

Quick Start Guide

Contributing to your Media Library

Import media files

Contribute to your Media Library by starting a new media import session. You can import up to 100 media files per session.

Monitor import progress

View the import progress in real time. A blue icon with an hourglass indicates that a media file has been imported and is currently being processed by the media library.

Cancel imports in progress

Cancel the import if there is an issue: the media files will stop loading and only media files already imported will be kept.

Manage imported media files

Access an import session to manage the media files imported during this session. Once you add metadata to all media files in the session, it is marked as a Complete session.

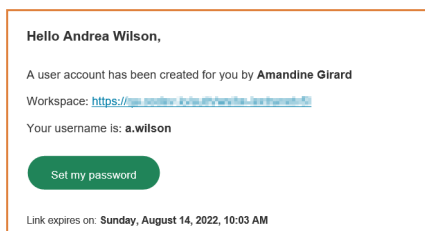
Access completed sessions

The Media Library displays your 20 most recent import sessions. Display these sessions by clicking on the small gray arrow. You can use the import date and time, and the thumbnail of the imported media files, to identify the session you are looking for.

1 Log in to your workspace

First login

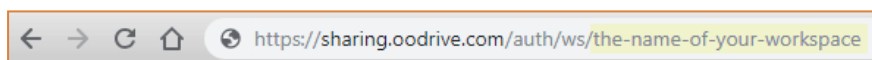
1. Retrieve the username emailed to you when your account was created.
2. Click **Set my password**.



3. You will be redirected to a browser page asking you to set a password and confirm before clicking **Validate**.
4. Click **Log in** to access the login page.
5. Enter your username and password, then click **Log in**.

After the first login


1. Retrieve the username emailed to you when your account was created.
2. In your web browser, go to the login page for your workspace:



3. Enter your username and password, then click **Log in**.

If you have forgotten your password, click **Forgot your password?**

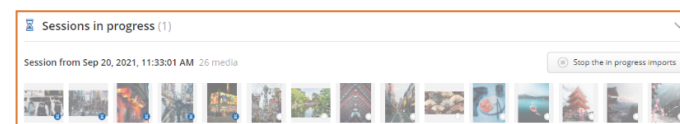
2 Import media files

1. From the home page, click the upload icon  in the upper-right corner of the application to start a media import session.





The import sessions page opens in a new browser tab.

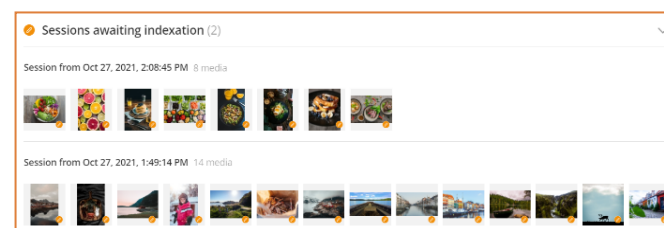
2. Click **Select media**.
3. Browse your computer's file directory and select one or more media files by holding down the **Ctrl** or **⌘** key.
4. Click **Open** to import your files into the Media Library.



Check the import status of your media files by looking at their status icon:

- A white **Upload waiting** icon  indicates that import has not yet begun.
- A blue **In progress** hourglass icon  indicates that an imported media is being processed by the Media Library.

Once your media files have been imported, your import session appears in the **Sessions awaiting validation** section.

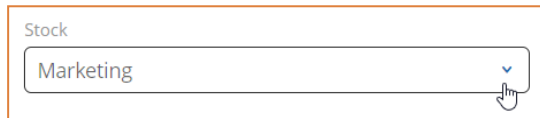


3 Create searchable media

Step 1: Select the stock

Depending on the intended use and target audience of your media, you will need to place them in one of the different stocks defined by the Media Library administrator. The stock also determines which metadata you must fill in as a contributor.

1. On the **Import sessions** page, find the session containing the media you want to manage and click the **Index the media** button on its right.
2. Select one or several media file(s) you want to place in a specific stock and click **Index** in the upper-left corner of the page.
3. Use the **Stock** drop-down list in the side panel to select the stock in which you want to place the media file(s).



The metadata fields you need to fill in are updated according to the stock you have selected.

Step 2: Fill in metadata fields

1. In order to add metadata to your media and finalize the import, select one or several media file(s) with the **Pending indexing**  status.

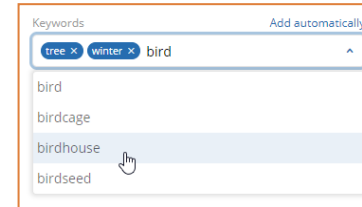
Tip: To only display media for which you need to add metadata, click on the **State** filter above the media list and select **Pending indexing**.

2. Click **Index** in the upper-left corner of the page.
3. Metadata fields are displayed in the side panel **Index** tab.

Note: Available metadata fields are preset by your Media Library Administrator.

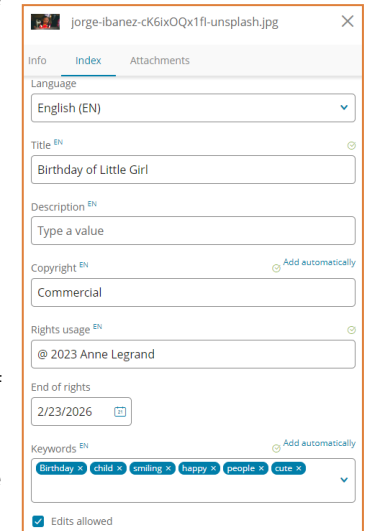
4. Select the media indexation language then fill in the metadata fields.


- To help you complete each field, one or more suggestions may appear.
- Click on a suggestion to select it.



Tip: Click **Add automatically** to produce a list of keywords relating to the media visual.

5. When you have finished, click **Submit** to save the metadata.
6. Repeat the previous steps to index your media in another language.



Media files that have been made searchable with metadata are marked as **Finished** . Once you have finished adding metadata to all media files in the session, it is marked as a **Complete session**.

Step 3: Enable public viewing of media

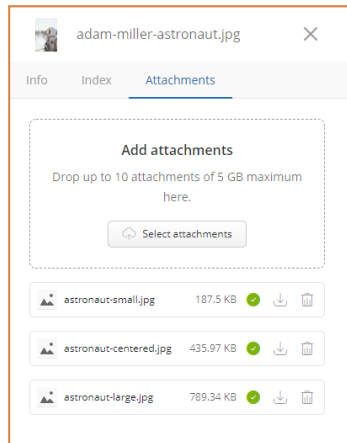
By default, only you and Media Library administrators can view your media files. If you want to make your media files visible to other users, make them public.

1. Check the box in the upper-left corner just above the list of media to select all media, then click **Index** along the top of the page.
2. Click the **Visibility** drop-down list in the side panel and select **Public**.

4 Add attachments to a media

Add the necessary attachments to the media you have imported, such as their variations or legal documents governing their use.

1. From the import session of your choice, select the media to which you want to add attachments.
2. Click on the three small dots to the right of the media and select **Manage Attachments**.
3. In the side panel, click **Select attachments**.



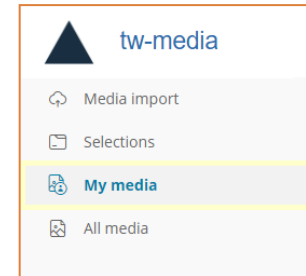
4. Browse your file explorer and select one or more media files by holding down the **Ctrl** or **⌘** key.
5. Click **Open** to import your attachments into the Media Library.

Attachments are displayed in the side panel **Attachments** tab. They may be downloaded by users with permission to download.

Note: Return to the side panel **Attachments** tab at any time to delete or download an attachment.

5 Modify your media files

1. On the **Import sessions** page, click **My media** in the navigation panel on the left.

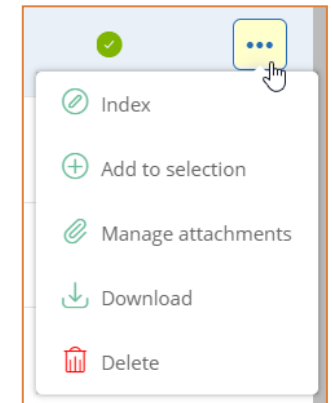


This section allows you to access all the media you have uploaded to the Media Library.

2. Select the media file(s) you want to modify or delete.
3. **To manage a single media file**, click on the three small dots to the right of that media to display the available actions.

You will then be able to:

- Index, download or delete the media file,
- Modify selections associated with the media file,
- Manage attachments for the media file.



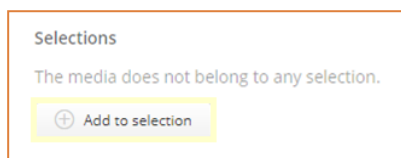
To manage multiple media files at once, select the media files, then use the buttons along the top of the screen to **Index**, **Delete**, or **Download** all selected media files.

6 Organize your media files

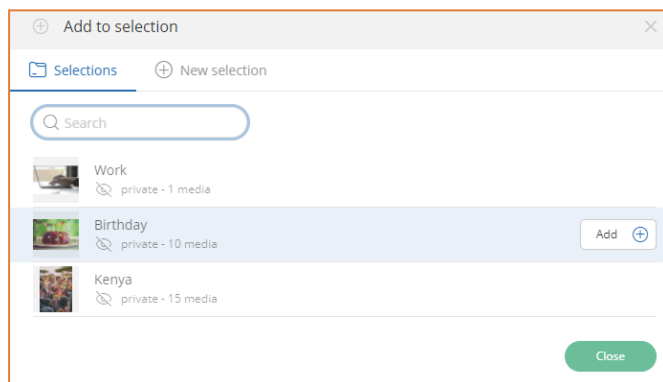
The Media Library lets you organize your media into selections. Selections make it possible to group your media by theme or by import date in order to find them more easily.

Add media to existing selection

1. From the **My media** section, select the media file(s) you want to add to a selection.
2. Click on the ⓘ icon to open the information panel, then click **Add to Selection** in the **Info** tab.

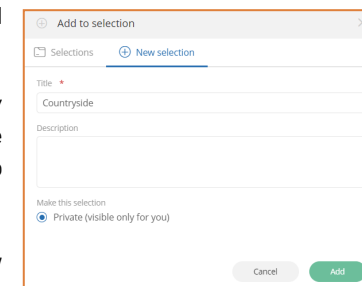


3. In the **Selections** tab, use the search bar to find an existing selection.
4. Hover over the selection to which you want to add the media(s) and click **Add**. You can add a media file to as many selections as you want.



Add media to a new selection

1. From the **My media** section, select the media file(s) you want to add to a selection.
2. Click on the ⓘ icon to open the information panel then, click **Add to Selection** in the **Info** tab.
3. In the **New Selection** tab, enter a title and description for your new selection.
Note: The selections you create are private by default, but your administrator can choose to make them public in order to make them available to other users.
4. Once you have filled in the information for the new selection, click **Add**.



The selection is created with all the selected media files.

Tip: View all associated selections in the media **Info** tab. You can also remove the media from a selection by clicking on the cross on the right of that selection.

View available selections

1. From the **Import sessions** page, click **Selections** in the navigation panel on the left of the screen to access the selections menu.
2. You can view your own selections as well as the selections available in the media library.
3. Double-click the selection of your choice to view the associated media.

You are now viewing the media associated to this selection.