MerlinX
How-to Guide
for
HBSweb users

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INTRO

1. LOGIN

Login page:
Username: HBSweb
Password: sch001
(the password ends with two zeros followed by a lower case L)

Opening screen for HBSweb users:
To begin, select the appropriate usage rights filter from the Searches at right, described in the accompanying graphic.

The images shown will be filtered by the usage rights you selected.
3. ICON GUIDE

Look for these icons in the sections below.

4. COLOR CODE GUIDE

Color codes are being used as a quick visual reference for the usage rights attached to a photo.

They are as follows:
1. TEXT SEARCH

Plain text search will search all keywords, photographers, Merlin IDs, captions, and filenames. This will probably suffice for most searches.

2. ADVANCED SEARCH

Use the “Please choose a field” dropdown to search a specific field. Click the plus button on the side to add another field to your search.

The relevant fields are:

- Byline: photographer
- City (in which the photo was taken)
- Country (in which the photo was taken)
- Date Created: date photo taken
- Date Input: date photo was uploaded
- Headline: persons featured in photos (where applicable)
- Reference: department that uploaded the photo

Select Usage Rights: Instead of using this filter, use the saved searches under “Featured Content” in the Saved Searches module.
3. SELECTING

Hover over photo or click photo to see metadata preview below the image.

Double click to view in single image viewer, or use the single viewer button in the icon bar (see icon guide on page 4).

4. SINGLE IMAGE VIEW & FINDING FILE NAME

Full and selectable filename can be found in single image view, above the photo.

To return to your search, click the grid view button (see icon guide on page 4).
1. SELECTING

Number near check mark in icon bar shows how many photos are selected.

Click check mark to select all photos in search or in collection.

Click check mark again to deselect all photos. This will NOT save your earlier selection.

2. SELECTING MULTIPLE PHOTOS

Select multiple photos using the Ctrl key on a PC, Cmd key on a Mac.

To select consecutive photos, you can also use the Shift key.
4. COMPARE PHOTOS

Select multiple photos (see page 7) and press the compare button to view in compare mode, below.
EXPORTING & ORDERING

To begin, select any photo(s) you would like to share or order (see page 7).

1. EMAILING A CONTACT SHEET

After selecting photo(s), click the share icon (see icon guide on page 4).

Email a collection or multiple selected photos as a contact sheet by selecting Email Previews.

View preview of contact sheet & send:

Recipient will receive link to contact sheet.
2. ORDERING PHOTOS

After selecting photo(s), **click the order form icon** (see icon guide on page 3).

Fill out the form that pops up. **Name**, **Email**, and **Delivery Request** are required fields.

Delivery Request is set to **Standard (1–2 days)** by default.

Please restrict **Urgent** orders to under 5 photos. Select **Low Priority** if you are able to wait 3–7 days for your request.
Saved Searches and Collections modules can be found in the left sidebar.

1. CREATING COLLECTIONS

Select either Shared or Private to create new collection in that folder. Press the + icon.

Name collection with the following naming convention:
[username/last name/organization] [subject]

Double click name of collection to view.
2. ADDING TO & EDITING COLLECTIONS

Select the photos you would like in your collection (see page 7). **Drag and drop photos** into the collection:

Remove items by dragging them to the **small cancel button** in the collections module.

3. SHARING COLLECTIONS

Shared collections can be sent via email to other users by using the **email link button** under the gear menu: