



Session Title: **Faces, Places, Dates & Text: Why Metadata Matters**

Presenter: **Richard Harrington, PMP**

Class Description:

Your digital files contain your family history, but how easy are they to find and share? Metadata makes it easy to locate your most important photos, videos, and documents. Plus, if you embed rich details about your files, you ensure that future generations can find and enjoy them.

In this class you'll learn how to use Mylio Photos to:

- Tag all the people in your photos with an automated workflow
- Add location data to connect images to locations
- Search text in all documents and even photos to find important details
- Assign meaningful dates to scanned materials to help organize them
- Embed this information directly into files
- Work without the cloud to control costs and privacy

What to Expect:

An inside look at how organizing in Mylio Photos – with auto face-tags, metadata like location and dates, and more — makes it easy to find any photo quickly and create a lasting family photo archive.

Skill Level:

This class is perfect for all experience levels. It's for anyone who values their family photos, videos, and documents, and who wants to organize, share, and protect their collection for today, and for generations to come.

Objectives:

- Learn how to use AI-powered facial recognition in Mylio Photos.
- Familiarization with metadata and how to use that information to organize photos.
- How to add dates (or date ranges) to scanned media.
- Assess storage and backup options to protect your family photo archive.

Key Resources:

[Organizing with metadata](#)

[Adjusting time and date for photos](#)

[Using Search in Mylio Photos](#)

[Adding GPS data](#)

[Adding a cloud service](#)