Organize Your Photo _____ Collection with Keywords

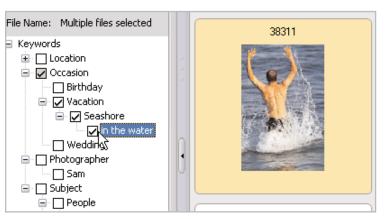
Getting your photo collection organized is a breeze with Paint Shop Photo Album. By assigning keywords to your photos you can create your own photo-organization system in minutes. You can assign keywords to photos that include the name of a location, occasion, subject, or anything else you can imagine. As your collection grows, keywords will help you keep track of your photos and allow you to find the photos your looking for when you need them.

What you'll need:

- A collection of digital photos
- Jasc[®] Paint Shop[™] Photo Album[™] 5

When you complete this tutorial you'll be able to:

- Add a keyword
- Edit a Keyword
- Reorder Keywords
- Delete a Keyword
- Associate keywords with your photos



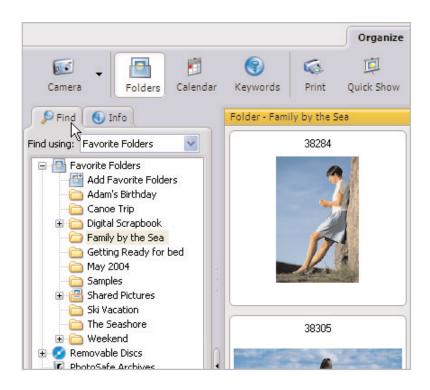


Select a Folder from the All Folders View

Choose Start > Programs > Jasc Software > Jasc Paint Shop Photo Album or double click the Paint Shop Photo Album icon on your desktop to open Photo Album.



2. Use the Find panel to open the folder that contains the photos you want to organize. Thumbnails of the photos will display in the Organize tab.



Add Keywords

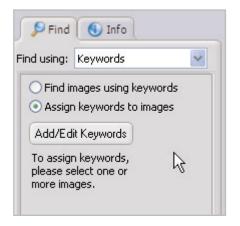
3. To begin working with keywords, click the **Keywords** button on the toolbar. Paint Shop Photo Album contains a basic keyword structure that you can use as a starting point for organizing your photos. You can rename, delete, or add additional keywords.



4.

Mark the **Assign Keywords** option and select a photo to view the Keyword list. If no photos are selected, the keyword list on the left pane will not be displayed.

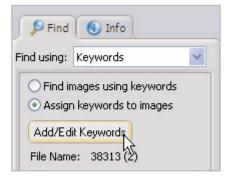
- To choose one photo, just click the photo.
- To choose multiple photos, press and hold the Ctrl key and click the photos while continuing to hold the Ctrl key.
- To associate the same keyword to all photos in the current view, press Ctrl + A.
- 5. Click the [+] next to a keyword to expand the list of sub-keywords. Mark the boxes to assign the keywords to the photos. Selecting a sub-keyword automatically selects the higher level keywords in that category. For example, marking the sub-keyword "Vacation" automatically marks the "Occasion" keyword.



👂 Find	🕚 Info	
Find using:	Keywords	~
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Add/Ed	t Keywords	
File Name	e: 38313 (2)	
	ords Cocation Occasion Birthday Vacation Wedding Photographer Subject	

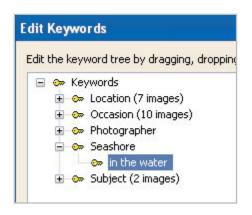
Create Customized Keywords

6. Now let's learn how to create your own customized keyword list. Click the Add/Edit Keywords button. To add a new top level keyword, select the Keywords keyword and then click the Add button. Enter the new keyword in the field. Our photos are of our trip to the seashore, so we'll make a new top level keyword for it.



7.

To add sub-categories, select the top-level keyword, and then click the **Add** button. Enter the sub-category name in the field, our sub-category is called "in the water." You can add multiple levels of sub-categories

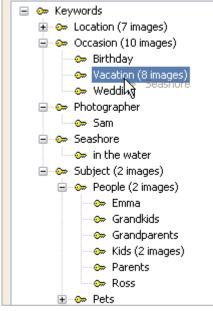


Rename and Delete Keywords

8. Use the Edit Keywords dialog to rename and delete keywords. To rename a keyword, select the keyword, click the **Rename** button, and enter a new name. The new name will automatically be associated with all the photos that were associated with the previous name. To delete a keyword, select the keyword, and click the **Delete** button. This will not delete the photos associated with the keyword, just the keyword itself. If you add a sub-category under the wrong higher level keyword, you can simply drag and drop the sub-category to where it should go in your keyword tree.

Edit Keywords

Edit the keyword tree by dragging, droppin



9. Click **Done** to close the Edit Keywords dialog. Notice that the Keyword structure now displays the new and edited keywords.

10. Just like before, select the photos you want to add the keywords to, and mark the keywords. We pressed Ctrl and selected just the photos people in the water and added the in the water keyword.



Next Steps:

Now that you have assigned keywords to your photos, locating them is easier than ever! Simply click the Keywords button on the toolbar, mark the Find images using keywords option, and select the keyword to view the associated photos.

