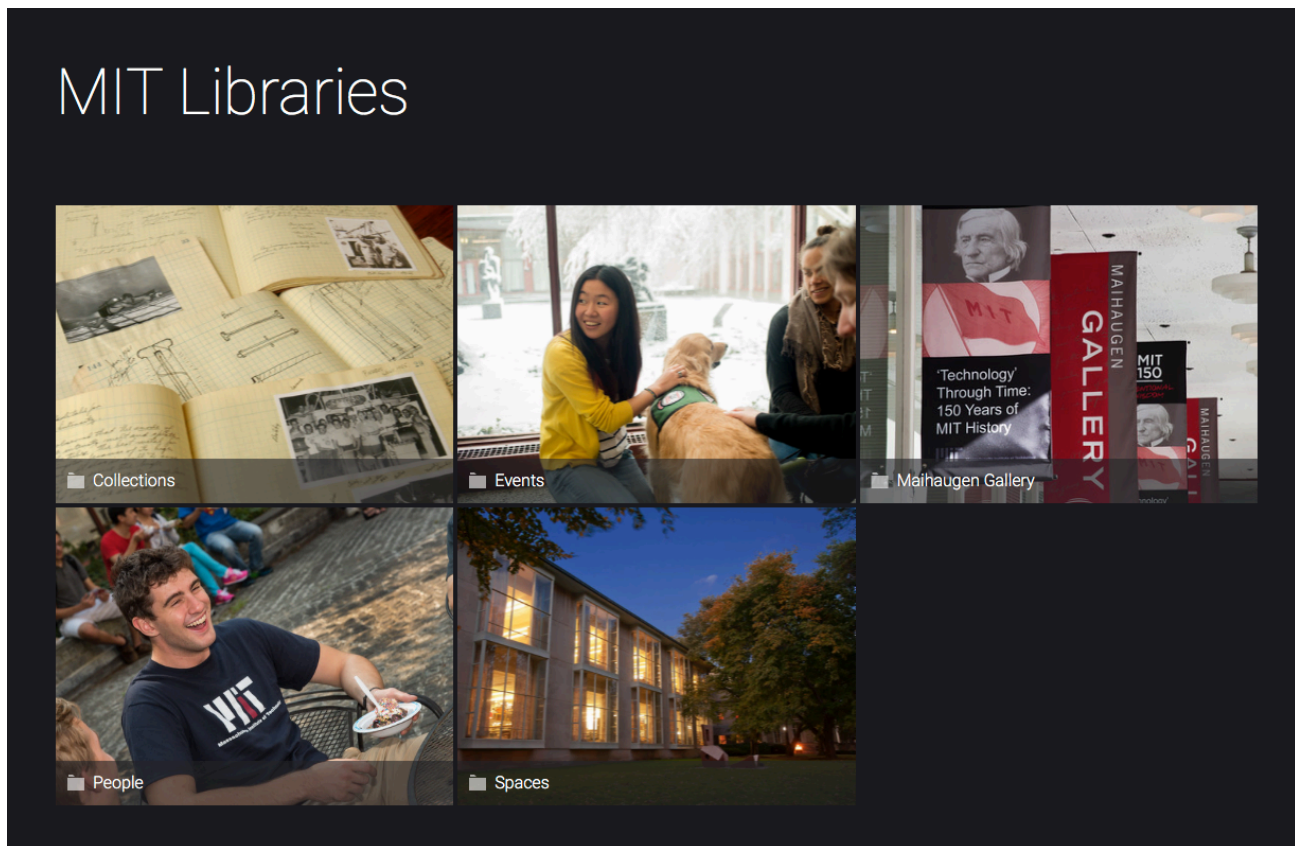# WELCOME TO SMUGMUG

mitlibraries.smugmug.com

Smugmug is a photo-sharing website and image hosting service used by MIT Libraries Marketing and Communications. Images that were previously stored on Thalia have been moved to Smugmug.

Skip to:
- Public/Private Galleries
- Searching
- Downloading

Photos are organized into folders and galleries:

Catalog homepage
- Folder [a thematic grouping]
    - Gallery [a collection of related images, e.g., photos taken at a single event]
        - Individual photo

PUBLIC/PRIVATE GALLERIES

While most galleries in the image catalog are public, galleries with a lock icon next to the title are password-protected. In these galleries, images are neither viewable nor downloadable prior to unlocking.

Images in public galleries are always viewable, but require a password to download.

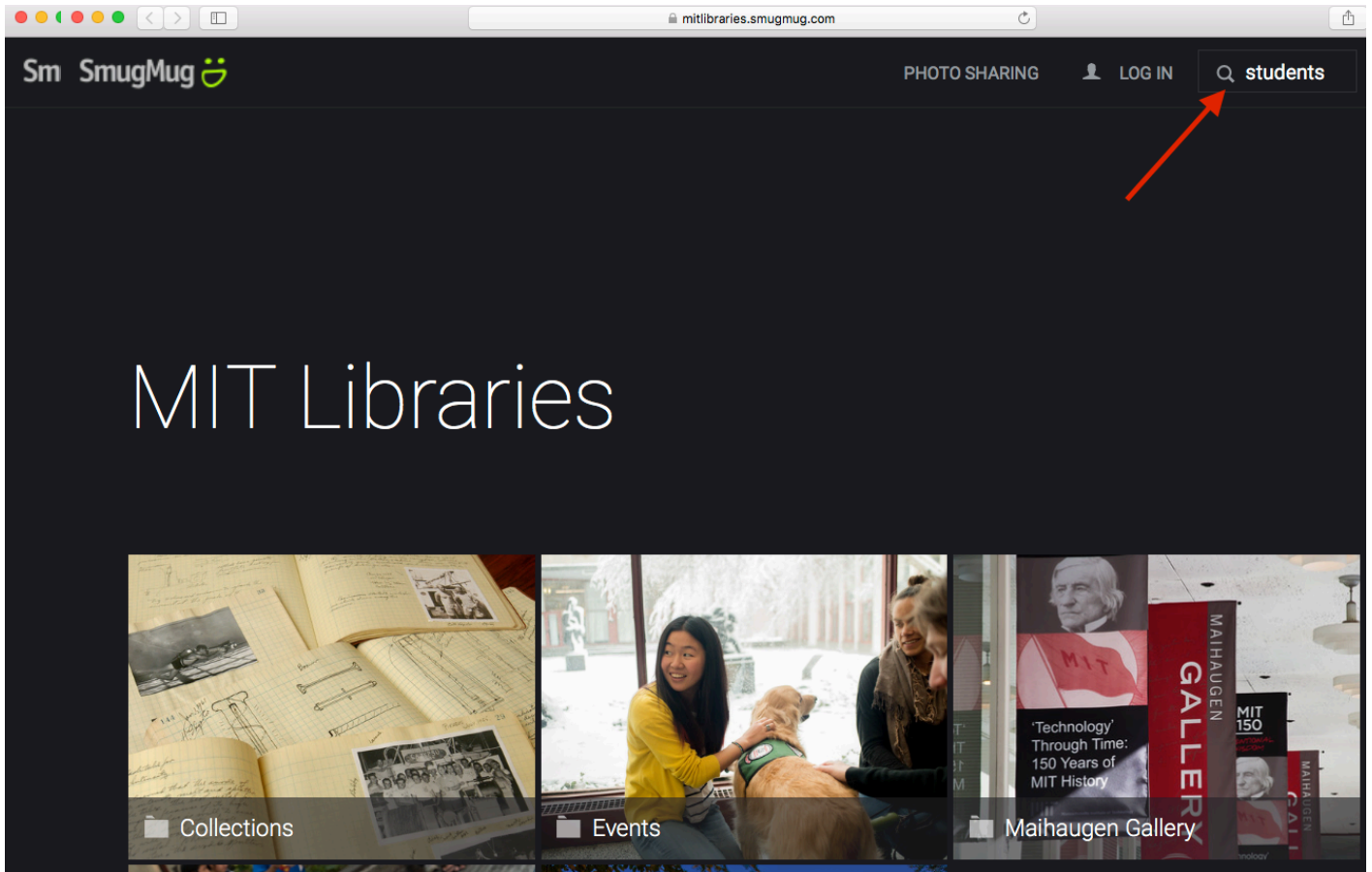**Public gallery**   **Protected gallery**

• Passwords may be obtained by contacting Brigham Fay, Marketing and Communications officer.

• Galleries are usually password protected because they contain photos of donors. If you're looking for a photo of a particular person and unable to find it, please contact Brigham for assistance.

🔍
SEARCHING

CATALOG-WIDE SEARCH

Enter keywords into the search bar in the upper right-hand corner of the MIT Libraries SmugMug homepage.
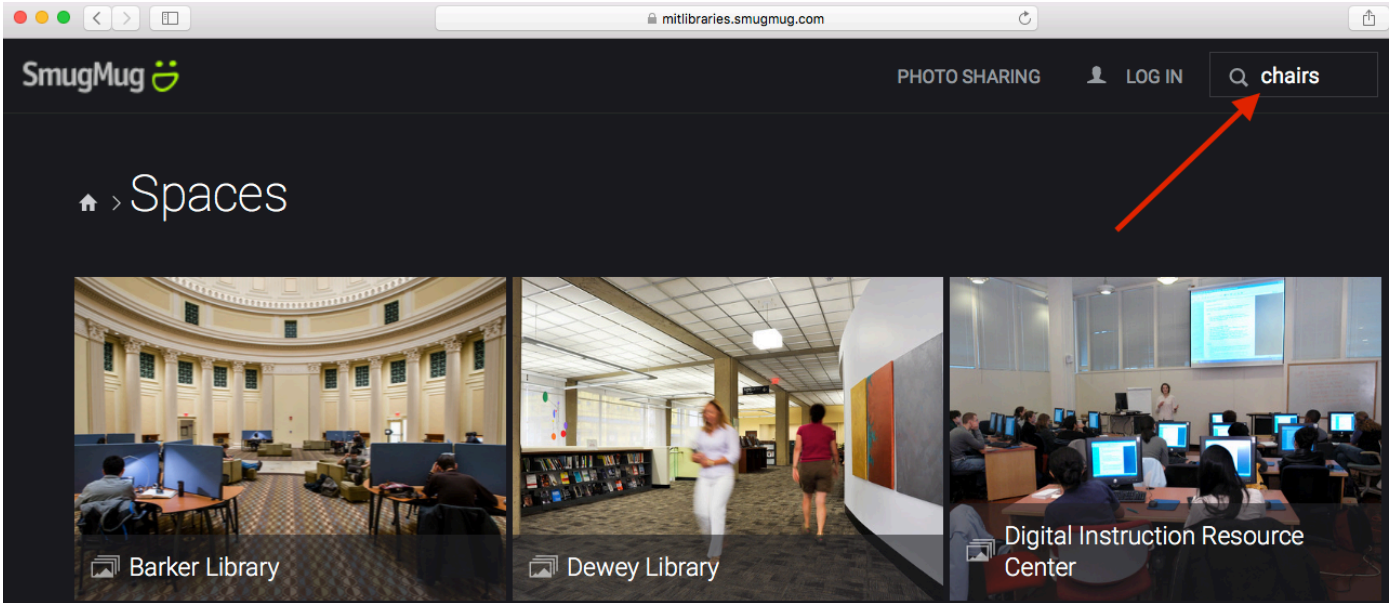

Upon arriving at the search results page, every catalog photo tagged with or containing the keyword search terms in its description will appear. **Please note: catalog-wide searches will yield only results from public galleries.**
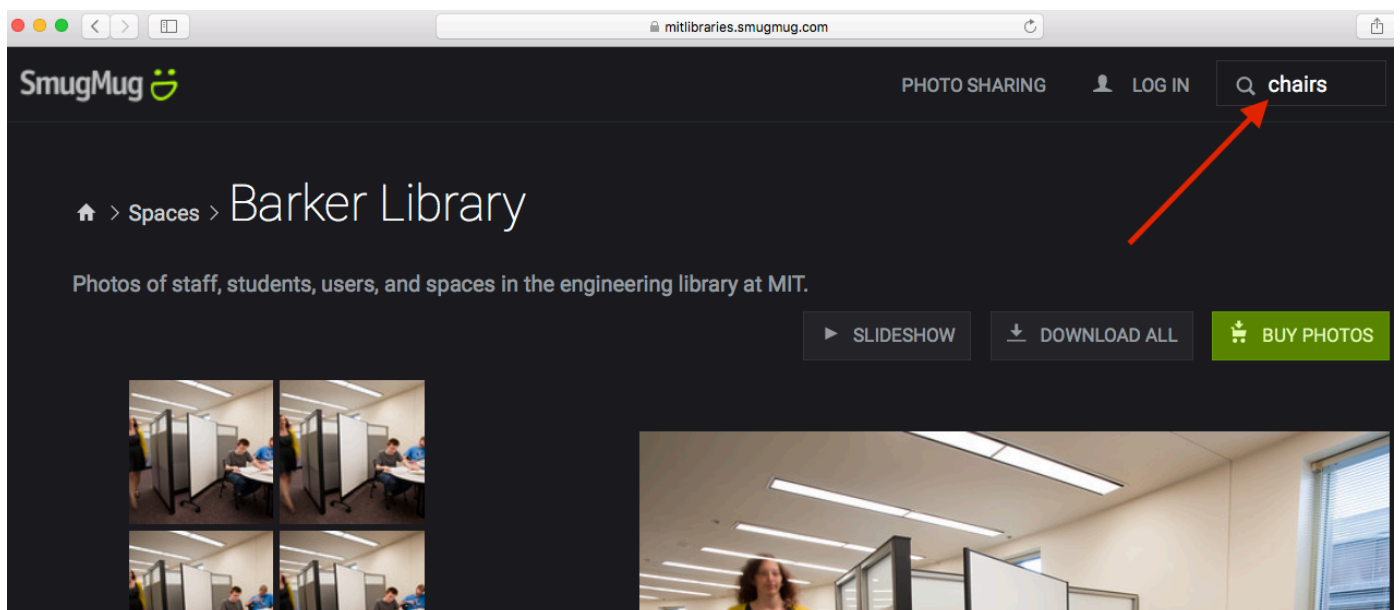
FOLDER- OR GALLERY-SPECIFIC SEARCH

Searches can be limited to photos in a particular folder or gallery. From the homepage, click on a folder or gallery to enter. Enter keywords into the search bar in the upper right-hand corner.
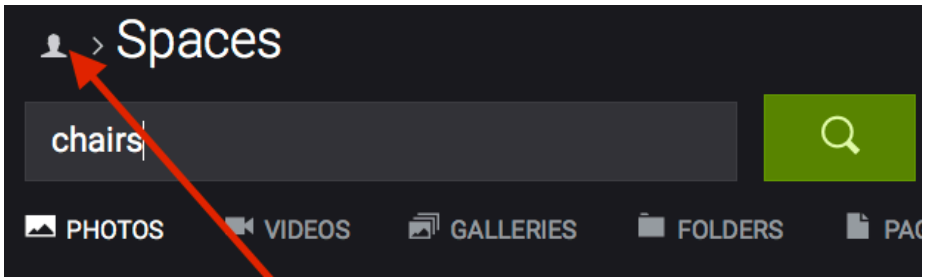
Folder page

Gallery page

To expand the search results out into the entire photo catalog, click the SmugMug user icon above the central search bar on the search results page.
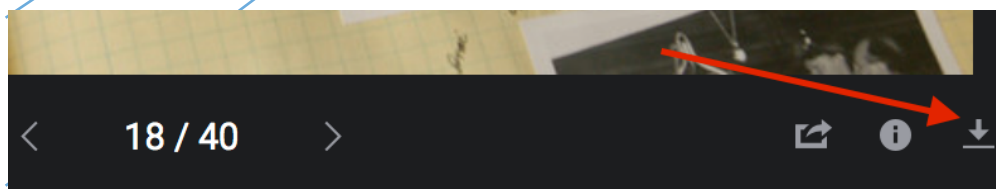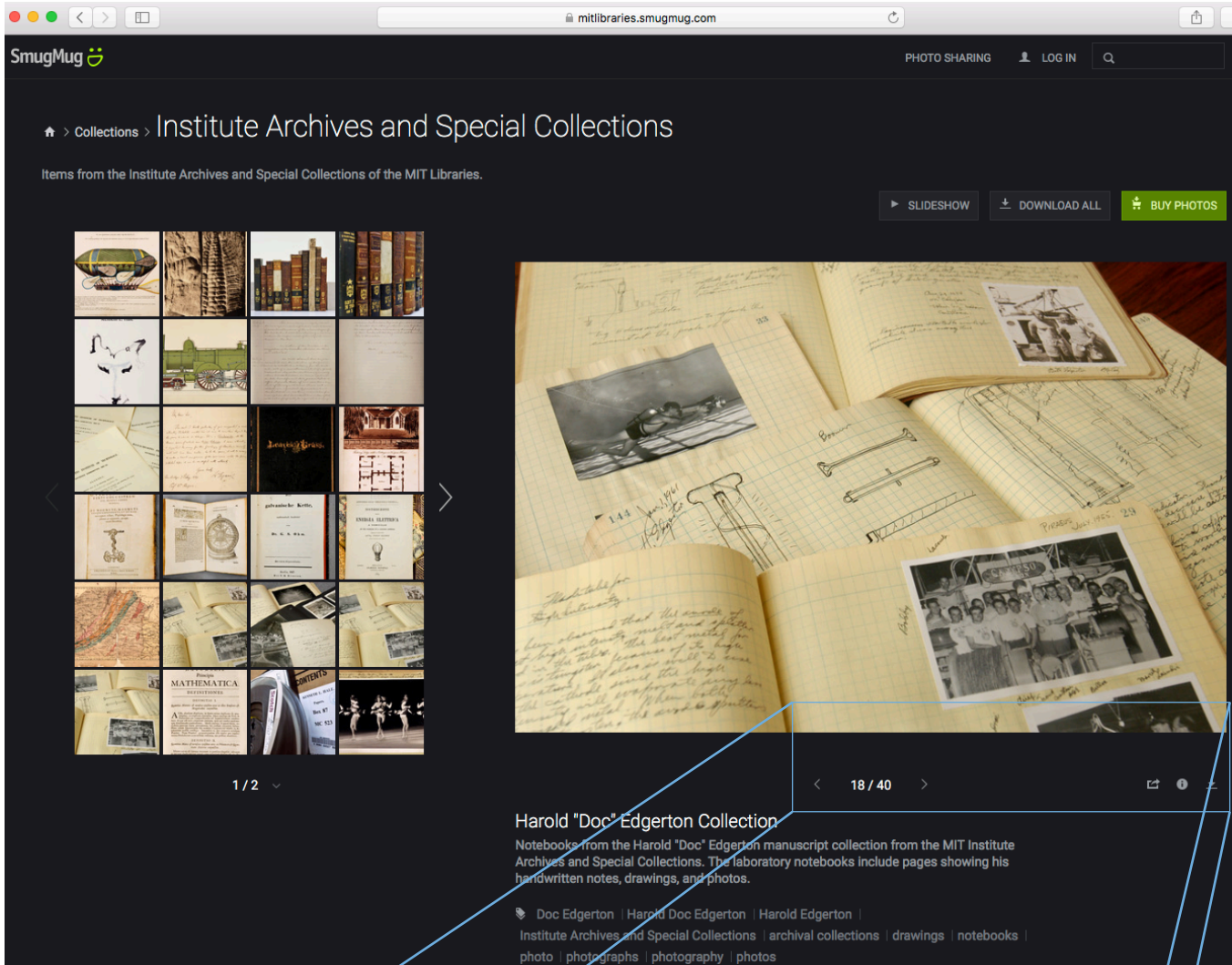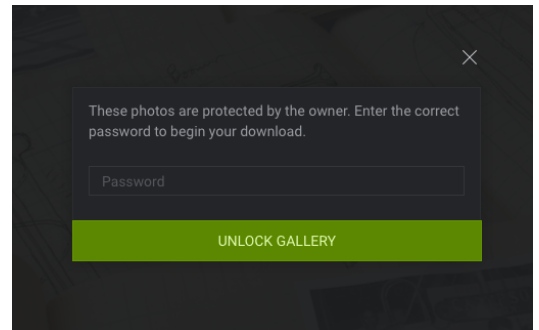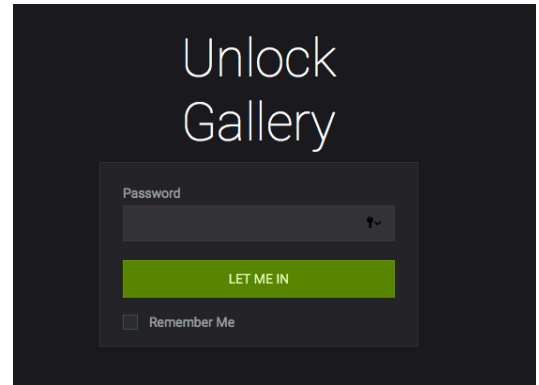
DOWNLOADING

INDIVIDUAL IMAGES

To download the selected photo, click on the download button underneath the image in the right-hand corner.

In a public gallery, the password prompt will appear upon selecting the download button. Downloading begins immediately after permission is granted. If additional photos within the same gallery are selected for download during the same browser session, downloads will begin immediately; password reentry is not necessary.
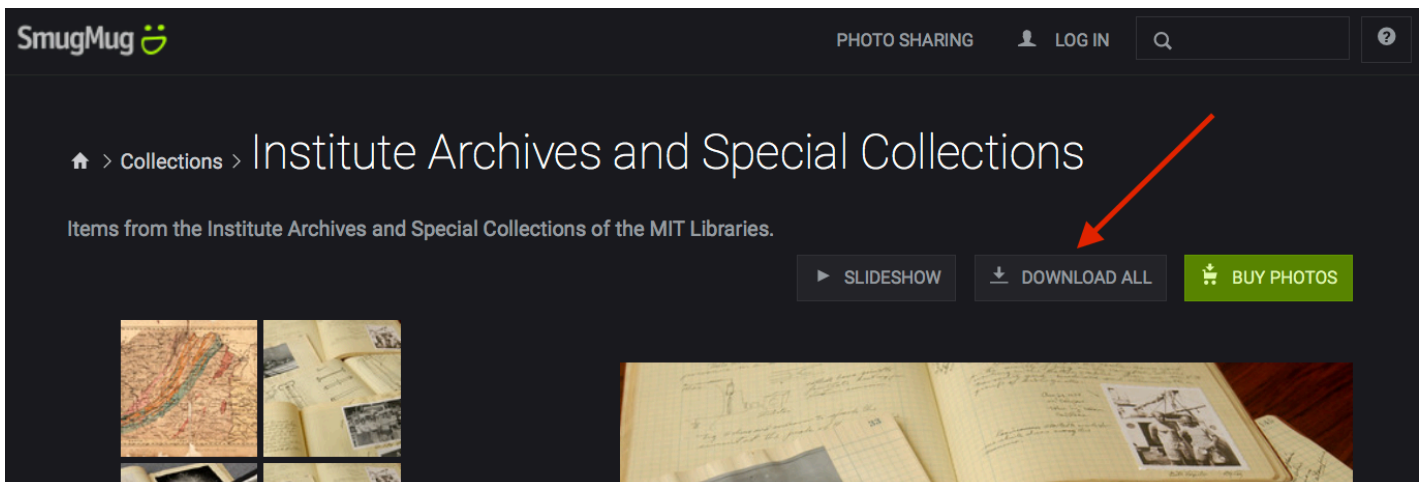

Protected galleries require a password for entry only. After gaining access to view images, selected photos will download immediately. **Please note that all images download in their original, high-resolution size.**

 Information about images, including camera and lens used, photographer, and copyright date can be accessed by selecting the Photo Info button, located next to the download button.

DOWNLOADING FULL GALLERIES

In galleries containing more than three images, full gallery contents can be downloaded by selecting "download all" above the photo display on the gallery page.

If no photos have been previously downloaded from the chosen gallery during the browser session, selecting the "download all" button creates a password and email prompt in public galleries.

These photos are protected by the owner. Enter the correct password and a valid email address to begin your download. We send an email to let you know when your download is ready, so make sure you enter an address that works.

Password

Email Address

SEND EMAIL

Protected galleries, and public galleries in which photos have already been downloaded, require email only.

We'll send an email to let you know when your download is ready, so make sure you enter an address that works. We'll send a quick verification so you can double-check.

Email Address

SEND EMAIL

Gallery images are then converted by SmugMug into a .zip file and made available for download through an emailed link. Navigating away from the gallery page will not stop the conversion process. Downloads begin immediately upon clicking the emailed link.

Your digital files are ready!

SD

SmugMug Digital Files Order <help@smugmug.com>

Great news, the digital photos you requested are ready for download! MIT Libraries uses SmugMug to keep their photos safe and beautiful, so we are delivering the files on their behalf.

Click this link to download your photos from Institute Archives and Special Collections:
http://www.smugmug.com/downloads/92f57f6fc988c58d87a2/4934658 (273.51 MB)

You can use this link to share the files or download them again any time during the next two weeks.

If you have any trouble retrieving your photos, simply reply to this email and our Support Heroes will be happy to help.

All the best,
The SmugMug Team