



Quick-Start Guide to Merlin: Web Application

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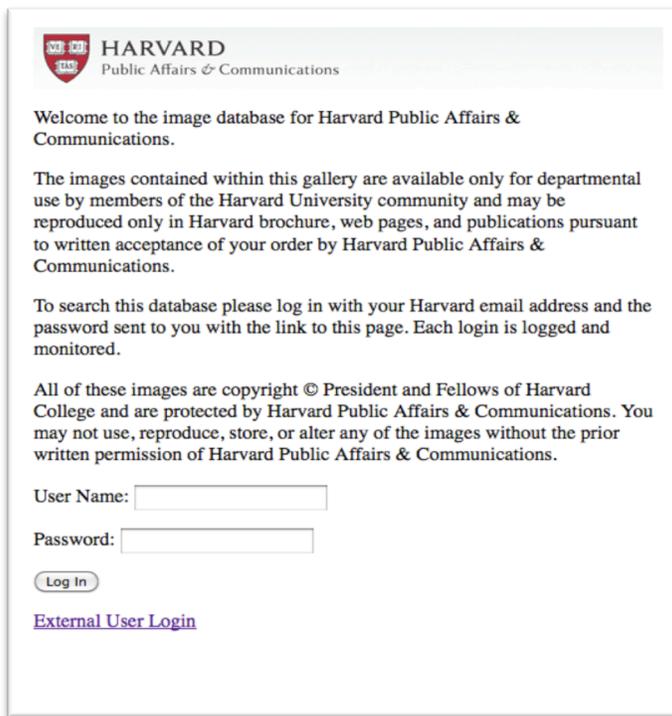
I. LOGGING INTO MERLIN

Launch a web browser and point it to the web address: <http://har.merlinone.net>

Use the fields you see as you enter the page (see below) to login into the portal for photo searching and ordering.

Your username is your complete Harvard email address, and the default password is 'crimson' (case sensitive).

Please note: Merlin access is for Harvard staff and faculty only – and should NOT be shared with outside agencies.



HARVARD
Public Affairs & Communications

Welcome to the image database for Harvard Public Affairs & Communications.

The images contained within this gallery are available only for departmental use by members of the Harvard University community and may be reproduced only in Harvard brochure, web pages, and publications pursuant to written acceptance of your order by Harvard Public Affairs & Communications.

To search this database please log in with your Harvard email address and the password sent to you with the link to this page. Each login is logged and monitored.

All of these images are copyright © President and Fellows of Harvard College and are protected by Harvard Public Affairs & Communications. You may not use, reproduce, store, or alter any of the images without the prior written permission of Harvard Public Affairs & Communications.

User Name:

Password:

[External User Login](#)

II. NAVIGATING MERLIN

Once logged in to Merlin, you will be met with a default search to the most recent items in Merlin.

Merlin WebMaster Navigation



Photo
 Story
 Other
 Video
 Recently Input First

HARVARD
Public Affairs & Communications
 BATCH
ORDER
↓ PHOTOS

Add to:

Logged In: harvard_guest

Merlin WebMaster functions are easily accessed in the tool bar area across the top of the browser display. This includes (from left to right) advanced searching, saved searches, projects, the shared projects dropdown, home, list view, grid view, log out, info/help, and batch orders.

Icon Tools Explained

At any time to return to the home page click the home icon: 

To view objects in the list view click the list icon. To view objects in a grid view display click the grid icon: 

To view objects in a grid view display click the grid icon: 

To log out of Merlin WebMaster without quitting your browser, click the lock icon: 

To go to help tips click on the information circle icon: 

To order multiple photos for purchase, click the batch icon: 

III. SEARCHING & FINDING ASSETS

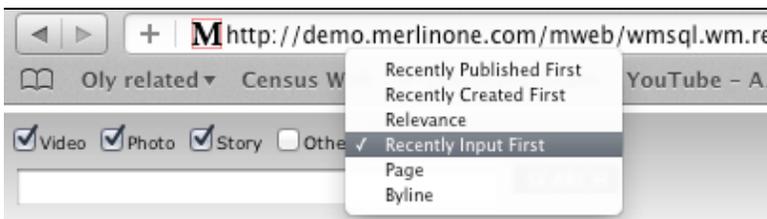
Searching Using the Basic Search Tool



Begin searching the Merlin system by entering a search term in the search box in the navigation at the top left. Check the applicable box for the type of asset you are searching for.

Please note: Merlin allows basic searching using variations of a given term and delivers all applicable results related to that root term. For example, searching 'child' will pull up all assets tagged with the variation of the root, i.e. "children," "grandchild," etc. **Please see section below for 'Using Boolean Truncation.'**

Additionally, search options include the ability to sort by Publication Date, Create Date, Relevance, Input Date (the default value), Page or Byline using the pull-down menu.



Using Simple Boolean Terms

Merlin searches support Boolean operators or terms (and, or, not, near, like).

For example, you need to find photos related to **jazz** or **blues** music, you would complete the following:

Jazz OR Blues

This search finds photos that are tagged with either 'jazz' or 'blues.'

Jazz AND Blues

This search finds photos that include both the tags 'jazz' and 'blues' on each.

Jazz NOT Blues

This search finds photos that are exclusively tagged 'jazz.' **NOT** always excludes assets with the specified term.

Using Boolean Truncation

If you want to search for part of a word or a whole word that may have several endings, use a "wildcard," commonly an asterisk (*). It will improve search results and save you time. For example:

To find photos tagged with 'university' or 'universities,' use **'universit**'**

To find photos tagged with 'legislate,' 'legislates,' 'legislator,' 'legislators,' 'legislation,' or 'legislating' use **'legisla*'**

Searching Using Advanced Search

Searching may be done in the simple search window or the Advanced Search dropdown menu. Clicking on the Advanced Search dropdown will bring up this menu that allows a user to search in a more refined manner.

Users may search by the date that photos were input, and refine by calendar using the calendar widget beside each search field. For example, photos that were input into the system between January 1st and January 4th.

Search by Date Input

By Date: and

Further, they can refine their search by searching for items by hours.

Search by Date Input

By Date: and

In the last:

The Advanced Search menu also has the ability for users to search given criteria, including:

- **Keywords:** words that appear either in headlines, tags, and/or descriptions.
- **Headline:** parts or all words that are part of a photo title.
- **City:** if the photo is tagged with a city location, where the photo was taken.
- **State:** if the photo is tagged with a state location, where the photo was taken.
- **Category:** the type of photo or group that the given photo belongs to, i.e. 'nature.'
- **Credit:** the photographer of the given asset.
- **Merlin ID:** the actual ID number on each Merlin asset. **Please note:** after clicking

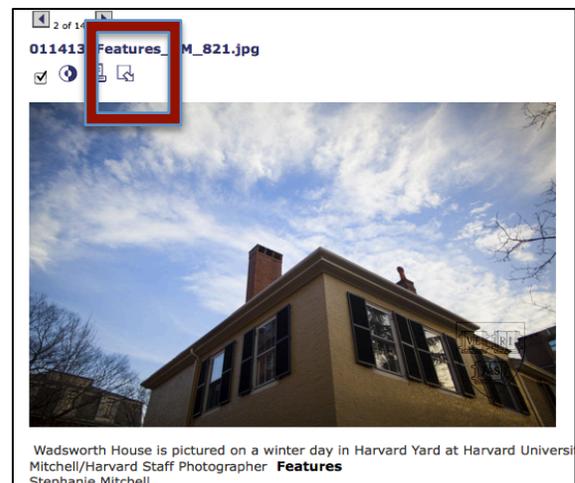
on a given asset, the Merlin ID is found within each photo subpage.

Trax ID:
Merlin ID: 255918

Please note: the fields above do not denote all possible advanced search criteria, but simply the items most commonly used and tagged by the Photo Services team.

IV. ORDERING PHOTOS THROUGH MERLIN

There are few ways in the Merlin system to order photos. **However, it's important to note that if you intend on ordering more than one photo, the 'Batch Ordering' process below should be utilized.**



Ordering A Single Photo

Whether in default grid view or by clicking into a photo subpage, there is an 'Order Form' icon that will allow you to order a single image from the Photo Services team, see above.

By clicking on this icon, you will be taken to the standard Photo Services order form, as shown below. From here, fill out your applicable information. You may choose to input whatever standard 'email' you like and/or a different 'delivery email' if you wish. The 'delivery email' will be the email to which your photo will be fulfilled.

Order Form - Image: 011413_Features_SM_821.jpg

This order form is for email delivery of images within Harvard University. By submitting this order, you agree that you will reproduce the images only in Harvard brochures, web pages, and publications.

To order images please fill out the form. Please supply as much information as possible to make for an efficient search and timely delivery. Images cost \$35.00 each and may be paid by check or a 33-digit department billing code.

Normal delivery is five working days. Most images are 300 dpi JPEGs at roughly 12x18 inches.

Rush requests will be handled as soon as possible, and rush charges will apply. For all rush orders please submit the form and send an email to photo_services@harvard.edu.

To publish an image of an individual, we request that the subject send written consent (by email is sufficient) to release the image.

Order Details for Image Number 255920:		Submit
Name:	<input type="text"/>	Email: <input type="text"/>
Phone:	<input type="text"/>	Delivery Email: <input type="text"/>
Billing Code: (Must contain 33 digits, no hyphens or spaces)	<input type="text"/>	Delivery Request: <input type="radio"/> Normal (\$ 35) <input type="radio"/> 48 Hour Rush* (\$ 70) <input type="radio"/> 24 Hour Rush* (\$ 100) <input type="radio"/> 8 Hour Rush* (\$ 135) photo_services@harvard.edu
Comments:	<input type="text"/>	
Submit		

Additionally, if you check "Normal" under type of "Delivery Request" this will be fulfilled within 7 days of placing. **Please note: exceptions on time fulfillment may be incurred on large order sizes or special requests/edits. Standard delivery time is 5 days.**

Click "Submit" and Photo Services will follow-up with your orders in the time you allotted for your Delivery Request.

Ordering Multiple Photos- Batch Ordering

Ordering multiple images through the Merlin system requires either checking the box on each image to select and navigating to 'Batch Order' directly **OR** creating a project and adding photos to this given project for later 'Batch Order.'

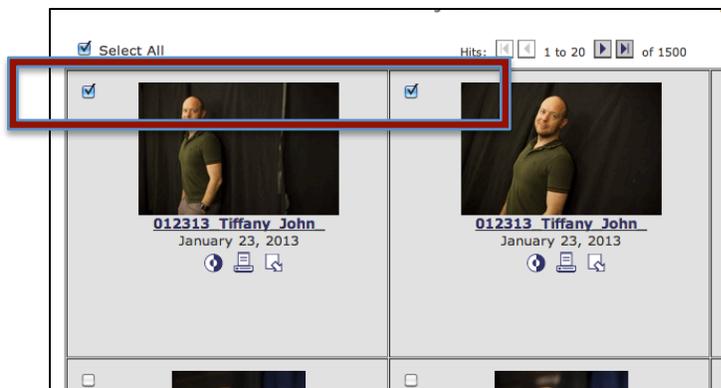
Please note: *If you would like to review and compile multiple images over time and/or with another team member, it is recommended to create a project folder through the project tool.*

To set up a project folder, please refer to the 'Utilizing a Project Folder' section.

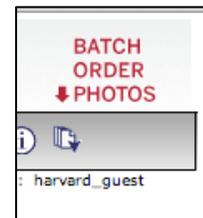
Photos can be selected for direct batch ordering by using the checkbox directly next to each photo on the main photo display page.

In the main display view, simply click on the checkbox in the upper left-hand corner of the specific image you would like to order.

If you would like more than one image, you may scroll through multiple pages and check the box for each that you would like to order.



Then click on the batch order icon in the top right corner of the main navigation toolbar.



As with ordering a single image, you will be brought to taken to the standard Photo Services order form.

However, it is key to pay attention to the red text above, noting how many images you have selected for your batch order. If this is the incorrect number of photos you selected,

you will need to navigate back and amend as necessary (see below).

Logged in: harvard_guest

3 items selected for batch order.

This order form is for email delivery of images within Harvard University. By submitting this order, you agree that you will reproduce the images only in Harvard brochures, web pages, and publications.

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Rush requests will be handled as soon as possible, and rush charges will apply. For all rush orders please submit the form and send an email to photo_services@harvard.edu.

To publish an image of an individual, we request that the subject send written consent (by email is sufficient) to release the image.

Order Details			
Name:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Delivery Email:	<input type="text"/>
Billing Code: (Must contain 33 digits, no hyphens or spaces)	<input type="text"/>	Delivery Request:	<input checked="" type="radio"/> Normal (\$ 35) <input type="radio"/> 48 Hour Rush* (\$ 70) <input type="radio"/> 24 Hour Rush* (\$ 100) <input type="radio"/> 8 Hour Rush* (\$ 135) photo_services@harvard.edu
Comments:	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

V. UTILIZING PROJECT FOLDERS

Creating a Project Folder

If you would like to review and compile multiple images over time and/or with another team member, it is recommended to set up a project folder to contain all of these images.

To set up your project folder, simply navigate to the 'Projects' dropdown in the main navigation.



Click on the dropdown, and navigate to the area labeled 'Update project list or create a new project:' and click on 'Go.'

Please note: If the 'Harvard Guest' folder is not open (as shown below), click on this main folder first and then proceed to click 'Go' to set-up your subfolder here.

Once you have clicked 'Go,' the menu will expand further to allow you to create a project name. Create a recognizable project name- this will be where you add all your photos for a multiple order.

Click 'Submit' once you have created your name.

ch	▶ Saved Searches	▶ Projects	Add to: <input type="text" value="Select Project"/>
<ul style="list-style-type: none"> ▶ HARVARD_GUEST/ <ul style="list-style-type: none"> ▢ Classics website/ ▢ Energy overview 2012/ ▶ FAD Winter Newsletter ▶ HILT ▢ HWPI Sociology/ ▢ January/ ▶ Sociology - HWPI ▶ test1 ▶ test2 ▢ Shared/ 			
Update project list or create a new project: <input type="button" value="Go"/>			
The current project is a folder which can contain other projects or folders. You can create a new project or folder under this folder by entering a unique name for it and pressing the 'Submit' button below.			
New project name: <input type="text"/> <input type="button" value="Submit"/>			
<input type="checkbox"/> Make it a folder			

Please note: DO NOT check the box for 'Make it a Folder,' this will create a locked folder that you will not be able to add photos to later on. If you have created a grayed, locked folder, please contact: Jenn Fernandes jennifer_fernandes@harvard.edu

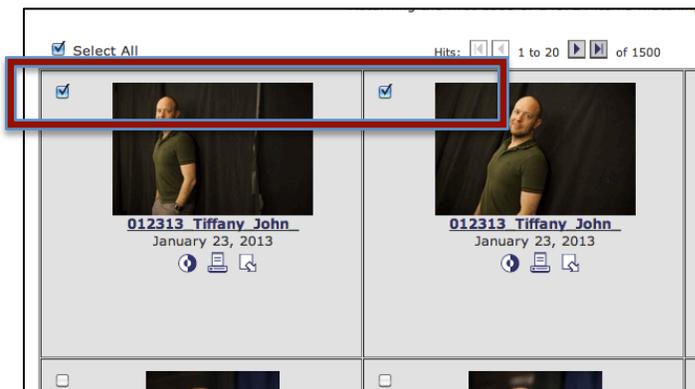
Once you have created your Project folder, you can validate that you have created an accessible folder, by opening the dropdown under 'Add to: Select Project'- this will show you your new folder in bold.

Selecting Photos to Add to Your Project Folder

Photos can be selected to add to your project folder by using the checkbox directly on the main photo display page or by clicking through to each photo subpage.

In the main display view, simply click on the checkbox up in the left corner of the specific image you would like to add to your folder.

If you would like more than one image on the same main display page, you may check the box for each that you would like to add.



If you have navigated into the photo subpage and would like to add this particular photo for order, simply check the checkbox located underneath image title (see below).

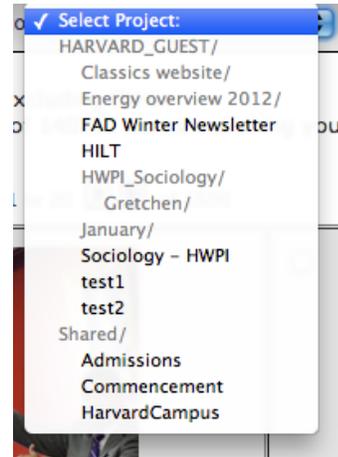


Adding Selected Photos to Your Project Folder

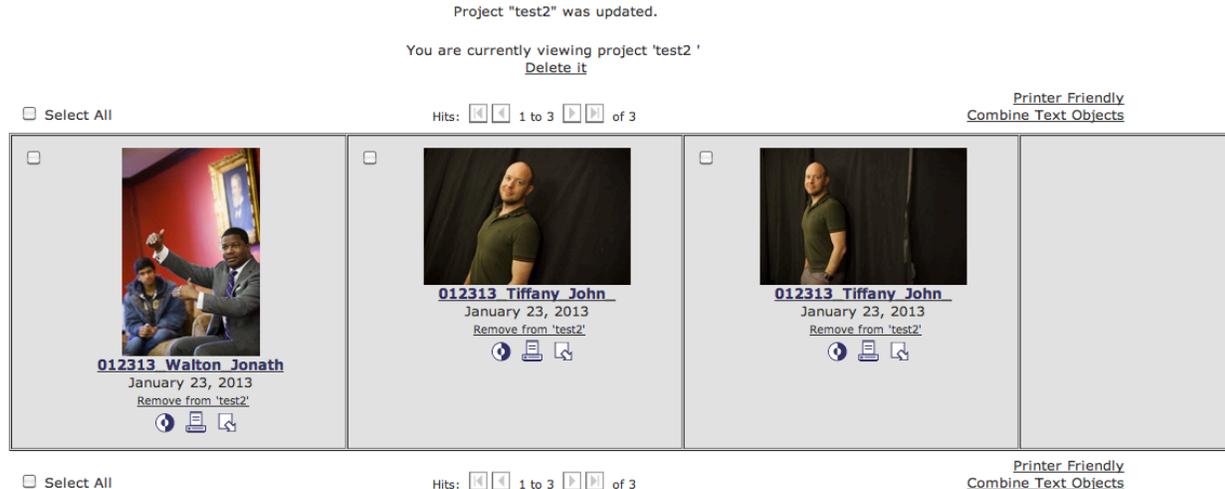
Whether you have selected your photos through the main photo display or from the photo subpage, you must add them to your project folder.

To do so, navigate up to 'Add to: Select Project.'

Open this dropdown and simply click on your project folder from the dropdown and the selected photo(s) will be added.



Once the photo(s) has been added, you will be directed to your project folder view- here you can see all the photos you have added.



Deleting Selected Photos from Your Project Folder

If you have added photos to your project folder that you wish to remove and not order, **it is key to delete the image individually and not mistakenly delete the entire project folder itself.**

To remove a given photo, simply click on the link directly below the image to "Remove from..." your project folder, see below:

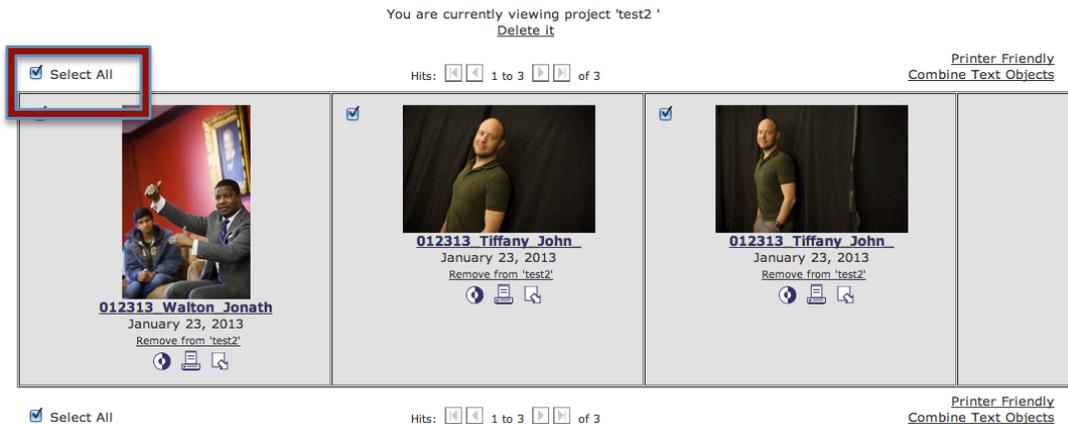
Please note: If you click on the 'Delete it' link above, this will delete your entire folder and it cannot be retrieved.



Batching Project Items for Order

Once you are ready to check out and order your photos, navigate back to your applicable Project Folder view.

From here, check the box in the upper left for “Select All” to grab all the displayed photos for order.



Then click on the batch order icon in the top right corner of the main navigation toolbar.



You will then be brought to the standard Photo Services order form. However, it is key to pay attention to the red text above noting how many images you have selected for your batch order. If this is the incorrect number of photos, you will need to navigate back into your project folder and amend as necessary.

Logged in: harvard_guest

3 items selected for batch order.

This order form is for email delivery of images with Harvard University. By submitting this order, you agree that you will reproduce the images only in Harvard brochures, web pages, and publications.

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To publish an image of an individual, we request that the subject send written consent (by email is sufficient) to release the image.

Order Details			
Name:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Delivery Email:	<input type="text"/>
Billing Code: <small>(Must contain 33 digits, no hyphens or spaces)</small>	<input type="text"/>	Delivery Request:	<input checked="" type="radio"/> Normal (\$ 35) <input type="radio"/> 48 Hour Rush* (\$ 70) <input type="radio"/> 24 Hour Rush* (\$ 100) <input type="radio"/> 8 Hour Rush* (\$ 135) <small>photo_services@harvard.edu</small>
Comments:	<input style="width: 100%;" type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

From here, fill out your applicable information. You may choose to input whatever

standard 'email' you like and/or a different 'delivery email' if you wish. The 'delivery email' will be the email that your photo will be fulfilled to.

VI. RECEIVING YOUR PHOTO REQUEST(S)

Once your order has been fulfilled you will receive your request to the delivery email you indicated from Harvard@merlinone.net with the subject line 'Merlin Archive Batch Zip file ready for download.' Please be on the lookout for this email to come through; see below for example email.

Please note: Delivery links will expire in 24 hours, thus it is critical to download/save photos before this deadline. If you find that your link has expired before being able to download, please contact: photo_services@harvard.edu

On 1/9/13 4:51 PM, "Harvard@merlinone.net" <Harvard@merlinone.net> wrote:

Batch download zip file, smitchell-20130109165100.zip is ready for download. Click on the link below. Note, the zip file will only be available for download for the next 24 hours.

ZIP archive
smitchell-20130109165100.zip
1 File
5.5331 MB

<http://har.merlinone.net/zips/smitchell-20130109165100.zip>

MerlinOne Support