1 What are the Easy-select bars?

2 Selecting single or multiple folders

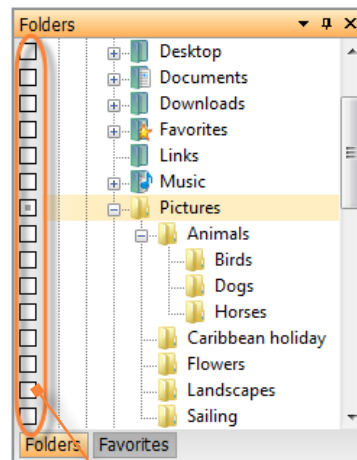**3** Selecting categories and ratings

4 Using the Match Any/All options

5 Combining multiple selections
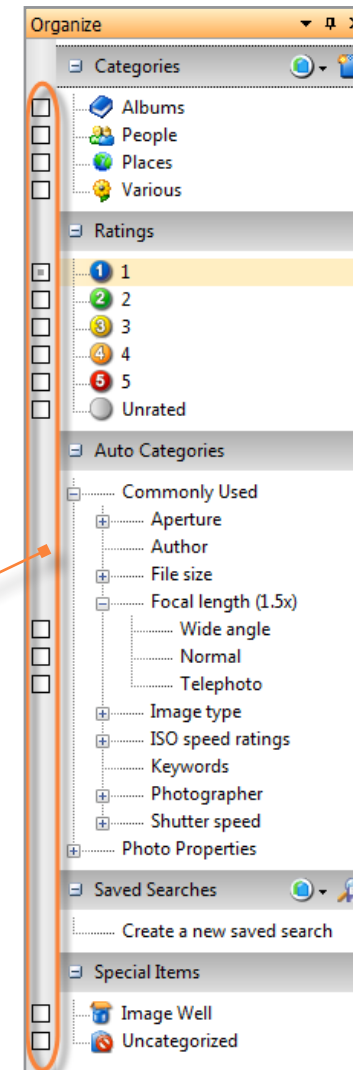
6 Key concepts

In this tutorial, learn how to use the Easy-select bar to browse, display, group, and search for photos. Easy-select bars look like a row of boxes on the left side of the Folders pane and the Organize pane. They make it extremely quick and easy to locate and display exactly the combination of photos you want to see.

If you have assigned ratings and categories to your photos, the Easy-select bars become even more powerful, as you can quickly find photos that match complex combinations of categories, ratings, or auto categories.

You can use the Easy-select bars to select a single, or multiple, folders. As you click, or clear, each square, the contents of that folder appear or disappear from the File List.

The Easy-select bar on the Organize pane works the same way. You can also use the bars to combine selections of folders, categories, ratings, and auto categories.

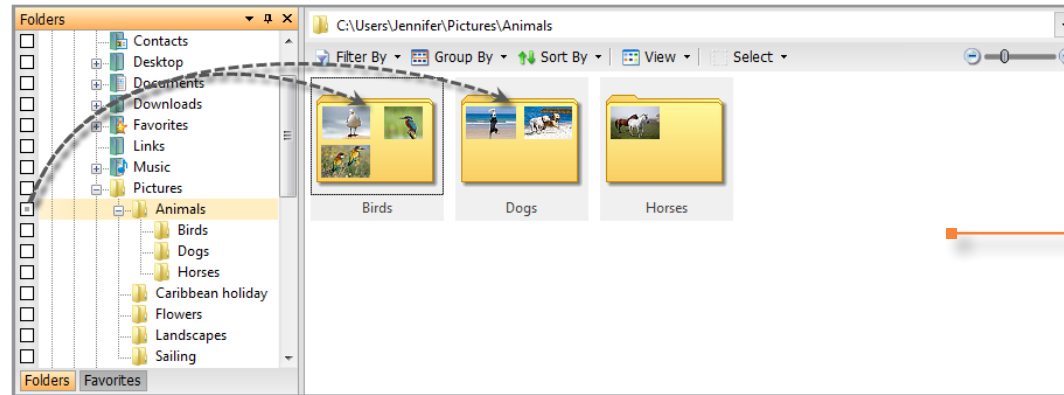**1** What are the Easy-select bars?

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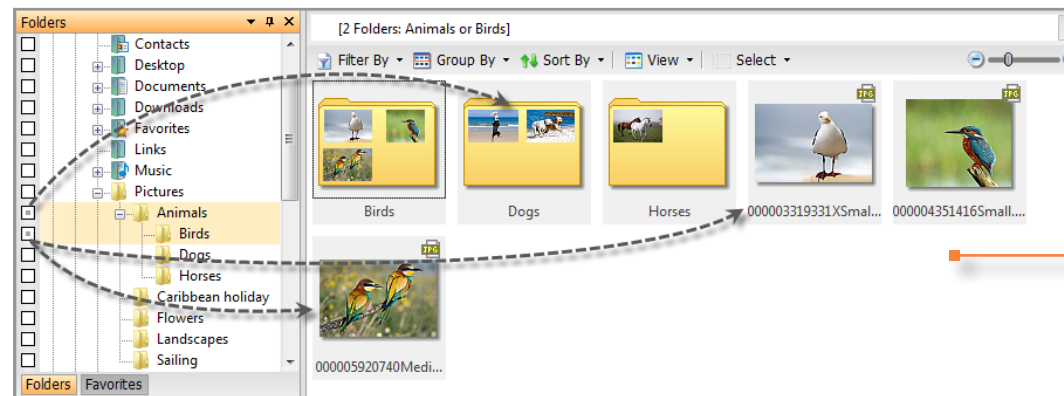
4 Using the Match Any/All options

**5** Combining multiple selections

6 Key concepts

If you click the Easy-select box of a folder that contains only folders (no images), you see icons of the folders with tiny thumbnails of the photos they contain.

If you click the Easy-select box of a folder that has photos, the photos appear in the File List pane. Because the higher-level folder remains selected, you can still see the folder icons too.
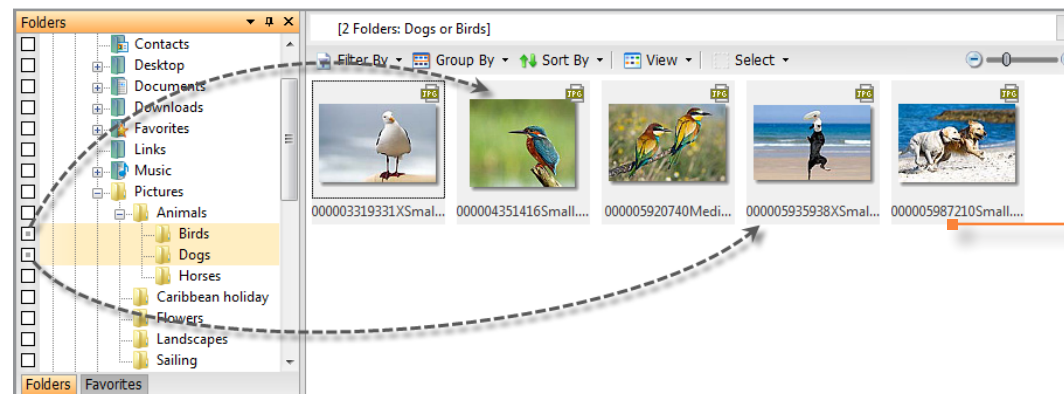
In this example, the Easy-select box of the high-level folders is no longer selected, so the folder icons are gone. Both the folders ARE selected, so bird and dog photos appear.
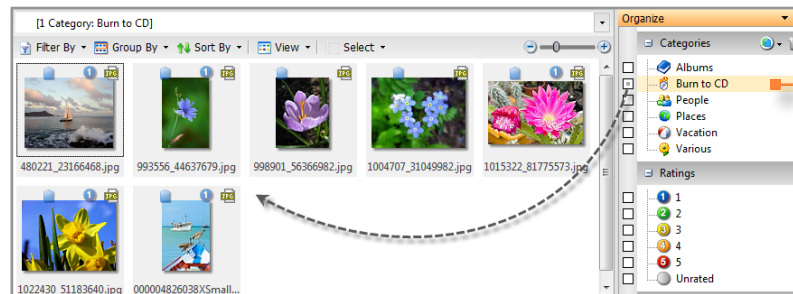
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You can use the Easy-select bar on the Organize pane to display single or multiple categories, ratings, and auto categories. The example below uses categories.
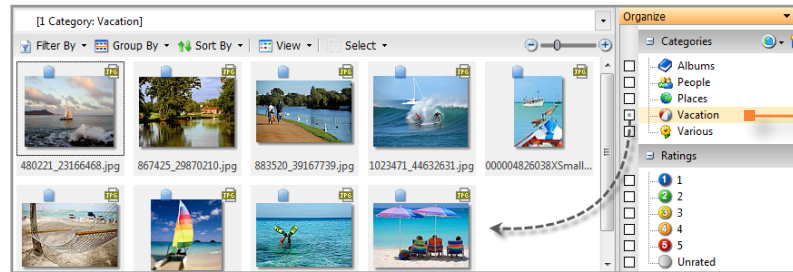
We created a category called **Vacation** and assigned all the vacation photos to this category. Now when you click on the **Vacation** category, all the vacation photos appear in the File List pane, no matter what folder they are in on the computer.
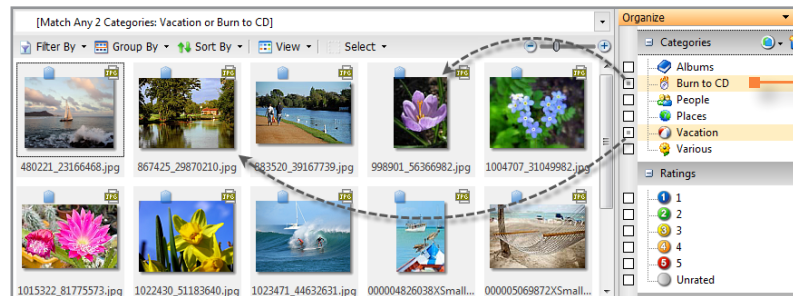
In this example, the Easy-select box beside the category **Burn to CD** is also selected and so all the photos in that category are added to the vacation photos in the File List pane.

In this example, the Vacation category is no longer selected, so now only the Burn to CD photos appear in the File List pane.

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At the top of the Organize pane is a drop-down menu where you can quickly select options for the way you want the pane to work. You will get different results using the Easy-select bar, depending on whether you have selected to **Match All** or **Match Any**.

Match Any

To be included, a photo can belong to **any** of the selected categories.
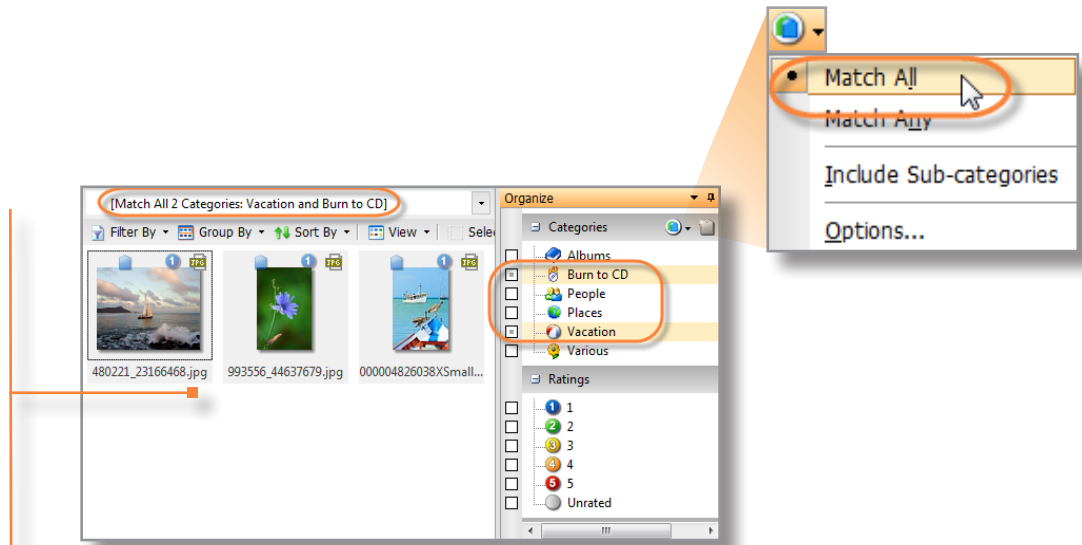
Any photos that are in either the Burn to CD or the Vacation category appear in the File List pane.
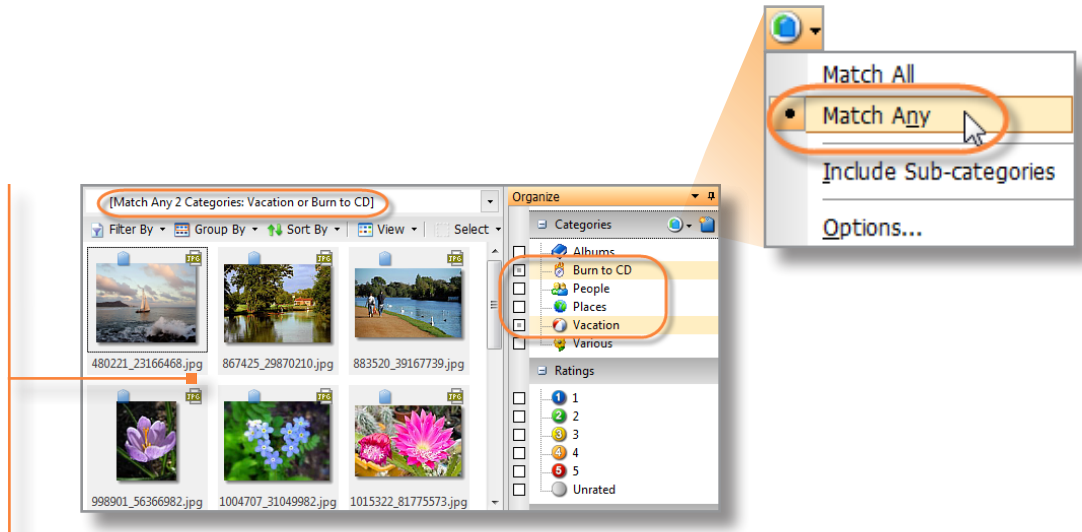
Match All

To be included, a photo has to belong to **all** of the selected categories.

Only three photos are in both the Burn to CD and the Vacation categories, so only three photos appear in the File List pane.

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You can use the Easy-select bar to display a mix of photos by category, rating, or auto category. For simplicity, all the examples use the Match Any option.
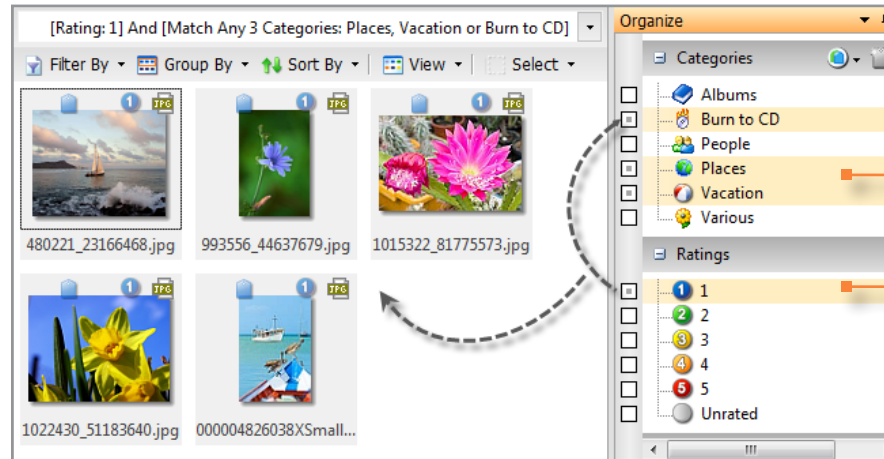
This combination shows all the photos in the three categories that have a Rating of 1.
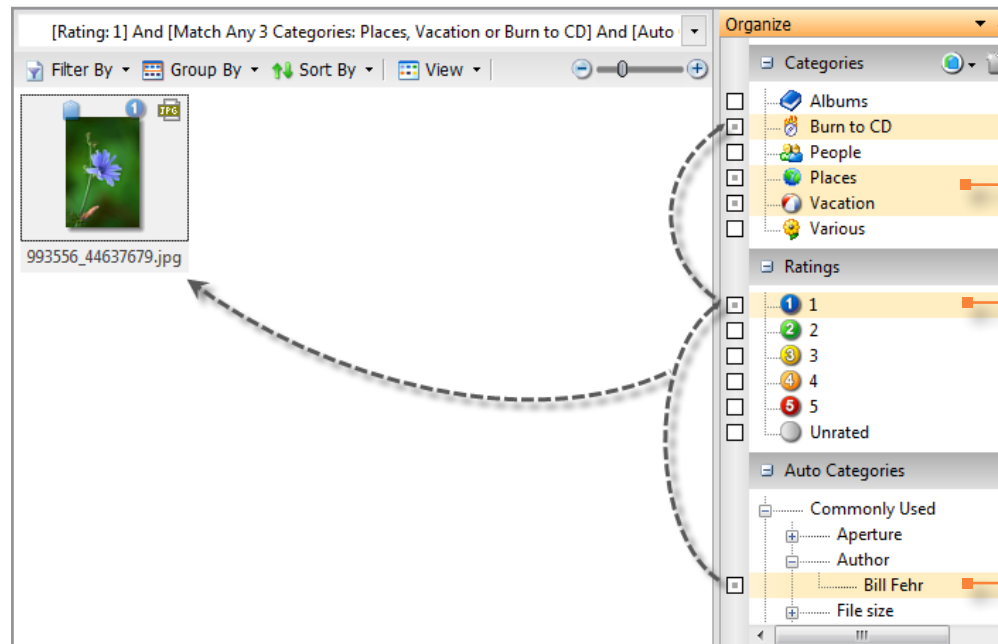
This combination shows the one photo in the three categories with a rating of 1 that was taken by Bill Fehr (Author).

Check to see if you learned these key concepts:

»   There are Easy-select bars in the Folders and Organize panes.

»   The Easy-select bar is a single-click way to display or hide photos in single or multiple folders using the Folders pane.

»   On the Organize pane you can use the Match Any or Match All options, for precise control over how to display photos when using categories, ratings, and auto categories.

»   On the Organize pane, you can use the Easy-select bar to display combinations of photos from different categories, ratings and auto categories.