# NASA Image and Video Library

images.nasa.gov

Contributor User Guide for Desktop, Tablet, and Mobile

Welcome to the images.nasa.gov Contributor training module. When you complete the module you should return to SATERN and confirm that you completed the module in order to receive credit for the training. Training is required prior to requesting a User Account. Each center has a Subject Matter Expert (SME) that can assist you with any additional questions you may have regarding images.nasa.gov.

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Login:

Once your training is complete and user account has been requested, approved, and provisioned go to https://images.nasa.gov/login
You will see the Contributor login page, where you should click the "Proceed to Launchpad" button.
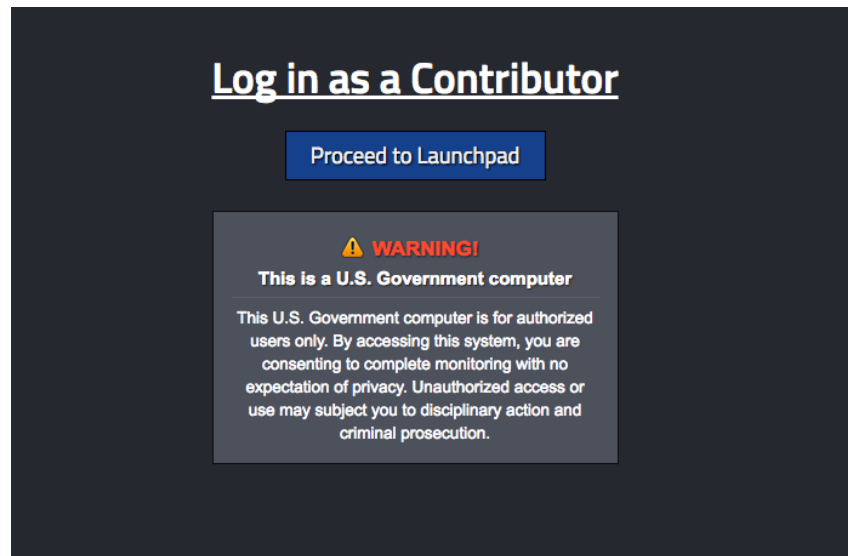
You will then be redirected to the Access Launchpad page where you may authenticate using your choice of authorization methods.
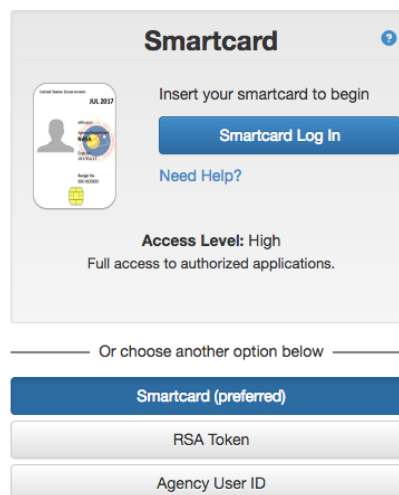
Your login will be validated through LaunchPad. If you enter an incorrect password too

many times you will lock your login credentials and will need to contact the Enterprise Service Desk for a password reset.

Contributor Dashboard:

Once logged in, the Contributor Dashboard will be displayed.

Looking around the dashboard, the features include:

1.   Search capabilities for editing published assets
2.   Total number of asset uploads in progress. When you upload an asset it goes through several stages. When an asset is going through the stages, it is considered "In Progress".
3.   User name and Log out button will appear on every page when you are logged in as a contributor.
4.   Asset uploads in progress and their status. Only your uploads will be shown on your dashboard.
5.   If you want to add a new media asset, click the "Select Media" button.
6.   Sort selections will be available in future iterations of this website. By default, assets are sorted by their title
7.   Edit/delete error status assets. When an asset does not meet the requirements for metadata, an error is shown on the dashboard. By clicking the edit icon you can add/edit the necessary metadata so the asset can be published.

Adding a Media Asset From the Dashboard UI:

An asset can be uploaded from the Contributor Dashboard. Images and audio can be uploaded by selecting the "Images & Audio" button, and videos can be uploaded by selecting the "Video" button.
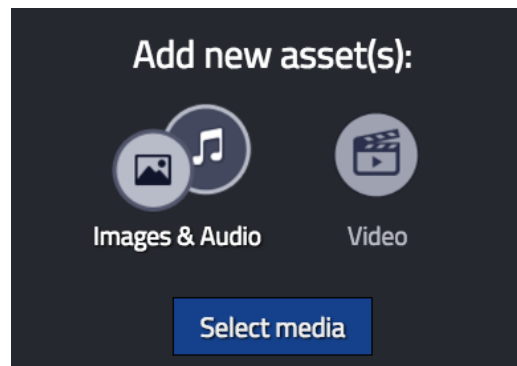
Images & Audio:

1.   Make sure the "Images & Audio" button is selected
2.   Click the "Select Media" button
3.   The image or audio file options on your computer will be shown
Acceptable File Formats:
○   Images: JPEG, PNG, and TIFF

○   Audio: MP3, M4A, and WAV with AAC Codec

4.   Select the image or audio file you would like to upload
5.   Once you choose your file, the dashboard will be updated displaying your selected asset in progress and the upload status
6.   The asset will complete the upload process and get published to the live site
7.   If the system identifies a metadata requirement error while processing the asset, it will be identified in the dashboard.

Videos:

1.   Make sure the "Video" button is selected
2.   Click the "Select Media" button
3.   The video file options on your computer will be shown
Acceptable video Containers:
○   .MP4, .MOV, .MPG, and .AVI
4.   Select video file you would like to upload
5.   Now choose a caption file in either .SRT or .VTT format,
then press "Upload Files"
6.   The dashboard will be updated displaying your selected asset in progress and the upload status. **IMPORTANT:** Don't refresh your browser or click any links during

this initial upload process. Doing so will cause your job to get hung on your dashboard.

7.   The asset will complete the upload process and be published to the live site

8.   If the system identifies a metadata requirement error while processing the asset, it will be identified in the dashboard.

Asset Uploads in Progress and Status:

When an asset is uploaded either via the Contributor interface or an API, the asset goes through several stages as it is processed. The example dashboard below shows all of the current assets in the various stages of the process, along with other information such as the user that initiated the upload and the size of the asset.

When uploading an asset it could take up to 15 minutes for the asset to be propagated through the system and show up in search results.

If after 15 minutes of uploading you are unable to find your asset, attempt to re-upload again. If you then receive an error that states "Asset upload failed: An asset with NASA ID=(your file) already exists" but you are still unable to find the asset via search, please file an ESD ticket.

Editing an Asset with a Metadata Error:

An error message will be displayed in the status bar if the application identifies a problem with the metadata. An Edit and Delete option will be displayed.
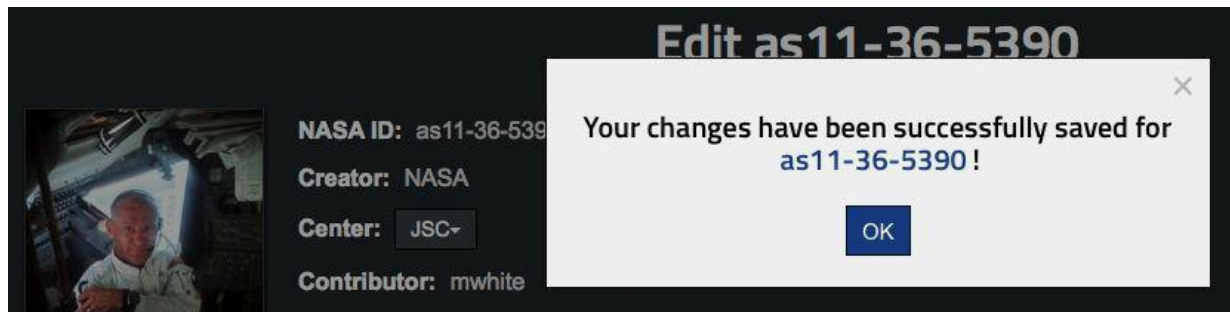
● To correct as insufficient metadata error, click Edit.
● To delete the asset and stop the upload process, click Delete
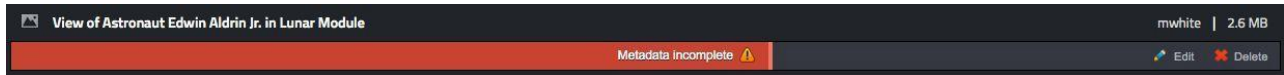
When you choose to edit the asset, an edit screen will be displayed with the missing required metadata fields outlined in red. Click the Submit button when your editing is complete. If you do not wish to make changes, click the Cancel button to go back to the dashboard. The asset will remain in an error status until the upload is deleted or an edit is applied.


Successfully submitting a change will prompt a confirmation popup. Click OK to continue.

Select Video Thumbnail Image

For videos, you have the ability to choose one of five different "thumbnail" images to represent the asset in search results, previews, etc. This allows you choose the most compelling image to represent your video, and to avoid black frame or colorbar images which often introduce a video.

At the top of the Edit Insufficient Metadata view, all 5 thumbnail options are presented above the video metadata and the default video thumbnail chosen by the system. Below, the fourth thumbnail has been surrounded by a white box as if you'd clicked on it. Were you Submit your changes, that thumbnail would become the new default displayed with this video.
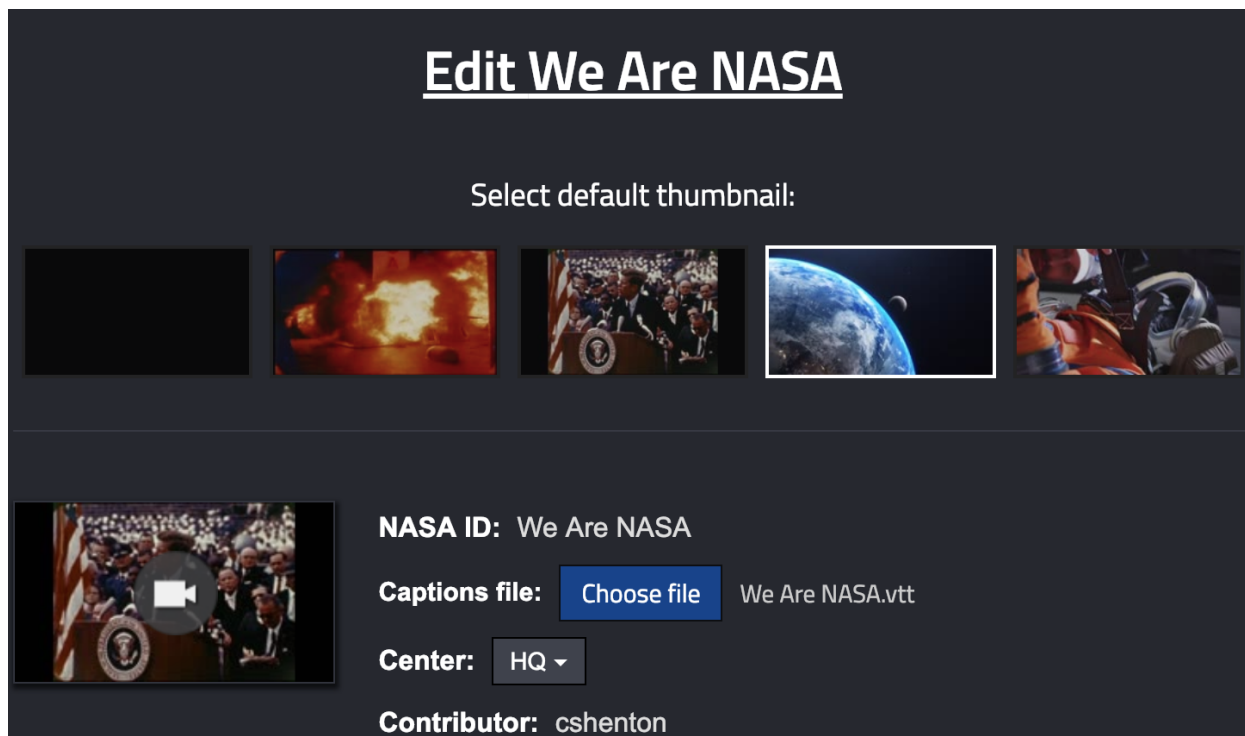
Editing a Published Asset:

Search for an asset:

In order to edit a published asset, first you need to find it. A Search bar is provided in the top left corner of each page. You can search for all media types or you can narrow your search by only selecting the type of media you are looking for. At least one media type selection is required.

The default setting is to search for all media types. Simply deselect the media types you do not wish to include in your search results.
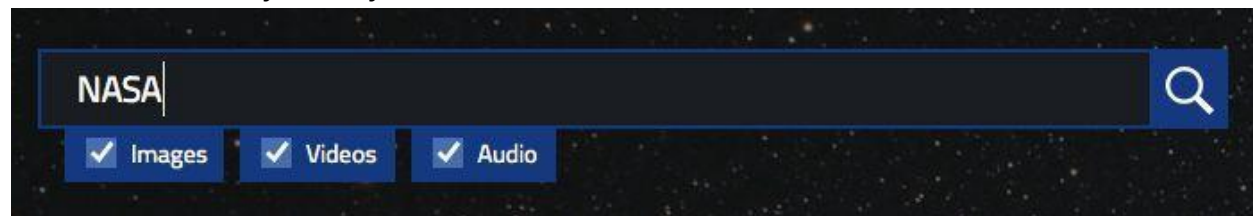
Search for all media types:
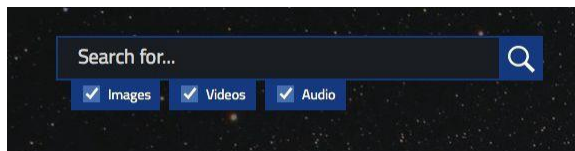
Search for images only:
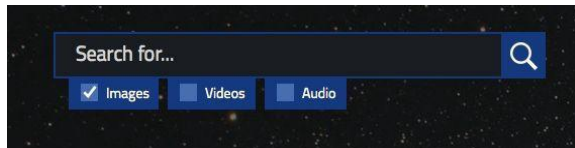
You can search by keywords, names, description, content, or NASA ID. The example shown below is a search by the keyword "NASA".

Search Results:

Looking around the Search Results page you will see it has many features including:

1. Search bar
2. View Dashboard link and progress information
3. User name and Log out
4. Breadcrumb links
5. Total number of results returned for your search
6. Grid view or list view
7. Results filters: media type and date range
8. Popovers for each asset.
9. Create/Edit Album
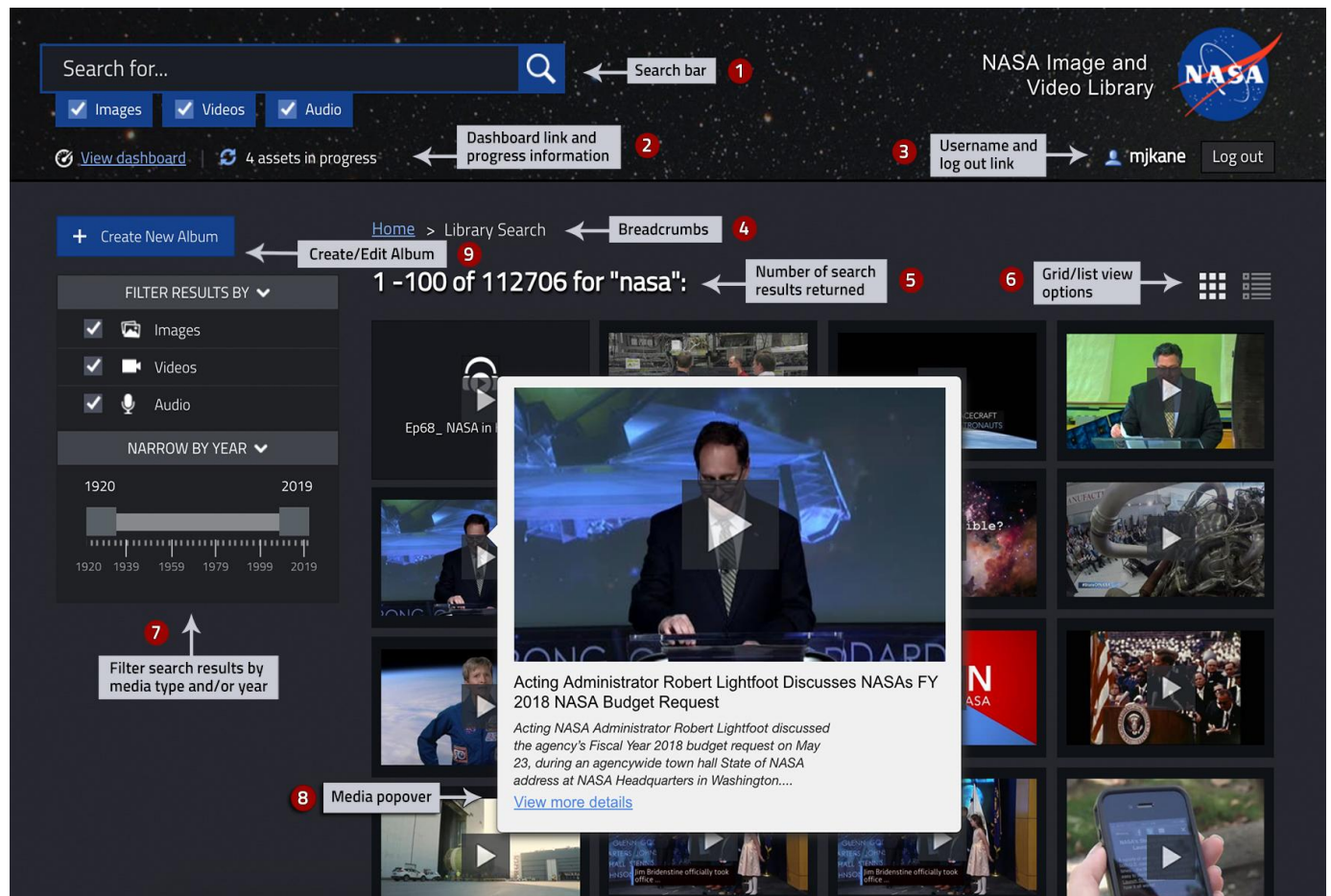
For videos, the current thumbnail will display as a preview in the search results - this is the middle one by default, but may have been changed to another of the five options by a Contributor.

Search Bar, Dashboard Link and Progress Information:

● You can start a new search from any page in the application
● Returning to the Contributor dashboard is quick and easy via the View Dashboard link
● The upload progress information will change as assets are processed through the system and published
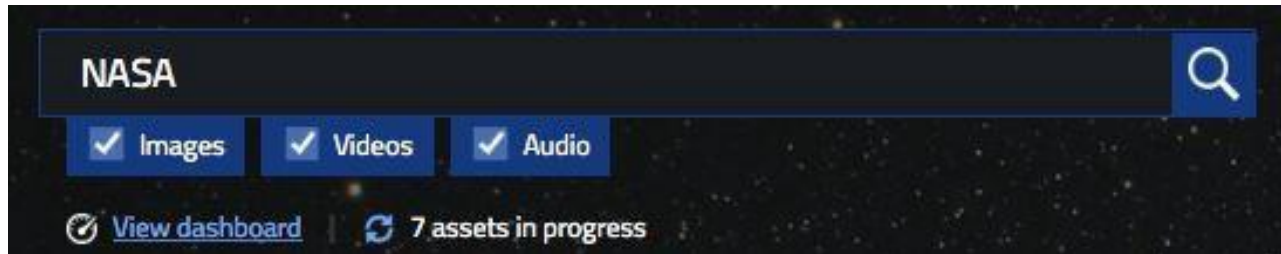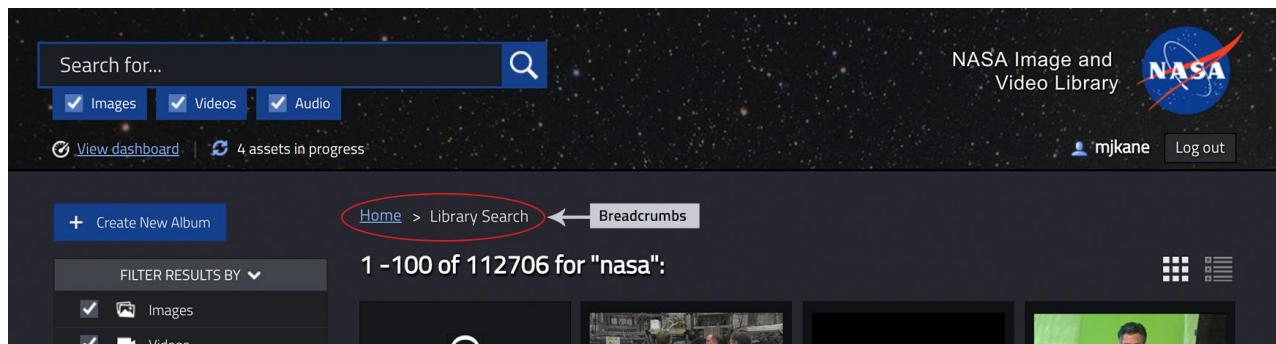

Username and Log out:

● Your username will be displayed when you are logged in
● You can log out from any screen in the application
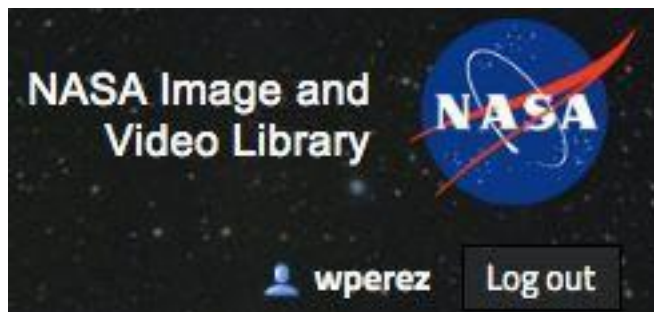
Breadcrumb Links:

You can navigate to the previous screen by clicking the breadcrumb links provided.

Number of Search Results Returned:

Like the public view of the site, the total number of results will be displayed above the thumbnails. The maximum number of results per page is 100. To view the subsequent pages of results, scroll to the bottom the results page and click "Next"
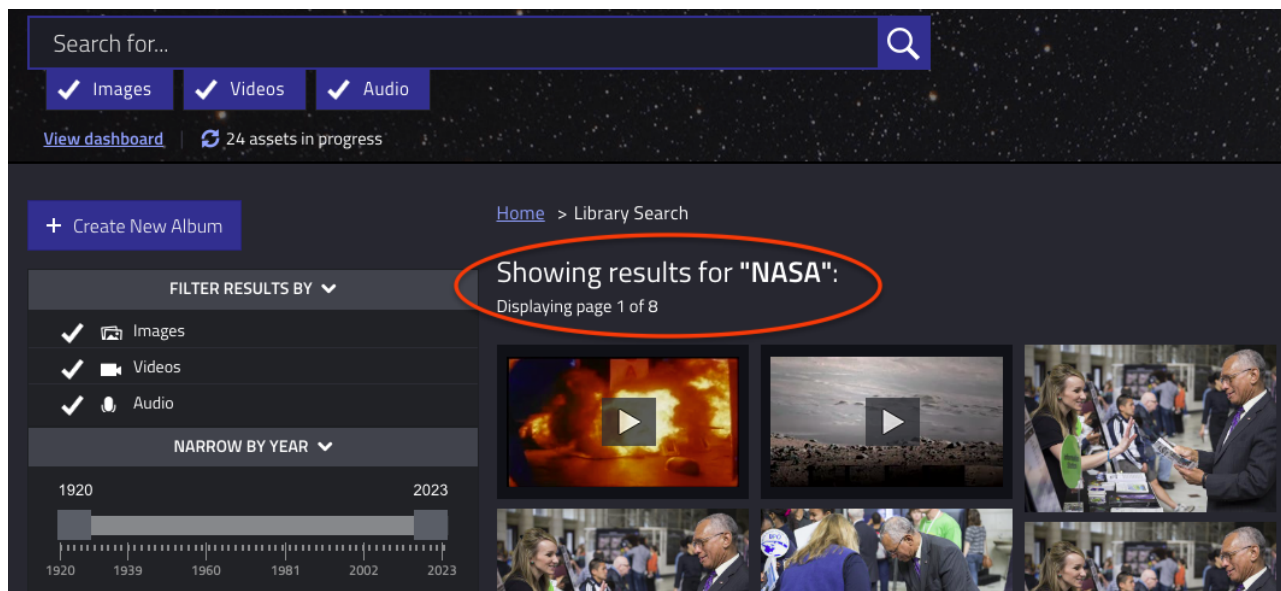
Grid and List View Options:

The default layout for the search results is the grid view. Click the list view icon to show the results in a list format. The popovers are only active in the grid view of the results. (Example below shows list view)
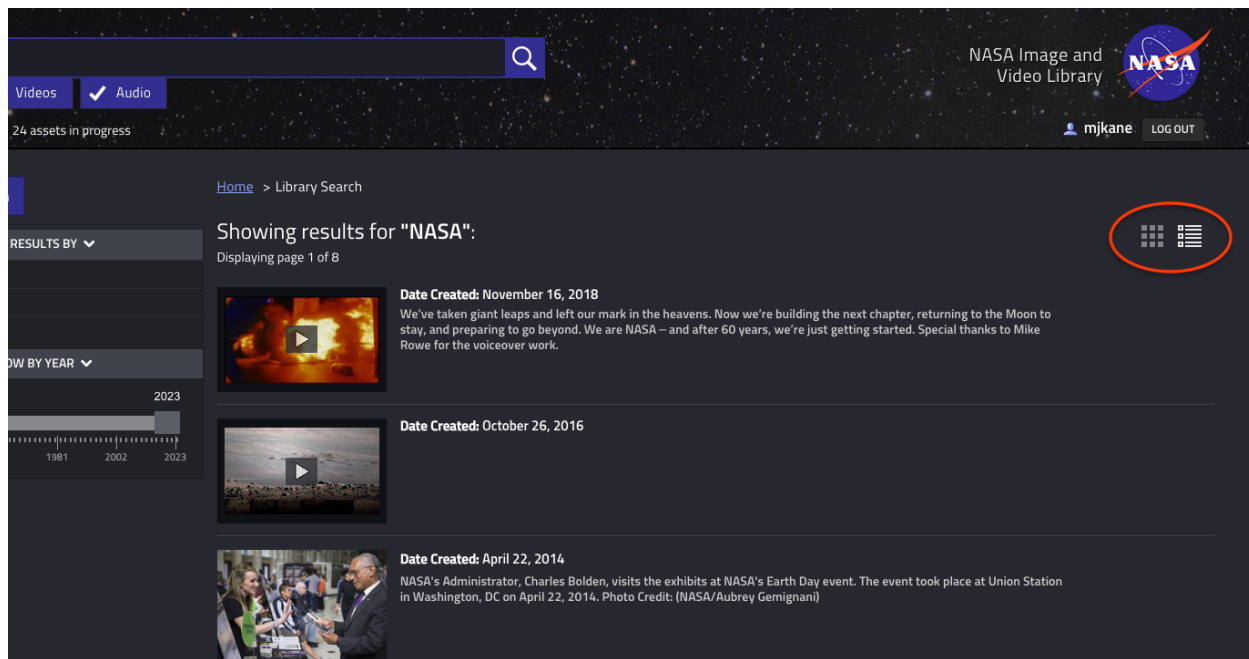

Filtering Search Results:

You can filter your results by media type or by year. Select the media type and/or use the year slider to narrow your results. Click Update Results to apply your filter changes.
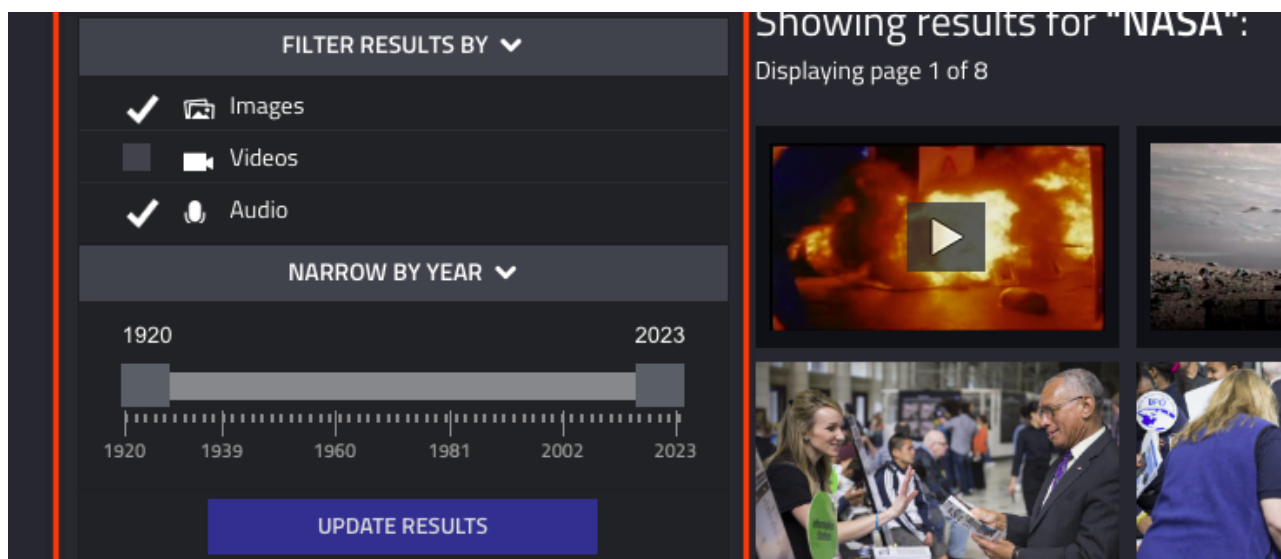
Popovers:

Image and video assets have a popover feature for the desktop version that allows you to see a larger picture and some details about the asset. This feature is not available in the mobile
or tablet version.
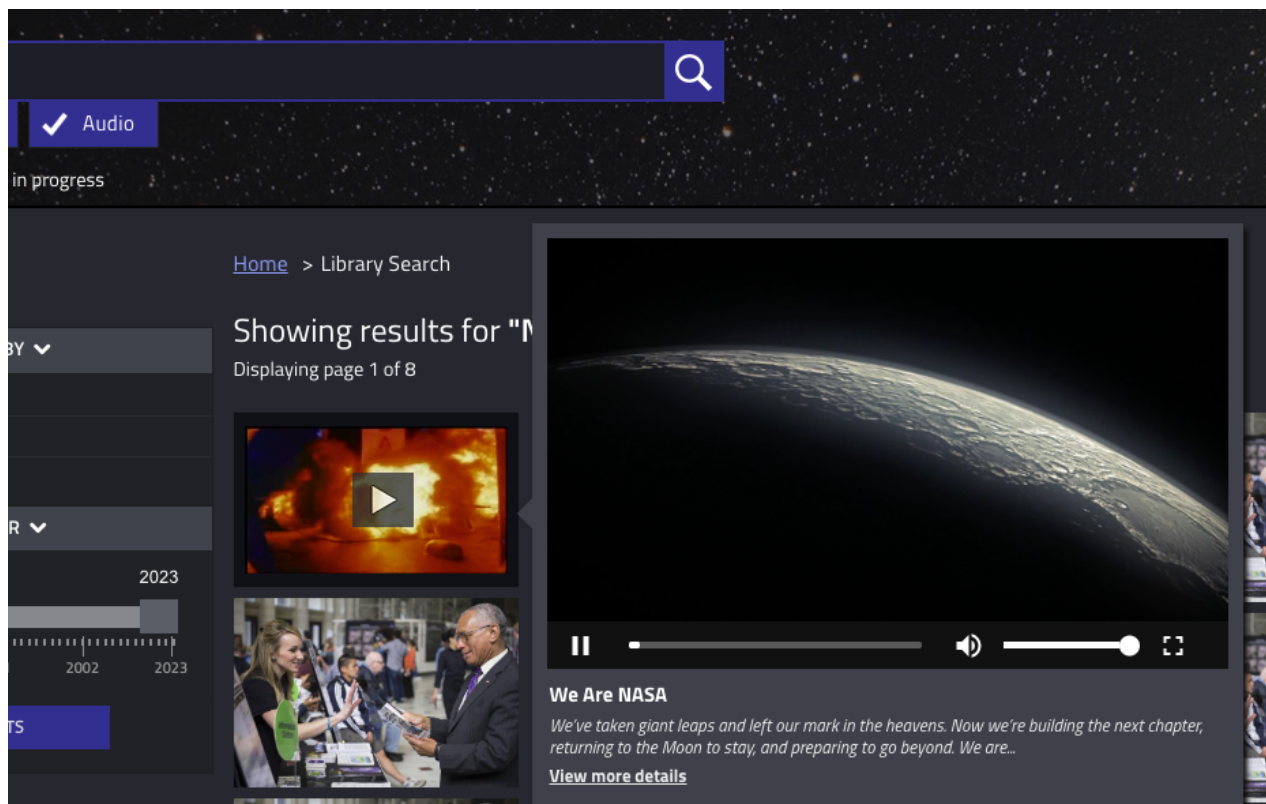
Selecting the Asset:

Click the thumbnail, popover, or "View more details" link in the popover to drill down to the detail page.

Asset Detail Page:

Only fields with metadata are initially displayed on the detail page. To edit or add metadata, click the Edit this Asset button. If you want to delete the media asset, click Delete.

If you choose to delete the asset, a confirmation to delete the asset will be displayed. You can either choose to continue by confirming the delete or cancel the request to delete.

THIS IS WHY TRAINING IS REQUIRED BEFORE USER ACCOUNTS ARE PROVISIONED: Anyone with a user account can delete or edit an asset across the entire Agency.

Editing an Asset:

Once you click Edit this Asset, all hidden metadata fields will be displayed. To edit fields already containing data, click the pencil icon. If you would like to add data to an unpopulated field click the + icon.

Editing is not permitted for all fields. Some fields are auto-populated and some are displayed based on the asset's information when it is uploaded into the system. Examples of fields that cannot be changed are EXIF data, the full resolution URL, file size, file format, and name of the file (NASA ID). The creator field (NASA) is generated by the application for all media assets, as all media displayed on this site is owned by NASA.

Field Descriptions

Field Name	Description	Required Field for publishing to live site	Can Edit field	Searchable content
Title	Descriptive name given to the media asset	No	Yes	Yes
508 Description	Short, descriptive text used to explain the essence of an image for Web Accessibility Initiative and 508 compliance purposes	No	Yes	No
Full resolution URL	URL generated by the application that provides access to a high resolution version of the media asset	Automatic	No	No
File Size	Extracted from the media asset upon submission to site	Automatic	No	No
File Format	Extracted from the media asset upon submission to site	Automatic	No	No
NASA ID (File Name)	Unique identifier of the asset - the filename of the asset will populate the NASA ID field	Yes (automatic)	No	Yes
Keywords	An index of comma separated terms or subject classifications	Yes (or Description)	Yes	Yes
Center	Center associated with the media asset - default is the contributor's assigned center	Yes (automatic)	Yes	Yes
Creator	All assets are owned by NASA	Automatic	No	No
Secondary Creator	Refers to the person and or entity responsible for creating, generating, or producing the media asset exclusive of NASA and the photographer	No	Yes	Yes

Date Created	Refers to the point in time associated with the acquisition or origin of the media asset	Yes	Yes	Yes
Visit website link	This link is generated based on the center association field	Automatic	No	No
Description	Extended text explaining the media asset. Required if the Keywords field is empty	Yes (or Keywords)	Yes	Yes
Location	Represents the name of the place specified by its geographic position of the subject matter	No	Yes	Yes
Photographer	Refers to the person responsible for creating, generating or producing the media asset	No	Yes	Yes
Album	See "Albums"	No	No	Yes
EXIF Data	Image information	No	No	No

Editing a Field:

When you select a field to edit, click the pencil icon. The field is displayed along with a check icon and an X icon. When your edit is complete, click the check icon (or anywhere outside the edit field) to save your changes or the X icon to discard changes.
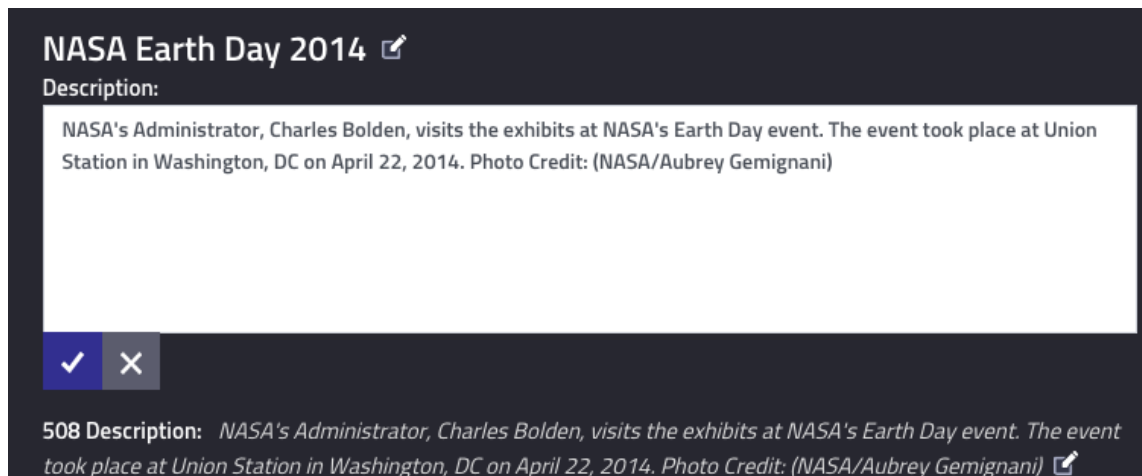
The Keyword field does not display the X icon next to the "check" icon when you edit the field. Each keyword can be removed individually by clicking the X next to the keyword or by pressing backspace. To add a keyword, simply type the keyword and press enter. Remember to click the "check" icon to save your entries when you are finished adding all of the desired keywords.
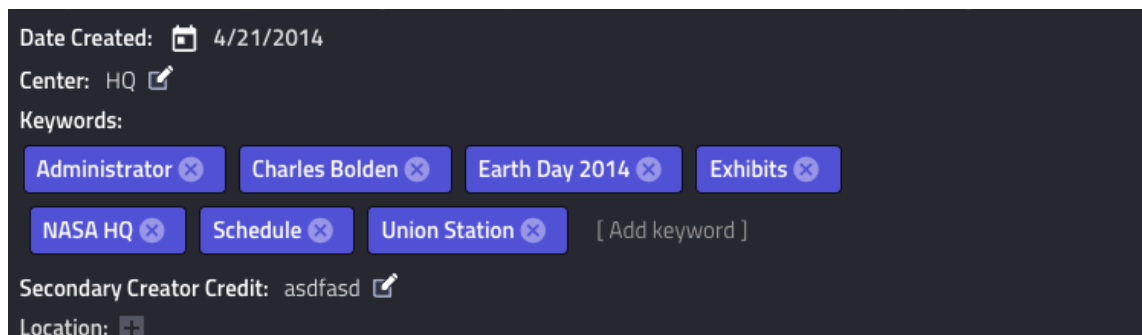
To change the center association, click the pencil icon and a menu of the centers will be available for selection. Select the desired center and click the check icon. The "Visit Website" link will dynamically change to correlate with the associated center. When a contributor uploads an asset their center association is automatically assigned to the asset.
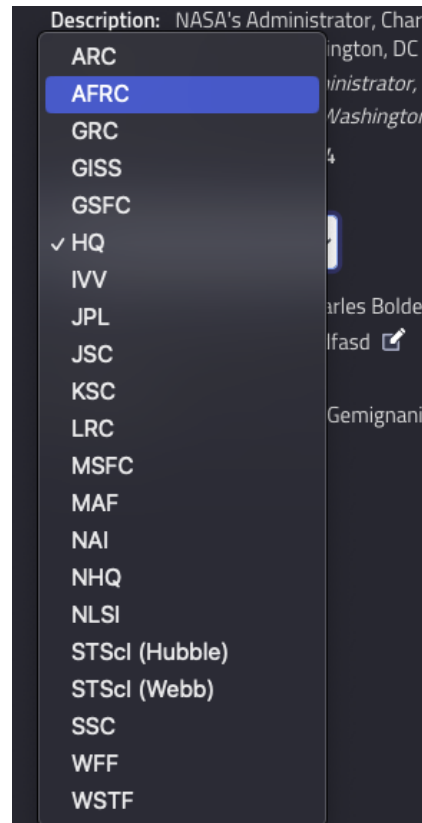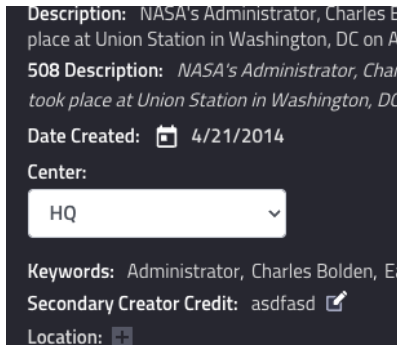
To change the date created field, choose a different date on the calendar popup (select the desired month and year, then day).
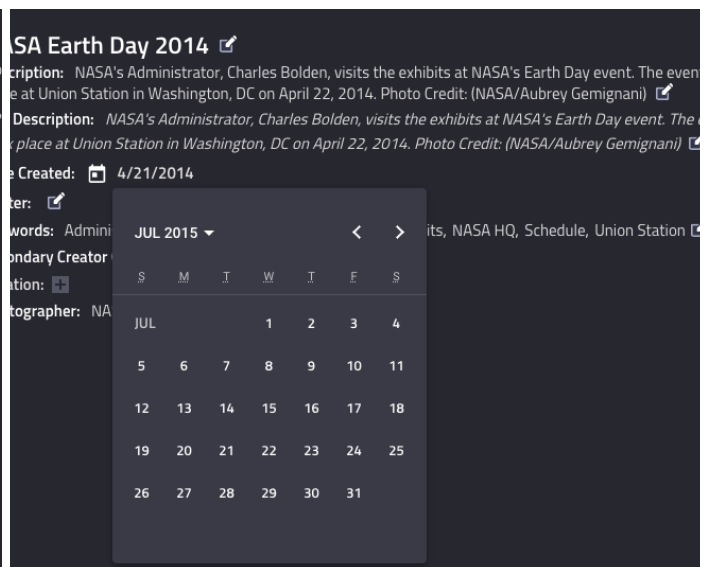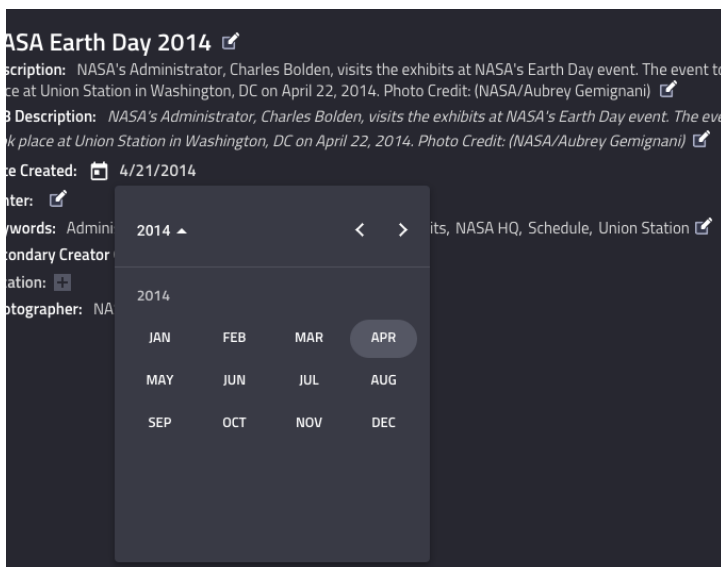
Image EXIF data will be displayed to the public, if available. The contents are not searchable and cannot be edited. The EXIF data is uploaded when the original file is uploaded and cannot be added at a later time.

```
                        EXIF data for 201404220020HQ-1:

ApertureValue              3.5
Artist                     NASA/Aubrey Gemignani
BitsPerSample              8 8 8
CFAPattern                 [Red,Green][Green,Blue]
Compression                LZW
Contrast                   Normal
Copyright                  (NASA/Aubrey Gemignani)
CreateDate                 2014:04:22 10:51:24
CustomRendered             Normal
DateTimeOriginal           2014:04:22 10:51:24
DigitalZoomRatio           1
ExifVersion                0230
ExposureCompensation       0
ExposureMode               Manual
ExposureProgram            Manual
ExposureTime               1/160
FNumber                    3.5
FileSource                 Digital Camera
Flash                      No Flash
FocalLength                70.0 mm
FocalLengthIn35mmFormat    70 mm
FocalPlaneResolutionUnit   mm
FocalPlaneXResolution      136.8888855
FocalPlaneYResolution      136.8888855
GainControl                High gain up
ISO                        1600
ImageDescription           NASA's Administrator, Charles Bolden, visits the exhibits at NASA's Earth
                           Day event. The event took place at Union Station in Washington, DC on April
                           22, 2014. Photo Credit: (NASA/Aubrey Gemignani)
ImageHeight                3280
ImageWidth                 4928
LensInfo                   24-70mm f/2.8
LensModel                  24.0-70.0 mm f/2.8
LightSource                Unknown
```
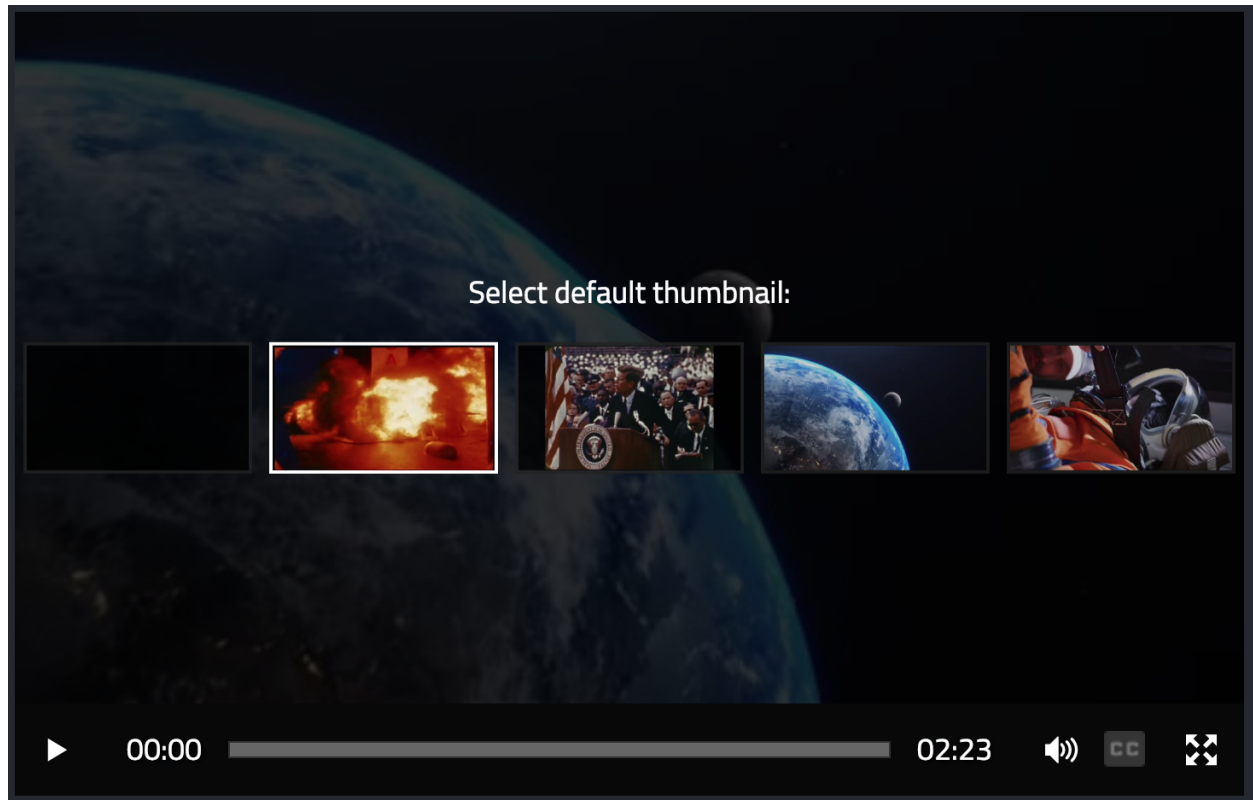
Selecting a Video Thumbnail

For videos, you will be presented with five different thumbnail image choices overlaying the video player. Click the image you'd prefer to use, which will cause it to become highlighted by a white border. Below, the second thumbnail has been surrounded by a white box as if you'd clicked on it.
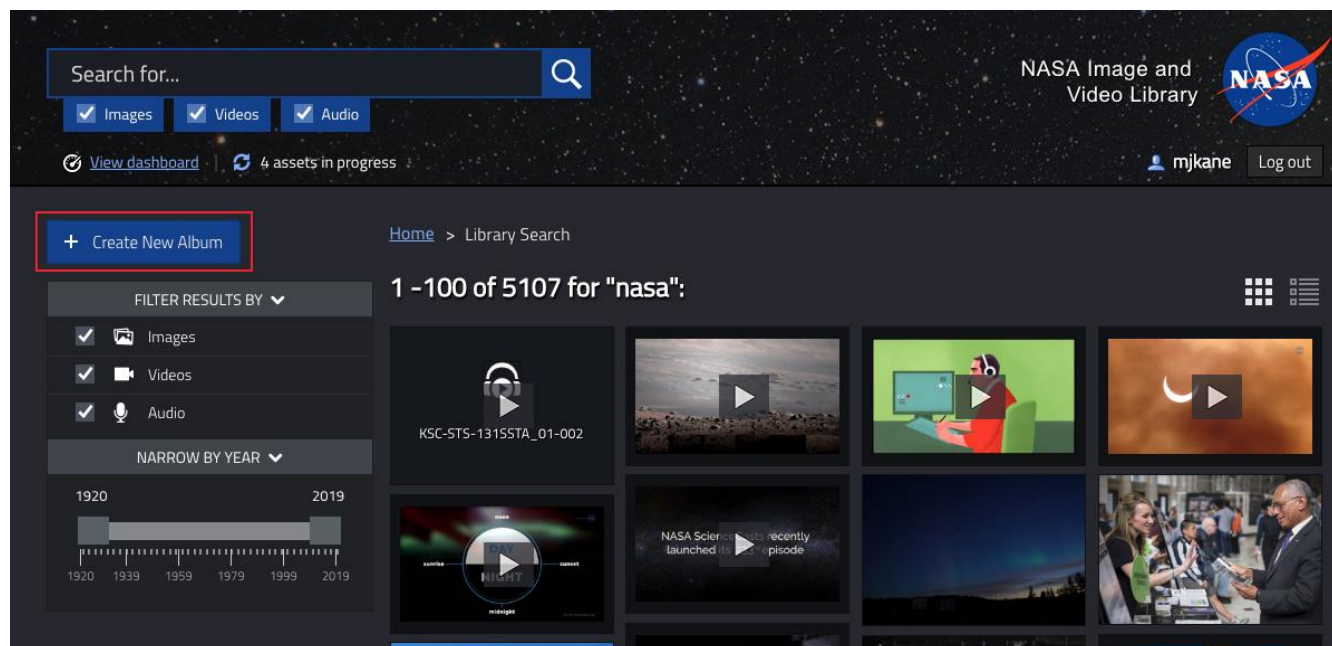

When you Submit your changes, the thumbnail you selected will be used for search results, previews, etc.
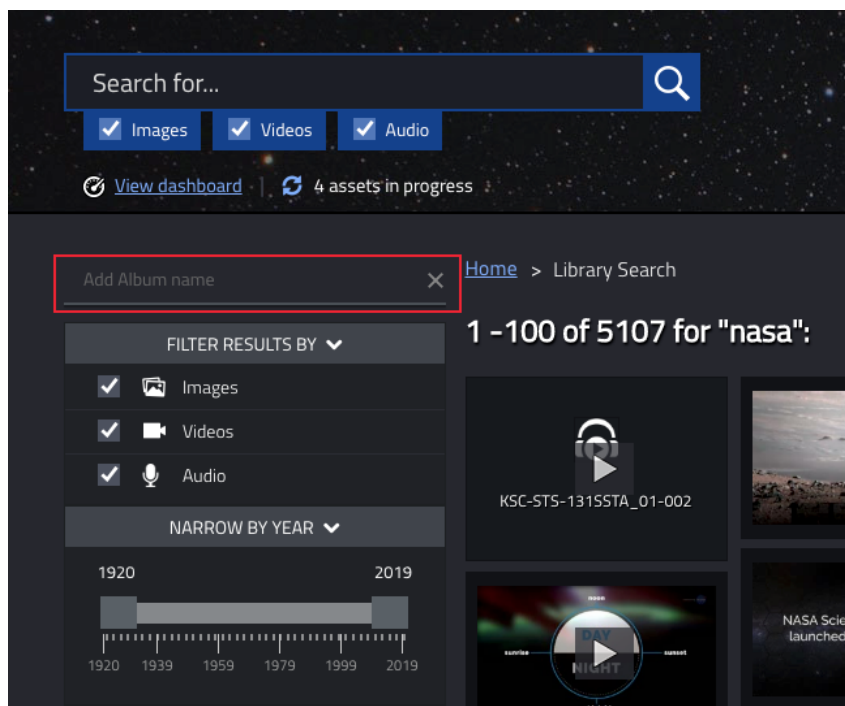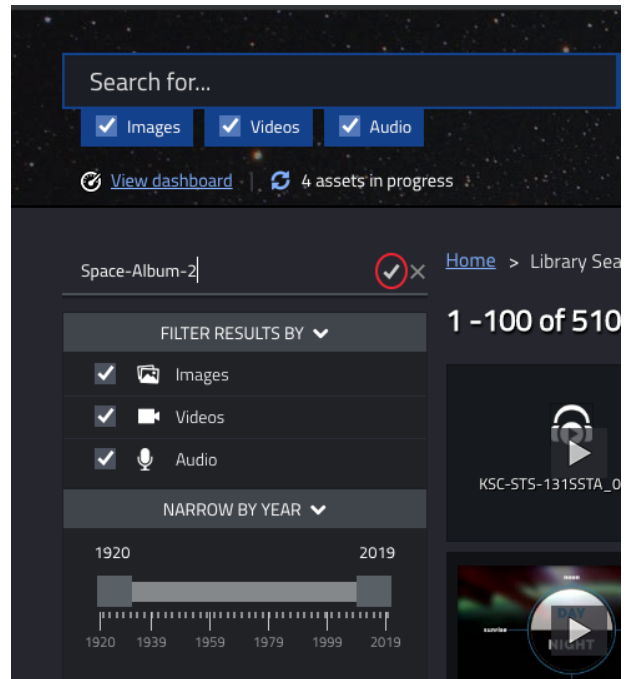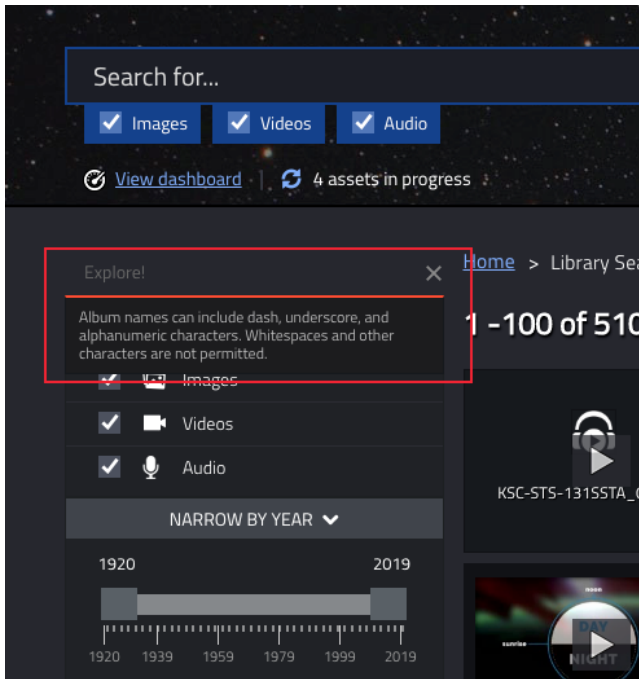
Albums

Creating an Album

To create a new Album, you must first conduct a search. On the Search Results view, you'll see the "Create New Album" button.

Click that button, which will reveal a new field.

Type the name of the new Album you want to create. If you type a character that's not allowed in an Album name, you'll see an error message drop down to tell you so.

Each time you pause typing, the system will search for Albums which match what you've typed so far. Since this is a new Album, you should make sure that there are no suggestions that match the name exactly. (If there are, proceed to the "Deleting an Album" section to delete the previous version of the Album before you re-make it.) Once you've entered the name of your new Album, click the check mark button to begin adding Assets to it.

To add an Asset to your new Album, select the checkbox in the upper right-hand corner of its thumbnail, or click the thumbnail itself. If you want to add all the currently-visible Assets, click the "Select All" button at the top of the result list. If you decide at any time that you no longer want to make this Album, you can click the "Cancel" button under your Album's name at any time. Any time you click the "Cancel" button, a confirmation popup will appear to make sure this is what you want to do.
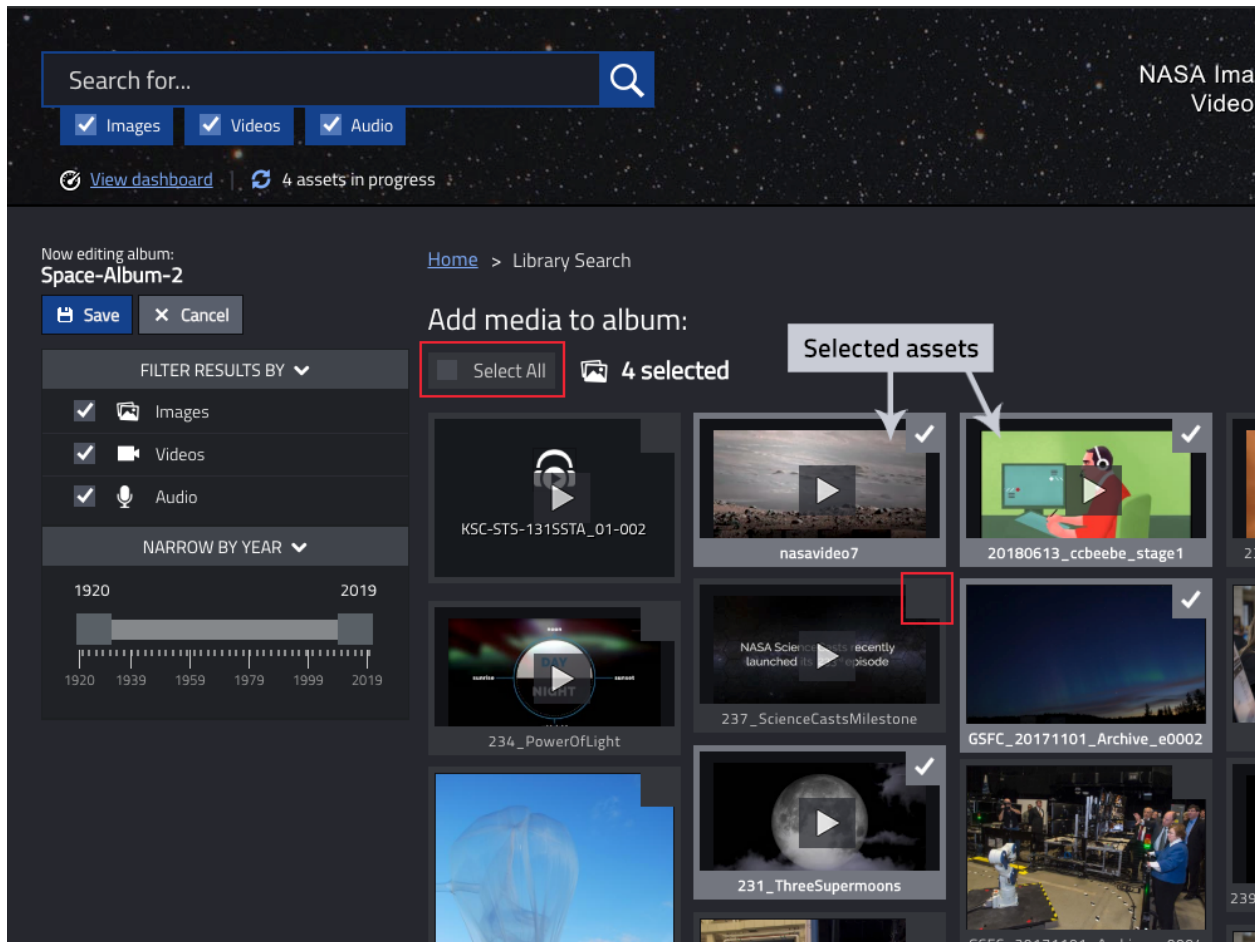
Once you're happy with your selections on this page, click the "Save" button under your Album's name. This will launch a confirmation popup. If you want to continue adding Assets from subsequent pages of the result set, you can navigate to the next page of results as normal. Just keep in mind that you have to save changes on each page before navigating to another page. If you attempt to change pages without saving your changes, a popup will confirm that you wish to abandon your changes before allowing you to navigate away.

Extending an Album

To add new Assets to an existing Album, you must first conduct a search. Once your search results come back you'll click the "Create New Album" button as if you were creating a new Album. Next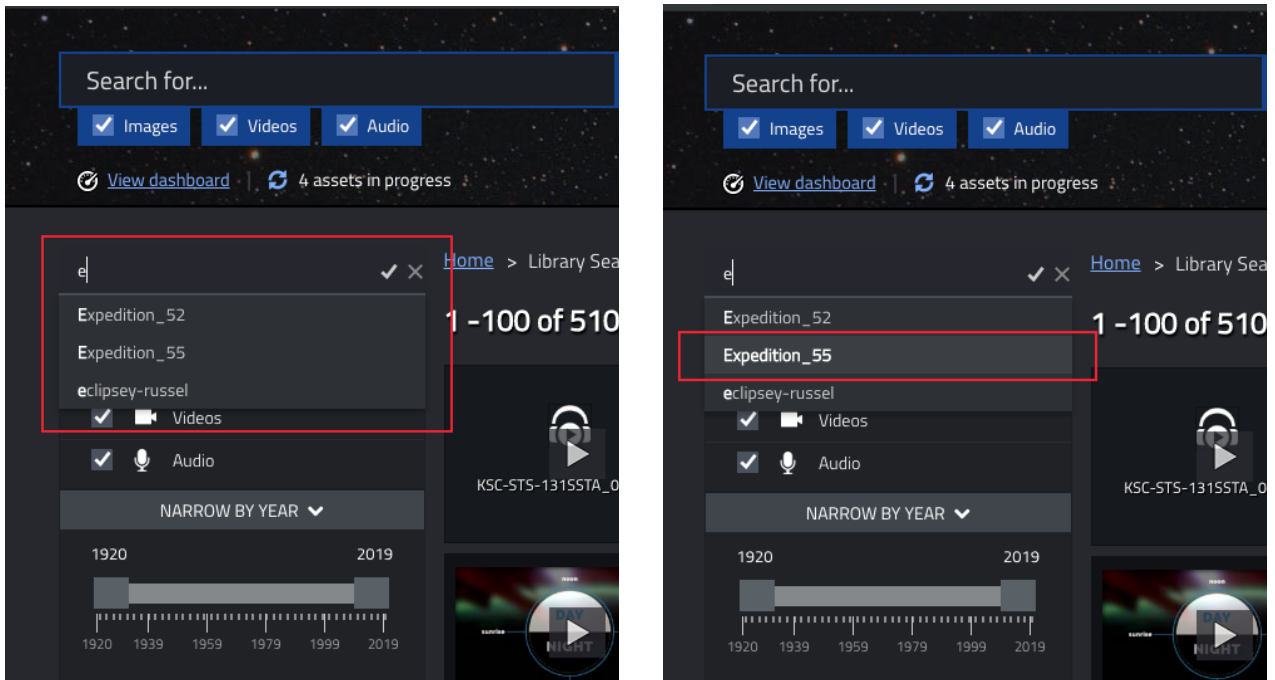, begin typing the name of your existing Album. As you type, you'll see the system periodically updating its recommended list of Albums for you to extend.
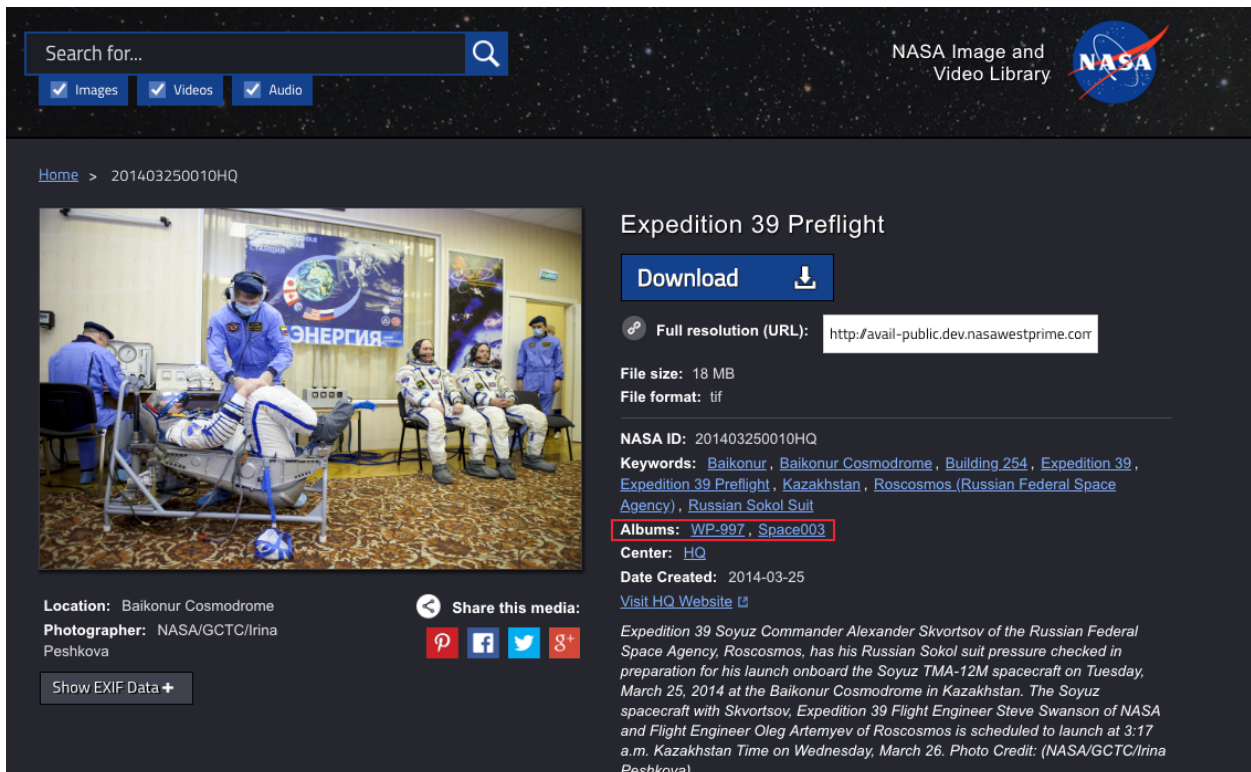

Once the autocomplete drop-down finds your Album, click its name and click the checkmark button. Now, proceed to add Assets just like you did during the Album creation process. The only difference when extending an existing Album is that Assets which already belong to the Album will be unselectable; this will be represented by a locked icon in the upper right-hand corner of their thumbnail.

The "Save," "Cancel," and result set's "Next" and "Previous" navigation buttons work the same as they did during the Album creation process.

Viewing an Album

To view an Album's contents, you'll need to navigate to its Detail page. There are two ways of doing this:

1. Through the link on one of its constituent Assets' Detail pages.
   a. Search for one of the Assets you now to be in the Album.
   b. Navigate to its Detail page.
   c. On the Asset's Detail page, click any of the links in the "Albums:" section.

2. If you know the exact spelling of the Album's name, you can manually enter it into your URL bar: "images.nasa.gov/album/CHANGEME"

Once you land on the Album Detail page, you'll be presented with the first page of its contents. This should look familiar, as it's very similar to the Search Results view.

Pruning an Album

To begin, navigate to the Album's Detail page by using one of the two methods outlined above in "Viewing an Album." Next, click the "Edit" button. This will bring up a view very similar to that from the "Creating an Album" and "Extending an Album" sections.
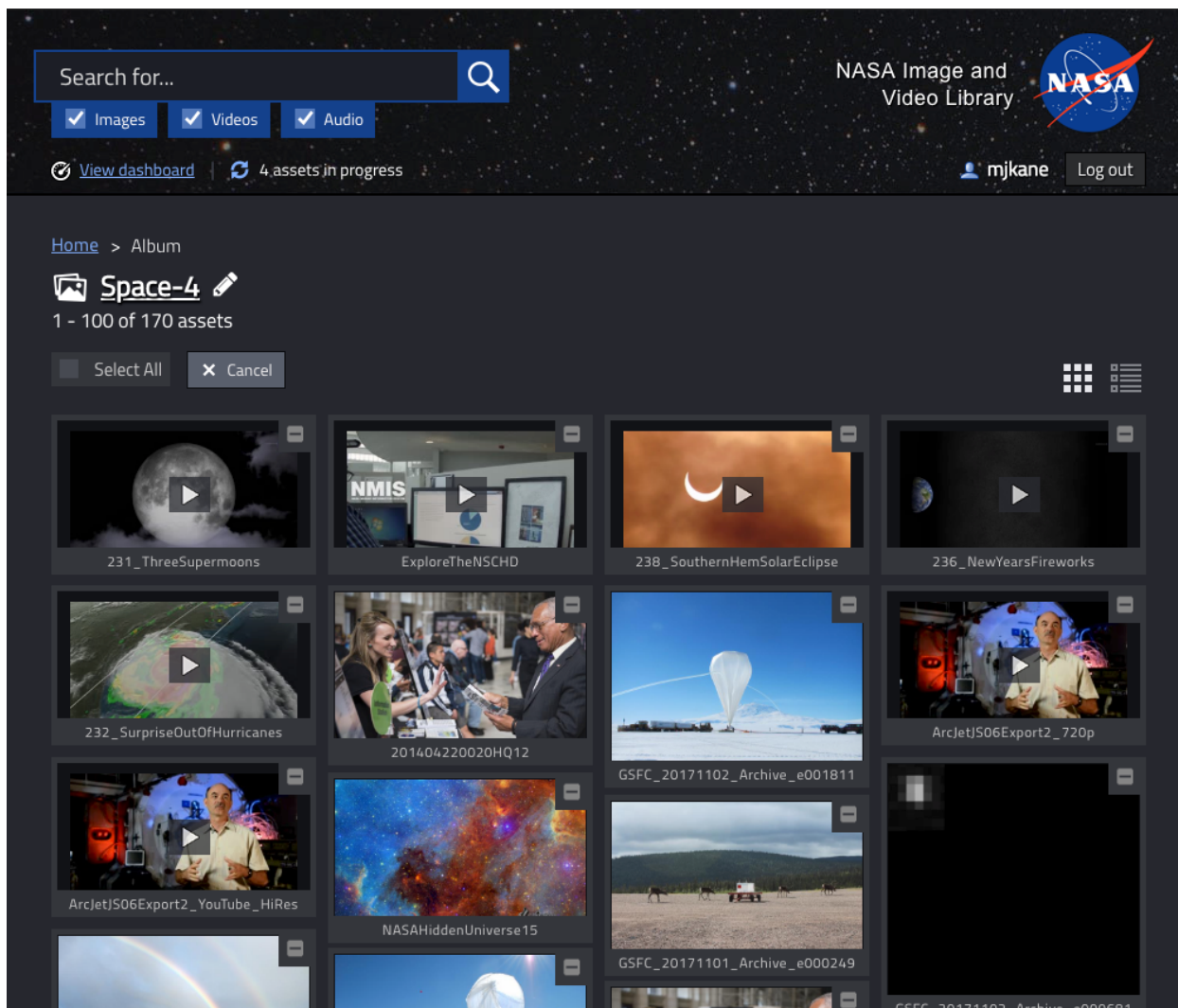
From here, proceed to remove Assets from the Album as you would have on the Search Results page.

Renaming an Album

To begin, navigate to the Album's Detail page by using one of the two methods outlined above in "Viewing an Album."

Next, click the pencil icon to the right of the Album's current name. This will reveal a new field.

Enter the new name for this Album in the field, which will check for forbidden characters for you just like on the Search Results page. Unlike the Search Results page, there's no autocomplete functionality attached to this field; however, if you enter a name that's already taken the system will notify you through a popup message. There's no risk you'll overwrite an existing Album through this interface.

Deleting an Album

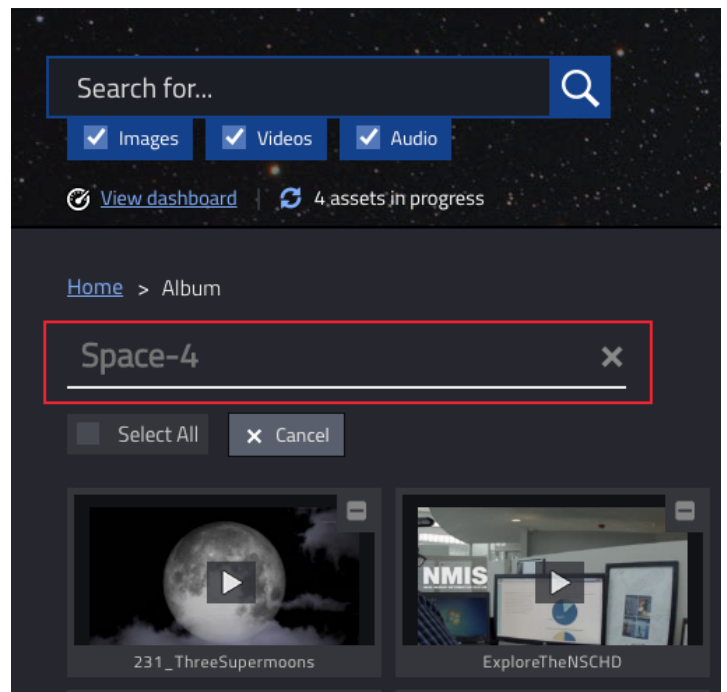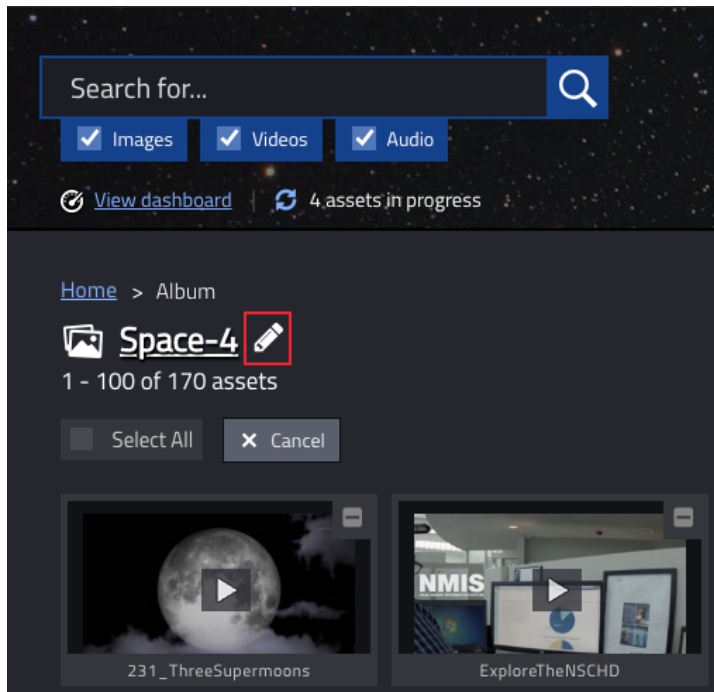To begin, navigate to the Album's Detail page by using one of the two methods outlined above in "Viewing an Album." Next, click the "Delete album" button.
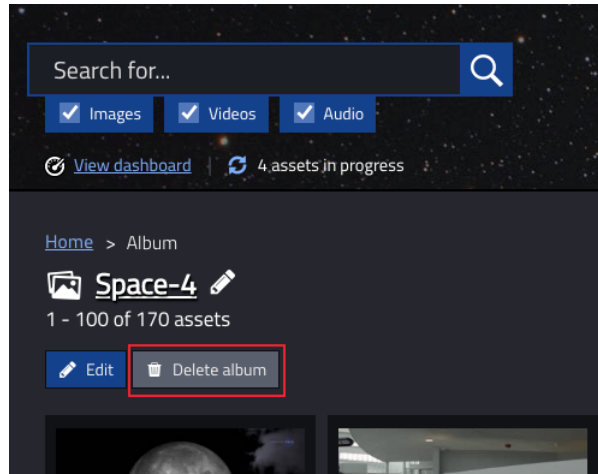
The system will ask you to confirm. If you confirm, your Album - but not any of the individual Assets it contains - will be erased from the system. After a successful deletion, its name will be free for future use if needed.
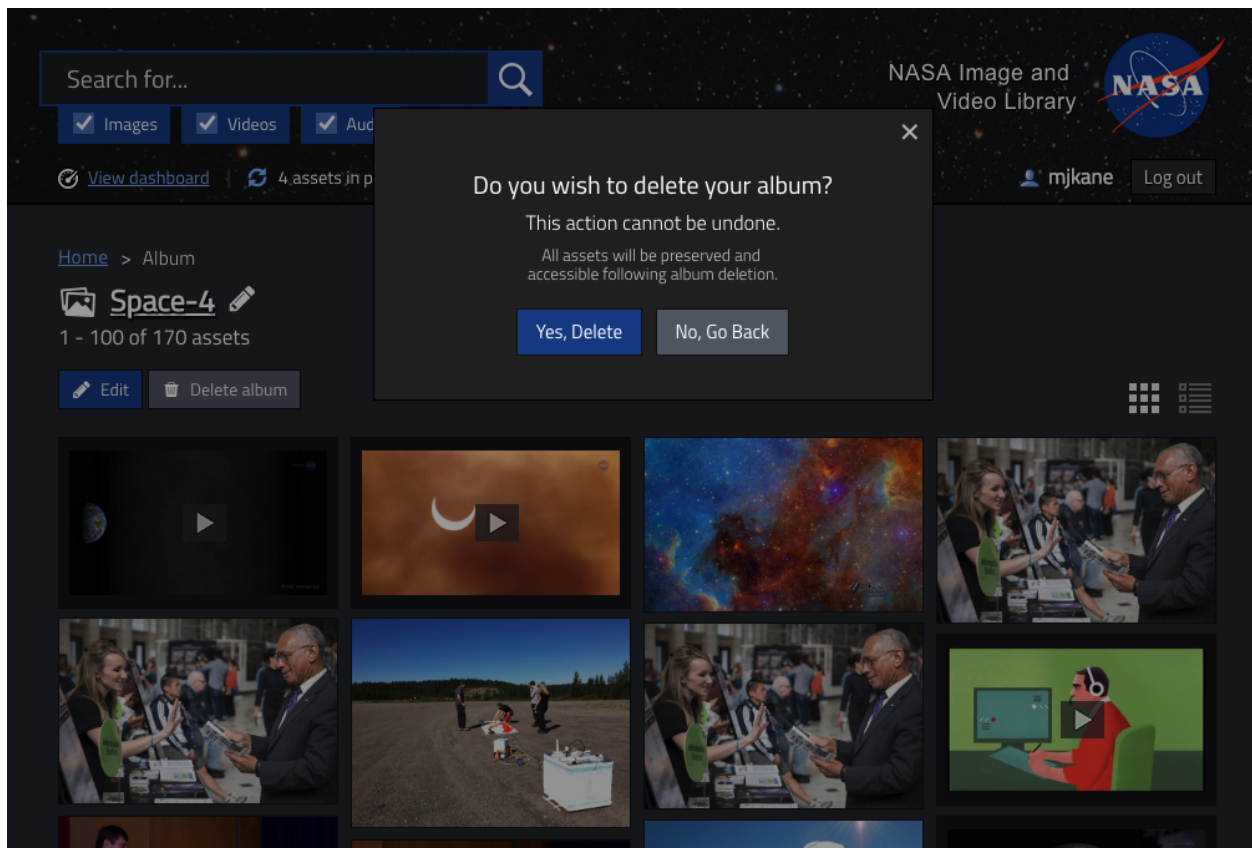
Mobile and Tablet View:

Your experience on a mobile device or tablet is essentially the same as desktop, with a few changes to usability in order to allow for responsive design. The view is condensed and items are rearranged to accommodate the screen size of the device.
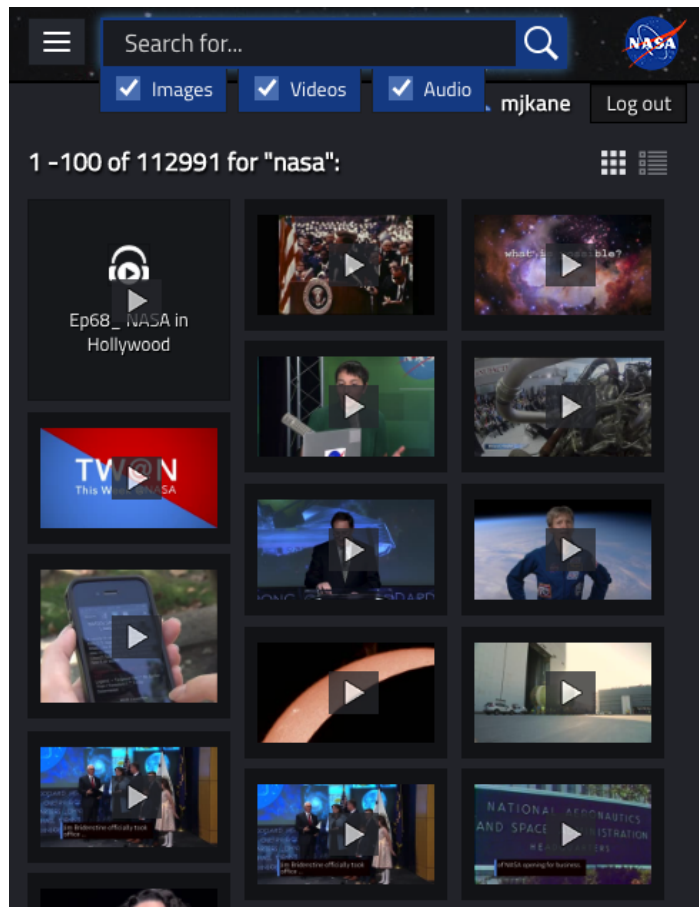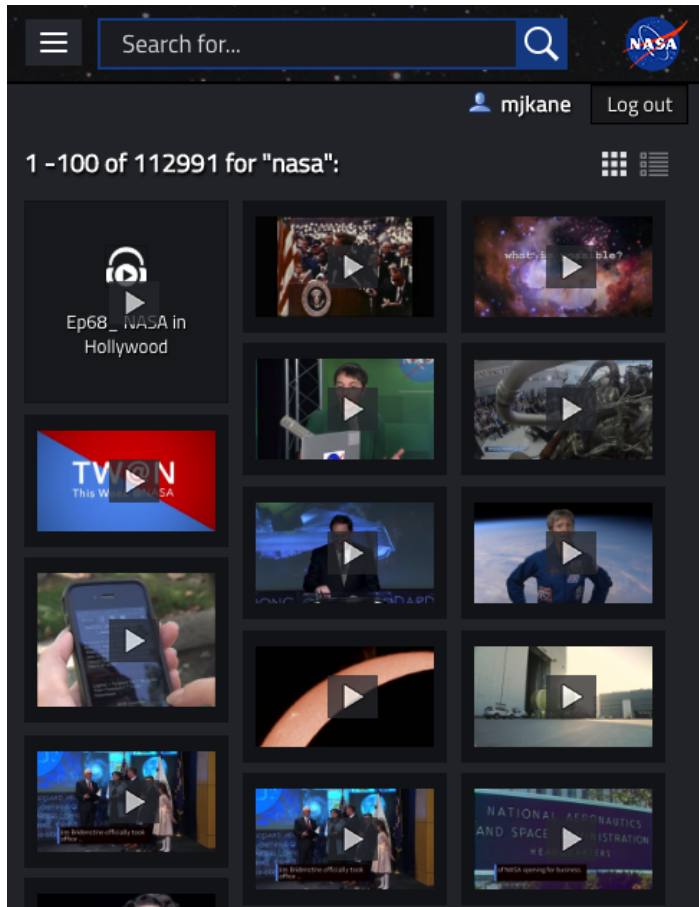
Search functionality:

When you tap the Search field, the media choices are displayed.

After you perform a search, an option to toggle the mobile menu will appear allowing you to filter your results. If you are logged in, you will also see the assets in progress and a link to the Contributor Dashboard.
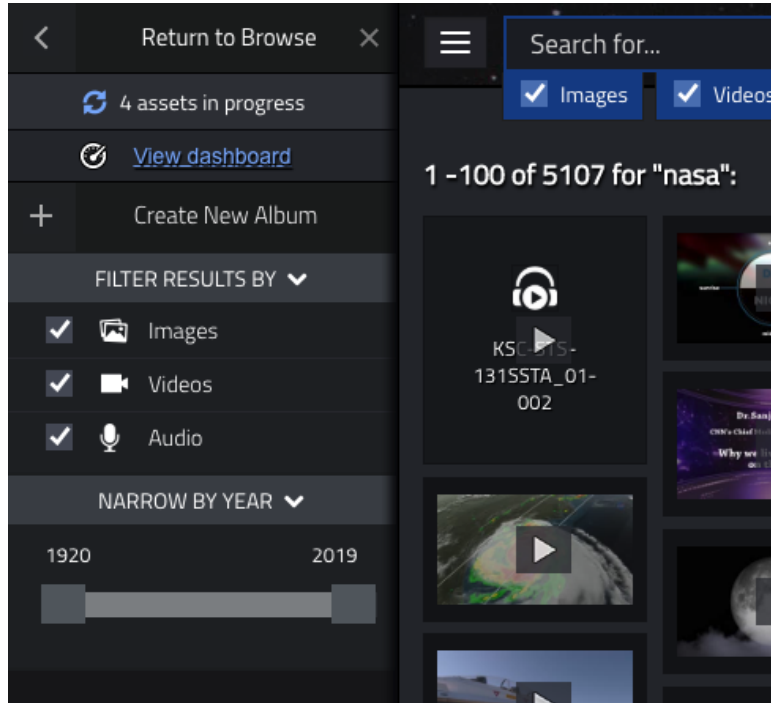
Edit or Delete an Asset:

Below is the Mobile view from an asset's detail page.

To edit or delete an asset from the mobile/tablet view, you will experience the same functionality as you experience on desktop. Select Edit this Asset or Delete button and confirm your choice when prompted.

The edit screen is arranged differently than desktop to accommodate a smaller screen. All of the functionality is the same.
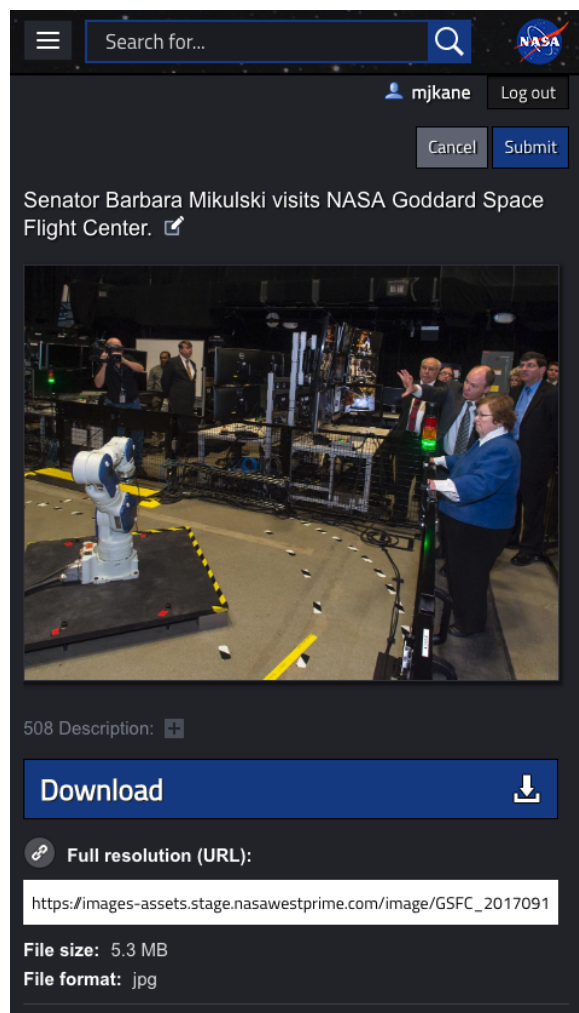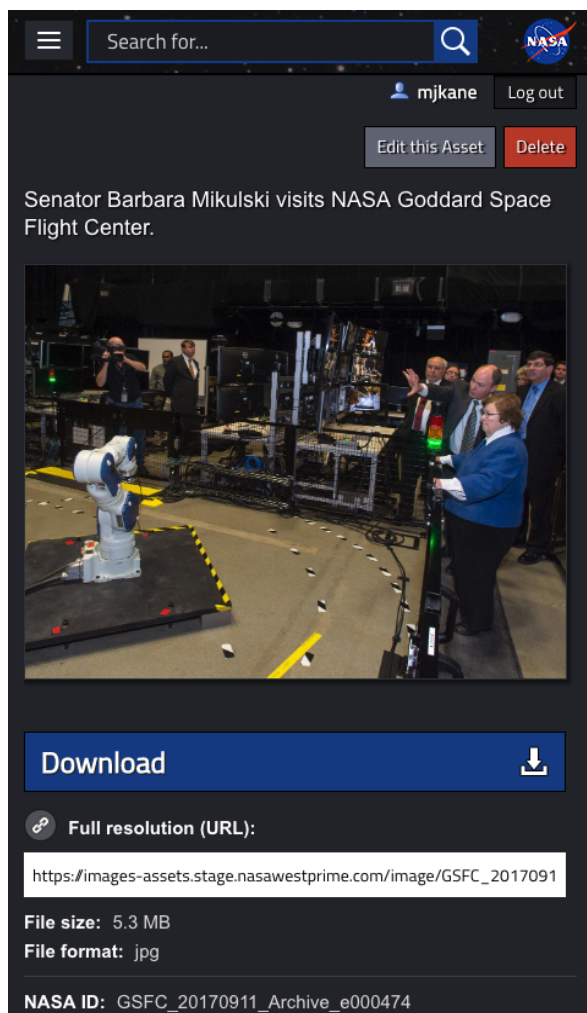
Click the hamburger menu to reveal the menu options.
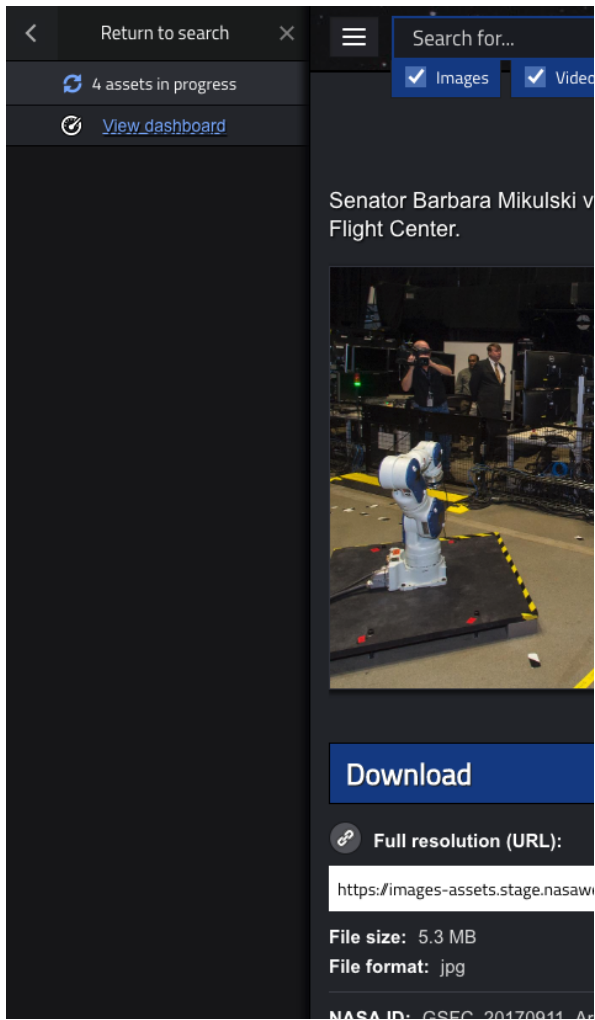
User Account Review
Please review the Q&A below and follow the directions to obtain a user account.

1.   Can you login to images.nasa.gov (version 1.0) by using your Smartcard or RSA token? A: No. Images.nasa.gov is not fully integrated with LaunchPad at this time.

2.   Can you login to images.nasa.gov by using your AUID and LaunchPad password? A: Yes. Your credentials are authenticated though LaunchPad, so entering you password incorrectly multiple times will lead to your LaunchPad account being locked.

3.   Is my asset's file name considered the NASA ID? A: Yes. Your file name should be consistent with NASA Standard 2822 for any media acquired after January 1, 2016. Media acquired before January 1, 2016 is not held to the same NASA Standard. However, the file name you submit cannot be changed and will be considered the asset's NASA ID. The NASA ID is available to the public and will be displayed on the asset's detail page.

4.   How long could it take for a newly uploaded asset to be available in search results? A: It could take up to 15 minutes for an asset to propagate through the system and be available in search results.

5.   Which metadata fields are required to publish an asset on the live site? A: There are only 2 fields required to publish an image asset on the live site: Date Created and Keywords OR Description. The Date Created is always required, but you can either have keywords or a description and still meet the metadata requirements. Remember that if you want the public to find your assets the more information you put in the system, the better the chances are of your asset being part of search results. All videos require captions files to be published.

6.   Can you edit an asset's metadata that did not meet the requirements to publish on the live site? A: Yes. If your asset is missing all or part of the required metadata it will show in your dashboard as an error. You can click the pencil icon to edit the metadata or click the X icon to delete the asset.

7.   Can you edit the metadata for a published asset? A: Yes. You will need to login as a contributor, search for the asset, drill down to the detail page and select "Edit this asset" to begin making your changes. Remember to save your changes before exiting out of the detail page.

8.   Can you delete an asset? A: Yes. You will need to login as a contributor, search for the asset, drill down to the detail page and select "Delete". You will need

to confirm that you REALLY want to delete the asset before the system deletes the asset. Once deleted its gone, there is no retrieving it if you mistakenly deleted the wrong asset.

9. **Can you edit/delete another contributor's asset(s)?** A: Yes. If you have a contributor user account you have the ability to upload new assets, delete any asset in the system and edit metadata for any asset in the system. Please exercise caution when manipulating assets.

10. **Can you upload/edit/delete an asset from a tablet or mobile phone?** A: Yes. The same desktop functionality is available on your tablet or mobile phone.

11. **How can I get help if I still have questions?** A: Each center has an onsite SME that can assist you will follow up questions. Please refer to page 1 of this guide for your local contact.

Browser cache:

NASA Image and Video Library is maintained and updated periodically. With this in mind, it is possible to experience caching problems if you leave your browser window open for extended periods of time, without a hard refresh. Examples of this, while rare, include (but are not limited to): seeing search results getting "stuck", misaligned, or a never ending preloader with no results at all.

In most cases, closing and restarting your browser should resolve these problems. To do this, simply quit your browser application and launch again. If you are still experiencing difficulties viewing the site at its peak performance, we suggest clearing your browser cache. Each browser is different in how they manage this data, but it should be accessible in your browser's privacy settings.
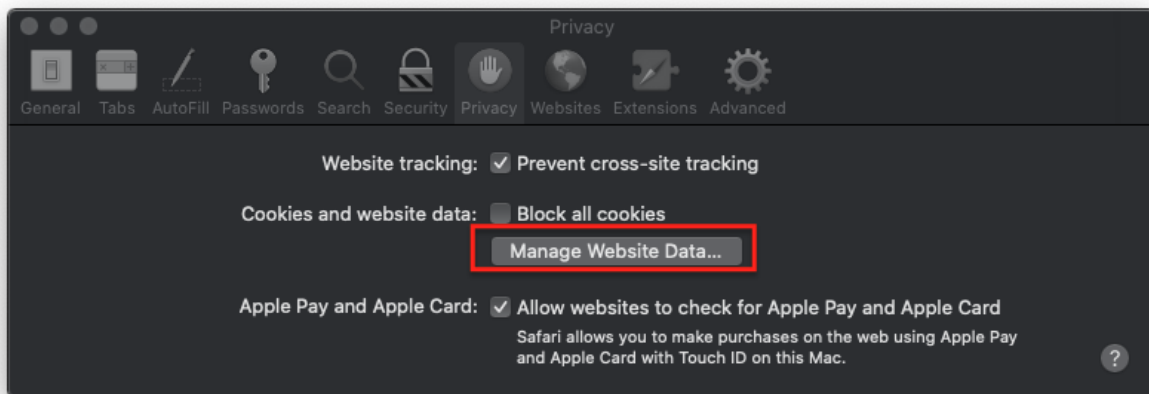
Chrome: chrome://settings/clearBrowserData
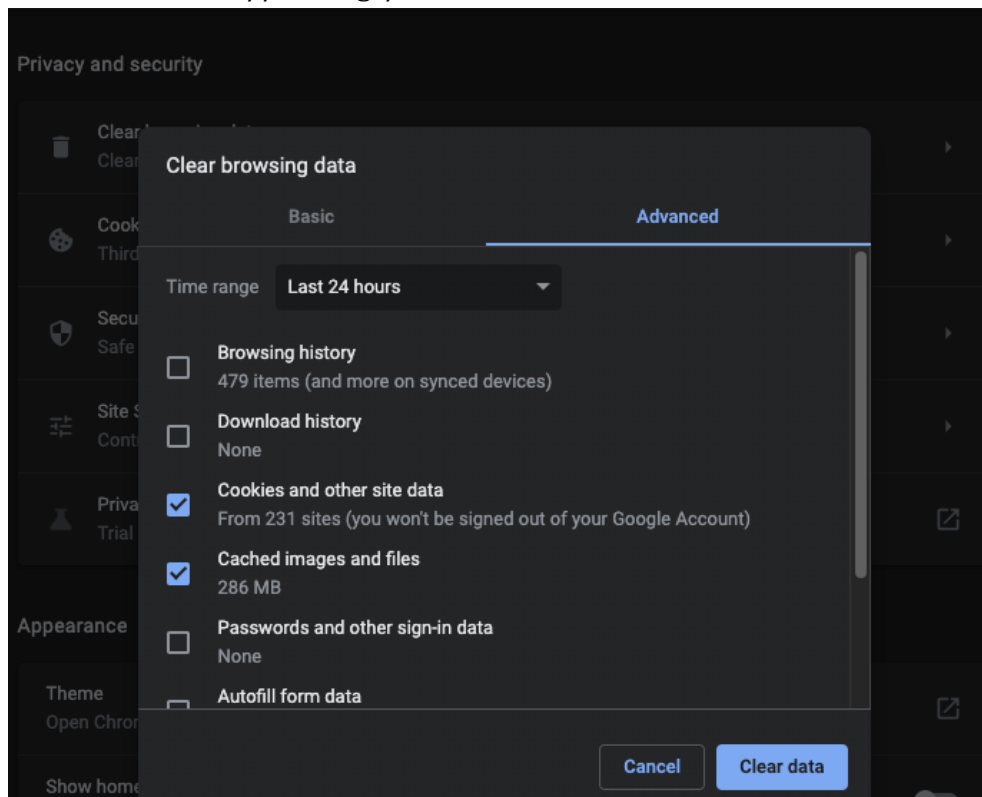
Firefox:
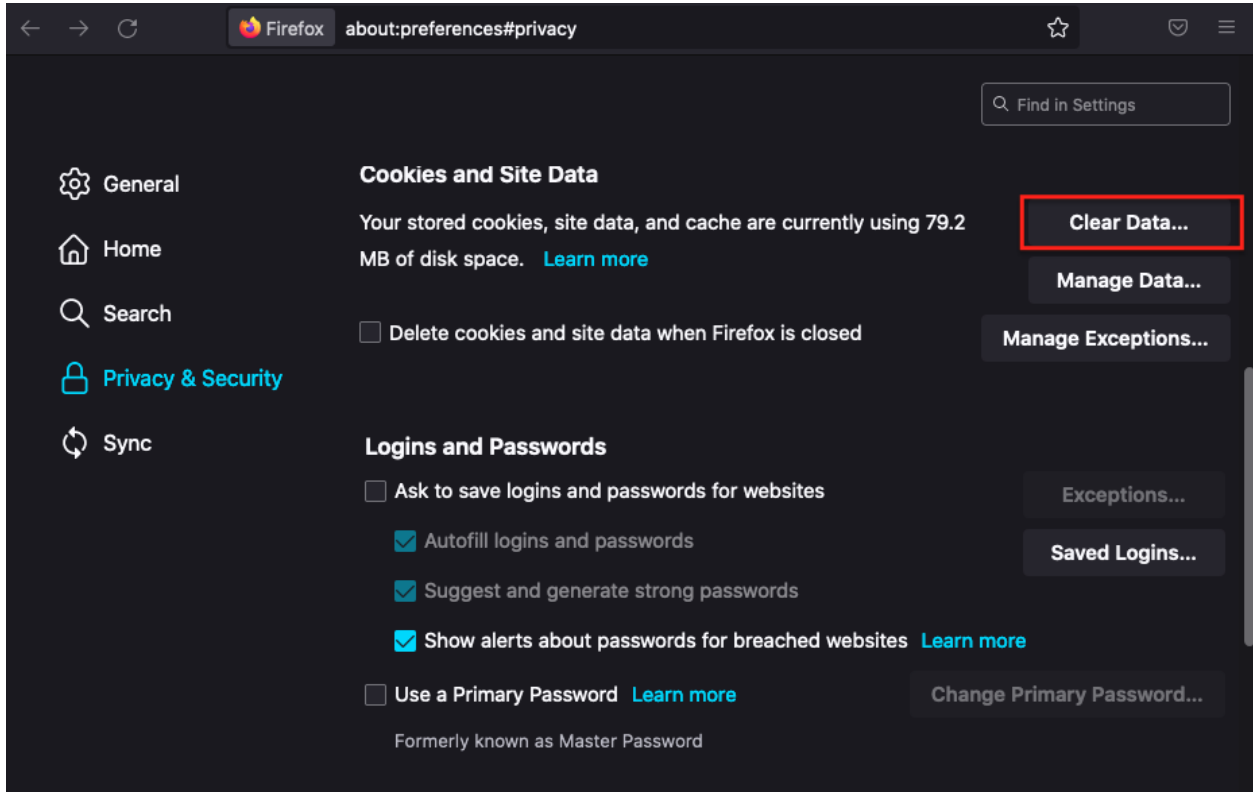
Safari:

User Account Request:

Now that you have completed the Contributor training module for images.nasa.gov you will need to request a User Account in NAMS. Please follow the steps below to request an account.

NASA Image and Video Library User Account AVAIL NAMS ID: 231655
Link: https://nams.nasa.gov/nams/asset/231655

NAMS approval process is as follows:

● Requester provides their sponsor's name in their request(should be direct supervisor or equivalent)

● The sponsor approves or denies the account request

● Upon sponsor approval, NIEP receives the request for account approval.

● NIEP approves or denies the request.

● Upon NEIP approval, the WESTPrime team receives the request to provision the user account.

● The WESTPrime team provisions the user account and approves the request via NAMS interface.

● The contributor receives an email from NAMS notifying them of their account approval or denial.

Thank you for completing images.nasa.gov training.
Please return to SATERN to confirm completion.