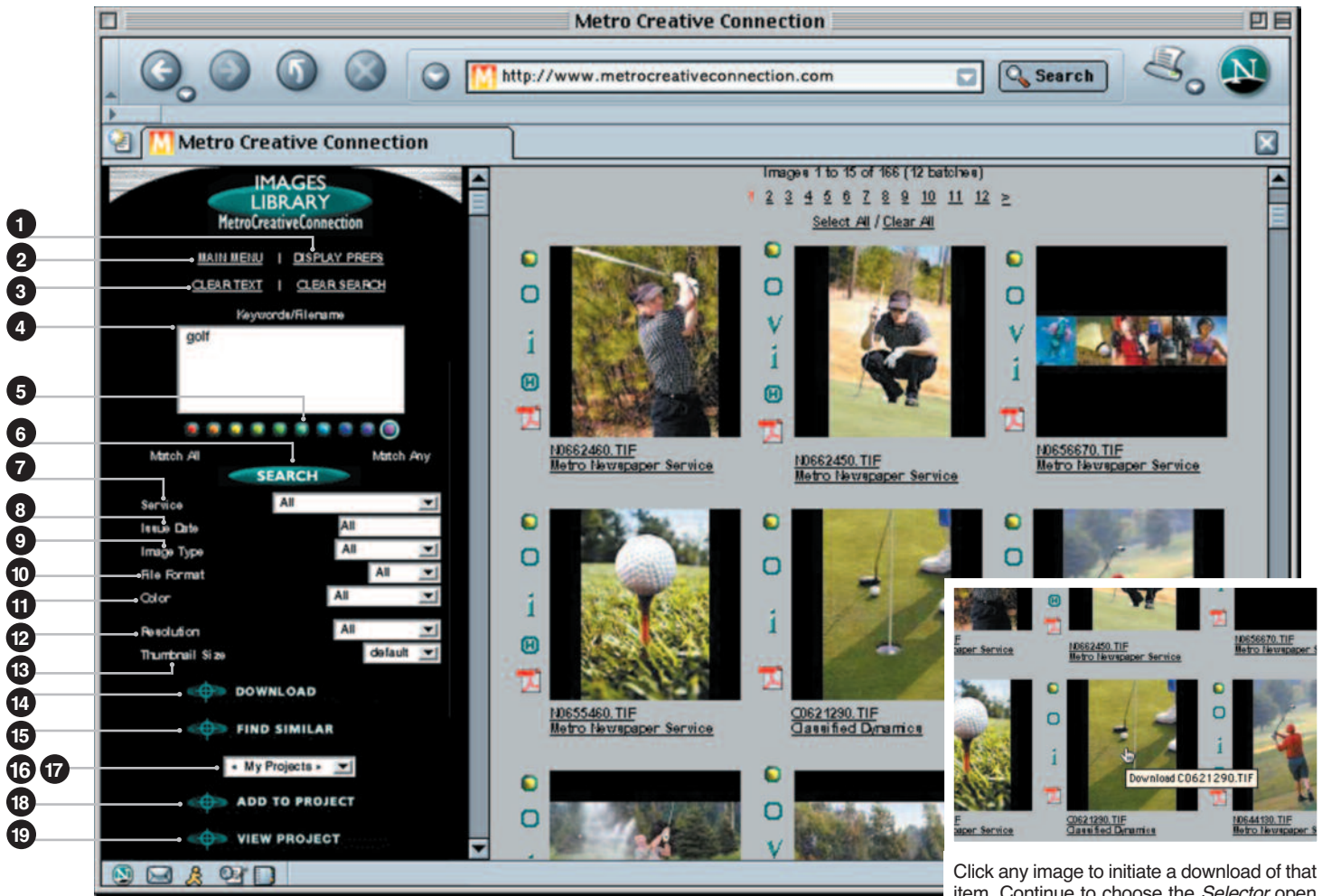


# ImagesLibrary

Your gateway to Metro's premiere collection of advertising imagery, including photos, graphics, headings, frames, icons and ad starters.

The *Images Library* is an ever-expanding collection of images covering an endless variety of topics and themes. Below is an explanation of the user interface for navigating the *Images Library*. With hundreds of thousands of images to choose from, use this handy guide to discover the best methods of searching to quickly retrieve exactly what you need.



## Explanation of Terms & Icons

- Display Preferences.** Personalize your *MCC* background, text color, and number of images per page view.
- Main Menu.** Return to the *MCC* home page to access other *Libraries*.
- Clear Text / Clear Search.** Click to reset search parameters in either keyword box or all criteria.
- Keywords/Filename.** Enter keyword(s) or Metro filename(s) into this window.
- Cut Off.** Control search results based on a relevancy scale of the broadest parameters to the most exact (red being *Match All*, hot pink is *Match Any*)
- Search Button.** Click to initiate your search.
- Service.** The default "All" searches all services to which you subscribe or choose to limit the search to an individual service.
- Issue Date.** Enter an issue date, month or year to further narrow your search. Months can be abbreviated (i.e.: *Jan 2006, Feb 06* – w/o a period).
- Image Type.** Select from the pulldown menu for a choice of image types. (i.e.: *background, cartoon, photo, line art, etc.*)
- File Format.** Isolate TIFF, EPSF or JPEG graphic format from the pulldown list.
- Color.** Limit results to color or black and white.
- Resolution.** Narrow searches to return just high resolution JPEGs or all.
- Thumbnail Size.** Choose from a variety of sizes.
- Download Button.** Click to download one or more selected images. Or, click on any image for an immediate download to your designated area.
- Find Similar.** Select any image and use to automatically find similar images.
- Project Organizer. (Enhanced Users Only)** Select and store items from any *Library* for multiple downloading or future reference.
- Project Name (My Projects).** Select Projects from the pulldown list, or create a new Project.
- Add to Project.** Select any image(s) to save in the Project name appearing in line 16.
- View Project.** Select to view the items in the Project name appearing in line 16.

Click any image to initiate a download of that item. Continue to choose the *Selector* open circle and *Download* buttons for multiple item downloads.

## Image Symbols

- Relevancy Indicator.** Color corresponds to the relevancy **Cut Off** scale. Red indicates a 90-100% match to the search criteria.
- Selector Button.** Select an image to download, add to a project, or use as the subject for **Find Similar**.
- View Records Button.** Delivers spec ad(s) or cover(s) in which the image has been used, along with corresponding items.
- View Info Button.** View image(s) metadata, including keywords, issue date and file size. The info window can be printed, and the item can be downloaded without leaving the window.
- High Res Image.** Indicates photos available in 300 dpi. Select to download or place into a project.
- PDF Preview.** Click to preview any image