



Mitch Daniels School of Business

PHOTOSHELTER

USER GUIDE

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PHOTOSHELTER, BUSINESS SCHOOL'S CENTRAL MARKETING AND COMMUNICATIONS' DIGITAL ASSET LIBRARY, PROVIDES ACCESS TO THE BEST IMAGERY AND B-ROLL VIDEO. THE PHOTOGRAPHY AND VIDEO AVAILABLE THROUGH PHOTOSHELTER ALIGN WITH OUR BRAND AND STYLE, CREATING A LOOK AND FEEL THAT IS **DISTINCTLY PURDUE.**

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COLLECTIONS AND GALLERIES

Visit businesspurdue.photoshelter.com

PUBLIC GALLERIES	INVITED GALLERIES
<p>THIS COLLECTION IS OPEN TO ALL USERS.</p> <div><div><div>Galleries</div><div><div>> Word and Powerpoint Templates</div><div>> Centers</div><div>> Events</div><div>> Teaching & Learning</div><div>> Buildings & Scenes</div><div>> Faculty & Staff</div><div>> Graduate Students</div><div>> Undergraduate Students</div></div></div><div><div></div><div><div>Buildings & Scenes</div><div>0 Collections 2 Galleries</div></div></div></div>	<p>THIS COLLECTION IS OPEN TO PERMISSIONED USERS OR GROUPS.</p> <div><div><div>Invited Galleries</div><div><div></div><div><div>Best of Krannert</div><div>0 Collections 1 Gallery</div></div></div></div></div>

GETTING STARTED

GALLERIES
Browse photo
and video galleries.

CONTACT
Reach out if you have
Questions.

HELP
Helpful tips on
Navigating PhotoShelter.

PROFILE
Update account
information.

UPLOAD
Import photos.

HomeLibraryReportsMediaAdminSellView Portal

PURDUE
UNIVERSITY

Mitch Daniels School of Business

GALLERIES

WORKSPACES

CONTACT

HELP

Tiffany

Help

HI, TIFFANY

LOGOUT

Search for Photos/Video

Search Business PhotoShelte

with AI

Search

or

Start Browsing

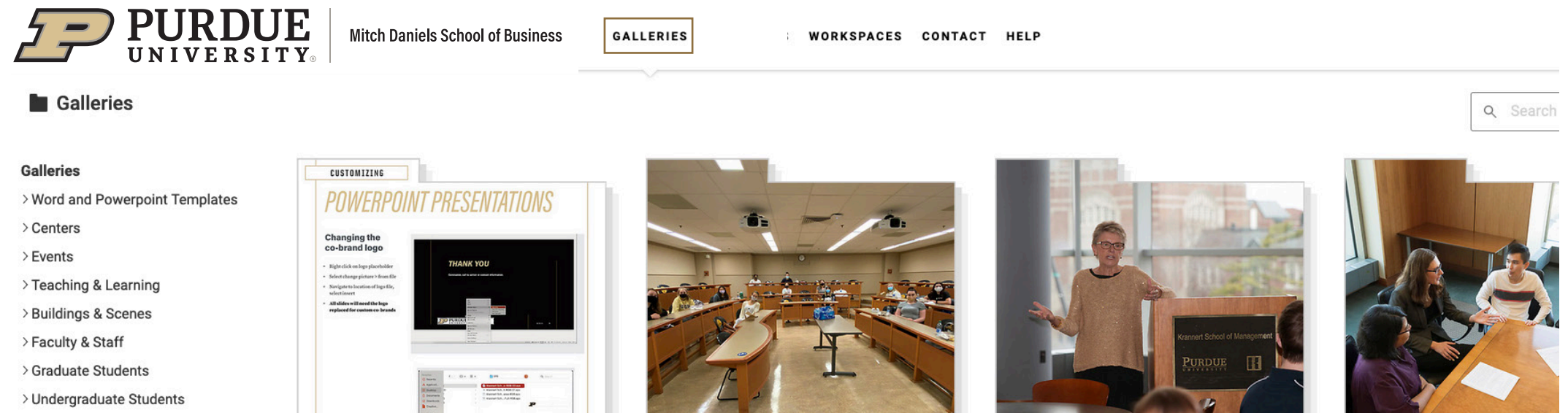
PHOTOSHELTER ACCESS

ACCESSING THE PUBLIC COLLECTION ON PHOTOSHELTER

1. **Visit** businesspurdue.photoshelter.com

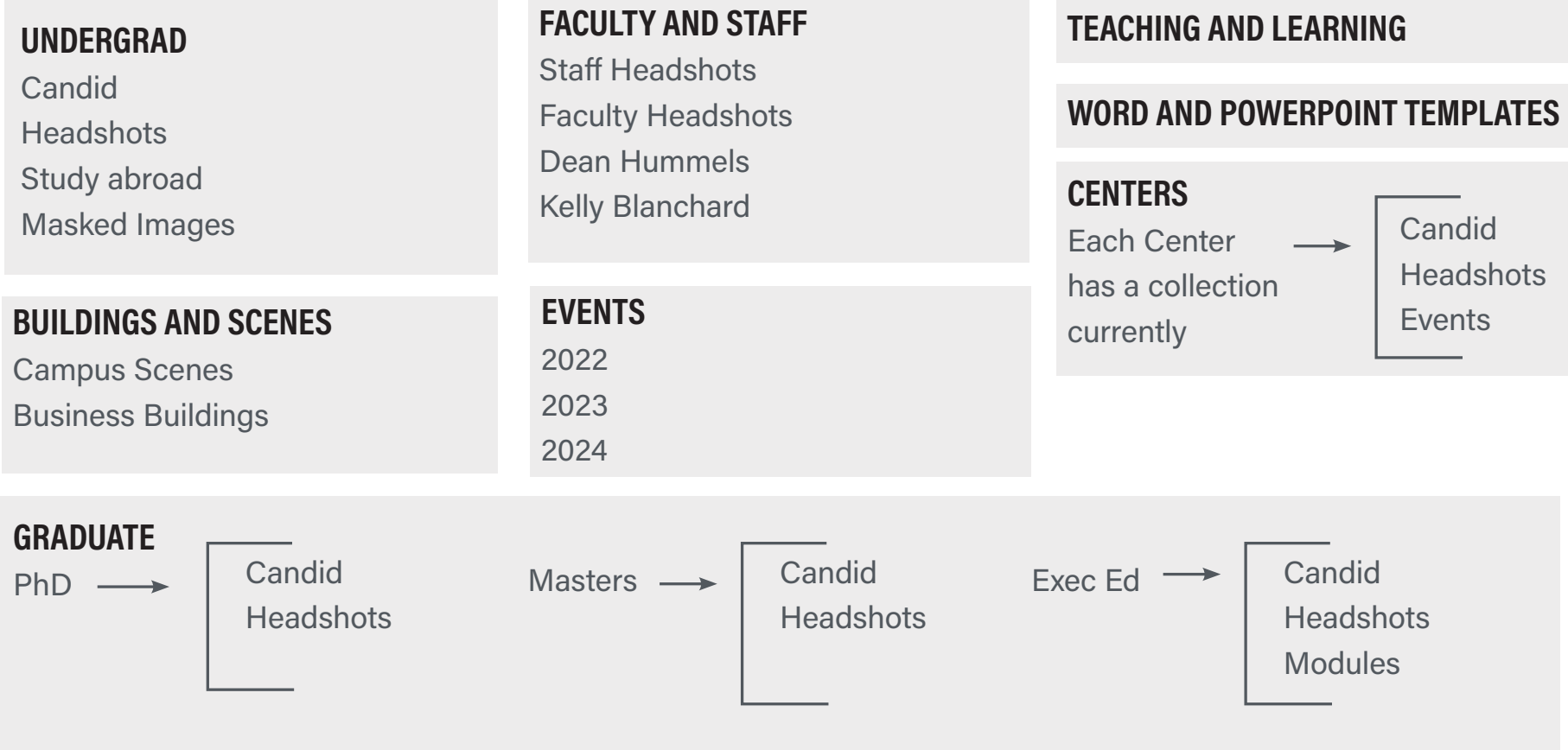
2. **Select Galleries**

All public galleries will appear in the left-hand navigation menu.



LIBRARIES

PUBLIC GALLERIES



HOW TO SEARCH

SEARCH

**Enter search criteria, and then hit ENTER. (For tips on keywords, see slide 10.) Or toggle on the AI search for specific images.
(ex. female student on computer)**

The screenshot displays the Purdue University Media Library interface. At the top, a navigation bar includes links for Home, Library, Reports, Media, Admin, Sell, and View Portal. The Purdue University logo is prominently displayed on the left. Below the logo, the text 'Mitch Daniels School of Business' is visible, followed by links for GALLERIES, WORKSPACES, CONTACT, and HELP. On the right side of the top bar, the user's name 'Tiffany' and a 'Help' link are shown. Below the top bar, a sidebar on the left lists various categories: Galleries, Order Forms, Word and Powerpoint Templates, Centers, Events, Teaching & Learning, Buildings & Scenes, Faculty & Staff, Graduate Students, and Undergraduate Students. The main content area features a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a filter button labeled 'with AI' and a dropdown menu for 'All Files'. Below the search bar, a grid of images is displayed. The first image is a 'Photo/Video Release Form' from the Mitch Daniels School of Business. The second image is a black and white photo of a woman smiling, with the text 'DANIELS SCHOOL OF BUSINESS' and 'AMBA' overlaid. The third image is a photo of a woman in a grey blazer smiling. The fourth image is a photo of a woman in a gold sweater standing at a podium with the Purdue University logo. A tooltip is visible over the 'with AI' filter button, stating: 'AI Visual Search uses artificial intelligence to show results that are similar to what you ask for. The results are not based on metadata. Though safeguards are in place, it can occasionally produce misleading or biased results.' Below the tooltip, a text box says 'that you can access in this media library.'

Once you have completed the initial search, a set of images will populate. You can further enhance your search by going to the left-hand navigation menu.

Search results for "Union"
[< Back to browse galleries](#)

All Files ▾

FILTER BY ✕ RESET ALL FILTERS

664 results sorted by date created

[Advanced Search tips](#)

Type

Image
 Video
 Audio
 File

Orientation

Vertical
 Horizontal
 Square

Usage

Only files I can download

BP5_7628.png

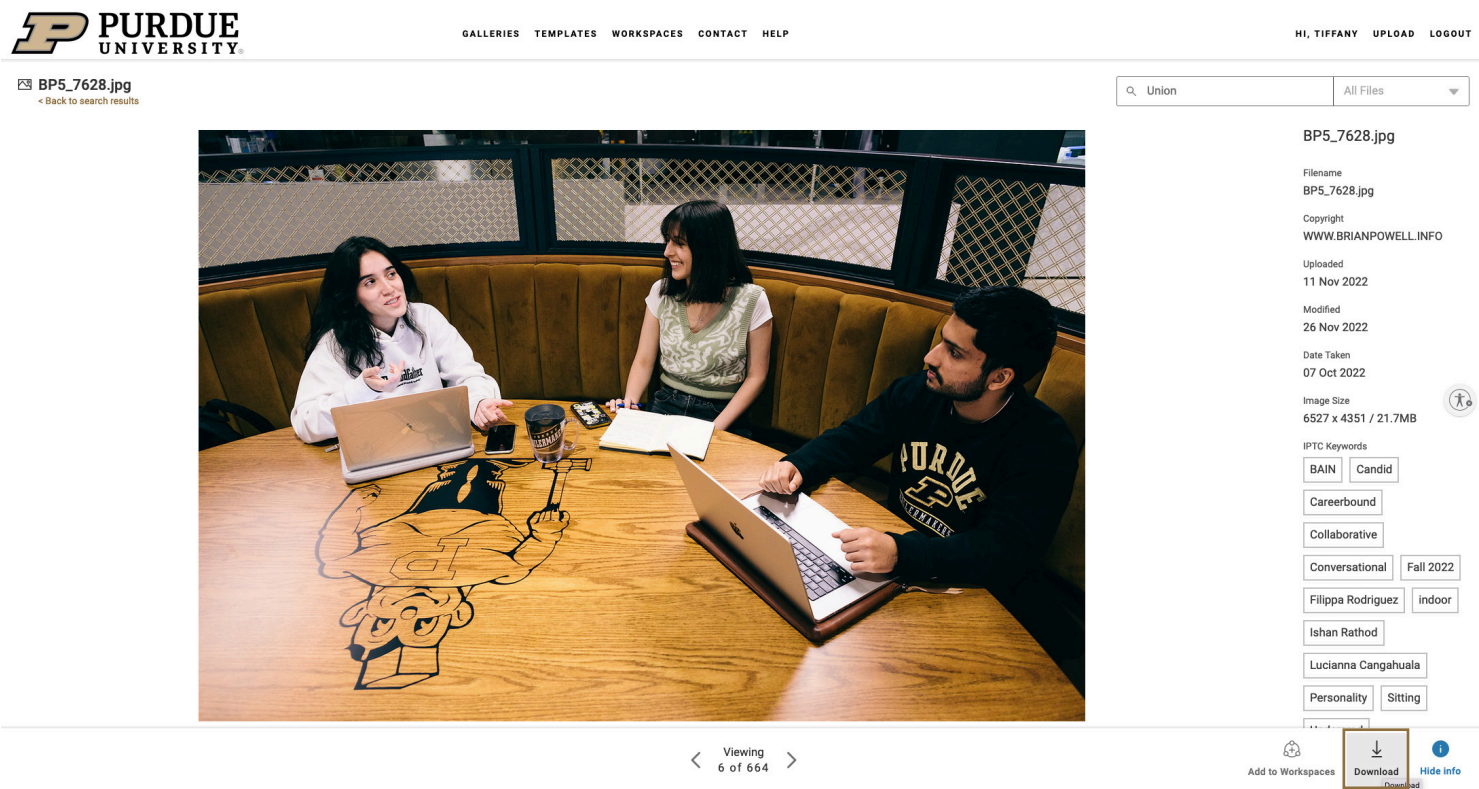
BP5_7620.png

MW_7802.png

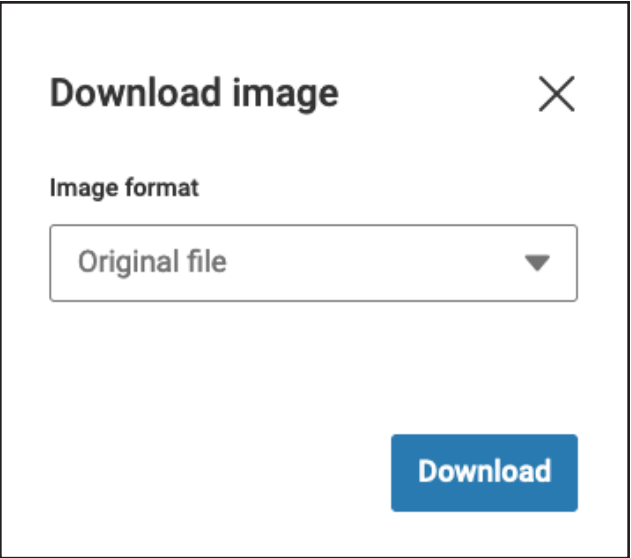
BP5_7613.png

BP5_7611.png

HOW TO DOWNLOAD



DOWNLOAD
Select image to download.
Click the **DOWNLOAD** arrow.



A pop-up window will list size options.

DOWNLOAD SIZE GUIDE:

JPEG - ORIGINAL FILE:
Best for print and large-scale media

JPEG - X-LARGE (4800 PX):
Best for print and large-scale media

JPEG - LARGE (2400 PX):
Best for print sizes less than 8x10

JPEG - MEDIUM (1200 PX):
Best for web, email and social media

JPEG - SMALL (600 PX):
Best for web, email and social media

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Mitch Daniels School of Business

KEYWORDS

WHEN SEARCHING FOR AN IMAGE OR VIDEO ON PHOTOSHELTER, USE THE FOLLOWING KEYWORD FRAMEWORK TO GUIDE YOUR SEARCH.

PROPER NAME

- First and Last Name

CLASSIFICATION

- Student
- Undergraduate
- Graduate
- PhD
- Faculty
- Staff
- Alumni
- Other

CENTERS

- Business Opportunity Program (BOP)
- Brock-Wilson Center for Women in Business (BWC)
- Larsen Leaders Academy (LLA)
- DCMME/GSCMI
- PURCE
- Professional Development Center
- Communication Center
- Dean V. White Real Estate Finance Program
- Krenicki Center
- Other

EVENTS

- Boiler Gold Rush
- Commencement
- Case Competition
- Homecoming
- Other

ACTIVITY

- Teaching
- Studying
- Walking
- Sitting
- Discussion
- Center
- Other

SEASON

- Spring
- Summer
- Fall
- Winter

YEAR

- 2019
- 2020
- 2021
- 2022

LOCATION

- Name of buildings

LANDMARKS & STATUES

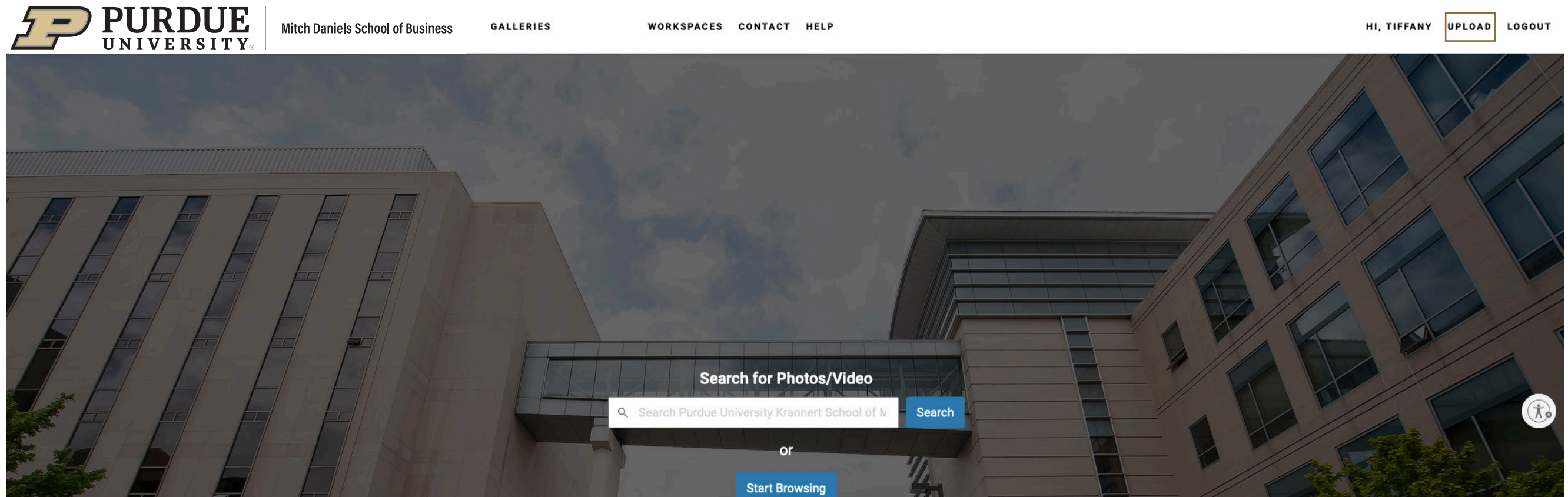
- John Purdue statue
- Unfinished P
- Boilermaker statue
- Neil Armstrong statue
- Engineering Fountain
- Bell Tower
- Arch/Gateway
- Other

SETTING

- Campus
- Classroom
- Lab
- Inside
- Outside
- Candids
- Personality Driven
- Headshot
- Other

UPLOADING PHOTOS

1. **Upload** in the navigation bar
2. **Drag/drop** the image files or select images to upload
3. **Name** the upload something meaningful in the “Title your upload” field (your upload name will help us know where to store the photos)



Note: When you upload images, they go into a folder for our admins to process. This will allow us to ensure they're tagged appropriately, get added to the appropriate collections/folders, and try to avoid duplicate images as much as possible.

Ideally you will do separate uploads for different groups of photos so that the name of the upload can be somewhat specific. If you have photos where you have more detailed information that you feel is important to keep with the photo (i.e. names of people), please work with Tiffany to provide that information outside of the system and she will work to get tagging updated as needed.

PHOTOSHELTER

USER GUIDE



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Questions? Contact:

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