

Keyword Manager Documentation



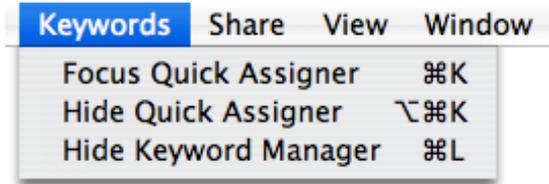
Welcome to Keyword Manager!

Keyword Manager is a plug-in for iPhoto which will greatly improve your iPhoto experience by giving you the tool necessary to manage, order and find your photos in a simple and efficient way. This document will help you get started with Keyword Manager by walking you through the user interface.

Keyword Manager works intimately with iPhoto's keyword system. This means that any keywords you've already created and assigned using iPhoto will still be there, when installing the plug-in; and all keywords you create and assign using Keyword Manager will remain, should you choose to uninstall Keyword Manager. Remember: searching using Spotlight will find your keywords within photos; which makes keywording even more efficient.

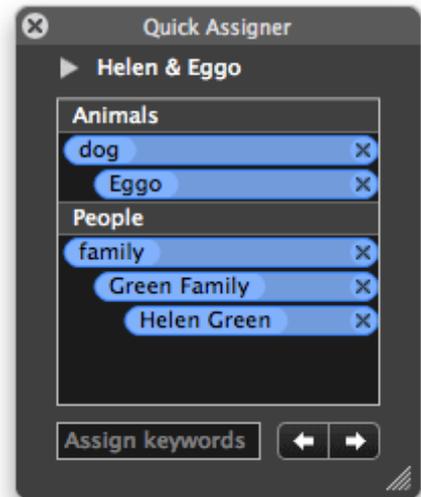
The Keyword Menu

When installing Keyword Manager you get an additional menu in the menu bar in iPhoto. From here you can easily hide and show the Quick Assigner and Keyword Manager windows. As you can see, there are also some convenient keyboard shortcuts for easy access.



The Quick Assigner

The Quick Assigner will be your best keywording buddy. This window is where you will do most of your keywording, using the text entry field at the bottom. Select one or more photos and start typing away. Creating and assigning keywords is as simple as just typing a keyword in the entry field and pressing enter. Smart auto-completion will make the task even faster when assigning existing keywords. It usually takes no more than two to three keystrokes.



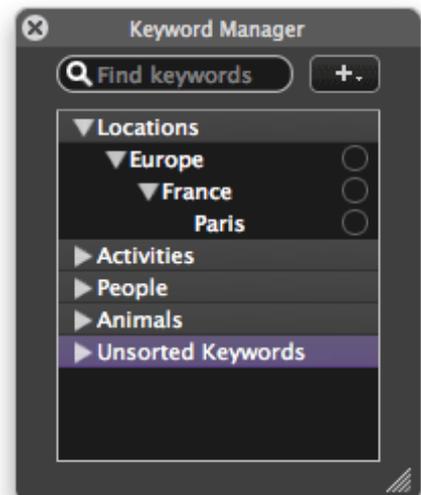
The Quick Assigner also gives you a quick view of which photo or photos you are working with at the moment, with a thumbnail and the title of the selected photo.

You move easily to the next or previous photo in your current iPhoto album using either the arrow buttons in the bottom right corner, or pressing the enter (next photo) or shift-enter (previous photo) on the keyboard when the entry field is empty.

The Keyword Manager

You will use the Keyword Manager to manage your keywords. You can group your keywords into categories and optionally order them hierarchically using drag and drop. Finding keywords is easy using the find-field.

Of course, after assigning keywords to your photos you'd probably like to put your efforts to good use. To only show the photos in current album which contains specific keywords, simply click the circles on the far right of each keyword. Holding down the option key or the control key creates *NOT* or *OR* combinations as opposed to the default *AND* combination.



The 'Unsorted Keywords' category is a special category that will hold all newly created keywords, until you drag them into other categories. Also, all keywords created from within iPhoto will appear here.

Instead of using the Quick Assigner to create new keywords, you can use the button in the top right corner of the Keyword Manager window. The keyword will be added as a subkeyword of the currently selected keyword or category in the list. Holding down the option key when clicking on the button will create a new category.

Click here to hide the thumbnails of the currently selected photos.



This area shows thumbnails of all selected photos. These are the photos that will be affected when assigning or removing a keyword.

These are the keywords assigned to the selected photos. **Blue** keywords are present in all photos. **Yellow** keywords are only assigned to some of the selected photos.

To remove a keyword from the selected photos, click on the X button.

If you hold down the option key, the X button on the yellow keywords changes to a ✓ button. Click to assign that keyword to all photos.

Type here to assign a keyword to all selected photos. If the entered keyword does not already exist, it will be created and added to the Unsorted Keywords.

Start typing a keyword into this entry field, and a list of existing keywords will appear as auto-completion suggestions.

Click to go to previous or next photo in the current album.

Click this button to create a new keyword. The keyword will be added to the currently selected category or as a subkeyword to the selected keyword.

If there is no selection, the keyword will be added to the Unsorted Keywords category.

Hold down the option key to create a new category.

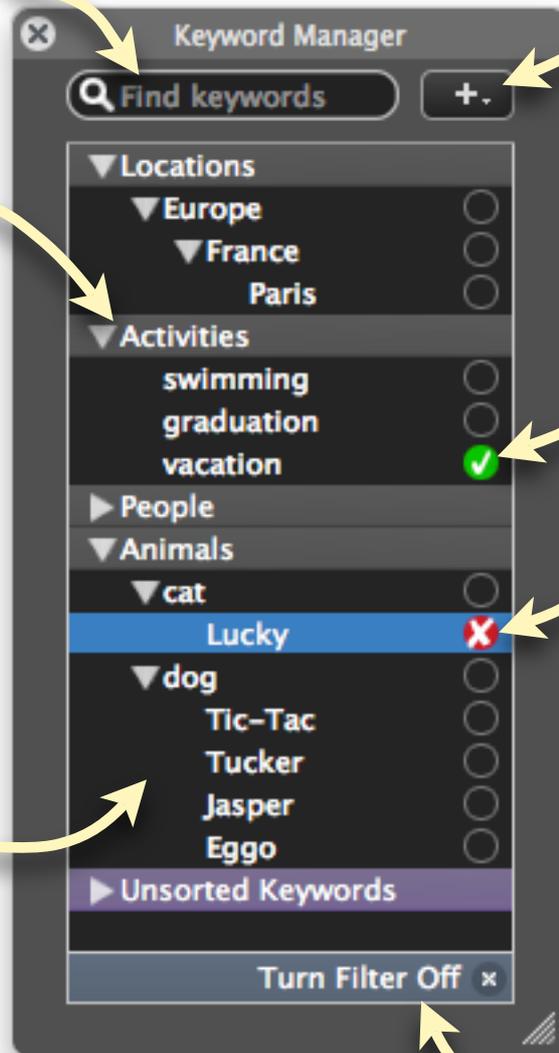
Type here to quickly find keywords.

This is a category. It is used to group keywords and cannot be assigned to photos.

Click on these circles to show only the photos in the current album that contain the corresponding keywords.

Holding down the option key while clicking will show only the photos that do *not* contain the keyword.

Holding down the control key will switch mode to showing all photos that contain any of the checked keywords.



This list contains all your categories and their keywords. You can drag them around to order them. Selecting one or many keywords and pressing backspace will delete the keywords.

Besides using the Quick Assigner, you can assign keywords by dropping photos onto the keywords in the list. You can also drag from this list to the list in the Quick Assigner for the same effect.

This box indicates that a filter is active. Click to remove the filter.

If you hover your mouse pointer over this area, a tooltip showing the current filter will appear.