

About CEDARS Media

CEDARS Media is for internal archive only. Major features are highlighted as follows. Please refer to [<User Manual>](#) for step-by-step instructions.

Photo and Video Requirements

- Sections/ Teams shall upload all multimedia items (“Items”) to this gallery for internal archive, including official photos, snapshots, videos taken by students/ staff/ working partners, and those for internal reference.
- Do not upload Items of non-official internal private gatherings to this gallery.
- Upon request by Dean’s office, Items of official internal gatherings may be uploaded to this gallery.
- Supported file formats:
 - Image formats: BMP, GIF, JPEG, PNG, RAW (3fr, arw, cr2, cr3, crw, dcr, dng, erf, k25, kdc, mef, mos, mrw, nef, orf, ptx, pef, raf, raw, rw2, sr2, srf), TIFF, HEIC
 - Video formats: 3G2, 3GP, ASF, AVI, DivX, FLV, M4V, MOV, MP4, MPEG, MPG, MTS, M2TS, M2T, QT, WMV, XviD

Usage of Items

- Selected Items may be used for promotion, presentations, publications and/or reports by Sections/ Teams and Dean’s office.
- Please ensure there is no copyright infringement for all Items.
- If the Items are intended for commercial purposes or sharing with external parties, please seek consent from concerned Sections/ Teams and participants/ guests as appropriate.

Uploading and Downloading Items

- Sections/ Teams can upload to, download from and view Items in their own named folders only.

Photo and Video Management

- **Naming folders –**
 - For one-off programmes/ events held in the academic year
 - Programme Name > Event Date (Date Month Year)
 - *Example: HKU StartUp Job Fair > 05-07 Nov 2019*
 - For programmes with a series of activities held across the academic year
 - Programme Name > Academic Year > Event Name, Event Date (Date Month Year)
 - *Example: Person Enrichment Programme > 2018-2019 > Very You x Ann Choi”
Photo Exhibition (26 Mar – 5 April 2019)*

Submission Frequency

Once per semester or upon completion of programmes/ activities

- 1st submission: On or before 31 Jan (for photos and videos taken in 1st semester)
- 2nd submission: On or before 31 May (for photos and videos taken in 2nd semester)
- 3rd submission: On or before 30 Sep (for photos and videos taken in summer semester)

A. [HOW TO UPLOAD PHOTOS AND VIDEOS](#)

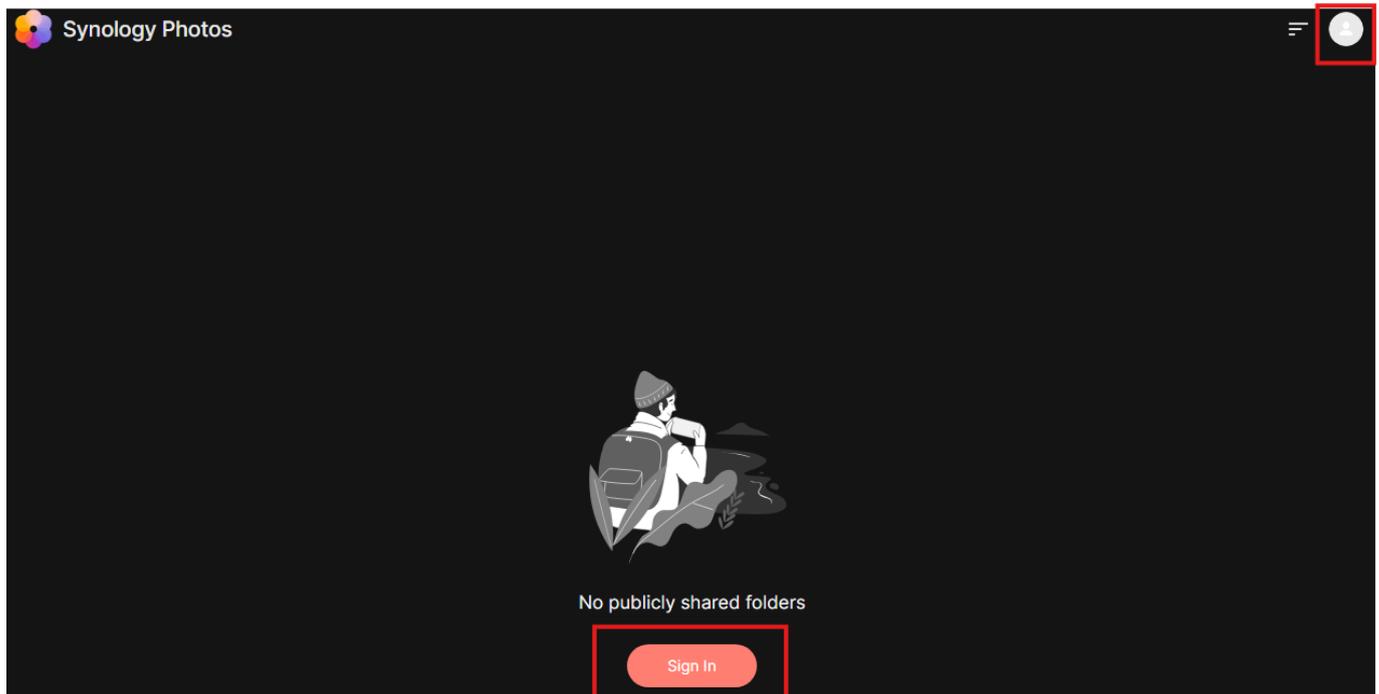
[Folder naming requirements](#)

B. [HOW TO DOWNLOAD PHOTOS AND VIDEOS](#)

A. HOW TO UPLOAD PHOTOS AND VIDEOS

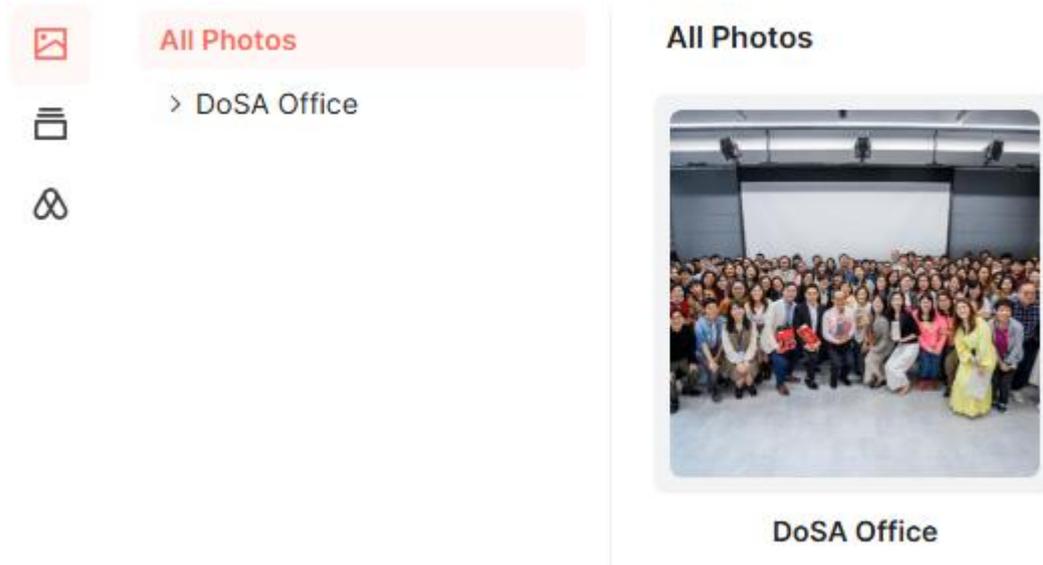
Step 1

Login CEDARS Media (<https://dmp2.cedars.hku.hk/photo>) with the provided Username and password.



Step 2

Enter the Section/ Team-specific folder in the Photos tab



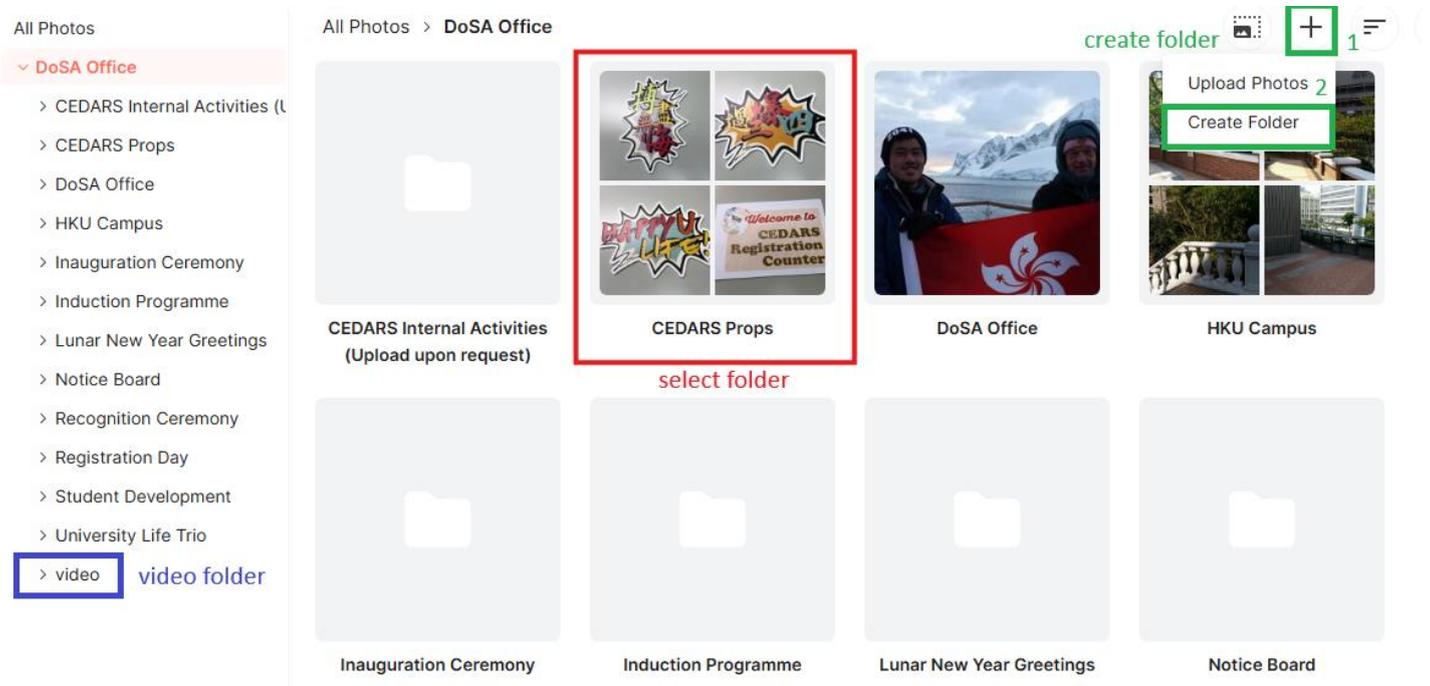
Step 3

Select a relevant programme/event folder or create a new folder

*The *video* folder is specifically created to store videos

Folder naming requirements

- For one-off programme/event held in the academic year
Programme Name > Event Date (Date Month Year)
e.g. HKU StartUp Job Fair > 05-07 Nov 2019
- For programme with a series of activities held across the academic year
Programme Name > Academic Year > Event Name, Event Date (Date Month Year)
e.g. Person Enrichment Programme > 2018-2019 > Very You x Ann Choi" Photo Exhibition (26 Mar – 5 April 2019)



Step 4

Upload (one or more than one) Item(s) to a selected folder from your computer



B. HOW TO DOWNLOAD PHOTOS AND VIDEOS

Step 1

Login CEDARS Media (<https://dmp2.cedars.hku.hk/photo>) with the provided Username and password

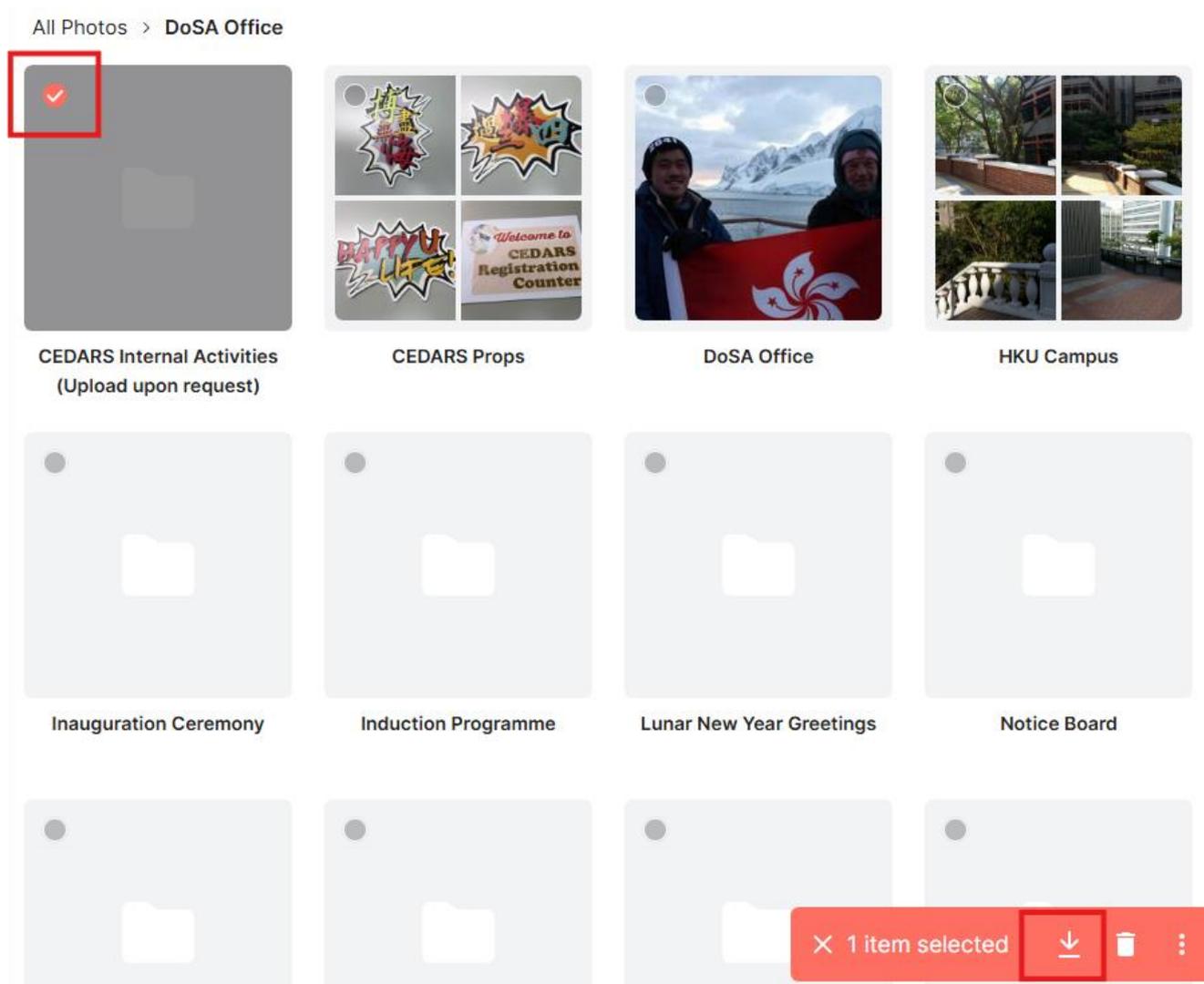
Step 2

Enter the Section/ Team-specific folder in the Photos tab and search for a relevant programme/event folder

Step 3

Select all Items and click “Download” in the pop-up menu.

All Photos > DoSA Office



The screenshot displays a grid of photo folders under the 'DoSA Office' section. The folders are arranged in three rows and four columns. The first folder, 'CEDARS Internal Activities (Upload upon request)', is selected, as shown by a red checkmark in its top-left corner. The other folders are 'CEDARS Props', 'DoSA Office', 'HKU Campus', 'Inauguration Ceremony', 'Induction Programme', 'Lunar New Year Greetings', and 'Notice Board'. At the bottom right, a red selection bar is visible, containing the text '1 item selected' and icons for download, delete, and a menu.

CEDARS Internal Activities
(Upload upon request)

CEDARS Props

DoSA Office

HKU Campus

Inauguration Ceremony

Induction Programme

Lunar New Year Greetings

Notice Board

× 1 item selected