MediaRich®

VISUALIZER for SHAREPOINT

MediaRich Visualizer for SharePoint

6.2

User Guide

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equilibrium®

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All rights reserved. U.S. Patent Numbers 6,964,009, 8,381,110, 8,656,046 and for automated content processing with automatic rendition content management, dynamic on-the-fly visualization of content, bandwidth and device dependent optimization of visual media, on-the-fly auto-conformance and assembly of video content and dynamic on-demand generation of digital media assets. Other patents pending. MediaRich and Equilibrium are registered trademarks and InstantOn, MediaScript, MediaBatch, MetaBatch, MediaCart, and AMPS are trademarks of Automated Media Processing Solutions, Inc. All other company, product or service names mentioned herein are the property of their respective owners.

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CHAPTER 1

Welcome to MediaRich Visualizer for SharePoint

Equilibrium® MediaRich® Visualizer for Microsoft® SharePoint® v5 uses the same engine as the full MediaRIch ECM product. Both provide users with media asset visualization, metadata ingestion and control, and deep inspection features. MediaRich Visualizer gives you a taste of the on-demand power of MediaRich. Upgrading to the full ECM product enables expanded capabilities:

- Generated thumbnails and previews of almost any size
  Visualizer is limited to thumbnails of a maximum 200 width and height ad previews of 400 width and height.
- Support for key Adobe file types, such as PhotoShop, Illustrator, and InDesign
- Exported image and video files to any format supported by MediaRich engine
  Visualizer exports images to the original format and JPEG and video files to the original format and MP4.
- Full control of batch processes including all file formats supported by the MediaRich engine
  Visualizer supports batch processing to Composite Logo, Save Image as JPEG, and Scale only and is limited to delivering to the BatchOut folder.
- Custom operations applied to images and videos upon export using the powerful MediaScript™, which provides automation of almost limitless output options
  Visualizer supports Convert to Grayscale, Draw 3-pixel black border, and Flip Horizontally on still images and no operations on video.

To upgrade to the full version of MediaRich ECM for SharePoint, call Equilibrium at (415) 322-4343, or go to http://equilibrium.com/visualizer/ecmupgrade/.

Chapter summary

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Workgroup Content Collaboration in MediaRich ECM

MediaRich ECM enables businesses to manage digital media assets within the SharePoint environment. The improved collaboration enabled by SharePoint/SharePoint Foundation 2013 and 2016 provides many company-wide benefits:

- Transforms SharePoint into a more visual environment, like Windows 8/10, Mac OS X, or iOS.
- Eliminates the "hunt for files"—finding files is faster and easier with dynamic visualization of 450+ file types available everywhere
- Delivers a lightweight file that can be viewed on lower-bandwidth connections, regardless of the size of the original file
- Expands all search capabilities to include image, audio and video, thumbnail previews, and multi-page UniZoom
- Dramatically reduces the time to review and approve file review requests via the "view anywhere" cross-browser and device support
- Provides faster time to market for assets by creating efficient collaborative workspaces
- Establishes approval workflows to streamline production and delivery of media assets
- Provides access to digital content in real time within a familiar user interface
- Increases user productivity with powerful search tools including content-specific queries
- Aggregates media from vendors and syndicate content to channel partners

MediaRich ECM enables business users to manage a single IT platform for all corporate media assets, providing dramatic reduction in corporate content production costs. This provides enterprise organizations with many advantages:

- Reduction of IT support costs by providing a single content platform for multi-channel marketing needs
- Reduction of the total cost of ownership (TCO) of IT systems by managing media assets from within the SharePoint server
- Reduction of high cost asset production and media storage by enabling on-demand preparation of content, instead of preprocessing
- Removal of the added cost for training, maintenance, and support of a third-party system for digital asset management
- Global brand management from within a single IT platform

Equilibrium MediaRich technology extends SharePoint 2013 and 2016 and enables firms to manage all corporate brand assets in a secure environment. Businesses can protect brand asset integrity while providing an environment for both partners and internal users to access and use brand assets within corporate guidelines.

Image, Audio, and Video Production Workflows and Best Practices

Adoption of DAM systems promotes communication and strengthens business relations. This is particularly true of the Equilibrium MediaRich Visualizer for SharePoint solution because the same workflow and processes that an organization uses to manage their business documents can be applied to their media assets—ensuring successful adoption by all information workers within an organization. Also, because there are many different platforms used within an organization now, the MediaRich Visualizer "view everywhere" capability provides the ability to find, view, and approve on-the-go from Windows7/8 phones, iOS devices (including iPhones and iPads), Android devices, and just about any browser.

Digital Asset Management should not be a specialized solution entirely separate from the rest of a business' platform for sharing and collaborating on document production. MediaRich Visualizer allows information professionals to break down the traditional walls between the creative team and the business users, allowing them all to work with a single, familiar interface, that is now pervasive because the visualization can be turned on anywhere with the revolutionary InstantOn™ capability.

This type of DAM system greatly increases your efficiency because it allows you to find already existing assets quickly—eliminating the need to reproduce or re-license an image or video because you could not find the original. The system can also be used to automate asset production workflows, helping to keep track of the work process and allowing users to seamlessly forward the assets to the next person in the processing phase.

Sharing assets with customers and suppliers improves cooperation and enables you to increase business or even enter new business fields, such as e-commerce. A DAM system also supports cooperation and communication within your organization, because different departments as well as customers are able to track a job's progress as it flows through the system.

A digital asset management solution enables enterprises to implement a set of common best practices:

- Synchronizing brand messages and product delivery across global markets
- Customizing brand messages and products for channels, localized markets, and customer groups
- Measuring the results and correlation between branding expenses and revenue
- Controlling access to the high-valued rich media files of the enterprise

Automating Corporate Branding

Clear, memorable branding can create significant business advantage. But to modify and distribute digital assets, enterprises need a sophisticated collaboration infrastructure that fosters creativity while protecting the integrity of image assets.

Equilibrium MediaRich Visualizer integrates a leading-edge image server with Microsoft SharePoint 2013/2016 and SharePoint Foundation, the collaboration foundation for Microsoft technologies. With MediaRich, organizations can control high-quality assets, create derivatives on-demand, and deliver consistent branding materials for Web, print, wireless, and Microsoft applications.

The solution increases business productivity and reduces creative department costs by enabling knowledge workers to easily manage, modify, and deploy visual content in a secure, self-service portal.

MediaRich automates the production and deployment of content to Web, wireless, print, and standard office applications. It enables organizations to create images and graphics for use across all media, delivering accurate, personalized images while reducing image production and storage expenditure.

MediaRich Visualizer Features

MediaRich Visualizer offers unparalleled innovations, such as InstantOn Everywhere, which allows users to enable advanced image-management service on nearly any existing SharePoint document library. MediaRich Visualizer is also localization-ready—now multi-national organizations can offer MediaRich's enhanced experience in English, Dutch, French, German, and Arabic.

Combining the power of the MediaRich Server with content management, you can ensure that the most current, approved brand asset is being used by taking advantage of SharePoint's routing and approval process, version control, and check-in/check-out system. These workflows, combined with the new UniZoom AEC and HTML5 auto-conformance interfaces, provides the widest audience possible with a trouble free review and approval experience. Furthermore, your organization can create customized SharePoint workflows to integrate with other business information systems.

	ECM for SharePoint	Visualizer for SharePoint
InstantOn™ Everywhere in SharePoint	Yes	Yes Thumbnails limited to 200x200
InstantOn™ Upgraded Search	Yes	Yes
UniZoom™	Yes	Yes
UniZoom AEC™	Yes	Yes
Image File Format Support	Over 450 file types	Does not support Adobe Illustrator, Photoshop and InDesign file types
Universal Video Import and Playback	Yes	Yes
Zip and Download Capability	Yes	Yes
Enhanced Metadata Support	Yes	Yes
Image Self-Service Export	Full file transformation and scripting of operations using MediaScript™	Limited to JPEG output and three basic operations

	ECM for SharePoint	Visualizer for SharePoint
Video Self-Service Export	Full file transcoding and scripting of operations using MediaScript™	Limited to single MP4 output
Enhanced Metadata Support	Yes	Yes

InstantOn™ Everywhere in SharePoint

InstantOn enables any Classic Document Library or Asset Library to have all the power of MediaRich's features with a click of a button. By enabling this feature, there is no need to load assets into a new library. Instantly, you will see thumbnails in the existing location of these files and you will see the new EQ Toolbar on every thumbnail and video in the library. By applying InstantOn, users can now have the power to view, watch, and hear files in any library and search in a scalable environment that minimizes the SharePoint resources required by automatically managing all the visual assets within MediaRich CORE. Additionally, the EQ Toolbar provides one-click export, add-to MediaCart™, and go to MediaCart, from anywhere that visuals reside. There are NO client/browser plug-ins required.

For more information about using InstantOn to transform your classic document libraries, see "Activating InstantOn" on page 17.

InstantOn™ Upgraded Search

Enable users to View, Watch, and Hear Files "In-Place"

Search directly from Basic, Advanced, or Enterprise (FAST) Search within any version of SharePoint 2013/2016 or SharePoint foundation. Regardless of the original file format, users can view a thumbnail preview or multi-page zoom for detailed inspection for any supported file type where InstantOn is applied. All users of SharePoint can stop the "hunt and peck" method of locating files and easily see, watch, and hear everything they need to BEFORE they download the file. Also, it's possible to then multi-select files for zip and download, or batch process their selections to save even more time and prepare content for easy delivery.

UniZoom™

Deep Inspection and annotation in an all-browser, multi-device, universal multi-page experience

View Anywhere™

Equilibrium's goal for MediaRich ECM is to enable a "view anywhere" experience. MediaRich ECM provides all-browser, multi-device, universal multi-page zoom and pan technology. Now you can view all of our supported file types, deeply inspect any file, without having to download the entire file, and move around the page within a browser pop-up or any device. Multi-page file types are automatically detected, and the system shows the multi-page interface when more than one page exists.

You can preview individual pages of Word® and Excel® documents or full PowerPoint® presentations to guarantee you find the exact asset you are looking for. This helps to reduce time and bandwidth with unnecessary downloads and enables information workers easy access for quick approval. There are many additional document and complex file visualization formats supported including: UOS, UOP, WK1/2, WMF, 123, STO, STW, SGF, and SDW.

Regardless of the size of the original file, the UniZoom™ viewer delivers a lightweight file that can be viewed on lower-bandwidth connections.

Annotate Anywhere™

Instead of embedding annotations or redacting content in a PDF, ECM provides a patented universal viewing experience with Automatic Experience Management™, along with a simple annotation and redaction editor with commenting that enables a non-destructive layer of feedback. This feature set also provides the ability to generate an annotated and/or redacted PDF file from virtually any supported file type to enable the quick generation of a “change list” for work groups or a secured document for public distribution. You also can select different users that you want to toggle on-off to provide focused viewing of feedback as you talk through changes remotely, etc.

This capability provides far superior file security by eliminating any requirement to give download access to users as well as obscuring sensitive information. With UniZoom annotation features, you can avoid attachments or file pre-processing , and replace the required check-out/check-in step to provide feedback on any file type supported by the ECM Library. This provides a single-source-of-truth and eliminates the confusion around which file should be updated.

UniZoom AEC™

Dynamic PDF viewing from anywhere

The new UniZoom AEC™ dynamically updates access to all your PDFs with relative linking, without having to physically download the files. This powerful feature offers quick and painless viewing of your PDFs across multiple devices with "read-only" capability over as little as a 4G network. With this new feature, you have the ability to open 300+ MB PDFs that could not be downloaded or viewed before.

Image File Format Support

MediaRich OneViewer goes well beyond the standard SharePoint picture library to provide previews of CMYK images, vector images,along with related imports and exports of all popular file formats for Web, print, Mobile and wireless use. This includes BMP, WBMP, GIF, JPG, PNG, PCT, TIFF, PDF, TGA, CGM, DIF, DXF, DNG, Raw Camera (over 250 raw camera types supported), JPEG 2000, and many others.

For a full format support list that is accurate at the time of publication, see . For a regularly updated file format list, please visit our Supported Formats page on the Equilibrium web site: http://equilibrium.com/equilibriumnew/supported-formats/

Universal Video Import and Playback

With View Everywhere HTML5/Flash Player

Import videos from a variety of file types including MP4, AAC, MP(E)G, MP(E)G2, M2T, MXF, MPEG4, RM, FLV, WMV, AVI, MOV, M4V, TS, and Audio files including AAC, WMA, WAV, OGG, MP3, AIF, and AIFF.

> ***Note:*** Visualizer exports video files to the original format and MP4. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

For a full format support list that is accurate at the time of publication, see "MediaRich Audio and Video File Formats Natively Supported" on page 90. For a regularly updated format list, please visit our Supported Formats page on the Equilibrium Web site: http://equilibrium.com/mediarichserver/features/#mr-filetypes

HTML5 optimized device and bandwidth detection capability (must be configured by the SharePoint site administrators) enables support for all major smart devices to have video playback, including Windows 7/8 phones, iOS iPhones, iPads, iPods, and Android OS devices.

Powered by the MediaRich patented auto-conformance technology, MediaRich's Video Playback liberates end users from plug-ins and complex preparation requirements. Video residing in a SharePoint document library can be viewed in nearly any modern device (laptop, tablet, smart phone, and so on), regardless of the operating system or browser used.

Zip and Download Capability

Whether you are in a standard Document Library list view, or whether you are in an Asset Library, you can multi-select and select the Zip and Download function found in the ribbon at the top of the page. A single click pulls the original files, zips them, and delivers them all in one package. This function is available from any Search results, Asset Library, or Document Library.

Enhanced Metadata Support

Ingest Metadata automatically when images are uploaded into the system. View image properties, IPTC (Image) and EXIF (Camera RAW), XMP/XMP2 (Adobe and other file types) industry standard information. With the new MediaRich Document content type, all the metadata fields are extracted and mapped into a standard list of fields. This metadata is automatically indexed, enabling powerful search results without any additional data entry. Information workers can update these fields, store the information in SharePoint, and write it back to the original files for future use.

Image and Video Self-Service Export

The full MediaRich ECM for SharePoint product provides comprehensive image editing for image creation, modification, and delivery. Transform your images on-the-fly using corporate publishing guidelines or provide users the flexibility to select the file format, size, and resolution before

downloading. Export segments of audio/video, apply custom processing MediaScripts™, automatically transcode from any format to any other format. Auto-assembly customization is available via Equilibrium to dynamically add pre-post rolls to videos, among other automatic video processing tasks, such as bugging, or compositing of logos, etc.

> ***Note:*** Visualizer supports Convert to Grayscale, Draw 3-pixel black border, and Flip Horizontally on still images. Visualizer support for video export is limited to the Transcode Video operation with Video_mp4_wifi_20ch as the only output type, and no batch operations through the MediaCart. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

MediaBatch™ Uploading with MetaBatch™ Processor

The Universal MediaBatch™ Uploader provides an alternative to the single file uploader found in Document and Asset Libraries. It also works in nearly all browser for Windows, OS X, and Linux to provide interoperability with other environments.

The MediaBatch Uploader provides a hierarchical way to upload entire folder and sub-folder lists of files automatically. It expands the limits of the Internet Explorer uploader from 2 GB per upload (total) to 2 GB per file. Additionally, metadata post-processing stage enables automatic tagging of project files, appending or replacing values for all of the changeable fields that we extract. Also, you can now create custom metadata sets which will be presented for batch modification.

> ***Note:*** Depending on authentication method (MediaRich Visualizer supports NTLM, NTLM2, SSL, and Forms Based), you might need to re-authenticate to enable upload.

The MetaBatch™ Processor is implemented as a series of improvements to the Metadata Enhancement Phase that executes after using the MediaBatch Uploader. Users access the MetaBatch Processor by using the MediaBatch Uploader or directly from its own Ribbon button. It provides the ability to edit the values of standard SharePoint metadata fields and Term Store Managed Metadata fields.

Integration with SharePoint

MediaRich Visualizer is comprised of two primary server technologies from Equilibrium that integrate to provide state-of-the art image management and delivery capabilities for SharePoint 2013 and 2016. The first is the MediaRich CORE Server (“MediaRich CORE”), which powers the high-end digital asset management features, such as image transformation, rich thumbnails, and video playback.

The second is MediaRich for SharePoint Connector (“The Connector”) which integrates MediaRich CORE directly with SharePoint 2013 and 2016.

Enterprise scalability

MediaRich Visualizer is fully compatible with a SharePoint BLOB storage configuration. SharePoint external BLOB storage capabilities, coupled with state-of-the-art MediaRich technology can allow your organization to create an enterprise-class digital assessment system or simply make all your files simple to find from anywhere, while leveraging your SharePoint investment.

InstantOn Enabled Libraries

With activation of MediaRich Visualizer's InstantOn capabilities, all MediaRich features (including rich thumbnailing, image transformation, video auto-preview preparation, enhanced metadata, and more) are enabled, within seconds, on nearly any existing SharePoint document library. Additionally, users can easily add content to the MediaCart and access one-click export in the EQ Toolbar. This also provides many advantages for customization—you can customize the Asset Library or Document Library as always in SharePoint, but get the benefit of all the MediaRich features without the requirement of the custom MediaRich Image Workspace.

Easy Asset Viewing, Processing, and Export

You can instantly export an asset right from the asset's thumbnail. MediaRich Visualizer overlay and roll-over controls provide quick and easy access to many functions:

- Export launches a step-through export process for any asset to create a specified rendition. This supports custom outputs, such as a logo rendered out of a PDF or document, or a transcoded HD video to an iPhone compatible download.
- The one-click Add to MediaCart function provides easy access to the MediaCart from anywhere. It also includes a one-click Remove from MediaCart and Go to MediaCart.
- For an Asset Library, the View Properties Option displays the large thumbnail and other Asset Library options.
- A thumbnail click activates the patented UniZoom technology. This enables high quality and full screen dynamic visualization of any file, in any browser, and automatically displays in full-screen mode on all smart devices. If the file is a video, there are two options for video display.

HTML5 Video Playback and Mobile-Device Compliance

One of the challenges in the delivery of digital video is the constant proliferation of new browsers, operating systems, and devices (such as laptops, smart phones, and tablets). Optimizing video for these devices is time consuming to video producers and site developers.

With the Auto-Conformance technology provided by MediaRich Visualizer, organizations can automatically deliver device-compliant video derivatives (such as IE with Flash, iPads, and Android phones) from a single video source, all within a SharePoint library. If your organization delivers a large quantity of digital video, the HTML5 Video Playback can potentially save hundreds, perhaps thousands, of hours of conversion and development time.

Supported Browsers

In order for the Auto-Conformance technology to work, users must have one of the following browsers:

- IE 11 or later
- Chrome
- Safari
- Firefox

Localization Support

MediaRich Visualizer that supports multiple languages. MediaRich for SharePoint now offers French, German, Dutch, and English localized language options.

Consult with your SharePoint Farm Administrators about activating localization features. When activated, this provides each user the opportunity to set their own language preference, and the entire product displays in the chosen language along with its SharePoint surrounding interface.

CHAPTER 2

MediaRich ECM Activation and Usage

This chapter provides information about the basics of MediaRich Visualizer for SharePoint, including activation of the *InstantOn™ Everywhere* technology that empowers SharePoint users to activate MediaRich's advanced visualization, and image, audio and video transformation features for almost any SharePoint document library.

> ***Note:*** If your organization is currently working with MediaRich for SharePoint workspaces from a release prior to 4.3.1, your sites continue to be operational after upgrading to Version 5 and then 6. Your legacy workspaces are still supported by Equilibrium.

Chapter summary

"Getting Started With MediaRich Visualizer" on page 16

"MediaRich File Upload" on page 27

"Viewing Your Media Assets" on page 33

"UniZoom™ View Anywhere™" on page 37

"Viewing and Changing File Metadata" on page 49

"Downloading Assets" on page 56

"HTML5 Video Playback" on page 64

Getting Started With MediaRich Visualizer

To begin working with advanced MediaRich capabilities in SharePoint, you will first need to activate the MediaRich features via InstantOn™. Activation of InstantOn is a simple process of navigating to the document library settings, MediaRich Settings and choosing and clicking InstantOn.

When InstantOn is active, a document library will have an array of features available, including the following:

- Enhanced "smart" thumbnail, with a roll-over EQ Toolbar that provides a preview of the image or the document contents and serve as a gateway to other features
- All Search types (Basic, Advanced, and Enterprise (FAST)), which automatically show the smart thumbnails with the EQ Toolbar
- The MediaBatch Uploader, which provides advanced capabilities for adding multiple assets to a document library
- The Zip and Download button, which enables multiple select and quick compress and download in one file
- One-Click Export, providing the ability to quickly transform files on-the-fly
- Document preview technology, which provides users with multi-page previews of numerous document formats (including Office files and over 400 other file types)
- Patented UniZoom™ technology, which enables users to view details of all files without photo-editing or browser plug-ins required
- Quick view of any page, go to any page, and quick review that is possible in very low-bandwidth situations because sending the entire file is not required
- Enriched metadata fields that include industry-standard metadata such as EXIF and IPTC

MediaRich Visualizer offers numerous other new features, some of which require additional configurations by your SharePoint Farm administrators or developers. These include features include the following:

- Localization capabilities to deliver the MediaRich experience in French, German, Dutch and English
- Advanced metadata search, which allows users to search for specific metadata fields from industry-standard metadata models such as XMP/XMP2, IPTC or EXIF
- HTML5 Video playback for all modern devices and browsers using Auto-Conformance technology that allows for nearly any video file type to be uploaded to a SharePoint library, where it can be delivered to any tablet, smart phone, or laptop without the burden of browser-plug-ins

If any of the features are not available following InstantOn, you should contact your SharePoint Farm administrators.

> ***Important:*** SharePoint provides many ways to customize its list views. When using these customization settings, make sure that you **do not remove or disable** the elements upon which MediaRich Visualizer relies. For example, it is important that you do not move or remove the “Type” (icon linked to document) and “Name” (linked to document with edit menu) fields in

the “Edit View” web interface (ViewEdit.aspx), which are displayed for each item by default.

Web Browser Compatibility

While SharePoint 2013 and 2016 support many commonly-used web browsers, some browsers result in functionality being downgraded, limited, or available only through alternative steps. For example, some functionality in SharePoint 2013/2016 requires ActiveX controls, which many browser versions do not support. You should review the following TechNet articles for more information about support and limitations:

https://technet.microsoft.com/en-us/library/cc263526.aspx

https://docs.microsoft.com/en-us/SharePoint/install/browser-support-planning-0

Because MediaRich ECM provides its functionality within a SharePoint environment, browser support for user interactions can be impacted by limitations inherent to SharePoint. There are also some specific browser requirements for using the MediaRich Video features (see page 65).

Within this document, there are notes included to alert you to known compatibility issues with some MediaRich functionality for certain browser versions. When you experience anomalies of this type, using an alternative web browser is typically the first course in troubleshooting the issue.

Activating InstantOn

It is a simple and straightforward process to activate InstantOn™. You begin by navigating to a SharePoint Classic Document Library and changing the library settings. InstantOn can be enabled by Site Collection Administrators or users with the following rights to the document library:

- Owners
- Designers
- Hierarchy Managers
- Contributors

Note: These privileges are library-specific, not site-specific. Therefore, a user with Owner rights to a site who has read-only access to a library cannot activate the InstantOn features.

To activate InstantOn:

1. Navigate to the SharePoint Document Library to be activated.
2. Click the link to the Document library on the left-side navigation.

   You can go to the library directly if you have the URL.
3. Select the **Library** ribbon tab and click **Library Settings**.

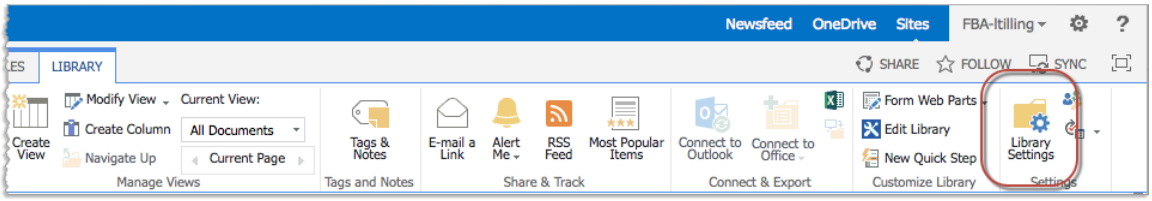

Figure 1: Accessing the Library Settings

4. In the Settings page, click **MediaRich settings**.

   This opens the InstantOn page.

5. On this page, select the **Enabled** option.

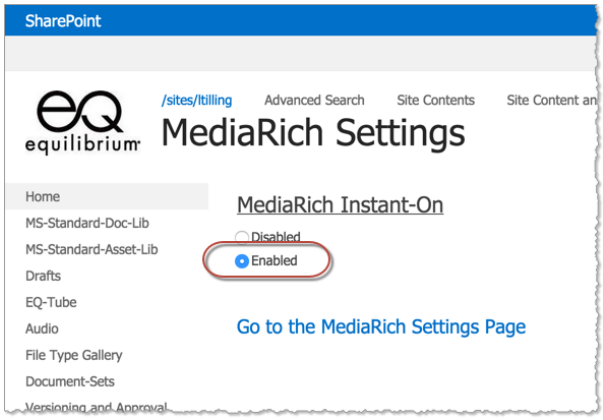

Figure 2: Enabling MediaRich InstantOn

6. *(Optional)* Click the **Go To MediaRich Settings** link.

   This opens the MediaRich Properties Editor if you have permissions to modify properties.

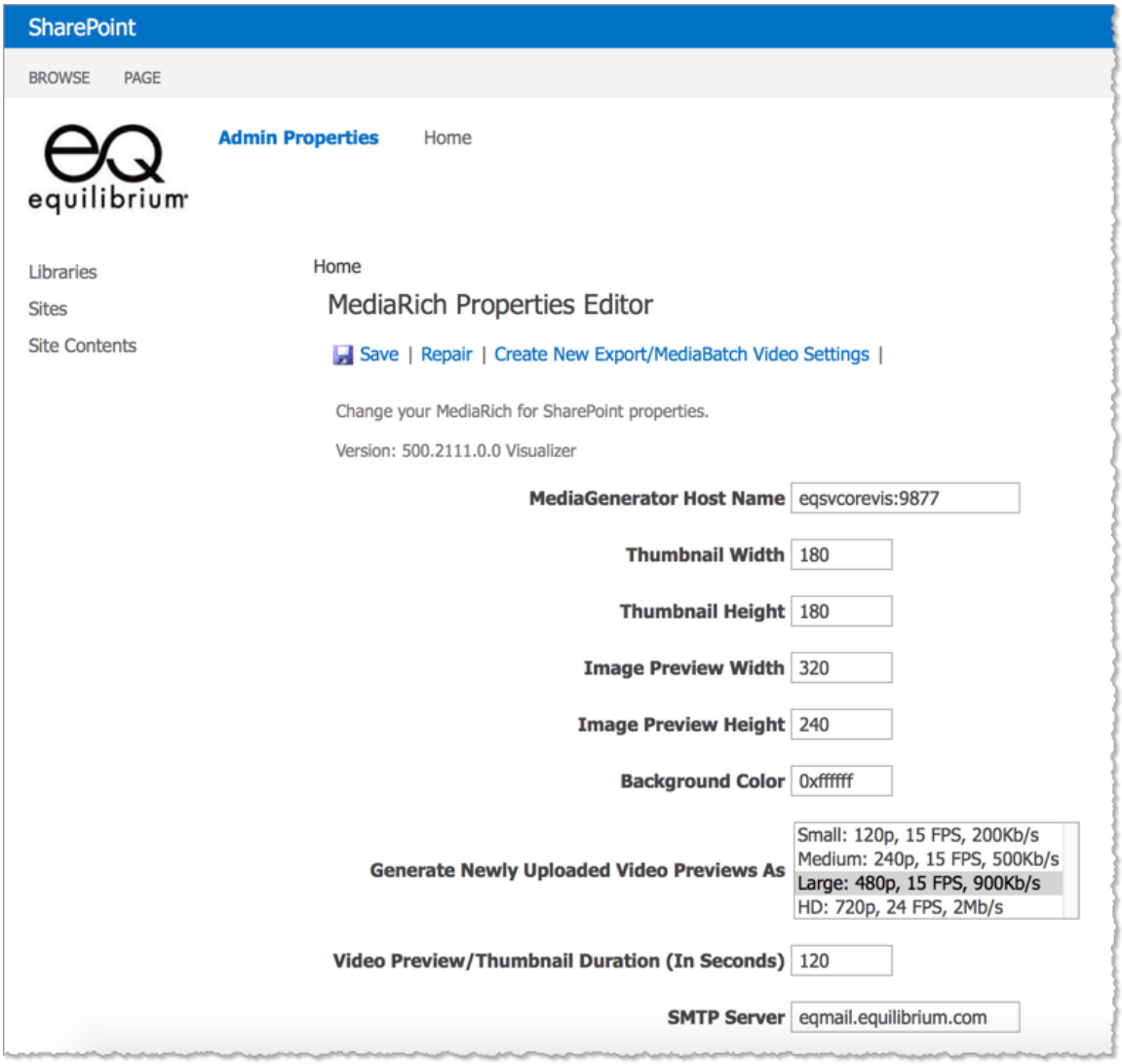

Figure 3: Editing the MediaRich Properties

The MediaRich Properties

When MediaRich Visualizer is deployed to your site, there are several parameters that a SharePoint Farm Administrator can edit, such as the following:

- **Email Settings** - Sets the email server address and the email address of the user from whom MediaRich Visualizer sends mail
- **Thumbnail Size** (including video in-page preview size) - Sets a customized width and height for the thumbnail display

  If there are parameters that you need to modify (such as thumbnails need to be larger), you can coordinate with your SharePoint Farm Administrators to make these changes.

The MediaRich Enhanced SharePoint Library

Upon activation of InstantOn™, there are some immediate changes that you will notice when you return to the library. There are three new buttons in the ribbon on the File tab at the top of the page: the **MediaBatch Upload** button, the **MetaBatch Processor** button, and the **Zip and Download** button. If you have assets in the library where you have activated InstantOn you'll see the small generic SharePoint image icons are replaced with larger, enriched thumbnails that offers a preview of the assets.

If you don't see these assets in your library immediately, it is likely that processing is still is progress. A refresh should show the results as soon as this is complete. The time required depends on the number of files in the library and the file types (some types require additional processing time).

The MediaRich Document Content Type

In SharePoint, a *content type* is set of metadata columns that can be associated with an instance of content and it includes several predefined content types to describe content. By default, document libraries have the *Document* content type, which includes some basic metadata such at *Name* and *Modified By*.

When you activate the MediaRich features in InstantOn, it does not affect the standard Document content type; instead, it creates a new content type: MediaRich Document

> ***Important:*** A library's default content type will remain the default until an administrator or library owner changes the library's default Content Type. It is recommended that you change the default content type to MediaRich Document for your InstantOn-activated libraries.

In addition to standard content type metadata, the MediaRich Document content type also has numerous specialty metadata descriptors associated with it. Many of these support industry-standard models, including IPTC, EXIF, and XMP/XMP2. These enable you and your organization to describe your content in richer detail for faster finding, workflow, and archiving purposes.

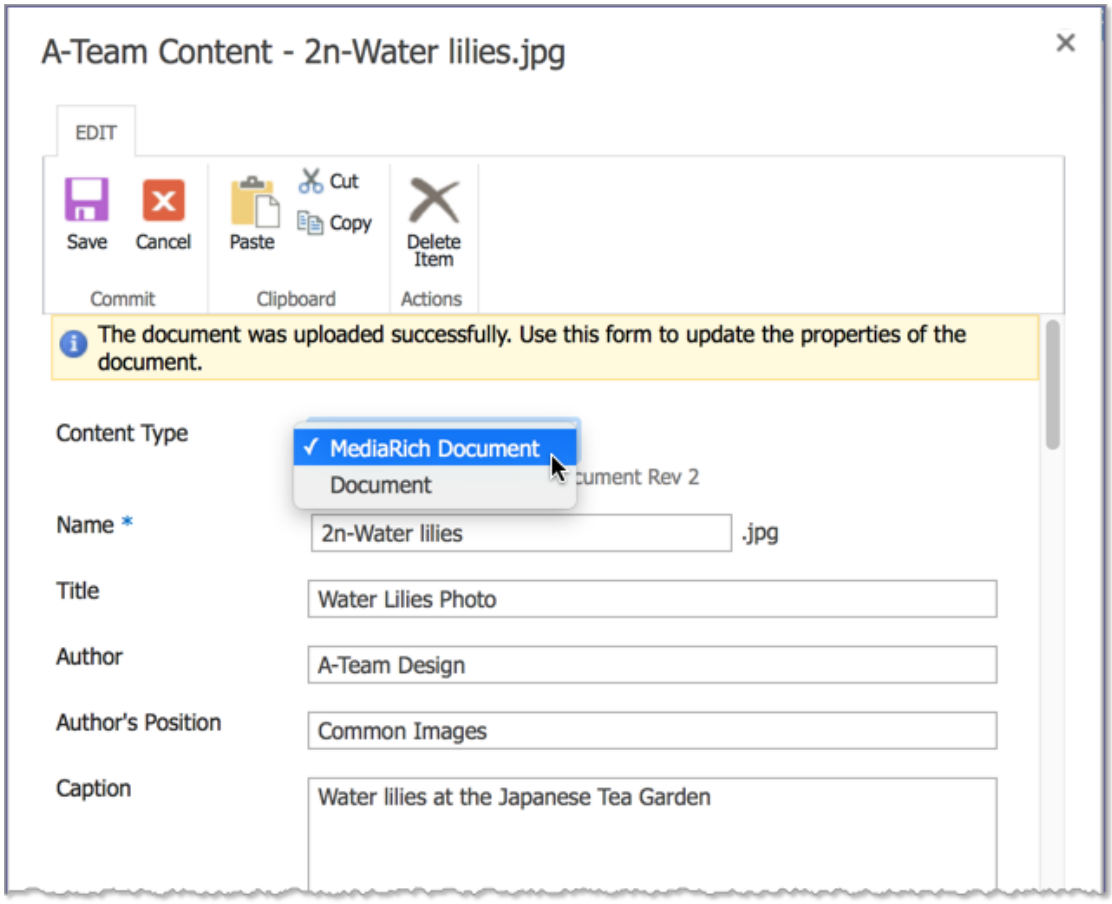

Figure 4: Using the MediaRich Document content type

> ***Important:*** Do not make modifications to the MediaRich Document content type using Microsoft's web interfaces (or otherwise). If customizations are required, create a new content type that inherits from the MediaRich Document content type and make changes to the new sub type.

For a complete list of all the metadata fields that are available with the MediaRich Document content type, see "File Transformation and Metadata Reference" on page 77. You designate a file as a MediaRich Document when it is uploaded, or at anytime after that.

Enhanced SharePoint Ribbon

When you begin working with MediaRich Visualizer for SharePoint, you will notice some changes to the SharePoint ribbon. There are some additional controls included in the ribbon that you can use to apply operations to an asset (or multiple) assets without having to leave your document library view.

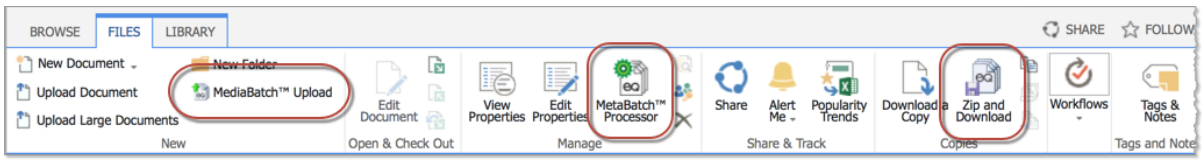

Figure 5: MediaRich Visualizer for SharePoint ribbon

When you are in a document library and click the **Files** tab, these additional buttons are displayed in the ribbon:

- The **MediaBatch Upload** button – use this to ingest multiple assets and apply metadata on the entire asset set.
- The **MetaBatch Processor** – use this to manage your enterprise-wide content types within SharePoint.
- The **Zip and Download** button – use this to compress and download a single content file, or multiple files.

The EQ Enhanced Thumbnail Tool Bar

When you place your pointer over a MediaRich Thumbnail, it displays a contextual tool bar with three tools:

File Export

Use this tool to apply on-the-fly conversions to an image or document or to transcode a video file. For more information, see "One-Click Export" on page 58.

Add to MediaCart

Use this tool to store your file(s) in the MediaCart for later batch processing, such as image conversion, compression, or sending assets by email. For more information, see "Using MediaCart for Automated Processing" on page 69.

If the file is already in the MediaCart, this becomes the Remove from MediaCart tool.

Go To Media Cart

Use this tool go directly to the MediaCart, where you can transcode multiple videos, or change format, colorspace, and resolution for one or many more images. For more information, see "Batch Transformations With MediaCart" on page 71.

You can add digital assets to the MediaCart at any time and they will be available for batch processing and fulfillment on your next visit the MediaCart.

> ***Note:*** In an Asset Library, there is an additional setting that provides access to the larger thumbnail, the ability to view and edit properties, and the ability to download the file.

UniZoom for Documents, Images, and Imaging files

UniZoom also permits users to view details of document pages (such as Office, PDF, and InDesign) and includes support for multiple-page documents. To view a document, you can simply click the document's thumbnail in the Document Library.

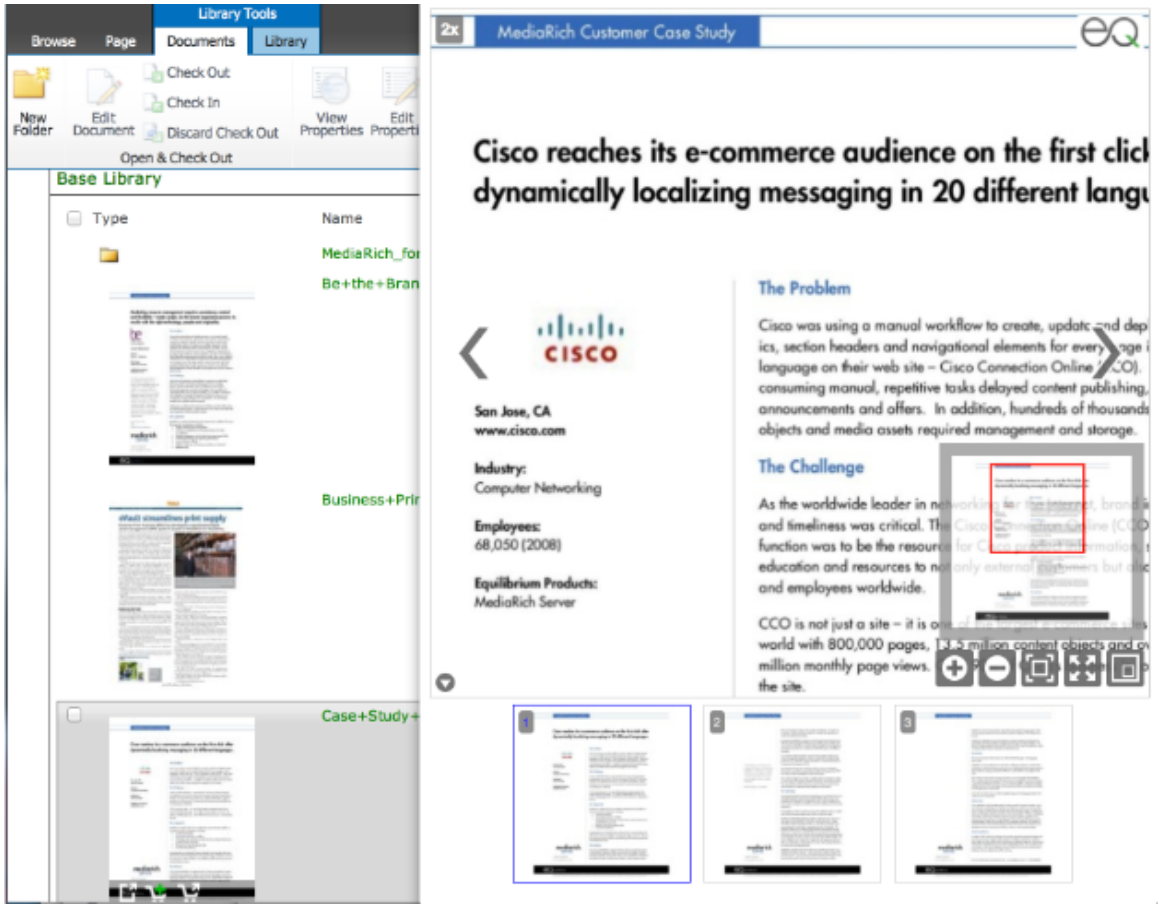

Figure 6: Multi-page UniZoom document preview

All of the controls in the toolbar work exactly the same as they do for images. You can also pan through document pages using the mover tool and view detailed drawings with relative linking with the new UniZoom AEC technology.

For detailed information, see "UniZoom™ View Anywhere™" on page 37.

> ***Important:*** UniZoom functionality for multi-page files does not work in the IE 9 web browser when it is configured to run in "compatibility mode" and you use the short server name in your SharePoint URL (for example, dev-sp10 instead of dev-sp10.equilidom.equilibrium.com).
>
> To use this functionality in the IE 9 web browser, you must disable compatibility mode (select **Tools > Compatibility View settings** and clear the **Display intranet sites in Compatibility View** check box) and use a fully-qualified domain name (FQDN).
>
> The following article provides more information:
> http://msdn.microsoft.com/en-us/library/cc288325(v=VS.85).aspx

Enhanced Metadata and Search

Metadata is automatically stored in the SharePoint repository when content of all types are uploaded into the system, including IPTC, XMP/XMP2 and EXIF information. Users can update these fields, store the information in SharePoint, and export images with the updated information. The SharePoint search also searches the MediaRich metadata fields.

MediaRich Visualizer for SharePoint fully supports loading, saving, and merging IPTC and EXIF metadata for JPEG and TIFF files. This metadata is available as an XML document. Detailed schemas are provided for the EXIF, XMP/XMP2, and IPTC documents constructed by MediaRich. See www.exif.org and www.iptc.org or Adobe's documentation for more information.

MediaRich Visualizer for SharePoint does not support Photoshop files; therefore, it does not provide metadata support for this file type.

> ***Note:*** MediaRich's enhanced metadata is available for view and editing upon InstantOn activation; however, you might find that find that searching on specific metadata fields is not available. As mentioned previously, the recognition of MediaRich Document metadata by SharePoint search requires some additional configuration. If the MediaRich enhanced metadata is not available, you should contact your SharePoint Farm Administrator to verify that these features are configured.

Unicode limitations

While MediaRich, the MediaRich for SharePoint Connector, and SharePoint all support Unicode, some metadata standards (such as IPTC) do not. Therefore, if you enter Unicode characters as metadata, you will encounter errors when using features such as Export or the "merge metadata" action of the MediaCart because the metadata cannot be embedded in the desired image files. For example, if you copy and paste data from Word or another editor that allows "curved" apostrophes to specify a value for a metadata field, this would result in an error when exporting the file.

MediaRich Integration with SharePoint Search

All of the MediaRich fields are searchable and indexable with Basic, Advanced, and Enterprise (FAST) Search. The MediaRich-supported file types, as well as the extracted metadata, tags and fields, should all be searchable everywhere. Additionally, with Advanced or Enterprise search, dynamic filters are available that include the MediaRich ECM for SharePoint metadata fields.

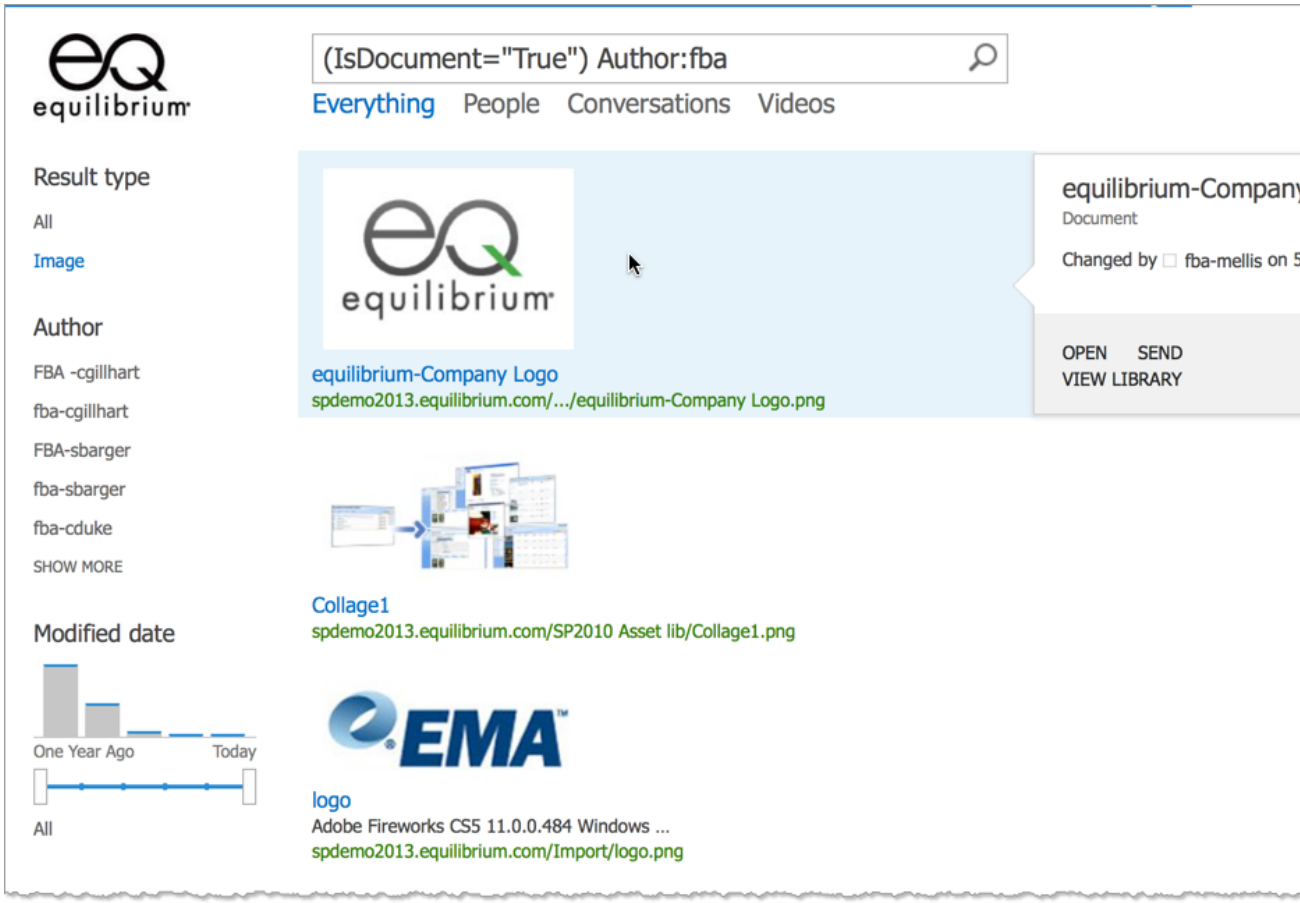

Figure 7: Advanced Search results in SharePoint 2013

The SharePoint Global Search also recognizes MediaRich metadata, but it does not permit search by specific metadata fields unless that functionality is configured by a SharePoint Farm Administrator. Instead, there is a single search field that will return results for matches in content, keywords, or other metadata.

To enable SharePoint's Advanced Search to include metadata in MediaRich libraries, select a MediaRich Result Type for the Result Type option of SharePoint's Advanced Search page. The SharePoint Advanced Search must be configured by an administrator for this menu option to be available. When Advanced search is configured, you can also **Add Condition** to add multiple conditions and display another row of search criteria.

When Advanced search is enabled, the different MediaRich Result Types group the fields in the Property Restrictions options. The MediaRich Images result has fields related to normal imaging, the

MediaRich Media result has some fields for videos, and MediaRich Exif, MediaRich IPTC, MediaRich XMP and MediaRich GPS Info, group the fields by various metadata standards.

Language Settings

For SharePoint 2013/2016 users can add language preferences in their personal profile at any time. If and when the language has been activated by an administrator, the preferred language will be displayed for that user.

If your language packs have been installed, you are ready to begin set up on localization options on a SharePoint site collection:

- Go to the **Site Actions** menu and select **Site Settings**.
- In the page that appears select **Language Settings**.

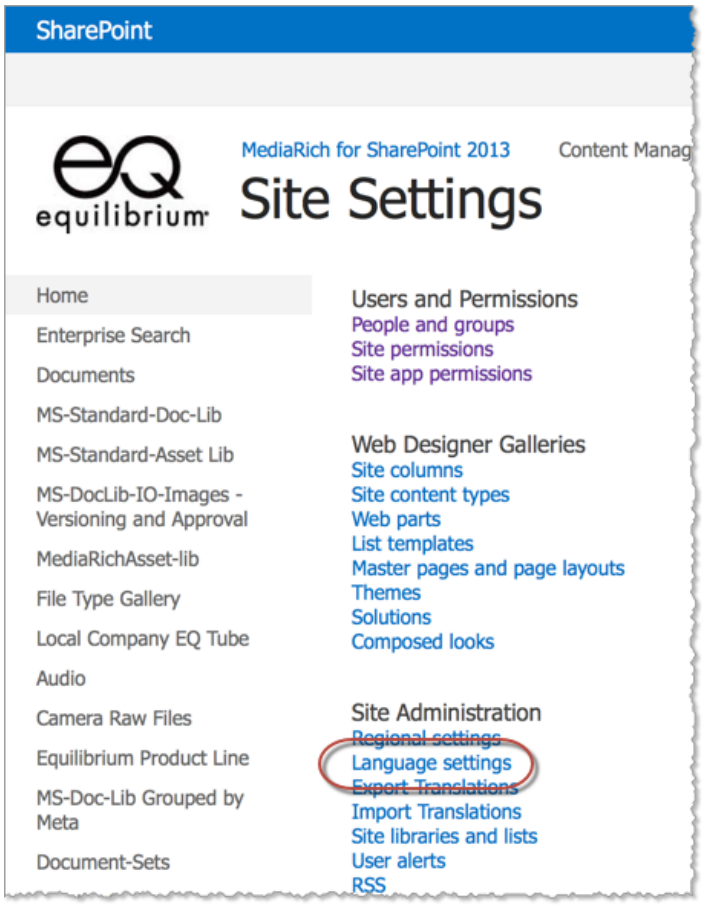

Figure 8: Language Settings

- In the screen that appears, select the **Alternate languages(s)** that you want to make available to users and click **OK**.

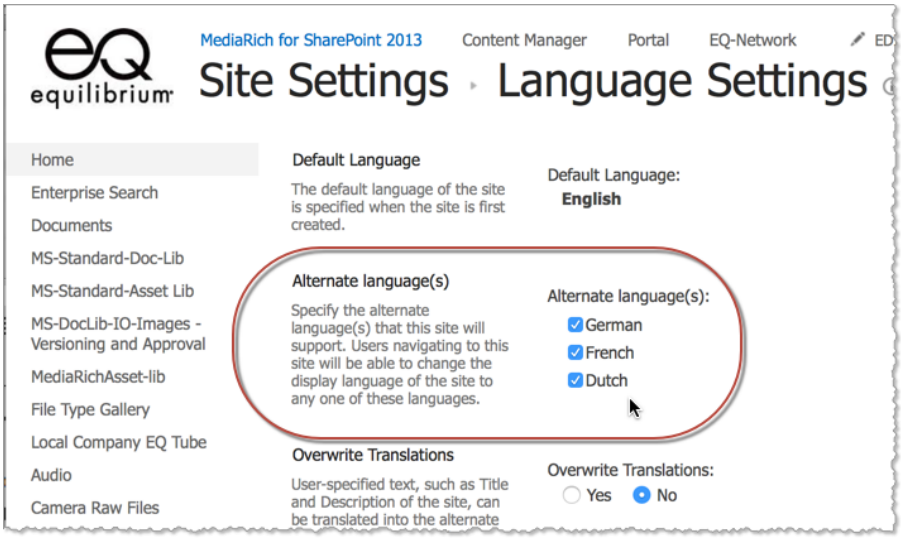

Figure 9: Selecting Alternate Languages

When a user modifies their profile setting to select the language preference, the screen will refresh and the alternative language page will be visible.

MediaScript Support for Image Conversion and Transcoding

MediaRich technology offers numerous options for on-the-fly conversion of images and transcoding of video. These transformations are made possible by MediaScript, a scripting language that is both standards-based and highly flexible

MediaScript is an ECMAScript-compliant language like JavaScript or JScript. MediaScript makes available additional host objects relevant to the task at hand. The operations available in both the Export Image and MediaCart interfaces can be extended by creating new MediaScripts. Thus, the export options can easily be customized by your organization's Web development staff, or your strategic partners.

> ***Note:*** The full MediaRich ECM for SharePoint product is required to enable support for MediaScript. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

MediaRich File Upload

Users can upload media and document assets with full MediaRich metadata support. The Universal MediaBatch™ Uploader provides an alternative to the single file uploader found in Document and Asset Libraries. It also works in nearly all browsers for Windows, OS X, and Linux to provide interoperability with other environments.

Adding a Single Asset to the Library

In a standard SharePoint library, you can easily upload a single file. When you choose the MediaRich Document content type, this function is automatically enhanced to support the advanced metadata fields that were provisioned by InstantOn.

> ***Note:*** Image metadata fields can contain a larger number of characters than the SharePoint database supports. If this is the case, you could encounter an error message after the upload when trying to edit metadata fields. Until Microsoft expands these character limitations, the solution is to edit the data to fit.

To add a new MediaRich asset:

1. Navigate to the library where you want to upload the file.
2. Click the **Files** ribbon tab.
3. Click the **Upload Document** button.

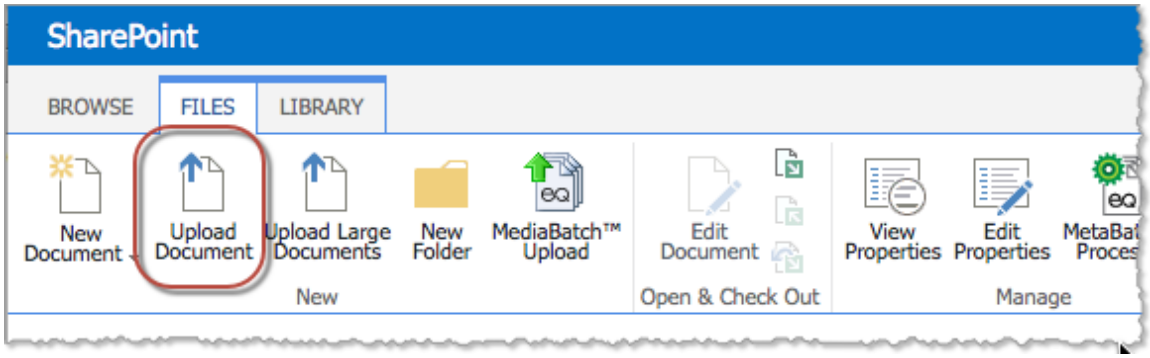

Figure 10: Document Upload in SharePoint 2013

4. In the Add a Document dialog, click **Choose File**, select the file to upload, and click **OK**.
5. *(Optional)* If the MediaRich Document content type is not already set, change the **Content Type** setting.

   This exposes the enhanced metadata associated with this content type. For more information about the MediaRich Document content type, see page 20.

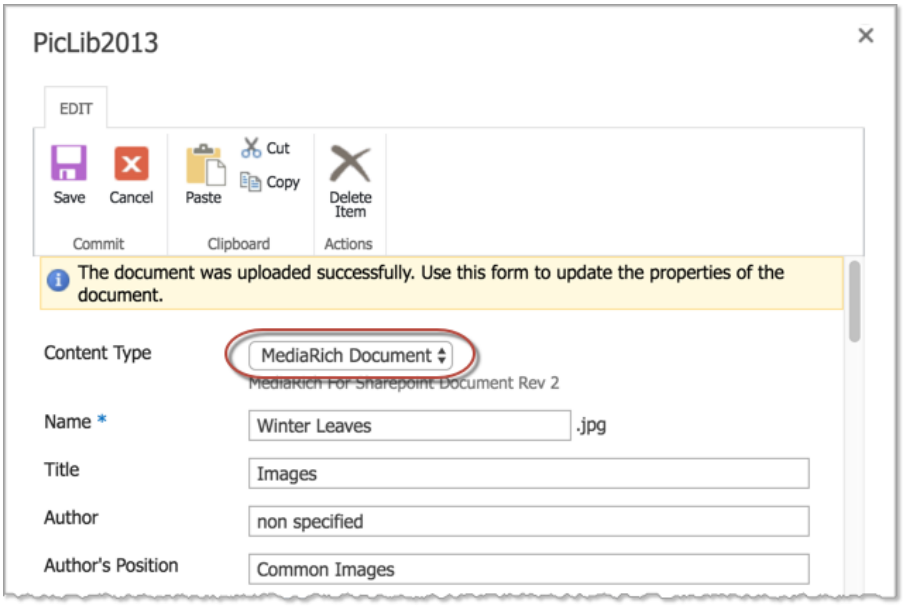

Figure 11: Set the Content Type to MediaRich Document

Note: The SharePoint-native View Properties functionality does allow users to change the content type for a file. However, if you need to reset the content type for the file, you can use the Edit Properties function (if you have this permission).

6. Enter metadata values for the file, such as **Title** and **Author**.

   You can choose to complete as many metadata files as you need. MediaRich provides enhanced metadata fields that you can use to track and manage your documents and media assets.

7. When you are done entering metadata, choose **Save**.

   After the upload is complete, your asset should now be visible with an enhanced MediaRich thumbnail and toolbar.

Figure 12: Viewing the thumbnail and toolbar for the uploaded image

If you place the pointer over the thumbnail, a toolbar appears at the bottom of the thumbnail. These are controls that allow you to export the image, add it to the MediaCart, or go directly to the MediaCart. The MediaCart is the where batch-processing of images is executed. For more information about these features, see "Using MediaCart for Automated Processing" on page 69.

The following section provides information about adding multiple documents to a document library with MediaBatch Uploader.

Uploading Multiple Files

MediaRich ECM for SharePoint makes it easy to add multiple files to a library with its MediaBatch Uploader. Out of the box, SharePoint has a multiple upload features, but these have some limitations. For example, if a SharePoint site has an upload limit of 50 MB, the total of all the documents cannot exceed 50 MB. By using the MediaBatch Uploader, you are able add files as long the individual files are each below 50 MB. So, for example, you could add ten 20 MB files at once with the MediaBatch Uploader, but not with the SharePoint out-of-the-box functionality.

> ***Note:*** Starting with the Visualizer 6.1 release, the MediaBatch Uploader no longer requires that the web browser have a Java plug-in. However, it does require that the browser supports HTML5. Some utilities, such as NoScript running on top of FireFox on Windows, can interfere with this support.

The MediaBatch Upload feature also incorporates the MetaBatch Processor, which you can use to manage the metadata for the files automatically after the file upload is complete.

> ***Note:*** Image metadata fields can contain a larger number of characters than the SharePoint database supports. If this is the case, you could encounter an error message after the upload when trying to edit metadata fields. Until Microsoft expands these character limitations, the solution is to edit the data to fit.

To upload a batch of files:

1. Navigate to the library where you want to upload multiple files.
2. Click the **Files** ribbon tab.
3. Click the **MediaBatch™ Upload** icon.

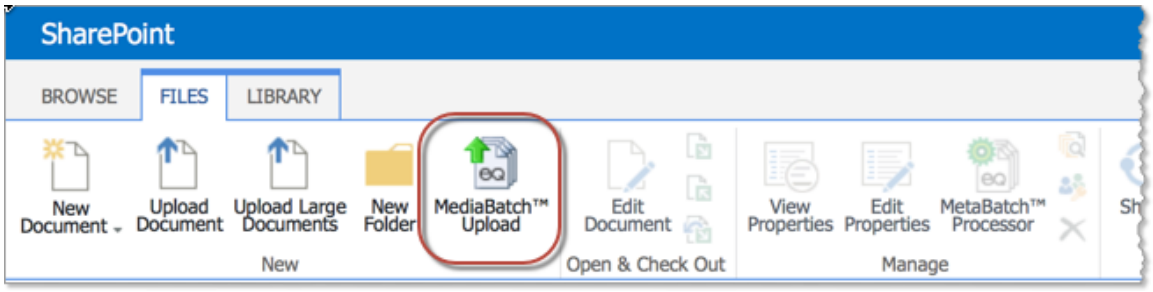

Figure 13: MediaBatch Upload

4. Drag and drop the selected files or folder onto the MediaBatch Uploader page.

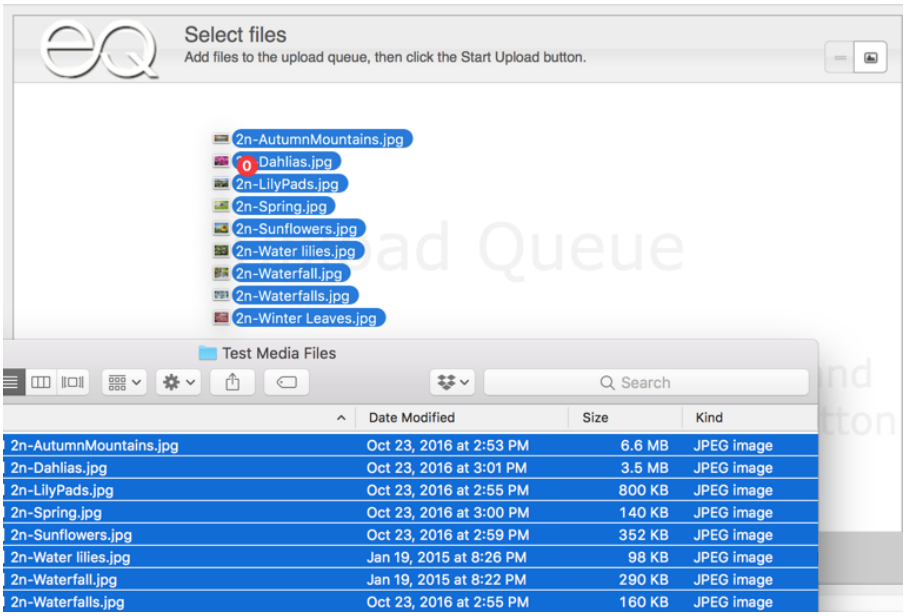

Figure 14: Starting the upload process

> ***Note:*** If you are using any version of the IE (Internet Explorer) browser, you can drag and drop individual files and groups of files into this area. However, IE does not support dropping folders. This is because the required functionality to support dragging and dropping folders has not been developed for IE.
>
> Early versions of Edge, Firefox, and Chrome also do not support this functionality, but current versions do.

Alternatively, you can click **Add Files** in the lower-left corner of the page to locate and select the files you want to upload.

5. *(Optional)* If one or more of the files are newer versions of files that already exist in the library, select the **Overwrite existing files** check box.
6. Click **Start Upload** at the bottom of the page to begin the upload.

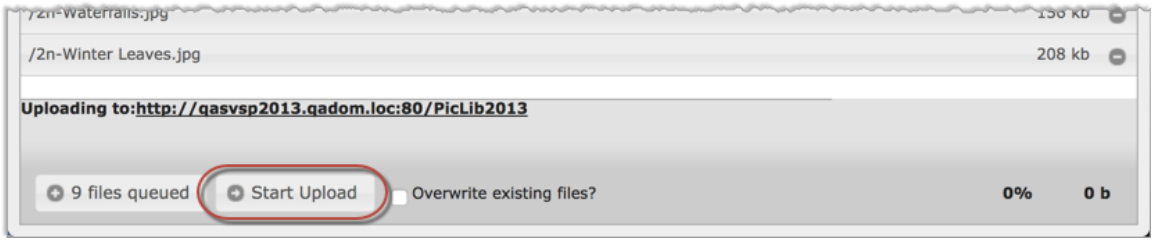

Figure 15: Starting the upload process

> ***Note:*** If you change your mind about the uploading the files in the queue, you can cancel the upload function completely by clicking the link to the library (http://qasvp2013.qadom.loc:80/PicLib2013 in the preceding graphic), which returns you to

the library page. If there are one or more individual files that you want to remove from the queue, click the icon for each file.

While the assets are uploading, the MediaBatch Uploader displays progress information for each file as they are processed. If you need to terminate the batch process for some reason, you can click **Stop Upload** at the bottom of the page.

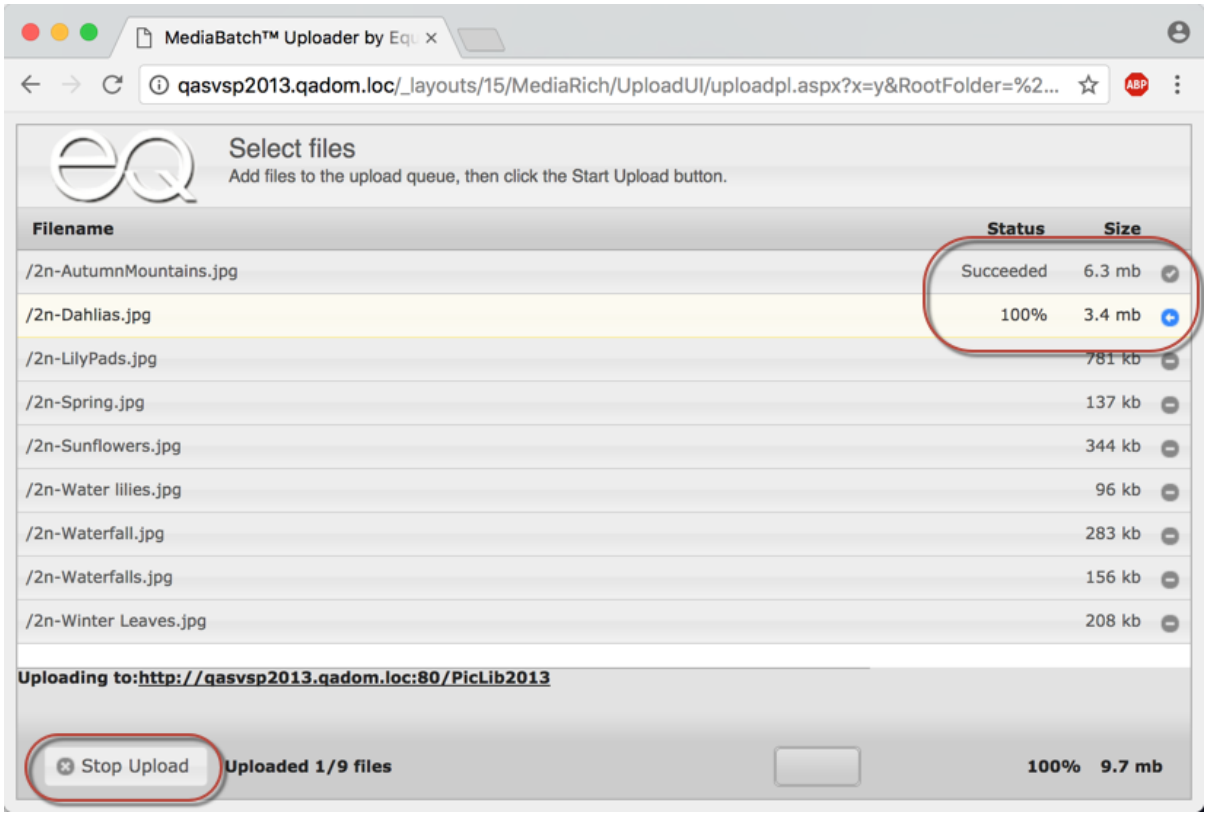

Figure 16: Monitor the MediaBatch Uploader Progress and cancel the process if needed

After the file upload process is complete, the page displays a completion message at the top of the page.

Figure 17: File upload complete

7. Click the icon at the top-right corner to close the message banner and proceed to the MetaBatch Processor page, which is also available as a stand-alone feature for files already residing in the library (see "Using the MetaBatch Processor" on page 52).
8. Set the **Content Type** option to the content type that you want to associate with the selected items.

Note: You can access more information about configuring content types in the SharePoint

documentation.

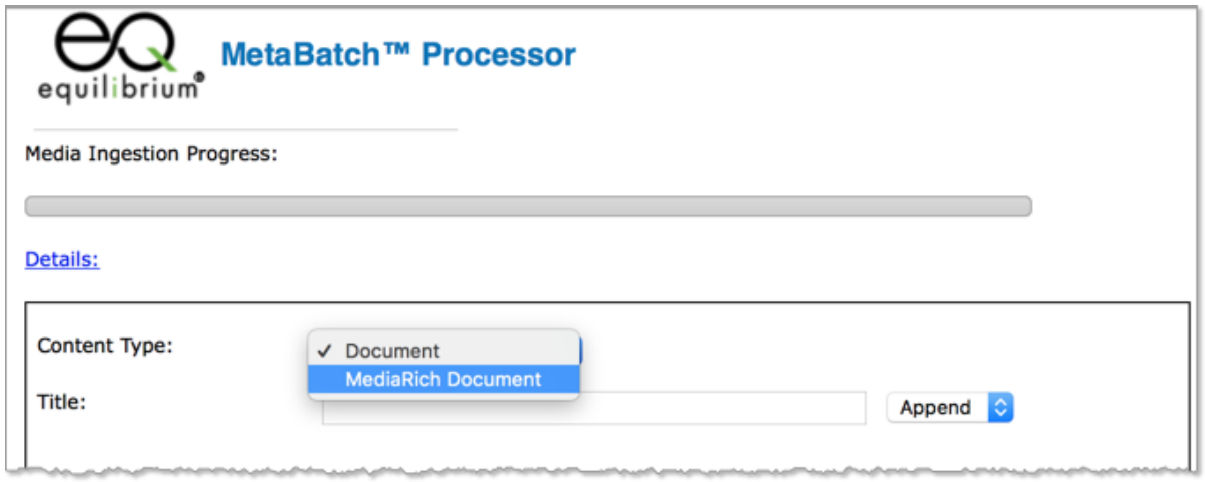

Figure 18: Setting the content type

9. Enter the desired value for each field where you want to add metadata to the files.
10. For each of the entered values, set the handling option for the data.
    - **Append** - Choose this option to retain any existing data and add to the existing metadata in the field for each file.
    - **Replace** - Choose this option to replace any existing data, and overwrite the contents of the field for each file.
11. Click **Ok** when the metadata values and handling settings are complete.

    If you don't want to make changes to the metadata values, you can click **Cancel** to return to the document library. Metadata processing will still take place.
12. *(Optional)* If your SharePoint implementation has managed terms through the Microsoft Managed Metadata Service, you can edit the values of the Manage Metadata fields for the content type (see "Using the MetaBatch Processor" on page 52).

Viewing Your Media Assets

The MediaRich Visualizer enhances your SharePoint environment so that you can more easily work with all of your digital media—finding files is faster and easier with its dynamic visualization. All document and asset libraries where InstantOn is activated will provide this expanded user experience.

For SharePoint asset libraries, administrators can configure the number of columns and control which metadata fields are displayed. There are additional options that users can implement to support there own preferences and enhance the user experience.

Using the Light Table View

In MediaRich Visualizer for SharePoint, document libraries with InstantOn enabled have a new usability feature, the Light Table view. This view is designed to simulate working with slides on a physical light table.

> ***Important:*** The MediaRich Light Table view is supported for SharePoint 2013 and 2016 only.

The document library page provides a view selector and menu that you can use to display the files in a grid view, with all of the same MediaRich functionality at your fingertips.

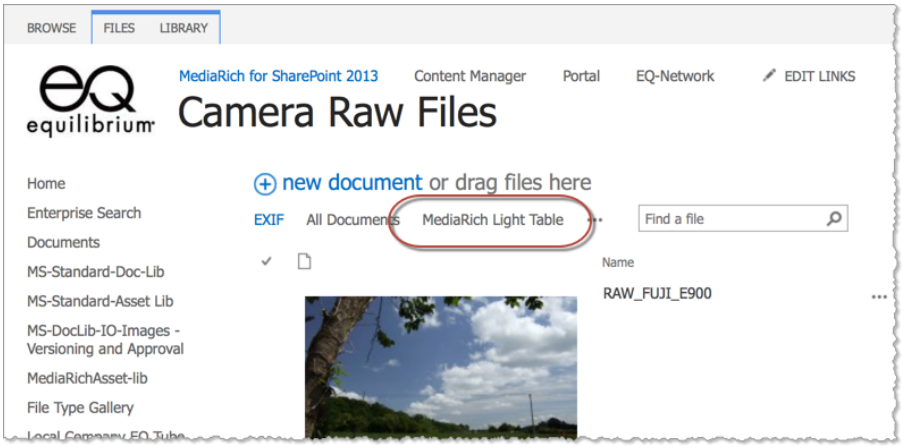

Figure 19: Selecting the Light Table view

Clicking **MediaRich Light Table** transforms the page to the Light Table view. As with standard file views, you can access the UniZoom, UniZoom AEC, and video playback features by placing your pointer over the thumbnail.

> ***Note:*** If your MediaRich Visualizer for SharePoint was upgraded from a prior release, the MediaRich Light Table view might not be available until you disable and then re-enable InstantOn in the document library. For more information about InstantOn activation, see page 17.

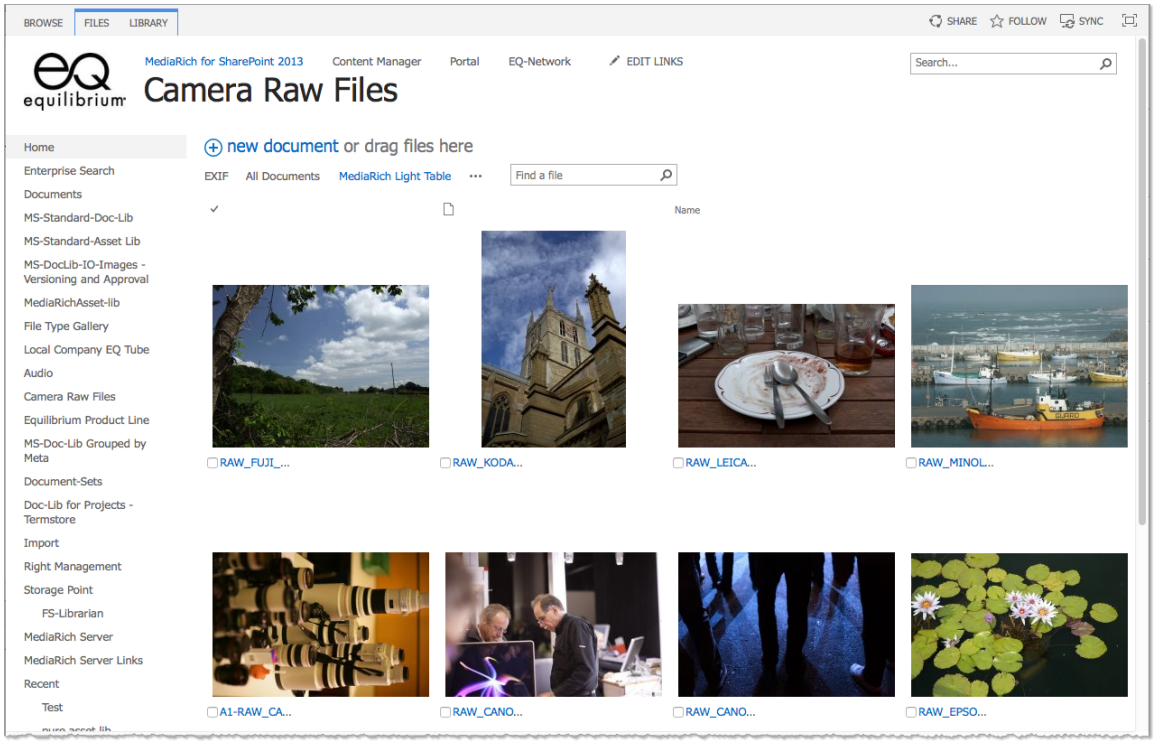

Figure 20: Image files displayed in the Light Table view

You can also make this your default view if you prefer to browse and work with files that are organized in this way. And just as you can with all of your SharePoint library views, you can modify the parameters according to your needs.

To make the Light Table the default view for the library:

1. With the Light Table view displayed, click the **...** item in the list header and choose **Modify this View**.

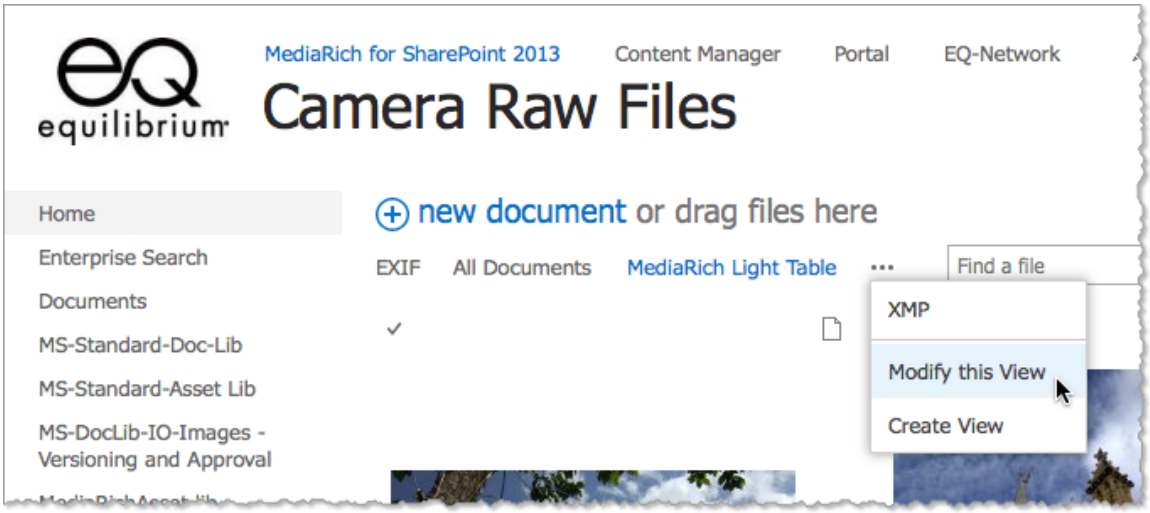

Figure 21: Modifying the Light Table view

2. In the Edit View page, select the **Make this the default view** option.

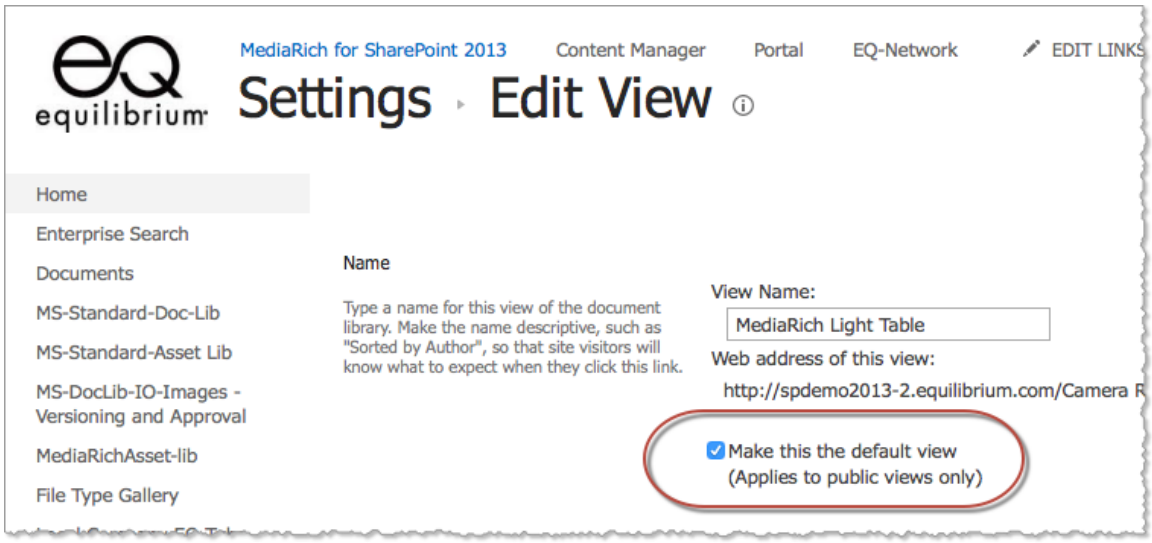

Figure 22: Modifying the Light Table view

3. Click **OK**.

Using Localization Options

MediaRich Visualizer offers users the opportunity to view content in English, Dutch, German, French, or Arabic. The localization options require some additional configurations at the time of install, or any time after. If the localization options are not available, then you should contact your SharePoint Farm Administrators.

For SharePoint 2013/2016, users can add language preferences in their personal profile at any time. If and when the language is activated by an administrator, the preferred language will be displayed for that user.

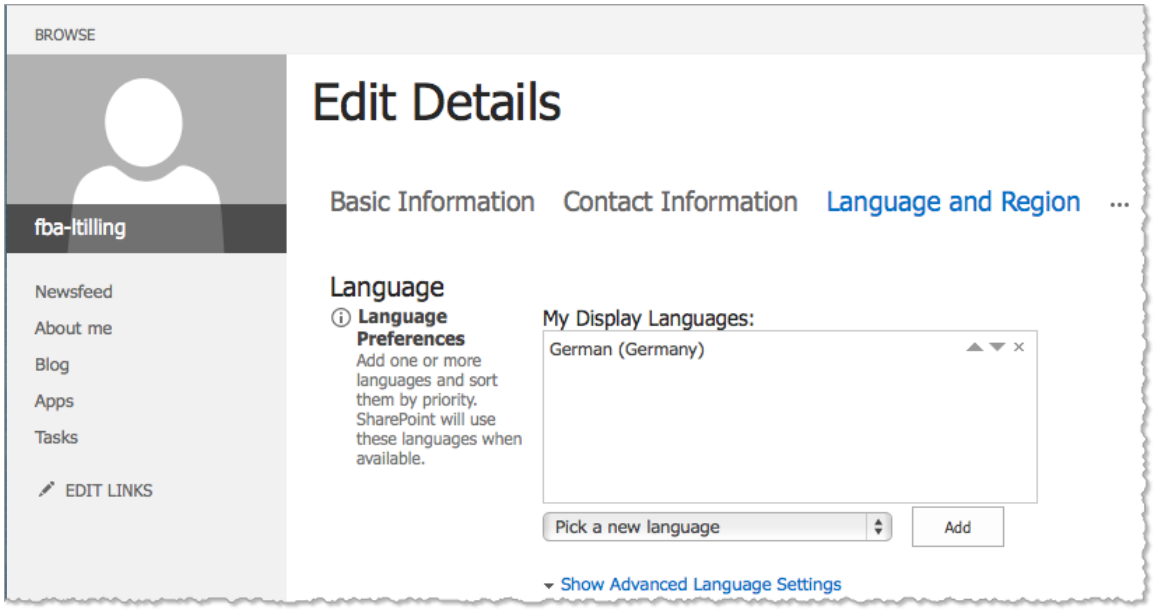

Figure 23: Language Settings in SharePoint 2013

UniZoom™ View Anywhere™

Equilibrium's next generation, all-file-type UniZoom provides detailed views of images and documents, which has long been a key feature of MediaRich solutions. The patented UniZoom technology dynamically normalizes all content files and provides high quality viewing and thumbnails that are customizable (you can change the rendered size and resolution at any time), creating a consistent reliable viewing experience that is always current without the need for special applications or readers. This means users always get the latest and greatest file while avoiding downloading gigabytes of potentially out-of-date content.

In MediaRich ECM, UniZoom AEC provides enhanced multi-page viewing of both documents and images (such as PDFs and fax files, which are commonly used in Document Imaging) and dynamically updates access to all your PDFs with relative linking.

> ***Note:*** Many fax files use a .tif or .tiff extension — these are usually the G3 or G4 subsets of the TIF format and they display a multi-page image in the UniZoom window. The G3 or G4 (fax file)

TIFF subsets are black-and-white or grayscale only. If you have a multi-page TIFF file with a bit depth greater than grayscale, only the first page is displayed in the UniZoom window and there is no indication that there are other pages in the file.

UniZoom AEC

UniZoom AEC™ (Architecture Engineering and Construction) is new in the MediaRich Visualizer for SharePoint version 5 release. This technology dynamically updates access to all your PDFs with relative linking, without the need to physically download the files. This makes your libraries containing PDF documents more accessible and usable across all devices. This is quick and painless viewing with read-only capability over as little as a 4G network. It also adds the ability to open 300+ MB PDFs that could not be downloaded or viewed before.

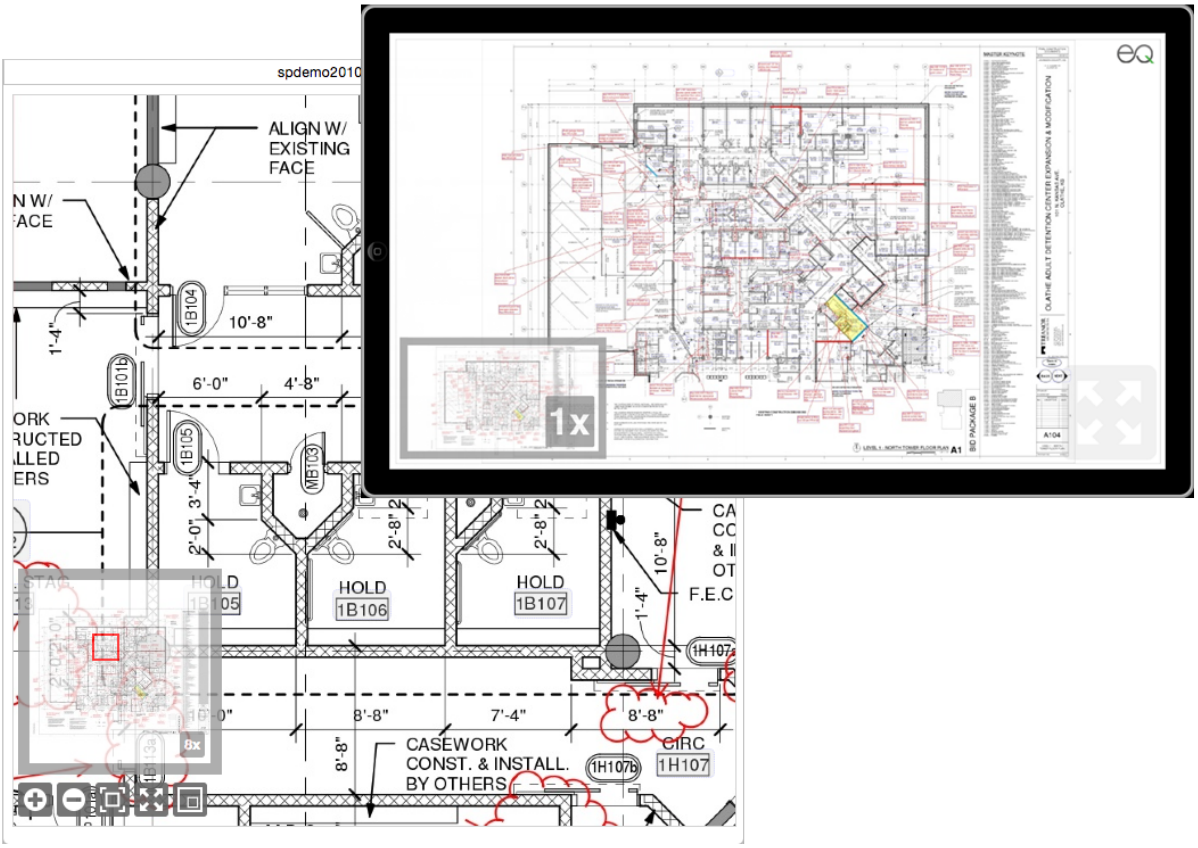

Figure 24: Using the UniZoom AEC technology to view detailed drawings on smart devices

The UniZoom™ Window

To display details for an asset, all you need to do is click the thumbnail in a InstantOn enabled SharePoint library. In the UniZoom viewer, you can drill into the image detail by clicking anywhere in the page or move the view up/down or left/ right without opening an image-editing tool like Photoshop. For documents, the process is the same, but you also have the option to zoom and pan through multiple pages.

UniZoom works for still images and documents. For video files, a single-click of the video (indicated with the standard right triangle) plays the video in-page. Clicking the large video icon opens the video player.

To use the UniZoom interface:

1. Navigate to the Document Library where MediaRich features are enabled.
2. Click the image or document (thumbnail).

   This launches the UniZoom window.

Figure 25: MediaRich UniZoom file viewer

The displayed window contains the following tools:

- The zoom-level Window
- The inset window that shows the entire image and allows for selection of a region of the image.
- The bottom tool bar, including Zoom In (+), Zoom Out (—), and Reset Original
- The Show/Hide Preview Window

Using the UniZoom Tools

After launching the UniZoom window, you can view details within the image or document using the UniZoom tools:

- To zoom in and view details, click the icon or the image preview.
  - Each individual click doubles the zoom factor—a double-click on either the image or the icon increases the zoom by a factor of 4.
  - At any time that you are zoomed in, a mover tool is available to allow you to move the zoomed in preview to left or right, or up or down.
- To zoom out of an image, click the icon.
- To restore the preview to original zoom-window size, you can click the icon.

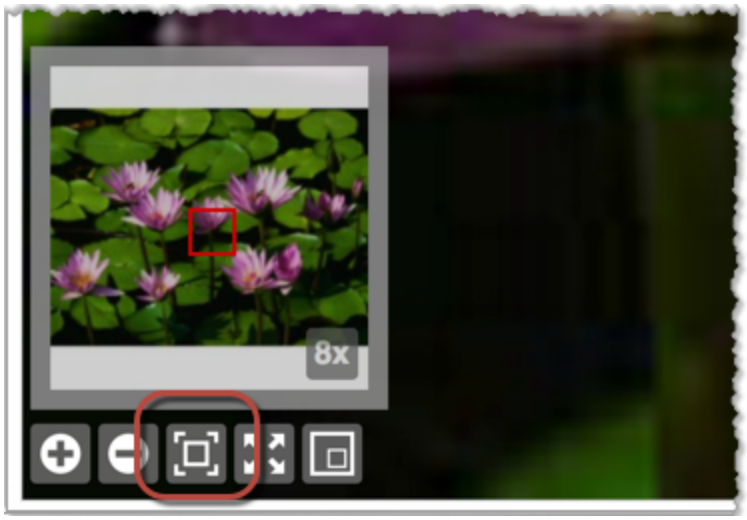

Figure 26: Restore original

- To show or hide the inset preview, click the icon.

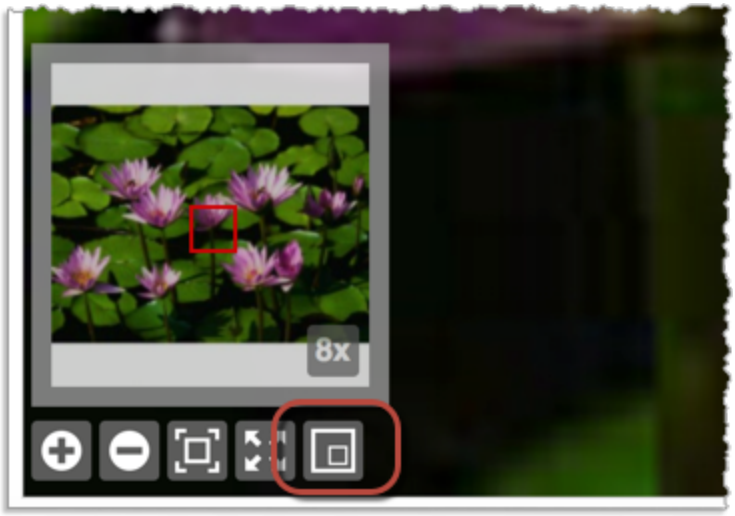

Figure 27: Hide Preview

When the preview is displayed, click and drag the navigation box to select the portion of the image or page in the larger window.

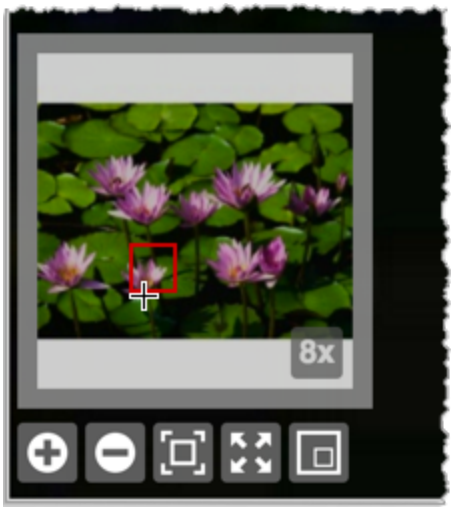

Figure 28: Drag the preview selector

UniZoom features are not limited to images. You can preview the contents of many document formats, including Word, Excel, and PDF without launching their native application. This a huge time-saver for the information worker, enabling quick viewing from just about anywhere, including smart devices.

UniZoom™ Annotate Anywhere™

Annotate Anywhere provides powerful centralized annotation for all MediaRich ECM-supported image and office document file types. This feature set is incorporated into the UniZoom & Pan window, which you can open by clicking the document thumbnail in the Document Library. If you have permission to view, create, or moderate annotations, the window displays a button in the upper-right corner next to the Equilibrium logo.

Figure 29: Annotate mode button

By default, the window is in Zoom & Pan mode. Clicking this button toggles the window to/from annotation mode.

Viewing Annotations

When the window is in annotation mode, it displays a comment sidebar on the right and provides text comments pertaining to any existing annotations and redactions. The displayed comments are sorted by creation date, with the oldest at the top and the newest at the bottom. The user who added the item and the creation time are displayed below the comment.

When there are existing annotation, comment-only, and/or redaction items, the top of the window displays a series of circles with the initials of the contributing users. The initials are based on the display name of the user.

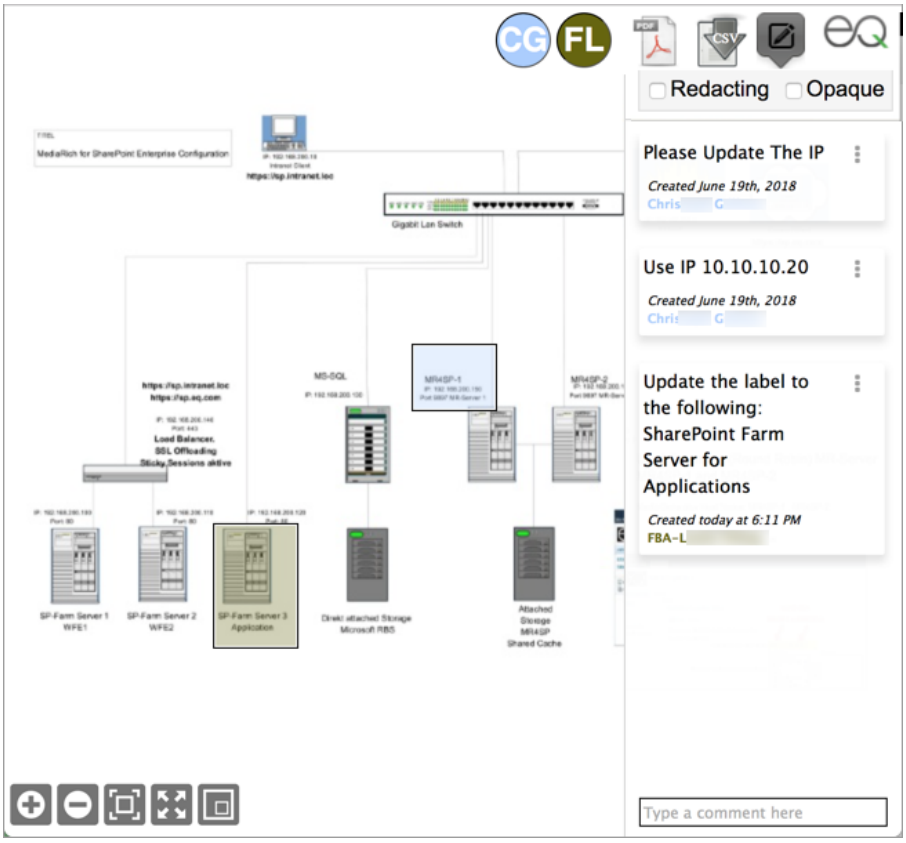

Figure 30: Annotations displayed in the window

> ***Note:*** If the SharePoint administrator has not set up a user's display name in the site collection or Active Directory service, the annotation/redaction feature will try to make a best-guess for the initials using the user's login name. To make sure that your team members' initials display correctly, have your administrator configure SharePoint user display names/titles as needed.

You can filter the annotation/redaction display for a specific user by clicking their circle, which toggles the display for that user on and off. You can hide the display for multiple users by clicking the needed combination of circles at the top of the window. This filtering resets whenever you close the window or refresh the page in the window.

User Colors

The system assigns a unique color to each user for displaying their annotations/redactions. It uses the color for the circle with the user's initials, the user name in the comment box, and the selection highlight. Color assignments are on a first-come-first-serve, per-page basis. When a color is assigned to a user on a particular page of the document, that user will have the same color for any other annotations or redactions they create on that same page.

If the user or a Moderator deletes all of their annotations and redactions on a page and another user then creates a new annotation or redaction for the first time on that page, the system may assign the now-available color to that user. If the first user later adds new annotations, the system assigns another color to them.

> ***Note:*** Because the system assigns colors per-page, there is no guarantee that a user will have the same color on a different page of the same document. However, in general, as long as the color is available to the hash for the user's login name, they are likely to get the same color. The same is true of different versions of the same document, as well as different documents. The colors are intended only to distinguish one user's annotations from another on a single page.
>
> If too many unique users create annotations/redactions on a single page of a document, the available color choices could run out. In such cases, the system must assign a color that is also used by another user. And the user will keep that color for every subsequent annotation or redaction they make on that particular page.

Redaction Opacity

Redactions are useful to "block" areas in an image or document. The redaction areas use an opaque display by default, but you can change the current display so that all of the redaction selection areas are displayed with the same transparency as the standard annotation items.

To display redactions using transparency

- Clear the **Opaque** check box at the top of the UniZoom window.

Figure 31: Clear the check box to view redactions using transparency

Transparency Level

The annotation pane is displayed as semi-transparent (98%) by default. If needed, you can modify this display opacity/transparency level in the annotation mode pane. This modified setting is saved in the browser local storage so it that it persists between sessions.

To change the display transparency

1. Place the cursor over the annotation pane as you hold both the Shift key and the mouse button/touchpad.

   This displays the **Pane Opacity** slider.

   > ***Note:*** This is an extended press of the mouse or trackpad to trigger the display of the slider.

2. Drag the slider control to the left or right to adjust the opacity level to your preference.

   Figure 32: Adjust the opacity for the annotation pane

3. Click anywhere in the annotations pane to hide the slider.

   As an alternative, you can also hold the Shift key as you drag the slider control and it will be hidden as soon as you release.

Document Versions

Creating a new version of the document resets the annotations and redactions. However, the annotations and redactions for the previous version are not deleted—if the older version of the document is restored from the Version History of SharePoint, the annotations and redactions from that version are copied to the new version created by the restore feature.

Recycle Bin

Annotations and redactions are deleted when you send the document to the Recycle Bin.

> ***Important:*** There is currently no way to restore annotations and redactions from a document recovered from the Recycle Bin.

Creating Annotations and Redactions

If you have Creator or Moderator annotation/redaction permissions, you can add an annotation or redaction to a document in the UniZoom & Pan window. You can highlight a selected area within the page and add a comment that pertains to that area. You can also add a simple comment that is not specific to an area or element within the page.

> ***Note:*** It is currently not possible to update the text or selection box for an existing annotation or redaction. If an annotation/redaction with a selection box requires modification and you are accessing the site from a system with a keyboard and mouse, you can hover the cursor over the box to display a text bubble and carefully copy the text from it. Then you can paste the copied text into a new annotation or redaction and delete the original annotation. You cannot copy text from a comment-only item.

To create an annotation

1. Hover the cursor over the displayed document page and draw a selection box around the area that you want to associate with your comments.

   When the selection box is complete, a text entry box appears.

2. Enter the text for your comment.

   Figure 33: Enter the comment text for the selected area

3. Click **Save**.

   If you change your mind about the annotation, you can **Cancel** to close the text tool and clear the selection box from the view.

To create a simple comment-only item

1. At the bottom of the comment sidebar, click inside the text box and enter the comment text.

   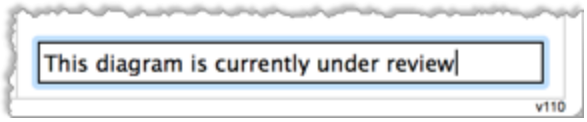

   Figure 34: Enter the comment for the page

2. Press Enter.

   This adds the comment to the bottom of the comments list.

To create a single redaction

1. Hover the cursor over the displayed document page and draw a selection box around the area that you want to associate with your comments.

   When the selection box is complete, a text entry box appears.

2. Select the **Redaction** check box.

Figure 35: Enter the comment text for the selected area

3. *(Optional)* Enter the comment text for the redaction.
4. Click **Save**.

   If you change your mind about the redaction, you can **Cancel** to close the text tool and clear the selection box from the view.

To create multiple redactions

1. Select the **Redacting** check box at the top of the UniZoom window.

   When this option is selected, all new selections in the window are set to redactions by default.

Figure 36: Use the check box to easily add multiple redactions

2. Hover the cursor over the displayed document page and draw a selection box around the area that you want to associate with your comments.
3. *(Optional)* Enter the comment text for the redaction.
4. Click **Save**.

   If you change your mind about the redaction, you can **Cancel** to close the text tool and clear the selection box from the view.
5. Repeat steps 2 through 4 for each additional redaction.

Deleting Annotations and Redactions

To delete an annotation or redaction, you must have the Creator or Moderator permission. With the Creator permission, you can delete only your own annotations/redactions. With the Moderator permission, you can delete anyone's annotations/redactions.

> ***Important:*** If you delete an annotation or redaction, it cannot by restored.

To delete an annotation or redaction

1. Hover over the highlighted area on the page and click the **X** in the text box.

Figure 37: Delete the annotation/redaction on the page

or

In the comment sidebar, click the three dots in the comment box and select **Delete**.

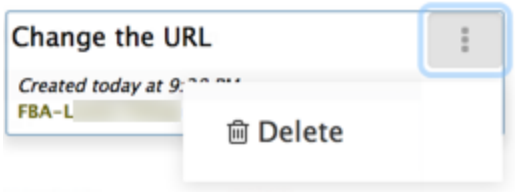

Figure 38: Delete the annotation/redaction in the sidebar

2. Click **OK** in the confirmation dialog.

Exporting Annotations and Redactions

When the UniZoom & Pan window is displayed in annotation mode and there are annotations and/or redactions for the page, the top of the window displays two buttons that you can use to export the annotations and redactions. Users with the Viewer, Creator, or Moderator annotation permissions can access the export functions.

Figure 39: Export buttons

Export PDF

Click the PDF button to export the annotated/redacted document to a multi-page, rasterized PDF. This opens the PDF Export Options dialog. Select or clear the check boxes to specify content for the PDF and click Export.

Include Annotations — Select this option to include annotation areas.

Include Redactions — Select this option to include redaction areas.

Opaque Redactions — Select this option to display the redaction areas as opaque.

Redaction Notes — Select this option to include comment text for the redaction items.

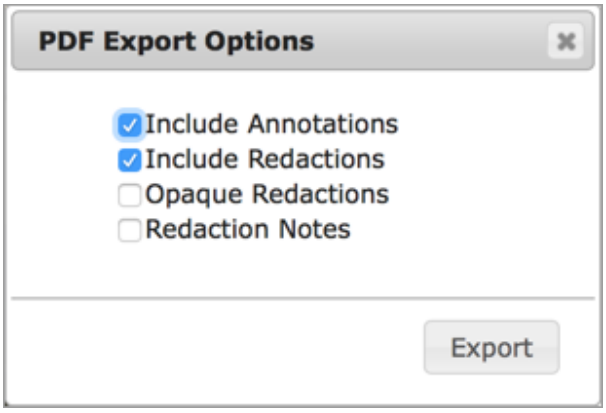

Figure 40: PDF export options

This opens a new browser tab with the document converted to a rasterized PDF with the annotations and/or redactions and any selection highlights burned into each page of the document.

> ***Note:*** Because this generates a rasterized PDF, there are no individual PDF elements in the page that can be edited and the annotations cannot be extracted. This ensures that the copy will not be mistaken for the original. Also, due to its rasterized nature, the PDF file size could be significantly larger than a normal PDF, especially if the document contains hundreds of pages.

The annotations/redactions are displayed in a similar manner in the PDF as they are in the UniZoom window. However, because they may need to be printed out on a black-and-white printer, the annotations are numbered so it is easy to determine which comment goes with which highlighted area. The user initials circles are not present in this exported version of the document.

Export CSV

Click the CSV button to export the annotations to a CSV file. This generates the CSV file and automatically downloads it through the browser. The CSV file includes these field values for each annotation:

- type
- file name
- page

- user title
- annotation (text)
- created
- user name
- id
- x
- y
- width
- height
- user color
- updated

> ***Note:*** For comment-only items, the x, y, width, and height values are 0.

Viewing and Changing File Metadata

If you have experience working with SharePoint, you will notice that viewing and editing file metadata is exactly the same as before or after activation of InstantOn. However, the MediaRich Document content type exposes additional metadata fields that provide a more powerful tool for media asset management.

Viewing Metadata

For any file in a document or asset library, you can view the associated metadata. For the MediaRich Document content type, this metadata is enhanced beyond the standard SharePoint fields. At upload, this data is automatically ingested from the industry standard information of the native format, such as IPTC (Image) and EXIF (Camera RAW), XMP/XMP2 (Adobe and other file types). This metadata is automatically indexed to support search results without additional data entry.

To view metadata details:

1. Select the file in the library page.
2. Click the **Files** ribbon tab.
3. Click **View Properties** in the ribbon.

   This opens the Properties page for the file in view-only mode.

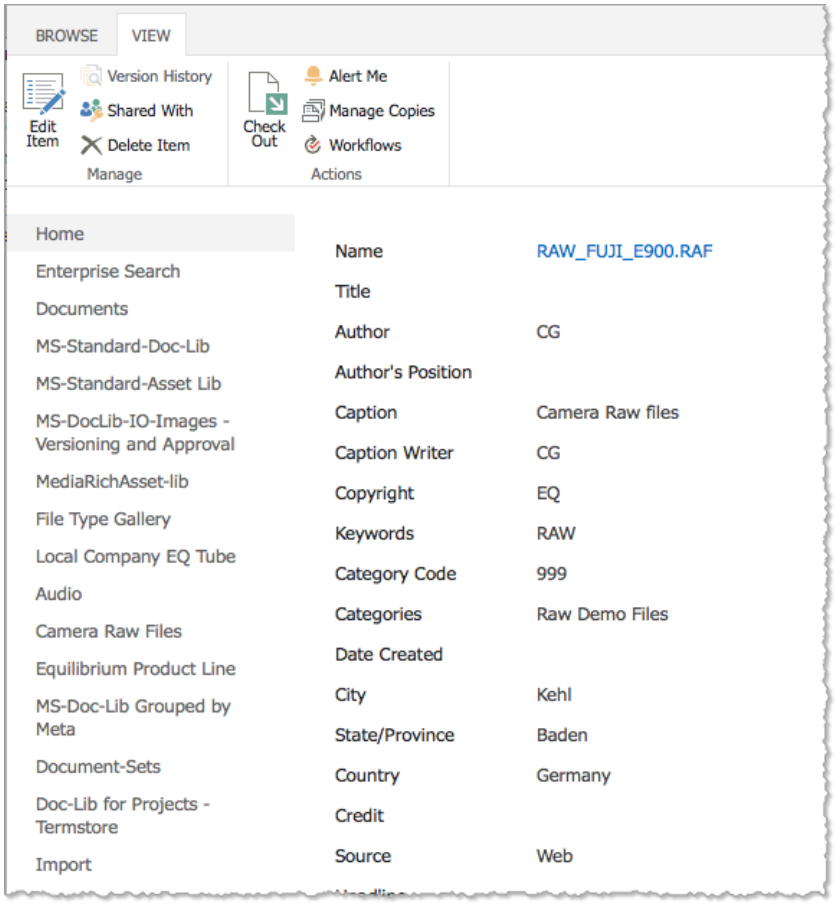

Figure 41: Viewing the file properties

Important: If the MediaRich Document content type is not set for the file, only the standard SharePoint metadata is displayed. If you have rights to edit properties in the library, you can edit the file properties to set the content type and expose the enhanced metadata associated with the MediaRich Document content type. For more information, see the following section.

Editing Metadata

For a selected file, you can update the metadata fields, store the information in SharePoint, and write it back to the original files for future use.

To edit metadata details:

1. Select the file in the library page.
2. Click the **Files** ribbon tab and select **Edit Properties**.

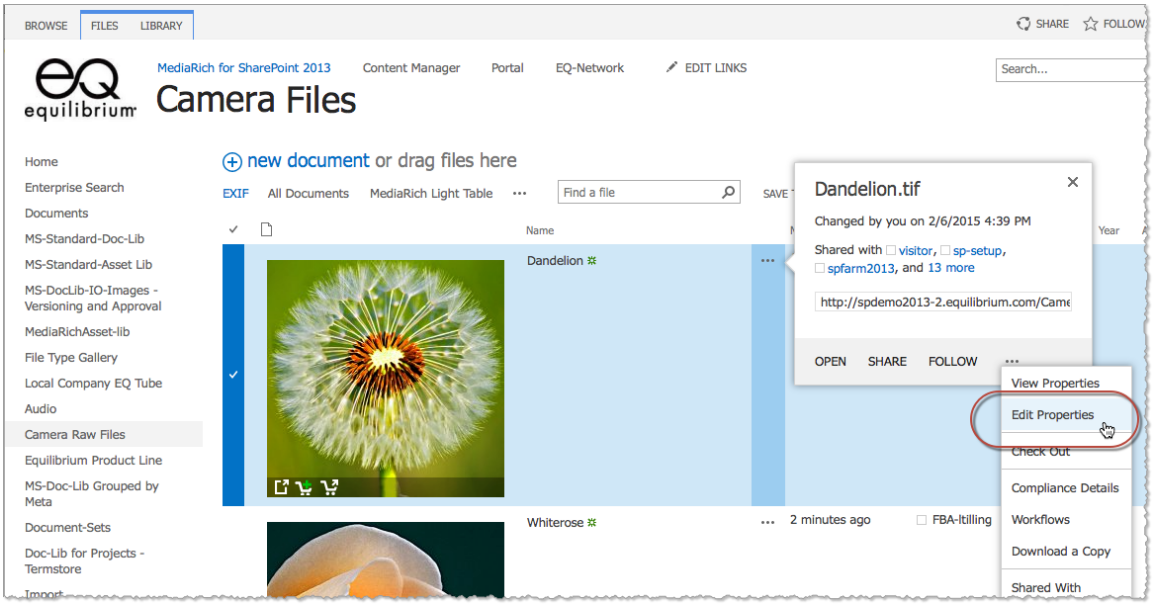

Figure 42: Accessing Edit Properties in SharePoint 2013

Alternatively, You can click the details tool (**...**) next to the file name and the **...** at the bottom of the pop-up details window. Choose **Edit Properties**.

This opens the properties page for the file. In the content type field, you will see either Document or MediaRich Document.

- For a standard SharePoint content type, there are two editable fields: “Name” and “Title”
- For a MediaRich Document content type, you will see a larger collection of fields that can be modified.

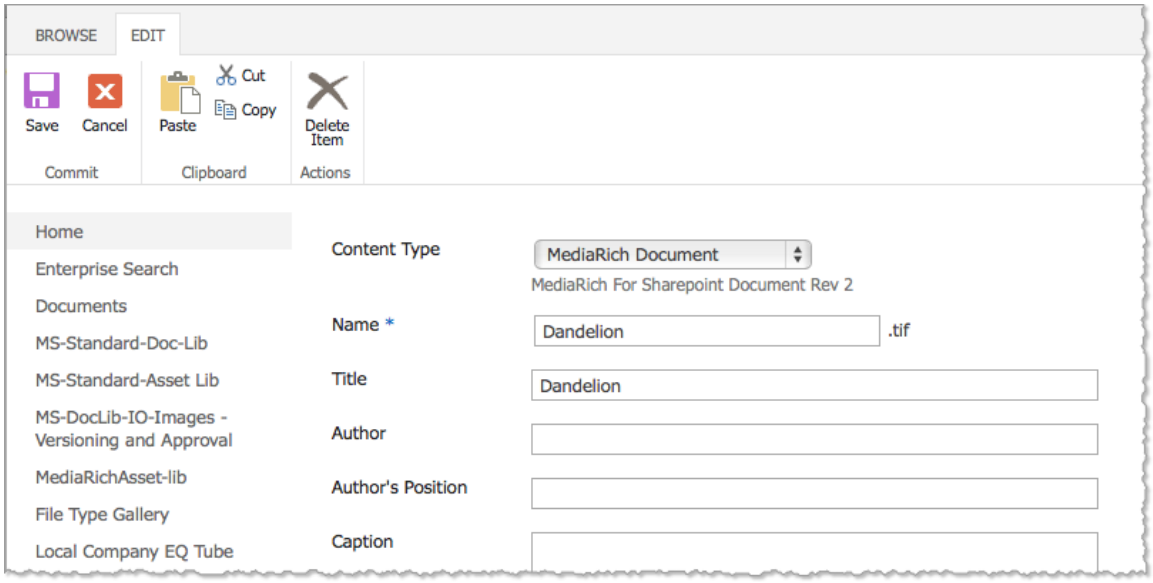

Figure 43: Editing the file properties

> ***Note:*** If the MediaRich Document content type is not already set, change the Content type setting. This exposes the enhanced metadata associated with this content type.

3. Edit the metadata fields according to your needs.
4. Click **Save** to retain the changes to the metadata values.

Using the MetaBatch Processor

The MetaBatch Processor supports Term Store metadata and classification. You can use this feature to maintain your enterprise-wide content types within SharePoint. The MetaBatch Processor Term Store provides significant capabilities beyond the standard classification features in SharePoint:

- You can batch upload assets and then batch edit the content type metadata associated with the uploaded files.
- You can select a single asset or group of assets and edit or batch edit the associated content type metadata.

> ***Note:*** When you use the MediaRich ECM MetaBatch Processor Term Store features, you are required to follow specific rules in adding or editing values to the asset(s) or file(s) in order to be saved to SharePoint. Refer to the SharePoint documentation for more information.

There are two ways to access the MetaBatch Processor within a SharePoint Document Library:

- Open the MetaBatch Processor from the SharePoint Ribbon
- Complete a batch upload using the MediaBatch Upload feature (see page 30). You can proceed to the MetaBatch Processor automatically after the file upload is complete.

To edit or batch edit metadata using the MetaBatch Processor:

1. Select the file or group of files for which you want to edit or batch edit the content type metadata.
2. Click the **Files** ribbon tab
3. Click the **MetaBatch™ Processor** icon.

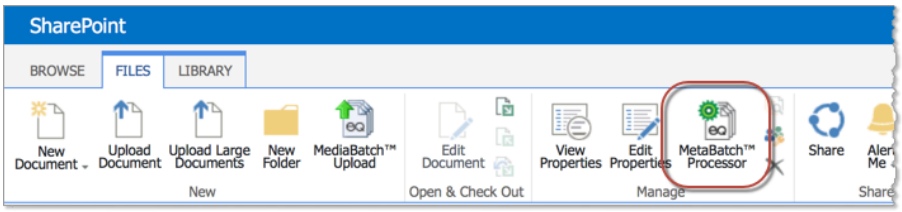

Figure 44: MetaBatch Processor

The MetaBatch Processor user interface appears, which allows you to batch edit the metadata fields for all the files you selected.

4. Set the **Content Type** option to the content type that you want to associate with the selected items.

> ***Note:*** You can access more information about configuring content types in the SharePoint documentation.

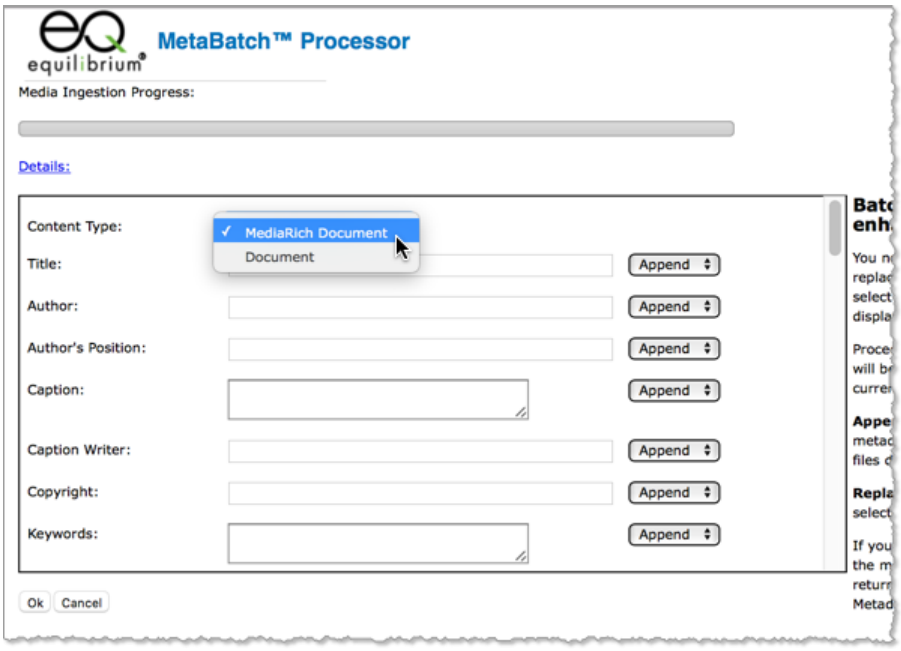

Figure 45: Setting the content type

5. Enter the desired value for each field where you want to add metadata to the files.
6. For each of the entered values, set the handling option for the data.
   - **Append** - Choose this option to retain any existing data and add to the existing metadata in the field for each file.

- **Replace** - Choose this option to replace any existing data, and overwrite the contents of the field for each file.

7. Click **Ok** when the metadata values and handling settings are complete.

   If you don't want to make changes to the metadata values, you can click **Cancel** to return to the document library. Metadata processing will still take place.

8. *(Optional)* If your SharePoint implementation has managed terms through the Microsoft Managed Metadata Service, you can edit the values of the Manage Metadata fields for the content type.

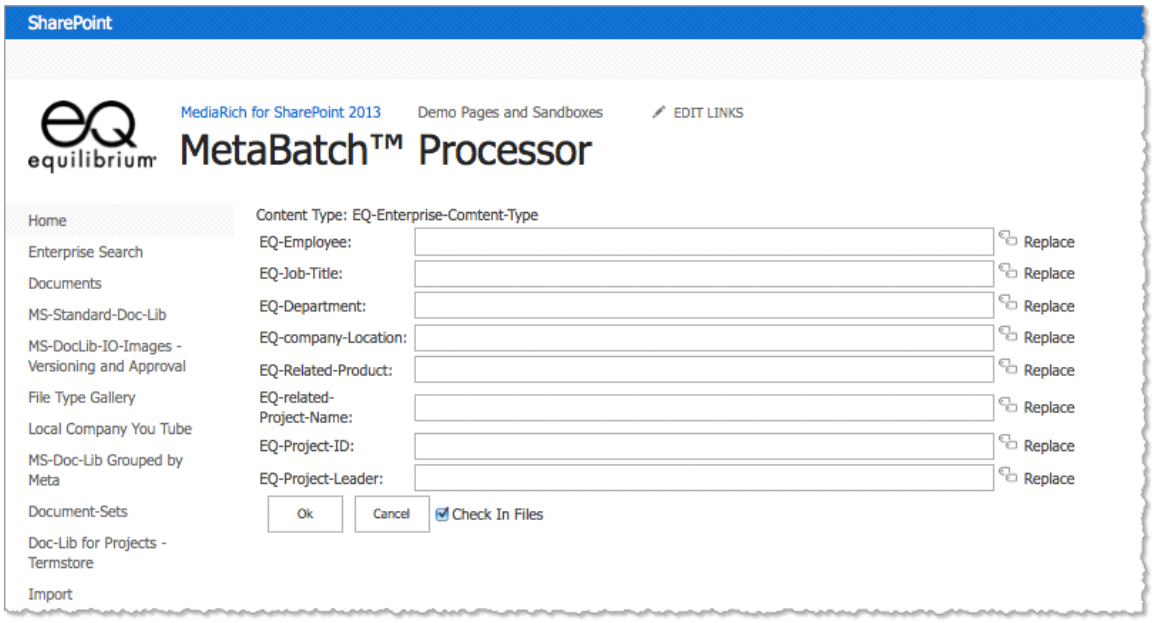

Figure 46: Additional metadata definition

- To the right side of each input field, choose the selector icon. This displays the valid data options from a list of values from the Term Store.
- Choose the value for the field.
- Click **Ok** to close the option window.

> ***Note:*** The values are pre-configured in the SharePoint TermStore configuration. Consult your SharePoint administrator for more information.

If versioning is in place for the library, the **Check In File** check box is selected by default. When this is selected, the system does an auto check in for each file. If you clear this check box, the system does not check in the files. Typically, you would leave the default selection to automatically check in the files with the applied changes.

- After the data selections are complete, click **Ok**.

The batch metadata change process applies the changes to all files.

If you click **Cancel** in this page, the editing process is canceled and it returns to the document library.

> ***Note:*** If this process is part of a batch upload (see page 30) where version control is in place for the library and the selected Content Type has required Managed Metadata fields that were not populated, the files will be uploaded, but will be in the *Checked Out* state in the document library.

As the system begins to process the batch update, a blank screen might be displayed to indicate that the system is rendering. Upon completion of the batch metadata update, the system returns to the Document Library, where the updated values are displayed with the modified assets/files.

In the Document Library, you can select one of the modified files and use the View Properties tool review the changes made to your files.

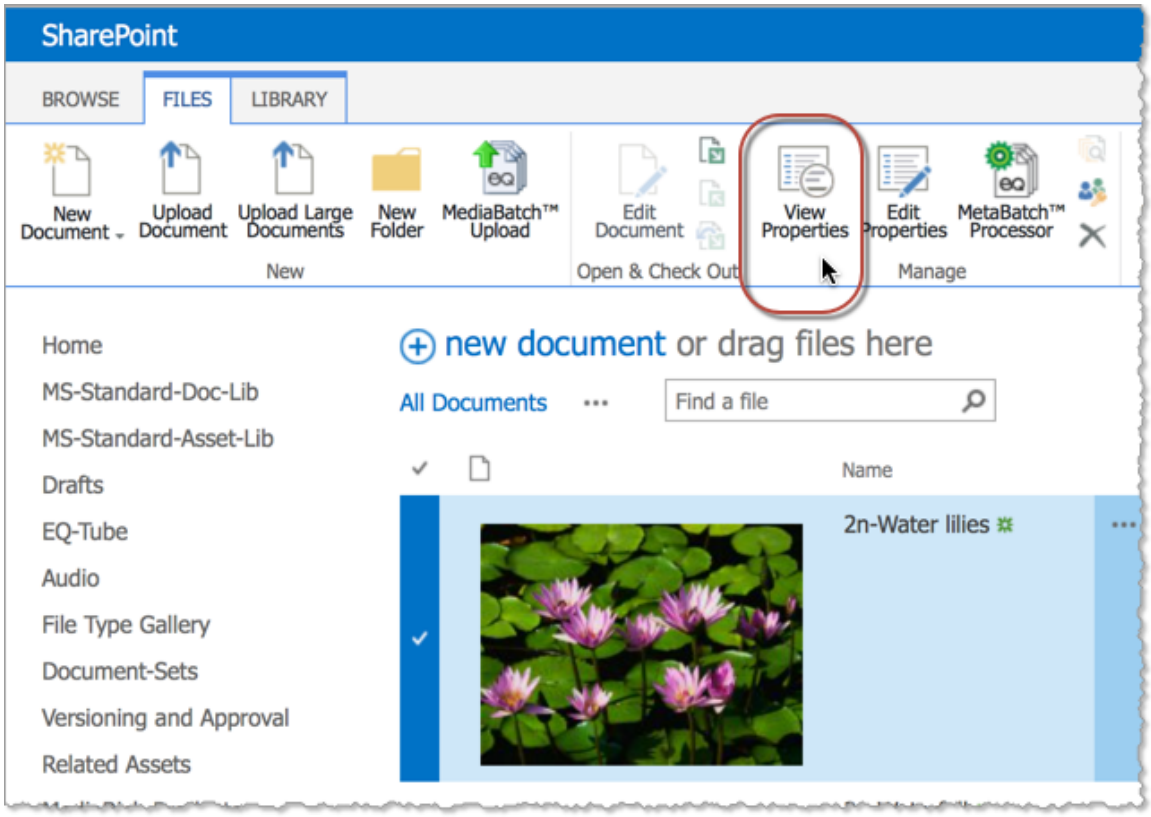

Figure 47: Viewing properties for a selected item

You can also make additional edits to the data for the individual file and access the version history.

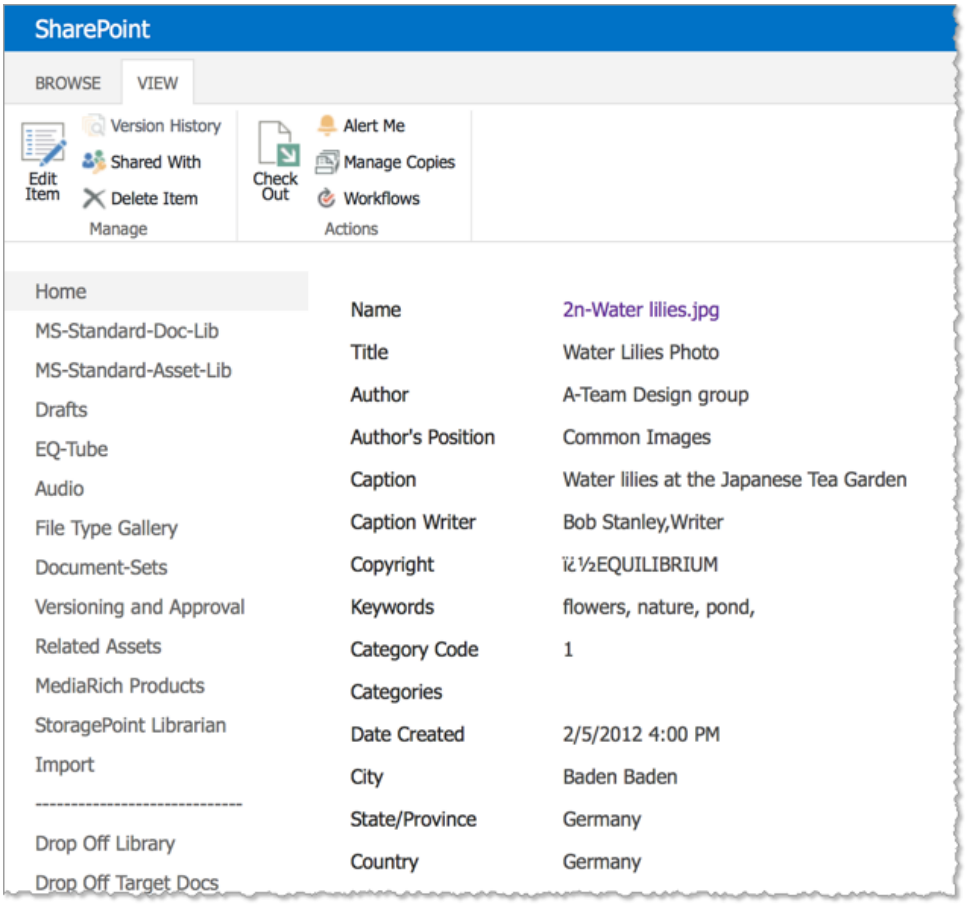

Figure 48: Displayed properties

Downloading Assets

The enhanced tools provided by MediaRich Visualizer for SharePoint includes a quick and easy way to download an asset to your local system.

> ***Note:*** The Download a Copy function is for single assets only.

To download a single asset:

1. In a library, select the asset.
2. Click **Download a Copy**.

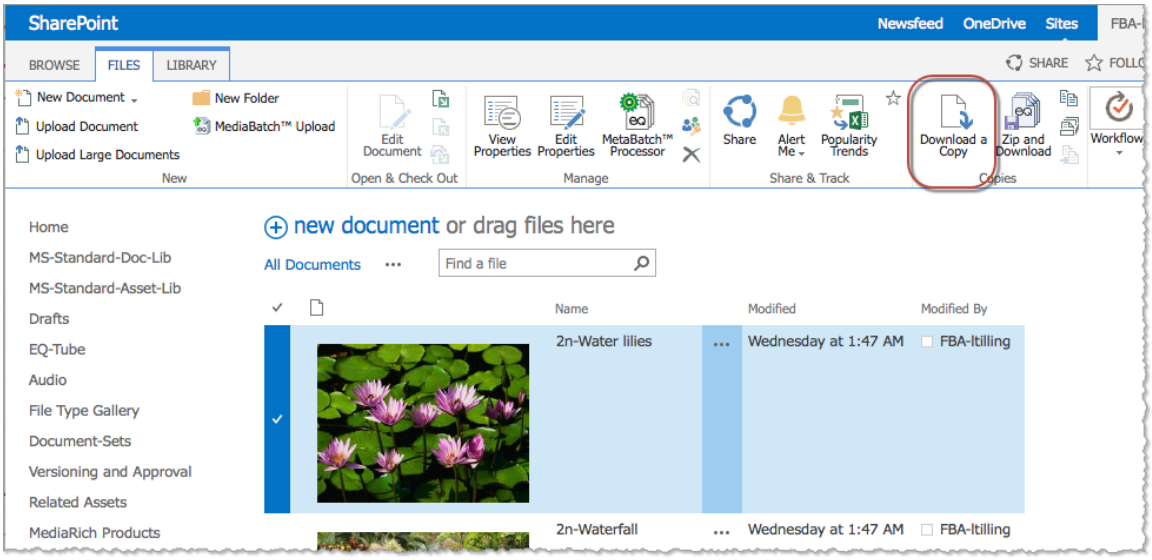

Figure 49: The Download a Copy tool

Depending on the download functionality in your web browser, you can access the downloaded zip file in a standard download directory or the browser will prompt you to select a location for saving the file.

Zip and Download

The Zip and Download function is available from the Document ribbon to provide the ability to compress a selected list of files and compress and download them into a single file with a single click. The new button is located next to the standard Download a Copy function.

Zip and Download can also be applied to multiple assets in the library.

To compress multiple assets and download them:

1. In a library, select the check box next to each asset that you want to download.
2. In the SharePoint ribbon, click **Zip and Download**.

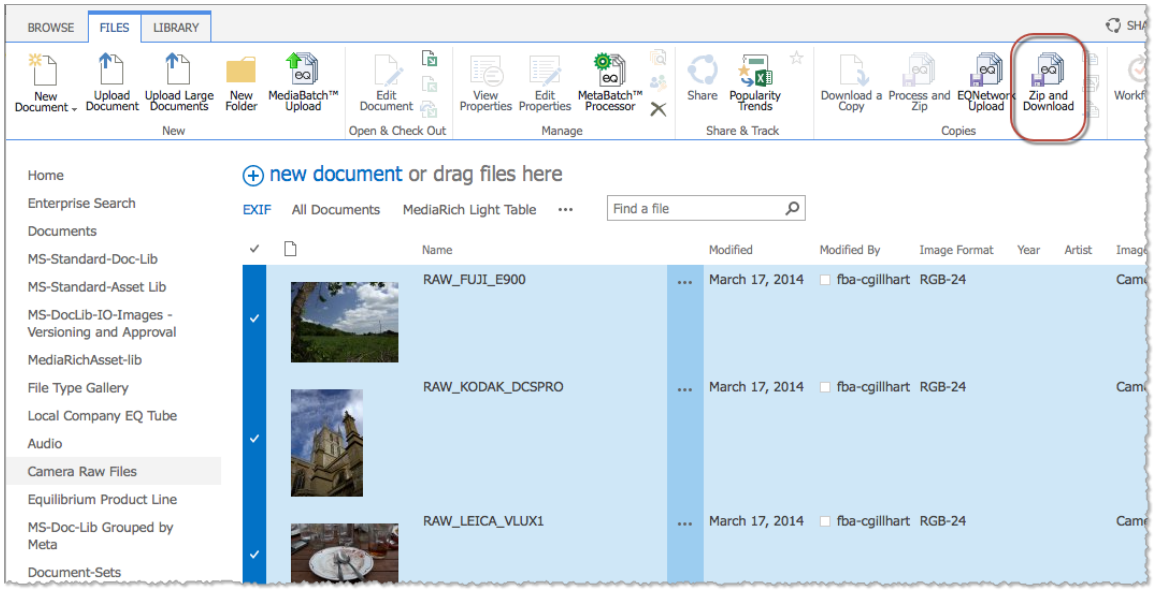

Figure 50: Zip and Download

Depending on the download functionality in your web browser, you can access the downloaded zip file in a standard download directory or the browser will prompt you to select a location for saving the file.

> ***Note:*** When you are working in an Asset Library, this function works the same way.

One-Click Export

Information workers and business managers can use the Export Image feature to generate optimized images on demand without involving a creative services team. This is an easy-to-use function where you can specify the parameters of the processing of the existing assets. You can also use the One-Click Export process to transcode video assets.

Converting an Image

When you export an image file you can apply a number of image processing images to the file. MediaRich applies these image conversion operations and then exports the file using the browser download function.

> ***Note:*** Visualizer supports Convert to Grayscale, Draw 3-pixel black border, and Flip Horizontally on still images. The full MediaRich ECM for SharePoint product is required to enable all image operation capabilities. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

To export and an image file:

1. Navigate to a library where the MediaRich settings are active.
2. Place the pointer over the image to activate the toolbar.

3. Click the Export icon in the tool bar.

Figure 51: Using the Export function

This launches the Document Export wizard.

4. *(Optional)* Choose your options for rotation and image cropping.

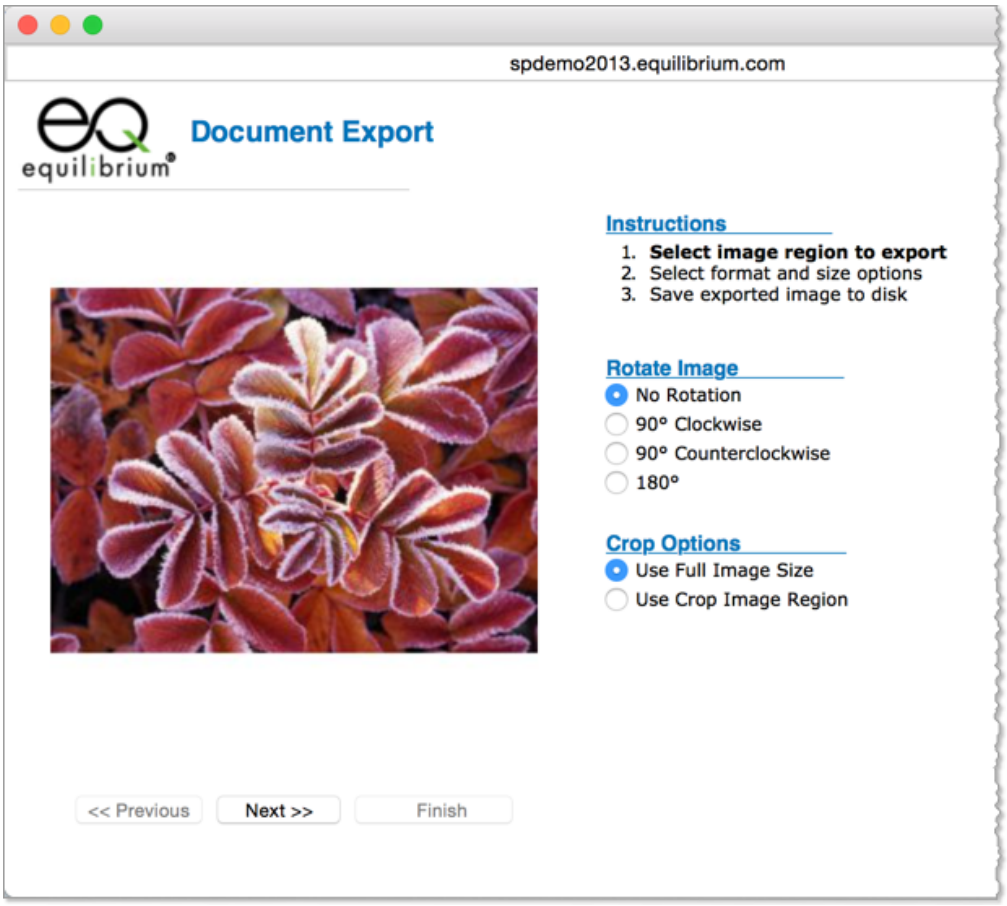

Figure 52: Image rotation and cropping in the first Document Export page

5. Click **Next >>**.
6. In the next page, set options for processing script, file format, and size:
   - **Select Operation** - Select a transformation script to apply to asset. This could be a process to prepare the image for a target (such as print or web), or apply a specific effect (such as image sharpening).

- **Choose Format** - Choose a file format for the output. If you leave the default setting, *original format*, MediaRich will attempt to save the file in same format as the original.
- **Define Size** - Use these options to resize the image. To embed the DPI without scaling the image, clear the check box for Scale to specified size.

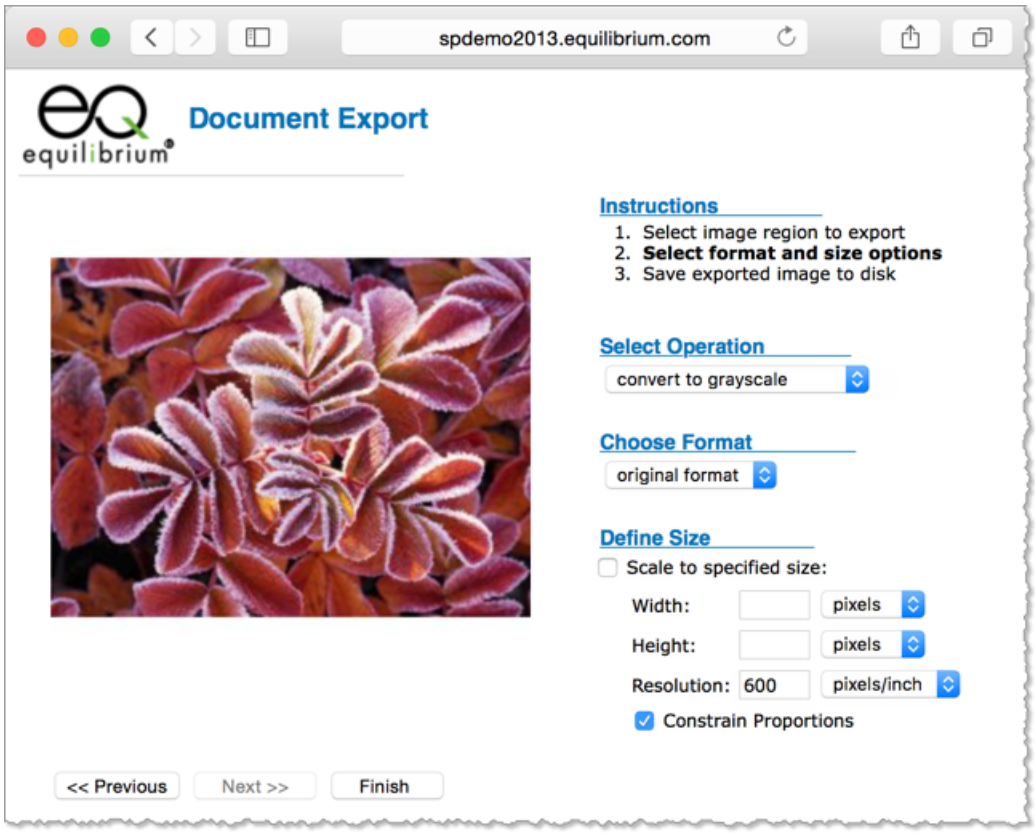

Figure 53: Image processing, format, and sizing in the second Document Export page

7. When the output options are complete, click **Finish**.

   A status page appears to confirm the processing. The duration of the conversion process will vary depending on the size of the original file and the complexity of the selected operations.

   When the conversion is complete on the server, it displays a notification that the file is available to open or download. This message varies, depending on the browser its configuration. Some browsers automatically open the image in a new page or tab.

One-Click Export For Video

MediaRich for SharePoint continues to offer state-of-the-industry video conversion, or *transcoding*. Source video formats, such as Windows Media or QuickTime, can be converted to new formats, without expensive video production software or outsourced services.

With One-Click Export, these video transformations are easy to set up and execute. Similar to processing images, you can transform video from one format to another quickly and easily.

> ***Note:*** Visualizer support for video export is limited to the Transcode Video operation with

Video_mp4_wifi_20ch as the only output type. The full MediaRich ECM for SharePoint product is required to enable full video operation and output capabilities. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

To export a video:

1. Navigate to a library where the MediaRich settings are activated.

   If you don't already have a video available in a library, you can add one through the SharePoint document upload or through the MediaBatch upload feature (see page 28).
2. Place the pointer over the video thumbnail image to activate the toolbar.
3. Click the **Export** icon in the tool bar.

   This launches the Document Export wizard. For videos, there are no configurable options on the first page.
4. Click **Next** to proceed to the second page of the wizard.
5. *(Optional)* Set the transcoding options.

   From this page, you can choose to download the video as it is, or you can select from several transcoding options.

   - For **Select Operation**, choose the setting for the video segment to transcode. Choose *transcode video* to convert the entire video.
   - For **Choose Format**, choose the video format for the transcoding. Visualizer supports only the Video_mp4_wifi_20ch output type.

   Note: All of the built-in format conversion options have fixed sizes that are pre-determined.

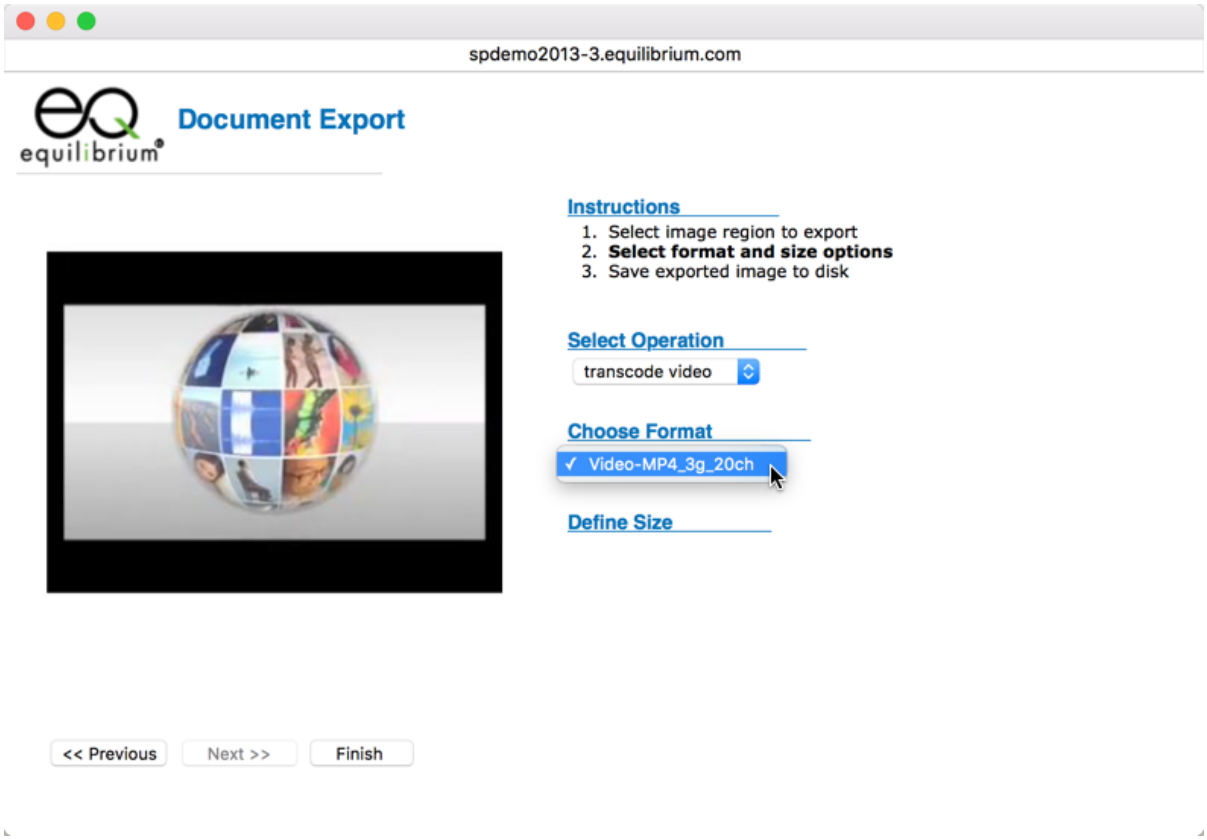

Figure 54: Video Export

> ***Note:*** If your organization requires additional transcode settings, your MediaRich administrator can add custom settings that are specific to your needs.

6. When the options are complete, click **Finish**.

   A status page appears to confirm the processing. The duration of the conversion process will vary depending on the size of the length of the video segment and the complexity of the transcoding. It typically takes longer to generate a video than it does to convert an image. Your browser will notify you when the converted image is completed.

   When the conversion is complete on the server, it displays a notification that the file is available to open or download. This message varies, depending on the browser its configuration. Some browsers will automatically open the image in a new page or tab.

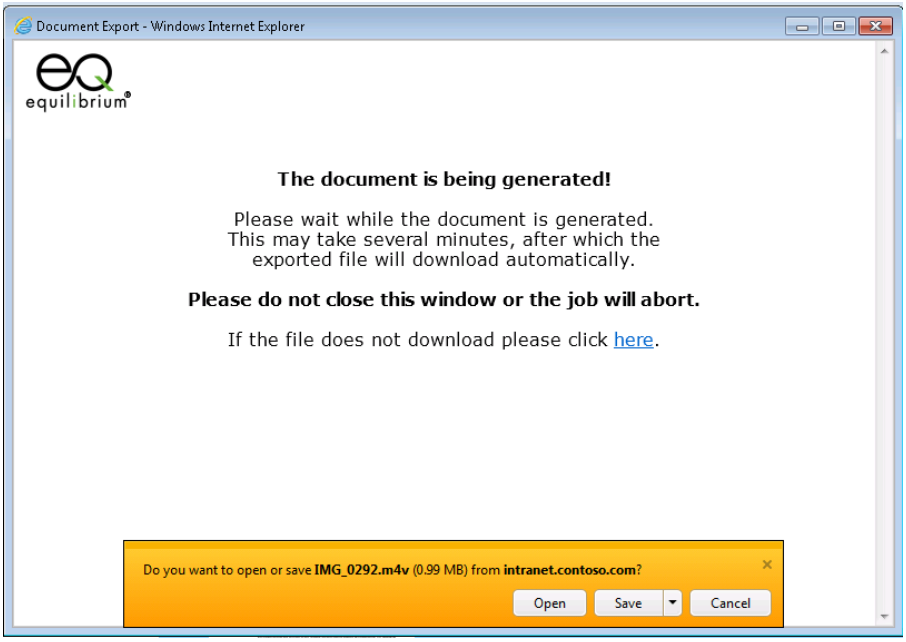

Figure 55: Video Download

When the conversion is complete you will be able to open the generated file or save it to your hard drive.

Important: For large videos, or exports using a compressor that requires a lot of CPU cycles, the servers where MediaRich is installed must be able to support this high load level. If you experience errors with exporting large video files, use the batch export feature (see page 71).

HTML5 Video Playback

In MediaRich Visualizer for SharePoint, users have ability to playback nearly any video type, on almost any modern device, without the need for plug-in. This requires additional configurations by your SharePoint Farm Administrator. After the Video Playback administrator settings are configured, there are a couple of additional tasks to be completed by an owner and the users of the library where video files will be stored. Specifically, a library owner must disable mobile settings on document library views and users will need to reset their browser cache for the changes to take effect.

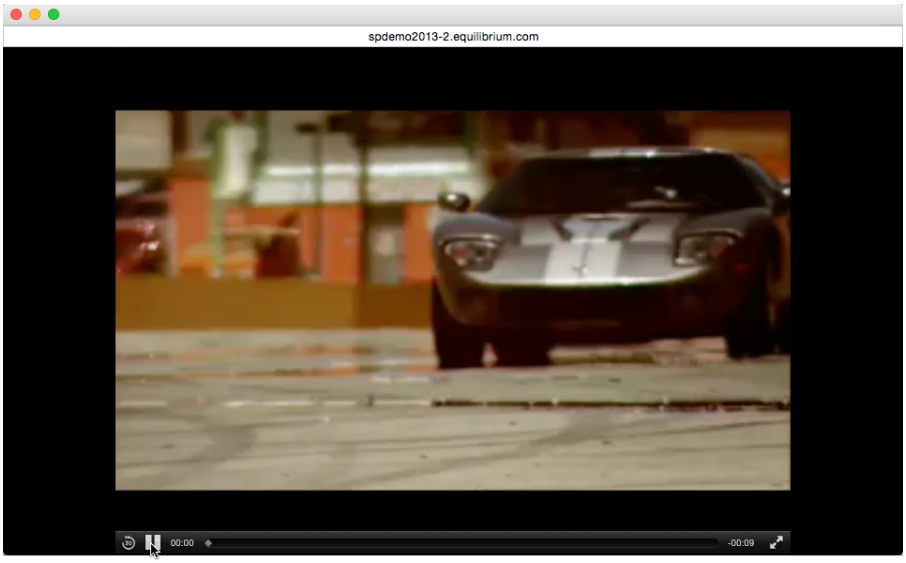

Figure 56: Video playback in a pop-up

HTML5 mobile device playback is now capable of inline playback like it is on the desktop MediaRich Connector experience. (This still requires separate IIS server setup for devices not capable of SharePoint authentication.) Leveraging this technology with the capabilities of a SharePoint document library, you can create libraries with 400-px-wide thumbnails to create your own “EQ tube”.

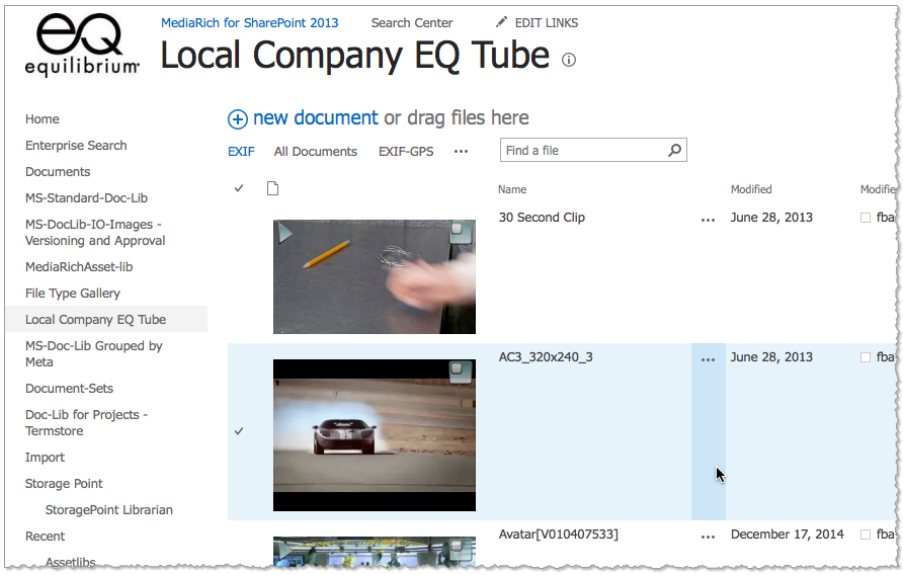

Figure 57: In-line video playback

Browser Support for MediaRich Video

Auto-Conformance technology supports all kinds of video file types. However, in order for HTML5 to work inside of SharePoint, users will need to use one of the following web browsers:

- IE 9, Windows (uses Flash)
- IE 11, Windows (usesHTML5)
- Chrome, Windows/Macintosh (uses HTML5 for playback)
- Firefox, Windows/Macintosh (uses HTML5 for playback)
- Safari, Macintosh (uses HTML5 for playback)

There are some special requirements for video playback support for these browsers according to the SharePoint version, device OS, browser version, and other configurations. Review the following items to determine if your preferred device and browser requires a workaround or specific configurations, or if it does not adequately support video playback for your organization’s SharePoint configuration.

For SharePoint 2013 & 2016:

- Using forms-based authentication and without a Video Proxy Server in place, video playback does not function on Firefox under the Macintosh OS X v10.9 (Mavericks) unless Flash is installed and activated in the browser.
- Using NTLM authentication and without a Video Proxy Server in place, clicking a video produces an Authorization dialog behind the browser window that is unresponsive and cannot be closed in Safari on the Macintosh OS X v10.9 (Mavericks) or v10.10 (Yosemite).

Document Library Settings for Video Playback

SharePoint views provide the means to key on metadata to filter and sort documents in a library. Views are highly customizable and can be viewed on mobile devices if the "mobile editions" feature is enabled on the SharePoint site collection. If mobile editions are enabled on a SharePoint library, they will be have to be disabled in order for the MediaRich video playback to be operational.

To disable the mobile editions for your library:

1. Go to the document library where you want to enable video playback.
2. Click the **Library** tab.
3. In the ribbon, select **Library Settings**.
4. In the Settings page, scroll down to the bottom to the **Views** list.
5. Click the view that you want to edit.

   For this example, All Documents.
6. In the Edit View page, scroll down to the bottom to the **Mobile** settings.
7. Disable the following settings (clear the check box):
   - Enable This view for mobile access
   - Make this view the default view for mobile access
8. Click **OK**.

This allows your library's view to support the MediaRich auto-conformance technology (assuming it has been activated by your SharePoint Farm Administrators). Keep in mind that this configuration of turning of the mobile editions must be done for every view that will be using the MediaRich Video Playback feature.

Clearing the browser cache

If the Video Playback has been configured by your SharePoint administrator and document library views have been edited to remove the mobile edition settings, there could be users experiencing issues with viewing videos. This is most likely a symptom with browser caching.

In some browser configurations, temporary items are placed in temporary storage or *cache*. And in some instances, the browser might point to alternate (older) content after a configuration change, particularly if the servers have not been restarted. Affected users should clean their browser cache.

To clear the cache for Internet Explorer:

1. In IE, open the Tools menu and select **Internet options**.
2. In the **Browsing history** section of the dialog, click **Delete**.

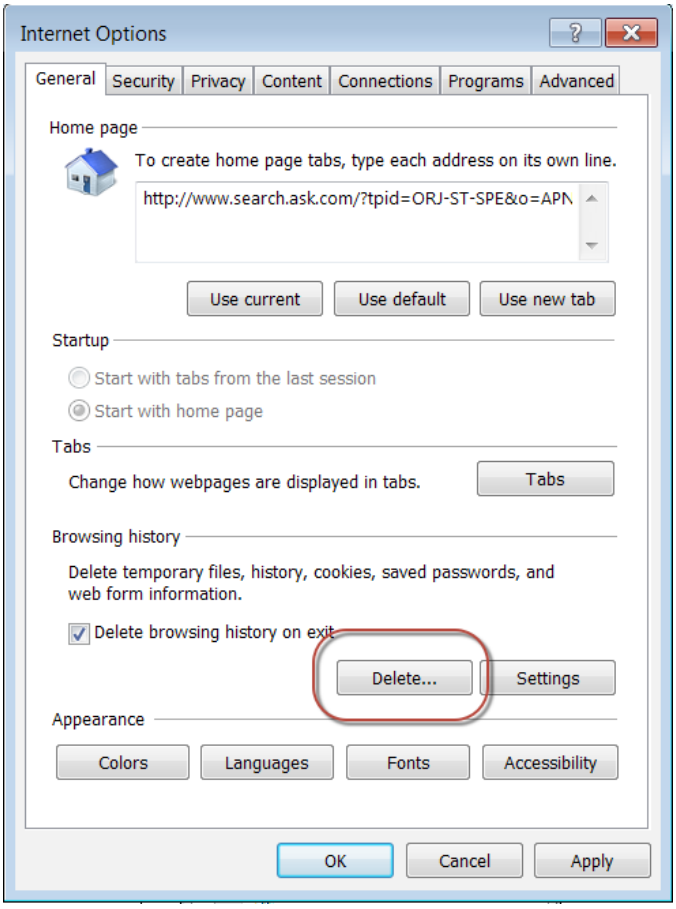

Figure 58: Internet Options

3. Click **OK**.
4. Restart Internet Explorer.

For instructions on clearing the cache on another browser, consult your browser's Help or other documentation.

CHAPTER 3

Using MediaCart for Automated Processing

Any modification that can be made to a single image, video, or audio file can be applied to an unlimited number of assets from the MediaCart location. Administration controls allow you to view current job items, their status, and cancellation. The results can be returned back into your private SharePoint location, saved to an FTP site, saved to a MediaCart BatchOut directory web-team or other direct processing requirements with MediaRich CORE (optional) and via email with a link to the originals or even as a compressed ZIP file. It is also possible to save directly to any location inside of the Site Collection.

> ***Note:*** Visualizer supports batch processing to Composite Logo, Save Image as JPEG, and Scale only and is limited to delivering to the BatchOut folder. The full MediaRich ECM for SharePoint product is required to enable all batch processing capabilities. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

This chapter provides detailed information about using the MediaCart for automated processing within MediaRich Visualizer for SharePoint.

Chapter summary

“Working with the MediaCart” on page 70

“Batch Transformations With MediaCart” on page 71

“Zip and Download from MediaCart” on page 75

Working with the MediaCart

The MediaCart is an area on a MediaRich-enabled site where you can perform and array of image-transformation with several available fulfillment options for one, or many files. Adding images to the MediaCart is easy to do and you can add items to the MediaCart directly from an asset.

Adding an asset to the MediaCart

When you move the pointer over a thumbnail image in a library and the tool bar appears, the center icon gives you the ability to instantly add a file to the MediaCart.

To add an asset to the MediaCart:

1. Place the pointer over a thumbnail in a MediaRich library
2. Click the Add to Media Cart tool.

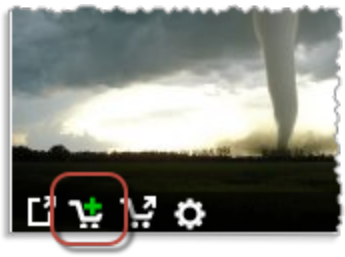

Figure 59: Add to MediaCart

It's that simple. After clicking, you will see that this file now shows in your MediaCart.

Removing an asset from the MediaCart

Removing the asset is as easy as adding it. If a file is already in the MediaCart, the icon indicates the ability to remove it.

To remove an asset from the MediaCart:

1. Move the pointer over the thumbnail in a MediaRich Visualizer for SharePoint library.
2. Click the Remove From MediaCart icon.

Figure 60: Remove From MediaCart

The image will no longer be visible in the MediaCart

The following section provides information about how to use the MediaCart for batch transformation and fulfillment.

Batch Transformations With MediaCart

After one or more assets are added to your MediaCart, you can apply image transformations (DPI, color model, rotation, and more) to one or more files. In Visualizer, these files are sent to the shared MediaRich BatchOut directory. In ECM, these files can be downloaded, emailed, or sent to another SharePoint library.

> ***Note:*** Visualizer supports Convert to Grayscale, Draw 3-pixel black border, and Flip Horizontally on still images. Image outputs from MediaCart batch processes are limited to the MediaRich BatchOut folder.
>
> Visualizer does not support batch operations on video. Videos must be exported individually using the Export icon (see "One-Click Export For Video" on page 60). In the Export Document window you are limited to Transcode Video, and the only output type is Video_mp4_wifi_20ch.
>
> The full MediaRich ECM for SharePoint product is required to enable all image and video operation and output capabilities. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

Access your MediaCart by placing the pointer over a thumbnail and click the Go to MediaCart icon.

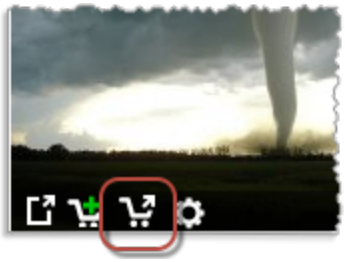

Figure 61: Accessing the MediaCart

This opens the MediaRich Batch Submit page. The bottom of this provides tools to view and manage the contents of the MediaCart

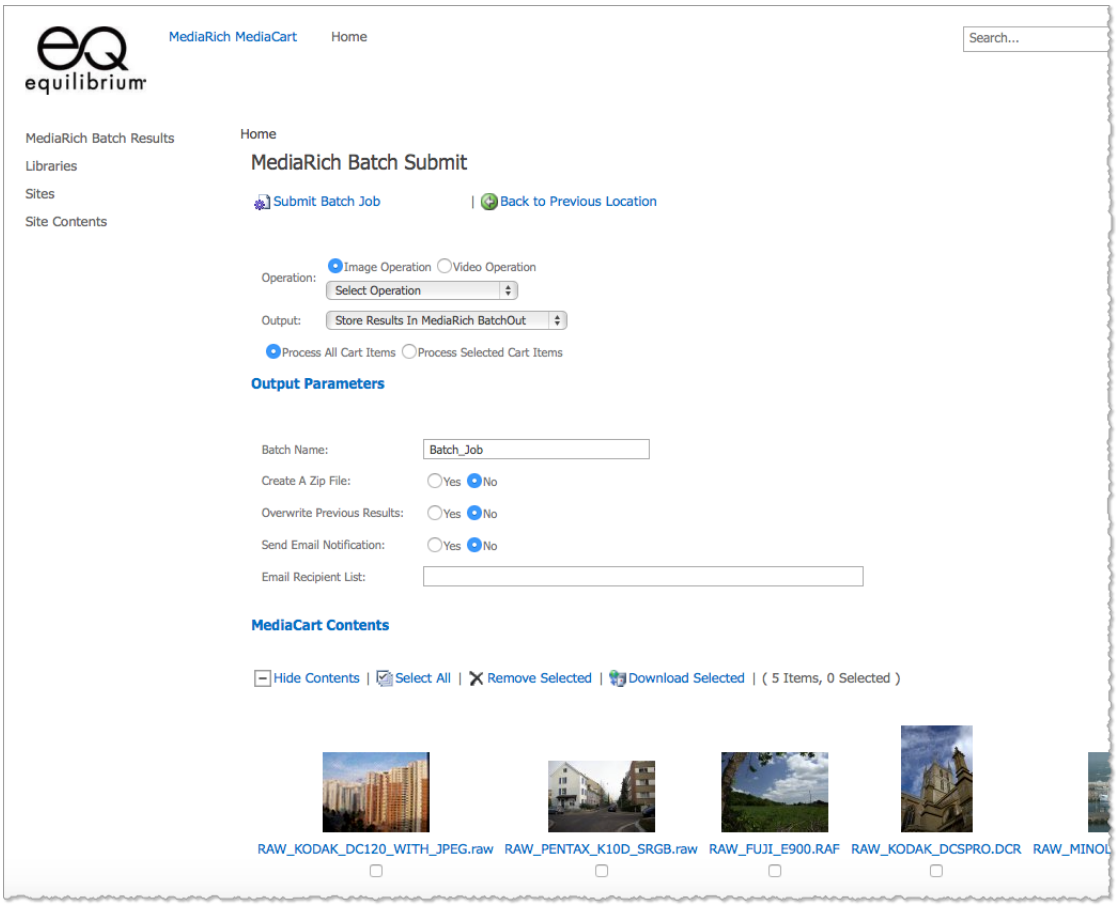

Figure 62: Viewing the MediaCart

In the MediaRich Batch Submit page, there is an option where you can select the operation type:

- **Image Operation** - Use this setting to designate color model (such as RGB and CMYK) or size targets of a batch of images
- **Video Operation** - *(ECM product only)* Use this setting to transcode an entire source video, or specify a segment by length to transcode into a number of different target formats, including MPEG, Flash, or WMV.

> ***Note:*** It's possible to customize script menu items and add or subtract export settings to customize these menus. Discuss this with your SharePoint Administrator.

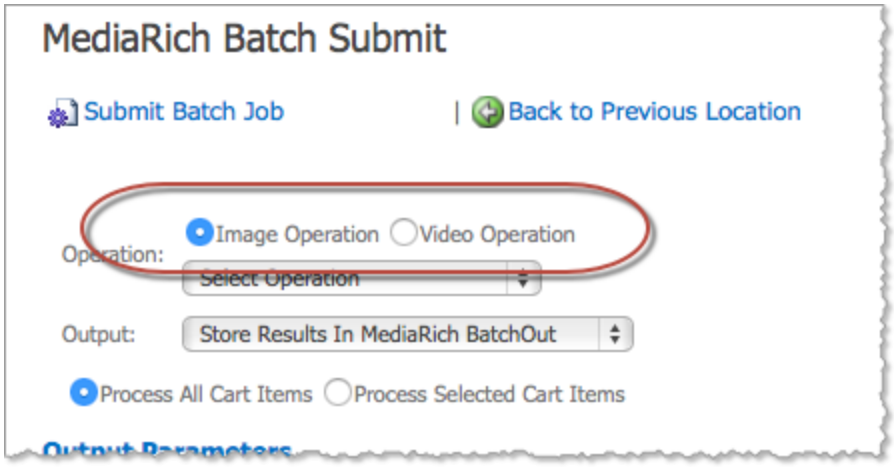

Figure 63: Select the operation type

The following procedure describes the steps for creating and submitting a batch job for images (**Image Operation** is selected). The process for a video operation is essentially the same.

To process images:

1. Select an **Operation**.

   Choose one of the many available scripts to convert file colorspace or format.

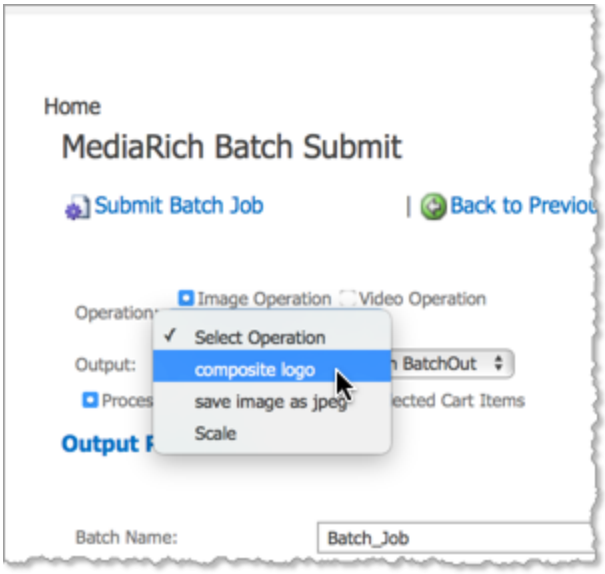

Figure 64: Select the operation to apply

2. Click **Submit Batch Job** to execute processing of the MediaCart files.

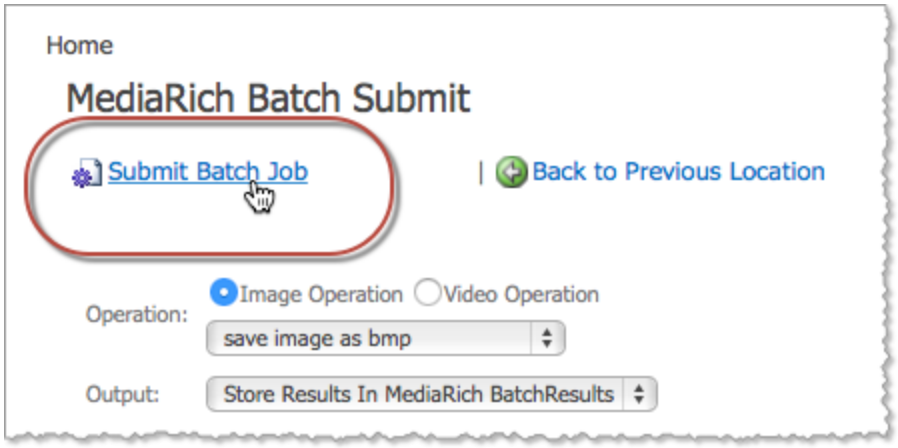

Figure 65: Submitting the MediaCart Batch

After you submit a batch job, you can view the status of your job by going to the MediaRich Batch Queue. The web part is at the bottom of the MediaCart page by default. Click **Refresh Display** to view updated progress for the batch processes in the list.

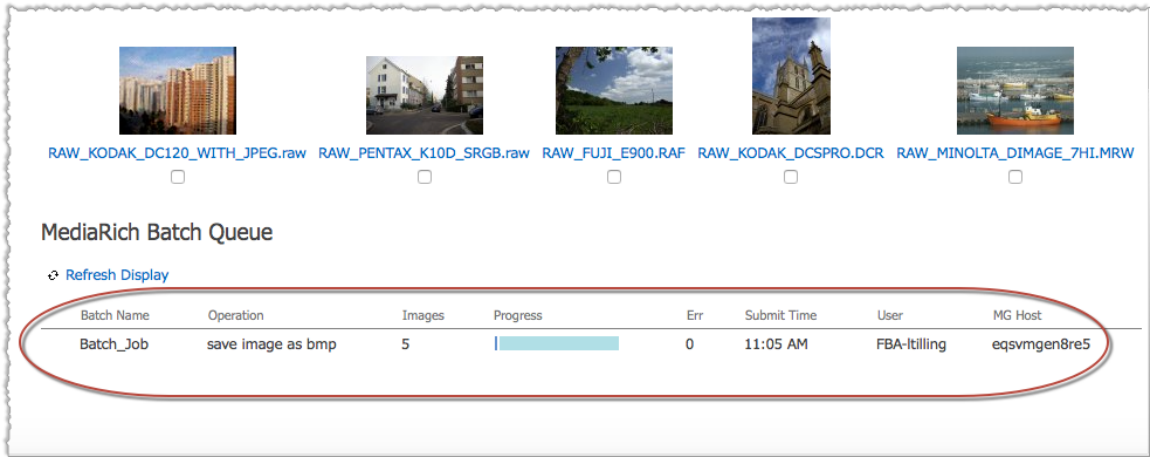

Figure 66: MediaRich Batch Queue

Zip and Download from MediaCart

The MediaCart also provides users with the means to download one or more files. If you choose multiple files they are added to a .zip file. This is used when there are files are in multiple locations and you need to first centralize them quickly and then compress and download them all into a single file.

To compress and download a file from the MediaCart:

1. Scroll to bottom of the MediaCart page and click **Show Contents**.

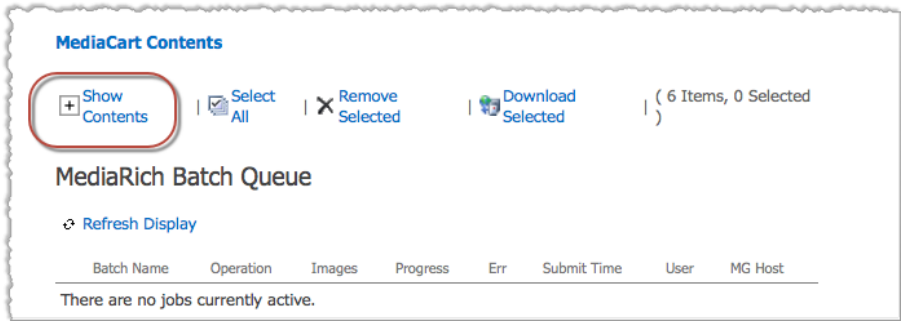

Figure 67: Show Contents

The expands the space below it to display each file in the MediaCart, including a thumbnail.

2. Select the check box for one or more content files.
3. Click **Download Selected**.

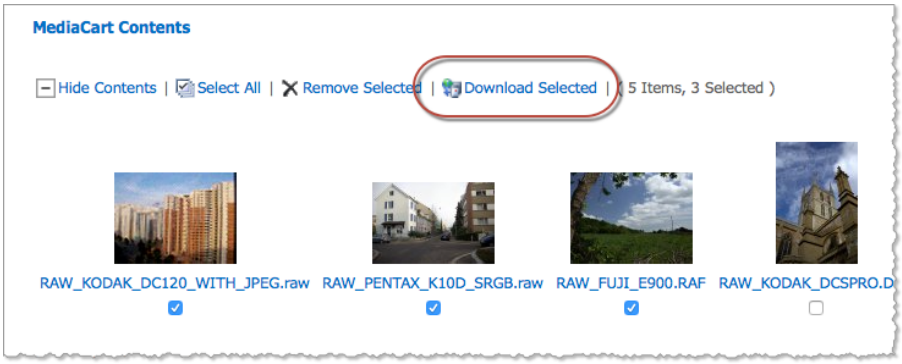

Figure 68: Download Selected

Your files will be compressed in a single .zip archive.

Depending on the download functionality in your web browser, you can access the downloaded zip file in a standard download directory or the browser will prompt you to select a location for saving the file.

APPENDIX A

File Transformation and Metadata Reference

The MediaRich Visualizer for SharePoint provides enhanced metadata for the MediaRich Document content type and the ability to manage the metadata and file transformation using batch operations.

This appendix provides reference information for the metadata fields provided by MediaRich and the out-of-the-box file transformation operations available to users.

Appendix summary

"Metadata Fields" on page 78

"File Transformation Options" on page 82

Metadata Fields

The following list includes all the metadata fields that are available within the MediaRich Document content type, including new fields now extracted from EXIF Camera RAW files and enhanced XMP Extraction capability:

- Type (icon linked to document)
- Name (linked to document with edit menu)
- Modified
- Rating (0-5)
- File Size
- Action Activity
- Active-D Lighting
- Album
- Artist
- Author
- Author's Address
- Author's City
- Author's Country
- Author's E-mail
- Author's Employer
- Author's Phone
- Author's Position
- Author's Postal Code
- Author's State
- Autofocus Area Mode
- Autofocus Fine Tune
- Availability
- Brightness Adjustment
- Caption
- Caption Writer
- Categories
- Category
- Category Code
- Check In Comment
- Checked Out To
- City
- Color

- Color Profile
- Comment
- Compression
- Concept
- Content Type
- Contrast
- Contributor
- Copy Source
- Copyright
- Country
- Coverage
- Created
- Created By
- Creation Date
- Creation Software
- Creator
- Creator Tool
- Credit
- Date Created
- Date Modified
- Date Picture Taken
- Description
- Description
- Director
- Duration
- Edit (link to edit item)
- Exposure Compensation
- Exposure Mode
- Exposure Time
- Filter Effect
- Flash Device
- Flash Mode Detail
- Flash Sync Mode
- Focal Length
- Focus Mode
- Folder Child Count
- Format
- Frames

- F-Stop
- GPS Altitude
- GPS Date & Time
- GPS Dest Bearing
- GPS Dest Distance
- GPS Dest Latitude
- GPS Dest Longitude
- GPS Differential
- GPS DOP
- GPS Image Direction
- GPS Latitude
- GPS Longitude
- GPS Measure Mode
- GPS Satellites
- GPS Speed
- GPS Status
- GPS Track
- Headline
- Horizontal Resolution
- Hue Adjustment
- ID
- Image Authentication
- Image Format
- Image Height
- Image Type
- Image Width
- Information
- Instructions
- Intellectual Genre
- ISO Value
- Item Child Count
- Keywords
- Keywords
- Language
- Layers
- Lens
- Lens Aperture
- Lens Type

- Location
- Long Exposure MR
- Manufacturer
- Metadata Date
- Metering Mode
- Model
- Modification Date
- Modified By
- Name (for use in forms)
- Name (linked to document)
- Number of Ratings
- Orientation
- Photo Orientation
- Photographer
- Photoshop Profile
- Picture Control Base
- Picture Control Name
- Producer
- Publisher
- Quick Adjust
- Relation
- Resolution Units
- Resource Identifier
- Resource Type
- Rights Management
- Rights Marked
- Rights Usage Terms
- Rights Web Statement
- Saturation Adjustment
- Sharpening
- Shot Angle
- Shot Keywords
- Shot Location
- Shutter Speed
- Software
- Source
- Source
- Specific Location

- State/Province
- Subject
- Subject Codes
- Subject Distance
- Time of Day
- Title
- Title
- Toning Effect
- Transmission Reference
- Urgency
- Version
- Vertical Resolution
- Vibration Reduction
- White Balance
- Year
- Zoom Mode

File Transformation Options

MediaRich Visualizer for SharePoint provides an extensive list of default image and video file transformation options for common file manipulation and conversion operations. If your organization requires additional options, a systems developer can create them via the MediaScript technology.

Visualizer supports only Convert to Grayscale, Draw 3-pixel black border, and Flip Horizontally on still images and no operations on video. The following sections provide a list of the default file transformation operations available with the full MediaRich ECM for SharePoint product. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

Image Conversion Options

The full MediaRich ECM for SharePoint product provides out-of-the box conversion options for images:

- blur image
- convert to black & white
- convert to grayscale
- crop by alpha channel
- crop by background color
- draw 3-pixel black border

- flip horizontally
- flip vertically
- powerpoint - full page bmp
- powerpoint - landscape bmp
- powerpoint - portrait bmp
- print - a4 300dpi cmyk jpeg
- print - letter 300dpi cmyk tiff
- save image as cmyk tiff
- sharpen image
- web - large view jpeg
- web - product view jpeg
- web - thumbnail view jpeg
- web transparent gif

Video Transcoding Options

The full MediaRich ECM for SharePoint product provides the following options for converting video:

- Audio-AAC_128K_44100_20ch
- Audio-AAC_160K_48000_20ch
- Audio-AIFF_44100_16_20ch
- Audio-MP3_128k_20ch
- Audio-OGG_96K_20ch
- Audio-WAV_44100_16_20ch
- Audio-WMA2_128K_20ch
- Video-AVID_1080p_20ch
- Video-DVD_MPEG2_SDef
- Video-DV_2MBit_SDef
- Video-Flash8_wifi
- Video-Flash9+_wifi_20ch
- Video-iPod_wifi_20ch
- Video-MKV_wifi_20ch
- Video-MOV_1080p_20ch
- Video-MOV_1080p_20ch_GPU
- Video-MOV_3g_20ch
- Video-MOV_720p_20ch_GPU
- Video-MOV_wifi_20ch
- Video-MP4_1080p_20ch
- Video-MP4_1080p_20ch_GPU
- Video-MP4_1080p_51ch

- Video-MP4_1080p_51ch_GPU
- Video-MP4_1080p_CQ_20ch
- Video-MP4_1080p_CQ_20ch_GPU
- Video-MP4_3g_20ch
- Video-MP4_3g_20ch_GPU
- Video-MP4_720p
- Video-MP4_720p_20ch_GPU
- Video-MP4_wifi_20ch
- Video-MP4_wifi_20ch_GPU
- Video-MPEG1_SDef_20ch
- Video-MPEG2-TS_SDef_20ch
- Video-MXF_MPEG2_SDef
- Video-WMV8_wifi_20ch

APPENDIX B

File Format Support

MediaRich Visualizer supports over 450 image, video, audio, Office, Drawing, and RAW camera file types.

This appendix provides information about the read-write file format support in MediaRich, which also powers the high-end digital asset management features in Visualizer, such as image transformation, rich thumbnails, and video playback.

For a regularly updated file format list, please visit our Supported Formats page on the Equilibrium web site:
http://equilibrium.com/equilibriumnew/supported-formats/

Appendix summary

"MediaRich Image File Formats Natively Supported" on page 86

"MediaRich Audio and Video File Formats Natively Supported" on page 90

"LibreOffice Expanded File Formats Supported" on page 93

MediaRich Image File Formats Natively Supported

The MediaRich CORE provides support for the following image file formats.

MediaRich Visualizer for SharePoint does not include support for key Adobe file types (such as PhotoShop, Illustrator, and InDesign) and image export is limited to the original format and JPEG. The full MediaRich ECM for SharePoint product is required to enable full image file format support within SharePoint. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

> ***Note:*** If not indicated by a “yes”, Text Extraction may or may not work.

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
PDF: Adobe Acrobat	Portable Document	Read/Write (PDF Image)	Renders to RGB, CMYK	Basic		yes (also one page, page range)
PIX: Alias Workstation Image	Image	Read/Write	RGB	Basic	None	
RAW: Panasonic Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
CR2: Canon Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
CRW: Canon Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
DNG: Adobe Digital Negative	Digital Negative	Read	Converts to RGB	Enhanced		
RAF: Fuji FinePix Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
GIF: Graphics Interchange Format	Image/Animation	Read/Write	RGB	Basic	Basic	

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
JPE: JPEG	Image	Read	RGB, CMYK, with ICC Support	Enhanced		
JPEG: JPEG	Image	Read	RGB, CMYK, with ICC Support	Enhanced		
JPG: JPEG	Image	Read/Write	RGB, CMYK, with ICC Support	Enhanced	Enhanced	
J2K: JPEG 2000	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
JP2: JPEG 2000	Image	Read/Write	GRAY, RGB, YCBRC Convert	Basic	None	
JPX: JPEG 2000	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
J2C: JPEG 2000 Stream	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
JCC: JPEG 2000 Stream	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
JPC: JPEG 2000 Stream	Image	Read/Write	GRAY, RGB, YCBRC Convert	Basic	None	

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
DCR: Kodak Digital Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
PCT: Mac PICT	Image	Read/Write	RGB	Basic	None	
PICT: Mac PICT	Image	Read	RGB	Basic	None	
MOS: Creo Leaf Mosaic Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
NEF: Nikon Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
ORF: Olympus Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
PCX: PC Paintbrush	Image	Read/Write	RGB	Basic	None	
PNG: PNG	Image	Read/Write	RGB	Enhanced	Basic	
PBM: Portable Bitmap	Image	Read	B&W	Basic		
PPM: Portable Pixel Map	Image	Read/Write	RGB	Basic	Basic	
PPMB: Portable Pixel Map	Image	Read	RGB	Basic		
PBMA: Portable Pixel Map	Image	Read	B&W	Basic		
PBMB: Portable Pixel Map	Image	Read	B&W	Basic		
BW: Silicon Graphics Image	Image	Read	RGB	Basic		
RGBA: Silicon Graphics Image	Image	Read	RGB	Basic		
SGI: Silicon Graphics Image	Image	Read/Write	RGB	Basic		
CS1: Sinar Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
ARW: Sony Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
TGA: Targa	Image	Read/Write	RGB	Basic	Basic	
TIF: TIFF	Image/Multi-page image	Read/Write	RGB, CMYK with ICC support	Enhanced	Enhanced	
TIFF: TIFF	Image/Multi-page image	Read	RGB, CMYK with ICC support	Enhanced		
BMP: Windows Bitmap	Image	Read/Write	RGB	Basic	Basic	
WBMP: Wireless Bitmap	Image	Read/Write	RGB	Basic	None	
3FR: Hasselblad Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
ERF: Epson Camera RAW	RAW Camera Image	Read	Converts to RGB	Enhanced		
FFF: Hasselblad Camera RAW	RAW Camera Image	Read	Converts to RGB	Enhanced		
KDC: Kodak Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
MEF: Mamiya Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
MRW: Minolta Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
PEF: Pentax Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
SR2: Sony Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
STI: Sinar Capture Shop Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
X3F: Sigma Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		

MediaRich Audio and Video File Formats Natively Supported

AVCore 2 includes enhanced performance and GPU transcoding support. It reads all existing formats (EXCEPT FLI, FLC OR ANY VIDEO CONTAINING PALETTED DATA) and writes several existing formats, plus native Flash Video, Ogg Theora, GXF, MTS, and VPX/webm.

MediaRich CORE supports the following audio and video file formats. The video and video/audio formats support 24 bit RGB.

MediaRich Visualizer for SharePoint does not provide support for full file transcoding and video export is limited to MP4. The full MediaRich ECM for SharePoint product is required to enable full video and audio file format support within SharePoint. See "MediaRich Visualizer Features" on page 8 for a comparison of Visualizer and the full MediaRich ECM for SharePoint product.

> ***Important:*** Currently, AVCore 2 is only capable of reading non-paletted video frames.

Audio/Video File Extension and Format	Category	Read/Write	Metadata ingest	Metadata embed
AAC: AAC Audio	audio	Read	Enhanced	None
AC3: AC3 Audio Stream	audio	Read	Enhanced	None
AMR: AMR Audio	audio	Read	Enhanced	None
AIF: Audio Interchange File Format (Mac and SGI)	audio	Read, Write	Enhanced	None
AIFF: Audio Interchange File Format (Mac and SGI)	audio	Read, Write	Enhanced	None
DV: Digital Video Stream	video	Read, Write	Enhanced	None
FLV: Flash Video	video	Read, Write	Enhanced	None
F4V: Flash Video	video	Read, Write	Enhanced	None
FLC: Autodesk FLIC Animation File	animation	Read, Write	Enhanced	None

Audio/Video File Extension and Format	Category	Read/Write	Metadata ingest	Metadata embed
3G: iPhone cell, Mobile 3G	video	Read, Write	Enhanced	None
M4V: iPod, iPhone wifi, Apple TV	video	Read, Write	Enhanced	Enhanced (Transcode only)
MXF: Material Exchange Format	video	Read, Write	Basic	None
3GP: Mobile 3G Audio/Video	video	Read, Write	Enhanced	None
3G2: Mobile 3G Audio/Video	video	Read, Write	Enhanced	None
3GPP: Mobile 3G Audio/Video	video	Read, Write	Enhanced	None
3GP2: Mobile 3G Audio/Video	video	Read, Write	Enhanced	None
MJPG: Motion Jpeg	video	Read, Write	Enhanced	None
MP2: Mpeg Audio Layer 2	audio	Read	Enhanced	None
MPEG: Mpeg1 or 2 Video Program Stream	video	Read, Write	Enhanced	None
MPG: Mpeg1 or 2 Video Program Stream	video	Read, Write	Enhanced	None
M1V: Mpeg1 Video	video	Read, Write	Enhanced	None
MP3: Mpeg2 audio Layer 3	audio	Read	Enhanced	None
VOB: Mpeg2 DVD (unencrypted file required)	video	Read	Enhanced	None
PS: Mpeg2 Program Stream	video	Read, Write	Enhanced	None
MPE: Mpeg2 Standard	video	Read, Write	Enhanced	None
MPEG2: Mpeg2 Standard	video	Read, Write	Enhanced	None
MPG2: Mpeg2 Standard	video	Read, Write	Enhanced	None
MP2: Mpeg2 Standard, RAM and RM	video	Read, Write	Enhanced	None
M2T: Mpeg2 Transport Stream	video	Read, Write	Enhanced	None
M2V: Mpeg2 Video	video	Read, Write	Enhanced	None
M4A: Mpeg4 AAC Audio	audio	Read, Write	Enhanced	None
Mpeg4 (RAW): Mpeg2 RAW Video	video	Read	Enhanced	None

Audio/Video File Extension and Format	Category	Read/Write	Metadata ingest	Metadata embed
MP4: Mpeg4 with AAC and other standard Audio encode	video	Read, Write	Enhanced	None
OGG: OGG Vorbis Audio	audio	Read	Enhanced	None
MOV: Quicktime, Hinted movie * See Codec supported detail	video	Read, Write	Enhanced	Enhanced
RAM: Real Media (writes only 1.0/2.0)	video	Read, Write	Basic	None
RM: Real Media (writes only 1.0/2.0)	video	Read, Write	Basic	None
GXF: Sony Mpeg2-XDCAM SD/HD	video	Read, Write	Basic	None
AU: Sun Microsystems Audio File	audio	Read, Write	Basic	None
AVI: Windows Audio Video Interface	video	Read, Write	Enhanced	None
ASF: Windows Media Active Server (2) (3)	audio/video	Read, Write	Enhanced	Enhanced
WMA: Windows Media Audio (3)	audio	Read, Write	Enhanced	Enhanced
WMV: Windows Media Video (1) (3)	video	Read, Write	Enhanced	Enhanced
Wave: Windows PCM audio format	audio	Read, Write	Enhanced	None

(1) Windows Media 11 for WMV in HD (64-bit Windows Server 2003 not supported)

(2) Sharp Audio Codec must be installed.

(3) When exporting, CBR or Quality-based VBR output settings for audio are the only types supported. Bitrate VBR for audio is not supported.

Basic Metadata support means that MediaRich can extract size, bit depth, frames, and time.

Enhanced Metadata support means there is complete extraction and embedding of metadata with field handlers shown in the documentation. It can embed some kind of information other than width/height/depth/time/samplerate. The types of metadata vary from file format to file format: for instance, not every file format can embed Exif data, or author, etc.

Codecs we have tested and support with legacy QuickTime: Animation, Apple Intermediate Codec, BMP, Cinepak, Component Video, DV - PAL, DV- NTSC, Graphics, H.261, H.263, H.264, JPEG 2000, Motion JPEG A, Motion JPEG B, MPEG-4 Video, Photo - JPEG, Planar RGB, PNG, Sorenson Video, Sorenson Video 3, TGA, and TIFF.

Audio Codecs: 24-bit Integer, 32-bit Floating Point, 32-bit Integer, 64-bit Floating Point, A-Law 2:1, AMR Narrowband, Apple Lossless, IMA 4:1, MACE 3:1, MACE 6:1, MPEG-4 Audio (AAC), Qualcomm PureVoice.

LibreOffice Expanded File Formats Supported

MediaRich supports the following file formats when LibreOffice 6.0 is installed. They are rendered to RGB. These are read-only on Macintosh and Windows.

> ***Note:*** If not indicated by a "yes", Text Extraction may or may not work.

File extension and format	Category	Text extraction (Windows only)
PDB: AportisDoc (Palm)	Word Processing	yes
DXF: AutoCAD Interchange Format	Drawing-Vector	
CGM: Computer Graphics Metafile	Presentation	
XML: DocBook, Microsoft Excel/Word 2003 XML	Word Processing/Spreadsheet	yes
EMF: Enhanced Metafile	Drawing-Vector	
HWP: Hangul WP 97	Word Processing	yes
HTM, HTML: HTML Document	HTML	yes
OTH: HTML Document Template	HTML	yes
PCD: Kodak Photo CD (192x128, 768x512, 384x256)	Drawing-Raster	
123: Lotus 1-2-3	Spreadsheet	yes
WK1: Lotus 1-2-3	Spreadsheet	yes
WKS: Lotus 1-2-3	Spreadsheet	yes
XLSB: Microsoft Excel 2007 Binary	Spreadsheet	yes
XLSM: Microsoft Excel 2007 XML	Spreadsheet	yes
XLSX: Microsoft Excel 2007 XML	Spreadsheet	yes
XLTM: Microsoft Excel 2007 XML Template	Spreadsheet	yes
XLTX: Microsoft Excel 2007 XML Template	Spreadsheet	yes
XLM: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes
XLC: Microsoft Excel 4.x-5.0/95/97/2000/XP	Chart	yes
XLW: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes
XLT: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes

File extension and format	Category	Text extraction (Windows only)
XLS: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes
PPTM: Microsoft PowerPoint 2007 XML	Presentation	
PPTX: Microsoft PowerPoint 2007 XML	Presentation	
POTM: Microsoft PowerPoint 2007 XML Template	Presentation	
POTX: Microsoft PowerPoint 2007 XML Template	Presentation	
PPS/PPSX: Microsoft PowerPoint 97/2000/XP	Presentation	
PPT: Microsoft PowerPoint 97/2000/XP	Presentation	yes
POT: Microsoft PowerPoint 97/2000/XP Template	Presentation	
DOC: Microsoft WinWord, 5, 6.0/95, 97/2000/XP	Word Procession	yes
DOCM: Microsoft Word 2007 XML	Word Procession	
DOCX: Microsoft Word 2007 XML	Word Procession	yes
DOTM: Microsoft Word 2007 XML Template	Word Procession	yes
DOTX: Microsoft Word 2007 XML Template	Word Procession	yes
DOT: Microsoft Word 95, 97/2000/XP Template	Word Procession	yes
OTG: ODF Drawing Template	Drawing-Vector	
ODG: ODG Drawing, ODF (Impress)	Drawing-Vector	
ODM: ODF Master Document	Word Processing	yes
ODP: ODF Presentation	Presentation	
OTP: ODF Presentation Template	Presentation	
ODS: ODF Spreadsheet	Spreadsheet	yes
OTS: ODF Spreadsheet Template	Spreadsheet	yes
ODT: ODF Text Document	Word Processing	yes
OTT: ODF Text Document Template	Word Processing	yes
STD: OpenOffice 1.0 Drawing Template	Drawing-Vector	
SXD: OpenOffice 1.0 Drawing, OpenOffice Impress	Drawing-Vector	
STW: OpenOffice HTML/Text Template	HTML	
SXG: OpenOffice 1.0 Master Document	Word Processing	yes

File extension and format	Category	Text extraction (Windows only)
SXI: OpenOffice 1.0 Presentation	Presentation	
SXC: OpenOffice 1.0 Spreadsheet	Spreadsheet	yes
STC: OpenOffice 1.0 Spreadsheet Template	Spreadsheet	yes
SXW: OpenOffice 1.0 Text Document	Word Processing	yes
MET: OS/2 Metafile	Drawing-Vector	
PXL: Pocket Excel	Spreadsheet	yes
PSW: Pocket Word	Word Processing	yes
PGM: Portable Graymap	Drawing-Raster	
WB2: Quattro Pro 6.0	Spreadsheet	yes
RTF: Rich Text Format, RTF (OpenOffice Calc)	Word Processing	yes
SVG: Scalable Vector Graphic	Drawing-Vector	
SGV: StarDraw 2.0	Drawing-Vector	
SDP: StarImpress 4.0/5.0	Presentation	
SVM: StarView Metafile	Drawing-Vector	
SDW: StarWriter 1.0, 2.0, 3.0-5.0	Word Processing	yes
SGL: StarWriter 4.0/5.0 Master Document	Word Processing	yes
SGF: StarWriter Graphics Format	Drawing-Vector	
STW: StarWriter doc	Word Processing	
SXD: OpenOffice 1.0 drawing	Drawing	
STD: OpenOffice 1.0 drawing	Drawing	
RAS: Sun Raster Format	Drawing-Raster	
SLK: SYLK	Spreadsheet	yes
602: T602 Document	Word Processing	yes
UOS: Unified Office Format spreadsheet	Spreadsheet	yes
UOF: Unifed Office Format spreadsheet, text, presentation	Spreadsheet	yes
UOP: Unified Office Format presentation	Presentation	

File extension and format	Category	Text extraction (Windows only)
WMF: Windows Metafile	Drawing-Vector	
WPD: WordPerfect Document	Word Processing	yes
XBM: X Bitmap	Drawing-Raster	
XPM: X PixMap	Drawing-Raster	

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