Getting started in the King's Image Library



1. The basics

The URL for the King's Image Library is <u>http://digitalassets.kcl.ac.uk</u>

Once logged in you will enter the main interface for the Image Library, which has the folder structure containing assets on the left hand side and a main screen to the right which displays any images you select.

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Main image library interface once logged on

2. Five different layouts

There are five different ways to view the Image Library, two simple views and three split views.

This feature gives more flexibility when undertaking different tasks. You can change the layout of the main interface of the Image Library by selecting

View \rightarrow Layout \rightarrow Simple view or Split view

2.1. Simple view: with tree



Good for ...

• Browsing through folders or object collections due to maximised space of object screen

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2.2. Simple view: without tree

Good for ...

• Looking through a specific folder or object collection as the screen is maximised

2.3. Split views: with second tree



Good for ...

• Adding images to object collections or keywords; simply need to drag and drop

2.4. Split views: with second object list

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Good for ...

• Dragging and dropping images into object collections or keywords if you want more space

2.5. Split views: with second tree and second object list

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Good for...

• Being able to see and perform multiple tasks simultaneously.

3. Active menu

You can also choose to have the 'Active Menu' present on your layout. This tool bar sits at the top of the screen and offers the same functionality as a right click on a mouse, but is useful for Mac users who do not have a right click.

To activate the 'Active Menu' on your screen simply click on View \rightarrow Layout \rightarrow Select 'Active Menu' option

The options that Active Menu offers are:

- Create/Upload
- Details (of folder)
- Download
- Send/Show
- Edit
- Print