

UNI's digital asset management platform, Photoshelter, allows users to access University Relations photography and official university marks. Files are intended for official use and may not be sold, licensed for sale or published outside official university purposes without permission from University Relations. If you have questions, please contact photoshelter@uni.edu or call University Relations at (319) 273-2761.

Visit uni.photoshelter.com to access. There are two galleries:

- **University of Northern Iowa Public** : Search and download from a curated collection of general campus imagery and primary university logos available to the public.
- **Invited Galleries (CatID users)**: Click Login at the top, then "Internal login" - this will prompt your CatID credentials. Once logged in, users can search the galleries.

BROWSING AND SEARCHING THE GALLERIES

Files in Photoshelter will include a description as well as keywords, both of which are searchable.

Browse gallery files by clicking through the menu on the left side of the screen. **Search** the gallery by clicking search top navigation entering search terms in the search box. You can search for terms and refine results by file type, orientation, date and more.

LIGHTBOXES

The lightbox is a tool used to collect and view selected images in one place. These images can be selected from one or more galleries. Lightboxes are typically used for collaboration. You might use a lightbox to collect and share your image choices for a particular project. Several people may want to use ratings or comments to work on a project together.

SELECTING AND DOWNLOADING PHOTOS

Downloading

To download an image, click the download button in the bottom right of the screen. If you already have permission to download the image, you'll be prompted with several different options to download.

- Choose 'Original file' or the 'JPEG - original size' if you plan to use the photo for a print project.
- Choose one of the smaller JPEG options if you're using it digitally.

If you don't already have access to download a photo, a pop-up window will appear. Click 'contact us' and you'll be prompted to fill out a request form. **Please include how you plan to use the photo in the notes.** Once the download is approved, you'll be sent a link to download the photo(s).

Users that have access to download from a gallery can choose to download multiple photos at a time by clicking the download icon from the gallery view. A pop-up window will appear giving you the option to select the photos you would like to download.



The screenshot shows the Photoshelter web interface. At the top, a navigation bar includes 'UNI University of Northern Iowa', 'GALLERIES', 'SEARCH', 'LIGHTBOXES', 'CONTACT', 'HELP', and 'UNIVERSITY OF NORTHERN IOWA'. On the right, it says 'HI, SARAH' and 'LOGOUT'. Below the navigation bar, there's a search bar and a dropdown menu for 'All Files'. The main content area displays a gallery titled 'MKX_B112.JPG' with a large image of a building through trees. On the left, a sidebar shows a tree view of galleries: 'University of Northern Iowa Public', 'General Campus Scenes', 'General Campus Scenes', 'University Brand', and 'Invited Galleries'. On the right, a metadata panel for 'MKX_B112.JPG' shows details like 'Campus scenes', 'Filename: MKX_B112.JPG', 'Copyright: University of Northern Iowa', 'Uploaded: 11 Sep 2019', 'Modified: 11 Sep 2019', 'Date Taken: 23 Apr 2015', 'Image Size: 5184 x 3456 / 14.5MB', and 'IFTC Keywords: Campanile'. At the bottom right, there are icons for 'Add photo to lightbox' and 'Download'. Red arrows from the text above point to these elements: 'Access or view your lightboxes' points to the left sidebar; 'Contact form emails photoshelter@uni.edu' points to the 'CONTACT' link; 'Help menu takes you to the Photoshelter help page' points to the 'HELP' link; 'Search galleries' points to the search bar; 'Login' points to the 'LOGOUT' link; and 'Add photo to lightbox' and 'Download' point to the bottom right icons.