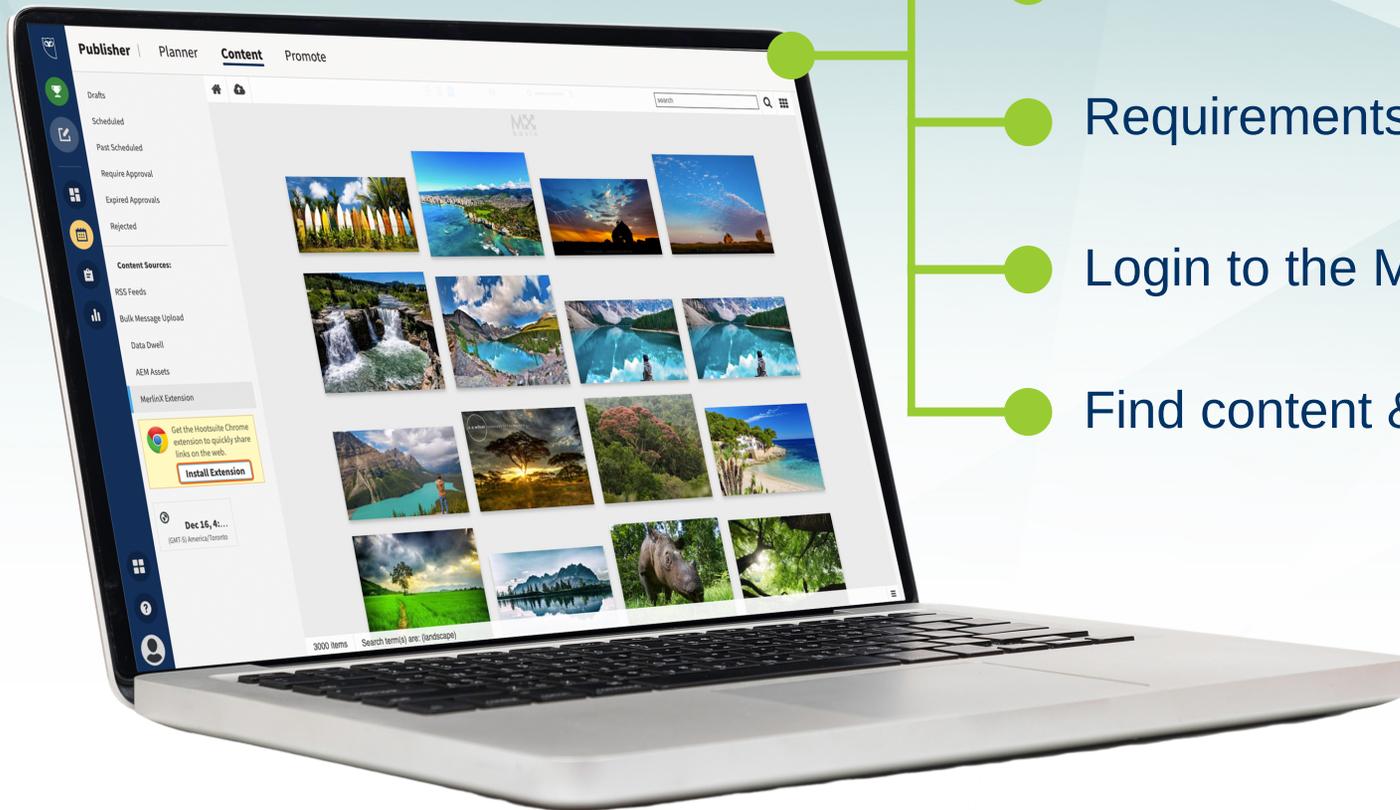




Hootsuite® MerlinX Extension

User Guide



MerlinX Extension Installation

Requirements & Reminders

Login to the MerlinX Extension

Find content & share to Hootsuite



Install the MerlinX Extension

- 1 Login to Hootsuite and navigate to App Directory
- 2 Search for "MerlinX"
- 3 Click "Install"

The screenshot displays the Hootsuite App Directory interface. On the left is a dark blue sidebar with navigation icons and labels: 'View All', 'CATEGORIES', 'New', 'Featured', 'Premium', 'Free', 'MY APPS', 'Installed', and 'Developer'. The main content area shows a search bar with 'MerlinX' entered. Below the search bar, the 'MerlinX Extension' is displayed with its logo, a 'Free' price tag, and a description: 'Provides convenient access to the MerlinX DAM (Digital Asset Management system) directly within Hootsuite application.' It is attributed to 'MerlinOne Inc.' and has a five-star rating. At the bottom of the app card, there are two buttons: 'Settings' and 'Installed'.



Requirements / Reminders

- **Third-party cookies must be allowed.**

If the cookies are denied, you'll get a 403 error during login to MX. Firefox and Chrome default settings are generally okay. In Safari you need to explicitly allow third-party cookies.

- **Hootsuite limits the size of shared images to 5MB.**

If the image is larger, you will need to resize it before sharing.

- **Hootsuite does not support all types of images.**

If the type is not supported, you'll see the following message:



MerlinX Extension MerlinX Extension: BMP extension is not valid

- **File types currently supported by Hootsuite:**

Valid image extensions: jpg, jpeg, gif, png

Valid document extensions: doc, docx, pdf, xls, xlsx, ppt, pptx, odt, ods, odp, txt, rtf, csv, PSD, psb, ai, eps, fla, mp3

Login to the MerlinX Extension

- 1 Navigate to (a) Publisher → (b) Content → (c) MerlinX Extension
- 2 Enter your MX URL and click connect
- 3 Login to MX with your credentials

The screenshot displays the Hootsuite interface with the following elements highlighted:

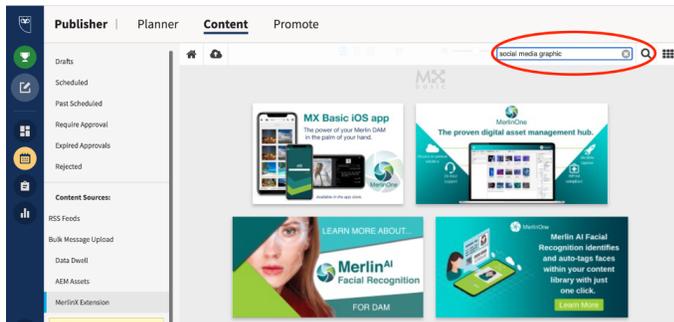
- 1a:** The 'MerlinX Extension' option in the left-hand sidebar menu.
- 1b:** The 'Content' tab in the top navigation bar.
- 2:** The URL input field containing 'https://mdemo4.merlinone.com/mx/' and the 'Connect' button.
- 3:** The login form overlay with 'user' and 'password' input fields and a 'Log In' button.

The login form also includes a 'Forgot Password' link and a welcome message: 'Welcome to the MerlinOne Demo Server. For more information about MerlinOne's Digital Asset Management solutions, visit [www.merlinone.com](\"http://www.merlinone.com\"). For a demonstration of MerlinOne's Digital Asset Management Solution contact [us](\"mailto:us\"). Click [HERE](\"#\") to access our online ordering system.'

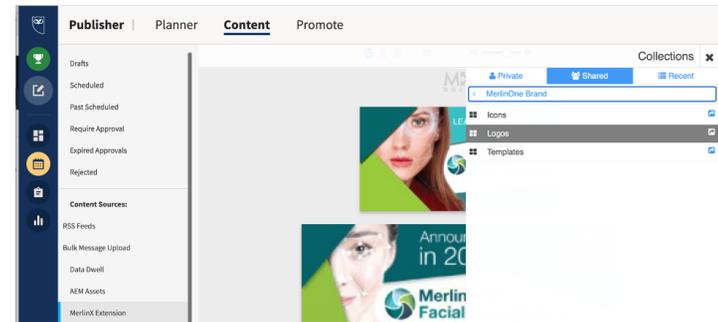
Find Content & Share to Hootsuite with *Publisher*

1 Find your desired content by...

a. Using the search bar. Select the magnifying glass for advanced searching options.



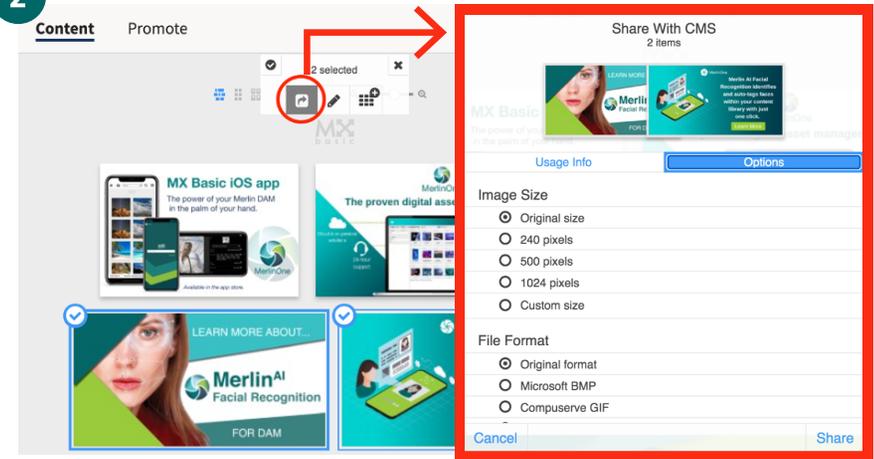
b. Easily navigate existing collections and folders using the collections tool. *Collections tool:* 



2 Choose your assets and select share

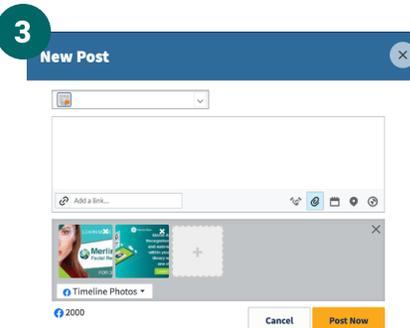
You are presented with options to change the size or format of your assets. Make your desired selections and then choose share to proceed.

2



3 Proceed with your post

Choose the platform(s), and post immediately or schedule for later.





Find Content & Share to Hootsuite with the *Legacy Composer*

1 Access the Legacy Composer

Select the post icon, then the Legacy Composer option

2 Attach content from Merlin

The new post dialogue will appear. Select the attach media—paper clip icon, then select MerlinX Extension to access Merlin. If you are already logged in, the dialog will appear. If you are not logged in, enter your Merlin URL and credentials.

3 Select assets from Merlin

Proceed with making your selections and sharing to Hootsuite similar to what is noted above in the Publisher section.

