

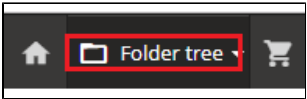
Find and Move Media

 This page includes steps on how to find and move media files in Keepeek.

 Report any issues/clarify doubts to Web Contribution (Data) team [here](#).

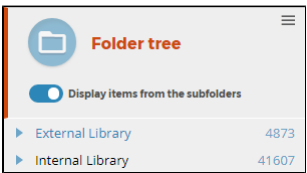
 [Keepeek tips](#)

At the top main menu, choose the **tab folder tree**.

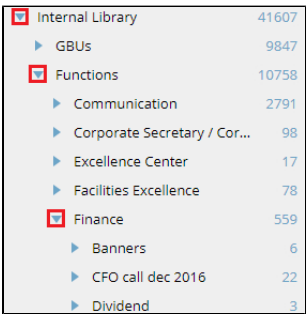


There will be two **libraries** available:

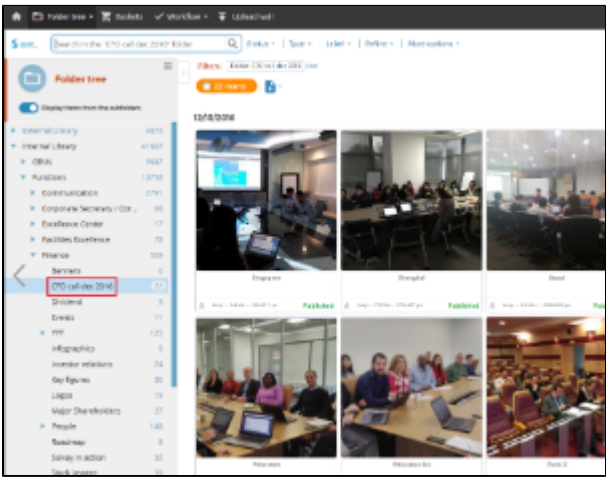
- External
- Internal



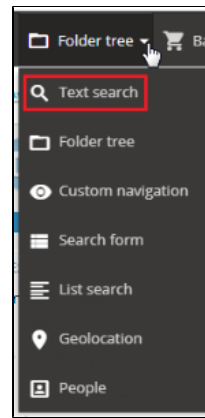
To continue looking into a library, use the arrows on the left side of the text. Multiple options will be available, each has related content.



Once you **find the folder**, **select it** and the gallery will appear on the right.



At the top main menu, in the tab folder tree, drag your cursor on top of it and multiple options will appear. Select **text search option**.



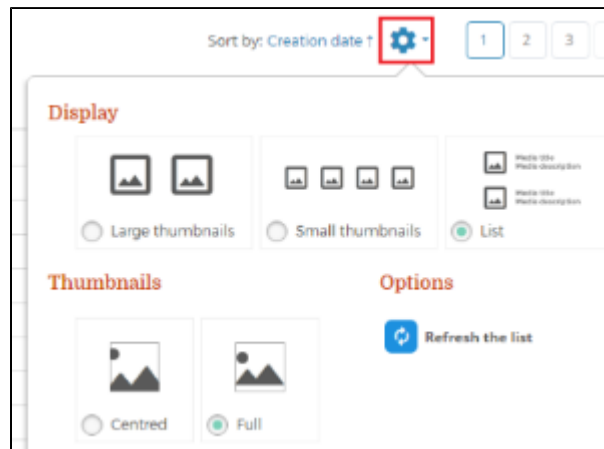
A new menu will be displayed.

In the empty space, where you enter your search, all media indexed using these words will be displayed.

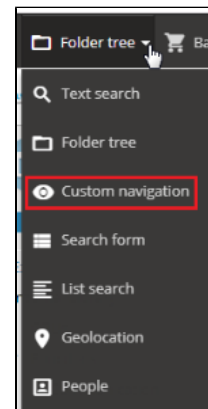


You can use the **filters** on the right:

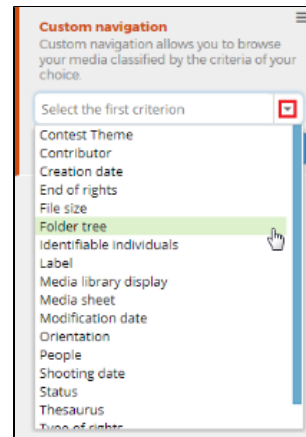
- Status - draft, published, archived
- Type - images, documents, videos, audios, other files
- Label
- Refine - entity owner, shooting date, folder, type of rights, sheet
- More options - specify file details such as size and orientation



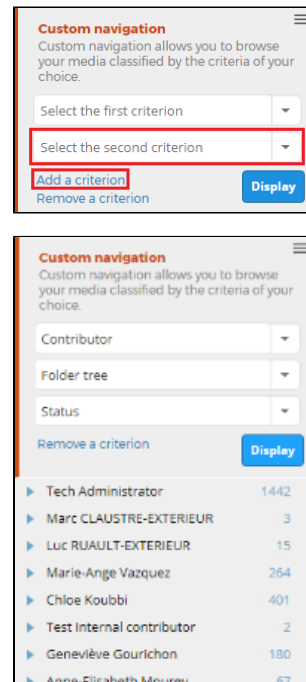
At the top main menu, in the tab folder tree, drag your cursor on top of it and multiple options will appear. Select **custom navigation option**.



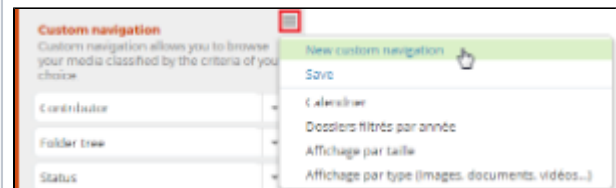
This will open a new left side menu in which you **specify the criteria** for your search.



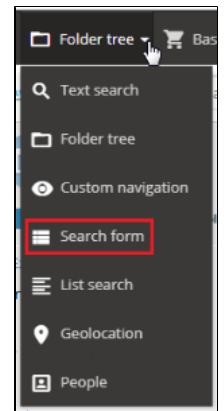
You can add **up to three** and after **click display** to obtain your results.



To **save your custom navigation**, click the three lines **menu** on the right corner to show all your creations and the **option to save a new one**.

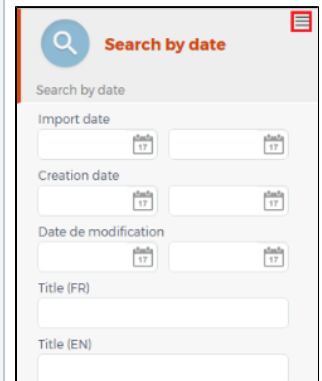
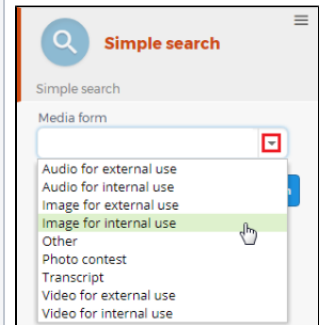


At the top main menu, in the tab folder tree, drag your cursor on top of it and multiple options will appear. Select **search form option**.

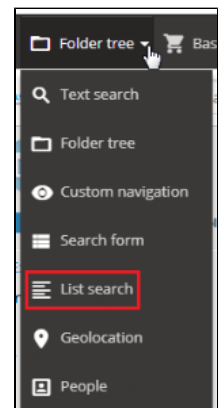


Once open, you have two options:

- **Simple search**
- **Search by date** (click the three lines menu on the top right corner)



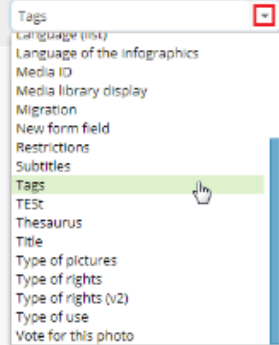
At the top main menu, in the tab folder tree, drag your cursor on top of it and multiple options will appear. Select **list search option**.



In this search, you **choose a field** and **type a reference** to obtain your results.

List search

- 1- Choose the field inside which you wish to launch your search.
- 2- Type the list of all values to search by separating with a line break; you can enter up to 10000 values.
- 3- Launch your search.

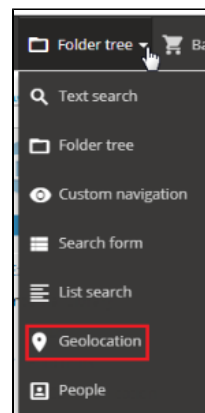


References

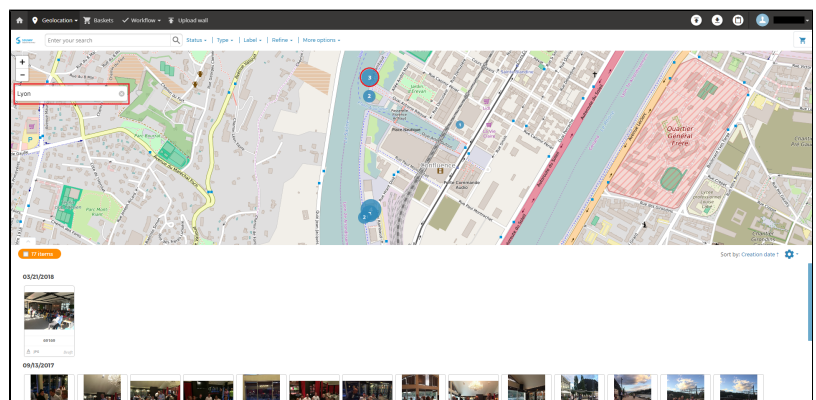
finance

If your media is mainly location based, searching by geographical area may be more relevant.

At the top main menu, in the tab folder tree, drag your cursor on top of it and multiple options will appear. Select **geolocation** option.

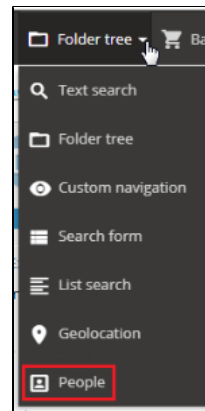


In the **search bar**, **type a location** and **navigate by clicking the numbers** on the map. The files will appear in a list below.

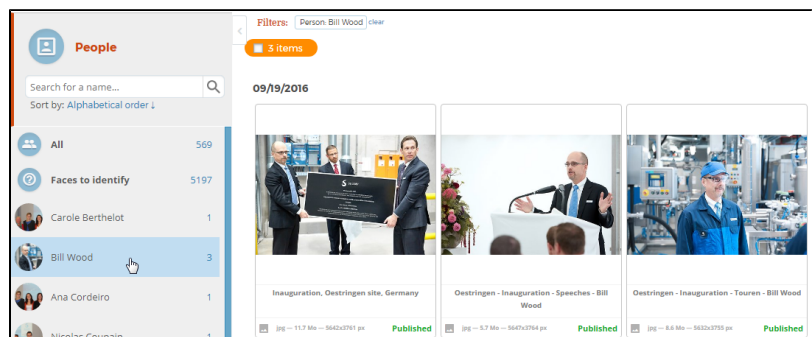
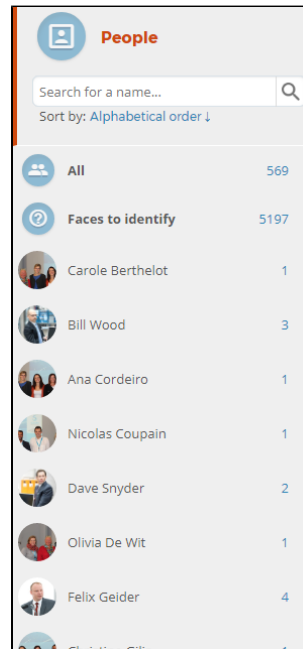


Photos of people can be viewed via a [face search](#).

At the top main menu, in the tab folder tree, drag your cursor on top of it and multiple options will appear. Select **people option**.



When you open the people's menu you have a **list and the number of files per person**. To view simply click on their name.

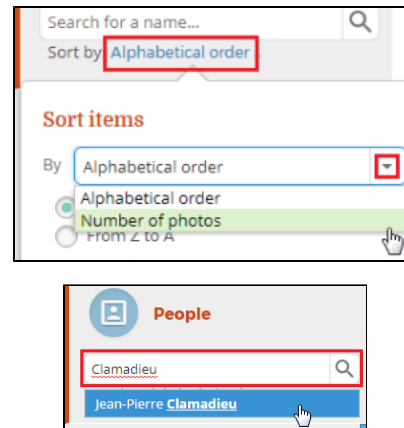


You can also make a search:

- **Alphabetically**
- **By number of photos**

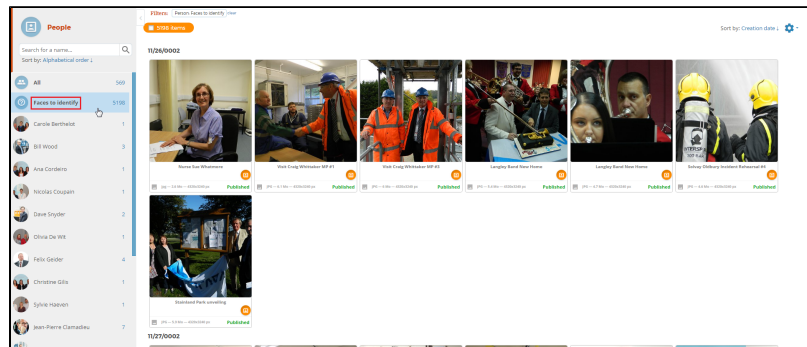
Select one from the options and **type the name** of the person.

A list will appear with all results, simply choose the one intended.



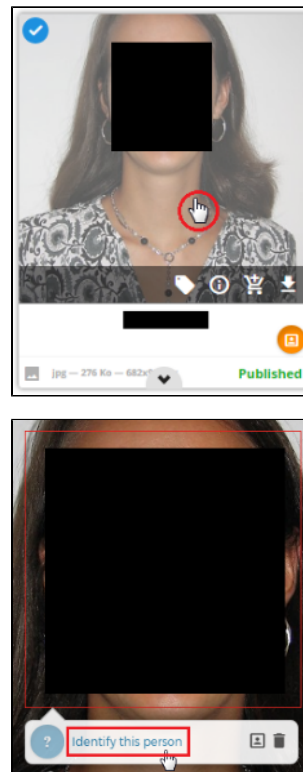
On the menu, there is also a list of unidentified people.

You can see this list by clicking on the option **faces to identify**.



To identify someone, **open the image**, you will see a red square around their face.

Put your mouse on top and an option will appear, **click to identify the person**.



Write their name on the empty bar and **confirm** to add it.

Identify this person

Enter their first name (optional) then their name

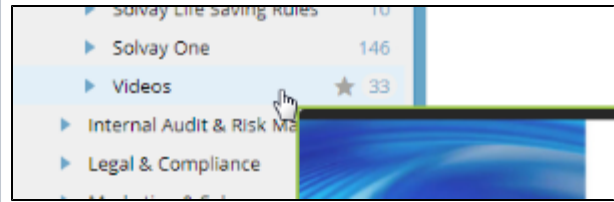
Cancel Confirm

If it is their first photo a new field will be created in the people's list for that person.

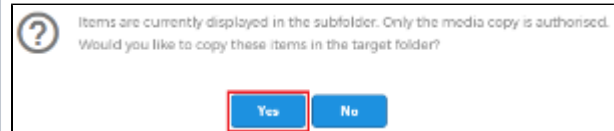


Find the folder in which you want to add your media ([how to create a new folder](#)).

When you **drag and drop the file** to a different folder you will notice that it asks to **make a copy** of the file instead of moving it permanently.



Click yes.



Enter the file and scroll down until you find the **folder tree** section.

You will notice it mentions all of the paths in which it is currently on.

By creating a copy, your file is now in two places, simply **click the X button** on the right in order to remove from the old folder.

