

DAM - Assets / Content download and share

KL Support - 2017-03-14 - Digital Asset Management (DAM)

AT A GLANCE:

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01. DOWNLOAD OPTIONS

Media and documents can be downloaded instantly as single files or grouped to be downloaded as a single zipped file.

Single Media downloads

Single media files can be downloaded from within Media, Products or Stories.

Click on the preview of the media - image or video - you wish to download.

Once selected the media will be displayed as a larger preview within a new window. The available download options will be displayed below the preview.

Select the desired download option and to download the file directly to your computer.

Single Document downloads

Single Documents can be downloaded from within Documents, Products or Stories.

Click on the preview of the Document you wish to download to view the Document details.

Within Document details click on the preview to download the file directly to your computer.

Batch Media downloads

Multiple files can be selected and grouped for download from within either Media or Stories.

Media - select 'Show All' within Media to access the media select check box on the top right corner of every file. Select the desired files by clicking on the check box.

Stories - view the media within a Chapter by selecting 'Read More'. Select the desired files by

clicking on the check box.

Note: batch downloads are only available for files residing within the same selection area.

02. DOWNLOAD FORMATS

Current download formats are as follow;

Original Hi Res = is the original upload (image, video or document)

Full = PNG 1280 pixels longest edge

03. SHARE OPTIONS

Media and Products can be shared with other people as either a single item Quick Share or as multiple items grouped together and shared as a single zipped file.

Quick Share - single item

A single piece of Media or a Product with all it's associated media and documents can be 'Quick Shared'.

Click on the preview of the Media or Product you wish to Quick Share to view it's detail.

Select the 'Actions / Tasks' menu and select the Quick Share option. Enter a message and the desired recipient details, then select sent to share the item.

Recipient/s will receive a link to download the shared item.

Quick Shares include both the Hi Res and Full versions of all Media files. Product shares include a cover sheet PDF of the base Product detail plus every piece of media and document associated with the Product. Hi res and full versions are included.

Shares - multiple items

Media, Products or Stories can be added to your 'share' bucket from either the search results window or within the detail view via the Tasks button.

Select 'Add to Shares' against all items you wish to add to your share bucket. Multiple items can be selected.

Hover over your name located at the top right of screen and select 'Shares' from the from down menu to view your shared items.

Items no longer required can be removed from your Share bucket by selecting the Remove button against the item.

Enter a message and the desired recipient details, then select send to share the item.

Recipient/s will receive a link to download the shared items as a single zipped file.

Shares can contain a cross section of files from Media, Products and Stories within the same share.

Products and Stories added to Shares will include all media, documents and a product cover sheet.

Product Media file inclusions can be selected a the time of reviewing you share content.

04. SHARE FORMATS

Current share formats are as follow;

Hi Res = is the original upload (image, video or document) Full = PNG 1280 pixels longest edge
Preview = PNG 640 x 480 pixels

Small Preview = PNG 260 pixels longest edge Thumbnail = PNG 120 x 120 pixels

05. AD HOC FILE SHARE

It is also possible to transfer external files using the Ad Hoc Shares function.

Hover over your name located at the top right of screen and select 'Shares' from the from down menu to view your shared items.

Select the Ad Hoc File Shares from the options at the left of the screen, then drag and drop the files for transfer into the upload area.

Enter a message and the desired recipient details, then select send to share the item.

Recipient/s will receive a link to download the shared items as a single zipped file.

SEE ATTACHMENT BELOW:

Attachments

- [GEN_Canopy_DownloadShare.pdf \(39.62 KB\)](#)