

International Communication Center – Quick Start Guide

LOGGING IN

1. Start a Web browser of your choice.
2. Open www.communications-intl.com
3. Click “Communication Center Login.”
4. Enter “localhost” as the server, and your provided user name and password.
 - You will be prompted to choose a personal password the first time you log in.
 - Do not check “Use Password Encryption.”
 - If you check “Reopen Collection,” you will automatically be taken to the last catalog you accessed.
5. If you do not check “Reopen Collection” you will see a list of all the catalogs to which you have access.

You can select and open more than one catalog at a time by holding down Shift and clicking all catalogs you wish to open. You can choose between them in the Category Pane.

Notes:

- *If you try to log in and you are brought back to the login screen with an error message “The current session has expired”, you should lower the “privacy” settings on your browser.*
 1. *In Internet Explorer 7, choose Tools > Internet Options.*
 2. *Click on the Privacy tab.*
 3. *Set it to “Low” so that your browser will accept the Communication Center cookie.*
- *Don’t use your browser’s back button—it will take you back to the login screen.*

SEARCHING FOR ASSETS

Search for records by Categories

The simplest way to search for records is to double click on a category in the Category Pane on the left. This quickly finds all of the records that are associated with that category.

- In the Category Pane, use the arrows to expand or collapse categories.
- Move between the tabs at the top to select a category or keyword, and double click to view all records associated with that category or keyword.

Tip: Hold down “Control” to select multiple categories, then double click on any selected category to open them all together in the Record Pane.

Searching with Quicksearch

Using the search function of the toolbar you can perform a Quicksearch, which is a “contains” search in the Record Name, Notes, Keywords, and Categories.

- **EITHER, OR:** By default, the search connects the fields with “or”. This means a search item will be found if it is contained in one of the fields.

- **AND:** You can also set up the search to connect the searched fields with “and”. Then you must connect the search items with &&.
Tip: You must have a space between each search term and the &&, (e.g. Africa && blind). You can also search more than two terms at a time, (e.g. Africa && blind && girl).
- **EXACT PHRASE:** If you want to search for an item consisting of two or more words, you have to combine them by using quotation marks. Then Quicksearch regards the string in double quotation marks as one search item.
- **EXCLUDE:** You can also set up the search to exclude items from the result. Then the excluded item must be preceded by a – (minus symbol). If you search for *Cumulus && -Cloud*, Quicksearch will find records that contain *Cumulus* in any record field but not *Cloud* in any record field.

COLLECTING AND DOWNLOADING ASSETS

- In the Record Pane, select the asset(s) you want to collect and download.
- PC users: right-click/Mac users: control+click on the asset(s) to view the “record context menu.”
Tip: In Internet Explorer 7, if a typical browser menu opens up with the record context menu behind it, hit the “Esc” key to close the browser menu and reveal the record context menu. To preview the contents of Word Documents, right-click/control+click the asset and choose “Show Original” from the menu.
- Choose “Add to collection basket”
Tip: You can choose “Download” to bypass the collection basket and immediately download one asset at a time.
- Once you have all the assets you wish to download, click the “Open Collection Basket” button (shopping cart) on the main toolbar.
- The Collection Basket window and toolbar open.



Collection Basket Toolbar Items

1. Change back to main window.
2. Opens a dialog for downloading the contents of the collection basket.
3. *Not available.*
4. Opens a dialog for emailing the contents of the collection basket.
5. *Not available.*
6. Removes all records from the collection basket.
7. Closes the Collection Basket and opens the main window.