

Photo Metadata Checklist



Key details that can be added as to photos as metadata, include:

CAPTION

Anything from a short blurb to the full story and family history explaining the significance of the photo

DATE

Either the exact date or an approximate date, such as Fall, 1955

PEOPLE

First, nickname, middle, maiden, last and prefix/suffix details

ALBUM

Grouping(s) in which the photo belongs - often synonymous with event

LOCATION

Either an exact street address or a partial address, such as city, state, country

KEYWORDS

Tags that can further categorize an image, such as "car" or "digital only"

CONTACT INFORMATION

Details for the best way to contact you (e.g., phone, mail, email)

COPYRIGHT OWNER

Person/entity who owns image rights to the image



Adding photo details as metadata helps you share and preserve the story forever.



Maureen Taylor
THE PHOTO DETECTIVE®

WEBSITES:

<https://maureentaylor.com>
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