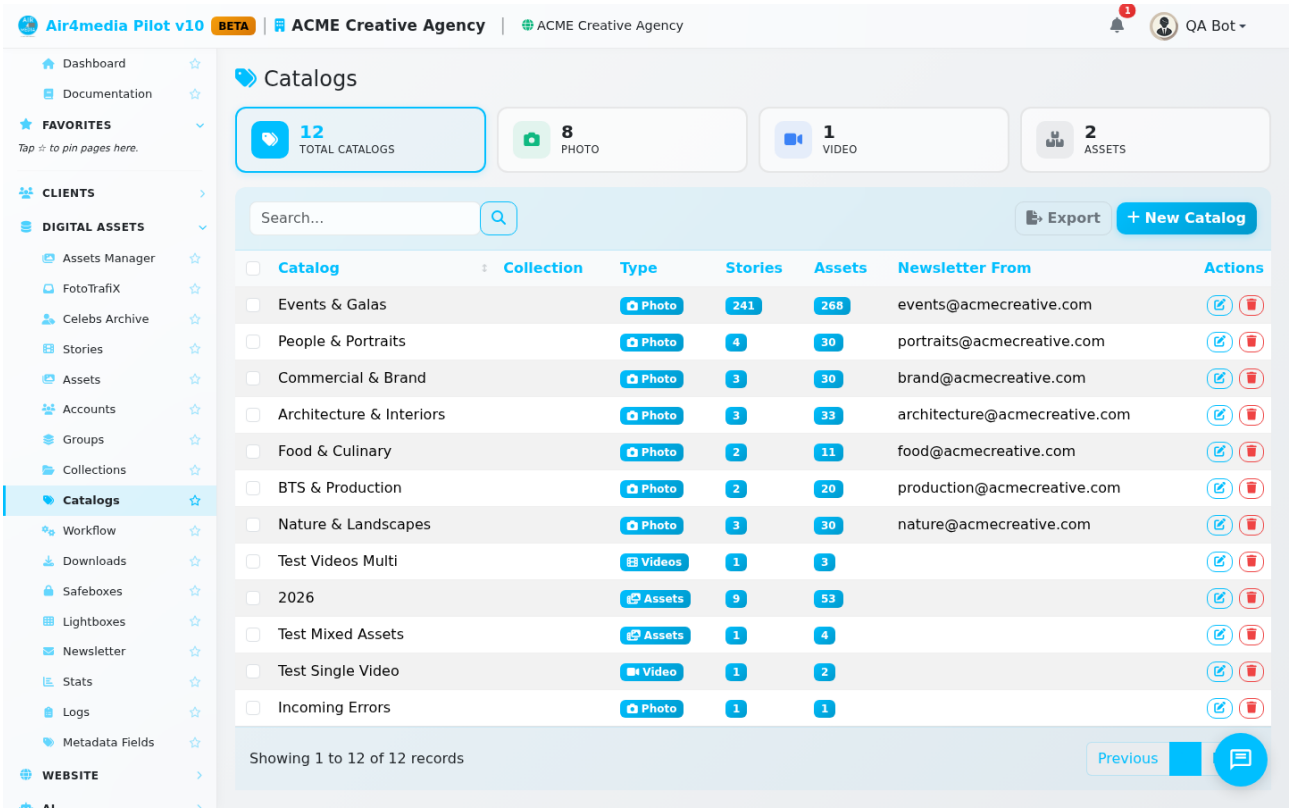

Catalogs

Catalogs are the top-level 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 — for example, ACME Creative Agency might have catalogs like "Spring Campaign 2025" or "Brand Assets."

Key Features

- **Catalog List**: See all catalogs for the selected DAM site at a glance, each showing its collection, media type, and live counts of stories and assets
- **Type Badge**: Each catalog displays a photo or video badge so you can instantly identify its media type
- **Collection Grouping**: Catalogs can belong to a collection, letting you organize them into broader categories (e.g. grouping seasonal campaigns under "2025 Campaigns") — the collection name appears directly in the list
- **Story & Asset Counts**: Each row shows how many stories and total assets the catalog contains, displayed as badges for quick scanning
- **Newsletter Settings**: Each catalog has its own sender address, subject line, recipient list, and HTML template for email distribution — fully independent from other catalogs

- **Newsletter From Column**: The list shows each catalog's sender address so you can confirm the right address is set without opening the editor
- **Search**: Filter the list in real time by typing any part of a catalog name

How to Use

1. Select a DAM site from the site selector in the top bar — the catalog list loads automatically for that site
2. Browse the list to see all catalogs, their type, collection, story counts, and asset totals
3. Use the search box to quickly find a catalog by name
4. Click **Edit** on any row to open the catalog editor — update the name, description, display order, type, collection, and all newsletter settings including sender address, subject line, recipient list, and email template
5. To browse the stories inside a catalog, go to the **Stories** page and filter by that catalog

Tips

- A catalog with a high asset count but few stories likely has stories with large photo sets — head to the Stories page and filter by that catalog to explore
- Use collections to group related catalogs; the collection name shows in the list for easy scanning
- Each catalog's newsletter settings are fully independent — sender address, subject, recipient list, and template can all be customized per catalog without affecting any others
- Use the **Order** field in the editor to control how catalogs are sorted for subscribers browsing your site
- If no catalogs appear, make sure you have selected a DAM site from the top bar