

# Photoshop Elements 6

## Lesson 4-7

# VIEWS



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Click on any blue, underlined text to go to its linked reference.

You need to control how you view thumbnails of your photos in the Organizer because the default view is not the best view at all. (The *Default* is that which occurs unless the user can and does change it.) Here's how to change the view.

1. The default view in the Organizer exhibits all photos with the newest (chronologically) at the top (**Figure 1**).

❶ The only information is the date & time the photo was taken.

❷ You can change the view to have the oldest photos show first by clicking on the downward arrow.

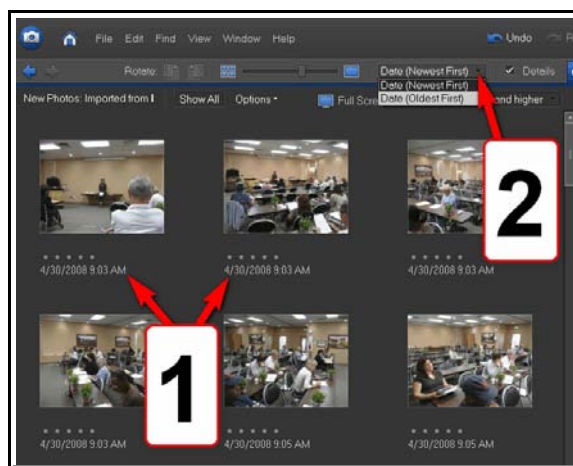


Figure 1

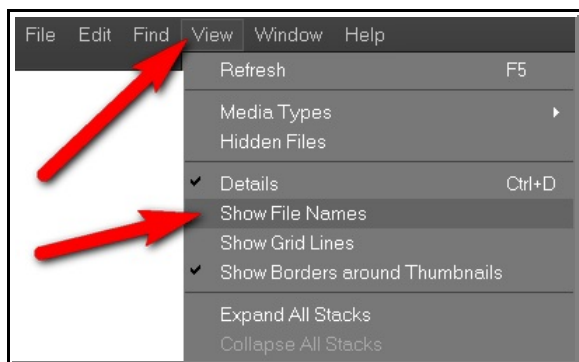
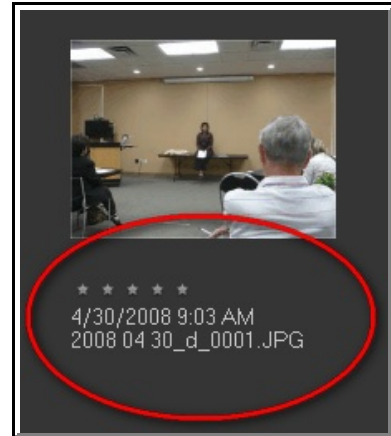


Figure 2

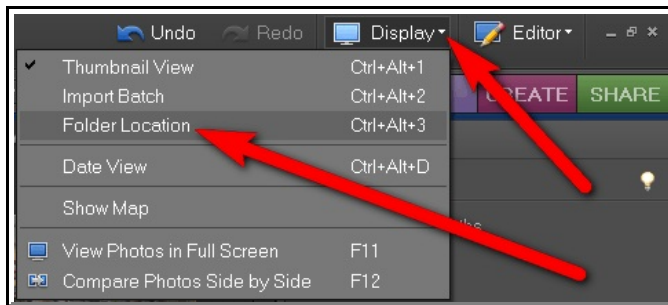
2. One of the changes you might want to make is to show file names. If so, select View ► Show File Names from the MenuBar (**Figure 2**).

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3. The immediate result (**Figure 3**) is that you'll see the date and time each photo was taken and its name. (Read more about naming photos in our *Lesson 4-4, Upload Photos to PC*, at <http://DarryD.com/PSE6>.)



**Figure 3**



**Figure 4**

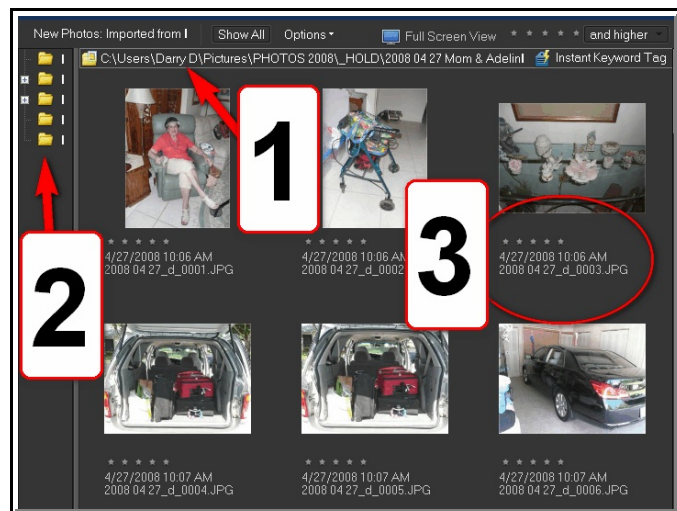
4. To make the Organizer even more helpful, Left-click on the *Display* drop-down (in the upper-right of the screen) and on *Folder Location* (**Figure 4**).

5. The result is much more useful information (**Figure 5**):

❶ Now photos are shown by their folder location in numerical-alpha order.

❷ All the folders that have photos in the Organizer are shown on the left. Left-clicking on any folder brings its photos to the top of the viewing area.

❸ All photos now show the date/time they were taken, plus the name of the photo. The next time you bring up the Organizer, it will remember and use the last settings changes you have selected.



**Figure 5**