

How to attach an asset to a concept from the Search or Library

To get into the COSEE Search and Asset Manager:

- Hold down Shift and click on *the concept you want to attach an asset to* in your concept map.
- Select 'change'
- Click on the 'Manage Assets' tab.

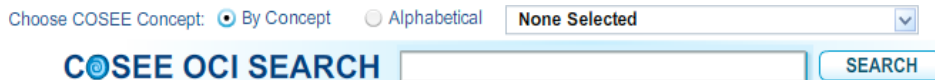
Important: Choose the concept you want to add the asset to. Once you're inside the Search and Asset Manager, you can't change to a different concept without returning to your concept map.

Three tabs will appear at the top of the window: 'Search Results,' 'My Library' and the name of the concept that you entered from (in this case, Sunshine).



To add an asset to a concept from search:

- Type a phrase or keyword into the COSEE OCI Search box OR pull down the menu to select from collections of assets under pre-set concepts.



Note: Keywords will be searched by exact phrase, unless separated by an ampersand (&).

- Results will appear below the search bar, separated by categories (image, movie, etc.).
- Click on a category to view the search results

Each search result has three icons above it:



Brings you to a preview of the asset





Adds the asset to the concept that you selected



Adds the asset to 'My Library'

To add the asset to the concept you selected:

- Click on the 
- Once the asset has been added to your concept it will turn orange 

To go back to your concept map:

- Click on "Leave COSEE Search and Asset Manager" on the top of the page