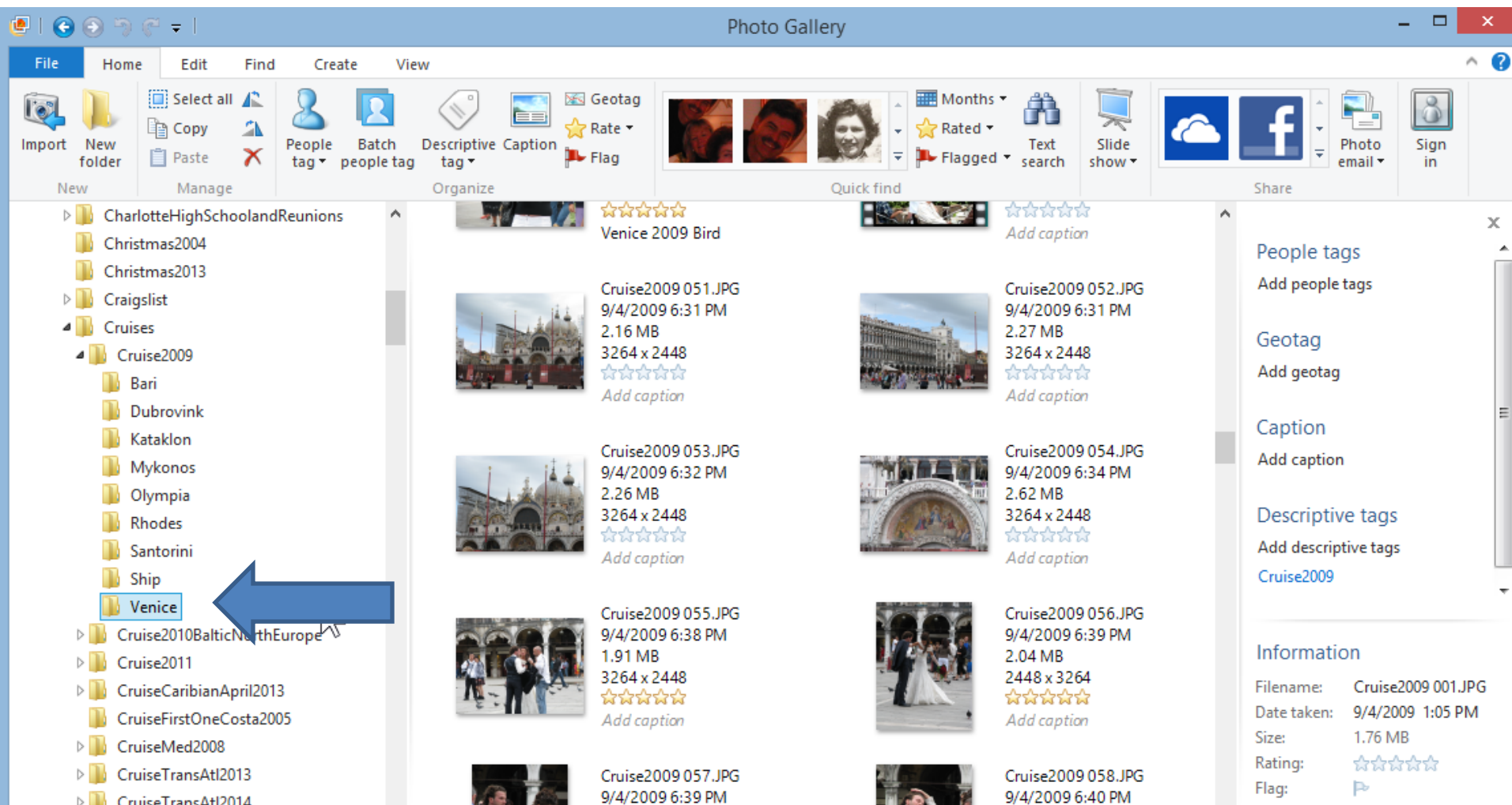








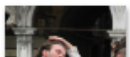


Step 3 – Part C - Add Caption

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



The screenshot shows the Windows Photo Gallery application interface. The left sidebar displays a folder tree with 'Venice' selected. The main area shows a grid of photos with their captions and metadata. The right sidebar provides options for adding captions, geotags, and people tags.

Image	Filename	Date	Size	Resolution	Rating	Action
	Venice 2009 Bird				★★★★★	Add caption
	Cruise2009 051.JPG	9/4/2009 6:31 PM	2.16 MB	3264 x 2448	★★★★★	Add caption
	Cruise2009 052.JPG	9/4/2009 6:31 PM	2.27 MB	3264 x 2448	★★★★★	Add caption
	Cruise2009 053.JPG	9/4/2009 6:32 PM	2.26 MB	3264 x 2448	★★★★★	Add caption
	Cruise2009 054.JPG	9/4/2009 6:34 PM	2.62 MB	3264 x 2448	★★★★★	Add caption
	Cruise2009 055.JPG	9/4/2009 6:38 PM	1.91 MB	3264 x 2448	★★★★★	Add caption
	Cruise2009 056.JPG	9/4/2009 6:39 PM	2.04 MB	2448 x 3264	★★★★★	Add caption
	Cruise2009 057.JPG	9/4/2009 6:39 PM				
	Cruise2009 058.JPG	9/4/2009 6:40 PM				

Right Sidebar Options:

- People tags: Add people tags
- Geotag: Add geotag
- Caption: Add caption
- Descriptive tags: Add descriptive tags, Cruise2009
- Information: Filename: Cruise2009 001.JPG, Date taken: 9/4/2009 1:05 PM, Size: 1.76 MB, Rating: ★★★★★, Flag: P

Then click on a Picture

- Then click on Add Caption on the right

The screenshot shows the Windows Photo Gallery application interface. The left pane displays a folder tree with 'Venice' selected. The main area shows a grid of photos from the 'Venice' folder. The right pane is open to the 'Caption' tab, where the 'Add caption' button is highlighted with a blue arrow. Other tabs in the right pane include 'People tags', 'Geotag', 'Descriptive tags', and 'Information'.

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 Text search Slide show Share Sign in

New Manage Organize Quick find

CharlotteHighSchoolandReunions
Christmas2004
Christmas2013
Craigslis
Cruises
Cruise2009
Bari
Dubrovink
Kataklon
Mykonos
Olympia
Rhodes
Santorini
Ship
Venice
Cruise2010BalticNorthEurope
Cruise2011
CruiseCaribbeanApril2013
CruiseFirstOneCosta2005
CruiseMed2008
CruiseTransAtl2013
CruiseTransAtl2014

Venice 2009 Bird
Cruise2009 051.JPG
9/4/2009 6:31 PM
2.16 MB
3264 x 2448
Add caption
Cruise2009 052.JPG
9/4/2009 6:31 PM
2.27 MB
3264 x 2448
Add caption
Cruise2009 053.JPG
9/4/2009 6:32 PM
2.26 MB
3264 x 2448
Add caption
Cruise2009 054.JPG
9/4/2009 6:33 PM
2.62 MB
3264 x 2448
Add caption
Cruise2009 055.JPG
9/4/2009 6:39 PM
1.91 MB
3264 x 2448
Add caption
Cruise2009 056.JPG
9/4/2009 6:39 PM
2.04 MB
2448 x 3264
Add caption
Cruise2009 057.JPG
9/4/2009 6:39 PM
Cruise2009 058.JPG
9/4/2009 6:40 PM

People tags
Add people tags
Geotag
Add geotag
Caption
Add caption
Descriptive tags
Add descriptive tags
Cruise2009
Information
Filename: Cruise2009 001.JPG
Date taken: 9/4/2009 1:05 PM
Size: 1.76 MB
Rating:
Flag: P

Type in Caption

- Like Wedding

Geotag

Add geotag

Caption

Wedding

Descriptive tags

- You then see it. Reason you see it next to the photo, because I had set up All details on the View tab. I will be showing you that in Step 5.

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 "View" tab is active, showing options for "All details", "Date taken", "Image size", "File name", "Image size", "File size", and "Date modified". The "Caption" pane is also visible, showing "Rating" and "Caption" options. The main area displays a grid of photos from the "Cruise2009" folder, with the "Venice" sub-folder selected. The selected photo, "Cruise2009 056.JPG", is highlighted in blue. The right-hand pane shows the "Caption" section with the tag "Wedding" selected, indicated by a red arrow. The "Information" section at the bottom right shows details for the selected photo: "Cruise2009 056.JPG", "9/4/2009 6:39 PM", "2.04 MB", "2448 x 3264", "5 stars", and "Flag".

Photo Gallery

File Home Edit Find Create View

Date Person Tag Folder Rating
Geotag Name Published Media type

Reverse sort Rating Caption

All details Date taken
File name Image size
File size Date modified

Flags Zoom in Zoom out Slide show Tag and caption pane

Arrange list Show details Zoom

Christmas2013
Craigslist
Cruises
Cruise2009
Bari
Dubrovnik
Kataklon
Mykonos
Olympia
Rhodes
Santorini
Ship
Venice
Cruise2010BalticNorthEurope
Cruise2011
CruiseCaribbeanApril2013
CruiseFirstOneCosta2005
CruiseMed2008
CruiseTransAtl2013
CruiseTransAtl2014
CruiseTransAtl2015

Cruise2009 053.JPG
9/4/2009 6:32 PM
2.26 MB
3264 x 2448
☆☆☆☆☆
Add caption

Cruise2009 054.JPG
9/4/2009 6:34 PM
2.62 MB
3264 x 2448
☆☆☆☆☆
Add caption

Cruise2009 055.JPG
9/4/2009 6:38 PM
1.91 MB
3264 x 2448
☆☆☆☆☆
Add caption

Cruise2009 056.JPG
9/4/2009 6:39 PM
2.04 MB
2448 x 3264
☆☆☆☆☆
Wedding

Cruise2009 057.JPG
9/4/2009 6:39 PM
1.64 MB
2448 x 3264
☆☆☆☆☆
Add caption

Cruise2009 058.JPG
9/4/2009 6:40 PM
1.64 MB
2448 x 3264
☆☆☆☆☆
Add caption

Cruise2009 060.JPG
9/4/2009 7:00 PM
2.39 MB

Cruise2009 061.JPG
9/4/2009 7:11 PM
1.49 MB

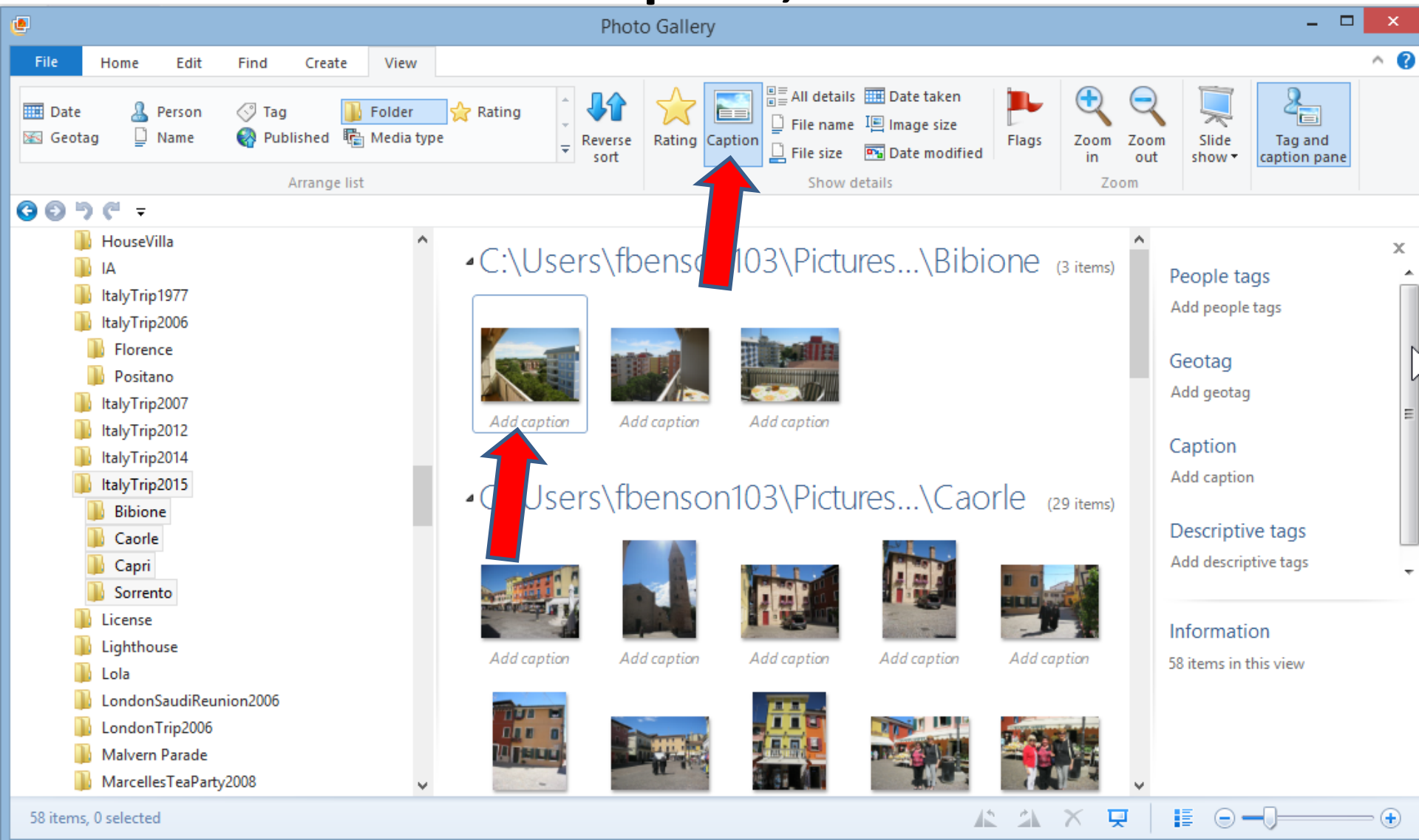
Geotag
Add geotag

Caption
Wedding
Add descriptive tags
Cruise2009

Information
Filename: Cruise2009 056.JPG
Date taken: 9/4/2009 6:39 PM
Size: 2.04 MB
Rating: ☆☆☆☆☆
Flag: 🚩

137 items, 1 selected

- **Second option is when you view by Caption, details in Step 5 – Part B, you can Add Caption. You click on Add Caption, next is details.**



◀ C:\Users'



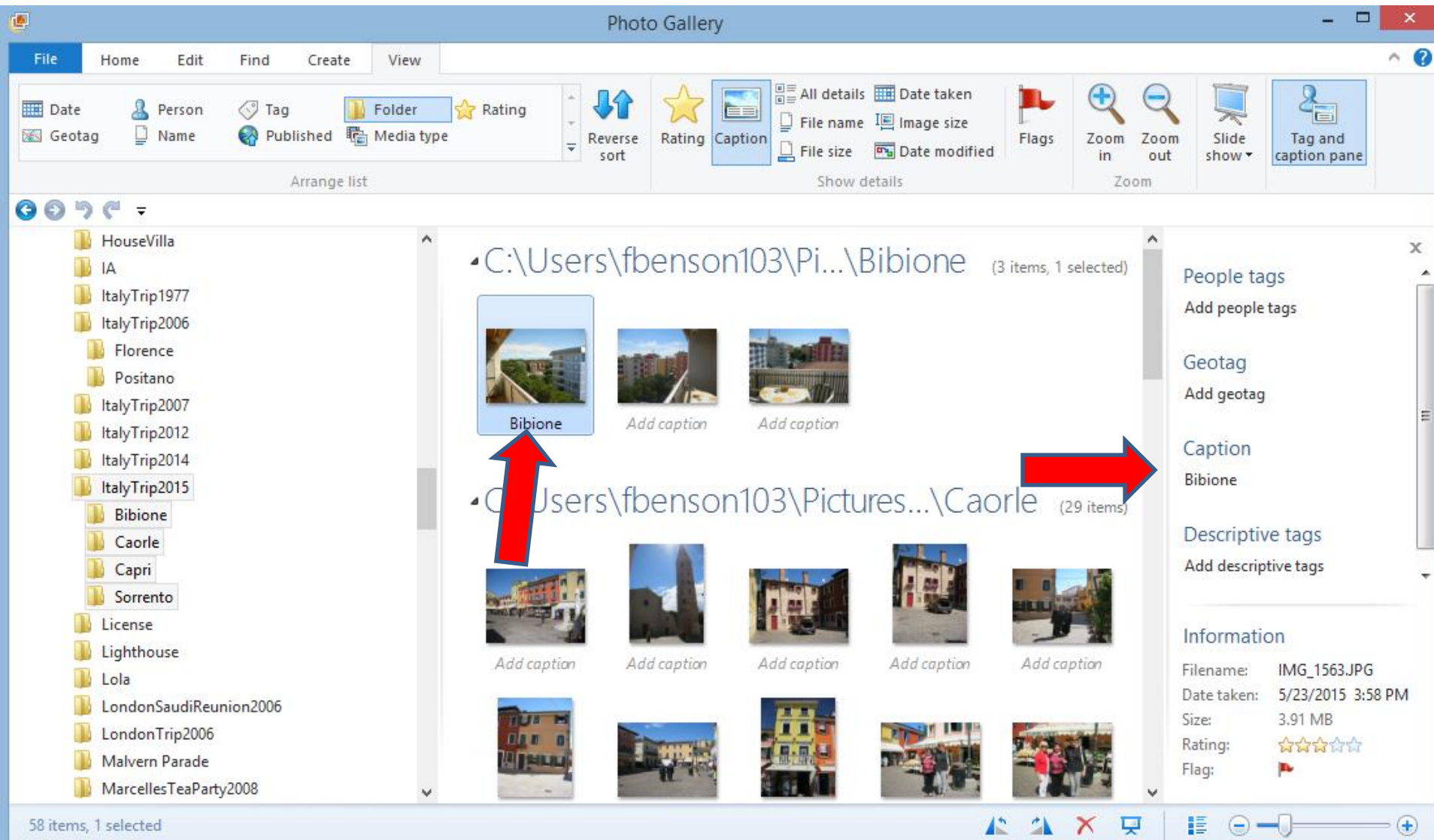
- You then see a space to type in a caption.
- Next is a sample, like **Bibione**.

◀ C:\Users'



- Here is the sample.
- Next you hit the Enter key or just click outside of it.
- Next, you will see Caption.

- You then see the Caption.



Add Caption Details

- **When you add a Caption, it does not show inside the Photo or Video.**
- **However, when you add that Photo or Video to Movie Maker, it automatically shows the Caption.**
- **You can always search using the Caption name in Photo Gallery to find it.**
- **Step 4 – Part B - shows you how to Find Caption.**

How to Add Caption inside a Photo?

- There are some free programs that do that.
- For example, you can do it using PicPick.
- On my website, I have three pages that show PicPick that are under the Courses page, like the Photo Gallery Page.
- The screen capture page shows the PicPick download and how to do screen capture with PicPick.
- The Photo Editing introduction page shows PicPick with Videos.
- Free Photo Editing Instructions page shows PicPick with PDF files. Note – you have to hover over Photo Editing introduction to see the Photo Editing Instructions page.

End of Part C