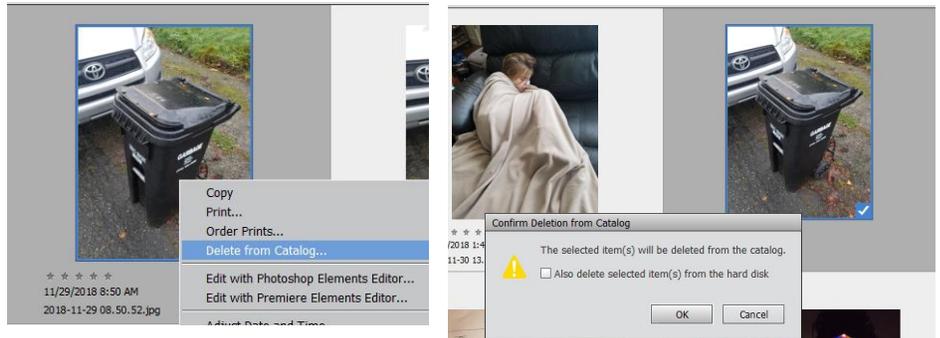


PROCESS FOR NARROWING DOWN PICTURES IN ORGANIZER

1. Define group of photos you are dealing with.
2. Go through and delete ones that obviously you don't want. (Pictures of floor, etc)

- a. Use your Control Key to select so you don't have to do each on separately.
- b. Right click in picture.



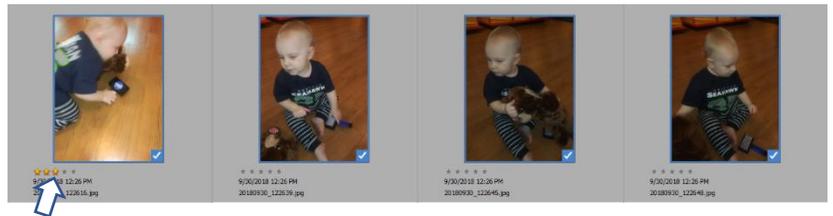
- c. Delete From Catalog
- d. Usually also select Delete From Hard Disk click the box, OK.

3. Rotate any that need it.

4. Frequently you will have a group of photos taken at the same time that are very similar.

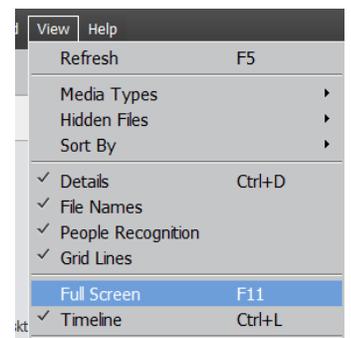
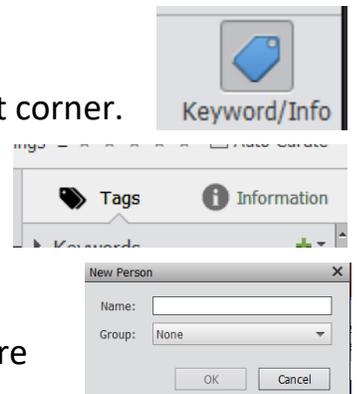


- a. Select the first one in the group, hold down shift key and select the last one.
- b. Give them all a 3-star rating. By clicking one in the group all will be rated.
- c. Tag them with any tags that make sense.

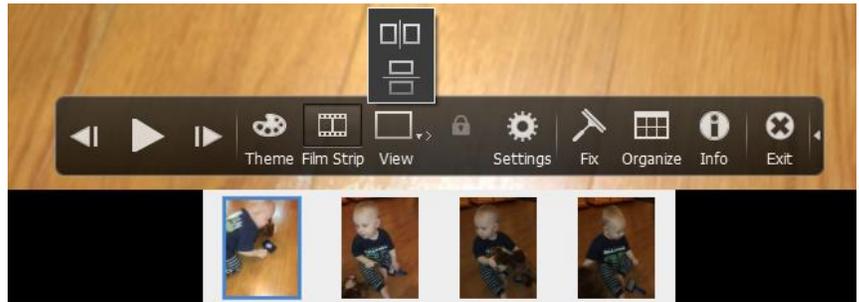


HOW TO TAG A PICTURE

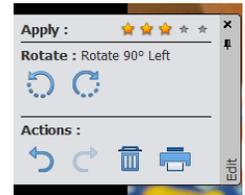
- a. To open Tag panel click the Tag icon in lower right corner.
- b. Upper Right have Tags selected.
- c. Example: For People tags click the green + next to People tags and type in the name of the person. OK
- d. Just click the tag and drag it to an individual picture or a selected group of pictures.
- e. Little blue person icon will be with the picture.
- d. With the group of pictures still selected. Menu Bar > View > Full Screen (You will get a strip of the pictures you selected.)
- e. Hover over the bottom of picture and you will get options.
- f. Click on View, select side by side or up and below.
- g. First 2 pics will be marked as 1 and 2.



- h. In the big pictures click the one you want to change. (Yes, it will zoom, but I don't know how to fix that.)
- i. Now click the next one in the row of pictures at the bottom.



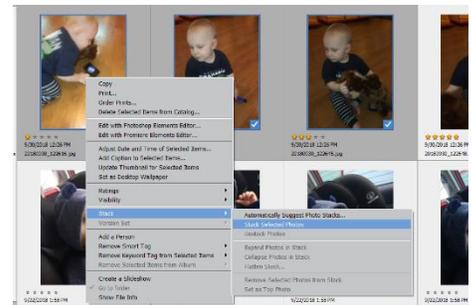
- j. When you are done, and have your favorite of the group, hover over the top box on the left side of the screen, you can change the star rating (usually to a 5 star). You can do this with any of the pics.



- k. Repeat this process with all your groups as well as rating any single pics.
- l. Esc to get back to all Media

5. Stacking your pictures.

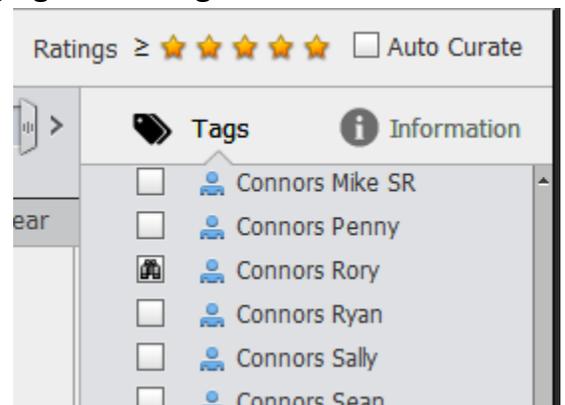
- a. Select the NON 5-star pictures.
- b. Use Shift or Control or Command to get the ones you want.
- c. Right click in one of the pictures, Select Stack and then Stack Selected Photos
- d. DO NOT Stack the groups that have 5-star pictures you want to use.



6. Continue this process through your pictures. You will now have identified a group of your best pictures of a specific subject through tagging and rating.

7. To look at your selected pictures.

- a. Click on the Tag or Tags you want and are interested in using.
- b. Click on the 5 Star Rating.
- c. Only the ones that you have identified will be shown.



8. To bring these pictures into Editor.

- a. Select the pictures.
- b. Click the Editor at the bottom of the screen.

