

# **Step 3 – Part F – Flag**

**What is Flag and why do it?**

- You can add a Flag to a Photo and I will show you a sample soon.**
- The reason to do it is similar to Flag (Part E) to find or view a Photos with a Flag.**
- Step 4 – Part C shows Options to search by Flag.**
- Step 5 – Part A shows View Options to view by Flag.**

# How to add Flag to multiple photos?

- Open Photo Gallery and go to a folder you want with Pictures, like Bibione that I did in Part E.

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 tagging and sharing.

**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 Text search Slide show Share Sign in

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

Thumbnail	Filename	Date	Size	Resolution	Rating	Action
	Bibione050 (3).JPG	8/26/2012 10:24 PM	1.88 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione050 (4).JPG	8/26/2012 10:25 PM	2.73 MB	2736 x 3648	☆☆☆☆☆	Add caption
	Bibione050 (5).JPG	8/26/2012 10:25 PM	2.73 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione050 (6).JPG	8/26/2012 10:26 PM	2.71 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione050 (7).JPG	8/26/2012 10:27 PM	3.33 MB	3648 x 2736	☆☆☆☆☆	Add caption
	Bibione050 (1).AVI	8/26/2012 10:29 PM	26.3 MB	00:00:14	☆☆☆☆☆	Add caption
	Bibione050 (8).JPG					
	Bibione050 (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 Flag 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 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.

File Name	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 (5).JPG	8/26/2012 10:25 PM	2.73 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 (6).JPG	8/26/2012 10:26 PM	2.71 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					

# Press the Shift Key and click on the last photo.

• Then scroll down

The screenshot shows the Windows Photo Gallery application window. The interface includes a ribbon with tabs for File, Home, and Favorites. The Home tab is active, showing options for Date, Person, Tag, Folder, Rating, Geotag, Name, Published, and Media type. Below the ribbon are icons for 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 photos. The left sidebar shows a list of folders, with 'Bibione' selected. The right-hand pane shows metadata for the selected photo, including People tags, Geotag, Caption, Descriptive tags, and Information. A blue arrow points to the bottom-right photo in the grid, and another blue arrow points to the 'Information' section in the right-hand pane.

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	00:00	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.

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

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

1.97 MB  
3648 x 2736  
☆☆☆☆☆  
Add caption

2.37 MB  
3648 x 2736  
☆☆☆☆☆  
Add caption

Bibione 050 (29).JPG  
9/6/2012 2:21 AM  
2.14 MB  
3648 x 2736  
☆☆☆☆☆  
Add caption

Bibione 050 (30).JPG  
9/6/2012 2:22 AM  
1.45 MB  
3648 x 2736  
☆☆☆☆☆  
Add caption

Bibione 050 (31).JPG  
9/6/2012 2:25 AM  
2.27 MB  
2736 x 3648  
☆☆☆☆☆  
Add caption

Bibione 050 (32).JPG  
9/6/2012 2:27 AM  
2.35 MB  
3648 x 2736  
☆☆☆☆☆  
Add caption

Bibione 050 (5).AVI  
9/6/2012 2:37 AM  
123 MB  
00:01:21  
☆☆☆☆☆  
Add caption

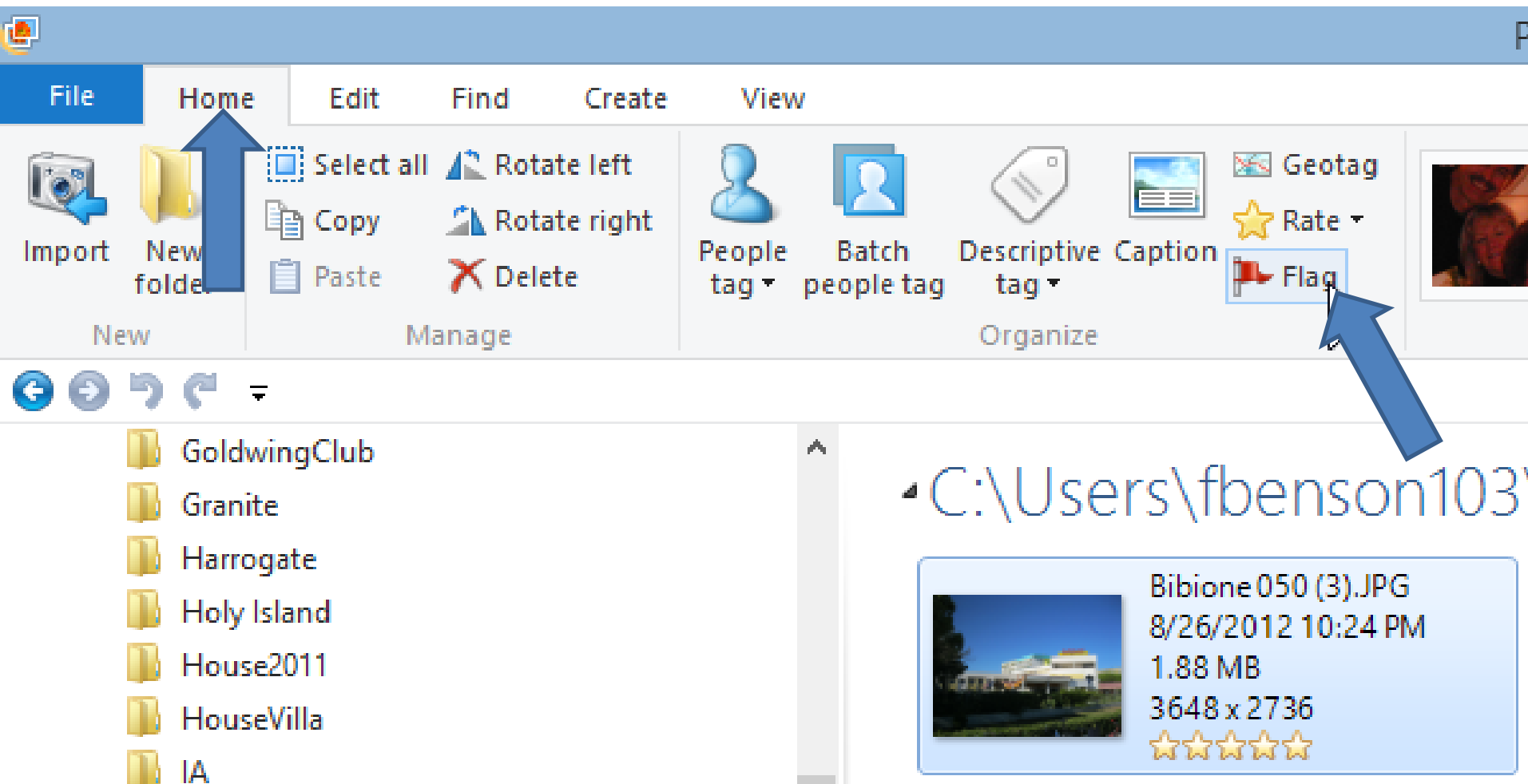
Bibione 050 (1).JPG  
9/6/2012 3:00 AM  
1.65 MB  
3648 x 2736  
☆☆☆☆☆  
Add caption

People tags  
Add people tags  
Mickey (10)  
Marcelle (8)  
Anita (7)  
Sonia (7)  
Fred Benson (5)  
Ricardo (5)  
Roberto (5)  
Anita? (2)  
Sonia? (2)  
Pat Traugott? (1)

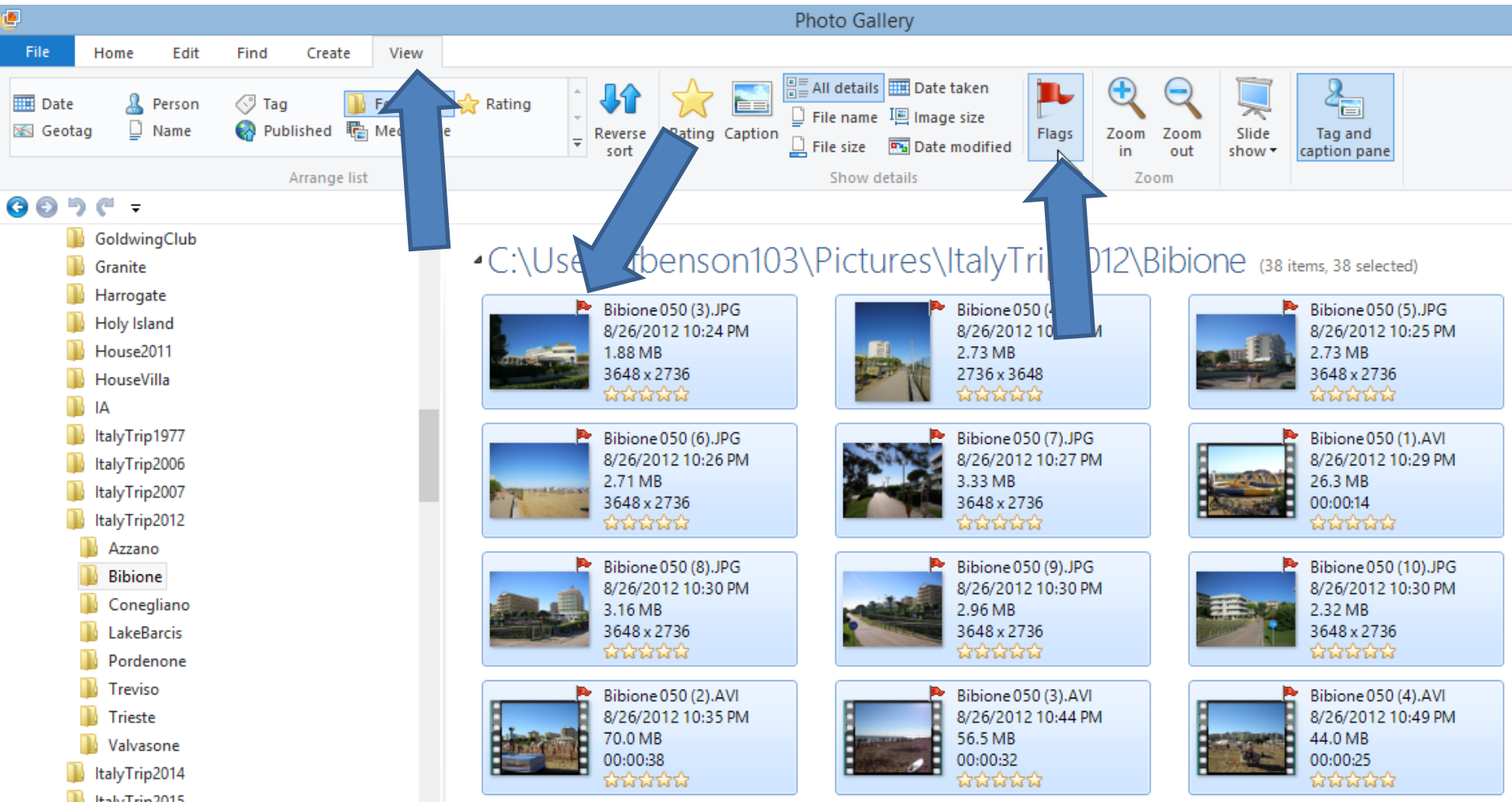
Information  
Filename: Bibione 050 (1).JPG...  
Date taken: 9/6/2012 3:00 AM...  
Size: 38 items  
Rating: ☆☆☆☆☆

38 items, 38 selected

- **Make sure you are on the Home page and then click on the Flag and it automatically adds a Flag, but you don't see it.**


















- To view the Flag, you have to go to View Tab. Then click on Flag and you see all the Flags. The details are on Step 5 – Part A.





- You then see all the photos and videos in that folder are Rated. Note, I have set up the View of all Details. As I mentioned before, Step 5 – Part A shows View Options to view by Rate.

• C:\Users\fbenson103\Pictures\ItalyTrip2012\Bibione (38 items, 38 selected)

 Bibione 050 (3).JPG 8/26/2012 10:24 PM 1.88 MB 3648 x 2736 ★★★★★	 Bibione 050 (4).JPG 8/26/2012 10:25 PM 2.73 MB 2736 x 3648 ★★★★★	 Bibione 050 (5).JPG 8/26/2012 10:25 PM 2.73 MB 3648 x 2736 ★★★★★
 Bibione 050 (6).JPG 8/26/2012 10:26 PM 2.71 MB 3648 x 2736 ★★★★★	 Bibione 050 (7).JPG 8/26/2012 10:27 PM 3.33 MB 3648 x 2736 ★★★★★	 Bibione 050 (1).AVI 8/26/2012 10:29 PM 26.3 MB 00:00:14 ★★★★★
 Bibione 050 (8).JPG 8/26/2012 10:30 PM 3.16 MB 3648 x 2736 ★★★★★	 Bibione 050 (9).JPG 8/26/2012 10:30 PM 2.96 MB 3648 x 2736 ★★★★★	 Bibione 050 (10).JPG 8/26/2012 10:30 PM 2.32 MB 3648 x 2736 ★★★★★
 Bibione 050 (2).AVI 8/26/2012 10:35 PM 70.0 MB 00:00:38 ★★★★★	 Bibione 050 (3).AVI 8/26/2012 10:44 PM 56.5 MB 00:00:32 ★★★★★	 Bibione 050 (4).AVI 8/26/2012 10:49 PM 44.0 MB 00:00:25 ★★★★★
 Bibione 050 (12).JPG	 Bibione 050 (11).jpg	 Bibione 050 (13).JPG

# Flag Videos

- **You follow the same process as Photos in Video folders.**
- **End of Part F**