

# **Step 3 – Part A – People Tags**

## **Why do People Tags?**

- It helps you find Photos of People, like yourself or other family/friends.**
- Once you tag some of them, you can search and it will show you some photos that may be the same person. If it is the same person, you can confirm. If it is not the same person, you delete it. I will show you that in Step 4 – Part A.**
- Note – the more you tag, Photo Gallery finds more Photos that are correct to confirm.**

# People Tags Videos?

- **Most likely you do not need to People Tags Videos.**
- **The only reason is that the video was a Family/Friend party with People.**
- **You then can find search and find the Photos and Videos with People Tags.**
- **Next, I will show you People Tags photos. The People Tags Videos is the same process in the home page, but it does not work in the Edit page.**

# **Step 3 – Part A – People Tags**

- **Next, I am going to show you how to do People Tags**
- **Note – I have already done a lot of People Tags, so the layout of Photo Gallery that I show you may be different than your Photo Gallery.**
- **Next, you open Photo Gallery and go to a Folder that has People you want to Tag.**

# Here is a Friends Folder Sample.

The screenshot displays the Windows Photo Gallery application interface. The top ribbon includes tabs for File, Home, Edit, Find, Create, and View. The ribbon contains various tools for managing photos, such as 'Import', 'New folder', 'Select all', 'Copy', 'Paste', 'Batch people tag', 'Geotag', 'Descriptive tag', 'Caption', 'Rate', and 'Flag'. A large blue arrow points to the 'Friends' folder in the left-hand navigation pane. The main area shows a grid of photo thumbnails with their respective metadata, including filename, date taken, size, dimensions, and rating. The right-hand pane shows options for 'People tags', 'Geotag', 'Caption', 'Descriptive tags', and 'Information'.

Thumbnail	Filename	Date Taken	Size	Dimensions	Rating
	EnglandAirFreshener.JPG	1/1/2001 12:00 AM	635 KB	2048 x 1536	☆☆☆☆☆
	Neighbor kids costumes.J...	1/1/2001 12:00 AM	658 KB	2048 x 1536	☆☆☆☆☆
	FatherFrank.JPG	1/1/2001 12:00 AM	1.01 MB	1536 x 2048	☆☆☆☆☆
	DSCN2150.JPG	1/1/2001 1:00 AM	655 KB	2048 x 1536	☆☆☆☆☆
	FredFatherMcCabe.JPG	1/1/2001 6:00 AM	629 KB	2048 x 1536	☆☆☆☆☆
	GeorgePatPoliceHats.JPG	1/1/2001 6:00 AM	688 KB	2048 x 1536	☆☆☆☆☆
	Levitron.JPG	1/1/2001 6:00 AM	832 KB	2048 x 1536	☆☆☆☆☆
	MaxClydePoliceHats.JPG	1/1/2001 6:00 AM	632 KB	2048 x 1536	☆☆☆☆☆

# As I mentioned, I have Tags and you will see them on the Home Tab.

The screenshot displays the Windows Photo Gallery application window. The title bar reads "Photo Gallery". The ribbon menu includes "File", "Home", "Edit", "Find", "Create", and "View". The "Home" tab is active, showing options for "Import", "New folder", "Select all", "Copy", "Paste", "People tag", "Batch people tag", "Geotag", "Descriptive tag", "Caption", "Rate", "Flag", "Months", "Rated", "Flagged", "Text search", "Slide show", "Share" (with Facebook and Photo email icons), and "Sign in".

The main area shows a photo gallery for the folder "C:\Users\fb...on103\Pic...\Friends" (57 items, 1 selected). A blue arrow points from the "Quick find" section of the ribbon to the "EnglandAirFreshener.JPG" photo. The gallery lists the following items:

Image	Filename	Date taken	Size	Resolution	Rating
	EnglandAirFreshener.JPG	1/1/2001 12:00 AM	635 KB	2048 x 1536	☆☆☆☆☆
	Neighbor kids costumes.JPG	1/1/2001 12:00 AM	658 KB	2048 x 1536	☆☆☆☆☆
	FatherFrank.JPG	1/1/2001 12:00 AM	1.01 MB	1536 x 2048	☆☆☆☆☆
	DSCN2150.JPG	1/1/2001 1:00 AM	655 KB	2048 x 1536	☆☆☆☆☆
	FredFatherMcCabe.JPG	1/1/2001 6:00 AM	629 KB	2048 x 1536	☆☆☆☆☆
	GeorgePatPoliceHats.JPG	1/1/2001 6:00 AM	688 KB	2048 x 1536	☆☆☆☆☆
	Levitron.JPG	1/1/2001 6:00 AM	832 KB	2048 x 1536	☆☆☆☆☆
	MaxClydePoliceHats.JPG	1/1/2001 6:00 AM	632 KB	2048 x 1536	☆☆☆☆☆

The left navigation pane shows a list of folders under "Friends", with "40thAnniversaryPearsalls" selected. The right pane shows "People tags", "Geotag", "Caption", "Descriptive tags", and "Information" sections. The status bar at the bottom indicates "1017 items, 1 selected".

# Next, you click on a Photo you want to Tag a Person

The screenshot shows the Windows Photo Gallery application window. The title bar reads "Photo Gallery". The ribbon includes tabs for File, Home, Edit, Find, Create, and View. The Home tab is active, showing options like Import, New folder, Select all, Copy, Paste, People tag, Batch people tag, Geotag, Descriptive tag, Rate, Flag, Caption, Months, Rated, Flagged, Text search, Slide show, Share, and Sign in. The main area displays a folder named "Friends" containing 57 items, with 1 selected. The selected photo is "EnglandAirFreshener.JPG", which is highlighted with a large blue arrow. The photo's metadata is shown: 1/1/2001 12:00 AM, 635 KB, 2048 x 1536, and a 5-star rating. Other photos in the gallery include "Neighbor kids costumes.J...", "FatherFrank.JPG", "DSCN2150.JPG", "FredFatherMcCabe.JPG", "GeorgePatPoliceHats.JPG", "Levitron.JPG", and "MaxClydePoliceHats.JPG". The right sidebar shows "People tags" and "Geotag" options, along with "Caption" and "Descriptive tags" sections. The bottom status bar indicates "1017 items, 1 selected".

Photo Gallery

File Home Edit Find Create View

Import New folder Select all Copy Paste People tag Batch people tag Geotag Descriptive tag Rate Flag Caption Months Rated Flagged Text search Slide show Share Sign in

New Manage Organize Quick find

Friends (57 items, 1 selected)

EnglandAirFreshener.JPG  
1/1/2001 12:00 AM  
635 KB  
2048 x 1536  
☆☆☆☆☆

Neighbor kids costumes.J...  
1/1/2001 12:00 AM  
658 KB  
2048 x 1536  
☆☆☆☆☆

FatherFrank.JPG  
1/1/2001 12:00 AM  
1.01 MB  
1536 x 2048  
☆☆☆☆☆

DSCN2150.JPG  
1/1/2001 1:00 AM  
655 KB  
2048 x 1536  
☆☆☆☆☆

FredFatherMcCabe.JPG  
1/1/2001 6:00 AM  
629 KB  
2048 x 1536  
☆☆☆☆☆

GeorgePatPoliceHats.JPG  
1/1/2001 6:00 AM  
688 KB  
2048 x 1536  
☆☆☆☆☆

Levitron.JPG  
1/1/2001 6:00 AM  
832 KB  
2048 x 1536  
☆☆☆☆☆

MaxClydePoliceHats.JPG  
1/1/2001 6:00 AM  
632 KB  
2048 x 1536  
☆☆☆☆☆

People tags  
Add people tags

Geotag  
Add geotag

Caption  
Add caption

Descriptive tags  
Add descriptive tags

Information  
Filename: EnglandAirFreshen...  
Date taken: 1/1/2001 12:00 AM  
Size: 635 KB  
Rating: ☆☆☆☆☆  
Flag: P

1017 items, 1 selected

# Once you click on it, you may see Who is this? on the right.

The screenshot shows the Windows Photo Gallery application. The interface includes a ribbon with tabs for File, Home, Edit, Find, Create, and View. The Home tab is active, showing options like Import, New folder, Copy, Paste, People tag, Batch people tag, Geotag, Descriptive tag, Rate, Caption, and Flag. The main area displays a grid of photos. The photo 'FatherFrank.JPG' is selected and highlighted with a blue border. A large blue arrow points from the 'Who is this?' tag in the 'People tags' pane to the selected photo. Another blue arrow points from the 'Who is this?' tag to the 'Geotag' section in the 'Information' pane. The 'People tags' pane shows two tags with the text 'Who is this?' and a small photo of a person. The 'Information' pane shows details for the selected photo: Filename: FatherFrank.JPG, Date taken: 1/1/2001 12:00 AM, Size: 1.00 MB, Rating: five stars, and Flag: none. The left sidebar shows a list of folders, including '40thAnniversaryPearsalls', 'Antoneti', 'Arthur', 'BerwickLocal', 'BlairTomRocki', 'CaseyWedding', 'CharlesAnnaLisa', 'ChristmasBetsy2006', 'Ciccariello', 'ClydeBirthday', 'CookePattyPhil', 'Danny50th', 'DannyVero', 'DaveBurgess', 'DavidWells', 'DonKathleenMiller', 'Duemig', 'Easter 2007', 'ElaineGraham', 'FatherJoeBeckman', and 'Fran'. The status bar at the bottom indicates '1015 items, 1 selected'.

Photo Gallery

File Home Edit Find Create View

Import New folder Copy Paste People tag Batch people tag Geotag Descriptive tag Rate Caption Flag

Quick find Months Rated Flagged Text search Slide show Share Photo email Sign in

40thAnniversaryPearsalls  
Antoneti  
Arthur  
BerwickLocal  
BlairTomRocki  
CaseyWedding  
CharlesAnnaLisa  
ChristmasBetsy2006  
Ciccariello  
ClydeBirthday  
CookePattyPhil  
Danny50th  
DannyVero  
DaveBurgess  
DavidWells  
DonKathleenMiller  
Duemig  
Easter 2007  
ElaineGraham  
FatherJoeBeckman  
Fran

EnglandAirFreshener.JPG  
1/1/2001 12:00 AM  
635 KB  
2048 x 1536  
☆☆☆☆☆  
Add caption

FatherFrank.JPG  
1/1/2001 12:00 AM  
1.00 MB  
1536 x 2048  
☆☆☆☆☆  
Add caption

FredFatherMcCabe.JPG  
1/1/2001 6:00 AM  
639 KB  
2048 x 1536  
☆☆☆☆☆  
Add caption

Levitron.JPG  
1/1/2001 6:00 AM  
632 KB

Neighbor kids costumes.J...  
1/1/2001 12:00 AM  
658 KB  
2048 x 1536  
☆☆☆☆☆  
Add caption

DSCN2150.JPG  
1/1/2001 1:00 AM  
655 KB  
2048 x 1536  
☆☆☆☆☆  
Add caption

GeorgePatPoliceHats.JPG  
1/1/2001 6:00 AM  
688 KB  
2048 x 1536  
☆☆☆☆☆  
Add caption

MaxClydePoliceHats.JPG  
1/1/2001 6:00 AM  
622 KB

People tags  
Add people tags  
Who is this?  
Who is this?

Geotag  
Add geotag

Caption  
Add caption

Information  
Filename: FatherFrank.JPG  
Date taken: 1/1/2001 12:00 AM  
Size: 1.00 MB  
Rating: ☆☆☆☆☆  
Flag: 🚩

1015 items, 1 selected

# Sometimes, when you click on a Photo that has smaller “faces” it will not show Who is This?

The screenshot shows the Windows Photo Gallery application. The main window displays a folder named "Friends" containing 57 items. The selected item is "EnglandAirFreshener.JPG". The right-hand pane shows the "People tags" section, which is currently empty. A blue arrow points from the "Add people tags" button to the "People tags" section. Another blue arrow points from the "EnglandAirFreshener.JPG" photo thumbnail to the "People tags" section.

**File** Home Edit Find Create View

Import New folder Select all Copy Paste People tag Batch people tag Descriptive tag Caption Geotag Rate Flag Months Rated Flagged Text search Slide show Share Sign in

Friends

- 40thAnniversaryPearsalls
- Antoneti
- Arthur
- BerwickLocal
- BlairTomRocki
- CaseyWedding
- CharlesAnnaLisa
- ChristmasBetsy2006
- Ciccariello
- ClydeBirthday
- CookePattyPhil
- Danny50th
- DannyVero
- DaveBurgess
- DavidWells
- DonKathleenMiller
- Duemig
- Easter 2007
- ElaineGraham
- FatherJoeBeckman

C:\Users\fbenson103\Pic...\Friends (57 items, 1 selected)

Thumbnail	Filename	Date/Time	Size	Resolution	Rating
	EnglandAirFreshener.JPG	1/1/2001 12:00 AM	635 KB	2048 x 1536	☆☆☆☆☆
	Neighbor kids costumes.JPG	1/1/2001 12:00 AM	658 KB	2048 x 1536	☆☆☆☆☆
	FatherFrank.JPG	1/1/2001 12:00 AM	1.01 MB	1536 x 2048	☆☆☆☆☆
	DSCN2150.JPG	1/1/2001 1:00 AM	655 KB	2048 x 1536	☆☆☆☆☆
	FredFatherMcCabe.JPG	1/1/2001 6:00 AM	629 KB	2048 x 1536	☆☆☆☆☆
	GeorgePatPoliceHats.JPG	1/1/2001 6:00 AM	688 KB	2048 x 1536	☆☆☆☆☆
	Levitron.JPG	1/1/2001 6:00 AM	832 KB	2048 x 1536	☆☆☆☆☆
	MaxClydePoliceHats.JPG	1/1/2001 6:00 AM	632 KB	2048 x 1536	☆☆☆☆☆

People tags

Add people tags

Geotag

Add geotag

Caption

Add caption

Descriptive tags

Add descriptive tags

Information

Filename: EnglandAirFreshen...

Date taken: 1/1/2001 12:00 AM

Size: 635 KB

Rating: ☆☆☆☆☆

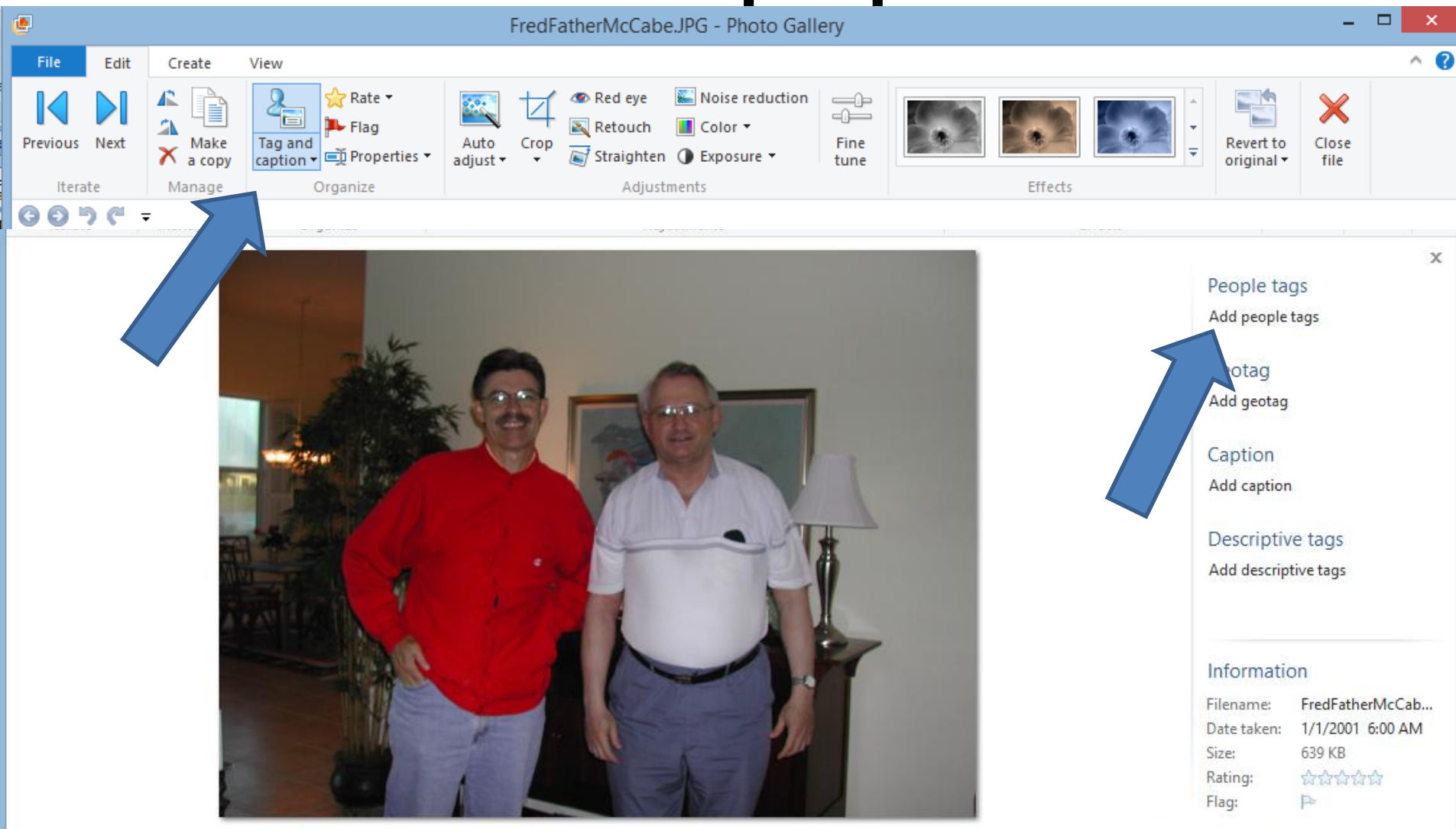
Flag: P



# Options to Tag

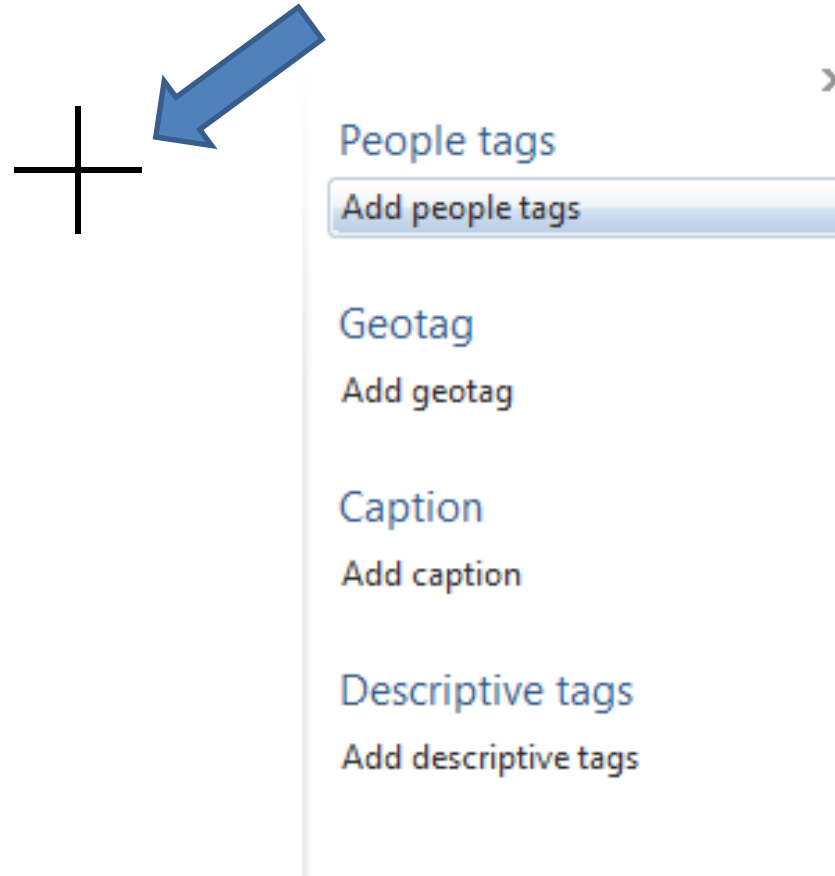
- **First Option is to Tag on the right.**
- **Second Option - If there are multiple people on a Photo, I recommend that you double click on the Photo and it will go to Edit, which I will show you next.**
- **After that I will show you how to Tag on the right.**

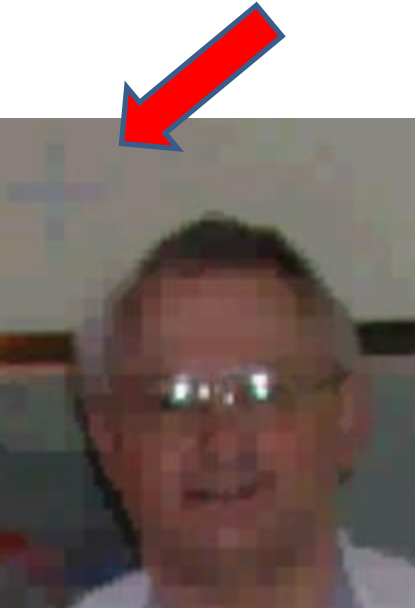
You see it in Edit Tab. The default on the right is Tag and Captions. Then, click on Add people tabs.



# Once you click on it, the curser changes.

- **Note – I zoomed in, so you can see it.**
- **Next you move you curse over to the photo.**





- **Left click to the top left of the face and then hold it down drag it to the right and down.**
- **Once you let go, Tag someone shows up, which is the next slide.**

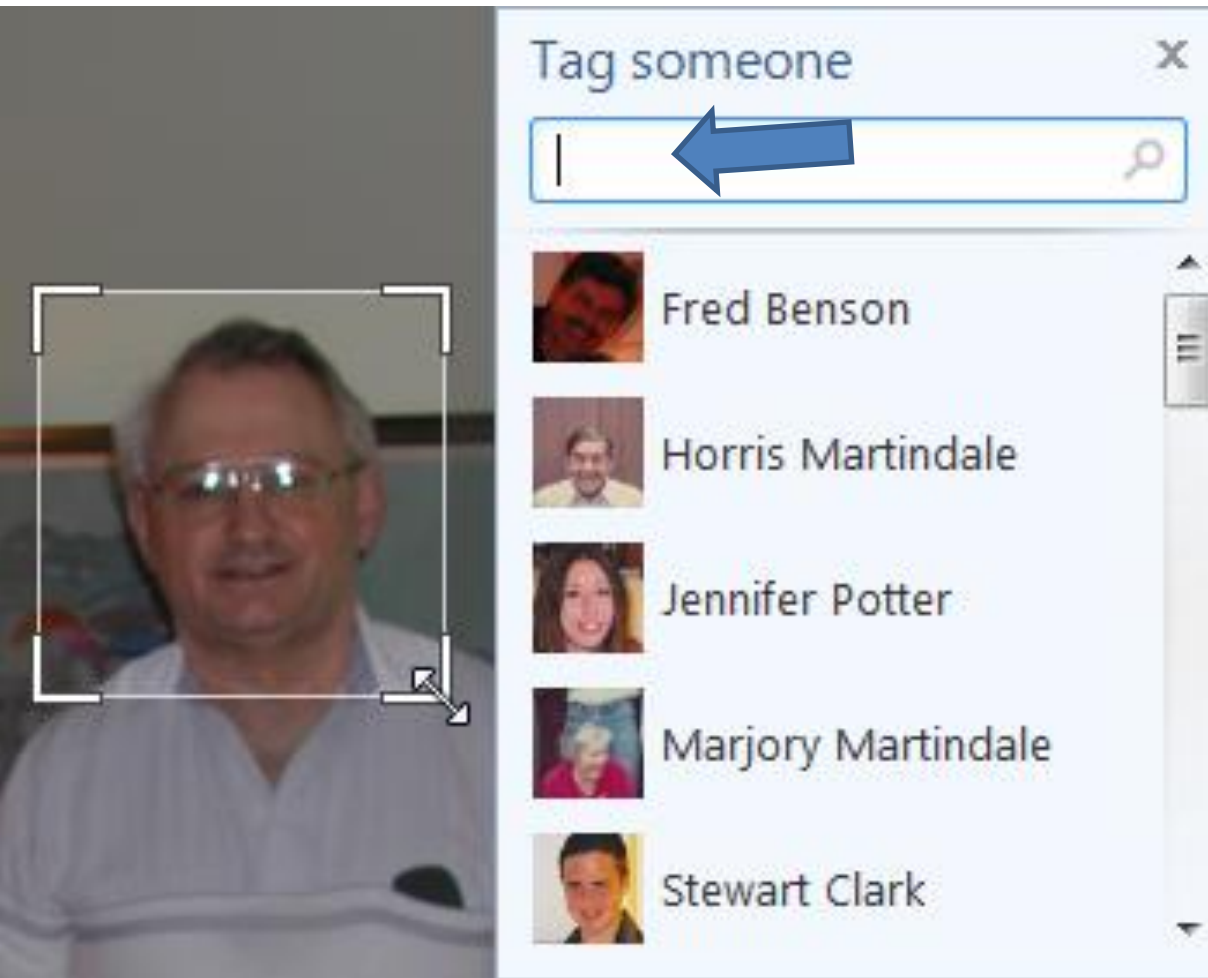


- **You then see it.**
- **Next, you let it go.**



- **You then see it this way.**
- **Tag someone shows up, which is the next slide.**

# Because I already did tags, you see a list of people.



- If this is your first tag, you will not see the list.
- Next, type in the new name under the Tag someone.


# If the name is a new one, you no longer see the list.



Tag someone x

Father McCabe x

*Add new person*



- You then click on Add new person



# You then see it on the Right

Photo Gallery - dFatherMcCabe.JPG

Adjustments: Red eye, Retouch, Straighten, Noise reduction, Color, Exposure, Fine tune

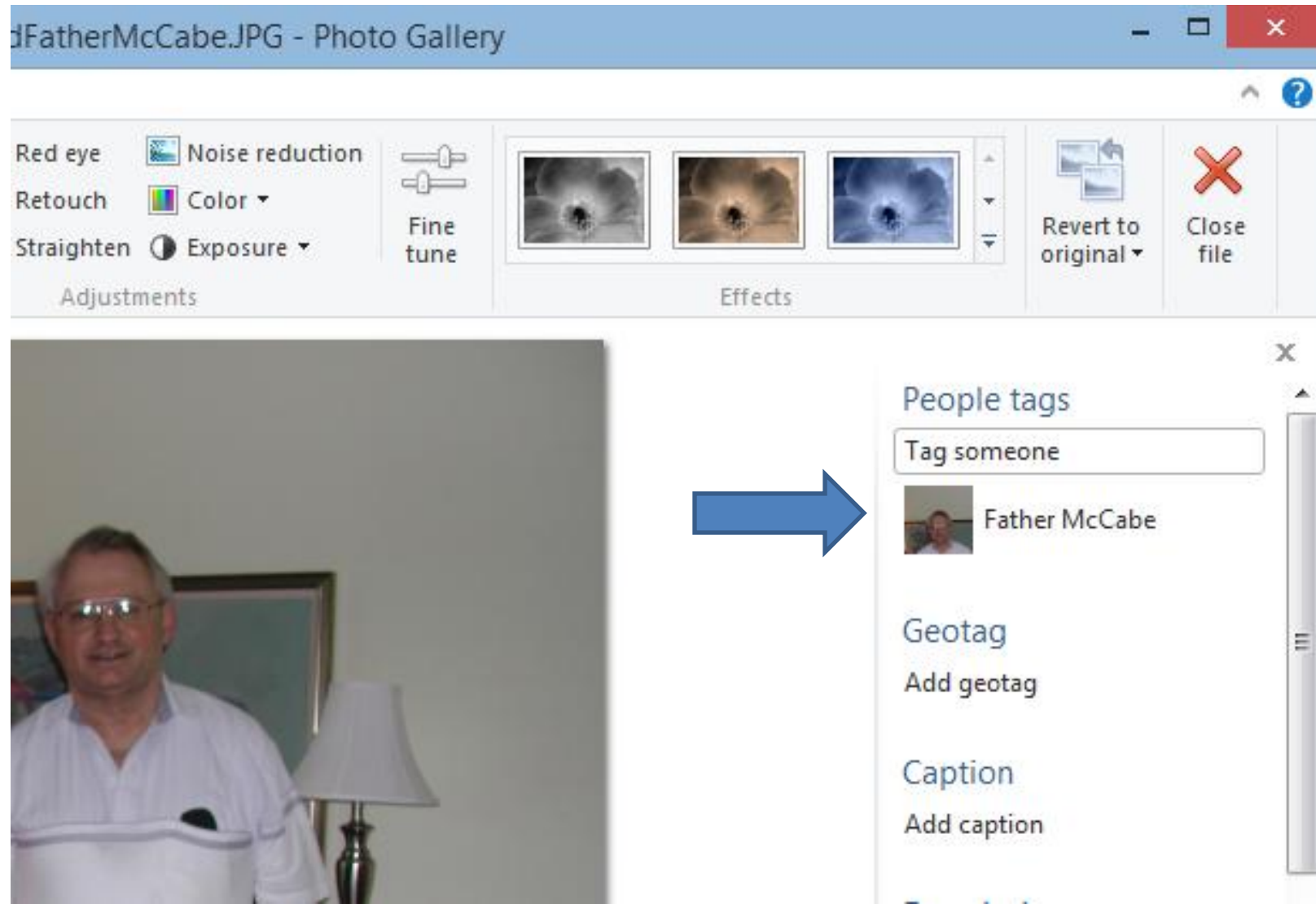
Effects: [Three effect thumbnails]

Revert to original, Close file

People tags: Tag someone, Father McCabe

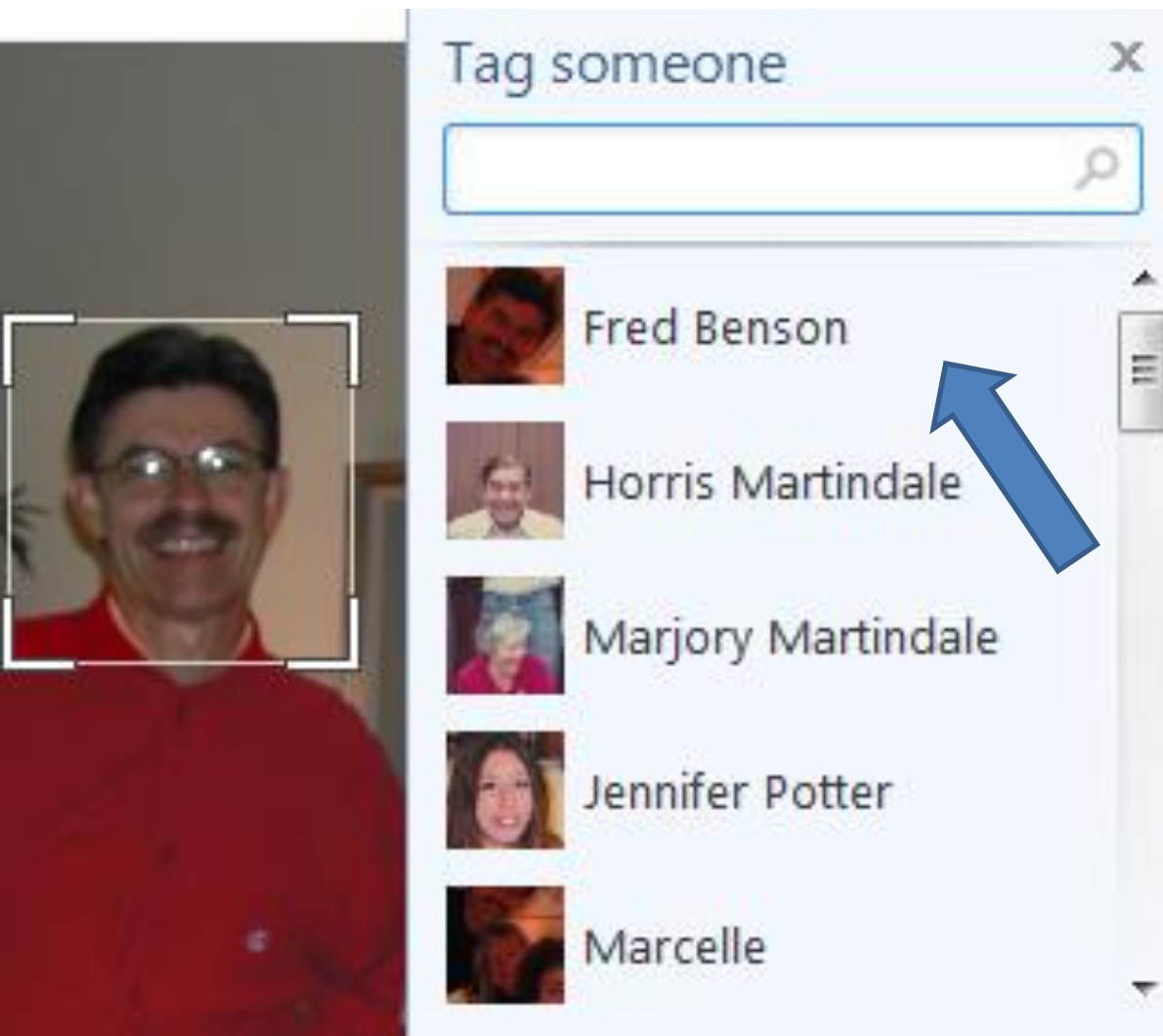
Geotag: Add geotag

Caption: Add caption



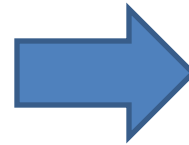
The image shows a screenshot of a photo gallery application. The main window displays a photo of a man in a white shirt and glasses. To the right of the photo is a sidebar with various options: 'People tags' (with a search box and a tag for 'Father McCabe'), 'Geotag' (with 'Add geotag'), and 'Caption' (with 'Add caption'). A blue arrow points from the photo area towards the 'People tags' section. The top of the window shows the title 'Photo Gallery' and the filename 'dFatherMcCabe.JPG'. Below the title bar is a toolbar with 'Adjustments' (Red eye, Retouch, Straighten, Noise reduction, Color, Exposure, Fine tune) and 'Effects' (three thumbnails, Revert to original, Close file).

# Repeat the process to do the second person



**Note – if you already added a person, like I have. You click on the name, like my name – Fred Benson**

# You then see both of them on the right.



People tags

Tag someone



Father McCabe



Fred Benson

Geotag

Add geotag

Caption

Add caption

# To do it on the home tab on the right, click on a photo and then click on Add People Tag

The screenshot shows the Windows Photo Gallery application window titled "Photo Gallery". The interface includes a ribbon with tabs: File, Home, Edit, Find, Create, and View. The "Home" tab is active, showing options like "Import", "New folder", "Select all", "Copy", "Paste", "People tag", "Batch people tag", "Descriptive tag", "Caption", "Geotag", "Rate", "Flag", "Quick find", "Text search", "Slide show", "Share", and "Sign in".

The main area displays a photo gallery for the folder "C:\Users\fbenson\Pictures\Friends" (58 items, 1 selected). The selected photo is "FatherFrank.JPG", which is highlighted with a blue border. A large blue arrow points from the top of the gallery down to this photo. Other photos in the gallery include "EnglandAirFresh.JPG", "Neighbor kids costumes.J...", "DSCN2150.JPG", "FredFatherMcCabe.JPG", "GeorgePatPoliceHats.JPG", and "Levitron.JPG".


On the right side, the "People tags" sidebar is visible, showing "Add people tags" and "Add geotag" buttons. A large blue arrow points from the "Add people tags" button towards the selected photo. Below this, the "Caption" and "Information" sections are also visible.

The "Information" section for the selected photo shows:






- Filename: FatherFrank.JPG
- Date taken: 1/1/2001 12:00 AM
- Size: 1.00 MB
- Rating: ☆☆☆☆☆
- Flag: 🚩

The status bar at the bottom indicates "1015 items, 1 selected".

# Similar Process, you see a list and type in the name.



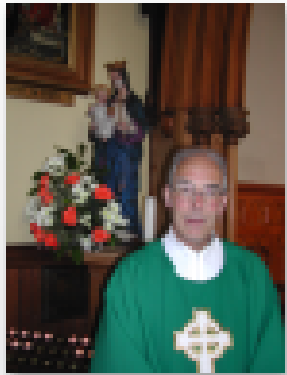
People tags

-  Fred Benson
-  Horris Martindale
-  Marjory Martindale
-  Jennifer Potter
-  Father McCabe

Descriptive tags

Add descriptive tags

# Then, click on Add new person



FatherFrank.JPG

1/1/2001 12:00 AM

1.00 MB

1536 x 2048



*Add caption*

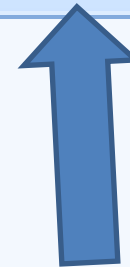
GeorgePatPoliceHats.JPG

## People tags

Father Frank



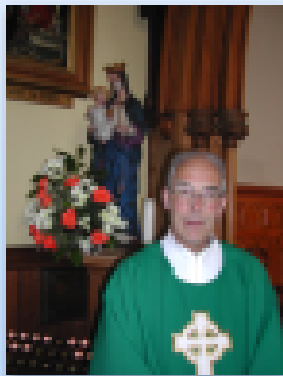
*Add new person*



# You see the name and Who is this?

- Then click on the correct one of the two Who is This?

d)



FatherFrank.JPG

1/1/2001 12:00 AM

1.01 MB

1536 x 2048



*Add caption*



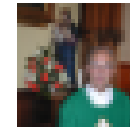
GeorgePatPoliceHats.JPG

1/1/2001 6:00 AM

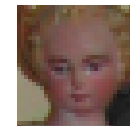
600 x 400

## People tags

Add people tags



Father Frank



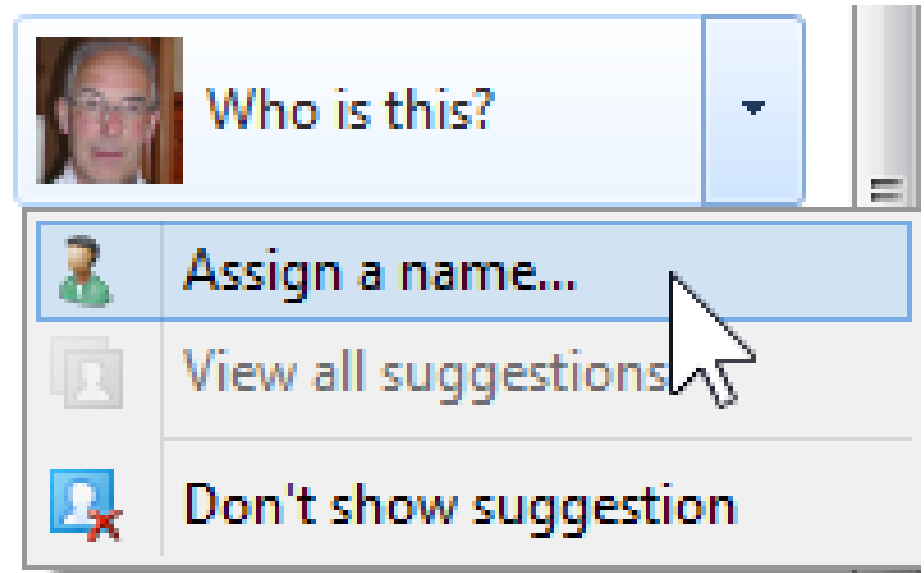
Who is this?



Who is this?



# You then click on Assign a name





# List of people show and recent one at the top and click on it.

People tags

Add people tags



Father Frank



Who is this?



Who is this?



Father Frank



Fred Benson



Horris Martindale



Marjory Martindale



Father McCabe

# You then see it and it still shows the second Who is this?

- It is the one in the back

ted)


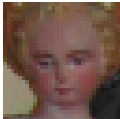
...



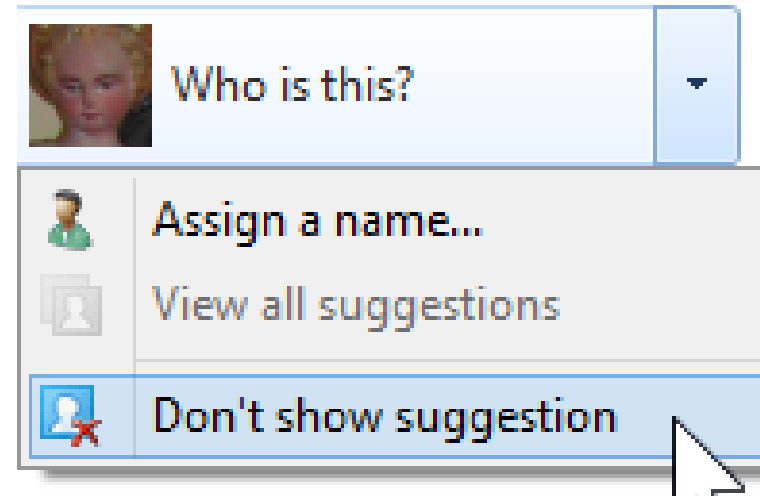
FatherFrank.JPG  
1/1/2001 12:00 AM  
1.01 MB  
1536 x 2048  
☆☆☆☆☆  
*Add caption*

People tags

Add people tags

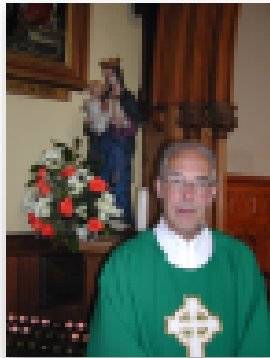
	Father Frank	▼
	Who is this?	

**To remove it, click on it and then click on Don't show suggestion.**



# It now longer shows it.

ed)



FatherFrank.JPG

1/1/2001 12:00 AM

1.01 MB

1536 x 2048



*Add caption*

## People tags

Add people tags



Father Frank

## Geotag

Add geotag

# Next Steps.

- **If you have multiple pictures of the one you just did a Tag, you continue to Tag a lot of the other pictures with the same name.**
- **You may want to go to Step 4 – Find Photos – Part A – People, before you do Step 3 – Part B.**
- **This is the end of Step 3 – Part A.**