Medialibrary
user guide
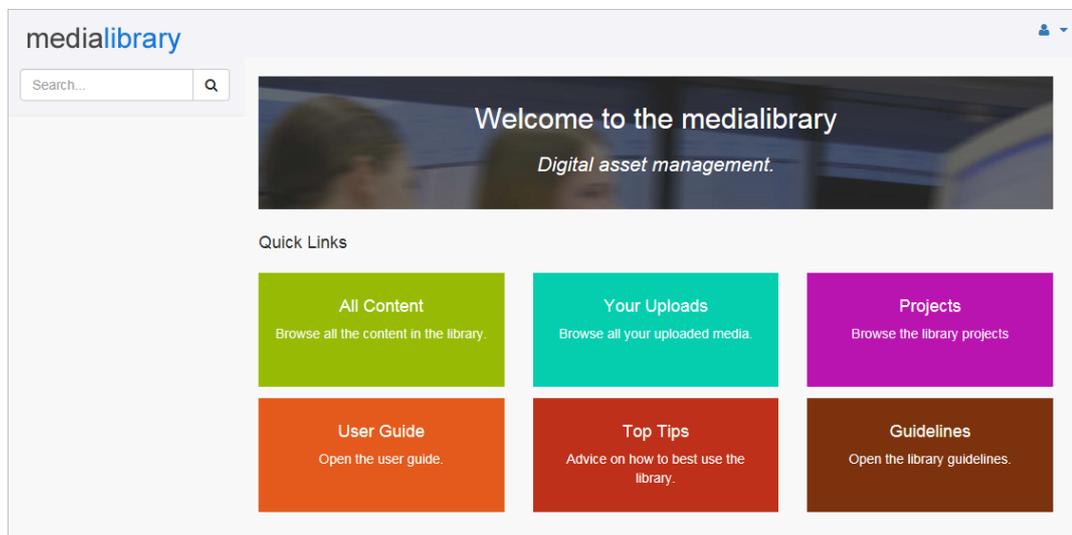
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Content

Introduction

Welcome to the Logicmighty Medialibrary, a software product for storing and retrieving digital media. The Medialibrary program has been designed as a web application. That means you can access the Medialibrary using a web browser from a PC or Mac across the internet or connected to your intranet - no client software installation required.

Why Medialibrary?

Managing hundreds of digital photos, audio, video, artwork, logos and related documents is not an easy task. Important digital assets can get lost and time is wasted searching for a particular media file. Consent, conditions of use, copyright, data protection and owner information must also be recorded to ensure the legal use of media.

Medialibrary from Logicmighty offers a simple and easy solution for managing digital media. By creating a corporate library, photos and other digital assets are accessible to nominated users within and outside your organisation. Medialibrary gives you the power to recall any digital media efficiently for web sites, publications, presentations, events and exhibitions.

How Medialibrary Works

The Medialibrary stores digital media in a centralised and secure area. Access to the library is available using a traditional login username and password or with Windows authentication.

Finding media in the library is quick and easy. Thumbnail and preview images are created automatically when media is inserted into the Library. Embedded XMP metadata is extracted when files are uploaded and stored as media information. Mandatory fields ensure metadata and permission information is completed.

Medialibrary management is carried out by Administrators who plan the structure, category names, define user access rights and user logins. Some administrative duties can be shared. For example staff uploading quarantined content for administrator approval.

Separate Areas within the main Medialibrary control user access to digital assets. For example external agencies login and download photographs from one Area whilst privileged staff have access to all Areas. This means exclusive or confidential media is not widely available.

Getting Started

This chapter will show you how to log into the Medialibrary and help you get started.
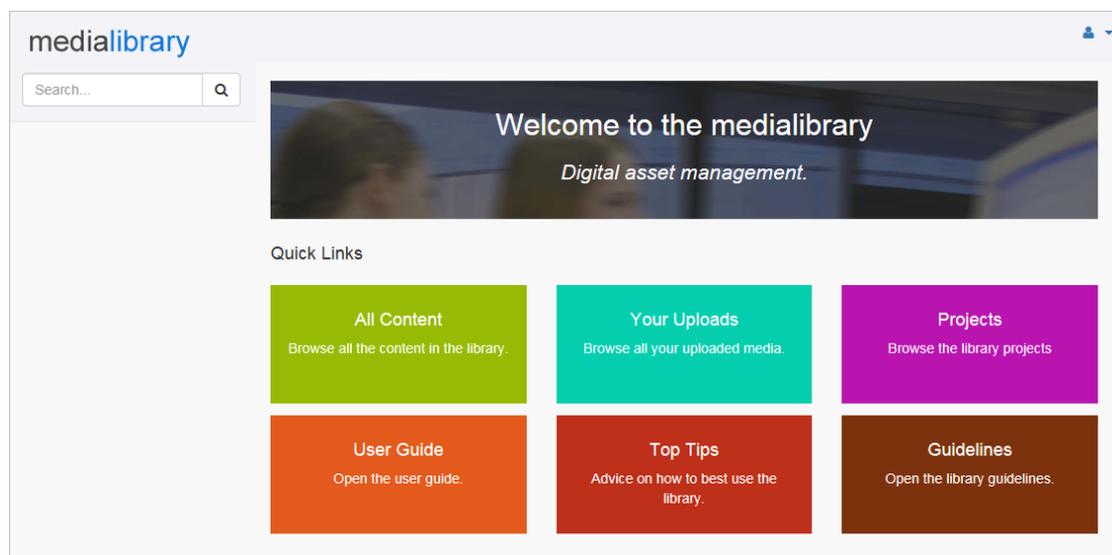
Medialibrary Home Page

The Medialibrary home page is the first screen visible when you access the library. Your home page may look slightly different from the one shown above if the graphics have been customised.

To start using the Medialibrary, open your web browser and enter the Medialibrary URL address. Your IT system administrator will install the Medialibrary software on your web server and tell you the URL address of the Medialibrary home page. If the Medialibrary has been integrated with your company web site, you simply click on the Medialibrary hyperlink.

The **Login** hyperlink is located in a dropdown menu at the top right area of the home page. If the Medialibrary is integrated with Active Directory it is unnecessary to log into the library and your Windows domain name displayed instead.

Logging in

To log into the Medialibrary, press the **Login** link and enter your **login name** and **login password** - see screenshot below.

Logging out

The Medialibrary will automatically log you out after a period of inactivity. To manually log out of the Medialibrary, press the **Logout** link at any time.
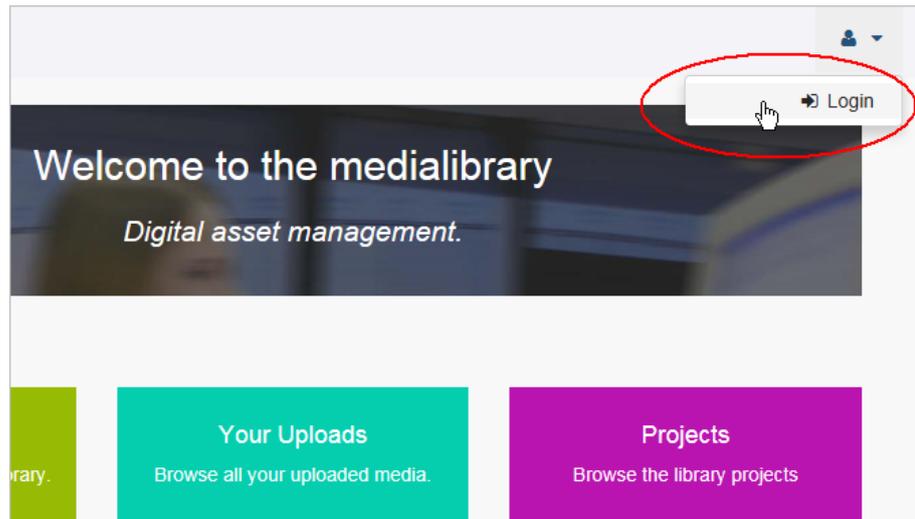
Searching for Media using keywords

The Medialibrary stores keyword information about the media held in the library. Keywords are extracted automatically from the media title and description metadata when media is inserted into the library. The Medialibrary provides a search textbox in the top left area of the screen to find media using keywords.

To find media using keywords:

1. Enter text into the search text box and notice as you type characters into the text box that a drop down list of keywords is displayed. These keywords match content in the library and the list becomes more refined as you type more characters.

2. To search the library simply select a keyword from the list.
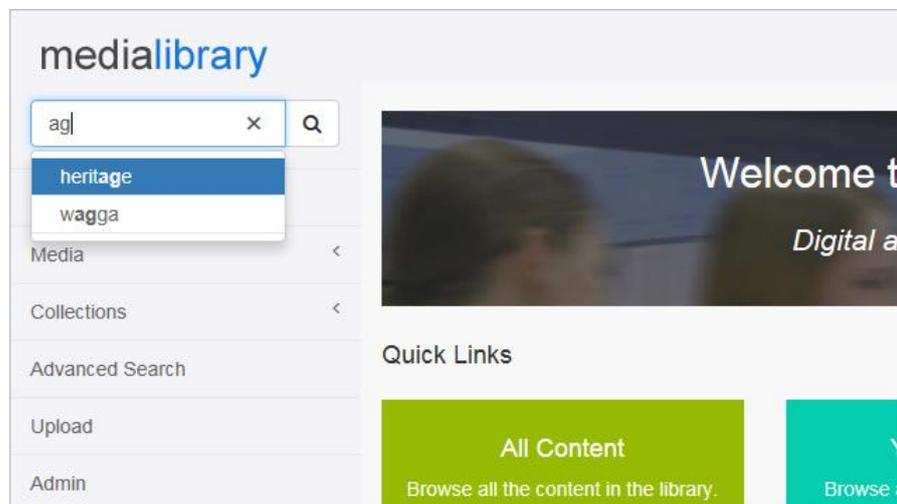
Searching the Medialibrary using Advanced Search

Advanced search provides a precise way of finding media using a combination of plain text, categories, geographical location, dates, your original media reference, import reference.

To find media using advanced search:

1. Press the Advanced Search hyperlink to display the Advanced Search screen.

2. To search using words, enter text into "these words" textbox. If you do not want to restrict the word search to keywords, uncheck the "keywords only" checkbox to widen the search results.

3. To restrict the search based on category, press the choose link and select one or more categories. Use the two check boxes to refine the category search results.

4. To restrict the search to a date period, enter a date in "date from" and/or "date to".

5. Use the media reference or import reference to find specific media in the library.

6. Press the Search button to search the library using the advanced criteria.
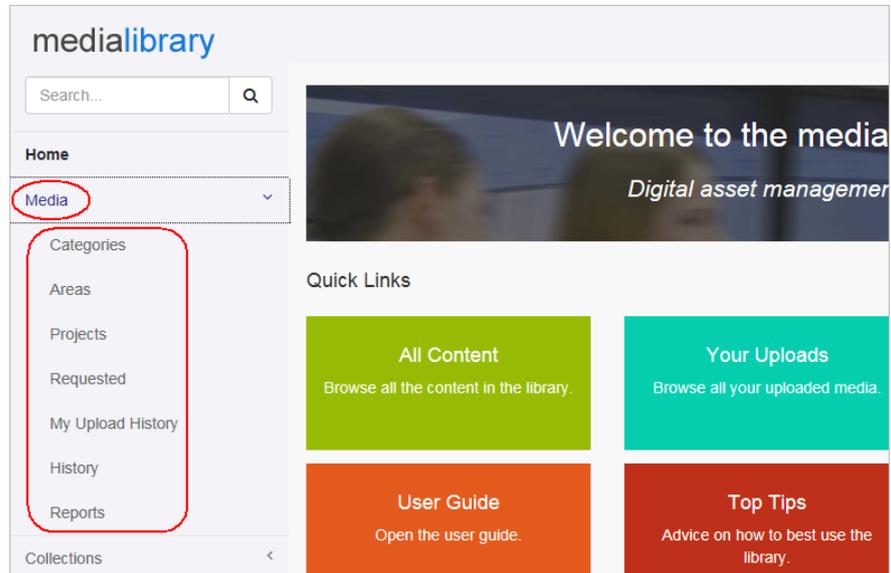
Browsing the Library

The **Media** menu is located at the left side of the Medialibrary screen. Clicking on this item expands the menu revealing hyperlinks allowing you to browse the library by Category, Area, Project, Requested Media, Upload History, History and Reports.

- **Media Categories**
  Click on the Media Categories link to view all the categories in the library and browse the media in any category.

- **Media Areas**
  Click on the Media Areas link to view all the areas in the library and browse the media in any area.

- **Media Projects**
  Click on the Media Projects link to view all the projects in the library and browse the project media.

- **Media Requested**
  Click on the Media Requested link to view all of your media requests.

- **My Upload History**
  Click on the Media My Upload History to view all of your media uploads into the library.

- **Media History**
  Click on the Media History to view the media that you have accessed during previous sessions.

- **Media Reports**
  Click on the Media Reports link to view all the reports in the library.
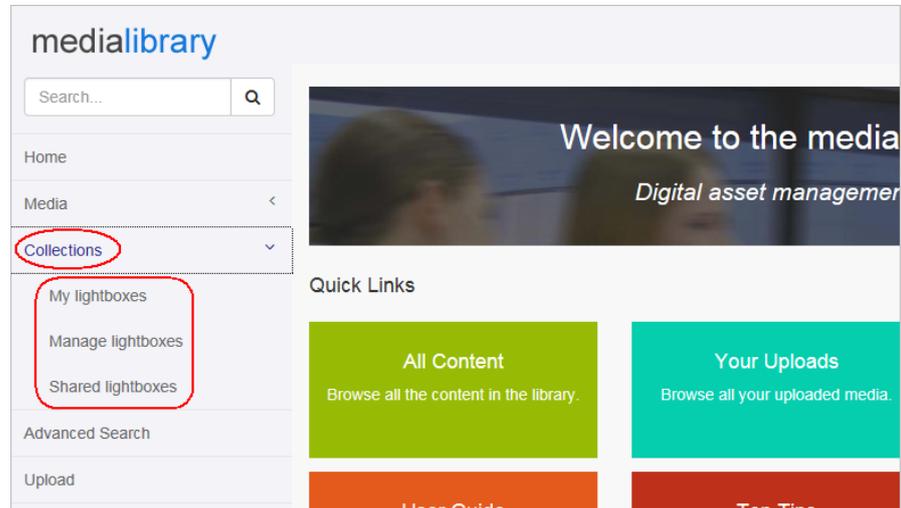
Collections

The **Collections** menu is located at the left side of the Medialibrary screen. Clicking on this item expands the menu revealing hyperlinks allowing you to view and manage your lightbox collections.

- **My Lightboxes**
  Click on the My Lightboxes link to view all your lightboxes and the media assigned to them.

- **Manage Lightboxes**
  Click on the Manage Lightboxes link to create, delete and edit your lightboxes

- **Shared Lightboxes**
  Click on the Shared Lightboxes link to view lightboxes that other library users have shared with you.

Upload

The **Upload** link is located at the left side of the Medialibrary screen and may be a "Quick Link" on the home page. Clicking on the link displays the user upload screen from which you can upload one or more media files. Press the "Select files" to choose the media files for upload and then press the "Upload files" button to start uploading the files to the server. The progress of the upload is reported below the buttons and when the files have uploaded a list of your uploaded files is displayed.
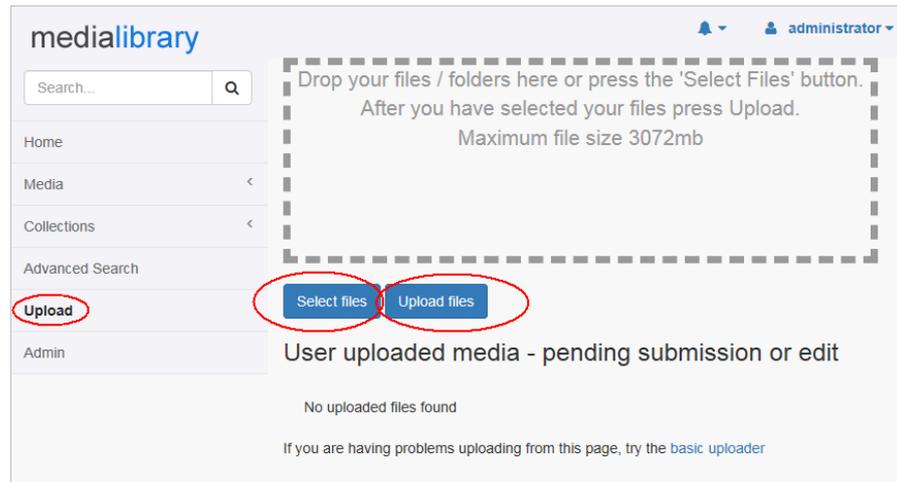
Admin

The **Admin** link is located at the left side of the Medialibrary screen and is only displayed if your user account has administrative access rights. Clicking on the link displays the Admin screen from where you can perform administrative tasks in the library.

User profile and preferences

The **Profile and Preferences** menu is located at the top right area of the Medialibrary screen. Clicking on the user icon or user name expands the menu.
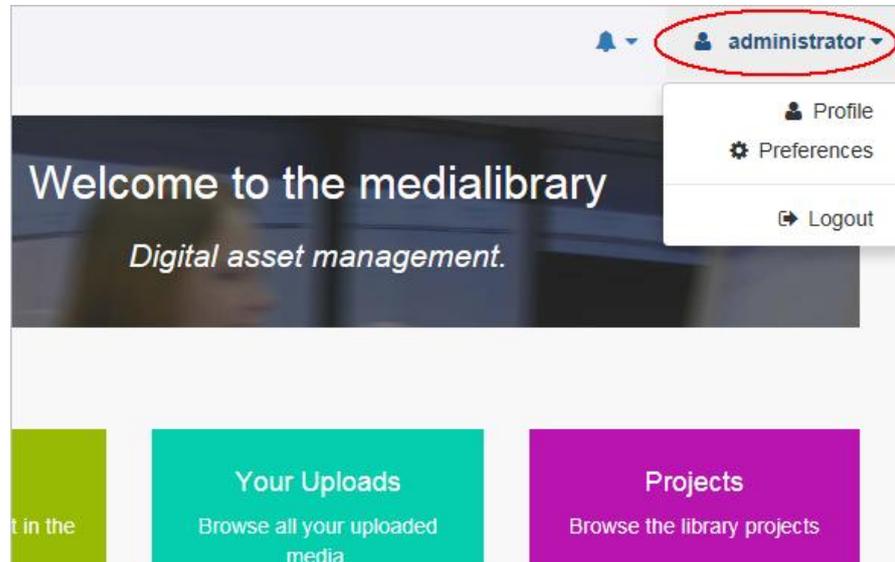
- **Profile**
  Clicking on Profile allows you to change your email address and password.

- **Preferences**
  Clicking on Preferences allows you to change your library preferences.

Setting up the Medialibrary

When the Medialibrary is installed, it contains only the Administrator login. Before starting to insert media, you should plan the structure of your library. This involves deciding on category names and setting up roles with their associated access rights. Time spent now planning your Medialibrary will save time later on.

Logging in as Medialibrary Administrator

To log in as the Administrator:

1. Select the **Login** link from the user drop down menu.
2. Enter **Administrator** in the username text box.
3. Enter the Administrator password.
4. Press the **Login** button

Planning your Library

Categories

The first task is to decide on the names and structure of the categories. Categories are an important feature of the Medialibrary providing users with a simple way of browsing media. Categories are hierarchical allowing sub-categories in a tree like structure. You can define as many top level categories and sub-categories as you wish. Refer to chapter 'Setting up the Medialibrary' for instructions on how to create categories.
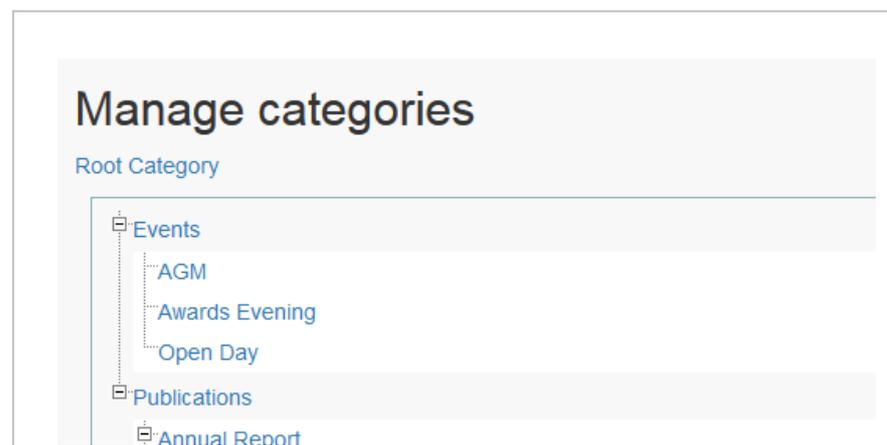
To create categories, select **Manage Categories** from the **Manage Library** menu on the admin screen.

Users and Roles

Access to the Medialibrary is controlled by user name and password. Users are authenticated either by login name and password or Active Directory.

The Medialibrary controls user access within the library using roles. A **role** describes the privileges granted to a typical group of users and is specified as a collection of access rights. Within your organisation, you will identify groups of people that use the Medialibrary in different ways. For example, there may be a group of people who search the library and retrieve media. Other groups may insert and update media information in the library. Viewing your users in terms of groups of typical users will help you identify and define Medialibrary roles.

 The Medialibrary is installed with 3 default roles - 'administrators', 'powerusers' and 'users'. The library administrator can modify these roles and create new roles.

Users and Roles are managed from the Administration screen.

Setup

The Medialibrary settings are accessed from the Administration screen by clicking on the Setup hyperlink.

Library Setup

The library setup screen displays version information. To change the librarian email address and number of displayed related media select the **edit** link.

Imaging Setup

The library Imaging screen displays the imaging settings used when generating preview and thumbnail images. These settings are changed by running the Admin program on the IIS - contact your IT department for further information.

Mandatory Fields

The Medialibrary stores meta data about each media, for example title and description. When media is inserted into the library, one or more of these data fields can be made mandatory to ensure that users complete the fields. To change the mandatory fields select the **edit** link.

XMP setup

The Medialibrary allows synchronisation of XMP embedded data in media files and the Medialibrary database. XMP is Adobe's (Extensible Metadata Platform) labelling technology that standardises the storage of metadata within media files. XMP synchronisation requires a mapping between the Medialibrary database fields and XMP fields.

To change the mapping of XMP with the Medialibrary database select the **edit** link.

Inserting Media into the Library

Digital media can be uploaded into the Medialibrary using the web interface. The Medialibrary supports a wide range of formats including photo images, documents, video, audio, pdf and many more. This chapter describes how to insert media files using the web interface.
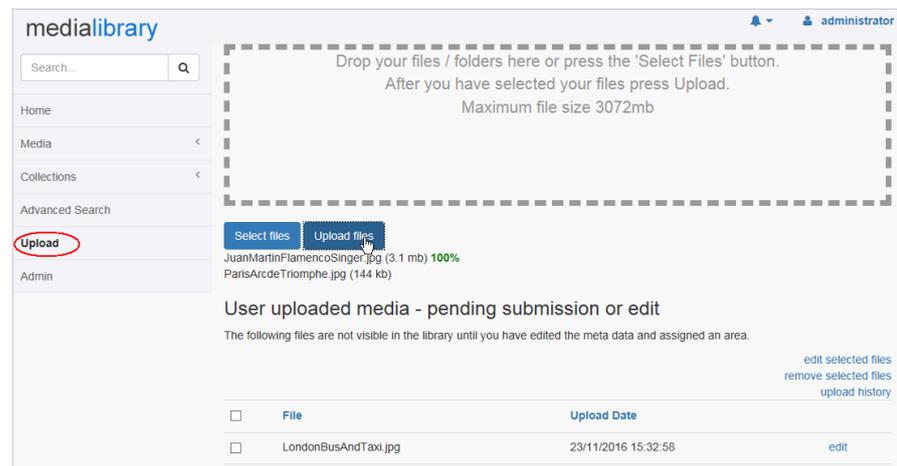
Insert Media

To upload one or more files:

1. Press the **Upload** link from the menu at the left side of the screen to display the Upload screen shown above.

2. Select one or more files by either dragging the files into the drag/drop area or pressing the "**Select files**" button.

3. Press the "**Upload files**" button to start uploading the files. The progress of the upload is displayed under the buttons.

4. When the files have completed uploading the table of file uploads is updated showing the file name and upload date and time. Pressing the edit link allows the title, description and other metadata to be modified.

The uploaded files are held in your private folder. They are not visible in the library until you edit the files and set the area to one of the areas in the library such as the Main area. Note that once you set the area of the uploaded file the upload table is refreshed and the file entry is removed. Press the "**upload history**" link to view all your uploads.

To edit more than one file, tick the check boxes against multiple files in the table of uploads and press the "**edit selected files**" link.