KEYWORDS AND SEARCH

KEYWORDS

The **Keywords** tool allows users to define searchable tags or formal metadata for nodes, links, or slides. Keywords added to nodes can facilitate later review and comparison of data. Coupled with the ability to search the metadata creates a powerful analysis tool.

Keywords may also be added from an ontology, which will be covered in the next section.

To add a keyword to a node:

1. **Click the node.** *Sizing handles appear around the node.*

2. From the menu bar, **select Windows > Keywords (Info).** *The Info window opens.*

3. In the Info window, Keywords section, **type a keyword into the text field.**

![Keywords example](image)
More than one keyword in a field will be treated as a block of text (string).

Once a keyword is assigned to a node, the keyword indicator \( \textcolor{red}{{\Rightarrow}} \) displays.

To add additional keywords to a node:

4. **Click the Add tool.** *An additional keyword text field opens.*

5. **Type the keyword.**

To assign formal metadata schema (VUE comes with the Dublin Core metadata schema):

1. **Click the node.** *Sizing handles appear around the node.*

2. From the menu bar, **select Windows > Keywords (Info).** *The Info window opens.*
3. In the Info window, Keywords section, click the Assign Categories checkbox. The Categories field displays.

4. Click the Categories down-arrow and select a category.

5. Type the keyword.

To create your own custom category:

1. Click the Categories down-arrow and select Edit Categories. The Edit Categories window opens.
2. In the Edit Categories window, type the custom category.

3. Click Done. The custom category is added to the categories list.

**SEARCH**

The Search tool allows users to filter and query objects in large maps. Map data can be manipulated and viewed based on criteria of your choosing.

To search:

1. From the menu bar, select Windows > Search. The Search window opens.

![Edit Categories window](image1)

![Search window](image2)
The basic search searches all map content such as node labels, keywords, and resource metadata.

2. **Type the search term.**

3. **Click Search.** *Objects with matching search criteria are outlined.*

To reset the map:

4. **Click Reset Map.** *The outlining is removed.*

To search with multiple criteria:

1. In the Search window, **click the Add Search Field tool.** *A second text field opens.*

2. **Type the additional search term.**

3. **Click Search.** *Objects that contain both search criteria are outlined.*

By default any search is an "and" search. The “or” search can be enabled via the Advanced tab.
Advanced Search

The Advanced Search feature provides additional search parameters such as:

*Search Type*: limit the search (i.e. search for just Keywords)

When selected, the Categories and Keywords option allows searching by both category and keyword(s):

*Maps*: search the current map or all open maps

When using All Open Maps, the only option is for search results to open in a new map. There is also an icon to show which maps the search results came from.

*Results*: instead of selecting matching objects, which is the default behavior, other results can be obtained
Or: the default "and" search can be changed to an “or” search

When searching for keywords on slides and images on slides (search everything), the slide thumbnail and the associated node will be selected.