



## Asset Library Guide - Desktop

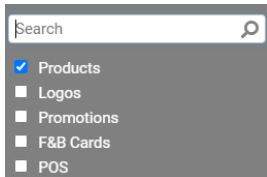
\*Make sure your laptop display layout is 100% for better useability

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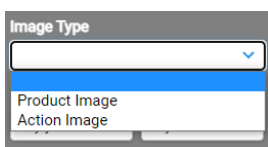
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## HOW TO FIND A PRODUCT/ACTION IMAGE

1. Go to <https://library.makita.com.au>
2. On the top right-hand side, type the product code or keyword in the **Search** bar. Make sure the Products box is ticked as per below



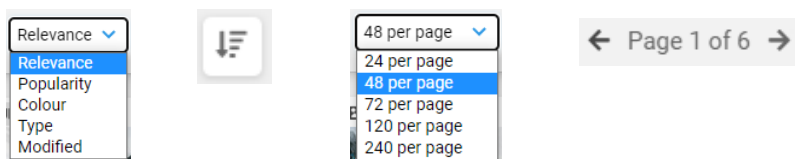
3. Partial search is possible by adding an asterisk \* at the end of the search. E.g., TD001\* will return all assets tagged with TD001 partially in it
4. There are 2 types of images. Product Image & Action Image. Select the image type you want or if you leave it blank it will search both image types. Then, click on **Search**



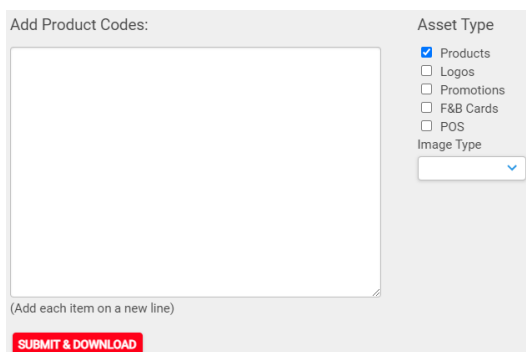
5. You can view your Search results in 3 different views – large thumbnails, strip view or list view



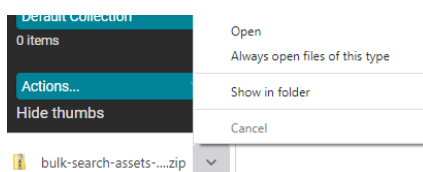
6. You can sort out/find your results by relevance, ascending/descending order, and number per page. The page up/down arrow is located top right-hand corner



7. To find more than one product, you can conduct a bulk search. Click on **Bulk Search**, located on the right-hand side under Advanced Search.
8. Enter a list of product codes into the search box (one code per line). Make sure Products box is ticked & select your image type or leave it blank. Then click **Submit & Download**

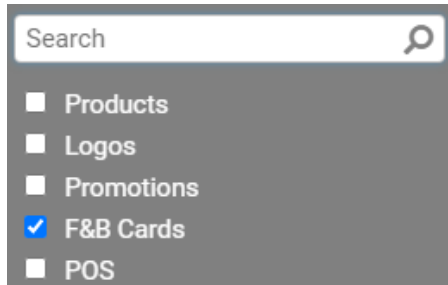


9. The images/assets will be downloaded and saved to your Downloads folder



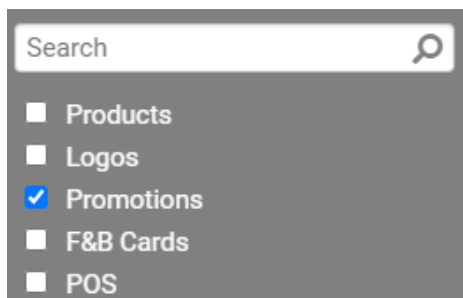
### HOW TO FIND F&B CARDS

1. Go to <https://library.makita.com.au>
2. On the top right-hand side, type the code or keyword in the **Search** bar. Make sure the F&B Cards box is ticked as per below. Then, click on **Search**



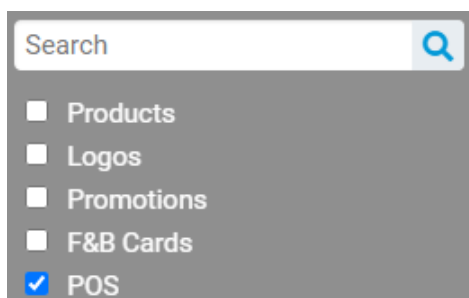
### HOW TO FIND A PROMOTION IMAGE

1. Go to <https://library.makita.com.au>
2. On the top right-hand side, type the code or keyword in the **Search** bar. Make sure the Promotions box is ticked as per below. Then, click on **Search**



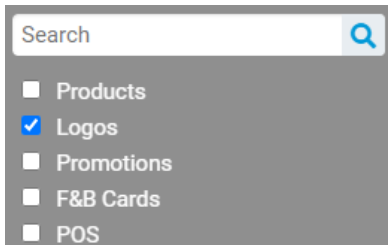
### HOW TO FIND A POINT OF SALE (POS) IMAGE

1. Go to <https://library.makita.com.au>
2. On the top right-hand side, type the code or keyword in the **Search** bar. Make sure the POS box is ticked as per below. Then, click on **Search**



## HOW TO FIND A LOGO IMAGE

1. Go to <https://library.makita.com.au>
2. On the top right-hand side, type the code or keyword in the **Search** bar. Make sure the Logos box is ticked as per below. Then, click on **Search**

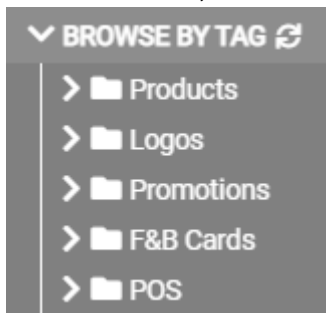


## HOW TO BROWSE BY TAG

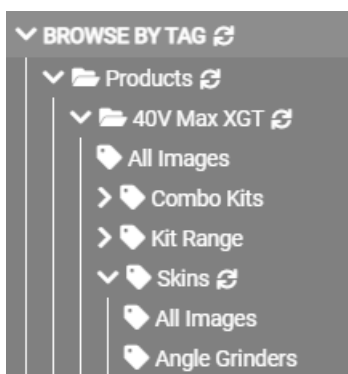
1. Go to <https://library.makita.com.au>
2. Click on **Browse**, which is located on the left-hand side of the page



3. Click on **Browse by Tag**. Here you can browse by different categories – Products, Logos, Promotions, F&B Cards & POS



4. Click on the arrow if you want to refine your search. For example, to find all XGT 40V Angle Grinders, continue to click on the arrow until you find the desired sub folder  
Products → 40V Max XGT → Skins → Angle Grinders



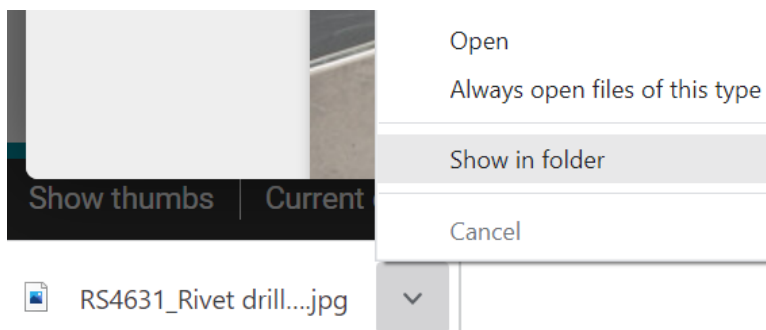
## HOW TO DOWNLOAD AN IMAGE


1. Click on the image you want to download
2. Select the resolution option (if available) & click **Download**

### Resource tools


File information	File size	Options
<b>Original PNG File</b> 1500 × 1500 pixels (2.25 MP) 12.7 cm × 12.7 cm @ 300 PPI	4.3 MB	<a href="#">Download</a>
<b>High resolution print</b> 1500 × 1500 pixels (2.25 MP) 12.7 cm × 12.7 cm @ 300 PPI	588 KB	<a href="#">Download</a>
<b>Screen</b> 1400 × 1400 pixels (1.96 MP) 11.9 cm × 11.9 cm @ 300 PPI	476 KB	<a href="#">Download</a>

3. The image will be downloaded and saved to your Downloads folder



4. Alternatively, on the search result page, click on  at the bottom of the image which is the full preview screen. Right click & select **Save image as**. This will allow you to download the preview resolution not the original file

## HOW TO DOWNLOAD MORE THAN ONE IMAGE

1. On the bottom left of each image, there is a blank box  . Tick all the images you want to download  (you must be on large thumbnails view)
2. At the top of the page, there is an  tab. Scroll down & select **Download**
3. Select the download size you want. Leave the format as **Standard archive download** & click **Download**

Download collection as an archive


Download size	<input type="text" value="Original"/>
Use original if selected size is unavailable?	<input checked="" type="checkbox"/>
Include metadata CSV file to the archive?	<input type="checkbox"/>
Embed resource metadata in the downloaded file(s)? Enabling this will slow down your download.	<input type="checkbox"/>
Download file format	<input type="text" value="Standard archive download"/>

TAR files will start downloading instantly. If you do not use this option you may find that your download is limited.  
Can't open TAR files? Get the open source 7-zip here


4. The zip file will be downloaded and saved to your Downloads folder

## HOW TO SHARE AN IMAGE

1. On the bottom right of each image, click on  which is the share resource icon (large thumbnails view)
2. Copy & paste URL link to recipient

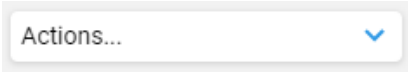
Share asset 

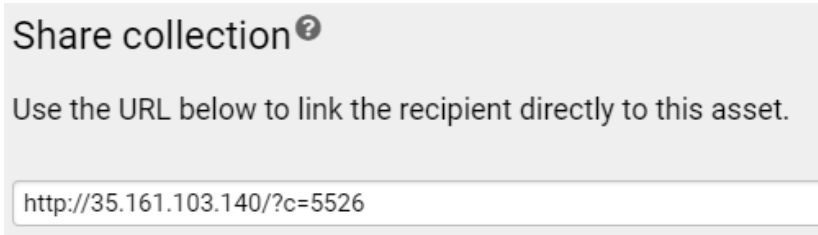
◀ Back to asset view



Use the URL below to link the recipient directly to this asset.

## HOW TO SHARE MORE THAN ONE IMAGE/COLLECTION

1. On the bottom left of each image, there is a blank box  . Tick all the images you want to share
2. At the top of the page, there is an  tab. Scroll down & select **Share selected**
3. Alternatively, to share the whole collection, click on the **Actions** tab & select **Share**
4. Copy & paste URL link to recipient

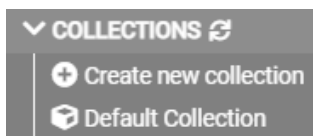


## HOW TO CREATE A NEW COLLECTION

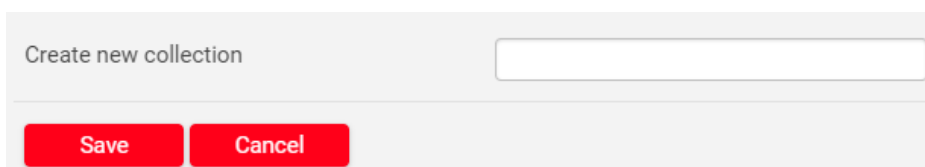
1. Click on **Browse**, which is located on the left-hand side of the page




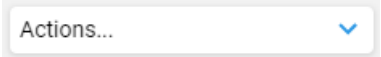
2. Click on **Collections**, then select **Create new collection**

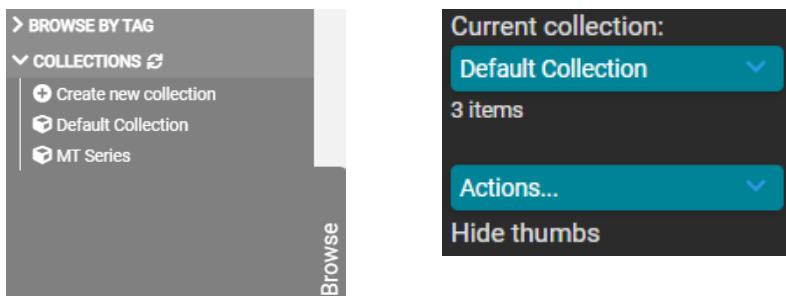


3. Name your new collection, then click **Save**



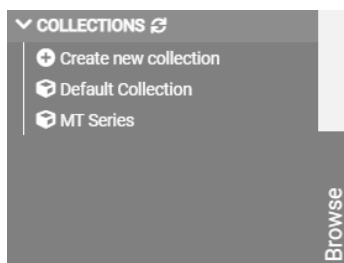
## HOW TO ADD IMAGES TO A COLLECTION

1. On the bottom left of each image, there is a  icon. Click on this icon for all images you want to add to your collection (large thumbnails view)
2. Alternatively, on the bottom left of each image, there is a blank box . Tick all the images you want to add
3. At the top of the page, there is an  tab. Scroll down & select **Add selected to collection**
4. The images are saved in your **Default Collection** folder
5. To view your Default Collection, you can either click on **Browse** or look on the bottom left-hand corner

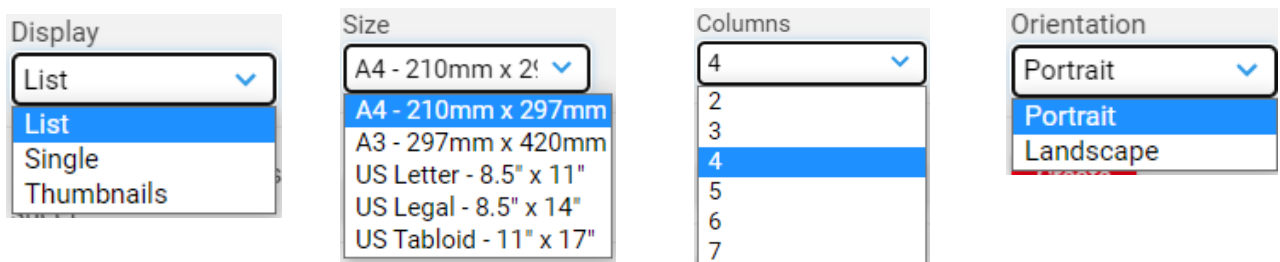


## HOW TO GENERATE A COLLECTION TO A CONTACT SHEET PDF

1. Click on **Browse**, then click on **Collections &** select the folder you want to create a contact sheet



2. At the top of the page, there is an **Actions** tab. Scroll down & select **Contact Sheet**
3. This will take you to Contact sheet configuration. You can configure your sheet according to Display, Size, Columns & Orientation

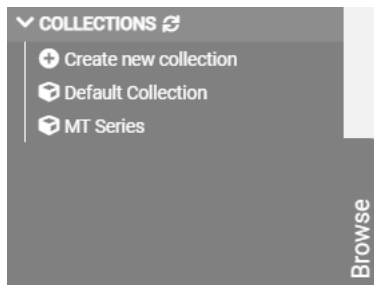





4. Once you are happy with your configuration, click on **Create**. To save, right click & select **Save as**. To print, click on the **printer icon** located top right-hand corner of the page



## HOW TO DELETE IMAGES FROM YOUR DEFAULT COLLECTION

1. Click on **Browse**, then click on **Collections** & select **Default Collection**




2. On the bottom left of each image, there is a  icon. Click on this icon for all images you want to delete from your collection
3. Then click on this reload icon  at the top left-hand corner of the page & all selected images are now deleted
4. Alternatively, on the bottom left of each image, there is a blank box . Tick all the images you want to delete
5. At the top of the page, there is an **Actions** tab. Scroll down & select **Remove selected from collection**
6. Then click on this reload icon  at the top left-hand corner of the page & all selected images are now deleted
7. To delete all the images, don't select anything. Just go to the **Actions** tab at the top of the page, scroll down & select **Remove all resources**
8. A small screen will pop up, click **OK**

35.85.232.171 says

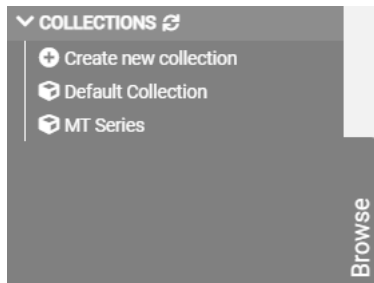
Are you sure you want to remove all resources from this collection?



9. Then click on this reload icon  at the top left-hand corner of the page & that collection folder should now be empty

## HOW TO DELETE IMAGES FROM A COLLECTION YOU'VE ADDED

1. For collections you've added, you can only delete all the images on that collection. You cannot pick & choose what you want deleted
2. Click on **Browse**, then click on the Collection folder you want to delete your images




3. At the top of the page, there is an **Actions** tab. Scroll down & select **Remove all resources**
4. A small screen will pop up, click **OK**

35.85.232.171 says

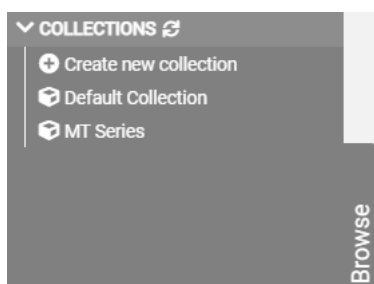
Are you sure you want to remove all resources from this collection?



5. Then click on this reload icon  at the top left-hand corner of the page & all images are now deleted from that Collection

## HOW TO DELETE A WHOLE COLLECTION

1. Click on **Browse**, then click on **Collections** & select the folder you want to delete




2. At the top of the page, there is an **Actions** tab. Scroll down & select **Delete collection**
3. A small screen will pop up, click **OK**

35.85.232.171 says

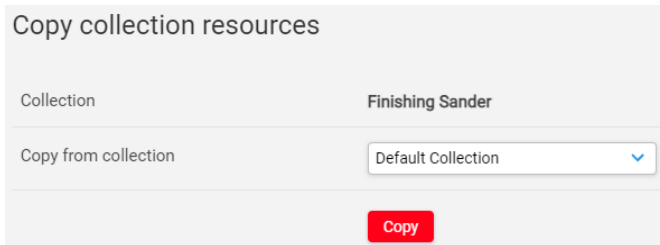
Are you sure you wish to delete this collection?



4. Then click on this reload icon  at the top left-hand corner of the page & that folder should now be deleted

## HOW TO COPY IMAGES FROM ONE COLLECTION TO ANOTHER

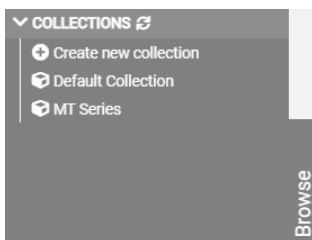
1. Click on **Browse**, then click on **Collections** & select the collection you want the images to be copied over. For example, Finishing Sander
2. At the top of the page, there is an **Actions** tab. Scroll down & select **Copy from collection**
3. You can copy from any collections you have saved in the asset library. Then click **Copy**



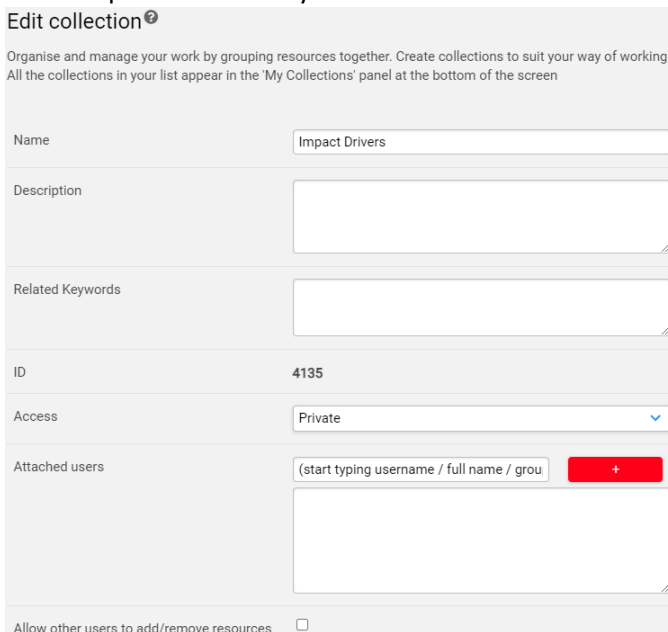
The screenshot shows a form titled "Copy collection resources". It has two rows. The first row is labeled "Collection" and has the value "Finishing Sander". The second row is labeled "Copy from collection" and has a dropdown menu with "Default Collection" selected. Below the form is a red button labeled "Copy".

## HOW TO EDIT A COLLECTION

1. Click on **Browse**, then click on **Collections** & select the folder you want to edit



2. At the top of the page, there is an **Actions** tab. Scroll down & select **Edit collection**
3. Here you can rename your collection, add a description, change access level either public or private & share your resources with other users.



The screenshot shows the "Edit collection" form. It has a title "Edit collection" with a help icon. Below the title is a paragraph: "Organise and manage your work by grouping resources together. Create collections to suit your way of working. All the collections in your list appear in the 'My Collections' panel at the bottom of the screen". The form has several fields: "Name" with the value "Impact Drivers", "Description", "Related Keywords", "ID" with the value "4135", "Access" with a dropdown menu set to "Private", and "Attached users" with a text input field containing "(start typing username / full name / grou" and a red "+" button. At the bottom, there is a checkbox labeled "Allow other users to add/remove resources" which is unchecked.

4. Then click **Save**

- Here you can manage all your Collections. You can also create a new collection, delete collections, view public & shared collections.

**Manage my collections**

Organise and manage your work by grouping resources together. Create 'Collections' to suit your way of working. You may want to group resources under projects that you are working on independently, share resources amongst a project team or simply keep your favourite resources together in one place. All the collections in your list appear in the 'My Collections' panel at the bottom of the screen.

Search

View all A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Results display: 15 | 30 | 60 | All

COLLECTION NAME	OWNER	ID	CREATED	ITEMS	ACCESS	SHOW IN COLLECTION BAR	ACTIONS
Default Collection	Guest User	5525	16 November 22 @ 00:04	2	Private	<input checked="" type="checkbox"/>	Actions...
Drivers	Guest User	5539	16 November 22 @ 00:58	0	Private	<input checked="" type="checkbox"/>	Actions...

Total: 2 Collections (2 owned by you)

**Create new collection**

To create a new collection, enter a short name.

Collection name

**Public collections**

Public collections are groups of resources made widely available by users of the system. Enter a collection ID, or all or part of a collection name or username to find public collections. Add them to your list of collections to access the resources.

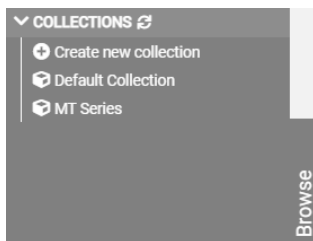
Public collections

**View shared collections**

View shared collections

## HOW TO SHARE IMAGES TO YOUR DEFAULT COLLECTION

- Click on **Browse**, then click on **Collections** & select the folder you want to share images to your Default collection



- On the bottom left of each image, there is a blank box . Tick all the images you want to share/transfer
- At the top of the page, there is an **Actions** tab. Scroll down & select **Add selected to collection**
- The selected images are now in your **Default Collection**
- Alternatively, to share all images, don't tick anything. Just go to **Actions** tab, scroll down & select **Save results to collection**