

# Through The Lens

A guide to digital photography for computer enthusiasts.  
After the click of your camera, you're only half done!

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## Organizing your photos – Part 2

By Lynda Buske

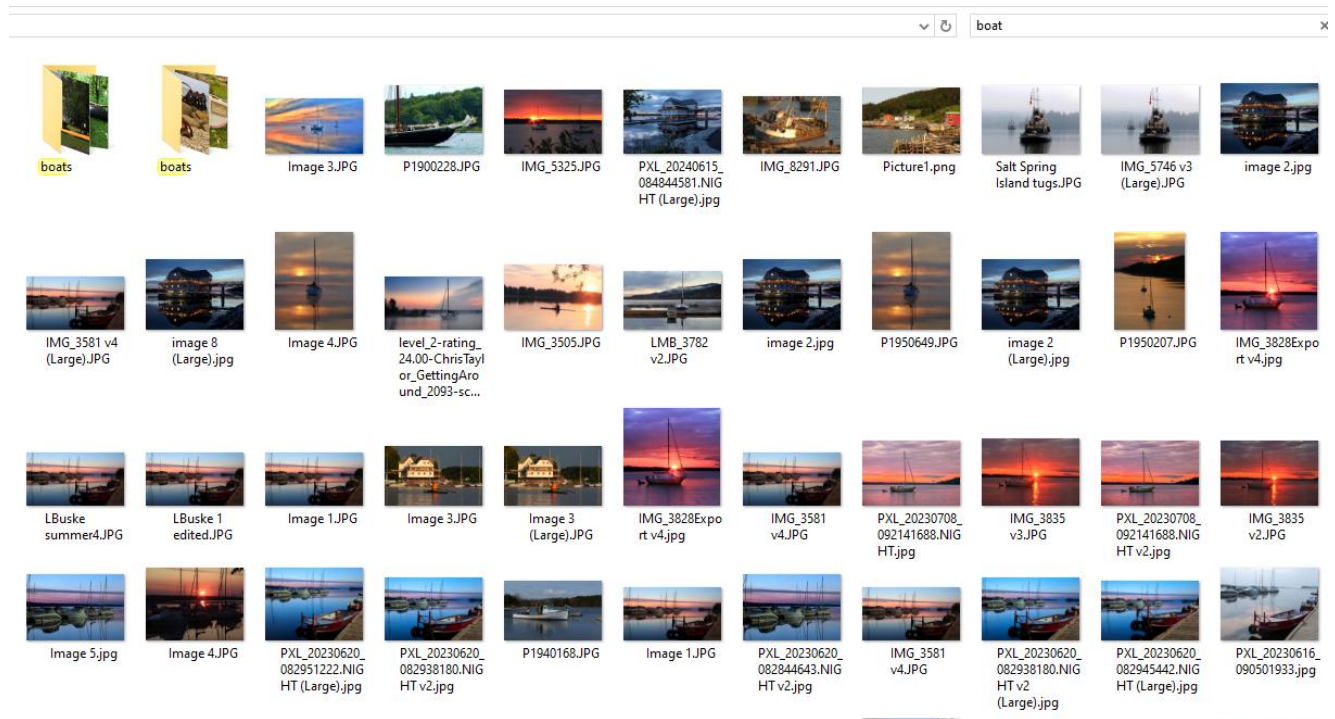
Last month, I wrote about using **File Explorer** to organize your photos on your PC.

<https://opcug.ca/Photography/OrganizingPhotosPart1.pdf>.

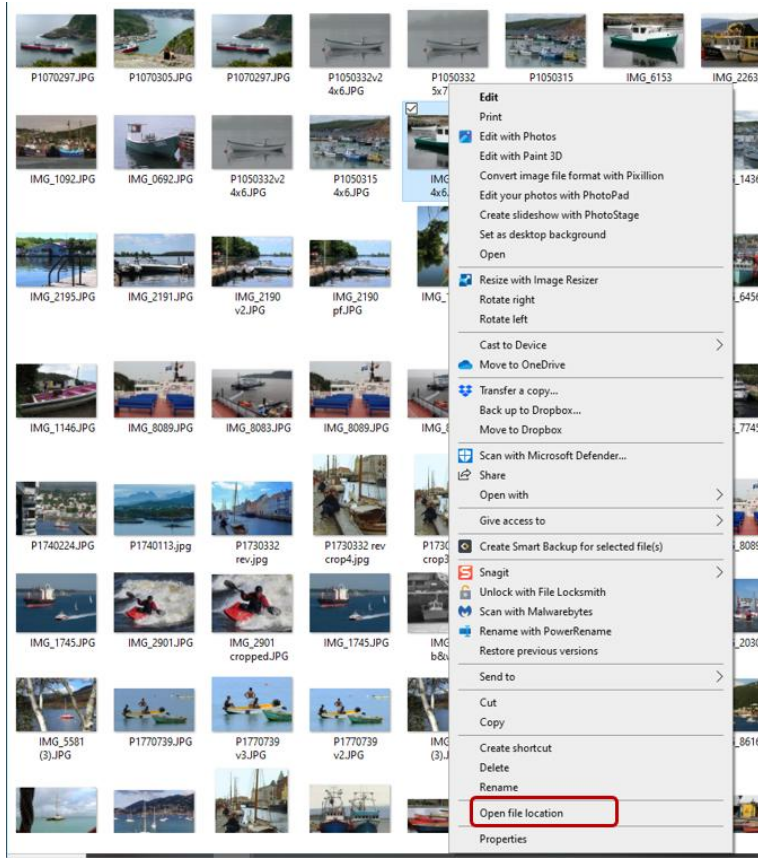
This month, I am going to show you how to find photos that you have not tagged or renamed and how to assign stars to your best ones.

To search for an image using **File Explorer**, I first make sure I am in the **Pictures** folder (by default, Windows only indexes a few personal folders such as *Pictures*, *Documents*, *Downloads*, *Desktop*, etc.) and then I enter whatever text I want in the search box in the upper right corner. If I know the image name or number, I can certainly search for it here but most of the time I do not. Even with well-named folders, there are times when I don't remember when and where I took a photo if it is a common subject like a boat or a bird. Alternatively, I may wish to see all my images of a particular topic such as boats displayed together as a collection so I can then select the best one.

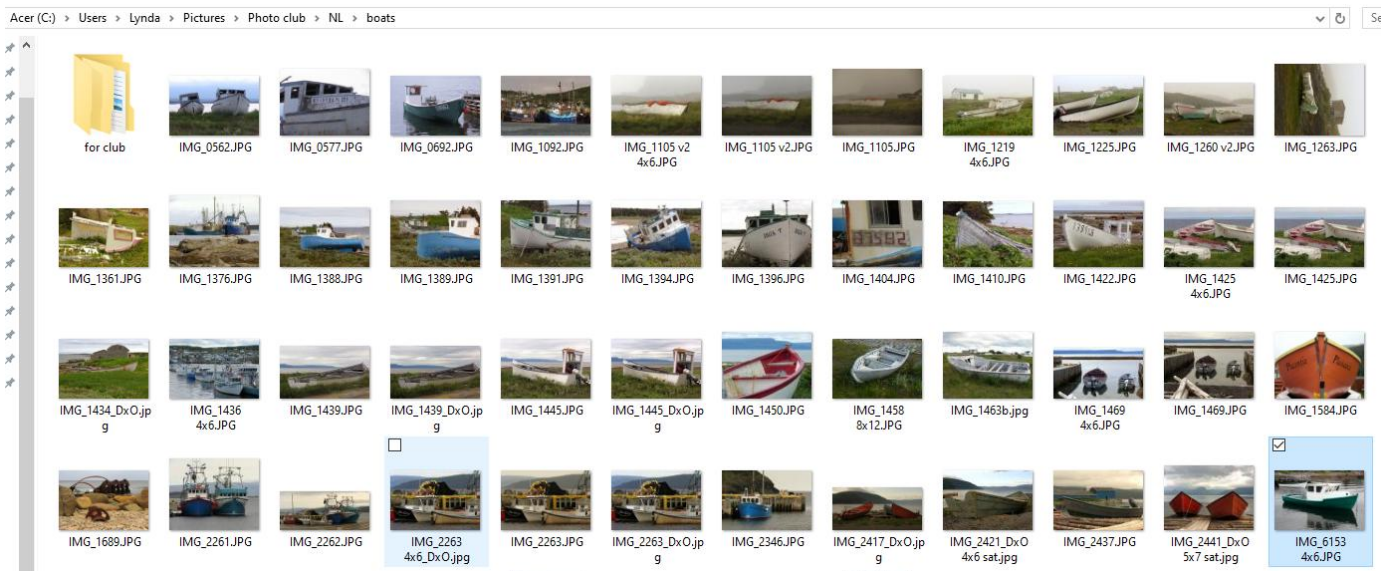
Note that when I search on the word **Boat**, it also shows any folders or file names where the word boat is included, regardless of their content. If I named a photo of a rose as **Boat**, it would appear in the search results.



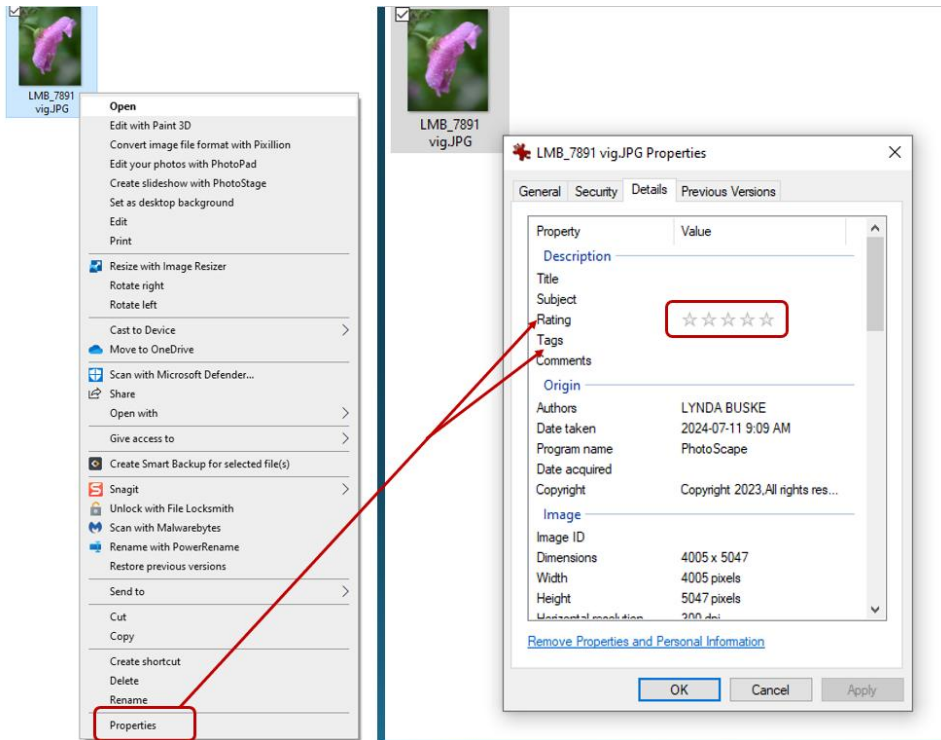
The more specific your search words are, the less likely the search will be successful so keep your terms broad. For instance, it will find **Birds** but not necessarily specific species. To find out where a particular file is located, right click on the photo and go to **Open file location**.



It will then show you the exact route to your image.



To tag an image or assign a star rating, right click on the photo and go to **Properties/Details**. From there you can click on the number of stars you wish to give it or type in a tag.



Later on, if you want to search by the number of stars, just put the word **Rating** in the search box and a star selection drop down list will appear. You can then select the number of stars and it will display only those photos where you have assigned that level of star rating.

