

Organizing SlideRocket Libraries

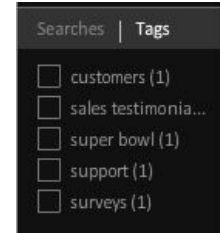
SlideRocket Libraries can hold thousands of rich media assets, such as **image, swf, flash, video and audio files**. Tools such as **tags, searches, filters and folders** can help users find and organize these assets quickly and easily.

Tags

Tags allow users to quickly find an **asset, slide or presentation**.

To add a new tag:

1. Click the **Slides or Assets Properties Panel**
2. Select the slide or asset in which to add the tag(s)
3. On the right-hand side of the screen, select **Edit Tags...**
4. Click on the **plus [+] button** and type the tag(s) or keyword(s) to help you identify that slide or asset
5. Click **Ok**



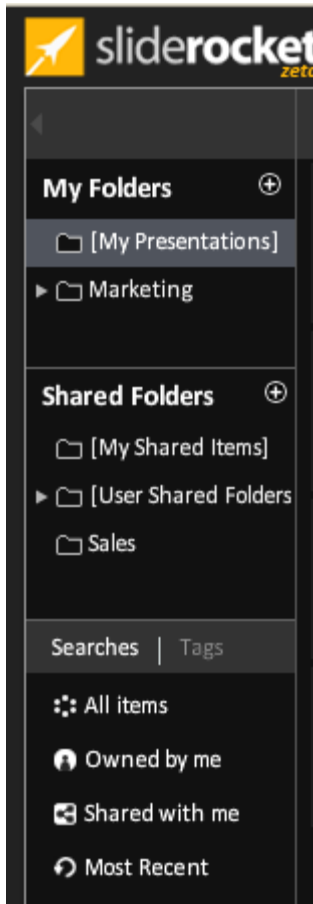
To delete a tag:

1. Click the **Slides or Assets Properties Panel**
2. Select the slide or asset in which to remove the tag(s)
3. On the right-hand side of the screen, select **Edit Tags...**
4. Select the tag you want to erase and click on the **minus [-] button**
5. Click **Ok**

Searches

There are two ways to use the **Searches** feature. First, a user can find any item by typing part or all of the item's title or tag into the Search box on the upper right-hand side of the screen. Second, users can also find items by selecting from preset **Searches** such as **All Items, Owned**

by me, Shared with me and Most Recent.



Filters

SlideRocket Filters allow users to specify the type of items shown in a library. Below is a list of filters found under each section.

	Presentations	Slides	Assets	Themes
Group by:				
Presentation		X	X	
Owner		X	X	X
Tag		X	X	X
Sort by:				
Name	X	X	X	
When Created	X	X	X	X
When Modified	X	X	X	X
View by:				

thumbnails	X	X	X	X
list	X	X	X	X
Asset Type:				
Show image assets			X	
Show flash assets			X	
Show video assets			X	
Show audio assets			X	