

COM Design & Photography Using PhotoShelter

The College of Medicine uses PhotoShelter to archive more than 50,000 images that are available free for use by the academic medical center community. To get started, visit the COM Photoshelter archive at <http://medphoto.photoshelter.com/>

CREATE AN ACCOUNT

The UVM College of Medicine has recently updated our photo service to a more private archive system to ensure the safe and legitimate use of our images. Now only UVM COM faculty, staff, and students can view and use our photos, along with those affiliated with the UVM Medical Center.

To access our photo archive, you will have to create a free account and then email us your account information at design@med.uvm.edu so we can add you to our “Trusted Clients” list. Once you are added you will be able to see multiple galleries and will be able to search for photos.

1) Log in or Create an Account

- At the top center of the screen, click on “Login” and log in or sign up for a free account by typing in your UVM or UVM Medical Center email address, name, and creating a password.

2) Inform us that you’ve signed up

- Once you have registered for a free account, you will have to contact us so we can add you as a trusted client. Either click the “Contact” button at the top of the screen, or send a message to design@med.uvm.edu. It will take up to 1 business day for us to process your request and add you to our system—once we do we will email you a confirmation.

FIND PHOTOS

You have the option to browse through our multiple galleries, or search for the photo itself. At the top of the screen, click the search button

UVM COLLEGE OF MEDICINE GALLERIES LIGHTBOXES **SEARCH** CONTACT CART HELP LOGIN

This will bring you to our SEARCH page:

Search

Keywords:

File Name:

Date Range: From: DD YYYY To: DD YYYY

Image City:

Image State (US):

Image Country:

Orientation: Vertical Horizontal Square Panoramic Any

Model Released: Yes No Any

Property Released: Yes No Any

Pricing Type: Prints Personal Use Royalty-Free Rights-Managed
(leave these blank if you want to search all images)

Sort By: Relevance

Find Results: with all the words

Search Reset

If you're looking for a specific person or event, type the name or phrase into the Keywords textbox (e.g. if you're looking for Commencement photos, type in "commencement")

Use quotes to match a phrase

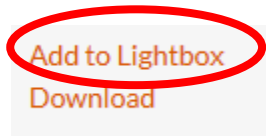
If you don't have a keyword in mind, but you know when the photos were taken, use the Date Range option. (e.g. if you're looking for Commencement 2014 photos, select May 2014)

Choose to sort the photos by their relevancy to your keywords or by date

CREATE A LIGHTBOX

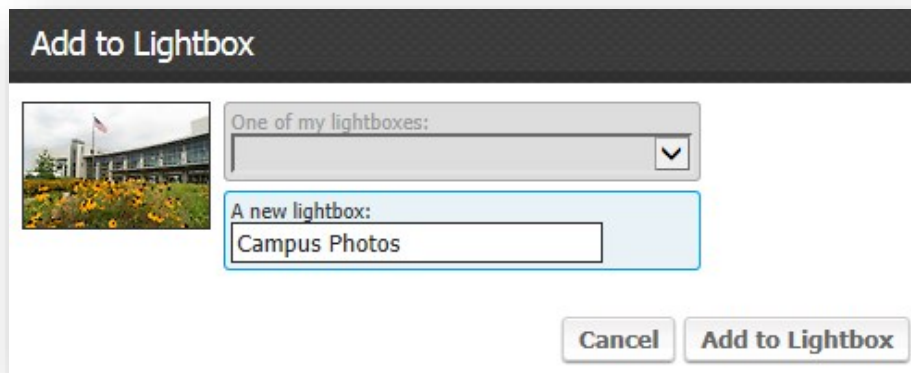
3) Once you have found your photo(s) – start a Lightbox to organize your photos and view them easily. This will also prepare them for download.

- To the left of the screen, choose “Add to Lightbox.”



4) Add to your Lightbox

- A dialogue box below will appear, prompting you to create a title for a new Lightbox or choose one of your existing Lightboxes.



- After adding, you’ll be prompted to continue adding photos to your Lightbox by clicking OK, or to go to the lightbox you’ve just placed the photo in.
- You can create multiple Lightboxes, which you can view by clicking “Lightboxes” at the top of your screen:

A list of the Lightboxes you have created will appear:

Lightboxes

MY LIGHTBOXES (2) SHARED LIGHTBOXES (0)

Lightbox Name	Client	# images	Created	delete
Campus Photos	n/a	1	5 Jun 2014	delete
Test	n/a	6	5 Jun 2014	delete

Create a New Lightbox

*Name:

SHARE A LIGHTBOX

- Clicking on a Lightbox will show the gallery of images you selected, and give you the option to SHARE this Lightbox with others by entering their email addresses in the dialogue box.

Lightboxes » My Lightboxes

Test

6 images


Legend: Download Permitted Comment

Select All None (0 selected)

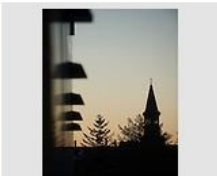
View: # per page

Sort by:


Details ▾ Comments (0) Sharing (0)




20081011_MedP...
x|★★★★★




20100121_MedP...
x|★★★★★



20100427_MedP...
x|★★★★★



20100427_MedP...
x|★★★★★



20090512_MedP...
x|★★★★★

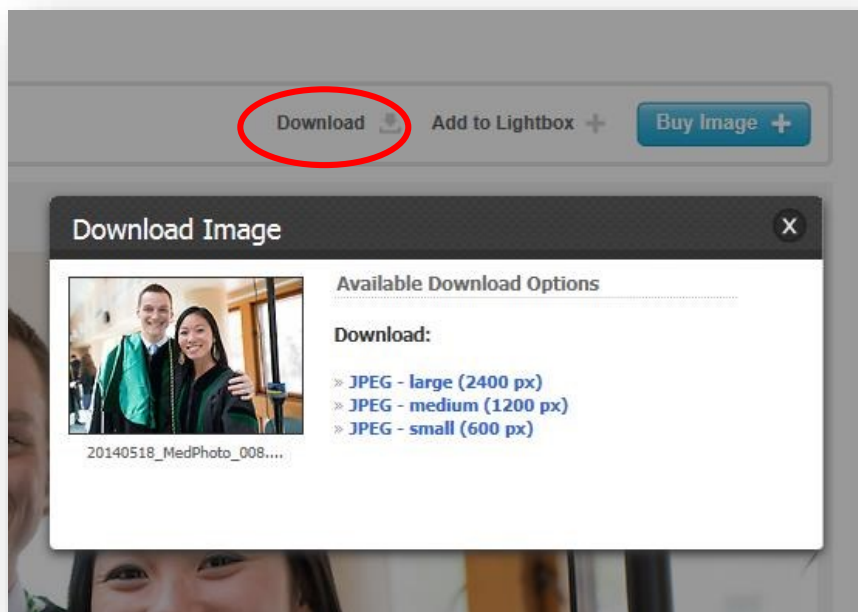
DOWNLOAD PHOTOS

Note: Only COM webmasters have permission to download photos. Please SHARE your Lightbox with your department/program webmaster to complete the download process. [View the list of webmasters with access.](#)

- Once your gallery is complete and you are ready to download, SHARE your Lightbox with your local webmaster.

For COM Webmasters with Download Access:

- Select the download button



- There are different options for download, such as original size, large size, medium size, and small size (images may have one or more options)
 - For websites and most presentations, choose medium
 - For print or high-resolution, choose original
- Once you've selected the size you want to download, you'll be prompted to open or save the image. If you want this picture to be added to your COM website, choose save as and save it in the Z: Drive (Z:\zoofiles.uvm.edu) in your images folder.

Need a non-UVM College of Medicine shot? UVM Photography also has a photo gallery in PhotoShelter, with photos available for purchase. Visit [UVM Photography](#) for more details.