

# photokaboom

## Learn Photography

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## Photoshop Elements > Organizer Entire

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### 1 - Open

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### Like a Card Catalog

The Organizer is like a card catalog.

The Organizer contains "cards," links to your photographs.

Your photographs are **not** located in the Organizer.

Your photographs are sitting in the "stacks," your folders in My Pictures or Pictures.

### Once You Start Using the Organizer . . .

. . . use it for just about everything.

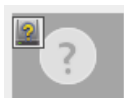
Use the Organizer to delete, rename, and move your files.

Don't go to My Pictures or Pictures and delete, rename, or move files between folders.

If you do, the Organizer won't know what you've done.

You'll see question marks.

Your photographs have gone missing.



## Summary of the Above Two Sections

If you understand what follows, you will save yourself a hassle later on.

### Key Point #1

Your photograph files are in My Pictures or Pictures.  
They are not in the Organizer.  
Only the thumbnails are in the Organizer.

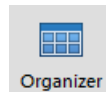
### Key Point #2

If you go to My Pictures or Pictures, look but don't touch.  
Don't delete, rename, or move files and folders while looking in My pictures or Pictures.  
Only delete, rename, or move files and folders when in the Organizer.

## Open the Organizer

You can open the Organizer from the welcome window.

Or, you can click the Organizer icon at the bottom of your screen.



## 2 - Get Your Photographs

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### One at a Time

Let's say you opened a photograph in the editor and want to add it to the Organizer.

Do the following.

- 1) Go to File > Save As.
- 2) Select Include in the Elements Organizer.
- 3) Click Save.

To add batches of photographs, from folders and SD cards, read on.

### Media Section

Make sure you're in the Media section.

Click Media at the top of your screen.



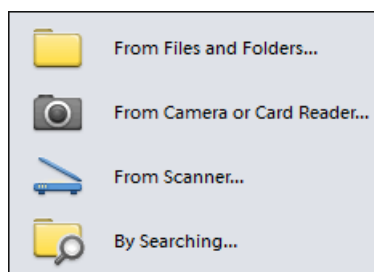
### Get Your Photographs

Click the Import button in the upper-left corner of your screen.

Or, go to File > Get Photos and Videos.

This menu will appear.

Each choice is discussed below.



#### Choice #1 - From Files and Folders

If you select From Files and Folders—you can choose specific files and folders.

There are three options in the download window.

- 1) If there are subfolders, they are included, by default.

Deselect this option, if necessary.

- 2) You can also fix red eyes.
- 3) Photo stacks are suggested.

The last two options are discussed below.

Click Get Media.

#### Choice #2 - From Camera or Card Reader

Connect your camera and turn it on.

Or, use a card reader.

The download window opens.

If download windows from other programs appear, close them.

If the download window doesn't appear, go to File > Get Photos and Videos > From Camera or Card Reader.

There are two sections on the Photo Downloader window, Source and Import Settings.

### **Section #1 - Source**

Select your camera from the menu.

Other sources may be a CD/DVD drive or a flash drive.

### **Section #2 - Import Settings**

#### **Location**

By default, Photoshop Elements will create a folder using the date the photographs were taken as its name.

Or, click Browse to select the destination folder for your photographs.

#### **Create Subfolder(s)**

You can choose to create a subfolder in the destination folder.

#### **Rename Files**

If you wish, you can rename all of the files.

For example, DSC\_1234 can be renamed as Paris\_1234.

#### **Delete Options**

The default setting is After Copying, Do Not Delete Originals.

This setting allows you to confirm that the photographs have transferred successfully.

Occasionally, downloads fail.

The thumbnails may transfer correctly.

But, some or all of the photograph files are not transferred.

Always check to make sure the photograph files have transferred successfully.

Double click some of the thumbnails to see if the photograph files are present.

After checking, format your memory card in your camera to delete the files.

### **Advanced Dialogue**

If you click Advanced Dialog in the lower-left corner of the window, you can:

- Fix red eyes as the photographs are transferred.

This slows the transfer, so if you know there are no photographs with red eye, deselect the option.

- Suggest grouping of photographs into stacks, which will be described below.

- Tag all of the photographs with the group custom name, if you created such a name in the Create Subfolder(s) box.

- Enter your name and copyright into the metadata of each photograph.

- Import into an album.

Once you've made your choices, click Get Media at the bottom of the Photo Downloader window.

### **Choice #3 - From Scanner**

You can import photographs from a scanner.

### **Choice #4 - By Searching**

If you go to Select By Searching—Photoshop Elements will search your entire computer for photographs.

You may be flooded with thousands of photographs.

You may want to move your photographs into the Organizer folder by folder.

### **Automation with Watch Folders**

You can set the Organizer to automatically get new photographs that appear in folders you specify.

By default, the Organizer looks for new photographs in My Pictures or Pictures.

But, what if you download photographs to a different folder, such as Work Photos.

Go to File > Watch Folders.

Click the Add button, and navigate to Work Photos.

In the Watch Folders window, select Notify Me or Automatically Add Files to Organizer.

### **Experiment with a Few Photographs**

You may want to experiment with the Organizer with just a few photographs.

Go to File > Get Photos and Videos > From Files and Folders.

Select a folder that has just a few files.

### **Sorting**

The thumbnails that you see are only the ones from the import.

If you want to see all of your photographs, click the Back button above the thumbnails.

You can also use the Sort By menu choices, also above the thumbnails.

After you change the sort, the All Media button appears.

Click it to see all of your photographs.

### **Zoom**

You can make the thumbnails bigger and smaller.

Use the Zoom slider below the thumbnails to the right.

This is useful when the icon for a stack (to be described) is off the screen.

## 3 - Albums

Albums New Album Category
------------------------------

### Albums

It was suggested above that you import just a few of your photographs for testing out the Organizer.

Let's make an album called Test with these test photographs

Do the following.

#### 1 - Select the Thumbnails

Blue checkmarks appear when you select thumbnails.

##### All

Press Ctrl + a (Cmd + a if Mac) to select all of the thumbnails.

Ctrl + Shift + a deselects all of the thumbnails.

##### A Row

If you want to select a row of photographs, click the first thumbnail, hold down the Shift key, and click the last thumbnail in the row.

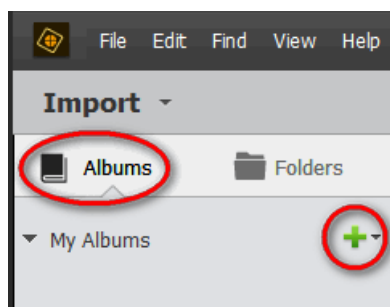
##### Willy-Nilly

If you want to select certain thumbnails, hold down the Ctrl or Cmd key, and click each thumbnail.

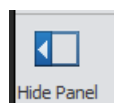
#### 2 - Green Plus Icon

Click Albums in the upper-left corner of your screen.

Then, click the green plus icon.



If you don't see the above, click Hide Panel in the lower-left corner of your screen.



#### 3 - Name the Album

Enter the album name, Test, in the upper-right corner of your screen.

#### 4 - Done

Click OK at the bottom of the pane.

Look in the upper-left corner of your screen.

You now have an album called Test, containing the selected photographs.

### Adding Photographs to an Album

To add photographs to an album, do the following.

- 1) Select the thumbnails.
- 2) Do **one** of the following.
  - Click and hold on one of the thumbnails, and drag it on to the album icon on the left side of your screen.

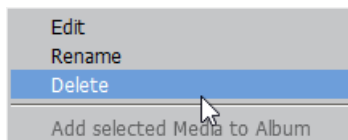
All of the selected thumbnails will follow.

- Click and hold on the album icon in the upper-right corner of your screen, and drag it on the thumbnails.
- Mouse over the album and right click it.

Select Add selected Media to Album.

### **Edit , Rename, or Delete an Album**

Right click on an album to do the above.



### **New Album Category**

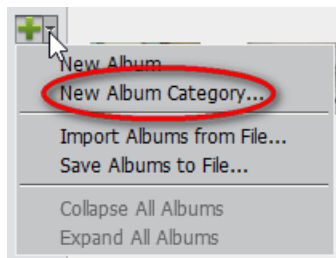
An album category "holds" albums.

For example, you could create an album category called Travel.

All of your trip albums would be placed in the Travel category.

Do the following to create an album category.

- 1) Click the tiny black triangle next to the green plus icon.



- 2) Select New Album Category.
- 3) Enter a name for the album category, such as Travel.
- 4) Click OK.

### **Move an Album into a Category**

When you create a new album, you can select a category to put the album.

If you want to move an album into a category, click and hold on the album icon, and drag it to the category icon.

## 4 - Tags/Info

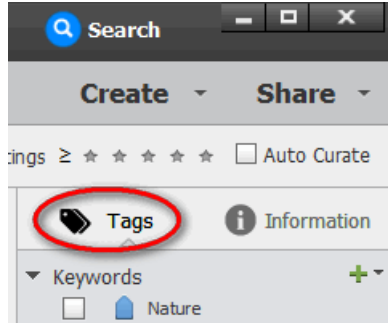
[Keywords & Tags](#)  
[Multiple Tags](#)  
[Information](#)  
[Facial Recognition](#)

### Keywords & Tags

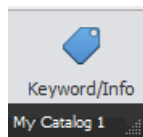
Keywords, or tags, are descriptive words added to a photograph.

They allow you do find and sort photographs.

Click Tags in the upper-right corner of your screen.



If you don't see it, click Keyword/Info in the lower-right corner of your screen.



There are default tags, such as Nature.

You can create your own tags.

If you import a photograph by someone else, it may bring tags along.

To tag a photograph, do **one** of the following.

- Drag a tag, such as Nature, onto one of your thumbnails.
- Drag a thumbnail, or thumbnails, onto a tag.

Now, when you click the white box at the left of the tag, photographs having that tag appear.

Click the Back button above the thumbnails to return to the normal view.

### Multiple Tags

What if you want to tag photographs with more than one tag?

Do the following.

- 1) Select the thumbnails.
- 2) Press and hold Ctrl (Cmd for Mac) and click the tags you need.

What if you want to tag more than one photograph with the one or more keywords or tags?

Select more than one thumbnail.

Then, click one or more keywords or tags, hold, and drag them on one of the selected thumbnails.





Tags for the above photograph could include restaurants, France, cr perie, and sidewalk.

### Information

Select a thumbnail and click Information in the upper-right corner of your screen.

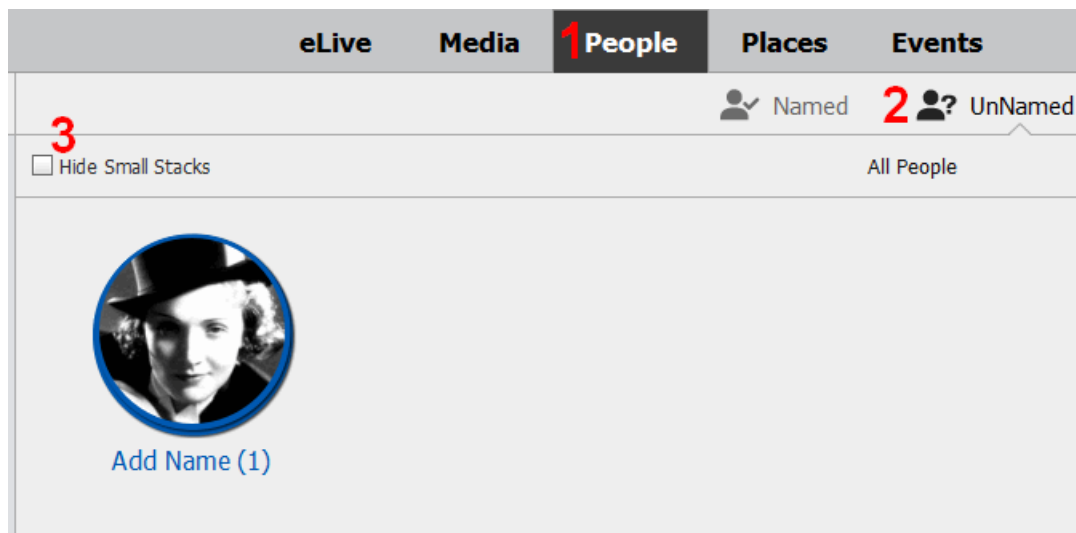
You can add a caption and notes to the photograph.

The metadata of the photograph appears, including the date and exposure settings.

### Facial Recognition

You can tag a photograph of a person with his or her name.

When you import more photographs of the person, they're automatically tagged with the name.



Do the following.

1) Select the People section at the top of your screen (red 1).

The faces of people you've imported appear.

2) Select UnNamed (red 2).

3) Deselect Hide Small Stack (red 3).

4) Click Add Name under a face.

5) Enter his or her name and click the checkmark.

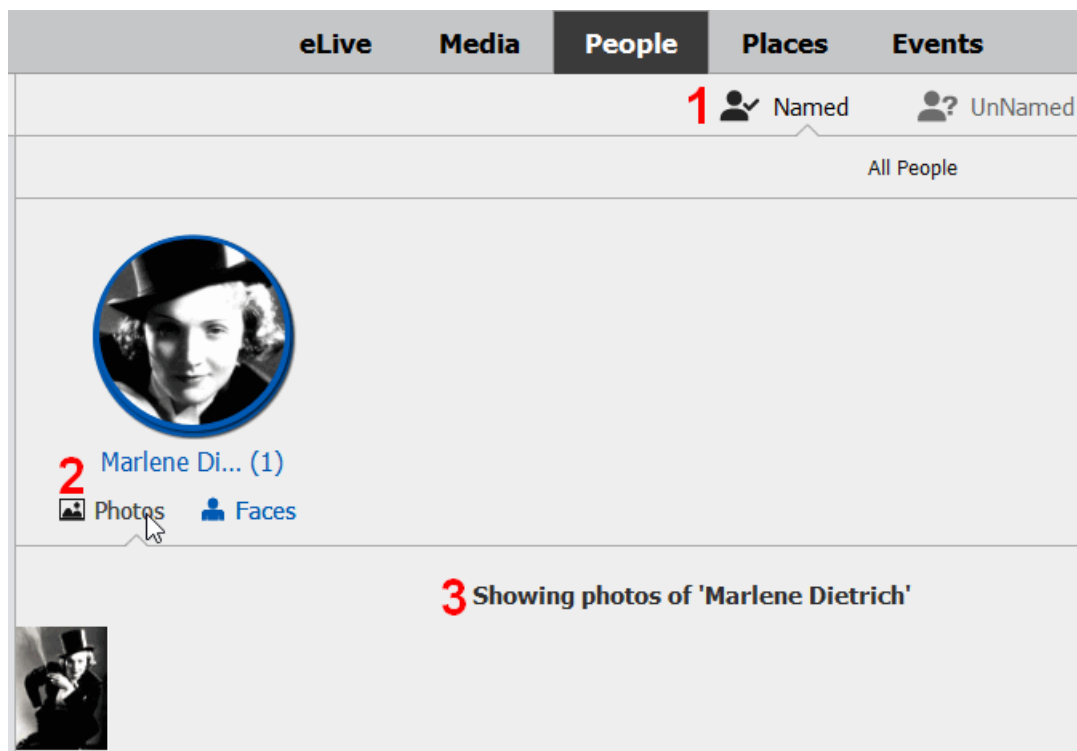


The face disappears.

To see the people you've tagged, click Named (red 1 below) at the top of your screen.

When you click Photos (red 2), below a face, all of the photographs of that person appear below (red 3).

If you click Faces, only the face portion of photographs are displayed.



## 5 - Advanced

Caution When Deleting  
Stacks  
Version Sets  
Make More Than One Catalog  
Batch Renaming  
Backup the Catalog

### Caution When Deleting

You can delete a photograph from the Organizer.

Go to Edit > Delete from Catalog.

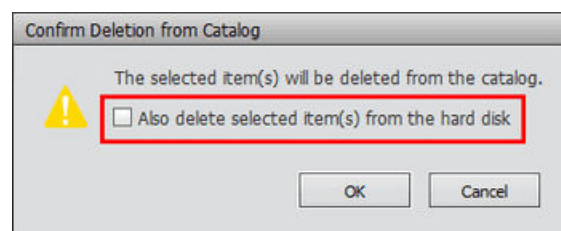
By default, the file is not deleted from your computer.

Only the thumbnail and the link to the file are deleted.

In the Delete window, **don't** select:

**Also delete selected item(s) from the hard disk**

If you do so, the file **is** deleted from your computer.



### Stacks

You can stack photographs on top of each other.

This done to reduce clutter.

For example, if you took 12 photographs of a restaurant, you could stack them on top of each other.

Then, when you're looking at your photographs, you won't have to "wade" through so many.

To stack photographs, do the following.

- 1) Select the thumbnails you want to stack.
- 2) Right click on one of the thumbnails and select Stacking > Stack Selected Photos.

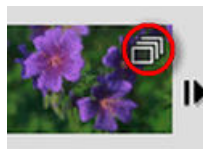
Or, go to Edit > Stack > Stack Selected Photos.

An icon appears in the thumbnail (red circle below).

The photograph as part a stack.

Click the black arrow icon on the right side of the stack to see all of the photographs in the stack.

Click the black arrow to collapse the stack.



### Version Sets

A version set is a stack of the **same** photograph that has been edited.

You can keep the original photograph—and many edited versions of it—together—in a stack.

Go to File Save As, and select Save in Version Set in

the Save As window.

The phrase *\_edited-1* is appended to the file name.

Links to the original, and all of the edited versions of it, will be placed in the Organizer.

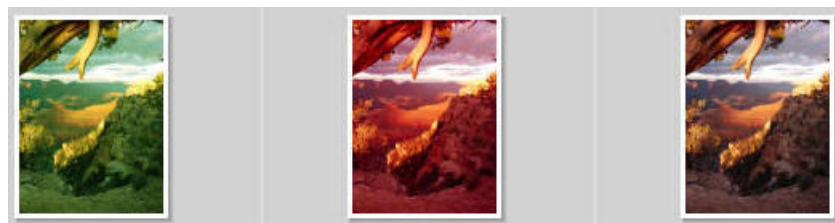
The thumbnail will have the version set icon in the upper-right corner.



The latest version is on top of the version-set stack.

To see all of the versions, right click the thumbnail, and go to Version Set > Reveal Items in Version Set.

The original and edited versions will appear.



## Make More Than One Catalog

The thumbnails of your photographs are probably located in a catalog called My Catalog.psa

You can create more catalogs.

For example, family photographs could be in My Catalog, and work-related photographs could be placed in a catalog called Work.

Do the following to create a new catalog.

- 1) In the Organizer, go to File > Manage Catalogs.
- 2) Click New.
- 3) Enter the name of the new catalog.
- 4) Click OK.

To switch catalogs, do the following.

- 1) Go to File > Catalog.
- 2) Click Open.

## Batch Renaming

Your camera names your photographs with a few letters and numbers.

You can give the files more meaningful names by using batch rename.

- 1) Select the files to be renamed.
- 2) Go to File > Rename.

Enter a name that will appear on all of the files.

For other ways to rename files, go to [Rename Files](#).

## Backup the Catalog

You can backup the catalog.

Go to File > Backup Catalog and follow the directions.

## 6 - Organizer Problems

If you're experiencing problems with the Organizer, try the following remedies.

<a href="#">General Remedies</a>
<a href="#">Missing Files Remedies</a>

### General Remedies

Try the following in the order below.

- 1) Close Photoshop Elements and reopen it.
- 2) Shut down down your computer and restart it.
- 3) Delete the Organizer preferences file.

Do the following.

- a) Go to the Organizer.
  - b) Go to Edit > Preferences.
  - c) Click through the preferences windows and jot down any changes you have made.
  - d) In the General window, at the bottom, click Restore Default Settings.
  - e) Click through the preferences windows and restore your settings to where they were.
- 4) In the Organizer, go to File > Manage Catalogs.

The Catalog Manager window opens.

Click on the name of your catalog, which is probably My Catalog.

On the right side of the Catalog Manager window, click Optimize.

Then, click Repair.

- 4) Insert the installation DVD for Photoshop Elements (if you have one).

Try the Repair feature.

If that doesn't help, uninstall Photoshop Elements and reinstall the program.

- 5) Search:

- [Adobe Photoshop Elements Learn & Support](#)
- [Adobe Photoshop Elements Community](#)

If you don't find an answer, join the forum and ask about the problem.

Give the version of Photoshop Elements that you're using, your computer operating system, and the exact text of any error message.

- 6) Go to [Installation Problems](#) for Adobe customer service information.

### Missing Files Remedies

If you have missing files, questionmarks appear instead of thumbnails.

The links between your original photograph files—and Photoshop Elements—are broken.

Photoshop Elements doesn't know where the files are located.

There are two reasons for missing files.

#### Reason #1 - You're the Bad Guy

Missing files are usually the fault of the user—not Photoshop Elements.

When you move, rename, or delete files, you must do so with Photoshop Elements.

If you move, rename, or delete files using Windows

Explorer or Finder (Mac), Photoshop Elements doesn't know you did so.

Go to File > Reconnect > All Missing Files.

## **Reason #2 - Photoshop Elements Is the Bad Guy**

The thumbnail cache may have become corrupted.

Do the following to rebuild the thumbnail cache.

The process may take many hours.

- 1) Click the All Media button.
- 2) Press Ctrl + a (Cmd + a for Mac) to select all of the thumbnails.
- 3) Go to Edit > Update Thumbnail for Selected Items.

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