

Step 3 – Part D – Descriptive tags

Why do Descriptive tags?

- As I mentioned in Step 3 – Part B, if you already uploaded Photos/Videos on your computer without file name, you can easily add a Descriptive tags on many photos. I will be showing you how to do that.**
- Once you add Descriptive tags, you can do Text search and also view by Descriptive tags.**
- Step 4 – Part B shows Text search details.**
- Step 5 – Part A shows View details.**

What is the difference between Caption & Descriptive tags.

- One difference between Caption and Descriptive is that the Caption shows when you add it to Movie Maker and the Descriptive does not show on Movie Maker.**
- The second difference is how they display on the right. I will show you that later.**
- The third difference is that you can't View by Caption, but you can View by Descriptive tags.**
- Next, shows how to add Descriptive tags to multiple photos.**

How to add Descriptive tags to multiple photos?

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

The screenshot shows the Windows Photo Gallery application interface. The left pane displays a folder tree with 'ItalyTrip2012' expanded and 'Bibione' selected. A blue arrow points to the 'Bibione' folder. The main pane shows a grid of photos from the 'Bibione' folder, including thumbnails and metadata like filename, date, size, and resolution. The right pane shows options for adding tags and captions.

Photo Gallery

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\Pictures\Ital...\Bibione (38 items)

Thumbnail	Filename	Date	Size	Resolution	Rating	Action
	Bibione 050 (3).JPG	8/26/2012 10:24 PM	1.88 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione 050 (4).JPG	8/26/2012 10:25 PM	2.73 MB	2736 x 3648	☆☆☆☆☆	Add caption
	Bibione 050 (5).JPG	8/26/2012 10:25 PM	2.73 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione 050 (6).JPG	8/26/2012 10:26 PM	2.71 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione 050 (7).JPG	8/26/2012 10:27 PM	3.33 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione 050 (1).AVI	8/26/2012 10:29 PM	26.3 MB	00:00:14	☆☆☆☆☆	Add caption
	Bibione 050 (8).JPG					
	Bibione 050 (9).JPG					

People tags
Add people tags

Geotag
Add geotag

Caption
Add caption

Descriptive tags
Add descriptive tags

Information
38 items in this view

Next, highlight photos.

- If you want to add a Description 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 interface. The ribbon at the top includes tabs for File, Home, Edit, Find, Create, and View. The 'Edit' tab is active, and the 'Select all' button is highlighted with a blue arrow. The main area displays a folder named 'C:\Users\fbenson103\Pictures\Ital...\Bibione' containing 38 items. A grid of photos is shown, with the first photo selected. A blue arrow points from the 'Select all' button to the first photo. The right sidebar shows options for People tags, Geotag, Caption, Descriptive tags, and Information.

Photo Gallery

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

New Manage Organize Quick find Share

Granite Harrogate Holy Island House2011 HouseVilla IA ItalyTrip1977 ItalyTrip2006 ItalyTrip2007 ItalyTrip2012 Azzano **Bibione** Conegliano LakeBarcis Pordenone Treviso Trieste Valvasone ItalyTrip2014 ItalyTrip2015 License

« C:\Users\fbenson103\Pictures\Ital...\Bibione (38 items)

	Bibione 050 (3).JPG 8/26/2012 10:24 PM 1.88 MB 3648 x 2736 ☆☆☆☆☆ Add caption		Bibione 050 (4).JPG 8/26/2012 10:24 PM 2.73 MB 2736 x 3648 ☆☆☆☆☆ Add caption
	Bibione 050 (5).JPG 8/26/2012 10:25 PM 2.73 MB 3648 x 2736 ☆☆☆☆☆ Add caption		Bibione 050 (6).JPG 8/26/2012 10:26 PM 2.71 MB 3648 x 2736 ☆☆☆☆☆ Add caption
	Bibione 050 (7).JPG 8/26/2012 10:27 PM 3.33 MB 3648 x 2736 ☆☆☆☆☆ Add caption		Bibione 050 (1).AVI 8/26/2012 10:29 PM 26.3 MB 00:00:14 ☆☆☆☆☆ Add caption
	Bibione 050 (8).JPG		Bibione 050 (9).JPG

People tags
Add people tags

Geotag
Add geotag

Caption
Add caption

Descriptive tags
Add descriptive tags

Information
38 items in this view

Press the Shift Key and click on the last photo.

• Then scroll down

The screenshot shows the Windows Photo Gallery application. The left sidebar contains a list of folders, with 'Bibione' selected. The main area displays a grid of photos. The bottom-right photo, 'Bibione 050 (1).JPG', is highlighted with a blue arrow. The right-hand pane shows the 'Information' section, which is also highlighted with a blue arrow. The status bar at the bottom indicates '38 items, 1 selected'.

File name	Image size	File size	Date taken	Date modified
Bibione 050 (29).JPG	3648 x 2736	2.14 MB	9/6/2012 2:21 AM	9/6/2012 2:21 AM
Bibione 050 (30).JPG	3648 x 2736	1.45 MB	9/6/2012 2:22 AM	9/6/2012 2:22 AM
Bibione 050 (31).JPG	2736 x 3648	2.27 MB	9/6/2012 2:25 AM	9/6/2012 2:25 AM
Bibione 050 (32).JPG	3648 x 2736	2.35 MB	9/6/2012 2:27 AM	9/6/2012 2:27 AM
Bibione 050 (5).AVI	123 M	123 M	9/6/2012 2:37 AM	9/6/2012 2:37 AM
Bibione 050 (1).JPG	3648 x 2736	1.65 MB	9/6/2012 3:00 AM	9/6/2012 3:00 AM

Information

Filename:	Bibione 050 (3).JPG
Date taken:	8/26/2012 10:24 PM
Size:	1.88 MB
Rating:	☆☆☆☆☆
Flag:	🚩

You then see them all highlighted and you see the right has changed. So, you then have to scroll down.

• Then scroll down

The screenshot shows the Windows Photo Gallery application window. The title bar reads "Photo Gallery". The ribbon contains several tabs: "File", "Home", "Find", "Share", "Date", and "View". The "Home" tab is active, showing options for "Date", "Person", "Tag", "Folder", "Rating", "Geotag", "Name", "Published", and "Media type". There are also icons for "Reverse sort", "Rating", "Caption", "All details", "Date taken", "Image size", "File size", "Date modified", "Flags", "Zoom in", "Zoom out", "Slide show", and "Tag and caption pane".

The main area displays a grid of photo thumbnails. Each thumbnail includes a small image, the filename, size, resolution, date taken, and a star rating. The "Bibione" folder is selected in the left-hand navigation pane. The "People tags" sidebar on the right lists names with counts: Mickey (10), Marce (7), Anita (7), Sonia (7), Fred Benson (5), Ricardo (5), Roberto (5), Anita? (2), Sonia? (2), and Pat Traugott? (1). A blue arrow points to the name "Marce".

At the bottom, the status bar shows "38 items, 38 selected".

Once you scroll down, click on Add descriptive tags

• Then scroll down

The screenshot shows the Windows Photo Gallery application window. The interface includes a menu bar (File, Home, Edit, Find, Share, View), a ribbon with various options like 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, and Tag and caption pane. The main area displays a grid of photo thumbnails with their respective metadata (file name, size, date, resolution, and rating). A right-hand pane is open, showing a list of tags (Pat Traugott?, Ricardo?, Roberto?), Geotag options, Caption options, and Descriptive tags. A blue arrow points to the 'Add descriptive tags' option in the Descriptive tags section. The bottom status bar indicates '38 items, 38 selected'.

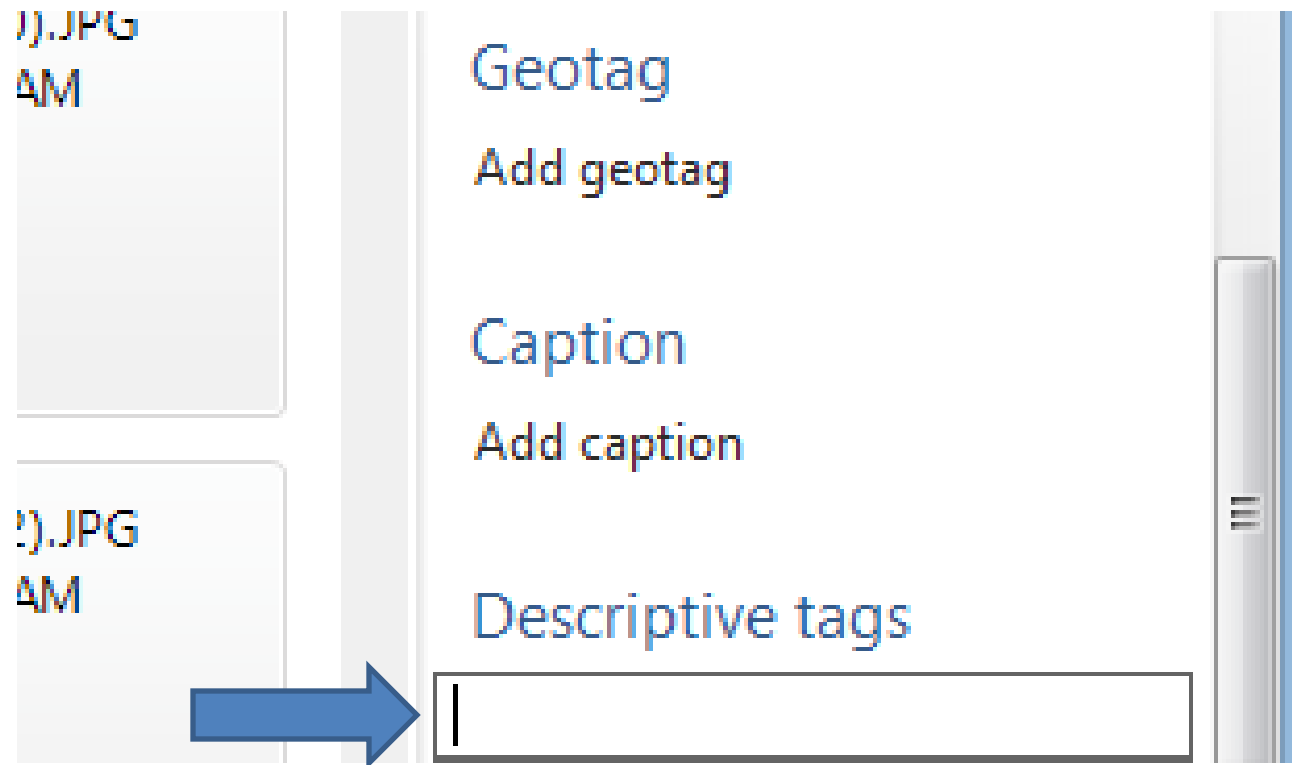
File Name	Size	Date Taken	Resolution	Rating
[Image]	1.97 MB		3648 x 2736	☆☆☆☆☆
[Image]	2.37 MB		3648 x 2736	☆☆☆☆☆
Bibione 050 (29).JPG	2.14 MB	9/6/2012 2:21 AM	3648 x 2736	☆☆☆☆☆
[Image]	1.45 MB	9/6/2012 2:22 AM	3648 x 2736	☆☆☆☆☆
Bibione 050 (31).JPG	2.27 MB	9/6/2012 2:25 AM	2736 x 3648	☆☆☆☆☆
[Image]	2.35 MB	9/6/2012 2:27 AM	3648 x 2736	☆☆☆☆☆
Bibione 050 (5).AVI	123 MB	9/6/2012 2:37 AM	00:01:21	☆☆☆☆☆
[Image]	1.65 MB	9/6/2012 3:00 AM	3648 x 2736	☆☆☆☆☆

Right-hand pane options:

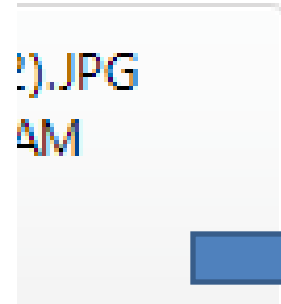
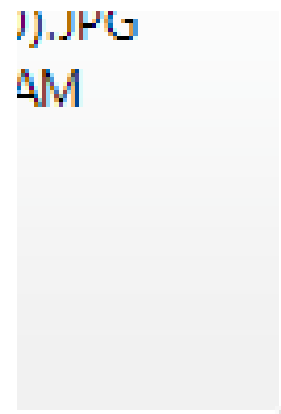
- Pat Traugott? (1)
- Ricardo? (1)
- Roberto? (1)
- Geotag
- Add geotag
- Caption
- Add caption
- Descriptive tags
- Add descriptive tags
- Information
- Filename: Bibione 050 (1).JPG...
- Date taken: 9/6/2012 3:00 AM...
- Size: 38 items
- Rating: ☆☆☆☆☆

It then opens.

- Then, type in Text, like Bibione.



Once you type in, click on Enter Key



Geotag

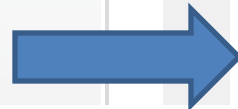
Add geotag

Caption

Add caption

Descriptive tags

Bibione



You then see Bibione (All)

1).JPG
AM

2).JPG
AM

Geotag

Add geotag

Caption

Add caption

Descriptive tags

Add descriptive tags

Bibione (All)



Descriptive Tags Videos

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