Adobe Photoshop Elements 2021
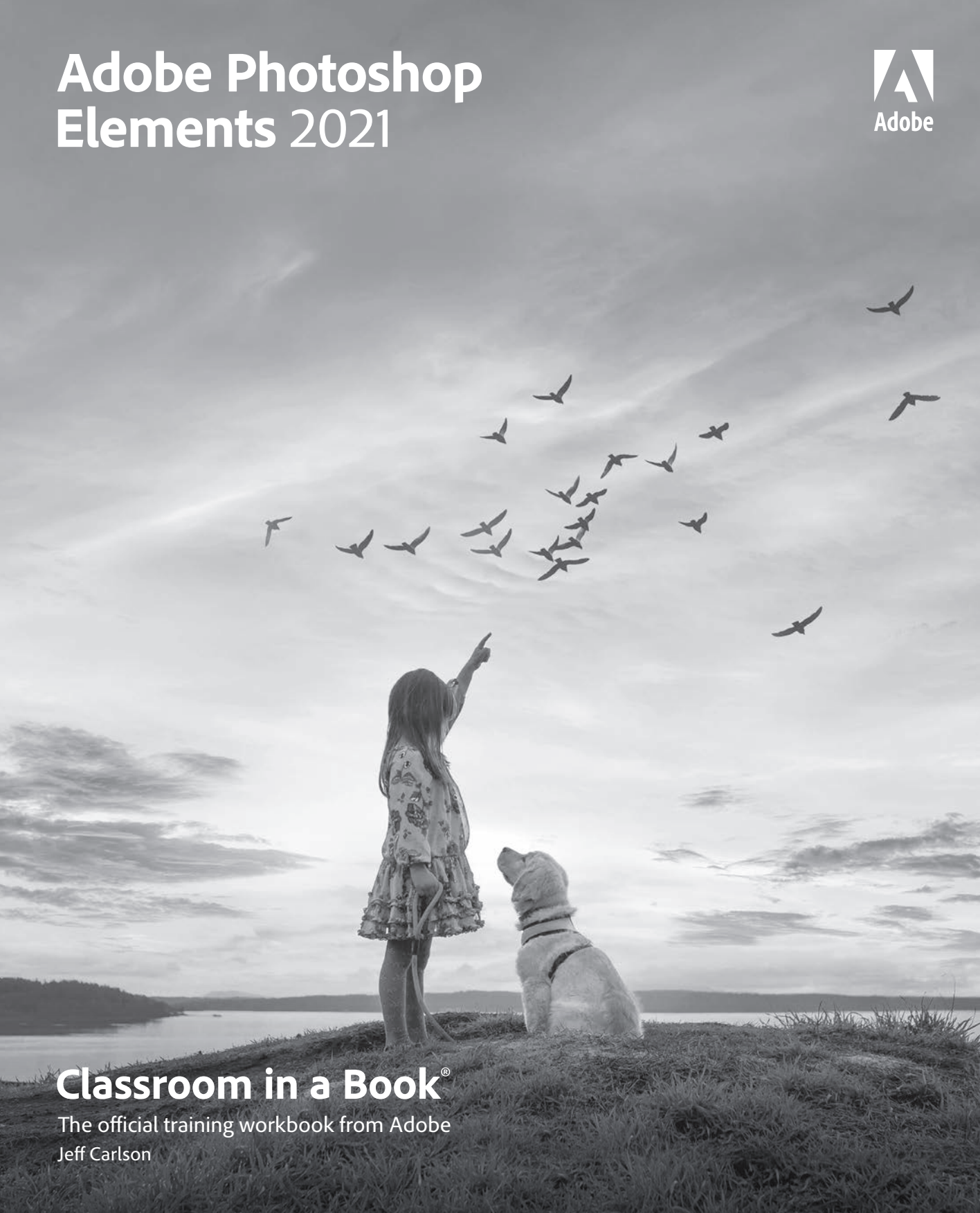

Classroom in a Book®
The official training workbook from Adobe

Jeff Carlson

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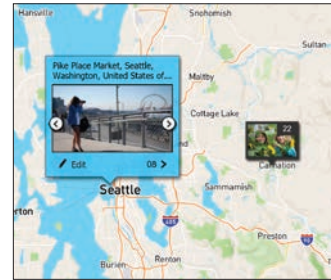
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5 Switch the Places view to Pinned mode; then zoom and pan the map to see all your pins from LA to Kaufbeuren (or as much as will fit onscreen).

6 Zoom the map until you see the marker on the West Coast of the US divide to show separate pins for the pumpkin patch images and the trip to Pike Place Market. Hover over the Seattle pin and use the arrows at the sides of the pin preview to see the images pinned to this location.
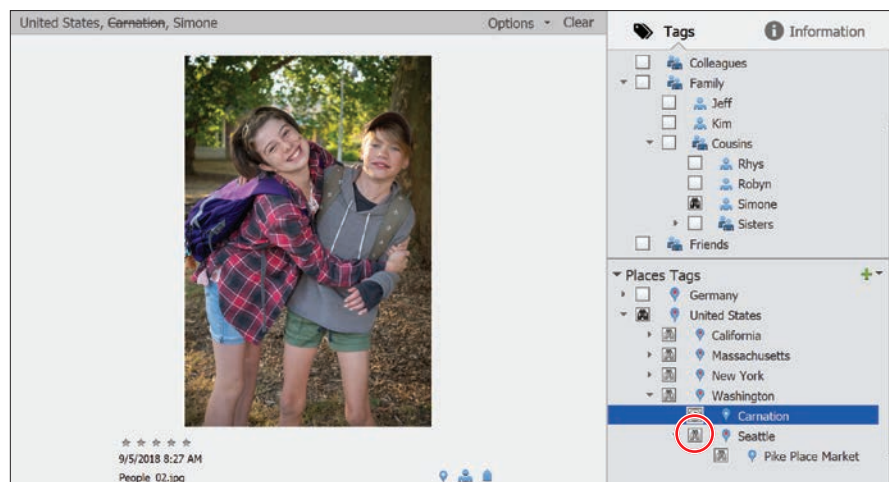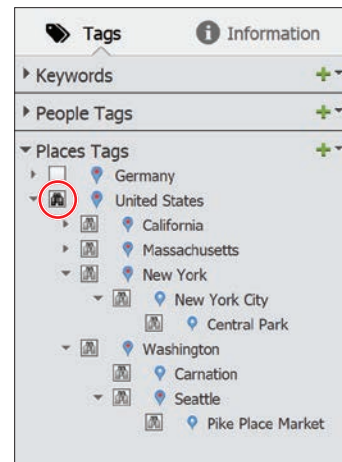
7 Click the preview image count to expand the location stack to the thumbnail grid, where you can select photos, see them enlarged, tag faces, apply keywords, add captions, assemble albums, edit images, or view a slideshow.

8 Click Media in the view picker to return to the Media Browser. In the Tags panel, collapse the Keywords and People Tags lists and expand the Places Tags pane. Collapse the Germany tag and click the search box for the United States.

Every places tag in the United States hierarchy is included in the search. The Media Browser displays all the images returned by this search.

9 Right-click the search box for Carnation and choose Exclude From Search from the context menu. The image count in the Media Browser drops.
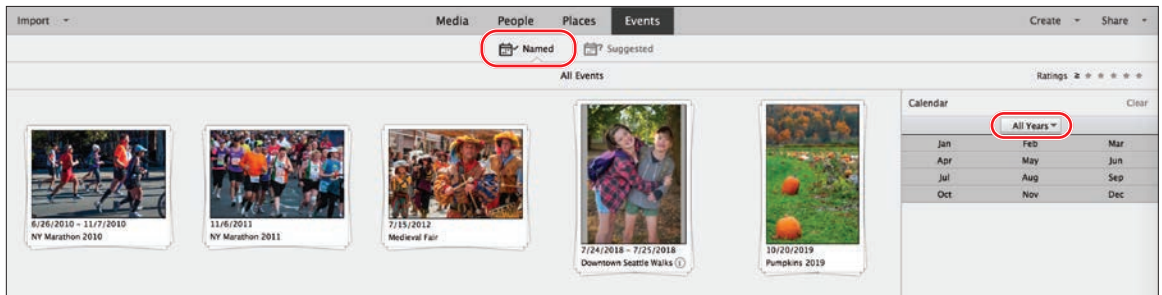
10 Expand the People Tags list. Click the search box for Simone. The number of photos returned by the search has been narrowed to one from Seattle.
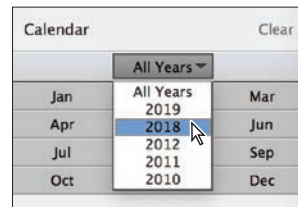
Looking for the right occasion

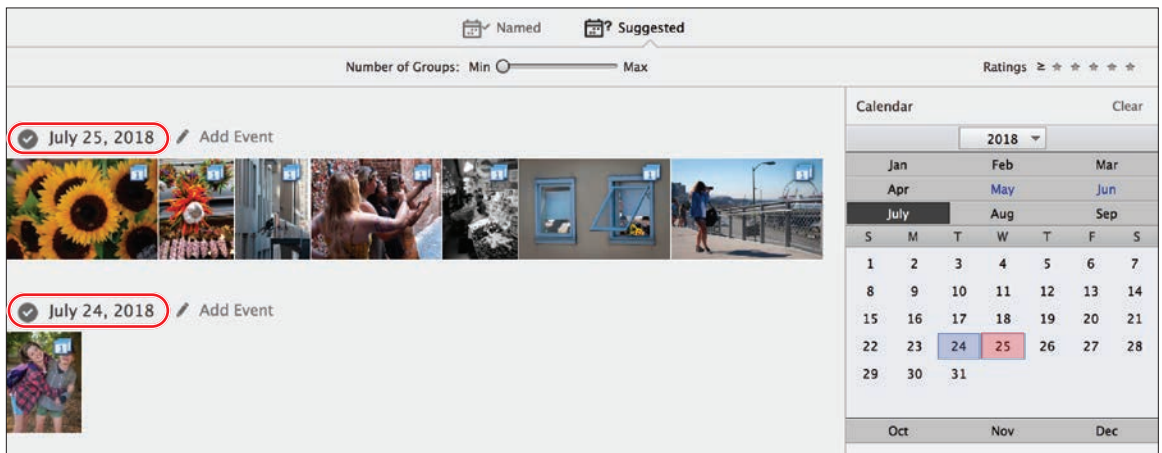Let's see what you're missing in the Events view.

1. Click Events in the view picker. If the Events view is set to Suggested events, click Named in the actions bar to shift to the Named events view. The grid displays an event stack for each of the five events you created in Lesson 2.

2. If you don't see the calendar, click the Calendar button (▦) at the right of the taskbar. The calendar's header currently reads "All Years," indicating that the Events view is displaying all the events in your catalog, regardless of their dates.

3. Click the All Years heading; the drop-down menu shows that your catalog contains events from each year from 2010 to 2019. Choose 2018 from the menu. The Events view is now filtered to show only one named event, which takes place over a two-day period in July.
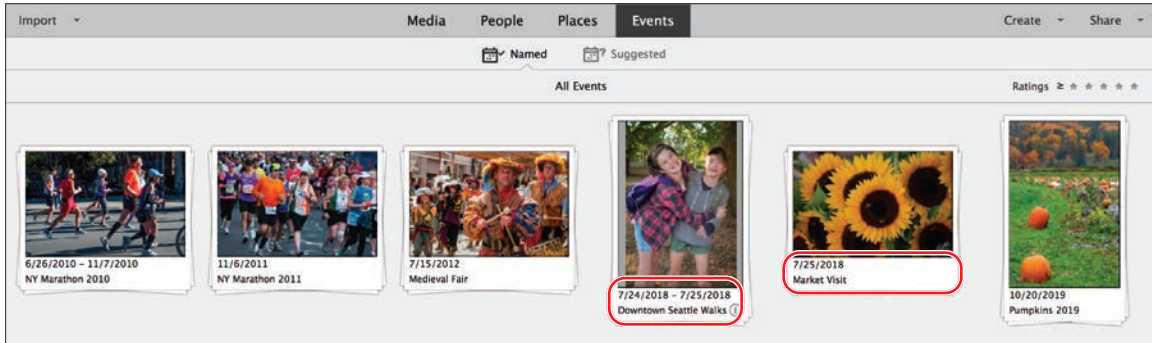

4. Click Suggested in the actions bar to shift to Suggested events mode. Use the calendar menu to focus on 2018; then click the month of July on the calendar. Set the Number Of Groups slider to Minimum. The photos are separated into two groups that cover two days.
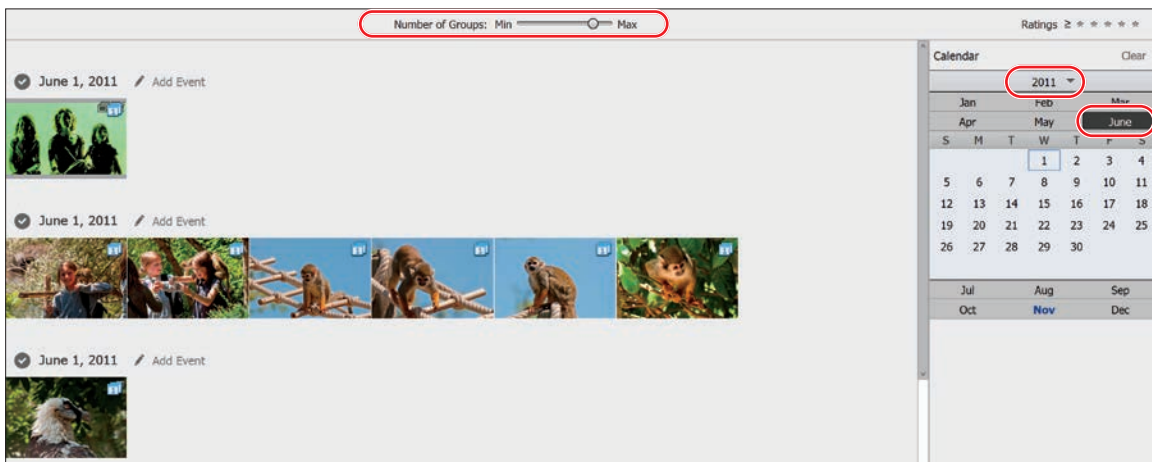
5 Select the group dated July 25, 2018; then, click Add Event. Name the event **Market Visit**; then, click OK. Choose Edit > Deselect, and then switch to the Named events view to see the new named event stack.

The two-day Downtown Seattle Walks event has not been split up; Suggested events has merely enabled you to designate a subset based on grouped capture dates as an event in its own right. The Downtown Seattle Walks event still covers the original two-day period.
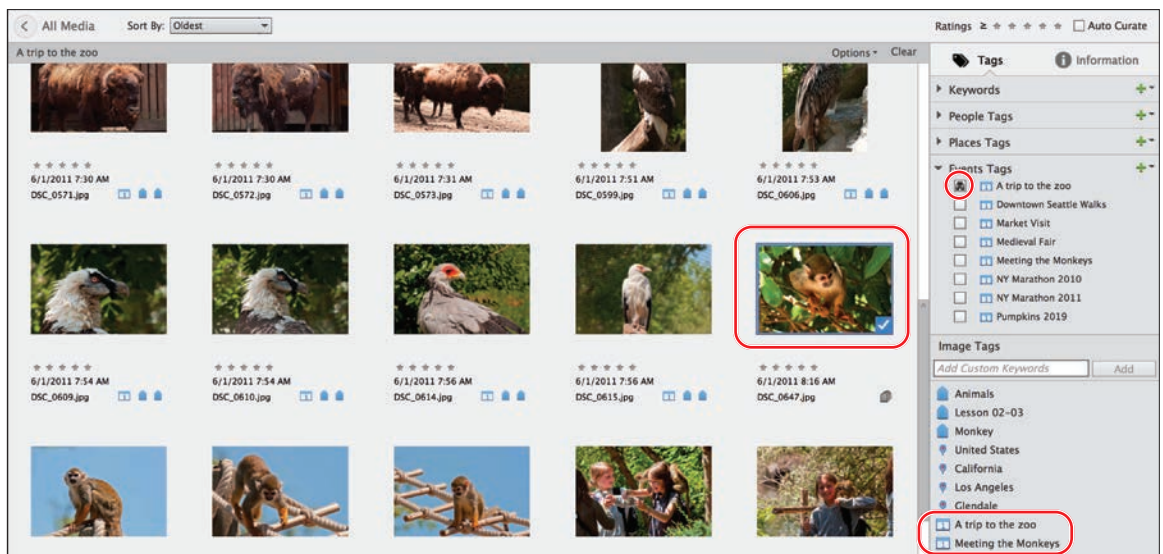

6 Switch to the Suggested events view. With the calendar set to display All Years, increase Number Of Groups to the maximum. Select the June 1, 2011, stack. Click Add Event and name the new event **A trip to the zoo**; then, click OK.

7 Choose Edit > Deselect. Choose 2011 from the calendar menu, and then click to focus on the month of June. Drag the Number Of Groups slider to a setting one stop less than the maximum, and then scroll down the preview pane.
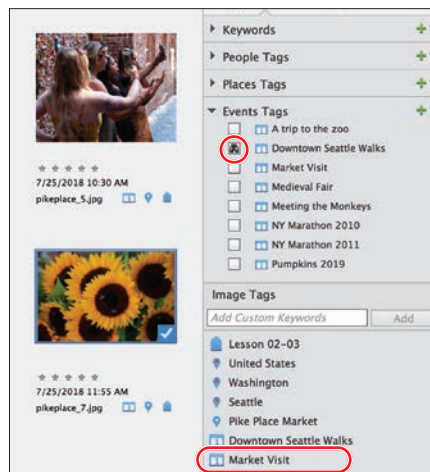
This one-day event is now divided into clusters based on capture time. The suggested sub-events correspond to the different animals encountered during a walk around the zoo; four of the six sub-events are represented in the preview pane by stacks that you created earlier.

8 Select the second group, click Add Event, and type **Meeting the Monkeys**; then, click OK. Choose Edit > Deselect. Switch back from Suggested events mode to the default Named events view to see your new event stacks.

9 Move the pointer slowly across each new event stack in turn to see the images inside the events. For each new event, stop the pointer when you see your favorite image; then, right-click the image and choose Set As Cover to make this photo the cover photo.

10 Click Media in the view picker, and then expand the Events Tags pane in the Tags panel. Click the search box for the event "A trip to the zoo"; then, select one of the spider monkey pictures. The Image Tags pane reveals that the photo is also part of the event "Meeting the Monkeys."

11 Click All Media in the actions bar to clear the search, and then click the search box for the two-day event "Downtown Seattle Walks." Select one of the sunflower images; the Image Tags pane shows that the photo is also tagged with the event "Market Visit." Click All Media to clear the search.
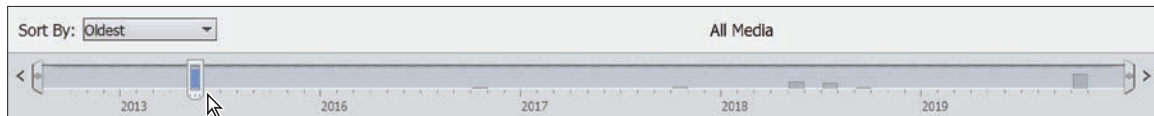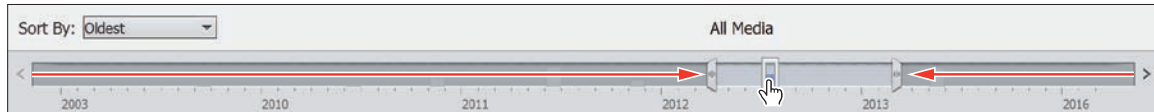
Using the Timeline to refine a search

The Timeline is an effective search tool in its own right, but you can also use it in combination with any of the other search and filter tools to help refine a search or to navigate the results. You might search for photos with a particular keyword tag and then use the Timeline to narrow the search to the files from a particular import batch, or to images captured within a specific date range.

1 Set the Sort By menu in the actions bar to Oldest; then, choose View > Timeline to show the Timeline above the Media Browser. In this sorting order mode, the Timeline breaks your catalog down by capture date; you can see that your catalog contains images captured over a 16-year span, from the oldest entry, in September 2003, to the most recent, in October 2019.
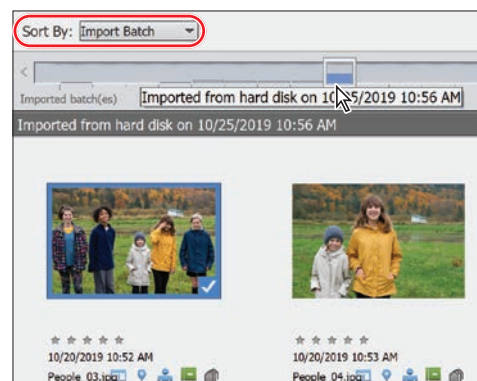

2 Click any of the bars in the Timeline, or drag the sliding frame; the thumbnails grid scrolls, if necessary, to show you the first image in the grid with a capture date that falls within that month.

3 Drag the markers at the ends of the Timeline inward to define a range of six or eight months. The grid now displays only the images captured in that period.

4 In the actions bar, set the Sort By option to Import Batch. The bars in the Timeline now represent import batches arranged in chronological order.

5 Click a bar in the Timeline; the view scrolls to show you the first image imported in that batch. In the grid, the photos are grouped under batch headers; select all the images in a batch by clicking the header. Hide the Timeline by choosing View > Timeline; then, reset the sorting order to show the oldest photos first. Choose Edit > Deselect.
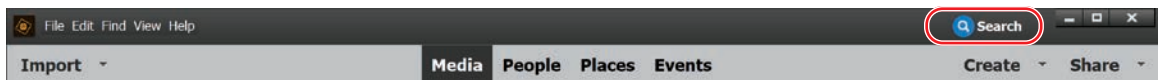
Setting up a multi-criterion search

In the course of this lesson, you've already made a few "and" and "or" searches; these are multi-criterion searches. Up to this point, you've achieved this by using a combination of filters applied via the folders, albums, and tags lists, with side trips to the People, Places, and Events views.
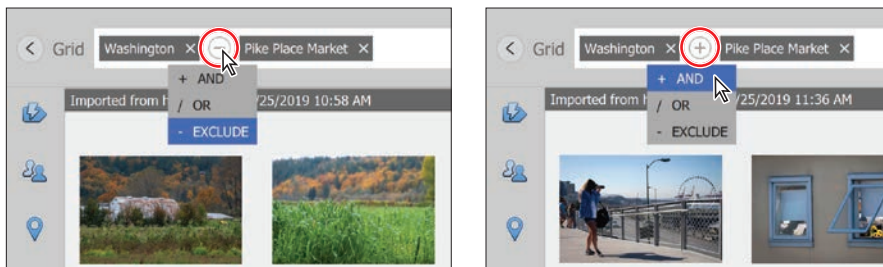
The Search view lets you set up a complex search with multiple filters—all on a single screen—and makes even single-criterion searches more visual and intuitive.

1   If necessary, clear any active filters and deselect any album or folder selected in the left panel by clicking Back or All Media in the actions bar. Make sure that you have no images selected.

2   Click the Search button at the upper right of the Organizer workspace.

3   We'll start with a simple text search. Type the letter **T** in the text bar at the top of the search screen. Photoshop Elements shows a list of suggestions based on the people, places, events, and keyword tags that already exist in your catalog. Each kind of tag has a distinctive icon. In this case the search has found one keyword tag, one event tag, one people tag, and five Smart Tags, which are generated automatically by Photoshop Elements.

4   Swipe over the letter **T** and type **washington**; then press Enter / Return. The search screen displays all of the photos with the Washington keyword. The text bar shows your single search term. To the right of the word "Washington" in the text bar, type a minus sign (–), a space, and **Pike**. Select the Pike Place Market location tag from the suggestion that appears. The search results are reduced.

5   In the text bar, click the minus sign between the two search terms and change this from a "not" search (one that *excludes* one or more terms) to an "and" search. The search results grid now shows only those photos that have the Washington *and* Pike Place Market keywords.

6   Click the Clear Search button (⊗) at the right of the text search bar.