Adobe Photoshop Elements 3.0
USING TAGS
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Photoshop Elements permits one to "tag" photos for easier organization and use.

What you may not know is that you can select multiple files and drag a tag to any one of them which will tag ALL of them. To select files:

✪ To select *one file*, left-click on it.

✪ To select *all the files*, either use the Edit > Select > All (from the MenuBar) or use Ctrl+A (hold down the Ctrl key — lower-left on the keyboard — and touch the A key, releasing both immediately) to select all the text or drag your cursor to select a specific amount of text. All will be selected (highlighted).

✪ To select multiple files that are *contiguous* (one-after-the-other), click on the first one and use Shift+Click (hold down the Shift key and click — releasing both keys quickly) on the last one of the files you want. ALL the files between the first one clicked and the last one clicked are selected (highlighted).

✪ To select multiple files that are *non-contiguous*, single, left-click on the first file. Use *Ctrl+Click* (hold down the Ctrl key and click) on any other files you want included. All will be selected (highlighted).

According to Adobe: "Tags are personalized keywords, such as Dad or Florida, that you attach to photos, video clips, audio clips, and creations in the Photo Browser so that you can easily organize and find them. When you use tags, there's no need to manually organize your photos in subject-specific folders or rename files with content-specific names. Instead, you simply attach one or more tags to each photo and then retrieve the photos you want by selecting one or more tags in the Tags palette.

"For example, you can create a tag called Anna and attach it to every photo featuring your sister, Anna. You can then instantly find all of the photos of Anna by selecting the Anna tag in the Tags palette, regardless of where the photos are stored on your computer."

The Browser is accessed by opening "View and Organize Photos" (Figure 1), there's a Tags pane on the right side of the screen (**Figure 2**).

If you want to add a new tag, find the category you want to add a new tag to (say, the People category) and RIGHT-click on the header.

Figure 1
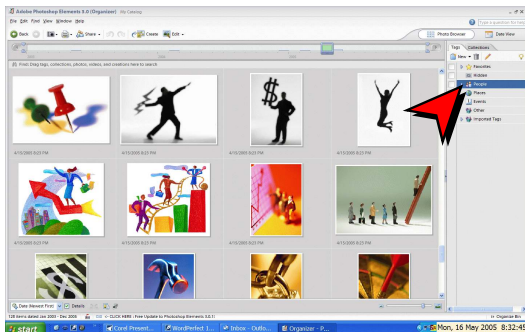

Figure 2

Under the "Tags" tab — on the right, choose New > New Category
(**Figure 2**):
❶ Name it.
❷ Click "OK" button.

Drag a picture from the thumbnail view onto the tag you just created in the Tags pane (**Figure 3**). That automatically assigns the tag to the picture. You can drag multiple pictures at once, making it easy to assign the same keyword to a slew of photos at a time.
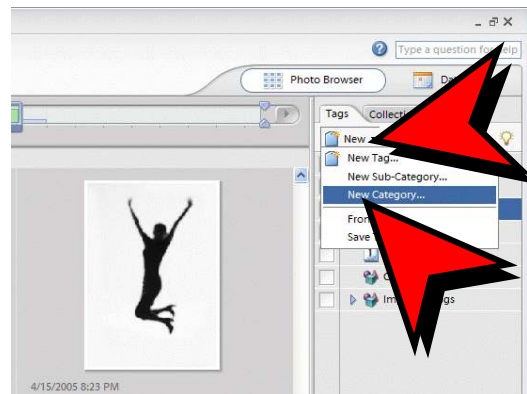

Figure 3