



Activity Guide

Assets Power User Update – Assets View

Adobe Digital Learning Services

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Assets Power User Update – Assets View

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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.

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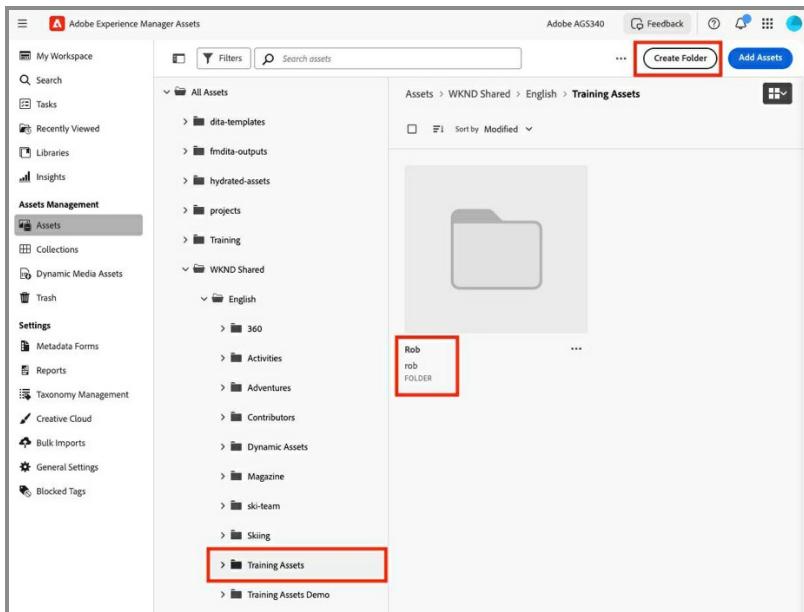
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Activity 1-1: Upload and Edit in Assets View

Create a folder and upload an image

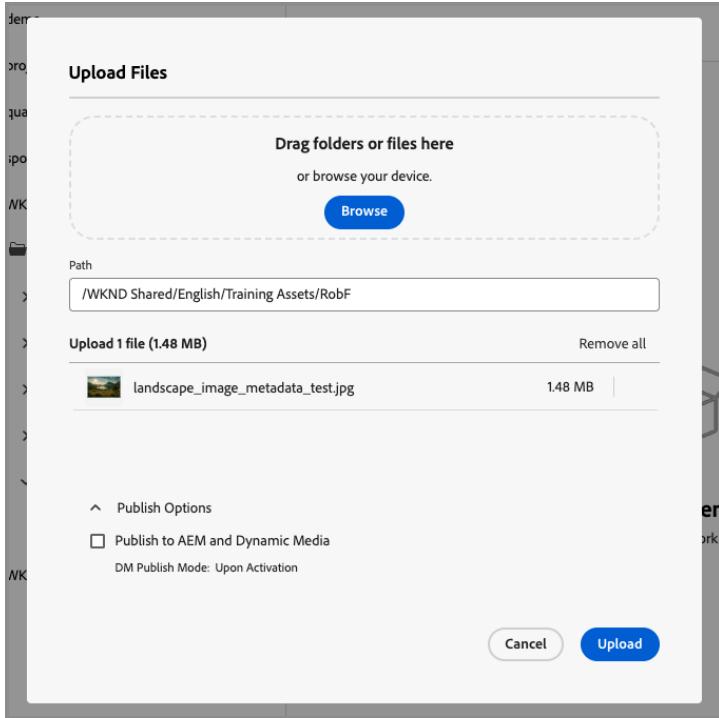
Open *Experience Manager Assets* from the chocolate bar menu.

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 F.



Drag and drop the exercise image from the *Exercise_Files* folder on to your newly created folder. The *Upload Files* modal dialog appears.

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!).



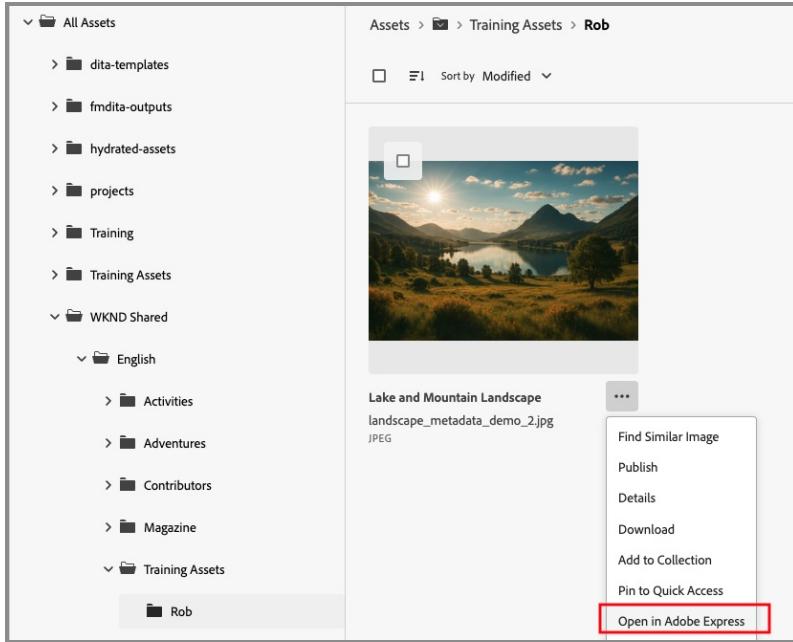
A green bar and success message is shown if the upload was successful, and a placeholder image should be shown shortly afterwards with a *Processing* label. The asset is being processed by AEM as a Cloud Service *Asset Microservices*. **Be patient** - this process can take more than a minute to complete.

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

Edit option 1: Full Adobe Express integration (if license available)

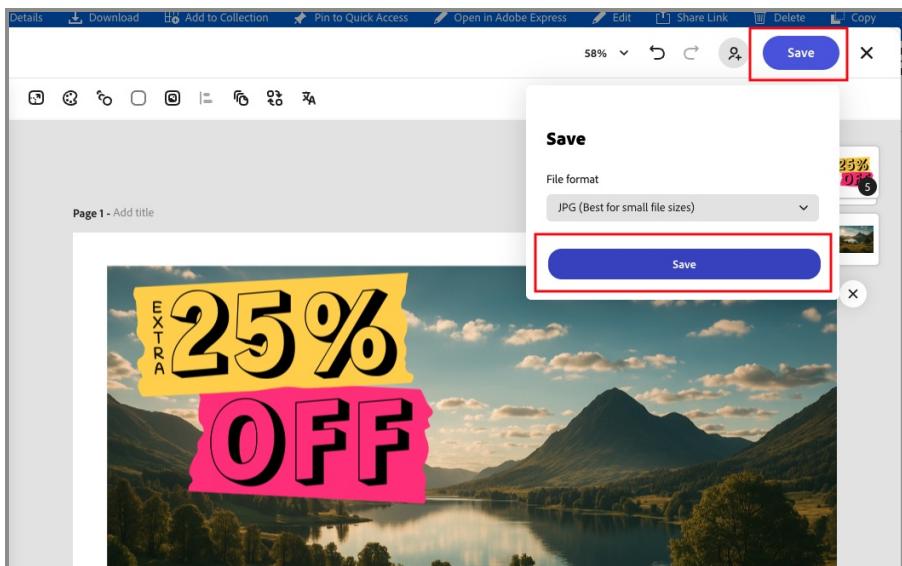
Click the *ellipsis* (three dots) below the thumbnail of the image you just uploaded.

Choose 'Open in Adobe Express'.

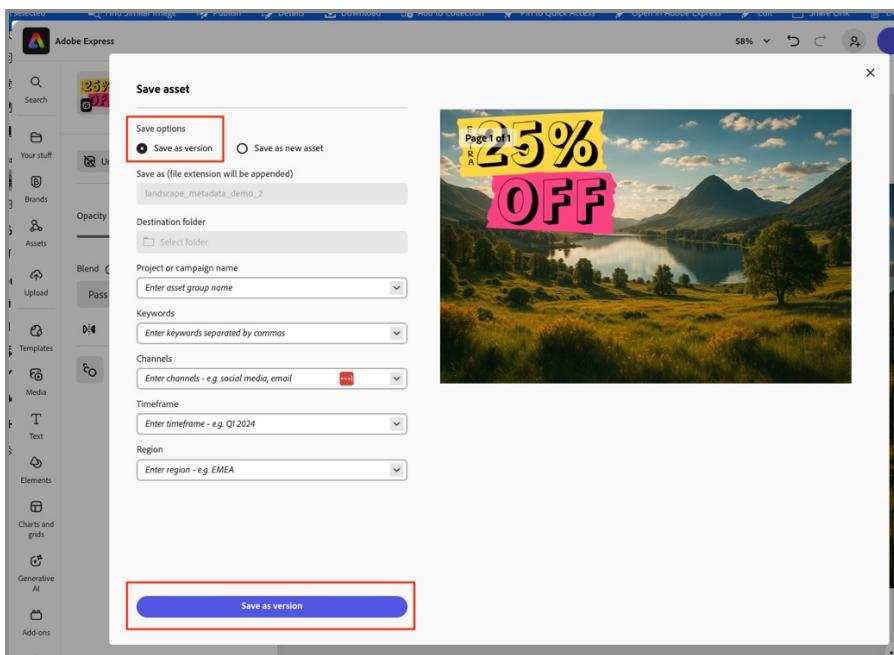


Adobe Express will open in a new overlay. **Make any changes you like** to your image: crop, add text, apply filters, etc.

Click **Save**, then **Save** again (accepting the proposed filetype).



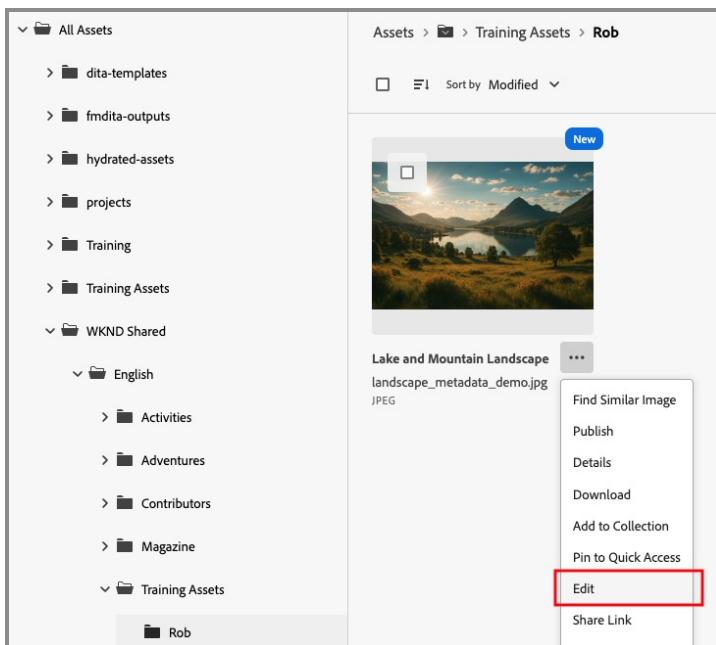
Choose to **Save as Version**.



You will be returned to Assets and after a few seconds see that the image processing starts, as happened when you first uploaded the image.

Edit option 2: Assets Essentials Express (no full license)

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



Choose **Edit**.

A limited version of Adobe Express will open. **Make any change** such as cropping your image.

Click **Save As**, then **Version**.

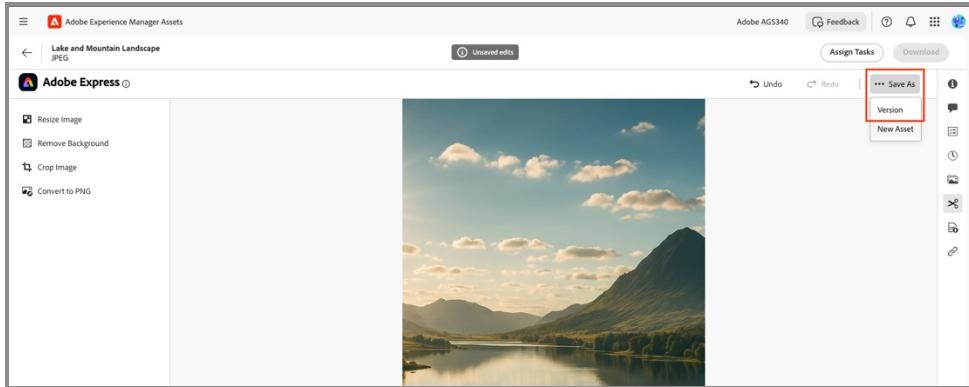
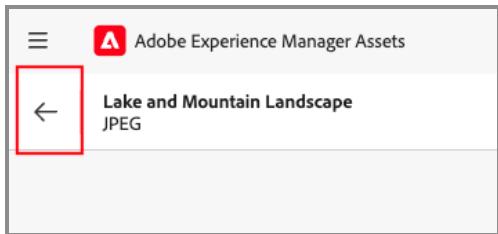


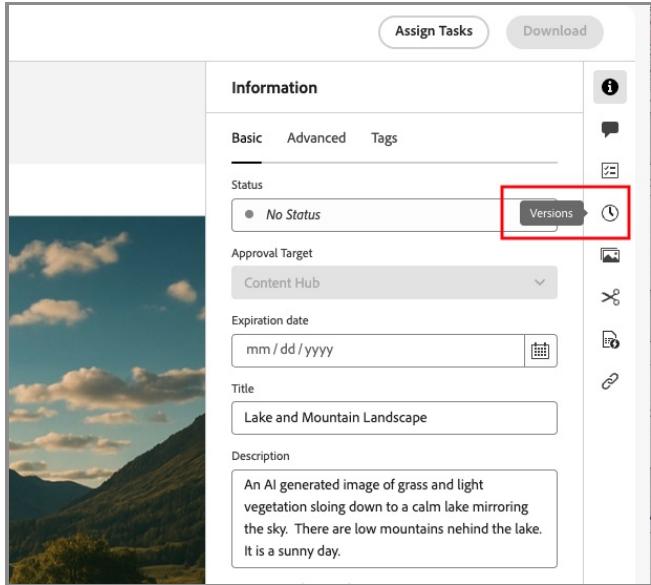
Image processing starts, as happened when you first uploaded the image. Click the **back arrow** to the folder.



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

Use the Version Viewer

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



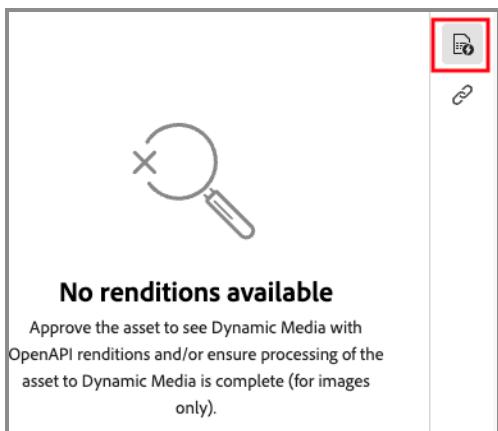
Select a previous version (the original). The image area now shows the side-by-side comparison tool. Use this to inspect the changes made in Adobe Express.

Click **Make Latest** to restore the original version.

Explore Smart Crops and Renditions

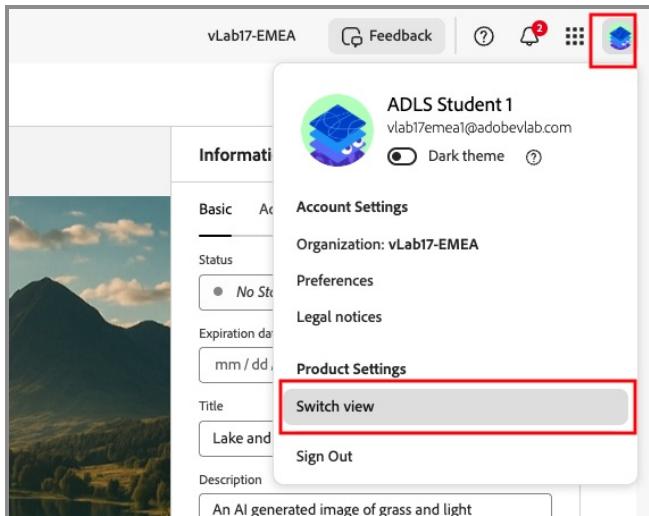
In the right hand menu (details area) you will find a list of Dynamic Renditions, if available. Note that although your instructor has configured a smartcrop profile and a *Grayscale* Dynamic Rendition, no dynamic renditions are shown.

The Dynamic Media icon and panel are shown below, with an information message:

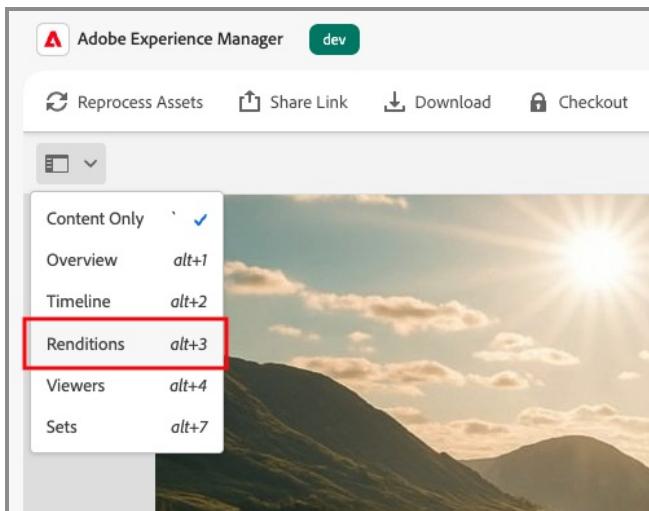


The missing renditions can be seen in the Admin View, which has Dynamic Media **preview** functionality.

Use the **Switch View** link to change to the same image in the **Admin View**.



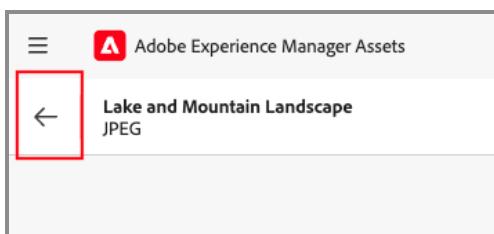
In the Admin View select **Renditions** from the left rail menu.



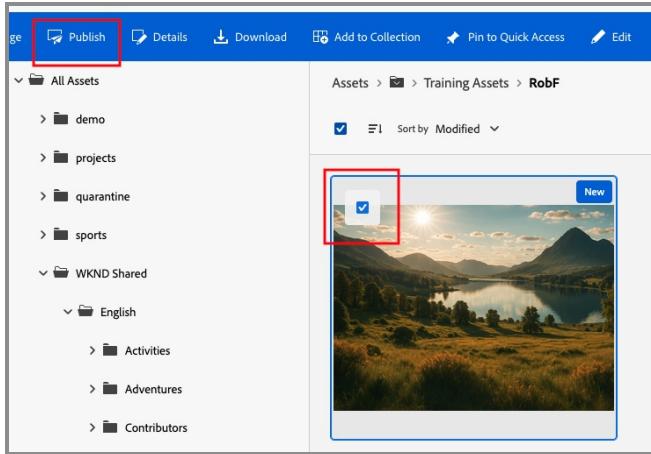
All renditions are shown, including Dynamic Renditions and Smart Crops. The renditions are being delivered from the Dynamic Media preview server.

Use the **Switch View** link to change back to the same image in the **Assets View**.

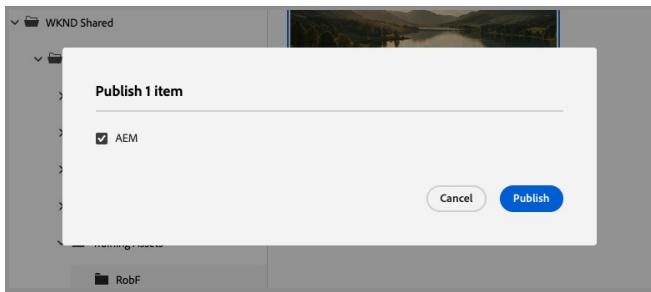
Click the back arrow, to the left of the image title to return to your folder.



Select the image by clicking in the tick box, and choose **Publish** from the blue actions bar.



Select the checkbox **AEM** and click the **Publish** button.



Open the image again (double click, or select the image and click **Details** in the blue actions menu bar), and again look at the Dynamic Renditions in the Assets View.

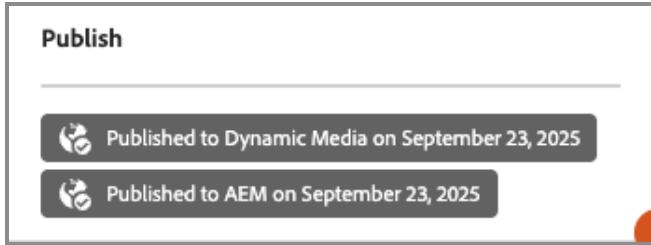
The Dynamic Renditions are now visible in the Assets View, and can be selected, then downloaded or the URL copied (buttons at the bottom of the panel)

The screenshot shows the 'Dynamic Media' section. On the left, there's a list of renditions: 'Base Rendition' (JPEG), 'DMGrayscale' (500 X 500 PX, JPEG, GRAY), 'Smart Crop' (with options: Small, Micro, Medium, Large), and a download icon. On the right is a vertical context menu with icons for information, comments, export, and other actions.

Now click on the information icon to show the Information panel.

The screenshot shows the 'Information' panel. It has tabs for 'Assign Tasks' and 'Download'. The 'Information' tab is selected. A red box highlights the 'i' icon in the top right corner of the panel. The panel displays asset metadata: Description (An AI generated image of grass and light vegetation sloping down to a calm lake mirroring the sky. There are low mountains behind the lake. It is a sunny day.), Uploaded by (readonly) (ADLS Student 1), and Creation date (readonly) (Sep 23, 2025, 10:53 AM). The right side features a vertical context menu with icons for comments, export, and other actions.

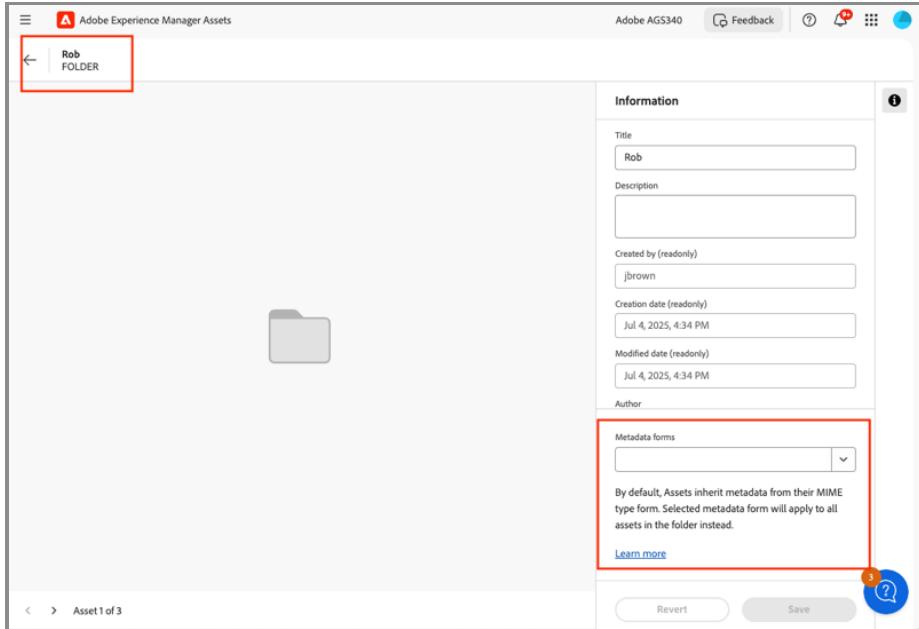
Scroll to the bottom of the right column. Note that the publish state and publishing time of the asset is shown.



Note the Metadata contents

In the Assets View UI click the information icon in the , inspect the **metadata** in the *Basic* and *Advanced* tabs and take a rough mental note of the type and quantity of fields shown.

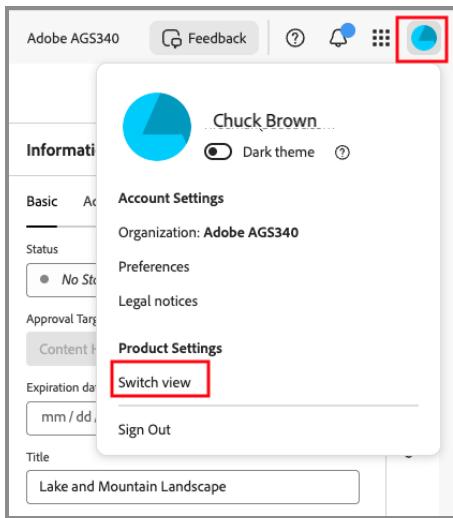
Close the image, **navigate up one level to Training Assets**, select your personal folder and click **details** from the header menu. Note that metadata can be applied folders, not just according to file MIME type – the subject of the next activity.



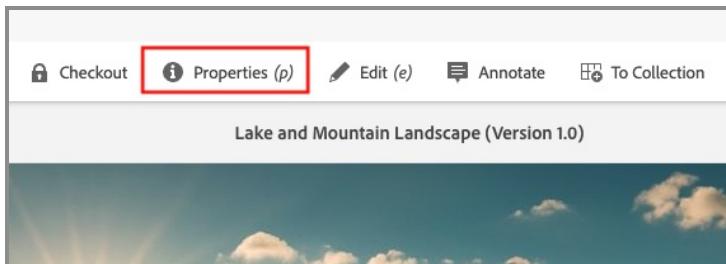
You have completed the basic UI functionality exercise and we will shortly deep-dive into power-user challenges. There are though many other details and features of the UI documented in the [Assets View UI documentation](#)

Activity 1-2: Explore Metadata Changes

From your asset switch to the **Admin View** (Touch UI) using the *Switch View* link available in the pull-down menu shown below.



The page reloads to show the asset in the Admin View (Touch UI). Click on the **Properties link** (or alternatively use the short by pressing the **p** key on your keyboard).



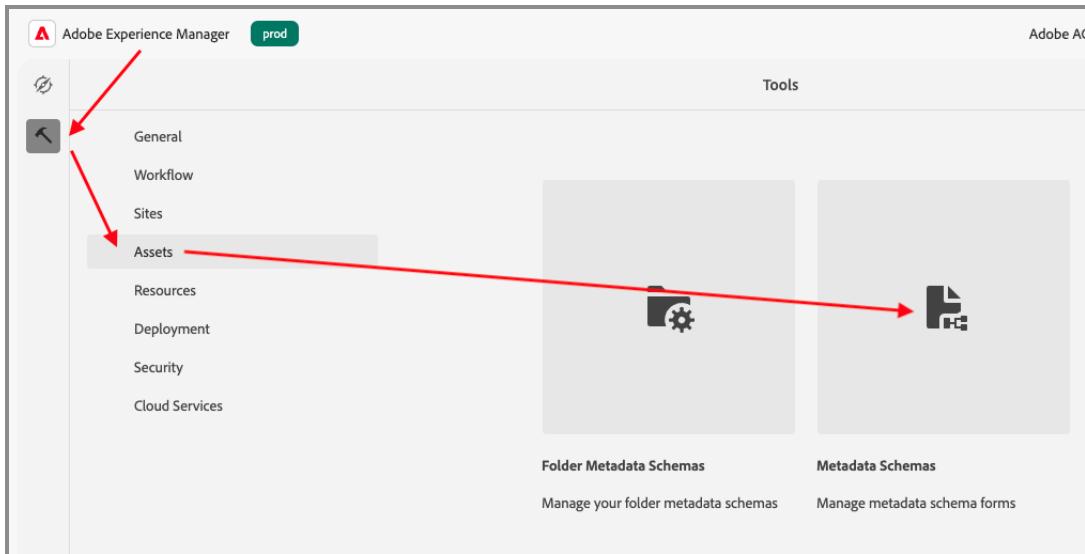
Note the additional IPTC, IPTC Advanced and other metadata that was not available by default in the Assets View UI.

Close the image.

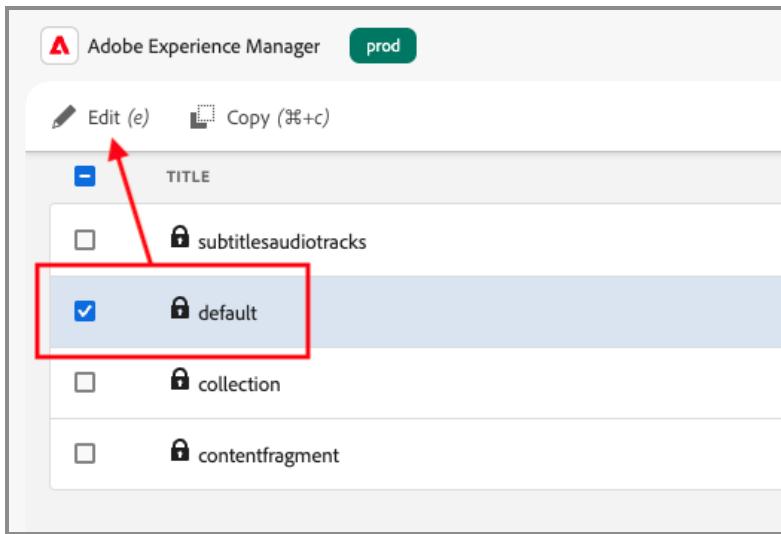
View Metadata Schemas (Admin UI refresher)

All the fields you saw in the Admin View metadata are defined in the Assets **metadata schemas**. You can view these as follows:

Click on the Adobe Experience Manager banner at the top of the screen, then select *Tools Menu > Assets* and click on the **Metadata Schemas** tile.



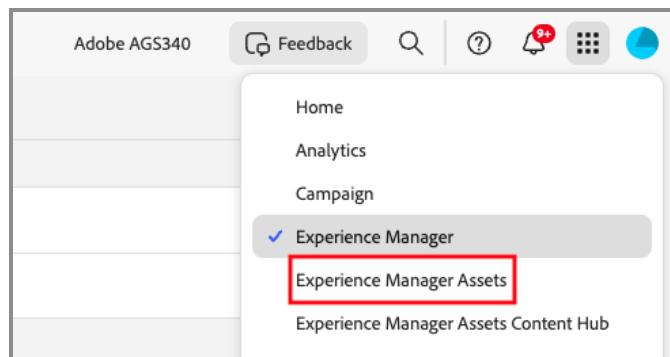
Select **default** then click **edit** to open the schema in the schema editor. Here you can explore but please don't save any changes.



The schema definitions that you are looking at are **not** used in the Asset View UI. The Assets View UI has a different means of defining the metadata access: **Metadata forms**.

⚠️ Important principles: the metadata fields you saw in the two UIs are not a representation of the metadata that is stored by AEM for a given asset. The metadata fields you see are a result of configuration of the user interface through Schemas (Admin View UI) or Forms (Assets View UI). These are configurable filter mechanisms to reduce available metadata to only those elements that interest you. The asset upload mechanism used (Assets View, Admin View, API.) make no difference to the stored metadata. The same metadata processing is applied to each, and the extracted metadata is stored in the content repository, irrespective of whether the metadata is referenced in a Schema or Form.

Use the chocolate bar menu to quickly return to the Asset View UI ("Experience Manager Assets").



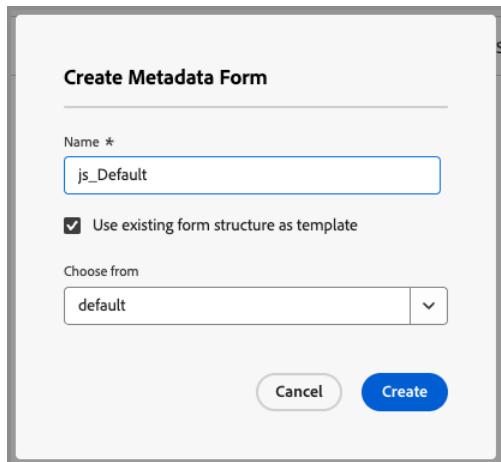
Activity 1-3: Understand Metadata Forms

Accessing and Editing Forms

From the left menu, select **Settings > Metadata Forms**. You'll see an empty page because we're using default configurations and 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:

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



(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.

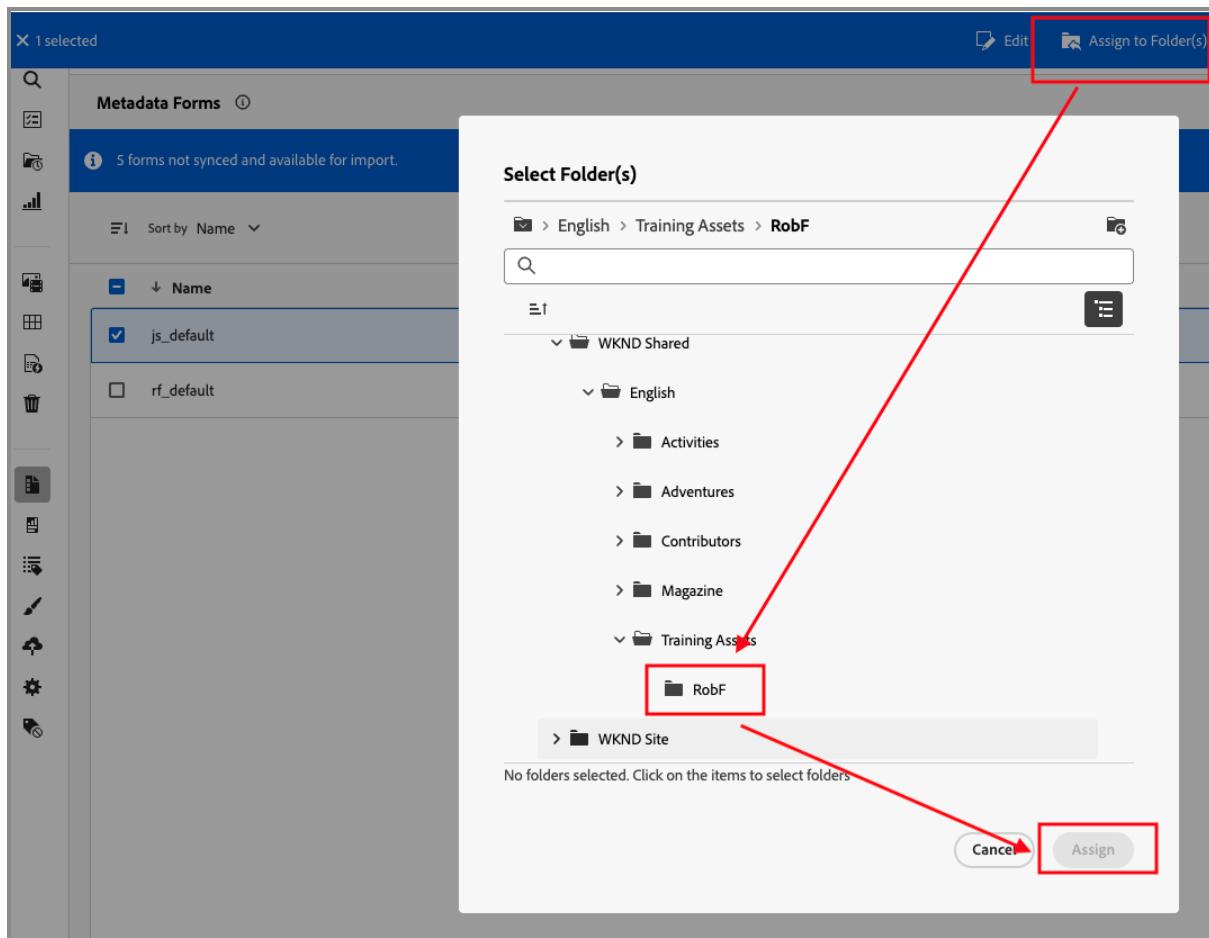
The screenshot shows the 'Metadata Form Editor' interface. On the left, a sidebar lists various component types: Accordion Container, Single Line Text, Multi Line Text, Multi Value Text, Number, Checkbox, Dropdown, Date, and State. The main area displays form settings for a tab named 'Basic'. It includes fields for Status (set to 'No Status'), Approval Target (set to 'Content Hub'), Expiration date (a date input field), and Title (an empty text input field). A red 'Delete Tab' button is visible. The top right features 'Close' and 'Save' buttons.

Select and delete the status field of the form. This may suit a traditional folder-based permissions use case in which the status is not used.

Click **Save**, wait for a success message, then **Close** to exit the form editor.

As your form is named neither *default* nor a MIME type, it will not be used anywhere yet.

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**.



Open your training asset detail. Your modified metadata form has been applied and your users will no longer be able to set or see the asset status.

Return to your folder and upload in to your folder **thetest.pdf** file in your Exercise_Files.

After the asset has been processed open the details view and note that your metadata form is being used, not the MIME-type specific form that is normally used for a PDF (to see the standard form, open the same test.pdf that your instructor has uploaded in the Training Assets folder).

Importing Forms from the Admin View

In the header area a blue bar shows offering the option to import a form. The import feature supports adoption of the new Assets View UI by using the metadata schemas of the Admin View UI as templates for creating Assets View forms.

The screenshot shows the 'Assets Management' section of the Admin UI. On the left is a sidebar with links like 'My Workspace', 'Search', 'Tasks', 'Recently Viewed', 'Libraries', 'Insights', 'Assets Management' (which is expanded), 'Assets', 'Collections', 'Dynamic Media Assets', 'Trash', 'Settings', and 'Metadata Forms'. The 'Metadata Forms' link is highlighted with a grey box. The main area is titled 'Metadata Forms' and shows a table with columns 'Name', 'Modified', 'Author', and 'Preview'. A blue banner at the top says '4 forms not synced and available for import.' with a 'Import now' button.

Enter the import wizard clicking **import now**. The *Admin UI* metadata schema configurations are shown, with several issues against marked against each. Examine these using the *inspect* icon next to each if you wish.

The screenshot shows the 'Import metadata forms' wizard. It displays a table with four rows, each representing a metadata form: 'image', 'video', 'dm_video', and 'default'. Each row has a checkbox in the first column and a 'Folder Association' dropdown in the second column. To the right of each row, there are two status indicators: a green dot followed by '0 Issues' and a red dot followed by 'Issues' (with values 1, 9, and 12 respectively). At the bottom right of the wizard are 'Cancel' and 'Start Import' buttons.

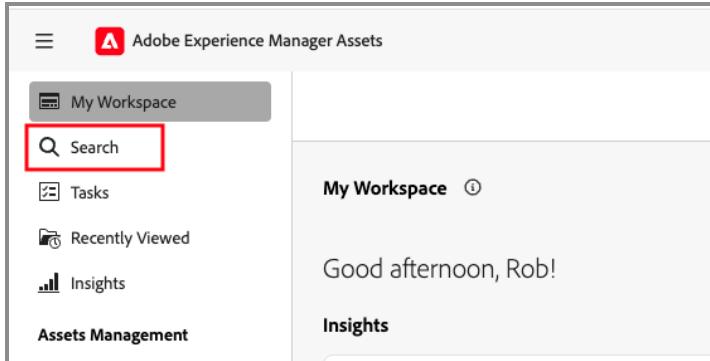
	Name	Folder Association	Issues
<input type="checkbox"/>	image	dropdown	0 Issues
<input type="checkbox"/>	video	dropdown	1 Issues
<input type="checkbox"/>	dm_video	dropdown	9 Issues
<input type="checkbox"/>	default	dropdown	12 Issues

Press **Cancel** to leave the import wizard.

More information about metadata form import is provided in the documentation [Import metadata forms from Admin View to Assets View](#).

Activity 1-4: Explore Search

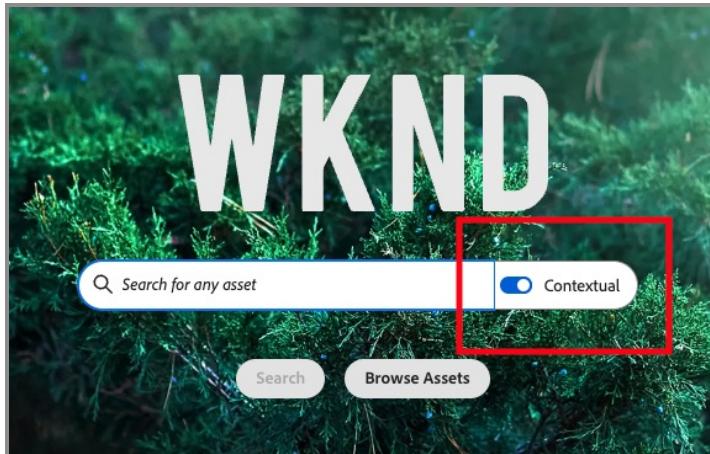
Click on the search icon at the top of the left panel.



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.

Click the back arrow (ideally in Assets View, not the browser back button).

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



Enter *images of a lake uploaded in the last week*

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.

Experiment with natural language searches to explore the limits of the contextual search.

Module 2: Access Control

Introduction

AEM Assets has the folder permissions feature which provides simplified and granular access control in the AEM DAM.

The Metadata Driven Permissions feature is new (released in late 2024) and is an important enabler for the adoption of metadata-first asset management.

In this module you will see a demonstration of Metadata Driven Permissions, and configure folder permissions in both Assets View and Admin View.

Objectives

- Understand configuration and use of Metadata Driver Permissions (demonstration)
- Configure folder permissions in Assets View
- Configure folder permissions in Admin View
- Understand the associated complexity and need for governance

Module Navigation

- [Demonstration 2.1: Metadata-Driven Permissions \(do not do this activity\)](#)
- [Activity 2-2: Folder Permissions Management](#)
 - [Set folder permissions in Assets View](#)
 - [Check and set folder permissions in Admin View](#)
 - [Check for changes in Assets View](#)
 - [Explanation](#)

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Demonstration 2.1: Metadata-Driven Permissions (do not do this activity)

Metadata Driven Permissions was released in late 2024 and is an important enabler for the adoption of metadata-first asset management.

In this demonstration you will see a system ACL configuration that allows the metadata property `dam:status` to be used for access control (part of the configuration needed must be completed by a developer and we will not look at that).

The use case is that a non-privileged user should only see approved assets. For training purposes, the restrictions will only be applied to a single folder: the `WKND Magazine` folder.

Switch to the Assets View.

Open the `Magazine > Western Australia` folder and **bulk update** all assets, setting the **status** to **No Status**.

Open the AEM Admin View Tools > Security > Permissions. Search for the `Contributors` group and add two entries, limiting read access in the `Magazine` folder of WKND Shared. First the **deny**, then the **allow**.

/content/dam/wknd-shared/en/magazine	● deny	jcr:read	rep:ntNames="dam:Asset"		
/content/dam/wknd-shared/en/magazine	● allow	jcr:read	dam:status="approved"		

Login as a user with read-only permissions in the DAM (a member of the `Contributors` group only) and open the Assets View UI.

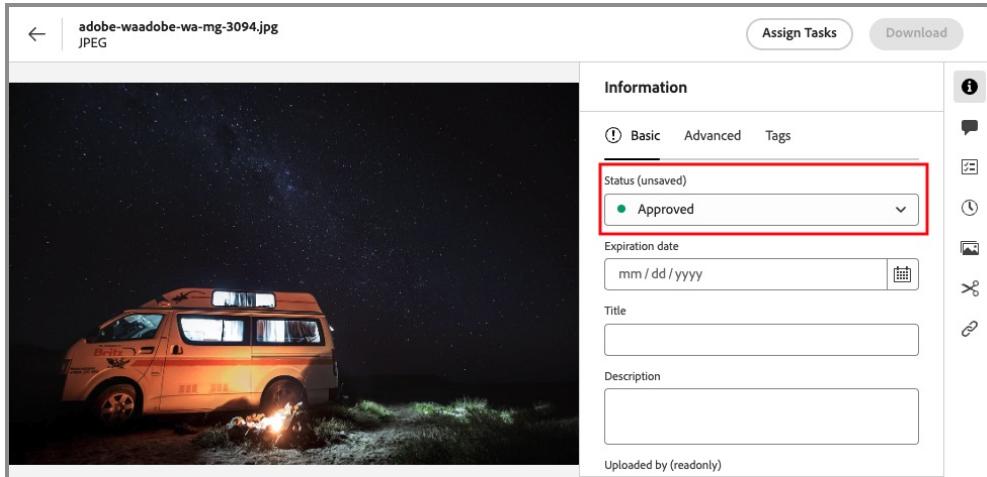
Navigate through to the `Magazine > Western Australia` folder and notice that **no assets are visible**. This is because the `Magazine` folder has been configured to only show **approved** assets to `Contributors`.

Now switch to a more privileged user (any of student users) and navigate to the same folder.

Click on the ellipsis icon for an image and choose *Details*.



In the *Edit Metadata* dialog, change the **Status** to **Approved** and click Save.



Switch to the browser with the *Contributor* user session and refresh the *Western Australia* folder page. The image you enabled above should now be visible.

Switch view to show this also working in the Admin View.

In the privileged session reset the Status to *No Status* and remove the ACL entries you created in step 2.

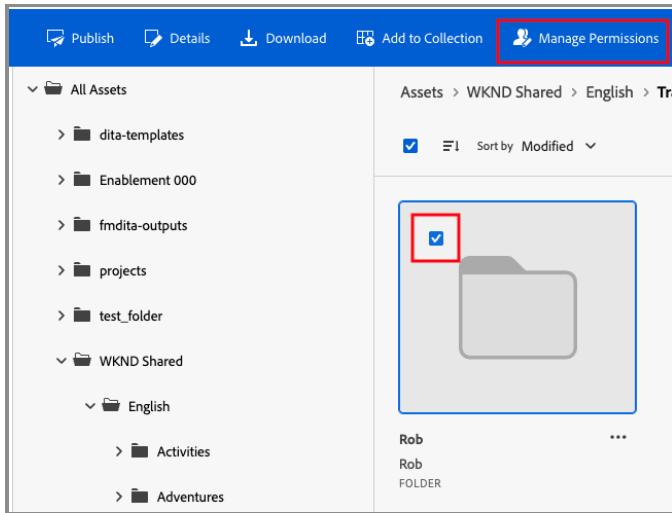
⚠️ Health warning: AEM ACLs are complex. Like any ACL mechanism in AEM, the Metadata Driven Permissions system should be used sparingly and ideally applied at a high level within the folder structure. The example shown breaks an AEM ACL best-practice of avoiding deny rules at low levels of the repository and would reduce system maintainability.

Activity 2-2: Folder Permissions Management

In this activity you will explore folder permissions management features in the Assets and Admin Views.

Set folder permissions in Assets View

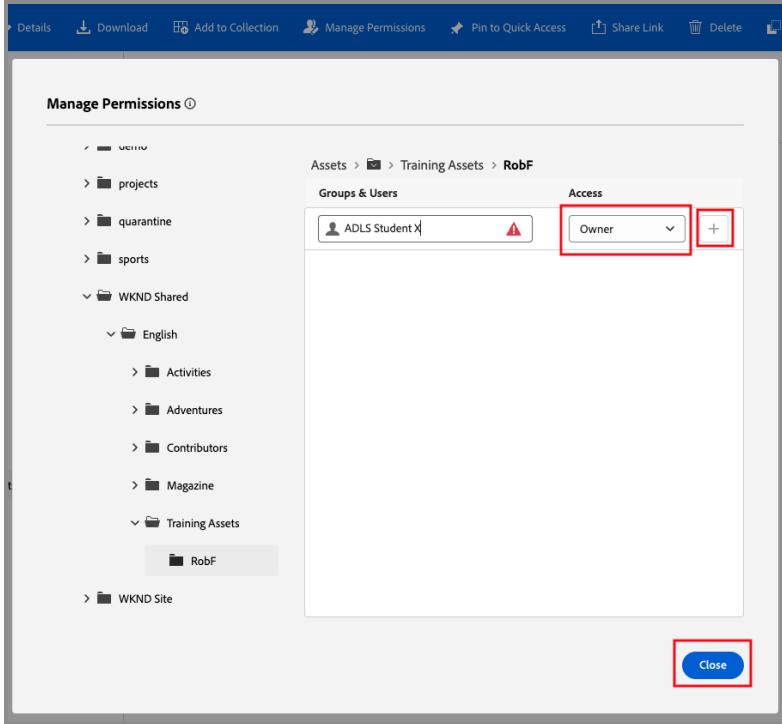
In the Assets View UI navigate to *All Assets > WKND Shared > English > Training Assets*, select *your folder* (the folder you created earlier) and then click **Manage Permissions**.



The permissions editor opens, and any user can be added and the dropdown used to set access rights in a user-friendly way, although using AEMs standard permissions system.

Enter your student email address and give yourself **owner permissions** ("Owner") in the pulldown. Accept the warning.

Click the plus button (this is only for exercise purposes as you can of course already edit! We will look at the effect of this in the different UIs shortly).



Click **Close**

Check and set folder permissions in Admin View

Use the *Switch View* to change to the Admin View UI.

Select your folder again and open the properties.

In the permissions tab is a similar properties feature. Note that there are no permissions listed, i.e., what you just did in the Asset View is **not** visible (although they **are effective in both the Asset View and Admin View!**).

Add yourself here as an **editor** by typing in your email address and clicking **Add**.

The screenshot shows the 'Permissions' tab selected in the top navigation bar. Below it, the 'Members' section is displayed. A text input field labeled 'Add User or Group' contains a placeholder. To its right is a dropdown menu set to 'Viewer'. Below this is a large 'Add' button. A list item for 'ADLS Student 11' is shown, including their email 'vlab10emea11@adobeblab.com' and the same 'Viewer' permission level. There is also an 'x' button to remove the entry.

Click **Save and Close**.

Check for changes in Assets View

Change to the Assets View by using the *Switch View* toggle again, select your folder, and open the **Manage Permissions** dialog again using the link in the blue toolbar.

Note that the *editor* permissions that you just gave yourself in the Admin UI are not listed (although they**are effective in both the Asset View and Admin View!**).

Explanation

Both systems have added ACL entries to your folder, although without testing we can't be sure of the effect. AEM has sophisticated ACL processing functionality that will merge the ACLs from your changes in the Asset View UI, with those from your changes in the Admin View UI, to set the effective permissions on your folder.

The screenshot below is of the raw permissions that resulted, viewed in the CRX DE developers' interface. A set of complex permissions configurations have been created and even an experienced AEM developer would struggle to work out what has created these, how they interact and what the outcome would be!

Path	Privileges	Restrictions
/content/dam/wknd-shared/en/tr...	Allow jcr:read, rep:write	
/content/dam/wknd-shared/en/tr...	Allow crx:replicate, jcr:lockManagement, jcr:modifyAccessControl, jcr:read, jcr:readAccessControl, jcr:versionManagement, rep:write	
/content/dam/wknd-shared/en/tr...	Allow crx:replicate, jcr:addChildNodes, jcr:lockManagement, jcr:modifyProperties, jcr:nodetypeManagement, jcr:read, jcr:readAccessControl, jcr:r... ↗	rep:glob="/"
/content/dam/wknd-shared/en/tr...	Allow jcr:removeNode	
/content/dam/wknd-shared/en/tr...	Allow jcr:read	

Therefore, if this UI-based permissions functionality is needed it should only be used in**either** the Assets View UI **OR** the Admin View UI for a given repository area. If this governance is not in place complex and conflicting ACLs could result.

Such a situation is likely to lead to bugs and therefore increased maintenance cost.

Always apply strict governance to ACL configuration in AEM projects.