
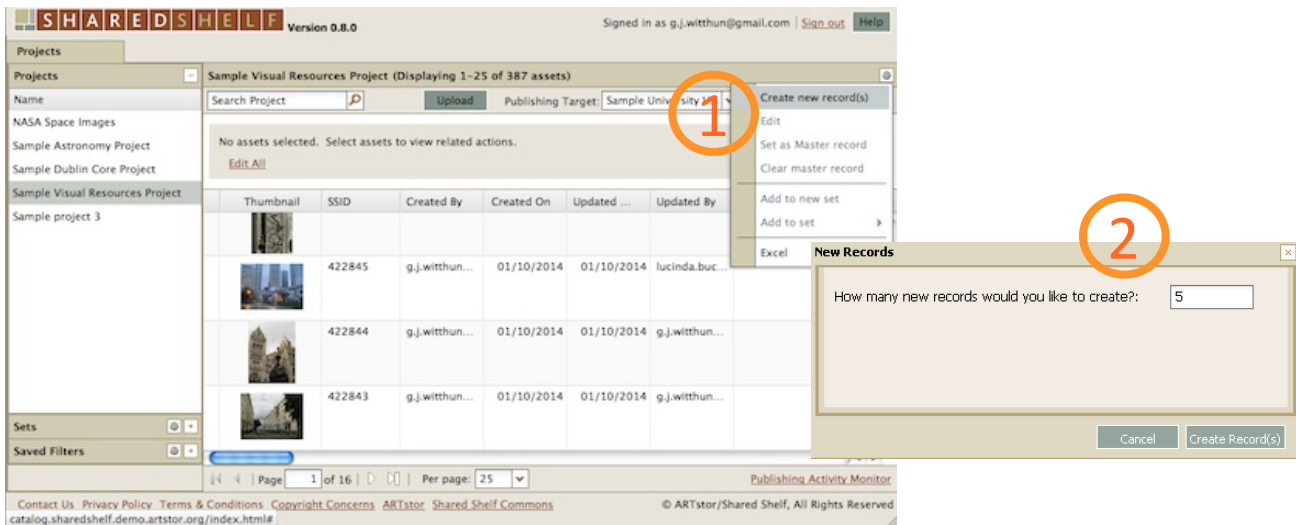

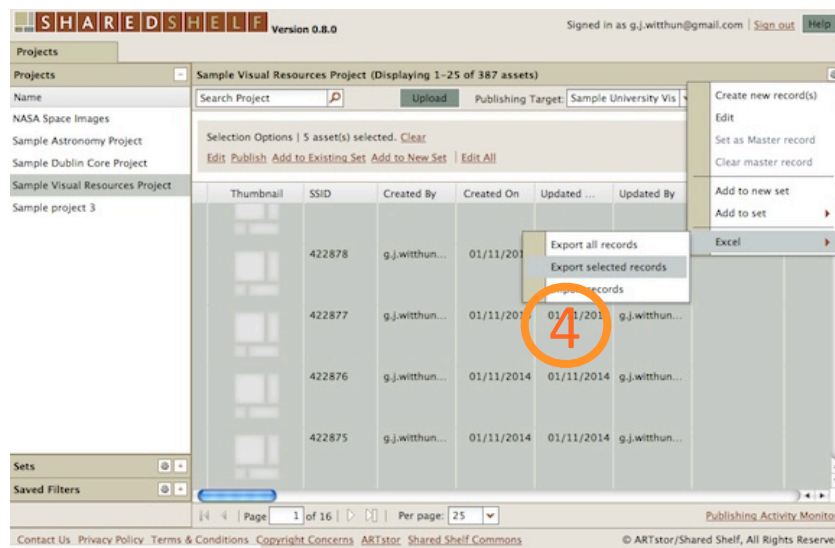


Creating New Records: Making blank records then linking media files

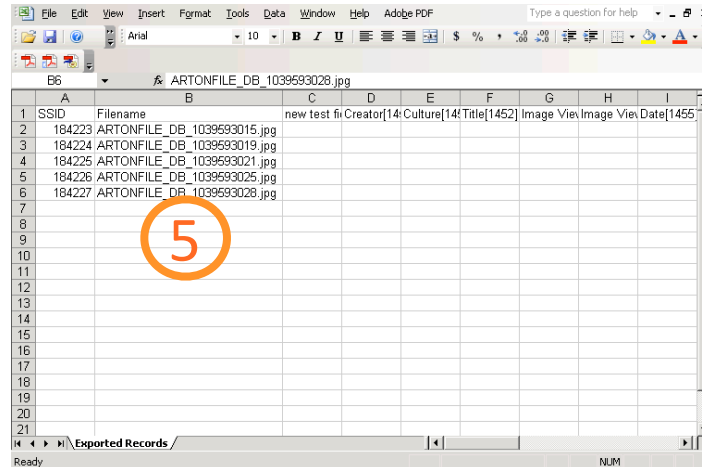
1. Click on the gear menu  in the upper right area of the asset panel and select **Create new record(s)**.
2. In the new window enter the number of new records you wish to create and click **Create record(s)**.



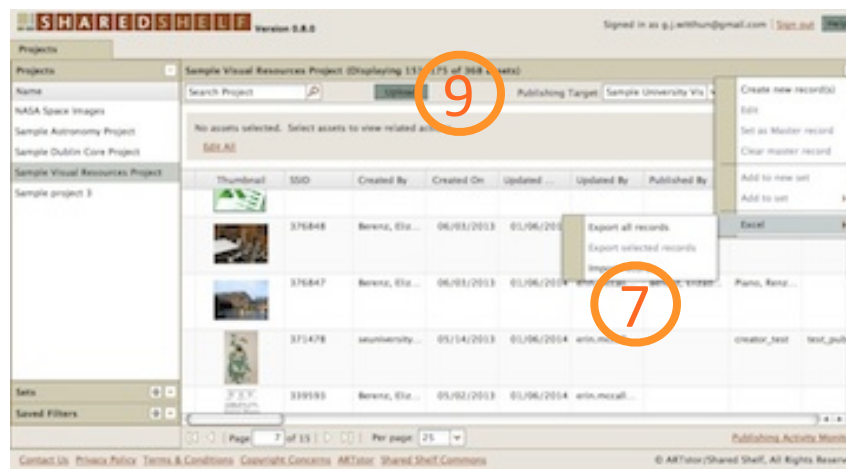
3. A window will open, displaying results. Click **close**. The new records will appear in the workspace. These records, because they do not yet have associated media, will have a generic media placeholder.
4. To link this group of new Records to a group of media, export the records as an Excel spreadsheet first. In the asset panel click the gear menu  in the top right and select **Excel > Export all records** OR Control-click or shift-click to select the assets in your workspace you wish to export then click **Excel > Export selected records**.



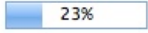

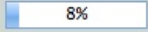
- The records will open in Excel. Enter the media filename (full file name + extension) in the Filename field (Column B) to ensure linkage between the data and its media.
- After you make your changes, save the file. Both .xls and .xlsx files are supported.

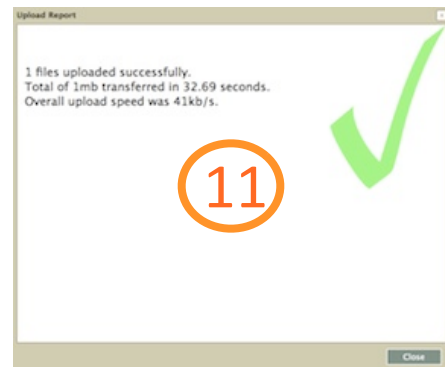


- In Shared Shelf in the project tab above the workspace, click the gear menu in the top right and select **Excel > Import records**.
- Click the browse button to select the Excel file then click **Import**.



- Now you are ready to load the media. Click the **Upload** button found above the asset panel then browse to select a file from your computer directory. Control-click or shift-click to select multiple files and then click **Open**. **OR** Drag files from your desktop to the asset panel. A large green arrow will appear, followed by the upload window. Repeat the drag and drop to add additional files to the upload window.

Upload files			
1 of 3 completed.			
Filename	Size	Status	
IMG_2063.JPG	3mb		23%
london street.jpg	62kb	 Complete	
pritzker pavilion.JPG	3mb		8%



10. Click **Upload** at the bottom of the upload window. If an unsupported file type was added, a popup window will display an error message. Click **OK** to return to the upload window. Files will load simultaneously.
11. Once the files have been uploaded, a message will display reporting record count, total size, duration and overall speed as well as any file failures. Click **Close**.
12. You can now go back and fill in any catalog data if you haven't yet completed the records.