<table>
<thead>
<tr>
<th>Action</th>
<th>Options</th>
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</table>
| Search        | • May choose one or more specific indices (see below).  
• May use "and," "or," "not," or "near"  
• Use quotation marks to search a phrase  
• Use an asterisk (*) at the beginning, end, or in the middle of a word as a truncation or wildcard symbol  
• Not case sensitive |
|               | **Available Indices**                                                                                                                                                                               |
|               | **Anywhere** = all words that appear in VIA records  
**Name** = people or organizations as creators, contributors, or subjects  
**Title** = titles and alternate titles of works, groups of works, or surrogates  
**Subject** = topics, styles, periods, work types, materials and techniques  
**Place** = geographic location where work is/was created, found, located or subject  
**Nationality/Culture** = nationality or culture of object or artist  
**Repository** = body that owns the work or surrogate  
**Identifying number** = numbers assigned to work, site or object throughout its history  
**Record ID** = assigned by contributing institutions to VIA records |
|               | **Limits**                                                                                                                                                                                           |
|               | Limit search to records that have digital images  
Limit search to records that have originals at Harvard  
Limit search to a range of dates  
Limit search to a specific repository |
|               | **Examples:**  
<Turner in Name and Limit to originals at Harvard> = original works by Turner held in Harvard repositories  
<Sert in Name and Cambridge in Place> = retrieves records with Sert in Creator and Cambridge in Location |
| Modify Search | To modify search results, return to the main search page by clicking on the “Search” button at the top of the screen.                                                                      |
|               | **Modify Options**                                                                                                                                                                                   |
|               | Create new selection = this is the default and will generate a new set of results  
Add to the current selection = choosing this will add records matching the new search to the existing search result; equivalent to a Boolean “or”  
Search within the current selection = 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” |
| **Quick Search** | • Same result as “Anywhere” search  
  
  **Examples:**  
  <Matisse flowers> = records containing both terms  
  <“Garden of Eden”> = records containing the exact phrase  
  <wom*n> = records containing “woman” or “women” |
| **Display/Sort Preferences** | • “Grid View” displays thumbnails with partial titles  
  • “Grid/Text View” displays thumbnails and 1 preview of record  
  • “List View” displays single column of thumbnails and full title information  
  • Click on any thumbnail to open full record display  
  • Adjust number of thumbnails displayed in "Image grid size" box  
    - Small: Grid View-3 rows by 5 columns, Grid/Text View 3 rows x 3 rows  
    - Medium: Grid View-4 rows by 6 columns, Grid/Text View 4 rows x 4 rows  
    - Large: Grid View-5 rows by 7 columns, Grid/Text View 5 rows x 5 rows  
  • Search results are not automatically sorted  
  • Results sets larger than 2000 cannot be sorted  
  • 1-3 sort options may be applied to a results set |
| **Browse** | • Use a **starts with** search for term (topic, title, name, place, nationality/culture, and repository)  
  • Not case sensitive, but it does take account of punctuation  
  • Will search numbers |
| **Interpreting Search Results** | • **Work/Group of Works** = 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  
  • **Surrogates** = representations of works repositories may hold, such as slides; surrogates and images are identified as components in the VIA record  
  • **Grid View** = displays only brief descriptive data for each component of the record, arrayed with thumbnail images in a grid  
  • **Full Record** = displays all descriptive metadata and associated thumbnail images  
  • **Expand All** = user can expand entire hierarchy by clicking on this, expand only selected components by clicking on the relevant plus sign (+) to the left  
  • **Collapse All** = user can collapse entire hierarchy by clicking on this, collapse only selected components by clicking on the relevant minus sign (-) to the left |
| **Bookmarking** | • It is possible to bookmark a search or a record  
  • Select “Bookmark this search” or “Bookmark this record” from drop down menu  
  • Pop up window provides a URL. You may copy and paste the link or add to Bookmarks/Favorites by right-clicking on the link |
| **Exporting Portfolios & Images** | • Portfolios are groupings of records that the user has compiled for use outside of VIA  
  • Portfolios **cannot be saved** across sessions  
  • 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  
  * For instructions on importing VIA images to an iSite, see: Topic Box Types / Slides at: http://isites.harvard.edu/icb/icb.do?keyword=course_isites_help |