

Replace Metadata

Overview

Backstage offers various options to modify the metadata of multiple media files simultaneously - from replacing entire field contents to individual characters.

Option 1: Batch Processing

This action allows you to apply changes to all selected media simultaneously:

- Completely overwrite the content of a metadata field.
- Append or prepend text to the existing content of a metadata field.

Note

For performance reasons, the number of selected media should not be too large. Batch processing is recommended **only for a few hundred media files at a time**.

Note

If the metadata field contains different values across the selected media, the field will appear **empty**.

To perform batch processing, follow these steps:

1. Select the files you want to edit.
 - To select a continuous range: SHIFT + Click
 - To select a non-continuous range: CTRL (PC) or CMD (Mac) + Click
2. From the **Edit** menu, select **Batch Process**.
3. Enter data into the appropriate fields.
4. Use the context menu on the left side of each field to define how to apply your data
 - **Add to End**: Adds the new text to the end of the existing text.

- **Add to Beginning:** Adds the new text before the existing text in the field.
- **Replace:** Replaces all existing data in the field with the new data.
- **No change:** Leaves the field unchanged.

5. Click **Save**.

Note

For more details, refer to **Media Labeling** and **Form Editor**.

Editing 2 Media

⚠ 2 records are being processed.

Back to Overview Edit ▾ Fast Functions ▾ Fast Functions (Finance) ▾ Fast Functions (Purchasing) ▾ Media-Text Templates ▾

Keywords Metadata Entry Multilingual One Field Other Fields Visual Recognition Service Restrictions Lightboxes

Language: German ▾

Ranking ⓘ
5 ▾

License ⓘ
RM ▾

Media Number ⓘ

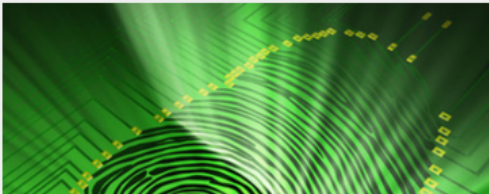
Price Code ⓘ
RF ▾

File Name (with Extension) ⓘ

Category Code ⓘ
Select >> ▾

Headline ⓘ
 ..

⏪ < 1 (2) > ⏩



☐ Add to End
☐ Add to Beginning
☒ Replace
☐ No Change

Media Processing: Batch Process context menu

Option 2: Metadata Action: Find and Replace

With the **Find and Replace** metadata action, you can apply changes to all selected media:

- Replace entire contents or just parts of information within metadata fields.
- Delete information from metadata fields.

Note

This action is useful, for example, for correcting spelling mistakes.

The **Find and Replace** metadata action is available directly in Archive or Import folders:

Editing 'Archive' Folder (ID -2)

Back to Search Mask Enter search term(s) ? Q Language: German

00003622 mondadori_xc5_9849: NordPhoto

00003621 mondadori_xr2_1941: NordPhoto

00002712 Fotolia_64959768_Su NordPhoto

00002709 Fotolia_67579472_Su Bob Miller

00002700 Fotolia_56235546_Su Bobby Smith

00002654 00002654_chicago.jpg John Polo

00002651 Fotolia_18656753_M, Konstantin Sutiyagi

00002638 Fotolia_28163534_M, Frank Herrmann

00002629 Fotolia_38833127_M, Chris Parker

00002221 pmdemo_000109.jpg Demetrio Carrasco

▲ Action Runs

▲ Formatting Actions

▼ Metadata Actions

Replace and Edit

Delete Metadata

Find and Replace

Rename Filename

Delete Original Data

▼ Fast Functions

Archive Folder: Metadata Action "Find and Replace"

Note

You might need to enable the action for selected folders first. Right-click a folder to view its context menu and select **Settings** to open **Folder Management > Actions** tab.

There you can add the **Find and Replace** action:

Folder Management / Editing 'Editors' Folder

General Data Field Mapping Work Folders Actions Fast Functions Identification Marks

▼ Select Actions for Use in this Folder

Not Selected Actions

Selected Actions

Add >>

<< Remove

Name

Recalculate Quality

Apply Classifications

Metadata Lookup

Name

Find and Replace

Rename Filename

Delete Original Data

Folder Management > Actions tab: Find and Replace enabled for selected folder

To perform a Find and Replace action, follow these steps:

1. Select **Find and Replace** from the **Actions** menu in the folder. The **Configure Action** dialog opens.
2. In the **Configure Action** dialog, select database fields:
 - Select database fields individually or enable the **Select All** option to include all fields.
3. Select a metadata language.
4. In the **Find and Replace** panel, configure the following:
 1. **Filter** to define how the system should handle data within the selected fields:
 - **contains**
 - **equals**
 - **starts with**
 - **ends with**
 2. Enter one or more words for the system to find.
 3. In **Execute for**, select one of the following options:
 - **Any instance**: Replace words even if the value is part of a larger word (for example, “run” will also update “runway” or “outrun”).
 - **Only for complete words**: Replace only words that exactly match the specified term.
 4. In **Action**, choose the action to process metadata
 - **overwrite**
 - **delete**
5. Click **Start Action**.

Configure Action

▼ Choose Database Fields

☐ Select All

Single-line Fields

☐ Country☐ Country Code☐ Credit☐ Dominant Colors☐ Edit Status☐ Emotions☐ Envelope Number☐ Envelope Priority☒ Headline☐ Image Type☒ Keywords☐ Labels☐ Language ID☐ Model Version☐ Object Attribute Reference

Multi-line Fields

☐ 212AddWords☐ 217visibkw☐ Adult Content Warning☐ Assignment Number☐ Caption☐ Special Instructions

▼ Choose Languages

☒ English (USA)☐ German

▼ Find and Replace

Filter: *

contains

Red Carper

☒ case sensitive ?

Execute for: *

☐ Any Instance☒ Only for Complete Words

Action *

Overwrite

Red Carpet, Holliwood

Cancel

Start Action

Metadata Action ,Find and Replace': Action configuration

Note

This action is case sensitive, the system will find and replace only the terms with the exact same spelling. For more details, refer to **Actions**.

Option 3: Metadata export and import

To perform complex replacements or handle very large volumes of media files that the two methods above cannot manage, export the metadata from Backstage as a comma-separated text file. You can then edit this file in a text editor such as Notepad++ or a spreadsheet application like Microsoft Excel.

After making the changes, import the updated data back into Backstage.

Export metadata

To export metadata, follow these steps:

1. In **Media Processing**, select Archive or other folder from which you want to export metadata.
2. Click **Edit > Metadata Export**. In the **Metadata Export** dialog, configure the following settings:
 1. **Configure Export Format:** Specify the desired file format for the export. We recommend using the following settings:
 - **Field Separator:** ;
 - **Text Start:** "
 - **Character Set:** UTF-8.
 2. **Field mapping for the Export:** Specify the exact metadata that you want to export by selecting relevant fields in the **Field Mapping** column.
 - **Language:** Select a language for any field that can be in more than one language.
 - **Separator:** Set separators for lists; for example, separate keywords with a comma (,).
 3. Add more metadata fields for export with the plus icon **[+]** or remove fields with the minus icon **[-]**.
 4. Click **Start Export**.
3. A metadata file is generated, and you can save it to your desktop.

Metadata Export

Back to Overview

▼ Master Data

▼ Configure Export Format

Field Separator:

:

..

Text Start:

"

▼

Character Set:

Unicode (utf-8)

▼

▼ Field Mapping for the Export

Templates ▼

Column	Field Mapping	Language	Separator *		
Column A	Media Number ▼			+	-
Column B	Keywords ▼	English (USA) ▼	,	+	-
Column C	Keywords ▼	German ▼	,	+	-
Column D	Caption ▼	English (USA) ▼		+	-
Column E	Caption ▼	German ▼		+	-
Column F	Special Instructions ▼	English (USA) ▼		+	-
Column G	Credit ▼			+	-

Cancel

Start Export

Metadata Export dialog

Note

When exporting from the Archive folder:

Always include **Media Number** (or the file name for images that have not yet been published). This ensures the system has a reference field for mapping during import.

When exporting from an import folder:

Use the file name.

Edit the text file

Backstage generates a .txt file during export, which you can open in applications such as Excel.

Follow these recommendations to correctly save the export file:

- When you open the file, make sure to choose the **UTF-8** as the encoding format to avoid character issues.
- Excel may remove leading zeros by default, which can change media numbers. To keep the leading zeros, do the following when importing the file in Excel:
 - Set the column data format to **Text** in Excel's Text Import Wizard.
- Use Excel's **Find and Replace** tool to adjust the metadata as needed.
- Save the list locally as a **CSV file**.

Important

Select the **CSV (UTF-8)** option when saving. This keeps the correct encoding and prevents issues with special characters.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1

File origin: 65001 : Unicode (UTF-8)

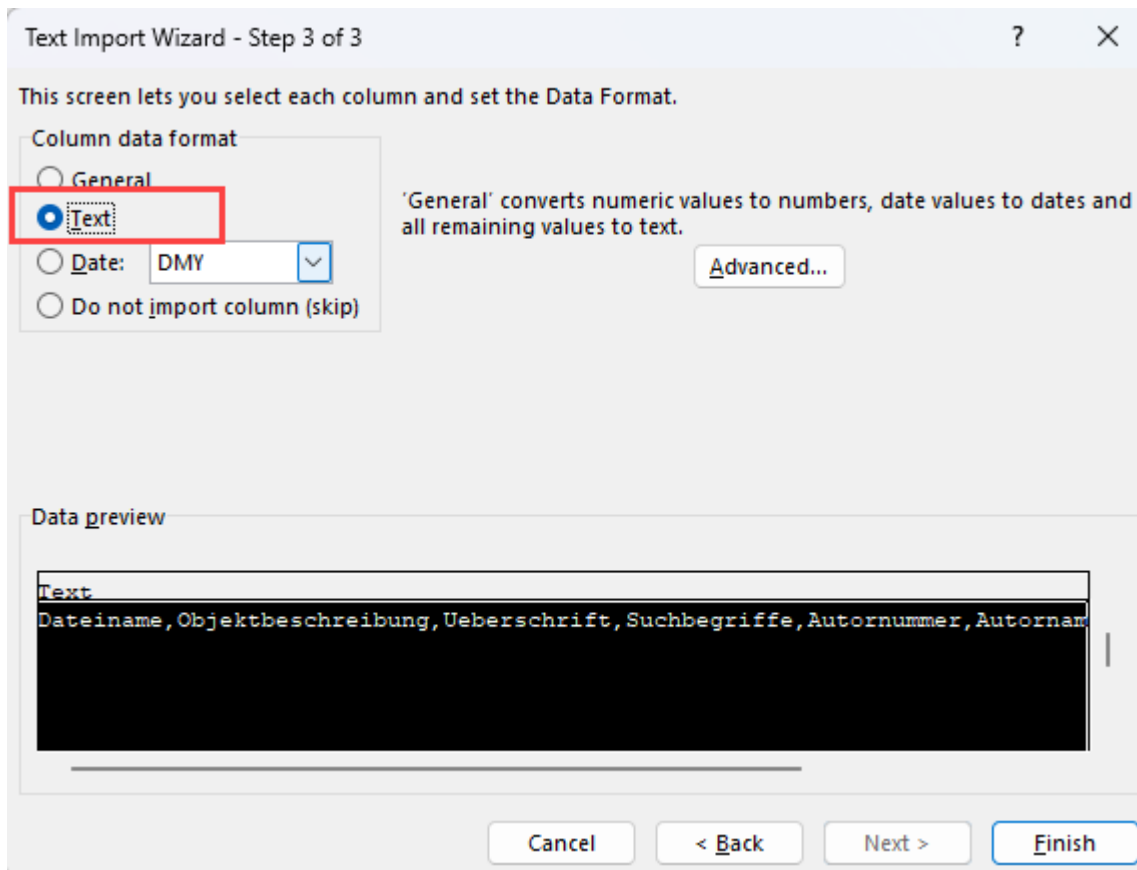
☐ My data has headers.

Preview of file C:\Users\elena.kochetkova\OneDrive - picturemaxx AG\Desktop\Text-Import.txt.

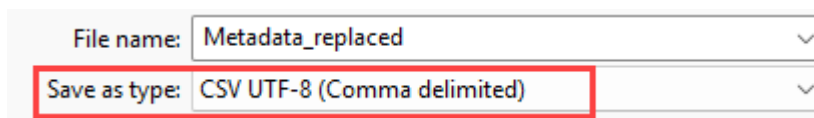
1	Dateiname, Objektbeschreibung, Ueberschrift, Suchbegriffe, Autornummer, Autorn
2	
3	
4	
5	

Cancel < Back Next > Finish

Text Import Wizard in Excel: select the Unicode (UTF-8) encoding format



Text Import Wizard in Excel: Select "Text" as column data format



Windows "Save as" dialog: Save as type CSV UTF-8

Import metadata into Backstage

1. Upload the CSV file to Backstage.
 - You can use a new import folder that does not automatically publish content.
2. Select a folder:
 - To import metadata for unpublished media: go to **Media > Media Processing** and click an import folder name.
 - To import metadata for published media, click **Archive** (under Media Processing) and do a search.
3. In the selected folder, click **Edit > Metadata Import**. In the **Metadata Import** dialog:
 1. From the **Choose Source** menu, select the metadata file to import.
 2. In the **Field Mapping for the Import** panel, If you've completed all preparation steps correctly, the system displays the first media number from the list.

3. Define what happens to the information in the other metadata fields. For each field, select:

- In the **Field mapping** column: a metadata field to update.
- In the **Action** column: an action to handle the data from the imported file. To replace metadata, select **Overwrite**.
- Optionally, set the language and delimiter for lists within the metadata field.

4. Click **Start Import**. All images included in the file will now be updated. This may take some time (as a guideline: 1,000 images require approximately 5–10 minutes).

Note

You can find detailed information about the steps described in this guide in the following articles: **Media Labeling**, **Form Editor**, **Actions**, **Metadata Export**, **Metadata Import**.