


Managing digital assets for Frontlines

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Logging into Frontlines

- To edit your page/s in Frontlines go to <http://frontlines.capcollege.bc.ca> and click the link found at the bottom of the right-hand column that says ' **Active CM Login** '.
- Next see a new login page where you enter your usual Username and Password.
- Once you are logged in, navigate to your page/s to ensure you see your edit icons.
- If you edit the Capilano main website login as per usual to <http://dynamic.capcollege.bc.ca>.

Remember: You have 2 separate login pages, one for Frontlines and one for the Capilano main websites. Both logins use the same Username and Password.

Digital assets manager overview

The Digital Asset manager is where you organize all digital files used throughout your sites. Digital files include:

- images
- PDF's
- text files
- PowerPoint presentations
- audio and video
- any other type of digital media file.

Files are uploaded into the Digital Asset Library and are made available to users across one or more sites. You control who can access digital assets by controlling which groups have access to the digital asset folders.

Use the existing digital assets folder structure as there should be a folder for your group. For example: If your user group is called Human Resources, you should also have a digital assets folder called Human Resources. Human Resources could then put all of the digital assets to be used by their department in that one folder making the assets needed by Human Resources easy to identify by folder name.

Adding digital assets to the library

Use these procedures to add digital assets to the Digital Asset Library. Be sure you have already created a digital assets folder structure so that you can add the asset to the desired folder.

Note: Be sure to size all of your photos, graphics and other digital assets to the correct size before making them available for use on your site.

Adding a single digital asset through the Digital Asset Manager

1. From the **Admin Center**, open the **Digital Asset Manager**.
2. Click **Add Asset**.
3. Be sure the **Active** checkbox is checked otherwise the asset will not be available for users to add to their content.
4. Enter the **Name** of the digital asset. This is the name users will use to identify the content of the asset file.
5. Enter the **URL** for the digital asset. If you are using Friendly URLs on your site, this is the URL that will be used to identify this digital asset. So instead of the ACTIVE CM-generated url, your digital asset will display the same URL on your dynamic site as is used on your published static site.
6. Enter the **Description** of the asset. For example, you may wish to enter copyright information or author, artist, photographer information and important descriptive information. This field allows a maximum of 1000 characters.
7. Enter an **Alt Tag** for the digital asset. The text you enter here will be displayed when users place the mouse pointer over top of the asset image or link.
8. In the **Assign to Folder** field, select the **digital asset folder** you want to put the asset into. Remember that only user groups with access to that folder will gain access to the digital asset.
9. In the **Upload** field, click **Browse** and select the file to add to the library.
10. Click **Save**.
11. Edit the digital asset in order to preview it, assign it to sites, and to view detailed information regarding its usage, type and history.

Adding multiple digital assets

Use this procedure to upload a **.zip file** of digital assets to a single folder within the Digital Asset Manager. Note that this feature is only available within the Digital Asset Manager and is not available from within the HTML editor.

Before uploading, please note the following:

- You must select a single, pre-existing digital asset folder that the new assets will be created in. If you do not select a digital asset folder, the default location for all newly-uploaded digital assets will be the root folder.
- For each file in the zipped file, if another digital asset exists in the destination folder with the same name, the file will not be created and the next file in the

archive will be processed. Newly created digital assets will use the filename of the original file, as it was included in the zipped file, as its name and alt tag properties.

- Digital assets uploaded using this method will have no default description. Descriptions must be added to each Digital Asset after processing is complete. Friendly URLs must also be added if you are using Friendly URLs on your site.
 - After the file is processed, summary information is displayed to the user, identifying the names of all successfully created digital assets, as well as identifying those digital assets which were not created and the reason why.
1. From the **Admin Center**, open the **Digital Asset Manager**.
 2. Click **Add Multiple Asset**.
 3. Be sure the **Active** checkbox is checked otherwise the asset will not be available for users to add to their content.
 4. From the **Assign to Folder** drop-down, select the location for the new assets.
 5. In the **Upload** field, click **Browse** and select a .zip file to upload.
 6. Click **Save**.

Note: If a digital asset being uploaded has the same name as an existing digital asset, the new asset will not be uploaded.

Editing digital assets

To edit digital assets, download and edit the file and then re-upload the file to the Digital Asset Manager. Use the following procedure as a guideline for the asset editing process.

1. Be sure you are logged into the Active CM.
2. From the **Admin Center**, open the **Digital Asset Manager**.
3. Retrieve the asset you wish to edit.
4. To edit the actual digital asset file:
 - [Download](#) the asset file.
 - Make edits to the file. This might include updating a PDF, editing a text or presentation file, or adjusting the look of an image using an image editor.
 - [Re-upload](#) the edited file.
 - **Save** the new version of the asset.

Note: If you simply copy a different file into the asset folder instead of downloading, editing and re-uploading, you will not maintain an accurate version

history for the digital asset and will not be able to return to a previous version in the event of an error.

5. Make edits the rest of the digital asset record. You can change the **Status** (Active or not), the name, or the **Alt Tag**.
6. Click **Save**.

Deleting digital assets from the library

Use this procedure to remove a digital asset from the digital asset library. You must remove digital assets from the pages they are used on before you can delete them. If you are not sure what pages they are used on, see [Viewing digital asset usage information](#).

1. Be sure you are logged into the Active CM.
2. Go to the **Admin Center** and open the **Digital Assets Manager**.
3. Retrieve the asset you wish to delete.
4. Check the **Usage** tab of the asset record to make sure the asset is not in use on any published or workflow pages. If it is, you must remove it from those pages before deleting.
5. Click **Delete**.
6. Click **OK** to confirm the asset deletion.

Downloading digital assets

Use this procedure to download the latest version of the digital asset. This is the recommended procedure if you are making edits to the asset, and wish to retain an accurate version history.

1. Be sure you are logged into the Active CM.
2. Go to the **Admin Center** and open the **Digital Assets Manager**.
3. Retrieve the asset you wish to download.
4. In the asset viewer window, click **Download**.
5. Click **Save** and select a folder location to save the asset to. You can change the name of the file if you wish. The system will still track the versions of the asset record in the ACTIVE CM.
6. Make desired changes to the asset file and re-upload.
7. Click **Save** in the Digital Assets Manager.

Finding digital assets

There are a number of ways you can locate digital assets.

1. Open the **Digital Assets Manager**.
2. Then choose one of the following methods to locate the digital asset record:
 - [Using the Digital Assets Search](#)
 - [by Digital Asset Folder](#)

When viewing search results in the Digital Asset Manager, you can **sort the columns** of information by clicking on the column headers.

You can also view thumbnails (small images) of the digital assets in the search results by clicking on the **Show Thumbnails** checkbox next to the Search field.

Moving digital assets to a different folder

Use this procedure to move a digital asset to a different folder.

1. Be sure you are logged into the Active CM.
2. Go to the **Admin Center** and open the **Digital Assets Manager**.
3. Retrieve the asset you wish to move.
4. From the **Asset Folder** drop-down, select the folder to move the asset to.
5. Click **Save**.

Moving digital assets folders

Use this procedure to move a digital assets folder from one parent folder to another. If you wish to move a digital asset file from one folder to another, see [Moving digital assets to a different folder](#).

1. Be sure you are logged into the Active CM.
2. From the **Admin Center**, open the **Digital Assets Manager**.
3. In the **Group Manager** window, click **Manage Folders**.
4. Click on the parent folder of the folder you wish to move.
5. When the child folders are displayed, click on the folder link of the folder you wish to move. This will display the Folder Details page for your folder.

Note: You can only move a folder by displaying the actual Folder Details record for the folder you wish to move. Thus you must find its parent and select the child folder from the list of folders shown for that parent.

1. Once the **Folder Details** page is displayed, select the new parent folder from **Parent Folder** drop-down.
2. Click **Save**.

Creating digital assets folders

The Frontlines folders are structured to mirror the site. For example, folders for the area of Frontlines called Forms, Guides and Manuals are all located inside a folder with that name. In that way you can store all digital assets to be used in individual areas of Frontlines, in their respective folders.

3. Log on to the Active CM.
4. On the **Admin toolbar**, click **Admin Center** and open the **Digital Assets Manager**.
5. In the **Digital Assets Manager** window, click **Manage Folders**.
6. On the **Manage Folders** page, click **Add Folder**.
7. Enter the **Name** of the new folder.
8. Provide a **Description** of the folder that others will see when viewing folders.
9. Select the **Parent Folder** for the new folder. This will determine the folder's location in the folder hierarchy. Make sure you do this carefully as it is important to maintain the folder hierarchy and structure.
10. Click **Save**.

Viewing asset information

Use this procedure to preview how a digital asset will appear once it is published on your site.

1. Be sure you are logged into the Active CM.
2. Go to the **Admin Center** and open the **Digital Assets Manager**.
3. Retrieve the asset you wish to view. The image of the asset is displayed in the view window of the asset record.

Note: If you wish to change the file, you must first download the file, make changes and then re-upload the file.

Viewing asset history information

Use this procedure to view historical versions of a digital asset. You can delete historical versions of digital assets using the [Deleting digital assets](#) procedure.

1. Be sure you are logged into the Active CM.
2. Go to the **Admin Center** and open the **Digital Assets Manager**.
3. Edit the asset whose history you wish to delete.
4. While editing the asset, go to the **History** tab. Previous versions are displayed and can be viewed or restored on this page.

Viewing digital asset usage information

Use this procedure to find out which sites and pages are using a particular digital asset. You can also check this information before deleting an asset to make sure the asset has been removed from all of the pages it was in use on.

1. Be sure you are logged into the Active CM.
2. Go to the **Admin Center** and open the **Digital Assets Manager**.
3. Retrieve the asset whose usage report you want to view.
4. Click the **Usage** tab of the asset record. The tab displays site, page and location information for the asset.
5. To see a complete overview of the asset information, click **Asset Report** beside the Active checkbox near the top of the asset record.

Re-uploading digital assets

Use this procedure to re-upload a digital asset that you have previously downloaded and edited. For example, you may download a PDF file, update it with current information, and wish to re-upload it to replace the earlier version throughout your site.

1. Be sure you are logged into the Active CM.
2. Go to the **Admin Center** and open the **Digital Assets Manager**.
3. Retrieve the asset record.
4. Beside the **Re-Upload** field, click **Browse**.
5. Locate the asset file you wish to re-upload.
6. Once you are back on the Digital Assets page, click **Save** to save the asset record with the updated asset file.

Note: You will not see the updated file in the asset view window until you save the record and edit it again. Once you come back into the record, you will see the updated file or image.

Digital assets & the content editor

Use these procedures to add, locate and insert digital assets when you are working in the content editor window of your pages.

- [Inserting a digital asset from the library](#)
- [Adding digital assets to the library](#)
- [Reuploading digital assets](#)
- [Finding digital assets](#)

Inserting a digital asset from the library

Use this procedure to insert a digital asset (image, PDF, text file, etc.) into the content editor window of your page. If the digital asset is not yet in the digital asset library, you must add the digital asset to the library first using the procedure below titled *Adding digital assets to the library*.

1. Place your cursor at the location where you want to insert the asset.
2. On the toolbar, click the **Insert Digital Asset** button.
3. Locate the image in the **Asset Library**.
4. Click on the asset.
5. Select whether you want the asset to open in the **Same Window** or **New Window**.
6. Click **Insert**.
7. Click **Save** once the asset is inserted into your web page.
8. Make other edits, **Save** and submit for publication.

Adding digital assets to the library


Use this procedure to add a digital asset to the digital asset library. Once an asset has been added to the library it is available for insertion into your web pages.

1. On the toolbar, click the **Insert Digital Asset** button.
2. Click on the **Add** tab.
3. Type in a **Name** for the digital asset. This is the display name that will appear in the digital asset library.
4. Enter the **URL** for the digital asset. If you are using Friendly URLs on your site, this is the URL that will be used to identify this digital asset. So

- instead of the ACTIVE CM-generated url, your digital asset will display the same URL on your dynamic site as is used on your published static site.
5. Enter the **Description** of the asset. For example, you may wish to enter copyright information or author, artist, photographer information and important descriptive information. This field allows a maximum of 1000 characters.
 6. Enter an **Alt Tag** for the digital asset. The text you enter here will be displayed when users place the mouse pointer over top of the asset image or link.
 7. In the **Upload** field, click **Browse** and select the file to add to the library.
 8. In the **Assign to Folder** field, select the digital asset folder you want to put the asset into.
 9. Click **Insert**. This will add the digital asset to the digital asset library and insert it in the content editor window.

Reuploading digital assets

Use this procedure when there is a new version of a digital asset and you want to upload the new version to the Digital Asset library.

1. Edit a page that currently uses the digital asset that you want to update.
2. Click on the digital asset that you want to update.
3. Click the  button and click on the **Update** tab. If you do not see the update tab, it means you have not selected the image in the HTML editor window before opening the insert digital asset window.
4. Type in a **Name** for the digital asset. This is the display name that will appear in the digital asset library.
5. Enter the **URL** for the digital asset. If you are using Friendly URLs on your site, this is the URL that will be used to identify this digital asset. So instead of the ACTIVE CM-generated url, your digital asset will display the same URL on your dynamic site as is used on your published static site.
6. Enter the **Description** of the asset. For example, you may wish to enter copyright information or author, artist, photographer information and important descriptive information. This field allows a maximum of 1000 characters.
7. Enter an **Alt Tag** for the digital asset. The text you enter here will be displayed when users place the mouse pointer over top of the asset image or link.
8. In the **Re-Upload** field, click **Browse** and select the most recent version of the file.

9. For the **Open In** option at the bottom right of the window, select **Same Window** or **New Window** for the re-uploaded asset.
10. In the **Asset Folder** field, select the folder you want to re-upload the asset to. The default folder is the one the previous version was uploaded to.
11. Click **Insert** to re-upload the digital asset. The updated digital asset is not displayed correctly until the page it is inserted on is published. Also, any resizing of the original image will need to be redone.

Finding digital assets

Use this procedure to search for a digital asset that you know has already been uploaded into the Asset Library.

1. On the toolbar, click the **Insert Digital Asset** button.
2. Choose one of the following methods to locate the digital asset record:
 - [Using the Digital Assets Search](#)
 - [by Digital Asset Folder](#)
3. Once you have located the desired digital asset, click **Insert**.

When viewing search results in the Digital Asset Manager, you can sort the columns of information by clicking on the column headers.

You can also view thumbnails (small images) of the digital assets in the search results by clicking on the **Show Thumbnails** checkbox next to the **Search** field.