

Digital Library



Registration,
Searching,
Download, and
QuickLinks

*The Digital Library
allows you to browse,
preview, download, and
share assets easier than
ever before*

ACCESS

To access the Digital Asset Library:

Go to www.rccllibrary.com

REGISTRATION

If this is your first time accessing the digital library, you need to register for an account.

To register, from the login page, click the **Self Registration** button and complete the registration form.

The screenshot shows the login page for the Royal Caribbean International DAM. It features the Royal Caribbean International logo at the top left. Below the logo, there is a welcome message: "Welcome to the Royal Caribbean International DAM. The assets contained within this site are free for use, but only for promotion of Royal Caribbean International. They are not to be used for any other purpose." To the right of the welcome message is a login form with fields for "Username:" and "Password:", a "Login" button, and buttons for "Self Registration" and "Forgot Password". Below the login form is a link to the "Privacy Policy". On the left side, below the welcome message, there is a section for "Travel Agents" stating that they can access the DAM through CruisingPower and a link to "Click Here" to go to CruisingPower now. At the bottom left, there is a link to "Click here to access the Celebrity Cruises DAM or the Azamara DAM. Only one registration is needed for access to all three brands."

Registration Form

The screenshot shows the "Registration Form" for the Royal Caribbean Cruises Ltd Digital Asset Library. The form is titled "Registration Form" in a blue header. Below the header, there is a message: "This database has been configured to support automatic user registration. Please enter your user information below, and click 'Register' to create your account." The form contains several fields: "User Name:", "Email:", "Confirm Email:", "First Name:", "Company:", "Last Name:", "Department:", "Address:", "City:", "State/Province:", "Country:" (a dropdown menu showing "United States"), "Zip/Postal Code:", and "Remarks:". Below the "Remarks:" field is a "User Agreement" section with a "REGISTRATION AGREEMENT" text and a checkbox labeled "I have read and agree to the terms". At the bottom of the form, there is a "Type the image shown:" field with a CAPTCHA image showing "a1f231" and a "Cancel" button. A legend at the bottom left indicates that "*" denotes mandatory fields. A "Register" button is located at the bottom right of the form.

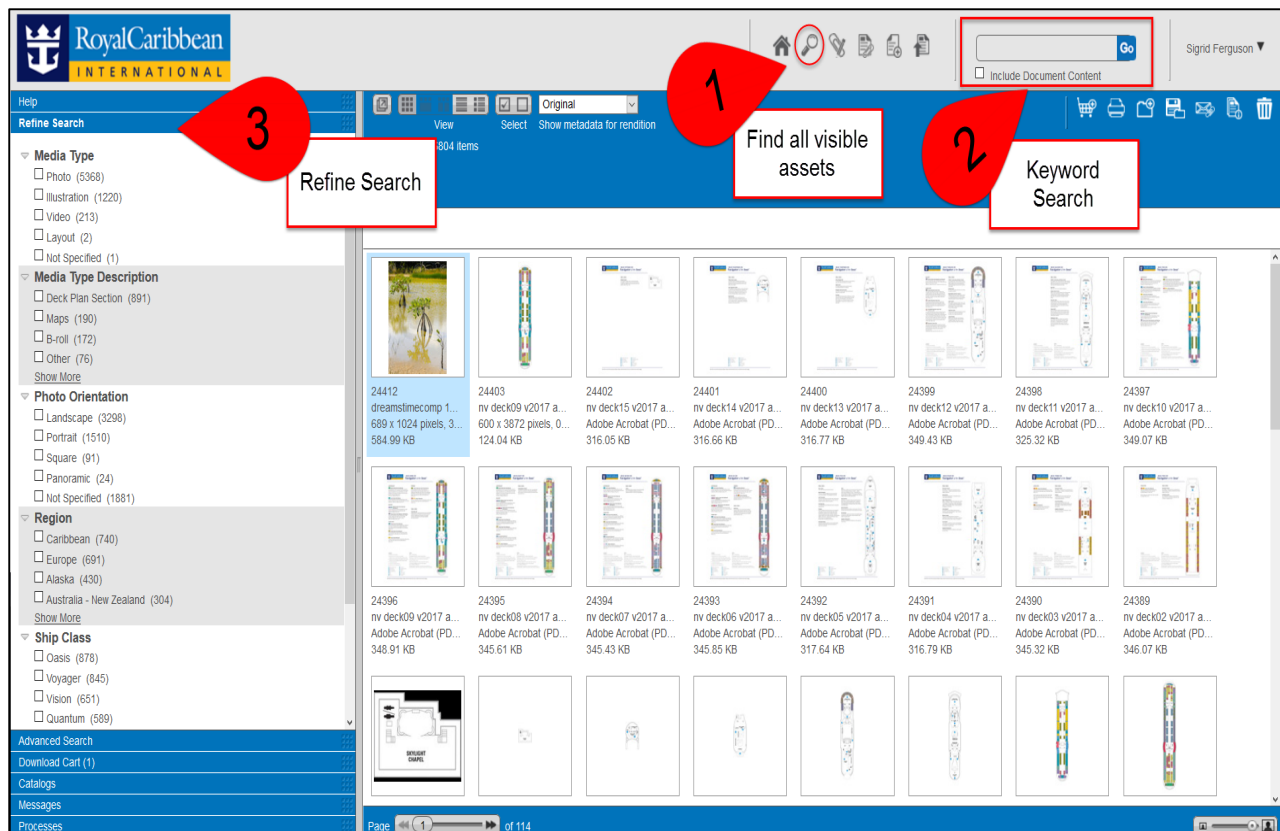
Fields with an asterisk are required. Scroll to read the User Agreement, then click the checkbox to attest that you have read and agree to the terms. Complete the form and then click Register. A temporary password will be emailed to you.

NOTE: Fields with an asterisk are mandatory.

SEARCHING

There are multiple ways to search for the assets you need. Each option looks at all the assets and all the associated metadata to return the results that best match your search criteria.

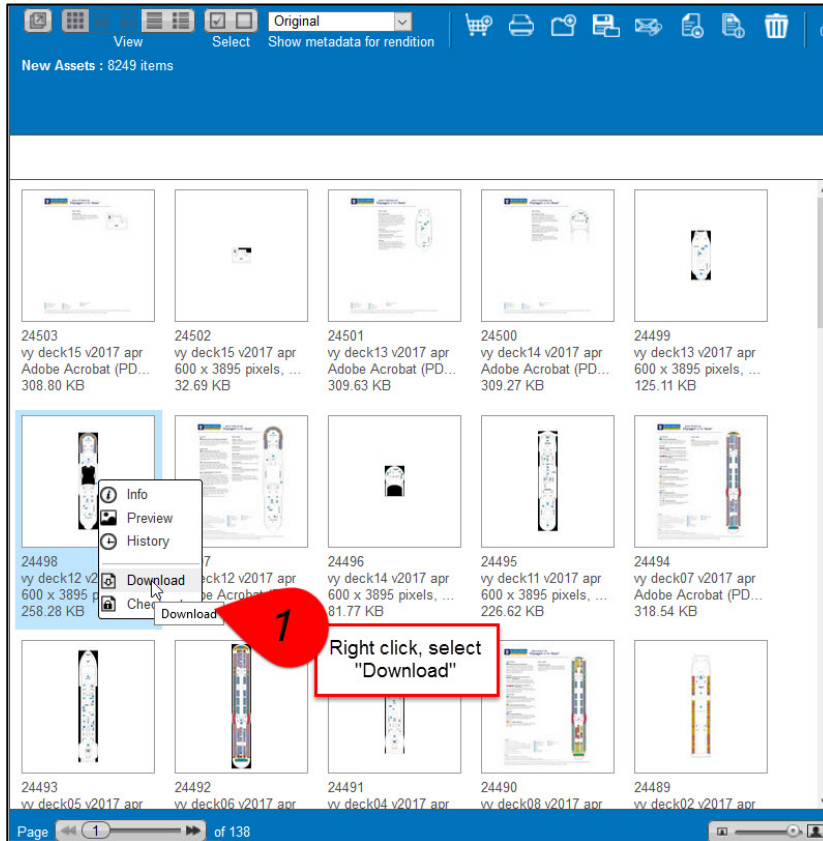
1. **Find all visible assets:** The “find all visible assets” icon in the Taskbar will return all assets available in the system that you have permission to view.
2. **Keyword Search (Simple Search):** Enter a keyword (or words) that describes the type of asset you are looking for. Example: Caribbean, Oasis, Lawn Club, Flowrider, Solstice, video, etc. If you check the box under the Keyword Search titled **Include Document Content**, the system will check the copy in all documents for any mention of the keyword(s) used.
3. **Refine Search:** Use the Refined Search to filter down your search results. Check the box next to *Photo* under Media Type when you only need photos. Select *Caribbean* when you only need assets of the Caribbean. The more filters you check, the narrower your results become. The number, next to each of the items, tells you how many assets match that specific filter.



DOWNLOAD

There are **four** ways to download:

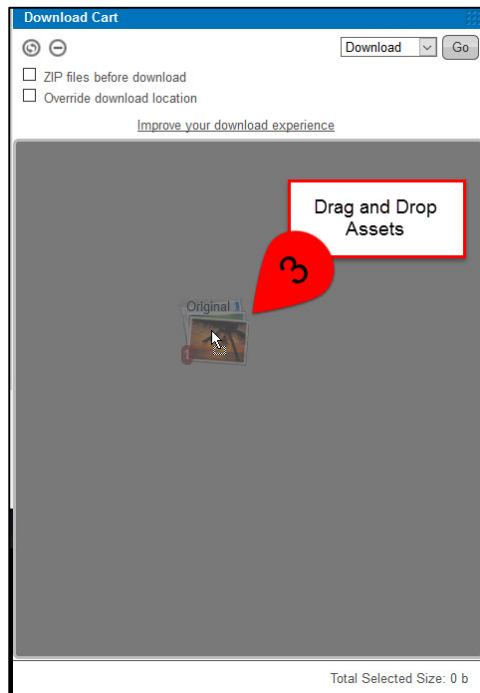
1. **Right click the asset:** When you need to download one item you can right click on the asset in the content/search results area, and select the “Download” option in the popup menu. The asset will be downloaded in its original format.



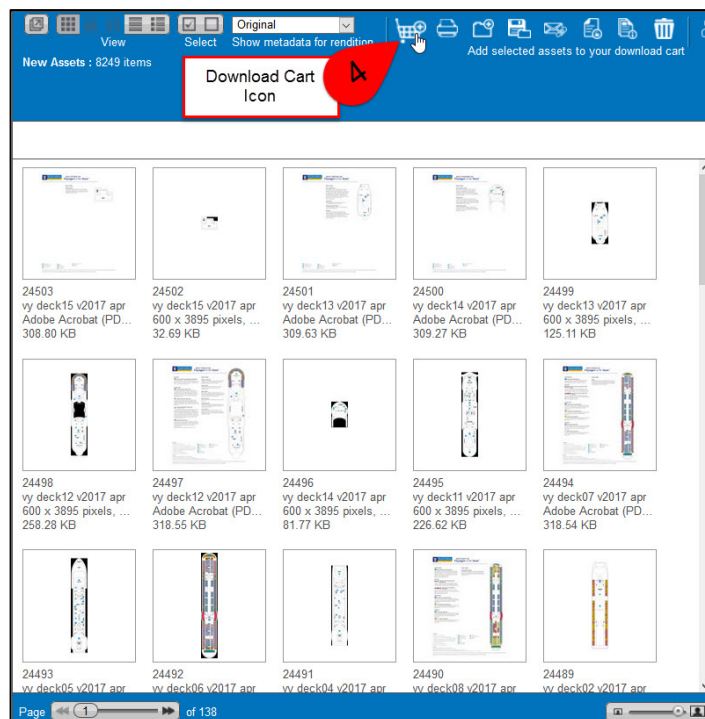
2. **Download Now icon:** You can click the “Download” icon when examining the metadata information of an individual asset. Use this option when you need to review the usage rights in the metadata. Highlight an asset and then click the “Download” button. The asset will download in its original format.



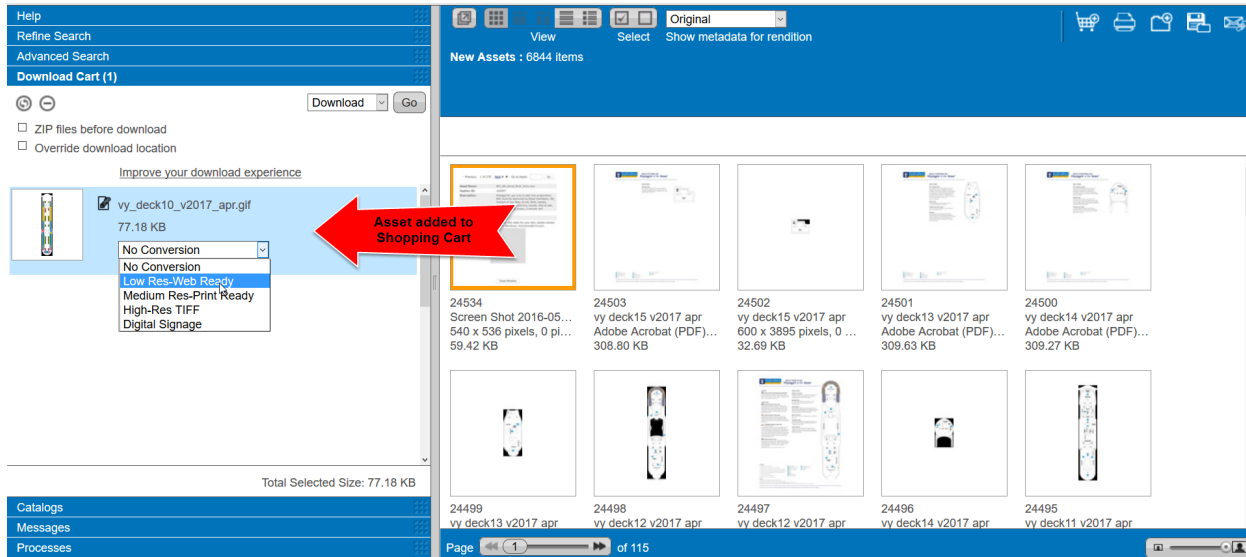
3. **Drag and Drop Assets:** You can drag and drop assets directly to the download cart panel. Use this option when searching through the library to gather multiple assets, as this allows you to download a group of assets at one time. Click to highlight one or use Control Shift to highlight additional assets then drag them into the download panel on the left.



4. **“Add to Cart” icon (Shopping Cart):** You can download an asset by clicking the “Add to Cart” icon.



The asset will then appear under the “Download” panel on the left hand side of the page.



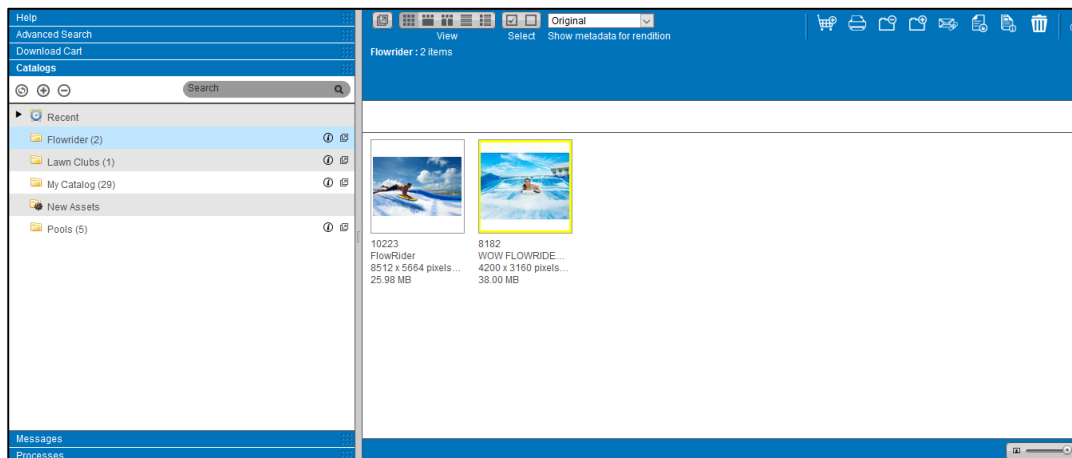
NOTE: To convert the file to another file format, click on the Conversion field and make your selection. The may only be done from the download cart.

SHARING ASSETS WITH OTHERS

There are three ways to share assets with others in the digital library. You can attach assets to a Telescope message, or you can create and share a catalog. If you are sharing with someone who is not a registered user, you can use the Quick Links option.

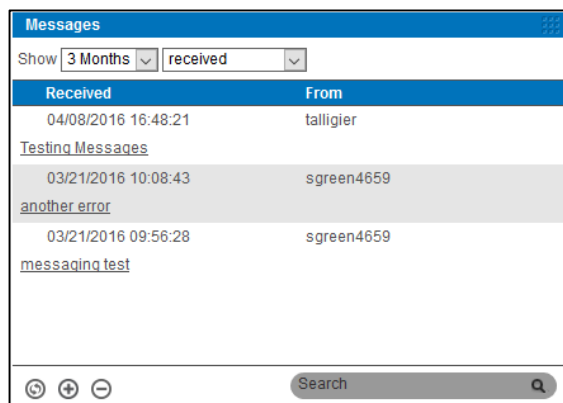
1. CATALOGS

You can create a collection of assets for your own reference by creating a catalog. Catalogs provide a convenient means of collecting assets that you and others need to access frequently. They behave much like music playlists found in common media player software. You can create, change, and delete catalogs, just like a playlist, without impacting the actual content.



2. MESSAGING

The Digital Library has its own messaging system that you can use to send messages to other Digital Library users, along with asset records and catalogs. Messages are displayed in the *Messages* panel in Digital Library. A spinning **New** icon is displayed at the top of this panel, and the panel title *Messages* is bolded when there are unread messages. The number of new, unread messages is shown beside the Messages title. You can view both messages sent to you and messages you have sent to others.



3. QUICK LINK

Share one or more assets with someone by emailing them a QuickLink. The QuickLink is delivered in two emails. One includes a password protected download link, and the second email contains the password.

Limit the recipient's access by setting an expiration date or limit the number of times they may download. The system defaults to a 48-hour expiration.

QuickLink Setup:

A. Generate a unique link and e-mail assets to recipients.

- When you want to send an asset to someone internally or externally.
- When you want to set a time frame recipient can view your Quicklink.

B. *Message Introduction:* Enter the message to be sent to the recipients.

- When you want to send a message to the recipient.

C. *Access Key:* An access key is sent to the recipient.

- When you receive an email from the sender, enter your email address and the access key you are provided in the second email.

A screenshot of the 'QuickLink Setup' form. It has a blue header with the title 'QuickLink Setup'. The form fields include: 'From: sgreen4659 (Sigrid Ferguson)', 'Assets: 1 (vy_deck12_v2017_apr.png)', 'Recipients: nmandowa@rccl.com' (with a red circle 'A' next to it), 'Expire Quicklink: 48 hours' (with radio buttons for 'after sending' and 'after first use'), 'Limit to: [] downloads before expiry', 'Message Subject: Telescope QuickLink Notification <ldt>', and 'Message Introduction: You have been sent a download QuickLink (ID# <ldt>) from Telescope.
The link below will take you to a web page where you can enter the email address to which this message was sent, and an Access Key, which has been sent in a separate email.
To download your files, click or copy the following link to your browser: <link>'. There are 'Cancel' and 'Send' buttons at the bottom. A red circle 'B' is next to the 'Message Introduction' field.A screenshot of the 'QuickLink' email template. It has a grey background with the 'QuickLink' logo at the top. The email content includes: 'From: sgreen0314 (Sigrid Ferguson)', 'Assets: 1 (vy_deck12_v2017_apr.pdf)', a paragraph explaining the QuickLink process, and a section for 'Mac Compatible Download: []'. Below this are input fields for 'Email Address:' and 'Access Key:', and a 'Submit' button. A red circle 'C' is next to the 'Access Key' input field.