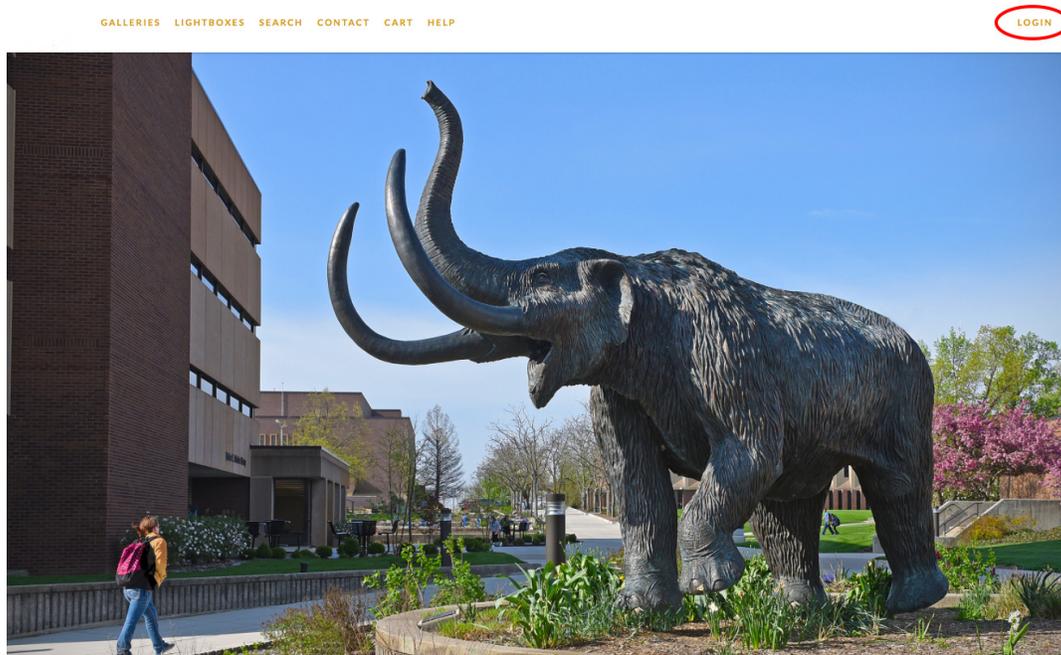


Libris Campus Quick Guide

Marketing Communications uses Libris, a digital asset management system, to store and distribute university photography and branding. Libris gives the campus community easy access to these assets, and photos will be uploaded regularly.

HOW TO ACCESS THE LIBRIS LIBRARY

- Open your Web browser and go to ***ipfw.photoshelter.com***. You'll see the Libris portal.
Tip: bookmark this login page for future use.
- Click **LOGIN** in the top-right navigation bar of the portal.



- A new page will appear with the greeting “Welcome to IPFW Media Library!”
- Click *University Login*.
- Enter your current university username and password and click the button in the center of the page to *sign in*.

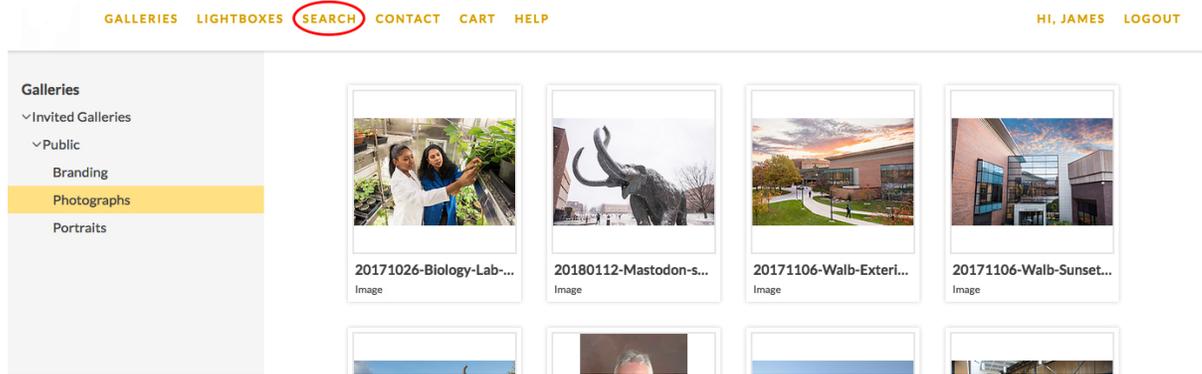


- This will take you back to the portal. In the top bar, click **GALLERIES** on the left.
- Click the *Invited Galleries* icon.
- Click the *Public Collection*.

The Public collection consists of three galleries: **Branding, Photographs and Portraits**. You can browse a gallery by clicking it to look at thumbnail views. Clicking each thumbnail allows you to view a larger single image with more information about it.

KEYWORD SEARCH FOR AN IMAGE

Click *SEARCH* on the top navigation bar.



- A variety of search parameters appear. A keyword search is often the most effective option.
- Enter one or more words in the Keywords field. For example, typing “mastodon” will bring up every image associated with the word *mastodon*.

Search

Keywords:

File type: Image Video Audio Other

Date Range: From:

To:

City:

- If your initial search is too broad, you can refine the search by adding more parameters. For example, typing “mastodon statue” will yield more specific results than typing “mastodon.”
- For a new search, click the Reset button near the bottom of the page. This clears the form so new parameters can be entered.

Downloading a Single Image after a Search

- When viewing a single image after a search, there is a gold Download button on the left side of the page under the photo name. Click this to start downloading.
- Select the image size you would like to download.
- You will now find your image in your Downloads folder.

GALLERIES LIGHTBOXES SEARCH CONTACT CART HELP HI, JIM UPLOAD LOGOUT

[← back to search results](#)

20171103-Mastodon-fall-JW-001.jpg

[Add to Lightbox](#)
[Download](#)

Copyright
©2017 Indiana University-Purdue University
Fort Wayne

Uploaded
03 Nov 2017

Modified
03 Nov 2017

Date Taken
03 Nov 2017

Size
4200 x 2795 / 12.79MB

Keywords
2017 autumn campus fall
horizontal JW landmark mastodon
outdoor outside plaza statue



< 12 of 73 > [Less info](#) <

Downloading Single and Multiple Images When Browsing

In the thumbnail gallery, click on the thumbnail that you want and view the larger version. To download, click on the down-arrow icon in the lower-right corner and choose a size.

GALLERIES LIGHTBOXES SEARCH CONTACT CART HELP HI, JAMES LOGOUT

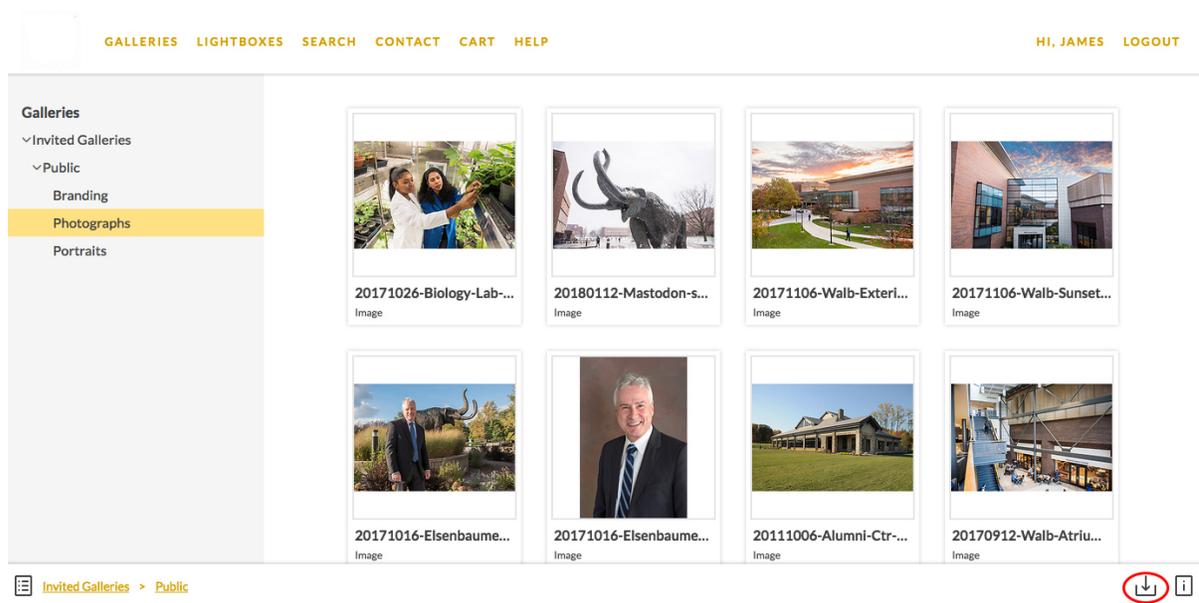
Galleries

- Invited Galleries
- Public
 - Branding
 - Photographs**
 - Portraits



Invited Galleries > Public > Photographs < 2 of 132 > ☆ [↓](#) ⓘ

To download **multiple images** in the thumbnail view, first click on the down-arrow icon in the lower-right corner. Click on that icon.

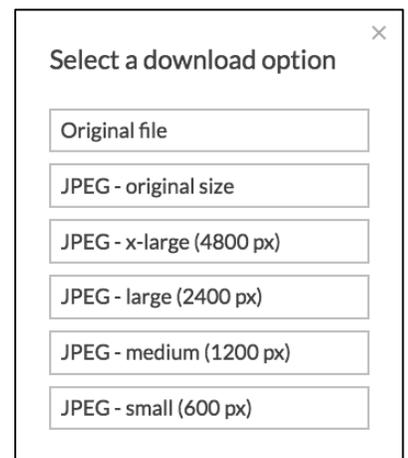


- Browse and select all images you want to download and click Continue.
- Select the size you need and click Continue.
- The system generates a Web link. Click the link to download a ZIP file of the images to your Downloads folder.

CHOOSING THE RIGHT IMAGE DOWNLOAD SIZE

The key to great image reproduction is using images with the correct resolution.

- **Print** – *Original, X-Large, and Large image sizes:* For anything printed, including banners, stationery, brochures, pull-up banners, posters, advertisements, framed artwork, billboards, etc.
- **Screens** – *Small and Medium image sizes:* For websites, social media, PowerPoint presentations, and digital signage.



WHEN YOU ARE FINISHED USING LIBRIS

Click *LOGOUT* in the top navigation bar.