

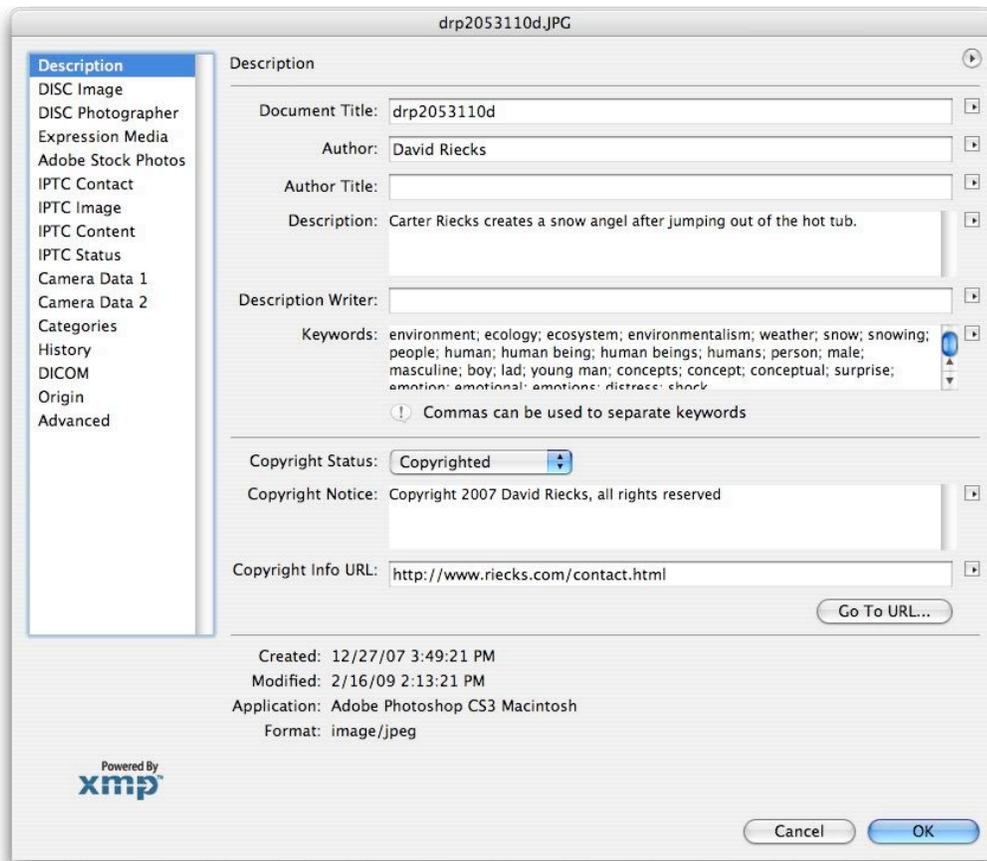
## ADOBE PHOTOSHOP

### ADOBE PHOTOSHOP FILE INFO

Adding metadata is actually pretty easy, once you understand how to use the various fields. Let's look at how to add metadata to an image with the **File>File Info** dialogue in Photoshop. Once you have done this, the information travels with the file, wherever it goes.

Photoshop and the other Adobe Creative Suite applications use a newer metadata format called [XMP](#). The XMP platform supports a variety of different metadata types and is built into the applications comprising Adobe Creative Suite. These XMP metadata can be stored within standard image files, but they may also reside in XMP sidecars when adding information to Raw file formats, such as Nikon NEF or Canon CR2 files.

The XMP metadata schema used in Photoshop contains the [IPTC Core](#) fields, as well as several others. The important thing about the IPTC Core fields is a large number of other imaging applications support them. Information entered in File Info is also synchronized and stored within images by Photoshop in the older metadata format - the [IPTC Information Interchange Model \(IIM\)](#) - still used by an even larger number of applications.

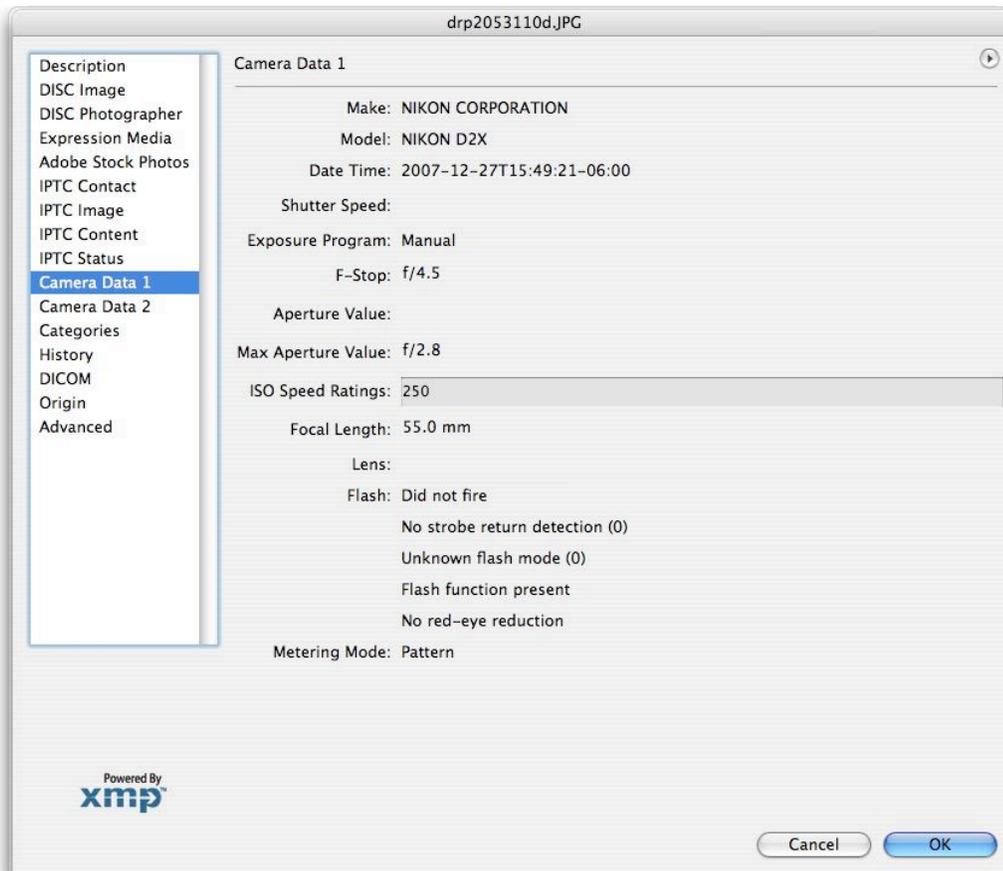


The Description Panel of the File Info in Photoshop CS3

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In Photoshop versions **CS through CS3**, the File Info dialogue box includes a series of panels accessed by clicking from a list of names at the left side of the dialogue. **CS4**, instead, has a series of **tabs** bearing names across the top of the dialogue. For simplicity, we use the term *panel*. **CS4** users should note this refers to **tab**.

If viewing an image captured with a digital camera, you can click on the Camera Data (1 and 2) panels and see details such as the make and model of camera, aperture, shutter speed settings and more (including latitude and longitude in cameras equipped with or connected to a GPS device). **CS4** has a single Camera Data Tab with the older Camera Data 1 and 2 Sections combined. Digital cameras automatically generate this information each time the shutter releases. They store these data within the Exif (Exchangeable Image File) metadata area of a digital file.

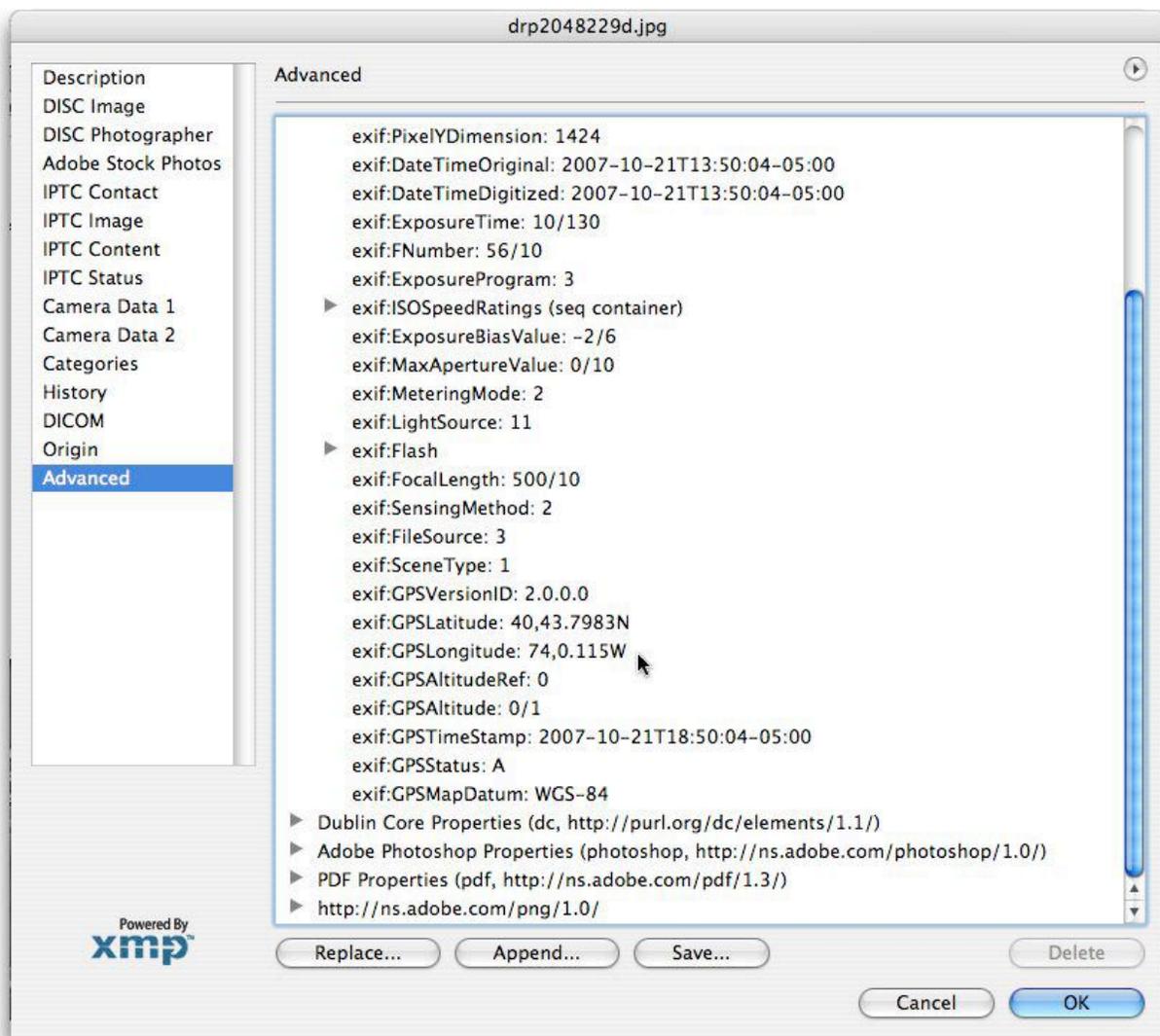


The Camera Data 1 panel of the File Info in Photoshop CS3.

Within the **Origin** panel, you can list information such as the geographic location (City, State/Province and Country), as well as things such as the Source of the image, how the image should be credited, a headline (a shortened caption) and other specialized instructions. For details on how to populate these fields, see the [Guide to Photometadata Fields](#) or download the [IPTC User's guide](#).

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The Advanced panel of the File Info for Photoshop CS3. Note the GPS latitude and longitude information in the Exif portion of the metadata.

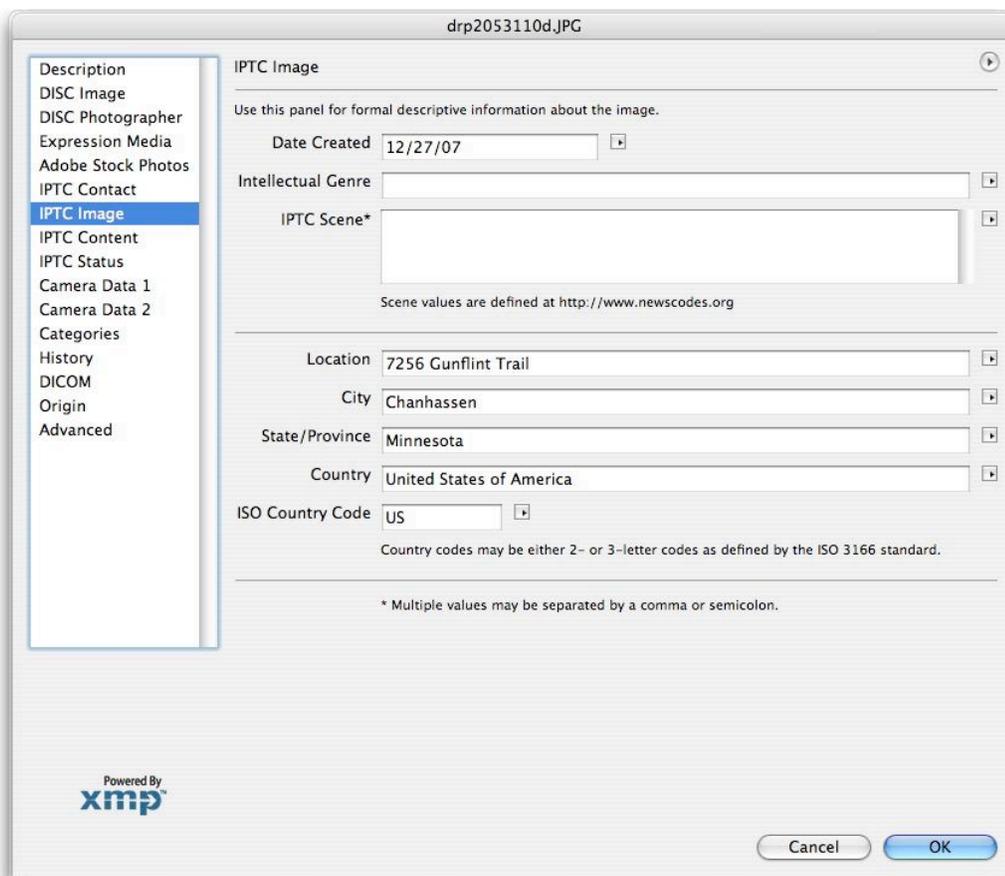
You might have noticed many fields in the panel display a small black triangle on their right. These are MRU (Most Recently Used) pop-up dialogues that can speed your data entry. When you click on the triangle, you'll see a short list of terms recently typed into the dialogue. Clicking on a value in the list will enter that value in the field, saving the trouble of typing the words and any worry about spelling the words consistently.

After completing the fields you want to use, click on the **OK** button to close the File Info dialogue. To add this information to the file, **you must also perform a Save or Save As command for that file**, or else any new information added will be lost. *(Please note you can only use File Info within Photoshop for embedding information into JPEG, TIFF, and PSD files. If you attempt to open a DNG or Raw file, it will open in Adobe Camera Raw, which processes the file before it opens in Photoshop, where you can access the File Info panel.)*

You will find the process of filling out the metadata fields for a number of images to be very repetitive, even tedious, and will soon say to yourself: "There has got to be a better way!" You would be right.

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*The IPTC Image panel contains some of the same information found in the Origin panel of the File Info in Photoshop CS3; click triangles to the right of fields to choose from Most Recently Used entries.*

## CREATING A METADATA TEMPLATE IN ADOBE PHOTOSHOP CS THROUGH CS4

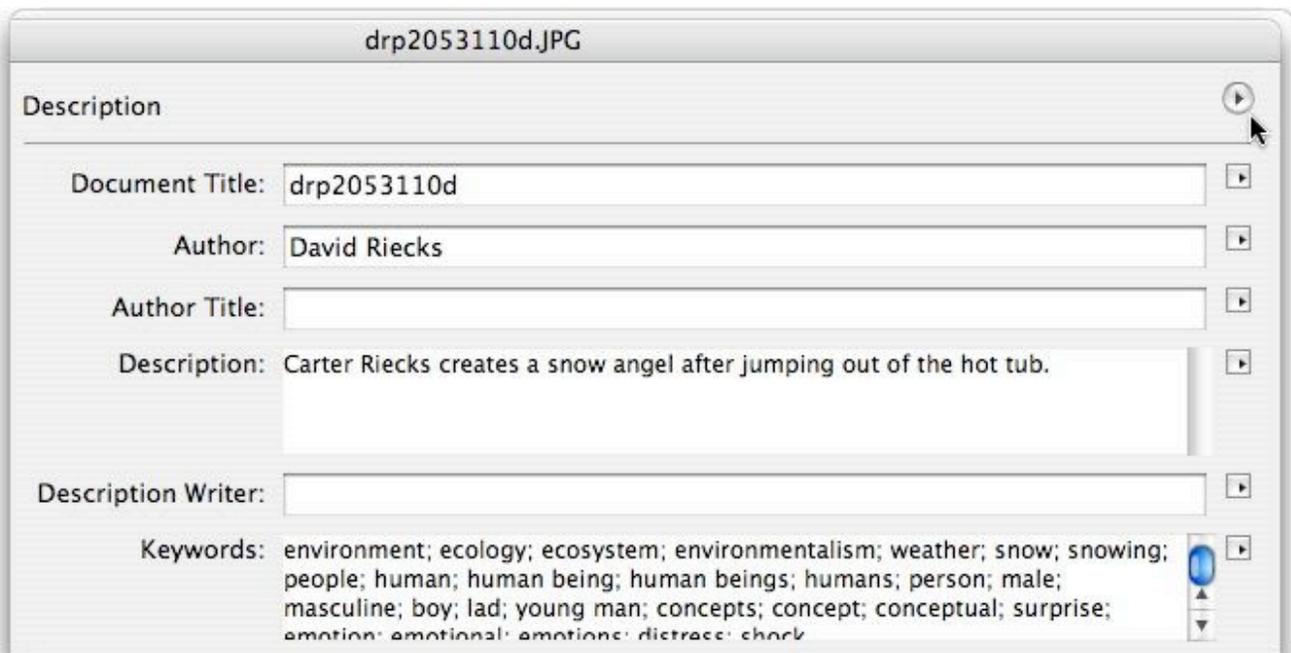
A great way to simplify adding of descriptive information is by creating a metadata template. Note you can always choose whether to Append or Replace the metadata in your image files.

### Creation

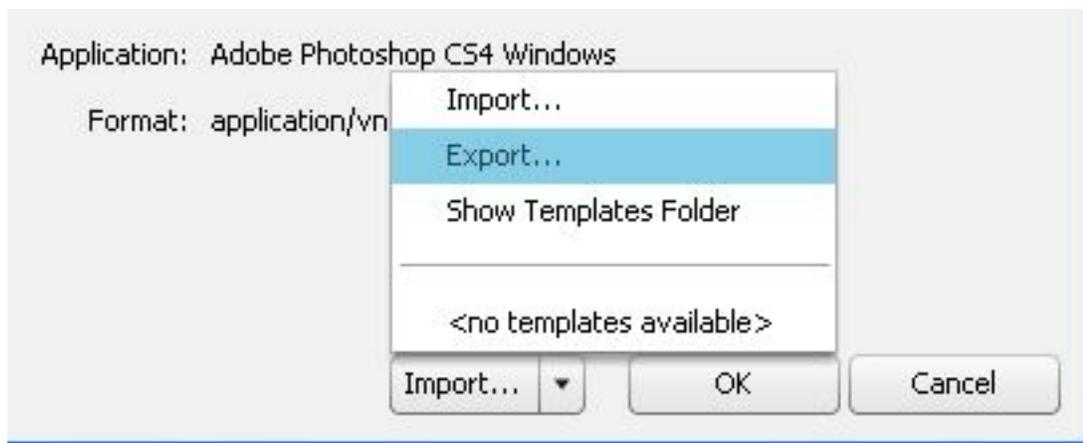
1. Start with a fresh, new document in any Adobe Creative Suite application.
2. Locate the File Info option under the File menu and enter the information you want in the template.
3. Save the template. In CS through CS3, go to the upper right flyout (circle with arrow), select save and give the template a memorable name.
4. Cancel File Info.
5. Discard the new document.

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In CS4, click on the downward-pointing arrow beside the Import/Export button in the bottom right of the File Info dialogue, choose Export from the resulting menu, give it a memorable name and choose Save.



### APPLYING A METADATA TEMPLATE TO A SINGLE IMAGE

1. Open a file and select File Info from the File menu.
2. Select the template you want to use.

In **CS through CS3**, click the same flyout menu used to create the template and simply choose the name of your new template to **Append** its contents to the image's existing metadata. If you hold down the **Control key** when you click on the template name, you will **Replace** the existing metadata.

In **CS4**, choose the template using the downward-pointing black arrow beside the **Import button**, and select "Import" from the resulting pop-up menu. Another dialogue box will appear asking whether you want to "Clear existing properties and replace with template properties;" "Keep original metadata, but replace matching properties from template;" or "Keep original metadata, but append matching properties from template."

3. Apply the template.

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Templates you create in Photoshop can apply the same metadata to any number of files, and they are available also in Adobe Bridge, Photoshop Lightroom and several other programs. Bridge allows you to replace or append (add) the metadata not only to a single file, but also to a batch of files. See the [next section](#) for details.

### About Append and Replace

While holding down the control key toggles between Append and Replace in the flyout template menus of Adobe Photoshop CS through CS3, you will only see the option to Append or Replace within the Advanced Panel of the File Info dialogue. That option is visible from any tab within Photoshop CS4.

**Append** will add values from the template to empty fields. Existing information is **not replaced**.

**Replace** adds values from the template to empty fields AND **replaces** existing values in fields.

In CS4, you have slightly more complicated choices, as noted above.

You can also **Delete** various metadata fields and values using the Advanced Panel (or Tab in CS4) of the File Info dialogue.

### Hanging On to Your Hard Work.

Having spent all this time entering information in your images' metadata fields, you'll probably want to make sure it stays there. That's why it's unfortunate that Photoshop's "Save for Web" function can undo your efforts. Photographers have long used this feature to prepare images for websites. Sadly, many photographers don't understand this feature can easily strip vital metadata and contact information. See the section for Web Designers in the [UPDIG Photographer guide](#) for details on how to protect yourself and educate others about how easily metadata can be to accidentally removed.

### SUMMARY

Photoshop's File Info provides a set of panels consistent with those available within all the Adobe Creative Suite applications. If you have trouble reading small print, you might find Photoshop File Info easier to use than Bridge, since metadata display larger in the File Info dialogue. Many users find they can speed their workflow by choosing values from the File Info MRU (Most Recently Used) pop up dialogues.

You can also install custom panels to fill specific needs not met by the current IPTC Core and Photoshop panels/tabs. But please be careful when using custom panels, since others may not easily view the fields you create unless they have installed the same custom panels.

One clear advantage of the File Info dialogue and its metadata templates over Bridge is it allows you to set the Copyright Status property. This pull-down menu is not visible in Bridge - although with a text editor you can modify existing XMP metadata templates to set this option.