



## Media Library

### The Basics

Questions?

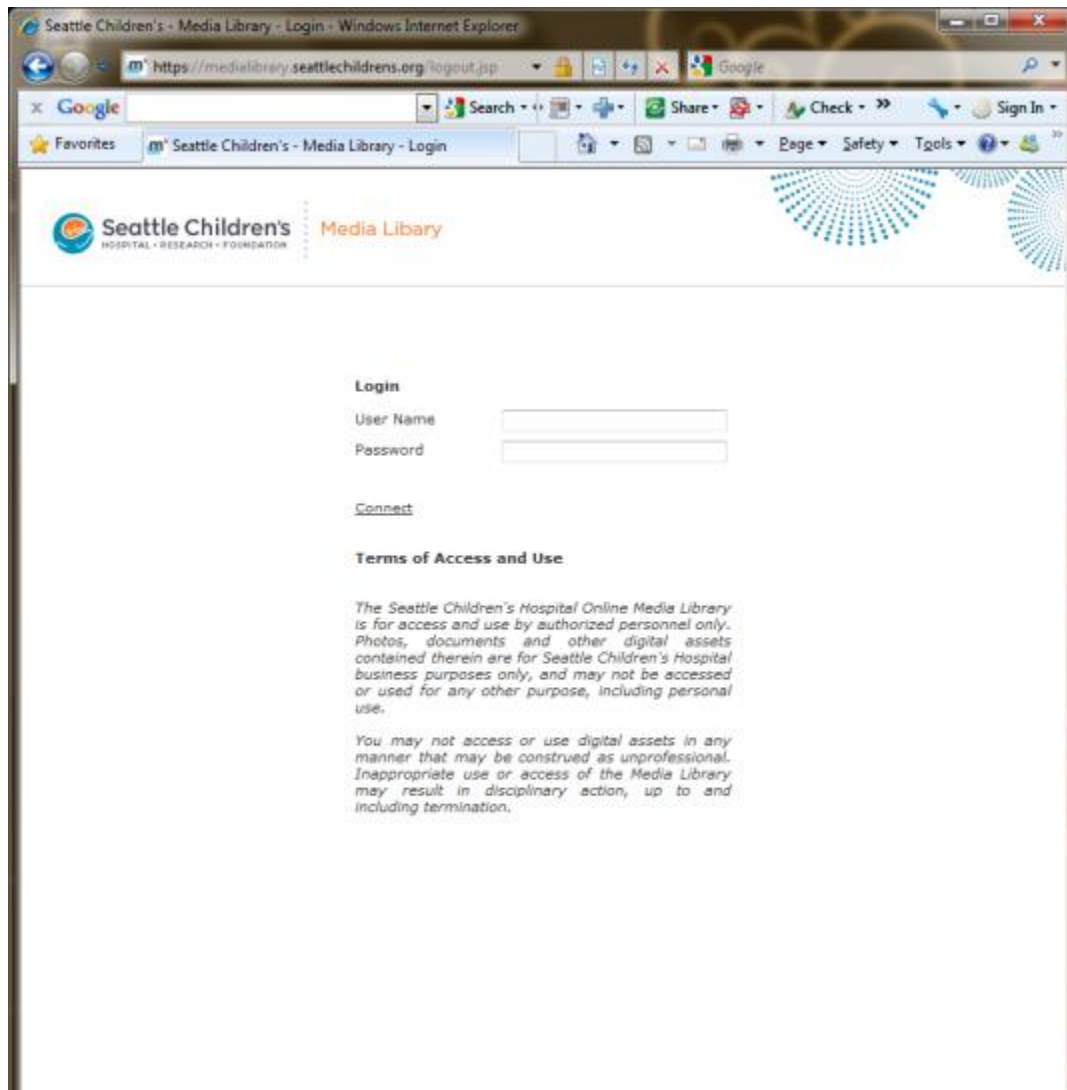
Email [Media.Library@seattlechildrens.org](mailto:Media.Library@seattlechildrens.org)

## Introduction

The Media Library contains images available for use by Seattle Children's employees and approved partners. These images can be downloaded and/or printed out for use in brochures, reports, articles, etc. This guide will take you through the steps for searching for a type of image, adding and saving image(s) in the Lightbox, adding image(s) to the basket, downloading and/or printing image(s), and so on.

## Logging In to the Media Library

Step 1: Open Internet Explorer in **Citrix** and enter the URL – <https://medialibrary.seattlechildrens.org/> . The following screen will appear:



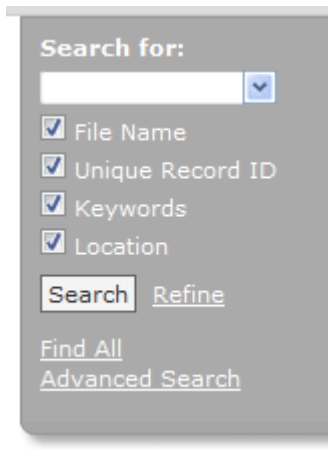
Step 2: Enter your Seattle Children's username and password into the textboxes and click on the Connect link.

Step 3: The Media Library application will open. (Note: Your session will close after 30 minutes of inactivity.)

## Using Quick Search

### Search for:

The “Search for:” box allows a user to find a specific image or multiple images by filename, unique record ID, keywords and/or location. **Quick Search is the best option if you are looking for a specific person, department, condition or publication – anything with a name.** It is not a good option for looking up general information (i.e. any doctor, or any nurse). Those broader searches are better suited for the Advanced Search option.



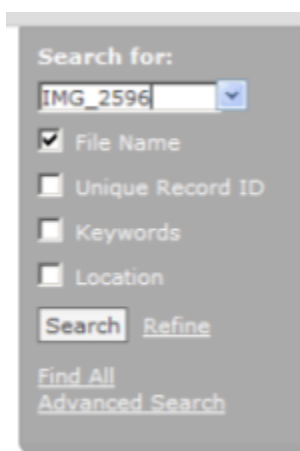
The screenshot shows the 'Search for:' section of the interface. It features a text input field with a dropdown arrow on the right. Below the input field are four checkboxes, all of which are checked: 'File Name', 'Unique Record ID', 'Keywords', and 'Location'. At the bottom of this section are two buttons: 'Search' and 'Refine'. Below the buttons are two links: 'Find All' and 'Advanced Search'.

Step 1: In the textbox, enter the filename of the image you wish to find. Ex: “IMG\_2596”.

Step 2: Make sure checkbox for File Name is selected.

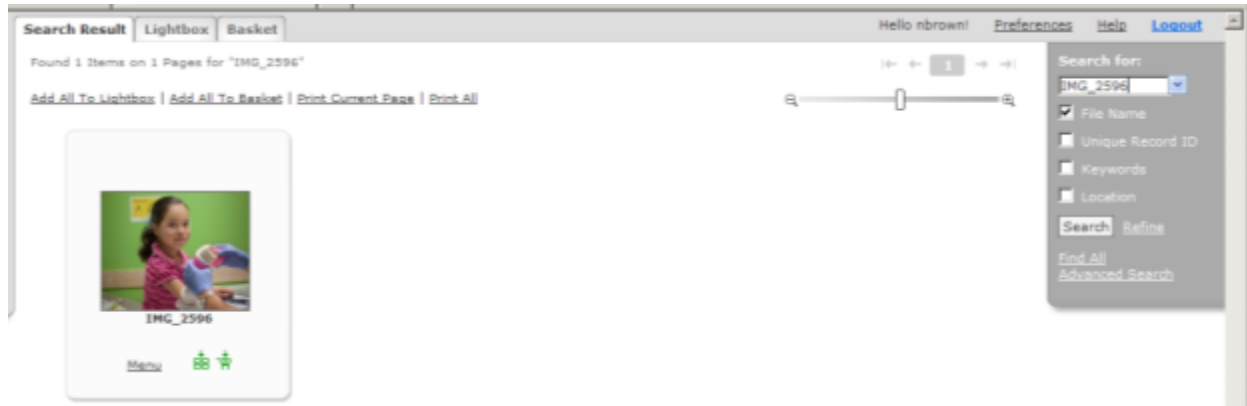
Step 3: Click [Search] button.

*(If you are searching with a two-word, or more, term then put quotation marks around the two words. Otherwise it will search for each term individually)*



This screenshot is identical to the previous one, but the text 'IMG\_2596' has been entered into the search input field. The 'File Name' checkbox remains checked, while the other checkboxes are now unchecked.

Step 4: Results appear in main page.



The header now reads 'Found 1 Items on 1 Pages for "IMG\_2596"' and the one image that matched the search is shown. At this point you can add the image to the Lightbox and/or Basket or print/download the image.

*Note: If searching at two-word term, such as orange shirt, be sure to place quotation marks around the words ("orange shirt"), otherwise it will search each term separately.*

## Advanced Search

You can also perform an advanced search using other search criteria by clicking the [Advanced Search](#) link in the "Search for:" box. **Advanced Search works best if you're not looking for a specific person/department/name. It works best if you're looking for something more generic. i.e. if you're looking for any generic doctor or nurse.** The Advanced Search window looks like this:

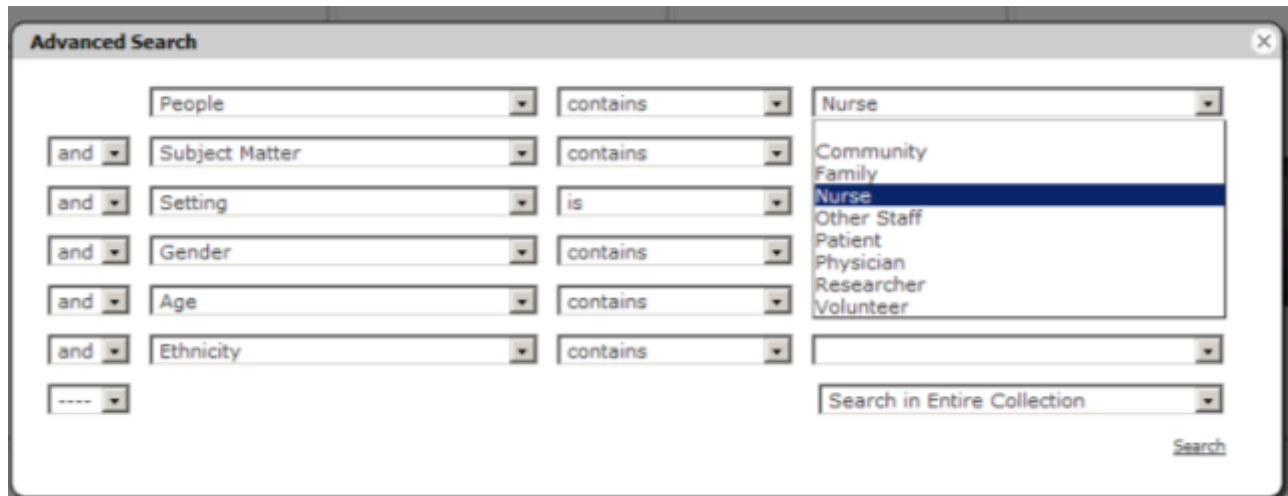
A screenshot of the 'Advanced Search' window. It features a grid of search criteria. Each row has a dropdown for the criteria, a dropdown for the operator, and a text input field. The criteria listed are: People, Subject Matter, Setting, Gender, Age, and Ethnicity. The operators are: contains, contains, is, contains, contains, and contains. There is a 'Search in Entire Collection' dropdown at the bottom right and a 'Search' button.

You can search by as many or as few items as you wish. You can also select "and" or "or" for your search combinations. Some examples are given below.

### Searching by one criteria

Step 1: In “Search for:” box, click [Advanced Search](#) link and the Advanced Search box will appear:

Step 2: In the “People” line, choose “Nurse” from the dropdown menu, and click “search”.

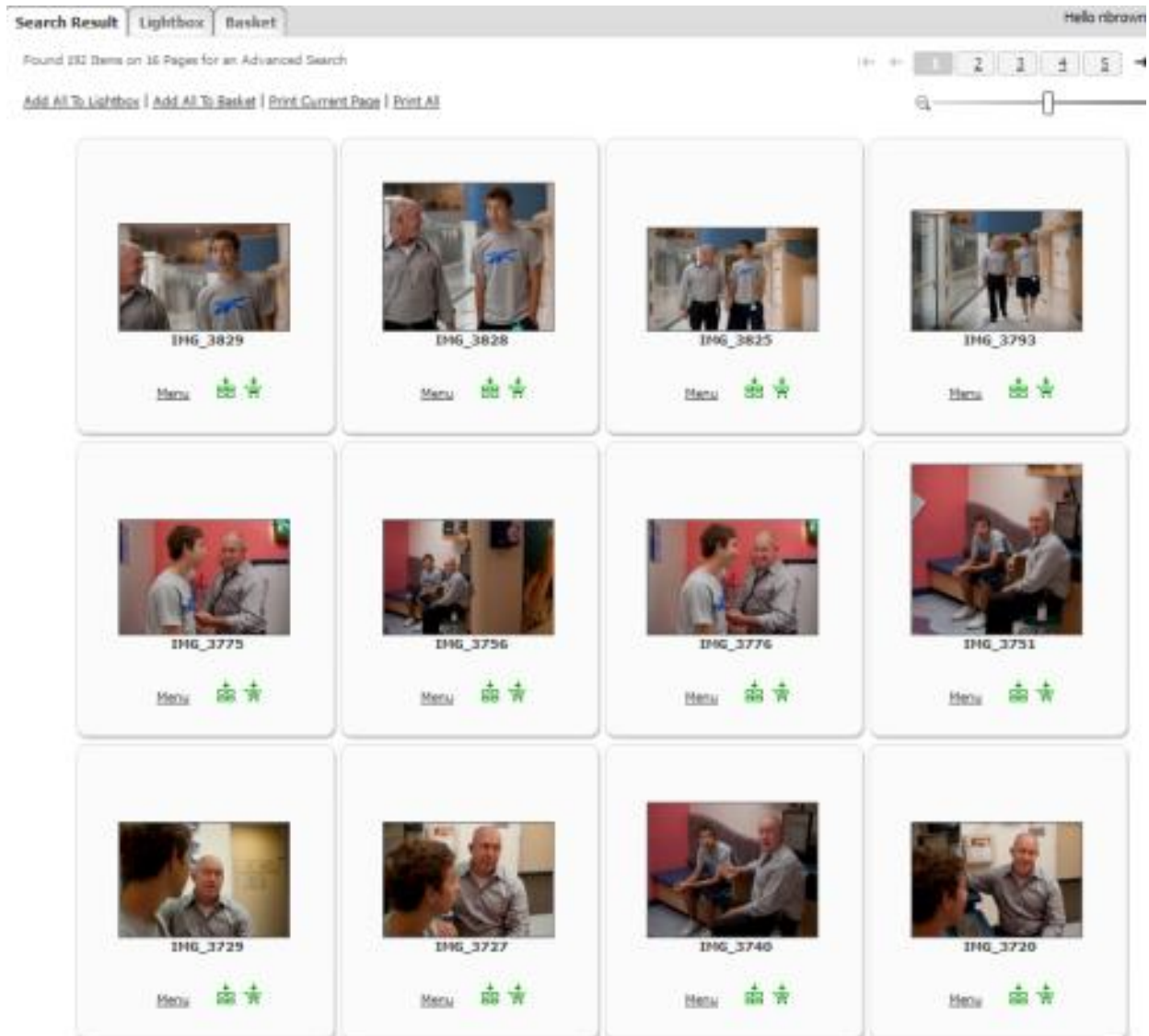


The screenshot shows the 'Advanced Search' window with the following configuration:

- People: contains Nurse
- and Subject Matter: contains
- and Setting: is
- and Gender: contains
- and Age: contains
- and Ethnicity: contains
- Search in Entire Collection: Search

The dropdown menu for 'People' is open, showing the following options: Community, Family, Nurse (highlighted), Other Staff, Patient, Physician, Researcher, and Volunteer.

All photos that contain a Nurse will appear:



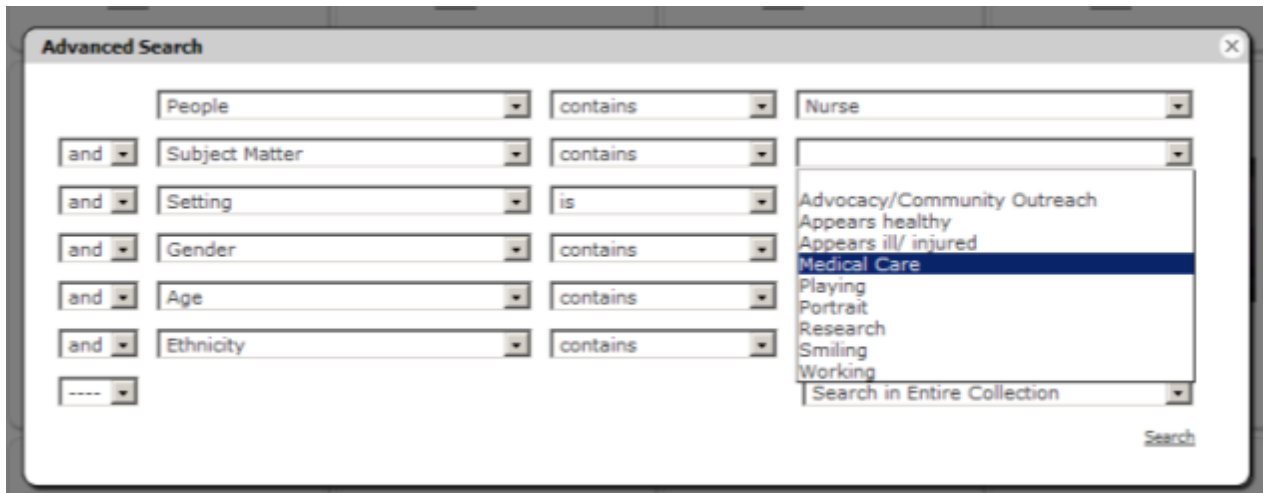
The header reads “Found 192 Items on 16 Pages in Advanced Search”.

### Searching by Multiple Criteria using “and”

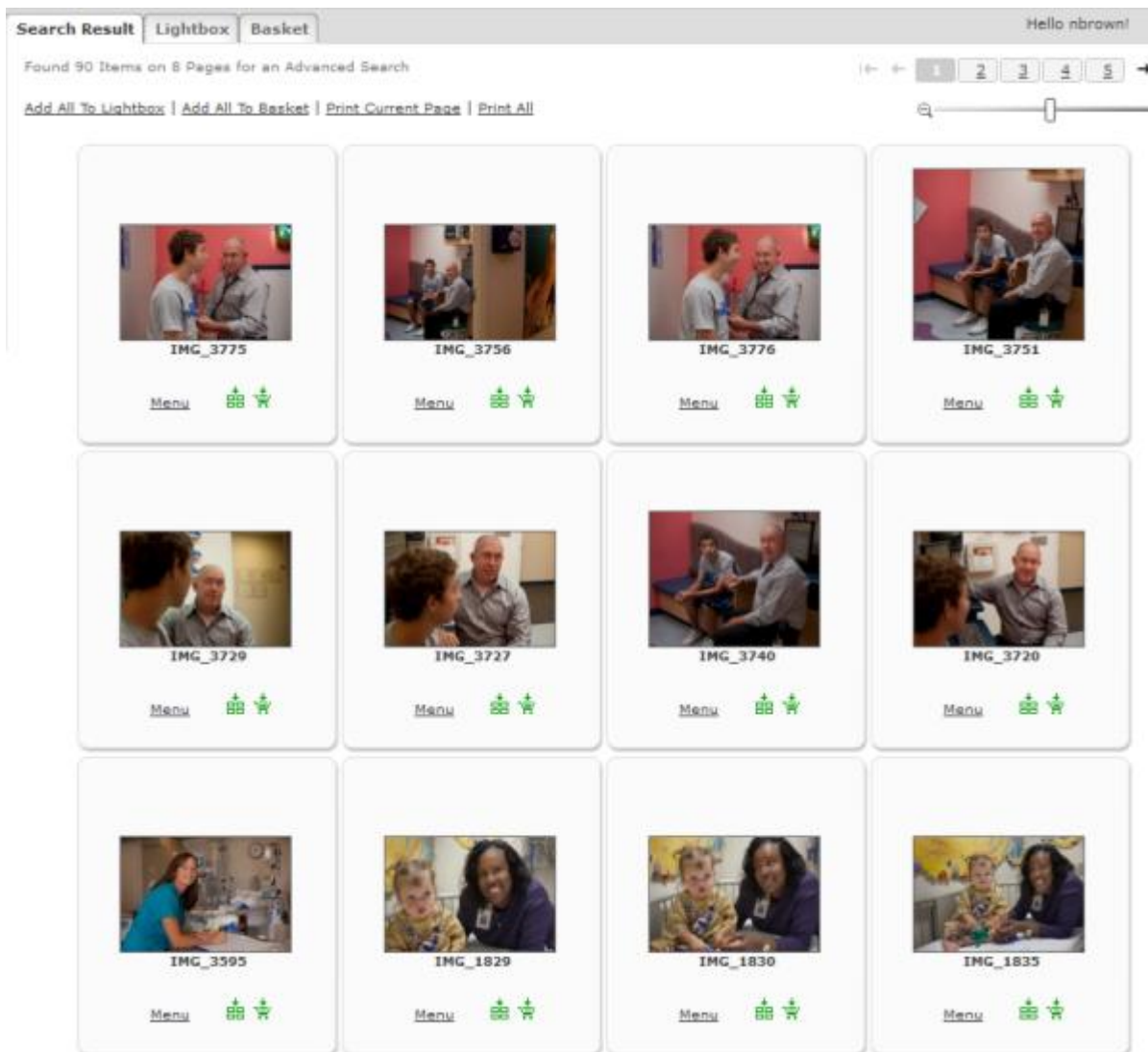
Step 1: In “Search for:” box, click [Advanced Search](#) link.

Step 2: From here you can narrow your search. I recommend beginning with broad searches, then get more specific if you need it. To the right of “People” make sure the “contains” option is selected then choose “Nurse” from the drop down menu. In the “Subject Matter” line, choose “and” in the far left and “Medical Care” in the far right. Finally click “Search”.

(Note: There are 64 criteria to choose from in the dropdown list. The criteria you select will affect the modifiers and values in the second and third fields.)



Step 3: All photographs that contain a Nurse **and** have Medical Care happening will appear.

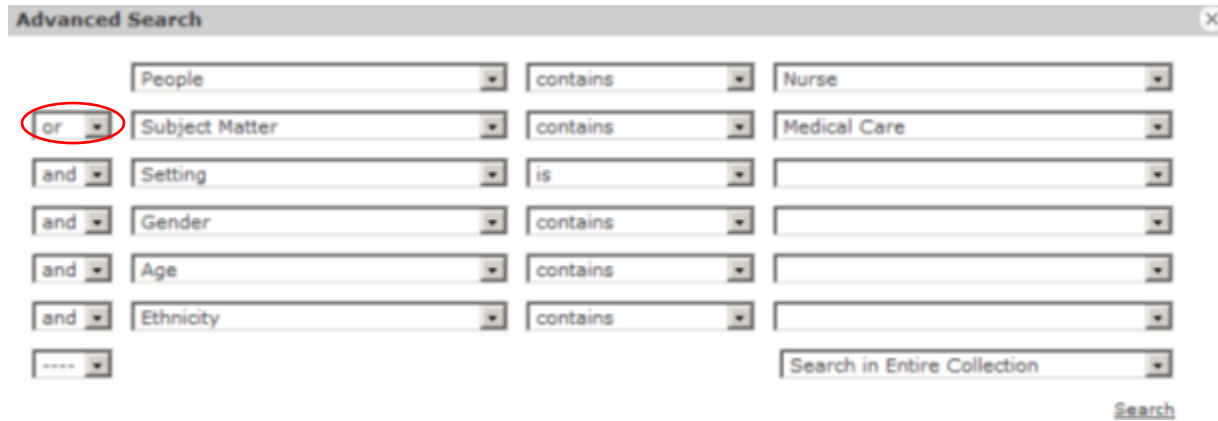


The header reads "Found 90 Items on 8 Pages in Advanced Search".

## Searching by Multiple Criteria using “or”

Step 1: In “Search for:” box, click [Advanced Search](#) link. (Note: The Advance Search window shows the last search performed.)

Step 2: Modify the previous search by changing “and” to “or”.



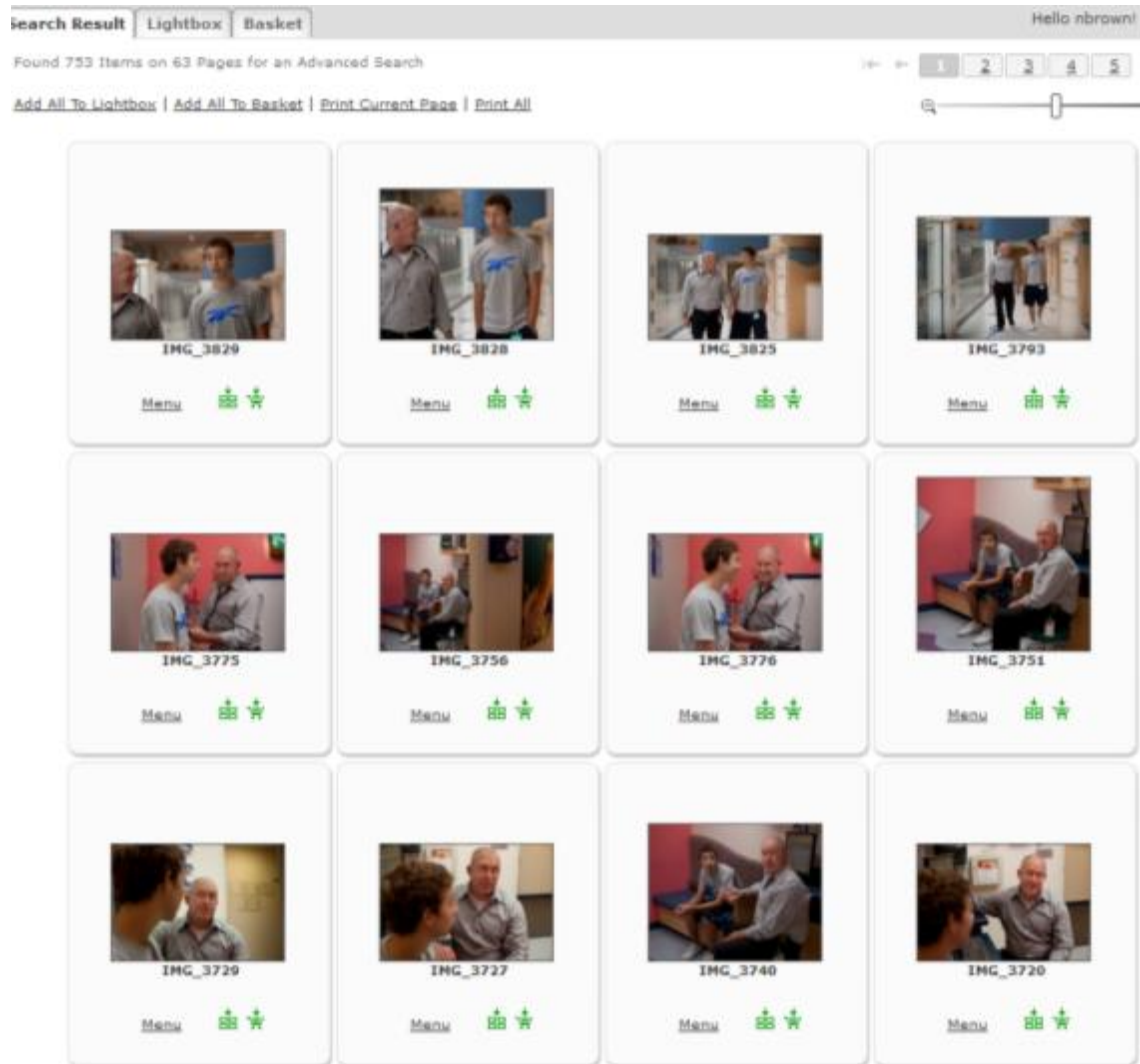
The screenshot shows the "Advanced Search" window with the following configuration:

People	contains	Nurse	
or	Subject Matter	contains	Medical Care
and	Setting	is	
and	Gender	contains	
and	Age	contains	
and	Ethnicity	contains	
----			Search in Entire Collection

Search

Step 3: Leaving everything else as-is, click the [Search](#) link. All results that appear will be either of a Nurse **or** will contain Medical Care.





The header reads “Found 753 Items on 63 Pages for an Advanced Search”.

## Using Lightbox

### Collections

#### Creating a Private Collection

Step 1: On Lightbox screen, click Empty link to clear all items.

Step 2: Click Search Result tab.

Step 3: In “Search for:” textbox, enter “Craniofacial”.

Step 4: Leaving all checkboxes selected, click [Search] button.

Step 5: Once search results are returns, click Add All To Lightbox link. All  icons will turn red.

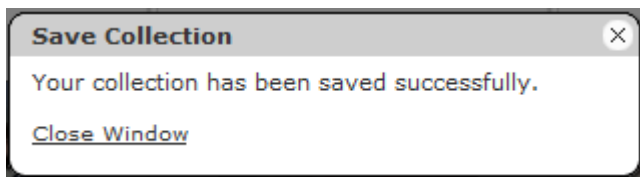
Step 6: Click Lightbox tab.

Step 7: On Lightbox screen, click [Save](#) link. A “Save Collection” pop-up will appear.

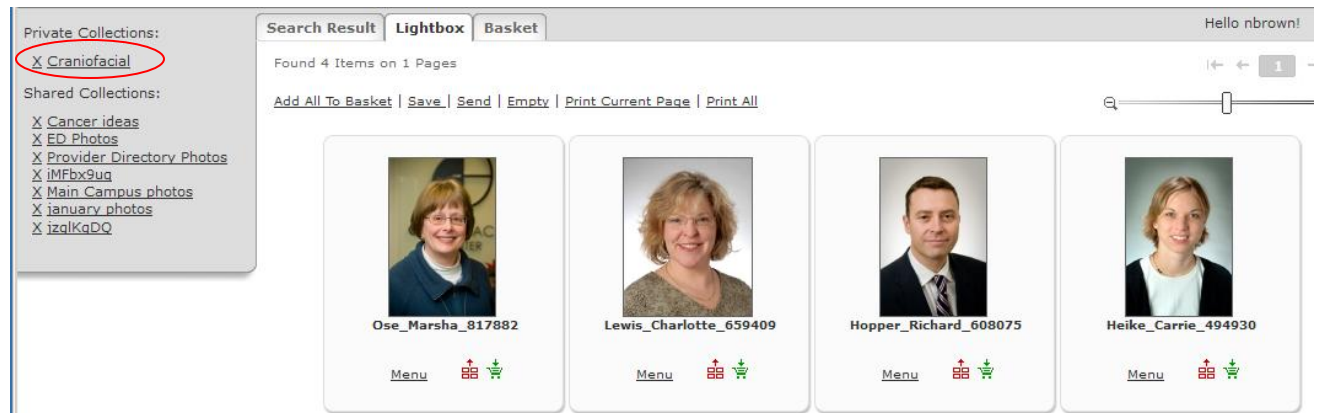


Step 8: Enter a name in the textbox such as “Craniofacial”. (Note: the Shared checkbox will only appear if you have the level of access allowed to create Shared Collections.)

Step 9: Click [Save](#) link. Message in pop-up changes.



Step 10: Click [Close Window](#) link. When you look at the Collections box, you will see that Craniofacial has been added under Private Collections.



Only you have access to your private collections. Anyone else who logs into the Media Library will not see your private collections, only their own.

### Creating a Shared Collection

Step 1: On Lightbox screen, click [Empty](#) link to clear all items.

Step 2: Click Search Result tab.

Step 3: In “Search for:” textbox, enter “Cancer”.

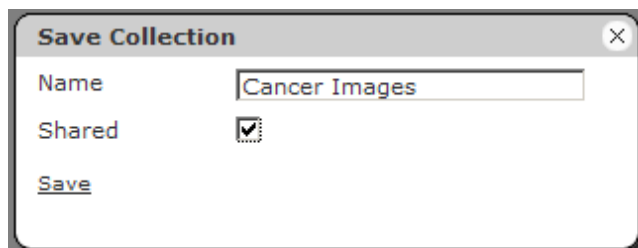
Step 4: Leaving all checkboxes selected, click [Search] button.

Step 5: Once search results are returned, click [Add All To Lightbox](#) link. All  icons will turn red.

Step 6: Click Lightbox tab.

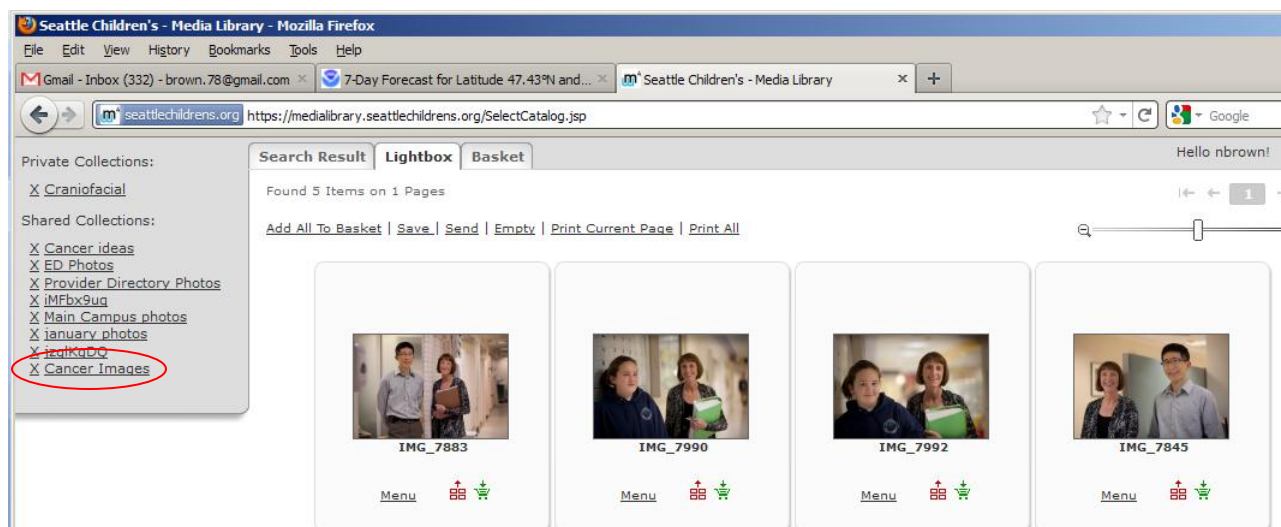
Step 7: On Lightbox screen, click [Save](#) link. A “Save Collection” pop-up will appear.

Step 8: Enter a name in the textbox such as “Cancer Images” and select the Shared checkbox.



Step 9: Click [Save](#) link. Message in pop-up changes to indicate collection was saved successfully.

Step 10: Click [Close Window](#) link. When you look at the Collections box, you will see that [Doctor Images](#) has been added under Shared Collections.



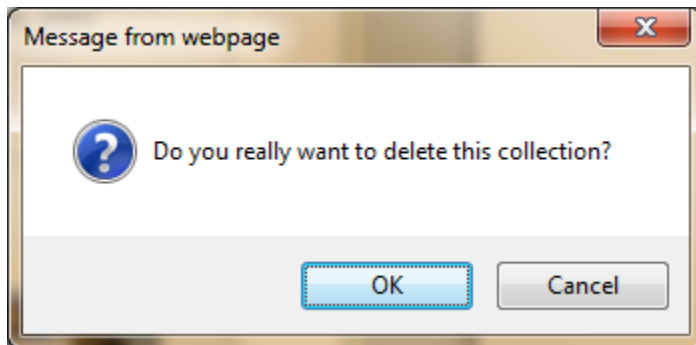
Anyone who logs into the Media Library has access to shared collections. If you have the access level to create shared collections, this is a good way to share a collection you have created with others, but be aware **anyone can delete the shared collection.**

### Opening a Collection

Step 1: In Collections box, click [Craniofacial](#) link. The images you saved in the “Craniofacial” private collection appear on the Lightbox screen. They will replace any images that were on the Lightbox screen.

## Deleting a Collection

Step 1: In Collections box, click the X next to the name of the collection you want to delete. A message box will appear.



Step 2: Click [OK] button in message box. The deleted collection will no longer appear in the Collections box.

Only you can delete your private collections. Anyone can delete a shared collection so be careful not to delete a shared collection created by someone else.

## Send

The Send function allows you to share images you placed in your Lightbox with other users who have access to the Media Library.

### Sending Search Results

Step 1: On the Search Result screen, run a search either quick or advanced.

Step 2: Click Add All To Lightbox link.

Step 3: Click Lightbox tab.

Step 4: Click Send link. A "Send Collection" window opens.

Step 5: Enter an email address in the "Send To" textbox (you can send it to yourself for this exercise), enter a title in the "Subject" textbox, and enter a description of what you are sending in the "Text" textbox.

**Send Collection** [X]

Send To:

Subject:

Text:

[Send](#)

Step 6: Click [Send](#) link. A message will appear.

**Send Collection** [X]

Your collection has been sent successfully.

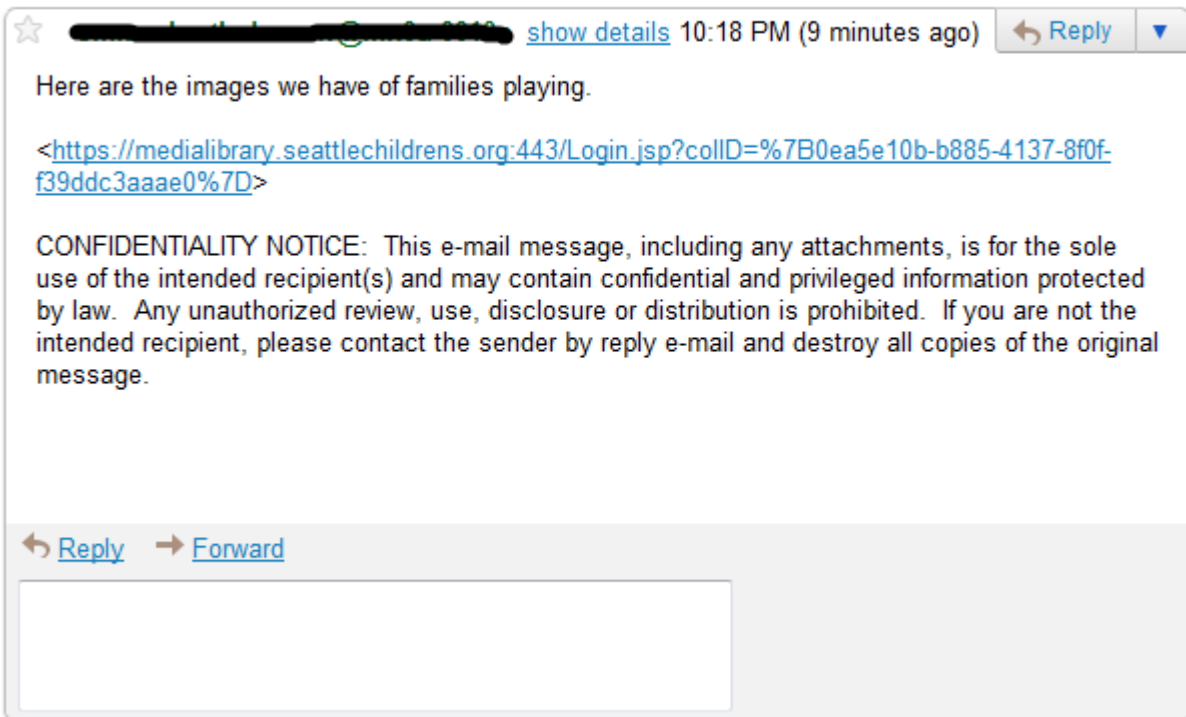
[Close Window](#)

Step 7: Click [Close Window](#) link.

Step 8: Logout of the Media Library. This will clear everything out of the Lightbox.

Step 9: Check your email for the message.

## Families Playing Inbox | X



Step 10: Click on the link in the email. A new browser window will open and the Media Library Login screen will appear with "(Saved Collection)" next to "Login".

### **Sending a Saved Collection**

Step 1: In Lightbox, click link for a saved collection either private or shared. The images will appear on the Lightbox screen.

Step 2: Click Send link. A "Send Collection" window opens.

Step 3: Repeat steps 5-10 of "Sending Search Results" above.

## **Basket**

Now that you have found some images you want through search, you can add them to the Basket. Unlike in Search Result, where you can only download one image at a time in its original format, you can download many items at once, and modify them first, in the Basket. We will begin by adding images to the Basket.

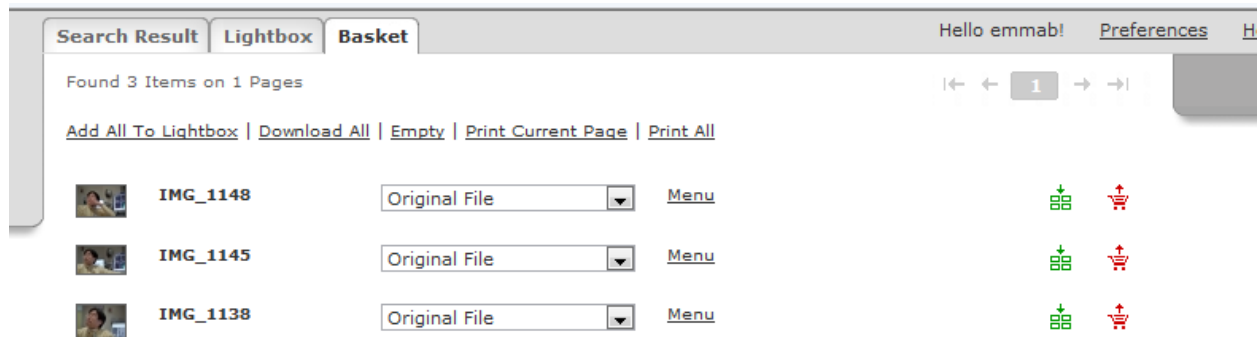
### **Adding Individual Images to Basket from Search Result screen**

Step 1: On the Search Result screen, click the  icon for an image. The icon will change from green to red. (Note: you can also add an individual image by clicking Menu > Add To Basket > Close Menu, but using the icon is much quicker.)

Step 2: Repeat step 1 for two more images.



Step 3: Click Basket tab.



The three items you added to the Basket are shown in a list of items. If you click the red icon for an item, it will remove it from the Basket.

### Adding All Search Results to Basket

Step 1: On Basket page, click [Empty](#) link to clear page.

Step 2: Click the Search Result tab and run a quick search. Note the number of items in the header, ex: 'Found 2 Items on 1 Pages for "hospital"'.

Step 3: Click [Add All To Basket](#) link. The  icon will change from green to red for all images.


Step 4: Click Basket tab.

Step 5: Check header. Number of items should match header from Search Result page. Ex: "Found 2 Items on 1 Pages".

## Download

### Downloading Original File

Step 1: Click [Empty](#) link to clear Basket page.

Step 2: On Search Result page, click the  icon for any item to add it to the Basket. Icon will change from green to red.

Step 3: Click Basket tab.

Step 4: Leaving “Original File” selected for the item, click Menu > Download. A Download pop-up appears.



Step 5: Click the filename link, ex: “IMG\_1090.jpg”. A “File Download” window will open.


Step 6: Click [Save] button. A “Save As” window will open.

Step 7: Locate the folder you want to save the file to, add “-OriginalFile” to end of filename, then click [Save] button.

Step 8: Go to the file you created and open it. The image will appear in your default image viewer in its original format and size (ex: 4368 x 2912).

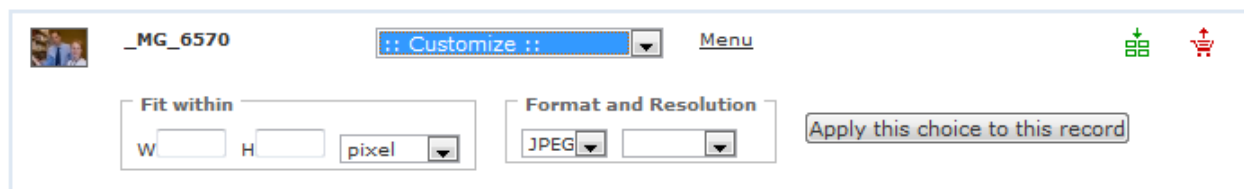
### Downloading Customized File

Step 1: Click [Empty](#) link to clear Basket page.

Step 2: On Search Result page, click the  icon for any item to add it to the Basket. Icon will change from green to red.

Step 3: Click Basket tab.

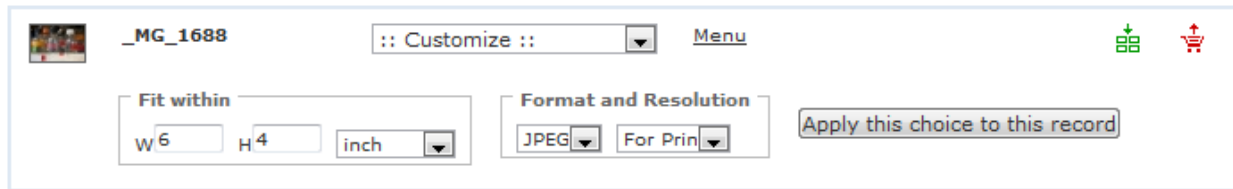
Step 4: Change “Original File” dropdown selection to “:: Customize ::”. New fields appear in the item row.



Step 5: For “Fit within” section, enter W of “6”, H of “4” and change “pixel” to “inch”.

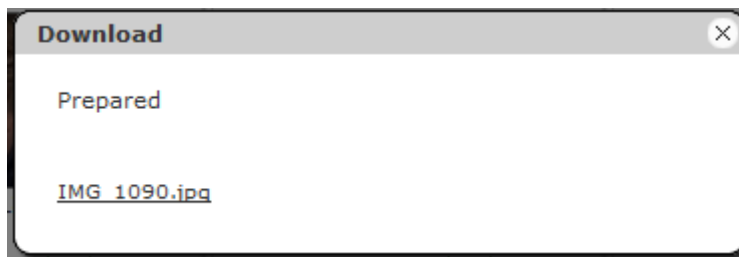


Step 6: Leave format as “JPEG” and select resolution of “For Print”. Row will appear as below:



Step 7: Click [Apply this choice to this record] button. Not clicking this button will result in modifications being lost.

Step 8: Click Menu > Download. A Download pop-up appears.



Step 9: Click the filename link, ex: “IMG\_1090.jpg”. A “File Download” window will open.

Step 10: Click [Save] button. A “Save As” window will open.

Step 11: Locate the folder you want to save the file to, add “-Customized” to end of filename, then click [Save] button.

Step 12: Go to the file you created and open it. The image will appear in your default image viewer in the selected size (ex: 1800 x 1200, corresponds to 6” x 4”), format (JPEG) and resolution.

Questions?

Email [Media.Library@seattlechildrens.org](mailto:Media.Library@seattlechildrens.org)