

media**valet**<sup>TM</sup>

**Training for Photo Club**

# Logging into MediaValet

Link: [cityofeagan.mediavalet.com](http://cityofeagan.mediavalet.com)

Username: **first initial and last name and or your email address ie:**  
**jellickson**

Password: **PhotoClub19!** *Please reset*

# Basics: File Naming Convention

**PhotographerFirstPhotographerLast\_Description\_YearMonthDay\_#**

Example:

RickGraves\_MarketFest\_190724\_1.jpg

You should be able to quickly automate file renaming in Lightroom.

# Basics: File Size

MediaValet can handle any file size upload, however, please note that big batches of large files can have a long upload time (depending on your internet upload speed).

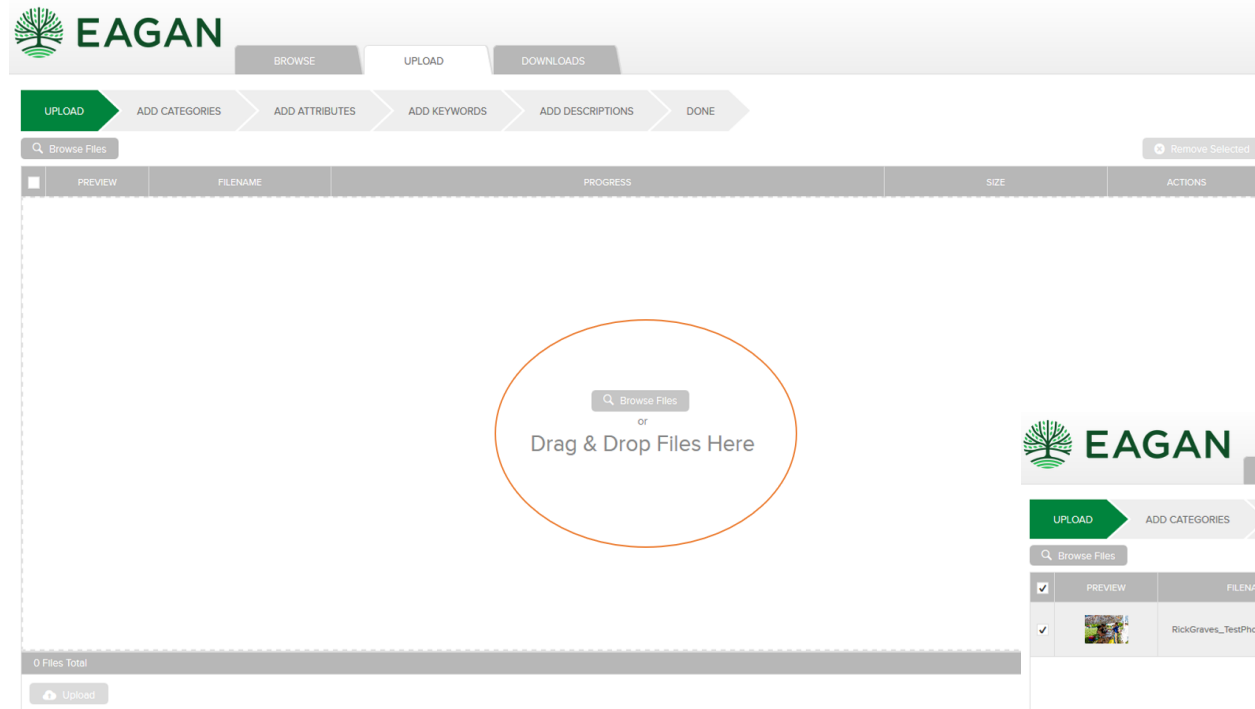
A preferred option is to reduce the size of the image files. We are comfortable with images being reduced to 8 MPs with 80% jpg quality or using the following table:

longest edge	shortest edge	JPEG quality	min file size	max file size
3600	2403	100	6.2MB	8.8MB
4000	2670	100	7.5MB	10.8MB
4200	2803	100	8.2MB	11.7MB
4500	3003	100	9.2MB	13.1MB
4500	3003	80	3.5MB	5.4MB
4500	3003	90	5.2MB	7.8MB
4500	3003	95	9.2MB	13.1MB

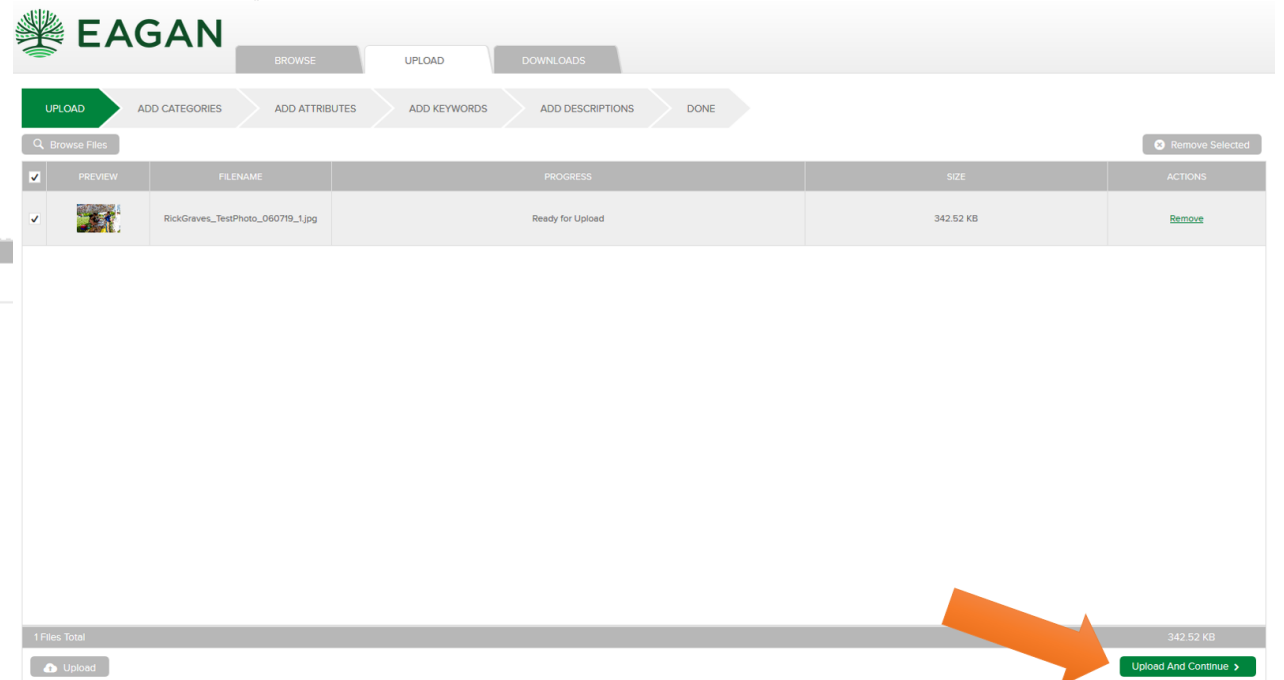
To get started, click the Upload tab

The screenshot displays the EAGAN website interface. At the top left is the EAGAN logo, which consists of a green tree icon and the word "EAGAN" in green capital letters. Below the logo is a navigation bar with three tabs: "BROWSE", "UPLOAD", and "DOWNLOADS". The "UPLOAD" tab is highlighted in a darker grey. Below the navigation bar is a search bar with the placeholder text "Search...". To the right of the search bar are several controls: a magnifying glass icon, a "Display" dropdown menu set to "200", a green icon with a white plus sign, a "Zoom" section with a plus sign icon, a minus sign icon, and "100%", and a "Sort By" dropdown menu set to "Views". Below these controls is a row of action buttons: "Share", "Download", "Add To Lightbox", and "More". A large orange arrow points upwards from the bottom of the screen towards the green icon with the white plus sign. On the left side of the interface, there is a "CATEGORIES" section with a list of folders: "Home", "Most Viewed", "Recently Uploaded", "Introduction and Help", "City of Eagan", and "Volunteer Photographers".


# Add the files by drag/drop or browsing and then hit “Upload & Continue”



The screenshot shows the EAGAN upload interface. At the top, there is a navigation bar with 'BROWSE', 'UPLOAD', and 'DOWNLOADS' tabs. Below this is a progress bar with steps: 'UPLOAD' (highlighted), 'ADD CATEGORIES', 'ADD ATTRIBUTES', 'ADD KEYWORDS', 'ADD DESCRIPTIONS', and 'DONE'. A search bar labeled 'Browse Files' is on the left, and a 'Remove Selected' button is on the right. The main area is a large dashed box containing a 'Browse Files' button and the text 'Drag & Drop Files Here'. At the bottom, it shows '0 Files Total' and an 'Upload' button.



The screenshot shows the EAGAN upload interface after a file has been added. The 'Browse Files' button is no longer present. The main area now contains a table with one file entry:

PREVIEW	FILENAME	PROGRESS	SIZE	ACTIONS
<input checked="" type="checkbox"/>	 RickGraves_TestPhoto_060719_1.jpg	Ready for Upload	342.52 KB	<a href="#">Remove</a>

At the bottom, it shows '1 Files Total' and '342.52 KB'. An orange arrow points to the 'Upload And Continue >' button.

**Make sure all photos are selected, click add/edit. In the pop-up window, assign to the “Volunteer Photographers” category, and hit “Apply”.**

**EAGAN**

BROWSE | UPLOAD | DOWNLOADS

UPLOAD | **ADD CATEGORIES** | ADD ATTRIBUTES | ADD KEYWORDS | ADD DESCRIPTIONS | DONE

EDIT SELECTED ASSETS

	COMMON CATEGORIES	ACTIONS
<input checked="" type="checkbox"/>		<a href="#">Add/Edit</a>   <a href="#">Clear</a>

EDIT INDIVIDUAL ASSETS

	PREVIEW	FILENAME	CATEGORIES	ACTIONS
<input checked="" type="checkbox"/>		RickGraves_TestPhoto_060719_1.jpg		<a href="#">Add/Edit</a>   <a href="#">Clear</a>

Cancel | Add Categories To Asset >

WORDS | ADD DESCRIPTIONS | DONE

**ADD/REMOVE CATEGORIES**

ADD / REMOVE CATEGORIES

- City of Eagan
  - Volunteer Photographers

**Selection Legend**

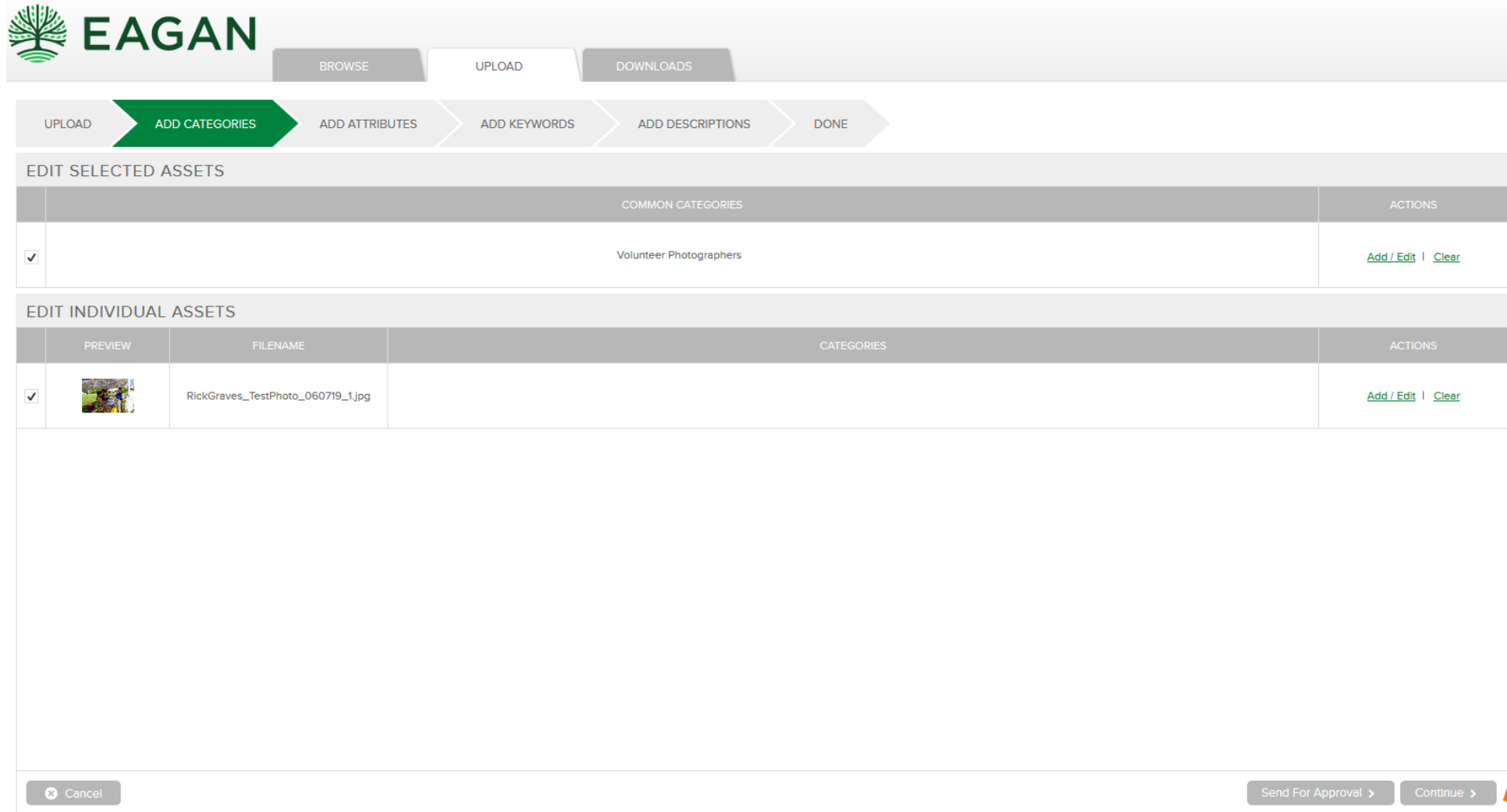
- Not associated with selected asset(s)
- Associated with one or more selected assets
- Associated with (all) selected asset(s)

You can add assets to as many categories as you like. Each category will act as a keyword (that can be searched) as well as a digital folder (that can be browsed).

Once you have added/removed categories for the selected asset(s), click the Apply button to apply the changes.

Cancel | Apply

Hit “Continue”. Then add attributes – if applicable hit “Continue” again on the Attributes tab.



The screenshot displays the EAGAN web application interface. At the top left is the EAGAN logo, featuring a tree icon and the text "EAGAN". To the right of the logo are three tabs: "BROWSE", "UPLOAD", and "DOWNLOADS". Below these is a horizontal navigation bar with five steps: "UPLOAD", "ADD CATEGORIES" (highlighted in green), "ADD ATTRIBUTES", "ADD KEYWORDS", "ADD DESCRIPTIONS", and "DONE".

The main content area is divided into two sections:

- EDIT SELECTED ASSETS:** A table with two columns: "COMMON CATEGORIES" and "ACTIONS". It contains one row with a checked checkbox, the category "Volunteer Photographers", and the actions "[Add / Edit](#) | [Clear](#)".
- EDIT INDIVIDUAL ASSETS:** A table with four columns: "PREVIEW", "FILENAME", "CATEGORIES", and "ACTIONS". It contains one row with a checked checkbox, a preview image of a grave site, the filename "RickGraves\_TestPhoto\_060719\_1.jpg", and the actions "[Add / Edit](#) | [Clear](#)".

At the bottom of the interface, there are three buttons: "Cancel" (with a close icon), "Send For Approval >", and "Continue >". An orange arrow points to the "Continue >" button.




# Attributes

You will be prompted to add the following attributes to photos:

- Year (2019)
  - Photographer Name
  - Photographer credit needed
- We may include more depending on feedback from all of you.

# Add keywords (if you would like, not required) and then hit “Continue”.




BROWSE   **UPLOAD**   DOWNLOADS

UPLOAD   ADD CATEGORIES   ADD ATTRIBUTES   **ADD KEYWORDS**   ADD DESCRIPTIONS   DONE


### EDIT SELECTED ASSETS

	COMMON KEYWORDS	ACTIONS
<input checked="" type="checkbox"/>		<a href="#">Add / Edit Selected</a>   <a href="#">Clear</a>

### EDIT INDIVIDUAL ASSETS

	PREVIEW	FILENAME	KEYWORDS	ACTIONS
<input checked="" type="checkbox"/>		RickGraves_TestPhoto_060719_1.jpg	<input type="text"/>	<a href="#">Clear</a>

[< Previous Step](#)   [Cancel](#)   [Send For Approval >](#)   [Continue >](#)



## Keywords can include:

- Year (2019)
- Photographer Name (caplocks)
- Photographer credit needed (caplocks)
- Department - Parks and Recreation, Public Works, Community Development, Police, Fire,
- Description key word used in file name (location, activity)
- Location or Landmark (location, Sperry Tower, Eagan Art House, Cascade Bay,)
- Season - Winter, Spring Summer, Fall
- Demographics - Kids, seniors, family, people of color
- Activity Name - Bocceball, pickleball, baseball, walking,
- Amenity - water, nature, trees, forest, trails, flowers, art
- And more!

**Add description (not required) and then hit “Send For Approval”. In the pop-up window, select “Submit assets now” and choose “Jeanette Nelson” as the approver. Then hit “Done”.**

The screenshot shows the EAGAN web interface. At the top left is the EAGAN logo. Below it are tabs for BROWSE, UPLOAD, and DOWNLOADS. A progress bar shows the current step as 'ADD DESCRIPTIONS', which is highlighted in green. Below the progress bar is a table titled 'EDIT INDIVIDUAL ASSETS' with columns for PREVIEW, FILENAME, TITLE, DESCRIPTION, and ACTIONS. The first row contains a preview of a photo, the filename 'RickGraves\_TestPhoto\_060719\_1.jpg', the title 'RickGraves\_TestPhoto\_060719\_1', and an empty description field. At the bottom right of the table is a 'Send For Approval' button, which is highlighted by an orange arrow.

The screenshot shows a 'SUBMIT FOR APPROVAL' pop-up window. The window contains the following text: 'The assets you are about to submit will need to be approved by an Administrator before being made available to others. Please select below how you want to submit the currently selected assets.' Below this text are three sections: 'ADD TO LIGHTBOX' with two radio button options, 'SUBMIT NOW OR LATER' with two radio button options, and a dropdown menu for selecting an approver. The 'Submit assets now' option is selected, and the dropdown menu shows 'Jeanette Nelson'. An orange circle highlights the 'Submit assets now' option and the dropdown menu. At the bottom right of the window are 'Cancel' and 'Done' buttons, with an orange arrow pointing to the 'Done' button.

# How to share images - easily

Create a gallery to share with an individual you have taken photos for.

## Abilities

- You can share it via email or a link
- Can be password protected and have an expiration date
- No need for a DVD or separate drive

## Limitations

- The photos must be approved prior to the person seeing them
- You can still create and share the gallery – but the receiver won't see them till they are approved

# Search for the photos you want to share with the recipient with the basic search tools.

The screenshot displays the EAGAN photo management interface. At the top left is the EAGAN logo. The main navigation bar includes 'BROWSE', 'UPLOAD', and 'DOWNLOADS'. A search bar is located below the navigation, with an orange arrow pointing to it. To the right of the search bar are options for 'Display' (set to 25), 'Sort By' (set to Date Uploaded), and pagination (1 to 12 of 12). Below the search bar is a 'CATEGORIES' sidebar with a checked 'Attributes' filter. The main content area shows a table of photos under the 'Entire Library' tab. The table has columns for 'PREVIEW', 'TITLE', 'STATUS', 'FILE SIZE', 'DIMENSIONS', 'TYPE', 'UPLOADED DATE', and 'MO'. Three photos are listed, all with a status of 'Approved' and an upload date of July 23, 2019.

	PREVIEW	TITLE	STATUS	FILE SIZE	DIMENSIONS	TYPE	UPLOADED DATE	MO
<input type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_3.jpg	Approved <span style="color: green;">●</span>	8.03 MB	5477 x 3651	Image	July 23, 2019	Jul
<input type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_6.jpg	Approved <span style="color: green;">●</span>	7.67 MB	5477 x 3651	Image	July 23, 2019	Jul
<input type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_1.jpg	Approved <span style="color: green;">●</span>	5.81 MB	3133 x 4699	Image	July 23, 2019	Jul

# Click on the photo(s) you want to share with the recipient.




BROWSE    UPLOAD    DOWNLOADS

rickgraves\_vantourhydrantflush    Display 25    Sort By Date Uploaded

CATEGORIES    LIGHTBOXES

Share    Download    Add To Lightbox    More

Entire Library    rickgraves\_vantourhydrantflush x    Save    Clear All

	PREVIEW	TITLE	STATUS	FILE SIZE	DIMENSIONS	TYPE
<input checked="" type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_3.jpg	Approved <span style="color: green;">●</span>	8.03 MB	5477 x 3651	Image
<input checked="" type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_6.jpg	Approved <span style="color: green;">●</span>	7.67 MB	5477 x 3651	Image
<input checked="" type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_1.jpg	Approved <span style="color: green;">●</span>	5.81 MB	3133 x 4699	Image

Clear    Apply

# Click the share button.

BROWSE    UPLOAD    DOWNLOADS

rickgraves\_vantourhydrantflush    Display 25    Sort By Date Uploaded

CATEGORIES    LIGHTBOXES    **Share**    Download    Add To Lightbox    More

Entire Library    Current Category

- Keywords
- Descriptions
- Titles / File Names
- Comments
- Category Names
- Cognitive Metadata
- Attributes

File Type >

Rating >




Status, Events and Dates >

Action and User >

Custom Attributes >

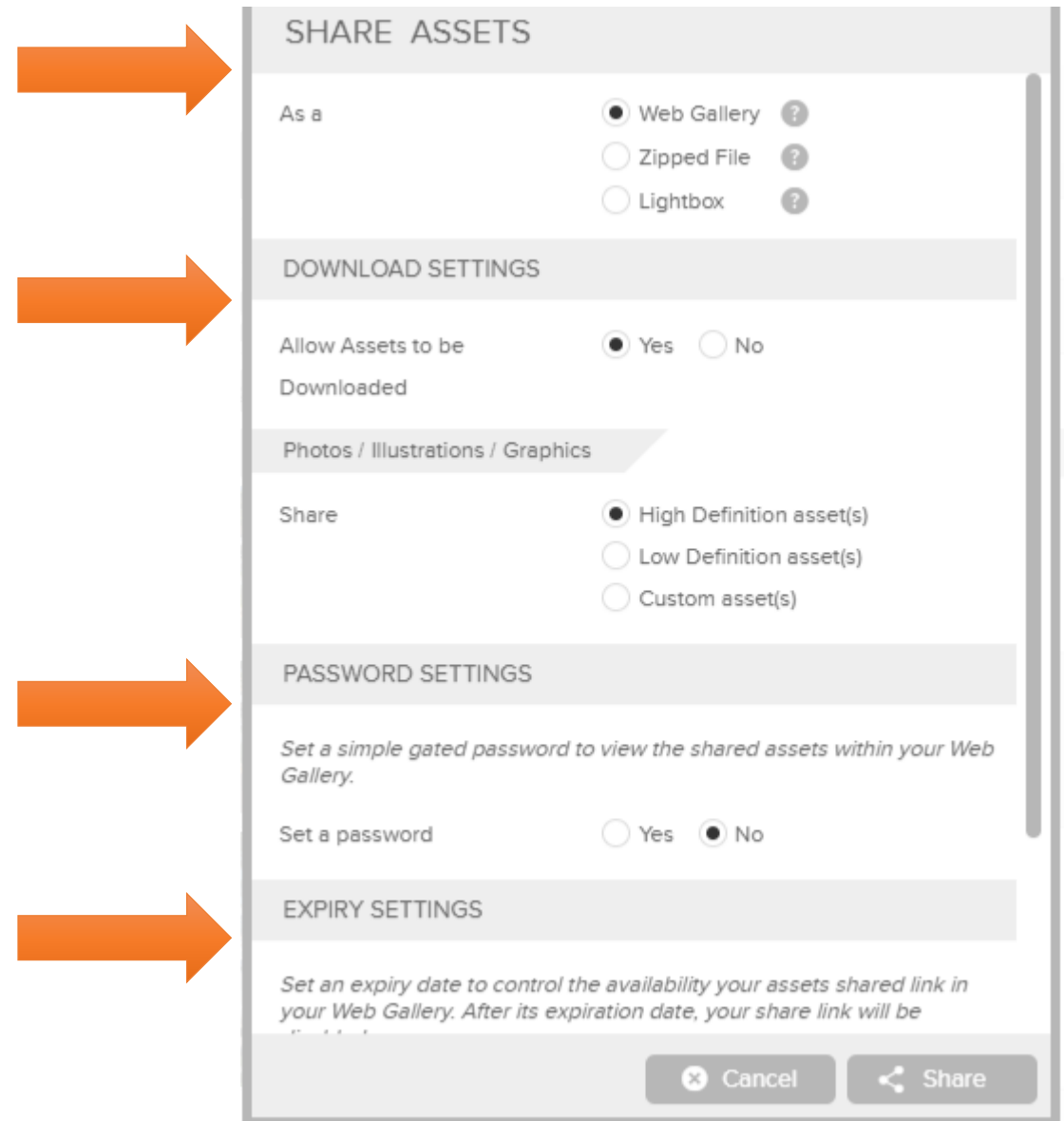
Clear    Apply

Entire Library    rickgraves\_vantourhydrantflush    Save    Clear All

<input checked="" type="checkbox"/>	PREVIEW	TITLE	STATUS	FILE SIZE	DIMENSIONS	TYPE
<input checked="" type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_3.jpg	Approved <span style="color: green;">●</span>	8.03 MB	5477 x 3651	Image
<input checked="" type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_6.jpg	Approved <span style="color: green;">●</span>	7.67 MB	5477 x 3651	Image
<input checked="" type="checkbox"/>		RickGraves_VanTourHydrant Flush_190722_1.jpg	Approved <span style="color: green;">●</span>	5.81 MB	3133 x 4699	Image



**Fill in the share assets box including how you want to share it, if you want it to be password protected, an expiration date, and whether you want to send an email or create a link.**



**SHARE ASSETS**

As a  Web Gallery ?  
 Zipped File ?  
 Lightbox ?

**DOWNLOAD SETTINGS**

Allow Assets to be Downloaded  Yes  No

Photos / Illustrations / Graphics

Share  High Definition asset(s)  
 Low Definition asset(s)  
 Custom asset(s)

**PASSWORD SETTINGS**

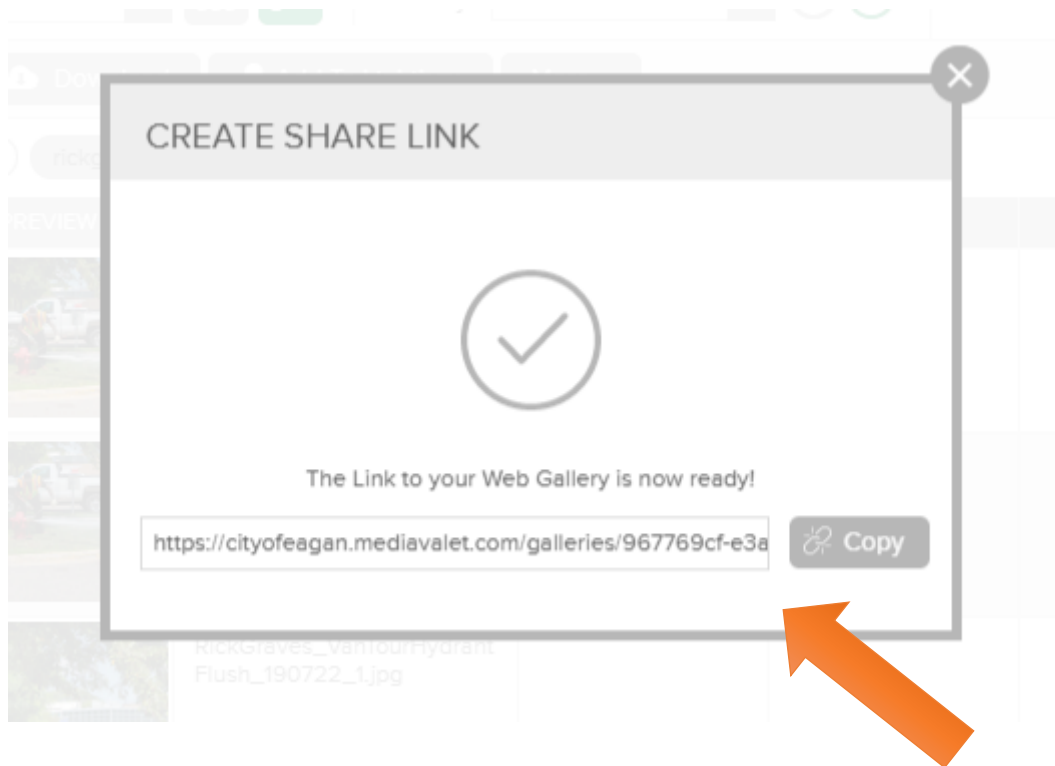
*Set a simple gated password to view the shared assets within your Web Gallery.*

Set a password  Yes  No

**EXPIRY SETTINGS**

*Set an expiry date to control the availability your assets shared link in your Web Gallery. After its expiration date, your share link will be*

# Copy the link or enter the email address and hit send.



A screenshot of a 'SHARE ASSETS' dialog box. The dialog has a grey header with the title 'SHARE ASSETS'. Below the header, there are two sections: 'Set a password' with radio buttons for 'Yes' and 'No' (where 'No' is selected), and 'EXPIRY SETTINGS' with a descriptive paragraph and another 'Set an expiry date' section with 'Yes' and 'No' radio buttons (where 'No' is selected). The 'SHARE' section has radio buttons for 'A link' and 'Via Email' (where 'Via Email' is selected). Below this is an 'Email Address(es)' input field containing 'someone@example.com', with a note: 'For multiple recipients, separate email addresses with a comma.' There is also a 'Message' text area containing 'Your message...'. At the bottom, there are 'Cancel' and 'Share' buttons.