

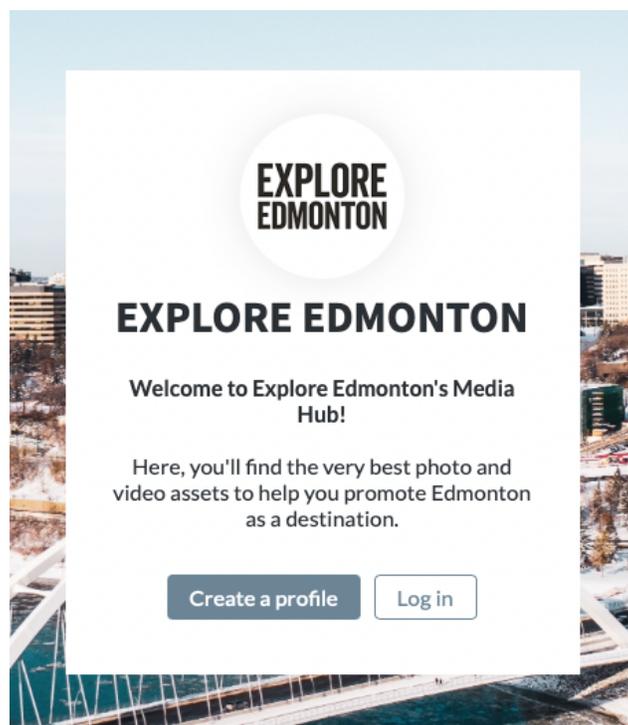
# CrowdRiff Training - Media Hub

## INTRO

The CrowdRiff Media Hub (*digitallibrary.exploredmonton.com*) is a website that you can visit to search for and download photo and assets of Edmonton. These assets are intended to be used for the promotion of Edmonton as a visitor destination.

## CREATING A PROFILE

When visiting the Media Hub for the first time, you will be prompted to create a profile.



*Figure 1: The profile creation screen*

After creating your profile, you will be asked to describe how you plan to use the assets from the library as well as to review the Media Hub's Terms & Conditions. Explore Edmonton will then review your request to determine if you are eligible to use the library.

The image shows a mobile application interface for 'EXPLORE EDMONTON'. At the top, there is a circular logo with the text 'EXPLORE EDMONTON'. Below the logo, the title 'EXPLORE EDMONTON' is displayed in bold. Underneath, the heading 'Request access to Media Hub.' is followed by the instruction 'Tell us a bit about yourself! (Where you work, how you'll be using these assets, etc.)'. A large, light gray text input field is provided for the user to enter their request. Below the input field, there is a horizontal line and a checkbox with the text 'I agree to the Media Hub's terms & conditions'. At the bottom of the form, there is a gray button labeled 'Submit request'. The background of the form is a blurred cityscape with buildings and a body of water.

*Figure 2: Requesting access to the Media Hub*

Once Explore Edmonton has approved your account, you may log in to view the home screen of the Media Hub.

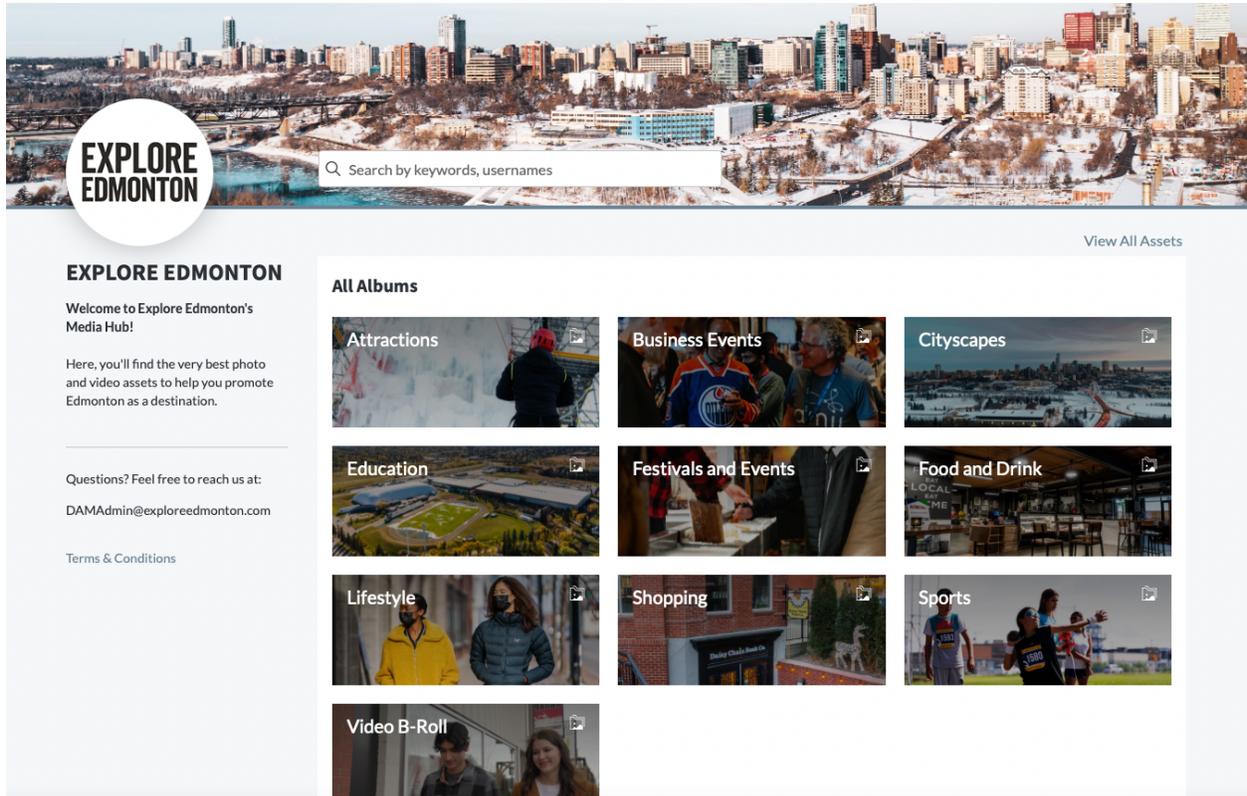


Figure 3: The Media Hub home screen

## FINDING AND VIEWING CONTENT

There are two main ways to find content:

- 1) If you are not sure exactly what you're looking for, you can use the folders (Attractions, Business Events, etc.) as a starting point. Clicking into these folders will display pre-sorted buckets of content.
- 2) If you have an idea of what you're looking for, you can use the search bar at the top to type in specific search terms. CrowdRiff's search functionality is very powerful, utilizing metadata and AI to return lots of great results.

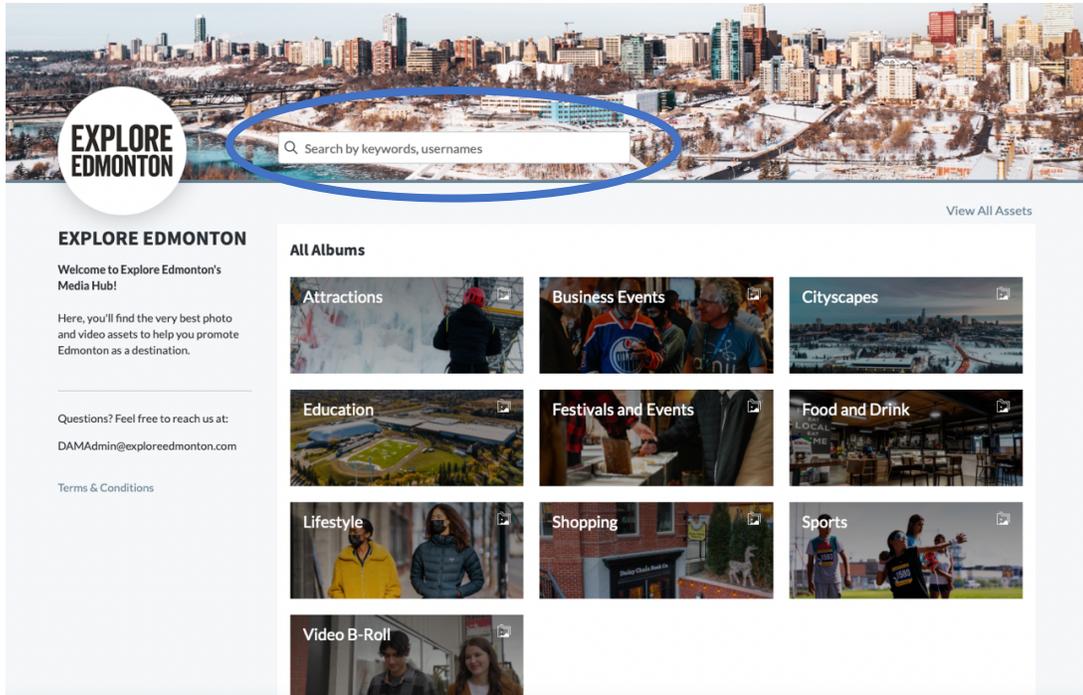


Figure 4: The search bar

You have a few options when viewing an album or a page of search results:

- Click on an image to bring up a full-size preview
- Toggle to show only video or photo assets
- Toggle to show only assets that are a minimum size (small, medium, or large)
- Toggle to show only assets that are of a particular orientation (horizontal, vertical, or square)

All Albums > All assets

Q bridge

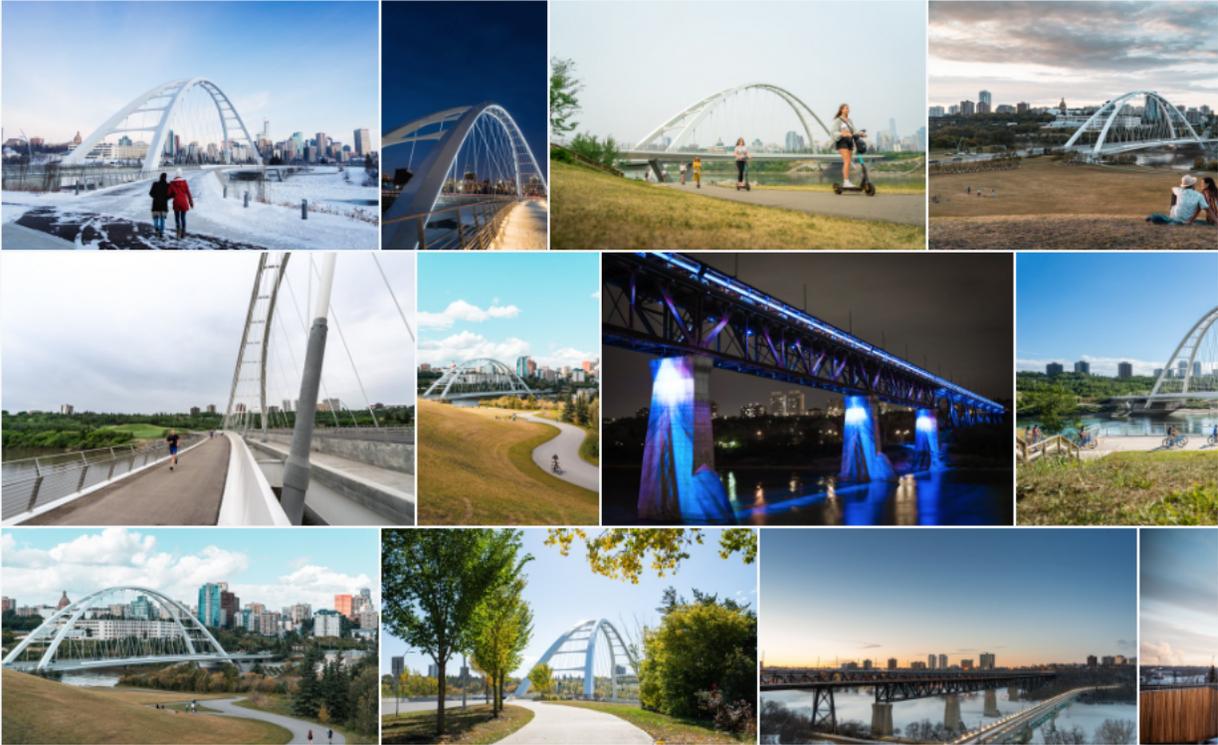
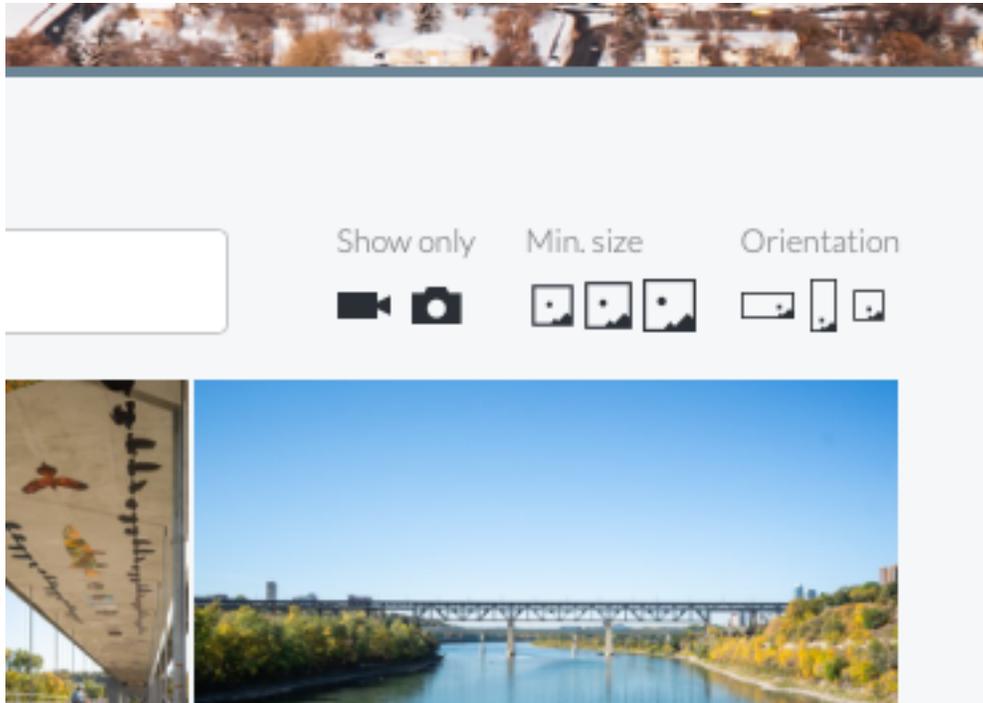


Figure 5: The results of a search for "bridge"



*Figure 6: The search filter buttons*

In the full-size preview of an asset, you may click on the left and right arrows on the sides of the screen to move between assets.

In the full-size preview of a video asset, you can click anywhere on the video to watch a preview. There are playback controls at the bottom of the screen.

## **DOWNLOADING CONTENT**

When you've selected an asset and are looking at the full-size preview, you can click the "Download" button to download it to your computer. If you're downloading a photo asset, you are also given the option to resize the photo before downloading.

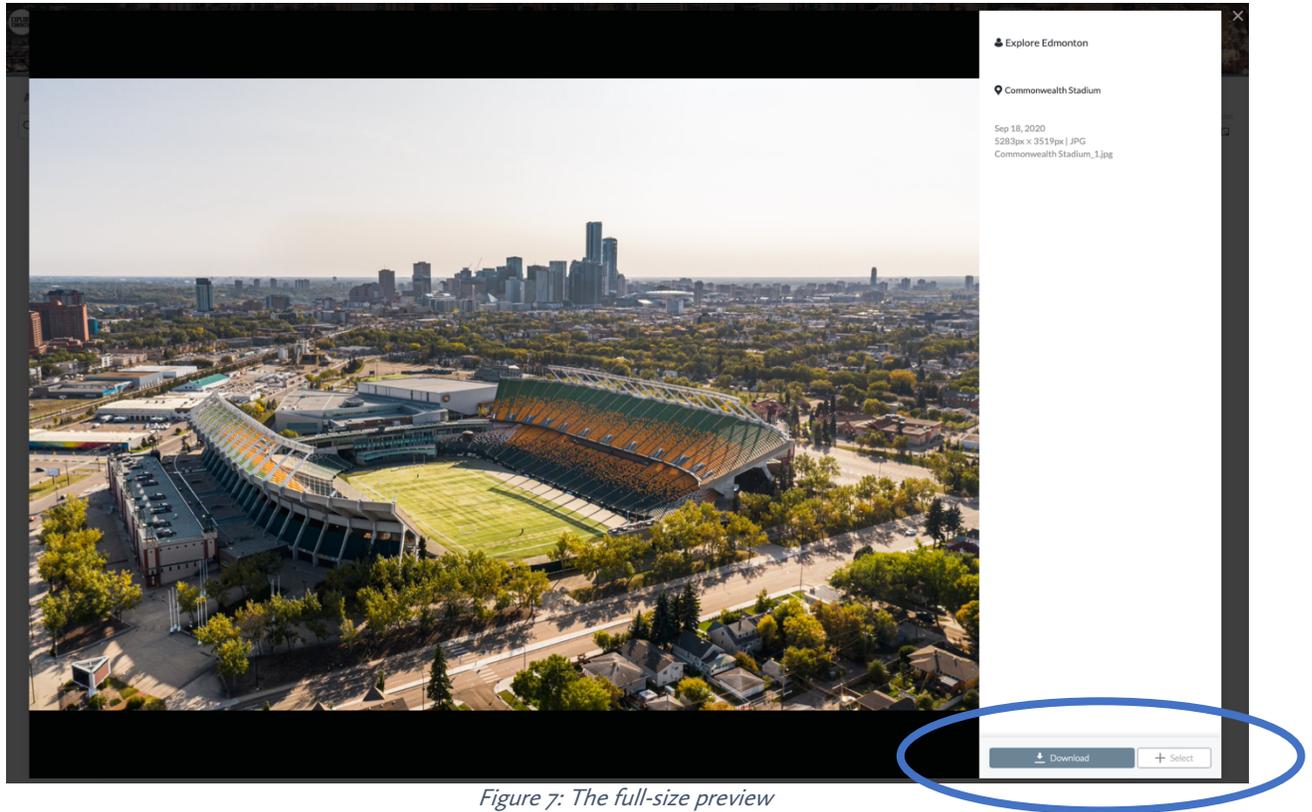


Figure 7: The full-size preview

In the full-size preview, you may also press the “Select” button to add the asset to a selection. You may then close the full-size preview and select other assets to add to your selection. Once you’ve selected all the assets you want, you can click the “View Selection” button on the bottom right of the screen. From there, you can either download all the assets at once, or you can clear your selection.

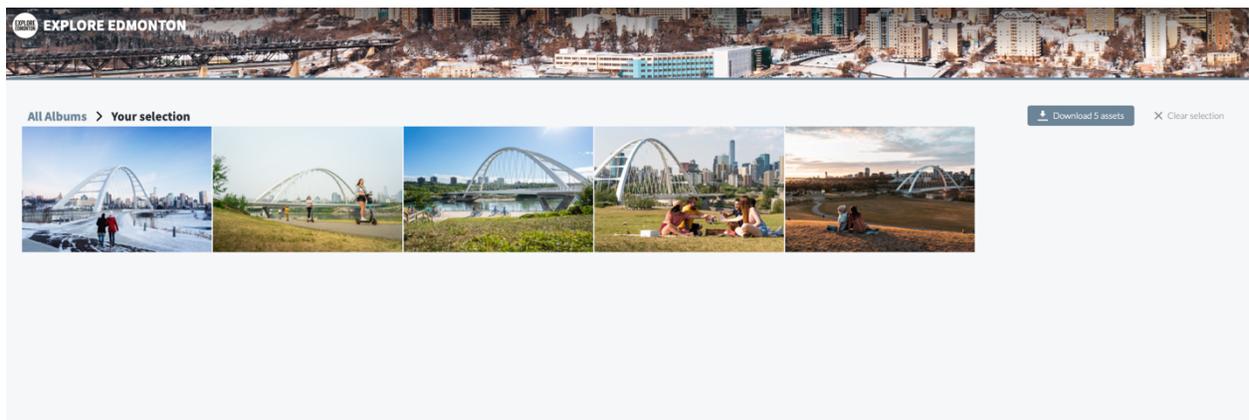


Figure 8: The Your Selection screen

When downloading content, you are agreeing to Explore Edmonton's Media Hub Terms & Conditions. To refresh yourself on the Terms & Conditions, they can be accessed by clicking the "Terms & Conditions" link on the left side of the home page.

## **QUESTIONS**

If you have any other questions, feel free to reach out to us at [DAMAdmin@exploreedmonton.com](mailto:DAMAdmin@exploreedmonton.com).