












## Short Manual – “Image Database”

This manual covers the default view only: “*small thumbnails*”

Follow these steps to download the images you want:

1. Log into myHaworth  
Click on > **Marketing Communications**, then > **Image Database**,  
Click the link: [Click here to access the image database](#)
2. Browse through the navigation on the left:
  - a. Clicking a (+) expands the folder contents
  - b. Clicking the (–) hides the folder contents
  - c. Clicking the folder name shows all images in all folders inside.
3. From the **Overview** page you can browse the images on the right:
  - a.  Hover the mouse pointer over the image to see a bigger thumbnail
  - b.  Click the magnifying glass to see a large version
  - c.  Click the box to add or remove images from “**My Selection**” (see 5)
  - d. Click on an image or filename to view image details
4. From the **Image details** page you can:
  - a.  View a larger version,  Add to “**My Selection**”,  Download image
  - b. You can also choose various image sizes with the download buttons on the right.
5. From “**My Selection**” page you can:
  - a.  View a larger version,  Remove from “**My Selection**” or  Download image
  - b.  Clear all images from “**My Selection**”
  - c.  Download all images in “**My Selection**” as a zip file
6. Choose “Download selection” and a popup box will appear. Choose save and find a place on your computer to save the images.
7. All you have to do is unzip the file and you will have all your chosen images.

That was easy, wasn't it?