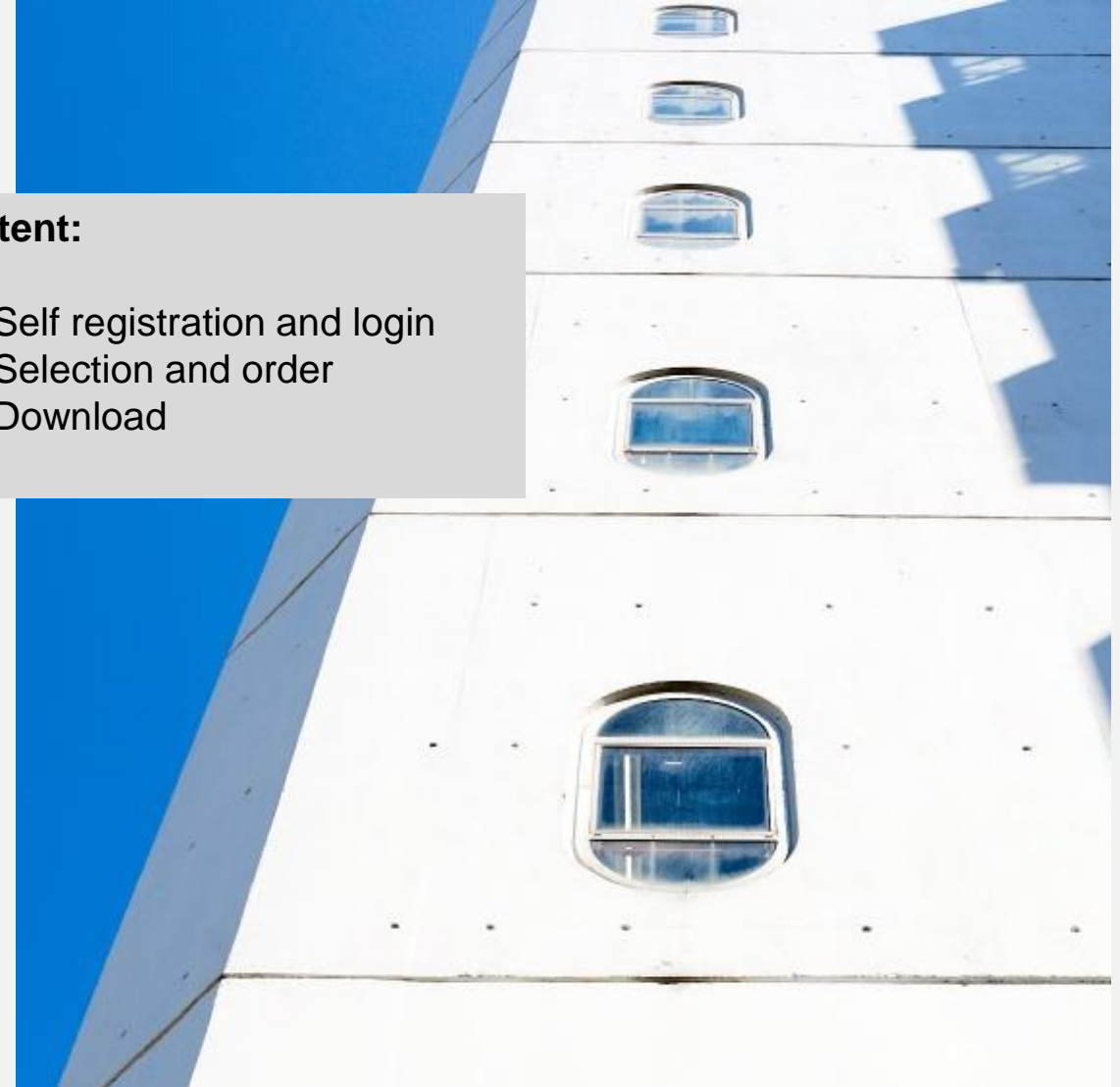


# Order and Download of image material

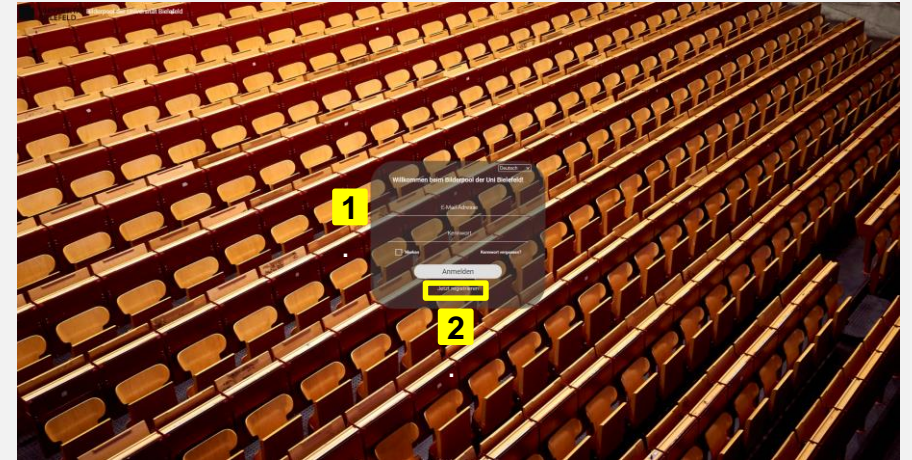
## Content:

1. Self registration and login
2. Selection and order
3. Download



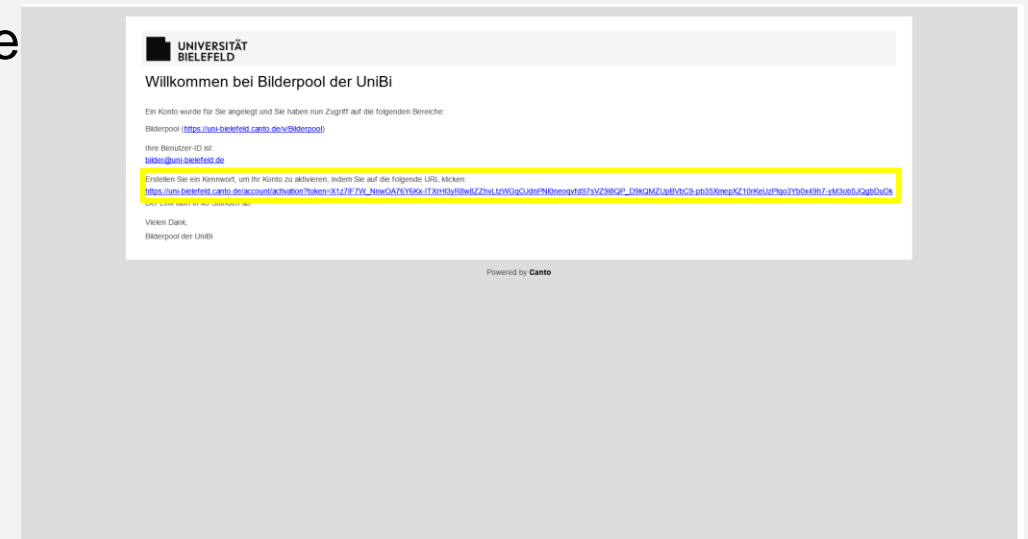
# 1. Self registration and login

- Open the start page of the image database
  - (1) Enter your user data in the login screen or
  - (2) if you do not yet have a user account, use the self-registration by selecting the button
  - (3) Fill out the registration window and select "Accept"



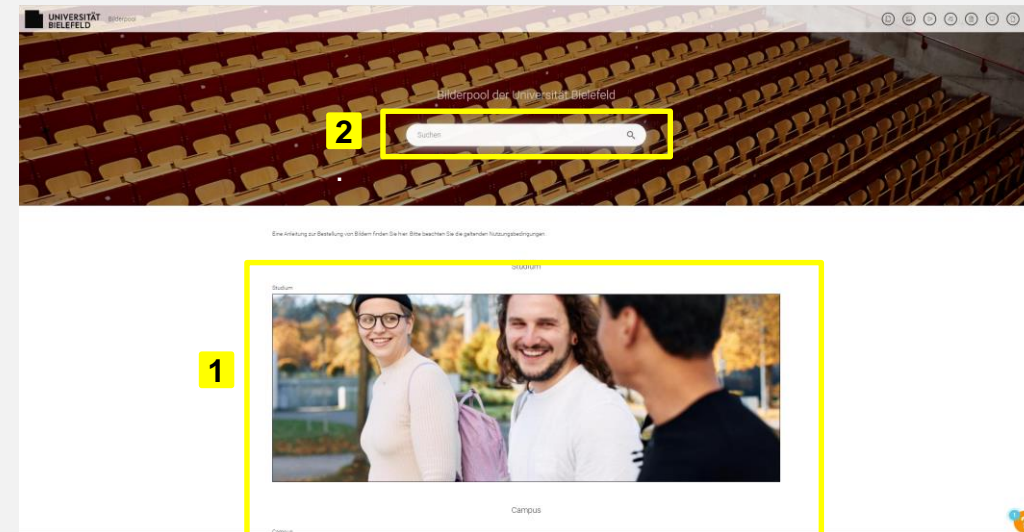
# 1. Self registration and login

- You will immediately receive a registration e-mail
- Select the link to change your password in the email content
- Change your password on the newly opened page
- Your account is now active



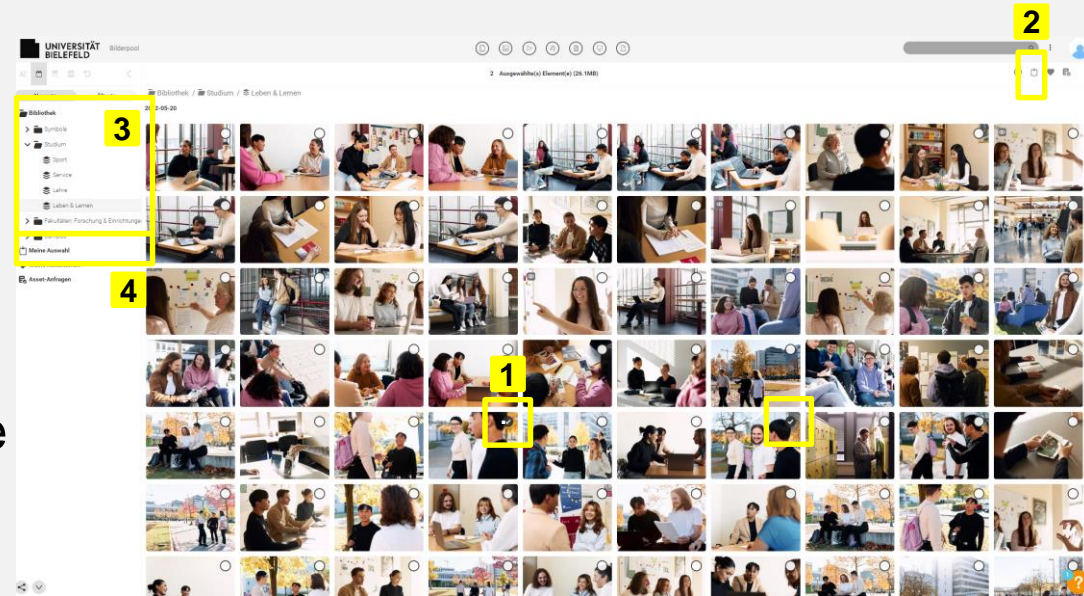
## 2. Selection and order

- After logging in, you will be taken to the portal page of the image database
- Search for images by (1) clicking through the folder structure or (2) entering the desired search term in the search bar



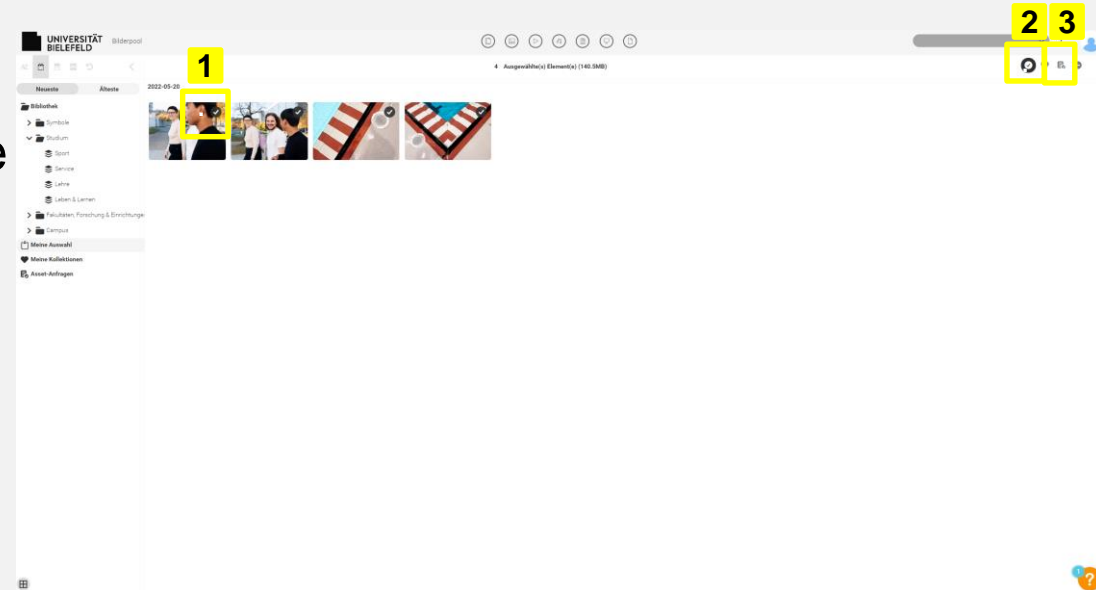
## 2. Selection and order

- (1) Select the desired images by placing a check mark in the upper right corner of the respective photo
- (2) Select the "Remember selection" button before you change the window or continue searching
- You can now either (3) continue searching by entering a new search term or by clicking the folder structure on the right
- Or complete the (4) selection and continue the ordering by clicking "My selection"



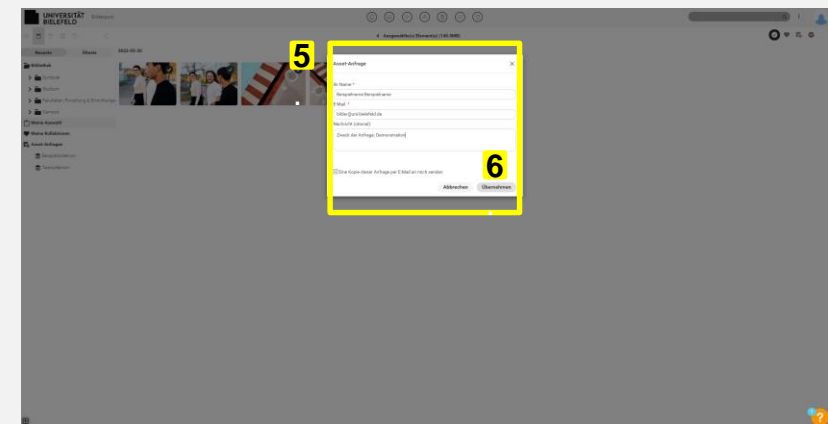
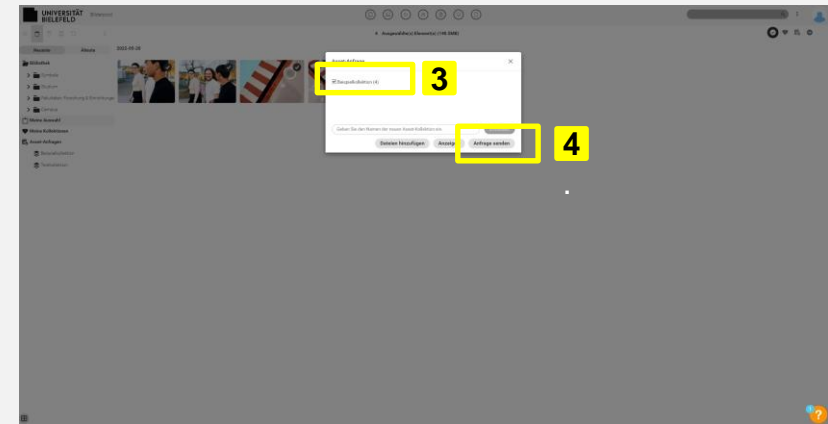
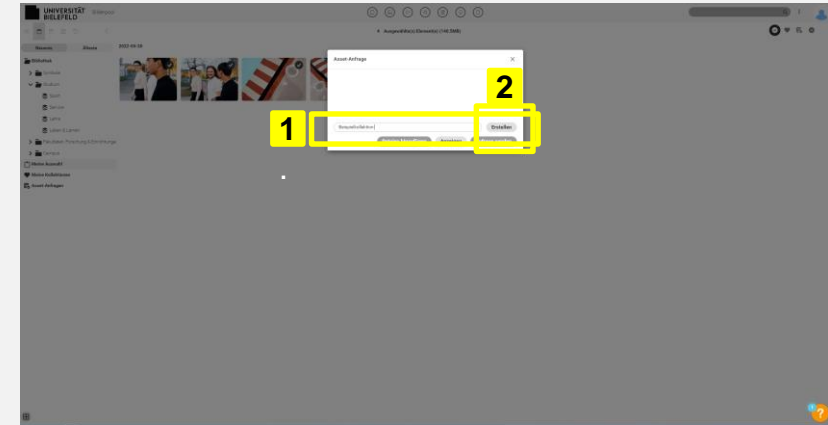
## 2. Selection and order

- Under "My selection" you can see all selected images
- (1) Select all images to be ordered by placing a check mark in the top right-hand corner of the respective image (shortcut: Once you have ticked the first box, you can select the remaining images using the (2) "Select all" button)
- When all images are selected, select the (3) "Asset request" button



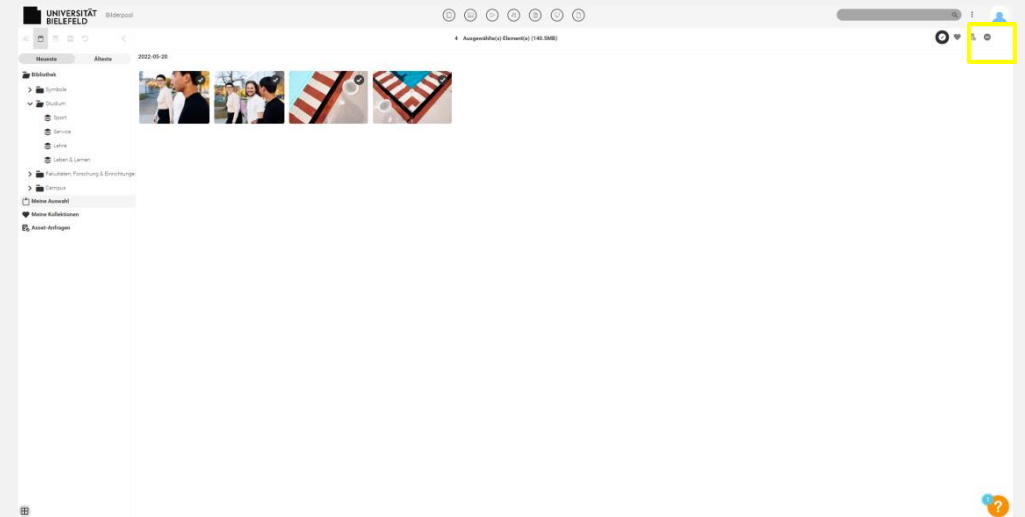
## 2. Selection and order

- (1) Enter the name of the collection (by specifying the intended use for the images, e.g. "Website for project A ", "Flyer on topic B")
- (2) Select "Create"
- (3) Check the box next to the collection name
- (4) Select "Send request"
- (5) Fill in the necessary information
- (6) Select the "Apply" button



## 2. Selection and order

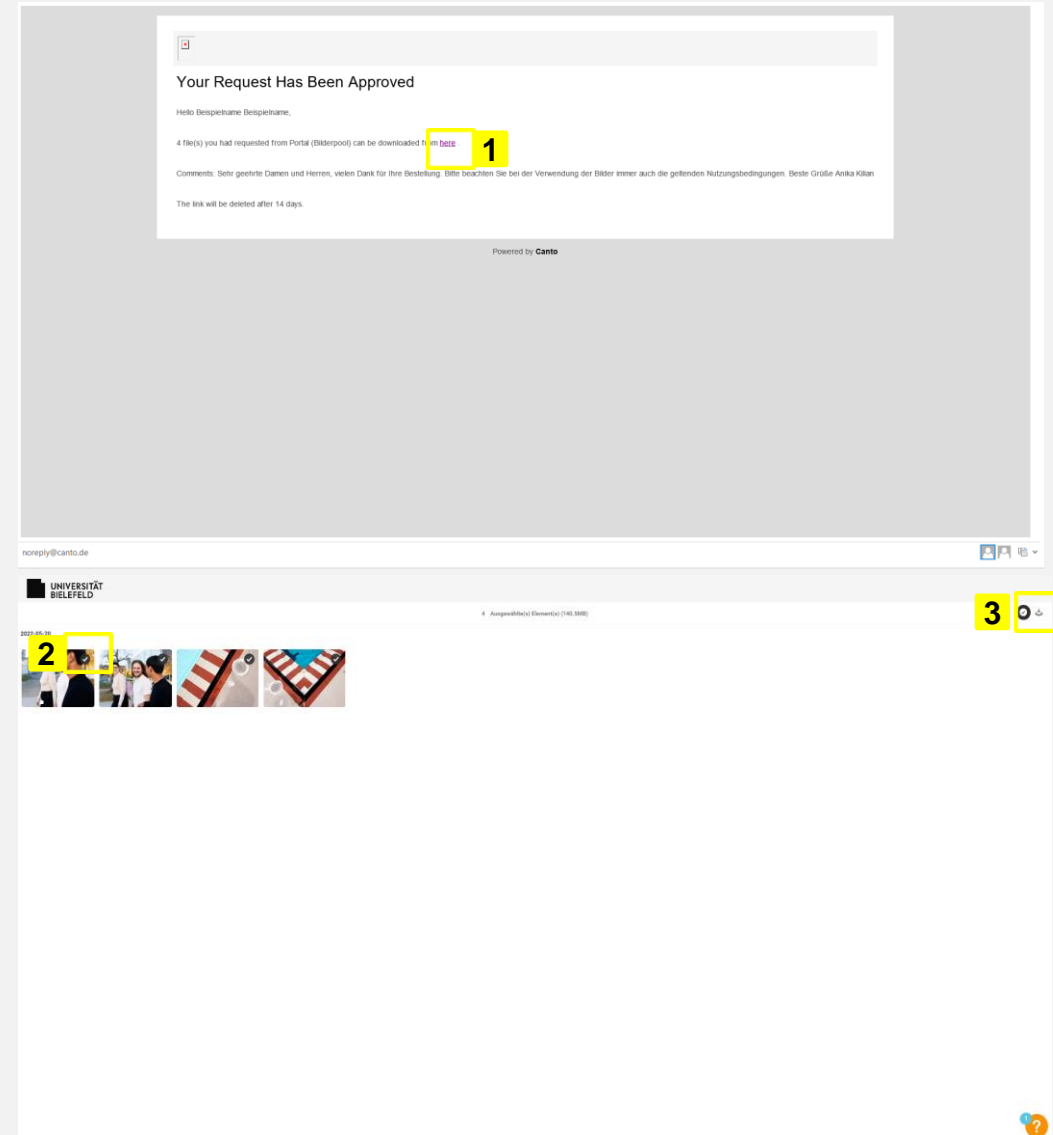
- The order screen closes
- The order is now complete
- **IMPORTANT:** In a final step, clear your selection by selecting the "Remove" button
- This means that your clipboard is empty again and there will be no accidental duplications in future orders





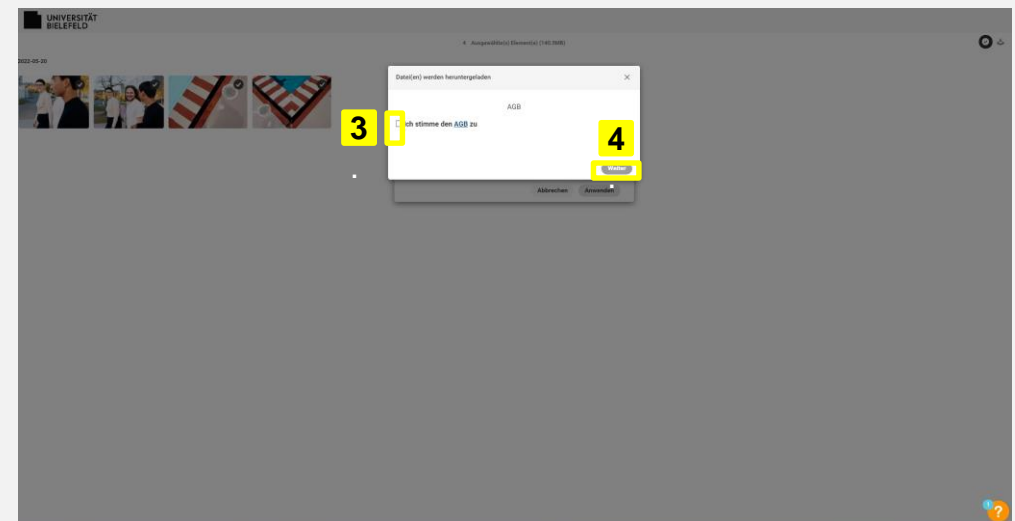
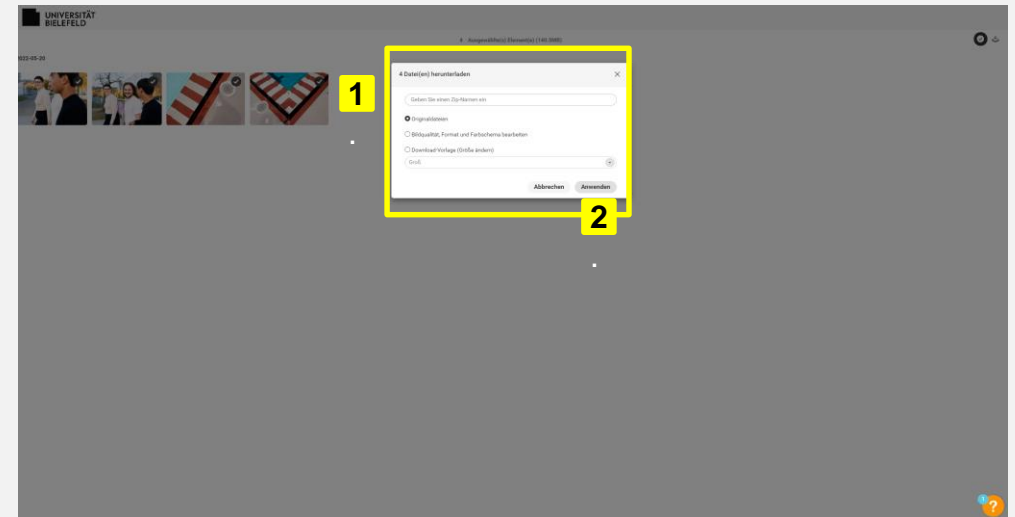
# 3. Download

- Your order will usually be processed within the next 24 hours
- You will then receive an information e-mail to the address provided
- (1) Click on "here" in the mail text
- The download window opens
- Select the images by ticking the (2) boxes at the top right of each image
- Select the button (3) "Download"



# 3. Download

- (1) Enter a ZIP name for the download folder and select the desired image sizes:
  - Wählen Sie das gewünschte Format aus:
    - Small\* = 350\*350 px
    - Medium = 800\*550 px
    - Large = 1920\*1080 px
- \* For use on the web, please select the "small" size.
- (2) Click "Apply"
- (3) Agree to the terms and conditions by checking the appropriate box
- Select "Next"



**The images are then downloaded as a ZIP folder and saved in the download folder of your computer.**

**Thank you for your order.**

If you have any questions, please contact [bilder@uni-bielefeld.de](mailto:bilder@uni-bielefeld.de) .

(Translation generated with automated support.)