



Harvard University Library  
**Visual Information Access**  
Quick Reference Sheet, Fall 2008

[http://hul.harvard.edu/ois/systems/olivia\\_via/via-quickref.pdf](http://hul.harvard.edu/ois/systems/olivia_via/via-quickref.pdf)

Action	Options
Search	<ul style="list-style-type: none"><li>• May choose one or more specific indices (see below).</li><li>• May use "and," "or," "not," or "near"</li><li>• Use quotation marks to search a phrase</li><li>• Use an asterisk (*) at the beginning, end, or in the middle of a word as a truncation or wildcard symbol</li><li>• Not case sensitive</li></ul> <p><b>Available Indices</b></p> <p><b>Anywhere</b> = all words that appear in VIA records</p> <p><b>Name</b> = people or organizations as creators, contributors, or subjects</p> <p><b>Title</b> = titles and alternate titles of works, groups of works, or surrogates</p> <p><b>Subject</b> = topics, styles, periods, work types, materials and techniques</p> <p><b>Place</b> = geographic location where work is/was created, found, located or subject</p> <p><b>Nationality/Culture</b> = nationality or culture of object or artist</p> <p><b>Repository</b> = body that owns the work or surrogate</p> <p><b>Identifying number</b> = numbers assigned to work, site or object throughout its history</p> <p><b>Record ID</b> = assigned by contributing institutions to VIA records</p> <p><b>Limits</b></p> <p>Limit search to records that have digital images</p> <p>Limit search to records that have originals at Harvard</p> <p>Limit search to a range of dates</p> <p>Limit search to a specific repository</p> <p><b>Examples:</b></p> <p>&lt;Turner in Name and Limit to originals at Harvard&gt; = original works by Turner held in Harvard repositories</p> <p>&lt;Sert in Name and Cambridge in Place&gt; = retrieves records with Sert in Creator and Cambridge in Location</p>
Modify Search	<p>To modify search results, return to the main search page by clicking on the "Search" button at the top of the screen.</p> <p><b>Modify Options</b></p> <p><b>Create new selection</b> = this is the default and will generate a new set of results</p> <p><b>Add to the current selection</b> = choosing this will add records matching the new search to the existing search result; equivalent to a Boolean "or"</p> <p><b>Search within the current selection</b> = removes records from the existing result set if they do not meet the criteria in the new search; narrows the search, resulting in fewer records; equivalent to a Boolean "and"</p>

Quick Search	<ul style="list-style-type: none"> <li>• Same result as “Anywhere” search</li> </ul> <p><b>Examples:</b>  &lt;Matisse flowers&gt; = records containing both terms  &lt;“Garden of Eden”&gt; = records containing the exact phrase  &lt;wom*n&gt; = records containing “woman” or “women”</p>
Display/Sort Preferences	<ul style="list-style-type: none"> <li>• “Grid View” displays thumbnails with partial titles</li> <li>• “Grid/Text View” displays thumbnails and 1 preview of record</li> <li>• “List View” displays single column of thumbnails and full title information</li> <li>• Click on any thumbnail to open full record display</li> <li>• Adjust number of thumbnails displayed in “Image grid size” box <ul style="list-style-type: none"> <li><b>Small:</b> Grid View-3 rows by 5 columns, Grid/Text View 3 rows x 3 rows</li> <li><b>Medium:</b> Grid View-4 rows by 6 columns, Grid/Text View 4 rows x 4 rows</li> <li><b>Large:</b> Grid View-5 rows by 7 columns, Grid/Text View 5 rows x 5 rows</li> </ul> </li> <li>• Search results are not automatically sorted</li> <li>• Results sets larger than 2000 cannot be sorted</li> <li>• 1-3 sort options may be applied to a results set</li> </ul>
Browse	<ul style="list-style-type: none"> <li>• Use a “<b>starts with</b>” search for term (topic, title, name, place, nationality/culture, and repository)</li> <li>• Not case sensitive, but it does take account of punctuation</li> <li>• Will search numbers</li> </ul>
Interpreting Search Results	<ul style="list-style-type: none"> <li>• <b>Work/Group of Works</b> = a work might be a single painting, building, or photograph, for example, while a group might be a series of paintings or a photograph album; these may have many images associated with them</li> <li>• <b>Surrogates</b> = representations of works repositories may hold, such as slides; surrogates and images are identified as components in the VIA record</li> <li>• <b>Grid View</b> = displays only brief descriptive data for each component of the record, arrayed with thumbnail images in a grid</li> <li>• <b>Full Record</b> = displays all descriptive metadata and associated thumbnail images</li> <li>• <b>Expand All</b> = user can expand entire hierarchy by clicking on this, expand only selected components by clicking on the relevant plus sign (+) to the left</li> <li>• <b>Collapse All</b> = user can collapse entire hierarchy by clicking on this, collapse only selected components by clicking on the relevant minus sign (-) to the left</li> </ul>
Bookmarking	<ul style="list-style-type: none"> <li>• It is possible to bookmark a search or a record</li> <li>• Select “Bookmark this search” or “Bookmark this record” from drop down menu</li> <li>• Pop up window provides a URL. You may copy and paste the link or add to Bookmarks/Favorites by right-clicking on the link</li> </ul>
Exporting Portfolios & Images	<ul style="list-style-type: none"> <li>• Portfolios are groupings of records that the user has compiled for use outside of VIA</li> <li>• Portfolios <b>cannot be saved</b> across sessions</li> <li>• You may: create multiple portfolios; e-mail the metadata and image URNs from your portfolios; save images for use in other tools, e.g. PowerPoint; download a portfolio of images and metadata in XML format for inclusion in a “Slides topic box” on a Course iSite* or other databases</li> </ul> <p>* For instructions on importing VIA images to an iSite, see: Topic Box Types / Slides at: <a href="http://isites.harvard.edu/icb/icb.do?keyword=course_isites_help">http://isites.harvard.edu/icb/icb.do?keyword=course_isites_help</a></p>

