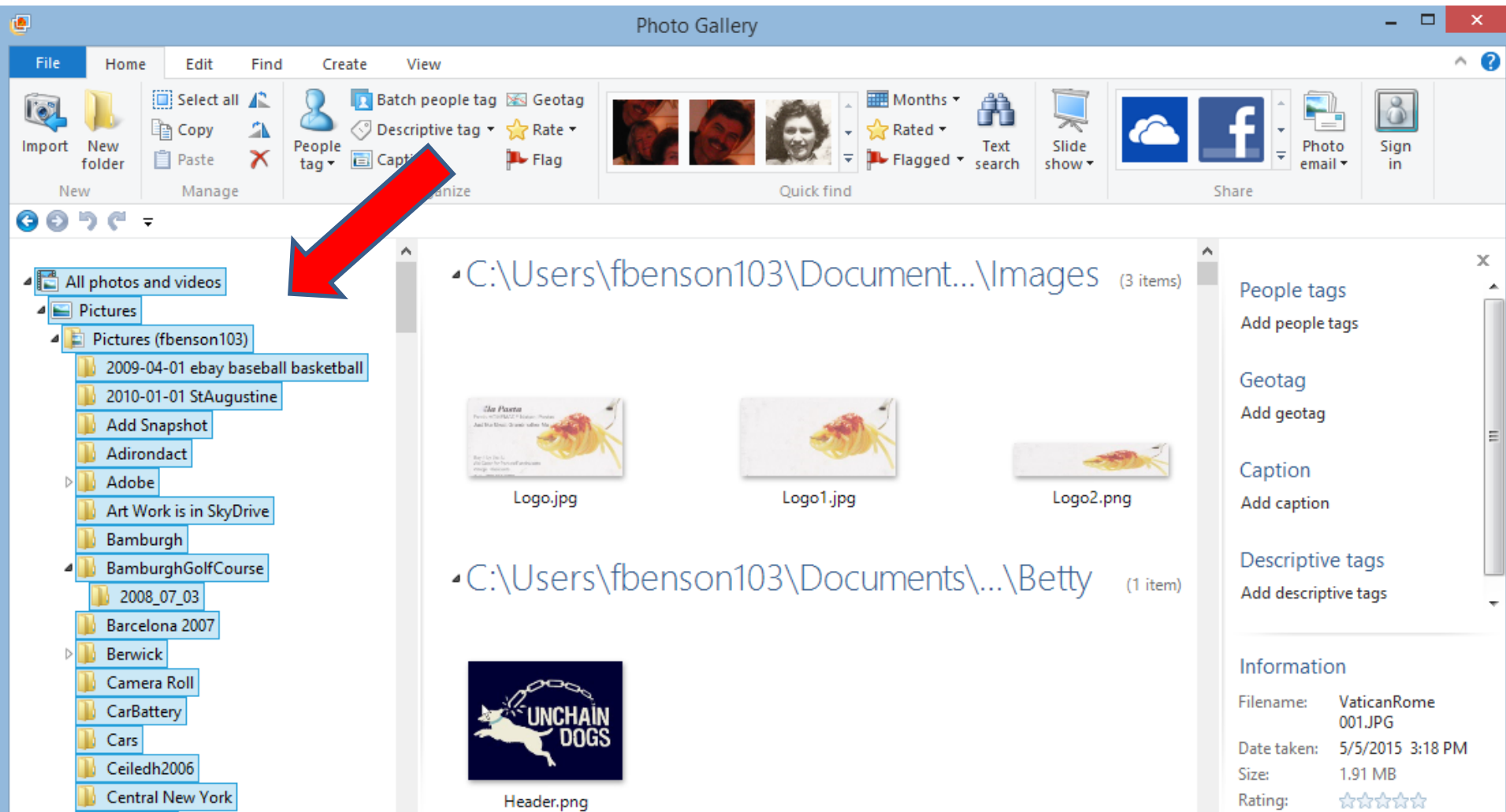


Step 5 – Part A – View Options

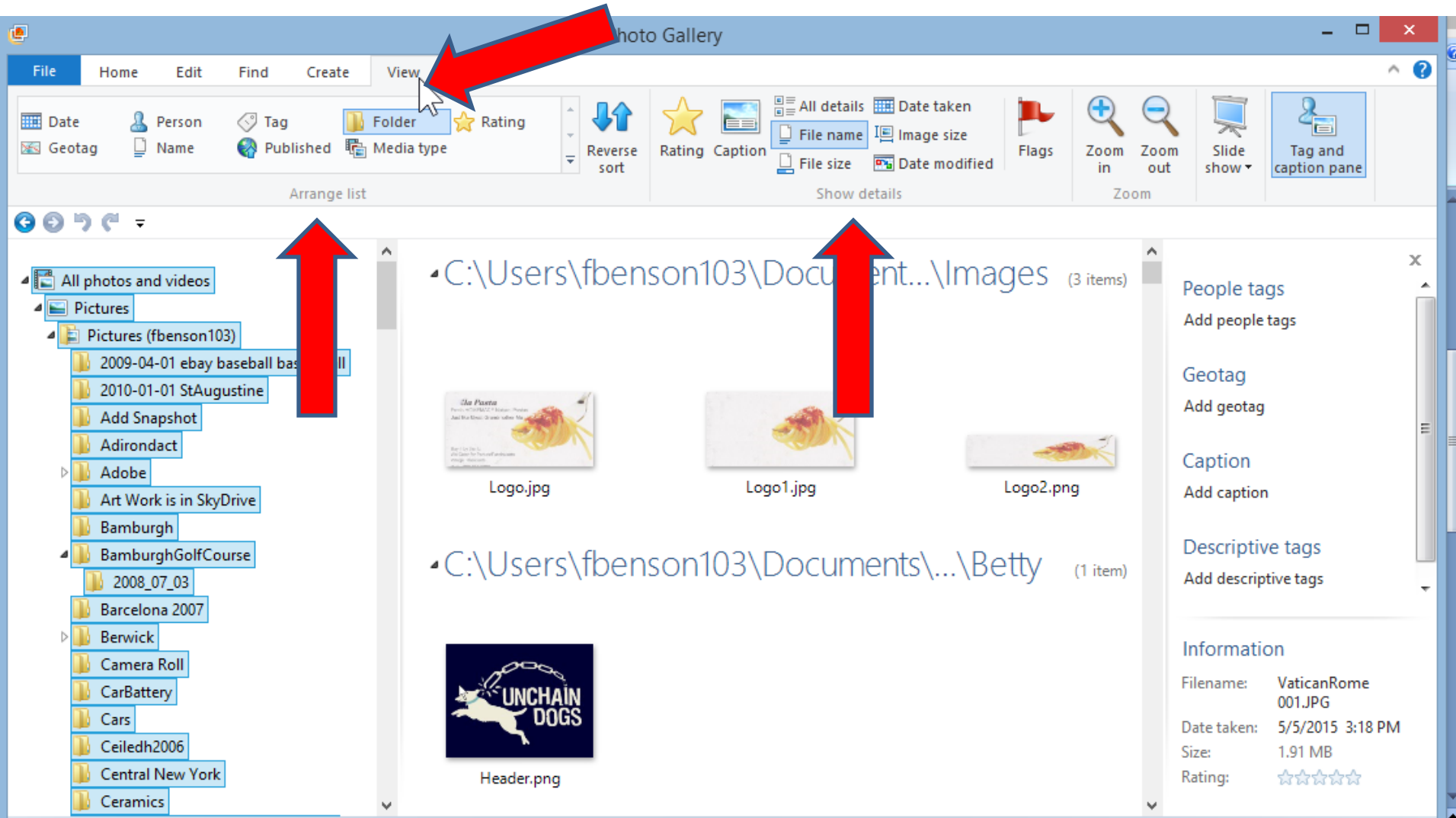
Below is a list of the options that I will be showing you the first two options next.

- You can arrange a list of how to view in home page. For example, view by Person.**
- Reverse order. It starts at the top folder to the bottom folder. Reverse order changes it start at the bottom folder.**
- You can view each photo by Rating, Caption, Flags, a detail or all details, which is in Part B.**
- Zoom in, Zoom out the size of the photos you view, which is in Part C.**
- Slide Show and like a Slide Show in the Edit page, which is also in Part C**

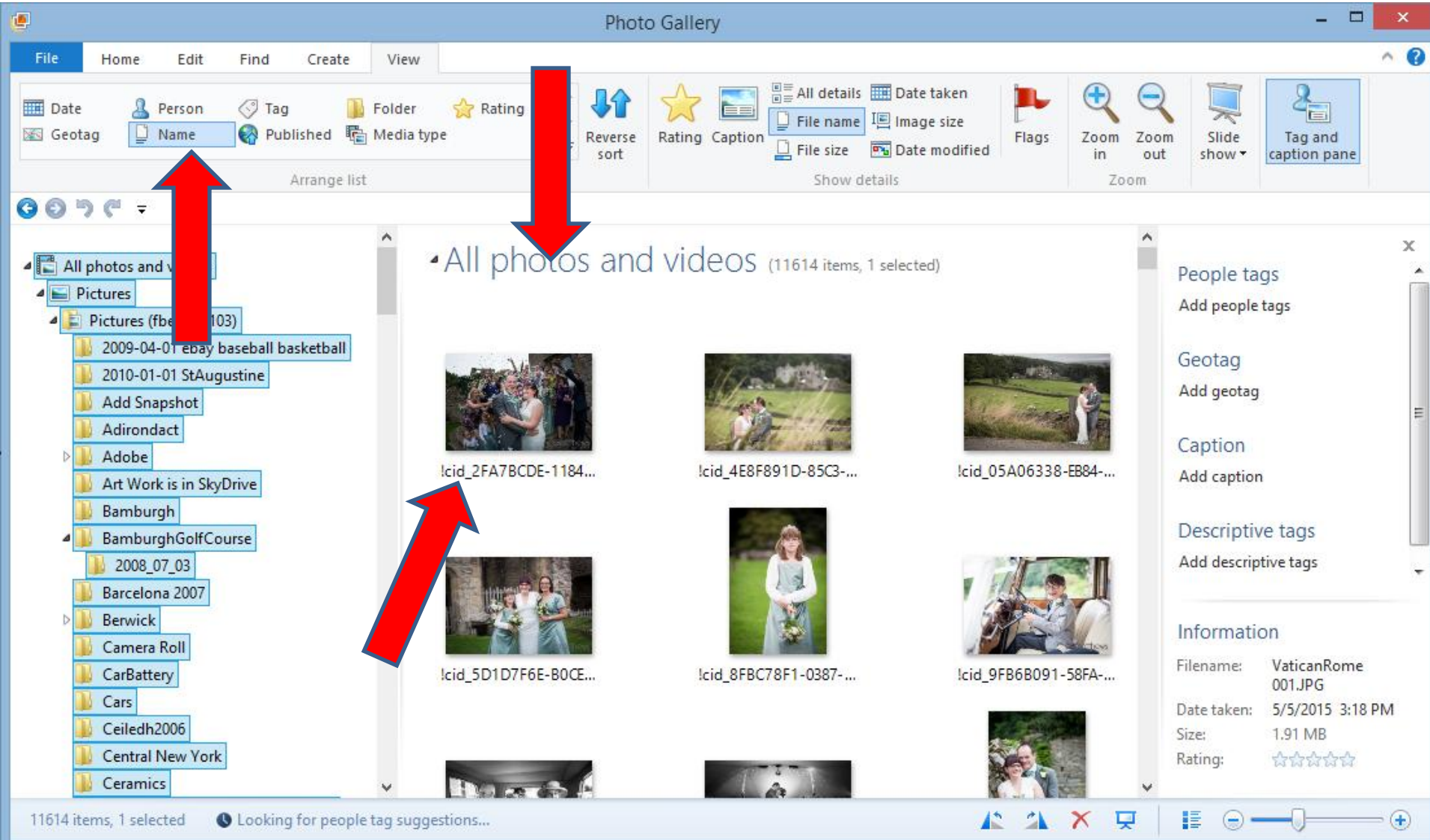
- The first time you open Photo Gallery, it normally shows all folders and you see it highlighted on the left. Next, I will show you View.



- When you click on the View Tab, you see Arrange list and Folder is the default. Also Show details default is typically File name.



- When you click on the another one, like name, it shows All photos and videos listed by the file name vs. the Folder.



Other option.

- **If you have a lot of photos and folders, like I have, it is easier to view by a single Folder or a Folder that that has Folder's under it.**
- **Next, I will show you that.**

- You click on a Folder, like this one that has folders under it. Next, click on Name again.

The screenshot shows the Windows Photo Gallery application. The left sidebar displays a folder tree with 'ItalyTrip2006' selected. A red arrow points to the 'Folder' button in the 'Arrange list' section of the ribbon. Another red arrow points to the 'Name' button in the 'Show details' section. The main area shows a grid of photos from the 'Florence' folder, with a right-hand pane displaying metadata for the selected image.

Folder Tree (Left):

- Family
- Father Celebration
- Folders
- Friends
- GoldwingClub
- Granite
- Harrogate
- Holy Island
- House2011
- HouseVilla
- IA
- ItalyTrip1977
- ItalyTrip2006**
 - Florence
 - Positano
- ItalyTrip2007
- ItalyTrip2012
- ItalyTrip2014
- ItalyTrip2015
- License
- Lighthouse

Ribbon (Top):

- File** | Home | Edit | Find | Create | View
- Arrange list:** Date, Geotag, Person Name, Tag Published, Folder, Rating, Reverse sort
- Show details:** All details, File name, File size, Date taken, Image size, Date modified, Rating, Caption, Flags
- Zoom:** Zoom in, Zoom out
- Slide show**
- Tag and caption pane**

Photo Grid (Center):

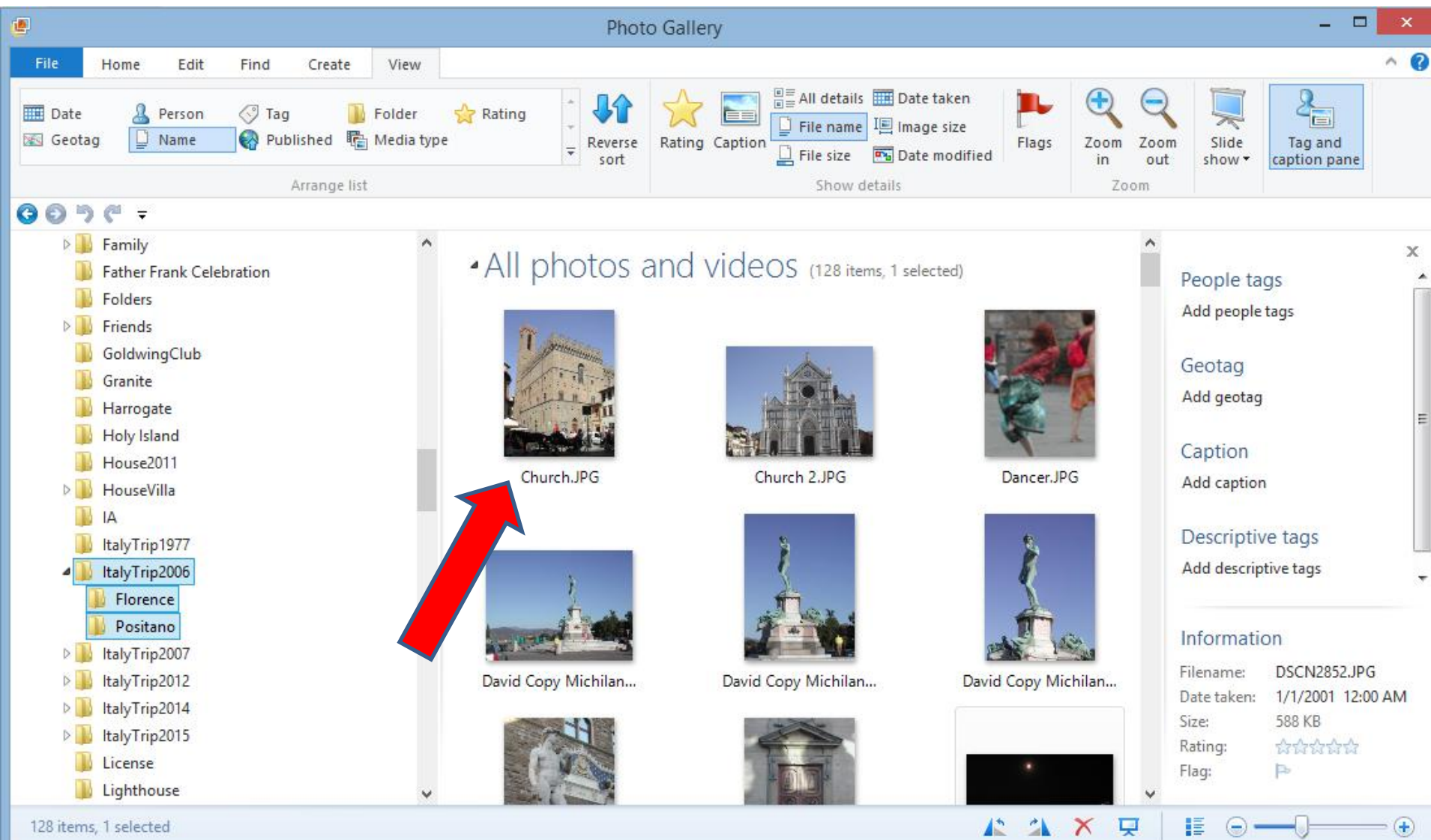
Image	Filename	Date	Size	Resolution	Rating
	River View 1.JPG	8/29/2006 3:32 PM	630 KB	2048 x 1536	☆☆☆☆☆
	Pontevecchio 1.JPG	8/29/2006 3:53 PM	669 KB	1368 x 1024	☆☆☆☆☆
	Pontevecchio 2.JPG	8/29/2006 3:53 PM	655 KB	2048 x 1536	☆☆☆☆☆
	Palazzo Vecchio from Uffi...	8/29/2006 3:55 PM	624 KB	1536 x 2048	☆☆☆☆☆
	River View Street.JPG	8/29/2006 3:56 PM	618 KB	2048 x 1536	☆☆☆☆☆
	Fred and Police.JPG	8/29/2006 3:57 PM	597 KB	2048 x 1536	☆☆☆☆☆
	River View 2.JPG	8/29/2006 4:15 PM	656 KB	2048 x 1536	☆☆☆☆☆
	Marcelle Fred.JPG	8/29/2006 4:16 PM	630 KB	2048 x 1536	☆☆☆☆☆

Right Pane (Metadata for DSCN2852.JPG):

- People tags:** Add people tags
- Geotag:** Add geotag
- Caption:** Add caption
- Descriptive tags:** Add descriptive tags
- Information:**
 - Filename: DSCN2852.JPG
 - Date taken: 1/1/2001 12:00 AM
 - Size: 588 KB
 - Rating: ☆☆☆☆☆
 - Flag: P

Status Bar (Bottom): 128 items, 1 selected

- You then see it sorted by Name again. Next is Date.



- When you click on Date, it is sorted by Date.
Next is Geotag.

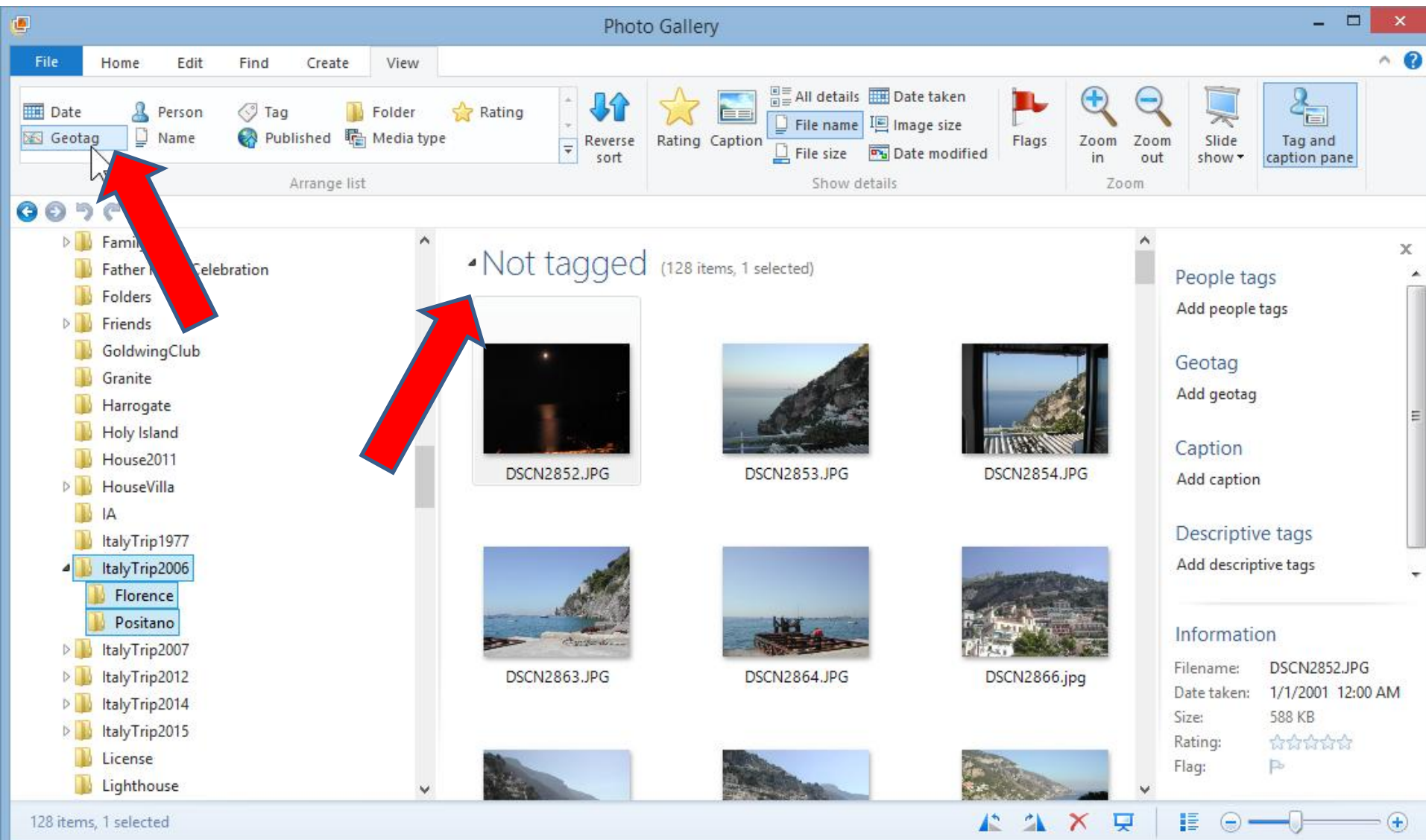
The screenshot shows the Windows Photo Gallery application window. The title bar reads "Photo Gallery". The ribbon menu includes "File", "Home", "Edit", "Find", "Create", and "View". Under the "View" tab, the "Date" button is highlighted with a red arrow. Other buttons in the ribbon include "Person", "Tag", "Folder", "Rating", "Published", "Media type", "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 left sidebar shows a tree view of folders, with "ItalyTrip2006" selected. The main area displays a grid of photo thumbnails. The photos are grouped by date: "July 2013 (3 items)" and "May 2013 (2 items)". A red arrow points to the first photo in the July 2013 group, which is labeled "DSCN2862.JPG".

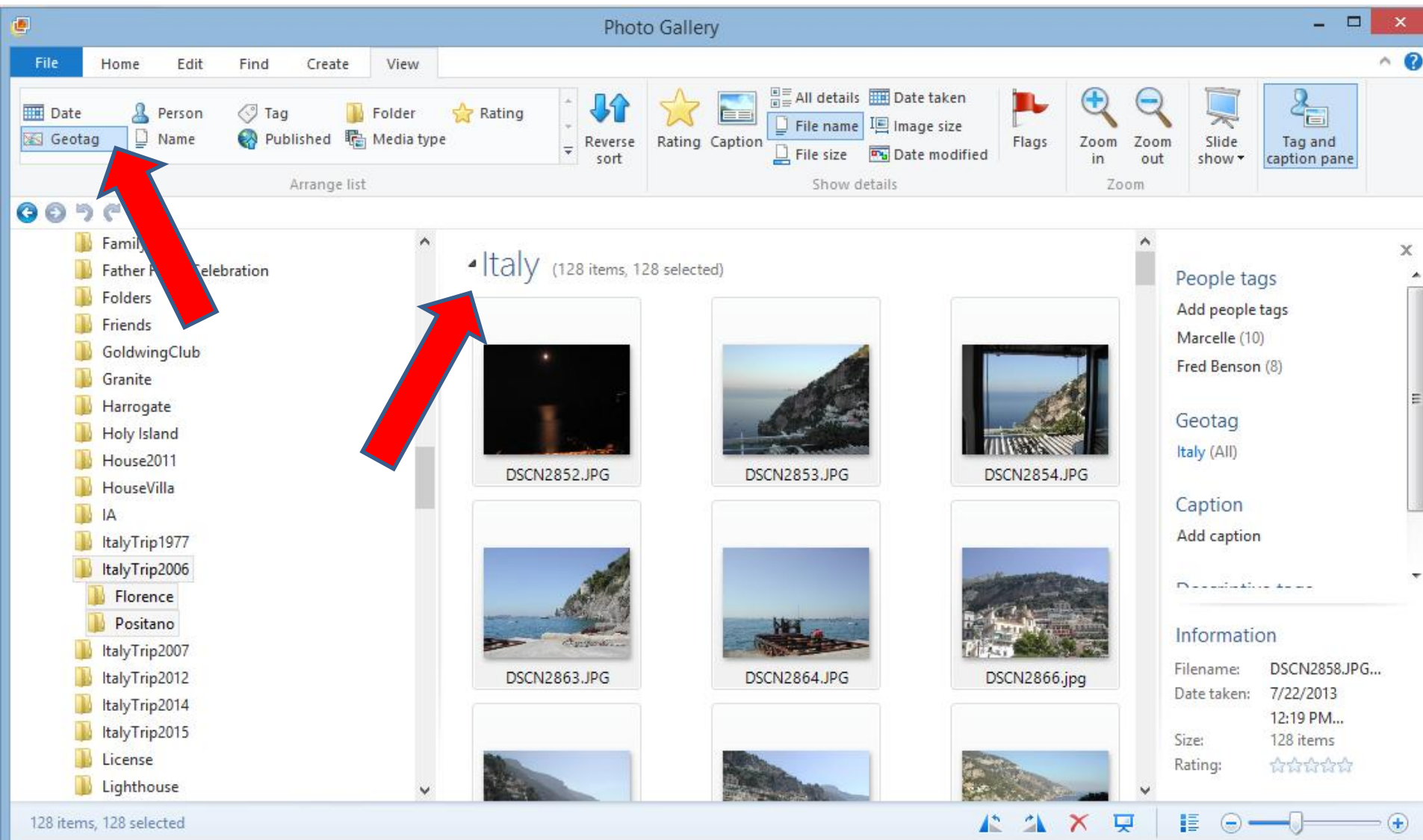
The right sidebar shows metadata for the selected photo, including "People tags", "Geotag", "Caption", "Descriptive tags", and "Information". The "Information" section shows: Filename: DSCN2852.JPG, Date taken: 1/1/2001 12:00 AM, Size: 588 KB, Rating: ☆☆☆☆☆, and Flag: P.

The status bar at the bottom left indicates "128 items, 1 selected".

- It shows Not tagged, because I didn't do that. Next, I will show you one that is tagged.

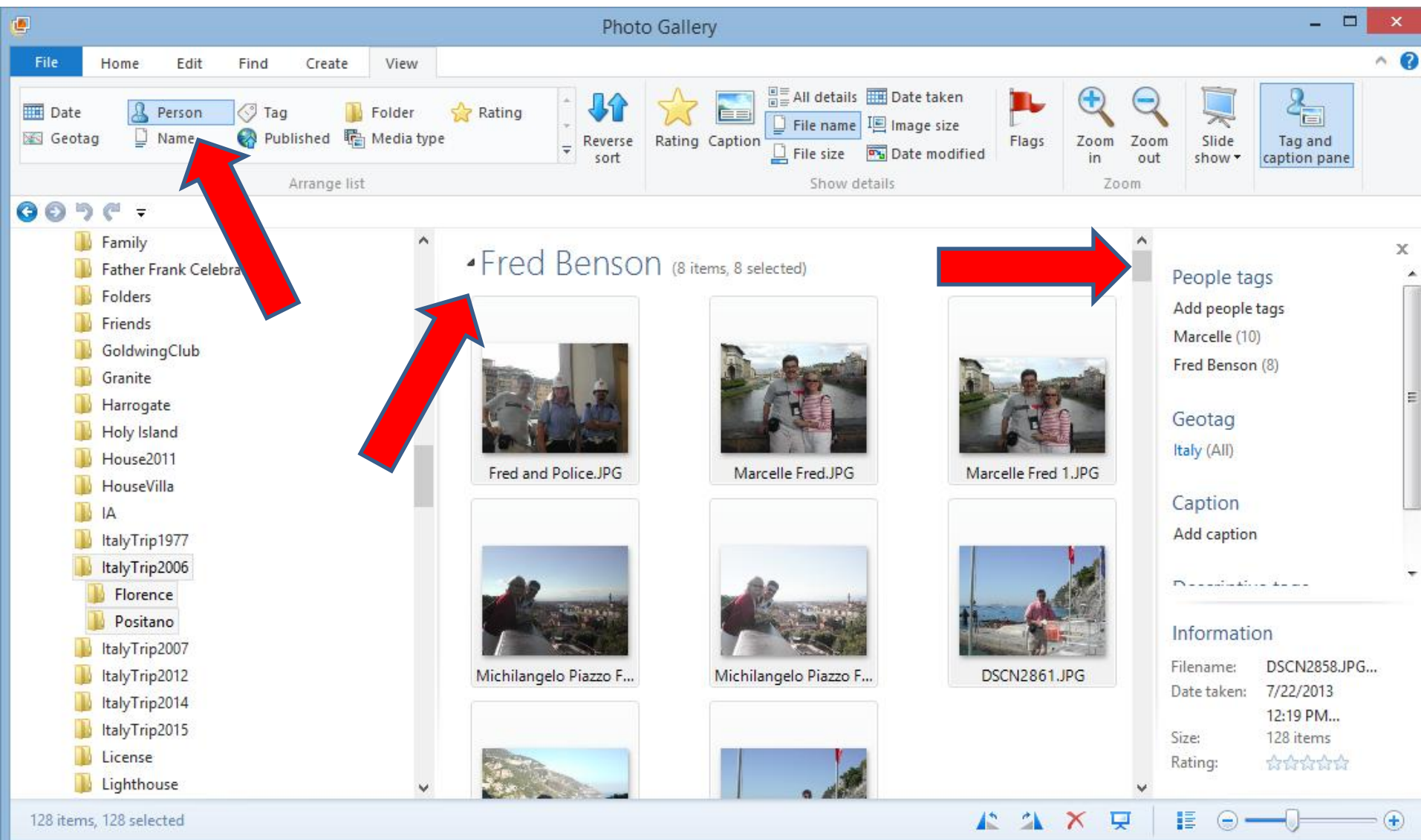


- You now see it Tagged by Italy. Next I will explain other options and show them.



- **Some other items to view may not show, like Geotag. For example, if you have not done Person, Tag, Published, Rating, they will not show. Step 3 walks you through how to do all of them, except Published, which is Step 9.**
- **Because I have used all of them, I will show you each one that shows the view. Next, is person.**

- You now see it sorted by person Name. If you scroll down, you see the others.



- You see another person. Next, scroll down again.

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" ribbon is active, showing options for "Date", "Person", "Tag", "Folder", "Rating", "Geotag", "Name", "Published", "Media type", "Reverse sort", "Rating", "Caption", "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 gallery of photos for a person named "Marcelle" (10 items, 10 selected). The photos are arranged in a grid. A red arrow points to the "Marcelle" name at the top of the gallery. Another red arrow points to the "People tags" section in the right-hand details pane.

The left-hand navigation pane shows a list of folders, including "Family", "Father Frank Celebration", "Folders", "Friends", "GoldwingClub", "Granite", "Harrogate", "Holy Island", "House2011", "HouseVilla", "IA", "ItalyTrip1977", "ItalyTrip2006", "Florence", "Positano", "ItalyTrip2007", "ItalyTrip2012", "ItalyTrip2014", "ItalyTrip2015", "License", and "Lighthouse".

The right-hand details pane shows the following sections:

- People tags
 - Add people tags
 - Marcelle (10)
 - Fred Benson (8)
- Geotag
 - Italy (All)
- Caption
 - Add caption
- Information
 - Filename: DSCN2858.JPG...
 - Date taken: 7/22/2013 12:19 PM...
 - Size: 128 items
 - Rating: ☆☆☆☆☆

The status bar at the bottom indicates "128 items, 128 selected".

- You other People found that are not tagged.
Next, scroll down again.

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" ribbon is active, showing options for "Date", "Person", "Tag", "Folder", "Rating", "Geotag", "Name", "Published", "Media type", "Reverse sort", "Rating", "Caption", "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 gallery titled "People found (13 items, 1 selected)". A red arrow points to the first photo in the gallery, which is labeled "DSCN2870.JPG". Below it, another photo is labeled "Fred and Police.JPG". Other photos in the gallery include "DSCN2879.JPG", "Palazzo Vecchio from...", "Pontevecchio Shops...", and "Marcelle Shopping A...".

The right sidebar shows the "People tags" section with "Add people tags" and two tags: "Fred Benson" and "Who is this?". Below this is the "Geotag" section with "Italy" and the "Caption" section with "Add caption". The "Information" section shows details for the selected photo: "Fred and Police.JPG", "Date taken: 8/29/2006 3:57 PM", "Size: 597 KB", "Rating: ☆☆☆☆☆", and "Flag: 🚩".

At the bottom left, it says "128 items, 1 selected". At the bottom right, there are navigation icons and a zoom slider.

- You see No people found. Next is Tag.

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" ribbon is active, showing options for "Date", "Geotag", "Person", "Tag", "Folder", "Rating", "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 search for "No people found (104 items)". A red arrow points to this text. Below the search results, a grid of photo thumbnails is visible, each with a caption: "DSCN2852.JPG", "DSCN2853.JPG", "DSCN2854.JPG", "DSCN2863.JPG", "DSCN2864.JPG", and "DSCN2866.jpg".

The right-hand pane shows "People tags" with "Add people tags" and two tags: "Fred Benson" and "Who is this?". Below that is "Geotag" with "Italy" and "Caption" with "Add caption". The "Information" section shows details for the selected photo: "Fred and Police.JPG", "Date taken: 8/29/2006 3:57 PM", "Size: 597 KB", "Rating: ★★★★★", and "Flag: 🚩".

The status bar at the bottom left indicates "128 items, 1 selected".

- You see No people found. Next is Tag, which is Descriptive Tag.

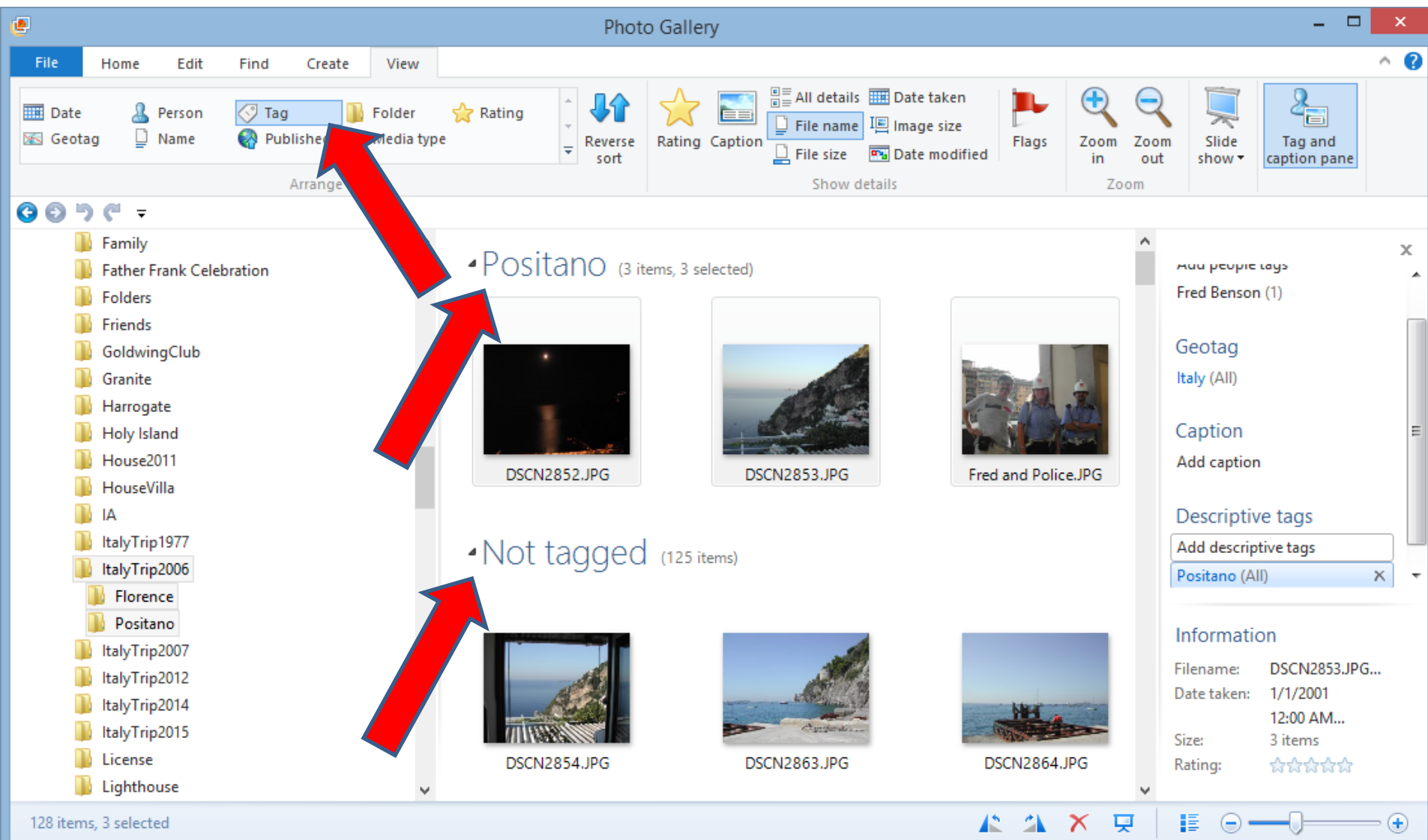
The screenshot shows the Windows Photo Gallery application interface. The title bar reads "Photo Gallery". The ribbon menu includes "File", "Home", "Edit", "Find", "Create", and "View". The "Find" ribbon is active, showing options for "Date", "Geotag", "Person", "Tag", "Folder", "Rating", "Reverse sort", "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 search for "No people found (104 items)". A red arrow points to this text. Below the search results, a grid of photo thumbnails is visible, each with a caption: "DSCN2852.JPG", "DSCN2853.JPG", "DSCN2854.JPG", "DSCN2863.JPG", "DSCN2864.JPG", and "DSCN2866.jpg".

The right-hand pane shows the "People tags" section with "Add people tags" and two tags: "Fred Benson" and "Who is this?". Below this is the "Geotag" section with "Italy" and the "Caption" section with "Add caption". The "Information" section at the bottom right displays metadata for the selected photo: "Fred and Police.JPG", "Date taken: 8/29/2006 3:57 PM", "Size: 597 KB", "Rating: ★★★★★", and "Flag: 🚩".

The status bar at the bottom left indicates "128 items, 1 selected".

- You see 3 tagged and Not Tagged. Next is Published.

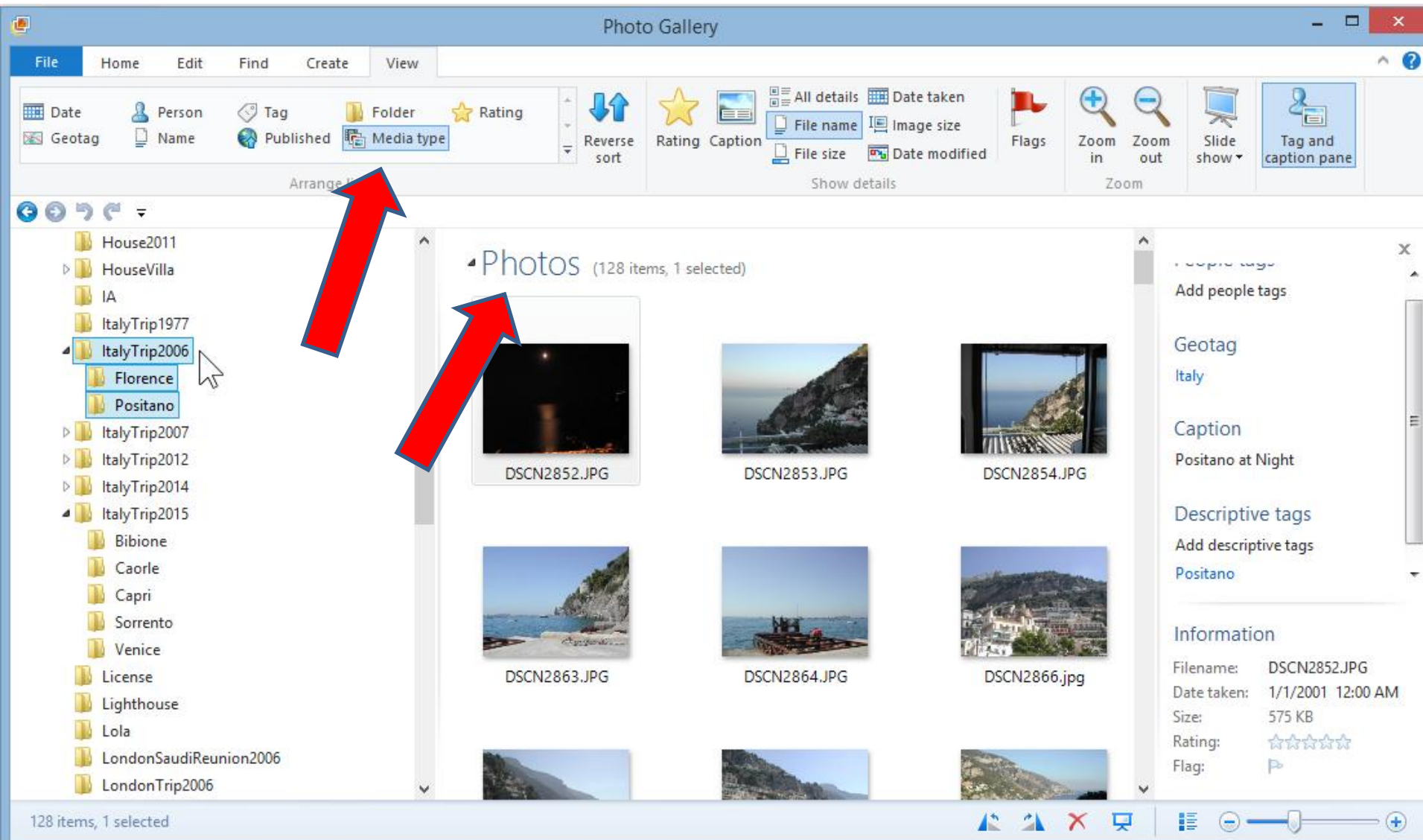


- I went to another folder that I know was published. Next is Media type.

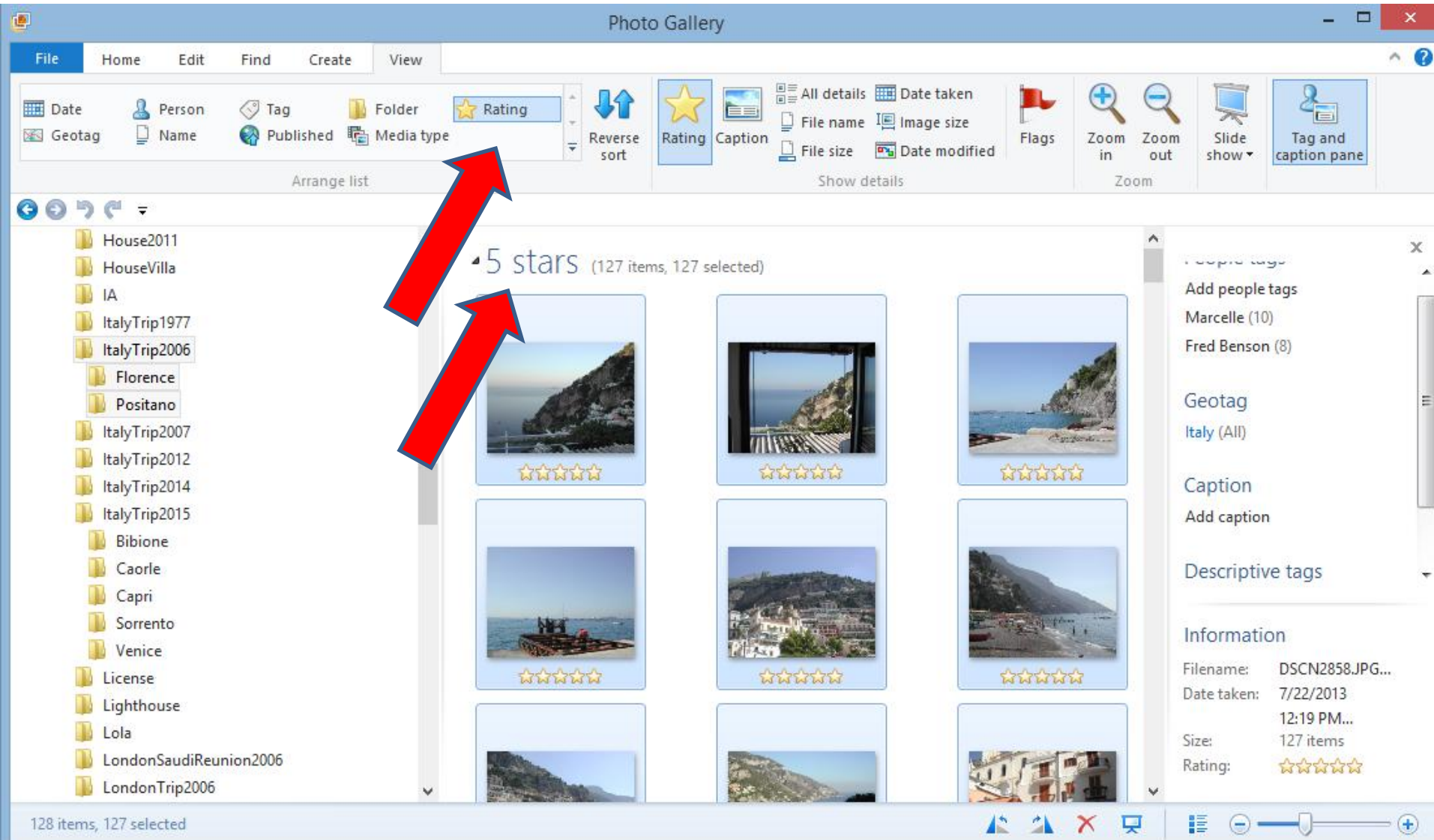
The screenshot shows the Windows Photo Gallery application. The title bar reads "Photo Gallery". The ribbon includes tabs for File, Home, Edit, Find, Create, and View. The "Home" tab is active, showing various options like Date, Geotag, Person Name, Tag, Published, Folder, Media type, Rating, Reverse sort, Rating, Caption, File name, File size, Date modified, Date taken, Image size, Date modified, Flags, Zoom in, Zoom out, Slide show, and Tag and caption pane. The left pane shows a folder tree with "ItalyTrip2015" selected, and "Sorrento" highlighted. The main view shows a "Published" folder containing five items, with "Hotelbalcony 024.JPG" selected. The right pane shows the "Tag and caption pane" with options for adding tags and captions. The status bar at the bottom indicates "5 items, 1 selected".

5 items, 1 selected

- **Media Type is Photo, Raw Photo or Video. You see Photos, which is not Raw. Next Rating.**

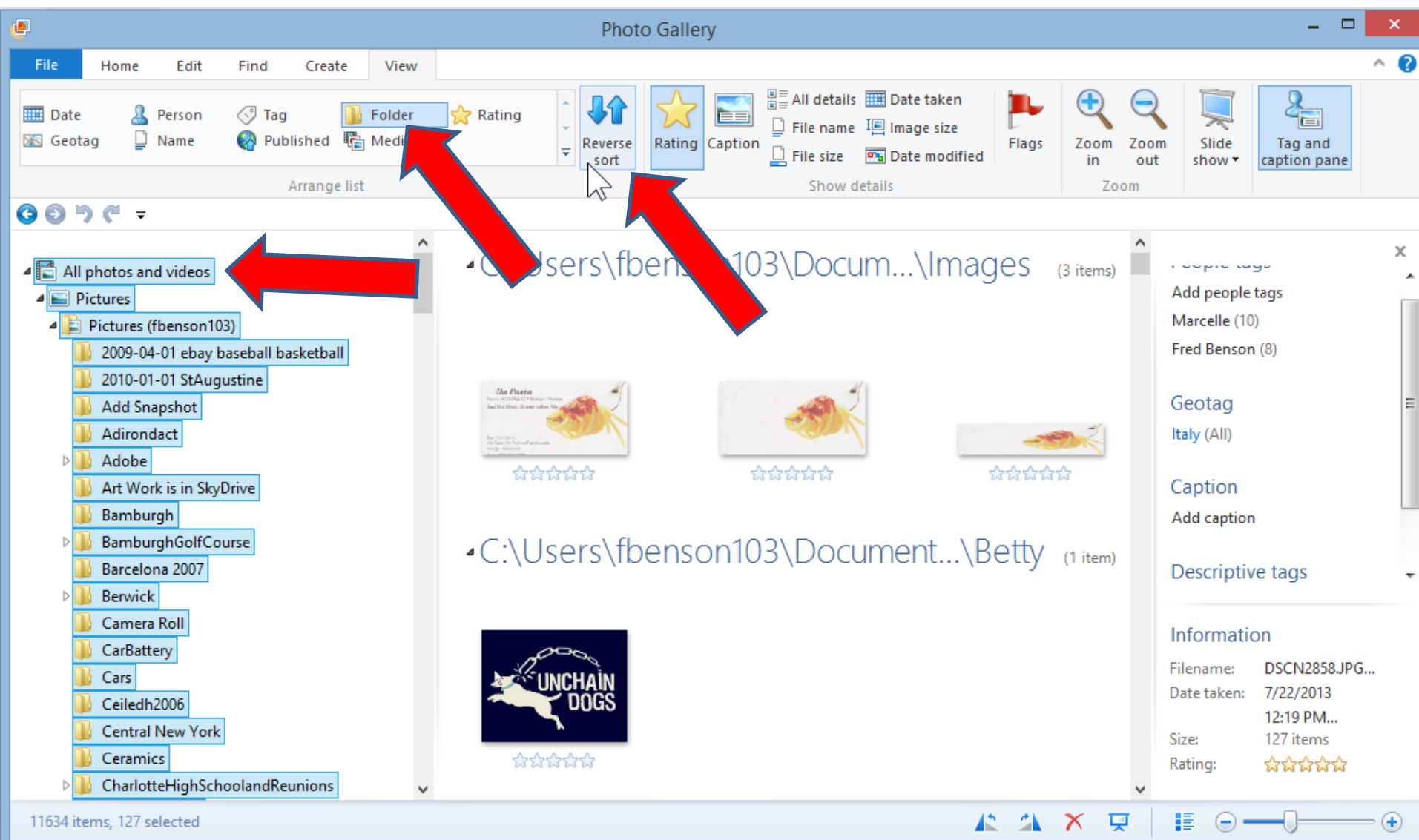


- They are then sorted by rates, like 5 Stars. If you scroll down you will see the others.

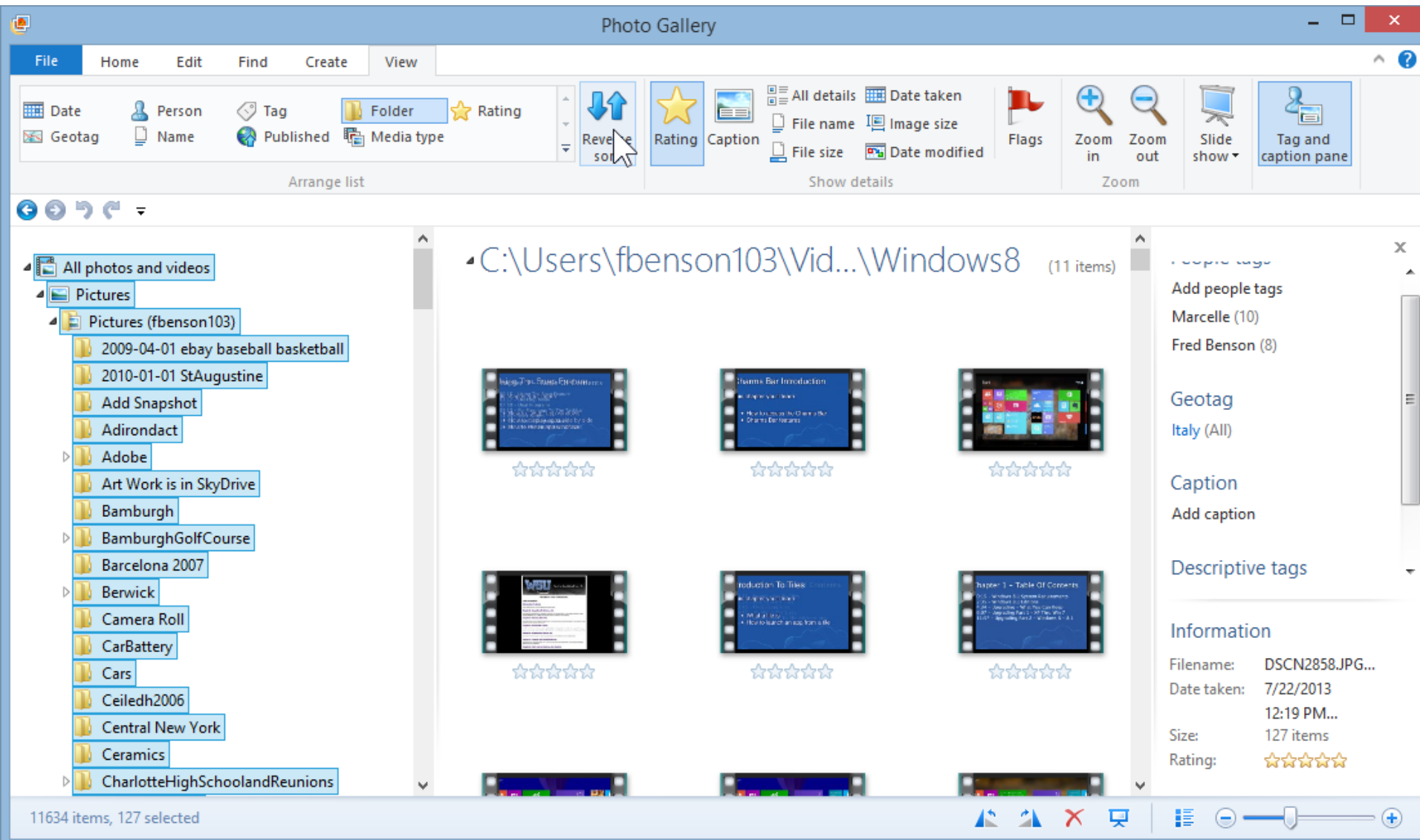


Next is Reverse Order.

- First, I when back to all folders and view by folder. Next, click on Reverse sort.



- It flips them around from bottom to top vs. top to bottom. Click on Reverse sort again.



- And you see top to bottom
- Next, is showing it with a Folder with sub-folders.

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" ribbon is active, showing options for "Arrange list" (Date, Geotag, Person Name, Tag, Published, Folder, Rating, Media type) and "Show details" (All details, Date taken, File name, Image size, File size, Date modified). A mouse cursor is pointing at the "Reverse sort" button. Other buttons include "Rating", "Caption", "Flags", "Zoom in", "Zoom out", "Slide show", and "Tag and caption pane".

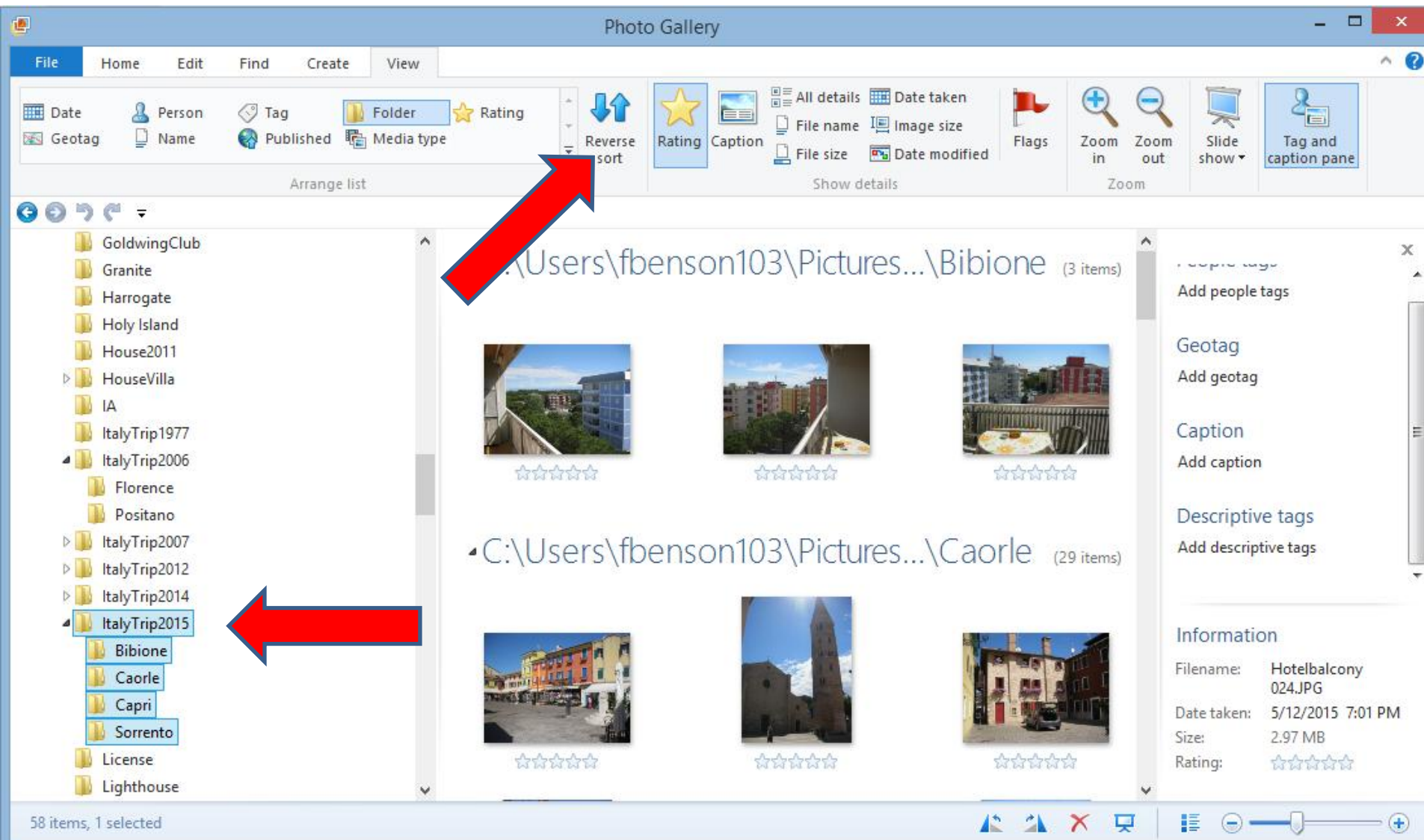
The left sidebar shows a tree view of folders: "All photos and videos", "Pictures", "Pictures (fbenson103)", "2009-04-01 ebay baseball basketball", "2010-01-01 StAugustine", "Add Snapshot", "Adirondact", "Adobe", "Art Work is in SkyDrive", "Bamburgh", "BamburghGolfCourse", "Barcelona 2007", "Berwick", "Camera Roll", "CarBattery", "Cars", "Ceiledh2006", "Central New York", "Ceramics", and "CharlotteHighSchoolandReunions".

The main area displays a folder view of "C:\Users\fbenson103\Docum...\Images" (3 items) and "C:\Users\fbenson103\Document...\Betty" (1 item). The "Images" folder contains three photos of a crab, each with a five-star rating. The "Betty" folder contains one photo of a dog with the text "UNCHAIN DOGS" and a five-star rating.

The right sidebar shows a "Properties" pane for the selected photo, including "Add people tags" (Marcelle (10), Fred Benson (8)), "Geotag" (Italy (All)), "Caption" (Add caption), "Descriptive tags", and "Information" (Filename: DSCN2858.JPG..., Date taken: 7/22/2013 12:19 PM..., Size: 127 items, Rating: ★★★★★).

The bottom status bar shows "11634 items, 127 selected".

- You see ItalyTrip2014 and it starts with the first sub-folder Bibione. Click on Reverse sort.



- You then see the last folder – Sorrento - first. This is the end of Part A.

