

How to use the PhotoBank

Browsers

Every Web browser has different characteristics. Some may not work as well as others. We recommend using Firefox or Internet Explorer.

Go to the following link for the University Marketing home page.

<http://www.umktg.txstate.edu/>

Click on the link for download photos (left hand side of the screen)

Click on ENTER THE PHOTOBANK

The Web Publisher Pro screen appears click on the LOGIN button

The next screen will ask you for a catalog. PhotoBank should be highlighted. Click the OPEN button

This will take you to the main page of the PhotoBank.

In the left hand column, click on the blue arrow next to \$categories. This will expand your choices, and you can select the one you want by double clicking on the text name.

There is also a search bar at the top of the window with a small magnifying glass icon to the right. Here you can put in search criteria.

Searching tips : The photos have keywords attached to them for searching. If you find you are getting unreliable results try using quotation marks to narrow your search results. Example: student studying gives you 1287 results while "student studying" gives you two results. Keyword examples are: Graduation, Studying, Campus Life, Quad

FOR PC USERS

When you find a photo you would like to use, **RIGHT CLICK** on it using your mouse and select **add to collection basket**

FOR MAC USERS

When you find a photo you would like to use, **CONTROL CLICK** on it using your mouse and select **add to collection basket**.

TO DOWNLOAD IMAGES

When you are ready to download your image(s), click on the icon that looks like a shopping basket from the menu. This will open a window that shows all of the images you added to your collection basket.

If you need to delete any images you have added to your collection basket, click on the **REMOVE** button at the bottom of the image you wish to delete.

When you are ready to begin downloading your images, click on the icon that looks like a sheet of paper with an arrow pointing down. This should be the second icon from the left. It will bring up a window for downloading.

Click on the **DOWNLOAD** button to start your download.

It is probable a window will pop up that will ask you where you want to save your image. Select your desktop as the location to save your files.

NOTE: When using **Internet Explorer** you may get an information security bar at the top of the window asking you if you want to download the file. **IGNORE THIS**. If you click that bar all the images in

