



# MediaSpace<sup>®</sup>

It's all about workflow.

## User Guide



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# What is MediaSpace?

## **MediaSpace is the ultimate design tool.**

With MediaSpace, there's no more searching for lost art, past projects or other valuable data. No recreating the wheel, burning banks of CDs, or waiting for someone else to find lost files for you. MediaSpace is a powerful but simple-to-use web-based library designed to manage all your data - from project files and layouts to digital photography and illustration.

Just imagine – every job you've ever done. Every digital file, every photo, illustration or other digital asset – all a click away and organized so that you can find what you need, when you need it.

With MediaSpace, you can search, review, edit, retrieve or upload files or images anytime, anywhere. And, it takes only minutes (or seconds!) to find what you're looking for. Want to convert to different image file formats like .tiff, .pdf., jpeg., gif., for specific uses? No problem. With MediaSpace, you can do it all on the fly. Anywhere, anytime.

With MediaSpace, design, production and communication become one seamless process. So you can increase productivity, reduce errors and spend more time on design.

To find out how MediaSpace can help your business, please e-mail [\*\*mediaspace@finlay.com\*\*](mailto:mediaspace@finlay.com).

# How does MediaSpace work?

## Centralized Database of Digital Assets

The power of MediaSpace lies in its centralized database for asset management. The database acts as a repository, allowing you to store all files in one location. MediaSpace contains controls for searching, browsing, archiving, purging, reviewing, revising, tracking or auditing of files. With MediaSpace, all files are identified through a series of “metadata,” allowing users to conduct a search for the “latest corporate logo” without needing to maneuver through directories or remember paths.

## Share Digital Assets Across the Enterprise

With MediaSpace’s Web capabilities, you can share digital assets globally with subsidiaries, satellite offices, partners, vendors or customers. Users can upload and download files or view information, depending on access permissions. MediaSpace allows you to specify access privileges down to the project and file level.

With MediaSpace, your corporate marketing department can share the latest catalog artwork with the any office. Your salespeople have access to the latest company presentations, from anywhere in the world.

## Manage Your Workflow

With MediaSpace, you can control your workflow without having to make a lot of procedural changes. You can assign digital assets to the next production stage or share the latest project revisions with colleagues, managers and partners.

With MediaSpace, there are no more time-consuming searches for information or duplicated efforts due to miscommunications with a colleague, a vendor or an agency. MediaSpace can save hours, days or weeks of work and prevents expensive mistakes in the shadow of critical deadlines.

## Key Features of MediaSpace

### *Organize and search*

- Catalog any type of digital asset; create hot folders to automatically catalog new files into a database
- Determine views of content or access privileges with individual user and workgroup profiles
- Allow for multiple revision control on any file type, including different revisions for different projects

### *Project management*

- Organize digital assets into logical project jackets
- Assign projects and project elements to workgroup members
- Browse and search for projects; search capabilities within projects

### *Workflow tracking*

- Assign project elements to individual users or workgroups
- Track online and offline and locations for digital assets and track their status
- Track progress through workflow stages
- Track usage of digital assets transparently and automatically

### *Wide-area services*

- Access with any standard Web browser; password-protected for specific content
- Browse/retrieve digital assets and projects for easy gathering
- Audit all Web-based transactions: uploads and downloads

### *Archive and restore*

- Move digital assets or entire projects offline; thumbnails and database information remain online with visual indication of archive status
- Prompt for necessary media when restoring digital assets or projects
- Schedule archiving and purging of database; move or copy content, projects and databases

# Connecting to MediaSpace

Launch your browser

Enter the URL for MediaSpace:

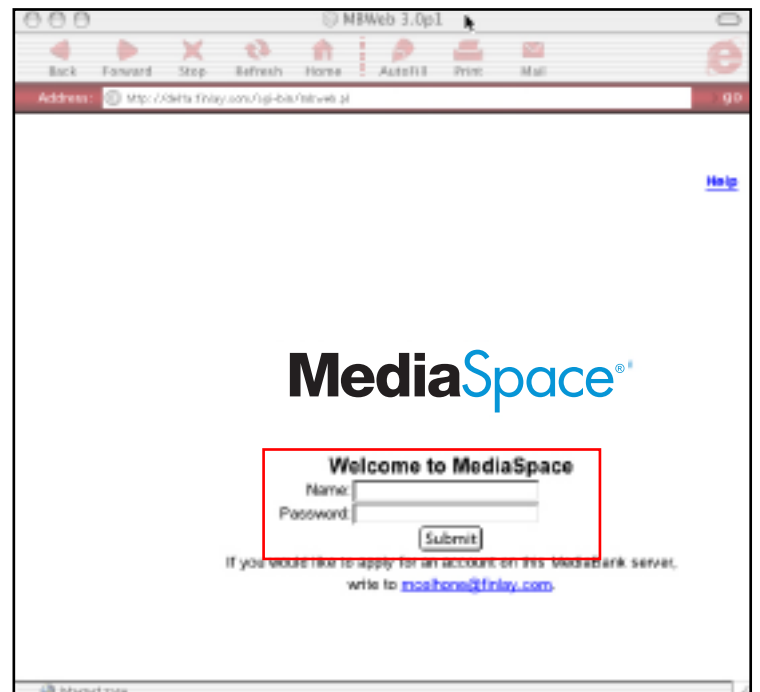
**www.mediaspace.com**

Click on the “LOGIN” button.



## Logging Into MediaSpace

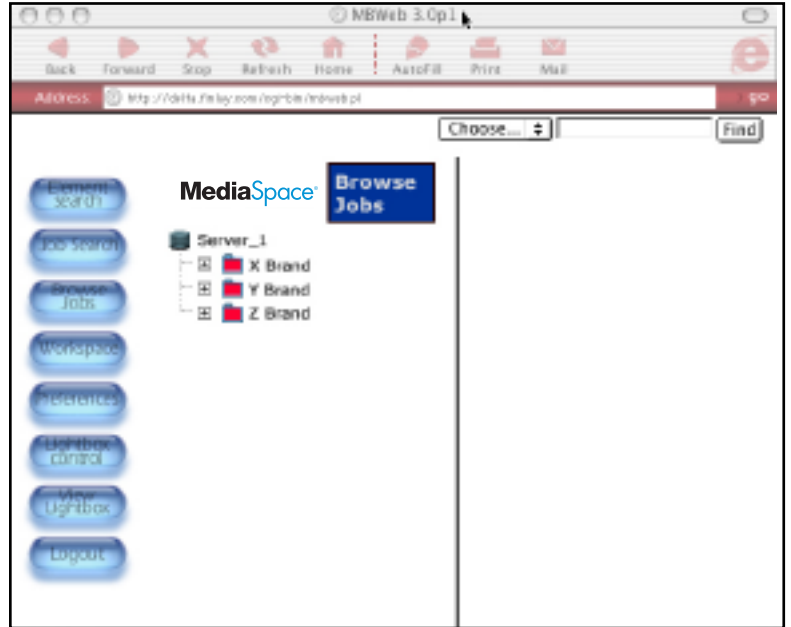
Enter the Name and Password that was provided to you from the MediaSpace administrator and then click Submit.



## Working with the MediaSpace interface

After successfully logging in you'll see the following screen. Overall navigation and control is done with the blue navigation buttons on the left.

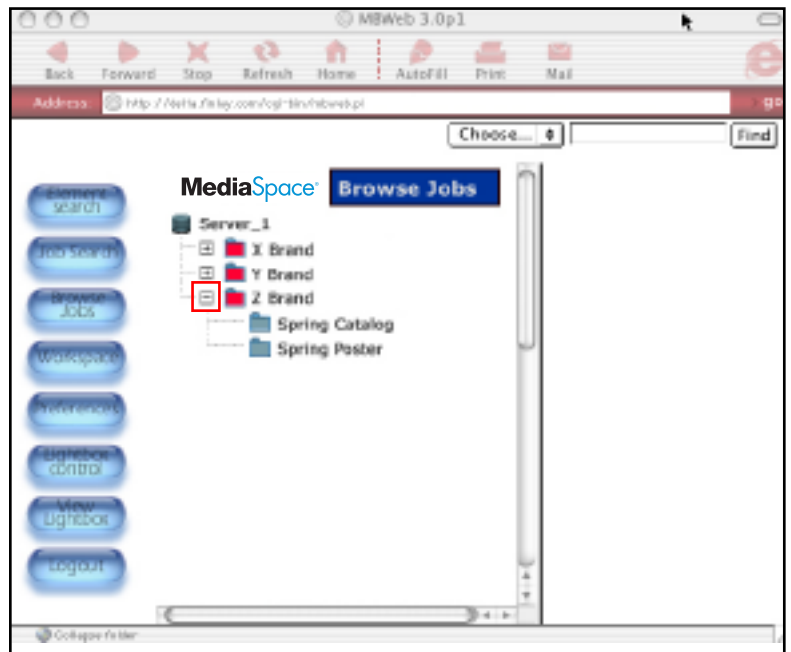
Searching, browsing and preferences can be managed from these navigation buttons.



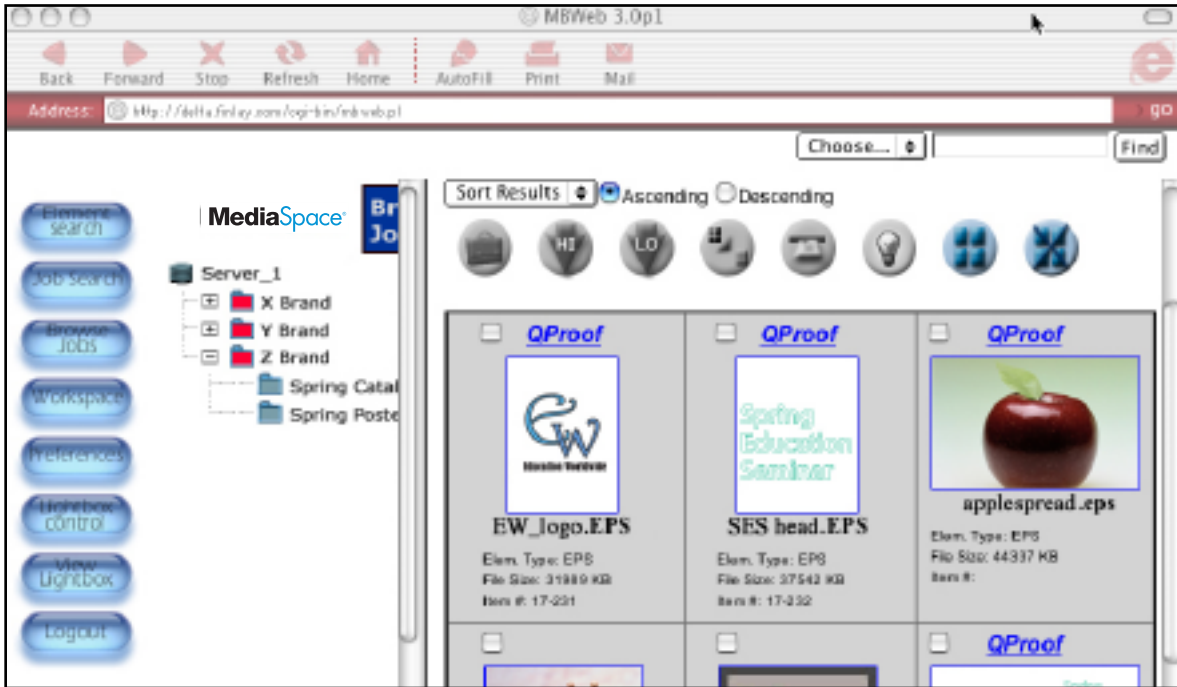
## Browsing and finding elements in the database

Click the “+” to open the hierarchal directory.

Choose a specific job and click on it to view its contents.



This is the resulting screen from clicking a job directory. Note the new function buttons and images that have appeared.



1. *Workspace button* - Your personal workspace
2. *High resolution download button* - Download high res to your work station
3. *Low resolution download button* - Download low res to your work station
4. *File conversion button* - Convert file to a different format
5. *Order file button* - Place an order by email
6. *Lightbox button* - An area to place files for all to view
7. *Select all button* - Selects all files from elements found
8. *Deselect all button* - Deselects all files from elements found

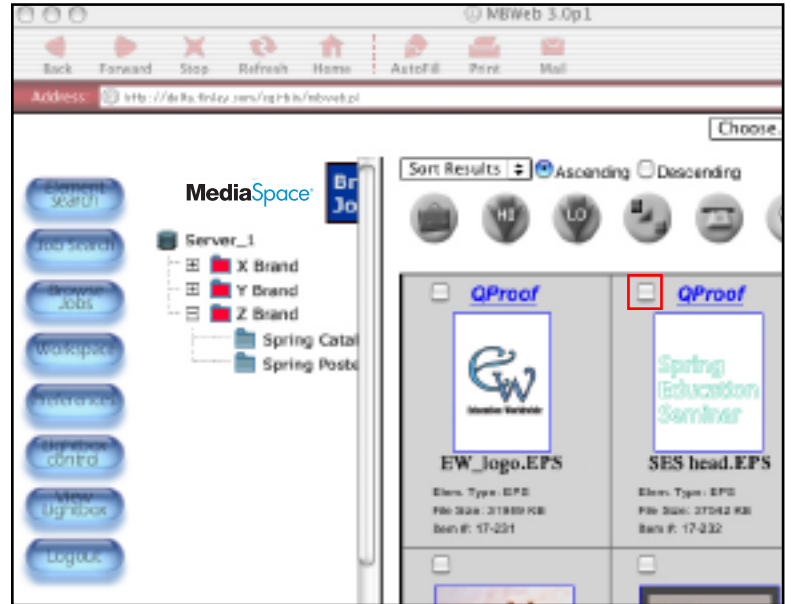
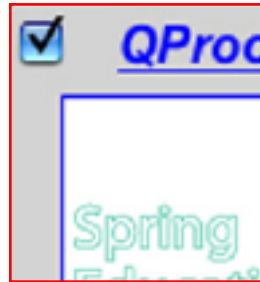
**QProof**  (*High resolution screen proof - screen draw speed is dependent on connection speed.*)

This function allows user to view monitor proofs. Capabilities include pixel level zooming, mark-up, format conversion and annotation.

## Most Commonly Used Functions

### NOTE:

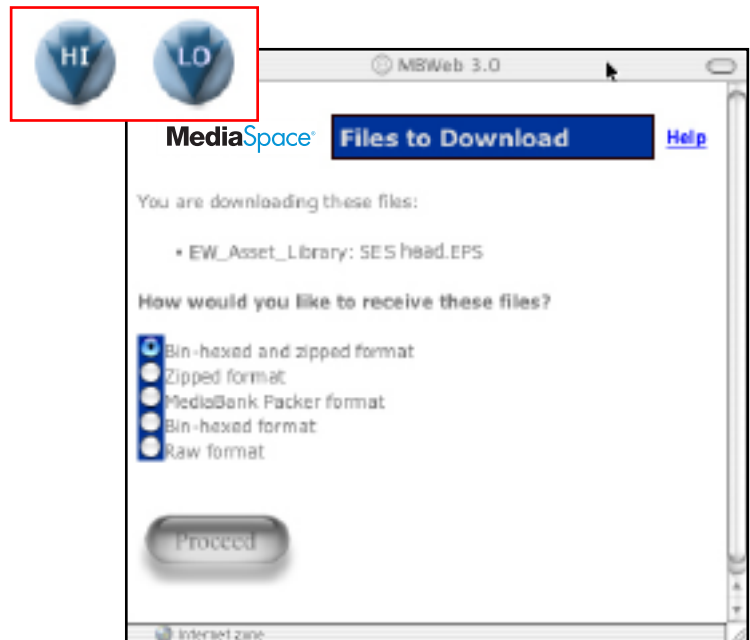
Any action or function requires the file(s) to be selected first.



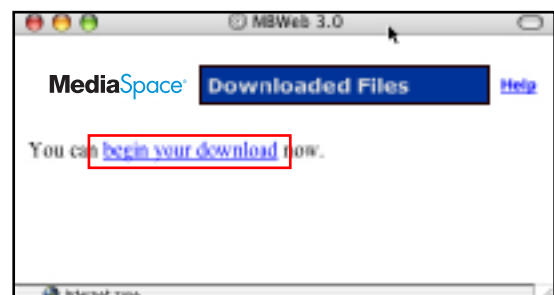
## Downloading high and low res files

Select the file(s) you wish to download, select either the “HI” or “LO” button.

You’ll be prompted to choose a compression format - choose the one that is compatible with your operating system and then click the proceed button.



To complete the download click the “begin your download” link.

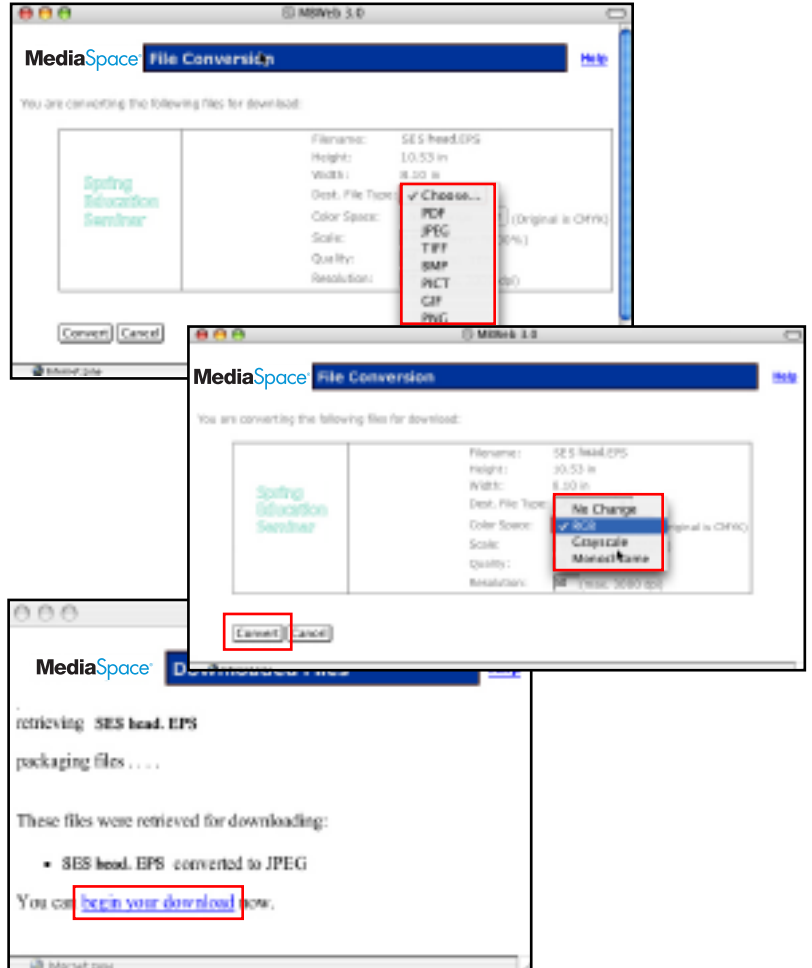


## Converting files

Select the file(s) you wish to convert and then select the round blue “Convert” button



Choose your File Type (format) and then choose your Color Space.  
(RGB is most common for PowerPoint presentations.)



Click the “Convert” button.

To complete the file conversion, select the “begin your download” link.

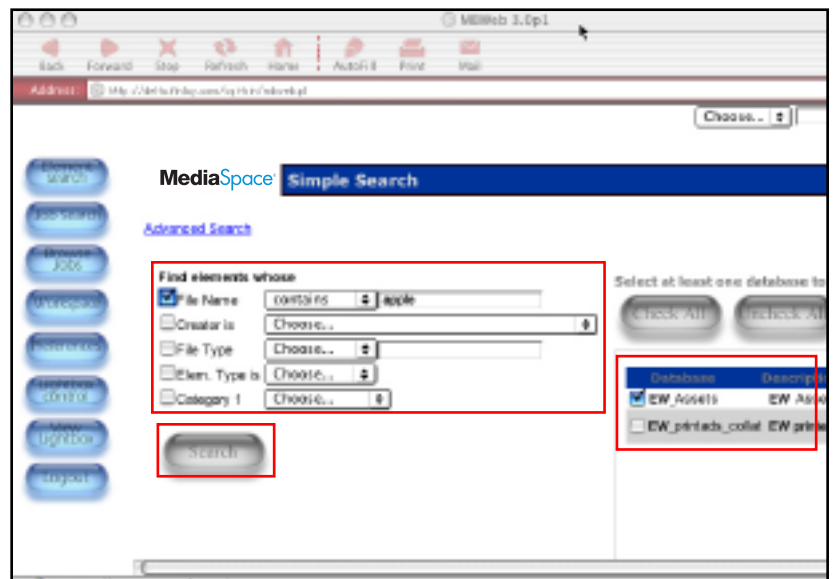
## Searches

**Simple Search** - This is done by choosing the blue “Element search” button from the left side navigation.

Use one or more of the check boxes and drop downs in the “Find elements whose” section. (Must be done for search function.)

Select the desired database check box. (Must be selected for search function.)

Click on “Search” Button.



## Uploading files

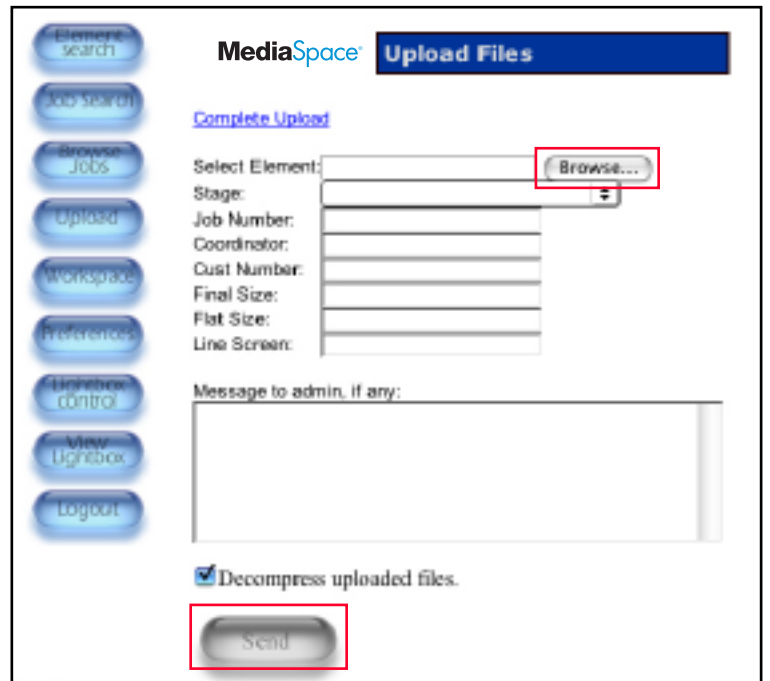
After successfully logging in click the “Upload” button.



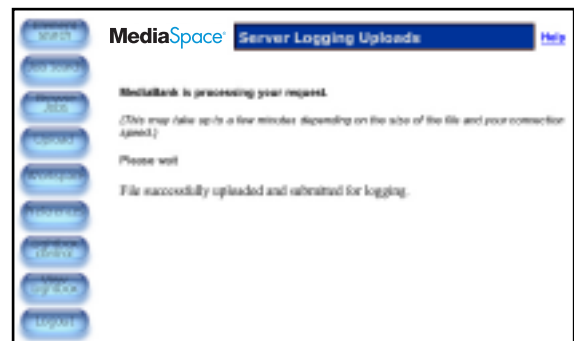
Click the “Browse” button and locate the file(s) you wish to upload. (To upload more than one file, create an archived/compressed collection from your desktop first.)

Create your message to the MediaSpace administrator with a file or job description, your name, phone number and your company.

Click the “Send” button.



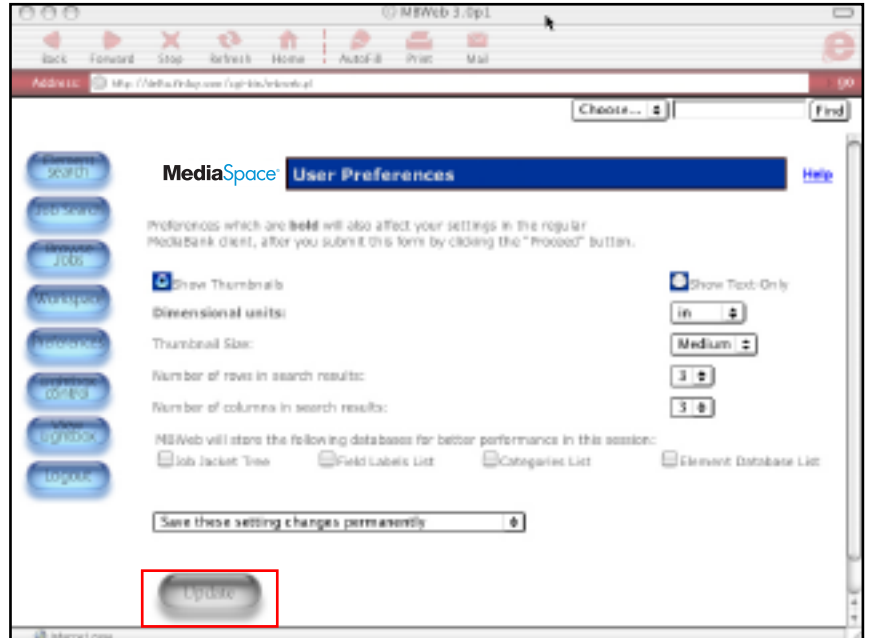
Resulting message from successful upload to MediaSpace.



## Setting Preferences

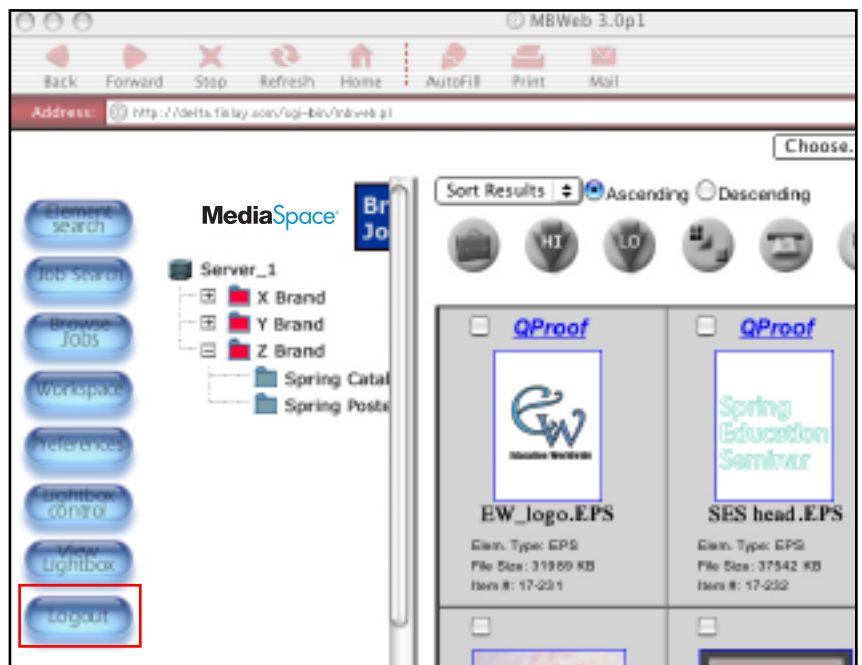
Your personal MediaSpace user preferences can be set and saved. These preferences can be changed by each user as desired.

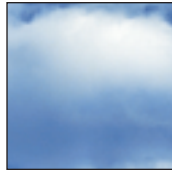
*Be sure to click the “Update” button to activate preference changes.*



## Ending Your MediaSpace User Session

After completing your tasks in MediaSpace, it is best to log out of the session. To do this simply click the blue “Logout” button from the left navigation area. After logout is completed, you can quit your browser.





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