

**! FOR OPTIMUM USABILITY:** Windows users should access the Media Portal through Internet Explorer version 6+ or Firefox version 3+. Mac users should utilize Safari version 4+ or Firefox version 3.5+.

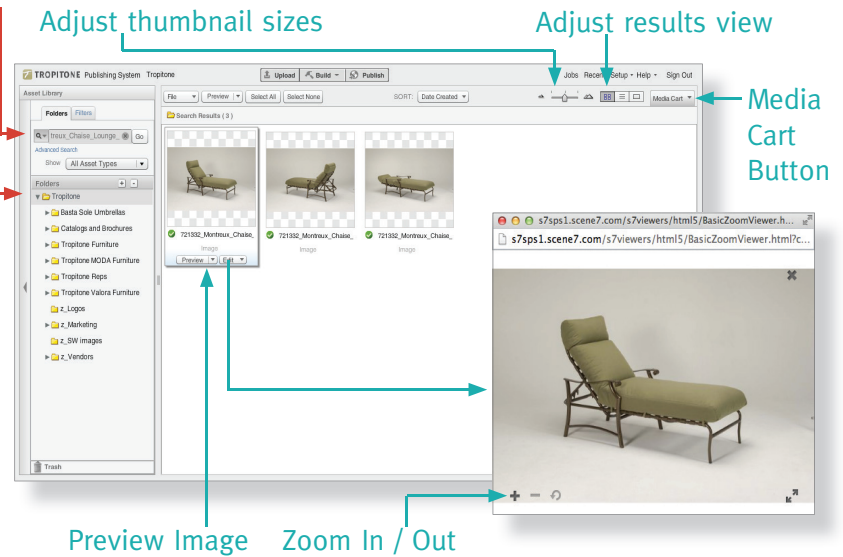
## 1 Start a Search...

- Under the **FOLDERS** tab, type keyword (e.g. "location" for location images) into search box and click on the **Go** button.
- The results, if any, will appear in the right section of the media portal.
  - Double click on the image to see a larger version via pop-up window

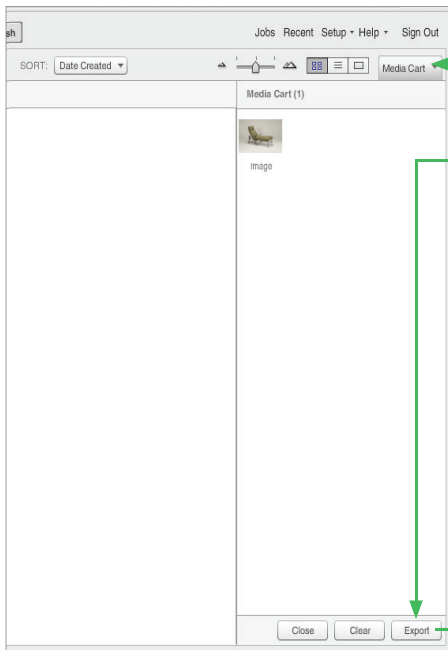
## ...Or Browse our Files

- Under the **FOLDERS** tab, click on the arrow next to the folders to view other folders or images that may be inside

## 2 Media Portal Controls:



## 3 Using the Media Cart to Export Files



- Click on the **MEDIA CART** button. Drag and drop selected image(s) into cart.
- Click on the **EXPORT** button. A pop-up window will appear. Here you can:
  - Rename the job under **JOB NAME**
  - Select image presets under the **IMAGE OPTIONS** section:
    - Under the **CONVERSIONS** drop-down menu, select **CONVERT FILE**
    - Under the **PRESETS** drop-down menu select either: **STANDARD** or **HI-RES**
    - Select **STANDARD** for web images
    - Select **HI-RES** for print images
- Click on the **SUBMIT EXPORT** button to send image file(s) to your downloads folder

**! NOTE:** To ensure you receive our export receipt email in your inbox (not your bulk, junk, or spam folder), add to your address book or safe sender list: [ipsweb@scene7.com](mailto:ipsweb@scene7.com)