

### **How to download photos from the University repository:**

1. Go to <https://photo.gmu.edu> and click on “Galleries”
2. In the Galleries, there are lots of folders that contain different kinds of galleries. You’re welcome to use any, but we especially recommend “Student Life” and “Green and Gold Spirit”.
3. Click on desired Galleries until you reach a single gallery with a photo roll on the left and individual photos on the right.

### **For a High-Quality Image:**

1. Find the photo you want to use and click on it to expand it.
2. Roll over the photo, and you will see menu options on the left. The arrow pointing down is the “Download” icon.
3. Click on the Download icon to download the high-quality image. This is ideal for print, video, or large web backgrounds and hero images.

### **For a Low-Quality Image:**

1. Find the photo you want, and make sure it is displaying on the right side of the screen.
2. Right-click on the photo, and choose “Save Image As...”
3. Save the low-quality image. This is ideal for social media, editorial images for the web, or as a featured image with an event.