How to add your details to the image Metadata (Tony Bushkes)

I use Windows 7 but I believe it's the same for all versions.

To save me constantly typing in full, here are two abbreviations:

- LC = click left mouse button
- RC = click right mouse button



- 1. Here is my image with title
- 2. RC on the image or on the file name if it is just a list of file names



- 3. A list will appear from which you select Properties with a LC
- 4. Then a box will appear with tabs at the top.
- 5. LC on the Details tab as shown in the picture below

6. LC on the details tab.

Continued on page two...



7. LC where 'X' is shown next to Title in the picture above and type in the title of your image.

8. LC where 'X' is shown next to Authors in the picture above and type in your name or the name of the person that took the picture. It should now look like the picture below.

Property	Value	
Description		1.1
Title	Fly on a Lily	
Subject		=
Bating	 	
Taos	that that that that that	
Comments		
Origin		
Origin	T B H	100
Authors	Tony Bushkes;	_
Date taken	14/10/2016 11:28	
Program name	ACDSee Pro 9	
Date acquired		
Copyright		
Image		
mage ID		
Dimensions	2472 x 3506	
Width	2472 pixels	
Height	3506 pixels	
Jarizantal maalution	200 dai	(*)

- 9. Now click on OK
- 10. Send the image to the Projectionist

Metadata for Users with a Mac computer (Richard Courridge)

You can't do it through the Mac software so you use either Photoshop or PS Elements. Both ways are virtually the same as follows:

Photoshop

- 1. Open the image then go to File >
- 2. File Info >
- 3. Basic >
- 4. Enter the document title and author in the relevant fields >
- 5. OK >
- 6. Save

Elements

- 1. Open the image then go to File >
- 2. File Info >
- 3. Description >
- 4. Enter the document title and author in the relevant fields >
- 5. OK >
- 6. Save