

Adding Assets

Nuxeo

Assets are added to folders in the Team Work spaces. After assets are approved, they are published to and available in the Approved Content section.

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Adding Folders

Adding a Team Folder


Administrators can add a Team folder to the Team Work space.

1. On the left-side, click the **Browse** () icon, then click **Domain**, and then **Team Work**.



2. At the bottom right, click the **Add Content** () icon or press "c" (for Create) on the keyboard.
3. Select the **Team** () icon. The window will display the location where the folder will be added and the metadata fields.

Adding Assets

 NEW TEAM

Location

/default-domain/TeamWork

Title *

Bulk Import Team

Description

CANCEL

BACK

CREATE

4. Enter a title (required) and description (optional), and click **Create**. The team folder will be added.

Adding a Project Bundle or Asset Folder


Under a Team folder in the Team Work space, you can add project bundle folders and asset sub-folders. So a folder structure would look like this:

Film-Video Team (team)

- PRJ123456 (project bundle)
 - Audio (asset folder)
 - Raw Camera (project bundle)
 - Camera 1 (asset folder)
 - Camera 2 (asset folder)
 - Video (asset folder)

In a folder you can:




- Add assets and metadata
- Manage permissions
- Receive notifications

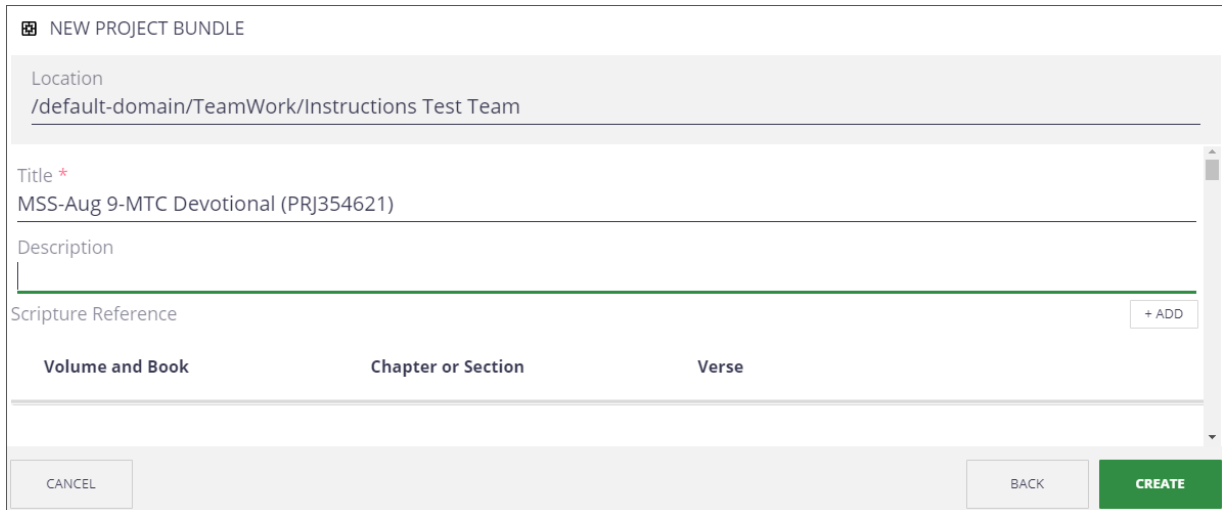
1. On the left-side, click the **Browse**  icon, then click **Domain**, then **Team Work**, and then the parent folder:
 - To add a project bundle folder, select the team folder.
 - To add an asset folder, select the project bundle folder or an asset folder. *Note:* You can add a project bundle as a sub-folder under a project bundle. And you can add asset folders under a project bundle or under other asset folders.

< Domain

Team Work

Adding Assets

2. At the bottom right, click the **Add Content** () icon or press “c” (for Create) on the keyboard.
3. Select the **Project Bundle** () icon or **Asset Folder** () icon. The window will display the location where the folder will be added and the metadata fields.



NEW PROJECT BUNDLE

Location
/default-domain/TeamWork/Instructions Test Team

Title *
MSS-Aug 9-MTC Devotional (PRJ354621)

Description

Scripture Reference + ADD

Volume and Book	Chapter or Section	Verse
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CANCEL BACK CREATE

4. For either a project bundle or asset folder, enter a title (required). For a project bundle, also add the sponsoring department (required). Scroll down to fill in other metadata fields, as desired. *Note:* For help with metadata fields, see “Metadata” in the *Appendix*.
5. Click **Create**. The title will appear as the folder title in the Team Work space. Folders are listed alphabetically.

Adding Assets

Following are the file formats you can add:

- **Animation/Motion Graphics/3D:** Autodesk 3D Studio Max (.max), Autodesk Maya (.ma, .mb), Cinema 4D (.c4d), Google Sketchup (.skp), Legacy 3D Studio Model (.3ds), Realsoft 3D (.r3d), Toon Boom Harmony (xstage), Vectorworks (.vwx)
- **Archive:** .dmg, .iso, .tar, .zip
- **Audio:** .ac3, .aif (aiff, aifc), .asf, .au, .flac, .m4a (aac), .mp3, .ogg, .snd, .wav, .wma
- **Design:** Adobe InDesign (indd), Adobe Illustrator (ai), Adobe Swatch (ase)
- **Documents:** EPUB (epub) Final Draft (fdx) Hypertext (html, htm, xhtml, xht), Microsoft Word (docx, doc, dot, docm, dotx, dotm, docb), Microsoft Excel (.xlsx, xls, xlt, xlsx, xltm), .css, Open Office (odt, ott, odm, ods) PDF (pdf), .rtf, XML (xml, xslt, xsl)
- **Icons:** .ico, .icns
- **Images:** Adobe Digital Negative Raw (dng), .avchd, Bitmap (bmp), Canon Raw (cr2), .dng, .eps (ps) .exif, .gif, .jpg, .jpg2000, .pict, .png, .psd, .raw, .svg, .tif (tiff), .wmf

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- **Presentations:** Keynote (key), PowerPoint (pptx, ppt, pptm, potx, potm, ppam, ppsx, ppsm, sldx, sldm), Prezi (pez)
- **Sheet Music:** Finale (mus, musx), MIDI (mid), Sibelius (sib)
- **Subtitles:** SAMI (smi), .srt, webvtt
- **Videos:** .avchd, .avi (divx) .dpx, .flv (fla), .gxf .mov, .mp4 (m4v), .mpeg (mpg, mpe, m1v, m2v) .mxf, .ogg, .qt, .swf, .wmv
- **Video Project Files:** After Effects, Avid, Final Cut Pro, Nuke, Premiere, ProTools, Sketch



When you add assets, you can do the following:

- Create just the metadata record, and then import an asset later. This only applies to one asset, not multiple.
- Import one or more assets, add metadata that applies to all, and finish the metadata for each file later. *Note:* If files are larger than 20 GB, use bulk import.
- Bulk import assets from a specified file location.
- Add assets to your desktop Nuxeo Drive folder. This automatically adds it to Nuxeo (see “Synchronize Assets” in *Working with Assets*).

When you import assets (video, audio, images, documents), the title is required. The system automatically inserts the file name as the title until a title is supplied.

Creating Metadata First

Use this process to create just the metadata, and then add an asset later.

1. In the Team Work domain, browse to the appropriate team folder. *Note:* It must be a project bundle or asset folder (not a team folder).
2. At the bottom right, click the **Add Content** () icon or press “c” (for Create) on the keyboard.
3. Select the **Asset** () icon. The window will display the location where the file will be imported and the metadata fields.

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NEW ASSET

Location
/default-domain/TeamWork/Instructions Test Team

Content
[Upload main file](#)

Title *
Neil L. Andersen - MTC Devotional - Aug 9, 2019

Description

Scripture Reference + ADD

Volume and Book	Chapter or Section	Verse
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CANCEL BACK CREATE

4. Scroll down to fill in the metadata you want to add. The Title is required. Then click **Create**. The asset will be listed in the team work space. *Note:* For help with metadata fields, see “Metadata” in the *Appendix*.
5. When you receive the file, browse to this asset in the team work space.

Videos
Domain > Workspaces > Sample Content

VIEW PERMISSIONS HISTORY TRASH

12 result(s)

Title	Modified	Last Contributor
church-306 test	October 2, 2019	administrator@example.com
2017-12-0010-i-stand-all-amazed-720p-eng.mp4	September 30, 2019	administrator@example.com
2017-10-0009-am-i-good-enough-720p-eng.mp4	September 30, 2019	administrator@example.com

6. Click the asset title to open the asset details.
7. On the View tab, click **Upload main file**, select the asset, and click **Open**. Or drag and drop the asset in that space. The asset will appear in the view area (if not, refresh the browser page).

Importing Assets

Use this process to import one or more assets at once. You can add some metadata that applies to all, and then finish adding metadata to each file later. Name asset files using the [Asset Naming Standards](#) and [Media Server File Name Standards](#). File names should be 128 characters or less. *Note:* If files are larger than 20 GB, use bulk import.

1. Browse to the appropriate team folder where you want to add assets. *Note:* It must be a project bundle or asset folder (not a team folder).

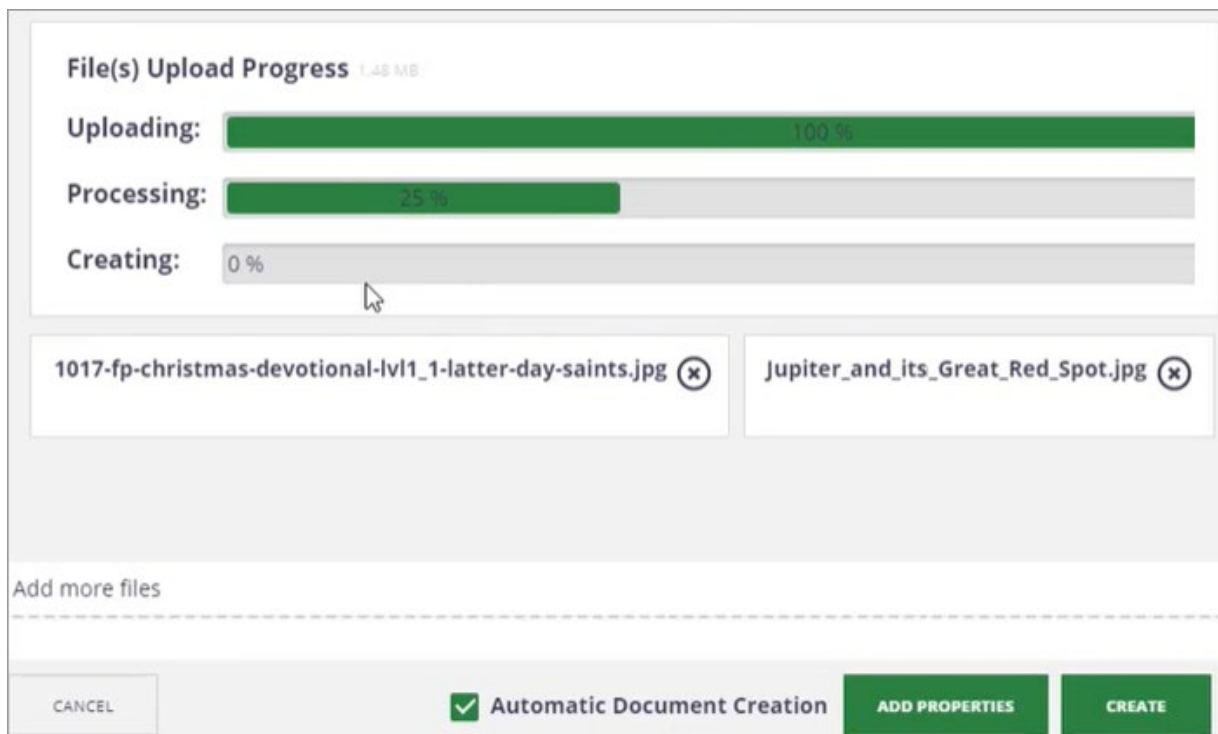
Adding Assets

2. Do one of the following:

- Drag and drop the assets in the folder view area. The import window will appear.
- Click the **Add Content** (⊕) icon or press “c” (for Create) on the keyboard. At the top, select the **Import** tab. Drag and drop one or more files or click to select files to import.

Three progress bars will indicate the import progress for each file (Uploading, Processing, Creating). The window will display the location where the file(s) will be imported.

Note: You can check the **Automatic Document Creation** box to automatically create the Nuxeo asset document file. However, by unchecking this option, you can continue to drag more files in and then click **Create**.



The screenshot shows a window titled "File(s) Upload Progress" with a total size of 1.48 MB. It contains three progress bars: "Uploading:" at 100%, "Processing:" at 25%, and "Creating:" at 0%. Below the progress bars, two file names are listed: "1017-fp-christmas-devotional-lvl1_1-latter-day-saints.jpg" and "Jupiter_and_its_Great_Red_Spot.jpg", each with a close button (x). At the bottom, there is a "CANCEL" button, a checked checkbox for "Automatic Document Creation", and two buttons: "ADD PROPERTIES" and "CREATE".

File(s) Upload Progress	1.48 MB
Uploading:	100 %
Processing:	25 %
Creating:	0 %

1017-fp-christmas-devotional-lvl1_1-latter-day-saints.jpg (x) Jupiter_and_its_Great_Red_Spot.jpg (x)

Add more files

CANCEL ☒ Automatic Document Creation ADD PROPERTIES CREATE

3. To add metadata, select **Add Properties**. Otherwise, click **Create**.
4. Select the asset type (asset). The window will display the metadata fields.

Adding Assets

The screenshot shows the 'CREATE' tab of an asset management interface. The form is divided into several sections: 'Location' (set to /default-domain/TeamWork/zTeam Work Space), 'Type' (set to Asset), 'Title' (Telephone Ringing 02.wav), 'Description', 'Scripture Reference' (with a table for Volume and Book, Chapter or Section, and Verse), 'Alt Text', and 'Asset Type'. A list on the right shows two assets: 'Telephone Ringing 02.wav' and 'School Bell Ringing.wav'. At the bottom, there are buttons for 'CANCEL', 'EDIT NEXT', and 'APPLY TO ALL'.

5. Scroll down to enter the metadata you want to add. Click **Edit Next** to enter metadata for the next asset, or to apply the metadata to all the assets, click **Apply to All**. *Note:* For help with metadata fields, see "Metadata" in the *Appendix*.
6. Click **Create**. The assets will appear in the team folder. To edit metadata for multiple files, see "Editing Metadata for Several Assets at Once" in *Working with Assets*.

Bulk Importing Assets

Only certain individuals or groups will have permission to use the bulk import function. Currently, the system can do five simultaneous import requests. For multiple requests, bulk import items may be placed in a queue and you will receive emails when 1) it is placed in a queue, 2) it is starting import, and 3) importing is completed. (*Note:* Sends emails to address of logged-in user. Emails list the source path in the title along with the status, such as "Started" or "Completed.")

Currently, you can import files up to 600GB in size.

File Names

When you import assets (video, audio, images, documents), the title is required. The system automatically inserts the file name as the title until a title is supplied. Name asset files using the [Asset Naming Standards](#) and [Media Server File Name Standards](#). File names should be 128 characters or less.

When naming files, do not use the following characters:

- (< >) Less than or greater than
- (:) Colon

Adding Assets

- (") Double quote
- (/ \) Forward or back slash
- (|) Vertical bar or pipe
- (?) Question mark
- (*) Asterisk
- Integer value zero, sometimes referred to as the ASCII NULL character (sometimes transferred when copying and pasting)

Importing

1. Set up a folder on a Nuxeo-Import source location, such as Palmyra, Fayette Photo, or MMO (default is \\cob-hds-1.ldschurch.org\Nuxeo-import) and place all the files you need to add in that folder. You can create a folder with sub-folders and then either add all the assets from the parent folder, or just the assets in a sub-folder.
Note: Any .DS_Store, .db, ._test, .pek, Info.plist, and Frame 0 - 1023 files will not be imported.
2. In Nuxeo, browse to the appropriate Team Work folder where you want to add the assets. *Note:* It must be a project bundle or asset folder (not a team folder).
3. At the top right, click the **More** (⋮) icon and select **Bulk Import** (📁). This will note the location (target path) in Nuxeo where the files should be added.
4. In the Bulk Import window that appears, select the “source location on the server,” such as Palmyra, Fayette Photo, or MMO. (The default is “/mnt/Qumulo-NX-Import.”)

import in progress

File Importer configuration

Target path in Nuxeo repository: /default-domain/TeamWork/_aaa/test bundle/user 2

Will import all files under the folder (on the server):

/ default / Demo_Files / Imported

Select a source location on the server: default

Select a folder to import: Select...

Run

Total: 19 Imported: 17 failed: 0 ignored: 0 remaining: 2

Total Imported Size: 281.10MB Total Run Time: 0:00:25

5. Select the “folder to import.” This should be the folder you created on the Nuxeo-import location.

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Note: If you import a folder with sub-folders, the sub-folders will be imported as asset folders with their assets.

6. Click **Run**. The files will be imported and the progress will be listed on the window. When it is complete, it will list "Import Completed" at the top. You can edit the files later to add the metadata. To edit metadata for multiple files, see "Editing Metadata for Several Assets at Once" in *Working with Assets*. After clicking Run, these other options appear:
 - **Cancel Import:** This will stop the import.
7. Click **View Summary** to check the log file for failed files. This button appears after the import has completed. It will download the BULKIMPORT-JOB spreadsheet with details about the import, including a list of all the files that imported, their size, and status (imported or failed). You can do a checksum on the "size" to check the combined file size. You can click a column header, such as "status" to filter the list to only show files that failed. *Note:* This spreadsheet is also attached to the completed email for queued jobs.
8. Close this browser window.