

**VISUAL QUICKSTART GUIDE**



# Adobe Photoshop Elements

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# Adobe Photoshop Elements

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## To re-run a Saved Search:

1. Choose Find > By Saved Searches.
2. Select a search and click Open to view its results.

## To modify a Saved Search:

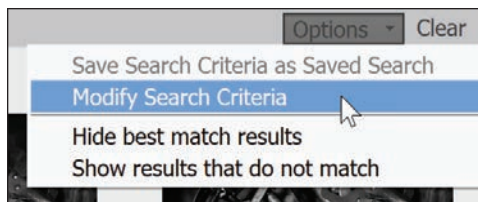
1. Choose Find > By Saved Searches, select one, and click Open.
2. From the Options menu, choose Modify Search Criteria (**FIGURE 3.119**).
3. In the Find By Details (Metadata) dialog that appears, edit the attributes you set up originally.
4. To keep the new criteria, mark the box labeled Save This Search Criteria As Saved Search (**FIGURE 3.120**).
5. Enter a name for the search (and see the tip below).
6. Click Search to save the settings. The images in the Media Browser reflect the new criteria.

## To create a Saved Search from search results:

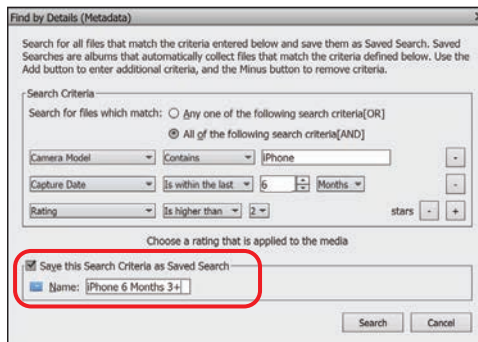
1. Perform a search using the Search interface.
2. From the Options menu at the upper-right corner of the Media Browser, choose Save Search Criteria As Saved Search (**FIGURE 3.121**).
3. In the Create Saved Search dialog, give the search a name and click OK (**FIGURE 3.122**).

**TIP** If you give a modified Saved Search the same title as the original album you're editing, Elements creates a brand-new search. It does not replace the old one.

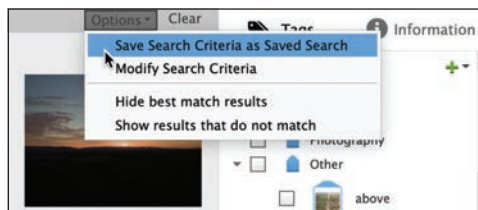
**TIP** To view all photos *except* those in the Saved Search, click the Options menu and choose Show Results That Do Not Match.



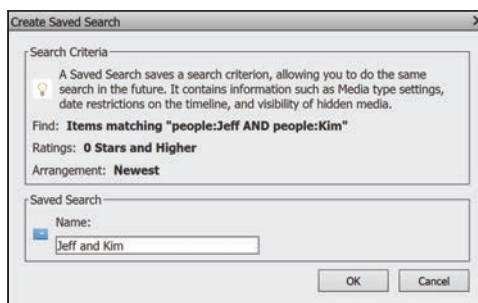
**FIGURE 3.119** Choose Modify Search Criteria when you're viewing the contents of a Saved Search.



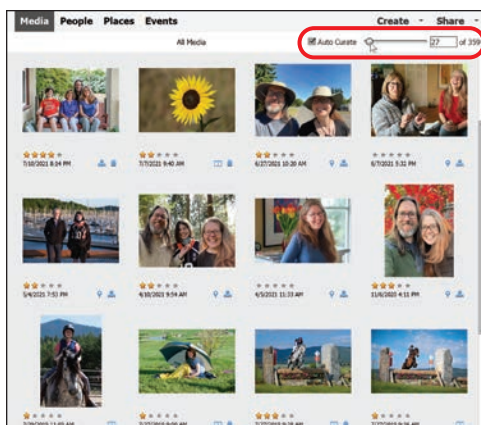
**FIGURE 3.120** Make sure you mark the criteria as a Saved Search, or Elements will modify the search for that instance only.



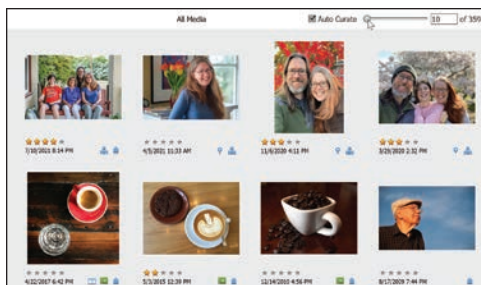
**FIGURE 3.121** Save the search so you can run it another time.



**FIGURE 3.122** You can build a Saved Search using the criteria of a regular search.



**FIGURE 3.123** Let the Organizer curate your photos for you.



**FIGURE 3.124** Auto Curate thinks these are the best images in the library.

## Auto Curate Photos

The techniques I've discussed during this chapter are devoted to helping you locate your best images, from assigning ratings to grouping photos into albums or events. The Auto Curate feature rolls all that data into a way to surface those better shots using the same media analysis technology used for identifying faces and creating Smart Tags.

### To auto curate photos:

1. In the Media Browser, select Auto Curate at the top-right corner of the window. The Organizer shows a limited number of photos compared to the entire library (**FIGURE 3.123**).
2. Drag the Auto Curate slider to adjust the number of visible photos. A smaller number presents fewer “good” photos—in theory, the best of the best (**FIGURE 3.124**).
- I say “in theory,” because the software is making value judgments based on several factors. Ratings are part of it, but it also calculates whether the photos contain people you've identified, whether the image is in focus, and other aspects.
3. Deselect Auto Curate to turn off the feature when you're done.

**TIP** The top thing to keep in mind with Auto Curate is that it's going to be a bit of a mystery, because it's using an algorithm to assign quality to photos. Think of it as a quick way to get to several of your better photos, and then build on that.

**TIP** The Auto Curate feature picks up to 500 photos in your library.

# Work with Catalogs

Catalogs are the behind-the-scenes backbone of the Organizer workspace, where all of the information for tags and categories and albums are stored. When you install Elements, the program sets up a default catalog (called My Catalog) for you. That might be enough to work with, but you can also create additional catalogs—for example, you may want discrete catalogs for each person’s photos: Bob’s Catalog, Sara’s Catalog, and so on.

## To create a new catalog:

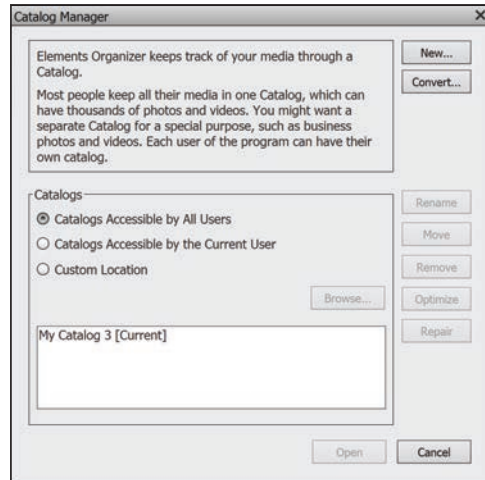
1. Choose File > Manage Catalogs, or press Ctrl+Shift+C/Command+Shift+C.
2. In the Catalog Manager dialog, specify whether the catalog is available to all user accounts on the computer, just the current user, or saved to a custom location (**FIGURE 3.125**).
3. Click the New button.
4. In the text field, enter a name for your new catalog (**FIGURE 3.126**).

At the bottom of the naming dialog is the Import Free Music Into This Catalog box. I leave this option deselected; the music files used as background tracks for PDF slideshows and other creations will be downloaded automatically as needed.

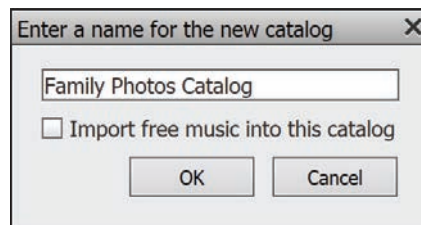
5. Click OK to create your new catalog.

## To switch to a different catalog:

1. Choose File > Manage Catalogs, or press Ctrl+Shift+C/Command+Shift+C.
2. Select the name of the saved catalog you want to open.
3. Click the Open button.



**FIGURE 3.125** Choose which users can access the catalogs, as well as the catalogs’ locations.



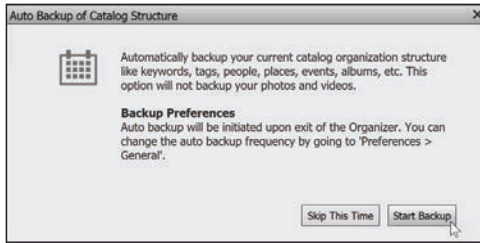
**FIGURE 3.126** Make sure your new catalog name is different from any existing catalog names.

## Repair and Optimize Catalogs

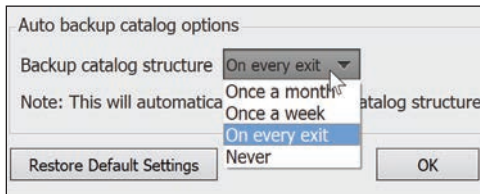
If your library seems out of sorts—maybe not all thumbnails are appearing, for example—turn to the Catalog Manager for help. Select a catalog name and click the Repair button to scan for problems and fix them.

Clicking the Optimize button pares the catalog size and can also improve performance if the Organizer seems sluggish.





**FIGURE 3.127** Start an automatic backup when you exit the Organizer.



**FIGURE 3.128** You can set a less-frequent schedule for backing up the catalog, but I recommend keeping it at On Every Exit.

## Back Up Catalogs

Before we get to your catalog, you should have a way to back up your photos—the image files that came from your camera. That can be via backup software on your computer that makes copies of everything, not just images.

The catalog is a separate thing. Because the Organizer’s catalog stores everything *about* your photos, from metadata to locations on disk, backing it up helps immeasurably in case something happens to your computer.

The Organizer also includes options to manually back up the catalog and all of the media it contains.

### To make an automatic backup of your catalog:

1. Choose File > Exit (Windows) or Elements Organizer > Quit Elements Organizer (macOS).
2. Click the Start Backup button in the dialog that appears (**FIGURE 3.127**).

Only the catalog file itself is backed up, not your entire library, so the backup happens pretty quickly.

### To change the frequency of the automatic backup:

1. Choose Edit > Preferences > General (Windows) or Elements Organizer > Preferences (macOS).
2. Under Auto Backup Catalog Options, choose a different frequency in the Backup Catalog Structure menu (**FIGURE 3.128**).
3. Click OK.

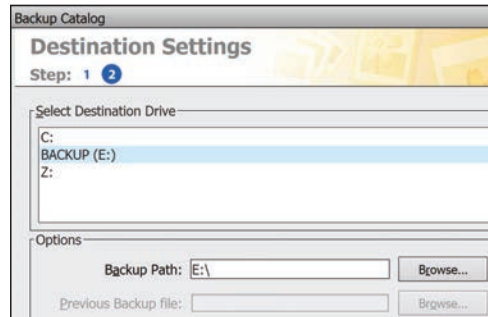
## To make a manual backup of a full catalog:

1. Choose File > Backup Catalog.
2. In the Backup Catalog dialog, choose Full Backup to make a complete copy of the catalog. On subsequent backups, choose Incremental Backup to copy only new and changed image files.
3. Click Next.
4. Select a destination drive (**FIGURE 3.129**), and optionally specify a location by clicking the Browse button for Backup Path.
5. Click Save Backup when you're ready. The Organizer copies the image files and catalog information to the drive.

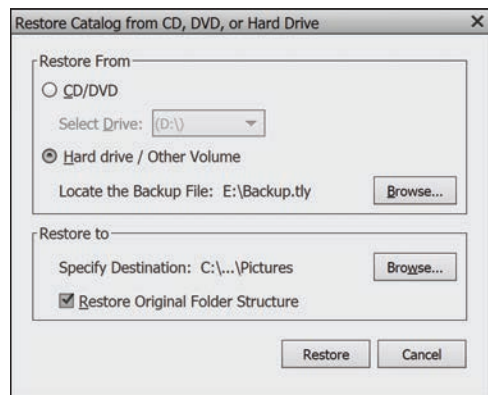
## To restore a catalog from backup:

1. In the unfortunate event that your catalog becomes unreadable, choose File > Restore Catalog from Hard Drive.
2. In the Restore dialog, choose the media on which the backup is stored (**FIGURE 3.130**); click the Browse button to locate the TLY file that accompanies the backup.
3. Choose where to copy the restored files: the catalog's original location or another location.
4. Click Restore.

**TIP** The downside to the Organizer's catalog backup scheme is that making an incremental backup creates a new file. So, to restore your catalog, you must have the original backup and all of the incremental ones at hand. Make sure you have another backup of your data as well, using commercial backup software (which is a fantastic idea anyway).



**FIGURE 3.129** Specify where your backup files are to be copied.



**FIGURE 3.130** If you need to reconstruct a catalog from backup, use the Restore Catalog feature.

# 4

## Cropping and Straightening Images

Have you ever captured a photo, then looked at it later and realized it would be much better if only you had gotten a little closer to your subject, or if a person was to the left of the frame instead of the center? Or maybe the shot is great except for a trash can peeking into the edge of the frame. The ability to crop an image can instantly improve the composition of a photo or remove unwanted elements at its borders.

Another common annoyance is a photo that's just a bit off-kilter. Using the Editor's straightening tools, you can bend that horizon back into line (or skew it further for a dramatic effect).

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