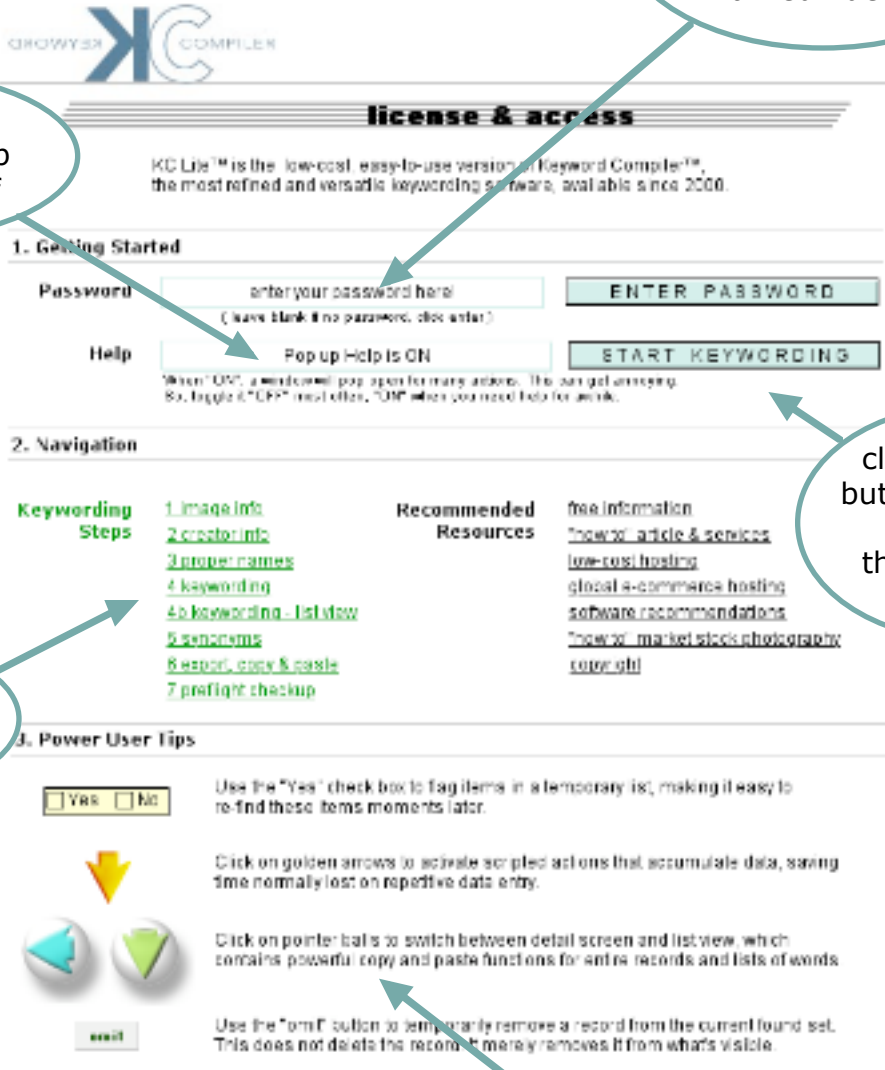


KC Lite™ Guided Tour

An overview of what it does and how it does it
It's really easy to use!



decide if you want pop up help turned on or off

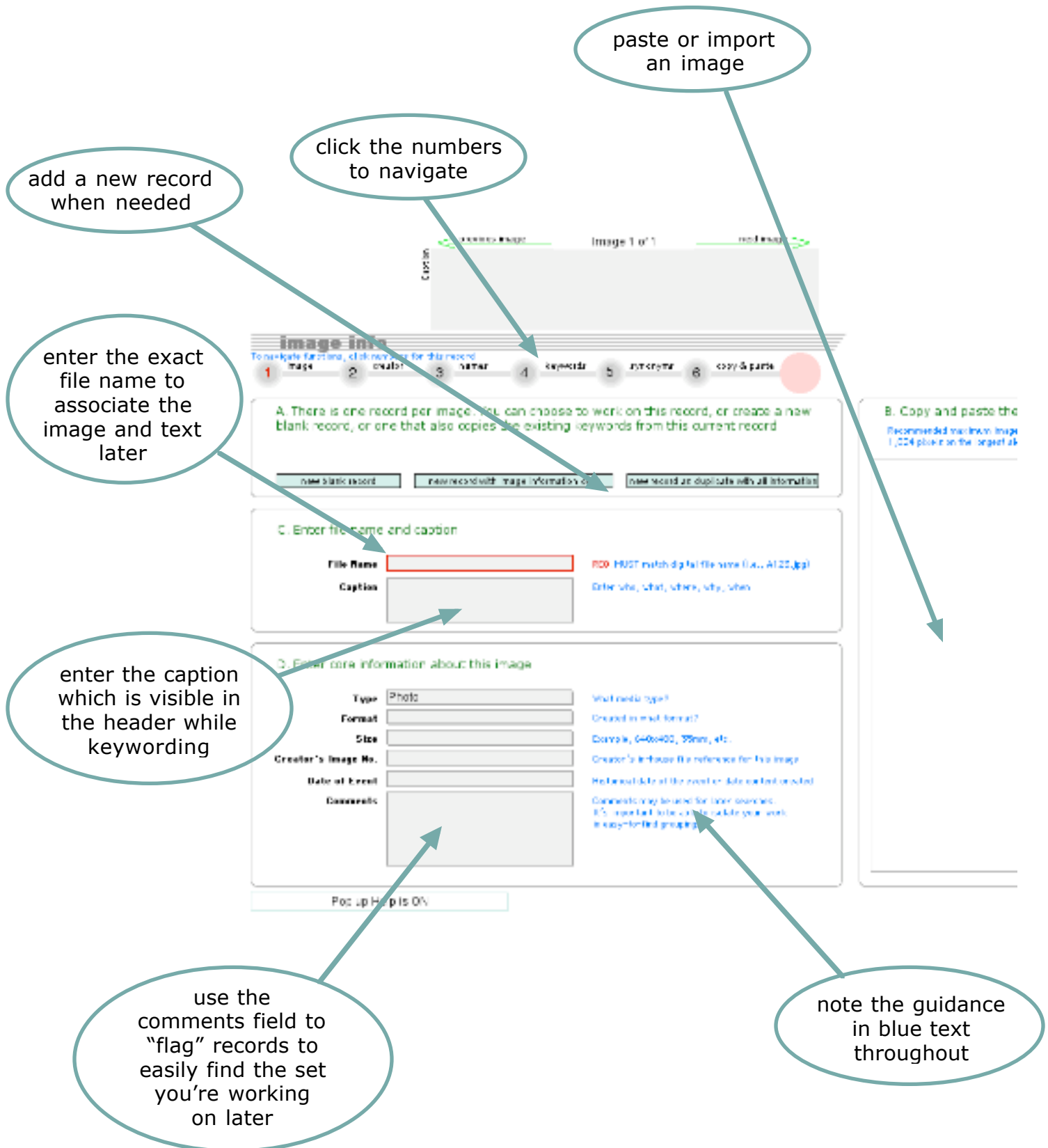
enter your license password (unless this is the trial version marked "demo")

click the green buttons for action scripts throughout the process

navigate as needed to each data page

the opening page has more helpful tips

Screen One - Enter the image info



Screen Two - Enter the image info

The screenshot shows a web interface for entering image information. At the top, there are navigation buttons: "previous image" (left arrow), "Image 1 of 1", and "next image" (right arrow). Below these is a "Caption" field. A progress bar below the caption shows six steps: 1. image, 2. creator, 3. names, 4. keywords, 5. synonyms, 6. copy & paste. Step 2, "creator", is highlighted with a red circle. Below the progress bar is a section titled "A. Choose to work on this record, or create a new blank record, or one that also copies the existing keywords of this record". This section contains four input fields: "Creator Name" (with a red border), "Copyright Holder" (with a red border), "Copyright Notice" (with a red border), and "Photographer ID Number". To the right of each field is a red "REQ." label and a blue instruction. Below the input fields is a note: "Note: This is a single user version of KC Lite. Use Keyword Compiler for keywording images by multiple creators." At the bottom, there is a button labeled "Pop up Help is ON".

the red number tells you the step your' on

here is displayed the quantity of records in the current found set, and the record number you're on

use the "preview" and "next" buttons to change records

enter important copyright information

and remember, you can turn "on" or "off" pop up help at any screen

Screen Three - Enter names and info that are not in the built-in dictionary

enter names of people and places, each in its own field or separated by commas

click the golden arrow to populate the final field with the combination of restrictions

check restrictions boxes and enter supplemental restrictions

Image 1 of 1

proper names & use restrictions

1 image 2 creator 3 names 4 keywords 5 synonyms 6 copy & paste

A. Enter words and names that are not part of the built-in dictionary & thesaurus

Names:

Include:

- Person's name
- Official title
- Location, city, state
- Anything difficult to translate
- Any word not appearing in keyword lists
- Main words or phrases from the caption

B. Check boxes for relevant use restrictions and releases. Add optional text. And, click the golden arrow to accumulate all into one box:

MR (Model Released)

PR (Property Released)

Alcohol Use Restriction

Firearms Use Restriction

Sexual Use Restriction

Tobacco Use Restriction

Editorial Use Only

Add Optional Text:

Combine Restrictions:

Click

Consider including:

- Check appropriate boxes
- Optionally, add text if needed
- Sales contact phone number
- Sensitive use authorization
- Special pricing or arrangements

C. Scripted actions, to find and spell check:

Pop up Help is ON

spell check the caption only or all the records

Screen Five - Add synonyms with KC's unique visual thesaurus

The screenshot shows the 'synonyms' section of the KC Lite interface. At the top, there is a navigation bar with 'previous image', 'Image 1 of 1', and 'next image' buttons. Below this is a 'Caption' field. A callout bubble points to this area, stating: 'your image and caption are displayed throughout keywording'. Below the caption is a tabbed interface with tabs for '1 image', '2 creator', '3 names', '4 keywords', '5 synonyms', and '6 copy & paste'. The '5 synonyms' tab is active and highlighted with a red circle. Below the tabs, there are three instructional panels: Panel A: 'You may choose to lock this record so that synonyms cannot be updated accidentally after refining your selection'. It has radio buttons for 'Lock' and 'Allow Changes To Synonyms'. Panel B: 'Run the process to add synonyms to one record or all records in the found set'. It has two buttons: 'get synonyms for this record' and 'get synonyms for All records'. Panel C: 'Verify & refine synonyms by clicking on those to remove'. Below this is a table with multiple empty rows. A callout bubble points to the table, stating: 'click on words to remove them from the list, then "lock" the record to prevent further changes when finished'. Another callout bubble points to the 'get synonyms for this record' button, stating: 'click to gather synonyms for this one record or for all the records in the found set'.

Screen Six - Gather it all together

The screenshot shows the 'Expert, copy & paste' interface. At the top, there are navigation buttons: 'previous stage', 'image 1 of 1', and 'next stage'. Below this is a progress bar with steps 1 through 6. Step 6, 'copy & paste', is highlighted with a red target icon. A callout points to this icon with the text: 'click the red target for a "preflight" check up on what's missing'. Below the progress bar, there are two main sections: 'A. Run the process to gather the keywords for one record or all records in the found set' and 'B. Copy the accumulated keywords and paste them for final use'. Section A has two buttons: 'gather data for this record' and 'gather data for ALL records'. Section B has two text areas: 'Root Words Only' and 'All Words'. The 'All Words' section has a 'Character Count' label and a 'copy words' button. Below these are several other buttons: 'copy file name', 'copy supplier name', 'copy caption', 'copy usage restrictions', 'copy creator name', 'copy copyright holder', and 'copy copyright notice'. A callout points to the 'gather data for ALL records' button with the text: 'click to gather data for this one record or all records in the found set'. Another callout points to the 'copy words' button with the text: 'click each green button to copy that field and paste it into IPTC, File Info or online databases'. At the bottom, there are two buttons: 'Export' and 'Import'. The 'Export' button has a yellow arrow pointing down and the text: 'Export Click here to export records in the current found set for backups or submissions'. The 'Import' button has a yellow arrow pointing down and the text: 'Import Click here to import records from older legacy versions of Keyword Compiler. (Remember to backup everything before importing.)'. A callout points to the 'Export' button with the text: 'you can import records from legacy versions or export data for use elsewhere and for backups'. At the bottom left, there is a large red text: 'For \$29 per year Dramatically improve your stock photo sales by better keywording ... if it cannot be found, it won't sell'. At the bottom right, there is a bold red text: 'rinse and repeat ... it doesn't get any easier than this!'.

click to gather data for this one record or all records in the found set

click the red target for a "preflight" check up on what's missing

click each green button to copy that field and paste it into IPTC, File Info or online databases

you can import records from legacy versions or export data for use elsewhere and for backups

For **\$29** per year

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... if it cannot be found, it won't sell

rinse and repeat ... it doesn't get any easier than this!