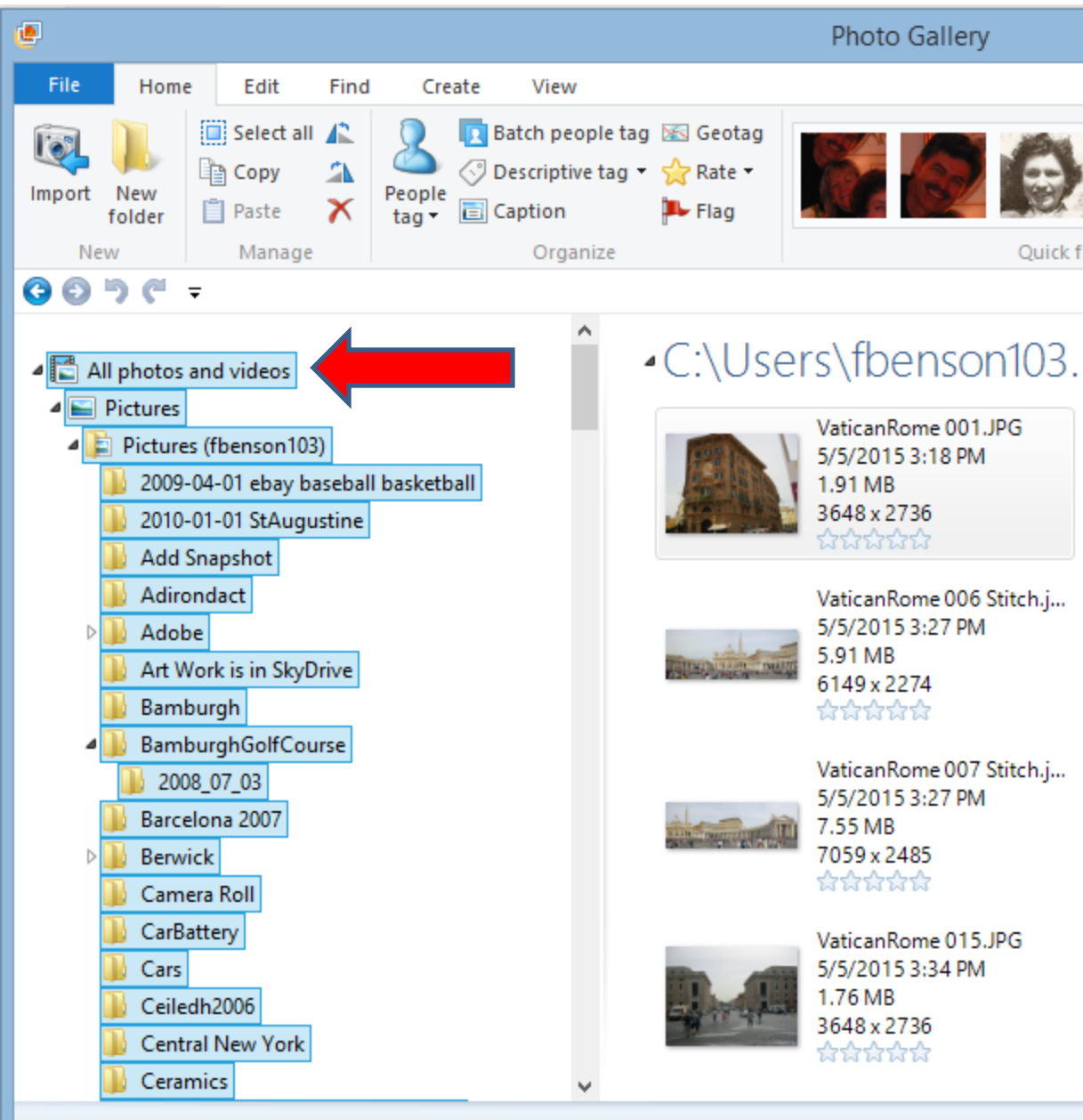


# **Step 4 – Find Photos/Videos**

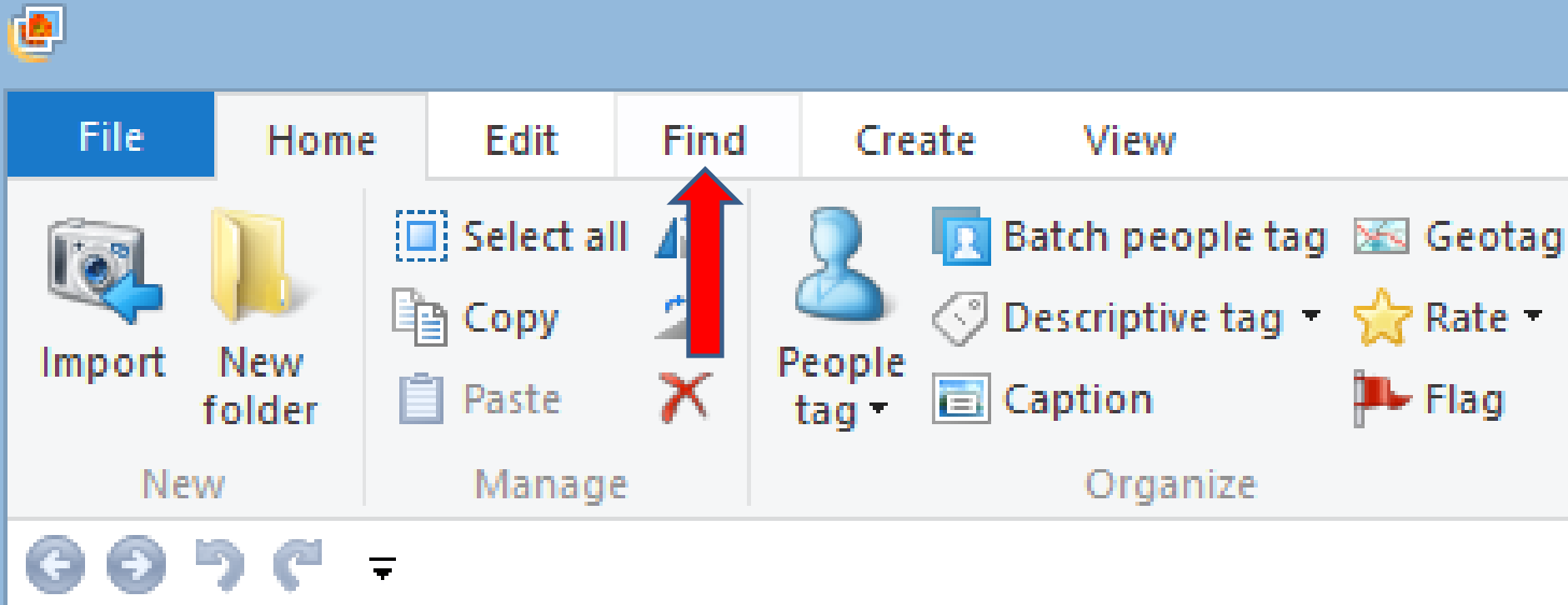
## **Part C – Other Options**

- The other options to Find:**
- **By Dates**
  - **By Months**
  - **By Years**
  - **Rated**
  - **Tags**
  - **Flagged**
  - **Published**
  - **Edited**
  - **Media Type**
- **I will be showing each of the options. Next is By Dates.**

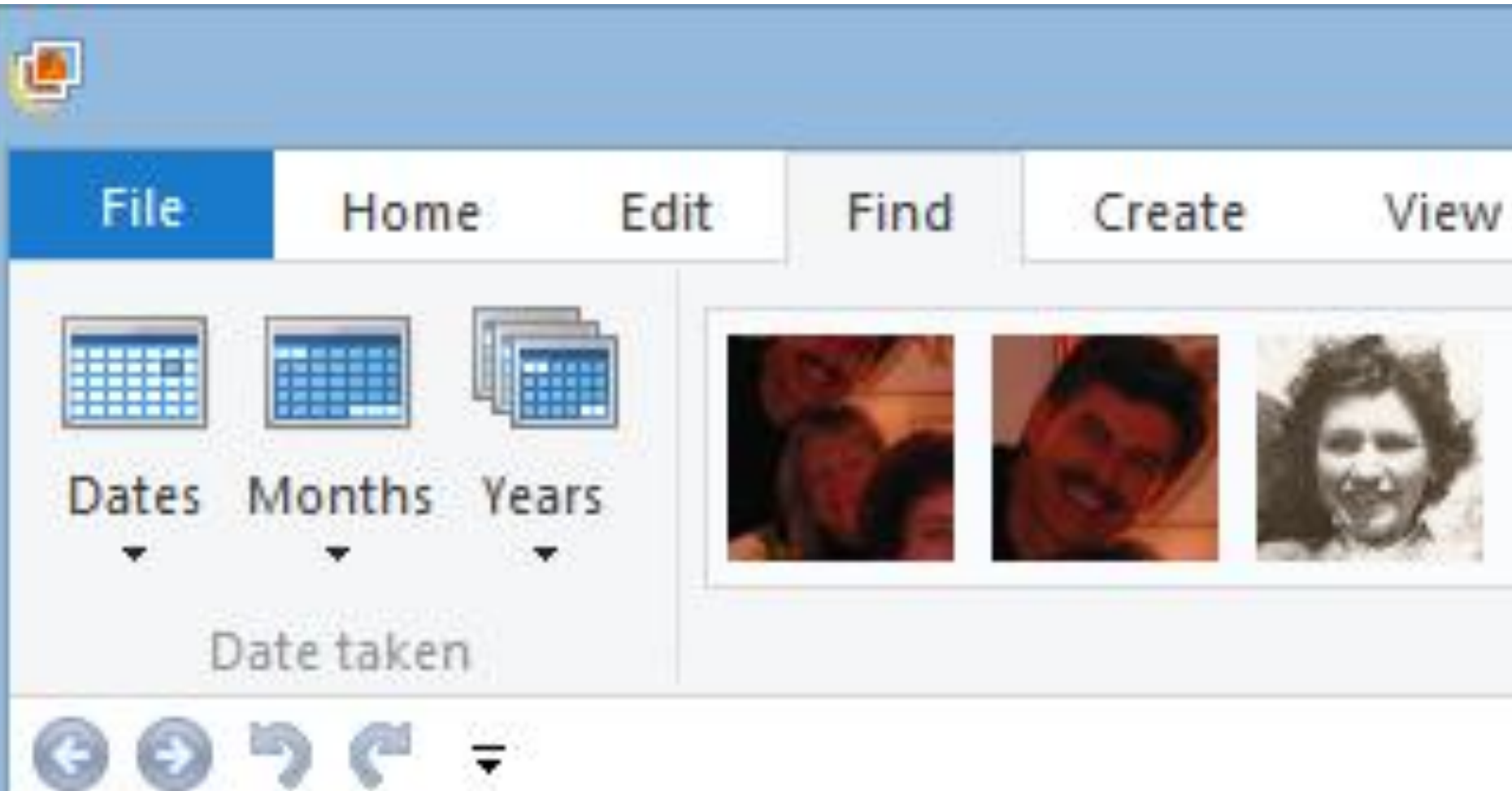


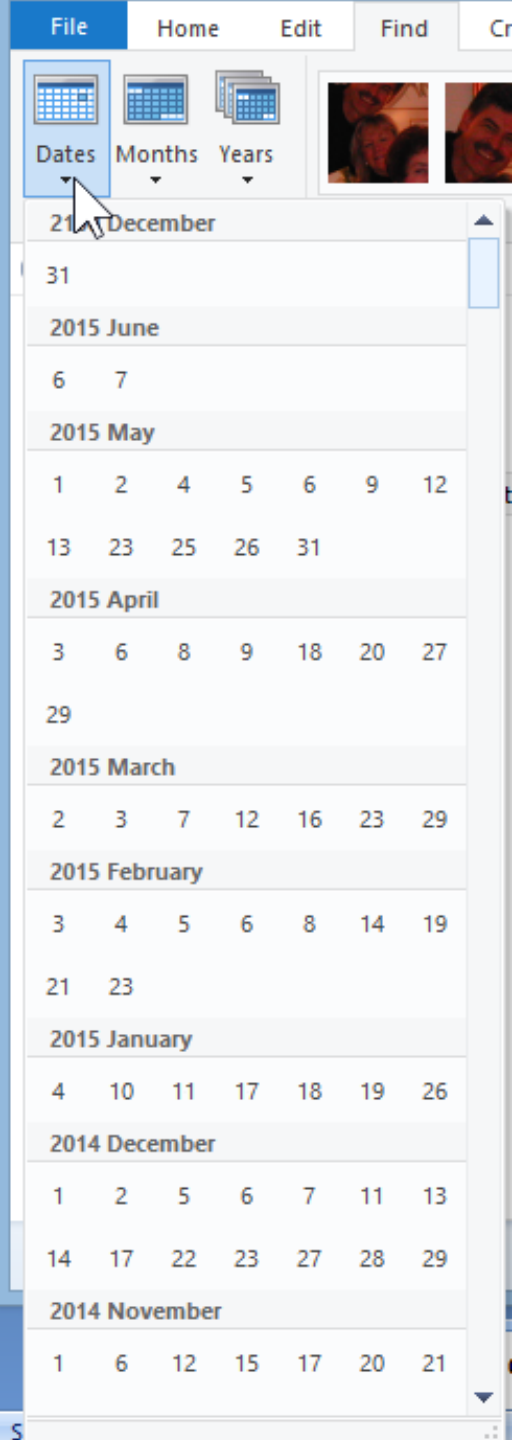
- You can Find within all Folders or single folders.
- Best is to highlight all folders.
- Click on All photos and videos.

# Next, click on Find tab.



**You then see Dates, Months, Years in the upper left. Next I will show you Dates.**





- You click on the dropdown under the Dates and you see a list of Dates of when the Photos/Videos were taken.
- Next you hover over or click on a date. I will show you next.

- Here is a sample of hover over May 5 and you then see Search by All photos and videos with that date.
- Below you see all photos/videos taken on that date.

The screenshot shows the Windows Photos application interface. At the top, there is a ribbon with tabs for File, Home, Edit, Find, Create, and View. Below the ribbon, there are navigation options for Dates (Calendar, Months, Years), a gallery of photo thumbnails, and search filters (and/or, and higher/lower/only, Rated, Tags, Flag). A calendar on the left side shows the month of May 2015, with the 5th highlighted. A red arrow points from the highlighted date to a search box that has been populated with 'Folder: All photos and videos' and 'Date taken: 5/5/2015'. Another red arrow points from the search box to a list of search results. The first result is 'VaticanRome 001.JPG', taken on 5/5/2015 at 3:18 PM, with a size of 1.91 MB and dimensions of 3648 x 2736. The second result is 'VaticanRome 002 Stitch.j...', taken on 5/5/2015 at 3:24 PM, with a size of 8.38 MB and dimensions of 5084 x 2803. A third red arrow points from the search box to the second result.

File Home Edit Find Create View

Dates Months Years

2100 December 31

2015 June 6 7

2015 May 1 2 4 5 6 9 12 13 23 25 31

2015 April 3 6 8 9 18 20 27 29

People

+ and / or

★ Rated

↑ and higher ↓ and lower = only

Tags

Search by:

Folder: All photos and videos Date taken: 5/5/2015

C:\Users\erson103...\Romeltaly (30 items, 1 selected)

VaticanRome 001.JPG  
5/5/2015 3:18 PM  
1.91 MB  
3648 x 2736









VaticanRome 002 Stitch.j...  
5/5/2015 3:24 PM  
8.38 MB  
5084 x 2803

- **To view other photos by that date, you left click on the right and hold it down and scroll down.**

Search by: 🔍 X

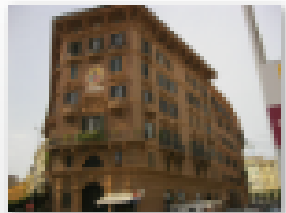
Folder: All photos and videos      Date taken: 5/5/2015

◦ C:\Users\fbenson103...\RomelItaly (30 items, 1 selected)

|   |   |
|---|---|
|  <p>VaticanRome 001.JPG<br/>5/5/2015 3:18 PM<br/>1.91 MB<br/>3648 x 2736<br/>☆☆☆☆☆</p>           |  <p>VaticanRome 002 Stitch.j...<br/>5/5/2015 3:24 PM<br/>8.38 MB<br/>5084 x 2803<br/>☆☆☆☆☆</p>   |
|  <p>VaticanRome 006 Stitch.j...<br/>5/5/2015 3:27 PM<br/>5.91 MB<br/>6149 x 2274<br/>☆☆☆☆☆</p>  |  <p>VaticanRome 004 Stitch S...<br/>5/5/2015 3:27 PM<br/>20.5 MB<br/>13464 x 2485<br/>☆☆☆☆☆</p> |
|  <p>VaticanRome 007 Stitch.j...<br/>5/5/2015 3:27 PM<br/>7.55 MB<br/>7059 x 2485<br/>☆☆☆☆☆</p> |  <p>VaticanRome 012.JPG<br/>5/5/2015 3:30 PM<br/>3.12 MB<br/>2278 x 3229<br/>☆☆☆☆☆</p>         |
|    |    |



- **Note – the sample is showing All details next to the Photos, because I had set that up in View. That’s why you see the dates.**
- **The Parts in Step 5 shows you View options.**
- **If the view was not by details, like file name, you would not see the date.**



VaticanRome 001.JPG

5/5/2015 3:18 PM

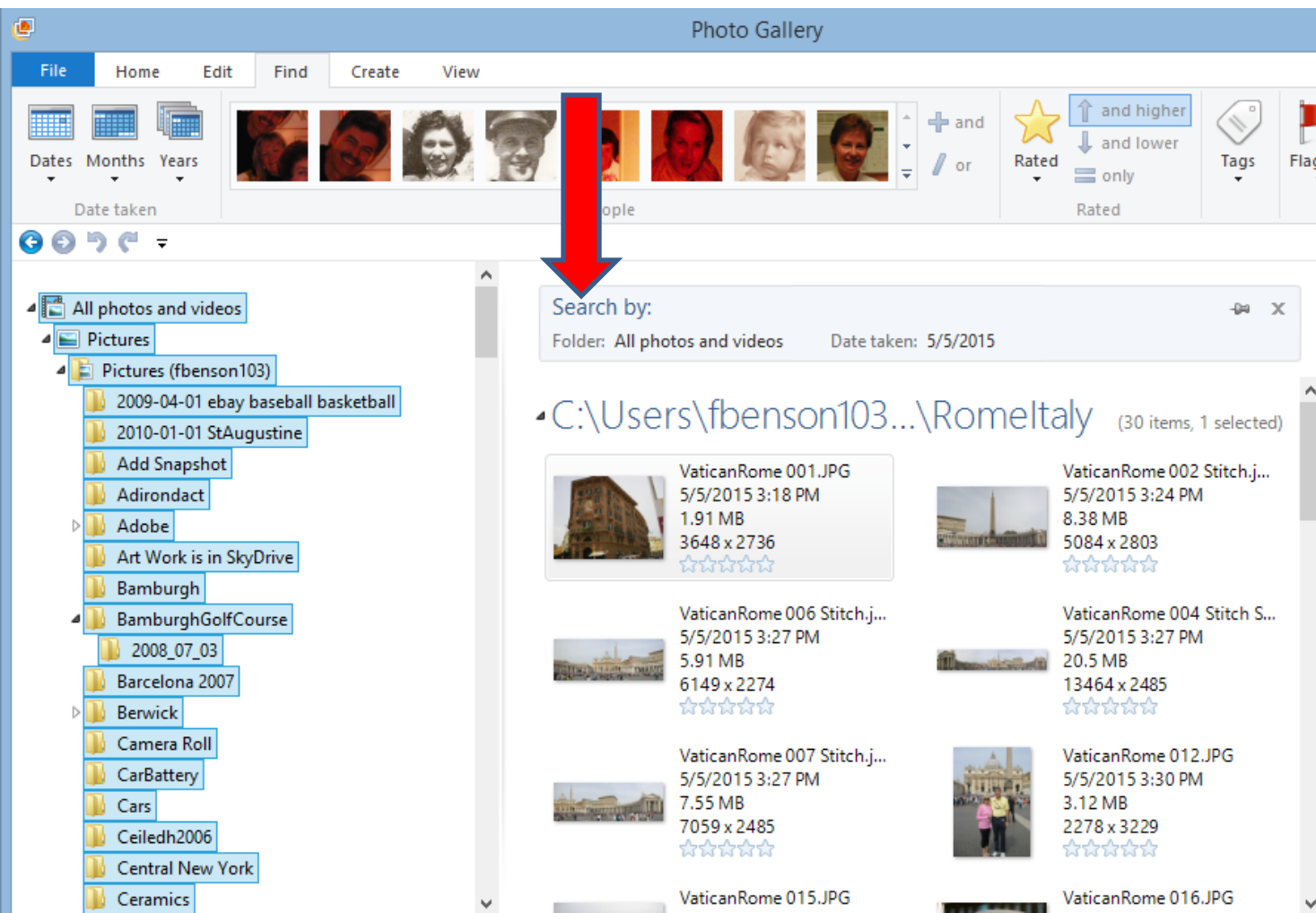
1.91 MB

3648 x 2736

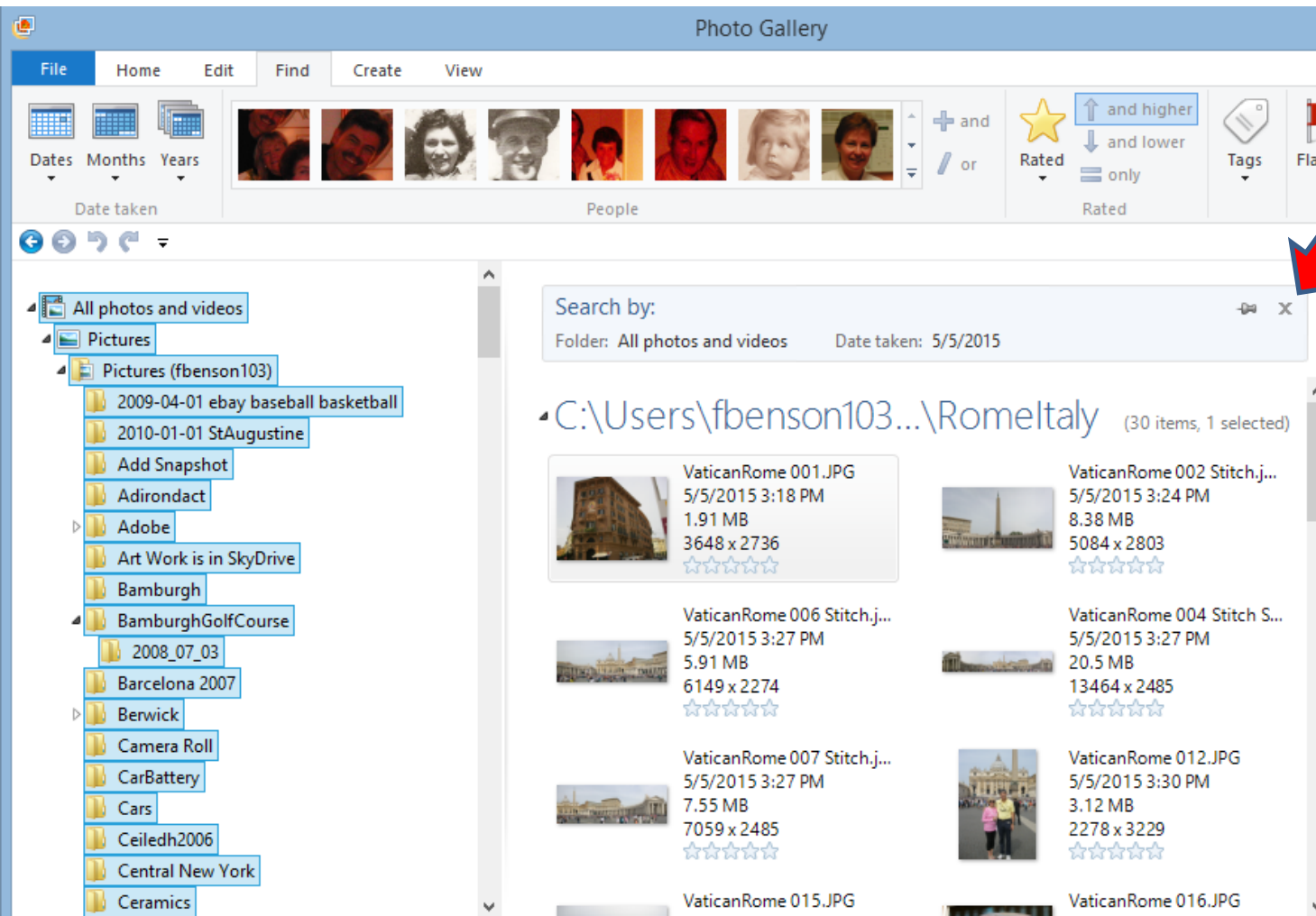


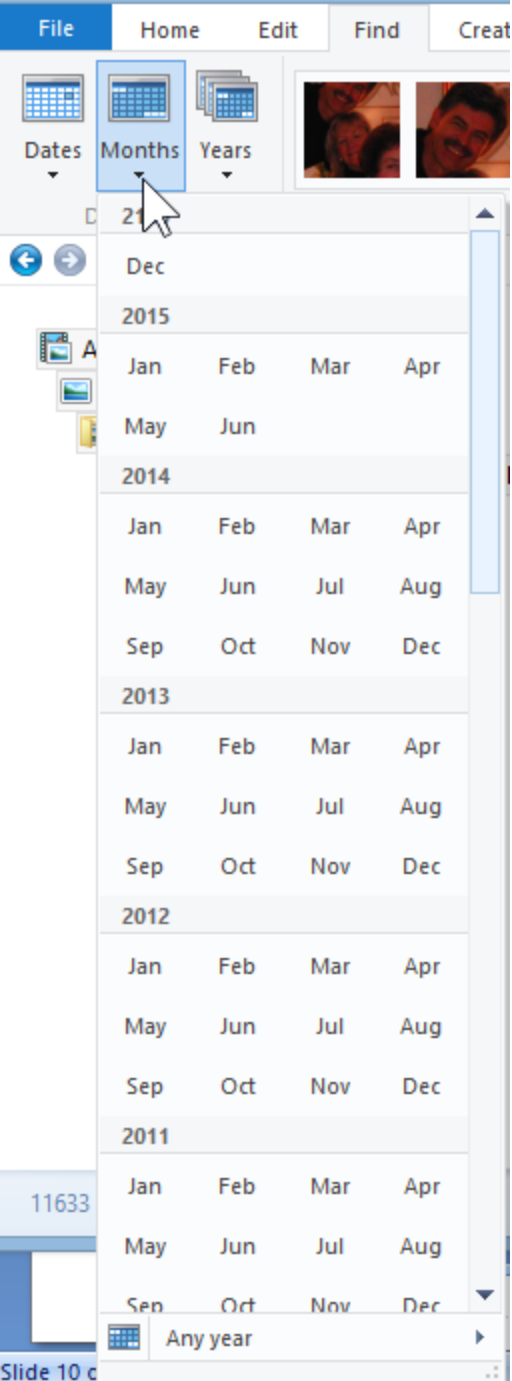


- If you click on the Date vs. hover over, you don't see the drop down list of date, but you still see Search by.

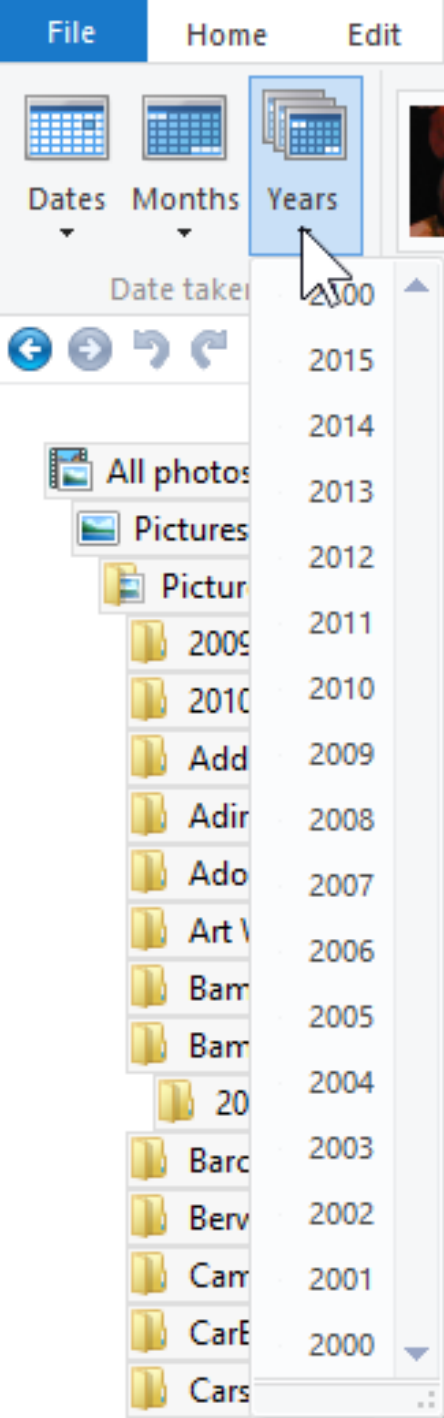


- To close the Search, click on X. Once you do that, you see all Photos and Videos again.
- Next is by Months which is the same process.



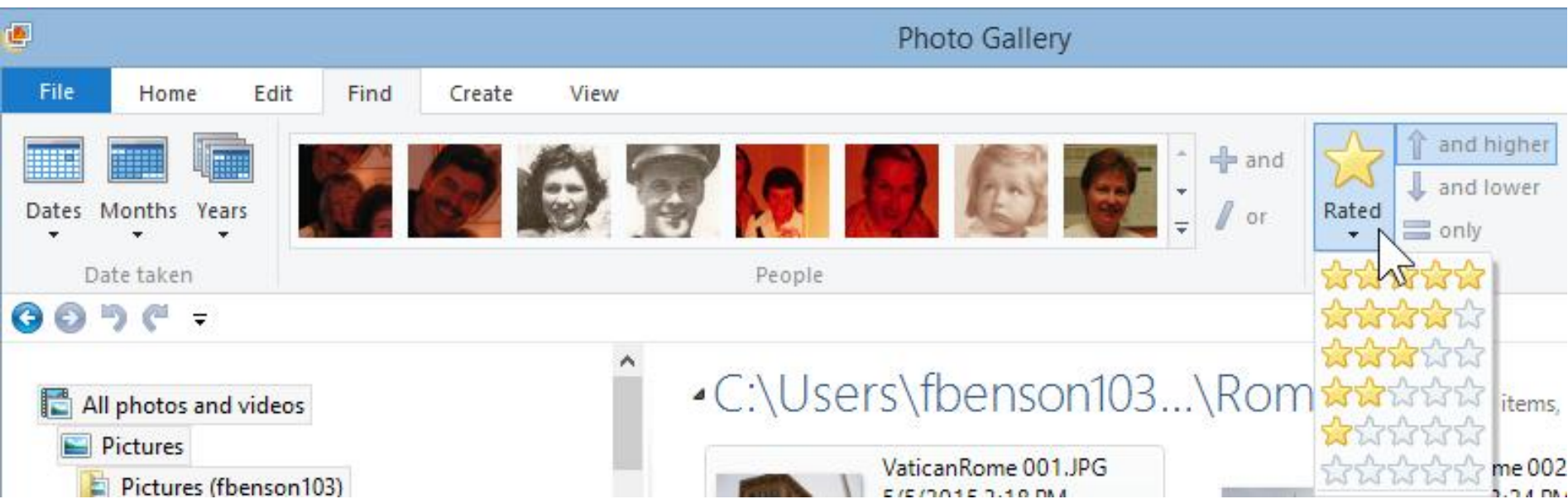


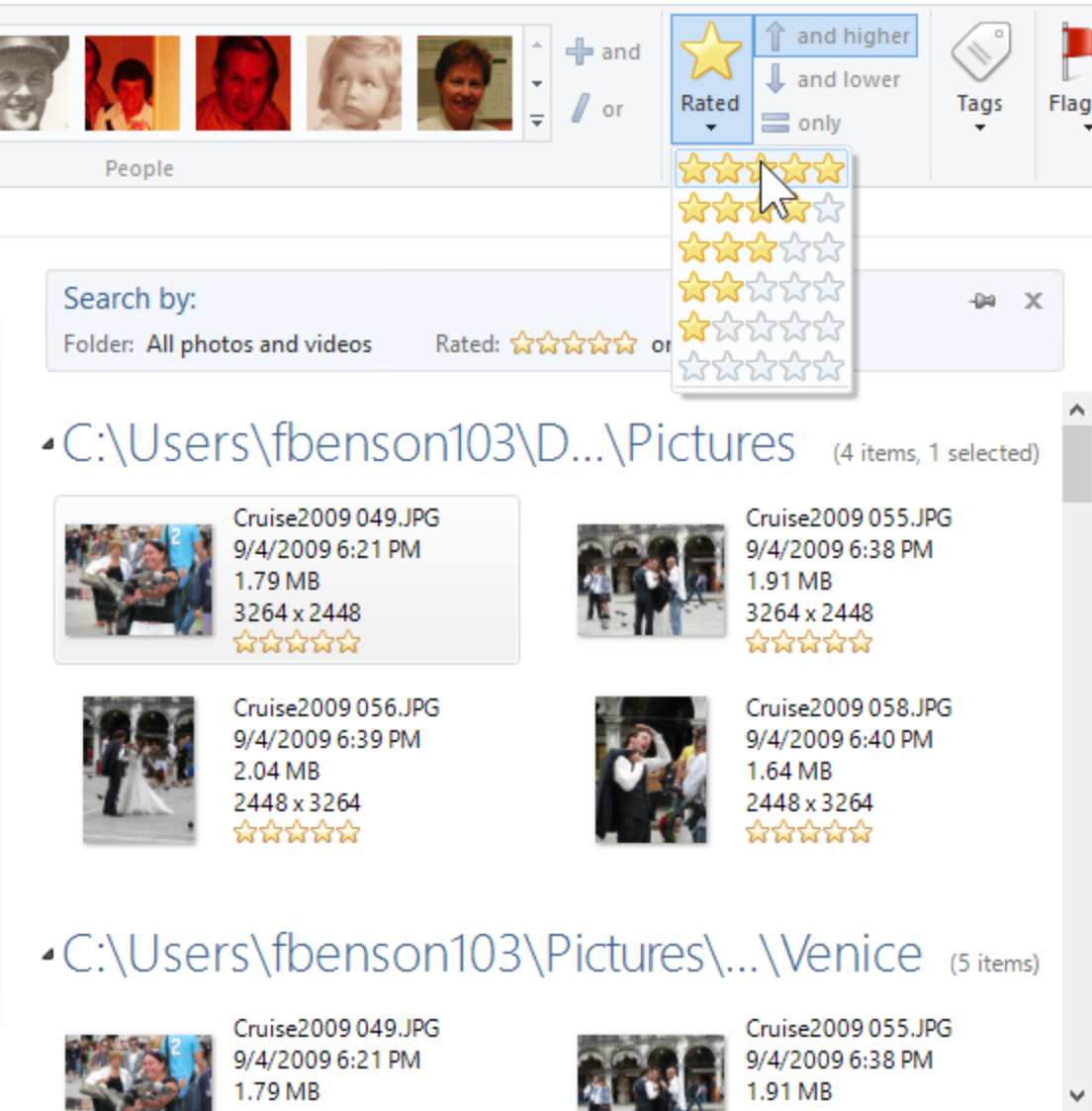
- You click on the dropdown under the Months and you see a list of Months of when the Photos/Videos were taken.
- Next you hover over or click on a date, like I showed you before on Dates and it is the same process.
- Next is the Years dropdown.



- You click on the dropdown under the Years and you see a list of Years of when the Photos/Videos were taken.
- Next you hover over or click on a date, like I showed you before on Dates and it is the same process.
- Next is how to Find by Rated.

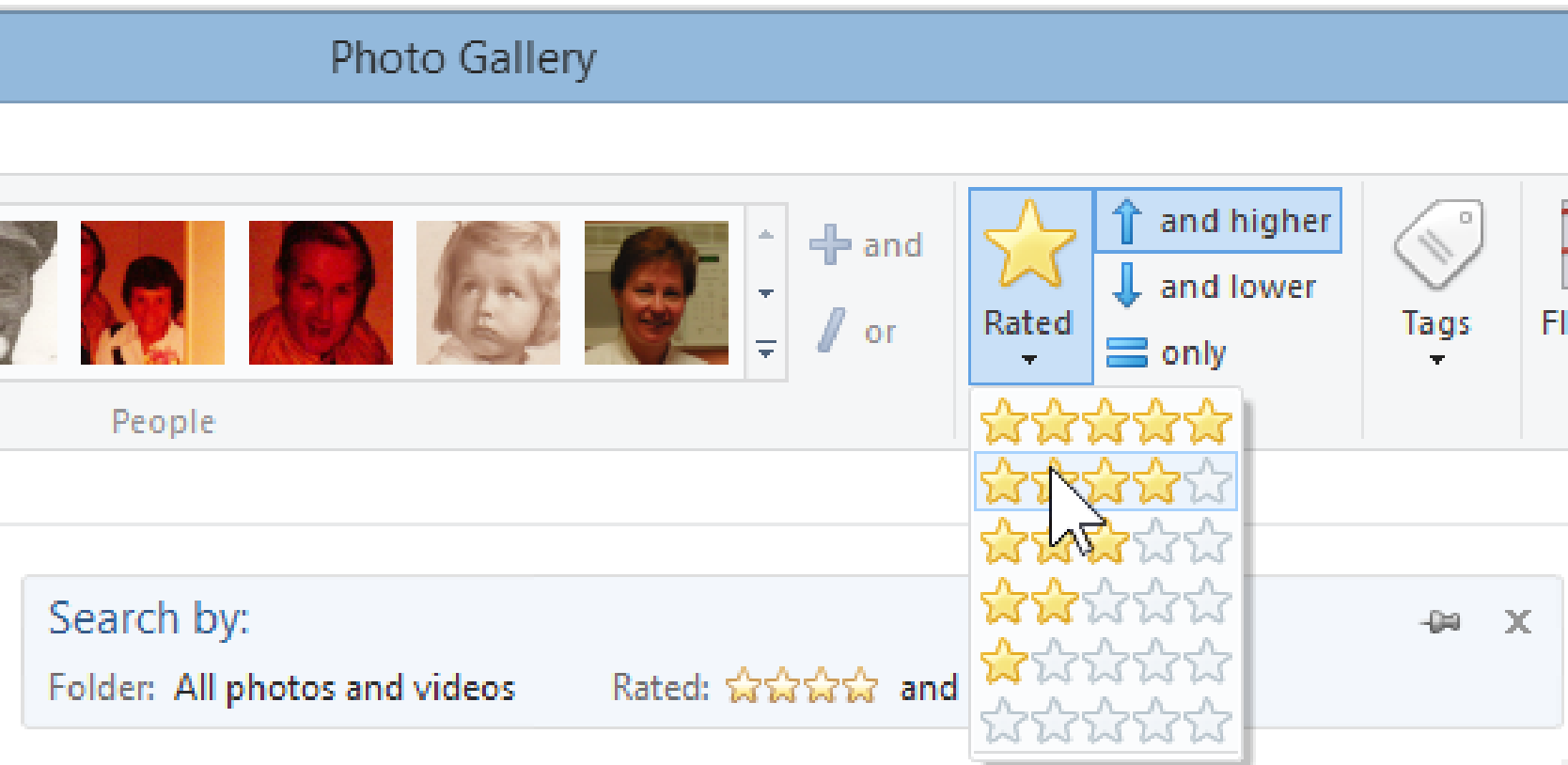
- You click on the Rated and you see a list.
- The hover over or click on, it is different then Dates, Months, Years.

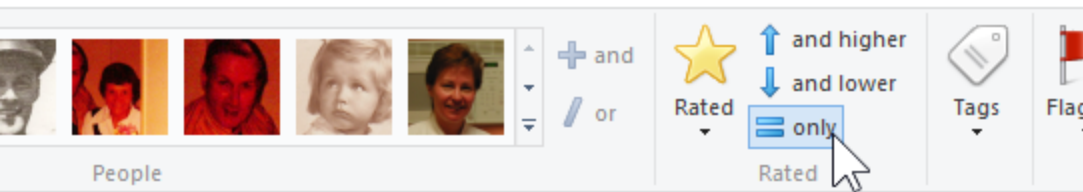




- When you hover over or click on the 5 star it only shows them.

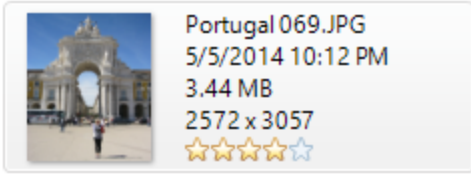
- **When you hover over the 4 star, you see them and higher first like 5 star. I recommend that you click on it, and then click on only, which I will show you next.**





Search by: 🔍 X  
Folder: All photos and videos    Rated: ☆☆☆☆ only X

◀ C:\Users\fbenso...\PortugalLisbon (1 item, 1 selected)



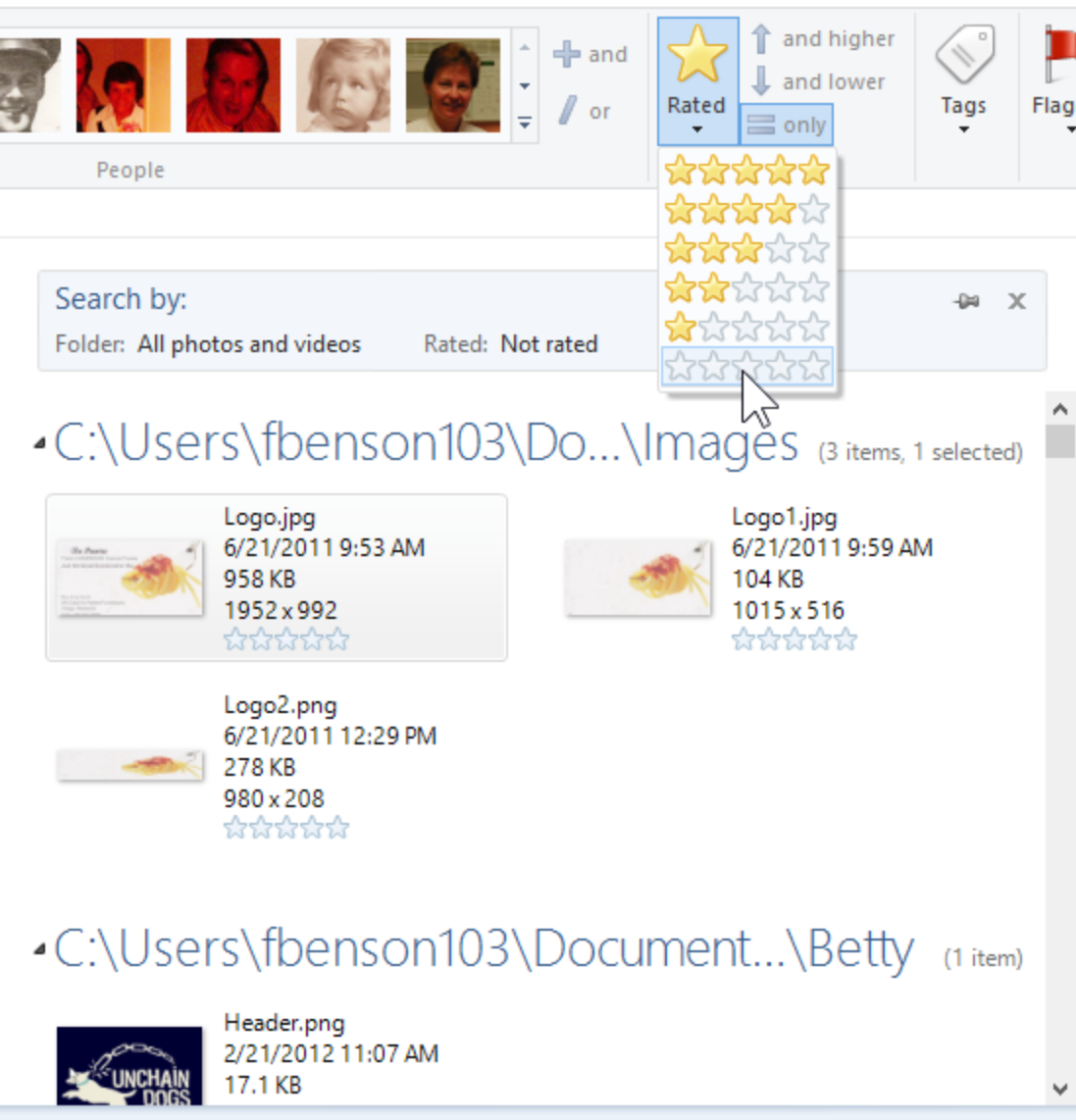
◀ C:\Users\fbenson103\Picture...\Windsor (1 item)



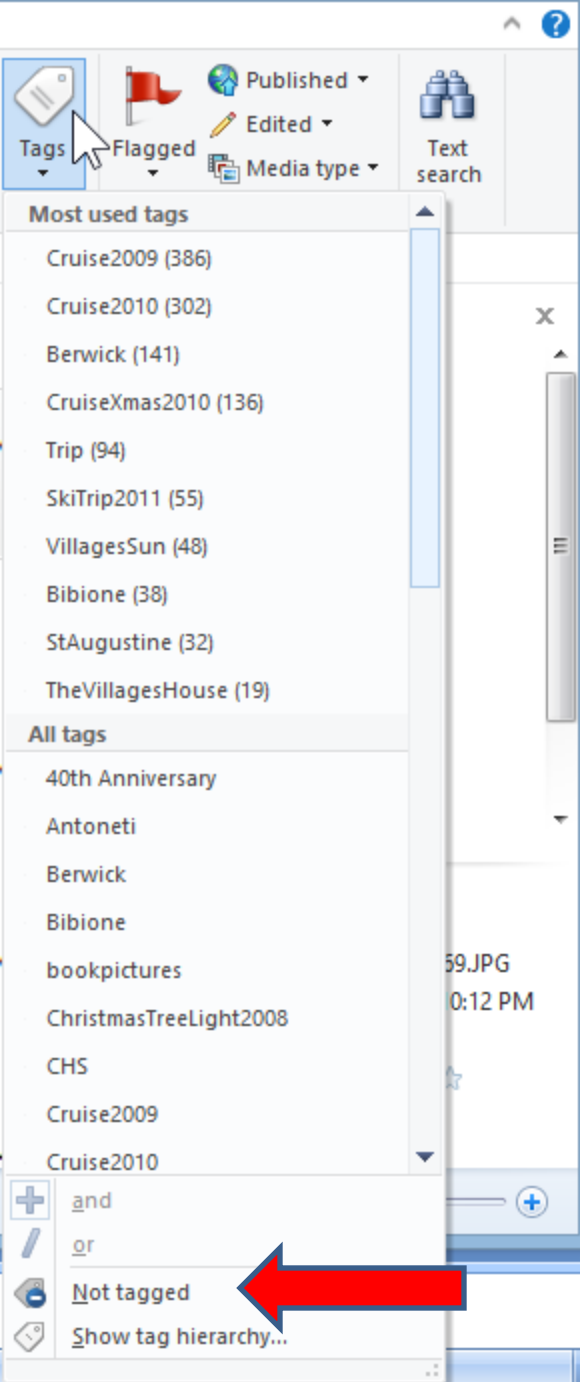
◀ C:\Users\fbenson103\Pi...\ElaineGraham (1 item)

- Once you click on only, you only see the 4 star Rated.
- Next is no Rated.





- When you hover over or click on the no Rates, you see Not rated photos and videos.
- Next is to find Tags.



- When you click on Tags in the right, you see a list of Most used tags, All tags, Not tagged, etc.
- When you hover over or click on one of them, it just shows the photos and/or videos with that tag.
- If you hover over or click on Not tagged, it shows all photos and videos not tagged.

- **Note - If you have not done any Tags, you will not see a list.**
- **To do Tags, go to Step 3 Parts for details.**
- **Next is to find Flagged. If you have not done Flags, go to Step 3 – Part F.**

- One option is to click on Flagged and you will see all Flagged photos/videos. Note – I just did one of them. Second option is next.

The screenshot shows the Windows Photo Gallery application window titled "Photo Gallery". The interface includes a top navigation bar with window controls and a help icon. Below this is a toolbar with various filters and actions: "People" (with a row of five photo thumbnails), "and/or" operators, "Rated" (with a yellow star icon and a dropdown menu showing "and higher", "and lower", and "only"), "Tags", "Flagged" (with a red flag icon and a mouse cursor hovering over it), "Published", "Edited", "Media type", and "Text search".

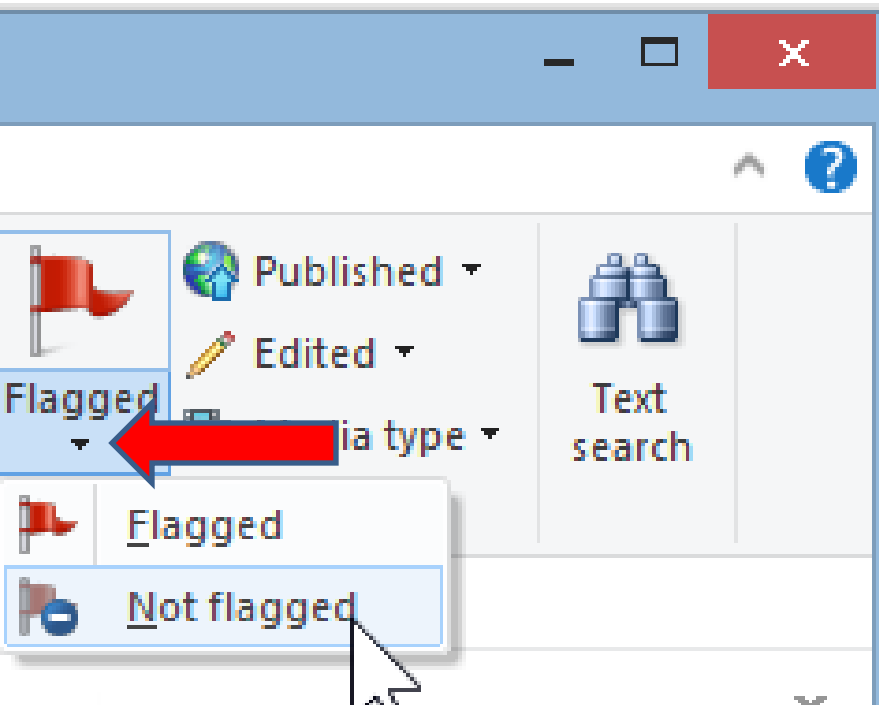
The main area shows a search bar with "Search by:" and "Folder: All photos and videos". The "File details:" dropdown is set to "Flagged X". The current path is "C:\Users\fbenson...\JamiesWedding" with "(1 item, 1 selected)".

The selected item is a photo with the following details:

- Filename: Icid\_2FA7BCDE-1184-46F...
- Date: 9/1/2013 2:51 PM
- Size: 333 KB
- Resolution: 960 x 640
- Rating: 2 stars (out of 5)

On the right side, there are sections for "People tags" (with two "Who is this?" prompts and small photo thumbnails), "Geotag" (with "Add geotag"), and "Caption".

- Click on the dropdown, then click on Not flagged.



- You then see all photos/videos not flagged. Next is find Published.

The screenshot shows the Windows Photo Gallery application window. The title bar reads "Photo Gallery". The interface includes a navigation bar with a "People" section showing five thumbnails. The main toolbar contains several filter and action buttons: "and higher" (star icon), "and lower" (down arrow icon), "only" (checkbox icon), "Tags" (tag icon), "Flagged" (flag icon), "Published" (globe icon), "Edited" (pencil icon), "Media type" (document icon), and "Text search" (binoculars icon). Below the toolbar, a search bar displays "Search by:" with "Folder: All photos and videos" and "File details: Not flagged". The main content area shows a folder path "C:\Users\fbenson103\Do...\Images" with 3 items, 1 selected. Three photo thumbnails are visible with their details: "Logo.jpg" (958 KB, 1952 x 992, 6/21/2011 9:53 AM), "Logo1.jpg" (104 KB, 1015 x 516, 6/21/2011 9:59 AM), and "Logo2.png" (278 KB, 980 x 208, 6/21/2011 12:29 PM). A right-hand pane shows "People tags", "Geotag", "Caption", "Descriptive tags", and "Information" sections. The "Information" section for the selected "Logo.jpg" shows: Filename: Logo.jpg, Date taken: 6/21/2011 9:53 AM, Size: 958 KB.

## **Find Published**

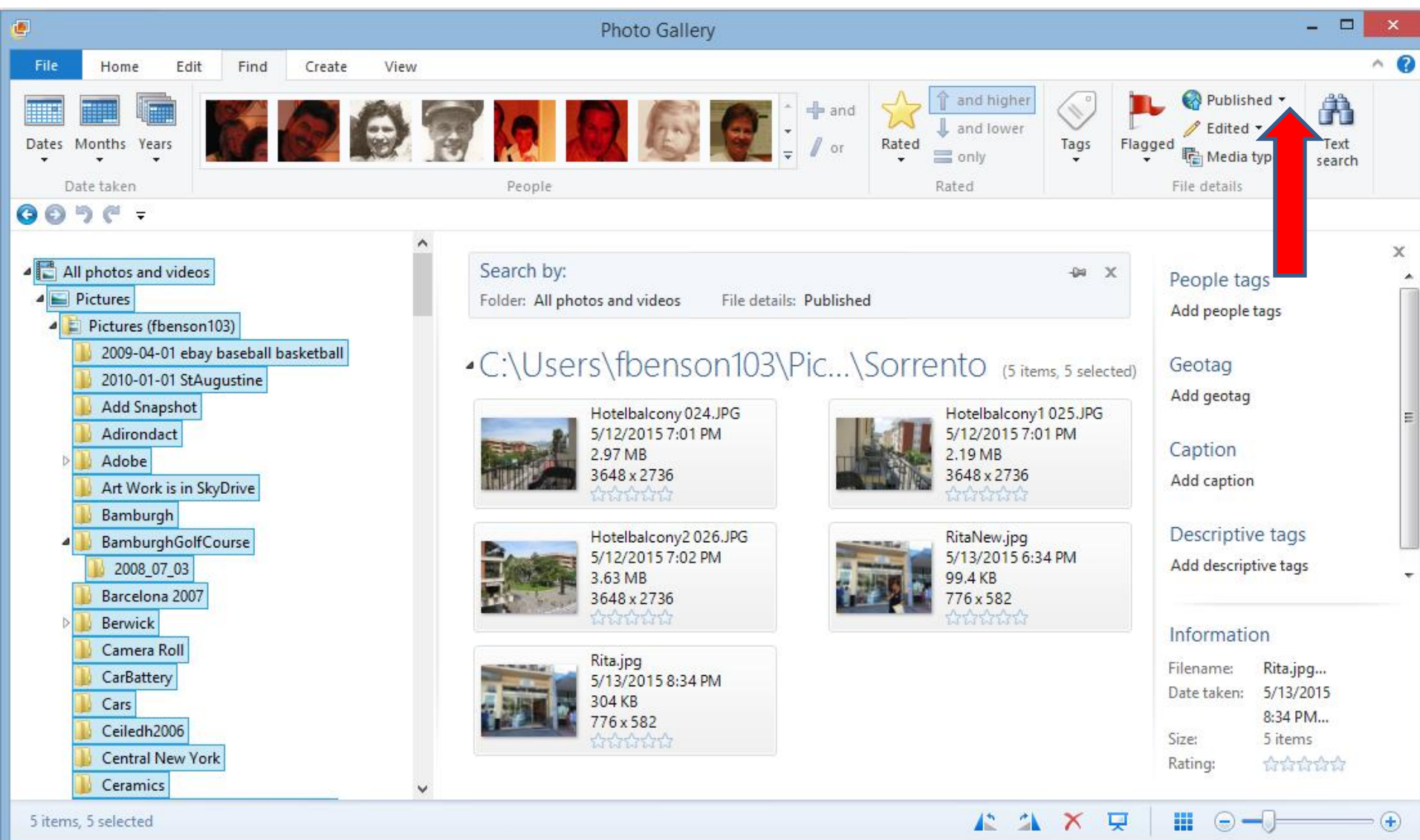
- **If you have not Published any photos or videos and want to Publish, go to Step 9 that walks you through how to Publish.**
- **If you have Published, you can find them, which I will show you next.**

- Make sure you are in the Find Page, then you click on Published.

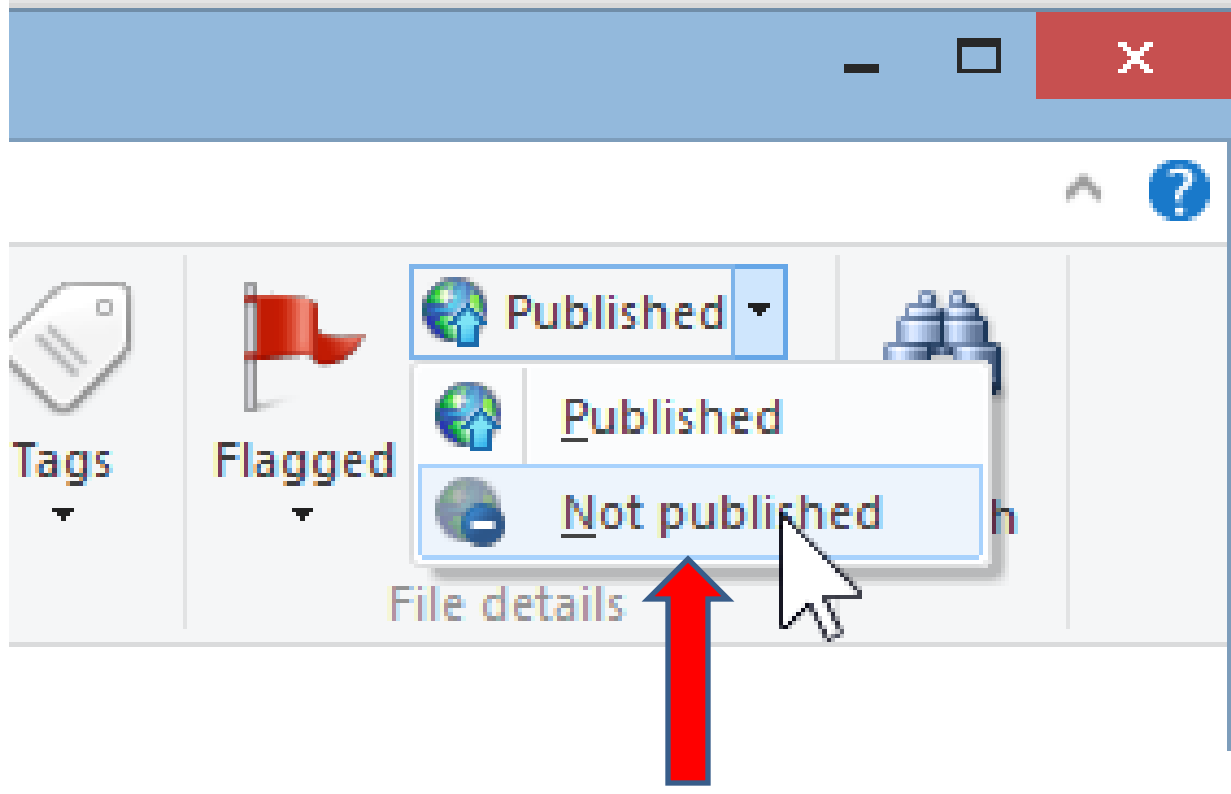
The screenshot shows the Windows Photo Gallery application interface. The 'Find' tab is selected in the top ribbon, and a red arrow points to it. The 'Published' filter is selected in the 'File types' section of the ribbon, with another red arrow pointing to it. The main area displays a folder view of 'C:\Users\fbenson103\Documents\Images' containing three items: Logo.jpg (6/21/2011 9:53 AM, 958 KB), Logo1.jpg (6/21/2011 9:59 AM, 104 KB), and Logo2.png (6/21/2011 12:29 PM, 278 KB). Below this, a folder 'C:\Users\fbenson103\Documents\Betty' contains one item: Header.png (2/21/2012 11:07 AM, 17.1 KB). The left sidebar shows a tree view of folders, and the right sidebar shows metadata options like 'People tags', 'Geotag', 'Caption', and 'Descriptive tags'. The status bar at the bottom indicates '11633 items, 5 selected'.



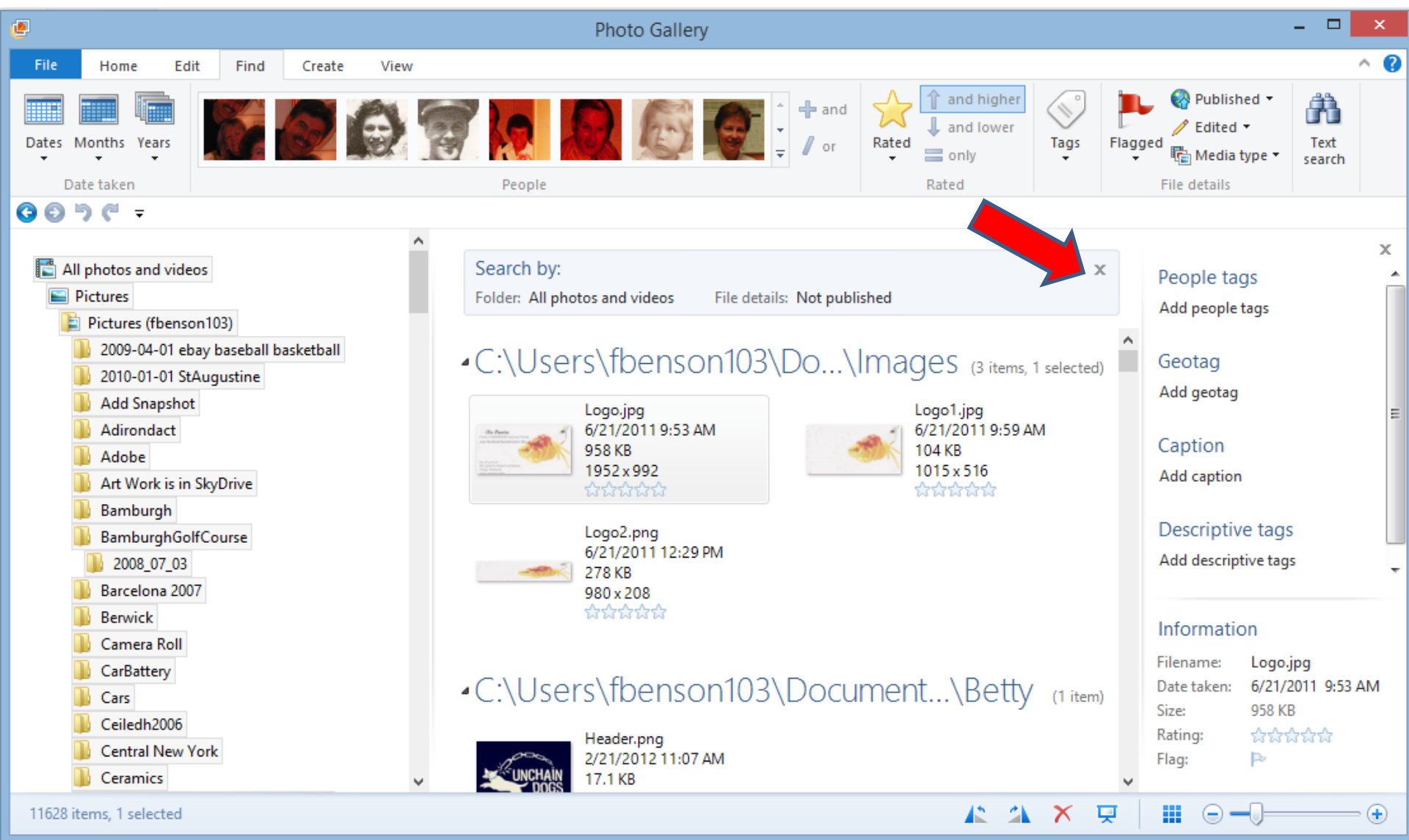
- You then see any photos/videos published.
- Second option is click on the Published Dropdown.



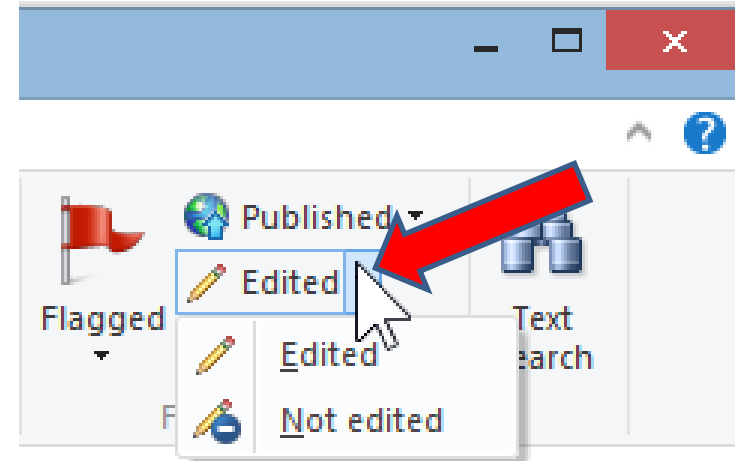
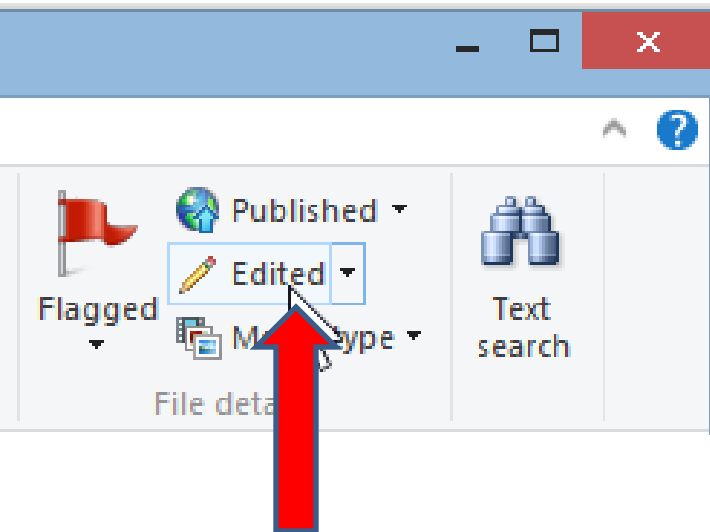
- Then click on Not published.



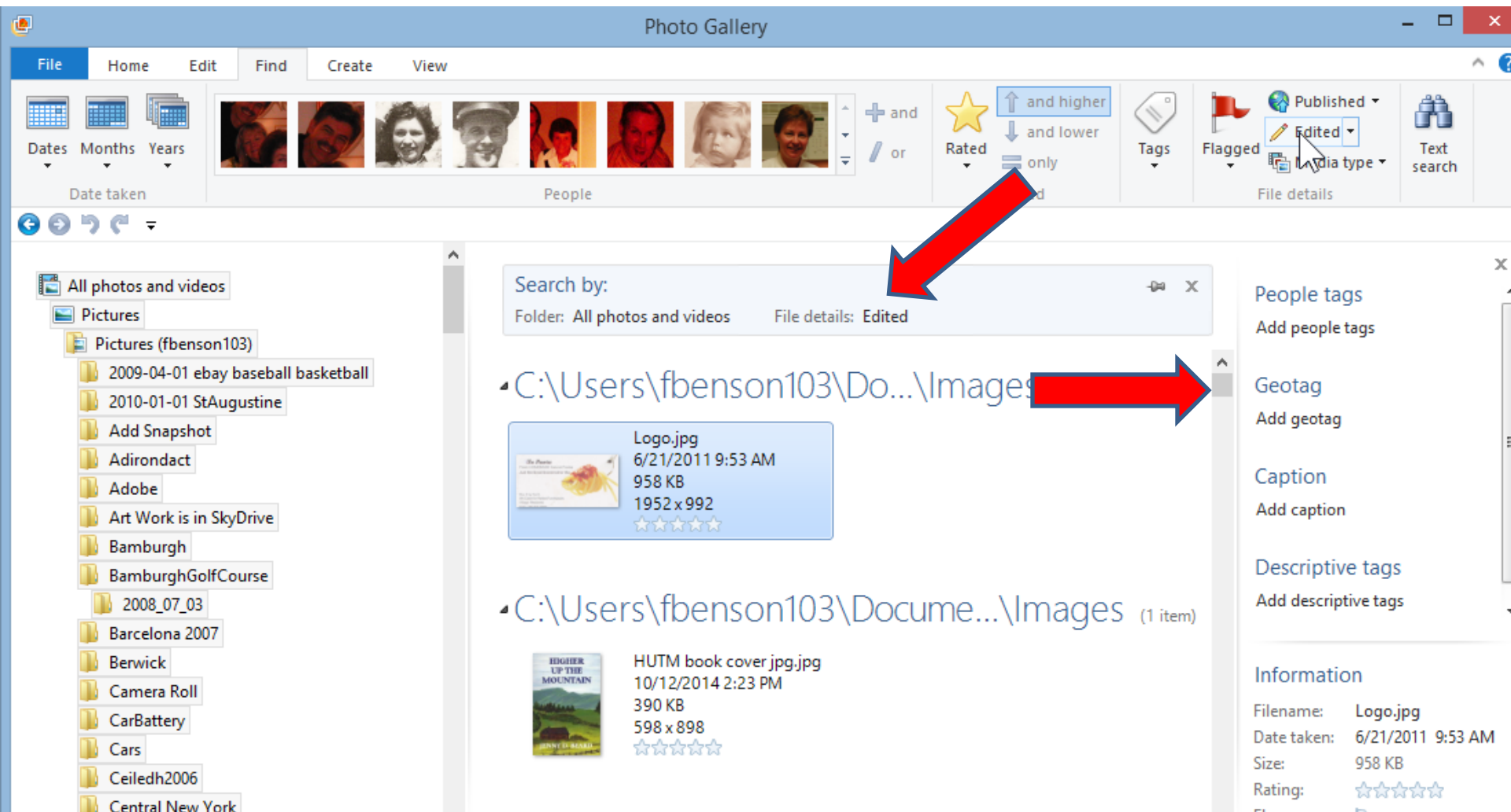
- You then see all photos/videos not published. As I showed before, you can click on X to close Search.



- **Next, is how to Fine Edited. You can click on Edited below Published. Or you click on the dropdown and either click on Edited or Not edited. Edited is only photos that you Edited in Photo Gallery. Not videos.**



- When you click on Edited. It searches for all the photos that you Edited and you see them.
- You can scroll down to see them all.



- When you click on Not Edited, you see all photos not edited. Next is Media Type

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 "Find" tab is active, showing a "Date taken" section with "Dates", "Months", and "Years" filters. A "People" section displays a row of photo thumbnails. To the right, there are filters for "Rated" (with a star icon and "and higher", "and lower", "only" options), "Tags", "Flagged", "Published", "Edited", "Media type", and "Text search".

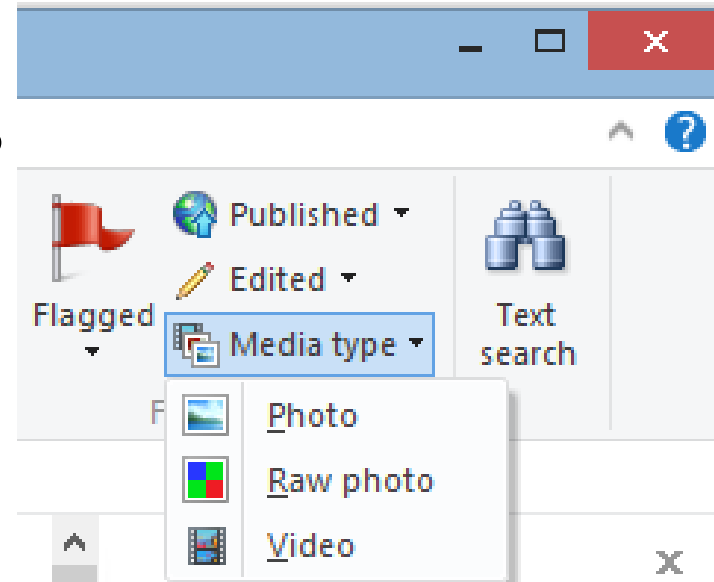
A red arrow points to the "Search by:" dropdown menu, which is currently set to "Not edited". Below this, the search results are displayed in a list view:

- Folder: All photos and videos File details: Not edited
- Search by: (dropdown menu)
- C:\Users\fbenson103\Do... \Images (2 items, 1 selected)
  - Logo1.jpg: 6/21/2011 9:59 AM, 104 KB, 1015 x 516, 5 stars
  - Logo2.png: 6/21/2011 12:29 PM, 278 KB, 980 x 208, 5 stars
- C:\Users\fbenson103\Document... \Betty (1 item)
  - Header.png: 2/21/2012 11:07 AM, 17.1 KB, 282 x 216, 5 stars
- C:\Users\fbenson103\Docu... \BillRussell (76 items)

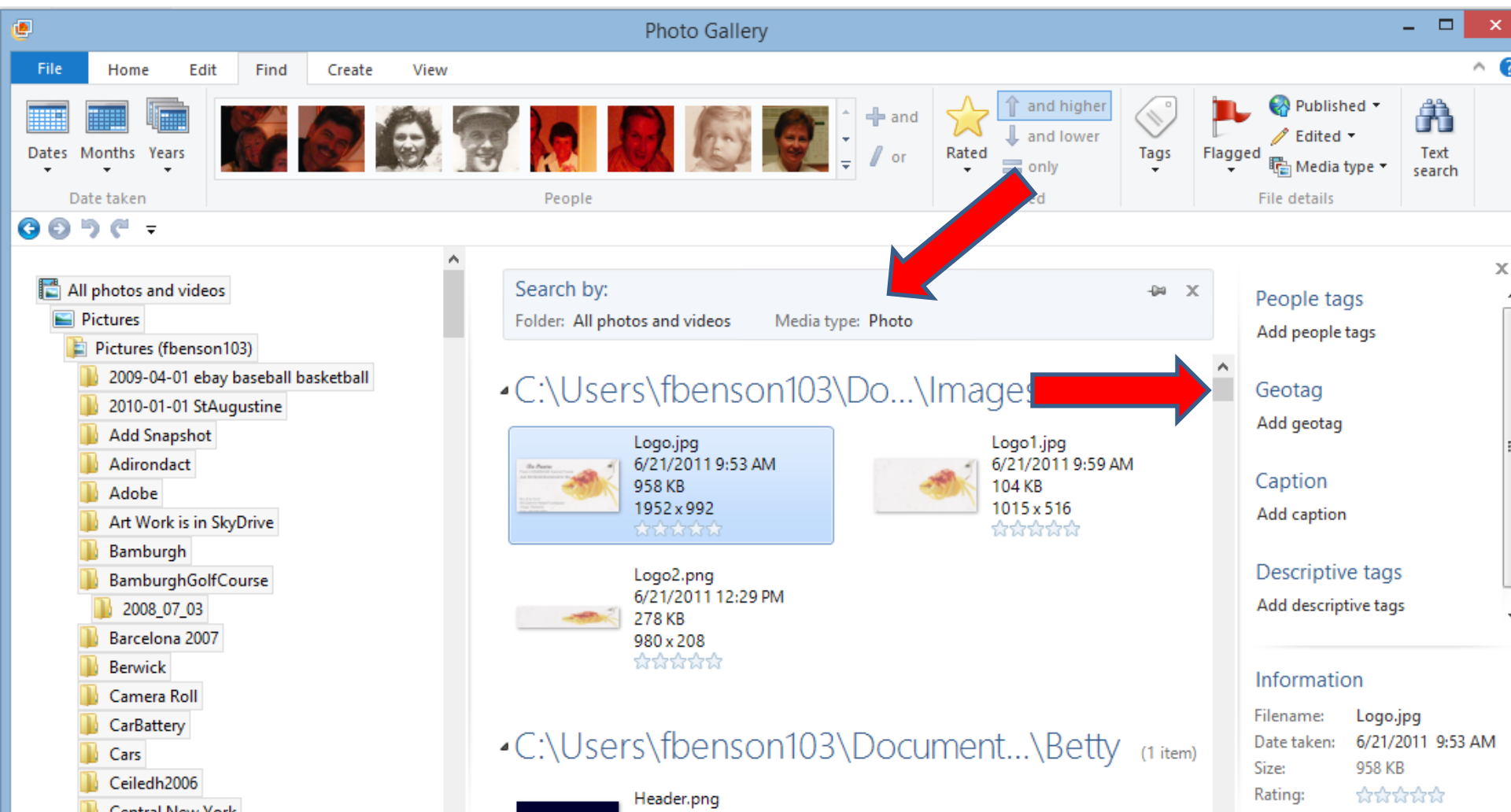
The left sidebar shows a tree view of folders under "All photos and videos", including "Pictures" and "Pictures (fbenson103)". The bottom status bar indicates "10614 items, 1 selected".

# Media Type

- When you click on Media Type, it shows a dropdown of choices to select.
- Photo searches for all Photos
- Raw photo searches for Photos that have a .nef file. Here is a [LINK](#) to learn more about Raw photo.
- Video searches for all Videos

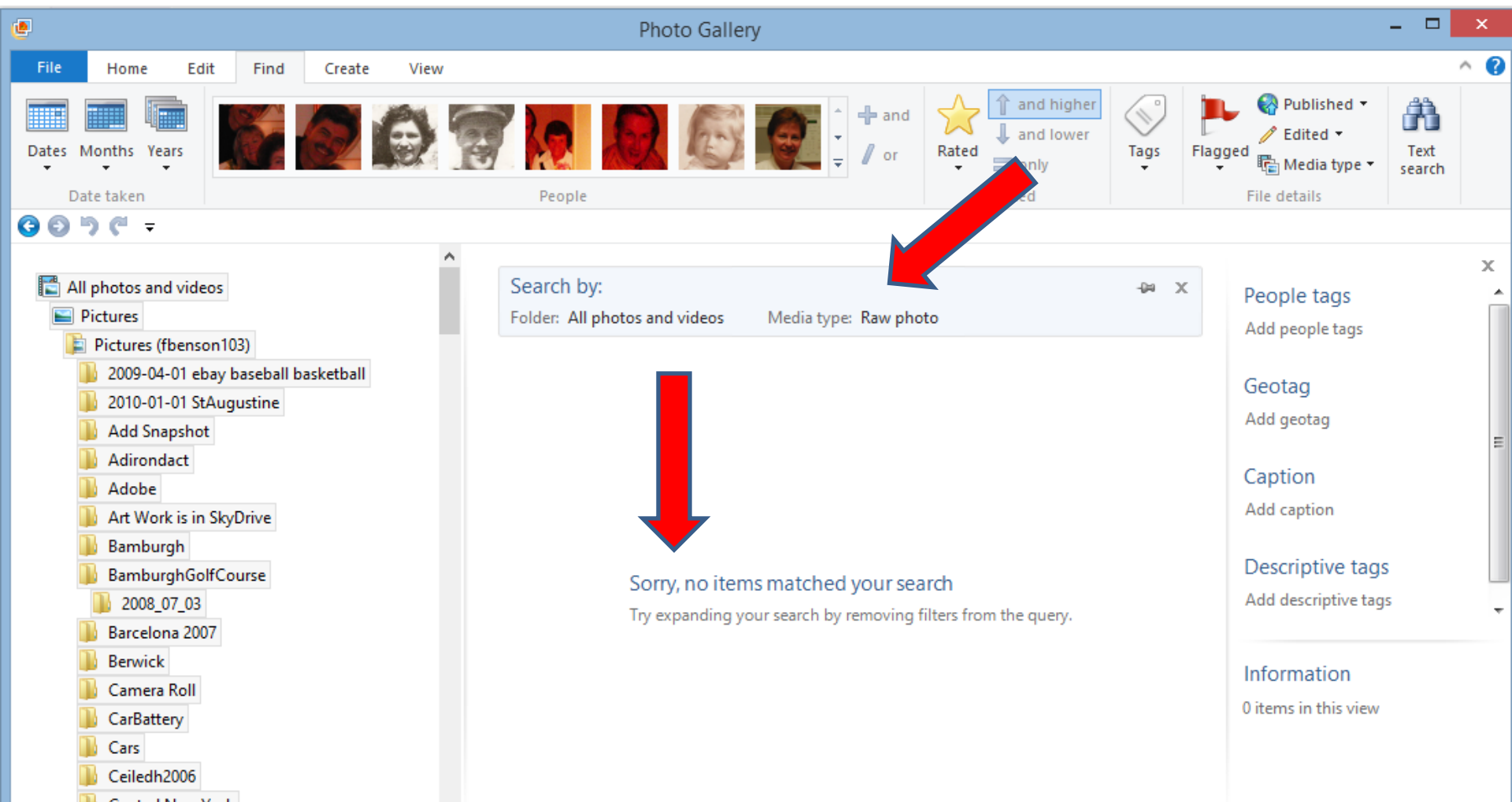


- When you click on Photo. It searches for all the photos and you see them.
- You can scroll down to see them all.





- **When you click on Raw Photo. It searches for all the Raw photos.**
- **I did not have them, so you don't see them.**



- When you click on Video. It searches for all the Videos and you see them.
- You can scroll down to see them all.

The screenshot shows the Windows Photo Gallery application interface. The top ribbon includes tabs for File, Home, Edit, Find, Create, and View. The 'Find' tab is active, displaying a search bar and various filters. A red arrow points to the search bar, which contains the text 'Search by: Folder: All photos and videos Media type: Video'. Another red arrow points to the search results, which are displayed in a grid view. The search results show several video files, including 'VTS\_01\_1.wmv', 'VTS\_01\_2.wmv', 'VTS\_02\_2.wmv', 'VTS\_02\_1.wmv', 'MSFGrouIntroduction.m...', and 'MSFGrouIntroduction2...'. The left sidebar shows a tree view of folders, including 'All photos and videos', 'Pictures', and 'Pictures (fbenson103)'. The right sidebar shows various tags and information for the selected video file.

Photo Gallery

File Home Edit Find Create View

Dates Months Years

Date taken

People

and higher and lower only

Rated

Tags

Published Edited Media type

Flagged

Text search

File details

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

2008\_07\_03

Barcelona 2007

Berwick

Camera Roll

CarBattery

Cars

Ceiledh2006

Central New York

Search by:

Folder: All photos and videos Media type: Video

C:\Users\fbenson103\Doc...\Video

|  |  |  |   |
|--|--|--|---|
|  | VTS_01_1.wmv<br>12/5/2014 12:38 PM<br>1.08 GB<br>00:14:44<br>☆☆☆☆☆           |  | VTS_01_2.wmv<br>12/5/2014 12:46 PM<br>67.0 MB<br>00:00:55<br>☆☆☆☆☆          |
|  | VTS_02_2.wmv<br>12/5/2014 12:47 PM<br>66.4 MB<br>00:00:55<br>☆☆☆☆☆           |  | VTS_02_1.wmv<br>12/5/2014 12:48 PM<br>1.08 GB<br>00:14:44<br>☆☆☆☆☆          |
|  | MSFGrouIntroduction.m...<br>12/5/2014 3:52 PM<br>171 MB<br>00:03:48<br>☆☆☆☆☆ |  | MSFGrouIntroduction2...<br>12/5/2014 4:10 PM<br>149 MB<br>00:03:30<br>☆☆☆☆☆ |

People tags

Add people tags

Geotag

Add geotag

Caption

Add caption

Descriptive tags

Add descriptive tags

Information

Filename: VTS\_01\_1.wmv

Date taken: 12/5/2014 12:38 PM

Size: 1.08 GB

Rating: ☆☆☆☆☆

Flag: [icon]

**End of Part C**