

WAKE FOREST UNIVERSITY Stock Photo Requests



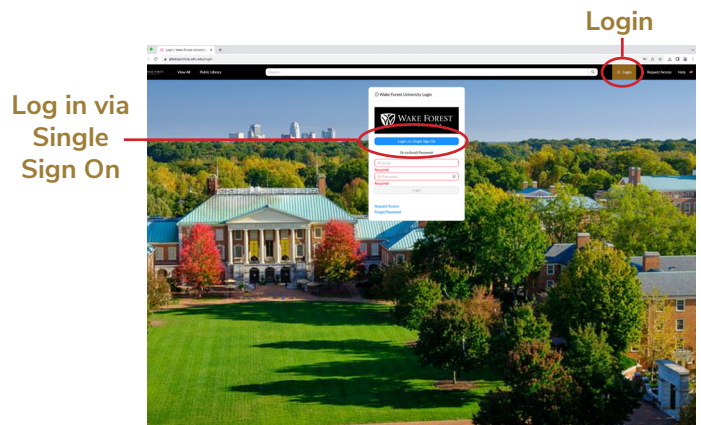
photoarchive.wfu.edu

To request official Wake Forest photos for your project, you'll need to:

1. **Log in** to the Wake Forest Photo Archive using your WFU credentials.
2. Create a **Lightbox** for your project.
3. **Browse or search** the archive for the photos you need and add them to the Lightbox.
4. **Request access** to download them.

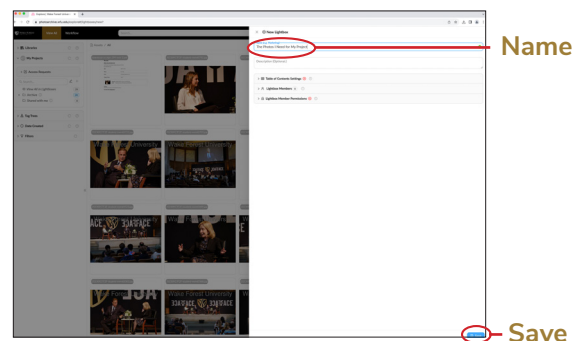
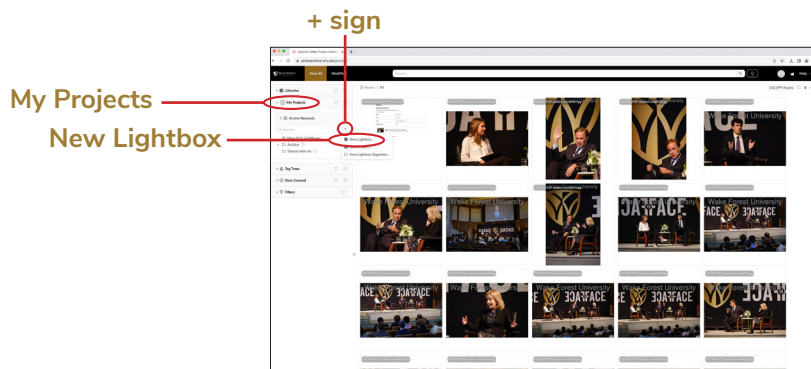
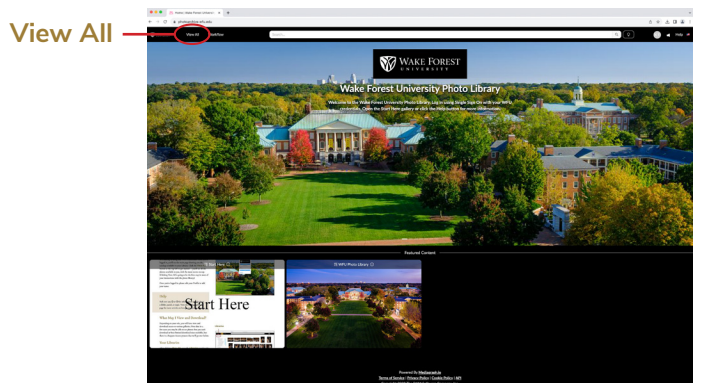
1. Log In

Go to the WFU Photo Archive at photoarchive.wfu.edu and click the **Login** button, then choose **Single Sign On**. This will let you log in using your Wake Forest credentials. You'll be able to see two Library Collections: the main WFU Photo Library and the Start Here collection with a handy downloadable user guide.



2. Create a Lightbox

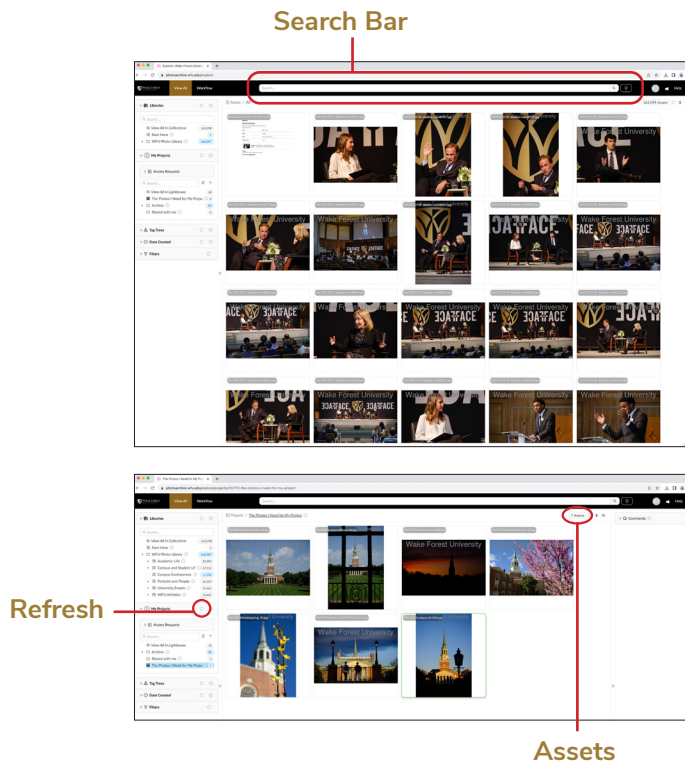
Click the **View All** button at the top left, then click to open the **My Projects** panel on the left side. Click the **+ sign** and choose **New Lightbox**, giving it a **Name** and an optional description, then click **Save**.



3. Browse or Search

Click to open the **Libraries** pane on the left, then browse or **search** the archive for the photo you want. (The user guide in the Start Here collection is a big help. You may view it in the archive by double-clicking or you can download it as a PDF.)

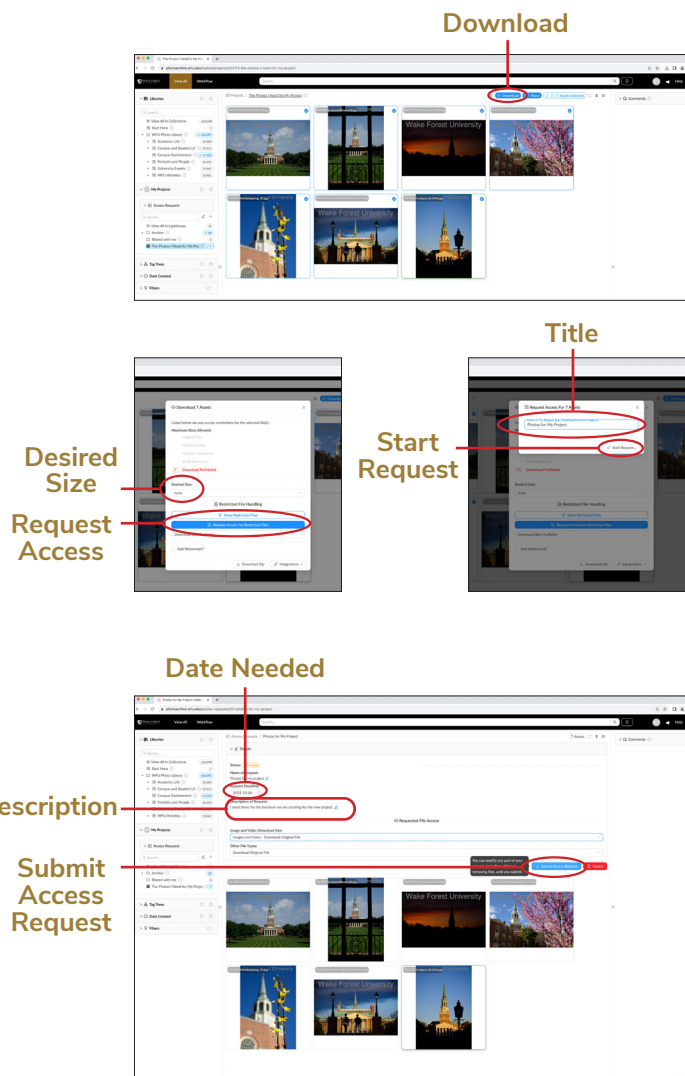
When you find a photo you need, drag it on top of the name of the Lightbox for your project. When you've done this for all the photos, click the name of the Lightbox to view them. You may need to click the **Refresh** button (the circle arrow next to the My Projects heading).



4. Request Access

Select all the photos in the Lightbox by clicking the **Assets** button at the top right that shows the number of photos in your Lightbox. Then:

- Click the **Download** button.
- Choose your **Desired Size** from the drop-down menu and click **Request Access**.
- Give your request a **Title**, usually the name of your project, and click **Start Request**.
- On the next page, pick a **date** you need the photos and fill out the **Description of Request** – the more detail, the better. Tell us how you will use the photos, where they will be published or printed, etc.
- Click **Submit Access Request**.

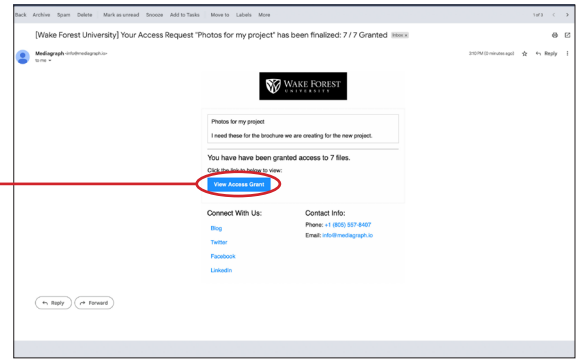


Receiving Access

When we receive your request and approve your photos, you'll get an email with a link to **View Access Grant**. Click that, then click the **Download All** button to download your approved photos.

For any photos or usage that can't be approved, we'll let you know.

**View
Access
Grant**



**Download
All**

