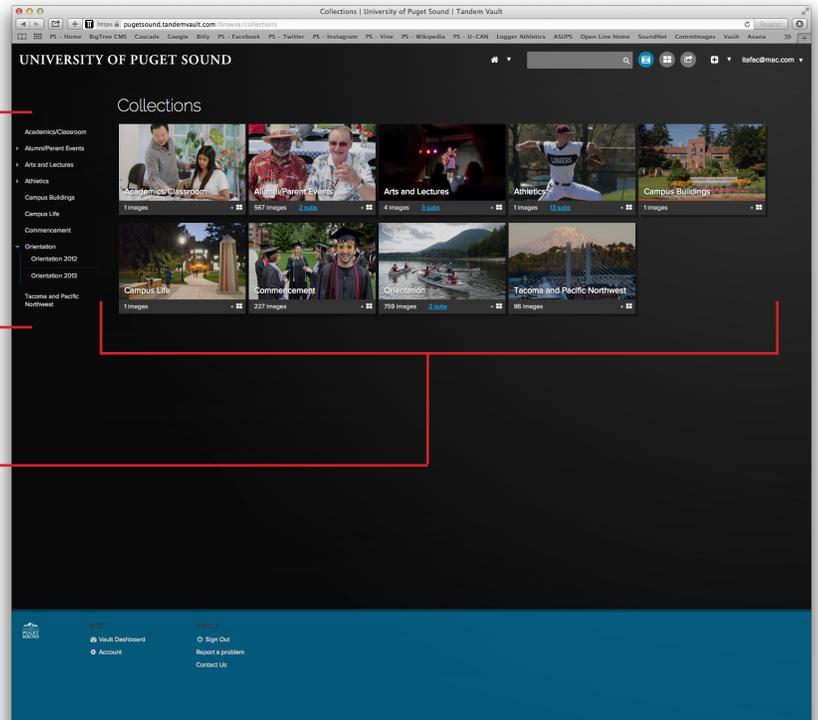


Viewing and Requesting Images in Vault

1. Open a collection using either the Collections Grid or the Collections List.



2. The collection will display as a series of thumbnails.

Use the sort and search options along the right side of the screen to find images within a collection.

Sorting

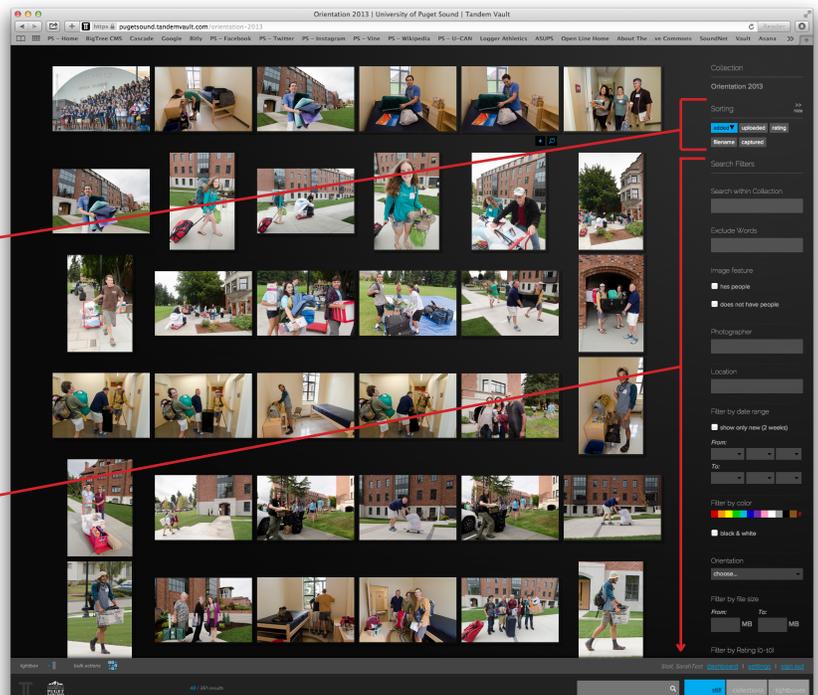
Use these options to re-sort images within a collection by file name, the date images were added to the collection, and more.

TIP: Click on "captured" to ensure that you display the most recent photos first.

Search Filters

Use one or a combination of the search filters to narrow your search results.

TIP: When filtering by date range, be sure to include a complete range (month, day, and year) in both fields to yield the best results.



Viewing and Requesting Images in Vault, *continued*

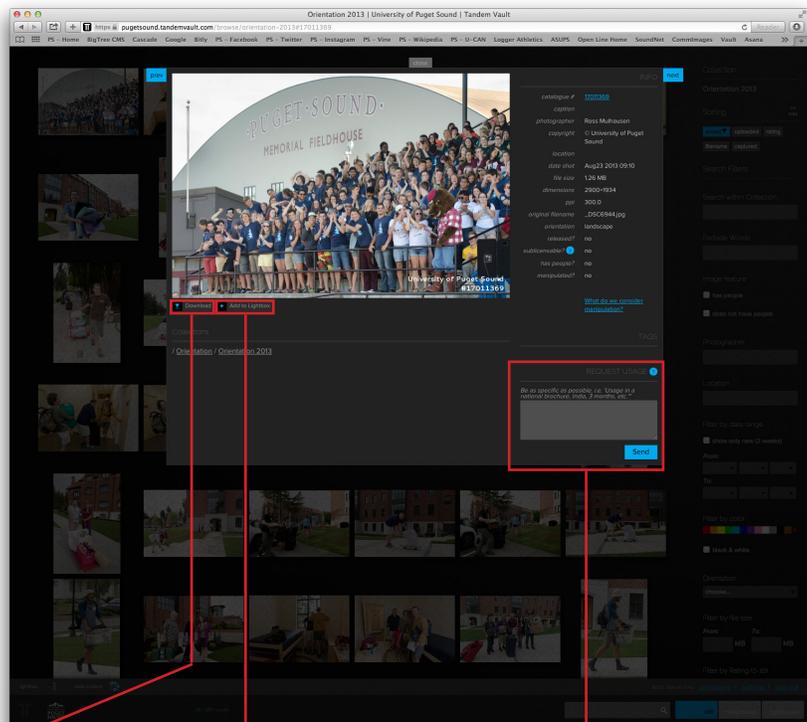
3. Click on an image thumbnail to preview it.

In preview mode you can see image details, including the catalog number, which is an image's unique identification number within Vault.

TIP: If you ever have questions about an image, the best way to identify it to a Vault admin is by using the catalog number.

From the preview screen, you can:

1. Download a preview (or comp) version of the image.
2. Add the image to a lightbox. (You can create a lightbox if you don't already have one.)
3. Submit a usage request for a Web-ready or high-resolution version of the image.



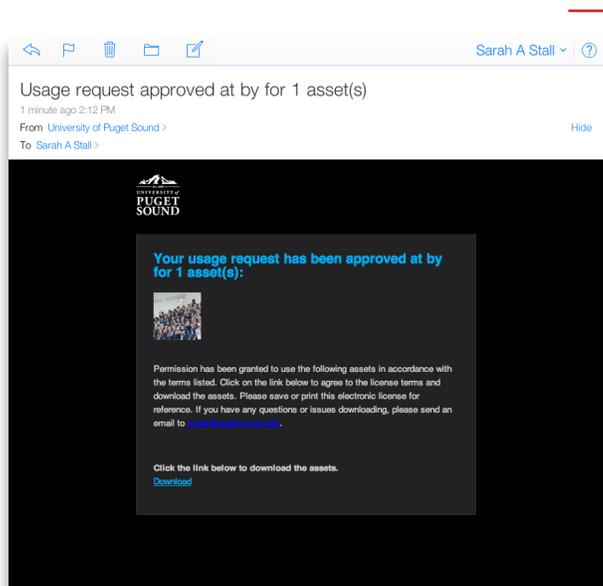
Download a low-res, watermarked version of your image to try it out in your publication.

Save your photo for later by adding it to a lightbox. Even if you don't have any lightboxes yet, click here to create one.

Want to use this image on your Web page or in your brochure or poster? **Request it here!**

Tell us how you plan to use the image and hit "send."

No need to include your budget code... photos are free!



When your usage request has been approved, you'll receive an email message that looks like this, with a "Download" link.

Click on that link to download your Web-ready or high-res image.

TIP: Request multiple images at once by creating a lightbox!