

# 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](mailto:contributors@alamy.com).



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# Alamy Image Manager - layout



1. My submissions (left)



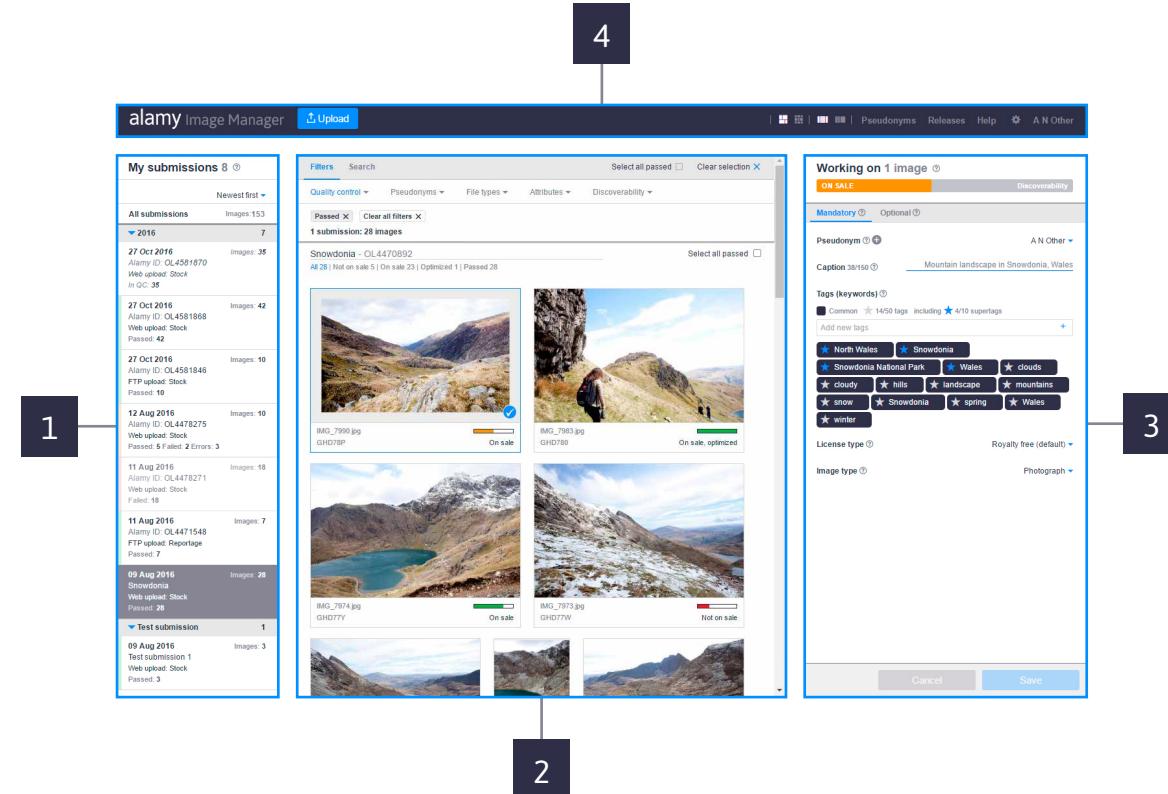
2. Image selection (center)



3. Image management (right)



4. The toolbar (top)



The screenshot shows the Alamy Image Manager interface with four main sections labeled 1 through 4:

- 1. My submissions (left):** A sidebar listing image submissions grouped by date, showing details like Alamy ID, upload type, and status.
- 2. Image selection (center):** A grid of thumbnail images with status indicators (On sale, Optimized, Not on sale) and download links.
- 3. Image management (right):** A panel for managing a selected image, showing tags, captions, and licensing options.
- 4. The toolbar (top):** A horizontal bar with various icons for file operations like upload, search, filters, and help.



# 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.

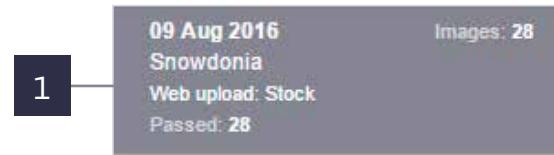
1. The date your submission was uploaded
2. The status of your submission. Green is passed, amber is partially failed and red is failed
3. The number of images which have passed, failed or had errors
4. The number of images in the submission
5. The title of your submission. This will display as the Alamy 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

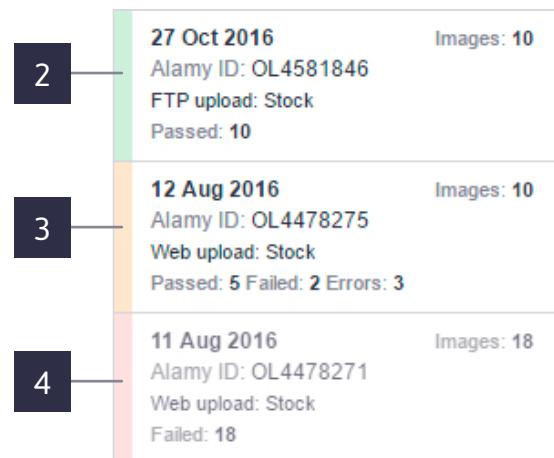
1. If you want to select individual submissions, just click on the one you want. To select multiple submissions hold **Ctrl** whilst you select. To select a range, click the first submission and then hold **Shift** and click the submission at the end of the range, (either up or down). To deselect, click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





## Renaming a submission

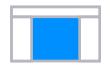
If you want to rename a submission follow the instructions below. You can also name a submission when you upload.

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.





# Image selection - overview

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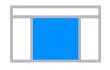
The '**Image selection**' area of the tool is where you can select the images you want to work on. You can select single or multiple images, search via keywords or use the filters to find images of certain type or category.

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

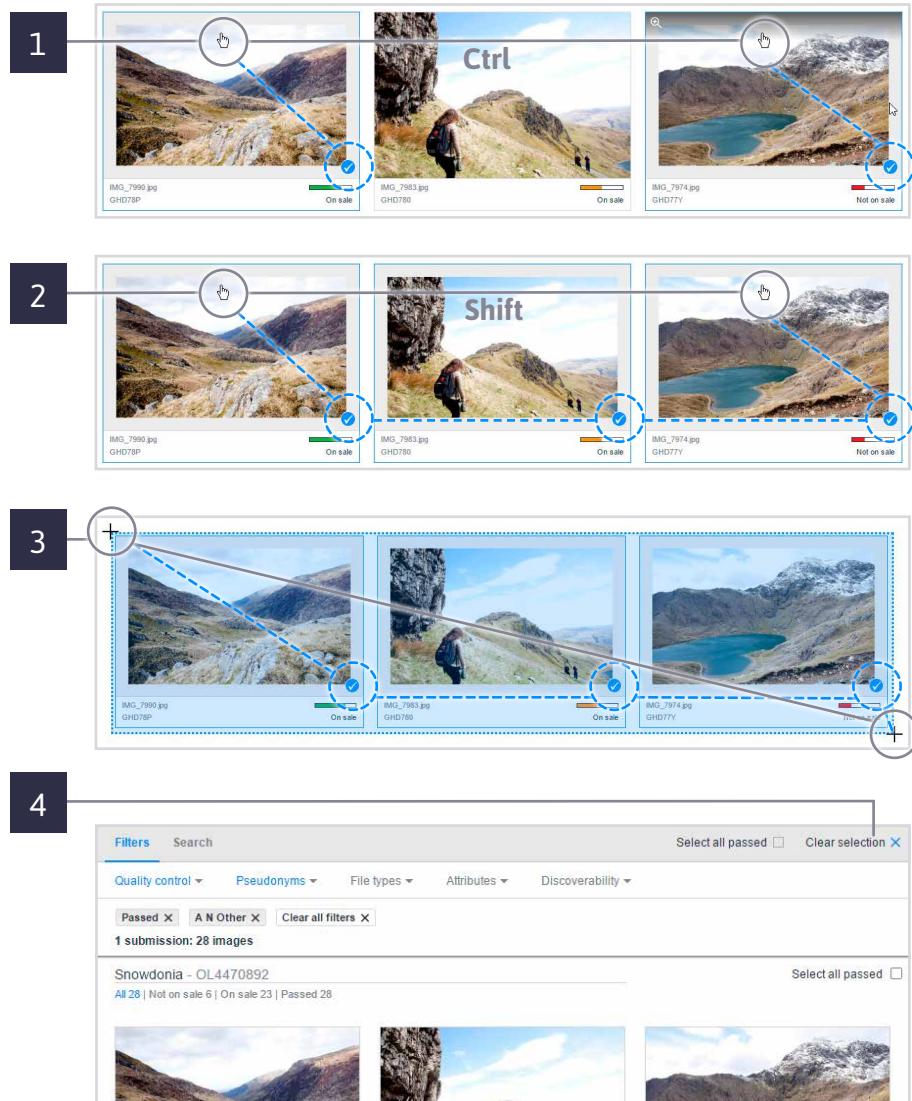
The screenshot shows the Alamy Image Selection interface. At the top, there are tabs for 'Filters' (selected), 'Search', and other categories like 'Pseudonyms', 'File types', 'Attributes', and 'Discoverability'. Below the tabs, there are buttons for 'Passed' (selected), 'A N Other', and 'Clear all filters'. It displays '1 submission: 28 images'. A specific submission for 'Snowdonia - OL4470892' is shown, with filters applied: 'All 28 | Not on sale 6 | On sale 23 | Passed 28'. Three image cards are visible:

- IMG\_7990.jpg** GHD78P: Discoverability score (green bar) is high, status is 'On sale'.
- IMG\_7983.jpg** GHD780: Discoverability score (orange bar) is medium, status is 'On sale'.
- IMG\_7974.jpg** GHD77Y: Discoverability score (red bar) is low, status is 'Not on sale'.



## 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**'

The screenshot shows the 'Filters' tab selected at the top. Below it are five filter dropdowns: 'Quality control', 'Pseudonyms', 'Filetypes', 'Attributes', and 'Discoverability'. Under each dropdown is a button labeled 'X'. At the bottom right of the filter bar is a button labeled 'Clear all filters X'.

## 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.

The screenshot shows the 'Search' tab selected at the top. Below it is a search bar with the placeholder 'Search all my images'. To the right of the search bar is a dropdown menu with the option 'All terms' followed by a magnifying glass icon. A tooltip is open over the 'All terms' option, listing 'All terms', 'Caption', 'Tags', 'Supertags', and 'Location'.



# Image management - overview

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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. It includes the following sections:

- Discoverability:** Includes an orange 'ON SALE' button and tabs for 'Mandatory' (selected) and 'Optional'.
- Pseudonym:** A dropdown menu showing 'A N Other'.
- Caption:** Text input field containing 'Hikers in Snowdonia, Wales'.
- Tags (keywords):** A section with a summary: 'Common' (checkbox), '6/50 tags including 1/10 supertags'. Below is a list of tags: 'Snowdonia', 'hike', 'hills', 'mountains', 'nature', and 'Wales'. There is also an 'Add new tags' input field and a '+' button.
- License type:** Set to 'Royalty free (default)'.
- Image type:** Set to 'Photograph'.

Numbered callouts point to specific elements:

- 1 points to the 'ON SALE' button.
- 2 points to the 'Mandatory' tab.
- 3 points to the 'Optional' tab.
- 4 points to the 'Tags (keywords)' section.
- 5 points to the supertags 'Snowdonia', 'hike', 'hills', and 'mountains'.



## 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.

Working on 3 images ?

ON SALE  
Worst

Discoverability  
Best

## 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.

Working on 1 image ?

NOT ON SALE

Discoverability



# Image management - instructions (continued)

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## 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.

## 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

Working on 1 image 

ON SALE

Discoverability



# Image management - instructions (continued)

alamy

## 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.

### Working on 1 image

ON SALE, OPTIMIZED

Discoverability

## 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 3 images

ON SALE

Worst

Discoverability

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 shows the 'Image management' interface with two tabs at the top: 'Mandatory' (selected) and 'Optional'. The 'Optional' tab is highlighted with a dark blue box and the number '2'.

**Mandatory Tab Fields:**

- Number of people in the image (Select dropdown)
- Is there any property in the image? (Select dropdown)
- Location (Add location button)
- Date taken (03 Sep 2014, calendar icon)
- Primary category (Select dropdown)
- Pseudonym (A N Other dropdown)
- Caption (Add caption button)
- Tags (keywords):
  - Common (checkbox)
  - 0/50 tags (including 0/10 supertags)
  - Add new tags input field
- License type (Royalty free (default) dropdown)
- Image type (Reportage dropdown)

**Optional Tab Fields:**

- Don't sell for commercial use (checkbox)
- Don't sell for personal use including single copy, non-retail wall art prints (checkbox)

**Buttons:**

- Delete 1 selected image (Delete icon)
- Delete (Delete 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 includes fields for Pseudonym, Caption, and Tags (keywords). The Tags section highlights supertags such as 'Snowdonia', 'hike', 'hills', 'mountains', 'nature', and 'Wales'. Other tabs like 'Optional', 'License type', and 'Image type' are also visible.



# Image management - instructions (continued)

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## How to add and remove tags

1. 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.

2. If you want to reset the tags to when they were last saved click the '**Reset**' button next to the '**Add new tags**' field
3. 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

4. To make a tag 'super' and give it extra priority within the search engine click the grey star next to the tag
5. 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

The screenshot illustrates the process of managing tags for an image. It shows three main sections: 1. A top bar with 'Tags (keywords)' showing 3/50 tags and 0/10 supertags, with an 'Add new tags' input field and a '+' button. 2. A middle section titled 'Tags (keywords)' showing 'Mount Snowdon' entered, with a 'Reset' button and a list of four tags: 'Snowdonia' (blue star), 'mountains' (grey star), 'hike' (grey star), and 'hills' (grey star). 3. A bottom section showing '1 tag: Snowdonia National Park' with a checkmark. 4. A row of four tags: 'Snowdonia', 'mountains', 'hike', and 'hills', each with a grey star. 5. A row of four tags: 'Snowdonia' (blue star), 'mountains', 'hike', and 'hills' (grey star).

# Image management - instructions (continued) alamy

## 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](#).

1 License type 

Royalty free (default) 

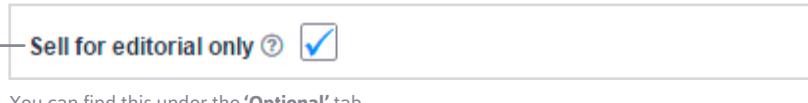
Royalty free (default)  

Rights managed  



2 Sell for editorial only 

You can find this under the 'Optional' tab



## Image type

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

3 Image type 

Photograph 

Photograph  

Illustration  





## Working on multiple images (batch editing)

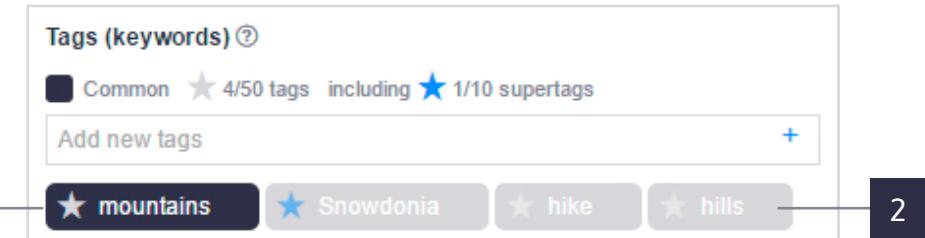
Everything you can do whilst editing a single image is also possible for multiple images (batch editing). This includes adding and removing single or multiple keywords to existing data. You can work on up to 500 images at a time.

### Tags

#### Common and uncommon tags

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

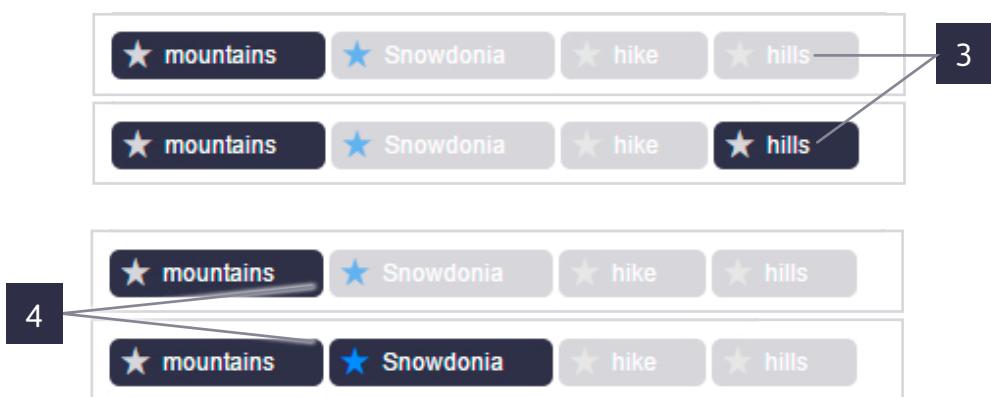
1. The tags that show with dark shading are '**Common**' tags, meaning that they appear within all selected images
2. The tags displayed in grey identify the 'uncommon' tags. These are tags that appear within at least one of the images selected, but not all



#### 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





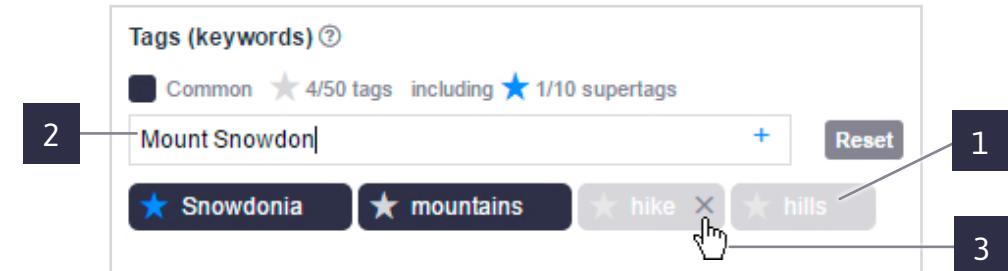
# Image management - instructions (continued)

alamy

## Add or remove single or multiples tags to multiple images

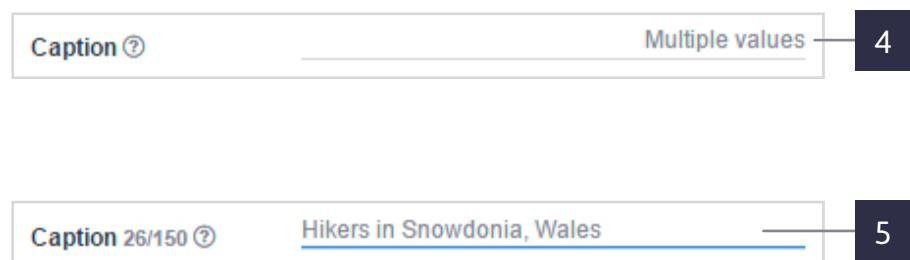
After selecting the images you want to work with, it's simple to add or remove multiple or single tags.

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

The screenshot shows a user interface for managing image metadata. It includes three numbered sections: 1. 'Number of people in the image' with a dropdown set to '1'. 2. 'Do you have model releases for all the people in the image?' with a dropdown set to 'Yes'. 3. A 'Releases' section with an upload button and a preview for 'MrsX.jpg'. A dropdown menu for 'Assign existing release' lists 'MrsX.jpg' and 'MrY.pdf'.

### 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](#)



# Image management - instructions (continued)

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## 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

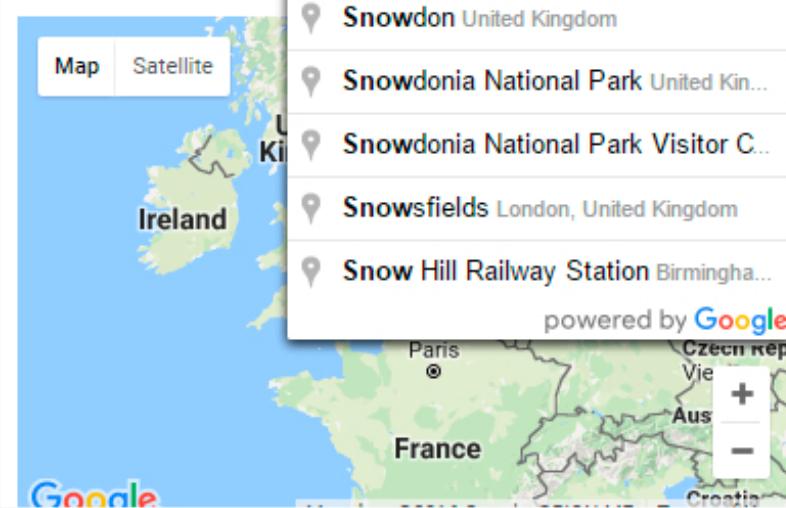
1 Is there any property in the image? [?](#) Yes [▼](#)

Do you have a signed release for the property? [?](#) Yes [▼](#)

Releases [▲](#) Assign existing release [▼](#)

 propertyRelease1.jpg [remove](#)

2 Location

Snow 

Map Satellite

3 Date taken 10 Apr 2016 [▼](#)

4 Primary category [?](#) Landscapes [▼](#)

Secondary category [?](#) Select [▼](#)



# Image management - instructions (continued)

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## 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 user interface for managing image rights. It includes five numbered steps:

1. Only available on Alamy
2. Additional info [Tell us more about your image](#)
3. Sell for editorial only 

This area is only available if all your selected images are rights managed
4. Restrictions [Restrictions](#)
  - 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 [Delete](#)

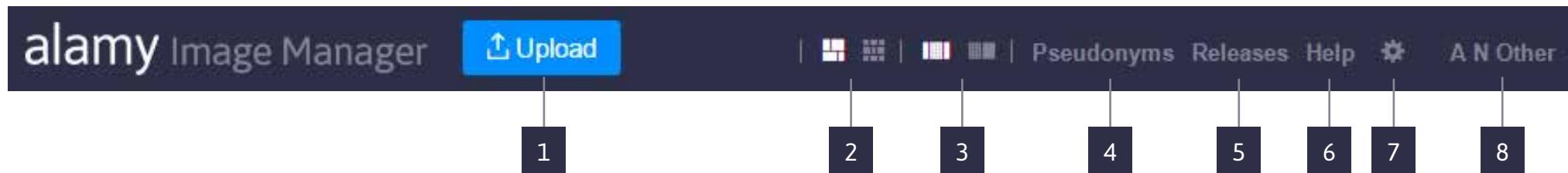


# The toolbar - overview

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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