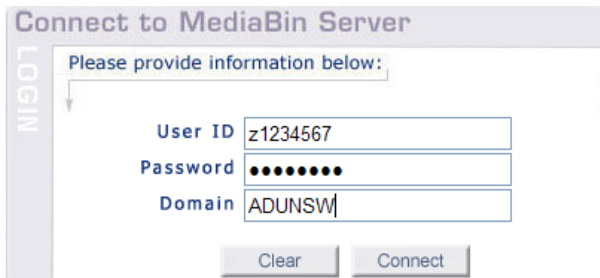


Cheat sheet

Log into the Image Library

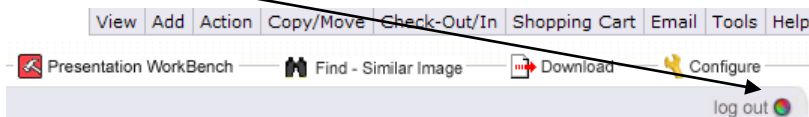
- 1 In a Web browser, enter the URL <http://www.imagelibrary.unsw.edu.au>.
- 2 Enter your **zPass** and **Password**. Ensure that the **Domain** is 'ADUNSW'.



- 3 Click **Connect**.

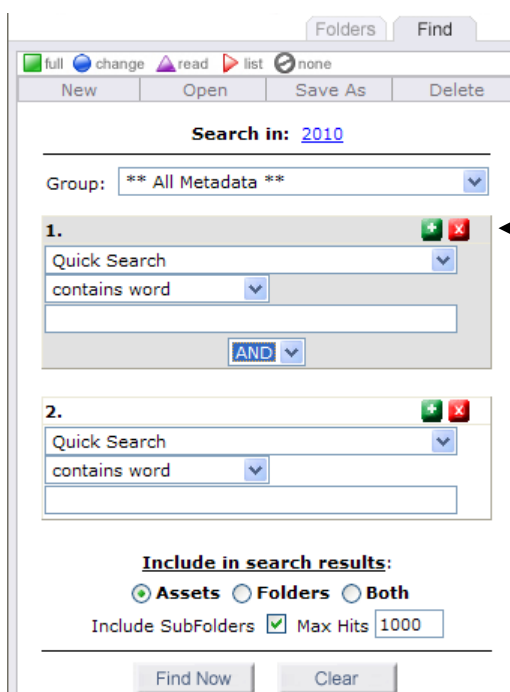
Log out of the Image Library

- 1 Click **Log out** near the top right corner of the page.



Find (search for) an image

- 1 In the Folders section, click the **Find** tab.
- 2 By default, the Image Library searches all folders and subfolders in the Image Library Database. To search in a specific folder, click the **Media Database** link, select another folder, and click **Continue**. The folder name is displayed in the Find tab.
- 3 Use the dropdown list boxes to enter the search criteria.
- 4 If necessary, click the **Add Criteria** button to enter additional criteria.



Add Criteria.

Choose 'And' or 'Or' for the next Search Criteria.

- 5 Choose to include **Assets**, **Folders** or **Both** in the search results.
- 6 To omit subfolders in the search, clear the **Include Subfolders** check box.
- 7 Set the **Max Hits** value to specify the maximum number of search results to return.
- 8 Click **Find Now** to start the search. The results are saved in the Search Results folder until you start another search or logout of the Image Library.

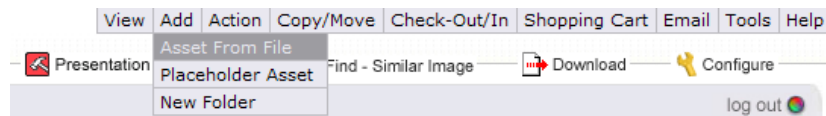
Download images

- 1 Select the required image(s) you want to download by marking the check-box next to each one.
- 2 Near the top right of the screen, click **Action, Download**. The Download Asset(s) window appears.
- 3 Select a **Retrieval Task** from the list of available tasks.
- 4 If prompted, enter any requested information.
- 5 Select a compression option.

- 6 Click **Submit**.
- 7 At the 'Files are now ready for download' message, follow the screen instructions to save them to your computer.

Upload an image/document

- 1 Select the folder to which you want to add an image.
- 2 On the **Add** menu, click **Asset From File**. The Add Assets(s) window appears.



- 3 Click **Browse** to select an asset from your local machine or network.

4 Click **Extract zip file to new folder** if you want to expand an archive file upon insertion into the Image Library (only applicable to zip file).

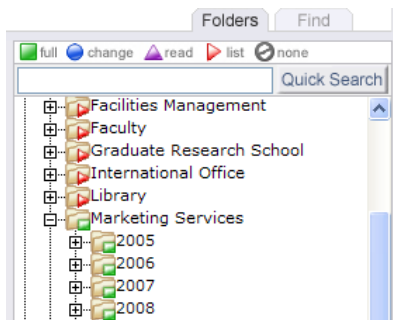
5 To modify the image thumbnail or metadata prior to adding it to the Image Library, select the appropriate **Insertion Task** from the dropdown list.

- Choose the default task 'Insert Unmodified' if you want to insert the asset as-is into the Image Library (this is recommended if you want the image to show up as a thumbnail, making it easier to view. Metadata may still be entered at a later stage either individually or in bulk).

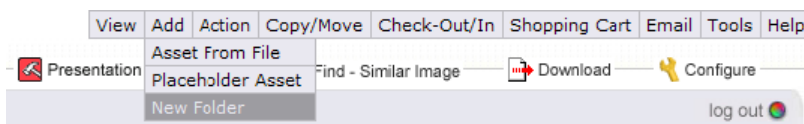
6 Click **Submit**.

Add a folder

1 In the **Folders** tab, select the folder where the new subfolder will be located.



2 On the **Add** menu, click **New Folder**. The Create Folder window appears.



3 Enter the name of the new folder.

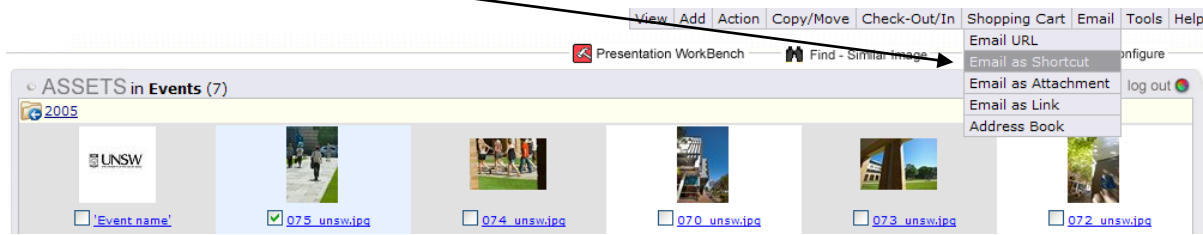
4 Clear the **Inherit metadata** check box if you do not want the new folder to inherit metadata from its parent folder.

5 Click **Submit**.

Email a shortcut to selected assets

1 Select the image(s).

2 On the **Email** menu, click **Email as Shortcut** to display the Email Asset(s) as Shortcut(s) window.



3 Enter the recipient email address(es), separating each entry with a semi-colon (a list of appropriate contacts is available in the '(Adm) MediaBin Help' – 'UNSW Support' folders).

4 Complete the '**Sent By**' Name and email **Address** fields.

5 Add a **Subject** and optional message.

6 Click **Submit** to send an email that includes a link to the Image Library. The images will be in the Shopping Cart folder.