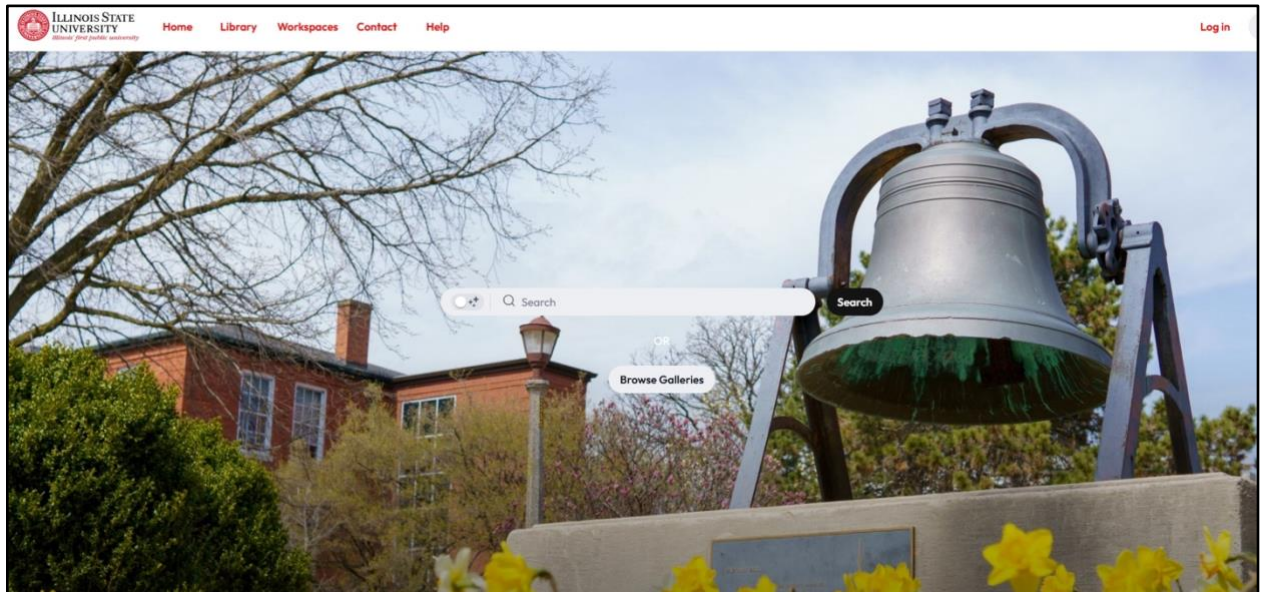
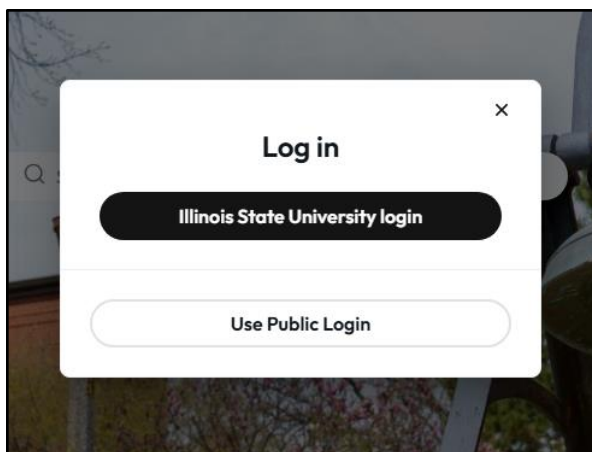


PhotoShelter User Guide

1. To access PhotoShelter, go to <https://illinoisstate.photoshelter.com/index> and click the Login button in the top right corner.

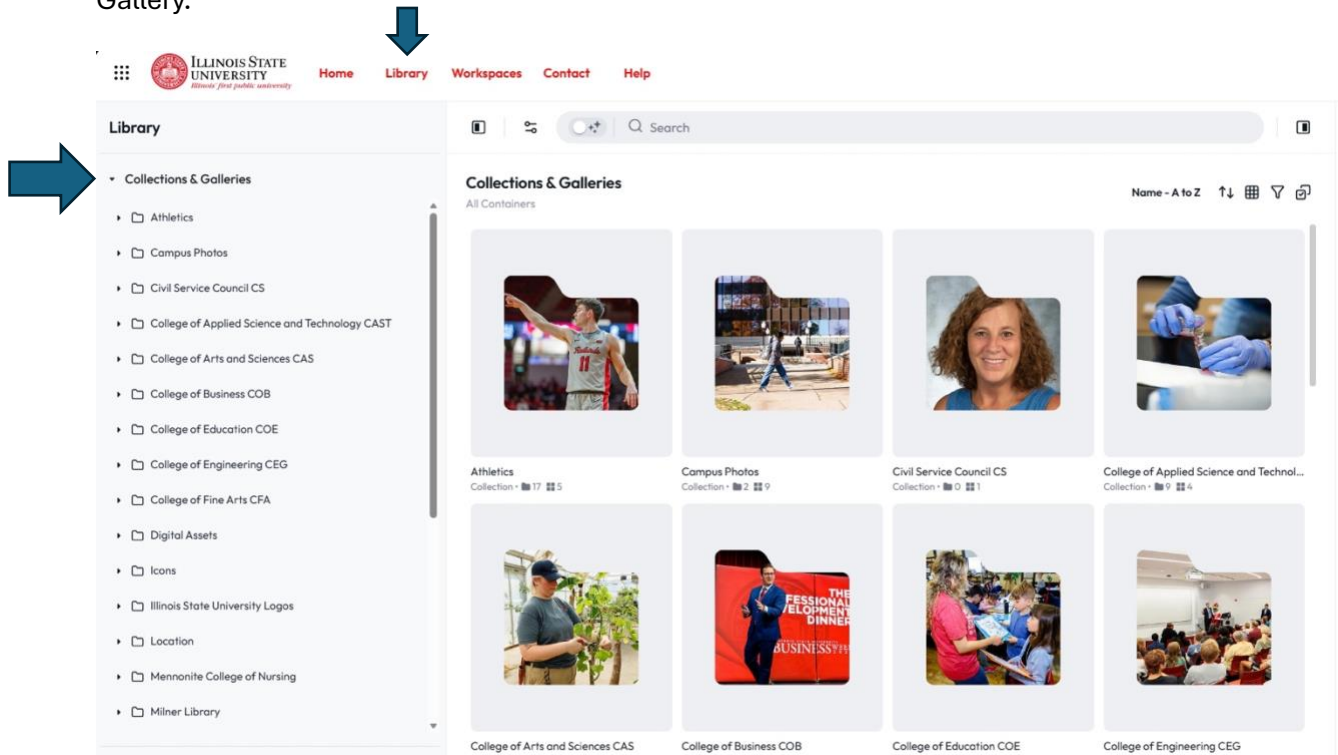


2. Click the Internal Login button to use Central Login (SSO):

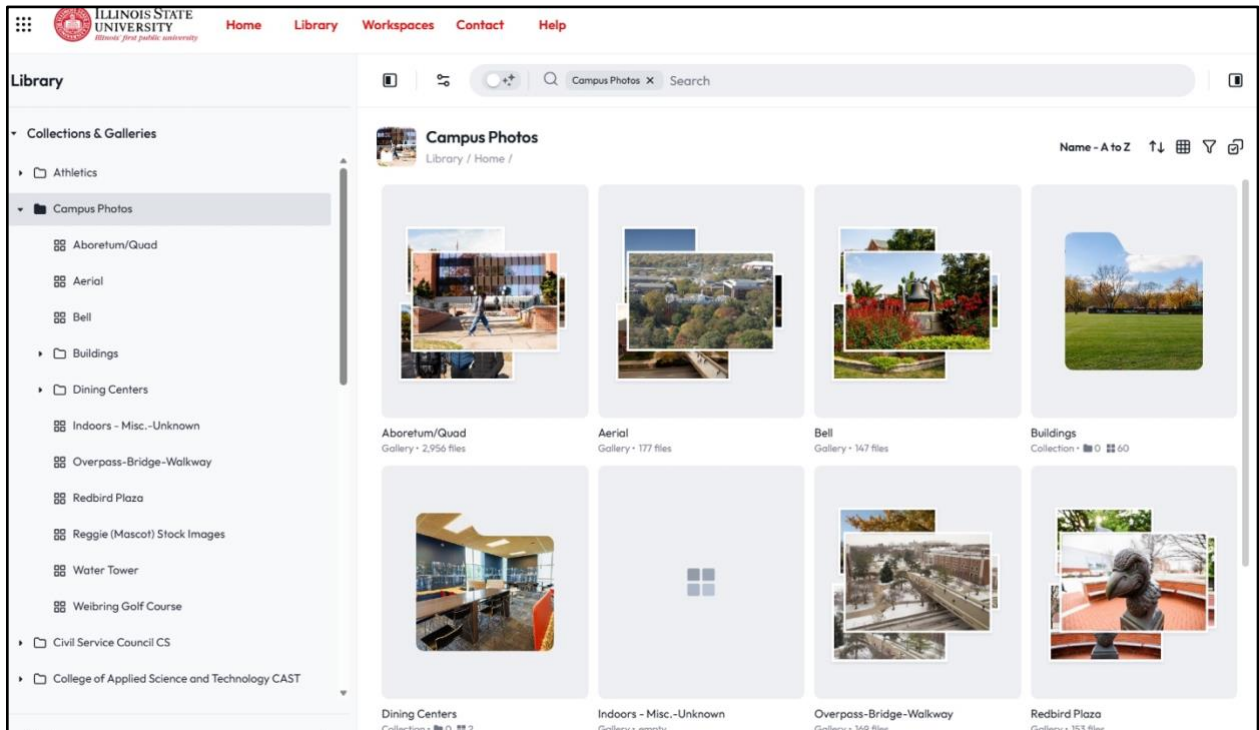


3. Faculty and staff will automatically have access to download all general campus photos, as well as **view** all other unit/college/division photos. To request download access to your unit/college/division folder, please submit [this form](#). Supervisors will need to request access on behalf of their undergraduate or graduate student employees/interns/GAs.
4. Once logged in, from the home screen, there are multiple ways to search for photos.

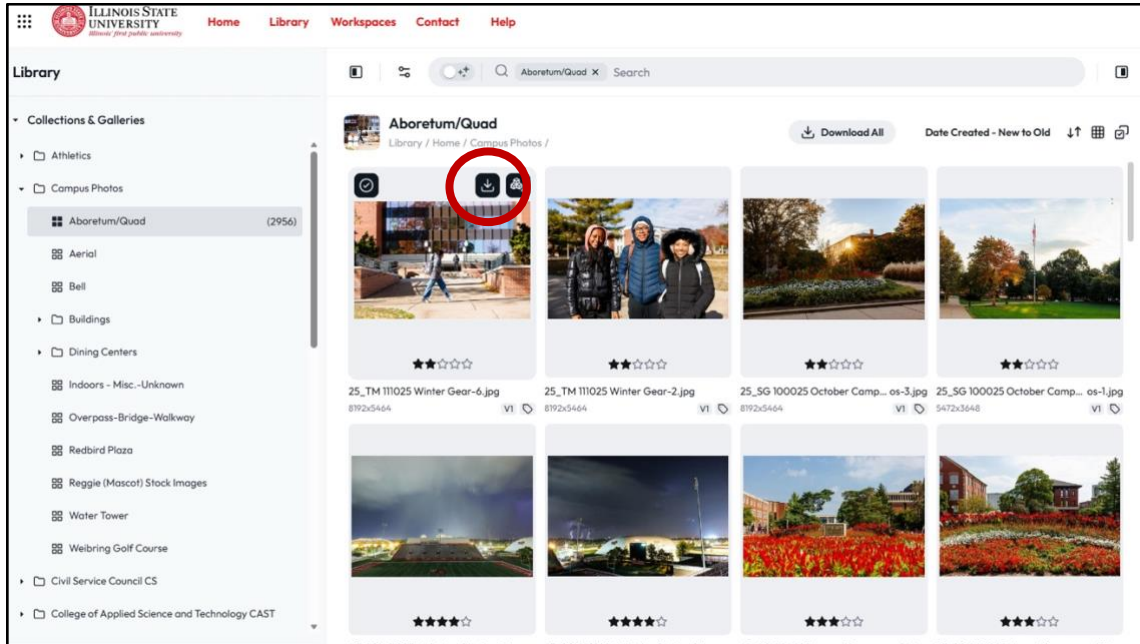
5. First, you can search for photos by using the Library tab (top of the screen) and navigating through the Galleries (folders). Open folders by clicking the expander arrow to the left of each Gallery.



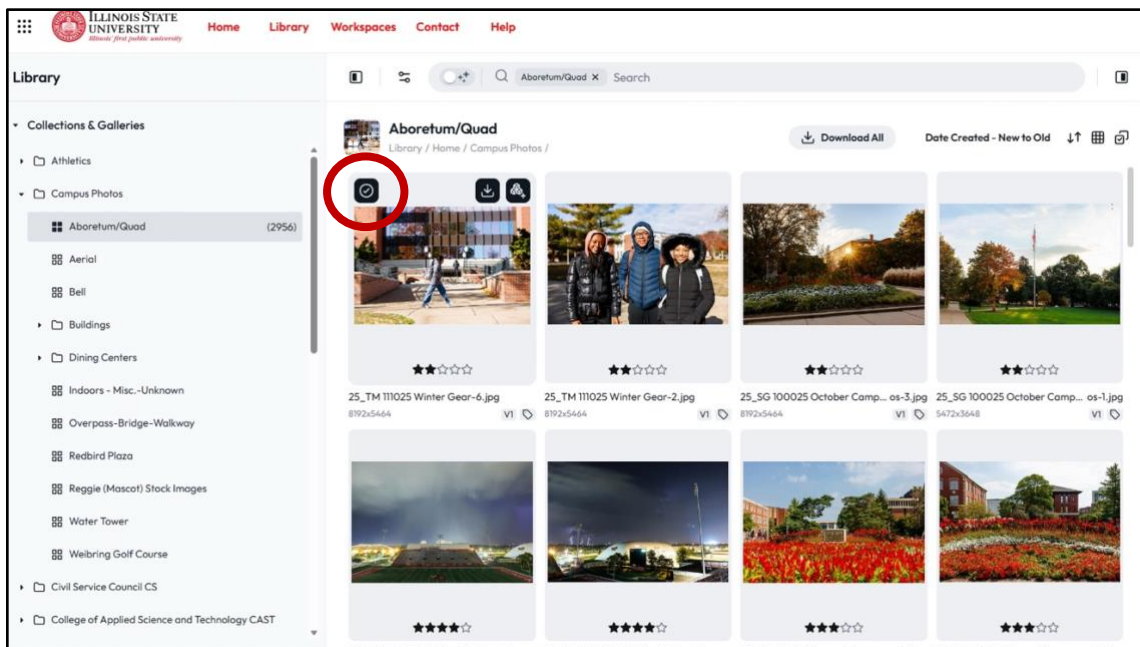
6. You can also double click on the Galleries and tiles in the center of the screen to continue viewing photos.



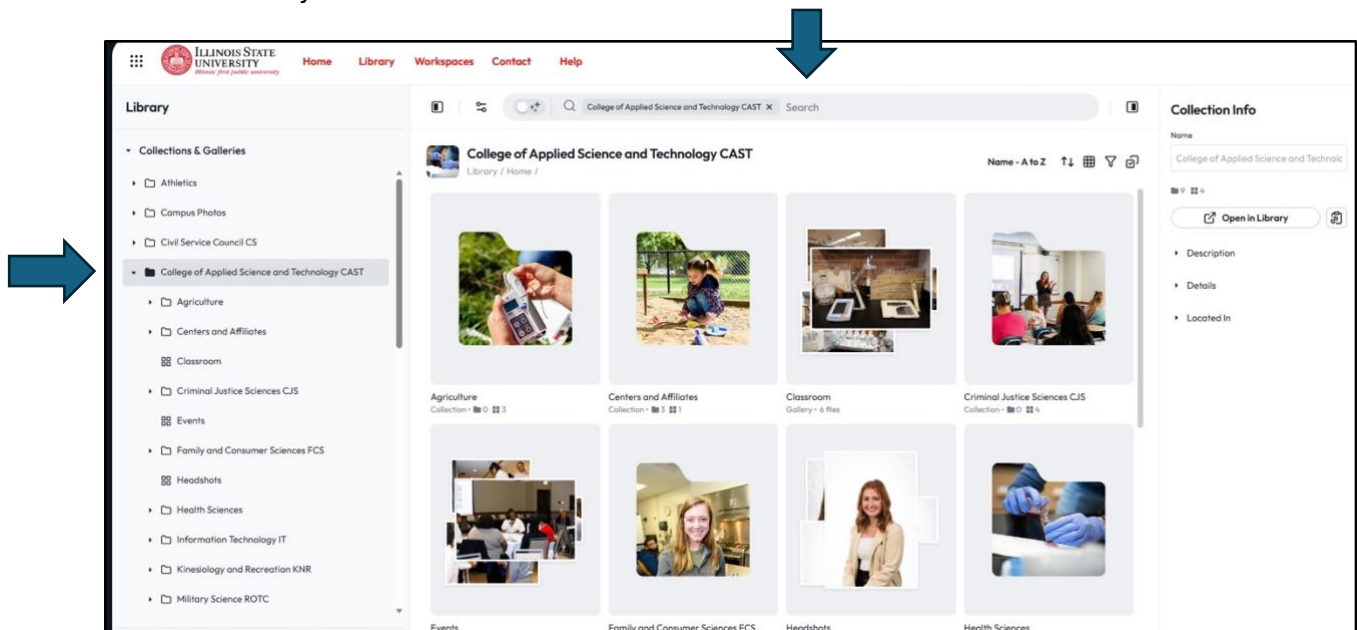
- Once you have navigated to an individual image, you can download a single photo by hovering over the individual image and clicking the download/down arrow button on the top right of the image. You will be able to select the download size from the drop-down menu as well as crop the image.



- To download multiple images at the same time, click the checkmark circle on the top left of the image to select it. Multiple images can be selected by individually clicking on the circles of each image. Or by holding shift and clicking, every image between the first item and last item will be selected.

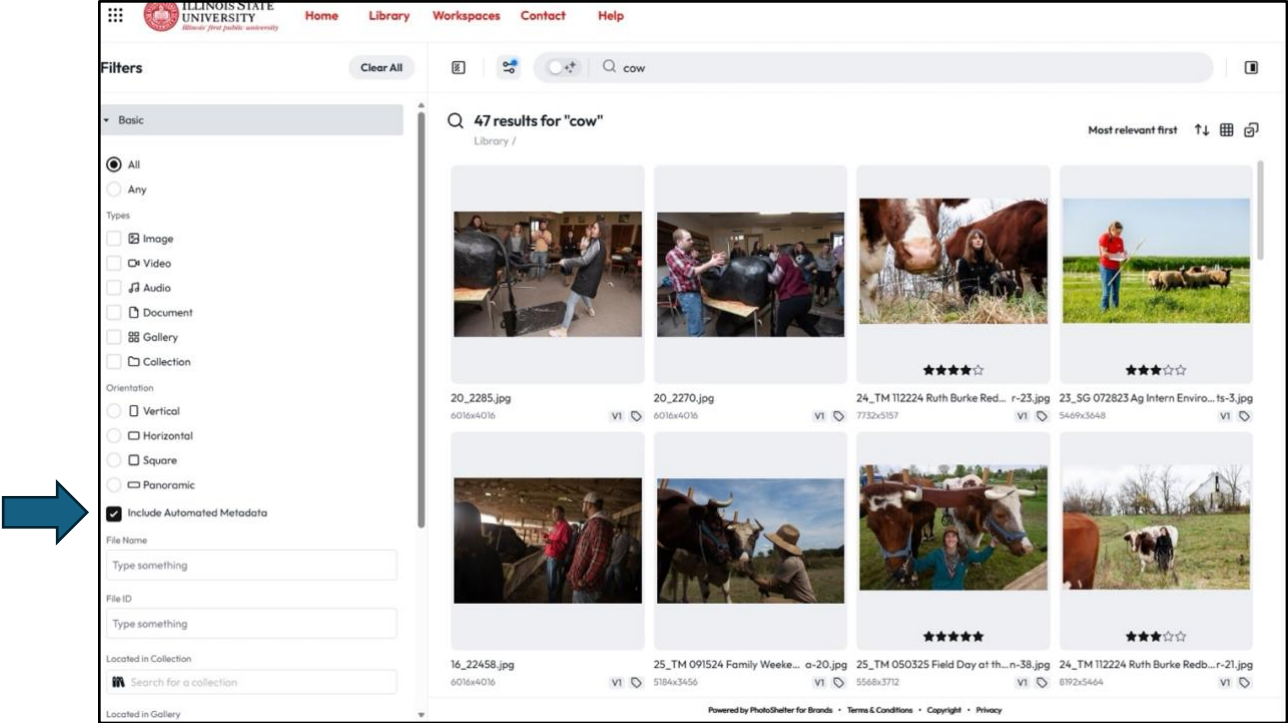
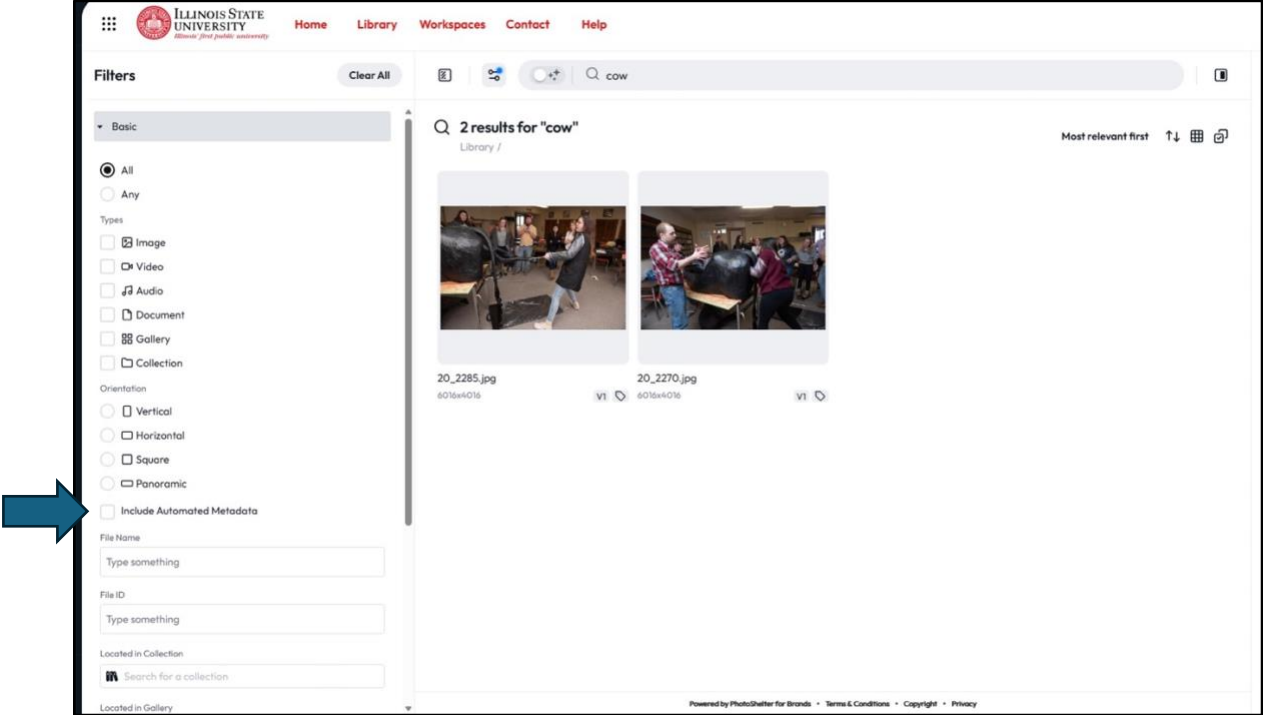


- Users will be able to **view** folders of other units/colleges/divisions but will need to request download access to individual images. To request a photo, use the Contact tab on the top navigation to send a request to the Photo team. Copy/paste file names of one or more photos you wish to download into the message (e.g., 051525 STATE Magazine College of Engineering Dean Keyser and President Tarhule-2). The photo team will review the request and typically provide access to the photo(s) within one business day. If you believe you need additional download access to specific Galleries for either a limited or extended time, please submit [this form](#).
- You can also search for photos using keywords. If you know the Gallery or location of the image(s) you are searching for, navigate first to that Gallery. Below, the College of Applied Science and Technology (CAST) gallery is selected on the left side of the screen. To search for images only in this gallery, use the search bar at the top of the screen to enter keywords. The Gallery name should already be listed in this search box if you have selected the folder. If not, enter the Gallery name as well.

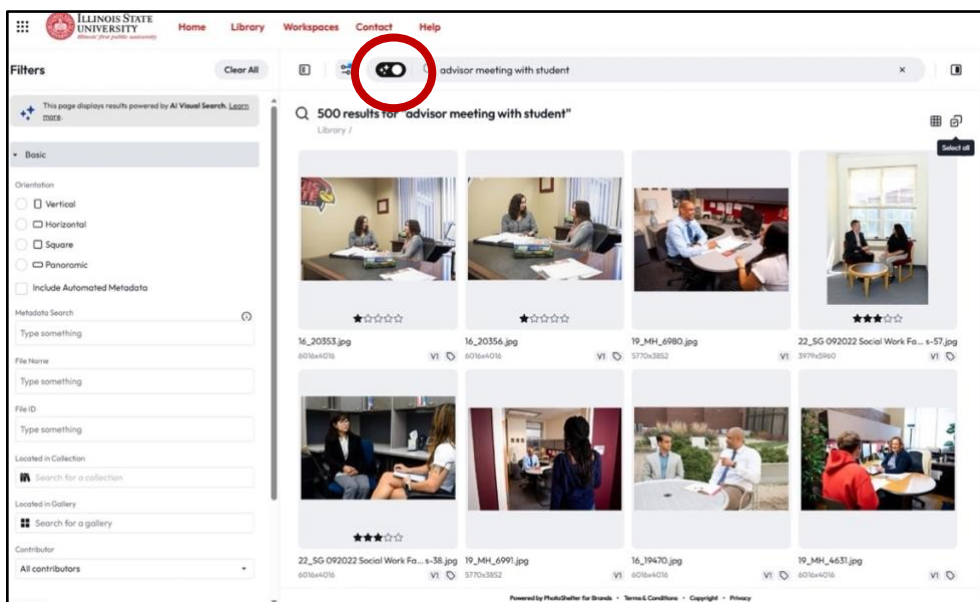
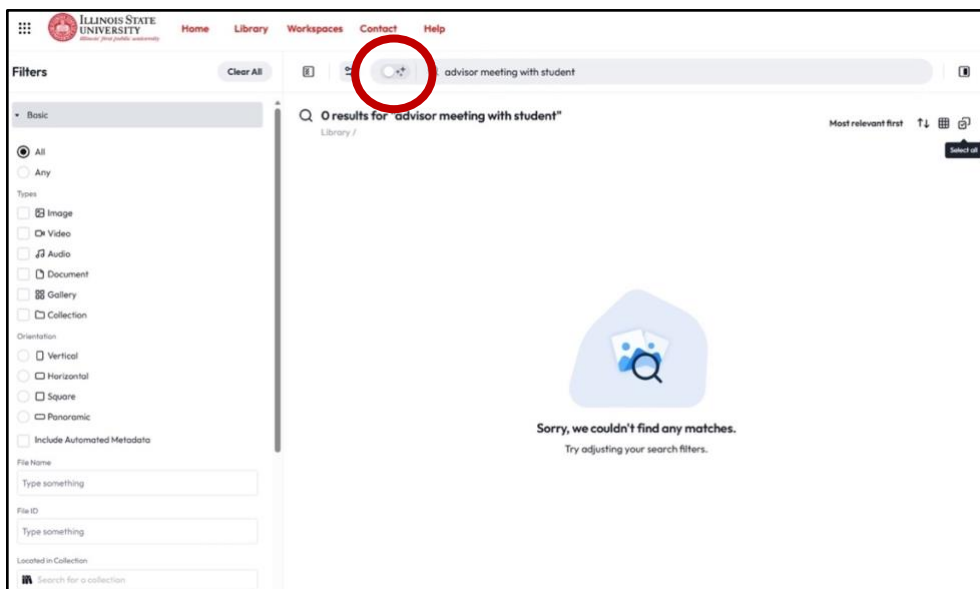


- If you would like to search all Galleries across PhotoShelter, simply enter your search term(s) into the search field without selecting a Gallery folder or collection.

12. To expand the search beyond what has been keyworded by the photography team, you can turn on the **automated tags** feature when the search results appear. The automated tagging system primarily tags recognizable objects within images. The first screenshot below shows the search results for the keyword “cow” with automated tags turned OFF. The second screenshot shows the results for the same keyword search with **automated tags** turned ON.



13. You can also search by turning on the AI feature, Visual Search. This feature will allow the system to search for images based on the image's visual features as opposed to the actual keywords and metadata that have been assigned to the image by the photography team or through the automated tags. The visual search feature is useful for more conceptual searches, such as "students celebrating with family" and "advisor meeting with student." **Please note, the visual search cannot be narrowed to a specific gallery; it will automatically search the University's entire catalog.** The first example below shows a search for "advisor meeting with student" with the visual search feature turned OFF. It returns zero results. The second example below shows the same search with visual search feature turned ON. It returns 500 results. When using the visual search feature, experiment with different phrases, synonyms, and ordering of words to see how the results may differ. For more information on using visual in PhotoShelter, view their guide here: [Using PhotoShelter's AI Visual Search](#)



MORE RESOURCES

Additional resources and help articles are available directly through PhotoShelter (<https://support.photoshelterbrands.com/hc/en-us/categories/11500009274-Libris-Portal-Help>) via the Help button on the top navigation.

Workspaces for Collaboration: Workspaces is a tool that allows teams to collaborate and share assets for a particular project. Users can gather assets from different galleries and add them to a Workspace, then invite others to work with those assets, including commenting, approving, tagging, and downloading assets. While users can create their own Workspaces, depending on your permissions, you may need to request download access to your collected photos or permission to invite others to your Workspace. Once you have navigated to a specific Workspace, click on the Permissions menu on the right side of the screen. Use the Request more button to request other permissions related to the Workspace. More information about using Workspaces can be found here: <https://support.photoshelterbrands.com/hc/en-us/articles/360047802753-Workspaces-for-Collaboration>

