

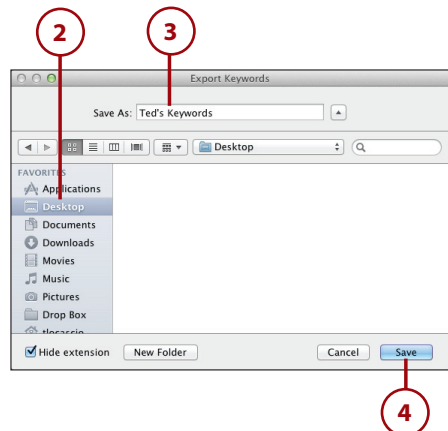
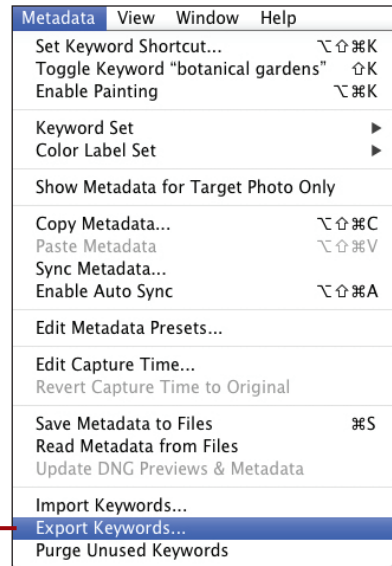
# Importing and Exporting Keywords

If you've created the perfect keyword hierarchy system and would like to share it with your co-workers, you can export the keywords as a tab-delimited text file. Other Lightroom users can import a tab-delimited text file of your keywords into their own Lightroom database and implement the same keywording system that you do.

## Export Keywords as a Tab-Delimited Text File

1. Choose Metadata, Export Keywords.
2. In the Export Keywords dialog box, choose a save location for the tab-delimited text file on your system.
3. Enter a name for the text file in the Save As field of the Export Keywords dialog box. The default name is Lightroom Keywords.
4. Click Save.

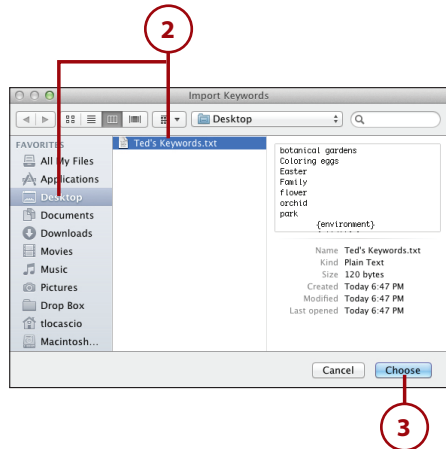
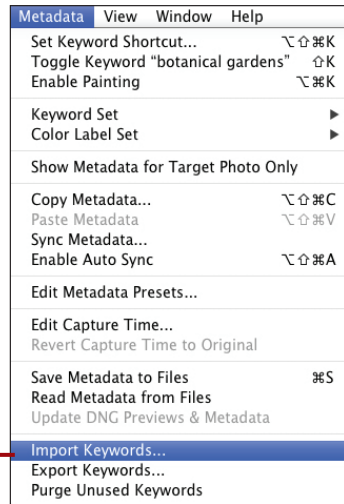
Lightroom generates the tab-delimited text file.



## Import Keywords from a Tab-Delimited Text File

1. Choose Metadata, Import Keywords.
2. In the Import Keywords dialog box, navigate to the tab-delimited text file on your system and select it.
3. Click Choose.

Lightroom imports the keywords from the tab-delimited text file.



## >Go Further

### CREATING KEYWORD HIERARCHIES VIA THE CONTEXTUAL MENU

You can also create a keyword hierarchy using a contextual menu command. To do so, Control+click (Mac) or right-click on any existing keyword in the Keyword List panel and choose Create Keyword Tag Inside "selected keyword" from the contextual menu.