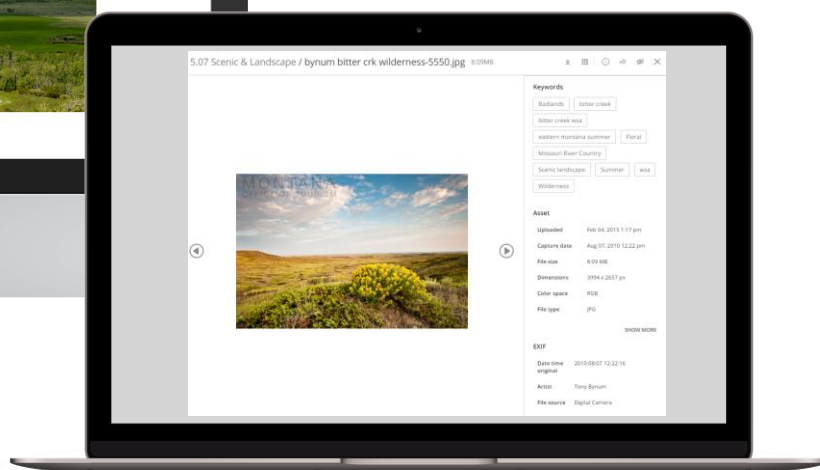
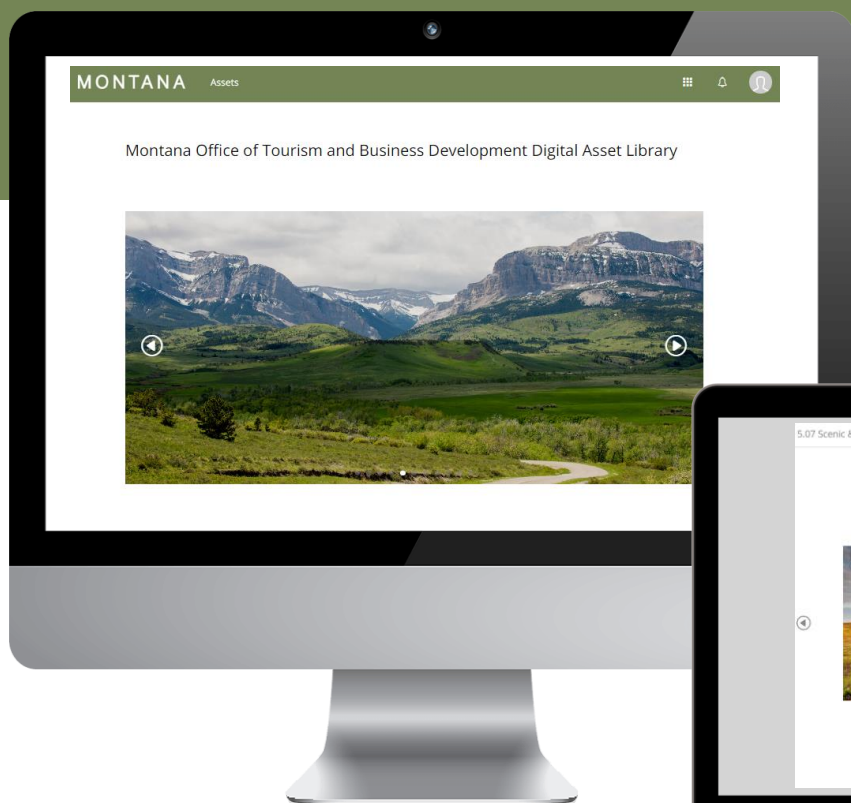


MONTANA

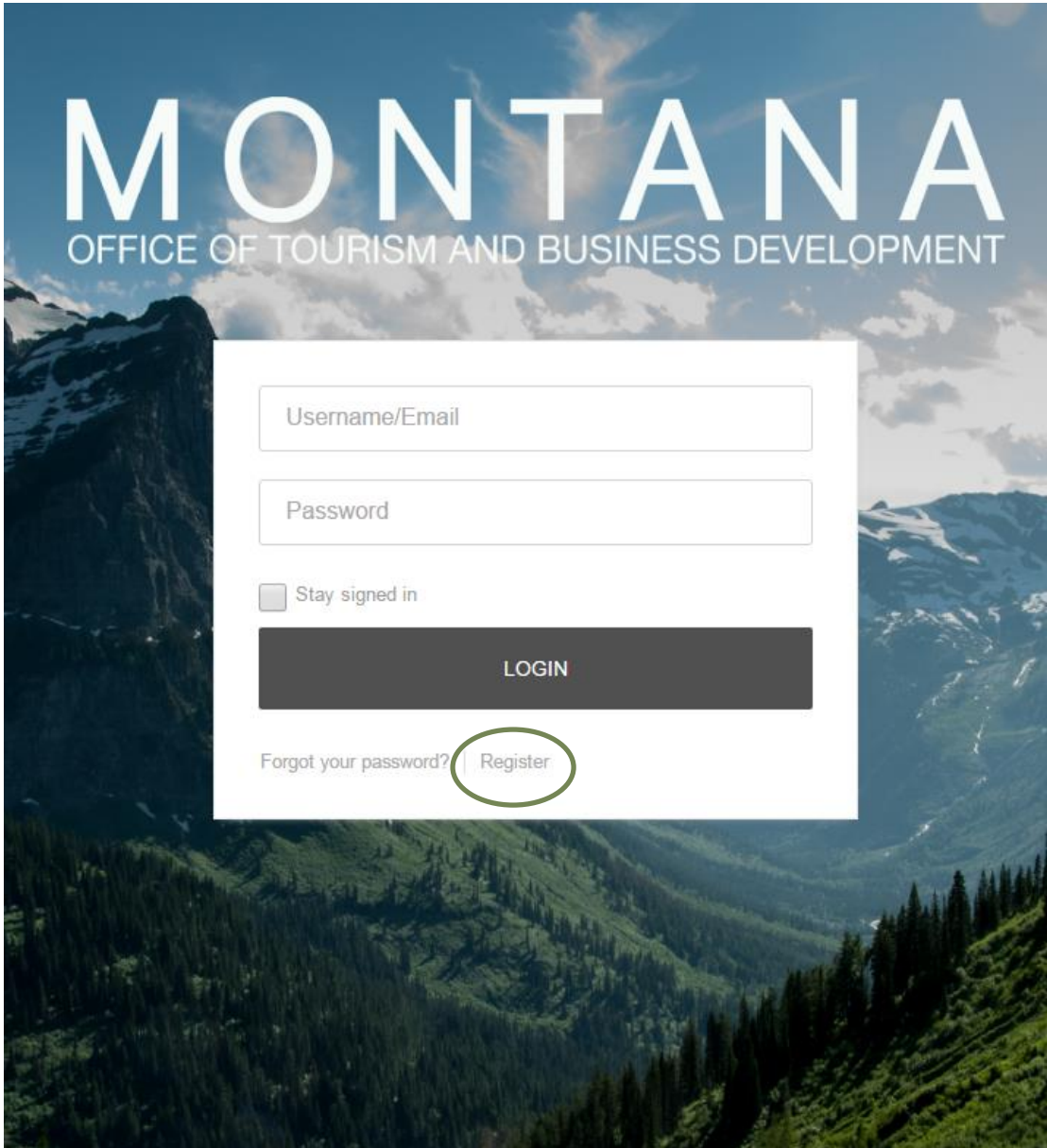
OFFICE OF TOURISM AND BUSINESS DEVELOPMENT

Digital Asset Library Training Guide



Registration

1. Open <https://visitmt.webdamdb.com> in your browser.
2. Click “Register”.



MONTANA
OFFICE OF TOURISM AND BUSINESS DEVELOPMENT

Username/Email

Password

Stay signed in

LOGIN

Forgot your password? [Register](#)

Registration

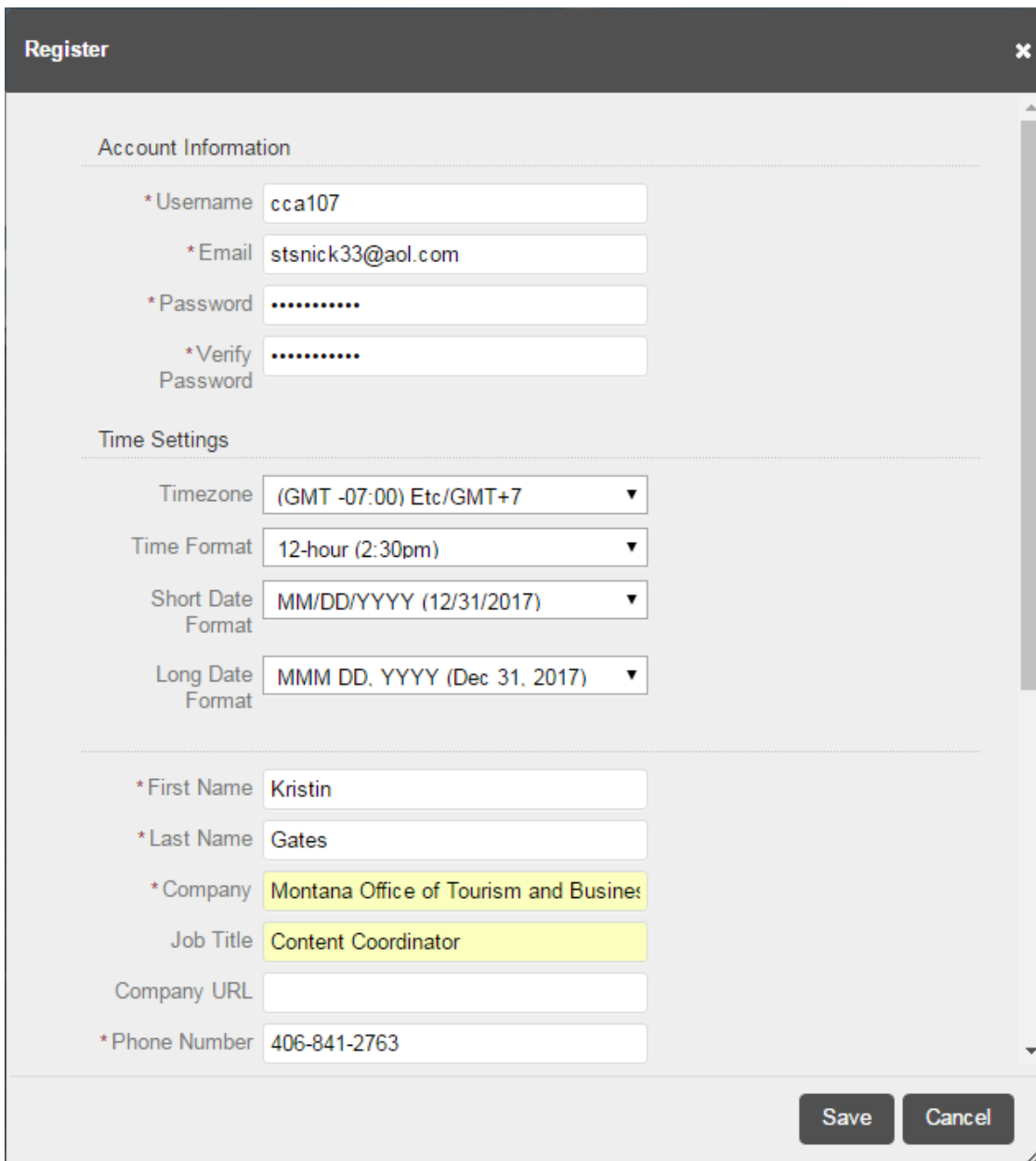
3. Accept the Terms and Conditions.

Terms and Conditions ✕

The Montana Office of Tourism and Business Development (MOTBD) owns all of the assets stored at <http://visitmt.webdamdb.com/>. By using an asset, or assets, you agree to use of the asset(s) for the sole purpose of promoting Montana as a travel or film destination. You also agree to immediately stop using the asset(s) at the request of the MOTBD and will be subject to liability for any misuse. Contact us with any questions: mtcontent@mt.gov

Registration

4. Fill out the required fields. Hit Save.



The screenshot shows a registration form titled "Register" with a close button (X) in the top right corner. The form is divided into three main sections: "Account Information", "Time Settings", and "Personal Information".

Account Information:

- * Username: cca107
- * Email: stsnick33@aol.com
- * Password: [Redacted]
- * Verify Password: [Redacted]

Time Settings:

- Timezone: (GMT -07:00) Etc/GMT+7
- Time Format: 12-hour (2:30pm)
- Short Date Format: MM/DD/YYYY (12/31/2017)
- Long Date Format: MMM DD, YYYY (Dec 31, 2017)

Personal Information:

- * First Name: Kristin
- * Last Name: Gates
- * Company: Montana Office of Tourism and Business Development
- Job Title: Content Coordinator
- Company URL: [Empty]
- * Phone Number: 406-841-2763

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

5. You will then be redirected to the Montana Office of Tourism and Business Development Digital Asset homepage.

Introduction

The following pages include how-tos for basic Webdam functions.

Structure:

Digital assets are organized in folders within the account. A folder may contain assets, nested folders or both.




Terminology:

The following terms will be used throughout the guide – knowing them will help you understand navigation within the digital asset management system.

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.
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.

Introduction

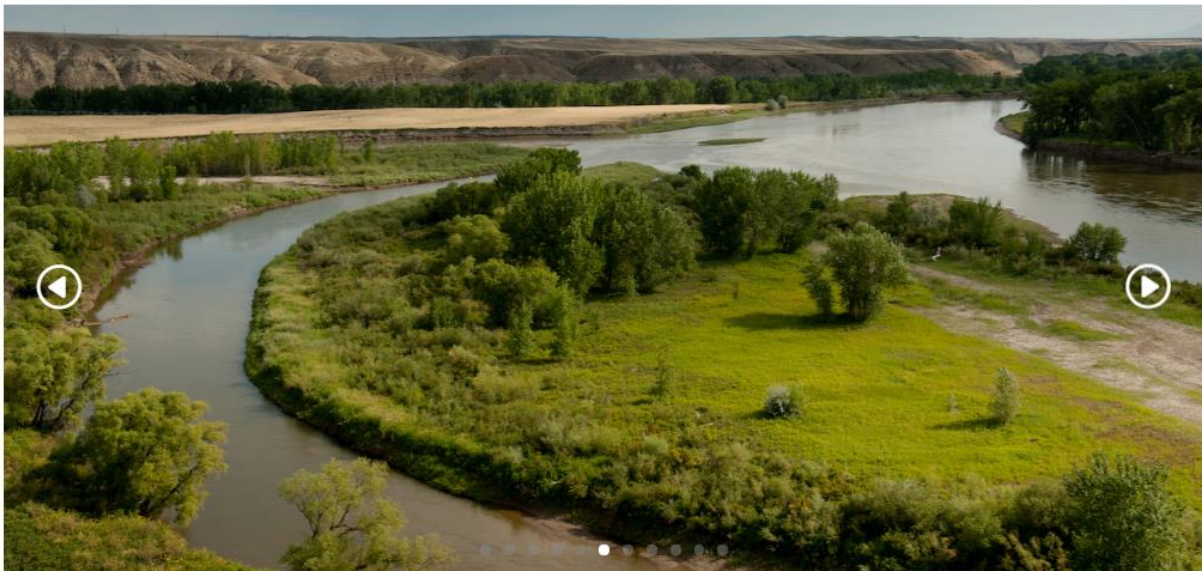
Navigation:

- Homepage: The first page you see upon login. Here you can search, or navigate to a folder or lightbox. The homepage is always accessible by clicking the company logo on the left side of the top navigation.
- Assets: Browse and search your asset library here.
- Contact: Email the system administrator (mtcontent@mt.gov).
-  : This is the lightbox icon – click to create and access lightboxes. Go to pages 12-14 to read more on lightboxes.
-  : This is the alert icon – click to view any in-system notifications. Go to page 15 to read more about notifications.
-  : This is the profile icon – click to update your personal information, notification preferences and time settings. You can also view your download history and add emails to your address book.

MONTANA Assets



Montana Office of Tourism and Business Development Digital Asset Library

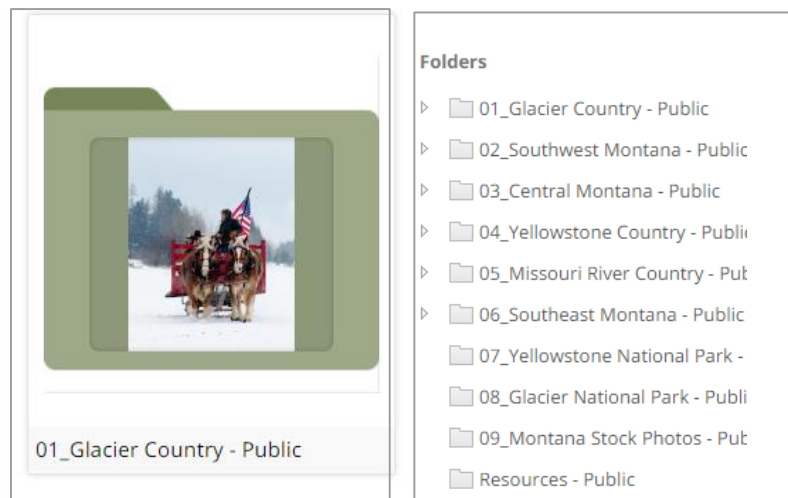


Browse & Search

Browse Asset Library:

You can 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.




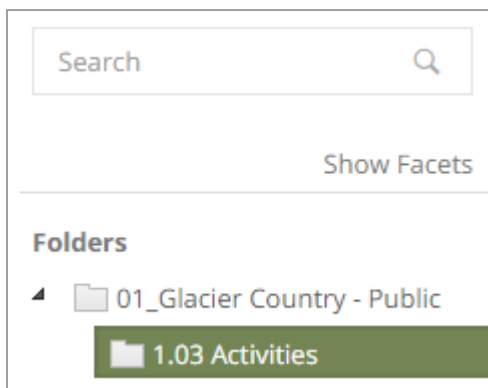
Basic Search:

Basic search allows you to perform a quick search across all metadata fields (i.e. keywords and description).



To search:

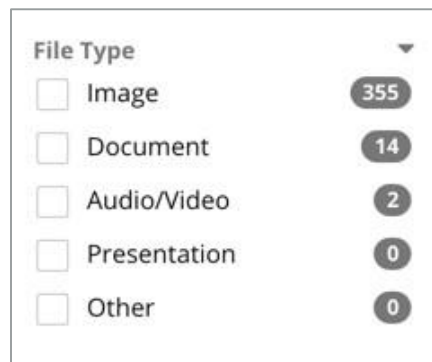
1. Enter the term in the Search box and click the  icon.
2. You can narrow your search results to a specific folder by first selecting it in the folder tree.



Facets:

Facets allow you to 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.



View Metadata

View Metadata:

To view the metadata (photographer, caption, expiration date, rights, credit, etc.) for each asset:

1. Double click on the asset.
2. An enlarged window with the asset will appear. On the right, locate the panel with keywords and asset details.
3. Click Show More.
4. Metadata will populate.



1.06 Events / _DMS0001.jpg 11.44MB



Keywords

Clark Fork River Market Farmers Market
Glacier Country Missoula People
Summer Food/Beverage Food
Woman

Asset

Uploaded Dec 16, 2014 10:59 am
Capture date Aug 02, 2014 11:32 am
File size 11.44 MB
Dimensions 5534 x 4016 px
Color space RGB
File type JPG

[SHOW MORE](#)

EXIF

Date time original 2014:08:02 11:32:55
Artist Donnie Sexton
Image description Clark Fork River Market, Missoula
Resolution unit inches

View Metadata

Asset

Uploaded	Dec 16, 2014 10:59 am
Capture date	Aug 02, 2014 11:32 am
File size	11.44 MB
Dimensions	5534 x 4016 px
Color space	RGB
File type	JPG
Photographer / videographer / artist	Montana Office of Tourism and Business Development (MOTBD)
Caption / description	Clark Fork River Market, Missoula
Expiration date / valid timeframe	Never
Web usage rights	MOTBD-owned outright; available for public distribution
Paid digital usage rights	MOTBD-owned outright; available for public distribution
Unpaid social media rights	MOTBD-owned outright; available for public distribution
Paid social media rights	MOTBD-owned outright; available for public distribution
Print rights	MOTBD-owned outright; available for public distribution
Season(s)	Summer
Region	Glacier Country
Credit	Montana Office of Tourism and Business Development

Keywords

Clark Fork River Market	Farmers Market	
Glacier Country	Missoula	People
Summer	Food/Beverage	Food
Woman		


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. Accept the Terms of Use
4. Your download will start automatically.

↓ Download Add to Lightbox



Terms of Use

PLEASE READ AND CLICK ACCEPT TO PROCEED

The Montana Office of Tourism and Business Development (MOTBD) owns all of the assets stored at <http://visitmt.webdamdb.com/>. By using an asset, or assets, you agree to use of the asset(s) for the sole purpose of promoting Montana as a travel or film destination. You also agree to immediately stop using the asset(s) at the request of the MOTBD and will be subject to liability for any misuse.


ACCEPT

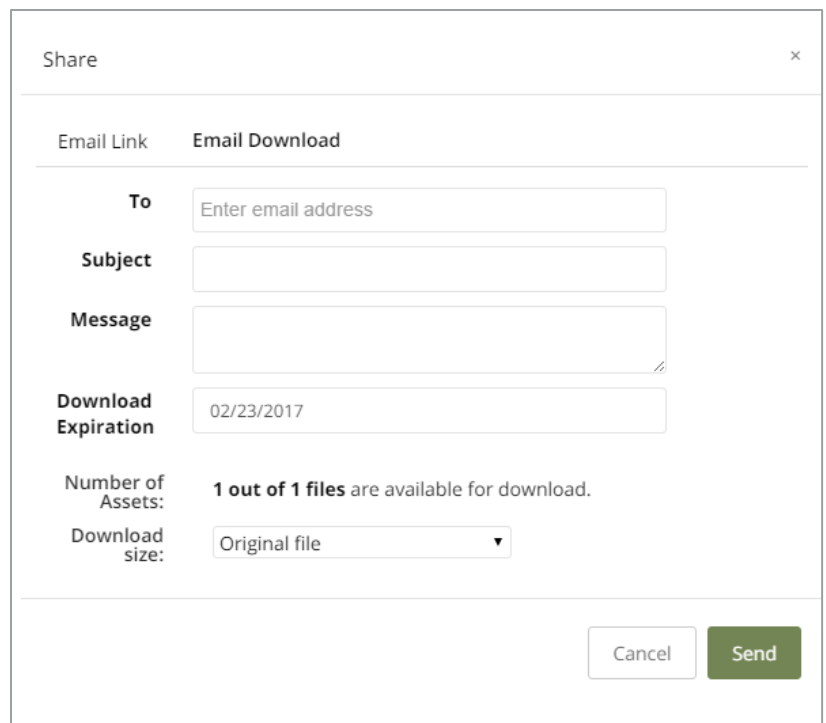
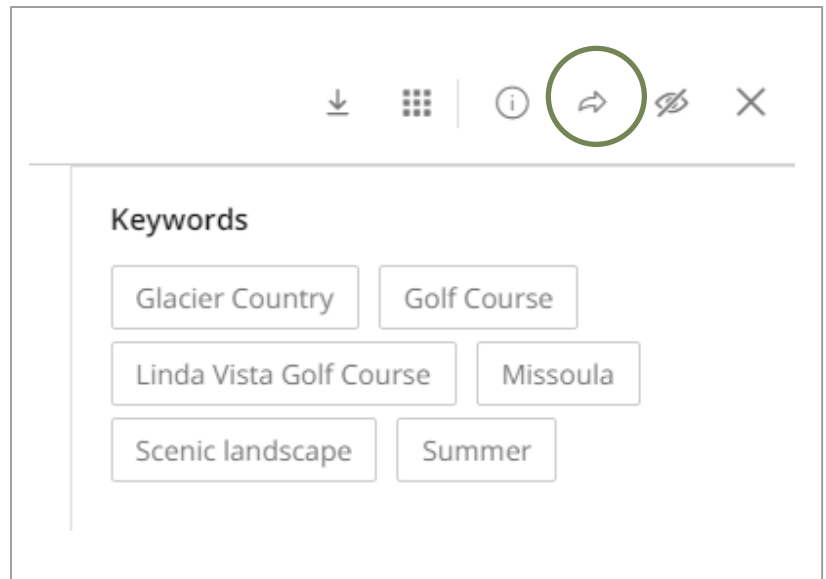
CANCEL

Share

Share:

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 from the asset details page.
2. Click Email Download.
3. Enter the email address of the recipient. If you are sending to multiple recipients, separate the email addresses 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.



A screenshot of the 'Share' dialog box. The title bar says 'Share' with a close 'x' button. There are two tabs: 'Email Link' and 'Email Download'. The 'Email Download' tab is active. The form contains the following fields and options:

- To:** Enter email address
- Subject:** (empty text box)
- Message:** (empty text box)
- Download Expiration:** 02/23/2017
- Number of Assets:** 1 out of 1 files are available for download.
- Download size:** Original file (dropdown menu)

At the bottom right, there are two buttons: 'Cancel' and 'Send'.

Lightboxes


Overview:

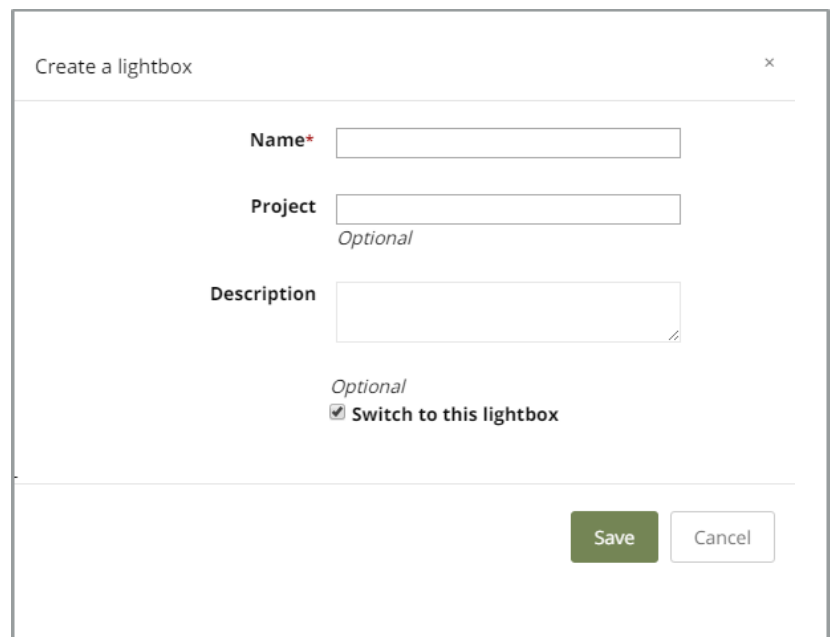
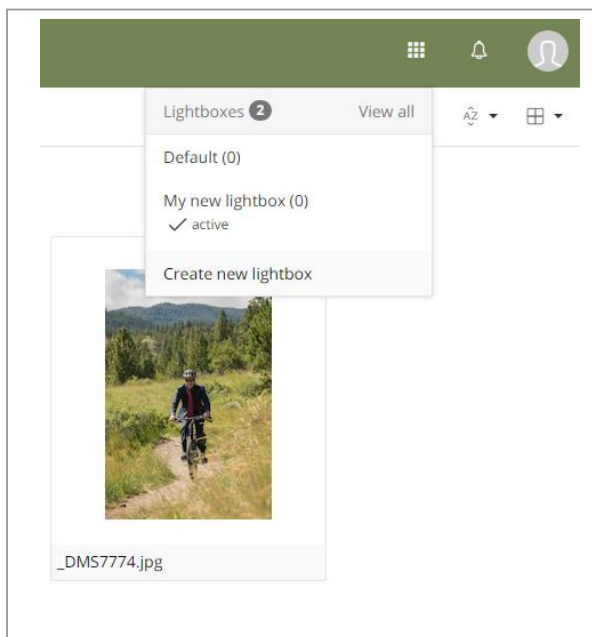
You can use lightboxes to add assets from multiple folders to one central location.


Example use cases:

- A user adds the imagery and datasheets for three different products to a lightbox so they can email a download link for all the items to an agency.
- A graphic designer is choosing between a few images for a new product brochure and wants feedback from the art director. Once the images are added to the lightbox, the graphic designer invites the art director to collaborate and comment on these selections.
- A sales person creates a lightbox of frequently used customer logos for easy access.

Create:

1. Click the  icon in the top navigation.
2. Click Create New Lightbox.
3. Enter the name, project (optional) and description (optional)
4. Click Save.
5. By default, the system will automatically switch to the new lightbox.





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  Add to Lightbox on the actions toolbar.

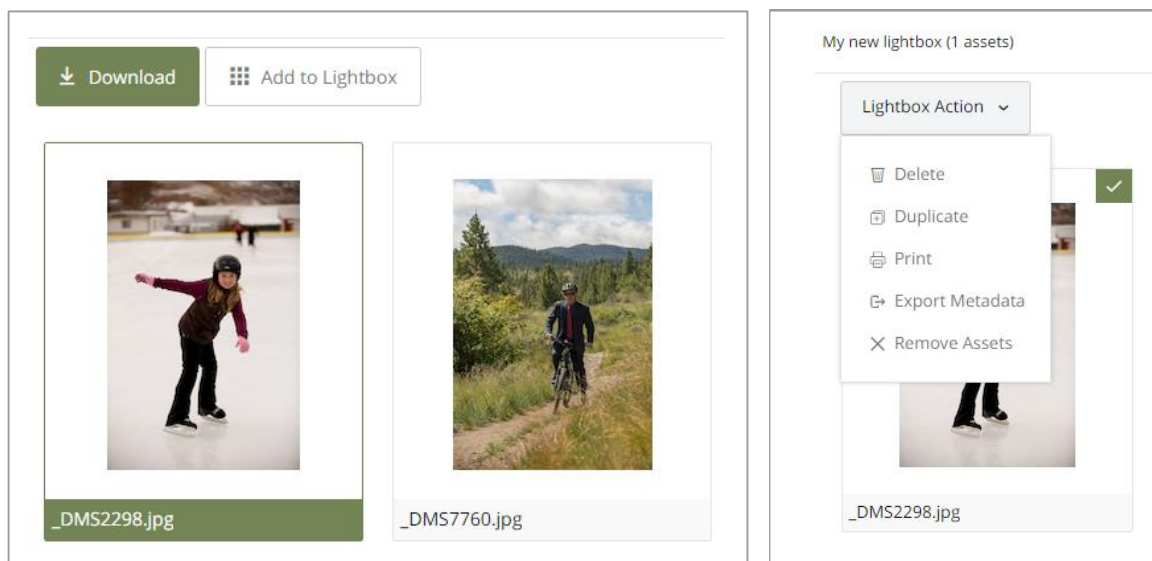
Remove assets from the lightbox:

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 Lightbox actions and choose X Remove Assets

Share:

From the lightbox view, you can email a download for the lightbox. For more details, refer to the Share section on page 6 of this guide.



Lightboxes

Collaborate:

You can invite other Webdam 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.

- **Lightbox comment:** Add the comment in the Add your comment box in the left column of the lightbox view.
- **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 the lightbox. Read more on the next page.

Name
My new lightbox

Created By
Betty Who

Date Created
Feb 16 2017 2:35 pm

Project
Click to edit...

Description
Click to edit...

Collaborators 0

No comments to display

Add your comment

Lightbox Collaborators

Email	Modify	Remove
Enter email address		

Message...

These users can modify

Close Share

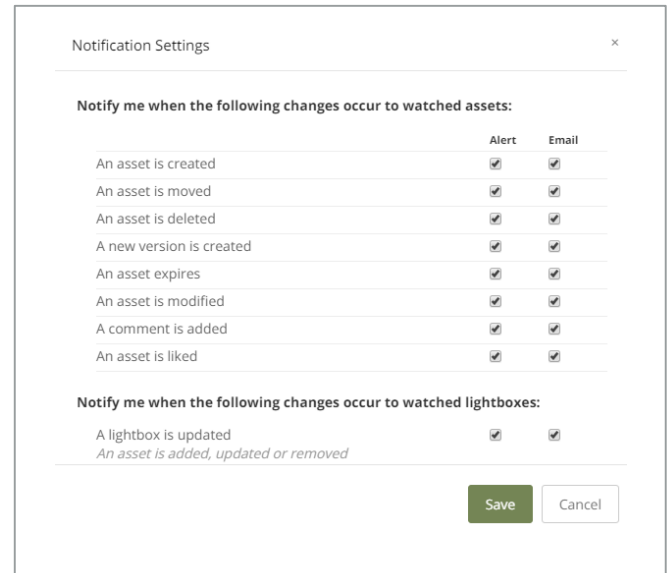
Notifications & Watching

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 watch.
6. Click Save.



Notification Settings

Notify me when the following changes occur to watched assets:

	Alert	Email
An asset is created	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An asset is moved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An asset is deleted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A new version is created	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An asset expires	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An asset is modified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A comment is added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An asset is liked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Notify me when the following changes occur to watched lightboxes:


A lightbox is updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-----------------------	-------------------------------------	-------------------------------------

An asset is added, updated or removed

Save Cancel

Watching:

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

1. Select the lightbox, folder or asset.
2. Click 



Search Guidelines & Tips

EMPTY field operator

To find assets that do not contain any metadata for a specific field, for example you may be looking for assets without any keywords on them, enter the field you wish to search, as follows:

EXAMPLE: ?[keyword]

AND operator

To locate results containing multiple search terms, simply enter the word or use the AND boolean. (In either case, the words may be found in any order and when searching across all fields, may not be present in the same field):

EXAMPLE: hot dog, hot and dog

OR operator

To locate results containing any of your search terms, use the OR operator:

EXAMPLE: hot or dog

Negative operator

To exclude a word from the search results, add a minus sign in front of the word:

EXAMPLE: hot -dog

Phrases

To find a phrase, use quotes around the words (all words must be found together and in order)

EXAMPLE: "hot dog"

Partial match

When entering search terms, the whole word is required and partial word matches are not automatically found (for example, searching the word 'tree' would not return results with the word 'trees'). To find a partial word match, you must add an asterisk to the word. Asterisk may only be used to conclude a word:

EXAMPLE: hot*

Search Guidelines & Tips

Searching by filenames

Filenames are treated differently than other fields. When searching for a filename across all fields, you may either enter the whole filename including the extension or the filename without the extension to locate the file. However, when searching within the filename field, the exact filename is not required and partial word matches are also returned in the results.

Meta-data fields

When searching across all fields, your search terms may be present in any meta-data fields within the results. When searching within a specific field, search terms must be present in the selected field only.

Power Search

When searching across multiple criteria on the Power Search page, an AND operator is implied. In the below example, only images with the terms hot and dog and with the orientation vertical will be returned.

EXAMPLE: Search terms = hot dog, Orientation = vertical

Keyword list

A keyword list may be provided on the Power Search page. When selecting multiple terms from the keyword list, an OR operator is implied. For instance, selecting the keywords tree, apple, and dog will return results that include ANY of these terms.