Webdam Contributor

Quick start guide

webdam

A Bynder Company

Introduction

Welcome to Webdam, the platform that powers your asset library. Our software helps companies like yours organize, share and distribute approved assets while maintaining brand consistency. Find and share the assets you need to create a lasting impact on your customers, faster.

As a Contributor, you'll need to learn how to add assets to and edit assets in your library. This guide will help you get started by walking you through the basic functions and features you need to know to fulfill your role as a Contributor.

Take a few minutes to use this guide to orient yourself to Webdam – after some quick review, you'll be up and running in no time. If you need further instruction, you can also visit our support site, **https://www.damsuccess.com/hc/en-us**, for deeper dives into these and other topics.

Cheers!

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Glossary

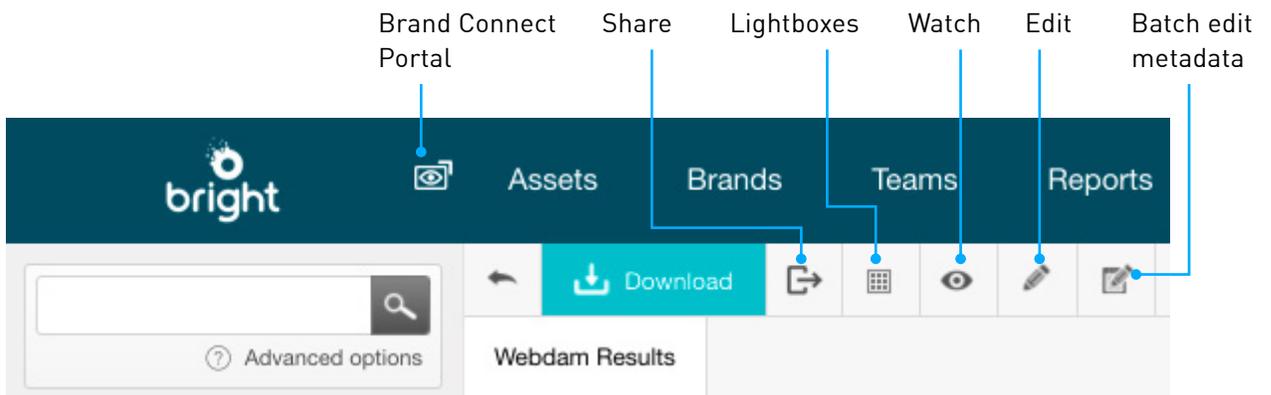| Term	Explanation
Assets	An asset is the object being stored in your Webdam account. An asset can be a photo, document, page layout, video, audio clip, etc.
Folders	Folders hold assets, nested folders or both. Assets can only "live" in one folder.
Thumbnail view	The center window of the application, which may include folder and/or asset thumbnails.
Selection options	Easily select/deselect all assets or folders.
Sort options	Update whether assets are sorted by date uploaded, date captured, name or size, in ascending or descending order.
Display options	View assets as large, medium or small thumbnails or in a list.
Folder tree	A hierarchical representation of the folders found on the left panel of the account.
Top navigation	The panel on the top of the page displaying the available menus.
Asset details page	An in-depth view of an asset. To get to this page, simply double click on an asset from the thumbnail view.
Asset or folder details panel	The details panel that appears when clicking on an asset or folder. Here, you can add metadata to individual assets.
Actions toolbar	The secondary toolbar. The actions toolbar will change depending on whether you are in the thumbnail view, asset details page, or lightbox.
Reports	Access the available reports that will provide overviews of the actions being taken within your DAM.
Lightboxes	Lightboxes can be used to create collections of assets from different folders.
Alerts	View in-system notifications such as asset uploads, expirations, updates, etc.
Name	This is the profile section – click your name to update your personal information and other settings.
Brand Connect icon	Access the Brand Connect portal.

Asset library

Search Top navigation Actions toolbar **Selection options** Profile
Sort options
Display options

Folder tree Thumbnail view of assets **Details panel**

Thumbnail view

Brand Connect Portal Share Lightboxes Watch Edit Batch edit metadata

Asset details page

Double click an asset to open the asset details view.

Edit asset   Watch   Add/remove from lightbox   Share   Get link   Versions   Embed   Additional options

Asset Details

Download   Versions

spray-bottle.psd V2

Products

Downloads   0

▼ Approval

View Proof

Delete Proof

Asset is not in an approval process

Send for Approval

▼ Details

Uploaded By	Tony Allen
Uploaded	May 22 2017 1:16 pm
Capture date	-
File size	20.01 MB
Dimensions	3,010 x 4,479 px
Color space	RGB
File type	PSD
Caption/Description	spray atomizer; Shutterstock ID 81735397
Photographer	Aaron Amat

View Fields

Browse and search

Browse asset library

Browse through the system two ways:

1. **Thumbnails:** Double click the folder and asset thumbnails.

2. **Folder Tree:** Use the folder tree on the left side of the screen to navigate the folders.

Basic search

Search across all metadata fields (i.e. keywords and description).

To search:

1. Enter the term in the Search box and click the 🔍 icon.

2. You can narrow your search results to a specific folder by first selecting it in the Folder Tree.
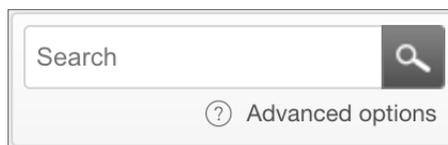
Advanced search

Filters: Filter search results by clicking the value you would like to narrow your results to. For example, if you are only looking for video assets, click Audio/Video under the File filters.

Metadata field search: Search on a specific metadata field, such as keywords, file type, expiration date, etc.

1. Click **Advanced Options** under the basic search box.

2. Click **Add a New Field +**.

3. Select the metadata field you would like to search on from the dropdown.

4. Enter the term and click **Apply**.
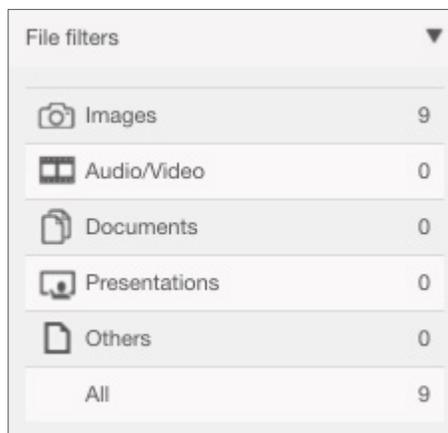
Upload

Drag and drop asset upload

You can download a single asset or a group of assets.

1. Navigate to the folder where you would like to upload the assets.

2. Click **Upload** on the actions toolbar.

   - If you do not see **Upload**, you may not have the appropriate permissions to upload.

3. Select the files you wish to upload from your computer and drag them into the upload window.

   - You can also click **Select Files to Upload** to browse files stored locally on your computer.

   - You may also upload into any folder by dragging the assets into the thumbnail view, without first clicking **Upload**.

4. The upload will start immediately. Click **Minimize** to continue working.

5. The uploaded files will display in the folder as **Asset Processing**, while a preview is being generated.

Note: You may also upload assets using an **FTP**, **Box** or **Dropbox**.
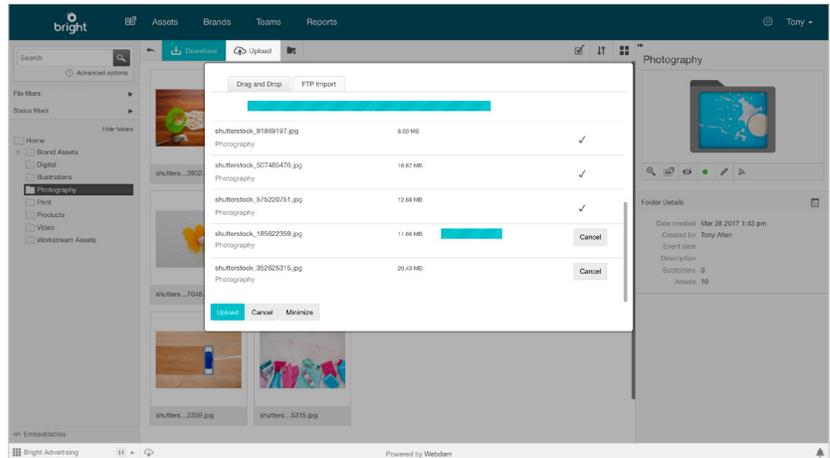
Version control

Overview

Version control allows users to create new versions of an asset that already exists in the DAM. In Webdam, versioned assets will display a version number (V#) next to the filename. Only the latest version will display in Brand Connect.

Add a new version

1. From the asset details page, click the 🖊 icon on the actions toolbar.

2. Select **Upload New Version**.

3. Choose the file from your local machine.

4. Add an optional comment and click **Upload**.
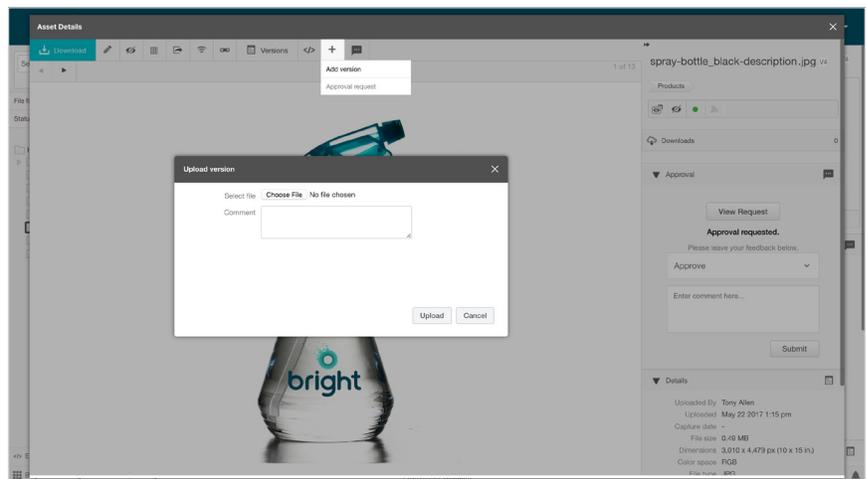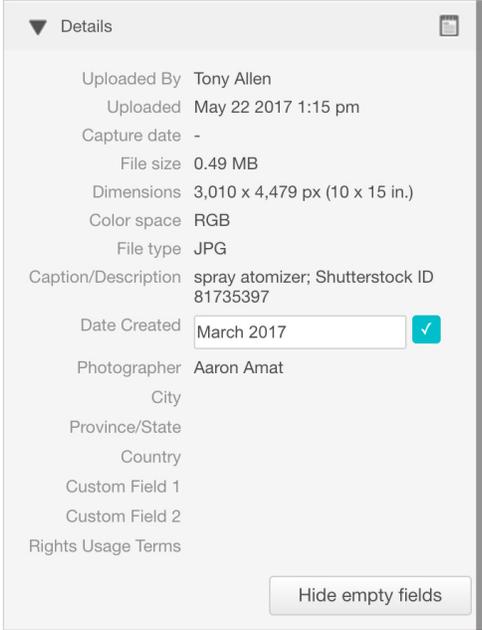

Version history

Users may review the **Version History** by click **Versions** on the actions toolbar. They may also comment on each version, and download, restore and delete a previous version.
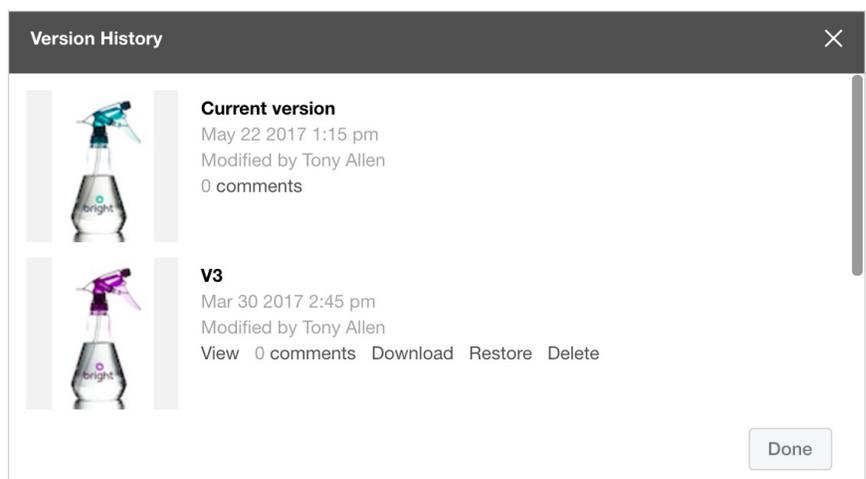
Metadata

Edit metadata for individual assets

1. Select the asset that you would like to edit.

2. Any existing metadata will be displayed in the asset details panel. The following fields will display automatically and are not editable: Created by, uploaded, capture date, file size, dimensions, color space and file type.

3. Click **View Fields**.

4. Hover your mouse over the field you want to edit and click to begin editing.

5. Click ✓ to save

Adding keywords for individual assets

You can add keywords by freeform typing (a comma will create a new keyword) or by choosing from the predefined keyword taxonomy.
To add keywords via the taxonomy:

1. Click **+ Keywords**.

2. Check the box next to the keyword(s) you want to add. The parent keyword(s) will automatically be checked after clicking the box of a nested keyword.

3. Click **Save**.

Details

Uploaded By	Tony Allen
Uploaded	May 22 2017 1:15 pm
Capture date	-
File size	0.49 MB
Dimensions	3,010 x 4,479 px (10 x 15 in.)
Color space	RGB
File type	JPG
Caption/Description	spray atomizer; Shutterstock ID 81735397
Date Created	March 2017 ✓
Photographer	Aaron Amat
City	
Province/State	
Country	
Custom Field 1	
Custom Field 2	
Rights Usage Terms	

Hide empty fields
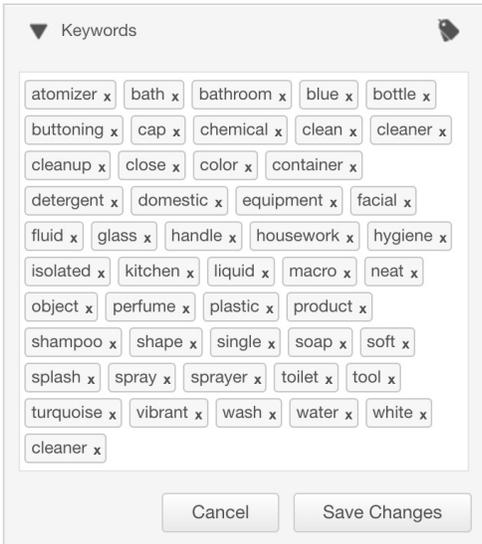
Keywords

atomizer x bath x bathroom x blue x bottle x
buttoning x cap x chemical x clean x cleaner x
cleanup x close x color x container x
detergent x domestic x equipment x facial x
fluid x glass x handle x housework x hygiene x
isolated x kitchen x liquid x macro x neat x
object x perfume x plastic x product x
shampoo x shape x single x soap x soft x
splash x spray x sprayer x toilet x tool x
turquoise x vibrant x wash x water x white x
cleaner x

Cancel   Save Changes

Metadata

Batch edit metadata

1. Select the assets you want to edit. (To select multiple assets, hold down the **Ctrl** key on a PC or the **Command** key on a Mac.)

2. Click on the actions toolbar.

3. Enter the metadata values.

   - To add keywords from the keyword taxonomy, click **View Keyword**.

4. Use the dropdowns on each metadata field to **Apply to this Asset Only**, **Append to All** or **Replace All**.

5. Click **Save**. When you're finished, click **Close**.

Suggested keywords

Overview

If enabled, an automated list of keyword suggestions will be served up while you're editing or adding keywords. This feature is specific to adding keywords to image assets.

1. Select the image(s) you want to edit.

2. Click on the actions toolbar.

3. Click + to the suggested keyword you'd like to add or select **Add All**.

   - You can still manually enter your own keywords or choose from the keyword taxonomy.

4. Use the dropdown in the upper right to select whether your want the keywords to **Apply to this Asset Only, Append to All** or **Replace All**.

5. Click **Save**. When you're finished, click **Close**.

Download

Download

You can download a single asset or a group of assets.

1. Select the asset(s) you want to download. (For multiple assets, hold down the **Ctrl** key on a PC or the **Command** key on a Mac.)

2. Click the Download button on the actions toolbar.

3. Set the desired preset (more info below) and click **Submit**.

4. Note: You may need to submit a form to download some assets. **Contact** your administrator if you have questions about your download permissions.
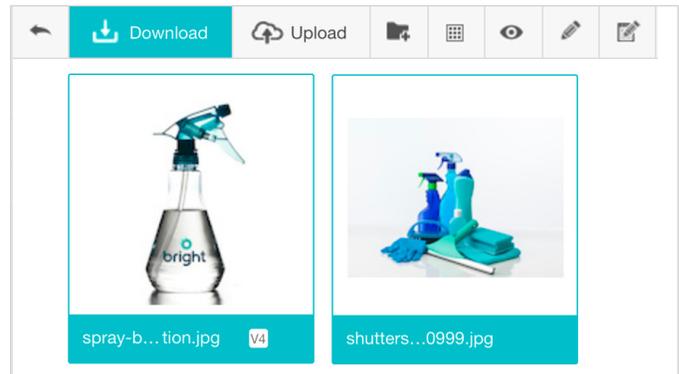
Desired presets

You can convert assets upon download by choosing a desired preset configured by the system admin and/or creating your own custom preset.

To create a custom preset:

1. Choose **Custom** from the desired preset.

2. Select the **File Format** from the dropdown.

3. Set the resolution, dimensions and color space as needed. If left blank, the file will retain its original setting when downloaded.

4. If you'd like to save the preset for future use, check the box next to **Save** these settings and enter a name for the setting.
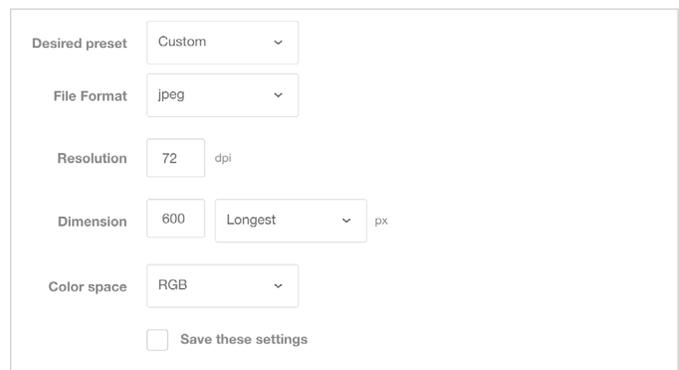
Crop

Overview

Cropping allows you to change or specify the dimensions of an image upon download. You can capture the perfect segment of a photo to create images that fit your needs exactly without having to open other software or ask a designer to do it for you.

Crop

The crop tool is compatible with JPG, JPEG, GIF, PNG and BMP formats.

1. Hover over the preview image and click ⛶ in the top right hand corner.

2. Adjust the crop frame by clicking and holding on any of the blue anchor points.

3. Adjust the size of the crop frame while maintaining the aspect ratio (the proportional relationship between width and height) static by clicking 🔒.

4. Zoom in or out using 🔍 or 🔍 .

5. Return the crop frame to the entire image by clicking the Reset button.

6. Click Submit after you've finished making your changes.

Note: The ability to crop images has to be enabled by your administrator, please contact your admin if you have questions about your permissions for this tool.
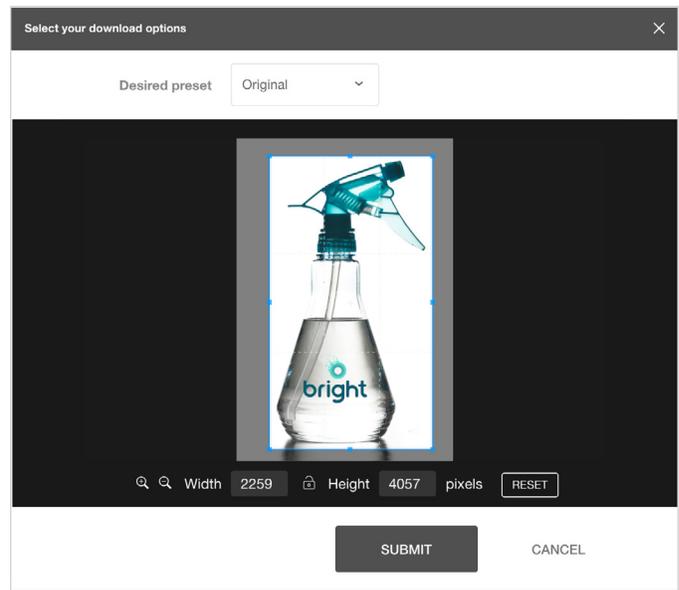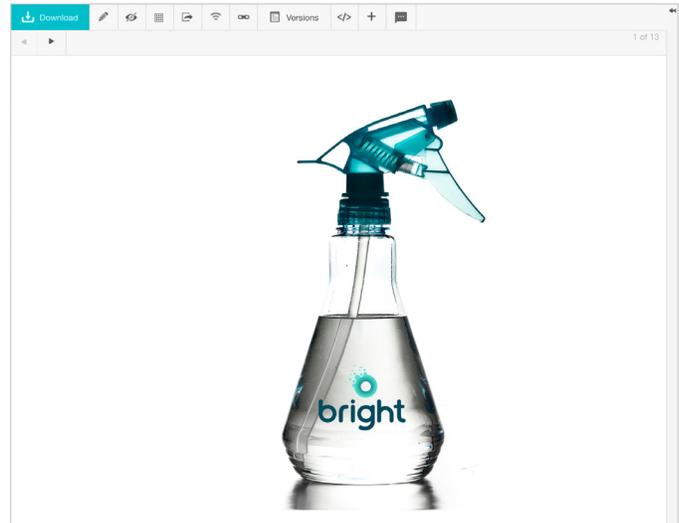
Video clipping

Overview

Clipping allows you to create a clip of any video in your DAM. Create the perfect snippets and segments for websites, campaigns, social and more.

Clip

Video clipping is *only available in Webdam* and is compatible with all **supported video formats**.

1. Select a video and click the **Download** button in the actions toolbar.

2. In the download option window, hover over the video and click ⬚ in the top-right corner.

3. To create a clip:

   a   Drag the time markers to your desired start and stop points or

   b   Specify the length of the desired clip in the timestamp window. This will create a transparent window that you can drag to any point in the video-frame preview pane.

4. Use the **Preview** button to view your selected clip.

5. To adjust your selection, either move the start/stop time markers, move the entire selection window or press reset to start over completely.

6. Once you have your desired clip, click **Submit** and accept the Terms & Conditions (if applicable) to download.

Note: The ability to clip videos has to be enabled by your administrator, please contact your admin if you have questions about your permissions for this tool.
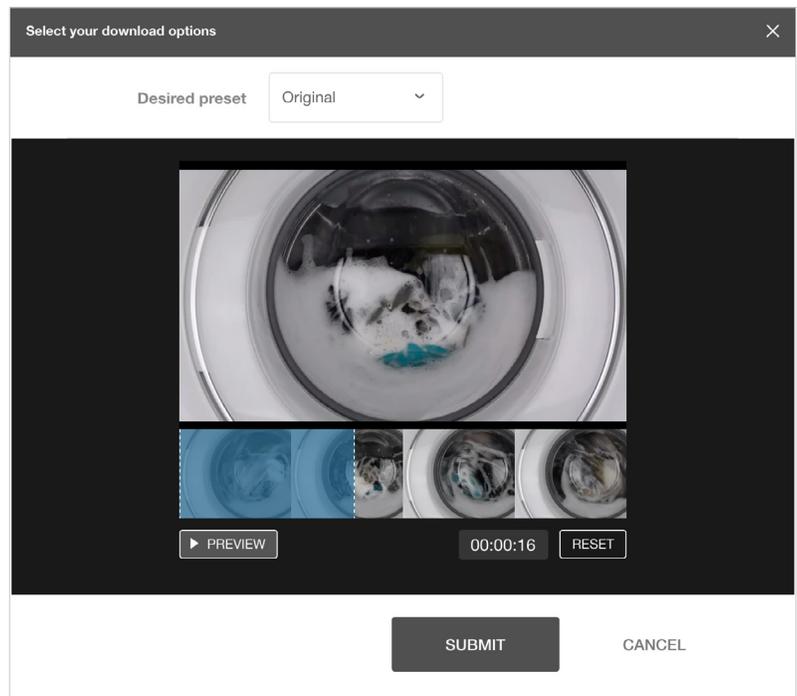
Share

Email link

You can send fellow Webdam users a link to an asset. The recipient will be prompted to log in before viewing the asset.

1. Click the ↪ icon on the asset details page.

2. Click **Email Link**.

3. Enter the email address of the recipient. If you are sending to multiple recipients, separate their email addresses with a comma.

4. You can also include an optional subject and message.

5. Click **Send**.
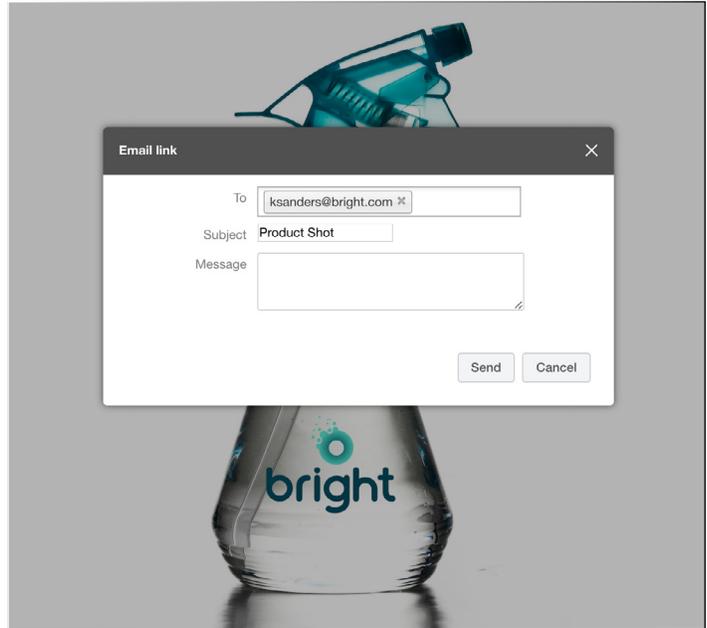
Email download

You can send an asset download link to any email address. The recipient will not be prompted to log in before downloading the asset, but you will need permission to download the asset in order to email the download link.

1. Click the ↪ icon on the asset details page.

2. Click **Email Download**.

3. Enter the email address of the recipient. If you are sending to multiple recipients, separate their emails with a comma.

4. Set the **Download Expiration** to set a date for the download link to expire.

5. If the asset should be converted upon download, update the **Download Size**.

6. You can also include an optional subject and message.

7. Click **Send**.
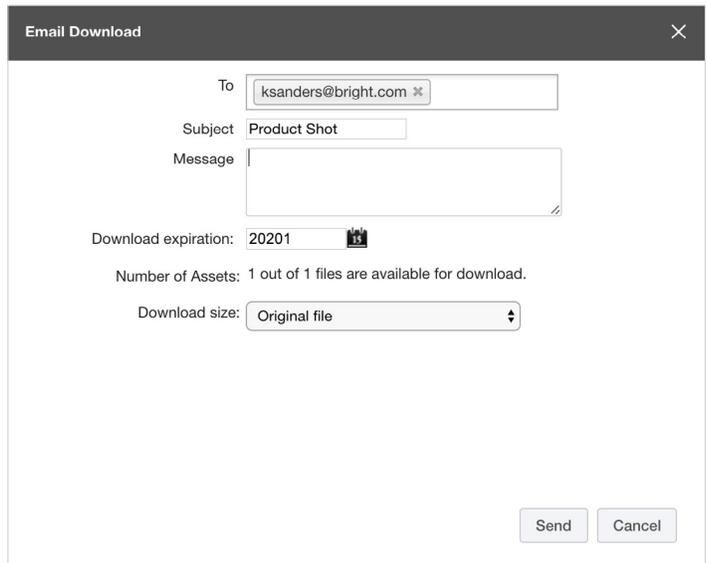
Lightboxes

Overview

You can use lightboxes to add assets from multiple folders to one central location.

Example use cases

- You can add images and text documents for different products to a lightbox so you can email your agency a link to download all the items.

- You're choosing which images to use for a new product brochure and need feedback from your manager. Once the images are added to the lightbox, you can invite your manager to collaborate and comment on the selections.

- You often need to provide referenceable customers, so you create a lightbox of customer logos for easy access and sharing.
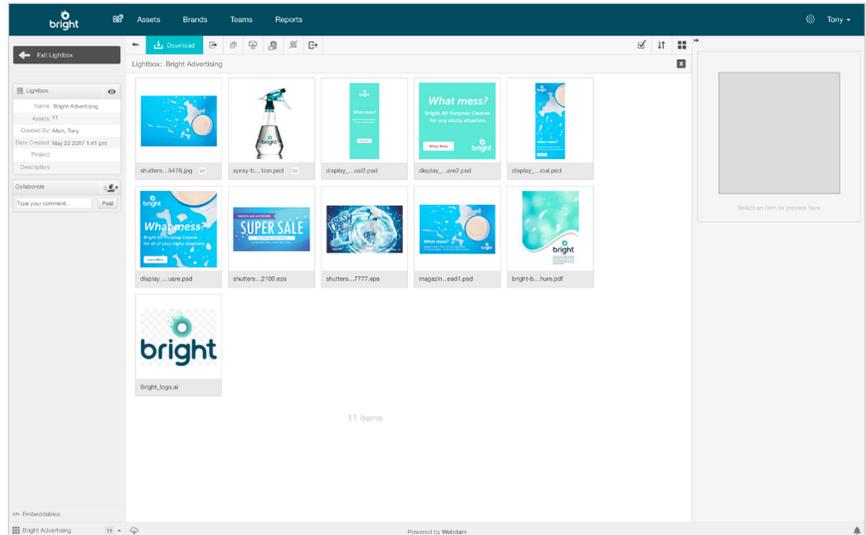
Create

1. Click ⊞ in the top navigation.

2. Click ✚ to create a lightbox.

3. Enter the name, project (optional)and description (optional).

4. Click Save.

To view a lightbox, click ⊞ in the top navigation and select the lightbox you would like to view.

Lightboxes

Add assets to the lightbox

There are two ways to add assets to a lightbox.

1. Hover over the asset you want to add and click ⊞ on the asset thumbnail. Repeat for all assets you want to add.

2. Select the asset(s) you want to add (for multiple assets, hold down the **Ctrl** key on a PC or the **Command** key on a Mac and click ⊞ on the actions toolbar.
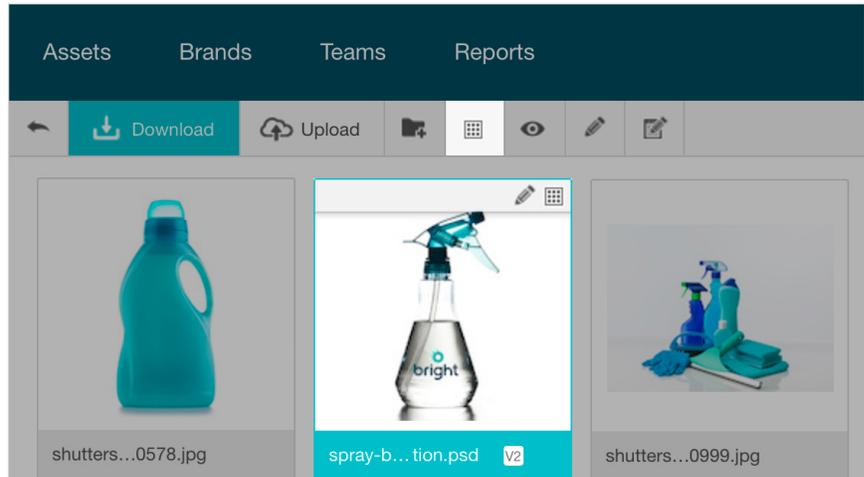
Remove assets from the lightbox

There are two ways to remove assets from a lightbox.

1. Click ✓ on the thumbnail to remove assets from your active lightbox.

2. From the lightbox view, select the asset(s) you want to remove (for multiple assets, hold down the **Ctrl** key on a PC or the **Command** key on a Mac), click ⊠ on the actions toolbar.
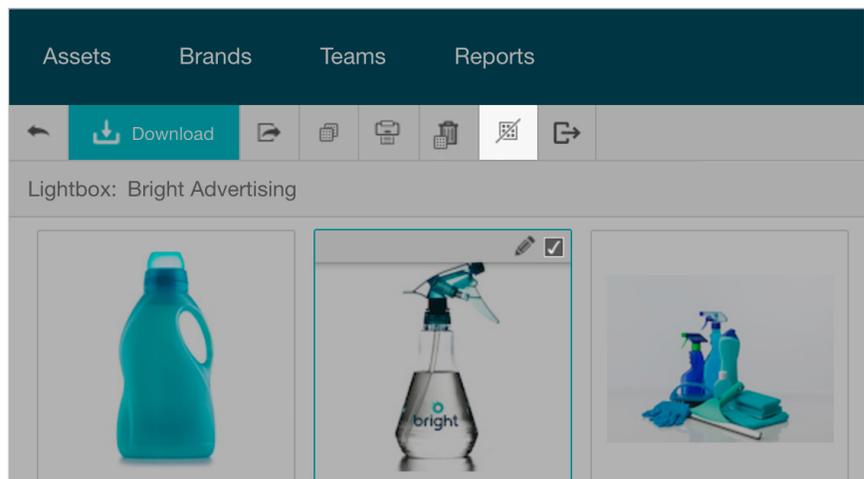

Share

From the lightbox view, you can email a link or download for the lightbox. For more details, refer to the Share section on page 14 of this guide.

Lightboxes

Collaborate

You can invite other Webdam users to add comments and modify the lightbox.

1. In the lightbox view, click in the left column next to Collaborators.

2. Enter the email address(es) and a message (optional).

3. If you want the recipients to be able to modify the lightbox, check the **These users can modify** box. This gives recipients permission to edit lightbox information and add or remove assets.

4. Click **Share**.
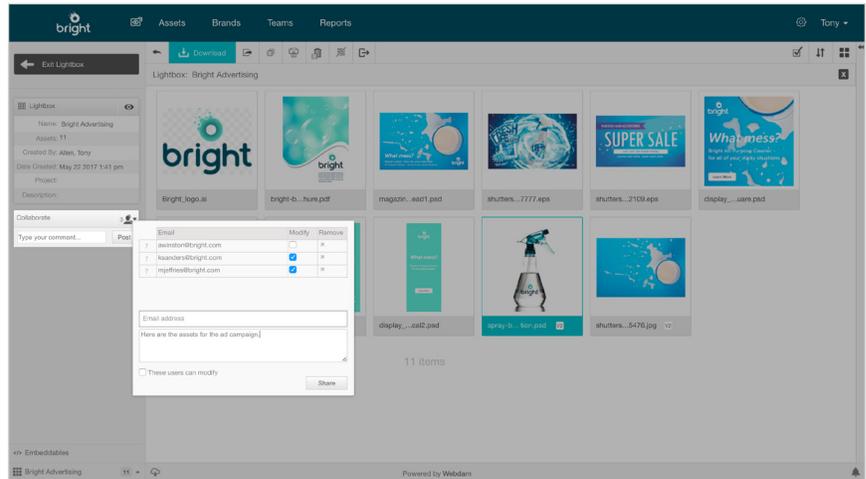
Comment

You can add comments to the lightbox or individual assets.

1. Lightbox comment: Add the comment in the **Add your comment** box in the left column of the lightbox view.

2. Asset comment: In the lightbox view, click the asset and write your comment in the **Type your comment** field in the right column. Assets with comments will display an [icon] icon showing the number of comments. These comments will only be visible to collaborators added to the lightbox.

By default, users will receive an in-system notification and email when a collaborator comments or modifies a lightbox because they will be watching it. Read more on the next page.
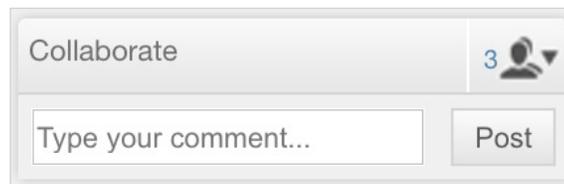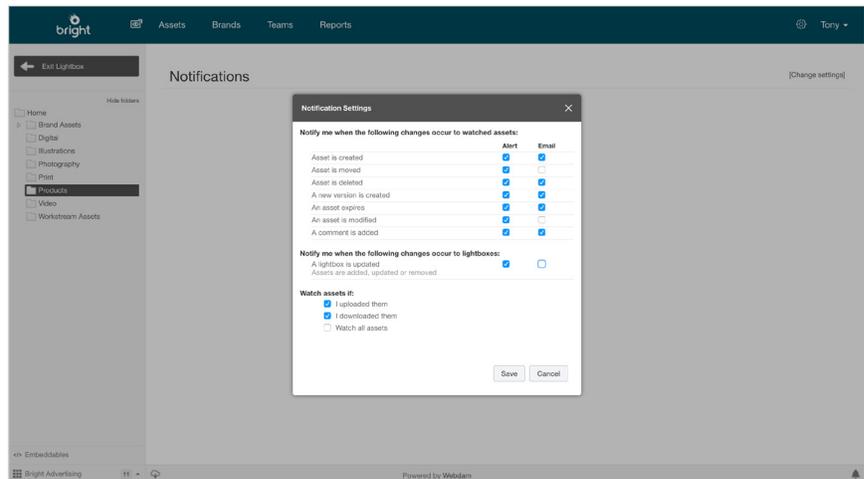
Notifications and watching

Configure

Notifications enable users to receive an in-system alert or email notification on certain types of actions performed to assets, folders and/or lightboxes.

To configure how and when notifications and alerts are received:

1. Click the 🔔 icon on the right side of the bottom navigation.

2. Click **View All**, then **Change Settings**.

3. Place a checkmark next to each notification indicating whether you want to receive an alert, email or both.

4. In order to receive notifications and alerts, you must also be watching a folder or an asset. Place a checkmark next to any types of assets you would like to automatically watch.

5. Click **Save**.

Watching

In order to receive notifications, you must be watching the lightbox, folder or asset.

1. Select the lightbox, folder or asset.

2. Click 👁 .

Frequently Asked Questions

Why am I missing access to some of the features covered in this guide?

Due to the highly configurable nature of Webdam and Brand Connect, some features may or may not be available in your DAM or brand portal. Please contact your administrator if you have questions about availability or permissions.

Where can I find more tutorials to help me learn how to use Webdam?

To find help articles, learn new tips and tricks, and stay up-to-date with Webdam releases, bookmark and visit **https://www.damsuccess.com/hc/en-us**.

I'm experiencing a technical problem with the product, how can I get help resolving my issue?

Visit **Webdam Customer Success** and click the Request Support button toward the bottom of the page.