



14 April 2010

## Technical Note Adding keywords to Gallery objects

### Background

This document describes the steps involved in adding keywords to DevInfo Gallery objects –tables, graphs and maps – for publication on the di Gallery searchable web application.

### Adding keywords

1. After creating a Gallery object in DevInfo 6.0, save it to the desired folder location.
2. Click the **Gallery** button on the home page of the DevInfo 6.0 User application to open the di Gallery window. To add keywords to any object, first double-click the object to open the preview window (Fig 1.1).

Child malnutrition Percent - 1-9 yr Total - 2005 - Table


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Child malnutrition in South Africa  
Percent - 1-9 yr, 2005

Area Name	Prevalence of stunting (moderate and severe)	Prevalence of underweight (moderate and severe)	Prevalence of wasting (moderate and severe)
South Africa	18.00	9.30	4.50
Eastern Cape	18.00	7.80	4.10
Free State	28.20	14.10	2.80
Gauteng	16.80	6.40	3.30
KwaZulu-Natal	15.10	5.00	1.30
Limpopo	23.80	12.30	4.40
Mpumalanga	17.80	10.90	7.50
Northern Cape	27.70	38.30	19.10
North West	15.10	12.40	3.20
Western Cape	12.00	8.20	11.50

Fig 1.1 –Preview window



Click the **Keyword Manager**  button to open the Keyword Manager window. Enter at least five keywords for each object (Fig 1.2). Note that area names, indicators, units and subgroups are automatically searched by the online gallery application, so these do not need to be re-entered. Keywords should include generic search words or phrases that typical users would likely enter when searching for the object.

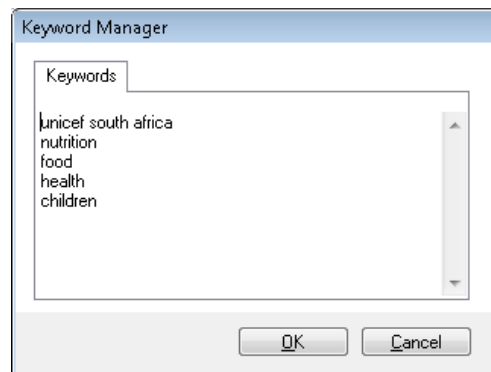


Fig 1.2 – Keyword Manager

Using the example shown in Fig. 1.2 of an object displaying UNICEF data on child malnutrition in South Africa, suggested keywords could include:

unicef south africa  
nutrition  
food  
health  
children

Once the keywords have been added, click **OK** to save.


3. Find the file location of the MS-Excel spreadsheet associated with the Gallery object and open it as an MS-Excel spreadsheet file. (Note that by default, Gallery objects are saved in the following location: C:\DevInfo\DevInfo 6.0\DevInfo 6.0\Gallery\Presentations.)

Note that the MS-Excel file contains multiple worksheet tabs. From the **Source** worksheet, remove any reference to a path to the database on your local computer (for example, C:\DevInfo\DevInfo 6.0\DevInfo 6.0\Data\SOWC Info 2009 r8.mdb.). Ensure that the source is displayed only as the database itself, (for example, "SOWC Info 2009 r8.mdb").

Note also that keywords do not need to be added again in the **Keywords** worksheet of the MS-Excel file. This worksheet can remain blank, as the keywords have already been entered via the Keyword Manager.



## Adding keywords to shared Gallery objects

Users are encouraged to share Gallery objects with other DevInfo users by sending across the corresponding MS-Excel presentation files. These objects can then be readily imported into another user's Gallery by using the **Import**  tool from the Gallery toolbar.

However, note that if you wish to upload a shared Gallery object to an online searchable di Gallery application, the keywords set by the original user using Keyword Manager will not be functional in the search box. To rectify this situation, the original object creator must add the desired keywords in the **Keywords** worksheet of the MS-Excel file (Fig 1.3).

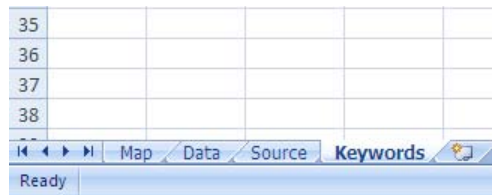


Fig 1.3 – Keywords worksheet

Upon receiving this shared MS-Excel object file and importing it into their galleries, other users can then note down these keywords from the worksheet and enter them against the object using the Keyword Manager feature. The shared object will then be searchable by these keywords, after being uploaded to the online searchable di Gallery application.