

Image Manager User Guide  
10g Release 3 (10.1.3.3.0)

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# INTRODUCTION

## OVERVIEW

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Image Manager enables you to quickly find, group, and download images of various sizes and resolutions to meet your business needs, all while maintaining a consistency of use across your organization. For example, an organization's logo may need to be available in a variety of sizes for advertisements, web pages, and presentation. Your system administrator will have worked with you and other image contributors to define the desired image output. At check in, the image is automatically converted into the defined formats and sizes, known as renditions. You can then search for the image using standard metadata, group renditions into a content basket, and download a single compressed file of the renditions you need.

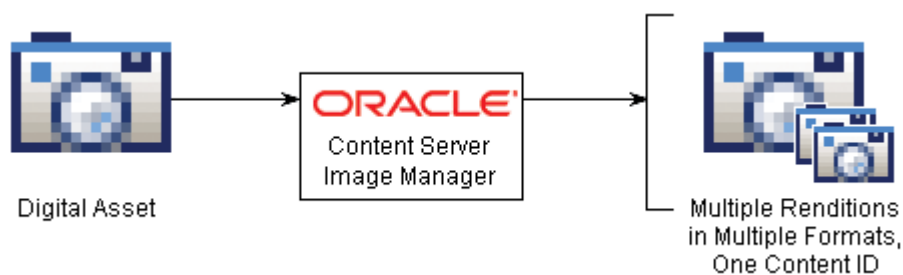


Image Manager adds the following pages to Content Server:

- ❖ [Rendition Information Page](#) (page 2-6)
- ❖ [Content Basket Page](#) (page 2-15)
- ❖ [Edit Attachments](#) (page 2-23)
- ❖ [Add a Rendition Page](#) (page 2-18)

Image Manager also adds functionality to the Content Check In, Content Information, and Content Information Update pages, as well as all search result pages and the My Content Server tray.





## ABOUT THIS GUIDE

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This guide provides instructions for using Image Manager on Content Server. The information contained in this document is subject to change as the product technology evolves and as hardware, operating systems, and third-party software are created and modified.

### **Symbols**

Notes, technical tips, important notices, and cautions use the following symbols:

Symbol	Description
	<b>Note:</b> Brings special attention to information.
	<b>Tech Tip:</b> Identifies information that can be used to make your tasks easier.
	<b>Important:</b> Identifies a required step or required information.
	<b>Caution:</b> Identifies information that might cause loss of data or serious system problems.

### **Conventions**

The following conventions are used throughout this document:

- ❖ The notation `<install_dir>/<instance_dir>` is used to refer to the location on your system where a specific instance of Content Server is installed.
- ❖ Forward slashes (/) are used to separate the directory levels in a path name. A forward slash will always appear after the end of a directory name.
- ❖ Forward slashes (/) are used to separate parts of an Internet address. For example, `http://www.microsoft.com/windows2000/`. A forward slash might or might not appear at the end of an Internet address.

- ❖ Paths to access operating system dialogs or windows use the following formatting structure:

**Start—Settings—Control Panel**

- ❖ Required user input is distinguished using the following font formatting:

xyz\_name

- ❖ Digital assets are defined for this guide as any content item of a format set up by the system administrator to be rendered with Image Manager.





# WORKING WITH IMAGE MANAGER

## OVERVIEW

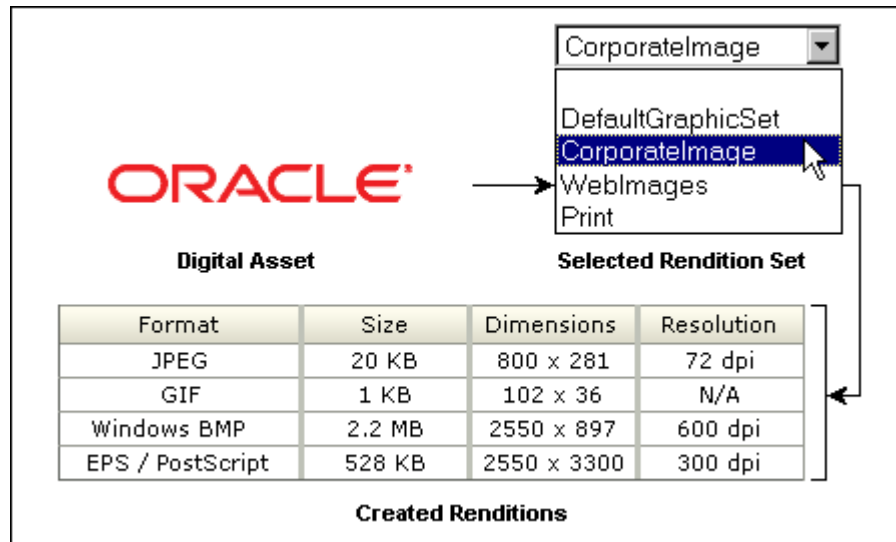
---

Image Manager enables you to create and find images in specified formats and sizes. This helps your organization maintain consistent standards for branding and image use, while providing the right content to the right people in the right format.

Image Manager creates multiple formats of digital assets automatically when checked into Content Server, and lists the formats under one content ID. If you create digital assets, such as a corporate logo, this ensures that the asset maintains a standard size and quality in each format required by your organization. And the content management and workflow features of Content Server ensure that all versions used are approved, because Image Manager creates them from a single source managed by Content Server.

If you use images, Image Manager gives you the confidence that you are using the approved image and format for your needs. For example, an image of the logo in a format for use on a web-site can be bundled and downloaded with other formats of the logo for use in office presentations or print collateral, all from a single digital asset checked into Content Server.

Each format created by Image Manager is called a rendition. Each rendition is created based on information regarding size, color, format, and other criteria defined by your system administrator. Renditions are grouped into rendition sets. When you check in a digital asset, you choose a rendition set, which then determines what renditions are created for the asset. When finding a digital asset for use, all renditions of the asset are listed on the asset's Rendition Information page, and are available for download.



This section covers the following topics:

- ❖ [Checking In a Digital Asset](#) (page 2-4)
- ❖ [Finding Image Renditions and Information](#) (page 2-5)
- ❖ [Working with Image Renditions](#) (page 2-12)
- ❖ [Working With Standard Content Items](#) (page 2-23)
- ❖ [Image Manager on a Macintosh Client](#) (page 2-25)

## Supported Input Formats

Supported input formats are determined by the graphic conversion application being used as set up by your system administrator. Common formats include the following:

- ❖ JPG/JPEG (Joint Photographic Expert Group)
- ❖ GIF (Graphics Interchange Format)
- ❖ BMP (Bitmap)
- ❖ PNG (Portable Network Graphics)
- ❖ TIFF (Tag Image File Format)
- ❖ PSD (PhotoShop)
- ❖ AI (Adobe Illustrator)
- ❖ PDF (Portable Document Format)

See the conversion application documentation for a comprehensive listing of supported formats



**Note:** Formats supported by the graphic conversion application must also be associated with the conversion process within Content Server by the system administrator using the Content Server Configuration Manager. See your system administrator if a supported format is not being rendered.

## CHECKING IN A DIGITAL ASSET

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With Image Manager installed, the Image Rendition Set drop-down list is displayed.

**Figure 2-1** Content Check In Form with Rendition Set drop-down list

The screenshot shows a web form titled "Content Check In Form". The form contains the following fields and controls:

- Image Rendition Set:** A dropdown menu with "CorporatImage" selected.
- Type:** A dropdown menu with "ADACCT - Acme Accounting De" selected.
- Title:** An empty text input field.
- Author:** A text input field containing "sysadmin" and a dropdown menu also showing "sysadmin".
- Security Group:** A dropdown menu with "Public" selected.
- Primary File:** A text input field and a "Browse..." button.
- Alternate File:** A text input field and a "Browse..." button.

To check in a digital asset, perform these steps:

1. Access the Content Check In form.
2. Select a rendition set from the Image Rendition Set drop-down list.
3. Enter a title and any additional metadata for the asset.
4. Click **Browse** to locate the primary file.
5. Click **Check In**. The Check In Confirmation page is displayed



**Note:** Content Server uses the file extension, such as .psd or .jpg, to determine if an item is a digital asset. You must make sure that all digital assets checked in to Content Server have the correct file extension amended to the file name. For example, a Photoshop file named CorporateLogo.psd will be correctly identified by Content Server as a digital asset, but one named CorporateLogo will not be.



**Important:** Do not select an alternate file when checking in a digital asset. Doing so prevents the primary file from rendering.

## FINDING IMAGE RENDITIONS AND INFORMATION







Image Manager builds on the functionality of Content Server. Searching for images is identical to searching for other types of content. Digital assets have an additional icon displayed in the standard search results page. The Rendition Information icon  links to the [Rendition Information](#) page of the asset.

Figure 2-2 Search result page with rendition information icon

**Search Results** Found 17 items

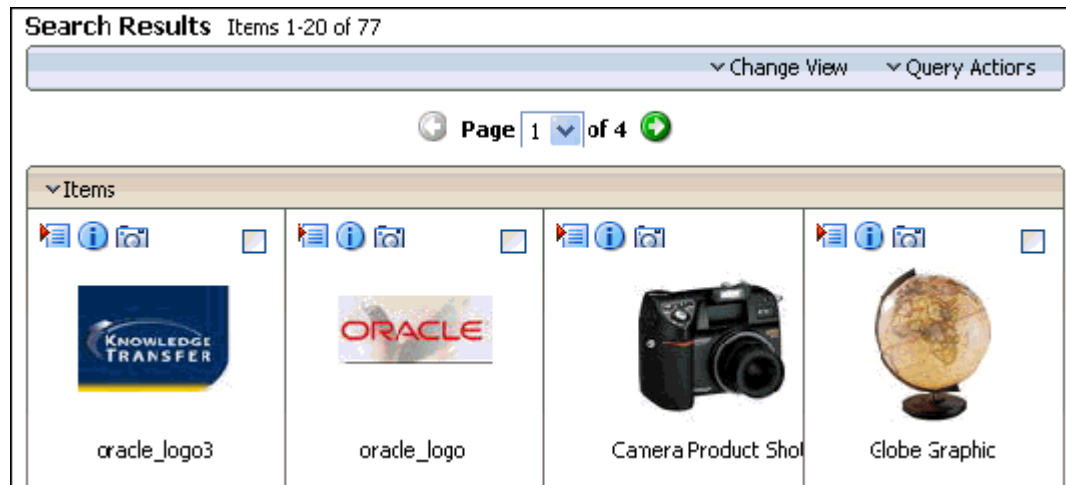
Items					
<input type="checkbox"/>	ID	Title	Date	Author	Actions
<input type="checkbox"/>	<a href="#">000112</a>	CC Video Test 1	3/9/07	sysadmin	
<input type="checkbox"/>	<a href="#">000103</a>	Video Test 2	3/9/07	sysadmin	
<input type="checkbox"/>	<a href="#">000101</a>	Ref8 Test 5	3/8/07	sysadmin	
<input type="checkbox"/>	<a href="#">000105</a>	DAM Test 5	3/9/07	sysadmin	

Rendition Information Icon 



**Tech Tip:** Because you are working with images, you may want to set your default search result view to Thumbnail View. To do so, select **Thumbnail View** from the **Change View** menu on a search results page.


Figure 2-3 A Thumbnail View search results page.



## Rendition Information Page

Content Information    **Rendition Information**    [quick help](#)

**DAM Test 5** (Revision 1)



**Content ID:** 000106

**Native File:** M3.jpg



**File Size:** 28 KB

**Format:** image/jpeg























**Rendition Set:** DefaultGraphicSet

▼ Renditions				
<input type="checkbox"/> Rendition Name	Format	Size	Dimensions	Resolution
<input type="checkbox"/> <a href="#">Web</a>	JPEG	41 KB	580 x 240	72 dpi
<input type="checkbox"/> <a href="#">Thumbnail</a>	JPEG	2 KB	80 x 33	72 dpi
<input type="checkbox"/> <a href="#">Preview</a>	JPEG	11 KB	250 x 103	72 dpi
<input type="checkbox"/> <a href="#">Native File</a>	JPEG	28 KB	580 x 240	72 dpi


When a digital asset is checked into Content Server, multiple renditions are created based on the rendition set chosen at the time of check in. Just like with standard content, information about the original content item is indexed and displayed on the Content Information page. However, with a digital asset, information about the created renditions is displayed on the Rendition Information page.

The Rendition Information page is accessed by a link on the Content Information page, or from a search result page using the Rendition Information icon  or the Rendition information link in the Item Action contextual menu.  The Rendition Information page lists the renditions of an asset and provides a variety of information about each rendition.

Page Item	Description
Content Information	Displays the Content Information page for the digital asset, showing metadata indexed by Content Server and a listing of any revision history of the asset. It also provides access to actions that can be taken on content items.
<b>Preview Section</b>	Shows a web-viewable rendition of the content item with minimal metadata. Clicking the preview image displays the primary rendition in a new window. The primary image is specified by the system administrator, and is typically larger than the preview image.
Content ID	The unique identifier used by Content Server to manage the digital asset. Specified at check in.
Native File	The name of the source file of the digital asset.
File Size	The storage size of the source file.
Format	Identifies the format of the native file as specified by information stored in Content Server, configured by the system administrator.
Rendition Set	Identifies the metadata option selected when the digital asset was checked in that determines what renditions are created.
<b>Renditions Section</b>	Lists the renditions stored under the content ID.
Rendition Name	Name for each rendition, defined in the rendition set chosen at the time the digital asset was checked in or updated.



Page Item	Description									
Rendition Name Info Icon 	Displays the <a href="#">Rendition Parameters</a> page (see page 2-11). The Rendition Parameters page lists information regarding the parameters of the specific rendition as logged by the graphics conversion application when the rendition was created. This information is valuable to you if you need detailed information about the rendition creation process, or about rendition parameters otherwise unavailable to you.									
Rendition Name Description Icon 	Displays a more detailed description of the rendition. If no icon is present, then no description exists for the rendition.									
Format	<p>Identifies the rendition’s file format, or way of organizing and storing the information in the rendition file. Different formats have different benefits for use in different ways.</p> <p> <b>Note:</b> If a rendition fails, then the format column displays <b>Not Converted</b> for that rendition. Clicking the <a href="#">Rendition Name Info Icon</a>  of a failed rendition displays the <a href="#">Rendition Parameters page</a> with information about the cause of the failure.</p> <table border="1" data-bbox="738 1129 1318 1291"> <tbody> <tr> <td><input type="checkbox"/></td> <td>  General Web GIF</td> <td>GIF</td> </tr> <tr> <td><input type="checkbox"/></td> <td>  Smallest Web</td> <td>Not Converted</td> </tr> <tr> <td><input type="checkbox"/></td> <td>  Smallest Print</td> <td>Not Converted</td> </tr> </tbody> </table>	<input type="checkbox"/>	  General Web GIF	GIF	<input type="checkbox"/>	  Smallest Web	Not Converted	<input type="checkbox"/>	  Smallest Print	Not Converted
<input type="checkbox"/>	  General Web GIF	GIF								
<input type="checkbox"/>	  Smallest Web	Not Converted								
<input type="checkbox"/>	  Smallest Print	Not Converted								
Size	Lists the required storage size of a rendition.									
Dimensions	Lists the height and width, in pixels, of a rendition.									
Resolution	Lists the amount of detail per inch of an image, measured in dots. The more dots per inch (dpi), the sharper an image appears when printed. Different ways of presenting renditions have different limitations regarding resolution. For example, a web browser is limited to displaying 72 dots per inch, while a printer can output at much higher resolutions.									




Page Item	Description
Renditions drop-down list	<ul style="list-style-type: none"> <li>• <b>Download</b> —Bundles the selected items into a single compressed file and copies the file to a local or networked storage space.</li> <li>• <b>Add to Basket</b>—Adds the selected renditions or native file to the content basket.</li> <li>• <b>E-mail Links</b> —Opens a new e-mail message using your local e-mail client application and copies URL links to the selected rendition or native file into the body of a new message. <ul style="list-style-type: none"> <li>•  <b>Important:</b> Some e-mail clients have limitations to the number of characters used in the body of a message. Adding a large number of renditions as links to an e-mail may exceed the limitation, causing the e-mail to fail.</li> </ul> </li> <li>• <b>Delete</b> —Removes selected renditions from the rendition set.</li> <li>• <b>Add New Rendition</b>—Displays the Add A Rendition page, allowing a user to manually attach a file to the existing rendition set.</li> </ul>

## Accessing The Rendition Information Page

To access the [Rendition Information](#) page of a digital asset from any page in Content Server, perform one of these steps:

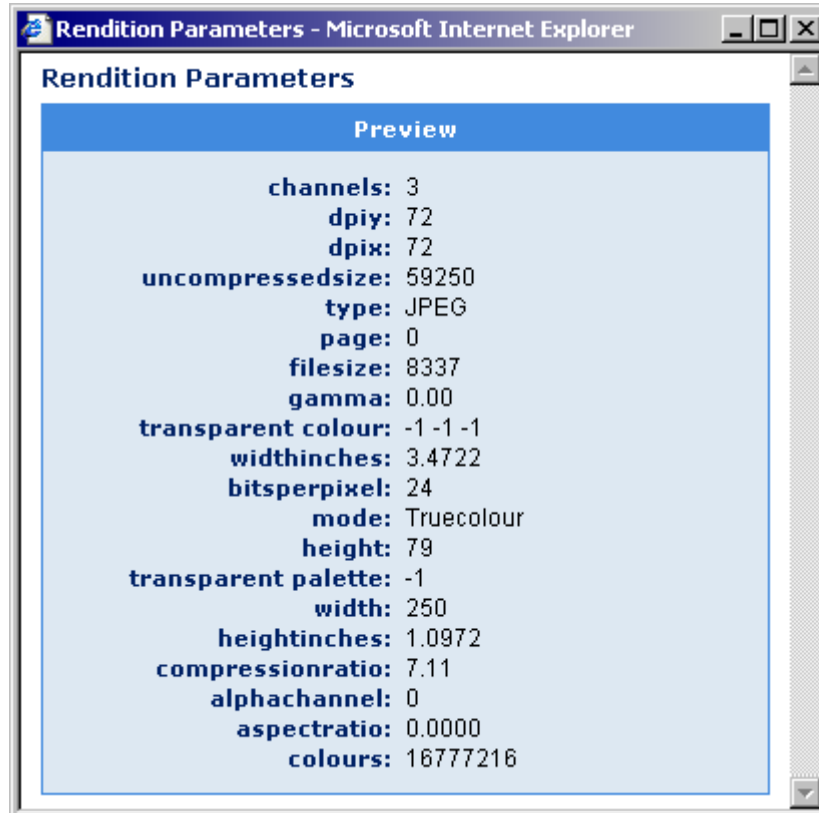
1. Search for the digital asset for which to view rendition information.
2. Click the **Rendition Info icon**  next to the appropriate digital asset on a search results page, or select Rendition Information from the Item Action Contextual menu . The [Rendition Information](#) page is displayed.


Alternately, you can access the Rendition Information page from the [content basket](#) by performing these steps:

1. Open the **My Content Server** tray and click **My Content Basket**.
2. Click the **Rendition Info icon**  next to the appropriate digital asset in your content basket. The Rendition Information page is displayed.

Once the Rendition Information page is displayed, you can toggle between the Content Information page and the Rendition Information page for the asset by clicking the links at the top.

## Rendition Parameters Page




Additional information about a rendition is extracted directly from the conversion application and is listed on the Rendition Parameters page. When a rendition is created, the resulting parameters of the rendition are logged by the conversion application. The type of logged information is dependent on the conversion application used, and may be useful to you if you need specific information on the conversion process, or other information not listed on the Rendition Information page. The Rendition Parameters page is accessed by clicking the [Rendition Name Information icon](#)  next to a rendition name on the [Rendition Information page](#).



**Note:** If a rendition fails, the format column in the Renditions section of the Rendition Information page displays **Not Converted** for that rendition. In the case of a failed rendition, the Rendition Parameters page displays information about the cause of the failure.

## Accessing The Rendition Parameters Page

To access the parameters of each specific rendition, perform these steps:

1. [Access](#) the Rendition Information page.
2. Click the [Rendition Name Info icon](#) . The Rendition Parameters page is displayed.

## WORKING WITH IMAGE RENDITIONS

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Image Manager not only creates renditions automatically, it provides a personal space where you can store renditions you are currently working on, called the content basket. Your content basket is unique to you, and contains only the renditions you choose to include.

You can add items to your content basket from a search results page, from the [Rendition Information](#) page, or from the Content Information page. You can view the items in your content basket by clicking **My Content Basket** in the **My Content Server** tray.



**Important:** By design, the content basket can contain renditions from different revisions of the same digital asset. If you use your basket to quickly find a rendition of an asset, such as a corporate logo, remember that you may not be accessing the most recent revision of the asset. If a newer revision has been checked into Content Server, a notification is displayed next to the revision number in the Description column. Clicking the notification displays the Content Information page of the latest revision.

## Storing Renditions In Your Content Basket

---

You can store any rendition from any revision of a digital asset in your content basket, and the web-viewable or native file from any revision of a content item, provided the revision is released by Content Server.

From the content basket, you can select renditions from one or multiple assets to be compressed into a single file and downloaded to a local or networked drive, or send links to selected renditions in an e-mail. You can also use the content basket to access the content information and rendition information pages of content items and digital assets.

You can add items to your content basket from the following pages:

- ❖ Rendition Information page (native file and all renditions)
- ❖ Content Information page (native and web-viewable files only)
- ❖ Search Results page (native and web-viewable files only)



**Note:** When you add a rendition to the content basket, it may not be listed at the top of the content basket page. Items in the content basket are listed in descending order first by content ID and then by revision number. If a rendition of a content item revision is already in the content basket, additional renditions are added to that revision's listing.

Additionally, if a newer revision of a content item in your content basket has been checked into Content Server, a notification is displayed next to the revision number in the Description column. Clicking the notification displays the Content Information page of the latest revision.

Thumbnail	Description	Selected Rendition	Info
	<b>Logo</b> Native File: Logo.eps ID: 000_000096 Revision: 3	<input type="checkbox"/> Thumbnail <input type="checkbox"/> Primary	 
	<b>Logo</b> Native File: Circles.ai ID: 000_000096 Revision: 1 [Rev. 3 available]	<input type="checkbox"/> Thumbnail <input type="checkbox"/> Primary <input type="checkbox"/> Preview <input type="checkbox"/> Native File	 

To add renditions to your content basket from the Rendition Information page, perform these steps:

1. [Access](#) the rendition information page of an asset. The rendition information page is displayed.
2. Select the renditions to add to your content basket by enabling the check box next to the rendition.
3. From the **Renditions** drop-down list, choose **Add To Basket**. The Content Basket page is displayed with the renditions you selected listed in the Selected Renditions column of the item.



**Note:** To add all renditions to your content basket, enable the checkbox in the table heading and select **Add To Basket** from the **Renditions** drop-down list.

To add the native or web-viewable file to your content basket from the Content Information page, perform the following steps:

1. Access the Content Information page of an item.
2. From the **Content Actions** drop-down list, select one of these:
  - **Add Native File To Basket** -, or
  - **Add Web-Viewable To Basket** .

The Content Basket page is displayed with the selected items listed in the Selected Renditions column of the item.



**Note:** You cannot add both the native file and the web-viewable file to the content basket at the same time using the Content Information page. If the item is a digital asset and has a Rendition Information page, use it to add multiple items to the content basket at the same time.

To add the native or web-viewable file to your content basket from a search results page, perform the following steps:

1. From a search results page, enable the check box next to the item or items you wish to add to your content basket.
2. From the **Items** drop-down list, select either
  - **Add To Basket - Native File**, or
  - **Add To Basket - Web-Viewable**.

The Content Basket page is displayed with the selected items listed in the Selected Renditions column of the item.



**Note:** To add all native or web-viewable items on a search results page to your content basket, enable the checkbox in the table header and select **Add To Basket - Native File** or **Add To Basket- Web-Viewable** from the **Items** drop-down list.










## Viewing Items in Your Content Basket

The content basket is accessed by clicking **My Content Basket** in the **My Content Server** tray. From the content basket, you can select renditions from one or multiple assets to be compressed into a single file and downloaded to a local or networked drive, or send links to selected renditions in an e-mail. You can also use the content basket to access the content information and rendition information pages of content items and digital assets.





To access the content basket page, perform these steps:

1. Open the **My Content Server** tray.
2. Click **My Content Basket**. The content basket page is displayed.

### Content Basket Page

Content Basket for mhoffman			<a href="#">quick help</a>
Thumbnail	Description	<input type="checkbox"/> Selected Renditions	Info
	<b>oracle_logo3</b> Native File: cs.jpg ID: oracle_40 Revision: 1	<input checked="" type="checkbox"/> Web-Viewable File <input checked="" type="checkbox"/> Native File	 
	<b>oracle_logo</b> Native File: oracle.jpg ID: oracle_10 Revision: 1	<input checked="" type="checkbox"/> Web-Viewable File <input type="checkbox"/> Native File	 
	<b>Globe Graphic</b> Native File: Globe.jpg ID: 000118 Revision: 1	<input type="checkbox"/> Web-Viewable File <input checked="" type="checkbox"/> Native File	 

Page Item	Description
Thumbnail	Opens the web-viewable rendition in a separate window. The web-viewable rendition is specified by your system administrator, and is typically larger than the thumbnail or preview renditions.

Page Item	Description
Description	<p>Title, native file, Content ID, and Revision metadata of the content item.</p> <p> <b>Note:</b> If a newer revision of the content item has been checked into Content Server, a notification is displayed next to the revision number. Clicking the notification displays the Content Information page of the latest revision.</p>
Selected Renditions	Listing of all renditions of a content item saved to the Content Basket.
Content Info icon 	Links to the Content Information page of an item.
Rendition Info icon 	Links to the Rendition Information page of an item. (Available if Image Manager is installed.)
Items drop-down list	<ul style="list-style-type: none"> <li>• <b>Download</b> —Bundles the selected items into a single compressed file and copies the file to a local or networked storage space.</li> <li>• <b>E-mail Links</b> —Opens a new e-mail message using your local e-mail client application and copies URL links to the selected items into the body of a new message.</li> </ul> <p> <b>Important:</b> Some e-mail clients have limitations to the number of characters used in the body of a message. Adding a large number of renditions as links to an e-mail may exceed the limitation, causing the e-mail to fail.</p> <ul style="list-style-type: none"> <li>• <b>Remove</b> —Removes the selected items from the content basket.</li> <li>• <b>Empty Basket</b>—Removes all items from the content basket.</li> </ul>



**Note:** Items in the content basket are listed in descending order first by content ID and then by revision number. If a rendition of a content item revision is already in the content basket, additional renditions are added to that revision's listing.



## Removing Items From Your Content Basket

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Your content basket is meant to store renditions to which you currently need access. Because you can store renditions from different revisions of a digital asset in the content basket, renditions listed in the content basket are not necessarily the latest revision. It is a good idea to remove the renditions from your content basket when you are no longer working with them.



**Tech Tip:** You can store a link to the most recent revision of any content item in Content Server by searching for the item's content ID, then selecting **Save Search** from the **Actions** drop-down list on the search result page. This saves the search as a link in the My Saved Queries folder in your My Content Server tray. Click the saved search link to always access the most recent revision of a content item. For more information, see the Content Server user guide.

To remove renditions from your content basket, perform these steps:

1. Open the **My Content Server** tray and click **My Content Basket**. The content basket page is displayed.
2. Enable the check box next to the renditions to be removed in the Selected Renditions column on the content basket page.
3. Select **Remove** from the **Items** drop-down list. The items are removed from the content basket.

To remove all items from your content basket, perform these steps:

1. Open the **My Content Server** tray and click **My Content Basket**. The content basket page is displayed.
2. In the table heading, enable the check box in the Selected Renditions column to select all renditions.
3. Select **Empty Basket** from the **Items** drop-down list. All items in the content basket are removed.



**Important:** Removing renditions and other items from your content basket does not remove them from Content Server. Renditions and other items can be removed from Content Server using the Rendition or Content Information pages. Renditions and other items listed in your content basket are not available if they have been removed from Content Server.

## Adding And Removing Renditions In a Rendition Set

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Image Manager automatically creates multiple renditions of digital assets and manages them in Content Server under one content ID. This provides the content management and workflow benefits of Content Server while ensuring that you have access to all the types of renditions you need. One content ID provides single-point access to all images relevant to the digital asset.

In some situations, you may want to associate an additional rendition or other file to a digital asset, or remove a rendition that is no longer useful. For example, you may need a rendition that is a slightly different size than the one created by the rendition set, or uses a different color palette, so you want to add the new one and remove the old one. Or, you may have a text file with instructions to a vendor on how they are to use a logo. Files such as these can be added to a digital asset's existing set of renditions using the Add a Rendition page, accessed from the [Rendition Information](#) page, and removed directly from the Rendition Information page.

### Add a Rendition Page

The Add a Rendition page is accessed from the Actions drop-down list on the Rendition Information page of an asset. An added rendition is assumed to be a graphic file, and metadata fields on the Add a Rendition page allow you to manually add information pertinent to graphic renditions. Added renditions can be any type of file, however. For example, if you have a text file with instructions on how to output a PDF file, you can attach the text file as a rendition of the original asset. You should note, though, that Content Server does not manipulate added renditions. It does not modify a rendition based on information entered into the metadata fields, nor does it convert an added rendition to a web-viewable format, nor index it for searching.



**Important:** Metadata on the Add a Rendition page is for information only. It does not change the size of an added graphic file, and it does not get indexed for searching.



**Note:** Any type of file can be added as a rendition. It does not have to be a graphic file. To view added renditions, you must have the native application or suitable viewer for the added rendition's file format.

**Add a Rendition to 'Logo Set'**

Name:


Description:

File:


Width:  pixels

Height:  pixels

Resolution:  dpi

Page Item	Description
Name	A descriptive name given to the attached file, listed in the Rendition Name column on the Rendition Information page.
Description	Description of the attached file, listed on the Rendition Information page when the Rendition Name Description Icon  is clicked.
File	Used to locate the file to be attached.
Width	Used to specify the width of the attached file in the Dimensions column on the Rendition Information page. This assumes the attachment is a graphic file.
Height	Used to specify the height of the attached file in the Dimensions column on the Rendition Information page. This assumes the attachment is a graphic file.
Resolution	Used to specify the resolution of the attached file in the Resolution column on the Rendition Information page. This assumes the attachment is a graphic file.

To add a rendition to an existing rendition set, perform the following steps:

1. [Access](#) the Rendition Information page.
2. Select **Add New Rendition** from the **Renditions** drop-down list. The Add a Rendition page is displayed.
3. Enter a name for the rendition in the **Name** field (required). The name is displayed in the Rendition Name column of the [Rendition Information Page](#) page.
4. Enter a description for the rendition in the **Description** field (optional). The description is displayed when the [Rendition Name Description Icon](#)  in the Rendition Name column of the [Rendition Information Page](#) page is clicked.
5. Click **Browse** to locate the rendition or other file you want to add to the rendition set (required). It can be any type of file.
6. Fill in the pixel dimensions and resolution information in the **Width**, **Height**, and **Resolution** fields (optional).
7. Click **Add Rendition**. The Rendition Information page is displayed, showing the added rendition.



**Important:** Metadata on the Add a Rendition page is for information only. It does not change the size of an added graphic file, and it does not get indexed for searching.

To delete a rendition from an existing rendition set, perform the following steps:

1. [Access](#) the Rendition Information page.
2. Enable the check box next to the name or name of the rendition you want to delete. You can select multiple renditions to delete.
3. Select **Delete** from the **Renditions** drop-down list. The [Rendition Information Page](#) page is displayed without the deleted rendition.



**Important:** Renditions and other items are not available if they have been removed from Content Server, even though they may be listed in your content basket.

## Downloading Multiple Items

---

Renditions and other content items can be compressed into a single file and downloaded to a local or networked drive. This is useful when you want to send a number of renditions or native files to others. This can be done from the [Content Basket Page](#) page or [Rendition Information](#) page.

To download multiple renditions, perform these steps:

1. Access the [content basket](#) or [Rendition Information](#) page.

2. Enable the check box next to the renditions you want to download. The renditions are listed in the Selected Renditions column of the Content Basket page, or the Rendition Name column of the Renditions Information page.
3. Select **Download** from the **Items** drop-down list.
4. Follow the download instructions as they are displayed on screen.



**Note:** To download all renditions in your content basket, or on the Rendition Information page, enable the Renditions checkbox in the table header and select **Download** from the **Items** drop-down list.



**Caution:** Renditions and other items can be removed from Content Server using the Rendition or Content Information pages, but may still be listed in the content basket. Attempting to download a rendition or other item listed in your content basket that has been removed from Content Server results in an error message. The content ID of the removed rendition is displayed in the error message.



**Tech Tip:** To resolve a failed download, return to the content basket and remove the offending item, then attempt the download again. If attempting to download multiple renditions or other items that are no longer available, the error message displays the content ID of the first removed item only. You must remove it from your content basket and attempt the download again to display the content ID of the next offending item.

## Creating Renditions

---

Renditions are created automatically when a digital asset is checked in. The types of renditions created are determined by criteria defined in the selected rendition set.

To create renditions, perform these steps:

1. Access the Content Check In form.
2. Select a rendition set from the Image Rendition Set drop-down list.
3. Enter a title and any additional metadata for the asset.
4. Click **Browse** to locate the primary file.
5. Click **Check In**. The Check In Confirmation page is displayed.



**Note:** Content Server uses the file extension, such as .psd or .jpg, to determine if an item is a digital asset. You must make sure that all digital assets checked in to Content Server have the correct file extension amended to the file name. For example, a Photoshop file named CorporateLogo.psd will be correctly identified by Content Server as a digital asset, but one named CorporateLogo will not be.



**Important:** Do not select an alternate file when checking in a digital asset. Doing so prevents the primary file from rendering.

## Updating Renditions

---

If an incorrect rendition set was selected when a digital asset was checked in, or if a new rendition set has been created, you may want to update the renditions created for a digital asset.

If you want to update to a different rendition set, perform these steps:

1. Select **Update** from the **Content Actions** drop-down list on the Content Information page. The Info Update Form is displayed.
2. Select a different rendition set from the Image Rendition Set drop-down list.
3. Click **Submit Update**. The Content Information page is displayed.



**Note:** Rendition information cannot be displayed while an asset is being processed by Content Server and Image Manager. If an asset is still being processed, the status in the revision history on the Content Information page is listed as GenWWW, and the Rendition Information page displays a message saying the content item is not released yet.



**Important:** Updating a rendition set replaces the previous renditions with a new set, effectively removing the previous set from Content Server. Renditions are not available if they have been removed from Content Server, even though they may be listed in a content basket.

## WORKING WITH STANDARD CONTENT ITEMS

Image Manager adds functionality to Content Server that extends to content items that are not digital assets. You can add native and web-viewable versions of content items to your content basket, and add or delete attachments to content items from the Content Information page.

### Edit Attachments

In some situations, you may want to associate an additional rendition or other file to a content item that is not a digital asset, or remove an attachment that is no longer useful. For example, you may attach a customer's new logo to a piece of collateral in which it is used and remove the old one, or you may attach a text file with project contact information to a project plan. Files such as these can be added to a content item using the Edit Attachments page, accessed from the Actions drop-down list on the Content Information page. Attached files are not converted to a web-viewable format, and are not indexed for searching by Content Server.

**Figure 2-4** Adding or Editing an attachment with the Edit Attachments page

**Edit Attachments in Content Item 'Text File'**

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**Select Attachments to Delete**

Select	Attachment	Description
<input type="checkbox"/>	Picture	For ad campaign [eidanNlynx.jpg] (graphic 22K)
<input type="checkbox"/>	Icon Files	Icon options for the new product [trayicons.zip] (zip 8K)

**Append New Attachments**

---

Name 1:

Description 1:

File 1:

Page Item	Description
Attachment column	Lists the name given to an existing attached file at the time it was attached.
Description column	Lists the description given to an existing attached file at the time it was attached.
Name field	Used to enter the name of the file to be attached. Displayed in the Attachments section of the Content Information page.
Description field	Used to enter the Description of the file to be attached. Displayed in the Attachments section of the Content Information page.
File field	Used to locate the file to be attached.
Add/Edit Attachment Button	Submits the information to Content Server.

To add an attachment to a content item, perform these steps:

1. Access the Content Information page.
2. Select **Edit Attachments** from the **Content Actions** drop-down list. The Edit Attachments page is displayed.
3. Enter a name for the attachment in the **Name** field (required). The name is displayed in the Attachments section of the Content Information page.
4. Enter a description for the rendition in the **Description** field (optional). The description is displayed in the Attachments section of the Content Information page.
5. Click **Browse** to locate the rendition or other file you want to attach to the content item (required). It can be any type of file.
6. Click **Edit Attachments**. The Content Information page is displayed, showing the attached file in the Attachments section.



**Important:** Metadata on the Edit Attachments page is for information only. It does not get indexed for searching.

To delete an attachment from a content item, perform these steps:

1. Access the Content Information page.



2. Select **Edit Attachments** from the **Actions** drop-down list. The Edit Attachments page is displayed.
3. Enable the check box next to the name or name of the attachment you want to delete. You can select multiple renditions to delete.
4. Click **Edit Attachment**. The Content Information page is displayed without the attachment.

## IMAGE MANAGER ON A MACINTOSH CLIENT

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Image Manager will render digital assets when checked in using a Macintosh client provided the filename of the asset has a valid file extension. However, files created on Macintosh operating systems prior to OS X may have information stored in a file resource fork. Information in a resource fork is not transferred. This may include custom fonts used by the file.

Depending on your organization's needs, removing the resource fork generally does not create a problem. One exception to this is if the asset uses custom fonts and the rendition set includes a PDF rendition.





# INCLUDED RENDITION SETS

## OVERVIEW

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Image Manager installs six predefined rendition sets. By default, these rendition sets are configured for use with Image Alchemy. Image Alchemy is a conversion application offered separately by [Handmade Software](http://www.handmadesw.com) (<http://www.handmadesw.com>). If your system administrator has modified the default rendition sets, or set up Image Manager to use a different conversion application, then the rendition sets listed here may not be applicable. Check with your system administrator for more information regarding the conversion application used and any custom rendition sets.

The predefined rendition sets are:

- ❖ **DefaultGraphicSet** - Required Default Rendition Set
- ❖ **CorporateImage** - Common Corporate Format Requirements
- ❖ **ProductCatalog** - CMYK HiRes and Proof Images for Print
- ❖ **DigitalPhoto** - Process Digital Photos
- ❖ **WebImages** - Renditions for web applications and web images
- ❖ **Print** - Renditions for productivity and layout applications

The DefaultGraphicSet is required for Image Manager to function. Other rendition sets may be added or deleted by your system administrator depending on your company's needs.

The following is a list and description of the renditions included in each rendition set.

Included Rendition Sets

<b>Rendition Set</b>	<b>Rendition Name</b>	<b>Rendition Description</b>
DefaultGraphicSet *(Included in all rendition sets) Required Default Rendition Set	Thumbnail*	A 72 dpi JPEG no wider or higher than 80 pixels (displayed in the Classic and Thumbnail search results views)
	Preview*	A 72 dpi JPEG no wider or higher than 250 pixels (displayed on Rendition Information page.)
	Web*	A 72 dpi JPEG no wider than 800 pixels and no higher than 600 pixels (primary web-viewable image)
CorporateImage	General Web GIF	160 pixel width GIF at 72 dpi
	Smallest Acceptable Logo Web	Smallest Logo GIF acceptable by corporate standards
	Smallest Acceptable Print	Smallest Logo BMP acceptable by corporate standards
	General Print Color BMP	4 inch wide color BMP
	General Print Grayscale BMP	4 inch wide grayscale BMP
	General Print Color PDF	6 inch wide color PDF
	General Print Black and White PDF	6 inch wide black and white PDF

<b>Rendition Set</b>	<b>Rendition Name</b>	<b>Rendition Description</b>
ProductCatalog	Feature Image Print	High Resolution (1200 dpi) 6 inches wide TIFF for print
	Feature Image Proof	Low Resolution (300 dpi) 6 inches wide TIFF for proof
	Standard Image Print	High Resolution (1200 dpi) 2 inches wide TIFF for print
	Standard Image Proof	Low Resolution (300 dpi) 2 inches wide TIFF for proof
DigitalPhoto	4x6Web	A 4 x 6 inch, 72 dpi JPEG suitable for e-mailing
WebImages	WebSmall	A 500x500 Pixels JPEG for use in Web Applications
	WebMedium	A 1000x1000 Pixels JPEG for use in Web Applications
	WebLarge	A full size JPEG for use in web applications

Included Rendition Sets

Rendition Set	Rendition Name	Rendition Description
Print	BMP Portrait Width	A color BMP output no larger than 6.5 inches to fit in Word, Powerpoint, etc. in portrait.
	General Print Color BMP	A color BMP output no larger than 4 inches for Word, Powerpoint, etc.
	General Print Color PDF	A color PDF output no larger than 4 inches
	General Print Grayscale BMP	A grayscale BMP output no larger than 6 inches for Word, Powerpoint, etc.
	General Print Black and White PDF	A black and white PDF output no larger than 6 inches
	General Print EPS Full Size	A Color Full Size EPS for print vendor

# IMAGE ALCHEMY OUTPUT FORMATS

## OVERVIEW

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Image Manager can be configured to work with many different conversion applications. By default, Image Manager provides predefined rendition sets for use with Handmade Software's Image Alchemy. Image Alchemy is a conversion application offered separately by [Handmade Software](http://www.handmadesw.com) (<http://www.handmadesw.com>). Check with your system administrator to determine which conversion application is used by your organization. If it is Image Alchemy, the following output formats are available to you.



**Note:** Formats supported by the graphic conversion application must also be associated with Content Server by the system administrator using the Content Server Configuration Manager. See your system administrator if a supported format is not being rendered.

Visit the [Handmade Software's site](http://www.handmadesw.com) for additional documentation on Image Alchemy at <http://www.handmadesw.com>.

Format	Extension
ADEX	.img, .rle
Adobe PDF	.pdf
Adobe Photoshop	.psd
Alias Pix Modeling Software	.img, .als
Alpha Microsystems BMP	.bmp

Image Alchemy Output Formats

<b>Format</b>	<b>Extension</b>
ALPS Micro (Dry Printers)	.pm
Autodesk PIC/CEL	.pic, .cel
Autologic Typesetting	.gm, .gm2, .gm4
AVHRR (Satellite Imaging)	.sst
AVS X	.x
Calcomp CCRF	.crf, .ccrf, .pm
CALS (Computer-aided Acquisition and Logistics Support)	.cal
Core IDC	.idc
Cubicomp PictureMaker (Broadcast-quality modeling and animation)	.r8, .g8, .b8, .a8
Dr. Halo CUT (MS-DOS based paint programs)	.pal, .cut
Encapsulated PostScript (PostScript Printers)	.epsi, .eps, .epi
Epson Stylus (Stylus Printers)	.pm
ER Mapper Raster (Satellite Image Analysis)	.ers
Erdas LAN/GIS/IMG	.lan, .gis, .img
Explore TDI (Alias/Wavefront Explore)	.tdi
Fargo Primera (Printer Language)	.pm
FBM (Fuzzy pixmap)	.fbm
First Publisher ART (b/w clipart)	.art
FLC (Autodesk animation)	.flc, .fli
Freedom of Press (PostScript to Raster converter)	.fop
GEM VDI Image File	.img



<b>Format</b>	<b>Extension</b>
GIF (Common web-viewable format)	.gif
GOES (satellite image data)	.goe
Hitachi Raster Format (CADCore)	.hrf
HP PhotoSmart Printer Language	.pm
HP Printer Command Language (PCL) Common Laser Printer language	.pcl
HP Raster Transfer Language (Raster Printer and Plotter language)	.rtl
HP-48sx Graphic Object (GROB) - Calculator Language	.grb, .asc
IBM Picture Maker (Presentation Software)	.pic
IDRISI (cartography software)	.img
IFF/ILBM (Amiga)	.lbm, .iff, .ilbm
Imaging Technology	.img
Img Software Set (UNIX)	.img, .p, .a
Intergraph	.rgb
Iris CT (printer language)	.ct
JEB MICS CCITT4	.c4
Jovian VI (Video Capture)	.vi
JPEG/JFIF (common web-viewable format)	.jpg
Lumena CEL	.cel
Macintosh PICT/PICT2	.pict, .pic
MacPaint	.mac
MIFF (UNIX)	.miff, .mif

<b>Format</b>	<b>Extension</b>
Mimaki MRL-I (plotter language)	.mrl
MTV Ray Tracer (public domain ray tracer)	.mtv
OS/2 Bitmap (BMP)	.bmp
OS/2 Icon	.ico
PBM	.pnm, .pbm, .pgm, .ppm
PCPAINT/Pictor Page Format (video graphic adaptor)	.pic, .clp
PCX	.pcx, .dpx
PDS (planetary imaging)	.ibg, .imq
PhotoCD (Kodak Multi-resolution images)	.pccl
Pixar PIC	.pic
Pixel Power Collage	* (varies by filename)
PNG (common web-viewable format)	.png
PUZZLE (UNIX Puzzle program)	.pzl, .puzzle, .cm
Q0 (Japanese image processing)	.q0., .rgb, .fal
QDV (Macintosh Giffer image converter)	.qdv
QRT Raw (Public Domain Ray Tracer)	.raw
Raster Graphics (printer language)	.rg
RIX (ColorRIX paint software)	.scx, .rix
RLC	.rlc
Scitex CT (scanner language)	.ct
Scodl (Agfa/Matrix slide recorders)	.scd
SGI Image	.sgi

<b>Format</b>	<b>Extension</b>
Sharp GPB	.img
Spaceward Graphics	.r, .g, .b, .a
SPOT Image (satellite imaging)	.hdr, .bil, .clr
Stork (color proofing)	.idx, .pre, .tab
Sun Icon	.ico, .icon
Sun Raster	.rast, .ras, .im, .im1, .im8, .im24, .im32
Targa (scanners and high-end paint programs)	.tga
TIFF	.tiff, .tif
US Patent Image (patent data)	.pat
Utah Raster Toolkit (graphics conversion)	.rle
Verity Image Format	.vif
VIFF (visual programming environment)	.xv
VITec (image processing)	.vit
Vivid (MS_DOS ray tracer)	.img, .als
Wavefront RLA/RLB	.rla, .rlb
Windows Bitmap (common image format)	.bmp
WordPerfect Graphic File	.wpg
XBM (X Windowing System C source code files)	.xbm, .bm
XIM (X Windowing System)	.xim
XPM (X Windowing System C source code files)	.xpm, .pm
XWD (X Windowing System)	.xwd



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\* zlib.h -- interface of the 'zlib' general purpose compression library  
version 1.2.3, July 18th, 2005

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