

Although we want to be sure that we are posting photos of the goings-on at our schools on the school websites, there will be times where you are going to need a specific image for a feature item or a news story. That’s where CanStock Photo comes in handy. Follow these steps to locate and download images to use on your website, in newsletters, special event programs, etc...

**Logging in to CanStock Photo**

In your web browser, go to the following site <http://www.canstockphoto.com>

At the top right of the browser window, click “Sign In” 

Login to CanStock using the School Division’s ID and password as provided. (If you are unsure of the login, please contact Jen or Rob)

Once logged in, the strip along the top right of the browser window will let you know how many image downloads remain for the current 24 hour period and when the clock resets.

Our subscription to Can Stock allows for us to download up to 10 images every 24 hours. (Small, Medium or Large JPEGs).

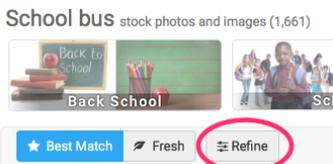


**Searching CanStock Photo**

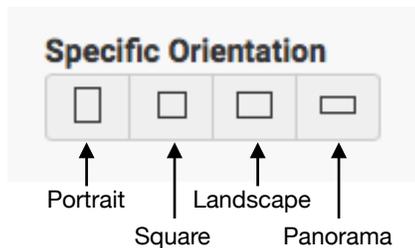
Searching for an image at CanStock is as easy as entering your search terms in the search box.

You can specify the type of image you are looking for.

You are going to want to stick with Photos or Illustrations. Our subscription doesn’t cover Vectors or Video. *(Besides, you wouldn’t have much use for them anyways...)*



A search for “School Bus”, for example, turns up 1661 images. You are free to page through the images to locate one that will work for you... or you can also click the Refine button to open up a selection of other options to help narrow down your search.



The one search option refinement that you will find very useful is the ability to specify the orientation of the image... whether you are looking for a portrait or landscape orientation, or a panorama image.

The square images will work well with News items...

The panorama images typically work well with Features on your website.

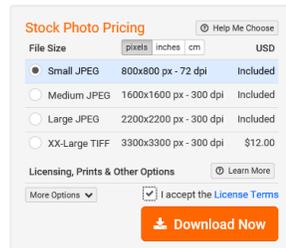
## Downloading an image from CanStock

*Note: In order to download an image from CanStock, you must be logged in to the site...*

Once you locate the image you wish to download, follow these steps:

From your search results, click on the image you wish to download.

Stock Photo - School bus in Rural Area



Now, select the size you wish to download. In most cases, the small or medium image is fine. You will likely need to resize the image in PhotoShop anyways...

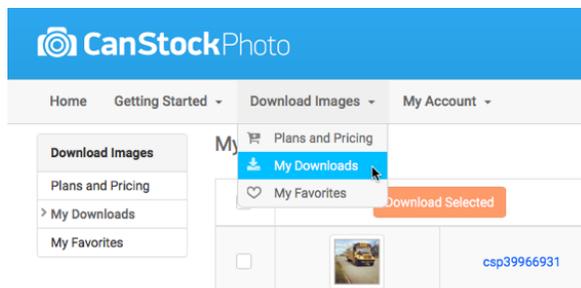
Click to accept the license terms.

Click the "Download Now" button and the image will download to your designated downloads folder.

*Note: the downloaded image will not display the CanStock watermark over the image.*

With the image now downloaded, you are now ready to open that file in PhotoShop and size it accordingly for its intended purpose... be that a Feature Item or a News Item. (Refer to the help file titled "Scholantis Image Prep")

## Other CanStock Tips: Our Download History



In a hurry and need an image quick? Since we are all sharing one account, sjasdimages, you can easily see what images other secretaries have previously downloaded by selecting "My Downloads" from the Download Images menu...

This may also be helpful if, by some chance, there are no remaining download available at the time you are trying to update your website. Previously downloaded images, can be re-downloaded at any time by anyone using the sjasdimages account.