

Basic SmugMug Instructions for Downloading Photos on to Your Computer


The CATS Photo Library is organized into five categories: **Projects** (*planting, pruning, nursery work, etc.*); **Education** (*classes, meetings, tree tables, walks, tree ID, etc.*); **To be Filed** (*photos not yet named and filed*); **Videos**; and **Admin** (*our logo, etc.*)

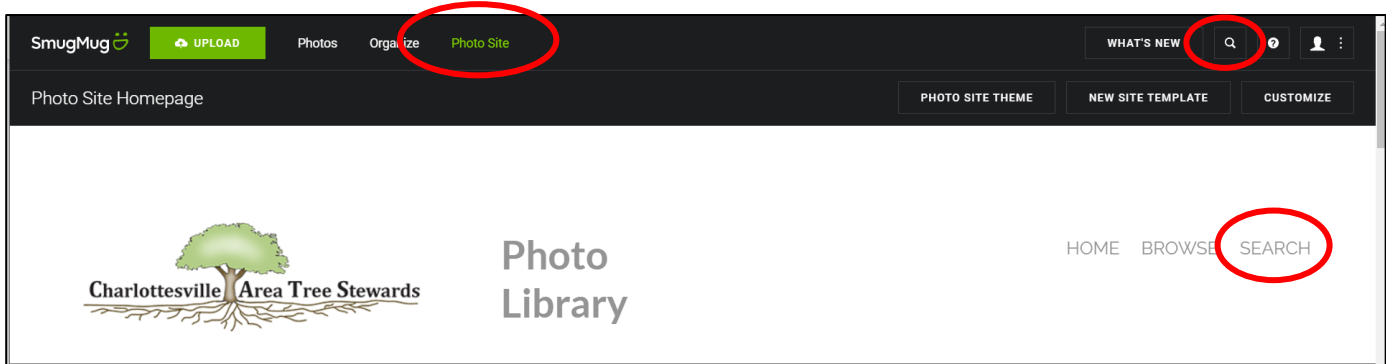
Use: <https://smugmug.com/> (access to the website)


Login with:

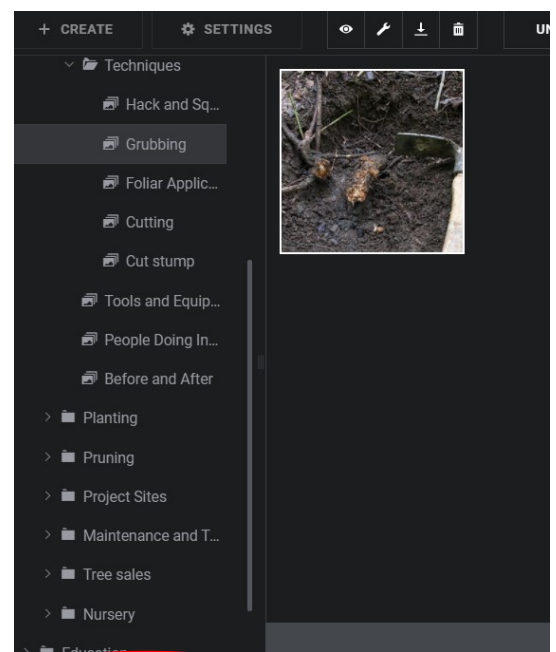
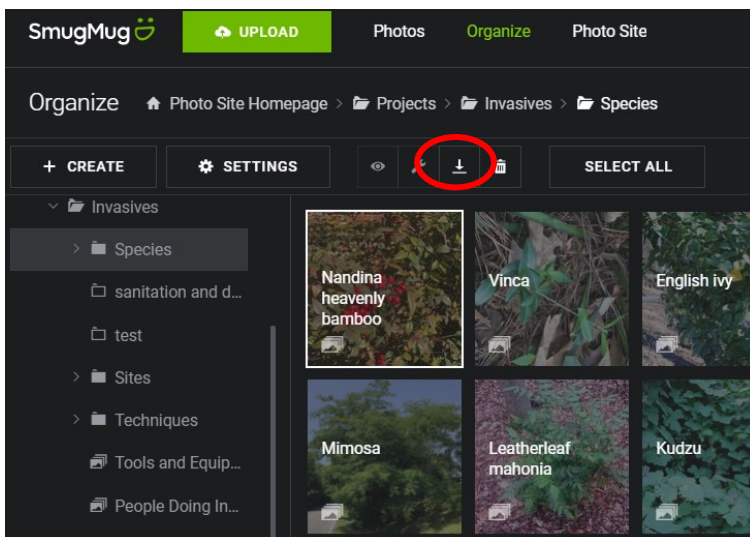
Email: education3@cvilleareatrestewards.org

Password: treestewards3

When the page opens, look in the menu bar and go to **Photo Site** (*in green when active*). If you know what photo subject you are looking for, the easiest way to find it is to use the **SEARCH** feature, or the search button  located on the upper right side of the screen. See image below....



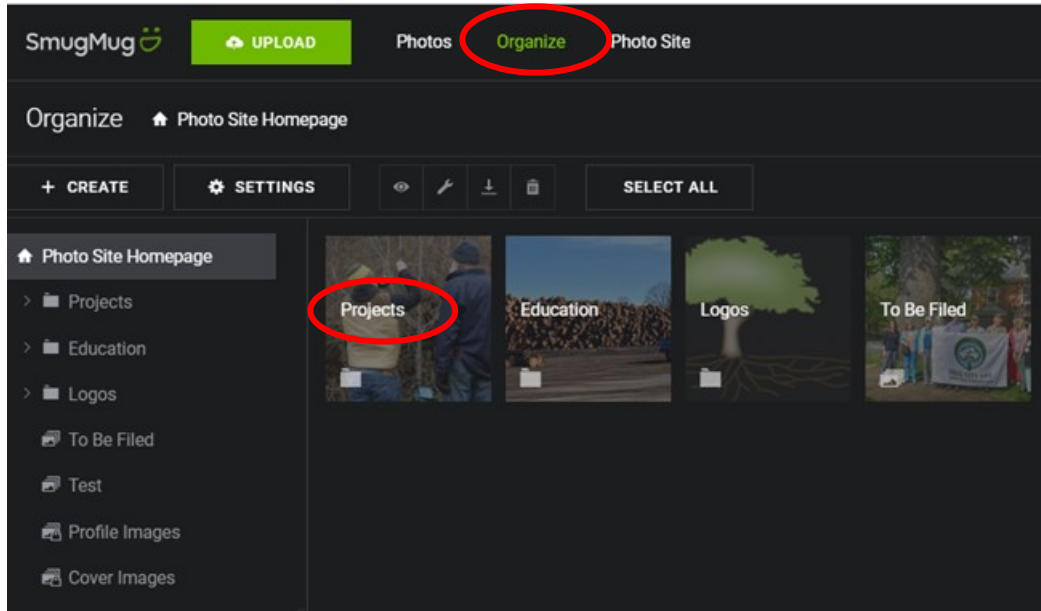
When the search box opens, enter the keyword(s) for the photo you are looking for and any appropriately labeled photos will display. When you find the photo you want, click on it, (*it must be highlighted*), and use the **Download Icon**  to automatically download the photo. **Download Icon** will not be active until you have selected the photo. **Note:** only one photo can be downloaded at a time.



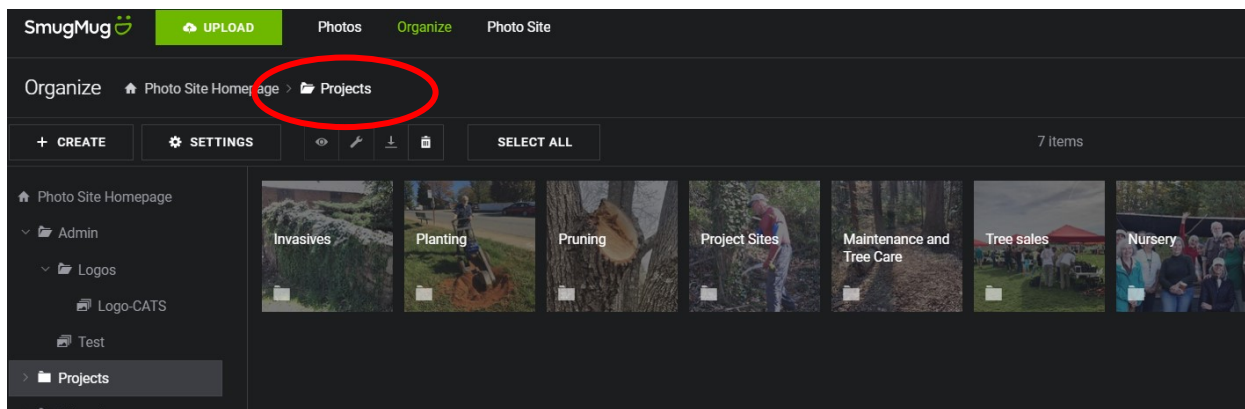
If your photo does not directly download onto your computer, the screen to the right will come up. Click on the file name at the lower left to open file and save it.

Search feature didn't work for you?

If you don't find what you need, it may be available in the Photo Library, but may not yet have been assigned the necessary keywords to facilitate searches. Try a visual search by going to the **Organize** screen. When it opens you will see the labeled Galleries/Folders. Click on the one that would seem most likely to contain the photo you are looking for.



As an Example: If you selected **Projects** and clicked on it, you will see sub-folders (Galleries) with narrowed down choices. *See image below.* Files in SmugMug are arranged similarly to those in File Manager in PCs or Finder on Macs. In Projects, for example, there are seven subfolders and most of those have additional subfolders. Narrow down your search by selecting the folder and subfolder(s) that most closely match the topic you are seeking.



When you have found the best photo for your use, click on it, (*it must be highlighted*), and **follow the previous instructions** given to download your selection. **Note:** Only one photo can be downloaded at a time. The download icon will not be active if more than one photo is selected.