

Assets Console (DAM)

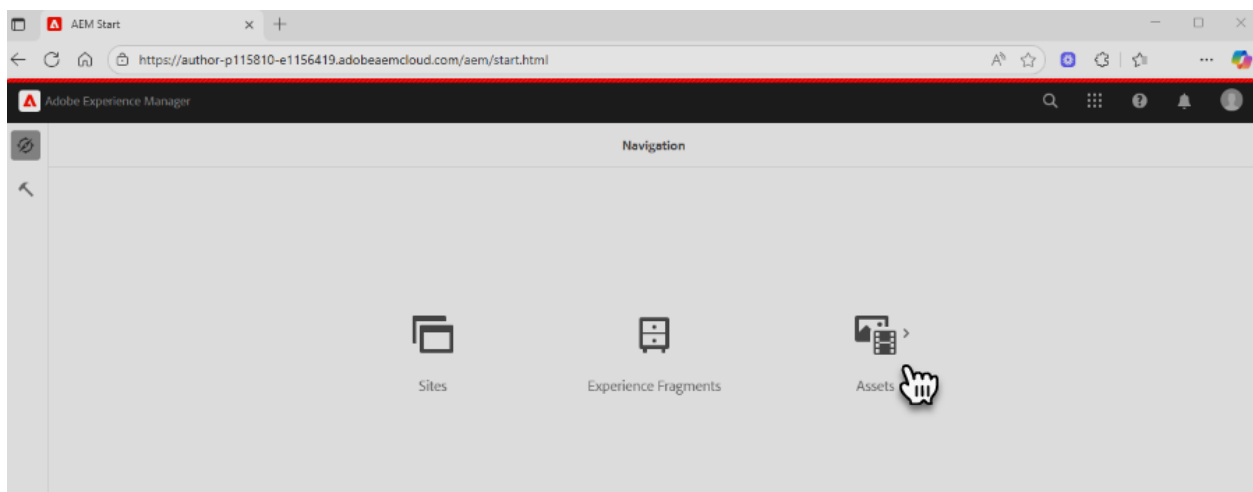
This document introduces the Adobe Experience Manager (AEM) Assets Console (DAM). It explains how to navigate to the DAM and add assets.

URL: <https://author-p115810-e1156419.adobeaecloud.com/>



Once logged in, you will land on the AEM Start screen, where you can access various consoles such as Sites and Assets.

From here you will select Assets:



After selecting Assets make the following selections:

1. Files

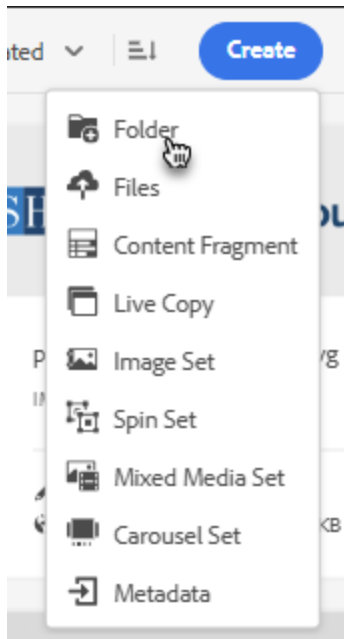
2. SHRM Chapters
3. Affiliate Name (ex: SHRM Portage County)

Working with Assets

Create a Folder

In the Assets user interface, you can create folders to organize your assets. You can create a folder by:

1. Clicking the blue Create button found in the upper right corner and select Folder



2. Enter a Title for the Folder and select Create

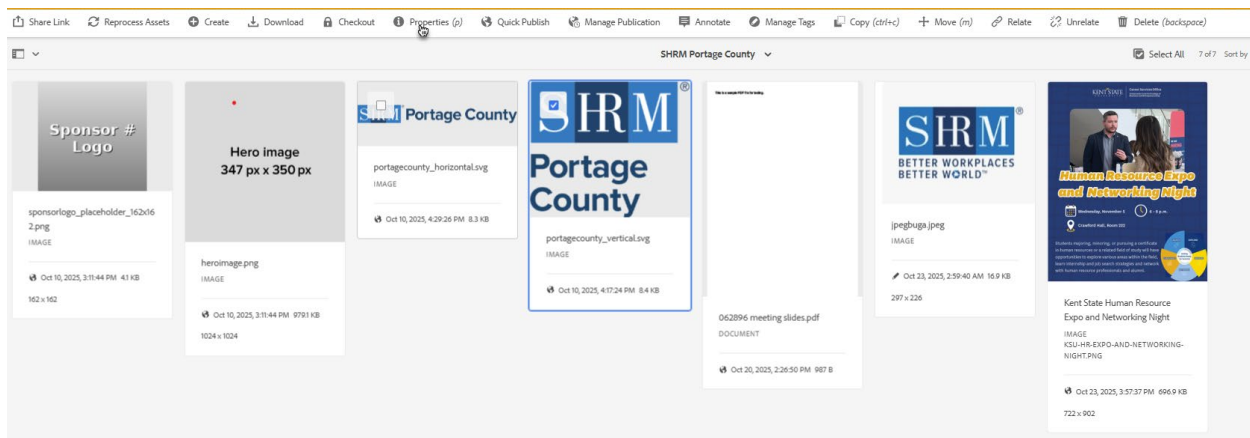
Uploading Assets

You can drag and drop your assets into the folder.

To select multiple files, select the Ctrl or the Command key and select the assets from your computer. Once selected, drag the files into the Assets User interface and drop them.

Manage Asset Properties

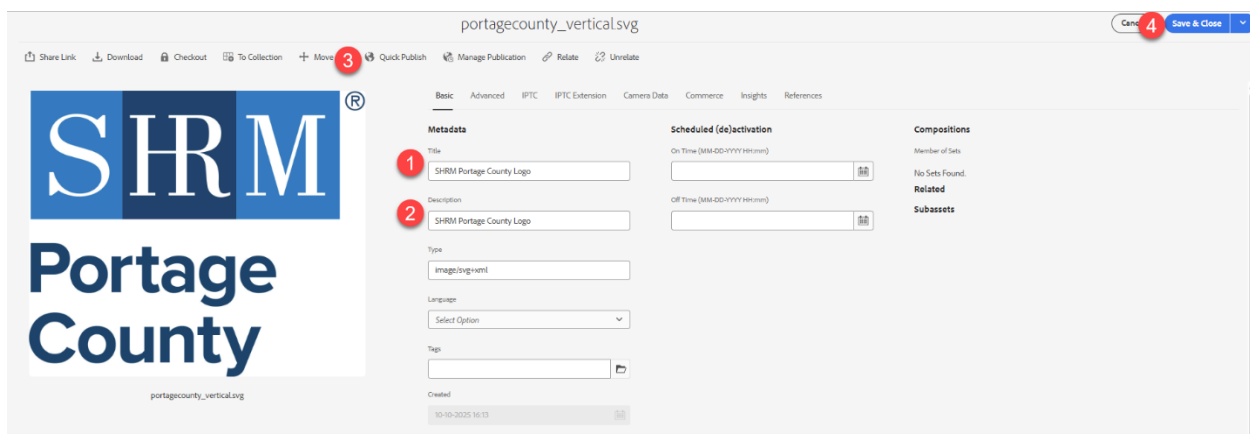
Once you have added new assets, select the asset by placing a check mark in the box and then click the Properties link found at the top of the page:



In the Properties dialog take the following steps:

1. Title: A human-readable name for the asset.
2. Description: A more detailed explanation of the asset.
3. Click the Quick Publish link found at the top of the page
4. Click the Save & Close button

This action must be taken for each asset that you add.



Taking the above steps adds and publishes your assets, making them available to use.

Filename handling and forbidden characters

The Assets Console (DAM) prevents you from uploading assets that are not in the proper name structure or that include forbidden characters.

All files added must use the structure parameters below:

- Lowercase
- No spaces
- Use dashes

- No special characters

Below are examples of forbidden characters:

- Invalid characters for asset name: * / : [\] | # % { } ? &
- Invalid characters for asset folder name: * / : [\] | # % { } ? \ " . ^ ; + & \t

Example file name: 11-25-event-handout

Example Folder Name: 2025 Events