

Organizer – Usual Workflow Steps

Outline of the usual workflow steps when using the Organizer in Photoshop Elements. (Reference: Adobe Photoshop Help and Andrews. Chapter 3.)

Get photos from your camera into the Organizer on your computer

Plug in your camera's USB cable. Turn the camera ON. Wait until Adobe Photo Downloader launches automatically. If it does not launch, then start the Organizer and go to File > Get Photos > From Camera or Card Reader.

Then fill in the following options:

Save Options: Browse for the folder location within My Pictures where you want to place your photos (e.g. Spring 07). Or create a new folder and give it a name.

Create Subfolders: I usually choose None.

Rename Files: Give your photos a name, like 'Peru001'. It adds 001, 002, etc to each photo's name.

Advanced Options: Automatically Fix Red Eye (I usually do not check this). After Copying, Delete Originals from camera (I usually choose this).

Then click Get Photos and wait until the Organizer opens. Then turn camera OFF and disconnect it.

Organizing your photos

Your photos will be in the default catalog named My Catalog.psa, unless you created another catalog. Click on the Details check box on the top right of the window, so that the photos' dates appear. Go to Window pull down menu (at the top left) and make sure that Properties is checked. Next to the X in its top right window click the double carat to make sure it is docked in the Task Pane on the right.

Then you can add a Caption to the photo, which can appear in a slide show or print.

Is this a photo of a grandchild? Then you might want to Tag the photo with his/her name. You can look at the metadata information if you are a serious photographer to check on all the exposure details by clicking on the "I" icon. You can use the slider bar on the top to adjust the thumbnail size.

Making Albums and playing a Slide Show

Making a album is a great way to pick the best of your trip or special event photos and play them in a slide show. You can also burn a CD of the album to share with others. Just click on the Albums tab and hit the green plus sign to create a new album with its own name. And then just drag and drop your best photos into the album's icon appearing on the right. Rearrange the sequence of the photos in your album as you wish.

Go to Display on the upper right, pull down the menu and select View Photos in Full Screen. Then you can start the show playing. If you are so inclined you can even add music. Note that this instant slide show is different from a more permanent slide show available under the Create tab.

To burn a CD or DVD, first shift click on the first and last photos in your Album to select them all. Then under the Share tab click on CD/DVD.

Print several photos per page

Control click on several photos you want to print in the Organizer. Then go to File > Print, and the Print Photos box appears.

You can choose to print individual photos, but Picture Package allows you to print several per page. For example Letter (4) 4 X 5 will put 4 photos (each 4 X 5) on a single letter size sheet of paper. And you can choose from several options for their frames.

Email photos

Control click on several photos you want to email, and go to the Share tab and click E-mail Attachments. Next you can choose the size of each photo (e.g. Medium 800 X 600 px) and the quality (e.g. 10). The bottom of the box gives an estimate of the total size for all the photos to be emailed to help you keep within your ISP's limits.

Backup Catalog or just some photos

It is highly recommended that you backup your photos outside your computer. You can back up to CD(s), DVD, or an external hard drive. Here are the steps for burning a CD.

1. In the Organizer select the photos you want to back up. Click on the first one in the sequence and then shift-click on the last one to select all the ones in between.
2. Go to File > Copy/Move Offline. Only check the box for Move if you want to delete these photos from your computer's hard drive. Otherwise DO NOT check the Move box.
3. Click NEXT, and make sure to select the proper drive for the CD drive.
4. Click DONE, and insert a blank CD into the drive so that it can start writing the photos to the CD. When it completes writing it will ask if you want to verify the CD. Click YES.

You can also back up the entire catalog. Under the File menu is Backup Catalog to CD, DVD, or Hard Drive.

After you have added a thousand or more photos to your computer's hard drive, you may be filling up its capacity. Then it is time to Delete some of these (e.g. maybe all the photos more than a year old). Select all of these, go to File > Delete from Catalog (or right click on the mouse), and be sure to check the box to delete from hard drive. Of course you will have first backed these up in another place.