

BDCC Photo EXIF / IPTC Information
(or how to add Who and What and Whatever Info to
your image)

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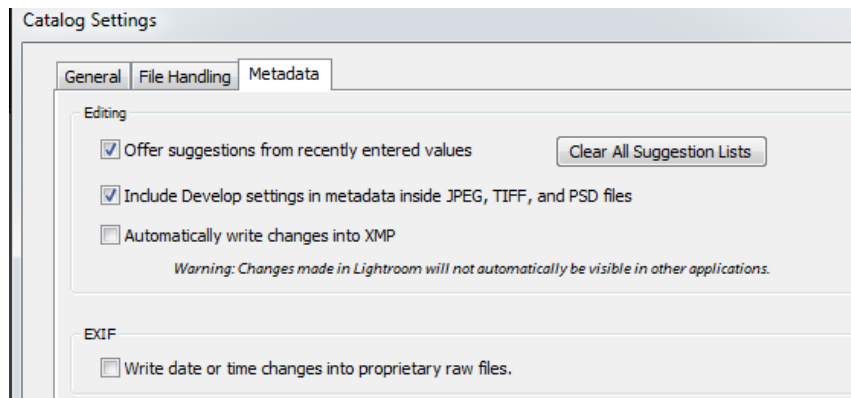
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1 Photoshop Lightroom 2.x

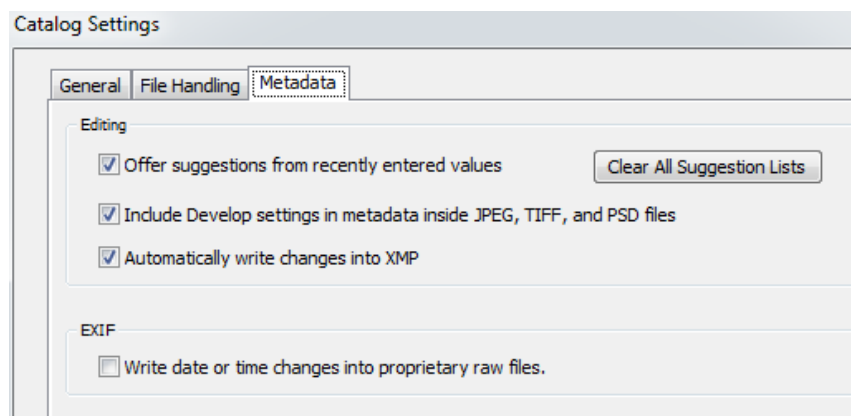
1.1 First Time Setup

Lightroom needs to be configured to automatically save the Metadata to a file. To do this:

1. Goto EDIT – Catalog Settings
2. In the box, select the Metadata tab



3. Tick the box next to 'Automatically write changes into XMP'

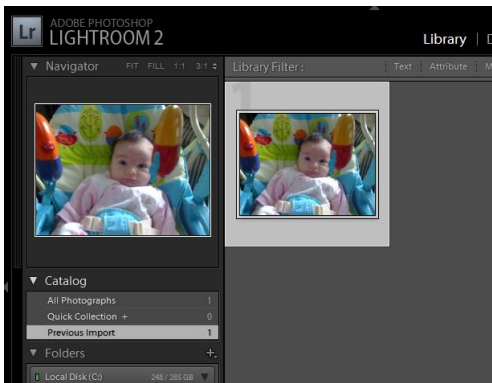


4. Now Click OK

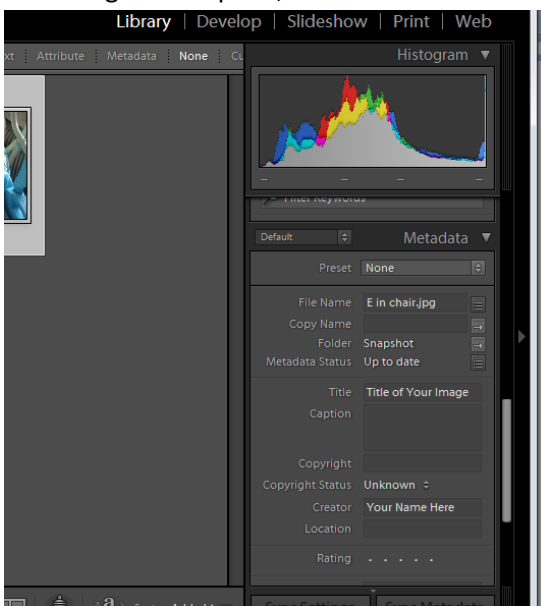
Lightroom will now automatically write any changes to the Metadata fields to the image.

1.2 Adding Meta Data to images in Lightroom 2.x

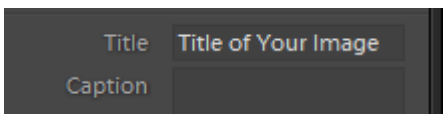
1. In the Library Module, Select the image you wish to add information to.



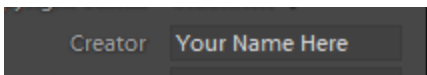
2. On the right hand pane, scroll down to the Metedata section



3. In the box named Title, add the name of you image



4. In the box named Creator, add you own name



2 Photoshop CS

The following applies to all versions of Photoshop CS

1. Open the image and then go to **FILE - FILE INFO**

PICT4588.MRW

Description IPTC Camera Data Video Data Audio Data Mobile SWF Categories Origin DI ▶

Document Title:

Author:

Author Title:

Description: KONICA MINOLTA DIGITAL CAMERA

Rating: ★ ★ ★ ★ ★

Description Writer:

Keywords:

i Semicolons or commas can be used to separate multiple values

Copyright Status: Unknown ▼

Copyright Notice:

Copyright Info URL: Go To URL...

Created: 15/09/2007 – 16:37:32 Application: DYNAX 5D v1.00
Modified: 15/09/2007 – 16:37:32 Format: image/tiff

Powered By **xmp**

Import... ▼ OK Cancel

The File Info box appears. Fill in the following fields:

- Author:** Your name
Document Title: Title of the image
Subject: Description (Currently not required for BDCC)

Click OK and then save the file.

3 Windows

The following instructions are excerpt from the Film Free Projection User Guide by Andrew Pepper:
<http://www.filmfreeprojection.co.uk/>

3.1 Viewing and Setting with Windows XP

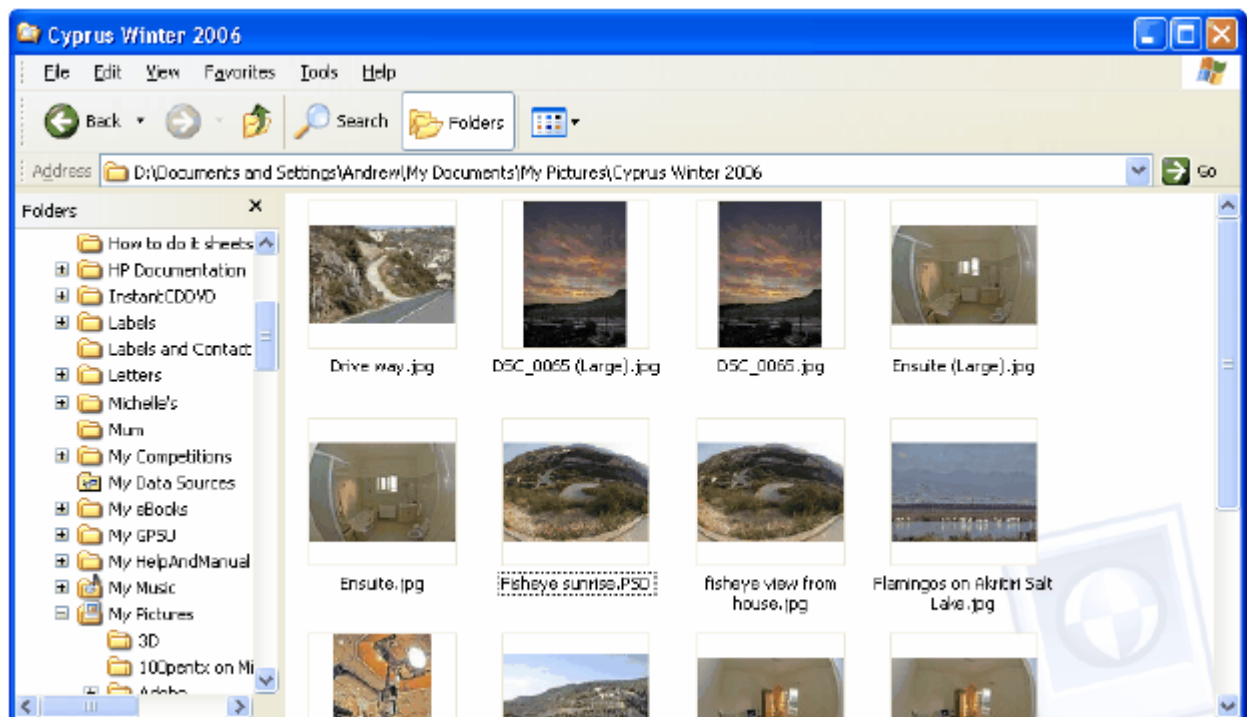
Windows Explorer makes it possible to see and and modify image metadata. Windows XP uses EXIF for the Author/Title/Subject metadata (Windows Vista uses XMP/IPTC). In this subsection, we'll go through viewing the author, title and subject information using Windows

Explorer under Windows XP.

There are several ways to open Explorer:

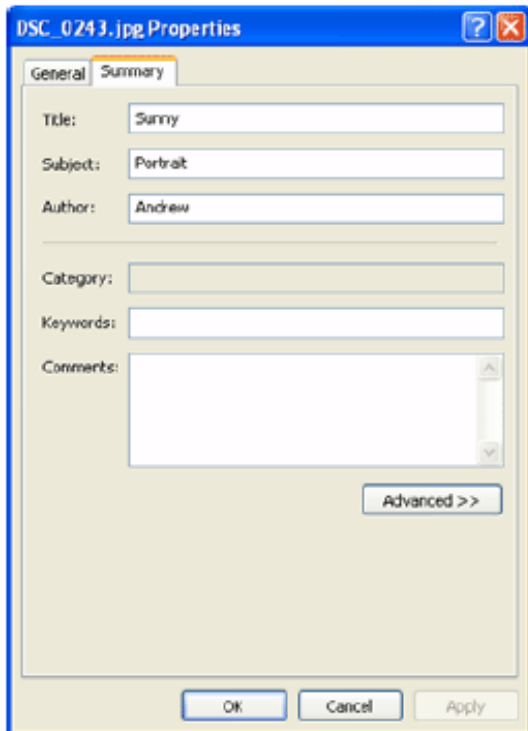
- Double clicking **My Documents** will open Explorer.
- You can press the Windows key (found between the Ctrl and Alt key on most keyboards) and, keeping the Windows key held down, press E to open Explorer.
- You can *right* click the Start button and choose **Explore** from the menu that appears.

With Windows Explorer open, navigate to a folder containing images - for example:



To change the metadata for an image using Explorer, *right* click the image and choose **Properties**.

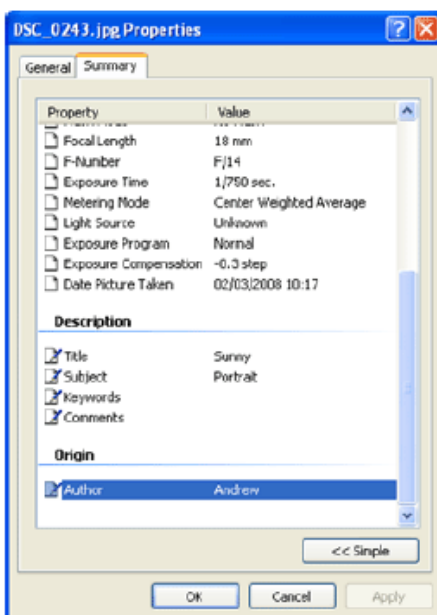
Click the **Summary** tab to get a dialog like this:



You can set the title, subject and author.

Setting Author, Subject or Title for Multiple Images with Windows XP

If you want to modify the metadata for several images at once (for example, to set the Author name for all your images in one go), you start by selecting all the images you want to change then right clicking and selecting **Properties**. This time, you click the **Advanced>>** button and scroll down to find the appropriate fields:

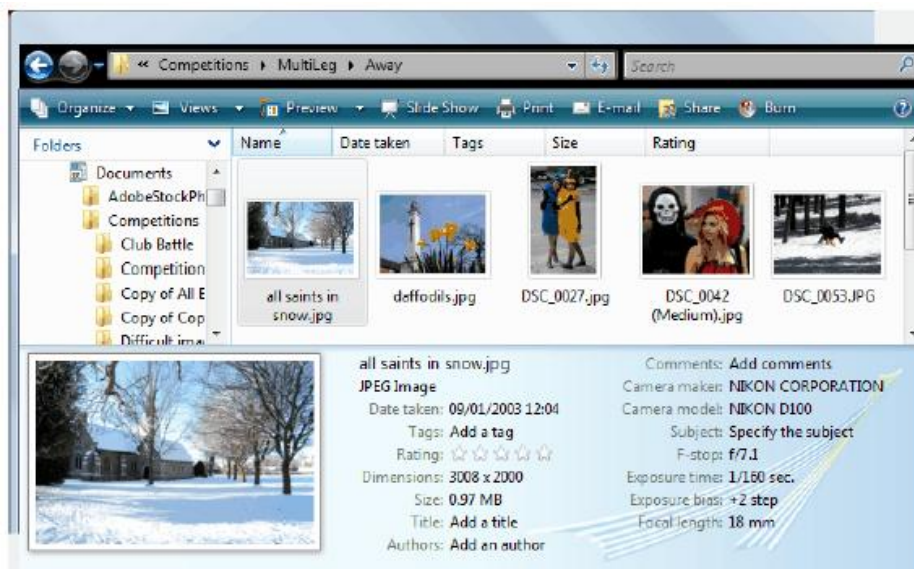


3.2 Viewing and Setting with Windows Vista

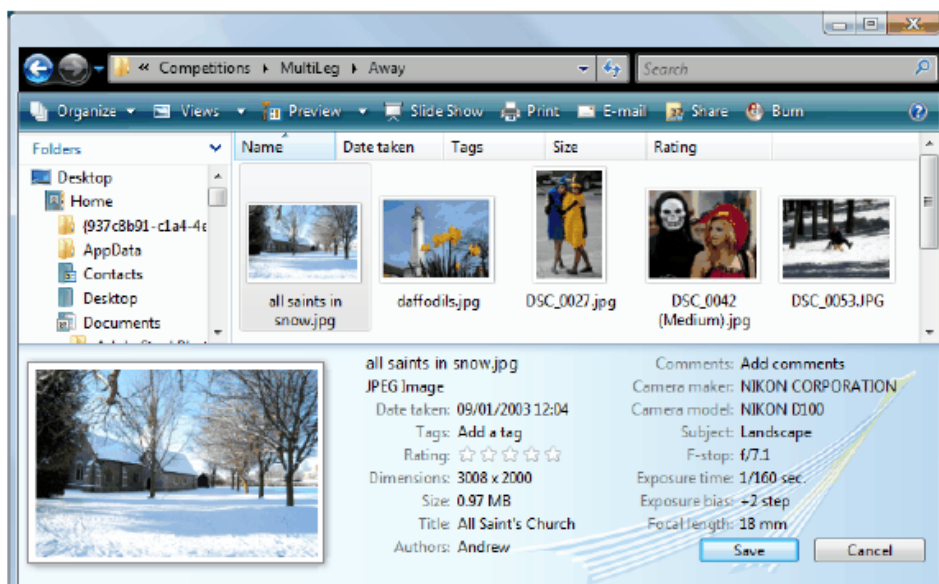
Windows Vista has made viewing and setting image metadata much easier than Windows XP; to view and/or set the metadata you need to open Windows Explorer:

- Double clicking **Documents** will open Explorer.
- You can press the Windows key (found between the Ctrl and Alt key on most keyboards) and, keeping the Windows key held down, press E to open Explorer.
- You can *right* click the Start button and choose **Explore** from the menu that appears.

Now you can navigate to the folder which contains images and click an image; the metadata appears at the base of the Explorer window:



You can set the Author, Title or Subject by clicking the appropriate field at the base of the Explorer window. For example, the metadata below has been set with the Author as Andrew, Title as All Saints Church and the Subject as Landscape:



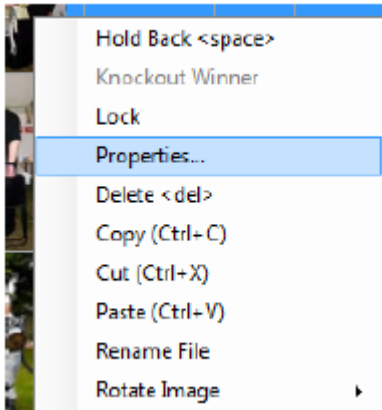
Note that a **Save** button has appeared; to set the metadata, the **Save** button must be clicked - that will set the metadata for the selected image.

Multiple Images

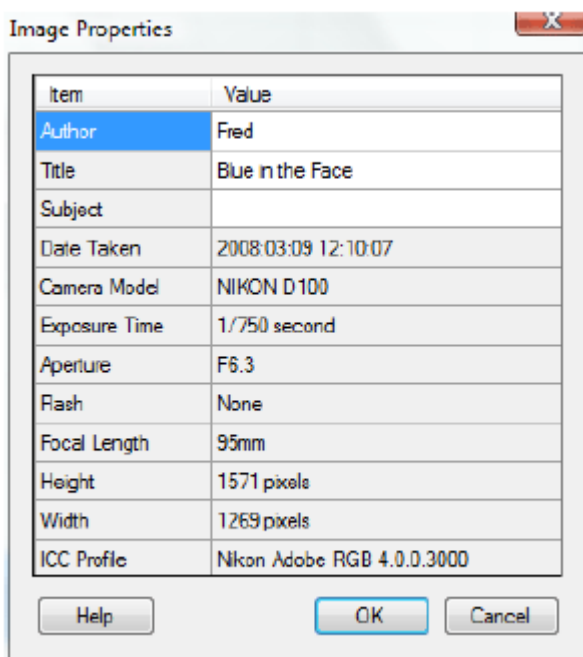
You can set metadata for multiple images; for example, you can set the author fields for all the images in a folder by selecting all the images and setting the Author metadata - clicking **Save** will set all the images to have that Author.

EXIF, XMP and IPTC Within FFP

As previously mentioned, FFP reads all three areas of metadata from images and can be configured 128 to prefer one over the other. To examine the metadata associated with an image with FFP, right click an image and choose properties from the menu that appears:



The Image Properties dialog window will appear:



You can set the metadata values of Author, Title and/or Subject using the Image Properties dialog, however if the image file is read-only you will not be able change the metadata. Note that FFP will only change the EXIF area of an image.