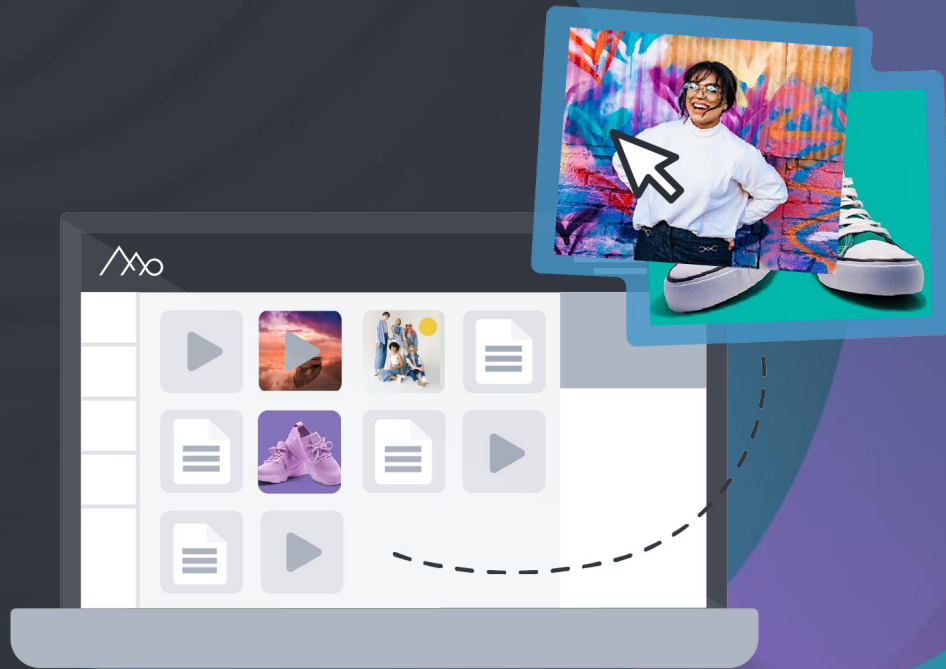




Mediaflow Introduction



Part 1 - Fundamentals





Exercise / Folders and files

1. Create folders

Click on the Media bank tab  and then create a  in the root. Name the folder with your name (with a period before the name). Also, create two subfolders under your name and name them "People" and "Nature". Then rename the "People" folder to "Persons" (right-click and choose "Edit folder").

2. Upload files

Click on the folder "People" and upload all images where people can be identified by dragging and dropping from your computer. Upload all images associated with nature in the "Nature" folder.

3. Files in Multiple Folders

Copy the image of jumping teenagers to the "Nature" folder by selecting and dragging it to the folder (choose "copy," not "move"). Select the file and look under Info > Basic Info > Located in Folders. The image is now in both folders.

4. Shortcut Folder: *Does not belong to a folder*

Create a third sub-folder under your name called "City" and upload the image of the alley here. Delete the "City" folder. Find the alley image in the shortcut folder "My Uploaded Files > Does not belong to a folder" and copy it to the root folder with your name by dragging and dropping.




Exercise / Folders and files

1. Download format

Right-click on an image in the folder with your name. Try to download any image in the following download formats:

- Facebook cover
- A4 300 dpi

2. My selection

Bring up the workspace for My selection by clicking on the arrow on the black field at the bottom. 

Drag and drop a number of images from different folders into your selection. Then download them.



Exercise / Indexing and searching

1. Folder keywords - autoindexing

Right-click on the folder "Nature" and select "Edit folder". Add the word "Nature" under "Folder keywords." Check both "Apply to files already in the folder" and "Add these keywords to 'Folder keywords' in subfolders".

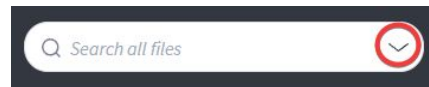
2. Create a subfolder for "Nature" named "Autumn" and add the word "Autumn" (do not remove "Nature") as auto-indexing on the folder according to the above point. Move (do not copy) the image with autumn leaves to the folder. Check that the image has received both "Nature" and "Autumn" as keywords.

3. Enter keywords per file

In the "Nature" folder, enter the keywords "sea" and/or "forest" on the images where it applies.

4. The search function

Click on the folder with your name, go to the search box, and expand the search options (the arrow in the search box) and choose "Portrait orientation" and "Current folder + subfolders" and type "sea" in the search box. Click on search. You should now have found the image with the jumping teenagers.





Exercise Web shares

1. Create web share:

Bring up the workspace with the selection you created in a previous exercise. Click on the "Create web share" button. Rename the link using your name.

2. Web share settings:

Choose the alternative "Selection (Yes, No, Maybe)". Check the boxes "Information Popup" and "Comments". Select "Save and show link" and click on the link. (The web link will open in a new tab.)

3. Comment in web share:

Choose 1.Yes, 2.No, 3.Maybe and write at least one comment (enter name and click on "send").

4. Edit web share:

Click on the "Shared" tab in Mediaflow and find your web link. Open the link in a new tab by clicking on the small arrow symbol next to the web link's name, and review the options and comments.



Exercise Media portals

1. Publish a folder in the Media Portal:

Label the root folder with your name and click on the *Folder Access* tab. Select the group for your portal from the dropdown list to publish the folder. Save by clicking on another tab, folder, or file.

2. Find the folder in the Media Portal:

Go to the start page, click on the portal, and verify that the folder has appeared.



Exercise Keep track of file usage

1. Limited License Rights:

Select one of the images in your folder. Click on *License>License Rights>Limited Rights* to set time-limited rights. Specify that the file can be used until today's date (enter the date in the "date box" on the right) and check "Lock file for downloading after expiration date." Save by switching to another tab.

2. Test downloading the file with time-limited rights by double-clicking on it. A warning should appear.

3. Usage Report:

Select one of the images in your folder and click on *Info>Usage*. Add a fictional usage by clicking on "Add Usage" and filling in the relevant fields. Then click on "Save".

4. Click on the root folder with your name. Click on the *Folder Security* tab and then check the green box under "Report". Remember to switch to another tab to save.

5. Download your image in its original format and report a fictional usage.



Exercise Effective workflows

1. **Versions:**

Upload and select the files "Version_1" and "Version_2" in your folder. Right-click and choose Versions>Merge into one file. Click on the Versions tab.

2. **Open / Save:** (if the plugin is installed)

Open the image of the girl in a hoodie in any desktop program by right-clicking and selecting "Open & Edit". Save and choose to add this file as a new version. Click on the "Versions" tab.

3. **Web share in mobile**

Email yourself the web link. Open the web link on your mobile and try uploading a picture from the image gallery.



GDPR

Exercise GDPR



- 1. Specify legal basis:**
Select these two images in the folder "Persons". (In this first step, we will only work with the child).
Go to the *persons* tab and choose from the *Personal Data management* list: "File contains identifiable persons (consent is needed)".
- 2. Enter persons in the file:**
Click the *Manage* button to enter a person. Click on the child's face box and add a fictional person. Specify as a minor. (Do not link the image to the other fictional individuals created by other participants).
- 3. Provide consent:**
Start by adding a new consent by selecting "Written consent (file)". Upload the PDF file you received (in your training material). Specify a validity period of 1 year and save.
- 4.** Go to the next image and click on the girl's face box. Identify the person by searching for the girl's name. Find it in the list and link it to the person and the consent.
- 5.** If you have time, select all pictures of the woman and repeat the steps above.



MEDIAFLOW

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