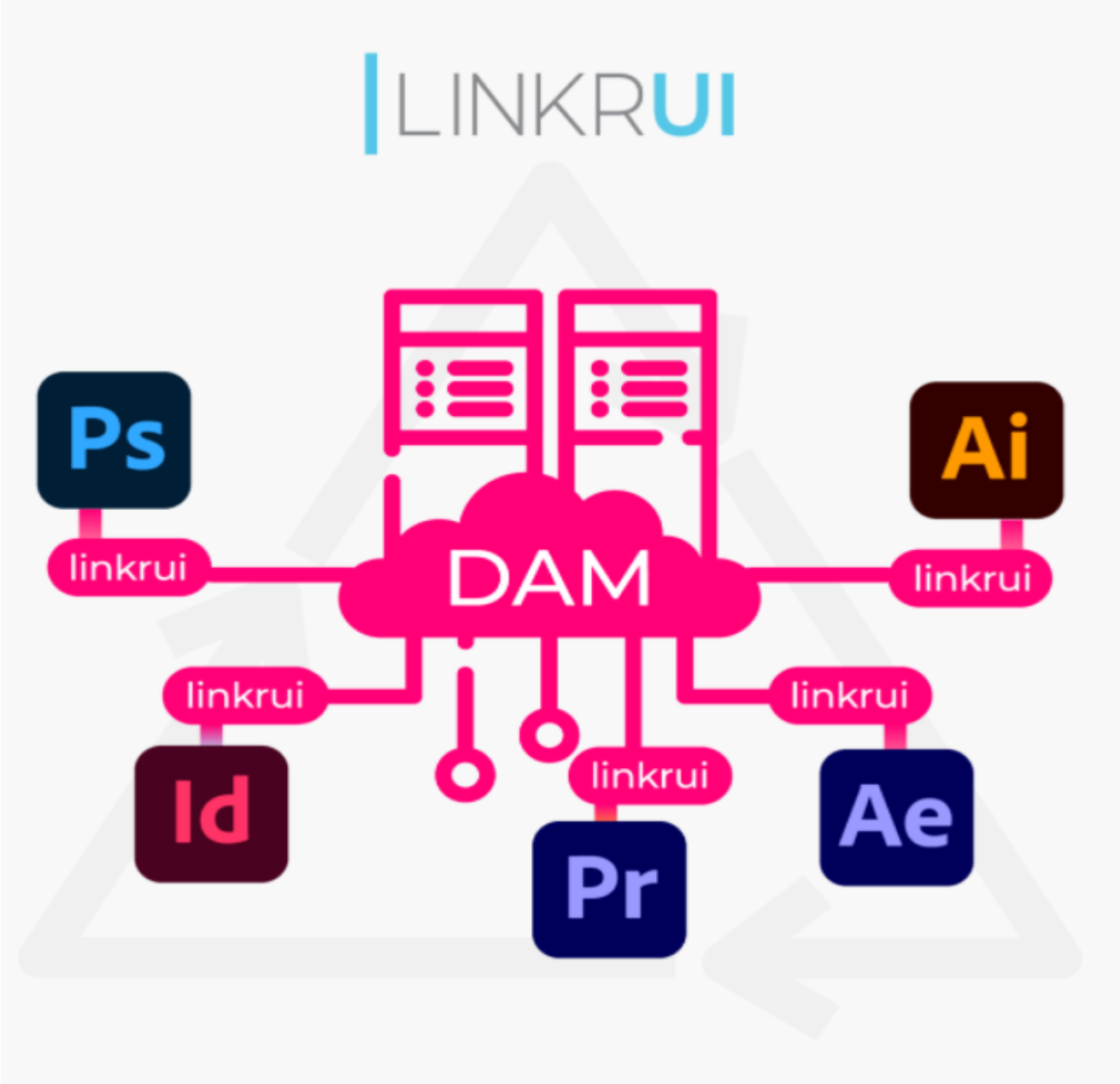
LinkrUI User Guide



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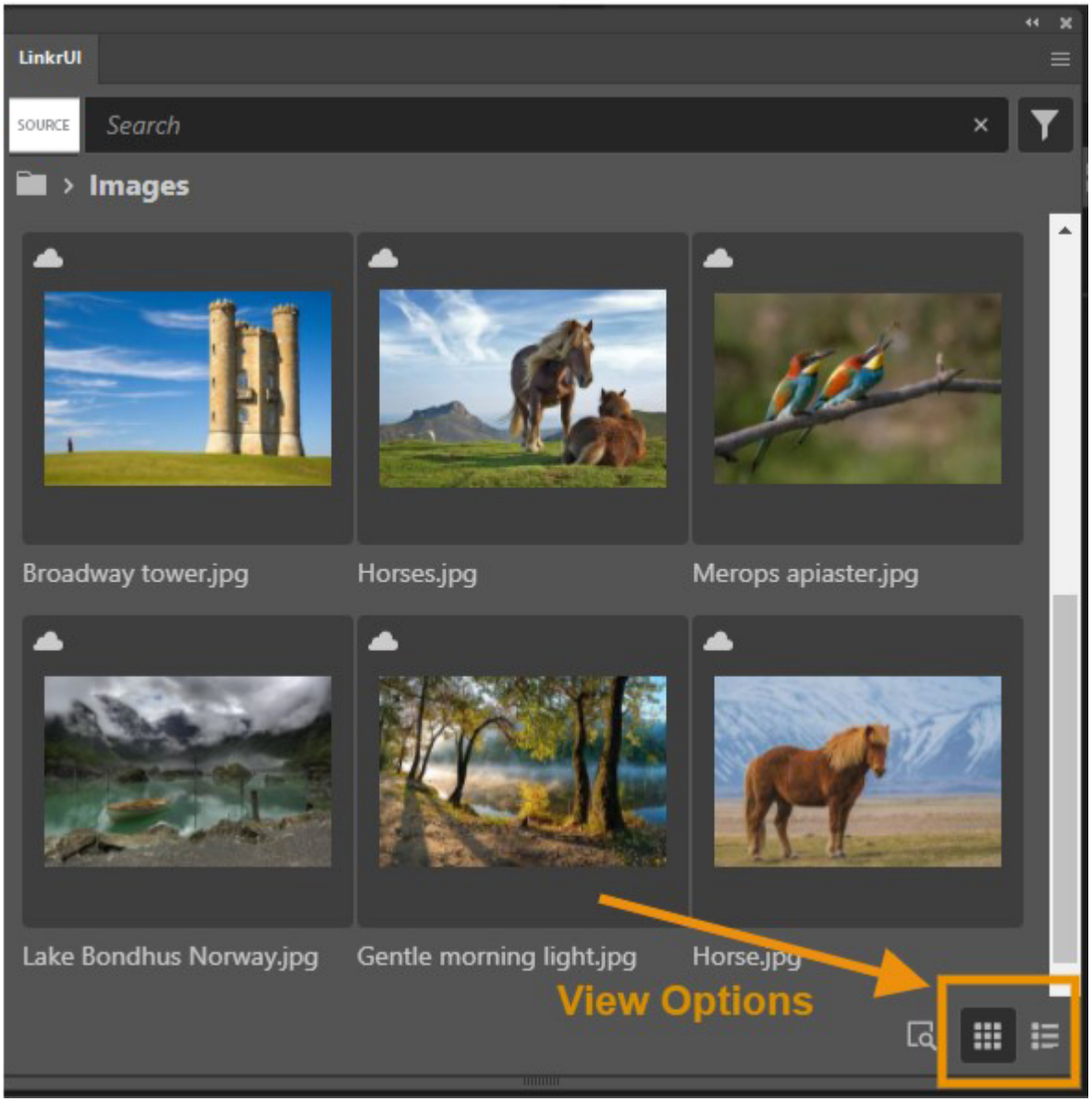
LinkrUI Asset View Options

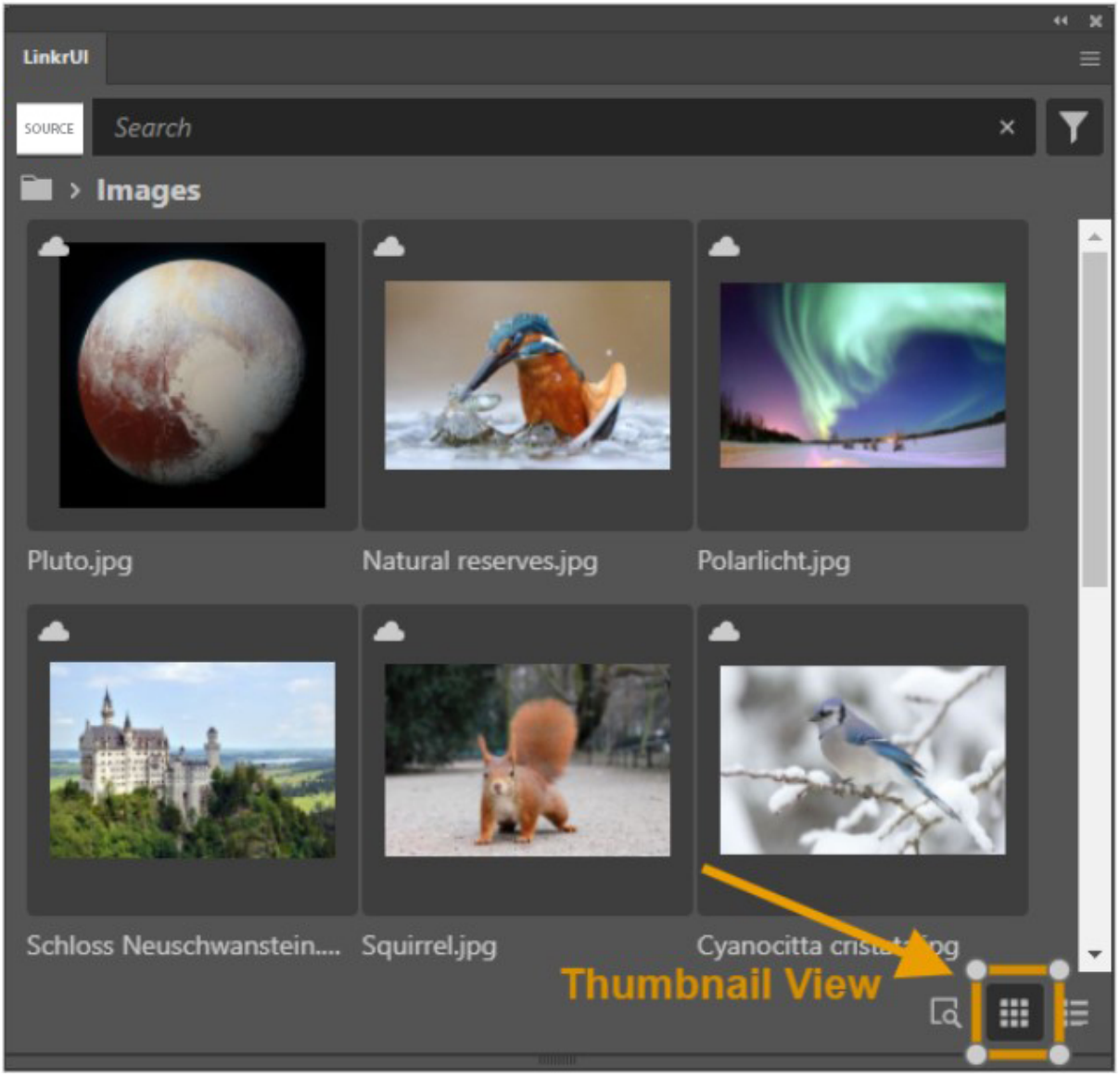
There are two options to view your assets, thumbnail and list view.
The View buttons are located at the bottom right side of the panel.



NOTE
Only assets that are supported by the application running LinkrUI are displayed in the LinkrUI panel.
If a specific file type is supported by the DAM but not supported by the application running LinkrUI, it is filtered out from LinkrUI.
For example: Indd file types are not supported by Ai, Ps, Pr and Ae applications (neither open nor place) and therefore you will not see them. LinkrUI filters them out.

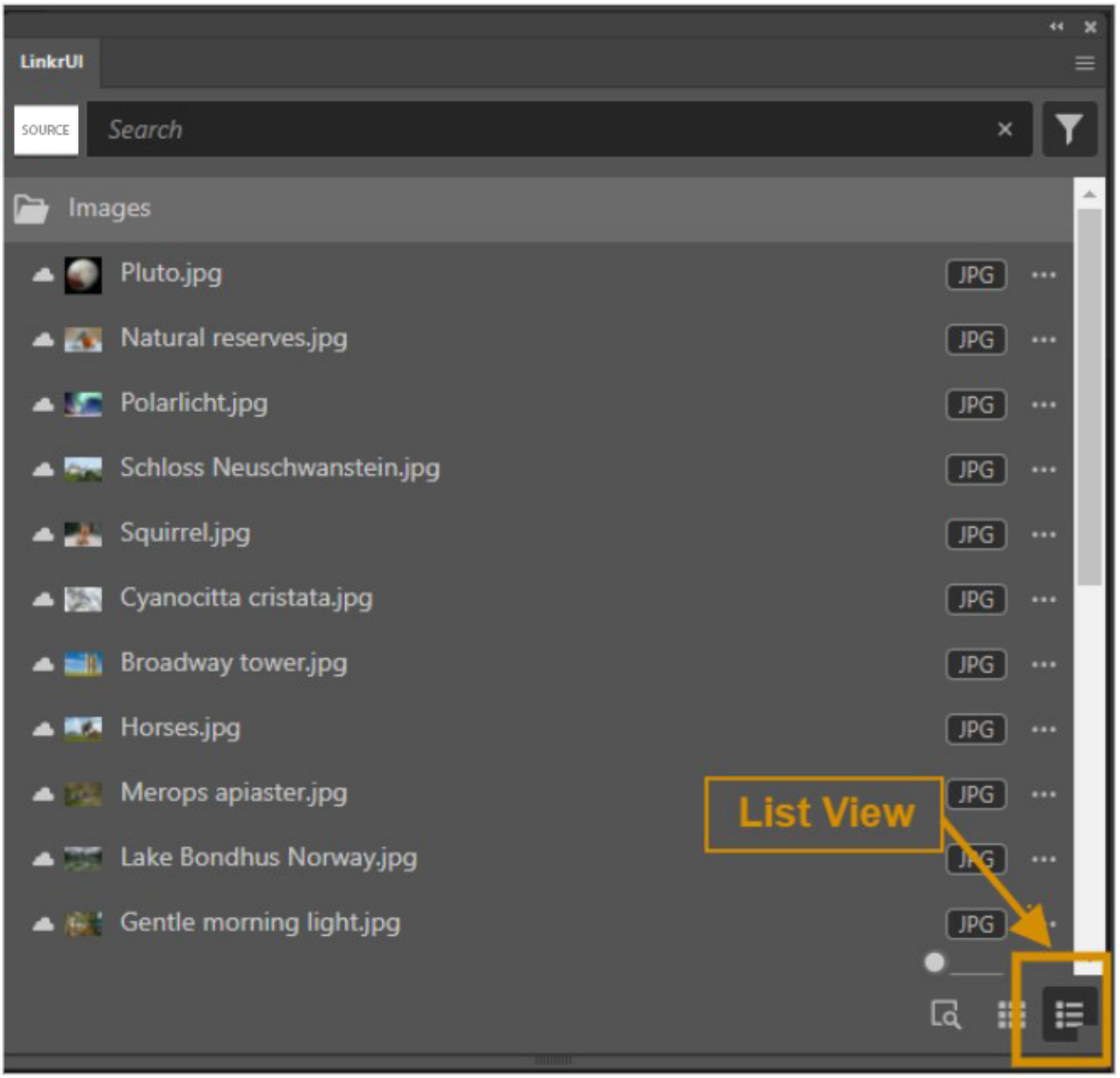
Thumbnail View

By default, LinkrUI displays assets in **thumbnail view**, creating a visually intuitive approach to content discovery.
On the thumbnail, you can see an asset preview, asset name, and an asset status (icon).
Hovering over the asset's thumbnail, displays the file type and offers an actions menu button.



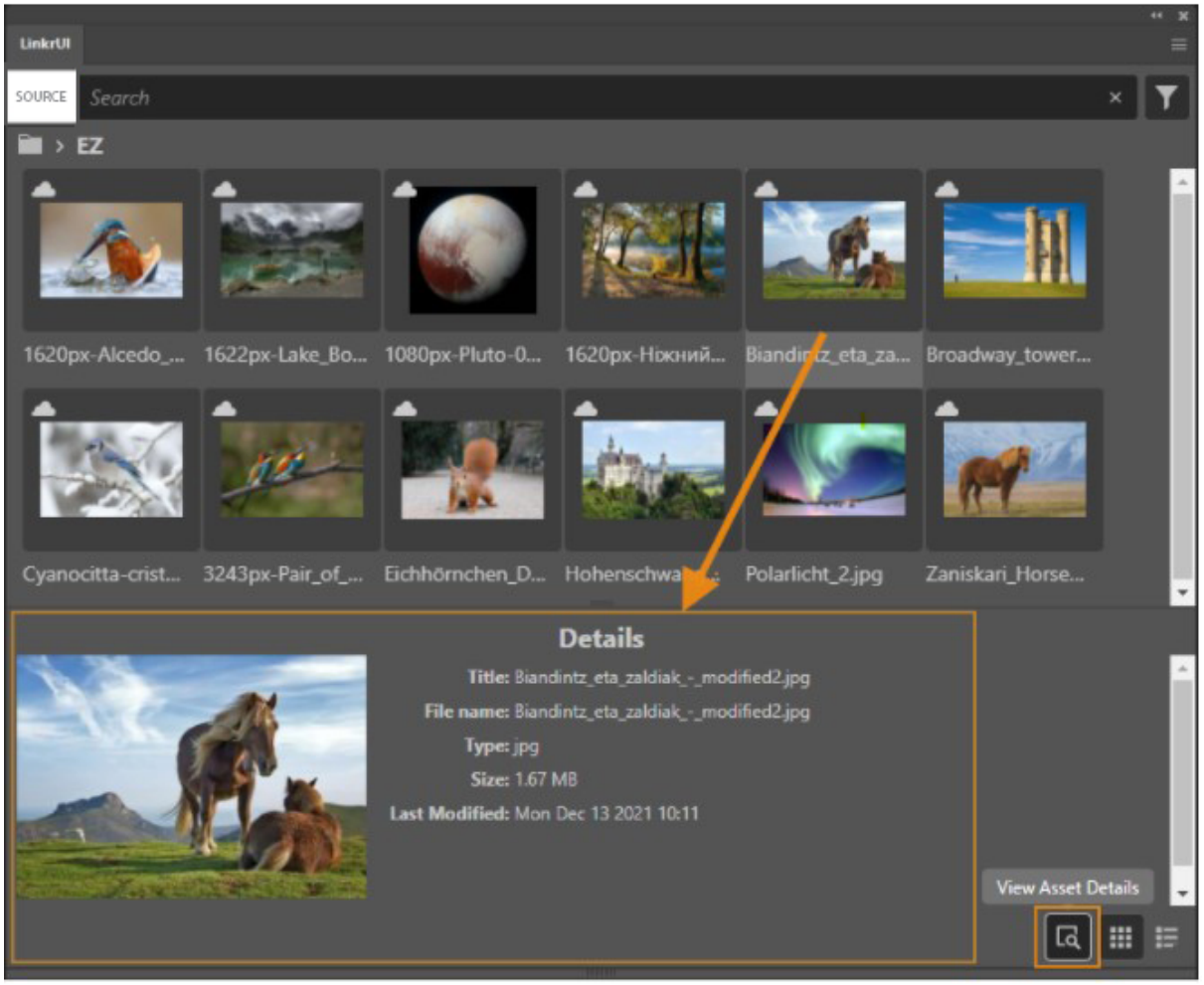
List View

List view optimizes space and consolidates important asset information - including small previews, names, file types & status icons - at a glance.



Details View

View Asset Details displays an additional view section with the details of an asset.
The “**View Asset Details**” button is located at the bottom right of the panel and is available in both, thumbnail and list view.
To open and close the Details section, click the **View Asset Details** button.

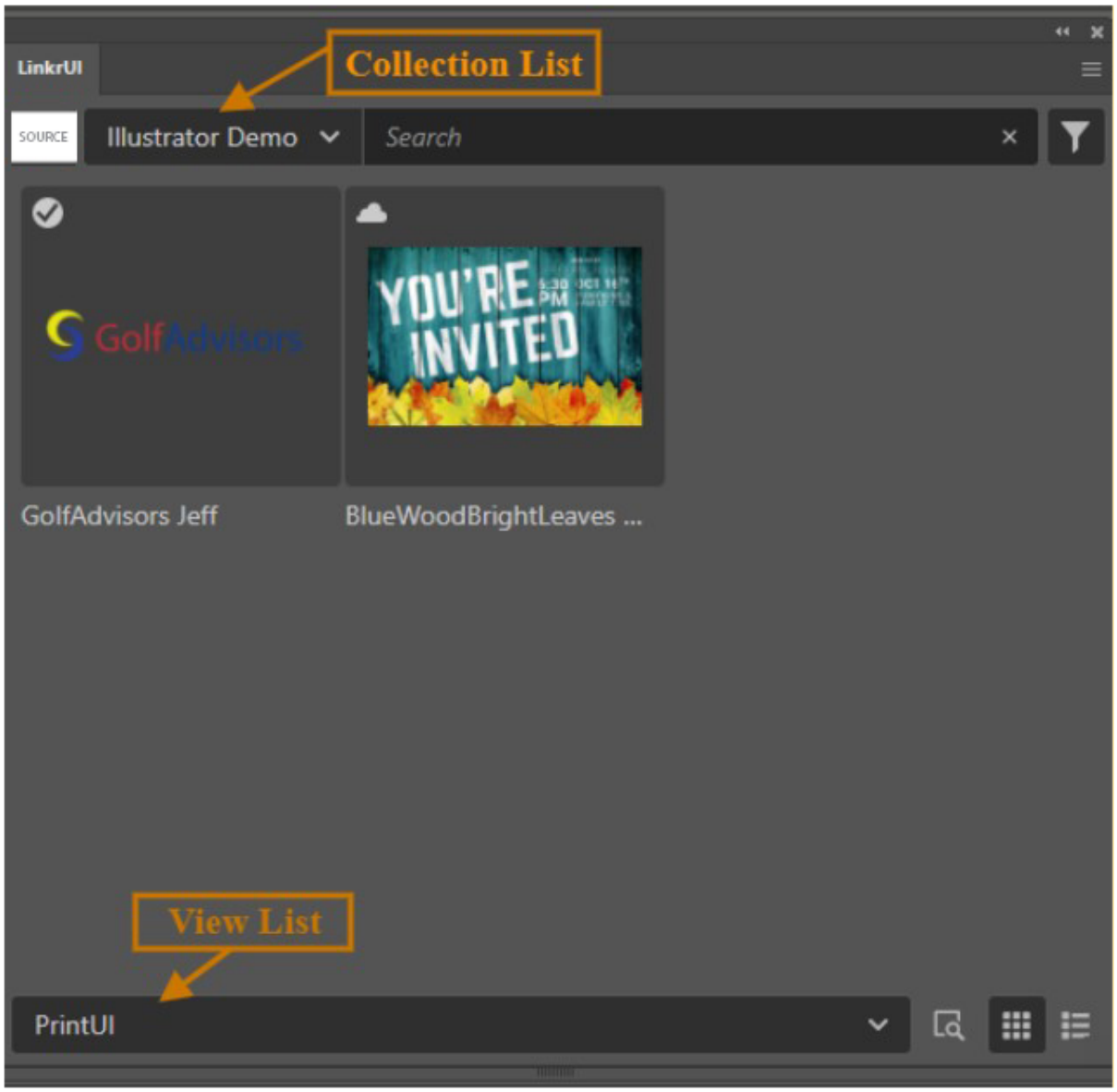


Collections*

Collection dropdown list is located at the top left of the LinkrUI panel.
By default, “All” is selected.
To select a specific collection, click the list to open and select the collection you want.
*This varies by storage hub.

Views/Volumes*

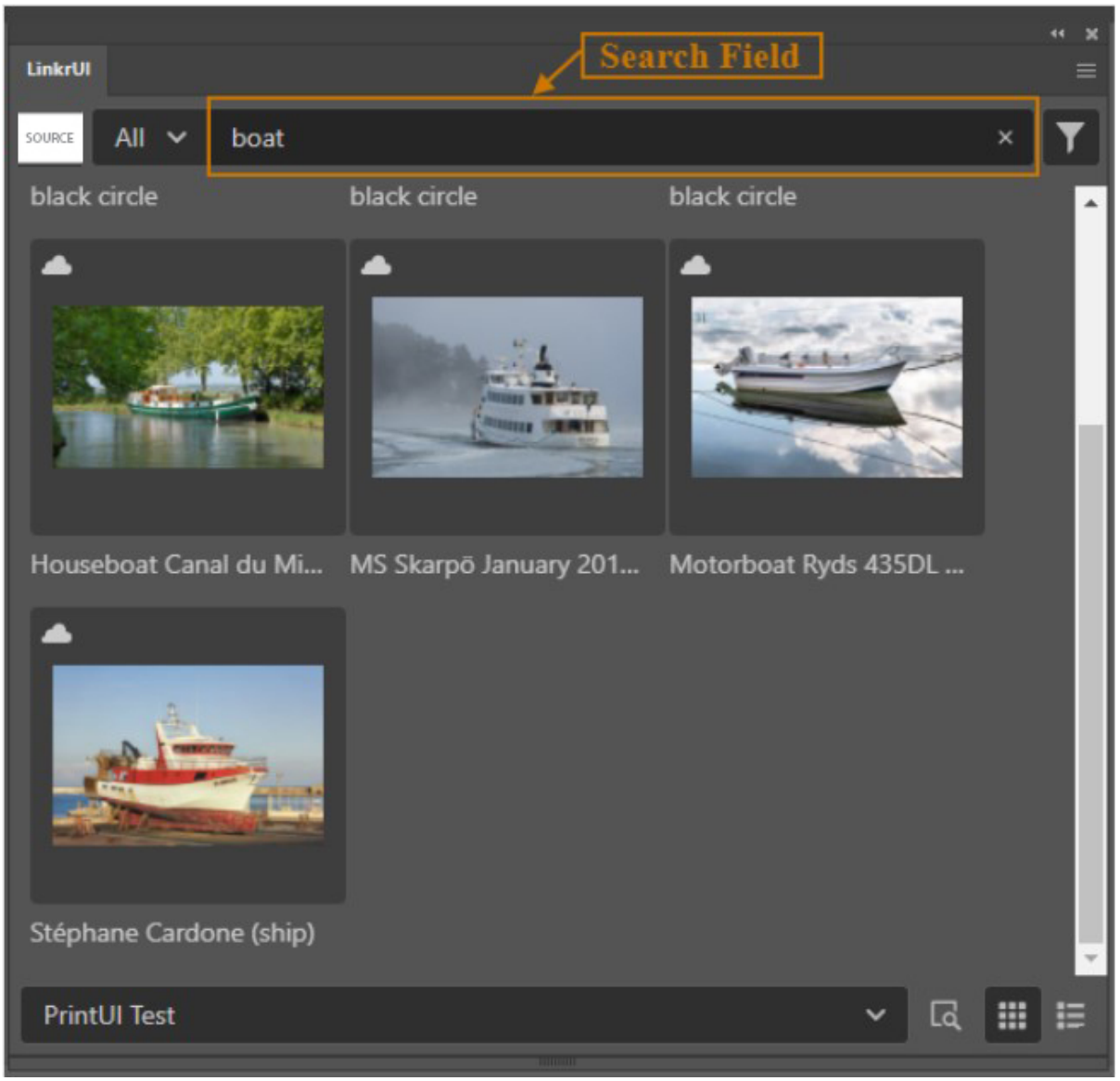
Views/Volumes dropdown list is located at the bottom left of the LinkrUI panel.
Click the view list to switch to a specific view/volume.
*This varies by storage hub.



Search

LinkrUI search allows you to search your assets based on a search term.
When you enter a search term, LinkrUI sends the search request to the selected DAM and retrieves the DAM search results back to LinkrUI.
Use the search bar on the top of the panel to find assets.
You can search within a view and\or a collection.

NOTE
The search results in LinkrUI vary between the DAMs.
The LinkrUI displayed search results are identical to the displayed search results in the selected DAM.



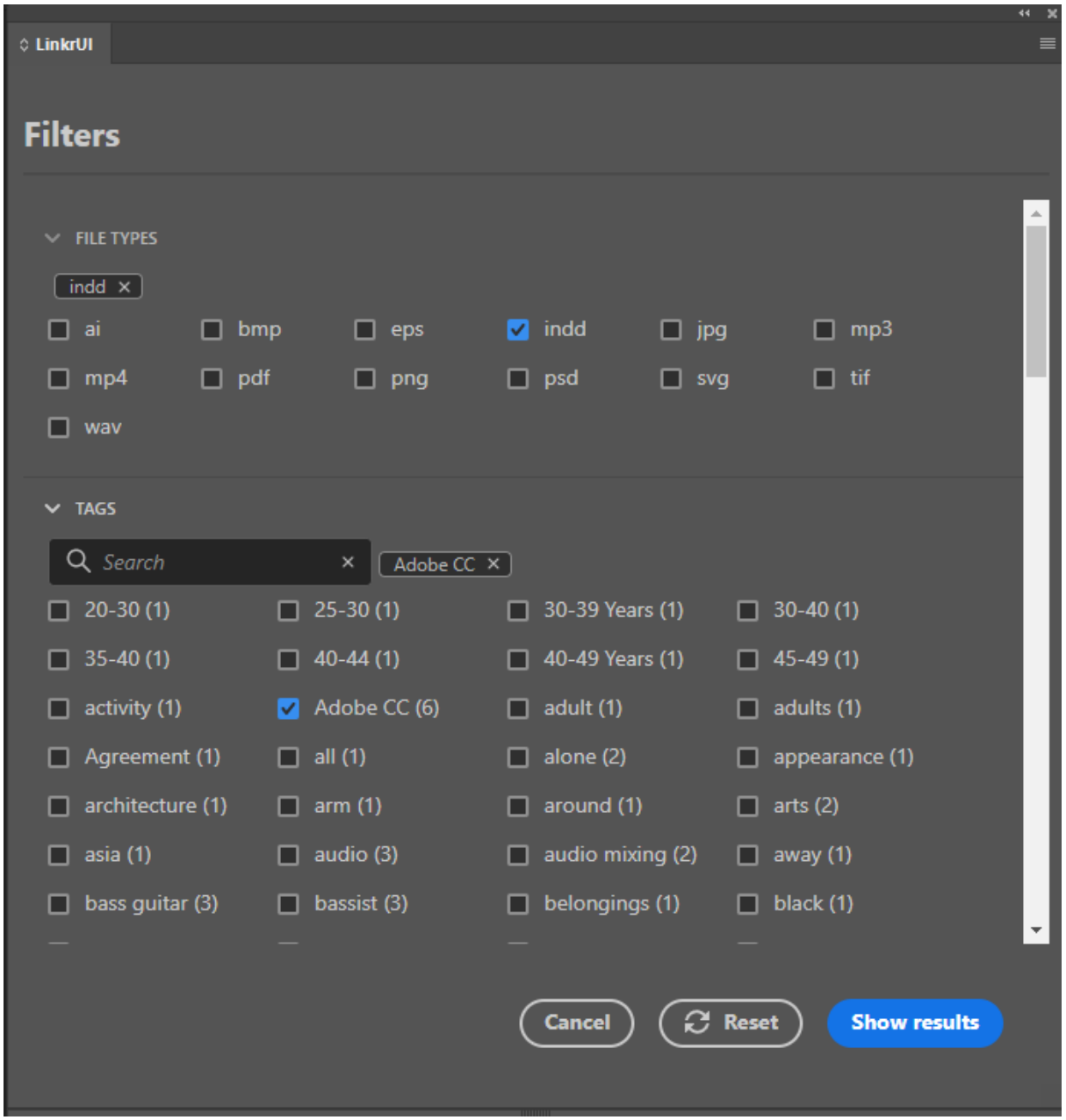
Filter

You can narrow down your selection of assets and filter for the asset you need.
Click the filter button at the top right side of the LinkrUI panel to filter assets.

Filter Types:

- File types
- Tags (DAM specific)
- Keywords (DAM specific)
- Smart Filter (DAM specific)

You can combine multiple filters for more accurate results. For example, you can use a combination of file types filters and tag filters.



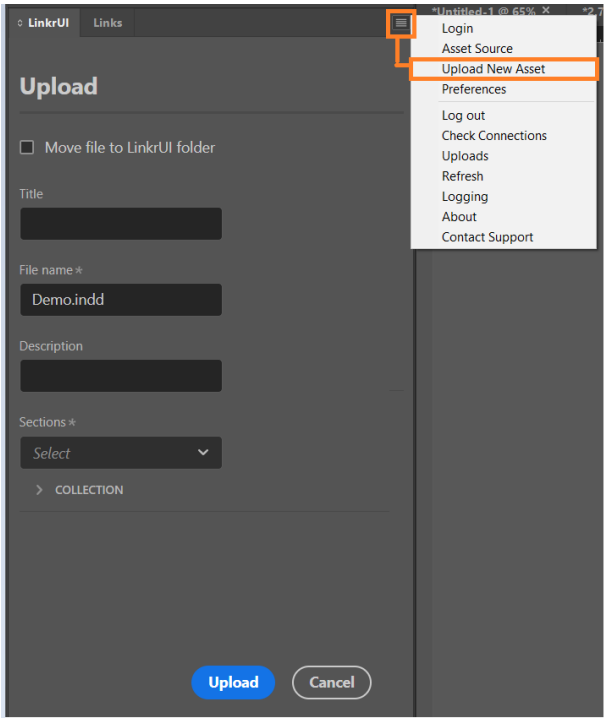
Upload New Assets

LinkrUI allows you to upload new assets from your local file system directly into the DAM.
To upload a file, click on the “hamburger” icon ≡ in the upper right and select the **Upload New Asset** option.

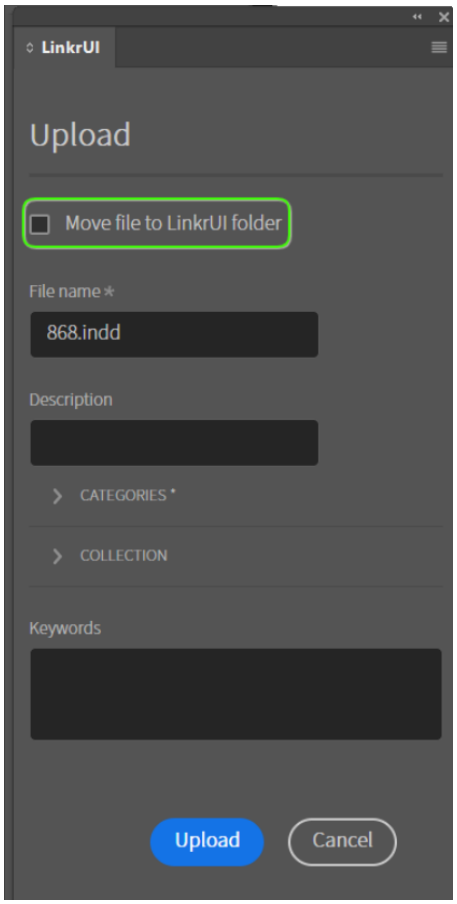
On the **Upload New Asset** dialog, you can:

- Give the file a name that is different from the original file name.
- Add a description.
- Specify the destination Folder\Collection\Section\Library in which to upload the assets (DAM specific)
- Specify the keywords (DAM specific)
- Move file to LinkrUI folder*

When all fields are set, click the **Upload** button.



*Move file to LinkrUI folder



By default, when you upload a local file from your device to the cloud using the LinkrUI connector, the local file will not have a relationship with the newly uploaded asset in the LinkrUI panel. The newly uploaded asset will be indicated in the LinrUI panel with a "**Cloud**" icon, which means that your new asset is in the DAM cloud only. Any changes you make to the local file will not trigger a warning that your local version is newer.

To establish a relationship between the local file and the one that has just been uploaded to the cloud, you need to select the "***Move file to LinkrUI folder"*** option. This option will copy the local file to the `LinkrUI` folder on your device. Once the file is copied, there will be a relationship between the local file and the one in the cloud. This means that if you make any additional changes to the local file, you can push those changes to the new resource you created in the DAM.

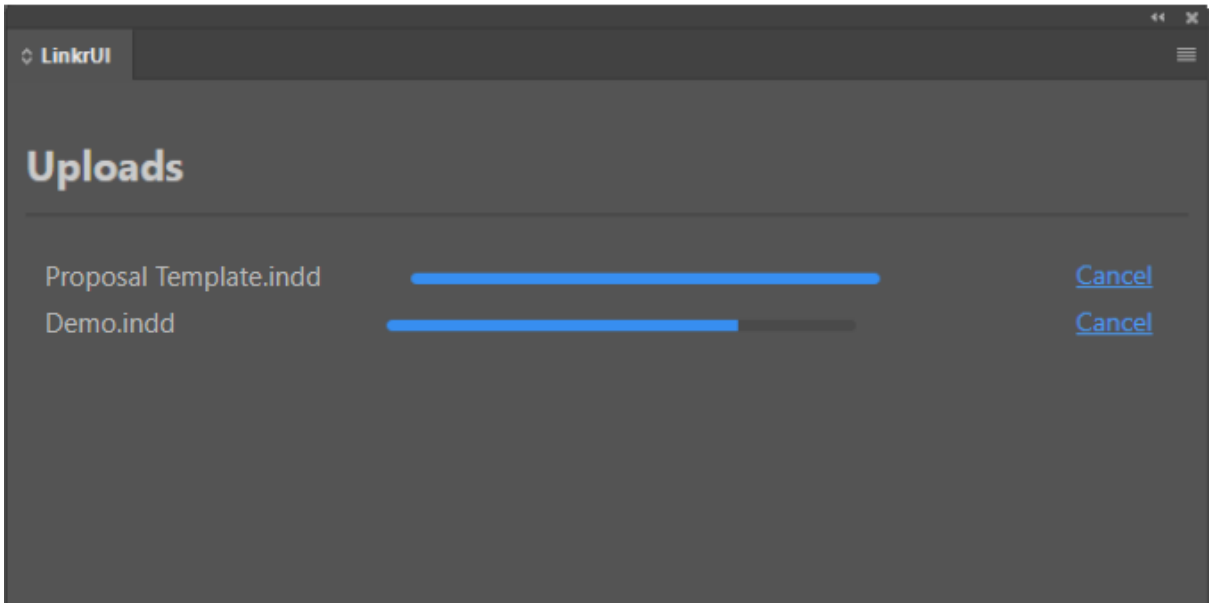
Note that after the upload is complete, the asset will appear with an "**Checkmark**" icon, which means that it is both in the DAM and exists locally.

View Upload Progress

Immediately after clicking the **Upload** button, the **Upload Progress** page is displayed, which displays the tracking progress of all your current assets that are being uploaded. It includes a progress bar indicator that shows the upload progress for each asset, Cancel and Close buttons.

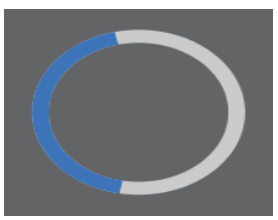
When the upload completes, the **Upload Progress** screen is cleared and the user is redirected to the Assets screen.

NOTE
You can close the **Uploads** window to continue working with LinkrUI while assets are uploading. To track the upload progress, click on the “hamburger” icon ≡ in the upper right side and select the **Uploads** option.



Asset status icons in the LinkrUI panel

Below are the status icons and symbols that appear for assets in the LinkrUI panel and their meanings.

Icons	Meaning
	Cloud: A white cloud icon means your asset is in the DAM cloud only.
	Local: A white circle with a black checkmark means your asset is local. When you open or place an asset, a version of it is copied to the local device. When the download is completed, the asset icon changes from ‘Cloud’ to ‘Local’.
	Problematic A white cloud icon with a black exclamation mark means that a problem was detected when you tried to open or place the asset due to permissions issues or asset corruption.
	Conflict A solid red triangle with a white exclamation mark means that your local asset has a conflict. Local assets can be in “Conflict” status when: ➔ Your local asset version is newer. ➔ The DAM asset version is newer. ➔ There is a conflict between your local asset version and the DAM version (the asset was modified both locally and in DAM). **Note**: Upon hovering over the Conflict icon, a tooltip pops up explaining the specific reason for the conflict.
	**In progress** A spinning blue circle means that your asset is in the process of opening, placing, updating, resetting or purging (depending on the action selected).

LinkrUI Asset Action Menu List

The following are LinkrUI actions that can be performed to DAMs assets:

- Open
- Place
- Update
- Purge
- Reset

Open Asset

The Open option allows you to open assets that are in the DAM directly into Adobe applications.
The Open action downloads a copy of the DAM version to the local device.
When the download completes, the asset status changes from Cloud to Local.

NOTE
The Open option is available in the asset action menu list only if it's supported by the application running LUI.

Place Asset

The Place option allows you to place assets that are in the DAM directly into Adobe applications.
The Place action downloads a copy of the DAM version to the local device.
When the download completes, the asset icon changes from Cloud to Local.

Update Asset

Update allows you to update and sync your local asset changes into the DAM.
When you save your local changes, the icon for the asset in the LUI panel is changed from Local to Conflict and an "Update" option becomes available in the asset action menu list.

NOTE
The "Update" option becomes available in the asset actions menu list only after saving local changes.

Purge Asset

Purge option removes the local asset copy from the local device and makes the asset "Cloud-only". It does not affect your assets saved to the DAM.

NOTE
The Purge option is available in the asset actions menu list only for assets with a Local status.

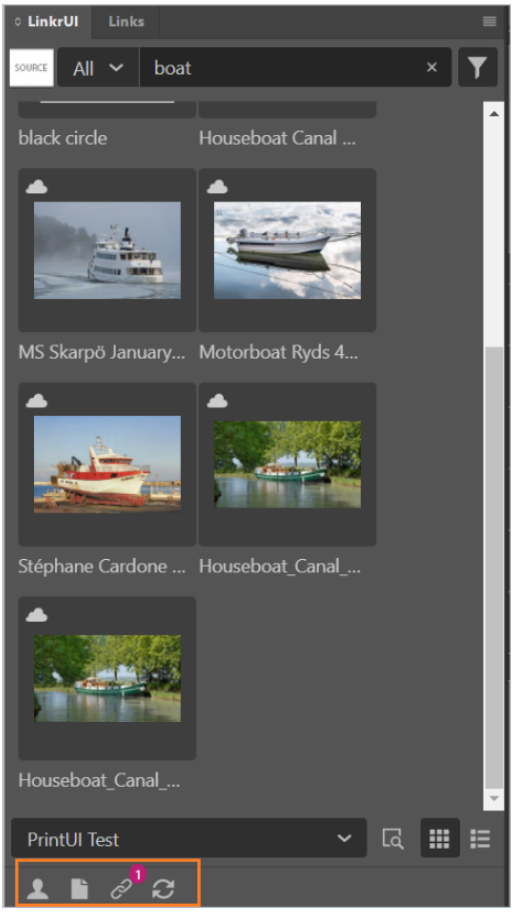
Reset Asset

Reset option deletes the local asset copy from the local device and re-downloads the current asset version from the DAM.

NOTE
The Reset option is available in the asset actions menu list only for assets that are with a 'Conflict' status.

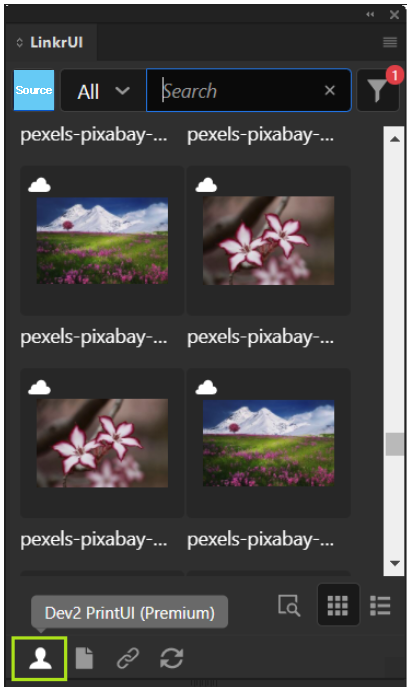
LinkrUI Bottom Toolbar

The bottom toolbar of LinkrUI contains the following buttons:
User Info, Document Status, Links and Refresh.



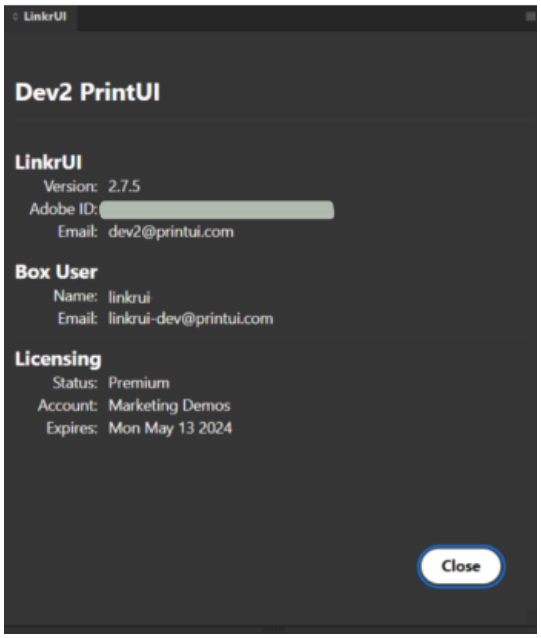
User Info Button

To open the **User Info** dialog, click the **Person** button in the *bottom toolbar.*



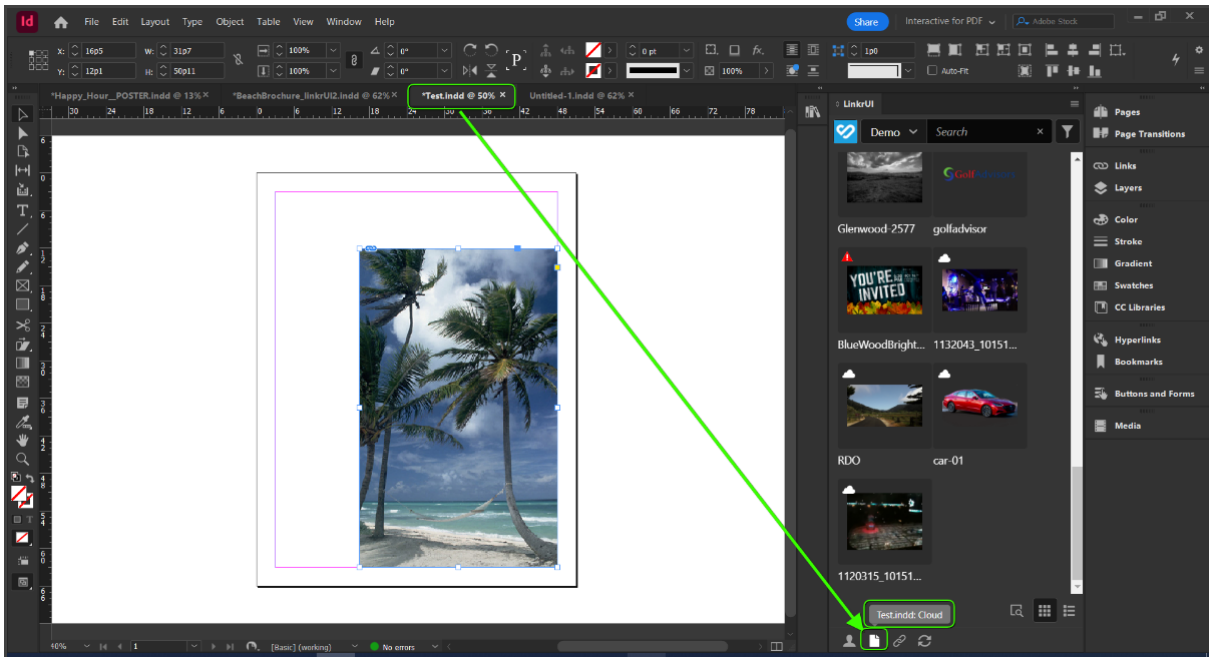
The **User Info** dialog displays information about the current user, including:

- **LinkrUI version**: The version of LinkrUI that is currently installed.
- **Adobe ID:** The Adobe ID that is associated with the current user.
- **Email:** The email address that was used to activate/register LinkrUI.
- **DAM user:** The user you are logged into for your current DAM.
- **LinkrUI Licensing info:** Information about the licensing status.



Document Status Button

The **Document Status** button reflects the status of the currently active open document. When you hover over the button, a tooltip is displayed, showing the document's name and its status (cloud or local).



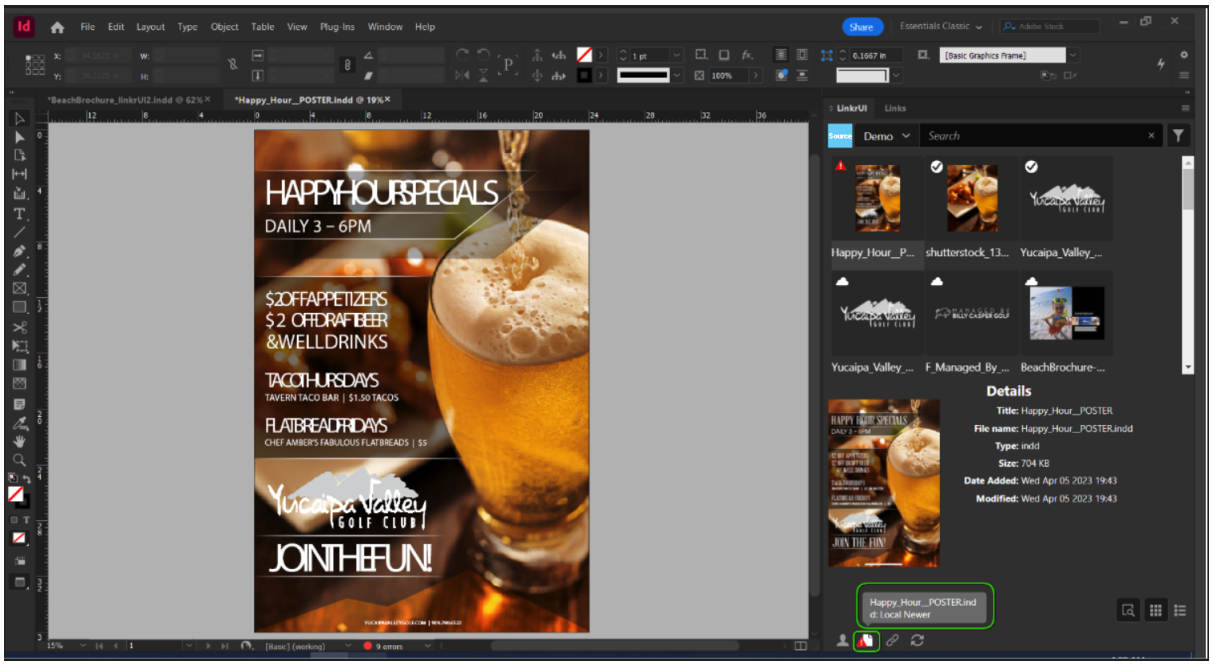
The **Document Status** button offers you to perform actions on the open document.
When clicking the Document button, a menu will appear.
The actions that you can do depend on the status of the document, as described below:

Status	Action Menu
Local Document (not opened via the LinkrUI panel)	Upload
Cloud Asset (opened using the LinkrUI)	Upload, Update, Reset, Purge

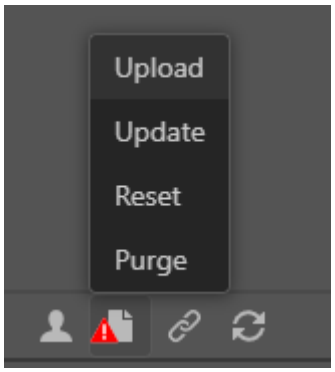
Use Case Example:

Open an asset via LinkrUI, place some assets from LinkrUI, and save the file.

After you save the file, the **Document Status** button will have an alert icon .
When you hover over the icon, you will see a tooltip that says "**Local Newer**." This means that the version of the asset that you have saved locally is newer than the version that is stored in the DAM.



When you click the **Document Status** button, a menu appears with the following actions:



Upload: This will open the upload dialog to upload the current open document as a new asset to the DAM.

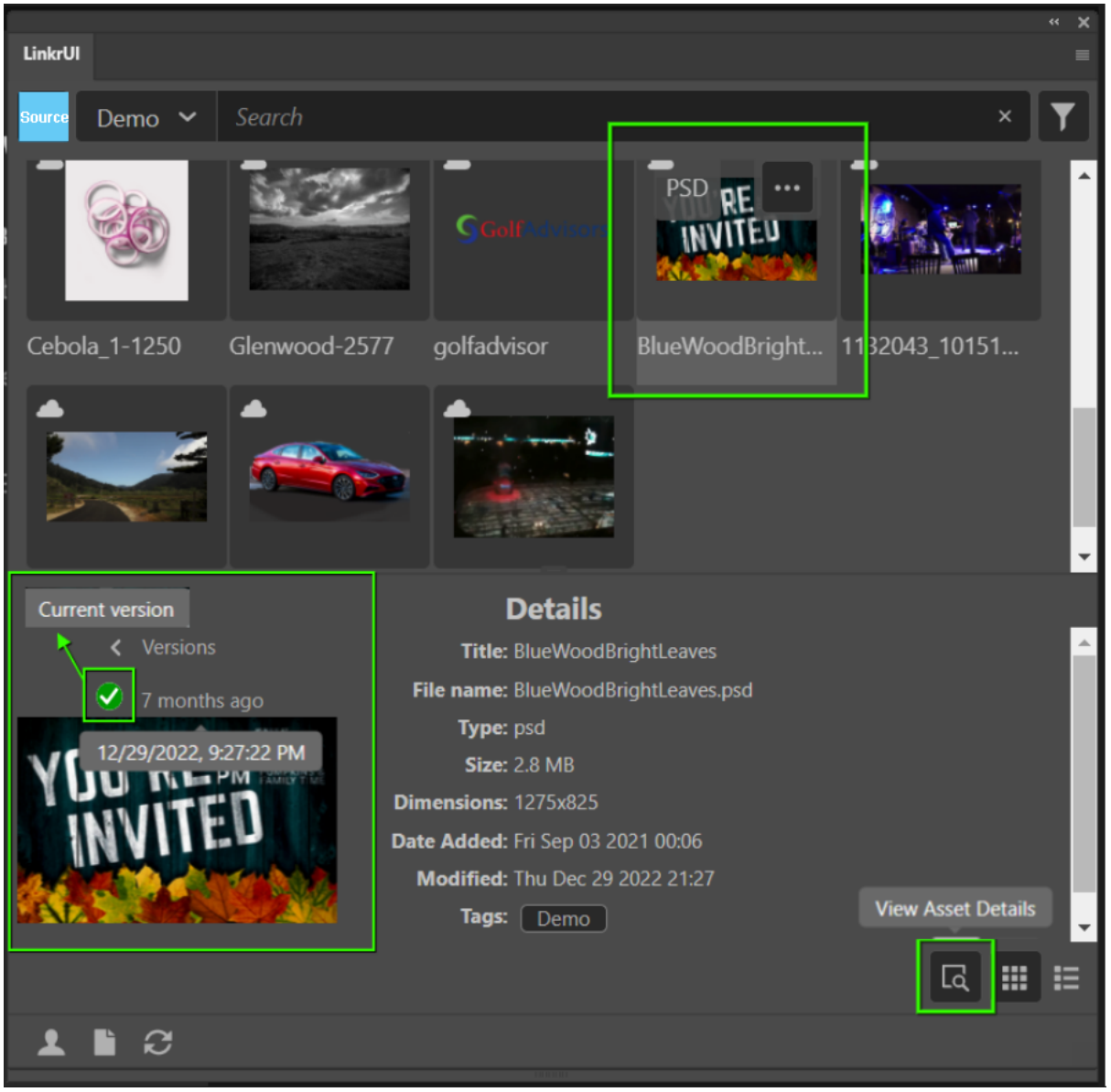
Update: This will automatically update the asset in the DAM with the changes that you have made.

Reset: This option deletes the local copy of the asset from your device and downloads the most recent version of the asset from the DAM.

Purge - This option removes the local asset copy from the local device and makes the asset "Cloud-only". It does not affect your assets saved in the DAM.

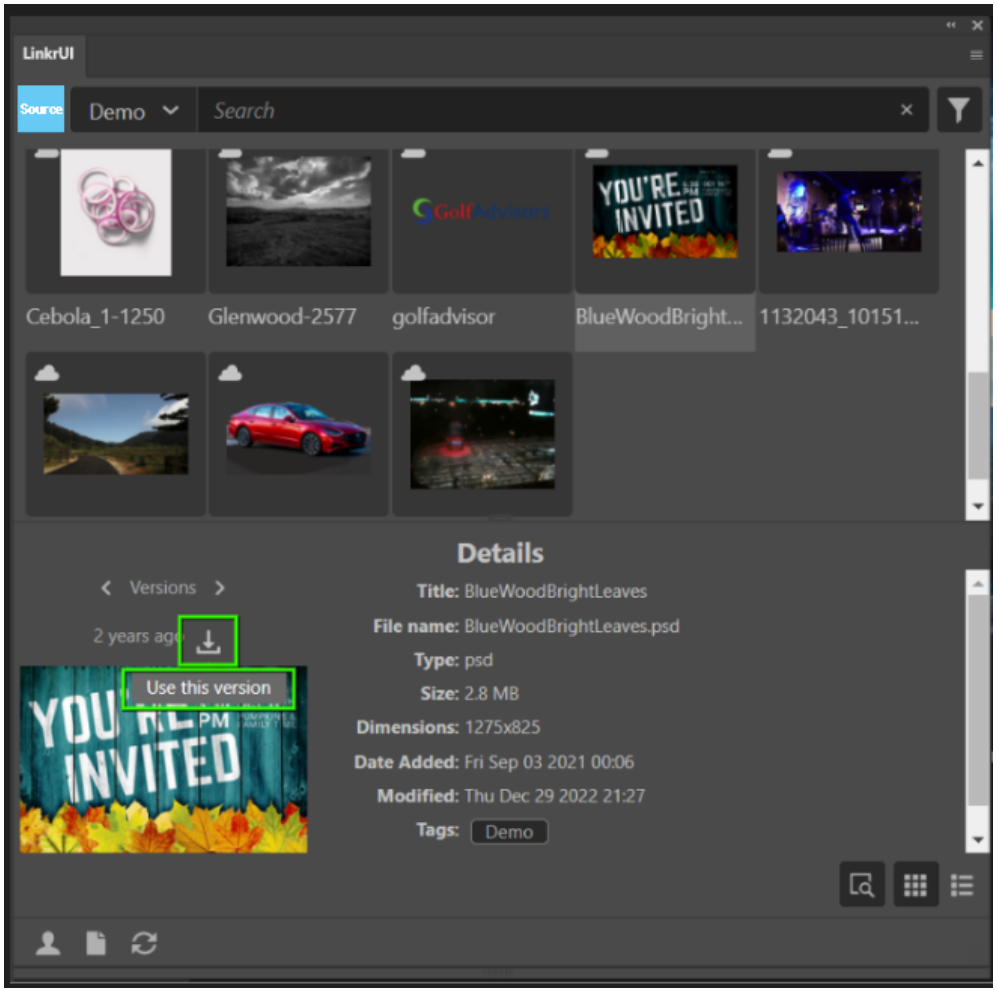
Asset Version History

The asset version history in LinkrUI is controlled in the **Asset Details** section.
To view the different versions of an asset, select an asset and click the **Details** button at the bottom right corner of the panel. This will open the **Asset Details** section.



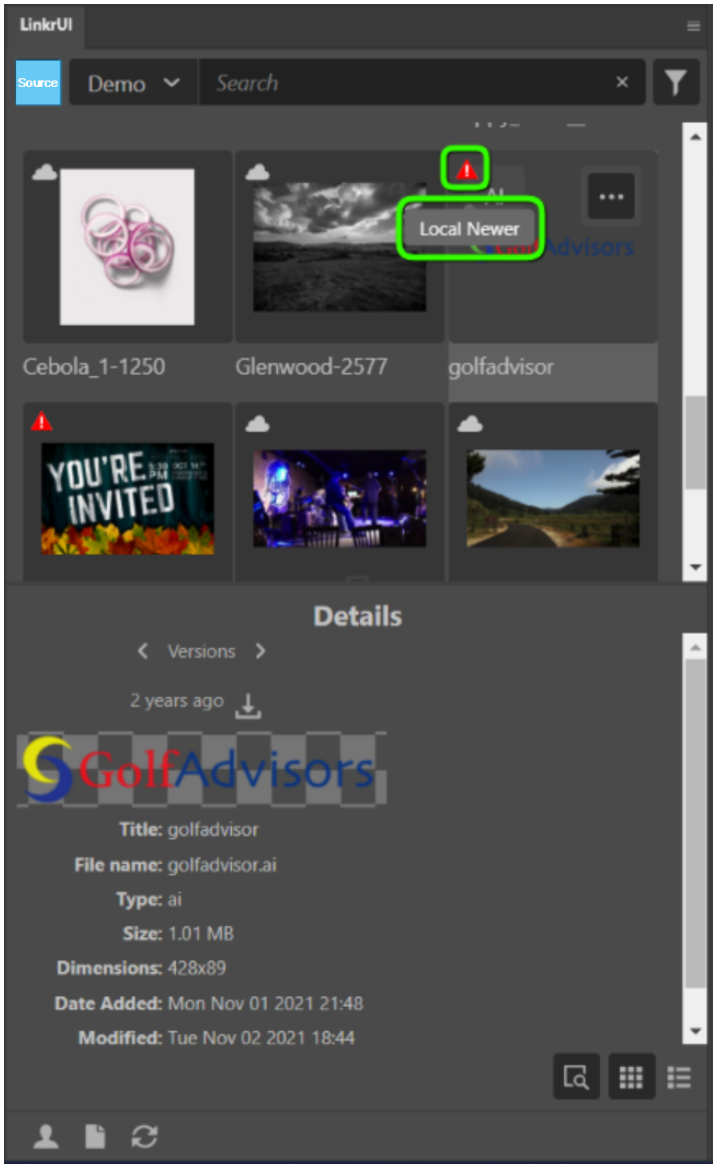
The asset with a **green check mark** is the current asset version that is in the DAM. Hovering over the time provides a tooltip of the full date and time of the version.
Use the **arrows** to flip between the versions of the asset.

To place or open an older version, click on the **Download** button. The older asset version will be placed/opened and is ready for use.



NOTE

When placing/opening an older version of an asset, the asset is indicated with a conflict icon (red triangle icon). When hovering over the conflict icon, a tooltip is displayed with “**Local Newer**”.

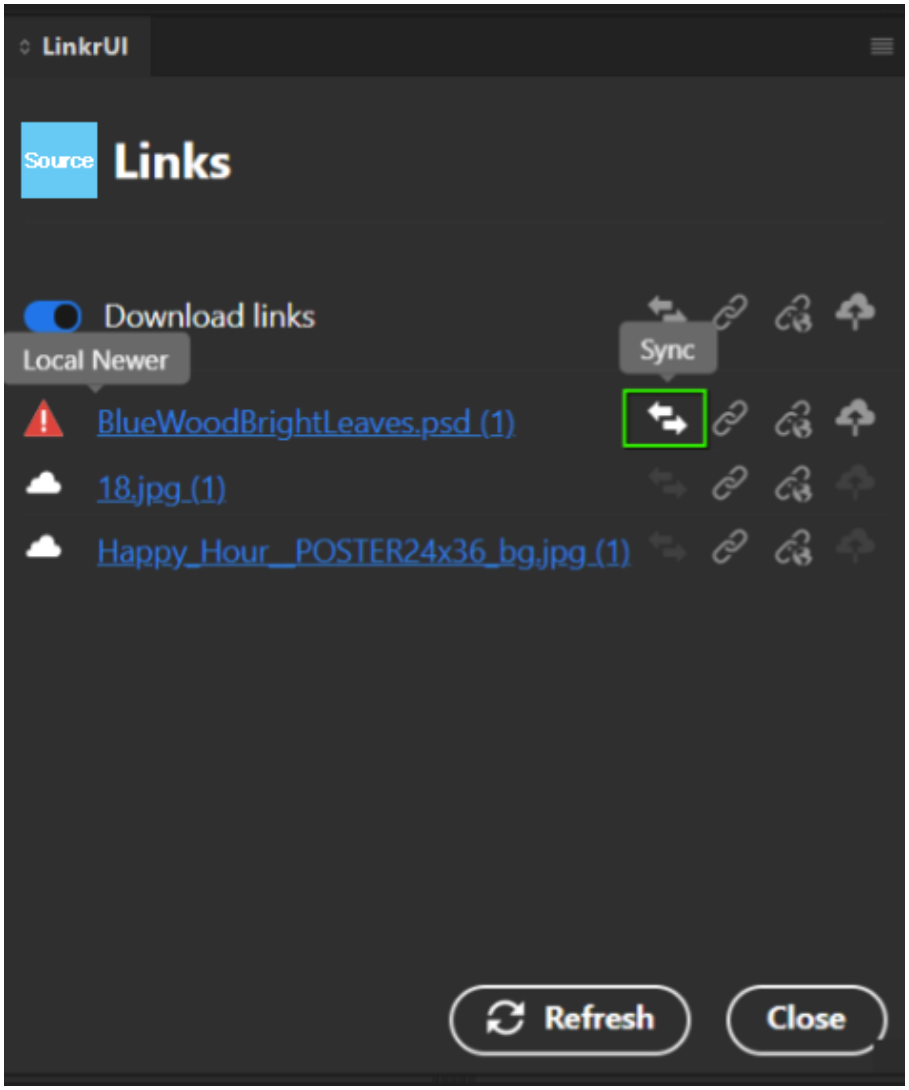


If you want to restore an older version of an asset to the DAM as the latest current version:

1. Locate the asset in the panel.
2. Open the action menu.
3. Select **Update**.

This will update the asset in the DAM and make the older version the latest version.

Another way to sync PLACED assets is from the **Links dialog** (available in Premium version).
When opening the **Links** dialog, the link is indicated with a **Local Newer** icon.
Selecting the **Sync button** syncs the current placed version to the DAM.

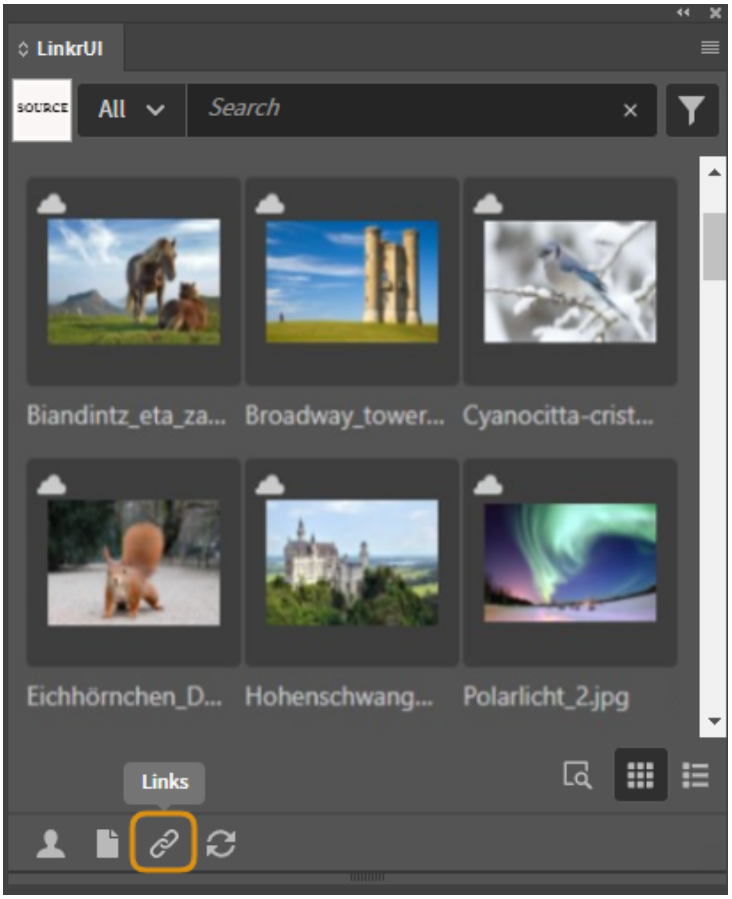

LinkrUI
Source
Links
Download links
Local Newer
Sync
BlueWoodBrightLeaves.psd (1)
18.jpg (1)
Happy_Hour__POSTER24x36_bg.jpg (1)
Refresh
Close

Smart-Linkr

The LinkrUI Links dialog is a powerful feature that allows you to review and manage all of the placed links, both local (on disk) files and cloud assets, in your Adobe documents*. The LinkrUI Links dialog enables you to re-link, upload, sync, and update local links to the cloud and vice-versa.

To open the **Links** dialog, click the **Links** button in the *bottom toolbar.*

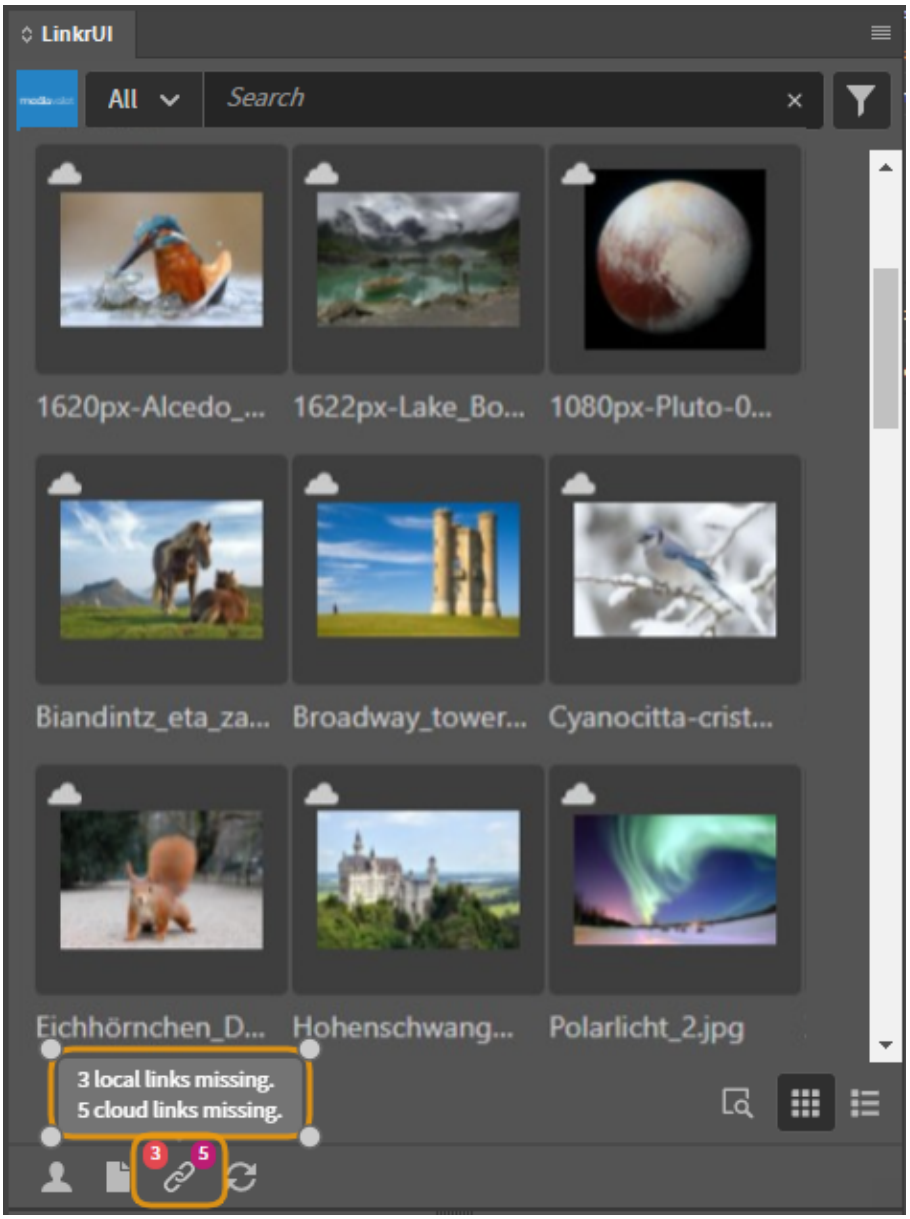
*The Smart-Linkr feature is available in the premium version of LinkrUI for Adobe applications InDesign, Illustrator, Premiere Pro, and After Effects.



“Need Attention” Links

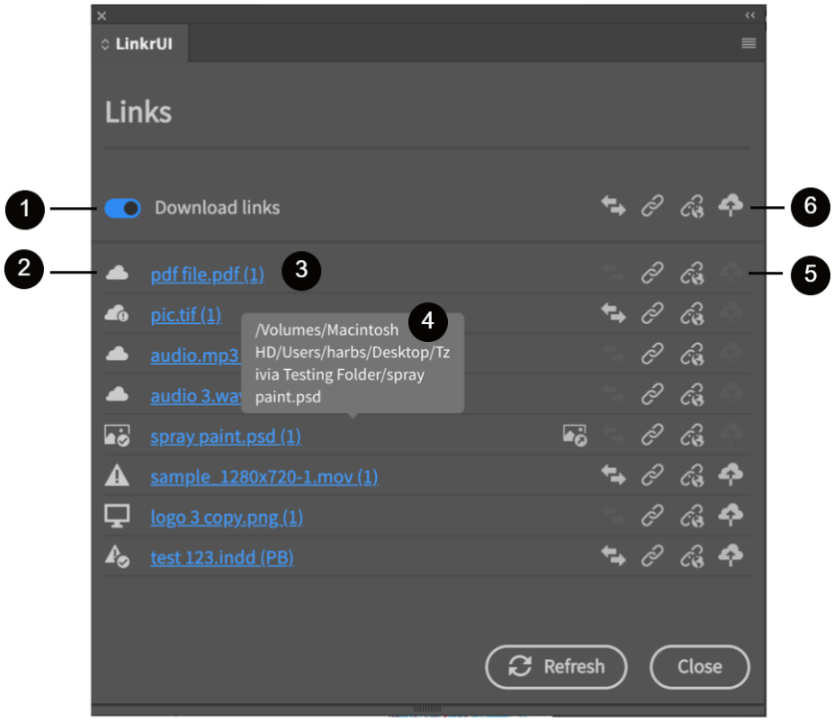
LinkrUI gives you a short summary of the status of any links that need attention as badges on the Link button.
If your document has links that need attention, a badge will appear over the Link button.
If you hover your cursor over the badge icons, a tooltip pops up displaying how many links are missing locally and from the cloud.

- The pink badge on the right shows the number of links missing from the cloud.
- The red badge on the left shows the number of links missing from your local device.



Links Dialog Overview

All files placed in a document are listed in the LinkrUI Links dialog.
These include both local files (on disk) and cloud assets.



1 Download Links (toggle)
With the Download links toggle you can choose whether to download links or not.
This toggle is also available in the Preferences dialog.

2 Link Status Icons
The icon next to each link indicates the status of the link
For more information on link statuses, refer to the table below '*Links status icons in the LinkrUI Links Dialog*'.

3 Link Name and Location in the Document.
Clicking on an asset link in the Links dialog automatically takes you to that image within the document. The page number appears in brackets ().

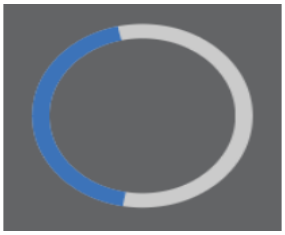
4 Link Path
Hovering over a link in the Links dialog provides a tooltip of the full file path.

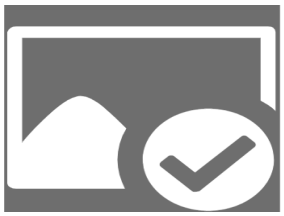
5 Link Action Buttons
Actions that can be performed on a link (the actions vary depending on the status of the link).

6 'Batch operation' Buttons
Batch operations for sync, relink to cloud / local and upload

Links Status Icons in the LinkrUI Links Dialog

Below is a table which describes the link status icons and their meanings.
A linked file can appear in the LinkrUI Links dialog in any of the following ways:

Link Status Icons	Meaning
	Valid and Local: This icon means the file is linked to a local file and does not reside in the cloud.
	Valid and Cloud: This icon means the file is linked to a cloud asset and is available locally.
	**Downloading** This icon indicates that the asset is currently being downloaded from the DAM to your local device. Once the download is complete, the Downloading icon will be replaced with a Cloud icon, which means the file is linked to a cloud asset and is available locally.
	Missing but in Cloud This icon means the file is a cloud asset, which exists in the cloud, but is missing from the local device. (The image exists in the DAM but locally missing)
	Conflict This icon means one of the following. Links are in “Conflict” status when: ➔ The linked file is missing from local and from the cloud ➔ The local link version is newer than the version in cloud. ➔ The cloud link version is newer. ➔ There is a conflict between your local linked asset version and the DAM version (the asset was modified both locally and in DAM).

	Note: With hovering over the Conflict icon, a tooltip pops up giving the reason for the conflict.
	Modified This icon means that the version of the file on disk is more recent than the version in your document. This may happen, for example, if you import a Photoshop graphic into InDesign, and then you or someone else edits and saves the original graphic in Photoshop.
	**Embedded** This icon means the link is embedded.

LinkrUI Link Actions

The following are LinkrUI Links dialog actions that can be performed to links:

On individual link:

- Upload
- Relink to cloud
- Relink to local
- Unembed
- Sync

On all links (Bulk operations):

- Upload all
- Relink all to cloud
- Relink all to local
- Sync all

Upload

To link a local link file to the cloud, select the local link in the Links dialog, and click the **Upload** button.

In the Upload dialog select Upload to upload the link.
After the local link is uploaded, LinkrUI automatically relinks the link with the cloud asset within your InDesign document and the status of the link becomes ‘Cloud’.

NOTE
The Upload button is available only for links with the status "Local"

Upload All

To link multiple local links to the cloud, click the **Upload all** button at the top right of the Links dialog.

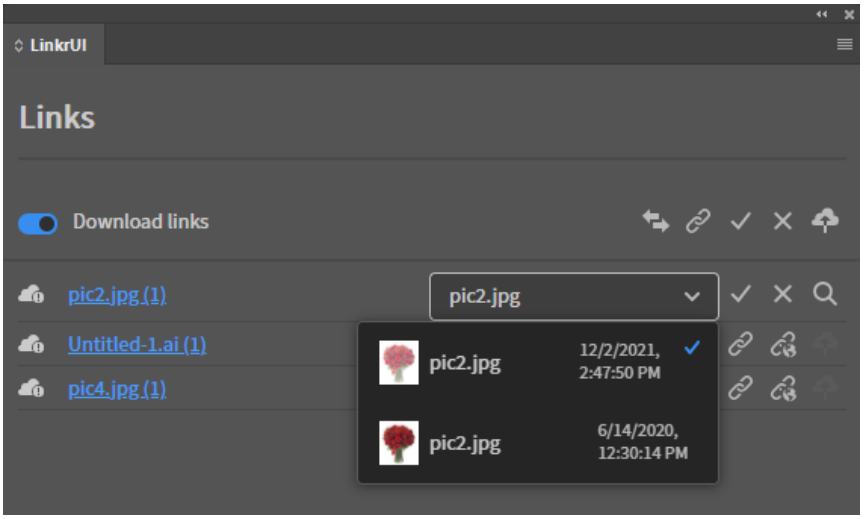
In the Upload dialog that appears, select upload.
All local links are uploaded to the cloud.
After the local links are uploaded, LinkrUI automatically relinks the links with the cloud assets within your InDesign document and the status of the links becomes ‘Cloud’.
All of your uploaded files are now relinked with the cloud.

Relink to cloud

Relink to cloud option enables you to relink any link in the LinkrUI dialog to a cloud asset.

To relink a link to the cloud, click the **Relink to cloud** button.

If LinkrUI finds results in the cloud that correspond to the link's name, it shows the results in a dialog with the best guess of the assets to relink to.



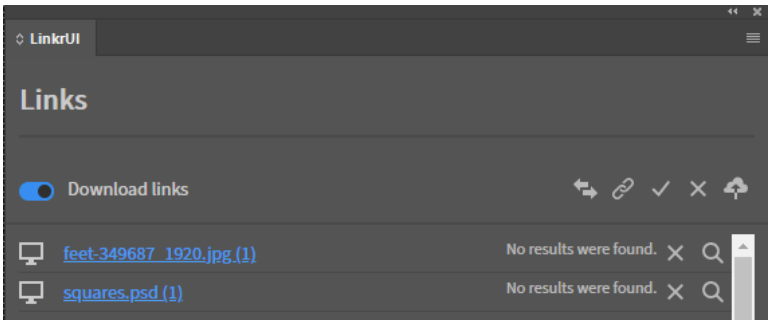
To Approve the selection, click the Approve button.

If the asset you expect is not included in the dialog search results, use the **Search in Panel** button to search for other assets.

When you find the desired asset, select **Place** from the asset actions menu list.

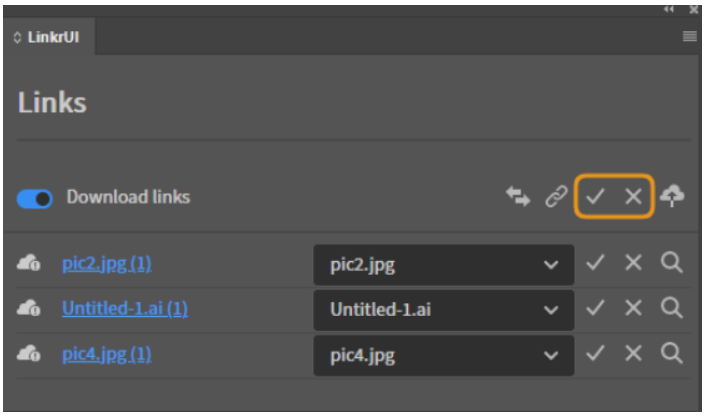
Now the link is replaced by the selected asset and relinked.

If LinkrUI doesn't find any cloud asset that corresponds to the link's name, the message "No results were found" is displayed.



Relink all to cloud

To link multiple links to the cloud, click the button at the top right of the Links dialog.
To approve / cancel all, click the **Approve all** / **Cancel all** button at the top right of the Links dialog.



Relink to local **(Replace a link with a different source local file)**

To relink a link to a local file, select the link in the Links dialog, and click the **Relink to Local** button .
In the dialog box that appears, locate and double-click the new source file.

Relink all to local

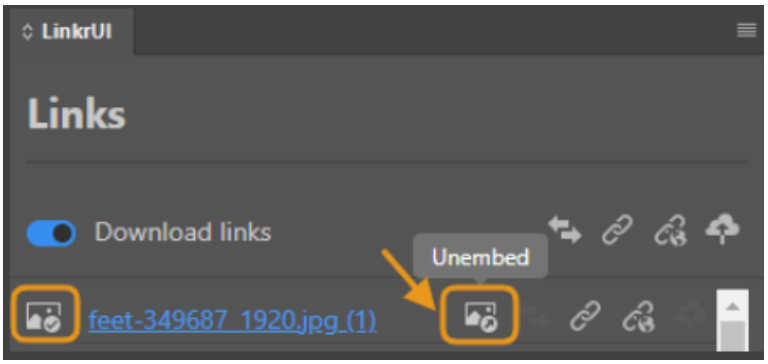
To relink all links to local, click the **Relink all to local** button at the top right of the Links dialog.
In the dialog box that appears, select a folder where you want LinkrUI to search for links.
If the targeted selected folder contains the corresponding file name, LinkrUI replaces the links.

Update modified links

To update modified links, click the **Sync** button next to the link marked with the modified-link icon

Unembed a linked file

To unembed a linked file, click the **Unembed** button.

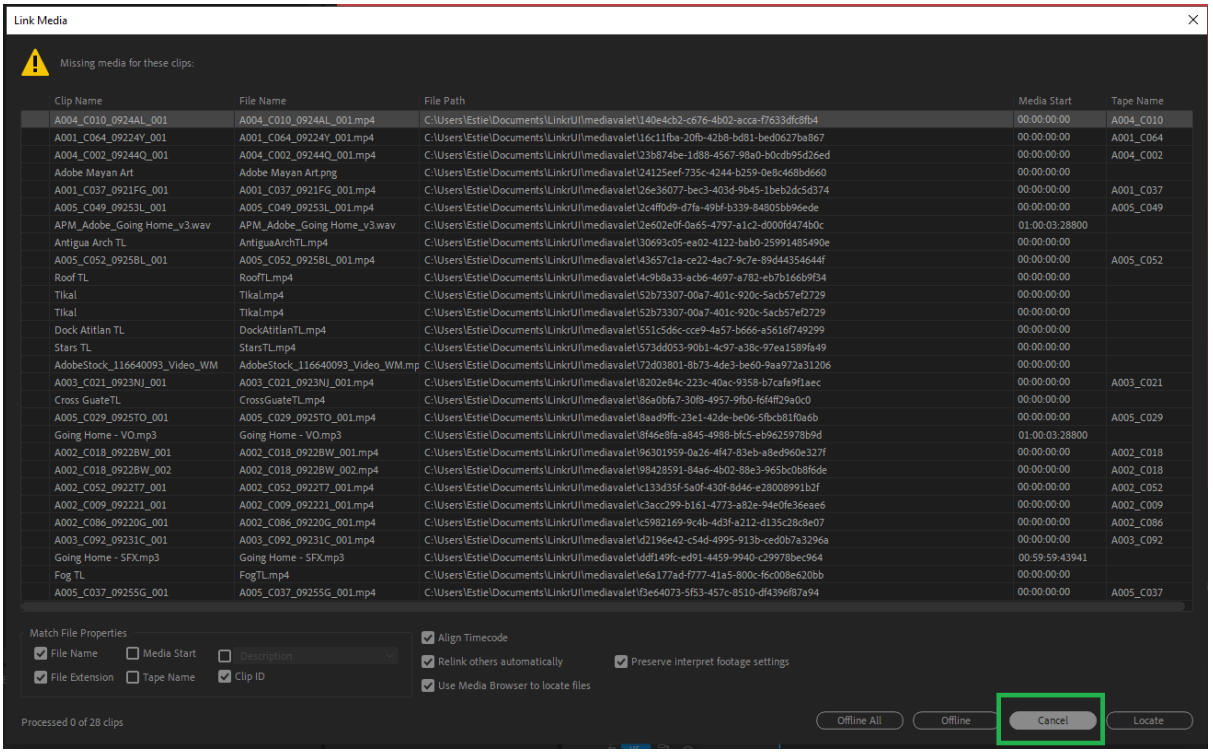


Smart-Linkr Feature in Adobe Premiere Pro and Adobe After Effects

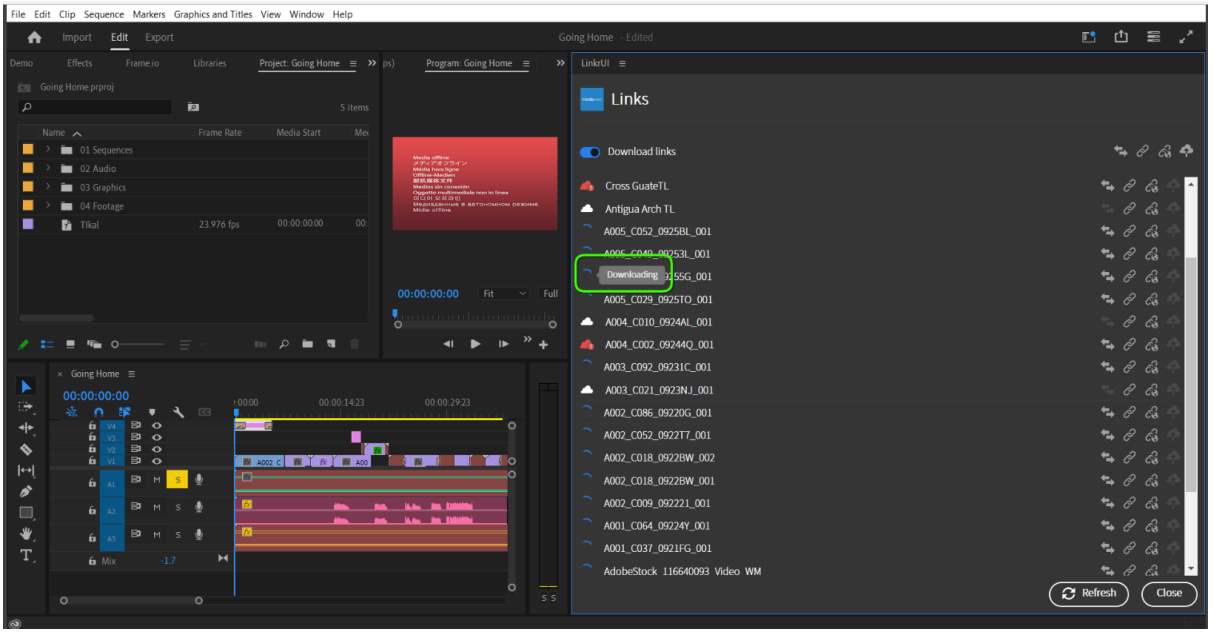
This documentation is written for Premiere Pro. However, most of the content is applicable also to After Effects.

A. How to Open a Premiere Pro Project via LinkrUI and Manage Its Assets

1. When opening a Premiere Pro project via the LinkrUI panel, the **Link Media** window will be shown. Click on the **Cancel** button.



2. To manage the linked assets, go to LinkrUI's Links dialog by clicking the **Links** button in the bottom toolbar.

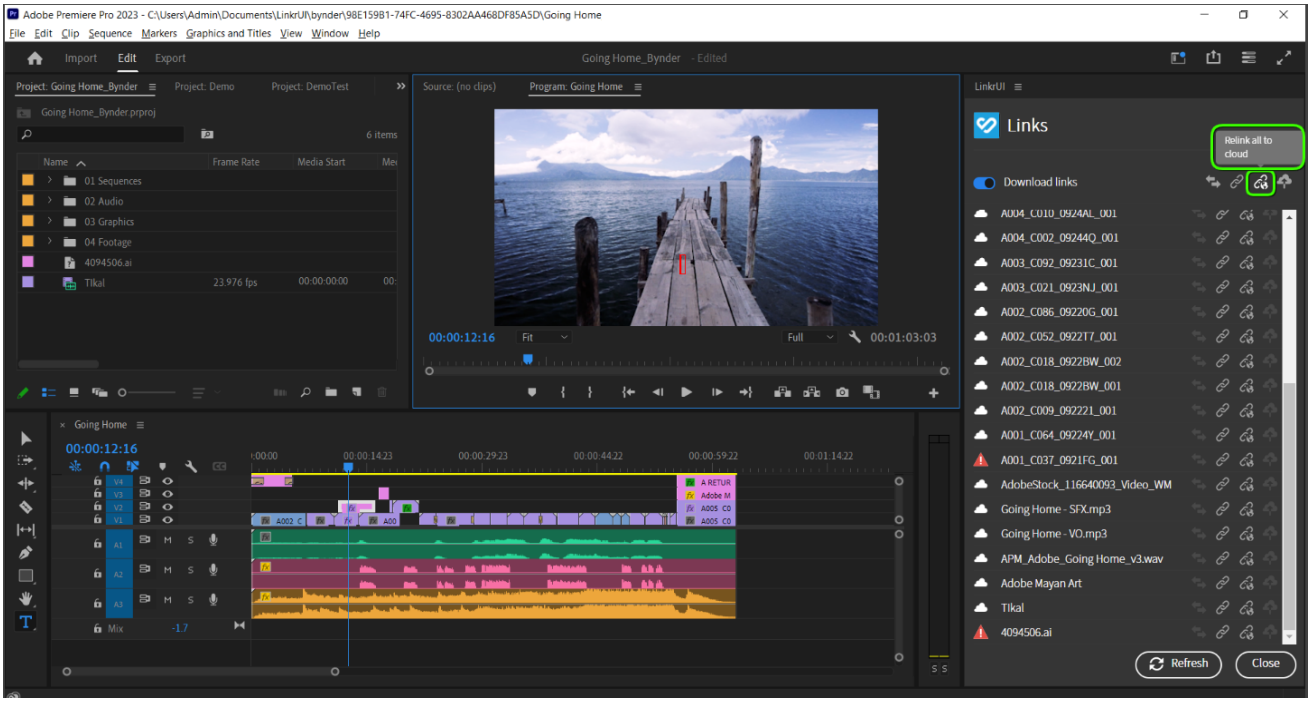


If the assets in the .prproj file that you opened are already linked to the cloud, they will begin downloading from the cloud to your local device automatically*.

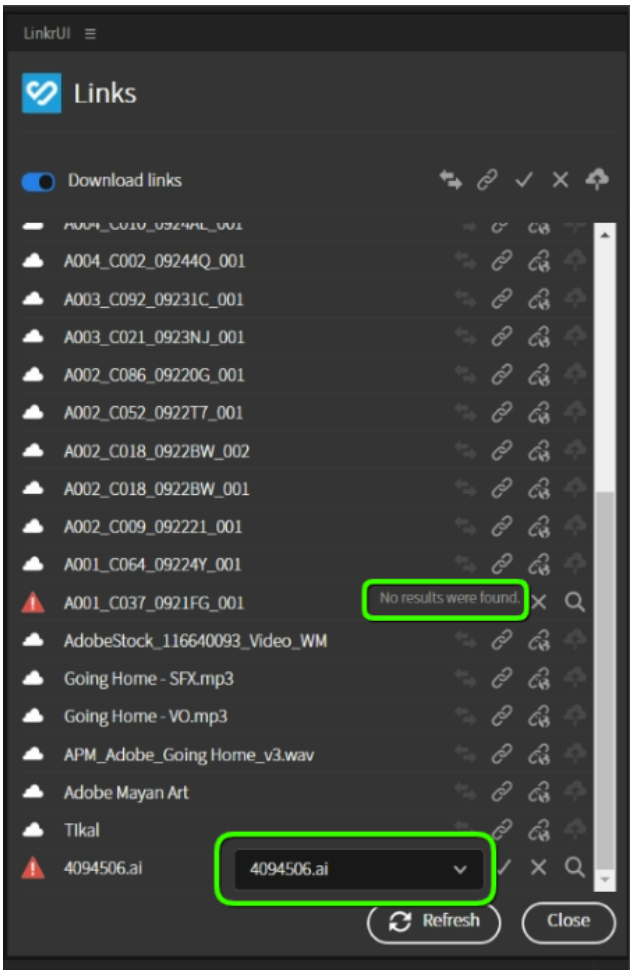
You can track their progress by the **Downloading** icon. Once the download is complete and the relink is successful, the asset icon will change to the **Cloud** icon, which means that the asset is available locally and in the cloud.

*Note: This is dependent on the preferences setting '**Link Updates**'. By default Download Links is set to **On**.

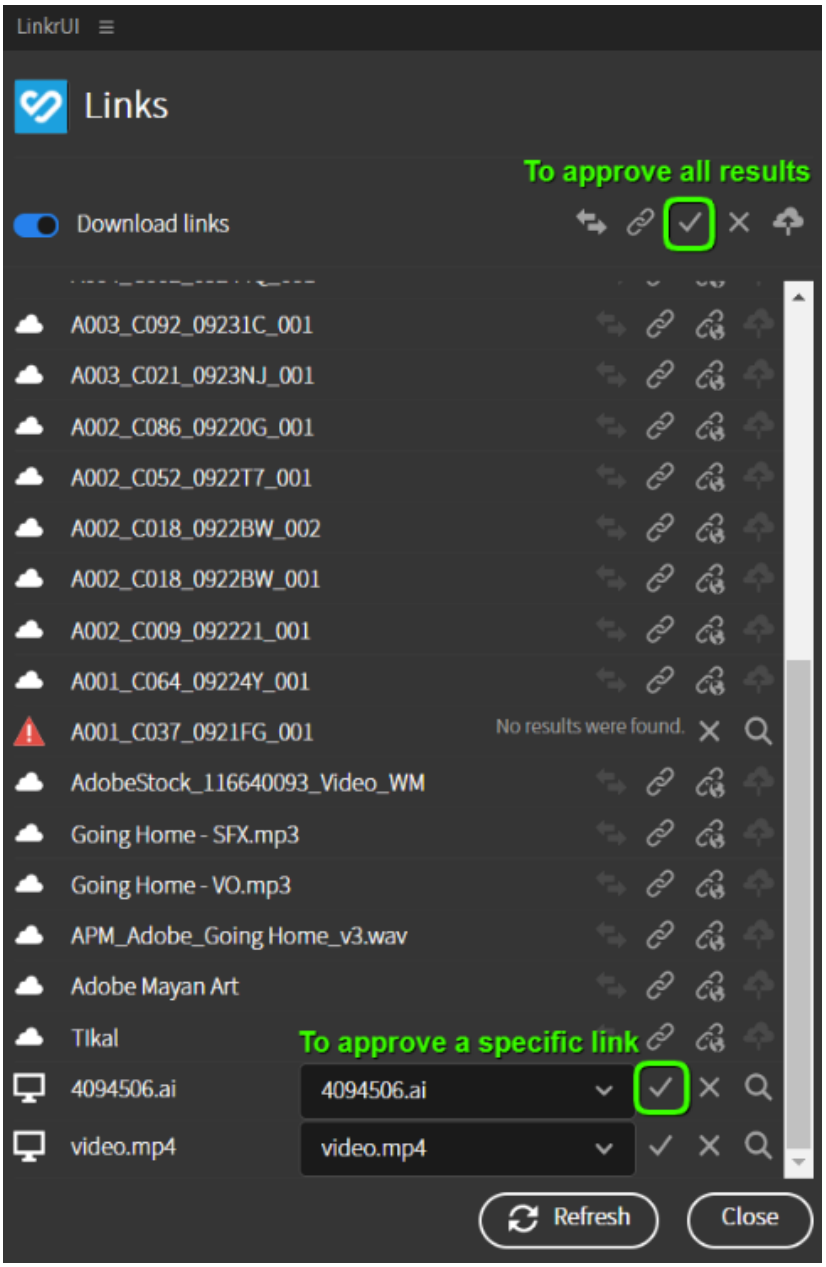
If some of the assets in your Premiere Pro project are indicated as missing locally, but you know they are stored in your cloud system, you can search for them in your DAM by clicking the **Relink all to cloud** button in the **Bulk Actions** menu**.**



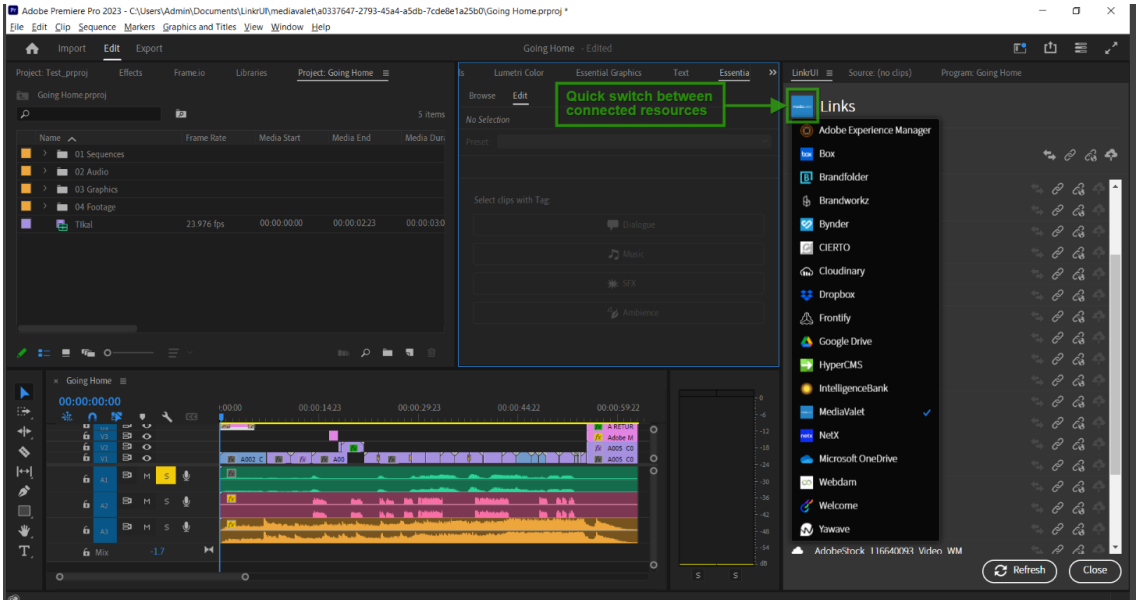
If LinkrUI finds cloud assets that match the name of the missing assets, it will display the results in a dialog with the best guess of which assets to relink to.



To Approve the selection, click the Approve button.



You can also relink them with assets from a different DAM by clicking the **Asset Source** logo at the top of the Links dialog. This will open a drop-down menu with a list of the sources you are currently authenticated for.



B. How to Upload a New Premiere Pro Project and Its Assets to Your DAM Using LinkrUI

1. Open Premiere Pro and create a new project.
2. Import the files that 7you want to use in your project from your device or drag assets from the LinkrUI panel.
3. To manage the linked assets, go to the **Links** dialog by clicking the **Links** button in the bottom toolbar.
4. To upload to the cloud all the local assets used in the project, click the **Upload All** button from the **Bulk Actions** menu.
5. This will open the **Upload** dialog window.
6. Click the **Upload** button to upload all of your assets to the cloud.
7. When the upload is completed and the relink is successful, the asset icons will change from Local (computer icon) to **Cloud**, which means that the asset is available locally and in the cloud.
8. Now that the links have been relinked and all of the assets are in the cloud, you can upload your Premiere Pro project.
9. Before you upload your project, it is important to make sure it is saved.
10. To upload your Premiere Pro project to your DAM, select the **Upload** option from the **Document button** menu at the bottom left of the LinkrUI panel. You can also select the **Upload New Asset** option from the dropdown menu in the upper right corner of the LinkrUI panel.

That's it! Your project and all of its included assets are now in your DAM.

Once the project has been uploaded, it will be available to your colleagues who have access to your source system. Next time the project is opened via LinkrUI, it will have all of its assets linked to the cloud, regardless of where the project is opened.

Limitations of the Links Dialog in LInkrUI

- The Links Dialog in LInkrUI does not currently support multiple link selection.
- Illustrator: Missing links are indicated in the LinkrUI dialog as “Missing” instead of the name of the link.
- Embed Images In Adobe Illustrator are not displayed in the LinkrUI Links dialog.

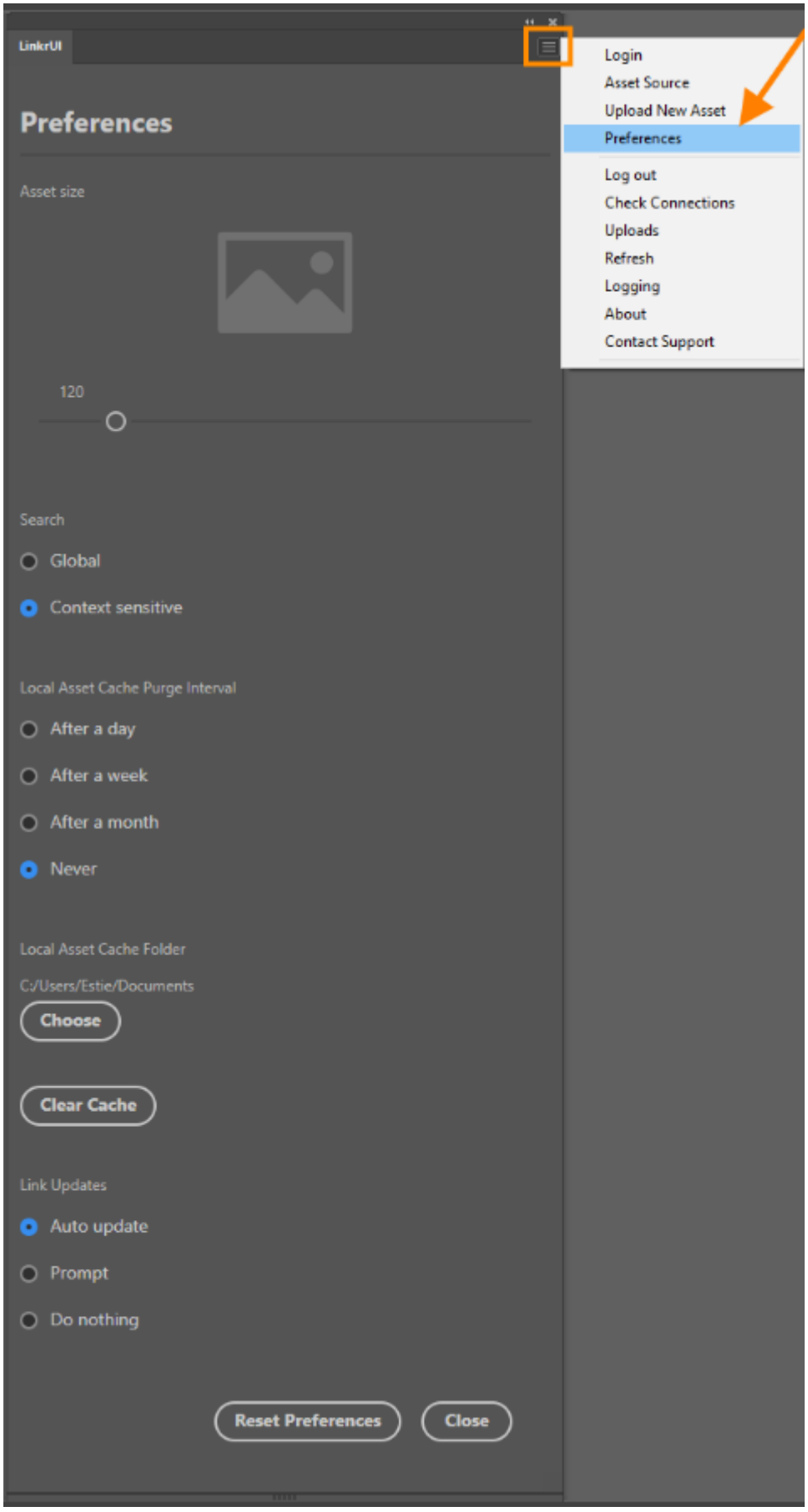
Preferences

LinkrUI allows you to set and change some default LinkrUI settings in the Preferences window. To open Preferences, click on the “hamburger” icon ≡ in the upper right and select the **Preferences** option from the drop down list menu.

Preferences window includes the following:

- Asset size
- Search
- Local Asset Cache Purge Interval
- Local Asset Cache Folder
- Download links
- Link Updates
- Show Import Options

Buttons:
- Reset Panel
- Default Preferences


LinkrUI
Login
Asset Source
Upload New Asset
Preferences
Log out
Check Connections
Uploads
Refresh
Logging
About
Contact Support
Preferences
Asset size
120
Search
Global
Context sensitive
Local Asset Cache Purge Interval
After a day
After a week
After a month
Never
Local Asset Cache Folder
C:/Users/Estie/Documents
Choose
Clear Cache
Link Updates
Auto update
Prompt
Do nothing
Reset Preferences
Close

Thumbnail size

By default, the LinkrUI thumbnail's asset size is 120.
You can change the default size of asset thumbnails by dragging the slider

Figure: Default thumbnail size 120

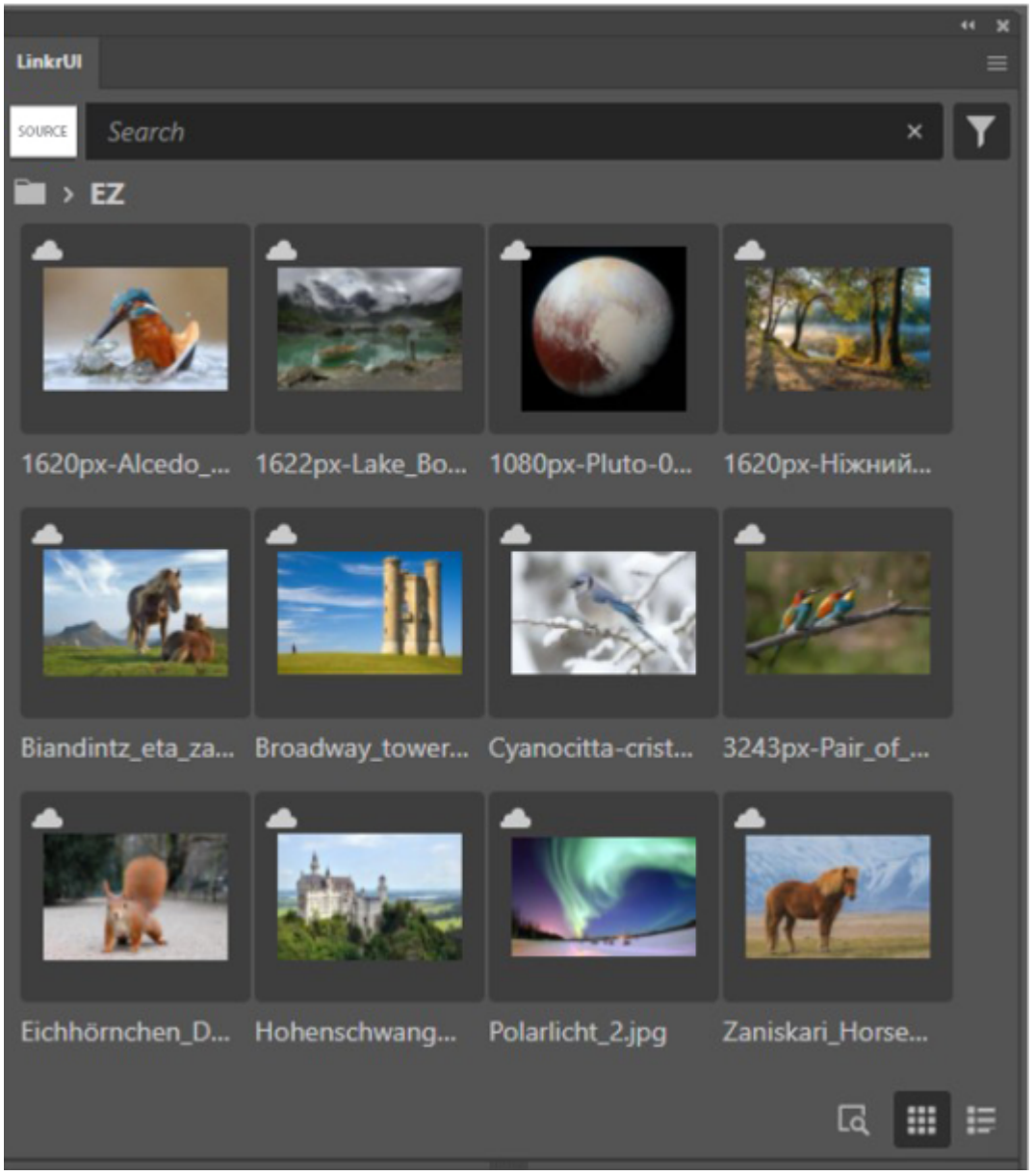
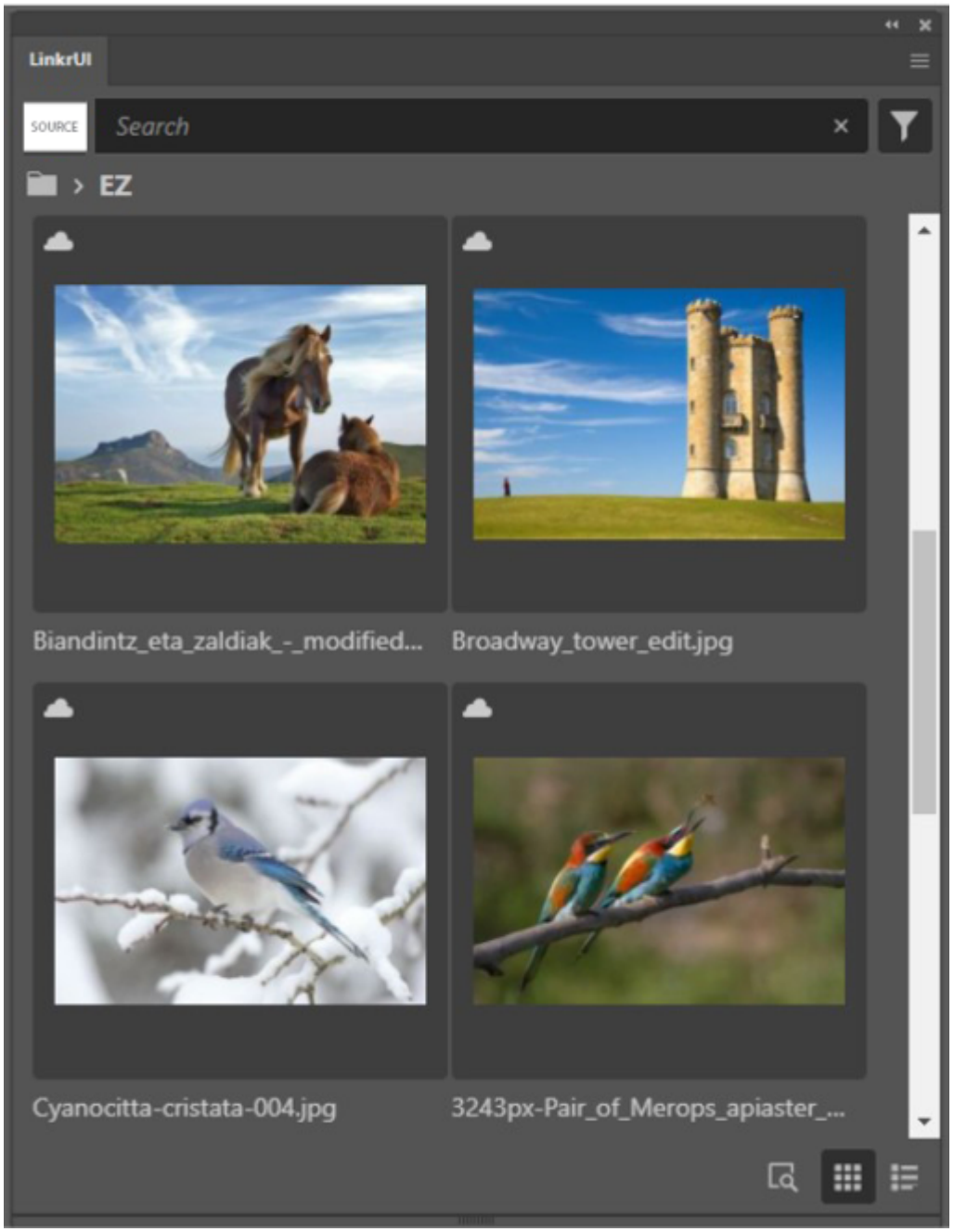


Figure: Custom thumbnail size



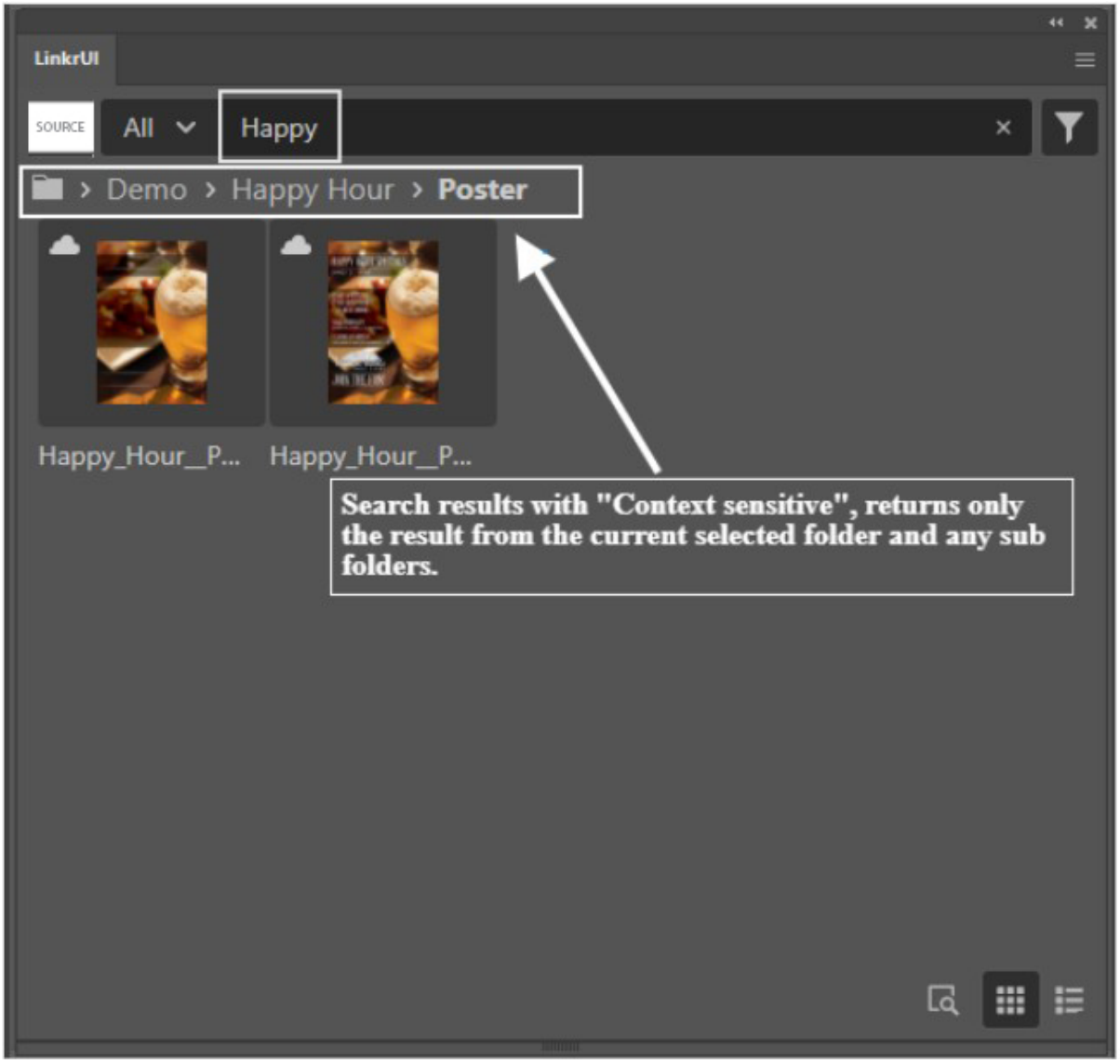
Search

By default, LinkrUI Search preferences is set to **Context sensitive**
You can change the LinkrUI default search setting to **Global**.

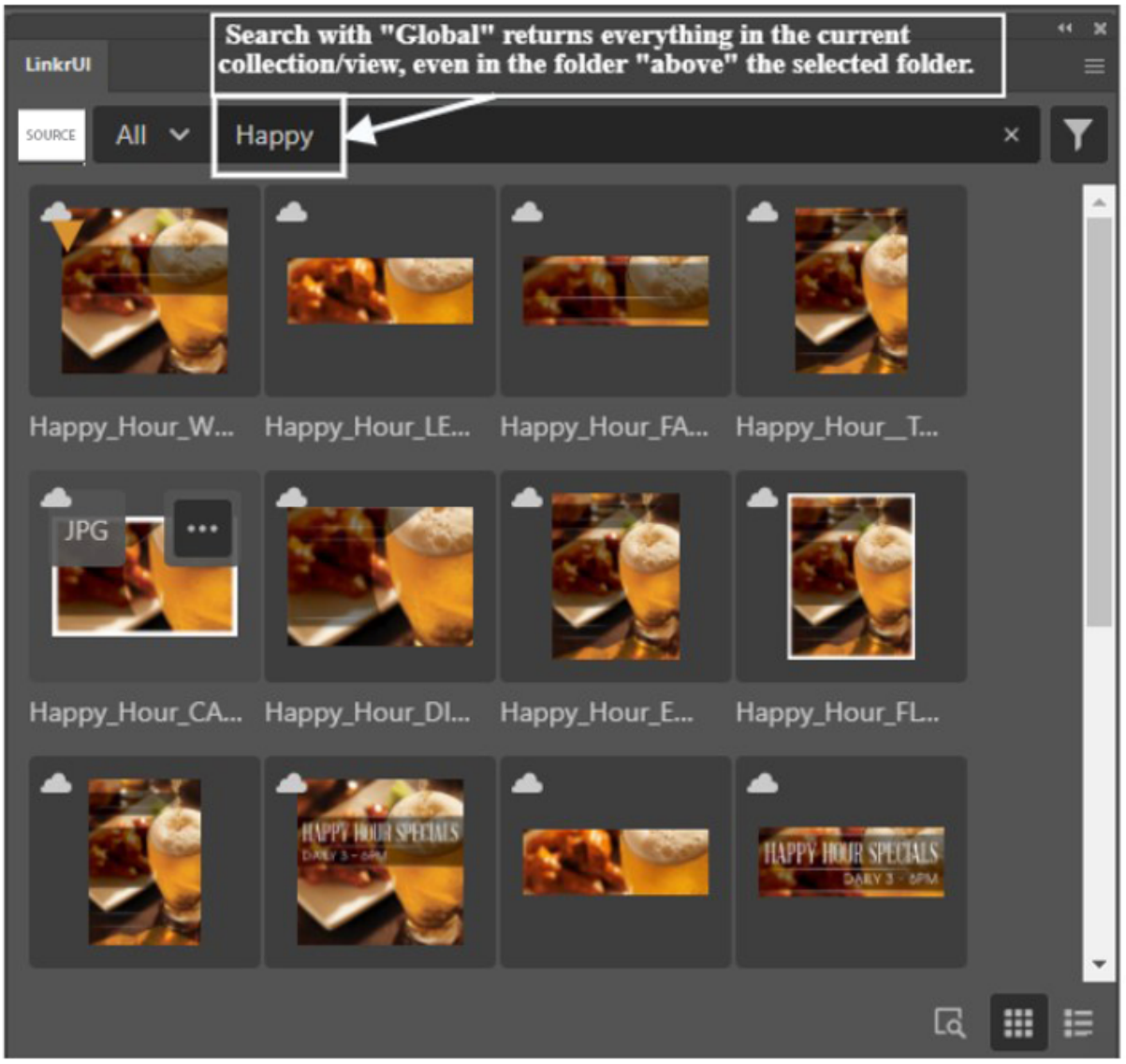
NOTE
This feature is only visible for **hierarchical** DAMs and only affects search when viewing a **grid**.

Context sensitive:
Searching by **Context sensitive** means the search results are from the current selected folder and any sub folders.
When you select a folder and then do a search when **Context sensitive** is selected, it only returns results from that folder and any subfolders

Figure: Search results with **Context sensitive**, returns only the result from the current selected folder and any sub folders.



Global:
Searching by **Global** means searching within the current selected view/collection.
When you are in a folder and **Global** is selected, the search will return everything in the collection/view, even in the folder "above" the selected folder.



Local Asset Cache Purge Interval

By default, LinkrUI Local Asset Cache Purge Interval is set to **Never**.
LinkrUI allows you to change it to one of the following options:

- After a day
- After a week
- After a month
- Never

NOTE
Purging assets removes the local copy of your asset. It does not affect your assets saved to the DAM.

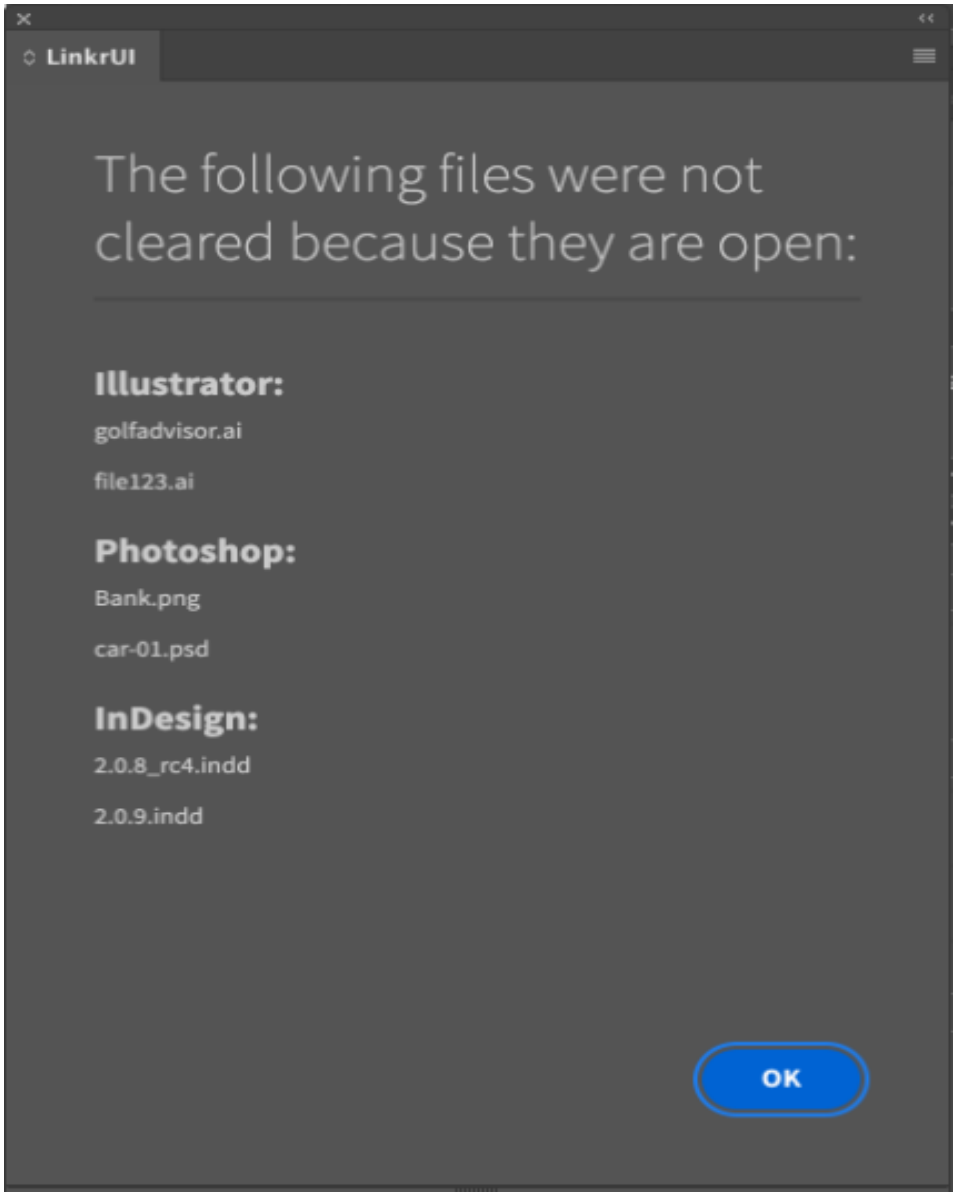
Local Asset Cache Folder

By default, LinkrUI Local Asset Cache Folder is stored at C:\Users\<user-name>\Documents

You can choose a new different location for the LinkrUI cache folder by clicking the **Choose** button.

In addition, LinkrUI allows you to force clear the asset cache folder.
When clicking the **Clear Cache** button, the assets cached resources are immediately removed from your local device.

NOTE
Clear cache only clears away assets that aren't open (in any app).
In case there are open assets, the below dialog opens with the list of assets that weren't cleared.


LinkrUI
The following files were not cleared because they are open:
Illustrator:
golfadvisor.ai
file123.ai
Photoshop:
Bank.png
car-01.psd
InDesign:
2.0.8_rc4.indd
2.0.9.indd
OK

Link Updates

LinkrUI enables bi-directional syncing between DAM and InDesign/Photoshop/Illustrator/After Effect/PremierePro

Download Links (toggle)
With the Download links toggle you can choose whether to download links or not.
This toggle is also available in the LinkrUI's Links dialog.

By default, LinkrUI **Link Updates** is set to **Auto update**
You can change the default setting to one of the following options

- Prompt
- Do nothing
- Auto Update

Auto update

The **Auto Update** option allows an open or placed asset to automatically be updated if the asset is changed in the DAM without notifying the user.

Prompt

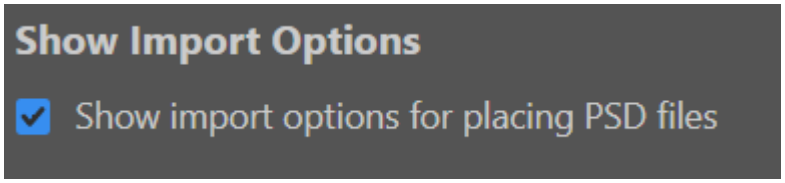
The **Prompt** option triggers a Link Update message when a placed asset gets updated in the DAM (see below). You can decide if you want to override your local copy with the DAM copy or stay with your local version.

"<fileName> was updated. Do you want to relink to the new version?"

Do Nothing

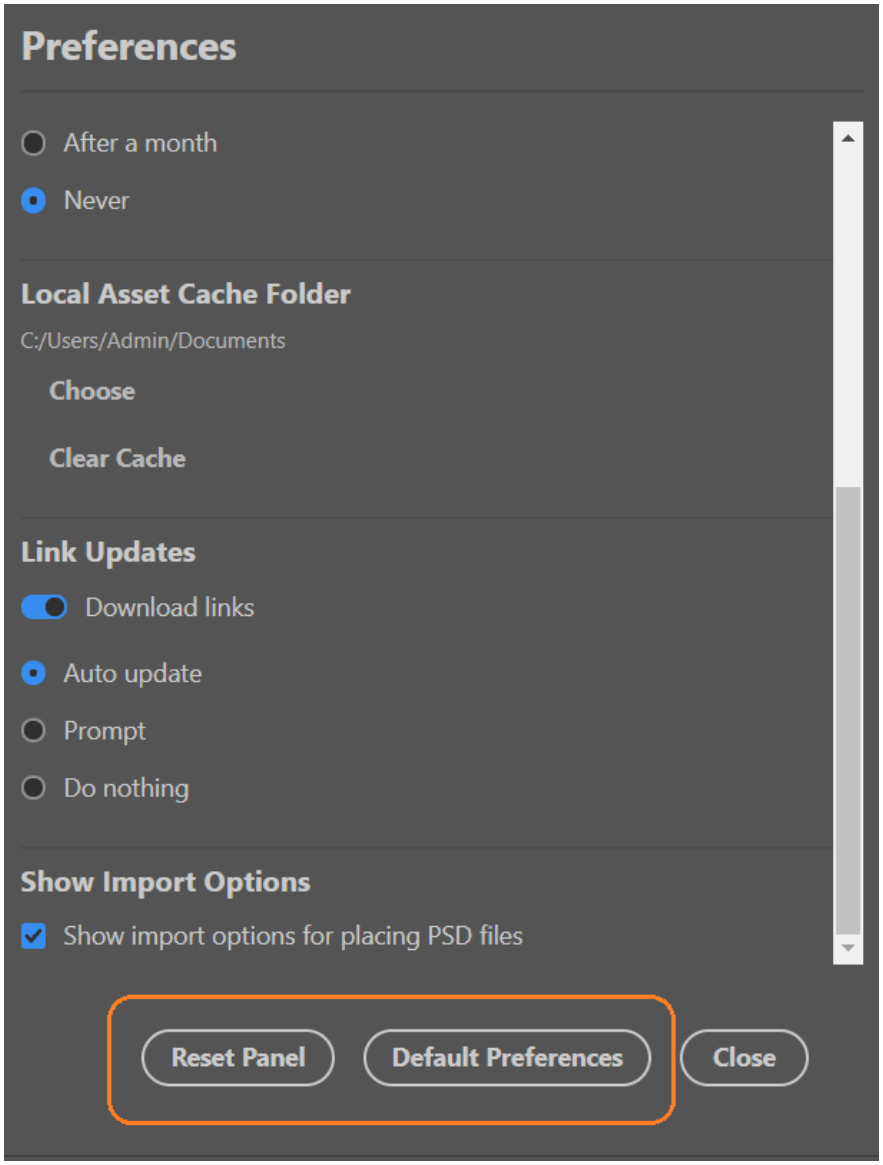
The **Do Nothing** option, leaves the placed asset as is although the placed asset was updated in the DAM.

Show Import Options



When you place a PSD file in InDesign and the "Show Import Options for Placing PSD Files" option is enabled (the default setting in LinkrUI), InDesign's "Import Options" dialog will appear. In this dialog, you can select which artboard or layers to place.

Preferences Buttons



Default Preferences

The **Default Preferences** button resets all user-defined settings to their default values.

Reset Panel

The **Reset Panel** button clears all previous logins and resets the preferences to their default values.