DOWNLOADING

Downloading involves taking a physical copy of a file from the IMS Library onto your PC or network.

Downloading is primarily used for the BAC website and design purposes. We understand there are PowerPoint presentations and other times when a file needs to be downloaded, and that’s why all users have the ability to request to download a file. Please note, downloading has been thoughtfully configured to decrease the production of duplicate files.

If you download a file:

- Please do not email that file as an attachment
- Delete downloaded files from your computer when you are finished working with them.

SINGLE CLICK DOWNLOADS

Single-click downloads are available when browsing files in the following way:

- Folder
- Lightbox
- Search Results
Steps:

- Hover over the file you want to download and right-click.
- The right-click menu will appear with a list of download options.
- Single-click download options are also available when you open a file in the File Console.
- In the File Console, click the Download Drop Down menu immediately beneath the preview image and use one of the predefined formats presented.

DOWNLOAD WIZARD

The Download Wizard provides access through one dialogue to all of the download options available to you - options include:

- Formatting/resizing files for download or published URLs
- Cropping file(s)
- Creating and saving a new revision
- Access to all predefined download sizes so that you can select one of those as the base from which to select how you want to download a file.
- Publish a file to a URL using the formatting and size options you have specified.

Steps:

Step 1: Select Files to Download

- Select Files for download whenever you are looking at thumbnail or preview images of files in IMS.
- Hover over the file you want to download, right-click and select Download Wizard.
• To select multiple files, use the selection boxes or the Select All option in the toolbox, and then click the Download Wizard button in the toolbox.

Step 2: Select Format

• The Format Selection page provides file format options and technical settings in the following manner:
  o Size
  o Dimensions
  o File format
  o DPI
  o Color profile
• The “Proceed to Cropping” option enables you to crop and preview as required.
• Click Download Now to proceed to the next step.

Step 3: Delivery Method

• Select between options for downloading to your computer or publishing files to a URL (Internet address).

Step 4: Collect Download

• Once you have specified format and delivery options, IMS prepares the files.
• A progress bar on the Collect Downloads page will confirm when they are ready.
• Click Collect Download to proceed.
• Your browser will open a dialogue box prompting you to Save the Files to your computer.
• If you chose the Publish to URL option, it will display the URL of the downloaded files.