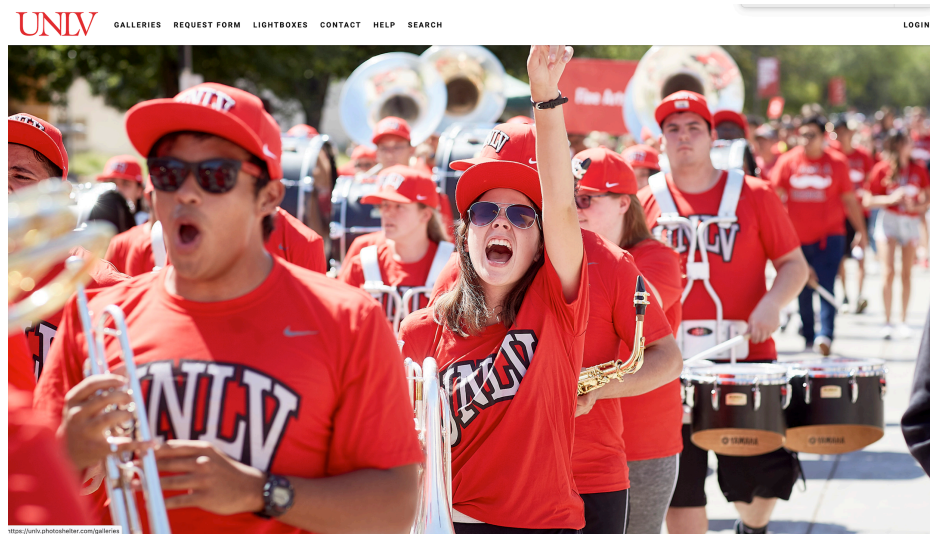


UNLV PhotoShelter User Guide

An archive of UNLV Photo Services assets for (about) the last five years.



Accessing

On a Desktop (See Mobile App Instructions at end)

1. Go to unlv.photoshelter.com
2. Click Login in the upper right corner
3. Select "Internal Login" and login using your ACE credentials

Types of Users

Public (anyone not logged in)	View public galleries only
UNLV employees (ACE login)	View full archive. Download UNLV History and Administrators galleries
Campus Clients	View full archive Download images from their specific shoots
College Communicators	View full archive. Download from all client shoots within unit.
All-access clients	View and download all images

Browse/Search Images

By Navigating the Gallery Structure

The archive organizes individual shoots into galleries.

Individual shoots are named by their D# plus the project title listed in the Photo Request Form.

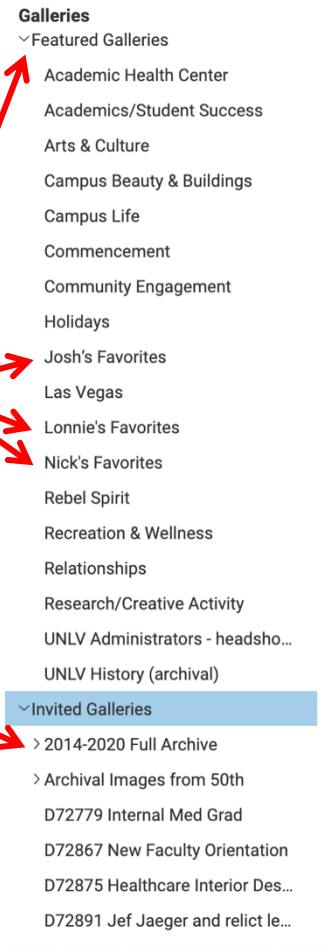
Featured Galleries — Some of our favorite images by topic (Arts & Culture, Campus Beauty & Buildings, UNLV Administrators, etc.).

Tip: The Favorites galleries by each photographer gives a sense of their shooting style.

Invited Galleries — Galleries you've been specifically invited to as a client. The most recent D#s are toward the bottom.

2014-2020 Full Archive — This is the full archive. It is located within the Invited Galleries. The D# is an indicator of when a shoot was done (higher number is more recent).

For older images, search University Libraries Special Collections.



Using Search Box

- **Search** - Works like any web search. Brings up all individual images that have that word(s) in the description or keyword fields.
 - Use quotations around specific terms: "Student Union"
 - Combine terms to narrow the search: "Student Union" + Studying
 - Note: Entering a space in the search bar will bring up every individual image in date order.
 - By default it will search all images, you can limit it to the set of images you currently have selected by using the drop-down next to the search box.
- **By Date Taken** — Use the search panel to set a specific date range.
- **From an individual image** — Click on a keyword term in the file info panel, towards the bottom.

File Info Panel (Metadata)

Photo shoot information can be found in the File Info panel on individual images.

Don't see it? Click on the  button in lower right

Descriptions

Basic caption information is drawn in the [Photo Request Form](#).

This information is embedded in a downloaded image's metadata. So be sure to use good descriptions of the shoot in the form, including proper names of people, titles, events, and places.

- Verify facts — Typos do happen and details can change. The metadata is accurate to the date taken. Check name spellings, titles, student status, etc., particularly when photo is more than a semester old.
- Rewrite caption information to reflect your specific usage.
- Help us out — If you spot an error, email photo@unlv.edu to correct the file.

Credits

When appropriate, include a photo credit line in editorial usage (or tag the photographer in social media posts)

- (FirstName LastName/UNLV Photo Services)
- Courtesy of UNLV Photo Services

D73093_003.JPG

University Police Services,
Director Adam Garcia

January 8, 2020
(Josh Hawkins/UNLV Photo
Services)

Filename
D73093_003.JPG

Credit/Provider
UNLV Photo services

Copyright
UNLV PHOTO SERVICES 702-
895-5778 photo@unlv.edu

Uploaded
09 Jan 2020

Modified
09 Jan 2020

Date Taken
08 Jan 2020

Image Size
2957 x 4436 / 3.74MB

Usage Rights
Client: Ariana Renick/Police
Services

Keywords

NSHE

Police Services

Downloading

You must be logged in!



From a gallery or specific image, use the download button in bottom right

Clients can download the images galleries they commissioned (Invited Galleries). If you do not have access to one of your galleries, contact UNLV Photo Services.

Size Options

- Original - large, best quality for print
- Medium - good for web and social media

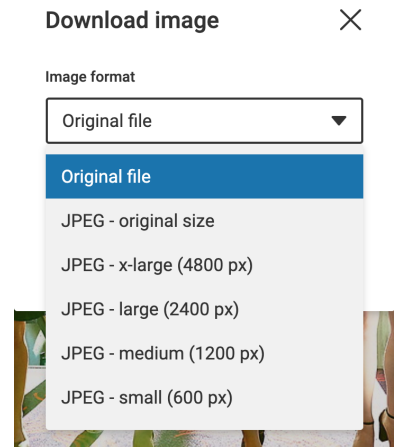


Image Usage

Images are available for marketing and editorial usage by UNLV personnel. Images are not available for commercial or generic usage unrelated to UNLV.

Do not download and use images shot for another client purposes without their permission. The client contact is included in the image information panel.

Images that *generally* do not need permissions:

- Formal portraits (headshots) of faculty and staff
- Images in Featured Galleries
- Images shot with photographer noted as the Client
- Event images to promote future events (e.g., using past Homecoming images to promote student activities)
- General campus scenes of buildings and crowds

Check with Client, College/Unit Communicator, or Photographer before using:

- Any images shot for specific usage brochure, publication, website, or article
- Pictures specific of people to promote something not directly related to them. (e.g. using a student-athlete portrait on a center brochure)

Altering images

- Standard color correction and cropping is OK.
- Do not modify or alter in a way that changes or misrepresents context.
- If image is altered to convey a concept, identify it as a photo illustration.

Using the Mobile App

The PhotoShelter's [FileFlow app](#) gives you mobile access to images you can download. (You cannot browse the full archive.)

Setting up Fileflow:

Set up is a little tricky. And requires you to manually set a password under your user profile.

1. Install the [FileFlow app](#) on your phone.
2. Go to the Desktop version. Login as usual.
3. Upper right corner, go to the "My Profile" section
4. Go to Security in left-nav. Hit Change My Password link. It will email you a reset link. Follow it and change your password. Set this to be the same as your ACE account.
5. In the Fileflow app, login with your email address (instead of ACE user name) and password (which you should have set to be the same as your ACE account).

Visit [PhotoShelter Support Center](#) for information on using the app.