media portal

Instructions: Media Portal User

media portal

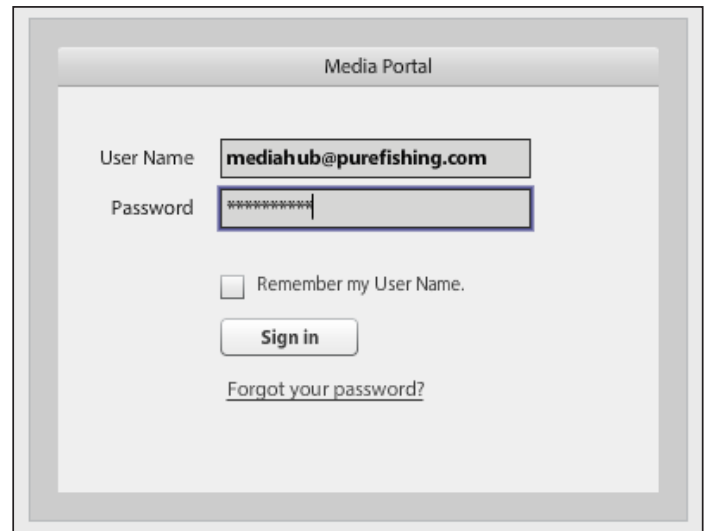**Getting Started:** Accessing the Media Portal site

Users can access the site by going to the PUREFISHING.com website and click on the Media Portal icon. Once in the Media Portal page, click the link.

North America Login: http://s7sps1.scene7.com/MediaPortal/?company=purefishing
Europe Login: http://s7sps3.scene7.com/MediaPortal/?company=purefishing
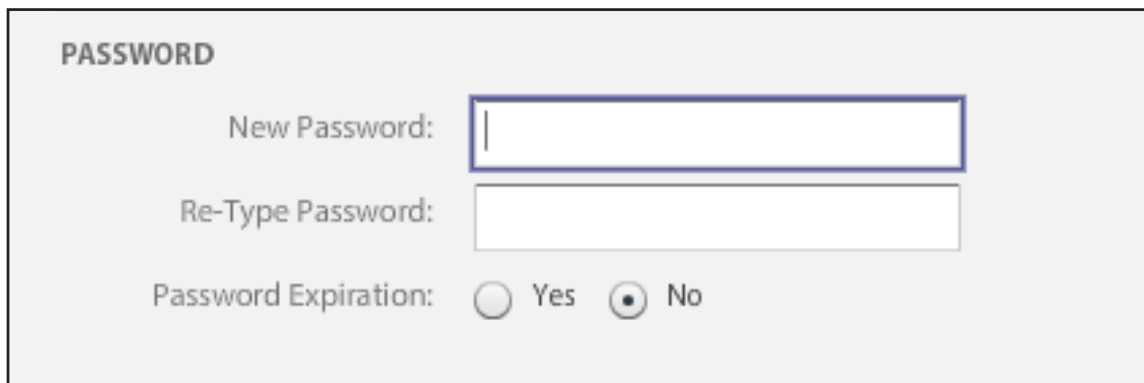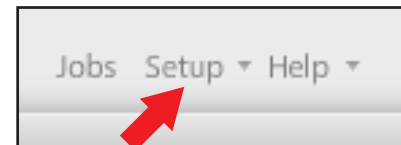
On the login screen, enter your e-mail address and password.

If you forgot your password, just click "forgot your password?", and a temporary password will be sent to your e-mail account.

Part2: Changing your password

1. In the top right corner of the site, press "SETUP"
2. Scroll down to the bottom to the password section
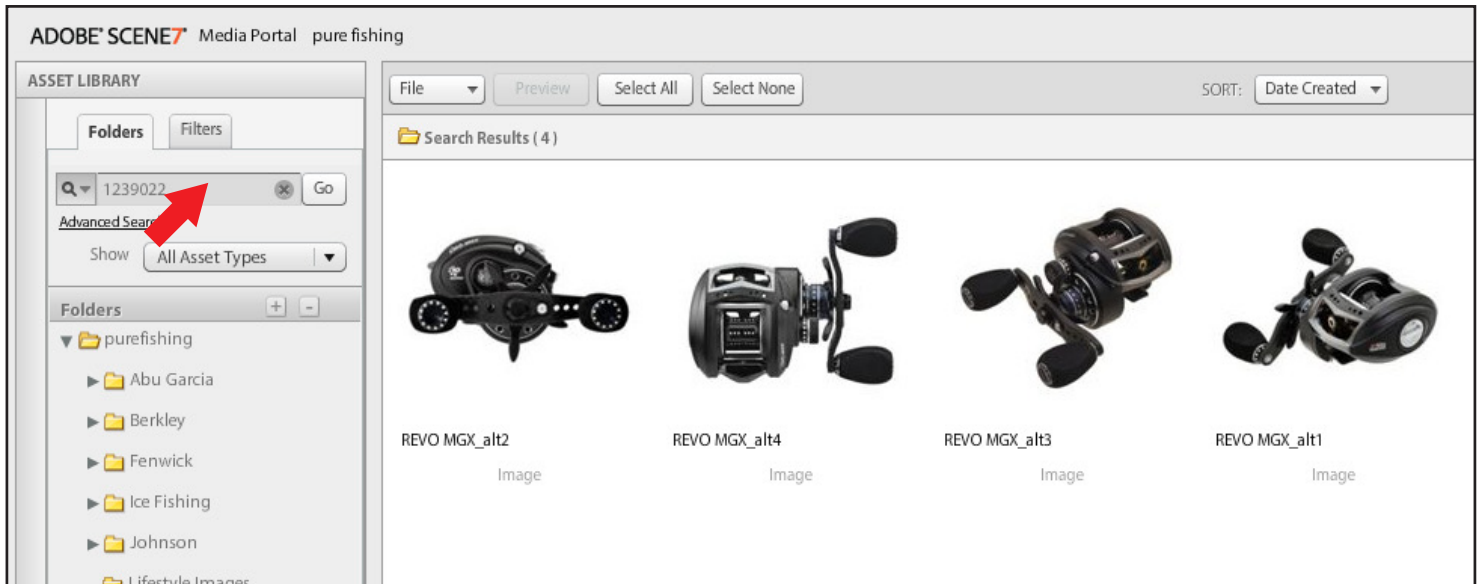3. Enter your new password
4. Then click Save

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Searching: By keywords or folder structure

All assets in the Media Portal have been embedded with keywords. Keywords may contain the SAP, model number, brand name, sub-brand name, product category (ex: spinning, baitcast, rod).
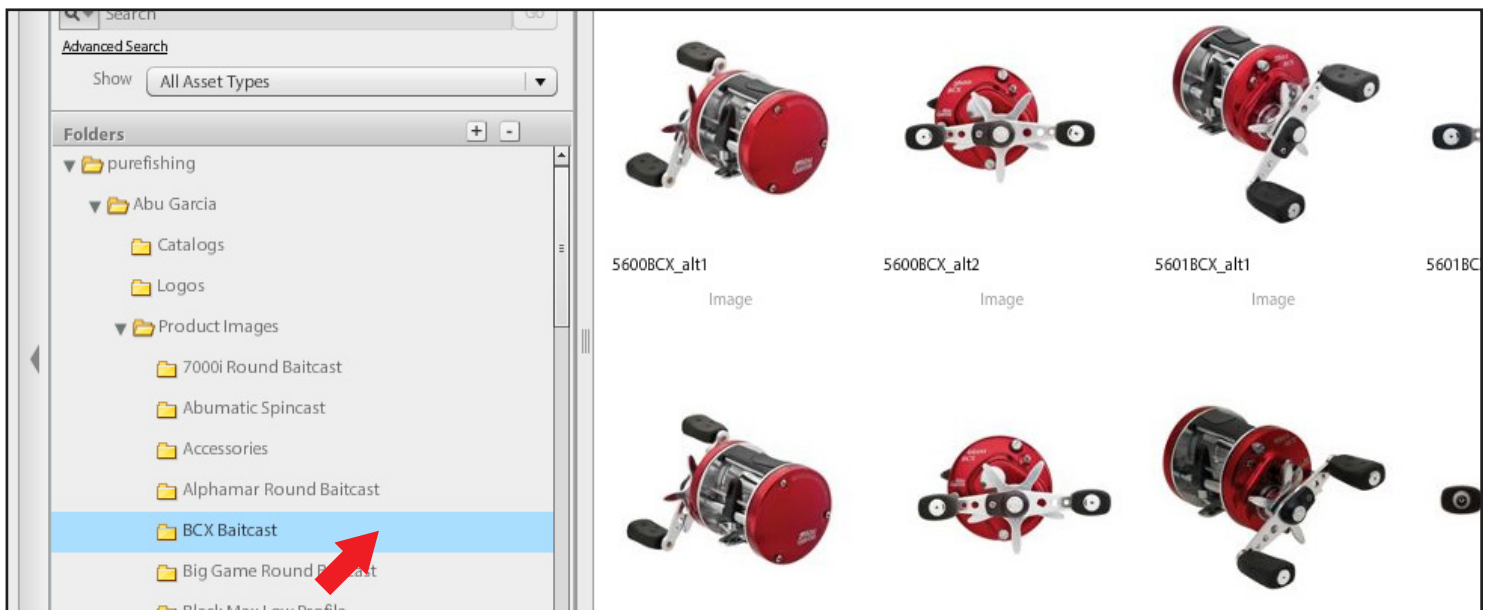
Search by keywords:

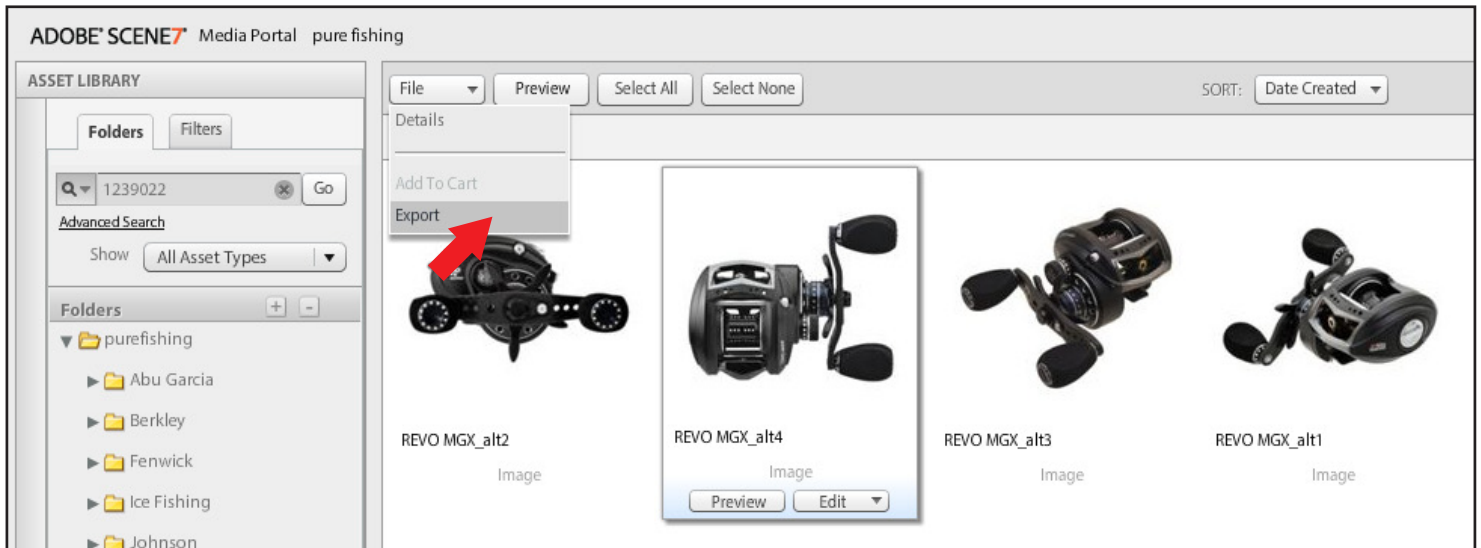In the Asset Library, located on the left side of the site, enter your keyword in the search field.

Search by folder structure:

In the Asset Library under the Folders panel, is the purefishing root folder. Click the arrow beside the folder icon, and the sub folders will be expanded. Navigate through the folders to locate needed item.
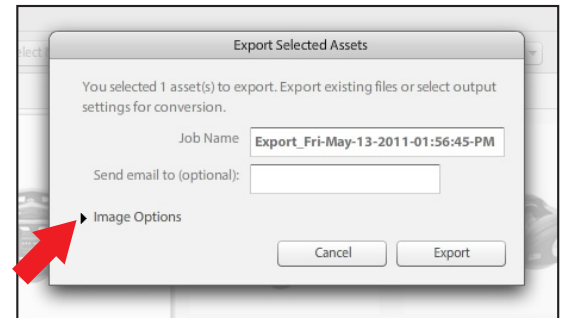
Exporting: Downloading asset to computer or send download link

Once you have located the asset you wish to download, click to highlight. Under the File pull down, scroll down to Export and click. The export screen will appear.
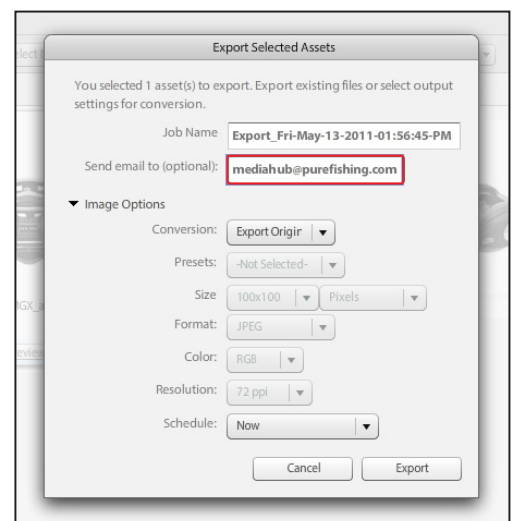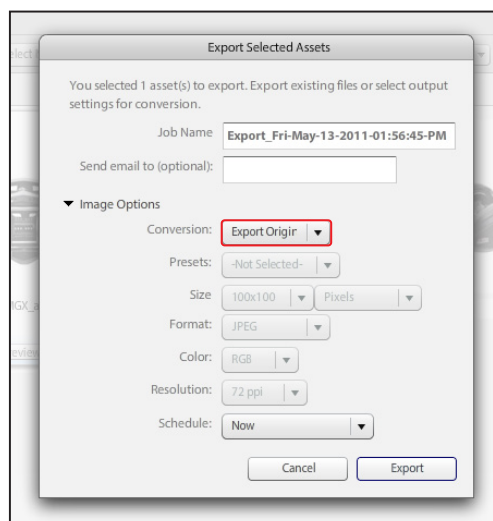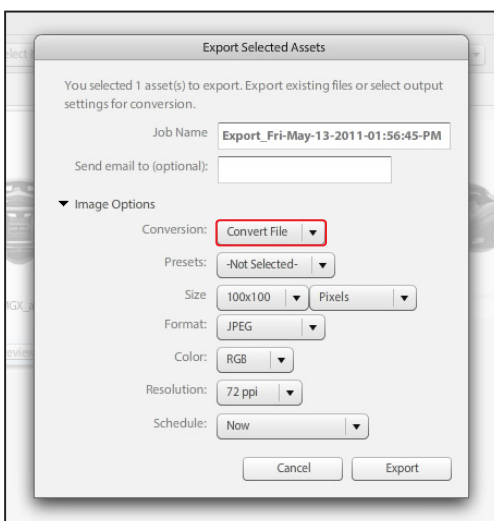

Export Screen:

Under the export screen, the user has the ability to export a high or low resolution version of the asset. To access these options, click the Image Options pull down arrow. Under this panel, the user also has the ability to add an email address for sending a link for download.

Convert File: Click the Conversion pull down, select "Convert File". Choose from image size, file type, color mode, and resolution. *An example of where this option can be used is a PowerPoint presentation. Exporting a 400x400, RGB, at 72 dpi will provide a reduced image file for placing into your presentation.*
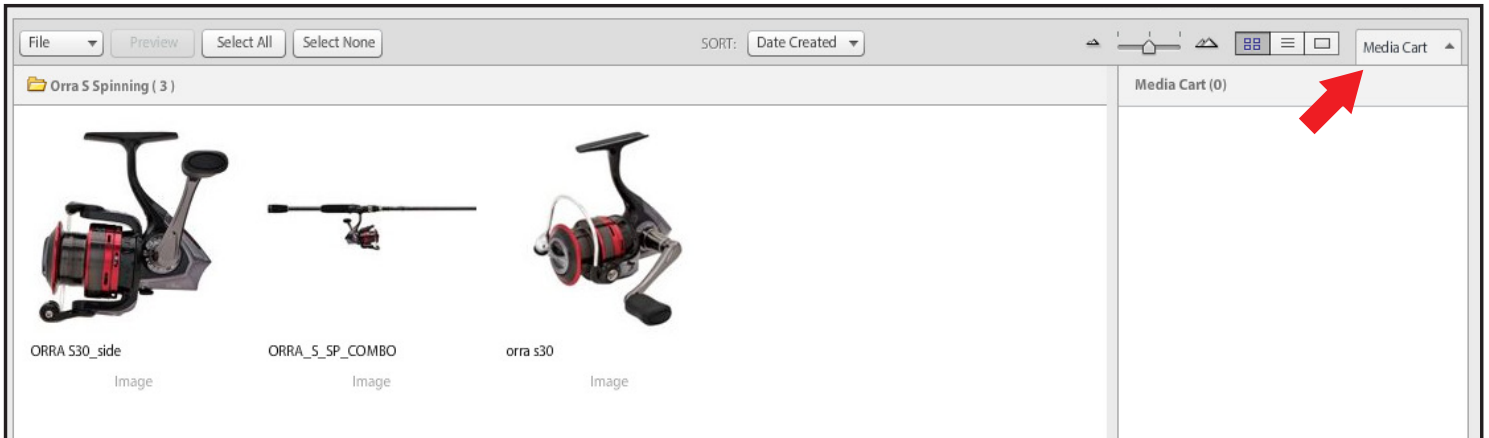
Export Original: Click the Conversion pull down, select "Export Original". This option will provide the largest resolution image file available on the site.

Send E-mail To: Enter in an e-mail address and a hyperlink will be created to send out for download.
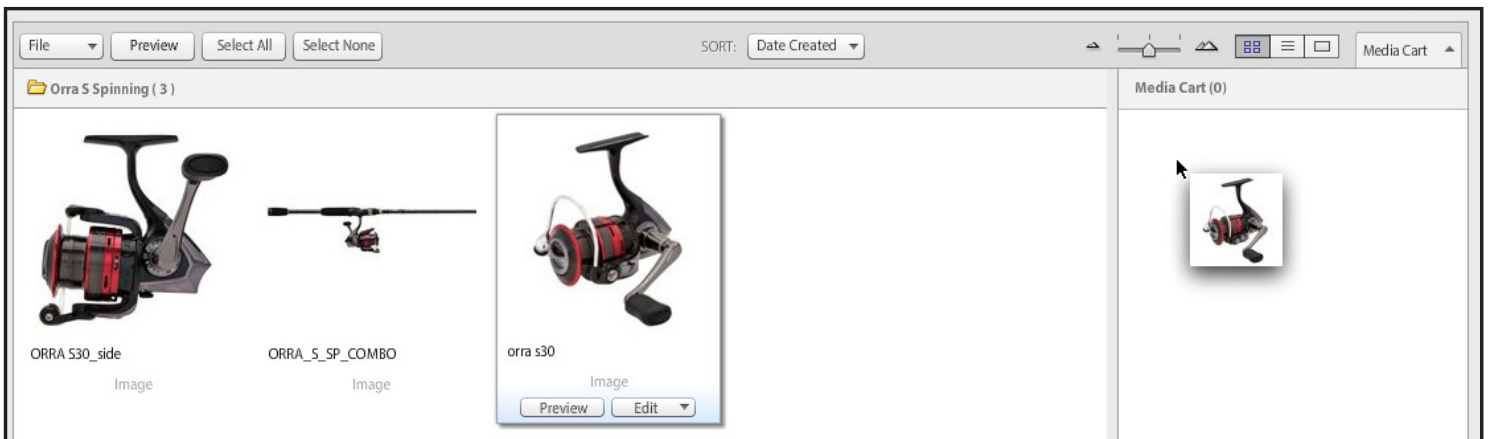
Creating a Media Cart: Export multiple assets

When wanting to export more than one asset from the site, a Media Cart must be accessed. To access and start the Media Cart, click the tab labeled Media Cart, located on the right side of the site.

To add to the Media Cart, select a asset and drag it over to the panel.

Once all the assets have been added to the Media Cart, click the export button located at the bottom of the panel. Then follow the instructions given for **Exporting**.