

WEB PRODUCTION INSTRUCTIONS.

In this document we will explain how to present data files for uploading to the Stock Index Online web portal. The methods for doing this, and the collection of data, vary depending on your library system. **Site functionality** describes how the portal displays information, **data output** describes how we would like the data delivered to us.

SITE FUNCTIONALITY



Links to your company profile on our site



Places the image in the light box



Image code



Sends a pricing request to you.



We refer to "preview image page" throughout this explanation. Preview image page means the searched image that is presented on your website within a page environment as this example shows.

DATA OUTPUT

We require the data as a .csv (Comma Separated Value) file or an .xls (MS Excel) file. As Excel will only parse around 100,000 records it is probable that you will send a .csv file.

When we upload data to our system the data file must be in 4 columns; no more, no less. **If it is not in 4 columns it will not load.** The headings for these columns are Thumbnail, Image Code, Direct URL, Keywords.

HEADING EXPLANATIONS

Thumbnail.	The URL address of the thumbnail image on your server.
Image Code.	The code number of the image.
Direct URL.	The URL address of the preview page displaying the image.
Keywords.	Your keywords or phrases for this image.

CREATING A .CSV FILE

There are 3 rules when compiling .CSV files

- o Rule 1. If you are sending a .csv file the columns must be comma separated
- o Rule 2. The data in each column must be within quotation marks "aaaaaaaa"
- o Rule 3. At the start and the end of the row must be NO additional commas nor any other characters, including spaces

When you send us a .csv file the structure must be like this:
"AAAAA","BBBBB","CCCCC","DDDDD,DDDDD,DDDDD"

- o where "AAAAA" represents Thumbnail URL,
- o "BBBBB" represents Image Code,
- o "CCCCC" represents Direct URL
- o "DDD,DDDDD,DDDDD" represents Keywords.

Commas between keywords are accepted because they are INSIDE the quote marks



Image Source Direct

SITE VIEW EXPLANATIONS

This is your thumbnail image. It will link to the preview image in your search result page.



Links to your company profile on our site



Image code



Places the image in the light box



Sends a pricing request to you.

DATA COLLECTION

The data file must be presented in 4 columns with these field names in the following order.

Column A	Column B	Column C	Column D
Thumbnail Image URL	Image code	Direct URL	Keywords

Column A - "Thumbnail Image URL" - Put the thumbnail URL address in column A

Please note: the thumbnails displayed on our site will be automatically displayed at 135px wide.

Column B - "Image code" - Add the image code here.

Column C - "Direct URL" - Put the URL address of the preview image page in column C

Column D - "Keywords" - Add your keyword groups. Your thumbnail will be seen on our site when your keywords are searched, and the user will be able to save your image to the lightbox and/or click through to your home page via the presenting image.

Your Excel file should look like this.

	A	B	C	D	E
1	Thumbnail Image URL	Image code	Direct URL	Keywords	
2	http://www.mysite.com/fruit/apples/3751_small.jpg	3751	http://www.mysite.com/viewphoto.asp?ExecuteSearch=true&q=apple&CurrPage=1&pid=3751	apples, bananas, yellow bananas,	
3	http://www.mysite.com/fruit/figs/3752_small.jpg	3752	http://www.mysite.com/viewphoto.asp?ExecuteSearch=true&q=fig&CurrPage=1&pid=3752	figs, brown figs, figs in oasis	
4					

If you send a .csv file it should be comma delimited. The csv file should look like this:

"Thumbnail Image URL", "Image code", "Direct URL", "Keywords"
 "www.mysite.com/fruit/apples/3751_small.jpg", "3751",
 "www.mysite.com/viewphoto.asp?ExecuteSearch=true&q=apple&CurrPage=1&pid=3751", "apples, bananas, yellow bananas"
 "www.mysite.com/fruit/figs/3752_small.jpg@", "3752",
 "www.mysite.com/viewphoto.asp?ExecuteSearch=true&q=fig&CurrPage=1&pid=3752", "figs, brown figs, figs in oasis"

If you wish we can update your files semi-automatically every 3 months. There is a small administrative charge for this: if you'd like to know more please email support@stockindexonline.com

WHEN YOU EMAIL THE FILE TO US ENSURE YOU ADD YOUR HOME PAGE ADDRESS AND SEARCH PAGE ADDRESS IN THE BODY OF THE EMAIL.

If you require further assistance email support@stockindexonline.com or call Bob Prior. UK and Europe on + 44 (0) 20 7727 4236. In the USA call 646 419 4032