

Adobe Photoshop Elements VIEW & ORGANIZE PHOTOS

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com



Adobe Photoshop Elements permits you to organize all or part of the photos on your hard drive.

This lesson shows how to organize only the photos in a single folder. That might be useful in creating a Web Photo Gallery (see Darry D's "Web Photo Gallery Create") or in creating a slide show.

1. Open Adobe Photoshop Elements and click on "View and Organize Photos" (Figure 1).



Figure 1

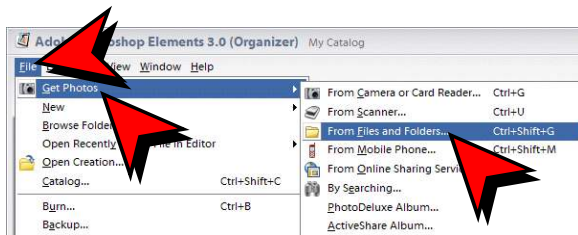


Figure 2

2. From the MenuBar, select File > Get Photos > From Files and Folders (Figure 2).

3. IF your photos are on a drive outside the Adobe Photoshop Elements' main folder's drive, click on the down arrow and select the drive that contains them (Figure 3). If not, skip to Step 4.



Figure 3

4. Click on the folder that contains the photos (**Figure 4**) and click on the “Get Photos” button.

NOTE: Be sure that the “Get photos and subfolders” is checked.

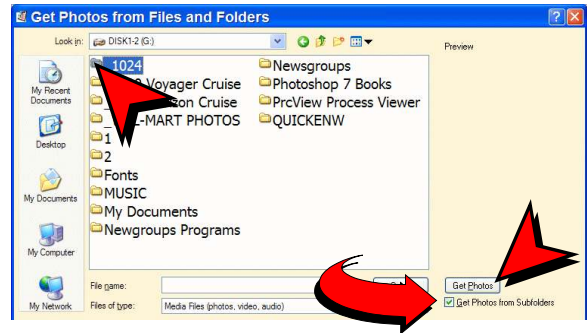


Figure 4



Figure 5

5. IF this window appears (**Figure 5**), click on “OK” button. You can click on “Don’t Show Again” to avoid seeing this window in the future.

6. Photos, contained in that folder, appear (**Figure 6**).

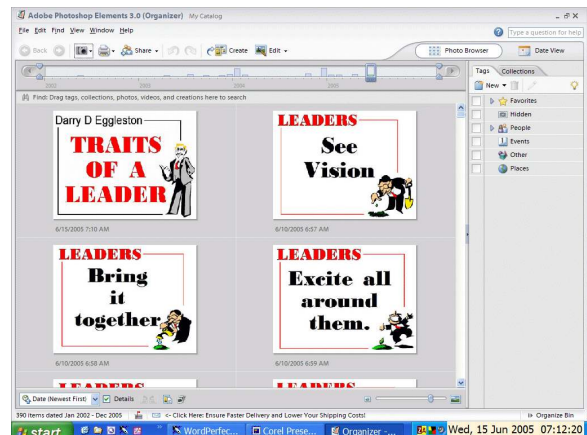


Figure 6

7. You can add a caption or sounds to any file (**Figure 7**) by:
- ❶ RIGHT-click on the thumbnail.
 - ❷ Left-click on “Show Properties” — last option.

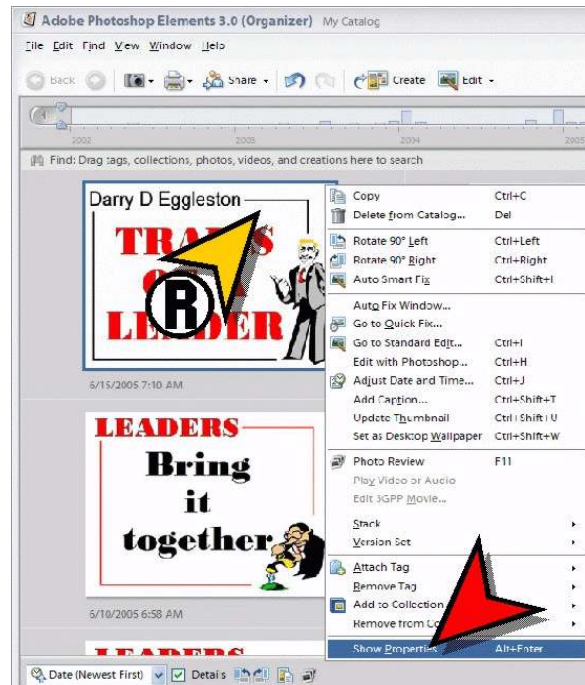


Figure 7

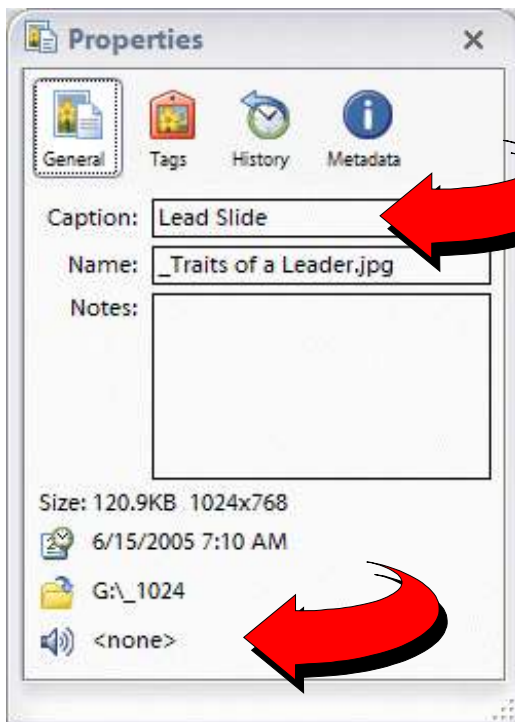


Figure 8

8. Type the Caption in the pane (**Figure 8**).

To add sound, click on the Sound icon, at the bottom.