

Beginner's Guide to the Photo Library

The A&K private digital image library can be found here <http://portfolio.abercrombient.com>.

You can also enter the photo library through the "A&K photo library" link on the portal. Make sure that your pop-up blocker is either disabled or set to allow pop-ups from the when using the library.

Contact the Digital Assets Manager for information on how to gain access to the library. The contact info is located here: <http://portfolio.abercrombiekent.com/contact.cfm>

If you have forgotten your username or password, use the "forgot password?" feature located on the home page.

Digital Library Login

Username:

Password:

[Forgot password?](#) [LOGIN](#)

Welcome

The Abercrombie & Kent Private Digital Library is a collection of images from around the world which is used for the promotion of A&K travel. You must be logged in to download images, which requires a user name and password.

For press or public relations image requests, please visit this section at the top of the page. Travel professionals should log into Agent Services on our web site at www.abercrombiekent.com and visit the images gallery.

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[A&K RESIDENCE CLUB](#) | [A&K PHILANTHROPY](#)

Searching for Images

Select one of the five image catalogs from the library home page: photo library (main library), hotels & lodging, A&K Villas, A&K Residence Club, or A&K Philanthropy.

Digital Library Login

[Logout if you are not goverstreet@abercrombiekent.com.](#)

Welcome

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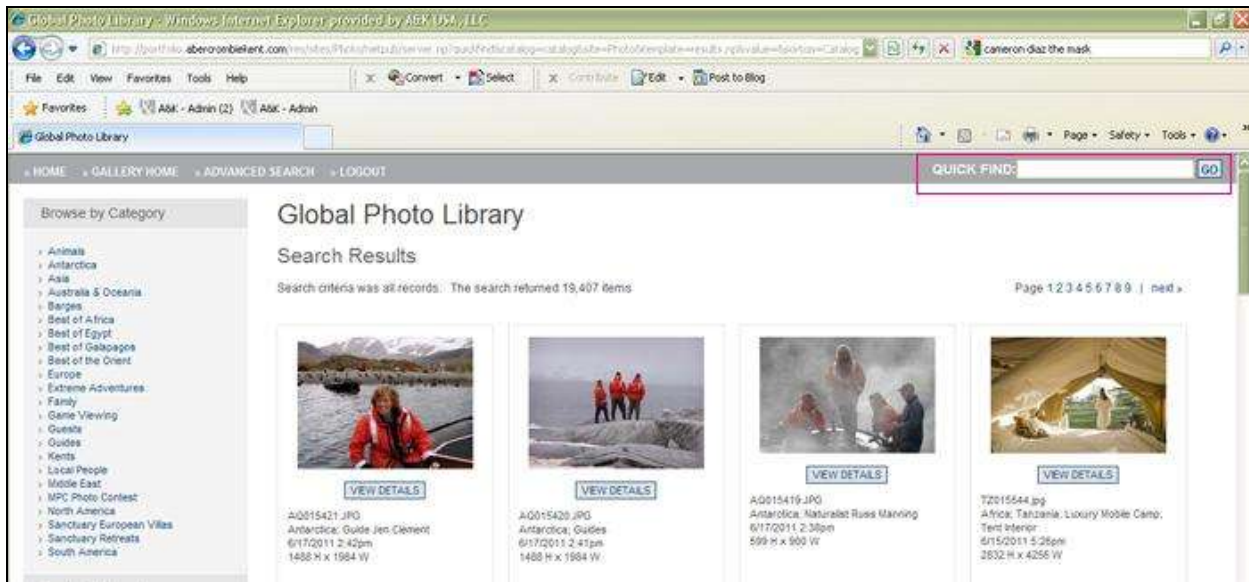
For press or public relations image requests, please visit this section at the top of the page. Travel professionals should log into Agent Services on our web site at www.abercrombiekent.com and visit the images gallery.

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Perform a simple search using “Quick Find”

Use the “Quick Find” feature at the top right of the page to search for images using one word or term, such as China, penguin, or Masai Mara.



Using the Advanced Search function

To search for images using more than one word or term, or other fields besides key words, use the “Advanced Search” button at the top left of the page. This feature allows you to search on any of the following fields:

- Key word
- File name
- Copyright
- IPTC: Core - Rights Usage Terms
- IPTC - Source

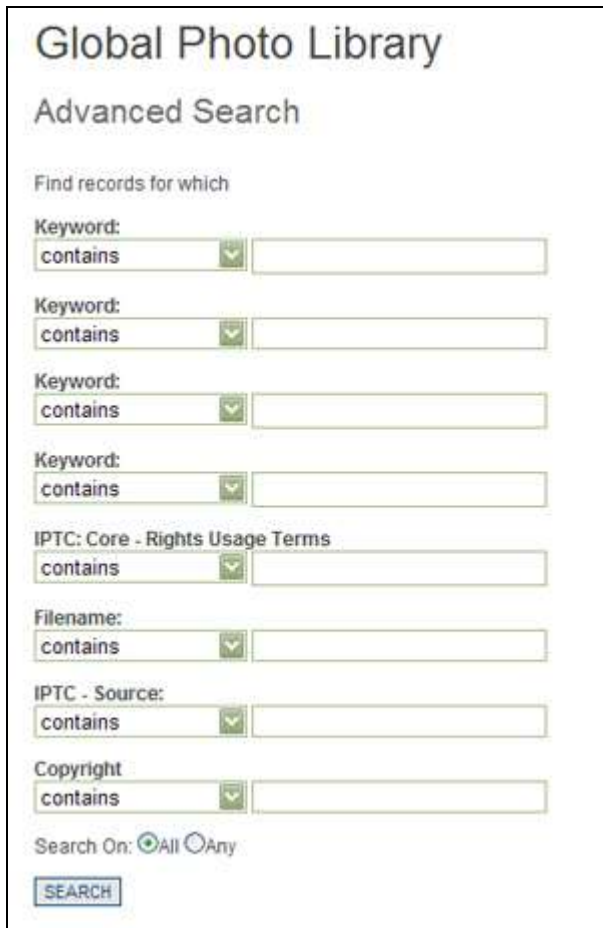
You can search on any or all of these fields by selecting one of the two check boxes at the bottom. For each field, you may choose one of the following options:

- Matches
- Does not match
- Starts with
- Does not start with
- Ends with
- Does not ends with
- Contains
- Does not contain

This is the best way to do a search when looking for multiple items within one image, each represented by individual (but separate) key words. For example, the Quick Find feature will return zero search results if you search for Africa lion. Even though there are many photos of lions in Africa, these are two separate words. However, using key phrases such as Costa Rica, game drive, mobile camping, or Machu Picchu can be found using either Quick Find or Advanced Search. Do not use special characters in Advanced Search.

Using the Advanced Search function (continued)

To narrow your search results when searching by key word, use “matches” in the drop-down box to ensure that you only receive images of the exact subject you are searching for. When searching for lions, for example, if you use “contains” you will also receive images of sea lions as well.



The screenshot shows the 'Global Photo Library' Advanced Search page. It features several search fields, each with a dropdown menu set to 'contains' and an empty text input box. The fields are: Keyword (4 instances), IPTC: Core - Rights Usage Terms, Filename, IPTC - Source, and Copyright. At the bottom, there is a 'Search On:' section with radio buttons for 'All' (selected) and 'Any', and a 'SEARCH' button.

Explanation of fields in Advanced Search

Keywords - The information that each image represents.

- Location (by region, country, city, park, mountain, river, etc.)
- People (can be narrowed down to Guests, Local People, and Staff)
- Animals (or search by specific animal name)
- Photographer name
- Family (shots that can be used for promotion of Family itineraries, such as shots of people and animal families or shots of children)
- Portraits (the focus is on the main subject of the image – an animal without people or a full exterior shot of a ship or barge)

IPTC: Core – Rights Usage Terms: This field searches for images by their usage information. For example, if you want images by A&K staff, you can search by “staff.” If you want images by a photographer who has granted A&K use of their images, you can search for “photographer”.

Explanation of fields in Advanced Search (continued)

It is important to note that the search function cannot recognize the ampersand, so any searches for “A&K staff” in the rights usage field will not return the desired result.

For a full explanation of what each rights usage terms means, go to http://portfolio.abercrombiekent.com/usage_definitions.cfm.

Filename - Use this search field if you already know the unique filename of the image that you want to find.

IPTC – Source: For all images using the current A&K naming system, the source field indicates which office obtained the image. For other images, the source field contains previously used source codes. File naming is explained at the top of page 6.

Copyright: The provider or creator of the image, for example photographer, property, tourism board, ship, etc.

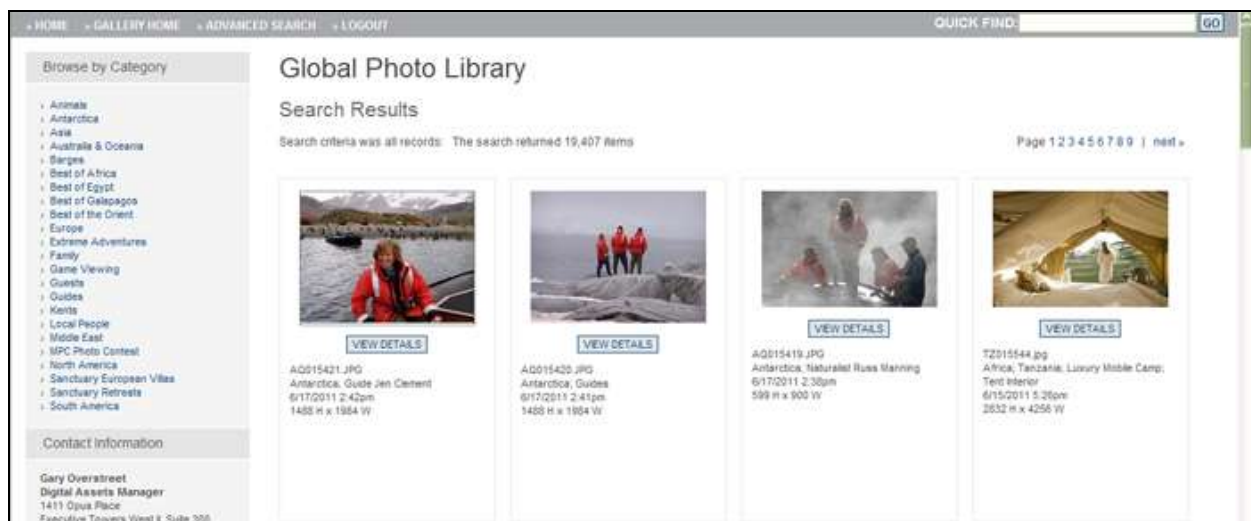
Viewing the search results

After conducting a search, you will be taken to the Search Results page. This page shows the images that match your search. For each image, you will see a thumbnail, and the following information is displayed underneath:

- File name (image number)
- Description (continent; country; city; name of property or subject)
- Date and time that the image was uploaded into the library
- Size of the image (measured in pixels)

Click on the thumbnail or the “view details” button for additional details such as copyright, rights usage, source, list of key words, etc. This will display a larger image and you will find the “download image” button on this page.

There is also a “view usage definitions” link at the bottom of the page which allows you to view the definitions of the various rights usage categories.



The screenshot displays the 'Global Photo Library' search results page. At the top, there is a navigation bar with links for HOME, GALLERY HOME, ADVANCED SEARCH, and LOGOFF, along with a QUICK FIND search bar and a GO button. The main content area is titled 'Global Photo Library' and 'Search Results'. Below the title, it indicates 'Search criteria was all records: The search returned 19,407 items' and 'Page 1 2 3 4 5 6 7 8 9 | next >'. The search results are presented in a grid of four items, each with a thumbnail image, a 'VIEW DETAILS' button, and metadata:

- Item 1:** Thumbnail of a person in a red jacket on a boat. Metadata: AQ015421.JPG, Antarctica, Guide Jen Centent, 6/17/2011 2:42pm, 1488 H x 1984 W.
- Item 2:** Thumbnail of three people on a snowy mountain. Metadata: AQ015420.JPG, Antarctica, Guides, 6/17/2011 2:41pm, 1488 H x 1984 W.
- Item 3:** Thumbnail of a group of people in a snowy environment. Metadata: AQ015419.JPG, Antarctica, Naturalist Russ Manning, 6/17/2011 2:30pm, 599 H x 900 W.
- Item 4:** Thumbnail of a tent interior. Metadata: TZ015544.jpg, Africa, Tanzania, Luxury Mobile Camp, Tent Interior, 6/15/2011 5:26pm, 2632 H x 4256 W.

On the left side, there is a 'Browse by Category' menu with various geographical and thematic categories like Animals, Antarctica, Asia, Australia & Oceania, Barges, Best of Africa, Best of Egypt, Best of Madagascar, Best of the Orient, Europe, Extreme Adventures, Family, Game Viewing, Guides, Guides, Kents, Local People, Middle East, MPC Photo Contest, North America, Sanctuary European Villas, Sanctuary Retreats, and South America. At the bottom left, there is 'Contact information' for Gary Overstreet, Digital Assets Manager, at 1411 Ojima Place, Executive Towers West II, Suite 306.

Viewing the search results (continued)


Clicking on “Gallery Home” at the top of the page will return you to the first page of search results. Clicking “Home” will return you to the library home page where you can enter a different image catalog. Once you are logged in, you can move between the five catalogs without having to log in again.



Image details page

The image details page contains a larger thumbnail of the image, as well as all the information related to the image. This larger thumbnail can be saved (without downloading the original high-resolution file) by right-clicking with your mouse and selecting “save as”. Saving images from the image details page using this method is ideal for inserting photos into Microsoft Word documents or PDFs.

[Back to results](#)



[DOWNLOAD IMAGE](#) I agree to the [Terms & Conditions](#) photography usage.

Image Description

Description: Africa; Tanzania; Luxury Mobile Camp; Tent Interior
Filename: TZ015544.jpg
Cataloged: 6/15/2011 5:26pm
Copyright: Copyright © Abercrombie & Kent
IPTC: Core - Rights: THIS IMAGE IS FOR EXCLUSIVE USE BY SANCTUARY RETREATS ONLY! DO NOT DOWNLOAD!
Usage Terms:
Image Size: 2832 H x 2832 W
File Size: 8517
IPTC - Source: A&K Tanzania - Graham Wood
IPTC: Core - Location:
IPTC - Instructions:
Keywords: Africa, Guests, Tanzania, Mobile Camping, People, Interior, East Africa, library, woman, Women, horizontal, P, Photo, Tent Interior, World, Sanctuary Retreats, SANCTUARY EXCLUSIVE, Sanctuary Exclusives, Sanctuary Retreats Exclusive, Tent interior_05.jpg, TZ015544.jpg

[View Usage Definitions](#)

Image details page (continued)

File name: All files uploaded after late 2007 are numbered using the ISO (International Standardization Organization) 2-letter country code (Kenya: KE, Japan: JP, Germany: DE, United States: US, etc.) followed by a six-digit number (selected based on the order the image was added to the library).

All images uploaded before late 2007 have file names that begin with the letter A followed by a 6-digit number (starting with 000001 going through 000022). This is followed by an underscore then followed by four more digits. Example: A000016_0157.

Image size: Given in pixels. To find out how large the image can be printed, divide each number by the resolution that you will be using. For example, if the image is 1800 x 4800 and you want to print it at a resolution of 300 dots (or pixels) per inch, divide each number by 300 to determine that the image can be printed at 6 in. x 16 in.

IPTC – Instructions: List the past A&K brochures in which the image has appeared, including year and page number.

Downloading an Image

To download a desired image, either click on the image thumbnail or click the “Download Image” button. Images cannot be downloaded until the check box is checked next to “I agree to the Terms & Conditions photography usage”.



Browse by Category

The “Browse by category” feature appears on the left side of every search results page. This is a list of popular key words, and will find any image in the current catalog that has this key word or phrased assigned to it. Key words and phrases can be easily added or deleted from this list at any time.

This manual should provide a basic overview for using the search functions of the library, but please contact the Digital Assets Manager at (630)725-3400 ext. 457 with any questions.