

404

Page Not Found

The requested page could not be found.

[Return Home](#)

Catalogs

Catalogs are the top-level organizational containers in your Digital Asset Manager (DAM). They group related stories and assets together, making it easy to browse and manage your media library by topic, project, or publication.

Key Features

- **Catalog List:** See all catalogs for the selected DAM site at a glance, with a live count of stories and assets in each
- **Type Indicator:** Each catalog is tagged as either a photo or video catalog so you can quickly identify its media type
- **Collection Grouping:** Catalogs can belong to a collection, letting you organize catalogs into broader categories
- **Newsletter Settings:** Each catalog can have a dedicated newsletter sender address for email distribution
- **Story & Asset Counts:** The list shows exactly how many stories and total assets each catalog contains
- **View & Edit Actions:** Click View or Edit on any row to inspect or modify a catalog's details

How to Use

1. Select a DAM site from the site selector in the top bar — the catalog list loads automatically
2. Browse the list to see all catalogs, their types, story counts, and asset totals
3. Use the **View** button on any row to open the catalog's details
4. Use the **Edit** button to update a catalog's name, type, collection, or newsletter settings
5. To browse the stories inside a catalog, go to the **Stories** page and use the "All Catalogs" filter to select a specific catalog

Tips

- A catalog with a high asset count but low story count may have stories with large photo sets — click into Stories to explore
- Catalogs tied to a collection appear with the collection name in the list, making it easy to see the broader grouping
- The newsletter "From" address shown in the catalog list is the sender used when distributing that catalog's content by email