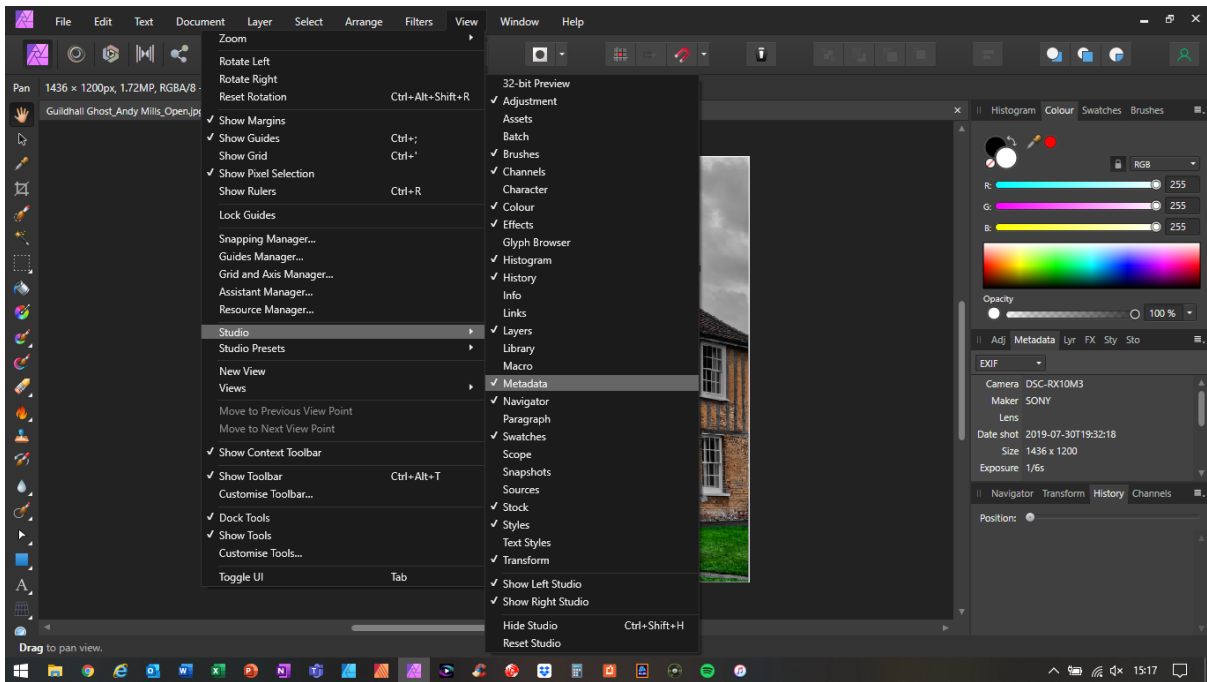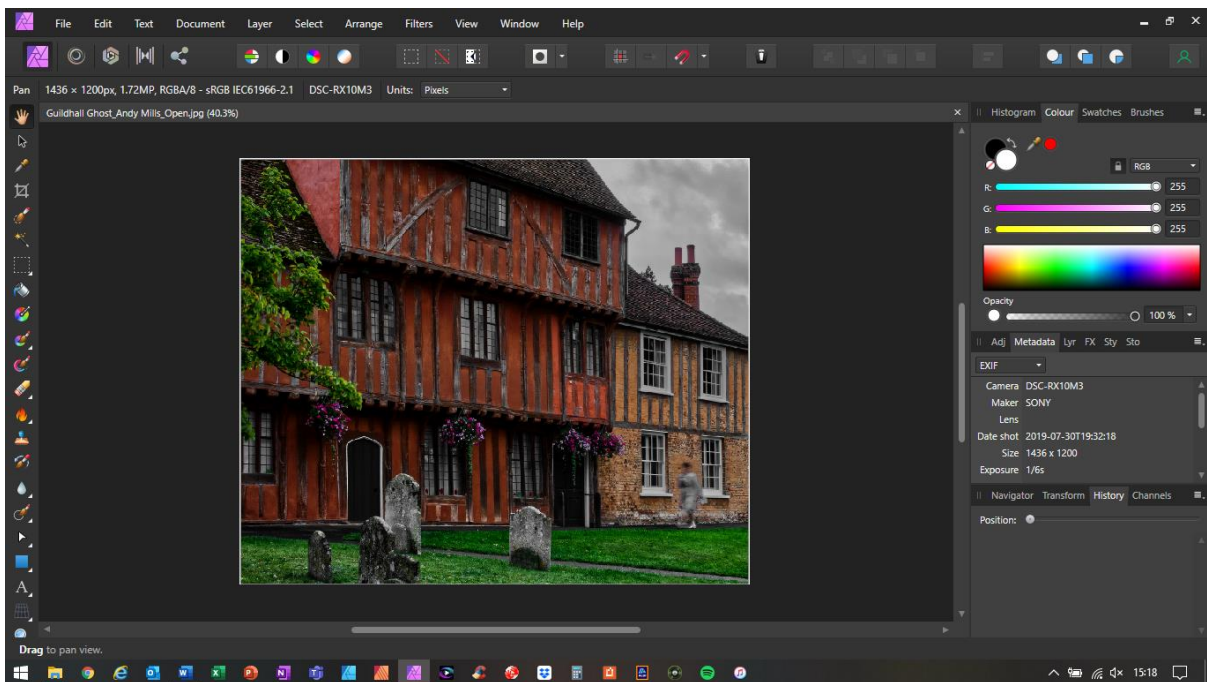# How to Edit Metadata in Affinity Photo

The IDPS requires information to be entered into the metadata about each image submitted for a competition. This paper outlines how to do that in Affinity Photo.

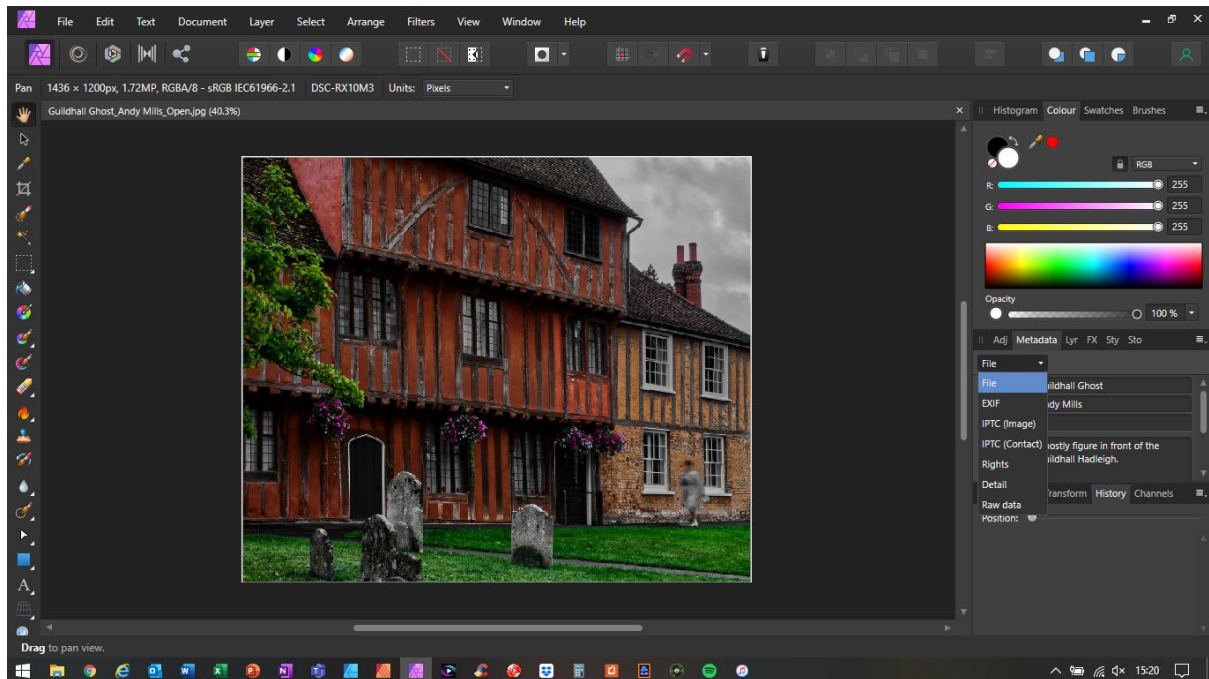Open the image in Affinity Photo.
Click on the View drop-down menu to ensure Metadata is visible in the Studio – it needs to be ticked:
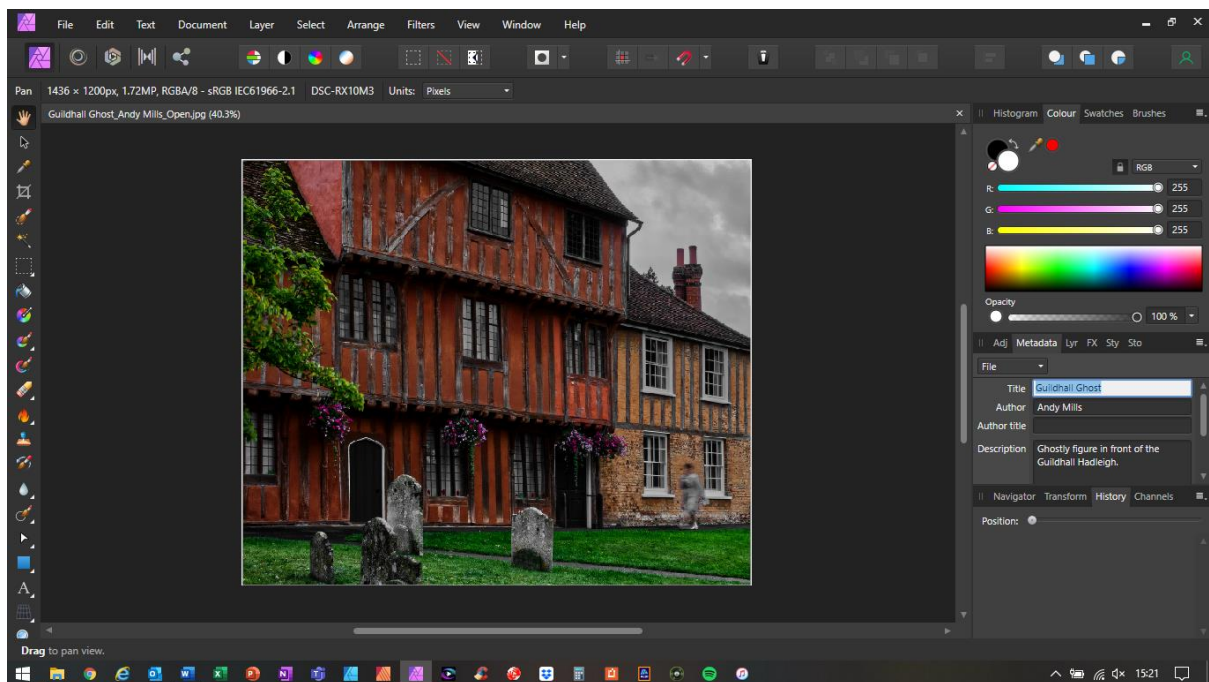

You should then be able to see Mtd or Metadata in the panel on the right:

By default it shows EXIF data but the little dropdown menu (where it says EXIF) allows you to change that to File:

You can then type the required details about the image as File data:

IDPS requires the image title, author and a brief description to be entered.

When you save or export the image the Metadata is saved with the image in the JPG file.

Andy Mills LRPS