

## **Steps for Adding more Choices to the Visual Search**

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Before you begin you may want to save graphics in a picture file on your H drive. Destiny has 400 images to chose from.

Go to **Help** and type in graphics in search box. You will see three areas that have graphics by alphabetical order. Click on them to see graphics.

Find the graphic you want and **right** click on image. Click on **save picture as...** and save it to a picture folder in your H drive.

If there is not an image in the Destiny graphics that you want you will have to have previously saved the images into your picture folder from another source such as Microsoft Office graphics.

### **Steps to add subjects and subtopics and images to visual search:**

1. Click on **Catalog** tab at top.
2. Click on **Search Setup** tab on left side tab.
3. Locate the folder that you want to add a new subtopic subject search to.
4. Click on the  button located to the far **right** of the subject folder that you want to add to.
5. You may also add a new group/subject to the main topics by clicking on  button at the top where **Visual Search Home** is located.
6. Fill out the page with the **Name** of the new search you want to add to the subject folder.

7. Change the image to the one that represents that subtopic you chose from the Destiny graphics bank by hitting the browse button and click on image you saved to your picture file. (see directions above on how to find these graphics and save them)
8. Under **Action**, have the **Power Search** highlighted and fill in the fields as you see fit you can add up to three terms for students to be able to search for. (I left it on keywords and put in broad search terms. Make sure you highlight the **OR** button instead of the **AND** button.(ex: United States and U.S.)
9. I left all other fields as is, the only exception that you may want to change is the **Circulation Type** at bottom and click **update**, then uncheck the fields that don't pertain to books.