FotoWeb

This is the FotoWeb area. All FotoWeb guides - technical and user guides - are available here.

- **Navigating and searching to find your assets**

  Learn the basics of navigating archives, folder structures and any taxonomies in FotoWeb. To learn more about what you can do with your assets, refer to the Working with your assets guide.

  - General Use of FotoWeb
  - Searching in FotoWeb
  - Creating notifications (alerts)

- **Working with your assets**

  This guide helps you understand how to organize your assets using FotoWeb's main interface. It deals with organizing collections, sharing content with others, processing files in workflows and much more. The guide focuses on the use of the system and links to the configuration where appropriate.

  - Selecting assets
  - Choosing a cover image for an archive
  - Copying or moving assets between archives or folders
  - Cropping and downloading pictures
  - Deleting assets
• Editing asset metadata

Adding metadata to your files is paramount to keeping your asset collections in order. This guide explains how to add metadata to assets in the main FotoWeb interface and how you can configure taxonomies to improve archive navigation and facilitate metadata entry for users.

• General Metadata Editing
• Creating Metadata Taxonomies
• Working with Annotations
• Uploading files to FotoWeb

How to configure file upload to FotoWeb and how to use the different upload methods.

◦ Enabling users to upload files
◦ Uploading files from a browser
◦ Uploading files with FotoWeb Desktop
◦ Are there any size restrictions for uploading files to FotoWeb?
◦ Defining metadata requirements for uploaded assets
◦ Preserving metadata on upload
◦ Problem: Upload information is not added when assets are uploaded
◦ Uploading files from a mobile device
◦ Uploading files from the Selection widget
◦ Uploading files that have XMP sidecar files
◦ Which metadata fields does FotoWeb write information to when a user uploads files?

• Albums - Creating and sharing collections

Albums let you create collections of assets that are independent of the archives they were added from. These collections can be shared with FotoWeb users and groups, as well as external people you need to share files with from time to time. This guide deals with all aspects of using and managing albums in FotoWeb.

◦ Creating an album
◦ Viewing an album
◦ Archiving an album
◦ Reactivating an archived album
Choosing an album cover image
- Deleting an album
- Recovering a deleted album
- Removing assets from an album
- Sharing an album
- Sorting assets in an album

• Placing assets in a CMS

The CMS Export module in FotoWeb offers the possibility to export any picture or graphics file to a CMS. Learn about the use of the CMS export in this guide.

- Exporting a picture to your CMS
- Managing pictures that have been exported to a CMS
- Using the Selection widget to place an asset in a CMS
- Uploading an asset using the Selection widget
- Hosting CMS Exports on a Content Delivery Network (CDN)
- Where are exported assets stored?

• Using the FotoWeb Desktop extensions

This guide describes all the FotoWeb Desktop extensions.

- Placing assets in Office documents and presentations
- Enabling the InDesign extension on the computer
- Placing assets in InDesign layouts

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Checking out files for local editing
- Managing files that are checked out
- Editing images with FotoWeb Desktop
- Cropping images with FotoWeb Desktop
- Uploading files with FotoWeb Desktop
- Creating, editing and reusing assets with Extensions for Adobe Creative Cloud
- FotoWeb Desktop plugins do not display asset previews
- Problem: FotoWeb Desktop action buttons are not available in Firefox

• Working with the FotoWeb Pro interface

![FotoWeb Pro Interface](image)

Learn how to perform common tasks in the Pro interface in FotoWeb and how to use it to manage your asset collections. The Pro interface is more workflow oriented than the main interface, although you will find many of the same features in both interfaces. This guide focuses on how you use the Pro interface to accomplish tasks, not how to configure each option.

- General use of FotoWeb Pro
- Editing metadata in FotoWeb Pro
- Managing albums in the Pro interface
- Working with Annotations in the Pro user interface

• User guide to FotoWeb for iPad

![FotoWeb iPad Interface](image)

A complete guide to FotoWeb for iPad. Learn how to upload content, browse and search archives, process files in workflows and more.

- Adding more than one site in FotoWeb for iPad
Browsing an archive
- Browsing subfolders in an archive
- Cannot access photo library on iPad or iPhone
- Defining a FotoWeb server and user credentials
- Photo conferencing using FotoWeb screens
- Previewing assets and metadata
- Processing files in a workflow
- Running a slideshow on a FotoWeb screen
- Searching for assets on iPad
- Setting asset rating and status
- Uploading pictures or videos from your iPad

- User guide to FotoWeb for iPhone and Android

A complete guide to the FotoWeb apps for iOS and Android.

- Configuring the app for first use
- Connecting to a different FotoWeb server
- Creating and using alerts (search agents) on iPhone and Android
- Displaying pictures on a FotoWeb Screen
- Navigating archives and previewing assets
- Privacy Policy for FotoWeb for Android
- Searching for files on iPhone or Android
- Sending files to workflows using a mobile device
- Uploading files from an iPhone or Android device
• Picture conferencing with FotoWeb Screens

Learn how to use FotoWeb screens to run picture selection processes with internal and/or external users who participate and contribute files using tablets or smartphones.

◦ How Picture conferencing works
◦ Creating a screen for picture conferencing

• Installing FotoWeb

This guide provides an overview of system requirements and routines for performing a fresh installation, or an upgrade, of a FotoWeb system. It deals only with the actual FotoWeb installation - for a fully functional system FotoWeb also relies on Index Manager, which is covered in a separate guide.

◦ Before you install FotoWeb
◦ FotoWeb system requirements
◦ Installing FotoWeb from scratch
◦ Updating FotoWeb to the latest version
◦ Apache web server support in FotoWeb has been discontinued
◦ FotoWeb Licensing
◦ FotoWeb services and system architecture
◦ How does the audio/video transcoder work?
◦ Planning an update from FotoWeb 7.0 to 8.0
◦ Re-running the FotoWeb Upgrade Wizard if an attempt to upgrade failed
◦ Starting and stopping the FotoWeb service
◦ Supported audio and video files for decoding
◦ Viewing system and licensing information
What is FotoWeb?

- Managing users and groups

How to create user accounts and groups in FotoWeb or import them from your directory service. This guide also covers permissions.

- User Management
  - Configuring Authentication Providers and Single Sign-On in FotoWeb

- Configuring archives

Learn all you need to know to start creating and managing your archives in this guide.

- What are archives?
- Creating an archive
- Adding search filters to an archive
- Assigning a crop profile to an archive
- Assigning a watermark to assets in an archive
- Choosing where files are stored when copied, moved or uploaded to the archive
- Cloning, editing or deleting archives
- Converting all pictures uploaded to an archive to JPEG
- Creating archive navigation using SmartFolders
- Creating a metadata view
- Enabling folder and taxonomy navigation in archives
- Enabling Google and other search engines to find your archives
Enabling processing of files that are downloaded
- Enabling users to comment on assets in an archive
- FotoWeb refuses to start - Index Manager is not running
- Setting archive access and permissions
- Setting permissions on several archives
- Setting the order of archives in the user interface

• Configuring workflows

When building a workflow system using FotoWeb or integrating FotoWeb into an existing workflow, Actions and Markers are the key components. Learn how to configure them in this guide!
- Creating and configuring actions
- Creating and configuring markers
- Configuring Image Processing
- Configuring the Shopping Cart

• Configuring site behavior

This guide deals with how you create, manage and configure sites and site-related properties.
- Adding a site to FotoWeb
- Removing a site from FotoWeb
- Configuring site host name and IP address
- Configuring the site database
- Controlling metadata handling

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Virus scanning uploaded assets
◦ Choosing the session manager server
◦ Managing site cache settings
◦ Configuring email notifications
◦ Choosing a default site language
◦ Setting default Thumbnail and Preview quality for the site
◦ Configuring default search behavior
◦ Configuring site activity logging
◦ Enabling upload of assets to the site
◦ Controlling what happens to deleted files
◦ Choosing metadata fields to use for tooltips in FotoWeb Desktop
◦ Adding a custom footer to a site
◦ Adding a custom welcome message to a site
◦ Adding contact and legal information to a site
◦ Adding support for custom file types
◦ Branding the site
◦ Changing a site's default page title
◦ Changing the location of the MongoDB database files
◦ Choosing the location of audio and video proxy files
◦ Choosing which CMS Export features users have access to
◦ Configuring a permanent redirect from your domain name to the FotoWeb site
◦ Configuring notifications when assets change
◦ Controlling video transcoder performance
◦ Controlling which metadata is included in assets during download
◦ Controlling which metadata is included in assets when requesting quick renditions
◦ Creating custom links in the FotoWeb user interface
◦ Customizing emails sent from FotoWeb
◦ Enabling persistent user login ("Remember me") functionality
◦ Finding and/or changing the encryption secret
◦ FotoWeb session handling
◦ How an administrator can terminate a user's session
◦ How to hide detailed error messages from non-administrative users
◦ Configure a notification when an asset is published or revoked
◦ Logging site activity with Google Analytics
◦ Removing FotoWare badges from the user interfaces
◦ Requiring users to accept terms and conditions when downloading assets
Requiring users to accept terms and conditions when logging in
- Setting custom background images for use on the FotoWeb login screen
- Setting the MongoDB instance that FotoWeb uses
- Tracking site activity with PIWIK tracking

- Logs and Reporting

This guide explains the types of system events that are logged and how to create and schedule system usage reports.
- Running basic system usage reports
- Creating custom reports
- Choosing system activity and metadata to log for use in your reports
- Configuring global log options for the FotoWeb server

- Securing your server

This guide deals with how to secure your FotoWeb system and protect your content.
- Configuring FotoWeb for secure connections
- Choosing where to place FotoWeb in your network
• **Deployment of FotoWeb Desktop plugins and extensions**

This guide deals with the practical aspects of deploying FotoWeb Desktop in an organization.

- What is FotoWeb Desktop?
- Installing FotoWeb Desktop
- Deployment of FotoWeb Desktop using Group Policy
- Adding a custom site logo to FotoWeb mobile apps
- Choosing a server connection in FotoWeb Desktop
- Edit, Crop and Open buttons don't show in FotoWeb
- How FotoWeb detects whether FotoWeb Desktop is installed
- Manually enabling the FotoWeb Desktop plugin for Microsoft Office
- There is no "Insert from FotoWeb" button in Word or PowerPoint
- Where are the configuration files for the Adobe Extensions stored?
- Where does FotoWeb Desktop store checked out files?

• **Legacy API's**

This guide contains guides for legacy FotoWeb API's.

- The FotoWeb Archive Agent API (Legacy)
- Other Legacy APIs
- Troubleshooting FotoWeb

Tips and tricks for troubleshooting FotoWeb issues.

• A video or audio file fails to transcode correctly
• Cannot access camera roll in FotoWeb for iPhone or iPad
• FotoWeb displays a 404 error when getting fonts or video files
• How to tell which build version of FotoWeb runs on your server
• InDesign plugin does not remember the custom location for storing placed images
• Login to FotoWeb is slow when using Active Directory integration
• Metadata is not applied when uploading several files with the same name
• Operations Center reports "Value was either too large or too small for an int32"
• Sharing an album or using CMS export gives an error message
• The metadata editor fails to load in FotoWeb Pro
• The upgrade wizard hangs endlessly at "Starting MongoDB"
• The upload web interface fails to load
• Trying to import groups from Azure AD produces a 404 error
• User cannot log in to FotoWeb
• Verifying FotoWeb account privileges
• When logging in with a FotoWeb Pro user license, all I see in Internet Explorer is a blank page
• Why is the transcoded video proxy file larger than the original?