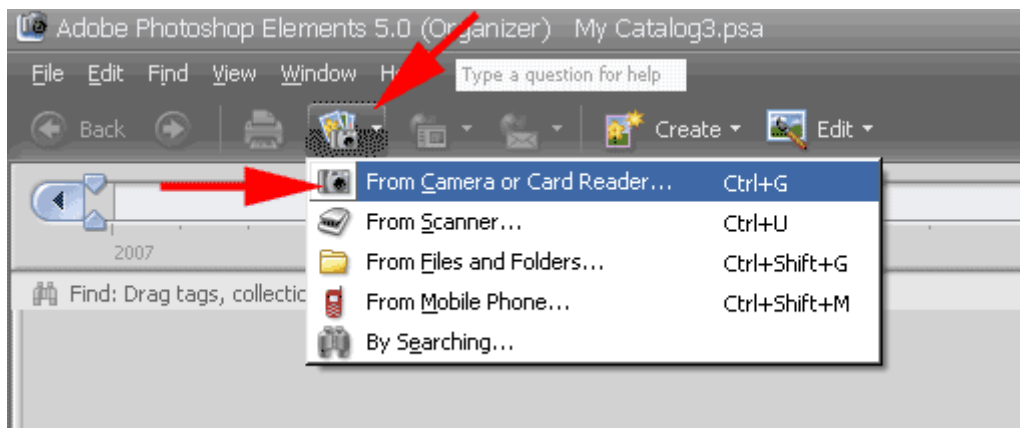


Photoshop Elements 5 Workflow for Beginners – Downloading and Tagging

1. Connect camera to your computer or your card into a Card Reader.
If the Adobe Downloader comes up, then proceed to **step 5**
2. If Adobe Downloader does not come up, CLOSE any other window dialog box that might come up by pressing the X in the top right hand corner of the dialog box OR just pressing the ESCAPE key when a box comes up. It will go away.
3. Launch Elements 5. A dialog box will come up. Choose “VIEW and ORGANIZE”.

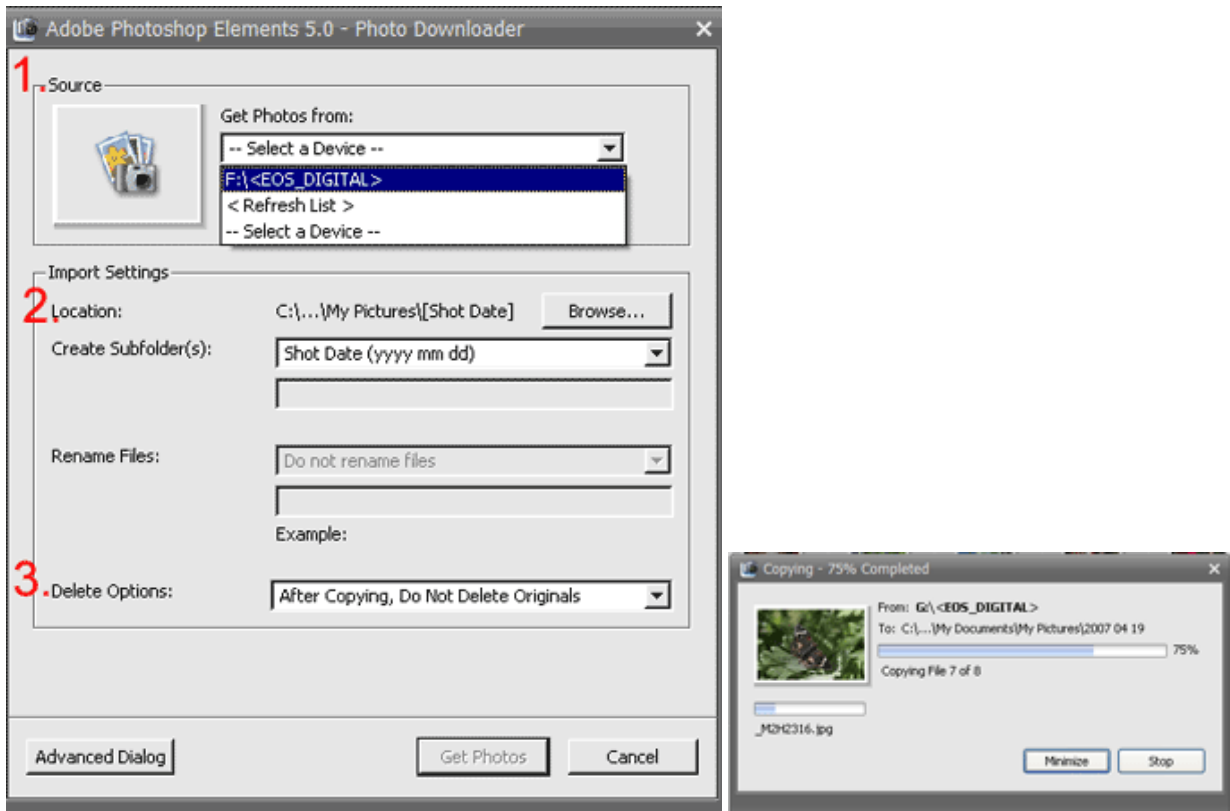


4. The Organizer will open. Click on the little CAMERA ICON on the tool bar and choose “FROM CAMERA OR CARD READER”.



5. This will bring up the **ADOBE DOWNLOADER** as shown below. TAKE YOUR TIME selecting the options. This box is asking:
 - a. **SOURCE:** Where are your images? Click the little triangle on the right and locate the device. Canon usually says "EOS_DIGITAL" as below. Look for your particular camera model.
 - b. **LOCATION:** Where do you want to store your images? If MY PICTURES is not showing, click the "Browse" button. Locate and then click on your "MY PICTURES" folder. Then in the next box, it asks whether you'd like to create a Sub Folder. I store my images sorted by date but there are other options.
 - c. **DELETE OPTIONS:** Choose DO NOT delete Originals. You always want to make sure they transfer and then format the card in the camera.

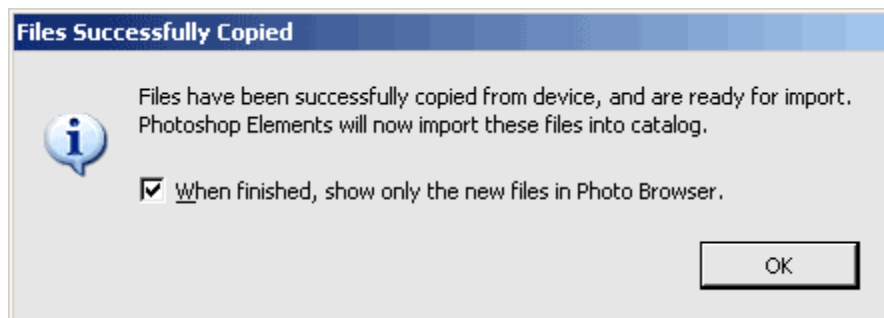
TIP: The ADVANCED button allows you to add more Metadata to your files but we will stick with the simple version here.



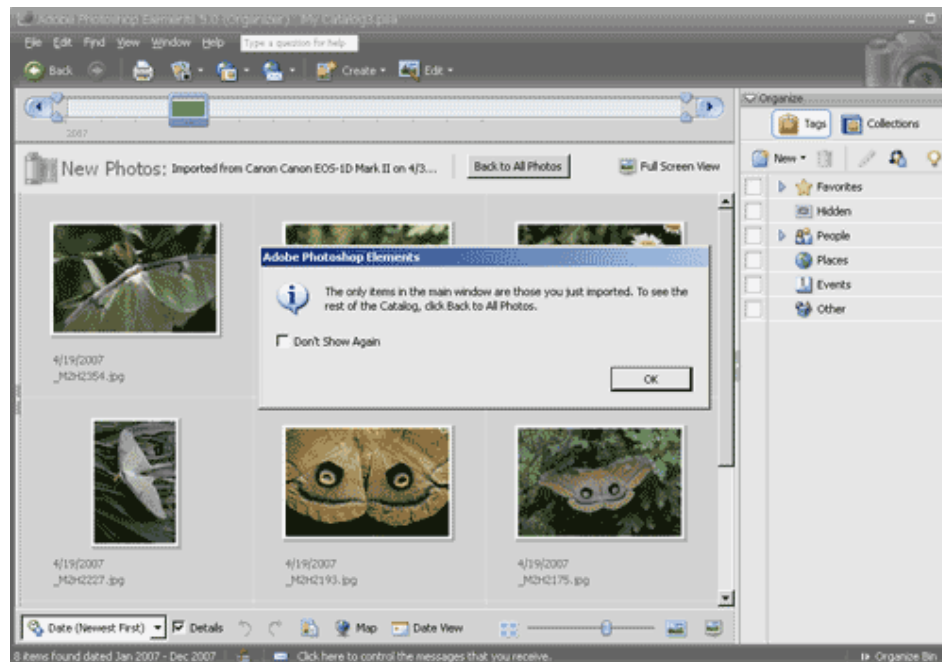
(downloading)

When you have filled out all the necessary information, click on **GET PHOTOS**. The Downloading time depends on how many images are on your device. It may happen so fast that you don't even see them downloading! Most of the time you will see the thumbnails as they are importing. (SEE EXAMPLE ABOVE RIGHT SIDE)

Once the download is complete, you'll see the following dialog box. What this is saying is that YOUR IMAGES HAVE BEEN TRANSFERRED to your computer and now Elements will add them to a Catalog.

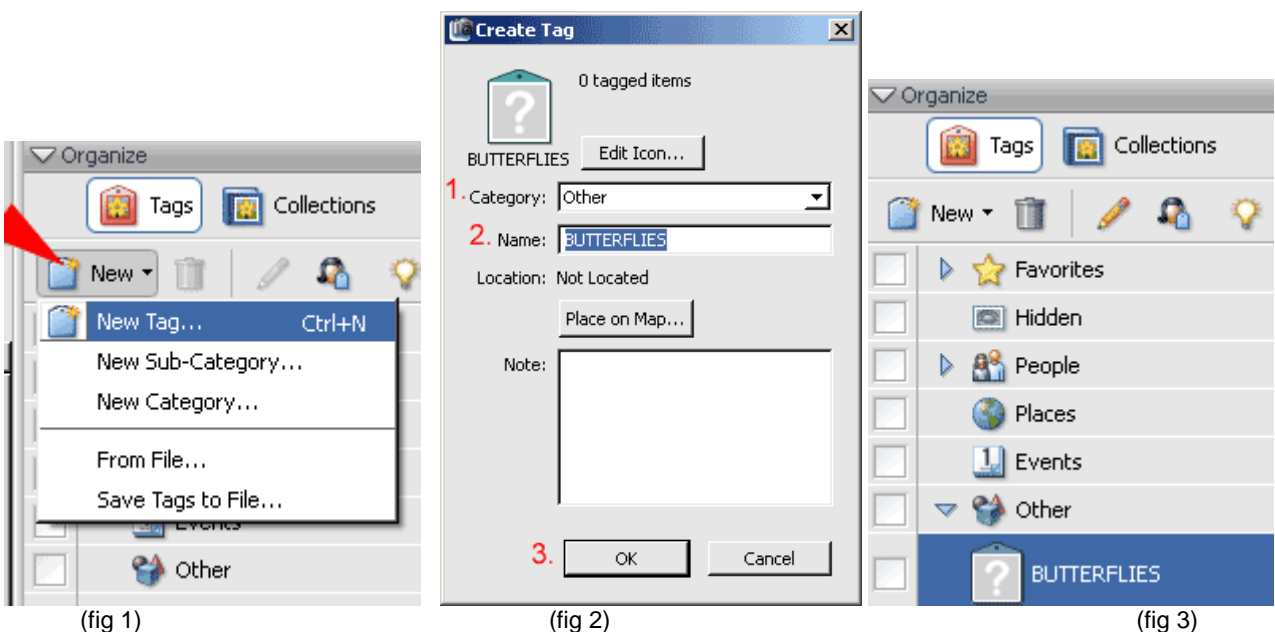


- The next box shows your photos in the background with a little dialog box on top. ANOTHER CONFUSING BOX! What this is telling you is that ONLY the photos you just downloaded are showing in the Organizer at the moment. When you are finished tagging them, you just click on BACK TO ALL PHOTOS to see the rest of your images. If this is the first time you've done this, then there won't be any others, of course.



- Click OK in the above dialog box. What you are left with now is the photos that you just downloaded.
- Now is the time to give each of these images a TAG. Look on the right side of the workspace and you'll see a palette called ORGANIZE
- Click on NEW and choose TAG (fig 1). The CREATE TAG box comes up. The first thing you MUST to do is choose a Category. I chose OTHER. (you have the option of creating your own Categories). Then I name my tag "BUTTERFLIES". Last, you click OK.

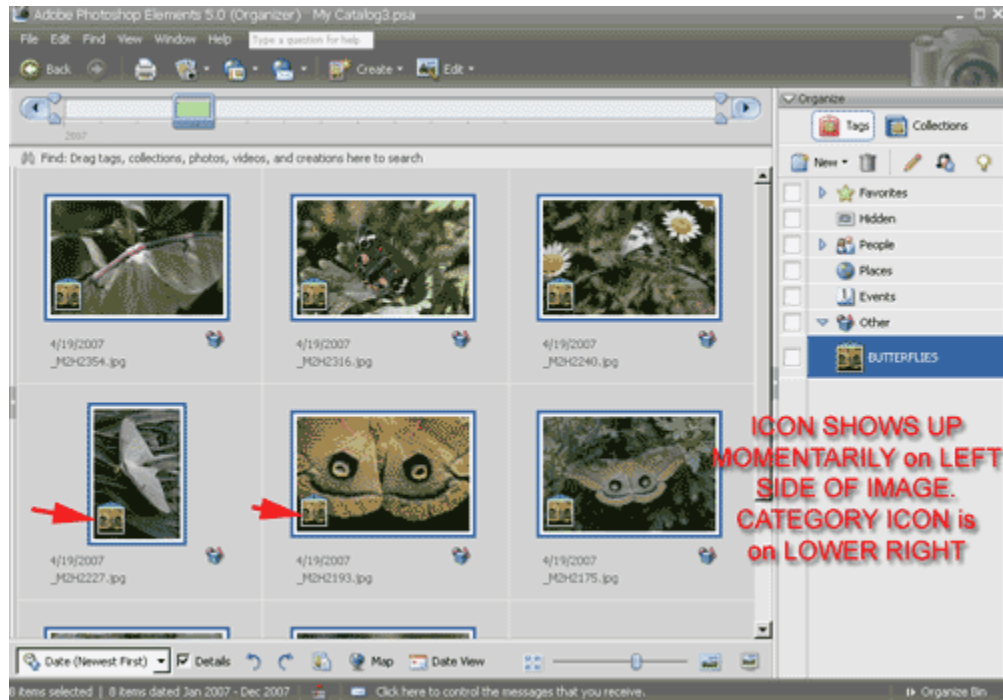
Once you click OK, a NEW TAG will appear under the Category you chose. The question mark is there because you haven't put the tag on any photos yet.



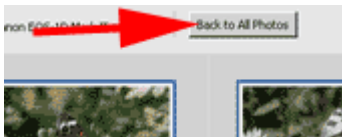
10. If you have more than one subject in the images that you download, CREATE A TAG FOR EACH SUBJECT.

SELECT ALL the photos in one subject. If they are in sequence. Click on the first one, hold the shift key and click on the last one. IF they are spread out, just hold your control key down and click on them individually. You know they're selected when you see a BLUE LINE around them.

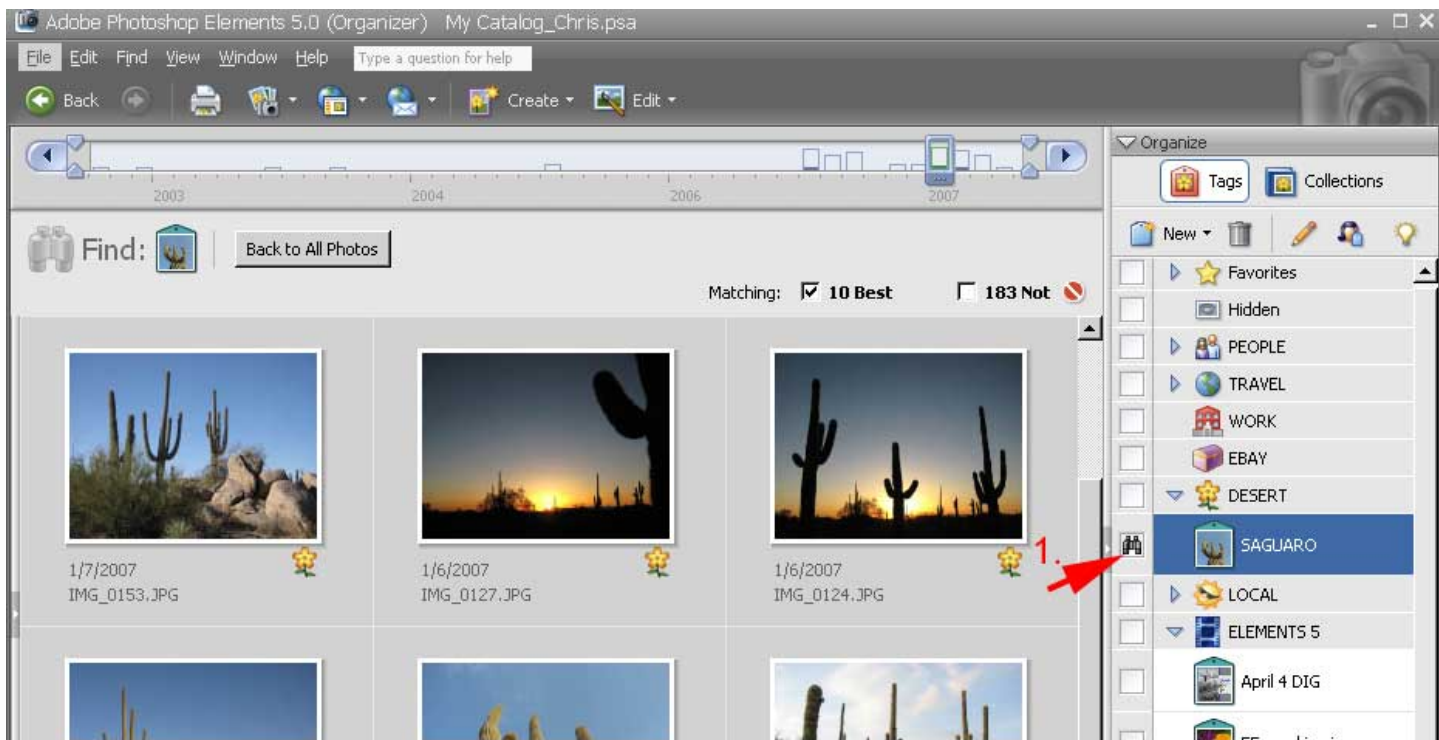
Once a subject matter is selected (blue line around all desired), click on the tag; HOLD the click and drag the tag on top of any of the photos. You will next see an icon appear on all the photos you tagged. REPEAT for the other subjects with other tag. It's quick when you get the hang of it!



11. The last step is to click **BACK TO ALL PHOTOS**.

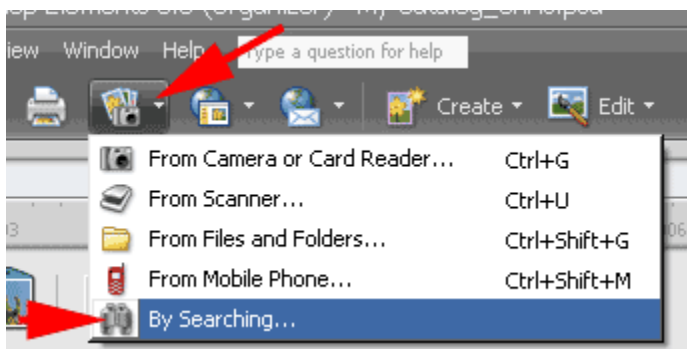


12. The Organizer will then switch back to showing all your photos. If you already have LOTS of photos in your organizer, you now know how easy it is to create a Tag, select multiple photos, and then drag the tag on top to identify them.
13. To SEARCH for a particular subject, click on the little empty square to the left of the category or tag of the subject you want to find. Clicking in that little grey box will put a little icon in there that looks like binoculars. ALL related images will show on the screen.



Click in the little box to the left of the subject you want to search for.
All the images that you have assigned that tag to will show up.

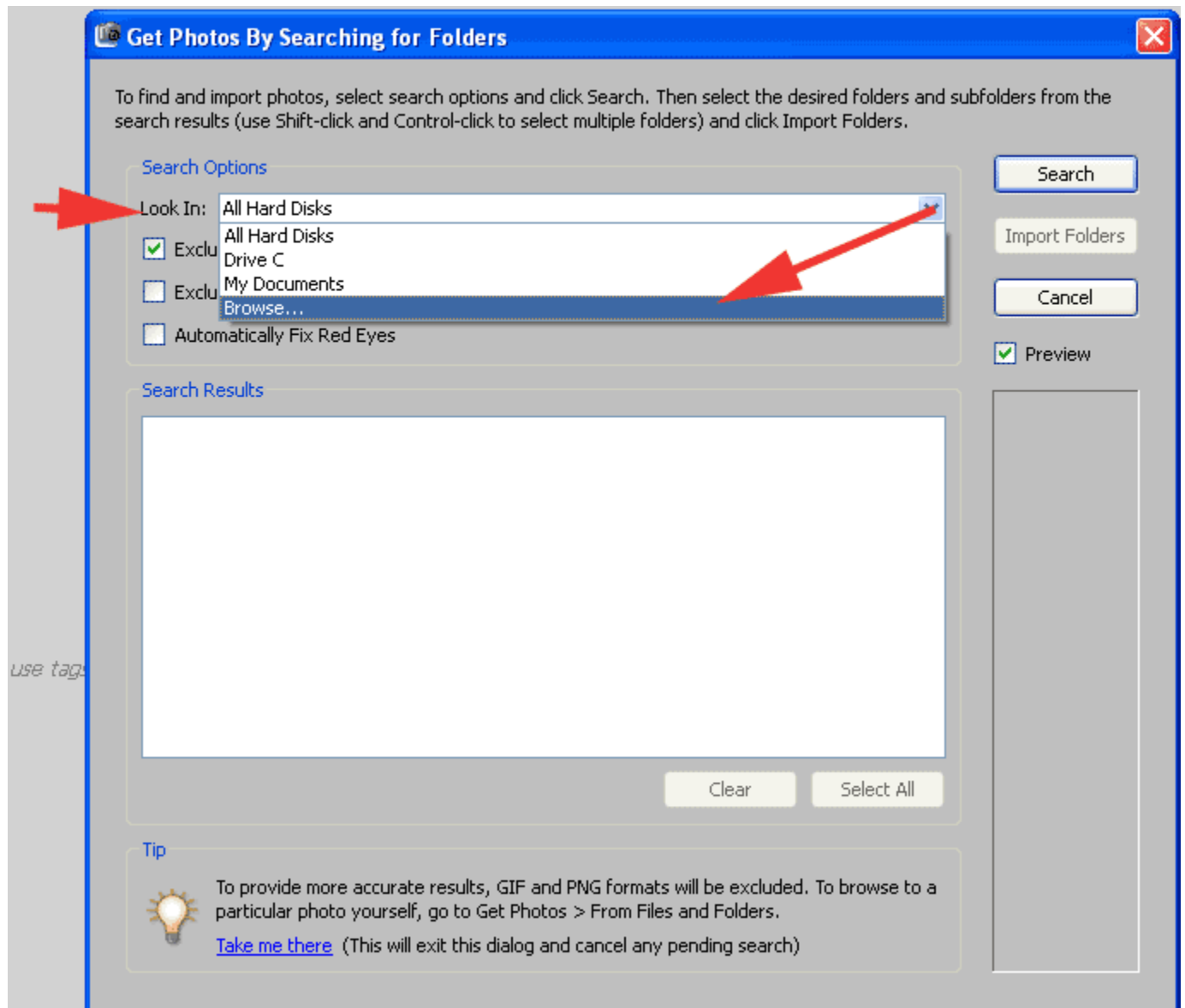
14. That's how you transfer from your camera or a memory card.
15. NOW IT'S TIME TO FIND ALL THE PHOTOS ON YOUR COMPUTER AND BRING THEM INTO THE DATABASE!
You don't have to worry about knowing where the photos are. ELEMENTS ORGANIZER can find them for you.
16. To quickest way to find all the photos is by clicking on the Camera Icon again and this time choose "By Searching"



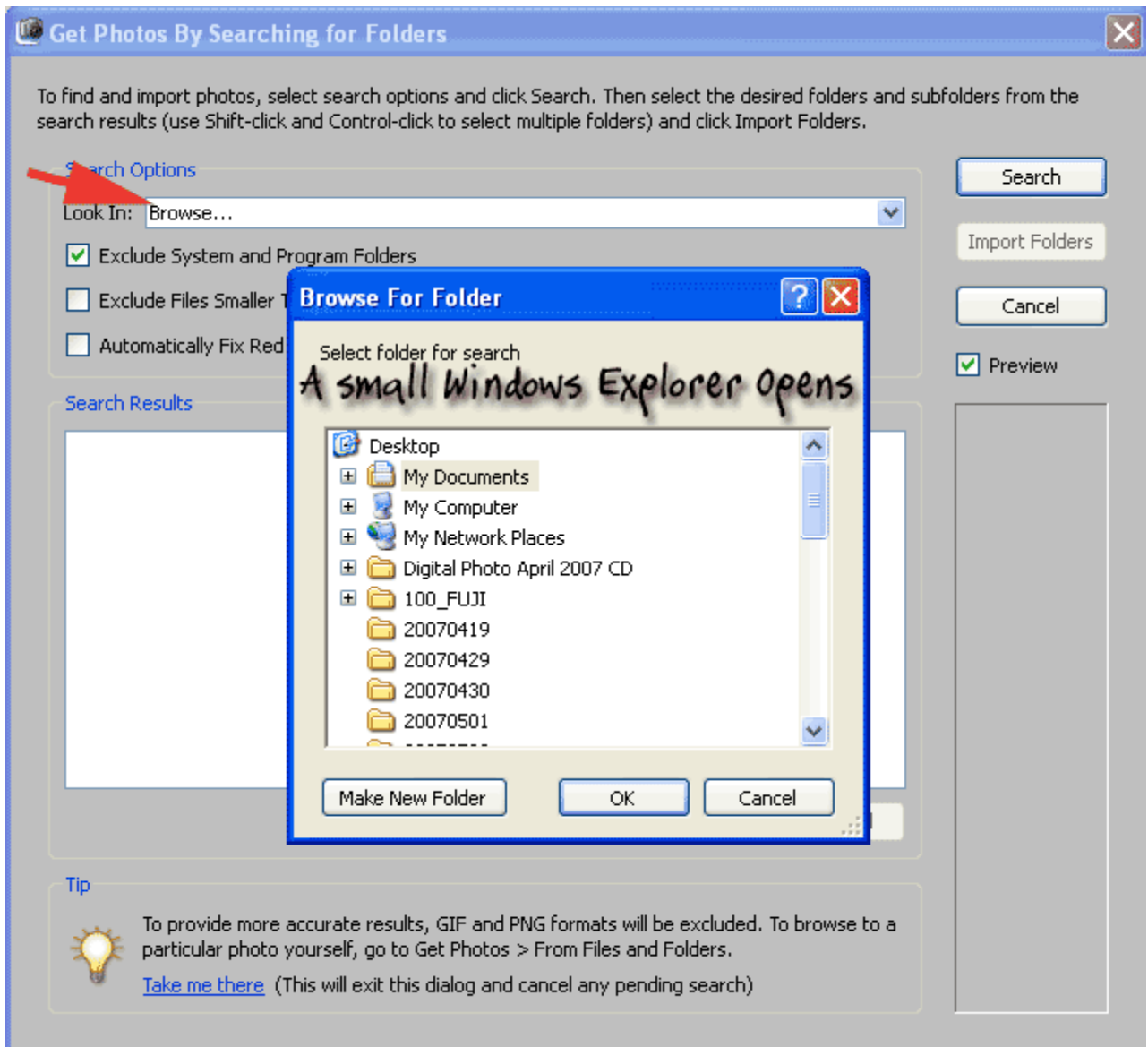
When you click "BY SEARCHING", the following dialog box comes up. If you want to find everything on your computer, then select "ALL HARD DISKS" in the first box BUT I recommend that you choose "BROWSE" (fig A) which allows you to choose folders one by one. When you click on "BROWSE", a small version of Windows Explorer will come up allowing you to choose your folders (fig B).

TIP: UNCHECK "Automatically Fix Red Eyes". It slows down the process too much which it is looking for eyes.

This method will also find images you probably aren't interested in but you can easily delete them from the catalog later.



(fig A)



(fig B)

Choose your folder and then click OK. The Organizer will find your photos in the folder.

Once the Search is finished, thumbnails of all your images will all appear before you in the Organizer screen. At this point, be sure to take the time to tag them as instructed at the beginning of this tutorial.

REMEMBER that Elements Organizer is just creating a database of all these photos. *Just thumbnails.* Your images are STILL in the SAME LOCATION on your computer as before.

THE ADVANTAGE TO CREATING THIS DATABASE is that now you don't have to remember where they are on the computer! The Organizer has created thumbnails for all your images and remembers their location.

You can also create a database of your CDs and DVDs without transferring them to your computer. In the download box, once you choose the images on a particular CD or DVD, there is a box to check to choose "Keep Original Photos offline".

Your job is to go back to the section of the tutorial above that explains how to TAG and start tagging your images. By putting a tag on them, you can call them up any time you want without knowing where they are on your computer.

Marianne

