Background
Cumulus is the application used to access the Macquarie University photo database. A range of photographs accessible to the University’s marketing community is stored on the Cumulus server for use in publications, websites, and other promotional applications.

The photos are sorted into categories within the database.

The database is accessible via the web so that Macquarie University staff can browse the photographs from any location with an internet connection within the University.

Location of the web interface
www.cumulus.mq.edu.au/sites/
Navigating the photographs

When you visit the web interface, you will see the Marketing catalogue with its list of subcategories.

Click on a subcategory to view the photographs within it

To return to the main Marketing category from a subcategory, click on the small ‘home’ icon (_left). To go up a level, click the ‘back’ arrow (_right) next to the home button.
Searching the database

Type your search terms into the search box at the top left of the page, then click the ‘Search’ button to search for specific photographs.

You can refine your search further by using filters.
Make sure you clear the active filters by clicking the trashcan icon (🗑️) before you start a new search.
Preview images
You can see a larger version of the image by hovering your mouse over the thumbnail:

You can also preview an image by clicking the preview ( ) icon below the image:

A preview window with a large version of the image will pop up.
Image information

You can find out more about the image by clicking the information (i) icon below the image:

A new window will open containing terms and conditions, image information, and technical information about the image.
### Terms and Conditions

**Copyright Notice:** Holimage 2007

**Byline:** Holimage

**Usage Terms:** To be used for Macquarie University publicity, promotion, education purposes only.

### Image Information

**Keywords:** Campus Outdoors Signage Wallys Walk Trees Plants Day Summer Exterior Sunshine Emergency He...

**Usage:**

**Caption:** Help point post on Wallys Walk in day used for emergency purposes available as a security service.

**Categories:** General, Wallys Walk, Facilities, Marketing, Signage

**Subject:**

**Supplied By:**

**Contact Info Phone(s):** 62 2 6286 8105

**Contact Info Email(s):** hello@holimage.com

**Expiry Date:**

### Technical image information

**Captured Date:** Mar 11, 2008 10:23:32 PM

**File Format:** JPEG Image

**Image Width:** 570KB
Sometimes an image can only be used for specific purposes. This will be included in the information about the image:
Selecting photographs

Once you have found an image you’d like to use and have checked that there are no special instructions that would prevent you from using it, select it by clicking on the ‘add to basket’ icon ( ) below the image. The image will be added to your collection basket.

View contents of the collection basket

You can view the contents of the collection basket at any time by clicking the Collection Basket button at the top right of the screen.

A new window will open that shows thumbnails of the images you’ve selected.
Remove unwanted images from collection basket

You can remove any unwanted images by clicking the removal icon (Trash can) below the images.
Place an order

Once you're happy with your selection, you can order items from the basket by clicking the 'Order' button.

Now you will need to complete the form to order your images. It's important that we know what you will be using the images for so that we can make sure that we adhere to any copyright or special usage guidelines for the images.

Also keep in mind that under the Terms and Conditions heading, you confirm that you have read and agree to the terms and conditions for use of the images by clicking the 'send' button.
What happens next?

Every order submitted via the Cumulus website generates a OneHelp ticket that is sent to Central Marketing.

We will review your selection to ensure that there are no potential copyright, permissions or usage issues.

If there are any problems we will contact you as soon as possible so that you can make an alternative choice.

Otherwise, we will send your images to you via email, or contact you to arrange an alternative means of delivery.