

Step 3 – Part B – Geotag

Why do Geotag?

- You can type in a City or State, or Country/Region or other location to help find and organize Photos/Videos.
- The easiest way to find and organize by area is to create folders and file names that I showed you in Step 2. I recommend that vs. Geotag
- If you already uploaded photos and did not create folder and file names, the other option is using Descriptive tabs, which is Step 3 – Part D – Descriptive tabs. I recommend that also vs. Geotag.
- Once you organize by folders, file names, and/or Descriptive tabs, you can do a Text search to find them, which I will show in Step 4 – Part B.
- If you want to try Geotag, next slides show you.

Step 3 – Part B – Geotag

Why do Geotag?

- **If you do Geotag, you can also do a Text search. You can also do a View by Geotag, which is Step 5 – Part A.**
- **If you want to try Geotag, next slides show you how to do it.**

How to add Geotag to multiple photos?

- Open Photo Gallery and go to a folder you want with Pictures, like Barcelona

The screenshot shows the Windows Photo Gallery application. The left sidebar displays a folder tree with 'Barcelona' selected, indicated by a blue arrow. The main area shows a grid of photos from the 'Barcelona' folder. The right sidebar shows options for 'People tags', 'Geotag', 'Caption', and 'Information'.

Filename	Date taken	Size	Rating
Barcelona.JPG	5/8/2013 2:38 PM	1.65 MB	☆☆☆☆☆
IMG_0404.JPG	5/8/2013 3:08 PM	2.67 MB	☆☆☆☆☆
IMG_0405.JPG	5/8/2013 3:11 PM	3.21 MB	☆☆☆☆☆
IMG_0407.JPG	5/8/2013 3:18 PM	2.93 MB	☆☆☆☆☆
IMG_0408.JPG	5/8/2013 3:35 PM	2.16 MB	☆☆☆☆☆
IMG_0413 Stitch.jpg	5/8/2013 3:40 PM	7.54 MB	☆☆☆☆☆
IMG_0416.JPG	5/8/2013 3:55 PM	2.96 MB	☆☆☆☆☆
IMG_0417.JPG	5/8/2013 5:35 PM	2.11 MB	☆☆☆☆☆

Next, highlight photos.

- If you want to add a Geotag to all photos in the folder, you click on the first photo and then press and hold the Shift Key and click on the last photo.**
- If you want to select a portion of the photos in the folder, you click on the first one you want, then press and hold the Ctrl Key and click on each one you want.**
- Next, I will show you selecting all of them.**

To select all, click on the first photo

- Then scroll down

The screenshot shows the Windows Photo Gallery application. The left pane displays a folder tree with 'Barcelona' selected. The main pane shows a grid of 12 photos from the 'Barcelona' folder. The first photo, 'Barcelona.JPG', is selected. The right-hand pane shows the 'People tags' section with a 'Who is this?' tag. A blue arrow points from the folder name 'Barcelona' to the first photo. Another blue arrow points from the first photo to the 'Who is this?' tag.

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

C:\Users\fbenson103...\Barcelona (12 items, 1 selected)

Thumbnail	Filename	Date taken	Size	Resolution	Rating
	Barcelona.JPG	5/8/2013 2:38 PM	1.65 MB	2736 x 3648	☆☆☆☆☆
	IMG_0404.JPG	5/8/2013 3:08 PM	2.67 MB	2736 x 3648	☆☆☆☆☆
	IMG_0405.JPG	5/8/2013 3:11 PM	3.21 MB	2736 x 3648	☆☆☆☆☆
	IMG_0407.JPG	5/8/2013 3:18 PM	2.93 MB	3648 x 2736	☆☆☆☆☆
	IMG_0408.JPG	5/8/2013 3:35 PM	2.16 MB	2736 x 3648	☆☆☆☆☆
	IMG_0413 Stitch.jpg	5/8/2013 3:40 PM	7.54 MB	5705 x 3395	☆☆☆☆☆
	IMG_0416.JPG	5/8/2013 3:55 PM	2.96 MB	3648 x 2736	☆☆☆☆☆
	IMG_0417.JPG	5/8/2013 5:35 PM	2.11 MB	2736 x 3648	☆☆☆☆☆

People tags
Add people tags
Who is this?

Geotag
Add geotag

Caption
Add caption

Descriptive tags

Information
Filename: Barcelona.JPG
Date taken: 5/8/2013 2:38 PM
Size: 1.65 MB
Rating: ☆☆☆☆☆
Flag: P

12 items, 1 selected

Press the Shift Key and click on the last photo.

The screenshot shows the Windows Photo Gallery application interface. The main area displays a grid of photos. A blue arrow points to the last photo in the grid, which is titled 'IMG_0421.JPG'.

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

Craigslist Cruises Cruise2009 Cruise2010BalticNorthEurope Cruise2011 CruiseCaribbeanApril2013 CruiseFirstOneCosta2005 CruiseMed2008 CruiseTransAtl2013 Athens Barcelona Cartagena Spain Cinqueterre Italy Corfu Dubrovnik - Also see Cruise 2009 Gibraltar Kataklon - see Cruise 2009 Kusadasi Turkey Marseille - Also Cruise 2008 Mykonos - Also Cruise 2009 Rome Port

2736 x 3648
3648 x 2736
IMG_0408.JPG
5/8/2013 3:35 PM
2.16 MB
2736 x 3648
IMG_0416.JPG
5/8/2013 3:55 PM
2.96 MB
3648 x 2736
IMG_0418.JPG
5/8/2013 5:35 PM
2.60 MB
3648 x 2736
IMG_0421.JPG
5/8/2013 7:14 PM
2.37 MB
3648 x 2736
IMG_0413 Stitch.jpg
5/8/2013 3:40 PM
7.54 MB
5705 x 3395
IMG_0417.JPG
5/8/2013 5:35 PM
2.11 MB
2736 x 3648
IMG_0419.JPG
5/8/2013 5:36 PM
2.20 MB
2736 x 3648
IMG_0422.JPG
5/8/2013 7:14 PM
2.37 MB
3648 x 2736

People tags
Add people tags
Who is this?
Geotag
Add geotag
Caption
Add caption
Descriptive tags
Information
Filename: Barcelona.JPG
Date taken: 5/8/2013 2:38 PM
Size: 1.65 MB
Rating: ☆☆☆☆
Flag: 🚩

12 items, 1 selected

You then see them all highlighted. Then click on Add geotag

The screenshot shows 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 like "Import", "New folder", "Select all", "Copy", "Paste", "Batch people tag", "Geotag", "Descriptive tag", "Rate", "Caption", and "Flag". The "Organize" group is expanded, showing "People tag", "Caption", "Rate", and "Flag". The "Quick find" group shows "Months", "Rated", and "Flagged". The "Share" group shows "Text search", "Slide show", "Photo email", and "Sign in".

The main area displays a grid of 12 photos, all of which are highlighted with a light blue background. The photos are arranged in two columns and six rows. The left column shows photos with dimensions and ratings, while the right column shows photos with filenames, dates, times, sizes, and ratings. A blue arrow points from the "Add geotag" option in the right-hand sidebar to the "Add geotag" button in the "Geotag" section of the sidebar.

The right-hand sidebar is expanded, showing the following sections:

- People tags
 - Add people tags
 - Marcelle (1)
- Geotag
 - Add geotag
- Caption
 - Add caption
- Descriptive tags
- Information
 - Filename: IMG_0422.JPG...
 - Date taken: 5/8/2013 7:14 PM...
 - Size: 12 items
 - Rating: ☆☆☆☆☆
 - Flag: 🚩

The status bar at the bottom left shows "12 items, 12 selected". The bottom right corner contains navigation and zoom controls.

It then opens.

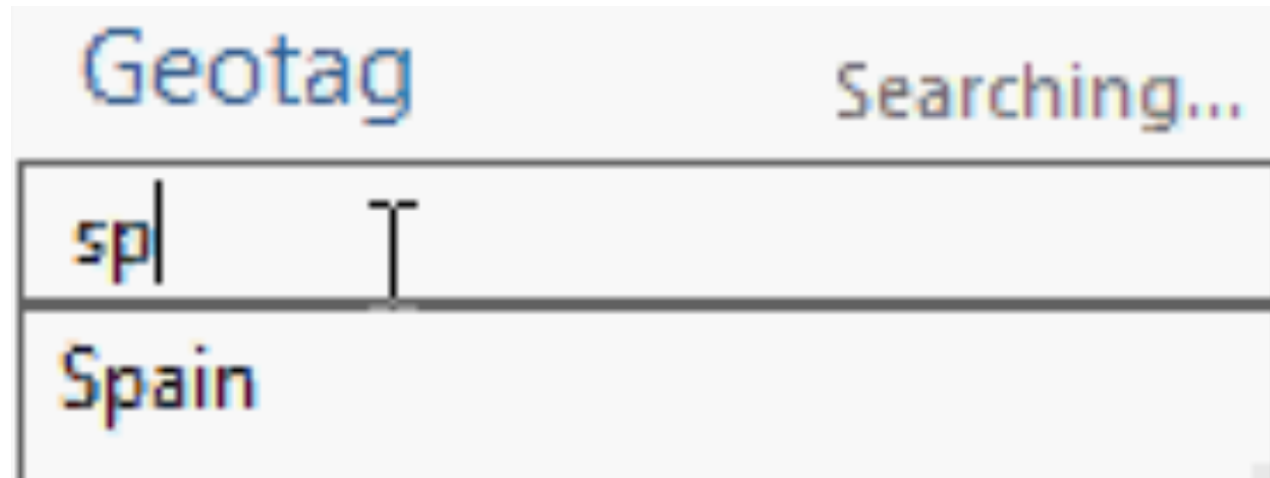
- Then, type in Text, like Spain.

Geotag

| |

When you start typing in, it starts to searching and you see Spain below.

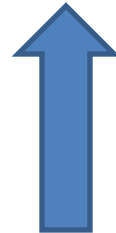
- You can click on Spain and then click on the enter key.



You then see Spain (All)

Geotag

Spain (All)



Geotag Videos

- **You follow the same process as Photos.**
- **End of Part B.**