

ADDING LOCATION TAG NAMES TO A LARGE COLLECTION

If you have a large Photo Library that is not tagged with locations, it can be difficult to get started. Tagging a handful of images at a time can be a really tedious chore. Let's use some of the tools we learned about in the Keywords chapter to get things started.

It's easier to assign keywords than any other kind of tags. So we'll begin by making a keywords hierarchy to assign location information. Once we've made a good pass through the Photo Library, we can add make the location tags match the keywords. This may be a little time-consuming at first, but it's definitely worthwhile to use location tags instead of keywords. It will pay off in the long term.

Make a keyword hierarchy for Places in your Photo Library

We start this process by building a keyword hierarchy for the places that our photographs were taken. Build this out as Country/State/City/Location inside a keyword called Places. Most people will only need to build down to the City level for most locations. For important locations, you will want to build out the full hierarchy.

You can then start adding your photos to the location keywords you've created. Set your *Library* to Grid View and make sure to sort by Capture Time. Drag the images to each *Place* keyword. You need to strike a balance between being really precise and getting things done quickly.

Keep in mind that you can always subdivide the photos further at any point. For most people, that will probably be easiest to do with the location tags than with keywords because the Library Filter bar shows you exactly which tags are still blank.

I suggest you start by spending a half hour or so on the process, and see how many you can get done. If you feel good about your progress and it seems reasonable to continue at this rate, keep moving. If it feels like you're never going to be finished, then you might want to start by assigning to a higher level: City instead of Location, State instead of City. Remember, we can always subdivide later.



TRICK

Keeping track of what files have the place keywords

We can use a Smart Collection to keep track of the images that have been added to the place keywords. Make a new Smart Collection and set the Criteria to Keywords > doesn't contain > Places. All images will disappear from this Smart Collection as you assign them to one of the places that lives inside the hierarchy. This allow you to spend time on the biggest groups of photos first, which provides the maximum value. Only untagged images will remain in the Smart Collection.

Transferring the place keywords to location tags

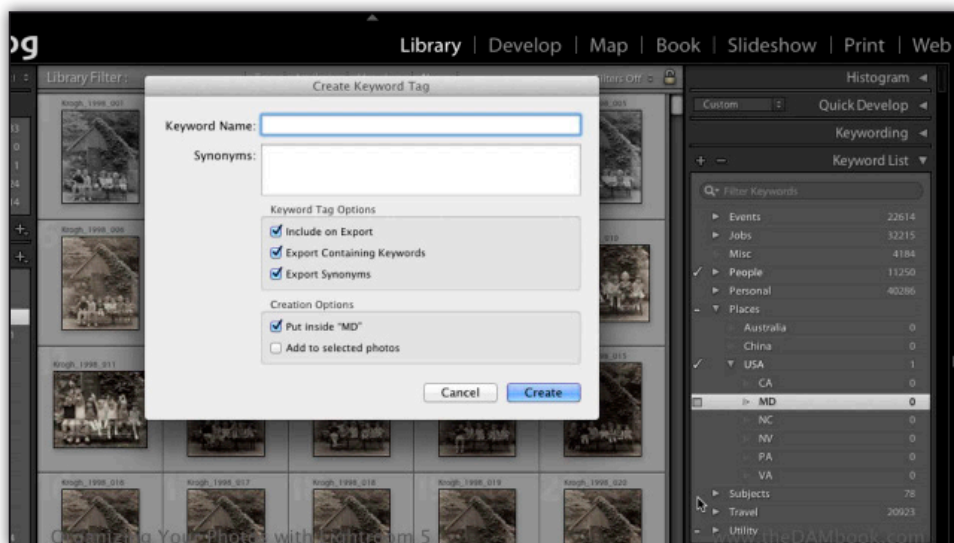
Once you have gotten the bulk of your collection tagged with the place keywords, you can transfer that information to location tags. It's probably easiest to use the Direct Entry method. Just make sure that you let the metadata update after you hit tab or enter. Unless you have more than a few hundred place names, this process should not take too long.

Finish the tagging with the location tags and Metadata Presets

Once you have assigned the location tags to the keyworded photos, you should do your future tagging with the location tags. You can do this with direct entry into the *Metadata* panel, or you could use metadata presets.

You can find any photos without a location tag assigned by looking in the *Library Filter* bar for Unknown _____. You can select the images and add the missing tags.

The following video shows the entire process.



VIDEO 7-5 TAGGING A LARGE COLLECTION (8:03)

In this video, we get some tips for making location tags for a large untagged Photo Library.

DIGGING DEEPER

Import a keyword list of places if you have a large collection

If your catalog has a lot of images and your computer is slow, it can be a tedious process to make your place keywords. In order to speed this up, you may want to import a keyword list that already has your place names. You can make this in an empty Lightroom catalog or you can create a list in a text editor. These are described in the Keywords chapter.