



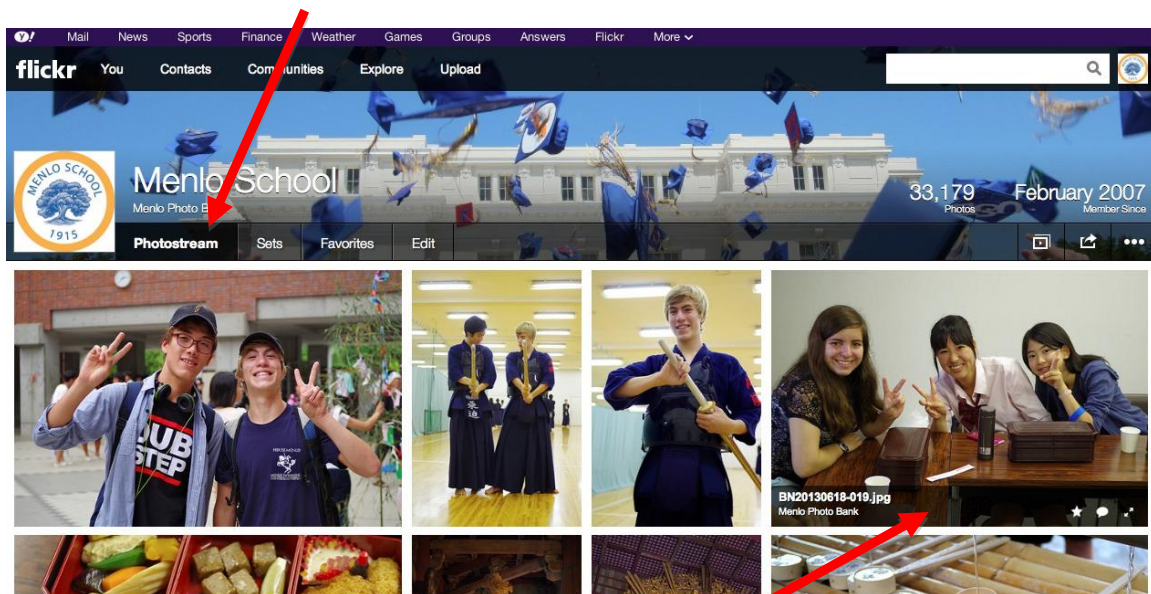
Menlo Photo Bank User's Guide

[The Menlo Photo Bank](#) is a place for public distribution of high quality photos related to student events and ongoing activities at Menlo School. Anyone can view, comment on and re-use these photos, which are selected, edited and posted by Menlo School staff. The Menlo Photo Bank uses Flickr.com as a way to collect, organize and share these images. Primary users of these photos are the School's print and online publications, school staff, the student body, and Menlo School families. You do not need a Flickr account to view or download Menlo School photos.

The Menlo Photo Bank is at <http://www.flickr.com/photos/menlophoto/>. You may want to book mark it for future reference. Flickr.com was chosen because it provides a wealth of built-in tools and is one of the world's largest photo-sharing web sites.

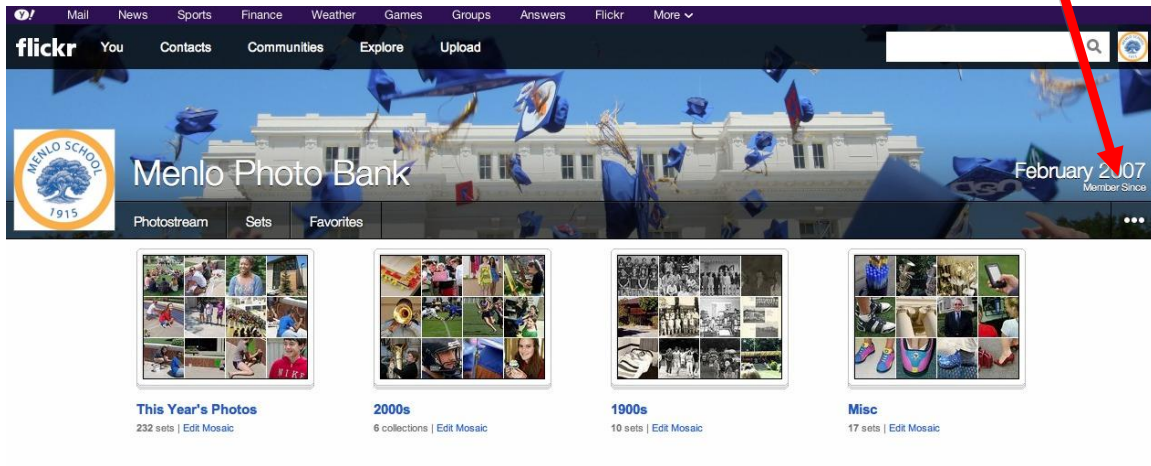
Browsing Photos

[Menlo Photo Bank](#) images are visible to everyone and are organized chronologically in the **Photostream**. The newest photos are visible at the top, while older photos are presented as you scroll down the page.

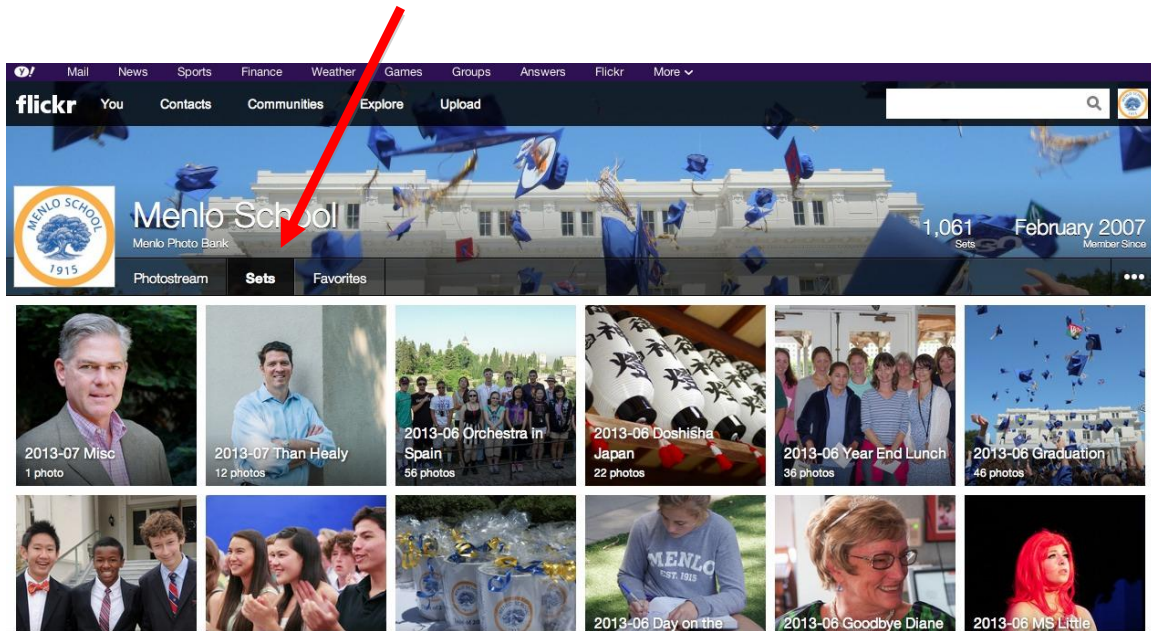


Hovering over a photo provides additional information about that photo (file name, access to comments and other options). Clicking on a given photo make it larger and allows you to work with an individual image (for example to comment on it, or to download the photo to your own hard drive).

Clicking on the "..." icon allows you to view the Menlo Photo archive in several different ways. **Collections** will allow you see the entire Menlo School photo collection organized by past decades and years. The collection view will let you browse through the oldest archival photos from the early 1900s.

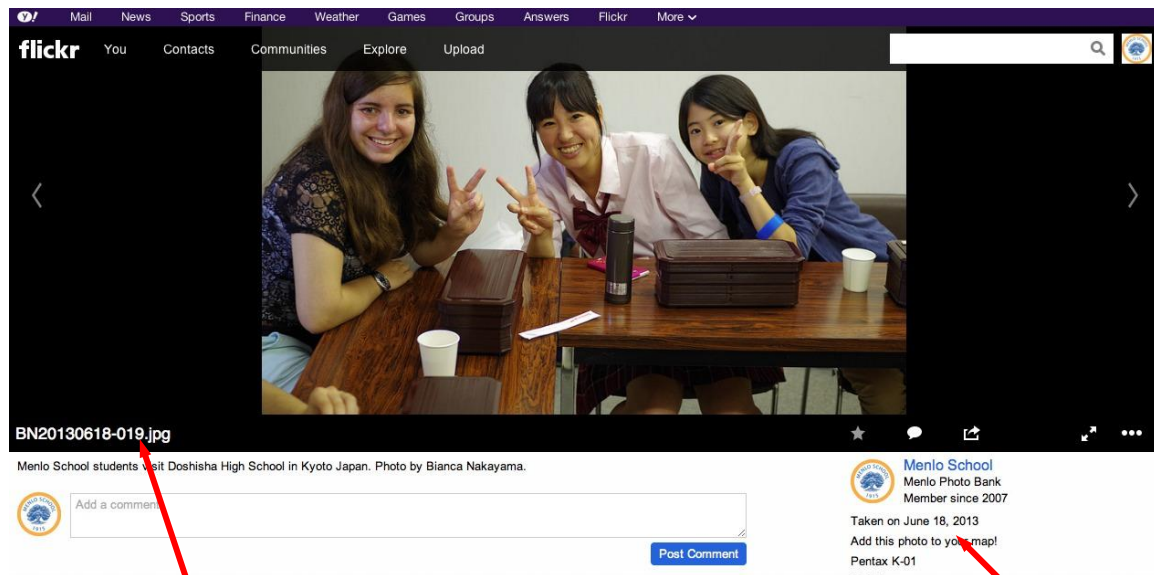


Photos from specific events (like a class, game or performance) appear in groups called **Sets**. Sets are also displayed in chronological order with the most recent events at the top, and older events are shown below as you scroll down. Notice that sets are titled with the year, month and title of the event. Click on a set to see all the photos associated with that event.



Reviewing Individual Photos

Individual photos are shown with a unique name (based on the photographers initials and the date the photo was taken), the sets they belong to, and with descriptive text keywords (called tags) for each photo. You can go back and forth through the set by clicking on the left and right arrow keys on your keyboard, or right on the Flickr user interface.



Unique Photo Name

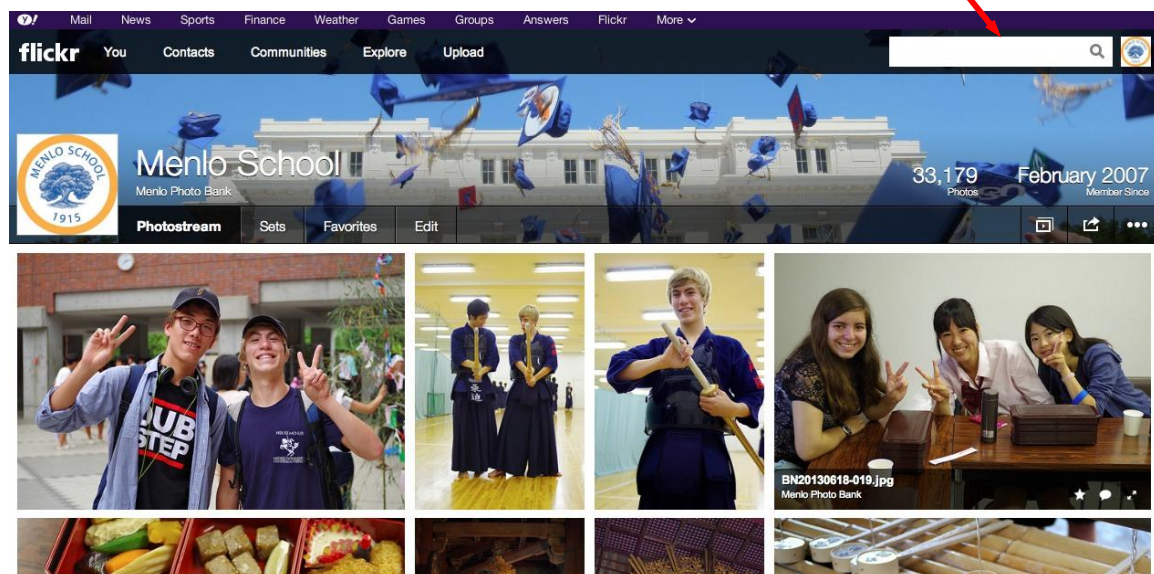
Descriptive Text Tags

Tags, or descriptive text keywords, are associated with each photo. Tags are useful in searching for specific photos.

Searching for Specific Photos

You can easily search the Menlo Photo Bank for an individual photo by its text tags, which are used to describe each photo. Simply enter the desired text keyword (or tag) in the search box and be sure to choose the MenloPhoto Photostream from the drop down menu.

Search Box



Tags make it possible to search and find specific photos among the thousands we have available. Each photo is carefully tagged using standardized keywords and descriptions for each and every photo. Tags are used to provide information about who, what, when the photo was taken. Keywords, or tags can be combined for search purposes

Search Examples:

Enter **Stent Hall** in the search box and all of our photos of Stent will be displayed.

Enter **Than Healy** in the search box and Flickr will display all of our images of Than.

Enter **Middle School Boys Girls Quad** in the search box and all photos of boys AND girls taken on the middle school quad will be displayed.

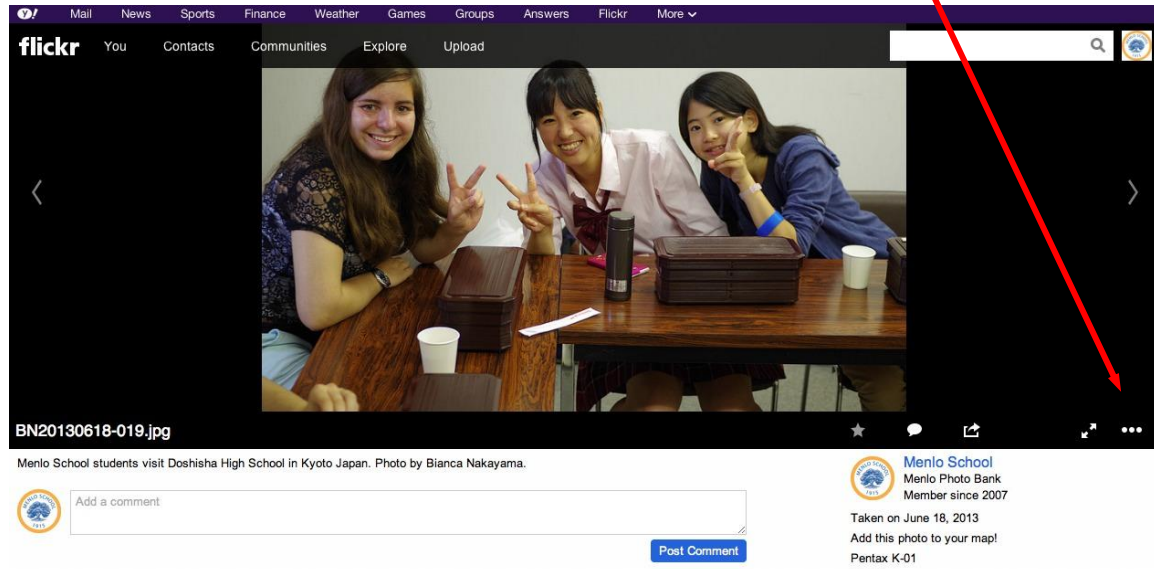
Enter **Sports Action Girls Water Polo** in the search box and all the action photos we have stored of the girls water polo team will be displayed.

Enter **Students Upper School Girls Small Group** in the search box and all photos of female students from the upper school in groups of 5 or less will be displayed.

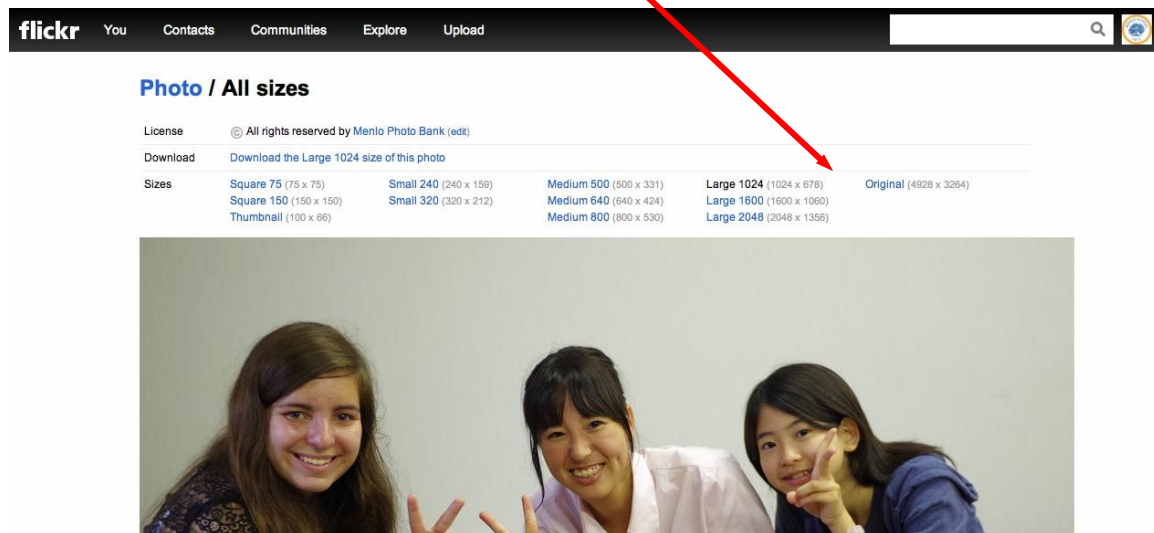
If you'd like to learn more about text tags and how our images are organized, please see [the complete list of all tags](#) used in the Menlo Photo Bank.

Downloading Photos

Menlo Photo Bank images are provided in various sizes. Click on the "..."/>



Select the image size you want to download. Use the original size for high quality print projects, or smaller files for online viewing, or screen display. Flickr is designed to provide individual photos.



Please contact Pete Zivkov if you need to download large groups of photos from the Menlo Photo Bank.

Sharing of Images

Flickr provides other ways to share the image. It is easy to link to specific images or to embed them in other web content. If you have a Flickr account, you can also include Menlo Photo Bank images into private galleries or lists of favorite images.

Privacy

Some Menlo School people are identified or tagged within a photo specifically by name. For example, Menlo staff members (all identifiable adults) are normally tagged by their first and last names, Upper School students (if identified at all) are tagged by their first name only, and Middle School students are not tagged by name at all. This policy provides access to photos of adults while retaining some access and anonymity for our students.

We respect the privacy of Menlo students and families. We will comply with any requests to remove specific images or tags. Please contact Pete Zivkov if this is an issue of concern.

Image Ownership, Copyright and Usage

Normally all the images provided in the Menlo Photo Bank are copyrighted or owned by both the photographer and by Menlo School. If the photographer is known, the photographer is identified using captions and text Tags associated with that image.

If the photographer is unknown, the image is copyrighted or owned solely by Menlo School.

Images contained in the Menlo Photo Bank are copyrighted and made available for public use within the Menlo community. Please contact Pete Zivkov if you have questions about using or adapting images provided within the Menlo Photo Bank.

Sharing Your Own Photos

Do you have high quality photos to share with the Menlo community and the whole world? Here are several ways to submit your digital photos:

Have just a few good ones: email them to our image director pzivkov@menloschool.org

Already have high resolution photos online: just email the web link to pzivkov@menloschool.org

Too many photos to email: drop off a CD-ROM marked for Pete Zivkov at the School's reception desk

Some important guidelines to keep in mind when selecting images to share:

You are giving/sharing ownership of your photo with Menlo School.

We want high quality, high-resolution images for print purposes. (Your jpg image file should be bigger than 300 Kbytes)

Photos need to be clear and sharp. We need and want to see faces of people.

Images from camera phones are rarely usable for our needs.

We need only a few great photos, so please be selective and choose 10-25 of your best.

We need the name of the photographer and the event. Please provide the location too.

Your image will be visible and downloadable to everyone, so make it your best!