

# HOW TO USE THE ONLINE MEDIA GALLERY

Welcome to our online media gallery, Asset Bank. This gallery is a collaboration between several state agencies to store, categorize and share assets such as photos, video, presentations, documents and more. Please note the terms and conditions of this gallery (<https://www.medialibrary.nd.gov/assetbank-nd/action/viewConditions>). If you have questions on this system, feel free to fill out the "contact us" form (<https://www.medialibrary.nd.gov/assetbank-nd/action/viewContact>).

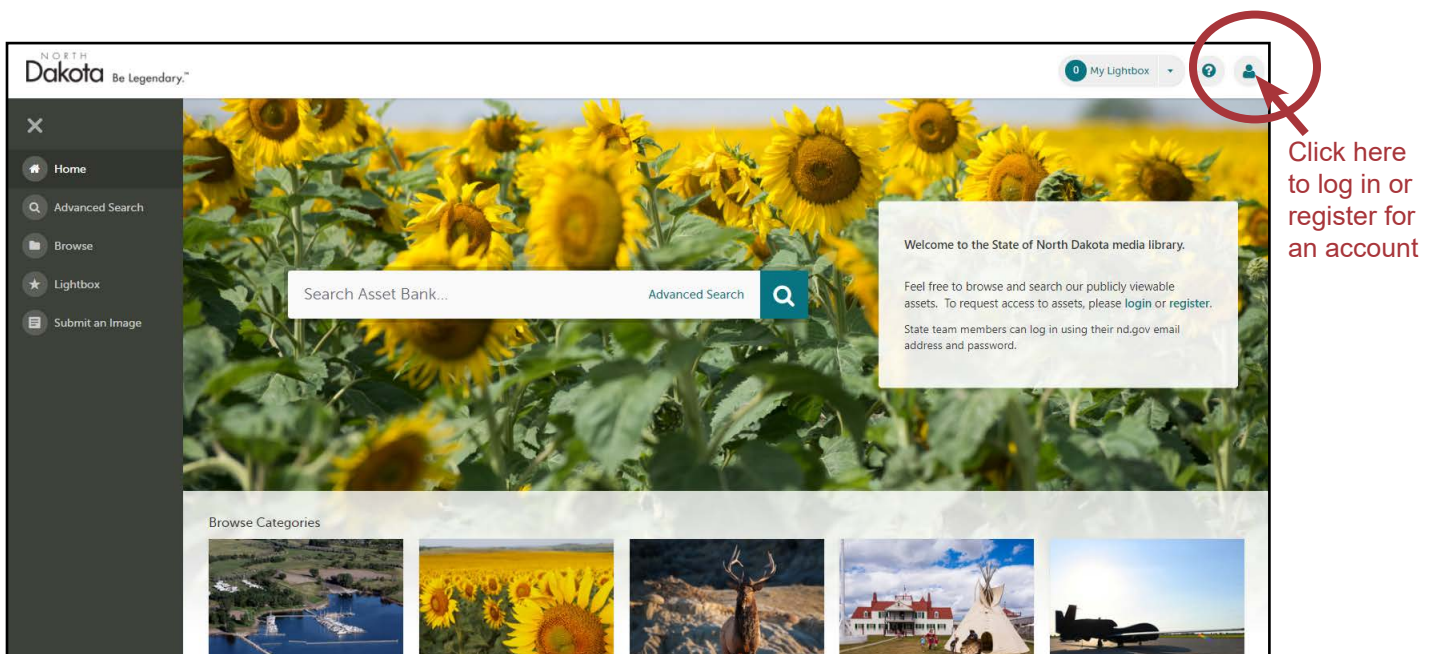
## STEP 1: CONNECTING TO THE GALLERY

Go to [www.medialibrary.nd.gov](http://www.medialibrary.nd.gov). Many assets are readily available to the public for usage that corresponds to the terms and conditions. Many additional assets can be made available, depending on usage needs, by logging into the system (additional permission levels may be needed).

## STEP 2: LOGGING IN

Click the person icon in the upper right hand corner to log in or register for an account.

- **State team members:** Anyone connected to the state's active directory automatically has the ability to log into the system using your nd.gov email and corresponding password (same as computer and email access).
- **External users:** register for an account and extended access may be provided. Please detail your usage needs to be connected to the most accurate permission group.



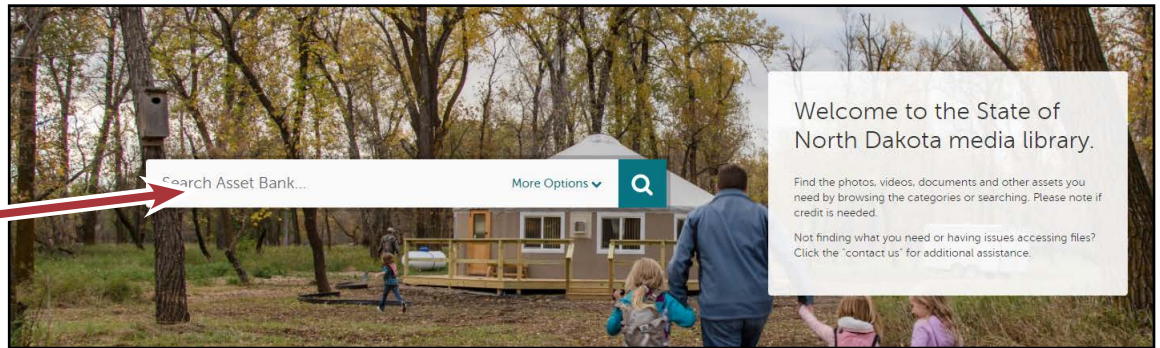
The screenshot shows the North Dakota Media Library website. The header includes the logo "NORTH Dakota Be Legendary." and a "My Lightbox" dropdown menu. A red circle highlights the user icon in the top right corner, with an arrow pointing to it and the text "Click here to log in or register for an account". The main content area features a large image of sunflowers, a search bar with the text "Search Asset Bank...", and a "Welcome to the State of North Dakota media library." message. Below the search bar, there is a "Browse Categories" section with five thumbnail images representing different categories: a river, sunflowers, a deer, a building, and an airplane.

## STEP 3: FINDING ASSETS

- **Browsing:** Several category are setup, such as agriculture, communities, outdoor recreation and more. After clicking on a category, subcategories are listed to help narrow down what is displayed.

- **Keyword Search:** At the top of the screen, you'll see a search box with "search asset bank." Type in your search term and hit enter or click the magnifying glass for a quick search. Users with extended access will see "more options" that can limit the search by media type and asset owner.

Basic keyword search can be done here.



- **Advanced Search:** Located in the left menu, the advance search tool is a robust tool to really narrow down the options shown in a search. Select as many attributes as needed to apply to that search. Note at the bottom of the list the any or all selections to apply any or all of the criteria to the search.

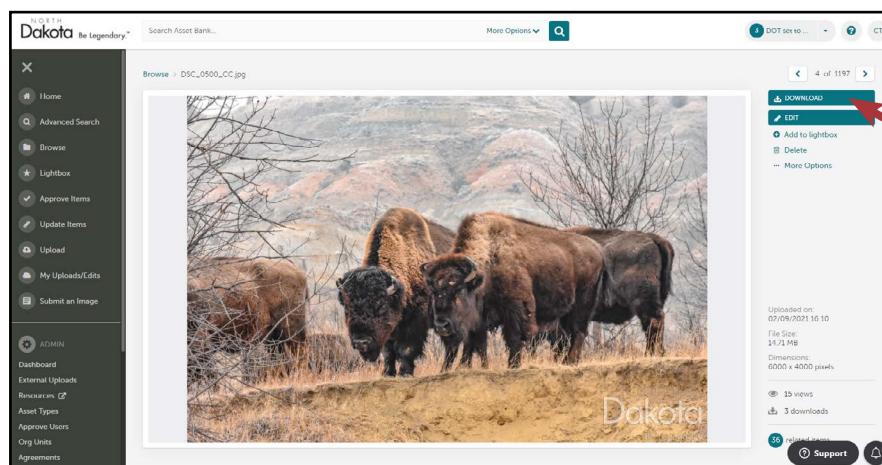
Towards the top of the screen, there's a "refine results" to add more criteria to any search. There's also a "save this search" that can be used to used to save the criteria applied. These will show up under the advanced search area for later use.

## STEP 4: DOWNLOADING ASSETS

Note: users with extended access have additional download options.

- **Downloading a single asset:** click in the image that you would like to download. In the upper right, click "download." Choose the pre-formatted download option that best fits your need. The asset usage note is optional. Click the checkbox indicating you have read the terms and conditions.

Select the size needed (small for presentations/ most website needs, medium for website headers, full presentation slides, large for print). File should download to your downloads folder.



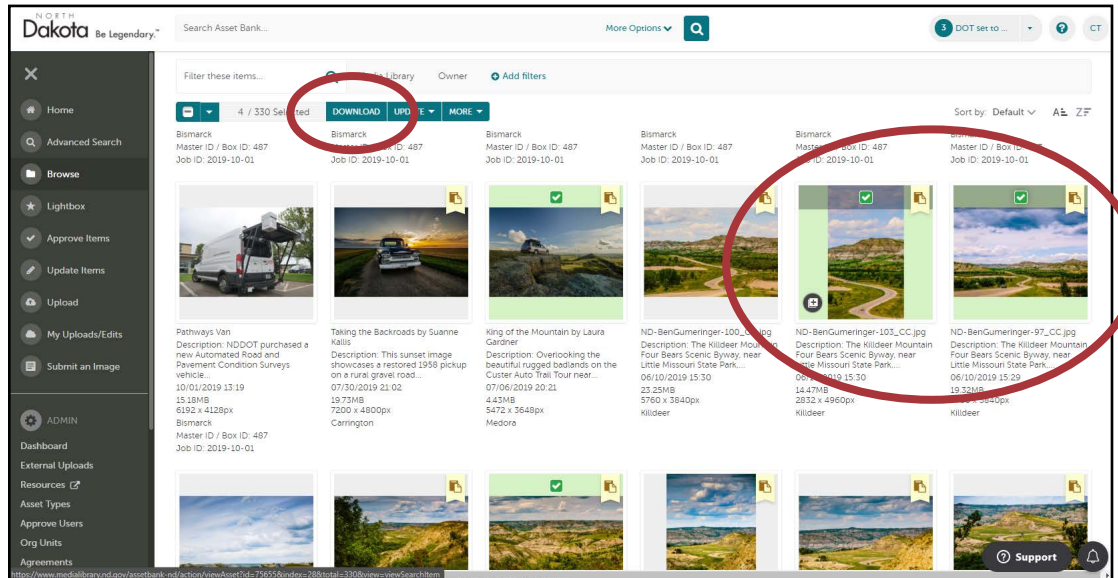
Click "download" here

- **Downloading multiple assets:**

Hovering over any thumbnail will make a checkbox appear on any asset. Click to check the images to download. Once images are selected, scroll to the top of thumbnails and click the

download link. Choose the pre-formatted download option that best fits your need. The asset usage note is optional. Click the checkbox indicating you have read the terms and conditions. Select the size needed (small for presentations/most website needs, medium for website headers, full presentation slides, large for print). Files will download as a zip file. Locate this file (most likely in your downloads folder) and right click to unzip the folder.

Multiple files selected show highlighted in green. Download button appears above.



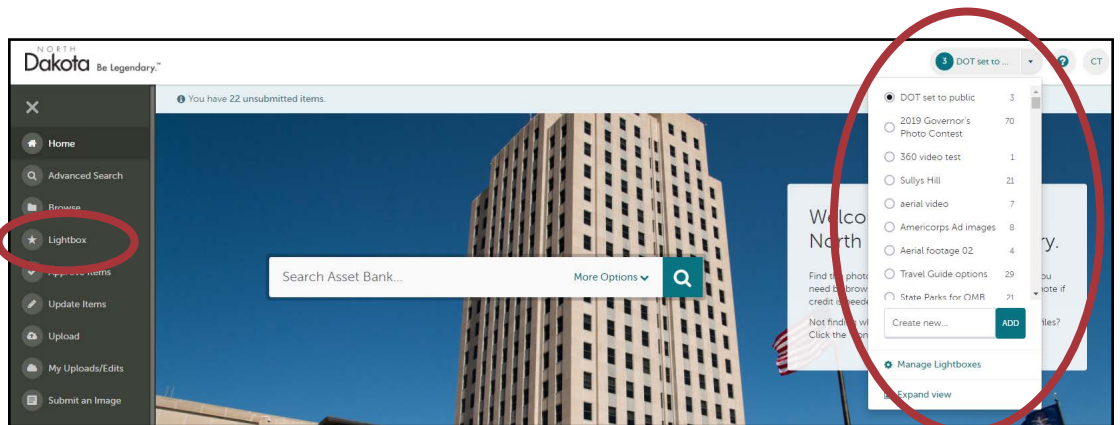
Please note if credit is needed for imagery used. May partner organization resources are available but require credit. Some assets also have additional restrictions noted. Questions can be submitted through the "contact us" form (<https://www.medialibrary.nd.gov/assetbank-nd/action/viewContact>).

## LIGHTBOXES

Lightboxes are personal collections of assets. These can be used to keep assets for a project in one place. They can be share with other users.

- **Create a lightbox:** When logged in, a drop-down list shows in the upper right corner. Click on the arrow and the option to create a new lightbox appears. Alternately, click "lightbox" in the left menu, then click "manage lightboxes" to see another option to add a lightbox.

- **Add assets to a lightbox:** from browsing or searching, when hovering over any asset a plus sign appears in the lower left corner. Click that to add to the current



lightbox. Alternately to add several assets at once, hover to click the checkboxes for each asset, then click the "More" link at the top of the list, then click "add to lightbox."

- **Share lightbox:** click on "lightbox" in the left menu or click the lightbox in the upper right corner to open the lightbox. Once in the lightbox you can remove or click to drag to move items. At the top of the lightbox, click the "share with users" link to share. User name is the same as the person's email address. Add selected users and choose whether or not to send them an email from within the Asset Bank system. Shared lightboxes will appear in their lightbox list after sharing is complete.

## UPLOAD/SUBMIT AN IMAGE

For agencies wanting to store assets, contact ND IT to become part of this enterprise solution. The more agencies on board, the lower the cost and the more North Dakota specific resources area available.

Individuals may upload imagery using the upload link in the left menu. Uploaded assets are subject to the terms and conditions (<https://www.medialibrary.nd.gov/assetbank-nd/action/viewConditions>) and are subject to approval.

## EXTENDED ACCESS

Several permission levels are setup within this system. All users can apply for extended access, which increases the number of assets and the download options available. All PIOs, graphic designers, social media managers as well as anyone that creates presentations often are encourage to request extended access by filling out the "contact us" form (<https://www.medialibrary.nd.gov/assetbank-nd/action/viewContact>).

- **Download options:** Additional download options included the original size of the assets, without watermark and preformatted sizes for social media and the state web platform.
- **Publishing lightboxes:** lightboxes can be published to share with those not logged into Asset Bank. Assets are still subject to the terms and conditions, as well as any noted restrictions.

## BENEFITS OF JOINING THE MEDIA LIBRARY

The more state agencies the join this enterprise system, the lower the cost and more accessible assets are for cross-agency usage. As an organizational unit within Asset Bank, you will:

- Be able to store and categorize your agency's assets
- Create and apply permission groups to your assets
- Share assets more easily both internally and externally
- Be part of the discussion on what categories and attributes are used
- Connect to the other system admins for collaboration
- See more usage of your assets
- Embed files to your website
- And more.