

Bridgeman Education: A Quick Start Guide

I. FINDING AN IMAGE

Bridgeman Education provides three ways to search for an image:

1. Log in and type one or more keywords into the search box on the homepage.



2. Use Advanced Search to narrow your search field.



3. Click on Subjects and use our pre-selected Subject Categories to guide and inspire you.



II. SEARCH RESULTS

Search results are displayed as thumbnails with the number of results and pages indicated at the top and bottom right.

II. VIEWING AN IMAGE:

- 1. Click on a thumbnail to view the image in more detail. All the image information as well as links to similar results are on the right hand side.
- 2. Land take you through your search results in full screen view, and takes you back to the thumbnail overview page.
- 3. Click on the **Zoom image** Picon to the right of the image, for a closer, more detailed study.

III. SAVING, EDITING AND RETRIEVING IMAGES:

1. Right click on an image and select <u>Save Image As</u>. Then save it in your preferred location on your computer, e.g. in My Pictures.



- 2. If you want to keep a selection of images online, click on the <u>Add to Slideshow</u> to on the right of the image to save it in your personal slideshow. The contents of your slideshow will appear in the window at the top right hand side of the page.
- 3. To <u>view or present</u> your slideshow, click the icon.
- 4. To edit or save your slideshow, click the dicon.
- 5. To <u>retrieve</u> your slideshow, click the icon.

For more information on using the slideshow tool and other aspects of the website, please see the Site User Manual on our homepage.

