Using Keywords to Find Images:

The search box located at the top right corner of each page allows you to search for images using Keywords.

All images also have the following keywords assigned:

Month Taken   example =   August

Year Taken   example = 2016

State Name   example= Colorado

County Name   example = Adams

Other keywords are also assigned to individual images based on content, season, time of day, colors, location, and etc. The keywords HILL, MOUNTAIN, PLATTE, RIVER, LAKE, POND, DUCK, EAGLE,ELK, FLOWER, ROSE, GRASS, TREE, PASTURE, FENCE, RAINBOW, CLOUD,SNOW, YELLOWSTONE, AFTERNOON, SUNSET, RED, PURPLE, BARN, BUILDING, PEOPLE, COWBOY, AND SPRING are a few examples of these types of keywords.

Note that the individual words in the image titles are also stored as keywords. For an image titled "Remembering the Storm" the individual words rembering, the, & storm are assigned to the keyword list of the image.

For a single keyword search of all images, using the KEYWORD SEARCH BOX is the fastest option, however it may result in selecting more images than can be dealt with easily.

The ADVANCED SEARCH option described later in this article us usually a better methodology for finding images.

Finding images that fit your size requirements:

Images on the website are tagged with **Keywords** related to image size or image format (tall, wide, etc), which the search function uses to select images. The 2 tables below denote keywords relating to image size and image format, and are available to use in searching for the images that fit your requirements.

Image Size Keywords	Size Description
SMS	Small - Maximum Dimension is less than 31 inches
MEDS	Medium - Maximum Dimension is 31 to 59 inches
LGS	Large - Maximum Dimension is 60 to 119 inches
VLGS	Very Large - Maximum Dimension is 120 inches or greater

Note: Images in larger categories can be downsized when being printed, so each image may have multiple size keywords. For example an image in the VLGS category

would also have the keywords LGS, MEDS, & SMS tagged to it.   Maximum dimension based on a print viewing distance of 3-4 feet and print resolution of 300 dpi.

Image Format Keywords	Format Description
HF	Normal Horizontal format - Height to Width Ratio greater than 52 % and Less than 89%
WF	Wide Horizontal format - Height to Width Ratio greater than24 % and Less than or equal to 52%
VWF	Very Wide format - Height to Width Ratio less than 24%
SQF	Square format - Height to Width Ratio between 89% and 111%
VF	Normal Vertical format - Height to Width Ratio greater than 111 % and Less than 180%
VTF	Very Tall format - Height to Width Ratio is 180% or greater

Note: Height to Width ratio is calculated by dividing the height by the width. For example an image that is 50 inches high and 100 inches wide would have a height to Width Ratio of 50%.

 Images are also tagged with another set of keywords that are a combination of their **FORMAT & SIZE** keywords separated with a '-' (dash). The **format keyword** is listed first followed by a **–** and then the **size keyword**. For example using the keyword **VWF-MEDS** would return all images that have a very wide format and are medium sized or can be downsized from larger images.

In addition to the image size and format keywords there are also keywords associated with height and width as follows:

Height Keywords are **H24**, **H30**, **H36**, **H40**, **H48**, **H60**, and **H72,** so if you are looking for images that will print at least 36" high you would enter **H36** as one of the search keywords. The number following the **H** denotes the height dimension in inches for the keyword.

Width Keywords are **W36**, **W42**, **W48**, **W60**, **W72**, **W96**, **W120, W180, W240** and **W300,** so if you are looking for images that will print at least 72" wide you would enter **W72** as one of the search keywords. The number following the **W** denotes the width dimension in inches for the keyword.
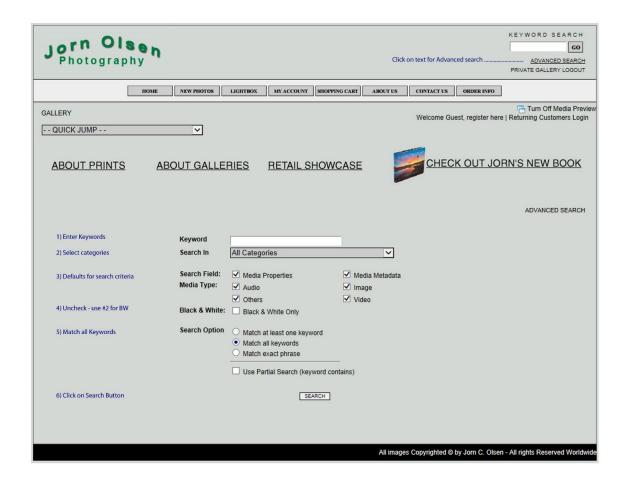
For example, to find images that will print at least 40 inches high and 120 inches wide enter **H40** and **W120** as the keywords in the search function.

USING THE ADVANCED SEARCH FUNCTION:

The advanced search feature allows you to narrow down your image search by searching on multiple keywords at once, and also allows you to confine the search to a specific image category (eg. Nebraska Landscapes or Wildlife)

Below the KEYWORD SEARCH box at the top right of your screen is a text link to the **ADVANCED SEARCH** Function. Clicking on the ADVANCED SEARCH text link brings up the screen below, which gives various options for searching the website for images as follows:

1. Enter the **Keywords** for your search separated by spaces
2. Select which **Categories** (galleries) to search in (Note: "ALL" is the default option in the drop down menu)
3. Use the defaults for **Search Field** and **Media Type**
4. Ignore (uncheck) the **Black & White** check box – there is a separate category for that (see # 2)
5. If entering multiple keywords click the **Match all Keywords** button (default is Match at least one keyword)
6. Click on the **SEARCH** button at the bottom of screen.

All images meeting the search criteria will be displayed on the screen. On the left side of the page, just above the first image is a line of text that that states "***To refine the search results, click here***". Clicking on the word "***here***" will bring up a dialog box to enter more keywords you can use to search within the search results. You may do this multiple times to keep refining the search results. If a lot of images are returned by the search process, it is often more efficient to click on the box labeled **Media per Page** (located at upper right or lower left of page) and select a higher number. The default number of images per page is 9 and you may select up to 96 images per page. See Screenshot below: