

Annotating your media

The Info Panel allow in-line editing of annotations, captions, keywords, and categories. To add information or edit a field, double-click the text box next to the field label and type in the annotation information.

Two icons at the top of the Info Panel assist in the editing of annotations:

- Save** modifications permanently. This option is always applied when selecting a different media item or closing the catalog.
- Discard** or clear modifications that you have made to annotations.

Adding or editing annotations in an MediaPro catalog does not affect the original files, unless you choose to synchronize the annotations in catalog items with the original files (see page 58).

MediaPro allows you to assign and edit annotations individually or batch annotate multiple media items, providing you with a quick method of organization. There are five ways to assign annotations: during import; applying Metadata Templates; data entry in the Info Panel; data entry directly in any view; and drag-and-drop to the Catalog Fields index.

On Import/Ingestion

In the Import Items from Camera, Disk and URL options (File menu), you can define a Metadata Template to be applied to every media item during import (see figure).

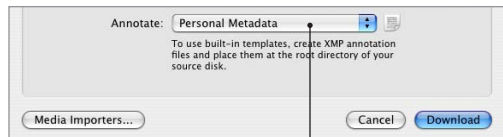
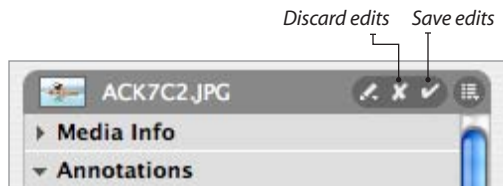
Metadata Templates are useful for saving and applying a group of frequently used annotations, such as creator information (author, copyright, contact information, etc.). See more about creating templates on the next page.

Info Panel

MediaPro uses the Info Panel to provide an easy way to quickly review the aggregate properties and metadata of an image. You can also use the Info Panel to assign annotations to single item or to a batch selection of media items.

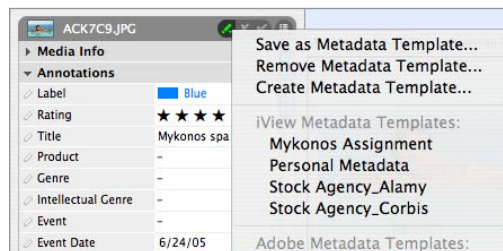
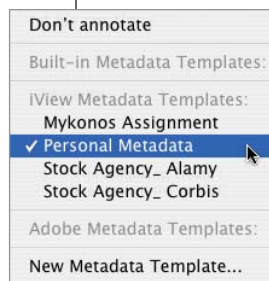
1. Select the item(s) to annotate.

2. Open the Info Panel: Click on the Info toolbar



Annotate on import:

Choose a metadata template from this drop-down menu to apply a group of predefined annotations to all imported items. If there are no templates available, you can create one by selecting *New Metadata Template*.



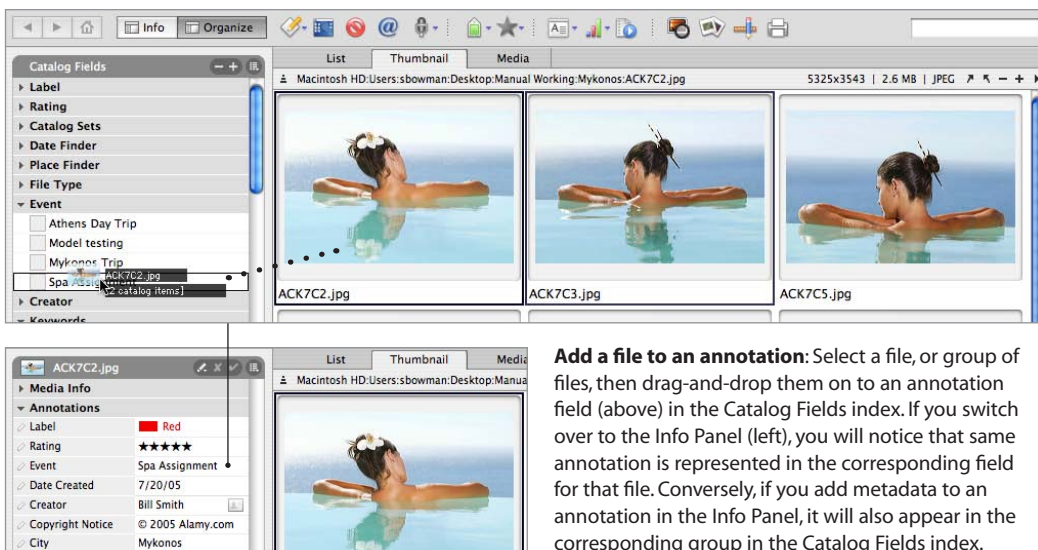
Metadata Templates are useful for saving and applying a group of frequently used annotations.

button or select Window > Display > Info Panel.

3. Enter data: Type your information into the desired Annotations fields (e.g. *Description*, *Date Created*, *Keywords* or *Categories*).

4. Apply changes: Click the check mark icon at the top of the Info Panel to confirm changes (or the X icon to discard changes).

5. Batch: In the confirmation dialog, select *Apply to All* items. Now all selected items have the annotations you entered.



Add a file to an annotation: Select a file, or group of files, then drag-and-drop them on to an annotation field (above) in the Catalog Fields index. If you switch over to the Info Panel (left), you will notice that same annotation is represented in the corresponding field for that file. Conversely, if you add metadata to an annotation in the Info Panel, it will also appear in the corresponding group in the Catalog Fields index.

Metadata Templates

MediaPro provides Metadata Templates — a tool for saving a set of frequently used annotations and applying them to media items. In previous versions of MediaPro, templates were called AutoFills.

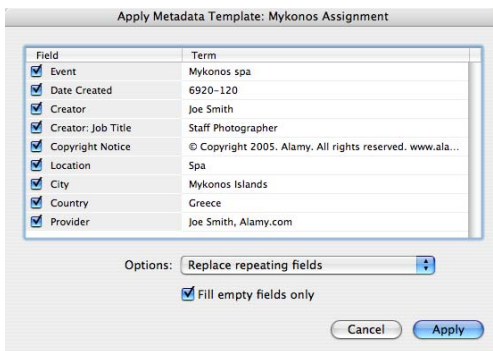
A metadata template applies *Annotations, People, Keywords, Scenes, Subject Codes, Categories and Descriptions* to each item selected in the catalog.

To create a Metadata Template:

1. Select an item and enter information into all annotation fields you wish to save.
2. In the drop-down menu at the top of the Info Panel (Pencil icon), choose *Save Metadata Template*. Name your template in the dialog. Alternatively, you can choose *Create Metadata Template* in the drop-down menu at the top of the Info Panel (Pencil icon). Metadata templates can also be created during the Import Items from Camera, Disk and URL options

To apply a Metadata Template:

1. Select a group of media items.
2. In the drop-down menu at the top of the Info Panel (Pencil icon), choose a Metadata Template



Apply Metadata Template: Provides options to turn some fields from your template on or off.

in the menu.

3. A dialog will appear showing the metadata that will be assigned by the template. You can turn some fields on or off to keep them from being applied to media items. Click the *Apply* button.
4. Click the check mark icon to save the annotations. In the confirmation dialog, select *Apply to All* items. Now all selected items have the annotations assigned by the template.
5. Tip: Choosing *Remove Metadata Template* will provide you with a dialog to remove templates from the drop-down menu.

Annotating in views

You can now edit any displayed IPTC annotation directly in List, Thumbnail and Media views.

1. Launch the View Options palette (Window > Show View Options). In the Fields > Annotations section, click on any field name to display it in the active view. *For more information on View Options, see page 44.*
2. Simply click on the field in the active view and start typing (see figure right).

Drag-and-drop to Catalog Fields index

The Catalog Index is an alternative way to add metadata organization to your media, as opposed to entering annotations in the Info Panel.

All IPTC, XMP and QuickTime standard fields in the Catalog Fields index support drag-and-drop. Other supported fields include: *Catalog Sets*, *Date Finder* and *Sample Color*. Custom annotation fields also appear here (at the bottom of the Annotations group) and support drag-and-drop.

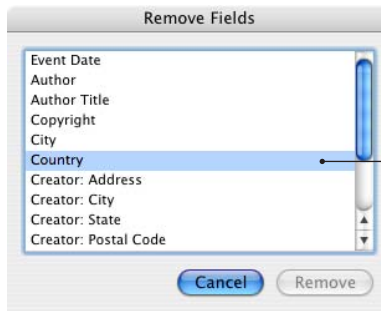
Instead of assigning annotations in the Info Panel, you can create an annotation field term in any of the Catalog Field groups. Then simply drag-and-drop images on the annotation field value to assign it to an item (see figure on previous page). This significantly speeds up and simplifies the annotating process. If you switch to the Info Panel, you will notice that same annotation is represented in the corresponding annotation field.

Annotating using the Catalog Fields index

1. **Open the Organize Panel:** Click on the Organize toolbar button or select Window > Display > Organize Panel.
2. **Display annotation group:** Reveal the desired annotation group in the Catalog Fields index using the drop-down menu in the upper right hand corner of the panel. Expand the annotation group by clicking on the group name (e.g. *Date Finder*, *Keywords*) to show available terms for that annotation.
3. **Add a term:** If the annotation value does not exist, click the + (plus) icon at the top of the



Annotating in views: You can now edit any displayed IPTC annotation directly in List, Thumbnail and Media views. Simply click on the field and start typing.



Clear Annotations > Choose Fields (Action menu) reveals the annotation fields attached to item(s), allowing you to select the particular field(s) to remove.

Catalog Fields pane. Type the name of the term and click *OK*.

4. **Select an item or group of items**, then drag-and-drop them onto the new term. Associating an item with an annotation in a catalog does not affect the original file.

Removing annotations

You can remove the annotation fields from selected items by choosing Action > Clear Annotations. In the pop-up dialog you can choose to *Clear All* annotations or *Choose Fields* that you wish to remove. The latter reveals a list of annotations associated with all items, allowing you to select the fields to remove.