

# Sandbox practice: Create and organize assets

Now that you have learned how to create and use assets, navigate to your training sandbox and complete the practice exercises below.

## Practice 1: Create DAM assets

Create new assets for your DAM. Use both methods of creation by uploading a file from your local desktop and by using a link. Aim to upload a variety of file types so that you can observe the platform's behavior with each.

**Note:** Your assets don't need to be directly related to the actual scenario. Aim to simply practice using the available creation tools.

## Practice 2: Edit asset metadata

For the assets that you created in Practice 1, edit the following properties:

- Title = a name more descriptive of your asset
- Type = Product Asset

Once you have edited the properties of each of your assets, submit them for approval. You can check the Review page to see if your assets have moved to validate your work.

## Practice 3: Use DAM search features

Navigate to the Assets page. Create a new saved selection titled "Bottles." Then find select, and add all of the assets that depict a bottle to your saved collection.

Next, save a search with the following facets:

- Brand: Fruitful
- Asset type: Product Asset
- Product category: Fruitful Lemonade

# References

## Guide: Create new assets

**Step 1:** On the homepage, click Create in the top ribbon menu.

**Step 2:** Click **+ Add** in the top right corner.

**Step 3:** Click **Upload files** from the dropdown menu.

**Step 4:** Click **Select files** to select files from your device. Alternatively, you can drag and drop files into the window.

**Step 5:** When the system has completed the upload, click **Done**.

**Note:** If importing links, click the **Import links** tab, paste the link in the open field, and click **Import**.

## Guide: Select assets

### Using the mouse

In the top-left corner of each asset on the main page, there is a box. Click the box to add a check mark indicating the asset has been selected. Select as many assets as desired. A count of how many assets have been selected is shown in the top-right corner. You can click the box indicating that count to also select or deselect all.

### Using drag-and-select

Move the cursor above an asset until it changes to a + cursor. Click, hold, and drag your cursor across all of the assets you wish to select. When you are ready, release your mouse to confirm your selection.

## Using Shift or Ctrl

You can use the Shift or Ctrl keys to select blocks of assets. Using the Shift key selects all assets from a starting point to an end point in order by line. Using the Ctrl key lets you select multiple assets one at a time until you release the Ctrl key.

## Guide: Edit asset metadata

**Step 1:** On the Asset page, select an asset to which you want to edit metadata.

**Step 2:** In the panel containing the metadata that you want to edit, click the **pencil icon** in the top right corner.

**Step 3:** Enter new values in the fields that you want to edit. When finished, click **Save**.

**Note:** Fields with a red asterisk must have a value.

## Guide: Edit a group of assets' metadata

**Step 1:** On the Create page, select a group of assets to which you want to edit metadata.

**Step 2:** Click the **Edit in table** icon in the top right corner.

**Step 3:** Enter new values in the fields that you want to edit. When finished, click **Save and close**.

## Guide: Trigger image analysis

**Step 1:** On an asset's detail page, click the pencil icon in the top right corner of the Overview panel.

**Step 2:** In the Type field, select a type that has been configured to trigger image analysis.

**Step 3:** When finished, click **Save**.

When the system finished analyzing the image, all configured metadata will appear in the Image analysis panel. Note that your Content Hub Administrator must first configure image analysis and assign it to an asset type for this feature to function.

## Guide: Create a saved selection

**Step 1:** On the Asset page, select a group of assets to which you want to save as a selection.

**Step 2:** In the left-side menu, click the **heart icon** to open the Saved tab.

**Step 3:** Click the **New selection** button and enter a name. Click **Save** when done.

**Step 4:** Select all of the assets you wish to add to the saved selection on the main page overview. You can do this one at a time using the check boxes, or by multi-selecting assets. Checked assets are persistent, so you can conduct multiple searches for the assets you want without losing their previous selection.

**Step 5:** When you have finished selecting all of your assets, click the **heart icon** in the upper-right corner (see Figure 6). Check the box next to the saved selection that you created and click **Save**.

**Note:** At this point you can also add users to share the saved selection with by clicking the **Add users** button.

## Guide: Create a saved search

**Step 1:** On the Asset page, Conduct a normal search based on the filter criteria you wish to save.

**Step 2:** On the left side menu, click the **Save search** button in the Filters panel.

**Step 3:** Enter a name for your saved search and click **Save**.

**Note:** You can subscribe to saved searches so that you are notified when the saved search result changes. To do this, click the three-dot menu next to the saved search in the MY SEARCHES section and click Turn on notifications.