MEDIA GALLERY SEARCH TIPS

Thousands of photos are tagged and available on the Media Gallery. These guidelines will help you navigate through the collection to find the images you need.

USING KEYWORDS

• Most keywords are singular.
• Keywords are not case sensitive.
• Keywords must be separated by a space.
• Refine a search by typing a minus sign in front of a word that is returning results you don’t want.
• You can sometimes search by using part of a phrase, such as “Sala” instead of “Bishop Buddy Sala”.
• The only staff identified by name are deans, VPs and above. They can also be searched by title.
• Faculty we could identify can be searched by name.
• Some faculty couldn’t be identified since we weren’t supplied with names when we were given photos.
• Former faculty and former staff are generally designated as such.
• Names of schools are followed by their abbreviations, so they are searchable by either the name or the abbreviation. These abbreviations were designated by the schools.
  - College of Arts and Sciences (CAS)
  - Hahn School of Nursing and Health Science (USD SON)
  - Joan B. Kroc School of Peace Studies (KSPS)
  - School of Business Administration (SBA)
  - School of Engineering (SE)
  - School of Law (LAW)
  - School of Leadership and Education Sciences (SOLES)
• Some terminology has been standardized:
  - male/female rather than boy/girl
  - interior/exterior rather than inside/outside
  - phone rather than cell phone
  - housing and residential life rather than dorm
• To become familiar with how keywords are used, look at the keywords that have been applied to photos you’ve located through your searches.

SEARCH TECHNIQUES

• A Media Gallery image search is conducted the same way you would search a stock photography website.
• Keywords must be separated by a space.
• To locate results containing multiple search terms, use the word “and” between terms:
  - Christmas lights
  - Christmas and lights
• To locate results containing any of your search terms, use “or”:
  Christmas or lights
• To exclude a word from the search results, use a minus sign before the word:
  Christmas –lights
• To locate results containing a phrase, use quotes around the words. Make sure all words are in the correct order:
  “Christmas lights”
• A whole word is required, and partial word matches are not automatically found. For example, searching the word “light” would not return results with the word “lights”. To find a partial word match, add an asterisk at the end of the word:
  light*
• You can search by image name (file name). This will occasionally return multiple results.