



## Keyword Photo Tagging - “Hashtag” Tool

### Step 1: Upload Participant Data

- Go to Folders → Gallery → Tools → #Tag (Orange Tab)
- Format Data as shown. You will need a column of unique IDs which will be the keyword identifier for each participant. Choose “generate random passcodes” if you don’t have a unique identifier. (Unique identifiers can be phone numbers without symbols, i.e. 5551234567, or another string that is different for each participant.)

Upload Participant Document

Generate Random Passcodes

Please ensure your columns are named as below.

	A	B	C	D	E	F	G	H	I
1	id	firstname	lastname	school	teacher	grade	class	category	Role
2	123	Sally	Applewood	Creakview	Mrs. Applewood	7	Middle School	Teacher	
3	456	Karen	Johnson	Creakview	Mrs. Applewood	7	Middle School	Student	
4	789	Fred	Flintstone	Creakview	Mrs. Applewood	7	Middle School	Student	
5	987	George	Clark	Creakview	Mr. Clark	8	Middle School	Teacher	
6	654	Jonny	Appleseed	Creakview	Mr. Clark	8	Middle School	Student	
7	321	Barney	Rubble	Creakview	Mr. Clark	8	Middle School	Student	
8	135	George	Jetson	Creakview	Mr. Clark	8	Middle School	Student	
9	468	Cindy	Wood	Creakview	Mrs. Wood	6	Middle School	Teacher	
10	246	Jane	Jetson	Creakview	Mrs. Wood	6	Middle School	Student	
11	578	Homer	Simpson	Creakview	Mrs. Wood	6	Middle School	Student	
12									

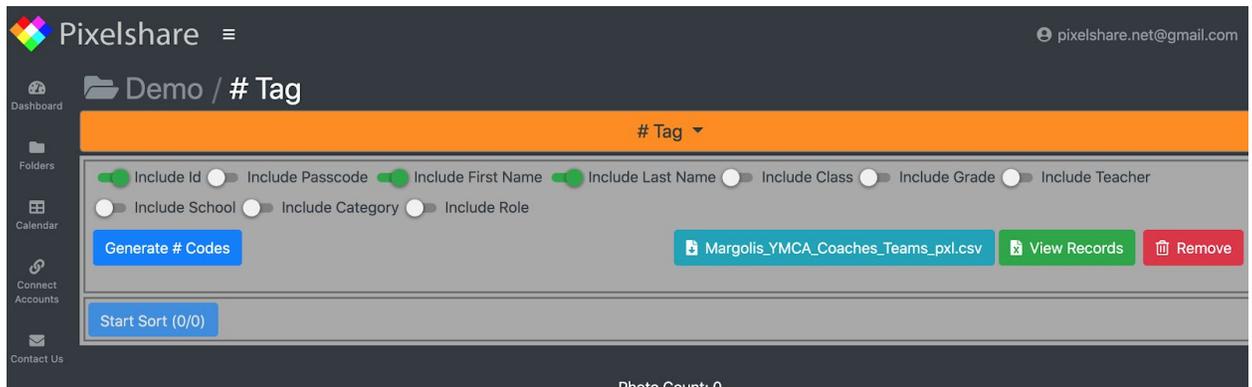
school\_sample

Ready

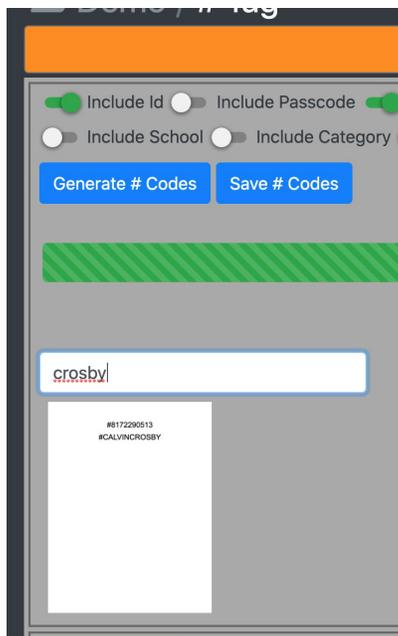
- Upload data as a .CSV file.

## Step 2: Generate # Codes

- Time to create the “slate” cards which you’ll use on photo day. Choose the columns from your data that you want to print on the slates by sliding the buttons to green



- Save the # Codes, or use your device at the photo shoot so you can search for participants as you take their photos. Saving the # Codes will create a PDF file you can print and bring to the photo shoot. Many photographers use a tablet or phone and open the Pixelshare app so they can use the search function:



Tap to enlarge slate and take photo during photo shoot

## Step 3: Photo shoot

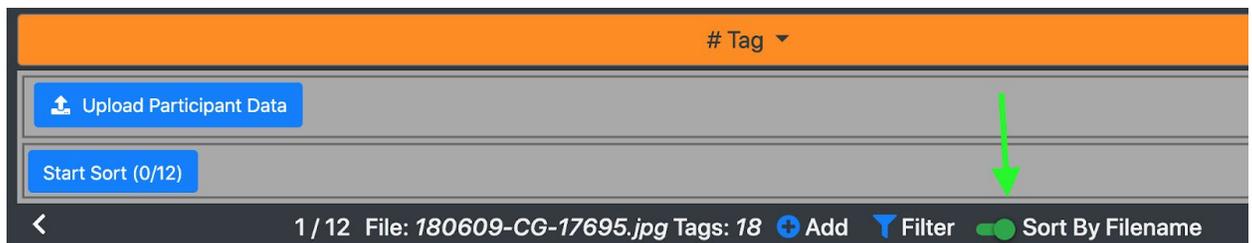
- Take a photo of the slate, take photos of the participant.
- Take a photo of the next slate, take photos of the next participant, and so on...

## Step 4: Upload photos

- Upload to Zenfolio, (or straight to Pixelshare). Make sure the slate photos precede the participant photos by either (a) EXIF Time Taken, or (b) File Number.
- \*Pixelshare by default displays and processes photos by the time taken in each file's exif data which is determined by the camera settings.\*
- If you edit photos before uploading in Lightroom or another program, it's best to rename the files so they upload in order by file name (10001.jpg, 10002.jpg, etc), where the slate shot precedes the photos of each participant.

## Step 5: Run #Tag in Pixelshare

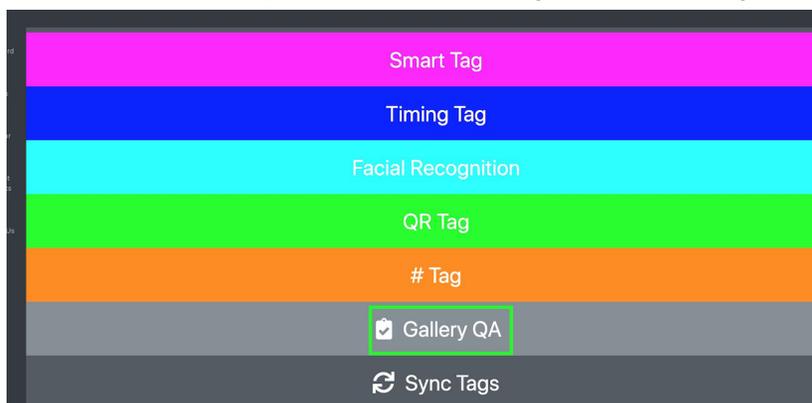
- Open the Folder → Gallery in Pixelshare you want to process
- Go to (orange) # Tag tool
- Spot check that photos are in order. \*If you renamed files, choose “Sort by Filename” button” to display them in order\*



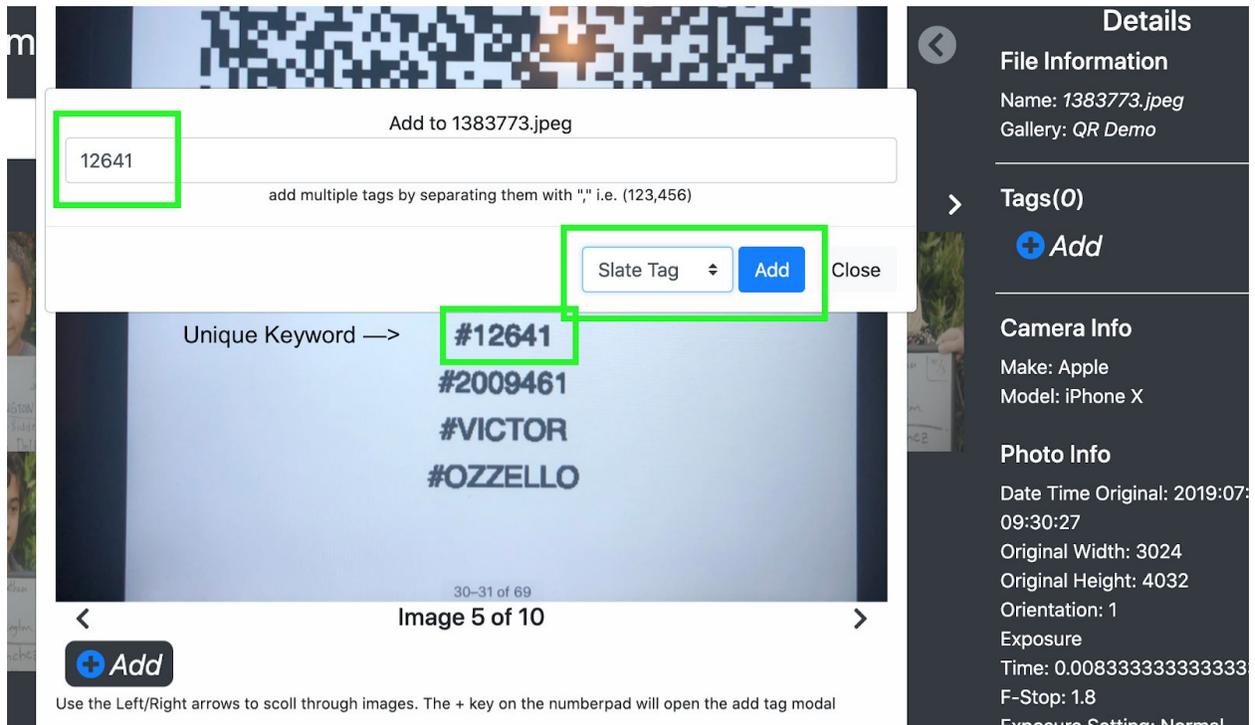
- Hit the Start Sort button and Pixelshare will add the keywords show on each slate shot to the photos following the slates

## Step 6: Quality Assurance

- After the Sort is complete, Click the Orange Toolbar and go to Gallery QA



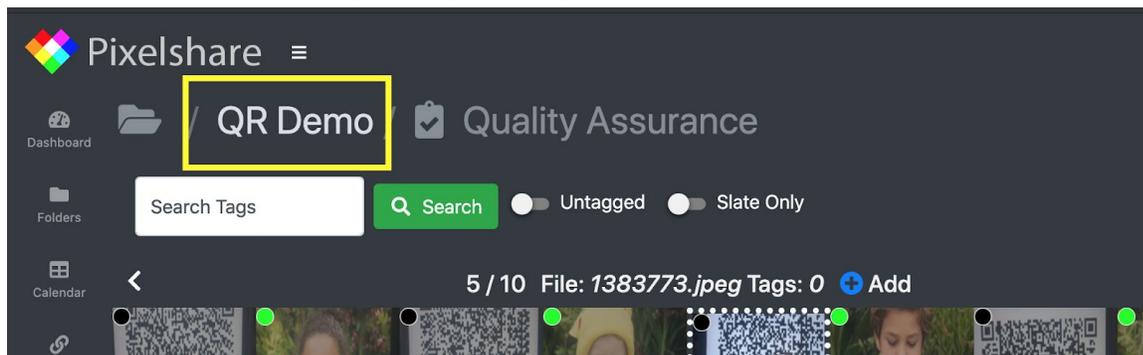
- Click the “untagged” button and if you see any Slate shots in that view, manually tag them as slate shots with the unique Keyword. This just means that the slate wasn’t read during the initial “Sorting” process.



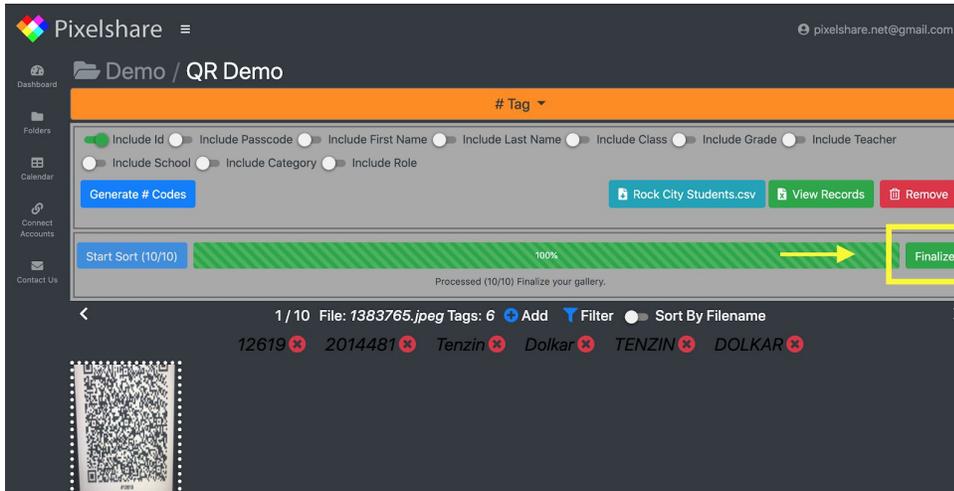
- If all no Slates show up in the Untagged view, you are good to FINALIZE, which will lock in all the keywords to each photo (don’t worry you can edit them later if you need).

## Step 7: Finalize and Export (woohoo!)

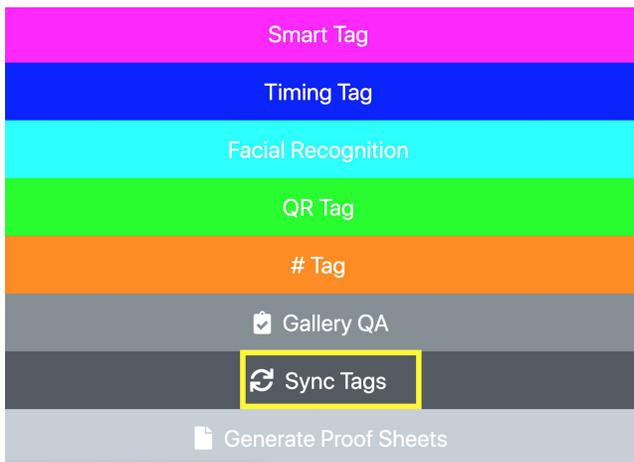
- Go back to the #Tag Tool by clicking on the folder name



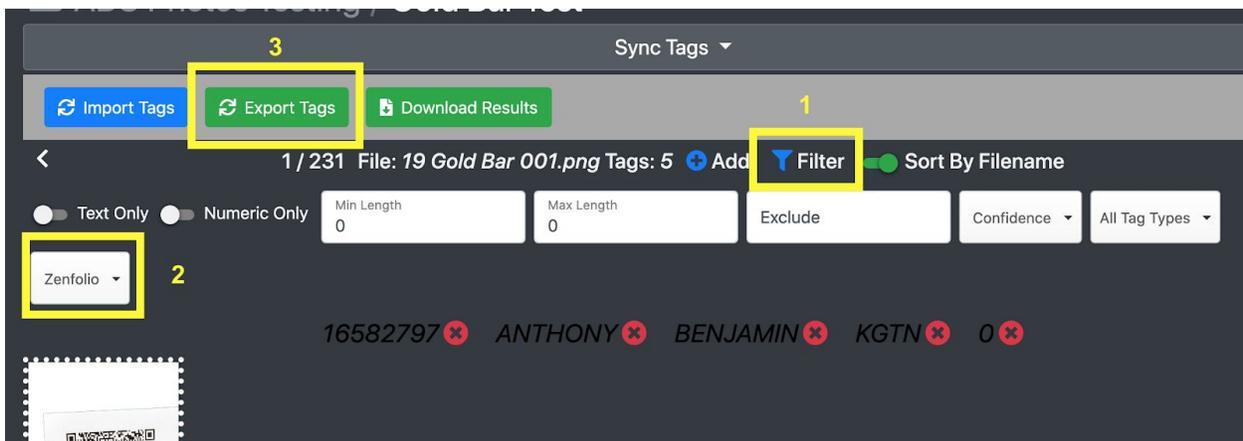
- Click the Finalize button and Pixelshare will lock in the keyword tags



- Now you can Export the keywords to Zenfolio. Click the orange #Tag Toolbar to view the other tools and Choose Synch Tags



- (1) Click Filter → Set the Filters to export the keywords as you want
- (2) Choose Output to Zenfolio
- (3) Click Export and the keywords will be sent to Zenfolio



# You're Done!

zenfolio The new Photo Page is here. [Try it now.](#) pixelshare

DASHBOARD PHOTOS WEBSITE SELLING COMMUNICATIONS SETTINGS

- QR Tag
  - Rock City
  - Smart Tag
  - Timing Tag
- Facial Rec Test 3/1/2019
- Facial Recognition Test
- Group Test 1 Name
- Group Test 2 Name
- New Facial Rec Test 2/27/2019
- Proof Sheet Test
- Smart Sort Large Gallery Test
- Sorting is Fun
- Test Event Galen
- Test more photos #2
- Test Sort More photos added
- Testing Participants
- Testing Participants Restrict
- Testing Shadow Gallery
- Testing Smart Tag Upload

19 Gold Bar 001 19 Gold Bar 003 19 Gold Bar 004

19 Gold Bar 005 19 Gold Bar 006 19 Gold Bar 009

Photo Details ^

Title: 19 Gold Bar 003

Copy from file name

Caption

Size **B I U** **I x**

Copyright: © pixelshare

Alt-Attribute: 19 Gold Bar 003

Same as Title

Keywords: 0, 16582797, ANTHONY, BENJAMIN, KGTN, galen

Category: Select...

Sync Tag for Gold Bar Test is complete. 231 photo(s) were processed.

3 / 231 File: 19 Gold Bar 003.png Tags: 6 Add Filter Sort By Filename

Text Only Numeric Only Min Length 0 Max Length 0 Exclude Confidence All Tag Types

Zenfolio

16582797 ANTHONY BENJAMIN KGTN 0 galen

#16582797  
#ANTHONY  
#BENJAMIN  
#KGTN  
#0