Webdam End User

Quick Start Guide

webdam

Introduction

Welcome to Webdam, the platform that powers your asset library. Our software helps companies like yours quickly distribute approved assets while maintaining brand compliance. You'll always find what you're looking for, quickly.

This guide will help you get started. While the following pages include how-to's for basic functions within your asset library, please keep in mind that some settings and options may differ depending on your company's configurations.

Take a few minutes to use this guide to orient yourself to the platform – 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, **webdamsuccess.com**, for deeper dives into these and other topics.

Cheers!

The Webdam Team

Contents

Glossary

TERM	EXPLANATION
Assets	An asset is the object being stored in your Webdam account. An asset can be a photo, document, video, audio clip, etc.
Folders	Folders hold assets, nested folders or both. Assets can only "live" in one folder.
Folder Tree	A hierarchical representation of the folders found on the left panel of the account.
Facets	Metadata search filters that make it easy to search Brand Connect.
Thumbnail View	The center window of the application, which may include folder and/or asset thumbnails.
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.
Lightbox	Lightboxes are centralized collections of assets from different folders.
Alerts	View in-system notifications.
Profile	Update your personal information, notification preferences and other settings.

webdam

Asset Library

Search Window

Top Navigation
(customizable, your navigation
may look different)

Facets

**Thumbnail/
List View**

Lightboxes   **Alerts**   **Profile**

bright

Assets   Brand Guidelines

Search

Folders / Products (0 folders, 13 files)

Hide Facets

File Type
- Image — 50
- Audio/Video — 2
- Document — 1
- Presentation — 0
- Other — 0

Keywords

Caption/Description

Photographer

By Date

By Size

Folders
- Brand Assets
  - Digital
  - Illustrations
  - Photography
  - Print
  - Products
  - Video

Small
Medium
Large
List

shutterstock_4..5758.jpg

bright-detergent.ai

bright-handsoap.ai

bright-spray-bottle.png

shutterstock_5..0751.jpg   ∞ 3

shutterstock_1..0578.jpg

spray-bottle_b...tion.jpg   ∞ 1

shutterstock_2..0999.jpg

Folder tree   **Assets**

Asset Details Page
(Double click an asset to open the asset details view)

Products / spray-bottle_black-description.psd   20.01MB   ∞ 1

DETAILS   COMMENTS

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

Asset
Uploaded   May 22 2017 1:16 pm
File size   20.01 MB
Dimensions   3010 x 4479 px
Color space   RGB

Browse & 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 such as keywords and descriptions.

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**.
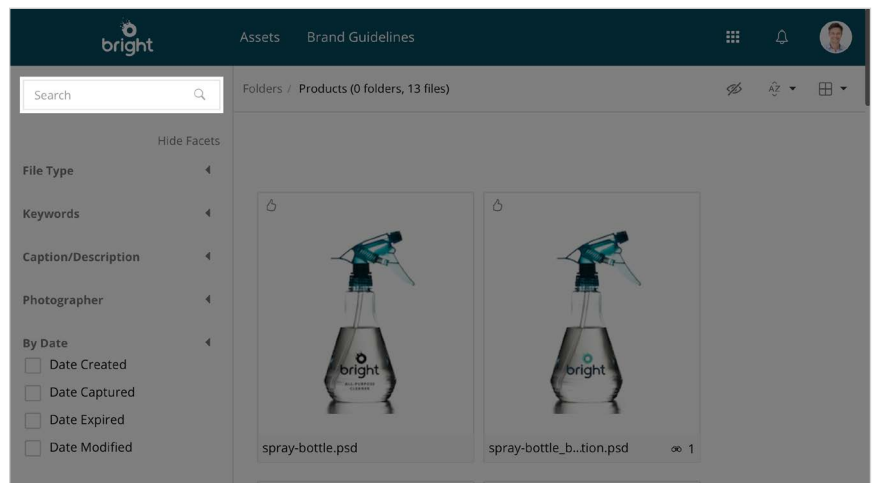
Facets

Filter search results.

1. Check the box next to the value you would like to narrow your results to.

    · For example, if you are only looking for video assets, check the box next to **Audio/Video** for the **File Type** facet.

2. Click **More** to view the additional values for a facet.
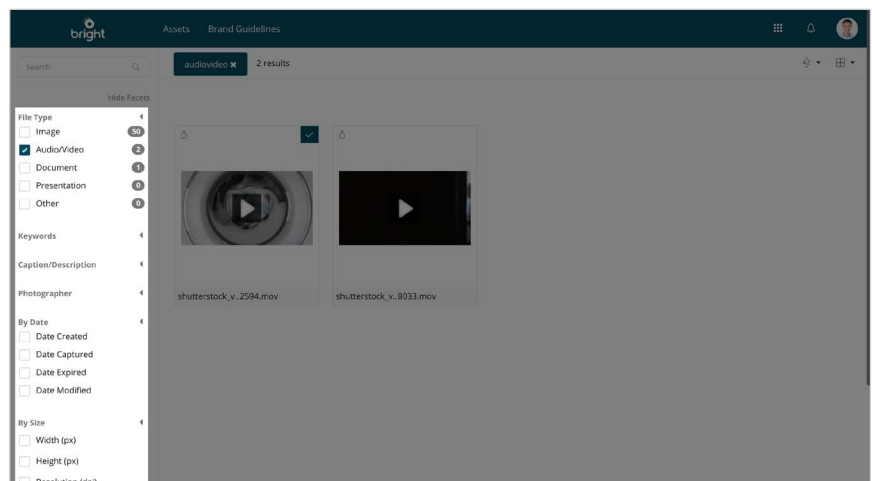
Download

Download Assets

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.
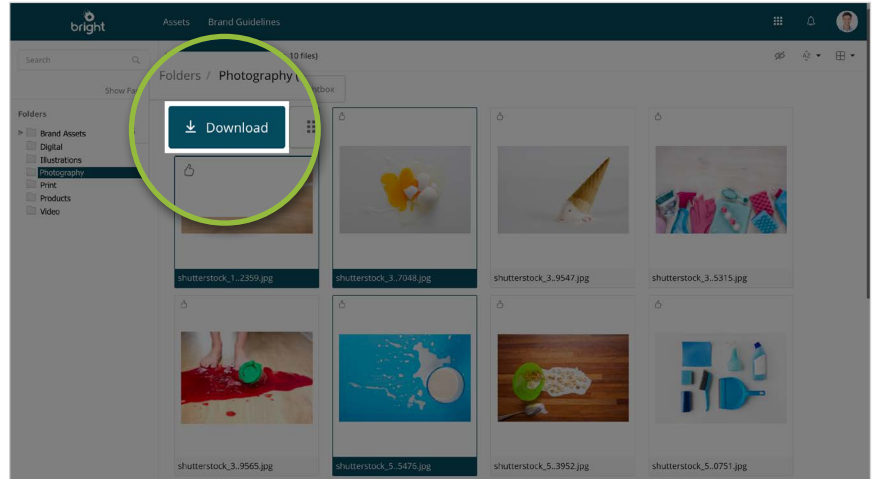
Desired Presets

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.
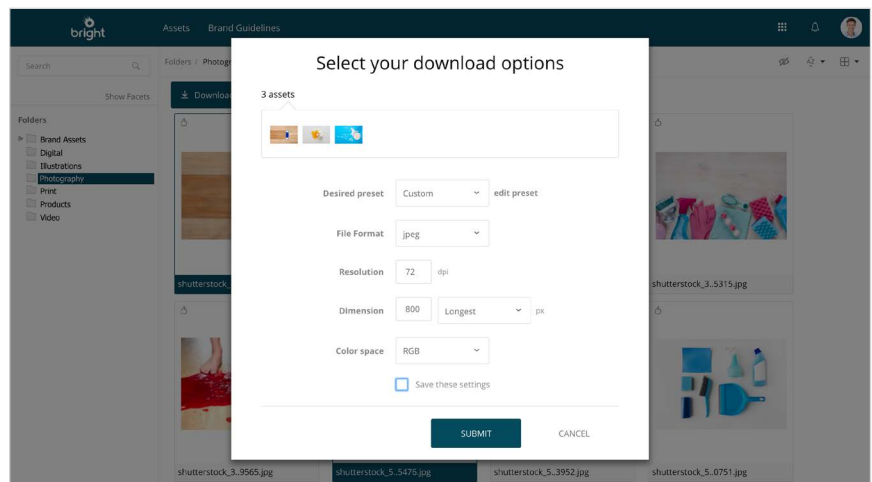
Crop

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 exact needs without having to open other software or ask a designer to do it for you.

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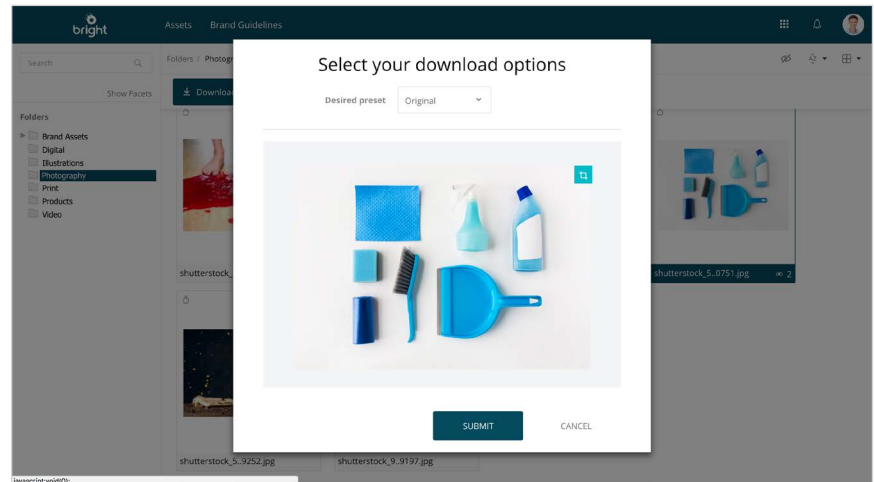
Crop

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.
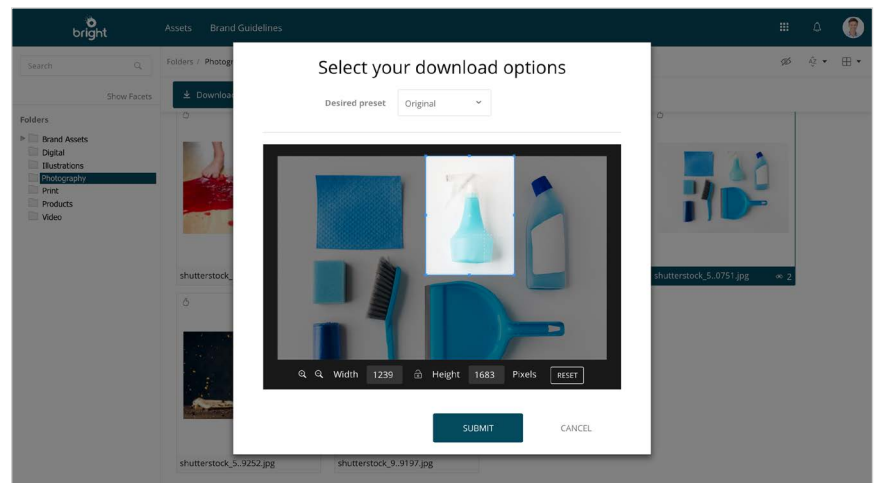
Share

Email Link

You can send fellow 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**.
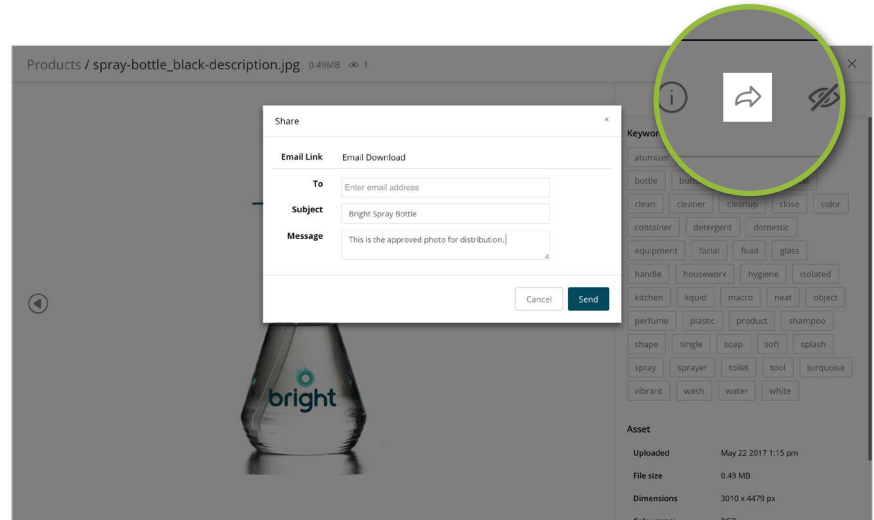
Email Download

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**.
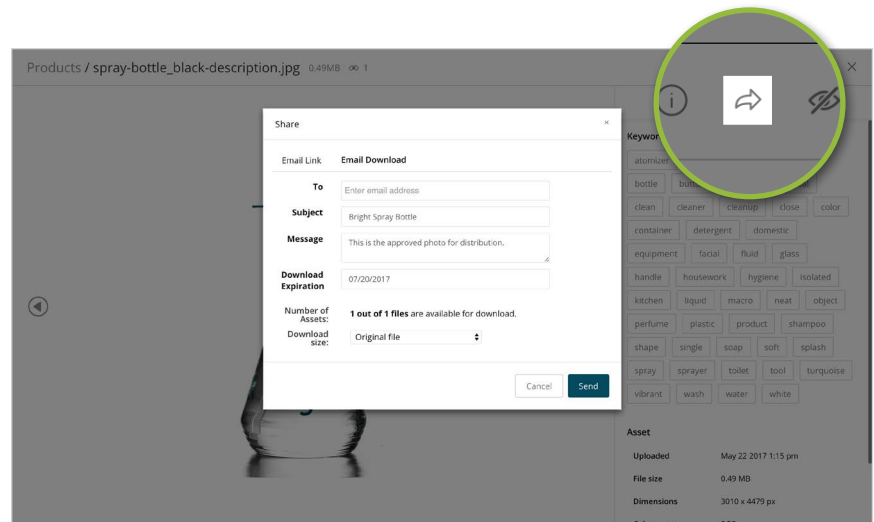
Lightboxes

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.
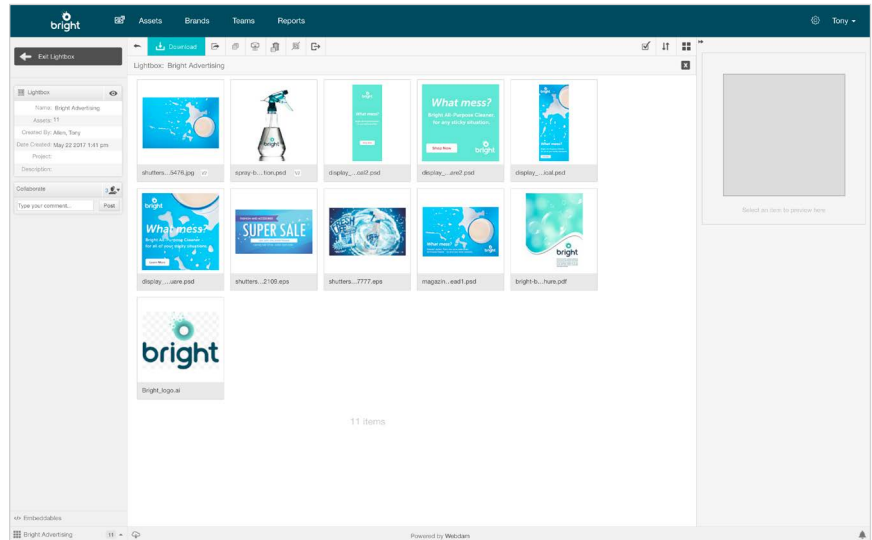
Create

1. Click ⊞ in the top navigation.

2. Click **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.
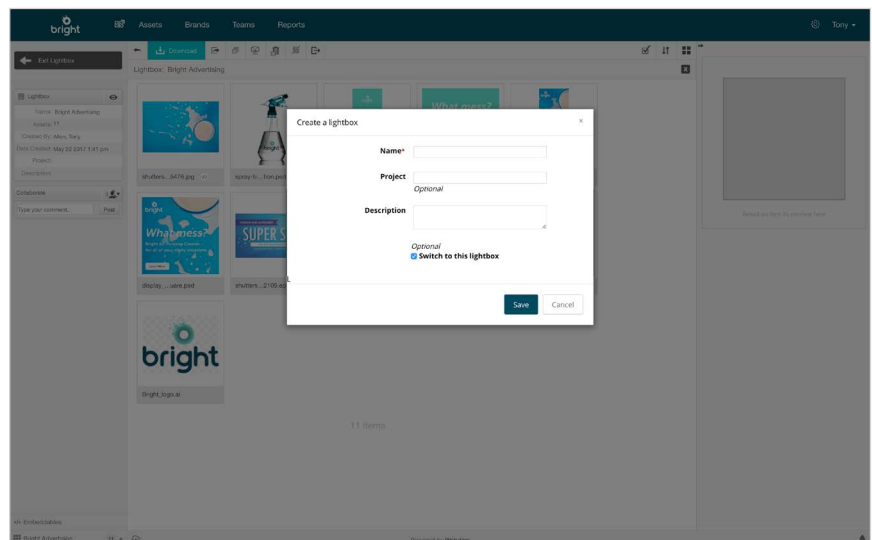
Lightboxes

Add Assets to a 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.

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 **Add to Lightbox** on the actions toolbar.
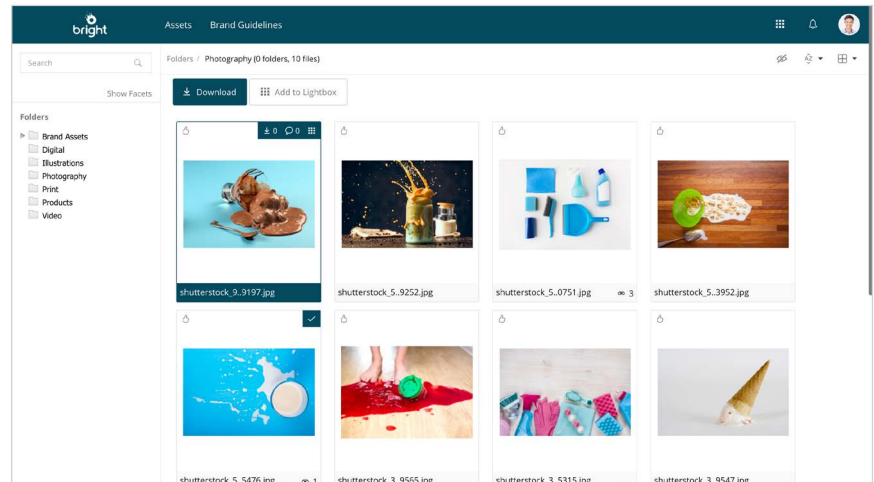
Remove Assets from a Lightbox

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 **Lightbox actions** and choose **X Remove Assets**.
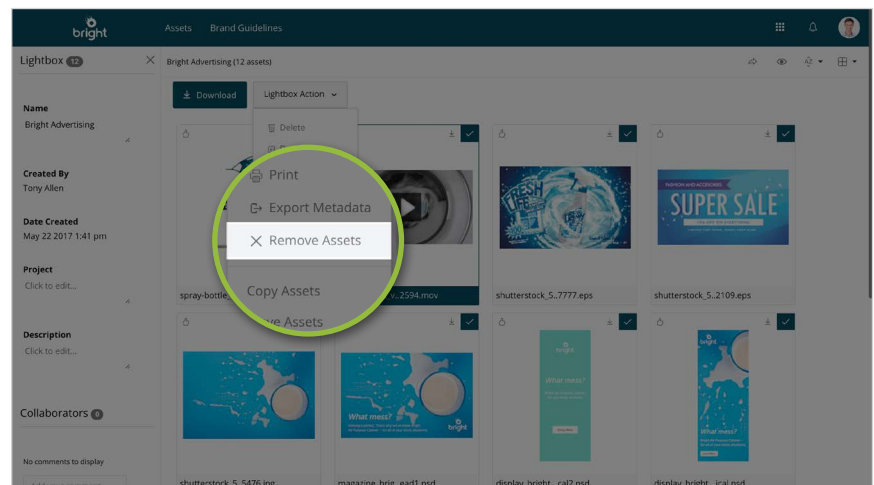

Share

From the lightbox view, you can email a link or download form the lightbox. For more details, refer to the Share section on page 8 of this guide.

Lightboxes

Collaborate

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

1. In the lightbox view, click the number 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 and remove assets.

4. Click **Share**.
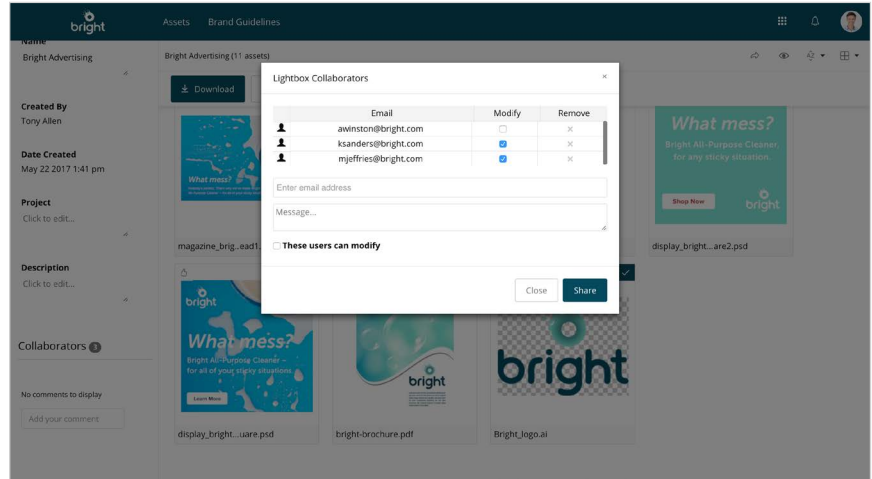
Comment

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 a talk bubble 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.
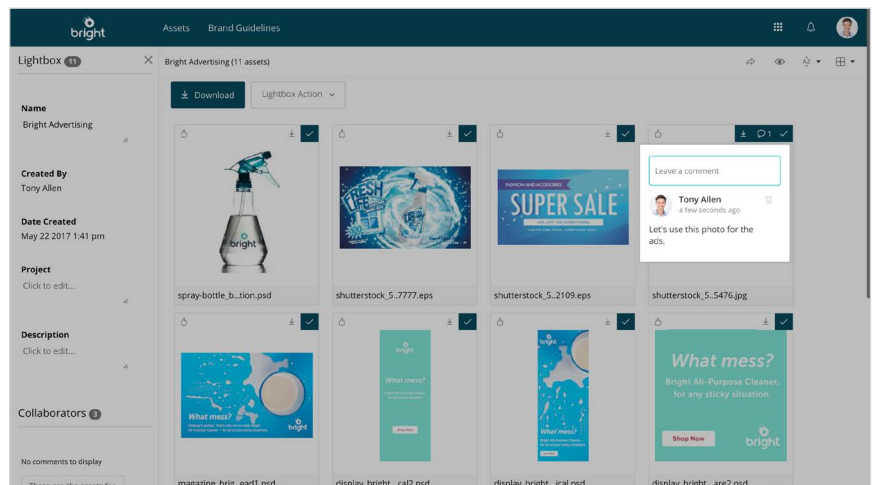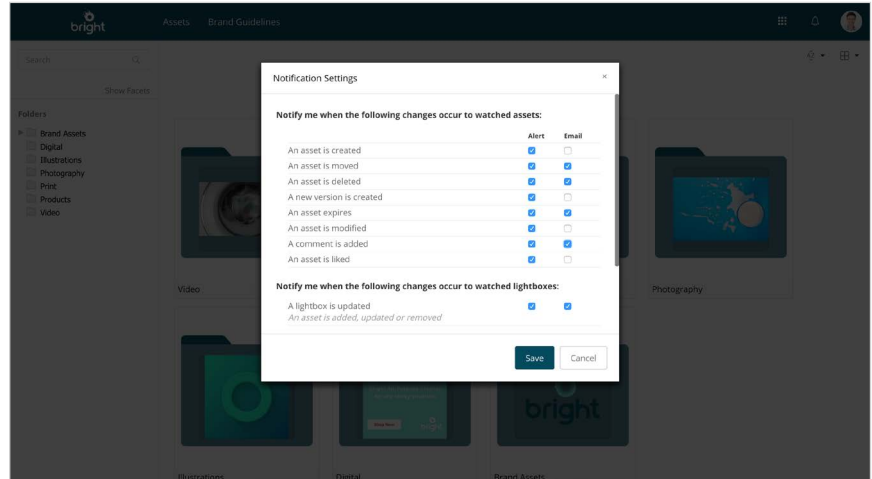
Notifications & Watching

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 profile icon on the right side of the top navigation.

2. Click **Profile**.

3. Under the Account Settings at the bottom of the profile page, click **Notification Settings**.

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

5. 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.

6. 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 👁 .