



# MARKETING HUB Quick Reference Guide

## Editing Metadata in Bulk

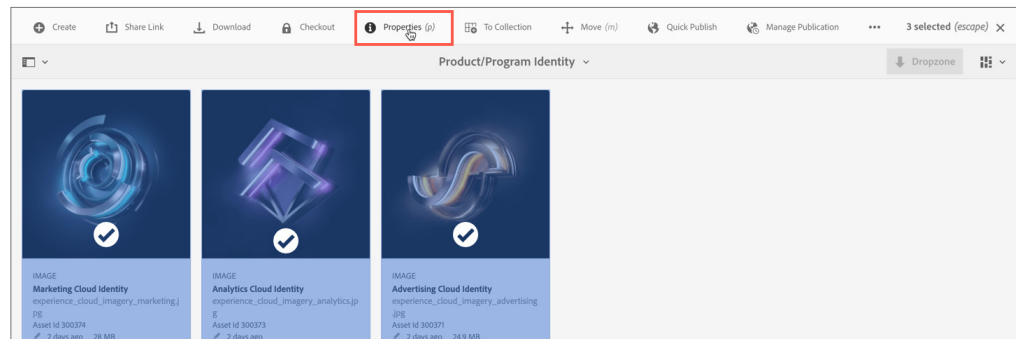
**HOW TO ...**

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

The bulk metadata editor enables authors to edit the metadata of multiple assets simultaneously so you can quickly propagate common metadata changes to assets. Use of the editor both 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.

### Editing metadata properties for multiple assets

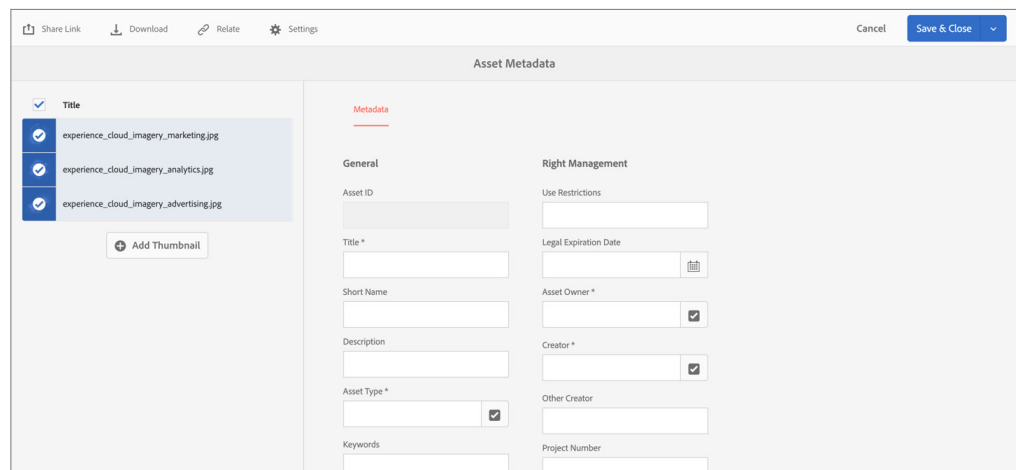
1. Navigate to the location of the assets you want to edit by browsing the folder tree or performing a search.
2. Select the assets for which you want to edit common properties. From the toolbar, click the **Properties** icon to open the bulk metadata editor.



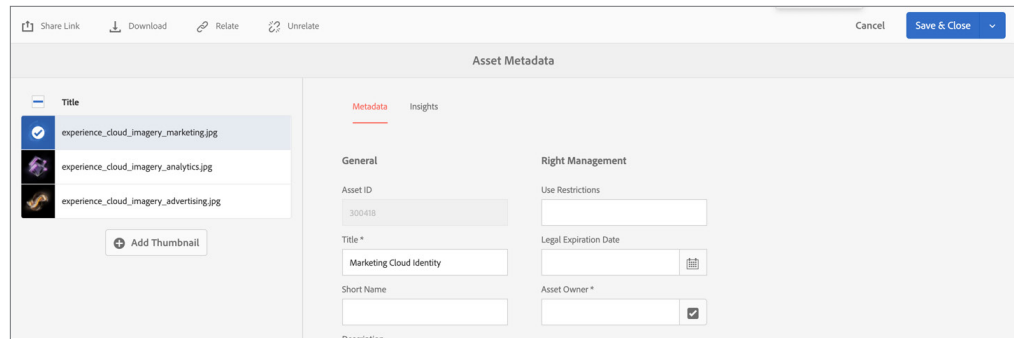
3. In the bulk metadata editor, view and modify the metadata properties for the selected assets.

**NOTES**

- When you select multiple assets, the properties page only displays metadata fields that are common across the properties pages of all the individual assets.
- If the assets selected are stored in different folders, you must choose the Adobe Marketing Hub schema before editing like properties.
  1. Click **Settings**
  2. Click **Select Schema**.
  3. Check **adobe marketing hub**.
  4. Click **Pick**.



4. To view the metadata for a specific asset, unselect the remaining assets in the list. The metadata editor fields are populated with the metadata for the particular asset.



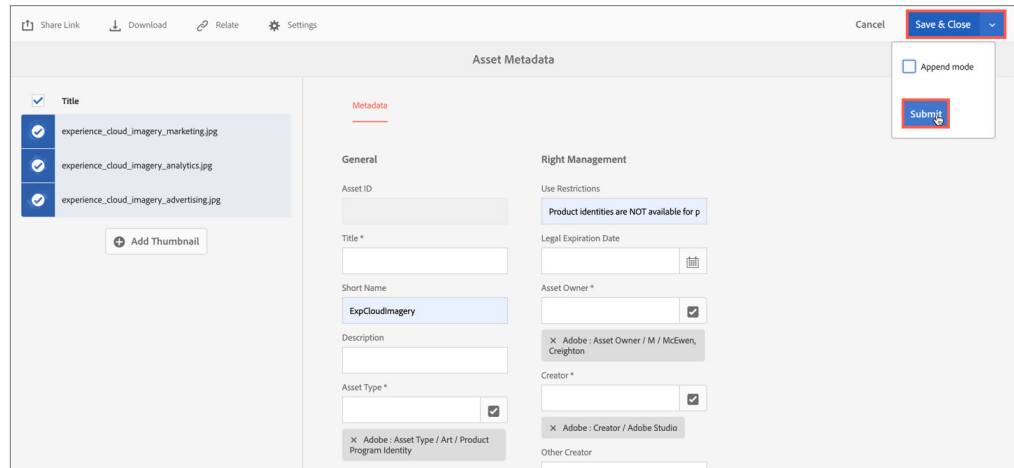
5. When finished adding metadata, click **Save & Close**, and then click **Submit**.

**NOTE**

To append the new metadata with the existing metadata in fields that contain multiple values, select **Append mode**. If you do not select this option, the new metadata replaces the existing metadata in the fields.

**CAUTION**

There is no revert option so ensure your metadata modifications are accurate before saving.



6. The bulk metadata editor closes and a green success banner appears when the metadata form has been submitted successfully.

