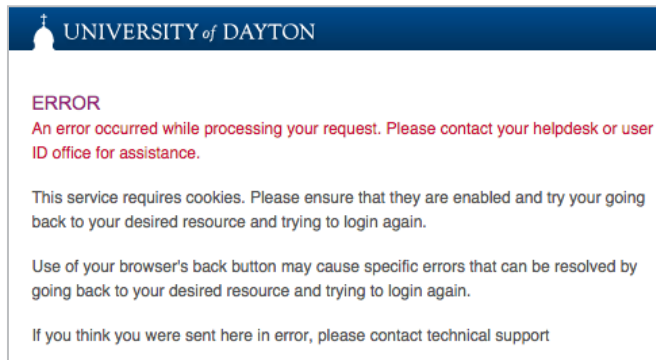


Logging In

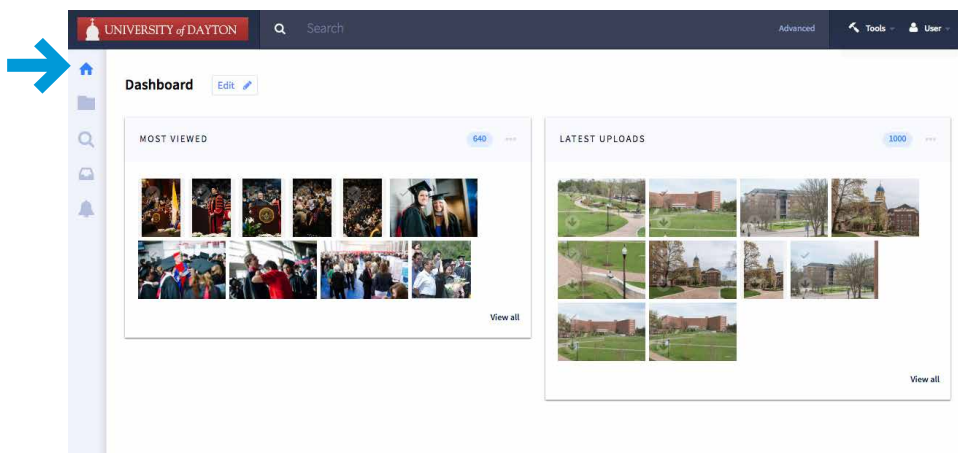
- Go to **creative.udayton.edu** and log in with your UD username and password. If you bookmark this site, make sure to bookmark **creative.udayton.edu** — and not any other URL. Otherwise, your login may not work.
- If you get the error message below, simply click the address bar at the top of your Internet browser and retype creative.udayton.edu. You will now be logged in. (This error may happen if you're already logged in to a UD service such as Porches.)



- After you log in the first time, please email **creative@udayton.edu** so we can confirm your account and grant you the correct site access. Once your account has been authenticated, you will be able to request to download photos.

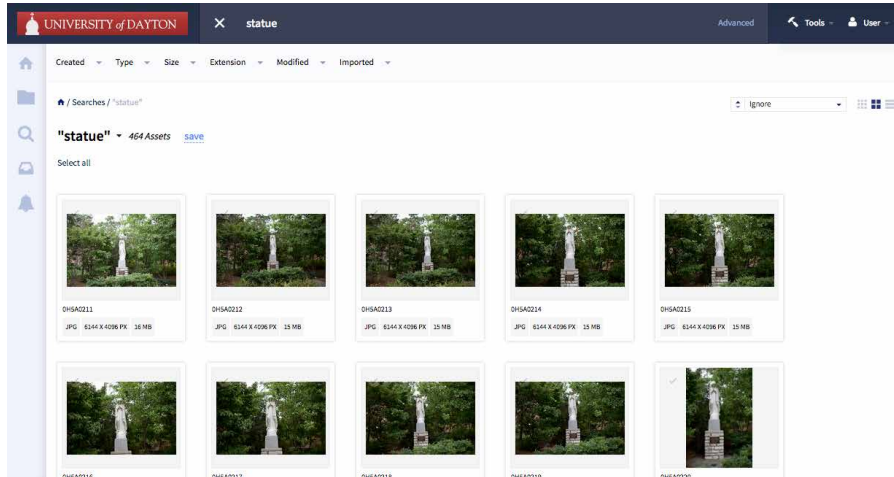
Dashboard

- When you get into **creative.udayton.edu**, you will arrive at your dashboard. This can also be reached through the top icon on the left of the page.

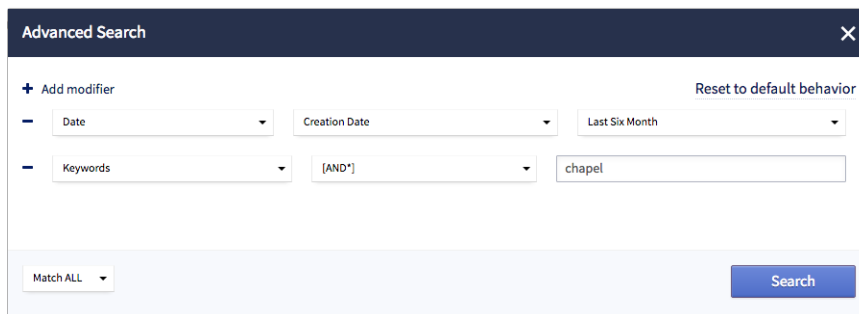


Searching for Photos

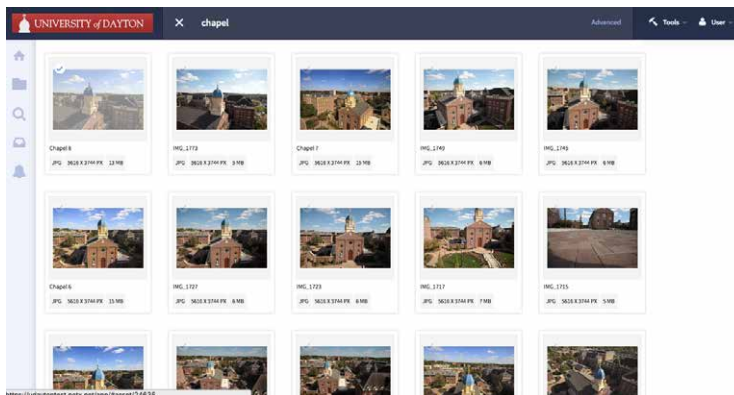
- In the search bar at the top of the screen, you can enter the keyword(s) you would like to search. Photos tagged with the chosen keyword(s) will appear. You can view a list of the available keywords on Page 6 of this document.



- To conduct an advanced search, click “Advanced” on the right of the search bar and add the desired criteria. For example, if you wanted to find photos of the chapel taken in the last six months, your search would look like this:

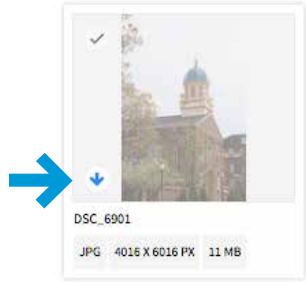


- And the results would look like this:

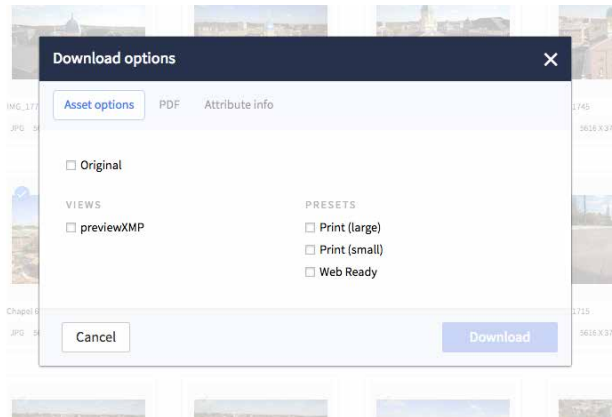


Selecting and Downloading Photos

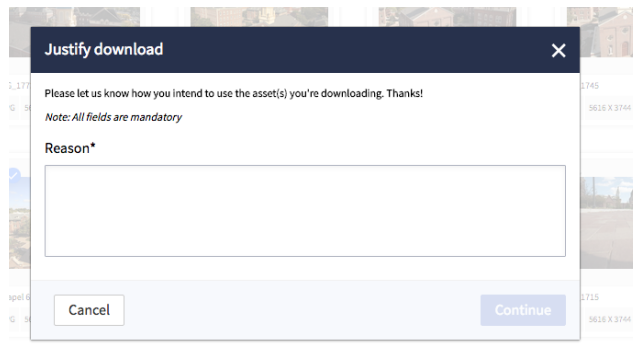
- If you'd like to request to download a single image, click on the download arrow on the bottom left of the image.



- A window will pop up offering “Download options”. Choose the file size you would like and click “Download.”
 - Original: size varies by photographer, 300 dpi
 - Print (large): 3000 pixels, 300 dpi
 - Print (small): 1800 pixels, 300 dpi
 - Web-ready: 1140 pixels, 72 dpi



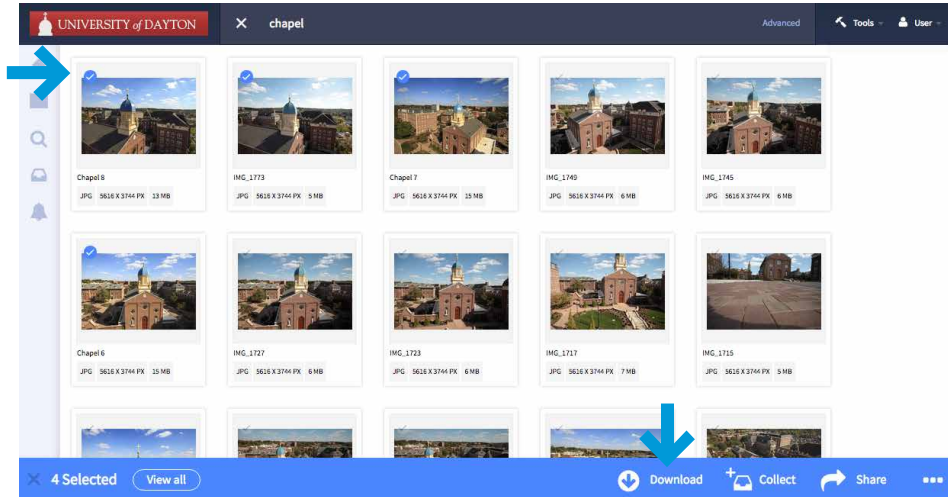
- On the next screen, enter how you plan to use the photo (e.g., “in our division's strategic plan” or “in a flier to promote XYZ event to current students”). This information helps us ensure that the photo you requested will be used in a way that's consistent with the usage rights the photographer granted to us.



- Your request will be reviewed by our office, and you will be notified via email of the status of your request. If the request was approved, the email will provide a link to download your photos.

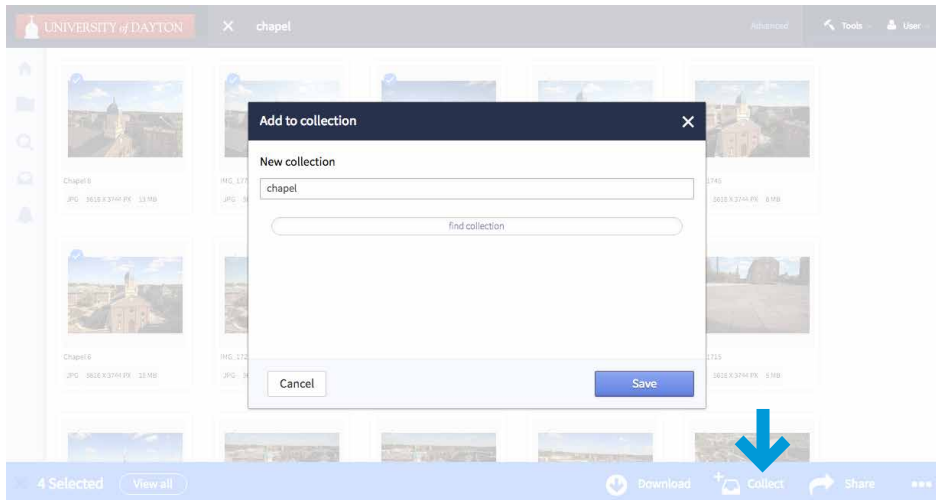
Selecting Multiple Photos

- To select multiple photos at once, click on the checkmark symbol at the top left of each image. You will see a blue bar come up on the bottom of the screen. Click “Download” on this bar to request to download all selected images at once.

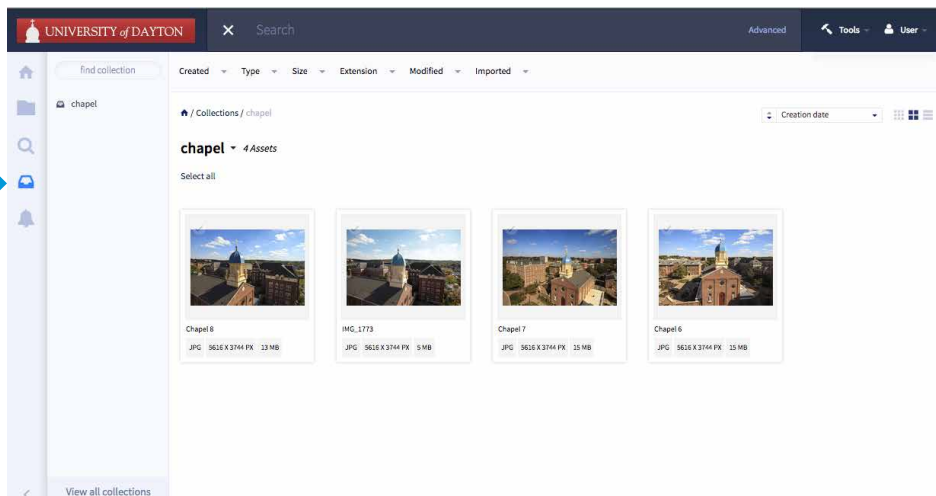


Collections

- To save the selected images for later, click “Collect” on the blue bar. A pop-up screen will appear, and you can add the images to a new or existing collection.

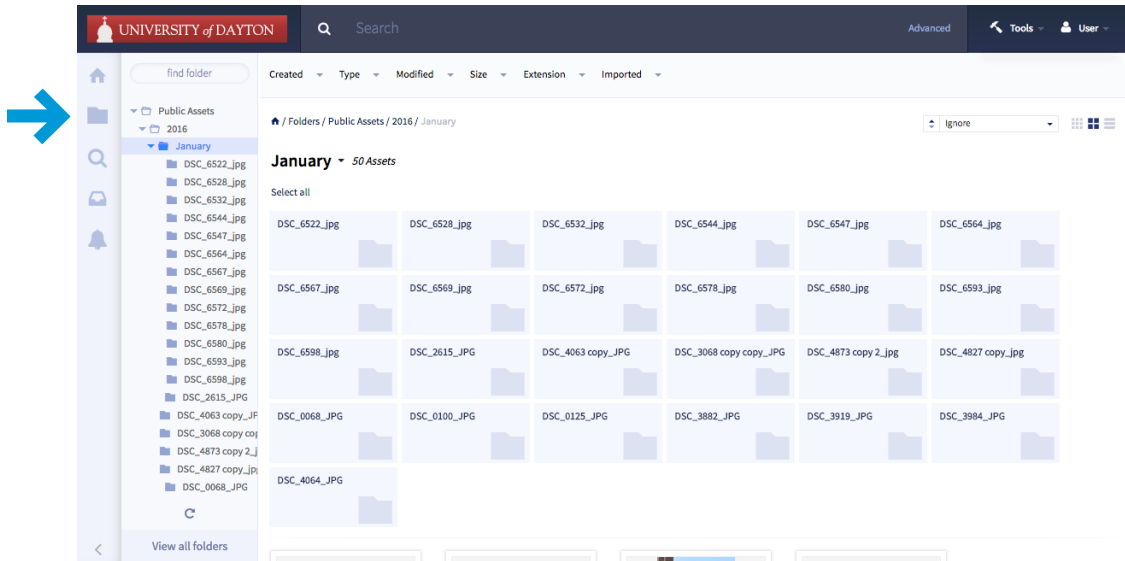


- To see your saved collections, click on the fourth icon on the left. Collections will be saved to your account even after you log out of your session.



Folders

- The second tab on the left, “Folders” takes you to folders of all of the photos on creative.udayton.edu organized by the year and month each photo was taken.



Contact

If you have questions, please email creative@udayton.edu.

Keywords

- Academics
 - Business
 - Classroom
 - Health & medicine
 - Lab
 - Law
 - Libraries
 - Music
 - Science & engineering
 - Studying
 - Teacher education
 - Teaching
 - Visual arts
 - Theater
- Activism
- Aerial
- Athletics
 - Baseball
 - Basketball
 - Baujan Field
 - Cheerleaders
 - Club sports & intramurals
 - Football
 - Red Scare
 - Rudy Flyer
 - Soccer
 - Softball
 - Volleyball
 - Tennis
- Buildings
 - 1700 South Patterson
 - Albert Emanuel Hall
 - Alumni Hall
 - Alumni House
 - Anderson Center
 - ArtStreet
 - Bombeck Center
 - Bookstore
 - Caldwell Apartments
 - Chaminade Hall
 - Chapel
 - Cronin Center
 - Fitz Hall
 - Founders Hall
 - Frericks Center
 - GE EPISCenter
 - Gosiger Hall
 - Heritage Center
 - Humanities Center
 - Keller Hall
 - Kennedy Union
 - Kettering Labs
 - Liberty Hall
 - LTC
 - Marianist Hall
 - Marycrest Complex
 - McGinnis Center
 - Miriam Hall
 - O'Reilly Hall
 - Powerhouse
 - RecPlex
 - Rike Center
 - Roesch Library
 - Science Center
 - St. Joseph Hall
 - St. Mary's Hall
 - Stuart Complex
 - UD Arena
 - University Place
 - VWK
 - Zehler Hall
- Campus Ministry
- Campus tour
- Christmas on Campus
- City of Dayton
- Class change
- Computer
- Dorms
- Faith
- Fall
- Gallery
- Graduation
- Landscape
- Mary
- Nativities
- Neighborhood
 - Porch
- Night
- People
 - Alumni
 - Adult learners
 - Children
 - Diversity
 - Faculty & staff
 - International
 - Marianists
 - Parents
 - Students
- Research
- Reunion Weekend
- Rivers Institute
- Scenic campus
 - Arch
 - Central Mall
 - Courtyard
 - Flowers
 - Fountain
 - Humanities Plaza
 - KU Plaza
 - Nature
 - Serenity Pines
- Service
- Spring
- Statue
- Student life
 - Dayton2Daytona
 - Friends
 - Fun
 - Greek
 - Recreation
- Summer
- Sustainability
- UDCI
- Winter
 - Snow