Canto Consumer User Guide

Guidelines for Canto Use

- Consumers downloading and sharing assets, may only do so with the intent of assets being used in official UIW capacity (i.e., only official UIW related social media handles).

Login

- All UIW staff and faculty will have access as a Consumer to Canto
- Canto can be found inside of Cardinal Apps
- On your first login, you will be provided with a quick tutorial of Canto.

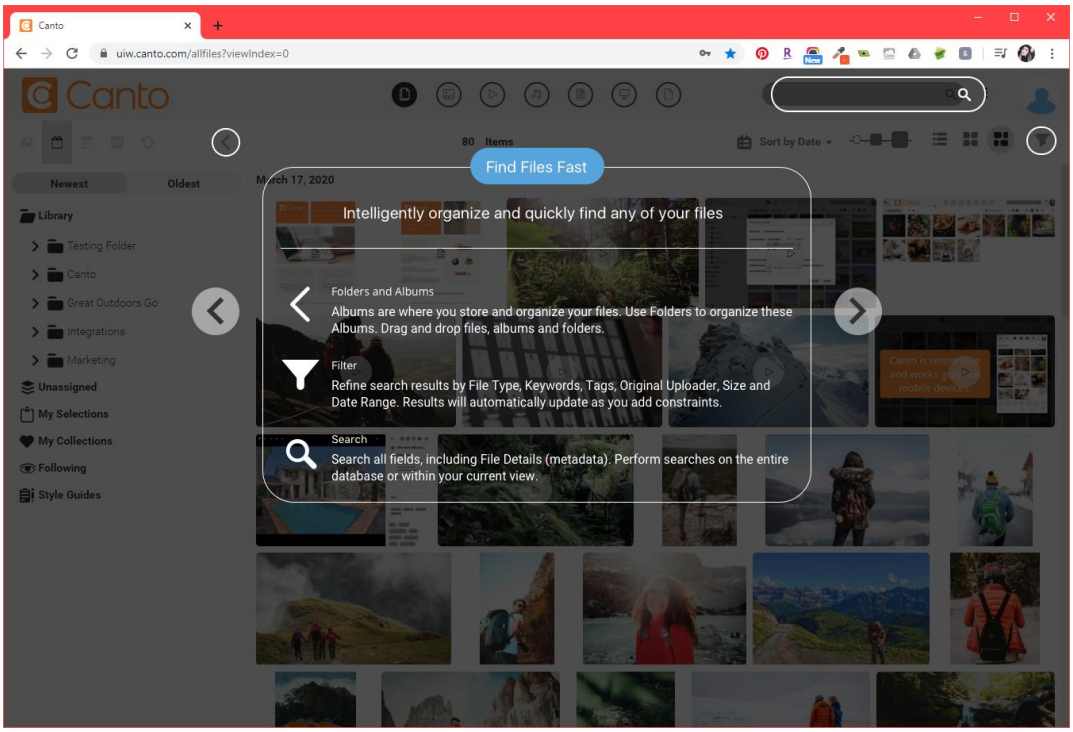
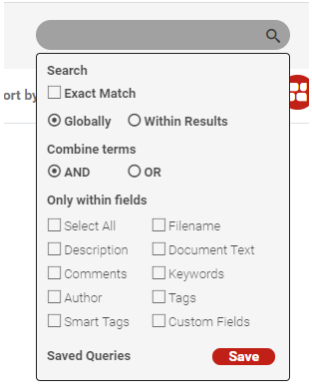
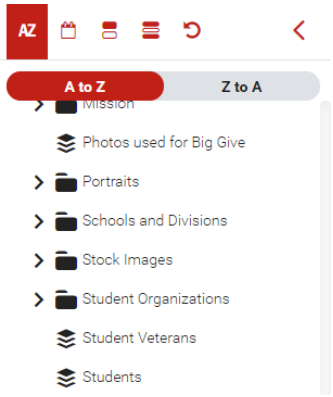
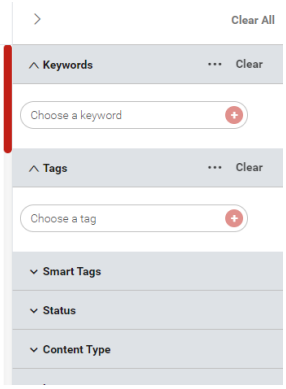


Figure 1: Preview of Canto First-Time Login Tutorial

Searching Assets

- The Library will show instantly a list of all assets most recently uploaded.
- There are multiple ways you can search for assets, including “layering” the search methods to further narrow down your results.

Search Bar	Folder Structure	Filter Panel
		
Narrow down your search by hovering over the Search Icon to see a drop-down menu where you can modify your query details, like searching only for information in the Custom Fields, or the Filename, or using use Boolean logic (AND / OR). **Search by exclusion** by placing a “**-**” before a word (i.e., **-students** would result in assets that **do not** contain “students” as a piece of metadata) **Use a wildcard** “*****” to search for anything matching a string of characters (i.e., **car*** may provide results for “Carlton” “Cardinals” “caring”)	Use the folder structure on the left, to search for assets based on where they should logically be found in folders and albums.	The filter panel on the right, will give provide you all of the **Custom Fields**, and other filters to narrow down your search, like searching by file type, by sport in Athletics, by school or program, and more!

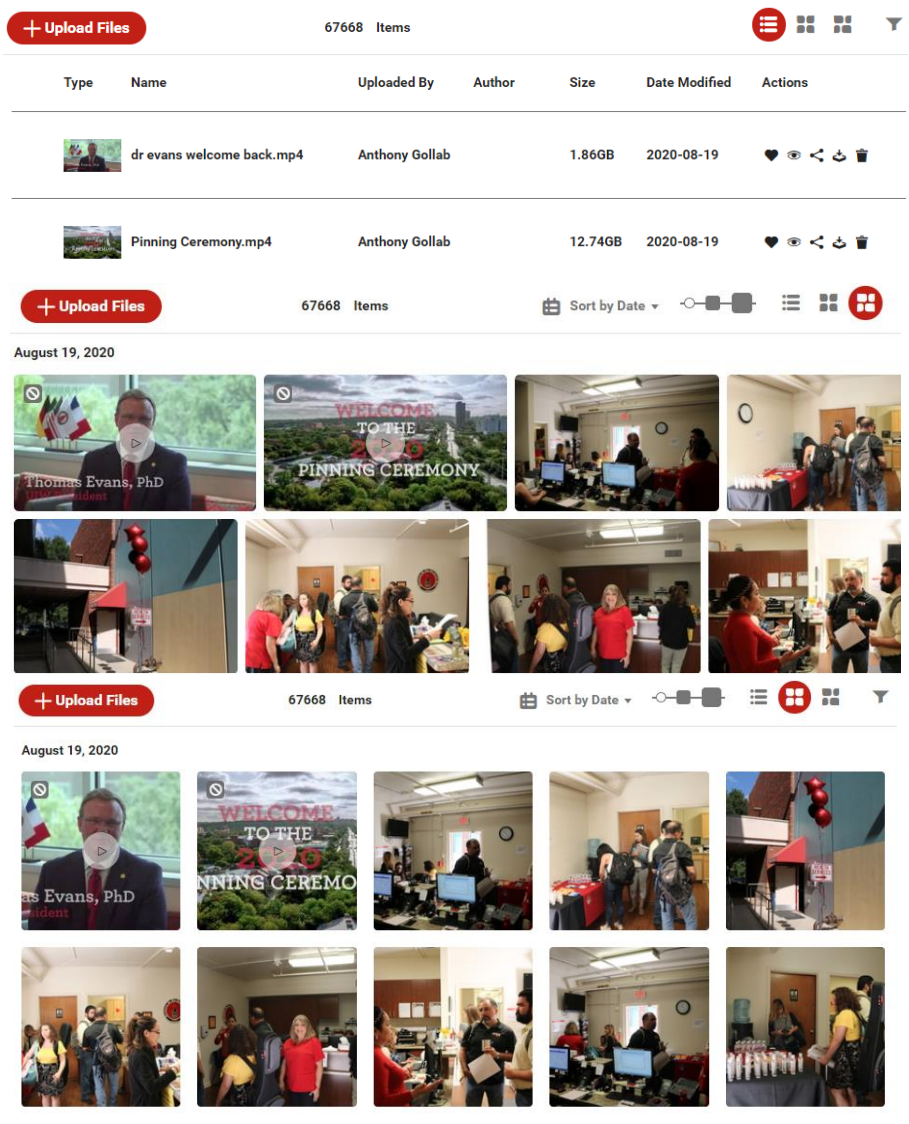
Customize Your Library View

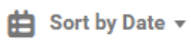
- Use the icons on the top-right to change the view of the assets.

List View

Masonry View

Tile View



- Use the **Sort By** icon  to sort by date, name or type and use the **Thumbnail Size** icon to change the size of how you preview the assets.

Album vs. Folders

- Albums are the “buckets” within the system that will contain all assets within the Library
- The Folders will contain other folders or albums, but not images/files themselves.
- Folders and/or albums in gray denote no contents inside of them:

Previewing Assets

- When viewing an asset, use the right **Info** panel to open the accordions and view more details such as the date the asset was uploaded to Canto, who uploaded it, the photographer, etc.

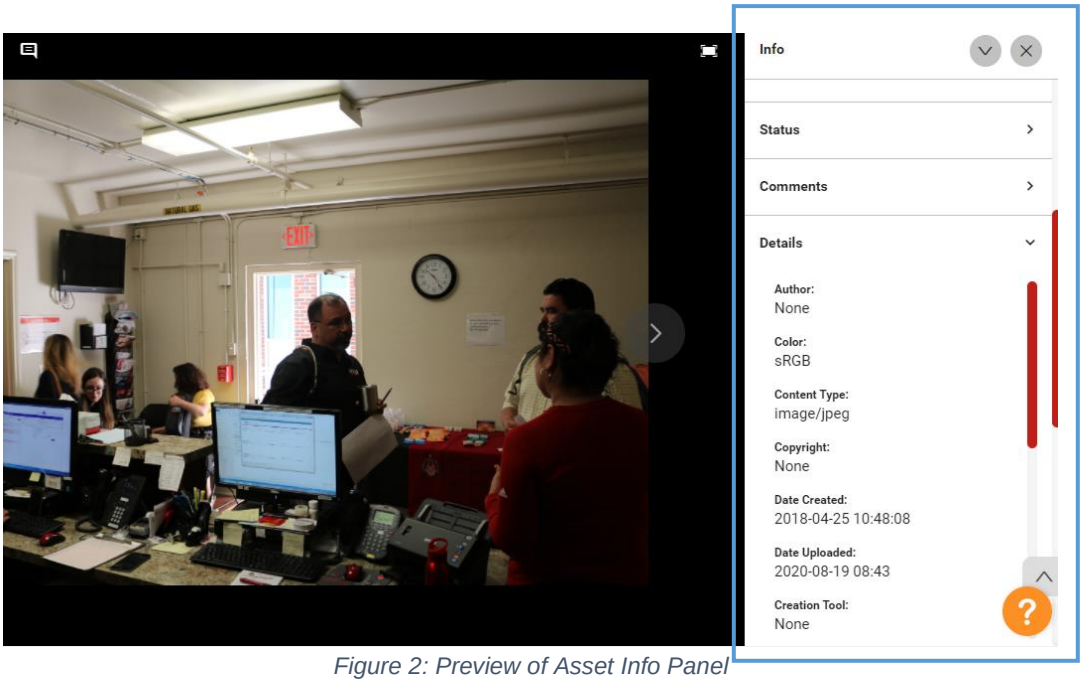


Figure 2: Preview of Asset Info Panel

Downloading Assets

- **Download assets individually** by clicking on the asset and clicking the Download icon
- **Download in bulk** by selecting all assets and click on your Bulk Download icon
- Download images in its original format or use cropping and resizing tools to modify your image prior to downloading.
- The Canto Admin team has also configured **Download Presets** to speed up the process of downloading images used for common mediums such as the UIW website, social media, etc. Reference the **Canto Configuration Guide** for a list and description of available presets.

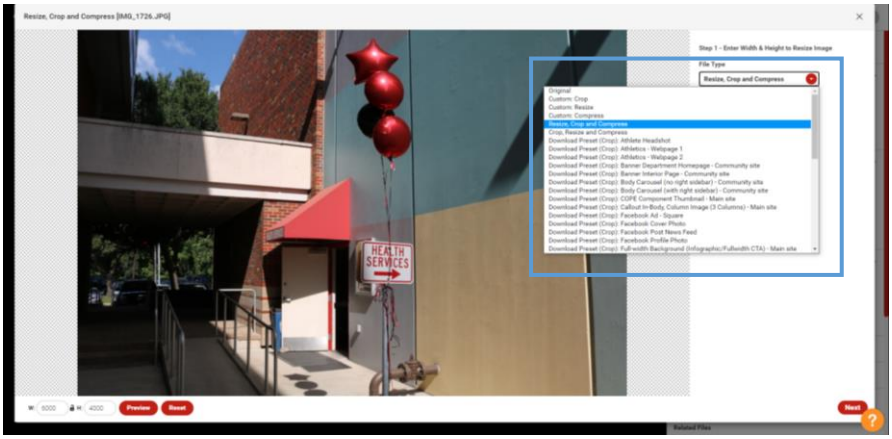


Figure 3: Preview of available Download Presents

Sharing Assets

- Share assets in bulk or individually by clicking the icon. You will then be presented with a **Share** pop-up providing you with many options to share assets.

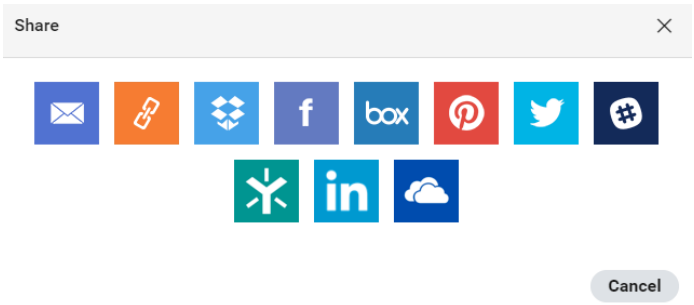
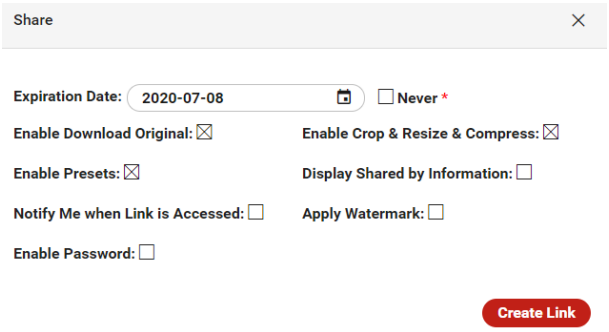


Figure 4: Preview of Sharing Options

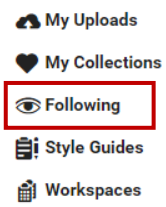
Creating Share Link

- A great option for sharing, especially a large amount of assets, is by creating a **Share Link.**
- The **Share** pop-up gives you additional options you can select and define for the user who will access the link, such as allowing/disallowing the user to download the asset in its original format, to crop or resize before download, and more.



Following Assets

- The **Follow** option allows you to "follow" certain assets, folders, or albums so that you can receive alerts and email notifications when changes occur in those areas.
- This may be helpful for logos that you need to ensure always remain updated on your marketing materials, folders that you're interested in so you can watch out for newly published photos so you have refreshed photography.
- Visit all of the assets you're following by navigating to the **Following** option on the left-side of the Canto Library.



My Selections

- You can select assets and add them to **My Selections** to add them to a *temporary* holding area.

> Once you log out, these assets will be removed from your My Selections area

- This feature can be used if you need to search for and "clip" multiple assets across many folders/albums to then share them or download them once you have your selection of images complete.

Additional Resources

Canto Help Center: https://support.canto.com/en/support/home
Short Canto Video Tutorials: https://www.canto.com/tutorials/