

Organize your assets

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When you have lots of assets in Kontent.ai, file organization becomes necessary. And not only that. You may also want to manage asset metadata to choose what team an asset belongs to, specify your assets type, or set display options for an image. See how to do it all with asset taxonomies and a simple content type.

Categorize your assets with asset taxonomies


Make it easy to find the assets you're looking for and categorize the assets you have with [advanced asset management](#). Use [asset taxonomies](#) to organize your assets. You can organize assets by the team they belong to, a region they're for, or a topic they're about.

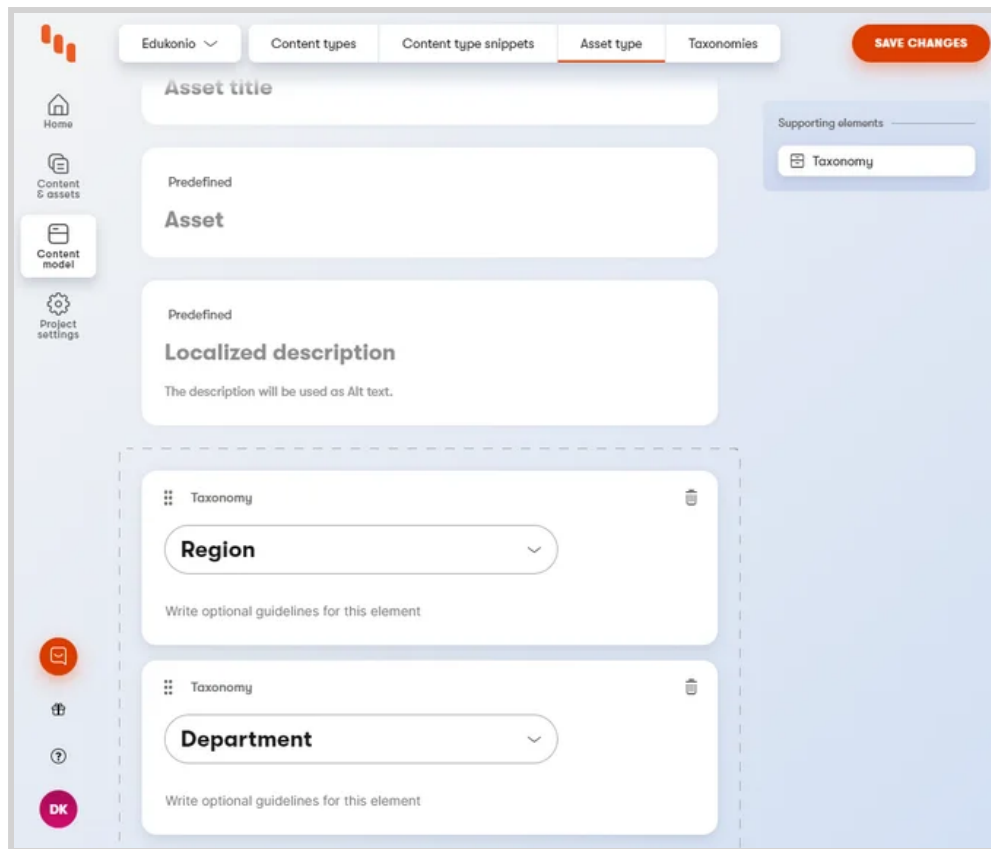
Aren't folders enough?

You may ask why not use [asset folders](#) for categorization. Folders are easy and you can clearly see the structure in the asset library, right? If you organize your assets so that each asset always belongs to just one category, asset folders might just do the job.

But what if you need to say that an image belongs to the APAC sales team and its topic is animal health care? You can't have one asset in multiple folders. For such cases, we recommend tagging your assets with taxonomies.

Set up the asset type

You can assign as many taxonomy terms from as many taxonomy groups as you need. [Create taxonomy groups](#) with terms for tagging your assets. Then head over to  **Content model** > **Asset type** and add a taxonomy element for each taxonomy group you've created.



Using asset taxonomies

After you set up your content model for tagging assets, you can organize your assets with the taxonomy terms from the groups you've [selected in the Asset type](#). You can [tag the assets](#) in the asset library as well as in the asset detail in content items.

When you have your assets tagged, you can **filter the assets** by their assigned terms in [the asset library](#) and when you're [adding an asset into a content item](#).

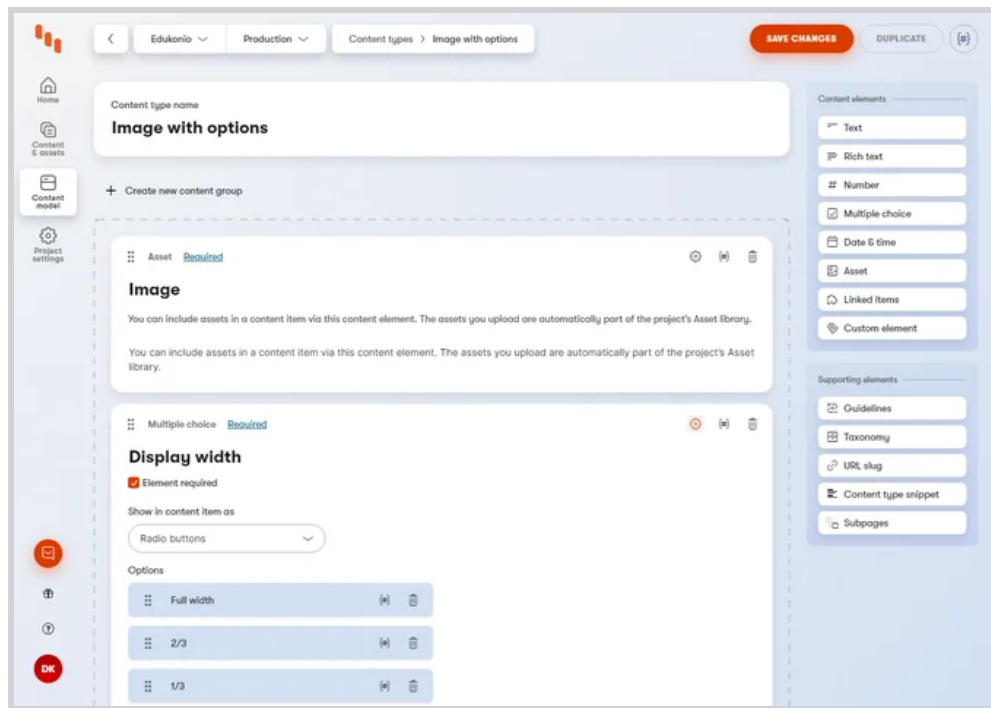
Use a dedicated content type for asset options

Although asset taxonomies help you keep your asset library tidy and organized, there are use cases for which another approach may be better suited.

You may want to specify options for assets depending on how and where you use them. In such cases, it's best to create a dedicated content type where you define the options. You then create components based on that type for your assets and set the assets' options.

Use case: display settings for images

Let's say you want to specify the display width and alignment of images. To achieve this, create a content type and add the asset element for an image. Then, add two multiple choice elements, one for the display width option, one for the alignment option. Don't forget to add guidelines so your content creators know how to use the settings.



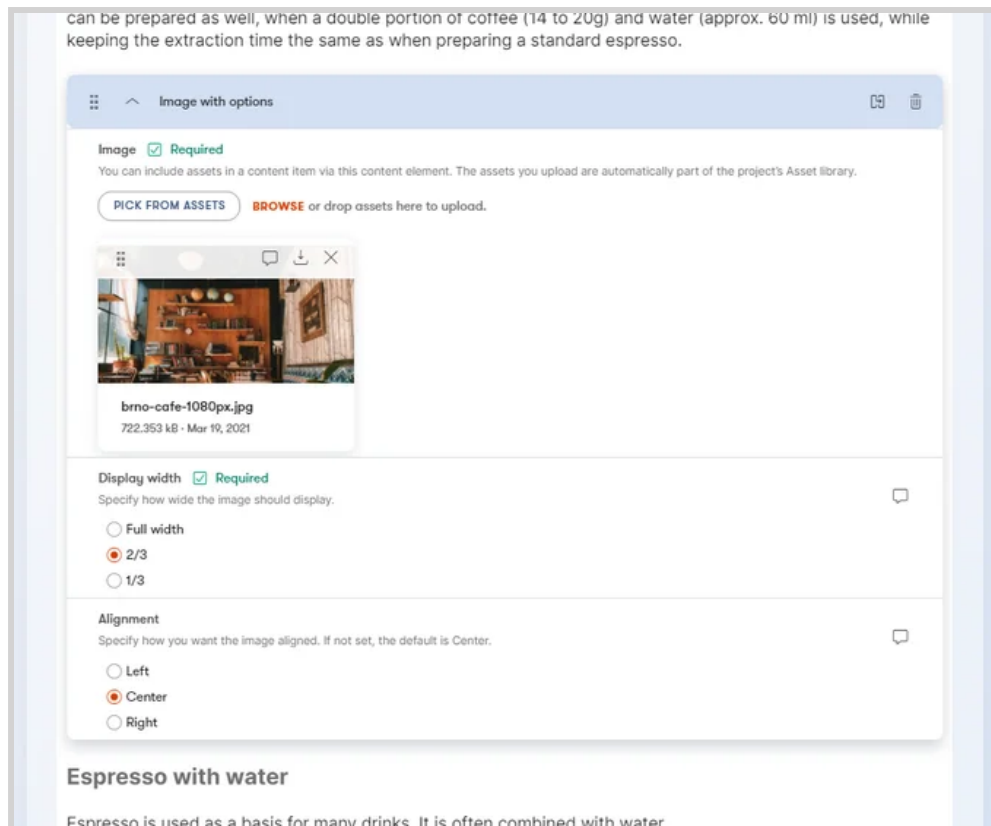
Group the elements for easier access

When working with images, your content creators might first want to see the elements that they use most. Use [content groups](#) to assemble similar elements into clearly labeled groups.


For example, you can put *Image* and *Caption* into a group named *Content*, *Display width* and *Alignment* into a group *Display options*, and *Licenses* and *Attribution* into a group *Metadata*.

Using components for images

Your content creators will use this content type when they need to add an image with settings to their content. They'll [create a component](#), insert the image, and set how wide and with what alignment it should display.



From single-use to re-use

If you later find another use for the content in your component, you can always convert it to a content item by clicking .

This conversion cannot be undone. If done by accident, [archive](#) the new item and create your component again.

Content item approach in multilingual projects

If you use components to hold your assets, convert them to content items and use those items as linked items, it's important to [understand how language fallbacks work](#).

If you add a content item with an image as a linked item in one language (for example, English), it will not appear in any other language (for example, Spanish) unless you translate it into that language. Even if the information you're including in your image content item isn't language-dependent (it's just the creator's name, for instance), you need to create a variant in every language to have it appear. [Copying content from the original language](#) can give you a head start.

What's next?

You've learned how to organize your assets with taxonomies to help your creators find the assets they need. You've also found out how to tackle adding use-case-specific information to images using the component approach. Here are some tips where you can continue to learn how to set up your project:

- Find out the possibilities and [best practices in organizing your content](#).
- Make your content creators' lives easier by [using content groups](#) in your content types.
- [Get an overview of all files](#) in your project.
- Take your asset governance to the next level with [advanced asset management](#).
- [Set up languages in your project](#) to manage your content in multiple languages.