MARKETING HUB Quick Reference Guide

Editing Metadata in Bulk

HOW TO ...

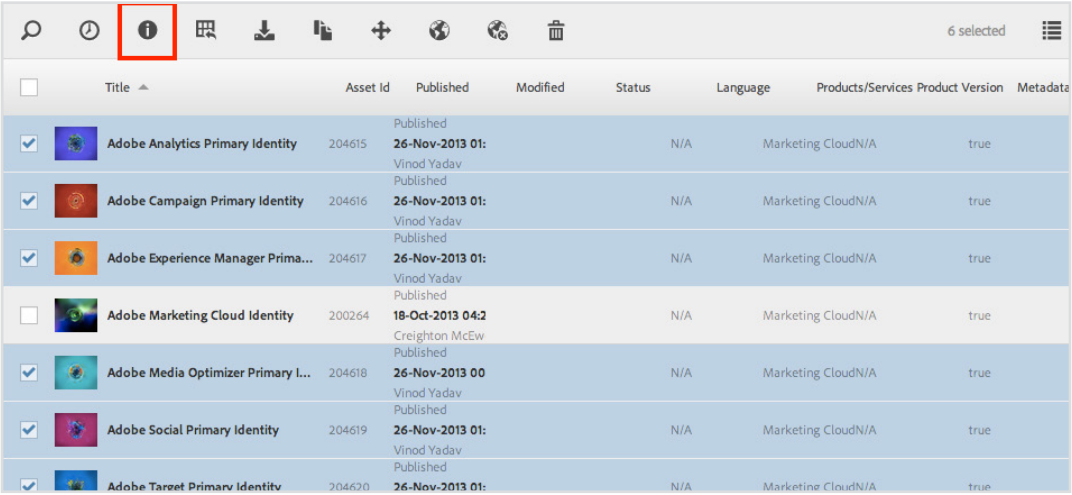
- Locate the bulk metadata editor
- Edit Properties of multiple assets
- Revert bulk updates

The bulk metadata editor enables asset publishers to simultaneously edit common properties of multiple assets. Use of the editor saves time and helps ensure metadata consistency. While the editor can be used for updating any group of assets, it's most helpful when editing the properties for a collection of localized assets or like assets for a specific campaign program or product launch.

Step 1: Selecting Assets to Modify

1. Locate the assets you want to edit by navigating to the folder the assets are stored or by performing a search.
2. Select the assets for which you want to edit common properties.
3. Click the **Properties** icon to open the bulk metadata editor for the selected assets.

The following picture shows a list of selected assets to be modified in bulk. The Properties icon is outlined in red.



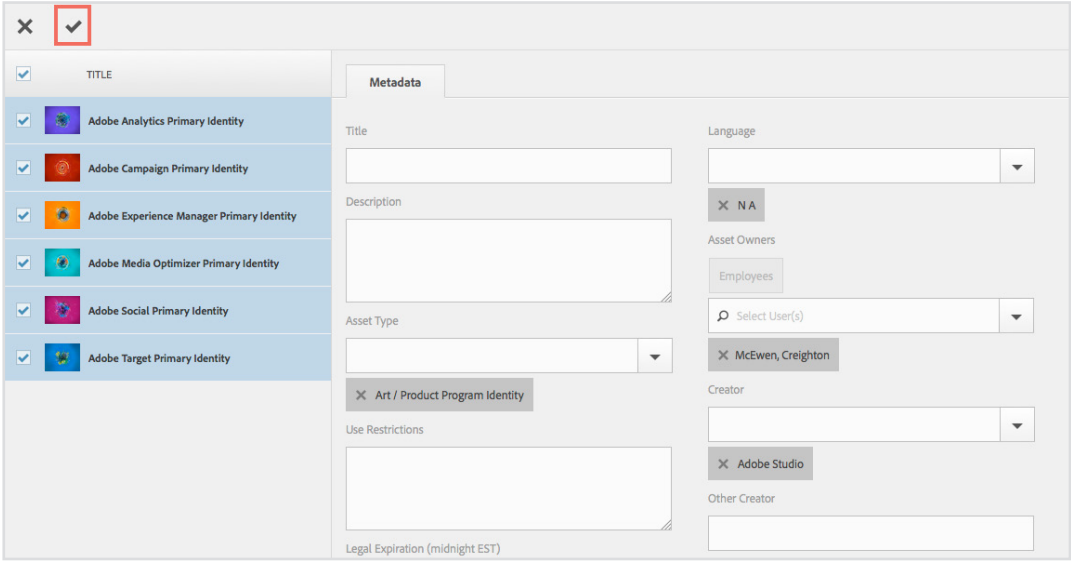
Step 2: Updating Metadata

1. Populate the metadata that you want to apply to all assets being edited.
2. Click the **Update** icon to save the changes.

NOTES:

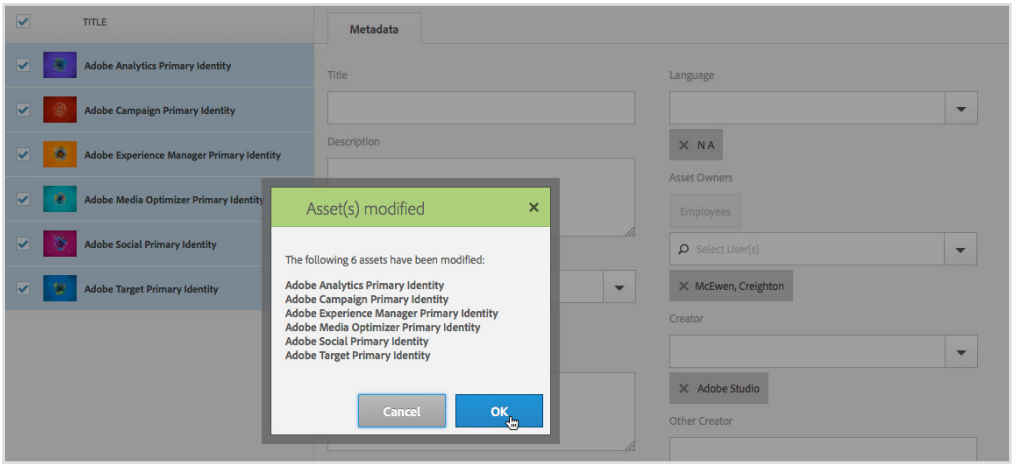
- The metadata you enter for the selected assets overwrites the previously-existing metadata for the individual assets.
- You will only be able to modify assets you created or have been granted write access.

The following picture shows the bulk metadata editor. The Update icon is outlined in red.



3. Select the **OK** button to complete the modifications.

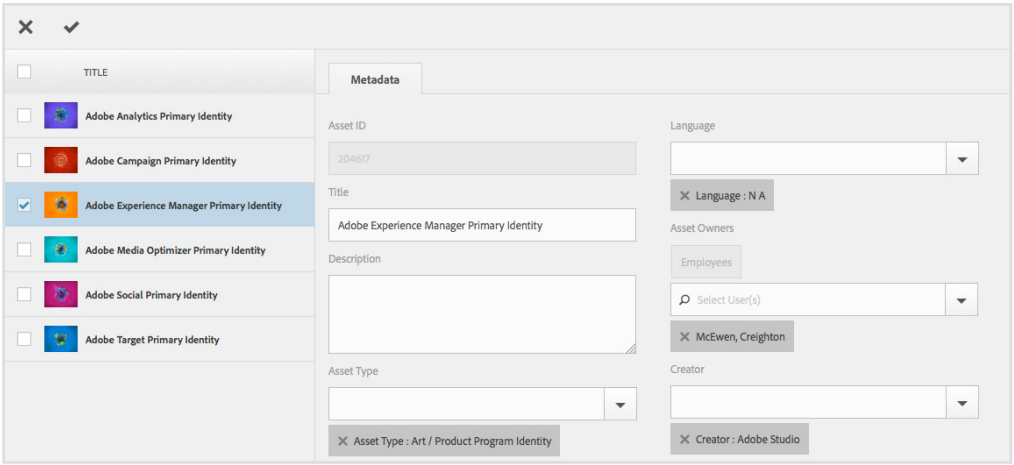
The following picture shows the Asset(s) Modified box. You must click OK to complete the metadata bulk update.



4. To view the metadata editor for a specific asset in the list, clear the checkboxes corresponding to the remaining assets. The metadata editor fields for the particular asset are populated with the updated asset metadata.

NOTE:
Select the checkbox adjacent to **Title** to toggle between selecting all the assets and clearing the list.

The following picture shows the metadata editor for a specific asset in the list.



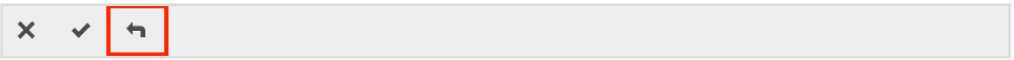
Step 3: Reverting Changes

1. If an error was made, click the **Revert** icon to undo bulk changes.
2. Click **OK** to complete the reversal.

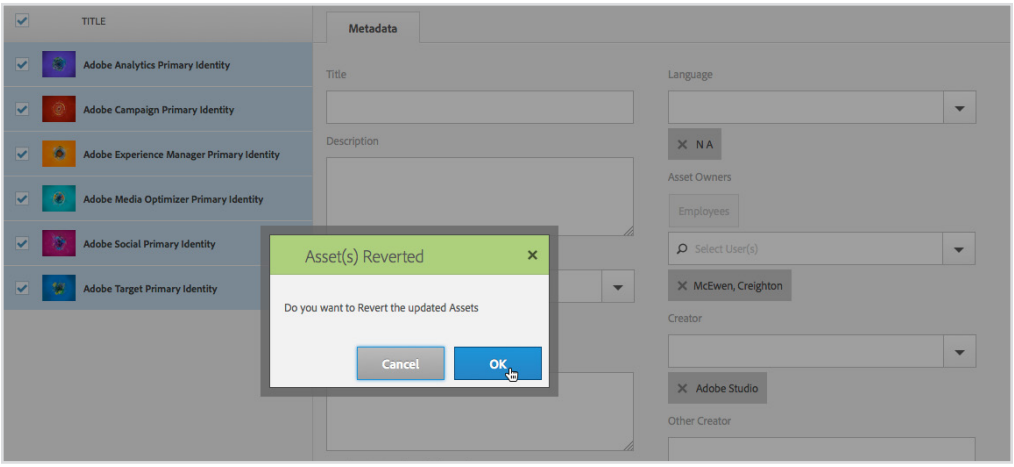
NOTES:

- Unlike the undo function in Microsoft Word or Excel, you can revert changes only one time.
- You can revert one or all assets modified by the bulk editor.

The following picture shows the Revert icon, which appears after completing a bulk update.



The following picture shows the Asset(s) Reverted box. You must click OK to complete the reversal.



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