



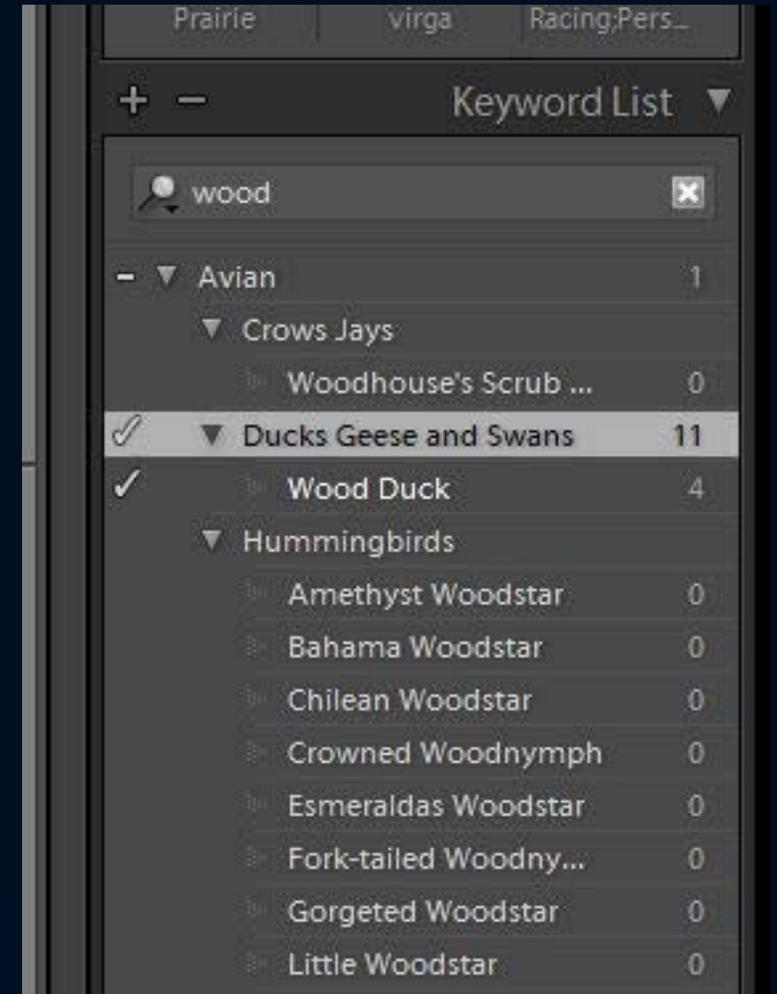
# KEYWORDS in LIGHTROOM 5

KEYWORDS HELP YOU ORGANIZE AND FACILITATE SEARCHES  
HOW TO APPLY KEYWORDS – COMMON NAMES & LATIN NAMES OF BIRDS

BY SHERRY FELIX

# REMOVE OR DELETE KEYWORD TAGS FROM PHOTOS OR THE CATALOG

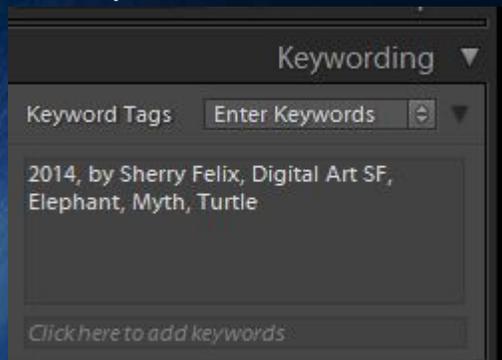
- In the Grid view, photos with keyword tags display a thumbnail badge 
- You can pull aside photos with that keyword by clicking the right arrow next to that particular keyword.
- You may Eliminate keywords from images by selecting the images then
  - Remove check from the selected keyword
    - You can do this across Lightroom folders, of course



# REMOVE OR DELETE KEYWORD TAGS FROM PHOTOS OR THE CATALOG

Select photos in the Grid view then...

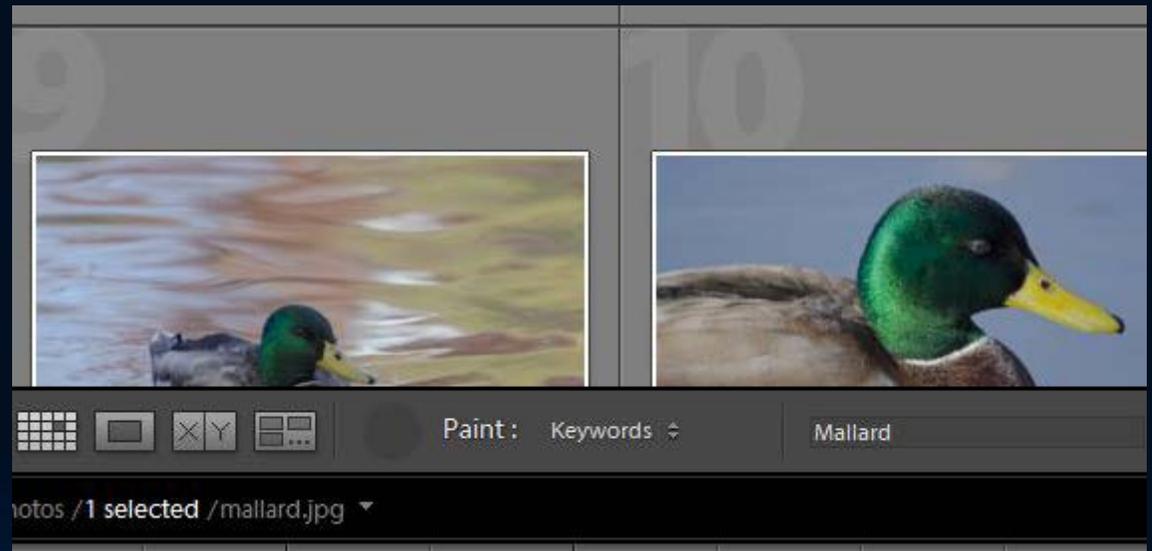
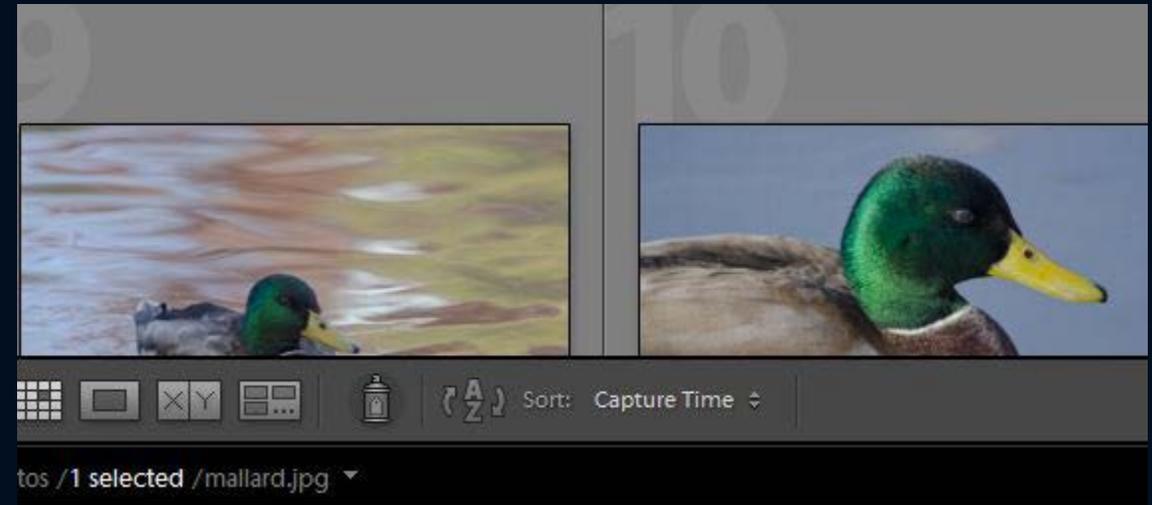
- To remove keyword tags from photos
  - choose Keyword Tags > Enter Keywords in the Keywording panel
  - Then, select one or more keyword tags in the text box in the panel and delete them
- To permanently delete a keyword tag from photos and the catalog
  - Right-click (Windows) or Control-click (Mac OS) the keyword tag in the Keyword List panel and choose Delete from the menu
  - You can also select keyword tags and click the Minus icon (-) at the top of the Keyword List panel
  - *Note:* If you accidentally delete keyword tags, immediately press Ctrl+Z (Windows) or Command+Z (Mac OS) to undo the deletion.
- To automatically delete any unused keyword tags from the catalog, choose Metadata > Purge Unused Keywords.
  - *Important:* Deleting keywords using the Purge Unused Keywords command cannot be undone.



The Keyword List panel updates to show the total number of photos that use the tag

# REMOVE OR ADD KEYWORD TAGS USING THE ERASER OR PAINTER TOOL

- You can apply the keyword to photos using the Painter tool
  - *Note:* If the Painter tool does not appear in the toolbar – choose Painter from the toolbar menu
- In the Library module
  - Choose Metadata > Enable Painting
  - In the Grid view click the Painter tool icon in the toolbar
- When the Painter tool is enabled the pointer becomes a painter icon and the Painter icon is no longer visible in the toolbar
  - Choose Keywords from the Paint menu in the toolbar
  - Type the keyword or keywords you want to add or remove in the toolbar field

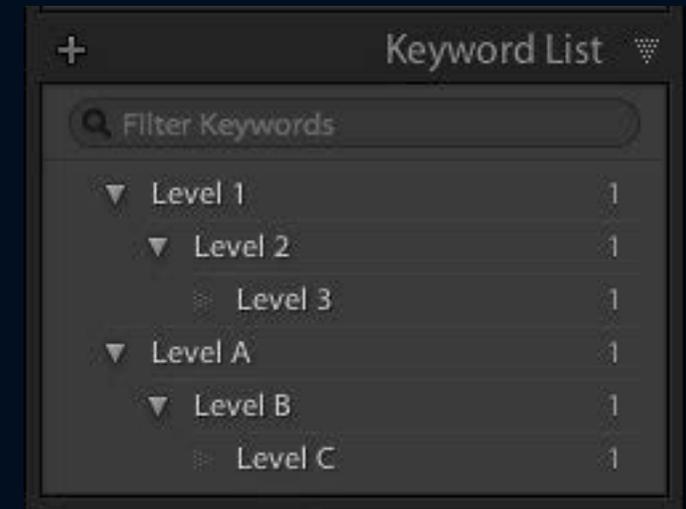


# REMOVE OR ADD KEYWORD TAGS USING THE ERASER OR PAINTER TOOL

- To apply a keyword shortcut to a photo – click the photo using the Painter tool
- To apply a keyword shortcut to multiple photos – click and drag across the photos in the Grid view
- To remove a keyword shortcut – press **Alt** (Windows) or **Option** (Mac OS) to change the Painter tool to an eraser.
- Click the photo again, or click and drag across multiple photos, with the eraser
  - *Filter the photos in Grid view by clicking the white arrow at the far right of the keyword in the Keyword List panel so that only the photos containing the keywords you want to remove are displayed*
  - To disable the Painter, click the circular well in the toolbar. When disabled, the Painter icon is visible in the toolbar

# CREATING A USEFUL SET OF KEYWORDS

- Lightroom allows you to put those keywords into a hierarchical structure
  - This adds a further level of organization to your keywords
  - Instead of scrolling through an ever growing list of keywords you can categorize them in a collapsible structure
- When collapsed your keyword list is easier to scroll through and manage
- If the keyword list needs revision you can export it into Excel
  - The keyword file is **tab** delaminated



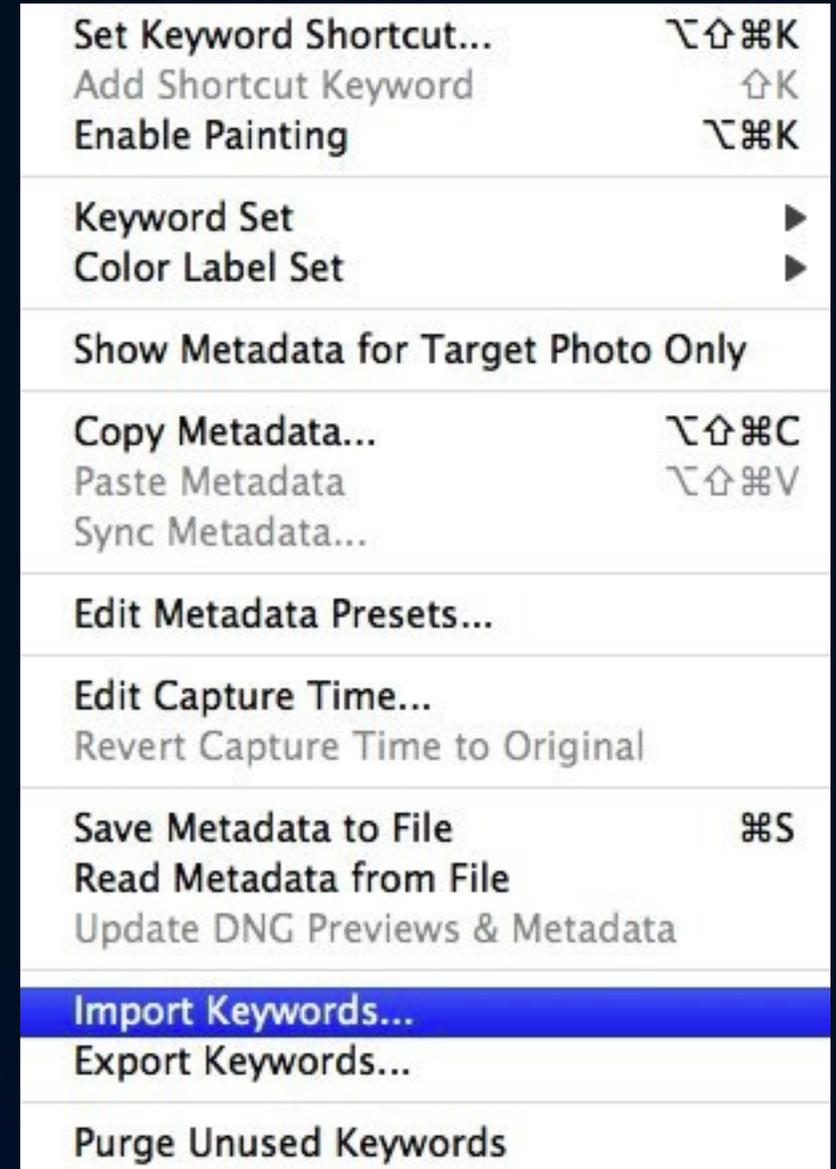


# WHERE TO GET SOME READY MADE KEYWORD LISTS

- You may download ready made keyword lists from many sources
  - The one I used is free from **The Jaffes**  
<http://thejaffes.org/2013-11-09/adobe-lightroom-keyword-library-birds>
  - **Photokeywords** has an extensive list of files; such as, locations and other species  
<http://www.photo-keywords.com/specialist-list-download.php>
  - **JP Dodel** has a nice list for \$20  
<http://www.jpdodelphoto.com/keywords/>

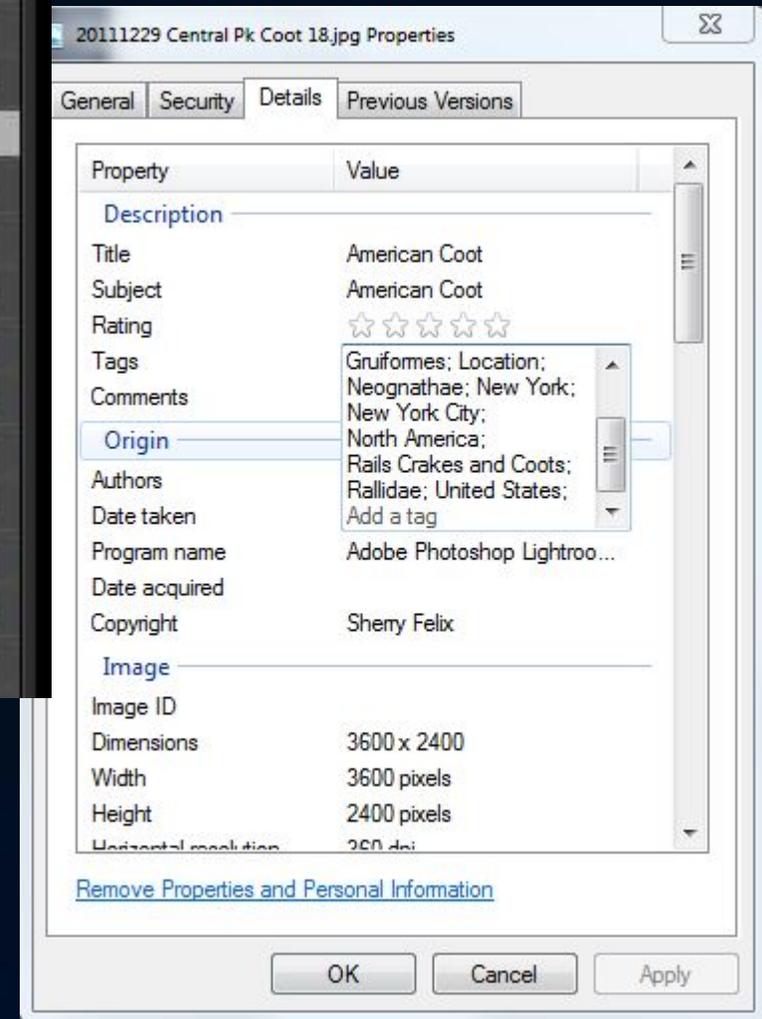
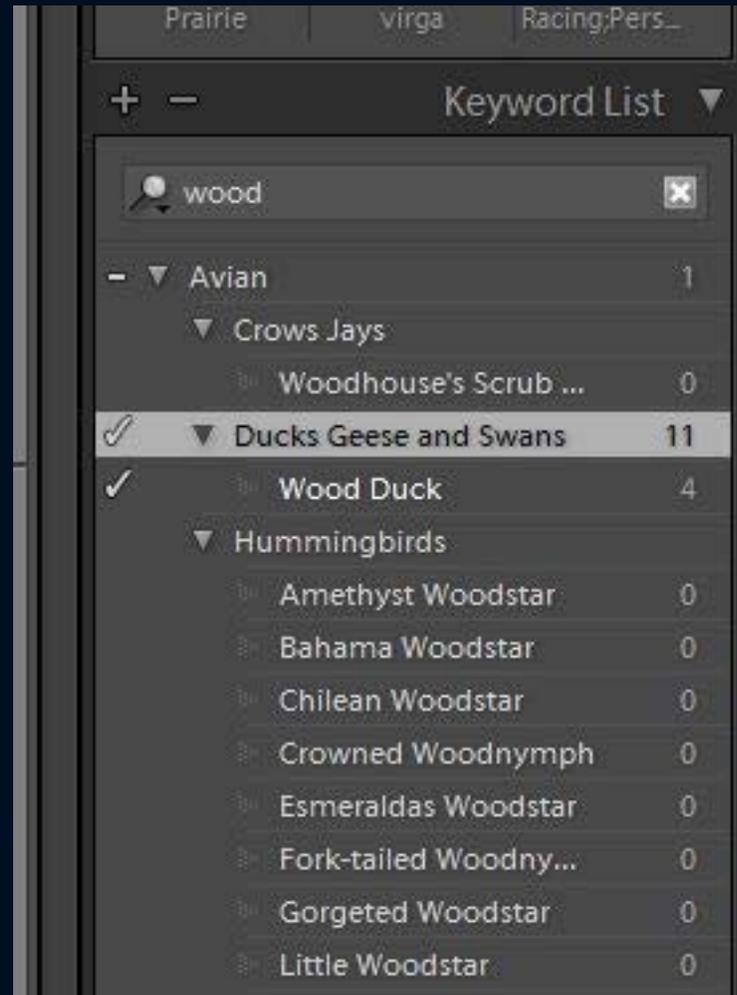
# IMPORTING A KEYWORD LIST

- Under the Metadata menu in the Library module, choose **Import Keywords...**
- Then find your file in the Finder (Mac) or Explorer (Windows) dialog
  - Now your keywords are in your catalog ready to be used
- *If you later edit your list in the external program you can reimport the file and Lightroom's keyword list will be updated*



# ADD KEYWORDS

- Select one or a batch of images with the same bird
- Search for the bird name in keywords type in part of the name – “wood”
- Put a check mark in the menu next to the correct name and a check in the group or family name
  - *Keywords appear in the **Tag** field of your metadata (details of image)*



# APPLYING KEYWORD AMERICAN COOT TO ALL

- If you have “coot” in you metadata or file names, etc. and want to apply bird keywords
- In the Library Filter select Text – Any Searchable Field – contains all – type in name “coot”
- Select all Ctrl- A (Windows) Command A (Mac) images
- Type in “Coot” in the keyword list
- Place checks next to the appropriate names



The screenshot displays the Adobe Lightroom Library grid with a search filter applied. The filter is set to 'Text' > 'Any Searchable Field' > 'Contains All' > 'coot'. The grid shows four images of an American Coot, each with a star rating of three stars. The right-hand panel shows the 'Keyword List' with 'coot' entered in the search field. The list includes 'Avian' (25), 'Rails Crakes and Coots' (42), and 'American Coot' (42), which is checked. Other keywords like 'Andean Coot', 'Caribbean Coot', and 'Eurasian Coot' are listed with zero counts.

Library | Develop | Map | Book | Slideshow | Print | Web

Library Filter: Text Attribute Metadata None Custom Filter

Text Any Searchable Field Contains All coot

ISO 160 180 mm f/5.0 1/250 sec

30 12 0 0

atmospheri... thunderstorm storm  
Prairie virga Racing, Pers...

Keyword List

coot

Avian 25

✓ Rails Crakes and Coots 42

✓ American Coot 42

Andean Coot 0

Caribbean Coot 0

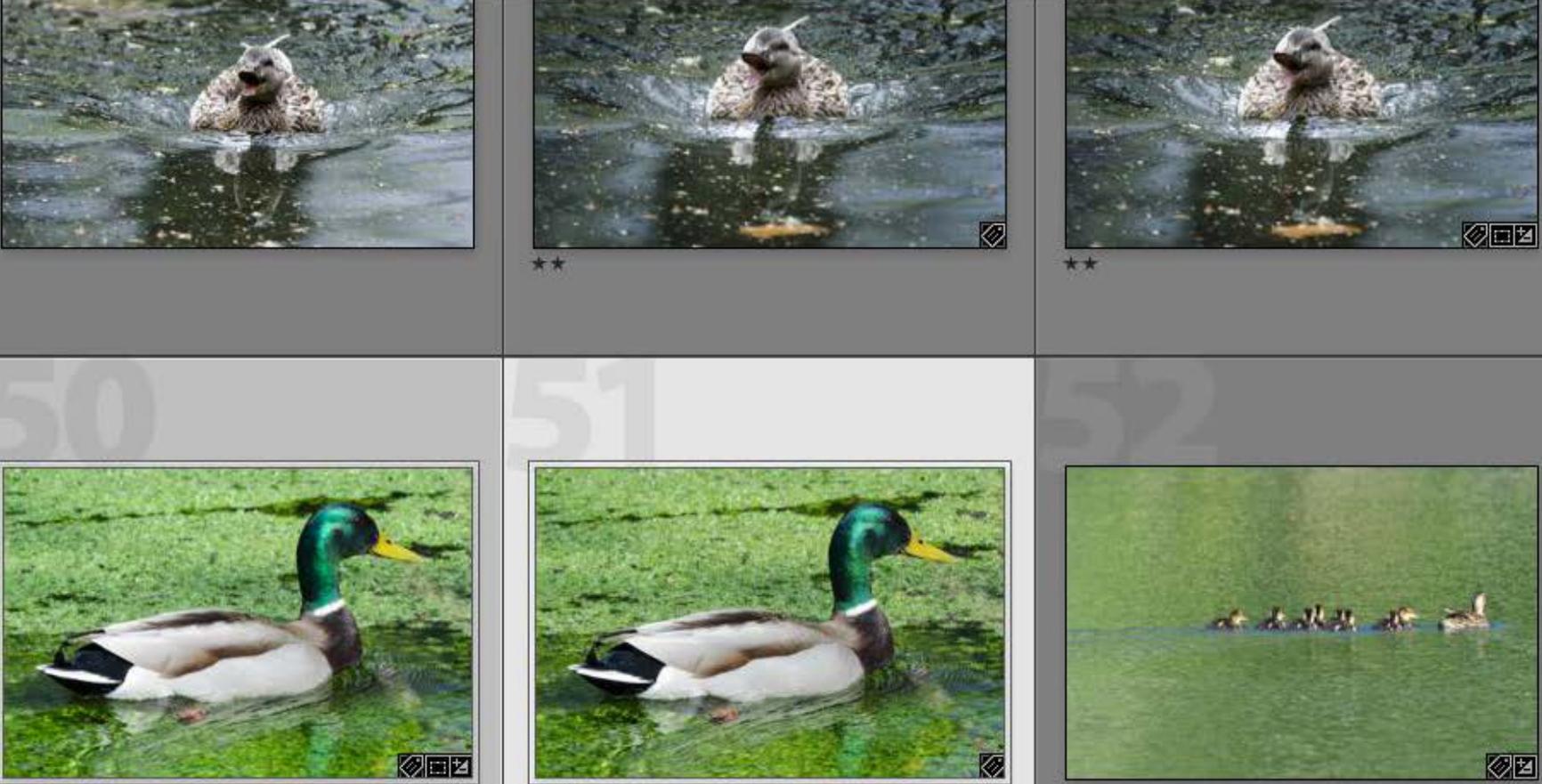
Eurasian Coot 0

# APPLYING LOCATION

Library | Develop | Map | Book | Slideshow | Print | Web

Text | Attribute | Metadata | None | Custom Filter

Text | Any Searchable Field | Contains All | mallard



50 51 52

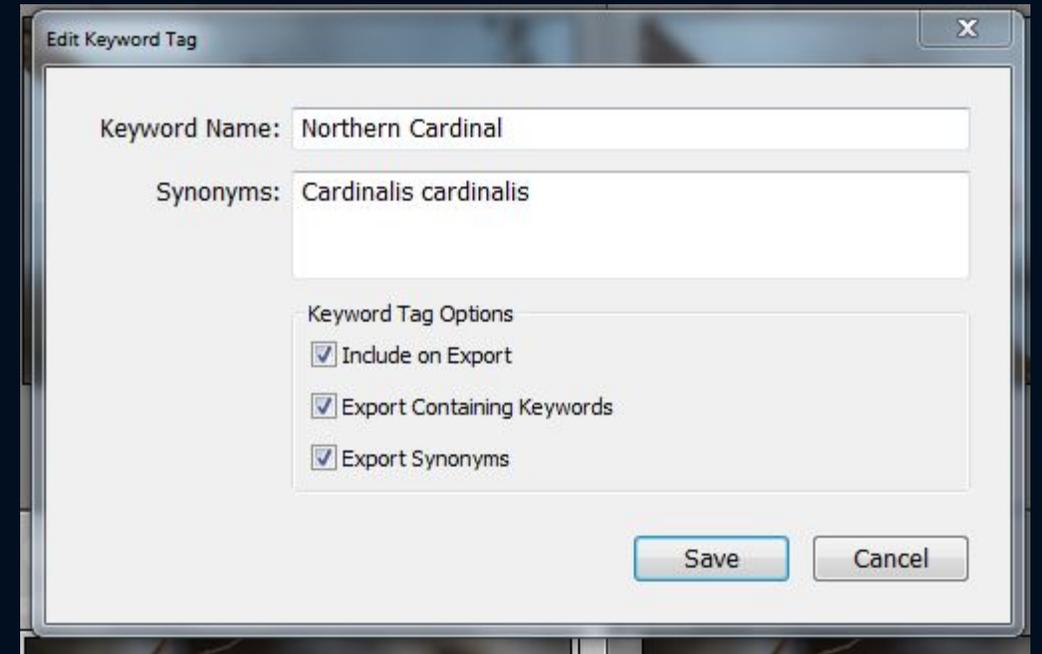
ISO 400 310 mm f/14 1/80 sec

3 0 0 5

Bashkill Mars...	66
▶ Bronx	15
▶ Brooklyn	475
Catskills	374
Croton Point P...	99
Doodletown R...	568
Germantown	10
Hook Mountain	87
Hudson River	154
✓ ▾ Long Island	868
Bayard Cut...	54
Fire Island	60
Jones Beach	659
Massepequa	78
Mill Pond	47
Point Look...	6
Robert Mos...	46
Westhampt...	40

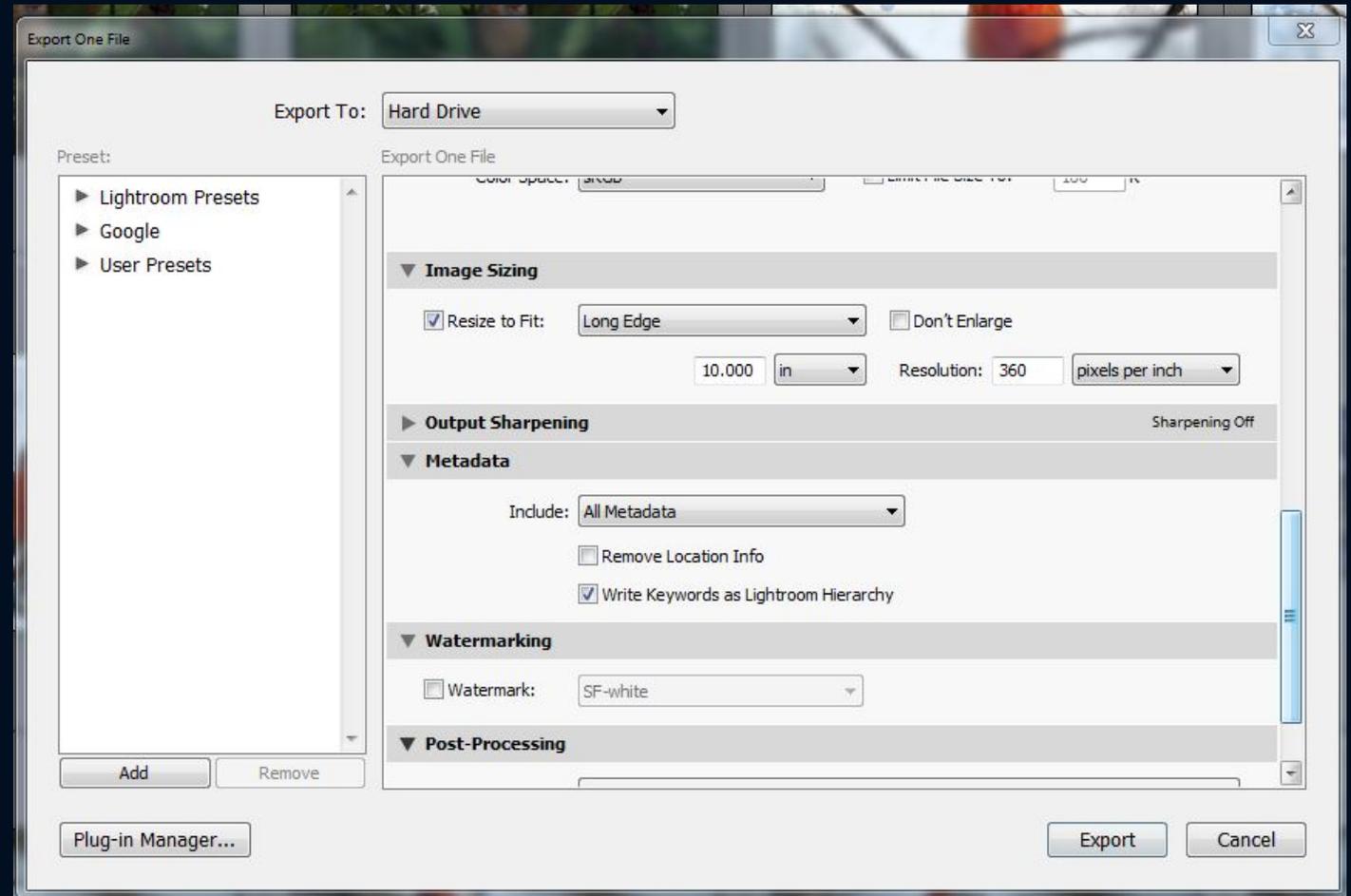
# EXPORTING BIRD KEYWORDS WITH LATIN SYNONYMS

- Before you export your images
- Open the edit dialogue of the keywords and place a check in **Export Synonyms** (if not there)
  - So the Latin names, which are in the synonyms of the Jaffe's bird keyword list, will be included in the metadata

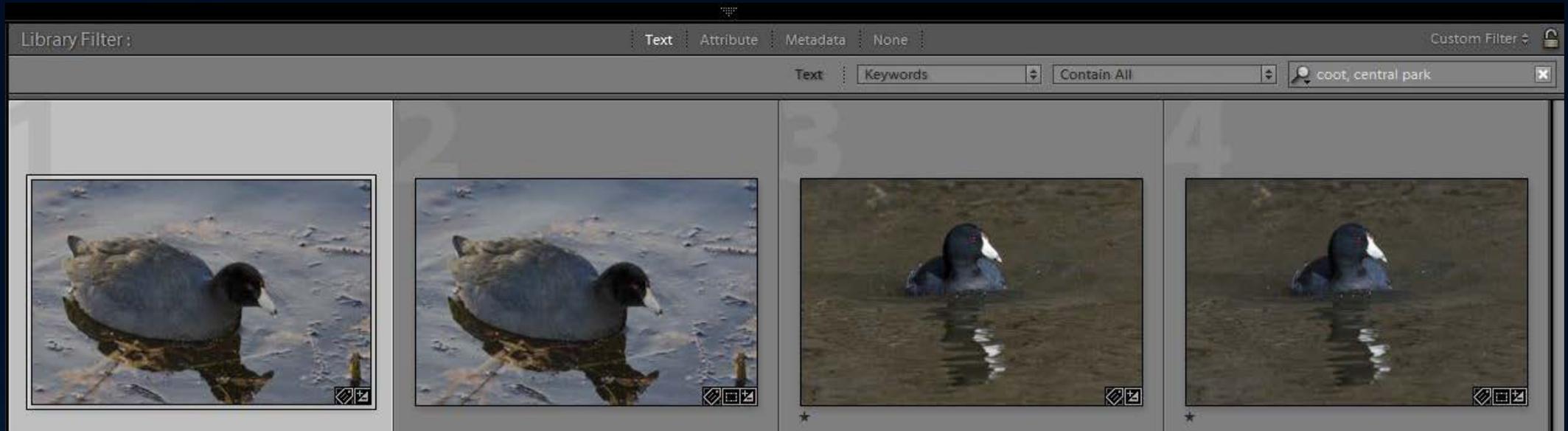


# EXPORT IMAGES

- If you wish to include categories as keywords then place a check in **Write Keywords as Lightroom Hierarchy** in the export dialogue when you export...
- Now to export the file(s)
- View the metadata outside of LR to verify that it has all the metadata you want to see in it.
- *Note:* Don't forget to add your copyright information



# SEARCHING USING KEYWORDS



- You can find the images by keywords by accessing the Filter panel
- Press \ to toggle the display of this panel which appears above the Grid panel of images
- Select Text in the top of the bar
- In the first box – select Keywords
- In the second box – select Contains All (or Contain) and
- Type the keywords in the last box
- Contains All is an AND search and requires that an image contain both keywords such as Florence and Church.
- Contain is used for an OR search which would return all images with either or both the keywords, Florence or Church.
- To cancel the search, click the X button in the search field.

# SOURCES

- Introduction to Keywords in Lightroom  
<http://digital-photography-school.com/introduction-to-keywords-and-lightroom>
- Keywords and Keyword List Panels in Adobe Photoshop Lightroom 4  
<http://www.adobepress.com/articles/article.asp?p=1930496>
- Building Keyword Lists Outside of Lightroom  
<http://www.lightroomsecrets.com/2009/04/building-keyword-lists-outside-of-lightroom/>
- Organize Your Lightroom Keywords into Keyword Hierarchies  
<http://laurashoe.com/2011/11/14/organize-your-lightroom-keywords-into-keyword-hierarchies/>
- Taming Lightroom Keyword Chaos  
<http://lightroomers.com/taming-lightroom-keyword-chaos/1127/>
- Lightroom Keywords  
[http://help.adobe.com/en\\_US/lightroom/using/WS25DBoAC8-EEDE-4246-B3FE-D20D128B5EB4.html](http://help.adobe.com/en_US/lightroom/using/WS25DBoAC8-EEDE-4246-B3FE-D20D128B5EB4.html)

# HAPPY CATALOGING

Any questions:

[PORT4U@NYC.RR.COM](mailto:PORT4U@NYC.RR.COM)

[WWW.SHERRYFELIX.COM](http://WWW.SHERRYFELIX.COM)