

CATS Photo Library

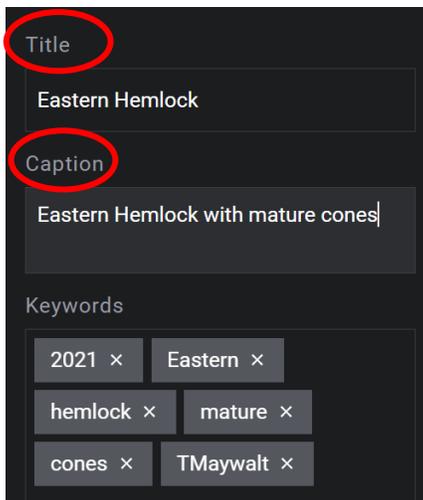
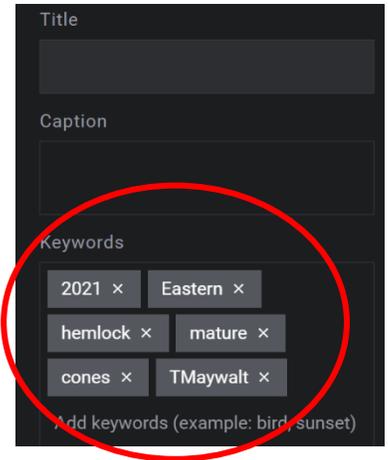
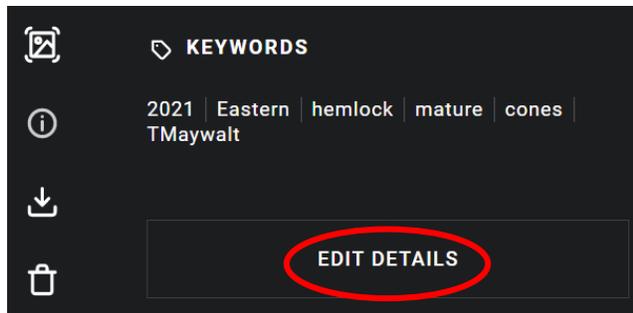
Basic SmugMug Instructions for Creating Key Words, Titles & Captions

If you have already become acquainted with uploading and downloading photos and would like to make them more searchable for the Tree Steward community, please view the below guide.

If you have named your photo in your computer or device with a basic description, e.g., subject, your name, date taken, your photo will automatically have the **Key Word** section filled in on the photo description and be retrievable through the search feature. However, one of the great features of SmugMug is that you can assign additional key words as well as captions and titles to one or more photos within the program itself. The more key words the easier it will be for Tree Stewards to search for your photo(s). Adding captions and titles is done in the same editing fields and taking the time to do this will further clarify the description of the image and its searchability.

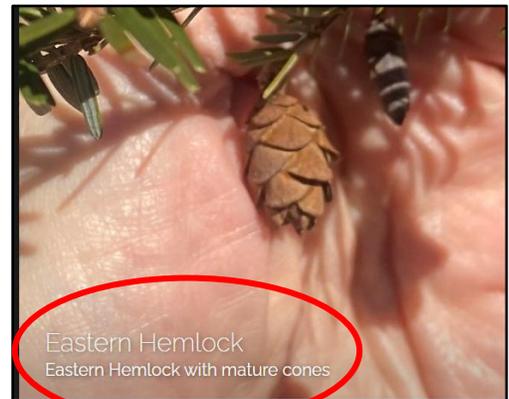
After loading your photo with the basic searchable identifiers, or into a particular gallery where you can easily locate it, click on the photo to open. When open, a display on the left side will appear. (See images below.)

First click on **i** icon ♦ **Second** click on **EDIT DETAILS** ♦ You will see the key words filled in by the original name (s) you gave the photo.



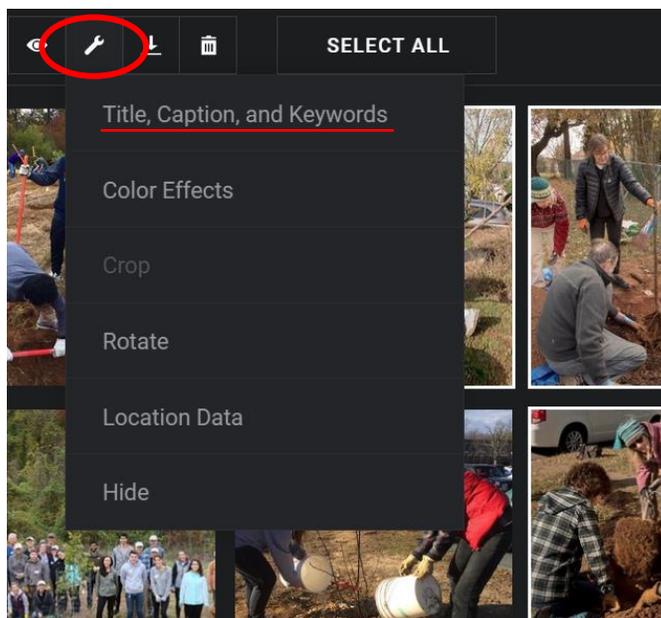
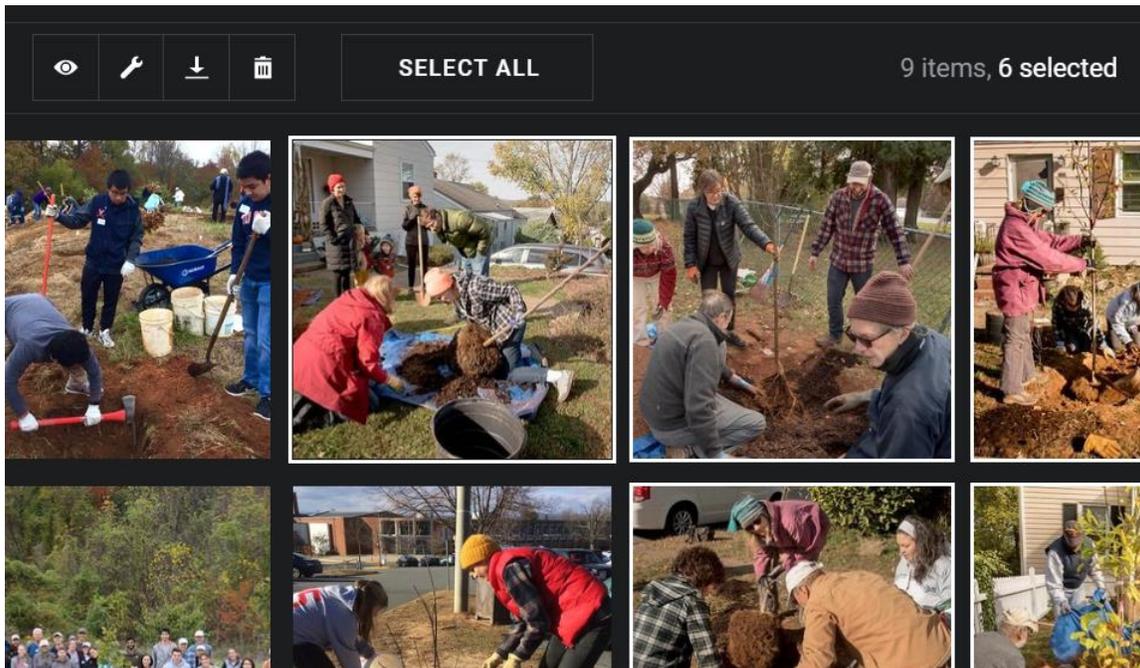
To the left, the **Title** and **Caption** should be filled in as illustrated.

To the right is how the image will show in the Photo Library when both Title and Caption are filled in.



If you have uploaded more than one photo into a specific **Gallery**, you have the option of giving all photos identifiers at the same time. Open the **Gallery**, select the photos you want to add titles, captions or key words to. The selected photos will be highlighted. The example below is from the **People Planting Gallery**.

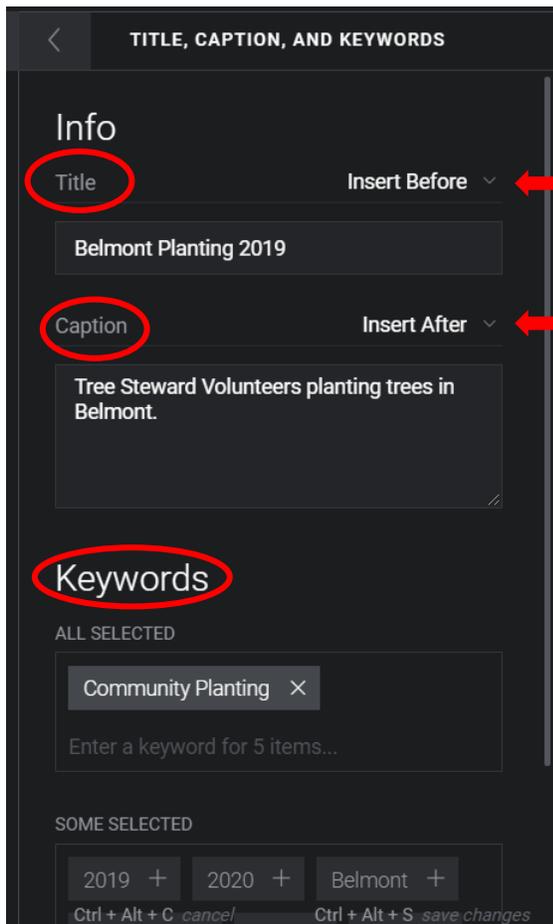
Notice the highlighted photos.



After you have made a selection of the photos you want to add titles, captions or key words to, click on the edit icon  at the top menu bar. A drop-down list will appear; choose **Titles, Captions and Key Words**.

This will take you to an editing screen on the right of the page like the one seen previously in this guide.

See next page.



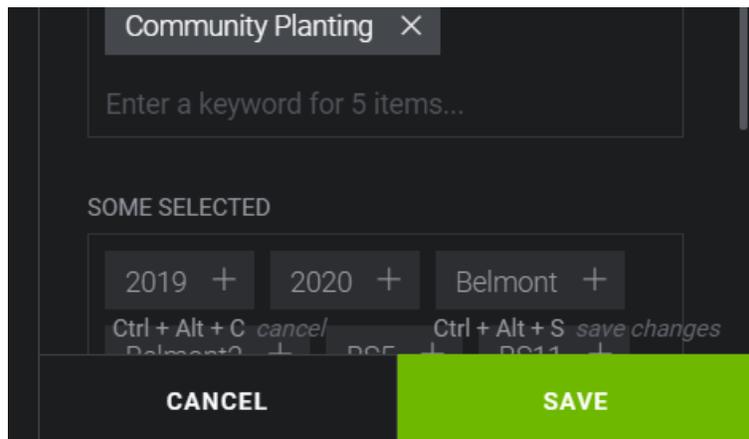
Fill in all the appropriate key words for all photos, or you can add extra key words for just a few by clicking on the photo(s) you want to deselect.

When you fill in the Title or Caption you will have the choice of selecting the position of where your words will appear. The arrows placed on the image to the left show the selection that was made on this sample.

Sample to the left has a new Title, Caption and Key Word added.

It can be edited at any time.

Don't forget to save your additions or edits to your photos!



Thank you for contributing your photos and helping to make CATS Photo Library a great resource for all Tree Stewards.