

Photoshop Elements

PHOTO BIN

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Located at the bottom of the Standard Edit and Quick Fix work spaces, the Photo Bin displays thumbnails of open photos. It's useful for switching between photos in your workspace, especially if you have multiple images open. The Photo Bin has controls that let you open or close images, hide images, navigate through open images, make a specific image the frontmost, duplicate an image, rotate an image, or view file information. Since the Photo Bin appears in both Standard Edit and Quick Fix, you can easily bring open images into Quick Fix for edits.

To explore the Photo Bin, you will need to have some files open. Open any two images.

If no Photo Bin appears at the bottom of the screen, Left-click on the word "Photo bin" (Figure 1).

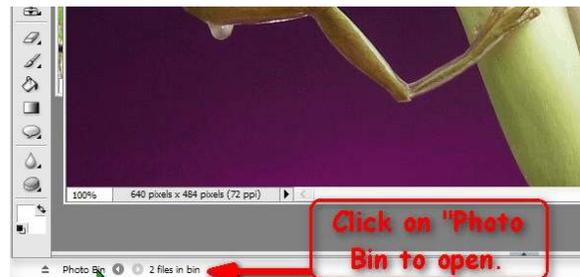


Figure 1

The Photo Bin — at the bottom of the workspace — shows thumbnails of all the files you have open in the workspace. Below each thumbnail is the file name (Figure 2).

When you click on a thumbnail in the Bin, that file becomes the active document in your workspace.

Like the Palette Bin, there is a divider at the top of the Photo Bin which you can use to resize or hide the Bin.

There is also a button in the status bar, just below the Photo Bin, which you can use to toggle the Bin off and on. The status bar also displays the number of files you have open, and it displays some arrows for cycling through the open files.



Figure 2

You'll find some other useful options when you RIGHT-click.

A RIGHT-click in a *blank area* of the Photo Bin (**Figure 3**) reveals these options:

Photo Bin Help — Opens Help to the section on the Photo Bin.

Help Contents — Provides quick access to the online Help file.

Show File Names — Allows you to choose whether to display file names in the Photo Bin. Turning off file names will allow more room for thumbnails.

Auto Hide — Enabling Auto Hide will cause the Photo Bin to collapse after a few seconds when your mouse is not over it. This is useful when you want as much space as possible for your workspace. To show the Photo Bin when it's in Auto Hide mode, either click the divider bar or the Photo Bin toggle on the status bar.



Figure 3

A RIGHT-click *on a thumbnail* in the Photo Bin (**Figure 4**) shows these options:

➤ **Close** — Closes the selected file. If the file has been changed, you will be prompted to save it.

➤ **Minimize** — Hides the file corresponding to the thumbnail. The file is still open but will not be visible in the work area.

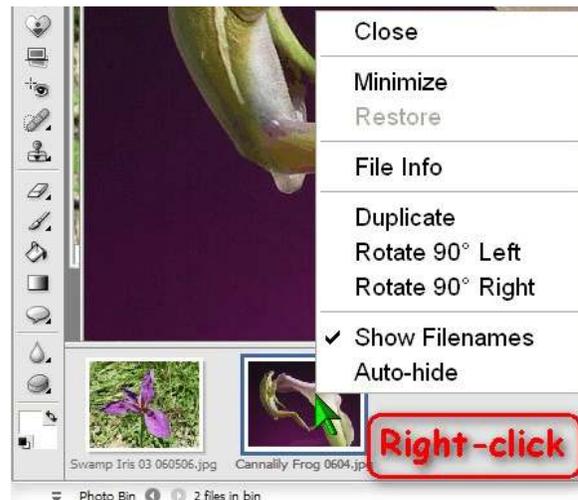


Figure 4

➤ **Restore** — Shows a file that has been hidden by the Minimize option. You can also simply click the thumbnail to restore a minimized file.

➤ **File Info** — Opens a dialog box which will allow you to read and edit the metadata information that is stored in the file. See *Metadata* in the Graphics Glossary.

- ▶ **Duplicate** — Makes another copy of the file, allowing you to specify a file name for the copy.
- ▶ **Rotate 90° Left** — Turns the image to the left.
- ▶ **Rotate 90° Right** — Turns the image to the right.
- ▶ **Show File Names** — Opens a dialog box which will allow you to read and edit the metadata information that is stored in the file.
- ▶ **Auto Hide** — Opens a dialog box which will allow you to read and edit the metadata information that is stored in the file.