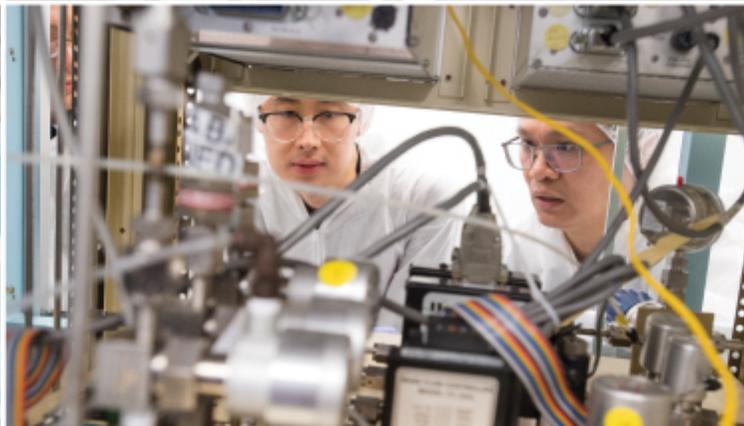
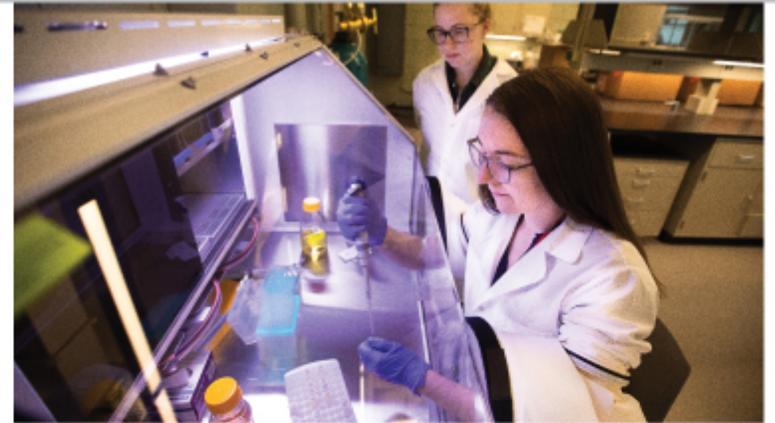




# RUTGERS

## Digital Asset Library Quick Start User Guide



# Rutgers Digital Asset Library

- Rutgers Digital Asset Library is powered by Merlin One. This library of images and a growing number of videos is open to Rutgers faculty and staff and brought to you by University Communications and Marketing.
- Assets in this library are **released for use in Rutgers communications only and may not be distributed or repurposed without permission.** Any usage for commercial purposes or paid advertising requires written permission, email: [digitalassets@ucm.rutgers.edu](mailto:digitalassets@ucm.rutgers.edu)
- All material remains the copyright of Rutgers, The State University of New Jersey, unless otherwise indicated.

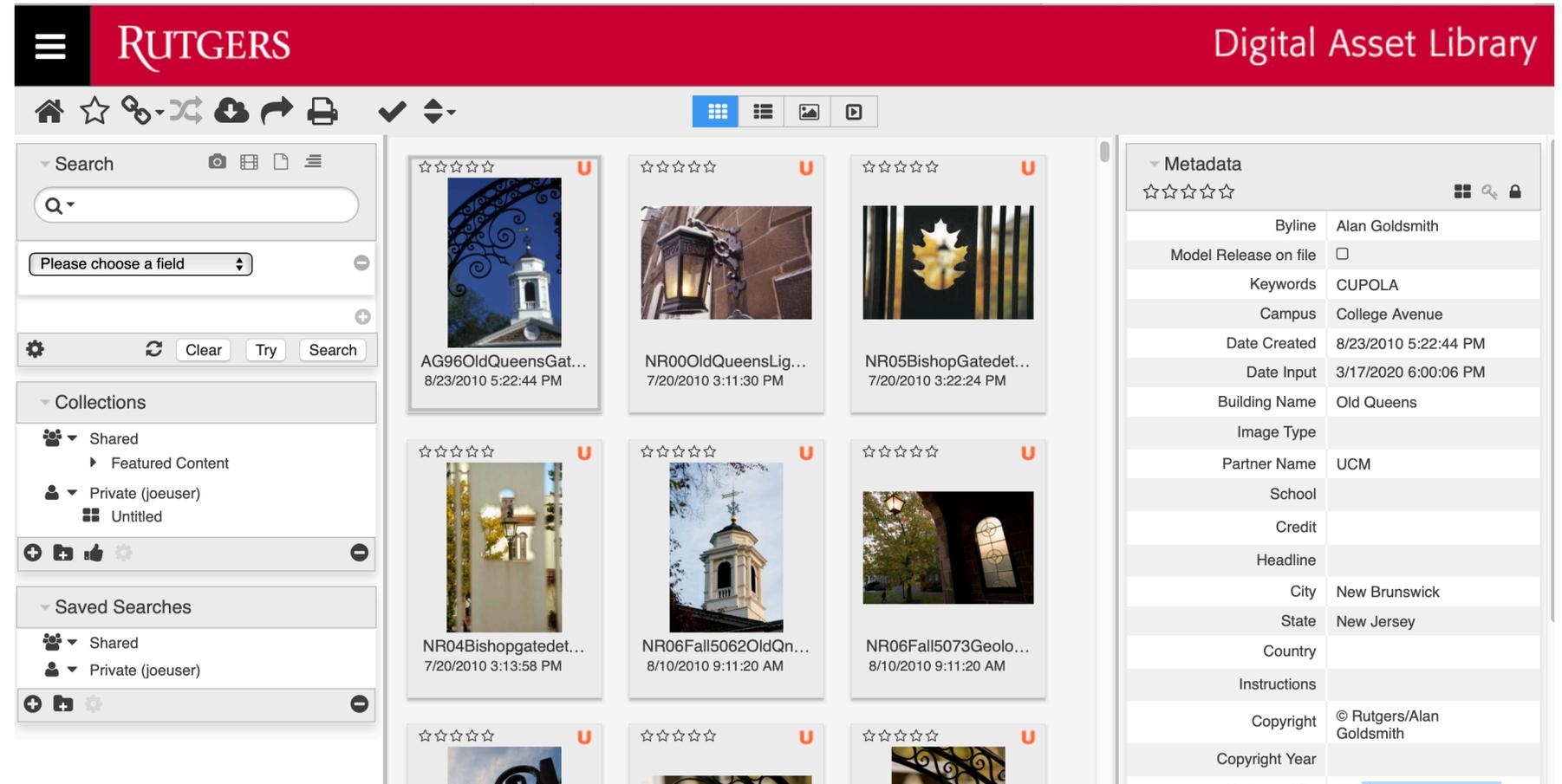
# Access the site

- <https://rutgers.merlinone.net>
- Use your NetID to log in
- Having a problem? Send an email to UCM:  
digitalassets@ucm.rutgers.edu



Student Samuel Moser SOE '20 works on his laptop in the Concept Lab at Weeks Hall of Engineering, 2019.

# Digital Asset Library Window



The screenshot shows the Rutgers Digital Asset Library interface. At the top, there is a red header with the Rutgers logo and the text "Digital Asset Library". Below the header is a navigation bar with various icons. The main content area is divided into three sections:

- Search:** A search bar with a magnifying glass icon, a "Please choose a field" dropdown menu, and buttons for "Clear", "Try", and "Search".
- Collections:** A list of collections including "Shared" (with "Featured Content" sub-item), "Private (joouser)", and "Untitled".
- Saved Searches:** A list of saved searches including "Shared" and "Private (joouser)".

The central part of the interface displays a grid of image thumbnails. Each thumbnail includes a star rating (five stars), a red "U" icon, and a title with a date and time stamp. The thumbnails show various campus scenes, including buildings and street lamps.

On the right side, there is a "Metadata" sidebar with a star rating and a search icon. It contains a table of metadata for the selected asset:

Metadata	
Byline	Alan Goldsmith
Model Release on file	<input type="checkbox"/>
Keywords	CUPOLA
Campus	College Avenue
Date Created	8/23/2010 5:22:44 PM
Date Input	3/17/2020 6:00:06 PM
Building Name	Old Queens
Image Type	
Partner Name	UCM
School	
Credit	
Headline	
City	New Brunswick
State	New Jersey
Country	
Instructions	
Copyright	© Rutgers/Alan Goldsmith
Copyright Year	

If you don't see images, hit return in Search bar.

# Set Views

Change what you see: image thumb size, search view



The screenshot shows the 'Digital Asset Library' interface. At the top, there are three tabs: 'Merlin screen grabs-general user - OneDrive', 'Administration', and 'Gallery: search'. The main header is a red bar with the text 'Digital Asset Library'. Below the header, there is a navigation bar with icons for grid, list, image, and video views. The main content area displays a grid of image thumbnails, each with a star rating and a 'U' icon. The thumbnails are arranged in three rows and three columns. The first row contains three thumbnails with titles: 'AG96OldQueensGat...', 'NR00OldQueensLig...', and 'NR05BishopGatedet...'. The second row contains three thumbnails with titles: 'NR04Bishopgatedet...', 'NR06Fall5062OldQn...', and 'NR06Fall5073Geolo...'. The third row contains three thumbnails with titles: 'NR04Bishopgatedet...', 'NR06Fall5062OldQn...', and 'NR06Fall5073Geolo...'. On the right side, there is a 'Metadata' panel with a star rating and a search icon. The metadata table is as follows:

Metadata	
Byline	Nick Romanenko
Model Release on file	<input type="checkbox"/>
Keywords	LANTERN, SNOW, OLD QUEENS, EXTERIORS
Campus	College Avenue
Date Created	7/20/2010 3:11:30 PM
Date Input	3/17/2020 6:00:08 PM
Building Name	
Image Type	
Partner Name	UCM
School	
Credit	
Headline	
City	New brunswick
State	New Jersey
Country	
Instructions	
Copyright	©2000 Rutgers/Nick Romanenko
Copyright Year	
Horizontal Px	5311
Vertical Px	3520

# Arrange your window

Palettes: move by dragging, side to side, up and down

The screenshot shows the Rutgers Digital Asset Library interface. At the top, there is a red header with the Rutgers logo and the text "Digital Asset Library". Below the header is a toolbar with various icons for navigation and actions. The main content area is divided into three sections: a left sidebar, a central grid of asset thumbnails, and a right sidebar. The left sidebar contains a search bar, a dropdown menu for "Please choose a field", and sections for "Collections" and "Saved Searches". The central grid displays a 3x3 grid of asset thumbnails, each with a star rating and a "U" icon. The right sidebar contains a "Metadata" section with a table of asset details. Two blue arrows point to the left and right sides of the interface, indicating that the palettes can be moved horizontally.

Metadata	
Byline	Alan Goldsmith
Model Release on file	<input type="checkbox"/>
Keywords	CUPOLA
Campus	College Avenue
Date Created	8/23/2010 5:22:44 PM
Date Input	3/17/2020 6:00:06 PM
Building Name	Old Queens
Image Type	
Partner Name	UCM
School	
Credit	
Headline	
City	New Brunswick
State	New Jersey
Country	
Instructions	
Copyright	© Rutgers/Alan Goldsmith
Copyright Year	

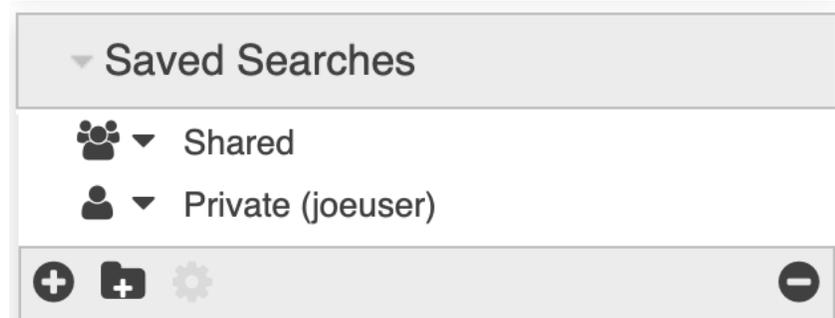
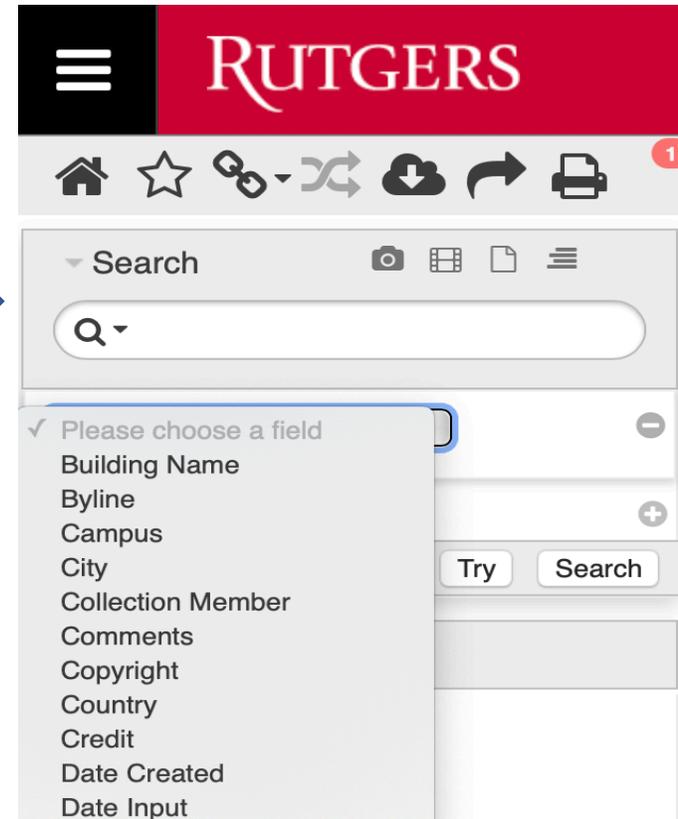
# Toolbar



Hover over the toolbar icons to learn their functions.

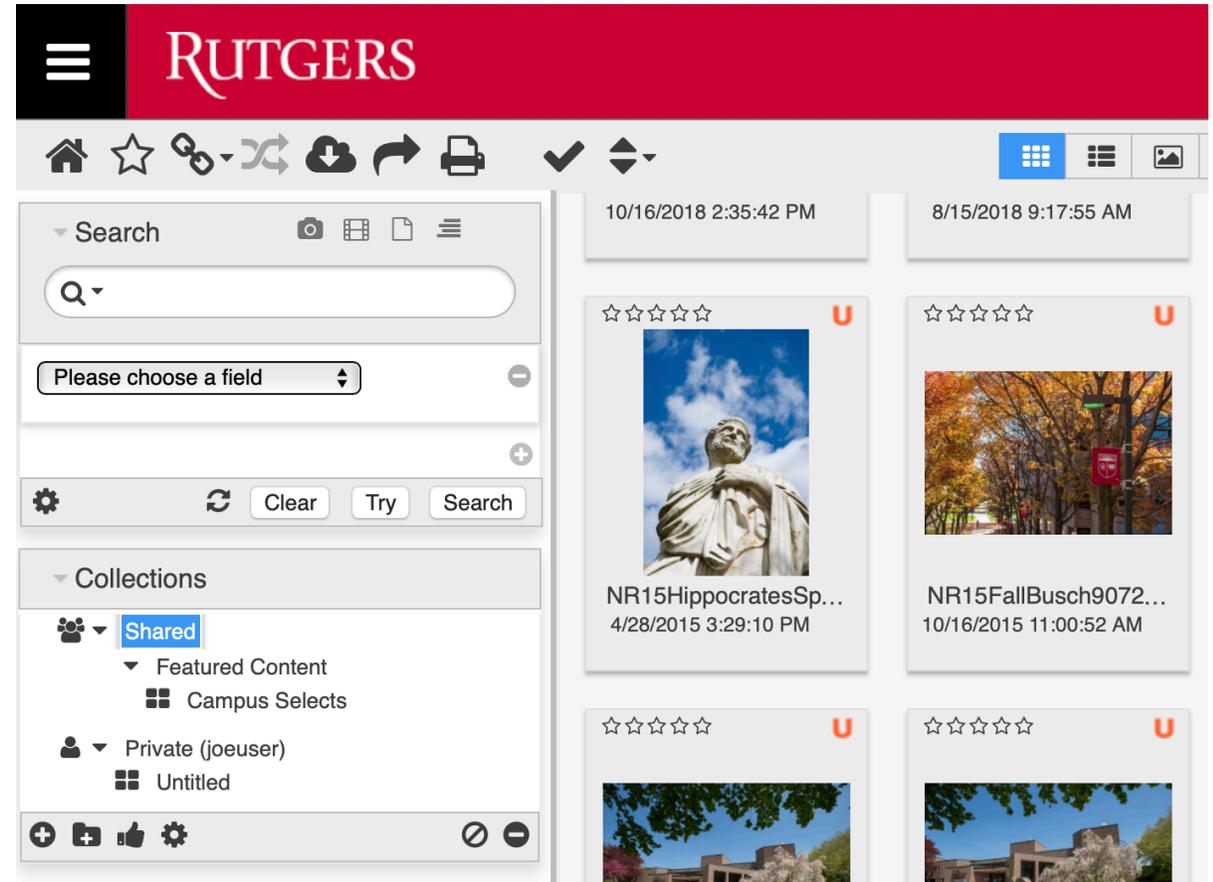
# Search

- A general search will search keywords, captions, and other metadata.
- You can also search specific fields.
- To save a search, select Shared or Private, hit the + sign in the circle, and name your search. Search results are dynamic and update as new content is added to the database. Shared searches are viewable by others.



# Collections

- Collections can be Shared, available for others to see, or Private, only visible to you
- To make a new collection, click on Shared or Private, select +, name the collection, and drag your selected images to collection name
- Unlike searches, collections are static



# Collections

- Collections are useful when collaborating on projects.
- No need to download images on your computer to share with others. Instead, create a collection and share through the library.
- Make image selects and share collections with your colleagues to review and approve.
- Once you've made your final selects, highlight all the images in your collection and download to use (or request to use protected images).

# Sharing Searches and Collections

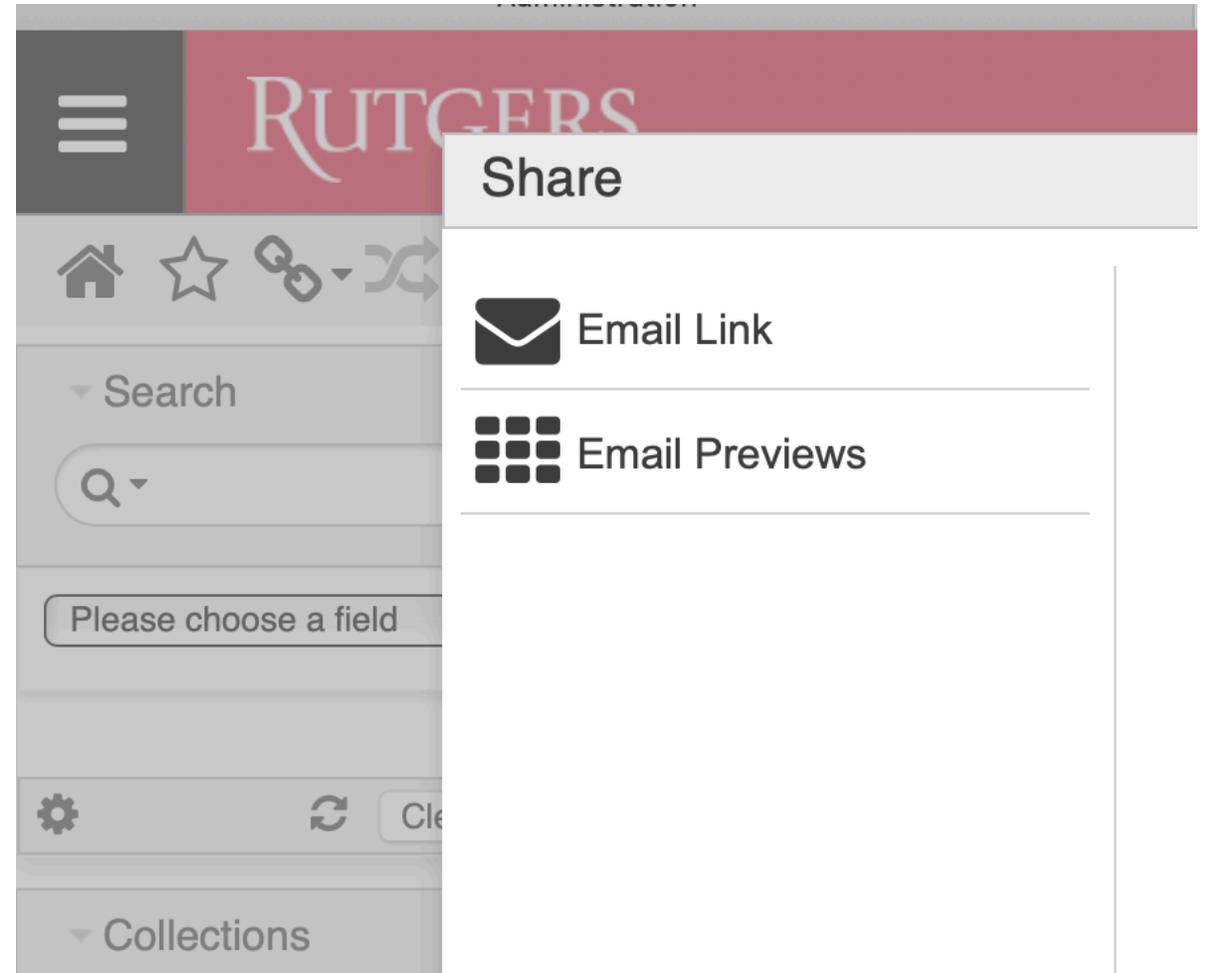
- Select the gear  at the bottom of the Collections or Saved Searches palettes.
- Email or copy the link. This can only be shared with Rutgers users.



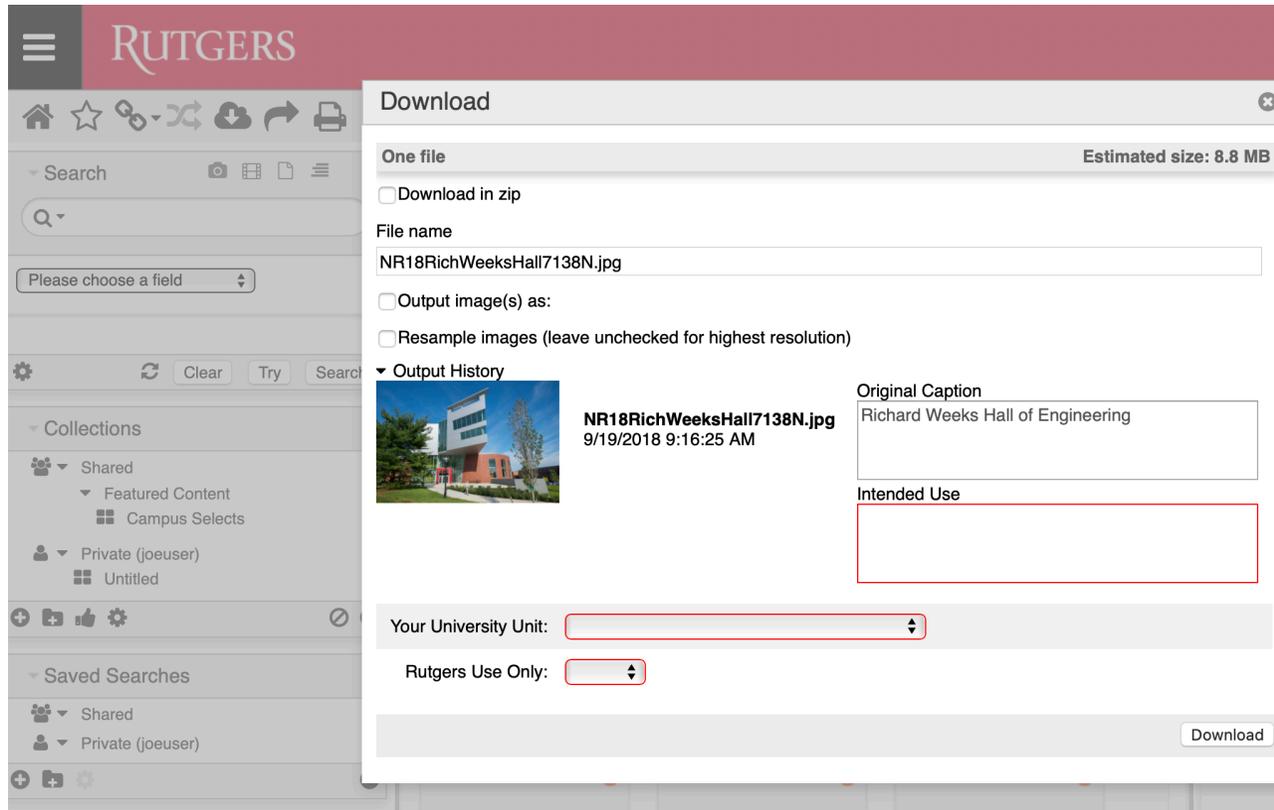
The screenshot displays the Rutgers digital library interface. At the top, there is a red header with the Rutgers logo. Below the header is a navigation bar with icons for home, search, and other functions. The main content area is divided into two columns. The left column contains a search bar with a dropdown menu for 'Please choose a field', a 'Search' button, and a 'Collections' section. The 'Collections' section is expanded to show 'Shared' and 'Private (joeuser)' categories. A gear icon is visible at the bottom of the 'Shared' category, and a context menu is open over it, showing options: 'Copy Link...', 'Email Link...', and 'View groups...'. The right column displays a grid of search results, each with a star rating, a thumbnail image, a title, and a timestamp. The results include 'NR15HippocratesSp...', 'NR15FallBusch9072...', 'NR13CamdenSpring...', and another 'NR13CamdenSpring...' entry.

# Share Button in Toolbar

- You can select assets to share with others via email link or email preview (thumbnails).
- To share with individuals outside Rutgers send an email link.



# Download



- Select image(s) to download; click download icon in toolbar.
- Complete mandatory fields in red.
- Hit Download.
- Some images are available by request only. Follow instructions during download.

# Video/Audio



- Select the video tool in the Search area to view all video and audio files.
- Functions for images work for video.

The screenshot displays the Rutgers University search interface. At the top, the Rutgers logo is visible. Below it, a search bar is present with a dropdown menu for field selection and buttons for 'Clear', 'Try', and 'Search'. The 'Collections' section shows 'Shared' (Featured Content, Campus Selects) and 'Private (joesuser)' (Untitled). The 'Saved Searches' section also shows 'Shared' and 'Private (joesuser)'. The main content area features a video player for '110215\_NewarkNJ\_HD.mp4'. The video shows President Obama speaking at a podium with an American flag. The video title is 'PRESIDENT OBAMA SPEAKS ON THE RE-ENTRY PROCESS' in Newark, NJ on November 2, 2015. The video player includes a progress bar, volume control, and a 'Show More' button. Below the video player, there are tabs for 'Hits', 'Extracted Text', and 'Caption'.

# Searching in videos

- You can search for text in videos by using the standard search.
- It will use the extracted text to find the location of your search term. Select Hits tab for search term location(s).
- Extracted text, which is automatically generated, is **not a transcript**. It may have spelling errors and other inaccuracies.

The screenshot shows a video player interface. On the left is a search sidebar with a search bar containing 'Newark'. Below the search bar are sections for 'Collections' and 'Saved Searches'. The main video player area shows a video titled 'PRESIDENT OBAMA SPEAKS ON THE RE-ENTRY PROCESS' with a subtitle 'NEWARK, NJ NOVEMBER 2, 2015'. Below the video player, there are tabs for 'Hits', 'Extracted Text', and 'Caption'. The 'Extracted Text' tab is selected, showing the following text: 'Well, good afternoon, everybody. It is good to be in Newark. Let me. First of all, thank your Chancellor, Nancy Cantor, for hosting us here today. Where's Nancy? She is your mayor. Ross Baraka is here. Your senator. Cony'.

Need help?

Contact University Communications and Marketing  
at: [digitalassets@ucm.rutgers.edu](mailto:digitalassets@ucm.rutgers.edu)

July 2020