CI HUB Connector

User Guide v.2.9



One access to your digital asset ecosystem.

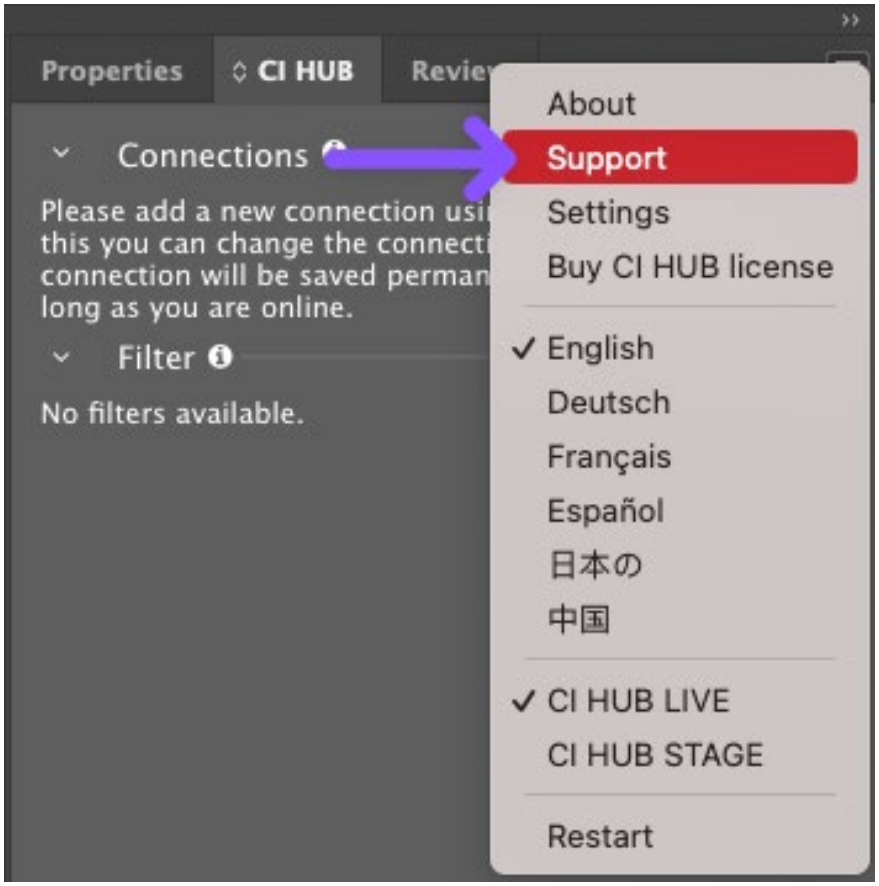
ci-hub.com

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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:



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

Chapter 1

How to start

How to start

What is CI HUB Connector?

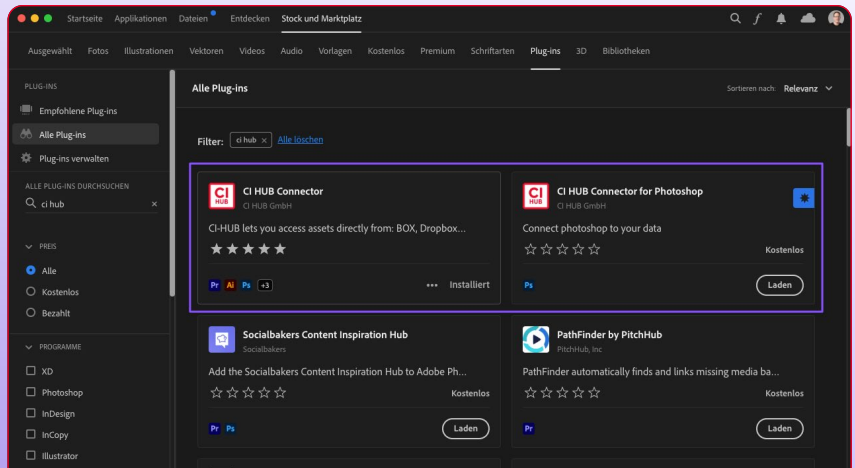
The CI HUB Connector is a plugin from the company of the same name. It offers you seamless integration into your preferred digital asset management system (DAM system for short) or the cloud service of your choice, such as Dropbox, Google Drive or OneDrive. Right now, you can download it for Adobe Creative Cloud, Microsoft applications, Google Workspace Marketplace, WordPress, Figma and Sketch as well as Asana and Workfront. 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?

You can find the plugin in the appropriate stores and then install it from there. For **Adobe Creative Suite,** you can get the CI HUB Connector in the Adobe Creative Suite desktop app:

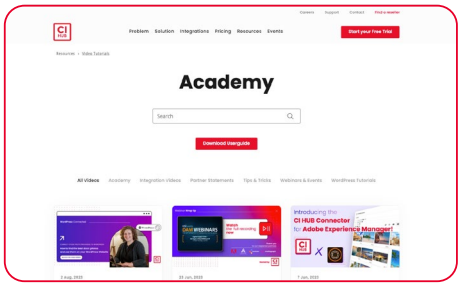
1. Click on «Stock & Marketplace»
2. Select «Plugins»
3. Search for «CI HUB Connector»

You can find two plugins in the Marketplace. One is the integrated plugin for all applications, while another is specifically designed for Photoshop, and it runs natively on Apple Silicon (M-Chips).

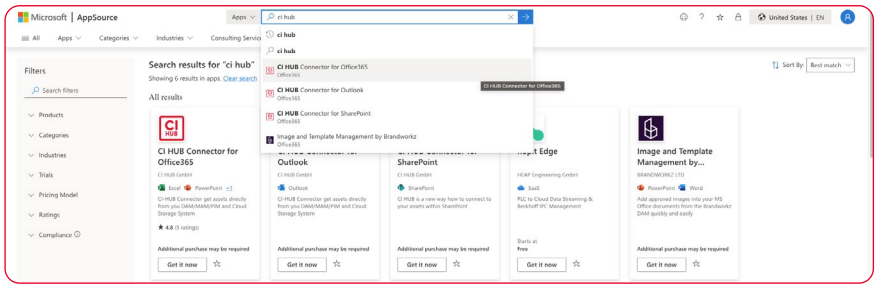


CI HUB Connector Academy

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.

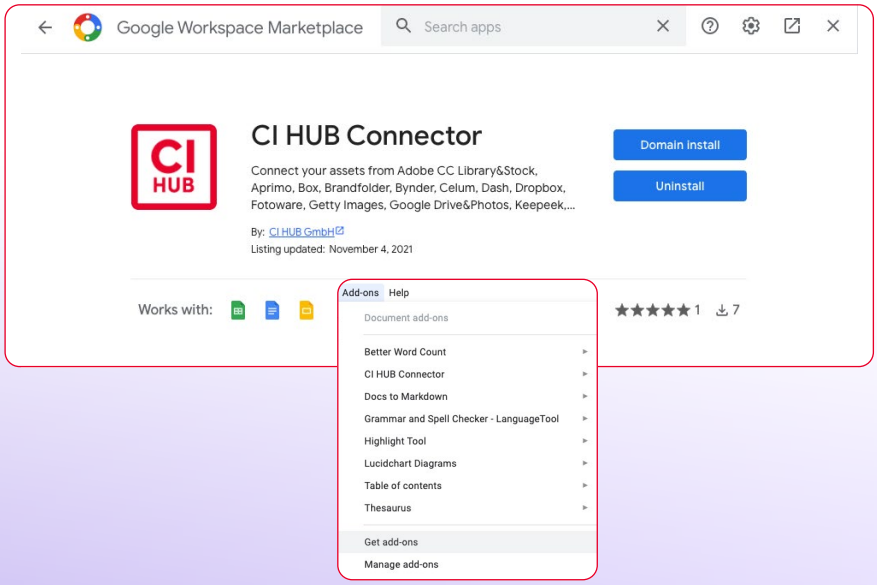


You can also search for and install the plugin via the website https://ci-hub.com.
If you want to install the connector for **Microsoft Office 365,** you find it at https://appsource.microsoft.com/en-gb. Look for “CI HUB Connector” there as well.



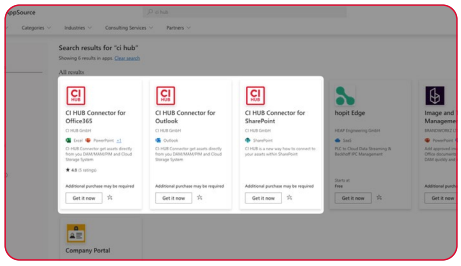
To download the plugin, select the app for which you need the connector. The website will then ask you to open the corresponding program. If you okay this request, the plugin will be installed accordingly. If you are in MS Word, for example, you can select the menu item “Insert” and the icon “Get Add-ins”.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

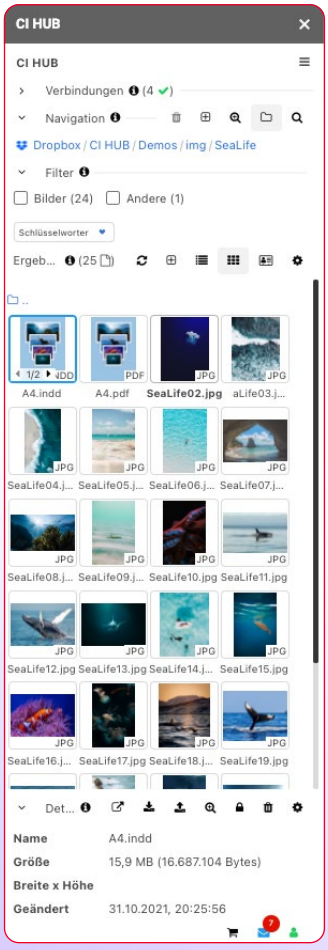


Microsoft Office 365

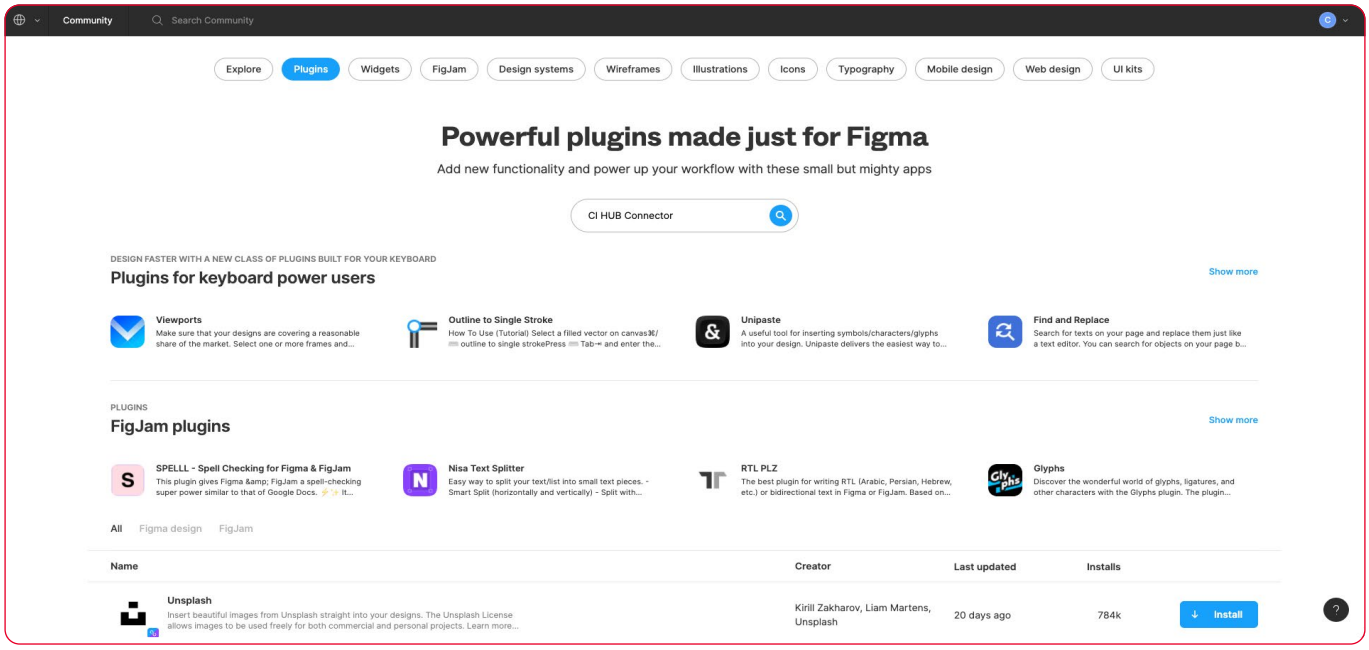
If you use Microsoft Office 365 it is important to know that there are two CI HUB Connectors. One for Excel, PowerPoint and Word and a separate one for MS Outlook. There is also a Pro Plugin for PowerPoint only on Windows.



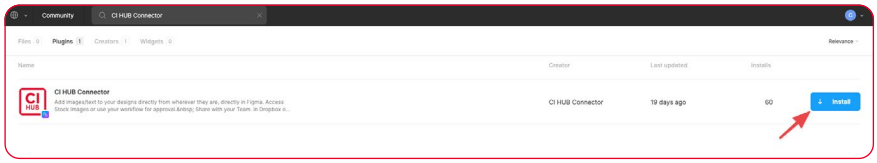
MS Office 365 shows you two Connectors. One for Outlook and one for the other Microsoft apps.



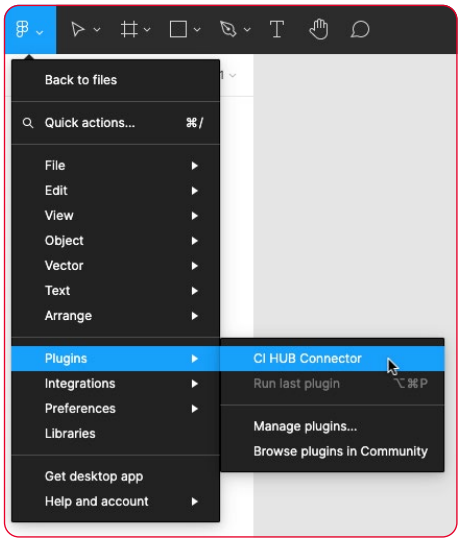
If you work with **Figma,** you can also use the CI HUB Connector without any problems. To do so, log into your account and click on the Figma icon in the top left-hand corner to open the menu. Now choose *Plugins / Browse plugins in Community.* There you can search for the CI HUB Connector.
After you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



Search the Community for the CI HUB Connector.

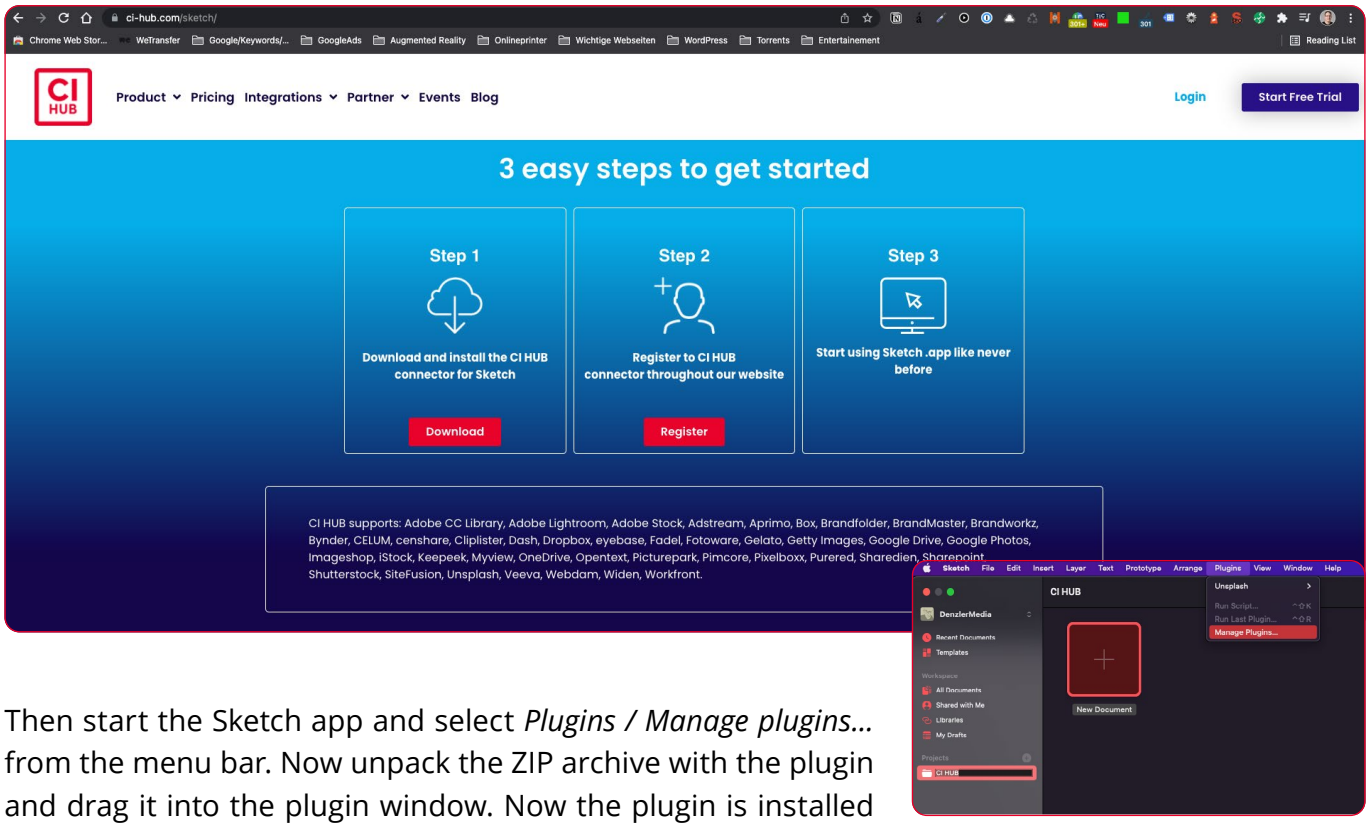


Then find the plugin by clicking on the Figma icon and selecting *Plugins / CI HUB Connector.* **Fig. 1.5.**



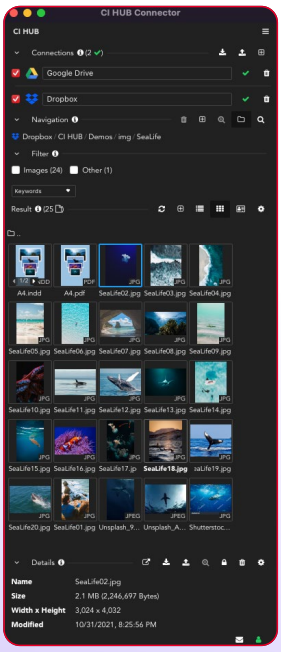
After the install you will find the CI HUB Connector in your plugins.

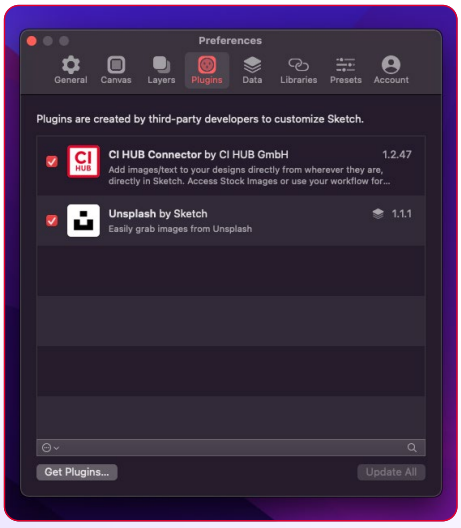
Another popular design tool is **Sketch.** Here, too, you can get the CI HUB Connector and thus increase productivity. To install the CI HUB Connector, you have to proceed a little differently with Sketch. First go to the CI HUB website and download the plugin from ci-hub.com/sketch.



Then start the Sketch app and select *Plugins / Manage plugins...* 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. Alternatively, you can simply double-click the ZIP file. Now you can find the plugin in the menu bar under *Plugins / CI HUB Connector.*

Manage your plugins via the menu bar.





Manage your plugins via Preferences / Plugins.

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.

First login

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

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. 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

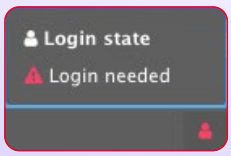
Use the hamburger menu at the top right to call up the options panel in InDesign. In the case of CI HUB Connector, these are the available languages as well as the function to restart the plugin and get further information.

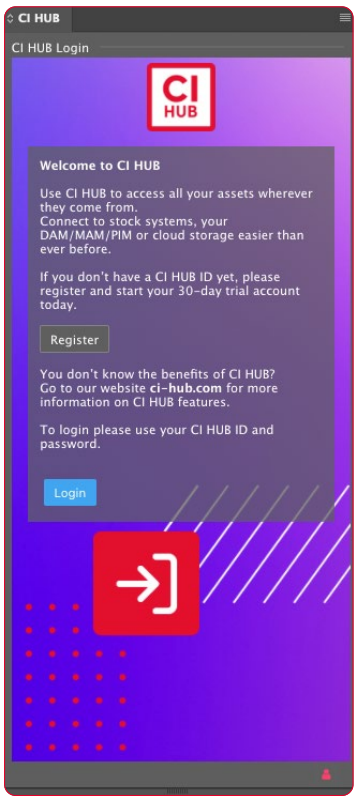
4 Login state

If you click on the green user icon, you will get access to the login state. There you can log out or view your account information. There are 3 subscription states:

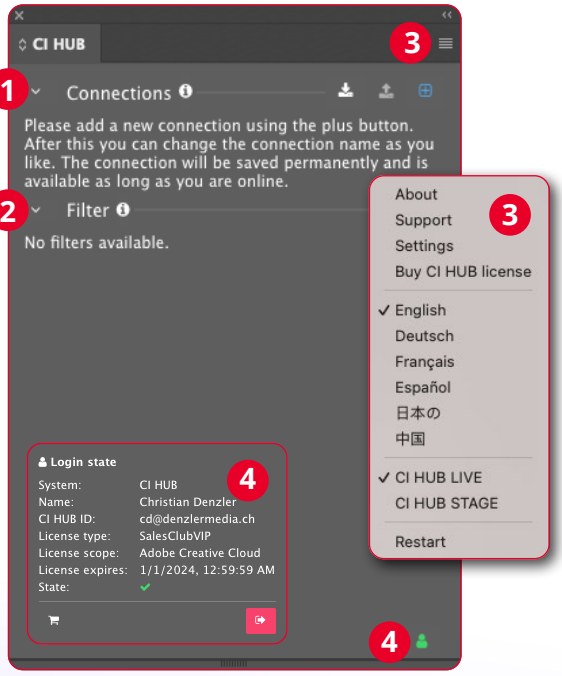
- Subscription: for users with a license
- Trial: trial version
- SalesClubVIP: for sales club members

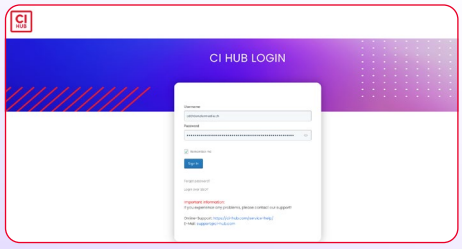
Green indicates that you are logged in, while red indicates that Login needed.





The register and login area in the plugin.





Login will take you to the CI HUB Connector page.

Chapter 2

Connecting your services

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.

PIM Connector

If you use a product information management system, you can reach the following providers via CI HUB Connector: Pimcore and myview xom.

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.

Stock Connector

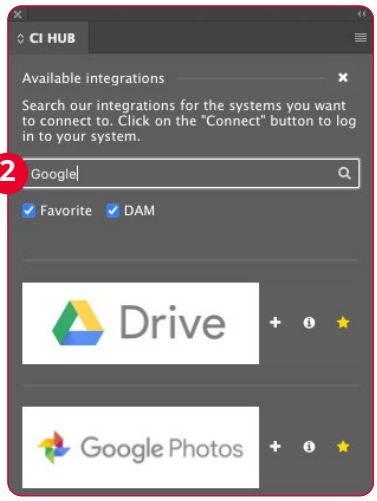
If you use a stock image provider you also can connect a bunch of them with CI HUB Connector. Currently you can connect to the following services: Adobe Stock, Shutterstock, Getty Images, iStock or Unsplash.

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.

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 available connections.The “+” blinks blue if you haven›t added any services yet 1. If you have a specific service in mind, you can search for it 2 or you can filter it for “Favorite” or “DAM” 3. In “Favorite” are all integrations shown which you have marked with a Star.

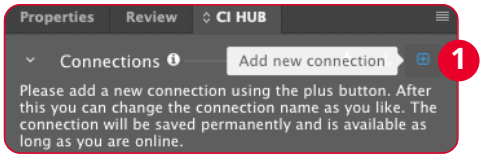


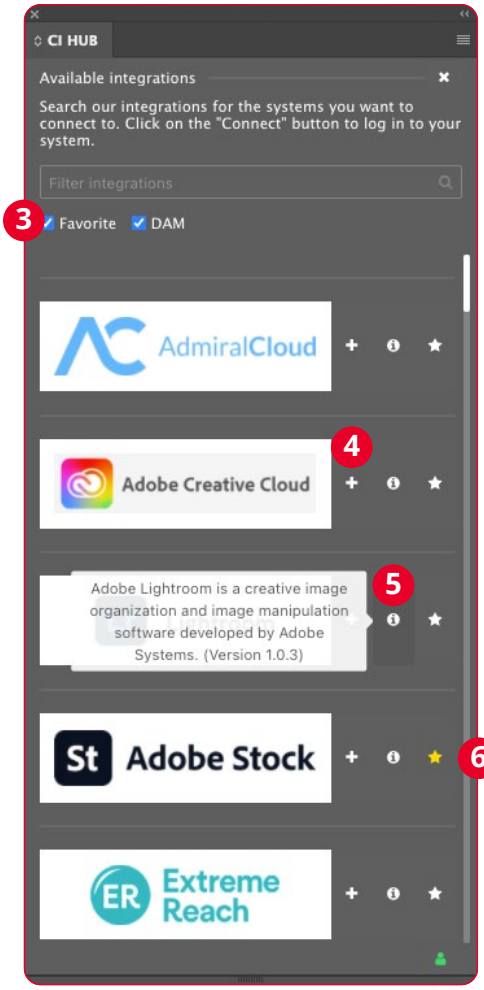
When you choose Google Drive by clicking on the “+” 4, you will be taken to the “Sign in with Google” page. There you can insert your credentials and authorise the CI HUB Connector plugin to access your Google account just the way you are used to. After that, your integration will be added to the CI HUB Connector. With exactly the same procedure you can add others as well. For example a Dropbox or Unsplash account. The info about the service can be shown next to the “+” 5 and you can make it a favorite by using the star 6.

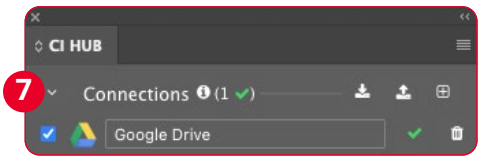
In the CI HUB panel, you will now see the newly added service under the Connections toggle 7. A green check mark after the name field indicates that the connection has been successfully established. In the name field you can rename the connection, should this be useful for your work, and if you no longer 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.

The “+” blinks blue if you haven›t added any services yet.





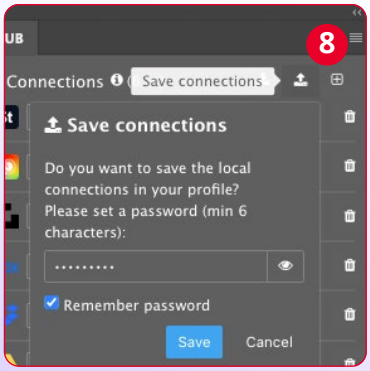


You see your new connection in the CI HUB Connector panel.

Save and load connections

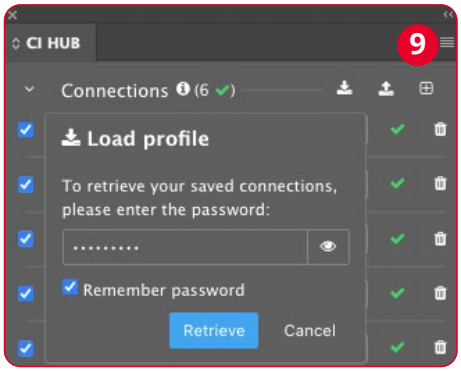
Once you have set up all your local connections, you can save them to ensure that you can easily retrieve them.To do this, click on the “Save connections” icon in the Connections menu . The dialogue box that opens lets you choose a password. The password must have at least 6 characters. Enter the desired password and click “Save” 8.

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

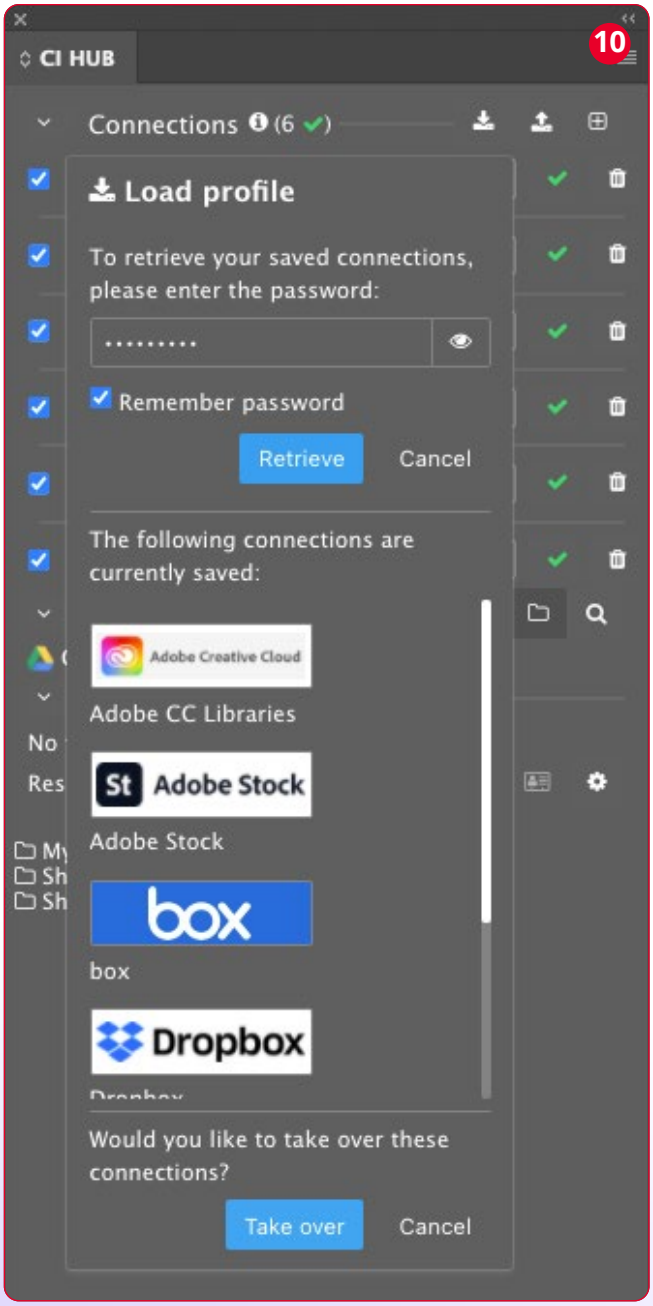


If you want to call up your local connections again, you can do this via the “Load profile” icon 9. Then enter your chosen password to reestablish the connections 10.

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.

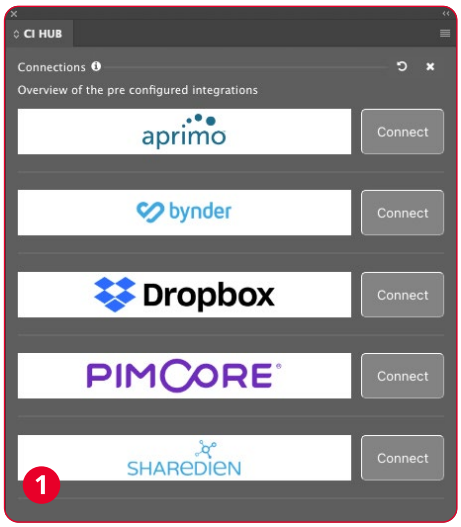


...and load them again should you lose them.



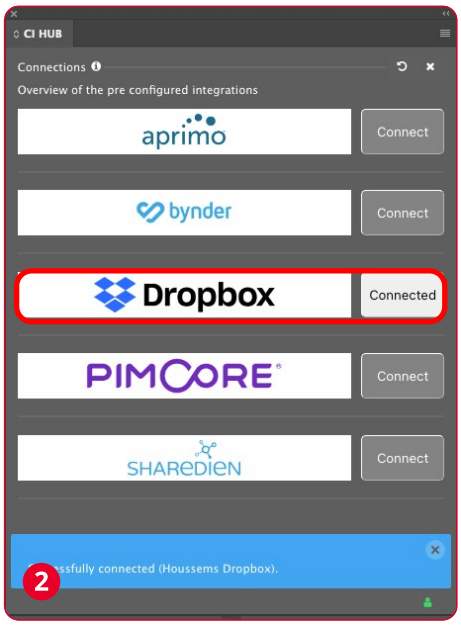
After typing your password you see all saved connections.

Setup your Corporate Central Config



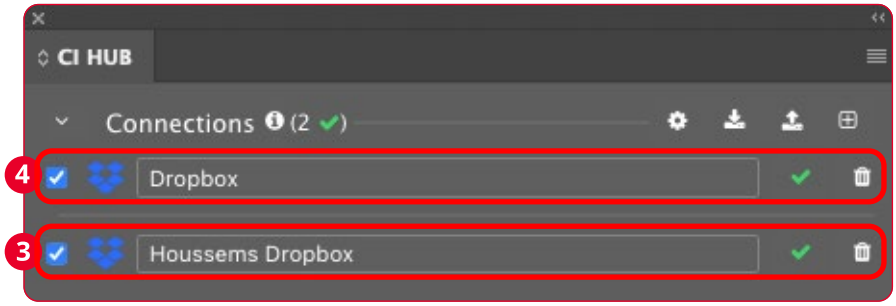
As a company, you use many tools. It is therefore essential for all employees to be able to adopt the same settings quickly and easily. With the Corporate Central Config feature, this can be done. The Corporate Central Config can be added to your environment as a paid option. To purchase the option, please get in contact with sales@ci-hub.com or with your reseller. **Product: 900.100.072 CCC Corporate Central Configuration.**

When the panel starts, it checks for a pre-configuration. If found, users are automatically redirected to the Pre-Configuration page where all available settings are applied 1.

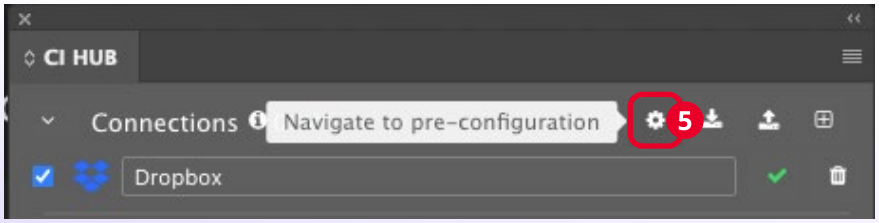


The Corporate Central Config page shows all available integrations with “Connect” buttons. These buttons become disabled once a connection is established 2.

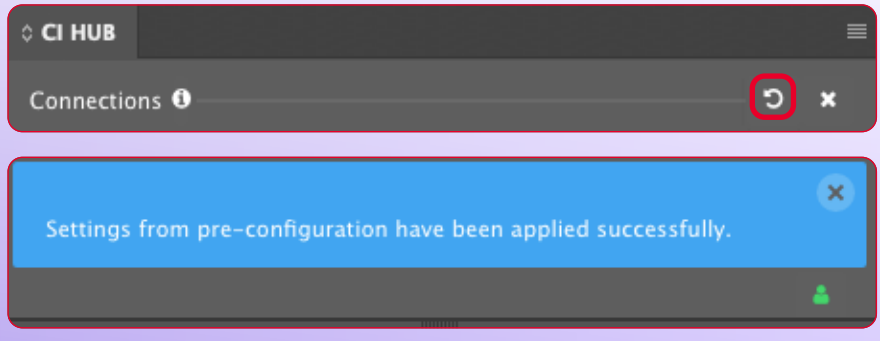
The Connection names vary by access point: they use the pre-configured name when accessed from the Corporate Central Config page 3, and a default name otherwise 4.



Users can access the Corporate Central Config page through the gear icon on the main connection view 5.



The page features a button to apply all pre-configured settings:

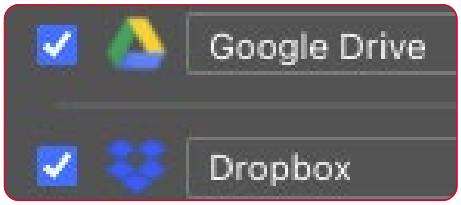


Chapter 3

Navigation & search

Navigate CI HUB Connector

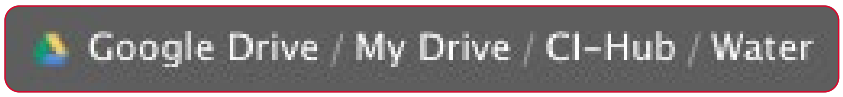
Now that you have learned about connecting services, let's have a look at the navigation in CI HUB Connector. Under the Connections toggle you will now find your connected asset databases. You can activate and deactivate your connection using the blue check box. If you have a lot of different databases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

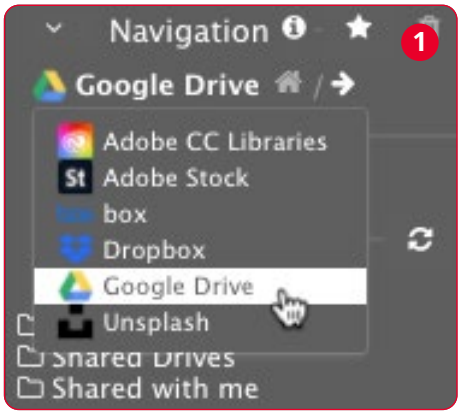


Activate or deactivate your connections.

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.

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.

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.

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.



Switch easy between all of your connections.

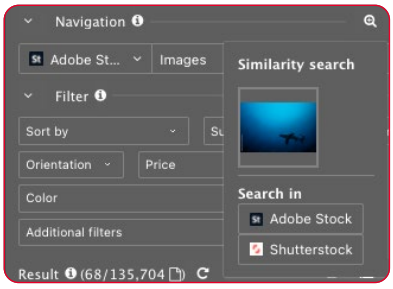
If you hover over the small white arrow pointing downwards to the right of the search field, a dropdown opens in which you will see the following: The currently-open document 1 and below it, recent search entries 2. CI HUB Connector remembers them so you can use them again in the future.

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.

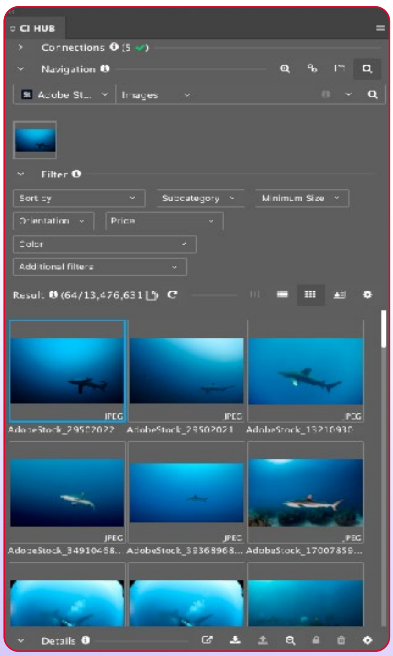
Similarity search

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. 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.

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

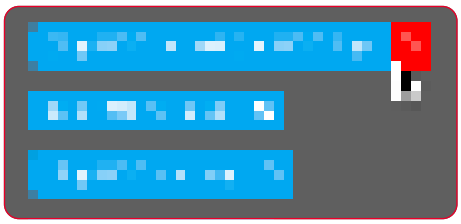


Search «similar» images in CI HUB Connector.





CI HUB Connector saves your recent searches.



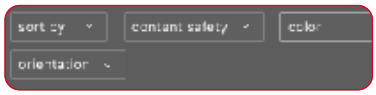
Delete the search you do not need anymore.

Chapter 4

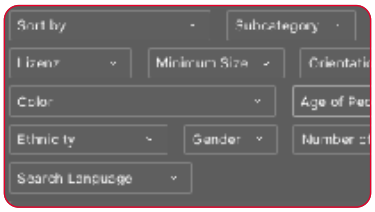
Filter & result

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.



Unsplash offers fewer filter options...



...than Shutterstock.

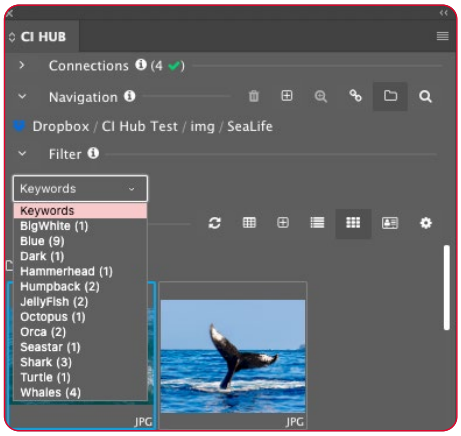
If you don't have any metadata or the service you use doesn't support it, you can use keywords added to your images for filtering. Since Google Drive does not support that, let's switch to Dropbox for this. There we have the folder SeaLife, filled with a whole variety of images.

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". By clicking on the red "x" you always can delete your selected keywords again.

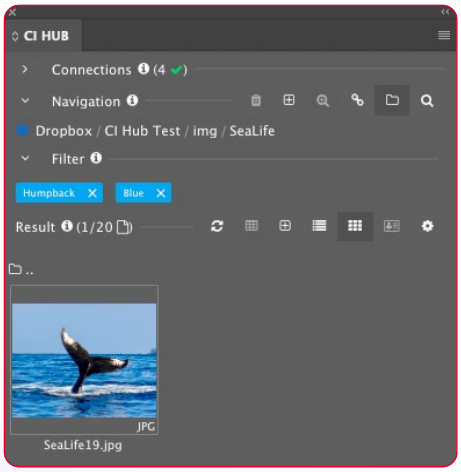


Customised to your system

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.



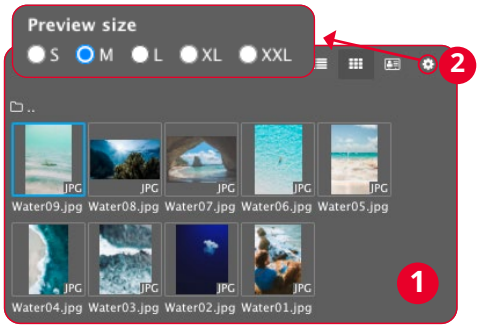
Dropbox lets you filter for keywords.



My chosen keywords drilled the search down to one image.

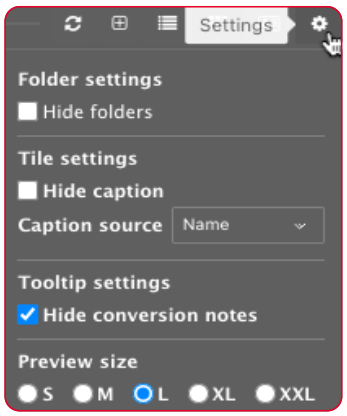
The Result pane

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” 2. 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:

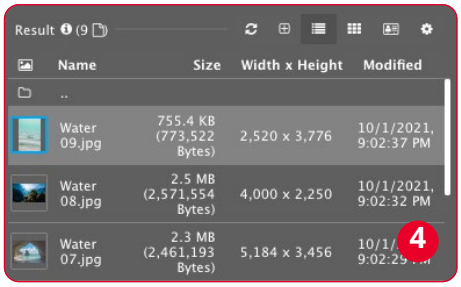


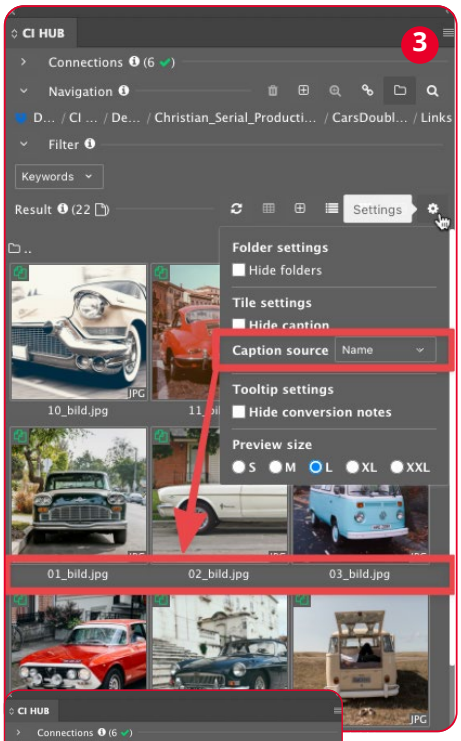
Folder settings | Here you can show and hide the folders. This can help with the overview if you have a lot of folders and assets in the directory.

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 3.

Tooltip settings | Switch the Rendition 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.

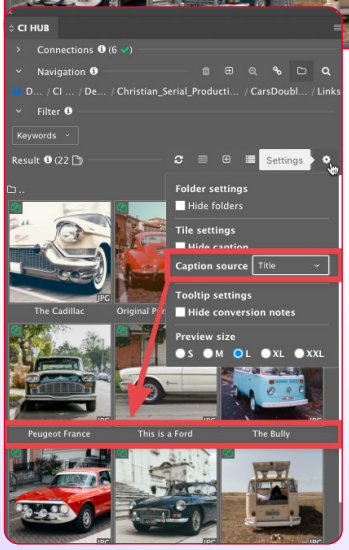




4 List view

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:

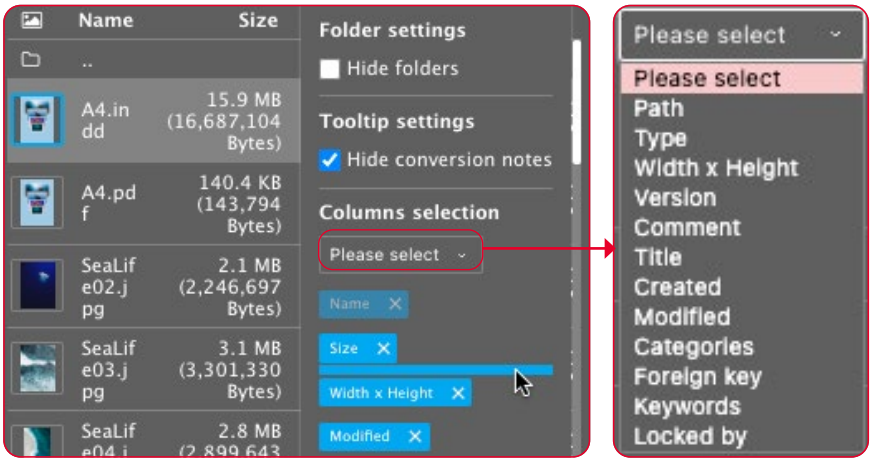
Folder settings | Here you can show and hide the folders. This can help with the overview if you have a lot of folders and assets in the directory.



Use «Caption source» to define whether you want the picture name or the picture title to be displayed.

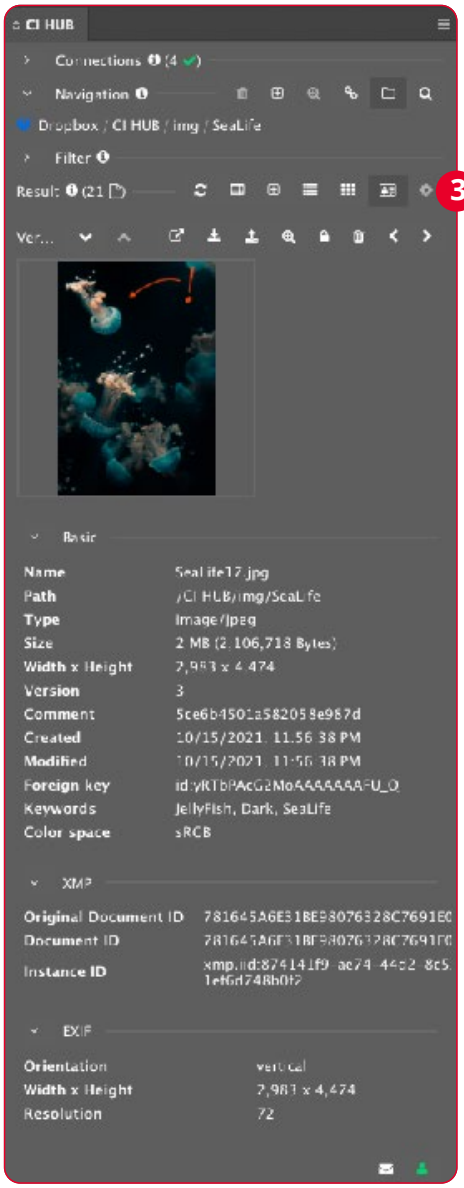
Tooltip settings | This is the same setting as seen in the tile view.

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



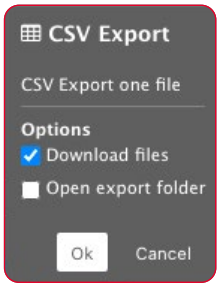
If you choose the Details view, you are shown large preview of the asset and right beneath it a toggle button called Basic. In this view you can see most of the metadata. In addition to Basic, you also get the XMP and EXIF toggle which shows you even more metadata. If you double-click on an asset, you 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.





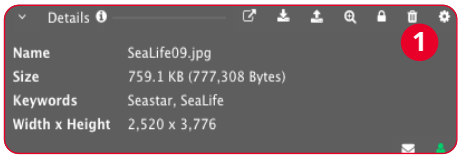
Add file: With this button you can upload the recent version of your file to your asset database. It also lets you upload any file to your DAM system.

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.).

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 1. 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:



The Details pane gives you an overview of your metadata.

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 ExCoP

(**Ex**ternal **Co**ntent **P**anel)

What ist the ExCoP

The ExCoP gives you full control over your assets in all of your Adobe applications. But what does “full control” mean? When referring to the ExCoP, 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
– 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
– See when an asset does not have sufficient resolution
– If Fadel is connected (digital image rights management)
– Get info for all the rights
– Get a warning if newer version of asset is available
– Get a warning if an asset is locally modified

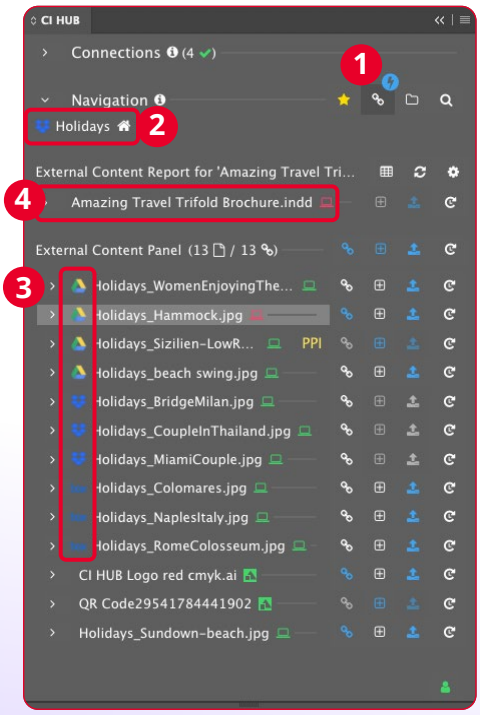
Panel controls

Access the ExCoP function by clicking on the link icon on the navigation level 1. The link overview opens at the bottom. Here you can see from which system perspective you are checking the links 2 (in our case Dropbox is activated) and from which source an asset originates 3. The ExCoP first displays the InDesign document. The file is considered an asset as well 4. The bulk functions can be found directly to the right:
You can “Add” your asset to the active system, “Update” it as far as there is a newer version and “Check the Status” of your assets. The blue colour indicates that no check of the assets has taken place yet.

Timestamps CI HUB Connector vs. DAM System

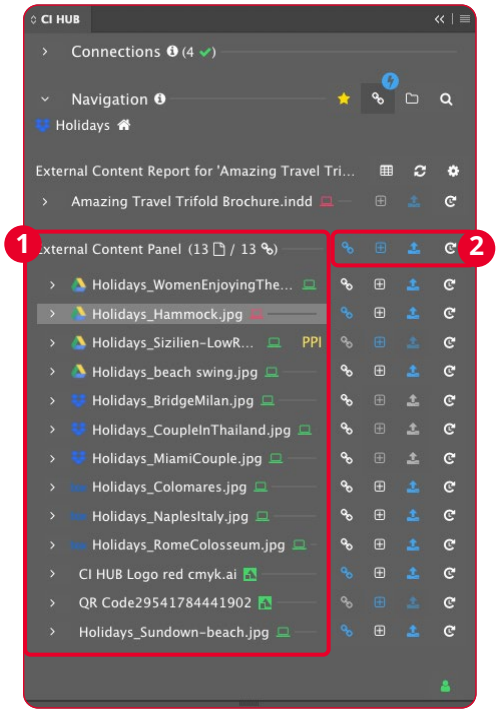
The dates and times shown in the details of each asset in the CI HUB Connector are always changed to your local time.

Please note that this depends on the timezone settings of your local machine/operating system. The conversion depends on the information that the connected Integration is handing over via the API to the CI HUB Connector. This ensures that the correct time is always reflected, regardless of your location.



Your assets at a glance.

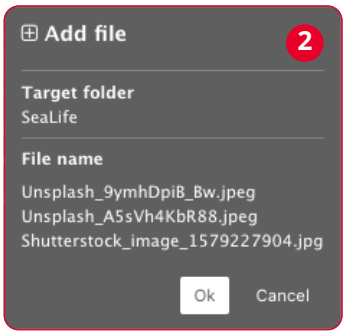
Directly below are the assets linked in InDesign 1. The options described above can be found here also, as well as linking your assets into the system from which it was placed by the CI HUB Connector 2.
Click the white arrow to the left of the asset to display all the metadata.

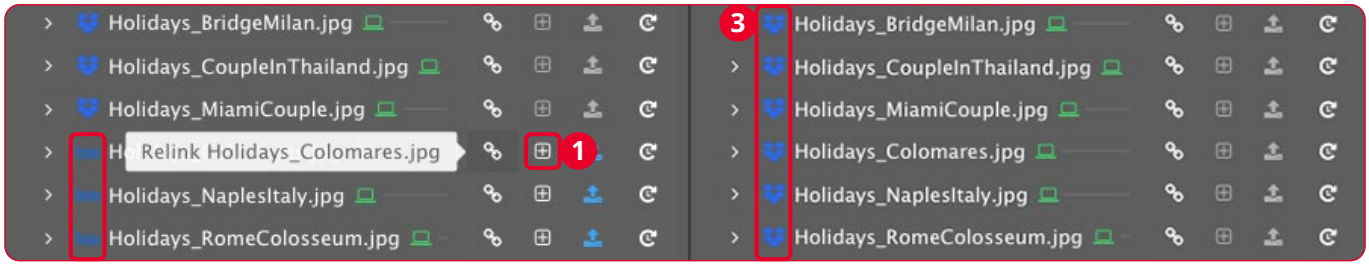


Thanks to CI HUB Connector you can use assets from different sources in your document.

Transfer files from one system to another

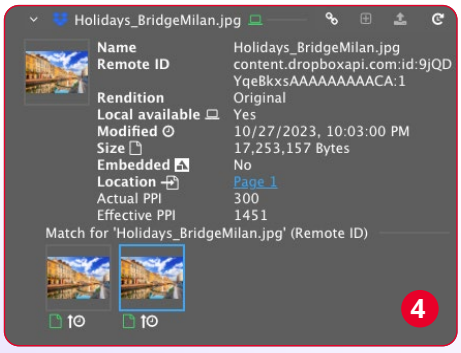
If you have assets from different sources in the document, the plugin will indicate this by colouring the icon blue. The blue icon only displays if the asset in question could not be found in the currently-active integration by CI HUB Connector. The «+» remains grey if you are in the integration where the asset is located.
Click the blue "+" 1 to assign the asset to the new system. Now you get an overview with the destination folder and which assets will be added accordingly 2. After that, the assets will be uploaded to the selected folder. Now all assets are available in the same system 3. This is indicated by the Dropbox icon in front of the asset name. 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.





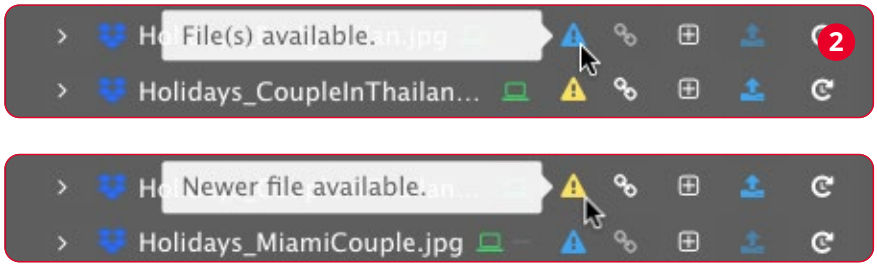
The asset detail view

If you click on the small white arrow to the left of an asset, the Details view opens 4. 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. 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 ExCoP 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 1. A triangle indicates which asset needs your attention 2. Hover over the icon to get the information:



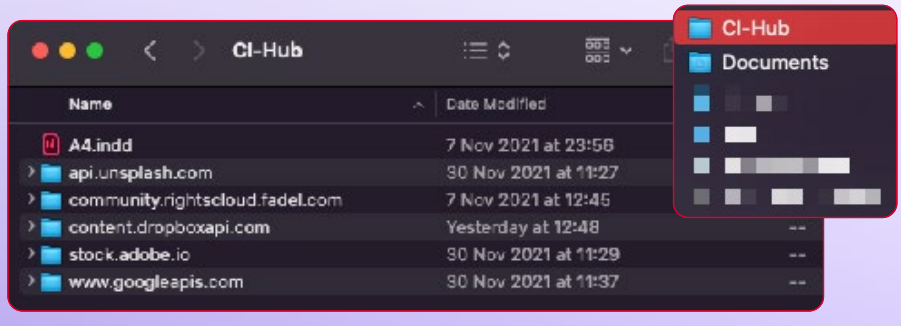
In our case, it tells us that there are several files. You can choose the newest asset and relink it in your document. This way you are sure to always use the latest version of an asset.

Working with Renditions

When placing image assets, you can specify whether an original or a Rendition form of the asset should be placed. Renditions 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. Renditions help you reduce the amount of data of your assets and even lets you place vector graphics into Office, WordPress

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. The folder is created under Macintosh HD/Users/user-name/Documents/CI-Hub under macOS and C:/Users/username/Documents/CI-Hub under Windows. 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 29.



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

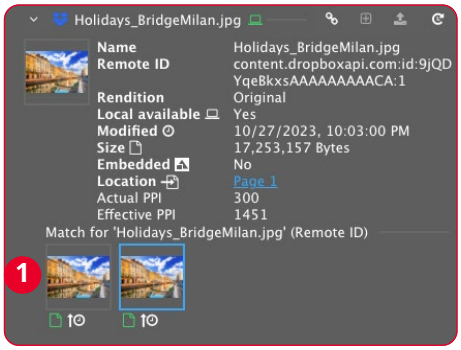
or Sketch and Figma. You can choose between PNG and JPEG formats and various pixel dimensions.

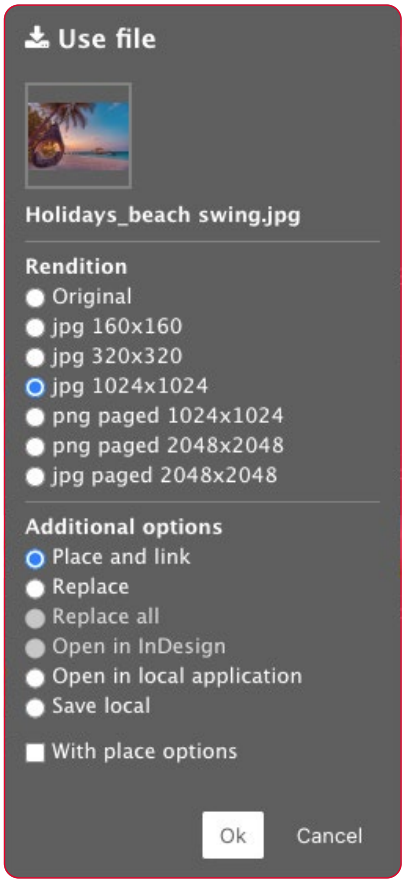
How to relink my assets

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 1. This is where another strength of CI HUB Connector comes into play. Access your ExCoP 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 2. 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.

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. Below the preview image you see a small clock. If you move the mouse pointer over it, the creation date will pop up 3. A green icon shows that the file size or modification date matches that of the asset in the document 4. The latest asset is also indicated by an arrow to the left of the change date icon (clock icon) 5.

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





Original, PNG and JPEG

The CI HUB Connector lets you place your images in the document as an original file or as a Rendition. 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 Rendition, 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.

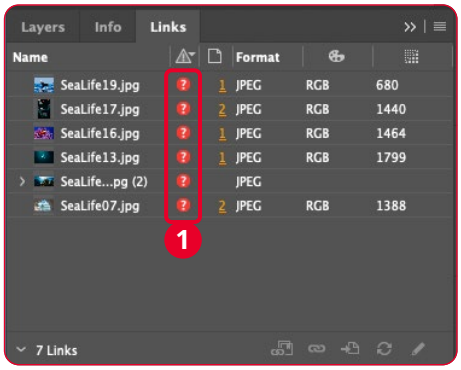


Vector graphics such as the CI HUB logo are best placed as PNG.



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

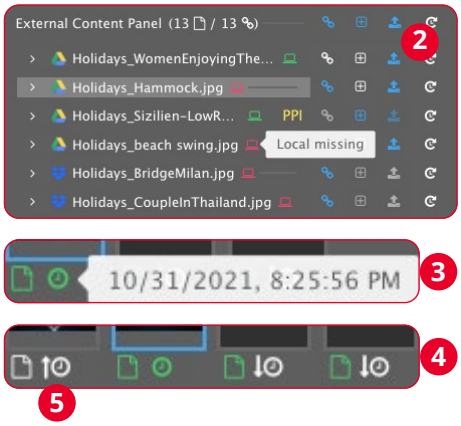
format or as JPEG. This could also work vice versa. If you don't know if someone placed low-res files, just select Original and all placed low-res files will be replaced with the high-res (original) files.

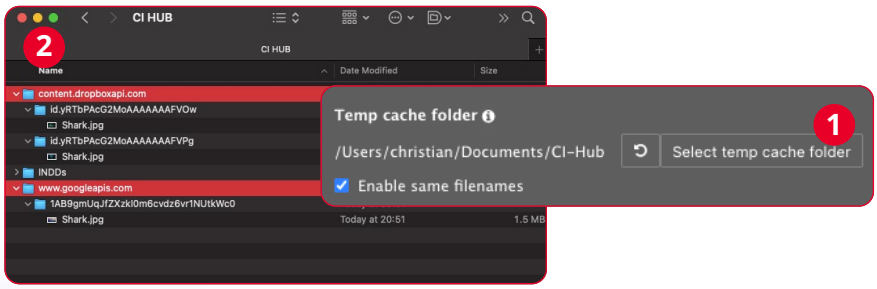


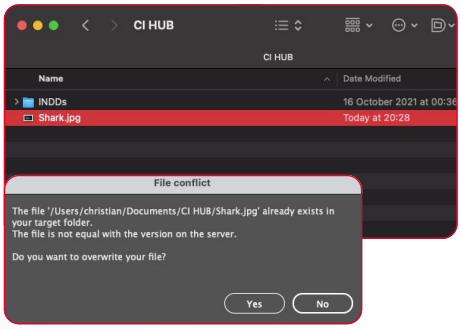
How to handle assets with the same name

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!

CI HUB Connector has built in a cool function in order for you not to worry about this. Find the Options menu in the top right-hand corner (the three bars) under "Settings", activate the check mark "Enable same filenames". You will find the box to tick under "Temp cache folder" 1. CI HUB Connector then automatically creates a dynamic folder structure 2 that helps you not only place assets with the same name, but even from different sources. This allows you to place assets with the same name from a DAM or cloud system without having to rename them first.

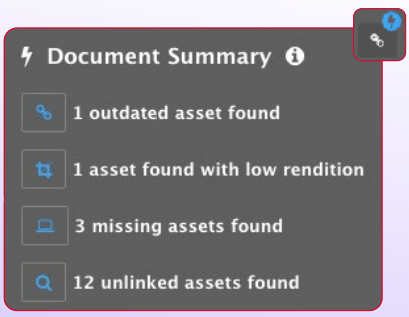






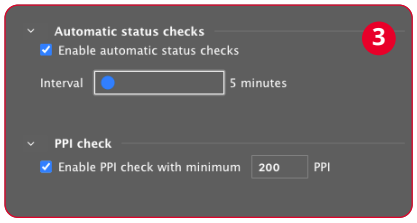
Document Summary

The CI HUB Connector not only connects all your systems and assets, but it also works with the ExCoP, which provides you valuable information about the assets. The majority of them have already been discussed. However,



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.

the Document Summary is a very useful feature. The CI HUB Connector scans your file in 5 to 120 minute intervals and provides suggestions for improving your document. In the Connector Settings, you can set up automatic status checks. Here you can turn them on and off and set how often they check 3. When starting the CI HUB Connector, the first check is executed within 10 seconds. The subsequent checks are then performed in accordance with the default setting. Below, you specify the threshold value for the PPI checks. When status checks are activated, a blue lightning bolt appears above the ExCoP icon on the right. You can see a preview of the suggestions by hovering your mouse over it. Click on the icon next to the suggestion to see which assets it affects. The corresponding assets will be expanded and outlined in blue 4.

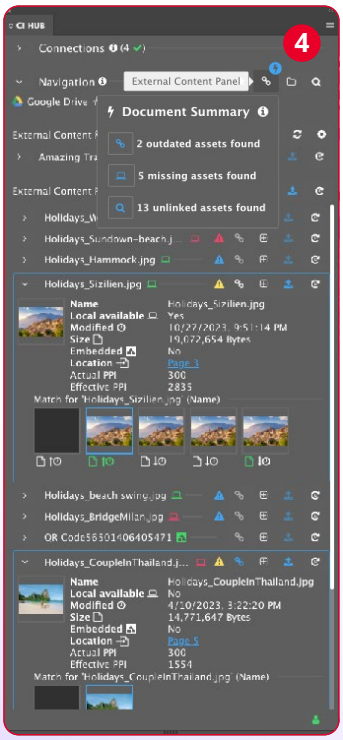


The most important icons at a glance

- Add asset
- Check asset status
- Relink asset
- Asset available locally
- Asset not available locally
- Update Asset
- Effective PPI less than ...
- 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.



Chapter 6

How to work with assets

How to use text and metadata

TUTORIAL

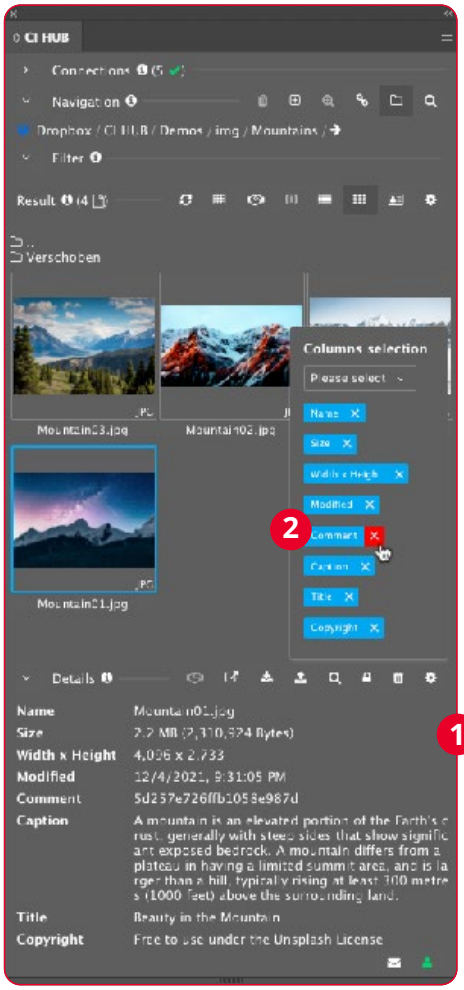
In this chapter we will focus on working with text and metadata. We thereby focus on three aspects:

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

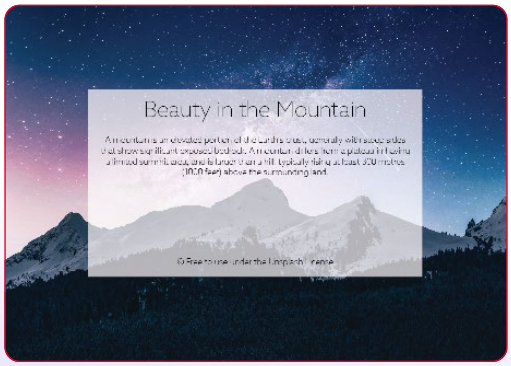
Let's start with the easiest part:

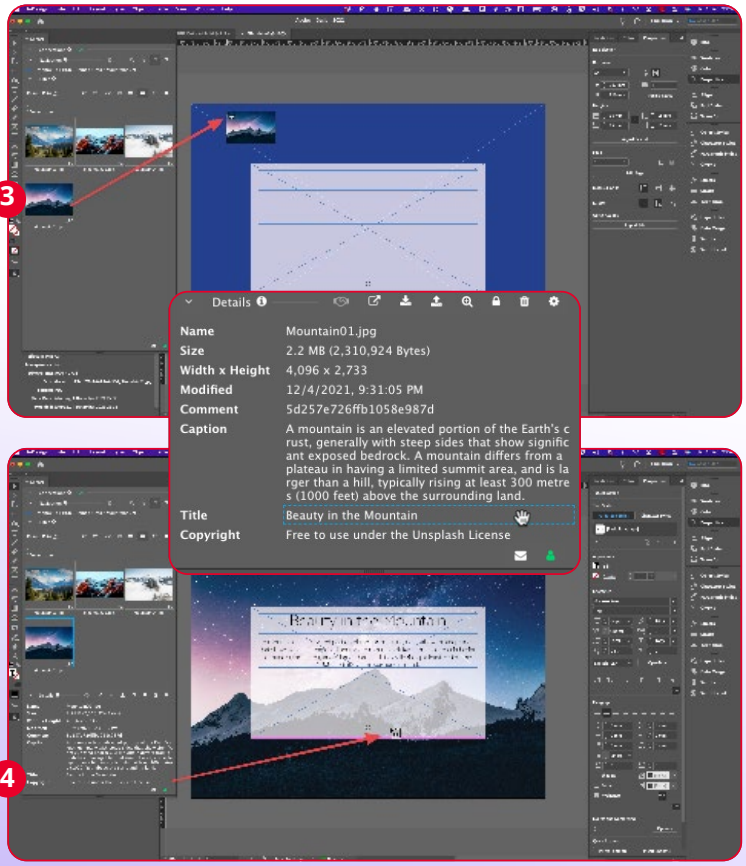
1. Metadata based on assets

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 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. 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:



Details displays the metadata of an asset.





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. 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

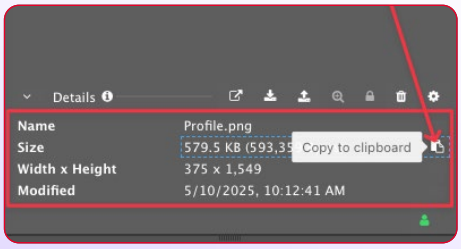
Exchangeable image file format is a standard that specifies the formats for images, sound, and ancillary tags used by digital cameras (including smartphones), scanners and other systems handling image and sound files recorded by digital cameras.



Metadata in CI HUB Connector.

Copy to Clipboard

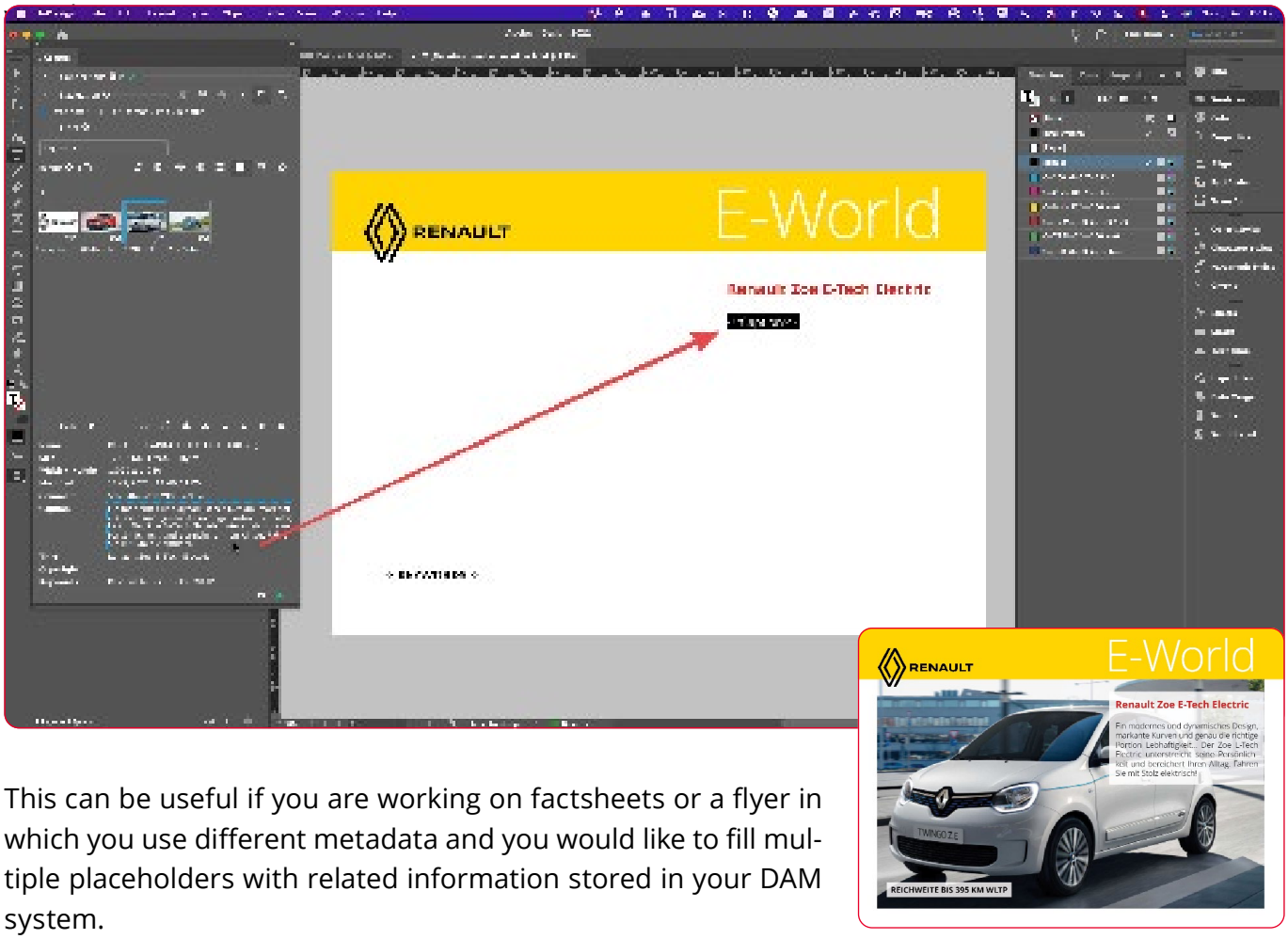
With one click, the Copy to Clipboard feature lets you quickly copy any metadata, custom metadata, or asset details, whether you're in the Excop tab or the Asset Explorer Details view.



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

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.

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.



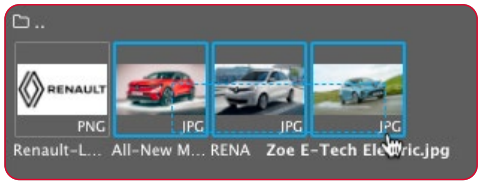
Data merge in InDesign

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.

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:



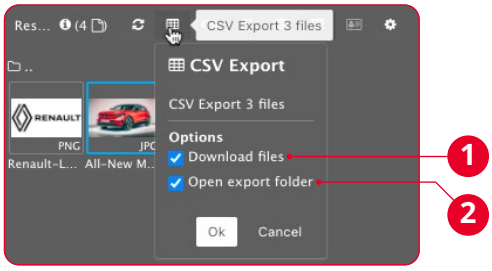
After that, click on the CSV export icon in the menu above to download your metadata. A dialogue opens in which you can define further details for the export. Specify whether the assets are to be downloaded locally ❶ and whether the download folder is to be opened directly afterwards ❷. After the download 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.

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.

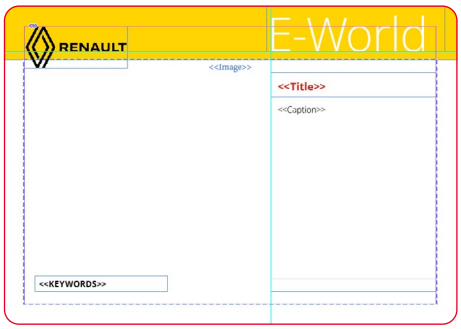
Now you can activate the Preview, which you find in the Data Merge panel at the bottom left. If everything looks good, you can start your data merge.

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

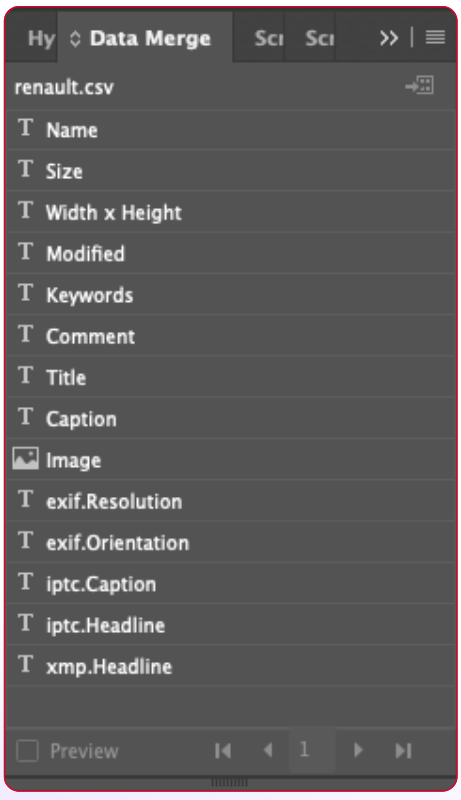




Define further options for the export.



Let's fill this sheet with data.



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

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. 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. 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. The file is saved in the same folder as all your local assets.

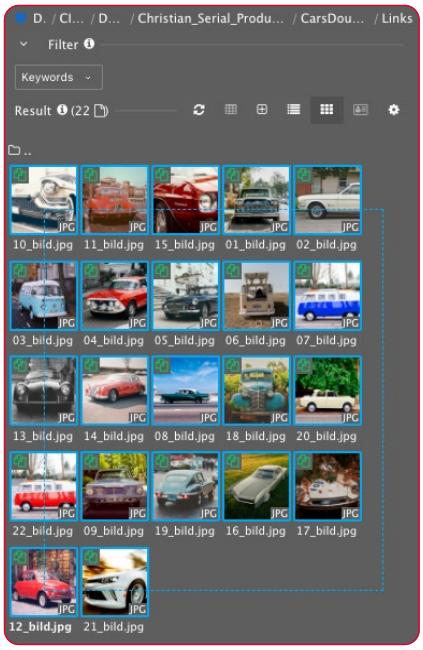


Layout a product field in your template.

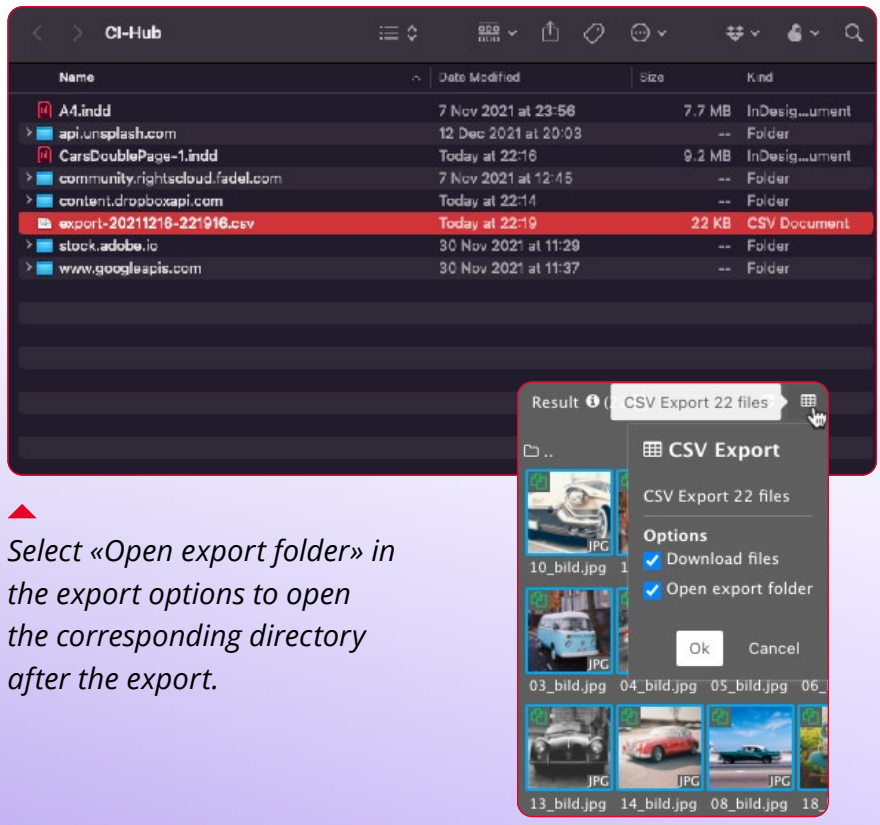
Using data merge to start a series production

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. 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.

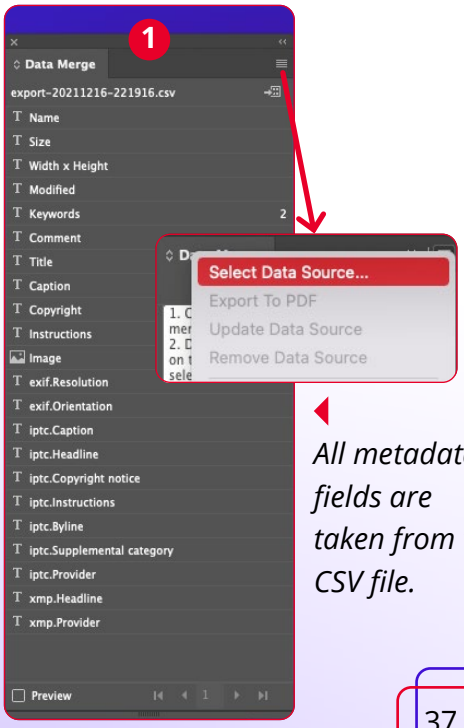
Now you see the first entry as a preview and can click through the records with the corresponding arrows.



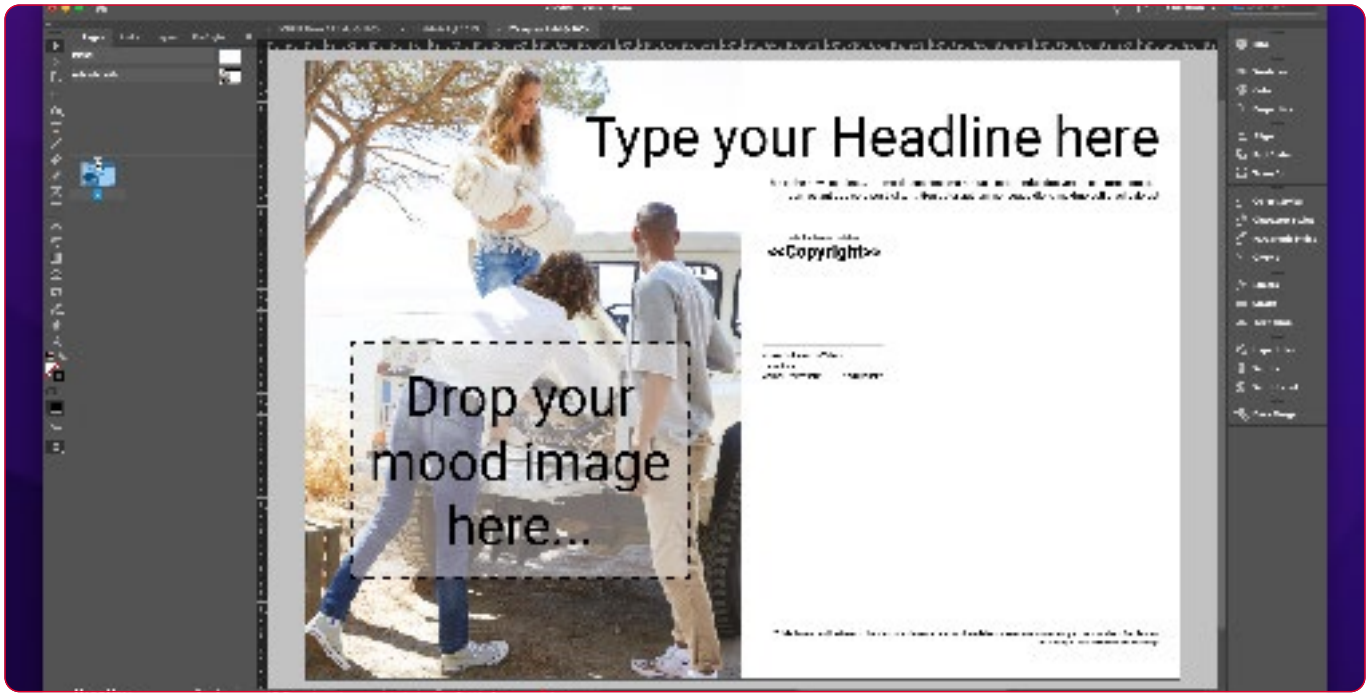
Select the assets by holding down the Shift key.



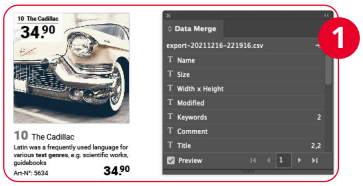
Select «Open export folder» in the export options to open the corresponding directory after the export.

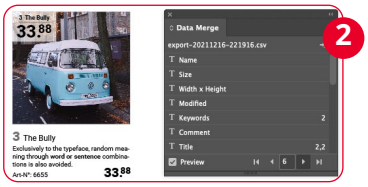


All metadata fields are taken from the CSV file.

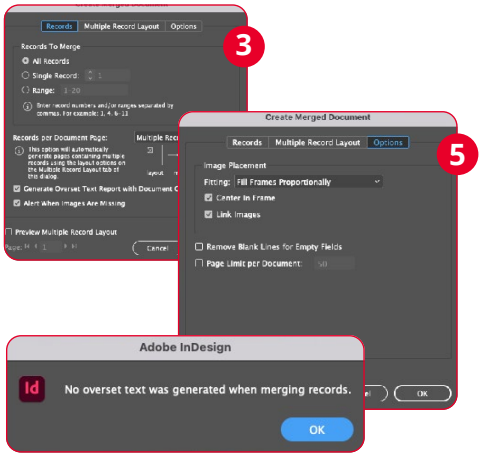


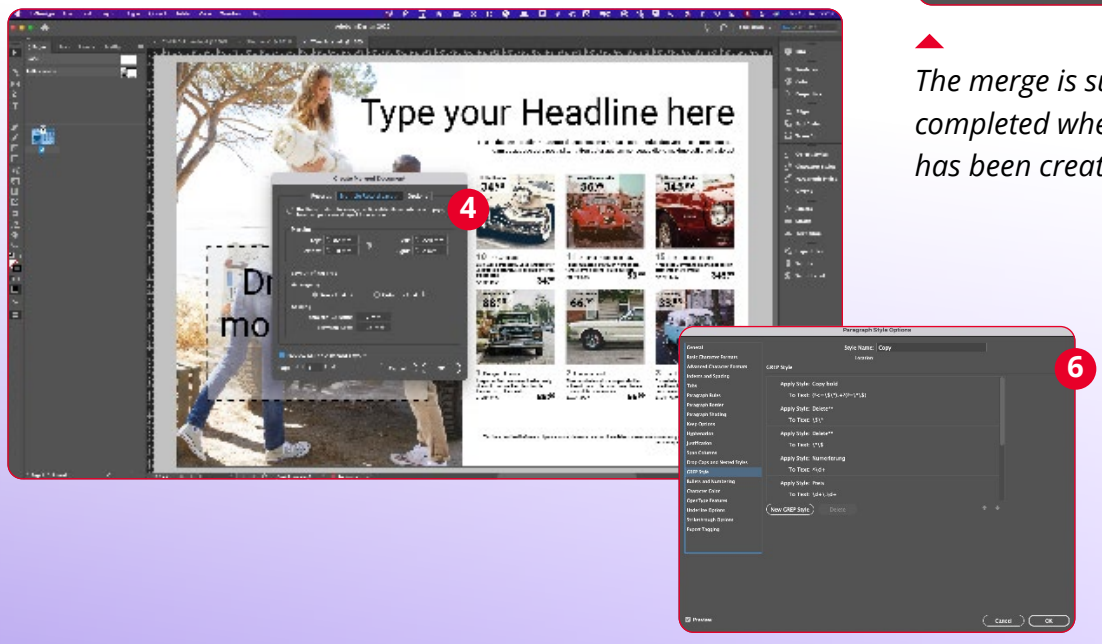
The preview shows you the first record 1 *and you can use it to click through all your records* 2.





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 3 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 4. Now you can create the document automatically by clicking “ok” 5 and if you know a bit about GREP styles, you can even automate the typography 6.





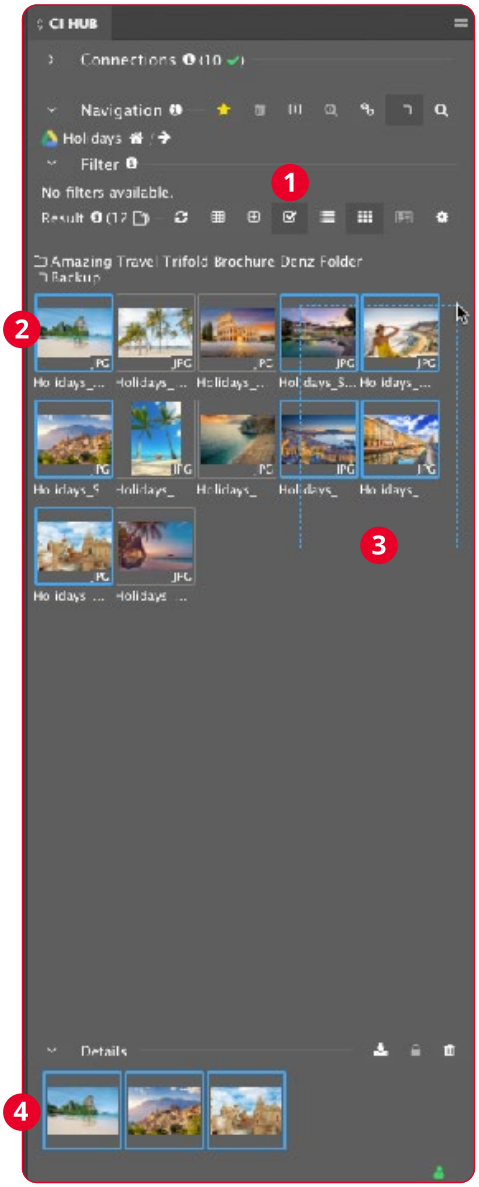
The merge is successfully completed when no overset text has been created.

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.

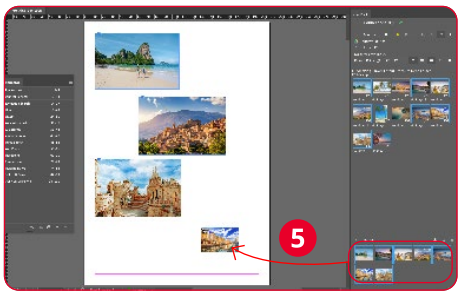
Bulk asset function

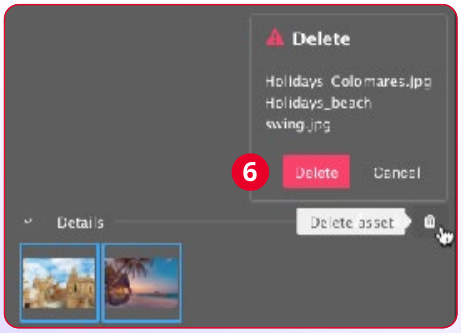
Anyone who works with assets usually needs to edit a lot of files at once. The CI HUB Connector provides the “Bulk asset” function 1 for this particular purpose. You activate this via the following icon: . Once the function has been activated, it is possible to select a succession of assets 2. Hold down the Shift key to select multiple assets at once 3. Under “Details,” an overview of the assets you have selected will be presented 4. It is therefore immediately apparent whether all the desired and, above all, correct assets have been selected. If that is not the case, simply deselect the assets you do not need.
You can also place multiple assets at the same time into your document. Use the ‘Use file’ button or simply drag and drop the assets onto the page to accomplish this 5.
In the CI HUB Connector, you can lock or delete assets. The bulk function can be used to lock or remove multiple assets at once 6.



Work in bulk with renditions

If your source system allows it, you have the option of positioning your assets with different renditions. This option also works if you wish to place multiple assets with one rendition. Nonetheless, solely those that are supported by all the selected assets are displayed.

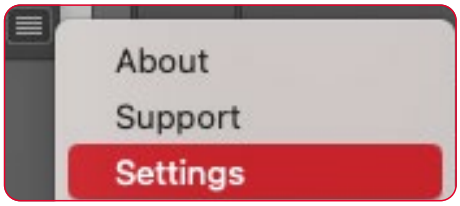




Chapter 7

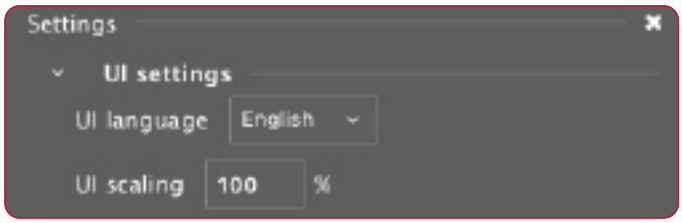
CI HUB Connector for Creative Cloud: Settings

The Settings panel offers you various options to affect the CI HUB panel and its function. You can access “Settings” via the Options menu at the top right of the panel . Then click on “Settings” in the dropdown. There you have the following options:

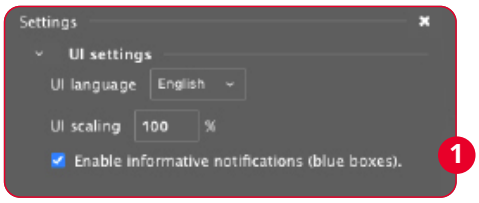


User interface

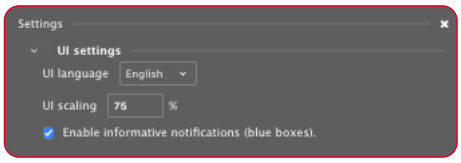
Under the option “UI settigs” you can enlarge or reduce the elements of the panel and change the language as well. You enter the values as a percentage. By default, 100% is set here:

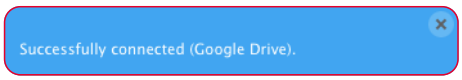


The next checkbox 1 gives you the option to switch the blue hint boxes on and off.



Enlarge or reduce the user interface.





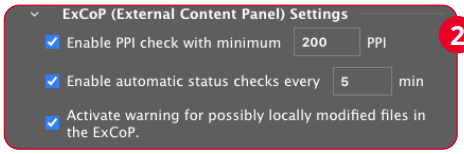
Blue boxes can be switched on and off in the settings.

ExCoP (External Content Panel) Settings

The ExCoP gives you complete control over your content. You can adjust the panels behavior in the settings. The settings let you set how the PPI check should work, how often the panel should check the assets, and whether a warning about assets that have been locally modified should appear. Chapter 5 explains the ExCoP in detail.

The effective PPI check

Under “Enable PPI check with minimum” you can define when the CI HUB Connector should give a picture resolution warning 2. Why is that important? When you place images from your source system into InDesign, it is useful to see what the effective resolution of the image will be after placement: The effective image resolution only corresponds 1:1 with the real image resolution if you place the asset with 100% into the document.



For instance: If you scale an image with 300 ppi resolution in InDesign to 50%, the effective PPI number doubles to 600 ppi. If you position the same image at 200%, the effective number of pixels is cut in half, since the image does not have more pixels available, but is, however, displayed twice as large.

Of course, you can display this information in InDesign's native link panel. However, it is simpler and more convenient if the

CI HUB Connector informs you directly in the ExCoP if the effective PPI resolution is less than a previously defined value. This way you can work with the CI HUB Connector as usual and at the end you will be informed in the ExCoP if there are assets with too low a resolution in the document.
You will now receive a warning in the form of a red PPI behind the asset in the ExCoP.

Enable automatic status checks every ... min 1

You can decide how often the ExCoP should perform an asset check. The shortest value is 5 minutes, and the longest is 120 minutes.

Activate warning for possibly locally modified files in the ExCoP 2

Here, it is up to you to determine whether the panel should display a warning if an asset has been modified locally .

Recomended InDesign settings

By using the option, “Recommended InDesign Settings”, one can toggle the default InDesign settings suggested by the CI HUB Connector on and off .

Disable link check... 3

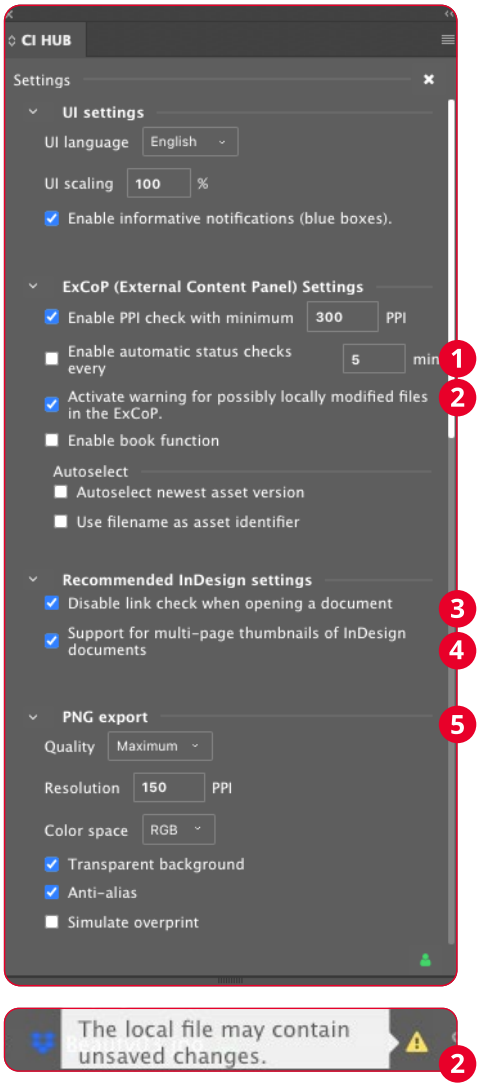
If you have selected this function, no link checks are made when opening the InDesign document. This will speed up the document load.

Support for multi-page thumbnails... 4

If this option is enabled, it is possible to navigate through the InDesign document in the tile view of the CI HUB Connector by utilizing the arrow keys. Naturally, provided that the source system supports this function.

PNG export

Here you can set how the PNG export from the CI HUB Connector should work by default 5. You can choose the quality, resolution, and color space of the image. You have the option of choosing between RGB and Grey. The option ‘Transparent background’



The yellow triangle with an exclamation mark shows if an asset has been modified locally.

Format Methods

Progressive shows a JPEG image in more detail as it is downloaded to a web browser.
Baseline shows a JPEG image after it has been downloaded completely.

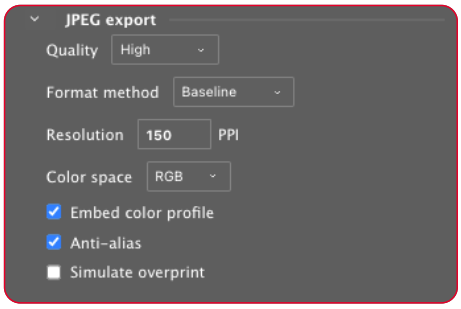
What is a modified Asset?

A modified Asset is an asset that has been modified *after* it was placed or opened from your Source System. That means that the local version is newer than the one in your DAM or Cloud Storage. **For instance:** You open an InDesign-File from your DAM, you work on that InDesign-File, made some changes, you did a “command + S” (save). This version is now newer than the one in your DAM-System. So, a “modified file” reminds you to check whether you have saved your new version to the DAM or not!

will make a white background transparent instead of white. The 'Anti-alias' reduces visual artifacts that make a graphic look pixelated, and the 'Simulate overprint' is similar to the "Overprint Preview" function in InDesign, but it's applicable to any of the selected color spaces. The JPEG file that CI HUB Connector exports simulates the effects of printing spot inks with various neutral density values by converting spot colors to print colors.

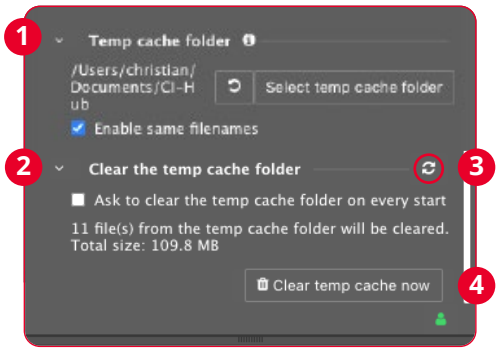
JPEG export

With the JPEG option, you have a similar set of settings as with PNG. With JPEG, you can't use a transparent background, but you can choose CMYK and whether you want to include the color profile in the image. What is it about? The color profile of the document is embedded in the exported JPEG file when this option is selected.



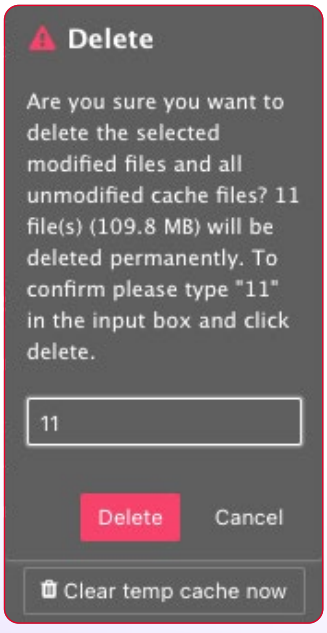
Temp cache folder

For production purposes, Adobe needs to have linked assets physically available, for instace on your Hard Drive. Because of this, the CI HUB Connector automatically creates a folder on the hard disk.
As soon as you place an asset from the CI HUB Connector into a document, it is temporarily created on the hard disk. Here you can select your own folder 1.



Clear temporary Cache

To manage your temp cache files, simply switch to the "Settings" via the options menu in the top right-hand corner. Here you will find the function "Clear the temp cache folder". Just above this is the path where the CI HUB Connector created the temp folder 2.
In the bottom section of the panel, you can see which local assets were changed and when. You can also see how many assets are located in the folder and how much space they require. Click on the "Refresh" button 3 if you want to update the view. Click on "clear temp cache now" 4 and the folder content will be deleted. To avoid accidentally deleting the content, you must confirm an additional security dialogue.
When placing an asset via the CI HUB Connector, a Sidecar file will be automatically created and it contains some metadata and is mainly a prep for amazing new features, that will come up in the next months. It will be deleted automatically when the asset is removed via the clear cache function.



To prevent you from accidentally deleting the cache folder, an additional security level is built in.

Chapter 8

The Adobe InDesign Book Function

The Adobe InDesign Book Function in ExCoP

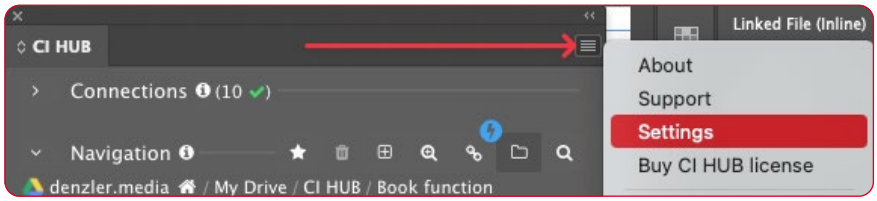
Efficiency is key, and the Book Function in the ExCoP is here to streamline your workflow. This feature includes allowing you to display book entries, view documents within books, and perform bulk actions on these files. A key addition is the “Relink Assets” option, which relinks all assets in a book’s documents, with an overlay summarizing progress to ensure smooth operation.

While similar to asset management, there are some differences. Book entries lack detailed information, and documents within books only display if they’re locally available. Additionally, changes to books aren’t automatically detected, requiring a manual refresh after updates. Folder navigation has also been improved, with an “Add to Book” action for InDesign documents, making project organization easier than ever.

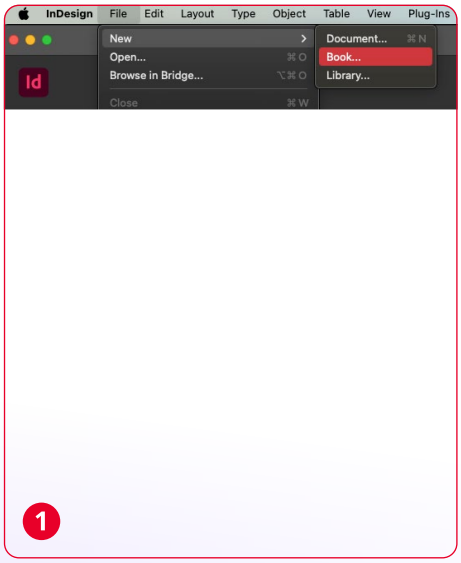
This feature simplifies document handling, saving time and allowing you to focus on your (creative) work. The Book Function is a valuable addition designed for the CI HUB Connector.

Activate the function

The book function must be enabled in the settings the first time it is used. You can do this by clicking on the menu at the top right and clicking on “Settings”:

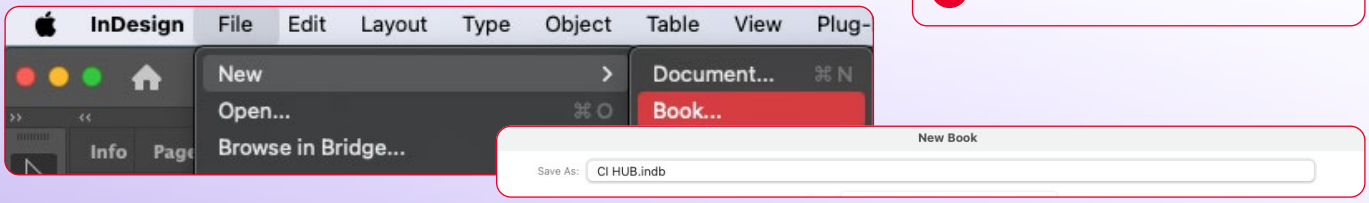


This will take you directly to the Connector Settings. Activate the book function here 1. It will then be displayed in your check panel.

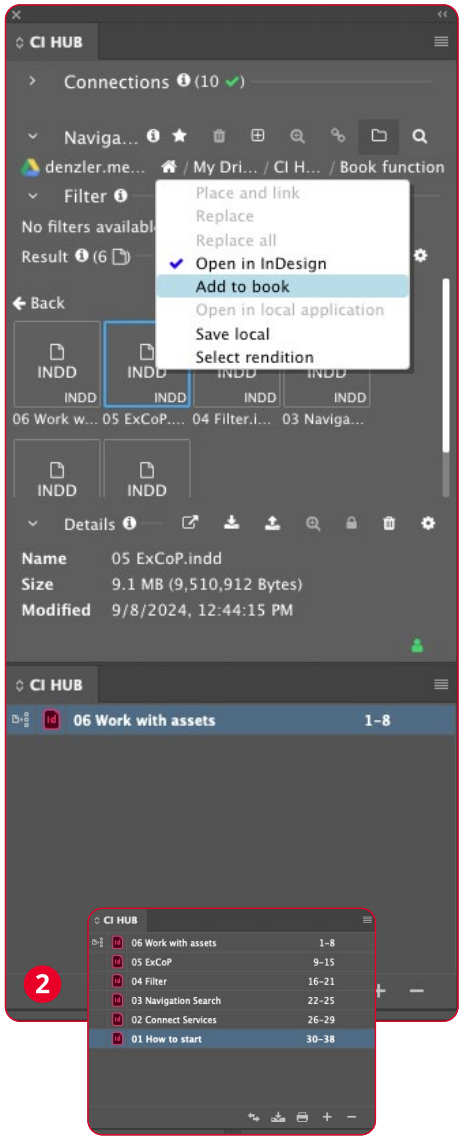


Create a Book

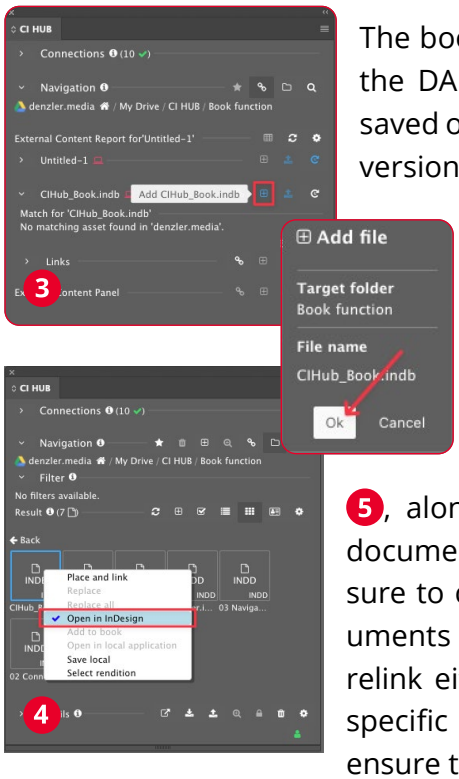
To create a book, proceed as usual. Navigate to **File / New** and select **Book...** and save it locally.



Now open the DAM of your choice and navigate to the InDesign documents that you want to add to the book. Select the desired file and right-click to add it to the book 2.



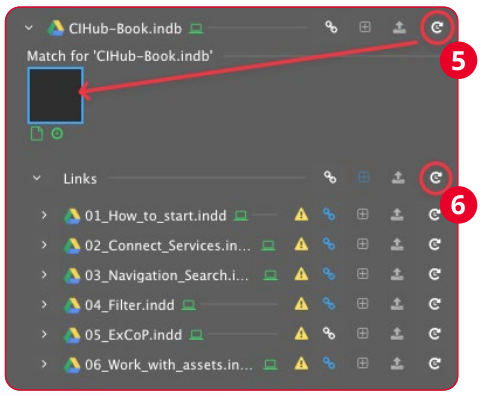
You can upload the book file to the DAM. To do this, navigate to the External Content Panel and click on the "+" **Add *.indb** 3.

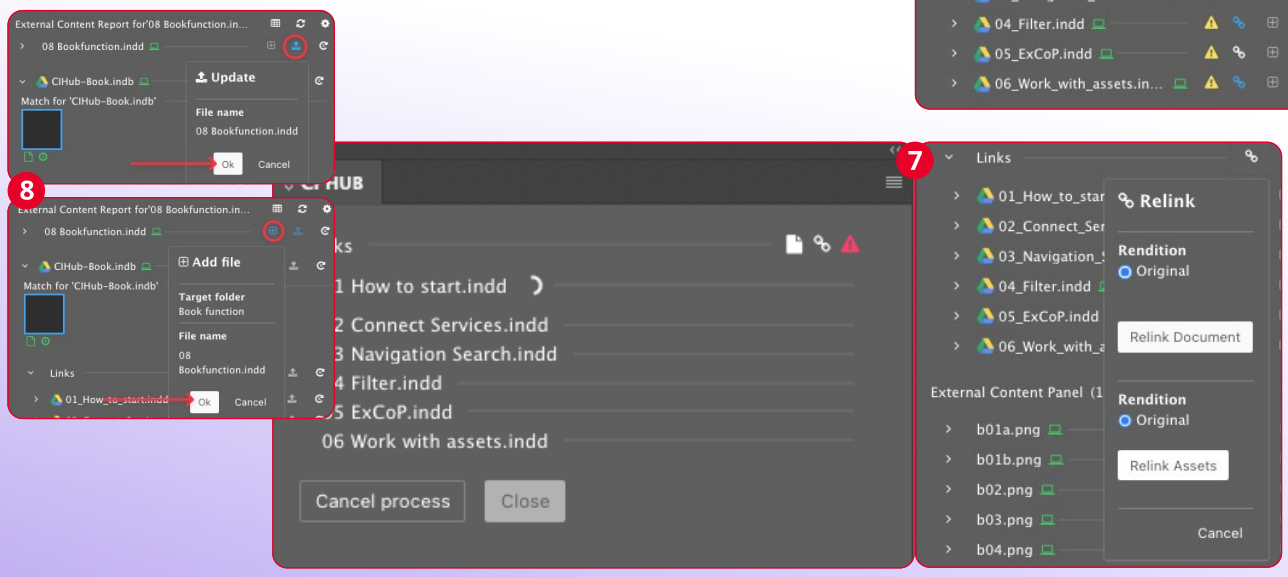


The book file has now been added to the DAM. Close the book document saved on your computer and open the version you just uploaded 4. From there, you can add as many InDesign documents to the book file as you need.

Switch to the ExCoP to check the book's status. You'll see your book listed as a match 5, along with links to the InDesign documents connected to it. Make sure to check the status of these documents 6. You can then choose to relink either the entire documents or specific sets within the documents to ensure they are available 7.

When working on another InDesign document, you can easily upload it to the DAM 8 once you're done. After that, you can add it to the book file following the steps mentioned earlier. This ensures that your book file and InDesign documents stay synchronized and safely backed up in your content system.





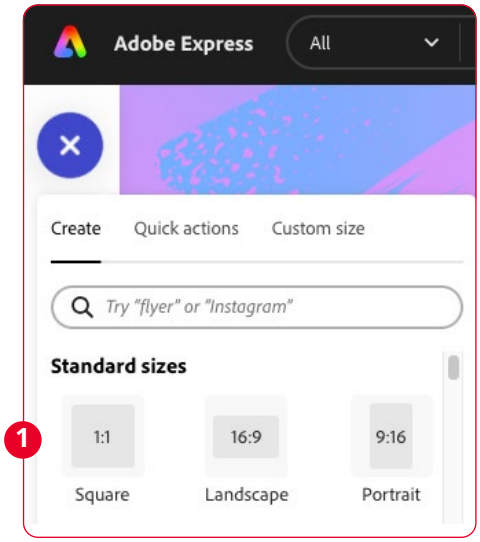
Chapter 9

Adobe Express

Working with Adobe Express

What is Adobe Express?

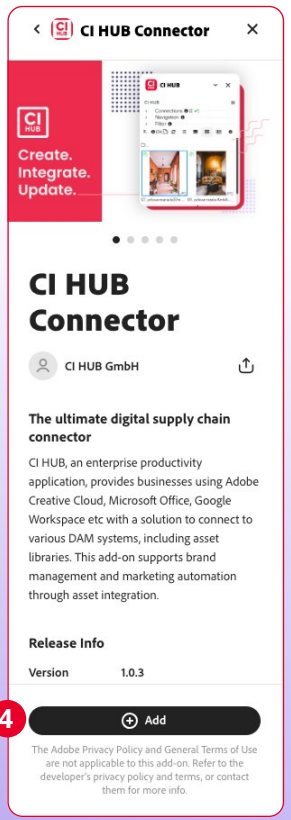
Adobe Express is an all-in-one design tool offered by Adobe. The software facilitates the creation of diverse types of content, including but not limited to flyers, TikToks, resumes, and Reels. Adobe Express incorporates generative AI powered by Adobe Firefly, thereby facilitating the creation of exceptional artwork by users. The software provides a range of features, including the ability to seamlessly integrate video clips, artwork, animations, and music through drag-and-drop functionality. It also provides templates, effects, fonts, and access to the Adobe Stock photo collection. Adobe Express is available in both a free and a premium version with additional features and content. You need a paid membership to get all the templates, premium features, and access to the entire Adobe Stock photo collection.



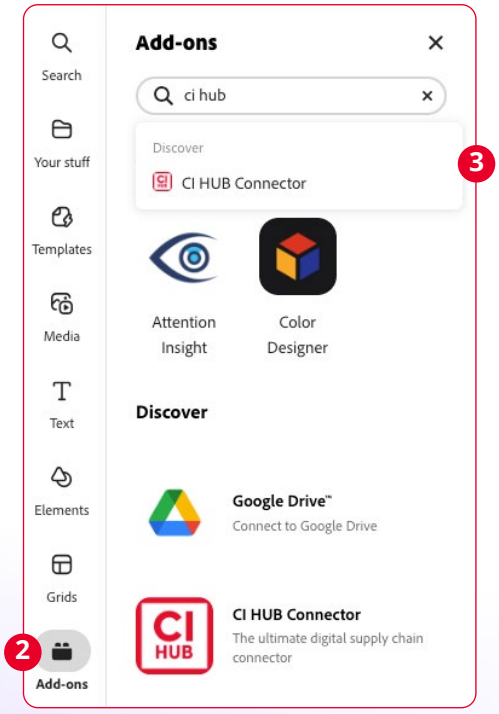
So, how do you get your assets directly into Adobe Express? With the CI HUB Connector for Adobe Express it is easy as always.

How to install the CI HUB Connector in Adobe Express

You can run Adobe Express directly in the browser or as a progressive web app on your computer. Adobe Express can be launched from within your Creative Cloud application. In order to install the CI HUB Connector, it is best to first create an empty document by hitting the Plus-Button (+) in the top left corner and creating a sauare for instance 1.

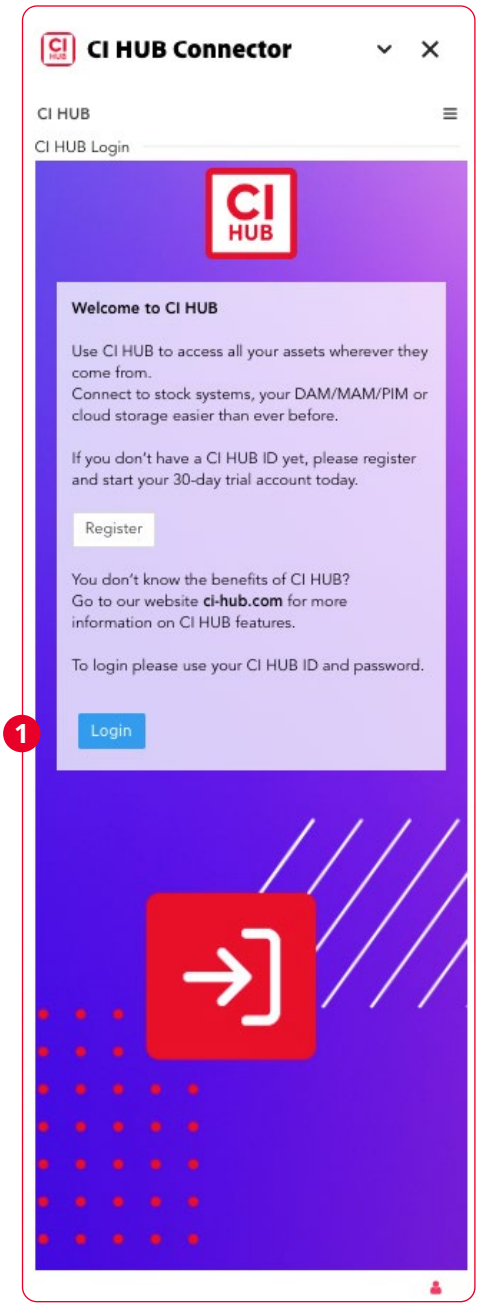


You will then see an Add-ons button in the left sidebar 2. Use the search bar to filter for the CI HUB Connector 3. When you select the connector, you will be taken to a short overview page and given a brief summary. Use the "Add button" 4 to add the CI HUB Connector to your Adobe Express instance.



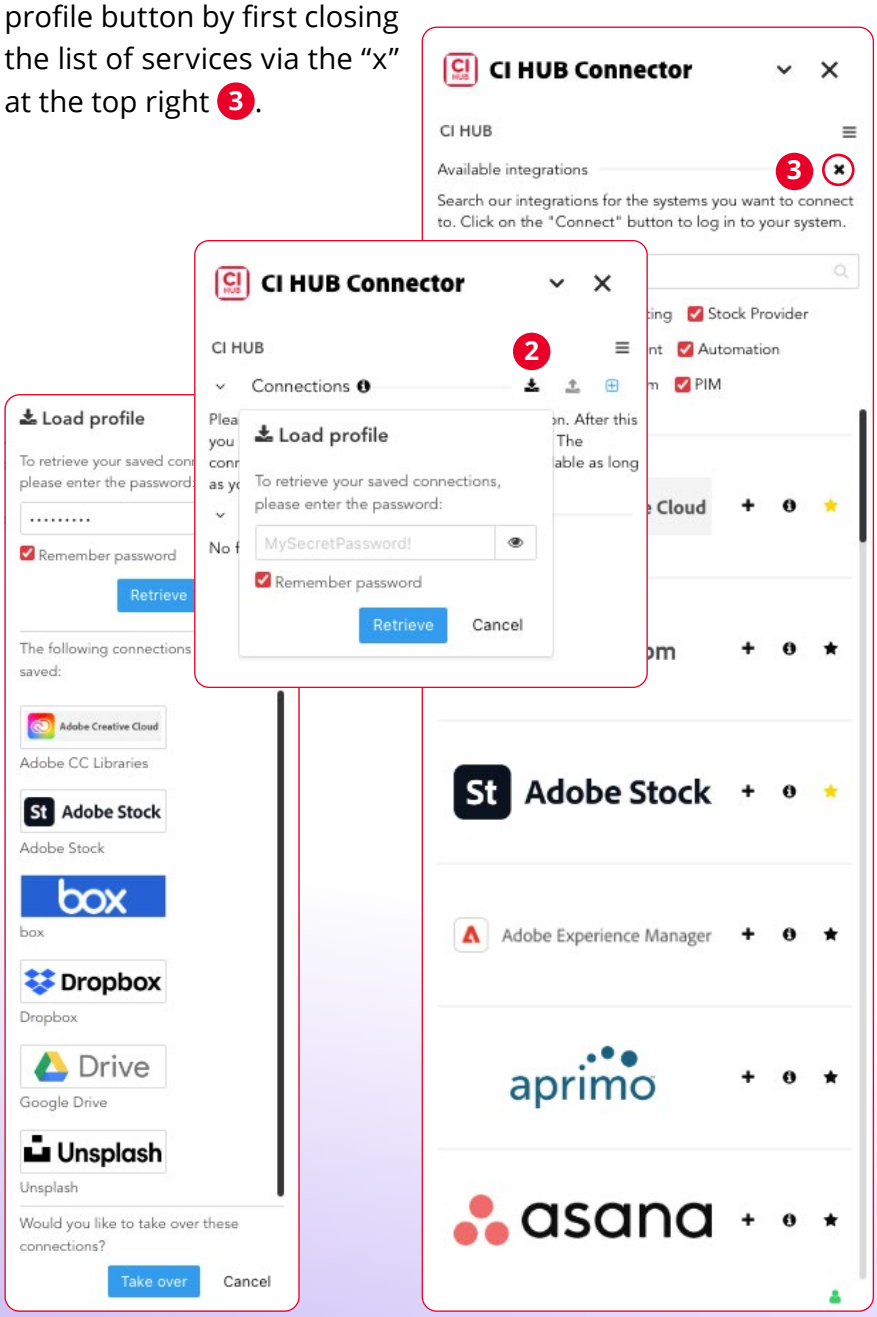
Log in to the CI HUB Connector

The CI HUB Connector opens directly after the installation. Now, you are able to register or log in with your CI HUB ID (1). The login process is handled as usual via your browser.

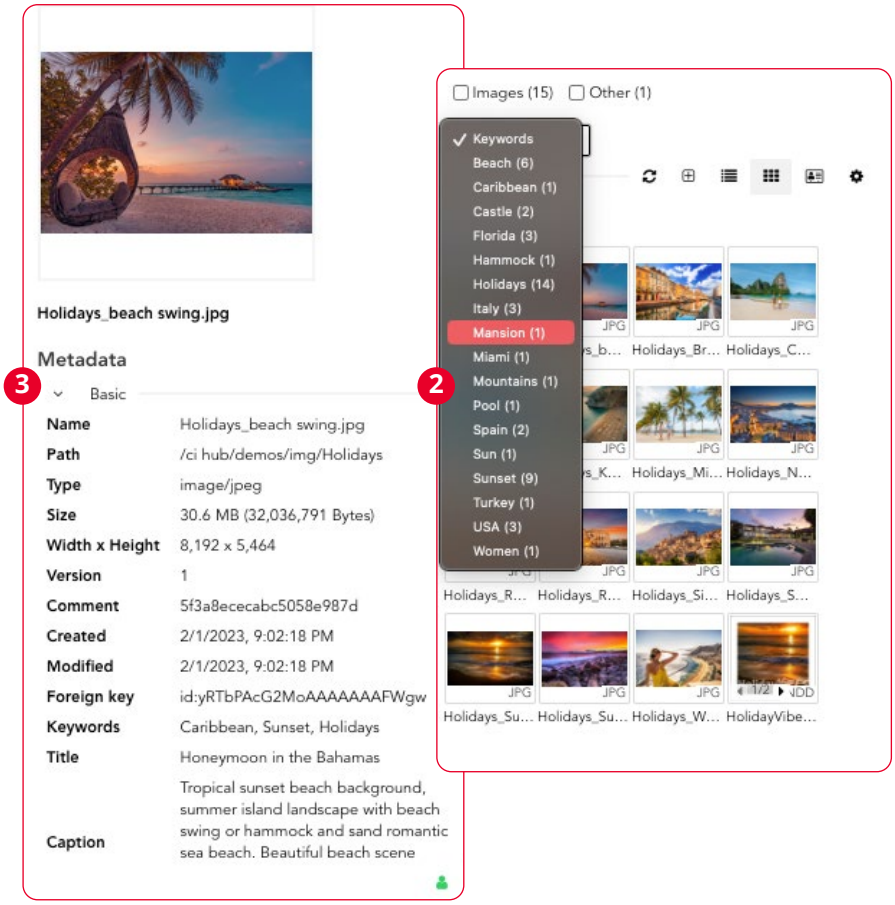


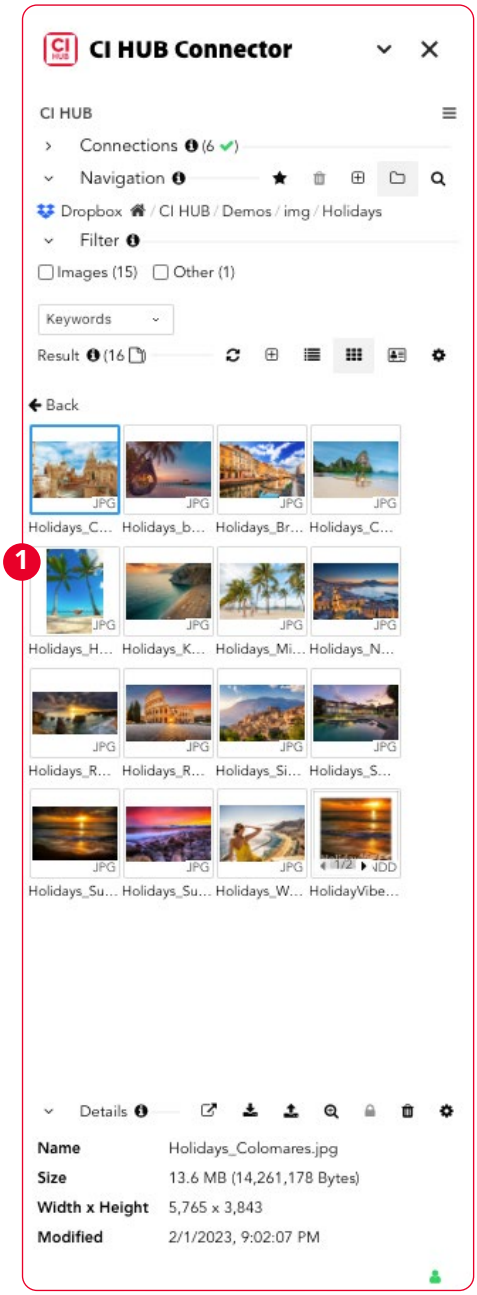
Working with CI HUB Connector in Adobe Express

After logging in, you will be redirected to the services overview. Here, you can select your required services. If you are already using the CI HUB Connector and have secured your services with a password, you can also load them directly into the CI HUB Connector for Adobe Express as usual (2). You can reach the Load profile button by first closing the list of services via the "x" at the top right (3).



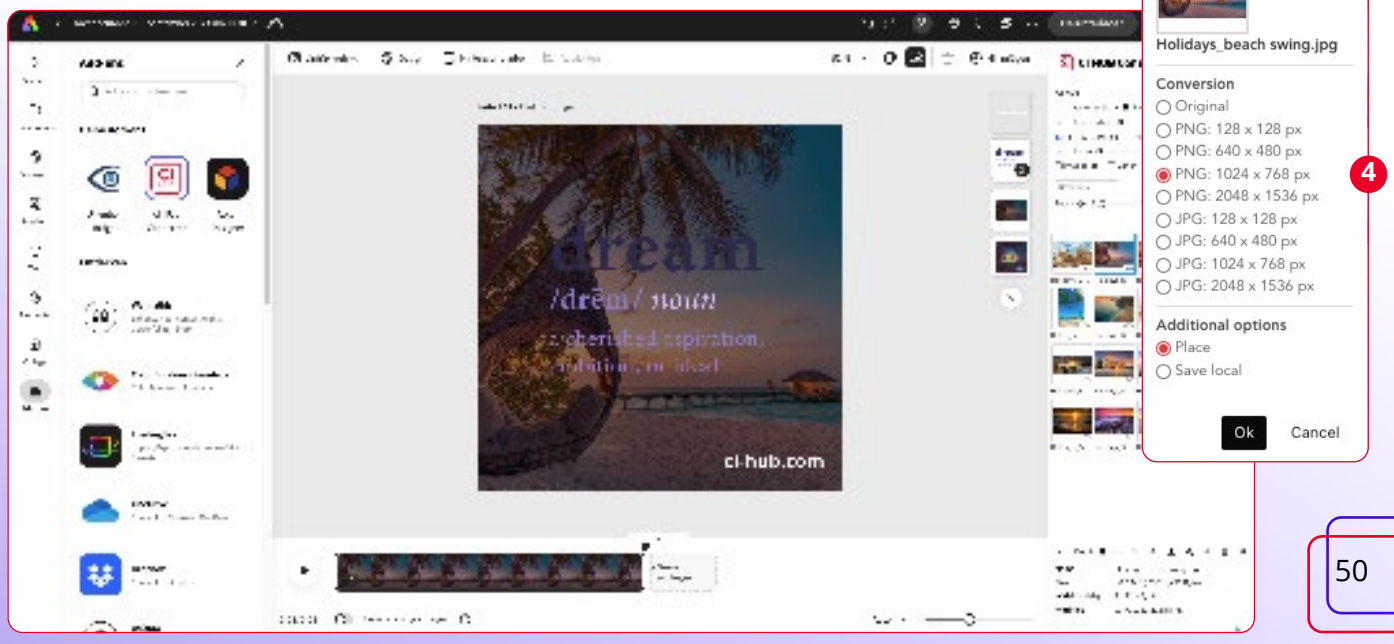
Now that you are prepared, you can use the CI HUB Connector as you are used to. You can access all of your assets directly 1, filter by keywords 2, and see all the captured metadata of your assets at a glance 3.



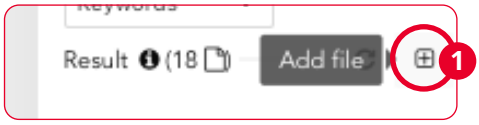


With the CI HUB Connector for Adobe Express, you will be able to insert not only images, but also vector graphics. To accomplish this task, utilize the Rendition function 4 and your asset is placed into your Canvas as a JPEG or PNG.

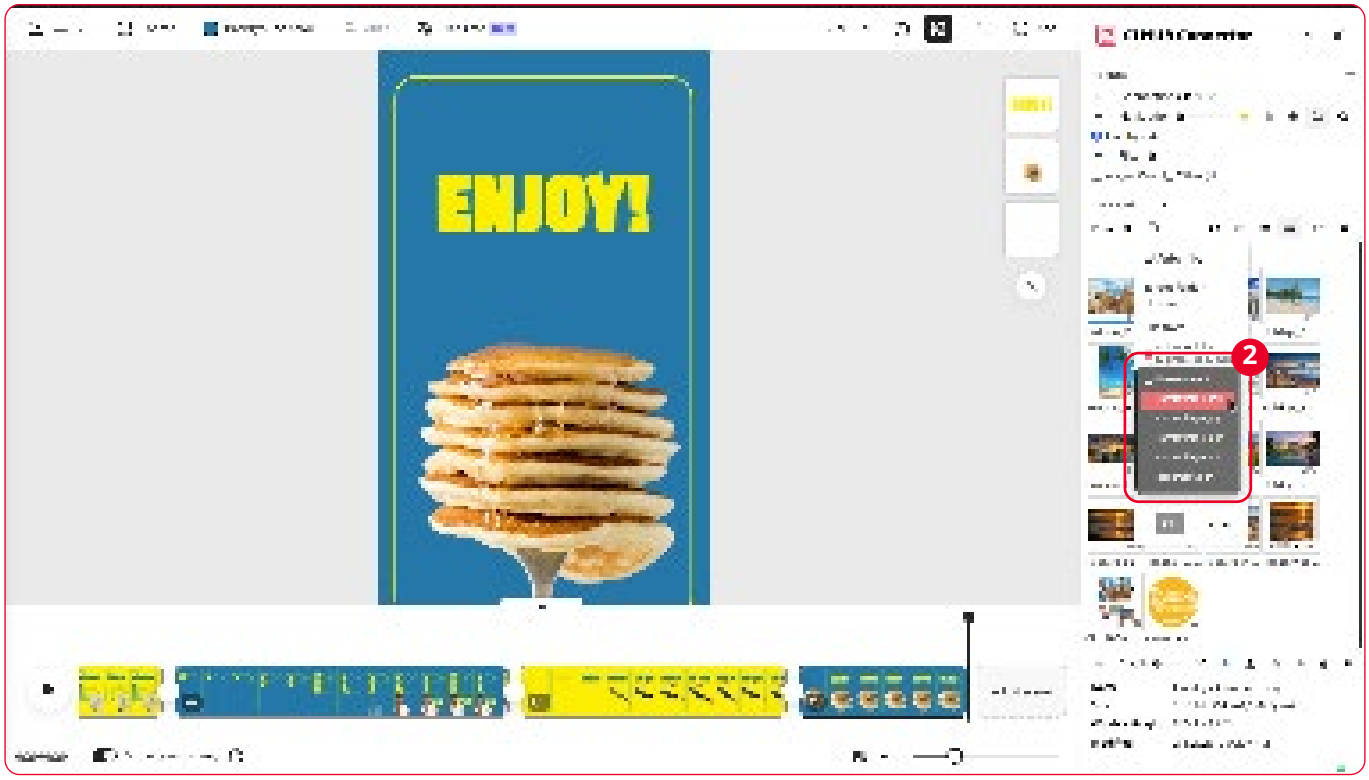
The other way around you are also able to "Add file" from Express to your source system. Just press the "+" button onn the right of



the Result View 1. It is possible to upload animated graphics in the offered image formats, such as png and jpeg. It is also possible to add them as a video file 2.



With the CI HUB Connector for Adobe Express, you have access to all of your assets at your fingertips at any given time.

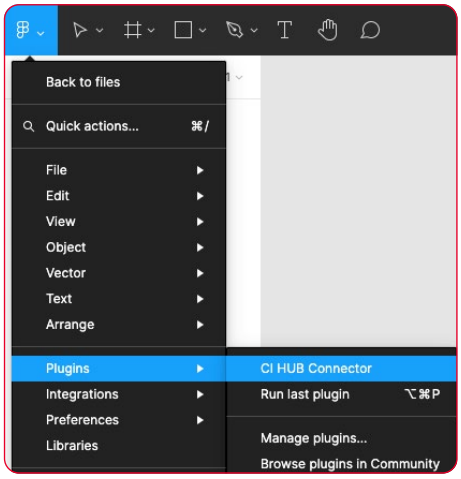


Chapter 10

Working with Figma and Sketch

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 in chapter 1. Once you have installed the plugin, you can access it via the Figma logo at the top left under *Plugins / CI HUB Connector.* The CI HUB Connector panel also will appear in Figma in the known look.

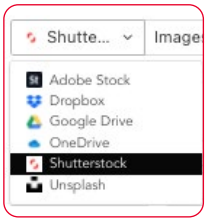


Find the CI HUB Connector under Plugins.

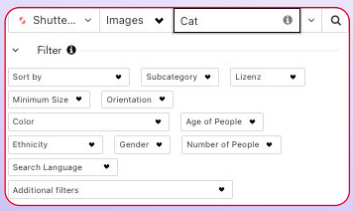
Restore your services

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 in chapter 2. 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.

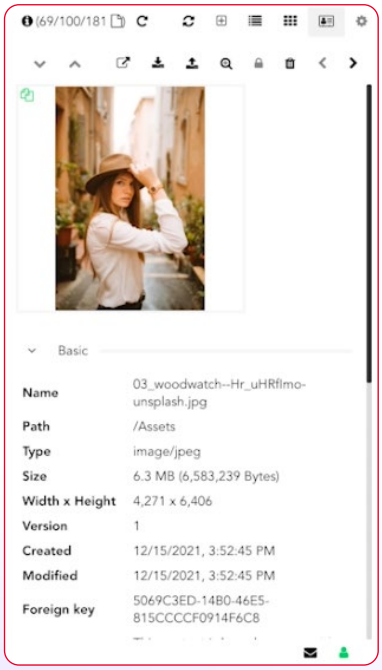
How to navigate CI HUB Connector



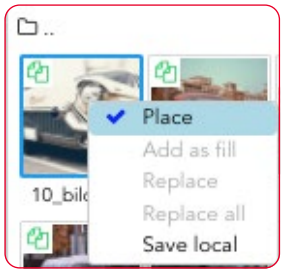
Just like in the other applications, you can easily switch between your linked services by selecting the respective service from the drop-down list under Navigation. The CI HUB Connector always works with what is made available to it by the service. For example, if you connect to Shutterstock, you get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



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



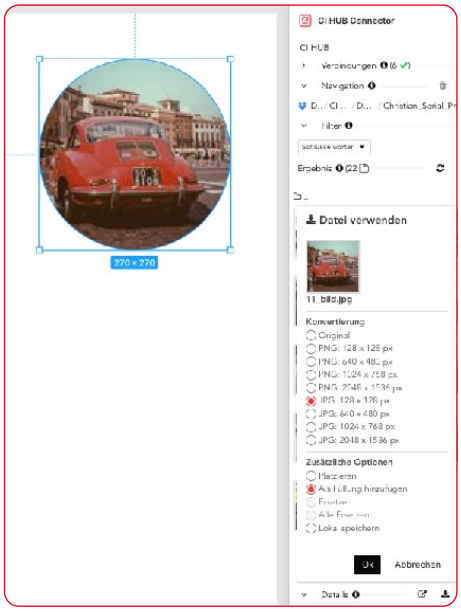
Double-clicking on an image displays the metadata.



Place an asset freely in your layout.

Image placement in Figma

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.
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 Rendition, 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 Rendition. Hover over it to see which Rendition is currently selected.
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.



Place your image with a Rendition.



Hover over the green document icon to see the current Rendition.

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 ExCoP and shows you which images have newer versions.

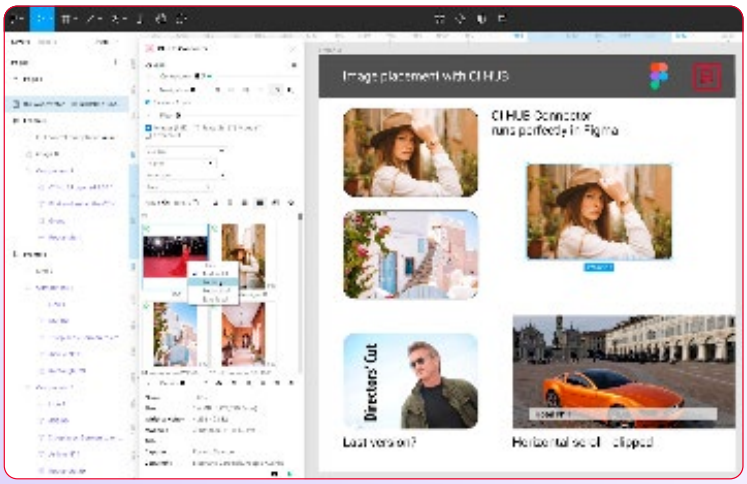
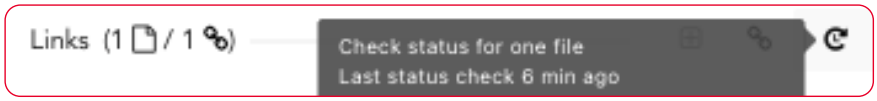


Fig. 8.7. *You can replace an image with a right-click also.*



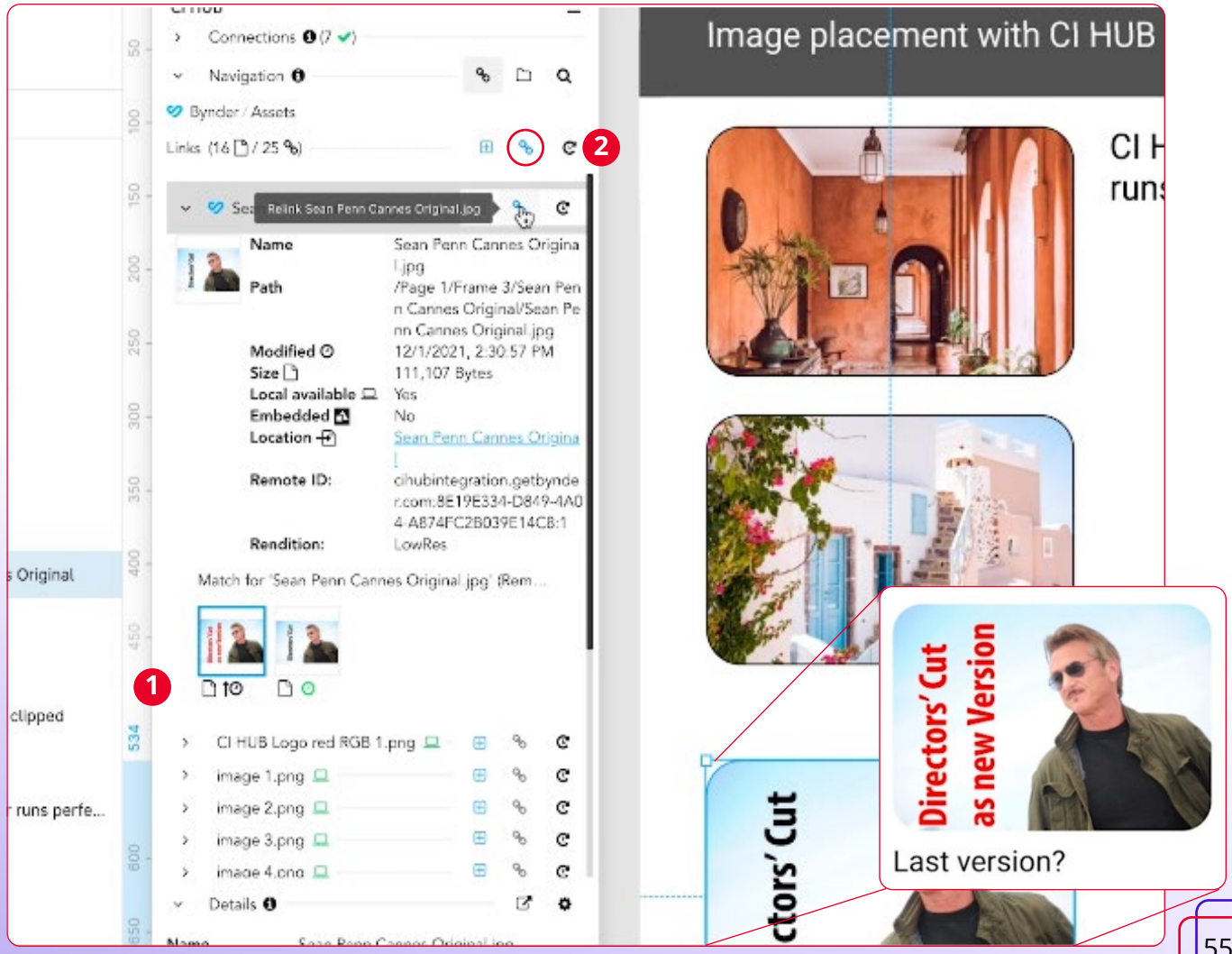
You can see that there is a newer version by the multiple image preview, which displays a clock icon below it 1. If you hover over it, you will see the current timestamp. To link the more recent version, select it and click on the relink icon 2. The current image is now replaced with the latest version.

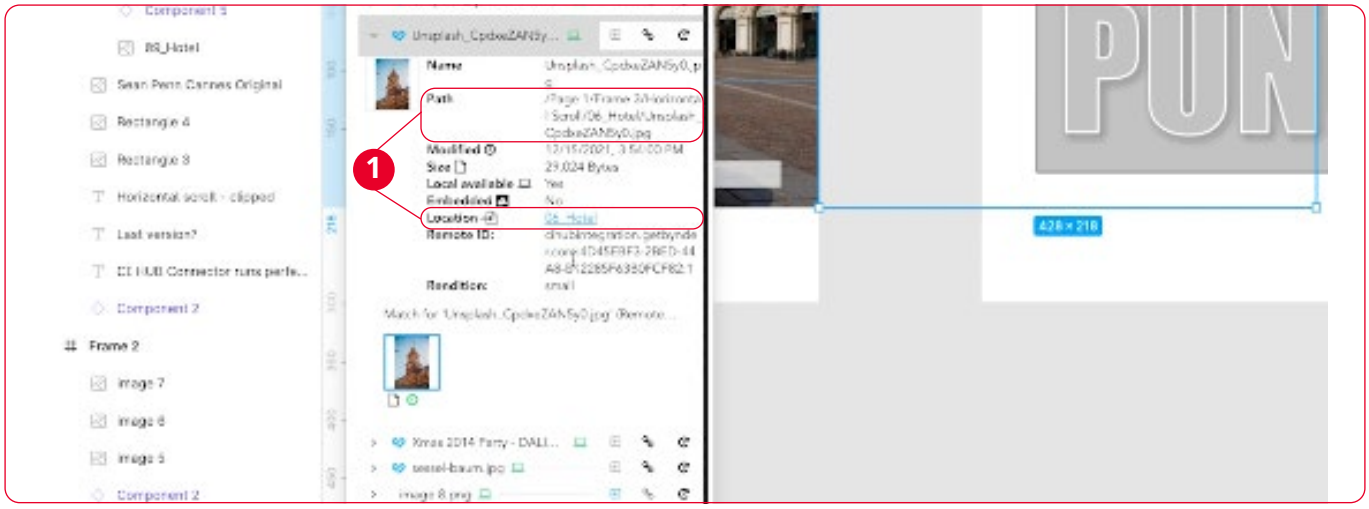
If you are working with clipped images or have included a horizontal roll area in the layout, the CI HUB Connector will also find these images, show them to you and let you replace them.

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

Relink the new version with one click.





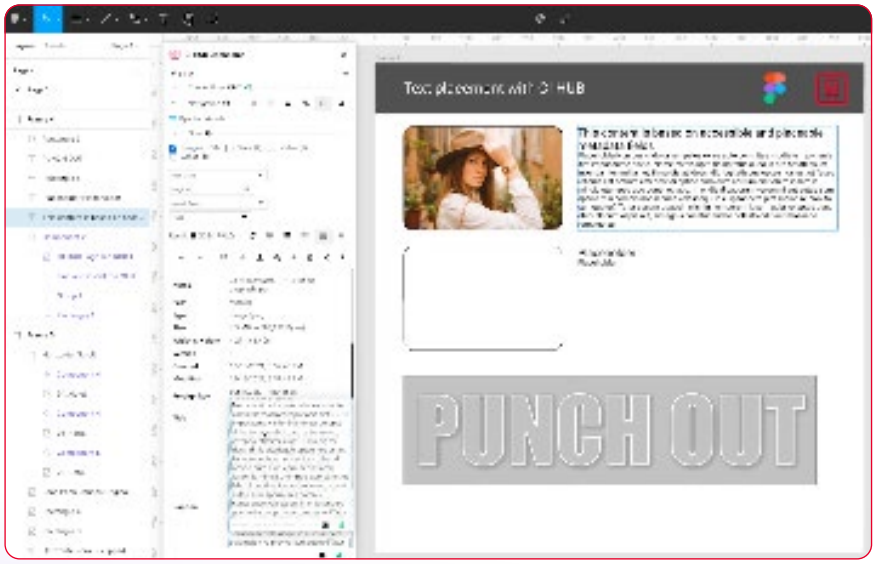
box towards your layout, fill the text in.

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.

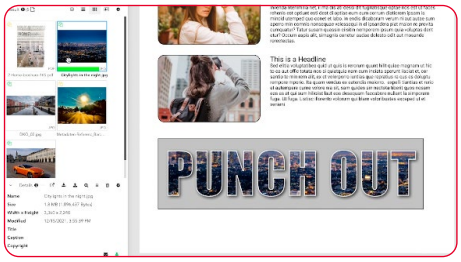
Fill images in text

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.

Fill in metadata using drag and drop.



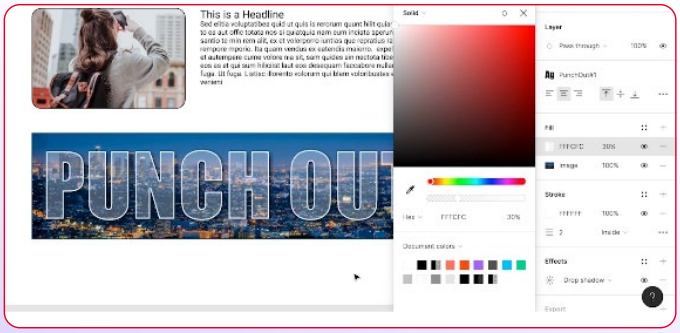
CI HUB Connector also finds images that are not visible.





Components and colour styles with CI HUB Connector

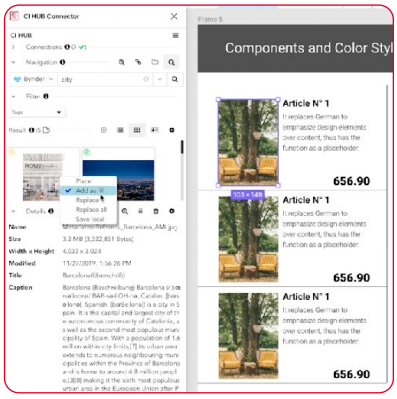
If you have created a main component and a few instances, you can replace the image in the main component and the image will also be replaced in the instances. Here it is important to note that the “Replace all” feature has no influence on the instances. It only takes care of the main component.

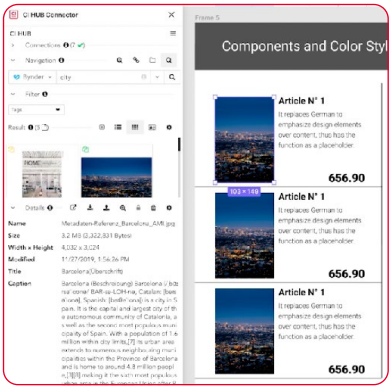


Using colour styles with CI HUB Connector

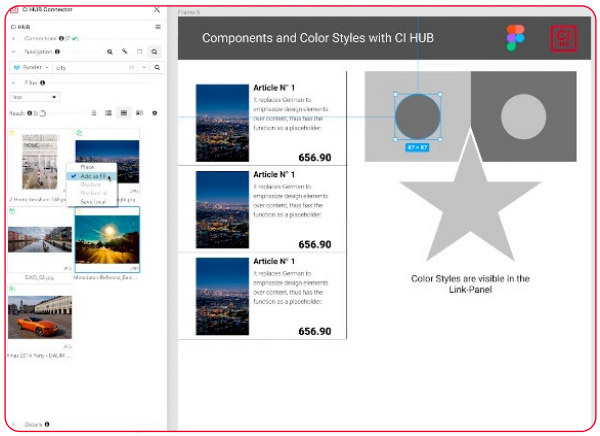
only

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. The same colour fills with the same image if you use “Add as fill” as a placement option. The colour styles are displayed in the ExCoP under Location. This way you always have full control over where such a colour style is located.

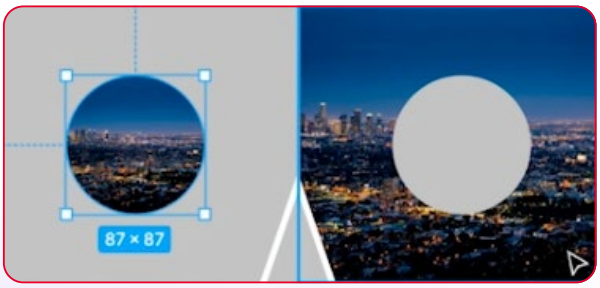




Use the main component to replace the image in the instances also.



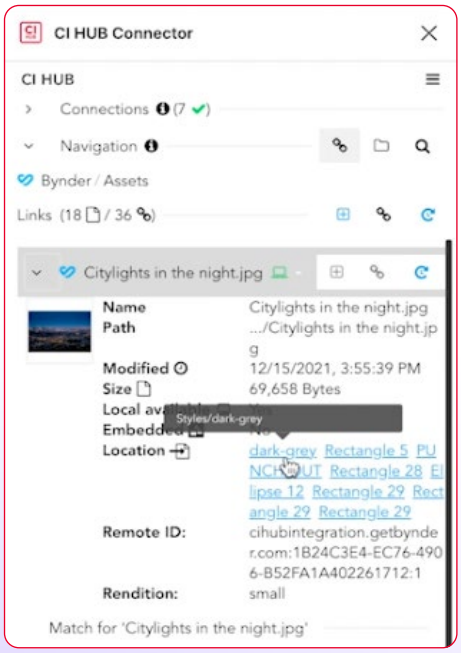
Use the main component to replace the image in the instances also.





Fill the same colour style with an image.

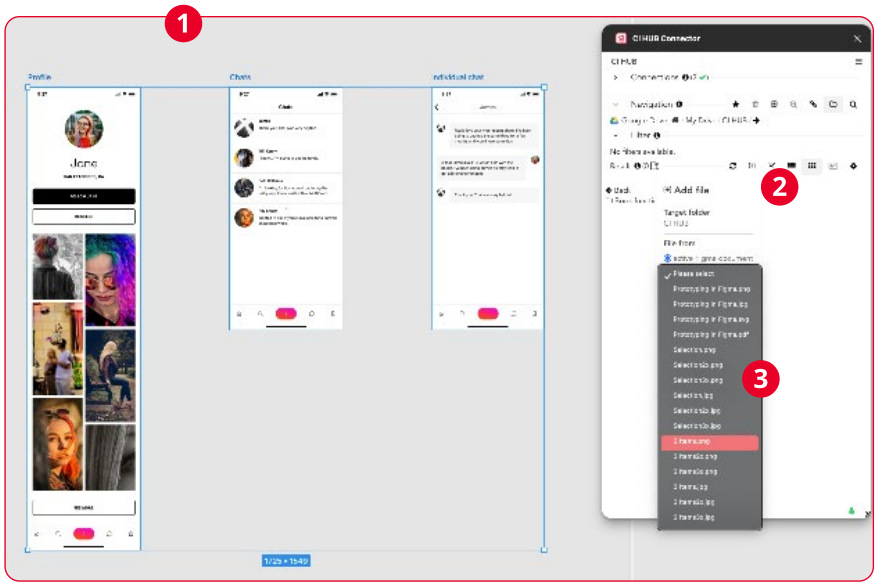
Find your fills at a glance in the ExCoP.

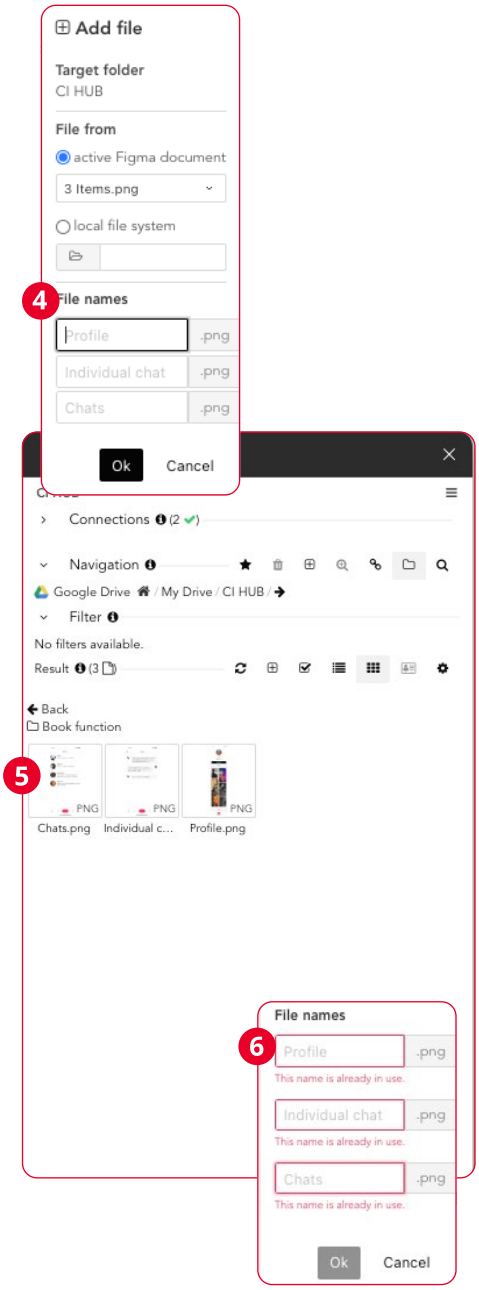


Upload multiple Frames

only

The CI HUB Connector for Figma allows you to upload your various frames as an image file in your DAM system in a single work step. Use the cursor to select the desired frames 1 of your Figma layout and then switch to the CI HUB Connector. Make sure that you have selected the frames that you want to push to your DAM system. Now click on the 'Add file' button and select 'active Figma document' 2. You can select whether you want to upload layers or components using the dropdown menu. In our example, we select the three items as PNG 3. You can also upload as JPEG, and if you'd rather work with higher-resolution images, you can use the 2x or 3x settings from the dropdown menux.

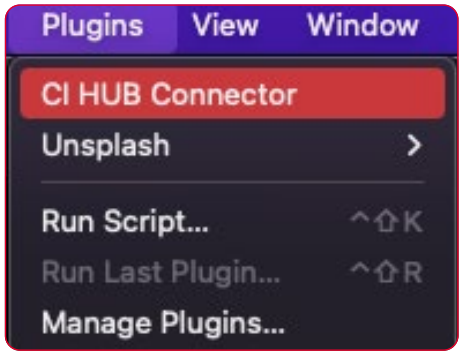




The three frames are now displayed under 'File name' 4. The frame names are adopted by default. However, you can also assign your own names. Confirm with OK and upload the image data to your DAM 5. It will also show you if the files already exist with that name 6. In this case you will have to rename the files to upload them.

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. After you have installed the plugin, you can find it in the menu under *Plugins / CI HUB Connector.* 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 in chapter 3. 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.

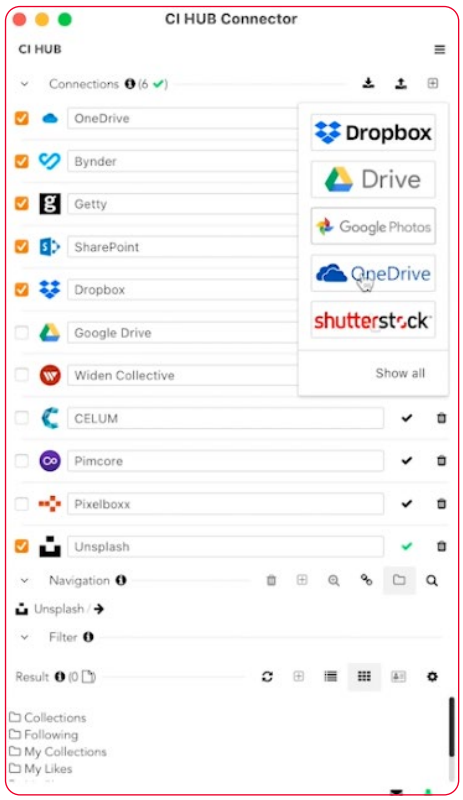


Find the plugin in your menu bar.

Using style names with images

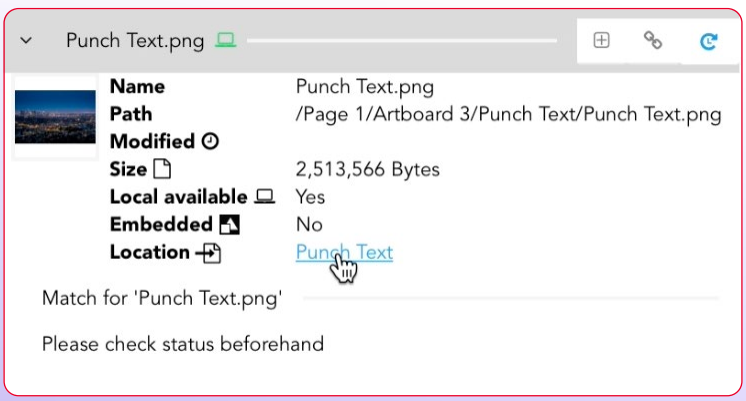
only

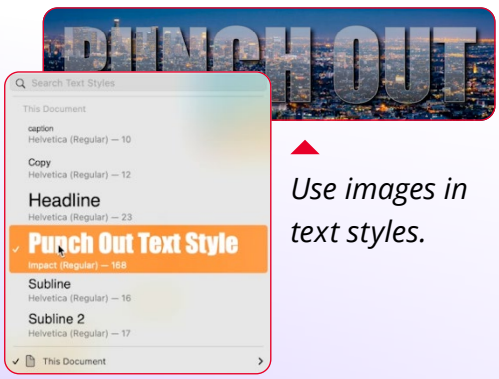
In Sketch, as in Figma, you can assign an image to a text. You can save this look as a text style. Just as in Figma with the colour styles, the text style is shown in the metadata of the image. This way you can see at a glance which image has been assigned to which style.



Activate your services in CI HUB Connector.

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





Use images in text styles.

Chapter 11

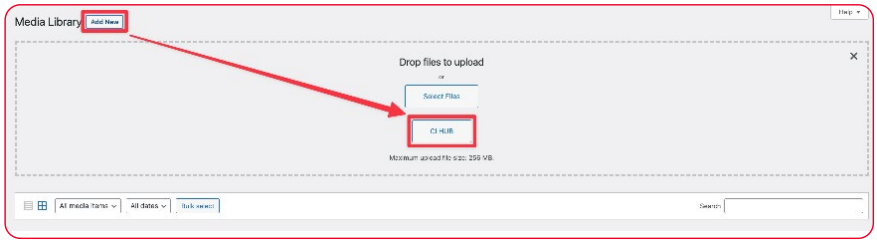
CI HUB Connector for WordPress

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. Click on it to start the CI HUB Connector.



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.



Register now or log in as usual.

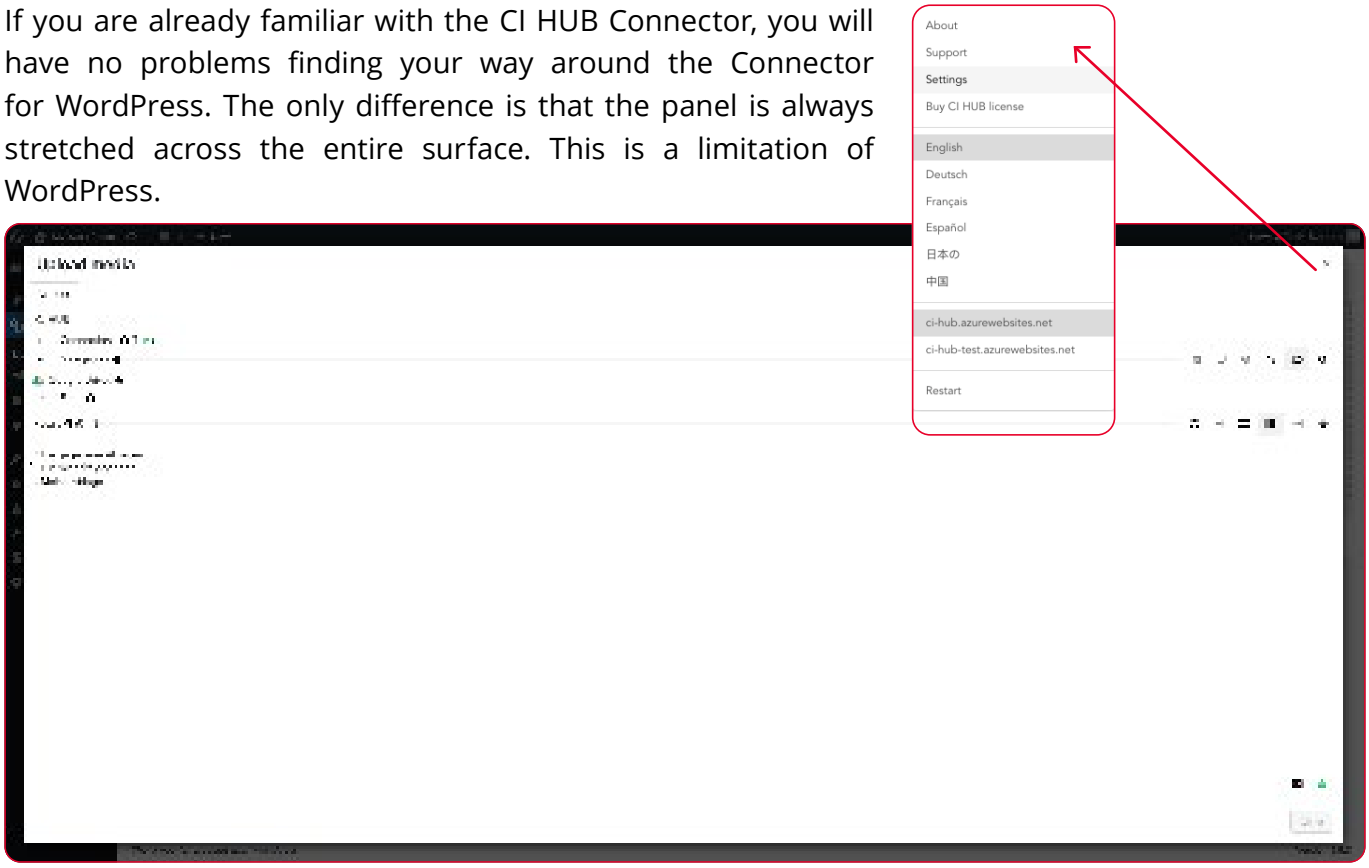
After logging in, you can load your saved connections or you can set up new ones.

Install CI HUB Connector

Click on "Plugins" in the back-end 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.



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.



At the top right you will find access to various settings.

Connector settings

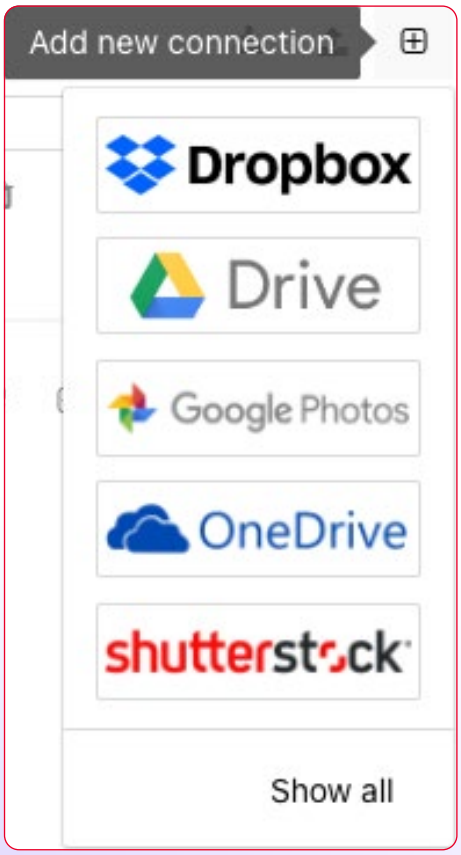
Click on the hamburger menu ☰ at the top right to access various functions. You will find the panel information, the support link, the link to purchase a licence, to change the language or to restart the connector. Under the menu item “Settings” you have also the option of adjusting the interface scaling.

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 we explain the process in detail, Once you have set up your connections, they will appear in CI HUB Connector and you will have full access to them.

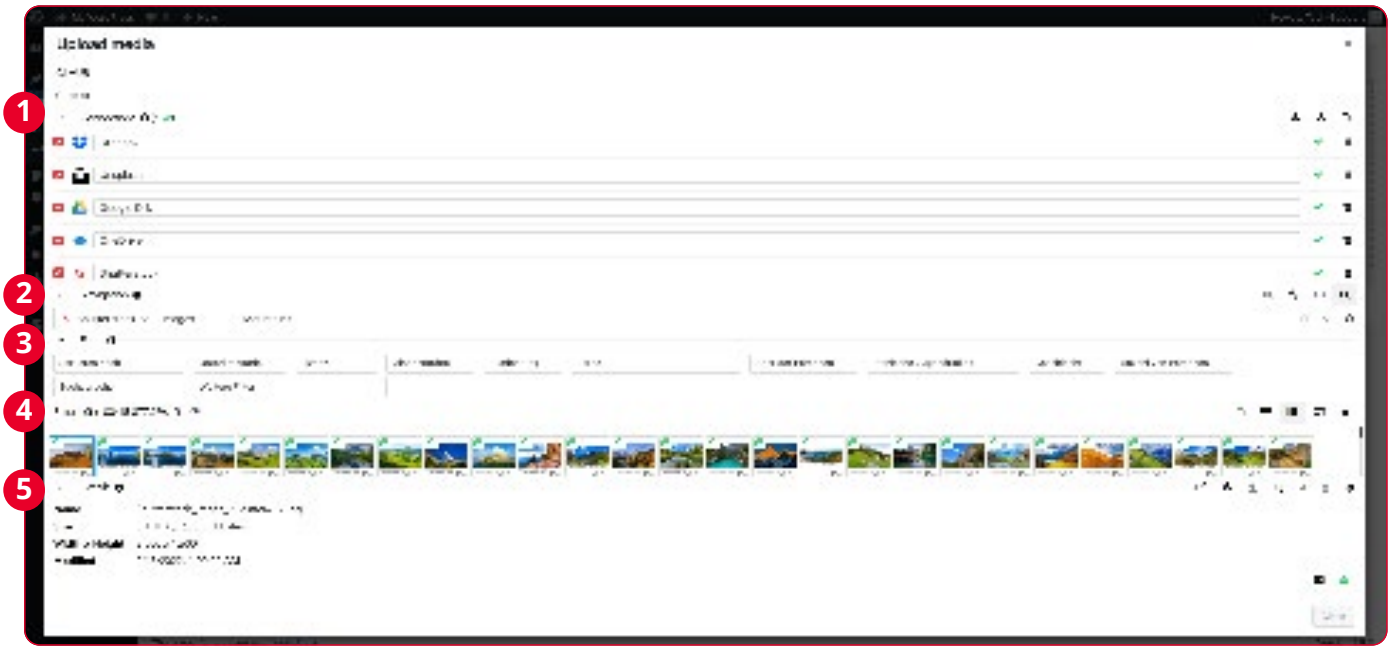
Navigate CI HUB Connector for WordPress

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



Set up your connections with CI HUB Connector.

programs, for example, you know how to use it in WordPress. The first toggle you will find is “Connections” 1. Here you have an overview of all your connected systems and cloud storage. Below this you will find the “Navigation” 2 with the help of



Quick overview over the CI HUB Connector for WordPress.

which you can move through the structure of your service. The next toggle is the “Filters” 3. Here 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):

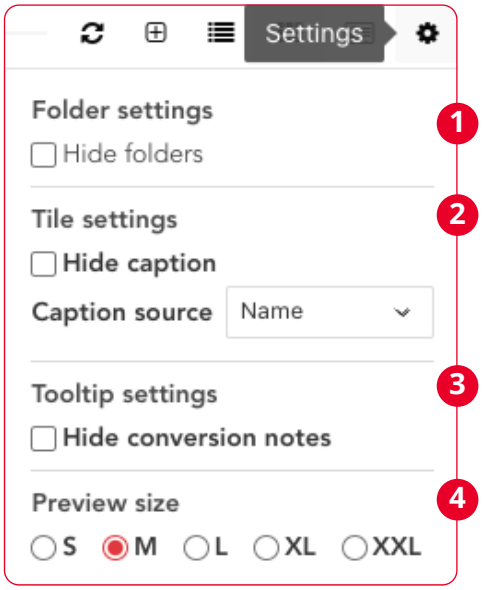


Bin: Delete the folder you are currently in. This only works if the folder is empty.
Add folder: Creates a new folder in your directory
Similarity search: Search for images with similar content for a selected asset in a connected stock system (e.g. Adobe Stock).
Links: Here you can see an overview of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



Settings for the Detail pane.

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 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.
Settings: Here you can show the display categories and also remove them again.

Add and remove columns.

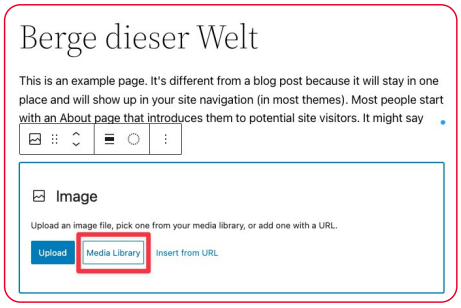


Working with assets in WordPress

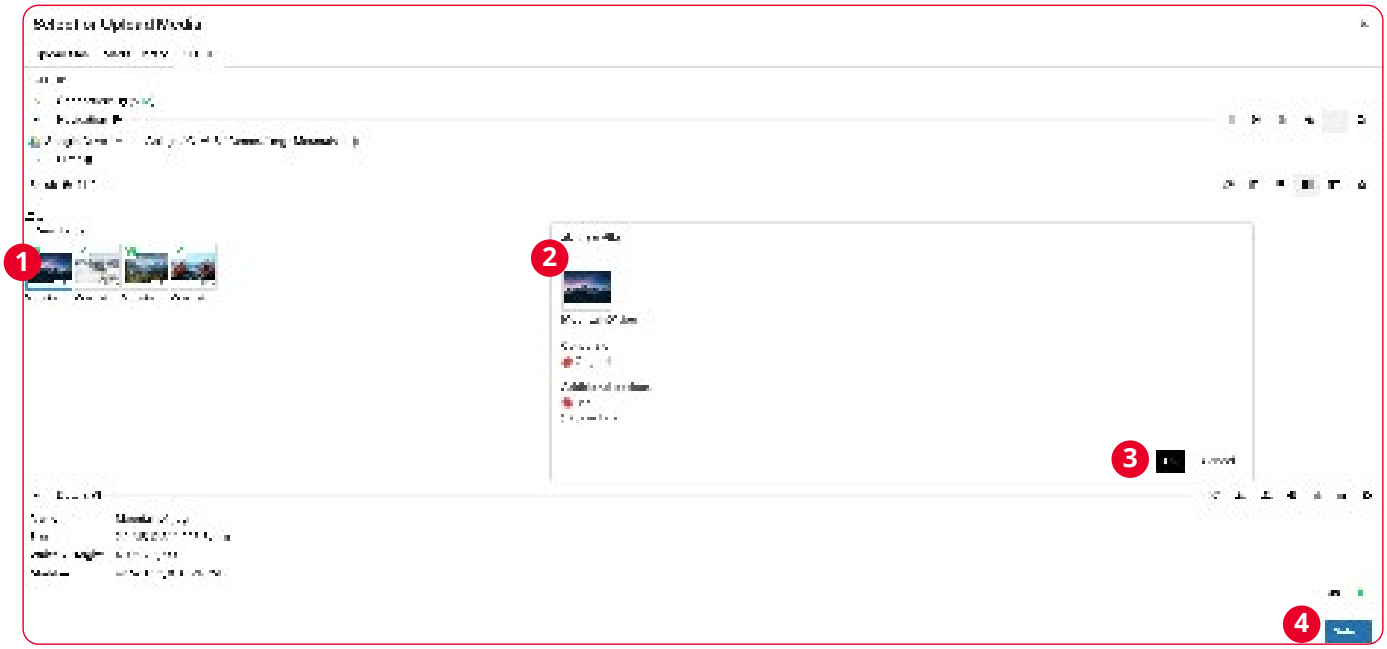
Now that you have had a brief overview of the CI HUB Connector for WordPress, let's take a look at how to work with it.

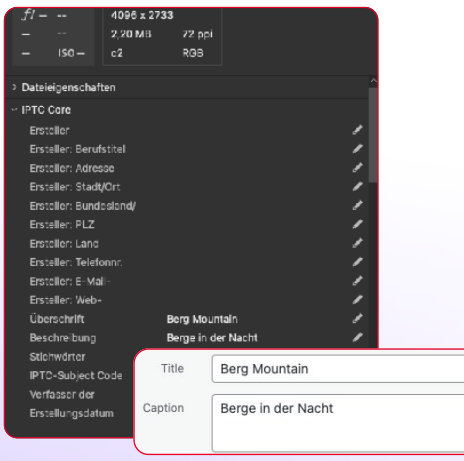
Add an Asset to WordPress

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. Select it 1 and then click on “Use file” 2. In the dialogue that opens, enter the Rendition (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. 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.



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





Metadata is also applied immediately.

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 Foreigen key 7. The metadata depends on the target system, which is why there can be more or less Custom fields.

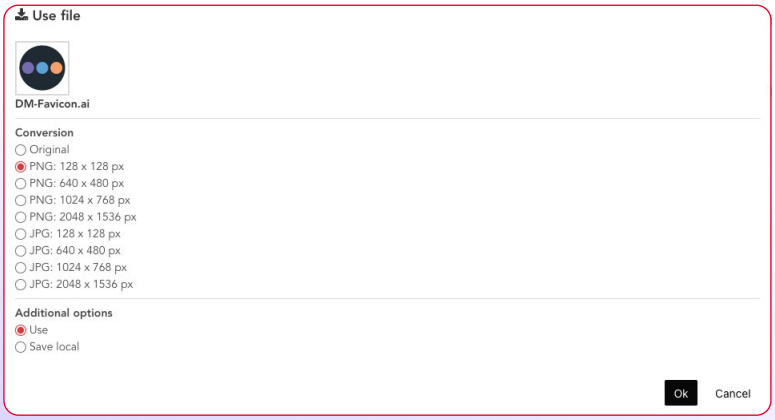
Add vector data to WordPress

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 “Renditions”. Renditions 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 Dropbox). 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.

What is the “Foreign key”?

This is the ID that uniquely identifies the asset in the target system (e.g. Dropbox).

Use Renditions to place vector files directly in WordPress.



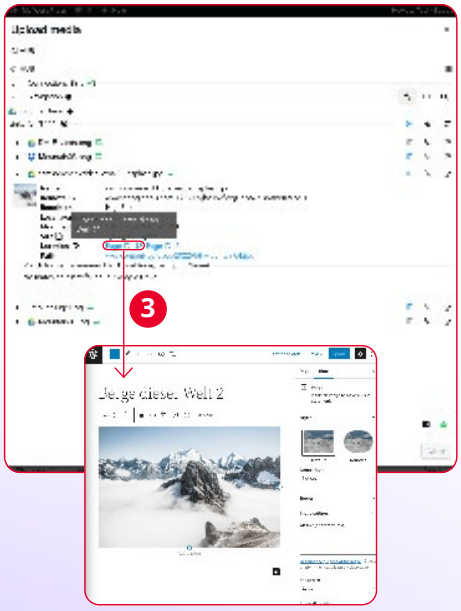
The Check panel for WordPress

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. 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 1.

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



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

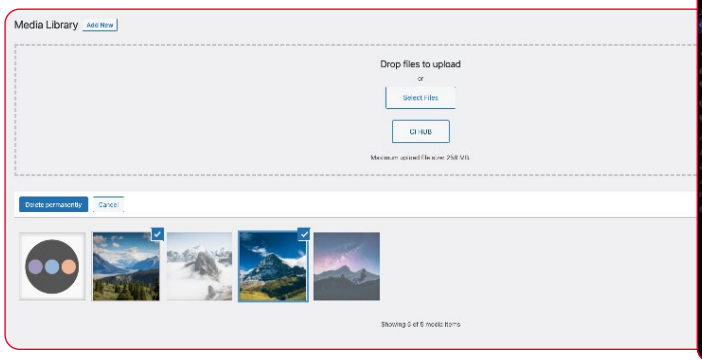
A really cool feature of the CI HUB Connector for WordPress is that in the Check panel you can see in which pages and posts your assets are placed and even how often they are used 2. Simply hover over an entry under „Location” to see where the asset is linked. Click on the link and you will jump directly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

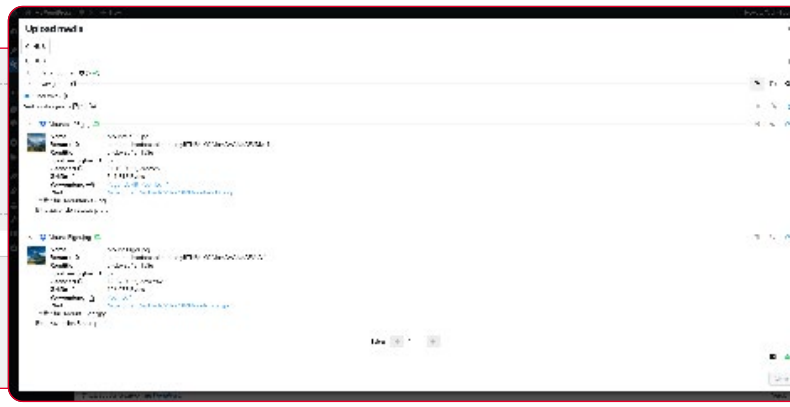
The Check panel also gives you further details about the assets which you won't find in WordPress. You can see the name of the asset, the remote ID as well as the rendition (Rendition). You can see the modification date, the asset size, in which posts you can find the asset and the path where the asset is located in WordPress.



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

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 preselect 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.

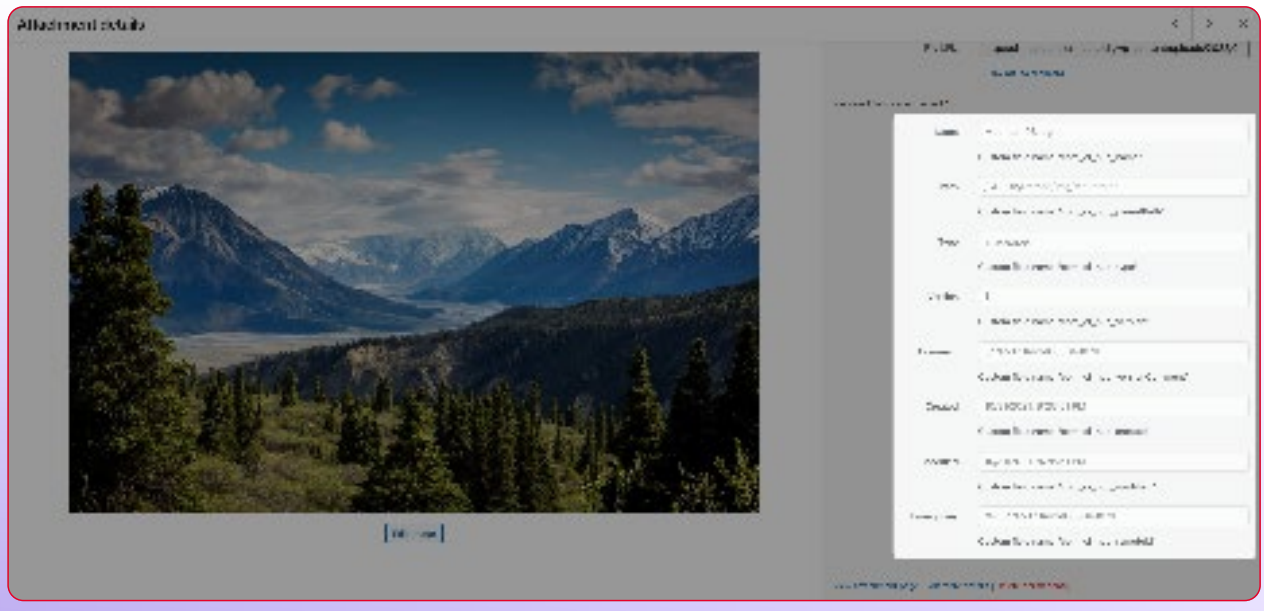




Place metadata via shortcodes

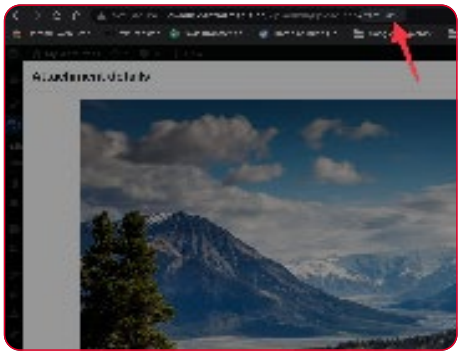
The CI HUB Connector offers the possibility to access and display metadata using the CI HUB metadata shortcode. This also works with the CI HUB Connector for WordPress. You just need the ID of an attachment and then you can work with any metadata fields. You can find the custom field names in the details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

You can check your Assets custom fields in the media library.



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. 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.



Find the Post ID in the URL of the Post.

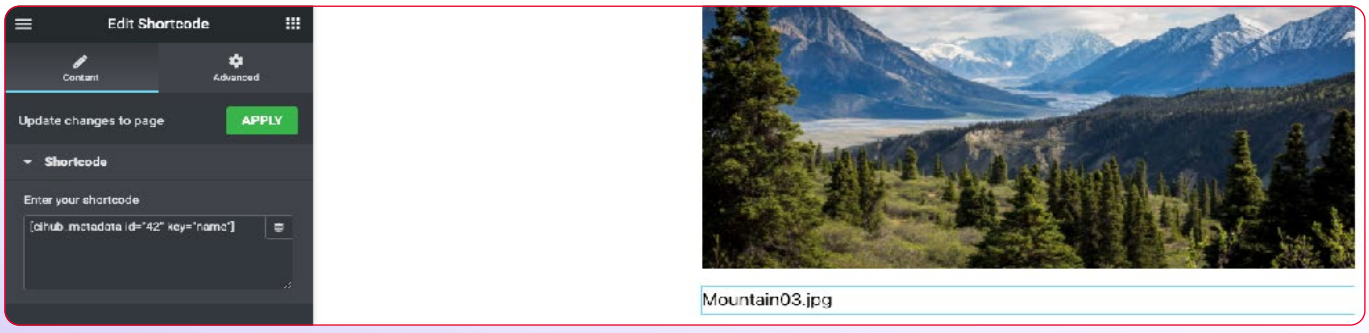
Creating a shortcode

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”]

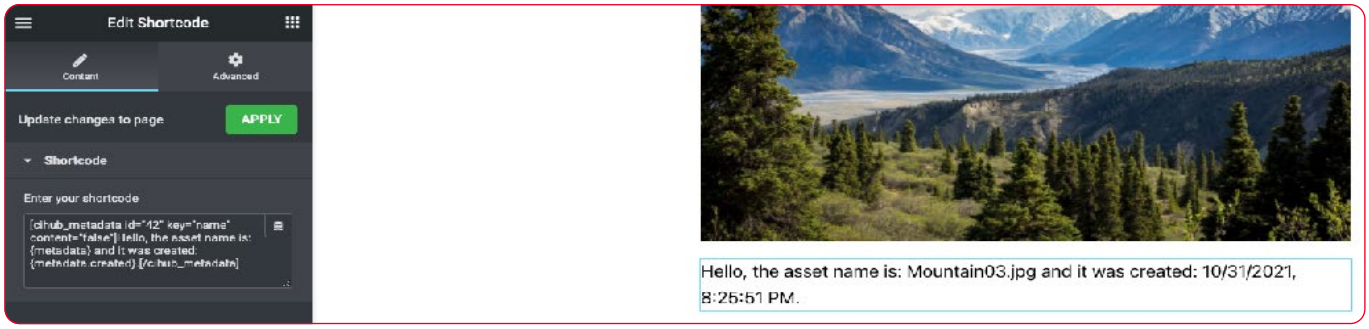


You will now receive direct feedback from Elementor that it needs the name of the metadata field. In the example, the picture name is to be used. Add this as follows:
[cihub_metadata id=”42” key=”name”]



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]



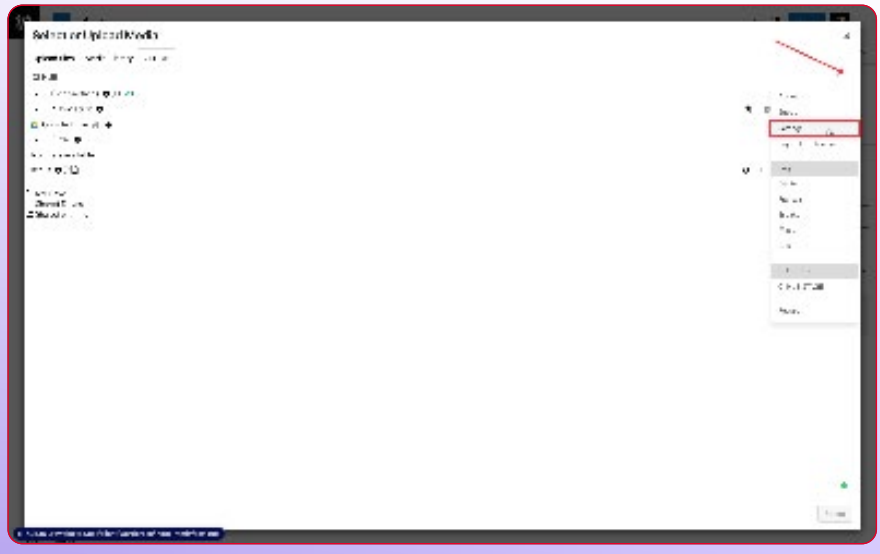
You can read the details for using the shortcode and actions on the plugin page in the WordPress Store.

Alt text mapping

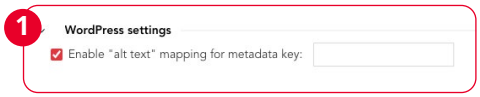
If one is concerned about accessibility on the Internet, it is worth noting that an essential attribute is the alternative description text. This text is easy to read by screen readers and allows visually impaired people to have image content read aloud. A good alt text is best made in advance by an editorial team so that the text is already assigned to the asset when you get it for layout or the web. If you work with WordPress, you can enter the alt text in a separate metadata field. Depending on the number of assets, this can be a considerable effort. This is where the "Alt Text mapping" feature of the CI HUB Connector for WordPress comes in handy. Use it to map the content of a metadata field from your system to a WordPress alt text field.

Enable Alt text mapping

To activate the feature, please go to the 'Media' tab in the Word Press backend and access the CI HUB Connector there. Open the settings by clicking on the hamburger menu in the top right corner.

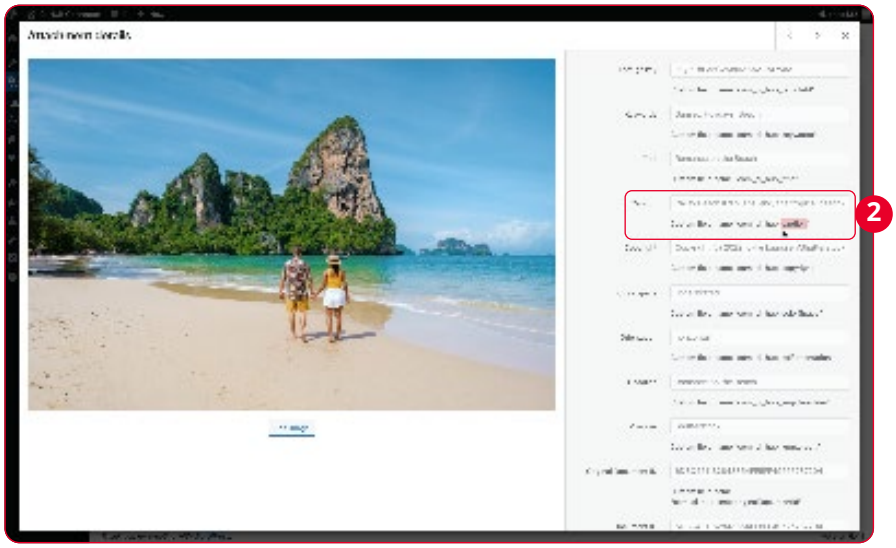


In the settings, you will encounter a checkbox located at the bottom of the page titled “Enable “alt text” mapping for the metadata key.” Enter the custom field name in the following text field after activation 1.



How to find the metadata key

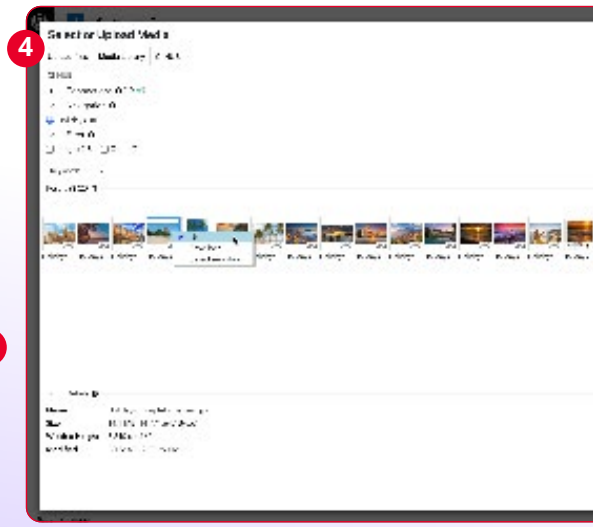
You can either look at the information in your source system or look at a file you put in your media library using the CI HUB Connector for WordPress. If you click on an image, you can see the information about it to the right. If you scroll down a bit, you can see the custom fields for the CI HUB Connector:

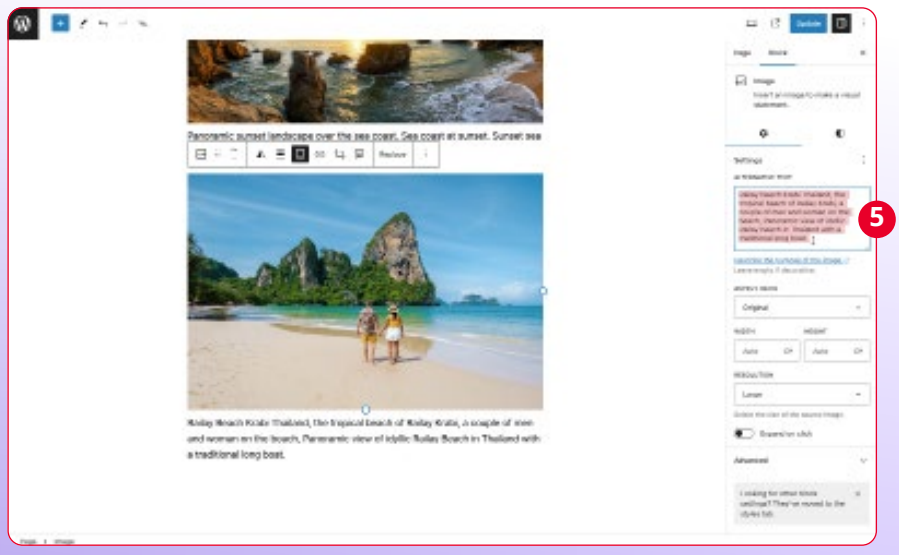


In our case, we want to map the caption field to the WordPress alt text field. To do this, we need the name of the custom field. Its located right under the caption box. We only need the part that comes after ‘com_ci_hub_’: ‘caption.’ 2 This part is entered into the settings 3.



If you now place an asset on a WordPress page via the CI HUB Connector 4, the text from the caption metadata field will be automatically mapped to the alt text field in WordPress 5.





Chapter 12

CI HUB Connector for SharePoint

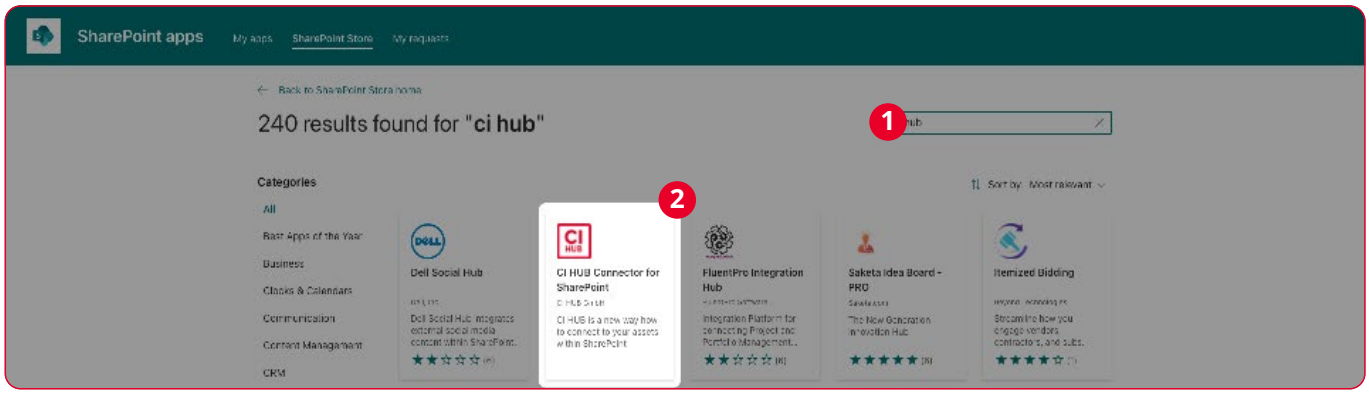
Bring your assets into SharePoint

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.

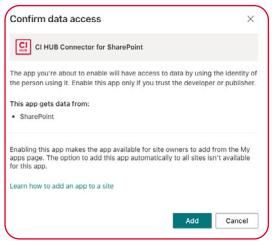
Install the CI HUB Connector for SharePoint

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.

Search and Install the connector via the SharePoint AppStore.



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

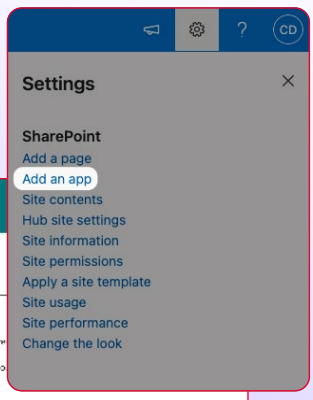


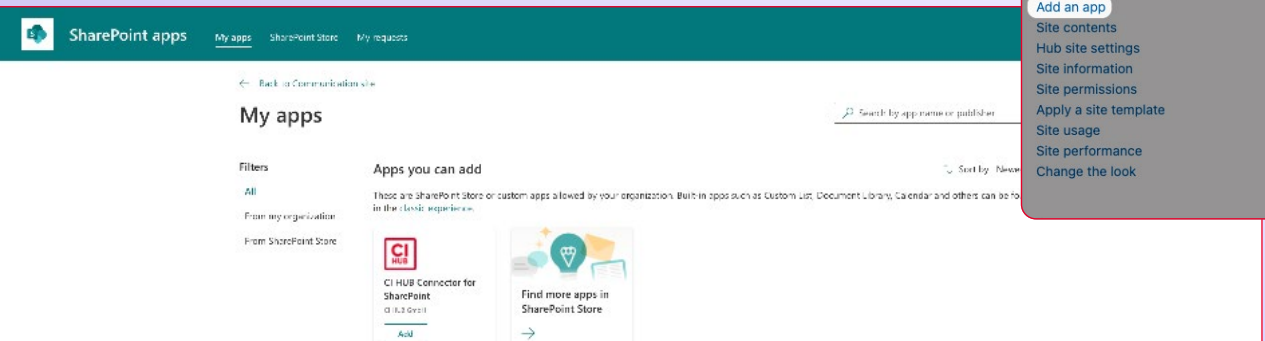
You need to confirm the data access for CI HUB Connector to run.

Add CI HUB Connector to a SharePoint website

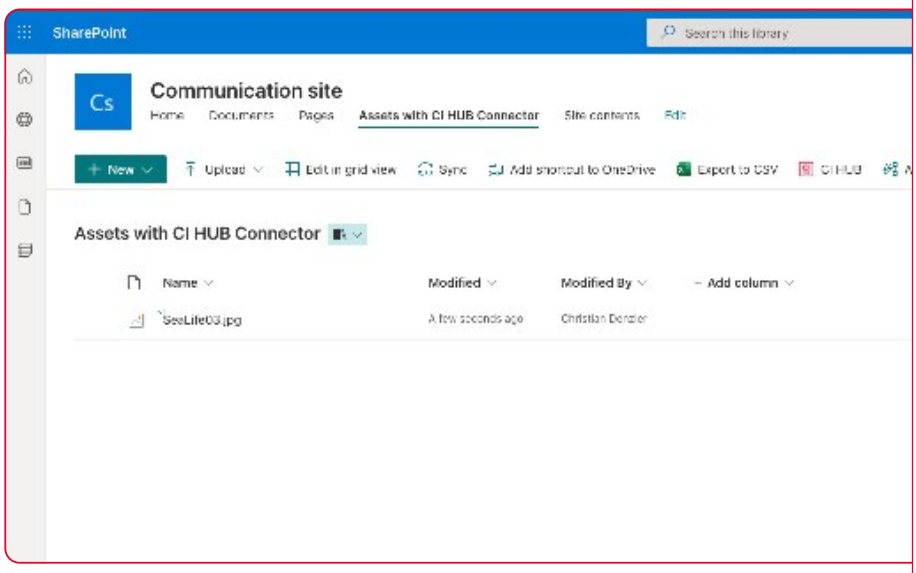
Now you have installed the CI HUB Connector in your SharePoint tenant. If you want to use the connector on a SharePoint website, you have to add it for that particular website. To do this, click on the cogwheel at the top right of your page and select “Add an app”. After that you can choose the CI HUB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

Add CI HUB Connector to a SharePoint website.



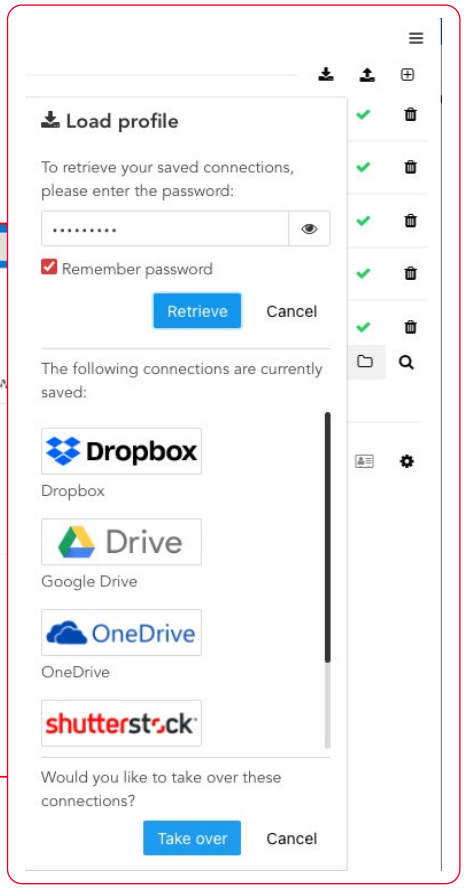


It is important to know that you can activate the Plugin either for one website or for every site in SharePoint.
If you now switch to a document library of your site, you will see a new item in the menu. Click on it to start the CI HUB Connector for SharePoint.

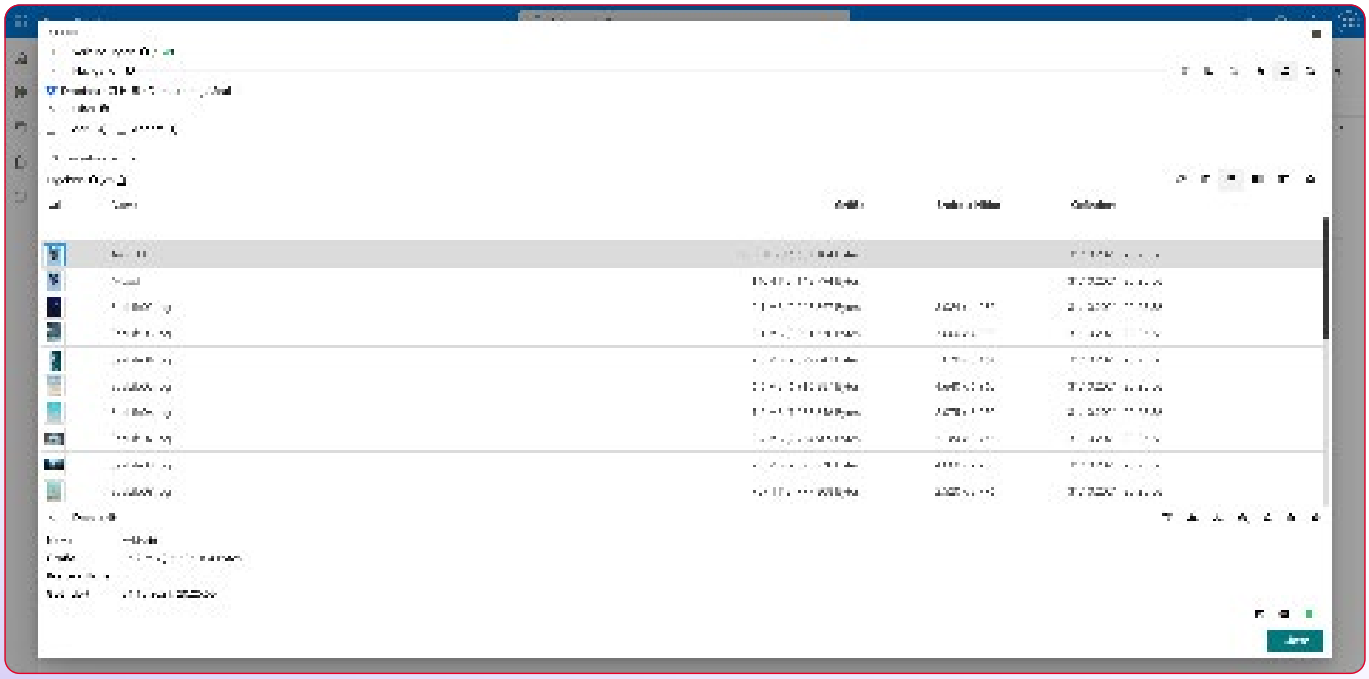


Start using CI HUB Connector for SharePoint

After you have started the CI HUB Connector, the first thing you should do is connect your preferred connections again via “Load profile”. All connections that you have secured with a password are now automatically imported.

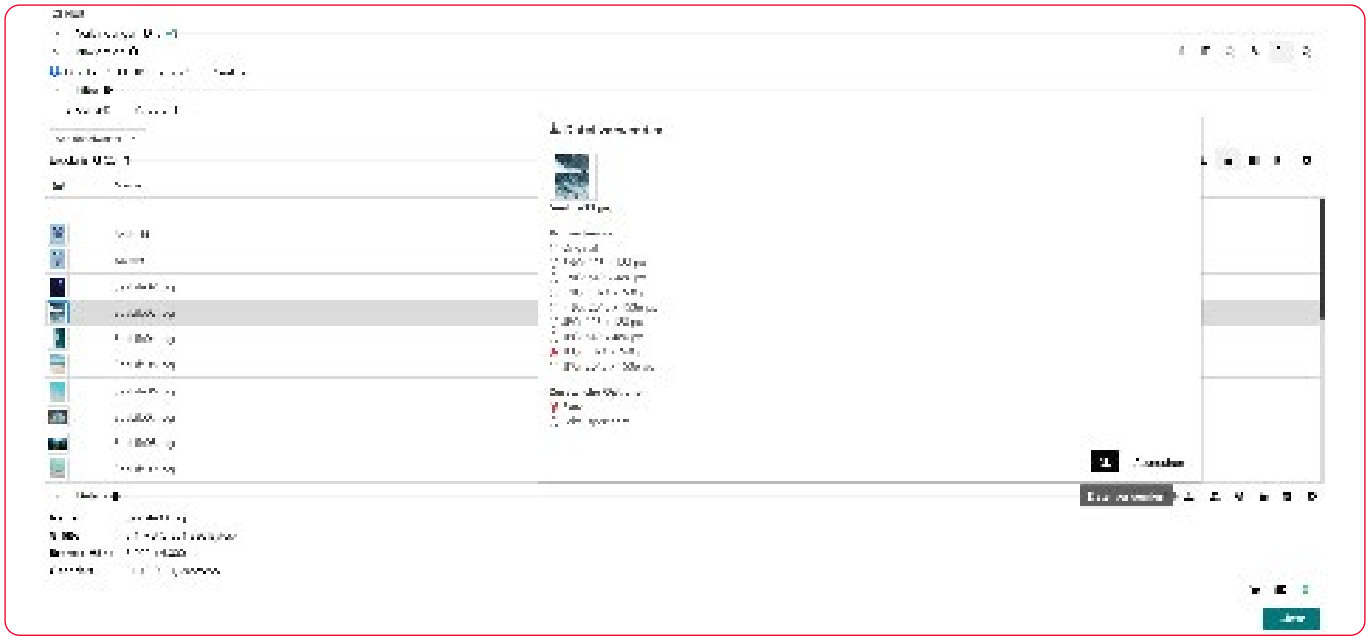


Load all your previously saved connections.



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.



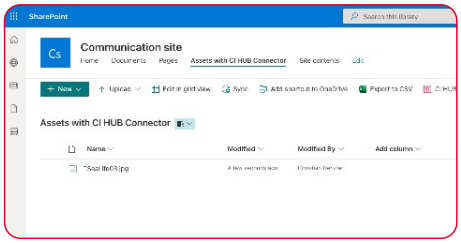
Using the CI HUB Connector in SharePoint

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.



You see your asset now in your Document Library.

The ExCoP in SharePoint

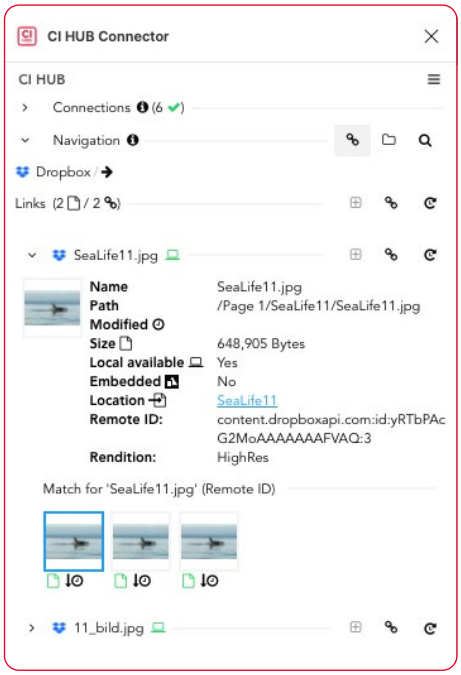
Good news is that the ExCoP is also available in SharePoint. So you can check the status of your assets, upload assets which are available only in SharePoint to your target system and you can see whenever a newer version of the asset is available and relink it. It is important to know that the ExCoP 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 13

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.



In Figma, the ExCoP works the same way as in InDesign.

No ExCoP 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 ExCoP, 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?

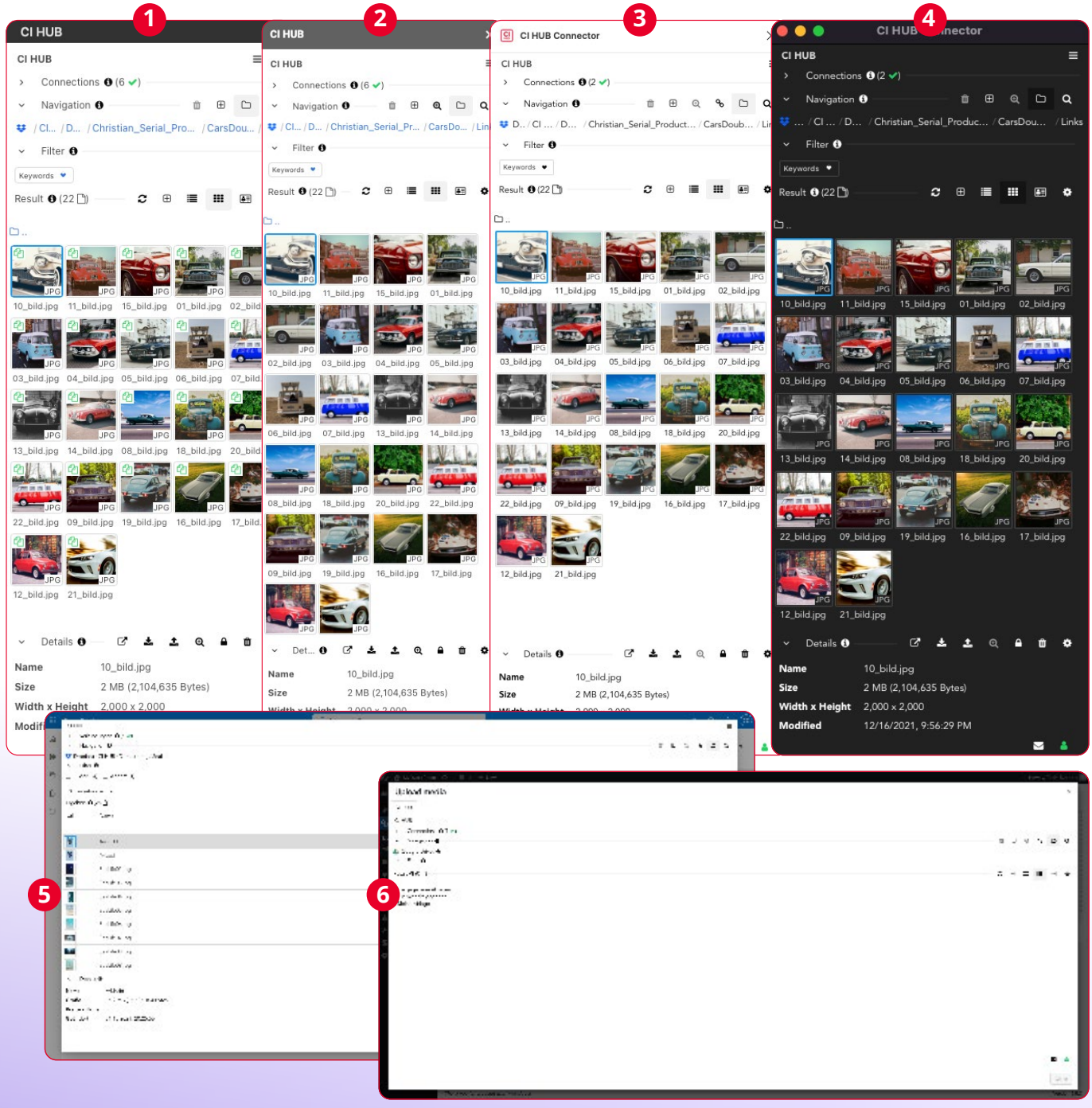
The following file formats can be opened without any problems using the CI HUB Connector:

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



Chapter 14

CI HUB Connector Pro for Microsoft PowerPoint

Windows only

You probably know the situation: All your assets are organised and neatly structured in a DAM system. Now you have to create a pr sentation with various elements stored in the DAM. In most cases, you work with PowerPoint from Microsoft. So what does this mean for your workflow?

TUTORIAL

Time waster number 1: Collecting assets

You start your DAM, search for the data, sort through it, download it and organise the elements locally or on your work server. Then you start your PowerPoint, choose the template you want and start putting the presentation together. Once you're done, you have to re-enter everything into the DAM accordingly. That's no fun.

The full power of the CI HUB Connector in PowerPoint

The CI HUB Connector Pro for Microsoft PowerPoint helps you to unite all your source systems such as Dropbox, Google Drive, Box, One Drive but also various DAM systems in one panel.

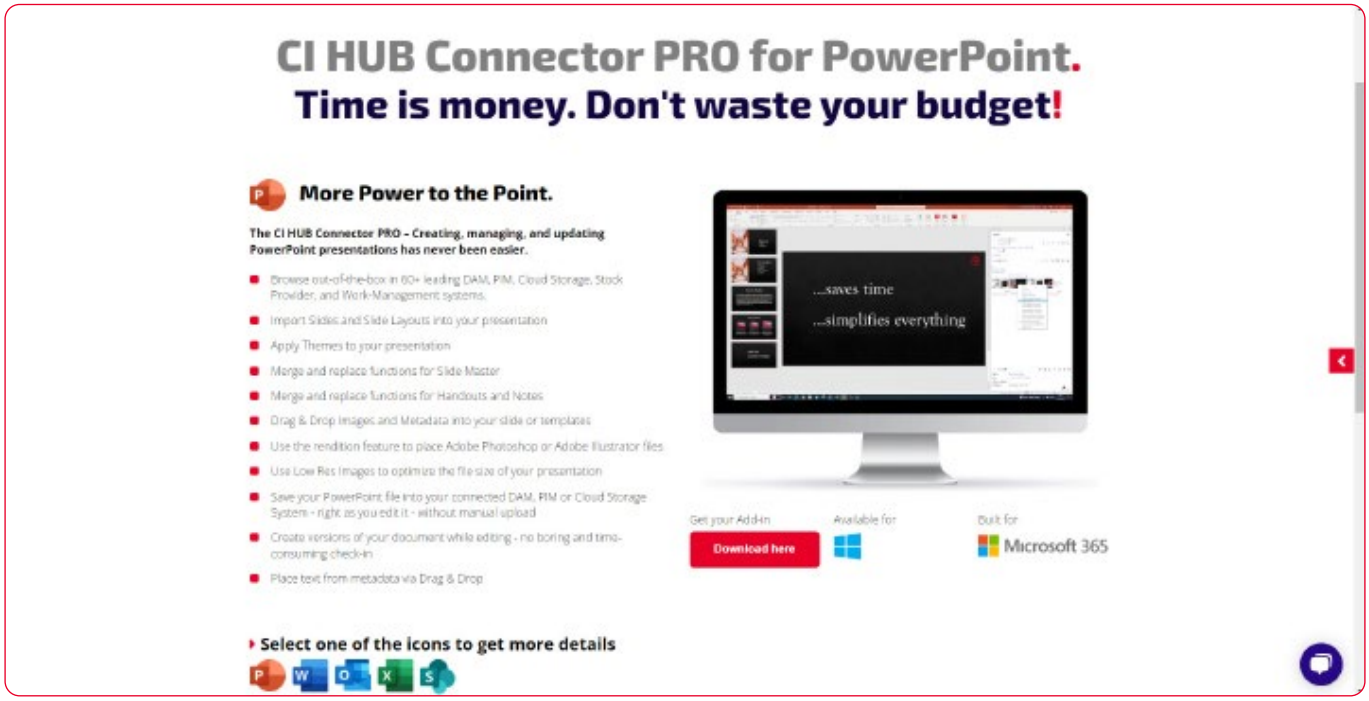
Connect to all your source systems at once.



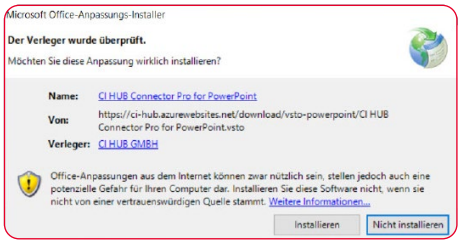
This allows you to focus on creating your presentation rather than searching endlessly for assets. The CI HUB Connector Pro for PowerPoint brings the full power of the CI HUB Connector to your presentation tool and replaces the previous connector.How to install the CI HUB Connector Pro for PowerPoint.

Normally, you install the CI HUB Connector via the Microsoft Plugin Store. You can not get the CI HUB Connector Pro this way. However, you can download the installer directly from the website.

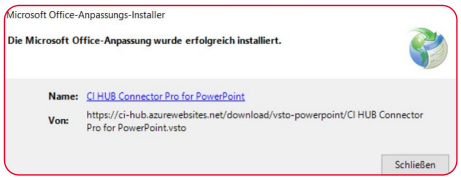
Download the Connector from the website.



After downloading, double-click the **setup.exe** and follow the instructions. After the successful installation, you will see the CI HUB icon in your PowerPoint. Now connect it to your source systems as shown in Chapter 2.



Download the Connector and install it.



All the features you know and love

The CI HUB Connector Pro for PowerPoint brings you all the features you allready know from the CI HUB Connector for InDesign such as "Similarity Search" or the "ExCoP".

Furthermore, it supports a wide range of file formats.

Supported file types

Document: pptx, pptm, ppt, potx, potm, pot, ppsx, ppsm, pps, odp **Image:** emf, wmf, jpg, jpeg, jfif, jpe, png, bmp, dib, rle, gif, emz, wmz, tif, tiff, svg, ico, webp **Audio:** adts, adt, aac, aif, aifc, aiff, au, snd, flac, mid, midi, rmi, mka, mp3, mp2, m3u, m4a, wav, wma, wax, amr, asf **Video:** asf, asx, wpl, wm, wmx, wmd, wmz, dvr-ms, avi, mk3d, mkv, mov, mp4, m4v, mp4v, 3gp, 3gpp, 3g2, 3gp2, mpeg, mpg, mpe, m1v, m2v, mod, mpv2, mp2v, mpa, m2ts, m2t, mts, ts, tts, wmv, wvx, aac, adt, adts, dat, ivf, m4a **Text**: txt

CI HUB Connector Pro cannot be installed

If you are working on a managed computer or on a device with increased security (Microsoft Defender), it may happen that you cannot install the “setup.exe”. Instead you get the following message:



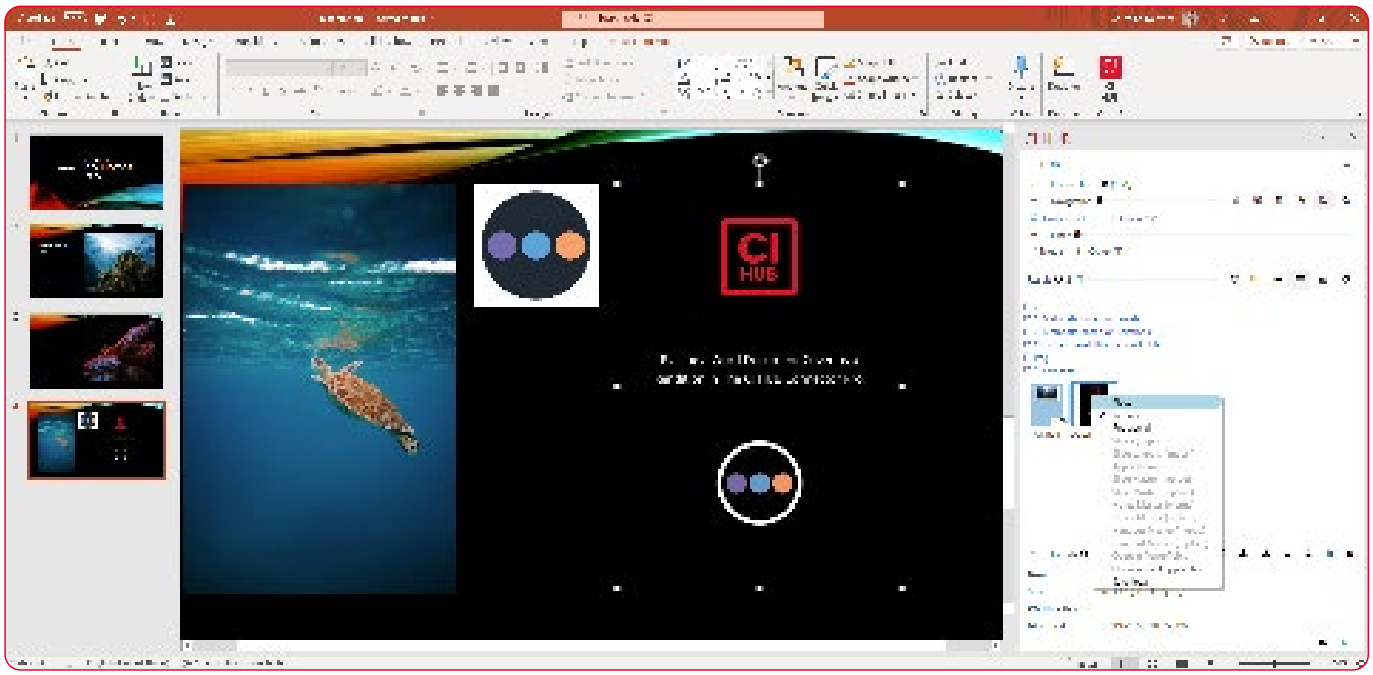
A too strong security setting can lead to the following message: «The computer was protected by Windows».

To install the CI HUB Connector, click on “More information” 1 and then select “Run anyway”. Now that we have had a brief overview of the CI HUB Connector Pro for PowerPoint, let's take a closer look at the features.

Place your assets and select different renditions

The CI HUB Connector Pro also supports the placement of high-resolution images or vector graphics as low-res PNG or JPEG files. This speeds up the workflow and reduces the data volume of your PowerPoint.

Use the «Place» function to fill your PowerPoint.



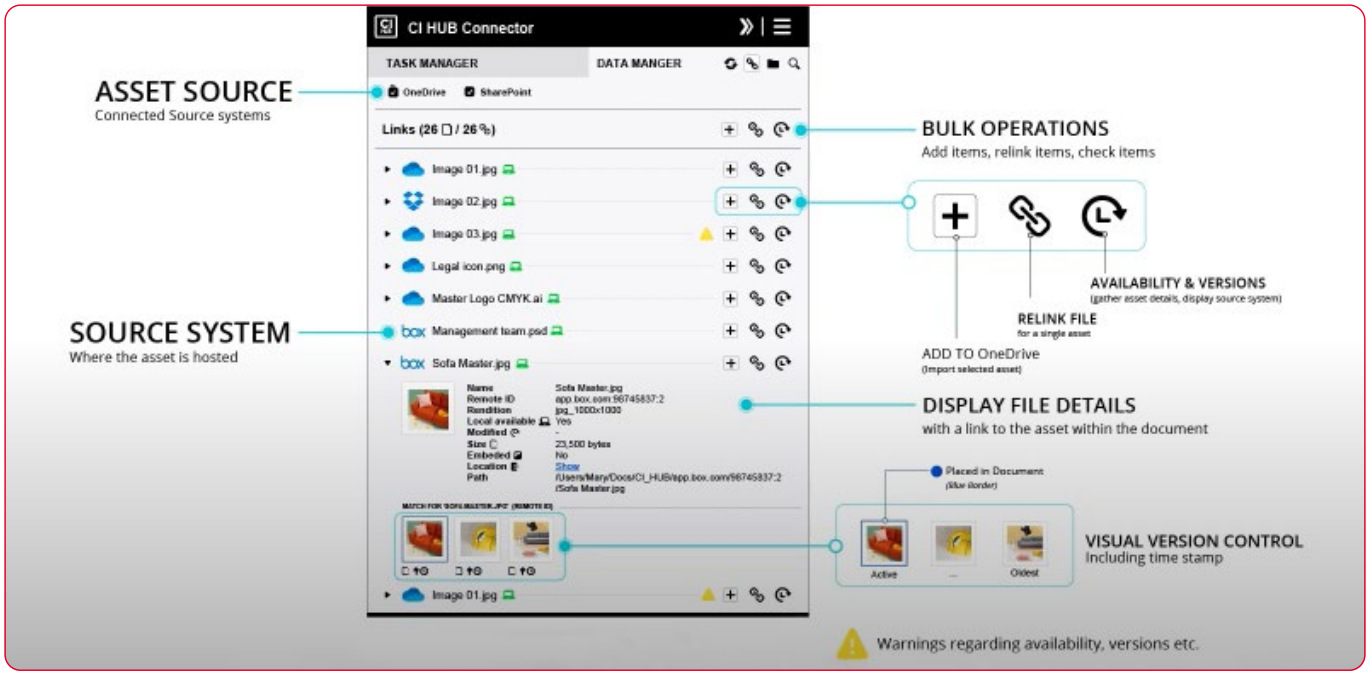
The CI HUB Connector's ExCoP

One of the most powerful features of the CI HUB Connector for InDesign is the "ExCoP" feature. This function has also made it into PowerPoint. This means that you now get a complete summary of all your assets and their statuses in PowerPoint. This will give you full control over all assets. This feature is very helpfull in the context of asset handling in PowerPoint, because: **Each image remains linked to the source system.** This means that you will be informed if:

- an image in the source system has been changed
- an image no longer exists in the source system
- the source system has multiple versions of the same image

If you have placed older, allready existing images in PowerPoint, they will also be displayed and you have the following options:

- Start a search in the source system for the corresponding image and replace it with the latest version



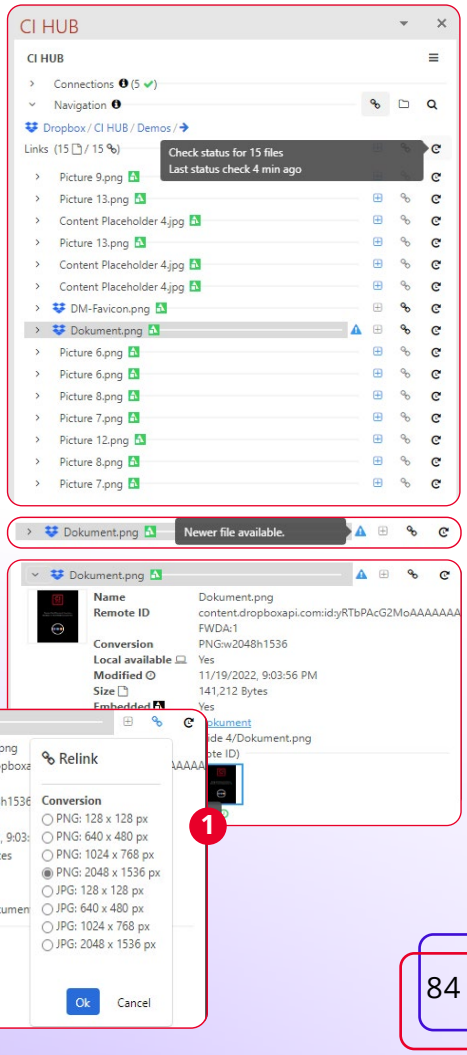
Overview of all Smart Liking features in the CI HUB Connector Pro.

Experienced CI HUB Connector users know this panel well.

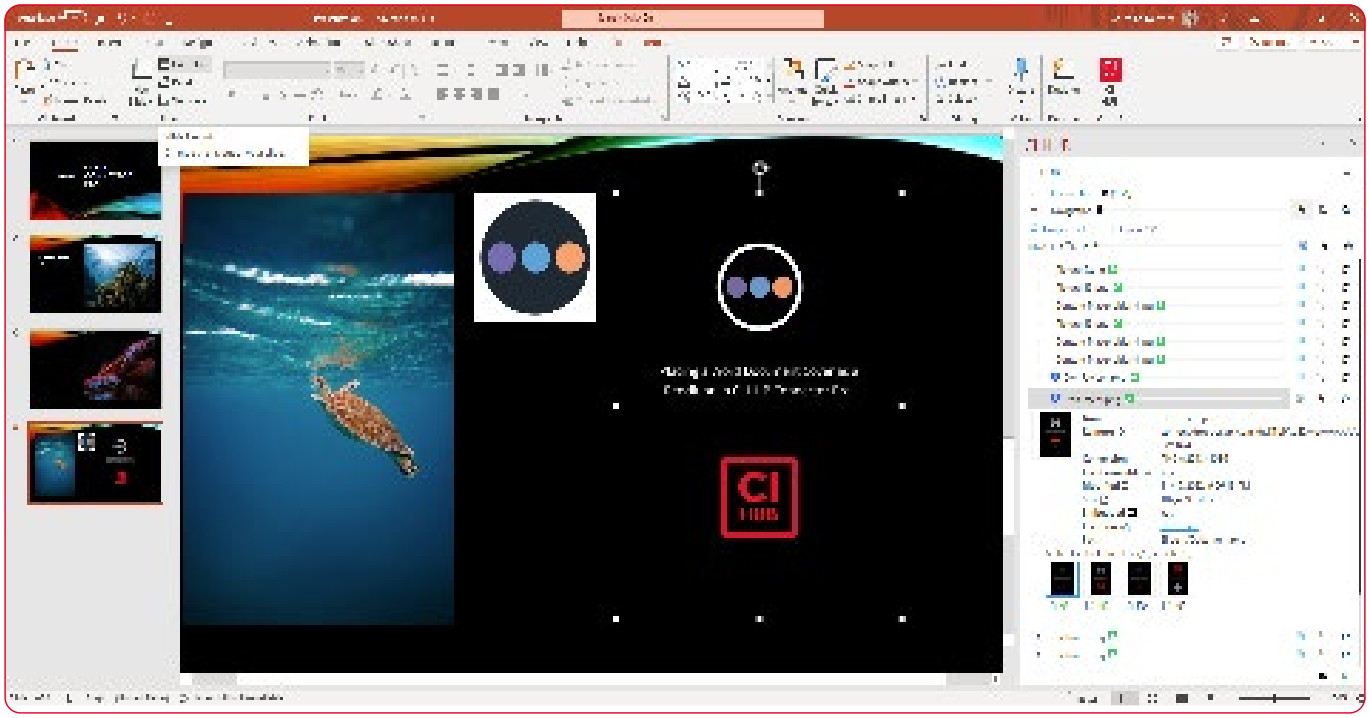
– Trigger a fully automated process that uploads the image from the PowerPoint to your source system and links it back again into your PowerPoint presentation afterwards

Let's take a quick look on how the ExCoP works

Click on the link icon in the menu above to open the ExCoP. Then click on the Bulk option and update all linked assets. The CI HUB Connector Pro for PowerPoint now checks the assets in the source systems for actuality, versioning, etc. After that you get updated information from the system where the assets are stored. If you click on one of these assets, you will get the detailed view. Here you can see not only the name but also, for instance, where the asset has been placed in PowerPoint. The tool tip shows you that a newer version is available in the source system and you can see previews of this versions 1.
In the thumbnails you can see that there is an older version of the asset (blue) and a newer green version in the source system. To re-link it, select the current asset and click the link icon. Now select the rendition you wish to use to position the asset. The ExCoP function now checks all assets and updates them to the green one throughout the document. This way you can easily check the links and update them if necessary.



You can read about the ExCoP in detail in Chapter 5.



The more recent asset is loaded into the PowerPoint and updates each corresponding instance.

How to work with Decks in the CI HUB Connector Pro

The CI HUB Connector is the perfect tool to manage and organise your assets. The CI HUB Connector Pro for PowerPoint brings this power to full potential. In this part you will learn how to use the CI HUB Connector and a cloud storage to build a repository for your PowerPoint decks, slides and master files. To save decks directly from PowerPoint to the source system, simply click on the “Add file” button:



In the following dialogue, select the option “active PowerPoint document” under “Files from” and select the name of the currently opened document in the drop-down window. If desired, you can give it a new name. Just use the “File name” field to do so. Yes it really is that simpel.

How to add Slides to an existing document

If you already have an existing presentation you are working on and you want to insert a few additional slides, this is also no problem with the CI HUB Connector Pro. Simply navigate to the folder where you have saved individual slides for later use as a PowerPoint document, select the desired file and right-click on it. Then select the function “Slides (import)” and wait until the

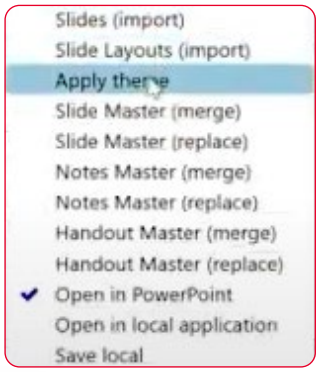


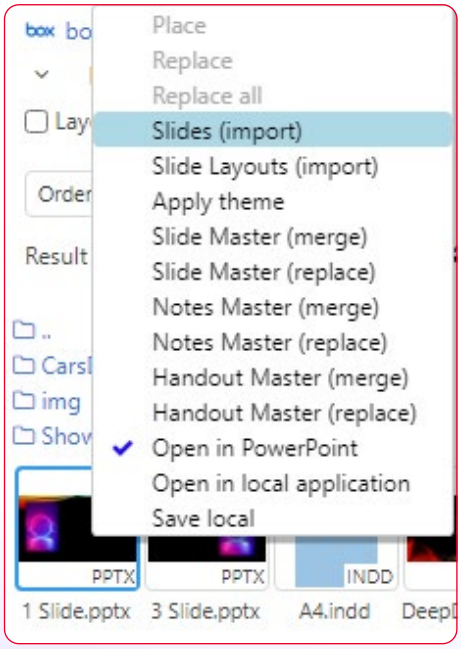
Use the CI HUB Connector Pro to upload your PowerPoint templates directly into the source system.

slide is added to your current document. This way you can add as many slides as you want.
If there are several slides in a document, they are all added to your document by the CI HUB Connector Pro.

How to Assign Themes to a PowerPoint

If you have an empty PowerPoint document open and want to give it the look of a document you have already created, you can also do this very easily. Simply select the corresponding PowerPoint in the CI HUB Connector Pro, right-click on it and choose “Apply theme” from the context menu. Using the same principle, you can of course also adapt empty master slides to existing ones or you can merge two Master files together. Here it is important to know that if both files have identical elements, these are also duplicated in the merged document.

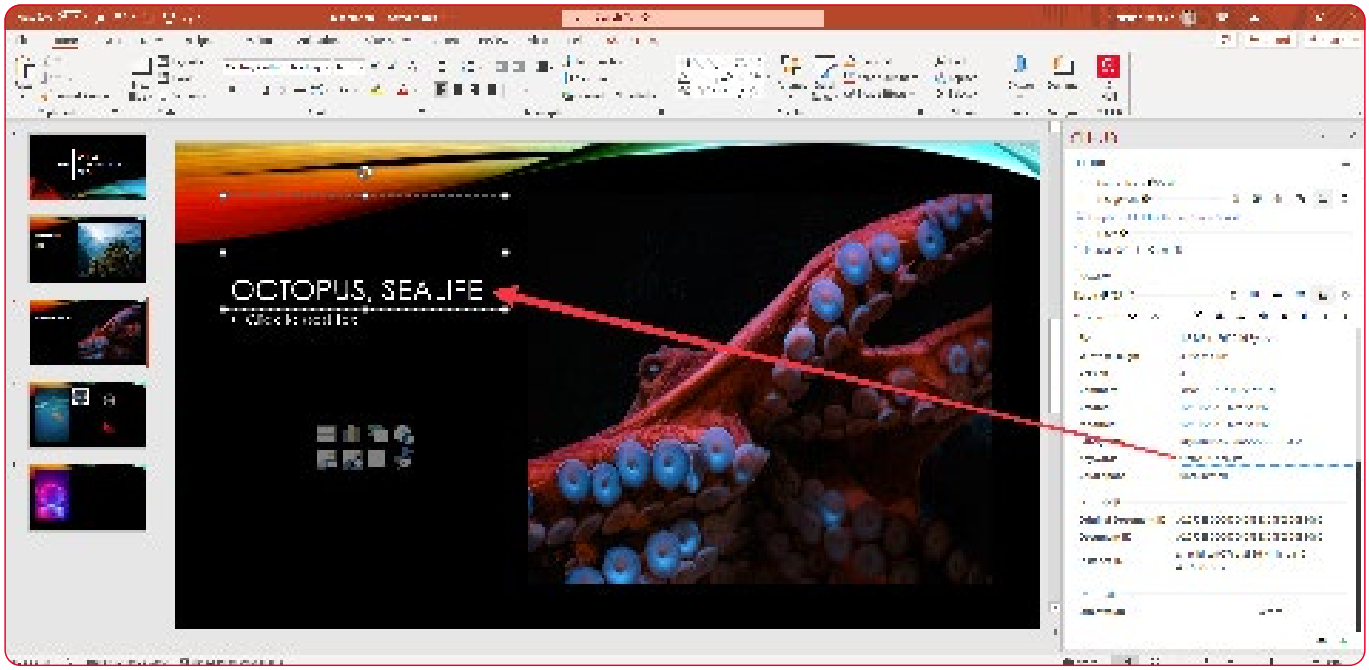




Add individual slides to your PowerPoint with just a few clicks.

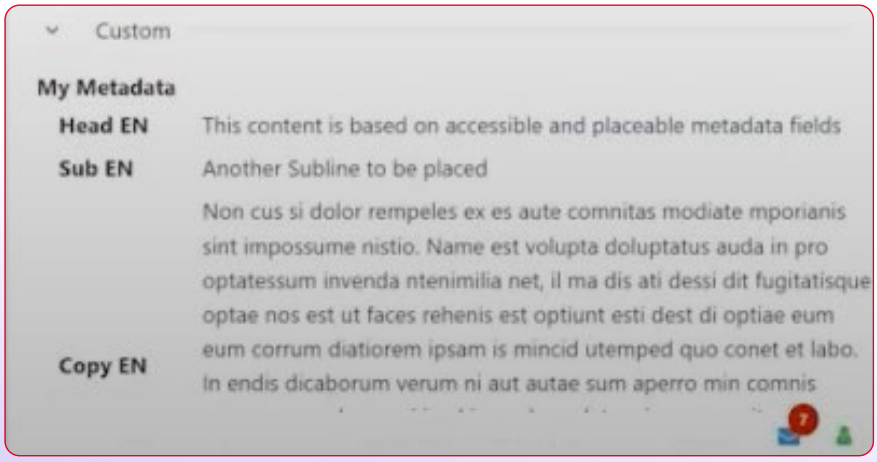
Working with metadata and the CI HUB Connector Pro

Working with metadata is easy in CI HUB Connector Pro. You can use a wide range of metadata formats such as XMP, IPTC or EXIF. This is usefull for “attaching” copyright texts or product information directly to a corresponding image and simply drag and drop the desired information into the corresponding text frame or directly onto a slide.



Access the metadata from your DAM system.

The CI HUB Connector Pro for PowerPoint supports custom and multilingual metadata fields as well.



The CI HUB Connector Pro supports custom-metadata also.

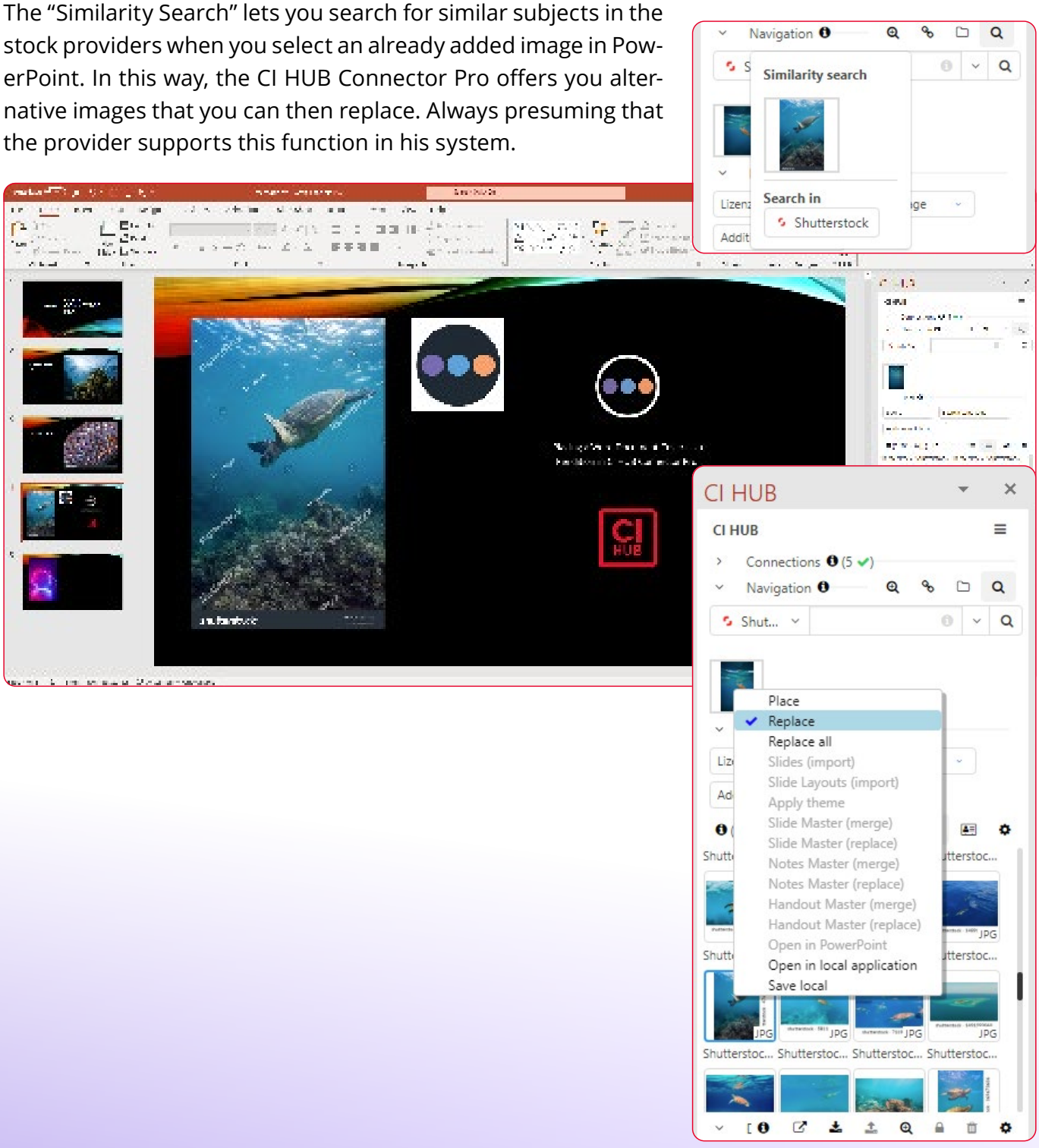
Working with Stock Provider...

The CI HUB Connector Pro also connects you with ease to various providers of stock images. For instance Unsplash, Shutterstock, Adobe Stock and iStock. This provides you with access to huge image libraries.

...and Similarity Search

The “Similarity Search” lets you search for similar subjects in the stock providers when you select an already added image in PowerPoint. In this way, the CI HUB Connector Pro offers you alternative images that you can then replace. Always presuming that the provider supports this function in his system.

Find similar images in a variety of stock providers.



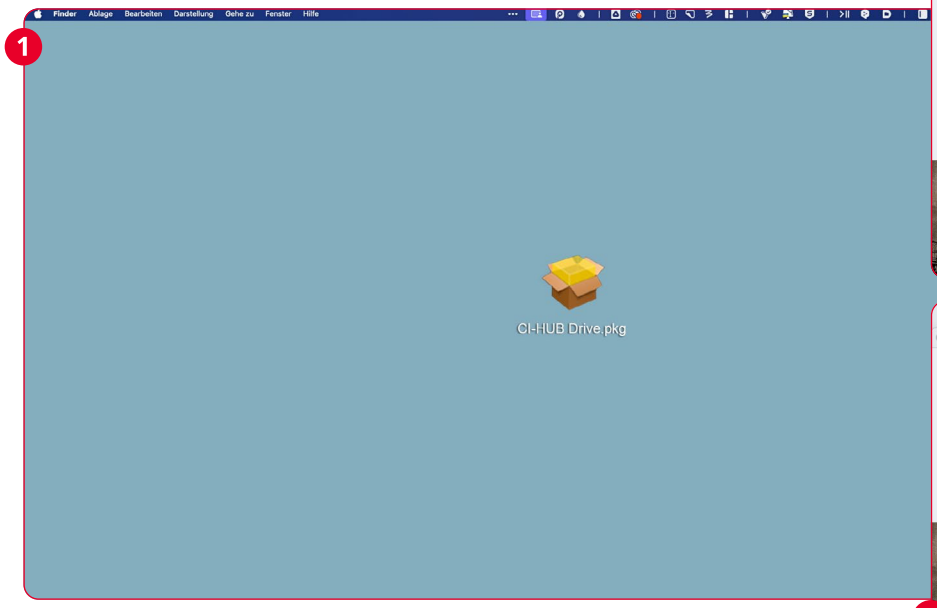
Chapter 15.1

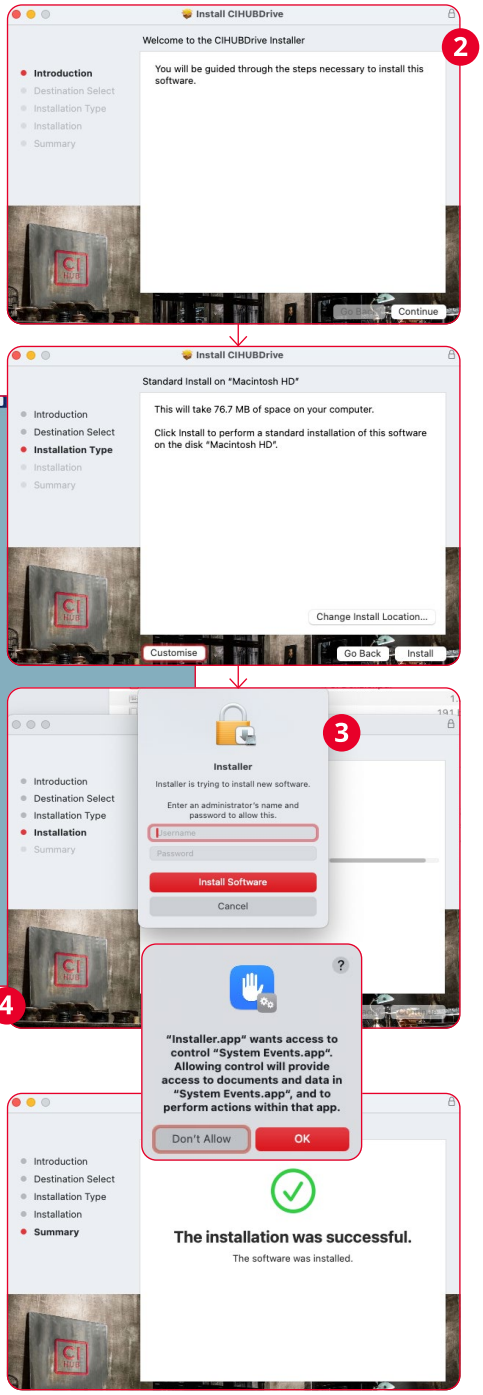
CI HUB Drive for Mac

v1.44 (26)

The CI HUB Connector Family provides direct and fast access to all your assets in the systems you use. This saves you a lot of time. It is easy to add and remove assets from your systems with a few clicks. But it would be even easier to manage your assets directly in your Finder (Mac) or Explorer (Windows) just like you do with your various cloud services, such as Google Drive or Dropbox. Here's where the CI HUB Drive comes into play.

How to install the CI HUB Drive

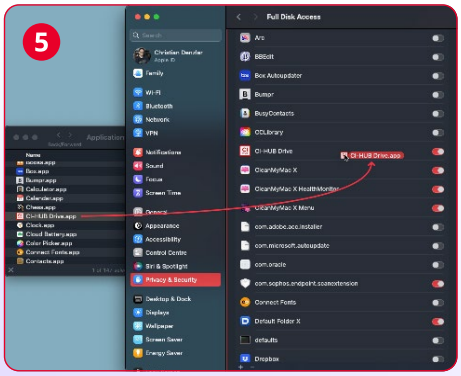




Please obtain the macOS X installer from the CI HUB Website and commence the installation of the CI HUB Drive by double-clicking on it 1. The installation process will start on your Mac. You will now be guided through the installation process by the installation software 2. Follow the instructions. If you're not an administrator, you'll need to give your permissions 3. According to the macOS version, you may receive a security warning regarding access rights 4. Confirm this to complete the installation.

Full Disk Access 5

In order to guarantee the proper functioning of the CI HUB Drive, it is advisable to grant it full access to the hard disk. You can accomplish this by dragging the application from the application folder to "Full Disk Access". You must also be logged in as an admin. Full-disk access can be found in the system preferences under "Privacy & Security".



Getting started with the CI HUB Drive

The CI HUB Drive works like a state-of-the-art cloud service. After you have installed it you will find the CI HUB Drive in your Applications:

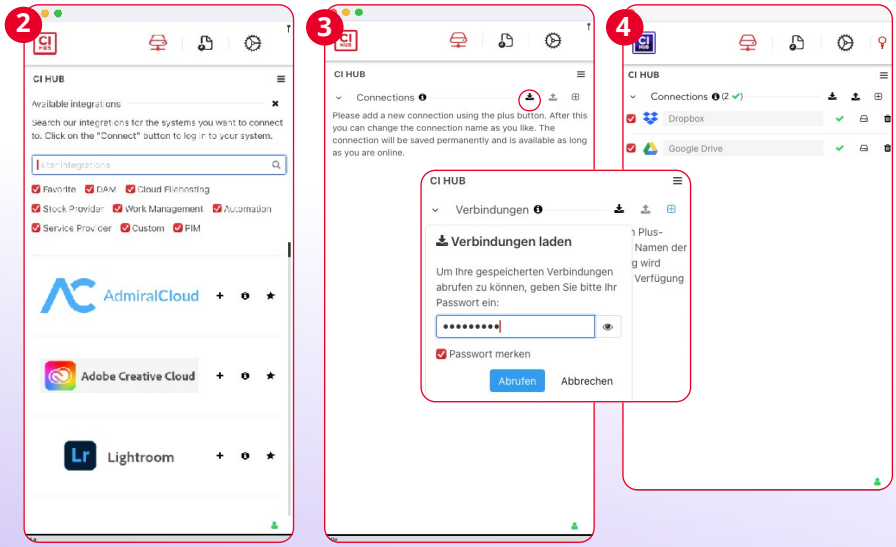


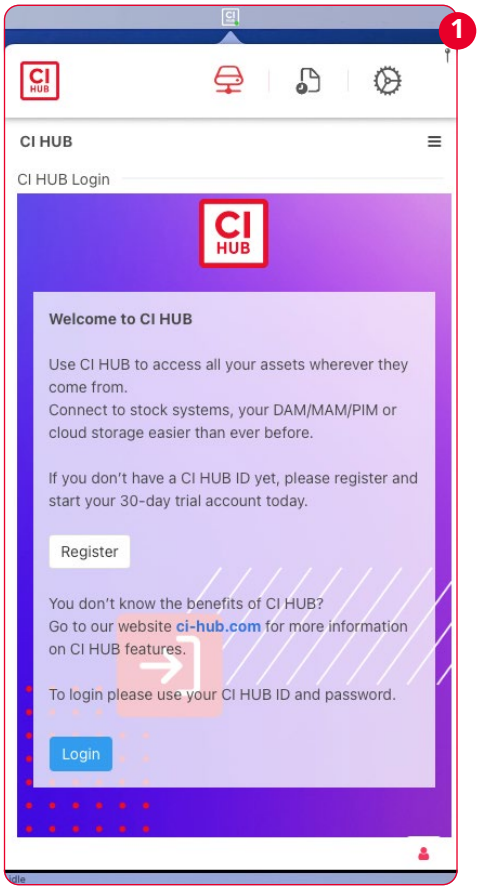
You can open the drive by clicking on it. It will appear in the menu bar 1. First, sign in with your CI HUB ID or register if youre a new user.

You can now add new services 2 or load services you have already secured with a password 3. You then get the usual overview of your connected services 4.

The various tabs explained

You will find four tabs in the CI HUB Drive app: CI HUB, Activity and Settings.

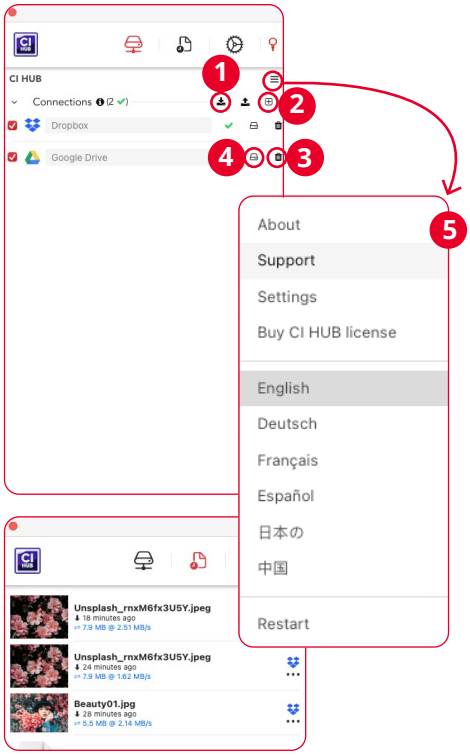




Important to know

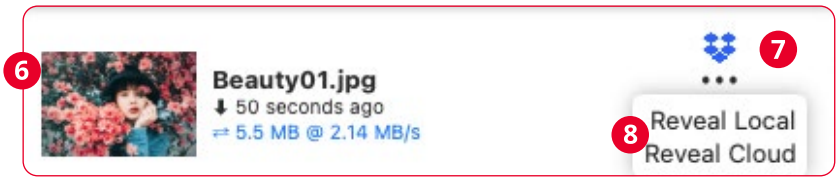
Both the CI HUB Connector and CI HUB Drive are independent products. It is possible that not all services that are connected via the Connector are also supported in the Drive, for this reason.

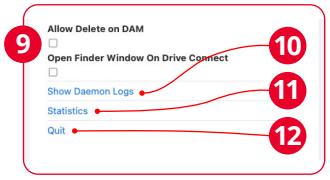
Drive: The Drive tab shows the connections you have already made. You can access saved connections 1, create new ones 2, or remove ones already existing 3. If you select the Harddrive icon, the Integration will be launched in a Finder Window 4. You can also use the familiar hamburger menu to pick up additional options 5, such as support, the CI HUB Connector settings or the Connector language. If you need to, you can restart the connector here too. This restart only resets the CI HUB Connector, not the CI HUB Drive.



Activity: The Activity section keeps track of everything happening in the linked systems. Activities monitors when things are copied, moved, changed, and more. This allows you to see what is happening in your systems and which assets have been used. But the Activity tab offers even more. You can open your file by clicking on the thumbnail in the image editing software you've got set up on your computer.

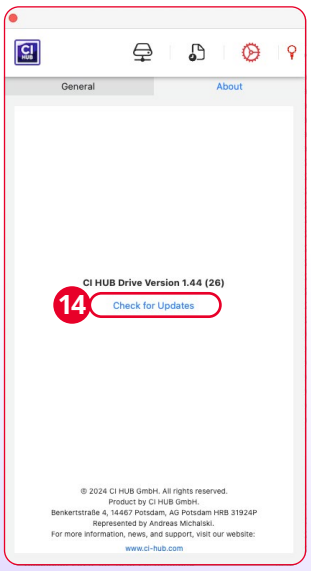
If you click on the thumbnail of the asset 6, the asset will open in Preview. The icon of your system will appear behind the asset 7. Click on it to open the file in a web browser window e.g. the main DAM System. If you click on the three dots below, you have the option of accessing the asset locally or in the cloud 8.





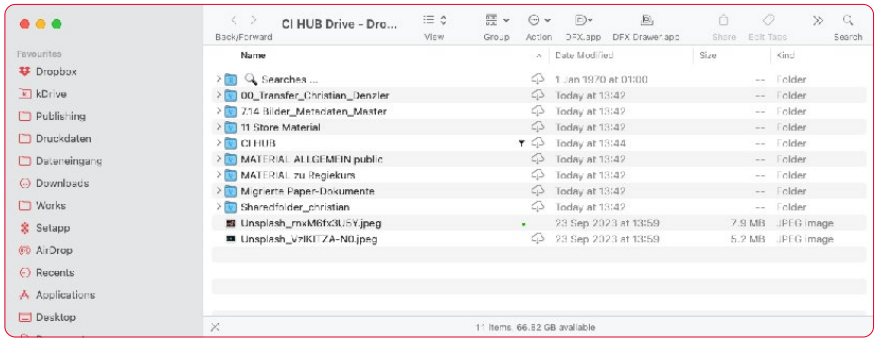
Settings: In the **general** settings, you can specify whether a connected integration should also be loaded in the Finder and if you wanna allow the CI Hub Drive to delete assets on your DAM 9 or display the Daemon log file 10. You can close the CI HUB Drive by clicking on "Quit" 12 or open the "Activity Bar Chart" by clicking on "Statistics" 11.

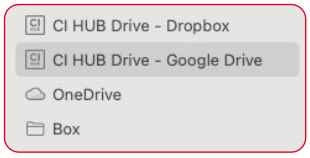
The **About** tab shows you the General Terms and Conditions, shows you your current Drive Version and lets you check for the latest Drive Update as well 14.



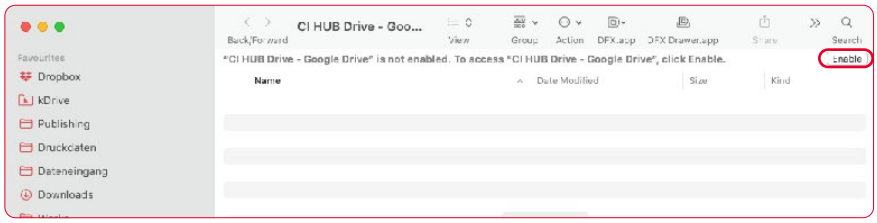
Open integrations structure in Finder

When you click on the folder, a Finder window will open, in which the folder structure of the respective service provider will be displayed. You can work in it like youre on your computer:





You will be asked to activate the provider for your Finder when you open it for the first time. You only need to grant access once:



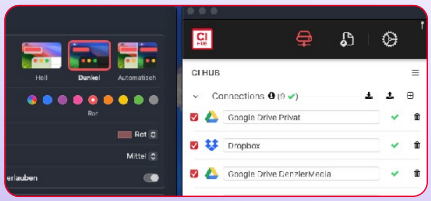
Now you have direct access to all services under Places in your Finder.

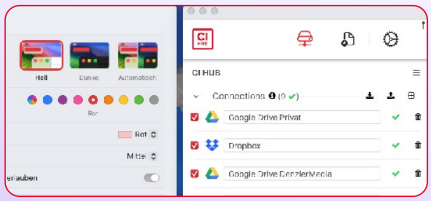
The Activity Bar 1

The bar below the CI HUB Drive window provides a status display. This means you will always be able to see when something is happening on your services. **Example:** If you load images from the cloud, this will be displayed. One can adjust the size of the window by double-clicking the bar. Another double-click will enlarge the view again, and a third double-click will minimize the bar.

Light or Dark mode

Your system settings automatically adjust the appearance of the CI HUB Drive. If you are working in dark mode, the drive will also be loaded darkly. The same applies to the light mode as well:

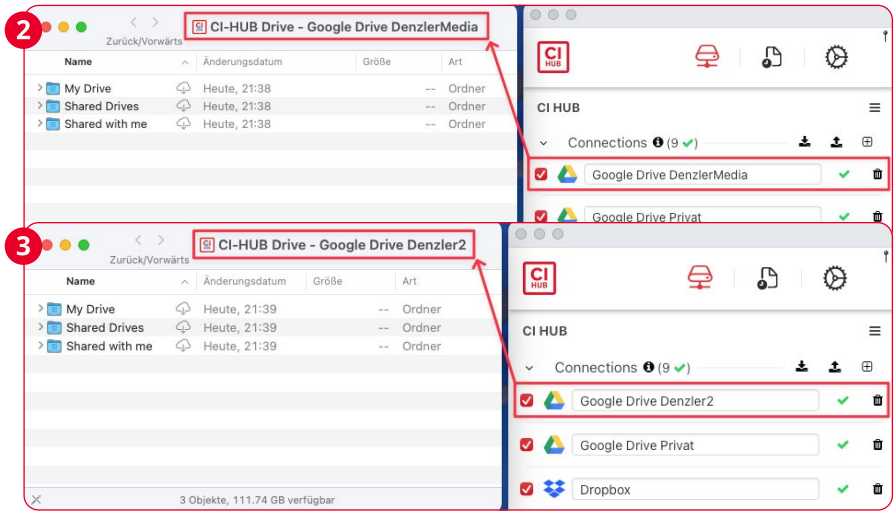






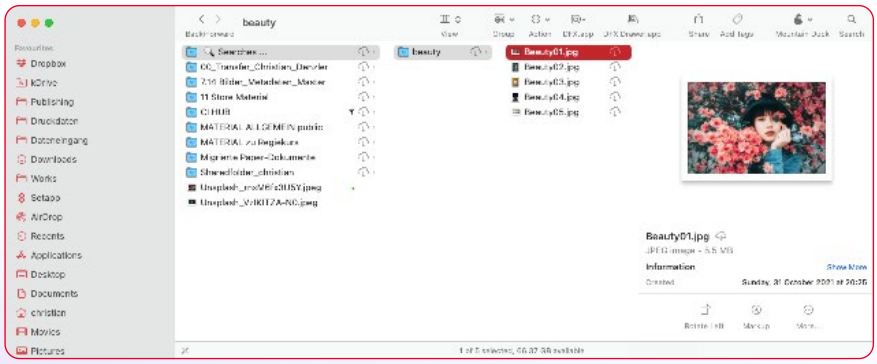
Pro tips

With the CI HUB Drive, you are able to load multiple instances of the same DAM or cloud system. For instance, you can access several Google Drives at the same time 1.
If a connection is deactivated by selecting the checkmark on the left and subsequently reactivated, the Finder will be mounted simultaneously 2. You can change the name of your connection in the CI HUB Drive tab. The next time you connect, for instance Google Drive, it will have a new name in the Finder 3.



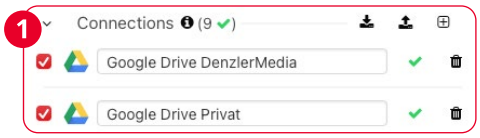
Search directly in the Finder 4

You have a search folder if you use the CI HUB Drive in the Finder. If a new folder is created within this folder, CI HUB Drive will automatically search for the folder name and display the assets found:



The “allow delete on DAM” will determine if a local delete event will be propagated on the remote system and therefore delete the asset remotely. This will be disabled by default and will force users to opt-in for this behavior which could be dangerous.

Or al least it will prevent user to accidentally delete stuff unless they specifically opted to do so.

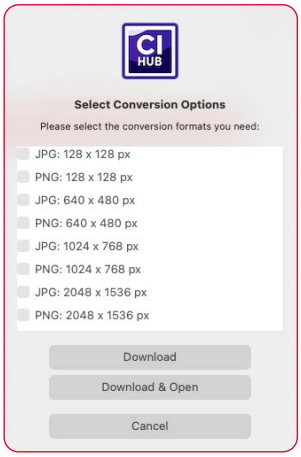


Exciting

Right-clicking on an asset in the Finder or Explorer will give you more options.



You can display the asset directly in the browser or use the conversion function to generate a JPEG or PNG from a vector file:



The last three Options let you place the asset in Adobe InDesign, Photoshop or Illustrator.

Logical Folders 6

The folder ‘Search’ is a virtual folder that is created based on logical guidelines. You can search for assets in the ‘Search’ folder.

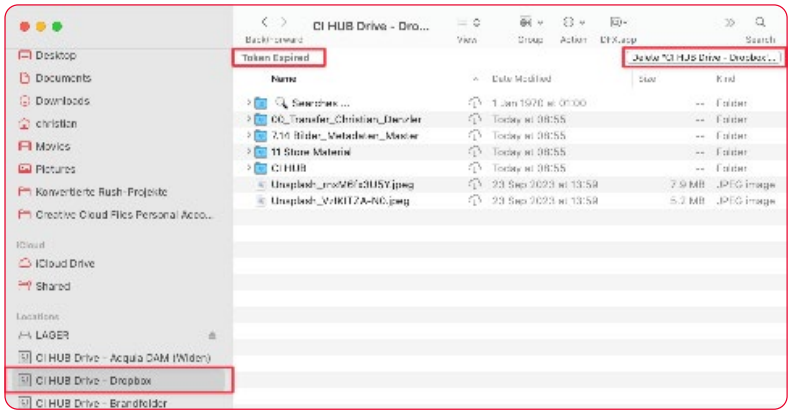
The unmount vs. disconnect feature



In the Connections overview, you can either disconnect 1 or unmount 2 a Connection. These two operations affect your assets in different ways:

Disconnect

Should you disconnect a connection, the assets already synced locally will be preserved, allowing you to continue working as usual. The volume will remain, but it will be disabled. Any alterations will not be synchronized as a result. In your Finder, your volume 3 will say “Token expired.” 4 If you want, you can delete the volume in Finder directly 5. Please be aware that this will delete your local assets without syncing them to your DAM or Cloud connection. Reconnecting the volume will start the Sync process as usual.



Unmount

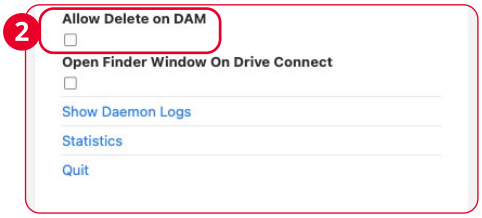
Once a volume is unmounted, all the local assets are removed and the disk space is freed up for the operating system. Since all files are synchronized with your DAM or cloud volume, no data will be lost. You can connect to this volume whenever you want to access your content. Should syncing fail you will not lose your asset. The CI HUB Drive will simply move it to the bin, where you can retrieve it again.

Load Folder in Finder

To quickly navigate specific folder structures in the Finder, you can pre-load all subfolders via the context menu with a right-click. This loads subfolders in the background, offering a fast overview (excluding assets). Files remain hidden until the folder is opened, but the loaded folder will be indexed and searchable with Spotlight.

Asset deletion

If you have checked the box ‘Allow Delete on DAM’ in the general settings, the CI HUB Drive will be able to delete assets from your DAM. By default, a deletion request will not be propagated to the DAM unless this setting is enabled.



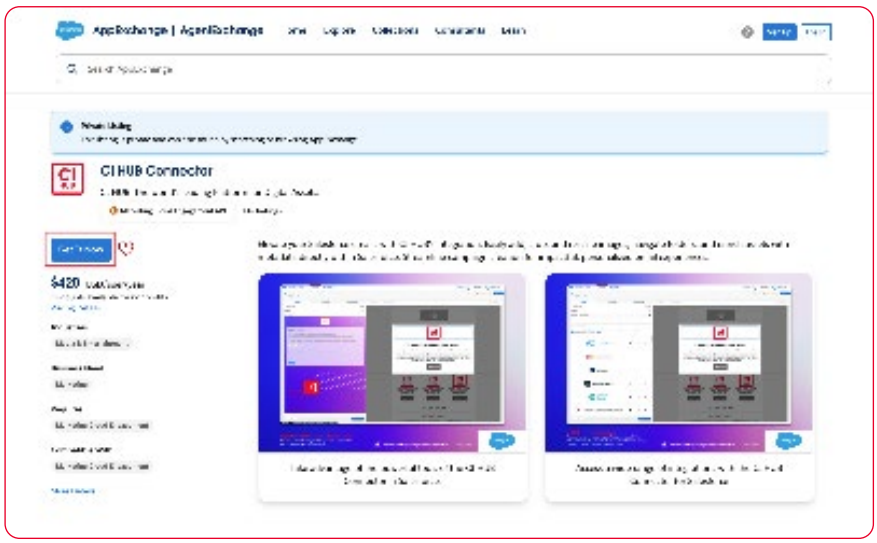
Chapter 16

CI HUB Connector for SalesForce

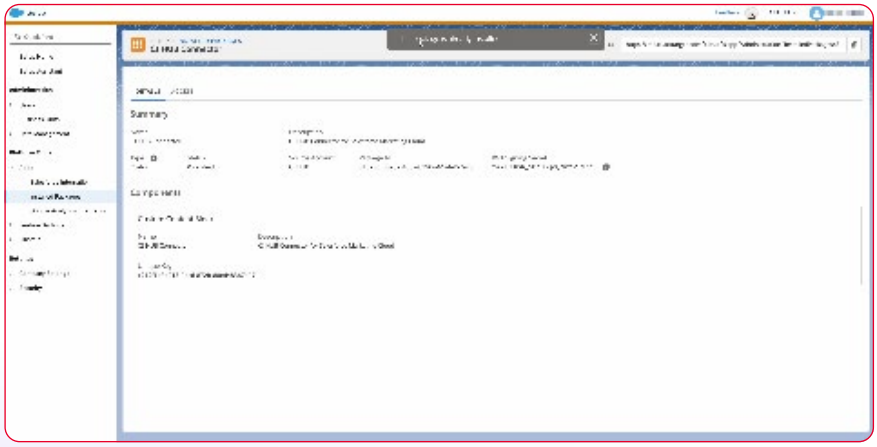
All of your services and assets can be seamlessly integrated into the tools of your choice with the CI HUB Connector. This is exactly what the CI HUB Connector for SalesForce provides.

Installation

You can find the connector in the SalesForce listing where you can install it. Just follow the Link on the right or search in the listing for 'CI HUB':

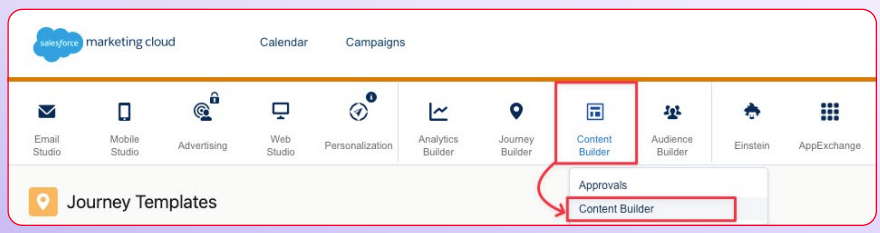


Click on 'Get It Now' and you will be redirected to the setup page. Here you can install the extension in SalesForce. If it is already installed, this will also be reported back to you:



Getting started

To be able to use the CI HUB Connector, first start the Content Builder:

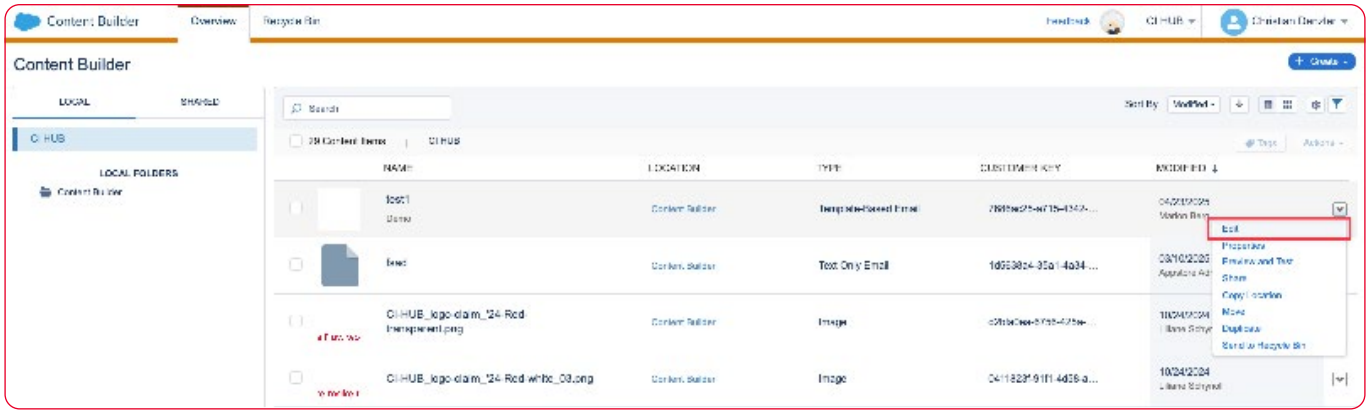


Get the CI HUB Connector

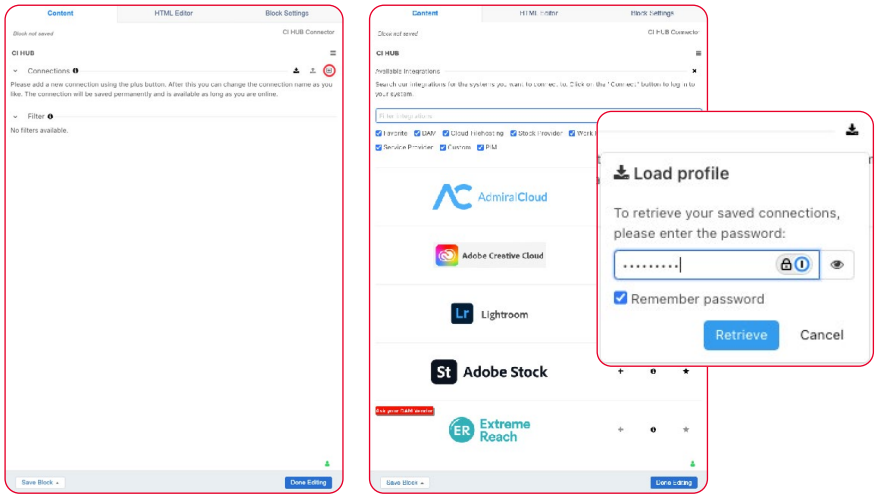
Start working more productively now by getting the CI HUB Connector for SalesForce here:

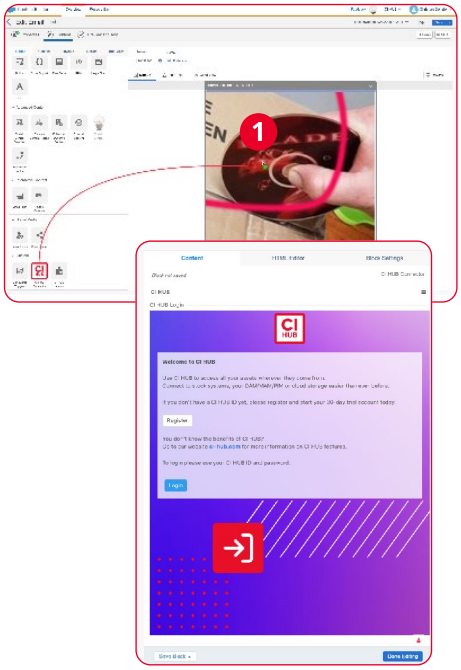
To the Download

In the Builder, you can either create a new element or open an existing one:



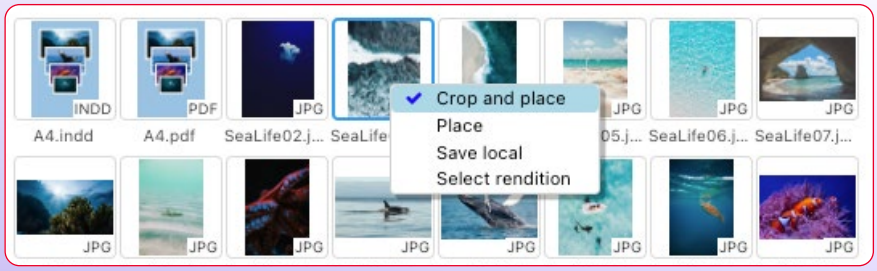
The CI HUB Connector is now displayed on the left. Drag the icon onto the design area to start the connector 1. If you are using the connector for the first time, log in with your CI HUB ID and add your services as explained in Chapter 2:

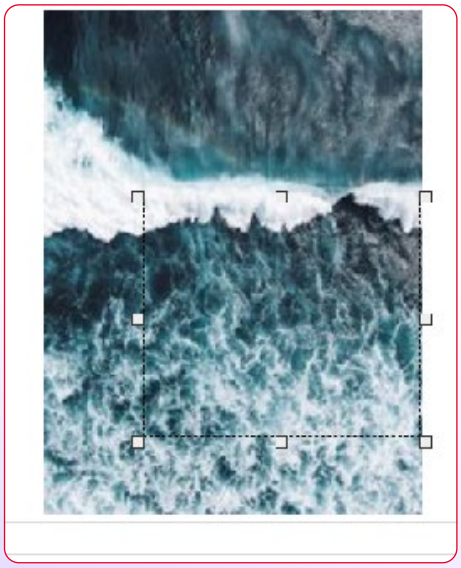




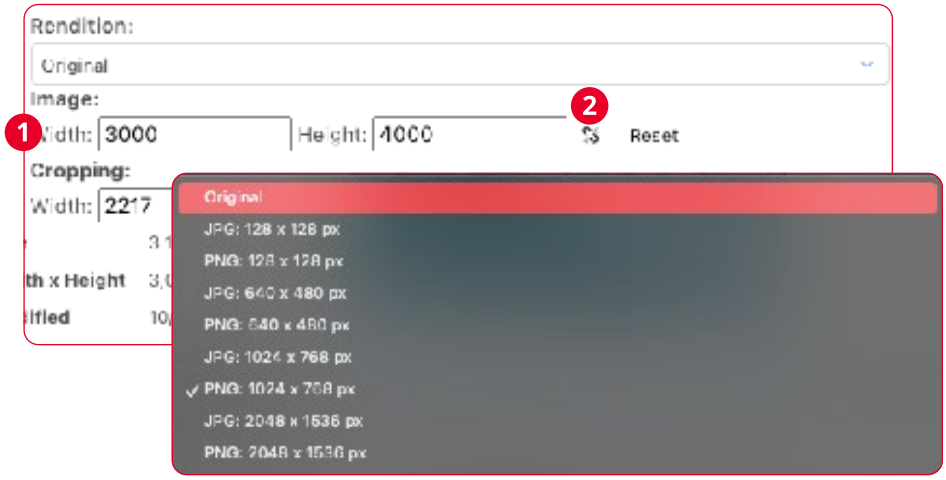
The Asset Cropper

The CI HUB Connector for SalesForce offers you the familiar features that have already been described in detail in this guide. However, it also includes a new feature that is very useful in everyday use: the asset cropper. This allows you to crop an asset before you use it in the layout, so you can crop it before you use it. To do this, right-click on the asset and select Crop and Place. This will allow the asset to be opened in the cropper:





You can use the cropper to define an image section. Either by adjusting the frame with the handles or by entering the values in pixels below 1. You also have the option of defining the rendition. Select either the original image or one of the formats offered:

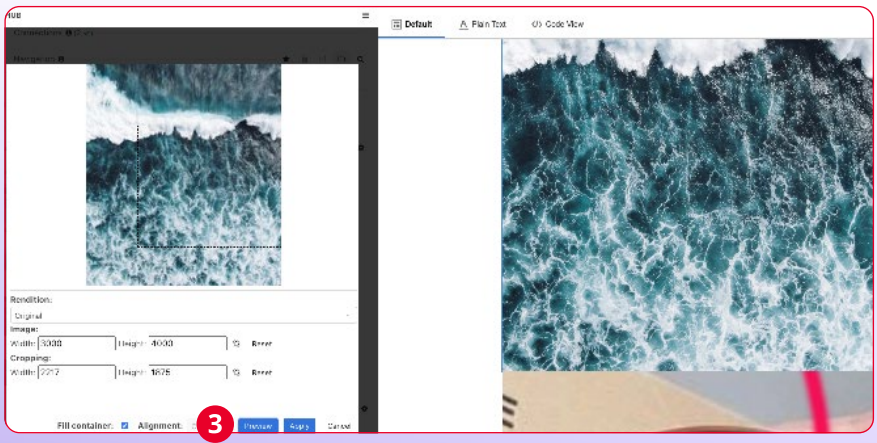


You can also use your own pixel ratios and the size of the section to be cropped just below. Keep in mind that you need to link the two ratios or your image will be distorted 2.
If you select the 'Fit container' option, the asset is adapted to the container into which you want to insert it. If you deactivate the option, you can move the asset to the left, centre, or right of the container.



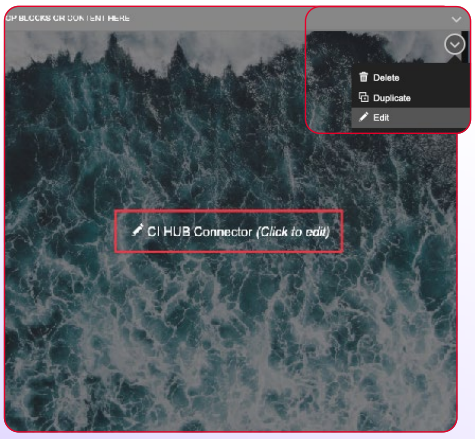
Preview vs. Apply

You have the option of displaying a preview of the section before you finally place the image. If you often work with large images that are computationally intensive, this is especially helpful. Use the Preview feature to place a preview image and position the asset definitively in the layout using the Apply button 3:



Convenient

If you have positioned and closed an asset, you can reopen it by clicking on the Edit button (appears when you hover over the asset or via the arrow at the top right). If the asset is still linked to the system, the asset cropper opens with the same settings that you made before.



Chapter 17

CI HUB Connector for Canva

How to log in to CI HUB Connector in Canva

By seamlessly connecting Canva to various DAM (Digital Asset Management) systems, CI HUB streamlines your design workflow. You can avoid the trouble of downloading and uploading files by using CI HUB. You get access to a central hub where you can find assets from different providers, preview them, and import them directly.

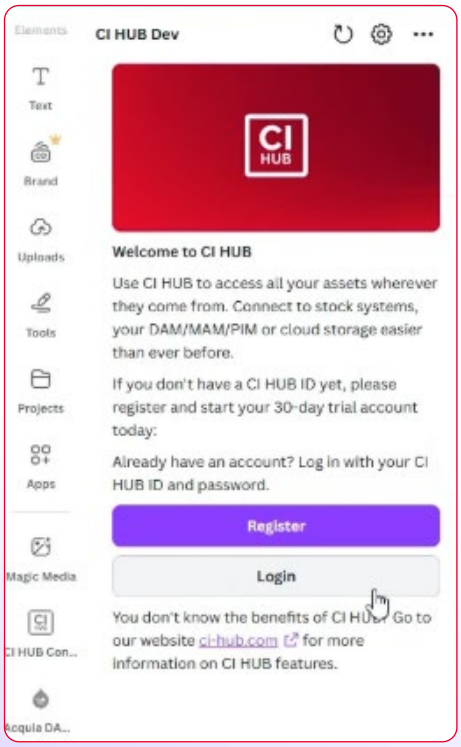
Step-by-step process to log in

You can easily access your digital assets with the CI HUB Connector because it integrates well with Canva.

Follow these steps to get started:

1. **Log in to your Canva account:** Begin by logging into your Canva account.
2. **Access the Apps section:** In Canva, navigate to the **Apps** section.
3. **Search for "CI HUB Connector":** Use the search bar to find the CI HUB Connector. Once located, click to install the app.
4. **Register or Login to CI HUB:**
   - **New users:** If you don't have a CI HUB account, click the Register button. Fill out the registration form to create your account and connect.
   - **Existing Users:** If you already have an account, click the Login button. You'll be redirected to a new tab. Click Connect, and a pop-up will appear. Enter your CI HUB ID to log in.
5. **Access the Connections Tab:** After successfully logging in, the CI HUB panel will open, and you will be redirected to the Connections tab in Canva.

After the CI HUB Connector is successfully added to Canva, you can access, manage, and use your digital assets directly within the Canva interface, which will speed up your work. This tool allows you to seamlessly pull content from your preferred storage platforms, such as cloud drives, DAM systems, or other asset repositories, ensuring you have everything you need to create professional designs without leaving Canva.

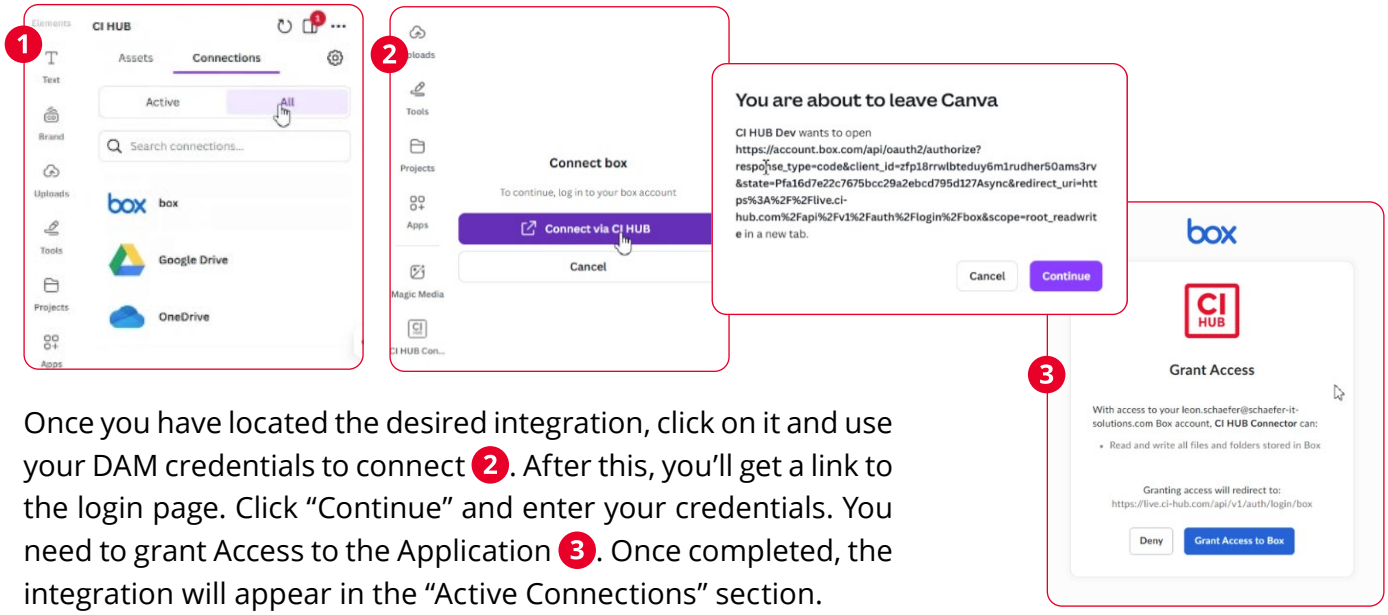


How to Add a New Integration in Canva

Using the CI HUB Connector to connect external DAM services to Canva improves your design workflow by making it easier to access all of your assets. This guide will show you how to add a new DAM connection in Canva.

Adding a New Connection

When you log in with the CI HUB Connector, you will be taken to the Connections tab 1, where you can see a list of all available connections. Type keywords into the search bar or browse the list to quickly find the integration you want. The list will dynamically update to show matching connections.



Once you have located the desired integration, click on it and use your DAM credentials to connect 2. After this, you'll get a link to the login page. Click "Continue" and enter your credentials. You need to grant Access to the Application 3. Once completed, the integration will appear in the "Active Connections" section.

Accessing and Managing Your Assets

After adding a new integration, you can go to the Assets section. All of your assets are organized into folders for easy navigation. You can use the search bar to quickly find files or resources. Additionally, you can preview your assets directly in Canva, making it simple to choose the right one for your project.

With the integration in place, you can seamlessly drag and drop assets into your designs, customize them as required, and streamline your creative workflow.

Managing Connection Features in Canva

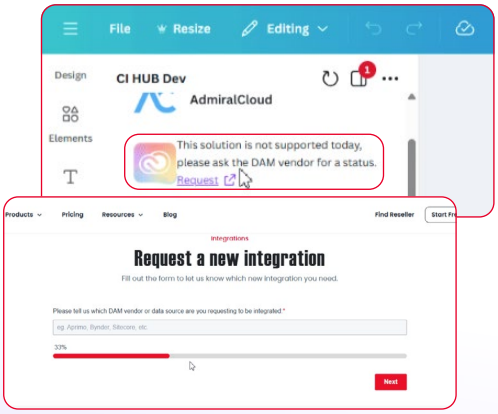
CI HUB provides seamless access to various DAM platforms, making it easy to manage and access digital assets. Using the CI HUB Connector, you can combine several connections into one, with each providing special features to enhance your workflow.

Overview of the Connection Details

After adding a connection using the CI HUB connector, you can see it in Canva under "Active Connections". This section lists all

Important

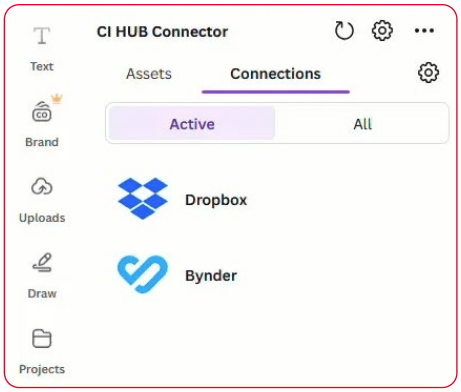
If the integrations are not yet supported, you may request their inclusion by clicking on the link provided and completing the form.



of your current connections, making it easy to manage them and switch between them.

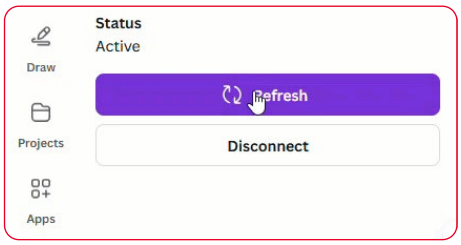
Clicking on a connection name directs you to a detailed overview section that provides essential information, including:

- **Your Username:** The account name or email associated with the connection.
- **The Endpoint:** The specific URL or location used to access the connected platform.
- **Connection Status:** Indicates whether the connection is **active** or **expired.** An **active** status means the connection is functioning correctly, while **expired** indicates that the access token has expired and could not be refreshed.



Additionally, this section includes two important buttons:

1. **Refresh:** Use this button to manually refresh the connection if there are any updates or synchronization issues.
2. **Disconnect:** This button allows you to log out and remove the connection from your active list.



Exploring the Assets Section

In addition to the Connection section, the CI HUB plugin offers the Asset section, which provides a detailed view of the assets available for each connection. This section simplifies your workflow by making all content easily accessible and navigable.

Simply select the desired connection in the Asset section to access your assets. The plugin organizes available assets into folders. Each folder contains different types of assets, such as images, videos, documents, or other media files, depending on the connection you've selected.

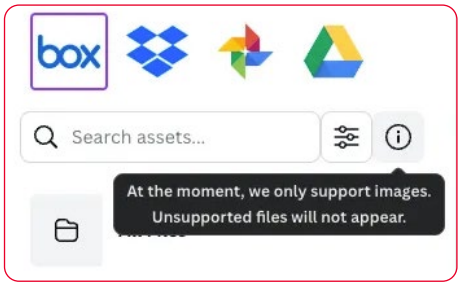
To find specific assets, use the search bar. Enter relevant keywords or phrases, and the plugin will quickly filter and display matching results.

Once you find the file you need, simply drag and drop it onto the Canva page. From there, you can modify and customize it as needed.

Features of the CI HUB Connector for Canva

Designed to optimize your workflow, the CI HUB Connector for Canva provides various features. These features are designed to enhance file management, offer a more comprehensive understanding of assets, and enhance the user experience.

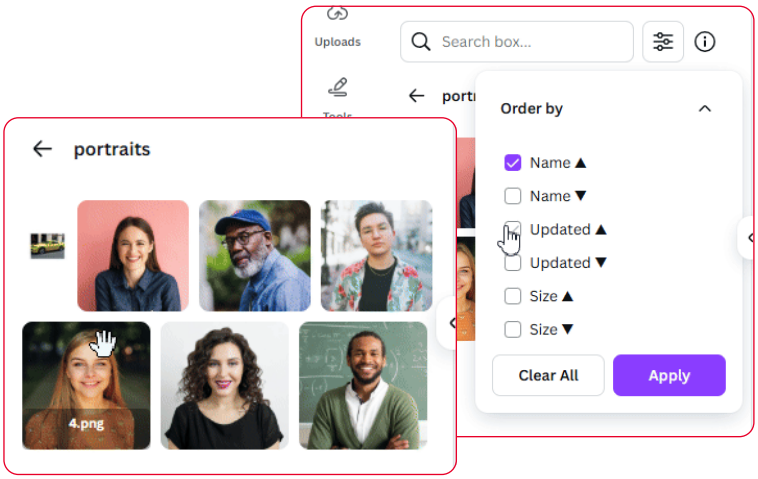
1. **Enhanced File Filtering and Compatibility**
   The CI HUB Connector now only shows files that are compatible with Canva after filtering out files that are not supported. An info tooltip provides information on supported formats in the event that a non-compatible file is encountered, thereby optimizing asset management and simplifying the process.



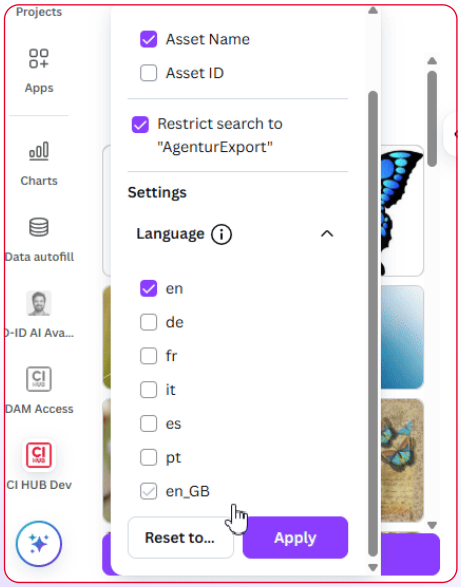
2. **Smarter Asset Browsing and the Search**
   Improved browsing and filtering tools make it easy to find and move through your assets. The asset list will automatically load additional files as you scroll, ensuring a seamless navigation experience. You can also get more files without scrolling by clicking the “Load More” button next to the folder name.
   The grid view’s file names are displayed in a tooltip on hover to enhance visibility, thereby reducing clutter and maintaining full file names accessibility.



3. **Advanced Filter Options**
   The Pre-Search Filter is also available for certain integrations, allowing you to refine results prior to the search being executed. Enter your keyword, press Enter, and the Pre-Search Filter will present only the most pertinent results. You can also restrict the search to a specific folder by clicking “Restrict search to [folder]” before running your query.
   You can also change the language of your settings to a different one (depending on the integration). This will modify the search and folder navigation, enabling you to display the results in the language that most effectively meets your requirements.



4. **Detailed Asset View with Metadata and Renditions**
   There is a seamless rendition management feature in the asset details view that lets you browse and switch between different versions of an asset. This view gives you a full picture of your files. To add the rendition to your Canva design, all you have to do is click the “Add the selected rendition to design” button once you’ve chosen it. Whenever you need to do more research, you can also open the asset in your DAM. There is also a section with a lot of metadata that brings

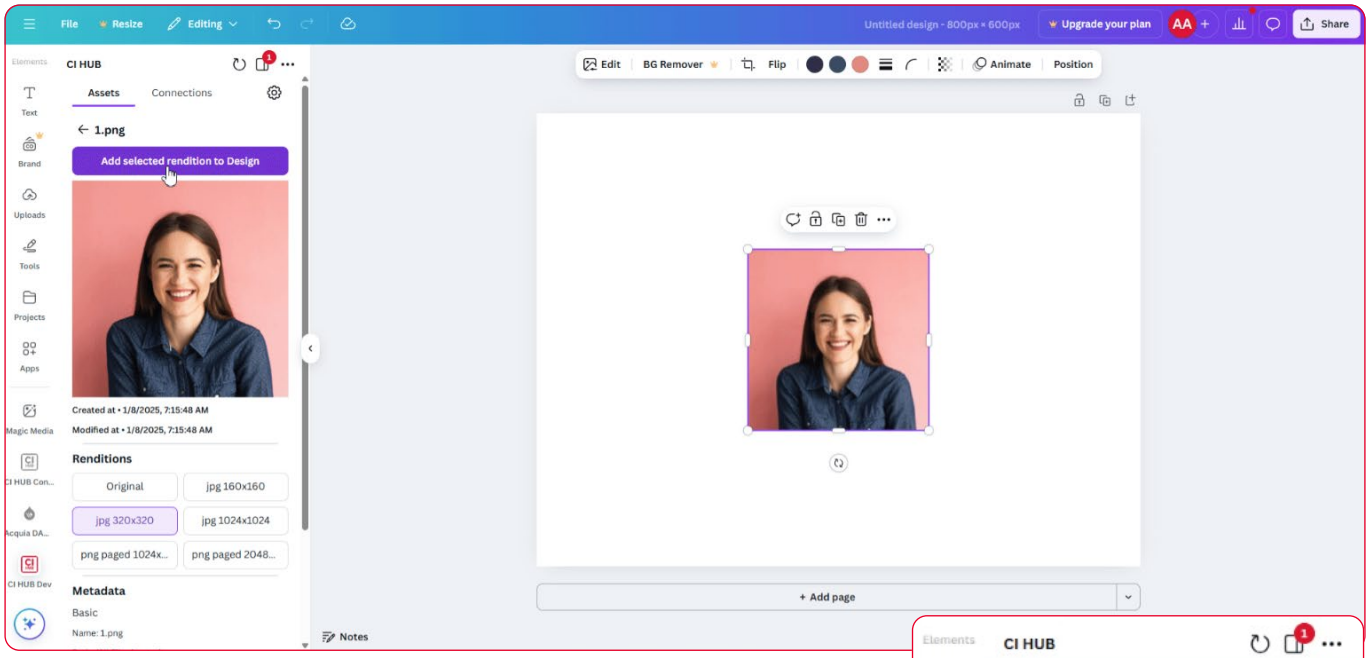


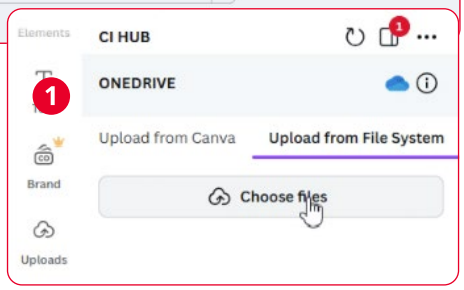
everything together. It shows important information like file type, size, dimensions, and creation date, as well as any custom metadata from the connected integration. You can even drag and drop asset metadata right into your Canva design from there to quickly add accurate information to your creative work. These changes make it easy to look at assets, get detailed information, and find the best one for your creative needs – all without leaving the platform.

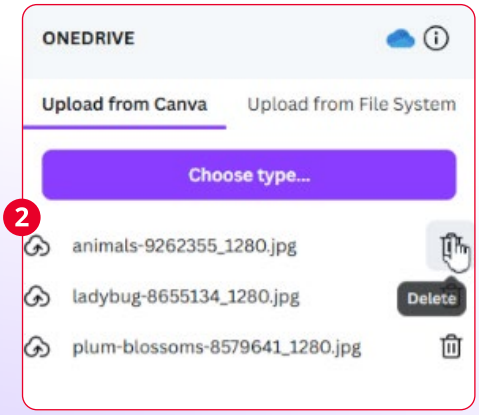
At the bottom of the view, you will also find a “Delete Asset” button that allows you to delete the selected asset from the DAM system. You just need to confirm the action, and the asset will be permanently removed.

Please note

The following image file formats are supported: jpg, png, svg, webp, tiff, and heic and the largest file size allowed is just under 10 MB.







5. Streamlined Upload Feature

This feature allows users to upload files directly into their preferred DAM system from their local system or Canva designs (1), storing them in the folder that is currently open. Users can upload multiple files simultaneously from both Canva and their home file system. Throughout the upload process, a comprehensive list of all selected files will be displayed, enabling users to review and manage them.

Furthermore, users have the option to remove any file they decide not to upload (2). For a smooth process, the system has a function that renames files automatically. When a file uploaded from the local system shares the same name as an existing asset in the DAM, the system automatically renames the new file by appending a unique identifier in the

format “xxx[x],” thereby preserving both versions without conflicts.

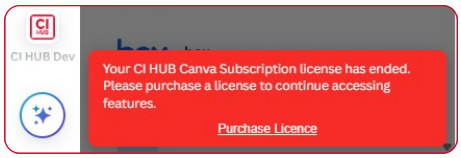
6. User Account

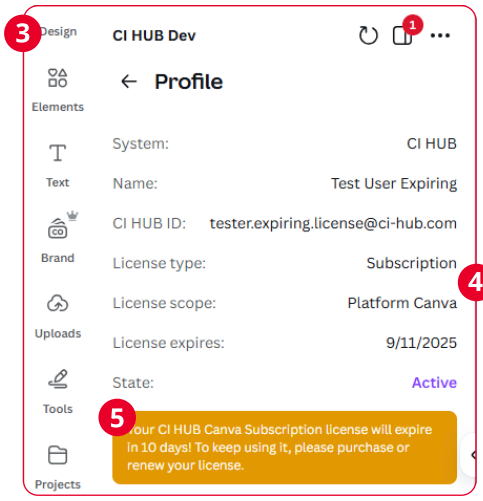
Users have simple access to all account and license information through the CI HUB Connector for Canva 3. It is possible for users to access their account information, as well as their current license type and expiration date 4.

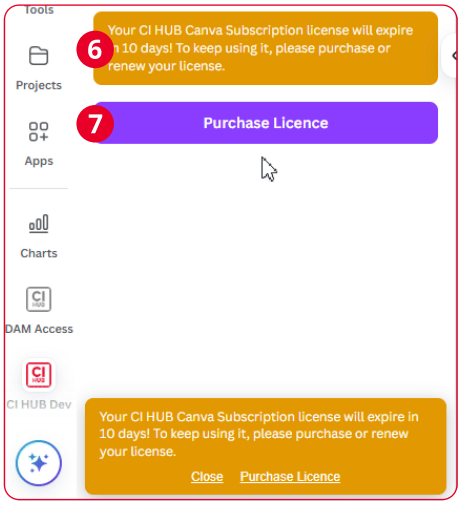
If a license is on the brink of expiration, a reminder message will appear, informing the user of the remaining days and encouraging them to renew 5.

The connector will display a clear message indicating that the license has expired and that a new purchase is necessary to continue using the connector 6.

A “Purchase License” button 7 makes it easy to buy or renew a license; users can do this directly from the connector. If the license has ended there will be a new message asking you to purchase a licence:







Chapter 18

CI HUB BRIGHT – MCP Server

Overview

The **CI HUB BRIGHT – MCP Server** enables seamless interaction between LLMs and your DAM systems. It acts as a bridge, allowing you to search, manage, and organize digital assets directly through chat prompts.

MCP servers are useful in any context where an AI client needs trusted company data or the ability to run specific tasks. Examples include:

- Asking a chatbot questions about data saved in a provider
- Automating workflows with LLMs

Currently, CI HUB BRIGHT can be connected to from multiple clients that support MCP. A list of commonly used AI clients that support MCP server connections:

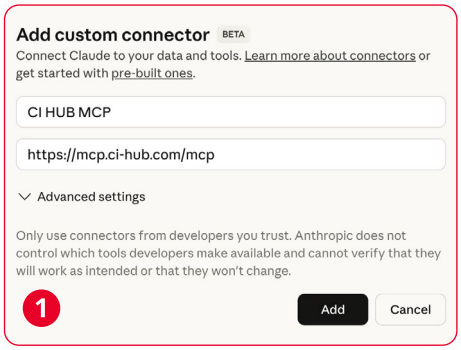
- Claude
- ChatGPT
- Cursor
- VS Code (with an MCP extension)

Setup Claude Desktop

(recommended for best compatibility)

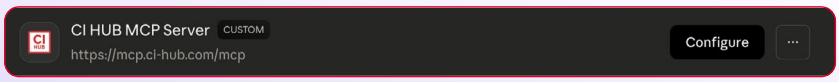
This functionality is available for Claude and Claude Desktop Pro, Max, Team, and Enterprise users and is still in Beta.

Refer to the official documentation to add the CI HUB Universal MCP server. A name (e.g. CI HUB MCP) and the MCP Server URL as https://mcp.ci-hub.com/mcp need to be set 1.

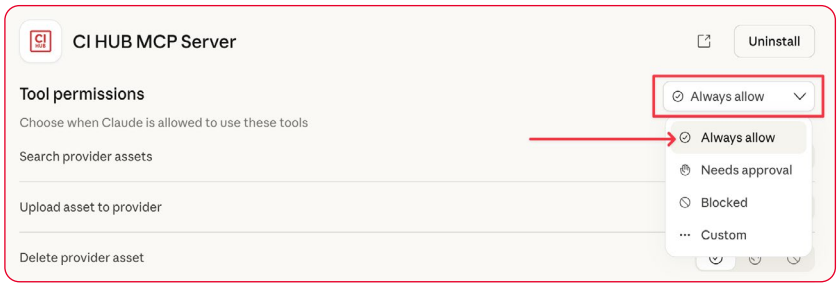


Important:

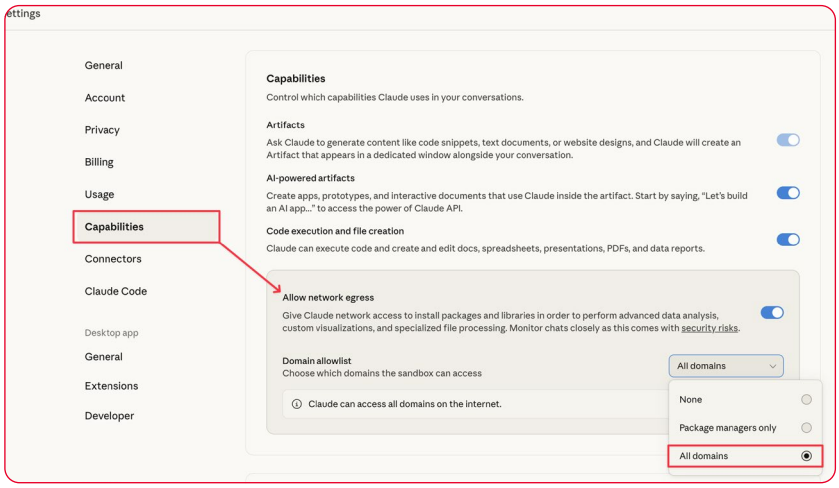
1. Next, click on connect and follow the authentication flow
2. Now click on 'configure' for the MCP Connector:



3. Set “Tool permissions” to “Always Allow” for all you want AI to perform



4. Important: Go to “Capabilities” in the settings menu and set “Domain allowlist” to “All”, or whitelist https://live.ci-hub.com and potentially https://stage.ci-hub.com. Otherwise asset downloads will not work.



Claude Code

Run the following command in your terminal:

```
claude mcp add --transport http CIHUB <https://mcp.ci-hub.com/mcp>
```

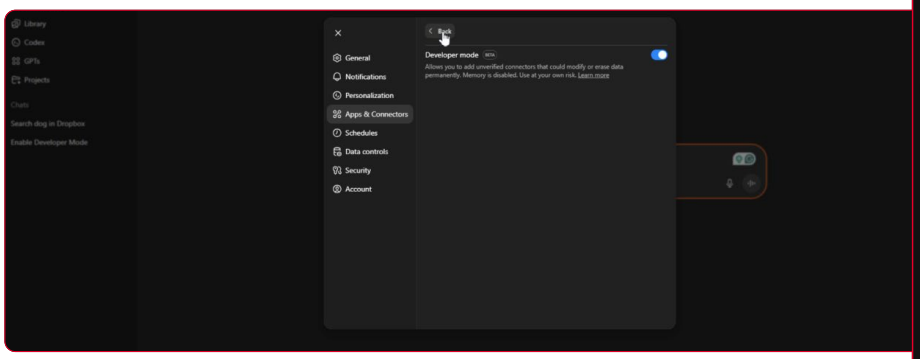
Run the following command in Claude Code to start Authentication:

```
/mcp
```

Additional information can be found in the official Claude Code MCP documentation.

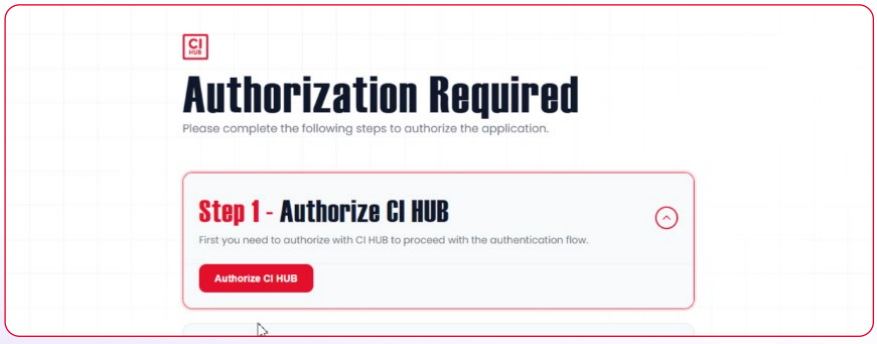
Setup for ChatGPT

5. Enable Developer Mode in ChatGPT
   - Open ChatGPT and go to **Settings.**
   - Navigate to **Developer Mode.**
   - Toggle **Developer Mode ON.**

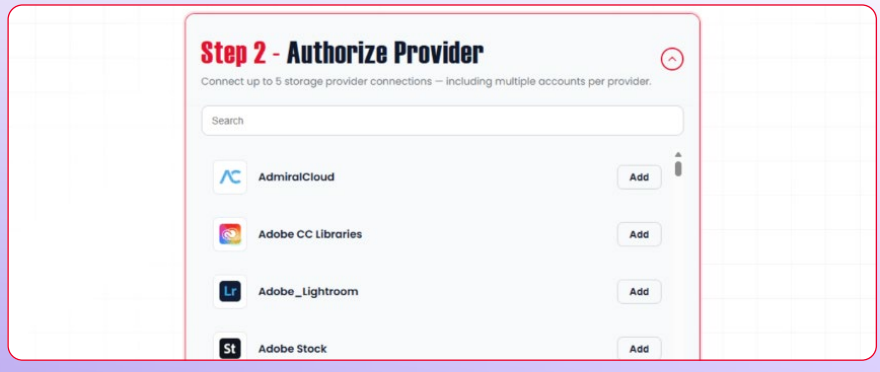


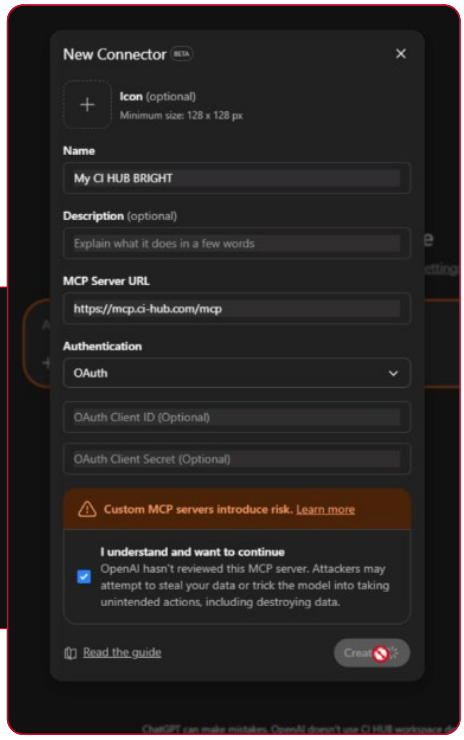
6. Create a New MCP Connection
   - Go to **Apps & Connectors** in ChatGPT.
   - Click **Create** and fill in:
     - **Name:** e.g., “CI HUB BRIGHT MCP”
     - **Icon:** Choose any image for easy identification.
     - **URL:** https://mcp.ci-hub.com/mcp
     - **Authentication:** Select **OAuth**
     - Confirm by checking “I understand and want to continue.”
   - Click **Create** to initialize the connection.
   - You’ll be redirected to the CI HUB Authorization page.

7. Authorize the Connection
   - Click **Authorize CI HUB.**



   - Log in using your **CI HUB ID and credentials.**
   - Once authorized, the MCP Server is connected to ChatGPT.





Tips

- Use clear, concise prompts in ChatGPT to trigger actions.
- Always confirm asset names and folder paths before executing changes.
- Customize DAM names for easier navigation.

Important

If you want to change the connected providers, you need to run the authorization again. This is done by deleting the current connection.

Add Your DAM Systems

1. Connect Storage Providers
   - You can link up to **five DAM systems.**
   - Use the search bar or select from the list (e.g., Dropbox, Aprimo).
2. Authenticate & Customize
   - Log in to each DAM system.
   - Optionally rename each connection for clarity.
   - Save your configuration.
3. Finalize Authorization
   - Complete the authorization flow.
   - Your DAM systems will now appear as **active connections** under the CI HUB MCP Server.

Setup Cursor

This functionality is only available in Agent mode.

Configuring the CI HUB BRIGHT – MCP Universal Server requires **Node.js 22.16** or later, with **npm** and can be installed from https://nodejs.org/en/download

To install the CI HUB Universal MCP server, access the Cursor installation link.

Additional information can be found in the official Cursor MCP documentation.

VS Code

This functionality is only available in Agent mode.

Configuring the CI HUB Universal MCP server **requires Node.js 22.16** or later, with **npm** and can be installed from https://nodejs.org/en/download

To install the CI HUB Universal MCP server, access the VS Code installation link.

Additional information can be found in the official VS Code MCP documentation.

Gemini CLI

For a project-specific configuration, create or open `.gemini/settings.json` in your project's root directory. For a global configuration, create or open `~/.gemini/settings.json` in your user's home directory. Add the CI HUB Universal MCP server configuration within the `mcpServers` object in `settings.json` like this:

```
{
  "mcpServers": {
      "CI HUB": {
      "command": ["npx", "-y", "mcp-remote@latest",
      "https://mcp.ci-hub.com/mcp"]
      }
   }
}
```

Deployment & Configuration

Authentication Flow

- Uses **OAuth2** for secure agent authorization
- Each AI assistant must complete the flow individually
- Restart required post-connection to finalize setup

Agent-Specific Setup

Action	Description
ChatGPT	Requires plugin or API integration with MCP endpoint
Claude	Needs custom connector or middleware
Gemini	Compatible via Google Cloud Functions or Vertex AI
CLI/VS Code	Use MCP SDK or REST API with token-based auth

Navigation & Asset Management

Folder Structure

- Use **Browse-Folders** to explore DAM hierarchy
- **Create-Folder, Rename-Folder, Delete-Folder** for structuremanagement

Asset Lifecycle

- Upload via **Upload-Asset-By-URL**
- Move, rename, or delete with respective endpoints
- Retrieve download links with **Get-Asset-Download-URL**
- Access version history using **Asset-Versions**

AI Interaction Patterns

Search & Retrieval

- AI can use **Search-Asset** to locate files based on metadata, tags, or naming
- Results are filtered by user permissions

Content Summarization

- AI can summarize documents or extract key points (via **File-To-Text,** once live)
- Useful for marketing, legal, or editorial workflows

Metadata Awareness

Get-Brand-Config ensures AI respects brand tone, naming conventions, and asset usage rules.

Available tools

Batch operations speed up tool calls by aggregating multiple calls of the same operation into one. Currently one batch tool call can operate up to 10 actions.

Batch operations are available for the following tools:

- Batch-Delete-Asset
- Batch-Upload-Asset-By-URL
- Batch-Rename-Asset

Important to know

It's not possible to upload files or assets from other sources using the Upload-Asset-By-URL feature because it only works for assets that come from the provider.

Available Actions

The actions listed below are not native ChatGPT commands, but functions triggered via the **CI HUB BRIGHT – MCP Server.** They can be activated through prompts but require an active connection to the CI HUB infrastructure:

Action	Description
Search-Asset	Search for assets in a DAM or folder
Upload-Asset-By-URL	Upload assets from your desktop (only from DAM downloads)
Delete-Asset	Remove assets from your DAM
Get-Asset-Download-URL	Generate a direct download link
Rename-Asset	Rename assets (include file extension)
Asset-Versions	View or manage asset versions
Move-Asset	Move assets between folders
Browse-Folders	View folder structure and contents
Create-Folder	Create new folders in your DAM
Delete-Folder	Remove folders from your DAM
Rename-Folder	Rename folders easily

Troubleshooting & Tips

Common Issues

- **OAuth2 not completing:** Restart agent or check redirect URI
- **Access denied:** Confirm DAM permissions match AI user profile
- **Missing providers:** Use **Get-Available-Providers** to verify integration

Best Practices

- Always test with a sandbox DAM before production rollout
- Use logging to monitor AI requests and responses
- Regularly audit AI access and DAM permissions

Common errors

Operations that modify or delete data (for example, **deletions** or **updates**) are **not controlled by** CI HUB BRIGHT itself. These actions are initiated by the **AI assistant** through tool calls.

It is therefore **the assistant's responsibility** to:

1. Clearly display to the user what the operation will do (e.g., which items will be deleted or changed).
2. Request **explicit user confirmation** before executing the operation.
3. Respect the user's decision to approve or reject the call.

CI HUB BRIGHT does not provide built-in safeguards or approval mechanisms for such operations. Keep this in mind and always double-check the AI›s actions before approving them.



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