Editor Manual

ImageVault

Version 3.5

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Editor Manual for ImageVault version 3.5
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1. Introduction

Welcome!

ImageVault is a supplement to EPiServer, which simplifies and improves the handling of files in EPiServer. The basic function of ImageVault is to store files on a central server, so everyone in the organisation can access, and use the files. ImageVault also has more advanced functions for images, such as editing and conversion into standardized formats.

1.1. Prerequisities

Basic Windows and EPiServer page edit skills are required.

1.2. Manual conventions

Certain typographic conventions are used in this manual.
Running text is presented in the Gill Sans font. Notes, tips and warnings are presented in bold.

Note! A note highlights important information.

Tip! A tip contains an advice or an easier way to do something.

Warning! A warning highlights that a problem that might occur and how to avoid it.

1.3. Manual instructions

This manual is divided into three main sections. The first section gives a comprehensive description of how ImageVault is functioning and how to find your way in the interface. If it is the first time to you use ImageVault, it is recommended that you first read through the chapters called “Start” and “Interface”. The second section is made up of Chapters 4 to 7 and describes the most common processes an Editor of ImageVault uses. Each process is described thoroughly with different alternatives and advice. The third section, made up of Chapters 9 to 11, describes the more advanced functions and processes, which are not common in the daily use of ImageVault.

1.4. Relation to other manuals

This manual is part of a series of three manuals. This manual is sufficient reading for the editor. The manuals *ImageVault: Installation manual* and *ImageVault: Administration manual* are aimed towards administration and development. Recommend reading is also the standard documentation for EPiServer. Online documentation for ImageVault can be found online at http://www.meridium.se.

2. Start

To be able to use ImageVault an account in EPiServer with editing permissions is needed. Basic knowledge of page creation and editing in EPiServer is also needed. More information on page creation and editing can be found in the EPiServer Editor Manual.

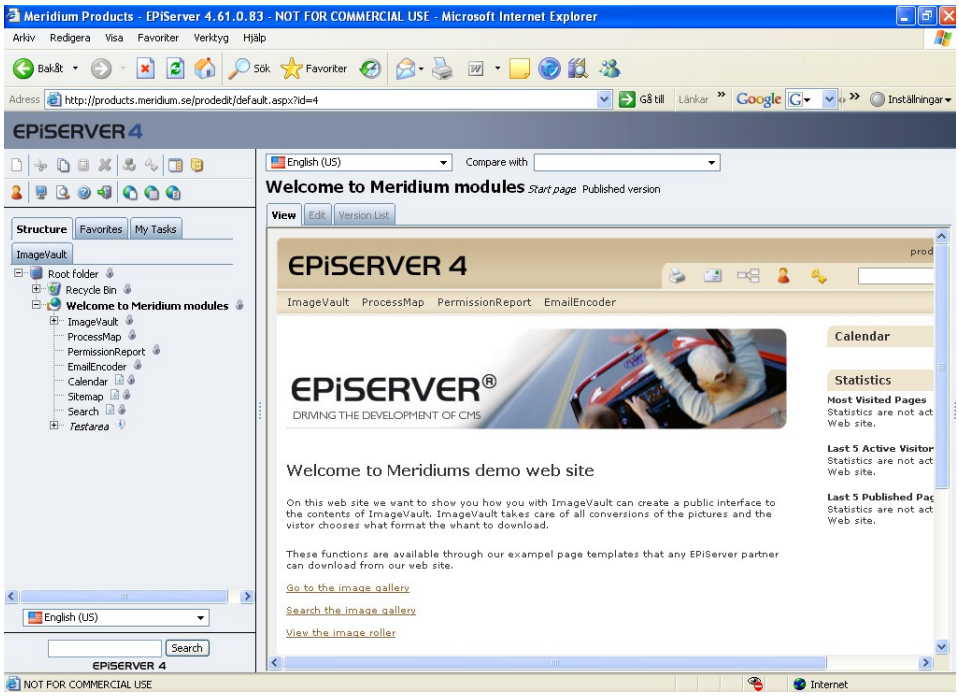
2.1.1. ImageVault functionality

ImageVault acts as a central repository for files. All editors have access to this repository during page creation and editing. It also helps the editors to build a structured environment for the files with albums and keywords to facilitate easy search and access.
The files only needs to be stored once and are linked to each page where they are used. ImageVault also helps in maintaining site rules, since several standard conversion formats can be easily set up. Images taken straight of a high resolution digital camera can be used and image conversion and size altering are applied to convert the image to a format that complies with the page layout and site rules. All conversion is performed on the fly and cached for later use to avoid any performance penalty.

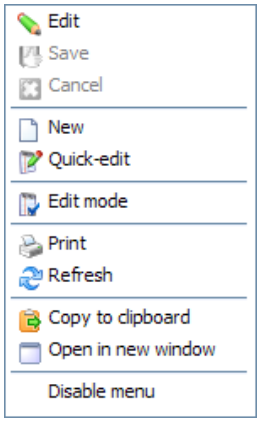
2.1.2. Starting mode

Editing Mode is a requirement for page creation or editing. Log into edit mode by either using the server address followed by /edit, i.e www.yourorganisation.com/something/edit, or by pressing the right mouse button followed by selecting ***Edit Mode*** on the pop-up menu.

Note! The /edit address is common for edit mode, but an extra search path is normally added for security reasons (i.e. www.yourorganisation.com /something/edit). Refer to site-specific documentation or your ImageVault administrator for information on how to enter the edit mode on your server.



EPiServer in edit mode

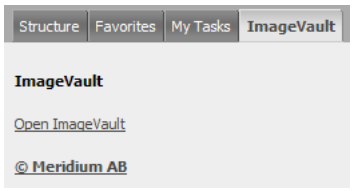


Pop up menu

3. Interface overview

ImageVault is integrated in EPiServer and is used instead of the ordinary EPiServer file handling function. To use ImageVault for publishing files two special buttons are used: ***Insert/edit image with ImageVault*** and ***Insert/edit links with MeridiumLinkEditor***. These buttons can always be used to insert files or hyperlinks on a page in EPiServer.

For file managing tasks in ImageVault, the tool is reached by clicking the ***ImageVault*** tab in the menu to the left.



ImageVault tab

Note! The ImageVault tab can be configured to show a RSS feed. The news feed is configured by the ImageVault administrator.

A link appears below the tab. By clicking the ***Open ImageVault*** link***,*** an ImageVault window is opened. This is called the file managing mode.

3.1. Modes

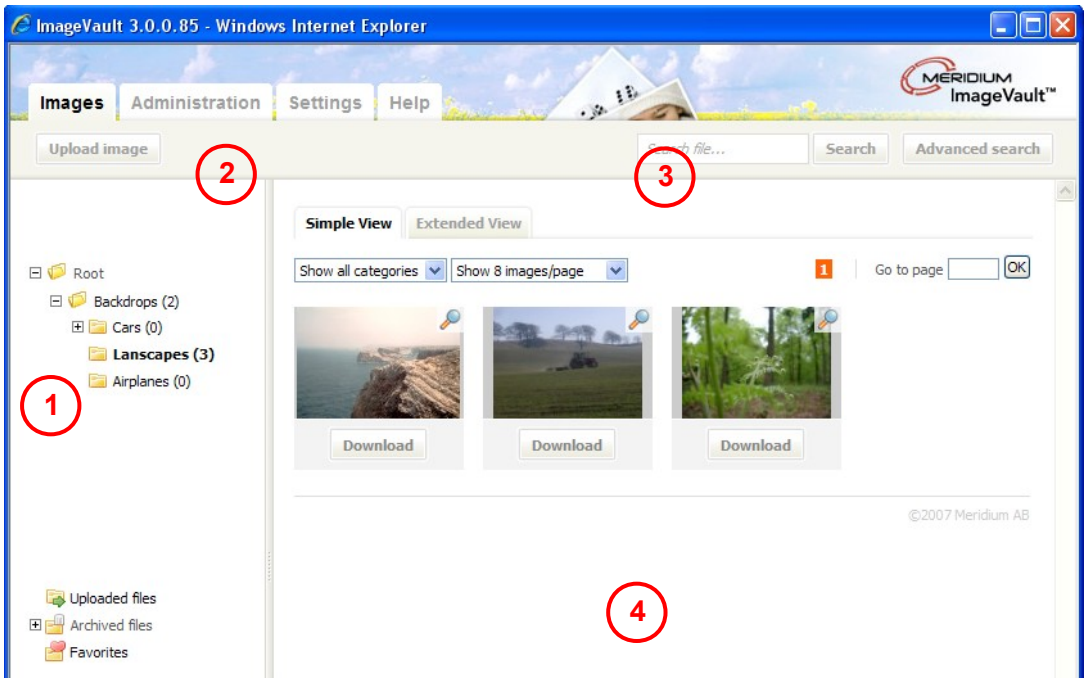
Regardless if the user is inserting files into an EPiServer page or managing files, an ImageVault window will be opened. The two modes look almost identical.

Note! The users access rights will affect available tabs. The administration tab will only be available to users with administration rights.

Note! Adminstration tasks are covered in *ImageVault: Administration manual*.

3.1.1. File managing mode

The file managing mode opens ImageVault in a separate window.



ImageVault

1. Album tree
   Used for navigation among albums.
2. Upload button
   Used for uploading files to ImageVault.
3. Search field
   Used for file searching.
4. File view area
   Files and information will be displayed in this section of ImageVault.

Note! The tabs *Administration*, *Settings* and the *Upload image* button are only visible for users with sufficient user rights.

3.2. Insert file mode

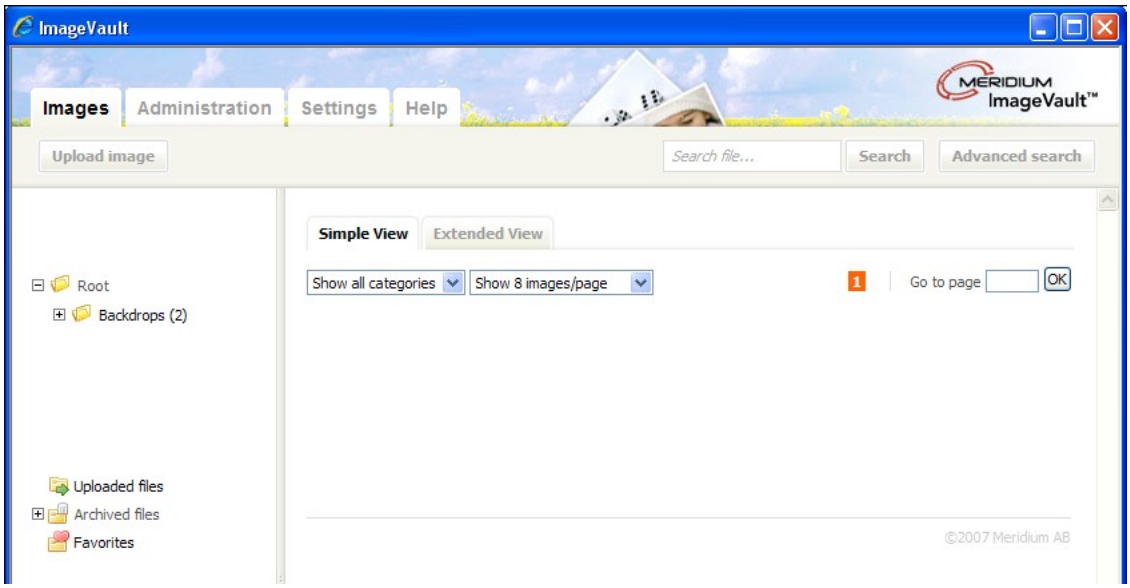
The insert file mode looks identical apart from the download button that is replaced by an insert button. How to insert files are covered in detail in chapter 4.

3.3. Views

There are several views in ImageVault. This chapter covers the most common views. Property specific views can be found in the SDK.

3.3.1. Startup view

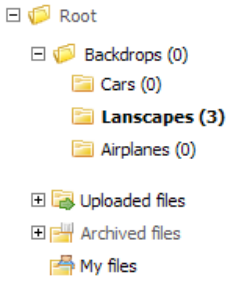
The initial view includes different number of tabs depending on which mode the user are currently in. The tabs ***Images*** and ***Help*** are always visible. The tabs ***Administration*** and ***Settings*** are only available to users with administration privileges.



ImageVault startup view

3.3.2. Album tree

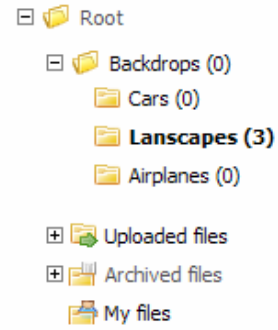
In the album tree all albums which the user have access to are displayed. Clicking an album displays the content of that specific album.



Album tree

A selected album is presented in bold text and the files are displayed to the right, in the file view area.

Next to albums, which include sub albums, a plus sign is shown ⊞. If the plus sign ⊞ is clicked, all sub albums belonging to that album are displayed.

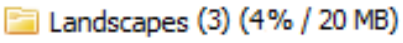


Expanded album

The plus sign ⊞ will be changed into a minus sign ⊟ when all sub albums are displayed. Several albums may be expanded at the same time.

If the minus sign is clicked ⊟, all sub albums will be hidden and the minus sign will turn into a plus sign.

Next to each album there is a number in brackets.

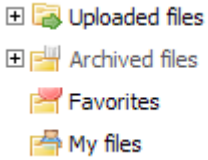


The number represents the number of files in the album. Depending on the system setup, information about maximum folder size and current utilization will be displayed to the right of the folder name.

Note! Contact the ImageVault administrator to setup folder size specific settings.

The file tree can have a special folder called ***My Files***. This folder holds the files that the current user has uploaded to the archive. The administrator of the system decides whether this folder is visible or not.

Note! The folder *My Files* is only visible if the administrator of the system has activated this function.



The folder ***Favorites*** lists the files that the current user has tagged as favorites. If no images are tagged as favourites, this folder will not be visible.

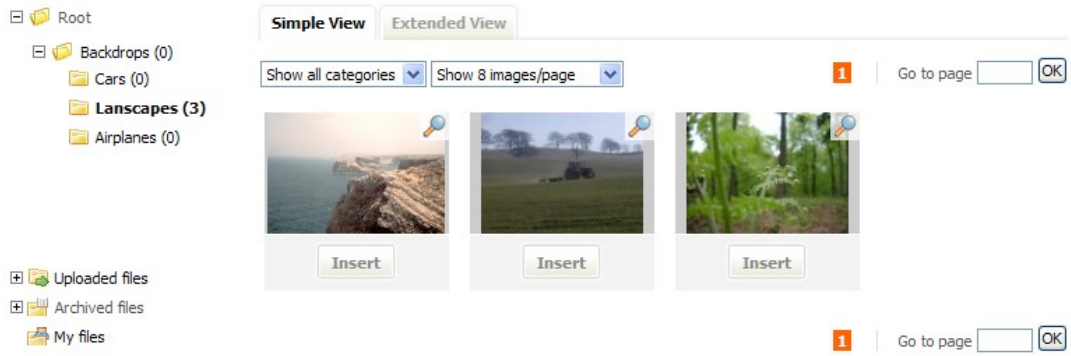
The album ***Uploaded files*** contains all files that have been uploaded to ImageVault, but are not yet placed in albums. Files are placed in this album if large quantities of files are uploaded via a folder on the server or if an upload wizard times out or is cancelled by the user.

The album ***Archived files*** contains files that have been archived. ImageVault files can be tagged with an archive date. Once the date has passed the files will be automatically archived. If there are no archived files this folder will not be visible.

Note! Uploading large quantities of files is an administration task.

3.3.3. File view

In the file view all files that are placed in a certain album are displayed, or all files that a search has generated.



Displaying files in ImageVault

All files in the selected folder are displayed to the right. There are a number of settings that can alter the way the images are displayed

Simple View

This view is displayed by default. Each image is presented by a small thumbnail. The default setting is 8 images per page, but can be set to as much as 100 images per page. Set the amount in the dropdown list located above the images.

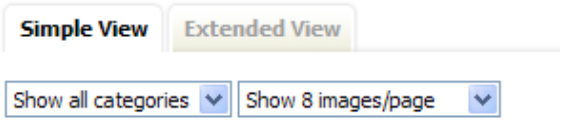
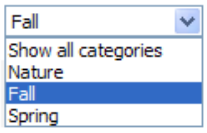


Image display setup

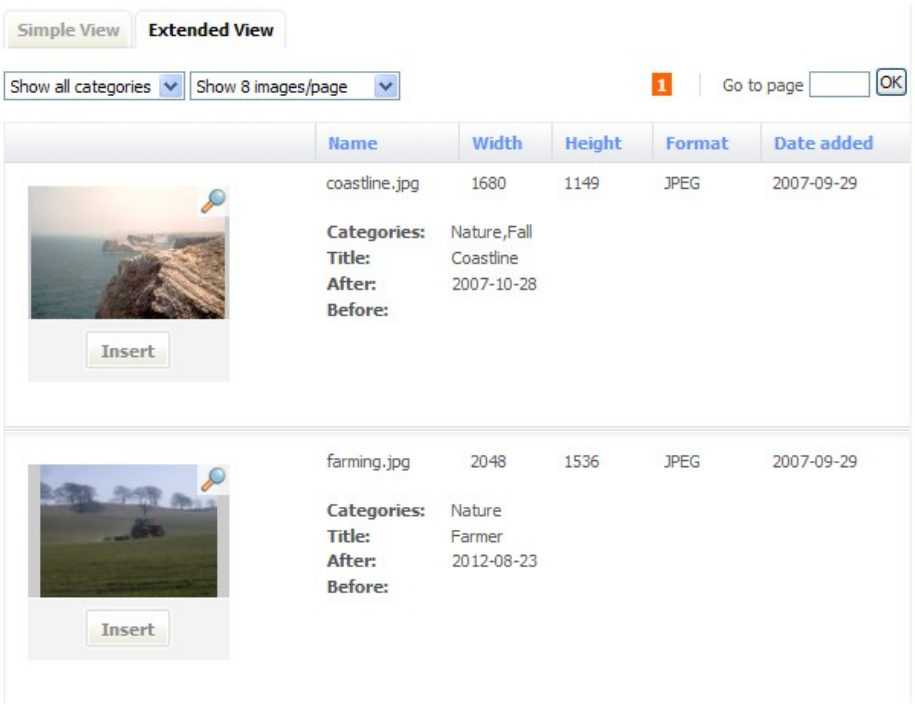
The drop down list to the left selects which categories to display. If a category is selected only images from that category is shown. The list selection ***Show all categories*** resets the selection to display all images. The dropdown list will only show categories that the files in the current album belong to.



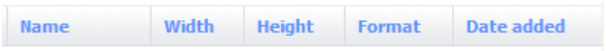
Category selection dropdown list

Depending on the number of images per page, the images are distributed over several pages. All pages can easily be reached by either clicking on the page number or by entering the page number in the ***Go to page*** text box followed by ***Ok***. The current page will be highlighted in red.

Extended view
Navigation between the standard view and extended view is easily done by using the view tab.
The extended view shows more detailed information for every image.



ImageVault extended view



Extended view columns

The first column displays the default metadata associated with the file, i.e. filename. The second, third and fourth columns display the image width, height and image format. The last column displays the date the file was uploaded.

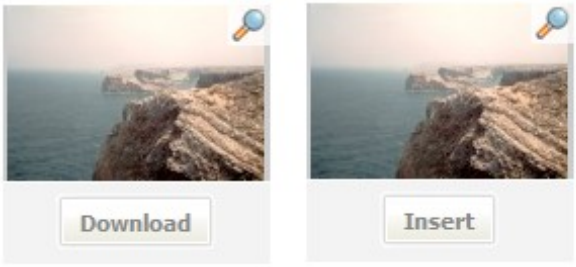
Note! The columns can be sorted in ascending or descending order. Click the column header to sort.

Extended view summary

All files have a summary field that displays the categories the file belongs to, the file title and metadata associated with the file.

3.4. Quick menus

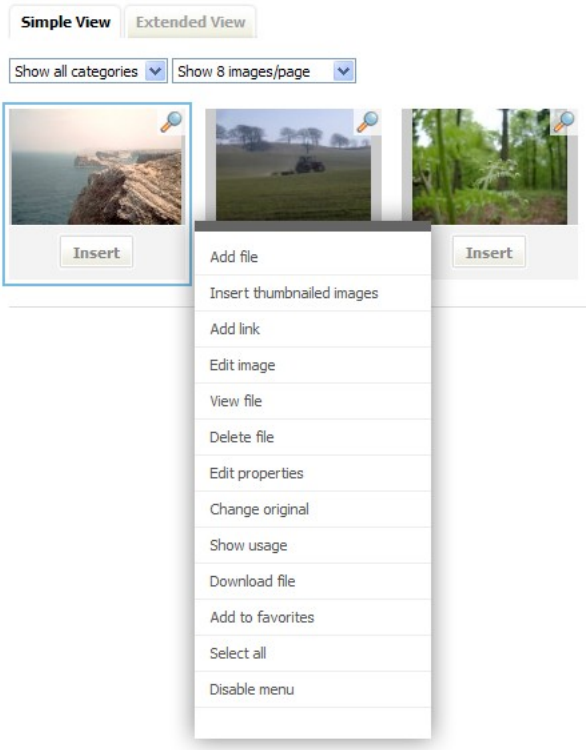
The quick menus are the key to all operations within ImageVault. Simple day to day tasks like inserting and downloading can be managed from the buttons located under each image.



Download and Insert buttons

3.5. File quick menu

Start the image quick menu by pressing the right mouse button when it is located over a file.



File quick menu

Below is a quick summary of the functionality of the file quick menu. More information about each step is found further on in this manual.

Add file	Start the insert image wizard. This menu command is only visible in insert mode.
Insert thumbnailed image	Insert a thumbnail of the image which in turn is linked to the image. This menu command is only visible in insert mode.
Add link	Add a link to the image. This menu command is only visible in insert mode.
Edit image	Open the edit window.
View file	Preview the file at a larger size and displays detailed file information
Delete file	Delete the file
Edit properties	Edit the file properties, i.e. metadata, category. Can also be used to move files
Change original	Upload a new file that replaces the current file.
Show usage	List all EPiServer pages where the file is used.
Download file	Download the file to the local hard drive, either in original or a converted file format.
Add to favorites/ Remove from favorites	Add or remove the file as a favourite.
Select all	Selects all files in the current album.
Disable menu	Disable the quick menu. A normal windows internet explorer menu will be shown instead.

Select the command by left-clicking.

Hide the quick menu by left-clicking somewhere else in the window.

The following sections describe each menu item or points to a direction where more information can be found.

3.5.1. Add image

This command starts the insert image wizard. More information about inserting images can be found in chapter 4. The command will only be visible in insert mode. Adding an image can also be accomplished by pressing the ***Insert*** button located under the image.

3.5.2. Insert thumbnailed image

This command inserts a thumbnail representing the image. More information about inserting thumbnails can be found in chapter 5. The command is only visible in insert mode.

3.5.3. Add link

This command adds a link that points to the current image. More information about inserting links can be found in chapter 5. The command will only be visible in insert mode.

3.5.4. Edit image

ImageVault includes simplified image editing capabilities. Refer to chapter 10 for more information about image editing.

3.5.5. View file

This command shows a preview of the image.

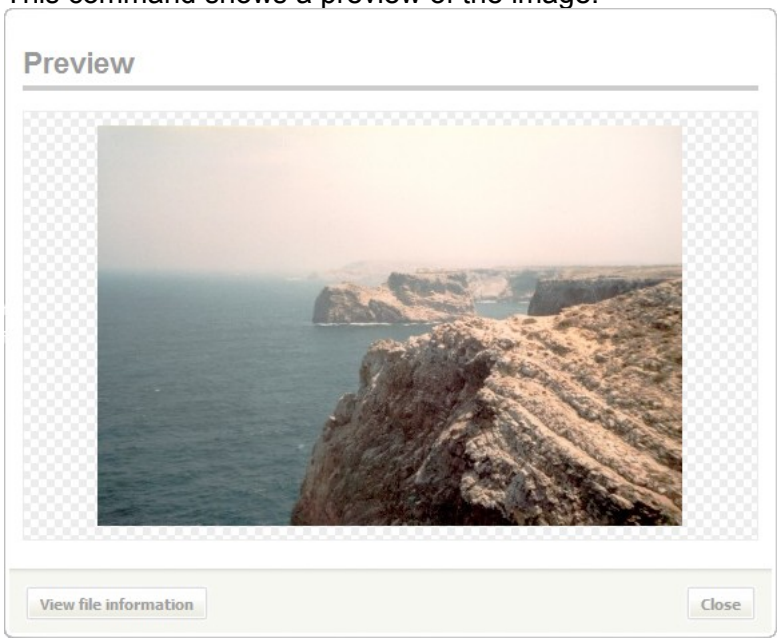
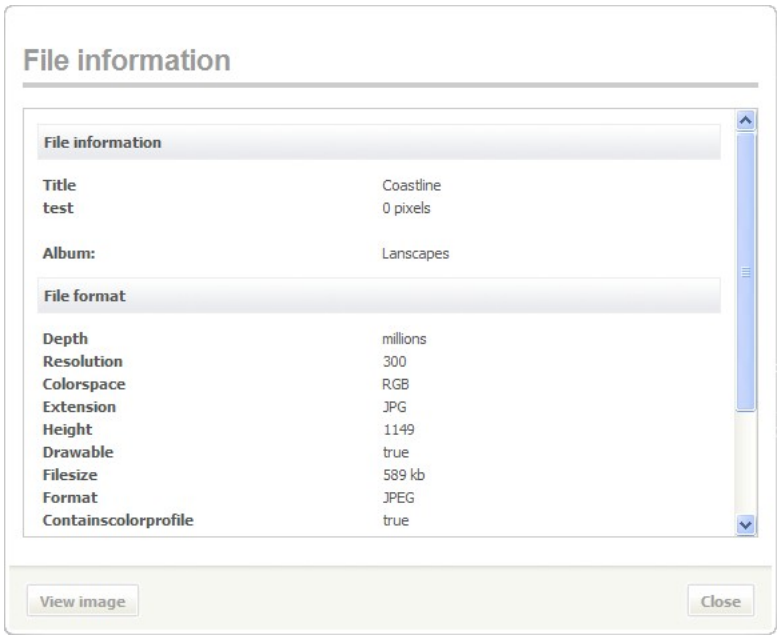


Image preview

Press ***View file information*** to view detailed file format information or press **Close** to hide the preview.



File information

The ***View image*** button toggles back to the image preview. Click ***Close*** to close the window.

Note! A preview can also be started by either clicking on the magnifying glass located top right in the image thumbnail or by double clicking the image.

3.5.6. Delete file

The menu choice delete deletes the selected file from ImageVault. Files that are in use on an EPiServer page, can only be deleted by users with administrator rights. This option has to be enabled by the ImageVault administrator. More information about deleting files can be found in chapter 11.

3.5.7. Edit properties

The edit properties menu choice allows the user to change in which album the file is stored and properties like metadata and category. More information can be found in chapter 11.

3.5.8. Change original

This menu operation replaces an image. Since images in ImageVault are linked and shared among several pages replacing a file might lead to undesired results. More information about this subject can be found in chapter 11.

3.5.9. Show usage

The ***Show usage*** menu choice opens a window with links to all pages where the current image is inserted. All pages are presented as blue links, except when an image is located on another server. In that case only information about the server name and page id displayed. Click on a link to open the page.

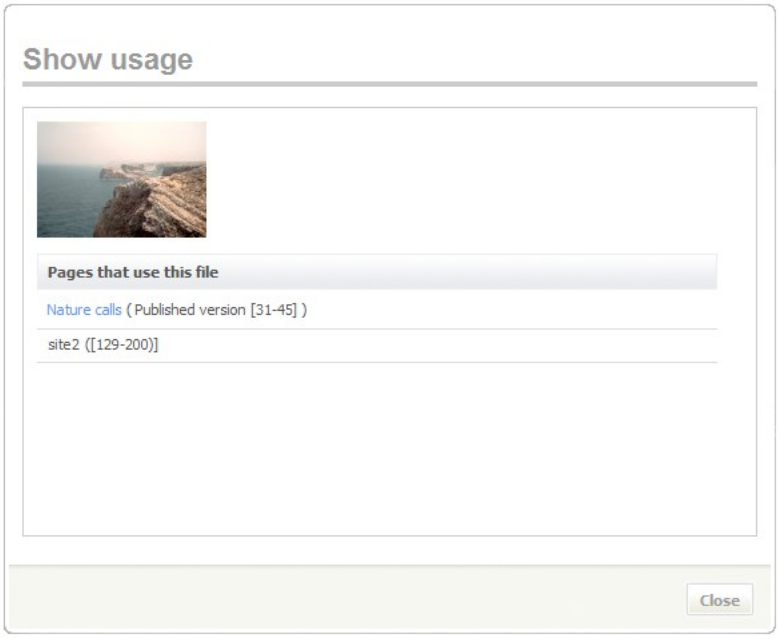


Image usage

Select ***Close*** to close the show usage information window.

Note! ImageVault can be configured to span over multiple servers. The *Show usage* page will include information about usage on other servers, but the information is limited to the server names and page id.

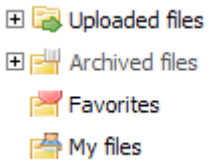
Note! The show usage window will list all pages that contain the images that share the same original file. Files that have undergone image editing in ImageVault still share the same original file.

3.5.10. Download file

This menu choice downloads the selected file, either in its original high resolution format, a converted or edited format. A file can also be downloaded by pressing the ***Download*** button located under the image. The button is only visible in file managing mode.
More information about how to download files can be found in chapter 7.

3.5.11. Add to favourites/Remove from favorites

This menu choice adds the current file to a selection called favourites. All favorites are displayed in an album called favorites. The file is linked to the album but the original file location is not altered. If a file is already tagged as a favourite file then the menu command will change to ***Remove from favorites*** and consequently will remove the file from the favourites folder.



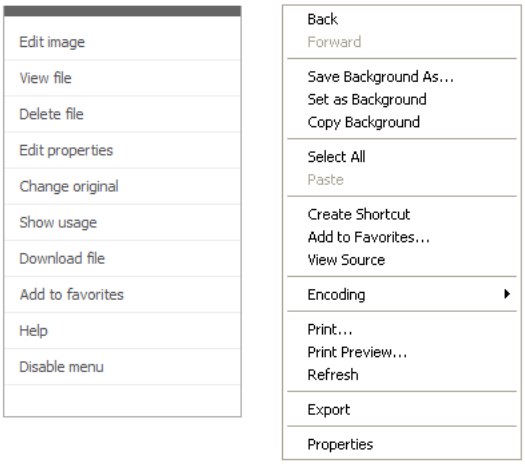
Favorites album

3.5.12. Select all

This menu choice selects all files in the current folder.

3.5.13. Disable menu

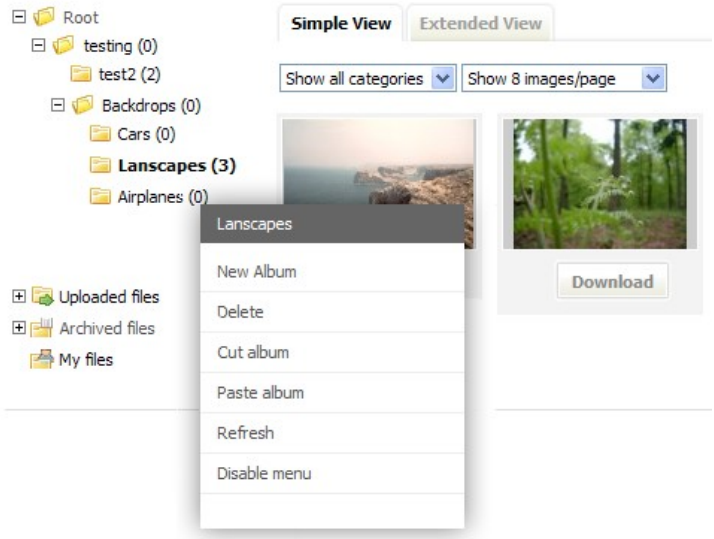
The ***Disable menu*** menu choice will disable the normal ImageVault quick menu and display the Internet Explorer menu instead. The menu can be restarted by pressing the ***Images*** tab or by pressing F5 on the keyboard.



ImageVault and Internet explorer menu

Note! The menu option *Disable menu* should only be used for fault finding by advanced users, since all functionality is disabled in ImageVault. The menu can be restarted by pressing the Images tab or by pressing F5 on the keyboard,

3.6. Album tree quick menu



Album tree quick menu

The album tree also has a quick menu. Right click with the mouse pointer located over an album to initiate the menu. The menu will list the current album name at the top of the menu.

Below is a quick summary of the functionality of the album tree quick menu. More information about each step is found further on in this manual.

Note! Certain menu choices might be disabled due to user rights.

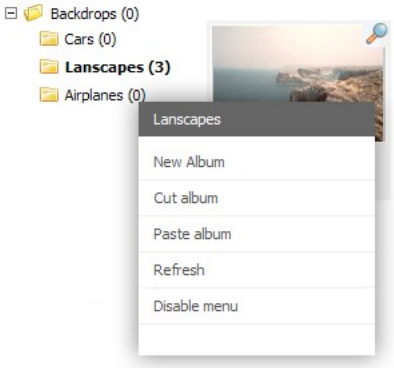
New album	Create a new album. The album is created as a sub album to the currently selected album.
Delete	Delete the current album.
Cut album	Cut the current album.
Paste album	Paste the current album.
Refresh	Reload the album tree.
Disable menu	Disable the ImageVault quick menu.

Select the command by left-clicking.

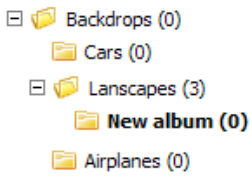
Close the quick menu by left-clicking outside of the menu.

3.6.1. New album

This command creates a new sub album to the current album. The picture below shows the quick menu with the album “Landscapes” selected. A new album will be created on a level below the current album.



Album quick menu



New album

3.6.2. Delete

The menu choice delete deletes the selected folder from ImageVault. Use this command with caution since it is possible to delete a folder that contains images. The user will be presented with a warning if the command is initiated and the folder contains images.

3.6.3. Cut album

ImageVault allows cut and paste functionality for albums. The ***Cut album*** command cuts the current album and places it in the clipboard. The album will not be moved until the ***Paste album*** command is initiated.

It is by default possible to move albums by drag and drop. Press and hold the left mouse button over a folder. Keep the mouse button pressed and position the mouse pointer at the new location in the album tree. Finish the operation by releasing the mouse button.

Note! The drag and drop functionality might be disabled by the administrator to obtain better performance.

Note! Depending on user rights it is not always possible to cut and paste albums.

3.6.4. Paste album

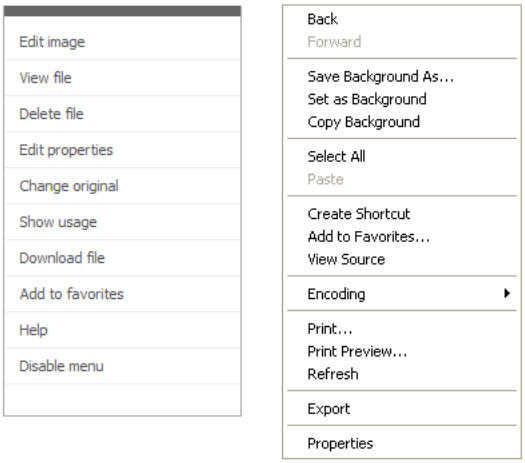
The ***Paste album*** command pastes an album from the clipboard as a sub album to the currently selected album.

3.6.5. Refresh

The ***Refresh*** menu choice updates the album tree. This is not necessary in a single user system, but in an installation with multiple ImageVault editors this command updates the album tree to reflect all user actions.

3.6.6. Disable menu

The ***Disable menu*** menu choice disables the normal ImageVault quick menu and display the Internet Explorer menu instead. The menu can be restarted by pressing the ***Images*** tab or by pressing F5 on the keyboard.

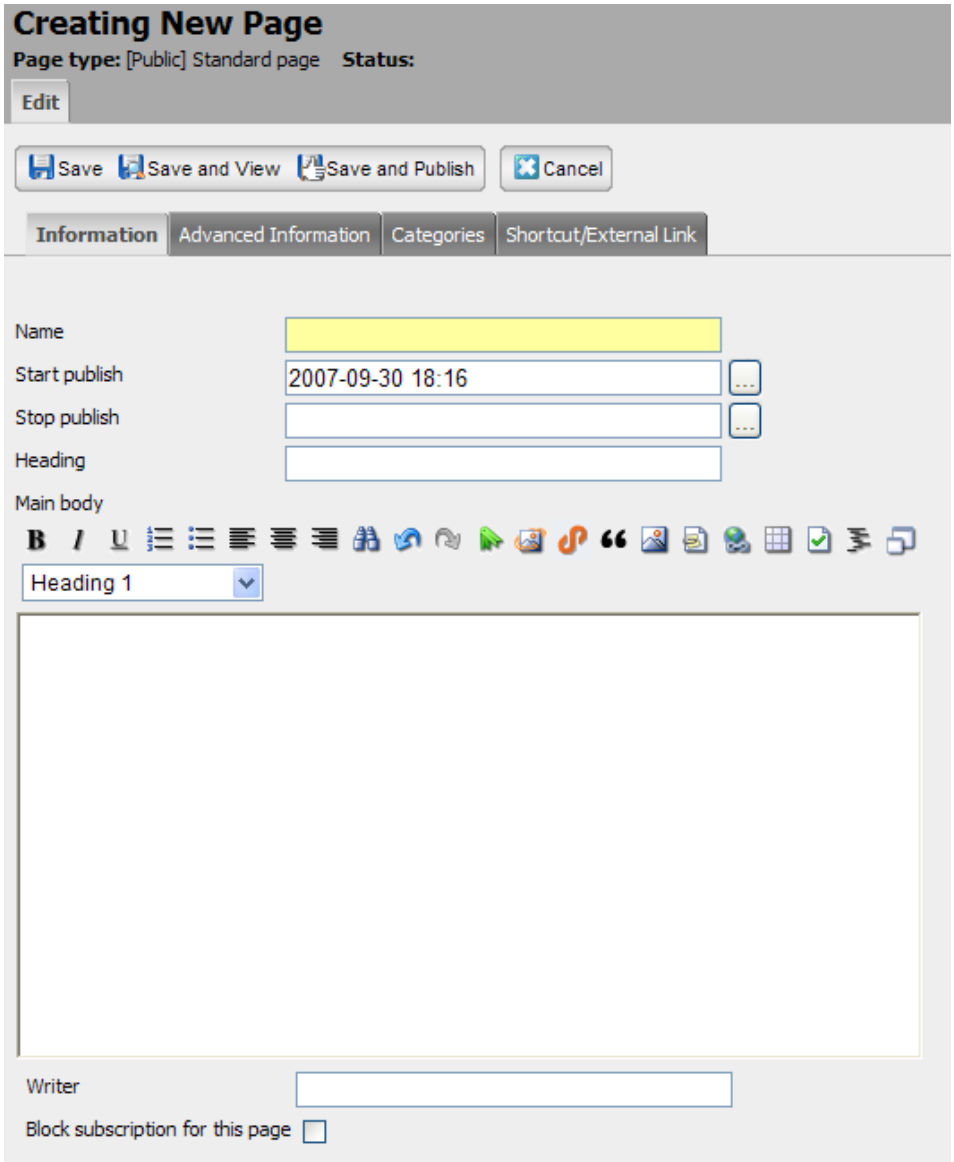


Note! The menu option *Disable menu* should only be used for fault finding by advanced users, since all functionality is disabled in ImageVault. The menu can be restarted by pressing the Images tab or by pressing F5 on the keyboard.

4. Insert files from ImageVault into EPiServer

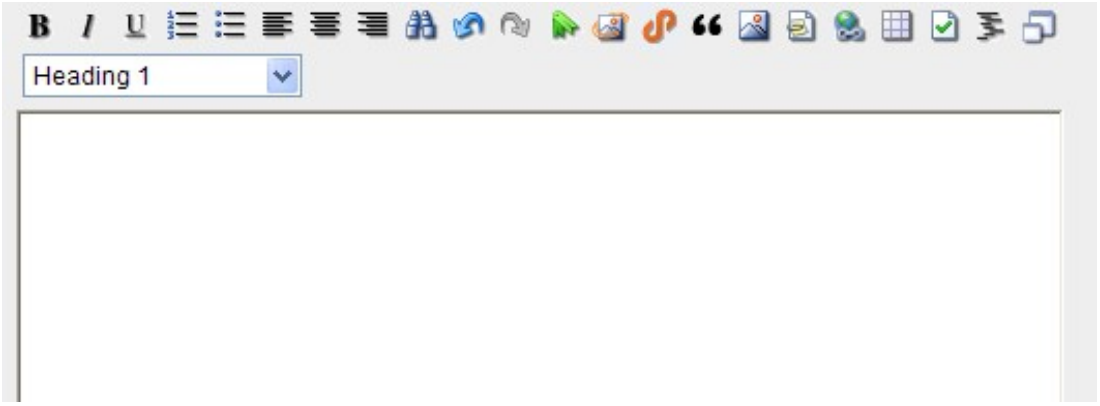
This chapter covers how to insert files from ImageVault into a page in EPiServer, and also how to edit and remove files published in EPiServer, by using ImageVault.

To insert files into an EPiServer page edit mode in EPiServer is required. Either create a new page, or edit an existing page. More information can be found in the chapter *Create, Save and Publish information* in the EPiServer Editor Manual.



New EPiServer page

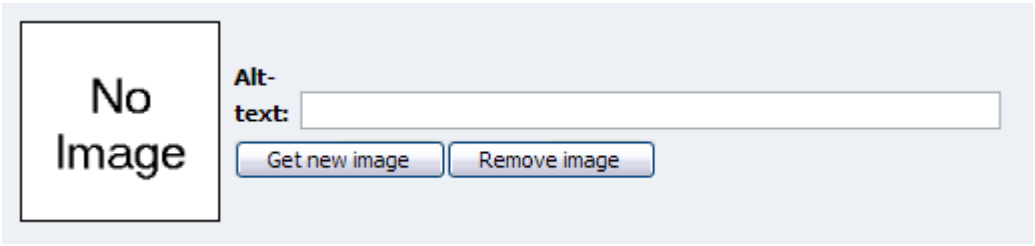
Note! There are two different ways of inserting files into an EPiServer page. The most common way is to insert files into the free text editor. Images can also be inserted via page properties



Insert ImageVault image

Insert a file from ImageVault, into the Free text field, by clicking the button ***Insert/Edit image with ImageVault*** .

Certain pages in EPiServer include properties, which may be used to insert a file.



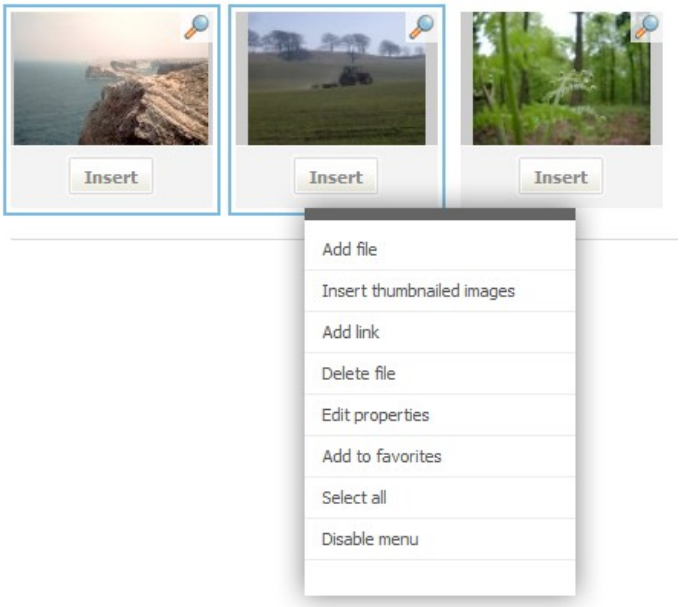
When ***Get new*** image is clicked, ImageVault will open in a new window.

4.1. Select file

When insert file is selected, ImageVault opens in a separate window.

Navigate to the album where the file to publish is stored, or search for the file (how to search for files in ImageVault is explained in chapter 8).
Select the file that is to be inserted into the page by clicking it. If more than one file needs to be inserted, hold the Ctrl-key at the same time as the additional files are selected.

Selected file



Multiple selected files

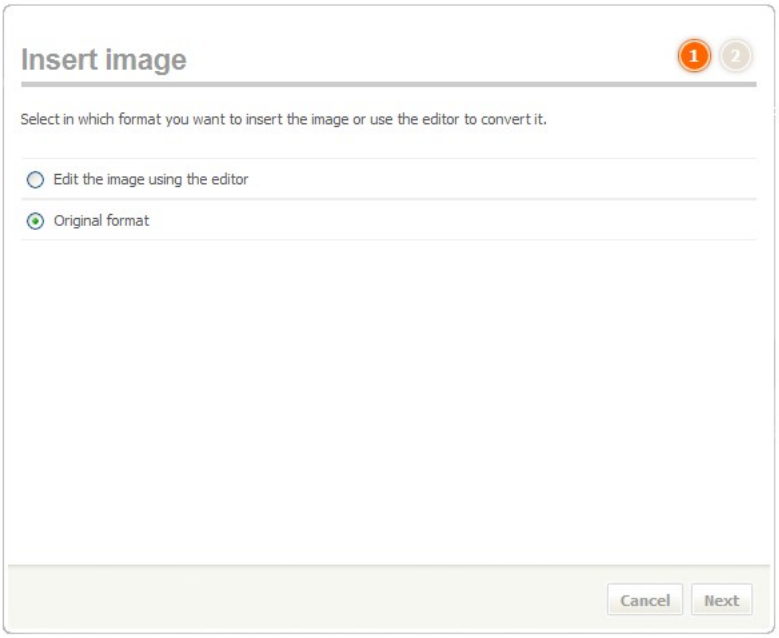
The selected files will get a grey background.

To insert one image press ***Insert***. To insert multiple images, select the files and invoke the quick menu followed by the command ***Add file***.

The ***Insert*** or ***Add files*** command starts the ImageVault image wizard. This wizard guides the user through the various steps of inserting an image intoEPiServer.

The first step in the wizard decides if the image should be inserted in a predefined format or edited with the image editor prior to insert. It is possible to convert an image to different site standardized formats before inserting into a page in EPiServer.
The format dictates both size and picture format. A format named “Web big” can for example convert the original picture to a jpeg 200 pixels wide regardless of the format of the original file. The conversion is performed on the fly during the normal insert image wizard. All formats are configurable and are setup by the administrator. This keeps the formats and sizes consistent and conformant to site specific rules.

Choose one of the predefined conversion formats, or convert and edit the image using the image editor, prior to insert.

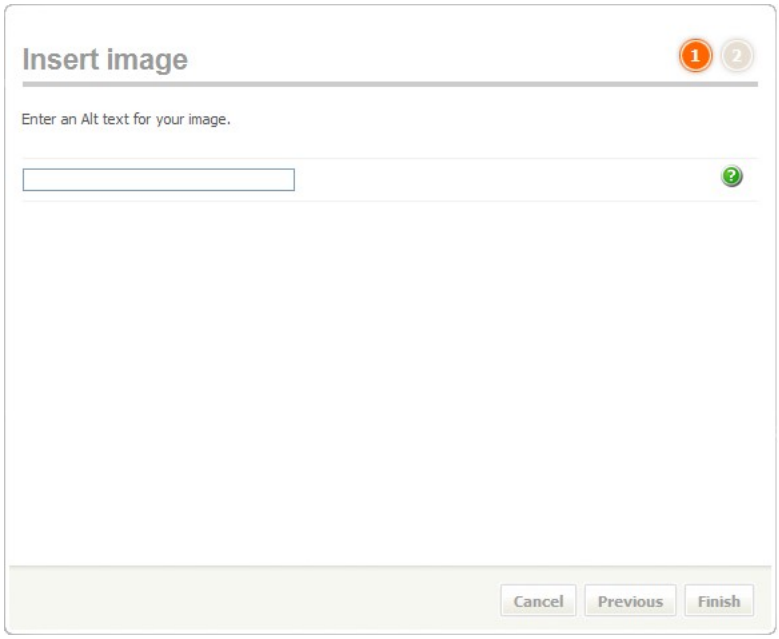


First wizard step

Note! The system might prevent the end user to insert a high resolution original on a page. Administration settings include values for max height and width.

Note! An edited image will not be linked to an original file. The edited image is considered to be a new file.

Note! ImageVault can be configured to not allow the original format conversion option.



Second wizard step

The second step decides what text should be visible when the mouse points at the image or if the web browser is unable to show the image.
Enter a text and select ***Finish*** to add the file to the page.

Image alt text

Once the files have been added, ImageVault will close and the files will be inserted into the page in EPiServer. Repeat the procedure to insert more files in the free text field.

4.2. Edit files in EPiServer

When a file from ImageVault has been inserted into a page in EPiServer, it is possible to edit, replace or remove it. In the Free text editor the file is selected by clicking it. The file will get eight selection handles around it, when selected.
When the file is selected, click ***Insert/Edit image with ImageVault*** .

4.2.1. Delete existing file

To delete a file published on a page in EPiServer, select the file and press the delete key.

Images that include image maps must be deleted from within the editor. Select the image and start the menu command ***Edit image***. Choose ***Standard effects*** and ***Image map*** followed by **Delete image map**. This will delete both the image map and the image.

Note! It is very important to delete the image map and image from within the editor. A normal delete will not delete the image map, which can lead to problems with the EPiServer page.

4.2.2. Replace file

To replace a file in the free text editor, the file must first be deleted. After that a new file can be inserted from ImageVault.

If a file needs to be replaced by using the property in the page template, click ***Get new image*** and select a new file. In the file list select the file that needs to be replaced and delete it by clicking ***Clear file***. After that it is possible to insert the new file.

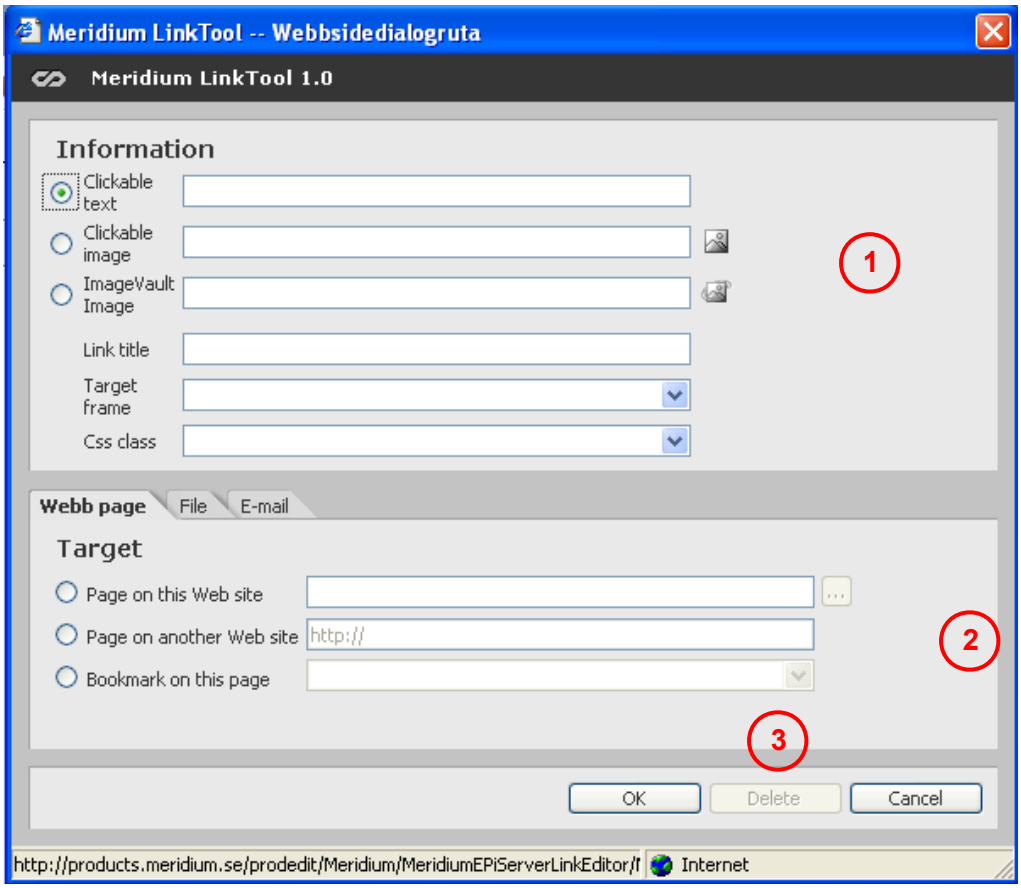
4.2.3. Edit existing image

To edit an existing image on a page in EPiServer, it has to be selected. Click ***Insert/Edit image with ImageVault*** , the image will open in the edit image window where the image can be edited. Once the editing is finished, click ***Insert.*** More information on how to edit images can be found in chapter 10.

Note! It is not possible to edit images in page templates and file lists.

5. Insert hyperlinks from ImageVault into EPiServer

By using ImageVault it is possible create different kinds of links. The link tool can be reached via a separate button in the Free text editor in EPiServer. It is possible to link to documents in the form of images and files. The files can be placed in ImageVault, the upload catalogue of EPiServer or somewhere in the network. External web sites and e-mail addresses can also be used as links.



Meridium LinkTool

1. Information

   The upper part of the link tool handles the content of the web page, how the link should operate, and how the link should be presented graphically. The link may be a text or image link.

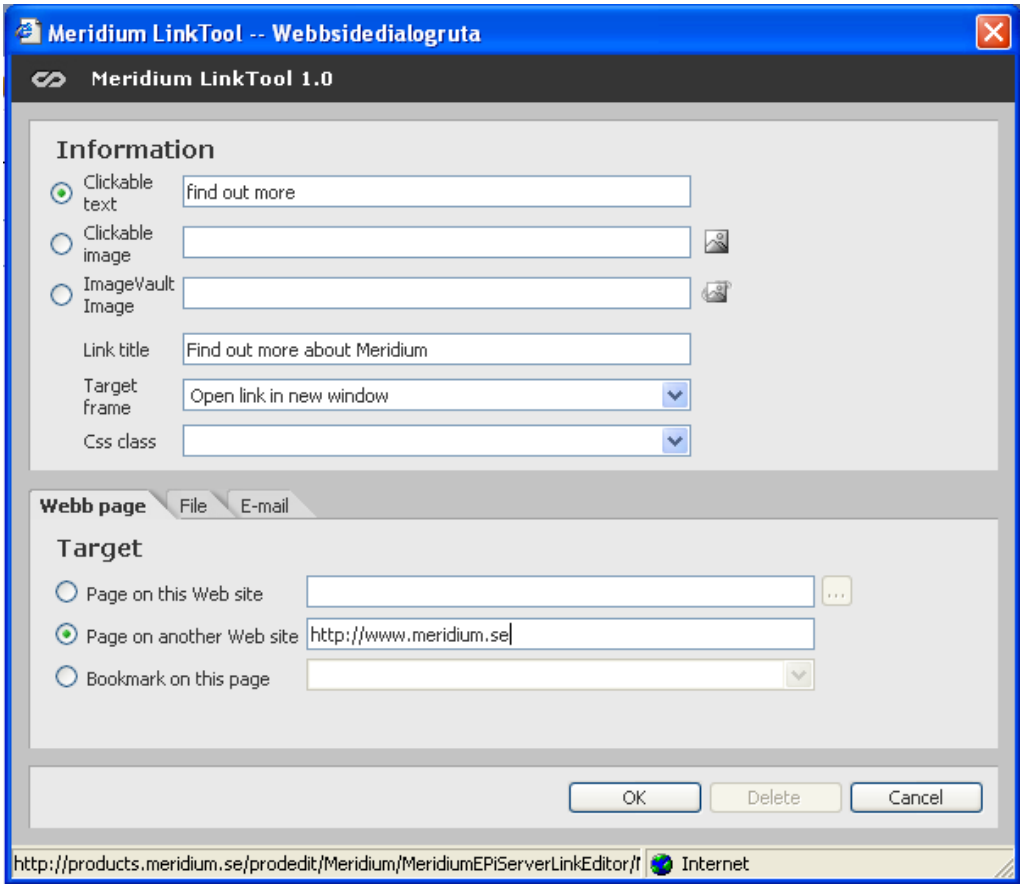
2. Target

   Decides which information the text, or alternatively the image, should link to. The link can lead to a web page, a file, or an e-mail address.

3. Activate/delete

   When a new link has been created, click ***OK*** to activate. Press **Delete** to delete the link, or cancel to return to the EPiServer Free text editor.

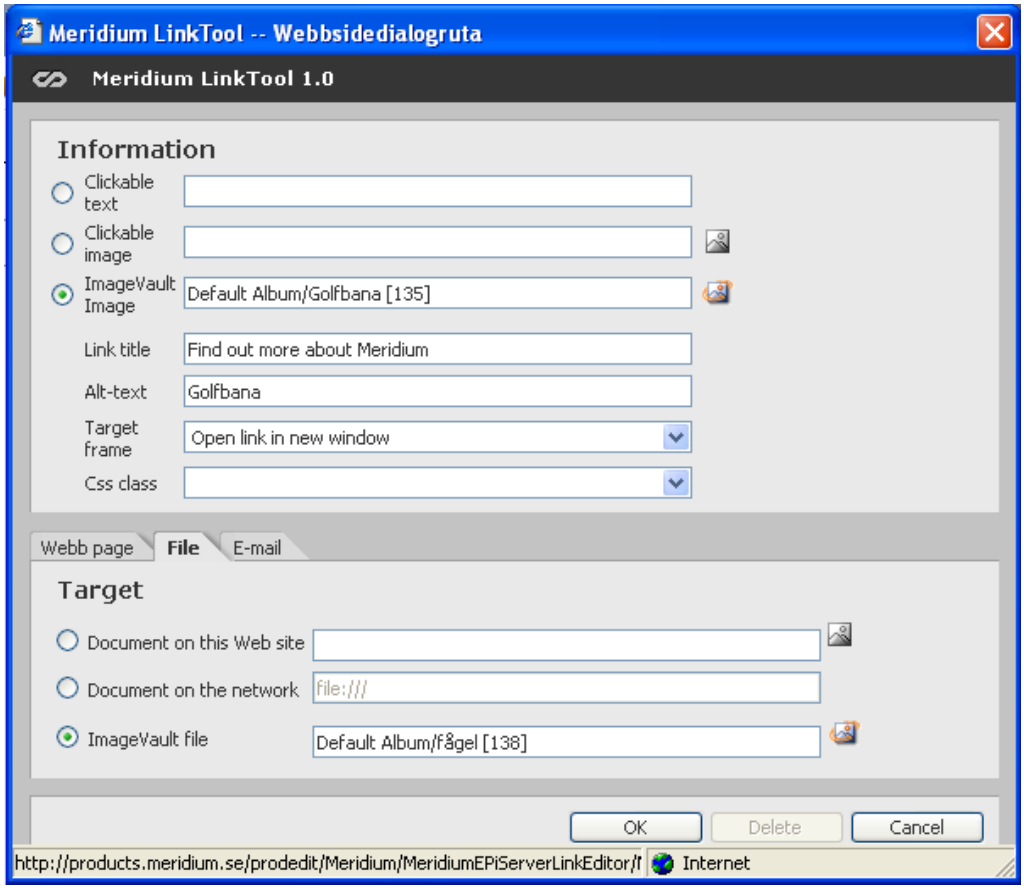
5.1. Link to a Web site



Link to web page

A link to a web page can either point to an internal page on the same web site, or an external page on an external web site. It is also possible to create a link to a bookmark, placed on the same EPiServer page that is currently being edited.

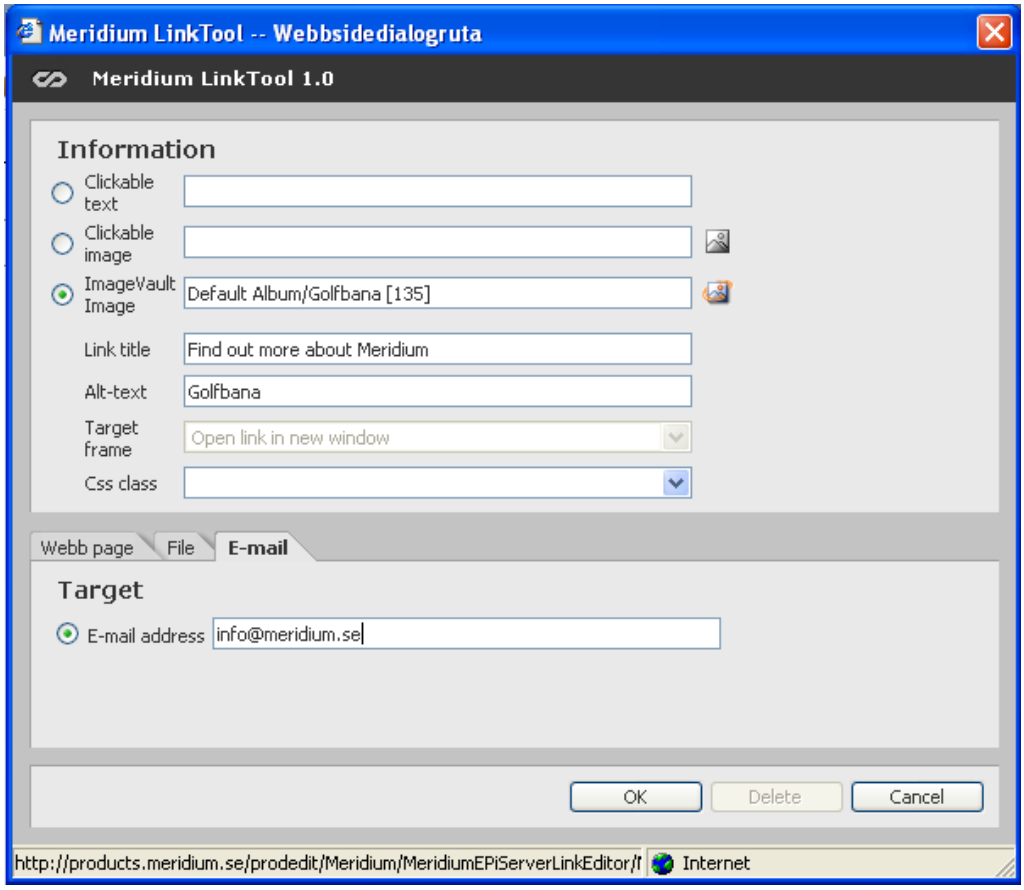
5.2. Link to a File



Link to file

A link to a file may point to a file that is placed in the File Archive of the Web site, i.e. the upload catalogue of EPiServer, a file on the network, or a file located in ImageVault.

5.3. Link to an E-mail address

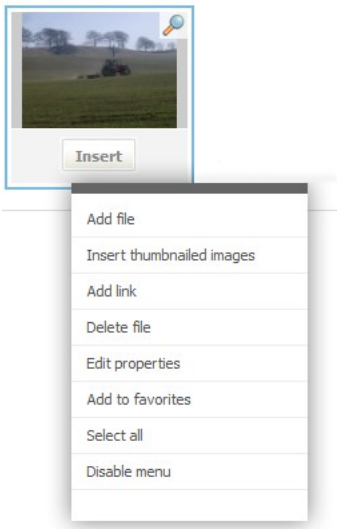


Link to e-mail

A text or an image can be linked to an e-mail address.

5.4. Text link and clickable thumbnail

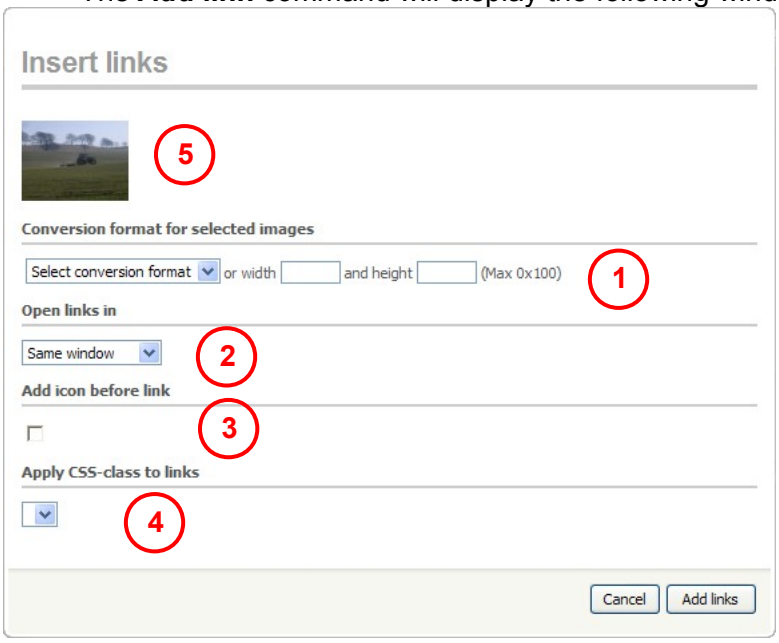
It is quite common to create a link to an image, instead of inserting the image itself into the page. To add a link to one or more files, start the quick menu and select ***Add link***.



Add link

5.4.1. Add link

The ***Add link*** command will display the following window.



Add link window

1. Conversion format

   This is where the size of the target image is indicated. . Select a conversion format or specify an arbitrary width and height for the selected image .

2. Open links in

   How the link will be opened when clicked on. The possible choices are:

Same window	The link opens in a frame in the same window as the current page.
New window	The target of the link is opened in a new window.
Entire window	The link opens in current window using the entire window area.
Download image	A download image dialog is opened.

3. Add icon before link

   ImageVault recognises the kind of file that the link is connected to. Check this checkbox to make an icon appear before the link.

4. Apply CSS-class

   If you want the link to be presented in a certain way on the page, you can select a CSS-class in the dropdown list.

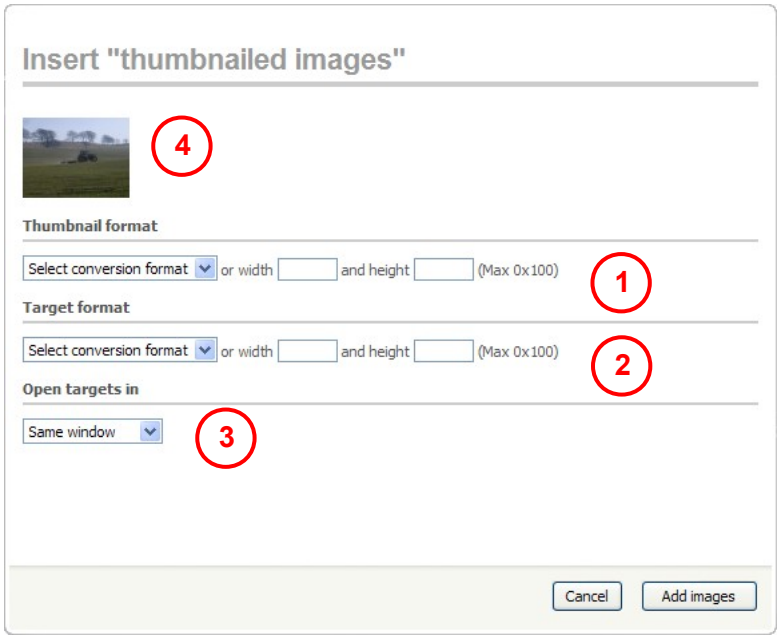
5. Selected files

   Selected files are shown here.

To perform the linking, click ***Add links.***

5.4.2. Insert thumbnailed images

The ***Insert thumbnailed images*** command will display the following window.



Thumbnail image window

1. Thumbnail conversion format

   Select one of the available thumbnail conversion formats or enter indicated desired width and height for the thumbnail image.

2. Target format

   Select one of the available image conversion formats or enter a desired width and height for the image.

3. Open targets in

   Select one of the available options for how the target page should be presented.

Same window	The link opens in a frame in the same window as the current page.
New window	The target of the link is opened in a new window.
Entire window	The link opens in current window using the entire window area.
Download image	A download image dialog is opened.

4. Selected files

   Selected files are shown here.. Note that if you select more than one file, many thumbnails will be displayed and more links created on the web page.

   To perform the linking, click ***Add images.***

6. Upload files to ImageVault

Files can easily be uploaded to ImageVault either via a web based form or via a drag and drop upload component. Sorting the files into the correct album, naming the albums in an understandable way, and to enter as much information as possible about the file is vital for keeping ImageVault user friendly. This makes files easier to find.

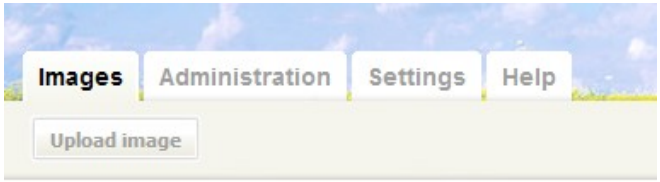
6.1. Uploading

The Web upload form does not require installation, but is limited to uploading of 4 files at a time. The upload component requires installation, but is capable of uploading many files at the same time.
The web form is always available, but the upload component has to be enabled by the administrator.

If large quantity of files needs to be uploaded, the ImageVault administrator can allocate a folder on a file server from which ImageVault can import the files automatically.

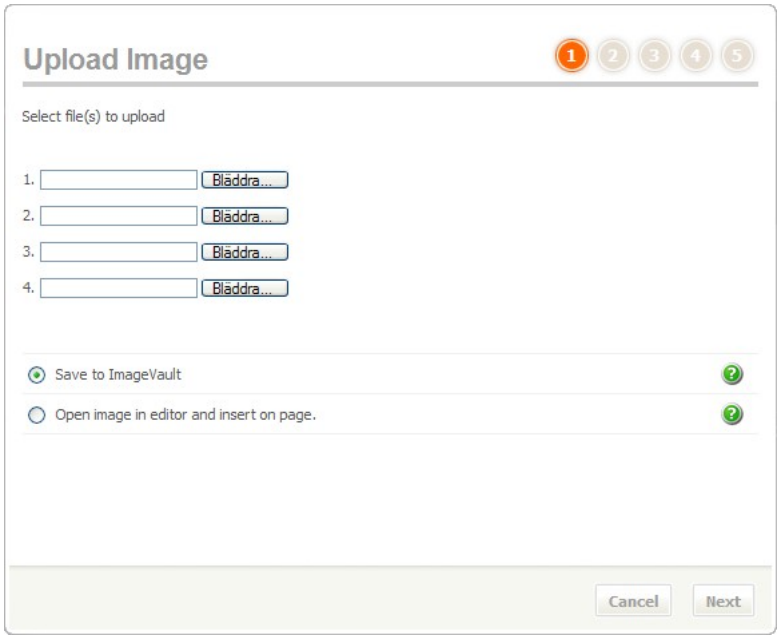
6.1.1. Upload by Web form

If the Web form is used for uploading, press the button with the name ***Upload image***.



Upload image button

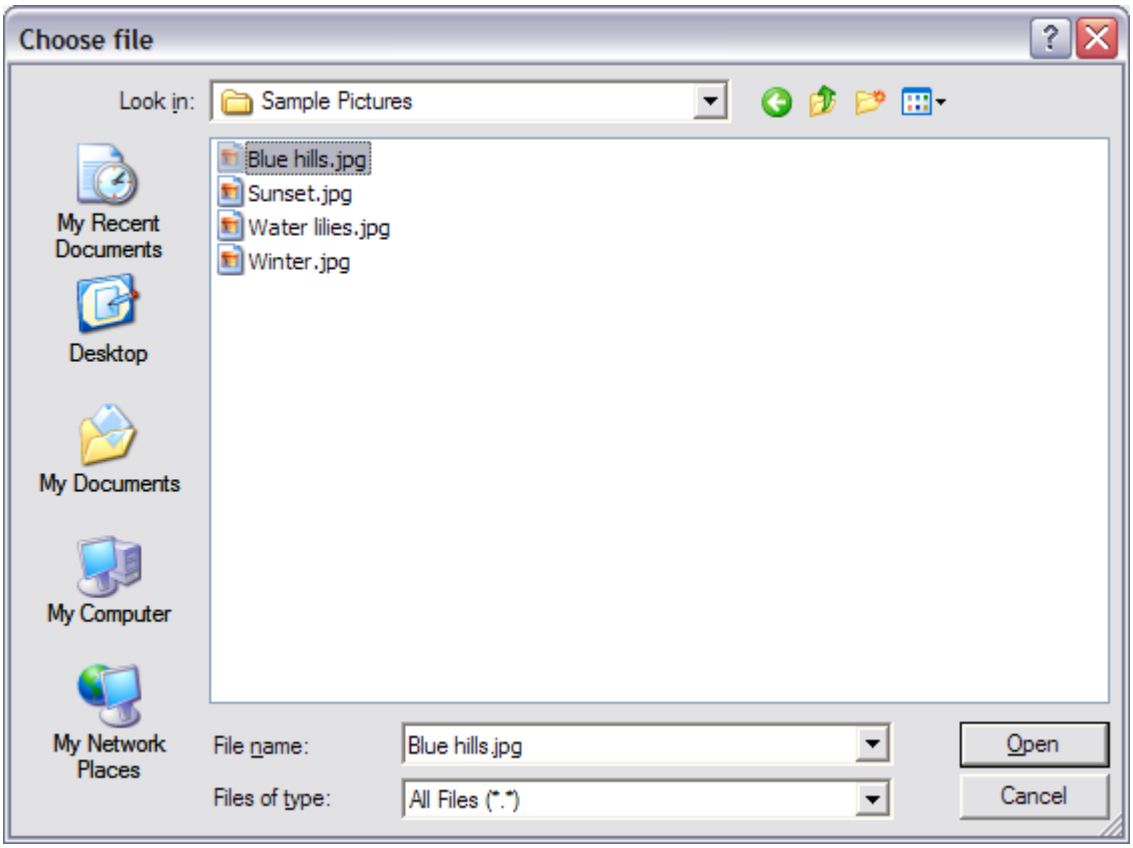
Press the button to start the upload wizard.



Upload wizard step 1

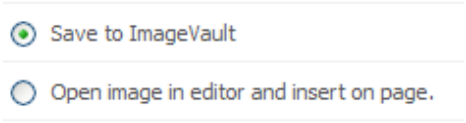
Select up to four images to be uploaded simultaneously. Press the ***Browse*** button to locate each of the images.

A standard Open File Dialog will open. Navigate to the album where the file is located and click on the file to select it. The file will get a dark blue background and ***Open*** will be activated.



Windows Open File Dialog

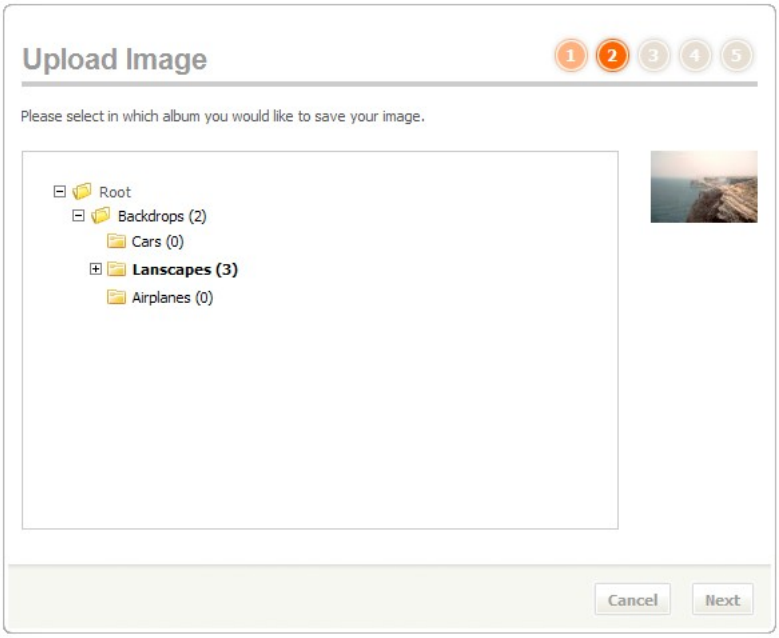
When the file has been selected, click ***Open***. The window will close and the text field will be filled out with the search path to the file.



Upload wizard options

Continue by choosing either ***Save to ImageVault*** or ***Open image in editor and insert on page***. The first choice will upload the file to ImageVault. The second choice is only available in image insert mode and enables the user to upload, convert and edit the image without storing the image in ImageVault. This option should only be used if the image only will be used on a single occasion. Editing and converting images are covered in chapter 10.

Click ***Next*** to continue to the next step in the upload wizard. Depending on the file size the upload might take some time to finish.

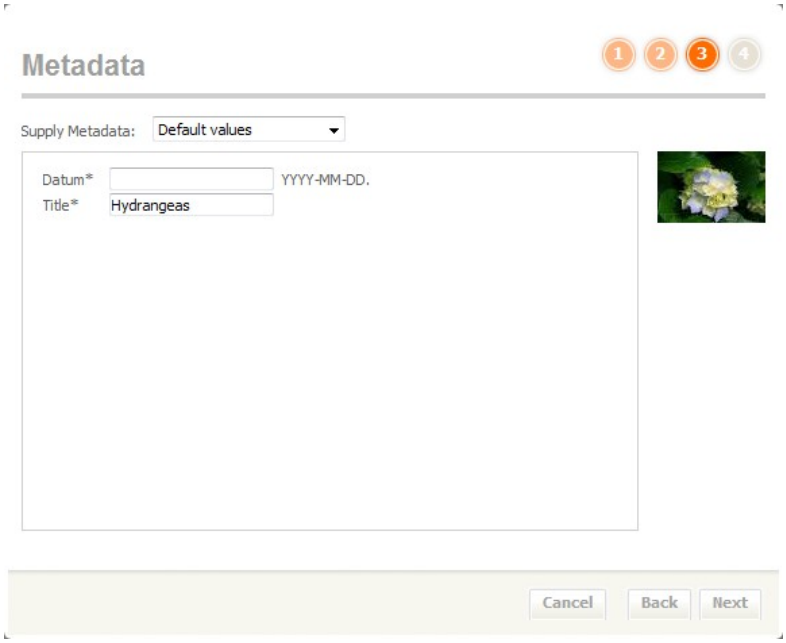


Upload wizard step 2

This step selects which album the image should be uploaded to. Use the plus or minus sign located in front of each album to expand or collapse the album structure. Click the name of an album to select it for upload. The name will be presented in bold when the album is selected.

Click ***Next*** to continue to the next step in the upload wizard.

Note! If an album is selected prior to upload, this album will be used as default upload album during step 2 of the upload wizard.



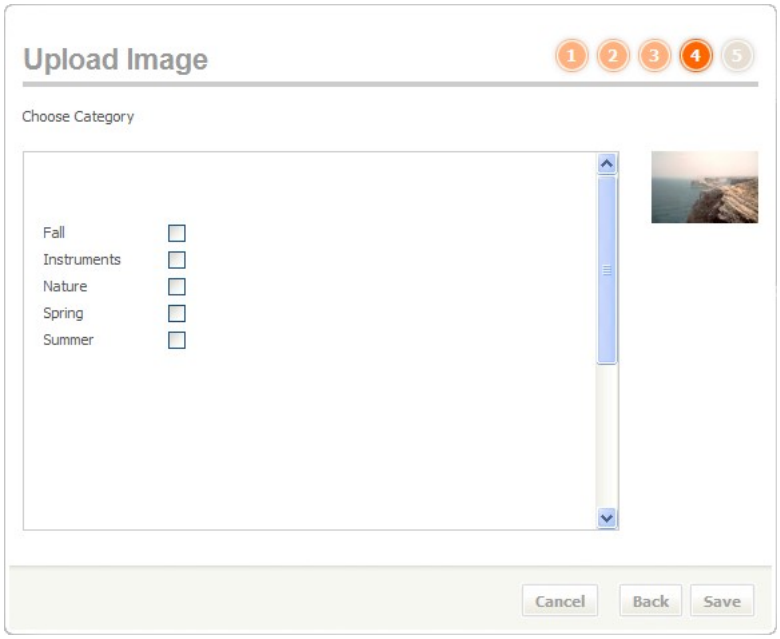
Upload wizard step 3

The third step in the upload wizards sets the metadata of the image. Metadata fields are setup by the administrator and can therefore differ between sites.

All metadata fields except dates are language dependent. This means that you can enter a different value for each language that is used by the EPiServer site. There are also default values that act as fallbacks when translations are missing for the users current language. You select language with the dropdown list after the text “Supply Metadata:”

Note! Fields with an asterisk (*) are mandatory and must be filled out.

Click ***Next*** to continue to the next step in the upload wizard.



Upload wizard step 4

The fourth step in the upload wizards sets which category the image should belong to. Check one or several categories..

Note! The default setting requires the file to belong to at least one category. This can be changed by the ImageVault administrator.

Click ***Save*** to save and close the wizard.

6.1.2. Installation of Upload component

The installation will be run the first time the upload component is used. A window with a question if the ActiveX component should be installed will appear.

Click ***Install***.

Note! Uploading via ActiveX is enabled by default but might be disabled by an administrator of the system.

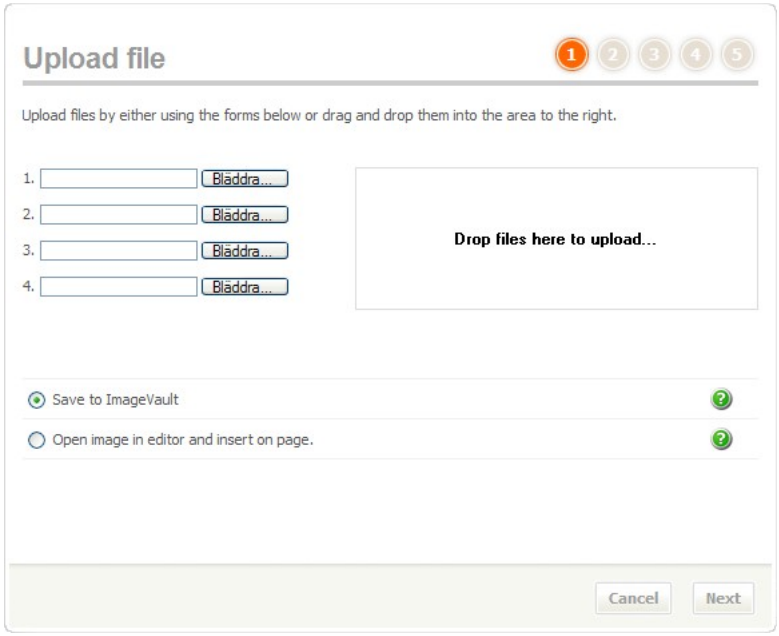
Note! If Windows XP Service Pack 2 is installed, it will for security reasons try to block the installation. A warning will appear at the top of the window, saying that the page needs to install an Upload component from Meridium. Right-click on the warning and choose *Install ActiveX control*. **The whole page will be reloaded and revert to edit mode in EPiServer. To return click on the ImageVault tab to the left, and then** *Open ImageVault*. **The installation will begin as soon as the page is loading.**

To be able to upload the files, SOAP must be installed. The first time release files are released on the Upload component, the installation of SOAP will begin. The installation requires local administrator privileges. A window will open with a question if the component should be installed. To continue installing SOAP, click ***Yes***. A file download window will open. Click ***Open*** to proceed with the installation.

An installation window will appear where Meridium Kalmar AB is mentioned as publisher. Click ***Open*** to continue. The installation will begin and the installation program will start. When the installation is finished the ***Close*** button will be enabled. The Upload component can now be used.

6.1.3. Uploading with the Upload component.

The upload component supports drag and drop. If the upload component is enabled there will be a white box with the text “Drop files here to upload”.



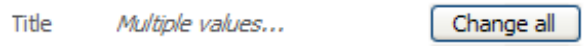
Upload wizard with drag and drop enabled

Select a file from a folder in Windows Explorer and drag and drop it on the white box.

If more files needs to be selected, press the Ctrl key and click on the each file prior to dragging and dropping on the white box.

6.2. Adding metadata for multiple files

When several files are uploaded, the metadata can either be set to the same value for all files or be set to retain original values, if such values exist.



Metadata

If the ***Change all*** is clicked, the current metadata for all files will be set to a value that is entered in the text box. Otherwise the present value for each individual file will be kept.

Metadata text field

Press ***Undo*** to return to the multiple values state where all individual metadata values are kept. Enter a value to set the metadata field to the same value for all images.

6.3. Inserting a file without saving it in ImageVault

It is possible to insert a file into a page in EPiServer with ImageVault, without saving it in ImageVault. This function is for files that are only used on a single occasion.

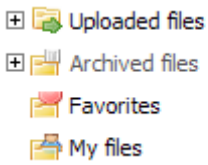
Click ***Insert/Edit image with ImageVault*** to start ImageVault in Edit mode. Click ***Upload*** and select which file to insert into the page in EPiServer.

Use the first of the 4 fields to add files for upload. Select ***Open image in editor and insert on page***. This will prevent the file from being stored in ImageVault.
The window for image editing and special effects will open. More information on how to edit images and use the special effects can be found in chapter 10. When the editing is finished, click ***Insert***.

Note! The option *Open image in editor and insert on page* will not be visible if multiple files are uploaded.

6.4. Upload large quantities of files

If large quantity of files needs to be uploaded, e.g. a full CD, the files can be placed in a folder located on the same server as ImageVault. ImageVault will then insert the files automatically into the album ***Uploaded files***.



Uploaded files album

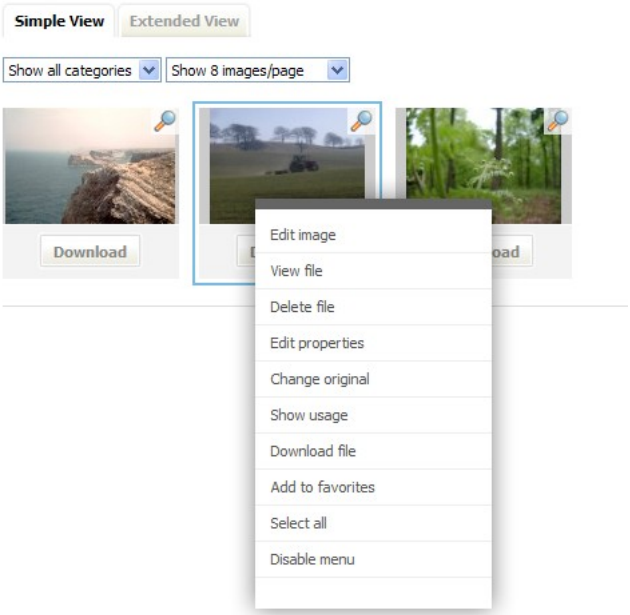
For more information on which folder to store the files in, contact the ImageVault Administrator.

Note! The album *Uploaded files* will also contain images uploaded with the upload wizard where the wizard is aborted during upload.

7. Download files from ImageVault

Downloading is useful if files for example need to be edited with more advanced tools.

Navigate to the album in which the file is located or search for the file (information about how to search for files in ImageVault in chapter 8). Select the file to download.



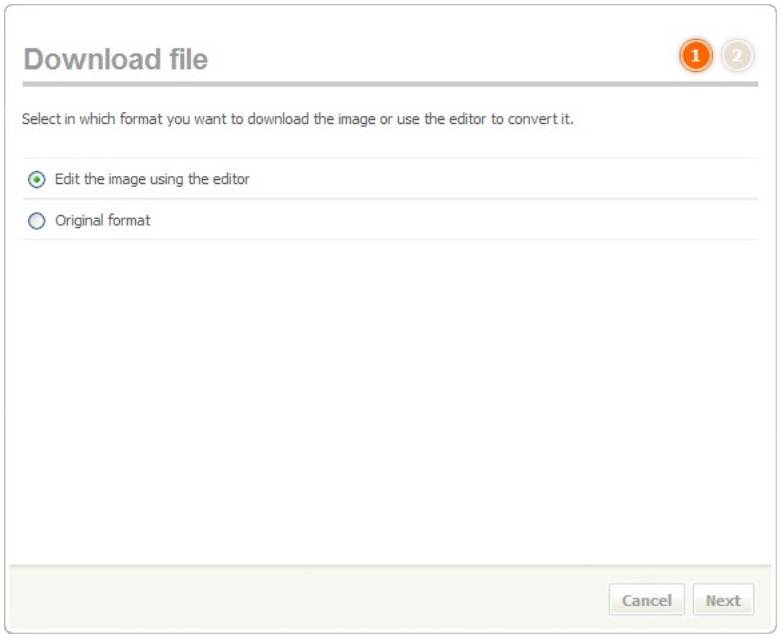
ImageVault quick menu

The selected file will get a dark grey background. It is only possible to download one file at a time, so if more than one file is selected, the function will be inactivated.

To download the file, click ***Download file.***

Note! A file can also be downloaded by clicking *Download* located under the file thumbnail.

This will initiate the download wizard.



Download wizard step 1

Choose either ***Edit the file using the editor*** or one of the conversion formats defined by the ImageVault administrator. The first choice starts the image edit wizard. Image editing is explained in more detail in chapter 10.

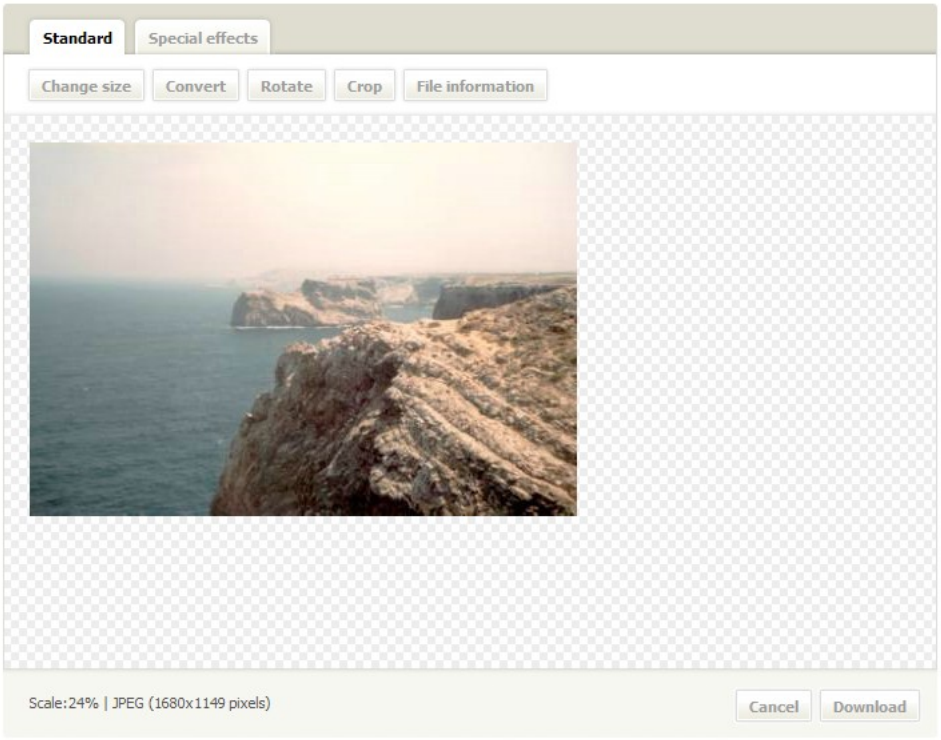
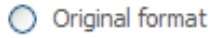


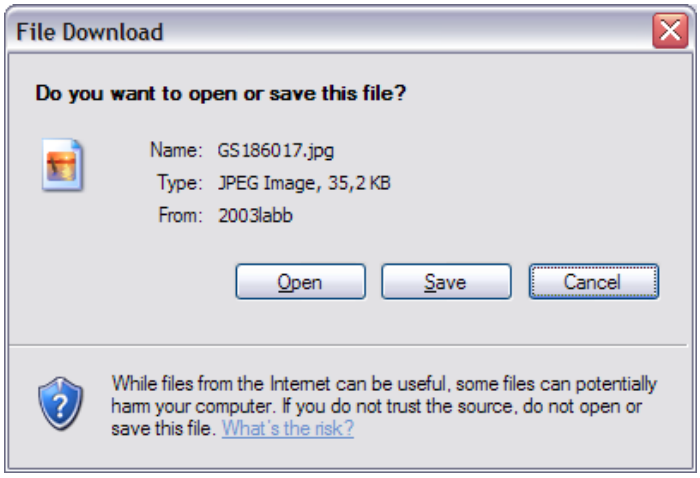
Image edit wizard



Original format radio button

The second choice will download the file in a predefined format.

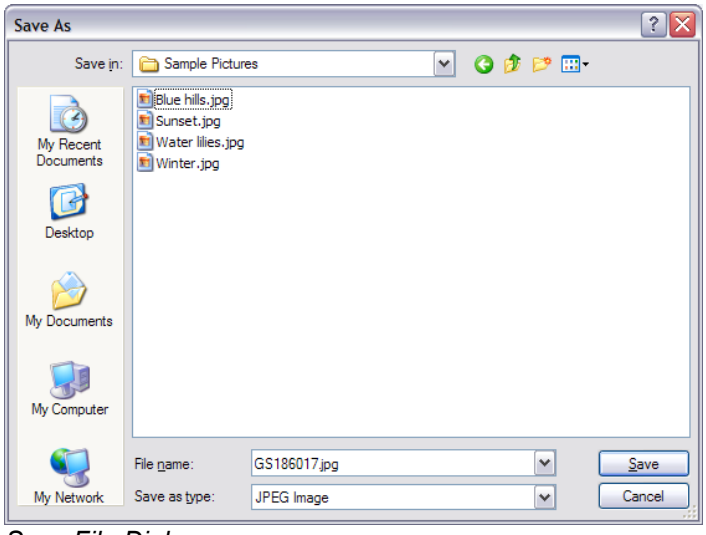
The file download is handled via a standard Windows dialog.



Windows file download

Click ***Save*** to save the file.

The ***Save File Dialog*** will open.



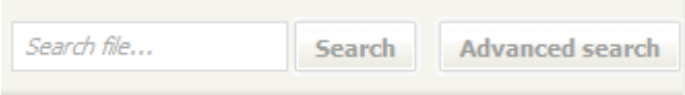
Save File Dialog

Select destination folder and click ***Save***.

A download dialog will be displayed with a progress bar. When the progress bar reaches 100% the file is downloaded and may be used.

8. Search for files

It is always possible to search for files in the Search section. To search for a file, enter search words in the text field.



Search field

Click ***Search*** to perform the search.

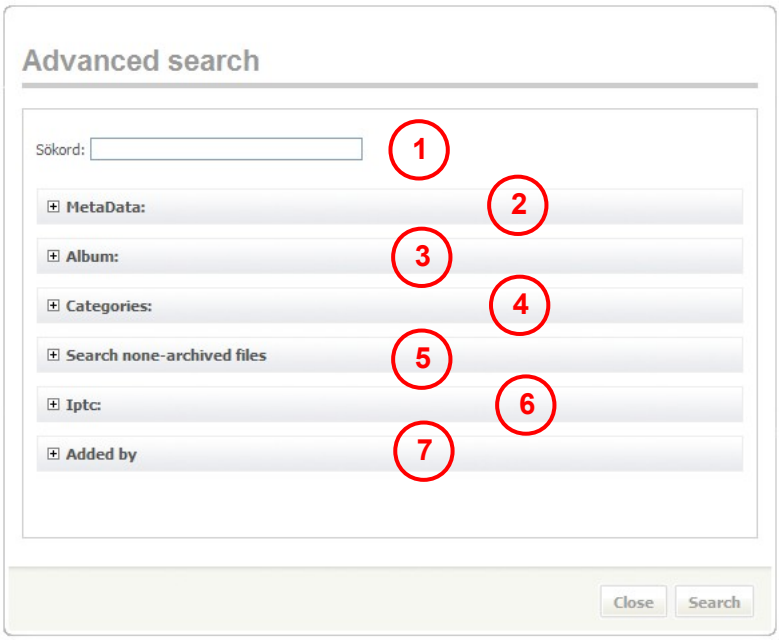
ImageVault will show those files where all search words are found in the metadata of the file. If *red car* is entered, only files with red cars will be displayed, and not files only containing the word *car*, or the word *red*. If only *car* is entered, all files that have *car* included in its metadata will be displayed.

When ***Search*** is clicked, all files will be displayed where the album content is normally shown. The files that match the search are displayed using the current view type.

If the entered search criteria does not find any files, a message “No hits…” will be displayed.

8.1. Advanced search

The Search section has a button named **Advanced search**. The advanced search window is divided into seven sections. To see which search fields that belongs to which category click on the plus sign ⊞ next to each section. To hide an open section, click on the minus sign ⊟. Fill out a large number of sections to narrow down the search.



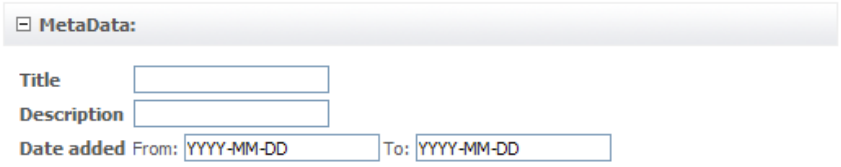
Search window

1. Free text search

   Search for single words.

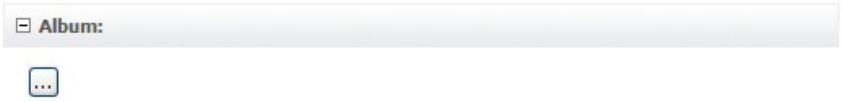
2. MetaData

   Search for files with matching information in a specific metadata field.



3. Album

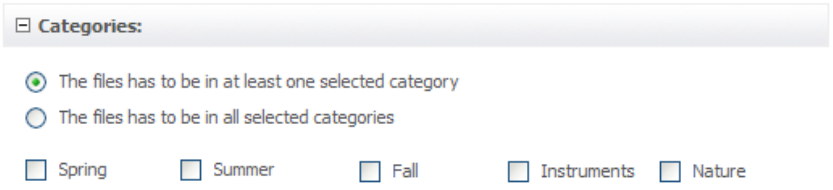
   Limit search to a specific album. If no album is specified all albums are searched.



To select an album, click on the button ..., choose an album in the tree, and click ***OK***.

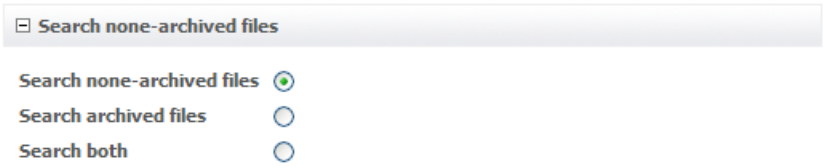
4. Categories

   Select which categories the file in the search should belong to. Choose whether the file has to be in at least one selected category, or if it has to belong to all selected categories. Make sure that the checkbox is ticked in front of each category that should match the search.



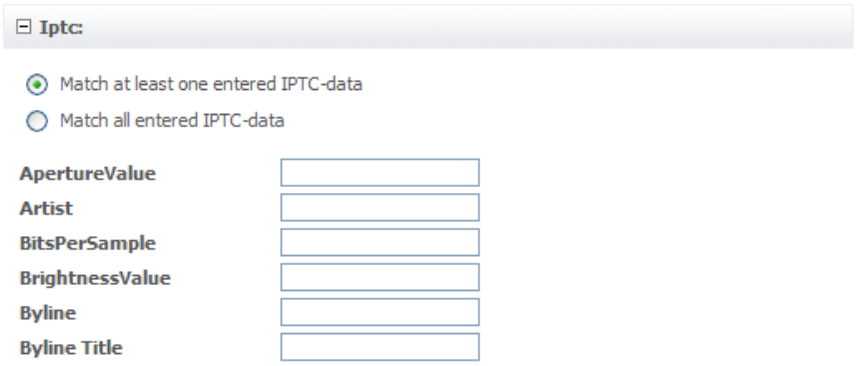
5. Archive options

   Choose between searching among non-archived files, archived files, or both. Indicate where to search by selecting the radio button of that alternative.



6. IPTC-data

   Images can contain IPTC-data with many different fields. It is possible to search for data in those different fields. Select if the file should match at least one entered IPTC-data, or if it has to match all entered IPTC-data. Enter the data to search for in each field.



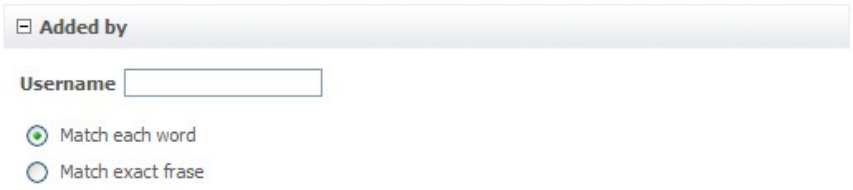
   IPTC-data holds a vast number of information about a picture and can sometimes be difficult to search. Use the file information view to display IPTC for existing images. This information can serve as an example for possible values to search for. More information on how to show file information can be found in chapter 9.

Note! ImageVault will adapt to all the IPTC tags that the uploaded images holds. This means that the tags available for search and that are shown in

the file information window will gradually increase as more images are uploaded.

7. Added by

   If a files metadata is unknown, but the username of the editor who inserted the file is known, enter the username in this field. This search will display all images that a user with a matching username has inserted into ImageVault.



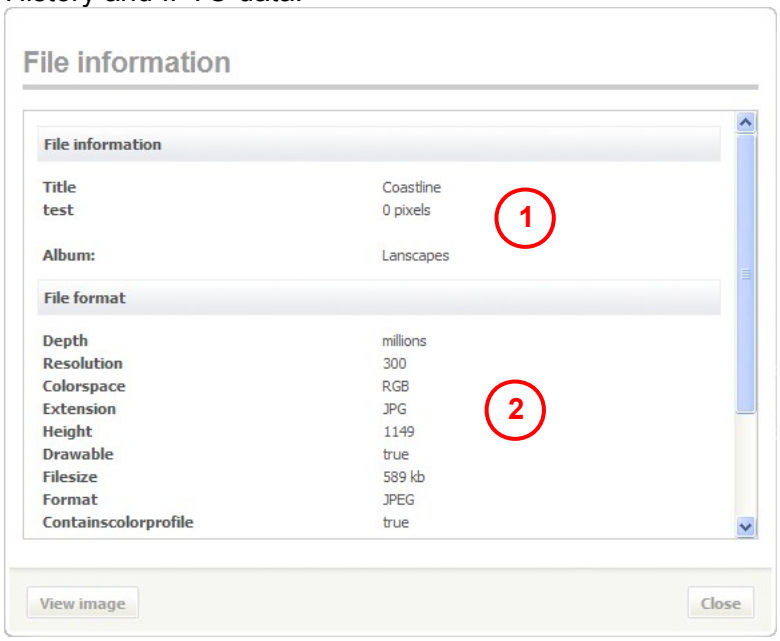
When all search criteria have been entered, click ***Search*** to initiate the search.

9. File information

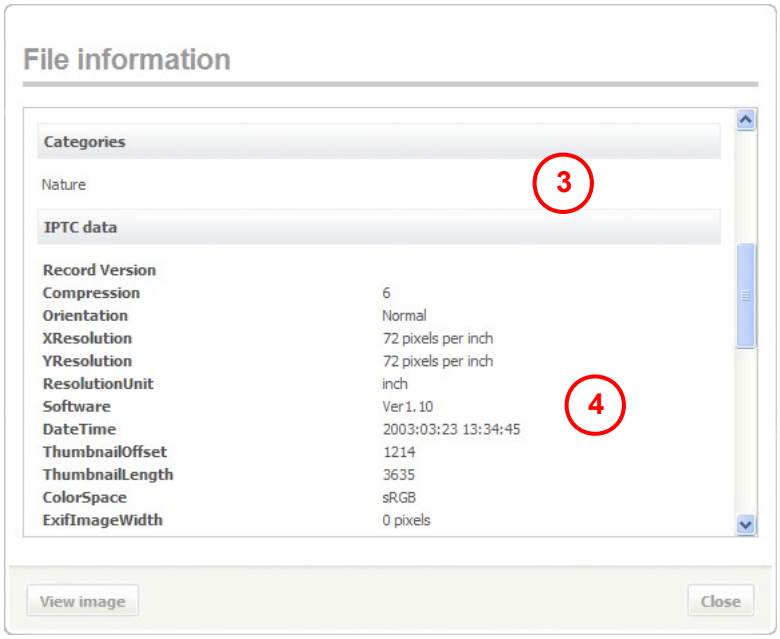
There are two views with information in ImageVault. The File display view contains general information about the file. The File usage view displays information about which pages the file is published on.

9.1. Show file

It is easy to get information about a file in ImageVault by double-clicking it in the file display view. It is also possible to select a file and select the quick menu choice ***View file*** followed by the button ***View file information***. The file information is divided into different sections, and additional sections may be displayed, e.g. History and IPTC-data.



File information window



File information window

1. File information

   This is metadata information, e.g. title, photographer, and also in which album the file is placed.

2. File format

   Information about the file format.

3. Categories

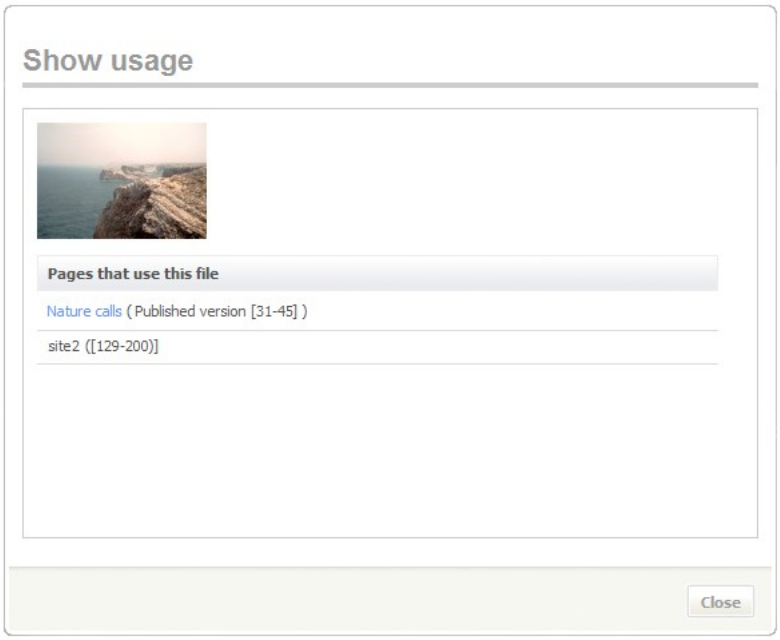
   Categories which the file belongs to.

4. IPTC data

   Information stored in the image, either obtained from the camera that took the picture or the image editing software used. IPTC data can for example be aperture size, shutter speed, if the flash was fired or suppressed, color space etc.

9.2. Show pages that use the file

When in the File usage view, it is possible to see which EPiServer pages that use the file.. Select a file and invoke the quick menu choice ***Show usage***. The file will be displayed with a list of all pages that use it. If the image is used on another server, only the server name and page id will be displayed.



Show usage window

If the links to the pages that the file appears on are clicked, the page will open in a new window.

Note! ImageVault can be configured to span over multiple servers. The *Show usage* page will show this, but the information is limited to the server name and the page id.

10. Edit images

Basic editing of images can be performed in ImageVault. It is possible to rotate, crop, add image maps and format images. The image editor also includes several image editing functions, such as; autolevels, contrast, unsharp mask and greyscale.

There are several ways to start the editor. The most common way is to activate the quick menu and choose ***Edit Image***.

The edit image function will always work with a copy of the file. The original image is left untouched. The edited file can either be downloaded or inserted into an EPiServer page.

10.1. Interface

The image editor opens in a window with two tabs: ***Standard*** and ***Filter***. Both tabs contain image editing functions of various kinds.

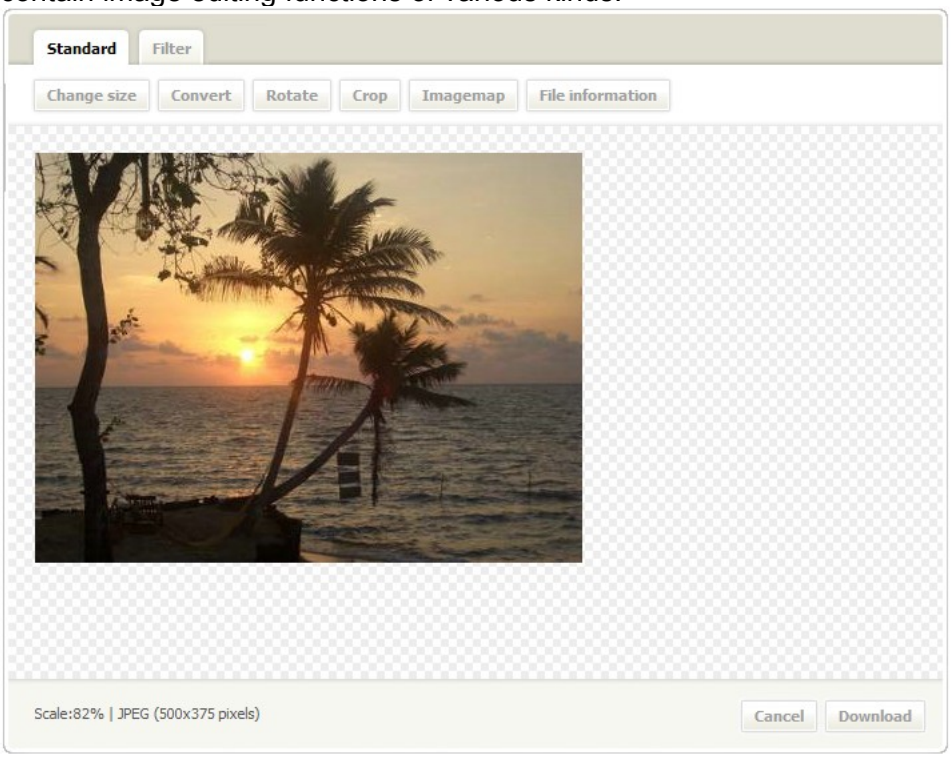


Image editor standard functions

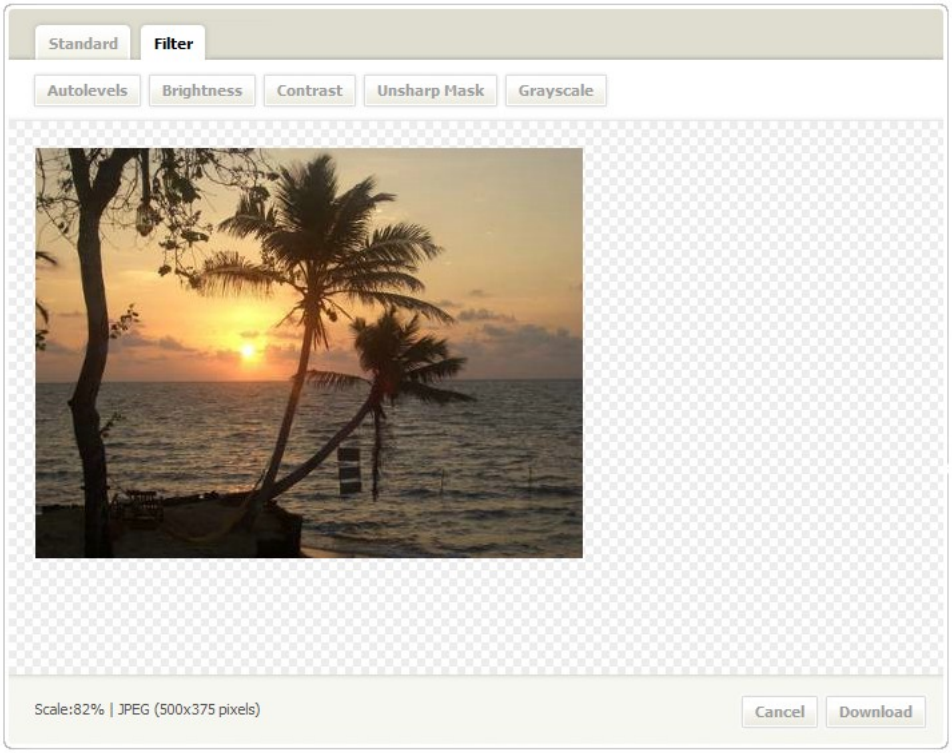


Image editor filter effects functions

Tip! Both the standard and filter effects tab display information about the current image scale, format and size in the lower left corner.

10.2. Image editing standard functions

The standard functions include the functions listed in the table below.

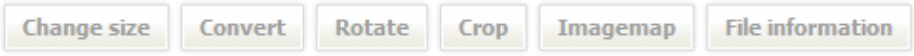


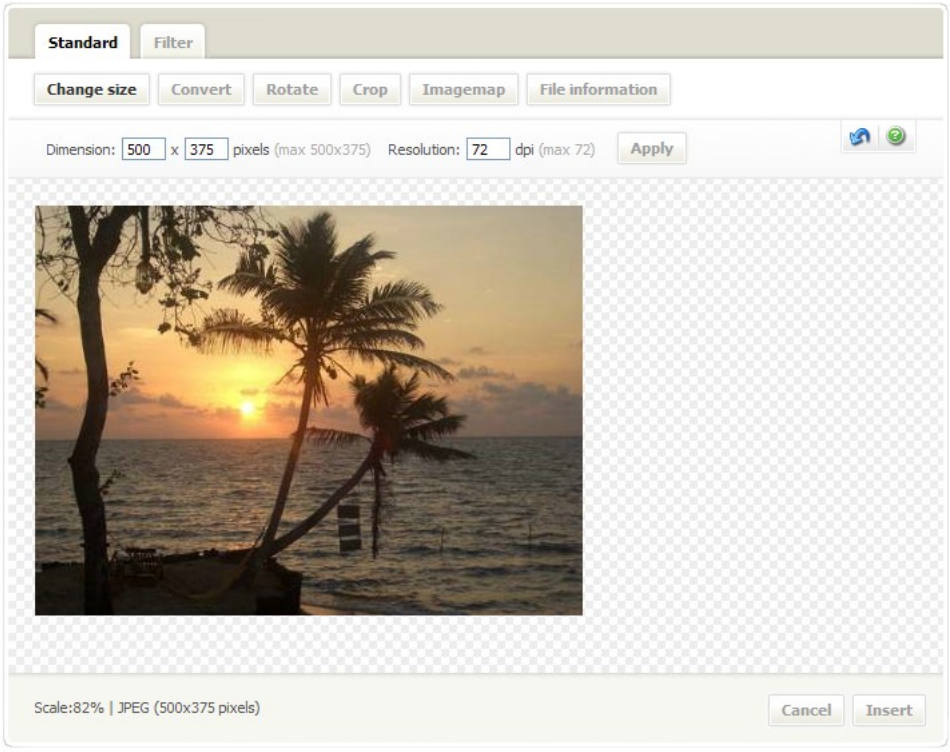
Image editor standard functions

Change size	Change the image size.
Convert	Convert the image into a different file format.
Rotate	Rotate the image clockwise or counter clockwise. . Flip or mirror the image.
Crop	Crop the image.
Imagemap	Add or delete an image map. This button is only visible in insert mode.
File information	Display information about the file. Displaying file information is covered in chapter 9.

It is always possible to undo the last operation. Press the undo icon to undo the last command. Press the help button to display help about the current context.

10.2.1. Change size

The change size function converts the image to a defined size and resolution. Enter height or width in the dimension fields. The dimension will automatically keep the current aspect ratio, therefore it is only required to enter one of the dimension values. Click ***Apply*** to perform the size change.

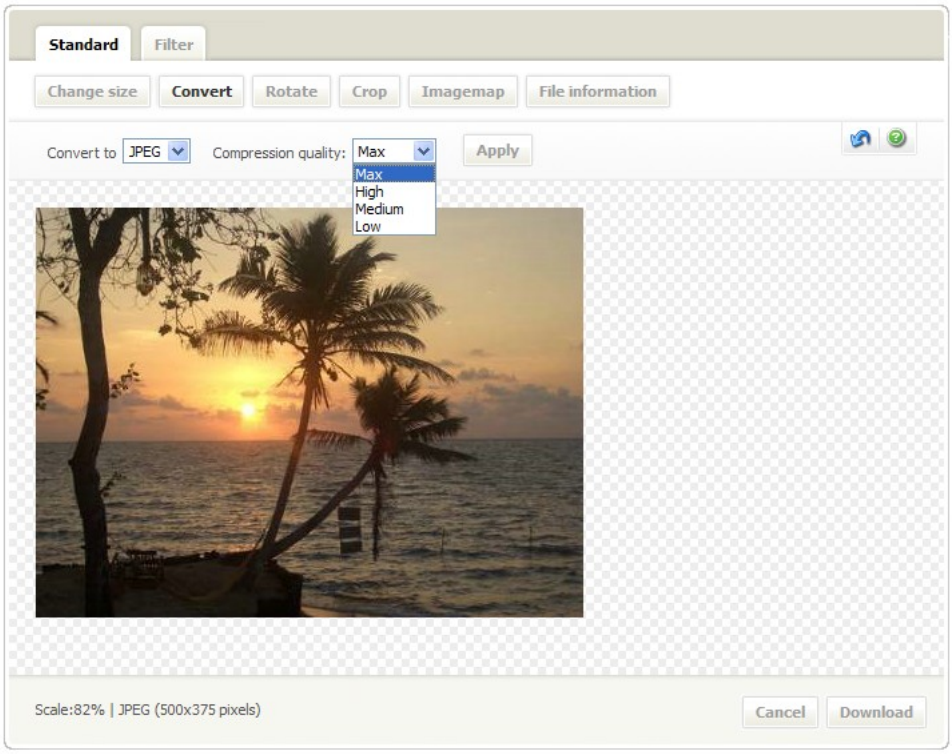


Change size

Note! A computer display normally consists of 72 pixels per inch. It is under normal circumstances not necessary to set the resolution value to a higher value if the target media is a web page.

10.2.2. Convert image

The convert image function converts the image into a different file format. The file formats available are; jpeg, gif or png. Each of the file formats has a compression quality setting ranging from low to max. The compression quality will affect the image quality and file size. Setting the quality to “Max” will produce the highest quality and the biggest file size. The opposite applies for the “Low” setting.



Convert image

Tip! Jpeg is the preferred format for web pages.

Note! Setting the compression quality to “Low” might create compression artefacts.

10.2.3. Rotate image

Images can be rotated either clockwise or counter clockwise. Click ***Rotate image left*** to rotate the image counter clockwise and Click ***Rotate image right*** to rotate the image clockwise.

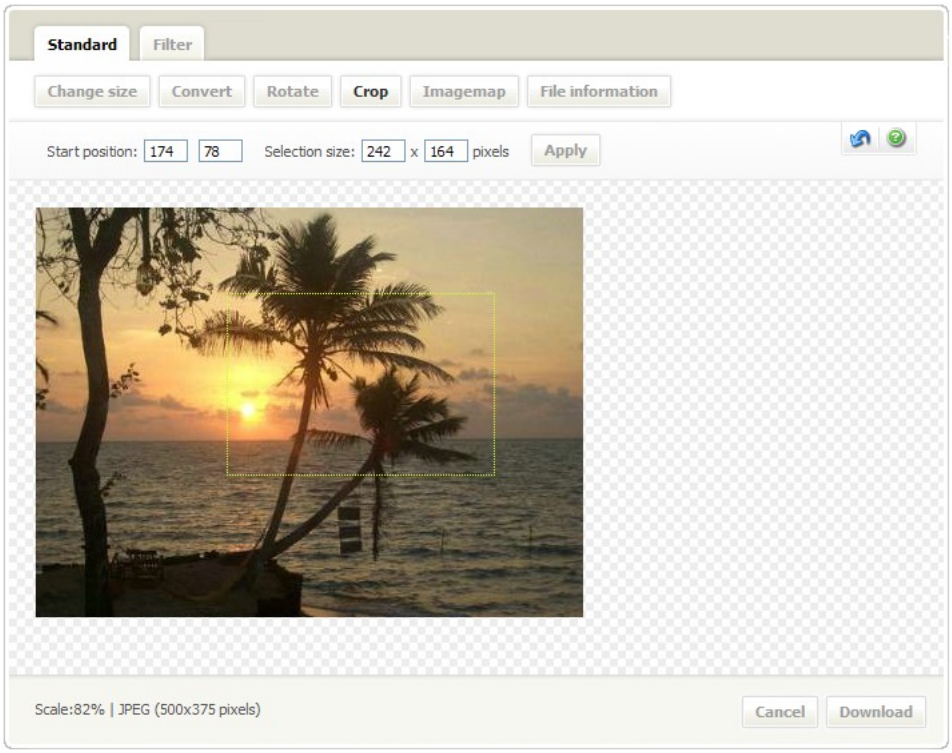
Rotate image

Clicking ***Mirror*** will mirror the image around the vertical axis and clicking ***Flip*** will flip the image around the horizontal axis.

10.2.4. Crop

The crop tool allows the user to select an area of the image and keep this area while cropping the rest of the image.
The crop tool is activated either by clicking and dragging the mouse pointer over the image, or by specifying the start position and selection size in fields located above the image. The selection area will be presented by a dotted colored line.

Once the selection is defined it is possible to move the area by clicking the left mouse button inside the selection area. Keep the mouse button pressed and move the area to a new position. It is possible to define a new area by clicking outside the current selection area. This will reset the current selection and a new selection area can be created.



Crop image

Click ***Apply*** to crop the image.

10.2.5. Image map

Image Maps define areas in an image which contains a link. When the image is published on a page in EPiServer, it is possible to click on an area to follow the link of Several areas can be placed on the same image, all linked to different targets.

An image map can be added either when the file is inserted for the first time by choosing ***Edit the image using the editor*** during the first step in the insert wizard or if an existing image is opened in the ImageVault editor. Select and image in the free text editor and press ***Insert/edit image with ImageVault*** . This will open the image editor. Navigate to the standard tab and press ***Imagemap***.

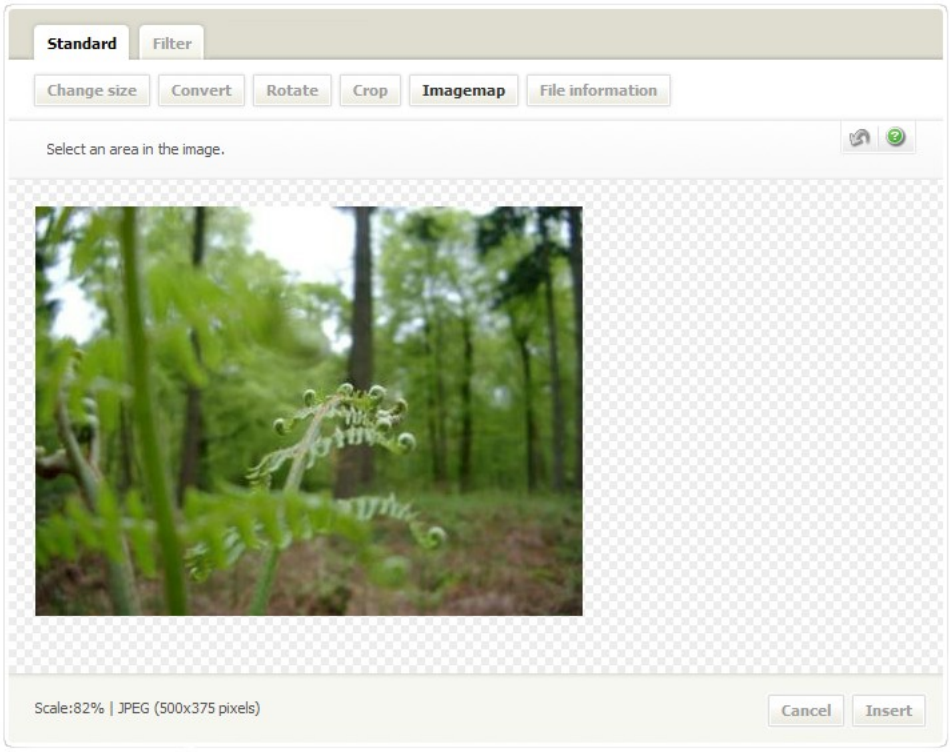


Image map

Add an area to the image by clicking the left mouse button and drag over the image. Release the mouse button once the area has reached the correct size. The selected area is presented by a red line. The start points and end points of the selection are displayed over the image. To alter the size of the selection, just enter new values in the area size fields located above the image.

Image map selection
When the area is defined Meridium Link Tool will open. The link tool sets which target the area should be linked to. More information about the link tool can be found in chapter 5. After the link tool has closed it is possible to repeat the procedure to add more areas to the same image. An existing area can easily be moved by drag and drop. Select the area by clicking the left button and move it while keeping the left mouse button pressed..

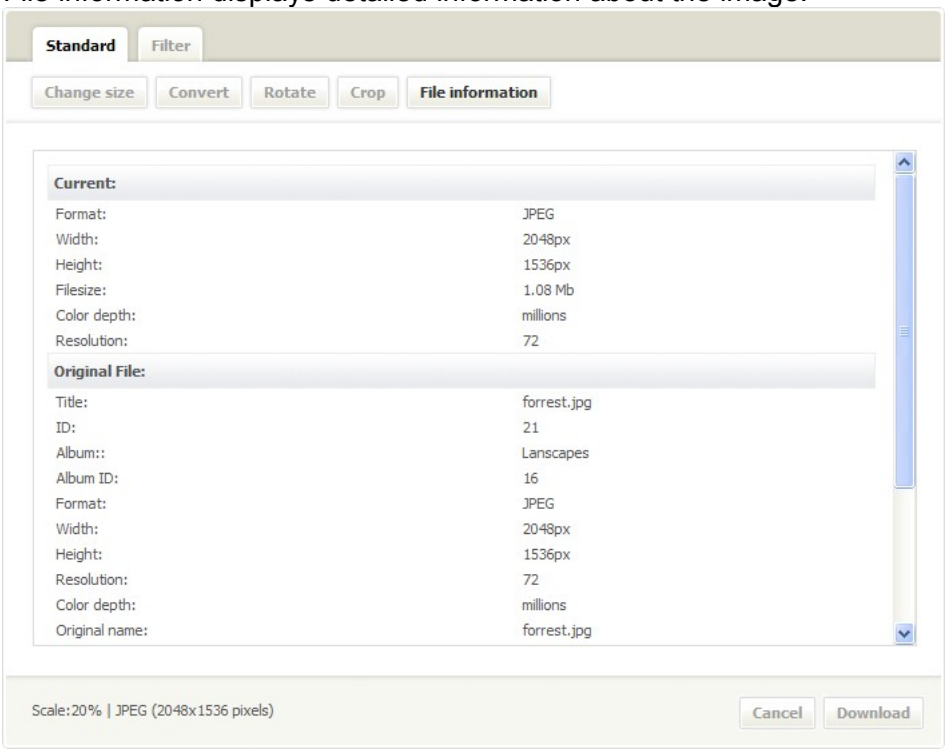
Click ***Insert*** to insert the image with the added image map.

An area is removed by double clicking it. This opens Meridium Link Tool. Press ***Delete*** to remove the area.

To remove an image map the map should be opened in the image editor. The image map function will then display a ***Delete*** button. Press this button to delete the image map and the image.

10.2.6. File information

File information displays detailed information about the image.



File information

Select another function to close the file information and continue to edit the image. If ***Cancel*** is clicked the entire editor will close.

10.3. Image editing filter effects functions

The filter effects functions include the functions listed in the table below.

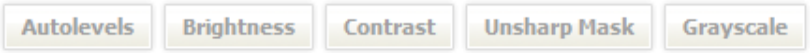


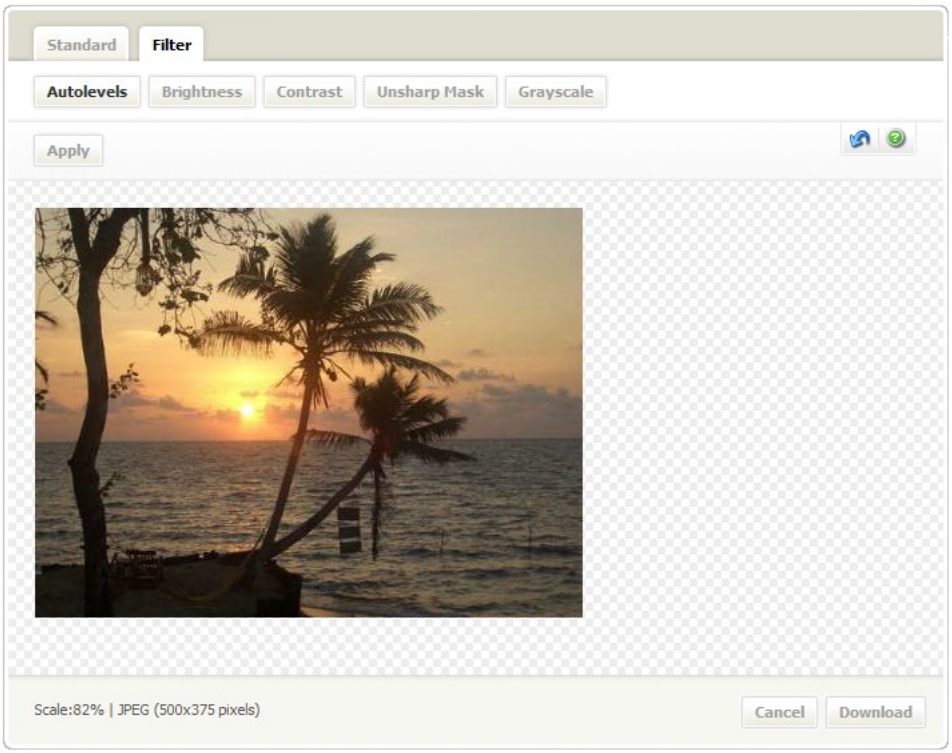
Image editor filter effects functions

Autolevels	Automatically adjusts brightness and contrast to produce a balanced image with a good range of color intensities.
Brightness	This effect is used to lighten or to darken the image.
Contrast	This effect is used to increase or decrease the contrast of an image.
Unsharp mask	This effect sharpens the image.
Greyscale	This function discards all colour information in an image

It is always possible to undo the last operation. Click the undo icon to undo the last command. Click the help button to display help about the current context.

10.3.1. Auto levels

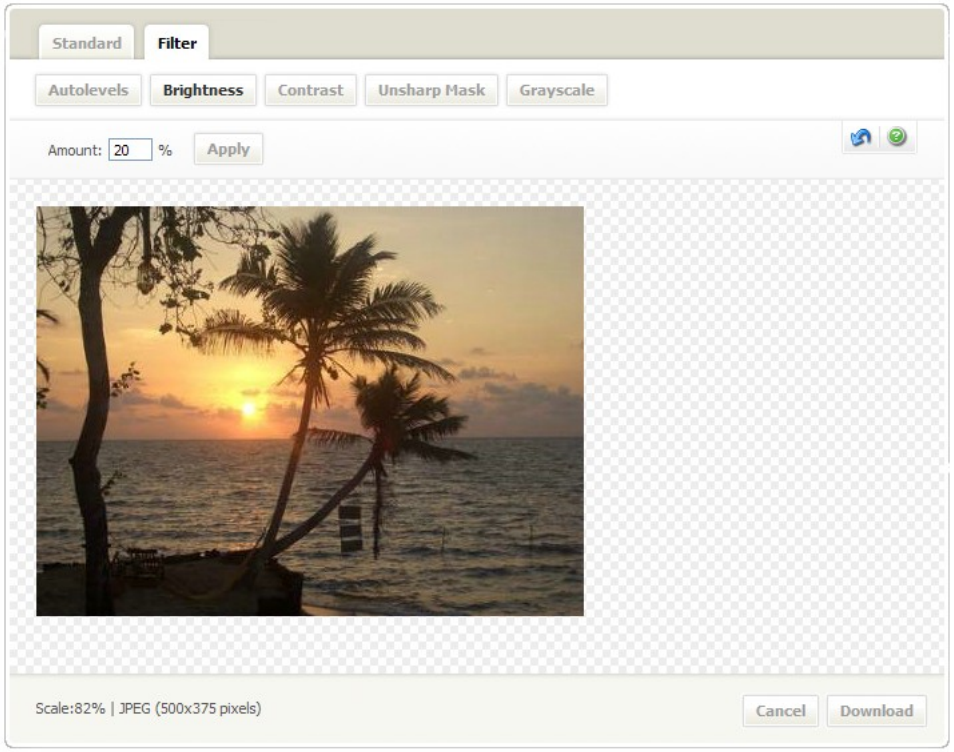
The auto levels function works without any settings. Click ***Apply*** to start the function.



AutoLevels automatically adjusts brightness and contrast to produce a balanced image with a good range of color intensities. This function will work best on overexposed images, which are too light, or underexposed images which are too dark. The image will be analyzed and the darkest point will be set to pure black and the lightest point will be set to pure white, within each colour channel. All other colour values in between will be redistributed proportionately between black and white. The resulting image is an image with a good span of colour intensities.

10.3.2. Brightness

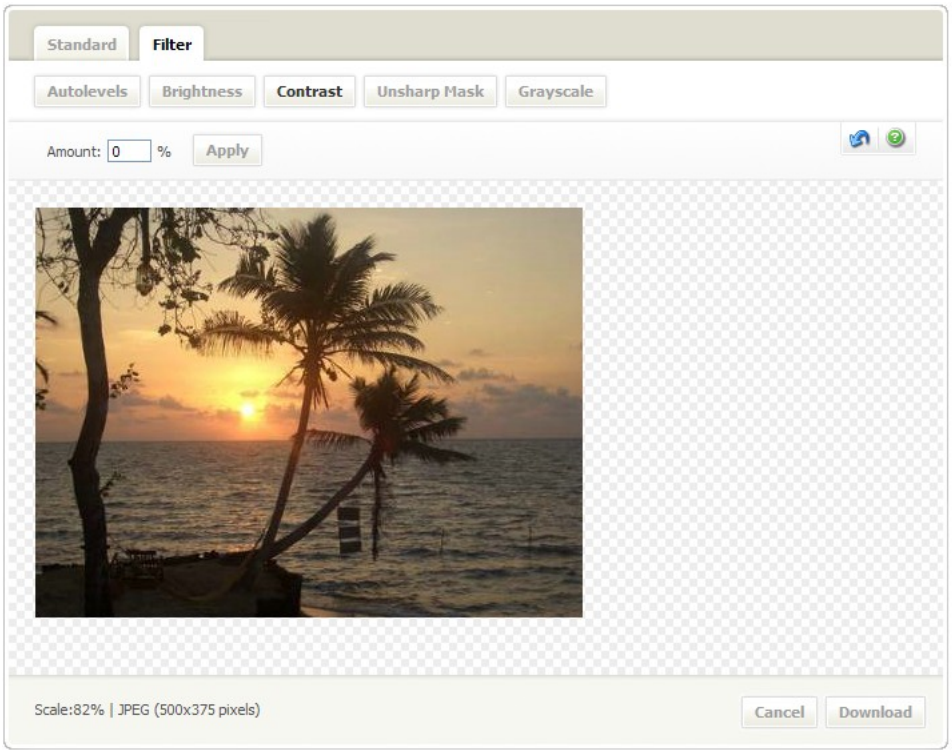
The brightness function will lighten or darken an image. Insert a value in the “Amount” field. A positive value will lighten the image whereas a negative value will darken the image. Press ***Apply*** to start the function.



Setting brightness

10.3.3. Contrast

The contrast function will increase or decrease the contrast in an image. Insert a value in the “Amount” field. A positive value will increase the contrast whereas a negative value will decrease the contrast. Press ***Apply*** to start the function.



Setting contrast

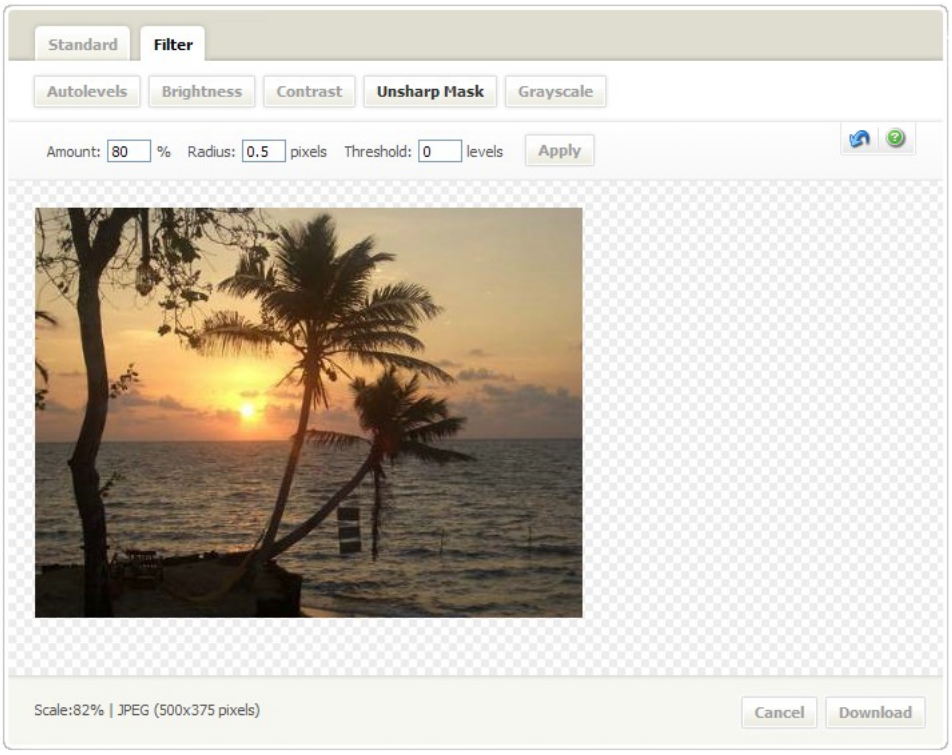
10.3.4. Unsharp Mask

The unsharp mask will, despite its name, sharpen an image. The image is sharpened by increasing the contrast along the edges.

This function has 3 settings.

Amount	This value sets how much the contrast should be increased.
Radius	This value determines how many pixels surrounding the edge pixels that should affect the sharpening.
Threshold	This value determines how different the sharpened pixels must be from the surrounding area before they are considered edge pixels and become sharpened by the function.

Press ***Apply*** to apply the current settings to the image.



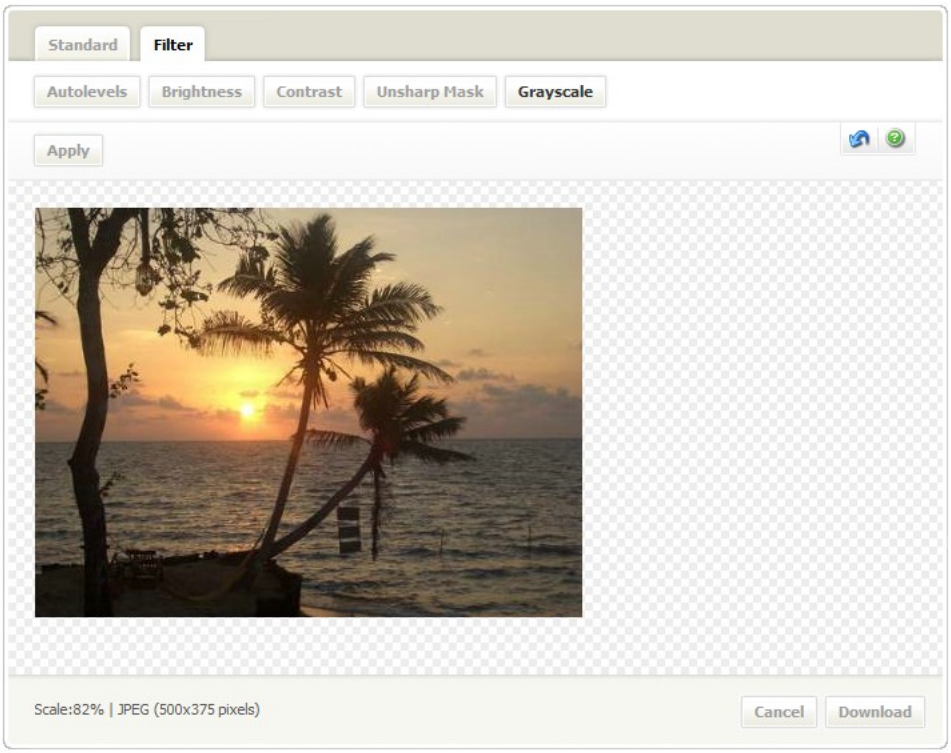
Unsharp mask

How much an image should be sharpened is often a matter of personal choice. The easiest way to find suitable setting is to test different values and preview the change. The sharpening can always be reverted by pressing the undo icon .

Note! Oversharpening an image, either by entering to high values or applying consecutive unsharp masks, produces a halo effect around the edges.

10.4. Greyscale

The greyscale function will convert the image to greyscale. Press ***Apply*** to make the conversion.



Convert to greyscale

All colour information in the picture is discarded. The resulting image is an 8 bit (256 levels) greyscale image.

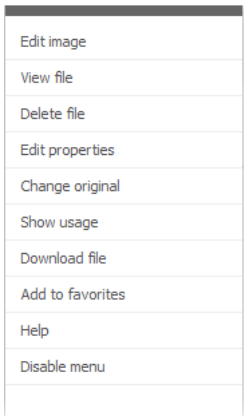
11. Manage files

Managing files includes the following tasks:

Move file
Change metadata
Change category
Deletes file
Change original

Moving files, changing metadata or category is handled by the same wizard that is used for uploading files. The wizard is started by using the quick menu.

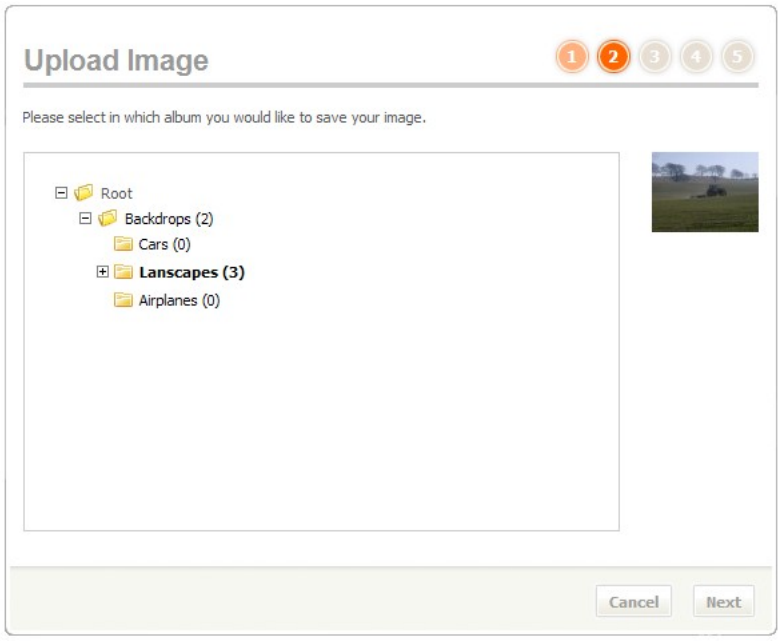
Deleting a file and changing original is also handled by the quick menu.



Quick menu

11.1.1. Move file to a different album

Album location is considered to be a file property. To change the album select the quick menu command ***Edit properties***. This will start the upload wizard in step 2.

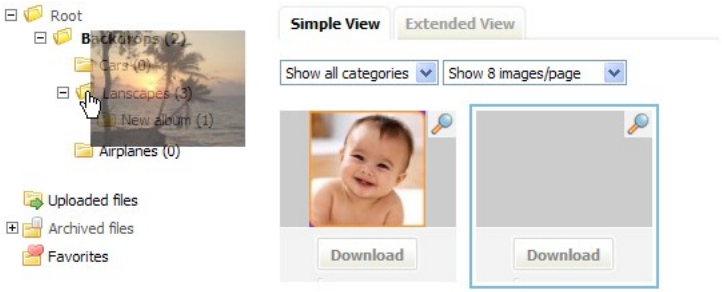


Upload wizard step 2

Press an album to select the destination album. The selected album will be highlighted in bold.

Pressing ***Next*** will start the next step in the wizard. The album change will not be registered until the change is saved. The save is performed in step 4 of the wizard. Step 3 and 4 of the wizard will handle metadata and category which is described further on in this chapter.

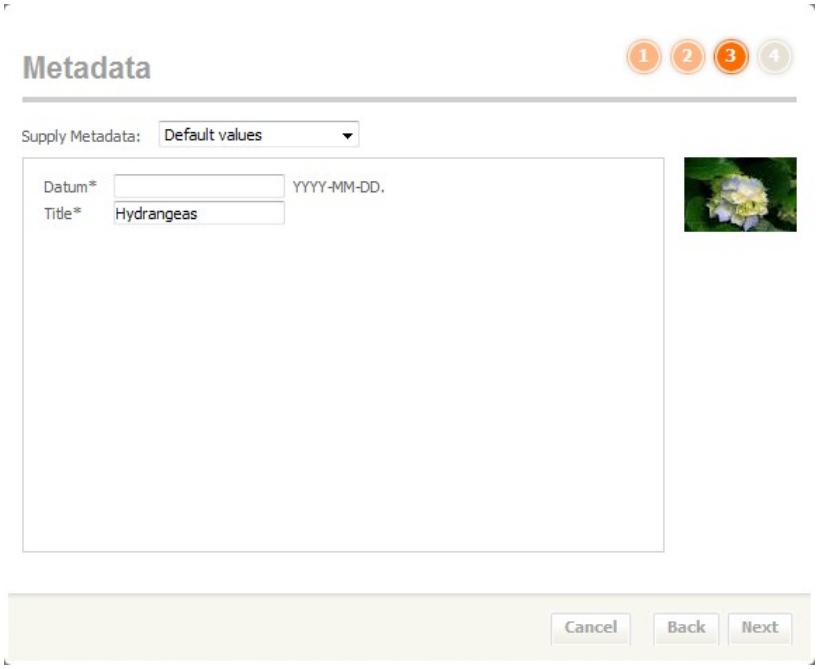
An alternative way of moving files is using drag and drop. Press and hold the left mouse button over an image in either the simplified or extended view. Keep the mouse button pressed and position the mouse pointer over the destination album. Finish the operation by releasing the mouse button.



Drag and drop

11.1.2. Change Metadata

Metadata is additional information that a file may have. The data can be changed in the appropriate fields. All metadata fields except dates are language dependent. This means that you can enter a different value for each language that is used by the EPiServer site. There are also default values that act as fallbacks when translations are missing for the users current language. You select language with the dropdown list after the text “Supply Metadata:”



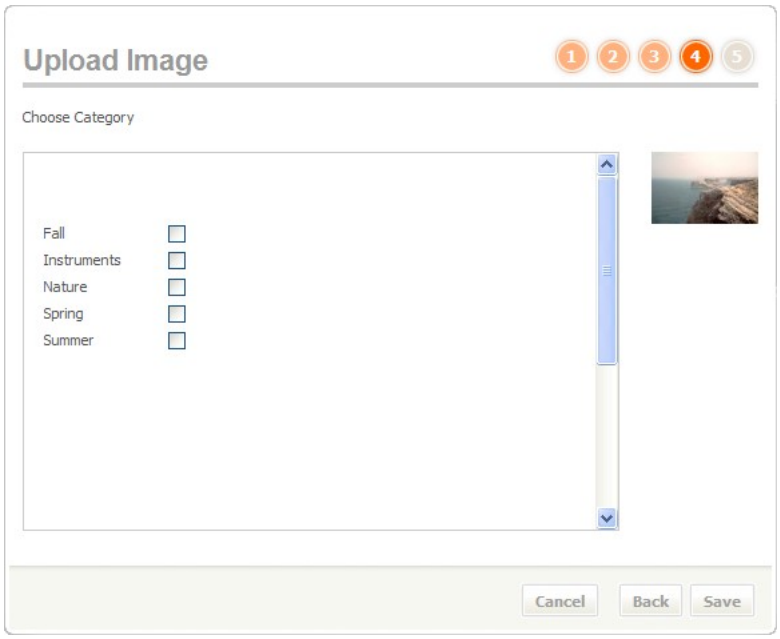
Upload wizard step 3

Note! Some fields are mandatory and have to be filled out or the file can not be saved. Those fields are indicated by a *.

Pressing ***Next*** will start the next step in the wizard. The metadata change will not be registered until the change is saved. Save is performed in step 4 of the wizard.

11.1.3. Change Category

Select which categories the file belongs to. Tick the checkboxes situated next to the categories. Category change is performed in step 4 of the wizard.



Upload wizard step 4

Note! By default a file must belong to at least one category. This setting can be altered by the ImageVault administrator.

Press ***Save*** to save the changes. The wizard will continue to the last step. Select ***Close*** to end the wizard.

Note! The save button in step 4 of the wizard saves album location, metadata changes and category changes. Pressing cancel at this stage will cancel all changes made in the current and previous steps.

11.2. Delete file

To delete files in ImageVault, select the file, enable the quick menu and select ***Delete file***. A warning will appear, asking if the file should be deleted. Click ***OK*** to delete the files, otherwise, click ***Cancel***. Since it is possible to delete files that are currently in use, a good practice is to identify the usage with the ***Show usage*** menu command and assess which pages that will be affected prior to deleting the files.

Note! The user settings might prevent a user from deleting a certain file. Contact the ImageVault administrator.

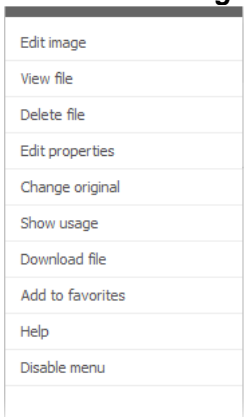
Note! It is possible to delete files that are currently published on pages in EPiServer. This will result in broken image links on the pages.

11.3. Update file original

It is possible to update an original of a file that is stored in ImageVault. All occurrences of the file will also be updated, except for images that have undergone editing in the ImageVault image editor.

Note! If a file original is replaced, that file will also be replaced on all pages in EPiServer, where it is published. The converted versions of the file will also be replaced and keep the same conversion format. If the file was edited before it was inserted into a page, it will NOT be replaced.

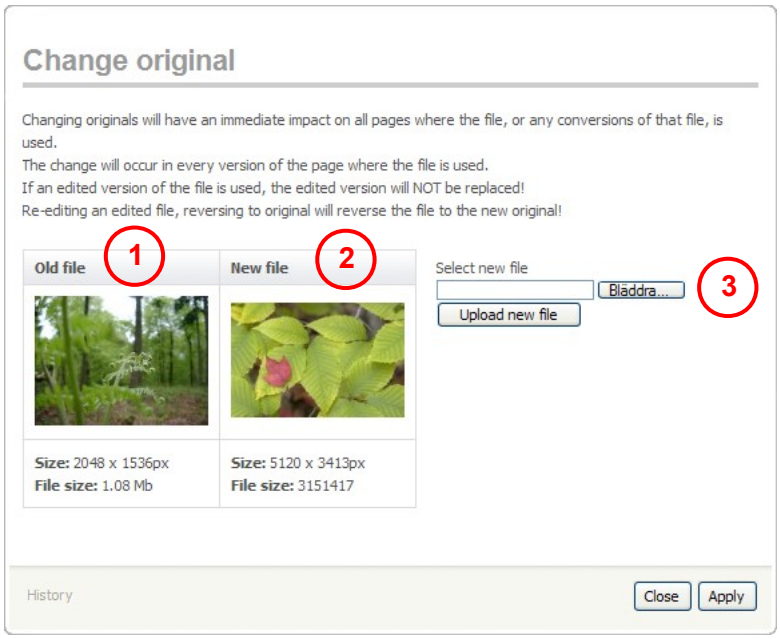
Select the file that is going to be replaced. Activate the quick menu and select the command ***Change original***.



Quick menu

11.3.1. Change file original

The ***Change original*** menu command opens a new window where a new original file can be uploaded.



Change original

1. Current original

   This is where the current original is displayed, with a description about size in pixels and megabytes are shown below the thumbnail.

2. New original

   This is where the new original is displayed, with a description about size in pixels and megabytes are shown below the thumbnail.

3. Uploading field

   This is where a new original is uploaded.

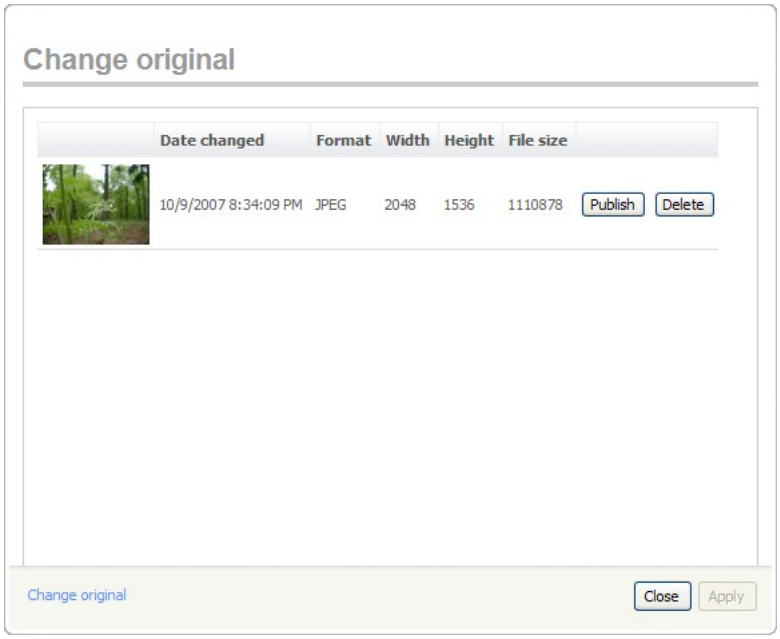
Press ***Browse*** to locate the new original followed by ***Upload new file*** to start the upload. Depending on the file size the upload might take some time. Once the file is uploaded a thumbnail image will be shown in the ***New file*** window pane.
Press ***Apply*** to save the change.
Pressing ***Close*** will abort the change.

Note! In case the wrong file is uploaded it is possible to upload a new file. The change is not finalized until the change is saved by pressing *Apply*.

Tip! It is also possible to upload a new file with drag and drop using the ActiveX component.

11.3.2. Change history

A change can be reverted if needed. Access the change history by pressing the link ***History*** in the bottom left corner. The change history log displays all changes that have been performed.



Change history

Select ***Publish*** to revert to the former original file. Pressing ***Delete*** will delete the former file from the history log. All changes need to be saved by pressing ***Apply***.