# DBGallery Quick Tour: Custom Fields

DBGallery has the ability to define your own data fields. This isn't just custom data tags, but special data fields where your own tag categories can be added and used for finding images. Many types of organizations from education, manufacturing, mining, the sciences, and many more, have a need or would find it convenient to store and search for their own type of data about an image.

Custom fields can help get data tags out of keywords or other less appropriate data areas. If you've found yourself entering part numbers or people names into keywords, that type of data can not be placed in their own data fields. This is huge for clarity of an image's overall documentation can categorization, allows for more defined searches, and makes for an overall better organized collection.

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## 1. The menu item

Get to the Custom Data Fields definition by select the following from DBGallery's main menu.
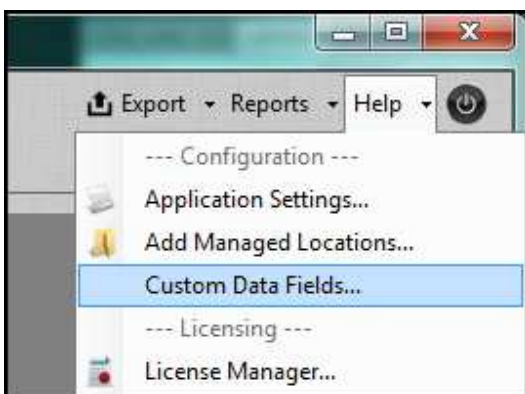
## 2. The Custom Fields Definition dialog

This is where using custom fields begins.  It is where custom fields are setup.  Each row in the screenshot below represents one custom field.  Any number of fields may be defined here.

➢ Before entering these definitions, ensure nobody else is using DBGallery.  This is because these definition make fundamental changes to the database, and others using it needs to restart their DBGallery desktop software so those changes are recognized.



Column Descriptions:
- The Label is the name of the new data field, and will be what identifies it thoughout the system.
- Description will be shown in the Tooltip popup window as the mouse hovers over the field names in various of the user interface.  Enter something which will explain to all users what data is entered in the field.  For example, for People, should photos with just faces be tagged with the person's name, or should it also in include photo where people are present even if their face isn't shown?  Or if the field was Weight, would it be measured in pounds or kilograms.
- Size refers to whether there is a single line to enter data or if multiple lines are needed to enter and display the data.  See screenshot below this section for examples of the differenes these make on the screen.
- To remove a field from the database, press the X in the Del column.  It will simply change put a strikethough through the row until "Save and Close" is pressed, at which point the definition and all data associated with field for all images in the database will be deleted.  If the deleted records strikeout font is in the way of organizing the list, press 'Save and Close' to have it deleted then come back into the Custom Fields dialog.
- "Record Used In" displays how many images are tagged with data for each field.  If the number is 0, nobody is entering data into that field for images in the database.

Notes:
- It is ok to change the order of fields.  Data will be preserved and will simply be displayed in a different order.
- Renaming a label will not remove existing data. If existing data would not be relevant after the rename, do a Delete then add a new field.
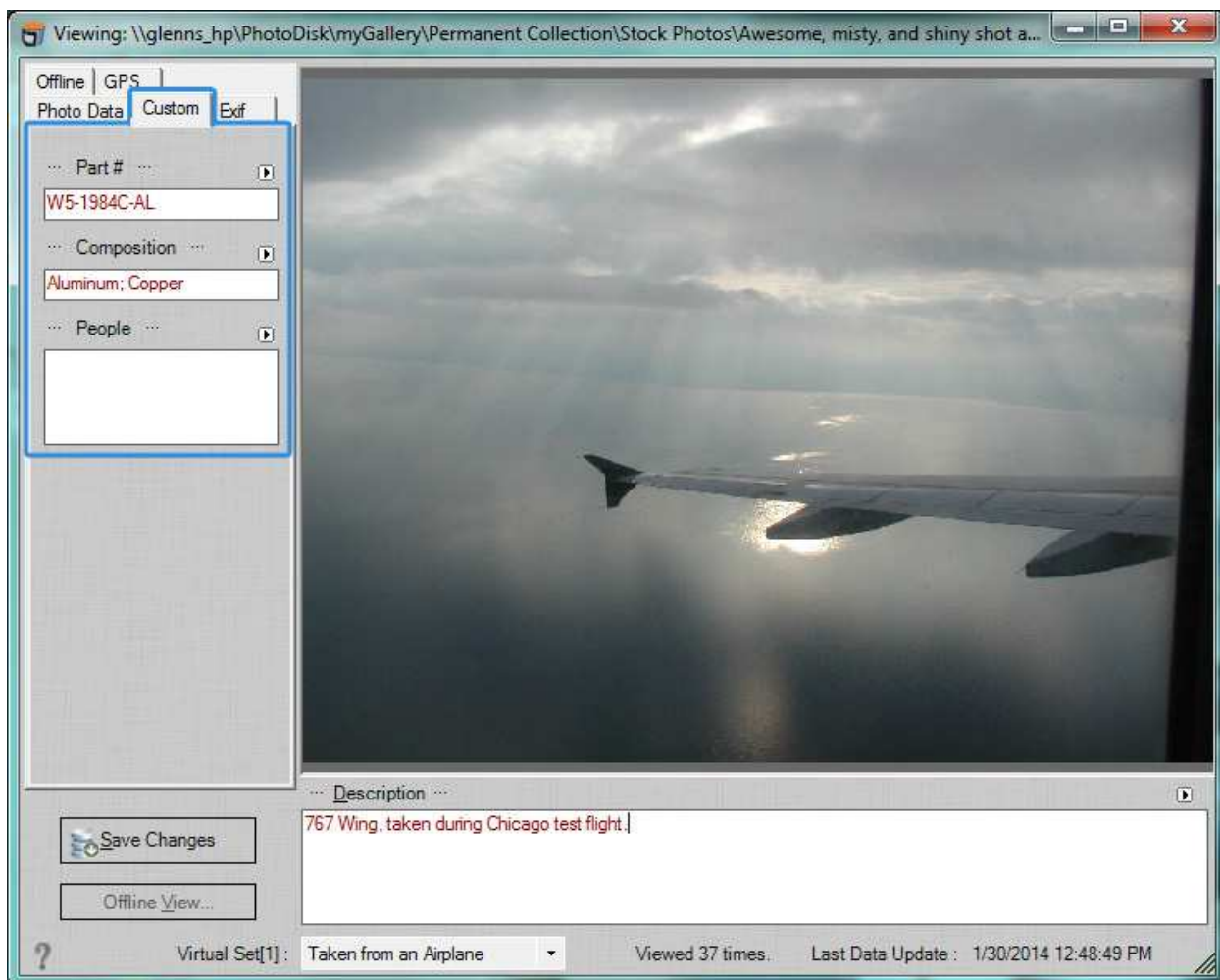
**3. Enter custom data**

Once defined, custom data fields will show up in the View & Edit window, within it's own tab.

The maximum amount of data size which can be entered into a custom data field is 64kb (65,535 bytes).

Data is entered into custom fields in the same manor as other fields such as keywords.

- Use the semi-colon or comma to seperate tags
- Press the little arrow (or Ctrl-L) to the top right of the field to see a list of previous entries keyed into this field
- When editing multiple images, press Ctrl-D to see the tag differences in each image being edited
- If you see a "(Multiple Values)" in the field, place a semi-colon or comma after the ')' to add to the values which currently exist (e.g. key "(Multiple Values); Steel" to have add Steel to each selected image. Or replace "(Multiple Values)" to remove all existing values from all selected images.
- Unlike non-custom fields, pause the mouse over a field name to see it's description. E.g. Rest a mouse cursor over "Part #" below to see "Any people in the image, with faces or otherwise." which was entered in the description column in the definitions dialog in section 2 above.

## 4. Search using custom data

Searching for data is as with all other search fields: go to the new Custom tab, or enter the search term in the box which globally searches across all fields.  Press Ctrl-L or the little arrow to the top right of the field to bring up a complete is of tags which exists for this field (see next section).
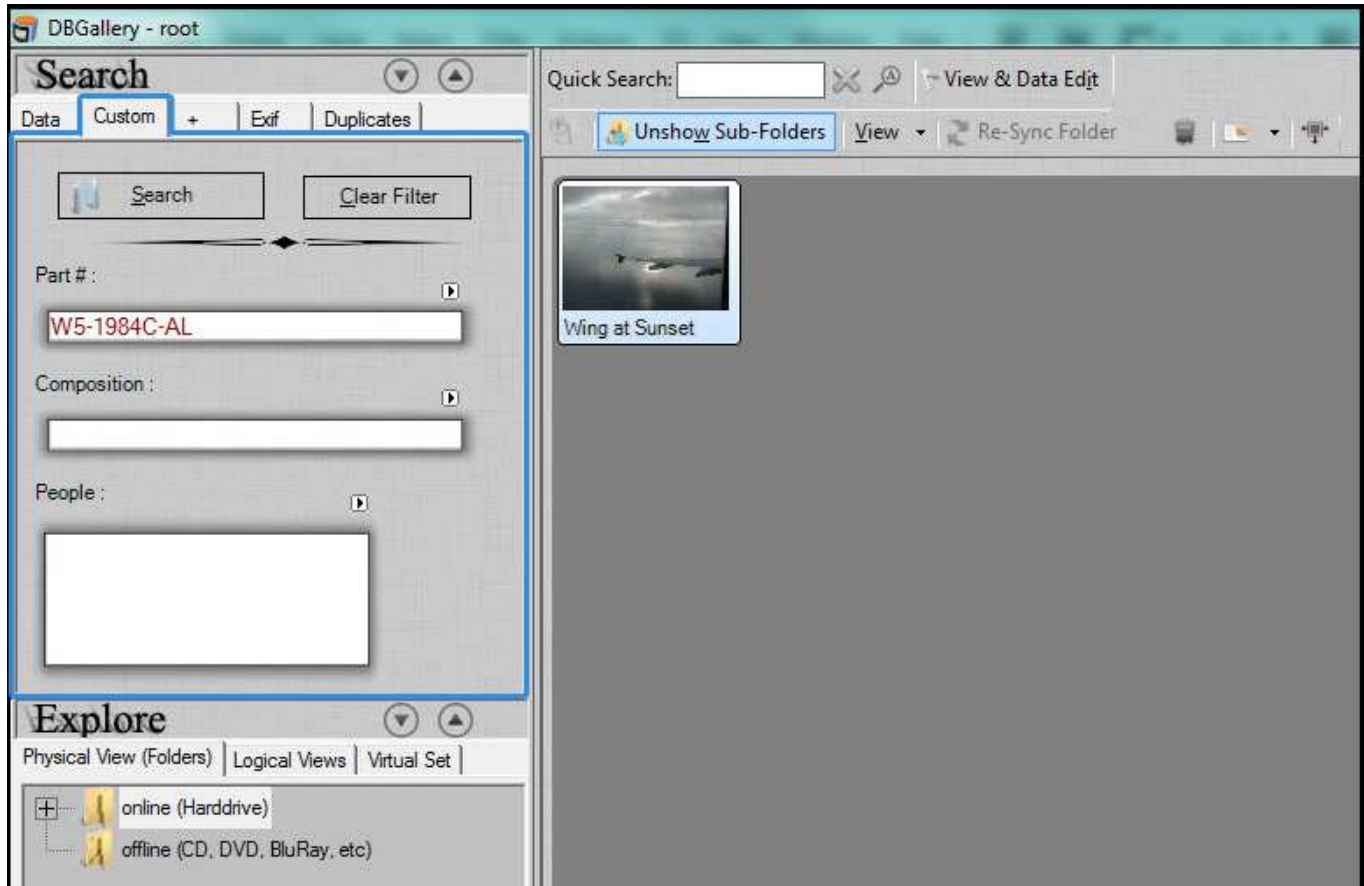
## 5. Selecting from previous tag entries.

Press Ctrl-L or the little arrow to the top right of the field to bring up a complete is of tags which exists for this field.
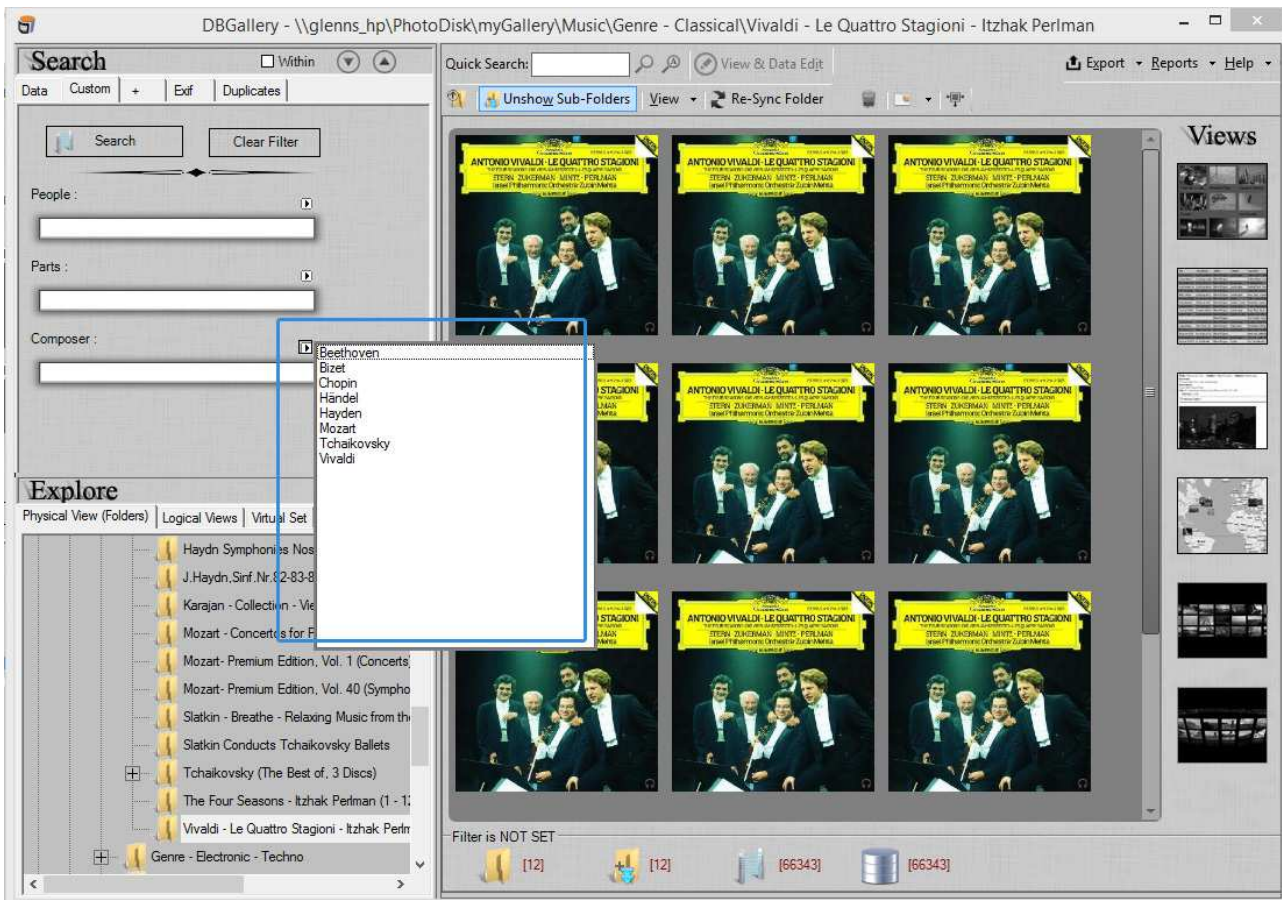
## 6. Quick View Cards

See a QuickView of the data while rolling mouse over image thumbnails.

To see the QuickView custom data, press the number 4 on the keyboard while focus is on the thumbs area of DBGallery (press 0 to turn it off). As the mouse moves of each thumbnail, custom data for that image will appear.
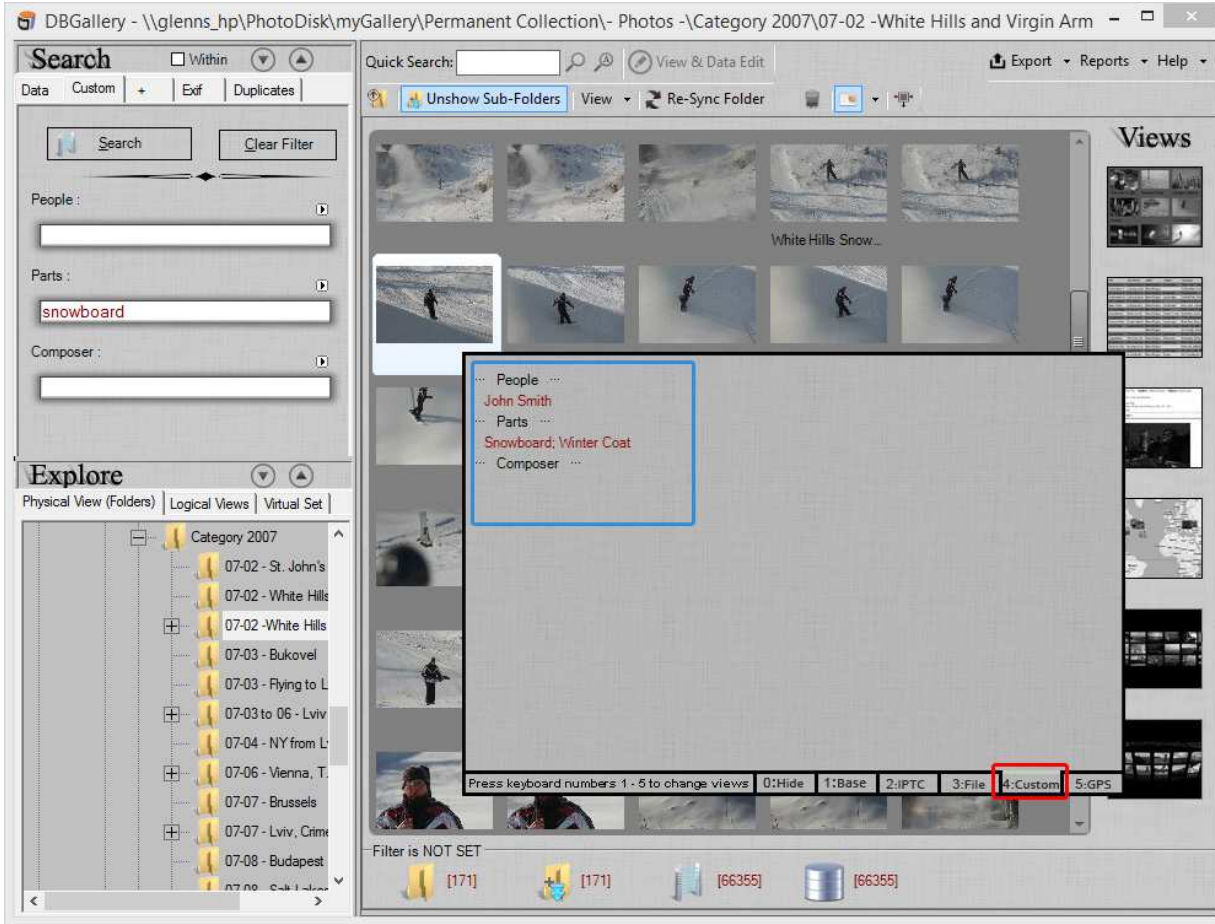
## 7. Explore in Logical Views

Logical Views enables browsing the collection via data which exists for images. The data is which exists all images in the database is shown as a tree view. Simply click on a tag to its related images.
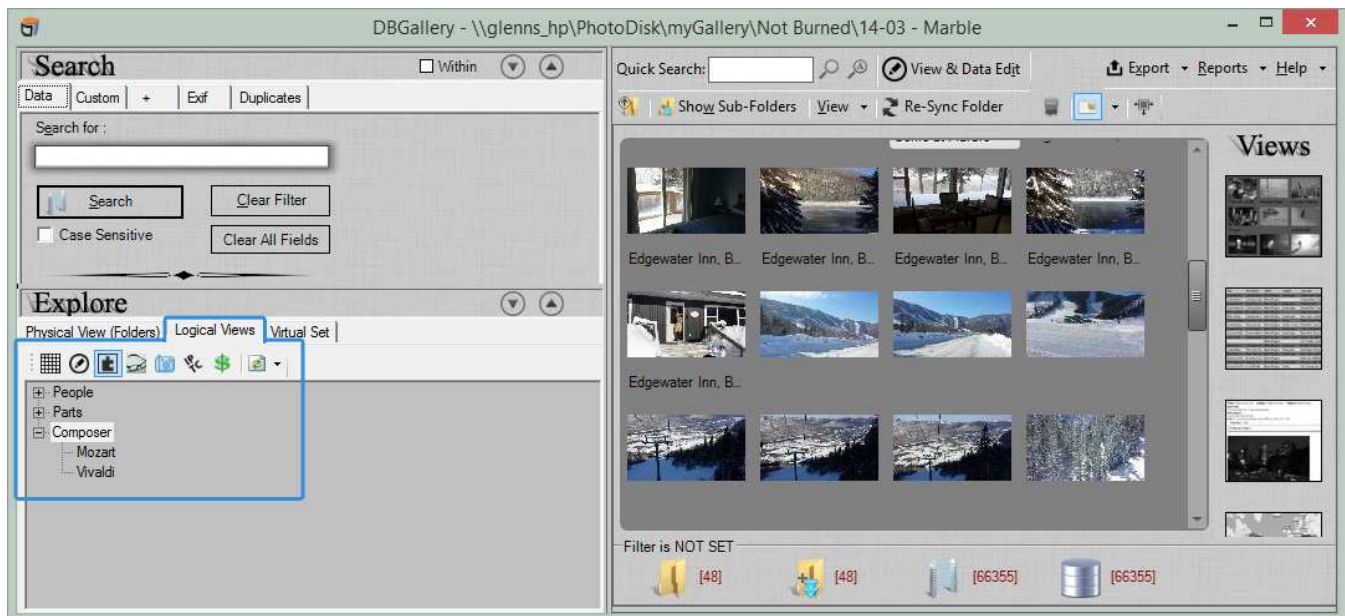


## 8. Where custom data exists

Look for where custom fields' data exists and where it doesn't. Like to know which images have data entered for custom fields? The + tab under Search allows for showing images where custom data has been keyed, or to show all images which have no custom fields data enteredyet.
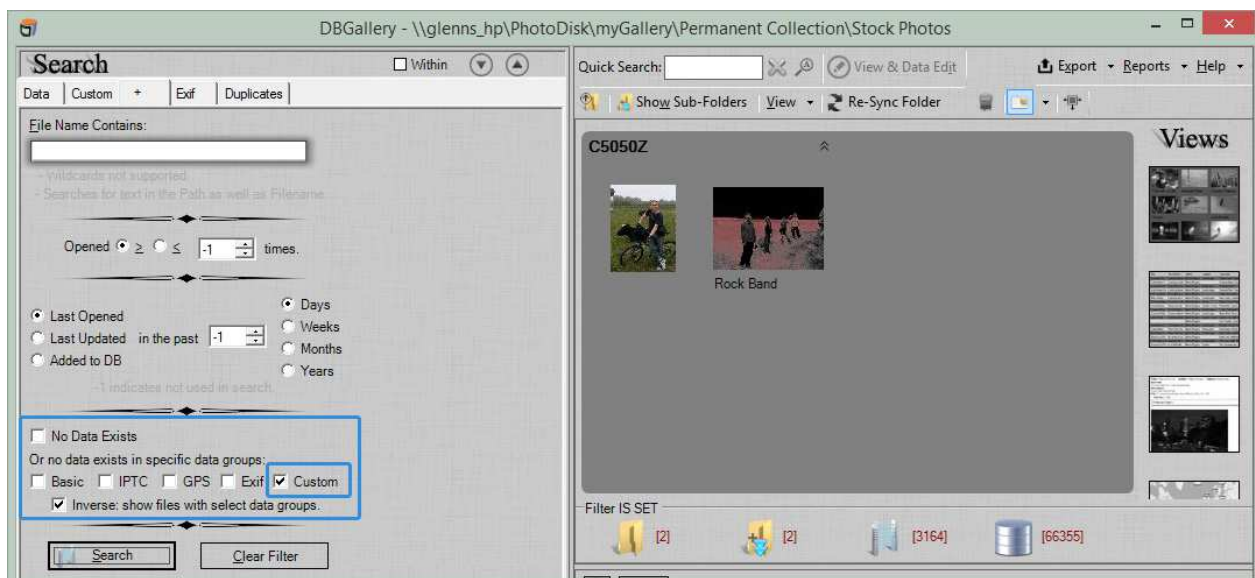
## 9. Include data with exports.
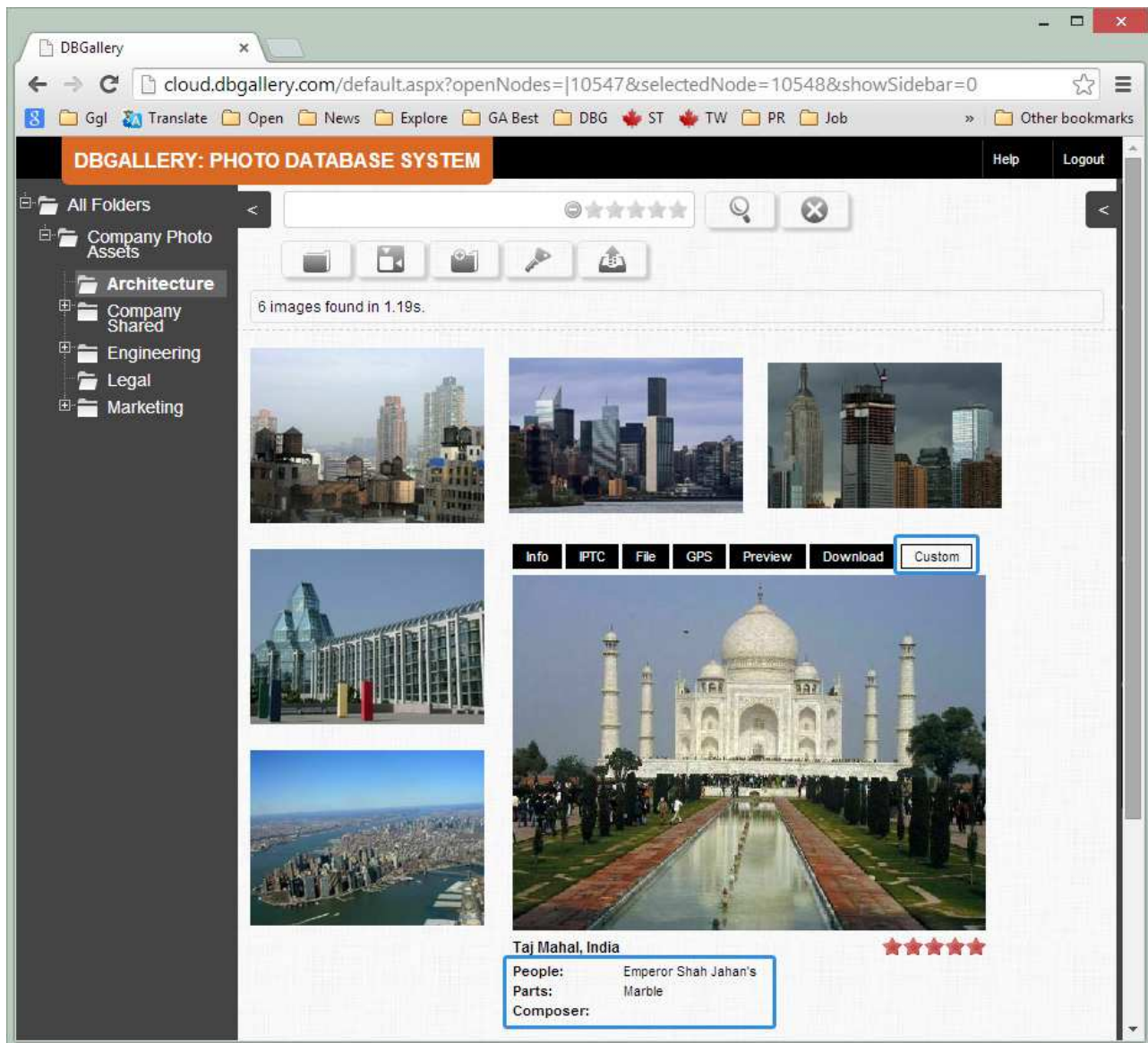
When emailing or exporting to pdf files, choose which data is included.

## 10. Search and View Online (if using DBGallery web server plugin).

For those searching and viewing the collection over the web, custom fields is fully supported there as well. The search looks for data entered into custom fields. There is a Custom tab which shows each resulting images' data.

## 11. Notes

- Custom fields are first-class data fields within DBGallery, where they may be found in every place keywords, title and other static data fields reside. Hence they will have not just data entry and search, but may be included in email, pdf exports, csv data export, show on QuickView cards, etc. (The only exception: The first release does not include having it written directly to the image file itself. )

- If no custom data fields are defined, the Custom tab will not show on any of the screens. Essentially, once custom data fields are defined it turns on custom areas across the application.

- Custom data entered for each image is not stored in the file itself. These data tags exists only in the database. DBGallery writes data to files in industry standard areas of the file, for which there isn't a place for these custom fields. A future release is writing of DBGallery is likely to write custom data fields to a 'custom blob' area of image files where at least DBGallery will be able to read custom data.

## 12. Use only when appropriate.

It is recommended not to create new custom fields without putting some thought into whether they are appropriate and if existing data fields might hold that data. If keywords are not already over-used, data may can go there, for example.

Also, please note that custom data is not stored in the file itself, so this data does not more around with the files themselves (as is the case with the standard DBGallery IPTC/XMP data fields).