iCan Cafe – iPhoto Keywords

Have you been meaning to organize your iPhoto Library? Then this iCan Café is for you. One of iPhoto's most useful—but underused—features is keywords. Once you've assigned keywords to photos, you can quickly organize and find photos in specific categories or for projects at school or at home.

Assigning keywords to a photo

Keywords are labels you can add to your photos so you can easily find all the photos in a specific category.

You can also mark photos with a checkmark, which makes it easy to flag all the photos you want to use for a specific project, such as a book, and quickly find them later.

To assign keywords or checkmarks:
Select the photo or photos you want to keyword.

1. **Choose Photos > Get Info.**

2. **Click the Keywords button at the top of the Photo Info window.**

3. **Select the keyword or keywords you want assigned to the photo.**

4. Selecting the checkmark button adds a checkmark to the lower–right corner of a photo's thumbnail.

You can also add keywords to a photo by dragging the photo onto a keyword in the Keywords pane. To view the Keywords pane, click the Keywords button (shown above).

To remove a keyword from a photo, select the photo, choose Photos > Get Info, click the Keywords button at the top of the Photo Info window, and deselect the keywords you want removed. You can also remove a keyword by pressing the Option key and dragging the photo onto the keyword in the Keywords pane.

You can also change the available keyword selection by creating new keywords and renaming or deleting existing ones in the Keywords list in iPhoto Preferences.

Creating or changing keywords

You can create your own keywords by editing the Keywords list in iPhoto Preferences. Once you add a keyword, you can assign it to any photo you choose.

WARNING: Editing a keyword in iPhoto Preferences changes that keyword in any photos to which you've assigned it.

To add a new keyword to the Keywords list:
1. **Choose iPhoto > Preferences**.
2. **Click the Keywords button at the top of the window**.
3. **Click Add (it looks like a plus sign)**.
4. **Type your new keyword.**

To rename an existing keyword, double-click the keyword in the Keywords list, then type a new name. Or you can select the keyword and press Return, then rename it.

To delete a keyword from the Keywords list, click the keyword, and then click Delete (it looks like a minus sign).

Note: You can reorder the keywords in the Keywords list by selecting a keyword and dragging it to the position you prefer. This also changes the order of keyword buttons in the Keywords pane.

Finding photos by keyword or checkmark

You can quickly find any photo by searching for one or more of its keywords or a checkmark.

To find photos that contain a specific keyword or a checkmark:
1. Select the Library icon or select an album, slideshow, book, or calendar that contains the photos you want to search.

2. **Click the Keywords button** (shown above).

3. Do one or more of the following:

   To display photos that contain a specific keyword or a checkmark, click the keyword or checkmark in the Keywords pane. Keywords and checkmarks you display are highlighted in blue.

   To display photos marked by different keywords (such as photos with either the "Birthday" or "Kids" keyword), click the keywords in the Keywords pane while holding down the Shift key. Keywords you choose are highlighted in purple.

   To hide photos that contain a specific keyword or a checkmark, click the keyword or checkmark in the Keywords pane while pressing the Option key. Keywords and checkmarks you hide are highlighted in red.

   Note: If a photo contains multiple keywords and you hide one of those keywords, the photo will not be displayed in your search results, even if it contains a keyword you want displayed. For example, if you choose to display photos that contain "Family" and hide photos that contain "Birthday," a photo with both "Family" and "Birthday" will not appear in your search results.

4. To display all photos again after you've finished a search, click the Reset button.

You can also find any photo by searching for its title, comments, or filename.

Sources: iPhoto Help, Mac|Life, Macworld

Keyword Assistant 1.9.3 available at
http://www.macworld.com/article/53372/2006/10/keywordassistant.html

Mac Tip of the Day
http://tips4mac.blogspot.com/.

There is also a widget you can download that will push the daily OS X tip to you (which I would recommend):
http://www.macupdate.com/info.php/id/23748