

# View Your Photos

With Photo Album you can choose the way you view photos, easily switching back and forth between four useful options: Favorite Folders, Calendar, Keywords, or All Folders. You can even view photos on CD! By following along with this tutorial using your own folders and photos, you'll learn how to find all your photos fast!

## What you'll need:

- A folder of digital photos
- Jasc® Paint Shop™ Photo Album™ 5



## When you complete this tutorial you'll be able to:

- Select a folder from the All Folders view
- Change the thumbnail size using the Zoom Slider
- View and Add folders to the Favorite Folders view
- Find photos using the Calendar
- Find Photos using Keywords

**Jasc Software®**

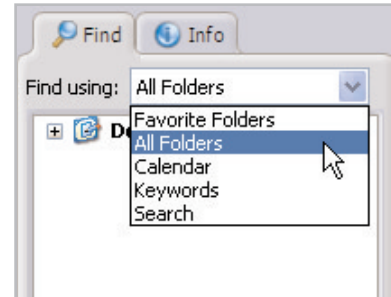
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# Select a Folder from the All Folders View

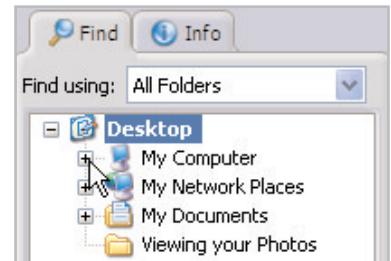
1. Choose **Start > Programs > Jasc Software > Jasc Paint Shop Photo Album** or double click the Paint Shop Photo Album icon on your desktop to open Photo Album.



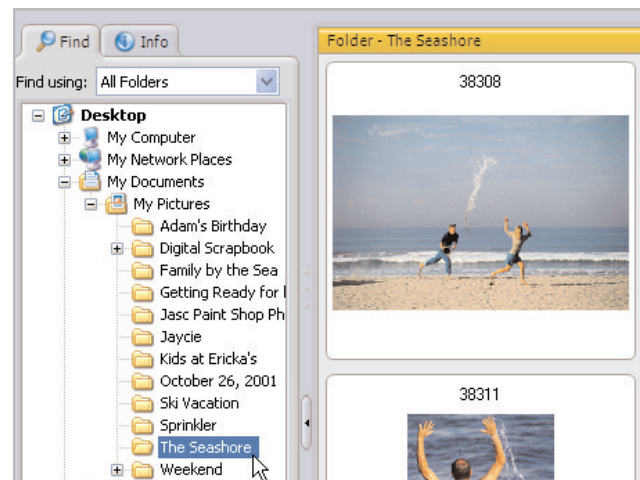
2. To find photos by viewing the directory tree of all the folders on your hard drive, click the **Find** panel and choose **All Folders** from the Find using drop-down. This will display the directory structure for all the folders in the computer.



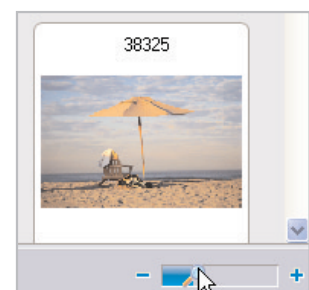
3. Then, click the plus sign (+) next to a folder to expand the folder. Click the minus sign (-) next to a folder to collapse it.



4. Select a folder to view the thumbnails of the photos in that folder. A thumbnail is a small representation of the original photo file.

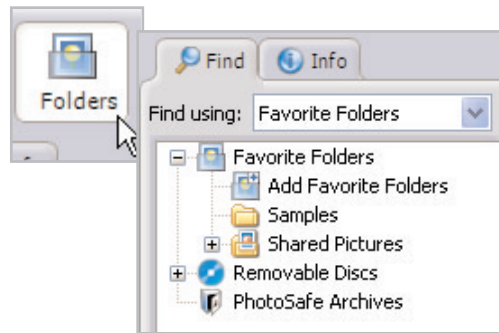


**Tip:** Use the Zoom Slider to change the size of the thumbnails. Drag the slider to the right to make the thumbnails larger, drag it to the left to make them smaller.

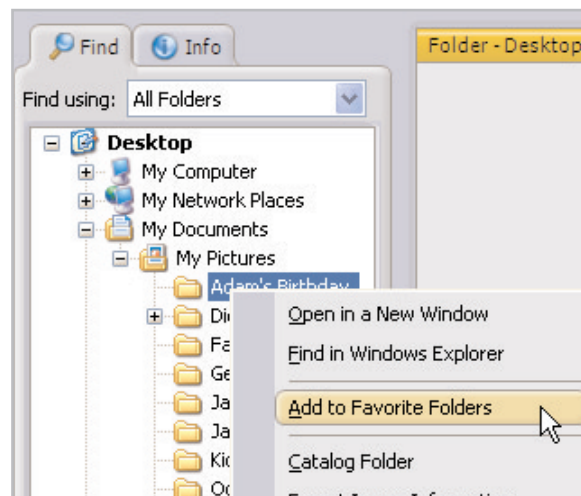


# View and Add Folders to Favorite Folders View

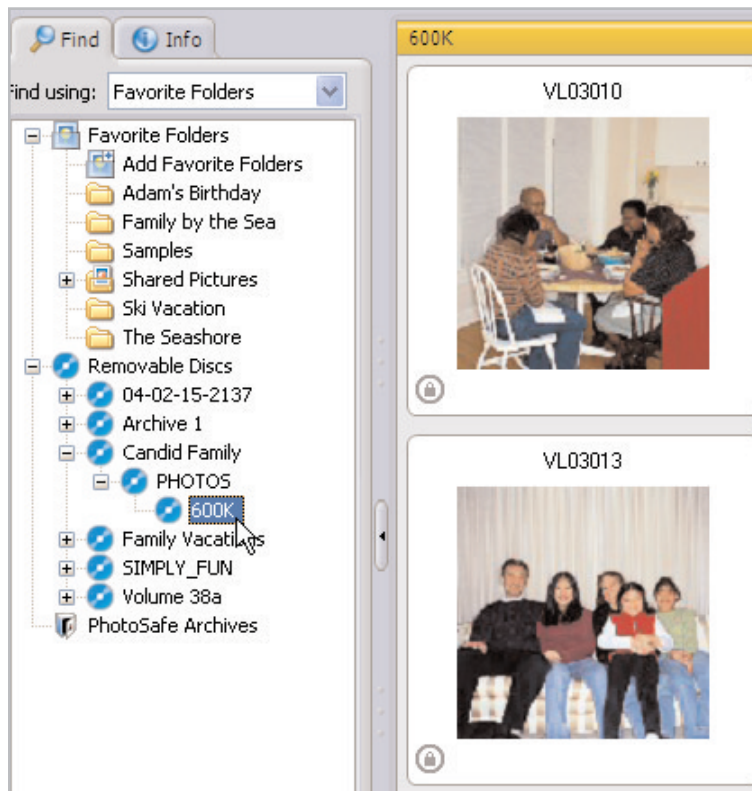
1. On the Toolbar, click the **Folders** button to display the photos in your My Documents or My Proctors folders, cataloged removable media, or other folders that you have added to the list. Just like before, click the plus sign (+) next to a folder to expand the folder. Click the minus sign (-) next to a folder to collapse it. Select a **folder** to view the thumbnails of the photos in that folder.



2. To add photos to your Favorite Folders, navigate to the folder you want to add, right-click and choose **Add to Favorite Folders**. The next time you click the Folders button you'll see that folder in the list.

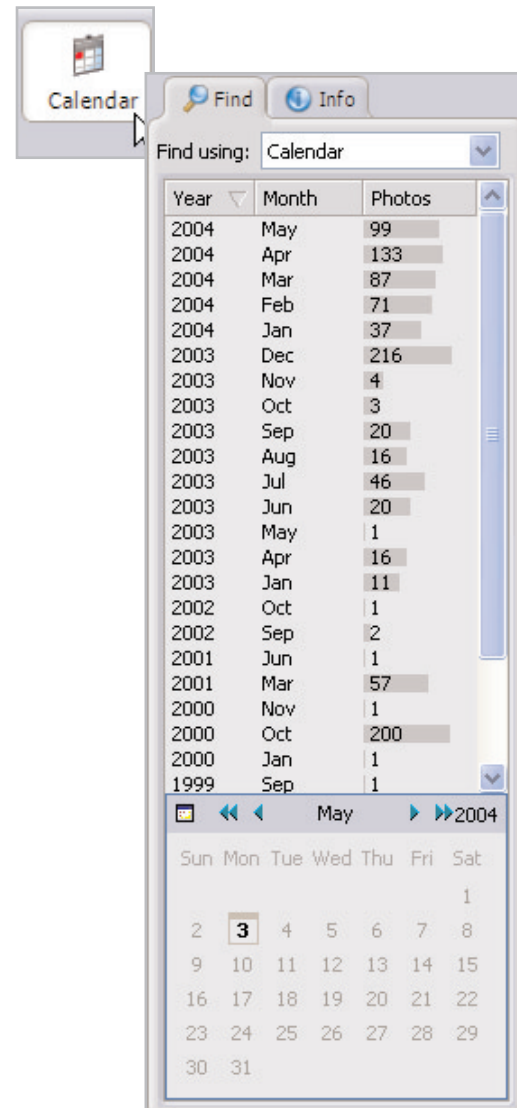


3. To view photos on a CD (also referred to as Removable Media) click the plus sign (+) next to Removable Discs, and select a CD. Photo Album will show you the photos that have been cataloged on that CD. If you want to open a photo double-click the thumbnail and Photo Album will prompt you for the CD.

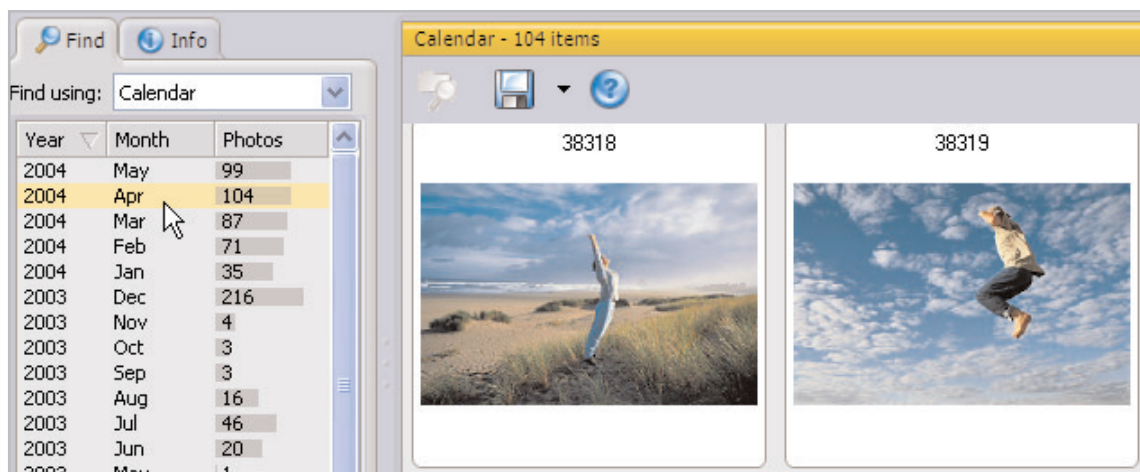


# Find Photos Using Calendar View

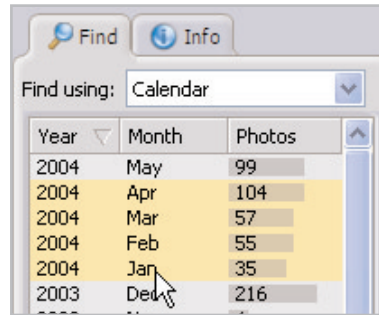
1. Click the **Calendar** button to view photos based on the date they were taken. The Timeline shows you the number of photos taken for each month of the year. Highlighted dates on the Calendar indicate that photos were taken on that date.



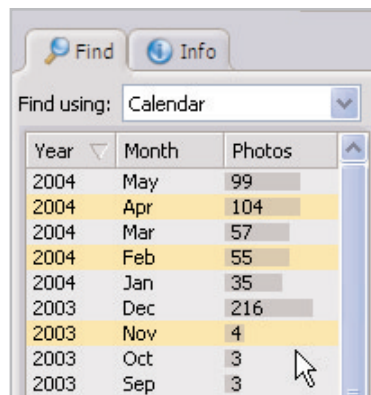
2. There are three different methods you can use for viewing photos using the Timeline:
  - For a specific month, select the month to view the photos taken in that month.



- For a date range, press and hold **Shift**, click the first date in the range and then click the last date in the range.

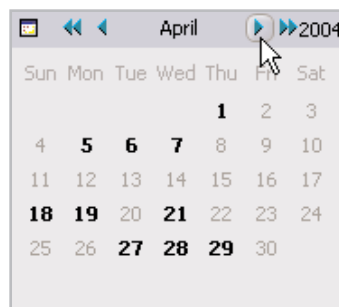


- For multiple dates not in sequence, press and hold **Ctrl** and click the dates.

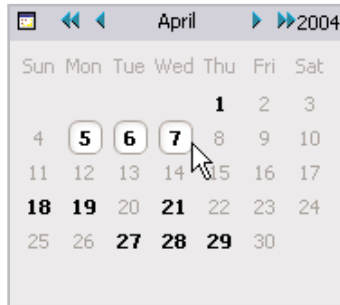


### 3. There are three different methods you can use for viewing photos using the Calendar:

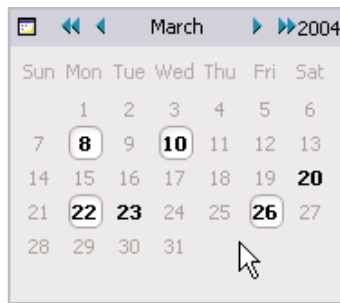
- For a specific date and month, use the **Previous** and **Next** buttons to select the month and year, and then select a date.



- For a date range, use the **Previous** and **Next** buttons to select the month and year, and then press and hold **Shift**, click the first day in the range, and then click the last day in the range.

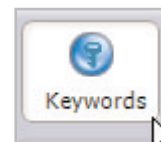


- For multiple dates not in sequence, use the **Previous** and **Next** buttons to select the month and year, and then press and hold **Ctrl** and click the dates.

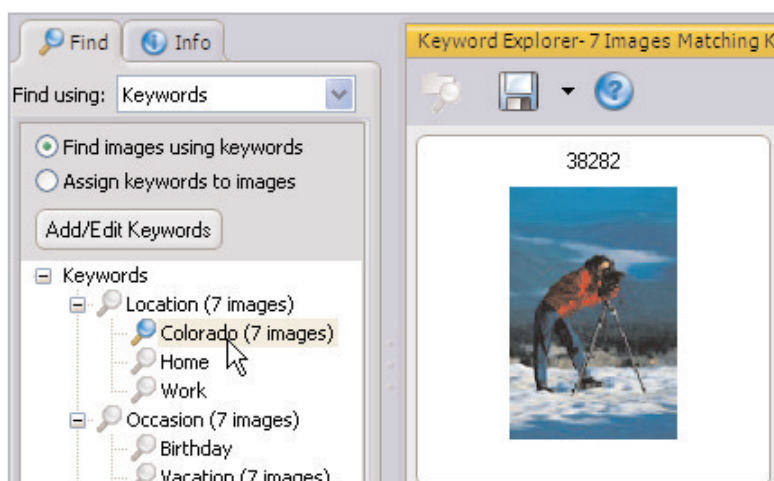


# Find Photo Using Keywords

1. If you have taken the time to associate keywords with your photos, then you can use the Keywords view to quickly find your photos. To find photos using keywords, click the **Keywords** button.



2. On the Find panel, mark **Find using Keywords**. Then, click the **(+)** next to a keyword list to expand the folder and show the sub-keywords, and then click the keywords and sub-keywords to display the photos associated with them.



## Next Steps:

You have just learned how to find and open folders and photos using the All Folders, Favorite Folders, Calendar and Keywords views. Now that you've got the basics down for finding photos, why don't you try some of our other tutorials and learn how to create projects, print your photos, or protect them using the PhotoSafe Archiving system.

