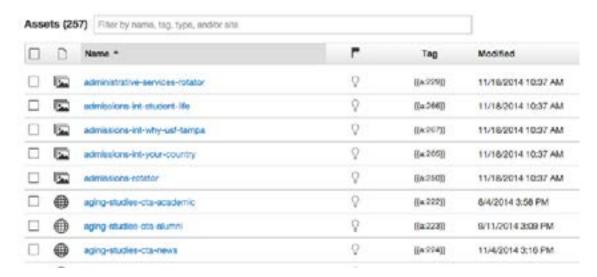# Asset Manager

Access to create new assets varies depending on permission level.

Navigate to Asset Manager by going to **Content > Assets**.

This will provide a list of the current assets, which can be modified if access has been granted, and the ability to create a new asset, also based on permissions.

Asset Creation

Two types of Assets can be created.

- **Web Content** – The asset is configured with a mini-WYSIWYG Editor. It may include basic formatting.

- **Plain Text** – The asset is configured with plain text only.

To create a new asset:

1. Click either the **New button or the arrow**. Clicking the arrow will provide a quick look at which widgets are available, while clicking the New button will provide a larger view.

2. Select the asset type desired.

3. Complete the presented fields, including:
   - Asset Name*
   - Description
   - Tags (unit name and type of asset)

*Please note: When naming your assets, please use this configuration: unit name-type of asset-name of asset (i.e. main-usf-text-history; business-text-mba)

4. Configure the asset.

5. Select the group to whom access to edit the asset should be granted.

6. Click **Create**.

7. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

Before the asset can be used on the pages, it will need to be published. Follow the same publication process as with pages (see Publishing Pages section).

Helpful Hint: If tagged properly, you can filter the main list of assets by your unit name. Simply enter in your unit name in the filter bar. This enables you to view only your assets.