

# **Photoshop Elements Basics & Beyond**

## **Windows® Organizer Catalog Back-Up DVD Installation Instructions**

Revised 5-29-2011

**Print this information & read and follow the directions.**

**Installation of the Organizer Catalog Back Up is easy, but you need to read and follow the directions exactly. I have included screenshots to make it easy for you. I receive emails from my customers who have trouble installing this file because they have not read the instructions.**

### **General Information**

**This DVD is protected by U.S. Copyright law. If you have not paid The Digital Scrapbook Teacher (or one of their retail partners) for this DVD you are committing an act of piracy, regardless if your friend gave you permission to use their copy. The DigitalScrapbookTeacher.com will pay a reward for information regarding piracy of their products. Please report any acts of copyright infringement of our products through our Contact Us page at [www.TheDigitalScrapbookTeacher.com](http://www.TheDigitalScrapbookTeacher.com).**

This is a DVD. If you do not have a DVD player on your computer you will not be able to copy the Organizer File to your computer.

You do not need to copy the book DVD Kits, Coupons or Organizer tags to your computer. This DVD replaces them. The practice photos are not included in the Organizer catalog. There are also Actions which are covered on page 313-316 that are not included on the Organizer catalog.

When you restore (install) this Organizer Catalog according to the directions below you will be able search through the supplies by color, element type, theme, and designer speeding up your digi-scraping dramatically.

There are more than 300 tags and sub-categories that will appear in your Organizer Catalog once installed. However not all of them have been used. If you feel that you will never need a certain tag, it's easy to delete it from the catalog by right clicking on the tag and choosing the delete option.

Organizer Catalogs cannot be combined. If you are going to organize other digital scrapbook supplies it is best to install this Organizer Catalog FIRST, and then add to it. If you purchased and installed the Organizer from our first book it is easy to work with multiple catalogs.

Instructions are shown using Adobe Photoshop Elements 9 and Microsoft Windows 7 with some screenshots from Windows XP. Follow the same steps for your version of Photoshop Elements.

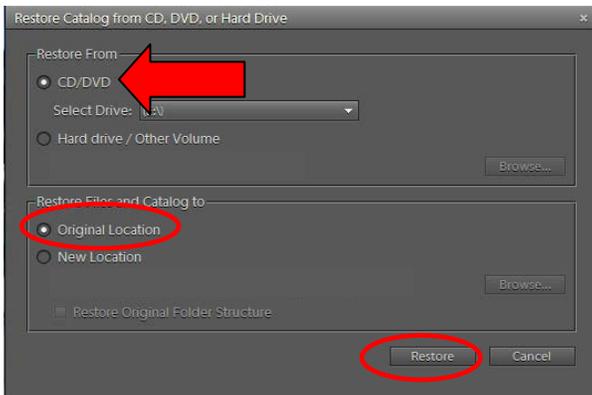
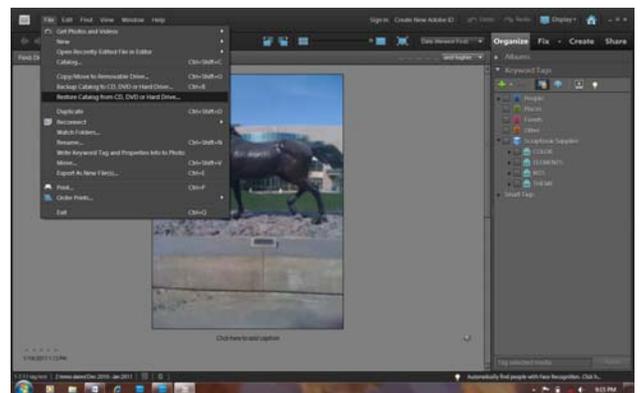
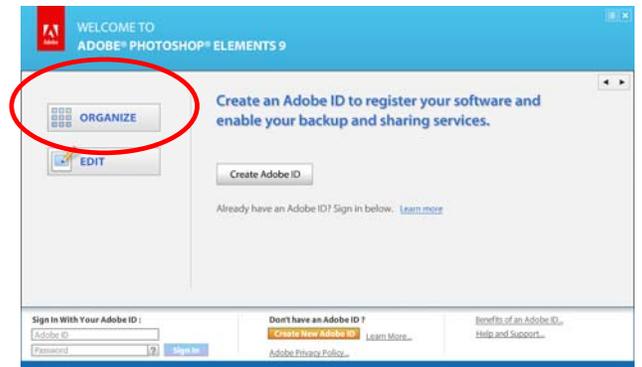
It is easy to make new catalogs for photos, etc., and scrap with both catalogs; this is explained in detail in my book. I prefer to keep two separate catalogs. I have one catalog for my photos and another one for my scrapbook supplies.

I have found by experience that some computers are not able to restore the catalog from the DVD as explained in the #1 Installation Instructions. I have also included an alternate set of instructions (#2 Installation Instructions). Try the #1 Installation Instructions first. If you have problems use the #2 Installation Instructions.

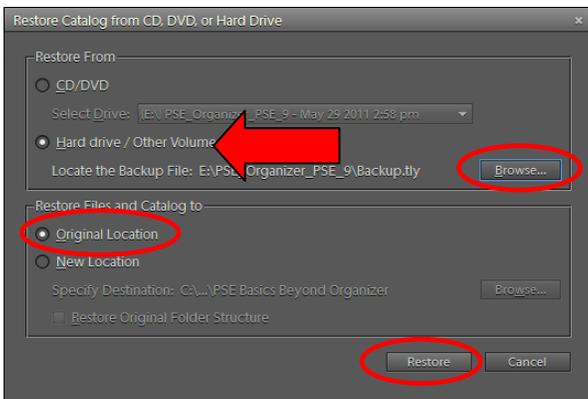
# #1 Installation Instructions

1. Put the Organizer DVD into your computer disc drive.
2. Open Photoshop Elements by double clicking on the icon on your desktop. When the Welcome Screen appears click on Organize.
3. From the Menu bar choose File>Restore Catalog from CD DVD or Hard Drive.
4. When the dialog box appears choose:

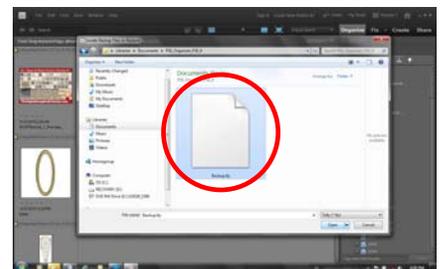
Restore from:  
CD/DVD. Select the DVD drive



Note: If no files appear when choosing CD/DVD drive, choose the Hard Drive option and click on the Browse button. Locate the CD/DVD drive.



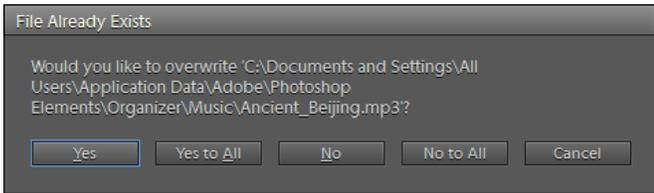
Using the CD/DVD or Hard Drive option you may need to click on the Backup.tly file located in the Organizer Backup folder.



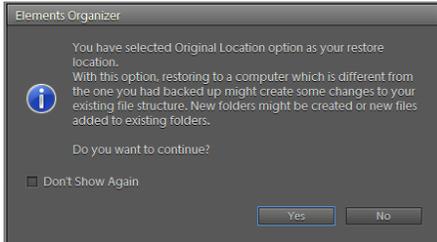
If you are unable to find the file this way, follow the #2 Installation Instructions that follow on page 5.

In the Restore Files and Catalog to box choose:  
Original Location  
Click the Restore button.

If you see a File Already Exists Dialog box regarding Music files. Click Yes to All.

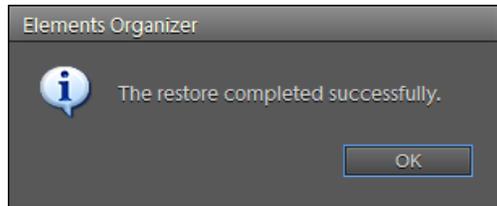
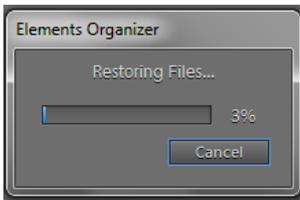


If you receive a warning that says you have selected Original Location option as your restore location..... (as shown below). Click the Yes button.



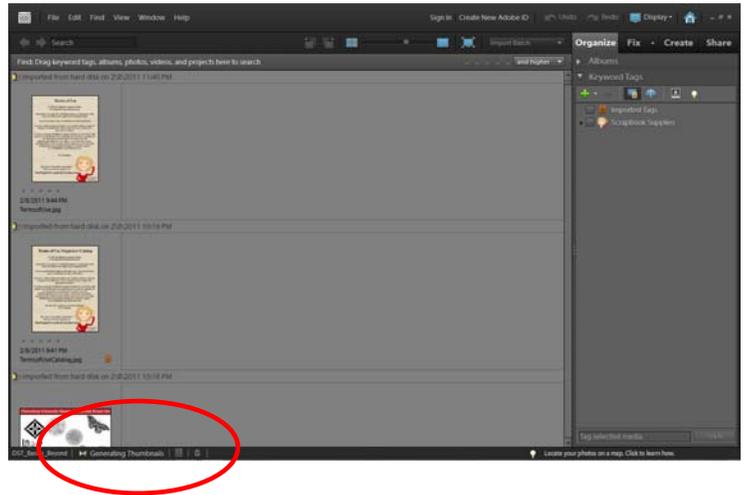
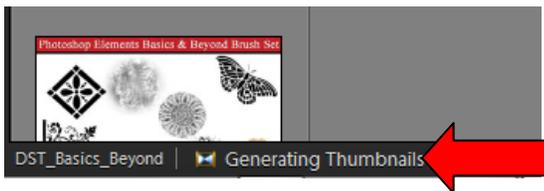
If you receive any kind of a warning box that says a file cannot be restored because it is damaged click OK to All or Yes to All.

While the program is restoring the catalog you will see a status bar. This process may take up to 60 minutes, depending on your computer but normally only takes about 15 minutes. Once the catalog has been restored click OK.

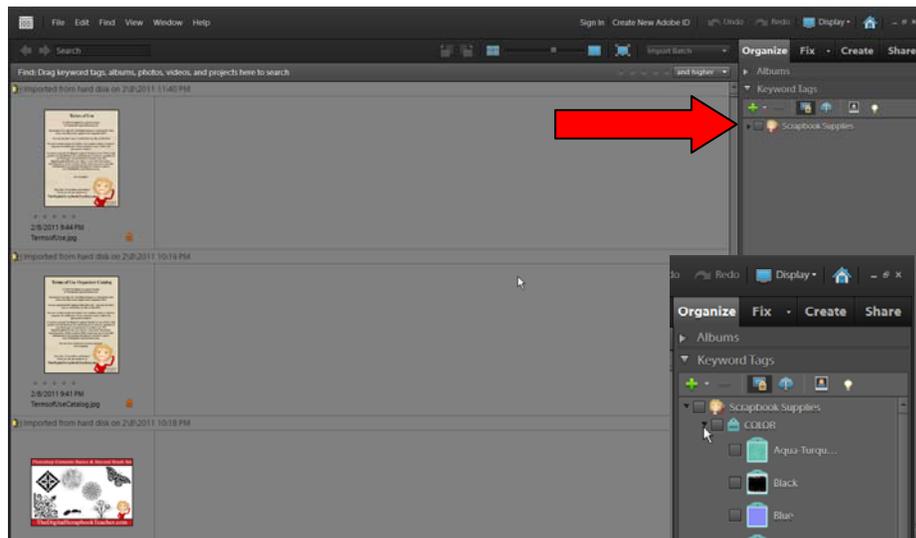
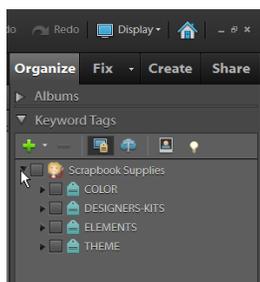


Nothing may appear for a few minutes so be patient.

Your screen will look like the example on the right. If Generating Thumbnails (circled) shows on the bottom left corner wait until done before clicking anything (very important).



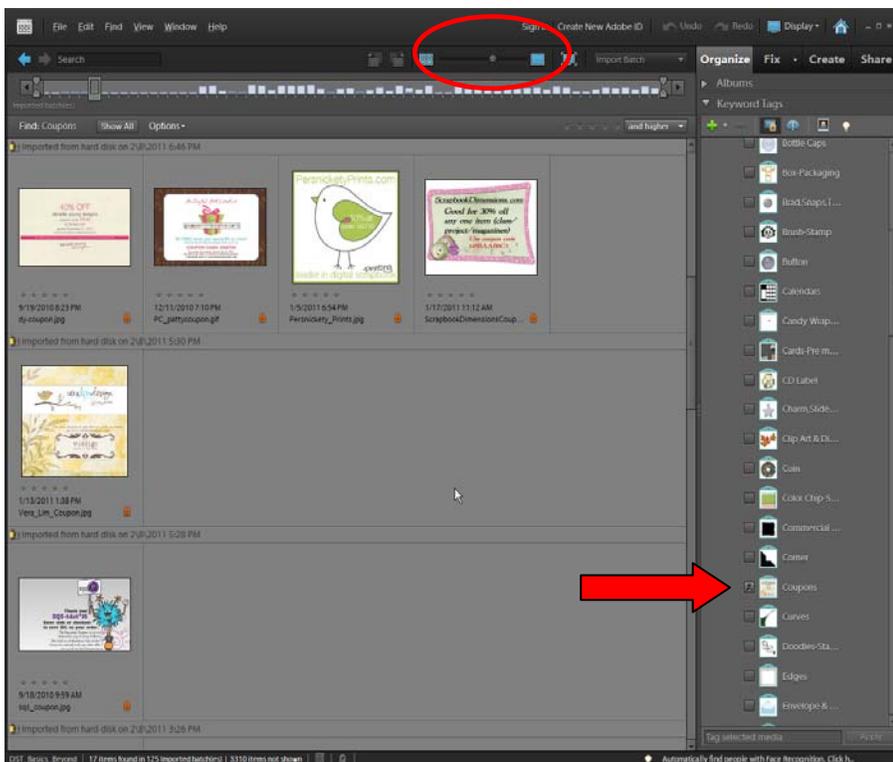
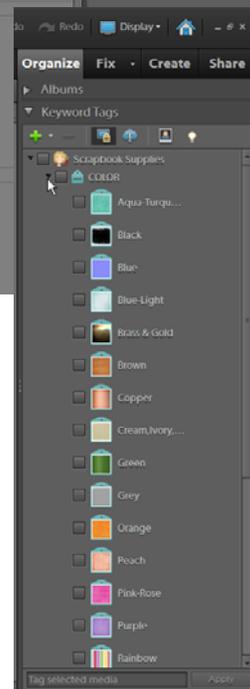
To display the tags and sub-categories click on the black triangle next to Scrapbook Supplies. This will display the Color, Designer-Kits, Elements, and Theme Sub-categories.



To quickly find the discount coupons on the DVD, pop open the Elements Sub-category and then click in the box to the left of the Coupons Tag. To display a single coupon full size as shown below, double click on the small image thumbnail, or click on the image and slide the slider (circled) to the right.

This is the way to display any item. The more tags you select the more you will refine your search. To find a red, tan, and green striped paper, click in the empty box to the right of the following tags:

Color: Red, Green, Tan Elements: Paper Theme: Pattern: Striped



To select an element and bring it into the Editor, click on the element (it will now be surrounded by a blue highlighted line) and use the shortcut Ctrl>I (Mac: Cmd>I) or click on the Fix tab and choose Full Photo Edit or Standard Edit (different versions use different terms).

Detailed instructions for using the Organizer can be found in the book.

As you add to this Organizer Catalog, set up a back-up schedule so that you will always have an extra copy of your work. Keep a back-up copy in a different location than your home to prevent against a disaster.

If you have added images to this Organizer Catalog, do not restore the DVD file again or it will overwrite your Organizer and the tagging of images you've done will be lost.

If/when you upgrade your version of Photoshop Elements, convert your Organizer Catalog by choosing File>Catalog>Convert, and your catalog will be converted to the new version.

I can promise you that every minute you spend organizing and tagging your images will pay off!

## Organizer Tips

Tag your supplies as you download them so you don't end up with a lot to do at one time.

I don't save layered Scrapbook Pages (.psd files) in my Organizer because it seems to slow it down. You may not have this same experience.

The Digital Scrapbook Teacher sells all of our template sets and scrapbook papers pre-tagged so you don't have to do the work!

## Possible Problems

You may have to turn off your virus protection if you can't copy the DVD file onto your computer.

If the catalog does not appear, choose File>Catalog from the Menu bar. Click on the Convert button and locate the DST\_Basics\_Beyond catalog to convert.

## #2 Installation Instructions

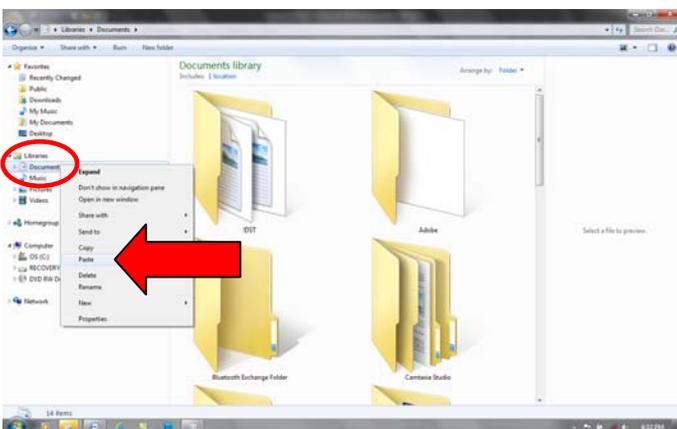
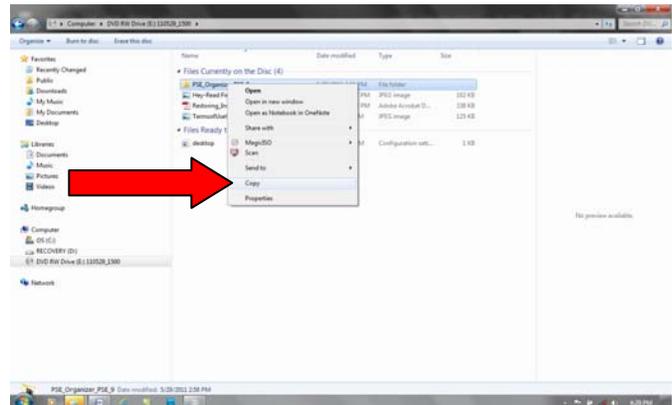
Put the Organizer DVD into your computer.

1. Copy the Photoshop Elements\_Organizer folder on the DVD to your computer. Choose a location for the folder that will not be moved in the future. I recommend copying the folder to My Documents or Documents but this is a personal choice.

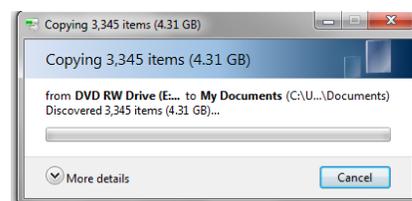
To copy the folder, I suggest right clicking on the folder and choosing Copy.

2. Paste the folder by clicking on the folder where you want to paste it, and then right clicking and choosing Paste.

If you are experienced in clicking and dragging files to move them, you can also do it this way.



Depending on the speed of your computer this may take up to one hour.



3. After the folder has finished copying, remove the DVD from the DVD drive.

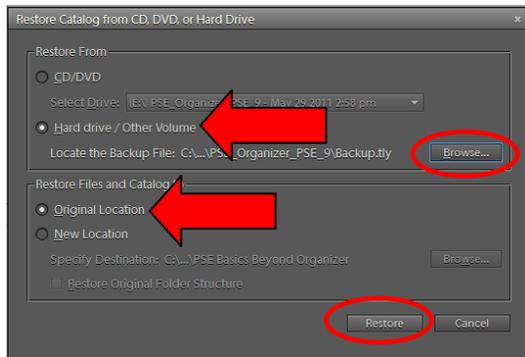
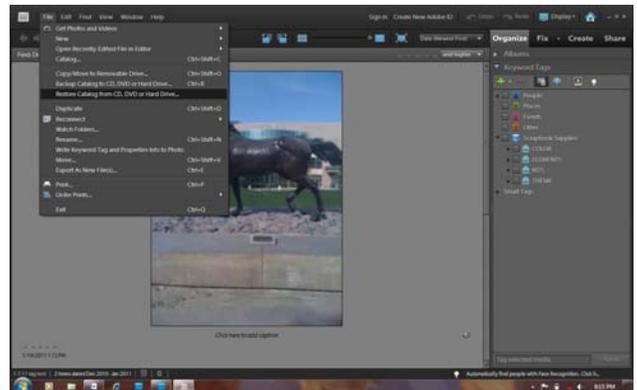
4. Open Photoshop Elements by double clicking on the icon on your desktop. When the Welcome Screen appears click on Organize.

5. From the Menu bar choose File>Restore Catalog from CD DVD or Hard Drive.

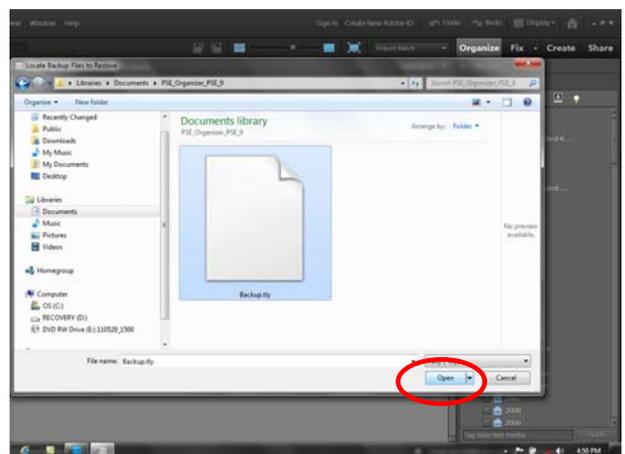
6. When the dialog box appears choose:

Restore from:  
Hard Drive

Click on the Browse button and find the location where you copied the Elements\_Organizer folder.

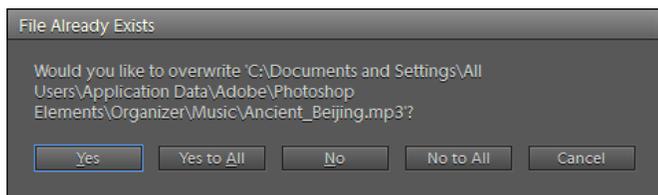


You may need to actually click on the Backup.tly file located in the Organizer Backup folder.

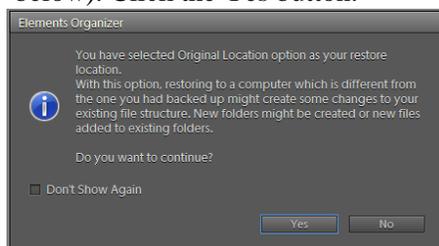


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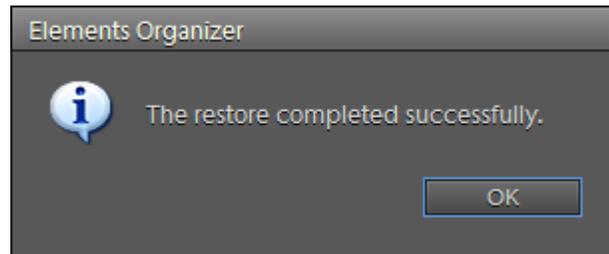
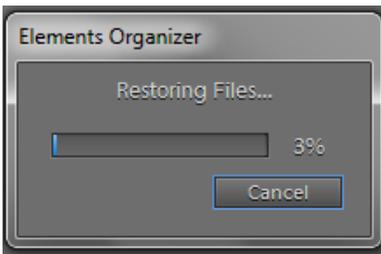


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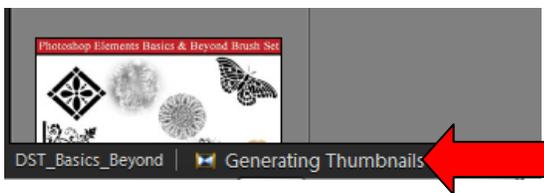
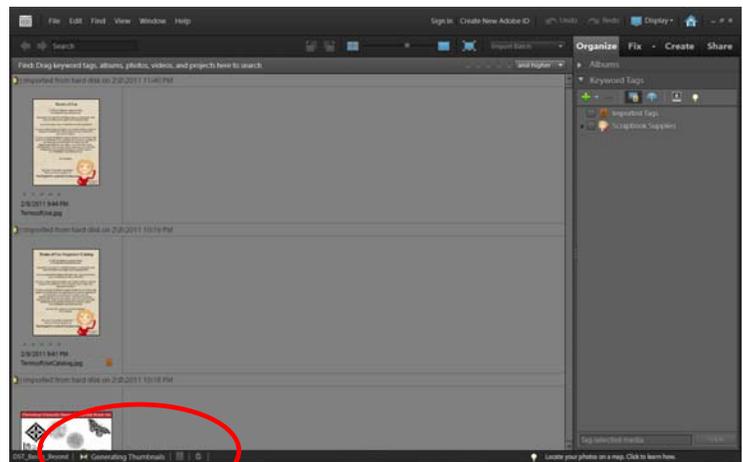
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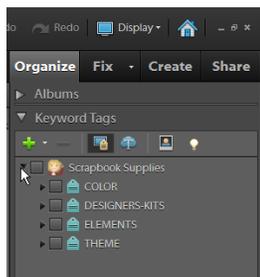
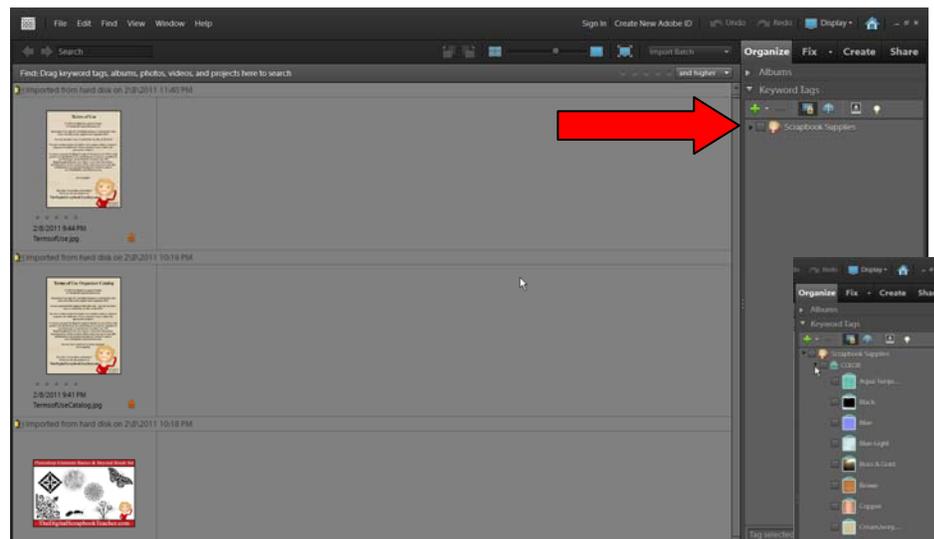


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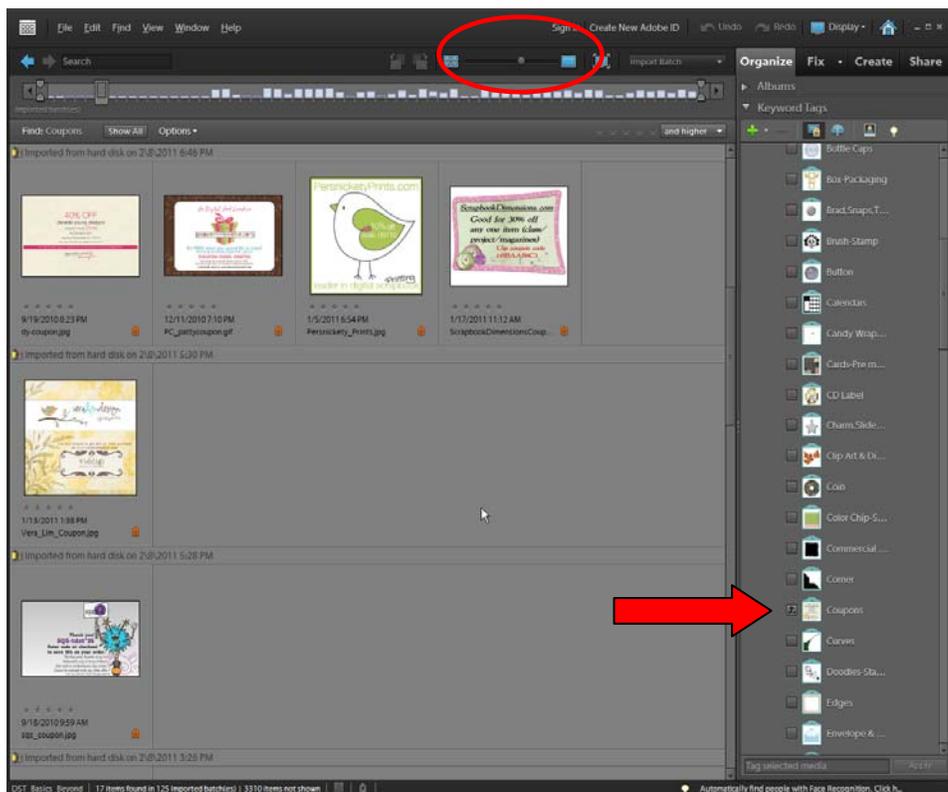


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