

alamy

Alamy Image Manager instruction manual

If you have any questions please visit the
[contributor help pages](#) on our [website](#)
or email contributors@alamy.com.



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Alamy Image Manager - layout

1. My submissions (left)



2. Image selection (center)



3. Image management (right)



4. The toolbar (top)



The screenshot shows the Alamy Image Manager interface. At the top is a dark blue toolbar with the 'alamy Image Manager' logo and an 'Upload' button. Below the toolbar, the interface is divided into three main sections:

- Left Panel (1):** A sidebar titled 'My submissions 8' showing a list of submissions with details like dates, Alamy IDs, and upload methods.
- Center Panel (2):** A main area for image selection, displaying a grid of image thumbnails with their respective IDs and status (e.g., 'On sale', 'Not on sale').
- Right Panel (3):** A sidebar titled 'Working on 1 image' for editing a selected image. It includes fields for 'Caption', 'Tags', 'License type', and 'Image type', along with 'Cancel' and 'Save' buttons.

Numbered callouts are placed around the interface: '1' points to the left sidebar, '2' points to the central image grid, '3' points to the right sidebar, and '4' points to the top toolbar.



My submissions - overview

The **'My submissions'** section of the image manager is where you can keep track of the images you've uploaded so far. You can order it by newest or oldest first, or alphabetically by the name you've given to your submission.

Clicking on one of the submissions will show the images uploaded in the center of the screen. From here you can work on the metadata for these images and check their 'discoverability'. You can select multiple submissions at once.

1. The date your submission was uploaded
2. The status of your submission. Green is passed, amber is partially failed and red is failed
3. The number of images which have passed, failed or had errors
4. The number of images in the submission
5. The title of your submission. This will display as the Alamy upload ID (which we will give your submission automatically) unless you change it
6. How you submitted the image, e.g. 'Web upload: Stock' etc

My submissions 8 ?	
	Newest first ▼
All submissions	Images: 153
▼ 2016	7
27 Oct 2016	Images: 35
Alamy ID: OL4581870	
Web upload: Stock	
In QC: 35	
27 Oct 2016	Images: 42
Alamy ID: OL4581868	
Web upload: Stock	
Passed: 42	
27 Oct 2016	Images: 10
Alamy ID: OL4581846	
FTP upload: Stock	
Passed: 10	
12 Aug 2016	Images: 10
Alamy ID: OL4478275	
Web upload: Stock	
Passed: 5 Failed: 2 Errors: 3	



Selecting submissions

1. If you want to select individual submissions, just click on the one you want. To select multiple submissions hold **Ctrl** whilst you select. To select a range, click the first submission and then hold **Shift** and click the submission at the end of the range, (either up or down). To deselect, click any submission.

Left bar colours

Each coloured bar to the left of your submission shows you the status of the media.

2. Green = pass
3. Amber = partial fail
4. Red = failed

1

09 Aug 2016	Images: 28
Snowdonia	
Web upload: Stock	
Passed: 28	

2

27 Oct 2016	Images: 10
Alamy ID: OL4581846	
FTP upload: Stock	
Passed: 10	

3

12 Aug 2016	Images: 10
Alamy ID: OL4478275	
Web upload: Stock	
Passed: 5 Failed: 2 Errors: 3	

4

11 Aug 2016	Images: 18
Alamy ID: OL4478271	
Web upload: Stock	
Failed: 18	



Renaming a submission

If you want to rename a submission follow the instructions below. You can also name a submission when you upload.

1. Click on the submission you want to rename
2. Above the images (in the center section) click on the current submission name, you can rename it here
3. You will see the new submission name on the left hand side in the submissions list

Tip: When you rename a submission, the Alamy ID will not be visible in your submissions list, but will always be visible at the top of your submission in the center section.

If you ever need to contact us about a specific submission you will need the Alamy ID.

1 09 Aug 2016 Images: 28
Alamy ID: OL4470892
Web upload: Stock
Passed: 28

2 Untitled submission OL4470892
All 28 | Not on sale 5 | On sale 23 | Optimized 1 | Passed 28

Snowdonia
All 28 | Not on sale 5 | On sale 23 | Optimized 1 | Passed 28

Snowdonia - OL4470892
All 28 | Not on sale 5 | On sale 23 | Optimized 1 | Passed 28

3 09 Aug 2016 Images: 28
Snowdonia
Web upload: Stock
Passed: 28

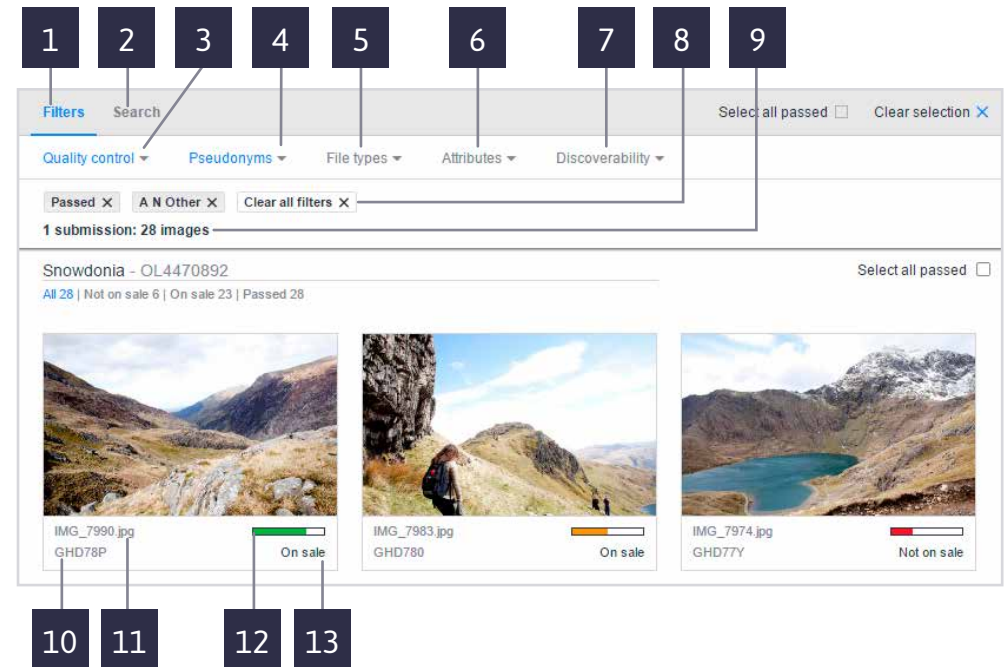


Image selection - overview

The **'Image selection'** area of the tool is where you can select the images you want to work on. You can select single or multiple images, search via keywords or use the filters to find images of certain type or category.

You can use this area to get an overview on the discoverability of your images and check their status. You can also view any images here that have failed Quality Control (QC).

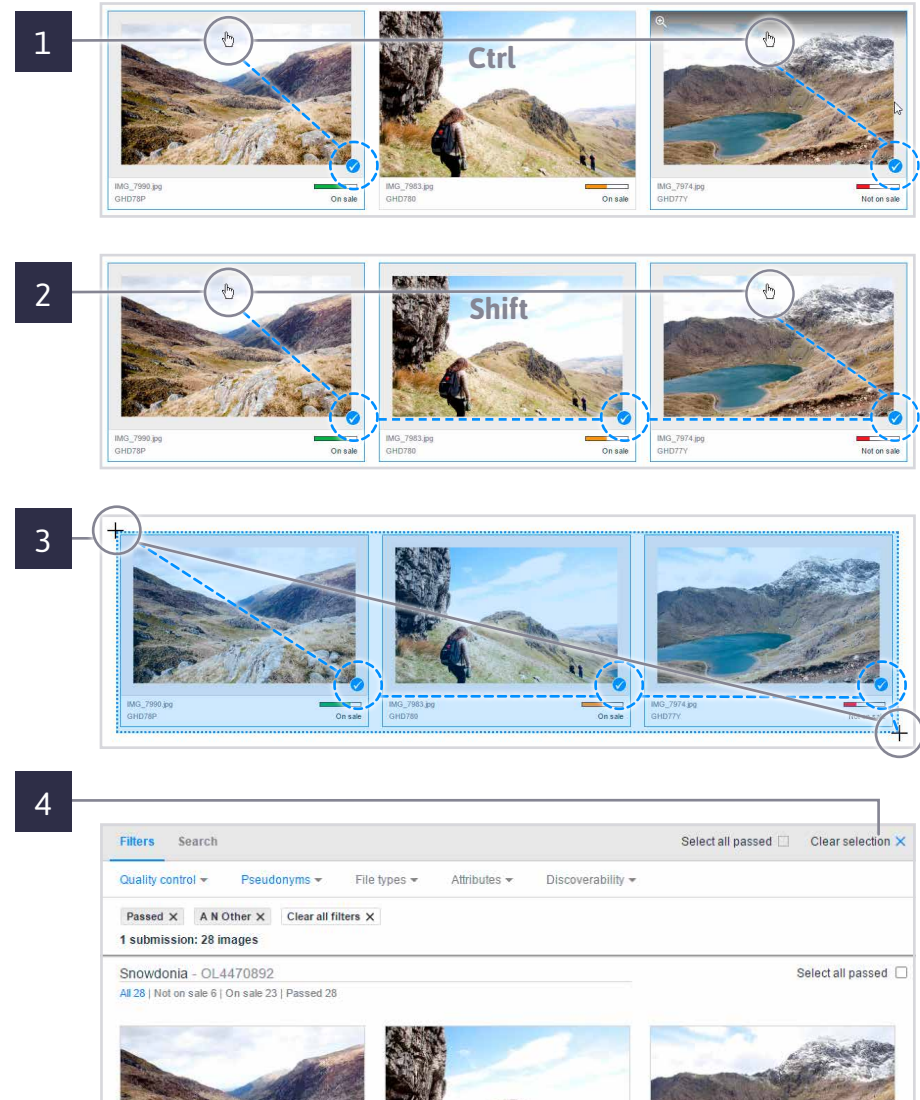
1. Click the **'Filters'** tab to show various ways you can filter your images
2. Click the **'Search'** tab to search keywords across all your images
3. Use this to filter your images by **'Quality control'** status (passed or failed)
4. Filter images by **'Pseudonyms'**
5. Filter images by **'File types'** (e.g. illustration, archive, news etc)
6. Display images according to **'Attributes'** such as number of people, licences type and release information
7. Display images according to their **'Discoverability'** score
8. Applied filters are displayed here
9. This shows you how many submissions are selected and how many images are being displayed
10. Alamy image ID
11. Your file name
12. The image's discoverability score
13. Image status





Selecting images

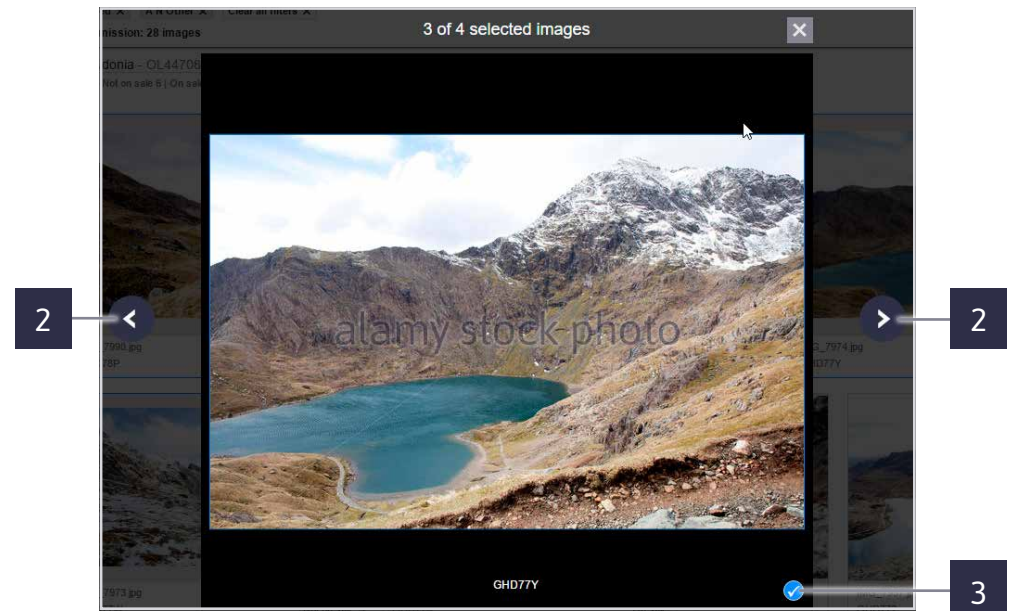
1. To select an individual image click on the one you want. To select multiple individual images hold **Ctrl** when you are selecting the images. You can also select multiple images by clicking them without holding **Ctrl**
2. If you want to select a range, click the first image you want and then hold **Shift** and click the image at the end of the range, either up or down
3. You can also select the images you want to work on by clicking in any white space in the center section of the screen, and dragging your cursor to highlight them
4. To deselect selected images, re-click on the individual selected images or click '**Clear selection**' at the top right of the center section of the screen





Previewing images

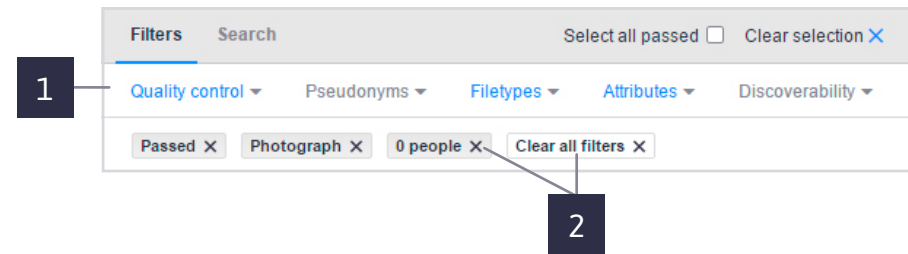
1. To see a bigger version of the image click the zoom icon which appears in the top left corner when you roll over the thumbnail
2. Once you are in the zoom view, you can browse to the next or previous image by using the arrows either side
3. You can also select or deselect images in this view by clicking the tick in the bottom right





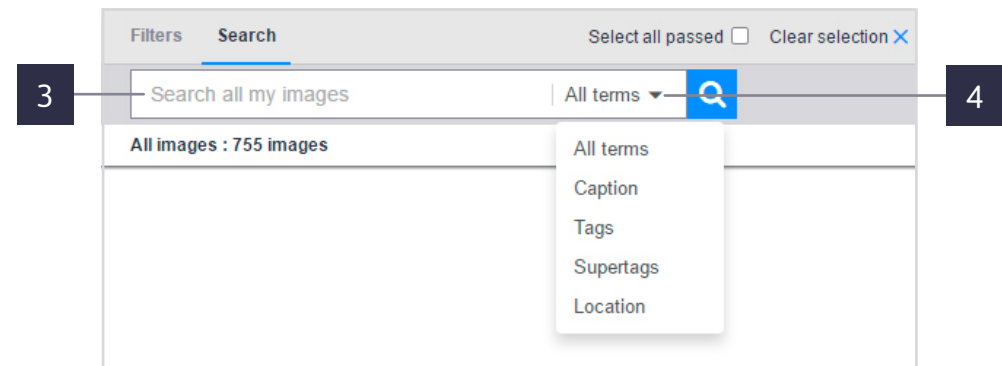
Filters

1. You can filter the images displayed in the center of the page by using the **'Filters'** tab. The filter dropdowns listed across the top of the center section of your screen allow you to narrow down the images displayed in the center, taken from the images within the selected submissions on the left hand side
2. You can clear applied filters by clicking the **'X'** next to the filter you want to remove or clear all applied filters by clicking on **'Clear all filters'**



Search

3. The **'Search'** bar always searches across ALL of your images not just those within your current selection
4. You can search 'across all terms' within the metadata or specific fields such as location or supertags



Note: It's not currently possible to combine a search and filters together.

This is the section where you add your keywords, pick the license type and add all the other information that will make your images discoverable to customers.

You can work on single or multiple images, and you can make extensive or quick changes to your image data. So if you just want to add or remove a single word across a batch of images or add or remove a whole bunch of attributes in a big batch you can do that here.

1. The **'Discoverability'** bar – the more info you can fill in, the more discoverable your images are to customers
2. The **'Mandatory'** tab – you need to fill this information in to get your images on sale
3. The **'Optional'** tab – the info here is used to increase the discoverability of your images
4. **'Tags (keywords)'** – add up to 50 keywords
5. **'Supertags'** – Choose up to 10 tags per image and make them supertags, this means they are given a higher priority in the search results

The screenshot shows the 'Working on 1 image' interface. At the top, a progress bar labeled 'Discoverability' is partially filled with an orange segment, marked with '1'. Below this are two tabs: 'Mandatory' (selected) and 'Optional', marked with '2'. The 'Mandatory' section includes a 'Pseudonym' field with a dropdown menu set to 'A N Other', marked with '3'. Below that is a 'Caption' field with the text 'Hikers in Snowdonia, Wales'. The 'Optional' section is titled 'Tags (keywords)' and shows a summary: 'Common 6/50 tags including 1/10 supertags', marked with '4'. Below this is an 'Add new tags' input field with a plus sign, marked with '5'. A list of tags is displayed: 'Snowdonia', 'hike', 'hills', 'mountains', 'nature', and 'Wales'. At the bottom, there are dropdown menus for 'License type' (set to 'Royalty free (default)') and 'Image type' (set to 'Photograph').

The discoverability bar

The discoverability bar gives you an indication of how discoverable (visible) your images are within the search results seen by customers. The discoverability bar does not indicate a specific 'rank', but will increase as you add more information to your selected images. If the discoverability bar is fully green and shows 'Optimized' then there is no more information you can add to improve it.

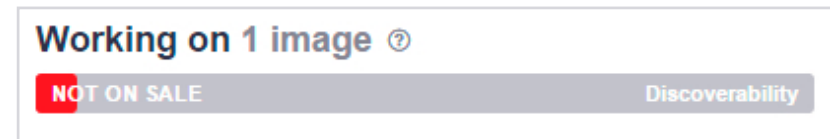
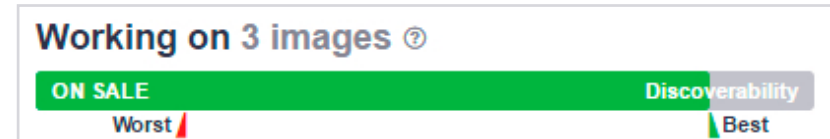
Note: The discoverability bar is not in any way 'reading' or 'scoring' the quality of your metadata, it simply increases with the volume of searchable information you enter.

Discoverability status definitions

Not on sale (red)

This means your selected image is not on sale. More information needs to be added before it will be searchable to customers.

Note: You need a minimum of 5 tags and a caption for the image to be searchable.





On sale (amber)

Your image is on sale, but there is room for you to add more information and make it more discoverable.

💡 Tip: Add more tags, assign supertags and add optional information in order to boost the images discoverability.

📌 Note: It's not a requirement for you to add info here as your image is already on sale, it's optional.

Working on 1 image ⓘ

ON SALE

Discoverability

On sale (green)

Your image is on sale with a good amount of information, but there is still the opportunity to add more information if you want to.

💡 Tip: Add more tags, assign supertags and add optional information in order to boost the image discoverability.

📌 Note: It's not a requirement for you to add info here as your image is already on sale, it's optional. Sometimes you may have an image that doesn't require the 'full quota' of tags and information, it's fine to leave these without boosting discoverability further.

Working on 1 image ⓘ

ON SALE

Discoverability



On sale, optimized (green)

You've added as much searchable information as possible and your image is fully optimized.

Note: To optimize you need to have 50 tags, of which 10 are supertags. All mandatory and optional fields must be complete.

When multiple images are selected

When you've selected multiple images, the discoverability bar will show you a summary of the selection and will place a marker for your most and least discoverable images in the selection. When working on a batch of images, this can help you ensure that each image selected gains the same level of discoverability.

Working on 1 image ?

ON SALE, OPTIMIZED

Discoverability

Working on 3 images ?

ON SALE

Discoverability

Worst

Best



Mandatory and optional tabs

1. The **'Mandatory'** tab contains all the fields you must complete in order for your images to be searchable to customers
2. The **'Optional'** tab contains fields that do not have to be filled in, but will help make your images more discoverable

The screenshot displays two overlapping panels of the image management interface. The top panel, labeled '2', shows the 'Optional' tab with fields: 'Number of people in the image' (dropdown), 'Is there any property in the image?' (dropdown), 'Location' (text input with 'Add location' button), 'Date taken' (calendar icon, value: 03 Sep 2014), and 'Primary category' (dropdown). The bottom panel, labeled '1', shows the 'Mandatory' tab with fields: 'Pseudonym' (dropdown with '+'), 'Caption' (text input with 'Add caption' button), 'Tags (keywords)' (checkbox 'Common', star '0/50 tags', 'including' star '0/10 supertags', and 'Add new tags' input), 'License type' (dropdown 'Royalty free (default)'), and 'Image type' (dropdown 'Reportage'). Below these are two unchecked checkboxes: 'Don't sell for editorial' and 'Don't sell for personal use including single copy, non-retail wall art prints'. At the bottom of the Mandatory panel is a 'Delete 1 selected image' button with a trash icon.

Mandatory tab

Images cannot be searchable until all the mandatory information is provided.

Pseudonym

1. This is the contributor name you want associated with the selected images. You can add pseudonyms by clicking the '+' symbol. You can also manage defaults and remove pseudonyms from the 'Pseudonyms' tab in the top toolbar.

Caption

2. The 'Caption' should be a concise and accurate description of your image. A good caption not only helps with search relevancy on Alamy, but also has wider benefits for search engine optimisation meaning visitors searching for relevant subjects on search engines are also more likely to find your image.

Tags and supertags

3. 'Tags' are the words you attach to the image in order for them to be found within the Alamy search engine. You can enter a maximum of 50 tags per image and promote 10 of them to 'supertags'. Once you have at least 5 tags and a caption, your selected images will be on sale.

Tip: The supertags hold a greater weighting and priority in the search engine, so make sure you upgrade your most relevant and important tags to supertag status.

The screenshot shows the 'Mandatory' tab of the Alamy image management interface. It features three numbered callouts: 1. 'Pseudonym' field with a '+' icon and a dropdown menu set to 'A N Other'. 2. 'Caption' field with a character count '26/150' and the text 'Hikers in Snowdonia, Wales'. 3. 'Tags (keywords)' section, which includes a 'Common' toggle, '6/50 tags including 1/10 supertags', an 'Add new tags' input field with a '+' icon, and several tag buttons: 'Snowdonia', 'hike', 'hills', 'mountains', 'nature', and 'Wales'. Below the tags are 'License type' (set to 'Royalty free (default)') and 'Image type' (set to 'Photograph') dropdown menus.



How to add and remove tags

- To add a tag, select an image, or multiple images, then type the word (or words) into the 'Add new tags' field, then press enter or click the '+' sign to add the tag

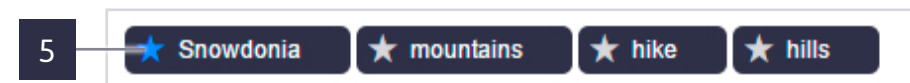
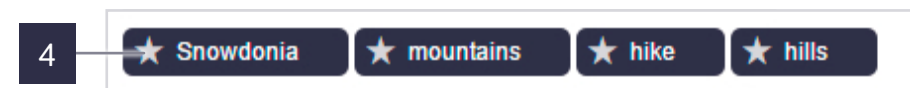
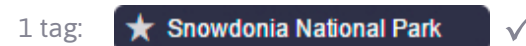
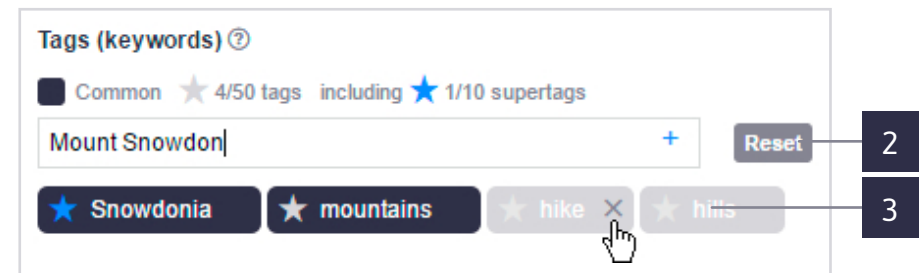
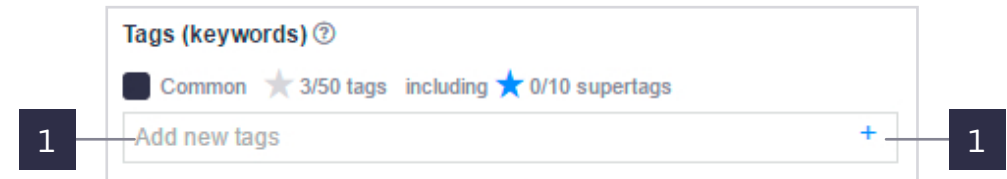
No changes will be made to the images until you save using the button at the bottom of this section.

- If you want to reset the tags to when they were last saved click the 'Reset' button next to the 'Add new tags' field
- To remove a tag click on the 'X' that appears on the tag when you hover over it with your cursor

Note: Tags have no character limit, it is the number of tags that are counted. Multiple words can be used to create a single tag, e.g. 'Snowdonia National Park' can be added as a single tag there is no need to add 'Snowdonia', 'National' and 'Park' as three separate words.

How to make a supertag

- To make a tag 'super' and give it extra priority within the search engine click the grey star next to the tag
- The star will turn blue to show your selection has been made. You can add up to 10 supertags per image. To turn a supertag back in to a tag click the blue star




License type

1. This is where you select the **'License type'**. Alamy recommends a royalty-free (RF) license as this is most popular with customers
2. For images that contain unreleased property or people please select **'Sell for editorial only'** (found under the **'Optional'** tab)

 **Tip:** For more information on license types, please see our [online guide](#).


Image type

3. This field shows the classification of the image you selected at upload, e.g. photograph, news, illustration etc

1 — License type  Royalty free (default) ▾

Royalty free (default)

Rights managed

2 — Sell for editorial only 

You can find this under the **'Optional'** tab

3 — Image type  Photograph ▾

Photograph

Illustration

Working on multiple images (batch editing)

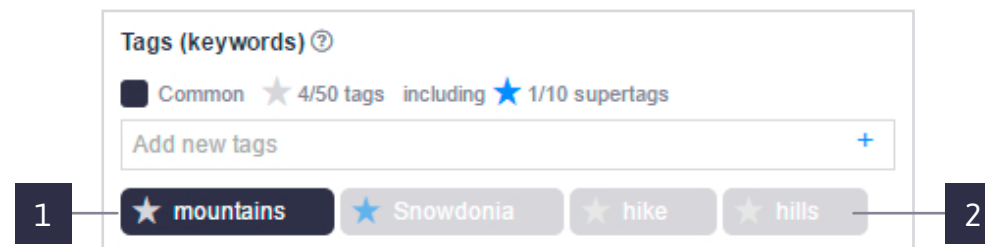
Everything you can do whilst editing a single image is also possible for multiple images (batch editing). This includes adding and removing single or multiple keywords to existing data. You can work on up to 500 images at a time.

Tags

Common and uncommon tags

When you select multiple images, the tag field will display all the tags associated with those images.

1. The tags that show with dark shading are **'Common'** tags, meaning that they appear within all selected images
2. The tags displayed in grey identify the 'uncommon' tags. These are tags that appear within at least one of the images selected, but not all



Making an uncommon tag common

It couldn't be simpler to make an uncommon tag to a set of images common.

3. Once you've selected the images that contain uncommon tags, you just need to click on the tag you want to make common and this will change it to have dark shading. This means that the tag will now be applied to all selected images
4. This works the same way when wanting to assign a common supertag

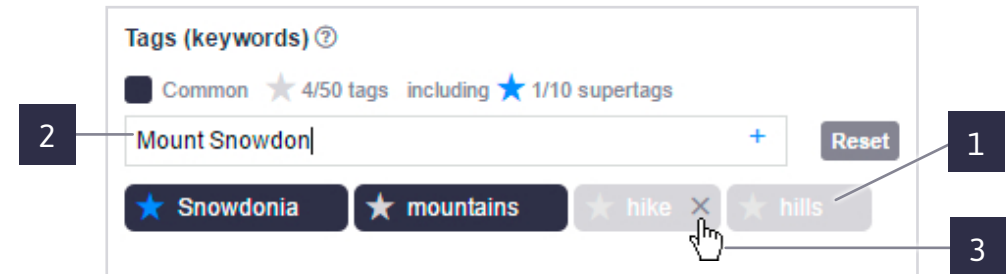




Add or remove single or multiples tags to multiple images

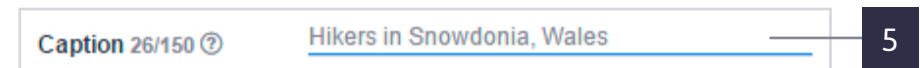
After selecting the images you want to work with, it's simple to add or remove multiple or single tags.

1. You can either make uncommon tags common as described already
2. Or just add a new tag when the relevant images are selected
3. To remove a tag, hover over and click the 'X' in the usual way



'Multiple values'

4. The **'Multiple values'** messaging will appear when you have selected multiple images that have different information in fields such as pseudonym or caption. This is because it's not possible to display all the different information in these fields at a single time
5. You can add a common value here whilst all images are selected, (e.g. a caption) this will overwrite all captions in that selection



Optional tab

The more optional information you can provide the more discoverable your images will be within the search engine.

How many people are in the image?

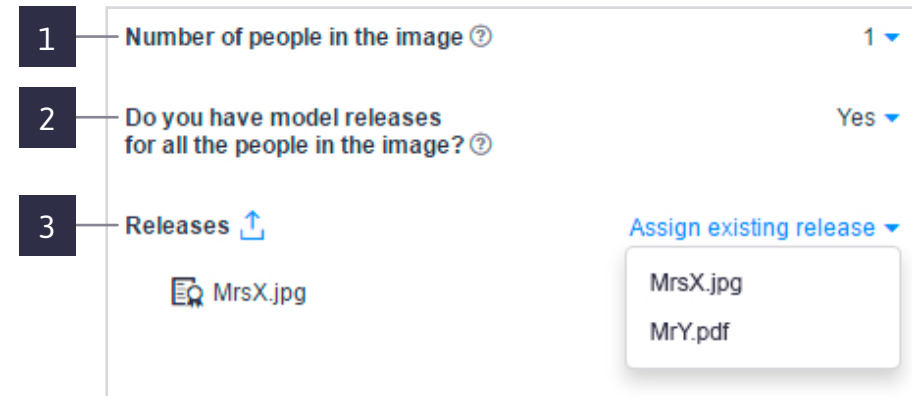
1. Alamy have filters within the search engine that can help customers narrow down their search results. One of these filters is to specify the number of people in an image. If you update this field then it will help with the overall discoverability of your images when customers use the filters. Even if the people in your image are unrecognisable (like a silhouette or body part) you should still count this as a person

Do you have model releases for all people in the image?

2. If you have signed releases for all people in your image, let us know here and if a customer requests a copy then we will get in touch with you if you haven't uploaded it

Releases

3. You can use this section to upload a new release or assign an existing one to the image(s). You can [download release forms on this page](#)



1 — Number of people in the image ⓘ 1 ▾

2 — Do you have model releases for all the people in the image? ⓘ Yes ▾

3 — Releases ⬆

Assign existing release ▾

- MrsX.jpg
- MrY.pdf



Is there any property in the image?

1. Here is where you let us know if your image contains any property. As well as buildings and possessions, property also includes brands and logos

Location

2. If the location is relevant to the image, enter it here either by typing it in or selecting on the map

Date taken

3. If this information has not been automatically included, you can enter or amend it using this field

Primary and secondary categories

4. Assign categories to your images. Alamy may use these in the future to point users to specific collections

The screenshot shows a form for adding an image to Alamy. It includes the following fields and options:

- 1** **Is there any property in the image?** (Yes) and **Do you have a signed release for the property?** (Yes). Below these are links for **Releases** and **Assign existing release**.
- 2** **Location** field with a search icon and the text "propertyRelease1.jpg" and a **remove** link. Below is a map with a search box containing "Snow". A dropdown menu shows location suggestions: Snowdon United Kingdom, Snowdonia National Park United Kin..., Snowdonia National Park Visitor C..., Snowsfields London, United Kingdom, and Snow Hill Railway Station Birmingha... The map is powered by Google.
- 3** **Date taken** field with the value "10 Apr 2016" and a calendar icon.
- 4** **Primary category** (Landscapes) and **Secondary category** (Select).



Only available on Alamy

1. Let us know if this image is only available on Alamy. This information can help if a customer enquires about an exclusive licence or if we need to chase an infringement

Additional info

2. This is where you can add any additional background information about the image that would be useful for a customer to know. This field is not searchable and does not have an impact on the search engine

Sell for editorial only

3. Ticking this box sets restrictions on any selected images to be sold for editorial usages only

Restrictions

4. This area is only available if all selected images are rights-managed. Here you can set up to three restrictions and set a time limit for when you want the restrictions to expire

Delete

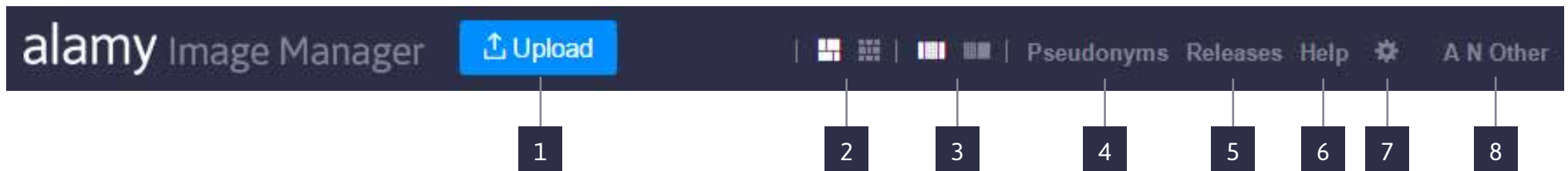
5. Use this option to delete any selected images. Images that are marked for deletion remain searchable for 90 days and then are not searchable but are still available for purchase for a further 90 days

The screenshot shows a form with the following elements:

- 1** Only available on Alamy (with a help icon)
- 2** Additional info (with a help icon and a link "Tell us more about your image")
- 3** Sell for editorial only (with a help icon)
- 4** Restrictions (with a help icon). Below this is a note: "This area is only available if all your selected images are rights managed". The restrictions list includes:
 - Don't sell for advertising and promotion
 - Don't sell for consumer goods
 - Don't sell for editorial
 - Don't sell for personal use including single copy, non-retail wall art prints
- 5** Delete 1 selected image (with a help icon and a trash icon)

If you're ready to upload more images, you can do so from here, and set defaults for your images.

You can change the view options, manage your pseudonyms and releases by updating your account settings.



1. Click here to upload more images
2. Change the size of the thumbnails in the display view
3. Change the screen layout to give you more space on the image management section (right hand side) by hiding your submissions (left hand side)
4. Update your pseudonyms and set defaults
5. Update and manage your releases
6. Go to the contributor help section
7. Set defaults for licence types and restrictions
8. Go to the Alamy homepage, My Alamy, or log out