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# 1

## PHOTOSHOP ELEMENTS ESSENTIALS

*Putting the Mechanics  
on Autopilot So You Can  
Get On with Being Creative*



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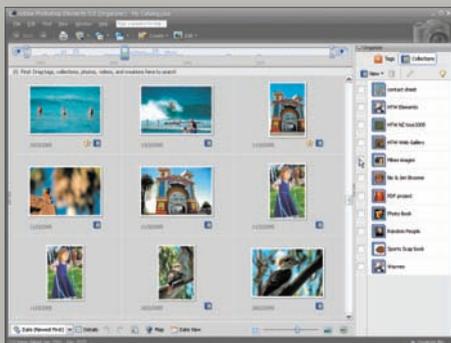


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**WORKING WITH  
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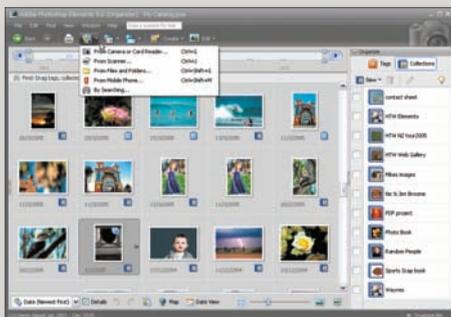
## The Organizer

Use the Organizer, which includes both the Photo Browser and the Date View workspaces, to sort, search for, tag, and organize your files. Photo Browser displays all the images in a folder or catalog; View By Date displays images in a calendar format.



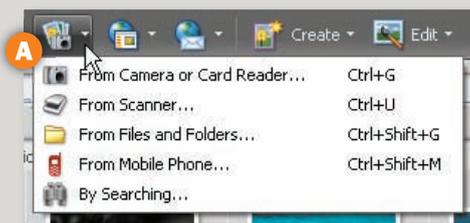
### Opening the Organizer

Click View And Organize Photos in the Welcome screen or Photo Browser in the Editor to open the Photo Browser workspace. Click Date View in the Editor to open the Date View workspace.



### Importing Images

Click the camera icon **A**, and choose an import method. Most of us import photos directly from a camera or card reader connected to the computer's USB port. But you can also scan traditional photos or copy images from a CD, other portable storage device, or folders on your hard drive. You can import photos from an online sharing service, such as a library of stock photography. You can even download photos from your cell phone, if it includes a camera.





## INSIGHT

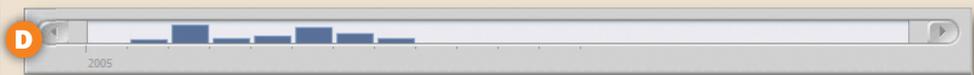
**Photos over Time.** To view images by date, click the Date View button. Click Day, Month, or Year at the bottom of the window: Day displays images taken on a particular day; scroll through the dates at the top of the window. Month displays thumbnails of the images on the calendar page. Year highlights the dates that photos were taken, but doesn't display thumbnails of those images.

## Viewing Images

Photoshop Elements displays thumbnails of your images. Use the scroll bar on the right side of the window to scroll through them **A**. To change the size of the thumbnails, move the slider at the bottom of the screen. To display the smallest thumbnails possible, click the icon to the left of the slider **B**; to display one image at a time, click the icon to the right of the slider **C**.

At the top of the window, the timeline shows when the photographs were taken **D**.

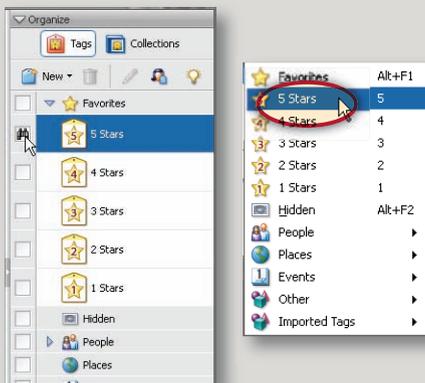
The timeline can come in handy for quickly assessing the age of the images. However, if you don't need the timeline, hide it to free up screen real estate by choosing View > Timeline (Ctrl+L).



## Collections

A collection is a set of images that are related in some way, such as images of a certain place or subject, photos taken at a specific time, or images that you plan to use for a particular project. You can create as many collections as you like, and a photo may be included in multiple collections. To create a collection, choose New > Collections in the Collections palette. To add an image to the collection, select it in the Organizer, and then drag the collection onto it—or drag the image onto the collection. To view the photos in a collection, click the box next to its name in the Collections palette; a binoculars icon appears next to the collection that is currently displayed.

A small number appears on each thumbnail, indicating the order of the images in a collection. To change the order, drag a thumbnail into its new position. The numbers automatically change.



## Tagging Images

You can further sort images by applying tags to them. Photoshop Elements includes tags for one-star to five-star ratings, as well as tags for labeling family, friends, places, and events. To create a custom tag, choose New > New Tag in the Tags palette, assign it to a category, and name the tag.

To apply a tag to a photo, drag the tag onto the photo, or drag the photo onto the tag. The star ratings also have keyboard shortcuts; select a photo and press 1 to apply one star, 2 to apply two stars, and so on.