



DELETE THUMBNAILS

© Darryl D Eggleston, 813.677.2871, DarrylD@darryd.com

Click on any blue, underlined text to go to its linked reference.

At some point, you're going to want to remove photo thumbnails from the Organizer. A *thumbnail* image is a small version of an image that is used to give the viewer an idea of what the full-sized image is like. Left-clicking on the thumbnail image will cause the full-sized image to download.

Remember that, unless you specifically choose to remove the files from the hard drive, you're only removing the photo thumbnails (pointers to the files); not the files themselves.

Here's how to delete them.

1. There are two ways to delete a single photo thumbnail.

A. Left-click on it. The selected photo thumbnail now has a blue border (**Figure 1**). Touch the Delete key on the keyboard. Go to Step 4.

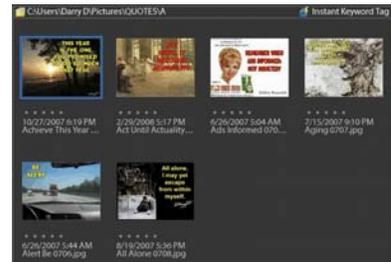


Figure 1

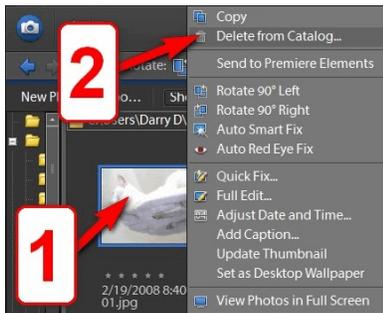


Figure 2

B. RIGHT-click on the photo thumbnail. Then left-click on "Delete from Catalog..." in the drop-down menu (**Figure 2**).

¹ Editors: Peggy S. Eggleston, Dick Evans & Parker Monroe. Permission for reproduction in whole or in part is granted to organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2008 Darryl D Eggleston, <http://DarrylD.com>.

2. To delete multiple photo thumbnail that are not *contiguous* (not one-after-the-other):

- ❶ Left-click on the first thumbnail.
- ❷ Hold down the Ctrl key, on the keyboard, and left-click on any additional photo thumbnails.
- ❸ The selected thumbnails are shown (**Figure 3**).
- ❹ Touch the Delete key, on the keyboard. Go to Step 4.

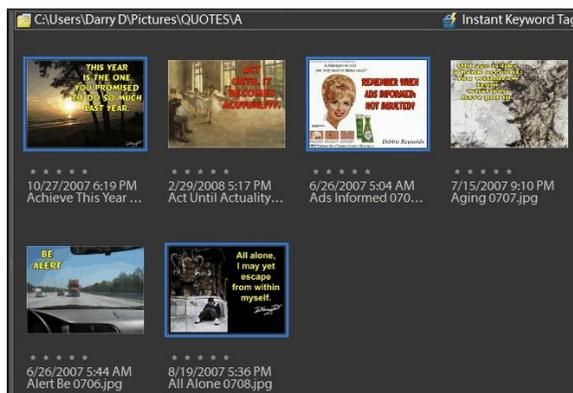


Figure 3

3. If you want to select thumbnails that are *contiguous* (one-after-the-other):

- ❶ Left-click on the first one.
- ❷ Hold the Shift key and Left-click on the last one.
- ❸ All the thumbnails between the first one you selected and the last one you click upon will be selected (**Figure 4**).
- ❹ Go to Step 4.

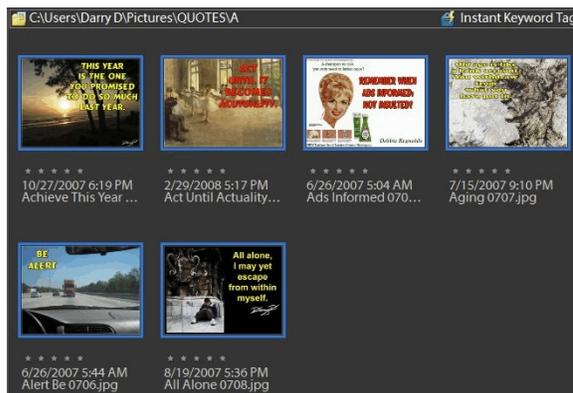


Figure 4

NOTE: If you want to select all the thumbnails, from the MenuBar, select Edit > Select All or hold the “Ctrl” key and touch the “A” key — usually written *Ctrl+A* — (which “selects all data”). Release both immediately. (All selections will be highlighted.)

4. A “Confirm Deletion from Catalog” window appears (**Figure 5**). Unless you left-click on “Also delete selected...,” you are only deleting the photo thumbnails but not the photos themselves. Left-click on the “OK” button.

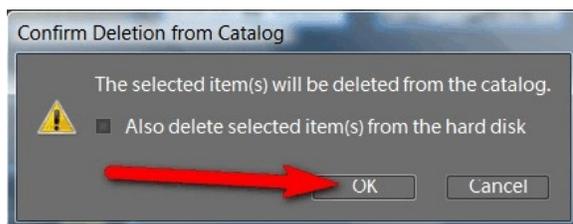


Figure 5