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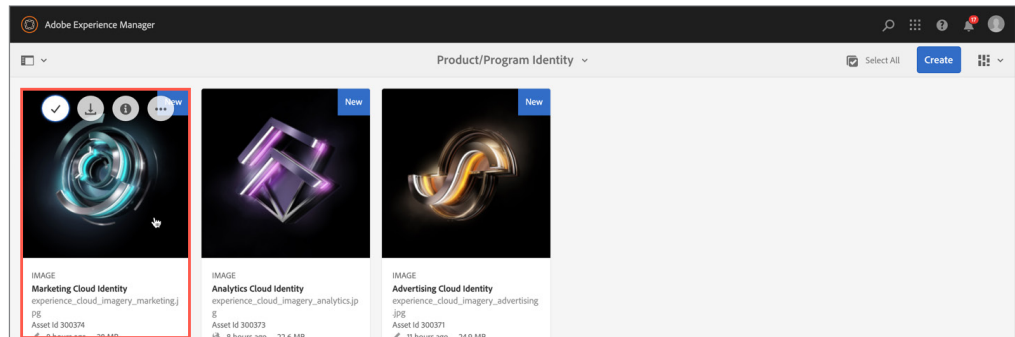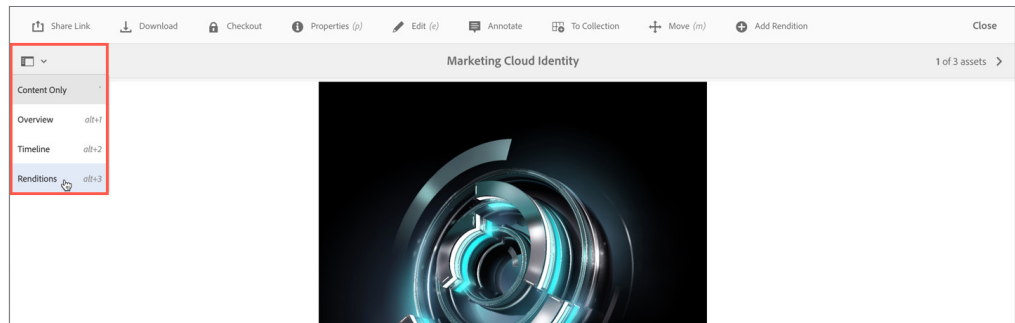
Assets added to the Marketing Hub have an original representation of the file that was uploaded. Quite often, it is necessary to add renditions of that asset with some changed characteristic of the original such as a different size, resolution, color type or file format.
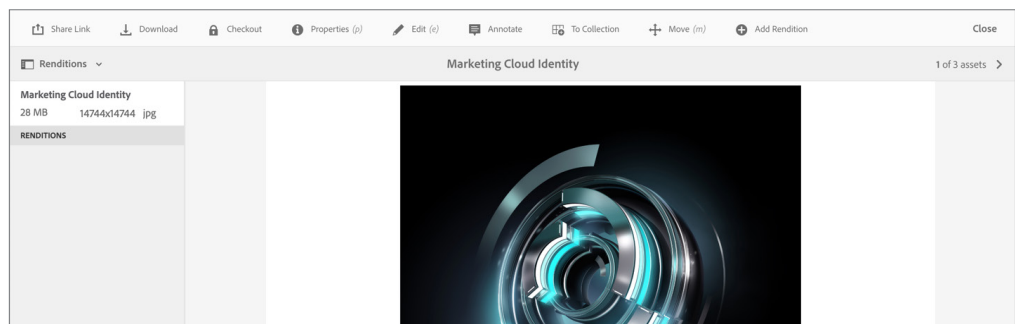
Viewing renditions

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.

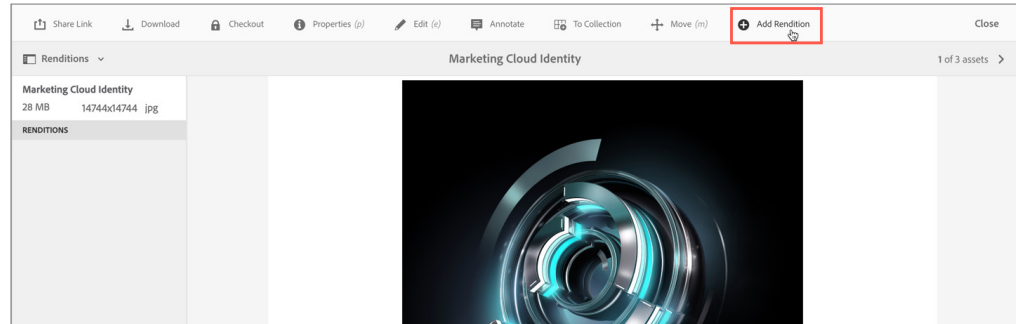2. Click the overlay icon and select **Renditions**.

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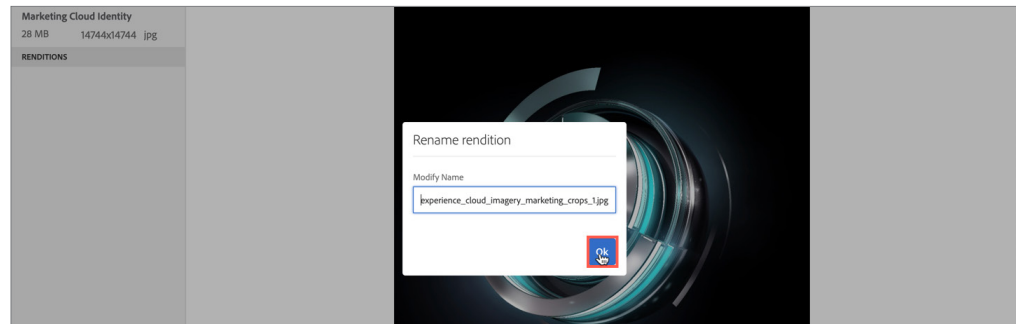
Adding renditions

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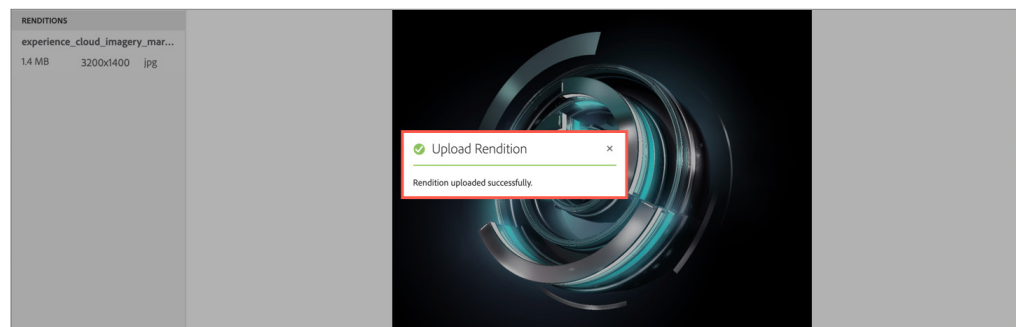

2. In the file picker, select the rendition file(s) you want to upload. In the Rename rendition dialog box, rename the file(s) to align with the Marketing Hub file naming guidelines and click **Ok**.

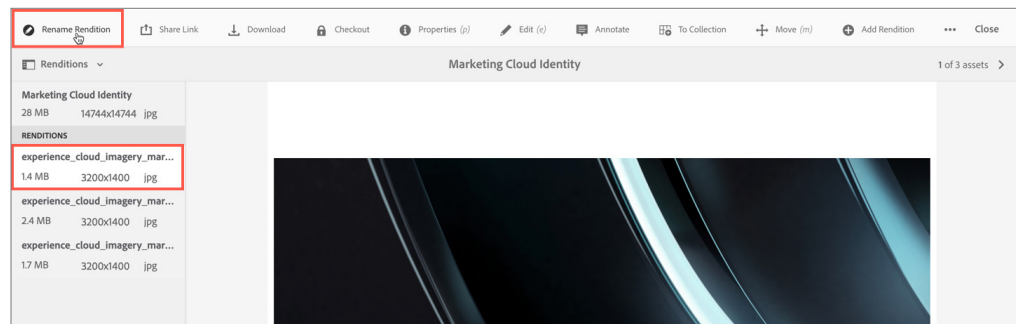3. An Upload Rendition dialog box will appear when the selected file has uploaded successfully.

Renaming Rendition Titles

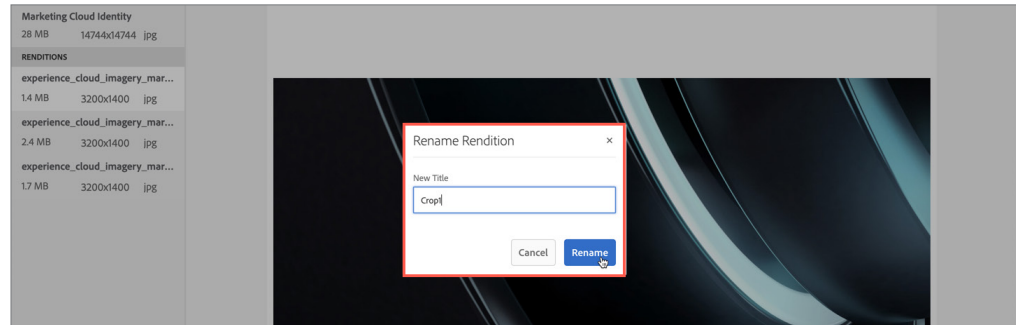1. Select a rendition listed in the Renditions pane. Click **Rename Rendition**.

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

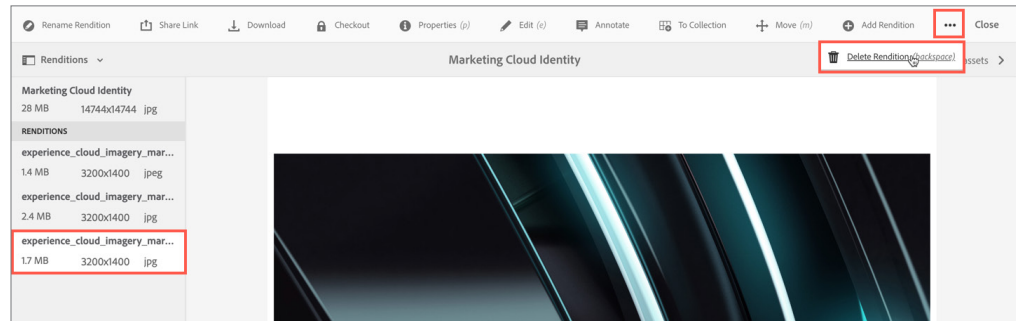| RENDITION TITLE GUIDELINES			
DEFINITION:			
The rendition title describes what is unique about that specific variant of the asset.			
NOTES:			
• Only include rendition specific details such as size, resolution, color type or file format.			
• Do NOT include spaces between words. Use capitals to distinguish 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.