

Digital Photo Image Editing

- using Adobe® Photoshop Elements

Workshop 2: Organizing Your Photos

Objective

The objective of this exercise is to begin with getting images into your computer and organizing them. Tagging photos with keywords allows you to find them again easily. So we will focus on the Photoshop Elements Organizer.

Understand the Overall Workflow Steps and Final Objective

However it is important to understand the typical Photoshop Elements (abbreviated as PSE from now on) workflow steps, so that the overall objective of our work is clear. The basic workflow steps are:

- Bring images into the Organizer from a digital camera, scanner, or existing media such as CD, DVD, etc. Understand that the primary organization exists in the File System on your computer's hard drive, not in the PSE Organizer.
- Sort and group the images using various methods starting with the File System on your computer. Then use the PSE Organizer to apply keyword tags and create albums.
- Edit, adjust, and correct images or add text in the PSE Editor. This is the second main part of PSE. It works independently from the Organizer.
- Share your images by creating projects and presentations, using e-mail, on-line sharing, printing, or burning them to a CD/DVD.
- Back up your photos somewhere else than on your computer's hard drive.

Getting Images

Creating a New Catalog

Launch PSE Organizer. (Later in this workshop we will go to Help and find About Catalogs for an explanation of what they are.) In the Organizer choose File > Catalog. In the Catalog Manager box click New. Type the name *Lesson 2* in the dialog box, click OK. (Note: you may have created a catalog in Workshop 1, but in the ALL lab anything you did last week is gone.)

Get Images from your Camera or Thumb Drive

As part of this exercise, we will import the photos that you brought to class using your flash drive (thumb drive). As an alternate starting point, we can load some images on your flash drive from the *Group 1* folder on the lab computer. If you need help doing this ask the lab instructor. We will use the Adobe Photo Downloader to get them into the computer and the Organizer. It launches using File > Get Photos and Videos > From Camera or Card Reader. Use the Source – Get Photos From box at the top left of the Downloader window to find your flash drive. At the left bottom click on Advanced Dialog and the Downloader window will expand. It will show the photos on your flash drive.

Save Options: In the top right you can browse to find the folder location or create a new folder on the computer's hard drive. Again this is essential to your overall organizing plan. Usually on your home computer you would choose to create a new folder within the Username\Pictures folder. Here in the

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Lab we will create a folder in Pictures and call it Import 1. Of course this folder will be gone tomorrow because of the way the lab computers work.

Create Subfolders: None

Rename Files: Use the Custom Name option and then type it in the box below (e.g. Spain09) and start the numbering with "1".

Advanced Options: Make sure that the Automatically Fix Red Eye and Automatically Suggest Photo Stacks boxes are NOT checked.

Further down you can choose to keep the images on the camera card or delete them after verifying.

In the window showing the image thumbnails on your flash drive (or your camera if it is connected), you can check the box next to each photo to determine if you want to import it or not. At the bottom of the window are buttons that allow you to either Check All or UnCheck All. Normally you would choose to import all of the photos from your camera. Then you can study them in detail on your computer screen, which is much larger than your camera's screen, and then decide what to save or discard.

Then finally click on Get Photos. Now the image thumbnails will appear in the Photo Browser. You would at this point turn off and disconnect your camera. When using a flash drive it is always a good idea to use Safely Remove Device by right-clicking on its drive letter in the Computer window.

Keyword Tags

Most of us forget just when a photo was taken and what folder it is in. So wouldn't it be great if we could somehow tag a photo and recall it that way. For example you might want to tag each photo of a grandchild with his or her name, and then call them up with a single click no matter when they were taken. Or maybe you want to tag a particular event or place. In addition PSE has face detection that can search for particular faces that you have identified.

Look at the images in the Organizer that you have imported so far. Notice that there are 6 photos of a young girl. We would like to tag these with her name, Erica. In the Keywords pane click on the white arrow next to People so that it points downward and shows the Family and Friends categories. Click on the green + sign under Keyword Tags and choose New Sub-Category from the menu. Type in Erica as the Sub-Category Name and choose the Parent Category under which it is to appear as Family. In the Keyword pane the new sub-category appears under Family

Now click on one of Erica's thumbnails and Ctrl-click on the others to select all six (the blue frames will appear around all of them). Next drag the Erica icon that was just created and drop it on any one of the selected images. Immediately all six show a new tag symbol beneath their thumbnails. Then click on the box next to the Erica icon in the Keyword pane. Only the images of Erica now appear in the Browser. Click on that box once again to make the binoculars disappear, and the rest of the images come back into view.

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If you had chosen someone other than Erica by mistake, you can remove the tag. Click on one of the tagged images and then right click to reveal the menu. Near the bottom of the list is Remove Keyword Tag. You can also do this using the Keyword icon box in the Properties Window.

A single photo can be tagged more than once. For example your granddaughter in Halloween costume could have tags for her name and for the event.

Now let's add another family member and tag her too. Like we did above in the Keywords pane click on the white arrow next to People so that it points downward and shows the Family and Friends categories. Click on the green + sign under Keyword Tags and choose New Sub-Category from the menu. Type in Gail as the Sub-Category Name and choose the Parent Category under which it is to appear as Family. In the Keyword pane the new sub-category appears under Family. Now drag the Gail icon to one of the photos of Gail. Then this photo has a tag symbol on it. Repeat this for the other photos in which Gail appears, including the ones where she and Erica are together.

Now when we click on the Gail icon, and only her images appear. If you click on both the Gail and Erica icon boxes, then only the images containing both Gail and Erica appear. Also if you click on the Family icon, then all of the pictures showing Gail and Erica appear.

You can apply tags to all the images in a folder if you wish. Go to Display > Folder Location using the pull down menu in to upper right corner. Navigate through the file system until you locate the folder we are presently working on, Group 1. Click the Instant Keyword Tag icon on the right end of the separator bar above the thumbnails of Group 1. In the Create and Apply New Keyword Tag dialog box, choose Other from the Category menu leaving Group 1 as the Name and click OK. After doing this switch back to Display > Thumbnail view.

Navigating Help

PSE Help is available from the Help menu in the upper left of the screen. This is your first resource for answering questions. Let us try to find out more about catalogs. Launch it by going to Help > Photoshop Elements Help. As you see it is web based, and it has a search box in the upper right. Type in about catalogs. It finds this topic and shows you the explanation available. As another example type in tags in the search box. It returns a list with the first 10 of 9,000 search items shown.

Review

You know how to download images from your camera, card reader, or flash drive. And you know how to store them in your computer's file system with a consistent way of identifying them in the future. You know that the PSE Organizer catalog can help find and organize photos using tags.