

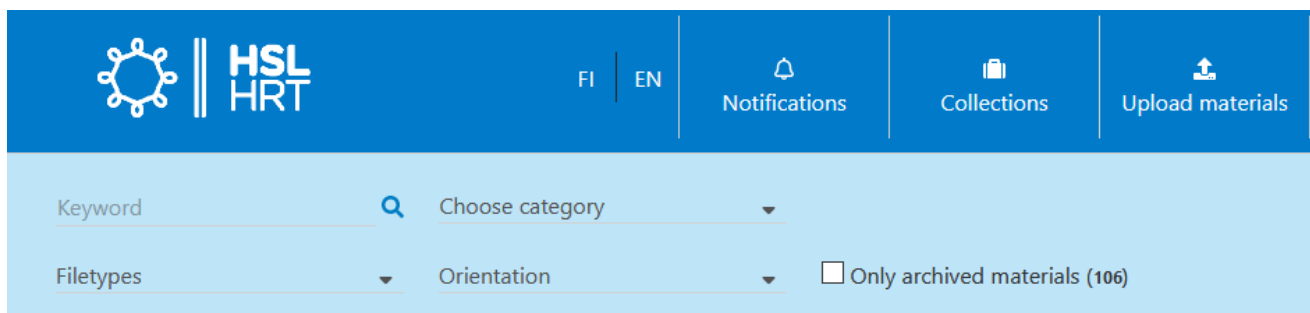
## HSL image bank – quick guide

**On the front page of the image bank**, you can see the latest images added to the image bank. The top bar in the main menu includes the most important features, such as notifications, collections, your profile and the log in/out button.

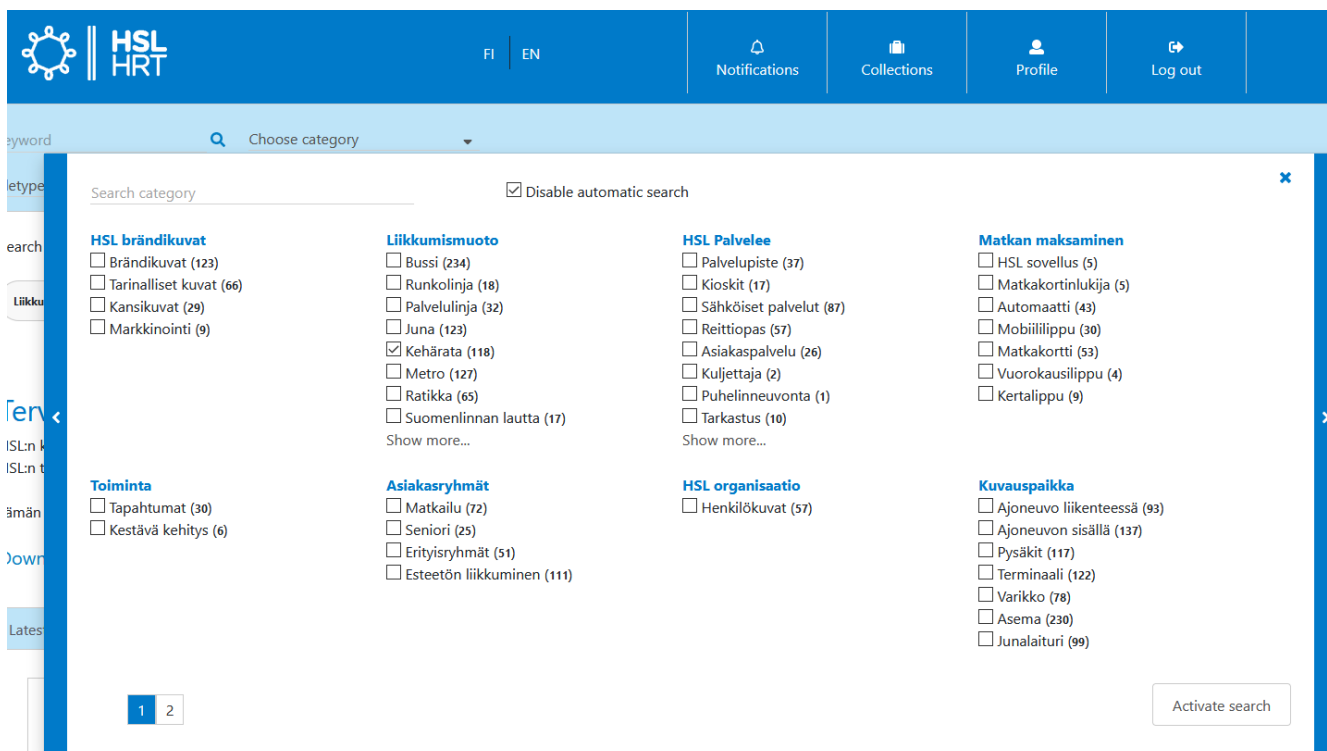
HSL employees log in automatically to the image bank, if they are logged in to HSL's internal network. If you want to access the image bank from an external network or use more features, log in to the image bank with your personal ID.

## Image searches

Use **keywords** to directly search for images on the basis of material names, descriptions and metadata.



**Category searches** are targeted directly at categories selected for material. You can select and deselect category-based searches from the drop-down menu next to the "Keyword" field. Click on "Choose category" to open the drop-down menu. To select a category, tick the checkbox next to the category. As a result, the media bank will automatically search for all material that matches this category and other search criteria used. (You can enable or disable an automatic search.)



Note that there may be several category pages. You can browse through different category pages by using the blue arrows on the sides of the drop-down menu or by clicking on the page numbers at the bottom.

The **Filetypes** menu offers shortcuts when searching for the most common file formats.

Using **Orientation searches**, you can filter search results on the basis of the image shape/orientation: horizontal, vertical or square.

## Browsing and downloading images

The material bank consists of three material views: **list, grid and simple list**. You can select and change views from the drop-down menu in the top right corner on the search results page. You can arrange search results in an ascending or descending chronological or alphabetical order.

The **list view** is the most comprehensive view. It includes image downloading profiles, the image name and size and information about categories and keywords. The preview image features material-specific tools, for example, for downloading an original image, adding an image to collections and sharing a link to the material.

The **grid view** shows a preview image, the image name and function icons (download original, share and add to collection.)

The **simple list view** shows the material name, the number of files, categories, the addition date and functions under the gear icon (download original, share and add to collection).

- Tip: Hover the mouse cursor over the material name or preview image to automatically open a preview image.

### Editing selections:

All material views include group functions that can be found by clicking on the gear icon under the “Search results” heading. When using the group functions (gear icon), you can, for example, select or deselect all material in the view. You can also add several images to the collection at the same time.

Three images are shown below, all of which can be edited simultaneously by using the group functions. Note that, in the grid view, images are selected by clicking on the top bar of the image.

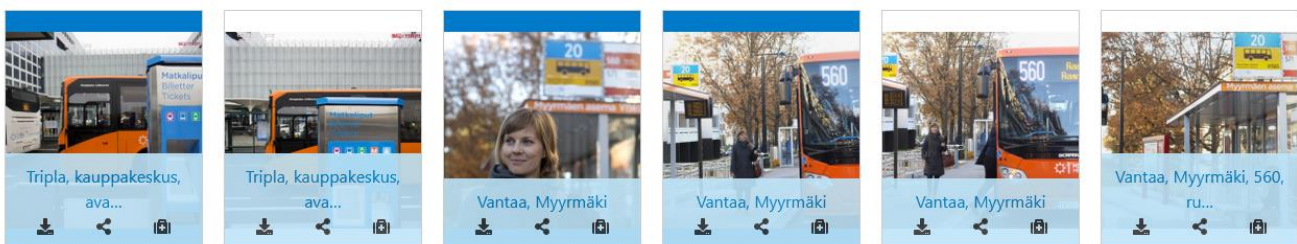
Search results (18 / 18)

Chronologic, descending

Tiles



3 material(s) selected



### Downloading images

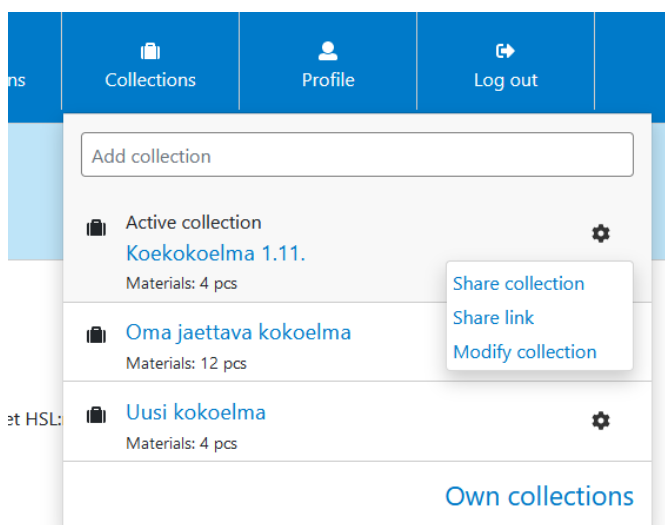
You can download images on your computer as originals and by using different download profiles. You can select different download profiles in the list view. To download several images at the same time, use the collection feature in the material bank.

## Collections

Collections are used to share or control several images at the same time. They also offer a simple way to share specific images to users outside the system. Collections can be accessed from the main menu next to the Notifications link.

### Creating your own collection

If you want to send or download several images at the same time, create a collection. The collection must be selected as active in order to add material to the collection or remove material from it. You can use collection functions by clicking on the gear icon in the Collections menu.

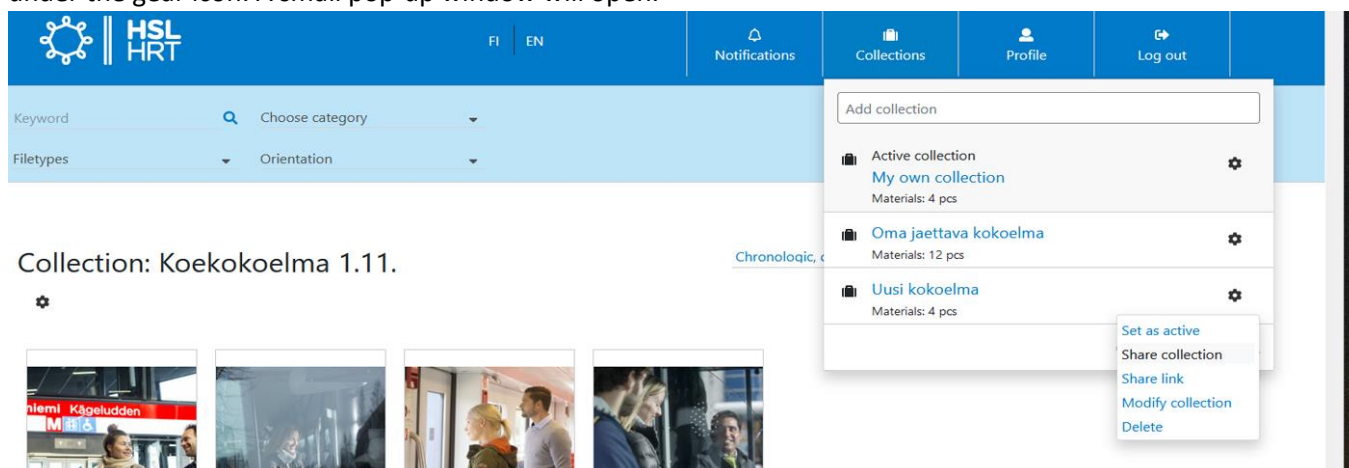


To add or remove material, click on the suitcase icon in the list or grid view. The suitcase icon can be found below the image in the list or grid view.

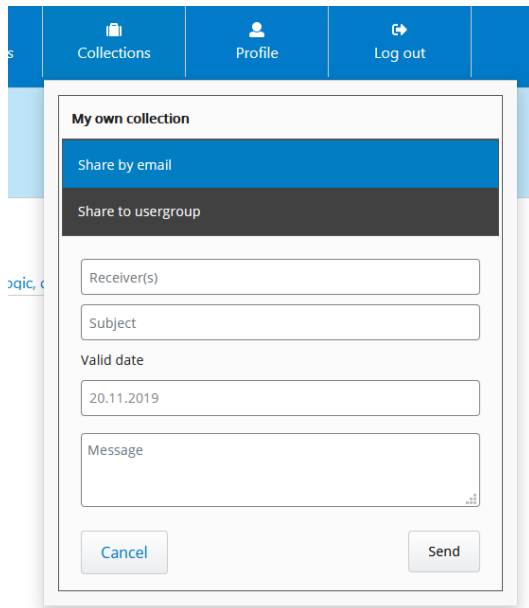


## Sharing a collection

Open your collection from the Collections link in the top bar. To share your collection, select "Share collection" under the gear icon. A small pop-up window will open.

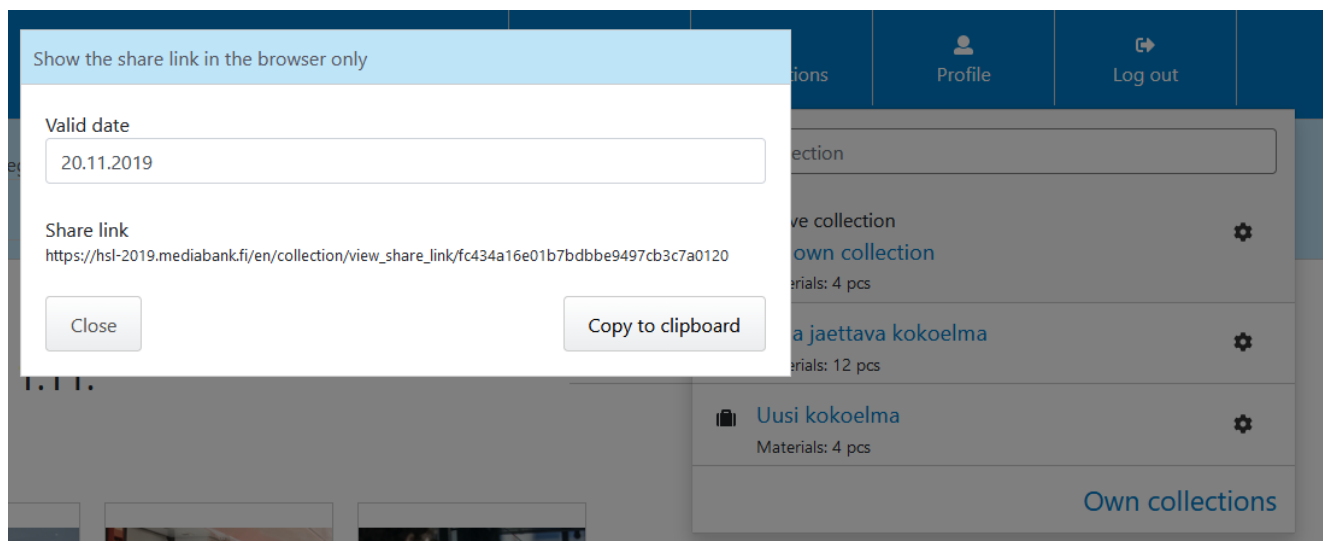


If you want to share your collection via email, enter the recipient's email address (you can separate several recipients by using a comma), subject, validity period and an optional message, which is shown in the email message sent to the recipient and in conjunction with the shared material when the recipient opens the link. Finally, click on "Send".



The screenshot shows a web interface with a top navigation bar containing 'Collections', 'Profile', and 'Log out'. A modal dialog box titled 'My own collection' is open. It has two main sections: 'Share by email' (highlighted in blue) and 'Share to usergroup'. Below these are input fields for 'Receiver(s)', 'Subject', and 'Valid date' (with the value '20.11.2019'). There is also a larger text area for 'Message'. At the bottom of the dialog are 'Cancel' and 'Send' buttons.

You can also share your collection by ordering a link by selecting "Show the share link in the browser only". When sharing a link, you can, for example, share your material via instant messaging.



The screenshot shows a web interface with a top navigation bar containing 'Collections', 'Profile', and 'Log out'. A modal dialog box titled 'Show the share link in the browser only' is open. It has a 'Valid date' field with the value '20.11.2019'. Below that is a 'Share link' field containing the URL: [https://hsl-2019.mediabank.fi/en/collection/view\\_share\\_link/fc434a16e01b7bdbbe9497cb3c7a0120](https://hsl-2019.mediabank.fi/en/collection/view_share_link/fc434a16e01b7bdbbe9497cb3c7a0120). At the bottom of the dialog are 'Close' and 'Copy to clipboard' buttons. The background shows a list of collections, including 'Uusi kokoelma' with 'Materials: 4 pcs'.