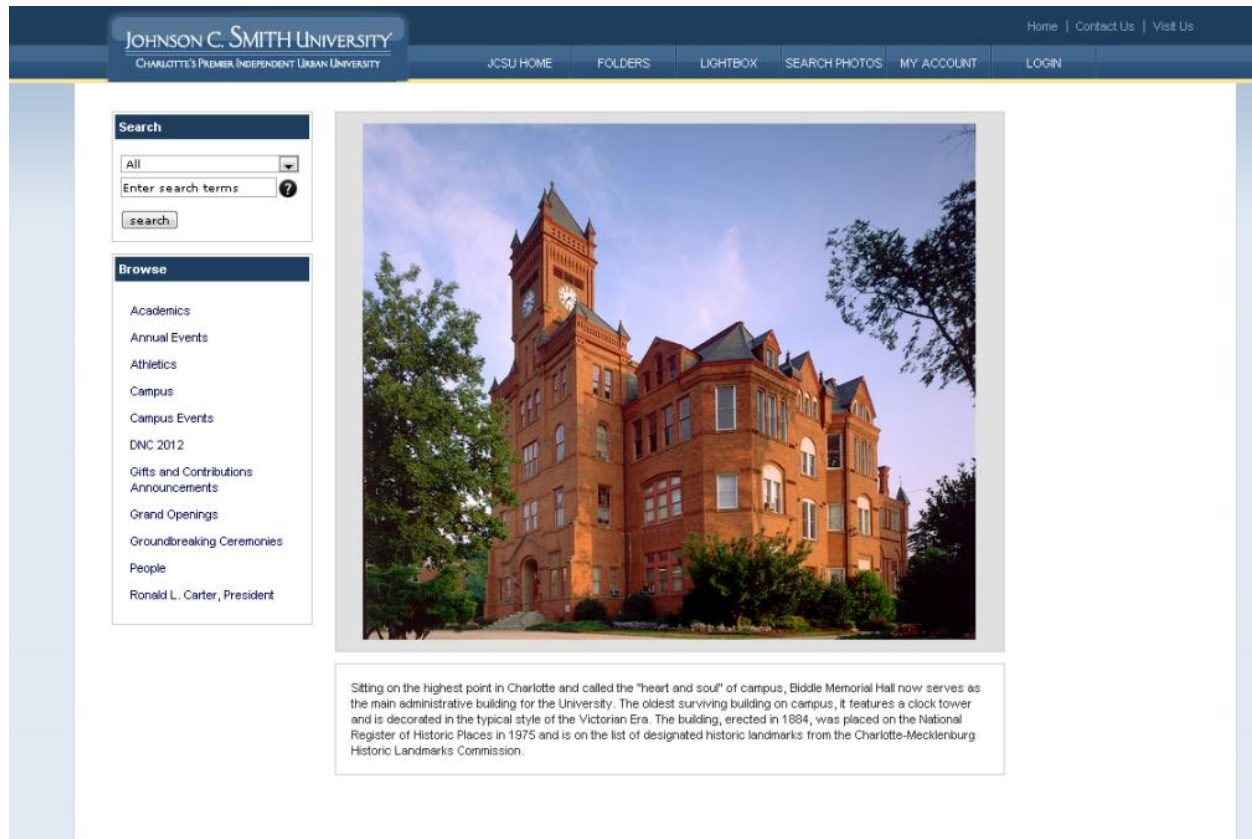


WebDAM Photo Library Access Instructions

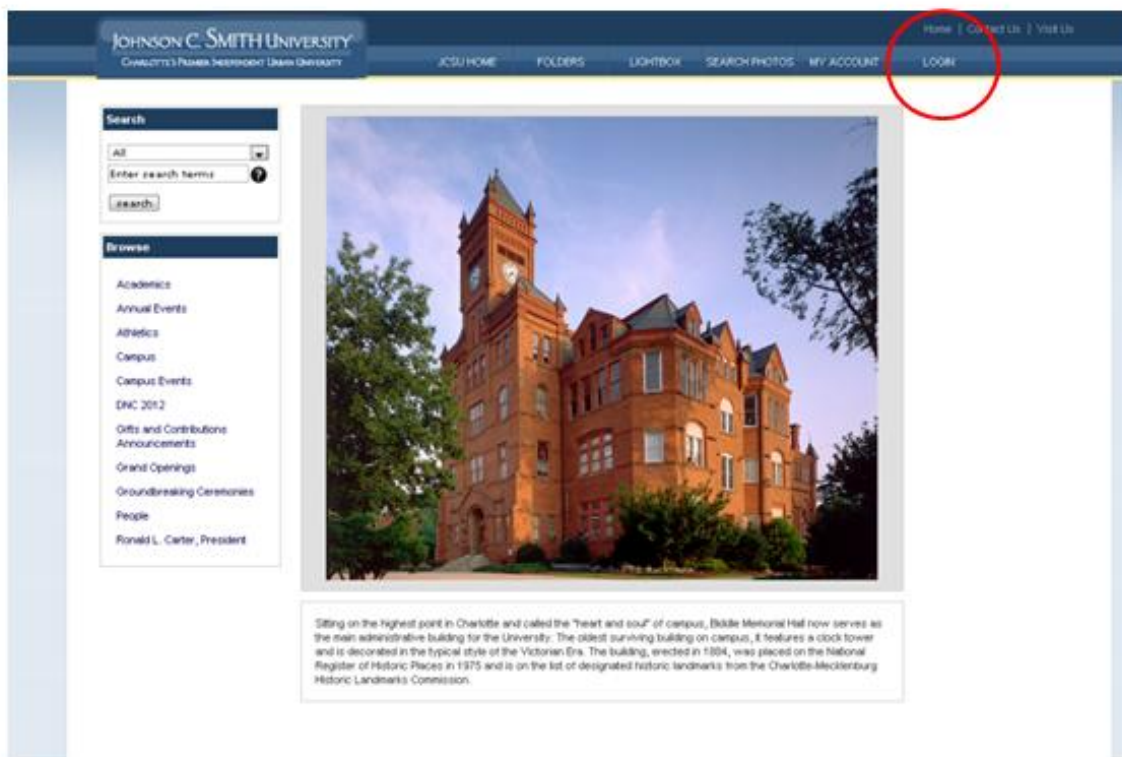
Open your internet browser and type <http://jcsu.webdamdb.com/>

You should see the page below:



The screenshot shows the homepage of the Johnson C. Smith University WebDAM Photo Library. The header features the university's name and logo, along with navigation links: JCSU HOME, FOLDERS, LIGHTBOX, SEARCH PHOTOS, MY ACCOUNT, and LOGIN. A search bar is located on the left side, with a dropdown menu set to "All" and a "search" button. Below the search bar is a "Browse" section with a list of categories: Academics, Annual Events, Athletics, Campus, Campus Events, DNC 2012, Gifts and Contributions Announcements, Grand Openings, Groundbreaking Ceremonies, People, and Ronald L. Carter, President. The main content area displays a large photograph of Biddle Memorial Hall, a historic brick building with a prominent clock tower. Below the photo is a caption: "Sitting on the highest point in Charlotte and called the 'heart and soul' of campus, Biddle Memorial Hall now serves as the main administrative building for the University. The oldest surviving building on campus, it features a clock tower and is decorated in the typical style of the Victorian Era. The building, erected in 1884, was placed on the National Register of Historic Places in 1975 and is on the list of designated historic landmarks from the Charlotte-Mecklenburg Historic Landmarks Commission."

Click "LOGIN" on the top right of the page.



This screenshot is identical to the one above, but with a red circle highlighting the "LOGIN" link in the top right corner of the navigation bar. The rest of the page content, including the search bar, browse categories, and the Biddle Memorial Hall photo and caption, remains the same.

First time users, click “Register Now”



Registered Users

Enter your username and password below.

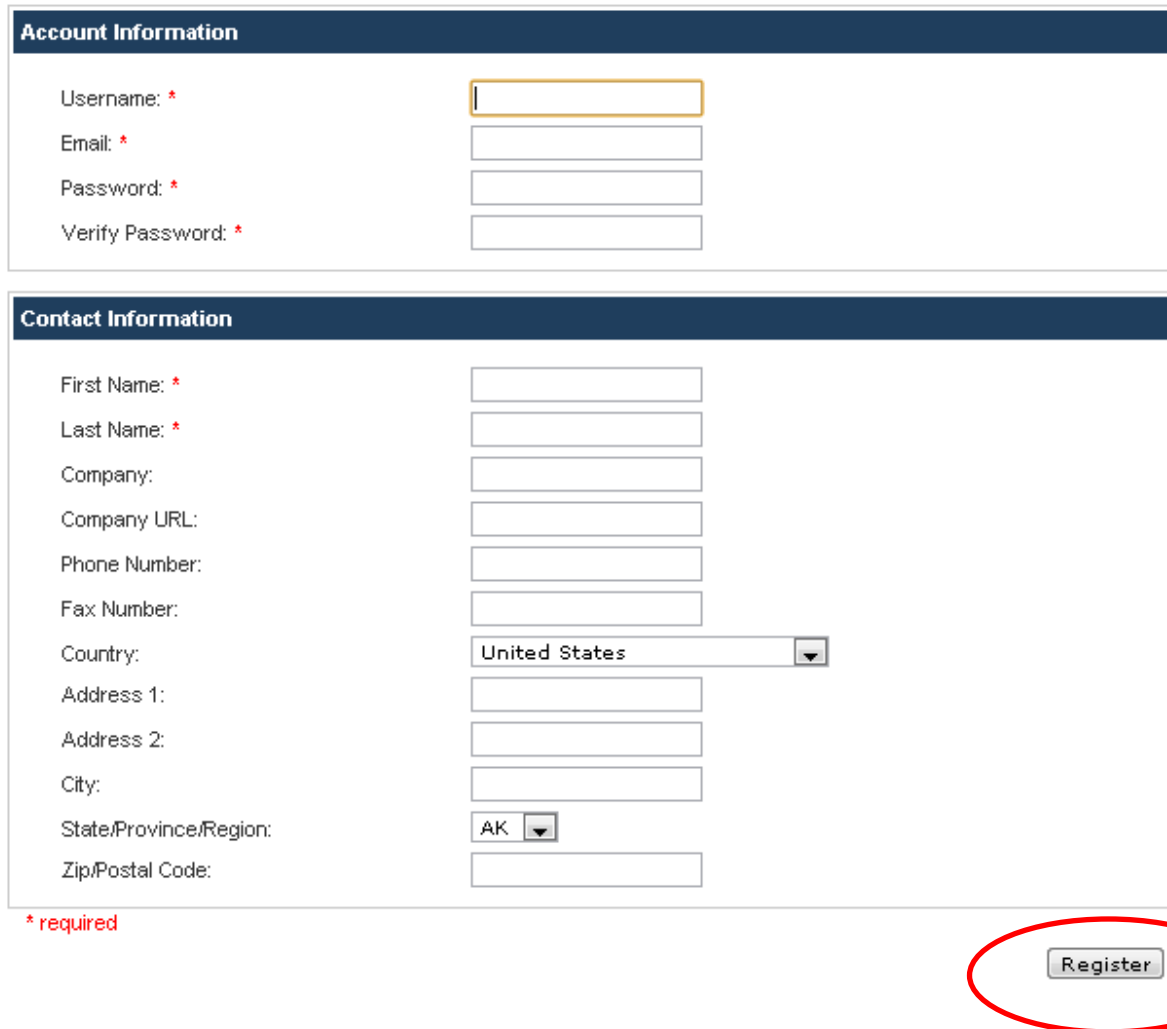
Username:

Password:

Remember me on this computer

[\[Forgot your password?\]](#) **[Register Now]**

Create a username and password and then complete the fields below marked with an asterisk. Click “Register.”



Account Information

Username: *

Email: *

Password: *

Verify Password: *

Contact Information

First Name: *

Last Name: *

Company:

Company URL:

Phone Number:

Fax Number:

Country:

Address 1:

Address 2:

City:

State/Province/Region:

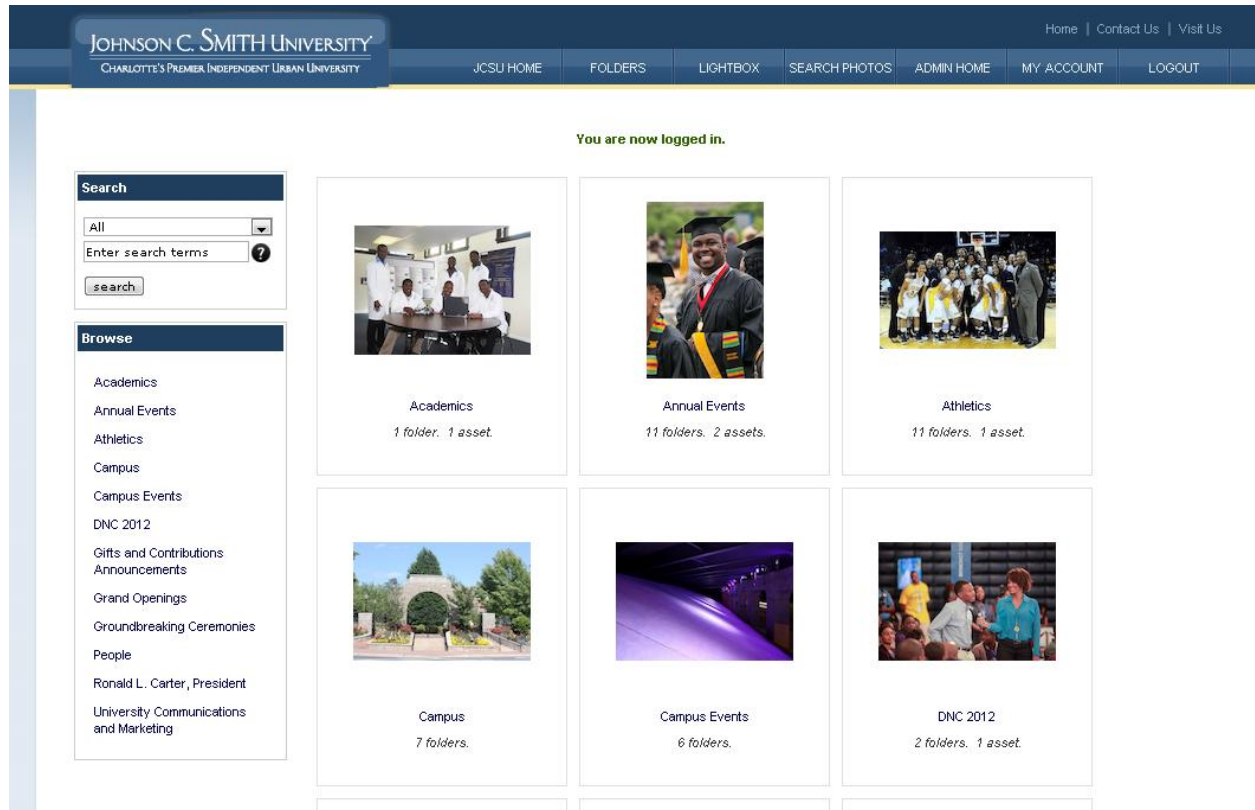
Zip/Postal Code:

* required

You will now be able to log onto the WebDAM photo library after entering your information as a registered user.

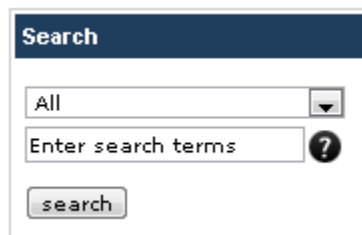
Click “LOGIN” at the top of the screen and enter the username and password you created to register.

The home page should look like:



You can search photos using 2 options:

1. Enter a search term such as "Homecoming" into the search field at the top left of the page. All pictures tagged with that keyword will show on the screen.



2. Folder names will be listed under “Browse” on the left side of the page. You can click one of these main folders to access related pictures. For example, if you click Grand Openings, you will see a list of different grand opening events:

The screenshot shows the Johnson C. Smith University photo gallery interface. The top navigation bar includes links for Home, Contact Us, and Visit Us, along with menu items for JCSU HOME, FOLDERS, LIGHTBOX, SEARCH PHOTOS, ADMIN HOME, MY ACCOUNT, and LOGOUT. The main content area is titled "Gallery > Grand Openings" and features a search box, a "Browse" sidebar, and a grid of folders. The "Browse" sidebar is highlighted with a red box and lists various categories, including "Grand Openings" with sub-items like "Gold Rush Launch Ceremony 2011", "HealthPlex 2012", "Mosaic Village 2012", "Arts Factory Ribbon Cutting Ceremony 2011", and "Courage Exhibit Grand Opening 11/01/2012". The "Nestled Folders of Grand Openings" section displays a grid of folders, each with a thumbnail image, a title, a date, and the number of assets. The "Mosaic Village 2012" folder is circled in red, showing 57 assets. Other folders include "Gold Rush Launch Ceremony 2011" (7 assets), "HealthPlex 2012" (1 asset), "Arts Factory Ribbon Cutting Ceremony 2011" (16 assets), and "Courage Exhibit Grand Opening 11/01/2012" (36 assets).

Click on the name of the folder you wish to open, such as Mosaic Village, and all of the images will appear.

Gallery > Grand Openings > Mosaic Village 2012

[\[Add All to Lightbox\]](#) [\[View Slide Show\]](#) [\[Watch\]](#)

(1) 2 3 >

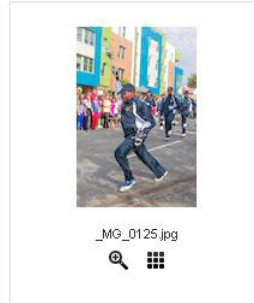
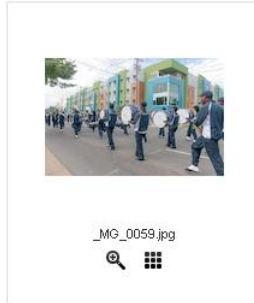
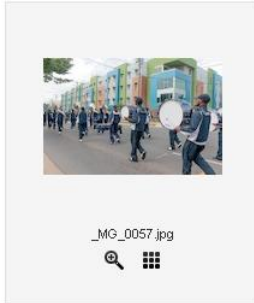
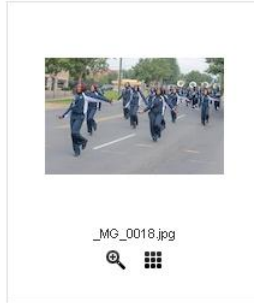
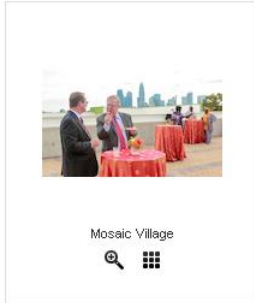
Display 20 assets per page

Search

All

Enter search terms

- Browse**
- Academics
 - Annual Events
 - Athletics
 - Campus
 - Campus Events
 - DNC 2012
 - Gifts and Contributions
 - Announcements
 - Grand Openings
 - Gold Rush Launch Ceremony 2011
00.00.2011
 - HealthPlex 2012
 - Mosaic Village 2012
 - Arts Factory Ribbon Cutting Ceremony 2011
 - Courage Exhibit Grand Opening
11.01.2012



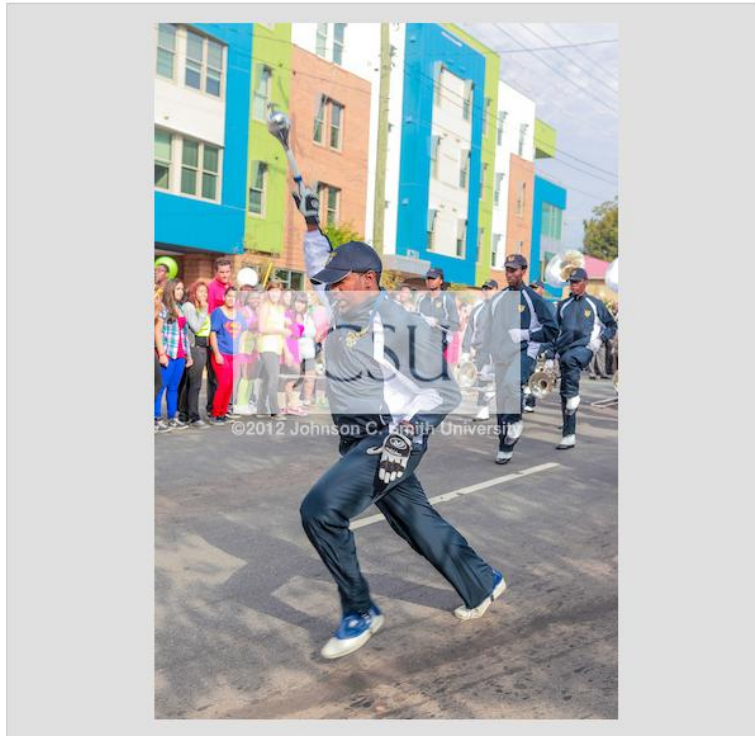
To view a particular image, double click it to open the image and have the option to download.

Gallery > Grand Openings > Mosaic Village 2012 > _MG_0125.jpg

<< Previous

6 of 57

Next >>



- Add to Lightbox
- Watch
- Play Slideshow
- Send Link
- Send Download
- Get Links
- Full Asset
- Download**

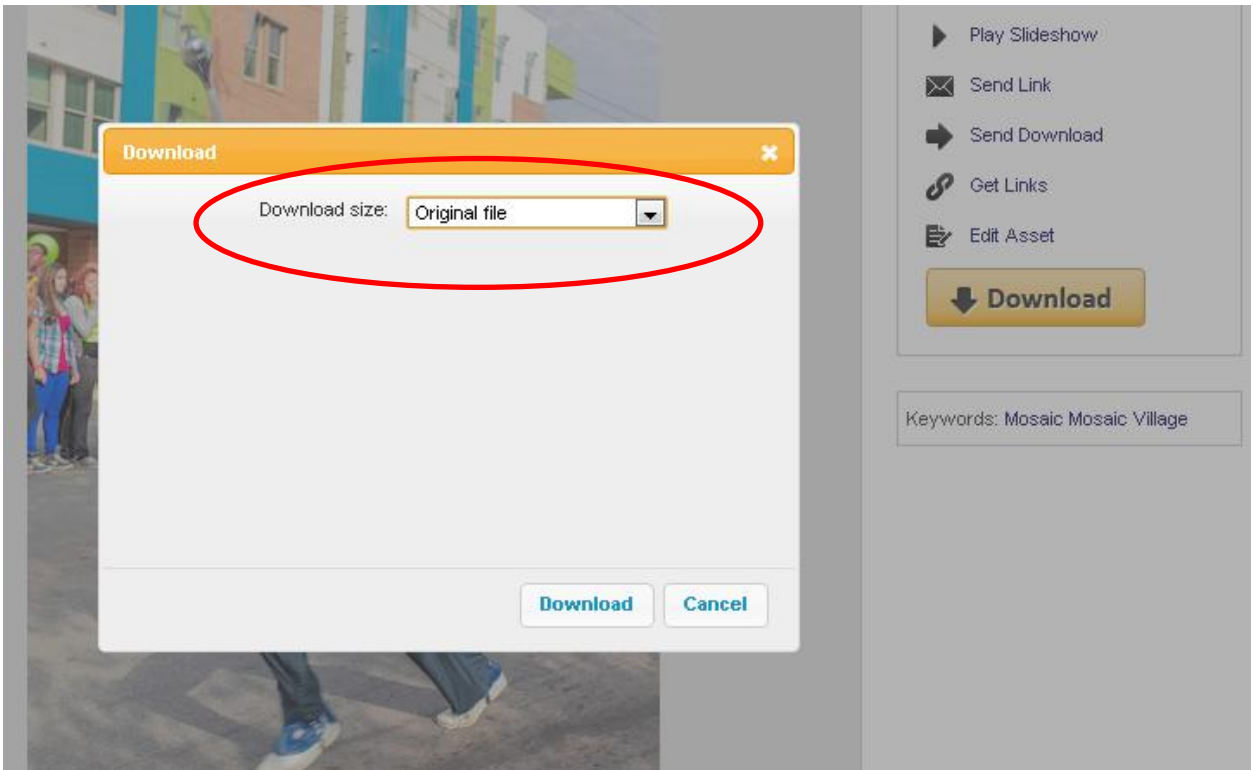
Keywords: Mosaic Mosaic Village

Details

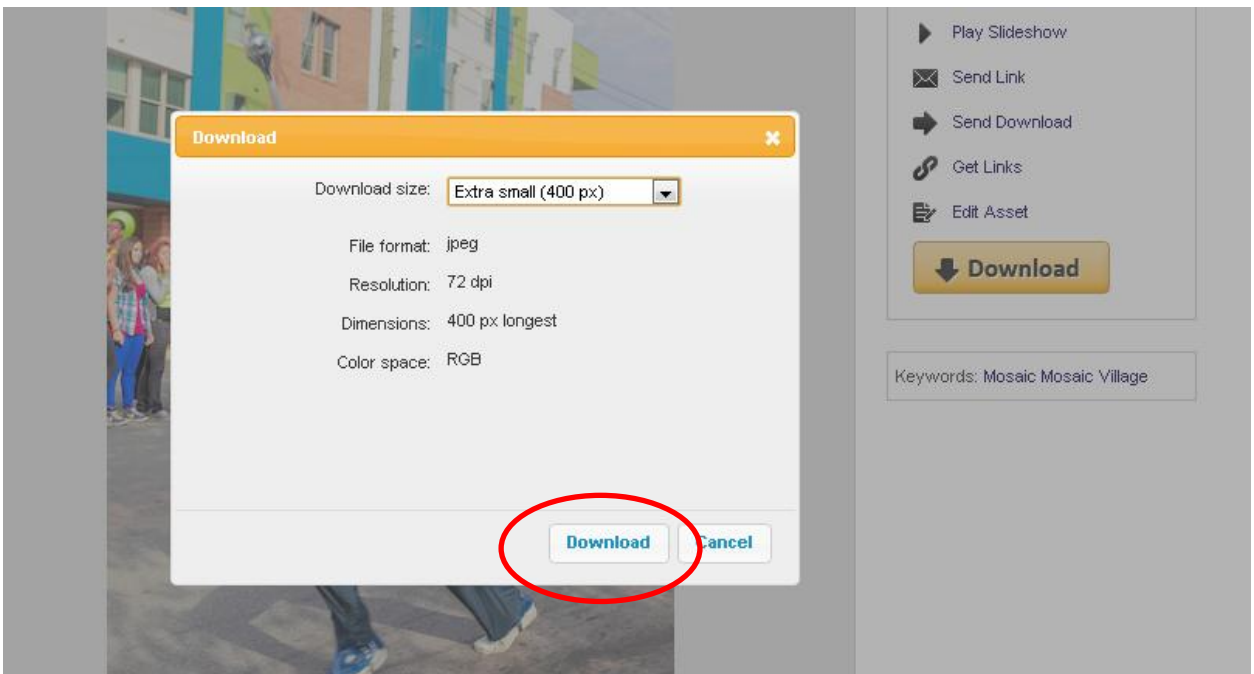
Date Created: 2012-10-04 10:07:10.56
Photographer: Photographer: Jonathan Keitt
File name: _MG_0125.jpg
Capture date: 2012-10-04 10:07:10
File size: 4.00 MB
Dimensions: 2400 x 3600 px
Color space: RGB
File type: JPG
Page link: <http://jcsu.webdamdb.com/viewphoto.php?imageId=648>

Click the yellow “Download” button on the right side of the page.

Pick a download size from the drop down menu – original, extra small, small, medium, large or extra-large. Original will be the largest size file – this is for high resolution needs such as printing in a publication. For most needs, the medium size will be sufficient.



Choose a size and click “Download.”



After the image has downloaded, you will be able to view it.

Depending on your computer settings, you can find the image in your Downloads folder on your computer or you will see an option to save the image to the folder of your choice.

