

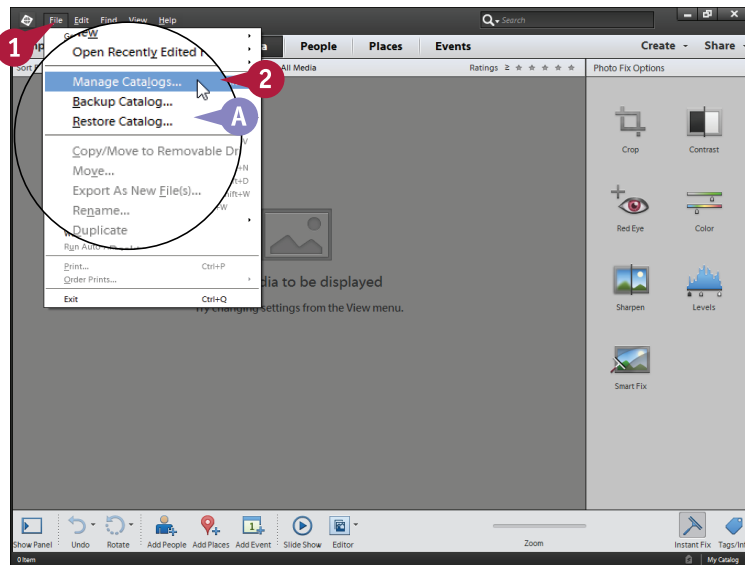
# Create a Catalog

The photos you manage in the Organizer are stored in catalogs. You can keep your photos in one large catalog or separate them into smaller catalogs. When you start the Organizer, Photoshop Elements creates a default catalog for you called My Catalog.

You can organize your photos within a catalog into smaller groups called albums. See the section “Work with Albums” for more. You can also combine similar photos into stacks to save space when viewing your catalog. See Chapter 4 for details. Photoshop Elements 12 can open catalogs created in previous versions of Photoshop Elements and can convert them so you can use all the newest features of the Organizer.

## Create a Catalog

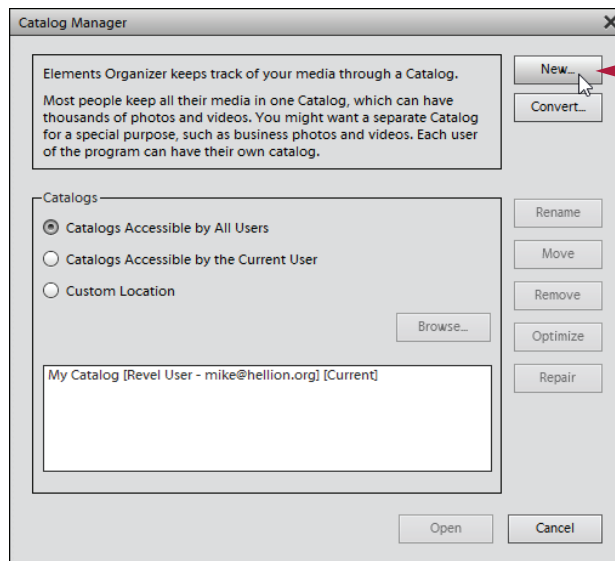
- 1 In the Organizer, click **File**.
- 2 Click **Manage Catalogs**.
- A You can restore a catalog you have previously backed up by clicking **Restore Catalog**. See Chapter 16 for more on backing up photos.



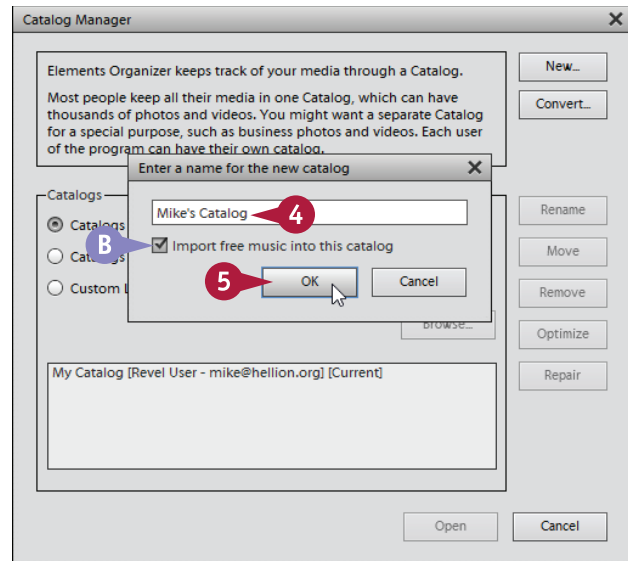
The Catalog Manager dialog box opens.

Photoshop Elements lists the available catalogs.

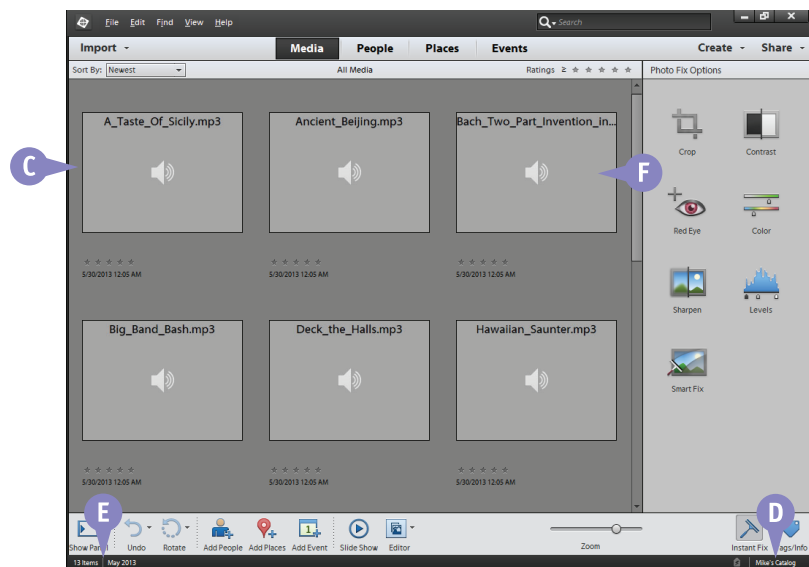
- 3 Click **New**.



- 4 Type a name for the new catalog.
- B You can click this option to import free music ( changes to ) , which Windows users can use in the backgrounds of slide shows.
- 5 Click **OK**.



- C Photoshop Elements creates the new catalog and opens it.
- D Photoshop Elements displays the name of the current catalog.
- E The number of files in the catalog and the range of dates for the files appear here.
- F In this example, free music files have been imported.



**Note:** To add photos by importing, see Chapter 2.

**TIPS**

**How do I switch to a different catalog in the Organizer?**

Open the Catalog Manager by following steps 1 and 2 in this section. Select the catalog that you want to open in the catalog list and then click **Open**. You can open only one catalog at a time in the Organizer.

**How can I keep others from viewing the photos in the Organizer?**

You can change the security settings of a catalog so that only the user currently logged into your computer can access it. Open the Catalog Manager by following steps 1 and 2 in this section. From the list that appears, select the catalog that you want to protect and then click **Move**. A dialog box opens that enables you to change the accessibility of the catalog.