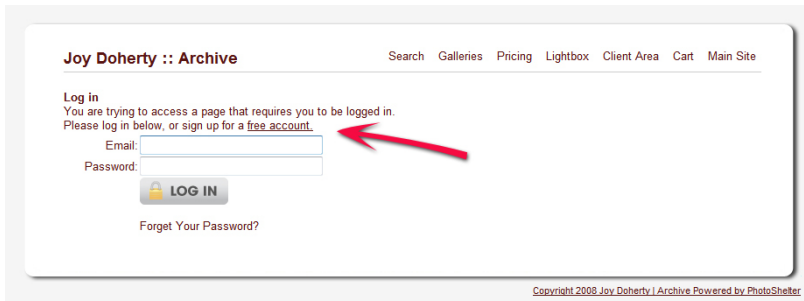


## HOW TO: Create and Log-in to your Organic Imagery account and use the Lightbox feature

The Lightbox feature is designed to make collecting images from the Archive easier for you. Once you have an account, you can send the Lightbox via email to us, your team members, or your clients. They are also saved on the site so that you can refer to them later or create links in your presentation to bring them up live. You can name your Lightboxes and use several at a time to stay organized.

### Step 1:

On our [Stock Archive site](#), along the top bar is a button for our "Client Area." This is where you will create your account and Log-in thereafter.



Joy Doherty :: Archive Search Galleries Pricing Lightbox Client Area Cart Main Site

Log in  
You are trying to access a page that requires you to be logged in.  
Please log in below, or sign up for a [free account](#).

Email:

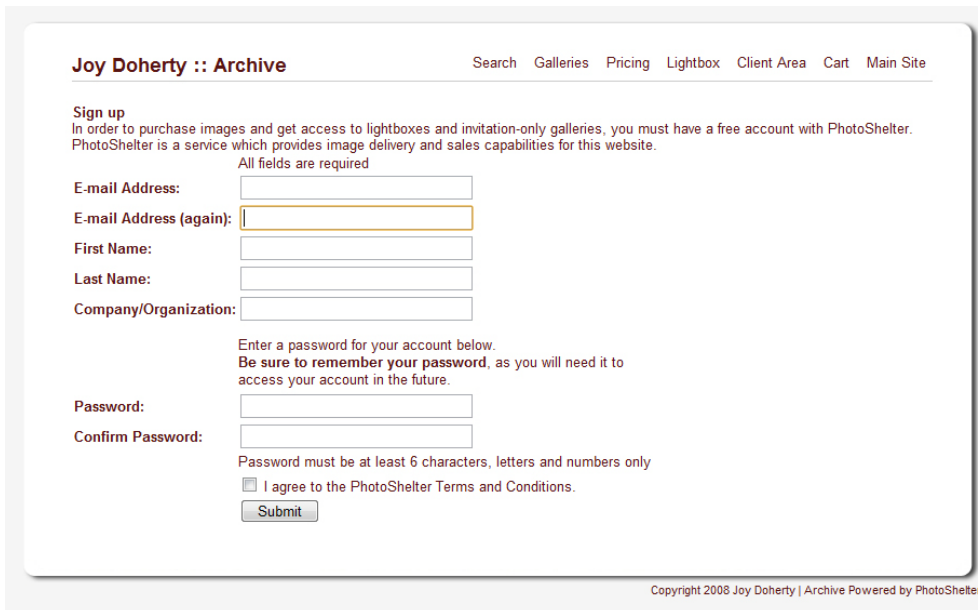
Password:

[Forget Your Password?](#)

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### Step 2:

To [Create an Account](#): Click the linked underlined words "[free account](#)" to go to the sign-up page and enter your information.



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Sign up  
In order to purchase images and get access to lightboxes and invitation-only galleries, you must have a free account with PhotoShelter. PhotoShelter is a service which provides image delivery and sales capabilities for this website.

All fields are required

E-mail Address:

E-mail Address (again):

First Name:

Last Name:

Company/Organization:

Enter a password for your account below.  
Be sure to remember your password, as you will need it to access your account in the future.

Password:

Confirm Password:

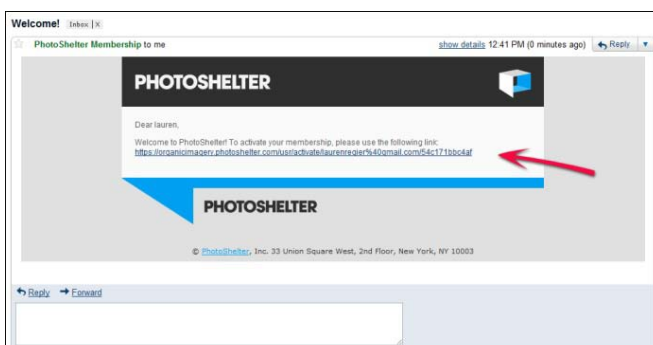
Password must be at least 6 characters, letters and numbers only

I agree to the PhotoShelter Terms and Conditions.

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### Step 3:

The information you enter is never sold and seen by only us here at Organic Imagery. Fill out the sheet, choose your password and click "Submit."



Welcome! [Inbox](#) | [X](#)

PhotoShelter Membership to me [show details](#) 12:41 PM (0 minutes ago) [Reply](#)

**PHOTOSHELTER**

Dear lauren,

Welcome to PhotoShelter! To activate your membership, please use the following link:  
<https://photosheltermembership.photoshelter.com/useractivate?lauren@oregon.edu&email.com%26c17180ca4f>

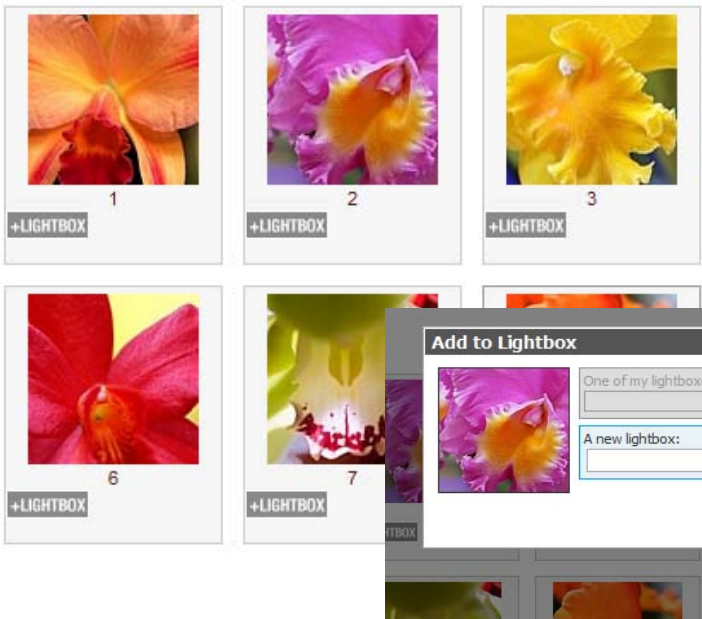
**PHOTOSHELTER**

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[Reply](#) [Forward](#)

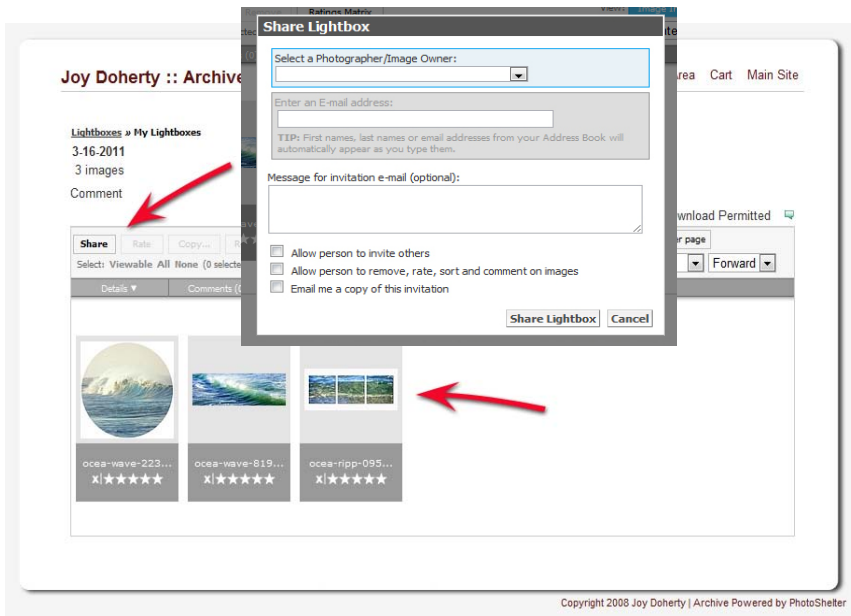
### Step 4:

You will then receive a Welcome e-mail with a link to follow to finish signing up. Click this link and it will open a window asking you to confirm your account by entering your new password. Once you have done this, your account is active!

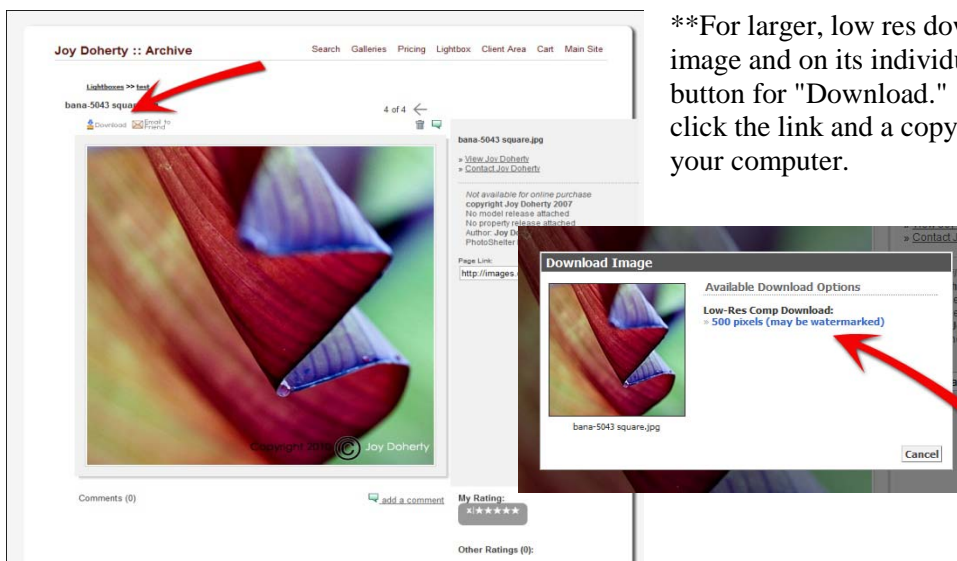


Start browsing the galleries and collecting images. You will see that there are buttons on each image in the galleries, as well as below the images on their individual pages that say "LIGHTBOX." Clicking here will allow you to create new Lightboxes, name them, and add images to them.

At any time you can go to your Lightboxes by clicking the top button "Lightbox." Now you can save and share your lightboxes, refer back to them, or download each image to place into your presentation.



\*\*You can download the thumbnails by dragging and dropping them onto your desk top.



\*\*For larger, low res downloads, click the image and on its individual page, you will see a button for "Download." When the box appears, click the link and a copy will be downloaded to your computer.