

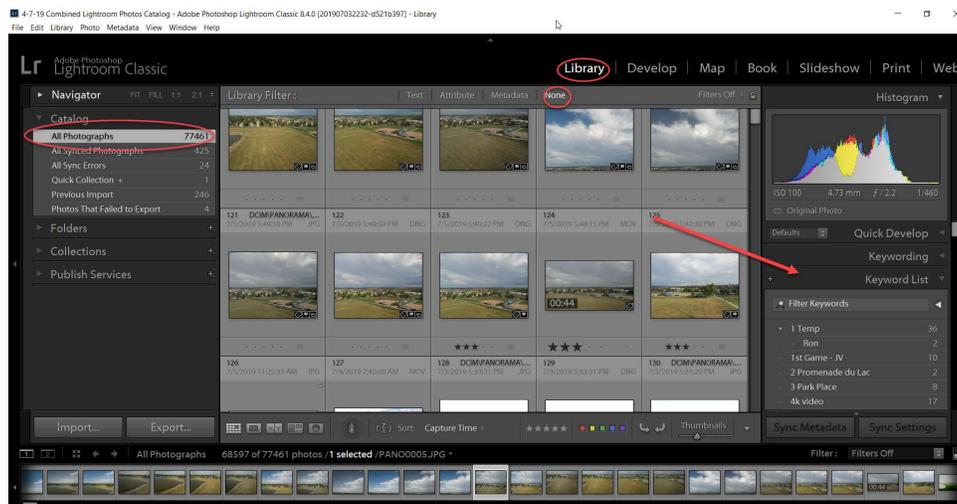
AppTip Sheet – Introduction to Keyword Tags in Lightroom CC – Part 1

One of the basic ways that Lightroom Classic (LR Classic) helps you to organize and ultimately find your photos is using Keyword Tags. These tags work in the same way as Categories, Sub-Categories, and Keyword Tags work in Photoshop Elements. The LR Classic Keyword Tags can take the form of a hierarchical list as in Photoshop Elements Organizer or just a simple alphabetical list.

In Part 1, we will overview creating Keyword Tags, putting them into a hierarchical structure, and tagging photos with them.

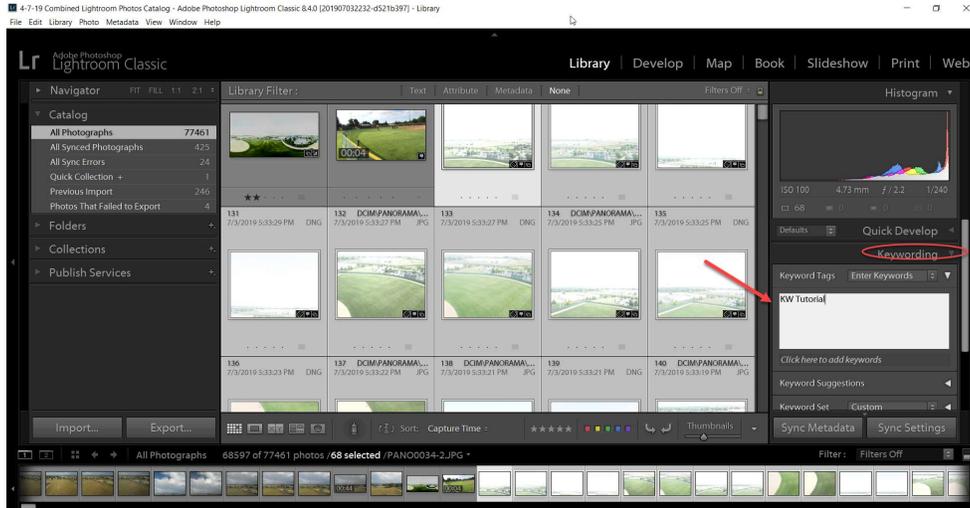
Creating Tags

The figure below shows the Library module, with the Catalog panel on the left open to All Photographs. None is highlighted on the Library Filter tool bar; we are seeing all of the 77,461 photos in the catalog. The Keyword List section is expanded in the right panel.



1. Expand the Keywording section.
2. Select the photos you want to keyword. In this example, I have selected a series of drone shots that will be used to create 360-degree panorama. Notice the thin border around each thumbnail identifies selected images.
3. As shown in the figure below, type in the desired tag, in this case “KW Tutorial” and press the Enter key.

Note, you can create multiple keyword tags at the same time. Separate new tags with a coma.



Create a Keyword Hierarchy Structure

We can proceed from this point of knowing how to create a Keyword Tag to create a hierarchical list of keywords. Think of a hierarchical list as an outline with each level of the outline indented relative to the level above it. The Tag List will then resemble the Category, Sub-Category, and Tag structure as shown in Photoshop Elements. In the steps below, we will use generic titles, but they could be replaced with a list like Family, with members of the family beneath it, and the family Keyword Tag beneath a parent tag People, for example. To illustrate, let's build on the "KW Tutorial" we just added.

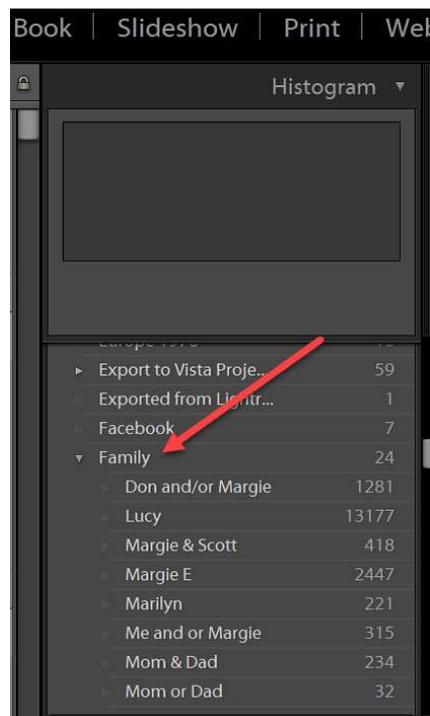
1. In the Keyword List section in the right panel, click on "KW Tutorial" we just created.
2. Click on the + sign to the left of Keyword List



3. In the dialog box that appears, enter "KW Tutorial 1a" for our purposes, and put a checkmark in the square next to Put inside "KW Tutorial". Then click on Create. See the figure below.

4. Now expand “KW Tutorial 1”, and you will see that “KW Tutorial 1a” is beneath it and indented.
5. Continue building your desired hierarchy by repeating Steps 1-4 with using the desired tag names. Remember, to highlight the parent tag of the tag you are entering, before pressing the plus sign in Step 2.

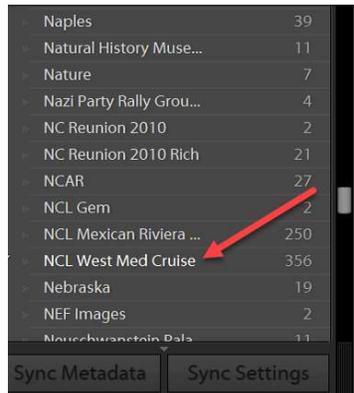
The figure below shows how my keyword hierarchical structure currently looks for Family.



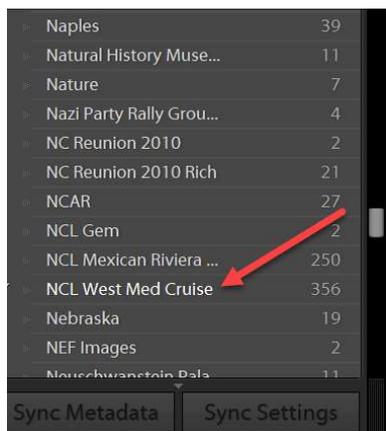
Creating Hierarchical Structure from a Simple Alphabetical Keyword List

Quite often when you import photos into Lightroom CC from a hard drive – internal or external – they already contain tags applied by another program, such as Photoshop Elements. In such cases, the keywords will be listed in alphabetical order with no hierarchical structure.

1. In the figure below, there is the “NCL West Med Cruise” Keyword Tag. “Valletta”, and “Villefranche” are listed further down the list out of view. They are on an equal level with NCL West Med Cruise” but are actually two ports where the ship docked on the cruise, so I would like them indented relative to “NCL West Med Cruise”.



2. Starting with, “Valletta”, I would normally drag its tag up to the NCL West Med Cruise tag and drop it. Valletta would then be a sub-tag of “West Med Cruise”.



3. Doing the same thing with the “Villefranche” tag, results in the figure below.

Natural History Muse...	11
Nature	7
Nazi Party Rally Grou...	4
NC Reunion 2010	2
NC Reunion 2010 Rich	21
NCAR	27
NCL Gem	2
NCL Mexican Riviera ...	249
▼ NCL West Med Cruise	356
Valletta	40
Villefranche	70
Nebraska	19
NEF Images	2
Neuschwanstein Pala...	11
Nevada	393
New England 06	2
New Lightroom Pics	1
New Mexico	144
Nice	5
Night at Hophbrau	13

But on my computer the drag/drop technique did not work. Tags would not drag. Apparently, there is a longstanding bug in Lightroom CC that when the number of Keyword Tags, exceeds 1500, the above technique does not work. I have not counted all my Tags, but I know I have hundreds. Fortunately, there is a quick tip workaround that I learned from one of the Adobe Lightroom forums.

Alternate Approach

This works even if the number of total Tags is less than 1500. During that same cruise I was on the NCL Gem ship. I have tagged pictures of it. I want it to be a sub-tag of “NCL West Med Cruise” as well.

1. Type NCL West Med Cruise and NCL Gem in the Keyword List Filter box.
2. Now they both will these two keywords (and others that contain some of the characters) close together, and you now can drag/drop the “NCL Gem” tag to the “NCL West Med Cruise” tag and make it a sub-tag.

▼ Imported Tags	9
Alaska Cruise	21
Key West	5
Lucy West HI Soccer	12
Medium Quality	572
▶ NCL Gem	1
NCL Mexican Riviera ...	249
▼ NCL West Med Cruise	356
Valletta	39
Villefranche	70

3. The result is shown below.

▼ NCL West Med Cruise	356
▶ Norwegian Gem	43
Valletta	39
Villefranche	70
Rhine Cruise	10
▼ To Sea With Z	3
Edited NCL Photo...	2

Tagging Photos

There are several ways to assign photos to a Tag. The following is one way.

1. Select the photos you want to tag.
2. In the Filter Keywords section in the right pane, click on the square that appears to the left of the desired tag as you hover over it. As soon as you click the Keyword Tag is assigned to the selected photos. This is shown in the figure below.

