Portland State University + netx DIGITAL ASSET MANAGEMENT

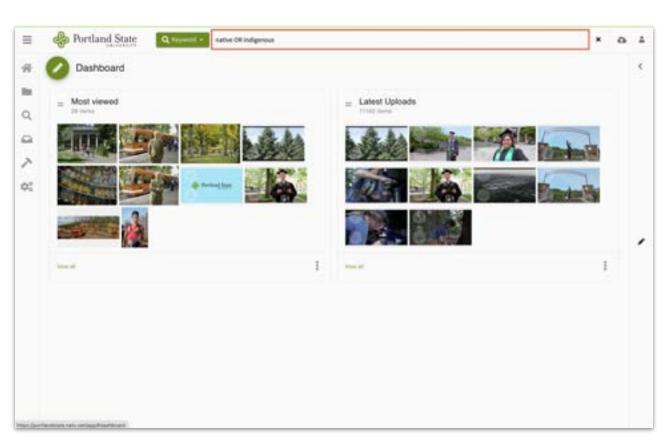Navigate to the URL below, and log in with single sign on:

https://portlandstate.netx.net

Simple Search

The search bar is the simplest way to find assets.
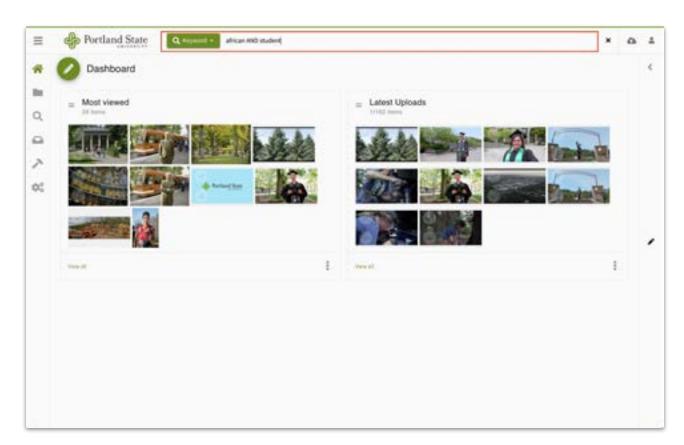
Simple Search

If you're unsure which keyword an image may have associated with it, search for both terms using the word **OR** in all caps - as shown here.

To execute your search, press "Enter" or "Return"
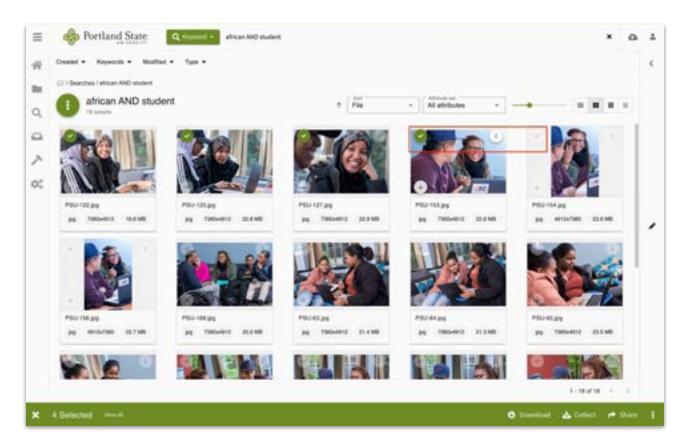
Simple Search

If you want to search for multiple keywords at once, use the word **AND** in all caps, as shown here.

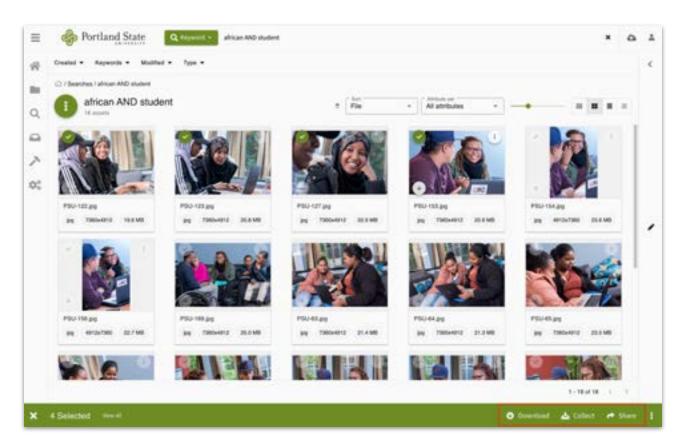To execute your search, press "Enter" or "Return"

Simple Search

Select the photo(s) you want to download by clicking the checkmark(s) in the left-hand corner. The checkmark will turn **green** once selected.
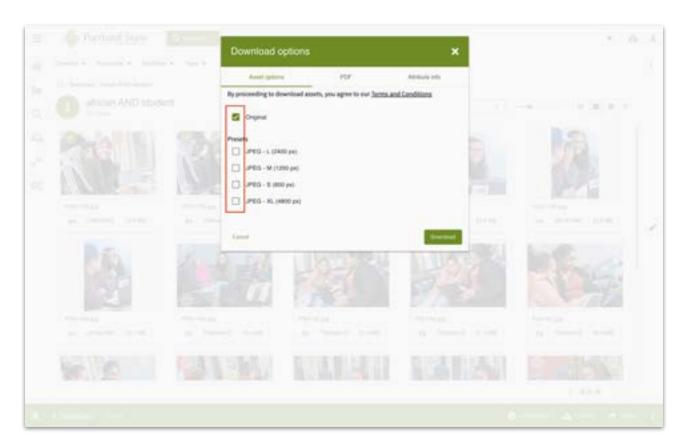
Simple Search

On this screen you can:

1) **Download** the asset(s)
2) Add the asset(s) to a **collection**
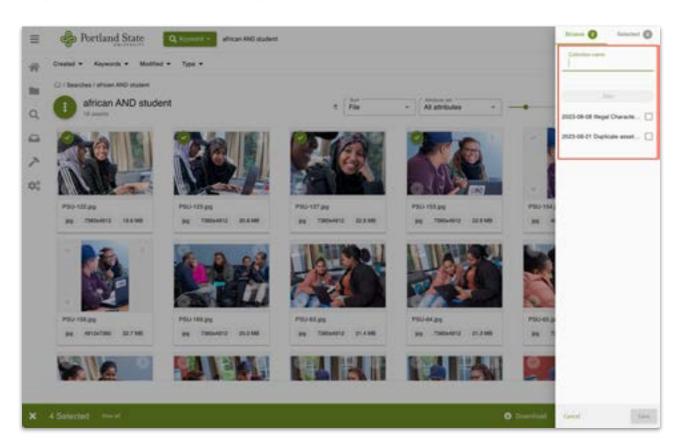3) **Share** the asset(s) via a URL

Downloading

Assets can be downloaded at various pixel sizes. You can select as many as you'd like, but **must** have **at least one** **box** checked.
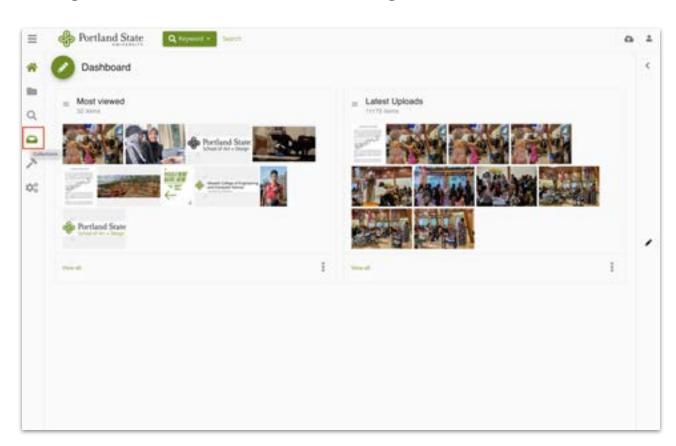
Adding to or Creating A Collection

With this option you can either create a new collection under **Collection Name**, or add assets to one of the collections listed.

Once you've made your selection, you must press **Save**.

Adding to or Creating A Collection - Sharing Your Collection

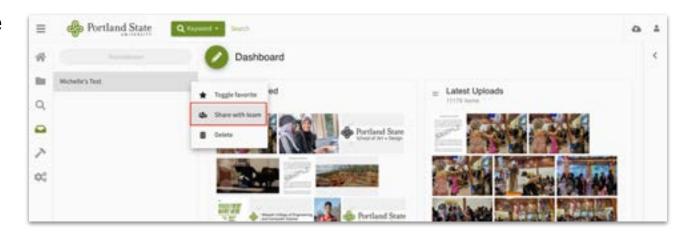To **share** your collection, first navigate to **Collections**.

Adding to or Creating A Collection - Sharing Your Collection

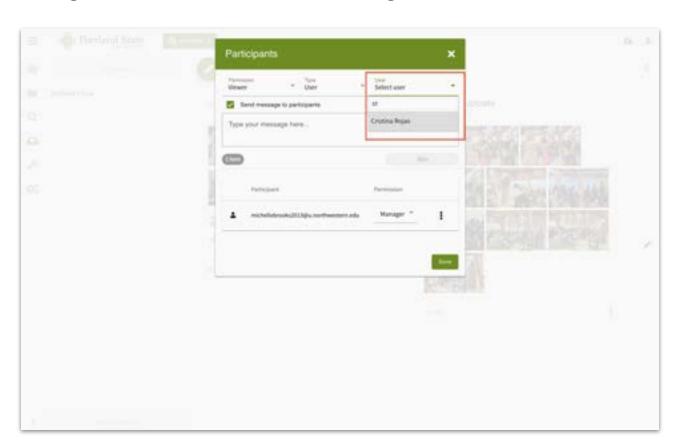Your new collection will appear in your collection list.

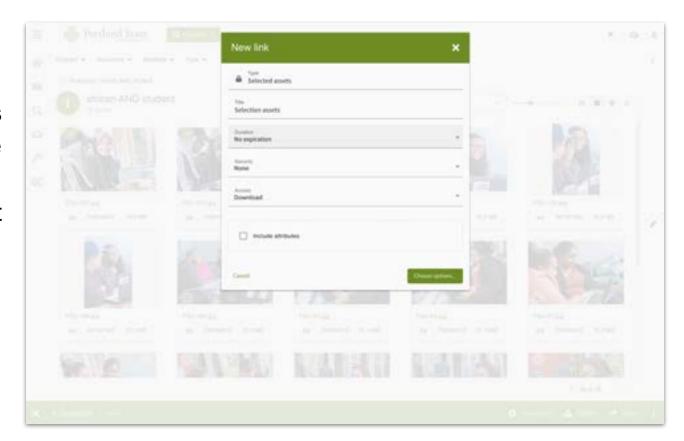Click the 3 dots at the right to **Share with team**.

Adding to or Creating A Collection - Sharing Your Collection

You will then be able to select who to share your collection with from the current list of users.
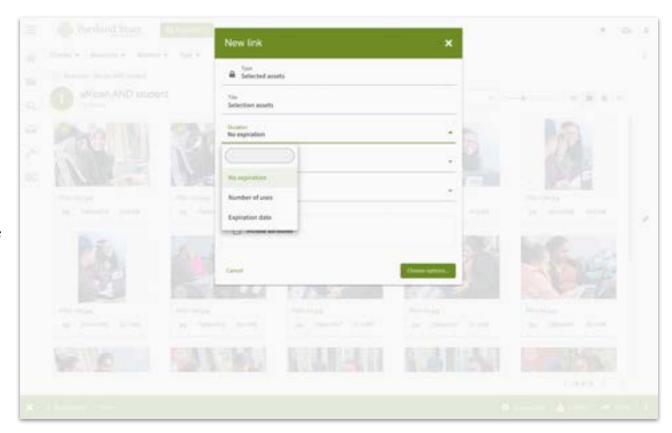
Sharing Assets

If you choose the **Share** option, you will be presented with this screen. These are the default settings, but you can choose to set an **Expiration Date**, **Security**, and have either **Download or View Only** access with your share URL.

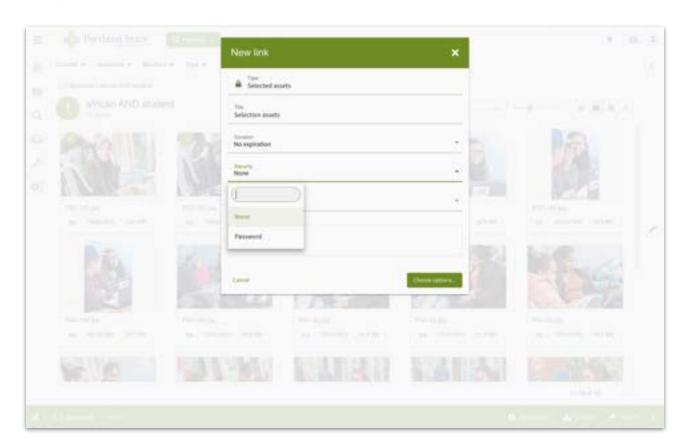# Sharing Assets - Expiration Options

The **expiration** options are:

1) The URL's access never expires.
2) The URL expires after **x** number of uses (the number of times the URL is accessed).
3) The URL expires on a certain date.

Sharing Assets - Security Options
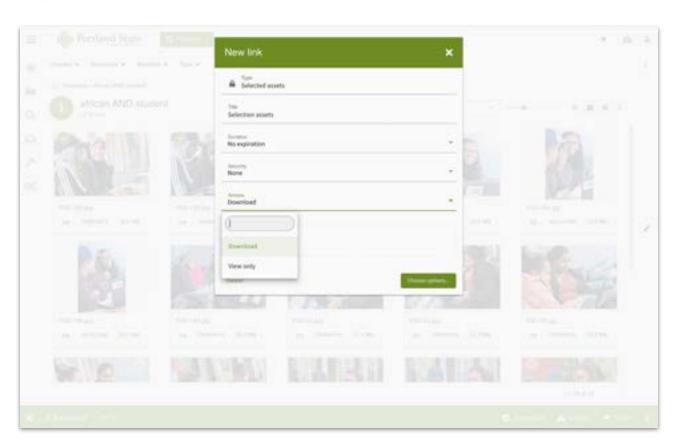
The **security** options
are:

1) Instant access
   via URL
2) Access to the
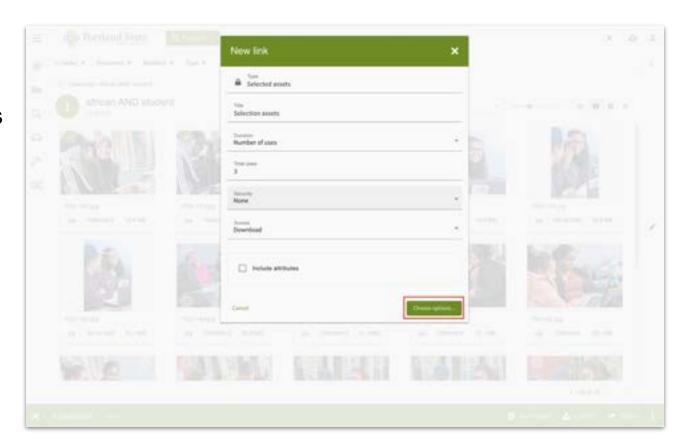   URL once a
   password is
   entered

Sharing Assets - Download Options

The **download** options are:

1) The user can **download** the assets.
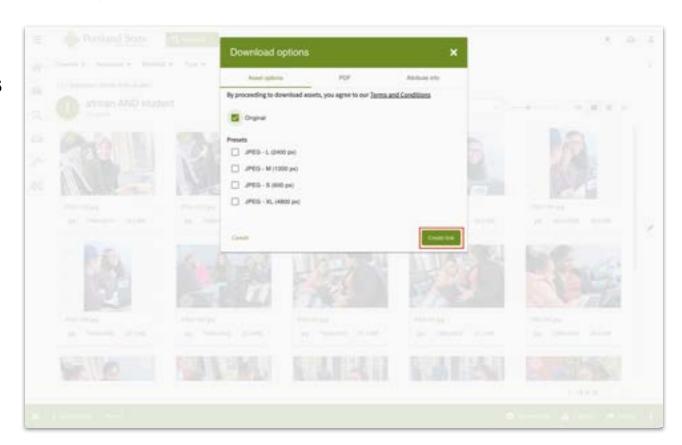2) The user can **only view** the assets.

Sharing Assets - Final Steps

Once you've set the desired parameters, click **Choose options** to create your shareable URL.

Sharing Assets - Final Steps
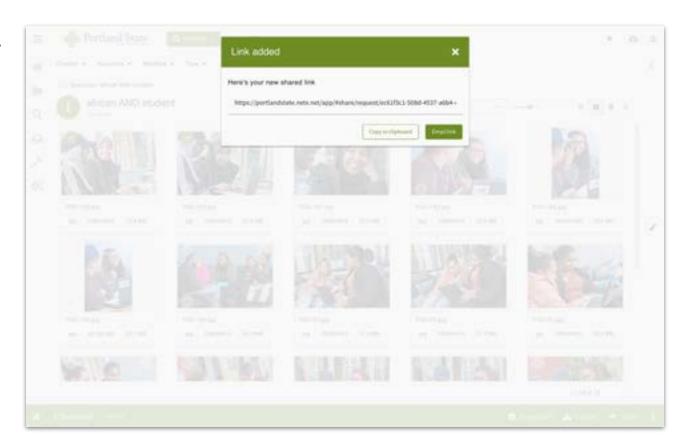
You must also select the size(s) the images will be once they are downloaded.

Then click **Create Link.**

Sharing Assets - Final Steps

Your link is now ready to share!

Sharing Assets - Final Steps

This is how your share link will be presented. Note that the **number of uses remaining** appears on this screen if you selected that option.