

LightroomToolbox

Keywords Manager Plugin (V 3.1) for Lightroom Classic (Windows only)

User manual

This plugin currently has four functionalities:

- **Keywords Manager:** a keyword-tree organizer that lets you move keywords within the tree, combine them, rename them, create them, and delete them.
 - Lightroom Classic does not offer a convenient way to organize keywords: it has no dedicated menu for this, you have to access the keyword tree from the metadata panel of some photo in the catalog, and organizing keywords with Lightroom's native tools is very cumbersome.
 - This functionality exists to make up for those shortcomings.
- **Sort photos into collections by keyword:** takes the selected photos and generates collections that organize them by keyword.
 - Unlike a filter, which is temporary (while the filter is active you can only see the photos of a given keyword, but not afterward), collections are permanent: you can reorder the photos, add or remove others, and so on, which a filter does not allow.
 - Filters show both the photos of a keyword and those of its children; with this plugin you can also show only the photos of a keyword without including those that only have one of its child keywords assigned.
- **Assign keywords to selected photos:** lets you view, add and remove the keywords of a group of selected photos in a single step.
 - It shows together all the keywords the photos already have, indicating which ones are in all of them and which ones are only in some.
 - It lets you search the catalog keywords (also by their synonyms and by their location in the tree), and create new keywords without leaving the window.
 - The changes are all applied together only when you confirm, and the plugin warns you if you close the window with unapplied changes.
- **Find and resolve duplicate keywords:** goes through the whole keyword tree of the catalog looking for keywords that might be duplicated, and lets you combine them into a single one.
 - It detects keywords with the same name in different branches of the tree, with typing errors or minor differences (for example *jaguar* and *jaguarr*), or whose name

is contained in the name of another one (for example *zorro* and *zorro gris*).

Optionally, it also looks for matches with the synonyms of the other keywords.

- When combining them, the photos are moved to the keyword chosen as destination, the child keywords are moved into it, and you can decide which synonyms the resulting keyword will have.

Installation

Please refer to the installation manual for LightroomToolbox plugins, which is included with the downloaded files.

In Demo mode, some of the plugin's functionalities are limited in the number of keywords or photos they can work with. See the "Demo mode" section of each functionality below for details on each limit.

Keywords Manager functionality

This functionality allows you to organize the keywords in your Lightroom Classic catalog. Keywords in Lightroom are organized in a hierarchical tree structure, similar to the folder structure on a computer. For example, we can have the following organization:

```
|-> animals
|   |----> mammals
|   |       |----> puma
|   |       |----> jaguar
|   |       |----> jaguarr
|   |       |----> ....
|   |
|   |----> jaguar
|
|-> birds
|   |----> hummingbird
|   |----> dove
|   |----> kiwi
|   |----> ...
|
|-> fruits
|   |----> kiwi
|   |----> ....
```

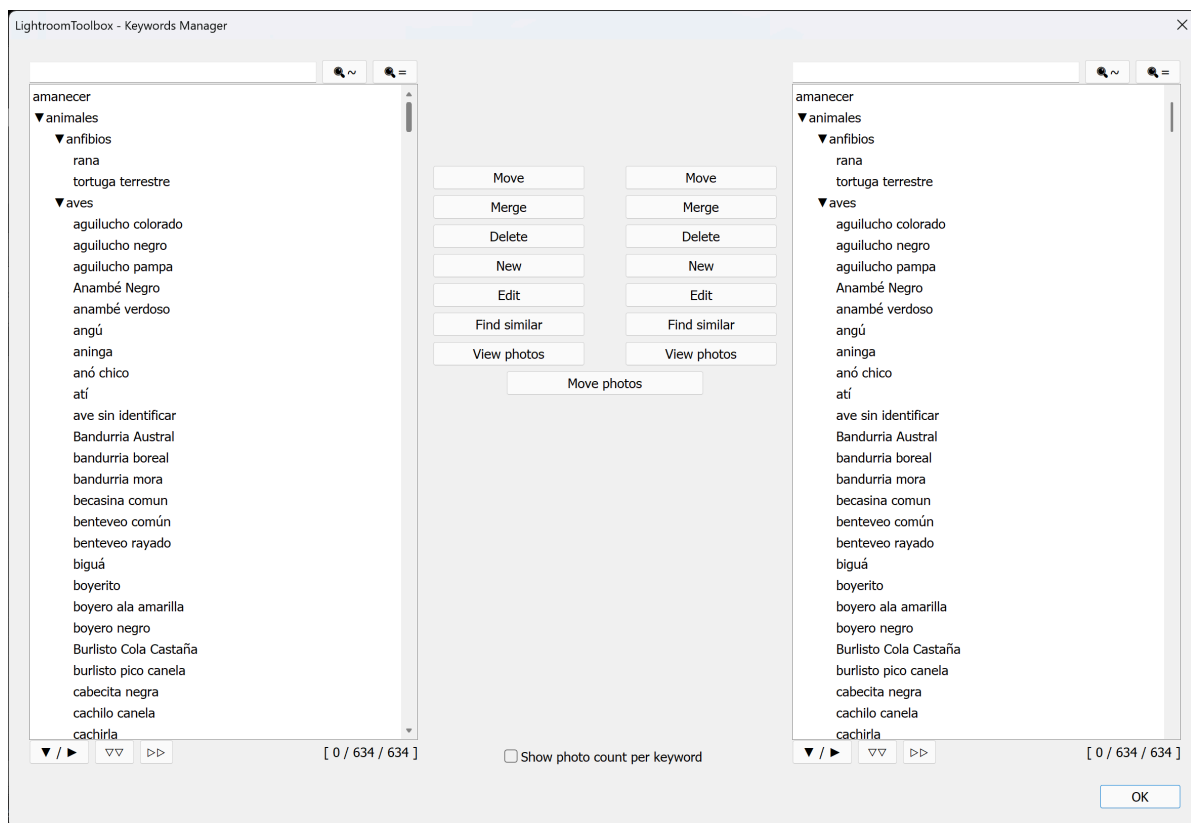
This allows us to keep our keywords better organized and also distinguish between keywords that have the same name but are located in different branches of the tree. In this example,

the keyword *kiwi* for the bird is different from the keyword *kiwi* related to fruit. The **Keywords Manager** plugin allows you to organize this structure, move keywords between branches, delete and create keywords, and combine them. The same example also shows that 3 different keywords were created for *jaguar*: two inside *mammals* (one correct and one with a typo error) and another inside *animals*. This makes searches and filters in the catalog more difficult, and this plugin helps you combine them. Combining means choosing which of all of them will keep all photos of jaguars and removing the keywords that no longer make sense to clean up your keyword structure. The plugin does not only allow you to combine them; it also helps you find keywords with similar names so you can identify duplicates caused by typing errors.

Usage

To access the plugin help (this file) from Lightroom Classic, go to the menu Help -> Plugin Extras, where you will find the access link.

The plugin starts in Lightroom Classic from the menu Library -> Plugin Extras -> Keywords Manager. When opened, it will display the following window:



The window is organized symmetrically. On each side there is a panel where the keyword tree will be shown, together with buttons to execute actions. Some buttons perform tasks on a selected source and affect a destination; these actions use the selection of keywords in the panel closest to them as the source, and the output will be related to the farther panel. Other buttons perform actions only on a selection of keywords from the source; those keywords will

be the ones indicated in the closer panel. The buttons that are centered execute actions in which both panels have the same role.

Panels

The panels display the hierarchical tree of keywords. Keywords displayed with a triangle have a substructure. If the triangle points to the right (►), the substructure is not shown; that branch is said to be closed. If the triangle points downward (▼), the substructure is shown; that branch is open. Next to each keyword you will see a counter showing the number of photos that have that keyword assigned. The counter only counts photos that have that keyword explicitly assigned, not those that have it indirectly because one of their descendants is explicitly assigned. The panel has a side bar for scrolling.

Note: Due to a Lightroom limitation, the panels can show up to 1500 items. This does not mean the number of keywords the plugin can handle is limited to that; it is a display issue, since the scroll bar does not allow going beyond it. If you find yourself in this situation, close open branches that you don't mind hiding.

Select and deselect keywords:

- A keyword is selected by clicking the left mouse button on its name.
- If you hold down the *Ctrl* key and click the left mouse button on another keyword, it will be added to the selection.
- If you hold down the *Shift* key and click the left mouse button on another keyword, it will select the range between this one and the last selection you made.
- To remove the selection from a keyword, hold down the *Ctrl* key and click the left mouse button again.
- If you want to clear all selections, select a keyword and then remove its selection as indicated in the previous step.
- You can only select keywords that are within open branches; closing a branch removes the selection from the elements inside it.

Search and filter keywords

At the top of the panel, above the tree, there is a text box to type the text you want to search for and two magnifying-glass buttons to apply the filter. When you type a text and press one of the two buttons, the tree is filtered and only the keywords whose name matches the text you entered are shown, together with all of their "parent" keywords (not their siblings), so you can see which branch of the structure they belong to. When filtering, all the branches needed to show the matches found are automatically opened.

There are two search modes, depending on which button you press:

 Flexible search: treats as a match any keyword whose beginning "resembles" the text entered, tolerating small differences (for example, typing errors). This is useful for finding keywords that may be duplicated due to misspellings.  Strict search: treats as a match only keywords whose beginning matches the text entered exactly, letter by letter.

In both modes the comparison is made against the beginning of the keyword's name, taking as many characters as the text entered has, so there is no need to type the full name.

To remove the filter and show all the keywords again, you can:

- Clear the text box and press either of the two magnifying-glass buttons, or
- Press the same magnifying-glass button again without changing the text entered. This is interpreted as "remove the filter". If instead you press the other magnifying-glass button with the same text, a new search is performed with the other mode, and the filter is not removed.

Both when applying and when removing the filter, whatever selection of keywords you had is kept: filtering never deselects anything, and a keyword that is already selected keeps being shown even if its name does not match the searched text. This lets you search for keywords successively and keep adding them to the selection: you can search for and select a group of keywords, then change the text (or the search mode) to find and select others, and so on, without losing what was already selected. When you finally remove the filter, the selection is preserved and the branches needed for all the selected keywords to remain visible are opened.

Open and close branches

At the bottom of the panel, there are 3 buttons for these functions:

 Toggles the open/closed state of the selected keywords. If a branch was closed, it will become open, and vice versa.  Opens all branches of all structures and substructures.

 Closes all branches of all structures and substructures.

Next to the buttons for expanding and collapsing branches, you will find 3 counters. The first number indicates how many keywords in the panel are selected. The second counter indicates the number of visible keywords, that is, those within opened branches. The third counter indicates the total number of keywords.

Demo mode

If you do not have a valid license, loading the keyword tree from the catalog is limited to a maximum of 50 keywords in total. Loading stops as soon as that number is reached, without respecting whole branches: a keyword may end up without all of its siblings or without all of its children.

If loading was cut short by this limitation, a warning will be shown stating that, because the plugin is in demo mode, the number of keywords was limited to 50.

Actions

Move

Moves the keywords selected in the source panel into the substructure of the keyword in the destination panel. If no keyword is selected in the destination panel, they will be moved to the root.

Combine

Takes the keywords selected in the source panel and combines them with the one selected in the destination panel. In the combination:

- All photos that had the source-panel keywords will now have the destination-panel keyword.
- All synonyms of the source-panel keywords will be added to the destination-panel keyword.
- All substructures of the source-panel keywords will be moved to the destination-panel keyword. Finally, the keywords from the source panel will be deleted (see the **Delete** button for information about what deletion means).

Delete

Deletes the keywords selected in the source panel. Due to a limitation of the Adobe plugin development environment for Lightroom Classic, a plugin cannot delete a keyword from the catalog. By "delete" we mean that the keyword will be removed from all photos that contain it, and the keyword will be moved to become a sub-keyword of **KeywordsManager Deleted**. It will also be renamed to one that begins with "_" and then has a number, so it cannot be

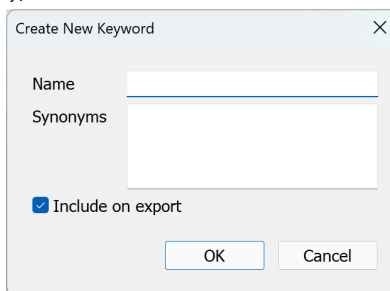
confused with a useful keyword. To delete it permanently, the user can perform one of these operations:

- Go to the *Library* module in *Lightroom*, open the right panel, find the "List of keywords" section, locate *KeywordsManager Deleted*, right-click it, and delete it.
- From the *Metadata* menu in *Lightroom*, choose *Purge Unused Keywords*. Since the keywords are not assigned to any photo, they will be deleted.

Keywords inside *KeywordsManager Deleted* are not a problem, but it is cleaner if the user deletes them.

Create

Creates a new keyword inside the keyword selected in the source panel. If no keyword is selected, it will be created at the root. A dialog windows will open so you can enter the name, synonyms (separated by commas), and whether it will be included in exports:



Edit

Used to edit the keyword selected in the source panel. A dialog windows will open so you can change the name, synonyms (separated by commas), and whether it will be included in exports. This dialog is similar to the one to create a keyword.

Find similar

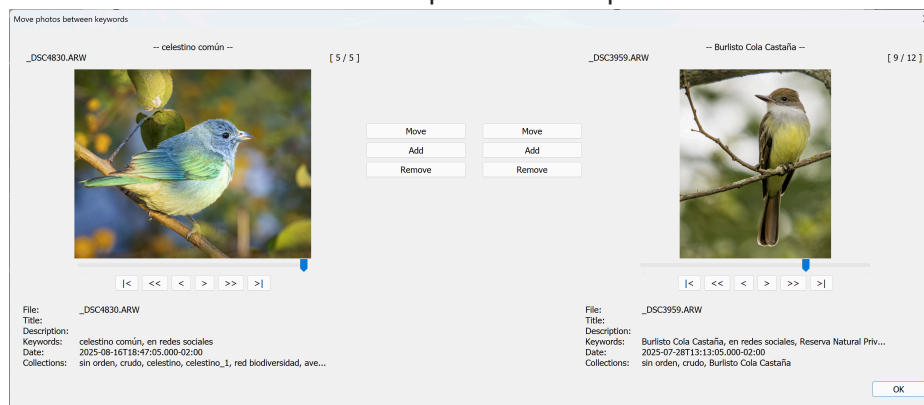
This button allows you to find duplicate keywords in different parts of the keyword tree and also keywords that should be the same but were entered more than once with typing errors. This situation corresponds to the keyword **jaguar** mentioned in the plugin description. You select a keyword in the source panel and press this button: - In the destination panel, all branches are opened automatically, since only visible keywords can be selected. - All similar keywords are selected in the destination panel.

View photos

View and navigate on the photos of the keyword selected in the origin panel.

Move Photos

A window opens that allows you to move or add the photos of the keyword selected in the left panel to the right or vice versa. It also allows you to remove a keyword from a photo. The window has the same structure as the main panel and is presented here:



There are two photo display panels, with their navigation buttons, and above the photo the keyword name is shown, together with the photo's file name and, in brackets, the photo's position and the total number of photos with that keyword. Next to each panel there are action buttons that take the nearest photo and keyword as the source and the farthest ones as the destination. The action buttons are:

- **Move:** Moves the photo from the source keyword to the destination keyword (removes the source keyword and adds the destination keyword to the photo)
- **Add:** Adds the destination keyword to the photo shown in the source keyword
- **Remove:** Removes the source keyword from the photo in that panel.

☐ Show photo count per keyword

When checked, the number of photos that have that keyword directly assigned (not counting those of its child keywords) is shown in brackets next to each keyword's name in both panels. It is unchecked by default, and the plugin remembers the last option chosen.

Usage examples

Move keywords

In the example from the description, the birds are not inside the animals category, so to fix this:

1. Select the keyword *birds* in the left panel.
2. Select *animals* in the right panel.
3. Press the **Move** button closest to the left panel.

This will move *birds* together with its entire substructure to become a sub-keyword of *animals*.

Combine keywords

If we want to unify all keywords related to the jaguar in the example from the description, we should:

1. Select the keyword *jaguar* that is inside *mammals* in the left panel (this is selected because it is the one that is correctly spelled and properly located in the tree).
2. Press the **Find similar** button on the left.
3. In the right panel, the keywords *jaguarr* (with the typo) and *jaguar* inside *animals* will appear selected. Verify and, if necessary, correct the selection manually.
4. Press the **Combine** button on the right.

After this procedure, we will have a single keyword *jaguar* correctly spelled and located, and it will be assigned to all photos of jaguars.

Lightroom usage notes

Using the same example from the plugin description section:

- Suppose we want to assign the keyword *kiwi* to a photo. In the *Library* module of *Lightroom Classic*, select the photo and start typing the keyword *kiwi* in the right panel (shortcut: Ctrl+k). As you type *kiwi*, you will see two options: one will indicate *kiwi*<*birds* and the other *kiwi*<*fruits*. This lets us distinguish between the two keywords.
- In the same right panel of this module, you will find a block called "Keyword List" with the hierarchical keyword tree. If you place the pointer over a keyword, a small arrow appears on the right; pressing it will show all the photos that contain that keyword and only those photos. You can then choose separately between the bird *kiwi* or the fruit *kiwi*.
- You can use the Metadata filter (if it is not visible, go to the *View* menu -> *Show Filters Bar* or use the quick key ","). In the metadata filter, you can choose keywords and only

the photos containing one of those keywords will be shown. There you can also distinguish between the two keywords *kiwi*.

- In the Smart Collections of *Lightroom*, you can choose a filter so that the keyword "contains all: *kiwi*". In this case, the smart collection will contain both birds and fruits. You can add another filter that says "contains all: *birds*". This will show only the kiwis that are birds. In the hierarchical structure, when you assign a photo the keyword *kiwi* < *birds*, the filter in the smart collection responds through the whole hierarchy up to *kiwi*.
- In the same way as the smart filter in the previous example works, if a set of photos is assigned *puma* and others *jaguar*, and in the filter you only indicate the keyword "contains all: *mammals*", it will show all of them because, thanks to the hierarchical structure, it knows that both are mammals even if that keyword was not explicitly assigned.

The hierarchical keyword structure of *Lightroom* is very powerful. Used together with a hierarchical tree structure of collections and collection sets and a hierarchical folder structure, it allows us to organize our photos very well and perform searches efficiently.

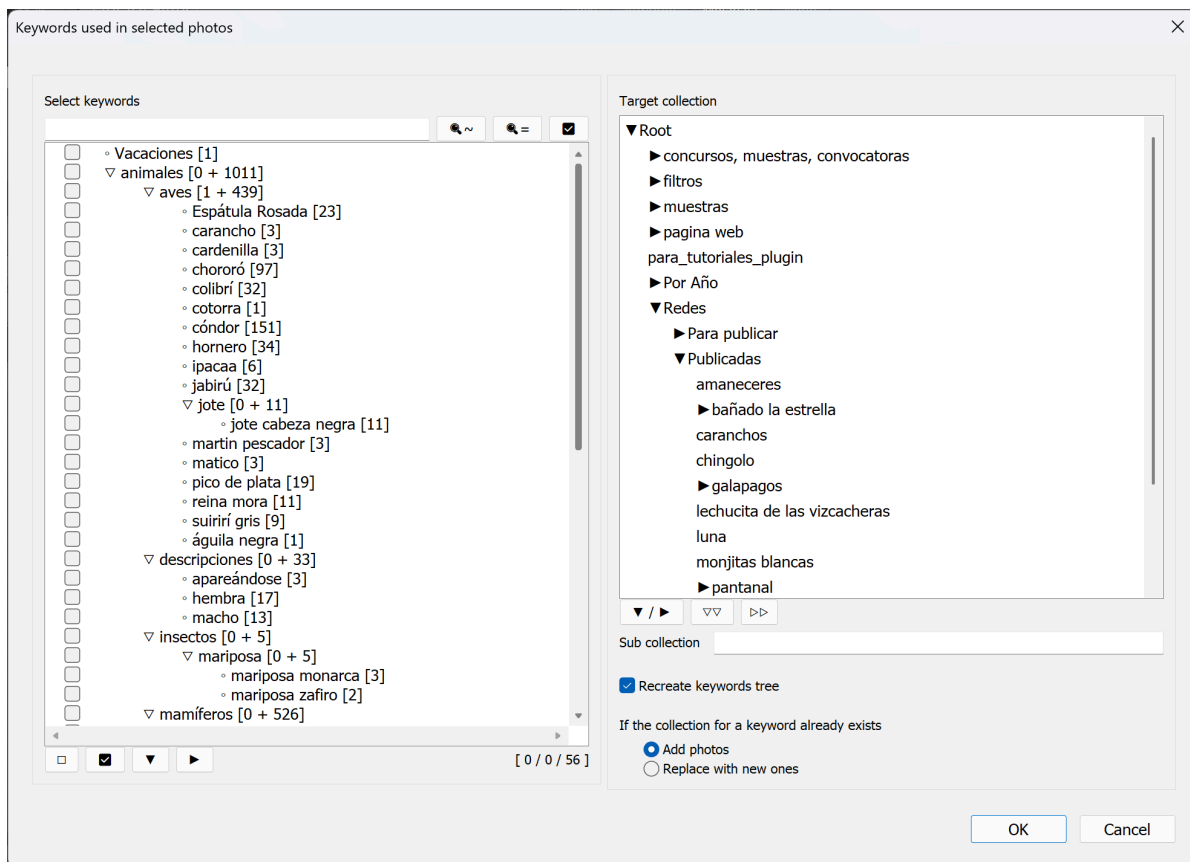
Sort photos into collections by keyword

This function lets you automatically generate, from a selection of photos in the *Library* module, one (non-smart) collection per keyword used on those photos, grouping in each of them the photos that share that keyword. It is useful, for example, to quickly build working collections from a broad selection of photos already classified with keywords, without having to create and fill each collection by hand one by one.

Usage

To use this function, first select in the *Library* module the photos you want to work with, and then go to the menu Library -> Plugin Extras -> **Sort photos into collections by keyword**. If no photo is selected, or if none of the selected photos have any keywords assigned, the plugin will let you know and the dialog will not open.

The dialog that opens is organized into two boxes:



- **Select keywords** (left): a tree with all the keywords used by the selected photos (together with their "parent" keywords, so you can see which branch of the structure they belong to), with a checkbox next to each one.
- **Target collection** (right): a tree with the catalog's collection-set structure, to choose where the collections will be created, together with a set of additional options.

Keyword selection

The tree on the left works with checkboxes: each keyword has its own checkbox, and checking it includes it among the ones that will be turned into a collection. Clicking the checkbox selects/deselects that particular keyword. Clicking slightly to the left of the checkbox will also apply the selection to all the keywords within that keyword's structure, including closed branches.

To open or close a branch, click on the keyword's name. The open/close triangle is drawn filled when a descendant of that branch is selected, and hollow when it is not, so you can quickly locate selections made inside closed branches.

Next to each keyword, in brackets, the number of photos in the selection that have that keyword directly assigned is shown and, if it has children, also the sum of photos of all its descendants.

This tree offers the same search facilities described in "Search and filter keywords" (the text box with the flexible-search 🔍 ~ and exact-search 🔍 = buttons), plus a ☒ button that,

when pressed, filters the tree to show only the keywords already selected together with their parent keywords (so you can locate them within the structure); pressing it again removes that filter. At the bottom there are buttons to select/deselect all the keywords and to open/close all the branches, together with a legend showing the number of visible selected keywords, the total number selected, and the total number of keywords. **Keep in mind that keywords in branches that are not visible keep their selection state.**

Note: Due to a Lightroom limitation, this panel can show up to about 1000 keywords. Beyond that limit, Lightroom will display an error message. Select fewer photos to be able to continue.

Selecting the target collection

The tree on the right (*Target collection*) is used the same way as the panels described in the "Panels" section for the Keywords Manager functionality: click on the name of the collection set where you want the new collections to be created (the *Root* node represents the catalog root), and branches are opened and closed with the triangle. Unlike those panels, here the selection is single (you cannot choose more than one destination at a time) and this tree does not have a search box or counters.

This box only shows collections of the "Collection Set" type, since they are the only ones that can hold a substructure.

Additional options

Below the target collection tree you will find:

- **Sub collection:** optional name of a collection set to create (or reuse, if one with that name already exists in the same place) inside the chosen target collection, so the new collections are grouped there instead of being created directly inside the selected target. If left empty, the collections are created directly inside the chosen target.
- **Recreate keywords tree:** if checked, the hierarchical relationship between the selected keywords in the left-hand tree is recreated using collection sets (for example, if a keyword and one of its children are both selected, the child's collection ends up inside a set named after the parent). If unchecked, all new collections are created at the same level, without recreating that hierarchy; if two selected keywords have the same name, the parent keyword(s) needed to tell them apart are prepended to the name.
- **If the collection for a keyword already exists:** what to do when the collection that corresponds to a keyword already exists (same name and same container). *Add photos* keeps the photos the collection already had and adds, at the end, the new ones it did not already have. *Replace with new ones* removes the photos it had that are not among the

new ones, and adds at the end the new ones it did not already have, leaving it with only the photos from the current selection.

The plugin remembers, from one time to the next, the last value chosen for "Recreate keywords tree" and for the option about existing collections.

Pressing OK creates (or reuses) the collections corresponding to the selected keywords and updates their photos as indicated.

Notes:

- *the plugin has no way of detecting keyword name or structure changes and automatically updating the names and structure of collections already created from them.*
- *if you do not recreate the keyword hierarchy, the collection name is determined by the selected photos. For example, if you selected a photo that has the keyword "featured" inside the keyword "landscape" and another photo that has the keyword "featured" inside the keyword "flowers", it will create/use two collections: "landscape > featured" and "flowers > featured". If you had selected only the first one, it would create/use a single collection "featured" without being able to tell whether it refers to flowers or landscapes. For complex structures with keyword names repeated in several places of the keyword tree, it is recommended to use the "Recreate keywords tree" option.*
- *photos are added to the collections of all of their keywords that were selected, so they may appear in more than one collection. Example: if a photo has the keyword "Argentina" and the keyword "landscape" and both of those collections were selected to be created, the photo will be added to both.*

Demo mode

If you do not have a valid license, this function only works with selections of up to 75 photos. If the selection exceeds that limit, the plugin will let you know and the dialog will not open.

Assign keywords to selected photos

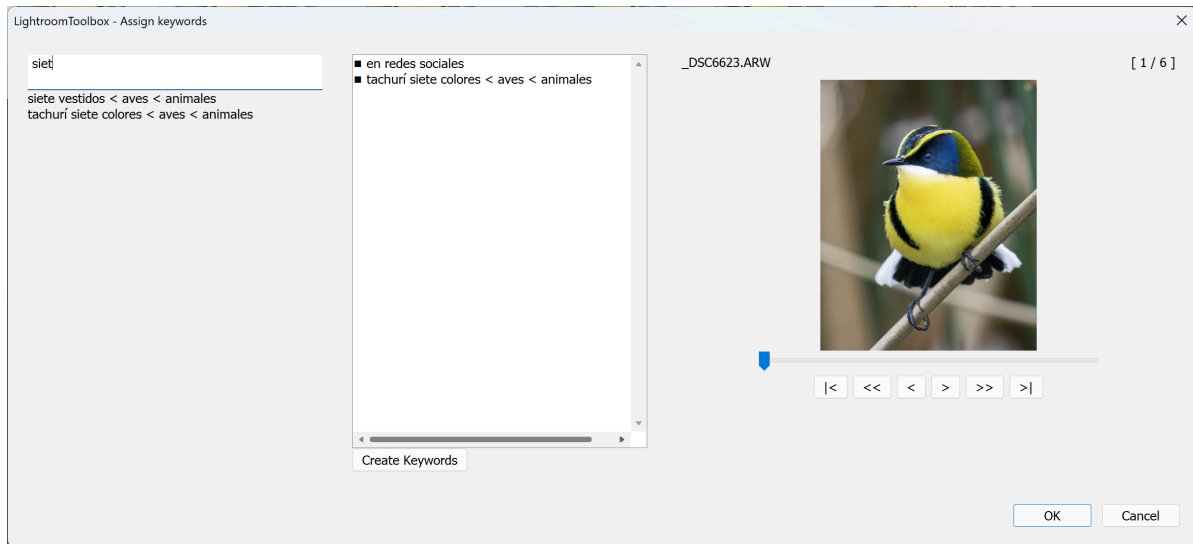
This function lets you work on the keywords of a group of photos selected in the *Library* module: see which keywords they have, add new or existing keywords to them and remove the ones that do not belong, all from a single window and applying the changes to all the photos at once.

Unlike Lightroom's keyword panel, the window shows at a glance which keywords are in all the selected photos and which ones are only in some, and lets you decide for each one whether it is assigned to all of them, removed from all of them or left as it is.

Usage

To use this function, first select in the *Library* module the photos you want to work with, and then go to the menu Library -> Plugin Extras -> **Assign keywords to selected photos**. If no photo is selected, the plugin will let you know and the window will not open.

The window is organized in three columns:



- **Keyword search** (left): a text box to search the catalog keywords and add them to the list.
- **Keyword list** (center): the keywords of the selected photos, together with the ones you add, and the **Create Keywords** button.
- **Photos** (right): a viewer to browse the selected photos, showing the name of each photo.

Keyword list

When the window opens, the list shows all the keywords assigned to at least one of the selected photos, in alphabetical order. Each keyword is shown with its full location in the tree, from the keyword up to the root, separated by "<". For example, *kiwi < birds < animals*. This way, keywords with the same name that are in different branches can be told apart. If you hover the pointer over a keyword, the list of its synonyms is also shown.

Keywords inside *KeywordsManager Deleted* (see the **Delete** button of the Keywords Manager functionality) are not shown.

Next to each keyword there is a box that indicates what will be done with it when you confirm:

- ☒ **Assigned to all photos**: when you confirm, the keyword will be assigned to all the selected photos.

-  **Removed from all photos:** when you confirm, the keyword will be removed from all the selected photos that have it.
-  **No changes:** in the particular case where the keyword was originally assigned to only some of the photos in the selection, when you confirm it will stay exactly as it originally was.

Keywords that, when the window opens, are assigned to only some of the selected photos are marked with an asterisk (*) at the end of the name and start in the  state. Those assigned to all the photos start in .

Each click on a keyword changes its state. For keywords with an asterisk, the clicks go through the three states:  →  →  → . The others only toggle between  and , since the  state does not make sense for them.

Keyword search

As you type in the search box, the catalog keywords that match the text appear below it. To add one to the list, click on it. The chosen keyword is added to the list in the  state. If it was already in the list, it is not repeated: the existing one changes to the  state. If there are keyword suggestions, pressing *Enter* in the search box copies the first suggestion. Pressing *Enter* a second time adds the keyword to the list.

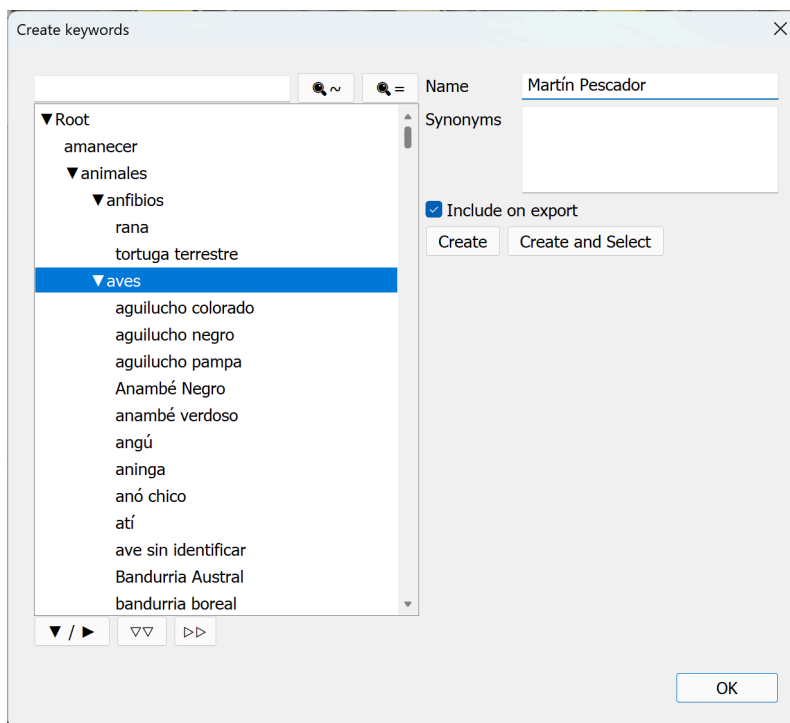
The search works as follows:

- It is not case sensitive.
- Each word typed must be the beginning of some word of the keyword, in any order and without having to type it completely. For example, *jag* finds *jaguar*, and *sev* finds *seven-colored tyrant* and *seven-spot ladybird*.
- To also search by the location in the tree, separate with "<" the name of the keyword from that of its parent, grandparent, etc., the same way they are shown in the list. For example, *kiwi < bir* finds *kiwi < birds < animals* but not *kiwi < fruits*. A level can be left empty, for example *kiwi < < animals* also finds *kiwi < birds < animals*.
- Synonyms are also searched. A synonym appears in the suggestions with the location of the keyword it belongs to in square brackets, for example *onca [jaguar < mammals < animals]*. When you choose it, the corresponding keyword is added to the list.

The search box only accepts text that matches some keyword in the catalog: if a key press leaves text with no match, that key press is discarded and a warning sound plays. To add a keyword that does not exist yet, use the **Create Keywords** button.

Create keywords

The **Create Keywords** button, below the list, opens a window to create new keywords in the catalog without leaving this function:



- On the left, the catalog keyword tree is shown, to choose inside which keyword the new one will be created. The first item, *Root*, lets you create it at the root of the tree.
- On the right are the same fields as in the **Create** button of the Keywords Manager functionality: name, synonyms (separated by commas) and whether it will be included in exports. The name cannot have more than one line nor the characters < > ; ,
- The **Create** button creates the keyword in the chosen location.
- The **Create and Select** button also adds it to the keyword list in the  state, to assign it to the photos.

You can create several keywords in a row. After each one is created, it is left selected in the tree, so the next one can be created directly inside it. If a keyword with the same name already exists in that same location, the plugin will let you know and will not create it.

Keywords are created in the catalog as soon as you press **Create** or **Create and Select**, and closing that window does not delete them. When you return to the main window, the created keywords are also available in the search box.

Applying the changes

The changes in the list are not applied to the photos as you make them: they are all applied together when you press **OK**, and only for the keywords whose state was changed.

If you close the window with **Cancel** (or with the close button) after making changes, the plugin asks whether you want to discard them. If you confirm, the window closes without modifying any photo. If not, you go back to the window with the changes you had already made, to keep editing.

*Note: keywords created with the **Create Keywords** button remain in the catalog even if the changes are cancelled; what is not applied is their assignment to the photos.*

Demo mode

If you do not have a valid license, this function only works with selections of up to 15 photos. If the selection exceeds that limit, the plugin will let you know and the window will not open.

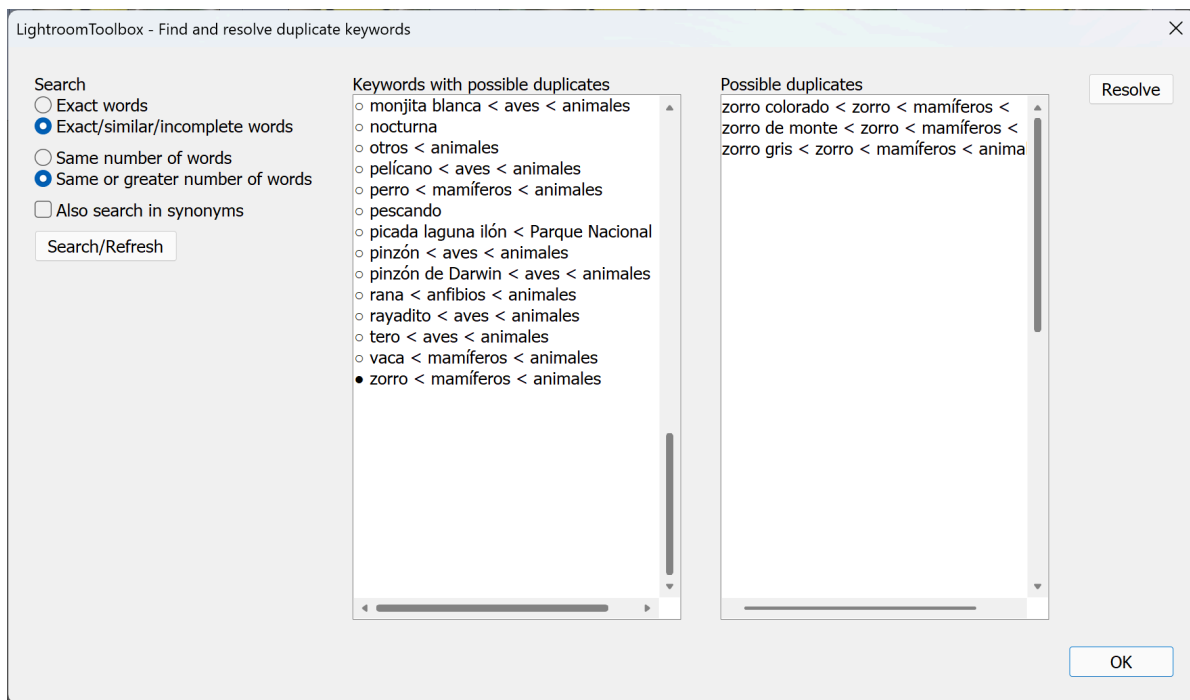
Find and resolve duplicate keywords

Over time, it is common for the keyword tree of a catalog to accumulate keywords that actually represent the same thing: the same name created in different branches of the tree, typing errors, versions with and without accent marks, singular and plural forms, etc. (see the *jaguar* example in the Keywords Manager functionality). This function goes through all the keywords in the catalog, shows the ones that might be duplicated, and lets you combine them into a single one.

Usage

To use this function, go to the Library -> Plugin Extras -> **Find and resolve duplicate keywords** menu. You do not need to have any photos selected: the search is done over all the keywords in the catalog.

The window is organized in four columns:



- **Search** (left): the options that define what is considered a possible duplicate, and the **Search/Refresh** button.
- **Keywords with possible duplicates**: the keywords for which at least one possible duplicate was found.
- **Possible duplicates**: the possible duplicates of the keyword selected in the previous column.
- The **Resolve** button (right), which opens the window to combine the selected keyword with its duplicates.

In both lists, each keyword is shown with its location in the tree, from the keyword up to the root: for example *zorro < mamíferos < animales* is the keyword *zorro* (fox), which is inside *mamíferos* (mammals), which in turn is inside *animales* (animals). The examples with *zorro* in this section use the same keywords shown in the figures (*zorro gris* = gray fox, *zorro colorado* = red fox, *zorro de monte* = crab-eating fox). Hovering the pointer over a keyword shows a box with its full name and its synonyms.

Keywords inside *KeywordsManager Deleted* (see the **Delete** button of the Keywords Manager functionality) are not taken into account.

Search

To decide whether two keywords are possible duplicates, the plugin splits their names into words (case-insensitive, using spaces and the characters `_`, `(`, `)`, `[` and `]` as separators) and compares them according to the following options:

- **Exact words**: the words must be exactly the same.

- **Exact/similar/incomplete words:** in addition to exactly equal words, words with small differences are accepted, such as typing errors, one letter more or less, or a missing accent mark. Words of 1 or 2 letters must always be exactly the same; words of 3 to 5 letters allow a single difference, and longer words allow more differences depending on their length.
- **Same number of words:** both keywords must have the same words. For example *zorro gris* and *gris zorro* are possible duplicates, but *zorro* and *zorro gris* are not.
- **Same or greater number of words:** all the words of the keyword must be in the other one, but the other one may have additional words. For example, for the keyword *zorro*, *zorro gris*, *zorro colorado* and *zorro de monte* are shown as possible duplicates (as in the figure). Keep in mind that the relationship is not symmetrical: *zorro gris* will not have *zorro* as a possible duplicate, because the word *gris* is not in *zorro*.
- **Also search in synonyms:** if checked, the name of each keyword is also compared with the synonyms of the other keywords (with the same rules). For example, if the keyword *puma* has the synonym *mountain lion* and a keyword *mountain lion* exists in another branch, the latter will appear in **Keywords with possible duplicates** with *puma* as a possible duplicate.

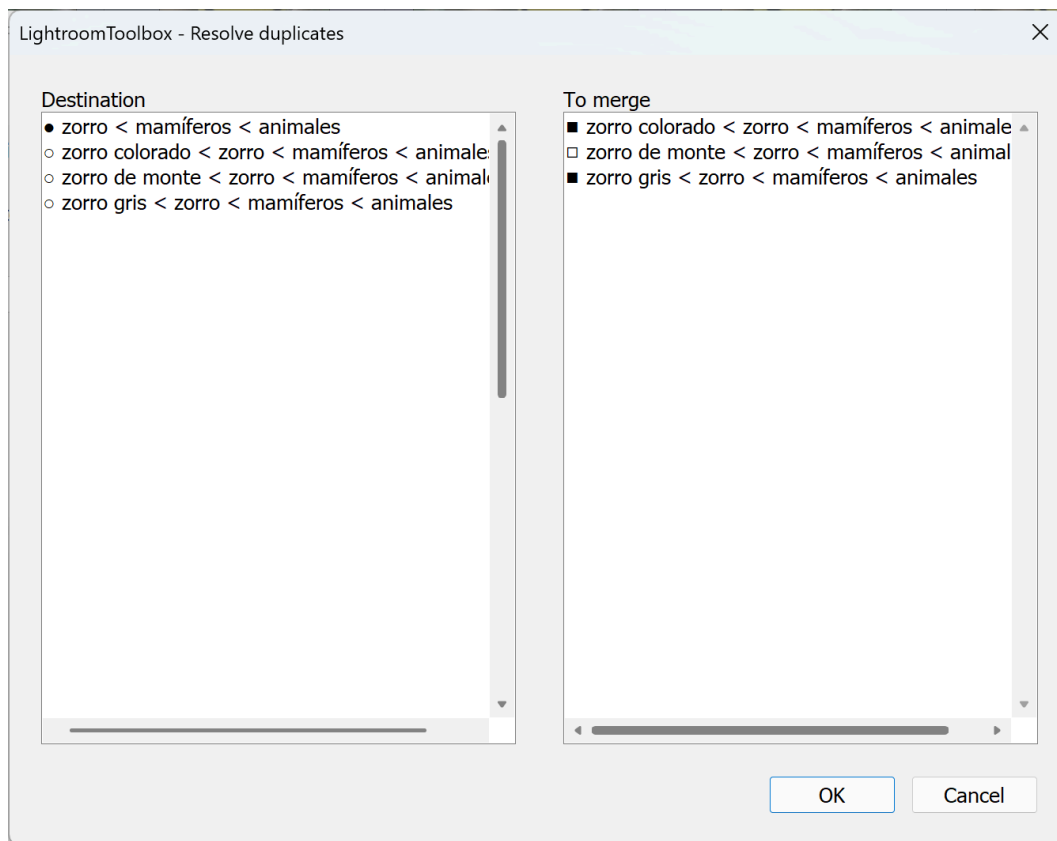
Pressing **Search/Refresh** runs the search with the chosen options. Meanwhile, a window with a progress bar is shown. When it finishes, the **Keywords with possible duplicates** column is filled with the keywords found, sorted alphabetically, and the **Possible duplicates** column is left empty. If you change the search options, press **Search/Refresh** again to update the results.

Reviewing the possible duplicates

Click a keyword in the **Keywords with possible duplicates** column to select it (indicated with ●). Its possible duplicates will be shown in the **Possible duplicates** column. This last list is for information only: nothing can be selected in it.

Resolving duplicates

With a keyword selected in **Keywords with possible duplicates**, press **Resolve**. The following window will open:



- **Destination** (left): the selected keyword together with all its possible duplicates. Here you choose which of them is the keyword that will remain, that is, the one into which the others will be combined. Initially the keyword that was selected in the main window is selected, but you can choose any other one by clicking on it.
- **To merge** (right): the rest of the keywords (all except the one chosen as destination). Click each one to check it (■) or uncheck it (□). Only the checked ones will be combined with the destination; the unchecked ones are not modified. If you change the destination keyword, the checks are kept.

When you press **OK**, for each keyword checked in **To merge**:

- All photos that have that keyword get the destination keyword assigned and that keyword removed.
- Its child keywords (its whole substructure) are moved inside the destination keyword.
- Its synonyms are added to those of the destination keyword (see below).
- The keyword is deleted, in the same sense as the **Delete** button of the Keywords Manager functionality: it is moved inside *KeywordsManager Deleted* and renamed.

There are two cases in which a checked keyword cannot be merged and is left unchanged:

- When the destination keyword is inside it (for example, if the destination is *zorro gris < zorro < mamíferos*, *zorro* cannot be merged, since deleting it would also delete the destination).

- When it has a child keyword with the same name as a child of the destination keyword (case-insensitive), since there cannot be two children with the same name inside the destination. In that case, you can first resolve those children (or rename or move them with the Keywords Manager functionality) and then try again.

If any of these cases occurs, a message is shown at the end listing the keywords that were not merged and the reason for each one.

Pressing **Cancel** or closing the window makes no changes.

Synonyms of the destination keyword

As a last step, the **Synonyms of the destination keyword** window opens, with a text box containing the synonyms the destination keyword already had together with those of the merged keywords, separated by commas. You can freely edit this text: add, remove or correct synonyms, separating them with commas or writing one per line.

The **Add names of merged keywords** button adds to the text the names of the keywords that were just merged, so that the destination keyword can also be found by those names. For example, if *jaguarr* was merged into *jaguar*, searching for *jaguarr* will still find the keyword.

When you press **OK**, the synonyms of the destination keyword are replaced by those in the text box, sorted alphabetically, without repetitions and without extra spaces. This window has no cancel button: closing it has the same effect as pressing **OK**, so that the synonyms of the merged keywords (which were already removed from them in the previous step) are not lost.

After resolving

When you return to the main window, the destination keyword and the merged keywords are removed from the **Keywords with possible duplicates** column, and they are also removed from the possible duplicates of the keywords that remain in the list (if any of them is left without possible duplicates, it is also removed from the list). The **Possible duplicates** column is left empty.

The changes to the catalog are made when you press **OK** in the resolve window; the **OK** button of the main window only closes it.

Note: the destination keyword is removed from the list even if it still has possible duplicates that were not merged (for example, the ones left unchecked). To see them again, press **Search/Refresh**.

Demo mode

If you do not have a valid license, the **Also search in synonyms** option is shown disabled, together with the notice (*Not available in demo mode*), and cannot be selected: the search for possible duplicates is done only by comparing the names of the keywords.

Keyboard shortcuts

Lightroom Classic does not allow plugins to define keyboard shortcuts. To work around this limitation, the plugin includes its own shortcut system that lets you open any of its functionalities with a key combination, without going through the Library -> Plugin Extras menu.

The plugin's shortcuts **take priority over Lightroom Classic's original shortcuts**. If you assign to the plugin a combination that Lightroom already uses, pressing it will open the plugin functionality instead of running Lightroom's original action. For example, you can assign **Ctrl+K** to **Assign keywords to selected photos**: that is the combination Lightroom normally uses to enter keywords, so the same usual key will open keyword assignment with the improvements offered by the plugin.

Requirements

The shortcuts work through a small helper program that is installed together with the LightroomToolbox plugins, in a folder named *shortcuts* located next to the plugin folder. If any of its files cannot be found when Lightroom starts, the plugin will show a warning saying that the keyboard shortcuts will not work.

The helper program starts automatically when Lightroom opens, only if at least one shortcut is enabled, and closes when Lightroom closes.

Configuration

Shortcuts are configured from the File -> Plug-in Manager menu. Select this plugin in the list on the left and, in the panel on the right, look for the **Shortcuts configuration** section.

- **Port (4000-5000)**: number the plugin uses to receive the shortcuts. Normally there is no need to change it. If you have more than one LightroomToolbox plugin with keyboard shortcuts installed, each one must have a different port.
- Below the port there is one row for each functionality of the plugin, with:
 - **Use**: enables the shortcut for that functionality.
 - **Ctrl, Alt and Shift**: the modifier keys that are part of the combination.

- A box to enter the key. Hovering the pointer over the box shows the list of allowed keys: letters A to Z, digits 0 to 9, function keys F1 to F12, arrows (Up, Down, Left, Right), Home, End, PgUp, PgDn, Insert, Delete, Space, Tab, PrintScreen, Pause and the numeric keypad keys (Numpad0 to Numpad9, NumpadDot, NumpadDiv, NumpadMult, NumpadSub, NumpadAdd). Upper or lower case does not matter.
- On the right, in red, any error in that row is shown: for example, if the shortcut is enabled but has no key, or if the key is not one of the allowed ones.
- **Regenerate Shortcuts file:** at the end of the section. The plugin's shortcuts file is normally generated automatically when you close the Plug-in Manager, but only if the configuration was changed. This button generates it again right away, with the values shown on screen, even if nothing was changed. It is useful if the file was deleted or damaged, or if the shortcuts do not respond as configured. When the file is generated, the plugin also checks that there are no key combinations or ports repeated with other LightroomToolbox plugins (see below).

It is recommended that all combinations include *Ctrl* or *Alt*. If a key is assigned on its own (or only with *Shift*), that key can no longer be typed normally in Lightroom while the shortcut is active, for example when typing the name of a keyword or a search.

When you close the Plug-in Manager, the plugin checks the configuration and warns you if:

- There are invalid keys, or the same combination is assigned to more than one functionality of the plugin. In this case some shortcuts will not be available.
- The same key combination is used in more than one LightroomToolbox plugin. The list of repeated combinations and the plugins that use them is shown. Only one shortcut will be registered for each combination.
- The same port is used in more than one LightroomToolbox plugin. The list of repeated ports and the plugins that use them is shown. In this case only one of them will be able to use the keyboard shortcuts.

Changes to the shortcut configuration will take effect after restarting Lightroom Classic.

Usage

With Lightroom Classic in the foreground, press the configured key combination and the corresponding functionality will open, just as if you had chosen it from the menu. The shortcuts only respond while the active window is Lightroom's: in other programs those combinations keep working normally.

While a plugin window is open, the plugin's shortcuts are ignored, to avoid opening a second window on top of the first one.

Clarifications

The plugin development environment that Adobe provides for Lightroom has significant limitations, both in what it allows you to do with catalogs, exports and photographs, and in the possibility of building complex or modern interfaces. It also does not allow adding items to context menus (the ones that appear when you right-click) and restricts plugin entries to very specific and limited places in the Lightroom menu. In addition, it does not allow adding keyboard shortcuts directly, although there are plugins developed to work around this limitation. This set of restrictions means that the use of any plugin is not as smooth as developers would like it to be.

Third-party software

For the keyboard shortcuts to work (see the "Keyboard shortcuts" section), the plugin uses **AutoHotkey**, an open source program for Windows that lets you define keyboard shortcuts and automate tasks.

The AutoHotkey executable, version 2.0.28, is distributed with the plugin without modifications. It is located in the *shortcuts* folder, next to the plugin folder, under the name `AutoHotkey_1tb.exe`.

The licenses that apply to AutoHotkey can be found in the file [Licencias_AutoHotkey.pdf](#), inside the plugin's *Help* folder.

- AutoHotkey website: <https://www.autohotkey.com/>
- AutoHotkey source code: <https://github.com/AutoHotkey/AutoHotkey>