

MARKETING HUB Quick Reference Guide

Managing Renditions

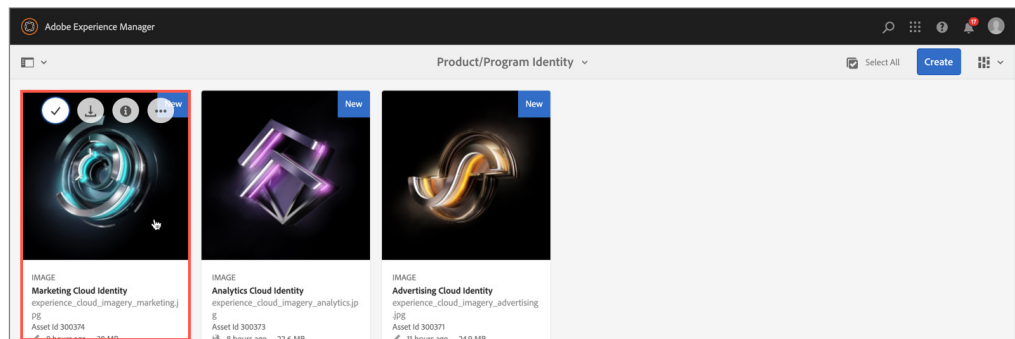
HOW TO ...

- View renditions
- Add new renditions
- Edit rendition titles
- Delete renditions

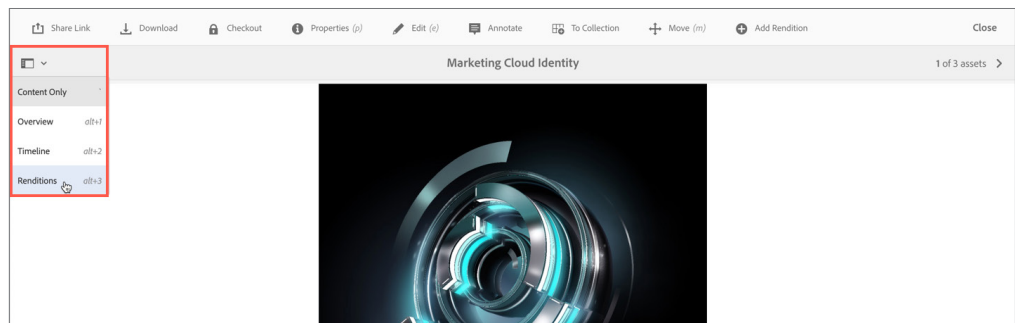
Assets added to the Marketing Hub have an original representation of the file that was uploaded. Quite often, it is necessary to add renditions of that asset with some changed characteristic of the original such as a different size, resolution, color type or file format.

Viewing renditions

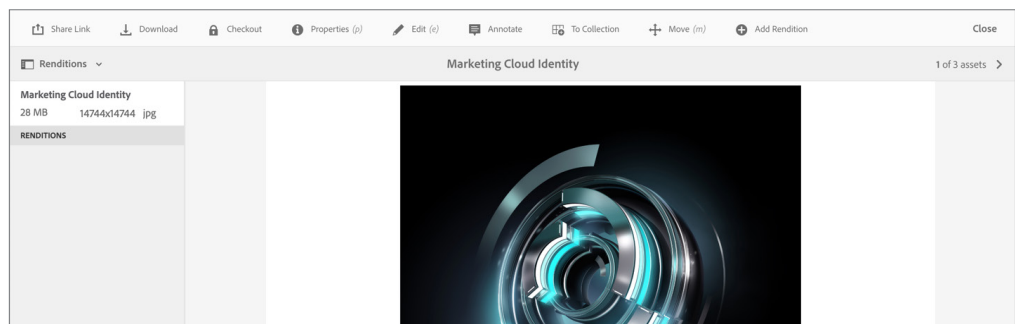
1. Navigate to the location of the asset for which you want to view renditions. Click the asset card to open the asset details page.



2. Click the overlay icon and select **Renditions**.

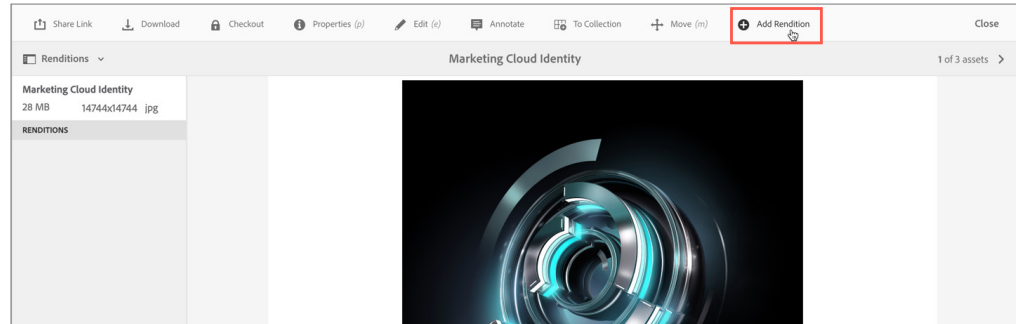


3. The Renditions panel lists the original and all available renditions generated for the asset.



Adding renditions

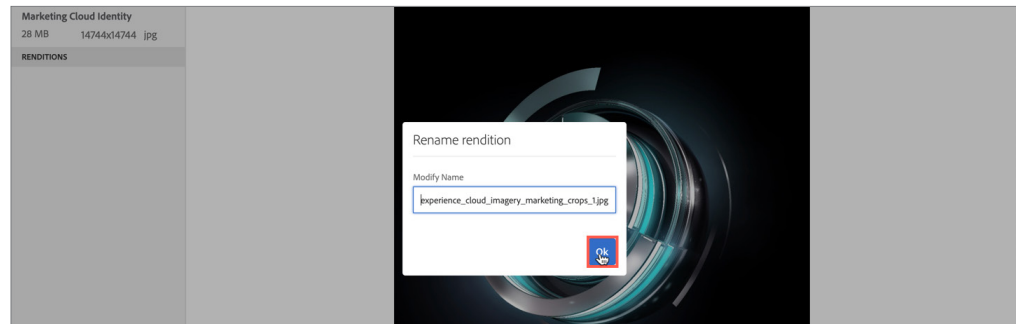
1. From the asset details page, click **Add Rendition**.



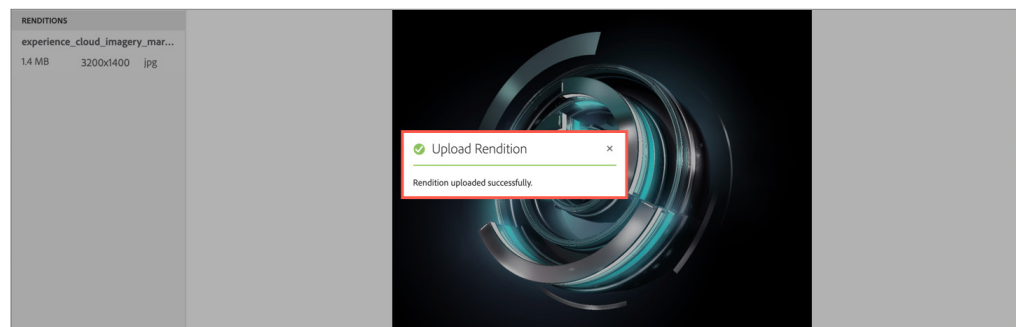
2. In the file picker, select the rendition file(s) you want to upload. In the Rename rendition dialog box, rename the file(s) to align with the Marketing Hub file naming guidelines and click **Ok**.

NOTES

- You can upload one or multiple rendition files at a time. To select multiple files, press and hold the Cmd or Ctrl key and select the desired renditions in the file picker.
- If the uploaded renditions do not appear in the Renditions panel automatically, refresh your browser.



3. An Upload Rendition dialog box will appear when the selected file has uploaded successfully.

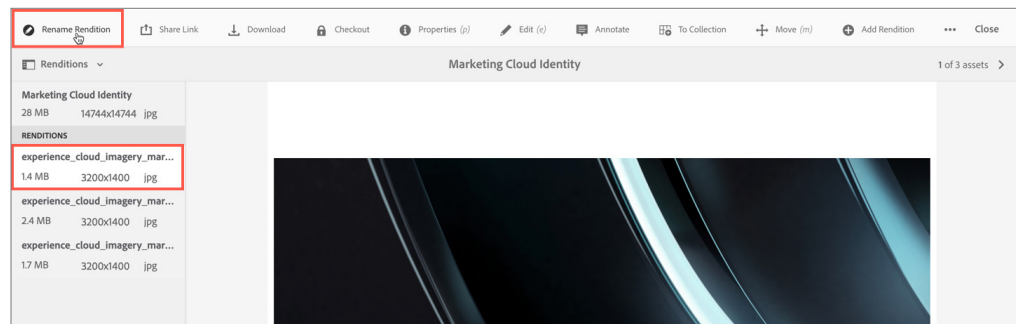


Renaming Rendition Titles

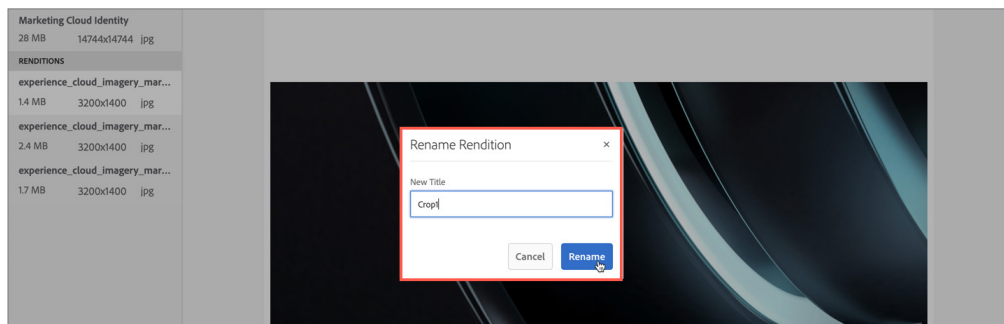
1. Select a rendition listed in the Renditions pane. Click **Rename Rendition**.

NOTE

If you select a rendition from the Renditions panel, the toolbar changes context and displays additional actions that are relevant to renditions.



2. Following the Marketing Hub rendition title guidelines, enter the proper rendition title in the **New Title** field. Then, click **Rename**.



RENDITION TITLE GUIDELINES

DEFINITION:

The rendition title describes what is unique about that specific variant of the asset.

NOTES:

- Only include rendition specific details such as size, resolution, color type or file format.
- Do NOT include spaces between words. Use capitals to distinguish different words.

EXAMPLES:

- 250x250
- HighRes
- RGB
- PDF
- 728x90
- LowRes
- CMYK
- Comp

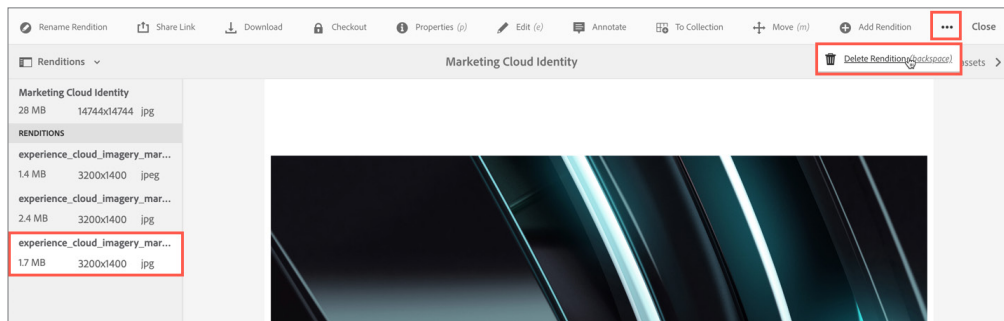
3. Repeat steps 1 & 2 for each rendition uploaded.

Deleting Renditions

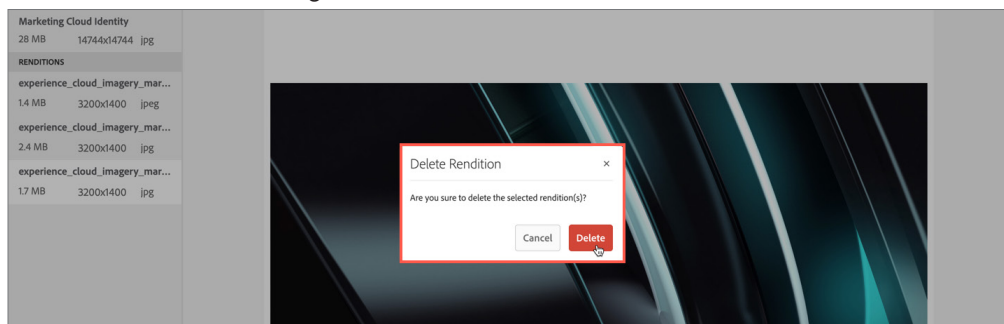
1. If you accidentally upload the wrong file, select the rendition added in error and click **Delete Rendition**.

NOTE

Due to the space restrictions in some windows, the toolbar can quickly become longer than the space available. When this happens additional options appears. Click on the **ellipsis** (the three dots or ...) to open a drop down selector holding all remaining actions.



2. In the Delete Rendition dialog box, click **Delete** to confirm the action.



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