ESU PHOTOGRAPHY

PHOTOSHELTER HOW–TO GUIDE

Welcome!

Photoshelter is a digital photo management system implemented to improve access to the Emporia State photo collection. This archive features select photos from Emporia State events and locations starting in 2002 through current.

Where is it located?

emporiastate.photoshelter.com

Who can access it?

Select galleries of campus photos and events will be made available to the public. Emporia State employees have access to additional galleries, depending on the needs of their department, where they can view and download small, medium and large jpgs. Please contact University Photography at u–phtgy@emporia.edu with any questions or to gain access to additional photos.
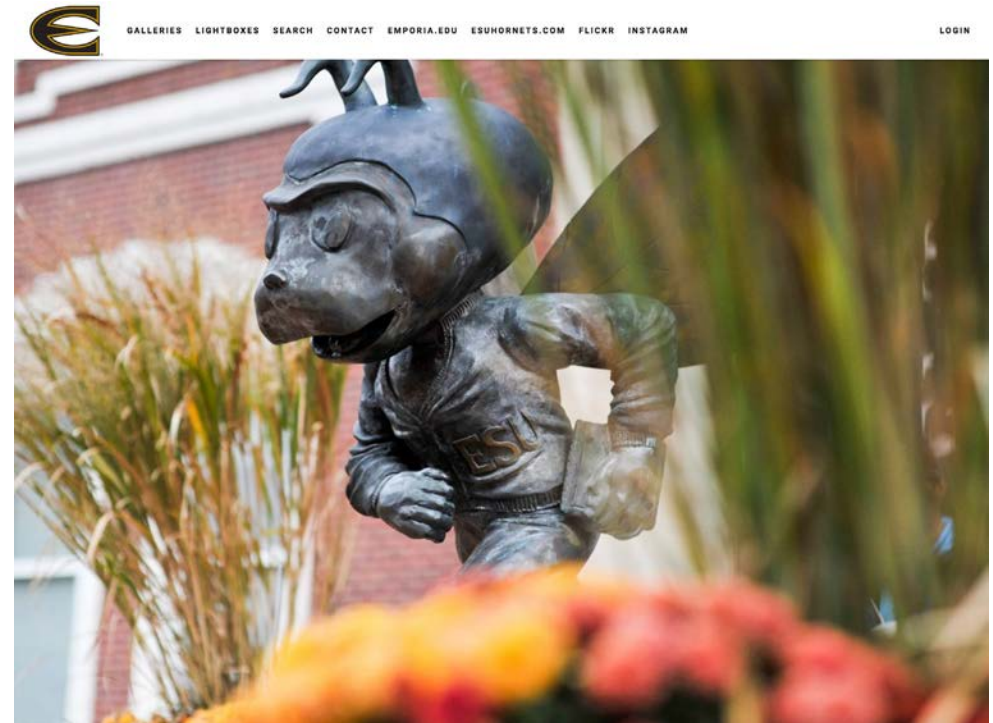
Account setup

Emporia State employees are able to log in to PhotoShelter using their university login credentials. If you received an email invitation for a specific gallery, you may click the link in that email, or go to the address at the top of this document to log in. Users who are not ESU employees must contact University Photography to set up access.
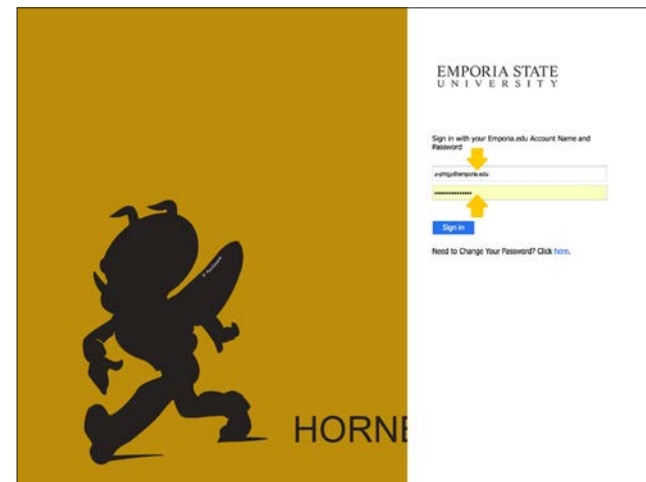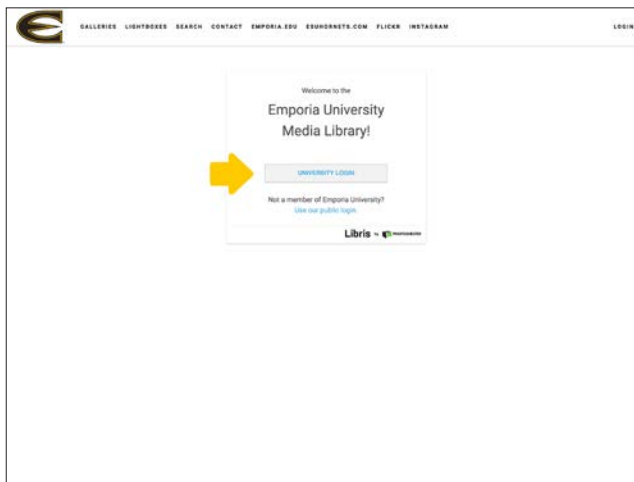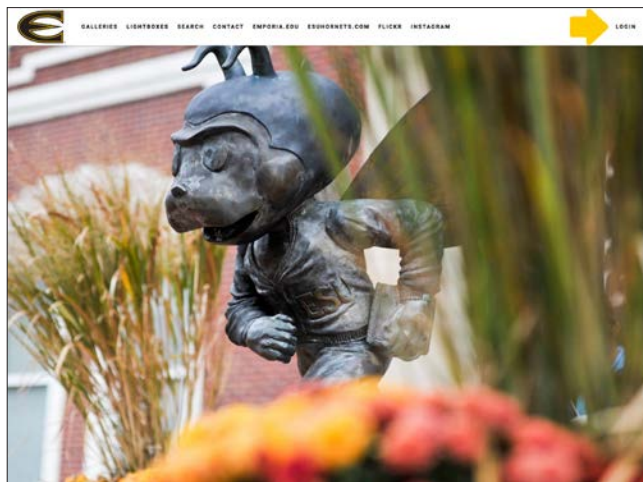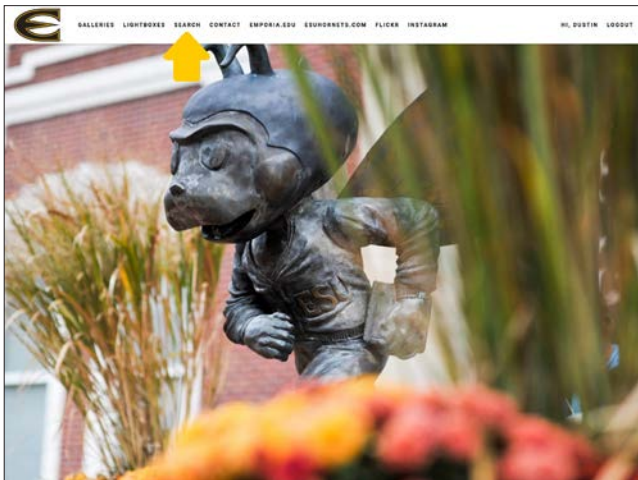
Searching for photos

Browsing Galleries

Galleries are grouped by academic year and department
or subject matter.
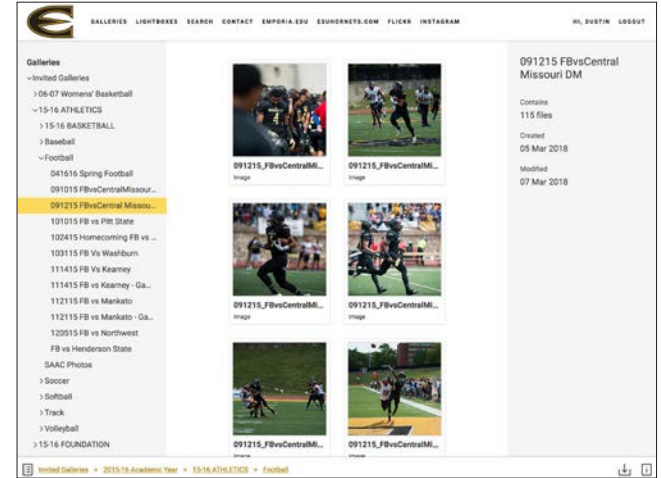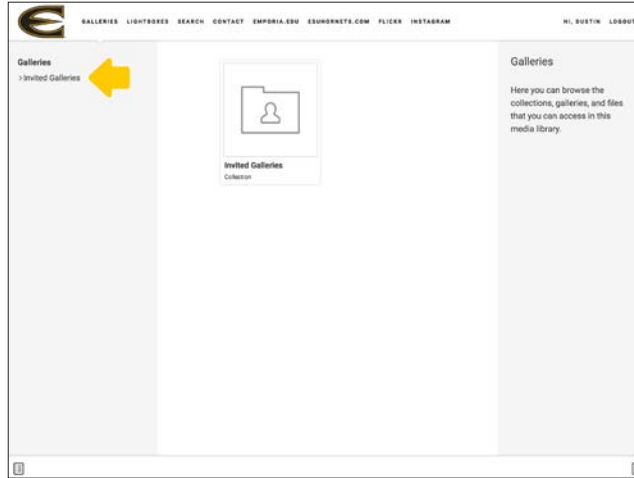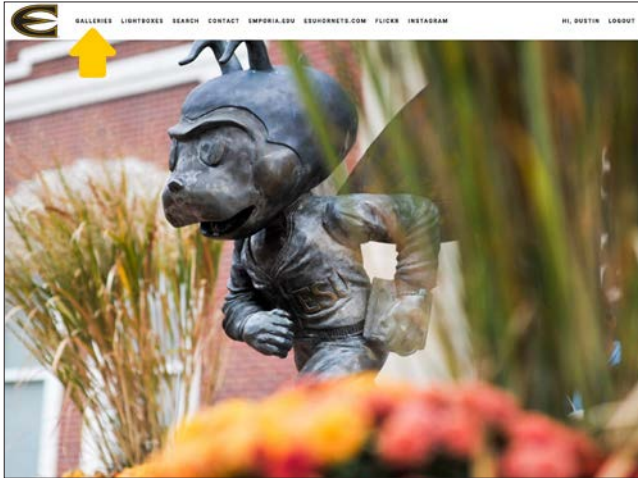
Using the Search page

Here you can enter search criteria, such as keywords or dates.

Keywords

To the right are some, but not all, helpful keywords that are used within our archive and may help guide your searches. Common keyword tags used for most photos include objective data such as: date, location, college/department, event name, sport and name of person, when applicable. Subjective descriptors, such as emotions, are not included.

When searching for dates, it is helpful to know that University Photography uses two date formats in our metadata:

MMDDYY — A six digit string, with two digits for each of the month, day and year (ex. 010118 for January 1, 2018). A leading zero is used for single–digit values.

"Month Day, Year" — Full month name followed by day (without a leading zero), followed by the full year number. This is the same way you would write out a date in the header of a formal letter.

ESU	CSI
Emporia	OIE
Hornets	Homecoming
Football	Athletics
Basketball	Campus
Baseball	Plumb Hall
Softball	Block Party
Track	WAW
Tennis	Library
Soccer	Morse
Festival	Towers
Art	Move–in
Theatre	Graduation
MU	Commencement
Memorial Union	LA&S
Wooster	Band
Student Life	Welch

Photo downloads

Click on the photo of your choice, then click the "download" button.
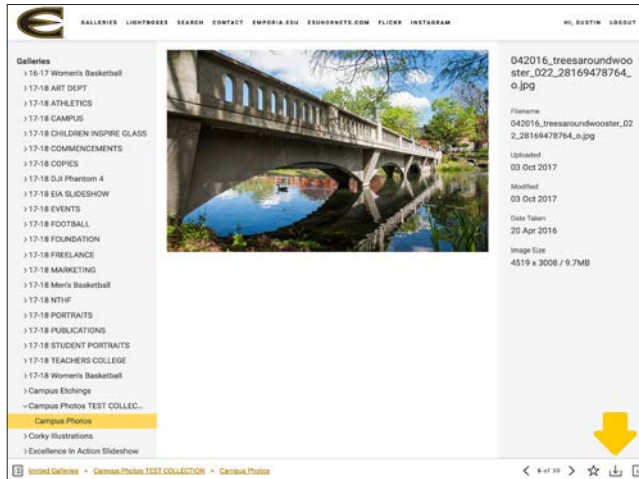
The "Download Image" box will pop up on the screen with various size options.

Select one of the following JPEG sizes:
i.   Original Size
ii. X-Large (4800 pixels)
iii. Large (2400 pixels)
iv. Medium (1200 pixels)
v.   Small (600 pixels)

Photo will download to your computer or device, allowing you to save as needed.

NOTE: Depending on the needs of a project, larger download sizes may not be available. Please contact University Photography if larger sizes are needed.
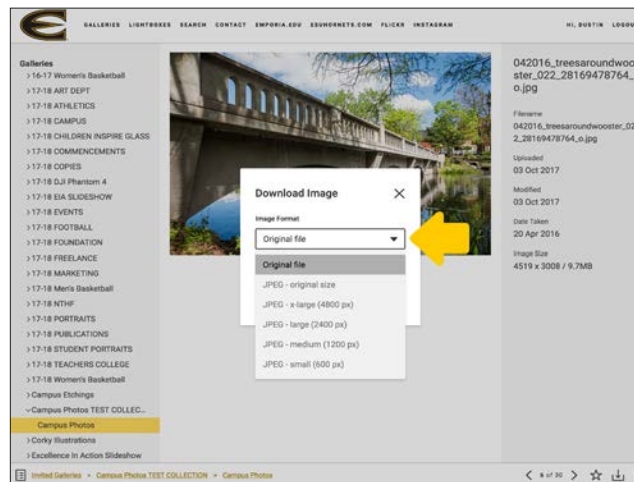
What Size Should I Download?

|	
Small (600px)	Best for web, email, blogs, and social media
Medium (1200 px)	Best for web, email, blogs, and social media
Large (2400 px)	Best for print sizes less than 8x10 OK for web use, but risks slow load times
X-Large (4800 px)	Best for large prints for kiosks, banners or other large scale media

Lightboxes

The lightbox allows you to store images of special interest in a personalized repository on PhotoShelter. You can add any image to a new or existing lightbox. You can also leave a comment on an individual image, or on the entire lightbox. You can easily share the lightbox with other users by providing e-mail addresses for those users. Lightboxes are a great way to collaborate with colleagues when researching images for a project or to group images by specific topics.
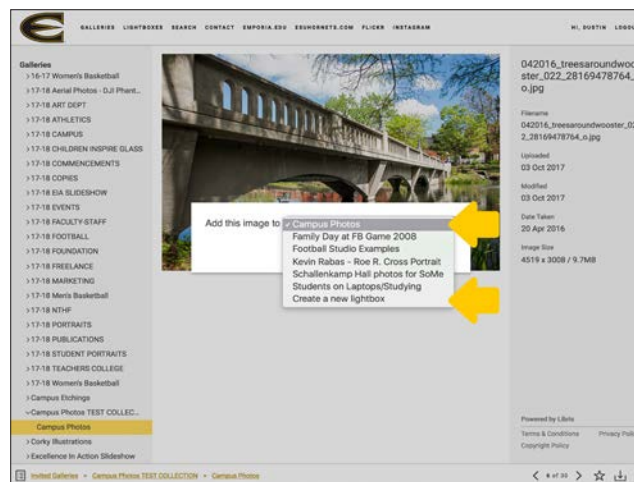
How to use lightboxes

Log in before creating a lightbox. Lightboxes can be created without logging in, but all work will be lost once the user leaves PhotoShelter.
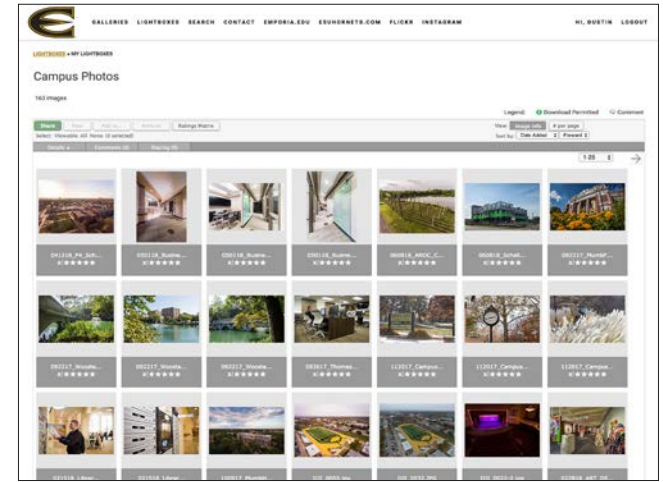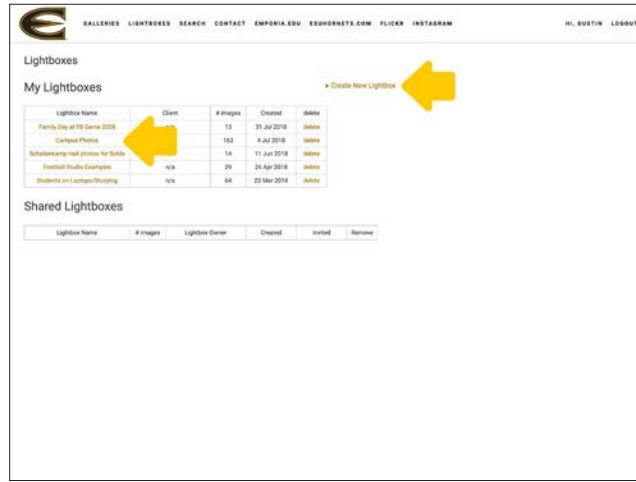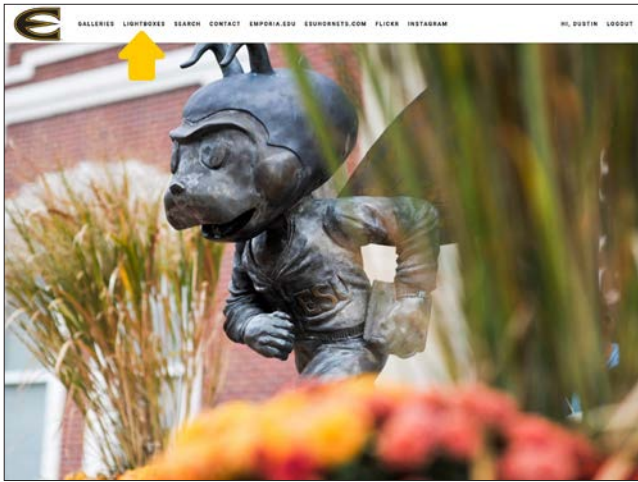
On the photo of choice, click "Add to Lightbox"
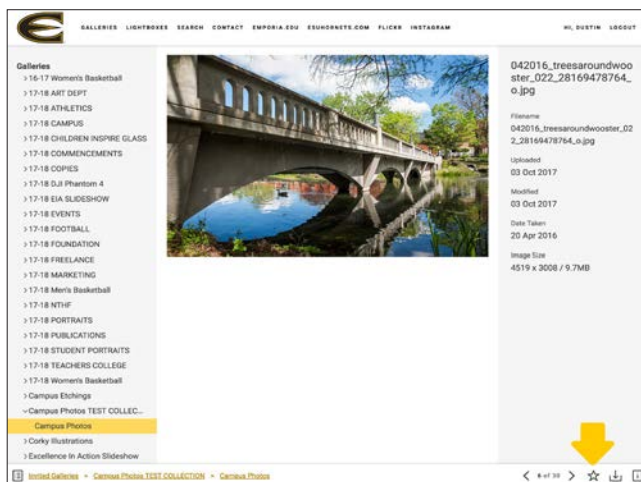
Add to an existing lightbox, or create a new one

Click on "Lightbox" in top navigation bar to view your lightboxes

Add comments, share, and collaborate!

Additional Photo Resources
University Photography Website
https://www.emporia.edu/marketing/what-we-offer/universityphotography/

Directory Photo Schedule
https://www.emporia.edu/marketing/what-we-offer/universityphotography/directory-photos.html