

Scene 7 User Instructions



What is it?

Scene7 is an 'online media management platform' with two distinct purposes.

Firstly, it's used to distribute all images, PDF documents (press releases, menus etc) and videos to each of the websites and dynamically adjust file size to accommodate the device being used. For example, the image appearing on a laptop versus a tablet versus mobile would appear the same but be 3 different sizes behind the scenes to optimize browsing speed.

Secondly, it stores all MO Hotel's photo galleries and digital assets in an easy to use and downloadable format. With a web login you can access and download files anytime, anywhere.



FAQ's

Q1: Can we expand our website gallery to include additional images, current galleries seem limited?

A: Yes, up to 40 images per property

Q2: Does the current gallery permit low resolution image downloading?

A: No, we use the latest in image technology making the file size and download time of high resolution images just as quick and easy to download

Q3: Is the quality of downloadable images on MO.com high enough for journalist requests?

A: Yes, the images are large enough for a full page spread



FAQ's

Q4: Do we still need large photos in TIFF format?

A: No, it is best practice to use jpg for resolutions up to 30" x 40", in the rare occasion where an original TIFF is needed, request should be made to George directly

Q5: With regards to Scene 7

Is this our full library?

A: Yes

How do we train colleagues?

A: Via documentation

Can external parties access?

A: Yes, one login fits all

Can we audit the library?

A: Yes, but changes will be made by e-Commerce team

Can colleagues upload images?

A: No, images should be supplied to the e-Commerce team



Key Functions

- Logging In
- Home Screen Overview
- Navigation
- Media Cart (Exporting an Image)
- Finding Image Filenames
- Basic & Advanced Search
- Advanced Search Keyword List



Logging In

Adobe® Scene7®

User Name
Password

Remember my User Name.

Sign in

[Forgot your password?](#)

Don't have an account yet?
Sign up now!

Free Trial ▶▶

Not familiar with Adobe Scene7? ▶▶

Sign up for one of our weekly webinars.

Get more out of Adobe Scene7 solutions ▶▶

Review our workshops and customized training.

URL: <http://media-library.mandarinoriental.com>

User Name: media-library@mohg.com

Password: M0image\$2018

Instant Publishing

Instant Publishing is required to activate the short term, up to 30 days, for Adobe Publishing, please contact your account manager. If you have any questions, feel free to contact Scene7 Technical Support at s7support@adobe.com. Thank you.

Announcing the Adobe Scene7 6.6 release with a new universal HTML5 video player and rich integrations with Adobe Experience Manager. The SPS 6.6 upgrade will occur with no

Scene7 News

[Adobe Scene7 messages will soon be coming from @AdobeDigMktg](#)

Wed, 18 Apr 2012 09:00:00 PST

Adobe Digital Marketing solutions help solve complex digital business challenges. Stay tuned for news, webinars, case studies, and more.

[Custom apparel website. Customizo. dramatically reduces bounce rates by 95% and lifts conversion by 400% in just four weeks](#)

Tue, 22 Nov 2011 09:00:00 PST

Customizo leverages Scene7 dynamic media solutions and Adobe Creative Suite(R) Design Premium software to create a unique online apparel design platform.

[Five eCommerce trends to watch in 2011](#)

Thu, 11 Aug 2011 09:00:00 PST

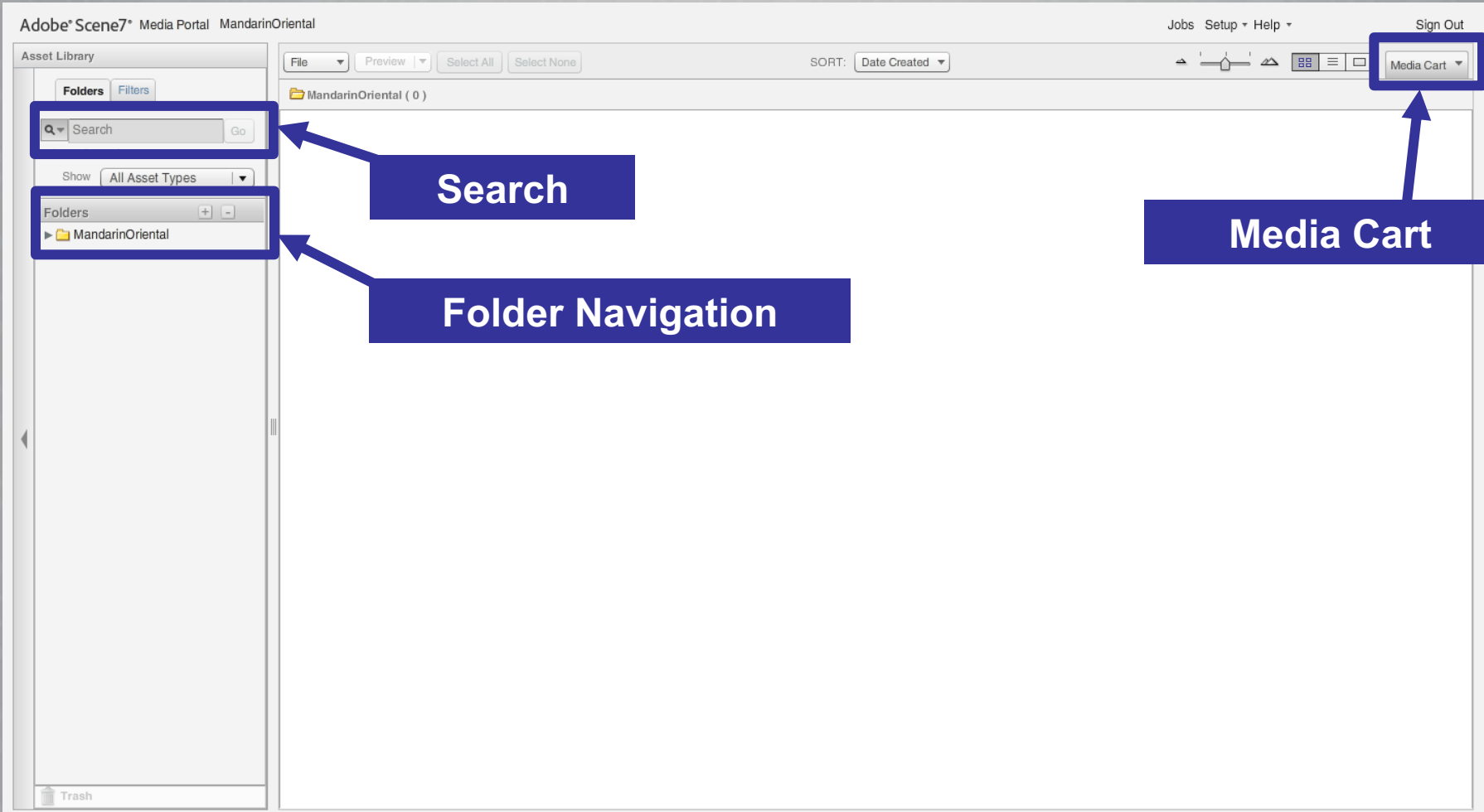
With Black Friday approaching now is the time to improve the shopping experience. Download this Forrester independent report to get tactics to boost online sales.

[Forrester Research: Creating the right mobile strategy](#)

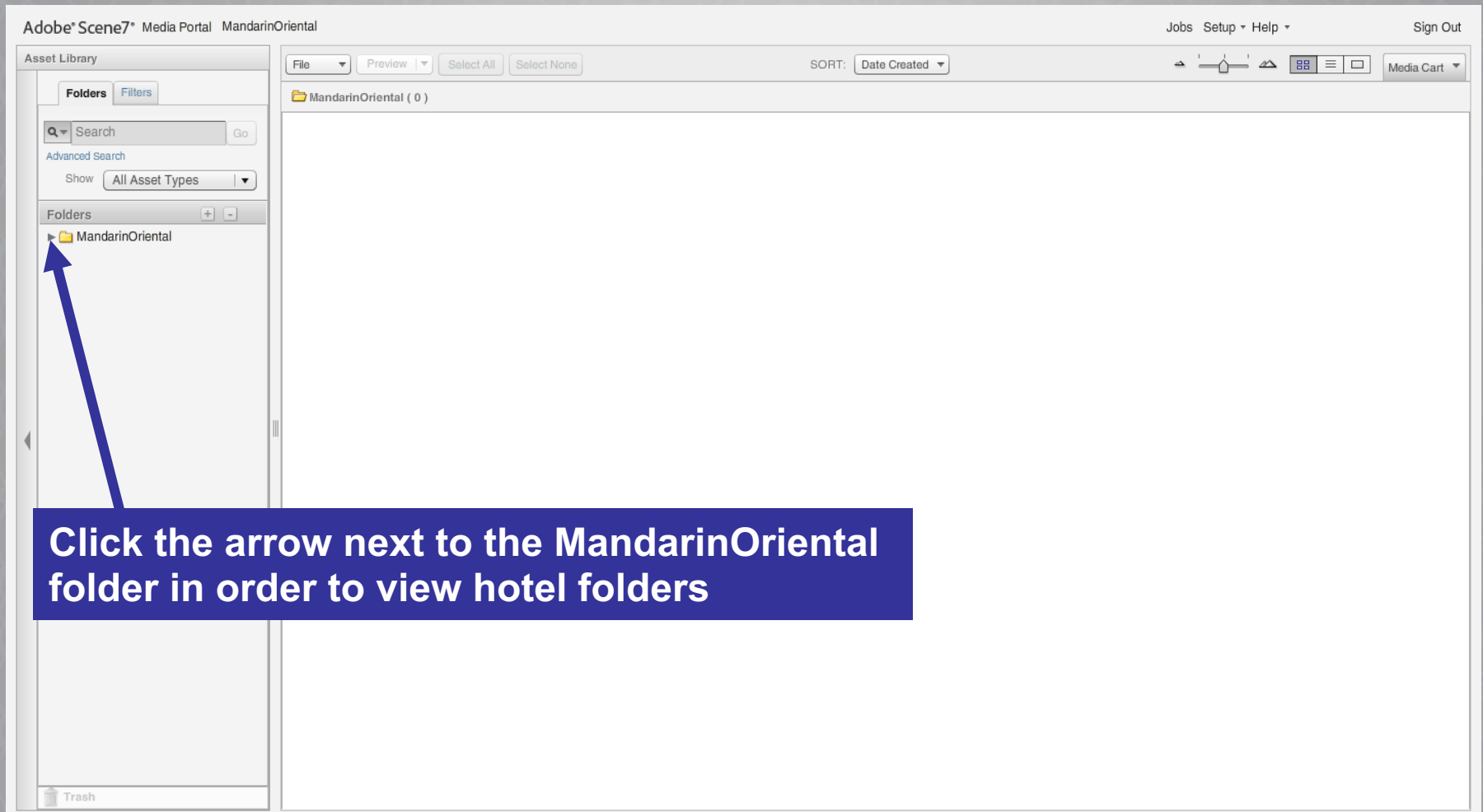
Thu, 28 Jul 2011 09:00:00 PST



Home Screen Overview



Navigation: Hotel Folders



The screenshot displays the Adobe Scene7 Media Portal interface. The top navigation bar includes 'Adobe Scene7* Media Portal MandarinOriental', 'Jobs Setup Help', and 'Sign Out'. The main interface is divided into two panels. The left panel, titled 'Asset Library', contains a search bar, a 'Show All Asset Types' dropdown, and a 'Folders' section with a plus and minus icon. A blue arrow points to the 'MandarinOriental' folder icon in this section. The right panel shows a file browser for the 'MandarinOriental (0)' folder, with a 'SORT: Date Created' dropdown and a 'Media Cart' button. A dark blue callout box with white text is overlaid on the bottom left of the interface.

Click the arrow next to the MandarinOriental folder in order to view hotel folders



Navigation: Hotel Folders

Adobe Scene7* Media Portal MandarinOriental Jobs Setup Help Sign Out

Asset Library

Folders Filters

Search Go

Advanced Search

Show All Asset Types

Folders

- ▼ MandarinOriental
 - ▶ EBBDA - Bermuda
 - ▶ EXHKG - Excelsior
 - ▶ GLMFM - Grand Lapa
 - ▶ LMHKG - Landmark
 - ▶ MOATL - Atlanta
 - ▶ MOBCN - Barcelona
 - ▶ MOBKK - Bangkok
 - ▶ MOBOS - Boston
 - ▶ MOCNX - Chiang Mai
 - ▶ MOGVA - Geneva
 - ▶ MOGZH - Guangzhou
 - ▶ MOHKG - Hong Kong
 - ▶ MOJKT - Jakarta
 - ▶ MOKUL - Kuala Lumpur
 - ▶ MOLAS - Las Vegas

File Preview Select All Select None SORT: Date Created

MandarinOriental (0)

Media Cart

Trash

Click the arrow next a specific hotel folder to view content for that hotel



Navigation: View Hotel Images

Adobe® Scene7® Media Portal MandarinOriental Jobs Setup Help Sign Out

Asset Library

Folders Filters

Search Go

Advanced Search

Show All Asset Types

Folders

- MandarinOriental
 - EBBDA - Bermuda
 - EXHKG - Excelsior
 - GLMFM - Grand Lapa
 - LMHKG - Landmark
 - MOATL - Atlanta
 - MOBCN - Barcelona
 - MOBKK - Bangkok
 - Floorplans
 - Images**
 - Logos
 - PDFs
 - MOBOS - Boston

File Preview Select All Select None SORT: Date Created Media Cart

Images (338)

bangkok-room-state-room Image

bangkok-restaurant-food-2 Image

bangkok-wedding-venue-author Image

bangkok-suite-deluxe-suite-cap Image

bangkok_chef Image

bangkok-wedding-venue-author Image

bangkok-authors-suites-study Image

bangkok-restaurant-the-verandi Image

bangkok-lounge-authors-lounge Image

bangkok-restaurant-the-china-f Image

bangkok-lounge-authors-lounge Image

bangkok-furniture-detail-09 Image

Image Naming Convention: "City name" – "Description"



Navigation: Enlarge an Image

Adobe® Scene7® Media Portal MandarinOriental Jobs Setup ▾ Help ▾ Sign Out

Asset Library

File ▾ Preview ▾ Select All Select None SORT: Date Created ▾ Media Cart ▾

Images (338)

bangkok-room-state-room Image

bangkok-restaurant-food-2 Image

bangkok-wedding-venue-author Image

bangkok-suite-deluxe-suite-cap Image

bangkok_chef Image

bangkok-wedding-venue-author Image

bangkok-authors-suites-study Image

bangkok-restaurant-the-verandi Image

bangkok-lounge-authors-lounge Image

bangkok-restaurant-the-china-t Image

bangkok-lounge-authors-lounge Image

bangkok-furniture-detail-09 Image

bangkok-wedding-venue-detail- Image

bangkok-room-deluxe-state-mor Image

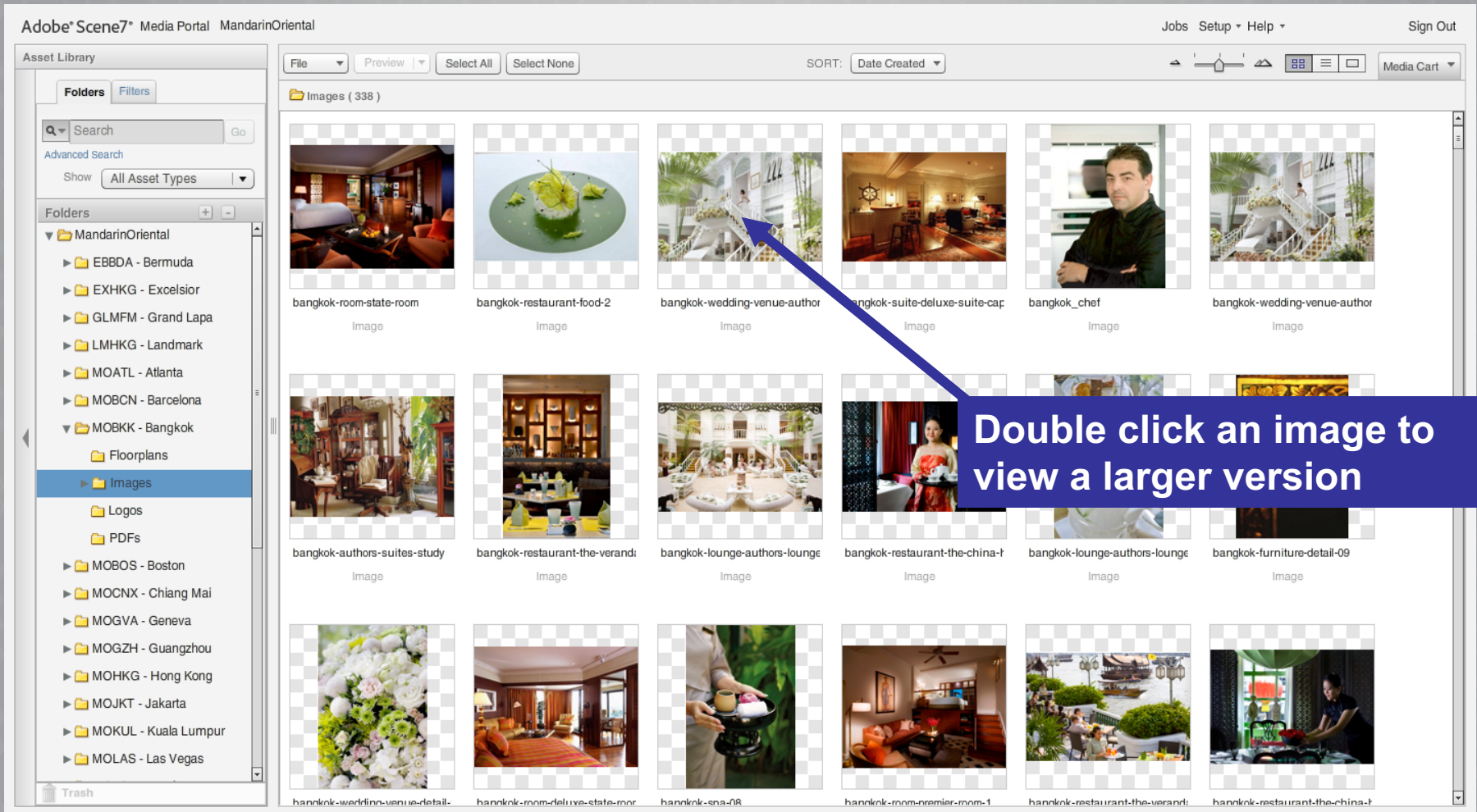
bangkok-spa-08 Image

bangkok-room-premier-room-1 Image

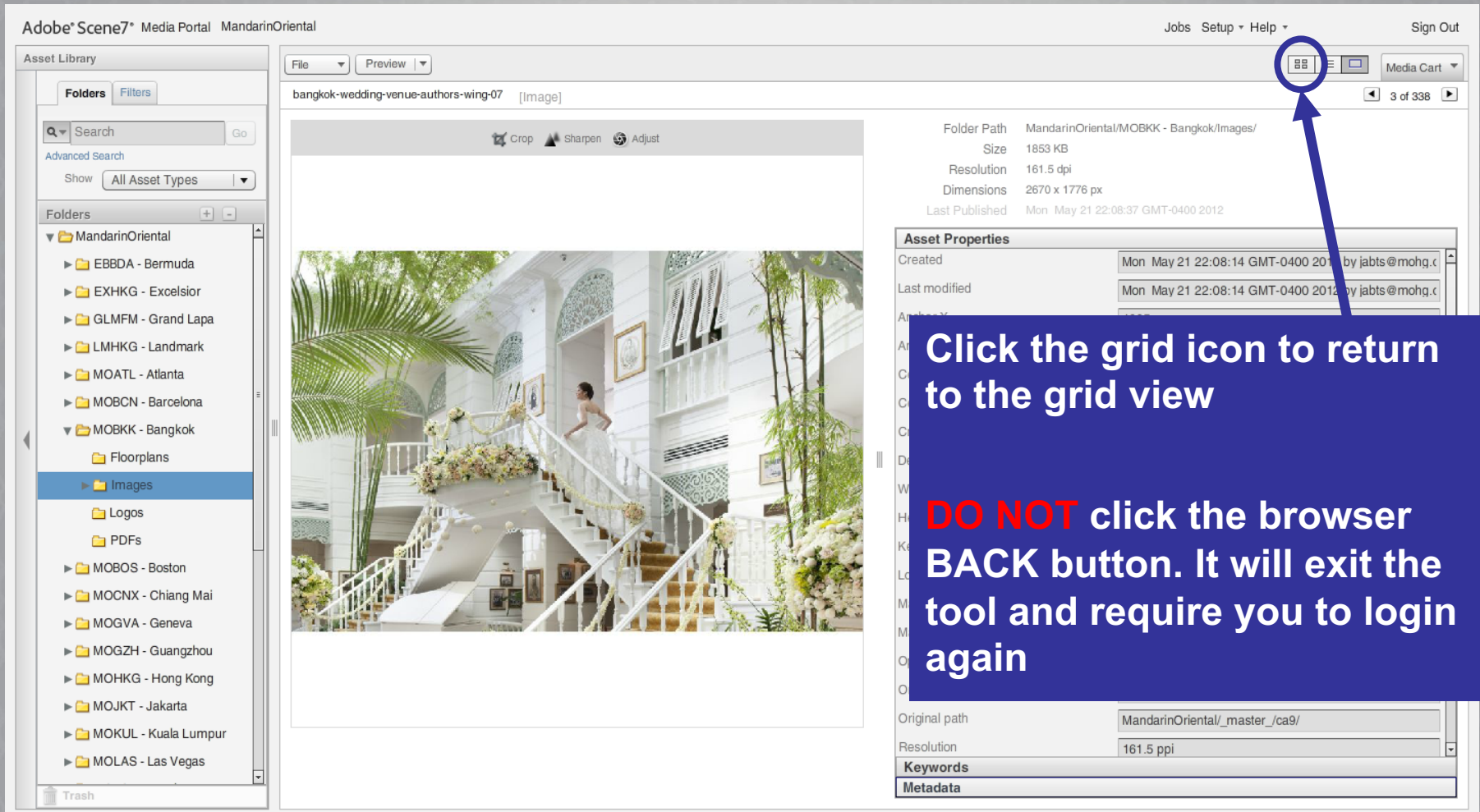
bangkok-restaurant-the-verandi Image

bangkok-restaurant-the-china-t Image

Double click an image to view a larger version



Navigation: Enlarge an Image



Adobe Scene7® Media Portal MandarinOriental

Jobs Setup Help Sign Out

Asset Library

File Preview

bangkok-wedding-venue-authors-wing-07 [Image]

3 of 338

Crop Sharpen Adjust

Folder Path: MandarinOriental/MOBKK - Bangkok/Images/
Size: 1853 KB
Resolution: 161.5 dpi
Dimensions: 2670 x 1776 px
Last Published: Mon May 21 22:08:37 GMT-0400 2012

Asset Properties

Created	Mon May 21 22:08:14 GMT-0400 2012	by jabts@mohg.c
Last modified	Mon May 21 22:08:14 GMT-0400 2012	by jabts@mohg.c

Original path: MandarinOriental/_master_/ca9/
Resolution: 161.5 ppi
Keywords
Metadata

Click the grid icon to return to the grid view

DO NOT click the browser BACK button. It will exit the tool and require you to login again



Media Cart

Adobe® Scene7® Media Portal MandarinOriental Jobs Setup Help Sign Out

Asset Library

File Preview Select All Select None SORT: Date Created Media Cart

Images (338)

bangkok-room-state-room Image

bangkok-restaurant-food-2 Image

bangkok-wedding-venue-author Image

bangkok-suite-deluxe-suite-cap Image

bangkok_chef Image

bangkok-wedding-venue-author Image

bangkok-authors-suites-study Image

bangkok-restaurant-the-verand Image

bangkok-lounge-authors-lounge Image

bangkok-restaurant-the-ch Image

bangkok-wedding-venue-detail Image

bangkok-room-deluxe-state-mor Image

bangkok-spa-08 Image

bangkok-room-premier-room-1 Image

bangkok-restaurant-the-verand Image

bangkok-restaurant-the-china-f Image

To download an image, first click the “Media Cart” drop-down



Media Cart: Export Hi-res Images

The screenshot displays the Adobe Scene7 Media Portal interface. On the left is the 'Asset Library' with a folder tree for 'MandarinOriental'. The main area shows a grid of image thumbnails. An 'Export Selected Assets' dialog box is open, with the 'Job Name' field containing 'Export_Thu-May-02-2013-02:32:55-PM'. A blue callout box with an arrow points to the 'Submit Export' button in the dialog, with the text 'Click "Submit Export"'. Another blue callout box with an arrow points to the 'Job Name' field, with the text 'Enter a job name if desired' and 'This will not affect your image download but will be included in your historical record of exports'. The 'Media Cart (3)' on the right shows three image thumbnails. At the bottom of the interface are 'Close', 'Clear', and 'Export' buttons.

Adobe® Scene7® Media Portal MandarinOriental

Jobs Setup Help Sign Out

Asset Library

Folders Filters

Search Go

Advanced Search

Show All Asset Types

Folders

- MandarinOriental
 - EBBDA - Bermuda
 - EXHKG - Excelsior
 - GLMFM - Grand Lapa
 - LMHKG - Landmark
 - MOATL - Atlanta
 - MOBCN - Barcelona
 - MOBKK - Bangkok
 - Floorplans
 - Images
 - Logos
 - PDFs
 - MOBOS - Boston
 - MOCNX - Chiang Mai
 - MOGVA - Geneva
 - MOGZH - Guangzhou
 - MOHKG - Hong Kong
 - MOJKT - Jakarta
 - MOKUL - Kuala Lumpur
 - MOLAS - Las Vegas

Trash

File Preview Select All Select None SORT: Date Created

Images (338)

Media Cart (3)

image image image

bangkok-room-state-room Image

bangkok-chef Image

bangkok-wedding-venue-author Image

bangkok-authors-suites-stu Image

bangkok-restaurant-the-verand Image

bangkok-lounge-authors-lounge Image

bangkok-restaurant-the-china-t Image

bangkok-lounge-authors-lounge Image

bangkok-furniture-detail-09 Image

Export Selected Assets

You selected 3 asset(s) to export. Export existing files or select output settings for conversion.

Job Name

Send email to (optional):

Image Options

Cancel Submit Export

Enter a job name if desired

This will not affect your image download but will be included in your historical record of exports

Click "Submit Export"

Close Clear Export



Media Cart: Export for use in PPT

Adobe Scene7* Publishing System MandarinOriental

Upload Build Publish Jobs Recent Setup Help

Asset Library

File Preview Select All Select None SORT: Name

Images (263)

Media Cart (3)

Search

Advanced Search

Show All Asset Types

Folders

MandarinOriental

- Corporate
- Destination MO
- DMO
- Global
- Showcase
- EBBDA - Bermuda
- EXHKG - Excelsior
- GLMFM - Grand Lapa
- LMHKG - Landmark
- MOATL - Atlanta
- MOBCN - Barcelona
- MOBKK - Bangkok
 - Images
 - Logos
 - Map
 - PDFs
- MOBOS - Boston
- MOCNX - Chiang Mai
- MOGVA - Geneva
- MOGZH - Guangzhou
- MOHKG - Hong Kong
- MOJKT - Jakarta
- MOKUL - Kuala Lumpur
- MOLAS - Las Vegas
- MOLON - London

Export Selected Assets

You selected 3 asset(s) to export. Export existing files or select output settings for conversion.

Job Name: Export_2014-02-03-12:09:46

Send email to (optional):

Image Options

Conversion: Convert File

Presets: ExportSmaller

Size: 100x100 Pixels

Format: JPEG

Color: RGB

Resolution: 72 ppi

Schedule: Now

Cancel Submit Export

Click "Image Options"

Then adjust the dropdowns as shown
Conversion = Convert File
Presets = ExportSmaller

Click "Submit Export"



Media Cart: Save Export File

The screenshot displays the Adobe Scene7 Media Portal interface. On the left, the 'Asset Library' shows a tree view of folders, with 'Images' under 'MOBKK - Bangkok' selected. The main area shows a grid of image thumbnails. A 'Media Cart' on the right contains three image thumbnails. A dialog box titled 'Opening be33d4c9-d37d-456a-b334-d42654f465d4.zip' is centered over the grid. The dialog asks 'What should Firefox do with this file?' and has 'Save File' selected. A blue callout box with the text 'Choose "Save File"' has an arrow pointing to the 'Save File' radio button. Another blue callout box with the text 'Click "OK"' has an arrow pointing to the 'OK' button in the dialog. The dialog also shows 'Open with Windows Explorer (default)' and a checkbox for 'Do this automatically for files like this from now on.' The interface includes a top navigation bar with 'Jobs Setup Help' and 'Sign Out', and a bottom bar with 'Close', 'Clear', and 'Export' buttons.

Adobe® Scene7® Media Portal MandarinOriental

Jobs Setup Help Sign Out

Asset Library

Folders Filters

Search Go

Advanced Search

Show All Asset Types

Folders

MandarinOriental

- EBBDA - Bermuda
- EXHKG - Excelsior
- MOATL - Atlanta
- MOBCN - Barcelona
- MOBKK - Bangkok
 - Floorplans
 - Images
 - Logos
 - PDFs
- MOBOS - Boston
- MOCNX - Chiang Mai
- MOGVA - Geneva
- MOGZH - Guangzhou
- MOHKG - Hong Kong
- MOJKT - Jakarta
- MOKUL - Kuala Lumpur
- MOLAS - Las Vegas

Trash

File Preview Select All Select None

SORT: Date Created

Media Cart

Images (338)

Media Cart (3)

Image Image Image

Opening be33d4c9-d37d-456a-b334-d42654f465d4.zip

You have chosen to open:

be33d4c9-d37d-456a-b334-d42654f465d4.zip
which is a: Compressed (zipped) Folder (5.3 MB)
from: <http://s7tips1.scene7.com>

What should Firefox do with this file?

Open with Windows Explorer (default)

Save File

Do this automatically for files like this from now on.

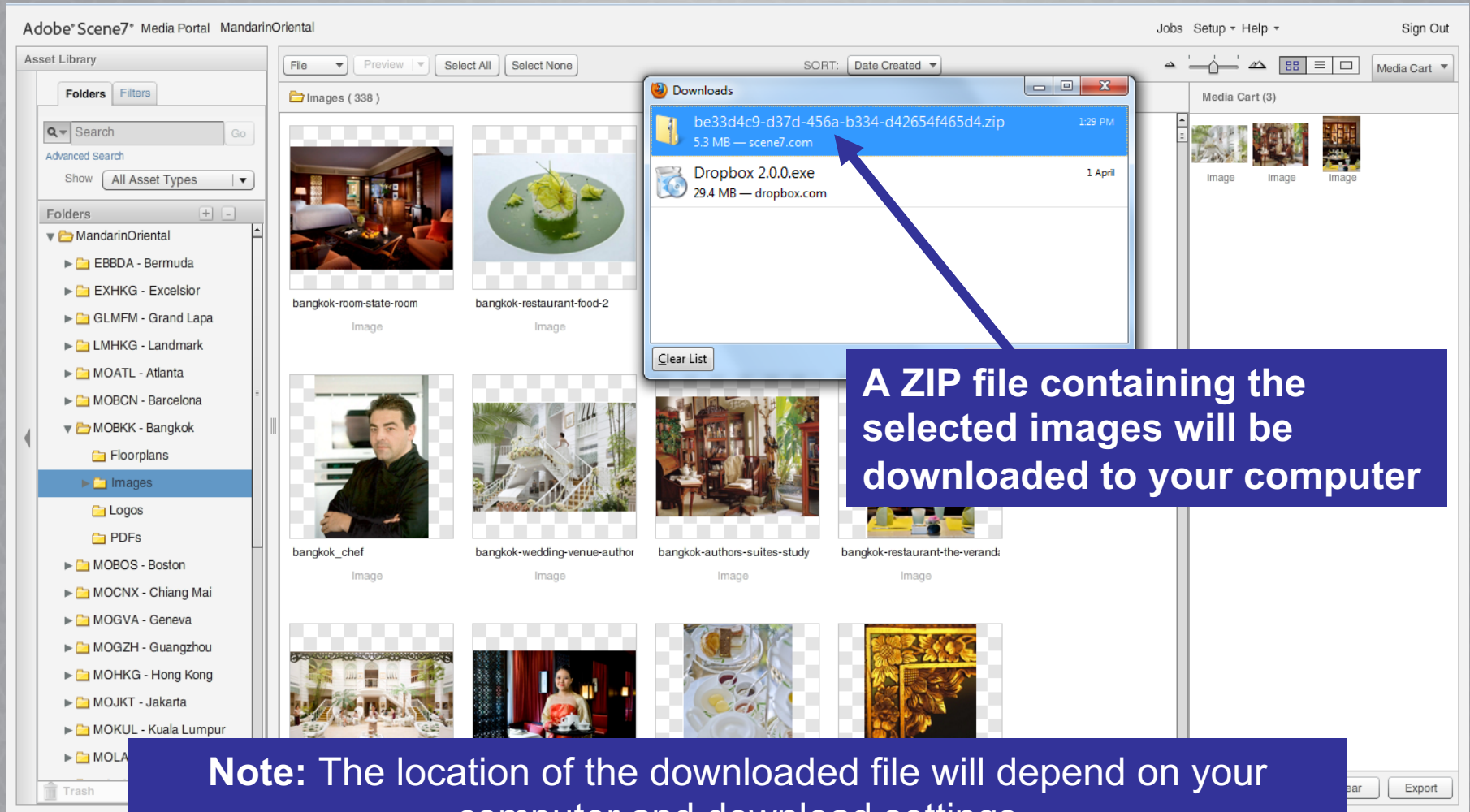
OK Cancel

Choose "Save File"

Click "OK"

Close Clear Export

Media Cart: Access Export File



The screenshot displays the Adobe Scene7 Media Portal interface. On the left is the Asset Library with a tree view of folders under 'MandarinOriental', including 'Images'. The main area shows a grid of image thumbnails with labels like 'bangkok-room-state-room' and 'bangkok-restaurant-food-2'. A 'Downloads' window is open, showing a list of files: a ZIP file 'be33d4c9-d37d-456a-b334-d42654f465d4.zip' (5.3 MB) and 'Dropbox 2.0.0.exe' (29.4 MB). A blue arrow points from the ZIP file to a text box. The Media Cart on the right contains three image thumbnails.

A ZIP file containing the selected images will be downloaded to your computer

Note: The location of the downloaded file will depend on your computer and download settings



Media Cart: Removing images

The screenshot displays the Mandarin Oriental Media Cart interface. At the top, there are navigation buttons for 'Upload', 'Build', and 'Publish'. The main area is divided into two panes: 'Images (261)' on the left and 'Media Cart (3)' on the right. The 'Images' pane shows a grid of image thumbnails, with one thumbnail highlighted by a blue arrow pointing to it. The 'Media Cart' pane shows three image thumbnails. A blue arrow points from the 'Media Cart' pane to the 'Clear' button at the bottom right of the interface. A dark blue banner with white text is overlaid on the image grid, providing instructions on how to remove files.

MandarinOriental Upload Build Publish Jobs Recent Setup Help Sign Out

File Preview Select All Select None SORT: Date Created Media Cart

Images (261)

Media Cart (3)

To remove one file from the media cart drag file outside the window.

To remove all images at once click the clear button

Close Clear Export



Finding Image Filenames

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish Jobs Recent Setup Help Sign Out

Asset Library

File Preview Select All Select None SORT: Name Media Cart

Images (248)

new-york-13-exterior-dusk
Image

new-york-13-exterior-night-01
Image

new-york-13-exterior-night-02
Image

new-york-13-exterior-night-07
Image

new-york-13-exterior-night-08
Image

new-york-13-room-central-park-view
Image
Preview Edit

new-york-13-room-city-view
Image

new-york-13-room-hudson-river
Image

new-york-13-room-premier-central-park-1
Image

new-york-13-room-skyline-view
Image

new-york-13-spa-and-wellness-pool-01
Image

new-york-13-spa-and-wellness-pool-02
Image

new-york-13-spa-and-wellness-pool-03
Image

Find the image you would like to use then double-click to open its details.



Finding Image Filenames

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish

Jobs Recent Setup Help Sign Out

Asset Library

Folders Filters

Search

Advanced Search

Show All Asset Types

Folders

- MOMIA - Miami
- MOMNL - Manila
- MOMUC - Munich
- MONYC - New York
 - Images
 - Logos
 - Map
 - Parallax
 - PDFs
- MOPAR - Paris
- MOPRG - Prague
- MOPUD - Shanghai
- MOSAN - Sanya
- MOSFO - San Francisco
- MOSIN - Singapore
- MOTPE - Taipei
- MOTYO - Tokyo
- MOWAS - Washington
- templates
- X_Booking Engine
 - X_Download Files
 - X_Fonts
 - X_Gift Cards
 - X_SWFViewer
- X_swx_test
- X_TEMP VIDEOS
- XML
- zAdobeTest

new-york-13-room-central-park-view [Image]

Image Map Zoom Targets Crop Sharpen Adjust

Folder Path MandarinOriental/MONYC - New York/Images/
Size 4941 KB
Resolution 300 dpi
Dimensions 4961 x 3307 px
Last Published Wed Sept 18 11:26:37 GMT-0400 2013

Asset Properties

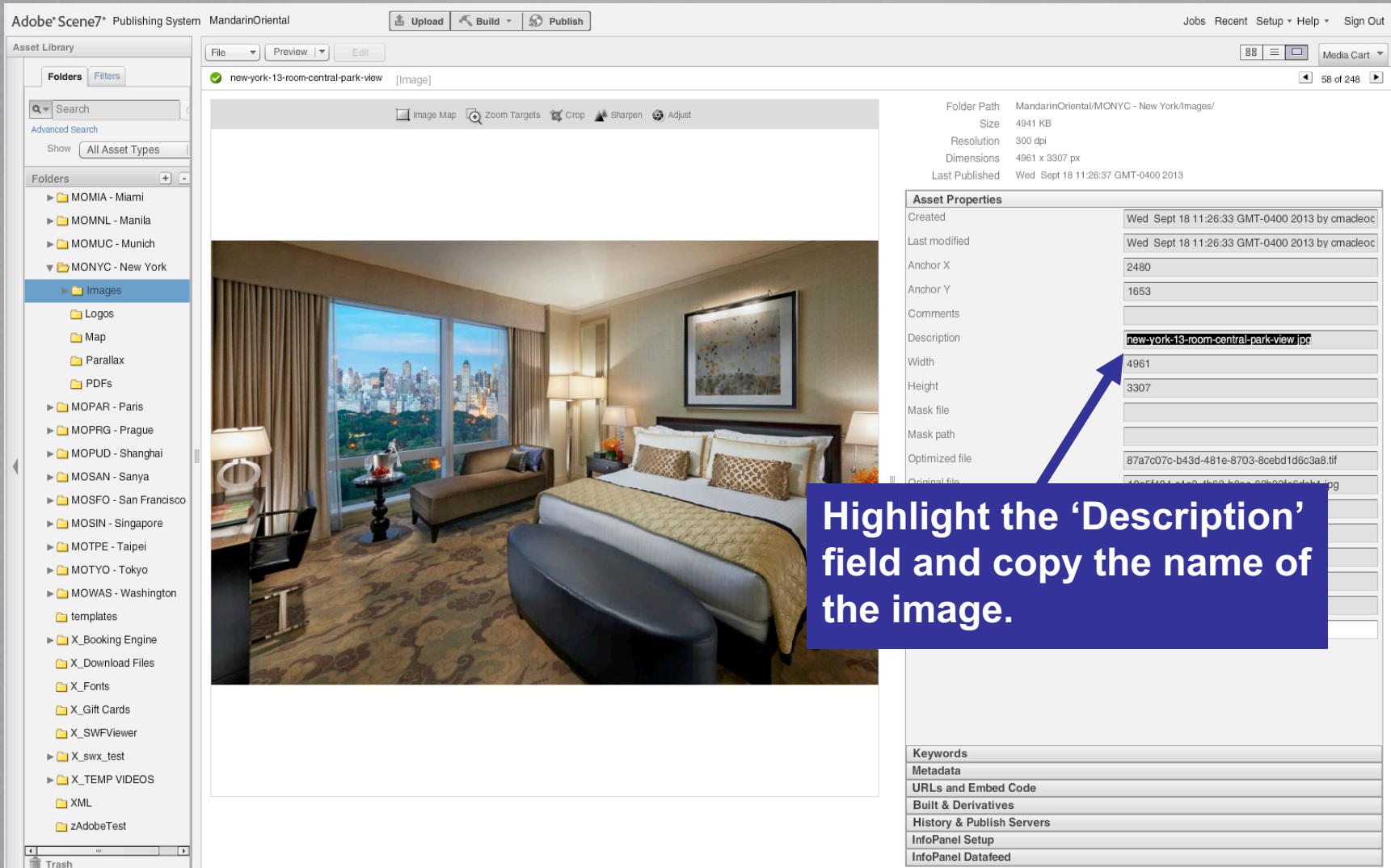
Created	Wed Sept 18 11:26:33 GMT-0400 2013 by cmacleoc
Last modified	Wed Sept 18 11:26:33 GMT-0400 2013 by cmacleoc
Anchor X	2480
Anchor Y	1653
Comments	
Description	new-york-13-room-central-park-view.jpg
Width	4961
Height	3307
Mask file	
Mask path	
Optimized file	87a7c07c-b43d-481e-8703-8ceb1d6c3a8.tif
Original file	10e5f401-1e10-4b60-b8e0-90b90e61d41.jpg

Keywords

- Metadata
- URLs and Embed Code
- Built & Derivatives
- History & Publish Servers
- InfoPanel Setup
- InfoPanel Datafeed

new-york-13-room-central-park-view

Highlight the 'Description' field and copy the name of the image.



Finding Image Filenames

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish Jobs Recent Setup Help Sign Out

Asset Library

new-york-13-room-central-park-view [Image]

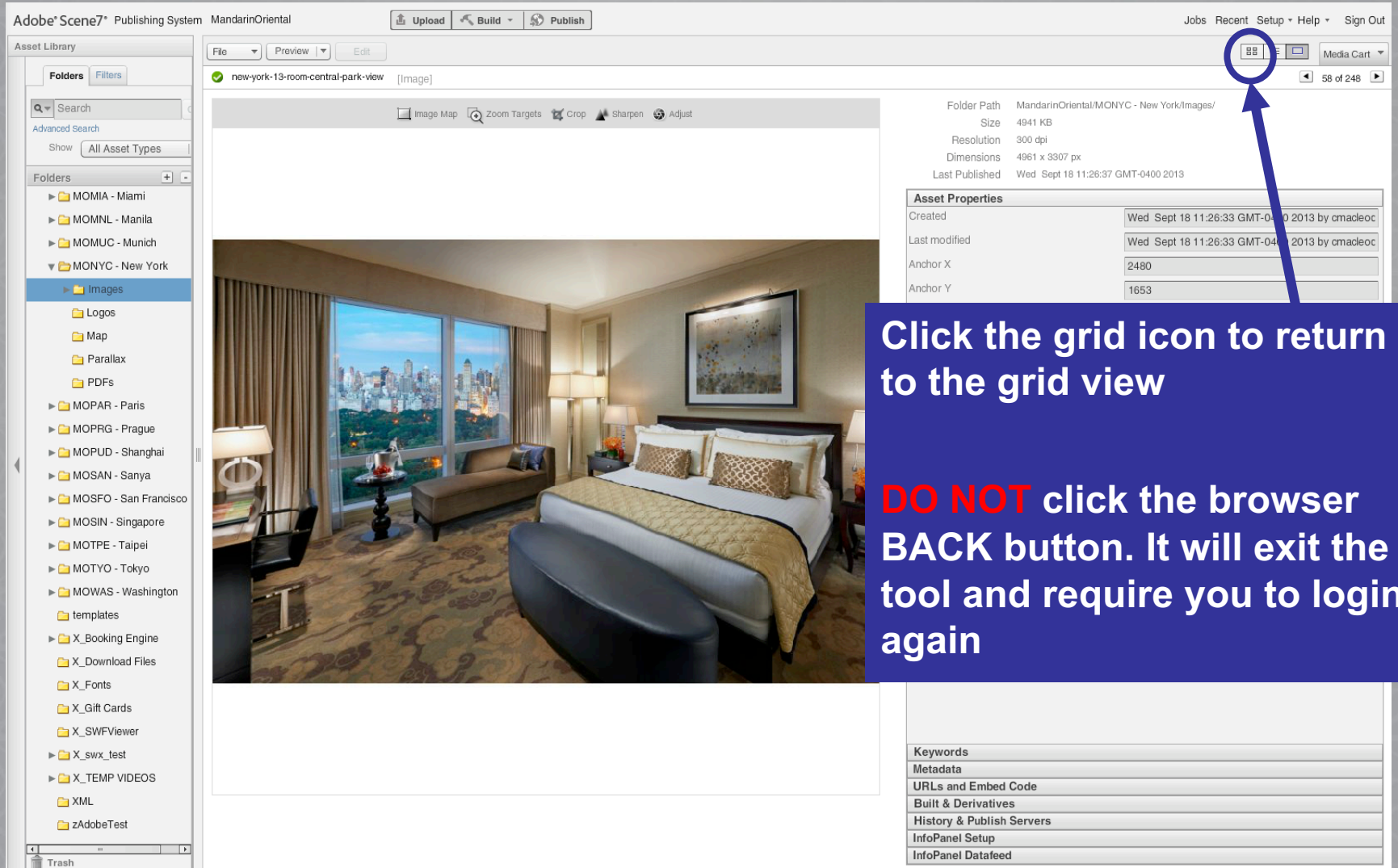
Folder Path: MandarinOriental/MONYC - New York/Images/
Size: 4941 KB
Resolution: 300 dpi
Dimensions: 4961 x 3907 px
Last Published: Wed Sept 18 11:26:37 GMT-0400 2013

Asset Properties	
Created	Wed Sept 18 11:26:33 GMT-0400 2013 by cmacleoc
Last modified	Wed Sept 18 11:26:33 GMT-0400 2013 by cmacleoc
Anchor X	2480
Anchor Y	1653

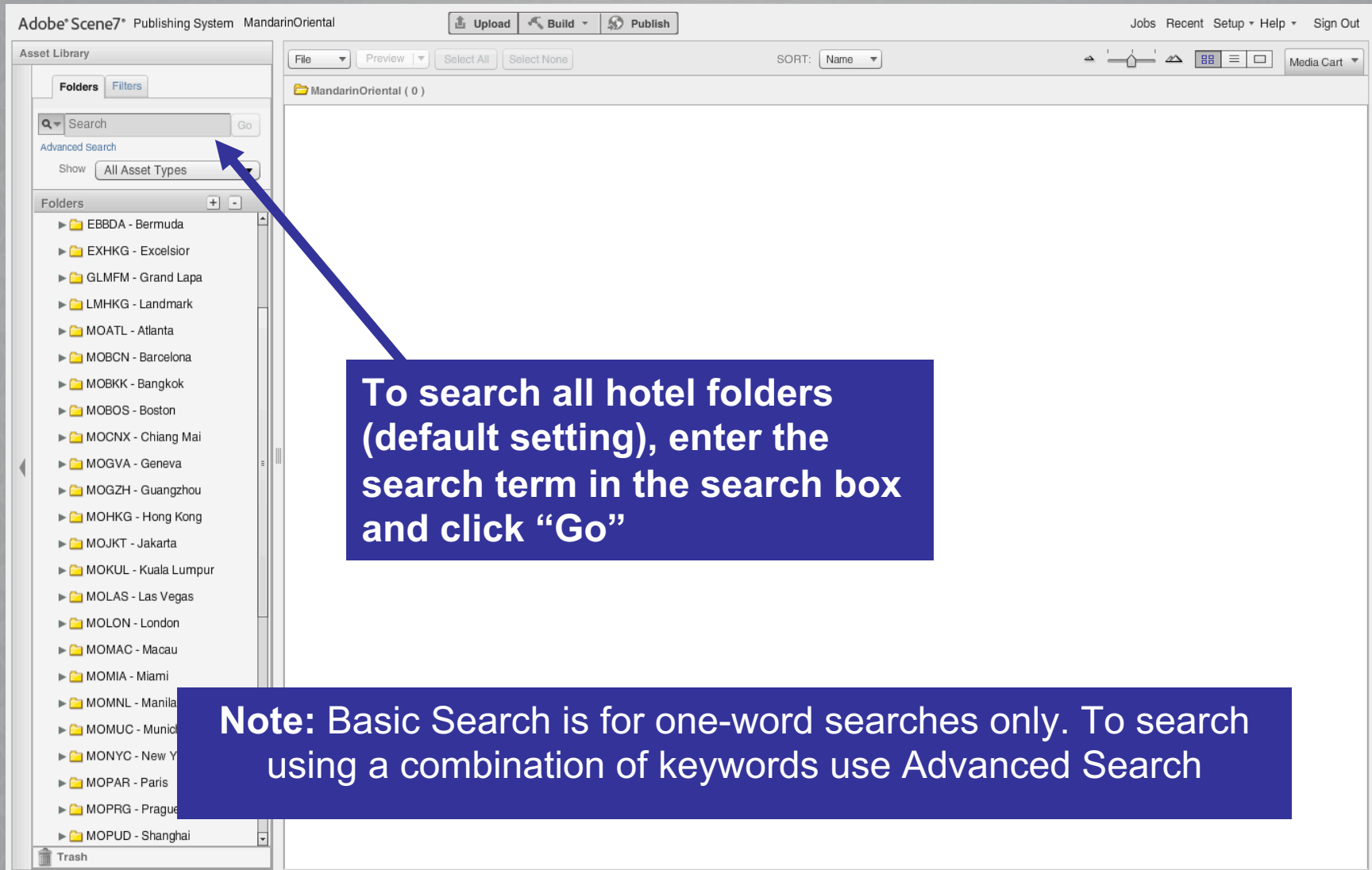
Click the grid icon to return to the grid view

DO NOT click the browser BACK button. It will exit the tool and require you to login again

Keywords
Metadata
URLs and Embed Code
Built & Derivatives
History & Publish Servers
InfoPanel Setup
InfoPanel Datafeed



Basic Search



The screenshot displays the Adobe Scene7 Publishing System interface. On the left, the 'Asset Library' panel is visible, featuring a search bar with a magnifying glass icon and a 'Go' button. Below the search bar, there is an 'Advanced Search' link and a 'Show' dropdown menu currently set to 'All Asset Types'. A list of folders is shown below, including 'EBBDA - Bermuda', 'EXHKG - Excelsior', 'GLMFM - Grand Lapa', 'LMHKG - Landmark', 'MOATL - Atlanta', 'MOBCN - Barcelona', 'MOBKK - Bangkok', 'MOBOS - Boston', 'MOCNX - Chiang Mai', 'MOGVA - Geneva', 'MOGZH - Guangzhou', 'MOHKG - Hong Kong', 'MOJKT - Jakarta', 'MOKUL - Kuala Lumpur', 'MOLAS - Las Vegas', 'MOLON - London', 'MOMAC - Macau', 'MOMIA - Miami', 'MOMNL - Manila', 'MOMUC - Munich', 'MONYC - New York', 'MOPAR - Paris', 'MOPRG - Prague', and 'MOPUD - Shanghai'. A blue arrow points from the search bar to a blue callout box. The main workspace on the right shows a folder named 'MandarinOriental (0)' and a toolbar with options like 'File', 'Preview', 'Select All', 'Select None', and 'SORT: Name'. The top menu bar includes 'Upload', 'Build', 'Publish', 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out'.

To search all hotel folders (default setting), enter the search term in the search box and click “Go”

Note: Basic Search is for one-word searches only. To search using a combination of keywords use Advanced Search



Basic Search: By Hotel

The screenshot shows the Adobe Scene7 Publishing System interface. The top menu bar includes 'Adobe Scene7 Publishing System MandarinOriental', 'Upload', 'Build', 'Publish', 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out'. The main workspace is titled 'MOPAR - Paris (0)'. On the left, the 'Asset Library' panel is visible, containing a search bar, 'Advanced Search' link, and a list of folders. The 'MOPAR - Paris' folder is highlighted in blue. A blue callout box with the text 'Click the hotel that you would like to search' and a blue arrow points to the 'MOPAR - Paris' folder.

Asset Library

File Preview Select All Select None SORT: Name Media Cart

MOPAR - Paris (0)

Search Go

Advanced Search

Show All Asset Types

Folders

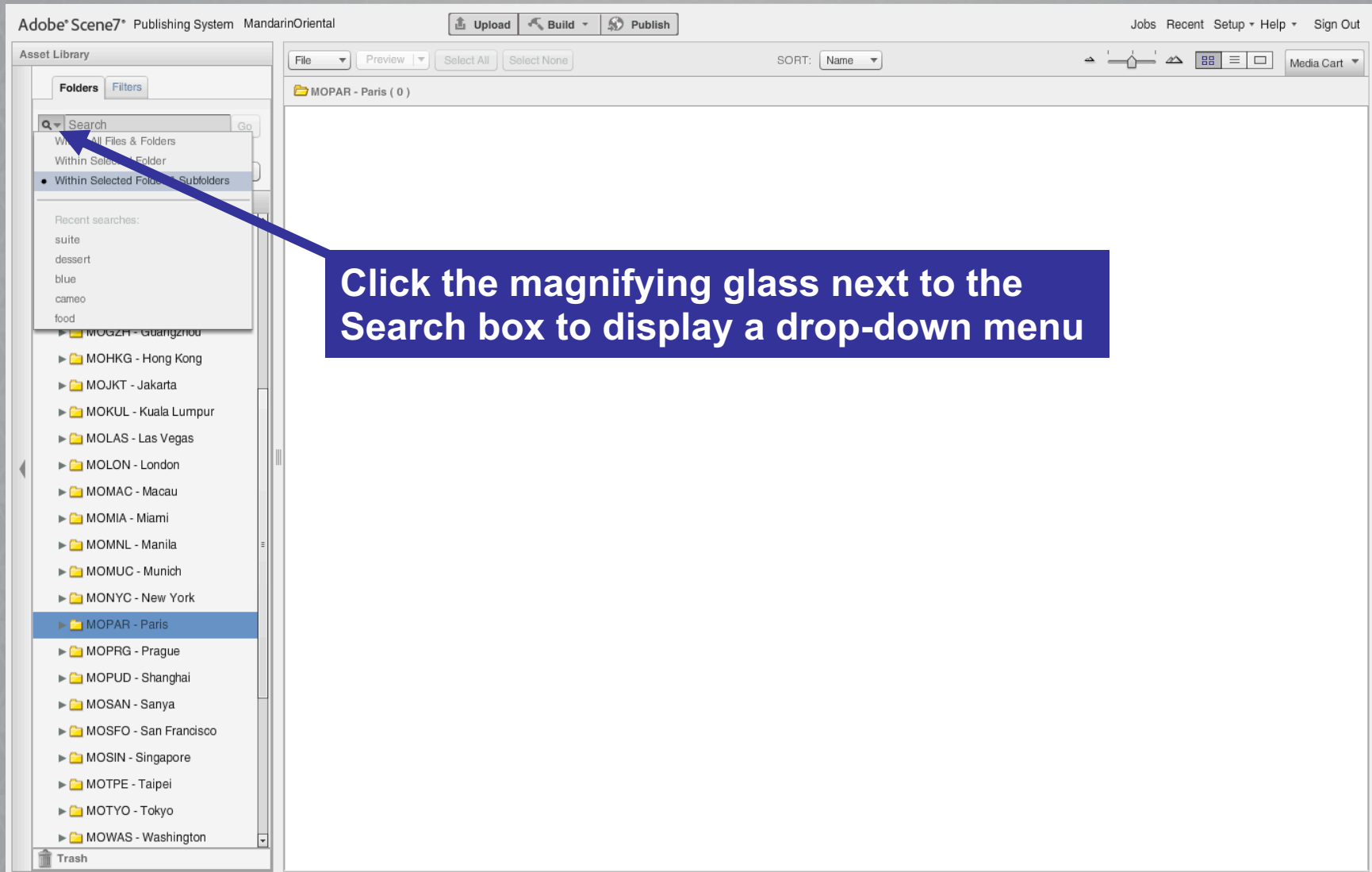
- MOBKK - Bangkok
- MOBOS - Boston
- MOCNX - Chiang Mai
- MOGVA - Geneva
- MOGZH - Guangzhou
- MOHKG - Hong Kong
- MOJKT - Jakarta
- MOKUL - Kuala Lumpur
- MOLAS - Las Vegas
- MOLON - London
- MOMAC - Macau
- MOMIA - Miami
- MOMNL - Manila
- MOMUC - Munich
- MONYC - New York
- MOPAR - Paris**
- MOPRG - Prague
- MOPUD - Shanghai
- MOSAN - Sanya
- MOSFO - San Francisco
- MOSIN - Singapore
- MOTPE - Taipei
- MOTYO - Tokyo
- MOWAS - Washington

Trash

Click the hotel that you would like to search



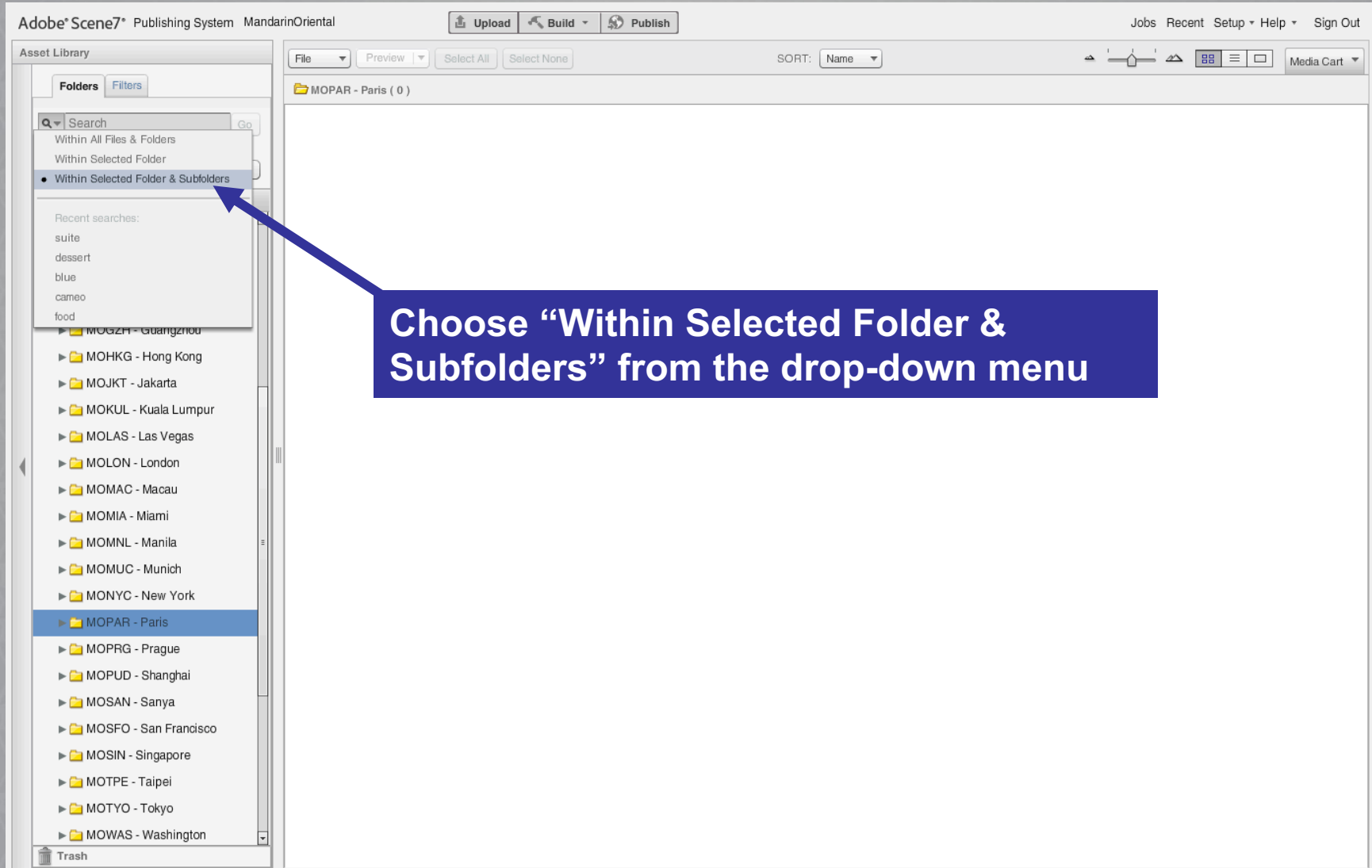
Basic Search: By Hotel



The screenshot displays the Adobe Scene7 Publishing System interface. The top menu bar includes 'Adobe Scene7 Publishing System MandarinOriental', 'Upload', 'Build', and 'Publish' buttons, along with 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out' options. The main workspace shows a folder named 'MOPAR - Paris (0)'. On the left, the 'Asset Library' panel is visible, featuring a search box and a dropdown menu. The dropdown menu is open, showing options: 'Within All Files & Folders', 'Within Selected Folder', and 'Within Selected Folder & Subfolders'. Below these are 'Recent searches:' including 'suite', 'dessert', 'blue', 'cameo', and 'food'. A blue callout box with a magnifying glass icon points to the search box, containing the text: 'Click the magnifying glass next to the Search box to display a drop-down menu'. The 'MOPAR - Paris' folder is highlighted in the Asset Library list.



Basic Search: By Hotel



The screenshot displays the Adobe Scene7 Publishing System interface. The top bar includes the application name 'Adobe Scene7 Publishing System MandarinOriental', navigation buttons for 'Upload', 'Build', and 'Publish', and menu options for 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out'. The main workspace shows a folder named 'MOPAR - Paris (0)'. On the left, the 'Asset Library' panel is open, showing a search dropdown menu. The search dropdown menu is open, showing the following options: 'Within All Files & Folders', 'Within Selected Folder', and 'Within Selected Folder & Subfolders'. The 'Within Selected Folder & Subfolders' option is selected and highlighted. Below the search dropdown menu, there is a 'Recent searches:' section with a list of search terms: 'suite', 'dessert', 'blue', 'cameo', and 'food'. The 'MOPAR - Paris' folder is selected in the Asset Library panel. A blue callout box with white text points to the 'Within Selected Folder & Subfolders' option in the search dropdown menu.

Choose “Within Selected Folder & Subfolders” from the drop-down menu



Basic Search: By Hotel

The screenshot displays the Adobe Scene7 Publishing System interface. The top menu bar includes 'Upload', 'Build', and 'Publish' buttons, along with 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out' options. The main workspace shows a folder named 'MOPAR - Paris (0)'. On the left, the 'Asset Library' panel is active, with the 'Folders' tab selected. A search bar in the Asset Library contains the text 'suite', and a blue arrow points to the 'Go' button next to it. Below the search bar, the 'Advanced Search' section is visible, with 'Show All Asset Types' selected. The 'Folders' list on the left includes various hotel locations, with 'MOPAR - Paris' highlighted in blue. The main workspace area is currently empty.

Enter the desired search term (such as “suite” or “dining”) and click “Go”



Basic Search: By Hotel

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish

Jobs Recent Setup Help Sign Out

Asset Library

File Preview Select All Select None SORT: Name

Search Results (100)

PDF PDF PDF PDF PDF PDF

PDF PDF PDF PDF PDF PDF

PDF PDF PDF PDF Image Image

paris-floorplan-cabochons-s paris-floorplan-couture-suit paris-floorplan-crystal-suite paris-floorplan-deluxe-suite paris-floorplan-junior-suite paris-floorplan-premier-atole

paris-floorplan-premier-suite paris-floorplan-royal-manda paris-floorplan-royal-orienta paris-floorplan-superior-sui paris-room-superior-suite-b paris-royale-mandarin-terra

Trash

Advanced Search

Show All Asset Types

Folders

- MOBKK - Bangkok
- MOBOS - Boston
- MOCNX - Chiang Mai
- MOGVA - Geneva
- MOGZH - Guangzhou
- MOHKG - Hong Kong
- MOJKT - Jakarta
- MOKUL - Kuala Lumpur
- MOLAS - Las Vegas
- MOLON - London
- MOMAC - Macau
- MOMIA - Miami
- MOMNL - Manila
- MOMUC - Munich
- MONYC - New York
- MOPAR - Paris**
- MOPRG - Prague
- MOPUD - Shanghai
- MOSAN - Sanya
- MOSFO - San Francisco
- MOSIN - Singapore
- MOTPE - Taipei
- MOTYO - Tokyo
- MOWAS - Washington

To remove unwanted files and only view images select "Images" from the dropdown

Advanced Search

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish

Jobs Recent Setup Help Sign Out

Asset Library

File Preview Select All Select None SORT: Name Media Cart

MandarinOriental (0)

Search Go

Advanced Search

Image

Folders

- EBBA - Bermuda
- EXHKG - Excelsior
- GLMFM - Grand Lapa
- LMHKG - Lan
- MOATL - Atle
- MOBCN - Barcelona
- MOBKK - Bangkok
- MOBOS - Boston
- MOCNX - Chiang Mai
- MOGVA - Geneva
- MOGZH - Guangzhou
- MOHKG - Hong Kong
- MOJKT - Jakarta
- MOKUL - Kuala Lumpur
- MOLAS - Las Vegas
- MOLON - London
- MOMAC - Macau
- MOMIA - Miami
- MOMNL - Manila
- MOMUC - Munich
- MONYC - New York
- MOPAR - Paris
- MOPRG - Prague
- MOPUD - Shanghai

Trash

Click the “Advanced Search” link

Note: Advanced search is only required if you want to use two or more search terms

Please reference the keywords list at the end of this manual



Advanced Search: All Conditions

The screenshot shows the Adobe Scene7 Publishing System interface. The 'Asset Library' panel on the left contains an 'Advanced Search' section. Two blue callout boxes with arrows point to specific dropdown menus in this section. The first callout points to the 'All Asset Types' dropdown, and the second callout points to the 'All conditions' dropdown under the 'Match:' section. The main content area shows a folder named 'MandarinOri...' and a search bar with 'File', 'Preview', 'Select All', and 'Select None' buttons. The top of the interface includes 'Upload', 'Build', and 'Publish' buttons, along with 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out' options. At the bottom left, there are 'Close', 'Clear', and 'Search' buttons, and a 'Trash' icon.

Select "Images" from Asset Types dropdown

When *Match* dropdown is set to "All conditions" every keyword entered will need to be found in order to display results

This is the default setting and most common way to search for something specific



Advanced Search: All Conditions

The screenshot displays the Adobe Scene7 Publishing System interface for the project 'MandarinOriental'. The 'Advanced Search' panel is open on the left side of the Asset Library. The 'Filter result:' section includes dropdowns for 'All Asset Types', 'Within All Files & Folders', and 'All publish states'. The 'Match:' section is set to 'All conditions'. The 'Search criteria:' section features a dropdown menu labeled 'Add a field' which is currently open, showing a list of search fields: 'Name (SPS)', 'FileName (SPS)', 'Keywords (SPS)', 'Date Created (SPS)', and 'Date Modified (SPS)'. A blue callout box with white text and an arrow points to the 'Add a field' dropdown, containing the instruction: 'Click the Add a field dropdown and select "Keywords (SPS)"'. The main content area shows a folder named 'MandarinOriental (0)'. The top navigation bar includes 'Upload', 'Build', and 'Publish' buttons, along with 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out' options. The bottom of the interface features a 'Trash' icon and 'Close', 'Clear', and 'Search' buttons.



Advanced Search: All Conditions

The screenshot displays the Adobe Scene7 Publishing System interface. The top navigation bar includes 'Upload', 'Build', and 'Publish' buttons, along with 'Jobs', 'Recent', 'Setup', 'Help', and 'Sign Out' options. The main area is titled 'Asset Library' and shows a search results view for 'MandarinOriental (0)'. The 'Advanced Search' panel is open on the left, showing filter results for 'All Asset Types', 'Within All Files & Folders', and 'All publish states'. The 'Match' dropdown is set to 'All conditions'. Under 'Search criteria', the first entry is 'Keywords (SPS)' with a 'Contains' operator and the text 'cameq' entered in the input field. A second 'Add a field' entry is visible below. Two blue callout boxes with white text and arrows point to the search criteria section: the first points to the 'cameq' input field with the text 'Enter the keyword to search with', and the second points to the 'Add a field' dropdown with the text 'To add additional keywords repeat this process'. At the bottom of the panel are 'Close', 'Clear', and 'Search' buttons, and a 'Trash' icon.

Enter the keyword to search with

To add additional keywords repeat this process



Advanced Search: Any Conditions

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish

Jobs Recent Setup Help Sign Out

Asset Library

Folders Filters

Advanced Search

Filter result:

Image

Within All Files & Folders

All publish states

Match:

Any conditions

Search criteria:

Add a field

File Preview Select All Select None

SORT: Name

MandarinOri

Select "Images" from Asset Types dropdown

When *Match* dropdown is set to "Any conditions" each keyword entered will display results as well as in combination

Close Clear Search

Trash



Advanced Search: Any Conditions

Select “Images” from Asset Types dropdown

When *Match* dropdown is set to “Any conditions” each keyword entered will display results as well as in combination

This search should only be used for very specific terms as it results in a large number of results (ex. colors or cameo types such as flowers, tea, dessert)

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish

Jobs Recent Setup Help Sign Out

Asset Library

Folders Filters

Advanced Search

Filter result:

Image

Within All Files & Folders

All publish states

Match:

Any conditions

Search criteria:

Add a field

File Preview Select All Select None SORT: Name

MandarinOriental

Close Clear Search

Trash



Advanced Search: Any Conditions

Adobe® Scene7® Publishing System MandarinOriental

Upload Build Publish

Jobs Recent Setup Help Sign Out

Asset Library

Folders Filters

Advanced Search

Filter result:

Image

Within All Files & Folders

All publish states

Match:

Any conditions

Search criteria:

Keywords (SPS) Contains green

Keywords (SPS) Contains purple

Add a field

File Preview Select All Select None

SORT: Name

Media Cart

230 Results:

bangkok-detail-09 Image

bangkok-detail-10 Image

bangkok-flowers-09 Image

bangkok-flowers-10 Image

barcelona-detail-teatray-1 Image

barcelona-detail-teatray-2 Image

barcelona-restaura Image

barcelona-restaura-mimos Image

barcelona-restaurant-mimos Image

barcelona-restaurant-mimos Image

barcelona-restaurant-mimos Image

barcelona-restaurant-mimos Image

barcelona-restaurant-mimos Image

bermuda-detail-flower-3 Image

Close Clear Search

Trash

In this scenario the search results pulled images that were either green, purple or both from all hotels

Advanced Search Keywords

By Category

- Architecture
- Business
- Dessert
- Dining
- Drink
- Event
- Festive
- Flowers
- Food
- Kids
- Lifestyle
- Lighting
- Mindful Meetings
- Patterns
- Room
- Service
- Spa
- Suite
- Tea
- Wedding
- Villas

By Location

- Asia
- EMEA
- The Americas
- Abu Dhabi
- Bangkok
- Barcelona
- Bodrum
- Boston
- Canouan
- Doha
- Dubai
- Geneva
- Guangzhou
- Hong Kong
- Jakarta
- Kuala Lumpur
- Lake Como
- Landmark
- London
- Macau
- Madrid
- Marrakech
- Miami
- Milan
- Munich
- New York
- Paris
- Prague
- Santiago
- Sanya
- Shanghai
- Singapore
- Taipei
- Tokyo
- Wangfujing
- Washington DC

By Color

- Black
- Blue
- Gold
- Green
- Orange
- Pink
- Purple
- Red
- White
- Yellow

