



Organise and manage your photographs in Aperture

Make sure you can quickly find the image you want by using Aperture's ability to add Ratings, Labels, Flags and Keywords to your photographs.

Back in the days of film, organising your photo library was a reasonably straightforward task. You kept your negatives in a protective sleeve, along with a contact sheet in an album or storage box. Often some sort of rudimentary labelling, such as date, place and so on, would have been employed, while obsessives might have added exposure settings, too.

Now, with digital cameras' ability to shoot several hundred shots, if not thousands, in a day, it's very easy to feel swamped by the sheer magnitude of the task of organising your images – hence the range of photo management tools available on the market designed to help you manage your pictures.

All photo management tools feature some sort of image tagging, but Aperture has a number of very powerful features for

organising your pictures. In this tutorial, we'll take a look at the different ways you can tag your photos, and how this will help you to filter and search through your images at a later date. Aperture has four methods of tagging your images: Rating, Label, Flags and Keywords. We'll take a look at each one in turn to see how they operate.

Once you've tagged some photos and added keywords, we'll take a brief look at how you can filter the images, so you're left with just the ones you're interested in.

After you've familiarised yourself with how to tag photos, you should try to get into the habit of tagging your pictures as you import them. This way, at a later date, you'll always be able to find the one that you want without having to scan through several thousand different images.

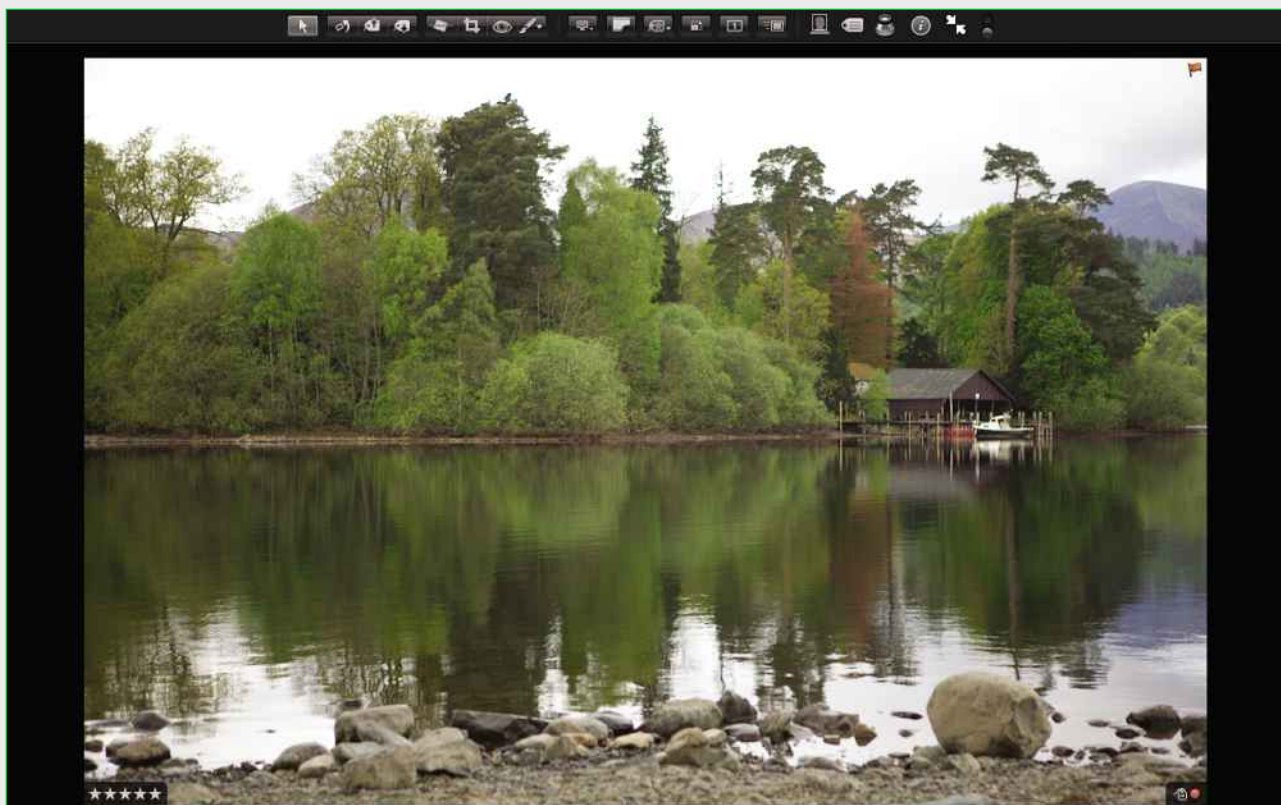


Jon Lysons is *MacUser's* production editor and has been using Macs since 1993. He freely admits that most of his budget is spent on camera equipment.

Kit required Aperture 3



FINAL



RATINGS

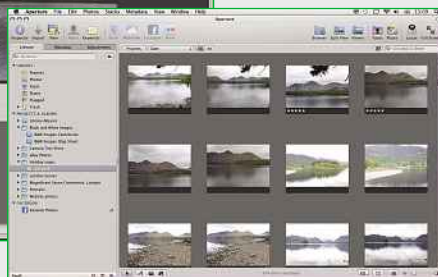


1. Give your images a Rating

Select the project or album that contains the images you want to tag. In any of the Browser window options (there are three choices – Browser, Split View and Viewer) or in Full Screen mode, navigate through the photos using the left and right cursor keys.

When you see a photo that you want to rate, tap one of the number keys between 1 and 5,

with 5 being the highest rating. The Rating for that photo is then displayed in the bottom left-hand corner. If you want to remove a Rating simply tap zero, while typing 9 will place an X to show the photo was rejected.

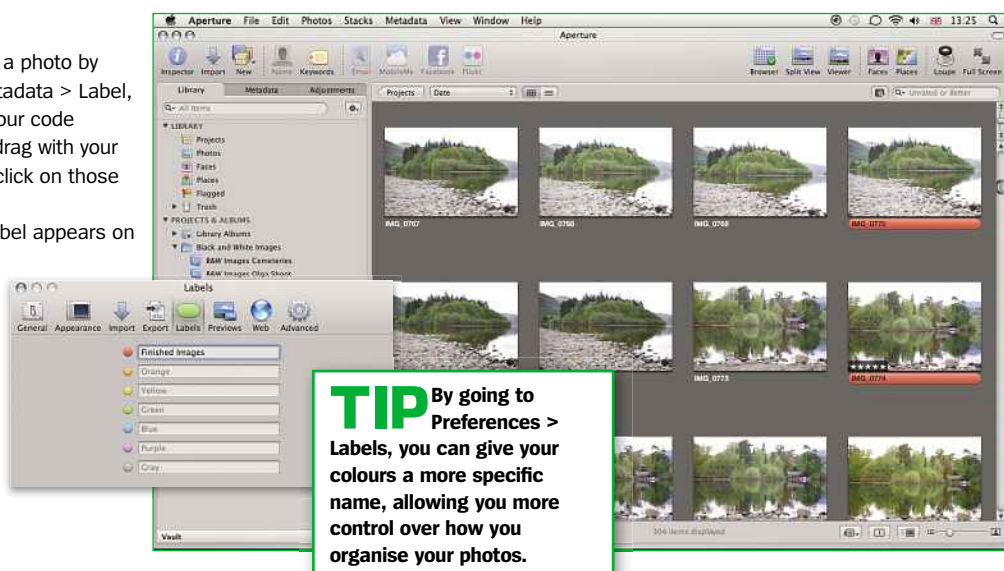


LABELS

2. Add a coloured label

You can assign a coloured label to a photo by selecting a photo and going to Metadata > Label, and then choosing a colour. To colour code several photos at once, click and drag with your mouse/trackpad, or you can Cmd-click on those images and add a label that way.

You can also control how the label appears on the photo by clicking on the Browser Metadata Overlays button, which is located at the bottom of the Browser window. Under this button, select Switch to Basic View (press Shift-U) to show this label as a coloured dot in the bottom-left corner of the image, or uncheck Show Metadata (press U) to remove the label and metadata altogether.

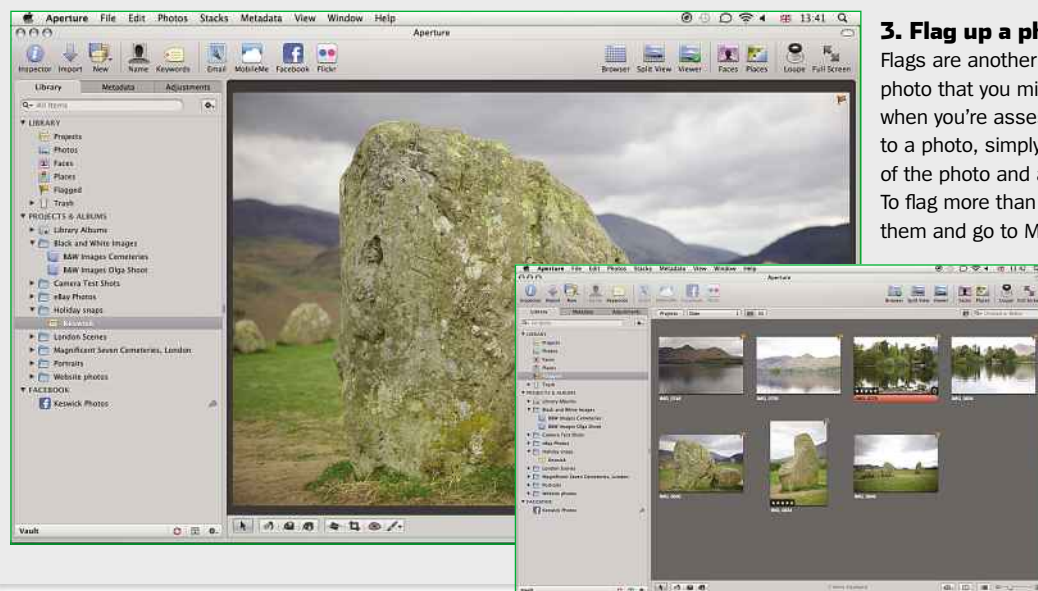


FLAGS

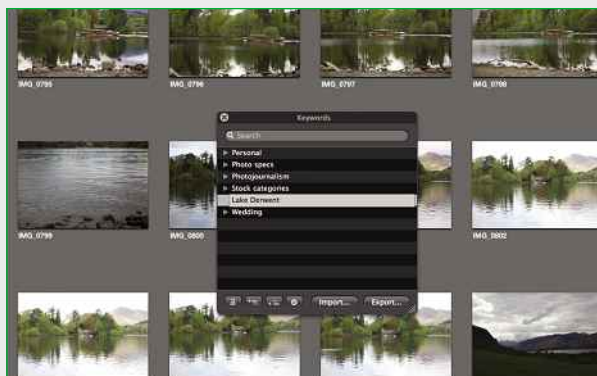
3. Flag up a photo

Flags are another quick way to highlight a photo that you might want to work on later when you're assessing images. To add a flag to a photo, simply click in the top-right corner of the photo and a small red flag will appear. To flag more than one image, first select them and go to Metadata > Flag.

In the Library palette, you can opt to only see those images you've flagged by clicking on Flagged. This will show all the flagged images from all of your Projects and Albums. To remove a flag, click on it, or select the image and go to Metadata > Unflag.

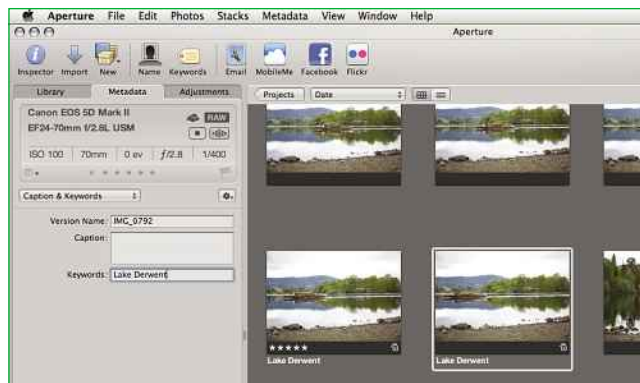


KEYWORDS



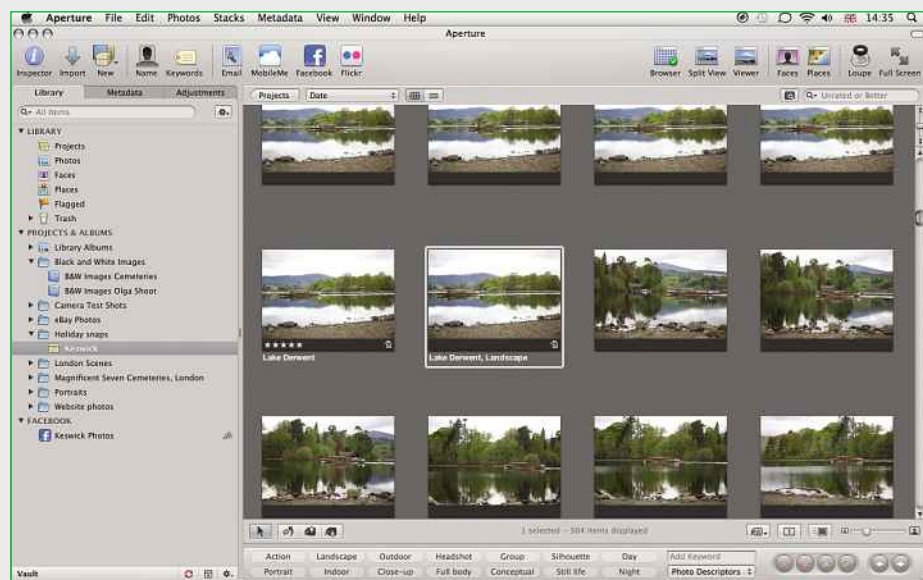
4. Tag photos with Keywords

Select a photo and click on the Keywords button in the Format Bar. This will open the Keywords HUD. Aperture offers a selection of keywords, but you can add your own. Click on the Add Keyword button and type in your keyword. To apply a keyword to an image, simply click and drag the keyword from the HUD to your photo.



5. Add a Keyword to Metadata

You can also add keywords to images through the Metadata palette on the left-hand side of the window. Select a photo, then click on the Metadata tab. Under General, bring up the drop-down menu and navigate to Caption & Keywords. Here, you can type in the keywords that describe the image's content, as well as add a caption. Click away from the image and the keyword is added to the photo.



6. Show Keyword buttons

A third way of adding keywords to your photos is by opening the Keywords Control bar. Go to Window > Show Keywords Control (or by pressing Shift-D). At the bottom of the window Aperture displays a series of Keyword buttons, with each button representing a keyword. To add a keyword to an image, select the photo and then click the button with the keyword you want to add.

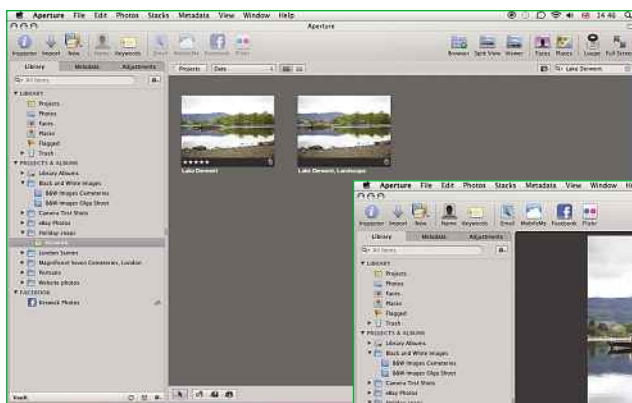
You can also add a keyword to an image by typing it in the empty field in this bar. A drop-down menu allows you to change the type of keywords to a group that's more suitable to your images.

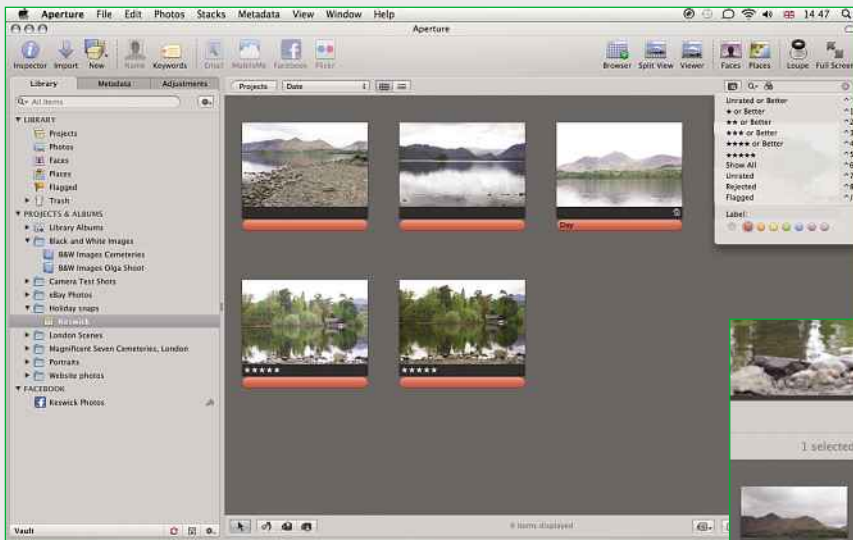
FILTERING AND SEARCHING

7. Use the quick search

Once you've built up your library of images and have been diligently rating, labelling and adding keywords to your works, there will come a time when you want to filter a project so that you can quickly find an image.

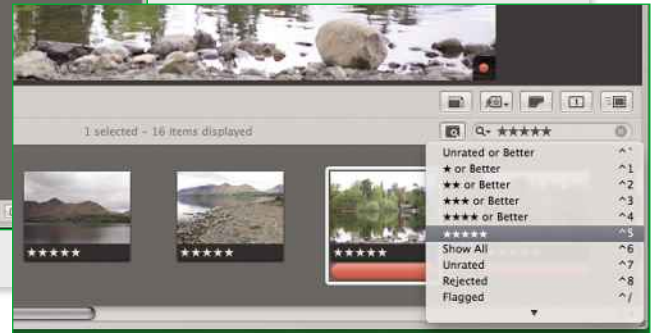
The quickest way to search a project or album is with the search function located in the top right of the Browser window, or below right of the main image in Split View. In the field, simply type in a keyword and Aperture will display the related images.





8. Search by Rating, Label or Flag

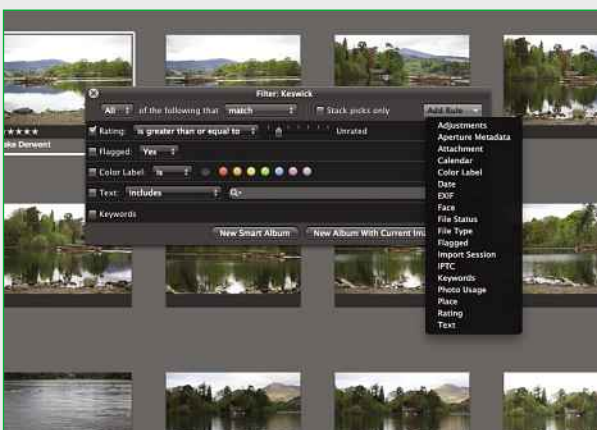
You can also search within your project or album using the drop-down menu next to the search field. Click on the magnifying glass to display a list of options for Rating, Flag and Label. Select a parameter and Aperture will display the images that match it. To remove the search criteria, click on the small cross to the right of the search field.



9. Call up the filter HUD

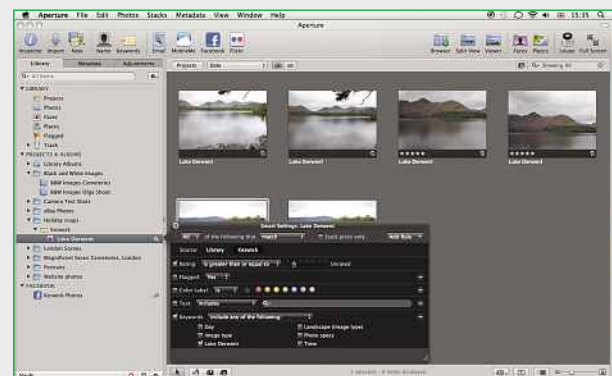
There's also the option to perform a more detailed search of the library. Located next to the search field is the Query button. Click on this to call up the Query HUD. Again, you have the options to search your library using Rating, Flags and Labels, but you can also search using keywords.

Check the box next to Keyword and tick the boxes next to the Keywords you want to use for your search. As you check or uncheck each Keyword box, Aperture automatically shows those images related to the search. Using the drop-down menu, you can also search for images using a variety of other criteria, such as images that don't contain the keywords.



10. To further refine your search

In the Query HUD, you can also add Rules to help you refine your search. Click on Add Rule to call up a drop-down menu of options. Here, you can add search criteria from a wide selection such as Calendar, Place, Photo Usage, and so on. Again, as you select a Rule, Aperture narrows your image search. To apply a Rule, make sure the checkbox is ticked. If you want to remove a Rule, simply uncheck the box. If you want to remove a Rule entirely, click on the 'x' next to the Rule and it will be removed from the list.



11. Saving your search

To save you from having to repeat a search again, you can save the images to either a New Album or a New Smart Album. After you've applied your Rules to find the selection of images that you want, click on the New Album With Current Images button at the bottom of the Query HUD to save those images to a new album within Aperture.

If you click on New Smart Album, again those images that fulfil the criteria are saved to a Smart Album within Aperture. However, a key difference is that should you return to Album and add search criteria that matches that used in the Smart Album, those images will then be added to the Smart Album.