Accessing Canto
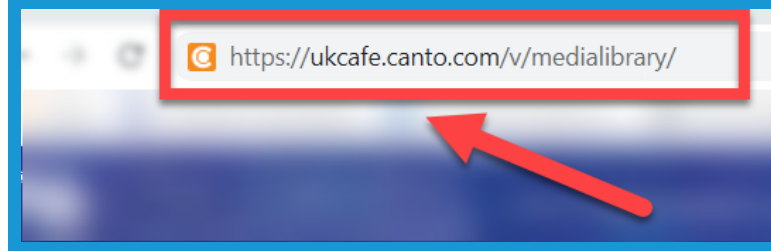
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1. To access Canto go to **https://ukcafe.canto.com/v/medialibrary/**

OR

2a. Go to **marketing.ca.uky.edu**.

2b. Click the **login button** in the middle of the screen.

Login Required

The resource you have requested is restricted t
Food and Environment employees only.

Please **login** for access.

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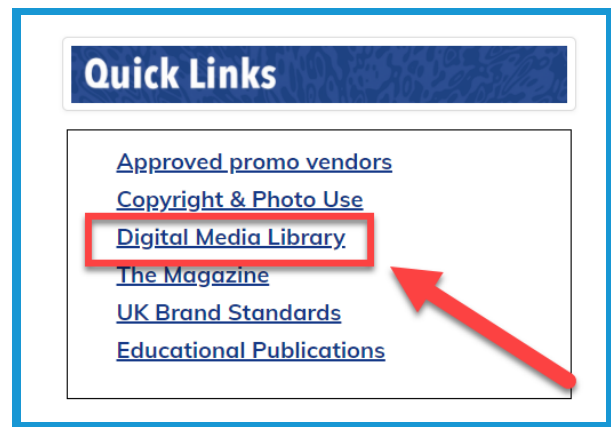*Cooperative Extension Service*
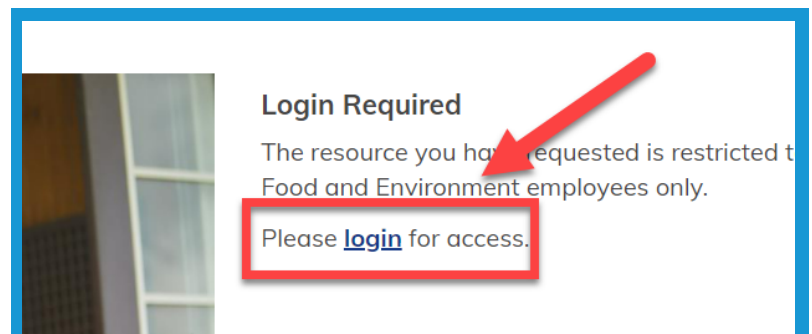
2c. On the login screen enter **only your link blue ID** in the Username field **(1)**. **Do not** enter the "uky.edu" portion. Then enter your link blue password **(2)**. Finally, select the **Log in button (3)**.

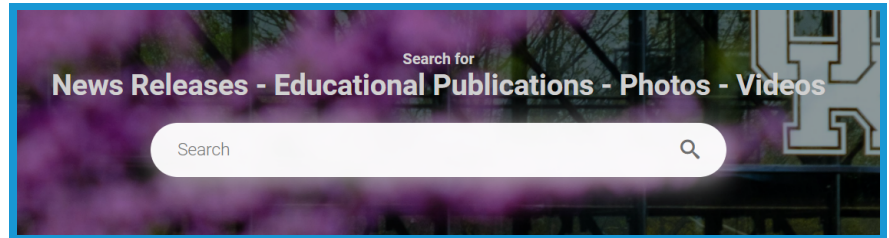2d. Select **Digital Media Library** in the **Quick Links** section in the lower left corner of the page.

3. At the **bottom of the page** you will see buttons to access the **most recently loaded files** to the Canto library.
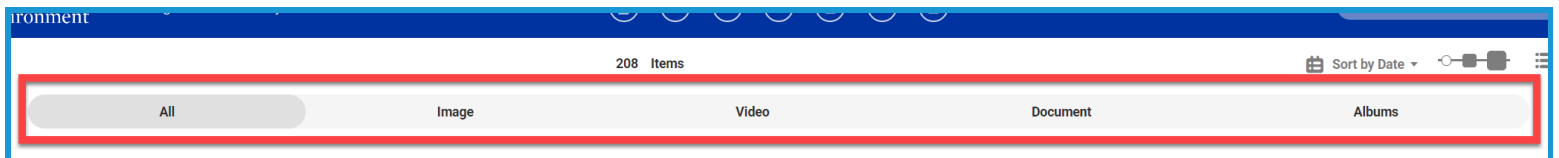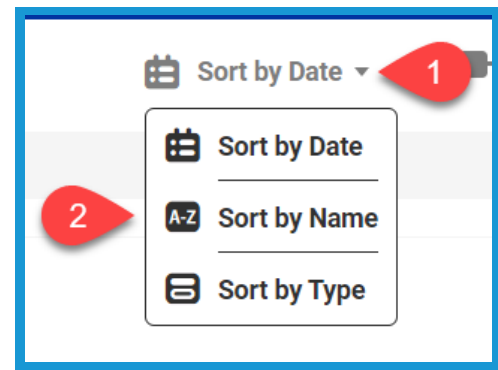
4. Use the **search engine** in the middle of the screen by typing in the needed keywords.
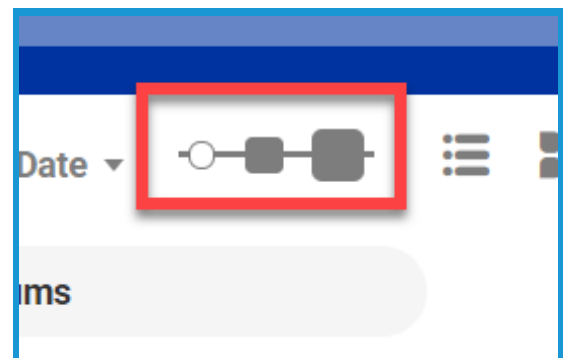

5. After using the search engine, click on one of the **category buttons** at the top of the screen to filter down the results.

6. Click the **Sort By button (1)** in the upper right to sort the search results using one of three options **(2)**.
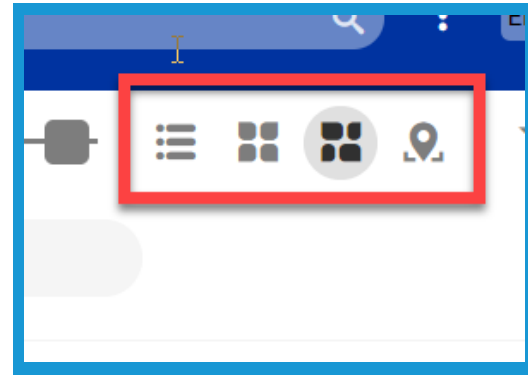

7. Select one the **Thumbnail buttons** to change the size of the preview images on the Search Screen.
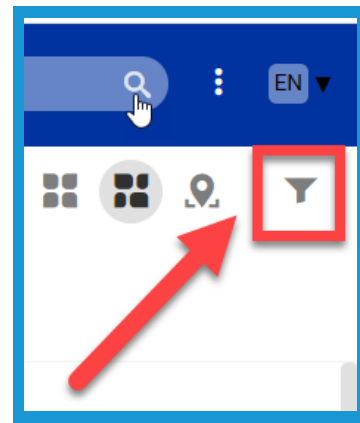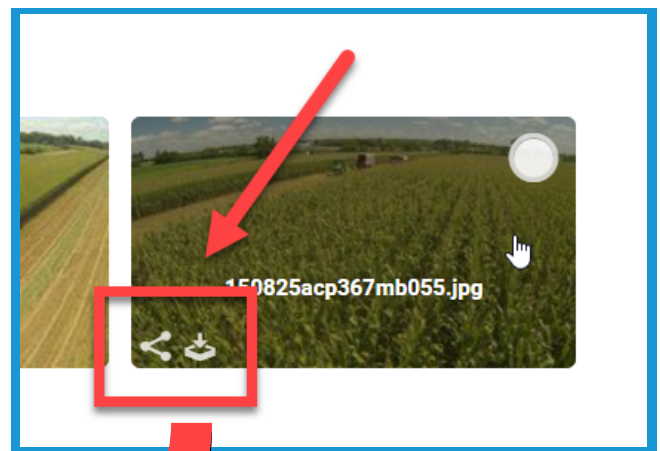
8. Select a **View Button** to change the layout of the search results.

9. Select the **Filter button** in the upper right to further drill down the results by accessing a variety of options.

10. Place your mouse over the needed file. Select the **Share Button (1)** to create a link that can be sent to others, or select the **Download button (2)** to save the file to your computer.

To see how to **share**, see **steps 14-20**. To **download**, see **steps 21-25**.
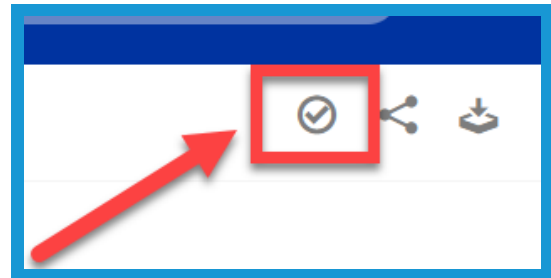
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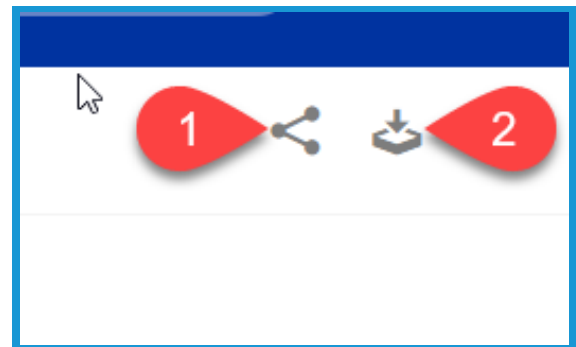Food and Environment
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11. To select multiple files click the **radio buttons** in the upper right of each file.

12. The **Select All button** will be in the upper right corner of the screen.

13. If multiple files are selected, you can find the **Share (1)** or **Download (2)** buttons in the upper right. To see how to **share**, see **steps 14-20**. To **download**, see **steps 21-25**.
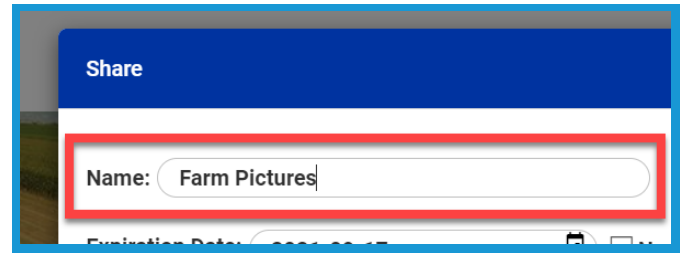

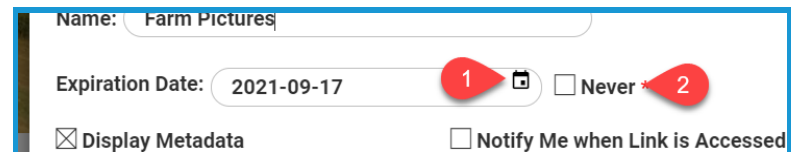14. If **Share** is selected, click the **Share Link button** in the new window.

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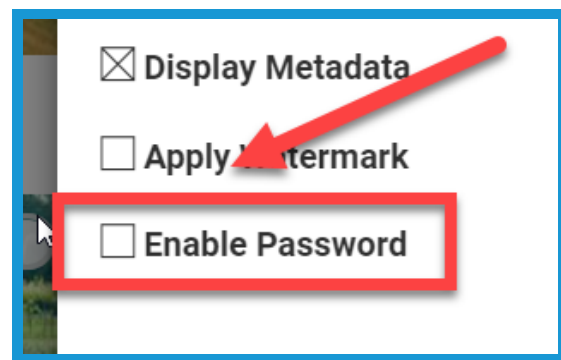Food and Environment
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15. Enter the name of the **Shared File** you are creating in the **Name Field**.

16. Select the **Calendar button (1)** in the Expiration Date field to set a time for the link to deactivate. Select **Never (2)** to keep the link open.

17. Check the **Enable Password** box to create a password the user will have to enter before accessing the shared files.

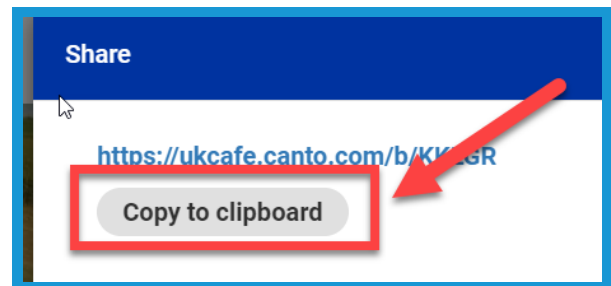18. Check the Notify Me box to be alerted when the link is open.
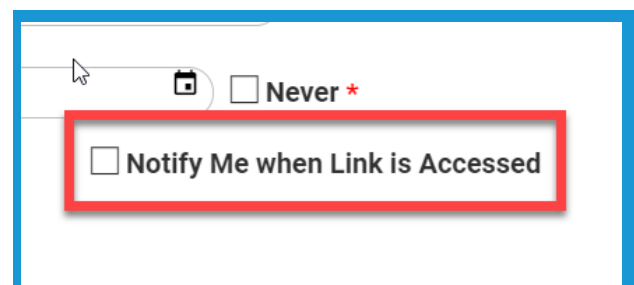
University of Kentucky
College of Agriculture,
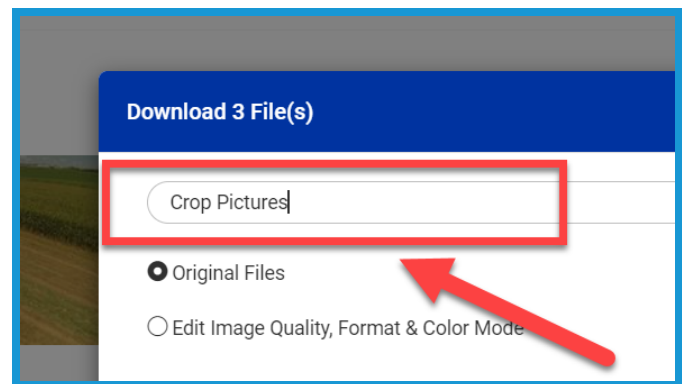Food and Environment
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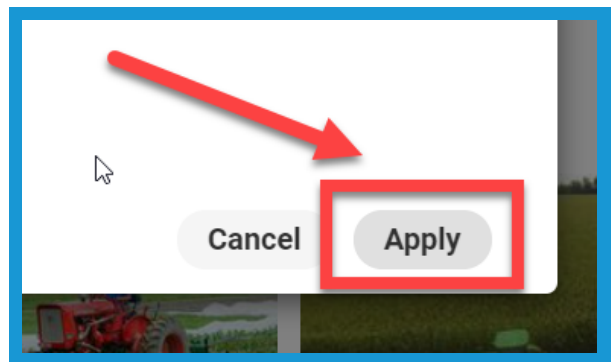19. Select the **Create Link button** in the lower right.

20. Select the **Copy to clipboard button** to paste the link into the desired location.

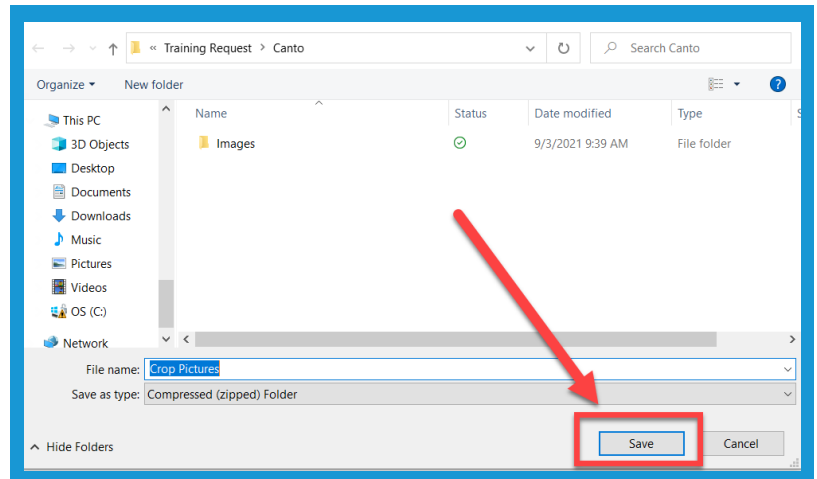21. When downloading, give the file a name in the provided field.

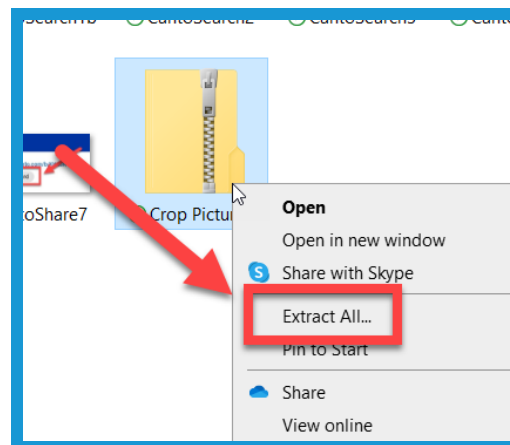22. Select the **Apply button** in the lower right corner.

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23. Save the file to the needed location.

24. **Right click** on the downloaded file, and select **Extract All**.

25. Choose the **location to place the extracted files (1)**. The default location will be where you downloaded the original file. Then select **Extract (2)**.