

## Metadata vocabularies

In MediaPro, a vocabulary is a set of annotations. When you annotate a media item in the Info or Organize panel, there is a list of available annotation terms that appear as a drop-down list. A vocabulary, then, is a collection of all those lists of known terms for each field. For example, one list for keywords, one list for people, etc.

The Vocabulary Editor (see page 27 for more information) enables you to edit this list; to set up annotation terms that are associated with each other; create multiple sets of annotations (vocabularies) for different purposes and also lock the vocabulary so that only annotation terms in a vocabulary can be used.

### Entering annotation terms

Each IPTC annotation field has its own list of terms. Terms for each field, such *City* and *Country*, can be entered in the Vocabulary Editor.

Each field will have a handy drop-down menu in the Info Panel (see figure right) showing the available terms for that field.

You can browse through the list of terms from the drop-down menu, which becomes visible when the field is active. To add a word to the selected field, simply scroll through the menu and select a word. Notice that when you type a letter in the field, the drop-down menu displays the list at that point of the alphabetical list.

If the term you want to use is not in the list, simply type the word and MediaPro adds the new term to the vocabulary for that field.

However, if the vocabulary is locked (constrained), new terms cannot be added. To unlock the vocabulary, go to Preferences > Vocabulary Editor and uncheck the *Constrain editing to defined terms* box.

### Navigating annotations

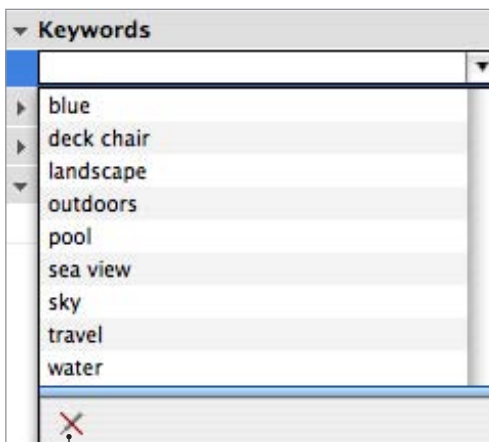
After typing the value of an annotation, you can advance to the next annotation field by pressing the Tab key. To go to the previous annotation field, press Shift+Tab keys.



**Entering metadata:** To add a term to any annotation field or group, double-click on data entry space next to each field name.



**Auto-completion:** Example of the auto-completion feature. The user has typed in "s" and MediaPro fills in the rest using the available vocabulary.



Shows vocabulary is locked

**Vocabulary:** Example of using the field drop-down menu to fill in the annotation field. MediaPro populates this menu with the available vocabulary. If the term you want to use is not in the list, simply type the word and MediaPro adds the new term to the vocabulary. However, if the vocabulary is locked (constrained), new terms cannot be added. To unlock the vocabulary, go to Preferences > Vocabulary Editor and uncheck the *Constrain editing to defined terms* box.

### Auto-completion

When typing in an annotation field, MediaPro has an auto-completion feature that assists in typing annotation terms. For example, if you type "S", MediaPro auto-completes the term with the nearest term from the field's vocabulary starting with "S".

If a word is auto-completed, press the Enter or Return key to assign it as the term. Or, you can click the Tab key to apply the existing term and advance to the next field.

Vocabulary terms are saved globally and are accessible by every catalog you create.

### Modifying vocabularies

Each field's list of terms is stored as a separate text file inside the user-defined MediaPro Plug-Ins › Vocabulary folder (see page 5). You can use any text editor to edit these files. Each item in the list must be followed by a carriage return.

### Locking a vocabulary

If you wish to preserve the a vocabulary so that new terms cannot be added, go to Preferences › Vocabulary Editor and check the *Constrain editing to defined terms* box.

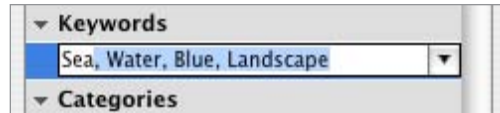
An example of when this might prove useful is if a photographer hires an assistant to help enter annotations. By requiring the assistant to choose from existing annotation terms the photographer ensures the annotations will match existing ones and would result in a much more accurately annotated catalog.

### Alternate vocabularies

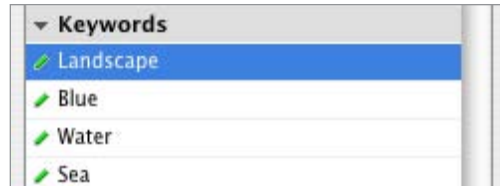
The majority of MediaPro users will only need to use one vocabulary. *Default* is the vocabulary that is created when MediaPro is first launched.

MediaPro can have multiple vocabularies. This is useful if you have many different uses for MediaPro. You might regularly take photos for clients in the fashion industry, stock travel agencies and also take personal photos.

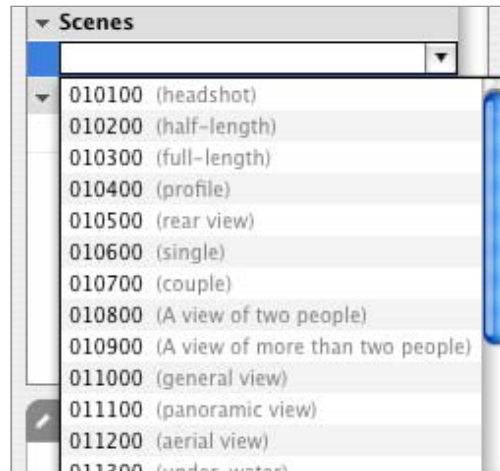
You could create a vocabulary called *Personal* and this would contain, among other annotations, the names of your family and friends in your photos. You can choose this vocabulary when annotating personal photos and switch to another vocabulary for the photos for your clients. This way by switching between the two vocabularies you will be see annotation terms appropriate to



**Entering terms:** In the Info Panel, double-click to add keyword. Begin typing the term, and MediaPro's auto-complete function will automatically type the nearest available term in the vocabulary.



**Separate keywords:** When you are done entering a string of terms, press the Return or Enter key. MediaPro will automatically split multiple terms in separate keywords. This is handy if you cut and paste a comma separated string of terms into one field. MediaPro automatically converts the string into single keywords.



**Term descriptions:** When you select a term in the Info or Organize Panel, the term description will appear to the right of the annotation in grey. Term descriptions can only be defined in the Vocabulary Editor.

the catalog at hand.

*For more information on vocabularies and creating alternates, see page 27.*