

Editing Media

Overview

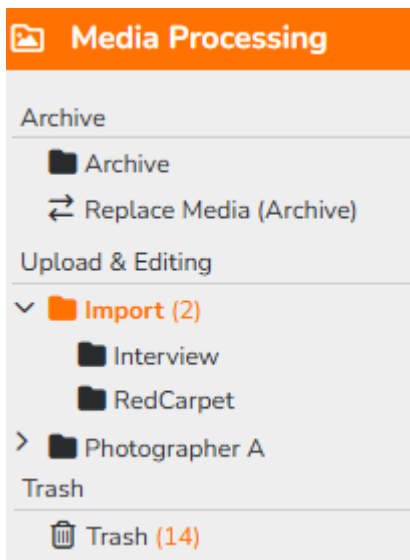
Backstage equips you with tools to edit media metadata and offers advanced functionality, including:

- **Scalability:** Batch processing the metadata over hundreds or even thousands of media files at a time.
- **Flexibility:** Numerous display options to review and edit your media files.
- **Ease of use:** Templates of frequently used metadata.
- **Multilingual:** Metadata entry in more than one language.

Media Processing tree

In Backstage your media files are organized into folders within the Media Processing tree:

- **Archive:** Contains the published media that you make available to your customers via the webshop and my-picturemaxx marketing channels.
- **Replace Media (Archive):** A special FTP input folder to replace media files in Archive.
- **Upload and Editing folders:** Represent suppliers' FTP-input channels. The files in these folders are still being processed by the system and are not visible to customers.
- **Trash:** When you delete a media file from the archive or a folder, it is moved to Trash. To permanently delete files from your database, remove them from Trash.



Media Processing tree

Archive folder and search options

Your **Archive** contains all the published media - the files that media buyers can search and purchase. Backstage provides you with a variety of search options and combinations of these.

Archive Search

▼ Search

Search Settings

Search Term(s): ?

Search Language: English (USA) ▼

Author/Partner: All Authors, Partners & Pools ▼

Date Restriction

✓ Archive Date ?

Creation Date ?

from: 00.00.0000 to: 00.00.0000 Date R... ▼

Additional Filters

☐ Activate Synonym Search ?

☐ Activate Stemming ?

☐ Activate Ranking ?

☐ Activate Stop Words ?

☐ Search by Series ?

☐ Search by CD ?

Media filters

File Type:

Orientation:

Media Number

Media Numbers: ?

Words: 0 / 20000, Characters (no spaces): 0, Characters (with spaces): 0

to:

Reference Number: ?

Words: 0 / 20000, Characters (no spaces): 0, Characters (with spaces): 0

Advanced Search

Logical search

All searchable fields

Logic

Database Field *

Filter

Search Term

And ▼ Choose Database Fi... ▼ contains ▼

Reset all

Archive Search

Archive Search window

Search settings, additional filters and Advanced Search options:

Search Term(s)	Search across all metadata fields of your media. You can limit this full-text search with Exact or Hashtag search options, AND or OR term combinations (see Advanced Search > All searchable fields below).	
Search Language	Select a mask language to search, if your masks have multilingual labelling.	

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Author/Partner	Search for all the media files linked to an author, partner, or author pool selected from the drop-down.	
Activate Synonym Search	Enhance your search with a predefined list of synonyms. Define synonym groups in Media Management > Classifications > Synonyms .	
Search by Series	Get only the primary media of each of your series (Media Management > Collections > Series).	
Activate Stop Words	Ignore common words like "an," "in," and "on" that don't affect search results. Stop words are automatically excluded from website and picturemaxx network search, but Backstage's default search includes them. Enable the option to see how the current stop words work. View or edit the default list of stop words in Media Management > Classifications > Stop Words .	
Date Restriction	Search by Archive Date (the media's publication date) or Creation Date (the value in the 'Creation Date' metadata field).	
File Type	Limit your search to a selected file type.	
Orientation	Search for media with the specified orientation type.	
Media Numbers	Explicitly search by media numbers. Enter media numbers space or comma separated, or range your search with start and end values. Important: When you search by media numbers, all other search options are ignored	
Advanced Search > Logical search	Search individual fields and link them using the logical operators AND and NOT. In addition, the contains and is empty filters are available. Click the [+] button to add more search criteria.	
Advanced Search > All searchable fields	Limit your full-text search by adding AND or OR to your search terms.	

Note

All the search options are also available for your **Lightbox search**.

The **Archive search** and **Lightbox search** are now visually distinct, and the action buttons clearly show your choice:

- **Archive Search** – your archive only
- **Lightbox Search** – all publicly accessible media, including partner content (if available)

Replace Media (Archive)

Use this special FTP inbox folder to replace existing media files in your Archive.

To configure the **Replace Media** folder:

1. Right-click the folder to open the context menu, and select **Settings**.
2. In the **General Data** tab, configure the following:
 - In **Mapping Basis for Replacement**, specify the reference of the newly uploaded media files (e.g. filename = media number). Select an option to name the replacing files:
 - Media number
 - Media ID
 - Filename
 - File name (with extension)
 - In **Metadata**, specify whether to update the metadata of the replaced files.
 - If you choose the **Overwrite the existing metadata of replaced files using the associated field mapping** option, set mapping to other folders in the **Field Mapping** tab.

Important

Make sure that the reference is unique, otherwise all media with a similar reference in your database will be overwritten.

Folders

Folders are the suppliers' input channels to your database. Refer to the **Folders** FAQ to learn about folder configuration and features.

Trash

Contains all the media removed from your database. To permanently delete media files from the database, choose between:

Delete all media in Trash

- Right-click the **Trash** folder and select **Clear Trash** in the context menu.

Delete selected media in Trash

- Multi-select the media files in you want to delete and select **Edit > Delete** from the top menu.

Auto-Delete

- Right-click the **Trash** folder and select **Settings**. Enable the **Auto Delete is Active** option and set the number of days you want to store files in Trash. The system permanently removes files older than the set limit.

Note

To restore media files from Trash, just drag and drop them into a Media Processing folder and republish them with the Publish Media (Archive) action.

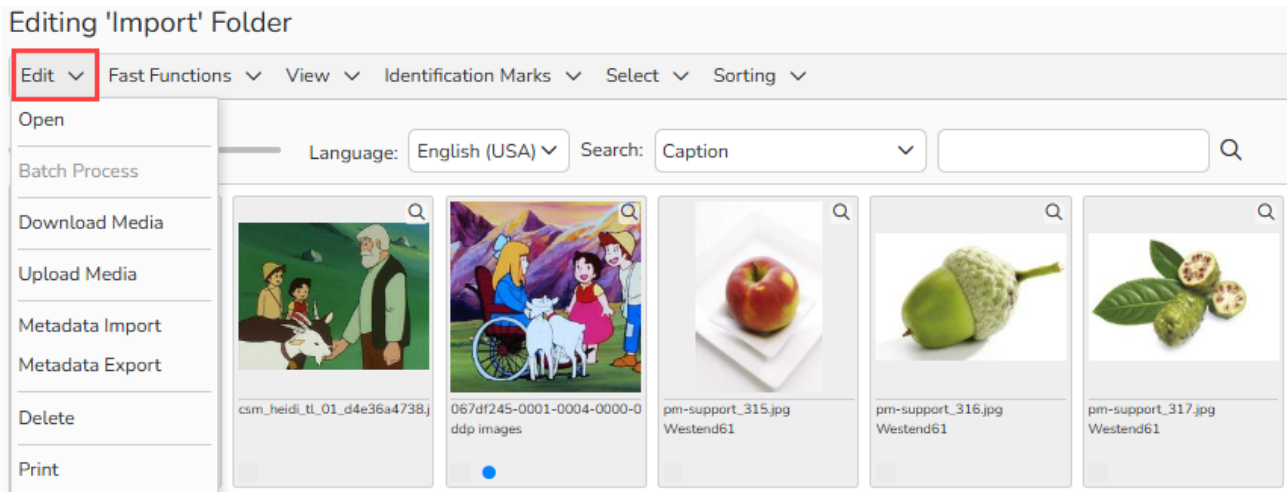
Top Menu options

Menu: Edit

The **Edit** menu offers the following functions:

Open	Use this command or double-click to open files for editing.

Batch Process	Edit multiple media files at once.
Download Media	Download media as a ZIP file, including published items from the Archive and files from Media Processing folders. The ZIP keeps original file names. For unpublished media, original metadata is included; for published media, metadata comes from Backstage.
Upload Media	Use this command to upload media directly into a folder or Archive.
Metadata Import	Import metadata from files.
Metadata Export	Export metadata to files.
Delete	Select files you want to delete and move them to Trash.
Print	Select a file you want to print as a PDF file and pick a layout option from the list.



Import folder: Edit menu

Note

For more information, refer to following FAQs: **Media Labeling**, **Document Management > Upload Media** section, **Metadata Import** and **Metadata Export**.

Menu: Fast Functions

Fast functions are shortcuts that allow you to connect media to new or existing collections or to define rights directly in the media editing area.

Batch Restrictions	Create distribution restrictions for media. (Media Management > Restrictions > Batch Restrictions).
Series	Create new series/add to existing series - a collection with one or more main media files that represent the entire collection, for example, topic-related reports (Media Management > Collections > Series).
CDs	Create new CD /add to existing CD - a collection with just one cover that represents the entire collection, for example, a CD or DVD with archive images on a specific topic (Media Management > Collections > CDs).
Offers	Create new media collection /add to existing media collection - essentially a series of tailored topics that you collect, describe, and then present (Media Management > Collections > Offers).
Website Collections	Group media files for your website (Web > Website Collections > Administration).

Note

Find out more about the functions in corresponding FAQs.

Menu: Fast Functions (Finance)

With finance fast functions you can create a finance document directly with the media files from your Archive. Choose between **Price Quote, Order, Delivery Note, or Invoice**.

1. Select media files.
2. Click **Fast Functions (Finance)** and select a required document from the menu. A Customer Overview dialog opens.
3. Select a customer record from the overview.
4. The auto-generated document opens for editing.
5. Click **Save**.

Menu: View

The **View** menu offers you options to display media files:

Thumbnail	Display media files as thumbnails with the media number, file name, and author.
Thumbnail and Text	Display media files in a list view with thumbnail, media number, file name, caption, and keywords.
Tabular	Display media's metadata fields in a table view without a thumbnail. You can configure the number of fields to be displayed. Find out more in the Advanced Table Views FAQ.
Editing	Switch from the Lightbox view to the Archive view.
Lightbox and Download	Switch from the Archive view to the Lightbox view.
Compare Media	Multi-select media files you want to compare and click View > Compare Media . You can compare up to six files at the same time.
Preview by Click Only	Double-click a media file to open its preview.
Preview by Mouseover	Hover your mouse over a media file to see its preview.

Menu: Identification Marks

You can mark your media files with color or icons to be able to get important information at one glance.

Select a media file and assign it a mark from the list:

	Mark as Unread	Mark the file as new.
	Mark as Read	Remove the Unread mark.
	Mark as Approved	Assign the Approved mark to the file.
	Remove Approved status	Remove the Approved mark.
	Remove Error status	Remove the error status assigned by the system.

	Edit identification Marks	Add custom labels to the media.
	Remove all Identification Marks	Remove all marks from the media.
	No Urgency	Remove the Urgency mark.
	Urgency rating 1-8	Mark the media file with a color-coded urgency icon.

Editing 'Archive' Folder

EditFast FunctionsFast Functions (Finance)ViewIdentification MarksSelectSorting

[Back to Advanced Search](#)Q RefreshUSA)



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pmdemo_000034.jpg





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Eric Isselée





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Waldukat +49 2256 1528



Mark as Unread

Mark as Read

Mark as Approved

Remove Approved Status

Remove Error Status

Edit Identification Marks

Remove all Identification Marks

No Urgency

Urgency 1

Urgency 2

Urgency 3

Urgency 4

Urgency 5

Urgency 6

Urgency 7

Urgency 8



00000748
pmdemo_000058.jpg





00000743
pmdemo_000068.jpg



Archive folder: Identification Marks menu

Note

To learn how to create custom identification marks, refer to the **Identification Marks** FAQ.

Menu: Select

This menu item offers the following selection options:

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Select All	Select all media files.
Remove Selection	Clear the current selection.
Invert Selection	Select the files that you do not want to include in your selection and then use the command.
New Media	Select media files marked as new.
Media with Error Status	Select media files with errors.
Approved Media	Select media files marked as approved.
Urgency rating 1-8	Select media files marked as urgent.

Menu: Sorting

Sorting allows displaying your media files according to a specific metadata content. The current sort order is highlighted in the dropdown list.

Display and search controls

	Resize the thumbnails with the slider.
Language: English (USA) ▾	Set the language of the metadata you want to search for. Note that only the metadata mask of the selected language is searched.
🔍	Run a new full-text search. It does not consider the previous search settings.
Refresh Results	Update the search results that match the query. (For example, newly imported media is displayed.)
Back to Advanced Search	Get back to the archive search screen to run a new search.

View controls

The view controls offer the following options:

	Show/Hide Sidebar	Hide the bar on the right if you need more space for your media.
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	Collapse/Expand all Box Elements	View all the boxes with available actions, action runs, or fast functions.
	Editing/Lightbox and Download	Switch between the archive editing view and the lightbox view.

Note

Various functions that help you edit the media are grouped into boxes. Learn more about how to configure the bar in the **Folders, Actions** and **Action runs and action run groups** FAQs.

View Metadata panel

The **View Metadata** panel shows basic media details and history of operations without having to open the file first.

Text Info	Display basic metadata fields of a selected file.
File Info	View file name, image size, quality, etc.
Camera Info	Display digital creation date, aperture value, etc. (only if the data is available for the file).
History	View a list of all operations related to the media file.
Statistics	View downloads from your system. These can include downloads made through your website, the picturemaxx Media Network, or any partner connections.

▼ View Metadata					Text Info
	Date ↓	User	Description	Information Detail	File Info
①	06.10.2025	picturemaxx	Distribution prepared	This media file was added to the next distribution run.	Camera Info
①	22.08.2025	System	External Sync Service: skipped	The medium was not synchronized to the external Synchronization Services because c	History
①	22.08.2025	picturemaxx	Media published (Archive)	The 'Publish (Archive)' Action was completed successfully.	Statistics
①	22.08.2025	System	Preview generated	The preview was generated successfully.	
①	22.08.2025	System	Thumbnail generated	The thumbnail was generated successfully.	

View Metadata panel > History: The processing log of the selected image

Keyboard Shortcuts

The following keyboard shortcuts are available for media editing in your Folders.

ENTER	Open a media file
DEL	Delete a media file
CTRL+A (Windows) CMD+A (Mac)	Select all media files
1 - 8	Assign Urgency rating to selected media files
SHIFT+Click	Multi-select a range of media files
CTRL + Click (Windows) CMD + Click (Mac)	Multi-select several individual media files