

## How to Access and View Photo Tags and Keywords on a PC



### For Windows Users

Right-click the file and select Properties. On the Details tab, select Tags to add your tags, separating each one with a semicolon.

Alternatively, open File Explorer and select View > Details Pane on the ribbon. Select the file, then select Add a tag in the Details pane.

To search for tagged files in the File Explorer, enter tag: followed by your keyword in the search bar to the right of the window.

Name	Date	Type
IMG_20170601_0002	6/1/2017 2:24 PM	JPG File
IMG_20170601_0003	6/1/2017 2:26 PM	JPG File
IMG_20170601_0004	6/1/2017 2:27 PM	JPG File
IMG_20170601_0005	6/1/2017 2:28 PM	JPG File
IMG_20170601_0006	6/1/2017 2:29 PM	JPG File
IMG_20170601_0007	6/1/2017 2:30 PM	JPG File
IMG_20170601_0008	6/1/2017 2:31 PM	JPG File
IMG_20170601_0009	6/1/2017 2:32 PM	JPG File
IMG_20170601_0010	6/1/2017 2:37 PM	JPG File
IMG_20170601_0011	6/1/2017 2:38 PM	JPG File
IMG_20170601_0012	6/1/2017 2:38 PM	JPG File
IMG_20170601_0013	6/1/2017 2:39 PM	JPG File
IMG_20170601_0014	6/1/2017 2:40 PM	JPG File
IMG_20170601_0015	6/1/2017 2:41 PM	JPG File
IMG_20170601_0016	6/1/2017 2:42 PM	JPG File
IMG_20170601_0017	6/1/2017 2:43 PM	JPG File
IMG_20170601_0018	6/1/2017 2:44 PM	JPG File
IMG_20170601_0019	6/1/2017 2:45 PM	JPG File
IMG_20170601_0020	6/1/2017 2:46 PM	JPG File
IMG_20170601_002...	6/1/2017 2:47 PM	JPG File
IMG_20170601_0021	6/1/2017 2:49 PM	JPG File
IMG_20170601_0022	6/1/2017 2:50 PM	JPG File
IMG_20170601_0023	6/1/2017 2:51 PM	JPG File

The screenshot shows a Windows File Explorer window with a list of image files. The file 'IMG\_20170601\_0007' is selected, and its Properties dialog box is open. The dialog box has two tabs: 'General' and 'Details'. The 'Details' tab is active, showing various metadata fields. The 'Tags' field is empty, and the 'Rating' field shows five stars. The 'Image' section shows 'Horizontal resolution' as 600 dpi and 'Vertical resolution' as 600 dpi. The 'Remove Properties and Personal Information' link is visible at the bottom of the dialog box.

Property	Value
Description	
Title	
Subject	
Rating	☆☆☆☆☆
Tags	
Comments	
Origin	
Authors	
Date taken	6/1/2017 2:30 PM
Program name	(multiple values)
Date acquired	
Copyright	
Image ID	
Dimensions	(multiple values)
Width	(multiple values)
Height	(multiple values)
Horizontal resolution	600 dpi
Vertical resolution	600 dpi