

Guide to using the SEE Image Bank: SEEDPOD

The School now has an online Image Bank, called SEEDPOD. The image bank is hosted by LUDOS (Leeds University Document Online Storage) c/o the Library and currently contains some 2,500 images.

To access SEEDPOD:

Go to the LUDOS homepage: <http://ludos.leeds.ac.uk/ludos/>

You can access SEEDPOD via the School of Earth and Environment link on the left menu.

To find and download an image or several images:

You can then either browse the collection or enter specific search terms to bring back more specific results. The results of the search are completely dependent on the data associated with the image concerned so please try to be as specific as possible.

For example, you can find images of a microscope using the search term “microscope” but images taken under a microscope will be categorised by what is shown in the image, e.g. chalk, etc.

Generally speaking, the more specific you are, the better the likelihood of search success!

Once you have found the image you want, click on its title to open a dialogue box giving the details, including the size of the file. You can now save the image to a folder of your choice, email the image to yourself or a nominee or save the image to your basket to review at a later date (this option is useful if you want to keep looking for alternatives). These three options are available by clicking the three icons of a disk, envelope or shopping cart in the top right corner of the page.

You can manage your basket at any time by clicking on the Basket link from the top, drop down menu. This enables you to review your choices of image. Once you are happy with your selection, you need to click on each image to download or email as above. You can then clear your basket in readiness for a new search.

NB. You can personalise the way that search results are returned by using the Personalise option from the top, drop down menu.

To upload new images (maximum of five at a time):

First you must register to upload images. Go to: <https://ludos.leeds.ac.uk/deposit/action/start.do>

Enter your University user name and password, click register, then choose LUDO01, then click Register.

Once registered, please email digital@leeds.ac.uk – this means that the Digital Resources Team we can then assign you access to the easy-to-use SEEDPOD images online webform so that you can upload their own images at your convenience.

To upload new images (unlimited number):

If you wish upload many more images (hundreds), you can email digital@leeds.ac.uk and the Digital Resources Team will forward a spreadsheet and associated instructions instead. Once completed, the spreadsheet and original image files should be forwarded to the Team so that they can complete a bulk upload.

Alternative access to images via N:drive

There are more images (approx 5,000, including all of those in the searchable image bank) available via N:drive, however, there is no search facility for these files so it may be more challenging to find a suitable images, especially if you need something specific. However, if you wish to search these images, please feel free:

N:/Earth&Environment/Geography/Resarch-2/Projects/SEE Photo Archive/

If you are unable to view this folder, you can request access via support@see.leeds.ac.uk