

Searching for photos



Organizing your photo collection was easy when you just downloaded one memory card full of digital images. But after downloading several cards worth of photos, looking for those birthday shots became a painstaking process. That's why Corel® Photo Album™ is such an important addition to your software collection. Photo Album allows you to organize photos into folders that take the guesswork out of looking for images.

Tip: You must catalog your drives before using the Search tools. Once you have cataloged your drives, you can quickly find images based on such criteria as file type, size, date created, etc. If you're working with removable media, cataloging a drive creates a source of thumbnail images and allows large folders to open quickly.

What you'll need:

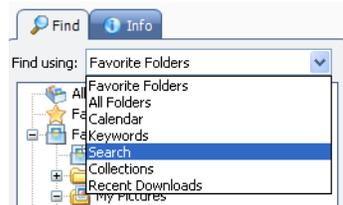
- a collection of digital photos
- Corel Photo Album

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

- open an folder and select Search from the Find tab
- search for photos using keywords
- search for photos by date

To search for photos

- 1 On the Find tab, choose **Search** from the Find using drop-down list.

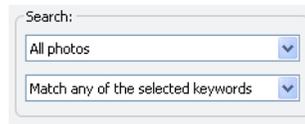


- 2 To search for photos that have assigned keywords, click the **Keywords** option under the Search By: area of the Find tab.

A list of keywords—Location, Occasion, Photographer and Subject--displays at the bottom of the tab window.



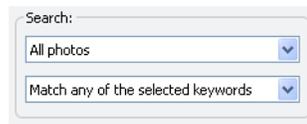
- 3 We're going to look for photos in all of the folders on our computer, so choose the **All Photos** option. We'll use the other option later.



- 4 We want to find all photos of our kids. We'll click the + next to the **Subject** and **People** keywords to expand them, and then click the **Kids** sub-keyword. If you have assigned keywords, you can select one or multiple keywords.



- 5 You can have Corel Photo Album search for photos that match all of the keywords selected, or match any of the ones selected. We want to match any, so from the drop-down list, we will select **Match any of the selected Keywords** option.



The screenshot shows a 'Search:' dropdown menu with two options: 'All photos' and 'Match any of the selected keywords'. The second option is selected.

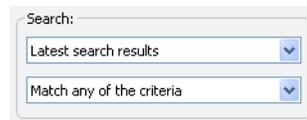
- 6 Click the Search  Search button to display thumbnails of the photos that matched the search results. Our search found 14 photos that matched the criteria.
- 7 If your first search returns a lot of photos, you can further refine the search by searching within the results. In this example we will search for photos taken in May of 2001.

We want to search for photos by date, so mark the **Folder and Photo Info** option.



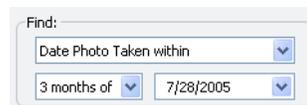
The screenshot shows 'Search By:' with two radio button options: 'Folder and Photo Info' (selected) and 'Keywords'.

- 8 We're going to search only the photos that matched our previous keyword search, so select the **Latest Search Results** option.



The screenshot shows a 'Search:' dropdown menu with two options: 'Latest search results' and 'Match any of the criteria'. The first option is selected.

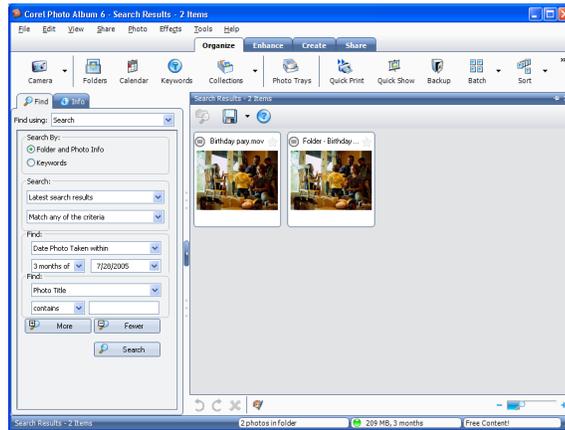
- 9 From the top drop-down list select **Date Photo Taken within**.
- 10 In the bottom left drop-down list we're selecting **3 month**.
- 11 In the bottom right drop-down list enter a date. We know we took the photos in the Spring of 2001, so we'll search on **May 26, 2001**.



The screenshot shows a 'Find:' dropdown menu with three options: 'Date Photo Taken within', '3 months of', and '7/28/2005'. The first option is selected.

- 12 Click the Search  Search button to view the results.

In our search, 2 of the 14 photos we found in the keyword search matched our Info search.



Next Steps: In this tutorial, you learned how to search for photos using both keywords and information, and how to refine your search by searching results and adding additional criteria. To learn how to use your photos to make greeting cards, see the tutorial “Creating a greeting card.”