

Keywords and searching in the King's Image Library

1. Keywords

1.1. Keywords are a way of attaching additional information to an object and are organised in a hierarchical structure.

1.2. When creating a new folder, there is a section called '*Keywords*'. If the '*Inherited*' box is ticked, your new folder will inherit all keywords assigned to the top level folder. If you require different keywords, simply un-check the '*Inherited*' box and assign different keywords.

1.3. You may also assign keywords to objects during the upload process. When using web upload, there is a section '*Keywords*' where you can assign keywords before completing the upload.

1.4. Keywords highlighted in **bold** have been selected to be assigned. If you wish for a certain keyword to be assigned to all objects you upload, simply click the '*Apply to all*' icon (two overlapping pieces of paper with an arrow).

2. Fast way to assign keywords

2.1. Keywords may also be assigned to existing objects without keywords.

2.2. It is useful to change your view to '*With second tree and second object list*'. You can do this by going to View → Layout → With Second Tree and Second Object List

2.3. Change the bottom left box to show keywords. This can be done by clicking on the icon button in the top right corner of the box. A larger box will appear where you can select the keyword icon (this is the middle icon). The keyword structure will then appear.

2.4. Select the folder from the top left box which has images you wish to assign to certain keywords.

2.5. All the images of that folder will appear in the large middle section of your screen.

2.6. Highlight which images you want to assign to a keyword and then drag and drop them into the correct keyword term.

2.7. Click '*OK*' to successfully assign.

3. Searching with keywords

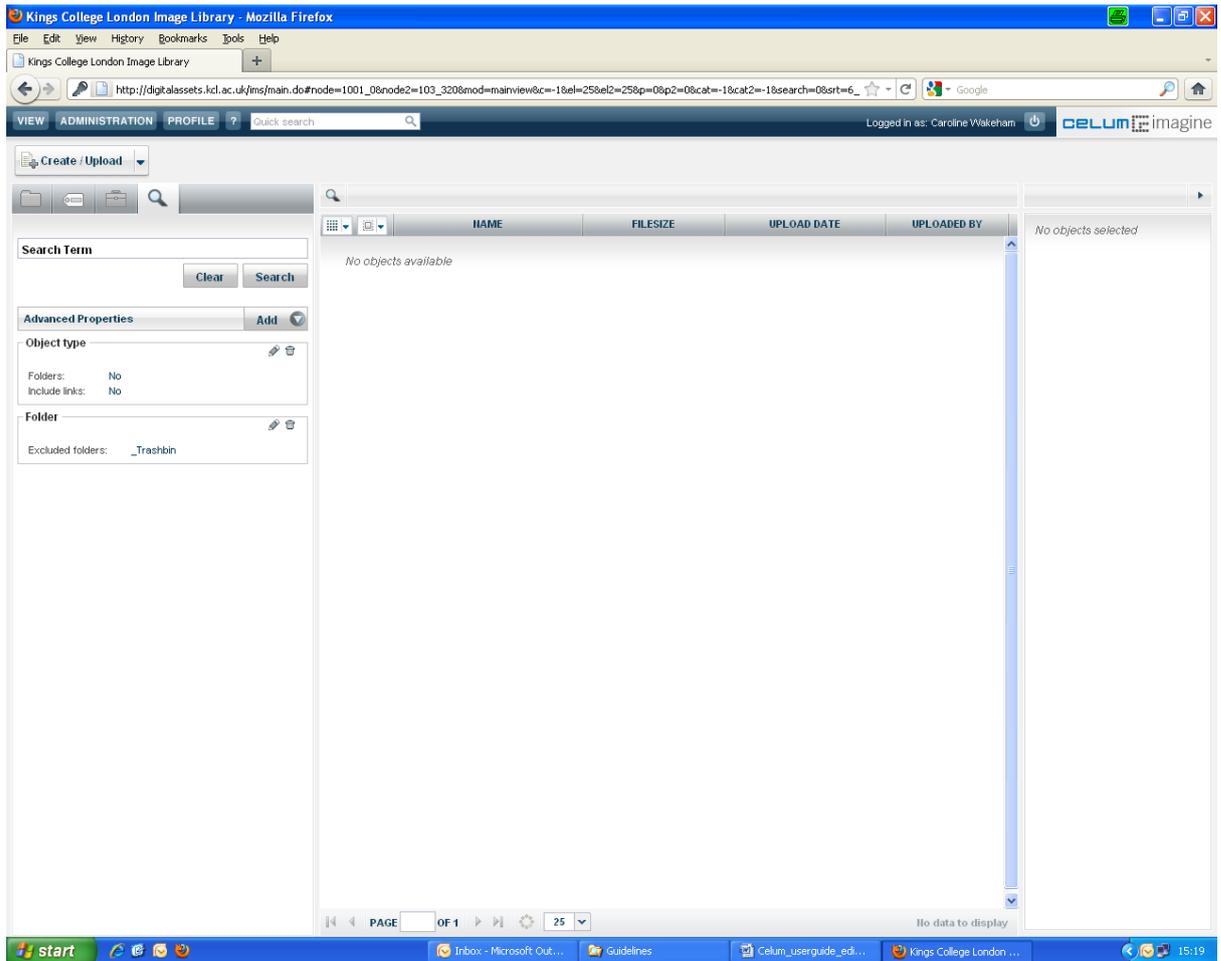
3.1. Switch the left hand view to the keyword icon (the second icon) and below will be displayed the keyword hierarchy.

3.2. The '*Look-up*' bar is a fast way to find an object(s) or folder(s) that contain the keyword you have entered.

3.3. The results will be all objects and/or folders that have been assigned that specific keyword.

3.4. You can also use '*Multi-filter*' which will enable you to search on two keywords simultaneously.

3.5. To enable '*Multi-filter*' click on the icon next to the '*Look-up*' bar. The icon is made up of three lines, one of which will already be highlighted. Click on the icon to highlight a second line; this means you can now search with two keywords. Click the icon again to disable multi-filter.



4. Searching in the Image Library

4.1. Switch the left hand view to the search icon (the fourth icon represented by a magnifying glass)

4.2. For a simple search, enter your search term in the '*Search Term*' box and click '*Search*'. Results of the search are based on the search term appearing in the following places;

- Name of folder/object
- Information fields for folder/object
- Search term contained in text document held in Library

4.3. For advanced searches click on the '*Add*' icon located underneath the '*Search Term*' box and you will be able to select to search with additional functionality.

5. Advanced search functionality

5.1. Extended Search: By clicking in this term, a box will appear which will let you search '*With any word*'; '*With the exact phrase*' or '*Without the words*'.

5.2. Object Type: By clicking on this term, a box will appear which will let you search by certain formats, i.e. Images, Documents, Videos, Audios, Unknown Objects, Text Objects or Folders.

5.3. Folder: By clicking on this term, a box will appear which will let you search within specific folders. Simply click on all folders you wish to search in, which will be highlighted in **bold** and click '*OK*'. Similarly you can repeat the process with the '*Excluded folders*' section by highlighting in **bold** the folders you wish to exclude from your search.

5.4. Information Fields: By clicking on this term, a box will appear which will let you search by entering an appropriate search term into the different information fields and clicking '*OK*'.

5.5. Object properties: By clicking on this term, a box will appear which will let you search by entering specific information into the object property fields. For example, if you want to search all images uploaded between certain dates, enter a date range into the appropriate fields and click '*OK*'.

5.6. Dominant colours: By clicking on this term, a box will appear which will let you search by colour of an image.

5.7. Keywords: By clicking on this term, a box will appear which will let you search three different ways:

- Search by '*All selected keywords*'
- Search by '*Any of the selected keywords*'
- Search by '*Exactly the selected keywords*'

5.8. The keyword hierarchy will appear below these terms and you can select the keyword(s) you would like to include by clicking on them and turning them to **bold**.

5.9. All your selected advanced search terms will appear on the left hand side of the screen. To remove any from your search, simply click the '*trashbin*' icon.

5.10. If you would like to keep an advanced search functionality but would like to alter it slightly to return different results, click on the '*pencil*' icon to edit.