



Creating or changing keywords

You can create your own keywords by editing the list of keywords. Once you add a keyword, you can assign it to any photo you choose.

IMPORTANT: Editing a keyword changes that keyword in any photos to which you've assigned it.

To add a new keyword to the Keywords list:

- 1 Choose Window > Show Keywords.
- 2 Click the Edit Keywords button in the Keywords window.
- 3 Click the Add (+) button.
- 4 Type your new keyword.
- 5 Click OK.

To rename an existing keyword, follow steps 1–3 above, double-click the keyword in the list, then type a new name and click OK. Or you can select the keyword and press Rename, then type a new name for it.

To delete a keyword from the list, click the keyword, and then press the Delete key.

To create a shortcut name for a long keyword, select the keyword, then double-click the Shortcut field to the right of it and type your shortcut into that field.

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