How to Purchase Photos from the San Diego History Center

Please follow the steps below to for purchasing prints and digital images through our digital collections site: https://collections.sandiegohistory.org/

For questions, please contact the San Diego History Center Collections Department via email at collections@sandiegohistory.org, or call (619) 232-6203 ext. 127.

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Create an Account/Login

1. Go to https://collections.sandiegohistory.org/. On the website’s home page, click the three parallel lines in the upper-right corner to open the menu.

2. Click Login/Register to create an account.
3. To create an account, click the “Register” button under the “Login” button, then add your information on the Registration Details page.
   a. You will receive an activation link in your email. If you do not receive this email, please let us know and we will activate your account manually.

4. Existing users should login using the email and password you signed up with.
5. If you forgot your password, click the “Forgot Password” button and enter your email in the next window. You will receive a link via email to update your password.
Searching for Photos

1. Our website has a search box on our homepage, on the search results page, and on the cart page.
   a. Our website is searchable via keyword (e.g. “dog”; “curtiss”; “tuna fishing”; “1935 expo”; “mission”; etc.)
2. To browse photos arranged by subject-based galleries, go to the menu on the homepage by clicking the three parallel lines, then click the “Galleries” option.
Adding Photos to your Cart

1. In the search results page, click on the photo that interests you. A popup will appear that shows a larger view of the photo and any information attached to it.

2. In the popup, click the small cart button near the bottom-right hand corner of photo popup. This will add the photo to your cart.
Creating a Lightbox

*Lightboxes allow users to save photos they are interested in without having to add them to a cart. The lightbox will be saved in your account, and you can return to the lightbox whenever you want.

1. In the search results page, click on the photo that interests you. A popup will appear that shows a larger view of the photo and any information attached to it.

2. In the photo popup, click the down-arrow (v) next to the small “plus” (+) button, then “Create new lightbox” in the menu that appears.

3. After clicking “Create new lightbox,” a pop-up will appear asking you to name the lightbox. Click “ok” after giving the new lightbox a name. Your photo will automatically be added to the lightbox.

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Adding photos to existing Lightboxes

4. To add additional photos to lightbox, click the small “plus” (+) button near the bottom-right hand corner of photo popup.
   a. Photos will be added to your most recent lightbox. To change which lightbox a photo is added to, click the down-arrow (v) next to the small “plus” (+) button, the select your desired lightbox in the menu that appears.

5. To go to your lightbox, go to the menu on the homepage by clicking the three parallel lines, then select (1) “Lightbox” on the right-hand side. Your lightboxes will then appear on the left. Click the (2) name of the lightbox you want to open.
6. After clicking the lightbox, it will open as a side-panel on the left. For a larger view, click the three parallel lines at the top of the side panel, followed by “Lightbox manager.”
   a. From this menu you can also add the lightbox to your cart and get a link to share it.

7. In the Lightbox Manager, click each photo to select it, then use the options in the left side-panel to add the photos to your basket, remove the photos from the lightbox, etc.
Setting up the Cart

1. In the banner at the top of the page, click the cart button. This will take you your cart.

2. In the cart, click the “(Change)” under “Licensee” at the top to add your mailing address.

3. Click the “Add new” button under Licensee options in the popup.
4. Add your mailing address in the popup, and click “Apply changes.”

5. Click the boxes for “Copy to billing address” and “I confirm this is my TAX address.” Click “Apply.”

6. If your billing address is different from your mailing address, click the (Change) under the billing address, then follow the above steps to add your billing address.

7. Once your mailing and billing addresses have been added, the cart should look like this.
Purchasing Physical Prints

Print orders are processed by the San Diego History Center and fulfilled by Giant Photo.

*Please note digital images and physical prints must be ordered in separate transactions (i.e. orders must be digital only or physical print only).

1. Click “(Change)” in the “License Details” column next to the first picture.

2. Select the “Physical Print” option in the popup, followed by your preferred photo paper-type.
3. Select the print size you want to order, then “Apply” or “Apply to All” to confirm.

a. Repeat steps the above steps if you wish each photo to be a different size. Please note that the same photo cannot be ordered in different sizes in the same order.

5. In the next popup, select “(Click here to add a new delivery address).”

6. In the window, select (1) “Courier,” (2) add your delivery address, and click (3) “Add.” You will then return to the previous window.
7. Select (1) “Courier” one more time, making sure the grey box is outlined in blue, and click (2) “Apply.”

8. The “Delivery details” window should disappear, and you should now see “Courier” in the Delivery Details column. Below that will be what you entered in “Address Type”.
9. Finally, select “Checkout” and add your card information. Our vendor will immediately receive and begin processing your order.

10. Please wait 7-10 business days for delivery.
Purchasing Digital Images

The San Diego History Center has a licensing model for purchasing digital copies of our photos. By selecting a license and purchasing the photos, you are agreeing the licenses’ terms of use. Completing your purchase also grants you permission to publish the photos.

We have many licenses available to choose from. If you have any questions regarding which license best suits your project, please contact the San Diego History Center Collections Department via email at collections@sandiegohistory.org, or call (619) 232-6203 ext. 127.

*Please note digital images and physical prints must be ordered in separate transactions (i.e. orders must be digital only or physical print only).

1. In the cart, click “(Change)” in the “License Details” column next to the first picture.

2. In the License Options popup, select the license that best matches your project.

a) For personal reference/research, the Display/Interior option is the best choice.
b) For photos in the Public Domain, the only license available will be the “Public Domain” license.

3. Choose if the Licensee is a commercial or non-commercial entity.
4. For physical BOOK and PERIODICAL orders, select if the print run is more or less than 5,000 units.

5. Select the download size.

a) This option doesn’t affect the price, so I usually recommend the highest-quality.
6. Select “Apply to selected” to add the selected license to individual photos, or “Apply to All” to add the license to all photos in the cart.

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7. Select “Add” in the “Delivery details” column.
8. In the “Delivery Details” popup, select “(Add new).”

9. Click the (1) “Direct download” box, fill out the (2) “Address type” box, then click (3) “Add.”

10. Select the grey (1) “Direct down – [Address type]” box, making sure it is outlined in blue, then select (2) “Apply.”
11. The “Delivery details” window should disappear, and you should now see “Direct Download” in the delivery details column.

12. Finally, select “Checkout” and add your card information.

13. Please wait while the system processes your order.
14. Once your order has processed, it should begin downloading as a zip file automatically.

15. You can do the following things on your order confirmation screen:
   a) Restart the download by clicking “Download Order” at the bottom of the screen.
   b) Download a copy of your invoice.
   c) Check the progress of your download by clicking download progress button in your browser.
   d) See previous orders and invoices
      i. After a week orders cannot be downloaded again. Please contact us if you need to redownload files from a previous order.

16. Open the zip file in your computers file browser. Both Microsoft Windows and MacOS have a pre-installed program to extract files from zip folders. See the guides below.
   b) Microsoft/Windows: [https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc](https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc)