Libbey Inc.

User Guide
# Media Space

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How do I find what I need?
You can easily find an image by browsing through the Themes (Retail, Foodservice, B2B, etc) or by using one of the Search functions on the site.

Simple Search
Simple Search is called ‘Simple’ because the interface only allows you to search by one criterion, such as item number or name. Simple doesn’t mean ineffective, however. Simple Search is fast, easy, and useful.

Advanced Search
Advanced Search allows you to be more precise with your search. You can search on multiple criteria and predefined characteristics.

Using Simple Search
To begin, type in an identifier in the Simple Search field. You can use an item name, family name, SCC number, or any other identifying characteristic that might be used to describe the item you are looking for (Omega, 8883, DOF, cool, urban, etc) and then click the Search button.
If I put a checkmark in any of the items, they will be added to the tray down below, allowing me to add them to a collection, share the collection, and/or download them as a group.

By default it adds your items to a collection called “My Collection”, but you can create a new collection and name it whatever you like. Perfect for sorting like items, or items needed for a specific project.
Using Advanced Search
To get to the Advanced Search page, click the > Go to Advanced Search link inside the Simple Search widget.

Fill out as much, or as little, as you want to find the item that you are looking for.

There are so many fields to search by, be cautious; if you fill out too many fields, you run the risk of not getting any results.

As you fill out the form, the button at the bottom of the screen will tell you how many results match your query.

The results screen is the same whether using Simple Search or Advanced Search.
Using Search within these results

Oftentimes your initial search returns too many choices. A quick way to narrow down your search is to use this feature!

Once you perform a search your search results are displayed on the page. Above those results, on the left side you will see a link that says “Search within these results”.

When you click the link, an Additional search terms text box will appear, allowing you to refine your search even further.
**What type of file do I need?**

There are several types of images; it can be confusing deciding which type you need. The below graphic explains which file you should download based on the project you will be using it for:

**Which File?**

Square Saucer w/ Well Ring

<table>
<thead>
<tr>
<th>Resource Tools</th>
<th>File Information</th>
<th>File Size</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original TIF File</strong></td>
<td>1088 x 1088 pixels (1.2 MB)</td>
<td>71 MB</td>
<td>Download</td>
</tr>
<tr>
<td><strong>High resolution print</strong></td>
<td>1088 x 1088 pixels (1.2 MB)</td>
<td>222 MB</td>
<td>Download</td>
</tr>
<tr>
<td><strong>Screen</strong></td>
<td>8.4 x 8.4 pixels</td>
<td>278 KB</td>
<td>Download</td>
</tr>
<tr>
<td><strong>Preview</strong></td>
<td>Full screen preview</td>
<td>279 KB</td>
<td>View</td>
</tr>
</tbody>
</table>

- **TIF files** are HUGE. Use for catalogs or other high quality printing.
- **High Resolution Prints** are for printed brochures or fliers.
- **Screen** files are for PowerPoint presentations, Emails, and other electronic documents (this is your BEST bet).

**How do I download an image once I find it?**

Click on the **image thumbnail** in the Results list.

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**Key:** 
- E-mail 
- Add to current collection 
- Full screen preview

> Save search query to collection  > Save search items to collection  > Calculate disk space used by results
The Item Detail page opens

Click on the Download link next to the file type that best meets your needs.

Save the file on your hard drive

What’s the best way to find and download multiple images?
If you need to download several pictures, the best way to that is to download them all at once, rather than one at a time. In order to do that, add them to a Collection, and then download the collection when you are finished adding all of the images you need to that collection.
What does the Transform function do?
When you click on the Transform link under Resource Tools section of a product page, you are able to transform the image in multiple ways.

Possibly the most valuable part of the Transform tool is the ability to crop the image before you download it. You can also rotate the image, flip it horizontally, rename it, and change its file type to TIF, JPG, or PNG. Once you’ve made your selections, just click the Download button.
What are Collections and how do I use them?
A collection is just a group of images (or videos, etc.) that you have grouped together for any reason you like. Perhaps they are all of the same family. Perhaps you need 12 images for a brochure. Perhaps you want to show a customer a wide variety of coolers. Whatever the reason, Collections make it convenient to group items for sharing and/or downloading.

How do I Create a Collection?
To add a file to a collection, first name your collection by clicking the down arrow on the My Collection drop-down, and choosing (Create New Collection).

Type your collection name in the lower box and press the enter key on your keyboard.

Then begin searching for images. When you find one to add to your collection, be sure that the name of the Collection is showing at the bottom of the page, and put a checkmark in the box on the results page, or click the “add to collection” on the item page.
**How do I download my Collection?**

Once your Collection is complete, you can click the Download link at the bottom of the page (make sure the collection name is visible) or click on the Manage ‘My Collections’ link and download the images from there.

On the Download Collection page, change the Download size to the appropriate one for your project. (Not sure what size you need? Check out the “What type of file do I need?” section in this guide.)

Click the Download button to start the download.

You may get a Time warning. Click OK if you do.

Save the zip file (note the name of the file).

**How do I share my Collection with someone?**

Click on the Manage ‘My Collections’ link at the bottom of any page. Your collections will be listed, and all of the options will be listed to the right. One option is “Share”.

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10 | Page
Choose either Email Collection, or Generate URL.

They both accomplish the same task, but if you have already written an email with instructions, or descriptions, or details, then using the “Generate URL” option might be better for you, because you can just cut and paste the URL into the email you have already created.

Emailing a Collection

Once you click Email Collection, you will fill out the Email Collection page.

You can send the email to both Media Space registered users and non-registered users (such as customers, or Libbey employees who do not have a Media Space account)

Be sure to add an expiration period to your Collection. This will prevent people from accessing it beyond the date you specify.
Generating a URL

If you are sharing with internal, registered users of Media Space then you can just use the first URL. Click the EDIT button to add the people who should see your collection.

If you are sharing with external users (customers who don’t work for Libbey) or internal people who do not have a Media Space account, then click the **Generate External URL button** (see image above) to get a URL that will allow those people to get access to your collection.

You will then **copy and paste the External URL** into an **Outlook email**, and then send it to the people you need it to go to.
They will receive an email with the link, which they can click on. They won’t have to log in, it will take them directly to an area where they can download just the collection you shared with them.

**How do I delete images in my Collection, or delete my entire Collection?**
Click on the Manage ‘My Collections’ link at the bottom of any page. Your collections will be listed, and all of the options will be listed to the right.

**My customer would like access to the site. How can I facilitate that?**
Send your customer to the login page of Media Space (http://media.libbey.com) and have them click the link “> Click here to apply for an account”. They’ll need to fill out the form and submit it. It can take up to 24 hours for a new account to be created.