Tagging pictures with Windows Live Photo Gallery

First, add your pictures to the program:

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| 1. Click the **File** tab |  |
| 2. Click **Include folder** |  |
| 3. In the "Pictures Library Locations" dialog, click the **Add** button if your pictures are in a location other than the default locations |  |
| Browse to the folder you want to add. Click the **Include folder** button. The new location will be added to the list of folders already included in the library. | |
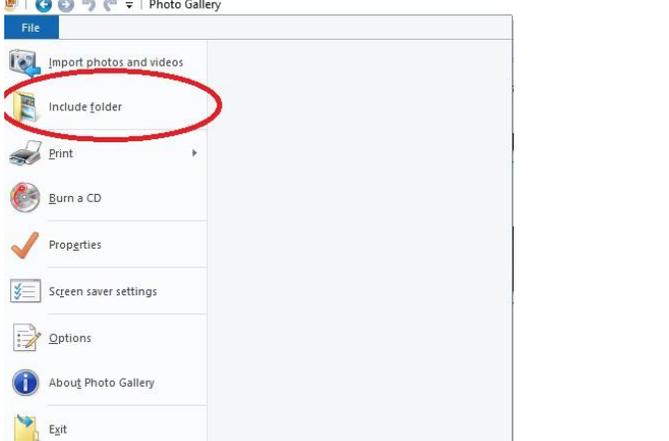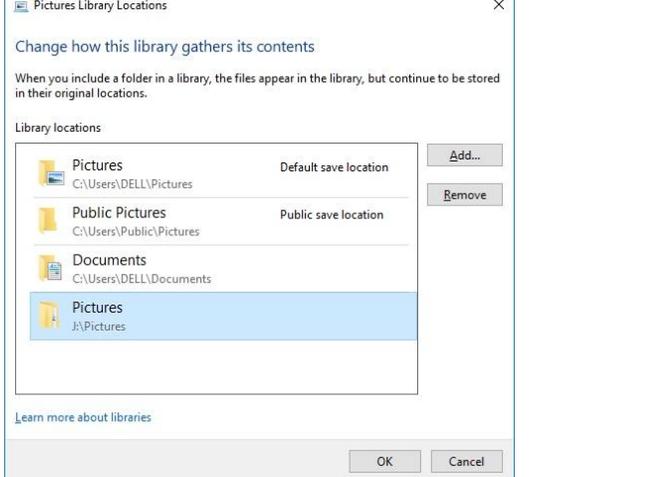
After the program populates with your pictures, set up the interface for optimal work:

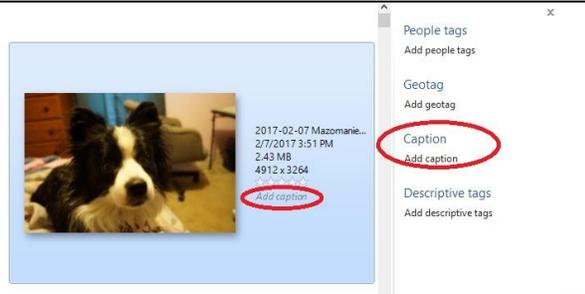| |
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| Click the View tab. |
| Click "all details" – each thumbnail will now include text to the right showing the file name, the date taken, the file size, and the file width and height. There is also a "star" interface that can be used to add star ratings, and also an "Add caption" prompt. |
| <br><br>All details to the right |
| Click the Tag and Caption pane button – an area to the right of the main pane appears, with the following sections: |
| People tags: Used to add faces to a face recognition database. These are separate people tags from the ones you will add with the other descriptive tags (see below)  |

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| Geotag: This is populated from a place database provided by Microsoft, but places you have already used will appear first as you type the characters in the city and state. When a match appears, you can select it |  |
| Caption: The text can be entered here, or can be added using the "add a caption" field next to the thumbnail |  |
| Descriptive tags: This is the section where your tag collection will be built |  |
| Information: There are several editable fields here, such as the file name, date taken, rating, flag, and author. Use the horizontal bar to expand and collapse this section |  |
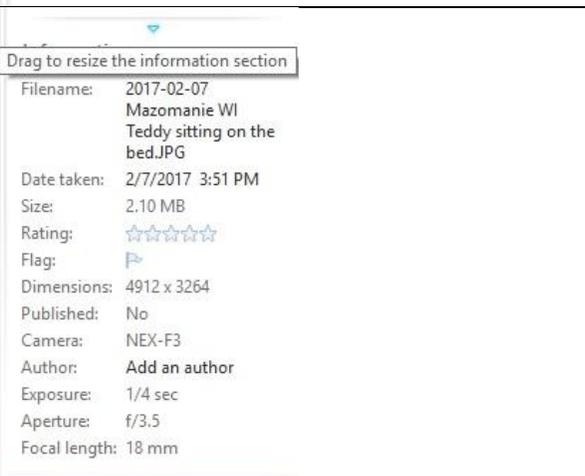
A suggested workflow for working with pictures using Windows Live Photo Gallery:

Rename the file if necessary. You can rename it in either the Information Section or by clicking on the existing filename to the right of the thumbnail. Whatever you type in either field becomes the name of the file in Windows Explorer. My suggested naming convention:

YYYY-MM-DD City State Subject
2017-02-23 Mazomanie WI Teddy on the bed

You can see what date taken is associated with the photo: look at the field below the file name field.
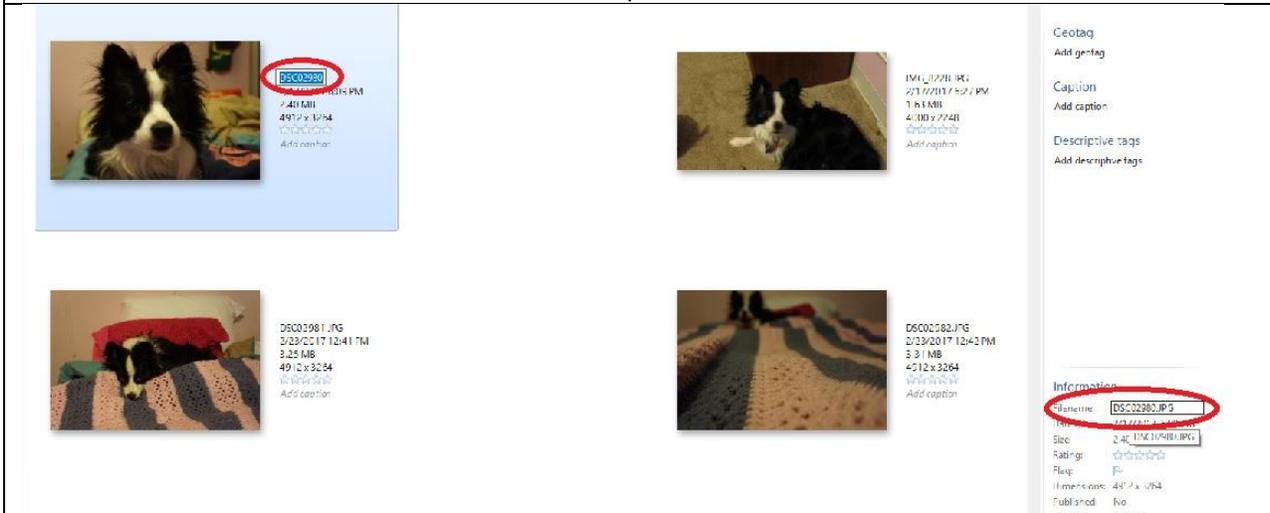


If you would like to use some of the photo editing tools, double click the photo you're working on.

Auto-adjust will adjust color, exposure, and straighten the photo if the program thinks it needs straightening. You can click the blue **Undo** arrow if you don't like the result. All of these adjustments can also be made individually by opening the corresponding tool. Even more control is available under the "Fine tune" button.

Try some of the Effects filters if you like: black and white, sepia, cyan, orange filter, yellow filter, red filter. Undo what you don't like, or click the "Revert to Original" button to discard all of the edits you've made.

The Crop tool lets you select a standard proportion, such as 8x10 or 5x7. You can rotate the crop tool, and the guidelines that appear will help you apply the rule of thirds to your photo crop. Hit the Enter key to apply the crop.

If you apply some of the effects, you can click the **Make a Copy** button which will save this edited photo with the same file name you created when you renamed the file., and it will save the copy to the same folder where the original is. The file name will have a (2) added to it. You might want to change the (2) to something more meaningful, such as "sepia", "cropped", or "edited."

If you've now saved an edited copy, you can use the "revert to original" button to get back to the original version of the photo. (Recommended, in case some day you decide you don't like the edited version. Click the red X, upper left, to close the file in this view and go back to the tag and caption

interface.



Add people tags if applicable, in the People Tags section. Faces will be recognized, and if you have matching faces that you've already people tagged, the program will ask you about the match.
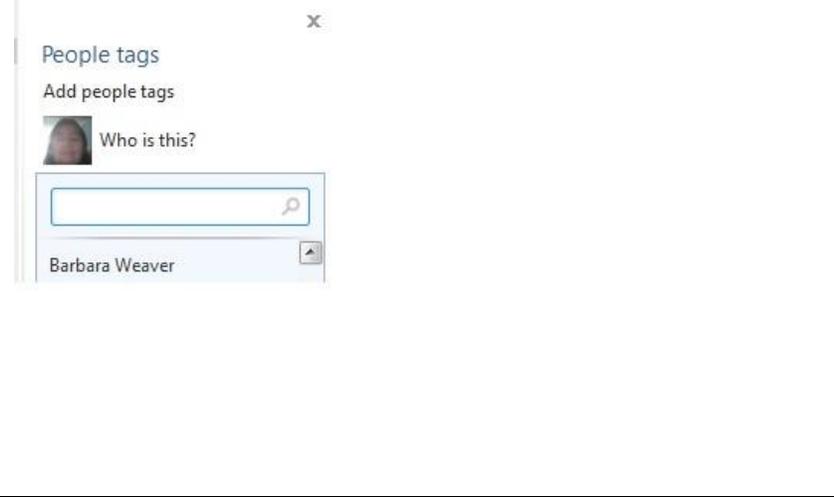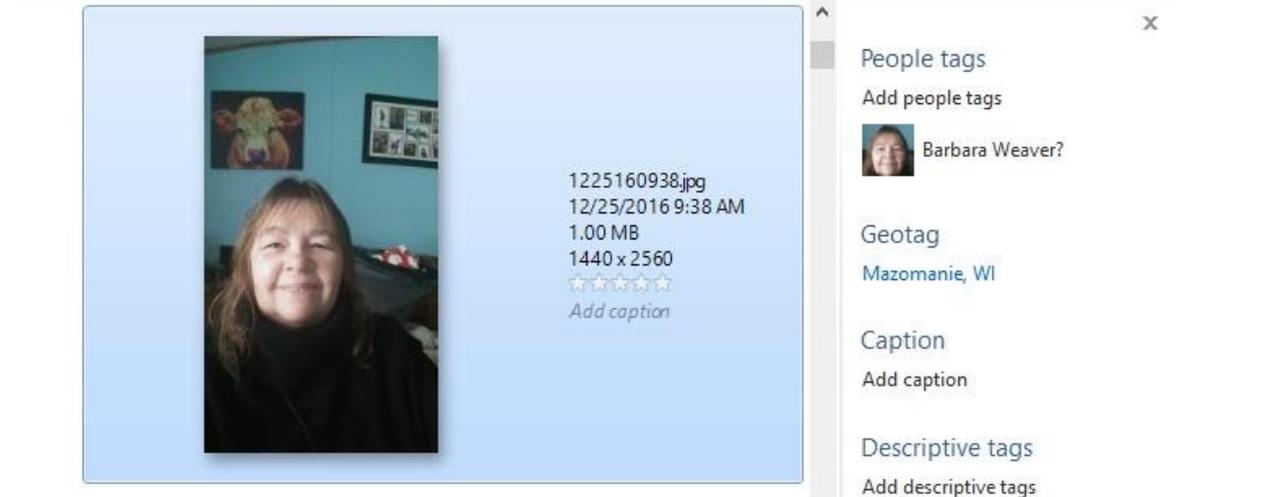


Otherwise, the program says, "Who is this?" Click there and either type a new name, or type to search for a name which is already used.

As you tag people and your database grows, you will be able to click on faces in the ribbon above the photo thumbnails to filter your photos to only those containing that face/person. The program may identify matches when you click this ribbon.



Add a geotag: Start typing the city. The program will try to find a match for what you are typing.
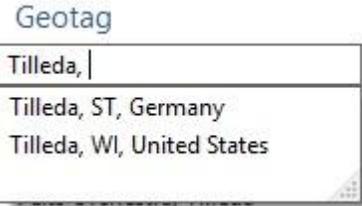
Add a caption: Write whatever you like! This ends up being written to the Title and Subject fields in the Windows Properties form for that photo. You can see this by right-clicking the photo and choosing **Open File Location**. When the folder opens, your photo should be highlighted. Right-click again, and choose **Properties**. Click the **Details** tab. The caption you added will appear in the **Title** and **Subject** fields.
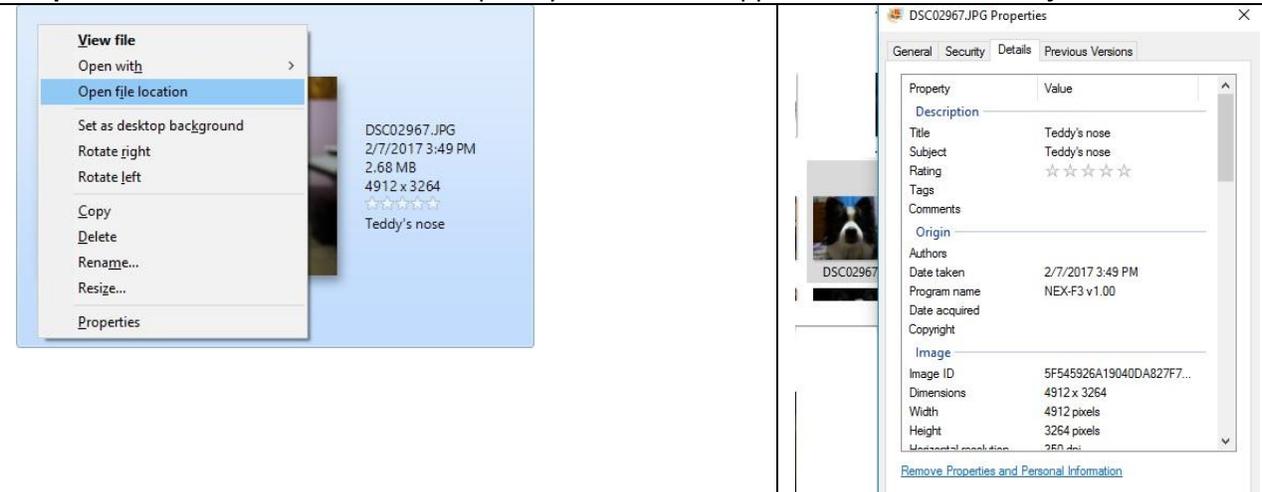


Descriptive tags:

These tags also get written to the file properties. I always tag the year, city, state, and people or subjects. Although there might be repeat information because Year, City, and State are part of the Windows file name, the descriptive tags are differently searchable depending on the photo program you are using to try and find the photo later on. Some tagging suggestions:

Season (summer, fall, etc.)
Indoor or outdoor
Color or "black and white"
Detailed location ("Pope Farm Park", home, "Park Elemetary School")
Anything that uniquely identifies the person in the photo (glasses, "blue dress", "with toys")
Holiday (Easter, Halloween, Christmas)

Make sure tags which consist of multiple words are put into quotes. That way the two words won't get collected as separate tags.

To actually enter the tag, click the "Add descriptive tags" text, type the word, and hit the enter key.
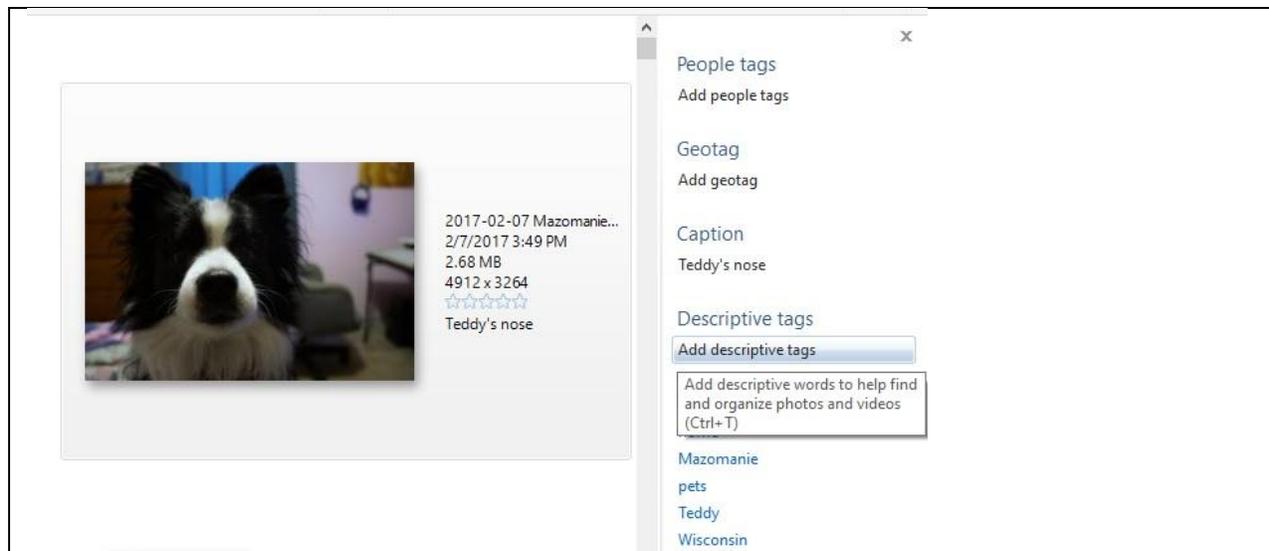
How to find photos that have no tags at all using Photo Gallery:
Click the **File** tab
Click **Options**
Click the **Genera**l tab
Check the box for **Show Descriptive tags** under the **Navigation Pane** section and click OK.

Now the left most pane will have a section at the bottom called "Descriptive tags" which is useful for filtering all of your photos which share a specific tag! The side-benefit is that the first group is called "not tagged" – now you know which photos need your attention.

You may also want to populate the "Add an author field in the Information section of the Tag and Caption pane.
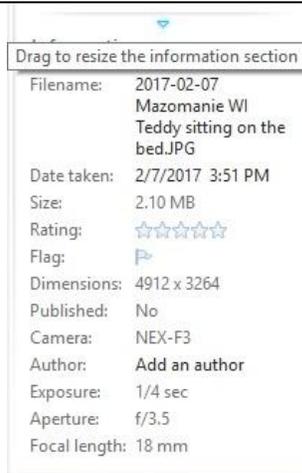
Making a .tiff copy for archiving

All of the steps above assume you are working with newly imported jpg images which have been collected from your camera or smartphone. Now that the tags have been added to the jpg, double click the photo, click the "Make a Copy" button, and change the "Save as type" drop list to "TIFF". Click Save. If you open the Windows folder where this .tif file was saved, and you inspect the Windows properties for the photo, you'll see that the Title, Subject, and descriptive tags you entered for the jpg have been copied over to the tif version of the file. This .tif version is a back up copy. You might want to move that file to a separate location for long term backup storage.