

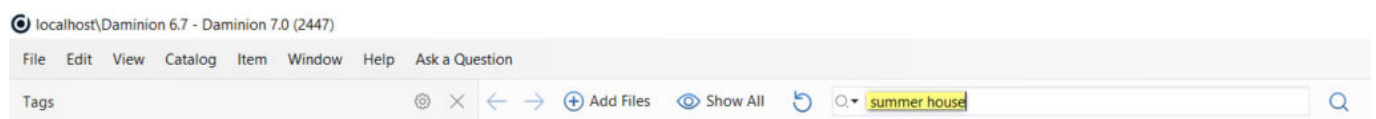
Assets you can't find are JUST AS USELESS as assets that are completely lost!

Damion's easy-to-use, but nonetheless powerful, search capabilities include: Quick Search, Filter Content By Tags in combination with AND/OR operators, Advanced Search and Saved Searches.

Let's assume you are working for a company specializing in architecture and landscape design. You're trying to find "summer house" buildings built in London, Bristol or Oxford, constructed of "brick and metal, but not wood."

Step 1. Quick Search

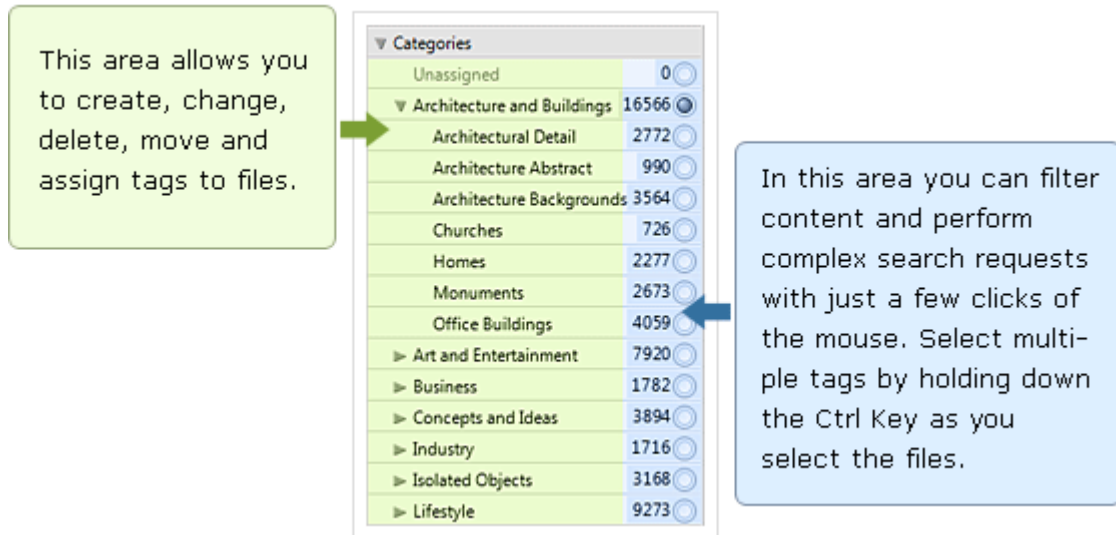
Open the "Architectural Buildings" catalog and type the phrase "summer house" into the search box.



This two-word phrase might bring up a large number of files. Let's assume you find 7,000 files connected with summer houses from your 120,000 file media library. Now you need refine your search.

Step 2. Filter By Tags

Damion's Tags Panel will help you to find and identify your documents and media files quickly.



See how quick and easy it is to compose complex search requests with the following example:

Imagine you are working for a design company which specializes in architecture and landscape design and you want to find “*summer house*” buildings that were built in *London, Bristol* or *Oxford*, constructed of both “*brick*” and “*metal*,” but not “*wood*”.

Open a catalog and type the phrase “*summer house*” in the search box. This two-word phrase might result in a large number of files. Let’s assume that you find 7,000 files about summer houses among your 120,000 file media library. Now you’ll need to refine your search.

Select the necessary keywords in the Tags panel (on the *right hand side*) by holding your Ctrl key down as you click.

Keywords		OR	☐
Unassigned	AND (all match)		
Abstract	OR (any match)		
▼ Materials	16566	☐	
Brick	9611	☒	
Concrete	1485	☐	
Glass	2792	☐	
Metal	5059	☒	
Plaster	1089	☐	
Wood	1709	☐	
Stone	110	☐	

A. Boolean Operators - And, Or

Once you select the second keyword, the “AND” label will appear. This means that only buildings that have both “*brick*” AND “*metal*” will be located. Click on that label from the context menu and change it to “OR.” Now Daminion will find buildings that have either brick OR metal.

Keywords		OR	☐
Unassigned	0	☐	
Abstract	1980	☐	
▼ Materials	16566	☐	
Brick	9611	☒	
Concrete	1485	☐	
Glass	2792	☐	
Metal	5059	☒	
Plaster	1089	☐	
Wood	1709	☐	

Show in the current set

Hide from the current set

Clear state

B. Exclude Tags From Search

Let’s exclude the wood buildings from the result. If you click and hold the left mouse button on the “*Wood*” tag in *area #2*, a small menu will appear (see screenshot). Now select the

“Hide from the current set” menu option and all the wood buildings will be excluded from your search request.

▼ Place	OR	
► [Country]	12051	☐
▼ UK	4515	☐
▼ London	1264	☐
► London	1264	☒
▼ North West England	2019	☐
► Manchester	685	☐
► Liverpool	582	☒
► Preston	437	☐
► Chester	315	☐
▼ South West England	1232	☐
► Bristol	103	☒
► Plymouth	1129	☐

C. Add Extra Tags To Search

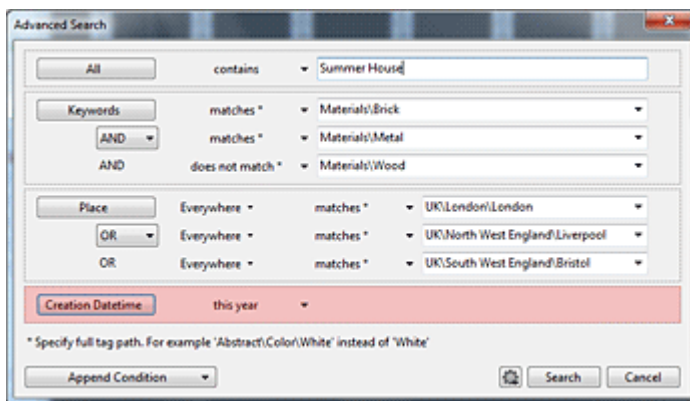
Now you can add the city filter to your request. For some tags, you can use the “OR” option only (as in the case of the “Shown Place” tag, because usually only one location is shown on an image, depending on the XMP specification).

That’s it! The documents you need are found in only a few clicks and a few seconds. But that’s not all: Your search requests can be refined even more precisely using the Advanced Search option, and then saved as Smart Tags for future reference. Finally, to reset your filter, click on the “Show All” button next to the search textbox.

Step 3. Refine Your Search with Advanced Search

Advanced Search allows the user to locate assets with virtually any set of query parameters (more than 100 properties) in conjunction with Boolean And/Or operators and a set of conditions such as: “Contains”, “Start with”, “Matches”,...

If you click on the Advanced Search button, the Advanced Search feature automatically populates with your current tag selection. Refine your query by adding new search criteria.



The Advanced Search dialog box shows a search query for "Summer House" with filters for Materials (Brick, Metal, Wood) and Place (London, Liverpool, Bristol). The Creation Datetime is set to "this year".

Advanced Search

All contains Summer House

Keywords matches Materials\Brick

AND matches Materials\Metal

AND does not match Materials\Wood

Place Everywhere matches UK\London\London

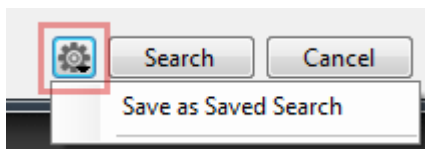
OR Everywhere matches UK\North West England\Liverpool

OR Everywhere matches UK\South West England\Bristol

Creation Datetime this year

* Specify full tag path. For example 'Abstract\Color\White' instead of 'White'

Append Condition Search Cancel



Step 4. Save Your Query

Let's save our request as a Saved Search, for example: "Summer Houses (UK) – Brick & Metal."

▼ Saved Searches	
Last Imported	894
Imported Today	1716
Imported Yesterday	3168
Summer Houses (UK) - Brick&Metal	27

You can consider "Summer Houses (UK) – Brick & Metal" as a dynamic collection. Any time a picture with the necessary properties appears in the catalog, the collection will automatically grow, and you'll be able to view it with a single mouse click.