

DIGITAL
SCRAPBOOKING
HQ.COM

Organising your Supplies

Digital Scrapbook using
Photoshop Elements
DigitalScrapbookingHQ.com

About me

- Always a crafty/arty type!
- Freelance graphic design 1998-2001
- Training 2004-2007
- Photoshop Elements Scrapbooking 2007 to date
- melissa@mshanhun.com

Organising your Supplies

Photoshop Elements Tutorials
with Melissa

Organizer

- Links to your original file
- Saves metadata to its own database
- Can write meta data to the files that support it (not PNG files)

What about you?

- Mac or Windows
- Which version do you use?

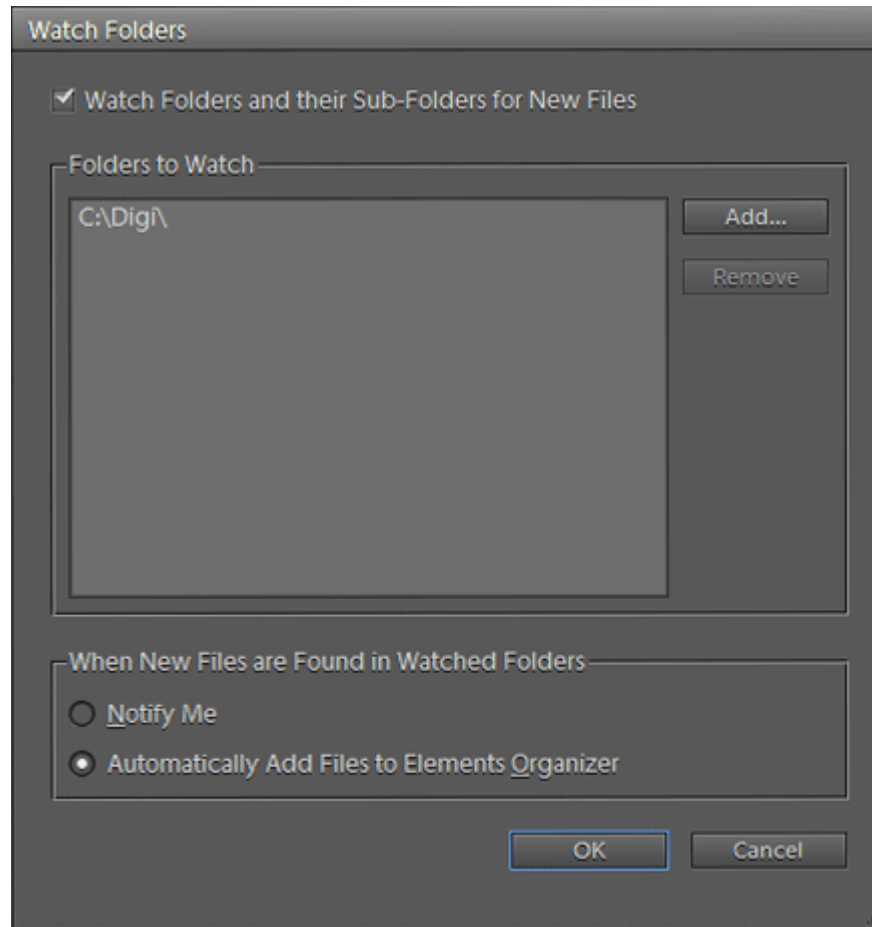
Organizer vs Windows Explorer

- You can tag in Windows using various tools or even file properties
- Speedier searches in Organizer
- Smart albums save you time

Getting Started

- I suggest importing just a couple of folders at a time if you have an overwhelming amount to organise.
- Go to **File - Get Photos and Videos (Ctrl+G)** and browse to folder you want to import
- Then click **Get Media**.
- If there are any errors, these are likely just duplicates or files Organizer can't handle, so just click OK

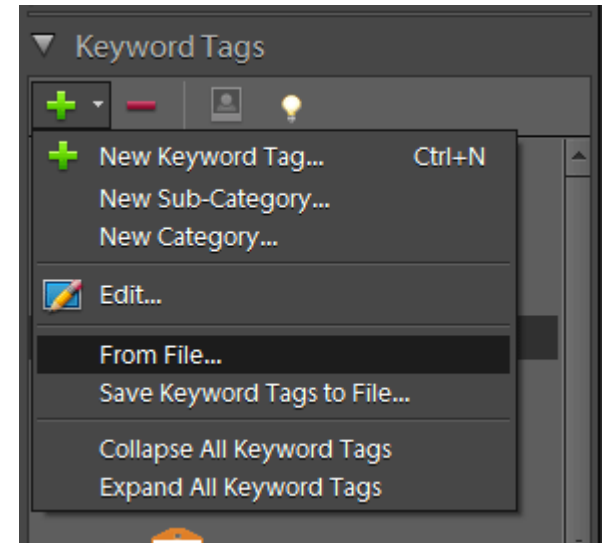
Watch your Digi Supplies Folder



Create Tags as you need them

- Tag by how you look for supplies
 - Kit
 - Designer
 - Colour
 - Element

Download my tag sets
[here](#)



Search by Metadata

- Tag in groups

Find by Details (Metadata)

Search for all files that match the criteria entered below and save them as Smart Album. Smart Albums are albums that automatically collect files that match the criteria defined below. Use the Add button to enter additional criteria, and the Minus button to remove criteria.

Search Criteria

Search for files which match: Any one of the following search criteria[OR]
 All of the following search criteria[AND]

Keyword Tags Include Wordart & Titles

Filename Contains love

Media's filename and/or file extension

Save this Search Criteria as Smart Album

Name:

Search Cancel

Visual Similarity

- Build the index
- Search easily by colour
- I generally use tags as they are much faster – but this is a great shortcut when tagging from scratch!

Create Albums

- Smart albums automatically update
 - Designers
 - Keywords
- Normal albums
 - Keep Layouts together

Find items that need tagging

- **Ctrl+Shift+Q (Cmd+Shift+Q on a Mac)**

Find things Fast

- Click on the tags you want to search for
 - Eg Red + Bow
- Use Find by Details for more control

Open in Photoshop Elements

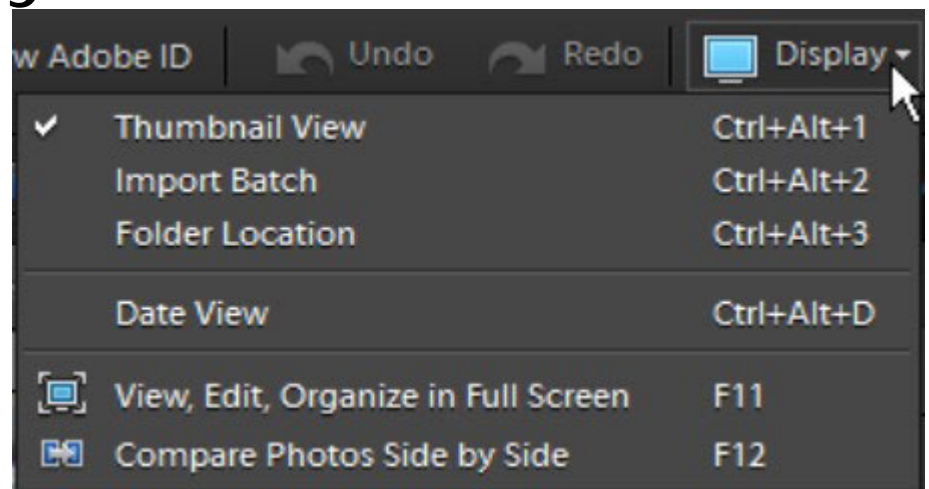
- Open multiple files at once
- Use the Project Bin to view albums from within PSE Editor
- View the properties window to find the location on your hard drive

Files Disconnected?

- Run a reconnect every few weeks if you move your files in Windows/Mac Os

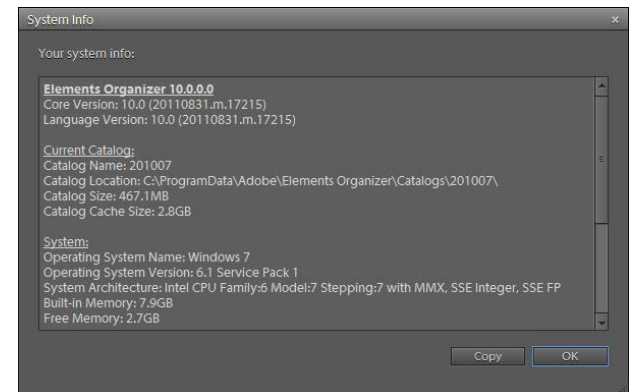
Show Folders

- On the far right – click Display – Folder View
- Move files in this view to avoid disconnecting
- May take time if you have a lot of folders



Metadata

- Use the file write metadata (then go have a coffee!)
- Backup your catalogue
 - Click on Help > System Info to locate it
 - Helpful articles
 - [Photoshop Elements Techniques](#)
 - [Help](#)
 - [Troubleshooting](#)



Speed & Reliability

- There are issues when you are stacking images and doing complex searching in some version of the Organizer.
- My catalogue is 80 000+ images I do have occasional crashes.
- However, I've not lost any data and have migrated from 6, 7, 8 to 10
- Turn off the Auto-analyze features if you have speed issues

Resources and Links

- Fill out the survey to receive these slides and handout.
- You will be taken to the page –please note it will only be valid for 48hrs after the webinar!

Your questions answered

Photoshop Elements Tutorials
with Melissa

[Links and Tips](#)

True Scrap



Finish What You Start:

Inspiration and Tools for Project Completion

- Bonus Digital Scrapbooking Primer if you use [my link](#) & [email the receipt](#)

Coming up

- [March Workshop:
Scrapbooking Shortcuts](#)
- [True Scrap](#)
- [Best Photo Forward: Refining Photos
of Fine Embroidery](#)
- Digital Scrapbooking Primer

Thankyou for Attending!

DIGITAL SCRAPBOOKING HQ

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Just One More Day!

Would you like to have a full scrapbook album ready in 5 days? Valarie did! More on her story later. I've been working hard on creating a set of digital scrapbook templates for you, so that you can create a scrapbook album with less fuss and more fun. I've even thrown in 2 video tutorials. [\[Continue Reading\]](#)

The latest



Make cards and posters using Photoshop Elements Online



Make cards and posters using Photoshop Elements: Perth

From Twitter

- free Webinar in 3hrs! Create Cards and posters using Photoshop Elements #digiscrap <http://t.co/0p/SISiE> about 2 hours ago
- walked 5 steps on 10/16/2011. about 2 hours ago
- Quick overview of Photoshop Elements 10 <http://t.co/0r/GAw4VG> about 7 hours ago
- 12hr until Create Cards and posters using Photoshop Elements my free #digiscrap webinar <http://t.co/0p/SISiE> about 11 hours ago
- Awesome Blank DVD CD template (PSD) <http://t.co/00S-WDZL> about 13 hours ago
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Webinar in just under 3 hrs!
<http://www.anymeeting.com/AccountManager/RegTv.aspx?PID=45510081840>

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