

Filtering by multiple terms

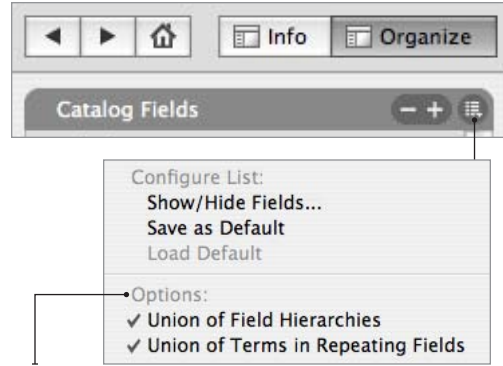
There are several ways to use the Organize Panel for complex catalog filtering and sorting using multiple metadata terms.

Intersecting terms

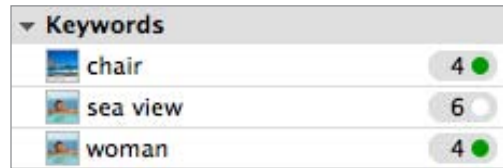
To display media items that are tagged with two metadata terms, do the following:

1. Open Organize Panel, and expand the *Keywords* group.
2. In the List Configuration drop-down menu at the top of the Organize Panel, ensure that there is not a check mark next to *Union of Terms in Repeating Fields*. This drop-down menu is accessed by clicking on the dark gray circle at in the Catalog Fields label bar (see figure right).
3. In the area for the "keyword A", click on the gray oval to right of the keyword name which contains the number of catalog items associated with that keyword. When you click this gray oval, a green dot should appear and the items associated with that keyword should be displayed in the active view.
4. Holding down the Ctrl key (on Mac: the Command/Apple key) and click on the gray oval next to the keyword you want to "intersect" with "keyword A". In this example, this would be "keyword B." A green dot should appear in the gray oval for this keyword as well.
5. What should finally be displayed is only images that have both keywords, "keyword A" and "keyword B".

Note: The *Union of Terms in Repeating Fields* function only applies to metadata fields that have multiple terms. These are: *Keywords*, *Categories*, *Contact (People)*, *Scenes* and *Subject Codes*. Otherwise, all selections in the Organize Panel that span multiple metadata fields or groups will be intersections. For example, if you clicked on the JPEG file type, the year 2005 in the Date Finder and the keyword "activities" the result would be an intersection of those terms (see figure left).



Catalog Fields configuration menu: Use this menu to change the way the Organize Panel sorts and displays media items in the catalog. Checkmark indicates active.



Union vs. Intersection: When the *Union of Terms in Repeating Fields* option is turned on, MediaPro will display all media items associated each term. In this example, all items with the keyword chair, and all items with keyword woman will be displayed. If the *Union of Terms in Repeating Fields* option is turned off, then only the media items that have both chair and woman will be displayed.



Intersection: The results of all selections spanning multiple metadata fields or groups in the Organize Panel will be displayed as an intersection of those terms.

Union of terms

To display all media items that have the “keyword A” and all media items that have the “keyword B”, repeat the intersection instructions, but instead, place a check mark in front of *Union of Terms in Repeating Fields* in the Organize Panel’s List Configuration menu. You do this by simply selecting those words in the List Configuration menu.

Handling a hierarchy of terms

In the Organize Panel, some metadata fields have terms displayed in a hierarchy. These include *Catalog Sets*, *Catalog Folders*, *Date Finder* and the *Place Finder*.

There is a key option, *Union of Field Hierarchies*, in the Organize Panel’s List Configuration menu that will govern how you can interact with these term hierarchies.

If the *Union of Field Hierarchies* option is not turned on, the Organize Panel will only display the number of media items associated with the each level of any hierarchical metadata group, including *Catalog Sets*, *Catalog Folders*, *Date Finder*, and *Place Finder*. When this option is not turned on, higher levels of a hierarchy cannot be used to filter a catalog (see figure A).

If the *Union of Field Hierarchies* option is turned on, the higher levels of any hierarchical metadata group in the Organize Panel will display the aggregate number of media items associated with any sub-levels of the hierarchy. In figure B (right), the number 9 in parentheses represents the number of all items associated with the dates in March.

In some hierarchies, such as *Catalog Folders* or *Catalog Sets*, there will be two numbers displayed (see figure C). The first number represents the number of cataloged items that are stored in that folder or set. The number in parentheses represents the number of cataloged items stored in all sub-folders or sub-sets.

You can turn on the *Union of Field Hierarchies* option for *Catalog Folders* in the Folder Watching menu at the top of the *Catalog Folders* pane.

Date Finder		
2002		
February		
March		
Monday 11		3
Tuesday 12		3
Thursday 14		2
Friday 15		1

A. Without hierarchy option: If the *Union of Field Hierarchies* option is not turned on, the Organize Panel will only display the number of media items associated with the each level of any hierarchical metadata field, including *Catalog Sets*, *Catalog Folders*, *Date Finder*, and *Place Finder*. When this option is not turned on, higher levels of a hierarchy cannot be used to filter a catalog.

Date Finder		
2002		(15)
February		(1)
March		(9)
Monday 11		3
Tuesday 12		3
Thursday 14		2
Friday 15		1

B. With hierarchy option: If the *Union of Field Hierarchies* option is turned on, the higher levels of any hierarchical metadata group in the Organize Panel will display the aggregate number of media items associated with any sub-levels of the hierarchy. In the example above, the number 9 in parentheses represents the number of all items associated with the dates in March.

Audio		8 (21)
Rushmore		21
Fonts		5 (83)
Fontalicious		(43)
System		40

C. Folder hierarchy: The first number represents the number of cataloged items that are stored in that folder. The number in parentheses represents the number of cataloged items stored in all subfolders.