Online Design (OD) Mod 4

Tagging Images

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The image management tools in Online Design are geared toward helping improve your coverage and creating an index.

You can tag images to identify the students who appear in the photos. In Online Design, you have the ability to add up to 250 tags to a photo, if necessary.

To avoid needing to merge student records later, it is recommended that you not tag until after the Portrait CD/DVD has been processed and uploaded to your account.

**To tag an image**:

1. Click **Photos** in the main navigation.
2. If photos have been uploaded, you will see them organized by photo album under **My Photos** or **Photo Albums** areas. Scroll through the images and click to select an image you want to tag.
3. The photo you selected will open in a new window, showing the image details screen in Slideshow view. Click on the **Add a student** text field in the lower right corner.
4. Type the name of the student that appears in the photo. As you type, matching names from your student list will populate and appear in a drop-down menu. When the correct name appears, click to select it. The name will appear in the window above, and the image is now tagged.