

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:

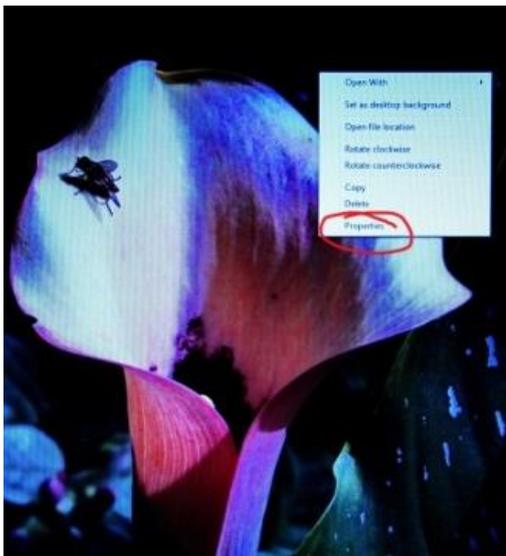
LC = click left mouse button

RC = click right mouse button

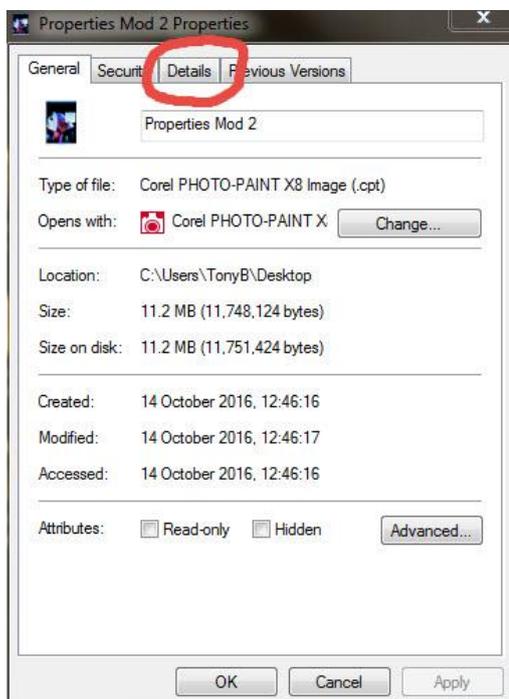


Fly on a Lily

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

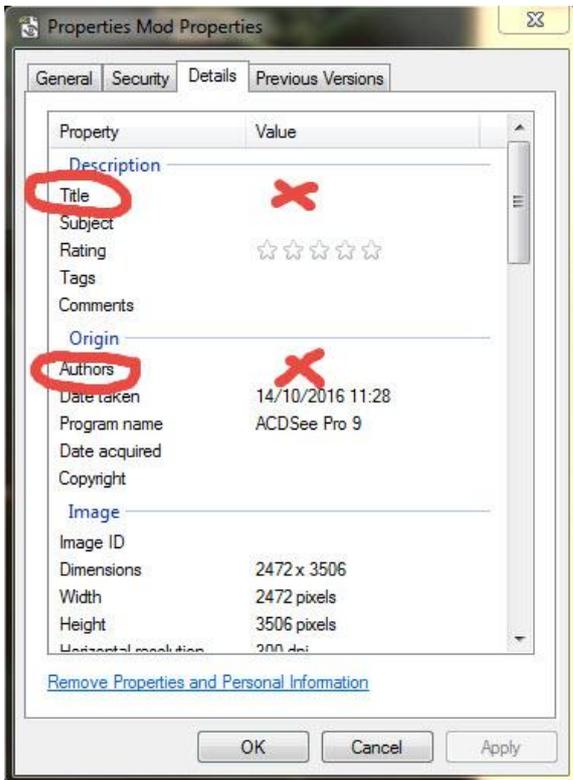


3. A list will appear from which you select Properties with a LC
4. Then a box will appear with tabs at the top.
5. LC on the Details tab as shown in the picture below

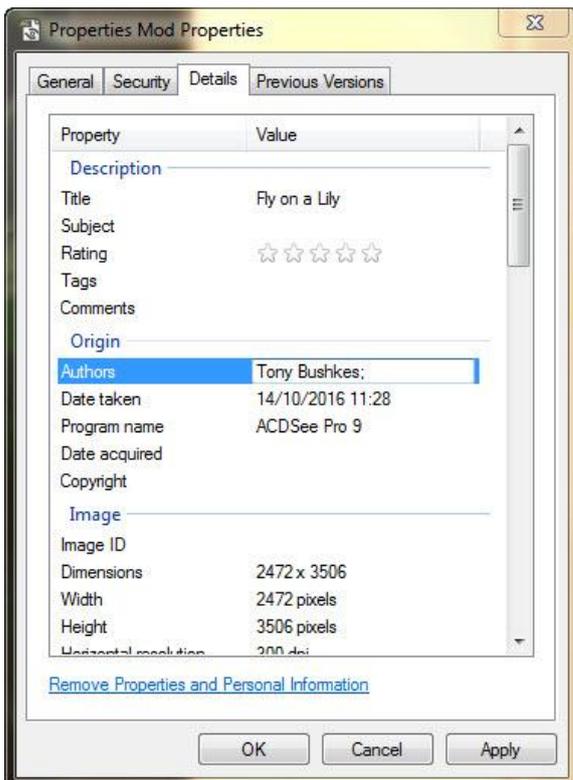


6. LC on the details tab.

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.



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