

**VISUAL QUICKSTART GUIDE**



# Adobe Photoshop Elements

JEFF CARLSON



🕒 INCLUDES FREE WEB EDITION WITH VIDEO

FREE SAMPLE CHAPTER

SHARE WITH OTHERS



VISUAL QUICKSTART GUIDE

# Adobe Photoshop Elements

JEFF CARLSON

Visual QuickStart Guide  
**Adobe Photoshop Elements**  
Jeff Carlson

Peachpit Press  
www.peachpit.com

Copyright © 2022 by Pearson Education, Inc. or its affiliates. All Rights Reserved.

San Francisco, CA

Peachpit Press is an imprint of Pearson Education, Inc.

To report errors, please send a note to [errata@peachpit.com](mailto:errata@peachpit.com)

### **Notice of Rights**

This publication is protected by copyright, and permission should be obtained from the publisher prior to any prohibited reproduction, storage in a retrieval system, or transmission in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise. For information regarding permissions, request forms and the appropriate contacts within the Pearson Education Global Rights & Permissions department, please visit [www.pearson.com/permissions](http://www.pearson.com/permissions).

### **Notice of Liability**

The information in this book is distributed on an “As Is” basis, without warranty. While every precaution has been taken in the preparation of the book, neither the author nor Peachpit shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this book or by the computer software and hardware products described in it.

### **Trademarks**

Visual QuickStart Guide is a registered trademark of Peachpit Press, a division of Pearson Education.

Adobe, Photoshop Elements, Photoshop Elements logo, Elements Organizer, Elements Organizer logo, Adobe Camera Raw, Photoshop, Acrobat, Reader, Adobe PDF, Illustrator, and InDesign are either registered trademarks or trademarks of Adobe in the United States and/or other countries.

Unless otherwise indicated herein, any third party trademarks that may appear in this work are the property of their respective owners and any references to third party trademarks, logos or other trade dress are for demonstrative or descriptive purposes only. Such references are not intended to imply any sponsorship, endorsement, authorization, or promotion of Pearson Education, Inc. products by the owners of such marks, or any relationship between the owner and Pearson Education, Inc., or its affiliates, authors, licensees or distributors.

Executive Editor: Laura Norman  
Development Editor: Victor Gavenda  
Senior Production Editor: Tracey Croom  
Copy Editor: Linda Laflamme  
Proofreader: Kelly Anton  
Compositor: Jeff Carlson

Photos: Scott Johnson, pages 82, 88, 92  
Rob Cooper, page 110  
Jeff Carlson, all other pages

Indexer: James Minkin  
Cover Design: RHDG / Riezebos Holzbaur Design Group,  
Peachpit Press

Interior Design: Peachpit Press with Danielle Foster

Logo Design: MINE™ [www.minesf.com](http://www.minesf.com)

ISBN-13: 978-0-13-763701-0

ISBN-10: 0-13-763701-2

ScoutAutomatedPrintCode

**Dedication:**

For Larry, Bob, and Ron

## **Special Thanks to:**

Laura Norman, who first approached me with the idea of revising this title and shepherded the project.

Victor Gavenda for sharp eyes and sharp wit during the editing process.

Tracey Croom for her invaluable production expertise.

Linda Laflamme for even sharper editing eyes.

Kelly Anton for proofing the book (because there can never be too many eyes on a manuscript).

Saurabh Gupta at Adobe for assistance in providing the software and information I needed.

My gratitude also extends to Kimberly Carlson, Agen G.N. Schmitz, Parie Hines, Jeff Tolbert, Makiko Takamatsu, Susan Valencia, Scott Johnson, Lisa Johnson, and Emma Johnson for their permissions to use photos either of them or their adorable kids and pets.

Lastly, I want to extend my love and appreciation to my family for making me a wonderfully fortunate husband and father.

## **Pearson's Commitment to Diversity, Equity, and Inclusion**

Pearson is dedicated to creating bias-free content that reflects the diversity of all learners. We embrace the many dimensions of diversity, including but not limited to race, ethnicity, gender, socioeconomic status, ability, age, sexual orientation, and religious or political beliefs.

Education is a powerful force for equity and change in our world. It has the potential to deliver opportunities that improve lives and enable economic mobility. As we work with authors to create content for every product and service, we acknowledge our responsibility to demonstrate inclusivity and incorporate diverse scholarship so that everyone can achieve their potential through learning. As the world's leading learning company, we have a duty to help drive change and live up to our purpose to help more people create a better life for themselves and to create a better world.

Our ambition is to purposefully contribute to a world where:

- Everyone has an equitable and lifelong opportunity to succeed through learning.
- Our educational products and services are inclusive and represent the rich diversity of learners.
- Our educational content accurately reflects the histories and experiences of the learners we serve.
- Our educational content prompts deeper discussions with learners and motivates them to expand their own learning (and worldview).

While we work hard to present unbiased content, we want to hear from you about any concerns or needs with this Pearson product so that we can investigate and address them.

- Please contact us with concerns about any potential bias at <https://www.pearson.com/report-bias.html>.

# Contents at a Glance

---

	Introduction . . . . .	xiii
<b>Chapter 1</b>	Editing Photos in 5 Easy Steps . . . . .	1
<b>Chapter 2</b>	The Basics . . . . .	11
<b>Chapter 3</b>	Managing Photos in the Organizer . . . . .	27
<b>Chapter 4</b>	Cropping and Straightening Images . . . . .	77
<b>Chapter 5</b>	Making Quick and Guided Edits . . . . .	83
<b>Chapter 6</b>	Making Selections . . . . .	89
<b>Chapter 7</b>	Working with Layers . . . . .	109
<b>Chapter 8</b>	Adjusting Lighting and Color . . . . .	137
<b>Chapter 9</b>	Working with Camera Raw Photos . . . . .	153
<b>Chapter 10</b>	Fixing and Retouching Photos . . . . .	163
<b>Chapter 11</b>	Filters and Effects . . . . .	191
<b>Chapter 12</b>	Painting and Drawing . . . . .	199
<b>Chapter 13</b>	Working with Text . . . . .	215
<b>Chapter 14</b>	Saving and Printing Images . . . . .	229
<b>Chapter 15</b>	Sharing Your Images . . . . .	239
<b>Appendix A</b>	Troubleshoot at Startup . . . . .	247
<b>Appendix B</b>	Editor Keyboard Shortcuts (Windows) . . . . .	249
<b>Appendix C</b>	Organizer Keyboard Shortcuts (Windows) . . . . .	253
<b>Appendix D</b>	Editor Keyboard Shortcuts (macOS) . . . . .	255
<b>Appendix E</b>	Organizer Keyboard Shortcuts (macOS) . . . . .	259
	Index . . . . .	261

# Table of Contents

---

	<b>Introduction . . . . .</b>	<b>xiii</b>
	Online Content. . . . .	xiv
<b>Chapter 1</b>	<b>Editing Photos in 5 Easy Steps. . . . .</b>	<b>1</b>
	Step 1. Import and Open Images. . . . .	2
	Step 2. Crop and Rotate . . . . .	4
	Step 3. Adjust Lighting and Color . . . . .	6
	Step 4. Apply Corrections . . . . .	8
	Step 5. Save the Photo . . . . .	9
<b>Chapter 2</b>	<b>The Basics. . . . .</b>	<b>11</b>
	Understand the User Interface. . . . .	12
	Open and Close Files. . . . .	14
	Select Tools . . . . .	15
	Use the Zoom Tool . . . . .	16
	Move Around in an Image . . . . .	19
	Arrange Windows . . . . .	20
	Arrange Multiple Views. . . . .	21
	Use Rulers . . . . .	22
	Get Information About an Image. . . . .	23
	Use the History Panel. . . . .	24
	Use Multitouch Gestures . . . . .	26
<b>Chapter 3</b>	<b>Managing Photos in the Organizer . . . . .</b>	<b>27</b>
	Import Images . . . . .	28
	Understand the Organizer Work Area. . . . .	34
	Work in the Media Browser. . . . .	36
	Rate Photos . . . . .	38
	Review Photos Full Screen . . . . .	39
	Use Stacks to Organize Similar Photos . . . . .	40
	Create Keyword Tags . . . . .	42
	Use Keyword Tags to Sort and Identify Photos . . . . .	45
	Organize Tagged Photos Using Categories . . . . .	48
	Identify People. . . . .	52
	Use Albums to Arrange and Group Photos. . . . .	56
	Organize by Events . . . . .	60
	Locate Photos Using Places . . . . .	62

	Filter Photos . . . . .	65
	Search for Photos . . . . .	66
	Auto Curate Photos . . . . .	73
	Work with Catalogs . . . . .	74
	Back Up Catalogs . . . . .	75
<b>Chapter 4</b>	<b>Cropping and Straightening Images. . . . .</b>	<b>77</b>
	Crop an Image . . . . .	78
	Extend the Background. . . . .	80
	Straighten a Crooked Photo . . . . .	81
<b>Chapter 5</b>	<b>Making Quick and Guided Edits . . . . .</b>	<b>83</b>
	Make Instant Fixes in the Organizer. . . . .	84
	Make Quick Edits . . . . .	85
	Walk Through Guided Edits . . . . .	88
<b>Chapter 6</b>	<b>Making Selections . . . . .</b>	<b>89</b>
	Why Make Selections? . . . . .	90
	Use the Auto Selection Tools . . . . .	92
	Use the Quick Selection Tool . . . . .	93
	Use the Selection Brush Tool . . . . .	94
	Use the Marquee Tools . . . . .	96
	Use the Lasso Tools. . . . .	98
	Make Selections by Color . . . . .	101
	Add or Subtract Selections. . . . .	103
	Refine the Edges of a Selection . . . . .	106
<b>Chapter 7</b>	<b>Working with Layers . . . . .</b>	<b>109</b>
	Understand Layers . . . . .	110
	Use the Layers Panel . . . . .	111
	Layer Fundamentals. . . . .	112
	Change the Layer Order . . . . .	115
	Manage Layers. . . . .	117
	Convert and Duplicate Layers . . . . .	119
	Group Layers. . . . .	122
	Merge Layers . . . . .	123
	Transform Layers . . . . .	125
	Set Opacity and Blending Modes . . . . .	128
	Use Layer Masks. . . . .	131
	Create Clipping Masks . . . . .	133
	Make Color and Tonal Changes with Adjustment Layers . . . . .	134
	Apply Texture or Color with Fill Layers . . . . .	136

<b>Chapter 8</b>	<b>Adjusting Lighting and Color. . . . .</b>	<b>.137</b>
	Understand Tonal Correction . . . . .	.138
	Adjust Lighting. . . . .	.139
	Adjust Color . . . . .	.143
	Convert to Black and White . . . . .	.145
	Remove Color . . . . .	.146
	Replace Color . . . . .	.147
	Add a Color Tint . . . . .	.149
	Managing Color Settings . . . . .	.150
<b>Chapter 9</b>	<b>Working with Camera Raw Photos . . . . .</b>	<b>.153</b>
	Work in Adobe Camera Raw . . . . .	.154
	Adjust White Balance . . . . .	.156
	Adjust Lighting. . . . .	.157
	Adjust Clarity and Color Saturation . . . . .	.158
	Sharpen the Image . . . . .	.159
	Reduce Noise . . . . .	.160
	Save Raw Files. . . . .	.161
<b>Chapter 10</b>	<b>Fixing and Retouching Photos. . . . .</b>	<b>163</b>
	Repair Flaws and Imperfections . . . . .	.164
	Sharpen Image Detail. . . . .	.169
	Selectively Enhance Detail. . . . .	.171
	Selectively Adjust Tone. . . . .	.173
	Remove Haze . . . . .	.175
	Erase Backgrounds . . . . .	.176
	Remove Objects from a Scene. . . . .	.178
	Composite Images . . . . .	.180
	Merge Portions of Multiple Photos . . . . .	.182
	Use the Smart Brush . . . . .	.184
	Create a Panorama . . . . .	.186
	Correct Camera Distortion . . . . .	.189
	Run Automated Actions. . . . .	.190
<b>Chapter 11</b>	<b>Filters and Effects. . . . .</b>	<b>.191</b>
	Use the Filters and Effects Panels. . . . .	.192
	Apply Filters and Effects . . . . .	.193
	Distort Images . . . . .	.195

<b>Chapter 12</b>	<b>Painting and Drawing</b> . . . . .	<b>199</b>
	Fill Areas with Color . . . . .	200
	Fill Areas with a Gradient . . . . .	204
	Add a Stroke . . . . .	205
	Use the Brush Tool . . . . .	207
	Paint with Texture . . . . .	209
	Erase Areas . . . . .	210
	Draw Shapes . . . . .	211
	Transform Shapes . . . . .	213
<b>Chapter 13</b>	<b>Working with Text</b> . . . . .	<b>215</b>
	Create and Edit Text . . . . .	216
	Change the Appearance of Text . . . . .	219
	Create Text on a Path . . . . .	224
	Warp Text . . . . .	227
<b>Chapter 14</b>	<b>Saving and Printing Images</b> . . . . .	<b>229</b>
	Understand File Formats . . . . .	230
	Save Files . . . . .	233
	Resize an Image . . . . .	235
	Print an Image . . . . .	237
<b>Chapter 15</b>	<b>Sharing Your Images</b> . . . . .	<b>239</b>
	Upload to an Online Service . . . . .	240
	Send Images by Email . . . . .	241
	Create a Slideshow . . . . .	242
<b>Appendix A</b>	<b>Troubleshoot at Startup</b> . . . . .	<b>247</b>
<b>Appendix B</b>	<b>Editor Keyboard Shortcuts (Windows)</b> . . . . .	<b>249</b>
<b>Appendix C</b>	<b>Organizer Keyboard Shortcuts (Windows)</b> . . . . .	<b>253</b>
<b>Appendix D</b>	<b>Editor Keyboard Shortcuts (macOS)</b> . . . . .	<b>255</b>
<b>Appendix E</b>	<b>Organizer Keyboard Shortcuts (macOS)</b> . . . . .	<b>259</b>
	<b>Index</b> . . . . .	<b>261</b>

---

## LIST OF VIDEOS

<b>VIDEO 1.1</b> <b>Photo Editing Workflow in 5 Easy Steps</b>	Follow along as I walk through a typical scenario of importing a photo, editing it, and saving the new version. pg. 1
<b>VIDEO 2.1</b> <b>Work with Panels</b>	See the many ways panels and tools can be positioned in the workspace. pg. 13
<b>VIDEO 2.2</b> <b>Arrange Multiple Views</b>	Opening more than one window containing the same image is a helpful way to edit. pg. 21
<b>VIDEO 3.1</b> <b>Work with HEIC/HEIF Images in Windows</b>	Learn how to view and edit photos shot in these newer formats, which are used by many modern camera phones. pg. 33
<b>VIDEO 3.2</b> <b>Essential Organizer Techniques</b>	Find out how to quickly import, rate, and tag photos to make them easy to locate later. pg. 37
<b>VIDEO 3.3</b> <b>Display and Change Information for Photos</b>	Did you forget to change the time zone setting in your camera during your vacation? That and other info is easy to correct. pg. 41
<b>VIDEO 4.1</b> <b>Cropping and Resolution</b>	Understand how cropping an image affects its resolution. pg. 79
<b>VIDEO 5.1</b> <b>Quick, Guided, and Expert Edits</b>	I'll provide an overview of when and how you may want to use each of these modes. pg. 85
<b>VIDEO 5.2</b> <b>Perfect Pet Guided Edit</b>	See how Guided edits work by focusing on one of the newest (and cutest!) features. pg. 88
<b>VIDEO 6.1</b> <b>Selections in Action</b>	Watching selections being made can be helpful when trying to understand which tools to use. pg. 90
<b>VIDEO 7.1</b> <b>Understand Blending Modes</b>	Blending modes are powerful and need to be seen in action in order to understand how they work. pg. 130
<b>VIDEO 7.2</b> <b>The Superiority of Adjustment Layers</b>	I'll convince you that making edits with adjustment layers is often the best approach. pg. 135
<b>VIDEO 8.1</b> <b>Photomerge Exposure</b>	When you're faced with extreme lights and darks, the Photomerge Exposure Guided edit is a great way to blend images and bring out details. pg. 144
<b>VIDEO 9.1</b> <b>Saving Raw Files as DNGs</b>	Discover why you'd want to convert a raw file to a DNG (digital negative) formatted file and how to do it. pg. 162
<b>VIDEO 10.1</b> <b>Recompose a Scene</b>	Cropping is one method of choosing where subjects in a scene appear, but what if you want to move them closer together? I'll show you a few clever options. pg. 166
<b>VIDEO 10.2</b> <b>Replace a Sky</b>	In this video, I show you how to use the Perfect Landscape Guided edit to replace a boring sky with something better. pg. 181
<b>VIDEO 10.3</b> <b>Portrait Retouching</b>	Photoshop Elements includes several tools for making flattering portrait edits. pg. 182
<b>VIDEO 11.1</b> <b>Blur Filters</b>	Learn how the blur filters can simulate action in various ways. pg. 193
<b>VIDEO 11.2</b> <b>Add Lighting Effects</b>	Photography is all about light, and during editing you can add dramatic light that wasn't present in a scene. pg. 194

---

## LIST OF VIDEOS

<b>VIDEO 11.3</b> <b>Make Moving Photos and Overlays</b>	Make photos move for social posts and fun communication. pg. 197
<b>VIDEO 12.1</b> <b>Paint with the Impressionist Brush</b>	Paint using this effects brush for creative results. pg. 207
<b>VIDEO 12.2</b> <b>Create and Save Custom Brushes</b>	Brushes can take on all sorts of shapes and textures. Create your own for custom looks. pg. 208
<b>VIDEO 12.3</b> <b>Create Custom Shapes</b>	Combine shapes and draw new ones to make even more interesting shapes. pg. 213
<b>VIDEO 12.4</b> <b>Use the Cookie Cutter Tool</b>	Build on custom shapes and use the Cookie Cutter tool to create fun masks and compositions. pg. 214
<b>VIDEO 13.1</b> <b>Create Text Effects Using Type Masks</b>	Learn how to use the Type Mask tools to make text-based selections for masking images. pg. 221
<b>VIDEO 13.2</b> <b>Apply Layer Styles to Text</b>	Need a quick way to dress up text? Apply the various layer styles to it. pg. 222
<b>VIDEO 13.3</b> <b>Make a Quote Graphic Project</b>	Create social media-friendly, text-based graphics using your photos. pg. 225
<b>VIDEO 14.1</b> <b>Batch Process Multiple Images</b>	When you need to apply the same edits to a range of photos, batch-processing can do hours of work in seconds. pg. 236
<b>VIDEO 14.2</b> <b>Create Contact Sheets and Picture Packages</b>	Print several photos on the same sheet of paper for reviewing or for distributing multiple sizes of images. pg. 238

*This page intentionally left blank*

# Introduction

Welcome to Photoshop Elements, the powerful, easy-to-use, image-editing software from Adobe. Photoshop Elements gives hobbyists, photographers, and artists many of the same tools and features found in Adobe Photoshop (long the industry standard), but packaged in a more accessible, intuitive workspace.

Photoshop Elements makes it easy to retouch your digital photos; apply special effects, filters, and styles; create wide-screen panoramas from a series of individual photos; replace bland skies; and more. It also includes several features geared specifically to the beginning user. Of particular note are the Quick and Guided photo-editing controls that make complex image corrections easy to apply.

Here, I'll cover some of the key features of Photoshop Elements and share some thoughts to help you get the most from this book. Then you can be on your way to mastering the simple, fun, and sophisticated image-editing tools in Photoshop Elements.

## How to Use This Book

This Visual QuickStart Guide, like others in the series, is a task-based reference. Each chapter focuses on a specific area of the application and presents it in a series of concise, illustrated steps. I encourage you to follow along using your own images.

This book is meant to be a reference work, and although it's not expected that you'll read through it in sequence from front to back, I've made an attempt to order the chapters in a logical fashion.

The first chapter speeds through five steps to import, edit, and share your digital photos. The next chapter takes you on a tour of the work area to make sure we're all on the same page. From there you dive into importing pictures and managing your

photo library using the Organizer. Then you explore cropping and straightening, get introduced to Quick and Guided edits, and move on to making selections, working with layers, adjusting lighting and color, working with raw images, fixing and retouching, applying effects, painting and drawing, and adding text. Next, learn a variety of techniques for saving, printing, and sharing images.

This book is suitable for the beginner just starting in digital photography and image creation, as well as hobbyists, photo enthusiasts, intermediate-level photographers, illustrators, and designers.

## Sharing Space with Windows and macOS

Photoshop Elements is almost exactly the same on Windows as it is under macOS, which is why this book covers both platforms. In the few places where a feature is found in one environment but not the other, or if the steps are different for each, I make it clear which version is being discussed.

You'll also see that the screenshots are a mix of Windows and macOS—but despite a few cosmetic differences such as title bars and menu bars, everything pretty much tracks the same within the user interface itself.

I also frequently mention keyboard shortcuts, which are faster methods of accessing commands compared to choosing items from menus. Keyboard shortcuts are great time-savers and prevent you from having to constantly refocus your energy and attention as you jump from image window to menu bar and back again.

When this book introduces a command, the keyboard shortcut is frequently also listed, with the Windows version appearing first and the macOS version trailing after a forward-slash. For example, the keyboard shortcut for the Copy command appears as “Ctrl+C/Command+C.”

You'll find a complete list of Photoshop Elements keyboard shortcuts in the appendices.



### VIDEOS Sample Video Title

This video icon makes it easy find the video to watch in the Web Edition.

## Online Content

Your purchase of this Visual QuickStart Guide includes a free online edition of the book, which contains the videos and is accessed from your Account page on [www.peachpit.com](http://www.peachpit.com).

### Web Edition

The Web Edition is an online interactive version of the book, providing an enhanced learning experience. You can access it from any device with a connection to the internet, and it contains the following:

- The complete text of the book
- Hours of instructional video keyed to the text

### Accessing the Web Edition

*Note: If you encounter problems registering your product or accessing the Web Edition, go to [www.peachpit.com/support](http://www.peachpit.com/support) for assistance.*

You must **register** your purchase on [peachpit.com](http://peachpit.com) in order to access the online content:

1. Go to [www.peachpit.com/psevqs2022](http://www.peachpit.com/psevqs2022).
2. Sign in or create a new account.
3. Click Submit.
4. Answer the question as proof of purchase.
5. The **Web Edition** can be accessed from the Digital Purchases tab on your Account page. Click the **Launch** link to access the product.

If you purchased a digital product directly from [peachpit.com](http://peachpit.com), your product will already be registered. However, you still need to follow the registration steps and answer the proof-of-purchase question to access the Web Edition.

# 3

## Managing Photos in the Organizer

Digital photography can be a double-edged sword. Ironically, its greatest advantage to the amateur photographer—the ability to quickly and easily capture a large number of images, and then instantly download them to a computer—can also be its greatest source of frustration. Once hundreds of images have been downloaded, photographers find themselves faced with the daunting task of sorting through myriad files, with incomprehensible filenames, to find those dozen or so “keepers” to assemble into an album or post online for friends.

The Organizer workspace comes to the rescue with a set of tools and functions to help you locate, identify, and organize your photos.

Because we need some source material to work with, this chapter jumps right into importing photos from a digital camera and opening images already on your hard disk.

---

### In This Chapter

Import Images	28
Understand the Organizer Work Area	34
Work in the Media Browser	36
Rate Photos	38
Review Photos Full Screen	39
Use Stacks to Organize Similar Photos	40
Create Keyword Tags	42
Use Keyword Tags to Sort and Identify Photos	45
Organize Tagged Photos Using Categories	48
Identify People	52
Use Albums to Arrange and Group Photos	56
Organize by Events	60
Locate Photos Using Places	62
Filter Photos	65
Search for Photos	66
Auto Curate Photos	73
Work with Catalogs	74
Back Up Catalogs	75

---

# Import Images

Often, digital cameras come with their own software to help you browse and manage photos—but don't bother. Access your camera from within Photoshop Elements and then import your images from the camera, or copy photos first to your hard drive and then open them in the Organizer.

## To import images from a digital camera (Standard dialog):

1. Connect your digital camera to your computer using the instructions provided by the camera manufacturer, or connect a card reader containing the camera's memory card.

If the Photo Downloader launches automatically, skip to step 3. If you don't see the Photo Downloader, continue to step 2.

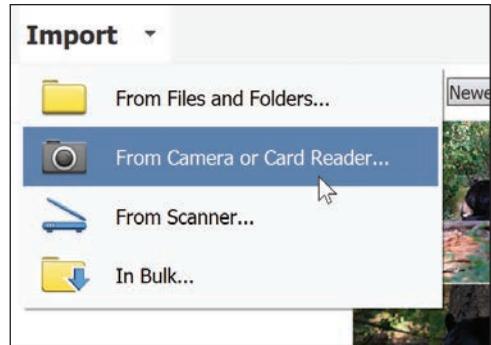
2. If you're in the Home screen or in the Editor, click the Organizer button to launch the Organizer.

If you're in the Organizer already, click Import and choose From Camera Or Card Reader (**FIGURE 3.1**). You can also choose File > Get Photos And Videos, or press Ctrl+G/Command+G.

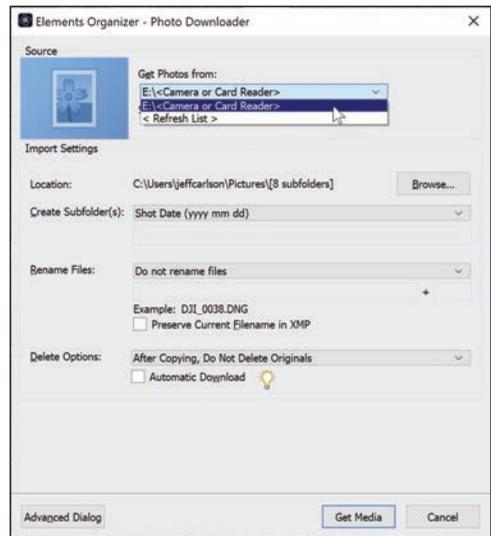
The Photo Downloader dialog opens in its Standard mode (**FIGURE 3.2**). For more importing options, see "To import images from a digital camera (Advanced dialog)," just ahead in this chapter.

3. Your camera or card will likely be selected in the Get Photos From menu, but if not, choose it.

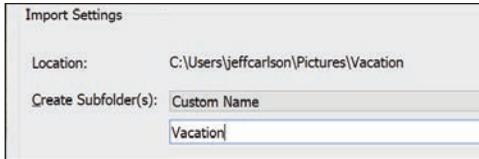
Listed below the menu are the number of pictures, and their combined size.



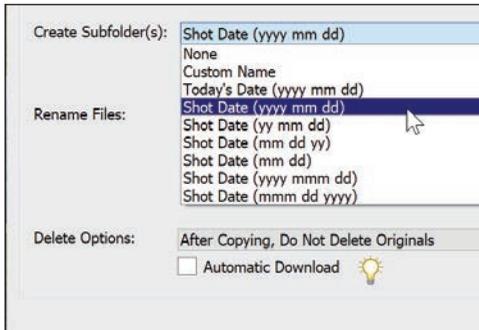
**FIGURE 3.1** Choose From Camera Or Card Reader to download photos from your digital camera.



**FIGURE 3.2** The Photo Downloader's Standard dialog makes it easy to import all photos in one fell swoop.



**FIGURE 3.3** To make it easier to find images on disk later, specify a custom name for subfolders.



**FIGURE 3.4** Choose a date format for naming subfolders with the images' capture dates.

### Where the Image Files Exist

To keep track of the images in your library, the Organizer creates a *catalog*, typically located in the Pictures folder on your computer. When you import photos into your library, the image files are saved in the same location as the catalog. See “Work with Catalogs,” later in this chapter, for more information.

- By default, the Photo Downloader saves images to your Pictures folder; hold your pointer over the path listed next to Location to view the full destination if it's truncated.

If you want to save the files to a different location, click the Browse (Windows)/Choose (macOS) button and select a folder or create a new one. Then click OK.

- By default, the Photo Downloader creates new subfolders to store each batch of imported images, named according to the shot dates. From the Create Subfolder(s) menu, you can customize this behavior by choosing one of the following options:
  - ▶ **None** saves the files in the folder specified by Location, normally your My Pictures folder.
  - ▶ **Custom Name** creates a folder with a name that you enter (**FIGURE 3.3**).
  - ▶ **Today's Date** automatically creates a folder named with the current date.
  - ▶ **Shot Date** creates folders with the date the images were captured; choose your preferred date format from one of the options (**FIGURE 3.4**).

- Choose an option from the Rename Files menu to automatically name the imported files something more descriptive than what your camera assigns.

For example, your camera's default naming scheme is probably something like IMG\_1031.JPG. With a Rename Files option selected, you can name and number a set of photos “Vacation,” for instance. Then your photos will be saved and named Vacation001.jpg, Vacation002.jpg, and so on.

*continues on next page*

7. In the Delete Options area, choose what happens to the files on the memory card. Just to be safe, I recommend leaving the option set to After Copying, Do Not Delete Originals, and then erase the card in-camera later.

In the Windows version of the Organizer, the Automatic Download option is useful if you want to offload pictures onto the computer without going through the Photo Downloader. Images download automatically when a camera or other device is attached. You can turn it off later in the Organizer's preferences.

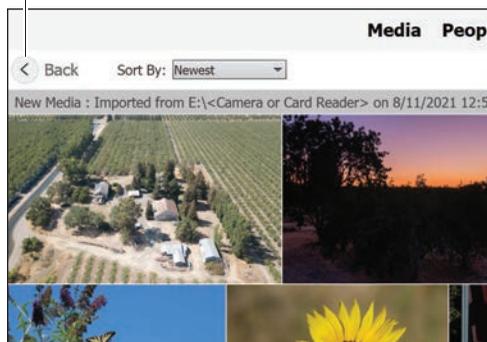
8. Click Get Media to download the selected images to your computer.

Your photos first appear in their own Organizer window. Click the Back button (which sometimes reads All Media, depending on context) to return to the main Organizer window (**FIGURE 3.5**).

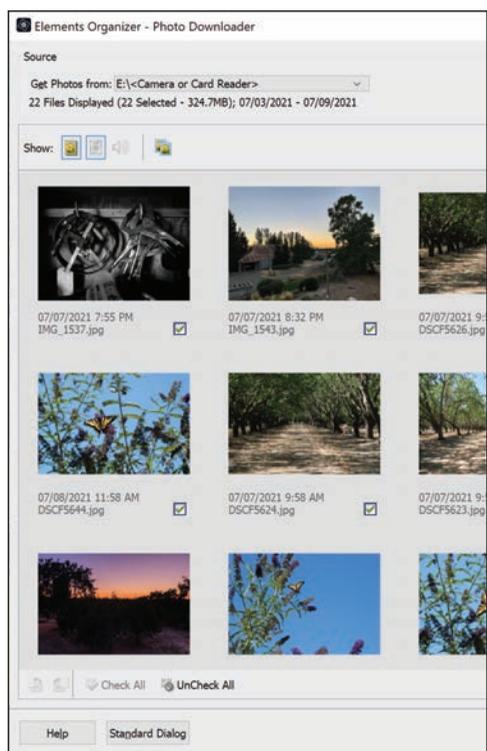
### To import images from a digital camera (Advanced dialog):

1. Follow steps 1 through 8 in the previous sequence, but in step 2 click the Advanced Dialog button to view the Advanced options (**FIGURE 3.6**).
2. Click to deselect the box under any photos you do not want to import. By default, the Organizer assumes you want to download every image.
3. In the Advanced Options area, choose to enable or disable the following (**FIGURE 3.7**):
  - ▶ **Automatically Fix Red Eyes** attempts to find and correct red eye problems in your photos as they're downloaded.
  - ▶ **Automatically Suggest Photo Stacks** groups similar photos together for easy organization and review later

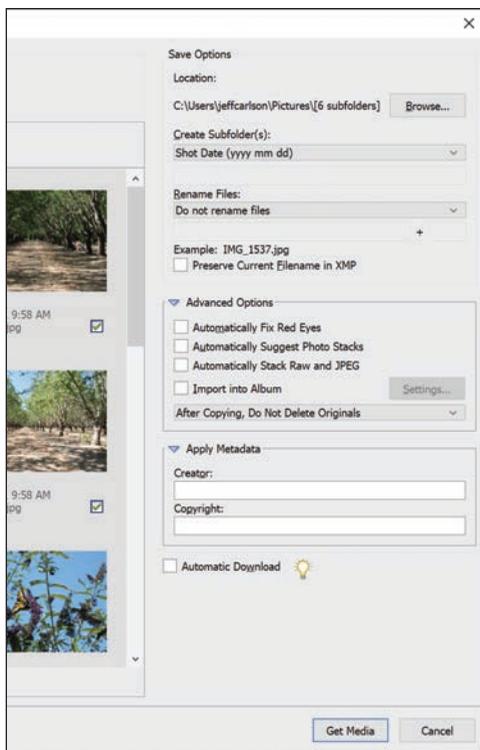
To view your entire photo library, click the Back button.



**FIGURE 3.5** Photos downloaded from the camera or memory card appear in the Organizer.

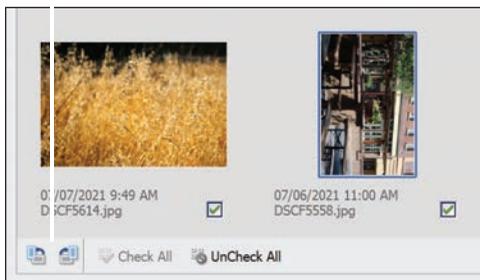


**FIGURE 3.6** Preview all photos on your camera before importing them in the Advanced dialog (the left side of the window is shown here).



**FIGURE 3.7** Further customize the importing process in the Advanced dialog (right side of window here).

#### Rotate buttons



**FIGURE 3.8** Rotate images during import so you won't have to do it later.

(see “Use Stacks to Organize Similar Photos,” later in this chapter).

- ▶ **Automatically Stack Raw And JPEG** pairs both image files captured when your camera is set to Raw+JPEG.
- ▶ **Import into Album** assigns the photos to a photo album you've previously set up (see “Use Albums to Arrange and Group Photos,” later in this chapter).

4. Type your name (or the name of whoever took the photos) and a copyright notice in the Apply Metadata fields. This text is embedded in the image files (but not visible in the image itself).
5. To rotate an image as it's imported, select it and click the Rotate Left or Rotate Right button at the lower-left corner (**FIGURE 3.8**).

**TIP** For a fast way to select just a few photos for import, first click the **UnCheck All** button, and then click the photos you want—don't worry about clicking their individual boxes. Then, with the images selected, click just one box to enable the boxes of your selections.

**TIP** The Organizer can import photos stored in cameras' Raw formats, which are the unprocessed versions of the captured images. Raw enables more adjustment possibilities than JPEG (which is processed and compressed in the camera). When you edit the photo in the Editor, it first opens in the Camera Raw dialog to set initial edits before continuing in the Editor. For more information, see Chapter 9.

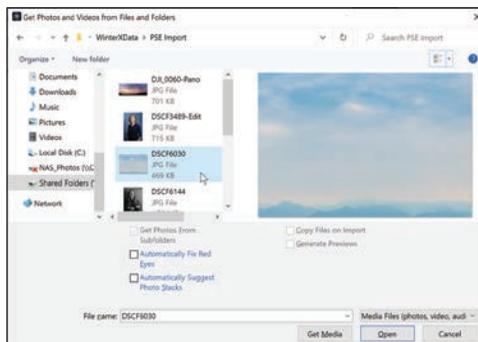
**TIP** The contents of the Creator and Copyright metadata fields are applied to all photos imported in that batch. If you want different authors, for example, either import them in several batches or edit the metadata after they've been added to the catalog.

## To import images from files or folders:

1. In the Organizer, click Import and choose From Files And Folders.  
In Windows, if you insert media that contains photos, you may be asked what action you'd like to take (if you haven't specified it already). Click the icon labeled Organize And Edit Adobe Elements 2022 Organizer, which opens a dialog to locate files.
2. Select the files you want to import (**FIGURE 3.9**); Shift-click to select a consecutive range of files, or Ctrl-click/Command-click to select nonconsecutive files.
3. If the images are stored on removable media and you want to import only low-resolution versions, disable the Copy Files On Import option and enable the Generate Previews option (see the sidebar for more information).
4. As in the Advanced dialog mentioned on the previous pages, select from the processing options below the preview.
5. Click the Get Media button to import the photos. If the photos already include keyword tags, you have the option to import them.

**TIP** Now that we've gotten those import steps out of the way and you understand what's going on, here's a much quicker method: Simply drag image files from a folder on your hard disk to the Organizer's window. Elements imports them without fuss.

**TIP** If you know some photos exist on your hard disk but can't find them, let the Organizer hunt for them instead. Click the Search button in the upper-right corner and enter criteria about them.



**FIGURE 3.9** Import images from other areas of your hard disk or from removable media.

## Working with Offline Images

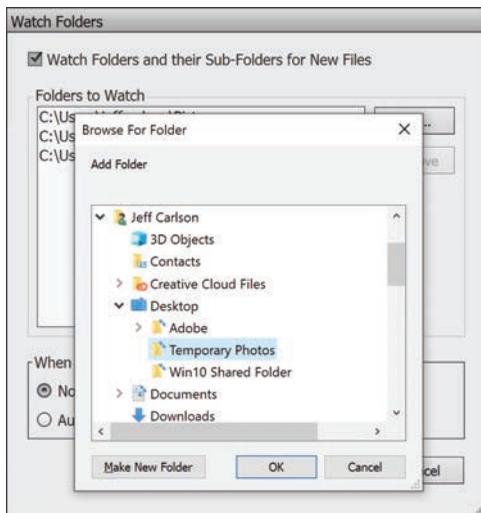
With removable media, you have the option of importing just a low-resolution file to the hard disk. This feature can save hard disk space, especially if lots of files are stored on a shared network drive or on several CDs or DVDs. Importing them as offline images allows you to view and track your entire media catalog.

Offline images are designated with an icon in the upper-left corner of the image in the PSE Organizer (**FIGURE 3.10**). You can apply tags, build collections, and perform other tasks. However, if you want to edit the image, the Organizer asks you to connect the original media. If it's not available, you can still edit the low-resolution proxy, but the results won't look good. Once you make the original available again, Elements copies the source image to your catalog as an online image.



Offline icon

**FIGURE 3.10** Offline images are denoted by a corner icon.



**FIGURE 3.11** The Organizer can keep an eye on one or more folders and automatically import photos when they're added.

### Remove or Stop Watched Folders

Watched folders can be helpful, but they're enabled by default. As a result, the Watch Folders dialog always interrupts what I'm doing. You can remove a folder from the list of watched items, or turn off the feature entirely.

To remove a folder, choose File > Watch Folders, select the item in the list, and click Remove.

To turn off the feature, deselect Watch Folders And Their Sub-Folders for New Files.



### VIDEO 3.1 Work with HEIC/HEIF Images in Windows

### To import images using Watch Folders:

1. You can specify one or more folders that the Organizer watches in the background for new files. Choose File > Watch Folders.
2. Click Add and navigate to the folder you wish to watch (**FIGURE 3.11**). Repeat for as many folders as you'd like.
3. Select an action under When New Files Are Found In Watched Folders; the Organizer can notify you when files are found or add them to the library automatically.
4. Click OK when you're done.
5. When you add photos to your watched folder, you're asked if you want to import them (if you opted to be notified in step 3). Click Yes to add the photos, which are moved from the watched folder to the directory where the Organizer stores your catalog.

### To scan an image into the Organizer (Windows only):

1. Connect a scanner to your computer using the instructions provided by the scanner manufacturer.
2. In the Organizer, click the Import button and choose From Scanner. Or, you can choose File > Get Photos And Videos > From Scanner (or press Ctrl+U).
3. Choose your scanner software from the Scanner menu.
4. Select an image format and quality level.
5. Click OK. The Organizer hands off the actual scanning duties to the scanner's software for you to complete the scan.
6. When you complete the scan and exit the scanner's software, the image is imported into your catalog.

# Understand the Organizer Work Area

The Organizer is dominated by the Media Browser, which is used to find and view thumbnail representations of your photos. It's flanked by two panels that you use to group and organize your image files (FIGURE 3.12); the panels can be hidden to make room for more photos.

## The Media Browser

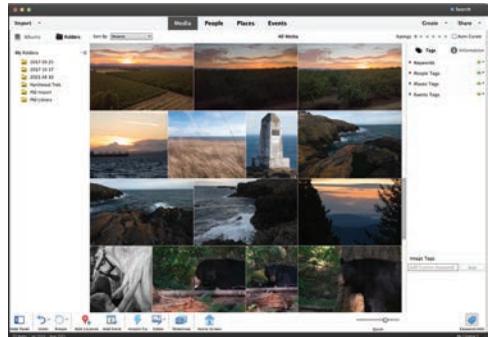
Every digital photo or video downloaded into the Organizer is automatically added to the Media Browser. Resizable thumbnails in the Media Browser window make it easy to scan through even a large number of images.

Media is usually organized by the dates the photos or videos were captured, but you can also view images grouped by the people in them, by places where they've occurred (using geotagging information embedded in the files or locations you've specified on a map), or by time-based events. I cover each mode in this chapter.

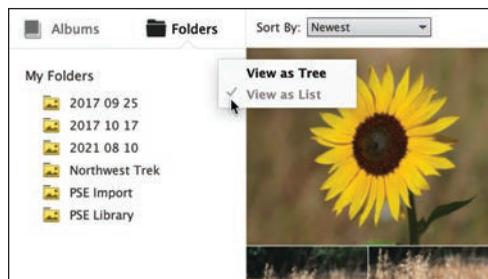
## The Folders panel

The panel at left includes multiple ways to display an overview of your image collection. Clicking Albums shows the albums you've created (discussed later in this chapter), and clicking Folders reveals where the files are stored on disk (FIGURE 3.13). Click a folder name to view its contents.

You can also click the button at the top-right corner of the Folders panel to expose your disk's structure as a list or in a Tree view that reveals the folder hierarchy (FIGURE 3.14). In this view, for example, you can move images between disks (which ensures that the Organizer properly keeps track of them).



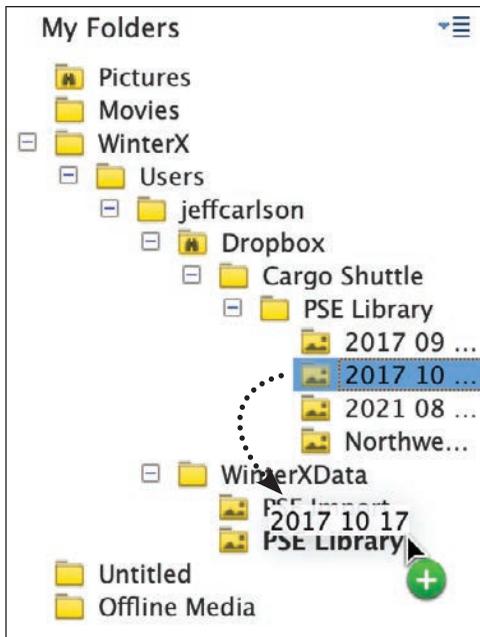
**FIGURE 3.12** The Organizer workspace makes it easy to browse your entire photo collection.



**FIGURE 3.13** The My Folders list reveals directories where your imported photos are located.



**FIGURE 3.14** The Tree view shows folders in their hierarchies on disk.



**FIGURE 3.15** Move photos or folders using the Folder Hierarchy List.



**FIGURE 3.16** Click a month marker in the timeline to view that month's photos on the Media Browser.

### To move folders in the Tree view:

1. Choose View As Tree from the button at the top right of the Folders panel.
2. Drag a folder to a new location **(FIGURE 3.15)**.

Or

Select images in the Media Browser and drag them to a folder.

The folders and their files are moved in the Explorer (Windows) or Finder (macOS), not just in the Organizer.

### The timeline

An optional, but helpful, way to quickly navigate your photos by date is the timeline, located just above the Media Browser. Choose View > Timeline or press Ctrl+L/Command+L. The timeline uses date and time information embedded in each image to construct bars (month markers) to represent sets of photos taken within specific months and years. When a month marker is selected in the timeline, that month's photos are displayed at the top of the Media Browser **(FIGURE 3.16)**.

# Work in the Media Browser

Throughout this chapter I'll cover a variety of ways to work in the Media Browser to label, identify, and organize your photos. But first it's important to know how best to select, sort, and display the image thumbnails.

## To select photo thumbnails:

Do one of the following:

- Click to select a thumbnail in the Media Browser. The frame around it becomes light blue and gains a checkmark, indicating the thumbnail is selected (**FIGURE 3.17**).
- Ctrl-click/Command-click to select nonconsecutive thumbnails at once (**FIGURE 3.18**).
- Shift-click to select a group of consecutive thumbnails (**FIGURE 3.19**).
- Choose Edit > Select All, or press Ctrl+A/Command+A to select every thumbnail in the Media Browser.

## To deselect photo thumbnails:

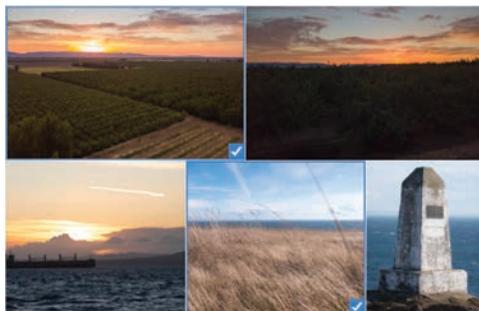
Do one of the following:

- Ctrl-click/Command-click to deselect a single thumbnail.
- Choose Edit > Deselect, or press Ctrl+Shift+A/Command+Shift+A to deselect every thumbnail in the Media Browser.

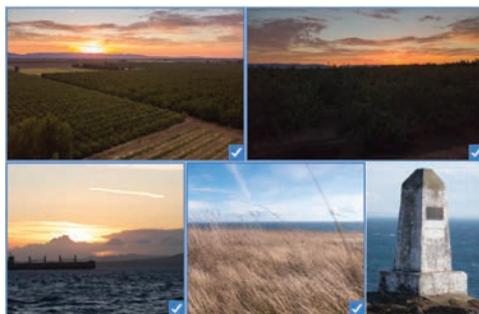
**TIP** You can tweak the appearance of the Media Browser. Choose View > Details to reveal information such as grid lines, file-names, ratings, and timestamps (**FIGURE 3.20**).



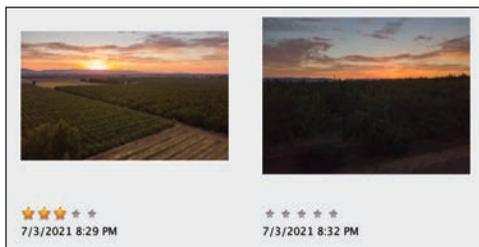
**FIGURE 3.17** A selected thumbnail appears with a light blue frame around it and a box.



**FIGURE 3.18** Ctrl-click/Command-click to select thumbnails that are not consecutive.



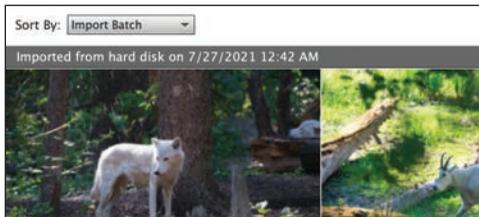
**FIGURE 3.19** Shift-click to select thumbnails that are consecutive.



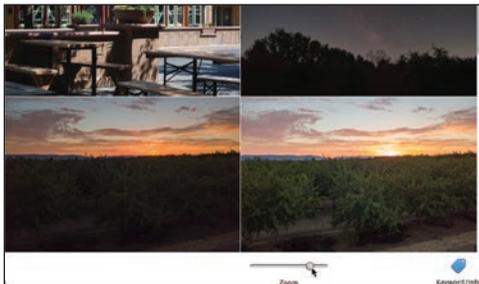
**FIGURE 3.20** When you choose to view details, the Media Browser gives each photo more space and displays additional information.



**FIGURE 3.21** Select an option to sort thumbnails in the Media Browser.



**FIGURE 3.22** When you select the Import Batch option, the Media Browser displays thumbnails in grouped batch sets.



**FIGURE 3.23** When you drag the Zoom slider to the right, the thumbnails grow larger (top). When you drag the slider to the left, they become smaller (bottom).

## To sort photo thumbnails:

- From the Sort By menu above the Media Browser, choose a sorting option (**FIGURE 3.21**):
  - ▶ **Newest** displays the most recent photos at the top, based on the images' creation dates.
  - ▶ **Oldest** displays photos chronologically, with the oldest at the top.
  - ▶ **Name** sorts images in ascending alphabetical order based on their filenames. To make the names visible, choose View > Details, and then choose View > File Names.
  - ▶ **Import Batch** groups photos into the batches they were imported in (**FIGURE 3.22**).

## To resize photo thumbnails:

- Below the Media Browser, drag the Zoom slider to the right to increase the size of the thumbnails, or to the left to make them smaller (**FIGURE 3.23**).
- Click the far left of the Zoom slider to display the thumbnails at their smallest possible size.
- Click the far right of the Zoom slider to display just one large photo thumbnail at a time (also known as Single Photo view).

**TIP** Double-click any thumbnail to change to Single Photo view. Double-click the image again to return to the Grid view.



## VIDEO 3.2 Essential Organizer Techniques

## Rate Photos

The number one method I use to organize my photos is rating them. By applying star ratings, I determine the shots that are worth keeping, the ones I want to edit later, and the ones I'm ready to share with others. Pairing ratings with other metadata, such as events for example, I can immediately view the best photos captured during a particular vacation or holiday.

### To rate a photo:

- In the Media Browser, with View > Details enabled, click the gray stars that appear below a photo to set a rating from 1 to 5 (**FIGURE 3.24**).
- Select one or more images and click the stars under one of the photos to apply the same rating to them all.
- Select one or more images and press a number key between 1 and 5 corresponding to the rating you want to apply.

**TIP** Star ratings are arbitrary—assign any value you like—but in general a 5-star rating indicates an excellent photo, while 1 star suggests one that is barely passable. The scale that I personally use works like this: A 1-star rating means the image is fine—often not exciting, but not out of focus or immediately worth deleting. A 2-star rating is for photos that show promise during my initial review; usually I'll revisit these photos during editing. A 3-star rating is for images that have been edited to my satisfaction. A 4-star or 5-star rating is reserved for photos that I think stand out above others.

**TIP** I know it's tempting to jump straight to editing, but I recommend taking a few minutes to do a quick rating pass on your photos after you've imported them. Doing so makes it easier to pick out which ones to work on first.



**FIGURE 3.24** Apply a rating to identify your higher-quality photos.

### Mark Photos as Hidden

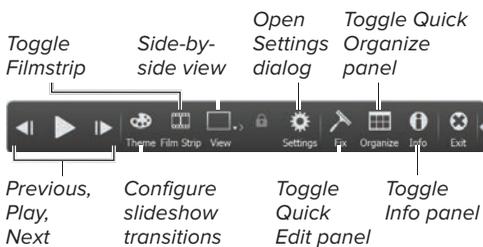
If some photos seem to be cluttering up the Media Browser, use the Hidden attribute to keep them out of sight until you need them. Select a photo and choose Edit > Visibility > Mark As Hidden (or press Alt+F2/Option+F2) to make the image disappear from view.

To view hidden photos, choose Edit > Visibility and choose either Show All Files or Show Only Hidden Files. An eye icon with a strikethrough mark appears on the face of each hidden photo's thumbnail. Hide them again by choosing Edit > Visibility > Hide Hidden Files.

To make a hidden file permanently visible again, choose Edit > Visibility > Mark As Visible, which removes the attribute.



**FIGURE 3.25** The full-screen review includes panels that automatically hide when you're not using them.



**FIGURE 3.26** The full-screen control bar

## Full-Screen Slideshows

The full-screen review feature is good even if you're not reviewing. Use it to play quick slideshows, including background music and transitions. Click the Play button in the control bar (or press the spacebar) to start; adjust the settings by clicking the Settings button, and choose a transition by clicking Theme.

## Review Photos Full Screen

When you're looking over a set of photos, you want to see the photos, not everything else around them. The full-screen reviewing option lets you see just your images, with a minimal set of controls for ranking and sorting, and even for applying basic edits.

### To review photos full screen:

1. Choose View > Full Screen, or press Ctrl+F11/Command+F11. If you have a photo selected, it fills the screen; if not, the first item in your library appears (**FIGURE 3.25**).
2. Use the navigation controls at the bottom of the screen to switch between files, play a slideshow, or hide or show the Quick Organize and Quick Edit panels (**FIGURE 3.26**).
3. Use the Quick Organize panel to apply keyword tags and create new tags: click tag names in the Keyword Tags field to apply them.  
  
You can also use the Quick Edit panel to make basic adjustments if you're in a hurry.
4. Press Esc or click the Exit button to leave full-screen mode when you're finished reviewing.

**TIP** Click the tiny pushpin icon on a panel to toggle between the panel remaining visible and automatically retracting to the edge of the screen.

**TIP** If you apply Quick Edit adjustments to a Raw image, you're asked to save the edited version in a different file format, such as JPEG.

# Use Stacks to Organize Similar Photos

You've spent a day at Yosemite shooting picture after picture, and when you return home in the evening and download all of those photos to your Media Browser, you realize you have about a dozen shots of the same waterfall—some lit a little differently than others, some with different zoom settings, but all similar.

Stacks serve as a convenient way to group those related photos together. They not only save valuable space in the Media Browser, they also make assigning tags much faster, because tagging a stack automatically tags every photo in the stack. When you're ready to take a careful look at all of those waterfalls and weed out the greats from the not-so-greats, you simply expand the stack to view all of the stacked photos at once.

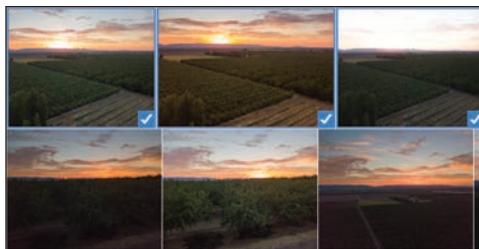
## To create a stack:

1. In the Media Browser, select the photos you want to include in a stack (FIGURE 3.27).
2. Choose Edit > Stack > Stack Selected Photos, or press Ctrl+Alt+S/Command+Option+S.

The photos are stacked together, indicated by a Stack icon in the upper-right corner of the top photo in the stack (FIGURE 3.28).

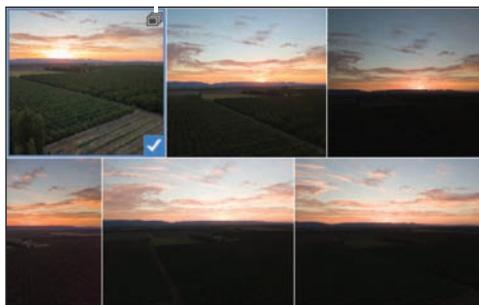
## To automatically suggest stacks:

1. Select a group of images.
2. Choose Edit > Stack > Automatically Suggest Photo Stacks.
3. Click Stack to combine a row of photos into a new photo stack (FIGURE 3.29).



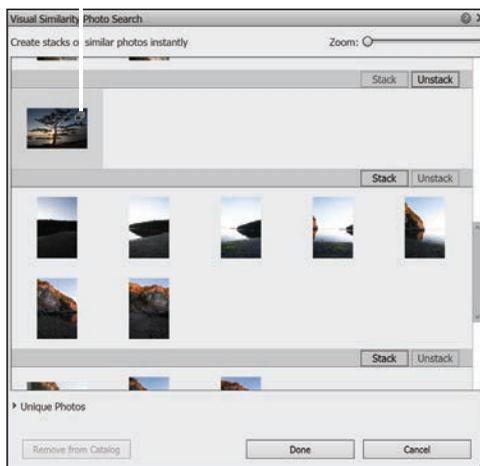
**FIGURE 3.27** Select similar photos to organize them into a stack.

*Stack icon*

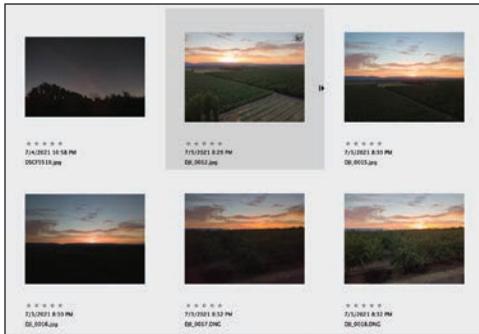


**FIGURE 3.28** When stacked, the photos occupy just one thumbnail and gain the Stack icon.

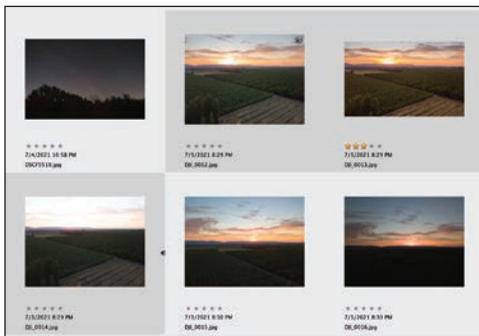
*Stacked*



**FIGURE 3.29** Let the Organizer automatically suggest stacks.



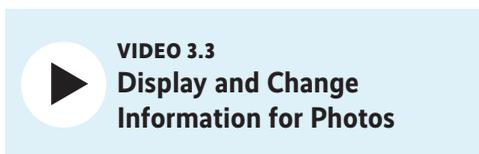
**FIGURE 3.30** When Details is active, the stack’s expansion arrow is visible.



**FIGURE 3.31** An expanded stack reveals the photos that have been grouped together.



**FIGURE 3.32** A warning reminds you that you are about to delete all but the top photo in your stack.



## To view all photos in a stack:

1. Choose View > Details to show the photos with details visible, if they aren’t already. A stack can only be expanded when Details is active.
2. Click the arrow icon at the right of the stack (**FIGURE 3.30**). Or, choose Edit > Stack > Expand Photos In Stack (press Ctrl+Alt+R/Command+Option+R). The photos in the stack appear (**FIGURE 3.31**).

## To unstack photos in a stack:

Choose Edit > Stack > Unstack Photos.

The stacked photos return to their original locations in the Media Browser.

## To flatten a stack:

1. If you’re certain you don’t want any photo in a stack except for the top one, you can “flatten” the stack and delete the others. Choose Edit > Stack > Flatten Stack.
2. In the dialog that appears, click OK to delete all of the photos except for the top photo in the stack (**FIGURE 3.32**).

You can also choose to delete the associated image files from the disk.

**TIP** While you’re viewing the expanded stack, you can also remove specific photos from a stack or designate a new photo to be the top photo (the photo that appears at the top of the stack in the Media Browser). Right-click any stacked photo and then, from the context menu, select an option from the Stack submenu, such as Set As Top Photo.

# Create Keyword Tags

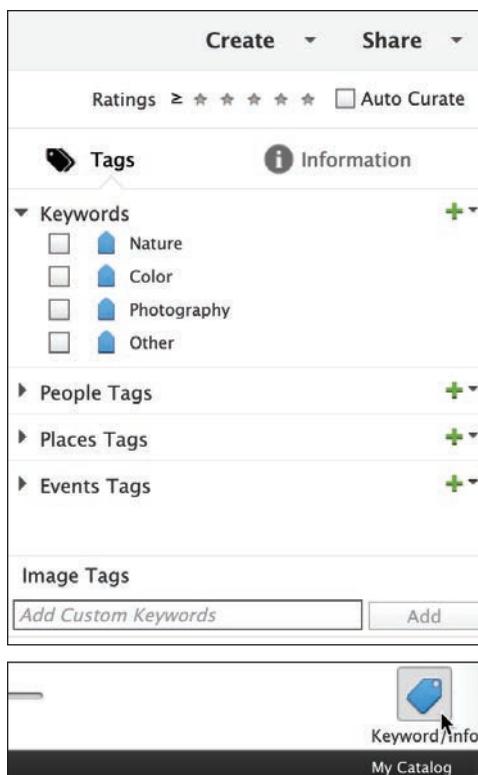
The humble little tag serves as the foundation for the Organizer's sorting and filing system. And yet, I get it: Most people don't take the time to tag their photos. You can locate photos using other means, but give tags a chance. They make it much easier to work with your library. (Technically, keyword tags are just one type of tag, but it's common to use "tag" or "keyword" to mean the same thing. I talk about the other types of tags later in this chapter.)

Click the Keyword/Info button at the right of the taskbar to reveal the panel, and then click the Tags tab. Expand the Keywords heading to reveal the keyword tags (**FIGURE 3.33**).

Keyword tags are hierarchical and full-featured: They can exist in multiple sub-categories, be color coded, and include notes and thumbnail images. I'll go into all that, but first I want to highlight the simplest, most friction-free approach I usually take: the Add Custom Keywords field. You can also add keyword tags when importing images.

## To create keyword tags using the Image Tags field:

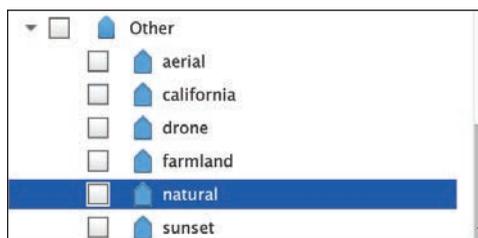
1. Select one or more images.
2. Type a keyword in the Add Custom Keywords field. Better yet, type *several* keywords, separated by commas, to create and apply them together (**FIGURE 3.34**). As you type, suggestions based on existing keywords appear; if you want to add one, click it immediately.
3. Press Enter/Return or click Add. The Organizer creates the new tags and applies them to the selected image(s). In the Keywords list, they appear under the Other category (**FIGURE 3.35**).



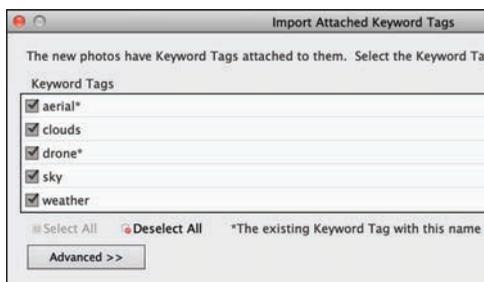
**FIGURE 3.33** Keyword tags, along with other tags, appear in the Tags panel.



**FIGURE 3.34** Type one or more words into the Add Custom Keywords field to create new tags.



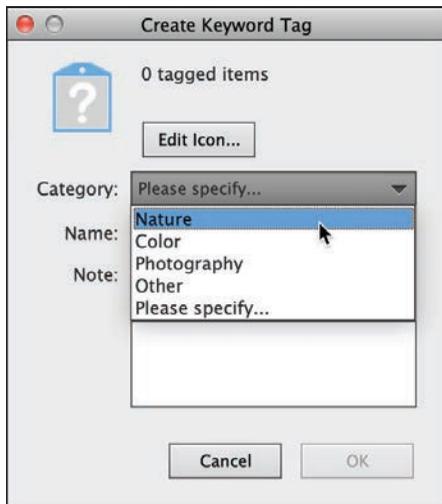
**FIGURE 3.35** New keywords you create show up in the Other category.



**FIGURE 3.36** When you import photos that already contain keyword tags, you can opt to add them to the list in the Tags panel.



**FIGURE 3.37** Click the New (+) button at the top of the Tags panel to create a new tag.



**FIGURE 3.38** All tags reside in categories. Define a category for your new tag in the Create Keyword Tag dialog.

## To import tags with images:

1. Using the steps outlined earlier, import photos from your hard disk that may already contain keywords (for example, if someone sent you the images or you used another program to assign tags).
2. In the Import Attached Keyword Tags dialog, select which tags you want to add to your list (**FIGURE 3.36**). Click OK. The tags can then be applied to any other photos in your library.

**TIP** Click **Advanced** to access more options such as renaming the tags before they're imported.

## To create a new keyword tag (the long way):

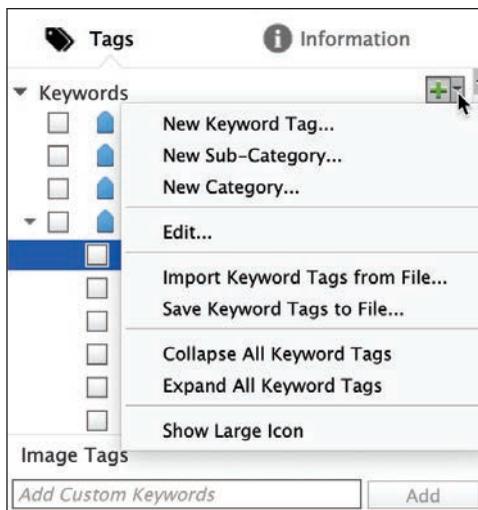
1. Click the New (+) button in the upper-right corner of the Keywords section of the Tags panel (**FIGURE 3.37**) to open the Create Keyword Tag dialog.
2. From the Category menu, choose the category or sub-category in which you want to place your new tag (**FIGURE 3.38**). (I go into more depth about categories a few pages ahead.)
3. In the Name field, enter a name for your tag.
4. In the Note field, optionally enter information relevant to the photos that will have the tag applied.
5. Click OK to close the dialog.

Your new tag appears in the Tags panel within the category you chose.

**TIP** The first photo to which you attach a new tag automatically becomes the icon for that tag. This is an easy and convenient way to assign tag icons, so I'll ignore the Edit Icon button for now.

## To change a tag's properties:

1. In the Tags panel, select the name of the tag you want to edit (not its box; more on that shortly).
2. Do one of the following:
  - ▶ Click the menu attached to the New (+) button and choose Edit (**FIGURE 3.39**).
  - ▶ In the Tags panel, right-click the tag whose properties you want to change and choose Edit from the menu.
3. In the Edit Keyword Tag dialog, make the desired changes and click OK.

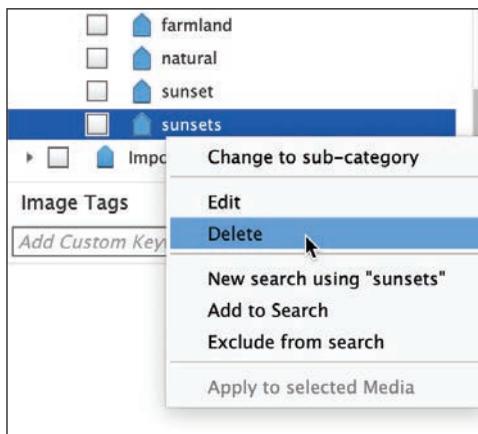


**FIGURE 3.39** Edit a tag's properties.

## To delete a tag:

1. In the Tags panel, right-click the tag you want to delete.
2. From the context menu, choose Delete (**FIGURE 3.40**).
3. In the Confirm Keyword Tag Deletion dialog, click OK.

The Organizer removes the tag from the Tags panel, from any photos tagged in the Media Browser, and from any saved searches that use it.



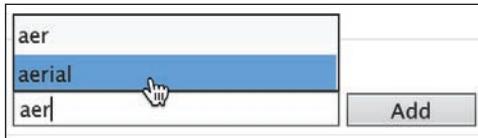
**FIGURE 3.40** Delete a keyword tag you don't want.

## To merge tags:

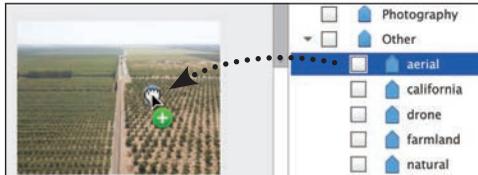
1. Select tags with similar terms (or other criteria you want to simplify).
2. Right-click the tags and choose Merge Keyword Tags.
3. In the dialog that appears, select one tag to keep (**FIGURE 3.41**); the others are deleted and the photos with the old keywords gain the selected tag.



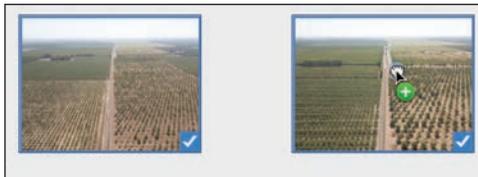
**FIGURE 3.41** Merge tags to remove duplicate terms.



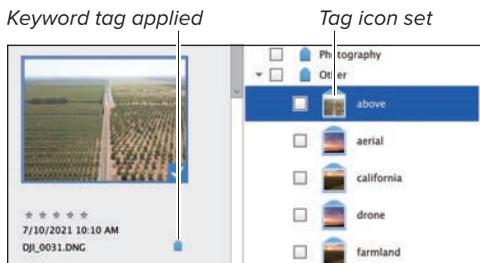
**FIGURE 3.42** Existing tags appear as you type into the Image Keywords field.



**FIGURE 3.43** To attach a tag to a photo, drag it from the Tags panel to a thumbnail image in the Media Browser.



**FIGURE 3.44** Select multiple photos, and then tag them all by dragging a tag icon over just one.



**FIGURE 3.45** When you use a tag for the first time, the photo you attach it to is used for the tag's icon.

## Use Keyword Tags to Sort and Identify Photos

Tags operate independent of where photos are located on your computer, which means you can attach a tag to photos in different folders—even on different disks—and then use that tag to quickly find and view those photos all at once.

### To attach a tag to a single photo:

- Select a photo and type a term into the Add Custom Keywords field; if the tag already exists, choose it from the menu that appears (**FIGURE 3.42**).
- Drag a tag from the Tags panel onto any photo in the Media Browser (**FIGURE 3.43**).

A keyword tag icon appears below the photo to indicate that it has been tagged.

### To attach a tag to multiple photos:

1. Select any number of photos.
2. From the Tags panel, drag a tag onto any one of the selected photos (**FIGURE 3.44**). Or, type keywords into the Add Custom Keywords field.

A category icon appears below all of the selected photos in the Browser window to indicate that they have been tagged.

**TIP** You can also drag a photo to a tag in the Tags panel to attach it.

**TIP** Hover the pointer over a photo's tag icon to view which tags are applied.

**TIP** Tags normally appear with a generic blue icon, but they can also display a photo thumbnail for its tag icon (**FIGURE 3.45**). With a tag selected, click the menu on the New (+) button, and choose Show Large Icon.

## To view a set of tagged photos:

In the Tags panel, click the box to the left of the desired keyword. It will display a small binoculars icon when selected (**FIGURE 3.46**).

That performs a basic search on that keyword, displaying only photos with that tag (**FIGURE 3.47**).

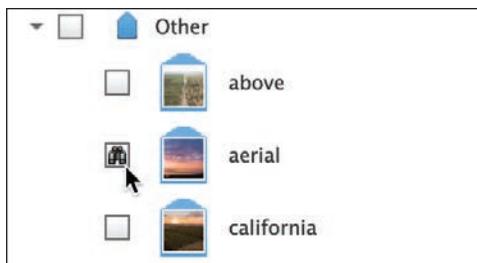
To view all photos again, click the box to deselect it or click the All Media button.

## To remove a tag from a photo:

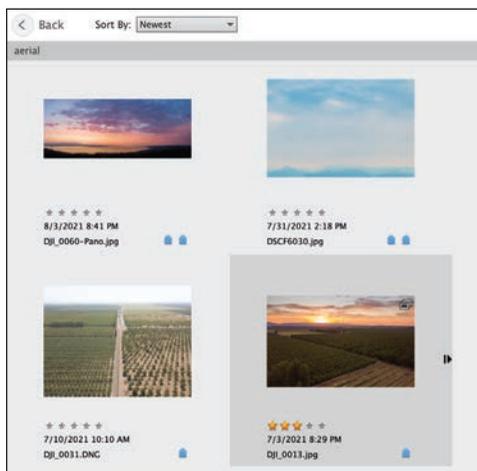
Select a photo thumbnail in the Media Browser, and then do one of the following:

- Right-click a photo thumbnail; then, from the menu, choose Remove Keyword Tag > [name of tag].
- Right-click the category icon below the photo thumbnail and choose Remove [name of tag] Keyword Tag from the menu (**FIGURE 3.48**).

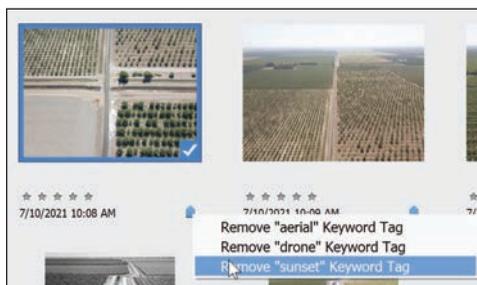
**TIP** If you're viewing photos by import batch (choose Import Batch from the Sort By menu), click the batch's heading to select all of its photos, then apply tags to them all at once.



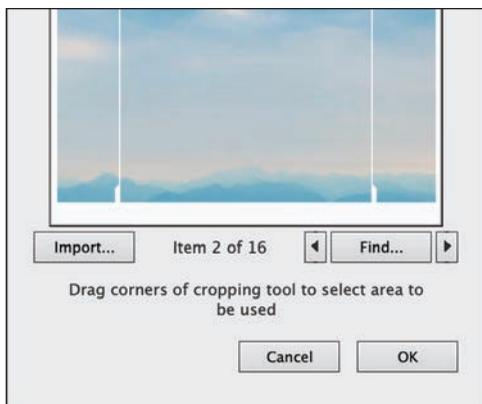
**FIGURE 3.46** When the binoculars icon is visible next to a tag in the Tags panel, only that tag's photos appear in the Media Browser.



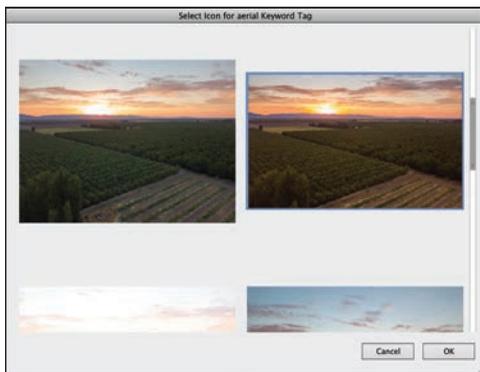
**FIGURE 3.47** When a tag is selected in the Tags panel, only photos with that keyword appear.



**FIGURE 3.48** Remove a tag from a photo by right-clicking the category icon below the thumbnail in the Media Browser.



**FIGURE 3.49** Use the arrow buttons to preview tagged images one at a time.



**FIGURE 3.50** Select a new image for the icon.



**FIGURE 3.51** Resize the selection rectangle to choose the visible area of the icon.



**FIGURE 3.52** Drag the selection rectangle to choose a different area of a photo to use.

## To change a tag's icon:

1. In the Tags panel, right-click the tag you would like to change.
2. From the menu, choose Edit.
3. In the Edit Keyword Tag dialog, click the Edit Icon button.
4. Click the arrow buttons to select from any of the photos to which the tag has been applied (**FIGURE 3.49**).
4. To select a different tagged photo, click the Find button.
5. In the Select Icon For *[name of tag]* Keyword Tag dialog, click to select a photo thumbnail and click OK (**FIGURE 3.50**).  
The new image appears in the preview window of the Edit Keyword Tag Icon dialog.
6. To crop the area of the photo that will appear on the tag icon, drag any of the four cropping handles in the image preview (**FIGURE 3.51**).
7. To select a different cropped area of the photo to appear on the tag icon, move the pointer inside the crop box and drag it in the preview window (**FIGURE 3.52**).
8. When you're satisfied with the look of your icon, click OK to close the Edit Keyword Tag Icon dialog, and then click OK again to close the Edit Keyword Tag dialog. The new icon appears on the tag in the Tags panel.

**TIP** If you don't want to use any of your tagged photos for a particular keyword icon, click the Import button in the Edit Keyword Tag Icon dialog to browse your computer and select a different image.

# Index

1:1 magnification option, 18  
8-bit vs. 16-bit images, 162

## A

about this book, xiii–xiv  
ACR. *See* Adobe Camera Raw  
Actions panel, 190  
Add To Selection option, 93, 95, 103  
Adjust Sharpness dialog, 169–170  
adjustment layers, 110, 134–135  
    applying, 7, 135  
    creating, 134–135  
    editing with, 140  
    Smart Brushes as, 185  
Adjustments panel, 7, 87, 139  
Adobe Camera Raw (ACR), 3, 31, 154–162  
    camera profiles, 154  
    Clarity adjustments, 158  
    color saturation adjustments, 158  
    lighting adjustments, 157  
    noise reduction sliders, 160  
    options for exiting, 161–162  
    process versions, 155  
    sharpening images in, 159  
    white balance adjustments, 156  
    *See also* raw images  
Adobe Exchange, 192  
AdobeRGB color profile, 151  
Airbrush option, 208  
albums, 56–59  
    adding photos to, 57  
    arranging photos in, 58  
    categories for, 58–59  
    creating, 56  
    deleting, 59  
    naming/renaming, 56, 57  
    removing photos from, 58  
    viewing photos in, 57  
aligning  
    layer objects, 127  
    multiple photos, 179, 183  
    text, 223  
Alignment tool, 179, 183  
All Layers option, 203  
Amount slider, 107, 169, 189  
Anti-aliasing option, 106, 203  
Apple Photos, editing images from, 3  
arranging  
    multiple views, 21  
    order of layers, 116  
    photos within albums, 58  
    windows, 20  
audio, slideshow, 245  
Auto button  
    Adjustments panel, 139  
    Adobe Camera Raw, 157  
Auto Color Correction command, 143  
Auto Contrast adjustment, 140  
Auto Curate feature, 73, 242  
Auto Levels adjustment, 139, 140  
Auto Sharpen command, 169  
Auto Smart Fix command, 139  
Autofill button, 80  
automatic backups, 75  
Automatic Download option, 30  
auto-selection tools, 92

## B

- Background Eraser tool, 176–177, 180
- Background layers, 114, 116, 119, 121, 129
- backgrounds
  - erasing, 176–177, 180
  - extending, 80
- backups
  - catalog, 75–76
  - photo, 75
- Basic workspace, 13
- Before & After views, 85
- black-and-white conversions, 145
- blending modes, 112, 122, 128, 130
- Bloat tool, 195
- Blue Skies effect, 185
- blur
  - adding, 171
  - removing, 170
- Blur tool, 171, 172
- borders
  - hiding, 105
  - modifying, 108
  - options for printing, 238
  - repositioning, 97
- Brightness/Contrast adjustments, 141
- Brush Preset Picker, 207, 210
- Brush tool, 207–208
- brushes
  - hardness value, 94, 208
  - preset libraries of, 207
  - pressure setting, 196
  - sizing/resizing, 94, 95, 196, 208
- Burn tool, 174
- Byte Order option, 232

## C

- calibrating your monitor, 150–151
- camera distortion, 189
- camera profiles, 154
- camera raw. *See* Adobe Camera Raw
- cameras. *See* digital cameras
- captions in slideshows, 243
- Catalog Manager, 74, 247

- catalogs, 29, 74–76
  - backing up, 75–76
  - creating and managing, 74
  - repairing and optimizing, 74
  - restoring from backups, 76
- categories, 48–51
  - album, 58–59
  - assigning tags to, 50
  - creating new, 48
  - deleting, 51
  - sub-categories and, 49–51
  - viewing photos belonging to, 51
- Clarity slider, 158
- Clear History option, 25
- clipping masks, 112, 133, 135
- clipping warnings, 157
- Clone Stamp tool, 8, 164, 167
- Close button, 14
- CMYK color mode, 150
- color
  - adjusting in images, 143–144
  - assigning to layer groups, 122
  - converting to black and white, 145
  - filling areas with, 200–202
  - layers identified using, 112, 113
  - making selections based on, 101–102
  - managing settings for, 151–152
  - removing from selections, 146
  - replacing in images, 147–148
  - saturation adjustments, 158
  - text, 223
  - tints applied as, 149
- color cast, 143
- color curves, 144
- color management, 137, 150–151
- color models, 150
- color modes, 23, 150
- color noise, 160
- Color Picker, 48, 200, 223
- color profiles, 151
- Color Settings dialog, 151
- colorizing images, 149
- composite images, 180–181
- compression options, 230, 231, 232

- Content-Aware technology
    - extending backgrounds with, 80
    - panorama creation with, 187
    - repairing images with, 165, 166
    - straightening photos with, 81
  - contrast, Auto, 140
  - converting
    - Background layers, 121
    - color to black and white, 145
    - selections to layers, 119
    - tags to/from sub-categories, 49
  - Correct Camera Distortion filter, 189
  - crop marks, printing, 238
  - cropping images
    - Crop tool for, 4, 78–79
    - panorama creation and, 188
    - Print dialog used for, 237
    - Rectangular Marquee tool for, 79
    - size options for, 4, 79
    - straightening and, 5, 82
  - curves, color, 144
  - Custom workspace, 13
- D**
- Darken Highlights slider, 142
  - darkening images
    - options for, 141, 157
    - selectively, 174
  - deleting
    - albums, 59
    - categories, 51
    - History states, 25
    - keyword tags, 44
    - layer masks, 132
    - layers, 114
    - selections, 105
    - See *also* removing
  - Deselect command, 105
  - Detail sliders, 159
  - Detail Smart Brush tool, 185
  - details
    - finding photos by, 68
    - lightening in shadows, 142
    - selectively enhancing, 171–172
    - viewing information and, 36
  - Difference blending mode, 128
  - digital cameras
    - correcting distortion from, 189
    - importing images from, 28–31
    - raw profiles for, 154
    - taking panorama photos with, 186
  - digital noise, 160
  - display
    - calibrating, 150–151
    - keyboard shortcuts, 251, 257
  - Distort filters, 195
  - distortion
    - adding to layers, 127
    - correcting camera, 189
    - keyboard shortcuts, 214
    - Liquify filter for, 196
    - text warp as, 227–228
    - transforming shapes with, 214
  - distributing layer objects, 127
  - Dodge tool, 173
  - downsampling images, 236
  - dpi (dots per inch), 235
  - dragging
    - categorizing tags by, 50
    - importing files by, 32
    - reordering layers by, 115
    - tagging photos by, 45
  - drawing shapes, 211–212
  - duplicate images, 70
  - duplicating layers, 120
- E**
- Edge Extension option, 189
  - Edit Keyword Tag dialog, 44, 50
  - Edit Location button, 64
  - editing
    - files from Organizer, 14
    - Instant Fix editor for, 84
    - keyword tag properties, 44
    - non-destructive method for, 165
    - Places view information, 64
    - Quick mode for, 85–87
    - text, 217, 226
    - workflow for, 1–9

- Editor, 2, 12
  - keyboard shortcuts, 249–252, 255–258
  - opening files in, 3, 14
  - purchasing for macOS, 12
  - Quick mode edits in, 6, 85–87
- effects, 192
  - applying, 194
  - plug-ins as, 192
  - Smart Brush, 184, 185
  - text, 226, 227
  - viewing, 192
  - See *also* filters
- Effects panel, 192, 194
- Elements. See Photoshop Elements
- Elliptical Marquee tool, 96
- email, sending photos by, 241
- Embed Color Profile option, 234
- Enhance menu, 139, 140, 143, 149
- Erase Refinements tool, 107
- Eraser tool, 179, 183, 210
- events, 60–61
  - cover image for, 61
  - creating new, 60
- Events view, 60
- Expert mode
  - adjustment layers in, 7
  - Layers panel in, 111
  - toolbox in, 15
- exporting slideshows, 246
- Extend Background feature, 80
- eye icon, 113
- Eyedropper tool, 102

## F

- Feather slider, 107
- file formats, 9, 230–232, 233
- fills
  - gradient, 204
  - layer, 136, 200–201
  - Paint Bucket tool for, 202–203
  - selection, 200–201
- Filter menu, 192, 193
- Filter Options dialog, 193

- filtering photos, 65
- filters, 192–197
  - applying, 193
  - Correct Camera Distortion, 189
  - Distort, 195
  - Liquify, 195–197
  - plug-ins as, 192
  - Surface Blur, 171
  - viewing/displaying, 192
  - See *also* effects
- Filters panel, 192, 193
- Find menu, 68
- finding photos, 66–72
  - duplicate images, 70
  - metadata details for, 68
  - multiple attributes for, 67
  - Saved Searches for, 71–72
  - text searches for, 66
  - timeline used for, 68
  - visual searches for, 69–70
- flattening
  - layers, 124
  - stacks, 41
- Flickr, uploading to, 240
- Flip Image option, 238
- floating windows, 20
- folders
  - albums created from, 56
  - creating and naming, 29
  - importing images from, 32
  - specifying watched, 33
  - Tree view for, 34–35
- Folders panel, 34–35, 56
- Font Family menu, 220
- fonts
  - family and style of, 220
  - sizing/resizing, 217, 221
- formatting text, 226
- full-screen mode
  - keyboard shortcuts for, 254, 260
  - reviewing photos in, 39
- Fuzziness slider, 148

## G

- Generate Previews option, 32
- Get Media option, 30, 32
- GIF file format, 231
- gradient fills, 204
- Gradient Picker, 204
- Gradient tool, 204
- grayscale conversions, 145
- group shots, 182–183
- groups
  - layer, 122
  - people, 54
- Grow command, 101, 102
- Guided mode edits, 88

## H

- Hand tool, 19, 195
- Hardness value, 94
- Haze Removal feature, 175
- Healing Brush tool, 164, 168
- hidden tools, 15
- hiding/showing
  - layers, 113
  - photos, 38
  - rulers, 22
  - selection borders, 105
- highlight adjustments, 157
- histogram, 138, 141
- History panel, 24–25
  - clearing, 25
  - navigating through, 24
  - states in, 24, 25
- Home screen, 12
- horizon line, 5
- Hue slider, 144, 148, 149
- Hue/Saturation panel, 146, 149

## I

- Image Size dialog, 188
- images
  - compositing, 180–181
  - filtering, 65
  - full-screen review of, 39
  - getting info about, 23, 36
  - importing, 2, 28–33

- marking as hidden, 38
- moving around in, 19
- multiple views of, 21
- opening, 2, 14
- organizing into stacks, 40–41
- printing, 237–238
- repairing, 164–168
- resizing, 235–236
- rotating, 5, 126, 243
- searching for, 66–72
- sharing, 239–246
- star ratings for, 38

- Import Batch option, 37
- importing images, 2, 28–33
  - Advanced dialog for, 30–31, 32
  - from digital cameras, 28–31
  - from files or folders, 32
  - with keywords tags, 43
  - scanner used for, 33
  - Standard dialog for, 28–30
  - Watch Folders option for, 33
- Info panel, 23
- Instant Fix editor, 84
- instructional videos, x–xi, xiv
- ISO setting, 160

## J

- JPEG images, 153, 162, 230, 231, 233

## K

- keyboard shortcuts, xiv
  - for accessing tools, 15, 96
  - for brush resizing, 95, 174, 208
  - for distorting shapes, 214
  - for Elements Editor, 249–252, 255–258
  - for filling selections or layers, 201
  - for Organizer, 253–254, 259–260
  - for text resizing, 221
  - for undoing edits, 140
  - for zooming in/out, 18
- keyword tags, 42–47
  - attaching to photos, 45
  - categories for, 48–51
  - creating new, 42, 43
  - deleting from Tags panel, 44

keyword tags, *continued*  
editing properties of, 44  
icons used for, 45, 47  
importing with images, 43  
merging duplicate, 44  
removing from photos, 46  
viewing photos using, 46

## L

Lasso tools, 98–100  
    Feather slider, 107  
    Lasso tool, 98  
    Magnetic Lasso tool, 99–100  
    Polygonal Lasso tool, 99  
Layer Compression schemes, 232  
layer masks, 131–132  
layers, 109–136  
    adjustment, 7, 110, 134–135, 140  
    Background, 114, 116, 119, 121, 129  
    blending modes for, 112, 122, 128, 130  
    composite images and, 181  
    converting selections to, 119  
    creating new, 112  
    deleting, 114  
    distorting, 127  
    duplicating, 120  
    explanation of, 110  
    fill, 136, 200–201  
    flattening, 124  
    grouping/ungrouping, 122  
    hiding/showing, 113  
    linking, 117  
    locking/unlocking pixels on, 118  
    merging, 123–124  
    naming/renaming, 112, 117  
    opacity setting for, 112, 128, 129  
    panel for working with, 111  
    positioning objects on, 127  
    reordering, 115–116  
    rotating, 126  
    scaling, 125  
    selecting, 113  
    shape, 211  
    simplifying, 216, 218  
    stroke, 206

    text, 216–217  
    transforming, 125–127  
Layers panel, 111, 112–136  
Layout button, 20  
leading, text, 222  
levels adjustments, 139, 140, 141  
Lighten Shadows slider, 142  
lightening  
    details in shadows, 142  
    parts of images, 173  
lighting adjustments, 139–142  
    adjustment layers for, 140  
    Adobe Camera Raw for, 157  
    Auto commands for, 139–140  
    shadow adjustments, 142  
    tonal range adjustments, 141  
Lightness slider, 144, 148, 149  
linking layers, 117  
Liquify filter, 195–197  
    distorting images with, 196  
    tool set included in, 195, 196  
    undoing changes made with, 197  
location information, 62–64  
locking/unlocking pixels, 118  
lossless compression, 230  
lossy compression, 230  
luminance noise, 160  
LZW compression format, 230, 232

## M

Mac App Store, 12  
macOS computers, xiv  
    keyboard shortcuts for, 255–260  
    opening Photos app on, 3  
    purchasing Organizer for, 12  
Magic Eraser tool, 177  
Magic Wand tool, 101–102  
Magnetic Lasso tool, 99–100  
magnification levels  
    for multiple views, 21  
    Navigator panel, 19  
    Zoom tool, 16, 17, 18  
manual adjustments, 7  
manual backups, 76  
marquee tools, 96–97, 107

- Mask mode, Selection Brush, 94, 95
- Mask slider, Adobe Camera Raw, 159
- masks
  - clipping, 112, 133, 135
  - layer, 131–132
  - selection, 94, 95
- Match Location option, 21
- Match Zoom option, 21
- measurement units, 22, 23, 221
- Media Browser, 34, 36–37
  - creating events in, 60
  - hiding photos in, 38
  - placing photos in, 64
  - rating photos in, 38
  - stacks used in, 40–41
  - timeline used with, 35
  - viewing image details in, 36
  - working with thumbnails in, 36–37
- menu bar, 12
- menu shortcuts
  - macOS computer, 257–258, 259–260
  - Windows computer, 252, 253–254
- merging
  - keyword tags, 44
  - layers, 123–124
  - parts of multiple photos, 182–183
  - people tags, 54
- metadata
  - applying to images, 31
  - finding photos by, 68
- Midtone Contrast slider, 142
- monitor calibration, 150–151
- Motion Blur removal, 170
- movie slideshows. *See* slideshows
- moving
  - selections, 97
  - shapes, 211
  - text, 218
- multiple views, 21
- multitouch gestures, 26

## **N**

- naming/renaming
  - albums, 56, 57
  - imported files, 29

- layers, 112, 117
  - people in photos, 52–53
  - subfolders for images, 29
- Navigator panel, 19
- New Layer button, 112
- noise reduction, 160
- non-destructive editing, 165
- Normal blending mode, 112

## **O**

- object removal, 178–179
- offline images, 32
- opacity
  - effect, 194
  - layer, 112, 128, 129
  - mask, 95
- Open dialog, 14
- optimizing catalogs, 74
- Organizer, 2, 12, 27–76
  - albums used in, 56–59
  - Auto Curate feature, 73
  - catalogs used in, 74–76
  - categories for tags in, 48–51
  - editing files from, 14
  - events used in, 60–61
  - filtering photos in, 65
  - finding photos in, 32, 66–72
  - Folders panel in, 34–35
  - full-screen review feature, 39
  - importing images into, 2, 28–33
  - Instant Fix editor, 84
  - keyboard shortcuts for, 253–254, 259–260
  - keyword tags in, 42–47
  - Media Browser, 34, 35, 36–37
  - people feature in, 52–55
  - Places feature in, 62–64
  - purchasing for macOS, 12
  - rating photos in, 38
  - scanning images into, 33
  - sharing photos from, 240, 241, 242–246
  - stacks in, 40–41
  - timeline, 35, 68

## P

- Paint Bucket tool
  - applying fill color with, 202
  - description of features in, 203
- painting
  - with Brush tool, 207–208
  - with texture, 209
- Panel Bin, 13
- panels
  - tooggling visibility of, 39
  - See *also* specific panels
- panoramas, 186–188
  - creating in Elements, 187–188
  - taking pictures for, 186
- paragraph text box, 216
- paths, text on, 224–226
- Pattern Picker, 209
- Pattern Stamp tool, 209
- patterns
  - defining for textures, 209
  - fill layer for adding, 136
- PDF file format, 231
- Pencil tool, 179, 183
- people, 52–55
  - assigning to groups, 54
  - identifying in photos, 52–53, 54
  - merging instances of, 54
  - removing from database, 55
  - viewing photos containing, 55
- People view, 52, 55
- Perspective sliders, 189
- Photo Bin, 13, 182, 187
- Photo Browser, 245, 254, 260
- Photo Downloader, 2, 28–31
  - Advanced dialog, 30–31
  - Standard dialog, 28–30
- Photo Editor button, 3, 247
- photo sharing services, 240
- Photomerge Faces feature, 183
- Photomerge Group Shot feature, 182–183
- Photomerge Panorama feature, 186–188
- Photomerge Scene Cleaner, 178–179
- Photos app, editing images from, 3

- Photoshop
  - native file format of, 230
  - running actions created in, 190
- Photoshop Elements
  - keyboard shortcuts, 249–260
  - troubleshooting at startup, 247
  - user interface, 12–13
  - workflow overview, 1–9
- Pictures folder, 29
- Pixel Blending option, 179, 183
- Pixel Order option, 232
- Places view, 62–64
  - editing information in, 64
  - mapping photos in, 62
  - placing photos in, 63
- plug-ins, 192, 247
- Polygon tool, 212
- Polygonal Lasso tool, 99
- ppi (pixels per inch), 235
- Preserve Transparency checkbox, 201
- previews
  - Adjust Sharpness, 170
  - option for generating, 32
  - Quick mode, 86
- Print dialog, 237
- printing
  - resizing images for, 235–236
  - resolutions recommended for, 235
  - setting options for, 238
  - steps in process of, 237
- Printing Choices dialog, 238
- process versions, 155
- profiles
  - camera, 154
  - color, 151
- PSD file format, 9, 181, 230, 233
- Pucker tool, 195

## Q

- Quick Edit panel, 39
- Quick mode edits, 6, 85–87
  - applying, 85–86
  - previewing, 86
  - resetting and undoing, 87

- selecting areas for, 86
- view options for, 85

Quick Organize panel, 39

Quick Selection tool, 93

## R

Radius slider, 106, 170

rating photos, 38

raw images, 3, 153–162

- adjusting multiple, 161
- Clarity adjustments, 158
- color saturation adjustments, 158
- importing into Organizer, 31
- lighting adjustments, 157
- noise reduction, 160
- saving, 161–162
- sharpening, 159
- white balance adjustments, 156

*See also* Adobe Camera Raw

Reconstruct tool, 195, 197

Rectangular Marquee tool, 79, 96

Refine Edge feature, 106–107, 185

Refine Radius tool, 107

Remove Color command, 146

removing

- camera distortion, 189
- clipping masks, 133
- color, 143, 146
- event photos, 61
- haze, 175
- keyword tags, 46
- objects from scenes, 178
- people from database, 55
- photos from albums, 58
- place information, 64
- slides from slideshows, 244
- styles from shapes, 212
- text warp, 228

*See also* deleting

renaming. *See* naming/renaming

reordering

- layers, 115–116
- photos in slideshows, 243

repairing

- catalogs, 74
- images, 164–168

Replace Color dialog, 147–148

repositioning

- selection borders, 97
- text, 226

Reselect command, 105

Reset button, 87, 189, 197, 236

resizing. *See* sizing/resizing

resolution, print, 235

Restore Catalog feature, 76

Revert button, 195, 197

reviewing photos, 39

RGB color mode, 143, 150

RLE compression format, 230

Rotate buttons, 5, 31, 85

rotating

- images, 5, 126, 243
- importing and, 31
- layers, 126
- multitouch gestures for, 26
- shapes, 214

rulers, 22

## S

Sample All Layers option, 165

saturation adjustments

- Saturation slider for, 144, 146, 148, 149, 158
- Sponge tool for, 174

Save As dialog, 9, 233

Save for Web command, 233

Save Image Pyramid option, 232

Save Transparency option, 232

Saved Searches feature, 71–72

saving

- As A Copy option for, 234
- photo files, 9, 233–234
- raw images, 161–162
- slideshows, 245

scaling

- layers, 125
- shapes, 213

*See also* sizing/resizing

- scanning images, 33
- scrolling, multitouch gesture for, 26
- Search feature. *See* finding photos
- Select Subject option, 92, 106
- selecting
  - layers, 113
  - subjects, 92, 106
  - text, 219
  - thumbnails, 36
  - tools, 15
- Selection Brush tool, 94–95
  - Mask mode in, 94, 95
  - resizing brushes in, 94, 95
- selections, 89–108
  - adding to, 93, 95, 103, 185
  - auto-selection tools for, 92
  - color as basis for, 101–102
  - converting to layers, 119
  - deleting, 105
  - deselecting/reselecting, 105
  - editing Smart Brush, 185
  - expanding/contracting, 108
  - filling with color, 200–201
  - hiding the border of, 105
  - intersection option for, 104
  - Lasso tools for, 98–100
  - Magic Wand tool for, 101–102
  - marquee tools for, 90, 96–97, 104
  - modifying the borders of, 108
  - moving with arrow keys, 97
  - Quick Selection tool for, 93
  - reasons for using, 90–91
  - refining the edges of, 106–107, 108
  - removing color from, 146
  - repositioning the border of, 97
  - Selection Brush tool for, 94–95
  - subtracting from, 93, 95, 104, 185
  - text created on, 224
- shadow adjustments, 142, 157
- Shadows/Highlights dialog, 140, 142
- Shape Selection tool, 213–214
- Shape tool, 212
- shapes
  - drawing, 211–212
  - styles applied to, 212
  - text created on, 224–225
  - transforming, 213–214
- sharing images, 239–246
  - email attachments for, 241
  - photo sharing services for, 240
  - slideshows created for, 242–246
- Sharpen tool, 172
- sharpening images
  - Adjust Sharpness dialog for, 169–170
  - Adobe Camera Raw for, 159
  - Sharpen tool for, 172
- Shift Pixels tool, 195
- Similar command, 101, 102
- Simplify Layer command, 218
- sizing/resizing
  - brushes, 94, 95, 196, 208
  - Crop tool for, 79
  - fonts, 217, 221
  - images for printing, 235–236
  - thumbnails, 37
  - windows, 18
  - See also* scaling
- slideshows, 242–246
  - adding photos to, 243
  - audio changes for, 245
  - Auto Curate for creating, 242
  - creating with selected photos, 242–243
  - exporting, 246
  - full-screen, 39
  - removing slides from, 244
  - reordering slides in, 243
  - saving, 245
  - text slides added to, 244
  - themes applied to, 244
  - viewing, 246
- Smart Brush tool, 184–185
- Smart Fix option, 84, 87
- Smudge tool, 172
- sorting thumbnails, 37
- Sponge tool, 173, 174
- Spot Healing Brush tool, 164
  - content-aware repairs with, 166
  - repairing small areas with, 8, 165
- sRGB color profile, 151
- stacks, organizing in, 40–41

- star ratings, 38
- Step Backward option, 197
- straightening images, 5, 81–82
  - cropping and, 5, 82
  - Editor commands for, 81–82
  - Straighten tool for, 5, 81
- strikethrough text, 222
- Stroke dialog, 205
- strokes
  - applying, 205–206
  - creating layers for, 206
- Style Picker, 212
- Stylus Pressure option, 196
- sub-categories, 49–51
  - assigning tags to, 50
  - converting tags to/from, 49
  - creating new, 49
  - deleting, 51
  - viewing photos belonging to, 51
- subfolders, creating and naming, 29
- Subtract From Selection option, 93, 95, 104
- Surface Blur filter, 171

## T

- Tags panel
  - categories in, 48–51
  - filtering photos in, 65
  - keyword tags in, 42–47
- Temperature slider, 156
- text, 215–228
  - aligning, 223
  - color selected for, 223
  - creating, 216–217
  - editing, 217, 226
  - effects applied to, 226, 227
  - finding photos using, 66
  - font family/style for, 220
  - formatting controls, 226
  - leading changes, 222
  - moving, 218
  - path-based, 224–226
  - repositioning, 226
  - resizing, 221
  - selecting, 219
  - simplifying layers of, 216, 218
  - slideshow slides with, 244
  - underline or strikethrough, 222
  - warping, 227–228
- Text On Custom Path tool, 225
- Text On Selection tool, 224
- Text On Shape tool, 224–225
- textures
  - fill layer for adding, 136
  - painting with, 209
- themes, slideshow, 244
- thumbnails
  - selecting and deselecting, 36
  - sorting and resizing, 37
- TIFF file format, 232
- timeline, 35, 68
- Tint slider, 156
- tints, color, 149
- Tolerance slider, 176, 203
- tonal range, 138
  - Levels adjustments, 141
  - selectively adjusting, 173–174
- Tool Options bar, 12, 15
  - Auto Selection tool, 92
  - Background Eraser tool, 176
  - Brush tool, 207
  - Crop tool, 4, 78
  - Eraser tool, 210
  - Gradient tool, 204
  - Lasso tool, 98
  - Magic Wand tool, 101
  - Magnetic Lasso tool, 100
  - Paint Bucket tool, 202
  - Pattern Stamp tool, 209
  - Quick Selection tool, 93
  - Rectangular Marquee tool, 96
  - Selection Brush, 94, 95
  - Shape Selection tool, 213
  - Shape tool, 212
  - Spot Healing Brush, 8, 165
  - Straighten tool, 81
  - Type tool, 216, 219
  - Zoom tool, 16, 17, 18
- toolbox, 15

tools, 15  
    keyboard shortcuts for, 249–251, 255–257  
    selecting hidden, 15  
    See *also* specific tools  
touch input, 26  
transforming  
    layers, 125–127  
    shapes, 213–214  
Tree view, 34–35  
troubleshooting, 247  
Twirl tools, 195  
Type tool, 216, 217, 218, 219

## U

UnCheck All button, 31  
underline text, 222  
Undo option, 87, 197  
Unstack Photos option, 41  
uploading photos, 240  
upsampling images, 236  
user interface, 12–13

## V

version sets, 233  
Vertical Type tool, 217  
Vibrance slider, 158  
videos, instructional, x–xi, xiv  
viewing  
    albums, 57  
    filters or effects, 192  
    photos by category, 51  
    slideshows, 246  
views  
    arranging multiple, 21  
    Before & After, 85  
    full-screen, 39, 254, 260  
    moving and changing, 19  
vignettes, adding/removing, 189  
Visibility options, 38  
visual search feature, 69–70

## W

Warp Text dialog, 227, 228  
Warp tool, 195, 196  
warping text, 227–228  
Watch Folders option, 3, 33  
Web Edition of book, xiv  
Welcome screen, 12  
white balance adjustments, 156  
windows  
    arranging, 20  
    resizing, 18  
    switching between, 21  
Windows computers, xiv  
    keyboard shortcuts for, 249–254  
    opening Photos app on, 3  
workspaces, 13

## X

X and Y coordinates, 23  
XMP sidecar files, 161

## Z

zero point, 22  
ZIP compression format, 230  
Zoom slider, 37  
Zoom tool, 16–18, 195  
    100 percent display, 18  
    magnification levels, 16, 17, 18  
    zooming in/out with, 16–17  
zooming in/out, 16–17  
    keyboard shortcuts for, 18  
    multitouch gestures for, 26  
    on specific areas, 17