

# **Step 4 – Find Photos/Videos**

## **Part A - People**

- **To find People, you have to do People Tags, which is Step 3 – Part A.**
- **Once you do People Tags, you will see them on the Home Page, which is a sample on the next slide.**
- **Note – I have done a lot of People Tags. If you just do one, like yourself, you will just see yourself on the Home Page.**

# This is the home page with Peoples.

## Next are options to Find People.

The screenshot displays 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, and Manage. The ribbon also features sections for Organize (People tag, Batch people tag, Descriptive tag, Caption, Geotag, Rate, Flag), Quick find (Months, Rated, Flagged), and Share (Text search, Slide show, Photo email, Sign in). The main area shows a grid of photos with metadata such as filename, date, time, size, and resolution. A right-hand pane displays 'People tags' and 'Information' for the selected photo. A status bar at the bottom indicates '1015 items, 1 selected'.

**File** Home Edit Find Create View

Import New folder Copy Paste Manage

People tag Batch people tag Descriptive tag Caption Geotag Rate Flag

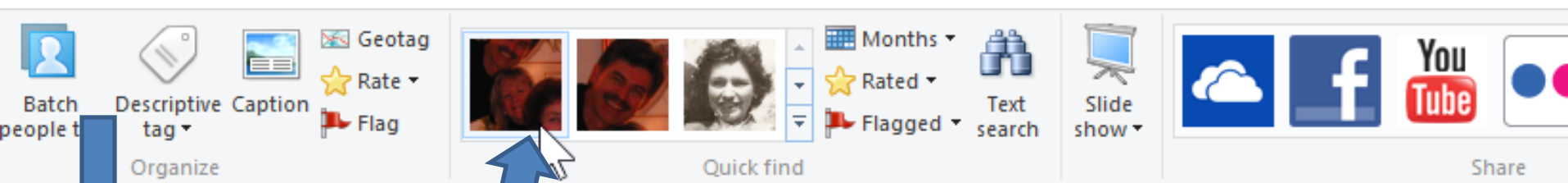
Months Rated Flagged Text search Slide show

Share Photo email Sign in

1015 items, 1 selected

Filename	Date	Time	Size	Resolution
FatherFrank.JPG	1/1/2001	12:00 AM	1.00 MB	1536 x 2048
FredFatherMcCabe.JPG	1/1/2001	6:00 AM	639 KB	2048 x 1536
Levitron.JPG	1/1/2001	6:00 AM	832 KB	2048 x 1536
New Years Betsy Pat.JPG	1/1/2001	6:00 AM	712 KB	
DSCN2150.JPG	1/1/2001	1:00 AM	655 KB	2048 x 1536
GeorgePatPoliceHats.JPG	1/1/2001	6:00 AM	688 KB	2048 x 1536
MaxClydePoliceHats.JPG	1/1/2001	6:00 AM	632 KB	2048 x 1536
New Years Marcelle Eve S...	1/1/2001	6:00 AM	750 KB	

- **First Option - when you are on the Home Page, click on a Person.**
- **You then see Search by the Folder you are in. And below, you see all the pictures highlighted that have that person.**



Search by:

Folder: Friends [Search all](#)

People: Marcelle

C:\Users\fbenso103\Pictures\Friends (10 items, 10 selected)



St Pat Party Group.JPG  
3/16/2002 5:16 AM  
609 KB  
2048 x 1536  
☆☆☆☆☆  
*Add caption*



TonyMarBevNed.JPG  
5/6/2011 8:24 AM  
707 KB  
2048 x 1536  
☆☆☆☆☆  
*Add caption*



MarcelleFatherMcCabe.JPG  
5/6/2011 8:24 AM  
637 KB  
2048 x 1536  
☆☆☆☆☆  
*Add caption*

- **Next, click on Search all**

Batch people tag | Descriptive tag | Caption | Geotag | Rate | Flag | Months | Rated | Flagged | Text search | Slide show | Share

Organize | Quick find

Search by:

Folder: Friends **Search all**

People: Marcelle



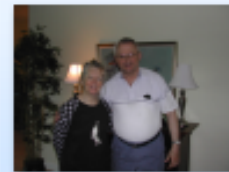
C:\Users\fbenson103\Pictures\Friends (10 items, 10 selected)



St Pat Party Group.JPG  
3/16/2002 5:16 AM  
609 KB  
2048 x 1536  
☆☆☆☆☆  
*Add caption*



TonyMarBevNed.JPG  
5/6/2011 8:24 AM  
707 KB  
2048 x 1536  
☆☆☆☆☆  
*Add caption*



MarcelleFatherMcCabe.JPG  
5/6/2011 8:24 AM  
637 KB  
2048 x 1536  
☆☆☆☆☆  
*Add caption*

# What is Search All?

- It does a search of all of the Photo and Video Folders to find the Person Tag you selected.
- It finds the Photos and Videos with the Person that has a Tag.
- It also tries to find the Person on Photos that does not have a Tag. It does not try to find a Person on a Video.
- It will then show a list of “Faces” on photos that may be the Person.
- Next, I will show you a sample.

- It shows Search by All photos and videos  
Folders of the People you clicked, like Marcelle
- It also shows Are these Marcelle?

Batch people tag | Descriptive tag | Caption | Geotag | Rate | Flag | Months | Rated | Flagged | Text search | Slide show | Share

Organize | Quick find

Search by:

Folder: All photos and videos | People: Marcelle

Are these Marcelle? | Confirm | View all suggestions

13 of 25



C:\Users\fbenson103\Documents\Clients\Lola...\NewYearsEve2013 (2 items)



Country Western New Ye...  
1/5/2014 8:52 AM  
98.7 KB  
640 x 480  
☆☆☆☆☆  
Add caption



Country Western New Ye...  
1/5/2014 8:52 AM  
70.5 KB  
640 x 480  
☆☆☆☆☆  
Add caption

- You then can scroll down to see all the Pictures with that Person with a Tag and other Pictures without the Tag that may be the Person.

Batch people tag | Descriptive tag | Caption | Geotag | Rate | Flag | Months | Rated | Flagged | Text search | Slide show | Share

Organize | Quick find

Search by:

Folder: All photos and videos

People: Marcelle

Are these Marcelle?



Confirm



View all suggestions

13 of 25



C:\Users\fbenson103\Documents\Clients\Lola...\NewYearsEve2013

(2 items)



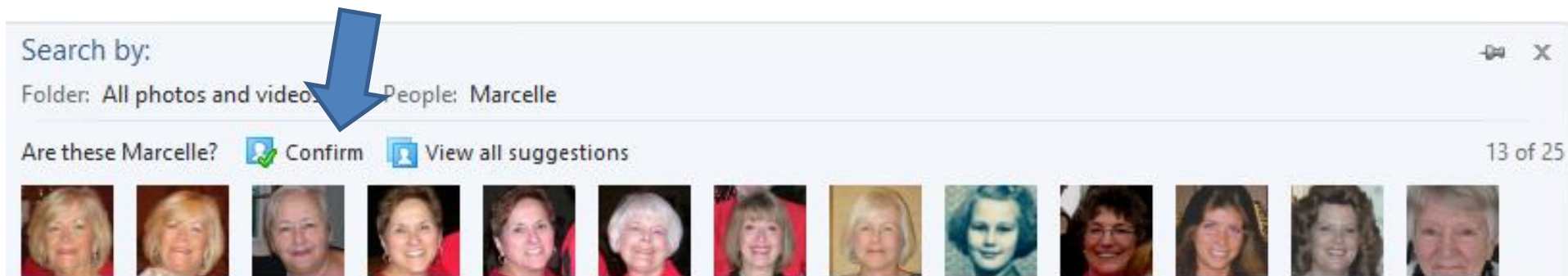
Country Western New Ye...  
1/5/2014 8:52 AM  
98.7 KB  
640 x 480  
☆☆☆☆☆  
Add caption



Country Western New Ye...  
1/5/2014 8:52 AM  
70.5 KB  
640 x 480  
☆☆☆☆☆  
Add caption



- **What is Confirm?**
- **If you click on Confirm, all of them will have the same Tag.**
- **Typically, some them are not correct. So, I recommend you not click on Confirm until you delete the ones that are not correct. I will show you how to delete later.**





- **This sample shows 13 of 25. To see all of them, you can click on View all suggestions, which I recommend you do first.**

Search by: - [X]

Folder: All photos and videos    People: Marcelle

Are these Marcelle?  Confirm  View all suggestions 13 of 25



# A new page opens called Batch people tagging.

- This page has more features than the home page. I will be showing you the features.

Photo Gallery

File Batch people tagging

Select all Confirm Not this person Tag as Don't show again

Actions

People

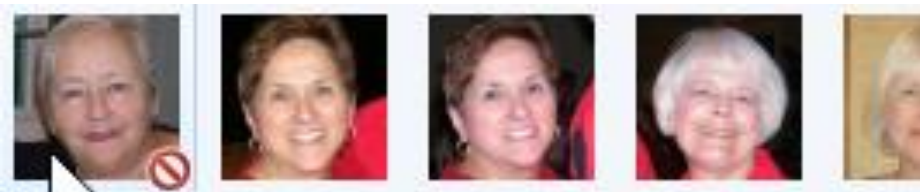
Close

As you act on these suggestions, the faces will be removed from the list below, and the confirmed faces will be tagged in your photos.

Marcelle? (23 suggestions, 1 selected, 1104 confirmed)

The screenshot displays a 'Batch people tagging' window within a 'Photo Gallery' application. The window's interface includes a 'File' menu, a set of 'Actions' (Select all, Confirm, Not this person, Tag as, Don't show again), and a 'People' section with a 'Close' button. Below the window, a notification bar states: 'As you act on these suggestions, the faces will be removed from the list below, and the confirmed faces will be tagged in your photos.' The main content area shows a list of 23 face suggestions for 'Marcelle? (23 suggestions, 1 selected, 1104 confirmed)'. The first face in the list is highlighted with a blue border, indicating it is the selected suggestion.

**Note – you can hover over or click on the Person to see the full Picture**



- **This works on the Home page and Batch people tagging page.**

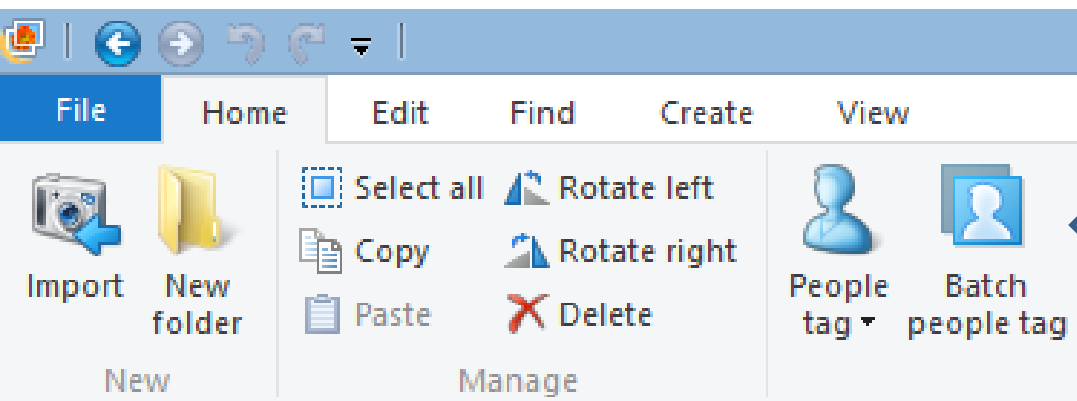


2/18/2014

DSCN2329.JPG

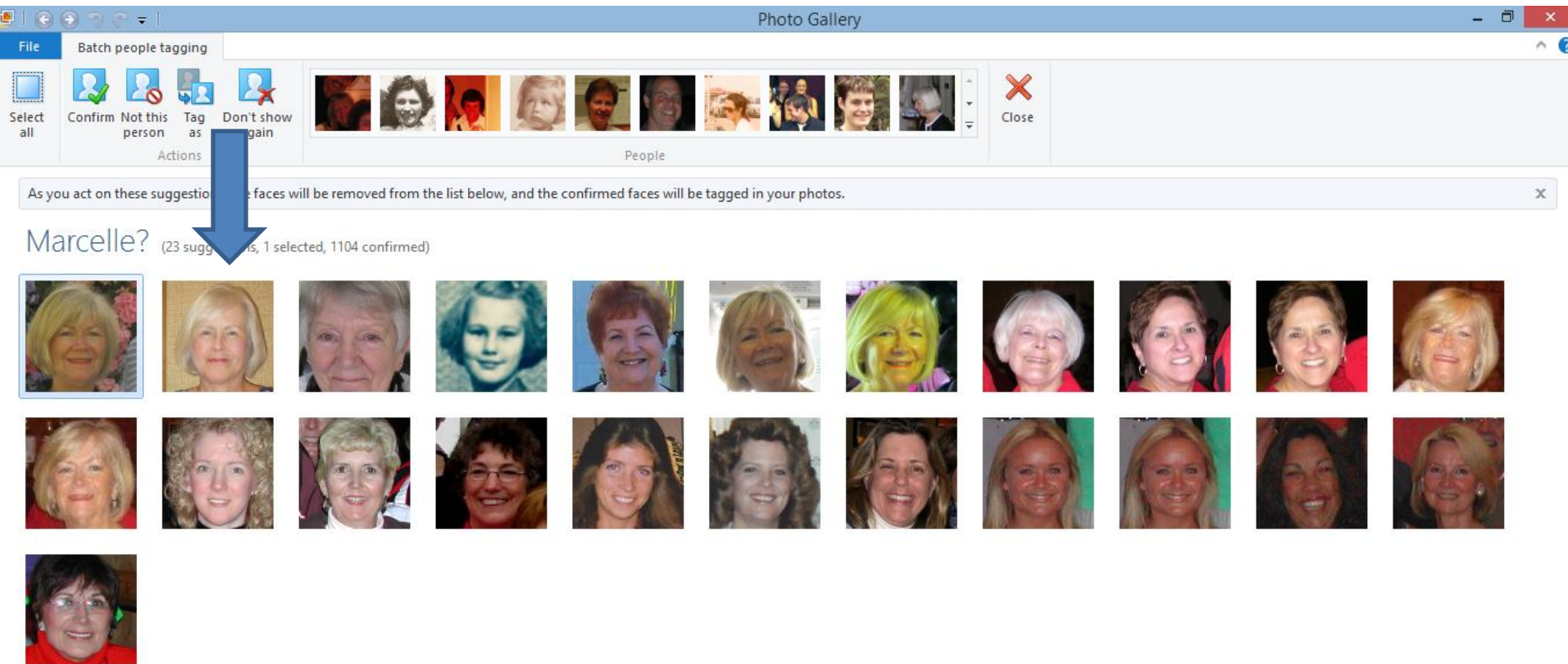
# Note – Other option for Batch People Tag

- In the Home page on the top is Batch People Tag.
- If you don't click on a Person to find and you click on Batch people tag, it automatically searches the first Person to find other photos with that person without a Tab and shows you them, like I just showed you.



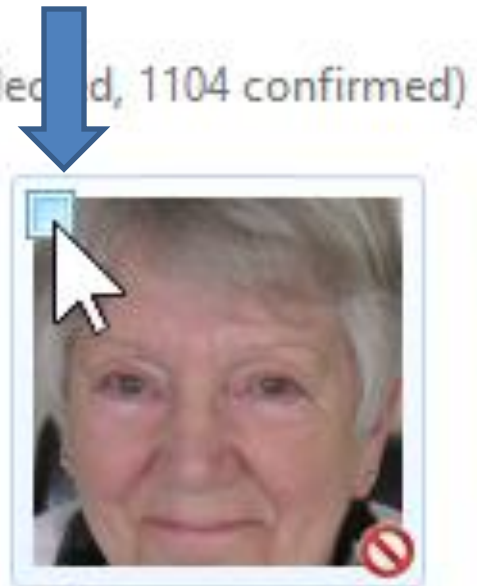
# How to Delete the ones that are not correct?

- Click on the first one first that is not correct.

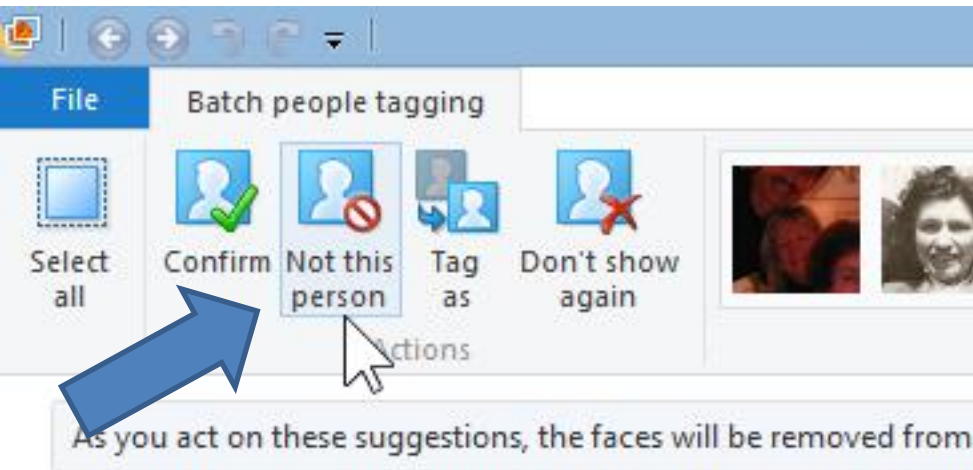


- **Next, you click on the icon in the upper left on the second photo.**
- **Or you press and hold the Ctrl Key and click on the second photo.**
- **Continue will all the ones not correct.**

Marcelle? (23 suggestions, 1 selected, 1104 confirmed)



- Once you highlight all of the ones that are not correct, you click on Not this person.



Marcelle? (23 suggestions, 18 selected, 1104 confirmed)



# They are removed and you only see the correct ones.

- Next click on the first one and press Shift Key and click on the last one.

File Batch people tagging

Select all Confirm Not this person Tag as Don't show again

Actions

People

As you select these suggestions, the faces will be removed from the list below, and the confirmed faces will be

Marcelle? (5 suggestions, 1 selected, 1104 confirmed)

Five portrait photos of a woman with blonde hair are shown in a row, each with a blue border. The first and last photos are highlighted with blue arrows pointing to them from the text above.



# Next, click on Confirm



As you act on these suggestions, the faces will be removed from the list below, and the confirmed faces will be

Marcelle? (5 suggestions, 1 selected, 1104 confirmed)



- You then see in the middle of the page, the one below.
- It starts Search for more matches.

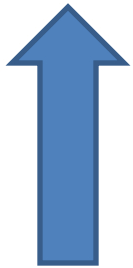
All suggestions for Marcelle have been confirmed.

Searching for more matches... 

- **Once complete, you see the option to View all photos of the person. Click on it.**

All available suggestions for Marcelle have been confirmed.

[View all photos of Marcelle](#)



- It goes back to the Home page and shows all photos of the person.

Photo Gallery

File Home Edit Find Create View

Import New folder Select all Rotate left Copy Paste Rotate right Delete People tag Batch people tag Descriptive tag Caption Geotag Rate Flag Months Rated Flagged Text search Slide show

New Manage Organize Quick find Share

All photos and videos  
Pictures  
Pictures (fbenson103)  
2009-04-01 ebay baseball basketball  
2010-01-01 StAugustine  
Add Snapshot  
Adirondact  
Adobe  
Art Work is in SkyDrive  
Bamburgh  
BamburghGolfCourse  
Barcelona 2007  
Berwick  
2009-05-20 SpittalHouse  
church  
FatherBrenden2012  
MilitaryParade2013  
MilitaryParade2014  
Northumberland  
WellSquare  
Camera Roll  
CarBattery  
Cars  
Ceiledh2006  
Central New York

Search by:  
Folder: All photos and videos    People: Marcelle

- C:\Users\fbenson103\Documents\Clients\Lola...\NewYearsEve2013 (2 items)
  - Country Western New Ye...  
1/5/2014 8:52 AM  
98.7 KB  
640 x 480  
☆☆☆☆☆  
Add caption
  - Country Western New Ye...  
1/5/2014 8:52 AM  
70.5 KB  
640 x 480  
☆☆☆☆☆  
Add caption
- C:\Users\fbenson103\Pictures (1 item)
  - Cruise 021.JPG  
4/14/2013 12:52 AM  
509 KB  
1600 x 1200  
☆☆☆☆☆  
Add caption
- C:\Users\fbenson103\Pictures\BamburghGolfCourse (1 item)
  - IMG\_0412.JPG  
7/3/2008 11:43 PM  
2.43 MB

- You scroll down to see them all in each folder.
- Note – Folder is the typical default View.

The screenshot displays the Windows Photo Gallery application. The top ribbon includes tabs for File, Home, Edit, Find, Create, and View. The Home tab is active, showing options for Import, New folder, Manage (Select all, Copy, Paste, Rotate left, Rotate right, Delete), Organize (People tag, Batch people tag, Descriptive tag, Caption, Geotag, Rate, Flag), Quick find (Months, Rated, Flagged, Text search), and Share (Slide show, OneDrive, Facebook, YouTube, etc.).

The left sidebar shows a tree view of folders under 'All photos and videos' and 'Pictures'. The 'Pictures' folder is expanded, showing subfolders like 'Pictures (fbenson103)' and various date-based folders. The main area shows a search bar with 'Search by: Folder: All photos and videos People: Marcelle'. Below the search bar, three photo thumbnails are displayed in a grid view. A blue arrow points from the 'Flag' button in the ribbon to the search bar. Another blue arrow points from the top-right corner of the photo grid to the right edge of the gallery window.

The photo thumbnails shown are:

- Country Western New Ye...  
1/5/2014 8:52 AM  
98.7 KB  
640 x 480  
☆☆☆☆☆  
Add caption
- Country Western New Ye...  
1/5/2014 8:52 AM  
70.5 KB  
640 x 480  
☆☆☆☆☆  
Add caption
- Cruise 021.JPG  
4/14/2013 12:52 AM  
509 KB  
1600 x 1200  
☆☆☆☆☆  
Add caption

The folder view shows the following paths and item counts:

- C:\Users\fbenson103\Documents\Clients\Lola...\NewYearsEve2013 (2 items)
- C:\Users\fbenson103\Pictures (1 item)
- C:\Users\fbenson103\Pictures\BamburghGolfCourse (1 item)

- Once you finished, you click on the X icon in the right to close the Search. Once you close it, it shows all the photos. Next is a sample.

Photo Gallery

File Home Edit Find Create View

Import New folder Select all Rotate left Rotate right Delete Copy Paste Manage New

People tag Batch people tag Descriptive tag Caption Geotag Rate Flag Organize

Months Rated Flagged Text search Quick find

Slide show Share

All photos and videos Pictures

Pictures (fbenson103)

- 2009-04-01 ebay baseball basketball
- 2010-01-01 StAugustine
- Add Snapshot
- Adirondact
- Adobe
- Art Work is in SkyDrive
- Bamburgh
- BamburghGolfCourse
- Barcelona 2007
- Berwick
- 2009-05-20 SpittalHouse
- church
- FatherBrenden2012
- MilitaryParade2013
- MilitaryParade2014
- Northumberland
- WellSquare
- Camera Roll
- CarBattery
- Cars
- Ceiledh2006
- Central New York

Search by:

Folder: All photos and videos People: Marcelle

C:\Users\fbenson103\Documents\Clients\Lola...\NewYearsEve2014 (2 items)

Country Western New Ye... 1/5/2014 8:52 AM 98.7 KB 640 x 480 Add caption

Country Western New Ye... 1/5/2014 8:52 AM 70.5 KB 640 x 480 Add caption

C:\Users\fbenson103\Pictures (1 item)

Cruise 021.JPG 4/14/2013 12:52 AM 509 KB 1600 x 1200 Add caption

C:\Users\fbenson103\Pictures\BamburghGolfCourse (1 item)

IMG\_0412.JPG

- You no longer see the Search and you see all the photos. Next is View Options.

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 a grid of image thumbnails. The main area displays a file explorer view of the folder "C:\Users\fbenson103\Documents\...\Images" (3 items). The files listed are:

- Logo.jpg: 6/21/2011 9:53 AM, 958 KB, 1952 x 992, 5 stars, Add caption
- Logo1.jpg: 6/21/2011 9:59 AM, 104 KB, 1015 x 516, 5 stars, Add caption
- Logo2.png: 6/21/2011 12:29 PM, 278 KB, 980 x 208, 5 stars, Add caption

Below this, another folder "C:\Users\fbenson103\Documents\Cli...\Betty" (1 item) is shown with the file:

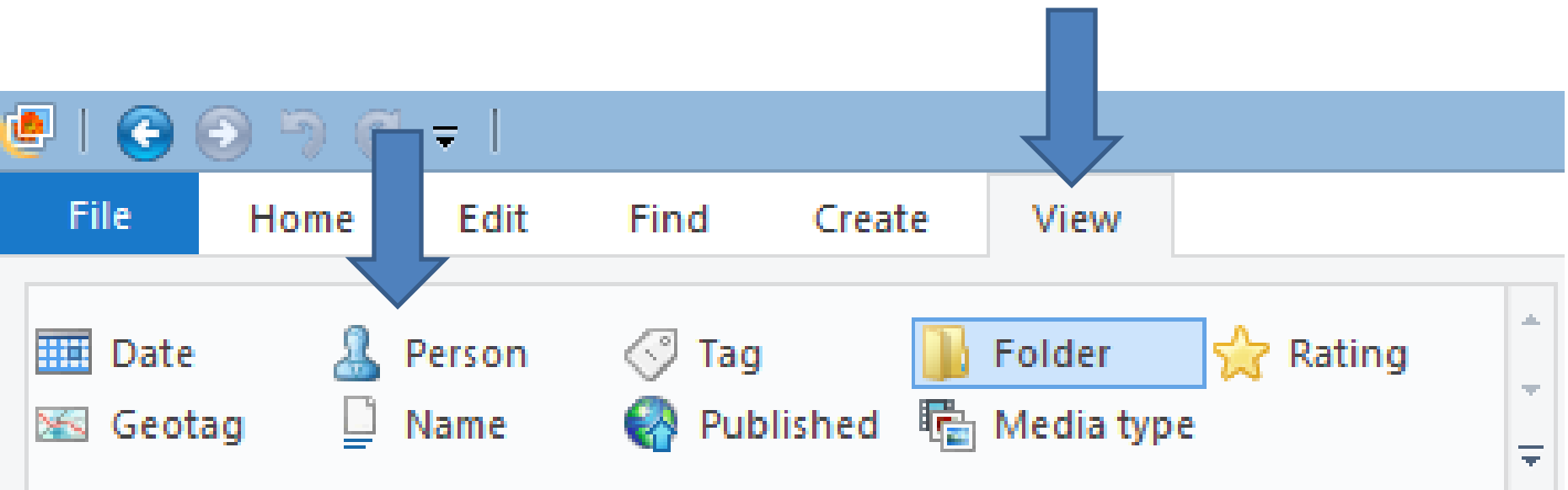
- Header.png: 2/21/2012 11:07 AM, 17.1 KB, 282 x 216, 5 stars, Add caption

The left sidebar shows a tree view of "All photos and videos" and "Pictures" folders, with "Pictures (fbenson103)" expanded to show various subfolders like "2009-04-01 ebay baseball basketball", "2010-01-01 StAugustine", etc. The right sidebar shows "People tags" with a list of names: Anita, Fred Benson, Marcelle, Mickey, Ricardo, and "Information" with details for "Bibione 050 (19).JPG": Date taken: 9/2/2012 6:13 PM, Size: 2.07 MB, Rating: 5 stars, Flag: P.

The status bar at the bottom indicates "11613 items, 1 selected".

# View Options

- **Step 5 – Part A shows you the details of View Options.**
- **For example, when you click on the View tab, you see the View Options, like Person.**





**End of Part A**