

Navigating Vault

Once you've confirmed your registration and started using Vault, your default landing screen will be our Collections page.

From the Collections page, you can browse our collections and images, create a lightbox, and request photos.

Two ways to browse images:

Collections List

Click on the name of the collection you'd like to browse in the Collections List on the left side of your browser window to open that collection.

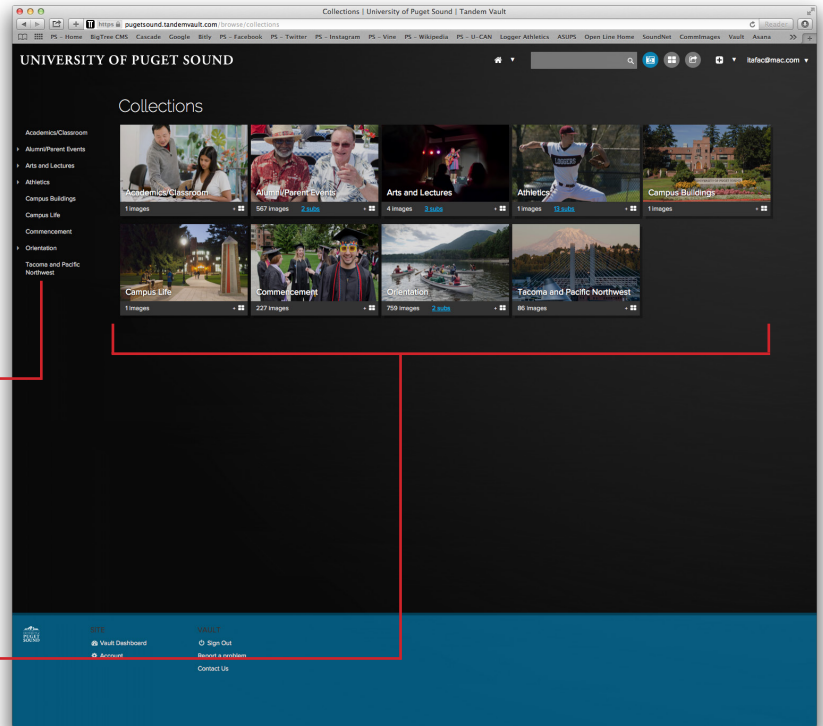
TIP: Spot collections with subcollections by the arrow next to the collection name. Click on the arrow to view subcollections.

Collections Grid

Using the Collections Grid, select the subject matter of the photos you'd like to browse.

TIP: You can see the number of subcollections a collection has by looking for a blue "X subs" link beneath the collection icon photo. Click the link to view the subcollections.

TIP: To view the contents of an entire collection, regardless of subcollections, click directly on the collection icon photo.



Vault Toolbar

At the top of the Collections page is the Vault toolbar, with a few handy shortcuts to things you'll want to do all the time in Vault.

The "home" icon, which will take you to the Dashboard page or your account settings.

The "collections" icon. Click here to get back to our default landing screen and list of collections.

Want to add a new user or create a new collection or permission group? Too bad! This one's for admins only.

Search box

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The "stills" icon. Click on this to browse our entire image library in one looooooong screen.

The "lightbox" icon. If you have lightboxes or want to create one, click here!

Click on your email address/username to log out or access your account settings.

