

Searching the Photo Portal

The search box at the top of the photo portal finds photos and stories by what is written about them: the people in the picture, the show or event, the place, the photographer, the caption and the keywords. It works like a web search engine, and it understands the same few signs.

Photos or stories

- **Photos** shows every single picture that matches, newest first.
- **Stories** shows the shoots, episodes and events whose pictures match. Opening a story from your results shows its matching pictures.
- **Global** searches every catalog you can open instead of only the one you are in.

Typing a search

- **Several words** find the pictures that carry all of them. *Susan Walters* finds pictures of Susan Walters.
- **Quotes** keep words together, in that order. "*Pam Hearst*" finds Pam Hearst and not a Pam photographed at the Hearst Tower.
- **A minus sign** in front of a word leaves out every picture that carries it. *Susan Walters - episodic* shows her gallery and event pictures without the pages of episode pictures. The minus also leaves out the close forms of the word: *-episodic* drops pictures captioned "Episode" too.
- **A minus sign in front of quotes** leaves out a whole phrase: *Susan Walters -"behind the scenes"*.
- **A vertical bar** between two words finds either one: *Walters | Morrow*.
- A hyphen inside a name is just part of the name: *Jean-Louis* or *Mother-in-law* search as usual.

Good to know

- A search needs at least one word to look for. A search made only of minus words, such as *-episodic* on its own, tells you to add a word.
- Capital letters do not matter, and accents do not either.
- You only ever see the catalogs your account can open. A story that is not published yet never appears in your results.
- If a sign cannot be used, the portal says so above the results and searches your words instead.