

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.

Use the following tips to optimize your searches:

- Use “&” to find files that contain both words: image & photo
- Use “|” to find files that contain either word: image | photo
- Use “-” to find files that contain “image” but not “photo”: image -photo

July 2023 we are updating all lockup files, you can remove logos by including ‘-Logo’ when searching for imagery.

- Use “(“ and “)” to group parts of the search: (photo | photograph) image
- Use quotes to match a phrase: “the best photo”
- All of these may be combined: “the best photo” & (portrait | travel) photographer

LIGHTBOXES AND WORKSPACES

Lightboxes and Workspaces are tools used to collect and view selected images in one place. These images can be selected from one or more galleries. You can either to collect and share your image choices for a particular project or to collaborate with others.

SELECTING AND DOWNLOADING PHOTOS

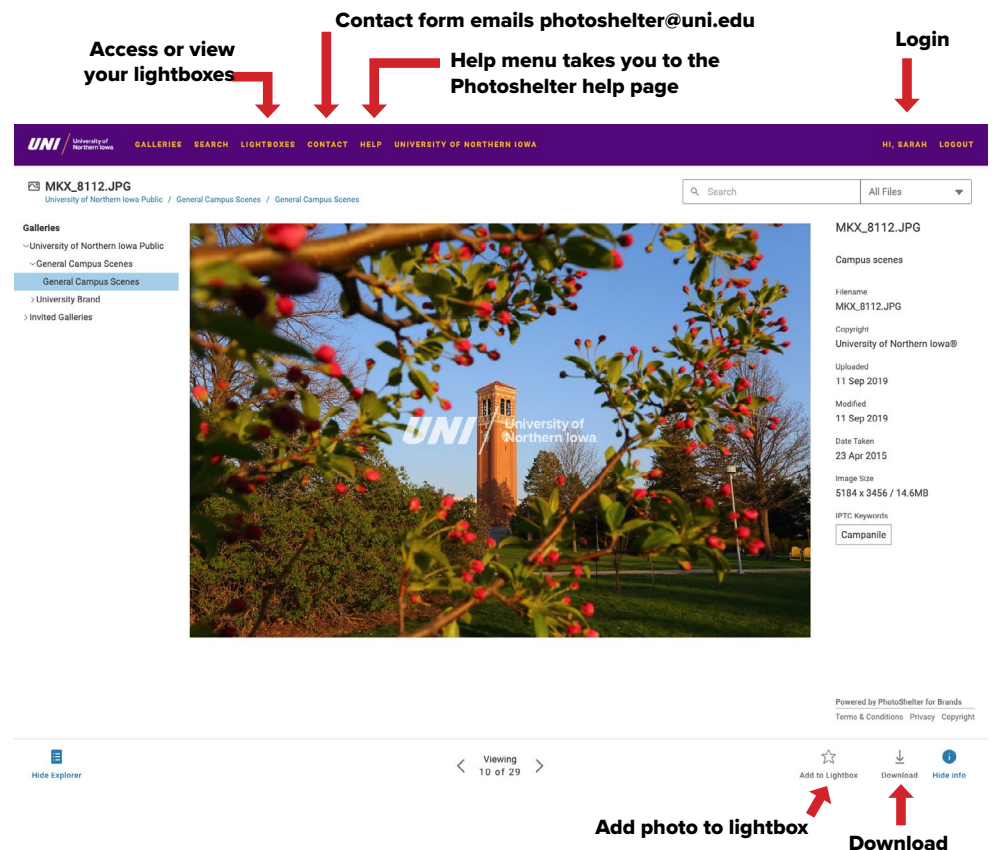
Downloading

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.

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.



Access or view your lightboxes → **Contact form emails photoshelter@uni.edu** → **Help menu takes you to the Photoshelter help page** → **Login**

UNI University of Northern Iowa Public / General Campus Scenes / General Campus Scenes

MKX_8112.JPG

University of Northern Iowa Public / General Campus Scenes / General Campus Scenes

Galleries

- University of Northern Iowa Public
- General Campus Scenes
- General Campus Scenes**
- University Brand
- Invited Galleries

MKX_8112.JPG

Campus scenes

Filename
MKX_8112.JPG

Copyright
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Uploaded
11 Sep 2019

Modified
11 Sep 2019

Date Taken
23 Apr 2015

Image Size
5184 x 3456 / 14.6MB

IPTC Keywords
Campanile

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Add photo to lightbox **Download**