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LOGIN / REGISTER

To get started, go to assets.harman.com and enter your email and password here.

If you’ve forgotten your password, click “forgot password”.

HINT: If you ever forget the URL, the media library can be accessed through pro.harman.com and I FORGOT THE REST SOS

If you don’t have an account, registering is easy! Simply click “Create Account.”

You will be taken to this screen and prompted to enter your registration code, as well as some information about yourself including the address at which your company is located. Make sure to scroll down to fill out all the fields and click “Submit.”

Make sure to use Chrome or Firefox while accessing the Media Library. Older browsers such as Internet Explorer may have limited support and functionality.
This is the dashboard, or home page of the media library. You can always navigate back to this page by clicking on the HARMAN logo.

This area is for banners. This banner may change or new ones may be added here.

This is the Activity Feed which displays new assets, uploads, downloads, and shares.
Scrolling down the dashboard screen, you will come across spotlight searches and collections.

**Spotlight Searches**

- **Brand Logos**
  - Logos
- **Spotlight Collections**
  - Case Studies
  - Video Files

**Spotlight Collections**

- **Spotlight Searches** are saved searches preset by HARMAN to help users easily find frequently searched assets. These searches can be easily accessed by clicking these icons.
- **Spotlight Collections** are relevant collections of new assets preset by HARMAN that may be accessed and explored by clicking these icons.
NOTIFICATIONS / SETTINGS

These three icons are found in the upper right-hand corner of the screen.

The earth icon will give important info on new assets and system messages. The red number will stay there unless you hit the clear all button.

The eye icon is where notifications such as views and downloads of assets you have chosen to watch will show. A red number means there is something new to see.

To “watch” an asset, simply hover over it and click the eye icon.
When you watch assets, you can be notified via alert or email when asset versions, metadata, or release statuses are updated. Your alerts and email notification preferences can be changed in your user profile. Track watched assets, track expiring watched assets, or track updated metadata for watched assets via alert or email from your user profile.
NOTIFICATIONS / SETTINGS

Use this page to change username/password and other account settings.

Use this page to change time zones, notification settings, and other preferences.

The person icon on the far right side can be clicked on for account settings and more.

The Widen Support Page is an excellent resource for all kinds of media library questions.
SEARCH

Using the search bar at the top of the screen will search the media library for all categories, file formats, file names, metadata types and fields, collections, and upload profiles.

*NOTE* the dropdown that suggests search terms does **not** include everything in the media library. If you do not see what you’re looking for in the dropdown, continue typing the search term until it's complete.

This box will default as checked, meaning that all the words within the documents (PDFs, PPTs, Word Docs etc) themselves will be searched as well, meaning a lot more results.

Utilize the search categories on the left to further narrow your search. You may search by file type, category, language, etc.
Click the dropdown on “more searches” for further search options.

This is the “Advanced Search” page. You can search by release date, file type, brand, CSU, and much more. It would be beneficial to look through this list to get a feel for the types of searches that are available.

Ensure that you always start the search by clicking “unselect all” to make sure that you are only searching within the categories you select.

Once you select the search option(s) you would like on the left, fill out the fields on the right with your specifications and press the blue “search” button at the bottom of the screen.
SEARCH

Click the dropdown on “more searches” for further search options.

This is the “All Assets search” page. This page will pull up all the assets in the media library. It is defaulted to sort with recently added assets first. You can click here to sort by brand, rating, file size, language, and more.
CATEGORY SEARCH

Mouse over the “categories” tab at the top of the screen to search by category. Hover over any of the categories on the left to view and search by subcategory.

Once you choose a subcategory (here, product photos was chosen) you may then use the “search within” feature on the left of the screen to search and narrow the search further.
SEARCH TIPS

**Phrase Search**
If the search terms are enclosed by double quotes (""), only assets matching all of the given terms in sequence will be returned. For example, if you search for “big blue fish” then only assets with the phrase big blue fish will be returned.

**Exact Search**
If the search terms are enclosed by {brackets}, only assets with a field that exactly matches the given input will be returned.

**Does Not Contain Search**
To search all fields or a specific field that does not contain a search term, include a hyphen and parentheses around the search term. For example, -(fish) will return all assets that do not contain the search term fish or -(filename:fish) will return all assets where the filename does not contain fish.
SEARCH TIPS

Field Specific Search
To search on a specific metadata field, enter the label or label abbreviation followed by a colon. For example, filename: blue or fn: blue will return all assets that have blue in the filename. See the abbreviation list of fields for a full listing of available fields.

Wildcard Search
Begins with and ends with searches can be done by using an asterisk (*) as the wildcard character. To find all PDF files, enter in filename: *pdf. This will return all assets where the filename ends in PDF. For starts with searches, include the wildcard at the end of the search term. blue* will return all assets that start with the search term blue.

Suppose there are two file names

jbl_speaker_blue.jpg and blue_jbl_speaker.jpg

If you enter the word “blue” into the search bar, both assets will come up. However, if you enter blue* only the second asset will come up as it will only search for assets that begin with the word blue.
# QUICK SEARCH GUIDE

## Search Shortcuts

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Shortcut</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begins with</td>
<td>ab*</td>
<td>starts with &quot;ab&quot;</td>
</tr>
<tr>
<td>Ends with</td>
<td>*jpg</td>
<td>ends with &quot;jpg&quot;</td>
</tr>
<tr>
<td>Phrase</td>
<td>&quot;blue letter&quot;</td>
<td>contains phrase &quot;blue letter&quot;</td>
</tr>
<tr>
<td>Exact</td>
<td>{jelly fish}</td>
<td>is &quot;jelly fish&quot;</td>
</tr>
<tr>
<td>Contains</td>
<td>beads</td>
<td>contains &quot;beads&quot;</td>
</tr>
<tr>
<td>Greater than</td>
<td>&gt;12</td>
<td>greater than 12</td>
</tr>
<tr>
<td>Less than</td>
<td>&lt;10</td>
<td>less than 10</td>
</tr>
<tr>
<td>AND</td>
<td>blue AND gold</td>
<td>contains blue and gold</td>
</tr>
<tr>
<td>OR</td>
<td>blue OR gold</td>
<td>contains blue or gold</td>
</tr>
<tr>
<td>Date Ranges</td>
<td>[01/01/2008 to 01/02/2008]</td>
<td>date range between 01/01/2008 and 01/02/2008</td>
</tr>
<tr>
<td>Date Before</td>
<td>[before 01/02/2008]</td>
<td>date before 01/02/2008</td>
</tr>
<tr>
<td>Date After</td>
<td>[after 01/01/2008]</td>
<td>date after 01/01/2008</td>
</tr>
<tr>
<td>Date On</td>
<td>[01/01/2008]</td>
<td>date on 01/01/2008</td>
</tr>
<tr>
<td>Within X Days</td>
<td>[within 10]</td>
<td>within 10 days ([within -10] means within the past 10 days)</td>
</tr>
<tr>
<td>Negation</td>
<td>-(blue)</td>
<td>does not contain &quot;blue&quot;</td>
</tr>
<tr>
<td>ID</td>
<td>#123</td>
<td>id 123</td>
</tr>
<tr>
<td>Is Empty</td>
<td>key:isempty</td>
<td>keywords is empty</td>
</tr>
</tbody>
</table>
DOWNLOADING A SINGLE ASSET

After searching and finding a desired asset, you may want to download it for use.

To download a single asset, click the download button below the preview of the asset. Once clicked, a variety of file format options will appear. Choose which file format is preferred, and click “Download.”
DOWNLOADING MULTIPLE ASSETS

To select multiple assets, click the check marks on the lower right hand side of each asset.

You can then download the assets by clicking the download icon here.

*NOTE:* This mini asset menu will not show up unless you have multiple assets selected.

Once you click the download icon, you will be greeted with this screen. You may then pick which format you would like the assets downloaded as. You can check multiple boxes. Hit continue to begin the download.

**HINT:** It may take some time for assets to download as often they are being converted from their original formats.
Once you have found an asset you would like to share, click on the share icon here.

Generates a share link that can be copied and pasted to emails and other documents.

Generates a share embed code that can be copied and pasted to be used for websites (not used as often)

Dropdown with more size sharing options
SHARING MULTIPLE ASSETS

Select multiple assets by clicking the small checkmarks in the lower left hand corner of each asset you would like to share.

To share assets, click here.

Assets will not automatically unselect after use, so to ensure that only needed assets are selected, tap on the number selected option and then clear selection.

You may share assets either by email or by collection.

Click “Add New Recipient” to add people to your address book and send them assets.

Compose a message here if needed.

You may name your collection here. Click edit share page to change the look and layout of your shared collection as well as change settings such as allowing downloads of shared assets.
INTRO TO COLLECTIONS

With your chosen assets selected, you may add them to a collection or grouping of assets that can be easily accessed in the future or sent to others.

To do this, click the plus icon in the upper right hand of the screen.

You may then either add these assets to an existing collection by typing in the name of the existing collection (it will show up in a dropdown as you begin to type) or you may add it to a new collection by typing in a collection name of your choice as long as it is not already taken.

You may then add a description if you’d like and hit add.
INTRO TO COLLECTIONS

It is important to note that collections are not only for sharing assets, they are also great for organizing and storing assets for yourself that you use most often or even assets that you’re only going to refer to one or two times.

Any collection that you create cannot be seen by anyone but you unless you share it. There is also no limit to how many collections you can create, so utilize them to their fullest extent.

A few examples of useful ways to use collections is for keeping groups of logos, collecting photos for a publication, or collecting brand books to keep them handy and ready to use.
To access collections, click on the collection dropdown on the top of the screen. You will then be able to view global collections of useful assets that you may access and share.

To access your personal collections, click on the collection dropdown on the top of the screen and then “View All”.

ACCESSING/EDITING COLLECTIONS
ACCESSING/EDITING COLLECTIONS

Your personal collections will show here.

To edit the collection, click “Edit Share Page”.

You will then be brought to this screen where you can edit layout, colors, the logo at the top of the page, and much more before sharing.

**IMPORTANT:** Always make sure these three boxes are checked to ensure whoever receives the assets can utilize them properly.

When you’re ready to share, click “Share Collection” and you will have the option to either send the collection as an email or just copy and paste a shareable link.

**NOTE:** Anyone with the link to your collection can view and download assets, they do not need to be a part of the media library.
USING THE MEDIA LIBRARY TO SHARE IMPORTANT INFORMATION WITH DEALERS

**STEP 1:** Search for and select the assets you would like to share. For more detailed search instructions, see pages 8 - 14.

**STEP 2:** Add the assets to a collection by selecting the share button () in the upper right menu and then “Share as Collection”.
USING THE MEDIA LIBRARY TO SHARE IMPORTANT INFORMATION WITH DEALERS

**STEP 3:** Name the collection (Note: this is a personal collection that will only be able to be seen by you unless it is shared with others.) Next, click “Edit Share Page.”

**STEP 4:** IMPORTANT: Make sure that the boxes “Allow Downloads”, “Allow File Sharing”, and “Allow Share Links” to ensure that your dealer is able to actually use the assets that are sent.
USING THE MEDIA LIBRARY TO SHARE IMPORTANT INFORMATION WITH DEALERS

**STEP 5:** You may further design the page by scrolling down to logo and header image selection and using the search bar for logos and images already in the media library or you can click “Upload Logo” to use a file you have on your computer.

**STEP 6:** Once the collection is ready to share, click the “Share Collection” button, then “Share Links”. The best way to share these collections is by copying and pasting the given link and sending them in an email to your recipient.
USING THE MEDIA LIBRARY TO SHARE IMPORTANT INFORMATION WITH DEALERS

STEP 7: Below is an example of an email to be sent to a dealer with a link to the collection.

To: dealer@dealer.com
Cc: 

Subject: JBL Brand Guidelines

Hi Jim,

Glad to have you board as a new JBL dealer. As requested, please find all the JBL brand logos and guidelines you will need by clicking on this link: https://harman.widencollective.com/c/7sas7hjx

Let me know if you have any questions.

STEP 8: This is what the dealer and/or recipient of your email link will see once they click on it. They may then mouse over a wanted asset and either download it (↓) or share it with others (→).

JBL Brand Guidelines Dealer June 5th
USING THE MEDIA LIBRARY TO SHARE IMPORTANT INFORMATION WITH DEALERS

**STEP 9:** Once the download button has been clicked, further options will become available including file size if applicable. Files can also be downloaded straight to Dropbox and other programs.

**STEP 10:** Once the share button has been clicked many options will show up and the dealer may choose which they would like and share as a link or email as well.