



User Guide

The CI HUB Connector plugin explained in detail.



Connect it. Find it. Use it.

Assets at your fingertips!

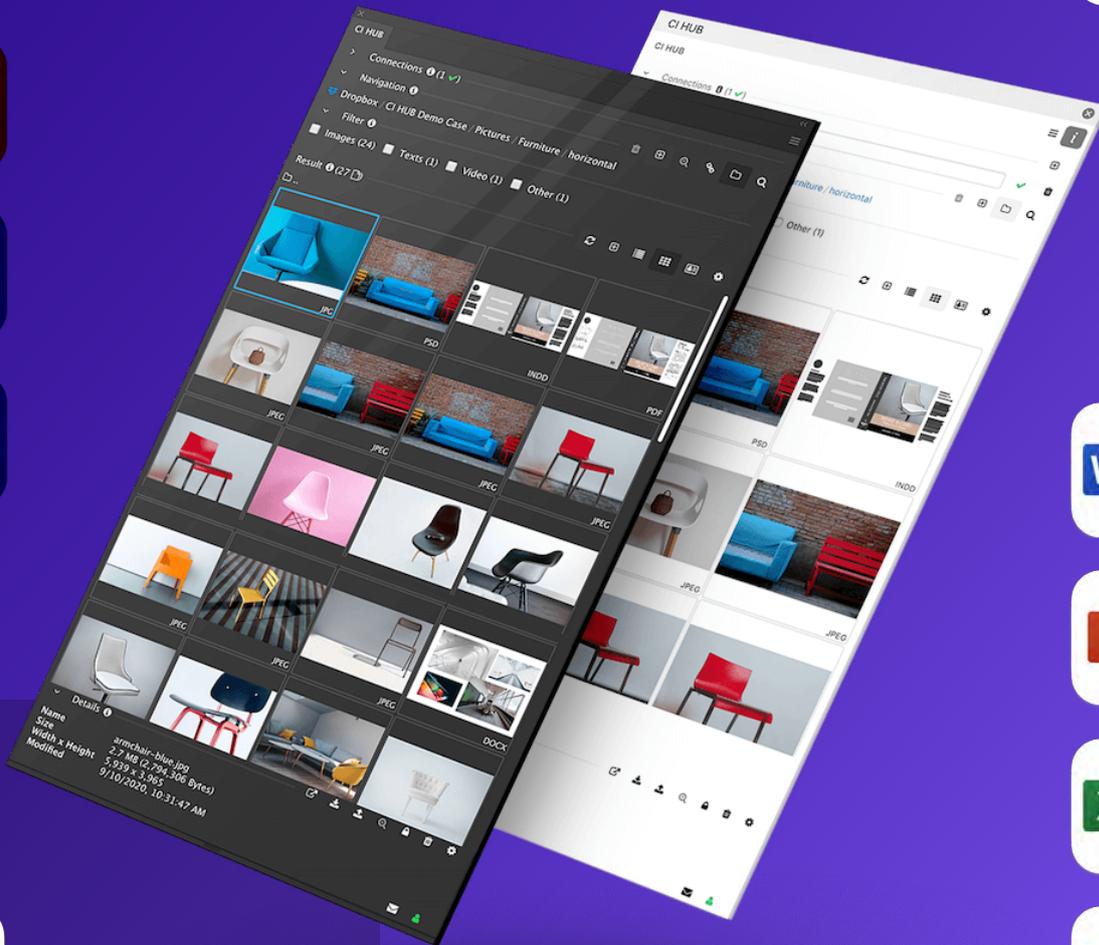


Table of content

How to start

What is CI HUB Connector?	8
Where can I get the CI HUB Connector?.....	8

Log into CI HUB Connector

First login	12
Getting started with CI HUB Connector.....	12

Connect your Services

DAM Connector.....	16
PIM Connector	16
Cloud Connector	16
Stock Connector.....	16
Service connector	16
Starting a connection.....	17

Navigate CI HUB Connector

Navigation buttons explained.....	20
-----------------------------------	----

Search your assets via CI HUB Connector 21

Similarity search	22
-------------------------	----

Filter assets with CI HUB Connector 24

The Result pane..... 25

The quick details pane..... 28

Check panel

Panel controls	30
Transfer files from one system to another	31

Set up local folder

The asset detail view.....	32
Working with versions.....	32
Working with Conversions	33
Original, PNG and JPEG.....	33

How to relink my assets

The most important icons at a glance	34
--	----

How to use text and metadata..... 35

1. Metadata based on assets	38
-----------------------------------	----

What is Metadata?

2. Metadata based on relations.....	40
3. Series production based on metadata	42
Using data merge to start a series production	42
Metadata based on objects	44

Working with Figma and Sketch

Restore your services.....	46
How to navigate CI HUB Connector	46
Image placement in Figma	47
Image versioning	48
Fill images in text.....	49
Using colour styles with CI HUB Connector	50
Working with Sketch.....	51
Using style names with images	51

Bring your assets to WordPress

Start working with CI HUB Connector in WordPress	54
Connector settings.....	55
Add a new connection	55
Navigate CI HUB Connector for WordPress.....	55

Working with assets in WordPress

Add an Asset to WordPress.....	58
Add vector data to WordPress	59

The Check panel for WordPress Find your assets with one click	60
---	----

Place metadata via shortcodes

How to find the Post ID	62
Creating a short code.....	62

Bring your assets into SharePoint

Install CI HUB Connector for SharePoint.....	66
Add CI HUB Connector to a SharePoint website.....	66
Start using CI HUB Connector for SharePoint.....	67
Using the CI HUB Connector in SharePoint	68
Adding Assets to the Document Library	68
The Check panel in SharePoint.....	68

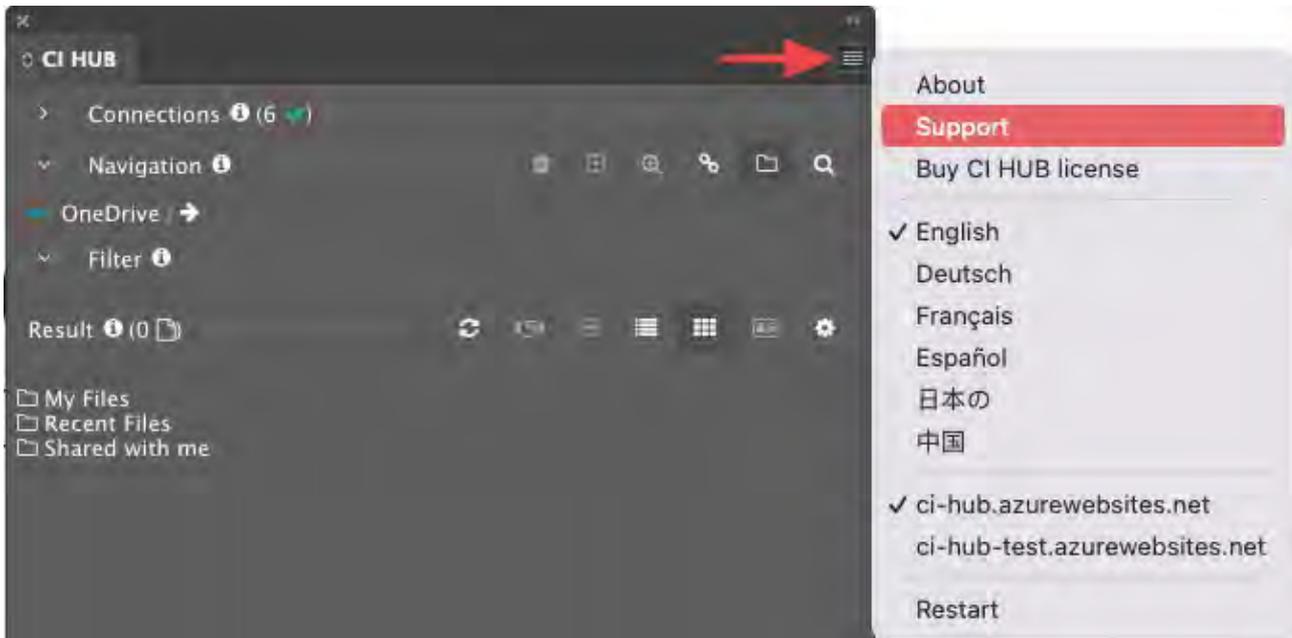
Working with CI HUB Connector in the context of the other workspaces

No Check panel in the office products.....	70
CSV export, where it makes sense.....	70

Panel comparison..... 71

How to get support

Do you need further support or have input for us? Use the support menu in the CI HUB Connector. This will take you to our support form:



Typography & Layout DenzlerMedia, Christian Denzler, denzlermedia.ch

Authors Christian Denzler, Gerd Glaser, Jasper Ullrich, Adrian Filipow and Andreas Michalski

Version: 1.2.70 (1/5/2022)

Plugin version: 1.2.18

1st edition 2021

© CI HUB Connector, Potsdam 2021

Please visit our website to get more information, news and support: ci-hub.com

Chapter 1
How to start

CI HUB Connector Academy

CI HUB Connector offers a lot of educational videos.

You will find tutorials and webinars for the various application purposes on their website and YouTube channel. A new addition is the Academy, where you can go into more specific detail. We will refer to it in this documentation via QR code.



Fig. 1.1. Search for CI HUB Connector in Creative Cloud.

How to start

What is CI HUB Connector?

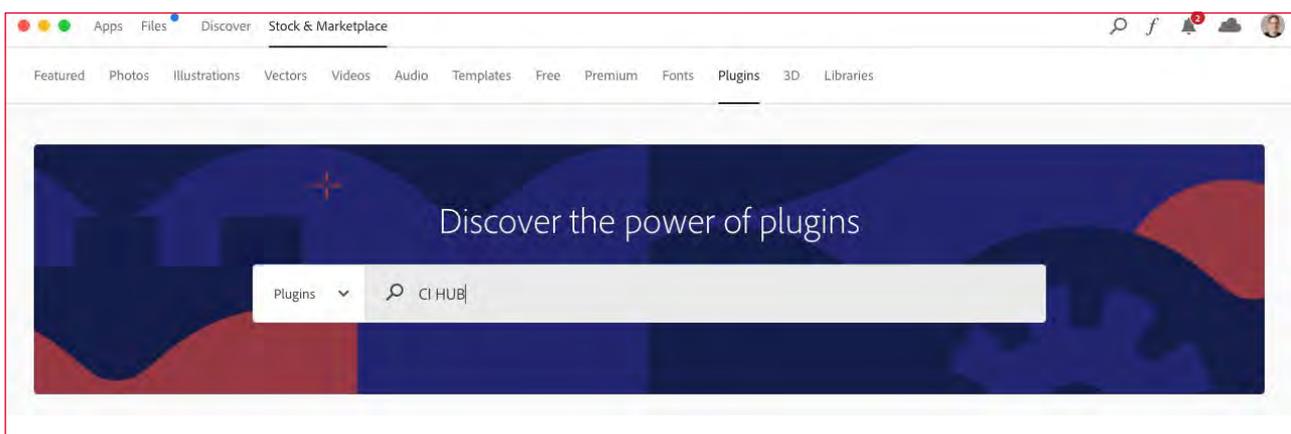
The CI HUB Connector is a plugin from the company of the same name. It offers you seamless integration into your preferred digital asset management system (DAM system for short) or the cloud service of your choice, such as Dropbox, Google Drive or OneDrive. Right now, you can download it for Adobe Creative Cloud, Microsoft applications, Google Workspace Marketplace, Figma and Sketch. The Plugin connects your content-creating tools like Adobe InDesign or Microsoft Word to the asset repository you use daily. It keeps you in sync with your asset database and helps your team to streamline the creative process while staying consistent in the use of all your brand assets. CI HUB Connector lets you produce more content faster and with greater accuracy. The Plugin is perfect for companies who want to build a strong asset management system without spending thousands of dollars. So without any further ado, let's tap into the plugin's power.

CI HUB Connector lets you connect, navigate, search and filter your assets and helps you to keep on top of your assets' history by managing your revisions.

Where can I get the CI HUB Connector?

The CI HUB Connector is available for Adobe Creative Cloud, for Microsoft Office 365 and for Google Workspace. For **Adobe Creative Suite**, you can get the CI HUB Connector in the Adobe Creative Suite desktop app:

1. Click on "Stock & Marketplace"
2. Select "Plugins"
3. Search for "CI HUB Connector"



You can also search for and install the plugin via the website <https://ci-hub.com>.

If you want to install the connector for **Microsoft Office 365**, you find it at <https://appsource.microsoft.com/en-gb>. Look for "CI HUB Connector" there as well.

To download the plugin, select the app for which you need the connector. The website will then ask you to open the corresponding program. If you okay this request, the plugin will be installed accordingly. If you are in MS Word, for example, you can select the menu item "Insert" and the icon "Get Add-ins". 

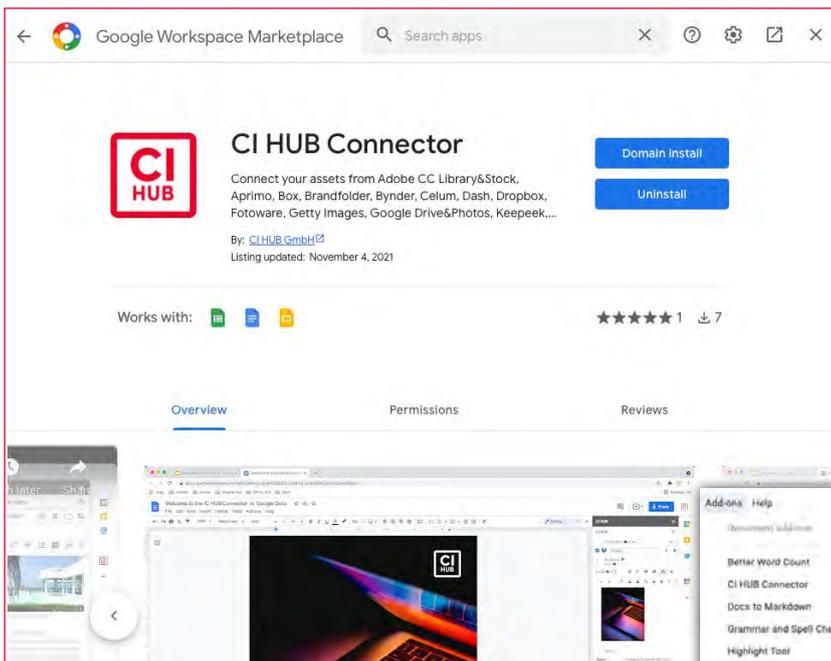
Microsoft Office 365

If you use Microsoft Office 365 it is important to know that there are two CI HUB Connectors. One for Excel, PowerPoint and Word and a separate one for MS Outlook.



You can also get the CI HUB Connector in the **Google Workspace Marketplace**. There is the Connector for Google Sheets, Docs and Slides. Again, the installation is very simple. Create a new document and open the Marketplace via the menu *Add-ons / Get add-ons*. Then search for the *CI HUB Connector* and install it either on your user or if you are admin of a domain, for all users of the domain. Now you can find the Connector under *Add-ons / CI HUB Connector* and start it with *Open*.

▲ **Fig. 1.2.** MS Office 365 shows you two Connectors. One for Outlook and one for the other Microsoft apps.

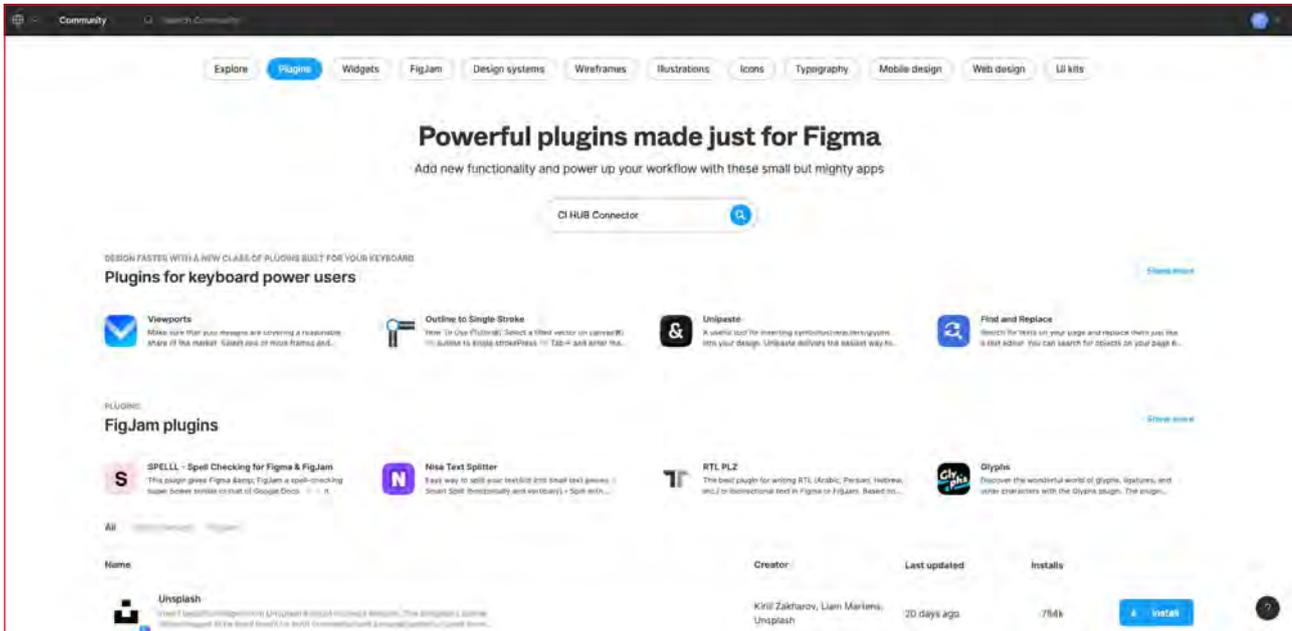


▲ **Fig. 1.3.** Search for the Connector in the Google Marketplace.

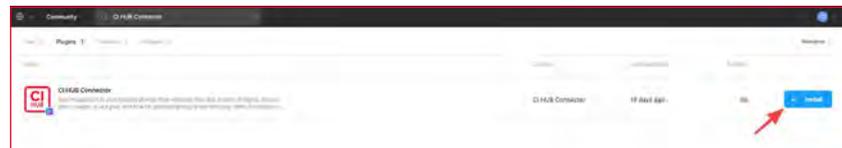
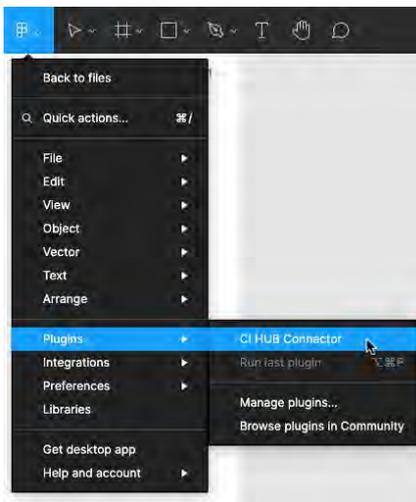


Fig. 1.4. Search the Community for the CI HUB Connector.

If you work with **Figma**, you can also use the CI HUB Connector without any problems. To do so, log into your account and click on the Figma icon  in the top left-hand corner to open the menu. Now choose *Plugins / Browse plugins in Community*. There you can search for the CI HUB Connector. **Fig. 1.4.**



After you have found the plugin, install the CI HUB Connector:



Then find the plugin by clicking on the Figma icon and selecting *Plugins / CI HUB Connector*. **Fig. 1.5.**

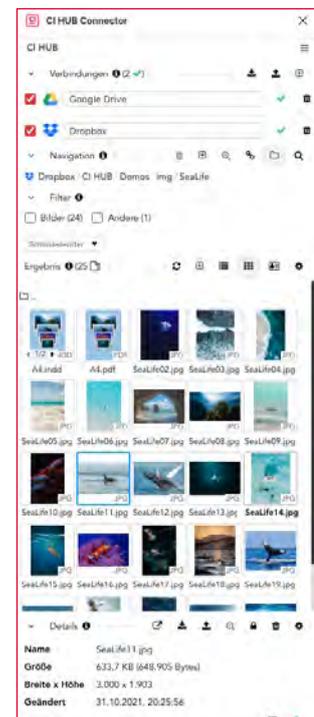
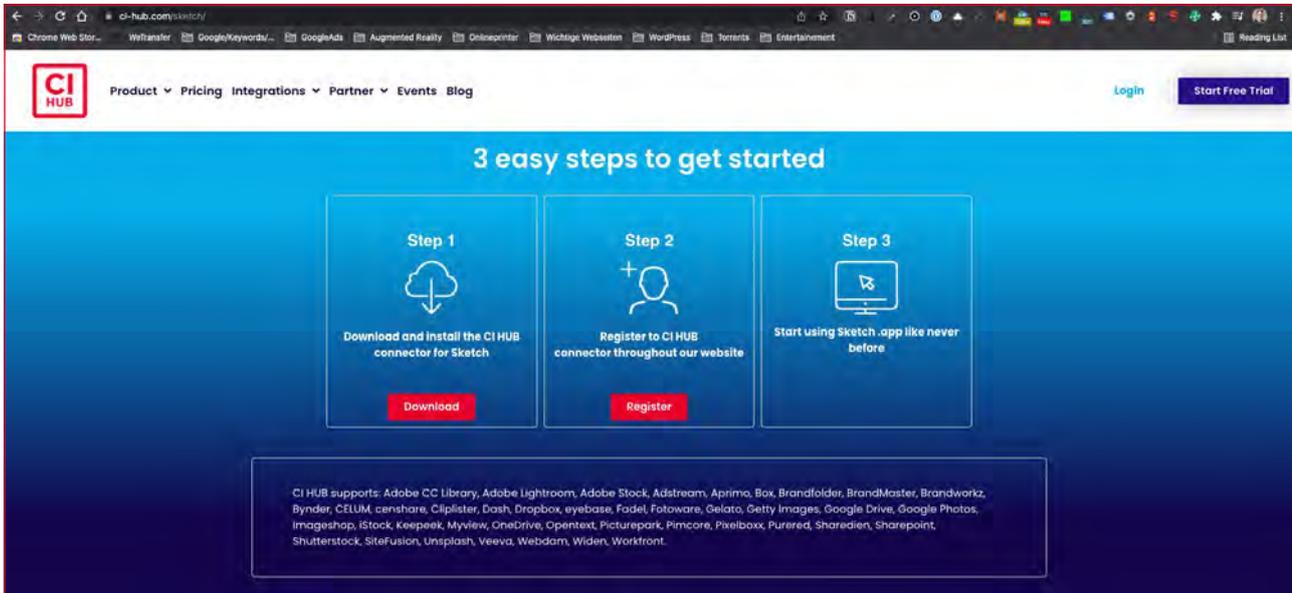


Fig. 1.5. After the install you will find the CI HUB Connector in your plugins.



Another popular design tool is Sketch. Here, too, you can get the CI HUB Connector and thus increase productivity. To install the CI HUB Connector, you have to proceed a little differently with Sketch. First go to the CI HUB website and download the plugin from ci-hub.com/sketch.



Then start the Sketch app and select *Plugins / Manage plugins...* **Fig. 1.6.** from the menu bar. Now unpack the ZIP archive with the plugin and drag it into the plugin window. Now the plugin is installed and activated **Fig. 1.7.** Alternatively, you can simply double-click the ZIP file. Now you can find the plugin in the menu bar under *Plugins | CI HUB Connector*.

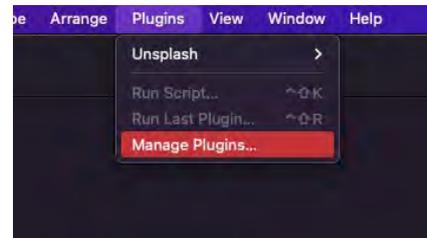


Fig. 1.6. Manage your plugins via the menu bar.

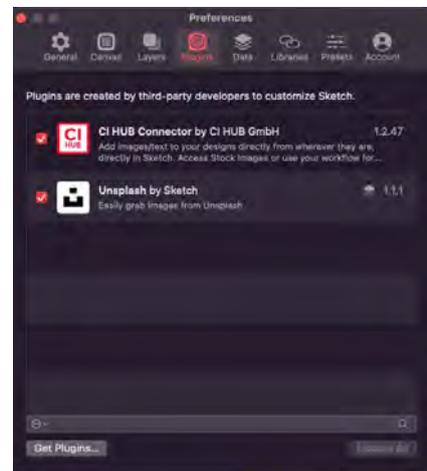
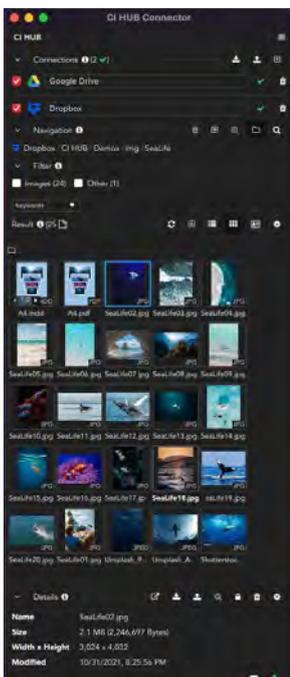


Fig. 1.7. Manage your plugins via Preferences / Plugins.

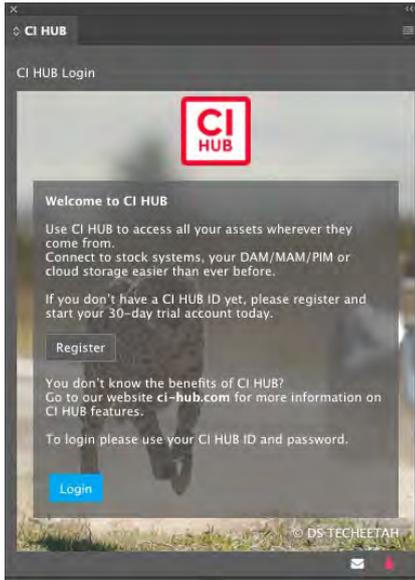


Fig. 1.8. The register and login area in the plugin.

Log into CI HUB Connector

After you have downloaded and installed the plugin, start it up. The CI HUB Connector start screen appears, where you can choose to register or login. **Fig. 1.8.**

First login

If you are already registered, clicking on the login button will take you to the CI HUB Connector website. **Fig. 1.9.** Here you can log in with your username and password. After hitting the "Sign in" button, the website will display a successful login page, and tell you that you can close the window and return to the plugin. **Fig. 1.10.**

Getting started with CI HUB Connector

After you are successfully logged in, you will see the user interface of the plugin in front of you. At the moment it still looks relatively basic, as no connections have yet been set up. **Fig. 1.11.** Let's take a look at the options that are already available:

1 Connections

In this area you will find all the connections you have set up. You can add your connections via the  icon. We will explain how to set them up in a moment.

2 Filter

In CI HUB Connector, you can search for images, texts and other items, i.e. filter them.

3 Options menu

Use the hamburger menu at the top right to call up the options panel in InDesign. In the case of CI HUB Connector, these are the available languages as well as the function to restart the plugin and get further information. **Fig. 1.12.**

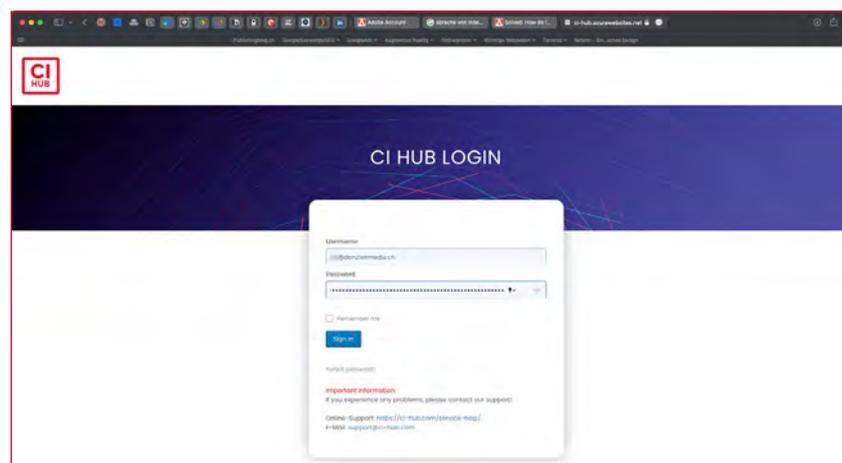


Fig. 1.9. Login will take you to the CI HUB Connector page. ▶

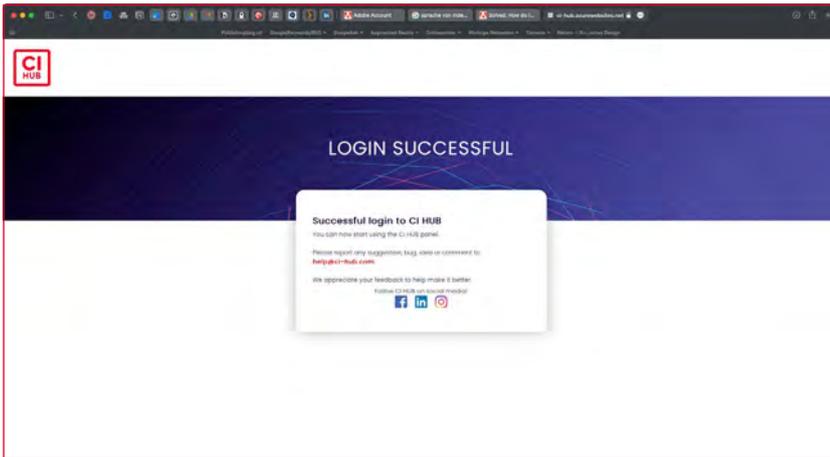


Fig. 1.10.

The successful login is displayed on the website.

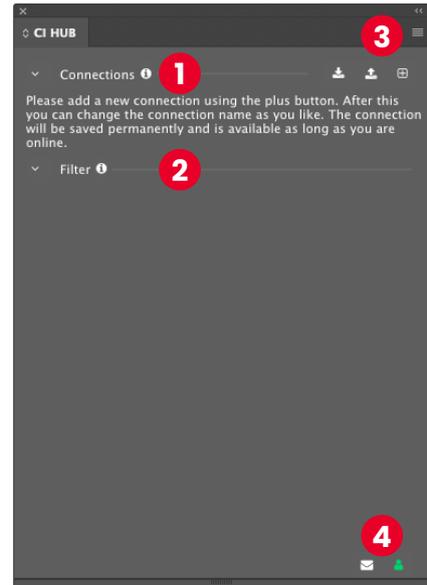


Fig. 1.11.

The CI HUB Connector plugin after your first login.

4 Messages and users

If you click on the letter icon, you will get access to the latest information from CI HUB Connector. Right next to it you will find the user icon. There you can log out or view your account information. **Fig. 1.13.**

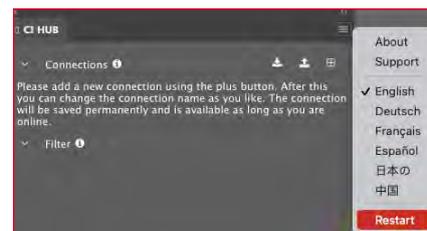


Fig. 1.12.

View the different languages.

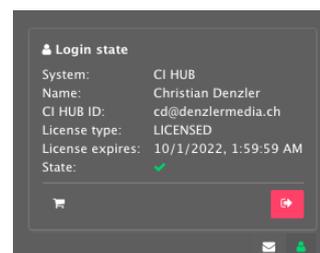


Fig. 1.13.

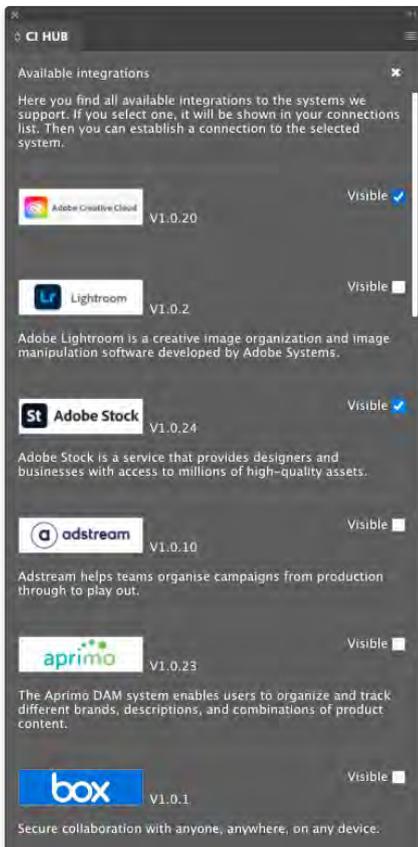
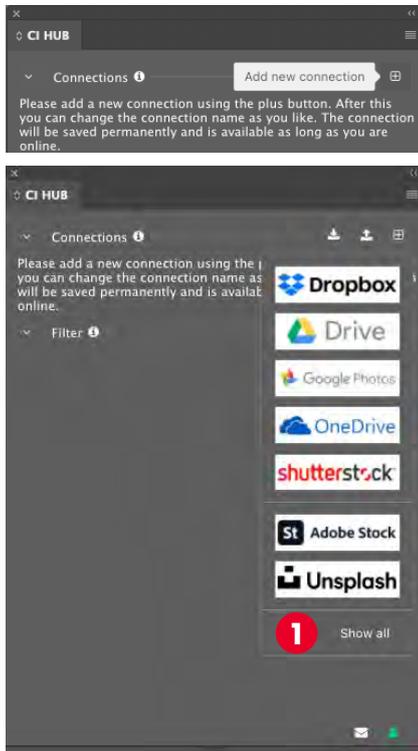
Your login state is displayed here.

Chapter 2

Connecting your services

Fig. 2.1.

Login will take you to the CI HUB Connector page.



▲ Fig. 2.2. Find your favorite Connections.

Connect your Services

Now that you have set up the plugin and logged in, you can start setting up your services. CI HUB Connector offers you a variety of asset databases and cloud storage which you can set up simultaneously. The CI HUB Connector currently offers a connection to four database types and new ones are added regularly:



DAM Connector

With CI HUB Connector you can connect to a variety of digital asset management tools. Among others, connections to Adstream, Aprimo, Brandfolder, Celum, Widen or censhare are available. You can find the complete list on the CI HUB Connector website <https://ci-hub.com/dam-connector>

PIM Connector

If you use a product information management system, you can reach the following providers via CI HUB Connector: Pimcore and myview xom. <https://ci-hub.com/pim-connector>

Cloud Connector

The CI HUB Connector combines access to all connected cloud storage providers in one panel. Right now you get access to the following services: Box, Dropbox, Google Drive, OneDrive, SharePoint and Google Photos. <https://ci-hub.com/cloud-storage-connector>

Stock Connector

If you use a stock image provider you also can connect a bunch of them with CI HUB Connector. Currently you can connect to the following services: Adobe Stock, Shutterstock, Getty Images, iStock or Unsplash. <https://ci-hub.com/stock-connector>

Service connector

CI HUB Connectors are built for connectivity to the best in service systems directly from Adobe Creative Cloud, Microsoft Office, Google Workspace applications as well as Figma and Sketch. For now you can connect it to Fadel Rights Cloud. <https://ci-hub.com/service-connector>

Starting a connection

The connection to a service follows the same procedure, so we will learn about it by connecting to Google Drive. First click on the  icon to see a list of your connections, **see Fig. 2.1. on page 16.** If your connection is not shown, just click on "Show all" **1**. Now all integrations are shown and you can select the desired one. Just check the box with your integration. **Fig. 2.2 also on page 16.**

When you choose Google Drive, you will be taken to the "Sign in with Google" page. There you can insert your credentials and authorise the CI HUB Connector plugin to access your Google account just the way you are used to. **Fig. 2.3.** After that, your integration will be added to the CI HUB Connector. With exactly the same procedure you can add others as well. For example a Dropbox or Unsplash account, **Fig. 2.4.**

In the CI HUB panel, you will now see the newly added service under the Connections toggle **2**. A green check mark after the name field indicates that the connection has been successfully established **3**. In the name field **4** you can rename the connection, should this be useful for your work, and if you no longer need the connection, you simply delete it by using the bin  icon.

Use the white  to collapse the connections. This will save you space. This is especially useful if you have set up a lot of connections.

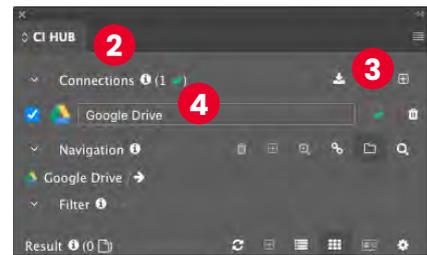


Fig. 2.3. You see your new connection in the CI HUB Connector panel.

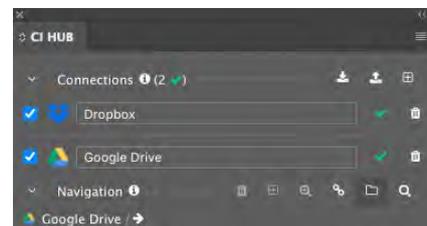


Fig. 2.4. You can add as many connections as you need.

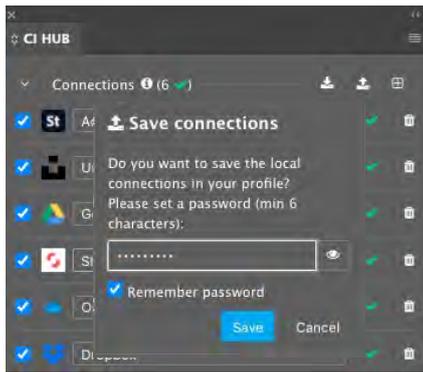


Fig. 2.5. You can save your local Connections in CI HUB connector...

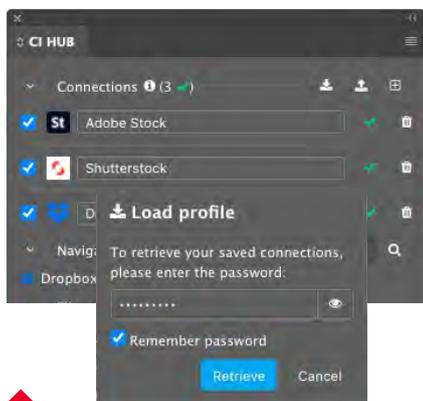


Fig. 2.6. ...and load them again should you lose them.

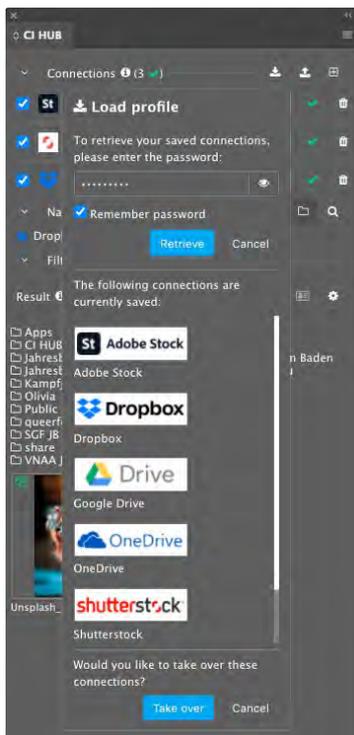


Fig. 2.7. After typing your password you see all saved connections.

Save connections

Once you have set up all your local connections, you can save them to ensure that you can easily retrieve them. To do this, click on the "Save connections" icon in the Connections menu.  **Fig. 2.5.** The dialogue box that opens lets you choose a password. The password must have at least 6 characters. Enter the desired password and click "Save".

If you want to call up your local connections again, you can do this via the "Load profile" icon  **Fig. 2.6.** Then enter your chosen password to reestablish the connections. What is this good for? Let's say you connected all your integrations in Adobe InDesign and now you need to switch to Microsoft PowerPoint. If you have saved your connections, you can add them again with a simple click in PowerPoint, or any other Office application for that matter. **Fig. 2.7.**

Chapter 3

Navigation & search



Fig. 3.1. Activate or deactivate your connections.

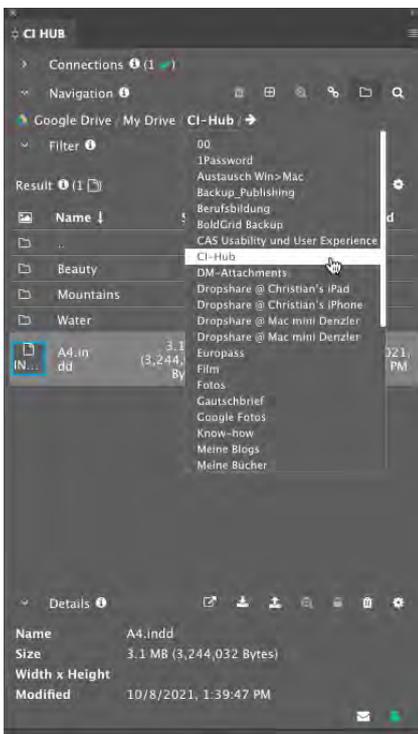
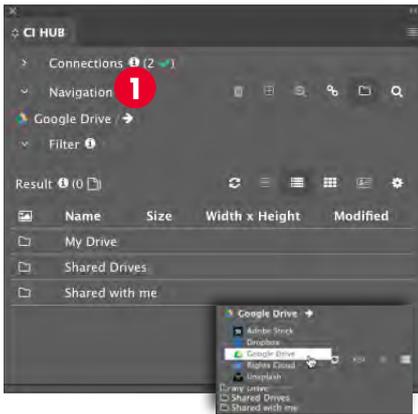


Fig. 3.2. Hovering over a folder shows you what is inside.

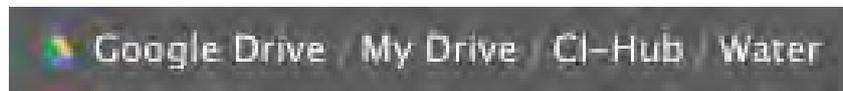
Navigate CI HUB Connector



Now that you have learned about connecting services, let's have a look at the navigation in CI HUB Connector. Under the Connections toggle you will now find your connected asset databases. You can activate and deactivate your connection using the blue check box. **Fig. 3.1.** If you have a lot of different databases connected, it may actually make sense to activate only the ones you really need for the job.

Navigation in CI HUB Connector is very simple. If you open the Navigation toggle, you see the first connection in our case is Google Drive **1**. Click on it to access its content. If you hover over the name you can see all active services and switch between them.

CI HUB Connector lets you see where in the folder hierarchy you are at any time. You see the path on the same line as the connected database. This is the folder navigation. The plugin separates the individual folder levels with a forward slash (/). Displaying a navigation structure this way is called breadcrumbs:



When you hover over a certain folder, CI HUB Connector shows you all the folders in it and lets you quickly select and open the one you need. **Fig. 3.2.**

Navigation buttons explained

To the right of the Navigation toggle you will find the navigation buttons. These control the available functions in this area. CI HUB Connector offers the following options:

-  **Bin:** Delete the folder you are currently in. This only works if the folder is empty.
-  **Add folder:** Creates a new folder in your directory
-  **Similarity search:** Search for images with similar content for a selected asset in a connected stock system (e.g. Adobe Stock).
-  **Links:** Here you can see an overview of all assets linked in the document and their current status.

Folder navigation: If you cannot see the folder navigation you can always return to it with this button.

Search: The powerful CI HUB Connector search helps you to find your assets or search the stock image providers like Unsplash or Adobe Stock for certain images.

Search your assets via CI HUB Connector

If you want to search your asset database or any other connected ones you enabled in CI HUB Connector, you can do this using the search  icon. By clicking on it you activate the search:



We added another service to demonstrate the extensive features you get. Click on the white downward pointing arrow  to quickly switch between connections and search the corresponding database. **Fig. 3.3.**

The search function offers you a wide variety of ways to search. When you initiate a search, it is always a full text search over all aspects of your assets. The easiest way is to add a string of keywords. For example if you want to search for cats and dogs you can enter "cat dog" or you can use the string "cat AND dog". Both ways will search for images with cats, dogs as well as images with both on it, but it will not necessarily lead to the same results. **Fig. 3.4. & 3.5.** Important: This string search only works if your connected source system supports full text search and/or boolean operators (AND, NOT, etc...).

More information

Behind various elements in CI HUB Connector an  can be seen. This means that you can call up further information.

In the case of the info button in the navigation search field, a tool tip shows what the current service offers for search options. For certain providers, clicking on the "i" will take you to their support page.

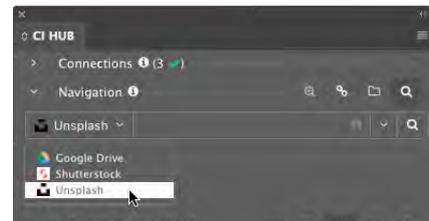


Fig. 3.3. Switch easy between all of your connections.



Fig. 3.4. If you Search for the term "cat dog" or "cats AND dog"...

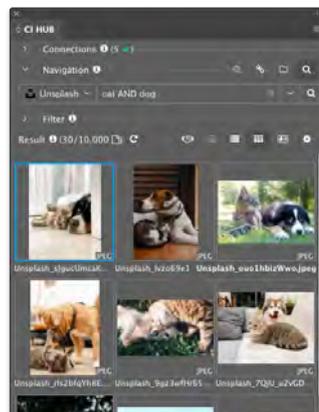


Fig. 3.5. ...both will search for the same kind of images.

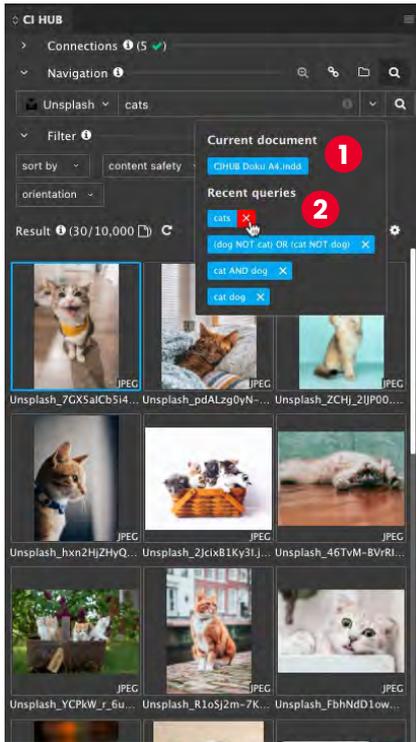


Fig. 3.7. CI HUB Connector saves your recent searches.

If you hover over the small white arrow pointing downwards to the right of the search field, a dropdown opens in which you will see the following: The currently-open document **1** and below it, recent search entries **2**. CI HUB Connector remembers them so you can use them again in the future. **Fig. 3.7.**

If you don't need the saved searches anymore, you can delete previous search phrases by clicking on the white "x" on the red background. **Fig. 3.8.**

Similarity search

A especially notable feature is the "Similarity search". This feature is only available in systems that offer such a function (Unsplash or Adobe Stock, for example). If the function is available, you can select an asset and use the corresponding  icon to search for assets in the system with a similar look. These will then be displayed in the Result area. **Fig. 3.9.**

It is important to understand that this function exists in two places. Once under the Navigation and once under Details. Both work slightly differently. The search under Navigation is based on the asset that you have selected with the selection cursor in the InDesign document and searches for comparable assets in the active connection. The search under Details is based on the asset selected directly in the CI HUB Connector under Result.



Fig. 3.9. Search "similar" images in CI HUB Connector.

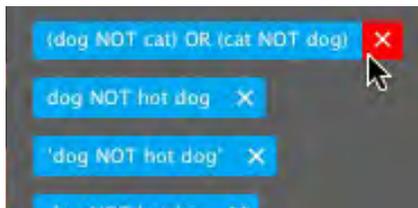
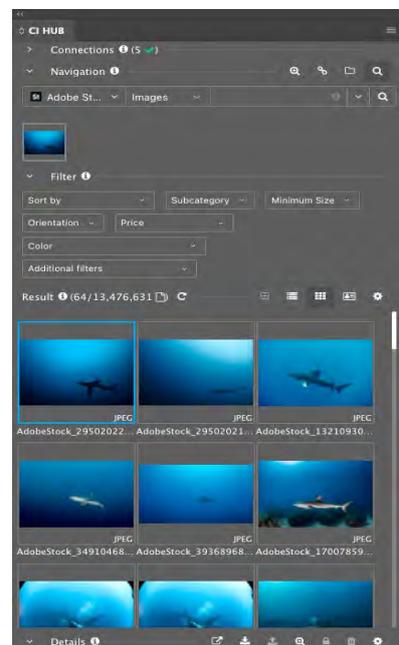


Fig. 3.8. Delete the search you do not need anymore.

Searching your assets with CI HUB Connector is fast and easy. Next we will learn to use filter options.

Chapter 4

Filter & result

Customised to your system

The CI HUB Connector brings everything your DAM, PIM or cloud system can do into the apps of your choice. Whether Adobe, Microsoft or Google, thanks to CI HUB Connector you get the full power without leaving the creation software.

Filter assets with CI HUB Connector

Finding assets with CI HUB Connector is amazingly easy. But what if you need to drill down a bit more into the depths of your asset database?

It is important to understand that the CI HUB Connector plugin functions contextually. That means it shows you only the options your database provider offers. The metadata indicates which options you get in the filter settings. Depending on the service provider, you will get more or less options. Fig. 4.1. & 4.2.



Fig. 4.1. Unsplash offers fewer filter options...

Fig. 4.2. ...than Shutterstock.

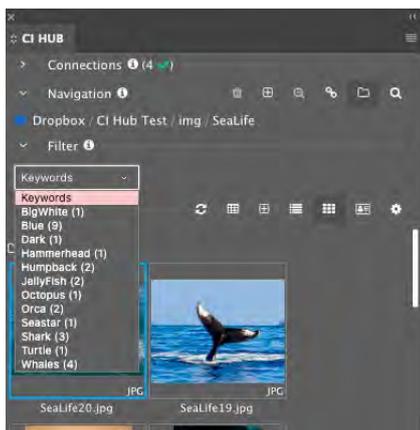


Fig. 4.3. Dropbox lets you filter for keywords.

If you don't have any metadata or the service you use doesn't support it, you can use keywords added to your images for filtering. Since Google Drive does not support that, let's switch to Dropbox for this. There we have the folder SeaLife, filled with a whole variety of images. Fig. 4.3.

As soon as you open a folder that contains images with keywords, you get a corresponding dropdown below the Filter toggle. This dropdown shows you all available keywords. Now you can filter to drill down into your assets.

In our example, we refined my search with the keywords "humpback" and "blue". Fig. 4.4. By clicking on the red "x" you always can delete your selected keywords again.

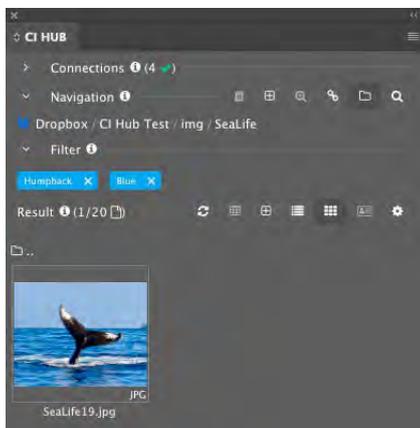


Fig. 4.4. My chosen keywords drilled the search down to one image.

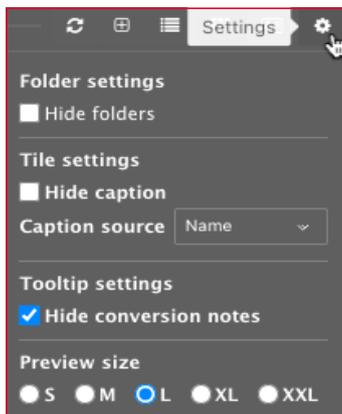


The Result pane

When you are in the folder navigation or perform a search, the results are immediately displayed below in the Result pane. You can choose between three views to display your content:

1 Tile view

This is the default view in CI HUB Connector. The tile view displays assets like documents and images like on a light table, while keeping the folders in list view. Tile view is the only view in which you can change the preview size from "S" to "XXL". You find the setting by clicking on the gear wheel on the right. So you can choose if you want to see many assets at once, or less assets, but more of their details. When you select an asset, a Details toggle is displayed at the bottom where you can see metadata like name, size, width x height, and the modification date. Similar to the list view, you can also access the folder and tooltip settings:



Folder settings | Here you can show and hide the folders. This can help with the overview if you have a lot of folders and assets in the directory.

Tile settings | Here you can show and hide the image names which you see under the asset. You can also define whether you want to show the picture name

or the picture title. **Fig. 4.5.**

Tooltip settings | Switch the conversion note on or off here. If you leave it switched on, you will get two green document icons . Hover the cursor over them to see whether the image was placed as the original or, for example, as a low-end image.

Preview size | Define the display size of your assets.

2 List view

CI HUB Connector shows you your assets in a list view. This is particularly helpful when there are many elements in a directory. The list view shows you some metadata in the columns. You are able to adjust further settings by clicking on the gear wheel:

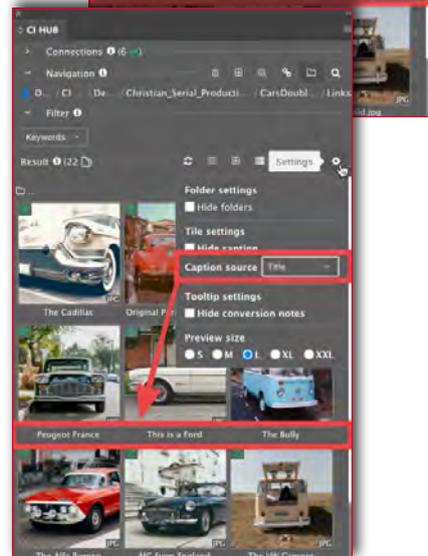
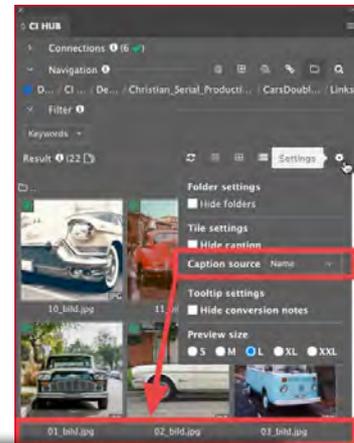
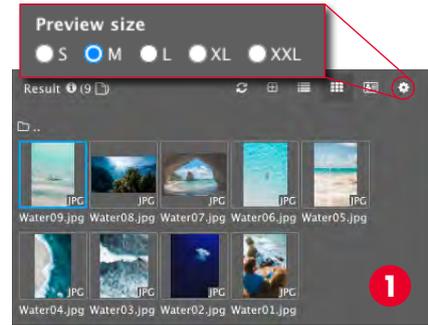


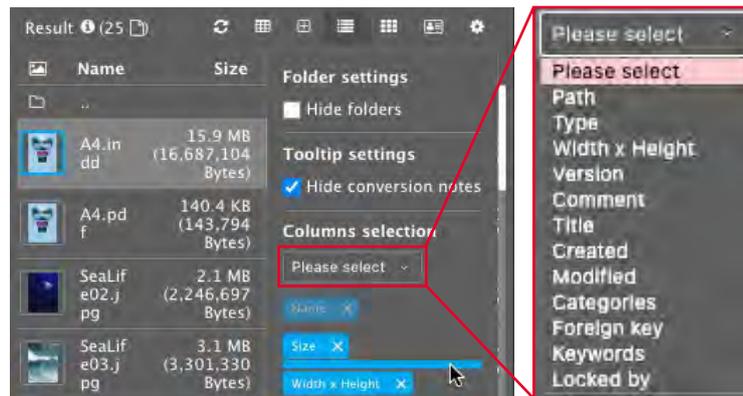
Fig. 4.5. Use "Caption source" to define whether you want the picture name or the picture title to be displayed.



Folder settings | Here you can show and hide the folders. This can help with the overview if you have a lot of folders and assets in the directory.

Tooltip settings | This is the same setting as seen in the tile view.

Columns selections | The CI HUB Connector lets you define exactly what information you want to see. For example, define that you only want to see the name and size of the asset. Add further columns or delete them again via the "x".



Sort and rearrange the columns | Sort the assets in the list in ascending or descending order by clicking on the title of the column you want to sort. The sort order is indicated by an arrow. If you want to rearrange your columns, you can do this simply by dragging and dropping your chosen columns under "Columns selection" in the settings, as shown in the screenshot above.

3 Details view

If you choose the Details view, you are shown large preview of the asset and right beneath it a toggle button called Basic. In this view you can see most of the metadata. In addition to Basic, you also get the XMP and EXIF toggle which shows you even more metadata. If you double-click on an asset, you will get to the Details view also. Here you can see all available metadata neatly listed separately. In addition to the views, you will find three other icons on this line:

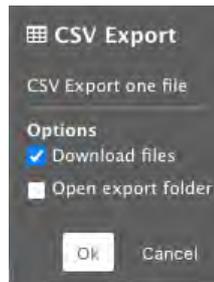


Reload folder: Update the contents of the folder. For performance reasons, CI HUB Connector caches the results. Press the reload button when there are new items in the folder.



CSV Export: Select one or multiple assets and

export all metadata to a CSV file. You can choose some options for the download and the file will be saved to the location you chose for CI HUB Connector to save your assets locally. CSV Export contains not only the metadata fields, it also contains the path to the image. Very important if you're planning to work with data merge. Right now CSV Export is only available in Dropbox, CELUM and Sharedien.

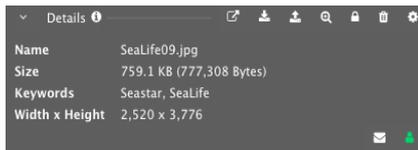


Add file: With this button you can upload the recent version of your file to your asset database. It also lets you upload any file to your DAM system.

For instance:

- Upload of a complete composite document (.indd, word, ai, ps, pptx.)
- Upload of a single asset within the document
- Upload from local disk
- Upload with PDF option

The "Add file" feature actually always depends on the application. In Figma or Sketch the "Add file" feature could be used to convert a selected item into a selected file format (such as PNG, SVG, etc.).



▲
Fig. 4.5. *The Details pane gives you an overview of your metadata.*

The quick details pane

When you select an asset, the quick details pane opens in the lower area of the plugin and shows you the name, the file size, the keywords and the dimensions (width x height) by default. **Fig. 4.5.** Using the gear wheel on the right, you can again define which information you want to see and which you do not. Here, you can also change the order of the information using drag-and-drop. This area also has its own menu, through which you can navigate various things:



Open in browser: This opens the asset in the web view provided by the system manufacturer.



Use file: Use the selected asset in the layout.



Update file: Upload the current asset onto the connected system again.



Similarity search: Search for similar assets in the active database. To do this, select the desired asset in CI HUB Connector and initiate the search.



Lock asset: Reserve the selected asset. This icon "freezes" the current status of the asset. The handling of an locked asset is based on the scheme of the connected system. So please refer to the documentation of the system you are connected to.



Delete asset: Delete the selected asset.

Chapter 5

The Check function

Links (beta)

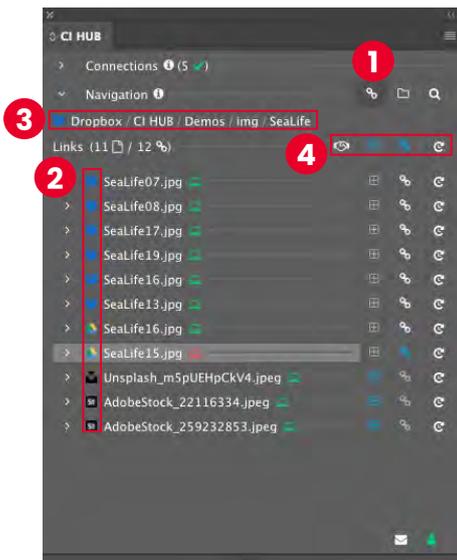


Fig. 5.1. Your assets at a glance.

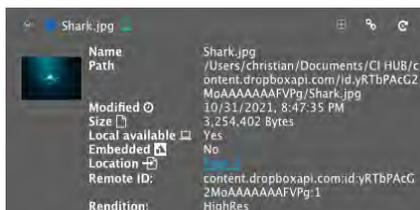


Fig. 5.2. Click on the little white arrow to open all metadata.

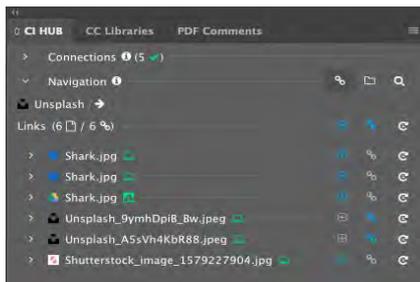
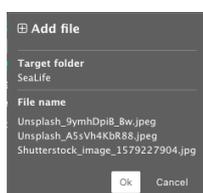


Fig. 5.3. Blue indicates what assets can be uploaded to the system.

Fig. 5.4. In the second step you get an overview of what is uploaded.



Check panel

The Check panel gives you full control over your assets, not only in Adobe applications but also in the prototyping tools Figma and Sketch. But what does "full control" mean? When referring to the Check panel, we talk about the following aspects:

- Linking assets
 - Find assets in your connected systems
 - Move assets between source systems
 - Upload assets from your local harddrive to a connected system
 - Move embedded assets into your connected system
 - Switch between high- and low-res files
 - Use URL-linking to the system of your choice
 - Check the version of placed asset incl. timestamp
 - Get a warning if newer version of asset is available
 - Get info regarding local availability
 - Get info if the asset is embedded
 - Visual control regarding source system
 - Batch operations for check, relink and upload
 - Get info about location in the document incl. link to page
 - Get the local path
 - Get the modified date
 - Get the file size
 - Get info regarding remote ID (source system file ID)
 - Get info regarding rendition of the placed asset
 - Get info regarding missing files
- If Fadel is connected (digital image rights management)
- Get info for all the rights (see info on [page 29](#))

Panel controls

Access the Check function **Fig. 5.1.** by clicking on the link icon on the navigation level **1**. The link overview opens at the bottom. Here you can see from which source an asset originates **2** and from which system perspective you are checking the links (in our case Dropbox is activated) **3**. The icons in the first row, directly next to the title Links, let you perform batch operations **4**. In our example you can check the status of all linked assets , you can relink  one asset (in our case stored in Google Drive), you can add  three assets to Dropbox that are coming initially from Unsplash and Adobe Stock and you can check the



rights of all assets . The blue colour indicates that no check of the assets has taken place yet. Click the white arrow to the left of the asset to display all the metadata. **Fig. 5.2.**

Thanks to CI HUB Connector you can use assets from different sources in your document.

Transfer files from one system to another

If you have assets from different sources in the document, the plugin will indicate this by colouring the icon blue. The blue icon  only displays if the asset in question could not be found in the currently-active integration by CI HUB Connector. The "+" remains grey if you are in the integration where the asset is located. Click the blue "+" to assign the asset to the new system. **Fig. 5.3.** Now you get an overview with the destination folder and which assets will be added accordingly. **Fig. 5.4.**



▲ **Fig. 5.5.** The corresponding assets are added in the background.



Simple rights management thanks to Fadel Rights Cloud

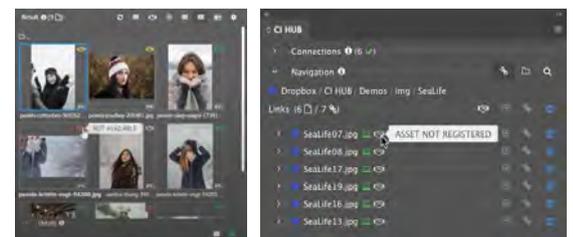
Thanks to the integration of the Fadel Rights Cloud in the CI HUB Connector, you have a complete rights checking system for your digital assets at your fingertips. Fadel describes the Cloud itself as follows:

Rights Cloud™ by FADEL® checks content rights real-time, giving you at-a-glance visibility into terms of use from directly within your creative, distribution or asset / content management platform. From creative to delivery, Rights Cloud gives you the "rights" answer, on demand.

Thanks to the CI HUB Connector, you can check the rights of your placed assets with one click if the assets are registered in FADEL Rights Cloud. This saves you an enormous amount of time and gives you legal compliance for the assets you use. The Rights Cloud is not only limited to images. It also includes video and music, for example. You can also upload a selected image to the Rights Cloud. A workflow is triggered and the dedicated rights will be set up.



◀ *If you want to check the digital rights of an asset, you need to define a time period, since most rights are purchased for a limited time. You can also limit in which parts of the world and for which campaigns you want to use the assets.*



▲ *A traffic light system shows you what rights you have to an asset. Alternatively, you can also see the status in the Check panel (screenshot on the right).*





Fig. 5.6. Now all your assets are in sync with one system.

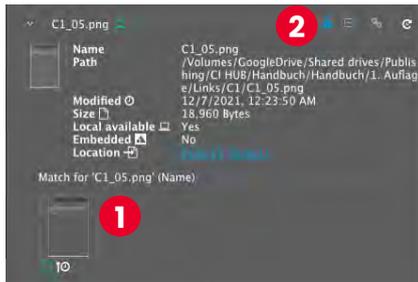


Fig. 5.7. The Check panel gives you detailed information about your asset.

After that, the assets will be uploaded to the selected folder. Now all assets are available in the same system (Fig. 5.5. on page 29). This is indicated by the Dropbox icon in front of the asset name. Fig. 4.6. To see which asset is available in the connected system and which is not, you just need to start the asset check by clicking on the  icon.

The asset detail view

If you click on the small white arrow to the left of an asset, the Details view opens. Here you can get more information about the asset. You can see the name and where the asset is stored, you can see when it was last changed, its file size, whether it is embedded in the document or not, and on which pages of your document it is located. Fig. 4.7. Just click on the page link and it will take you right to the corresponding page.

Working with versions

Another feature of the asset detail view in the Check panel is the display of versions. Image databases or DAM systems, as well as cloud storage such as Google Drive, create versions of their assets when something is changed. CI HUB Connector lets you check your assets and shows you which images have newer versions . A blue

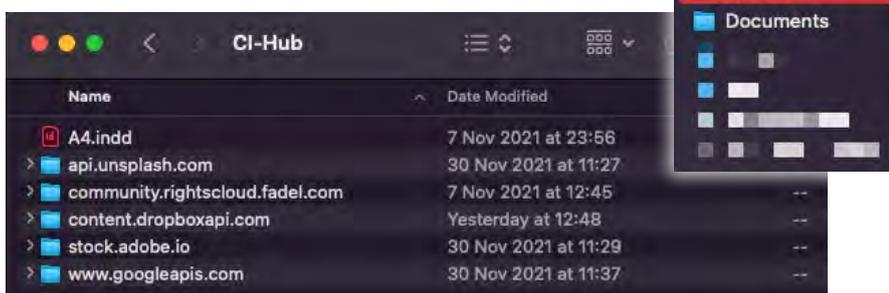
Set up local folder

In order to work with the assets in CI HUB Connector, you must create a local folder. This is necessary because programs such as Adobe InDesign need to access locally-stored data in order to be able to perform tasks such as exporting print PDFs.

The CI HUB Connector therefore stores a local copy of your placed assets on the computer. You can create the local folder

anywhere you want. For example, under Documents in your user folder.

The assets are stored in this folder. If you delete an asset in the folder, it will be shown in the CI HUB Connector as no longer locally available. If you reload it from the DAM system, the file is created on your hard disk again. Why there can be several subfolders of the services is described on page 33.



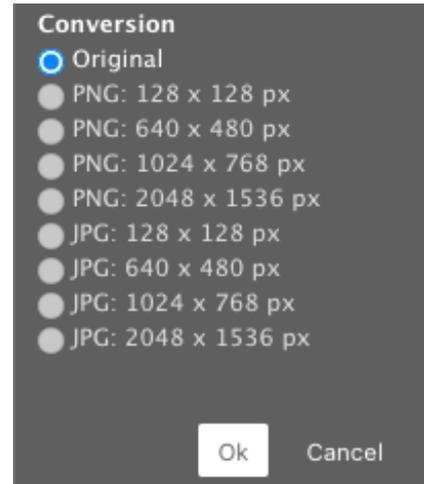
CI HUB Connector stores the assets locally so that programs like Adobe InDesign can work correctly.

triangle  indicates which asset needs your attention . Hover over the icon to get the information. In our case, it tells us that there are several files. You can choose the newest asset and relink it in your document. This way you are sure to always use the latest version of an asset.

Working with Conversions

When placing image assets, you can specify whether an original or a conversions form of the asset should be placed. Conversions, or "renditions" as they are sometimes called, can be useful if you are not working for offset or digital printing but for the web or in a prototyping tool such as Figma or Sketch. Conversions help you reduce the amount of data of your assets. You can choose between PNG and JPEG formats and various pixel dimensions.

Fig. 5.8.



 **Fig. 5.8.** Select a conversion to relink your asset.

Original, PNG and JPEG

The CI HUB Connector lets you place your images in the document as an original file or as a conversion. You can choose between the original file or various sizes in PNG or JPEG format. The original format places the high-resolution asset from the DAM system. It can be any format that can be handled by a database system (Adobe Illustrator, EPS, PSD or TIFF for example).

If you want to place a smaller conversion, you get the choice between PNG or JPEG. PNG is particularly suitable for vector graphics with less detail, such as logos, but also for files that have a transparent background. JPEGs are mainly used for detailed images with many pixels. Transparencies cannot be depicted in JPEG.



 Vector graphics such as the CI HUB logo are best placed as PNG.



 Pixel images with a lot of detail usually look better as JPEGs.

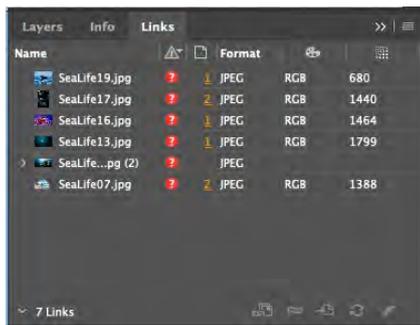


Fig. 5.9. In the link panel you can see the missing images.

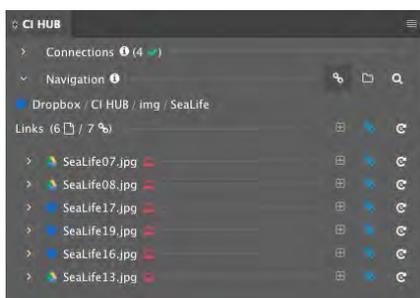


Fig. 5.10. The link feature corresponds to the link panel.



Fig. 5.11. Green icons indicate that the asset is available locally.



Fig. 5.13. See the creation date...



Fig. 5.14. ...and which one is the most recent.

How to relink my assets

In order to be able to work with the assets from your DAM system and ultimately create a usable print PDF, they must be available locally. InDesign in particular requires this. So if you pick up a document and have never worked with it before, you will run into missing links, because you have not saved the images locally. **Fig. 5.9.** This is where another strength of CI HUB Connector comes into play. Access the link feature via the icon  on the left side of the folder navigation. In the plugin panel you can see at a glance whether the assets are available locally or whether they are missing . **Fig. 5.10.** Hit the blue "check status" icon to check the status of an asset. If the asset is missing locally, the laptop after the asset turns red. The blue link icon indicates that CI HUB Connector did find the asset, for example in your Dropbox. **Fig. 5.11.**

You can display the metadata of the image by clicking on the white arrow on the left, in front of the asset name. If the plugin locates several versions of an asset, this will also be shown to you. **Fig. 5.12.** Below the preview image you see a small clock. If you move the mouse pointer over it, the creation date will pop up. **Fig. 5.13.** The more recent asset is also indicated by a green icon. **Fig. 5.14.**

Click the blue link icon to link the assets. You will then be asked whether you want to link the original or a smaller version in PNG format or as JPEG. **Fig. 5.15.** This could also work vice versa. If you don't know if someone placed low-res files, just select Original and all placed low-res files will be replaced with the high-res (original) files.



Fig. 5.12. See all your asset versions.

The most important icons at a glance

-  Add asset
-  Check asset status
-  Relink asset
-  Asset available locally
-  Asset not available locally

-  Embedded asset
-  Warning
-  The asset is not available locally and is not present on the system.

Green, blue, red?

In general, the following can be said for CI HUB Connector: The colour green for the indications means "ok" or "all good". Blue indicates an uncertainty or discrepancy. So it is something you need to do to move on. If the icons turn red, it is a clear error that needs deliberate intervention.

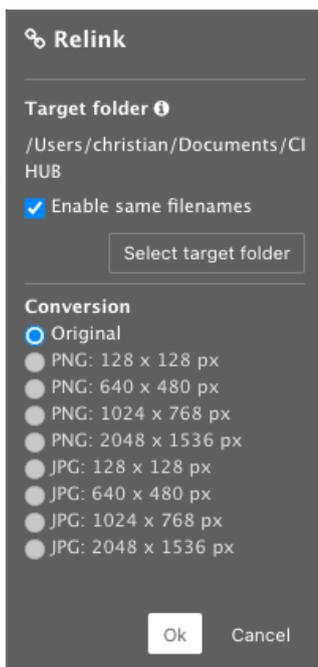
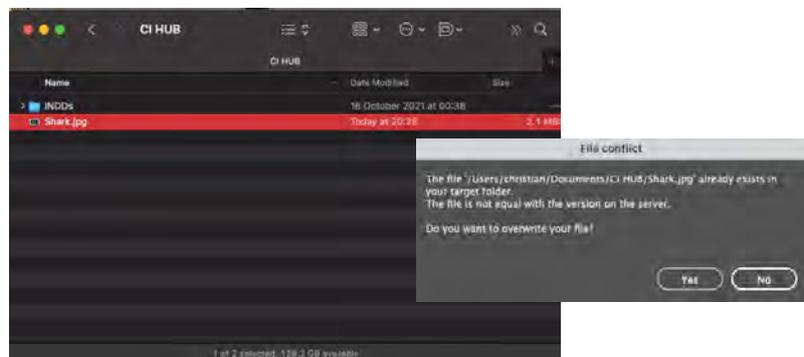


Fig. 5.15. Choose the conversion you want to relink your asset with.



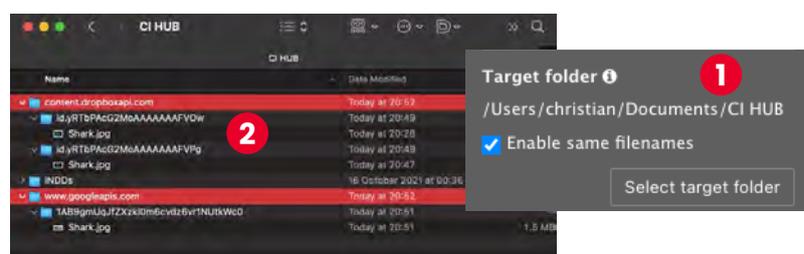
How to handle assets with the same name

If you work with a DAM system, you know that you can store several assets with the same name. The system distinguishes the assets by the individual metadata entries. As long as you stay within the DAM systems, you have no problems. But what if you want to place the assets in a document and then create a print PDF from it? InDesign, for example, needs the assets locally on the hard disk. If you want to store several files with the same name in the same place, they will overwrite each other, or add a (1), (2)... to the end of the file name. That could lead to unexpected output!



▲ If you place assets without the function "Enable same filenames", CI HUB Connector will place the assets without any folder structure. This leads to a conflict, because the plugin always wants to overwrite the asset.

CI HUB Connector has built in a cool function in order for you not to worry about this. When you position an asset via the "Use file"  icon, you can simply tick the blue "Enable same filenames" checkbox and select the target folder where the assets will be saved. CI HUB Connector then automatically creates a dynamic folder structure **1** that helps you not only place assets with the same name, but even from different sources **2**. This allows you to place assets with the same name from a DAM or cloud system without having to rename them first.



Chapter 6

How to work with assets

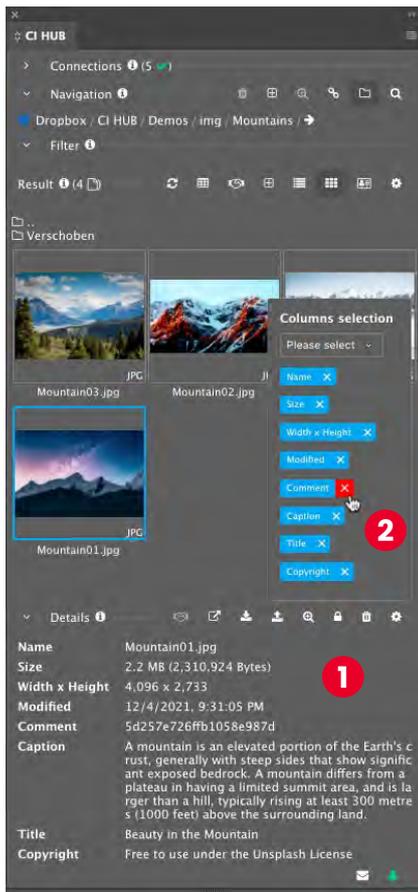


Fig. 6.1. Details displays the metadata of an asset.

How to use text and metadata

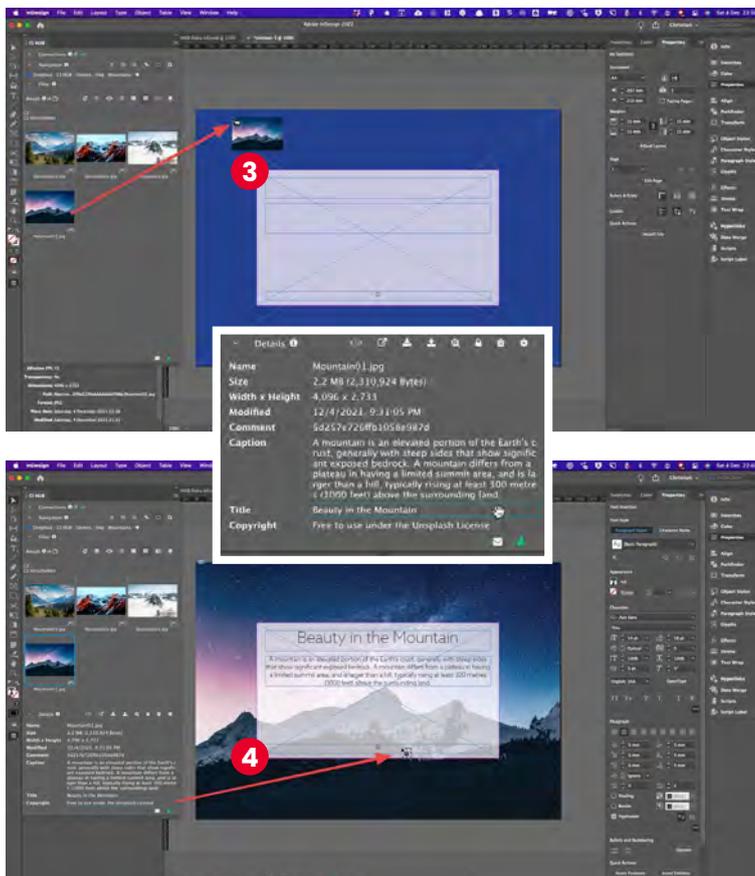
In this chapter we will focus on working with text and metadata. We thereby focus on three aspects:

1. Metadata based on assets
2. Metadata based on relations
3. Series production based on metadata

Let's start with the easiest part:

1. Metadata based on assets

The CI HUB Connector gives you all the information that your DAM system can provide and additionally all the information that was saved with the asset as IPTC, XMP or Exif metadata (**Fig. 6.1.**), for example the title, the description or the copyright. **1** If you click on the gear wheel icon on the right, you get the option to show and hide metadata fields **2**. If you have a prepared InDesign template, you can now fill it with an image asset, for example. **Fig. 6.2.** Drag the image from the CI HUB Connector onto the image box provided for this purpose. **3** Then hover the cursor on the desired metadata field and apply drag-and-drop to assign it to the corresponding text field **4**. If a paragraph style has already been defined for the text box, the text formatting will be applied immediately:



Drag the image from the CI HUB Connector onto the image box provided for this purpose. **3** Then hover the cursor on the desired metadata field and apply drag-and-drop to assign it to the corresponding text field **4**. If a paragraph style has already been defined for the text box, the text formatting will be applied immediately:

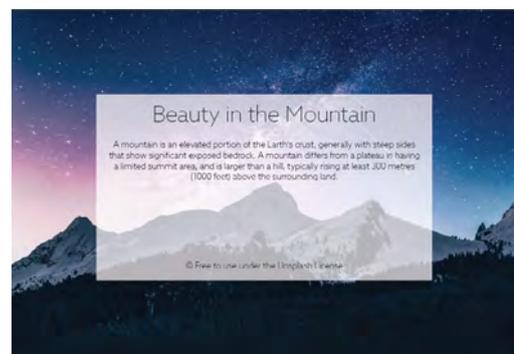


Fig. 6.2. Apply metatext to your layout.

What is Metadata?

Metadata provides additional information about an asset, but does not directly describe the content, such as the text of a message or the actual image. **Fig. 6.3.** There are different types of metadata, for example:

Descriptive metadata

Describes the resource and is used for identification.

Administrative metadata

Information to manage resources, for example type, permissions and creation date.

Legal metadata

Information about the creator of a resource, copyright holder and public licensing.

In CI HUB Connector you work with three standards: IPTC, XMP and Exif.

IPTC

IPTC sets the standard for photo metadata in the industry. It is used for administrative, descriptive and copyright information about an Image.

XMP

The Extensible Metadata Platform or short XMP is an ISO standard and was originally created by Adobe Systems Inc. It is used for the creation, processing and interchange of standardised as well as customised metadata for digital assets.

Exif

Exchangeable image file format is a standard that specifies the formats for images, sound, and ancillary tags used by digital cameras (including smartphones), scanners and other systems handling image and sound files recorded by digital cameras.



Fig. 6.3. Metadata in CI HUB Connector.

2. Metadata based on relations

If your DAM system is connected to a PIM system, you can display and use the related metadata fields coming out of the PIM system. This enables you to place text from a connected PIM into your layout.

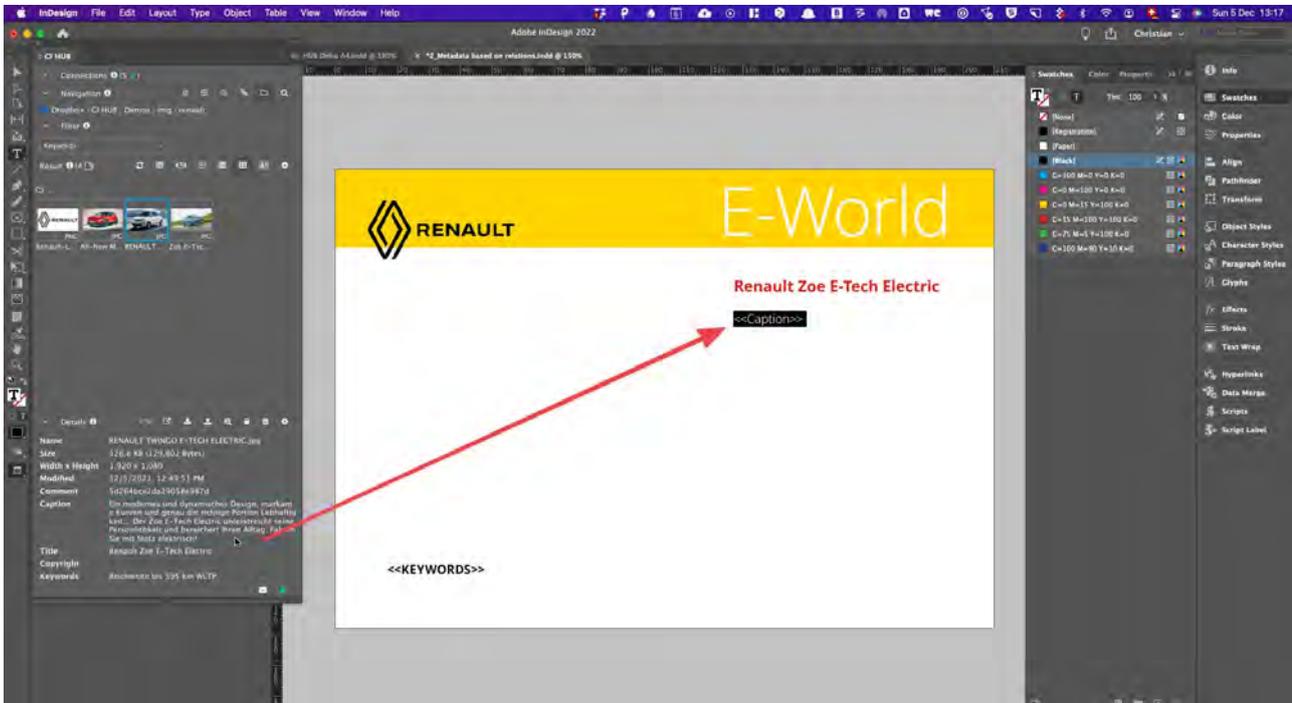


Fig. 6.4. You can drag and drop the information to create your product.

This can be useful if you are working on factsheets or a flyer in which you use different metadata and you would like to fill multiple placeholders with related information stored in your DAM system.



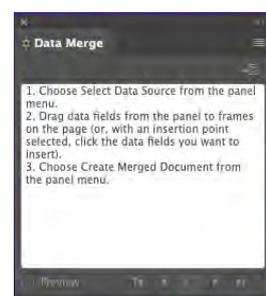
Just open the Details pane to see all your available metadata and drag and drop your information onto the placeholder. **Fig. 6.4. Important:** First you need to delete the placeholder text. Now fill every predefined variable with your data. Very easy, but if you have many items, it is very troublesome to drag them all one by one.

TUTORIAL



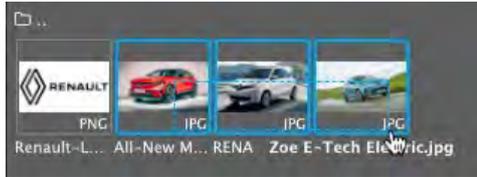
Data merge in InDesign

The data merge in InDesign is similar to a mail merge in Word. You use a CSV file to fill predefined placeholders in a document. For example, you can create mailings or factsheets with a single data source. You can find the panel under *Windows / Utilities / Data Merge*. You can learn how to work with the tool and CI HUB Connector in the tutorial.



Want to work smarter?

When you work with CI HUB Connector, you always find a way to make your work faster, easier and smarter. This is also true here. CI HUB Connector gives you the option to download the metadata of your assets as a CSV file. To do this, hold down the Shift key and select multiple assets you want to export to a CSV file:



After that, click on the CSV export icon in the menu above to download your metadata. A dialogue opens in which you can define further details for the export. **Fig. 6.5.** Specify whether the assets are to be downloaded locally **1** and whether the download folder is to be opened directly afterwards **2**. After the download you will receive a CSV file which you can use to start the InDesign data merge. To try this out, I prepared a file with some placeholders to fill. **Fig. 6.6.**

In this document we want to enter the image, the title, the content and keywords. Load the CSV file via the options menu of the Data Merge panel in InDesign **Fig. 6.7.** Now you can activate the Preview, which you find in the Data Merge panel at the bottom left. **Fig. 6.8.** If everything looks good, you can start your data merge.

Fig. 6.8. Use the Preview to check if your merge will function properly.

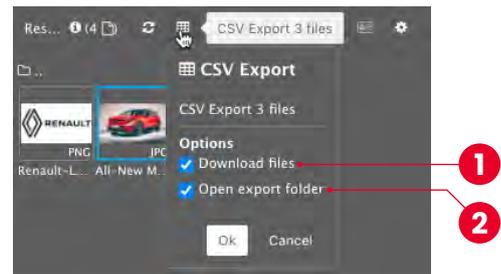


Fig. 6.5. Define further options for the export.

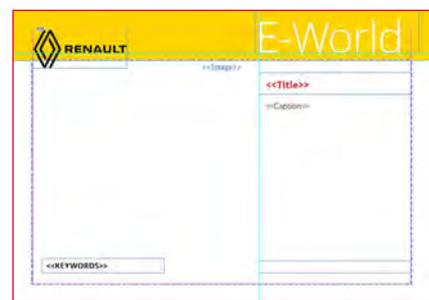


Fig. 6.6. Let's fill this sheet with data.

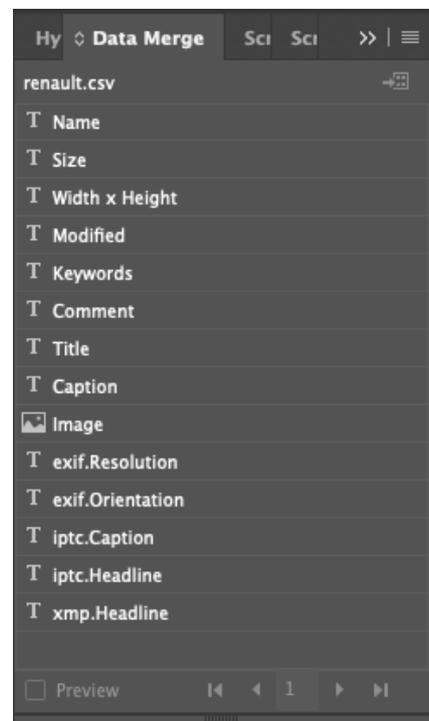


Fig. 6.7. If you import the CSV file into the Data Merge panel, you see all your active variables.



Fig. 6.8. Layout a product field in your template.



Fig. 6.9. Select the assets by holding down the Shift key.

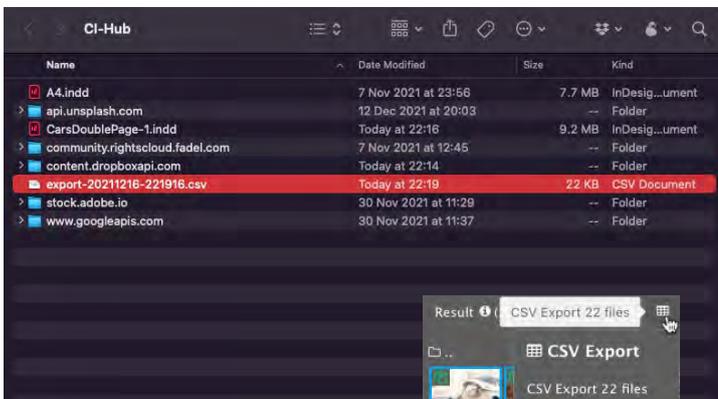


Fig. 6.10. Select "Open export folder" in the export options to open the corresponding directory after the export.

3. Series production based on metadata

You also have the option of using CI HUB Connector and InDesign's data merge function to do a series production together. The important thing here is that you have assets that have all the metadata filled in that you need for this. In our example we have an InDesign template and in it an already pre-formatted product field. **Fig. 6.8.** If you now call up your assets in CI HUB Connector, you can select them. To do this, hold down the Shift key and hover over the assets with the Cursor. **Fig. 6.9.** The assets are selected if they have been marked with a blue frame. Now export a CSV file by clicking on the respective export icon. **Fig. 6.10.** The file is saved in the same folder as all your local assets.

Using data merge to start a series production

If you now open the Data Merge pane and import the CSV file, you will see that all metadata fields from the file are displayed. **Fig. 6.11.** Now you can insert the desired fields into a text frame. For our example, we have already prepared the whole template. Now you can display a preview by ticking the Preview field at the bottom left of the Data Merge panel **1**.

Now you see the first entry as a preview and can click through the records with the corresponding arrows. **Fig. 6.12.**



Fig. 6.11. All metadata fields are taken from the CSV file.



Fig. 6.12.

The preview shows you the first record **2** and you can use it to click through all your records **3**.



To start a series production, click on "Create merged document"  at the top right of the pane. Now a dialogue field opens which allows you to make further settings. In the first tab **4** you define which records you want to display. In our case, of course, all of them. In the second tab, you can specify which margins you want and the space between the columns and rows **5**. Now you can create the document automatically by clicking "ok" **6** and if you know a bit about GREP styles, you can even automate the typography **7**.

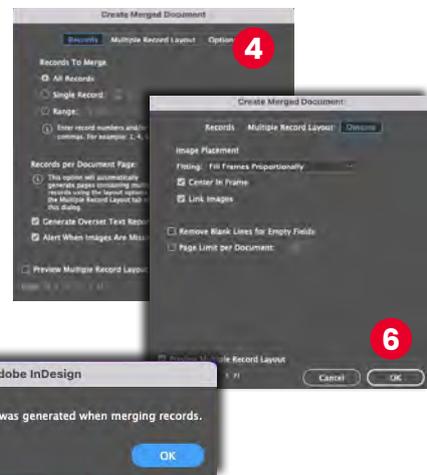
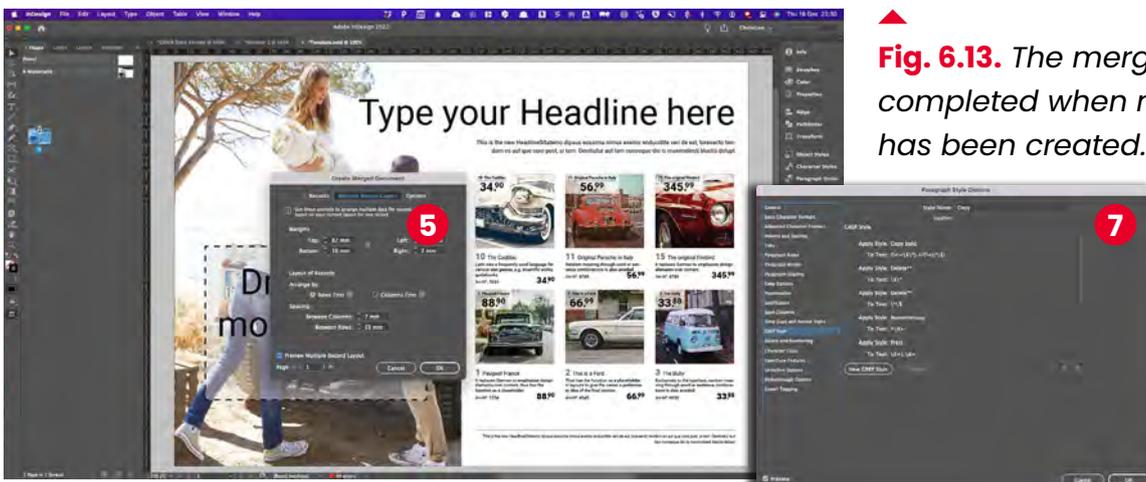


Fig. 6.13. The merge is successfully completed when no overset text has been created.



Metadata based on objects

If your source system supports objects, you can have more than one image per record in your export. That helps you to automatically place one record with "n" images into your layout. This is mainly used to have different views of your product in one record.

Chapter 7

Working with Figma and Sketch

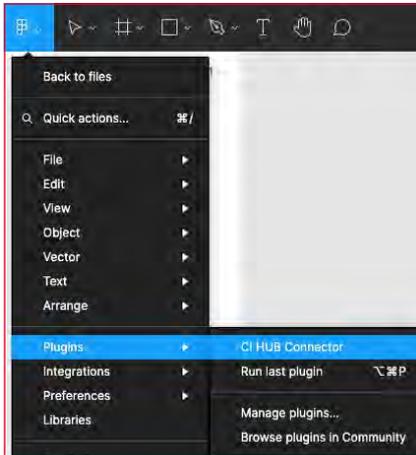


Fig. 7.1. Find the CI HUB Connector under Plugins.



Fig. 7.3. Double-clicking on an image displays the metadata.

Working with Figma and Sketch

Figma is a vector graphics editor and prototyping tool which is primarily web-based, with additional offline features enabled by desktop applications for macOS and Windows. How to download and install the plugin has already been explained on [page 8](#). Once you have installed the plugin, you can access it via the Figma logo at the top left under *Plugins / CI HUB Connector*. **Fig. 7.1.** The CI HUB Connector panel also will appear in Figma in the known look.



Restore your services

If you are already using the CI HUB Connector in another application and have saved your service, you can easily set it up in Figma by clicking on the load icon and entering the appropriate password. How to save and restore your services is explained starting on [page 15](#). After that your stored services will reconnect in Figma. If you like to add more services you can hit the + icon to the right of your connections. You even find more services if you click on the load all button. There are about 50 services available at the moment.

How to navigate CI HUB Connector

Just like in the other applications, you can easily switch between your linked services by selecting the respective service from the drop-down list under Navigation. The CI HUB Connector always works with what is made available to it by the service. For example, if you connect to Shutterstock, you get a wide range of filter options to search for your assets. **Fig. 7.2.** If you switch to Dropbox, they disappear completely. That is because Shutterstock offers those filters, but Dropbox does not.

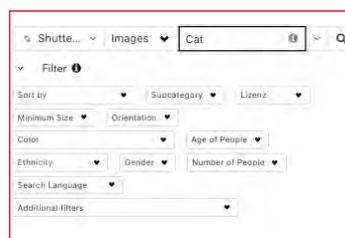


Fig. 7.2. Shutterstock offers a lot of filter options to search for assets.

Your search result is displayed under the filter options.

Double-click on an asset to display the metadata. **Fig. 7.3.** CI HUB Connector offers you a list view, a tile view and the details view.

Image placement in Figma

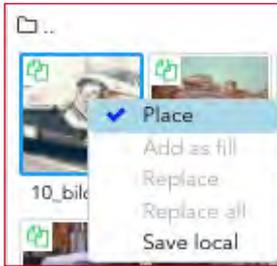


Fig. 7.4. Place an asset freely in your layout.

The CI HUB Connector makes it much easier for you to work with images in Figma and offers you several options for placing your assets. If you right-click on an image, you get a context-sensitive menu for image placement. If, for example, you have not selected an element on your canvas, you will see a check mark next to the command Place. This allows you to freely load the corresponding image into your layout.

Fig. 7.4.

If you select a frame on the workspace and right-click, you have the option to add the image as a fill.

If you get your images from a DAM system, most of them are optimised for printing. This means that the image resolution and therefore the data volume are very large. When prototyping in Figma, however, such large image files are a disadvantage and not necessary.

Here the CI HUB Connector offers a simple method to reduce resolution and the associated data volume. If you select an image in the panel and place it via the "Use file" button located below the asset preview, you can define the conversion, i.e. the dimensions. This way you can insert an image in low resolution. Optionally as PNG or JPEG. A green icon at the top left of the image indicates that the image has a conversion. Hover over it to see which conversion is currently selected.

Fig. 7.6.

If you select an image that has already been placed, you can replace it with another image by right-clicking on it and using the same menu.

If an image exists several times in the document, CI HUB Connector finds them and replaces them with the new image.

Fig. 7.7. You can replace an image with a right-click also.

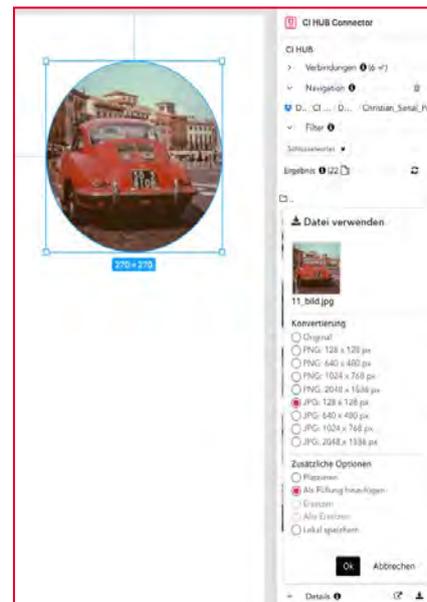


Fig. 7.5. Place your image with a conversion.



Fig. 7.6. Hover over the green document icon to see the current conversion.

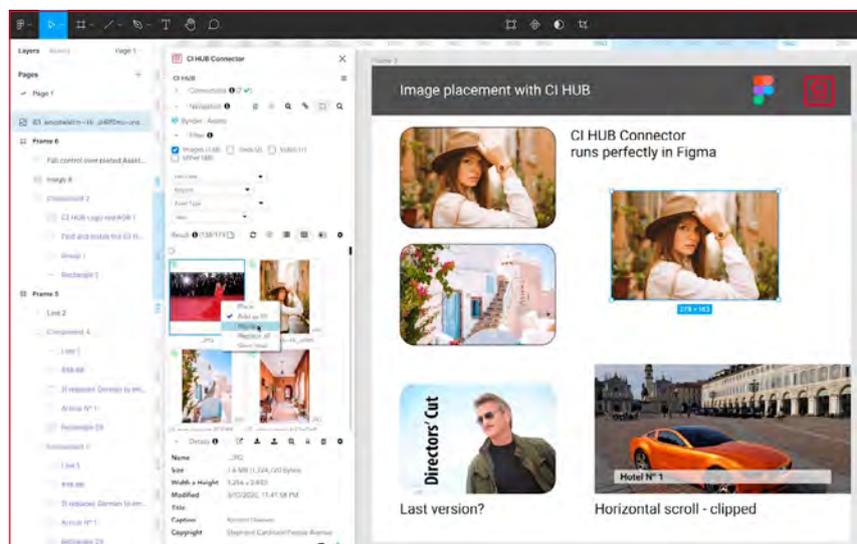
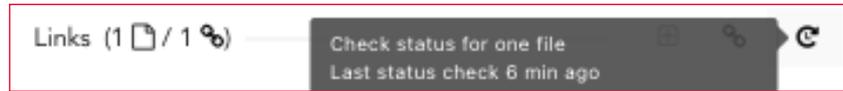


Image versioning

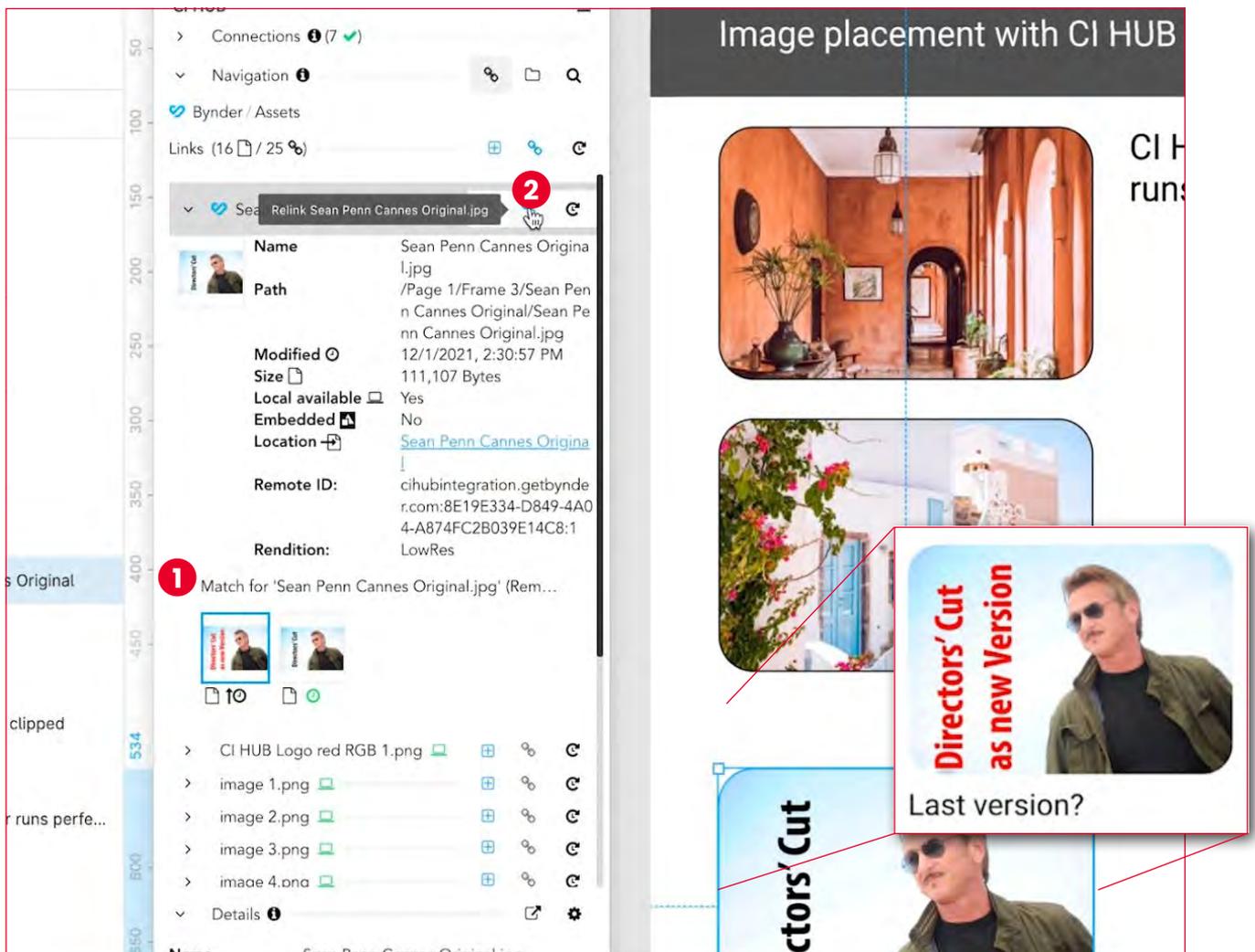
Image databases or DAM systems, as well as cloud storage such as Google Drive, create versions of their assets when something is changed. CI HUB Connector lets you check your assets via the Check panel  and shows you which images have newer versions.

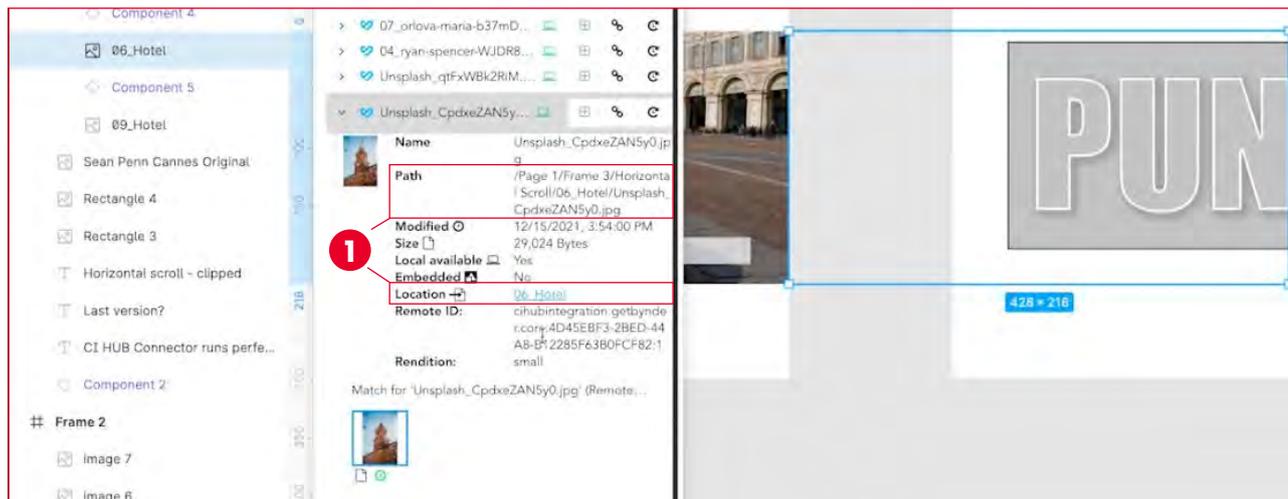


You can see that there is a newer version by the multiple image preview **Fig. 7.8.**, which displays a clock icon below it **1**. If you hover over it, you will see the current timestamp. To link the more recent version, select it and click on the relink icon **2**. The current image is now replaced with the latest version.

If you are working with clipped images or have included a horizontal roll area in the layout, the CI HUB Connector will also find these images, show them to you and let you replace them. **Fig. 7.9.**

Fig. 7.8. Relink the new version with one click.

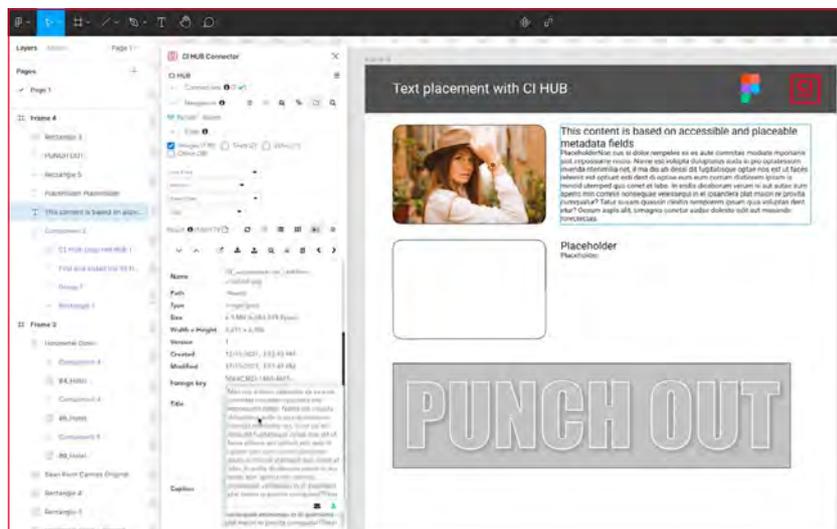




Placing metadata

Another cool feature of CI HUB Connector is the placement of metadata in text fields. If you have an image that has maintained appropriate metadata, you can place the cursor in an appropriate text box and by slightly dragging the metadata box towards your layout, fill the text in.

Fig. 7.10.



Fill images in text

CI HUB Connector always uses the features of your application. Just as you can fill picture frames, you can also fill texts with pictures. To do this, select the corresponding text and then right-click on the image that you want to place via CI HUB Connector. Use the "Add as fill" option to place the image accordingly.

Fig. 7.11.

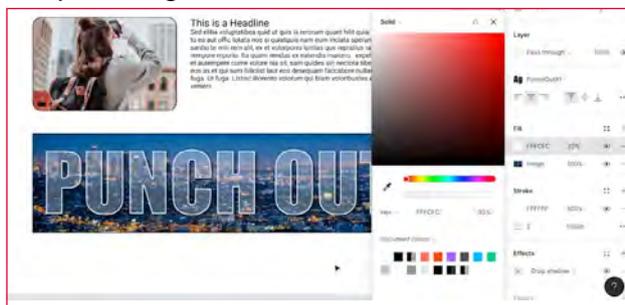


Fig. 7.9. CI HUB Connector also finds images that are not visible and you can navigate to them with one click 1. That gives you full control over your linked assets.

Fig. 7.10. Fill in metadata using drag and drop.

Fig. 7.11. CI HUB Connector also finds images that are not visible.



Components and colour styles with CI HUB Connector

If you have created a main component and a few instances, you can replace the image in the main component and the image will also be replaced in the instances. Here it is important to note that the "Replace all" feature has no influence on the instances. It only takes care of the main component. **Fig 7.12.**

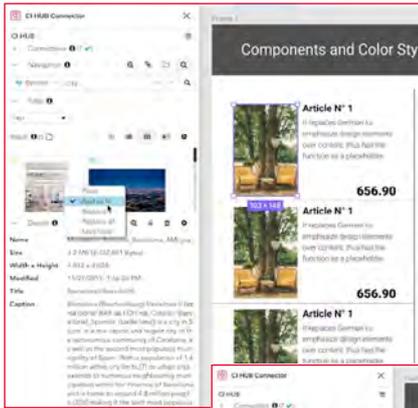


Fig. 7.12. Use the main component to replace the image in the instances also.

Using colour styles with CI HUB Connector only

The CI HUB Connector offers a new approach to working with colour styles. Once you have defined colour styles and assigned their frames, you can fill them with an image with one click. **Fig. 7.13.** The same colour fills with the same image if you use "Add as fill" as a placement option. **Fig. 7.14.** The colour styles are displayed in the Check panel under Location. This way you always have full control over where such a colour style is located. **Fig. 7.15.**

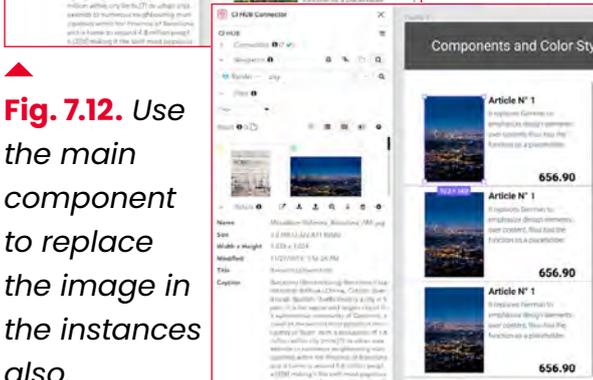


Fig. 7.13. Use the main component to replace the image in the instances also.



Fig. 7.14. Fill the same colour style with an image.

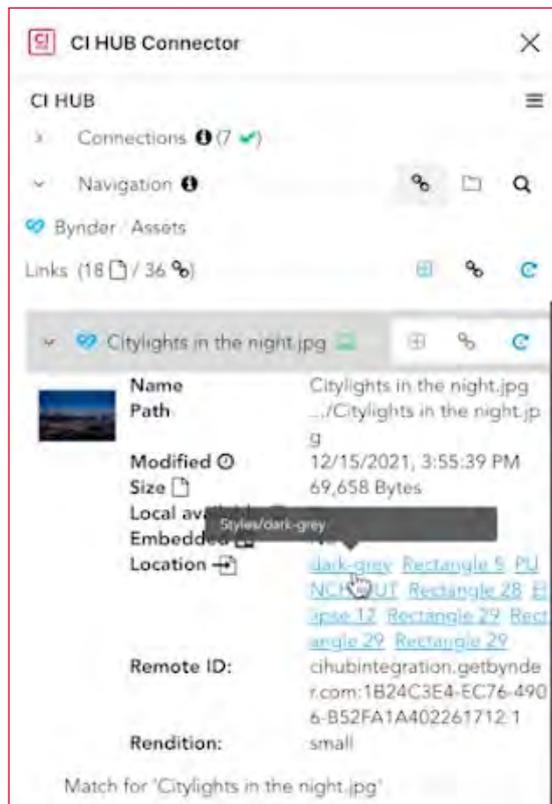


Fig. 7.15. Find your fills at a glance in the Check panel.



Working with Sketch

The first thing to note is that Figma and Sketch are very similar, as they are both prototyping tools. For that reason, this part will not cover everything that's similar again, but will instead list the differences. If you are working with Sketch, you must first install the CI HUB Connector. How to do this is described on [page 11](#). After you have installed the plugin, you can find it in the menu under *Plugins / CI HUB Connector*. **Fig. 7.16**. Just like in Figma and in all other applications that support the CI HUB Connector, you can also activate your searched services in Sketch via the "Load profile" button  with one click. This is explained in detail on [page 17](#). After that your services are re-connected again. Of course you always can add new services over the "Add new connection" button .

The CI HUB Connector is a floating panel which you can move freely. It is best to position it to the right or left of your Sketch window and then drag the Sketch window slightly smaller. If you don't do this, the CI HUB Connector disappears behind the Sketch window as soon as you start to work.

Using style names with images



In Sketch, as in Figma, you can assign an image to a text. You can save this look as a text style. **Fig. 7.18**. Just as in Figma with the colour styles, the text style is shown in the metadata of the image. This way you can see at a glance which image has been assigned to which style. **Fig. 7.19**.

Fig. 7.19. CI HUB Connector shows you for each image whether it has been assigned and to which text style.

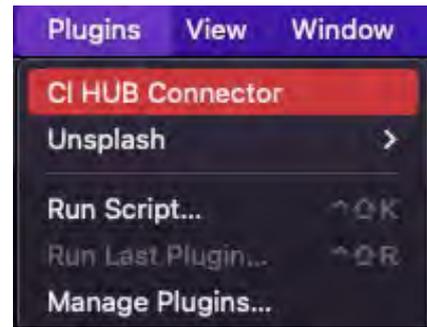


Fig. 7.16. Find the plugin in your menu bar.

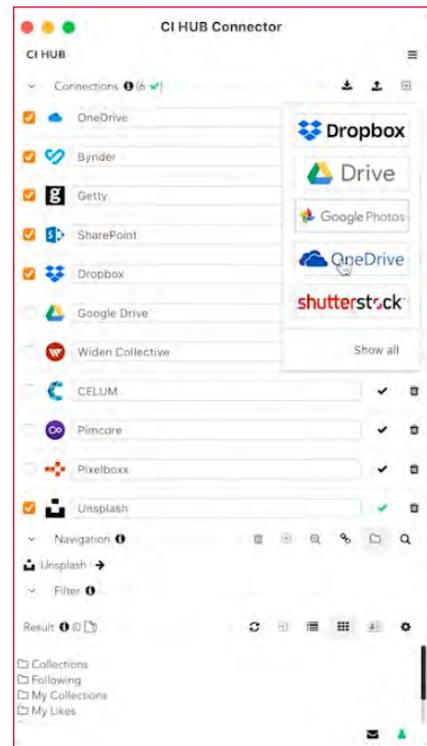


Fig. 7.17. Activate your services in CI HUB Connector.



Fig. 7.18. Use images in text styles.



Chapter 8

CI HUB Connector for WordPress



Install CI HUB Connector

Click on "Plugins" in the backend on the left and then on "Add new" at the top. Now search for "CI HUB" in the search field on the right. The Plugin is listed in the search results and you can install and activate it.



Bring your assets to WordPress

At the moment, there is hardly any way around WordPress when it comes to creating websites. However, the content management system (CMS) offers much more than just website management. With a little knowledge and effort, it can also serve as a HUB for a content-first strategy. Wouldn't it be convenient if you could load all your DAM/PIM/Stock/Cloud Storage assets that you might already use in your Adobe and Office programmes directly into the WordPress media library? With the CI HUB Connector you can do exactly that!

Start working with CI HUB Connector in WordPress

After you have installed the plugin, you will find it in the media library. This is located in the menu on the left  Media. Then click on "Add new" which will take you to the window in which you can now upload your media. If the CI HUB Connector Plugin is active, you will now see a second button, **Fig. 8.1**. Click on it to start the CI HUB Connector.



Fig. 8.1. After the CI HUB Connector has been installed, you will find a corresponding button in the media library.

Log in now as usual or register a new account, **Fig. 8.2**.

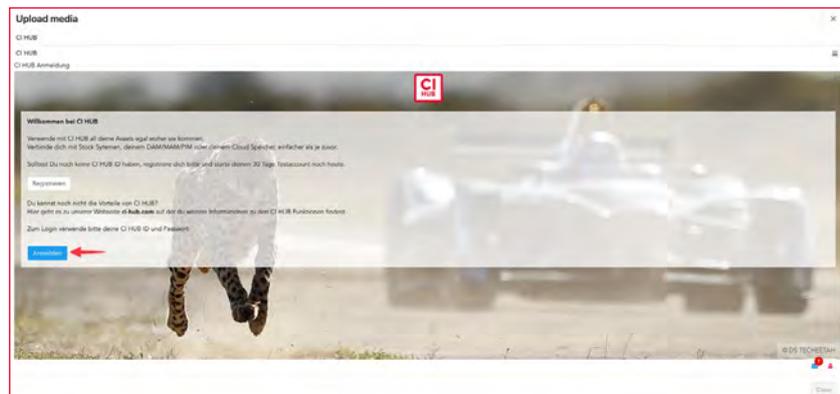
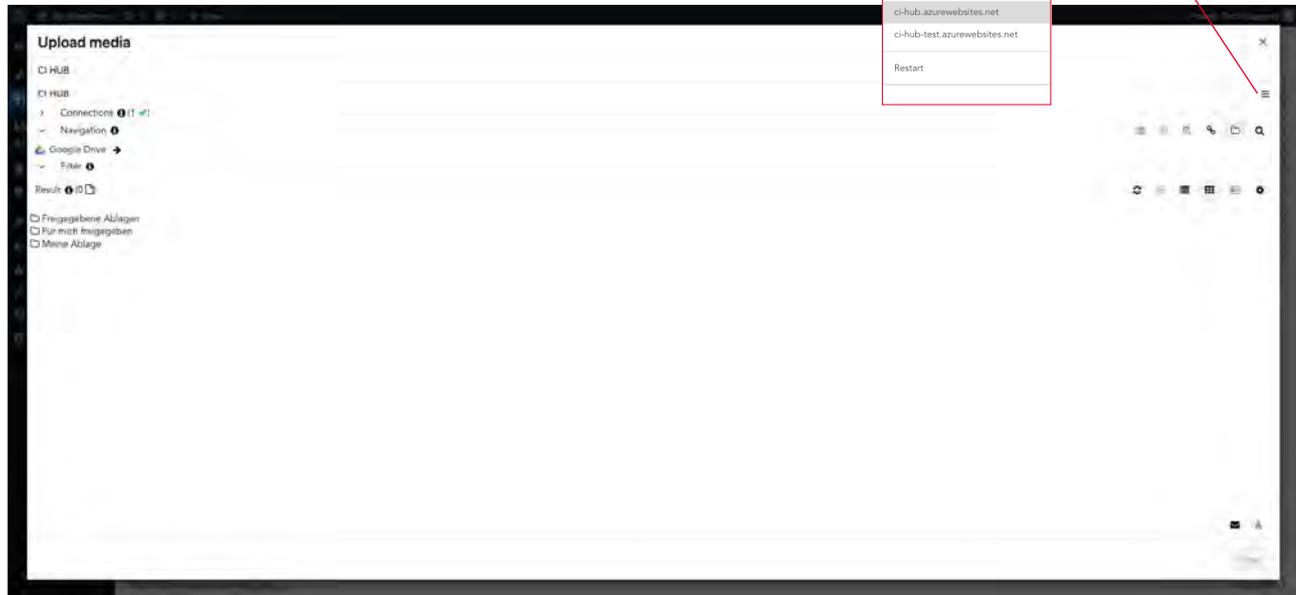


Fig. 8.2. Register now or log in as usual.

After logging in, you can load your saved connections, **explained on page 18**, or you can set up new ones.

If you are already familiar with the CI HUB Connector, you will have no problems finding your way around the Connector for WordPress. The only difference is that the panel is always stretched across the entire surface. This is a limitation of WordPress.



Connector settings

Click on the hamburger menu ☰ at the top right to access various functions. You will find the panel information, the support link, the link to purchase a licence, to change the language or to restart the connector, **Fig. 8.3**. Under the menu item "Settings" you have also the option of adjusting the interface scaling.

Add a new connection

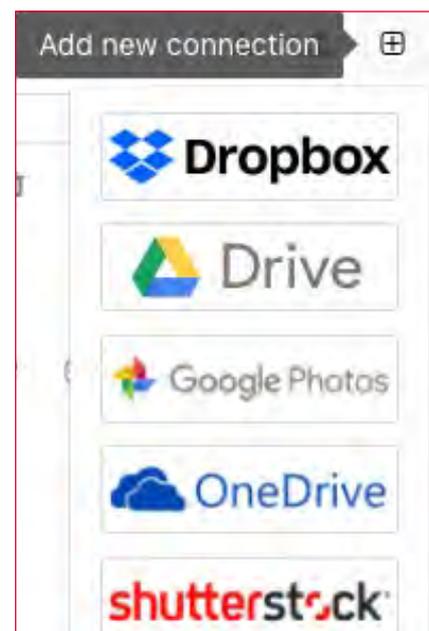
If you want to add a new connection, you can do so in the same way as you are already used to with the CI HUB Connector. In [chapter 2 starting on page 15](#) we explain the process in detail, **Fig. 8.4**. Once you have set up your connections, they will appear in CI HUB Connector and you will have full access to them.

Navigate CI HUB Connector for WordPress

The beauty of the CI HUB Connector is that you have your assets available wherever you are, and always with the same user interface. So if you know how to use the CI HUB Connector in Adobe programs, for example, you know how to use it in WordPress, **Fig. 8.5**.

The first toggle you will find is "Connections" ①. Here you

▲ **Fig. 8.3.** At the top right you will find access to various settings.



▲ **Fig. 8.4.** Set up your connections with CI HUB Connector.

have an overview of all your connected systems and cloud storage. Below this you will find the "Navigation" **2** with the help of which you can move through the structure of your service. The next toggle is the "Filters" **3**. Here

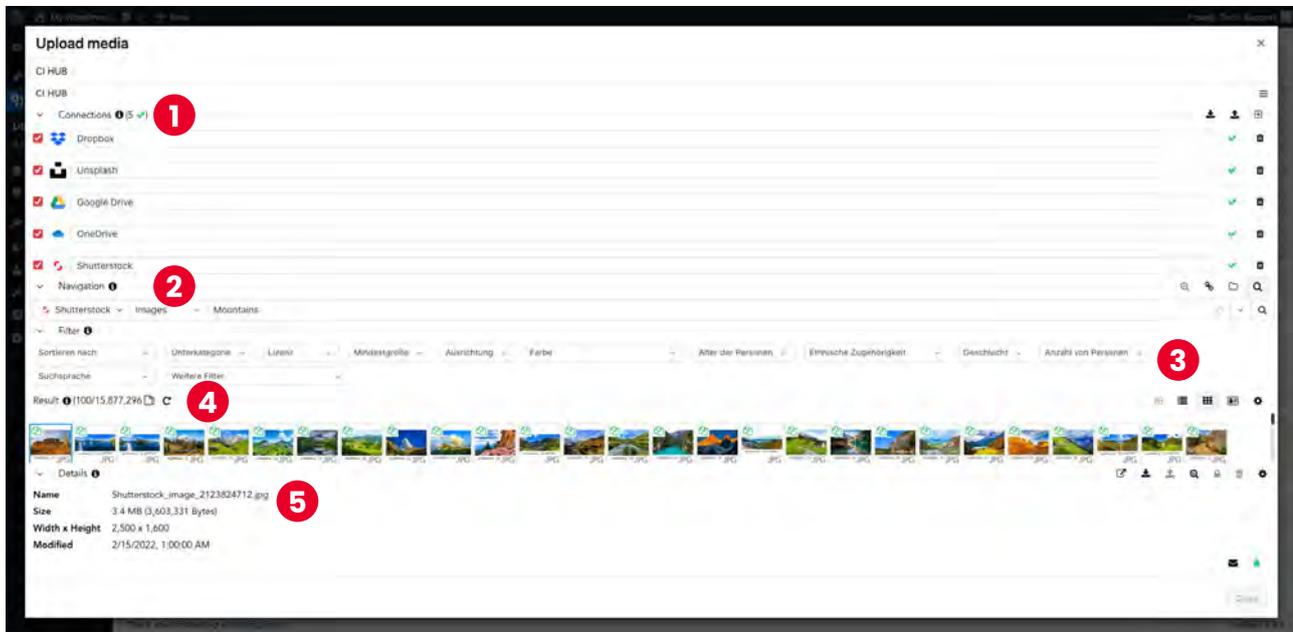


Fig. 8.5. Quick overview over the CI HUB Connector for WordPress.

you find all the filter options that a connection offers. If you do not see anything, it probably does not offer any filters. When you search for assets, the search results are displayed in the next section (Results) **4**. Below that you will find the "Details" **5**. Details shows you the thumbnails as well as the saved metadata.

The CI HUB Connector offers you further functionalities. You have the following options via the icons on the right of the navigation (from left to right):



Bin: Delete the folder you are currently in. This only works if the folder is empty.

Add folder: Creates a new folder in your directory

Similarity search: Search for images with similar content for a selected asset in a connected stock system (e.g. Adobe Stock).

Links: Here you can see an overview of all assets linked in the document and their current status.

Folder navigation: If you cannot see the folder navigation you can always return to it with this button.

Search: The powerful CI HUB Connector search helps you to find your assets or search the stock image providers like Unsplash or Adobe Stock for certain images.

The navigation on the right of the detail area gives you the following options (from left to right):



Reload folder: Reload the folder.

Add file: Add new Assets to your Service.

List view: Show your assets in a list view.

Tile view: Show your assets in a tile view.

Detail view: Show your assets in a detail view.

Settings: You can make various adjustments in the settings, **Fig. 8.6**. You can hide the folders in an overview **1**. This can be helpful if you have an extremely large number of folders and assets in a structure. When you are in the Tile View, you have the option to hide the asset names and customise the source of the name displayed **2**. Conversion notes are the small green document icons at the top left of the asset thumbnails. If you hover over them, you can see the pixel ratio with which the asset was placed. You will see what this is good for later. Here you can show and hide them **3**. With Preview size you can change the thumbnail size of the asset preview **4**.

Select an asset to activate the detail view. In addition to the metadata, you will now also see another menu to the right of it.



Open in browser: This opens the asset in the web view provided by the system manufacturer.

Use file: Use the selected asset in the layout.

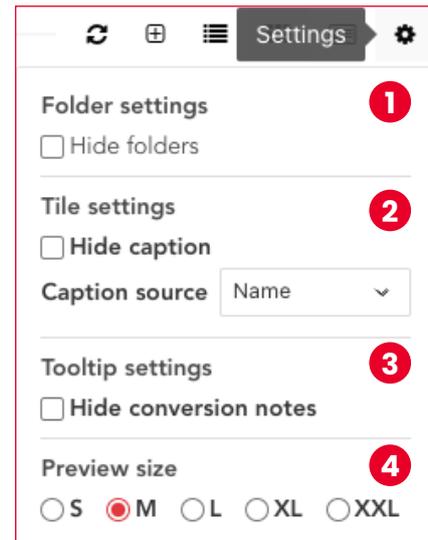
Update file: Upload the current asset onto the connected system again.

Similarity search: Search for similar assets in the active database. To do this, select the desired asset in CI HUB Connector and initiate the search.

Lock asset: Reserve the selected asset. This icon "freezes" the current status of the asset. The handling of a locked asset is based on the scheme of the connected system. So please refer to the documentation of the system you are connected to.

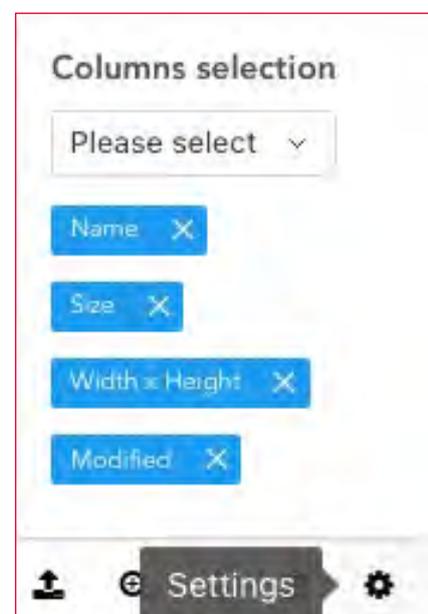
Delete asset: Delete the selected asset.

Settings: Here you can show the display categories and also remove them again, **Fig. 8.7**.



▲ **Fig. 8.6.** Settings for the Detail pane.

Fig. 8.7. Add and remove columns.



Working with assets in WordPress

Now that you have had a brief overview of the CI HUB Connector for WordPress, let's take a look at how to work with it.

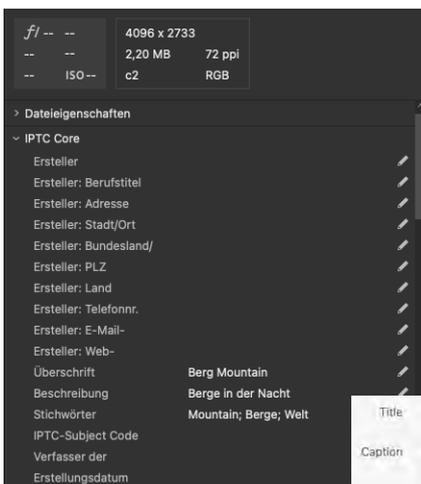
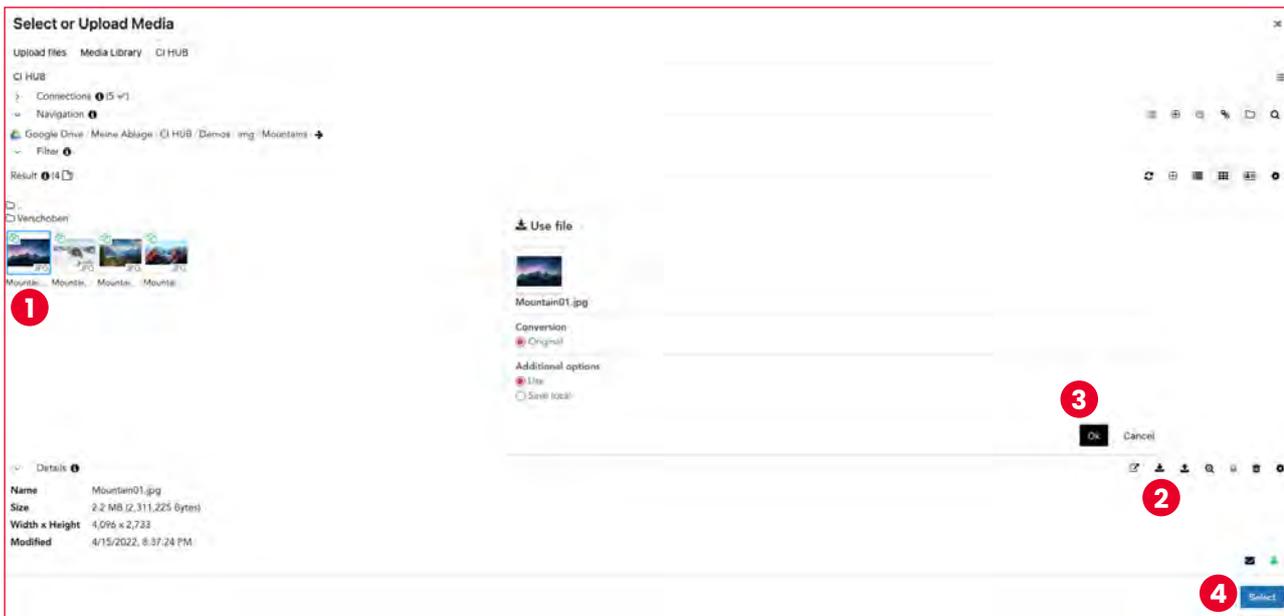
Add an Asset to WordPress

If you work with WordPress, you know that you have to load all assets which you want to host locally and use on your site via the media library. The CI HUB Connector does not change this. It does, however, allow you to access your assets in, for example, Google Drive, Dropbox or Unsplash directly via the media library. This way you can access the same assets that you use in your print products or your marketing documents. So if you want to insert an asset into a WordPress page, you do this by clicking on the media library and searching for the asset in the service of your choice via the CI HUB Connector, **Fig. 8.8**. Select it **1**



Fig. 8.8.

Adding an asset to WordPress is quick and easy with the CI HUB Connector.



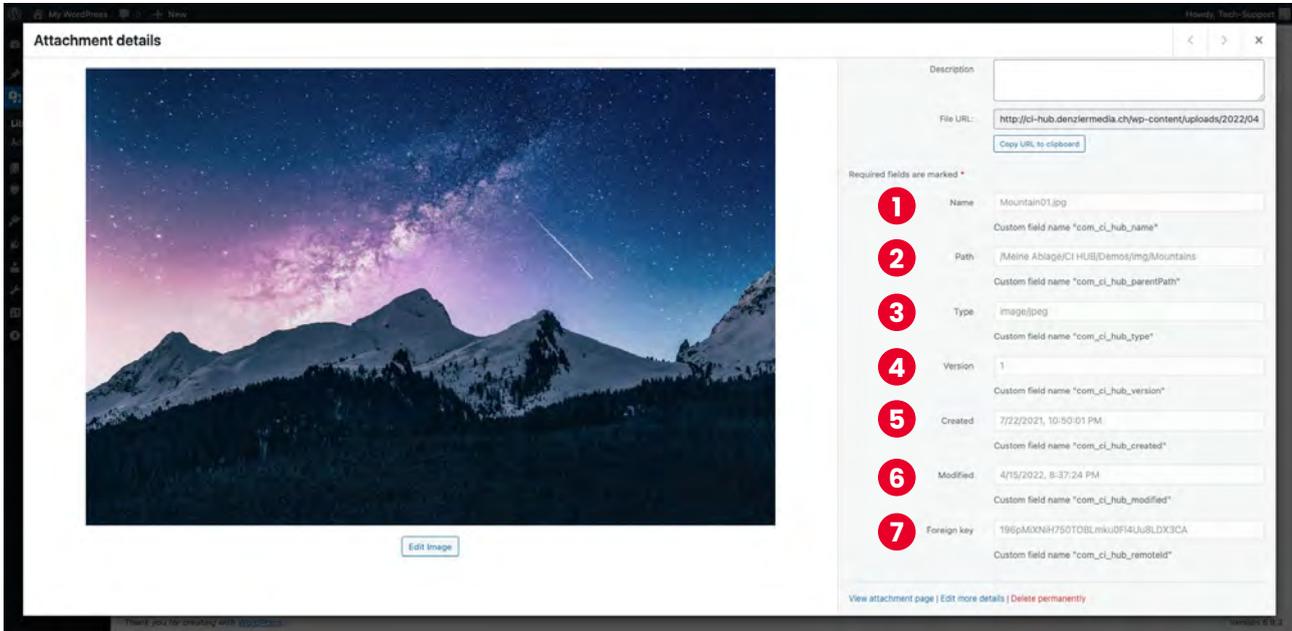
and then click on "Use file" **2**. In the dialogue that opens, enter the conversion (if offered by the system) and select "Use". Then confirm with "OK" **3** and insert the asset into the page by clicking on the "Select" button **4**. The asset is now loaded into the media library and placed on the page or in a post.

If your asset has filled-in metadata, this is also included at the same time. Title and description, for example, **Fig. 8.9**.

Fig. 8.9. Metadata is also applied immediately.

The CI HUB Connector adds some nice extra information to your media library. Click on an asset in the library and you will see that you have got some Custom fields on the right, **Fig. 8.10**.

Fig. 8.10. CI HUB Connector adds some nice customer fields to WordPress.



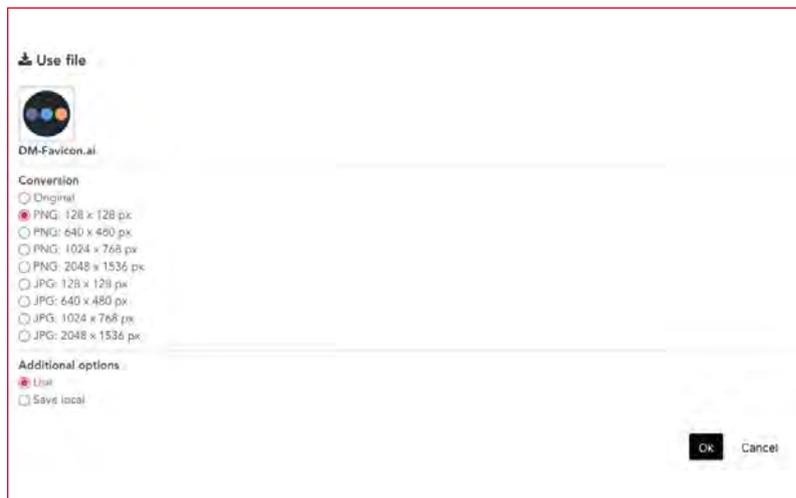
You will see the effective image name **1**, the path on the service you downloaded the asset from **2**, the image type **3**, the version **4**, the creation **5** and modification date **6** and the Foreign key **7**. The metadata depends on the target system, which is why there can be more or less Custom fields.

What is the "Foreign key"?
This is the ID that uniquely identifies the asset in the target system (e.g. Dropbox).

Add vector data to WordPress

Another advantage of the CI HUB Connector for WordPress is that you do not have to save vector data such as Adobe Illustrator or EPS files separately as JPEG or PNG. The CI HUB Connector offers the option to place assets as "conversions". Conversions offer the possibility to display an asset as PNG or JPEG in different pixel aspect ratios (if the function is offered by the system such as Drop-box), **Fig. 8.11**. This way you can map vector graphics directly in WordPress without any intermediate steps. This is very convenient and time-saving and you do not have to store your data redundantly.

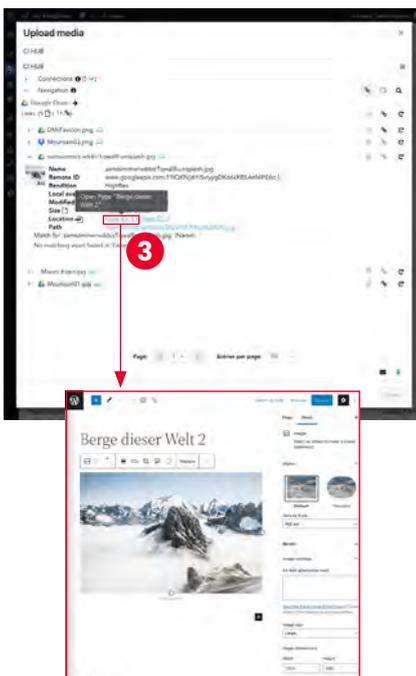
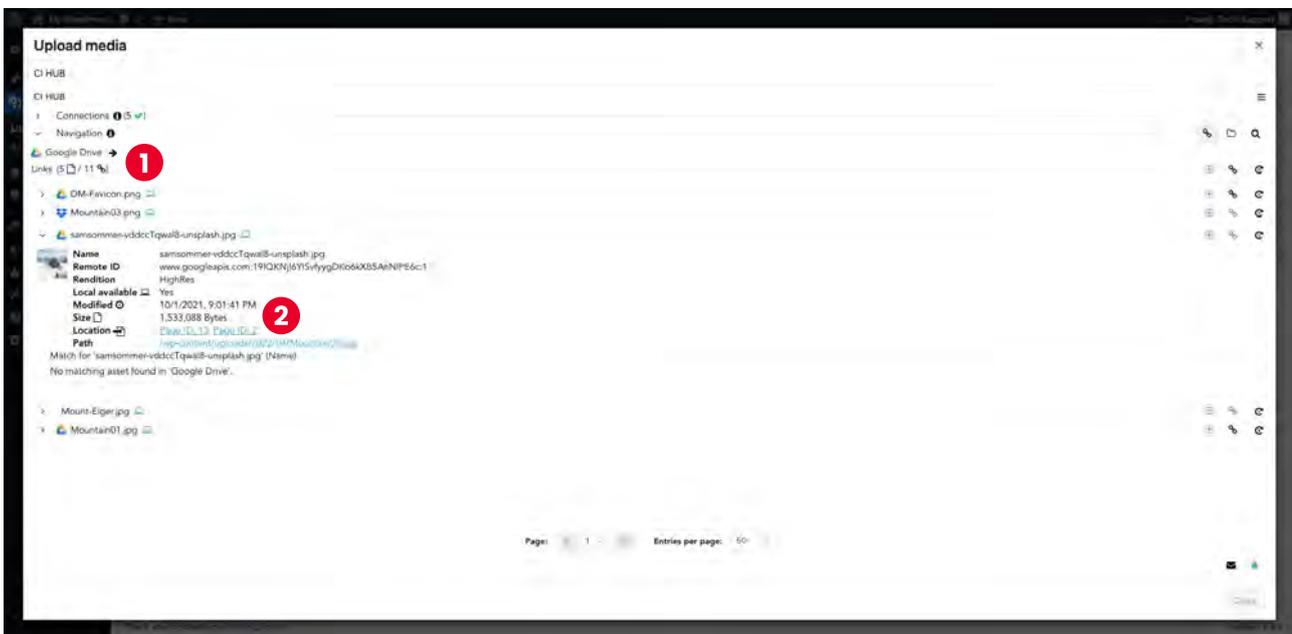
Fig. 8.11. Use conversions to place vector files directly in WordPress.



The Check panel for WordPress

Fig. 8.12. The Check panel shows you from which system an asset was placed by means of the icon behind the asset name.

If you use the CI HUB Connector in Adobe Creative Suite, then you know all the advantages and possibilities of the **Check panel**. The CI HUB Connector for WordPress brings the feature to WordPress as best as possible. To use the Check panel, click on the media library and then on "Add new". Here you will find the button for the CI HUB Connector. Then click on the link icon to get to the Check panel, **Fig. 8.12**. Here you will now find a list of all assets that you have placed in WordPress, regardless of being positioned with or without the CI HUB Connector for WordPress **1**.



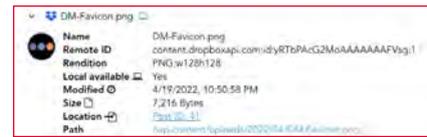
The icons behind the asset names show you from which system they were placed. The media objects which have been regularly loaded into the library, do not have an icon in front of the name. As with the Check panel in the Adobe programmes, you can now upload your missing assets to the current system.

Find your assets with one click

A really cool feature of the CI HUB Connector for WordPress is that in the Check panel you can see in which pages and posts your assets are placed and even how often they are used **2**. Simply hover over an entry under „Location“ to see where the asset is linked. Click on the link and you will jump directly to the post or page **3**.

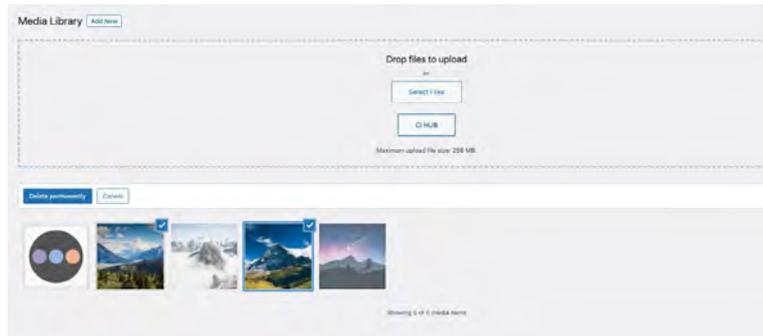
The Check panel also gives you further details about the assets which you won't find in WordPress. You can see the name of the asset, the remote ID as well as the rendition

(conversion). You can see the modification date, the asset size, in which posts you can find the asset and the path where the asset is located in WordPress, **Fig. 8.13**.



A special feature of the Check panel is that you can not only view all assets that have been placed with the Plugin, but you can also view only selected assets. You can pre-select assets in the media library to control which assets will be displayed in the Check panel. Now you will only see the assets that you have previously selected.

Fig. 8.13. The Check panel gives you full control of your Asset-Information.



Place metadata via shortcodes

The CI HUB Connector offers the possibility to access and display metadata using the CI HUB metadata shortcode. This also works with the CI HUB Connector for WordPress. You just need the ID of an attachment and then you can work with any metadata fields. You can find the custom field names in the details view of an attachment in the media library, **Fig. 8.14**.

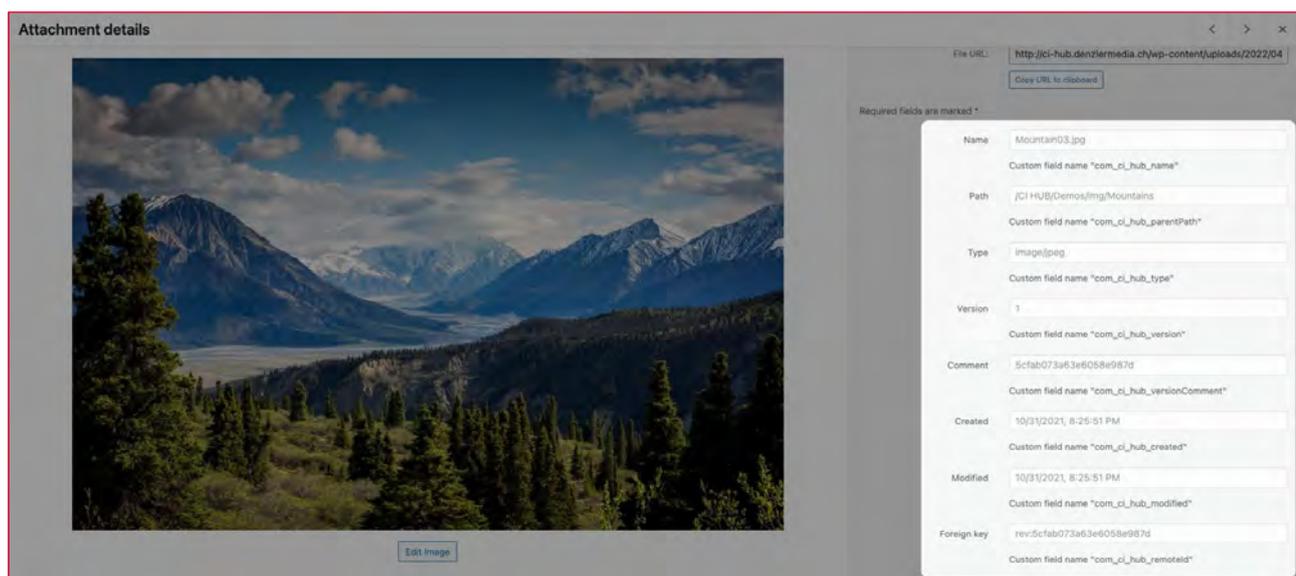


Fig. 8.14. You can check your Assets Custom fields in the media library.

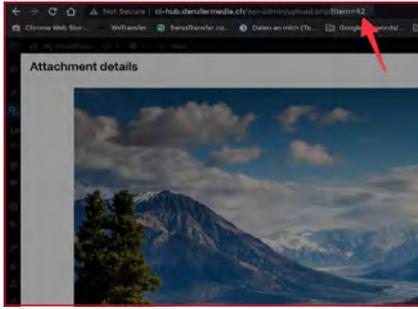


Fig. 8.15. Find the Post ID in the URL of the Post.

How to find the Post ID

To get the Post ID of your asset, go to the media library and switch to the detail view. Now you see the ID in the Asset URL, **Fig. 8.15**. From this, you can read the Post ID. Once you have the most important information together, you can create the shortcode. In the following example, we used Elementor SiteBuilder because it offers a live preview. If needed, install Elementor SiteBuilder and create a WordPress page to follow up the tutorial.

Creating a short code

If you have placed an asset on a page and want to display metadata, you can do this using a shortcode. The name of the shortcode is "cihub_metadata" and you can use it as you are accustomed to from WordPress. Depending on your needs, enclosing or self enclosing:

`[cihub_metadata]`

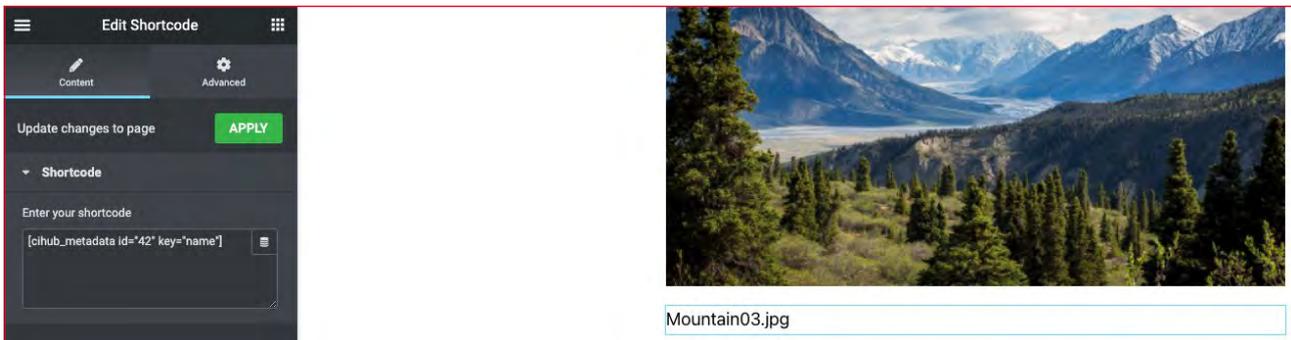
Now enter the Post ID of your attachment::

`[cihub_metadata id="42"]`



You will now receive direct feedback from Elementor that it needs the name of the metadata field. In the example, the picture name is to be used. Add this as follows:

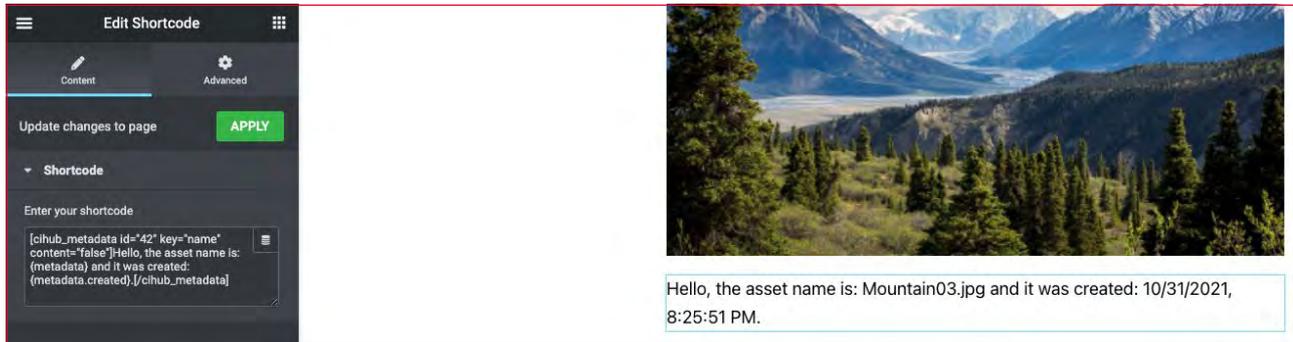
`[cihub_metadata id="42" key="name"]`



Now you see that the name is pulled in. In this shortcode you can now change the Post ID and the key value to fit your needs best. This is the simplest form of shortcode.

You can compose more difficult forms if needed:

```
[cihub_metadata id="42" key="name" content="false"]  
Hello, the asset name is: {metadata} and it was created:  
{metadata.created}./[/cihub_metadata]
```



The screenshot shows the 'Edit Shortcode' interface in WordPress. On the left, the 'Shortcode' section is expanded, showing the shortcode: `[cihub_metadata id="42" key="name" content="false"]Hello, the asset name is: {metadata} and it was created: {metadata.created}./[/cihub_metadata]`. On the right, a preview of the output is shown, featuring a landscape image of a mountain valley and the text: "Hello, the asset name is: Mountain03.jpg and it was created: 10/31/2021, 8:25:51 PM."

You can read the details for using the shortcode and actions on the plugin page in the WordPress Store.

Chapter 9

CI HUB Connector for SharePoint



Bring your assets into SharePoint

SharePoint from Microsoft is your central hub for companies to securely share information and data. You can create websites and organise the collaboration of teams and workgroups. Thanks to the CI HUB Connector for SharePoint, you can now also load all your assets directly into your site. The CI HUB Connector can be installed for individual sites or for the whole tenant.

Install CI HUB Connector for SharePoint

In SharePoint, you have the option of installing various apps via the SharePoint Store and making them available throughout your company. You will also find the CI HUB Connector for SharePoint there. Simply search for "CI Hub" **1** and install the connector **2**, **Fig. 9.1**.

Fig. 9.1. Search and Install the connector via the SharePoint AppStore.

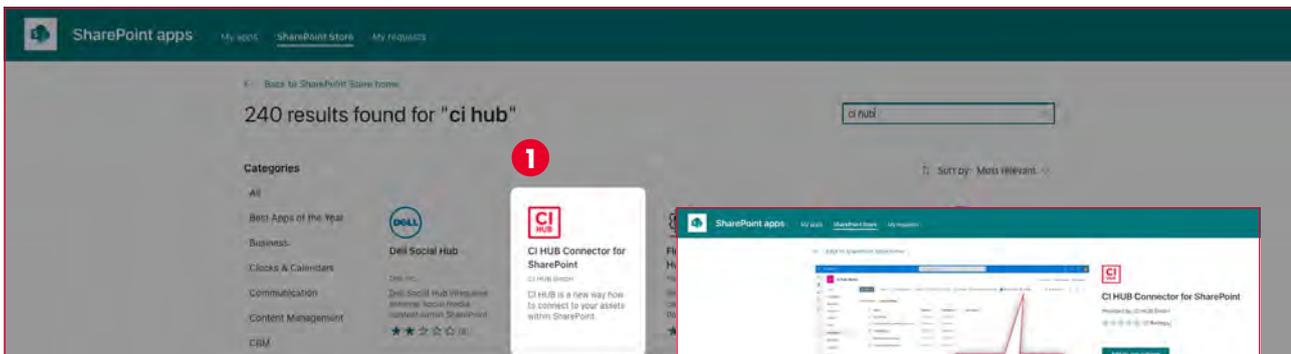


Fig. 9.2. You need to confirm the data access for CI HUB Connector to run.

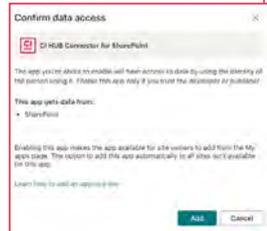
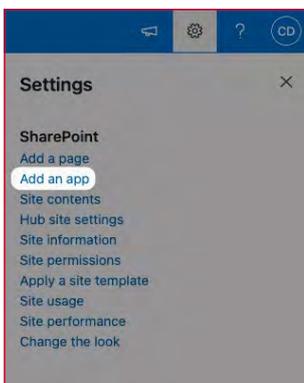


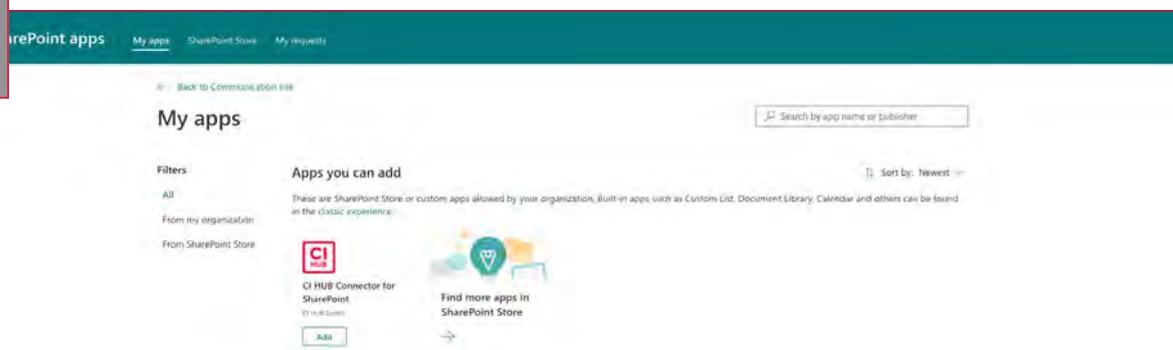
Fig. 9.3. Add CI HUB Connector to a SharePoint website.



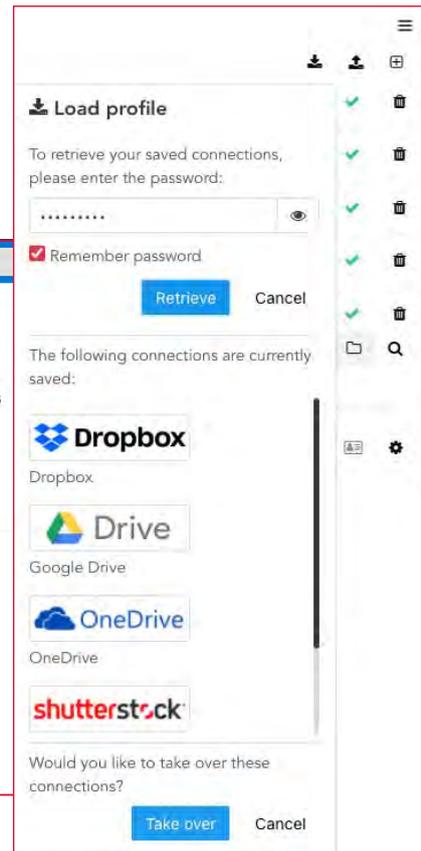
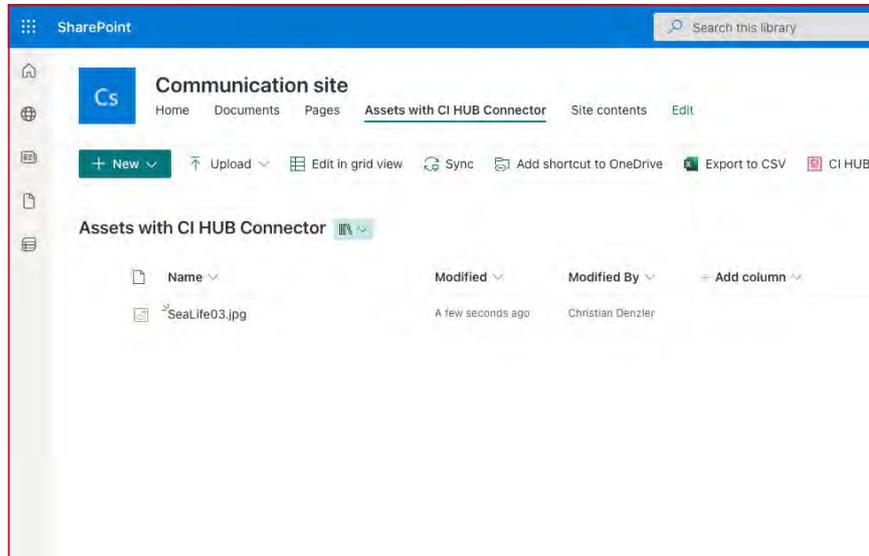
After you have added the CI HUB Connector and granted it data access, **Fig. 9.2.**, you will find the connector under your apps.

Add CI HUB Connector to a SharePoint website

Now you have installed the CI HUB Connector in your SharePoint tenant. If you want to use the connector on a SharePoint website, you have to add it for that particular website. To do this, click on the cogwheel at the top right of your page and select "Add an app", **Fig. 9.3**. After that you can choose the CI HUB Connector and add it to your site:



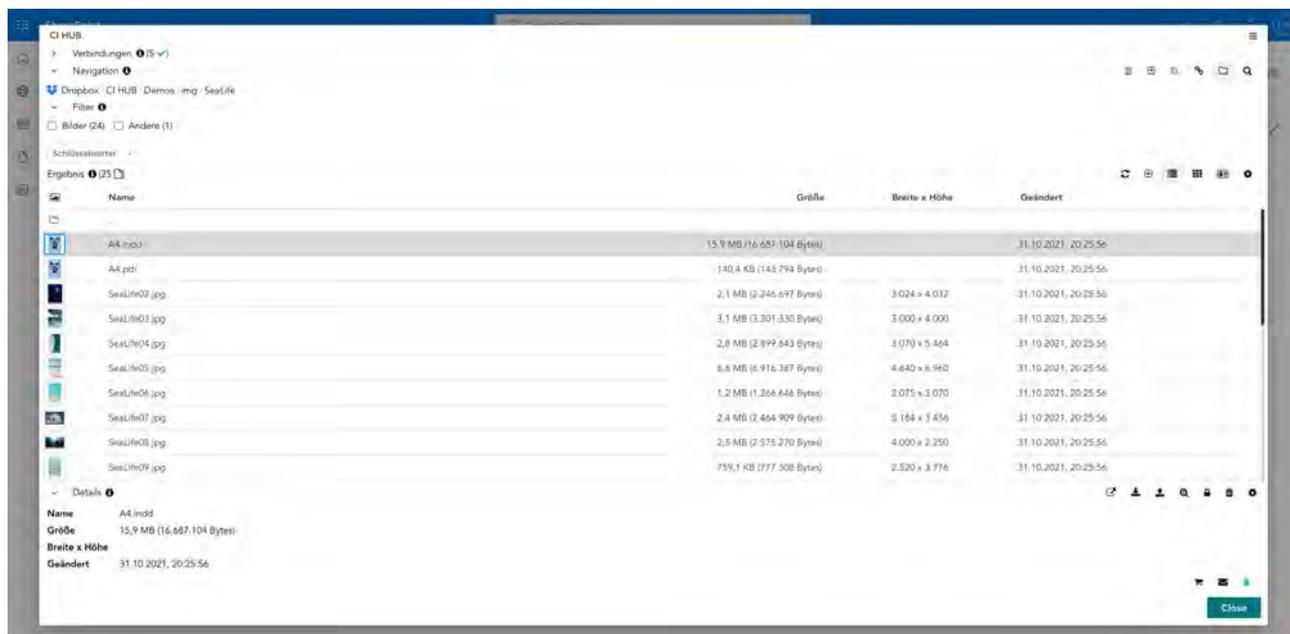
It is important to know that you can activate the Plugin either for one website or for every site in SharePoint. If you now switch to a document library of your site, you will see a new item in the menu. Click on it to start the CI HUB Connector for SharePoint.



Start using CI HUB Connector for SharePoint

After you have started the CI HUB Connector, the first thing you should do is connect your preferred connections again via "Load profile", **Fig. 9.4**. All connections that

Fig. 9.4. Load all your previously saved connections.



Important to know

The CI HUB Connector for WordPress and SharePoint is always completely reloaded everytime it is launched. Which means that the connections to the systems are

also rebuilt. Depending on the number of connections, this may take some time. However, CI HUB is working on a solution.

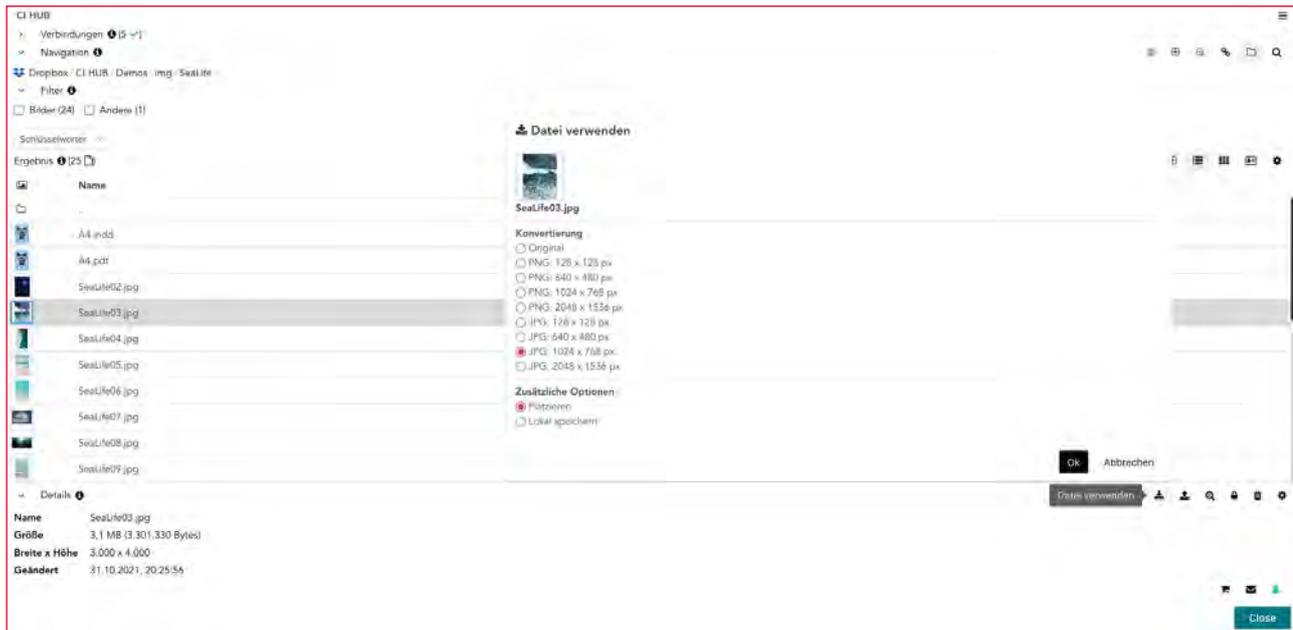


Fig. 9.5. You see your asset now in your Document Library.

you have secured with a password are now automatically imported.

Using the CI HUB Connector in SharePoint

Once you have loaded your connections, you can start working with the CI HUB Connector for SharePoint. The connector looks the same as the one for WordPress. However, it has fewer functions.

Adding Assets to the Document Library

Currently, the Connector is limited to allowing you to load assets into a Document Library. To do this, select the desired asset from the system and then click on "Place" . Now you can find your asset in your document library, **Fig. 9.5.**

The Check panel in SharePoint

Good news is that the Check panel is also available in SharePoint. So you can check the status of your assets, upload assets which are available only in SharePoint to your target system and you can see whenever a newer version of the asset is available and relink it. It is important to know that the Check panel only refers to the current path of the document library in which you are currently located. You will not see all the assets that you have placed in all SharePoint websites, but only those that are in the current location of the document library.

Chapter 9

CI HUB Connector worksuites in comparison

Working with CI HUB Connector in the context of the other worksuites

Up to now, we have mainly looked at the CI HUB Connector in the context of Adobe InDesign. This makes sense in principle, as InDesign is the publishing tool standard and most functions can be shown quite nicely in it.

But what makes CI HUB Connector so powerful is its seamless integration into almost any worksuite and while most of the features of CI HUB Connector behave the same in any software, there are a few mostly vendor-dependent differences. So now let's look at CI HUB Connector for Microsoft Office 365 and Google Workspace Marketplace and Figma.

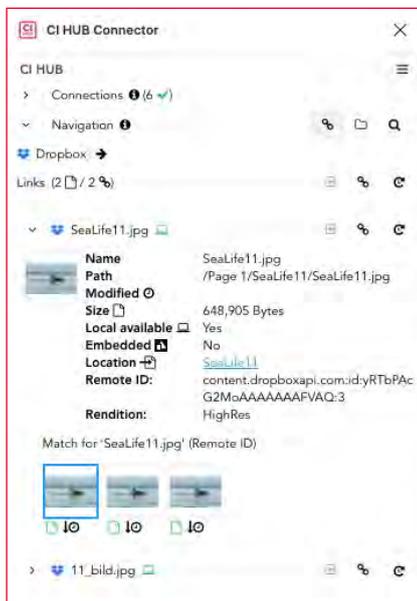


Fig. 7.1. In Figma, the Check panel works the same way as in InDesign.

No Check panel in the office products

The basic structure of the panel is the same on all platforms. However, the Connector for Microsoft Office 365 and Google Workspace lacks the Check panel, as these functions are only available in Adobe InDesign, Sketch and Figma for now.

CSV export, where it makes sense

Thanks to the data merge function in InDesign, it is obvious that the metadata of the assets can be output to a CSV file. The Office programmes from Microsoft and Google as well as Figma and the other Adobe applications do not have a data merge function. MS Word does have the mail merge feature, but a CSV export does not make sense here either, since Word is not a production tool in the true sense of the word.

Which file formats can be opened via CI HUB Connector?

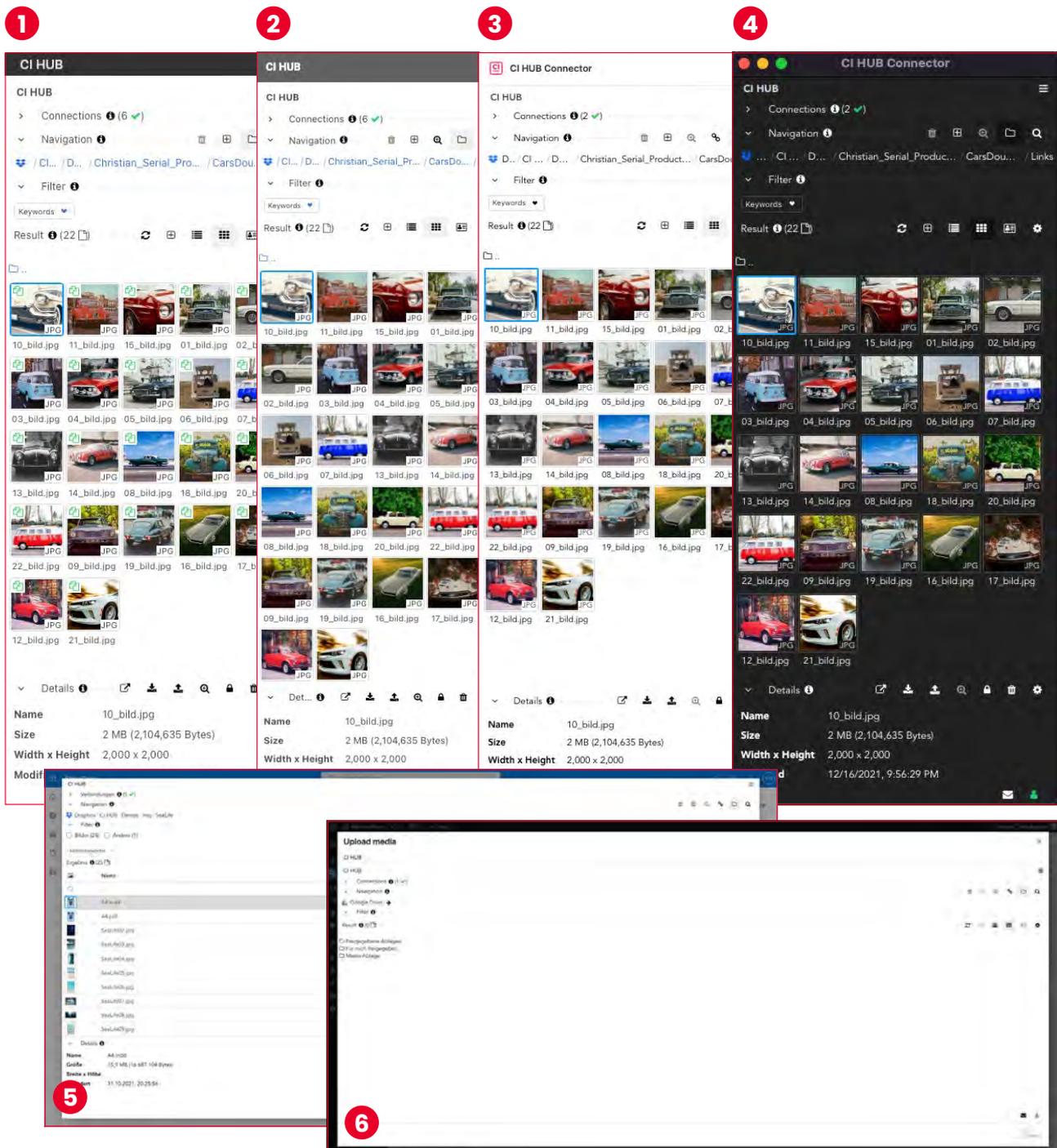
The following file formats can be opened without any problems using the CI HUB Connector:

Word: *.docx, *.dotx und *.odt
PowerPoint: *.pptx
Excel: *.xlsx, *.xltx und *.ods

Panel comparison

If we put the different panels side by side, we see that they are basically very similar. Any differences are due to the software provider or the way they handle the assets. The Panels for WordPress and SharePoint are looking a bit different. That's because they are always in full width, which is a limitation of those systems.

- 1 Microsoft Office
- 2 Google Workplace
- 3 Figma
- 4 Sketch
- 5 SharePoint
- 6 WordPress



The panel at a glance

Navigation

Navigate your digital content with ease – without leaving your favourite Adobe or Microsoft creative apps.

Existing connection

Whether Dropbox, Adobe Stock or CELUM – all connected data sources can be found here.



File management

Download, upload, search, lock and delete – two-way access to your data, anytime, anywhere.

Search & Filter

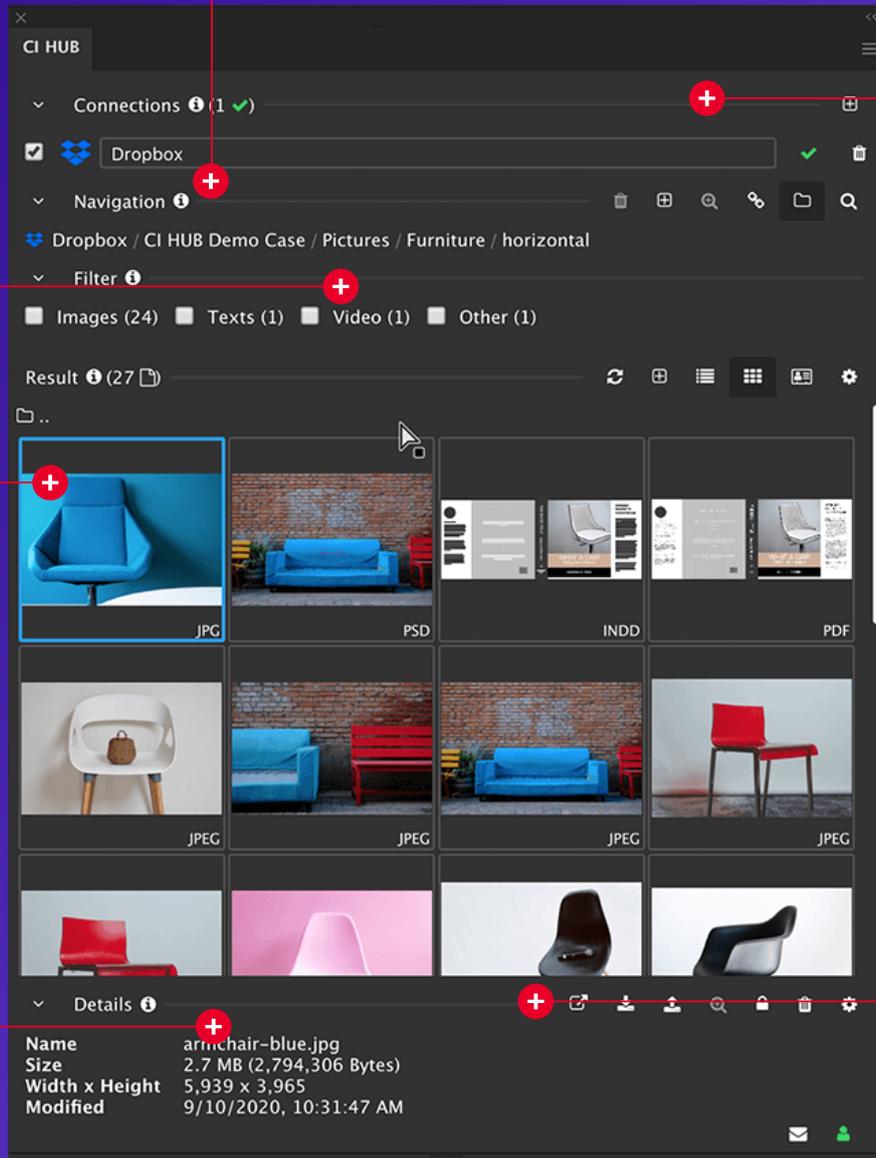
Easily search and filter your media content. And always with the same structure – whether with Adobe or Microsoft.

Display

Choose between grid view or configurable list. Content is placed by drag and drop.

Details overview

Metadata of the selected file is displayed here. What is displayed depends on the set media settings.



Office Potsdam
Benkertstrasse 4
14467 Potsdam
Germany

info@ci-hub.com