





Axomic provides comprehensive training to ensure your intensive users get the maximum benefit from the OpenAsset image management system. Intensive training courses aim to give you a comprehensive understanding of how to use and manage OpenAsset.

OpenAsset intensive training covers the following topics:

 <h3>Search</h3> <ul style="list-style-type: none"> • Navigation of OpenAsset • Basic & advanced searching of images • Viewing & downloading images • Create slideshows with your images • Review image info including EXIF & IPTC data 	 <h3>Create</h3> <ul style="list-style-type: none"> • Create PowerPoint presentations with re-sized images • Link images into InDesign and other applications with the AssetBar • Download contact sheets & ZIP files • Create, use, save, merge & share albums • Use & approve company albums
 <h3>Upload</h3> <ul style="list-style-type: none"> • Drag & drop folders for uploading into OpenAsset • Assigning project & image keywords to your images • Advanced uploader options • Adding information to uploaded images • Creating, editing & merging photographers & copyright holders 	 <h3>Manage</h3> <ul style="list-style-type: none"> • Creating project & image keyword categories & keywords • Set access levels & advanced preferences • Review users, groups & their permissions • Editing themes & adding PowerPoint templates • Managing image sizes, formats & colourspaces

Who

The intensive course is aimed at power users of OpenAsset who will be responsible for managing and administering the system. People attending intensive training courses typically include:

- Marketing managers
- PR managers
- Business development managers
- Dedicated image librarians
- PAs and secretarial staff
- IT Managers

When

Getting the timing of intensive training right is key to success. All OpenAsset projects vary so you will have training requirements that are different from other users. The key consideration is who will be uploading your images into OpenAsset. Here are some guidelines on when to attend intensive training;

- **Before you upload your images** – If you are moving images into OpenAsset we recommend performing intensive training as soon as OpenAsset is installed. This will ensure intensive users are familiar with how to manage OpenAsset from the word go.
- **After Axomic have uploaded your images** – If Axomic are moving your images we recommend performing intensive training as soon as this project is complete. This will allow you to start using OpenAsset as quickly as possible.

If you have any questions about when to perform OpenAsset training we are on hand to help. Contact us to find out more.

Details

Intensive training courses are held at Axomic's offices. Here are the details:

- Duration:** 3 hours (am or pm courses available)
- Dates:** Throughout year. (Contact Axomic for dates)
- Group size:** Maximum of 8 people
- Cost:** £295 per person
- Location:** Axomic Ltd, 56 Compton Street, London EC1V 0ET
- Contact:** t: +44 (0)870 850 0435 e: sales@axomic.com

Cancellation: Please note that due to limited places Axomic require a minimum of five working days notice. Failure to provide notice will result in training being invoiced.



Please contact Axomic if you'd like to book a place on an intensive training course or have any further questions.

t +44 (0)870 850 0435 e sales@axomic.com w www.axomic.com



Axomic provides general training courses to ensure your entire organisation can benefit from the OpenAsset image management system. General training is aimed at users who will be accessing OpenAsset to search for images and create documents, but who do not have responsibility for the day to day running of the software.

OpenAsset general training covers the following topics:

	
Search	Create
<ul style="list-style-type: none"> • Navigation of OpenAsset • Basic & advanced searching of images • Viewing & downloading images • Create slideshows with your images • Review image info including EXIF & IPTC data 	<ul style="list-style-type: none"> • Create PowerPoint presentations with re-sized images • Link images into InDesign and other applications with the AssetBar • Download contact sheets & ZIP files • Create, use, save, merge & share albums • Use & approve company albums

Who

The general course is aimed at everyday users of OpenAsset who will be using the system to search for images, create documents and use Albums. People attending general training courses typically include:

- Senior members of staff; directors, partners etc
- Professionals who need a general introduction to the image library
- Support staff who access the image library to put documents together
- General members of staff

When

General training is typically held after images have been moved into OpenAsset and you have set up the system to meet your requirements. Here are some guidelines on when to perform general training;

- After the majority of images are uploaded
- After project keywording is complete
- After some progress has been made image keywording
- When OpenAsset is ready to be rolled out to general users

Details

OpenAsset general training courses are held on-site at your offices. Here are the details:

- Duration:** One hour
- Dates:** Arranged at a convenient time for your company
- Group size:** One trainer available per group (size depends on space available)
- Cost:** £500 per session (exclusive of travel & accommodation expenses)
- Location:** On-site at your offices
- Contact:** t: +44 (0)870 850 0435
e: sales@axomic.com

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