

## **Using XnView software** (free download)

### **Labelling within digital images with metadata :-**

Open XnView

Navigate to folder with images

Select image (one click)

Go to ----- Edit ----- Metadata ----- Edit IPTC data

Fill in information in 'Caption' and 'Credits' fields

Click bottom left tab 'write'

Close with bottom right tab

### **Searching digital images with metadata :-**

Open XnView

Navigate to folder with images

Go to ----- Tools ----- Search

Tick box beside 'IPTC'

Leave 'All fields' and put in search word/s

Click on 'Search' and WAIT.....

Once it has finished searching you can 'Browse' or 'View'

### **Thumbnail images NOTE :-**

Once image is metadata labelled, an IPTC tab appears and you can check Caption as well as Preview image by changing tab whilst browsing.

Note: If images have been downloaded from ImageLibrary via WinZip then the IPTC information is sometimes hidden in XMP data.