

How to Download Photos from WebDAM

Registering (you only have to do this once):

1. Go to <http://media.eap.ucop.edu>
2. Click on Account on the top menu bar.
3. Register. Fill out required information (red asterisk items)
4. Agree to terms
5. Click on "Register" at the bottom.
6. The WebDAM administrator (Marketing) will get an email notification.
7. We will activate your account and send you an email message letting you know your account has been activated
8. Now you can log-in and download photos. Remember your log-in and password for future use.

Downloading Photos

1. **One photo at a time:** Just click on the orange "download" box next on the right of the photo view. Click on accept to proceed.
2. **Photo size:** All the photos can be used for printing. They are 300 dpi. When you download, it will give you a choice of Download size: for print choose original file, for screen choose small (800px) or very small (400px) depending on how it will be used. It's better to size down than to try to size up.
3. **Many photos:** You can download many photos at once by setting up a lightbox.
 - a. Click on "Lightbox" in the top menu bar
 - b. Click on "Create new Lightbox"
 - c. Name the Lightbox and click OK
 - d. Make the Lightbox active by clicking on "Click to make it your ACTIVE Lightbox now." at the top of the page.
 - e. Go back to Home to view more photos
 - f. When you have chosen a photo, instead of clicking "Download" click "Add to Lightbox"
 - g. When you are done click on "Lightbox" on the top menu bar. In the left column of the page, click on "Download images to computer"
 - h. Click on the orange "Download" box. Choose download size.
 - i. The downloaded photos will be saved in a zipped file. Open the zip file and extract the photos.

Viewing and Searching Photos

1. Log in
2. You can choose a folder to view photos or search for photos.
3. **Choosing a folder:**
 - a. Under Browse on the left column, choose the folder you want.
 - b. If there are subfolders, choose the subfolder you want
 - c. Click on a photo to get a larger view, click "Next" at top right to go to the next photo or "Play Slideshow"
4. **Searching for photos.**
 - a. There are two places to search
 - i. **Search Box:** left column of the Homepage. You can search within folders or in the entire photo Gallery. If you are in a folder with subfolders, it will search all the subfolders. If you choose a subfolder, it will only search in the subfolder.
 1. In the first drop-down box you can choose what field you want it to search; it defaults to "All". Searching by "keywords" works best.
 2. In the "Enter search terms" box you can type in anything you want. Use the asterisk to denote any character. For instance if you type in "student*" it will find any photos with one or more students. For more search tips, see the "Searching Tips" handout. Searching doesn't work with the slideshow view.

3. **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.
4. **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.

ii. **Power Search:** on the top Menu bar click on "Search".

1. You can select the field to search.
2. You can type in anything you want in the "Enter search terms:" box
3. Click on "Select keywords:" to bring up a controlled vocabulary list where you can click on several terms at once. 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.
 - a. Hit "Select" at the bottom.
 - b. Click on "search" at the bottom of the page.
 - c. All photos with those keywords will pop up.

NOTE: Keywording is inexact and subjective and is vulnerable to human error, so you might not find all the photos with your search items.

General Search Tips

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):

hot dog
hot and dog

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

hot or dog

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

hot -dog

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

"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:

hot*