



User Manual

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## Introduction

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### Welcome to ONIXEDIT Cloud 4



ONIXEDIT Cloud 4 is the result of many years of development and enhancement in order to provide you with the best and fastest online ONIX editor on the market. Compared to our previous versions and our competitors, ONIXEDIT Cloud 4 brings you the most advanced, modern and responsive web interface that you can get as of today. In other words, ONIXEDIT Cloud 4 rocks and we are very proud of it!

This user manual provides all the information that you need to get the most from ONIXEDIT Cloud v4.

Have a good reading...

## Main Title List

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- [Presentation](#)
- [Main List Views](#)
- [Searching titles](#)
- [Selecting titles](#)
- [Applying actions to titles](#)
- [Activating ONIX 3.0](#)

## Presentation

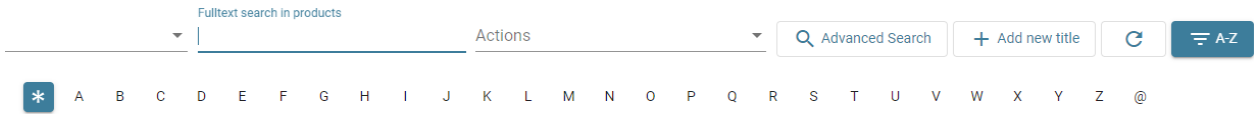
The Main Title List is your entry point to ONIXEDIT Cloud. Using it, you can:

- Select an ONIX metadata catalogue to work with;
- Import/Export your books and ebooks metadata;
- Upload or Download your ONIX file;
- Search for specific titles;
- Modify or Create new ONIX titles.
- And much more.

Here is what the main title list looks like:

1. The ONIXEDIT Cloud 4 logo: Click on this logo anytime to get back to the main title list.
2. Catalogue drop-down list: If you have more than one ONIX metadata repository, use this drop-down list to select the catalogue you want to show in the main title list. A catalogue is like a distinct ONIX file and each one may contain one or several ONIX titles. For example, if you have chosen to maintain distinct ONIX 2.1 and ONIX 3.0 metadata, you will then have one catalogue for each standard. You may have more if you are using [ONIXEDIT Server Edition](#).
3. List View Selector: Use this drop-down list to select a different [Main List presentation view](#).

4. Full Text Search box: If you want an easy and fast way to search books by any words in your ONIX metadata, you should use this control. Just type the sequence of characters you are searching for and press "Enter". ONIXEDIT Cloud main list will then show you the corresponding books having the sequence of characters anywhere in their title. And the best of all: It is very fast!
5. Advanced Search: If you need to search by more specific criteria, click on this button to show the advanced search panel. For more information on the Advanced Search tool, see the [Searching titles topic](#).
6. Title Index button: Click on this button to toggle visibility of the Title Index:



Click on any letter in this index to see the books with a title that begins with this letter in the current list. The @ button in the index allows you to see the titles that begin with a number or a punctuation character. Click on the \* button in the index to get back to all titles from current list.

7. Title Selection Control: This control allows you to select one or more titles prior to applying an action from the Actions drop-down list. Using the Title Selection Control in the header of the list, you will select all the titles shown in the current page according to the page size (see item #15). You can also select each title individually by clicking on the Title Selection Control at the left of each title. For more details, see section [Selecting titles](#).
8. Clear selection button: Click on this button to reset the selection so no more titles will be selected (also clears selection on all pages of the list).
9. Show Selected Products; Click on this button to show only selected products in the main list.
10. Add New Title button: Click on this button to add a new ONIX title in your current catalogue. The new title will automatically appear in the ONIXEDIT Cloud 4 [Entry Form](#) ready for data entry.
11. Main List Headers: Click on any column header to sort by that column. A first click will sort ascending, a second will sort descending.

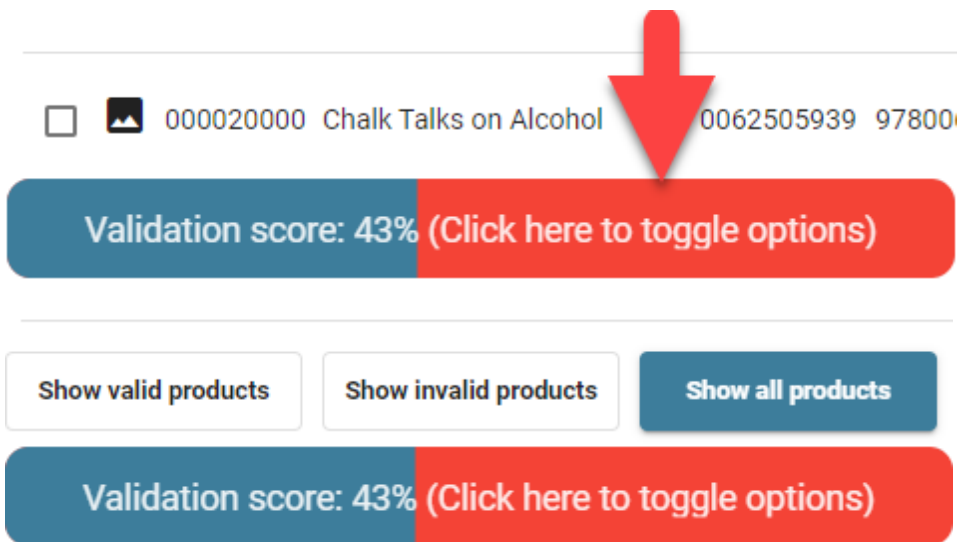
Ref	Title ↑	ISBN13/EAN	Product Form	Authors	Subjects
-----	---------	------------	--------------	---------	----------

12. Individual title controls: At the right of the main title list, you will see 4 buttons for each title:



- Use the Info button to see when the title was created/modified and by whom. You can also get permanent links (ONIX and JSON) for your title that you can share with partners.
  - Use the Edit button to show the [Entry Form](#) with the corresponding title.
  - Use the Duplicate button to create a copy of the title and edit it with the [Entry Form](#).
  - Use the Delete button to delete the corresponding title from the current catalogue.
13. Action drop-down list: This is a list of actions you can take on your ONIX titles (selected titles or complete list). For more information on the Actions drop-down list, see the [Applying actions to titles](#) topic.
14. Validation Score: This control indicates the total validation score of the current catalogue. It corresponds to the percentage of valid titles (see item #18 below) among the total count of titles in the catalogue.

You can show valid or invalid titles simply by clicking on the options link of the validation score control:



15. Pages control: The pages control allows you to set Page Size (the total number of titles you can see in the list at the same time) and browse pages.



- a) The Page size control allows you to set the total number of titles you can see in the list at the same time.
- b) The Position indicator provides information about the current page. In the picture above, the page size is set to 50. Thus the position indicator shows that we are currently at the first page (1 of 50) of a search result having a total count of 213 titles.

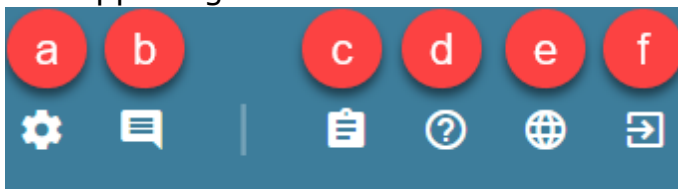
If the total count of titles is over 1000, ONIXEDIT Cloud will stop counting for performance reason. You'll then see this:

26 - 50 of more than 1000 +

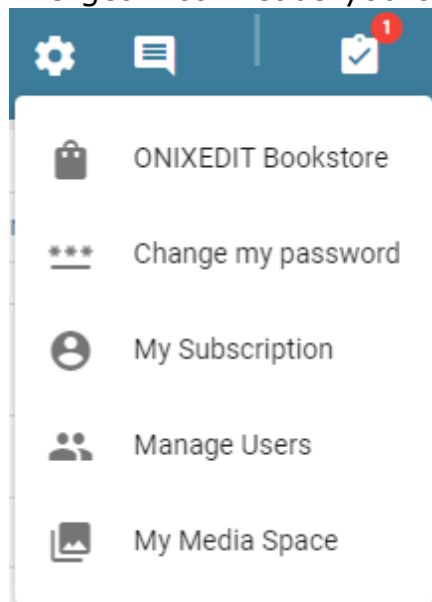
Clicking on the + sign, will force ONIXEDIT Cloud to complete titles count and show it back to you.

- c) The Page browser control. Using these arrows, you can easily navigate through pages of the current search result.

#### 16. The upper right toolbar:




- a) The gear icon leads you to the settings menu:

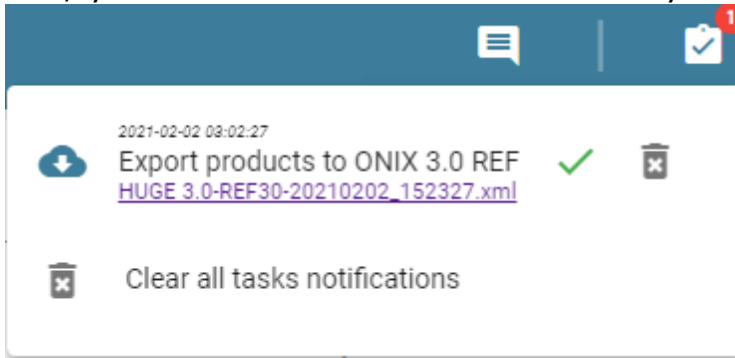




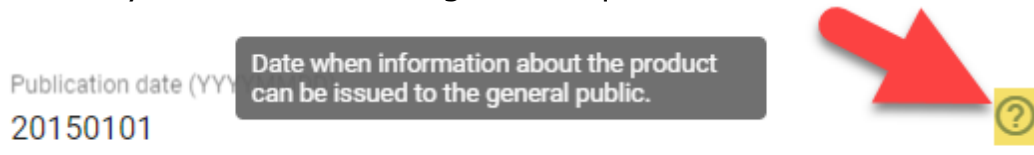
Use that menu to:

- Configure your [ONIXEDIT Bookstore](#) app if you want to directly transmit your ONIX titles to your Shopify Store from ONIXEDIT Cloud.
  - Change your ONIXEDIT password.
  - Consult/Edit your current ONIXEDIT Cloud subscription.
  - [Manage authorized users](#) having access to your ONIXEDIT Cloud catalogues.
  - [Manage media files](#) in your ONIXEDIT Media Space.
- b) At ONIXEDIT, we are very interested to get your feedback in order to continuously improve our ONIX system. Clicking on this icon will allow you to communicate directly with us and make suggestions...
- c) This is our new notification tool. When a new notification arrives,

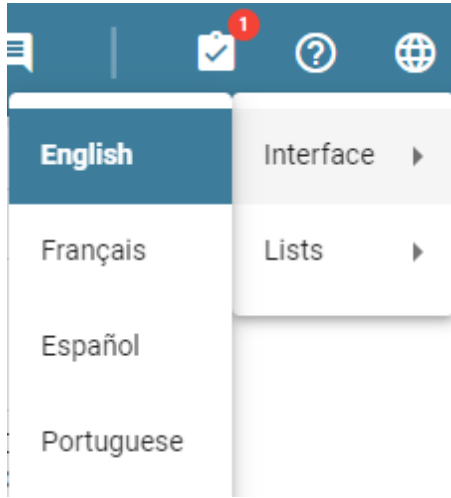
you'll be informed with a notification badge like this:  For example, after requesting an export to ONIX or Excel, this is where the resulting files will be available. By clicking on the notification tool, you will see the links to download your exports:



- d) The Help icon will show you this user manual. You can also activate the "Show help field" option to see a short help note on each field of the entry form when clicking on the question mark icon:



- e) Our new language tool allows you to set the interface and/or ONIX Lists language. We currently support 4 languages: English, French, Spanish and Portuguese:



f) Click on this icon to log out from ONIXEDIT Cloud 4.



- 17. The "Refresh Product List" button, allow you to apply the latest search and refresh the list with newly added or modified titles.
- 18. The validation columns shows current validation status of each title. The number of validation columns varies depending on your current configuration.

Subjects	STRICT3	ONIX	
JNF007000;Children's / Teenage general interest: B...	✓	✓	Info
JNF007000;Children's / Teenage general interest: B...	✓	!	Info
JNF007000;Children's / Teenage general interest: B...	✓	✓	Info

19. The Best Practice option when turned ON, will activate additional

validation rules based on the official [best practice guide](#) for ONIX 3.0 from EDItEUR:

### Best Practice Option is Currently **OFF** ✕

You can activate the Best Practice validation option for your ONIX 3.0 catalogue. When activated, ONIXEDIT Cloud will check for additional mandatory fields and validation rules as defined in the official [best practice guide](#). Activating Best Practice will allow your ONIX files to be compliant with the most demanding stakeholders in the book industry.

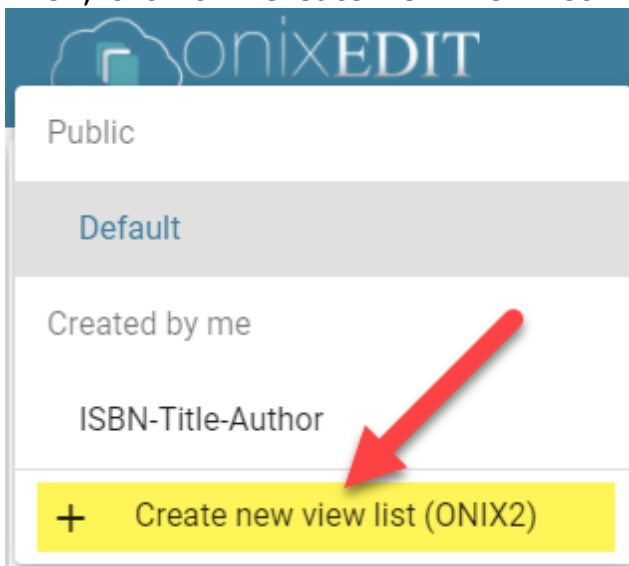
**Turn ON Best Practice Validation Now!**

## Main List Views

ONIXEDIT Cloud 4 allows you to create different versions of your Main List that we call "Views". You can create as many views as you want. To create a view, click on the view drop-down list:



Then, click on "Create new view list":



The View Editor will then show up:

### View list wizard

List name  
Cover-ISBN-Title-Author **1**

Default list

REF	<input type="checkbox"/>	<b>3</b> > Add < Remove
Title <b>2</b>	<input checked="" type="checkbox"/>	
ISBN	<input checked="" type="checkbox"/>	
ISBN 13/EAN	<input type="checkbox"/>	
Product form	<input type="checkbox"/>	
Author	<input checked="" type="checkbox"/>	
Subject	<input type="checkbox"/>	

Default search applied Define a search to be applied by default when using this list

1. Give a name to the new view.
2. Select the fields you want to add.
3. Click on "Add" button.

### View list wizard

List name  
Cover-ISBN-Title-Author ♥  Default list

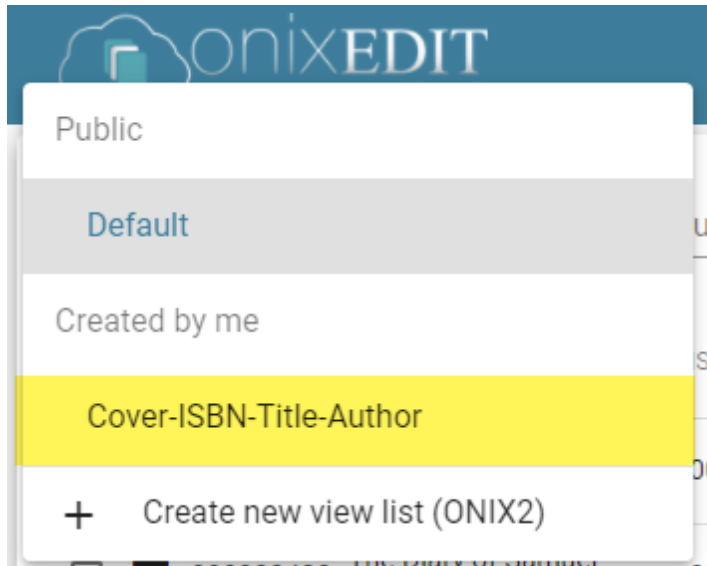
REF	<input type="checkbox"/>	> Add	↕ Cover	↓ ⚙️ <input type="checkbox"/>
ISBN 13/EAN	<input type="checkbox"/>	< Remove	↕ ISBN	↑ ↓ ⚙️ <input type="checkbox"/>
Product form	<input type="checkbox"/>		↕ Title	↑ ↓ ⚙️ <input type="checkbox"/>
Subject	<input type="checkbox"/>		↕ Author	↑ ⚙️ <input type="checkbox"/>
Availability	<input type="checkbox"/>			
ProductFormDetails	<input type="checkbox"/>			
Packaging	<input type="checkbox"/>			

Default search applied Define a search to be applied by default when using this list 5 ▾

6

4. Use the ↑ ↓ arrows to reorder position of each column in the list.
5. And optionally, set a default search to apply automatically to the view when first used.
6. When you're done, click on the Save button.

Once your new view is created, it will appear in the view drop-down list under the "Created by me" section:



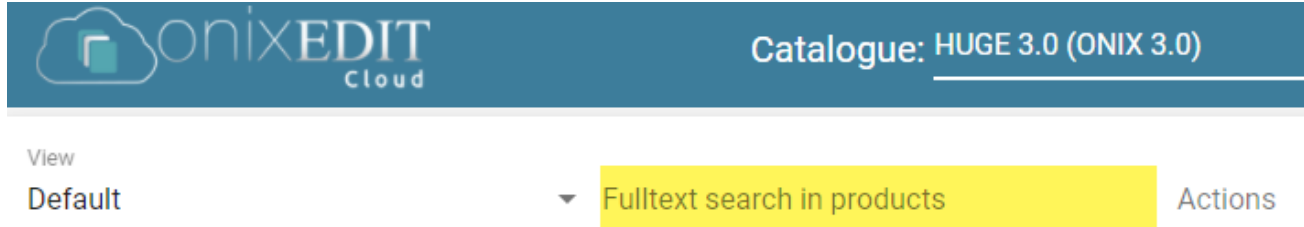
All the views you create can be modified or deleted. You first need to select it and click on the pen icon to bring back the View Editor:



## Searching titles

ONIXEDIT Cloud 4 offers 3 ways to search your catalogue(s):

### FullText search tool



This is the easiest and fastest way to find titles. Just type in the word(s) you are searching for and ONIXEDIT Cloud will apply a FullText search directly in our fast NoSQL database looking in all the metadata fields of your ONIX records.

You can search for an ISBN:

Fulltext search in products

9780062505019 X

A Subject code:

Fulltext search in products

REL062000 X

A complete (or partial) title:

Fulltext search in products

The Reluctant Shaman X

An author name:

Fulltext search in products

Elizabeth Wagele X

Or any combination of words that can appear somewhere in an ONIX title to quickly show it in your Main List:

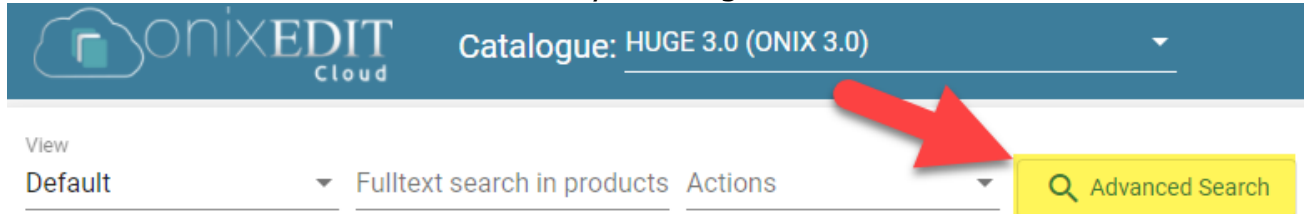
Fulltext search in products

space odyssey X



## Advanced Search Tool

If you need to make a more complex search with specific criteria, you will choose the Advanced Search Tool by clicking this button of the Main List:

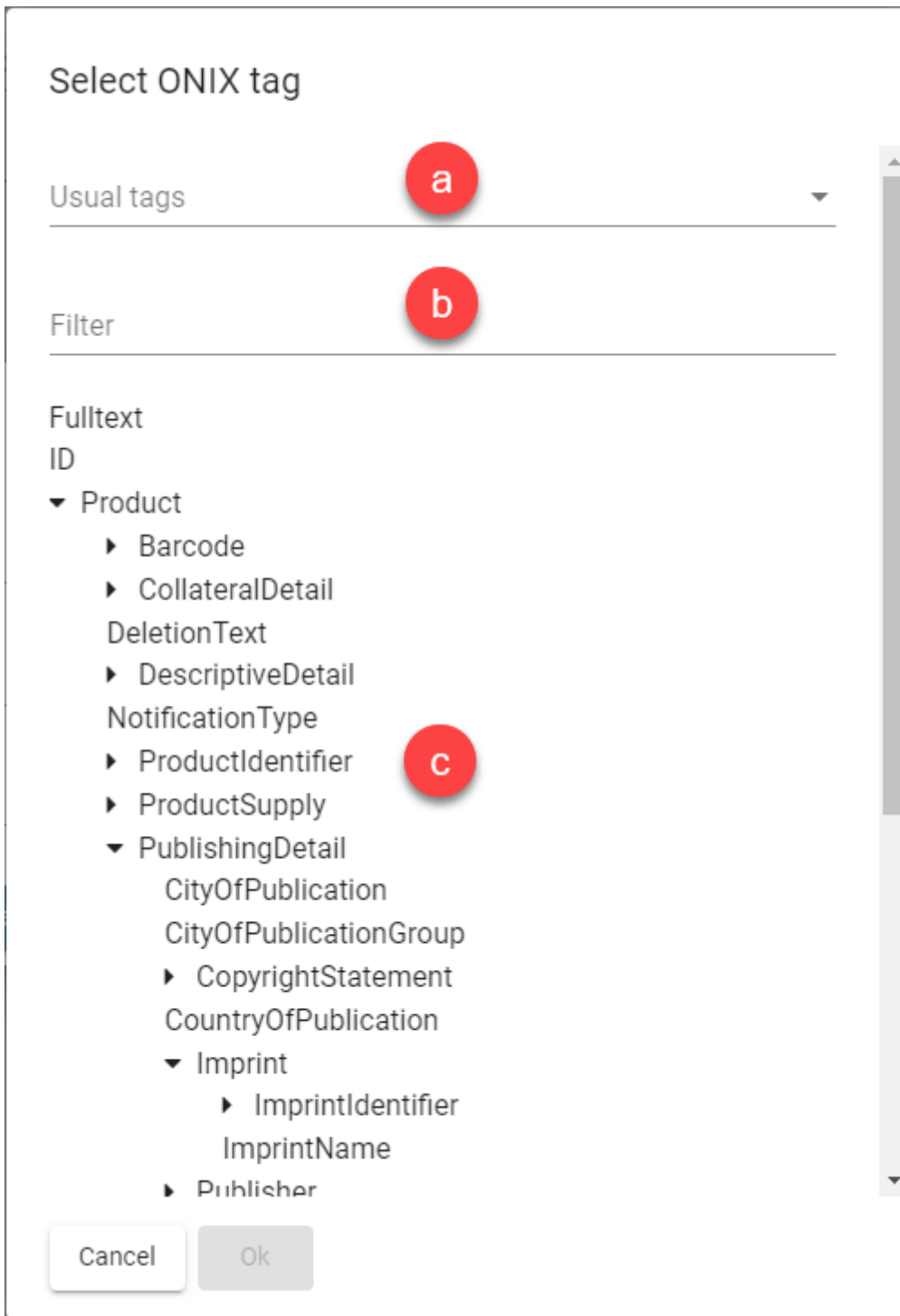


The Advanced Search form will then appear:

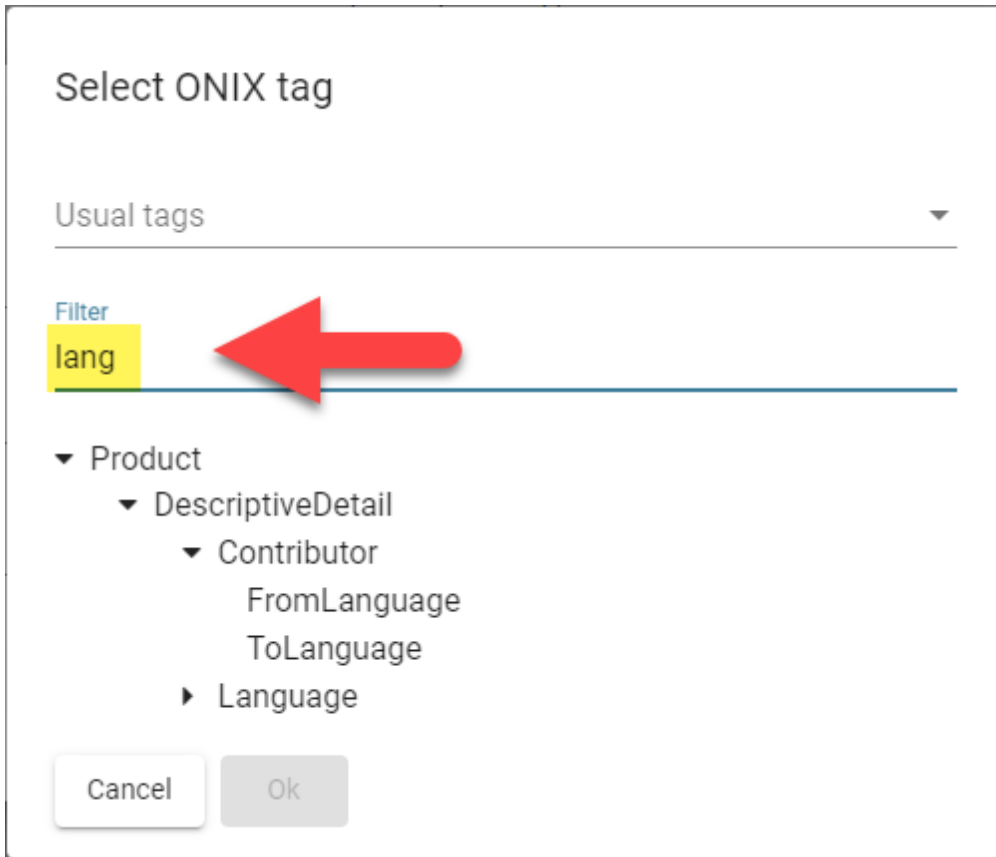
The screenshot shows the 'Advanced Search' form. It has a title 'Advanced Search' and four numbered callouts: 1 points to the 'In field' text box, 2 points to the 'With operator' dropdown, 3 points to the 'For value(s)' text box, and 4 points to a '+' button. Below these fields, there is a 'Query plan (1)' section with an 'Edit' link. At the bottom, there is a 'Search name' text box and a row of buttons: 'Cancel', 'Clear search', 'Search', 'Save', and 'Load'.

To add a first search criterion, follow these steps:

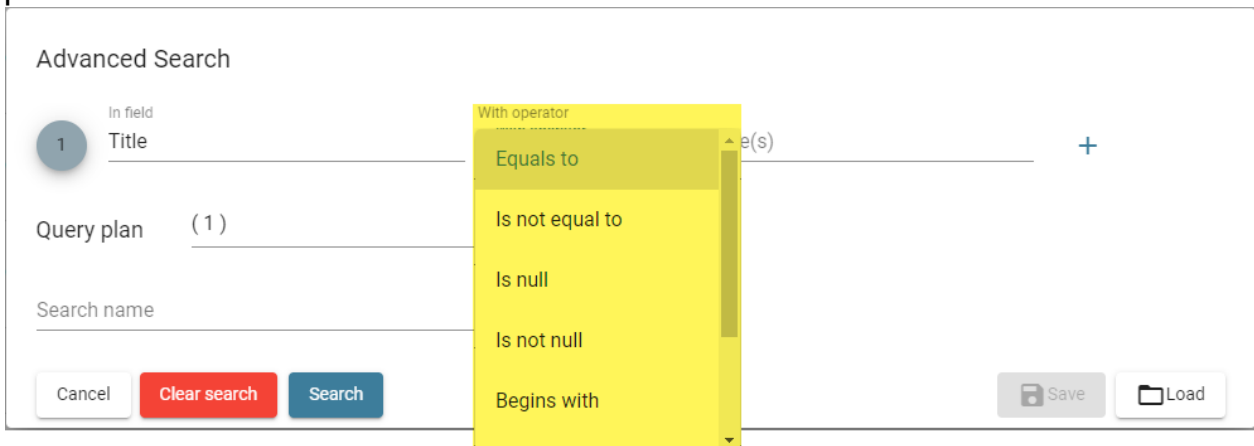
1. Click in text box #1 ("In field") to show the ONIX fields picker. Select the ONIX field that you want to search:



- a) In the "Usual tags" drop-down list, you will find the most common ONIX fields.
- b) If you search for a specific ONIX field but you don't know where it is located in the hierarchical list (c), you can type a part of the field's name to only show corresponding fields:



- c) Double-click or select (one click) the field that you need and click on the OK button to use that field in your new search criterion.
2. Once the ONIX field to be searched has been defined, you need to choose a search operator. For that purpose, a drop-down list will suggest different possibilities:



3. To complete your first criterion, you need to enter a value to search. Some ONIX fields are controlled by official ONIX lists. Those fields offer a drop-down list with the possible values. Other fields are free form and you'll need to type the value:

Advanced Search

1 In field Title With operator Begins with For value(s) History of +

Query plan (1) Edit

Search name

Cancel Clear search Search Save Load

4. If you need to search using many different criteria, click on the + sign at the end of the last criterion. A new empty line will be added to the Advanced Search form:

Advanced Search

1 In field Title With operator Begins with For value(s) History of

and

2 In field With operator For value(s) - +

Query plan ((1 and 2)) Edit

Search name

Cancel Clear search Search Save Load

You can add as many criteria as you need. Of course, you can click on the minus sign at the right of a criterion to remove it.

Advanced Search

	In field	With operator	For value(s)	
1	Title	Begins with	History of	
^ and ^				
2	Subjects	Contains	science	-
^ and ^				
3	Authors	Contains	Grebing	-
^ or ^				
4	Authors	Contains	Godwin	- +
Query plan <code>(((1) and 2) and 3) or 4)</code> Edit				
Search name: History of Science by Grebing or Godwin				
Cancel		Clear search	Search	Save Load

5. When you combine many different search criteria, the logical operator that is defined by default is "AND". But you can toggle it to "OR" simply by clicking on that logical operator:

3	In field	Authors
^ or ^		
4	In field	Authors

6. The Query Plan represents how each search criterion will be combined with others using [AND/OR boolean logic](#) to produce the final results set that you will see in the Main List. Each criterion is represented by a number in the Query Plan. The query plan can be modified to follow exactly the logic of the search you need to perform. For instance, in the screen capture above, we want to find titles beginning by "History of" having "science" word in their subject headings and written by Grebing or Godwin. But the default query plan won't do that. Indeed `(((1) and 2) and 3) or 4)` will

search for titles beginning by "History of" having "science" word in their subject headings and written by Grebing **or any titles** written by Godwin. As a result, we'll get much more titles than the one we are looking for. To instruct ONIXEDIT Cloud 4 to make the search that you want, you must edit the Query Plan and change it like this:

Query plan ( 1 and 2 and ( 3 or 4 )) Cancel Save

7. You can give a name to your search and save it in order to use it later (see next item).
8. Once your new search is defined with a name, you can click on the "Save" button to keep it for future usage. If you want to use a saved search, click on the Load button. You will see a form showing all your saved searches:

### Load Search ×

Name			
Title		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>
Robert		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>
History of Science by Grebing or Godwin		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>
Available		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>
Cancel		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>
Not yet available		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>
Awaiting stock		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>
In stock		<span style="background-color: #0056b3; color: white; padding: 5px 10px;">☞</span>	<span style="background-color: #e61e00; color: white; padding: 5px 10px;">🗑</span>

Click on these buttons to load the corresponding search

✕ Cancel

## Title Index Tool

With the Title Index tool, you can easily access the ONIX products that you are looking for based on the first letter of their titles like if you were searching in a dictionary. To use it, first click on the Title Index button (1) to show the index. Clicking on the same button will hide the index. Next, choose a letter (2) and click on it. This will present ONIX products having a title that begins with that letter. The @ button allows you to see the titles that begin with a number or a punctuation character. Click on the \* button to get back to the full title list of the current search.

The screenshot shows the ONIXEDIT Cloud interface. At the top, the logo and 'Catalogue: HUGE 3.0 (ONIX 3.0)' are visible. Below the header, there are several buttons and options: 'View: Default', 'Fulltext search in products', 'Actions', 'Advanced Search', '+ Add new title', and 'A-Z'. A yellow bar contains the title index letters from @ to Z, with a red circle '2' highlighting the letter 'M'. A red circle '1' highlights the 'A-Z' button. Below the index bar is a table with columns: Ref, Title, ISBN13/EAN, Product Form, Authors, Subjects, and ONIX.

Ref	Title	ISBN13/EAN	Product Form	Authors	Subjects	ONIX

## Combining Searches

The 3 handy search tools offered by ONIXEDIT Cloud 4 can be combined if used together. For instance, you can start by searching for "birds" with the full text search tool, then use the Advanced Search to find birds books with a specific Product Form and then use the title index to group the result by titles.

The screenshot shows the ONIXEDIT Cloud interface. At the top, the logo and 'Catalogue: HUGE 3.0 (ONIX 3.0)' are visible. Below the header, there's a search bar with 'birds' entered and a red 'X' button. To the right are buttons for 'Advanced Search', '+ Add new title', a refresh icon, and 'A-Z' with a red 'X'. Below this is a navigation bar with letters A-Z and an asterisk. The main area is a table of search results with columns: Ref, Title, ISBN13/EAN, Product Form, Authors, Subjects, and ONIX. An 'Advanced Search' dialog box is open in the foreground, showing a search query: '1 ProductForm Equals to BB - Hardback'. The dialog also has a 'Query plan (1)' section, a 'Search name' field, and buttons for 'Cancel', 'Clear search', 'Search', 'Save', and 'Load'.

Once a search is made with one of these 3 tools, you'll see a red X button at the right of the tool. You can use it to clear the corresponding search.

This close-up shows the search bar area. The search term 'birds' is entered. To the right of the search bar is a red 'X' button. Below the search bar is a 'Clear fulltext search' button. To the right of the search bar are buttons for 'Advanced Search' with a red 'X', '+ Add new title', a refresh icon, and 'A-Z' with a red 'X'.

The last one at the right of the Index Tool will clear all active searches.



## Selecting titles

To make a selection of titles, please proceed as follows:

The screenshot shows a search results page for 'birds'. At the top, there is a search bar with 'birds' entered and a search icon. To the right of the search bar are two buttons: 'Clear selection (4)' (highlighted with a red circle 4) and 'Show selected products' (highlighted with a red circle 3). Below the search bar is a table of titles. The table has columns for Ref, Title, ISBN13/EAN, Product Form, Authors, Subjects, and ONIX. The first row is highlighted in yellow, and a red circle 1 points to the 'Title Selection Control' (a minus sign icon) in the left margin. The second row has a checked checkbox, and a red circle 2 points to it. The third row has an unchecked checkbox. The fourth row has a checked checkbox. The 'ONIX' column contains status icons: a red exclamation mark for the first row and blue checkmarks for the others.

Ref	Title	ISBN13/EAN	Product Form	Authors	Subjects	ONIX
000085645	Indiana birds and their Haunts, Second Edition, Second Edition	9780253203823	Paperback / softback	Charles E Keller, Shirley A Keller, Timothy C Keller	NAT004000;WNCB;Nature/Birdwatching Guides;Wildlife...	!
000085904	Born to Sing	9780253207432	Paperback / softback	Charles Hartshorne	NAT043000;PSVW6;Nature/Animals - Birds;Birds (orni...	✓
000085997	Birding in Ohio, Second Edition	9780253208743	Paperback / softback	Tom Thomson	NAT004000;WNCB;Nature/Birdwatching Guides;Wildlife...	✓
000086841	The Migrations of Hawks	9780253338211	Hardback	Donald S Heintzelman	NAT004000;PSVW6;Nature/Birdwatching Guides;Birds (...)	✓

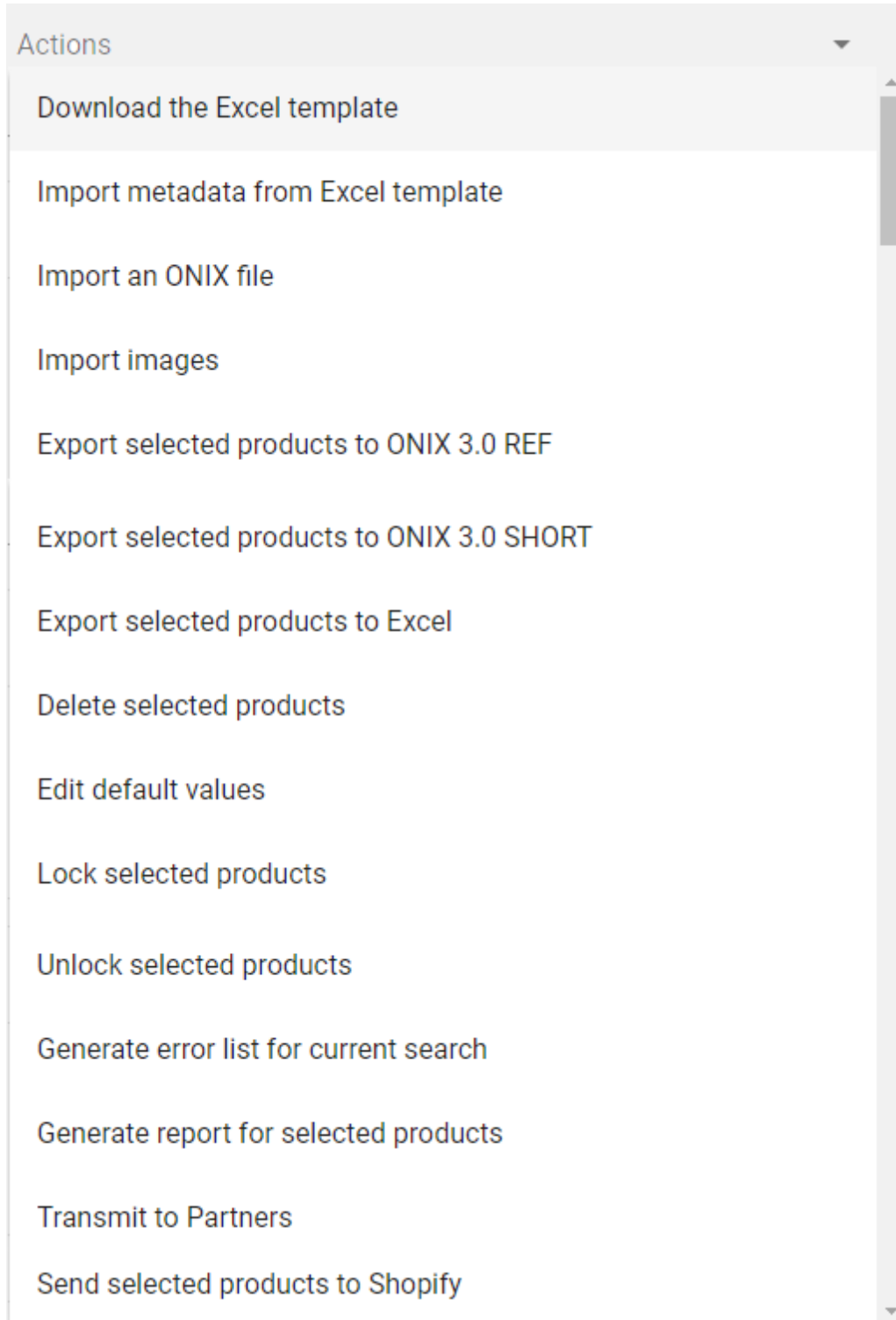
1. Title Selection Control: This control allows you to select one or more titles prior to applying an action from the "Actions" drop-down list. Using the Title Selection Control in the header of the list, you will select all the titles shown in the current page according to the page size. You can then browse to another page, do another search and continue selecting titles of interest as you see it.
2. You can also select each title individually by clicking on the Title Selection Control at the left of each title.
3. If you want to show selected titles only, click on the "Show selected products" button.
4. The "Clear selection" button always show you the total count of selected products. Clicking on it will remove and clear your current selection.

Important tips #1: If you want to apply an action to all of your catalogue's titles, don't select any (or clear the selection using control #4) and apply the action you want. ONIXEDIT will then ask you if you want to apply the action to all of your titles.

Important tips #2: Your selection will remain as it is until you change your current catalogue or you sign out.

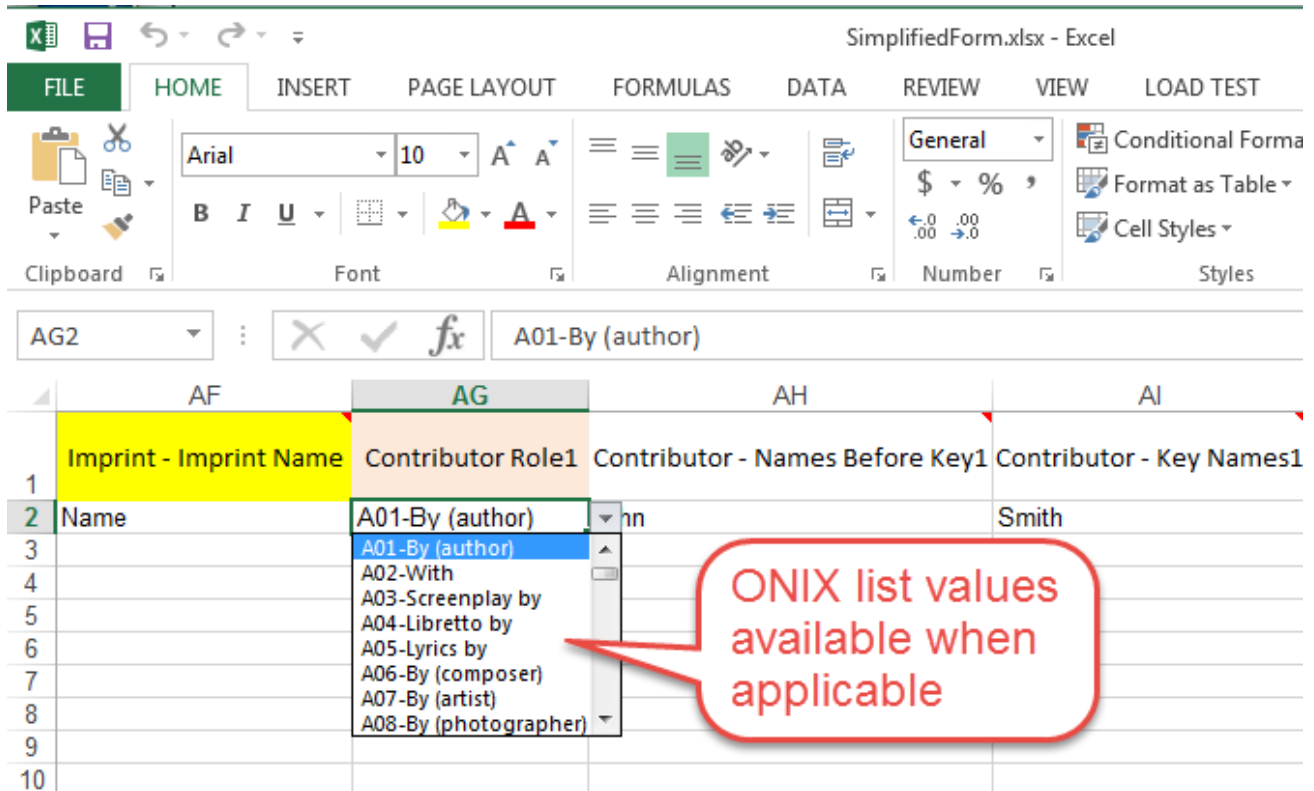
## Applying actions to titles

The "Actions" drop-down list allows you to take specific action on the current list, current catalogue or selected titles. Here are the actions you may find in the drop-down list and their purpose:



## Download the Excel template

This action allows you to download a prebuilt Excel template in which you can put your title metadata in some specific columns and then import it to ONIXEDIT Cloud. The template contains 100 preformatted lines with all the required ONIX list values already defined. The first line is a complete eBook sample. If you need more lines, you can copy the first one and paste it to the extra lines needed.



Ideal for those who want to convert their current metadata from Excel to ONIX.

If the Excel template does not correspond to your specific needs, we can modify it following your specifications. Contact us for a quote.

## Import metadata from Excel template

Use this action to upload the Excel template downloaded from ONIXEDIT Cloud that you filled with your title information.

## Import an ONIX file

Use this action to upload a valid ONIX 2.1 file (into an ONIX 2.1 or ONIX 3.0 catalogue) or an ONIX 3.0 file (into an ONIX 3.0 catalogue) created with ONIXEDIT or any other software or tool. ONIX files must have one of the following extension .xml or .onix.

## Import Images

This action allows you to upload one or multiple images and associate those

images to your ONIXEDIT Cloud titles. You can upload an archive file (.zip or .gz) containing images of existing titles in your catalogue. The image name must match the ISBN, ISBN13/EAN or Record Reference of the corresponding title for the image to be imported and associated with that title. The supported image types are GIF, JPEG, JPG, PNG and TIFF.

### **Export selected titles to ONIX 2.1 REF/SHORT (only visible for ONIX 2.1 catalogues)**

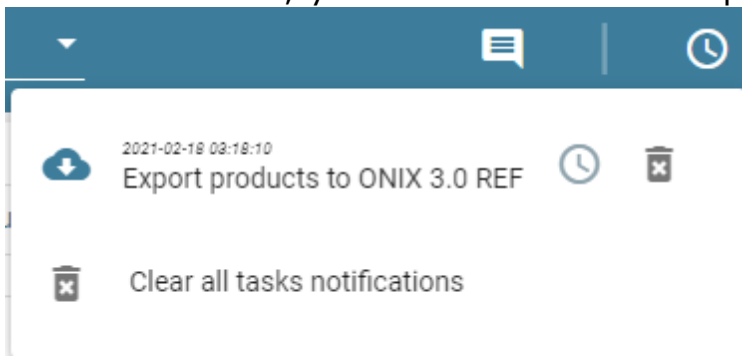
Use this action to download selected titles, your last search result or your complete metadata catalogue to an ONIX 2.1 file. If some titles are selected, this will download the ONIX file corresponding to those titles. If no titles are selected, you will be asked if you want to export all titles found from your latest search.

Important tips #1: ONIXEDIT Cloud like all ONIX tools from ONIXEDIT, support both long reference ONIX tags (REF) or short tags (SHORT). Long reference tags file size is heavier but easier to read by human eyes. However, both kinds of files will provide the same information to your trading partners. If you want to export to a long reference ONIX file choose the action ending with "REF". If you need the smallest Short Tags file, choose the action ending with "SHORT".

Important tips #2: When you select an export function from the "Actions" menu, the resulting file will be produced by an automated task on our server. You'll see a red notification badge at the upper right corner of your ONIXEDIT Cloud window:



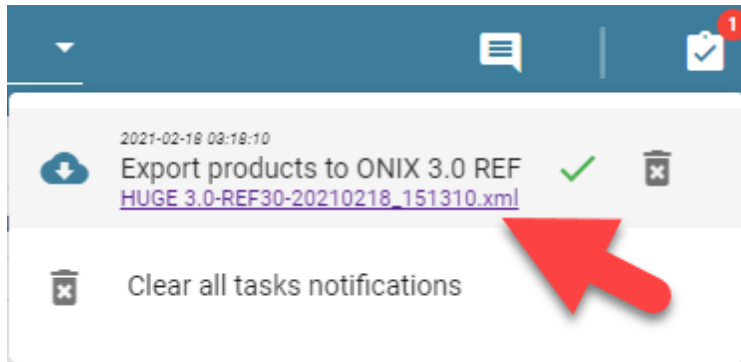
This indicates that we received your request and we are processing it. If you click on that icon, you'll see all the current pending tasks:



Once done, you'll see another notification badge indicate that one or more tasks are completed and ready to download:



Just open the notification window and click on the link of the file you want to download:



### Export Selected Titles to ONIX 3.0 REF/SHORT

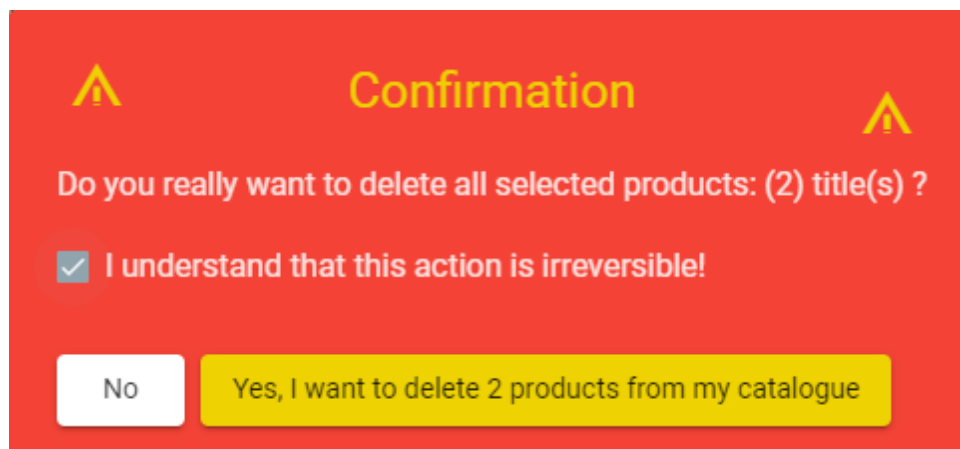
Same as "Export selected titles to ONIX 2.1" action. Of course, from an ONIX 2.1 catalogue, you can create ONIX 2.1 files but also, ONIX 3.0 with the help of our automatic conversion tool. You have nothing particular to do except to be sure your ONIX titles are all valid.

### Export Selected Titles to Excel

Use this action to download selected titles, your last search result or your complete metadata catalogue to an Excel file. If some titles are selected, this will download the Excel file corresponding to those titles. If no titles are selected, you will be asked if you want to export all titles found from your latest search.

### Delete Selected Titles

Use this action to delete all selected titles. Before the request is processed, you will need to confirm it. This dialog box will show you how many titles will be deleted if you choose to continue with the operation. If there is no title selected, ONIXEDIT will ask you if you want to delete all titles currently displayed in the main list - that is, all titles from your latest search. As an example, if you clicked on letter C of the title index, and did not select any title, applying action "Delete selected titles" will delete all titles beginning by letter C if you then click OK in the following window:



Important tips #3: Before doing any massive action such as deleting products from the result of a search, be sure you have a [backup of your precious ONIX](#)

[records.](#)

**Edit Default Values**

By choosing this action, you will be redirected to the Insert/Edit form where you will be able to set the default values for your new titles. After saving them, any new title you create will have these values filled in automatically. Please, consult section [Define default values](#) for more details.

**Lock selected products**

Select this action if you want to prevent any modification on selected titles.

**Unlock selected products**

This action will unlock selected titles previously locked with the "Lock selected products" action to allow them to be modified again.

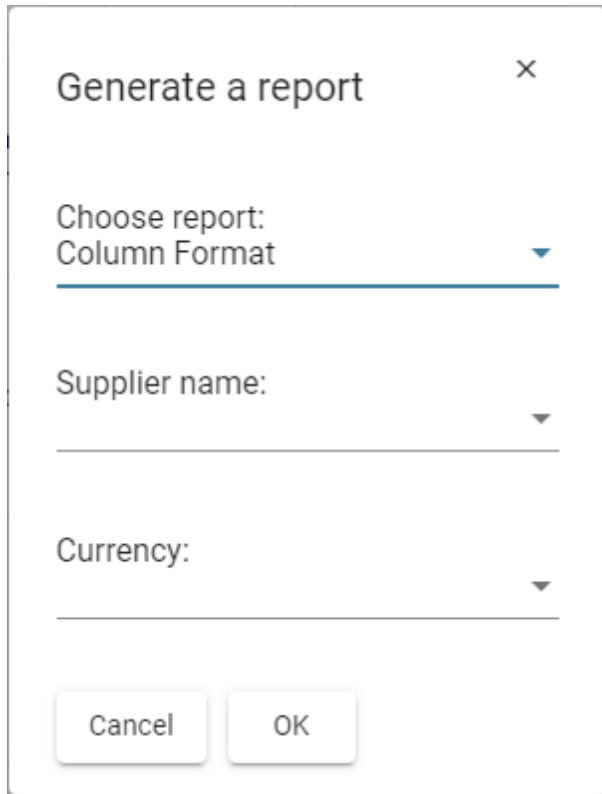
**Generate Error List for Current Search**

This action will produce an Excel file having one line for each invalid ONIX product in the current search result. The last columns of the Excel file will show details about each error:

	A	B	C	D	E	F	G	H	I
1	RecordReference	ISBN10	ISBN13	EAN	Title	ONIX	ONIX-Errors	ONIX Best	ONIX Best-Errors
2	9780006391555		9780006391555	9780006391555	Water for Elephants.	2	ProductForm-This is a required field. PriceAmount-Required format for this value : Decimal number (>0).	3	Audience-You must add at least one Audience record with type 01. Publisher-DoitAjouterAuMoinsUn TextContent-These elements are required : a description (03) and a biographical note (12).

**Generate Report for Selected Products**

When you select this action, you'll see the following form:



Generate a report ×

Choose report:  
Column Format ▼

Supplier name: ▼

Currency: ▼

Cancel OK

The first drop-down menu is mandatory and allows you to select the report you want to generate. ONIXEDIT Cloud 4 proposed 2 built-in reports that you can get as PDF documents:

The first one (Column Format) is a tabular kind of report showing the cover image, IDs, title and price:

# Price List

Friday, February 19, 2021

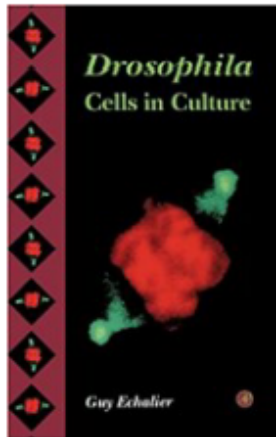
Thumbnail	IDs	Title/Contributors/Subject	Price
	000029911 9780071579902 0071579907 9780071579902	Devlin's Boatbuilding: How to Build Any Boat the Stitch-And-Glue Way Samual Devlin	\$30.40CAD
	000032908 9780122294600 0122294602 9780122294600	Guy Echaliér	\$250.00CAD
	000033124 9780123504401 0123504406 9780123504401	Deep-Sea Fishes, Volume 16	\$133.00CAD
	000033669 9780126272550 0126272557 9780126272550	Detecting Ecological Impacts	\$114.00CAD

The second one (Detailed Format) contains a TOC at the first page and is more descriptive:



Titles for supplier Ingram Book  
Company

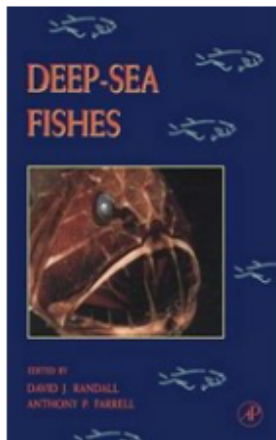
Friday, February 19, 2021



-  
Author(s):Guy Echallier

ISBN-13:	9780122294600
Product Form:	Hardback-
Audience:	General/trade
Price:	\$250.00 CAD
Publication date:	2/12/1997
Language:	English
Pages:	702

Currently *Drosophila* is a dominant experimental model in developmental biology and in gene regulation in eukaryotes. This volume summarizes some thirty years of experience in the handling of *in vitro* cultured *Drosophila* cells. Its main emphasis is on gene transfer methodology, cell responses to heat shock, hormonal regulation of genes, and on the expression and mobility of transposable elements.



Deep-Sea Fishes, Volume 16-Fish  
Physiology, Volume 16

ISBN-13:	9780123504401
Product Form:	Book-
Audience:	General/trade
Price:	\$133.00 CAD
Publication date:	8/18/1997
Language:	English
Pages:	388

If you need a specific report for your own needs, please [contact us](#). We can create it for you and make it available to your ONIXEDIT Cloud account.

### Transmit to partners

See section [How to use the Transmit to partners module](#).

### Send Selected products to Shopify

See section [Use ONIXEDIT Bookstore with ONIXEDIT Cloud](#).

## Activating ONIX 3.0

When you register to ONIXEDIT Cloud, we suggest you to directly adopt the ONIX 3.0 standard which is the most recent version of the ONIX for books metadata standard. However, you can still choose the former version ONIX 2.1.

# My ONIXEDIT Cloud

We are going to prepare your ONIXEDIT Cloud catalog so that it is compatible with ONIX 3.0. This is the most recent version of the ONIX standard and the one used by the main players in the industry. ONIX 2.1 is now obsolete.

**LET'S GO AND CREATE MY  
ONIX 3.0 CATALOGUE!**

**I AM FROM OLD SCHOOL AND I PREFER  
USING ONIX 2.1 AS I'M NOT READY FOR ONIX  
3.0 YET.**

If you do and realize later that you need to upgrade to ONIX 3.0, you will be able to do so by clicking on the gear icon on top of the main list and select the item named, "Need to work with ONIX 3.0?":

The screenshot shows the ONIXEDIT Cloud interface. At the top, there is a blue header bar with a dropdown menu showing "Acme (ONIX 2.1)". To the right of the header bar, there is a gear icon (settings) and a red circle with the number "1" next to it. Below the header bar, there is a table with columns "Products", "Actions", and "Advanced". The "Advanced" column has a search icon and the text "Advanced". Below the table, there is a row with columns "AN", "Product Form", and "Authors". To the right of the table, there is a settings menu with a red circle with the number "2" next to it. The settings menu has the following items: "ONIXEDIT Bookstore", "Need to work with ONIX 3.0?", "Change my password", and "My Subscription".

By clicking this item, ONIXEDIT Cloud will present you 3 possible options:

Need to work with ONIX 3.0?

**If you need to produce ONIX 3.0 files, you have 3 possibilities. It is also important to know that you can choose between these 3 possible options only once and you can't reverse your choice:**

- 1- Produce ONIX 3.0 from your ONIX 2.1 catalogue using our automatic converter.  
This is the easiest solution. You will have only one catalogue of metadata to maintain. We will activate some additional validations that will ensure your ONIX 2.1 products are compliant with ONIX 3.0 requirements. A new action will be added to the Action menu "Export Selected products to ONIX 3.0".

Select option #1 - Export ONIX 3.0 files

- 2- Change your current ONIX 2.1 catalogue to ONIX 3.0 and automatically convert its content to ONIX 3.0.  
**WARNING:** If you choose this option, you will be able to produce ONIX 3.0 files only and you can't go back to ONIX 2.1 anymore!

Select option #2 - Convert my catalogue to ONIX 3.0

- 3- Create a new ONIX 3.0 catalogue.  
You will keep your current ONIX 2.1 catalogue and you will have access to a new ONIX 3.0 catalogue too. Your allowed products from your subscription will be shared between both catalogues. This means that if you are allowed up to 100 products and you currently have 80 products in your ONIX 2.1 catalogue, you will need to upgrade your subscription if you want the same products in both catalogues. If you need to produce a product in both ONIX formats, it is important to know that you will have to maintain 2 distinct copies of that product: one in each catalogue separately. However, your ONIX 3.0 catalogue will be able to import ONIX 2.1 and ONIX 3.0 files. It is not the case for your ONIX 2.1 catalogue that can import ONIX 2.1 files only.

Select option #3 - I want an additional ONIX 3.0 catalogue

Do not choose now and return to the list

Choose the one that is the most appropriate to your needs.

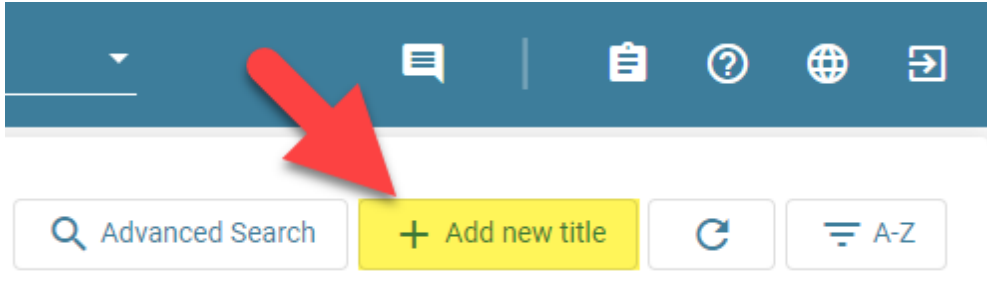
## ONIXEDIT Cloud Metadata Entry Form

---

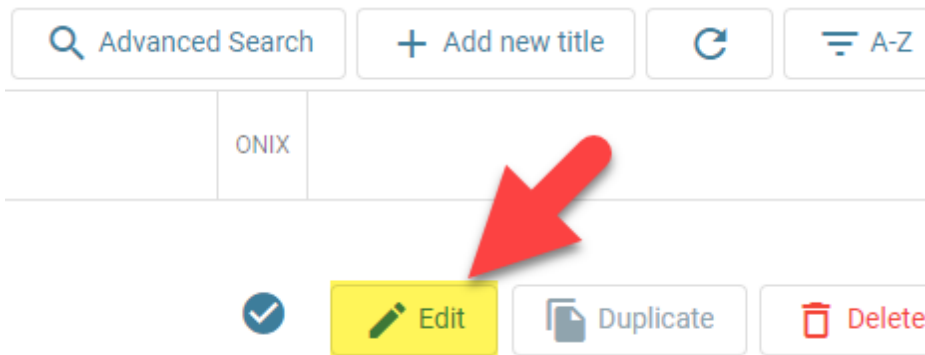
- [Add or edit a title with the Entry Form](#)
- [Getting help on ONIX fields](#)
- [Title validation](#)
- [Entry Form Controls](#)

## Add or edit a title with the Entry Form

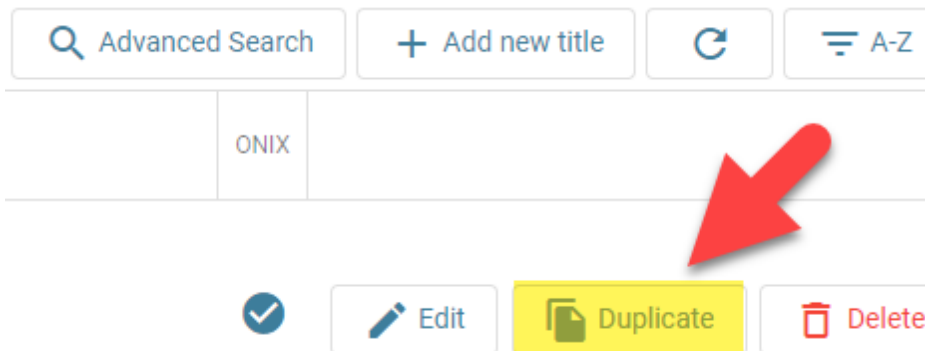
To edit or insert a title, you will have to use the user-friendly ONIXEDIT Cloud Entry Form. To do so, you can create a new title by clicking on the "Add new title" button in the Main List:



To modify an existing ONIX product, you can double-click on it or click on its corresponding "Edit" button from the Main List:



You can also make a copy of an existing title by using the duplicate icon:



Check section [Duplicate a title](#) for more details.

Whatever action you take, you will then get access to the ONIXEDIT Cloud Entry Form:

Simplified Form **1** **2** ✓ This product is valid! **3** Refresh Errors <> ≡ 📁 ✖

Add media file by dropping it here! Or click to browse **6**

Record reference: 0545818109 **2** ISBN13: 9780545818100 **3**

EAN: 9780545818100 **4** ISBN 10: 0545818109 **4**

Title prefix: Title without prefix **4**

Title: 10 True Tales: Battle Heroes **4**

**5** General Information | Imprint | Contributors | Text | Supply detail | Subject & Audience | Measure & Extension

Subtitle

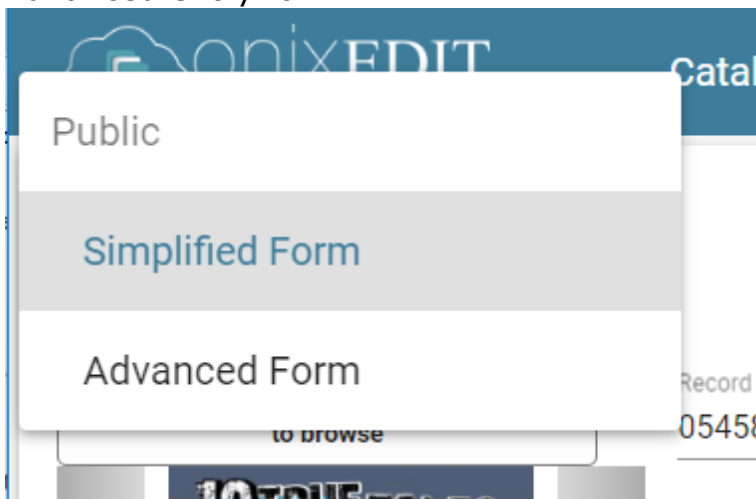
Notification type: 02 - Advance notification (confirmed) EPUB technical protection

Product form: BC - Paperback / softback Barcode: 00 - Not barcoded

Product Form Detail: B102 - Trade paperback (US) Product composition: 00 - Single-component retail product

The following sections are identified from 1 to 6 in the above screen capture:

1. At the top left of the entry form, you will find the form selector. With it, you can choose between the Simplified entry form (default one) and the Advanced entry form:



The Simplified entry form is convenient when you want to see/edit the most usual ONIX fields. But most of the ONIX composite groups of fields (such as the subjects) are restricted to just one of each major kinds. This

is why you will switch to the Advanced form if you want to see/edit all possible groups of fields.

- At the top center of the ONIXEDIT Cloud Entry Form, you will see an indicator that will inform you if your ONIX product is valid or not. In the screen capture above, the title is valid according to the ONIX standard. See next section [Title validation](#) for more details.
- At the top right, you will see five buttons:


 A blue button with a circular refresh icon and the text "Refresh Errors".

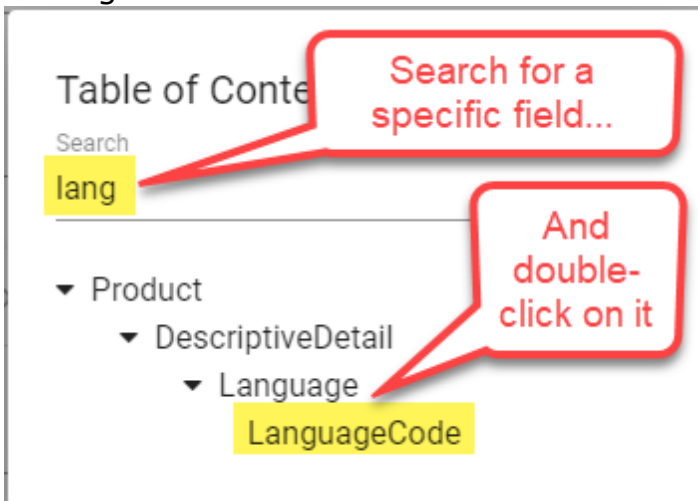
This button is used to force the validation of your current ONIX product. Validation is done automatically by ONIXEDIT Cloud with our browser embedded validation engine in order to detect the most usual validation errors. But the Refresh errors button will apply a validation directly at our server for an in depth and complete analysis of your ONIX record. However, a complete validation is done automatically each time you are saving your ONIX product.


 A white button with a grey border containing a code symbol (<>).

If you click on the XML button, you'll get the current xml result of the ONIX product you are editing.


 A white button with a grey border containing a hamburger menu icon (three horizontal lines).

If you are searching for a specific ONIX field but you don't know where it is located in the ONIXEDIT Cloud Entry Form, click on the TOC button. You'll see a hierarchical list of all the ONIX composites and fields. You can browse that list or type the first characters of the field you are looking for and double-click on it:



ONIXEDIT Cloud will move the cursor directly where that field is located:

Primary content type

---

<p>Publisher name Elsevier Science</p> <hr/> <p>Publication date (YYYYMMDD) 19941110</p> <hr/> <p>Publishing status 04 - Active</p>	<p>Language of text eng - English</p> <hr/> <p>aar - Afar</p> <hr/> <p>abk - Abkhaz</p> <hr/> <p>ace - Achinese</p>
---	---



You should use the "Update this product" button each time you want to save your ONIX title to your catalogue.




Use the Cancel button to discard any changes made to the current ONIX title.

- That section of the ONIXEDIT Cloud Simplified Entry Form is present whatever tabs in the section under it that you will activate. It presents product identifiers and titles.

<p>Record reference 000033708</p> <hr/> <p>EAN 9780126457506</p> <hr/> <p>Title DNA Structure and Function</p> <hr/> <p>Title prefix</p>	<p>ISBN13 9780126457506</p> <hr/> <p>ISBN 10 0126457506</p> <hr/> <p>Title without prefix</p>
--	---

- All other ONIX fields you will find in the ONIXEDIT Cloud Entry Form are grouped by Tabs. Clicking on a tab label will present that section allowing you to set values in the fields it contains:





Title prefix \_\_\_\_\_

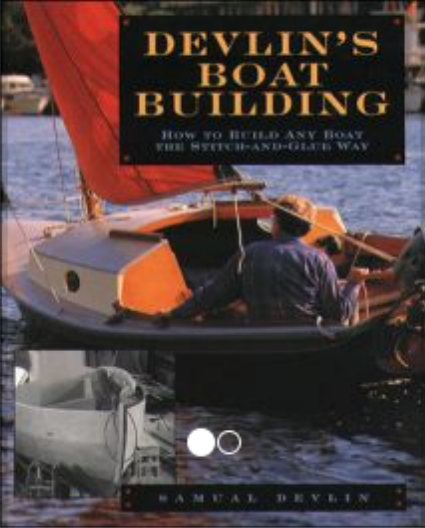
Title without prefix \_\_\_\_\_

< General Information	Imprint	Contributors	Text	Supply detail	Subject & Audience	Measure & Extension >
Role	Person Name	Person Name Inverted	Corporate Name	Country	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #0070c0; color: white; border-radius: 3px;">+ Add</div>	
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">v</span> <span>A01</span> </div>	Samual Devlin	Devlin, Samual			<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #f00; color: white; border-radius: 3px;">x Remove</div>	
First name (bef. key)	Samual	Name (key)	Devlin]		Person Name	Samual Devlin
Person Name Inverted	Devlin, Samual	Corporate Name		Role	A01 - By (author)	
Country	_____					

6. At the upper left of the ONIXEDIT Cloud Simplified Entry Form you will find the Media File control. Consult section "[Define cover images and other media files](#)" for more details.

Quick Edit Form

**Add media file by dropping it here! Or click to browse**



<
>

Record reference  
0000295

EAN  
9780071


Title  
Devlin's I


Title prefix  
\_\_\_\_\_

## Getting help on ONIX fields

If you want to know the purpose of a specific ONIX field, you can get a short description for each by following these instructions:

1- Click on the help icon on the top right of the ONIXEDIT Cloud window and check "Show help fields".

2-Click on the question mark button  at the right of the field you need help for. You'll see the description as described in the official ONIX documentation:



The screenshot shows the ONIXEDIT Cloud interface with a table of fields. A tooltip is displayed over the 'Record reference' field, and a dropdown menu is open over the 'ISBN13' field.

Catalogue: HUGE 3.0 (ONIX 3.0)			
Record reference	000029911	ISBN13	9780071579902
EAN	9780071579902	ISBN 10	0071579907

**Tooltip for Record reference:**  
 For every product, you must choose a single number which will uniquely identify the information record which you send out about that product, and which will remain as its permanent identifier every time you send an update.

**Dropdown menu for ISBN13:**  
 Go to documentation  
 Show help fields

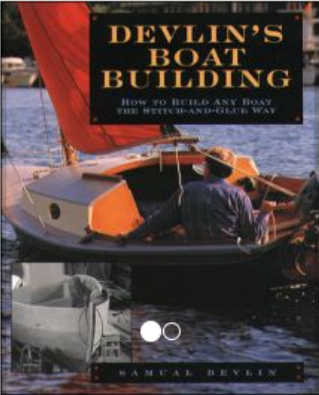
## Title validation

ONIX product validation is done automatically by ONIXEDIT Cloud each time you modify a field in the ONIXEDIT Cloud Entry Form. When you create a new ONIX product, it is "de facto" invalid. You will notice that all validation issues appear in red with a short description of the validation error under each corresponding field:

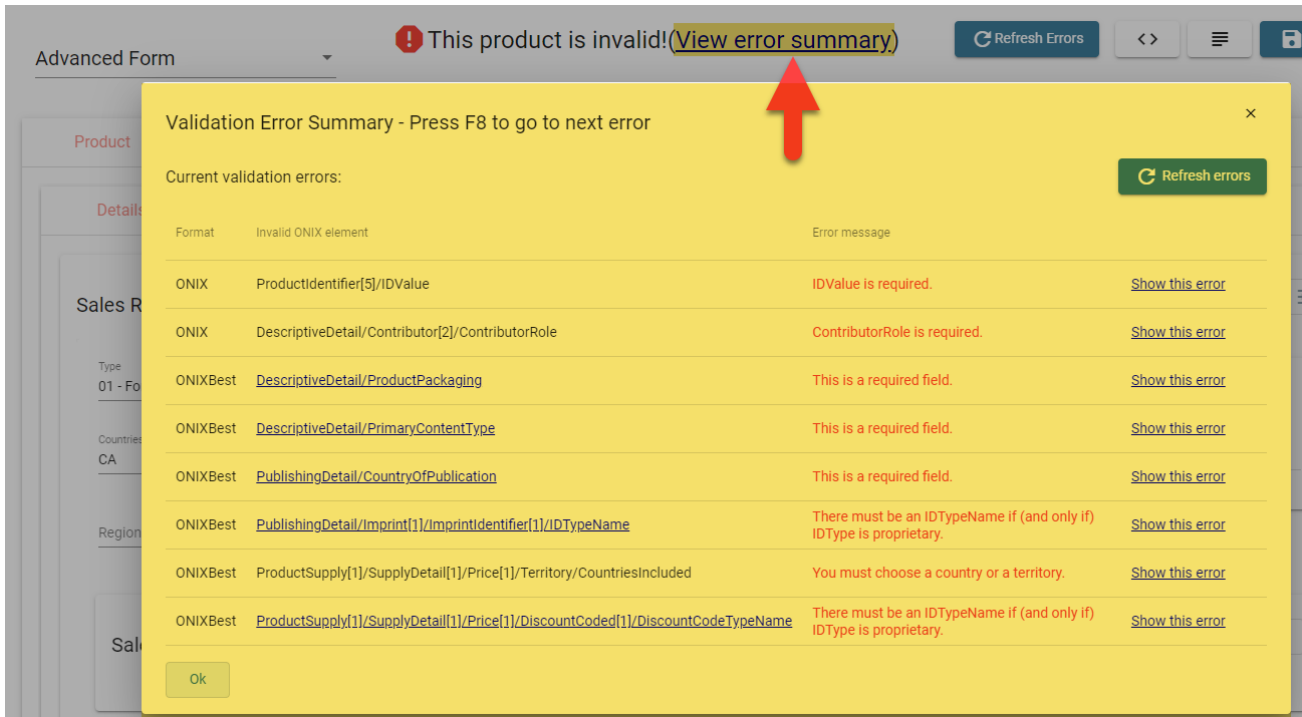
### Title

Title must contain a TitleText or TitleWithoutPrefix.

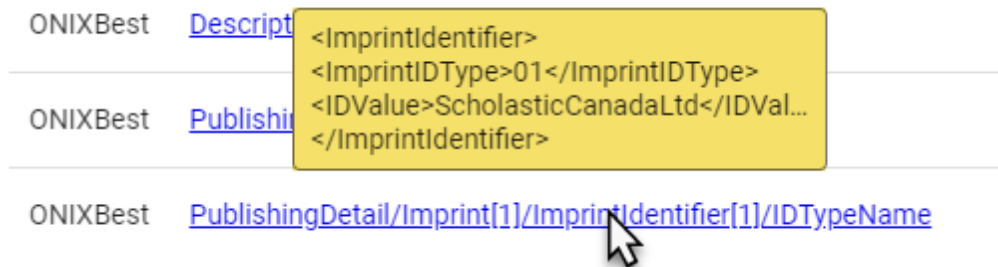
If an Entry Form Tab contains an error, it will also appear in red:

<p>Add media file by dropping it here! Or click to browse</p> 	Record reference	ISBN1
	000029911	9781
	<hr/>	
EAN	ISBN	
9780071579902	007	
<hr/>		
Title	Devlin's Boatbuilding: How to Build Any Boat the Stitch-And-Glue Way	
<hr/>		
Title prefix	Title without prefix	
<hr/>		
<p>General Information    Imprint    <b>Contributors</b>    Text    Supply detail</p>		
<p>Subtitle</p> <hr/>		
<p>Notification type</p> <p>03 - Notification confirmed on publication</p> <hr/>		
<p>EPUB technical protection</p> <hr/>		

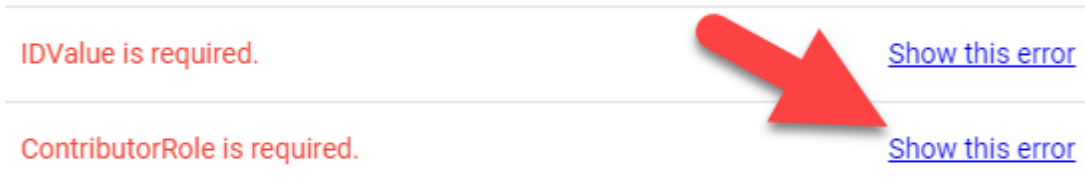
To get a complete list of all the validation errors of an ONIX product, you can click on the "View error summary" link to see it all in the error summary panel:



The error summary panel will show you every single validation error found in your current ONIX product. For each one, you'll see the [XPATH](#) where the error is located and some will present contextual data about that error when your cursor is placed over the XPATH link:



If you click on the "Show this error" link of a specific error, ONIXEDIT Cloud will move the focus on that field directly so you won't have to search for it in the interface:



### Contributor(s)

#  
2

Role

- A01 - By (author)
- A02 - With
- A03 - Screenplay by
- A04 - Libretto by
- A05 - Lyrics by
- A06 - By (composer)
- A07 - By (artist)

In the above case, the ContributorRole field was not defined and this is mandatory in the ONIX standard. Clicking on the "Show this error" link move the cursor directly in the erroneous field for an easy fix...

Important tips #1: If you have one thing to remember when it came time to fix validation errors, it is the **magic F8 key**. Pressing on it from anywhere in the ONIXEDIT Cloud Entry Form will bring the cursor directly to the next validation error until no more.

✓ This product is valid! <>

reference 29911	ISBN13 9780071579902
071579902	ISBN 10 0071579907

n's Boatbuilding: How to Build Any Boat the Stitch-And-Glue Way

prefix

Contr

sure un

t & Audience

Mea

Pressing F8 from an ONIX product 100% valid

No more errors!

You're good! No more validation errors found in this product.

OK

## Entry Form Controls

As for any web form, ONIXEDIT Cloud provides many different controls that you will have to use. Here is a brief description of important things you should know about them:

- Text box: These are the most common data entry controls included in ONIXEDIT Cloud Entry Form. They are very simple to use as shown in the following picture:

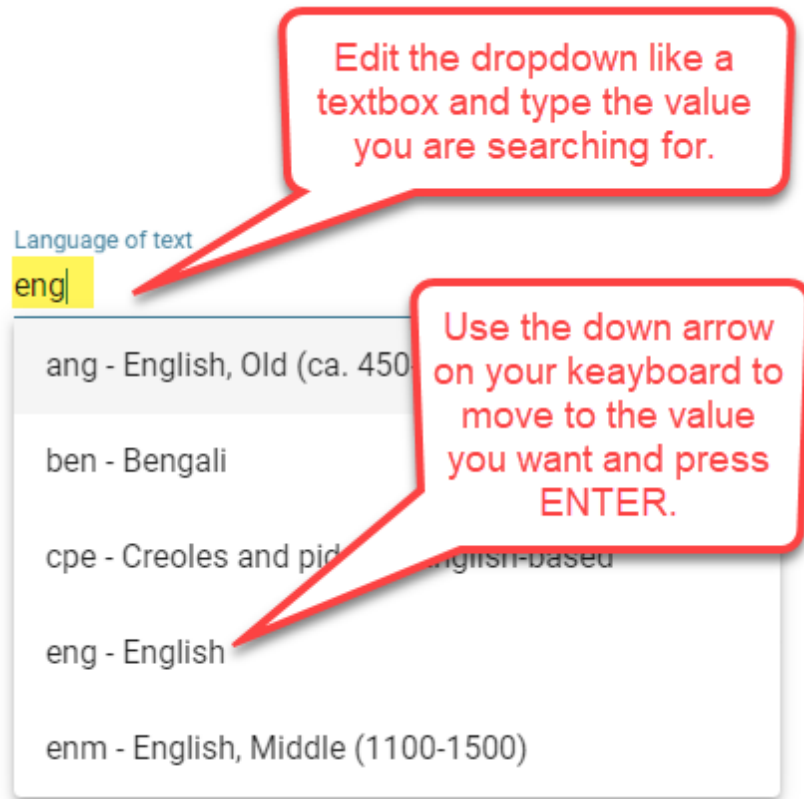
The image shows a screenshot of an ONIXEDIT Cloud entry form with several text boxes and annotations. The form fields are:

- Record reference:** 1
- ISBN13:** 9781556228568
- EAN:** 9781556228568
- ISBN 10:** (empty)
- Title:** (empty)
- Title prefix:** The
- Title without prefix:** Title

Annotations in red boxes and arrows explain text box controls:

- A red box with the text "Edit the content of a textbox simply by clicking on it." has an arrow pointing to the ISBN13 field.
- A red box with the text "Pressing TAB after editing a field will move focus and edit the next one." has arrows pointing from the ISBN13 field to the ISBN 10 field, and from the Title field to the Title without prefix field.
- A red arrow points from the Title field down to the Title prefix field.
- A red arrow points from the Title prefix field to the Title without prefix field.

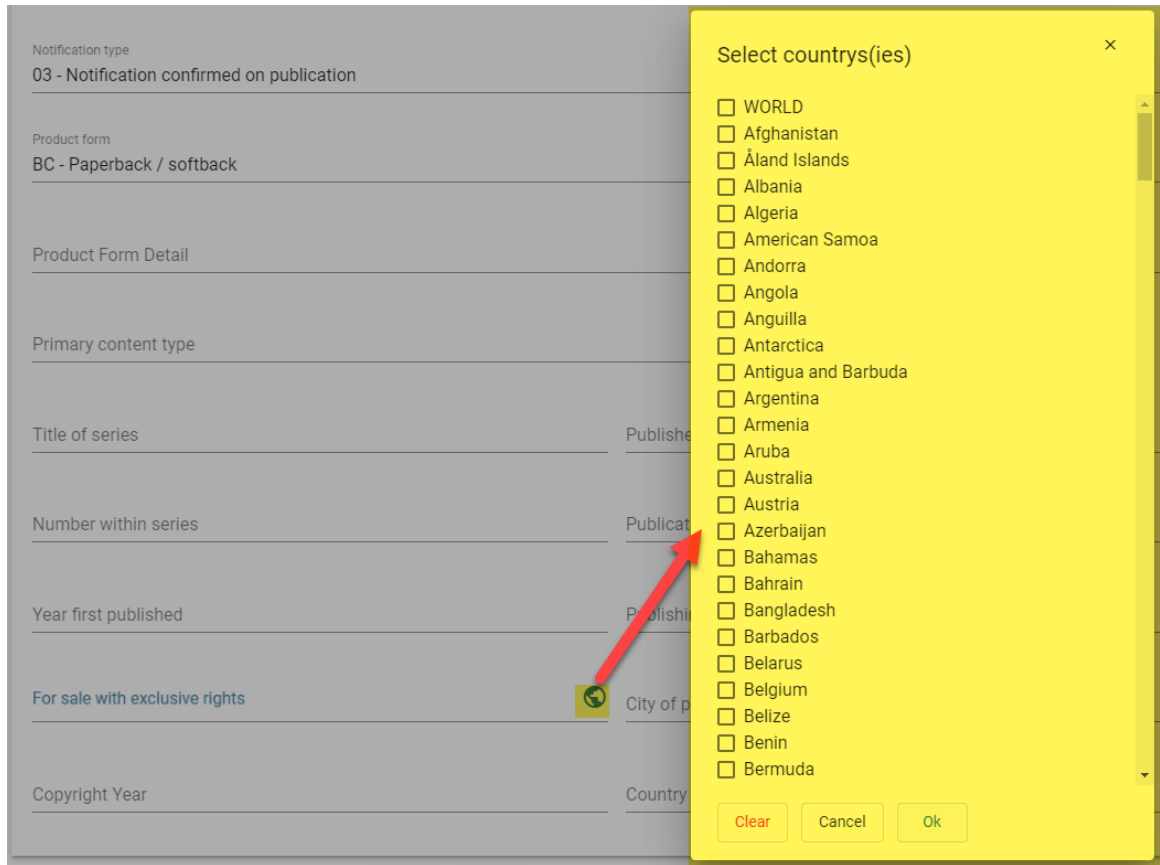
- Drop Down List: You will find many Drop Down lists in the Entry Form. You can simply click on it as for any regular text box and enter some letters composing the value you are searching for or use the up and down arrows to select the desired value and press Enter:



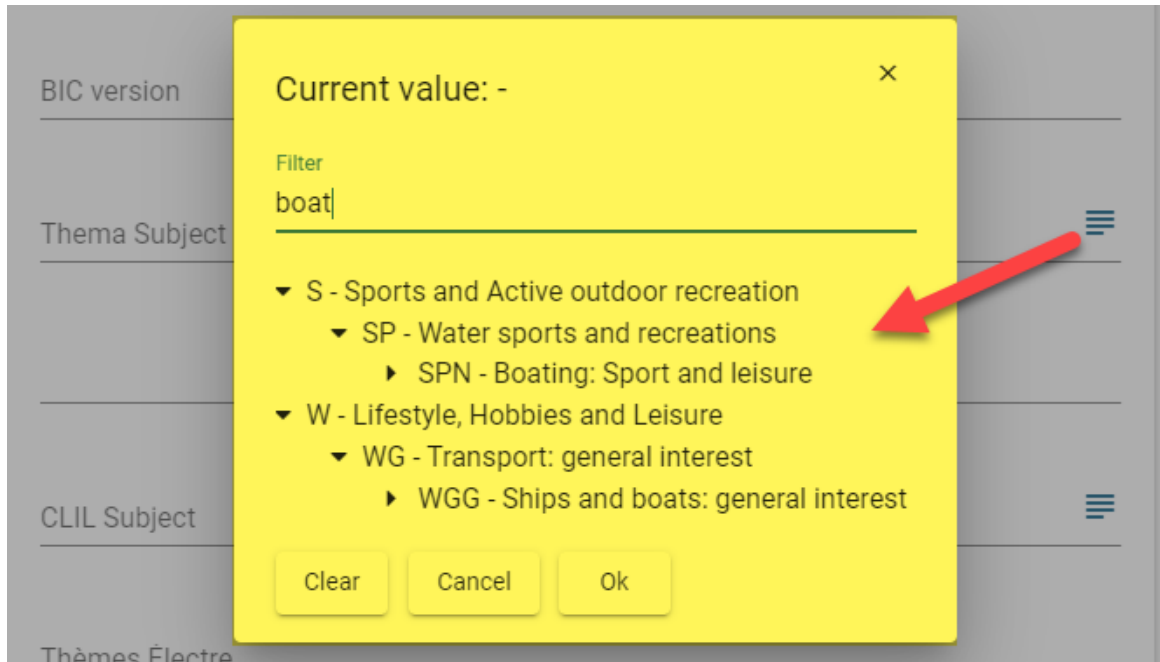
To clear content of a Drop Down list, just edit it and delete the value.

- Special Selector: Some text boxes will show special icons at right. When you click on those icons, a special selector will pop up, like the countries selector:





Or the Thema Subjects selector:



- HTML Editor: ONIXEDIT Cloud allows you to define many different

kinds of descriptive text to support your marketing efforts. This editor can be found in the Text tab of the Simplified Form or in the collateral detail tab of the Advanced Form. You can simply enter non-formatted text directly in the corresponding text box:

Or use the Rich Text box editor to create HTML formatted text:

- Included List: You will also find different included lists allowing you to define one or more sub-records associated with an ONIX title. As an example, the following list allows you to define one or many contributors:

General Information		Imprint		Contributors		... detail		Subject & Audience	
Role	Person Name	Person Name Inverted	Corporate Name	Country					
> A01	Robin R Vallacher	Vallacher, Robin R			<b>+ Add</b>				
> A01	Andrzej Nowak	Nowak, Andrzej			✖ Remove				

Click the "Add" button to get a new record in the included list.

Use this button to delete a record from the included list

Some included lists will show this icon at the left of each record:

Role	Person Name
> A01	Robin R Vallacher
> A01	Andrzej Nowak

It indicates that only the main fields are shown. Click on it to show all the fields of the included list record:

Role	Person Name	Person Name Inverted	Corporate Name	Country																				
▼ A01	Robin R Vallacher	Vallacher, Robin R			<b>+ Add</b>																			
<table border="1"> <tr> <td>First name (bef. key)</td> <td>Name (key)</td> <td>Person Name</td> </tr> <tr> <td>Robin R</td> <td>Vallacher</td> <td>Robin R Vallacher</td> </tr> <tr> <td>Person Name Inverted</td> <td>Corporate Name</td> <td>Role</td> </tr> <tr> <td>Vallacher, Robin R</td> <td></td> <td>A01 - By (author)</td> </tr> <tr> <td>Country</td> <td colspan="2"></td> </tr> </table>										First name (bef. key)	Name (key)	Person Name	Robin R	Vallacher	Robin R Vallacher	Person Name Inverted	Corporate Name	Role	Vallacher, Robin R		A01 - By (author)	Country		
First name (bef. key)	Name (key)	Person Name																						
Robin R	Vallacher	Robin R Vallacher																						
Person Name Inverted	Corporate Name	Role																						
Vallacher, Robin R		A01 - By (author)																						
Country																								
> A01	Andrzej Nowak	Nowak, Andrzej			✖ Remove																			

## How to

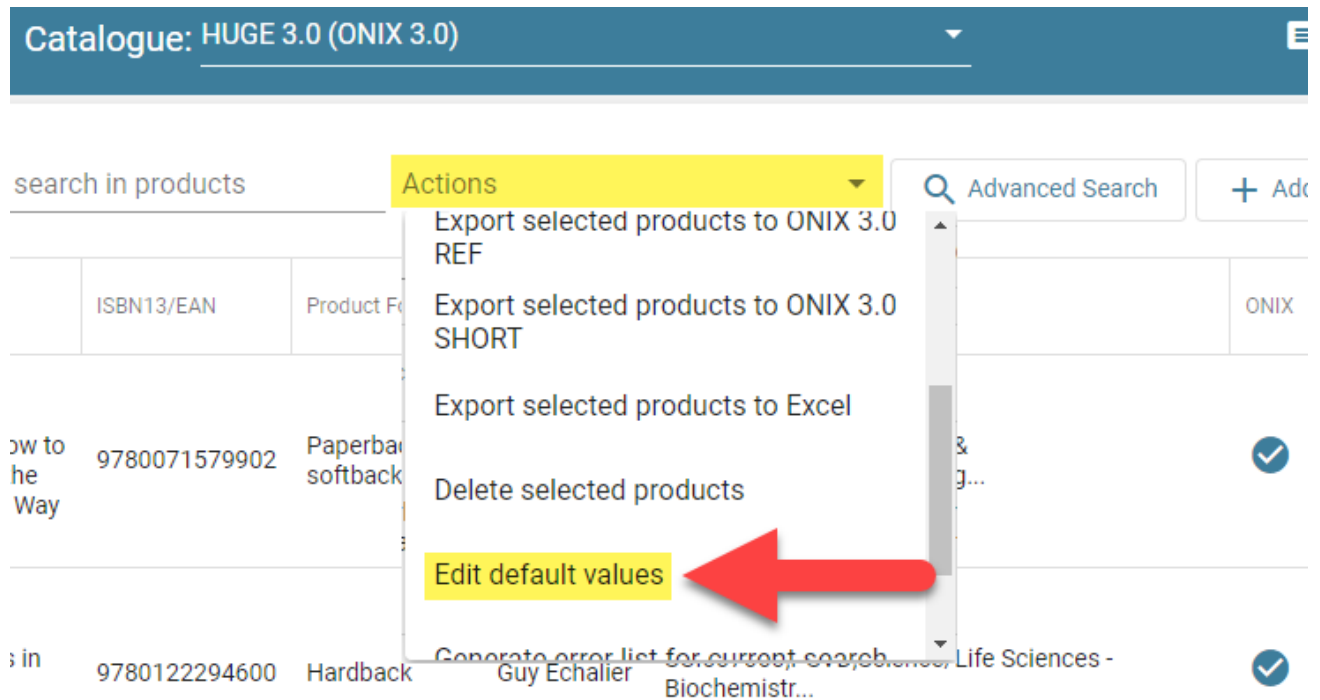
---

- [Define default values](#)
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- [Make a backup of my metadata](#)
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- [Duplicate a title](#)
- [Use the Transmit to partners module](#)
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## Define default values

You can define default values that will be automatically added to your new ONIX metadata titles. To do so, follow these easy steps:

1- From the Actions menu of the Main List, select "Edit default values":



2- ONIXEDIT Cloud will open the Entry Form and will show you this message:

*Use the Simplified or Advanced Form to define your default values and save it. Each subsequent new titles will automatically be filled with these default values. You can change your default values whenever you want. Please, click OK to continue..*

3- Close the message by clicking the OK button. You will then have access to the Entry Form. You can use the Simplified or the Advanced form at your convenience. All the values that you define in this default values window will be added automatically when you create new titles.

4- When done, just click on the Save icon to get back to the Main List.

You can take advantage of this function to input values specific to your business which will then be repeated from one title to another. You can also define records of included lists such as prices which you want to be added automatically by ONIXEDIT. You then just make changes specific to each title when you create it. Also, you can modify your default values anytime.



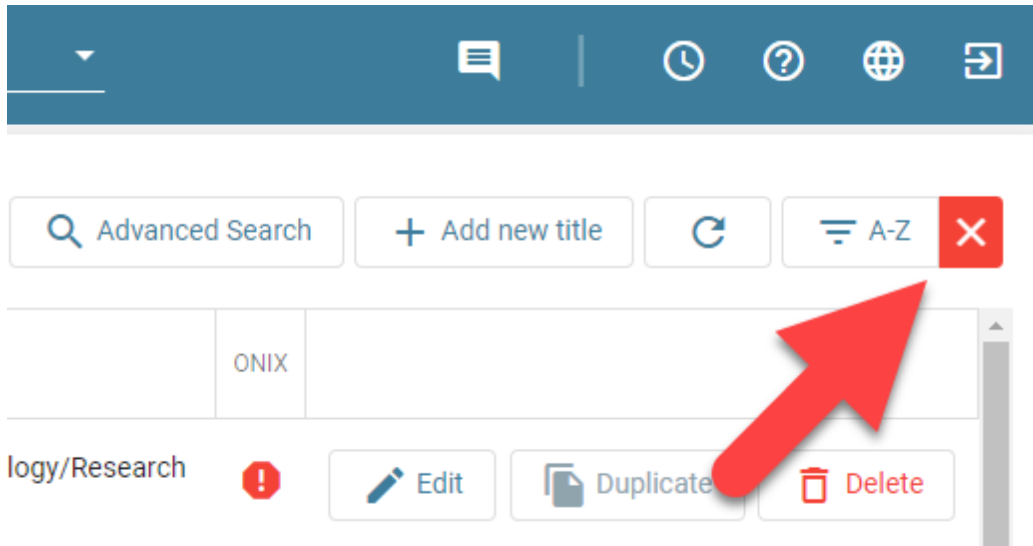
## Export an ONIX file

Keeping your ONIX metadata in ONIXEDIT Cloud to be able to manage it from anywhere is a good idea. But there comes a time when you need to export it to an ONIX file on your computer. Fortunately, ONIXEDIT Cloud makes this very easy to do.

### Create an ONIX file with all of your titles:

If you want to have a backup copy of all your precious metadata or need to share your complete collection of titles to a partner, you can follow these steps:

1- From the Main List, click on the Red X at the right of the Index tool if you see it to be sure there are no active search in your current catalogue:



2- From the Actions menu, select the "Export selected titles to ONIX..." corresponding to the export ONIX format that you need. Depending on the cases, you may see:

- Export selected titles to ONIX 2.1 REF: You'll get an ONIX 2.1 file with long reference tags;
- Export selected titles to OXNI 2.1 SHORT: You'll get an ONIX 2.1 file with short tags;
- Export selected titles to ONIX 3.0 REF: You'll get an ONIX 3.0 file with long reference tags;
- Export selected titles to OXNI 3.0 SHORT: You'll get an ONIX 3.0 file with short tags;

3- You will see the following message box. Press Yes:

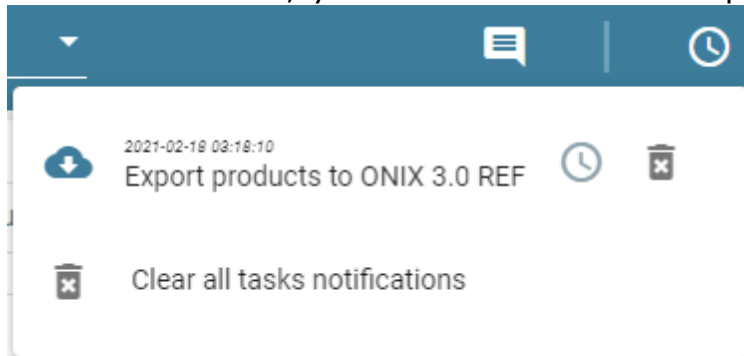
**Confirmation**

There is currently no product selected. Do you want to export all product in this catalogue as ONIX 3.0 REF file?

The resulting ONIX file will be produced by an automated task on our server. You'll see a red notification badge at the upper right corner of your ONIXEDIT Cloud window:



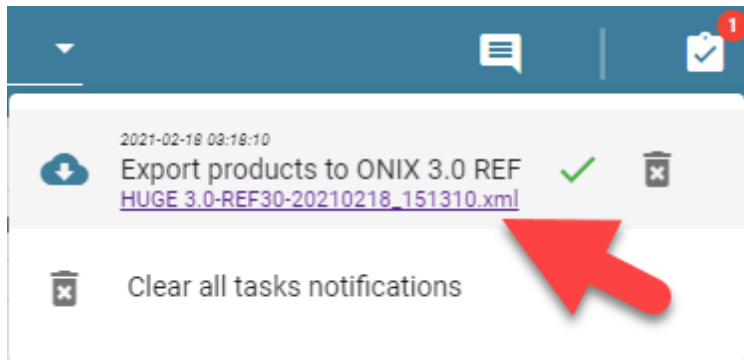
This indicates that we received your request and we are processing it. If you click on that icon, you'll see all the current pending tasks:



Once done, you'll see another notification badge indicate that one or more tasks are completed and ready to download:



Just open the notification window and click on the link of the file you want to download:



You can then grab that file and send it by email or FTP to a trading partners



or even, check its content using a text editor or another ONIX software such as [ONIXEDIT Pro](#). You can even share it with another ONIXEDIT Cloud user. Using the "Import an ONIX file" action that ONIXEDIT Cloud user will be able to import a copy of your metadata in his/her own ONIXEDIT Cloud account.

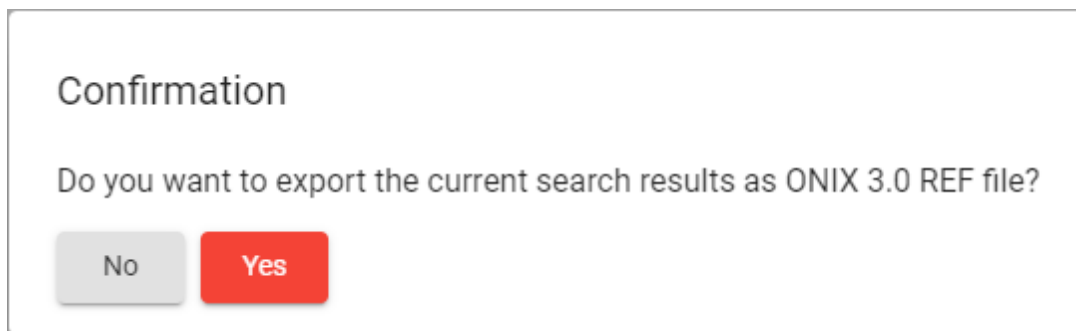
### Create an ONIX file containing titles found following a search:

This is exactly the same procedure to follow as the previous one, except that you will start with a search. Thus, if you need to export a subset of your titles, just follow these steps:

1- From the Main List, make a Search that will show the titles you want to export.

2- From the Actions menu, select the "Export selected titles to ONIX..." corresponding to the export ONIX format that you need.

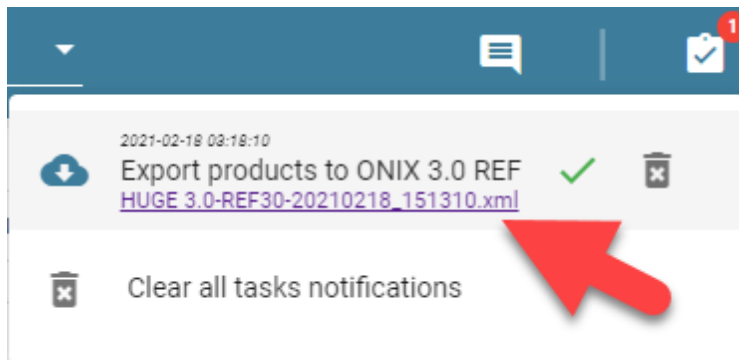
3- You will see the following message box. Click on Yes:



Your export request will be transmitted to our server and you should expect for your Notification button to show the completion icon:



Just open the notification window and click on the link of the file you want to download:

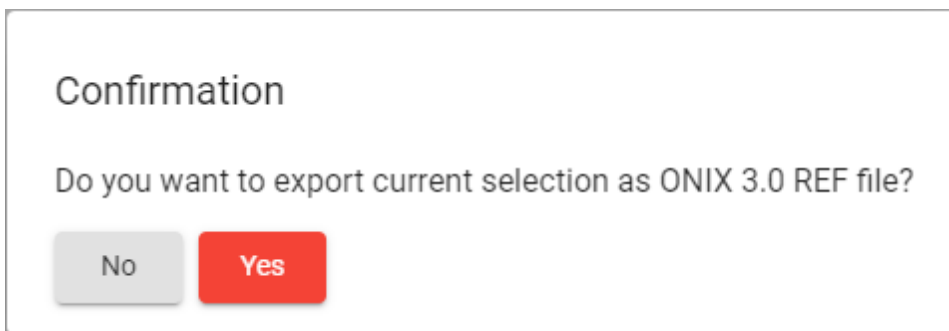


You can then use that ONIX file separately from ONIXEDIT Cloud.

### Create an ONIX file containing selected titles:

If you need to create an ONIX file having only titles that you can't get from a single search, follow these steps:

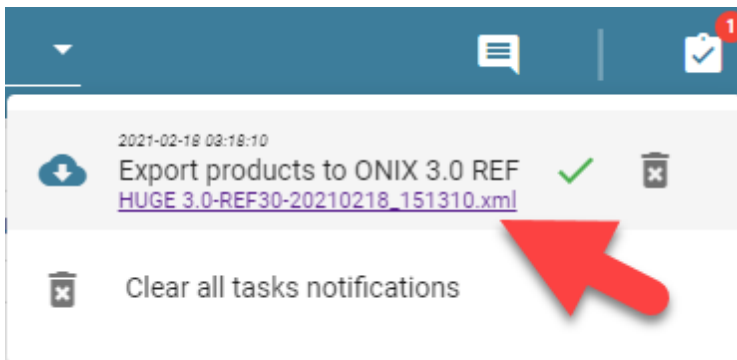
- 1- Make a selection of titles as explained in section [Selecting titles](#).
- 2- From the Actions menu, select the "Export selected titles to ONIX..." corresponding to the export ONIX format that you need.
- 3- You will see the following message box. Click on Yes:



Your export request will be transmitted to our server and you should expect for your notification button to show the completion icon:



Just open the notification window and click on the link of the file you want to download:



You can then use that ONIX file as you want.

## Make a backup of my metadata

At ONIXEDIT we take care of making a backup copy of your metadata automatically and we keep it for one week (ONIXEDIT Cloud and ONIXEDIT Server Hosted Model only). Indeed, if ever you need to restore a backup, you can contact us and we can go back up to 7 days before the current date. However, this operation will cost you some extra money.

However, you can still do a backup by yourself on your own computer and restore it at any time for free. Here's how to proceed: Just go to section [Export an ONIX file](#) and follow the steps in the first part entitled "Create an ONIX file with all of your titles". But be careful: [If you activated ONIX 3.0 support with option #1](#), you will have to export selected titles to ONIX 2.1 file to get a backup, **not to ONIX 3.0**.

As a result, you will have a complete ONIX file containing all of your titles. You can verify this by opening it with any text editor or browser. **Be sure you have all your titles in it...**

To restore it, use the "Import an ONIX file" action:

The screenshot shows the ONIXEDIT interface. At the top, there is a blue header bar with the text "Catalogue: HUGE 3.0 (ONIX 3.0)". Below this, there is a search bar with the text "search in products" and an "Advanced Search" button. A table of products is visible, with columns for ISBN13/EAN, Product Form, and ONIX. An "Actions" dropdown menu is open, showing several options: "Download the Excel template", "Import metadata from Excel template", "Import an ONIX file" (highlighted in yellow with a red arrow pointing to it), "Import images", and "Export selected products to ONIX 2.1 REF".

ISBN13/EAN	Product Form	ONIX
9780071579902	Paperback	ONIX
9780122294600	Hardback	ONIX

## Define cover images and other media files

One of the main problems in the transmission of ONIX files is without a doubt sending cover images which should accompany the titles. Of course, it is easy to [transmit an ONIX file](#) to your trading partner using ONIXEDIT Cloud. But what happens to the cover images? Unlike in Word, PowerPoint, Quark, or InDesign, when you are working on an ONIX document, images cannot be included. These external files are only referenced by their access paths, for example using a <MediaFileLink> (ONIX 2.1) or <ResourceLink> (ONIX 3.0) tag:

```
<MediaFileLink>
  C:\Documents and Settings\Admin\My
  Documents\Books\Book1\cover.jpg
</MediaFileLink>
```

Consequently, if you send your ONIX file by email or by FTP, your cover images locally referenced on your computer are not automatically transferred! However, ONIXEDIT offers a simple and effective solution to this problem: The Media Space. In your private media space, ONIXEDIT classifies the media files (cover images and others) associated with your books and ebooks, whatever their source, making everything easily available to your trading partners. As a result, each media file that you associate to your titles with ONIXEDIT Cloud will be available on the Internet to your trading partners. Instead of referring to a local file on your computer, the MediaFileLink tags in your ONIX files will refer to a URL like this:

```
<MediaFileLink>
  https://www.onixedit.com/MediaSpace/2FFEE8E5-2865-42D9-BDFA-
  D16A32C37941/46/90af5c9f-c94b-4574-baa4-
  9a718b810686/ONIXEDIT_UserManual.jpg
</MediaFileLink>
```

With ONIXEDIT Cloud, you can define cover images, contributor pictures, sample contents and all the media file types supported by the ONIX standard using two different methods:

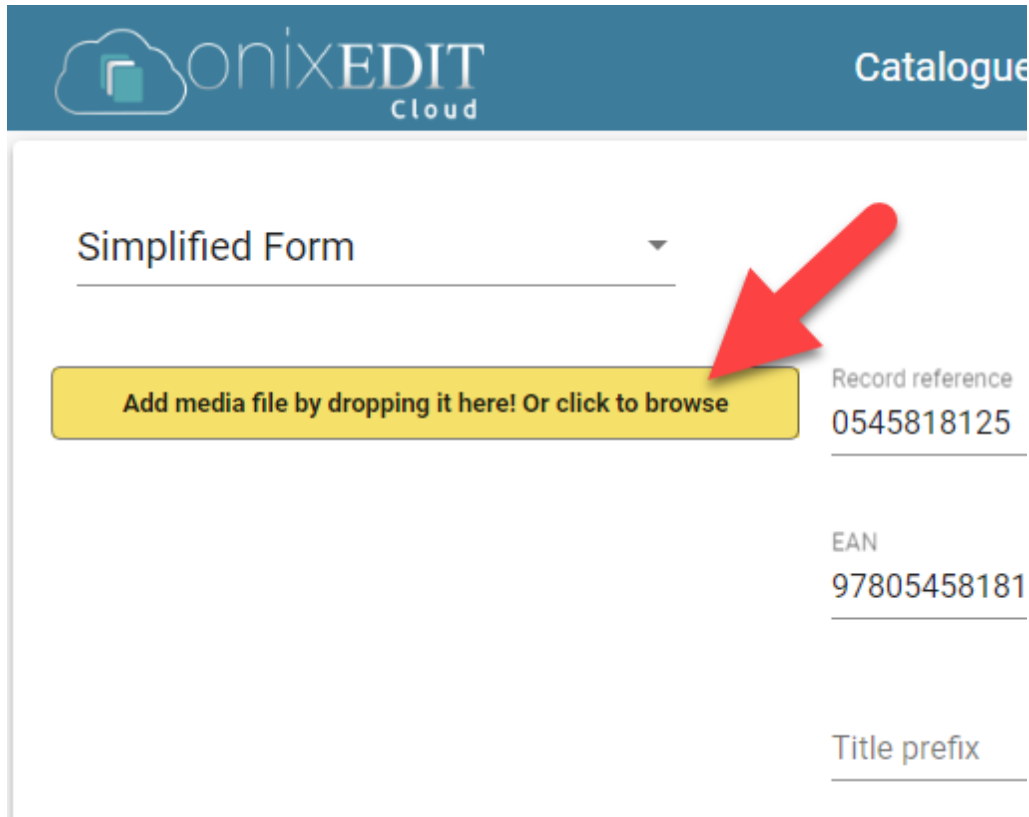
### Defining a media file for a specific title

If you want to add or modify a media file for a specific title, follow these steps:

1- [Find the title](#) to which you want to add a cover image or another type of media file and [Edit it](#).

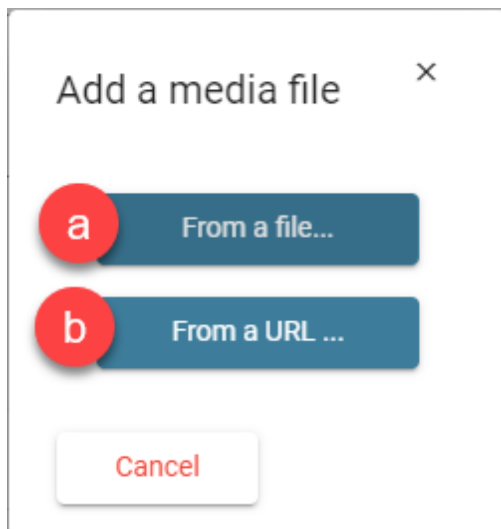
2- Right under the ONIXEDIT logo of the Entry Form, you will find the button "Add cover image by dropping it here! Or click to browse". You can drag &

drop the media file from your computer directly to the highlighted button on the screen capture below. Or you can simply click on that button:



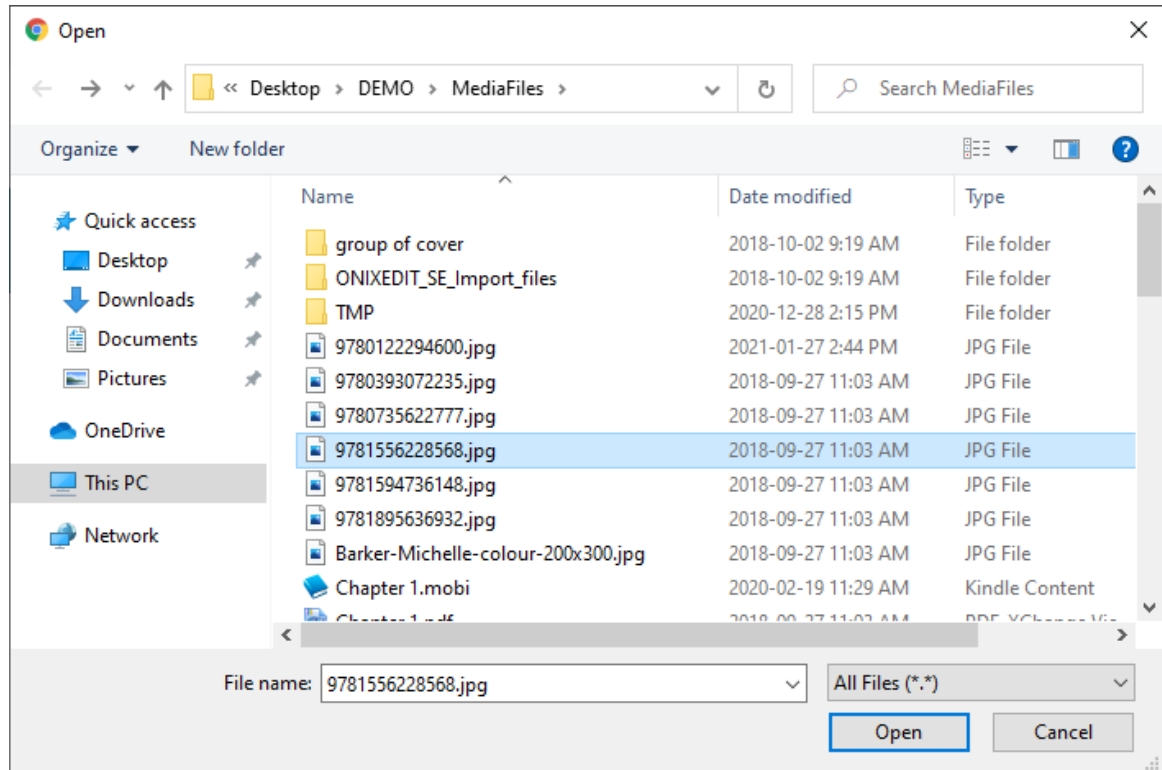
The screenshot shows the ONIXEDIT Cloud interface. At the top, there is a blue header with the ONIXEDIT Cloud logo and the word 'Catalogue'. Below the header, there is a dropdown menu labeled 'Simplified Form'. A yellow button with the text 'Add media file by dropping it here! Or click to browse' is highlighted with a red arrow. To the right of the button, there are three input fields: 'Record reference' with the value '0545818125', 'EAN' with the value '97805458181', and 'Title prefix'.

If you click on the button, you will see the following options:

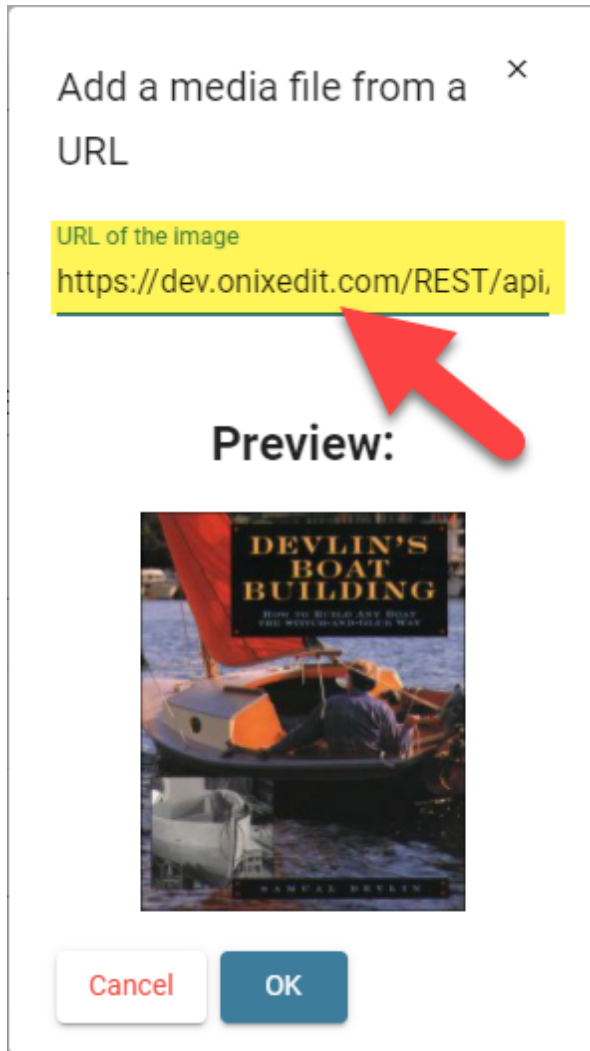


The screenshot shows a dialog box titled 'Add a media file' with a close button (X) in the top right corner. There are two buttons: 'From a file...' (labeled 'a') and 'From a URL ...' (labeled 'b'). A 'Cancel' button is located at the bottom left.

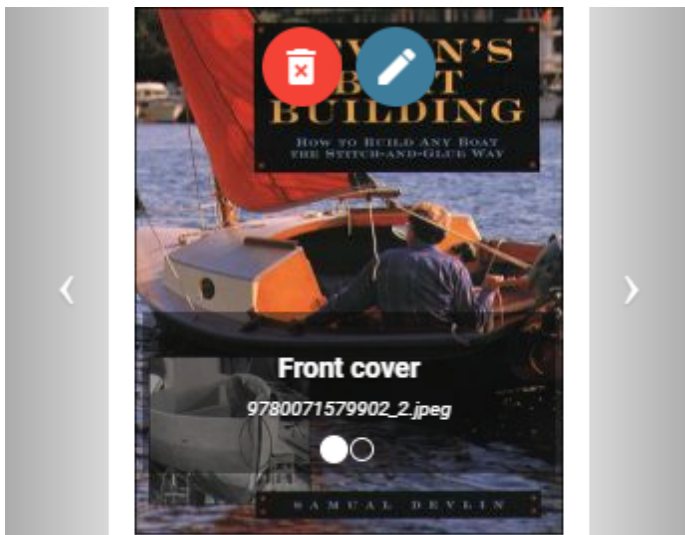
- a) Click on "From a file" button to open a standard File Open dialogue that you can use to select the media file to add to your title. Just select the media file on your computer or from a server you have access to and click on the "Open" button:



- b) Click on "From a URL" button if your media file is already available from the Internet and you know its complete URL address. You can then paste that URL in the following field and click the "OK" button to associate that image to your title:



No matter which method you'll choose, your media file will then be associated with your title:



If you import a cover image, ONIXEDIT Cloud will also create automatically, a second smaller image (a thumbnail) from your cover image. This allows us to provide fast rendering cover images in the main list.

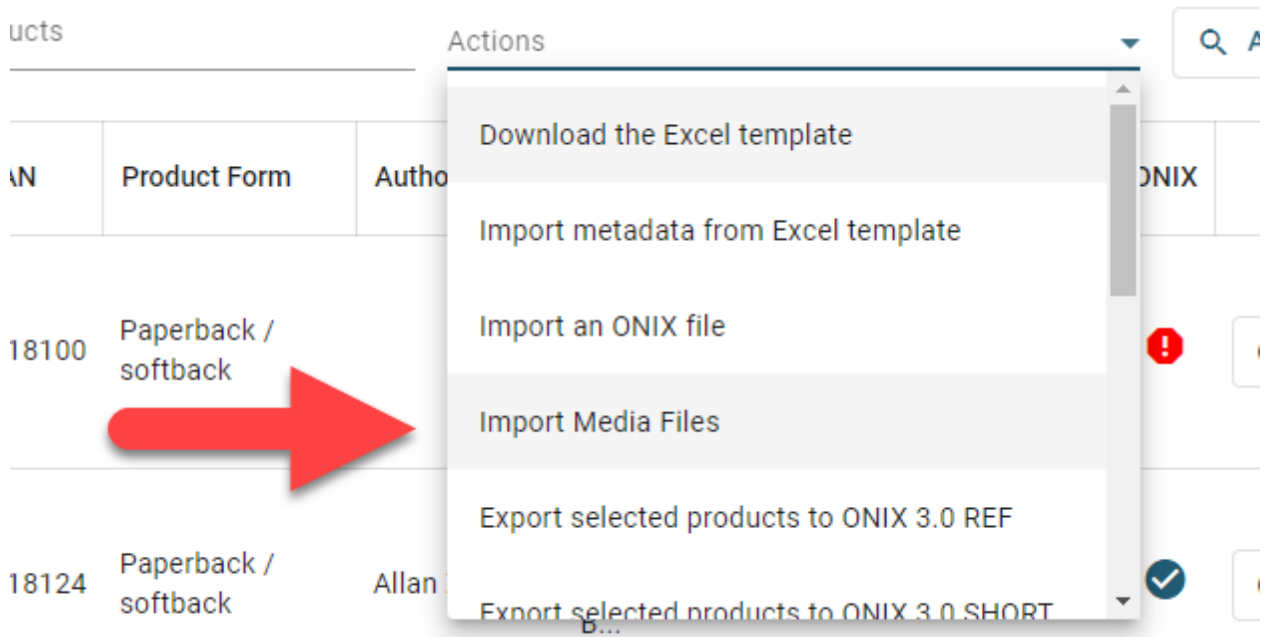
Important tips #1: You can delete a thumbnail but ONIXEDIT Cloud will recreate it immediately...

## Defining cover images and other media files for a series of titles

If you want to upload and associate multiple cover images and other kinds of media files specific to a series of titles in one single step, the fastest way to proceed is to use the "Import Media Files" action.

For instance, if you want to import a series of cover images, follow these steps:

- 1- First, prepare your cover images. They must be of type GIF, JPEG, JPG, PNG or TIFF and their name must include the ISBN 13, ISBN 10 or the RecordReference of the titles to which they must be associated.
- 2- Group all those cover images in a single folder and compress it as a .zip or .gz archive.
- 3- From the Main List, open the "[Actions](#)" drop-down menu and choose "Import Images".





4- A dialogue box will pop up. Ensure the Action is set to "Import from an archive file" (a) and Image type is set to "Front cover" (b). Then, click on "Browse" (c) to locate and select the archive file prepared at step #2.

**Import media files** [X]

Action  
Import from an archive file (a)

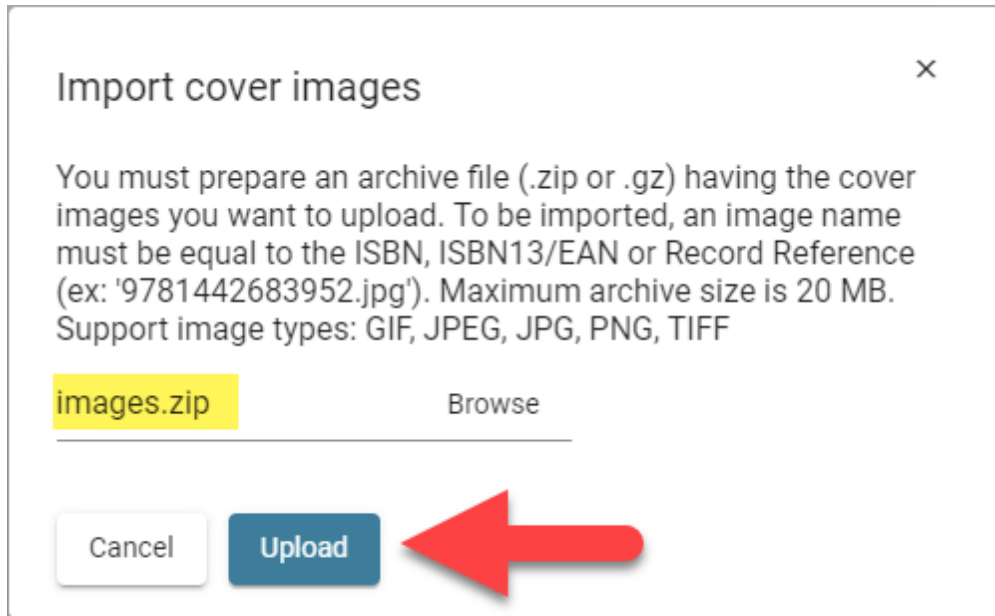
The imported file names must be the title id (ISBN, ISBN13, EAN or RecordReference) followed by the file extension:  
ex: 9780123456789.jpg  
Imported files keep their original name when sent to media space so make sure you use different names for different image types.  
Supported archive types are .zip and .gz

Choose the archive to import... (c) Browse

Image type  
Front cover (b)

Cancel Upload

5- Once your archive file is identified, click on the "Upload" button:



Your file will then be uploaded, decompressed and each cover image it contains will be automatically associated with the corresponding title based on its ID.

## Duplicate a title

It is easy to make a copy of an existing title with ONIXEDIT Cloud. As an example, if you have to create an eBook version of a printed book, you can proceed as follows:

- 1- Form the Main List, [search for the title](#) you want to duplicate.
- 2- Once you find it, click on the duplicate button of the title you want to copy:

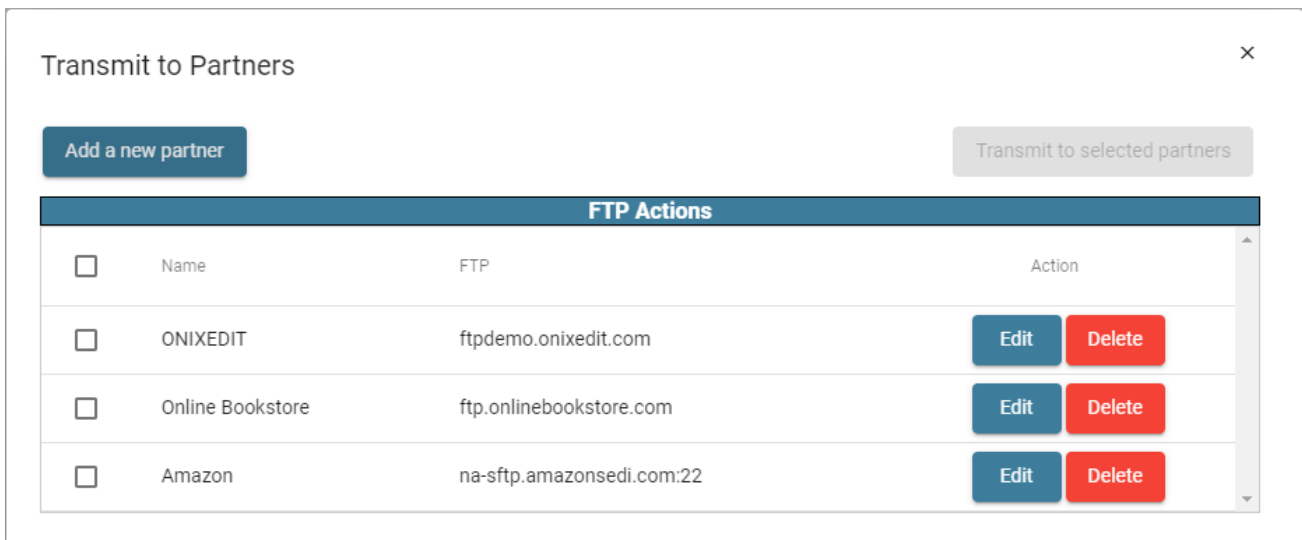
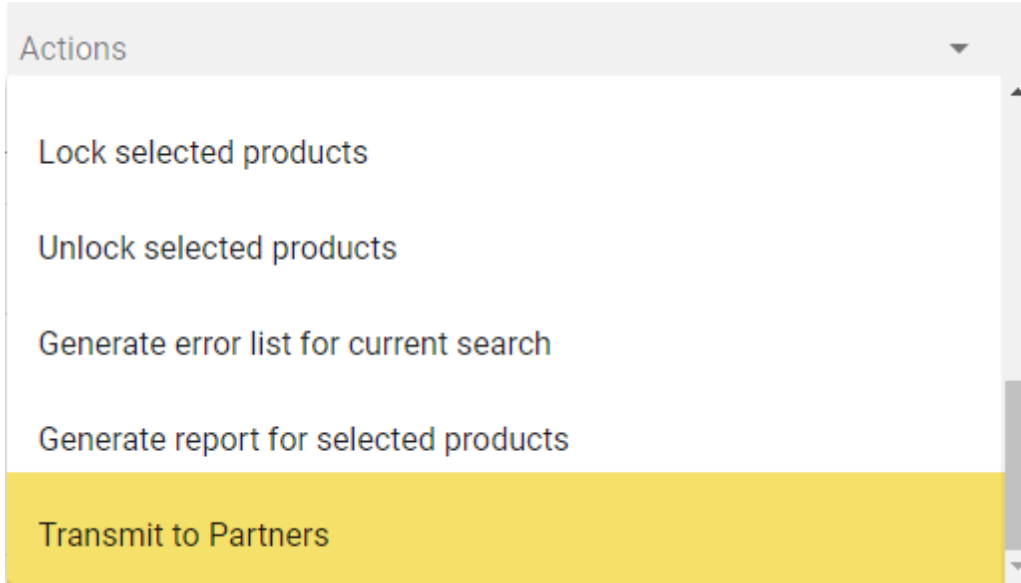
The screenshot shows the ONIXEDIT Cloud interface. At the top, there is a navigation bar with a dropdown menu, an 'Advanced Search' button, an 'Add new title' button, a refresh button, an 'A-Z' filter button, and a close button. Below this is a table with columns for 'Subjects' and 'ONIX'. The table contains two entries. The first entry has the subject 'SPO005000;WSSN;Sports & Recreation/Boating;Boating...' and a checked checkbox. To its right are three buttons: 'Edit', 'Duplicate' (highlighted in yellow), and 'Delete'. A large red arrow points down to the 'Duplicate' button. The second entry has the subject 'SCI007000;PSVD;Science/Life Sciences - Biochemistr...' and a checked checkbox, with 'Edit', 'Duplicate', and 'Delete' buttons to its right.

3- The Entry Form will open with a complete copy of the title. However, the ISBN13 and the Record Reference fields will be empty because each distinct ONIX title must have distinct ISBN and Record Reference even if they concern the same book.

4- You can make the modifications you want and save that new title. If you don't save it, the duplicated title won't be kept in your current catalogue.

## Use the Transmit to partners module

You can use the Transmit to Partners function from the Actions menu on selected titles or your last search result to transmit your ONIX metadata feed and cover images to your trading partners using the FTP/SFTP protocols:



You need to create one FTP/SFTP profile for each of your partners to whom you wish to send your ONIX metadata feeds on a regular basis. For instance, if you want to transmit your ONIX feed to Amazon, you must get the SFTP address and credentials provided to you by Amazon and set it as a partner in the partners list. To do so, just click on the "Add a new partner" button:

### Transmit to Partners

**Add a new partner** ←

<input type="checkbox"/>	Name	FTP
<input type="checkbox"/>	ONIXEDIT	ftpdemo.onixedit.cc

Next, type the FTP/SFTP address, your username and password as well as the dedicated path where your ONIX file should go as instructed by your partner:

#### Edit Partner

Use this form to set up a new partner to which you will be able to transmit your ONIX metadata.

Recipient Name\*  
Amazon

Connection Type  
SFTP

Address\*  
na-sftp.amazonsedi.com:22

Username  
7u5D##-8UDkSC8

Password  
●●●●●●●●●●●●●●●●

Explicit FTP over TLS

Passive Transfer

Remote path for ONIX file  
to\_amazon

Optionally, you can also activate "Explicit FTP over TLS" and "Passive transfer" options. Refer to the specifications provided by your partner to know if you must activate these options or not.

ONIXEDIT Cloud offers various options to name your ONIX file at your partner's FTP site:

The screenshot shows a configuration panel for naming ONIX files. It features a 'Filename' header with a help icon. Below it are two checkboxes: 'Ask for filename' (marked with a red '1') and 'Use [TitlePage File Naming Conventions](#) for ONIX file extensions (.XOT and .COT)' (marked with a red '2'). Underneath is a 'Filename Mask' input field containing 'ONIXEDIT\_' (marked with a red '3'). To the right is a 'Tokens' dropdown menu (marked with a red '4').

1. You can type a new filename each time you transmit an ONIX file to your partner by checking the option named "Ask for filename".
2. You can also comply to [TitlePage File Naming Conventions](#). TitlePage is the Australian book industry's pricing and availability service. Visit [this page](#) for more information. If you check this option, ONIXEDIT Cloud will automatically configure the Filename Mask as [ddMMyyyyHHmmss] in order to always transmit an ONIX file with a different name at each new transmission. During the transmission, the file will be defined with extension ".XOT". Once the transmission is completed, the extension is renamed to ".COT". Without this option activated, the ONIX file will be transmitted with the standard ".xml" extension.
3. The Filename Mask can be defined to automatically configure the ONIX filename with a prefix and/or suffix with or without timestamp tokens. For instance, you can set it to "ONIXEDIT\_[ddMMyyyyHHmmss]". The ONIX files transmitted will be named with the prefix "ONIXEDIT\_" followed by the current date and time. If you leave the Filename Mask empty, ONIXEDIT Cloud will use your catalogue name as the prefix and the current date and time as the suffix.
4. If you click on Tokens, you will see a drop-down list showing different timestamp tokens that you can add to your Filename Mask.

If requested by your partner, you can also transmit each cover image file associated with each title directly to your partner's FTP:

### Cover Images ?

Copy Cover Images

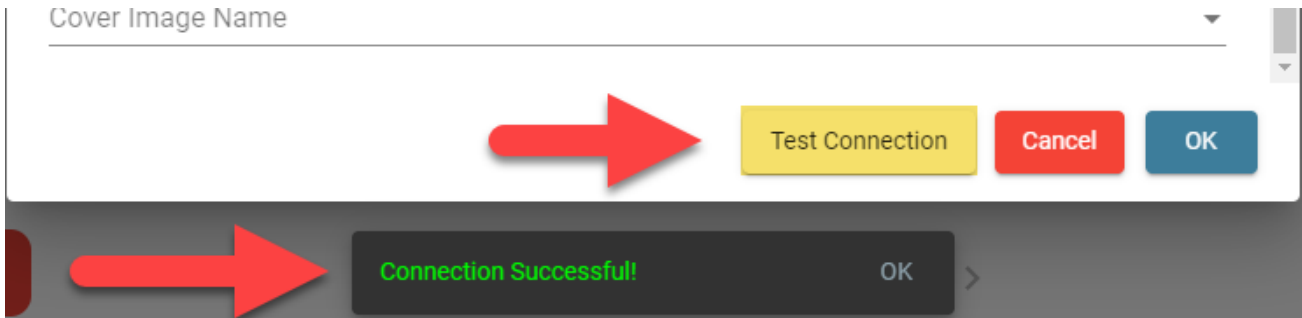
Remote path for Images  
to\_amazon

---

Image name Mask Tokens  
ISBN13

Cancel Test Connection OK

The "Test Connection" button allows you to check if the FTP/SFTP address and your credentials are valid:



If the connection test is successful, click on OK to save your new partner.

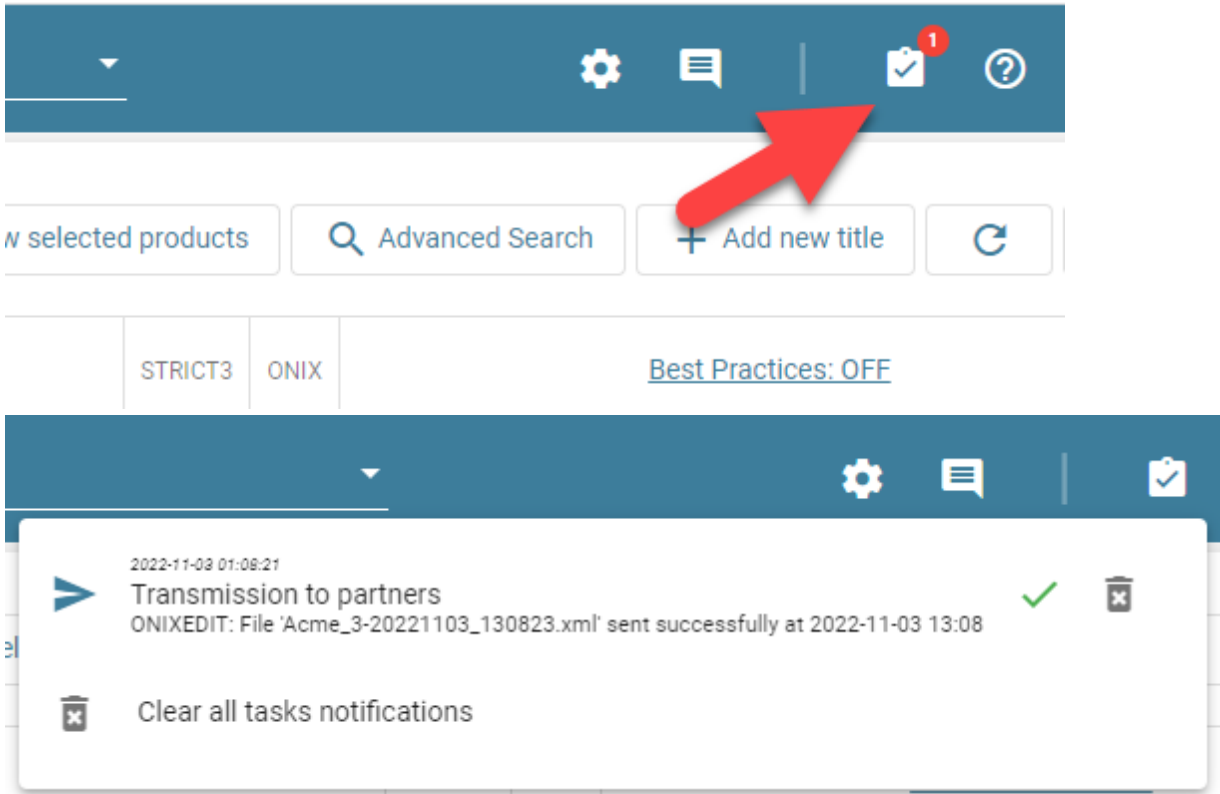
When you are ready to transmit your ONIX titles to one or more partners, just select the recipients you would like to update in the list and click on the button named "Transmit to selected partners":

### Transmit to Partners ×

Add a new partner
2 Transmit to selected partners (1)

FTP Actions			
	Name	FTP	Action
<input checked="" type="checkbox"/>	ONIXEDIT	ftpdemo.onixedit.com	<span>Edit</span> <span>Delete</span>
<input type="checkbox"/>	Online Bookstore	ftp.onlinebookstore.com	<span>Edit</span> <span>Delete</span>
<input type="checkbox"/>	Amazon	na-sftp.amazonsedi.com:22	<span>Edit</span> <span>Delete</span>

After a short period of time, you should see a notification badge with the result of your latest transmission:





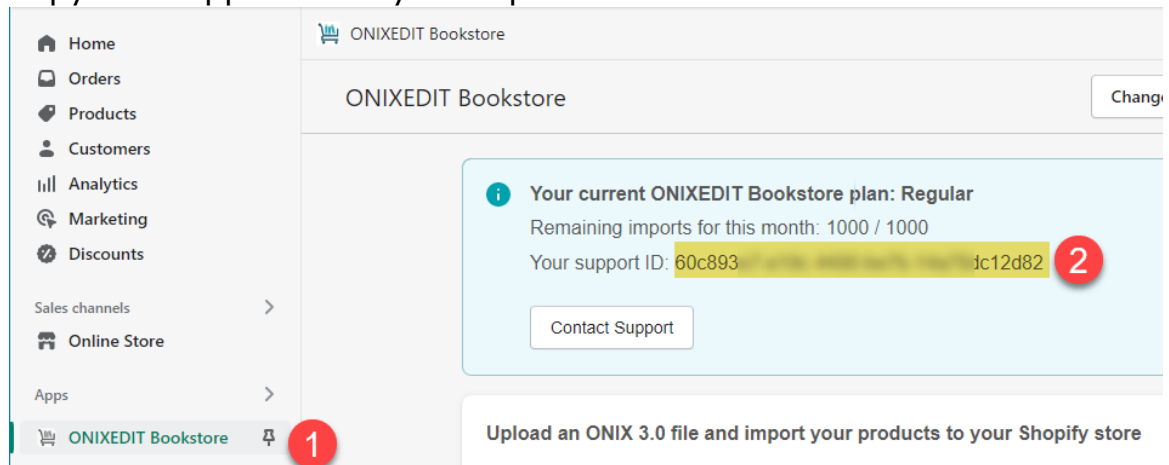
## Use ONIXEDIT Bookstore with ONIXEDIT Cloud

[ONIXEDIT Bookstore](#) allows anyone having a Shopify store to import an ONIX 3.0 file and automatically create/update books in your store.

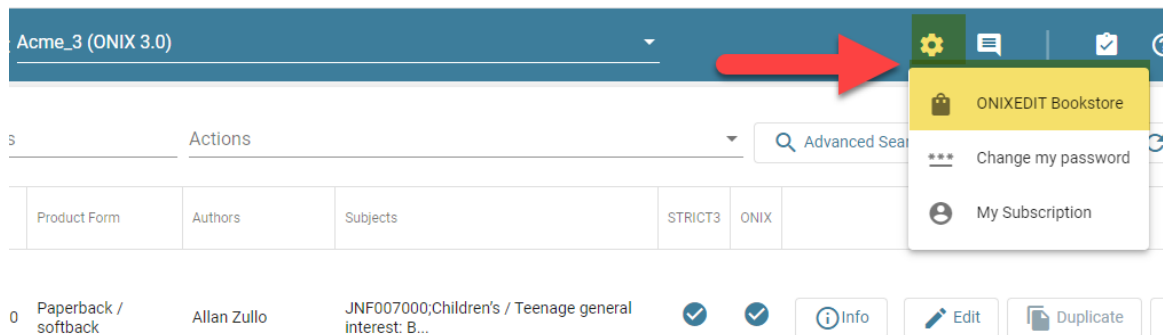
If ONIXEDIT Bookstore is installed in your Shopify Store or if you intend to do so from the [Shopify App Store](#), you will be able to transmit selected titles from your ONIXEDIT Cloud account directly to your Shopify Store without passing through an ONIX file in between.

To do so, proceed as follows:

1. From your Shopify Store, select ONIXEDIT Bookstore in the App menu
2. Copy the Support ID in your clipboard.



3. Back to your ONIXEDIT Cloud account, select "ONIXEDIT Bookstore" from the gear icon menu:




4. Paste the Support ID in the field dedicated for it in the ONIXEDIT Bookstore configuration form:

### ONIXEDIT Bookstore configuration

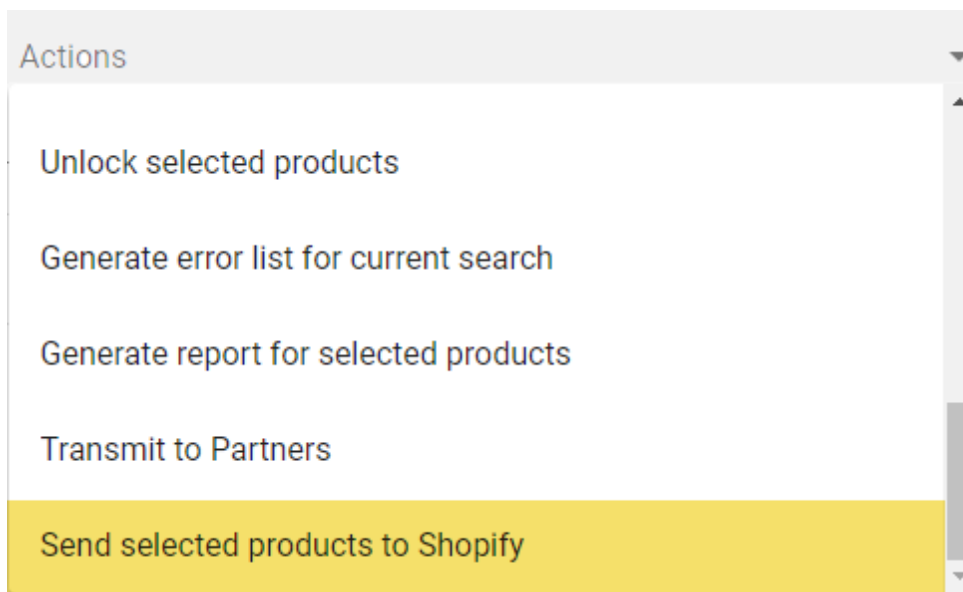
You can use ONIXEDIT Cloud to automatically create/update products in your Shopify Store using the ONIXEDIT Bookstore App. You must first install ONIXEDIT Bookstore from the Shopify App Store (coming soon) to get your Support ID and paste it below. Then, you will be able to transmit your metadata directly to Shopify using the "Export selected titles to Shopify" of the Actions menu.

Support ID  
60c89  :12d82



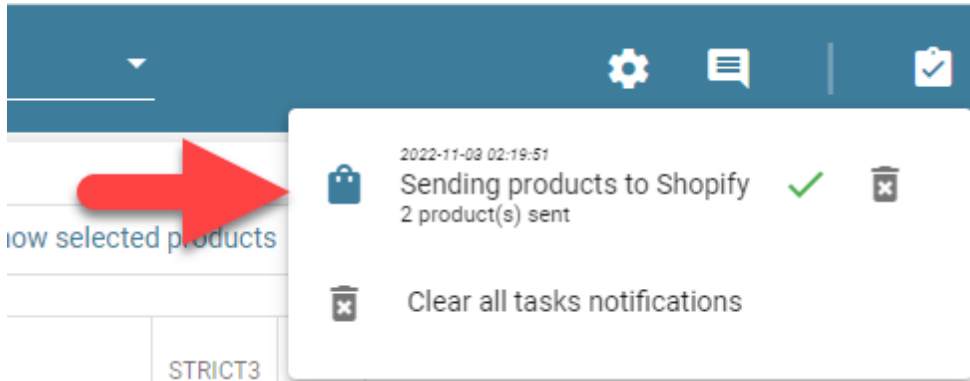
5. And click on "Test connection" button to check if everything is ok. You should see a message saying: "The configuration is valid and the connection is successful. Remember to save these settings".
6. Finally, click on "Save".

After completing the 6 steps above, you should see a new item named "Send selected products to Shopify" in the Actions menu:

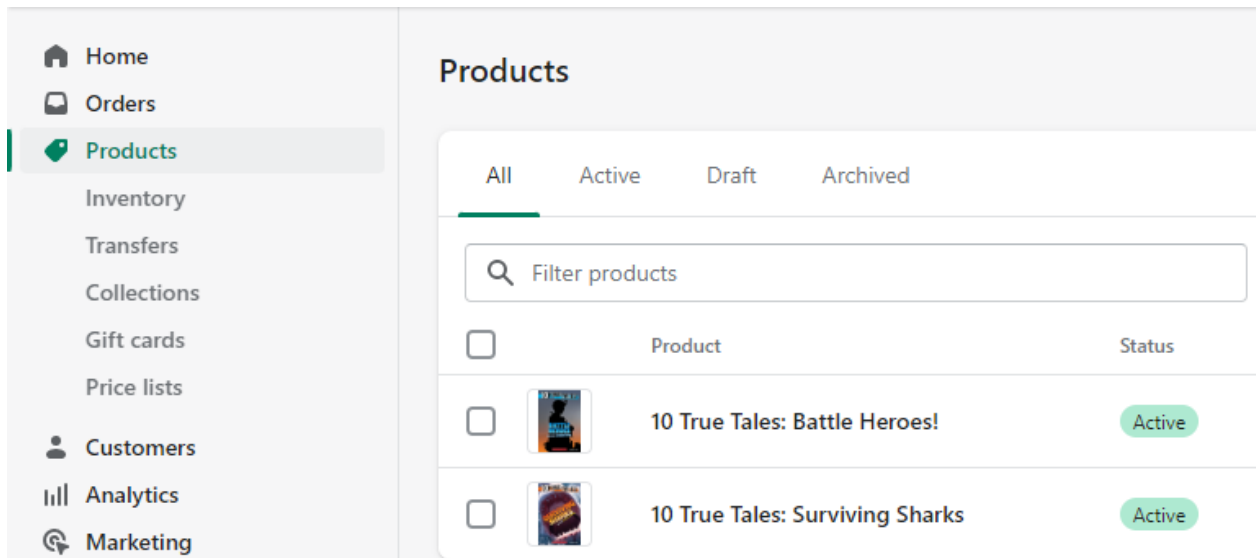


If you don't see that new item, try signing out and signing back in.

To update your Shopify store with titles from your ONIXEDIT Cloud account, just do a search or select the titles that you want to send and choose the "Send selected products to Shopify" item in the Actions menu. After a short moment, you should see a new entry in your notification panel:

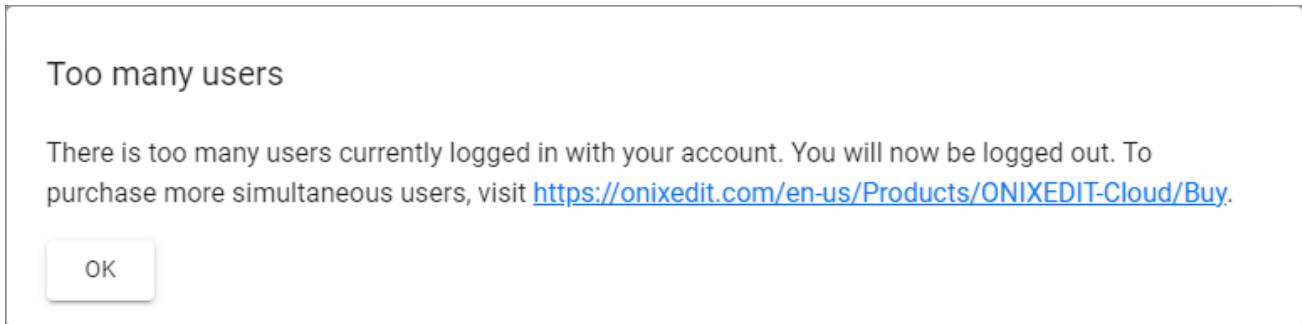


And the transmitted products in your Shopify store:

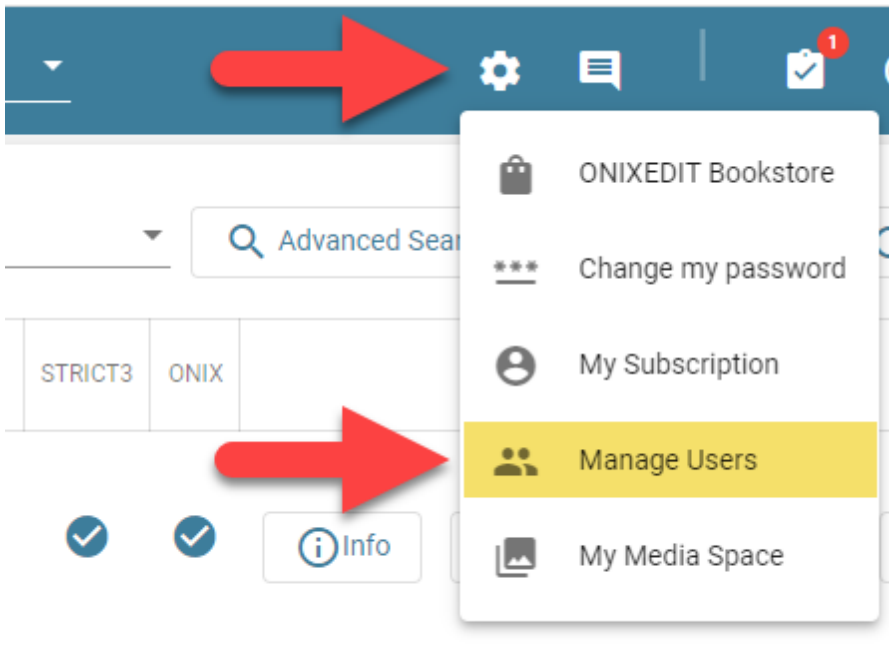


## Work collaboratively with other users

When you subscribe to ONIXEDIT Cloud, you get one user access by default which is defined using the same email and password that you defined when you registered at our website (onixedit.com). If ever another user tries to sign in at ONIXEDIT Cloud using the same credentials as you, you will lose your session and you'll see the following message at your next action:



But, don't panic! You can still work collaboratively with your colleagues and other users at the same time on the same ONIXEDIT Cloud catalogue simply by adding users to your account. To do so, click on the upper right Gear icon and select "Manage Users":



This action will open a dialog where you can manage authorized users. The first one is the account owner who is authorized to define new users. Under the list of authorized users, you can see your current user capacity:


Manage ONIXEDIT Cloud users ×

[Add new user](#)

Email	User Name	Unique Id	Read only	Actions
		3f7-62b7-4f33-afc7-08139ea43e6d	<input type="checkbox"/>	

[OK](#) [Buy more users](#)

1 current users out of a maximum of 3



If you need more, just click on the "Buy more users" button under this indicator:


Manage ONIXEDIT Cloud users ×

[Add new user](#)

Email	User Name	Unique Id	Read only	Actions
		3f7-62b7-4f33-afc7-08139ea43e6d	<input type="checkbox"/>	


[OK](#) [Buy more users](#)

1 current users out of a maximum of 3




To authorize a new user, click on the button named "Add new user":

Manage ONIXEDIT Cloud users ×

**Add new user** 

Email	User Name	Unique Id	Read only	Actions
		3f7-62b7-4f33-afc7-08139ea43e6d	<input type="checkbox"/>	

1 current users out of a maximum of 3

**OK** Buy more users 

You'll see the following dialog where you can define a new user:

## Manage ONIXEDIT Cloud users ×

Email \*  
anotheruser@acme.com

User Name \*  
Another User

Send a reset password email to the new user

Set password manually \*  
..... 🗑️

Confirm Password \*  
..... 🗑️

Read only user

**Set this option if you want the new user to have read only access to your ONIXEDIT Cloud catalogue.**

**Add**

And then, back to the user list, you'll see the new authorized user:

### Manage ONIXEDIT Cloud users



Add new user

Email	User Name	Unique Id	Read only	Actions
anotheruser@acme.com	Another User	7c7c74f0-245a-48e1-bd3e-626dbe22d980	<input checked="" type="checkbox"/>	<a href="#">Password reset</a> <a href="#">Edit</a> <a href="#">Delete</a>
[blurred]	[blurred]	[blurred]e3f7-62b7-4f33-afc7-[blurred];9ea43e6d	<input type="checkbox"/>	

2 current users out of a maximum of 3

OK

Buy more users



## Know when a title was last modified

Using the Main List "Info" button, you can get information about when a title was created and last updated and by whom:

Catalogue: ONIXEDIT\_3 (ONIX 3.0)

Product search in products Actions Advanced Search

**Title Info** [Close]

ID:  
63c8126ccb0d6b5b616e2968

---

Date Created:  
2023-01-18 10:38:20

---

Created By:  
Raoul Guénette

---

Date Last Modified:  
2023-01-18 14:36:51

---

Last Modified By:  
Another User

---

Last Validation Date:  
2023-01-18 10:38:21

---

Permalink (XML) <https://api4.onixedit.com/api/product/3.0/2785/63c8126ccb0d6b5b616e2968/xml> [Copy]

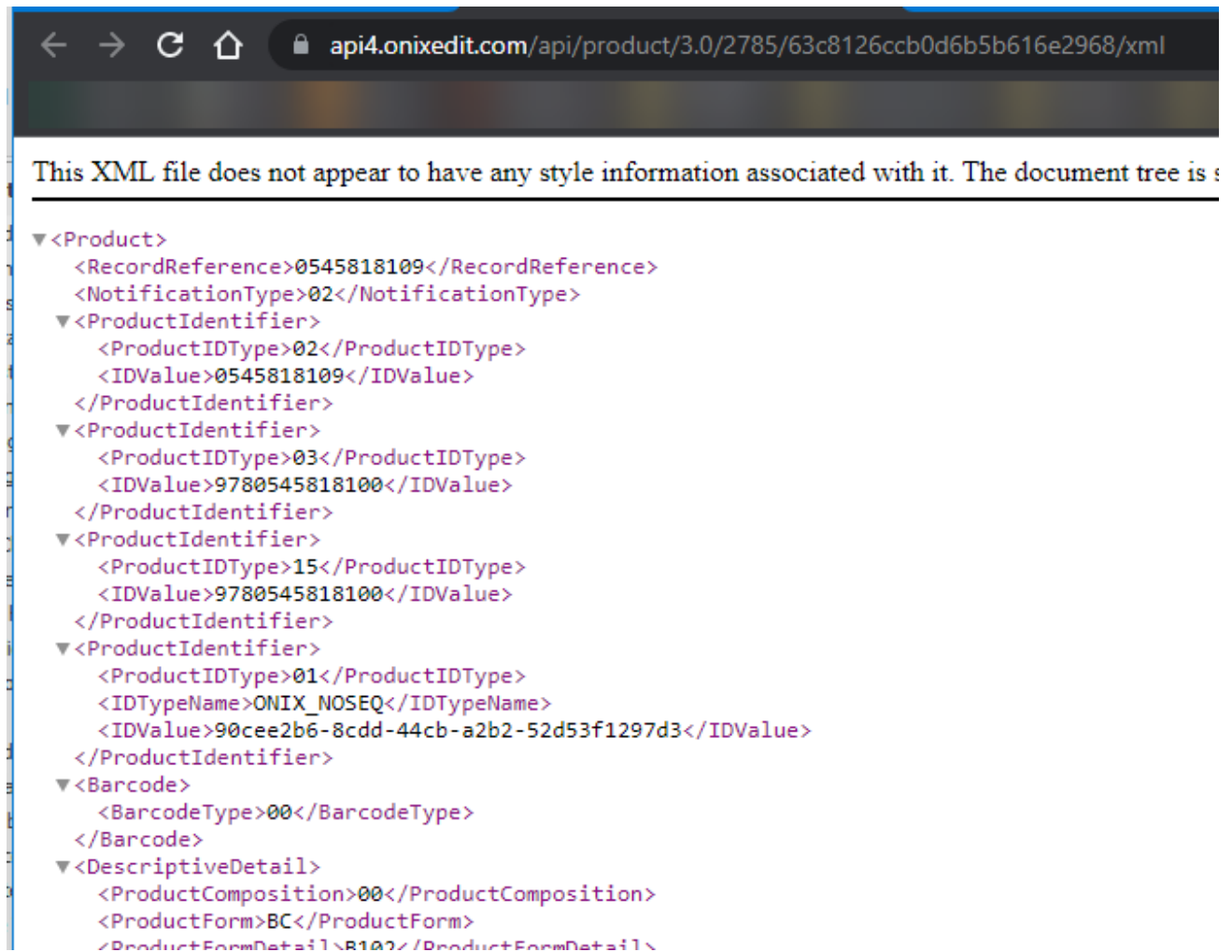
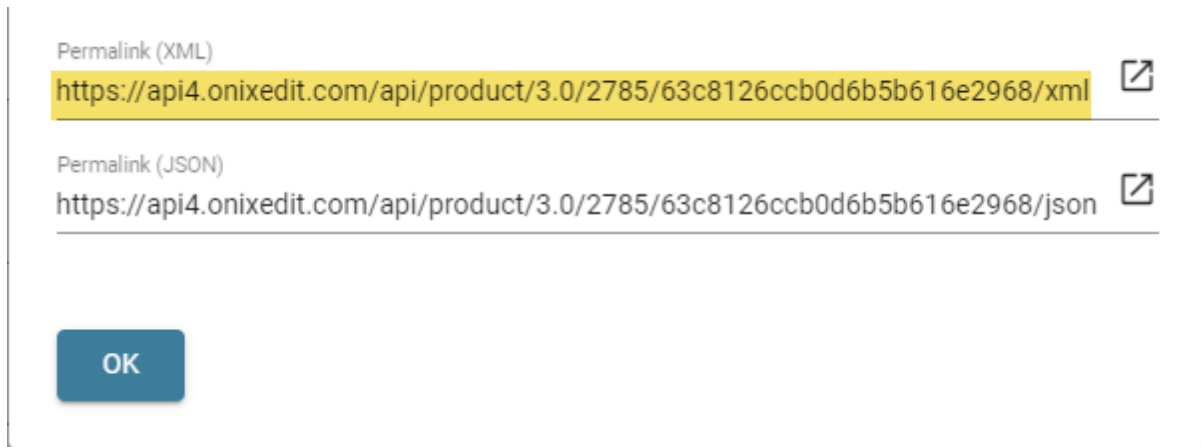
---

Permalink (JSON) <https://api4.onixedit.com/api/product/3.0/2785/63c8126ccb0d6b5b616e2968/json> [Copy]

---

OK

You can also get a permanent link to the metadata of that title in ONIX (XML):



Or in JSON format:

Permalink (XML)  
<https://api4.onixedit.com/api/product/3.0/2785/63c8126ccb0d6b5b616e2968/xml>

---

Permalink (JSON)  
<https://api4.onixedit.com/api/product/3.0/2785/63c8126ccb0d6b5b616e2968/json>

**OK**

ONIXEDIT Cloud <https://api4.onixedit.com/api/pro...>

api4.onixedit.com/api/product/3.0/2785/63c8126c...

```
{
  "id": "63c8126ccb0d6b5b616e2968",
  "Locked": false,
  "CreatedBy": "692ee3f7-62b7-4f33-afc7-08139ea43e6d",
  "CreationDate": "2023-01-18T15:38:20.474Z",
  "LastModifiedBy": "7c7c74f0-245a-48e1-bd3e-626dbe22d980",
  "LastModificationDate": "2023-01-18T19:36:51Z",
  "LastValidationDate": "2023-01-18T19:36:57Z",
  "LastCloudListColumnRefreshDate": "2023-01-18T15:38:22Z",
  "LastCustomFieldRefreshDate": "2023-01-18T19:36:51.122Z",
  "ThumbnailExtractionPending": false,
  "ONIXValidation": {
    "NbErrors_BEST": 8,
    "NbErrors_ONIX": 0,
    "NbErrors_CUSTOM": 0,
    "Source": "CLOUD",
    "Version": "ONIX 3.0",
    "ONIX_NOSEQ": "90cee2b6-8cdd-44cb-a2b2-52d53f1297d3",
    "XMLValues": "0545818109 9780545818100 90cee2b6-8cdd-44cb-a2b2-52d53f1297d3 10 True Tales: Battle Heroes. Allan Zullo Zullo, JNF007000 YNB Children's / Teenage general interest: Biography and autobiography Scholastic Paperbacks Inc Ten true stories of real-life battle heroes in Afghanistan!\n\nMedic Mark DeCorte jumps from a chopper on nighttime rescue mission. Can he save the life badly wounded soldier - escape deadly enemy? In remote Afghan village, Marine Lieutenant Stephen Boada picks up chilling Taliban message his radio scanner. outnumbered Marines fight their way out?\n\nThese other American risk lives serving country Afghanistan. You will never forget courageous stories. ALLAN ZULLO is author more than 100 nonfiction books subjects ranging sports supernatural to history animals. Allan, father two grown daughters grandfather five, with wife, Kathryn, near Asheville, North Carolina. To learn about author, visit website at www.allanzullo.com. \nSimply Awesome!\n\nRobert Stanford, Montreal Magazine 9780545818124 9780545818384 9780545818407",
    "language_text_idx": "en",
    "SortFields": {
      "RecordReference": "0545818109",
      "Title": "10 True Tales: Battle Heroes.",
      "ISBN10": "0545818109",
      "ISBN13": "9780545818100",
      "EAN": "9780545818100",
      "ISBN13_EAN": "9780545818100",
      "ProductForm": "BC",
      "Authors": "Allan Zullo",
      "Subjects": "JNF007000;Children's / Teenage general interest: Biography and autobiography",
      "Availability": "21",
      "CoverImage": "https://www.onixedit.com/MediaSpace/814C37CB-5367-47A3-B99D-57938FFF6E65/2785/90cee2b6-8cdd-44cb-a2b2-52d53f1297d3/9780545818100_thumb.jpg",
      "PublicationDate": "2015-01-01T00:00:00Z",
      "PublishingStatus": "04",
      "RecordReference": {
        "Value": "0545818109",
        "NotificationType": {
          "Value": "02",
          "ProductIdentifier": {
            "ProductIDType": {
              "Value": "02",
              "IDValue": {
                "Value": "0545818109"
              }
            }
          },
          "ProductIDType": {
            "Value": "03",
            "IDValue": {
              "Value": "9780545818100"
            }
          },
          "ProductIDType": {
            "Value": "15",
            "IDValue": {
              "Value": "9780545818100"
            }
          },
          "ProductIDType": {
            "Value": "01",
            "IDTypeName": {
              "Value": "ONIX_NOSEQ",
              "IDValue": {
                "Value": "90cee2b6-8cdd-44cb-a2b2-52d53f1297d3"
              }
            }
          }
        },
        "Barcode": {
          "BarcodeType": {
            "Value": "9780545818100"
          }
        }
      }
    }
  }
}
```

## Manage media files space

With your ONIXEDIT Cloud subscription, you get 1MB of free media space for each title in your subscription plan. This is enough to keep your cover images and other media files such as contributor pictures, illustrations and others.

It is important to know that a media file will use storage resource only when you upload a file from your computer. If you are simply referring to an existing URL, it won't consume any storage resources.

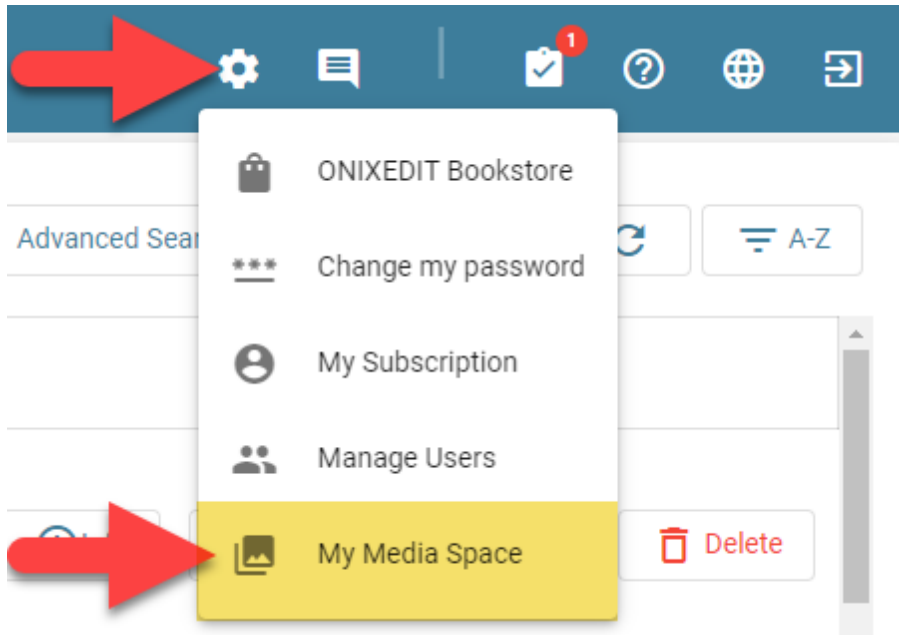
Consequently, when you add a media file and you select to upload it from a file located on your computer, you will consume the equivalent of the file size on your ONIXEDIT Cloud Media Space. But if you simply refer to a media file already available on the Internet (a cover image on your website for instance), it won't change your media space usage:



Another thing you should know is that we keep the files you upload on your Media Space in a persistent manner even if the title it belongs to is deleted from your ONIXEDIT Cloud catalogue. The reason why we keep your media files is simply because we have no way to control if a title was previously shared with a partner that need to refer to one of those media files (such as its cover image). Also, a title may be a copy of another one with links to the media files of the original version. When a duplicate is created, we refer to the same media files as of the original version to limit your media space consumption.

In other words, once a file is uploaded to your ONIXEDIT Media Space, it is there forever as long as you stay with us.

However, you can clean up your Media Space using our new Media Space dashboard. To access it, just click on the following item from the upper right gear icon menu:



A new browser window will open with an auto-login to your Media Space Dashboard:

The screenshot shows the ONIXEDIT MediaSpace Dashboard. At the top, it indicates that 96% of the media space is free. The total media space is 240MB, and 10.4MB is currently used. There is a button to 'Buy Extra Media Space'.

Below the dashboard, there is a search bar and filters for 'From' and 'To' dates. The files are sorted by 'Title (ASC)'. There is a checkbox to 'Show orphan files not linked to any title in your catalogues' and buttons for 'Download Files' and 'Delete Files'.

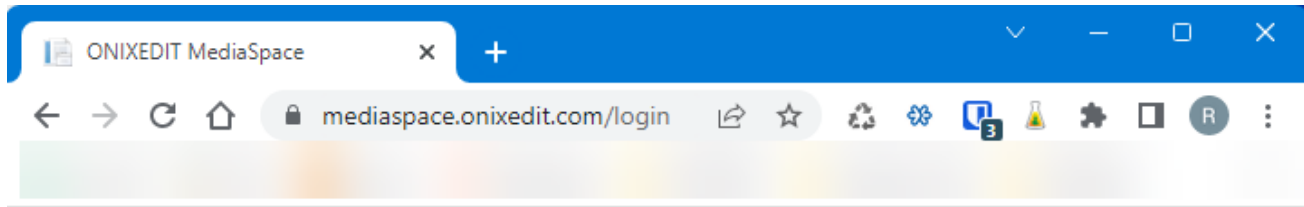
<input type="checkbox"/>	Title	ISBN	Last Modification Date	File(s)	Total Size
<input type="checkbox"/>	10 True Tales: Battle Heroes.	9780545818100	2023-01-18 15:40:07	<a href="#">4 File(s)</a>	0.77 MB
<input type="checkbox"/>	10 True Tales: FBI Heroes	9780545818124	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.21 MB
<input type="checkbox"/>	10 True Tales: Surviving Sharks	9780545818384	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.37 MB
<input type="checkbox"/>	10 True Tales: War Heroes From Iraq	9780545818407	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.31 MB
<input type="checkbox"/>	10 Week-by-Week Sight Word Packets	9780545204583	2023-01-18 15:40:04	<a href="#">2 File(s)</a>	0.26 MB
<input type="checkbox"/>	100 blagues! Et plus... n° 12	9780439940627	2023-01-18 15:40:02	<a href="#">2 File(s)</a>	0.16 MB
<input type="checkbox"/>	100 blagues! Et plus... n° 16	9780439942683	2023-01-18 15:40:02	<a href="#">2 File(s)</a>	0.84 MB
<input type="checkbox"/>	100 blagues! Et plus... N° 34	9781443138567	2023-01-18 15:40:08	<a href="#">2 File(s)</a>	0.9 MB

At the bottom, there is a page size dropdown set to 25, showing 1 to 25 of 33 items. The dashboard is powered by ONIXEDIT.

You can also go directly to the Media Space Dashboard using the following URL in your preferred browser:

<https://mediaspace.onixedit.com/login>

You can then, enter your usual ONIXEDIT email and password:



# ONIXEDIT MediaSpace

Username

---

Password

---

Language

English

---

Login

PoweredByONIXEDIT

Using the Media Space Dashboard, you can do simple full text searches or search by dates using the controls showing on top of the dashboard:

Search **tales** From To Sorted by **Title (ASC)**

Select Catalogue

**ONIXEDIT\_3 (ONIX 3.0)**

Download Files

Delete Files

Show orphan files not linked to any title in your catalogues

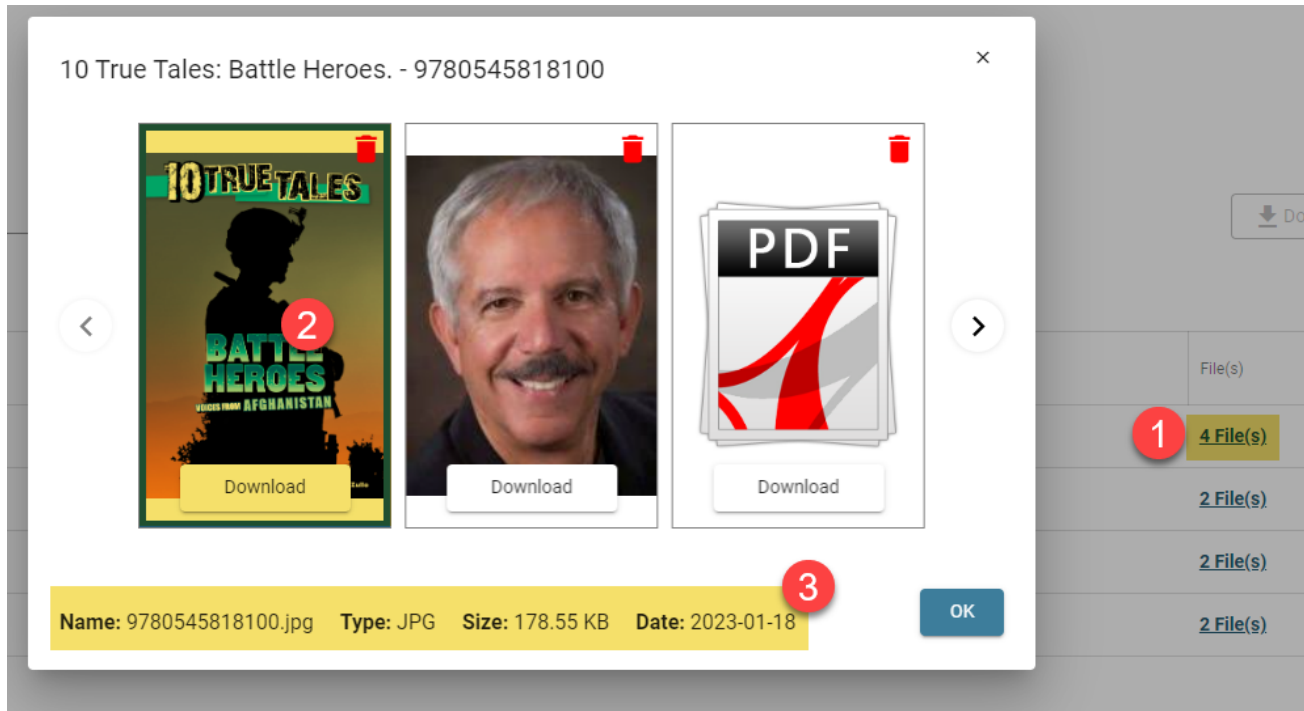
<input type="checkbox"/>	Title	ISBN	Last Modification Date	File(s)	Total Size
<input type="checkbox"/>	10 True Tales: Battle Heroes.	9780545818100	2023-01-18 15:40:07	<a href="#">4 File(s)</a>	0.77 MB
<input type="checkbox"/>	10 True Tales: FBI Heroes	9780545818124	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.21 MB
<input type="checkbox"/>	10 True Tales: Surviving Sharks	9780545818384	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.37 MB
<input type="checkbox"/>	10 True Tales: War Heroes From Iraq	9780545818407	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.31 MB

Under the "Files(s)" column, you will see the number of media file each of your titles is having in your media space with at its right, the total size:

File(s)	Total Size
<a href="#">4 File(s)</a>	0.77 MB
<a href="#">2 File(s)</a>	0.21 MB
<a href="#">2 File(s)</a>	0.37 MB
<a href="#">2 File(s)</a>	0.31 MB

You can click on a link under the "File(s)" column (1) to get details about the files:





If you then click on a file to select it (2), you will see its filename, its type, its size and creation date (3).

Each media file can be deleted individually using the trash can icon showing at the upper right of each media file:



You can also select some titles directly in the list and use the Delete Files button to remove all media files associated to the selected titles:

Search tales From To Sorted by Title (ASC)

Select Catalogue  
**ONIXEDIT\_3 (ONIX 3.0)**

Download Files

Delete Files 2

Show orphan files not linked to any title in your catalogues

	Title	ISBN	Last Modification Date	File(s)	Total Size
<input type="checkbox"/>	10 True Tales: Battle Heroes.	9780545818100	2023-01-18 15:40:07	<a href="#">4 File(s)</a>	0.77 MB
<input checked="" type="checkbox"/>	10 True Tales: FBI Heroes	9780545818124	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.21 MB
<input checked="" type="checkbox"/>	10 True Tales: Surviving Sharks	9780545818384	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.37 MB
<input type="checkbox"/>	10 True Tales: War Heroes From Iraq	9780545818407	2023-01-18 15:40:07	<a href="#">2 File(s)</a>	0.31 MB

The easiest way to clean up unused media files resources is by checking the special search "Show orphan files not linked to any title in your catalogues":

Select Catalogue

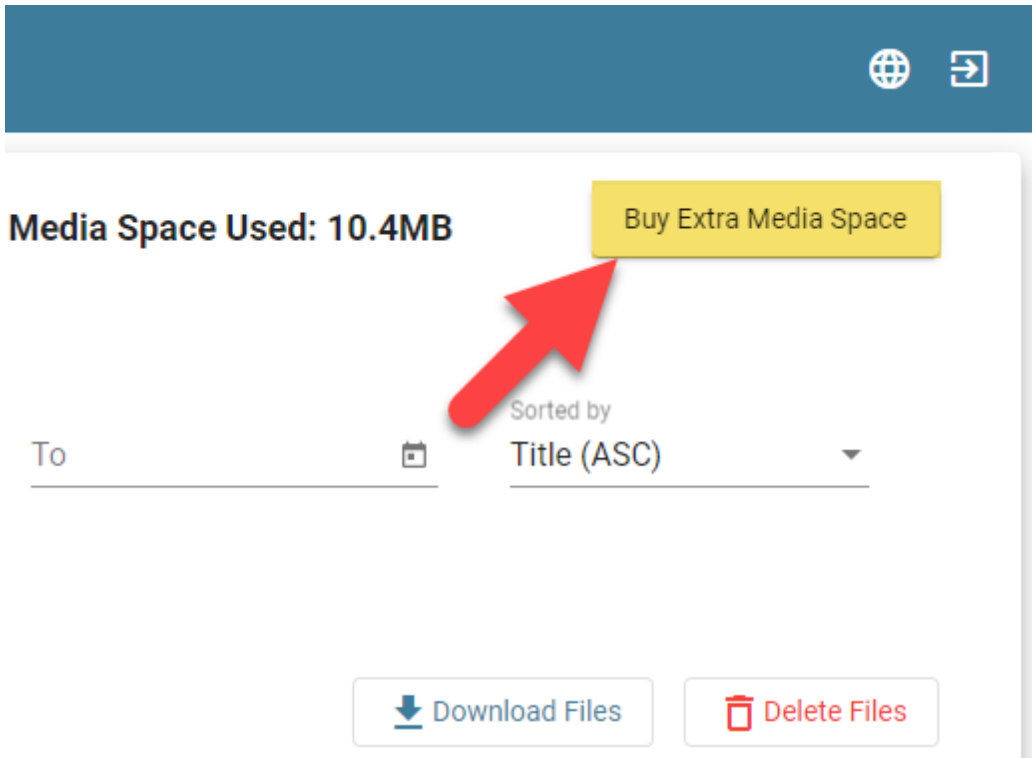
**ONIXEDIT\_3 (ONIX 3.0)**

Show orphan files not linked to any title in your catalogues

<input type="checkbox"/>	Title	ISBN	Last Modification Date
--------------------------	-------	------	------------------------

This will search for titles that do not exist anymore in your ONIXEDIT Cloud catalogue. You will just have to select those titles and click on the "Delete Files" button to clean up your Media Space.

If you ever run out of media space, you can purchase some more with the help of the following button:



The screenshot shows a user interface for a cloud storage service. At the top, there is a dark blue header with a globe icon and a share icon. Below the header, the text "Media Space Used: 10.4MB" is displayed in bold. To the right of this text is a yellow button labeled "Buy Extra Media Space". A large red arrow points from the text area towards this button. Below the usage information, there is a section for file management. It includes a "To" label with a calendar icon, a "Sorted by" dropdown menu currently set to "Title (ASC)", and a downward arrow icon. At the bottom of the interface, there are two buttons: "Download Files" with a blue download icon and "Delete Files" with a red trash can icon.