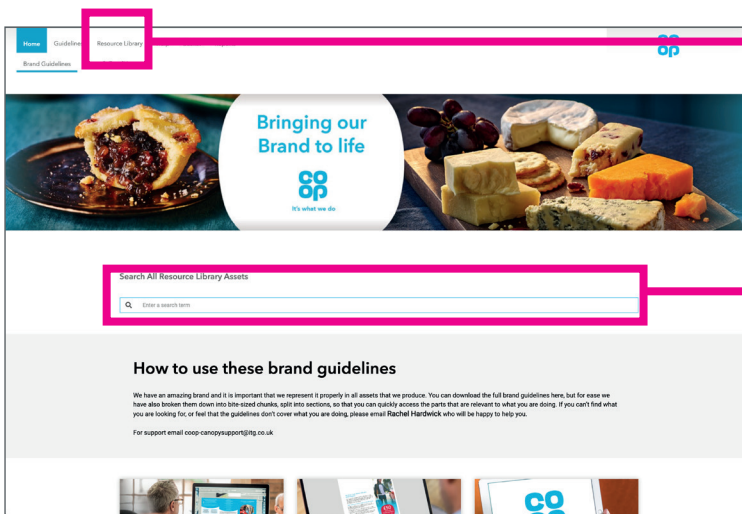## Searching for Assets on Canopy

There are several ways to search for assets within Co-op Canopy. This document shows details from the Brand Guidelines area, but the principles are the same wherever you access the system. The Canopy free-type search function uses data in the asset title, whereas filters use the data tagged to the asset when it is uploaded.
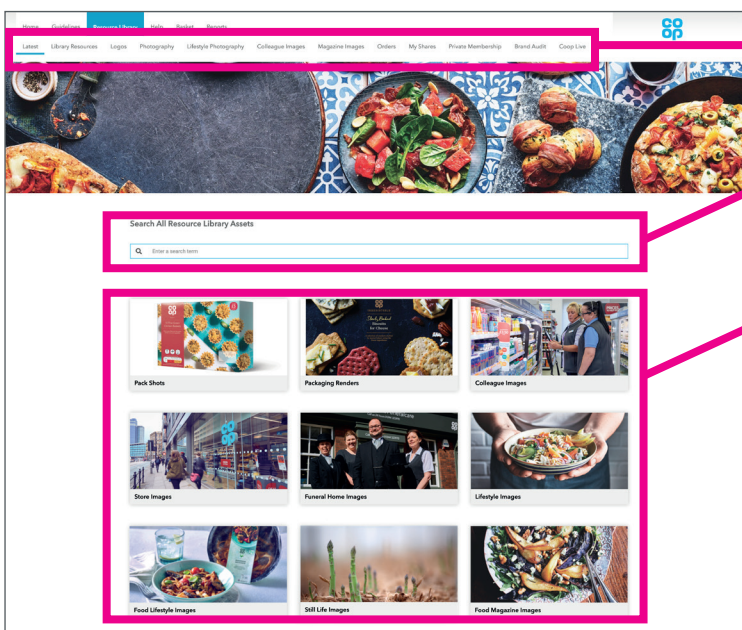
Home Page Free-Type Search

From this page you can click 'Resource Library' to access the full resource library.

There is a free-type search on the home page which will search the asset names for the words you type. For example, if you search 'Christmas' the system will return results for any asset with the word Christmas in it's name.
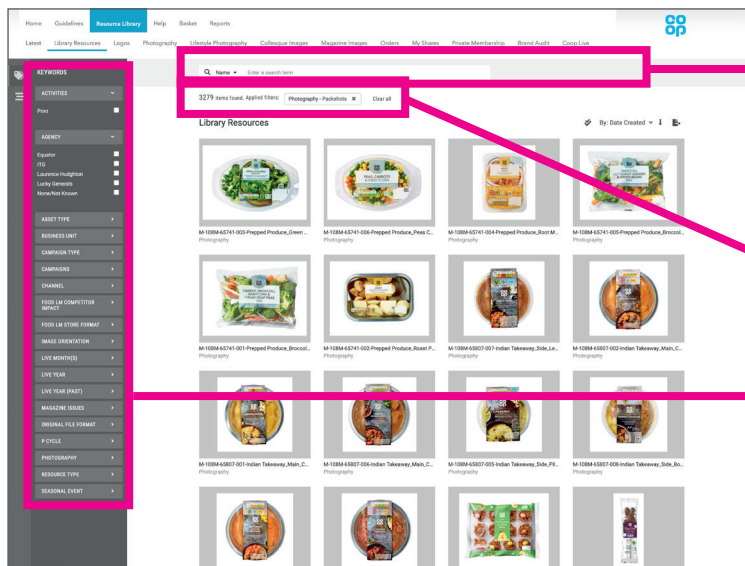
Resource Library Page Search

From the sub-menu you can filter to certain areas within the library.

There is a free-type search which will search words within the asset names.

There are a series of 'pre-filter panels' which will take you directly to the corresponding areas for which particular assets were tagged.

Having clicked one of the Pre-Filter Panels (in this example, Pack Shots)
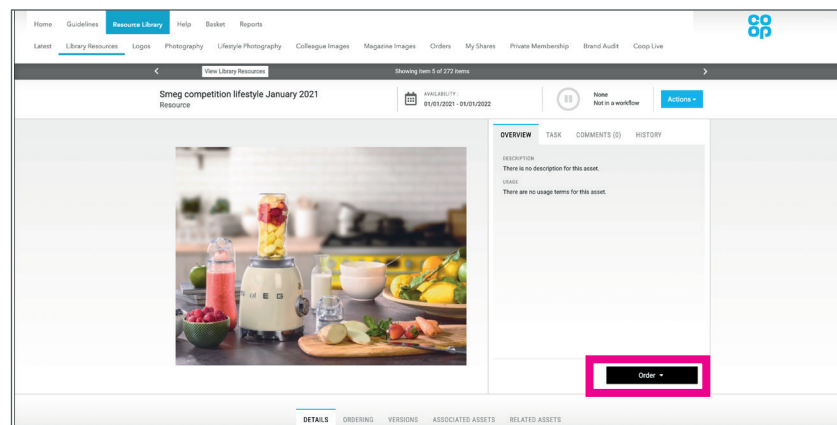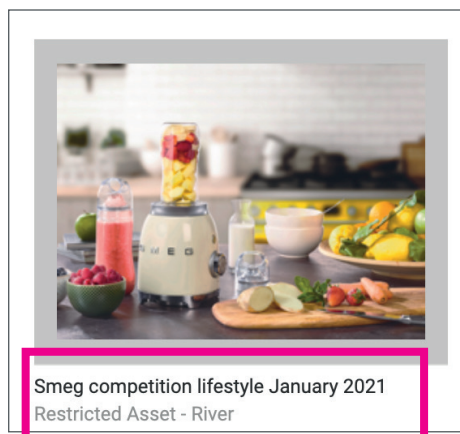

There is a free-type search which will search asset names BUT only within this area.

You can see here the number of assets available in the filtered list, and also the filter term.
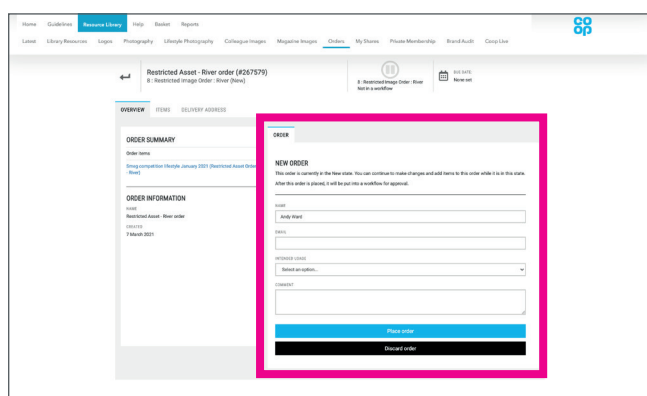
You can filter further by using the grey filter panel.
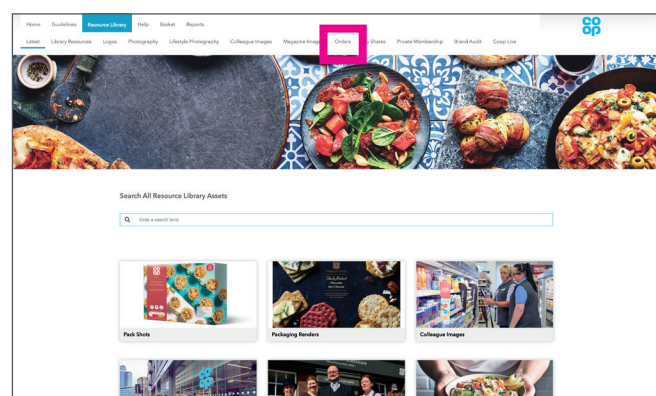
Asset Types - Restricted Assets

The text underneath each asset tells you the asset name and also what sort of asset it is. Some assets are available but restricted, as shown here. These restricted assets cannot be added to a basket or shared, they have to be ordered.

Click to view the restricted asset.

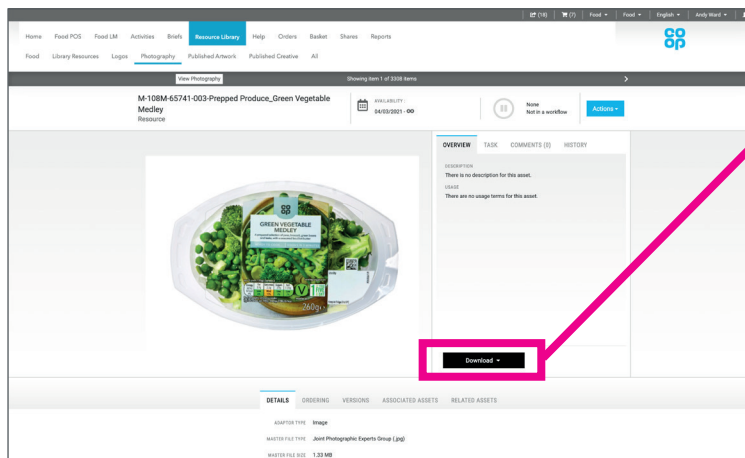*Rather than a download button you can click to order it.*
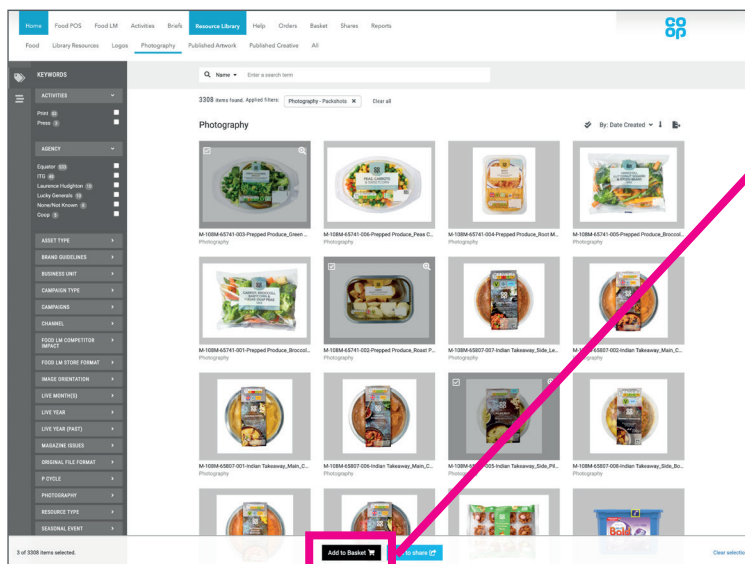

Complete the short form.

When approved you will receive an email notification and it will be available to download in your 'orders' sub-menu.

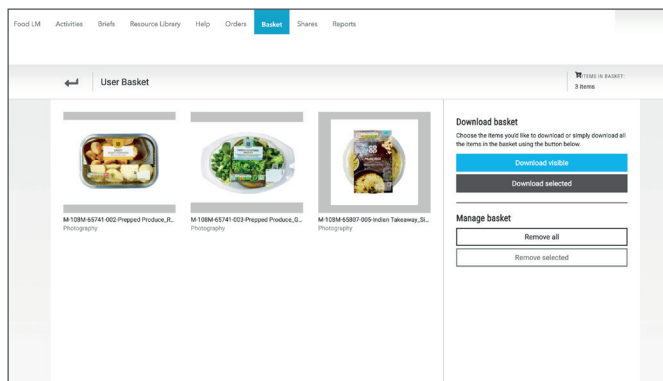## Downloading a Single Image

Click to view the image, then select 'Download'.
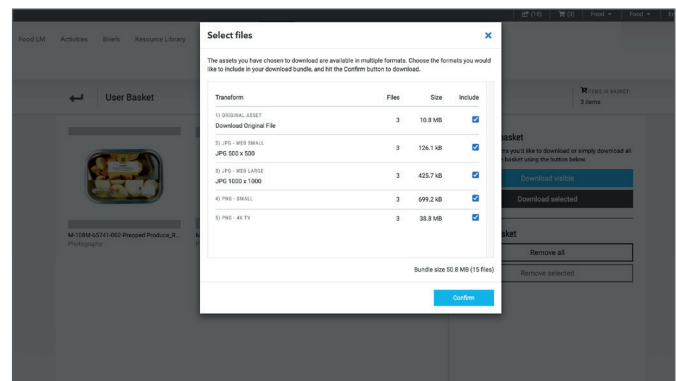
Downloading Multiple Images Using the Basket

When you select multiple images, a bar will appear at the bottom of your window giving you the option to 'Add to Basket' or 'Add to share'. Select Add to Basket.

The number of items in your basket are shown next to the basket icon in your top bar.
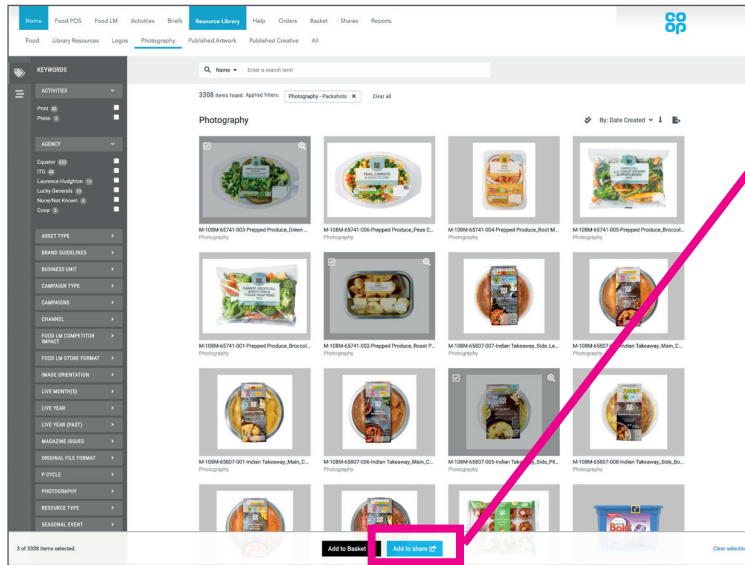

Clicking your basket icon will show you the items. Either select specific items or click 'Download visible' to download everything in your basket.
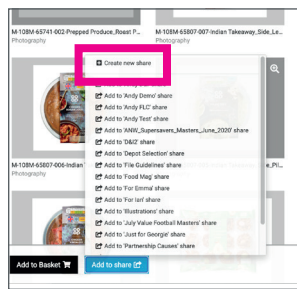

You will be asked to select the file size you require and confirm before your download begins.

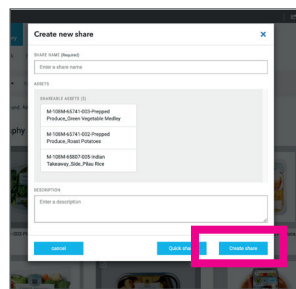## Sharing Multiple Images for Other People to Download

When you select multiple images, a bar will appear at the bottom of your window giving you the option to 'Add to Basket' or 'Add to share'. Select 'Add to share'.
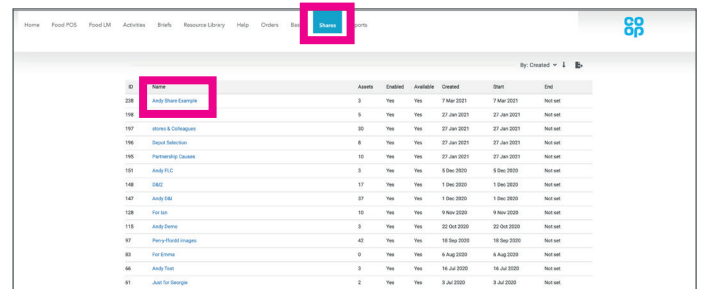
When you do this you can add the items to an existing share you have set up, or create a new one.
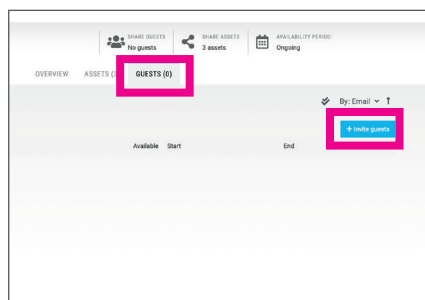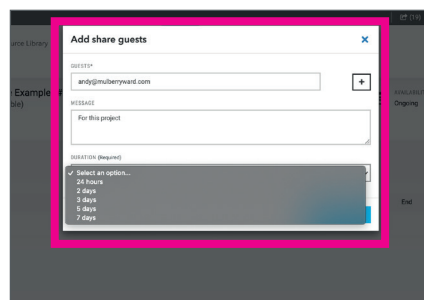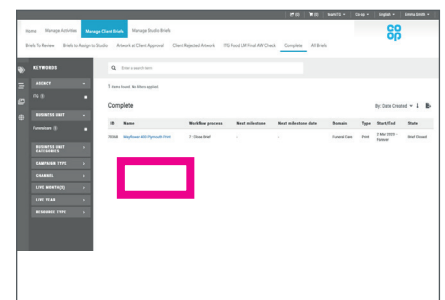

Choose to create a new share.

Fill in the details.

You can view your shares in the sub menu. Click the share you want to send.

Select the 'GUESTS' tab and click click '+ Invite guests' to add a guest.

Complete the short form, adding the email address of the recipient and how long you want the link to be live.

The recipient will receive an email notification with a link to download the images you have sent to them.