Accessing Tandem Vault
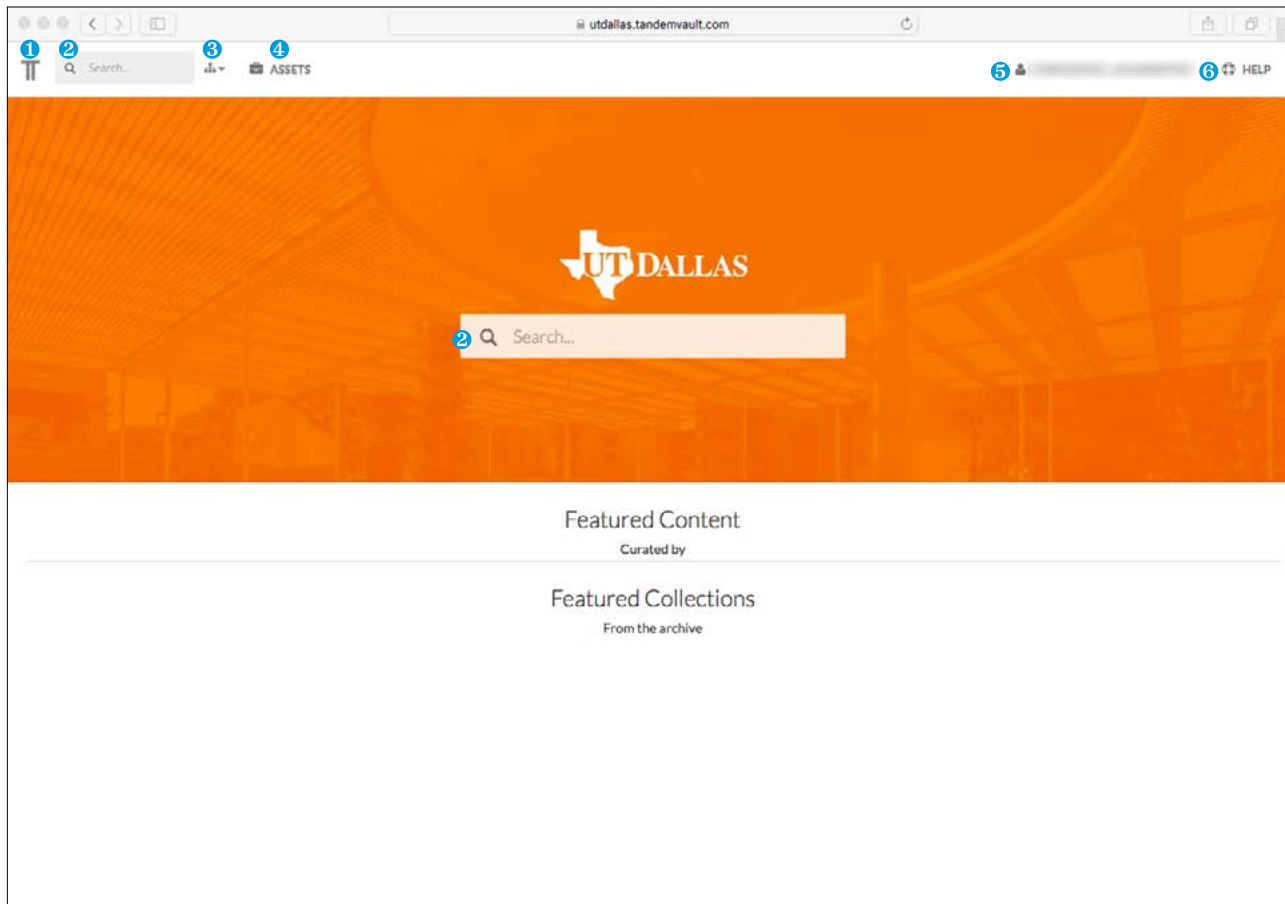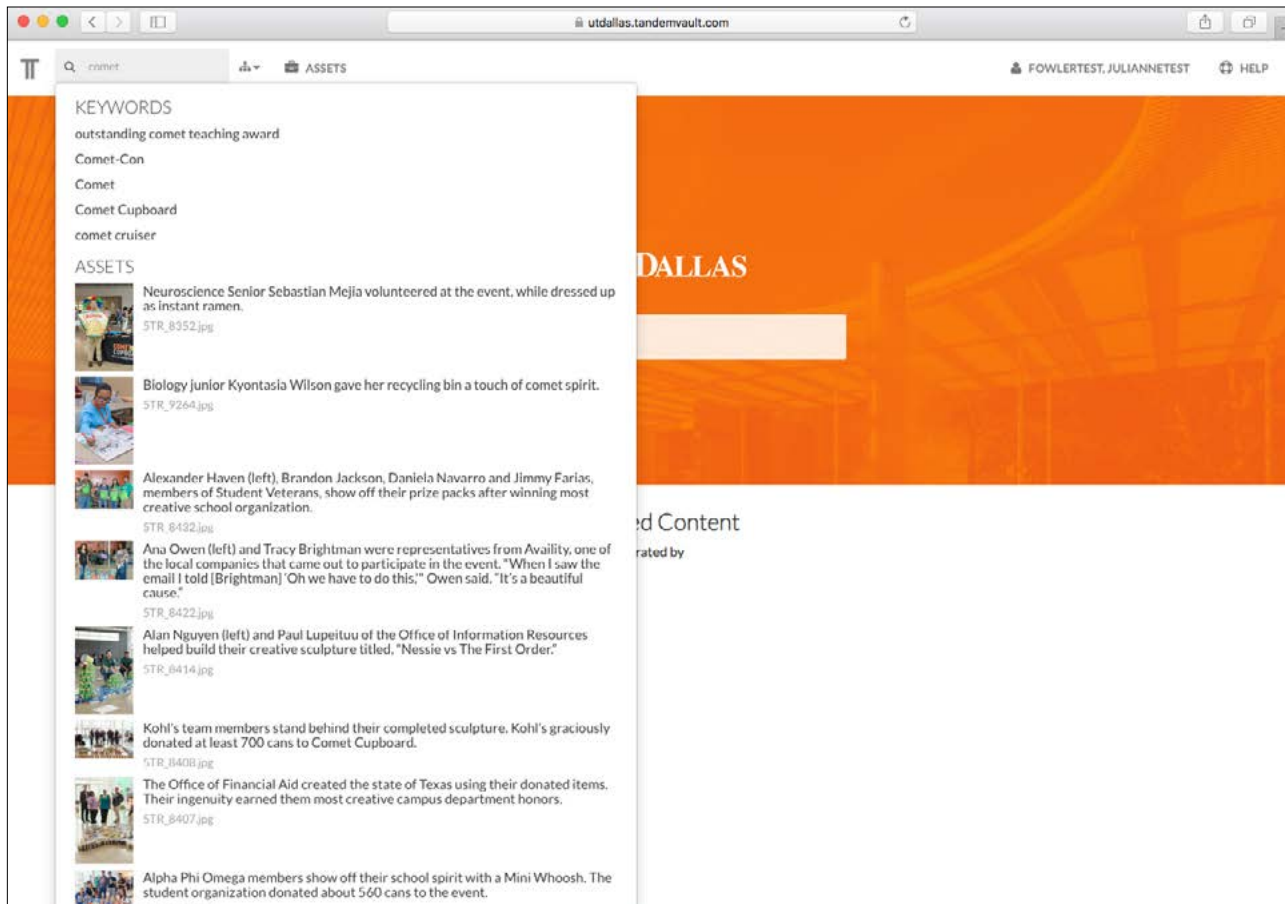
❶ Open any web browser and type in utdallas.tandemvault.com/login.

❷ Click Staff Login and use your netID and password.

UT Dallas Tandem Vault Homepage

❶ Return to Homepage from anywhere on the site.

❷ Search for keywords in either of the search bars.

❸ Click the Taxonomy Filter to limit your search (from the search bar) to the selected filters.

❹ Roll-over the Assets menu to view specific media types, browse collections or see asset tags.

❺ Select your Account Name to view your Lightboxes and to Logout.

❻ Access resources and help guides.

UT Dallas Tandem Vault Homepage

Keywords entered into the search bar will populate results options underneath. You can click any of the Keywords or the Assets, or you can hit Enter to search your original term.
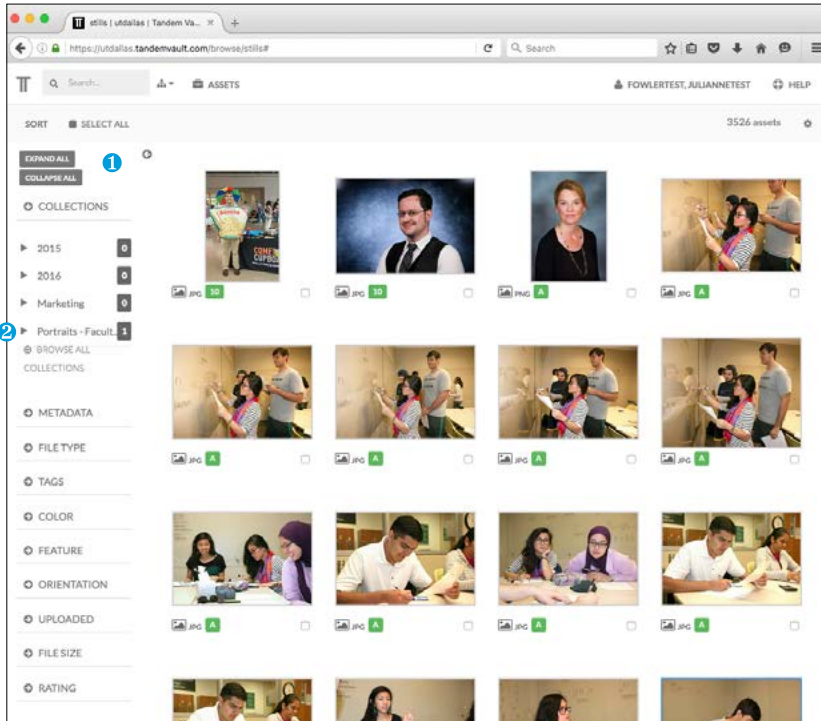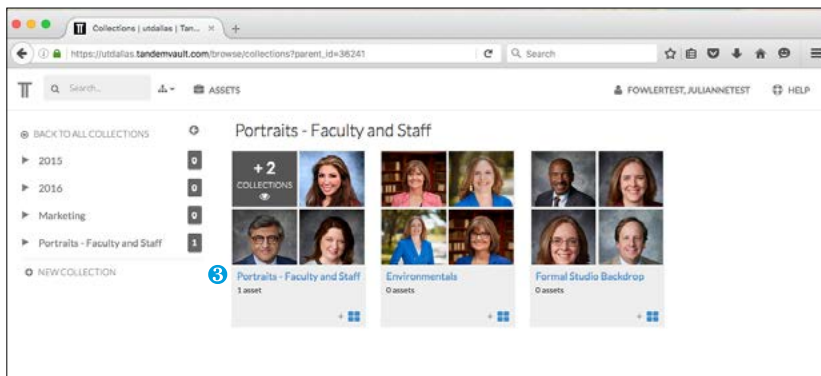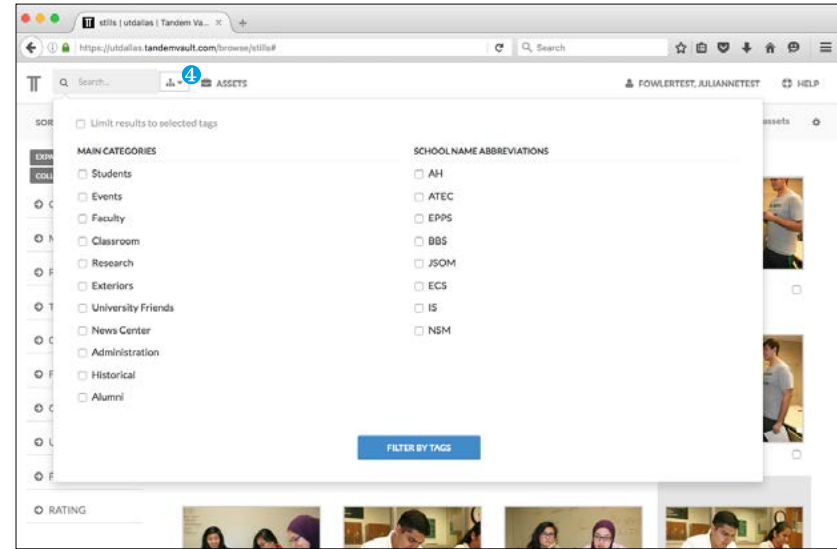
Fig. A

Fig. C

Fig. B

Searching and Filtering

❶ *(Fig. A)* Use the left-hand side to filter your search based on numerous qualifiers. Toggle the arrow open to view individual filter options.

❷ Clicking a Collection will bring you to a separate screen *(Fig. B)*.

❸ *(Fig. B)* Click the name of a Collection to view those assets.

❹ *(Fig. C)* Use the Taxonomy Filter to search assets with the pre-assigned tags.
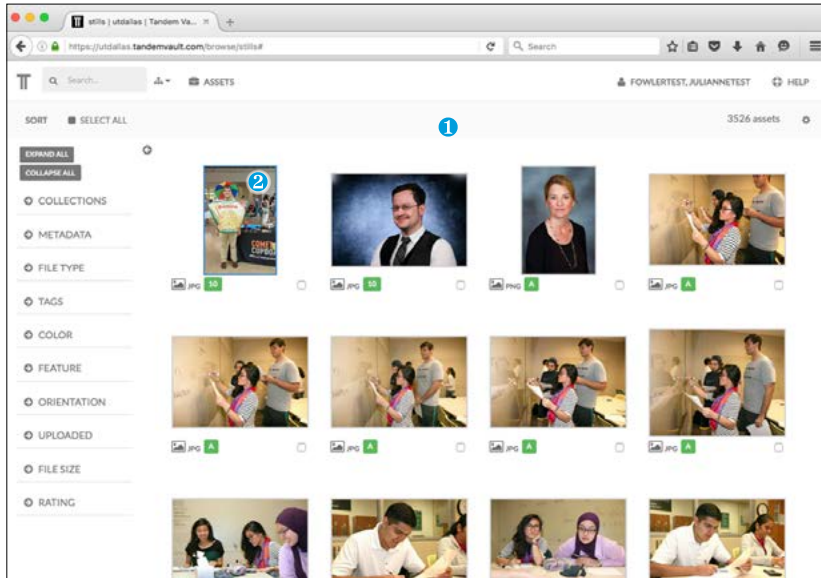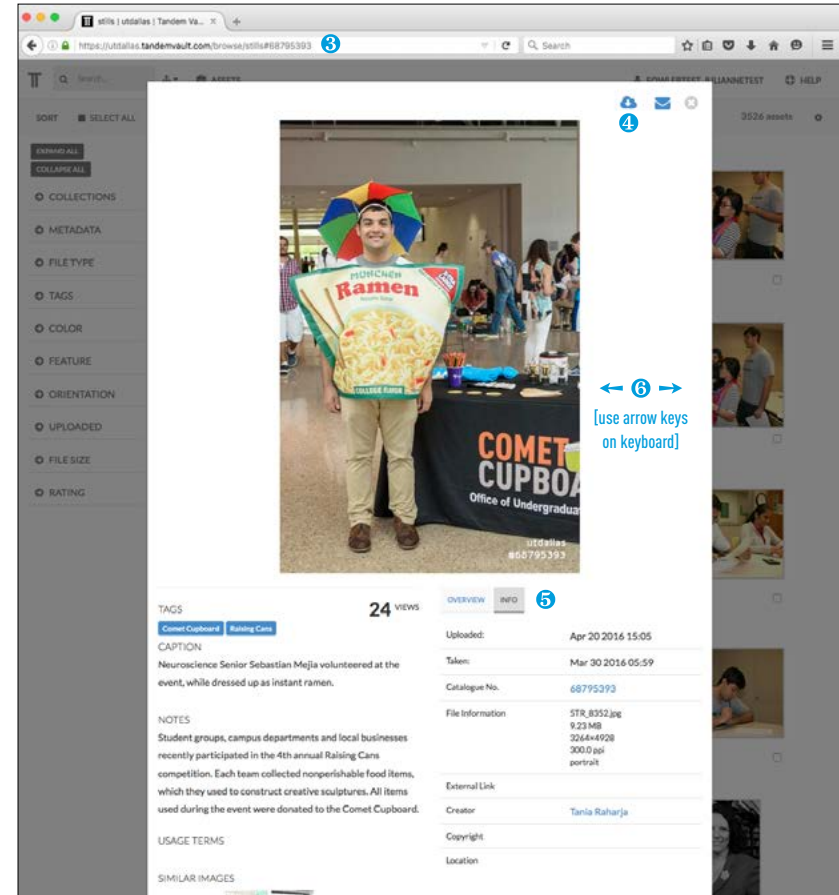
Fig. A

Fig. B

Viewing and Downloading Assets

❶ From the gallery view *(Fig. A)*, images can be viewed individually by clicking on the photo preview (❷).

❸ *(Fig. B)* To share this particular asset, copy the URL from the browser window and paste it into an email.

❹ To request a high-resolution version or download a watermarked preview, click the cloud and arrow icon.

> NOTE: *when you have requested permission once to download a high-res version of an asset, an email will be sent to* webdeveloper@utdallas.edu *to have your permission levels changed and you will no longer need to request permission. You will instead see the option to download Original, Large, Medium or Small versions of any asset.*

❺ With the Info tab selected, you can view the file data and see Tags, Caption, Notes and Similar Images (which are clickable.) Selecting a Tag will result in a search for all photos using that Tag.

❻ Use the left and right arrow keys on your keyboard to navigate to the previous and next photos within the gallery.
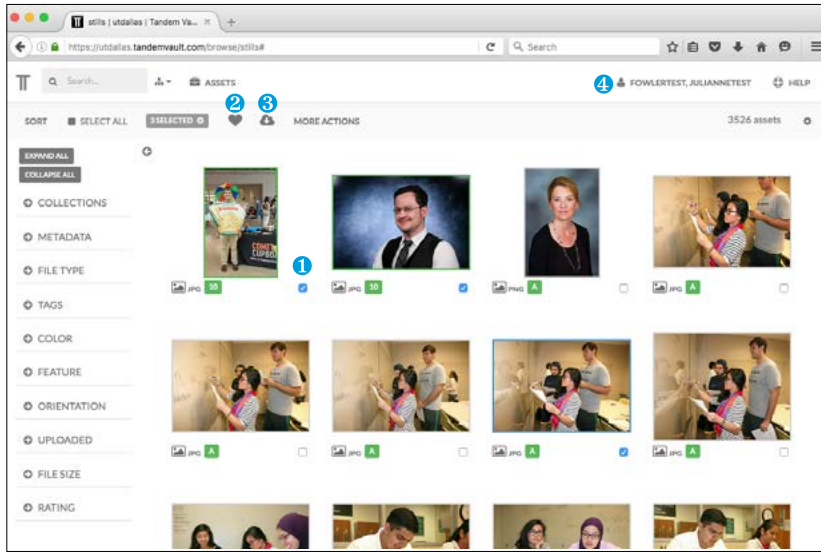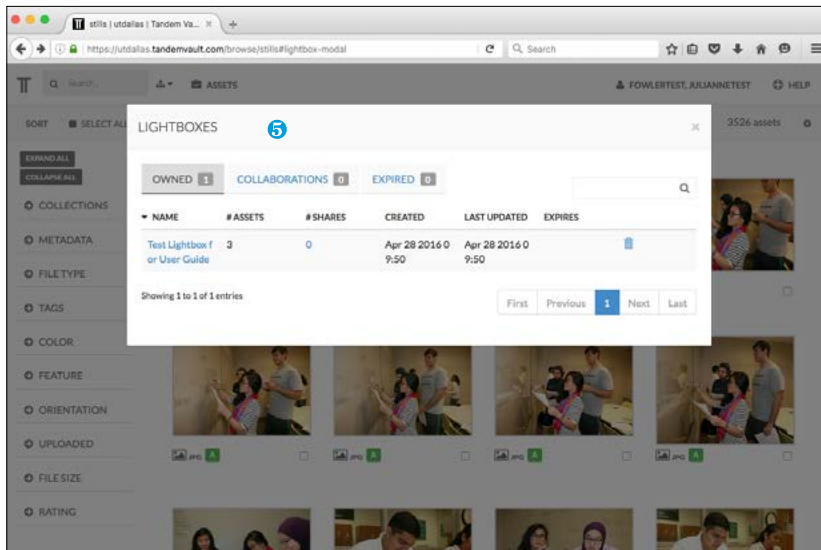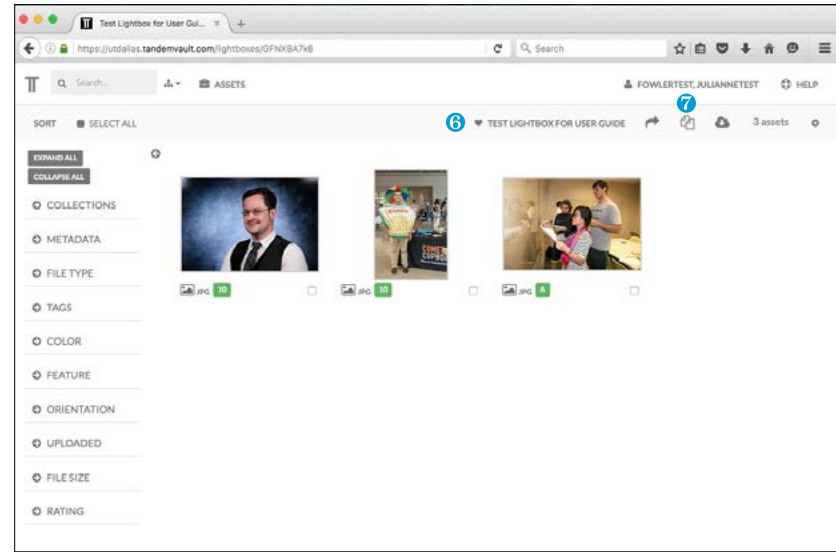
Fig. A

Fig. B

Fig. C

Downloading Multiple Assets and Adding Assets to a Lightbox

❶ From the gallery view *(Fig. A)*, multiple images can be selected by clicking the check box at the bottom right of the image preview.

> NOTE: *The Select All feature is available at the top left. Clicking the "x" in the greyed selection number will deselect all.*

❸ Click the cloud icon to download all selected assets. This will download a zip file of watermarked previews.

❸ Click the heart icon to add the selected images to a lightbox. You will have the option to create a lightbox from this menu.

❹ Access your lightboxes by clicking your account name.

❺ A pop-up window will appear *(Fig. B)*. Delete the entire lightbox by clicking the trash icon. Click the name of the lightbox, "Test Lightbox for User Guide" in this case, for the following screen *(Fig. C)*.

❻ The lightbox menu is signified with the heart icon; here are options to Edit Info and Delete, among others.

❼ The three icons to the right of the lightbox menu are to Share, Duplicate and Download the lightbox contents.