Apart from tagging, Photoshop Elements also uses Albums (previously called Collections) as a way to organize your photos. Albums allows you to group images of a similar theme together in one place, making it easier to locate these images at a later date. Another benefit is that the images contained in an album can also be ordered manually. After creating an album in the Albums pane, photos are simply dragged from the Photo Browser workspace to the Album heading to be added to the group. In the latest versions of Elements you can also share albums online, use them as a basis for creating photo books, burn them onto CD/DVD discs, email them to friends, and sync them online to Photoshop.com.

The Albums feature allows you to allocate the same image to several different groups. Unlike the old days with simple folders-based systems, this doesn’t mean that the same file is duplicated and stored multiple times in different folders; instead, the picture is only stored or saved once and a series of Album associations is used to indicate its membership in different groups. When you want to display a group of images based on a specific subject, taken at a particular time or shot as part of a certain job, the program searches through its database of Album entries and only shows those images that meet your search criteria. The Albums panel is the pivot point for all your Album activities. Here you can view, create, rename and delete Album entries.

**Adding photos to an Album workflow:**

To start using Albums make a new album first and then add it to your photos.

1. Start by making a new album by clicking on the ‘+’ button in the Albums panel and selecting the New Album menu item.

2. In the Album Details dialog choose the group that the new album will belong to, add the name and include any explanation details for the group. Click OK.