


Asset library overview

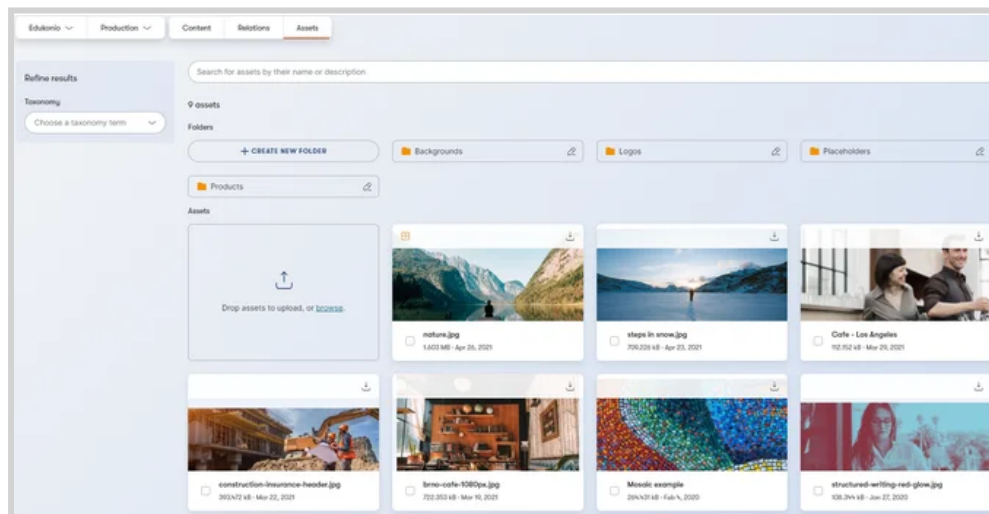
February 2, 2023 • Jan Cerman and Martina Farkasova • 5 min read

Your asset library gives you a complete overview of the files uploaded to your project.

As your asset collection grows, you might be looking for ways to keep your assets organized. Take a look at [advanced asset management](#) in Kontent.ai which can help you find your assets much faster while also keeping your asset library nice and tidy.

Assets overview

Every time you [add an asset to your content item](#), this new file will be stored in the project's asset library. You can find the asset library under  **Content & assets** > the **Assets** tab.



In the **Assets** tab, you can:

- Upload a new asset via drag & drop or by selecting a file on your machine
- [Place assets in folders](#)
- [Search and filter assets](#)
- [Manage asset details](#)
 - Change the asset title and description
 - [Tag assets by adding taxonomy terms](#)
- Download assets
- [Delete assets](#)

Use asset folders

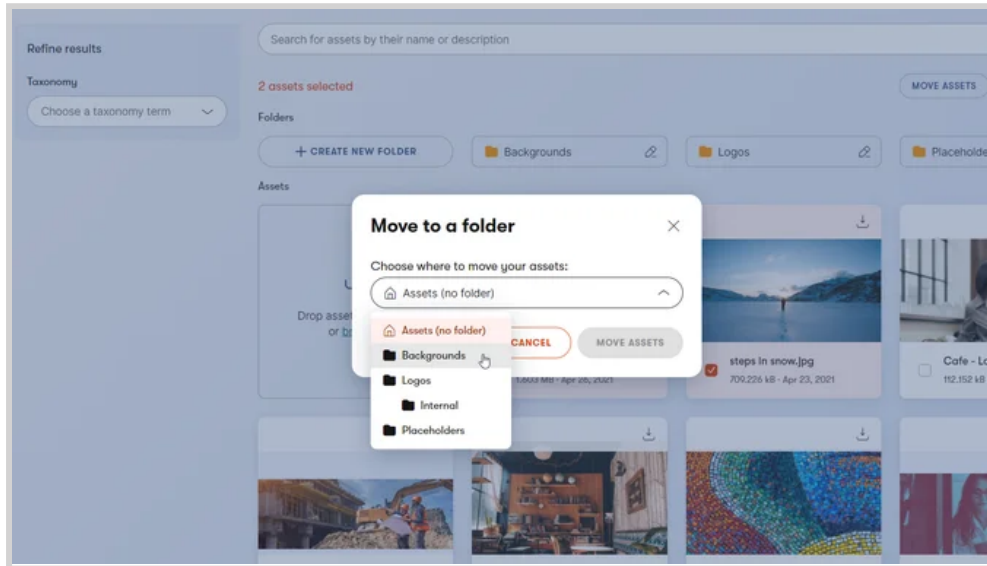
Folders are a handy way of keeping your assets organized. Group assets in folders and subfolders depending on your needs, for example, brand, product area, or asset usage.

You can create new folders and subfolders by clicking **+ Create new folder**. Folders are sorted alphabetically, so the location of your new folder depends on its name. To rename existing

folders, click .

To re-organize assets within your folders, select the assets you'd like to move and click **Move assets** in the top-right corner.



You can also move folders and their contents in a similar way. Open the folder you'd like to move and click **Move folder** in the top-right corner.



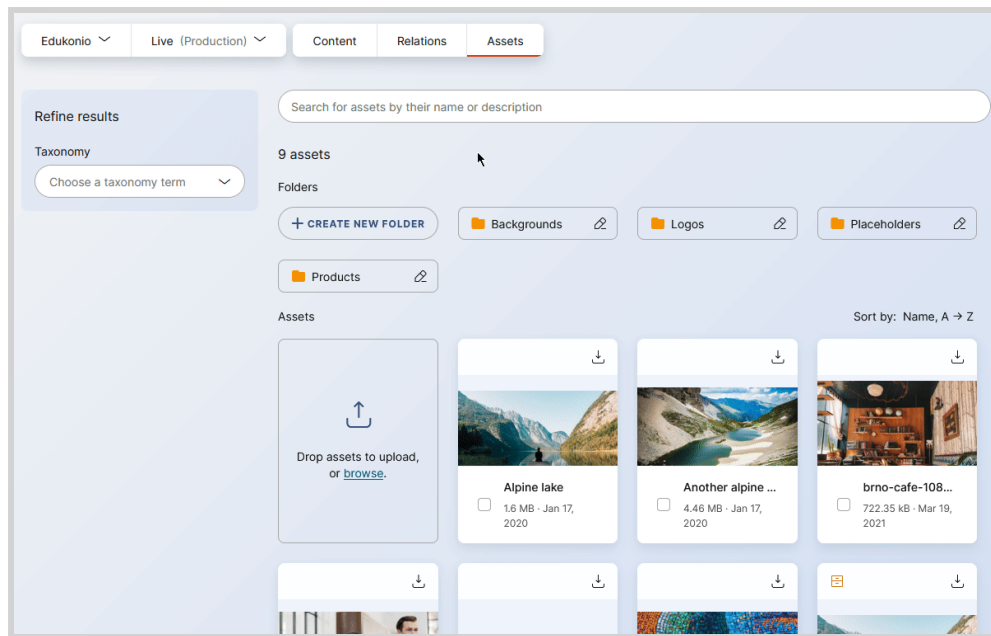
Search for assets

Find the assets by typing into the search bar. The search looks into asset titles, file names (including file extensions), and descriptions.


If you don't remember the asset's name or look for a specific category of assets, use the taxonomy filter on the left to narrow the results down.

 To find uncategorized assets faster, choose the  **Not in...** option in the taxonomy filter. You'll get the assets not tagged with any of the terms in that specific taxonomy.

You can sort assets by name, creation date, or file size. In the asset library, Kontent.ai remembers your selected sorting option.



Manage asset details

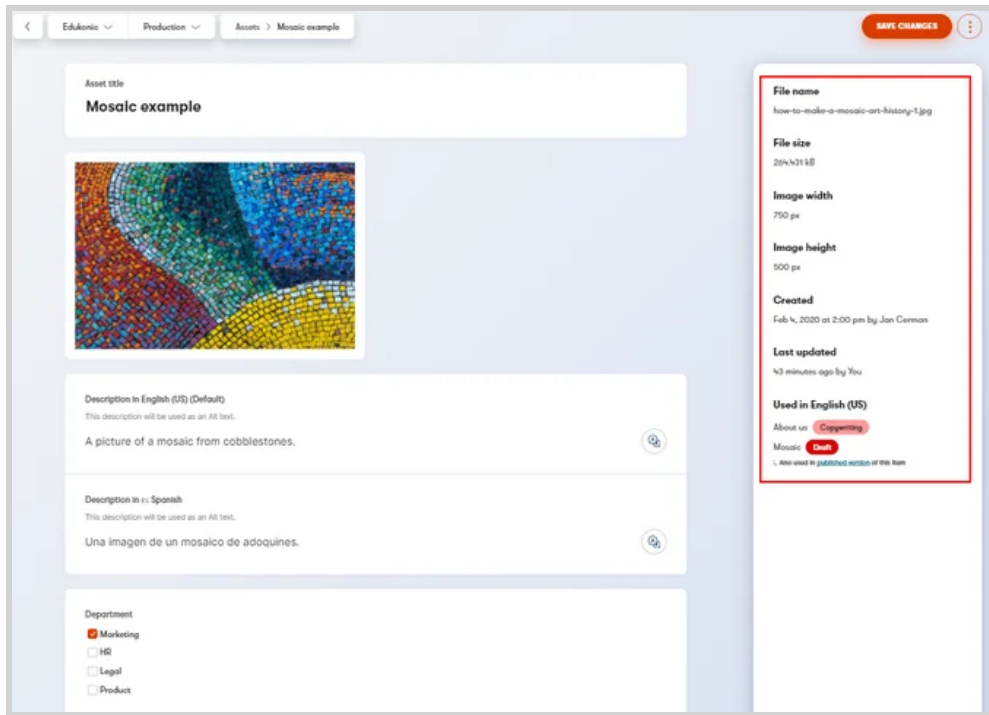
 You can view asset details by opening the asset in the asset library or from the content item that holds the asset.

Click an asset to open its details. In the asset details, you can enter an **asset title** and an **asset description** that will be used as the alt text for your image. You can edit the asset description for a single language variant or for all language variants at once.

With advanced asset management, you can also [tag your assets](#) with specific taxonomy terms to categorize them. You can do so directly from asset details in the asset library, or when working on a content item that holds the asset.

In the right panel, you'll find the **asset metadata**. The metadata includes:




- File name and extension
- File size
- Image width
- Image height
- Who uploaded the image and when
- When was it last updated and by whom
- A list of content items (and their [language variants](#)) in which the asset is used

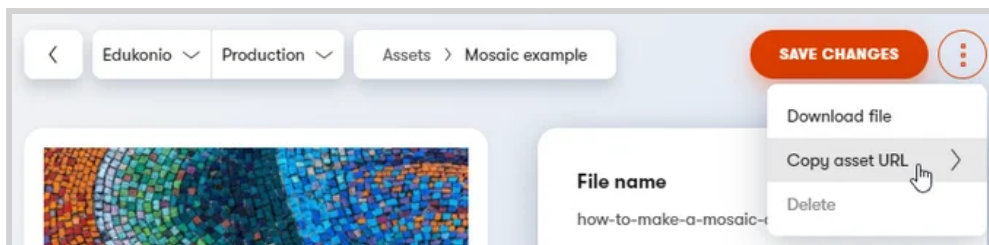


Get asset URL

The URL you copy from asset details may change when you [update the asset](#). If you want to use the asset in your app, we recommend that you [insert the asset](#) into a content item and then [retrieve the item](#) with the asset. This way you can be sure you always get the correct asset even after it was updated.

When you want to share an asset with your coworkers or link it in an email, you can get the asset URL:


1. In  **Content & assets**, click the **Assets** tab.
2. Click an asset to open it.
3. Click .
4. Click **Copy asset URL**.
5. Click .

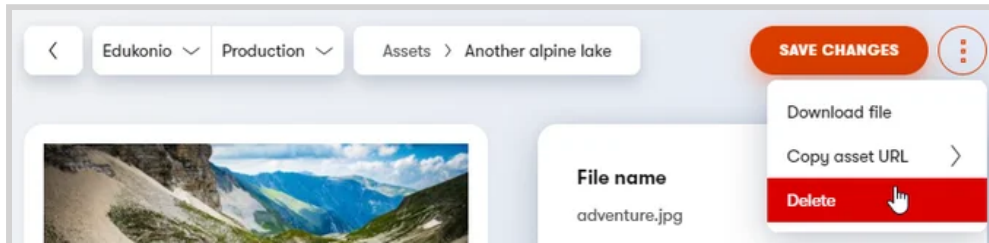


Delete assets


You can only delete an asset when it's not used in any of your content items. This also means you can't delete an asset directly when editing a content item because the asset is used in that item.

To delete an asset:

1. In **Content & assets**, click the **Assets** tab.
2. Click an asset to open it.
3. Click .
4. Click **Delete**.



Deleting multiple assets is fail-safe

Select multiple assets at once using Shift+click. After you click  **Delete assets**, only the assets that aren't currently in use will be deleted.

Restore assets

When you restore an older version of a content item that uses a previously deleted asset, you restore the asset as well. The restored asset will appear in Content & assets > Assets.

See how to [restore previous versions](#) of content items.

What's next?

- Know the ins and outs of [how to use assets in content items](#).
- [Customize images](#) directly in Kontent.ai to fit the set limitations.
- Simplify your asset governance by using [asset taxonomies](#).
- [Model your assets](#) for easier asset and image metadata management.
- [Optimize your images](#) to save on bandwidth and deliver the right size to each device.