

# Canto Guide for Contributors

## Albums & Folders

- Folders are used to organize albums
- Albums are used to store assets
- You cannot store assets in folders, they must live inside an album





Folder Icon



Album Icon

## How to Upload Files

1	<b>Browser</b>	<ul style="list-style-type: none"> <li>• Drag and drop files directly into album, or</li> <li>• Click on the  icon</li> </ul>
2	<b>Canto Connect</b>	<ul style="list-style-type: none"> <li>• Canto Connect is a desktop application for macOS or Windows that allows users to access Canto directly on their desktop.</li> <li>• Download and install the appropriate application of <a href="#">Canto Connect</a></li> <li>• Enter the following settings: <ul style="list-style-type: none"> <li>○ Upload URL: <b>uiw.canto.com</b></li> <li>○ Email: <b>&lt;Your UIW Email&gt;</b></li> <li>○ Password: <b>&lt;Your UIW Password&gt;</b></li> </ul> </li> <li>• Follow the steps to set up Duplicate Check (if desired)</li> <li>• Select the folders you wish to sync into Canto</li> <li>• Choose where you want the assets uploaded to into the Canto Library</li> <li>• Click Upload and allow the uploader to process all files</li> <li>• Canto Connect can run in the background, so you can close this and allow it to continue processing</li> </ul>
3	<b>External Connection</b> (Dropbox, Box, Google Drive, OneDrive, Egnyte, SharePoint)	<ul style="list-style-type: none"> <li>• Log in to Canto</li> <li>• Access the <b>Settings</b> (hover over your profile icon on top-right)</li> <li>• Click on the <b>Link &amp; Connections</b> tab, then select <b>External Connections</b></li> <li>• Choose the correct external connection for your situation, then click </li> <li>• Sign in to your account from that external service <ul style="list-style-type: none"> <li>○ If using OneDrive for UIW, make sure you log in to your UIW account; you'll see the name of the account being pulled in</li> </ul> </li> <li>• Click <b>Accept</b> to authorize access, then close window/tab</li> <li>• Click <b>Continue</b> <ul style="list-style-type: none"> <li>○ Canto will begin fetching your folder contents</li> <li>○ After Canto fetches your content, navigate through your folders to select those that you want to import</li> <li>○ You <u>cannot</u> choose the destination of where your assets will be brought in to Canto—Canto will just create a separate folder in the Library</li> </ul> </li> </ul>

structure, then you'll have to move them to the appropriate destination when it completes

- Allow Canto to process your migration
  - The process can run in the background, so you can leave the page/close it and come back later
  - The status under **Actions** will read **Processing** while the files are syncing to the Canto Library
- When complete, make sure to **Disconnect** the sync, else a live connection will continue feeding any changes from the external folder to Canto
- Tips:
  - While the assets from your external service are being fed into Canto, you can begin moving them into other albums in the Library
  - However, you cannot move the folders or albums arriving from your external service until the entire sync process is complete

## Folder and Album Creation during Upload

- If you're importing folders containing assets from your system into Canto, be aware that Canto will automatically create an album for *each* folder you import into Canto.
  - The album will have the same name of the folder but will contain a **-album** to designate the creation of that album
- You will need to review your structure after the migration completes so that you can perform adequate cleanup and rename them so they don't contain the **-album** in its name
  - The cleanup can take various forms depending on your analysis.
  - You can choose to delete the extra albums created if they're of no use, or you can choose to instead move the albums to a parent folder to eliminate extra folders, especially if a folder you moved only contains 1 album.
- Take this example for Athletics
  - The left shows the structure in Dropbox, which is the source of the data migration. The middle column shows the structure created in Canto after the migration—notice the albums created under each folder by default with the name **-album**. After the cleanup, it made the most sense to delete any albums not needed (like 2018-19-album), rename those that would stay (like Baseball-album) and remove folders not needed (instead of keeping a Baseball folder, then an album to store assets because folders cannot store assets themselves, we keep only the Baseball-album (renamed) and store assets directly in there). The resulting structure is on the third column.

Athletics Dropbox	Canto Structure Created	After Cleanup
<ul style="list-style-type: none"> <li>📁 2018-19               <ul style="list-style-type: none"> <li>📁 2018-19 Headshots</li> <li>📁 Baseball                   <ul style="list-style-type: none"> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> <li>📁 Swimming                   <ul style="list-style-type: none"> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> <li>📁 Track &amp; Field                   <ul style="list-style-type: none"> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>📁 2018-19               <ul style="list-style-type: none"> <li>📁 2018-19-album</li> <li>📁 2018-19 Headshots                   <ul style="list-style-type: none"> <li>📁 2018-19 Headshots-album</li> </ul> </li> <li>📁 Baseball                   <ul style="list-style-type: none"> <li>📁 Baseball-album</li> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> <li>📁 Swimming                   <ul style="list-style-type: none"> <li>📁 Swimming-album</li> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> <li>📁 Track &amp; Field                   <ul style="list-style-type: none"> <li>📁 Track &amp; Field-album</li> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>📁 2018-19               <ul style="list-style-type: none"> <li>📁 2018-19 Headshots                   <ul style="list-style-type: none"> <li>📁 Baseball                       <ul style="list-style-type: none"> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> <li>📁 Swimming                       <ul style="list-style-type: none"> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> <li>📁 Track &amp; Field                       <ul style="list-style-type: none"> <li>🖼️ &lt;Assets&gt;</li> </ul> </li> </ul> </li> </ul> </li> </ul>

# How to Add Metadata

- If using the Browser to upload files, once the files have completed uploading, you will be prompted with a **Add Metadata** pop-up where you will select all of the keywords, tags, and other metadata that apply to the assets you have uploaded.
- Keep in mind if you have uploaded a bulk of assets, the metadata will apply to *all* of the loaded assets.

**!** Remember that assets in Canto are only searchable if you add metadata. UIW only **requires** that at least one keyword is added in an asset to process your upload, but the more metadata you add, the richer your content and the easier it will be to search and find it.

When adding metadata, think about all the possible ways a user may search for that item to locate it.

The screenshot shows the 'Add Metadata' dialog box. It includes a title bar with a close button. Below the title bar, there are several sections: 'Add QuickTags' with a list of tags (UIW, San Antonio, Sports, Texas, NCAA, University of the Inca..., College, 2019, Men's sports, college); 'Approval Status' with a dropdown menu set to 'Approved'; 'Expiration Date' with a date input field showing 'YYYY-MM-DD'; and 'Description' with radio buttons for 'Add' and 'Overwrite'. At the bottom, there are 'Reset', 'Cancel', and 'Apply' buttons, and a note '\* Required Fields'.

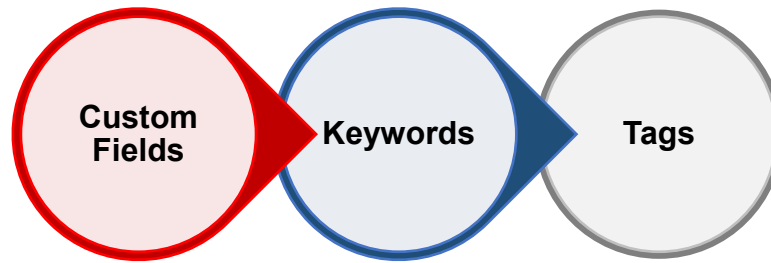
## Approval Status

- When you first upload an asset, by default it's coming in with an **Approved** status, which means the asset will instantly be visible in the Canto Library by any user
- Make sure to review and change the status of any assets that should not be marked Approved. You have the option to:
  - Place assets as **Pending** if you need them to be peer-reviewed or perhaps you have marketing materials ready but should not be used until a certain date.
    - You can set up an **Auto Approval Date** to allow Canto to automatically switch the **Approval Status** from **Pending** to **Approved** when the date arrives.
  - Mark these assets as **Restricted** if you want to mark the items Approved, but you want to keep them from being accessible by Consumers (i.e., certain exclusive logos).

**!** Users uploading assets via an Upload Link or Workspace will have their assets marked as Approved, but they still won't be visible in the Library until they are moved from the Upload Link or Workspace to the appropriate folder and album in the Library.

## Metadata

- Before applying any metadata to assets, make sure you are familiar with the different types of metadata available to you.
- Also, understand the best order to apply metadata. It is recommended you first select appropriate values found in the **Custom Fields**, followed by **Keywords**, and finally use **Tags** to add any extra metadata not found in the configured dropdowns.



- It is important you become very familiar with values available in the Custom Field and Keyword dropdowns. A list of all of the available values can be found in the **Canto Configuration Guide**.
- The Custom Fields are especially useful for users. They contain values that are likely going to be used to search for assets, like Building Names, Schools, Photographer Names, Sports, etc. If these aren't selected, but other users select them as filters, they may get incomplete results.
- Keywords will be frequently-used search terms that are broader, like "events." It's good practice to become familiar with what is already available in this list, so that you don't repeat those same keywords as Tags.
- Tags should be added to give more information on the specifics of the asset, like a person's name, a specific action being performed, etc.

## CUSTOM FIELDS


- These were uniquely created for UIW, based on the types of assets we tend to load and/or need to quickly find.
- Reference the **Canto Configuration Guide** to view a list of the custom fields created for UIW and an explanation of their use.

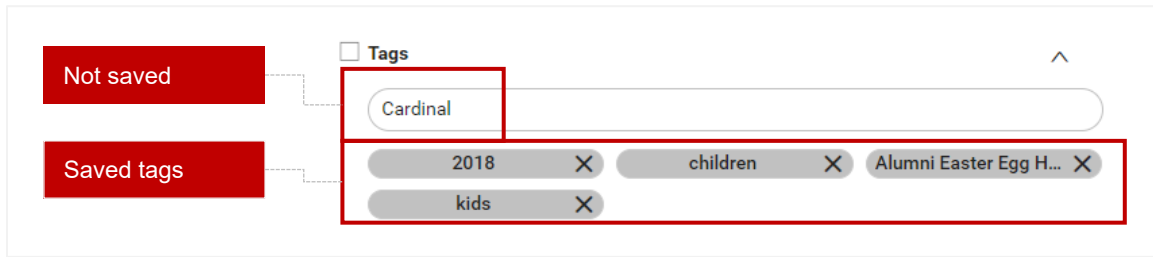
## KEYWORDS, TAGS, AND SMART TAGS

### Additional Resources

Reference the Canto Support Article: Difference between Keywords and Tags for more help  
<https://support.canto.com/en/support/solutions/articles/9000102274-difference-between-keywords-and-tags>

- **Keywords** incorporate larger categories, common categories that apply to UIW (i.e., "Alumni", "Event")
- **Tags** are more specific to the individual asset loaded (i.e., "Alumni Easter Egghunt", "2018")
  - When you're typing in a tag, watch for autocomplete suggestions as they display previously used tags. Selecting previously used tags helps maintain consistency in Canto

-  When adding Tags, make sure to hit the **Enter** key to save the tag. You can add multiple tags at once by adding a "," between tag names, then hitting **Enter** to save them all. You will know they're all saved when they appear as bubbles below the field.



- **Smart Tags**, are a bonus! They are added by Canto through their artificial intelligence capabilities, which “looks” at the asset and automatically adds what it sees applicable (i.e., “people,” “grass,” “eggs”)
  - Make sure you do review these, sometimes the system will add some that are inaccurate, for instance, in one occasion for the Athletics Staff headshots, the system added “Military” and “Officer” as smart tags, because it “saw” that the staff was wearing uniform-type of attire.


## Selecting Albums

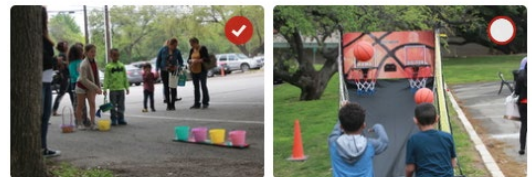
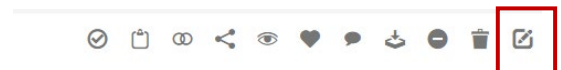
- An asset can live in multiple albums—it will not replicate the image, instead it’ll store one original image and place it in multiple sections within the Library.
- Feel free to place it in all areas where it makes sense! Remember Consumers may search in many ways, including navigating through the folder structure.
- Contributors can select album(s) applicable, or create a new album if necessary.

## Digital Rights Management

- If any of your files need to contain copyright, terms and conditions, or a watermark, you can fill out that information.

## Bulk Editing

- You can select multiple assets at once and click the **Edit Content** icon  to make bulk edits to assets—you will have the option to bulk add all of your metadata, move/add/remove from certain albums, update the approval status, etc.



## Managing an Asset

- You can click on an individual asset to see all its metadata details, download the asset, and more.
- Click on the **Down Arrow Key** to see further details

# Moving Assets

- You can reorganize your assets at any point if you make a mistake on where assets are currently at, or simply find a more fitting place to place your assets.
- Simply grab whatever assets you need and drag and drop to a new location, or click the bulk edit after selecting the assets and modify the “In These Albums” section to designate where you want the assets to live
  - If you need to remove it from an album it currently exists in, simply click the “x” next to the name of the album.



## Additional Resources

Canto Help Center: <https://support.canto.com/en/support/home>

Short Canto Video Tutorials: <https://www.canto.com/tutorials/>