Link for sharing: <https://docs.google.com/document/d/1upi18QzQ0NCB9w_pFidUCFfXP_z90HF5T5_4giz6z4I/edit?usp=sharing>

or <https://preview.tinyurl.com/xr-media> Enquiries:[francesca.xr.media@gmail.com](mailto:francesca.xr.media@gmail.com)

* Wherever an author's name or credit appears, use it, by whatever means necessary. If the filename includes a £, this means their work is only free for us to use, not press.
* The 00 - ∞ Complete Selection is the easiest place to browse images with clear filenames - without having to click in and out of folders.

To search by **keyword**, **date**, and **photographer**,sign in to Google is required.

1. Right click the folder title - either at the top from within the folder, or from the list in the wider XRMA folder.
2. Click ‘Search within…’ next to the magnifying glass icon.
3. In the G.Drive search bar , enter your keyword(s) - [list of keywords](https://docs.google.com/document/d/1yjPpNGE9xok-G_CDb9b1sL1GDUjLw4VU8uhlfi4FNLU/edit?usp=sharing), required date (DDMMYY), or the photographer name. Hit enter.

If this doesn’t work for you, scroll down to the bottom for a different method.

* If you have time, or are looking for a specific image but can’t find it in the Complete Selection, you can browse through the folders for everything that has been uploaded. Be careful to look for author names/credits in funny places if using this method.

NB: Press Selections are the Content team’s curated choices by action, from the masses of submissions, with clear filenames, but haven’t been completed for video, so click through to the Videos folders for those.

* #HumansofXR folder is [here](https://drive.google.com/open?id=1DBCXSJHppHoWdQ5cJqya4eZmRHNZSTZ0). If you have some hours to help with coordinating this project, please get in touch.
* Currently there are specific folders for [simple, bold photo assets](https://drive.google.com/open?id=1CEJCRfilVhh47HpFS4MSbD7zBRYbuSbO), and [wellbeing and regen](https://drive.google.com/drive/folders/1dg3X0glgOs71lY-PbNgISXi8LHfWwaBA?usp=sharing). These are to be replaced by keywording the correctly filenamed, reuploaded versions of the files in the Complete Selection. If you have some hours to help with this task, please contact.

enquiries: [francesca.xr.media@gmail.com](mailto:francesca.xr.media@gmail.com)

Troubleshooting search by keyword, date, or name:

* Add the folder to your ‘My Drive’ (doesn’t use any of your storage quota, don’t worry!)
* Click the drop down arrow in the search box, change location from ANYWHERE to My Drive > 00 - ∞ Complete Selection
* In the ‘Has the words’ field, enter your keyword(s) - [list of keywords](https://docs.google.com/document/d/1yjPpNGE9xok-G_CDb9b1sL1GDUjLw4VU8uhlfi4FNLU/edit?usp=sharing), required date (DDMMYY), or the photographer name. Hit enter.