increases the potential of that drive failing. That is why many photographers prefer to put their photos on an accessory hard drive and then back up that drive to a second accessory hard drive. These drives plug into a USB, FireWire, eSATA or Thunderbolt port and have come down so much in price that they truly are a small cost to preserving your images.

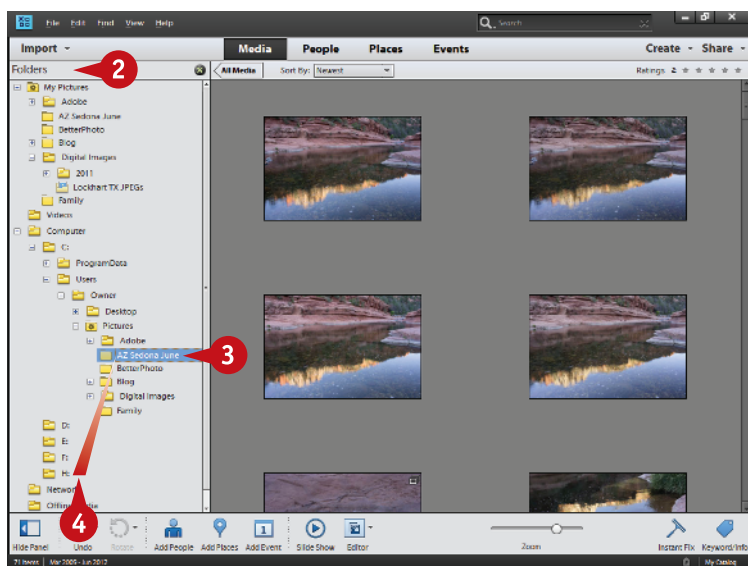


An external hard drive is one of the best ways to back up the images on your computer's hard drive.



### Back Up to an External Hard Drive

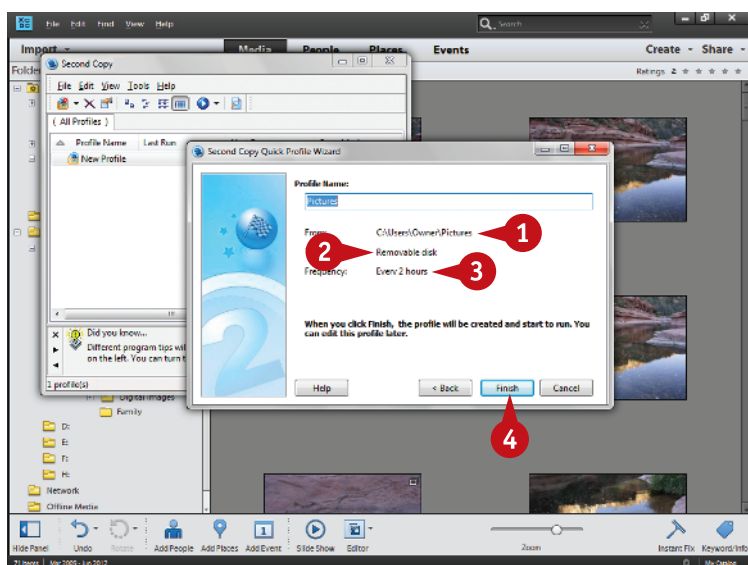
- 1 Click Show Panel at the bottom left to reveal the Folders panel.



- 2 When the left panel appears, choose the Folders view.
- 3 Click the folder you want to duplicate.
- 4 Drag the folder to the external hard drive.

On a PC, the external drive may appear only as a letter. Use Windows Explorer to find which letter your drive represents.

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. All these programs work slightly differently, though the steps are similar.

- 1 With your backup software open, choose the folder or folders you want to back up.
- 2 Select the location for backup.
- 3 Select when to make the backup.
- 4 Click Finish to start the backup.

The backup software saves the folder or new images in the folder to the designated location at the time you specify.

## 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 files in those two locations and adds only what is new. Check out Second Copy for Windows at [www.centered.com](http://www.centered.com) and Déjà Vu for Macs at [www.propagandaprod.com](http://www.propagandaprod.com).

### Did You Know?

Photoshop Elements Organizer now includes a backup function in the File menu that enables you to back up the catalog and files. Some people like how Adobe has set this up and some people do not. Specific backup software can make this easier, but it does not back up the catalog of Organizer. The catalog holds the organizing database for Photoshop Elements.

### Try This!

You can create a duplicate file structure on your backup drive in order to make your backups simpler. Simply create folders and levels of folders that include the files you want to back up that are the same on both. For example, if your photos are structured by year and then by specific event, use the same year and event structure. Then you can simply copy a folder from one drive to another in the same filing setup.

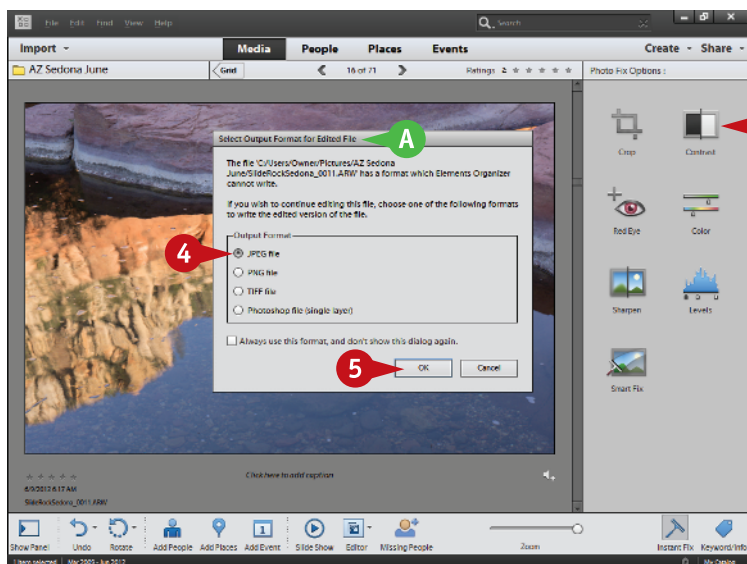
## Use INSTANT FIX

Instant Fix is a very useful tool to help you quickly and easily get automated adjustments of your photos while still in Organizer. This panel offers you one-click adjustments for a number of key photographic controls. These adjustments are not going to be optimum for every photo because they are automated, but they can be a fast way of getting an acceptable adjustment to an image that you can quickly use to make a fast print or to post to Facebook.

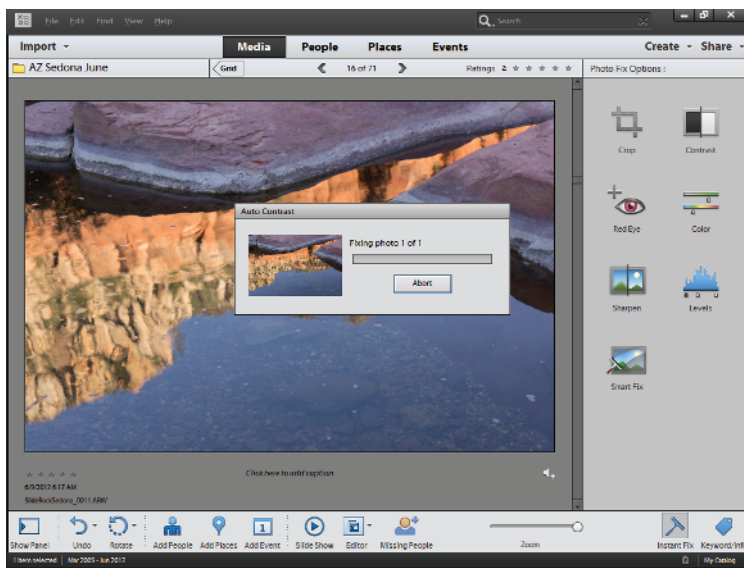
A nice thing about Instant Fix is that no adjustments change your original image. A new, duplicate image file is created for JPEG files automatically, and for RAW files, a specific new file is created with a file type of your choice. Each time you click a new control, you get a new file. Smart Fix uses all the automated options in Smart Fix at once for just one new file. Sometimes that is best, but sometimes you do not need or want all those adjustments made.



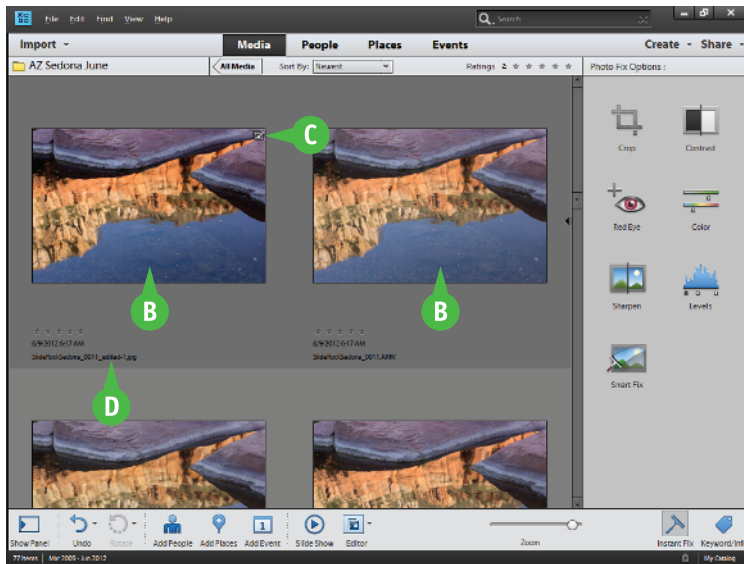
- 1 Click Instant Fix to open the right panel.
- 2 Select an image to work on. Double-clicking the image displays it large.



- 3 Click the Instant Fix adjustment icon you want to use.  
If your image is a JPEG file, Instant Fix duplicates that file and immediately starts to apply the adjustment.
- A RAW files cause a dialog box to open for you to choose the file format for the new image file.
- 4 Choose a file format. Use Photoshop if you think you might work on this new file later in Editor. Use JPEG if you want a small file to use for e-mail or other purposes.
- 5 Click OK.



- 6** A small window appears informing you that the processing is being done.



- B** The new image appears stacked with the original when seen in the Grid view.
- C** The Instant Fix icon appears at the top right of the photo to let you know the image has been adjusted.
- D** The file has a name based on the original with *\_edited-(number)* added.

## TIPS

### Did You Know?

RAW files can never be changed and must be converted to a file format such as JPEG, TIFF, or Photoshop to be used for anything outside of Photoshop Elements. RAW files hold more image information than JPEG files, useful when working on them in Camera Raw, which comes with Photoshop Elements, but they have little advantage in Instant Fix.

### Try This!

A great way to photograph in a canyon or valley is to get there early when the light is on the canyon walls, but not on the stream or creek below. That is what you see here. This creates interesting reflections in the water that contrast with the shadowed surroundings. Use Shade white balance and be careful you do not overexpose the reflection.

### Try This!

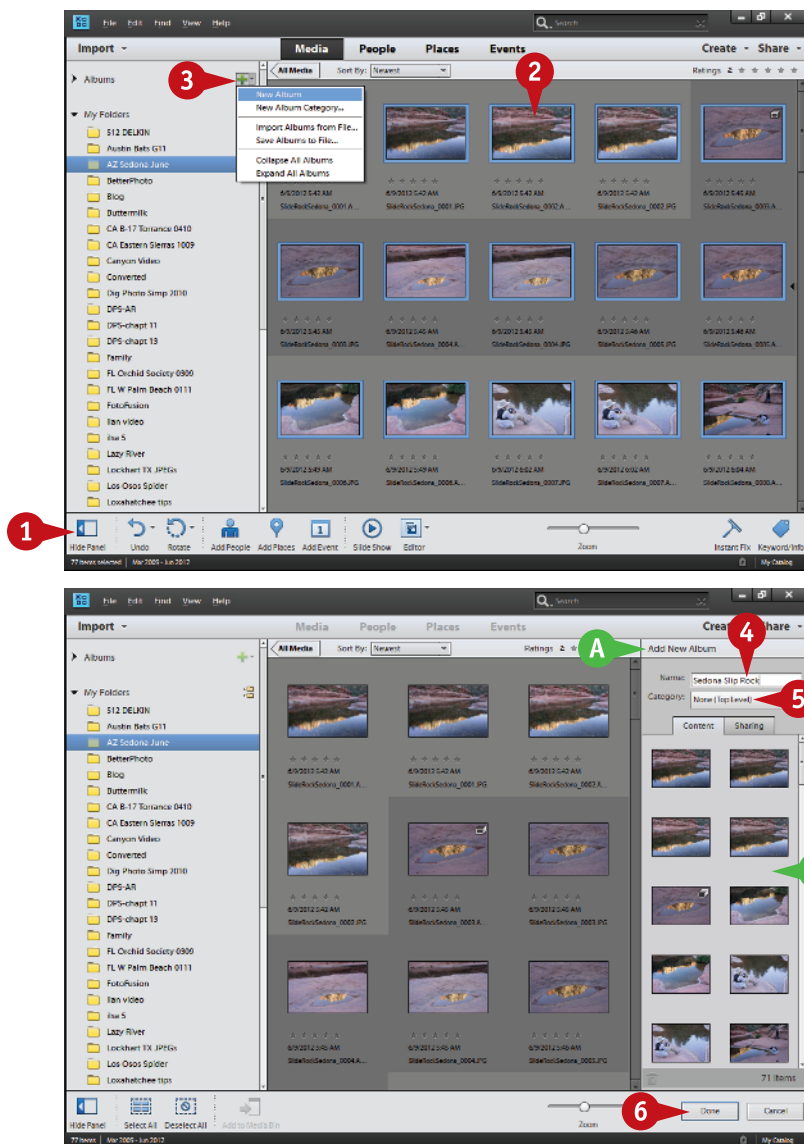
If you are not sure exactly what an adjustment will do to your photo, and they are hard to predict because they are automated, try it and see. This hurts nothing because your original image is untouched. If you do not like the adjustment, just delete it.

# CREATE ALBUMS to group your pictures

**Albums** are a very useful way of grouping your images so you can find particular photos later. You can create an album of specific images from a particular event such as a trip, or you can create an album based on a subject that shows up in many places in your photography. Albums are not specific to any folder of images that you have imported. For example, for the photos shown in this chapter from Sedona, Arizona, you could create an album on just the latest trip there, or you could include images taken at other times you had been there. As another

example, you could create an album related to just reflected scenes that could begin in Sedona and expand to any place you went that had water that might reflect the landscape.

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 Click Show Panel at bottom left to show the left panel. The screen shows Hide Panel because the left panel is visible.

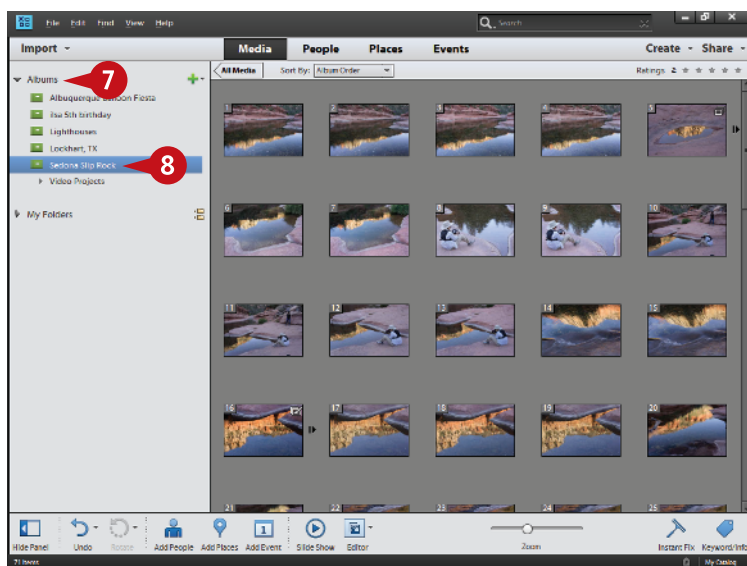
Hide the right panel by clicking the Instant Fix icon at the bottom to give more room for your photos to display.

Click Grid to show thumbnails of photos if you have a single image displayed.

- 2 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.

Optionally, press Ctrl/⌘+A to select all photos.

- 3 Click the large green plus sign to the right of Albums and select New Album to add an album.
- A The Add New Album panel appears.
- 4 Type a name for your album.
- 5 You can group albums by using the Album Category function, but start with None (Top Level).
- B Your selected photos appear in the Content box.
- 6 Click Done.



The new album now appears in the Albums panel after Organizer builds its preview images.

- 7 Click Albums to show the albums if they do not appear.

- 8 Click an album to select it.

Remove photos from your album by right-clicking the photo and selecting Remove from Album from the context-sensitive menu that appears. Set up your Mac to use a right-click with your mouse if you have not done so. This is called secondary click in System Preferences.

- 9 Click Sharing for sharing options.

After processing the images for sharing, Organizer displays a new interface to allow you to share your images by exporting your photos as an album.

- 10 Choose a template for the album.

- 11 Use the slide show controls to see how the album plays as a slide show and to change slide show settings. This is only available for PCs.



## 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. The photo is automatically placed in the album and appears there whenever that album is open. 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 filenames, keywords, and camera type, in the New Smart Album dialog box, which you access by clicking the Albums plus sign. Any photo with those criteria appearing in Photoshop Elements is automatically included in the Smart Album.

# Work with PEOPLE VIEW

People are an important subject for most photographers. Friends and relatives are photographed in all sorts of settings. And today, digital cameras are so much a part of family life that parents and grandparents are constantly shooting all members of the family, especially the kids. This can result in a lot of images containing many people, but those images can be hard to find later. It would be nice to just be able to isolate one person's photos out of the mass of images on your hard drive.

Photoshop Elements offers a handy way of dealing with people through its People view. This view lets you find specific people in different folders long after you even remember taking those images. Once you have located and named the people, Organizer puts that information into its database so you can access it in the People view. People view acts like every other view in Organizer in that you can hide and reveal panels at the left and right, use Instant Fix, show images single or in a grid, and so on.



- 1 Click People view to show any people that have been identified in your photos.
- A People appear in stacks of photos.
- 2 Add people to People view by going back to Media view.



- 3 Select an album to find people in.
- 4 Go to a photograph of a person in the Grid view and double-click it to make it large.
- 5 Be sure People Recognition is turned on in the View menu.
- B A box appears over recognized faces.
- 6 Click Who Is This? and type a name.

After typing a name, press Return or Enter.



- 7 Click the arrow above the picture to move to the next image or use the arrow keys on your keyboard.
- 8 Click and drag the recognition box to better highlight the face.
- 9 Click and drag the corners of the box to size it better for the face.
- C As you type a name, Organizer gives you a recommendation. Use the down-arrow key on your keyboard to select it.
- 10 Click the green check mark or press Return or Enter on your keyboard.
- 11 Click People to show the People view.
- D A new stack of people photos appears with the person's name.

## TIPS

### Important!

Set up your Mac to use a right-click with your mouse if you have not done so. The latest Apple mouse does allow right-clicking if you set it up through System Preferences using secondary click. You can also purchase different designs of right-click mice. Photoshop Elements has many right-click menus that are more easily accessed in this way. Otherwise, you have to press the Control key while clicking, which is much less efficient and can lead to mistakes.

### Did You Know?

If a photo contains more than one person, Organizer provides additional boxes to allow you to identify them, too. Each person will have a unique stack in People view even if he or she appears in a photo with other people. If no box appears, click the Missing People icon at the bottom of Organizer to get one.

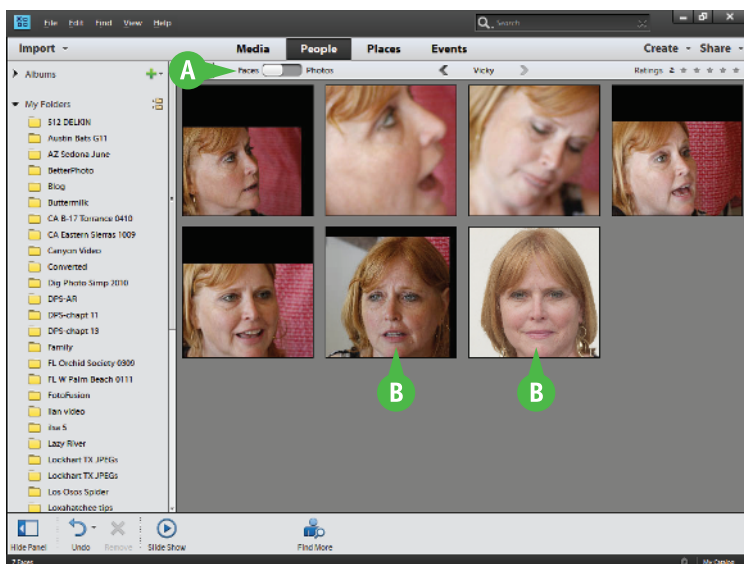
### Did You Know?

Right-click any photo in any view and you get a context-sensitive menu specifically related to working with pictures. As you identify a person in different pictures, in different folders, you might not remember what folder a specific picture in People view is from. Right-click and look for a menu choice that goes back to the folder.

## Work with PEOPLE VIEW (continued)

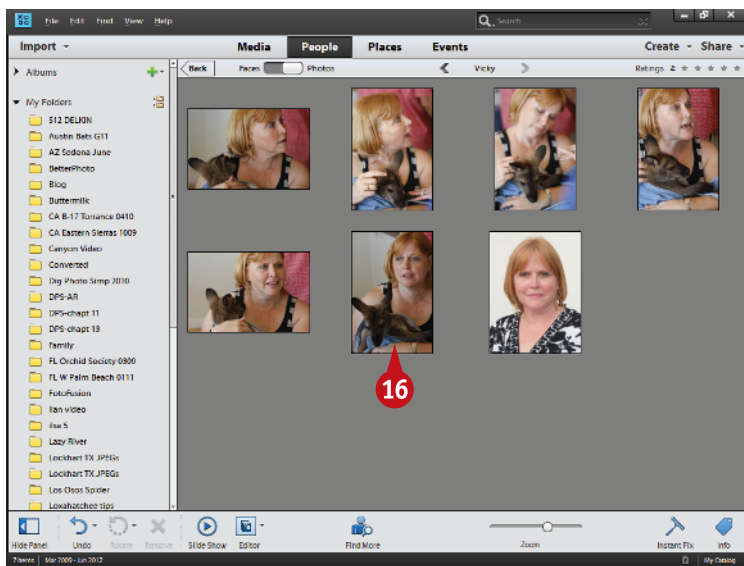
People view can offer you the ability to isolate every person you have ever photographed into individual stacks so that you can always find photos of them throughout your files. That is the good news. The bad news for some photographers is that to do this, you have to take the time and go through every photo, identifying the individuals so that Organizer can put them into People view. People view is a database, and databases work only when you are willing to put in the time and effort to build that database.

People view also enables you to group people into groups such as family or friends. Move the slider at the top of the stacks view in People from People to Group to reveal a Group panel on the right. Drag any stack to any group to add a person to a group. Once you do that, the Group interface of People shows your stacks as ungrouped or in what group they reside. Double-click a group icon in the Group panel to reveal stacks included in that group.



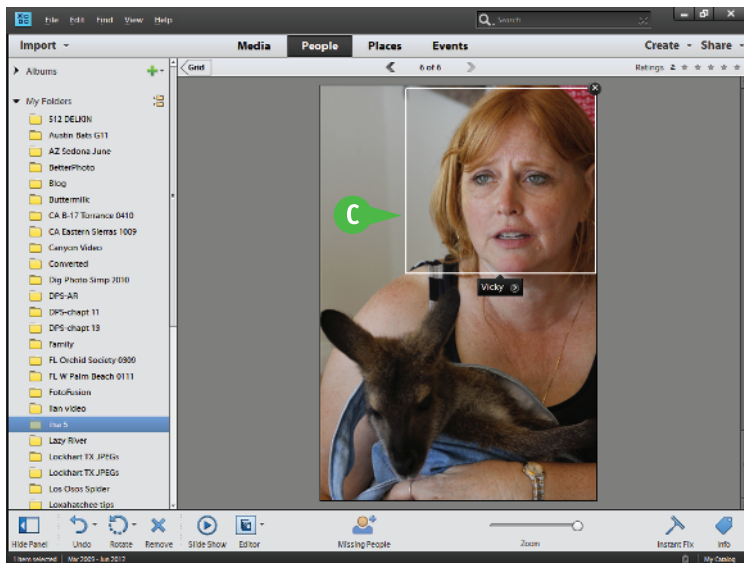
Whole photos now appear from the person's stack.

- 16 Double-click any photo.



The photo appears as a single image filling the Organizer image area.

- C The people recognition box appears around the person's face with his or her name so you can find the face in a crowd if needed.



## TIPS

### Important!

To add a specific group to the Group mode of People view, open the Group panel on the right. This is available only when you are looking at multiple people stacks. Next, click the green + arrow that appears in the panel. Type a name for the group in the dialog box that appears, and choose to make this its own group or part of another group. Click OK.

### Did You Know?

The picture on the stack of people photos is called the *stack profile picture*. It is based on the box that outlined your person when you first identified him or her. Change the position and size of that box as you identify the person to get a better profile image later.

### Did You Know?

Groups, Albums, and Views are all simply ways that Organizer offers you to better organize your photos. None of these groupings changes your photos or moves them in any way on your computer. These are essentially “virtual groups” that Organizer is using to help you separate and define your photographs into manageable groups.

# Work with PLACES VIEW

Global positioning system, or GPS, uses satellites to allow you to pinpoint your location anywhere in the world. You can use GPS units and even your smartphone to determine your coordinates so you can return to a location later or to search for a specific location. This has made people far more aware of where they are as they travel.

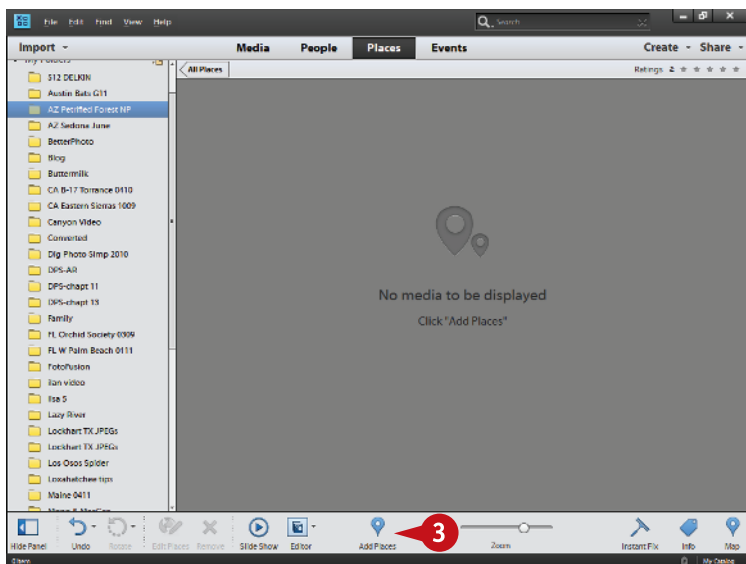
Although you cannot access GPS satellites with Photoshop Elements, you can pinpoint locations of your photos anywhere in the world with Places view. This section of Organizer must be able to connect with the Internet in

order to use it because it needs to access a world database of Google maps. You can then pinpoint your photo locations on that map so that later you can always use that as a reference as to where you were.

The photos seen here were taken at the Petrified Forest National Park near Holbrook, Arizona. This is a striking location of high desert, rainbow-colored hills, and of course, the remains of an ancient forest, now preserved in rock.



- 1 Click a folder to display its images in Media.
- 2 Click Places.

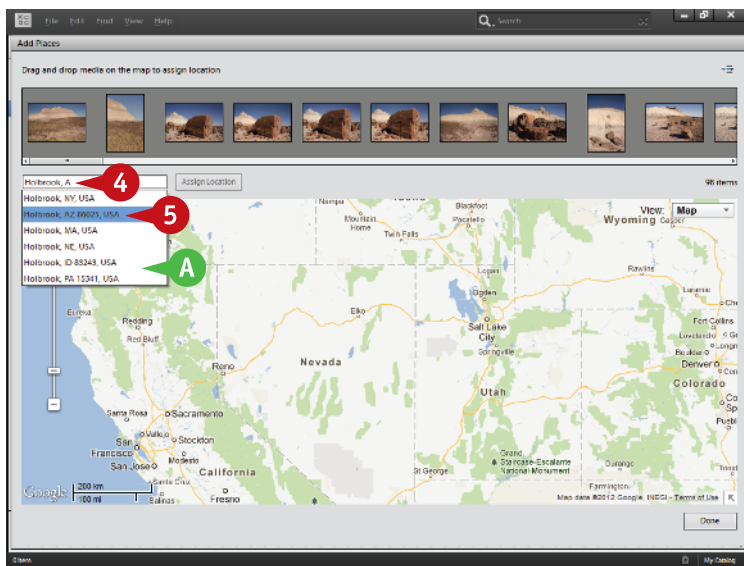


Nothing appears in Places until photos have been placed on a map.

- 3 Click Add Places.



A map now appears along with a filmstrip of images above it. The filmstrip is based on the folder you selected at the left.



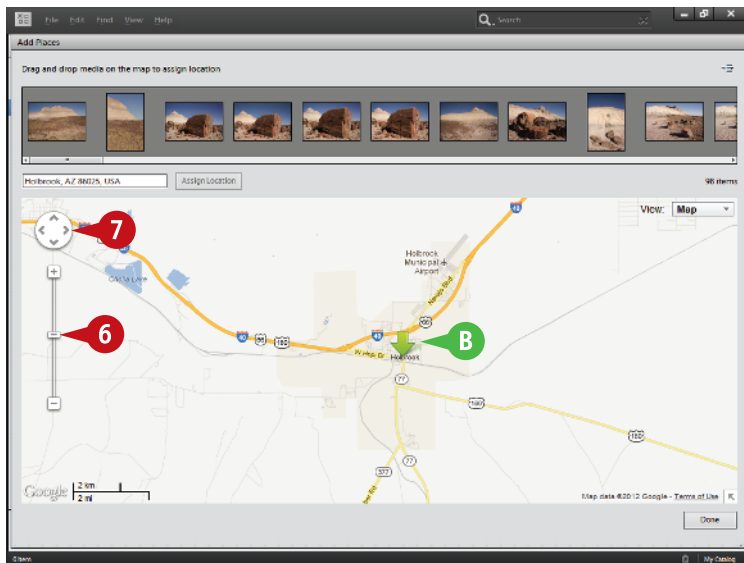
- 4 Type in the search box a place where your photographs were taken. This can be a nearby town.

- A As you type, and depending on the speed of your Internet connection, you get a list of suggestions.

- 5 Click the location you want.

Otherwise, simply press Enter or Return when you finish typing your location.

The map now shifts to display the searched-for location.



- B A green arrow marks the searched-for spot.
- 6 Use the Google map resize controls to resize the map to help find your photo location.
- 7 Use the Google map position controls to move the map around. You can also click and drag on the map to do this.

## TIPS

### Did You Know?

You do not have to start in Media view to work with Places view. You can access folders when you are in Places. However, it is a little disconcerting to go to Places and see no images when you first open a folder and no images have been placed on a map. By going to Media view first, you can look at your images and get an idea of what you have there before you start working with a map.

### Did You Know?

Google Maps is often used by people exploring the Internet to find specific locations around the world. This includes an extensive database of maps that show everything from an overview of the entire planet down to the house and street where you live. It is used by many businesses, such as Adobe for Photoshop Elements, to provide an interactive map service.

### Did You Know?

The Petrified Wood National Park is an unusual location in Northeastern Arizona right off of I-40. Parts of the park offer trails through ancient forests, but all the trees look like they have been cut down and chopped into sections. Over a very long time, colorful minerals have seeped into the wood, making it a rock that still has a wood-like appearance.

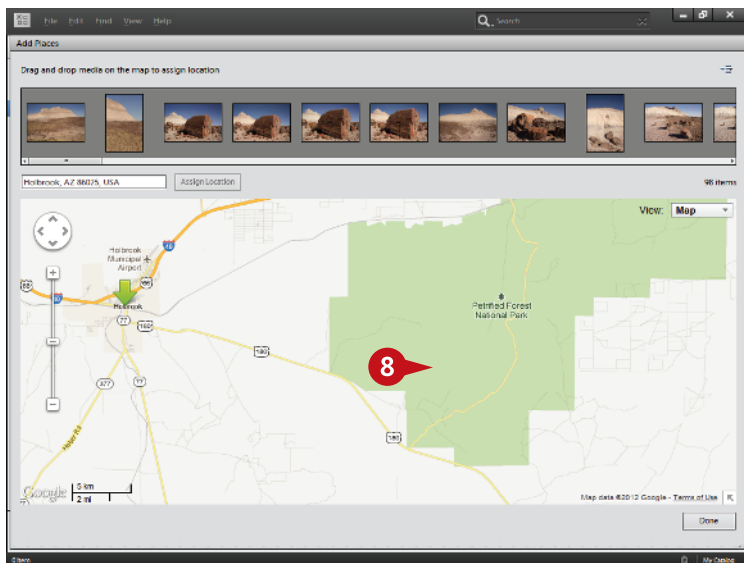
## Work with PLACES VIEW (continued)

This can be a fun way to interact with your photos after a trip. You can relive where you went as you place your photos on the map. Images can be placed individually at precise locations or as groups at a more general meeting spot or anything in between. It is up to you.

You can place your photos in extremely accurate positions on the map or just attach them in a general location. This depends on how large you blow up the map as you work

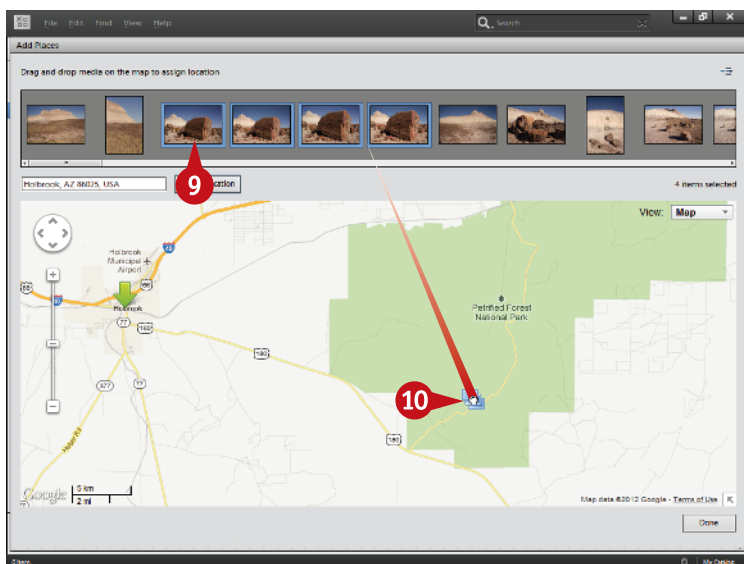
with locating your camera position when you took the pictures. Places always puts a marker on a very specific location, so if you want to be totally accurate, you need to blow up the map to a level that lets you do that.

You must decide how much time you want to spend doing this map work. Just like working in People view, you can spend a lot of time here, and that does not appeal to all photographers.

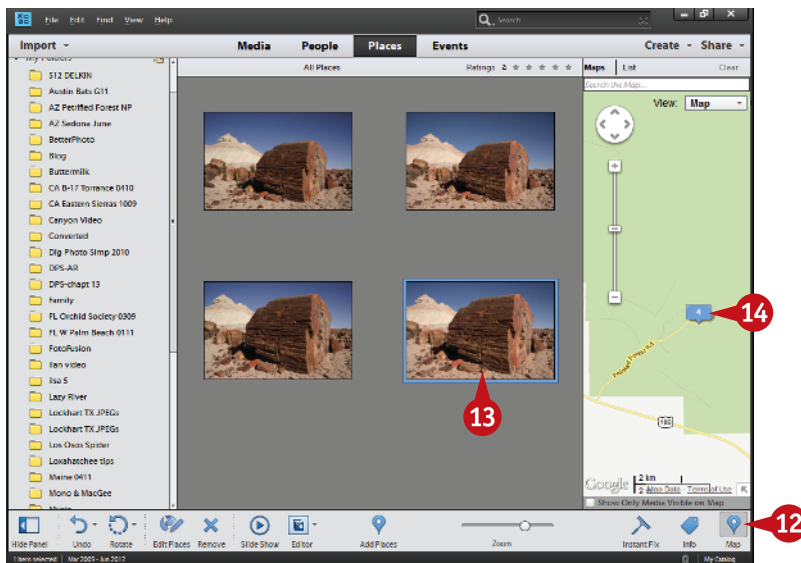
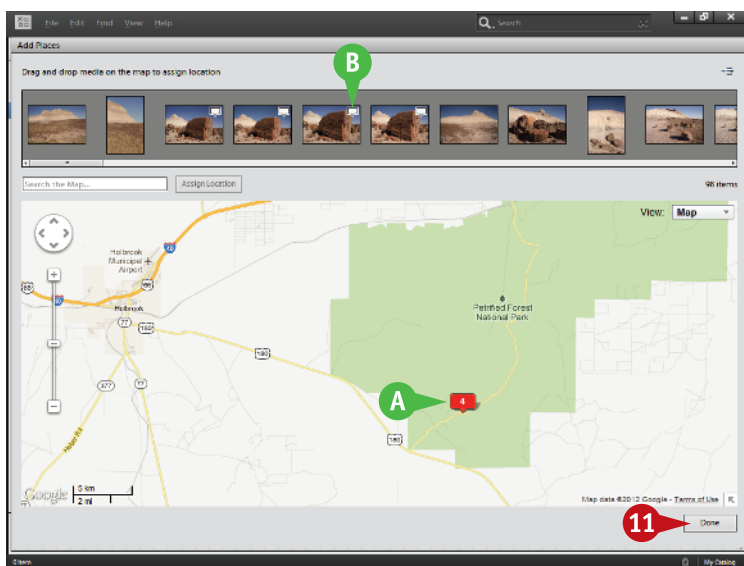


Your map now should clearly show your location.

- 8 Size your map so that you can see the location well enough to place your photos. Sometimes in natural areas without roads, Google maps does not give enough references for you to place your photos if the map is enlarged too much.



- 9 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.  
Optionally, press Ctrl/⌘+A to select all photos.
- 10 Click and drag the selected photos to place them on the map.



**A** A marker now appears on the map where the photos were taken. The number of photos for this location shows up on the marker.

**B** The photos gain a small Places icon at the upper right to show they have been placed.

**11** Click Done when you have placed all the photos you want to place.

Places now displays your placed images.

**12** To see where the images are on a map, click the Map icon to display the map.

**13** Double-click a photo to show where it is on the map.

**14** Double-click the icons on the map to display the photos at that location.

## TIPS

### Did You Know?

The global positioning system (GPS) is a direct benefit of space technology. It uses satellites to triangulate your position nearly anywhere on the planet (you must have clear access to the sky). It was started 40 years ago by the U.S. Department of Defense for military purposes, but is now a backbone of travel systems across the globe.

### Try This!

By default, all tags showing where your photos have been placed appear on the map when the map is in Places view. That can be confusing. Change the display to only show the visible images by clicking Show Only Media Visible on Map at the bottom of the map.

### Did You Know?

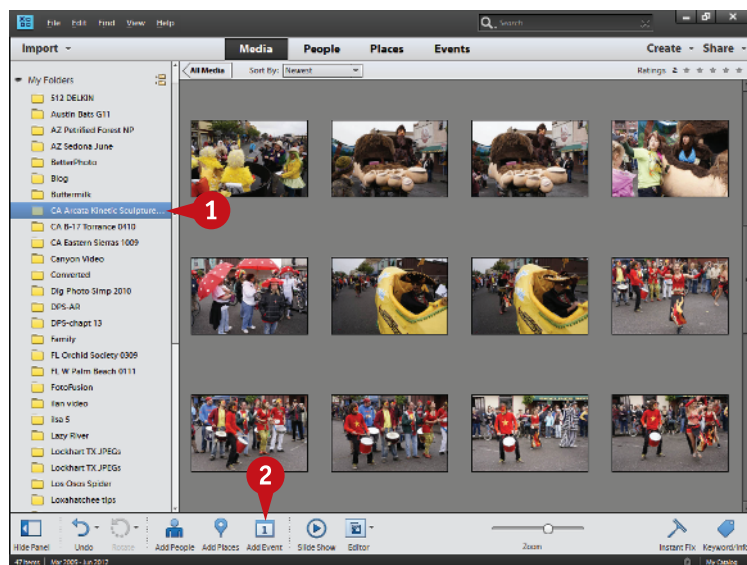
Petrified wood is heavy! Its wood has been replaced by agate-like rock so that it weighs nearly 200 pounds per cubic foot. Even a small log can therefore weigh over a ton! It is illegal to remove petrified wood from the park; doing so will net you a large fine and a bad back.

# Work with **EVENTS VIEW**

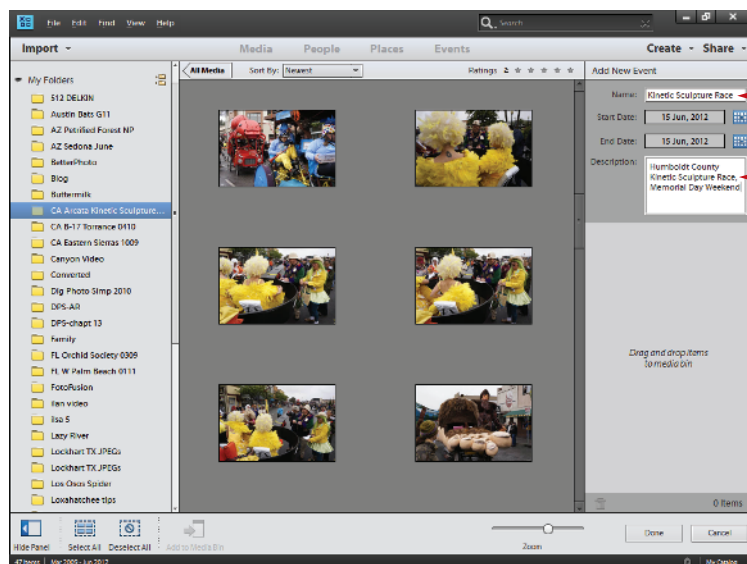
Much of life is based around events, from family events such as births, graduations, and weddings, to public events such as parades and fairs. One way of organizing your images is to collect them into groups by events, and Photoshop Elements Organizer enables you to do exactly that. A reminder: These groups are collections that simply organize your photos; they do not move them on your hard drive.

The event being organized here is the Kinetic Sculpture Race in Humboldt County in far northern California. This is a unique, public event that occurs every year over the

Memorial Day weekend. Participants create remarkable machines that can only be human powered and are put together with quite creative and artistic designs. Over the three-day event, racers must travel between Arcata, Eureka, and Ferndale while traversing county roads, sand dunes, and even a passage across water. The race is done in three sections, with a camp out for racers between each. Judges even check to be sure racers have sleeping bags and toothbrushes on board for each participant before they can race!

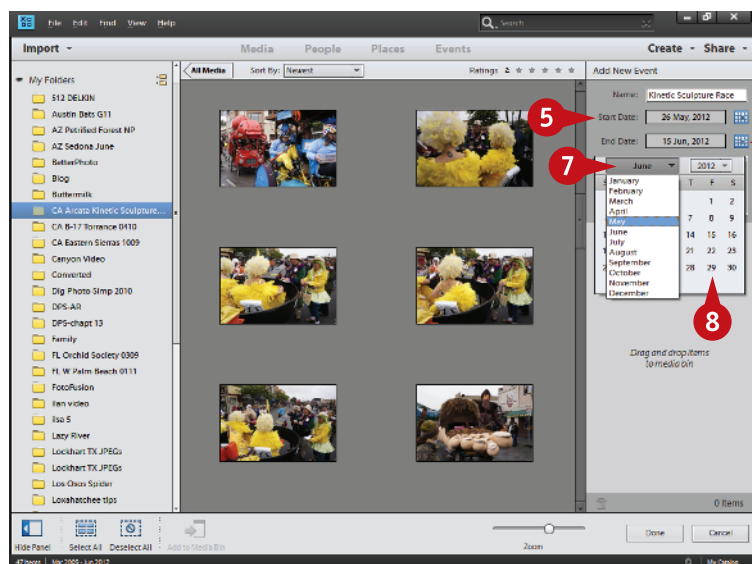


- 1 Click a folder in the Media view that holds photos from an event.
- 2 Click Add Event.

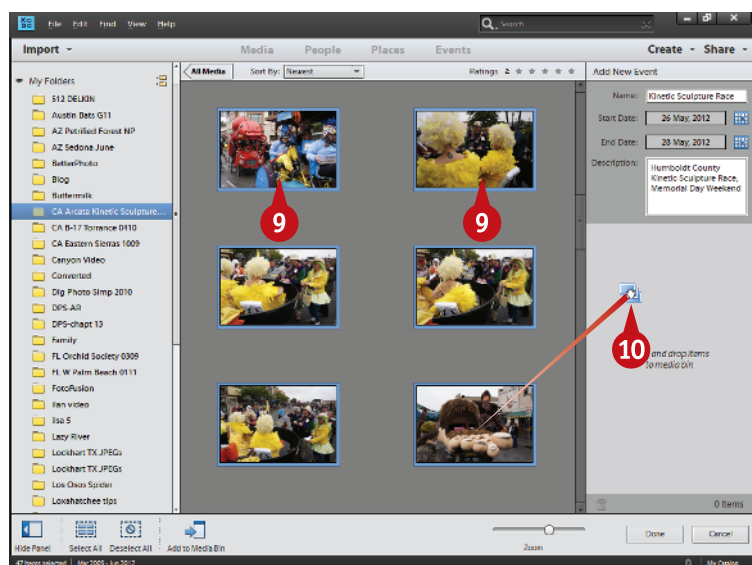


The Add New Event panel appears.

- 3 Type a name for the event.
- 4 Type a description for the event.



- 5 Set the start and end dates of the event.
- 6 Click the calendar icon to get a calendar.
- 7 Click the month and year to get a drop-down menu so you can select each.
- 8 Click the day of the month.



- 9 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.
- 10 Click and drag the selected photos to include them in the event.

Optionally, press Ctrl/⌘+A to select all photos.

## TIPS

### Did You Know?

Everything you shoot has a date built into the metadata of the image file as saved by the camera. Organizer already recognizes that and even stacks all your images by date if you go to Events, then slide the Events/Dates switch to change it to Dates.

### Try This!

If you know you want to place an entire folder of images into an event, you can select all the images before you click Add Event. If you make that selection first, all your selected images will already be in the content section of the Add New Event panel when the Add New Event panel opens.

### Did You Know?

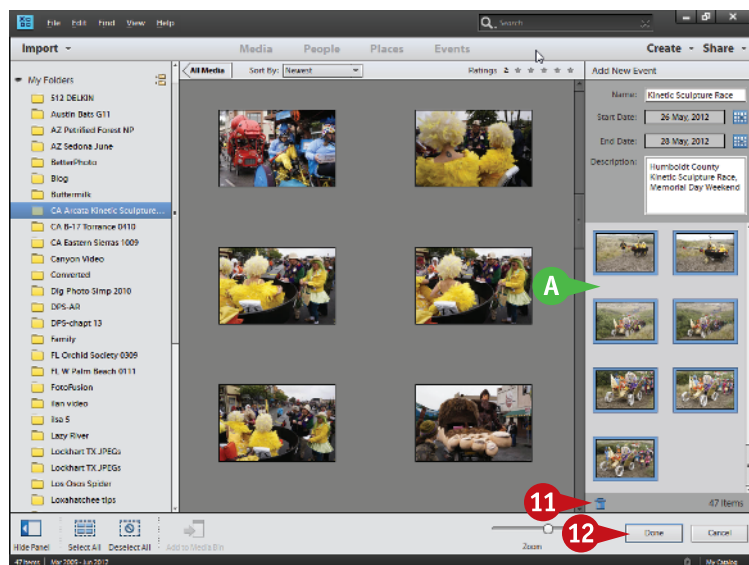
The Humboldt County Kinetic Sculpture Race is the original kinetic sculpture race and bills itself as the Kinetic Grand Championship. It started out over 40 years ago when a Ferndale sculptor enhanced the look of his son's tricycle, and an artist friend challenged him to a race. Today, racers get prizes for many things, from the expected race winner to artistic merit to the first racer to break down leaving town.

## Work with **EVENTS VIEW** (continued)

This is the third of the three main collections of images available to you in Organizer: People, Places, and Events. These three categories appear prominently at the top of the Organizer interface along with the main way of seeing all your images, Media. Media is simply everything in Organizer and is not a collection of specific images based on specific criteria the way that People, Places, and Events are. Media is organized by the way you put your original images into folders that appear in the Folders view at the

left or the directory tree showing the exact location of the folder on your hard drive, also available on the left.

Some photographers are more detail oriented than others and will spend more time developing these collections. The advantage of doing that is that you will have a better system for accessing unique images in your photographs. The disadvantage is, of course, the time needed to do that. No one approach works for every photographer.



- A Your photos now appear in the content area of the Add New Event panel.
- 11 Click a photo and then click the trash can icon to remove it from the content area.
- 12 Click Done.



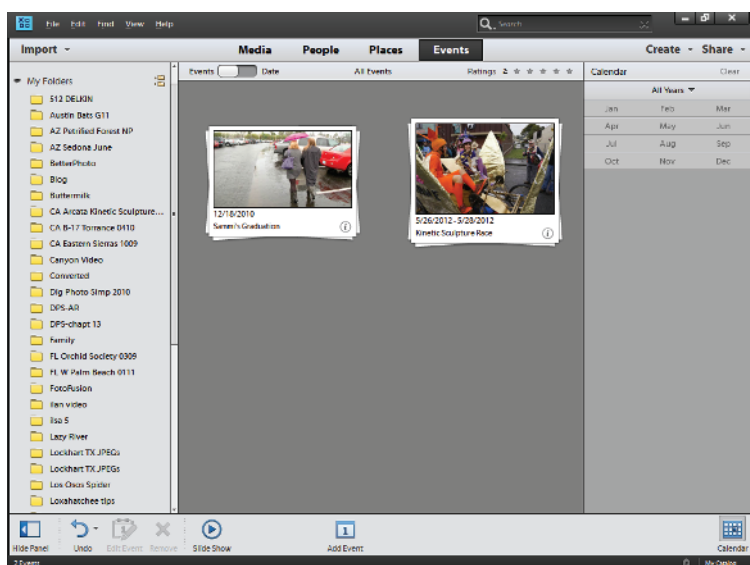
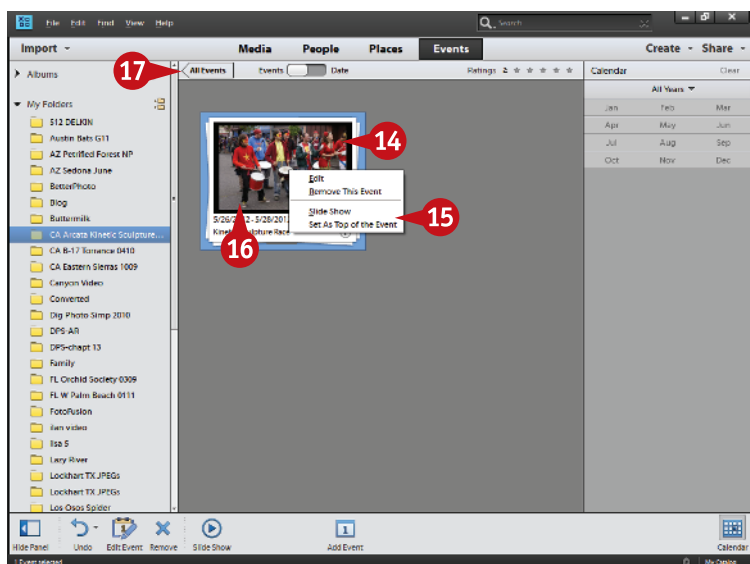
You return to the main Media view.

- 13 Click Events.

Your stack of images in Events now represents your event.

- 14 Move your cursor slowly across a stack, without clicking, to display the images in the stack.
- 15 Right-click when you get to an image you want, then use the context-sensitive menu to set it as the “top” photo for the event or to choose other options.
- 16 Double-click the stack to open it.
- 17 Click All Events.

The All Events screen for Events appears. All events that you have defined and described as detailed in this task appear here.



## TIPS

### Did You Know?

At the bottom right of an event stack is a small *i* icon. Click it to see the full description for the event in a small display with the stack. This display can be very helpful if you have put in a lot of information about an event so that you can see it quickly.

### Try This!

To access a full-screen mode for your event and play it as a slide show, go to the View menu and select Full Screen. You can also access this with the F11 key on most computers, though this depends on how the function keys are set up for use on your computer. This Full Screen mode can be used throughout Organizer to fill your screen with photography, not a computer program.

### Did You Know?

When event stacks are displayed in Events, a calendar panel appears on the right. It can be turned on and off with the calendar icon below. This panel lets you change what event stacks are being displayed by selecting specific years and even months as needed.

# USE KEYWORDS to tag your images

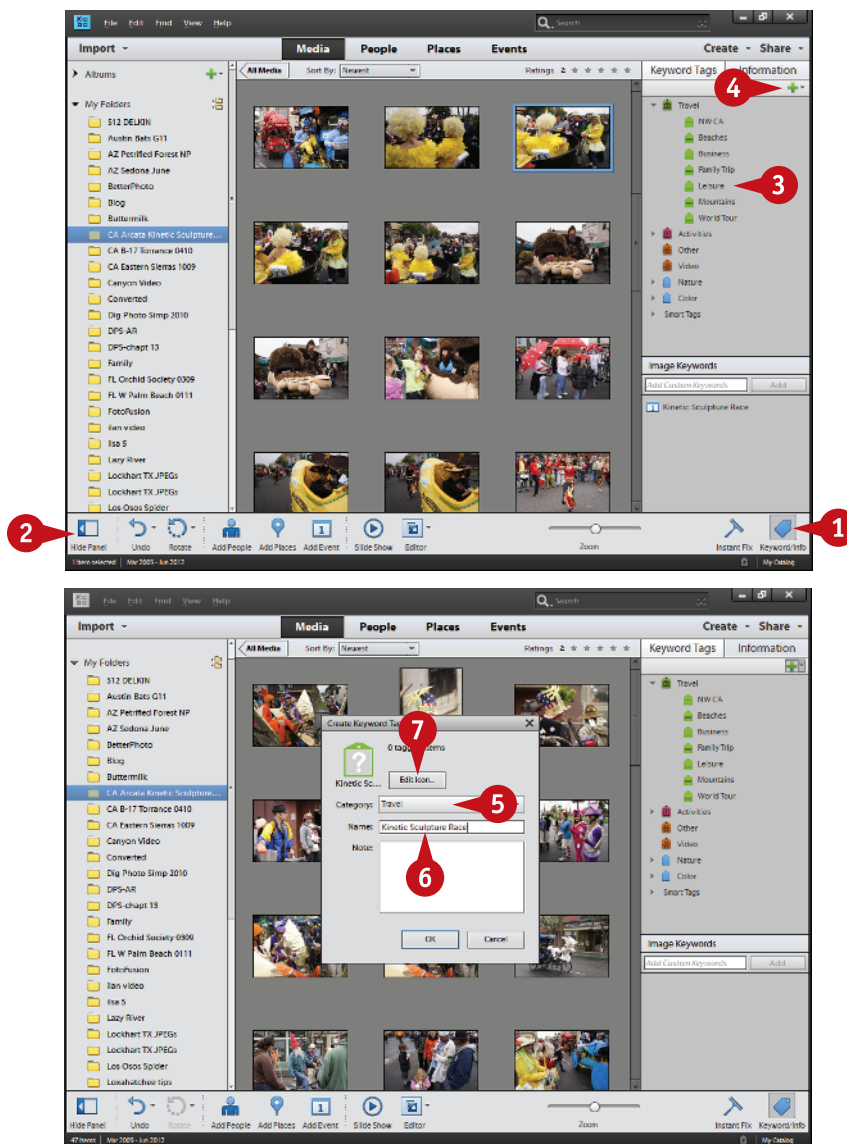
In Organizer, you can connect special words to your images called **keywords**. You can be as specific as you want with keywords to allow you to quickly search for specific photos. In previous versions of Organizer, you could do only keyword tags. In Photoshop Elements 11, you can now type specific keywords for your photos without using tags.

You have to spend the time attaching keywords to your photographs in order to use keywords. You may know that you have a photograph of a bear somewhere in your

collection, but if you have not associated the keyword “bear” with that image, it could be very hard to find.

You can simply add keywords to large groups of selected pictures, or, if you want to be able to really find specific images, you can add a lot of very specific keywords to individual pictures.

The photos seen here are from the Kinetic Sculpture Race. Keywords for them could be as specific as individual names for the unique vehicles plus other details or as generic as “parade.” This depends on your needs.



## Using Keyword Tags

- 1 Click the Keyword/Info icon to open the Keyword Tags panel of Organizer.
- 2 For more space, close the folders panel at the left by clicking Hide Panel.
- 3 You can start with the Keyword Tags listed.
- 4 Click the large green plus sign at the top right of the panel.

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 Edit Icon.



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

**8** Select the photos that need this keyword.

The selected photos have a blue frame around them.

**9** Clicking and dragging the selected photos onto the tag means they gain that tag.

You can also put a keyword on a specific photo by clicking and dragging a tag to a photo or group of selected photos.



To search for images by keyword, be sure you are displaying all photos. When you are in the Media view, click All Media if it is visible just below Media.

**10** Type a keyword or set of keywords into the search bar.

**11** Photoshop Elements finds the images and displays them as you type.

## TIPS

### Try This!

You can search using Keywords and Keyword Tags over your entire collection of images or just in a specific folder. To limit a search to specific items in an album, click the album first. To search throughout your images, be sure you have checked All Media just under Media. If All Media is not visible, you are showing all media.

### 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 such as a specific address for a location. Notes are not requirements, only options that some photographers use frequently, and others not at all. Use what you need and what works for you.

## USE KEYWORDS to tag your images (continued)

Keyword Tags are a simplified version of keywords that have been with Photoshop Elements for a long time. They make keywording drag-and-drop simple, but they get rather unwieldy if you want to do extensive keywording. Now you can type in keywords directly for heavy use of keywords.

It is important to understand that you can add keywords 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 in the search bar at the top of the interface.

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.

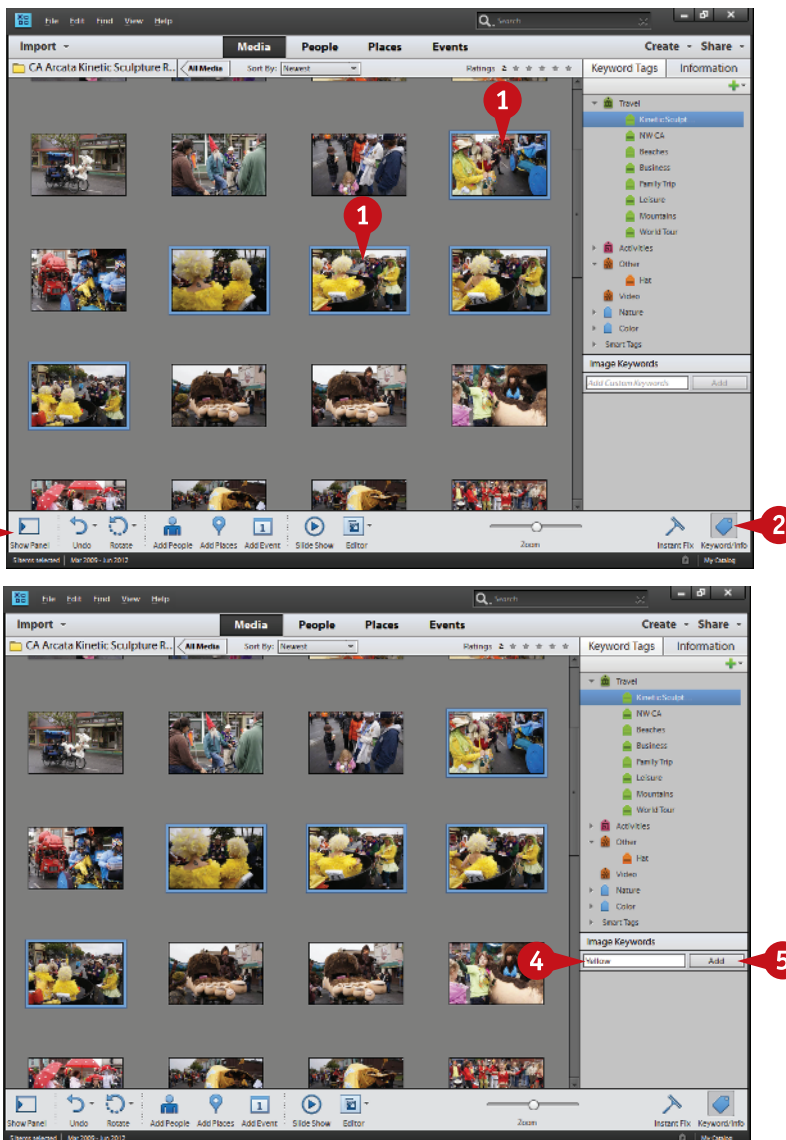
### Using Keywords

- 1 Click one or more photos to add keywords to. Ctrl/⌘+click photos to select multiple images, or press Ctrl/⌘+A to select all photos.
- 2 Click the Keyword/Info icon to show the Keyword Tags panel.
- 3 Click Show/Hide Panel to show or hide the left panel to change how much room your photos have to display.

- 4 Type your keywords in the Image Keywords box.

You can also type multiple keywords at the same time by separating them with commas.

- 5 Click Add to add the keywords to the photo or photos.





- A The keyword now appears as a new keyword tag.
- 6 Click a photo.
- 7 The photo's keywords appear in the Image Keywords box.



- 8 Click Information to swap the Keyword Tags panel for a simpler panel that accepts direct input of image keywords.
- B Information displays information about your photo, including metadata about shutter speed, f-stop, and so on.

## TIPS

### Try This!

You can quickly narrow a search down to very specific photos if you have many keywords for each photo. To do this, type your keywords in the search box at the top of Organizer and separate each keyword with a comma. Organizer then looks for images that include all the keywords and only those keywords.

### Did You Know?

Professional photographers frequently use extensive keywords to help them find photographs in their files. When a client wants something specific, such as young people at a Fourth of July parade, keywords help find photos with those criteria. Keywords would include “young people,” “Fourth of July,” “parade,” and so on.

### 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 arrow next to 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.