

# Keyword Compiler Instructions

(we recommend printing this out for future use)

Every submission must be accompanied by a Keyword Compiler file that contains the essential information about each image in your submission. Following these step by step instructions will ensure that all the pertinent data needed for processing your submission is included in your Keyword Compiler file. What you will be doing is building a database of every image that you submit to Mira. With each submission you will be exporting a "found set" (a sub-set of the entire database) of image records corresponding to **just** the images that you are submitting.

To enter data from your first image.

## 1 - OPEN KEYWORD COMPILER

### 2 - Go to the top white tag 'METADATA' and click on 'info'

**Language** - Leave default settings.

**Translations** - Leave default settings.

**Type** - Leave default settings.

**Format** - If format is other than 35mm, use edit option and enter in correct format, otherwise leave at 35mm.

**Size** - Fill in or Leave at default settings (not required)

**Photog's Content ID No.** - Fill in your "image ID number". The number you have assigned that image.

**File Name** - If you are submitting a digital file then fill in the file name of the digital file you are submitting (i.e. A123.jpg). It may be the same as your Photog's Content ID No. with the file format suffix added (.tif, .jpg, etc...) but it is critical that the name you enter here match **exactly** the file name you are submitting on your disk.

### 3 - Click on 'supplier'

**Creator Name** - Enter your name.

***General Tip:** Use the pull-down menus to enter information that will be repeated. Click on edit and enter the info. The next time you need to enter that info it will be available from the menu. It is essential that your name is entered exactly the same way every time.*

**Copyright Holder** - Enter your name unless copyright holder is different.

**Copyright Notice** - Enter the copyright symbol, followed by "(your name)/Mira.com". i.e.

©John Doe/Mira.com.

**Supplier Name** - Enter "Mira.com".

**Photographer ID Number** - Enter your four digit "MIRA ID #" (this is the number the agency designated to you, i.e. - 2019)

**In-House Comments** - Leave blank.

### 4 - Go to the top yellow tag 'KEYWORD' and click on 'names'

**Caption** - Enter your caption information. Do not enter anything that is not visible in the picture or that is not relevant.

**Names** - This is the place to enter alternative proper names from what you have put in the caption field. If you have entered George W. Bush in the caption field, then you would also want to add President Bush, George Walker Bush, Dubya etc... If you have entered in New York City in the caption field, then here you would want to enter Manhattan as well.

**Restrictions** - Click on appropriate restrictions and click on golden arrow to gather the information in the lower box

5 - Click on 'add words' (optional) You may be asked for a password, just leave blank and hit "OK". Do **not** hit "Cancel".

**Adding you own keywords is optional. They will be edited further on in the submission process by a keyworder. If you are unsure or inexperienced, leave blank.**

**a** - Left side of the page: click on the pull down and click on the category. Keywords will show up. Click on the words to add to the right side of the page

**b** - Right side the page: click on the words if you want to remove them.

**c** - Use 'Enter A Word' if you can not find a word in the pull down

**d** - Click on blue arrow to see found set. User can keyword here as well.

*Tip: If user clicks 'Add keywords to all records' this will BULK KEYWORD the found set*

6 - Click on 'synonyms' (optional)

**a** - Click "get Synonyms" for this or all records. **Note:** The "Get Synonyms" action replaces all the synonyms and editing that may have already been done.

**b** - Check for appropriate words, to remove words just click on the word

7 - Click on 'translation' (optional)

**a** - Click on Gather Data for this or all records.

*Tip: In 'METADATA' look for tag 'INFO' the user can choose under 'TRANSLATIONS' to do 'GET ENGLISH ONLY' or 'GET ALL TRANSLATIONS' UP TO YOU!!!!*

**You have just completed entering in your first record. Chances are you will want to enter in more image records before exporting. You have three options for creating a new image record.**

First go to the top white tag 'METADATA' and click on 'info'. Under the tags you will find:

**Create New (Blank)** - This creates all blank fields for your next image record. Use this if none of the information from the previous record is being carried over.

**New (Dupe Content Info Only)** - This will create a new image record with all the information from the previous record, except for the keywords.

**New (Dupe Content Info & Keywords)** - This will create a new image record with all the information from the previous record, including the keywords.

**When you have completed entering in the information for all the images you are submitting, first run a "Spell Check" on all your keywords and captions, then proceed to Step 9.**

9 - Go to the top yellow tag 'KEYWORD' and click on 'export' (ESSENTIAL)

In this step you will export image data from the found set (sub-set of the entire database) of image records that you have created. You have several options for exporting these records. We recommend using "Auto Export Records Created or Edited Since Last Export". This will automatically export a found set of records that has been created since your last export, which is presumably the last time you will have made a submission. This Export option can only be used once on any given date, since it uses dates to determine the last export. If you need to export data twice in one day or if you have made an error, and need to re-export records, Use the "Export Found Set of MetaData to Stock Media" option.

**Important:** Before exporting records, make sure that the number of records in your found set is the same as the number of images in your submission. The upper left-hand corner of KC will tell you how many total records are in your database, and below that is the number of records in the found set. If this record is not visible, click on the icon located in the lower left-hand corner between the two graph-like icons the word "browse".

For exporting using: **Auto Export Records Created or Edited Since Last Export.**

- a** - In the Select Export/Import Sequence field, choose "**Auto Export Records Created or Edited Since Last Export**" from the drop down menu.
- b** - Entering the date is unimportant with this option.
- c** - Click on Golden Arrow to Export records.
- d** - A box will appear called "Export Field Order". Click the "Clear All" button, and then the "Move All" button before exporting.
- e** - A file named " Modified\_Since\_" will appear in your Keyword Compiler folder. You may rename it anything you wish. If you do not rename it, it will be written over the next time you export records.

For exporting using: **Export Found Set of MetaData to Stock Media.**

- a** - First you must create the "Found Set" (sub-set of the entire database) of records. Click on "Find", located just below the Tags. You must then use the search criteria to find the records of images that you are including in your submission. Use "Date", "Caption" or whatever other criteria you want to select **only those records to be included in the submission.**
- b** - Go to the top tag '**KEYWORD**' and click on 'export'
- c** - In the Select Export/Import Sequence field, choose " **Export Found Set of MetaData to Stock Media** " from the drop down menu
- d** - Click on Golden Arrow to Export records.
- e** - A file named "Export\_To\_Stock\_Media" will appear in your Keyword Compiler folder. You may rename it anything you wish. If you do not rename it, it will be written over the next time you export records.

10 - The final step is to include the Keyword Compiler file you created with the submission you are sending to DDI/Mira.com.

If you are sending a digital submission, then include the Keyword Compiler file you created with the submission on the CD.

If you are sending a film submission to CE/Mira.com, then email the Keyword Compiler file you created as an attachment to CE/Mira.com with an explanation that your film submission will be soon following. Email to: [mira@mira.com](mailto:mira@mira.com)

Help can be found:

Go to the top white tag '**METADATA**' and click on '**help**'. Choose a category.

You may also email StockMedia with questions: [info@stockmedia.net](mailto:info@stockmedia.net)

or

Go to the technical forums at: <http://creativeeye.comfluent.net/Discussion.html>