

Metadata Export

Overview

Export metadata as a TXT file for easy processing in standard spreadsheet applications. You can export metadata from media files in both the Media Processing area and the Archive.

Export Format details

Below is a table of available export options for TXT files. Use it as a guide to ensure the file opens correctly in your spreadsheet application.

Field Names	Possible Options
Field separator	Tab Comma (,) Semicolon (;)
Text Start	Quotes (") Apostrophe (')
Character Set	Western Europe (iso-8859-1) Western Europe (Apple Macintosh) Eastern Europe (iso-8859-1) Unicode (utf-8) Unicode (utf-16)

Field Mapping details

The available field mapping options are:

Column/Details	Possible Options
Field Mapping	Available fields selected in Administration > Database Fields .

Column/Details	Possible Options
Language (for translatable fields)	To select between languages, your Backstage must be configured with multiple languages under Administration > Language Settings .
Delimiter (for lists and for the content containing several parts)	Free text input

Note

Use different separators for field mapping than those in the export format area. This prevents conflicts with comma separation between columns and keywords.

Export metadata and assign relevant fields

To export metadata, proceed as follows:

1. In **Media Processing**, select the folder containing the files you want to export metadata from.
2. Select **Edit > Metadata Export**.
3. Configure the following settings:
 - **Configure Export Format**: Within this panel, you can define the format of your export file.
 - **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**: Enter separators for any metadata that takes the form of a list; for example, you can separate keywords with a comma (,).
4. Add more metadata fields for export with the plus icon  or remove fields with the minus icon .
5. Click **Start Export**.
6. A metadata file is generated, and you can save it to your desktop.

Metadata Export

Back to Overview

▼ Master Data

Basically all media located in a folder can be used for the export of metadata. The search function can be used as a filter to limit the text export.

▼ Configure Export Format

Field Separator:

:

..

Text Start:

"

Character Set:

Western Europe (iso-885...

▼ 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 window

Tip

Save Mapping Templates

Save your export settings as a template for future use. In the **Metadata Export** dialog, go to the **Field Mapping for Export** section, select **Templates > Save as Template**. The template will then appear under the Templates menu for later use.