



Activity Guide

Working with AEM Assets View

Adobe Digital Learning Services

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Working with AEM Assets View

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12/17/2025

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Module 1: Introduction to Assets View and Metadata

Introduction

In this module, you will learn the basic usage of the Assets View interface by uploading and editing an image, then focus on metadata management.

Module Navigation

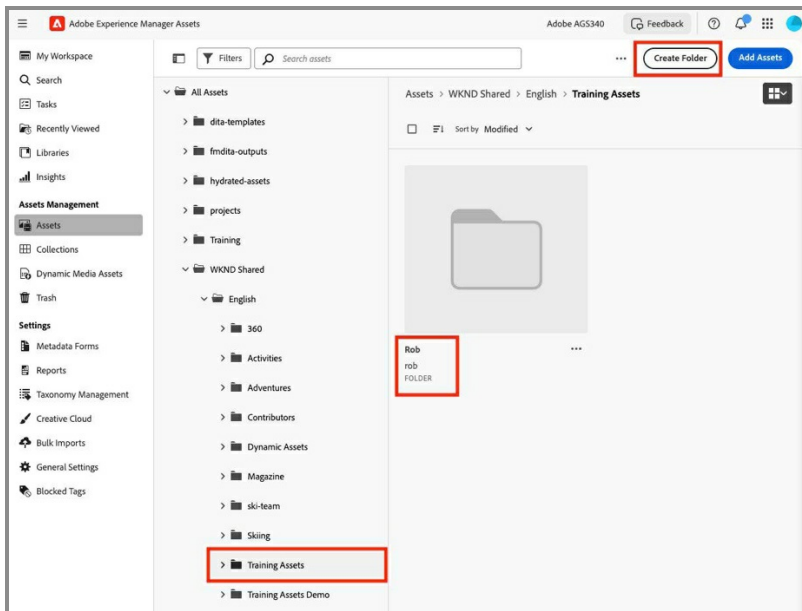
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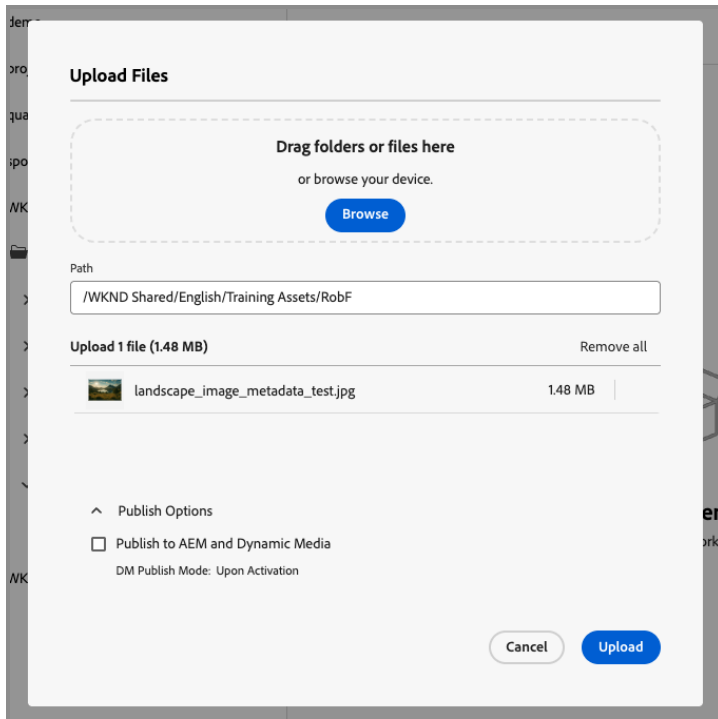
Activity 1-1: Upload and Edit in Assets View

Create a folder and upload an image

1. Open *Experience Manager Assets* from the chocolate bar menu.
2. Navigate to *Asset Management > Assets > WKND Shared > English > Training Assets* and use the **Create Folder** button to create a folder using your first name and an initial, if necessary, e.g., Rob.



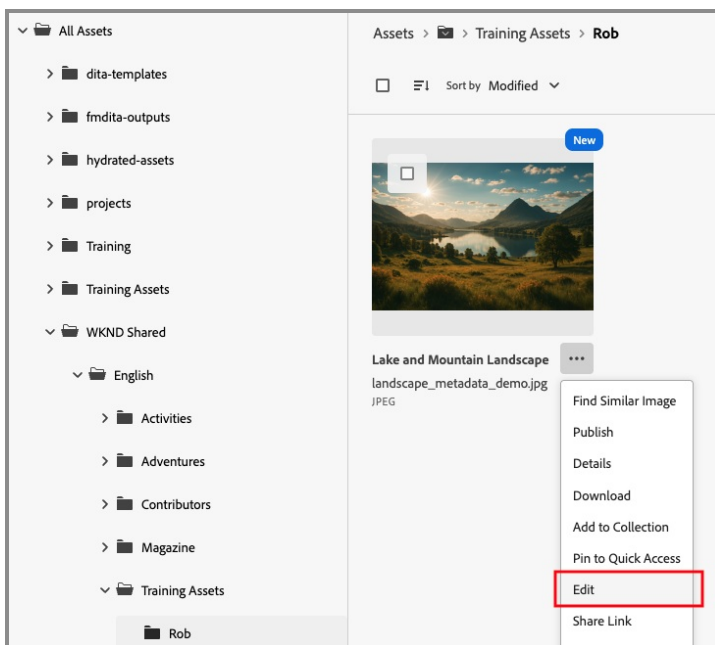
3. **Drag and drop** the exercise image from the *Exercise_Files* folder on to your newly created folder. The *Upload Files* modal dialog appears.
4. Leave the checkbox *Publish to AEM and Dynamic Media* **unchecked** and click **Upload** (the image that has been created with a large amount of meta-data specifically for testing – feel free to keep a copy for your own tests!).



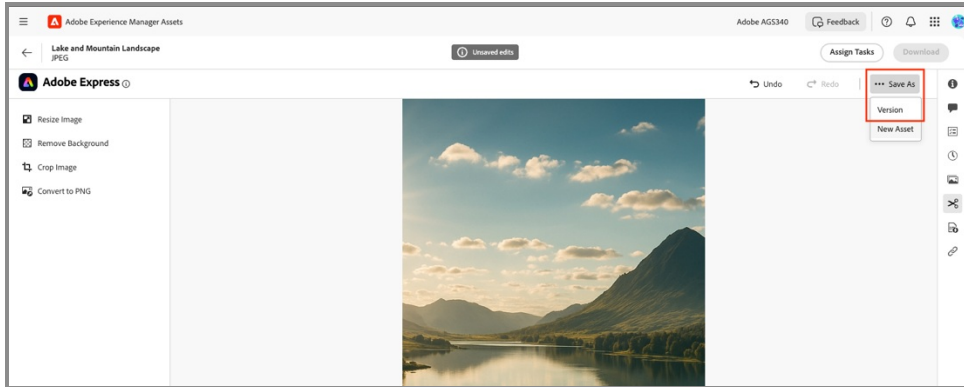
5. A green bar and success message is shown if the upload was successful, and a placeholder image should be shown shortly afterwards with a **Processing** label. The asset is being processed by AEM as a Cloud Service *Asset Microservices*. **Be patient** - this process can take more than a minute to complete.

The UI will then automatically update and the label will change to **new**.

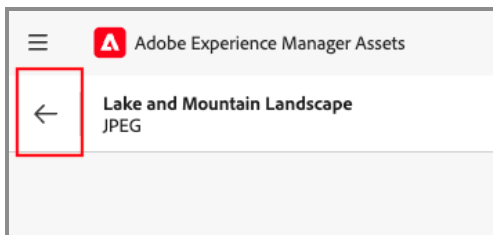
6. Click the **ellipsis** (three dots) below the thumbnail of the image you just uploaded.



7. Choose Edit. A limited version of **Adobe Express** will open. **Make any change** such as cropping your image.
8. Click **Save As**, then **Version**.



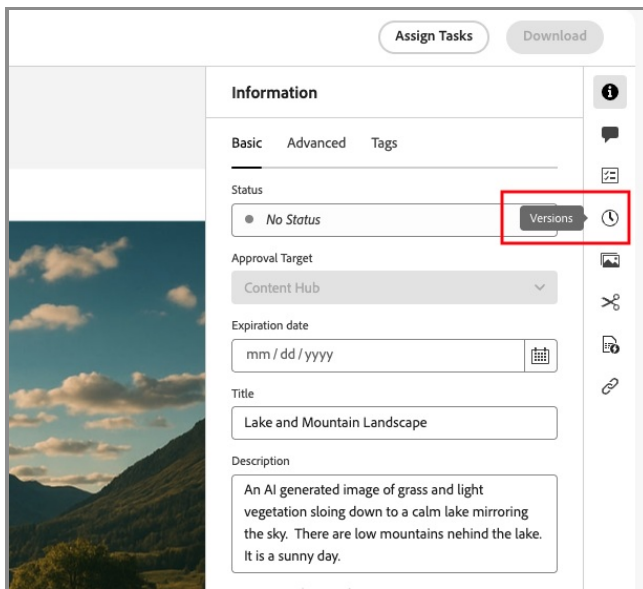
9. Image processing starts, as happened when you first uploaded the image. Click the **back arrow** to the folder.



10. While the image is processing, take some time to look at others parts of the UI, such as the configurable *My Workspace* (new in Assets View) and tagging (essentially the same as the Admin UI, except no management features).

Use the Version Viewer

1. Once processing has completed, **double-click on the asset** to open it and click the 'Versions' (clock) icon in the right toolbar.



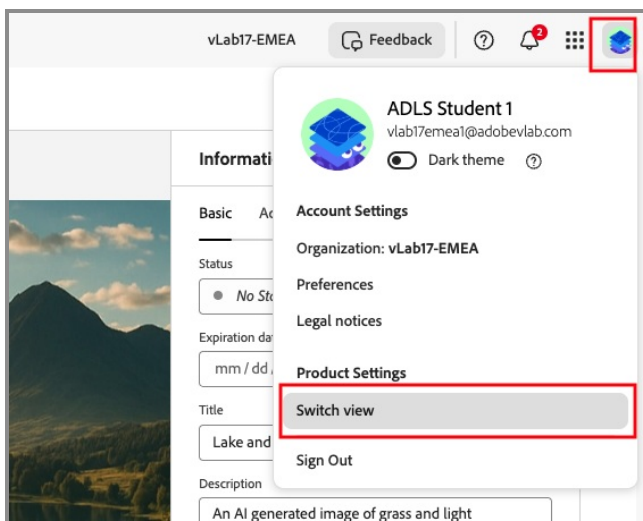
2. Select a previous version (the original). The image area now shows the side-by-side comparison tool. Use this to inspect the changes made in Adobe Express.
3. Click **Make Latest** to restore the original version.

Activity 1-2: Access Renditions

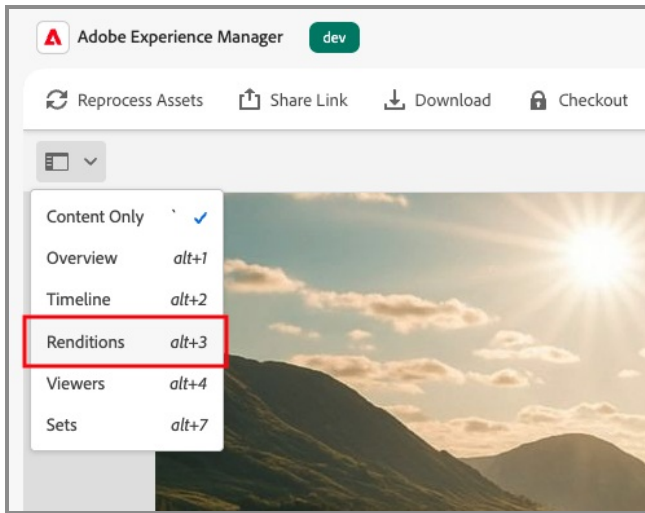
Explore Smart Crops and Renditions

⚠ The training environment has Dynamic Media features. Dynamic Media is a separate licensed product that adds advanced asset handling features to Experience Manager. As a result Dynamic Renditions and [Smart Crops](#) are available. See

1. In the right hand menu (details area) you will find a list of Dynamic Renditions and Smart Crops. You can download a static version of the asset or, if the image is published, copy the URL using buttons below the renditions.
2. Use the **Switch View** link to change to the same image in the **Admin View**.

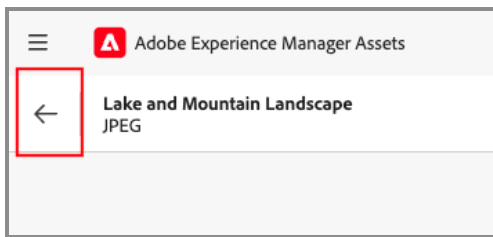


3. In the Admin View select **Renditions** from the left rail menu.



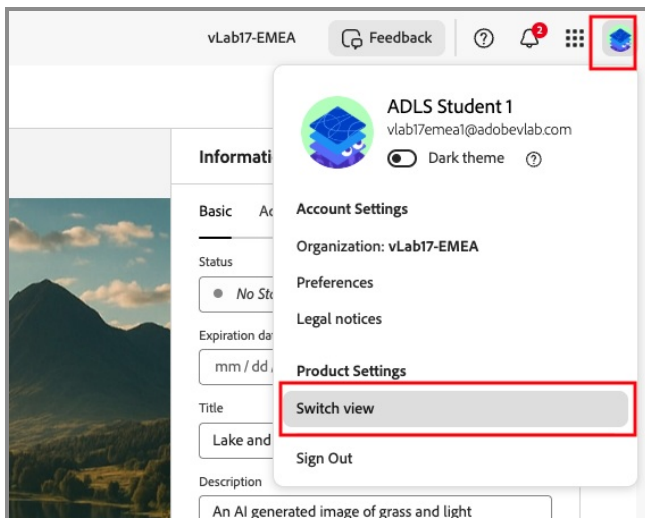
The same are shown, including Dynamic Renditions and Smart Crops. The renditions are being delivered from the Dynamic Media preview server.

4. Use the **Switch View** link to change back to the same image in the **Assets View**.
5. Click the back arrow, to the left of the image title to return to your folder.



Activity 1-3: Publish the Image

1. Open the test image by double clicking on it.
2. Use the **Switch View** link to change to the same image in the **Admin View** ('traditional' Experience Manager).



3. Once the image is open in the Admin View, copy the URL from the address bar. This should be similar to below but thout the spaces between URL segments.

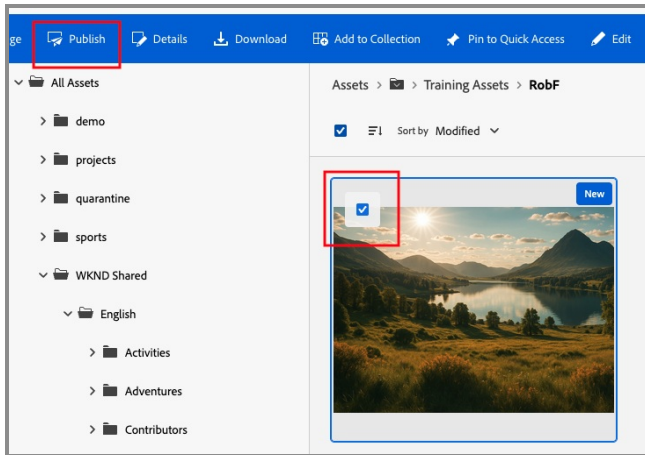
```
https://author-p123456-e123456.adobecloud.com /ui#/aem/assets.html /content/dam/wknd-
shared/en/Training%20Assets/yourfolder/landscape_image_metadata_test.jpg ?appld=aemshell
```

4. Construct the URL for the image on the Experience Manager publish server by replacing the word **author** with **publish**, and removing the the elements `/ui#/aem/assets.html` (this is the editing interface) and `?appld=aemshell`, giving you a URL like this:

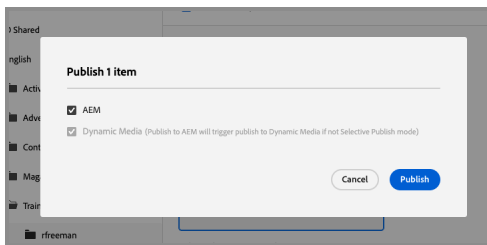
```
https://publish-p123456-e123456.adobecloud.com/content/dam/wknd-
shared/en/Training%20Assets/yourfolder/landscape_image_metadata_test.jpg
```

5. In a new tab or window navigate to the new URL in your browser address bar (new tab or window) and you should get a **Not Found** error. This is because the image has not been published (if you do see the image at this point, you may have published it by mistake when uploading).
6. In the Experience Manager editor use the **switch view** to move from Admin View back to Assets View.

7. Navigate to the containing folder (*Training Assets*), select the image and click **publish** in the blue actions bar.



8. Select the *AEM* checkbox in the modal dialog and **publish**. A green notification panel will confirm that the image was published.



9. Once again enter the publish instance URL for the image in a new tab (the URL is **similar** to below). This time there will be no *Not Found* error and the published image will either open, or download.

https://publish-p123456-e123456.adobeaecloud.com/content/dam/wknd-shared/en/Training%20Assets/yourfolder/landscape_image_metadata_test.jpg

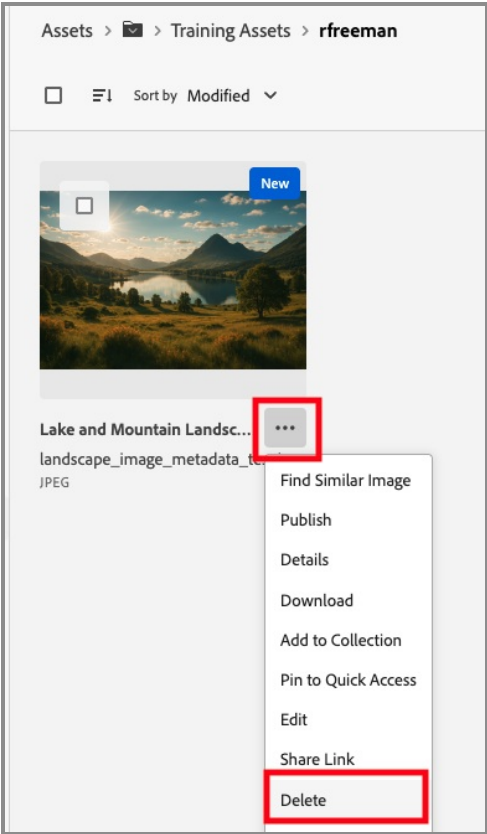
10. Open the details panel of the test image and scroll to the bottom of the panel. Note that the publish state and publishing time of the asset is shown.



⚠ The publish mechanism creates a copy of the asset on the Experience Manager publish server, and optionally to the Dynamic Media delivery server. Until the release of the latest generation of AEM Assets tools (ca. 2024), this was the standard way to make images available for use by asset consumers, or for use in Experience Manager (Sites) web pages. We do not **approve** images in this exercise as we are not using one of the new delivery channels (Content Hub or the Dynamic Media API). Approval is a metadata field that only becomes relevant when using these systems.

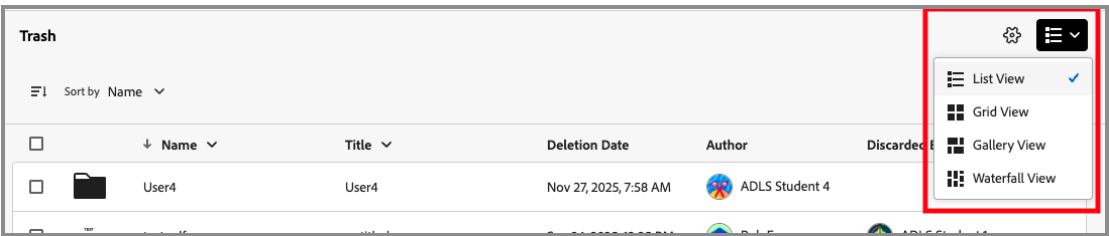
Delete and Restore the image

1. Navigate to your folder and use the ellipsis menu to delete your test image, clicking first on the **delete** button in the menu, then again on the delete button in the modal confirmation layer. The image is removed from the UI.

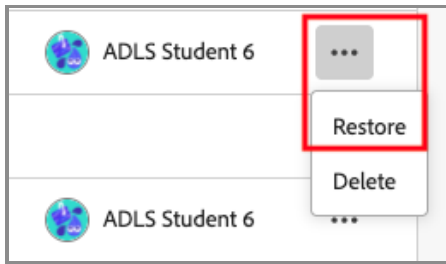


⚠ In the Admin View (Touch UI) this is a final operation. Without the restoration of a backup this cannot be undone. Assets View is different and has a Trash folder. Images deleted using Assets View can be restored.

2. As only asset and folder titles are visible in the Trash tile view, it can be difficult to find an image if there are others, as is likely the case if your fellow students have also deleted their test images. To overcome this, change to the **list view** as shown below:



3. Locate your deleted image, click the ellipsis and then **restore** .



4. Check your folder to be sure that the image was restored.

Module 2: Metadata and Search

Introduction

In this module, you will: - learn how asset metadata is accessed in the user interface - learn how to configure the available metadata fields - use the search mechanism - understand search mechanism configuration

Module Navigation

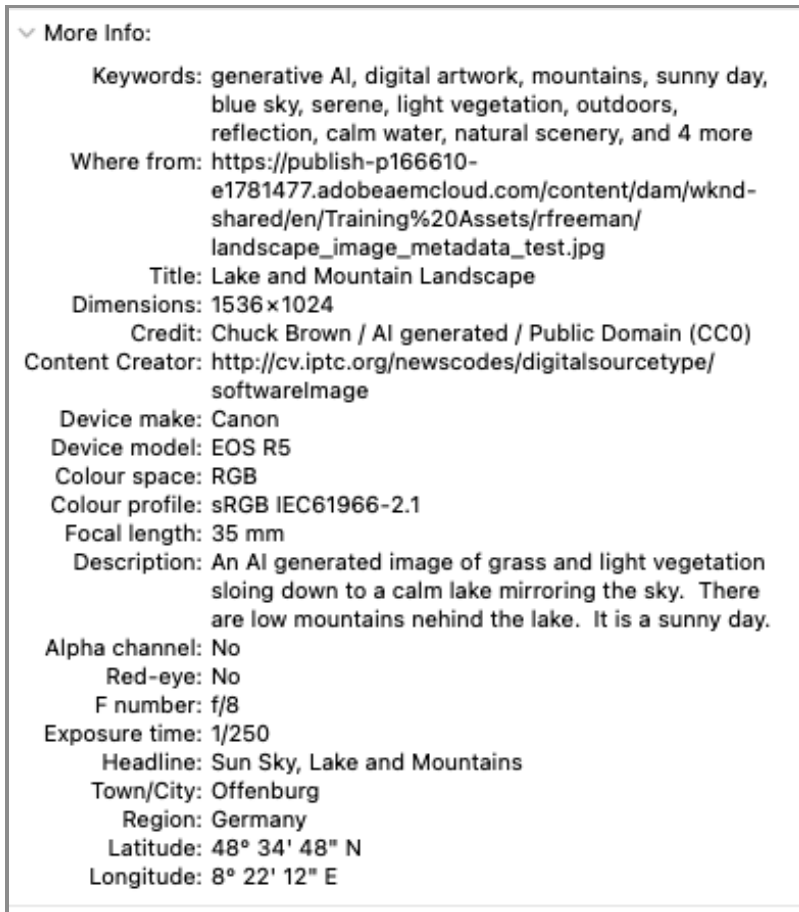
- [Activity 2-1: Access Metadata](#)
- [Activity 2-2: Apply Metadata Forms](#)
- [Activity 2-3: Metadata challenge!](#)
- [Activity 2-4: Search](#)

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Activity 2-1: Access Metadata

1. In the Assets View UI click the information icon in the details panel, inspect the **metadata** in the *Basic* and *Advanced* tabs. The fields are the defaults provided by Adobe.
2. The image has much more metadata that you do not currently see. You can see **some** of this 'hidden' metadata by downloading the image and inspecting it on your computer (seeing **all** metadata is beyond the scope of the exercise)
 - In MacOS right-click on the image and click on **Get info** (result as in the screenshot below)

- In Windows 11, right-click, then choose **Properties** , then **Details** .

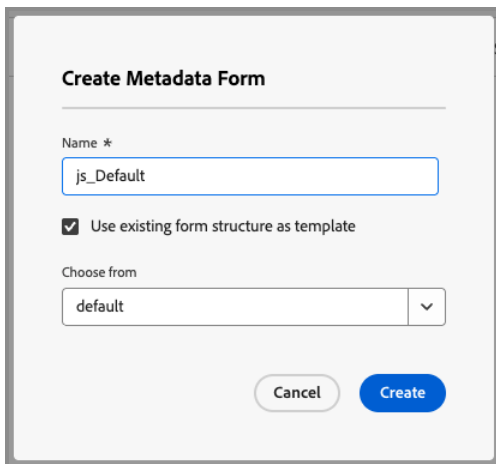


⚠ The reason you only see part of the metadata is because Adobe, and the system administrator, have applied **Metadata Forms** , so defining which metadata fields are visible and editable in the Assets View user interface (these Metadata Forms are the equivalent of Metadata Schemas in Admin View). By changing the Metadata Forms applied to folders and MIME types, different metadata can be shown and edited, as required for the asset management in your company.

Activity 2-2: Apply Metadata Forms

1. From the left menu, select **Settings** > **Metadata Forms** . You may see an empty page if only the default configurations are used as these defaults are invisible in the UI. You can see the defaults by either:
 - View the metadata in the details of an asset as we did in the previous exercise.
 - Create a new form using an existing form structure as the template. Although this is **normally a power user or administrator responsibility** , we'll do that now:

- In the Metadata Forms panel, click **Create** , then enter **<your initials>_default** in the Name field of **Create Metadata Form** panel, eg, *js_default* .



Create Metadata Form

Name *

js_Default

☒ Use existing form structure as template

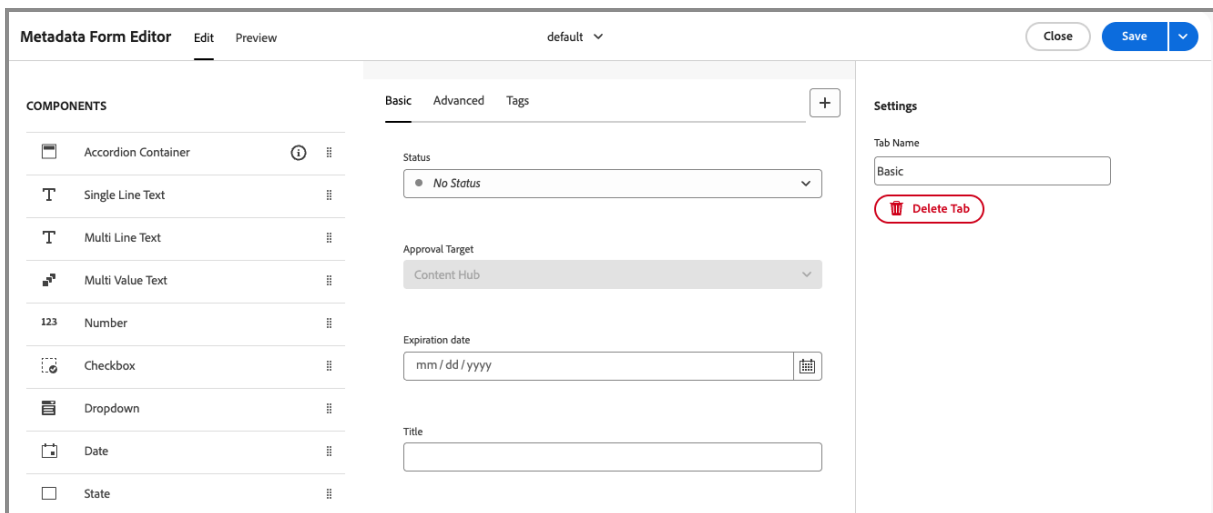
Choose from

default

Cancel Create

(if you were to name the new form *default* you would override the standard default form - **DON'T do that** in this exercise. The default is applied to any assets that do not have forms specific to their MIME types).

- Select the **checkbox** *use existing form structure as template* and the select *default* in the **Choose from** field. Click **Create** .
- The Metadata Form Editor is loaded. The fields shown are copied from the standard *default* form.



Metadata Form Editor Edit Preview default

Close Save

COMPONENTS

- Accordion Container
- Single Line Text
- Multi Line Text
- Multi Value Text
- Number
- Checkbox
- Dropdown
- Date
- State

Basic Advanced Tags

Status

No Status

Approval Target

Content Hub

Expiration date

mm / dd / yyyy

Title

Settings

Tab Name

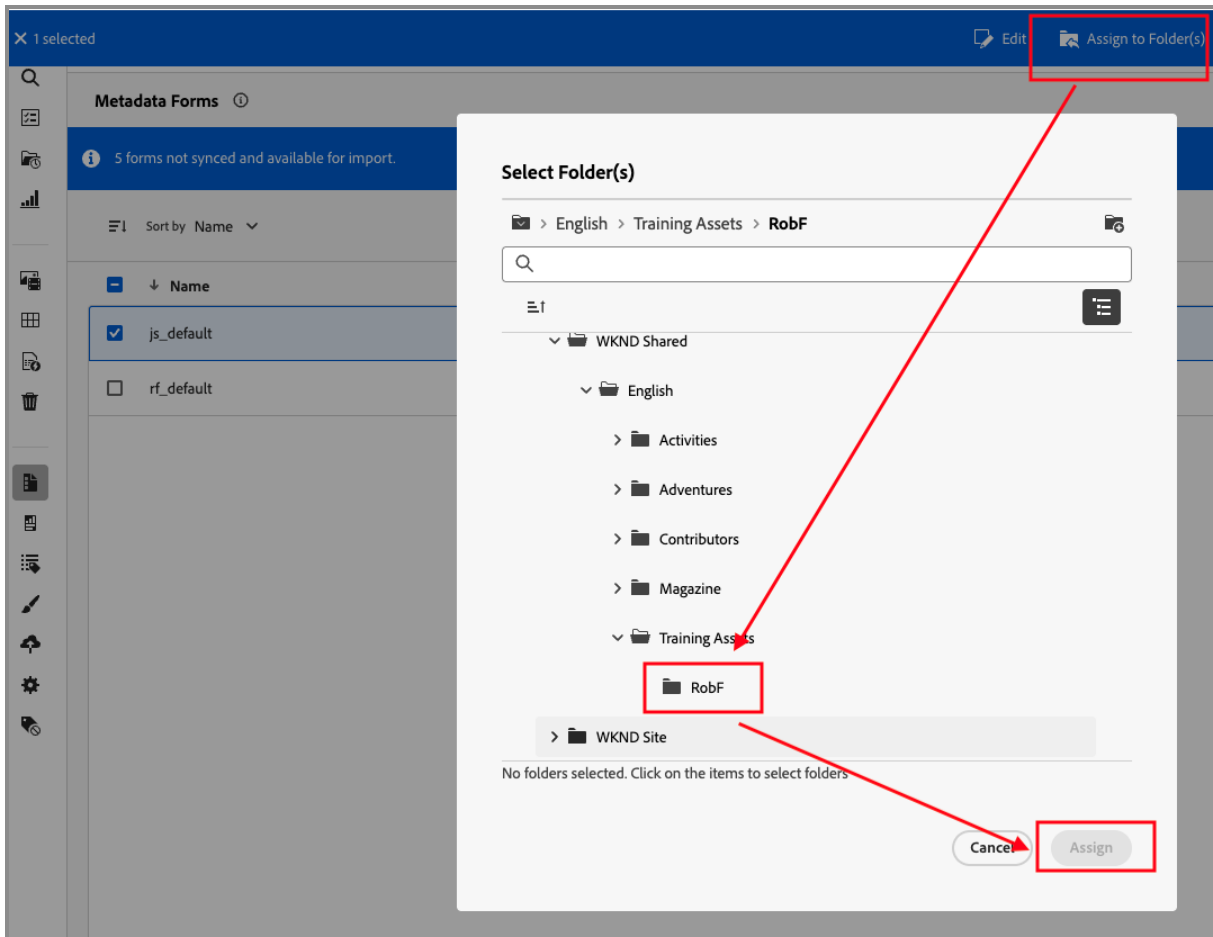
Basic

Delete Tab

5. We will make the metadata property *photoshop:City* visible and editable in Assets View (*photoshop:City* is an Adobe metadata field that could conceivably be important for your company, as the location where the image was created or edited, however we are using it merely as an example without a defined use-case!). Add a single-line text field to the bottom of the form, then configure the form using:

- Metadata property: City (*photoshop:City*)
- Label: Photoshop City

6. Click **Save** , wait for a success message, then **Close** to exit the form editor.
7. As your form is named neither *default* nor a MIME type, it will not be used anywhere yet.
8. Now assign your form to your folder in Training Assets by clicking **Assign to Folders** in the blue header bar, then selecting **your folder** and clicking **Assign** .



9. Open your training asset detail. Your modified metadata form has been applied and the field Photoshop City should now be visible, contain *Offenburg* and be editable.
10. Return to your folder and upload in to your folder the **test.pdf** file in your Exercise_Files.
11. After the asset has been processed open the details view and note that your **custom metadata form** is being used, This may not be desirable as a PDF is a different MIME type to an image, and by default has a different, PDF specific, metadata form than an image. An example issue us that photoshop:City is irrelevant for a PDF.

Activity 2-3: Metadata challenge!

1. Solve this problem of the PDF file having the metadata configuration of an image. Your PDF and your Image should be able to exist inside your folder or child-folder(s), but with different, MIME-type appropriate, metadata fields. The PDF should have the default PDF metadata visible, and the image should have your custom metadata visible.

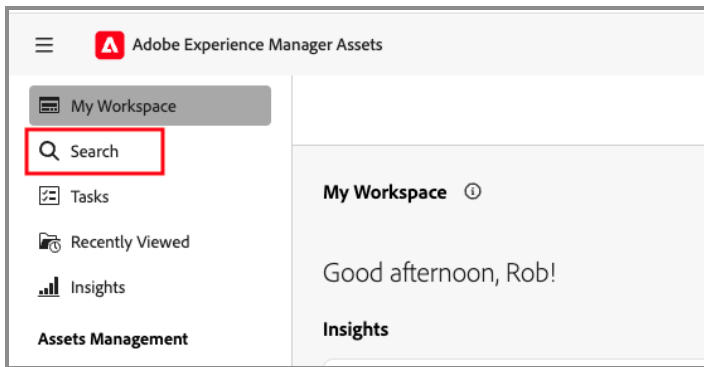


Hints:

- The name of the default Metadata Form for a PDF form is *application* .
- Key point: you cannot apply multiple Metadata Forms to a folder.

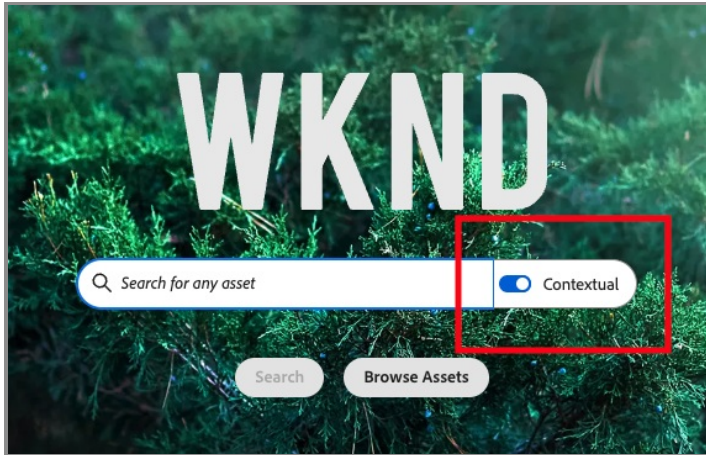
Activity 2-4: Search

1. Click on the search icon at the top of the left panel.



2. Search for *Lake* to view a selection of results. Note that you searched the entire DAM. When the results are shown you can filter by path, but it is a secondary action.
3. Click the back arrow (ideally in Assets View, not the browser back button).

4. If not already enabled, enabled the contextual search functionality using the toggle to the right of the search field.



5. Enter *images of a lake uploaded in the last week*
6. You will see fewer images and a *Create Date* search filter has been automatically added to the header search bar. This is the result of the natural language search - creation of search filters.
7. Experiment with natural language searches to explore the limits of the contextual search.

⚠ It is possible to add a custom filter to the search, for example the photoshop:City. We will not do this as it is a central configuration that we cannot change without conflict on the training system. In reality it will be managed by an administrator, or power user. You should just remember that configuration of search filters is possible, and straight-forward in most cases.

Module 3: Productivity

Introduction

In this module, you'll explore productivity tools available in **Assets View** that make everyday asset management easier — including personalization, notifications, insights, collections, and sharing.

Module Navigation

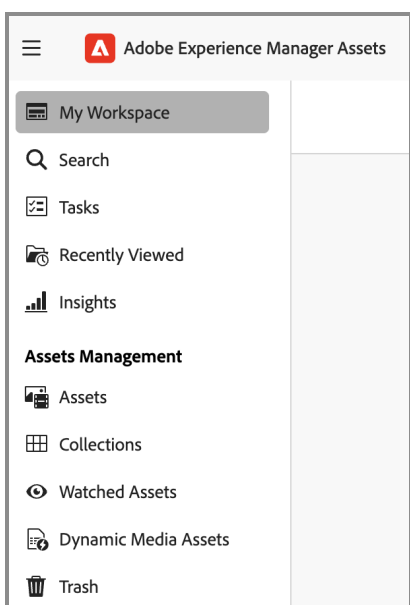
- [Activity 3-1: My Workspace and Quick Access](#)
- [Activity 3-2: Use Notifications to Track Asset Activity](#)
- [Activity 3-3: Insights and Reporting](#)
- [Activity 3-4: Collections](#)
- [Activity 3-5: Sharing links](#)

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Activity 3-1: My Workspace and Quick Access

The **My Workspace > Quick Assets** panel in Assets View gives you quick access to the assets and folders you use most frequently. You can “pin” items to this view so they are always visible when you sign in.

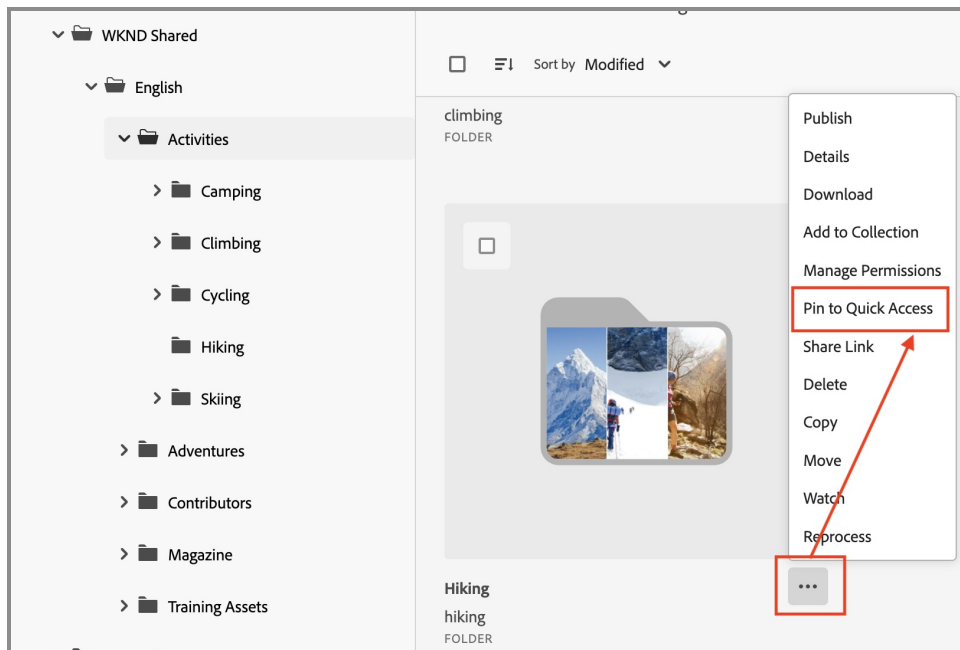
1. From the left navigation, select **My Workspace** to open your personalized workspace. Notice the *Quick Access* panel, which will probably be empty.



2. Now navigate to **Assets > WKND Shared > English > Activities**

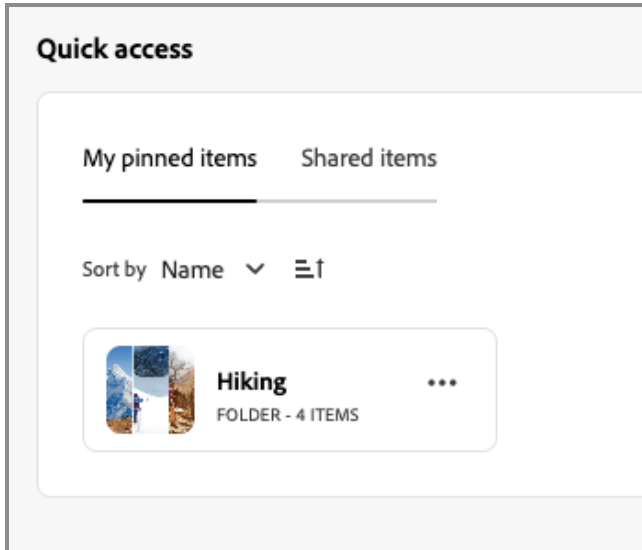
 You may still be in the List view from a previous exercise. To make your system look like the screenshots, you can return to Grid View, use the view switcher (top right of the main panel)

3. Hover over the *hiking* folder tile, click the **ellipsis (⋮)** icon, and select **Pin to Quick Access**.

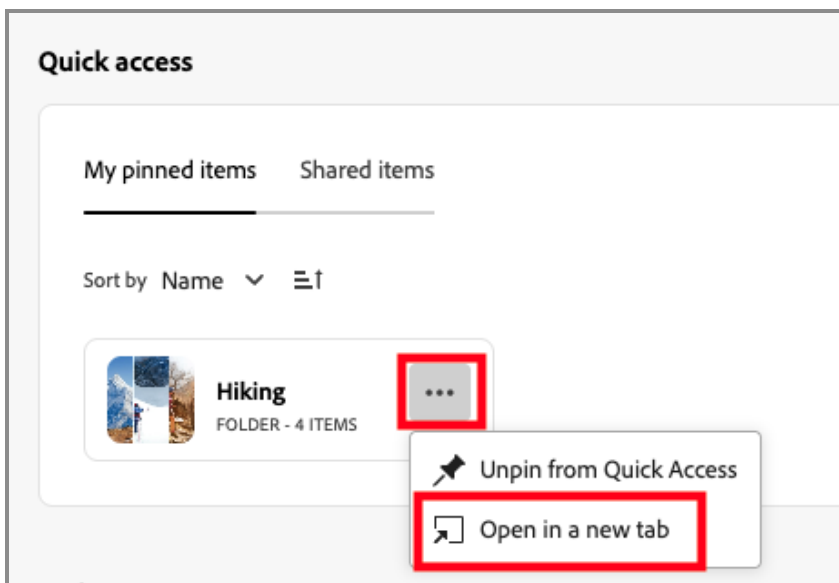


4. A modal dialog appears with multiple options. Select **For Myself**.

5. In the green confirmation message choose **view** or navigate to **My Workspace** as before. The *hiking* folder now appears as a pinned item in the *Quick Access* -> *My pinned items* tab. Had you chosen to pin for a group or organization in the previous step, the folder would instead show in the *Shared Items* tab.



6. Click on the **ellipsis (⋮)** in your pinned item and click **Open in a new tab**.



7. The *hiking* folder opens. Click the **ellipsis (⋮)** under an image you like and choose **Pin to Quick Access**, in the same way that you added a folder in a previous step.
8. Once again choose to pin **For Myself** and then view the results in your Quick Access area (*My Workspace* > *Quick Access*).

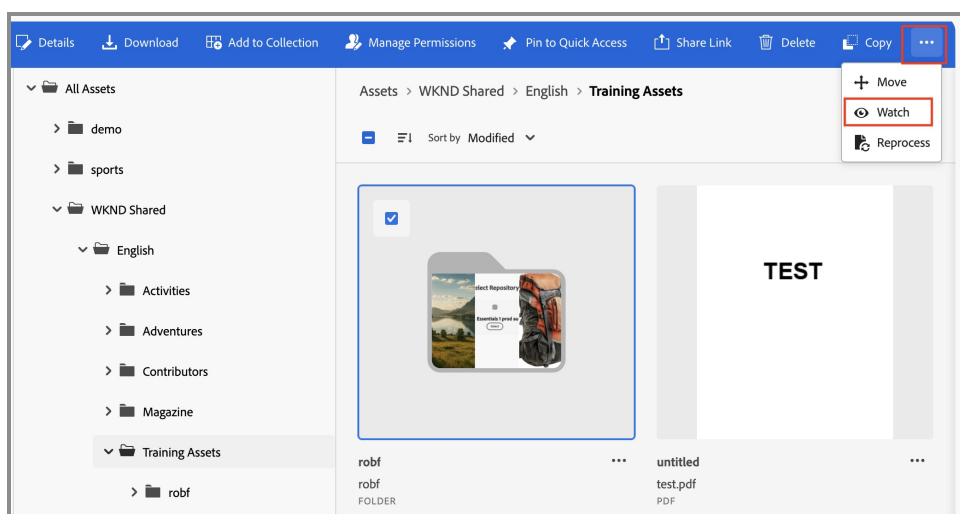
⚠️ Pinning assets “For Myself” is similar to the “lightbox” functionality of the older Admin View assets interface

Activity 3-2: Use Notifications to Track Asset Activity

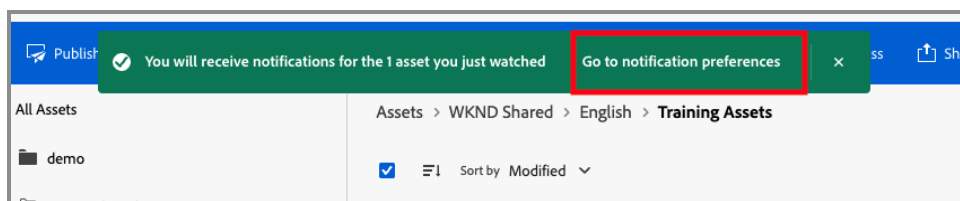
You can receive notifications whenever assets you care about are updated, published, or have metadata changes.

Here you’ll *watch* a folder, then trigger a notification later when we publish an updated image.

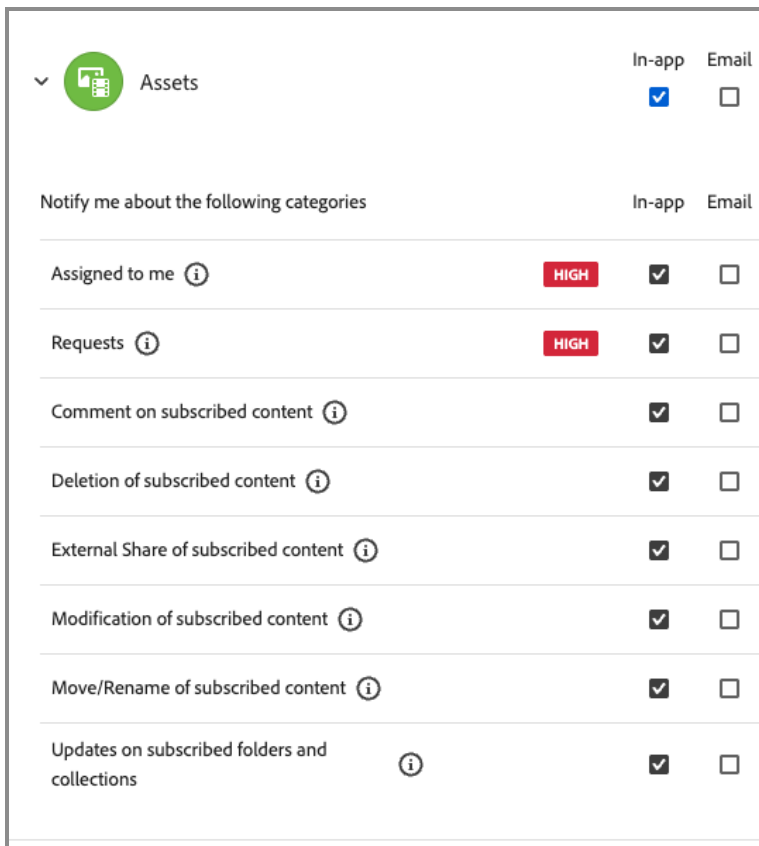
1. Navigate to the *Training Assets* folder.
2. (Tip: Read the next step before completing this one!) Select your folder (for example *RobF*) and in the blue actions bar choose **Watch** . If you don’t see the *Watch* link, show hidden items by clicking the ellipsis at the end of the bar as shown in the screenshot below.



3. A green confirmation message will be shown when the *watch* has been successfully created. Note that a link to your **Notification Preferences** is shown in the success message. Click on this. If the message is no longer visible, you can **unwatch** and **watch** again.

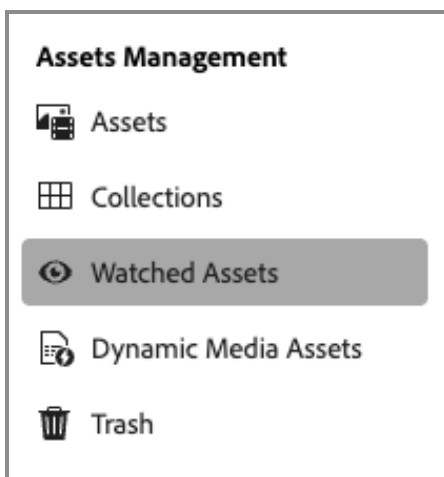


4. In the **Notifications -> Assets** area of the preferences page, ensure that all items are set to **In-app**.



		In-app	Email
Assets		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notify me about the following categories			
Assigned to me ⓘ	HIGH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requests ⓘ	HIGH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comment on subscribed content ⓘ		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deletion of subscribed content ⓘ		<input checked="" type="checkbox"/>	<input type="checkbox"/>
External Share of subscribed content ⓘ		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modification of subscribed content ⓘ		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Move/Rename of subscribed content ⓘ		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Updates on subscribed folders and collections ⓘ		<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Close the tab containing the notifications settings, so returning to the Assets View UI.
6. Click the **Watched Assets** link in the left menu bar. Select the watched folder to see a list of your watches.



⚠️ We'll trigger this subscription later when you publish or edit assets in a later module.

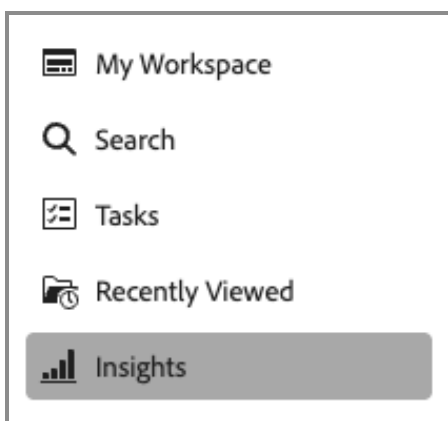
Activity 3-3: Insights and Reporting

View Asset Insights

Assets View provides automatically generated insights that show how assets are being used over time. These insights are available at a global level and help authors understand overall asset usage trends.

In this activity, you'll open the Insights view and review the available charts.

1. From the left navigation pane, click the Insights *graph icon*.



The Insights page opens, displaying automatically generated charts based on asset usage.

2. Review the available charts.
3. Use the time range dropdowns to explore how asset activity changes over time.

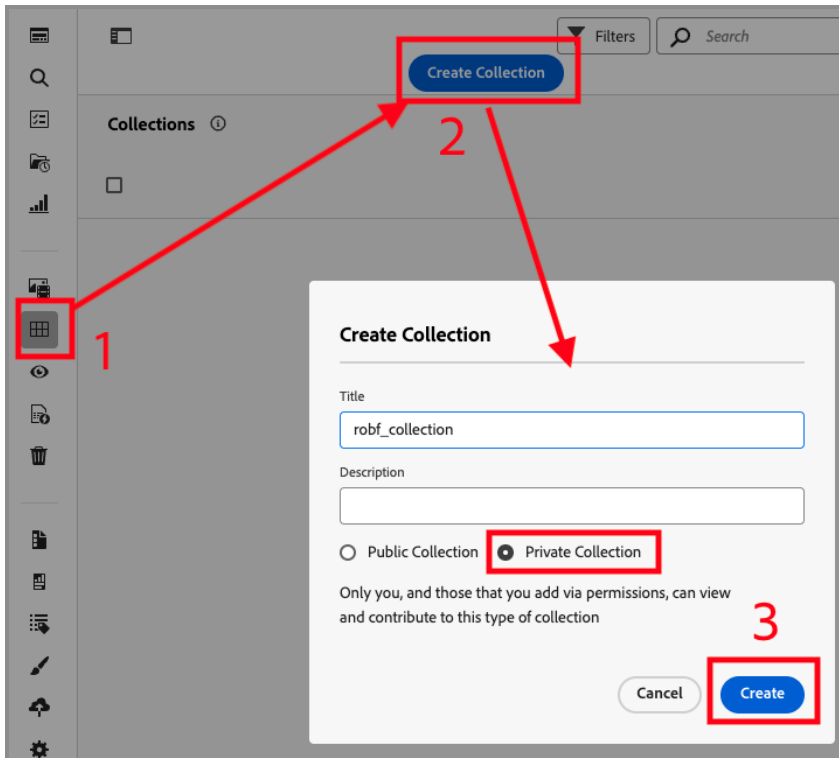
⚠️ Insights provide authors with a simple high-level, read-only view of asset usage without running reports or modifying content.

Activity 3-4: Collections

Create and add assets to a collection

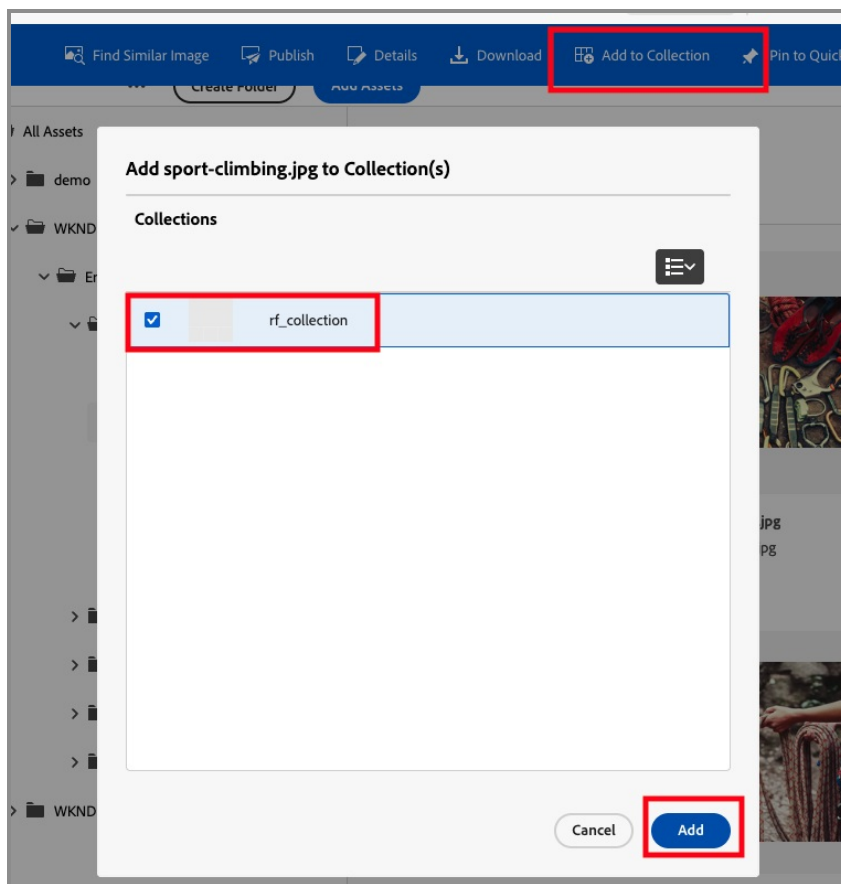
Collections let you group related assets — for example, all images you plan to use in an upcoming campaign — without moving the original files.

1. We'll start by creating an empty Collection. Click on the Collections icon in the sidebar, then **Create a Collection**. Give you collection a simple name such as `_your-initials-_Collection`, select the **private** open and click **Create**.



2. From the *WKND Shared > English > Activities* folder, find three images that you like, and for each:

- Click **Add to Collection** in the blue action menu bar, then choose your Collection and click **Add** . A confirmation message is shown and the Collection modal closes.



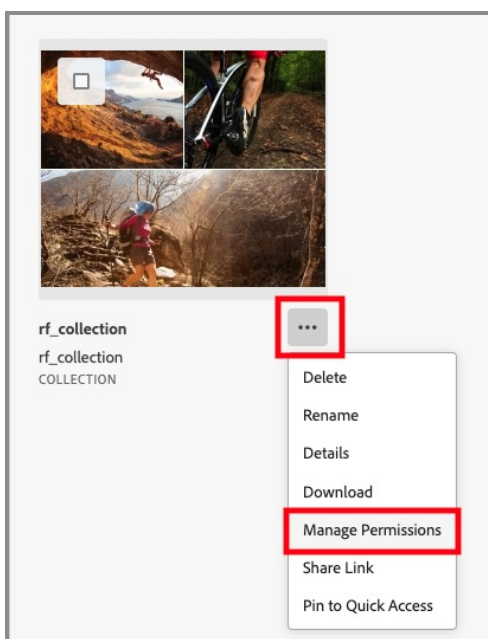
⚠ You can also use an Asset's ellipsis menu to *Add to Collection* .

- Navigate again to **Collections** .You see your chosen images.

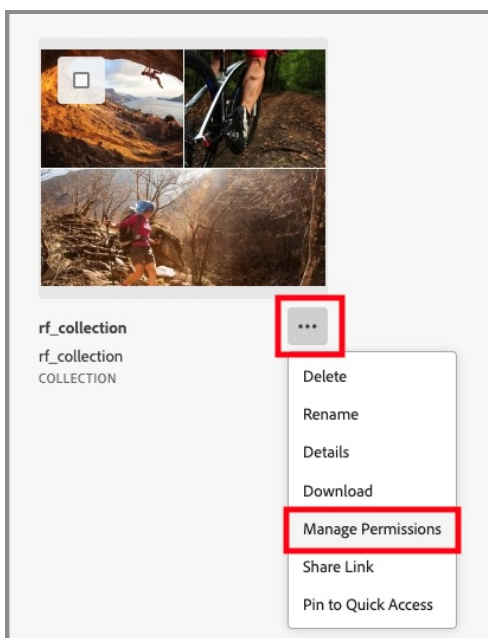
⚠ Note that the images are **not** copies of the originals. The collection is a kind of virtual folder containing only references to the original images. For example you can delete a Collection without the contained images being deleted from the system. A collection is not as fully featured as a genuine folder. For example a Collection cannot be used for bulk operations such as applying metadata, nor can a Metadata Form be applied to a Collection.

Investigate collection permissions

1. As you create a **private** collection, you can control the access rights to your collection. To do this view your Collection in the Collections panel, and choose **Manage permissions** from the ellipsis menu.



2. Note that you have automatically been added as the Collection owner.

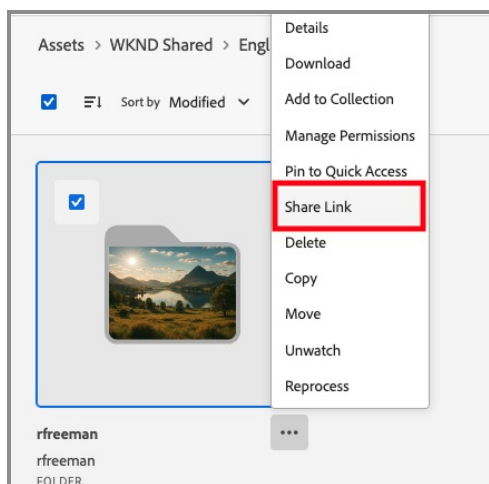


3. We won't apply and test permissions in this course, but if you're working with another student, feel free to experiment with the permissions system by assigning permissions to them. To do this the next section, sharing, may come in useful!

Activity 3-5: Sharing links

You can share a collection, folder or individual asset as a secure link — useful for review or external collaboration.

1. Choose your original test image and choose **Share link** from the ellipsis menu.



2. Copy the link from the link share dialog, and note that the link has a unique ID. It is not just a simple path to the entity that you shared, and does have an expiry time which you can set at this point.
3. Open an incognito window, or a different browser in which you are **NOT logged in** with an Adobe account.
4. Past the shared link into the address bar. Notice the link is to an author URL such as: `https://author-p123456-e123456.adobecloud.com/linkshare.html?sh=_long_unique_id`, and all content on an author instance would normally require authentication.

5. Click return and see the image is visible and can be downloaded by your simulated **unauthenticated user** in the Link Share viewer

