

View, Upload, and Replace Media Files

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This article details how to view, add, and replace media files individually or in batches. Currently, it is not possible to delete a media file from Shared Shelf without deleting the entire record. You can however, delete a media file by [replacing it with another file](#) or [suppressing a published record](#).

View Media Files

To view image files:

From the asset panel, double click on the Item to open the edit tab. Zoom into the image by clicking on it and zoom out by holding Control + click (Command + click on a Mac). Multiple clicks will zoom to the maximum pixels of the uploaded image. *Note: only a partial image is viewable at maximum zoom, due to the constraints of the media window size.* Double-click on the thumbnail to open the full-size image in a new browser tab.

To listen to audio files and watch video files:

From the asset panel, double click on the Item to open the edit tab. To play an audio or video file, click anywhere in the media viewer and the file will play within the Shared Shelf interface. To stop or pause the file, click anywhere in the media viewer. You can also use the controls at the bottom of the media viewer to play, pause, move to different sections of your audio or video file, adjust the volume, select caption options, and switch to full-screen viewing.

To view PDF, Excel, PowerPoint, and Word Files:

From the asset panel, double click on the Item to open the edit tab. Click the Download button then Download Media, prompting you to save or open the file using its native application.

To view media files in end user environment:

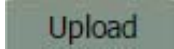
For end users in the Artstor Workspace or Shared Shelf Commons, media files will appear with a thumbnail and for non-image files, also include a small icon beneath the thumbnail indicating the file type and how to view or listen to the file. See the [Thumbnail Icon Glossary](#) on the Artstor support site

for more information.

Upload Media Files

To create records by uploading media files:

1. Select a project and then click Upload.



2. In the new window, click Browse to select a file from your computer directory. Use Control + click (Command + click for Mac) or Shift + click to select multiple files. **Or drag files from your desktop or computer directory and hover over the asset panel. A green arrow will appear, followed by the upload window. If you are trying to select media from multiple file directories, you can use a wildcard * search to find media stored in different folders, then drag and drop your selected files into the upload window. This function will not work if dragging from a browser window prompted from Shared Shelf, but it will work from a window opened directly from your desktop or hard drive.**
3. Click Upload. If an unsupported file was added to the upload, an error window will popup with this message: **The following files are not currently supported: [filename of unsupported file]. Close this dialog to return to the upload window.**
4. When the upload is finished, a message will be displayed with upload details. Click Close to continue working with the Items.

Add Media File to Existing Record

To add a media file to an existing record:

1. Double click on the Item that has no associated media file to open it in the edit tab.
2. Under the media viewer, click Replace then Upload.

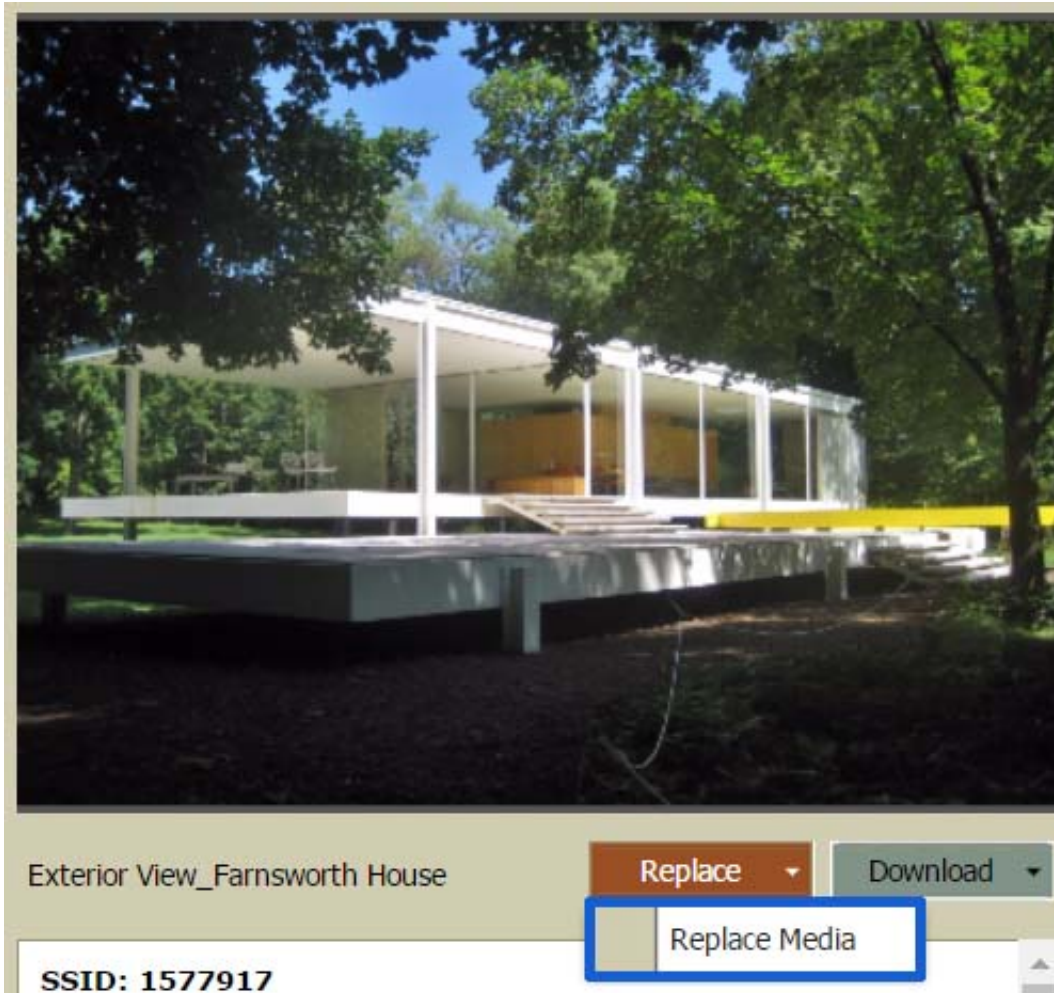


3. From the dialog window, select a file from your computer directory then click Upload. A status bar at the bottom of the window will display the load progress.
4. When the upload is finished, a message will be displayed with upload details. Click Close to continue working with the Items.

Replace Single Media File

To replace a single media file:

1. Double click on the Item to open it in the edit tab.
2. Under the media viewer, click Replace then Replace Media.



3. From the dialog window, select a file from your computer directory then click Upload. A status bar at the bottom of the window will display the load progress.
4. When the upload is finished, a message will be displayed with upload details. Click Close to continue working with the Items.

Batch Replace Media Files

Batch replace allows you to replace media files in bulk, without modifying your data records. Along with this process, you will use an Excel spreadsheet to replace the existing media filenames with the new filenames to match the new media files with their existing data records.

To batch replace media files:

1. In the asset panel, select the records that you want to replace, then right-click or use the gear

menu to choose **Excel > Export selected records**.

- In the Excel spreadsheet, type CLEAR in all caps in the filename column for each record to be replaced with a new media file. Leave all the other cell data as is.**

| | A | B | C | D | E |
|---|---------|---|------------------------------|------------------------|--|
| 1 | SSID | Filename | Ready for publishing?[43280] | Campus Building[69773] | Creator[43248] |
| 2 | 1247339 | CLEAR | TRUE | | Mies van der Rohe, Ludwig (German architect, 1886-1969, active in the United States) |
| 3 | 1247338 | CLEAR | TRUE | | Mies van der Rohe, Ludwig (German architect, 1886-1969, active in the United States) |
| 4 | 1247337 | CLEAR | TRUE | | Mies van der Rohe, Ludwig (German architect, 1886-1969, active in the United States) |
| 5 | 1247336 | Exterior View in Winter2_Farnsworth House_Public Domian.jpg | TRUE | | Mies van der Rohe, Ludwig (German architect, 1886-1969, active in the United States) |
| 6 | 1247335 | Exterior View in Winter_Farnsworth House_Public Domian.jpg | TRUE | | Mies van der Rohe, Ludwig (German architect, 1886-1969, active in the United States) |

- Use the “Save as” option to save the edited spreadsheet with a new name so your original exported spreadsheet is not overwritten. This maintains a copy of the original Excel spreadsheet so you have a record of the filenames and matching SSIDs for safekeeping.**
- From the asset panel, use the gear menu and select Excel > Import records, then locate the edited Excel spreadsheet containing CLEAR in the filename column. Uploading this will clear the existing filename from the data record and remove the media file, but the rest of the data will remain the same.**
- To batch upload replacement media files, you’ll need to import another new spreadsheet with the replacement filenames. If you plan to use the same filenames for your new media files you can use the original spreadsheet that you had initially saved. Otherwise, edit the Excel spreadsheet by entering a new filename for each matching SSID. Again, use the “Save as” option if you want to preserve a list of the original media files you’re replacing.**
- Return to the asset panel and use the gear menu and select Excel > Import records to import the Excel spreadsheet with the new/replacement filenames.**
- Last, upload the replacement media files using the Upload button. The media files will automatically match to their data record as long as the filename in the uploaded spreadsheet matches to the media filename.**