

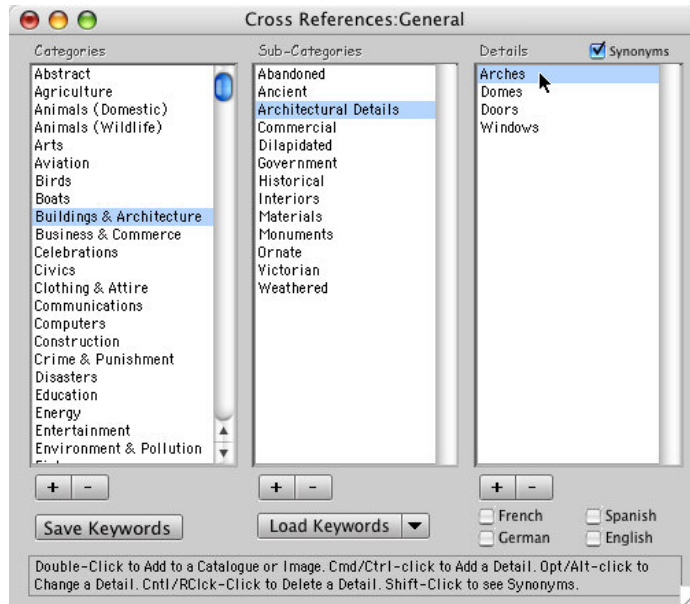
# CROSS REFERENCES

Cross References is a simple file, but its potential influence on your Catalogue is enormous. While the role of the Cross References file is to help you enter Cross References, aka Keywords, in your Catalogues consistently and easily, the purpose of the entries is to find images with the least amount of time and error. *Tip* 🍷

The Cross References listed with an image make it easy to find the image for appropriate situations by searching for any of the words listed with it. For that reason it's important to carefully consider all the aspects of each image and the possible searches for which it would be an appropriate match.

There are four windows in Cross References file: the Cross References:Lists, the Data Sheet, Synonyms and a Report. In Cross References most of your time is spent in the Lists window entering new words or selecting them for addition to an individual image's Cross References in the Catalogue.

*Tip:* When written as meta-data in Catalogue, the keywords are available for searches by other software.



The Cross References file opens to the three-pane Lists window. Each pane contains (or will) a list of words. These lists are your means for quickly entering consistent cross referencing terms, or keywords, to the individual entries within your Catalogue.

The three panes in the Lists window are labeled Category, Sub-Category and Details. Every entry in Cross references requires at least a Category. How much further down the hierarchy you go is your choice. *Tip* 🍷

## CATEGORY

Category is the primary heading. This is where you identify your major classifications for Cross References. Categories might be things like Architecture, People, Sports. A Category can be more than one word.

## SUB-CATEGORY

Sub-Category lets you more closely define levels within a Category. Sub-Categories are the principle breakdowns within the Category. For instance, a Category of Animals might have Sub-Categories of Lions and Tigers and Bears. On the other hand, if your files consist entirely of zoological photos, those words may be your Categories.

A Category, such as "Medicine" may have several or even hundreds of Sub-Categories.

## DETAILS

Details extend Categories and Sub-Categories to create tight definitions. Details are those final specialized descriptors that apply to the Sub-Category. Some Sub-Categories are suitable for many Details, others may have only a few. Some won't have any Details.

Details for the Category of Weather and Sub-Category of Storms might be words like Lightning, Hail, Tornado and Blizzard. If you have any Thunder imagery we'd like to see it.

## ADDING NEW CROSS REFERENCES

It's easy to add new words to your Cross References. The bottom of each list has a button for adding or deleting items. The Functions menu has selections for adding a new Category, Sub-Category or

*Tip:* To transfer the highlighted Cross Reference Category, Sub-Category and Detail to the active Catalogue Image Record, double click the Detail.

To add a Category and Sub-Category only, double click the Sub-Category.

Double click a Category to add it and nothing else.



Detail. Note that each has a keyboard command listed in the menu. The menu also provides the means to change and delete Cross References. See the description of the Functions menu for detailed information on their workings.

A new Category can be entered at any time just by clicking on the + button or selecting Enter New Category from the Functions menu. A dialog box opens asking you to enter the name of the new Category.

To enter a new Sub-Category, you must first click on the Category to which the Sub-Category is being added. Then you can click on the + button or select Add New Sub-Category from the Functions menu.

Similarly, to add a Detail, you must highlight the Sub-Category to which it's being added, then click on the + button or choose Add New Detail in the Functions menu. *Tip*

*Tip:* Each list can also be modified by holding specific keys while clicking on the list.

You're not expected to remember all of the options involved, but that's where the interactive help comes in.

Move the cursor over the lists and the help at the bottom of the window provides information on how to get the results you're after.

**QUICK ENTRY TO CATALOGUE CROSS REFS**

Adding cross references to your Catalogue images is extremely fast once they're entered into the Cross References file. In the Cross References double click a Category to add it to the active Image Record in Catalogue. Click once to highlight a Category then double click the desired Sub-Category to add it to the active Image Record in Catalogue, or... click once to highlight the Sub-Category and double click the Detail to add all three.

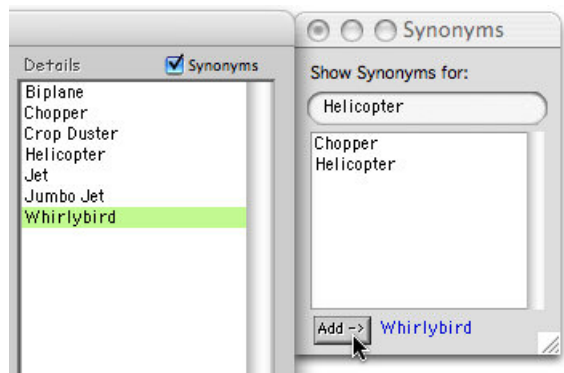
The same works for the Browser window or the META Basics window. Whichever window is foremost, including the Image Record, is the window that the new words are added to.

**SYNONYMS**

The top right corner of the Cross References Lists contains a check box labeled Synonyms. When checked, any Detail added to an image has all of its listed synonyms automatically included.

Turning the feature on or off using the check box does not affect the synonyms and their associations with one another. It only affects whether or not they're all included when any one of them is applied to an image.

Setting up synonyms takes some effort but it's not a daunting task.



The Synonyms window, is opened via the Windows menu.

If you Shift-Click on any word listed in Detail, it opens the Synonyms window listing the word and any synonyms.

**ADD SYNONYM**

To add a synonym for a listed word, Shift-Click on a word or type it into the top of the Synonyms window. With the word and any synonyms displayed in the Synonyms, go back to the Details list. Highlight a word to be added as a synonym and click on the Add button. Do this for as many words as you wish to add.

To add synonyms for another word, type it into the top of the Synonyms window or Shift-Click on it in the Details list and repeat the process.

**DELETE SYNONYM**

To remove a word from a set of synonyms, highlight it in the list of synonyms and Opt/Alt-Click to remove it. The word is not removed from the Cross References file, it's simply dis-associated as a synonym of the other listed words.

**Q W I C K - S W A P**

Entire sets of keywords can be quickly moved in and out of Cross References. This makes it possible to create and utilize specialized lists of keywords.

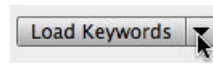
**S A V E K E Y W O R D S**

Save Keywords asks you to name the set, then saves the current contents of the lists into the HS Prefs folder, located inside the same folder as Cross References. The lists remains as they were with the same set of words displayed.

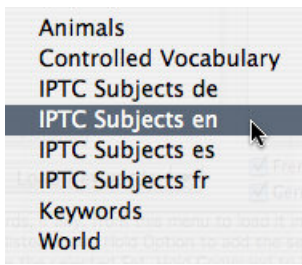


**L O A D K E Y W O R D S**

Load Keywords is a menu that lists any saved sets of keywords. Choose one to have it loaded into the lists in place of their current contents.



If you wish to add a selected set of keywords to the current contents of the lists, hold Option as you make your selection. Unless you save the combined sets as a new set, they're only combined within the lists. The saved sets remain as they were.



To rename a saved set, hold Shift and choose the set to be renamed.

To delete a set, hold the Command key and choose the set to be deleted.

Again, you're not expected to remember all of this. Watch the interactive help at the bottom of the window for notes to remind you of a window's features.

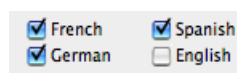
Sample keyword sets are included with the program.

Check our web site for information about other available sets of keywords that can be imported into Cross References.

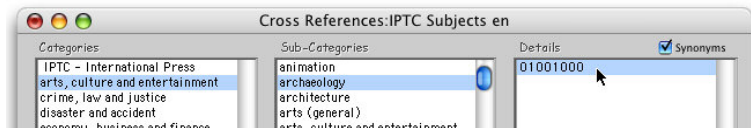
**L A N G U A G E S**

With the IPTC Subject Codes installed in the HS Prefs folder, Cross References has a four language thesaurus available.

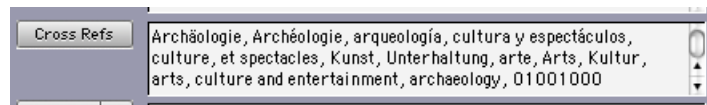
Check the desired languages at the bottom of the Keywords pane.



When you double click on any Subject Code number, the matching words for the selected languages are installed as well.



The language currently displayed in the Keywords lists is included whether checked off or not.



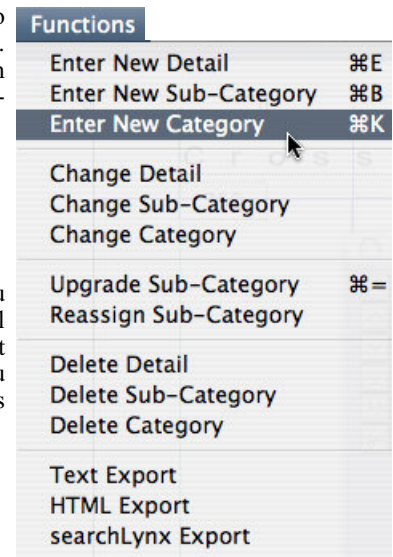
Note: It is necessary that the IPTC files retain their names as they are provided in order for the software to recognize them. Changing the names causes them to be unavailable for this use.



MENUS

FUNCTIONS

Note that nearly all of the following Functions require you to click on a word in one of the three Cross References lists. This guides the software in how to apply your selection from the menu. This clicked on word becomes the currently highlighted word of its list.



ENTER NEW DETAIL

ENTER NEW SUB-CATEGORY

ENTER NEW CATEGORY

Each of these selections opens a dialog window in which you enter the name of the new Category, Sub-Category or Detail you wish to add. To add a Sub-Category you must first select the Category to which it's being added. To add a Detail, you must first select the Category and Sub-Category to which it's being added.

CHANGE DETAIL

CHANGE SUB-CATEGORY

CHANGE CATEGORY

If you need to correct a misspelling or simply wish to make an existing word different, change it. Each of these Functions opens a dialog window with the currently highlighted word of the selected level displayed. Type in whatever you want this word to become.

UPGRADE SUB-CATEGORY

If you realize that an existing Sub-Category is more desirable as a Category, highlight it and choose this Function. After confirming your intent, StockView shifts the Sub-Category and all of its assigned Details upward making it a Category and its Details into Sub-Categories.

REASSIGN SUB-CATEGORY

Any time you need to assign a Sub-Category to a different Category, highlight it and choose Reassign Sub-Category. A dialog box opens displaying the current Category to which the Sub-Category belongs. Type in the name of the Category you want it shifted to and the Sub-Category and all of its assigned Details are reassigned. If the Category name you enter doesn't already exist, it's created.

DELETE DETAIL

DELETE SUB-CATEGORY

DELETE CATEGORY

On those occasions when you simply have no reason to keep an obsolete Cross Reference or a mistake use the Delete Functions to get rid of it and any lesser levels assigned to it. StockView confirms your choice then eliminates your selection. If it's a Category you're deleting, all of its Sub-Categories and Details are also deleted. If you delete a Sub-Category all of its Details go too. If you delete just a Detail, it goes alone.

TEXT EXPORT

Text Export asks you to provide the name and select the location, then saves a text file of your Cross References. Sub-Categories are indented by one Tab space, Details are indented by two Tab spaces.

◆ Tip

HTML EXPORT

HTML Export checks for any templates and or HTML preferences you've saved for use with the Catalogue HTML Export then seeks your choice of any of them. Otherwise it uses built in default settings to create a single HTML page listing your Cross References.

SEARCHLYNX EXPORT

searchLynx Export saves a file designed for use with HindSight's searchLynx; a search enabled web gallery. It allows you to use Captions, Cross References and Image data from the StockView Catalogue and Cross References to generate the searchLynx data. Visitors to a searchLynx site can search by keywords and see the search results as pages of thumbnail images. More information on this export function is in the searchLynx documentation.

*Tip:* Need a listing of just your Categories? Hold down the Shift key then choose either of these exports.  
  
Hold Shift plus Opt/Alt to list Categories and Sub-Categories without the Details.

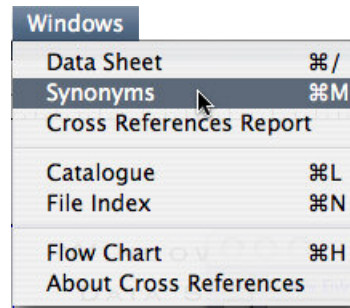
## WINDOWS

## DATA SHEET

The Data Sheet gives you direct access to all of the data that makes up the Cross References file. Chances are you aren't going to need this access very often, if ever. The great amount of repetition displayed in the Data Sheet is normal. Every Category is repeated for as many times as there are Sub-Categories and Details within it.

The Data Sheet offers the standard Search and Sort menus as found throughout InView & StockView. The Sort menu has the additional selection of Sort File which simply sorts the Details within their respective Sub-Categories and the Sub-Categories within their respective Categories - all in one step.

The Data Sheet sometimes displays special bold-faced entries. These are created in order to format the Cross References for printing and are eliminated again when the Cross References Report window is closed.



## SYNONYMS

Synonyms opens the Synonyms window as described earlier in this chapter.

## CROSS REFERENCES REPORT

Cross References Report opens the window where your Cross References are printed. The report is automatically formatted for printing when you open it.

Typically the report include all of the entries in the Cross References file. On occasions when you wish to only print specific Cross References, use the Search menu in the Data Sheet to select the desired Cross References then open the Report. StockView organizes the report using only the selected Cross References.

## CATALOGUE

Catalogue opens the Catalogue file. You're surprised?

## FILE INDEX

File Index opens the File Index to access Catalogue clones.

## GRAPHICS MODE

Graphics Mode shifts the Cross References Report to Graphics Mode to edit the printout.

## FLOW CHART

Flow Chart opens Flow Chart

## ABOUT CROSS REFERENCES

About Cross References shows version, copyright and author information.

## C R O S S R E F E R E N C E S T H E O R Y

What Cross References should you create? That's impossible for us to say. Everyone's needs are different and what's right for us may be terribly wrong for you.

A good cross referencing system takes time and thought and can not be constructed in haphazard fashion with expectations of great results. If you build Cross References well, the result is faster, more fruitful file searches. Cross referencing is not so much for data entry as it is for searching later on.

Whether you call it cross referencing, keywording or indexing, there are two basic methods for choosing index words. StockView works well with either or both.

First, and probably most common though not always the best, is the open vocabulary. If you look at an image and type whatever words it inspires in the Cross References cell of the Catalogue Image Record, you're using an open vocabulary. While it may seem easy, the downside is that on one day you may cross reference an image as "ship, harbor". Entered on another day, you might have cross referenced the very same image as "boat, port". Later, when the search is on for this image, who knows what you're going to find or overlook because of inconsistencies in open vocabulary. Of course, Catalogue can look for all entries that contain "harbor or port or anchorage or boat or ship or vessel" but this requires a vast patience or a good memory.

Using Cross References with a controlled vocabulary, your selections for entering image cross references and, later for searching, are limited to a specific set of words. Try using an open vocabulary in searching for that image we mentioned above as an example. It's a hit or miss proposition. If you find no entry for "boat", you must keep looking, trying other words in your Cross References. When you discover "ship", you select it and move on to the next word. Failing to find "port" or "anchorage" you keep digging among the terms available until you make a hit. "Harbor" turns up the image and you're on your way.

You can add new cross references at any time. As you make entries in a Catalogue file, should you fail to find a satisfactory keyword for an image, add a new one to fill the hole. This way the Cross References file builds slowly and thoughtfully as need arises. You are spared the monstrous task of building an entire Cross References system before you know what you might need.

Keep Categories general and get more specific in Sub-Categories. Ideally, Details are unique to a Sub-Category. You're not obligated to include Details. A lot can be accomplished without any Details at all.

Suppose your files have lots of animal images. Start with a general Category, Animals or Nature or Wildlife. Now, let's say you have lots of bears among your animals. Try a Sub-Category, Bear. For Details get down to the fine points, Brown, Grizzly, Kodiak, Polar, Ursus... and so on. These Details are hardly suitable for any other Category or Sub-Category. See what we mean? Ok, let's try again.

A Category, Bird, could have Sub-Categories of types of birds, maybe Eagle is one. Details for Eagle might be Bald, Golden and *haliaeetus leucocephalus*. If you're tempted to include Details like Flying, Egg, Hunting and such, remember, these Details apply to many birds. Flying, Egg, Hunting and such might serve better as Sub-Categories.

For efficiency, use the most basic, generic terms, usually singular versus plural. Use terms that can absorb several others. Fuzzy logic is still stronger in humans than in computers. Reduce synonyms when you can to the single most suitable word for a Category or Sub-Category. This narrows rather than expands your search vocabulary list. For instance, here is a list of synonyms: precipitation, condensation, downpour, deluge, cloudburst, torrent, rainfall, shower, drizzle, sprinkle, monsoon, plus all their plurals. Rather than create a Category, or even a Sub-Category for each and every one, use a broader term, such as Rain.

Keep in mind that a single image may have several applicable Categories. A Sports image may also show Weather and concepts like Strength, Winning and Desperation.

Limiting the number of choices increases the accuracy of new entries and expedites searches. In the next breath we say, "Don't go overboard." Don't be so extreme in avoiding new terms that you diminish coverage. A happy medium exists, but it's up to you to decide where it is.