Organizing Your Content with Labels & Batches

By using batches and labels, and by creating collections you'll see how easy it is to organize your content in the LUNA Library.

The same media item can exist in the Independent Media Items Container or in multiple collections with different data records. For example, you can have one image reside in the IMIC with no data record (just the custom data and IPTC, EXIF, and XMP data) and yet also be in 3 other collections with 3 different records. By leveraging the benefits of applying labels and using the many search options you can rest assured that your content will be easy to find no matter where you organize it.
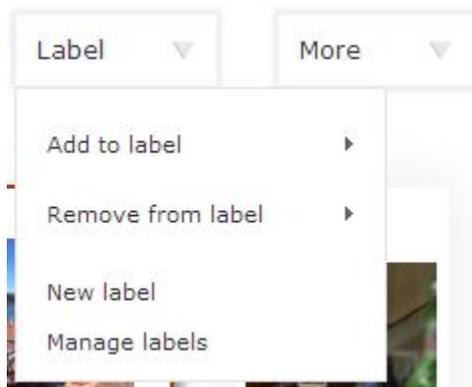
On this page:

- Applying Labels
- Managing Labels
- Batches
    - Created in Uploader
    - Created in Library

Applying Labels

Every user has their own login, so labels are specific to the user that created them-- but labels can also be shared with other users.

Once a record or media item has been selected, use the "Label" menu to add the item to an existing label, to remove the item from a label, to create a new label, or to manage your labels.

It's important to understand that labels are not specific to a collection, so you can have items from many different collections with the same label. If you are in a specific collection and click on a label name you'll *only* see the items from that collection. You'll also see the message "Click here to view all items in this label", if you click on the link you'll be taken to a result which displays *all* the items in that label and therefore will take you out of the context of the collection.
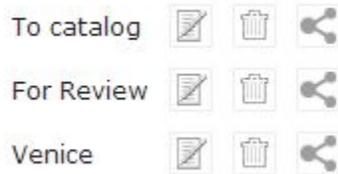
> ✅ **Tip: Breadcrumb Trail**
>
> Pay attention to the breadcrumb trail to keep track of which context you are in.

Managing Labels

From the Label menu, select "Manage Label". You'll then be presented with a list of all your labels. You can edit the label name, delete the label, or share the label.

My Labels

To catalog

For Review

Venice

By sharing a label you can select from a list of users and can grant them permission to just view the label and its content, or edit the label and what items belong to it.

Batches

Two kinds of batches are created in LUNA:

1. Created in Uploader: By default these batches are named with a detailed time stamp, e.g. "Mar 26, 2013 3:17:26 PM"

2. Created in Library: By default these batches are named using the term "Added" and the current month and year, e.g."Added-2013-April". If you add items in March a new batch will be created named "Added-2013-March". For every month that you add items a new batch is created.

When in the LUNA Uploader you can edit the name of any batch at any time.

These batches act like a filter. In the LUNA Library you'll see a list of them alongside the other filters, when you click on the title of one you'll then only see the items that belong to that specific batch. The list of batches you see is directly related to what context you are in. Unlike labels, batches are directly tied to a collection and not a user.
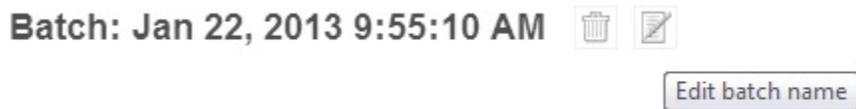
Batches can help you organize your content, particularly when several people are working in the same collection simultaneously.

If the name of your batch is long, simply roll your cursor over to view the full name.

Created in Uploader

A default batch is automatically created when a collection is first created. As you upload content to a collection you can add it via this default batch, or you can add new batches. A batch is not static, you can add or remove items from it at any time.

In the LUNA Library Uploader you can change the name of the batch at any time by clicking on "Edit batch name":

Batch: Jan 22, 2013 9:55:10 AM

Edit batch name

To add a new batch simply click on the "+" next to the list of batches:

▼ Batches   [+]

Added-2013-January

Jan 22, 2013 11:19:08 AM

Jan 22, 2013 8:08:33 AM

Jan 22, 2013 7:49:37 AM

Created in Library

Using the LUNA Library Uploader is the simplest way to add content to a collection. But if you need to add items on the fly in a less structured way you can do so directly in the Library. All items added this way are grouped into monthly batches described above.

This is done in the Record Editor. Click on the "+" icon to upload and link more items directly to that record.