

Digital Photo Image Editing

- using Adobe® Photoshop Elements

Workshop 3: More on the ORGANIZER

Objective

We continue to show how to organize your photos and find them again. The advanced features of the Downloader can help to organize your photos. Tags and albums are powerful means of helping you organize your photos.

Downloading into Several Folders

You can also use the **Downloader** to separate photos into separate folders and name them individually. To do this we will first have to load images onto your flash drive from the **Group 2** folder on the hard drive. Select that folder and copy it to your flash drive.

Next we will delete all of the images from the current catalog, if there are any. If the **Show All** button is visible above the Photo Browser, click it. Choose **Edit > Select All**, and then choose **Edit > Delete Selected Items from Catalog**. If you see the options Delete All Photos in Collapsed Stacks and Delete All Items in Collapsed Version Sets in the Confirm Deletion from Catalog dialog box, activate both options by clicking their checkboxes, and then click **OK**.

But DO NOT delete images from the hard drive.

Now choose **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 images on your flash drive. If you already had images on it, both the old and new images from **Group 2** will be displayed. Check only the images from **Group 2** to be downloaded.

Under the **Save Options**, this time choose **Custom Groups (Advanced)** from the Create Subfolder(s) Menu. This selection is indicated in the Location pathname. The images are divided into groups depending upon the time and date they were taken. Use the slider under the Create Subfolder(s) menu to adjust how many groupings are created. Scroll down to see how the groupings change as you move the slider. The number of groups is shown to the right of the slider.

The images in **Group 2** were shot on consecutive days of a tour that visited a different destination each day. We want to separate the images day by day into folders we will name with the respective destinations. So we want to adjust the slider so that there are 4 images from 7/23/2007 in a single group, 3 images from 7/24/2007, 3 images from 7/25/2007, and 4 images from 7/26/2007.

Choose **Shot Date (yyyy mm dd) + Custom Name** from the Group Name menu. On the right end of the separator bar above the thumbnails of the first group, click the **Custom Name** field and type *Newport*. Repeat this for the next 3 groups entering the names *Vineyard*, *Block Island*, and *Cuttyhunk*.

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Under the **Advanced Options** activate the option **Make 'Group Custom Name' a Tag** by clicking the check box. This will automatically create the appropriate tags and apply them to the pictures as they are imported in the Organizer. Now click **Get Photos**. The photos are copied from the flash drive to the specified folder locations. The **Getting Photos** dialog box appears and the photos are imported into your catalog.

If you look under the **Other** category in **Keyword Tags**, you will find that new tags have been created with the names we gave to the folders.

Quick Fix for a Photo

Select the photo *newprt07 075.jpg* (several sailboats at their moorings), so that it is outlined in blue. Now go to the upper right of the window and select **Editor > Quick Fix**. After a few moments the Quick Fix editor will open. At the lower left make sure that **View: Before and After Horizontal** is selected. Then click on the top **Smart Fix: Auto** button. After a moment the right hand pane shows the After version of the photo, while the Before version is on the left. While you are in this view, click on the **hand symbol** along the left edge. Then try the **Actual Pixels** and **Fit Screen** click boxes above the photos on the left. You can see details of the image this way, and also see the changes that have been made.

Saving the edited photo: Go to **File > Save** and the Save dialog box comes up. It suggests a new name that is the *original_name + edited-1* appended to it. Accept this and click on the **Save** button. When the JPEG Options box comes up just click on **OK** to dismiss it. Now quit the Editor by using **File > Exit** or clicking the X in the top right corner. Now you are back in the Organizer, and the new version of the *newprt07 075.jpg* photo is visible with its new name showing that it has been edited. Click on the **arrow** halfway down the right side of its thumbnail. Now the original and the revised thumbnails are both visible. So you have NOT changed the original image. It is important that it has been preserved.

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Creating Albums

Another way of grouping photos is to organize them into albums. You can create an album of photos you have taken at a birthday or someplace you visited on vacation. Then it is easy to let others see them as full screen slideshow, even with music if you so desire. One nice feature of an album is that you can arrange the order of the photos the way you want them.

If the **Album palette** is collapsed in the Organizer palette bin, click the triangle to expand it. Now lets create a new album. Click the **green +** button in the header of the Albums palette, and then choose **New Album** from the menu. In the Create Album dialog box, type in **Islands** as the name of the new album, and click OK. Now select several of the images in the Photo Browser by Ctrl-clicking, and then drag them to the new Islands album icon. To see the photos in the album, click on its icon.

There is a number on each of the images in the album. Rearrange them by taking any one and dragging it ahead or behind the others. If you want to remove one of the images from the album, right-click on it and select Remove from Album.

While the Islands album is visible, go to **Display > View Photos in Full Screen** in the upper right. First make sure that you have clicked on the first image in the album to select it. The Full Screen View Options dialog box pops up. There are several options to choose from, including music or viewing captions on the photos. You can choose the duration for each slide in the show and have a fade out between them. Try playing the slide show.

Review

You have learned that the downloader can help to arrange photos that were taken at different times and different places into separately named folders. And it can also tag them if you like. You then made a first Quick Fix of a photo, and found that the modified and original image were contained in one Version Set. Next you created an album, arranged it to your liking, and played a full screen slide show.