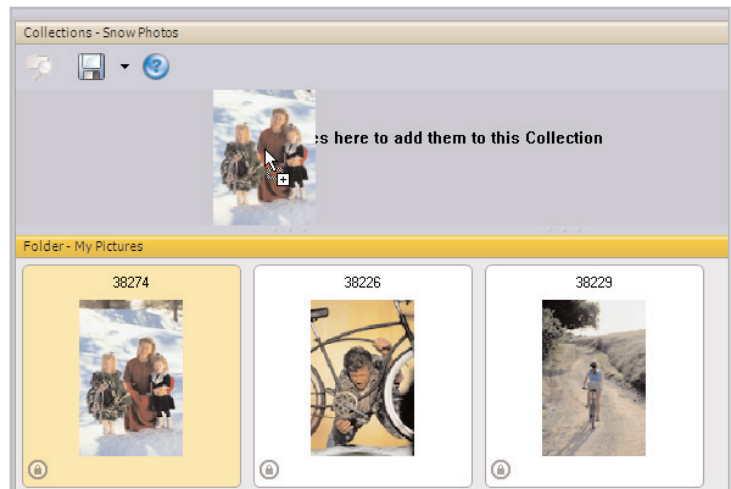


Work with Collections

You can create Collections of photos from anywhere on your computer without having to make physical copies of your files. A Collection is a virtual grouping of your photos, that allows you to view photos that are located all over your computer in a single place - without having to create a copy of the photo. You can create collections of photos that you want to print, put into a slide show, or show-off in a book. You can also delete and rename collections.




What you'll need:

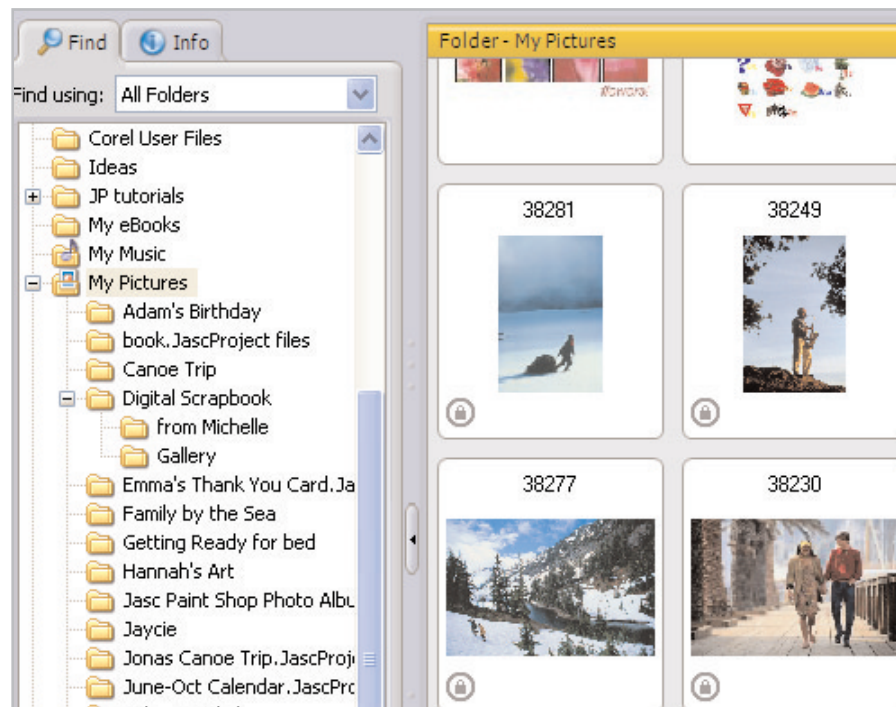
- Digital photos
- Paint Shop™ Photo Album™ 5.2

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

- Create New Collections
- View Collections
- Add Photos to a Collection
- Remove Photos from a Collection

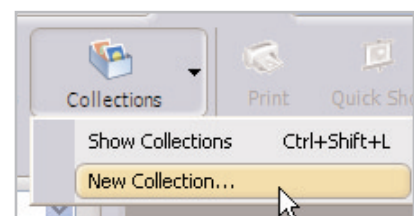
Create a New Collection

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. Click the **Find** tab to open the folder containing the photos you want to add to your Collection. Once you find the photos you want to use, select the folder.

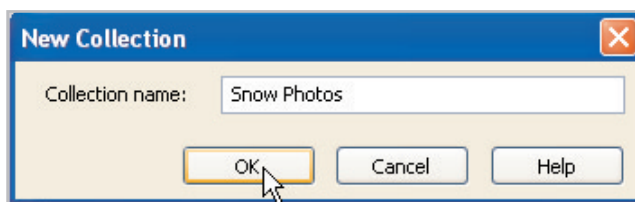


3. Select the photos that you want to add to the Collection.
 - To select one photo, click the photo.
 - To select multiple photos, press and hold **Ctrl** and click the photos.
 - To select multiple photos in a sequence, press and hold **Shift**, click the first photo in the sequence, and then click the last photo in the sequence.

4. Click the **Collections** button and choose **New Collection**.



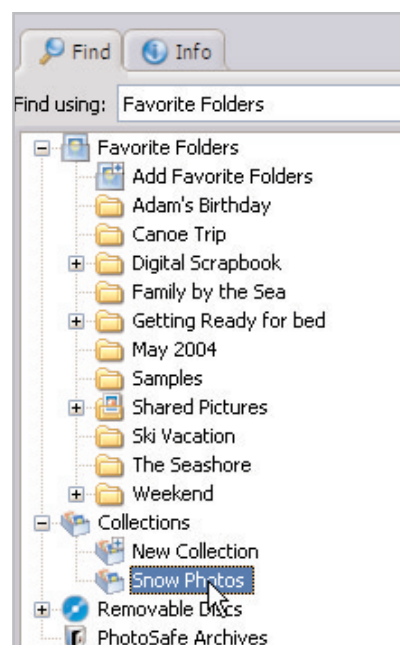
5. In the New Collection dialog enter a name for the Collection and then click **OK**, we called ours Snow Photos. The new Collection displays in the Find panel.



6. Once you click OK, your collection is automatically pinned. Now you can start browsing your other folders and just drag photos into your new Collection. If you aren't sure where the photos you want to add to your Collection are when you start, you can create a new collection without first selecting photos, by simply clicking the **Collections** button and choosing **New Collection**.

Add Photos to Your Collection

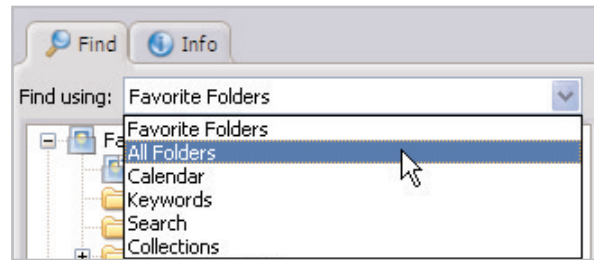
7. On the Find Panel, click the plus sign **[+]** next to Collections to expand the group, select the Collection you just created.



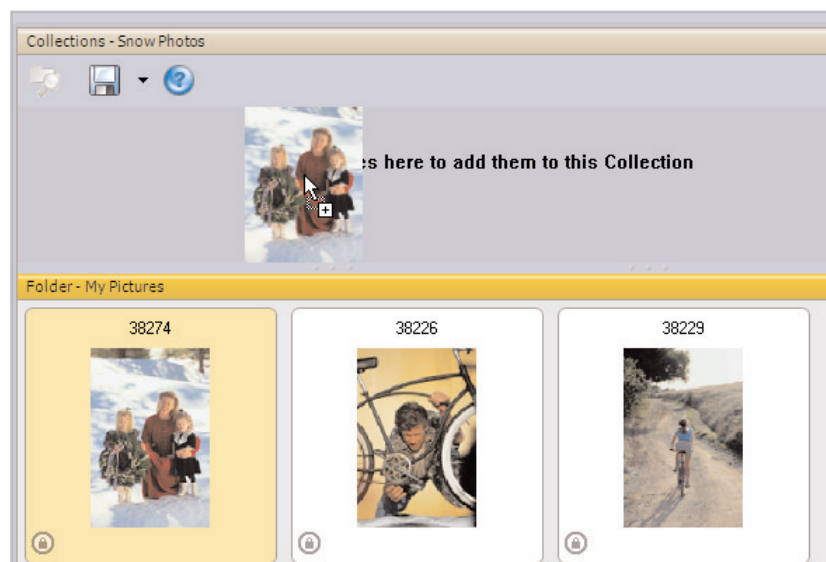
8. Click the **Push Pin** on the Collection window to keep it open.



9. Use the Find panel to open the folder containing the photos you want to add to the Collection.



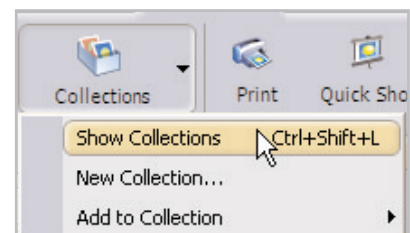
10. Select the photos that you want to add to the Collection by following the instructions in Step 3. Once you've selected your photos, just drag them into the Collection window.



Note: You can also drag the photos onto the Collection name in the Find panel.

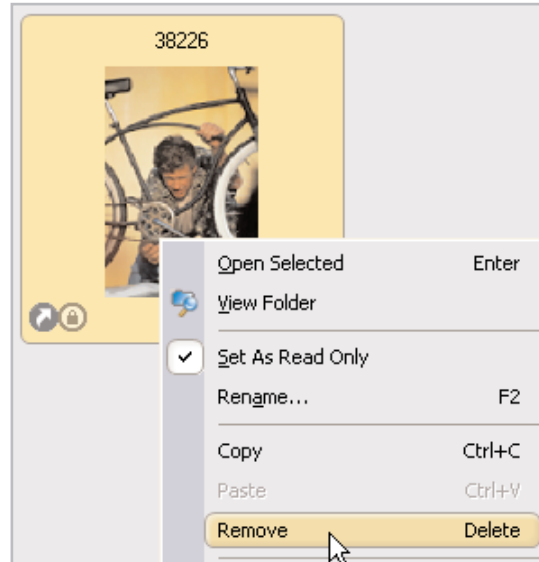
View Your Collections

11. Click the **Organize** tab, then click the **Collections** button and choose **Show Collections**. The Collections group opens on the Find panel and displays your Collections. The photos that you add to Collections are "shortcuts" to the original photos. Any edits saved to the photo will be applied to the original photo.



Remove Photos from a Collection

12. You can remove a photo from a Collection without deleting the photo from your hard drive. On the Find panel, select the Collection that contains the photo you want to remove. Right-click the photo and select **Remove**.



Next Steps:

Now that you see how easy it is to create collections, you can create collections of photos that you want to print, put into a slide show, or showoff in a book.

