

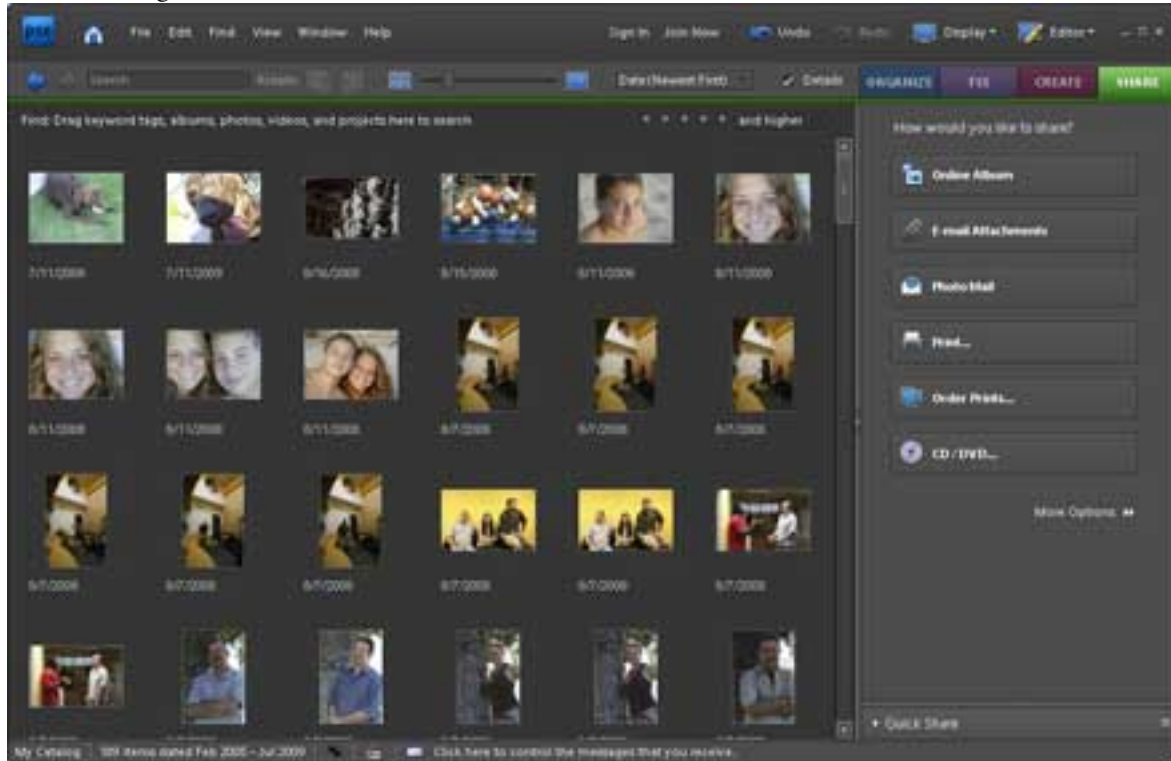
Viewing the Organizer workspace

You can access the Organizer from the Welcome Screen, or from the Organizer button in the Editor workspace. The Organizer shows you low-resolution views of your original photos.

1. Start Photoshop Elements.
2. From the Welcome screen, click Organizer.

Note: To start the Organizer from the Editor workspace, click the Organizer button at the top of the Editor workspace.

By default, thumbnail images of your photos are displayed in the Photo Browser, in the left pane of the Organizer workspace, as shown in Figure 1.



[\(View full size +\)](#)

Figure 1: Organizer workspace in Thumbnail view

Changing views in the Organizer workspace

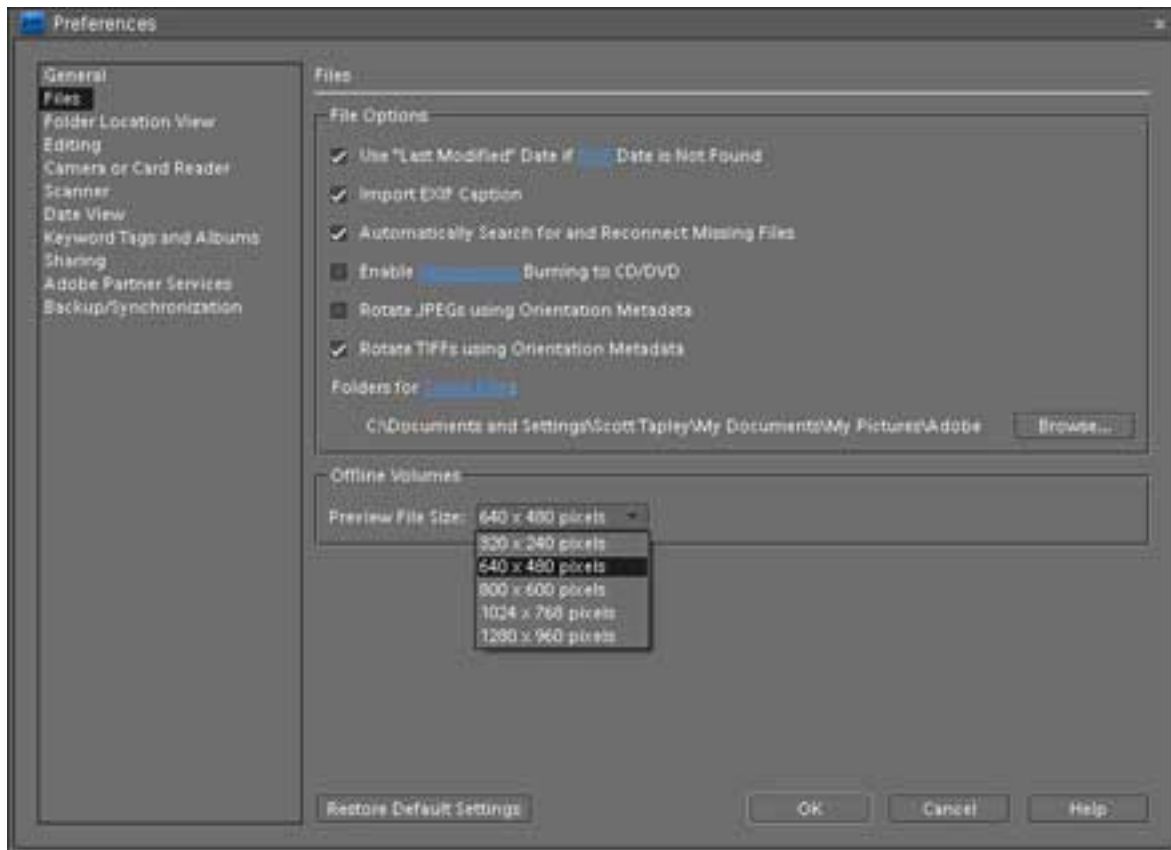
If you have switched to a different view, such as Folder List, you can change back to Thumbnail view from the Display menu.

1. Click Display and choose Thumbnail View.

In Thumbnail view, Photoshop Elements arranges the photo thumbnails by date, and they are low-resolution thumbnails. If you would like each of these thumbnails to be higher resolution, you can go to the Organizer preferences, and change that Resolution setting.

2. Choose Edit > Preferences > Files.

At the bottom of the Preferences dialog box, you can change the Preview File Size from 640 x 480 pixels up to 1280 x 960 pixels. See in Figure 2.

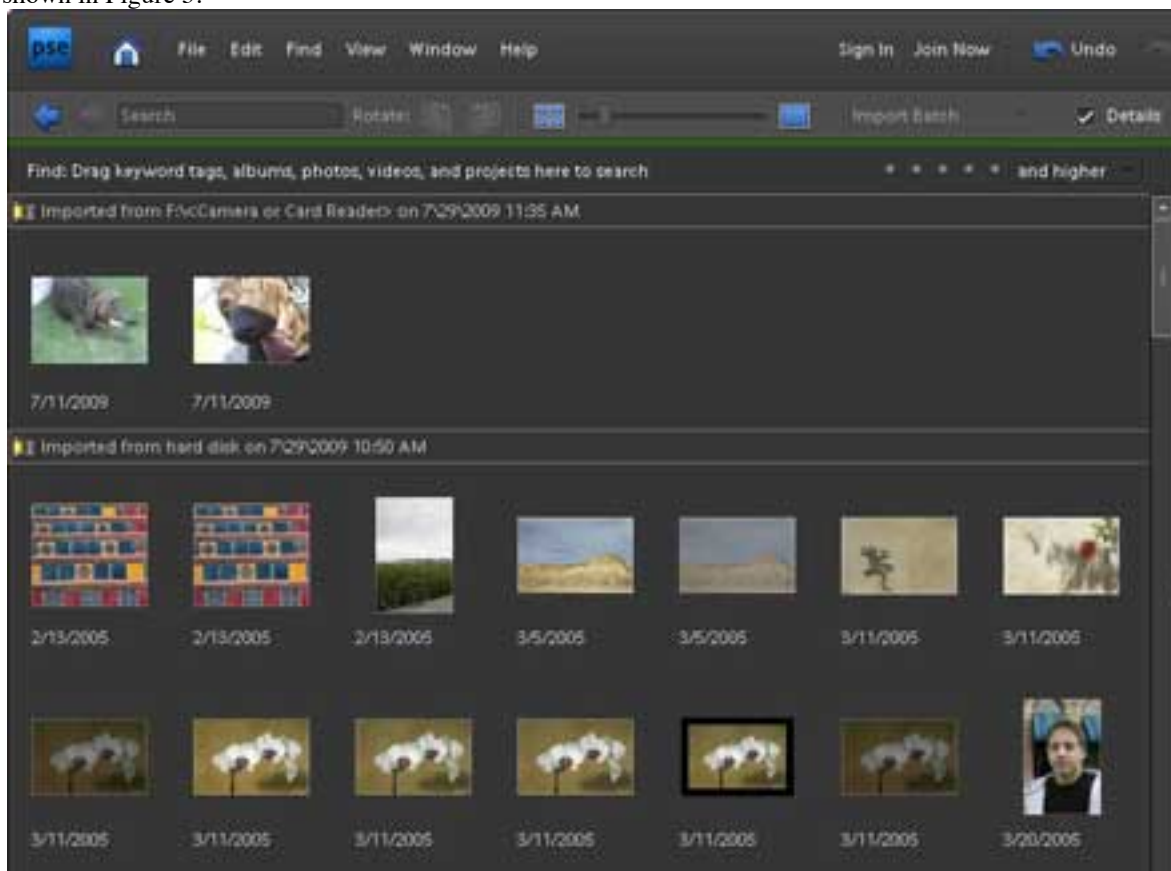


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Figure 2: Preferences dialog box

3. Click OK to accept the default Preview File Size of 640 x 480.
4. Click Display and choose Import Batch.

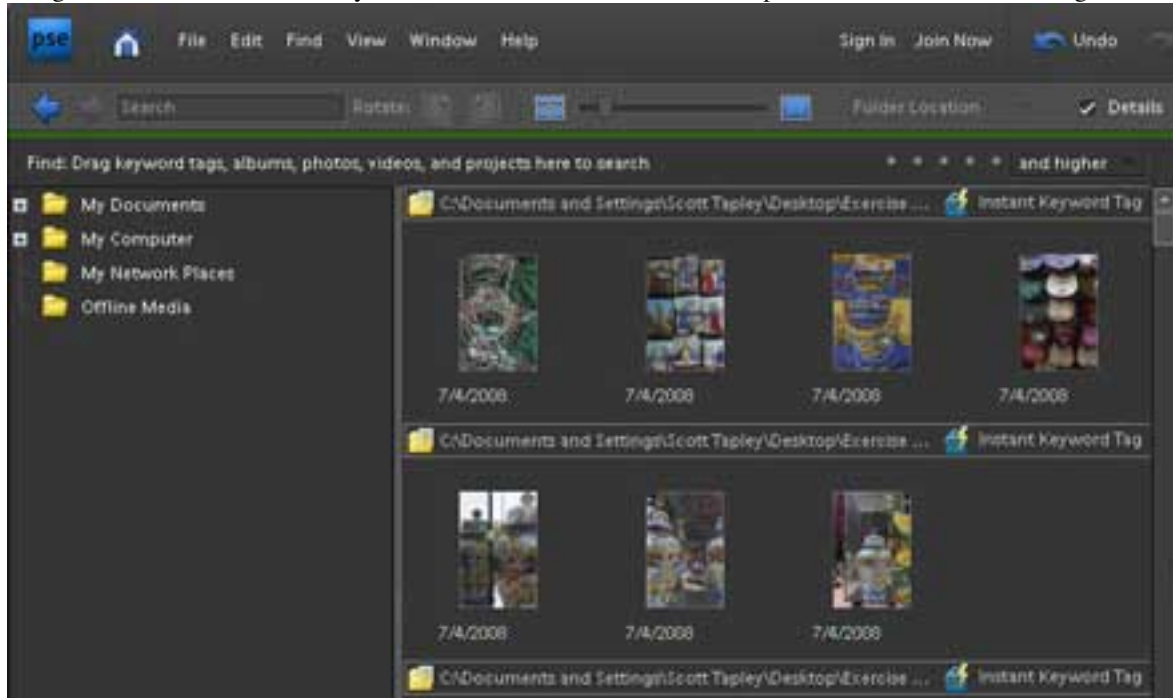
The Import Batch view arranges your photo thumbnails by the date on which they were imported into the Organizer, as shown in Figure 3.



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Figure 3: Import Batch view

5. Click Display and choose Folder Location.
Using the Folder Location view, you can view the entire contents of a specific folder, as shown in Figure 4.



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Figure 4: Folder Location view

In Folder View, you can select the entire contents of a folder. Click the path listed directly above each collection of photos in the Photo Browser.

6. Click the path above any group of folders in the Photo Browser. Clicking the path selects every photo in that folder.
7. Click Display and choose Date View.
Date view shows photo thumbnails arranged on a calendar by the date on which the photographs were taken, as shown in Figure 5.

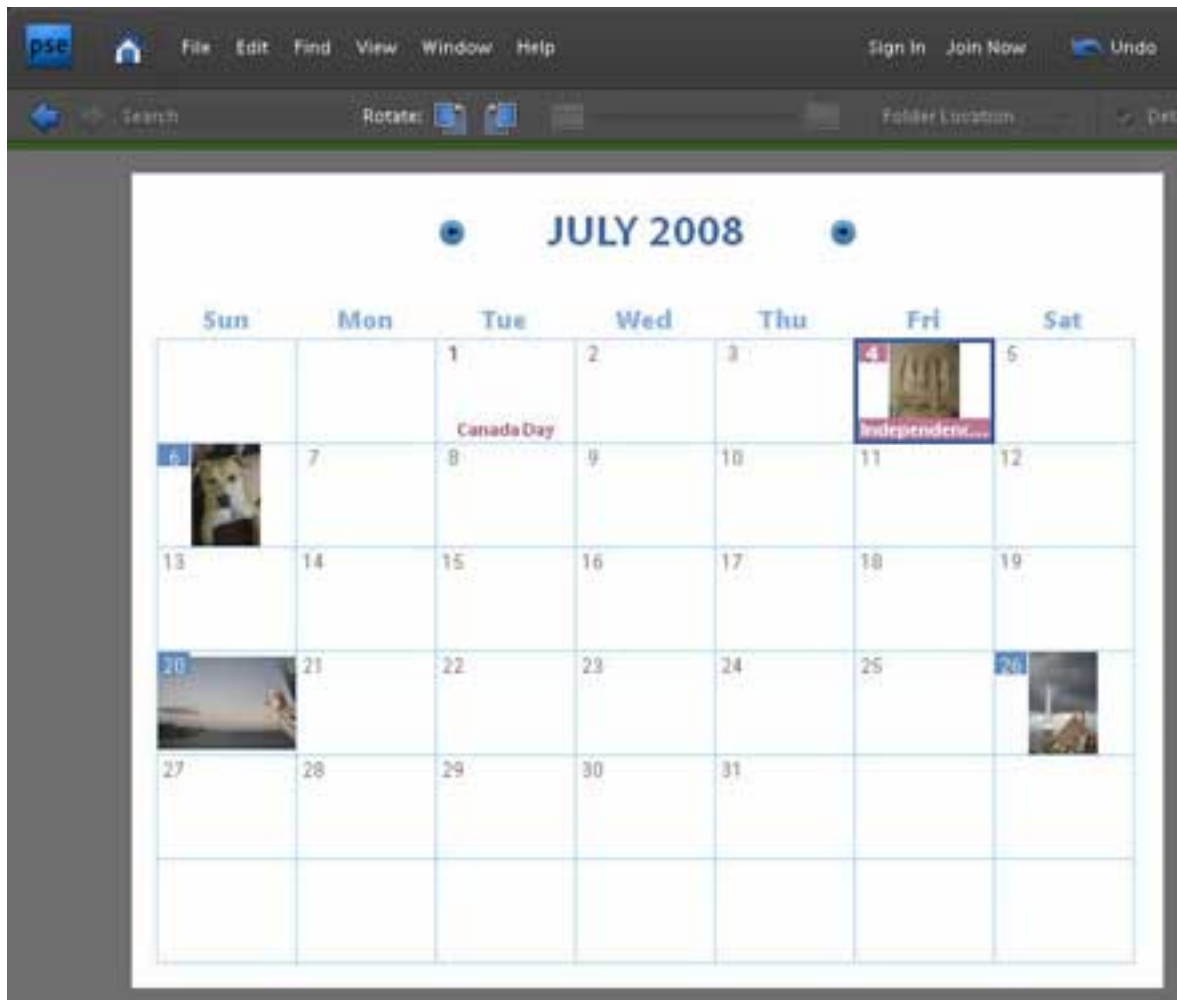
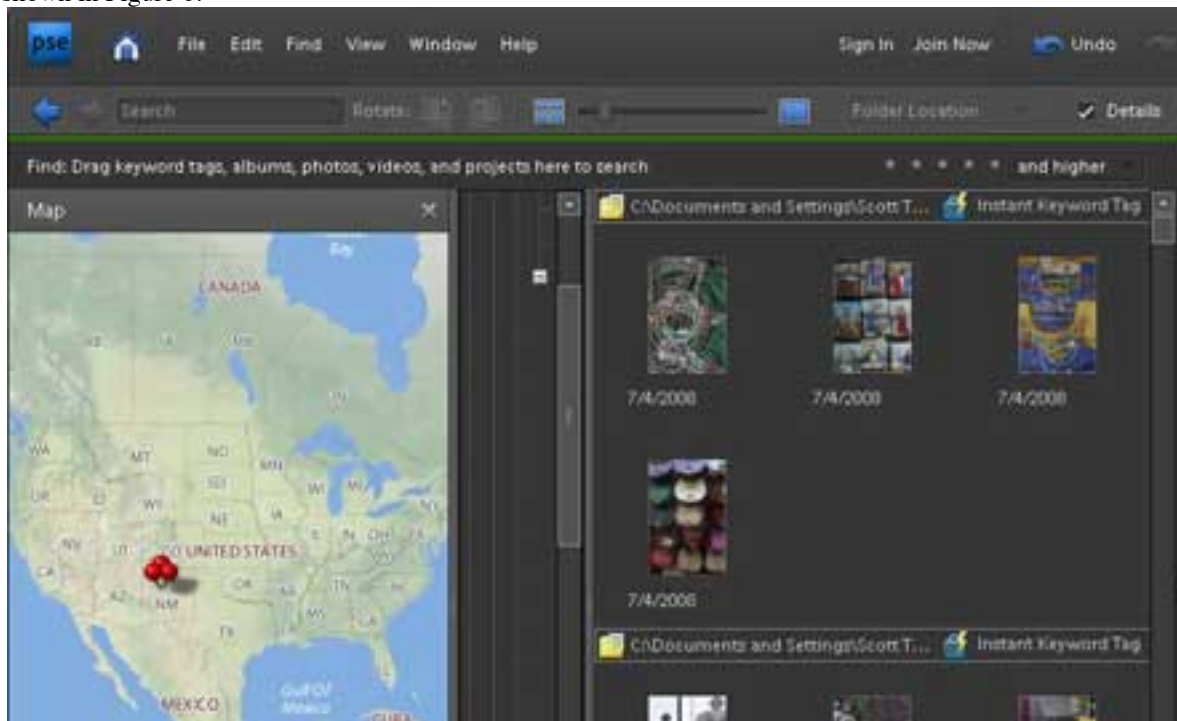


Figure 5: Date view

8. Click Display and choose Photo Browser.
9. Click Display and choose Show Map.

You can drag the photo thumbnails to arrange them on a Map, representing the location at which the photos were shot, as shown in Figure 6.



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Figure 6: Map view

- 10. Click Display and deselect Show Map to hide the map.
- 11. Click Display and choose View Photos in Full Screen.

You can view each photo full screen. You can use the settings in the Full Screen View Options dialog box, shown in Figure 7, to set up a slide show. The slide show takes you through your photos one-by-one as you review them. You can rate each photo, add subject matter text, and organize them so they are easier to find later.

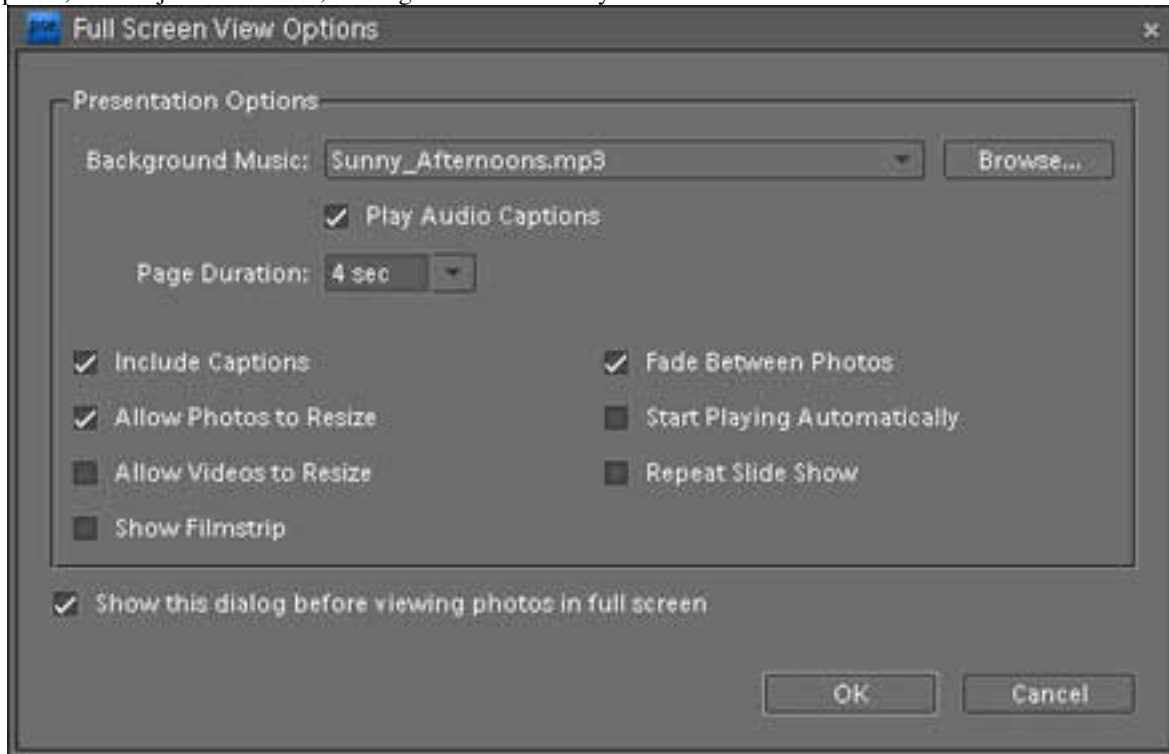


Figure 7: Full Screen View Options dialog box

- 12. Click Cancel to close the Full Screen View Options dialog box.
- 13. Press Escape to close Full Screen view and return to the Photo Browser.

Viewing the Task Pane

The Task pane is located on the right side of the Organizer workspace. The contents of the Task pane changes depending on which tab you have selected; Fix, Create, Share, or Organize.

With the Organize tab selected, as shown in Figure 8, you can create Albums of related photos.

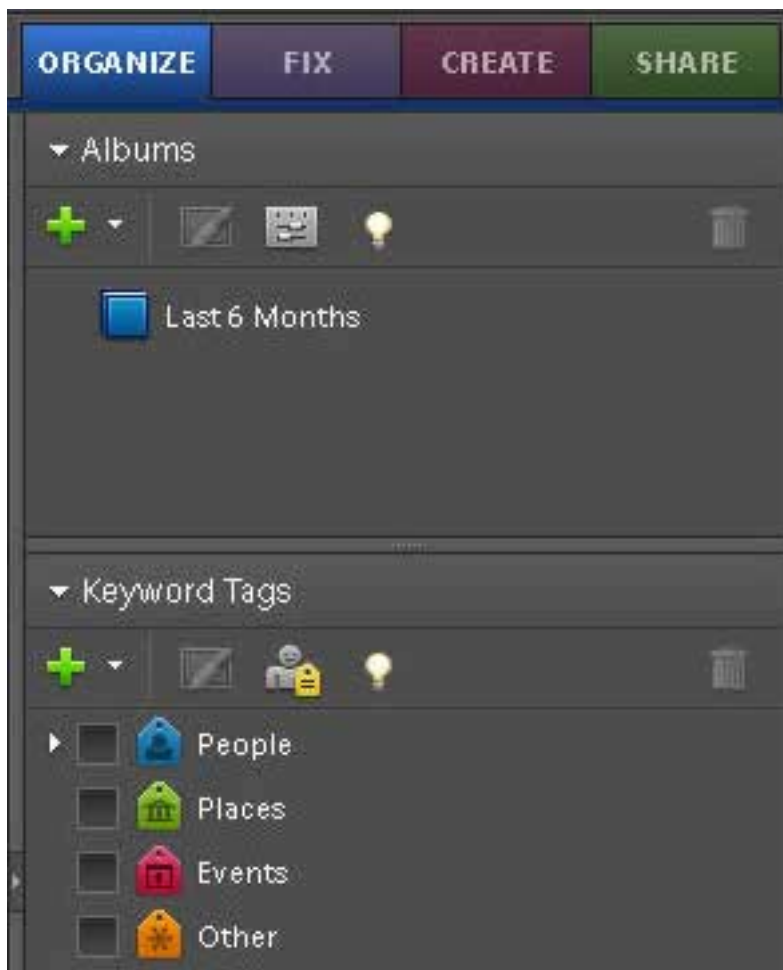


Figure 8: Organizer workspace with the Organize tab selected

The Organize tab also includes the Keyword Tags panel. You can add subject matter keywords that are searchable to your individual photos.

The Quick Share panel is used to share prints with family and friends. Expand the Quick Share panel to see it, if necessary.

1. Select any photo thumbnail in the Photo Browser.
2. Choose Window > Properties.

The Properties panel, shown in Figure 9, includes information about the selected photo thumbnail. It has four different icons at the top. With the first icon selected, you see general information like the name of the file, the date the picture was taken, and its location.

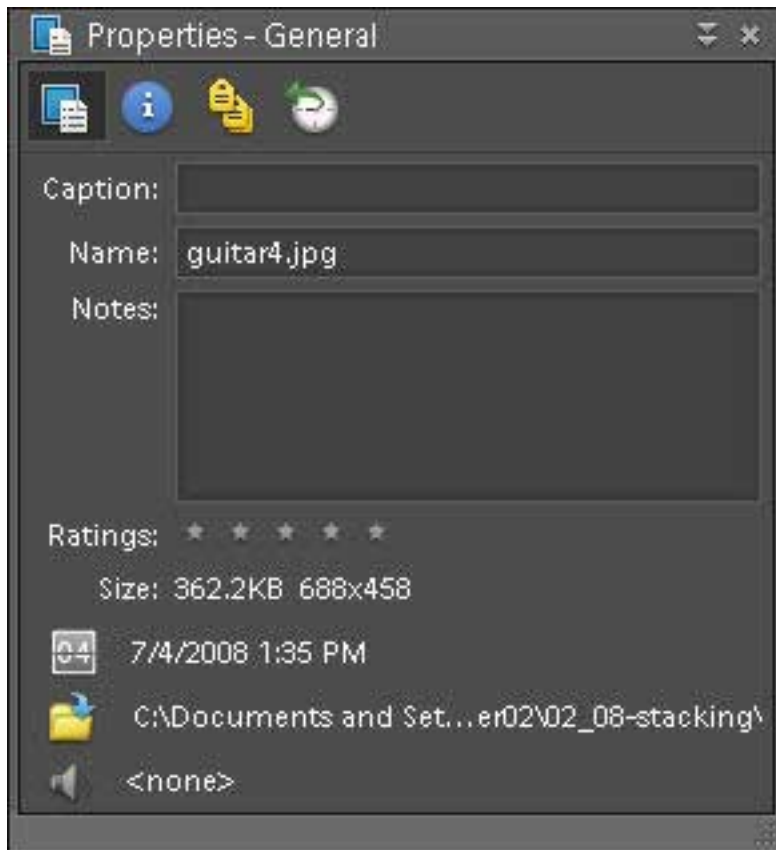


Figure 9: Properties panel

3. Click the Metadata icon.
Notice the metadata that is attached to the photo. Metadata includes the make and model of the camera that took the shot to the exposure time and shutter speed.
4. Click the Keyword Tags icon. This shows keywords, or Tags, that have been added to a photo thumbnail.
5. Click the History icon to see a history of the actions taken on that photo.

Docking the Properties Panel

By default the Properties panel is not shown in the Task pane, but you can add it by docking the panel.

1. Double-click the down-pointing arrows on the right side of the Properties panel title bar. The Properties panel becomes part of the Task pane on the right.
2. Drag the border above the Properties panel to see more information in the panel.

Where to go from here