

Adding Keywords and Descriptions

To see if the publisher of this CD-ROM has allowed for user editing of keywords and descriptions, select any item in the Gallery window and open the Edit menu. If both “Keywords” and Description” are dimmed, you cannot add to the keywords and descriptions already in the catalog. If either or both commands are active, you can add to the keywords or descriptions provided. Also, although you cannot edit any of the publisher’s keywords and descriptions that appear in italics, you can edit or even remove any that appear in normal type. You can only add keywords if you have copied the catalog from the CD-ROM to a writable device.

Use your own keywords, for example, to reflect ways that you and your workgroup search for items and use the catalog. Add descriptions that record where and when you used an image, for which client, and so forth. To add your own keywords, select “Keywords...” from the Edit menu.