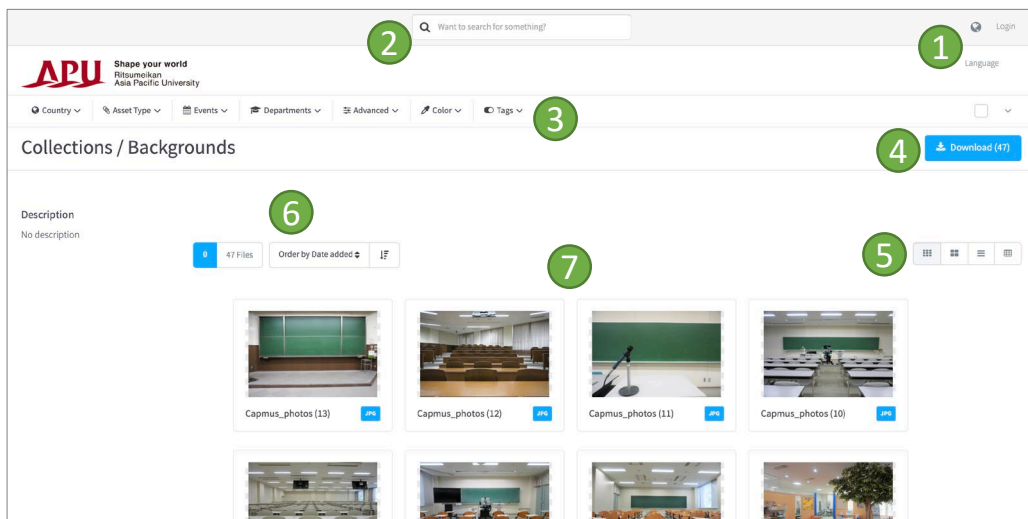# How to download photos from a collection

Ritsumeikan Asia Pacific University uses a *digital asset management system* provided to store and manage photos and other digital assets. This page shows some of the basic settings in the system, including how to download images or other files from a collection.
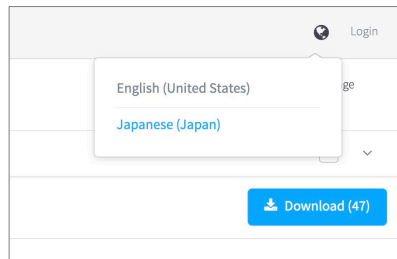
Collection view

This is an example of the screen displayed when accessing a collection. The functions indicated by the numbers are listed below the screenshot.

1. Change display language.
2. Search box. This can be used to search within the collection being viewed.
3. Filters. These can be used to filter the assets being displayed.
4. Download. Downloads selected assets. If no assets are selected, this will download the entire collection by default.
5. Change view. Available options are *Grid View*, *Single View*, *List View*, and *Contact Sheet View*.
6. Change display order.
7. Assets. Click on an asset to open the info page for the asset and to download the individual asset. Click on the upper right corner of the asset to select the asset, indicated by a white checkmark on a blue background. When an asset or assets are selected, clicking the *Download* button (see #4, above) will download those assets.
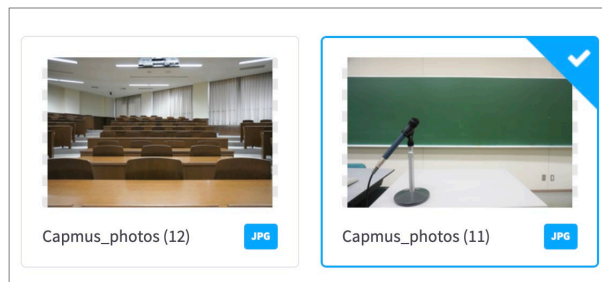
Changing display language

To change the display language, click on the globe icon in the upper right corner, as shown below. Available languages are English and Japanese.
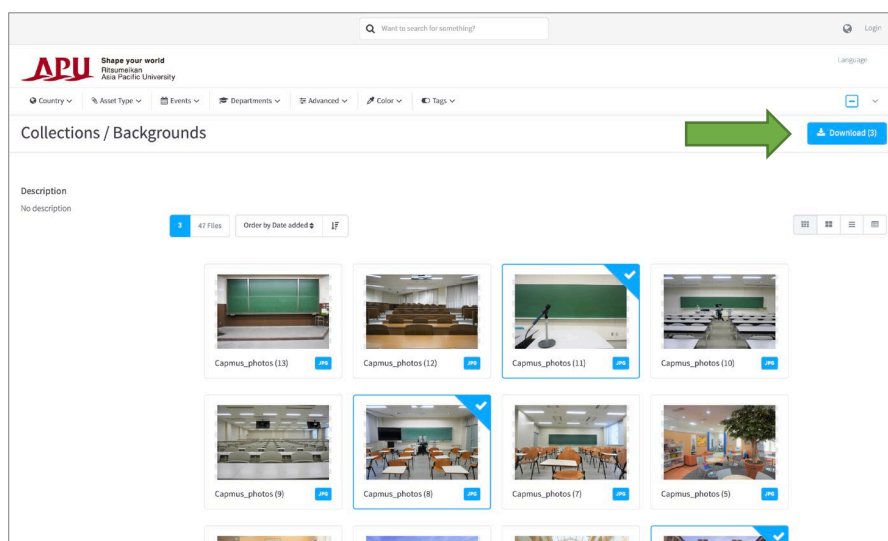

Selecting assets

To select multiple assets, click in the upper right corner of the preview image. A white checkmark on a blue triangle background will appear, and the preview image will be marked with a blue box as shown below.
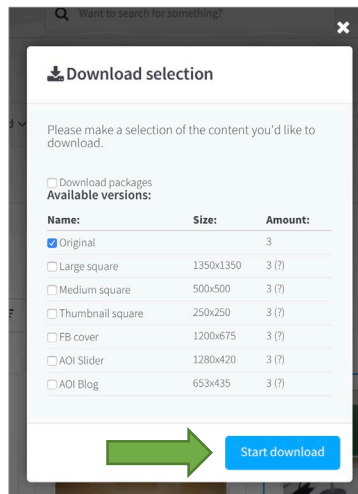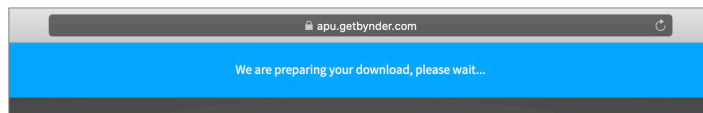

Downloading assets

After selecting the asset or assets you want to download, click the *Download* button in the upper right.

Clicking on the *Download* button will show the *Download selection* window. The system can automatically generate different formats. Original is most appropriate for most users. Select this, then click on *Start download* in the lower right corner.

After clicking on the *Start download* button, a notice will appear at the top of your browser windows, shown below.

When downloading multiple assets or images, they will download as a single zip file. Actual download steps will vary by browser and computer operating system. Be sure to note where the download is saved; common default save locations may be to the desktop or a specified downloads folder.

Once the download is complete, open the zip file (or folder) and use the images.