

LUNA Library

Manage all your media from one location within the LUNA Library. In the LUNA Library you can [upload new content](#), create records, [edit records](#), add items to collections, [organize content with batches and labels](#), [search for content](#), and more. Add items directly to a collection, or store them in the **Independent Media Items (IMI)**.

Images in the LUNA Library will display as thumbnails, records will be represented by blue icons. Other file types, such as mp3 or flash, will be represented by specific and generic icons.



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Collections & the Independent Media Items (IMI)

With the LUNA Library you can enjoy having all your media items accessible from one easy to use Web-based application. As you organize your content think about whether you want to use structured collections, or, the more flexible Independent Media Items (IMI). Chances are you'll benefit from using both.

The difference between the two is simple: a collection includes data records based on a data schema while the IMI does not have a data schema, and therefore no data records.

Another difference is that in order for your media to appear in the [LUNA Viewer](#) they must be part of a collection.

One advantage of creating a structured collection is it allows your media to appear in the Luna Viewer.



Tip: The exception to this is that the items in your Independent Media Items can be viewed in the My Uploads feature of the LUNA Viewer. But these items are not searchable, and are only available to you.

Additional Info:

- Once in a collection, a media item will most likely have a data record linked to it. You can link multiple items to one record. The data record follows the structure of the data schema for that collection.
- Items in both a collection and the IMI can have custom data associated with it. This custom data lives with the media item, and is created and edited in the [Media Item Editor](#).
- You can copy media items to other collections by selecting the item and choosing "Add to collection" from the **More** Menu.
- If you copy a media item from one collection to another, only the media item and custom data will be copied, not the record. Select the items and then select "Add to collection" from the More menu.
- Records can be copied within the same collection, but not from one collection to another.
- If an item in the IMI is marked as public it will appear in the My Uploads feature of the [LUNA Viewer](#).

Some Suggestions:

- If your media items are cataloged, you may want to create a collection and upload the media and data directly to it.
- If your media items are not cataloged, and you simply need a place to store them while you consider how to organize, upload them directly to the IMI.

- If you're not sure what to do, go ahead and upload to the IMI as a first step. You'll be able to copy the items to a collection later.

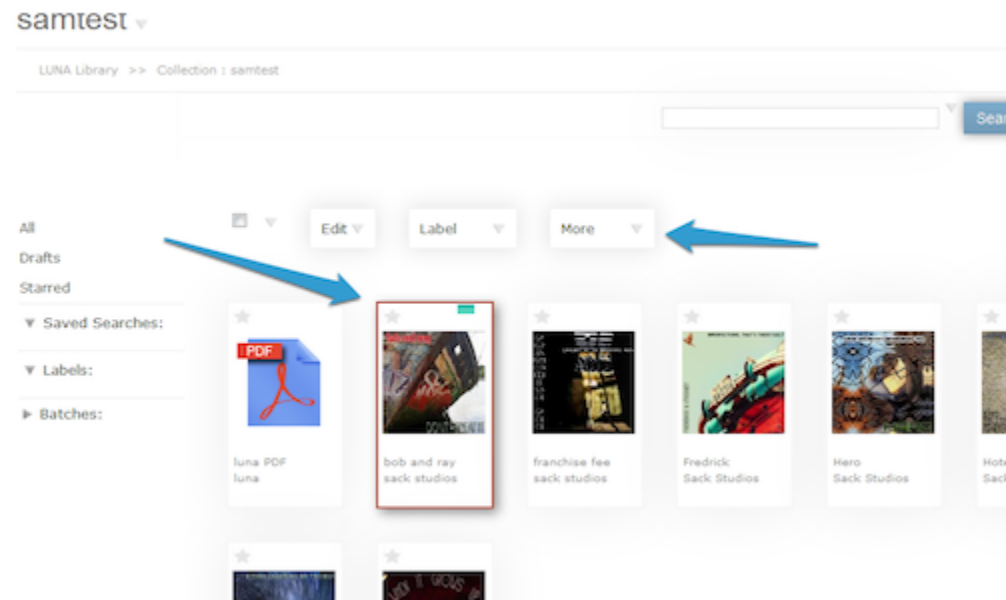
Moving Media Items Between Collections

Once the media items are uploaded to the system you have the ability to move them between different collections.

Select "Library" from the tools menu.

Select the media item (or items) you want by clicking each one.


You can then use the "More" menu to add those items to another collection.



Data Records, Custom Data, & Embedded Metadata

LUNA supports three different kinds of data for a media item:

- **Embedded Metadata:** Embedded metadata exists inside the image file itself. LUNA supports the search and display of IPTC, EXIF, and XMP metadata in both the LUNA Viewer and LUNA Library. Typically, embedded metadata is added to an item automatically by the equipment used to create it, or can also be added using software such as Adobe Bridge and Photoshop. Once created embedded metadata is typically not edited. **Available in both a collection and the IMI**

 Tip: IPTC and XMP are set by default to be searchable in Collection Manager.

- **Data Record:** In a collection every item has a data record. You can also link multiple items to one data record. The structure of a data record is established when a data schema is selected in the [LUNA Collection Manager](#). Record data is created and edited in the [Record Editor](#). **Available only with a collection.**
- **Custom Data:** Both the IMI and a collection will support custom data. Custom data is primarily created and edited in the [Media Item Editor](#). While a data record relies on a data schema to determine the data fields, **these custom data fields can be anything you want!** They do not rely on a data schema. Use the custom data when there is additional data you want to add to an item but it doesn't fit any of the fields in the data record. These custom fields are very useful in the IMI since there are no data records. **Available in both a collection and the IMI.**

Uploading Content

The [LUNA Uploader](#) allows you to bulk upload media items and data into the LUNA Library. By bulk uploading content and linking it with your data you'll be able to create a complete collection in just minutes. Once a collection is created you can use the LUNA Library to edit it, or allow your audience to view it in the robust [LUNA Viewer](#). In order to see your content in the LUNA Viewer it must first be uploaded to the LUNA Library.

Once content is in the LUNA Library you can copy items to collections or the IMI, edit data records, save drafts, add custom data, apply and share labels, save search queries, and zoom in on image details. Edits made to a collection are immediately published.

Whether you create lots of collections, or simply upload content into the IMI having all your media items in the LUNA Library will provide you with a centralized resource for managing, organizing, and sharing your content.

Breadcrumb Trail

As you navigate through the LUNA Library pay close attention to the breadcrumb trail below the collection menu to keep track of where you are:

Archivision Module 7 ▾

LUNA Library >> Collection : Archivision Module 7 >> Label:Venice

To navigate back to a specific page you can click on the items in the breadcrumb trail.

To change the context you are in use the collection pull-down menu in the upper left corner of the application to select either a collection or the Independent Media Items. The IMI will always display first in the list. Only collections you have been granted permission to access will appear in the list.



Viewing Settings

You can change the thumbnail size, number of thumbnails per page, sort order, and thumbnail fields in the "Edit Settings/Defaults" menu.



Tip: When you're in the context of all collections and the IMI, the name of the collection is displayed in the thumbnail fields.