

How To Use



1. Go to: www.deanfoodsimages.com
- 2.

Login

User Name

Password

Username: deanfoods
Password: dairygood

- 3.



Shows multiple images



of images in a list format- name, file type, file size



1 image will information about that image



Image with record name



Displays small, medium, large Thumbnails



Add or subtract a row from viewing



Add or subtract a column from viewing



Displays the first or last page of current collection.



Displays previous page or next page of current collection



Double clicking the first frame allows you to enter a certain page number. The others display the page of the indicated number.

447 Records
56 Pages

Total number of records and pages

5. Other signs to know.




sorts the records in ascending / descending order



Expandable category. Click on the arrow to expand category and see its sub categories




Categories without subcategories

6.  Performs a QuickSearch, which is a “contains” search in the record fields Record Name, Notes and Categories.



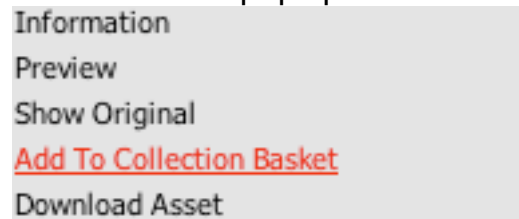
This search allows you to build search queries consisting of one or multiple search conditions/

a. After you have completed a search you can click  to display all records of all currently opened catalogs.

7. How to download a picture

a. Click on the image you wish to download

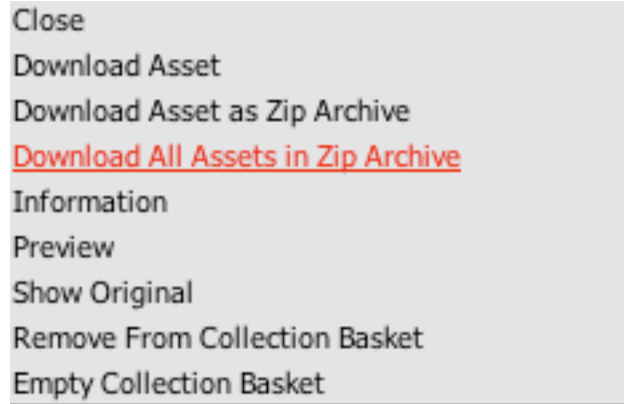
b. Click on the pop up menu



“add to collections basket” if you are obtaining multiple images

i. After you have all of the images you are downloading, click on the **Collection Basket** on the top bar- you will see all of the images you have selected. Here you may also choose to remove any images you do not wish to download.

ii. Once all of the images are there you can click on one image and when the menu appears click on



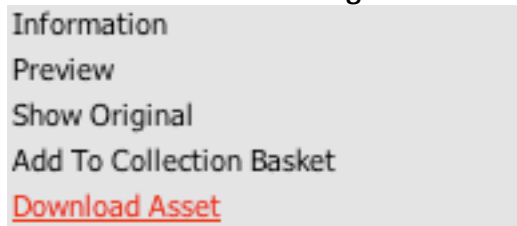
“download all

assets in zip archive”

iii. After you have everything downloaded, click on an image and select “empty collection basket” from the menu

OR

c. Download the one image immediately by clicking



“download asset”

i. Another window will appear and you will need to click on the image name and press ctrl on your keyboard to download the image.

ii. Yet another window will appear where you can choose how you would like to download the file. By clicking “download linked file” you will receive the file as a PDF. By clicking “open link in new window” you will receive the file in the format listed