

# Media Item Editor

Collections rely on structured data schema based on a template selected from the [LUNA Collection Manager](#). This means every item in a collection has an associated record with the same data structure.

But in addition to a record, each media item in the **LUNA Library** can also have custom data created and edited in the **Media Item Editor**. Adding custom data to an item is just an easy way to add descriptive data, or tags, to items which might not conform to the fields in the actual record.

Unlike records, the custom data created in the **Media Item Editor** lives with the item. If the item is copied to another collection, this data is also copied. Records live within a specific collection.

On this page:

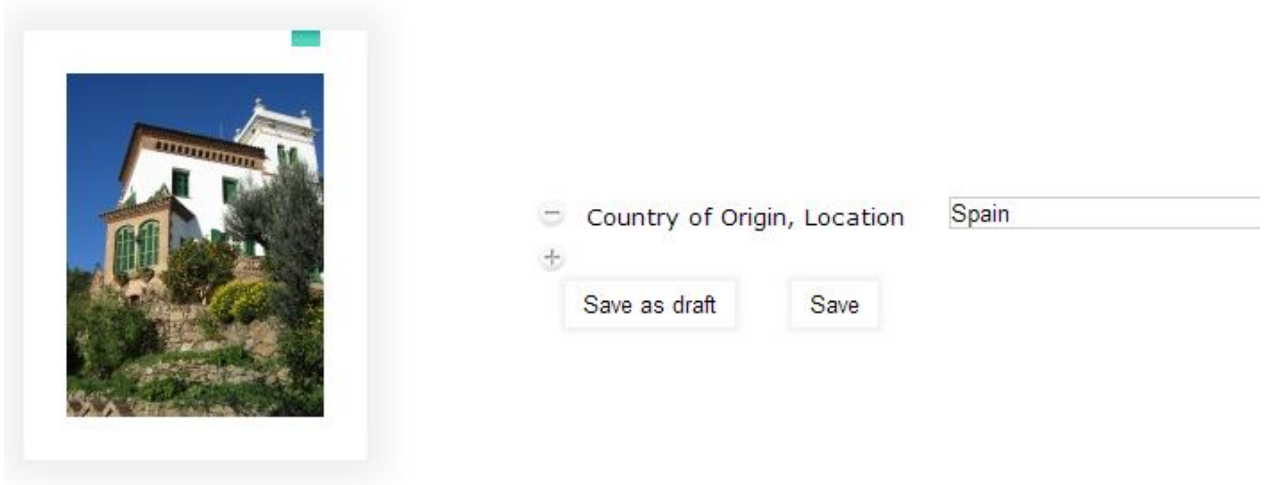
- [Media Item Editor in Collections](#)
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  - [Media Item Editor multiple items](#)

## Media Item Editor in Collections

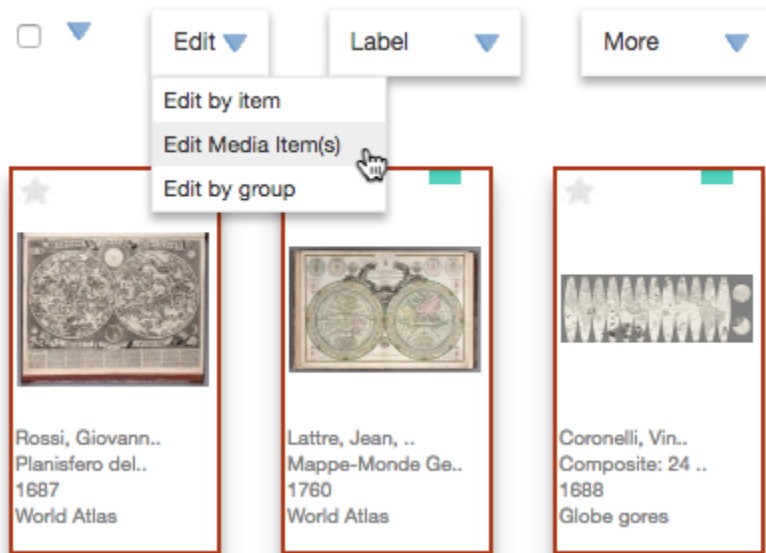
As you upload content directly to a collection you'll see the **Media Item Editor** will not have any existing data or fields. Because the items are in a collection, the **Record Editor** is the primary source for cataloging and supporting descriptive data. Use the **Media Item Editor** to add supplemental custom data. This custom data lives with the item, so if the item is copied to another collection this data will also be copied.

For example, if you've copied a media item over from the [IMI](#) into a collection those custom fields will also be copied over and a blank new record will be created for that item.

Use the + button to begin adding custom fields, and the - button to remove them. You can also save these changes as a draft. Because these fields are created for each item as opposed to a collection as a whole, you may see different custom data fields for every item in a collection.



You can also edit more than one at a time starting from the thumbnail window of the Library.



## Media Item Editor in Independent Media Items (IMI)


When in context of the [IMI](#), the **LUNA Library** automatically applies 4 data fields to the **Media Item Editor**. These are based on the fields used in the **My Uploads** feature in the [LUNA Viewer](#) (Title, Description, Copyright, Keywords). Your administrator can override and edit these default fields if need be. (Read more about **My Uploads** in the [IMI](#) section.)

**i** You can add your own predefined custom fields by having your system administrator follow [these instructions](#). These also can be added to your collections.

The goal with these custom fields is to give you the flexibility to add custom data to an item. All the data entered in these fields is fully searchable, just as the record data is. These custom fields live with the media item, so if you copy a media item to a collection this information will also be copied.

By using the + and - you can add new fields and remove existing ones.

**✓ Tip:** By default the items in the IMI are private to you, but you can make them available to other users by changing the access permissions.



Title Mt Rushmore

Description The Mount Rushmore National Memorial is a sculpture carved into the granite face of Mount Rushmore near Keystone, South Dakota

Copyright Schwiller Inc. 2013

Keywords George Washington; Abraham Lincoln; Theodore Roosevelt; Thomas Jefferson

Access Permissions
 
 Private  
 Public  View  Edit  D

← → Collections Explore Create Share This Embed This


Media Information ↶ ↷

**Title:**  
 Mt Rushmore

**Subject:**  
 George Washington;  
 Abraham Lincoln;  
 Theodore Roosevelt;  
 Thomas Jefferson

Select Media Group...

- George Washington
- Abraham Lincoln
- Theodore Roosevelt
- Thomas Jefferson



## Media Item Editor for Source and Associated Files

[Source and Associated Files](#) can be viewed, added and deleted in the LUNA Library's Media Item Editor.


### Media Item Editor single item view

Media items with associated files will display the associated files in the Media Item Editor tab.

Below the thumbnail you'll always see the batch that a media item comes from. Click batch name to expose all media items in that batch in the Media Item Editor View.


Record Editor   **Media Item Editor**   Media Item Linking

For display in LUNA Viewer ( thumbnail indicator ■ )



12201017.jpg

Batch: (6759) Jun 2, 2017 8:10:34 AM

+  **12201017** Open batch in media item editor

- 12201017.jpg
- record.xml
- maps.csv

Actions/Icons:

Drag and drop or use plus icon "+" to add associated files directly via the Library.

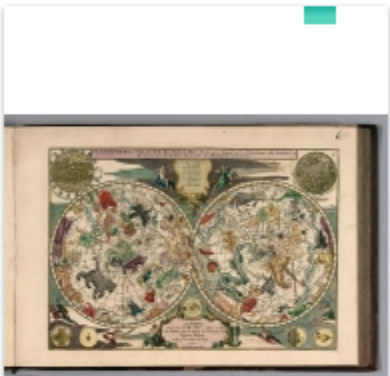
Click on the file to download items

Click info icon to view associated file info, like checksum

Click trashcan icon to delete associated files\*


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12201017.jpg


Batch: (6759) Jun 2, 2017 8:10:34 AM

+  **12201017**

- 12201017.jpg
- record.xml
- maps.csv

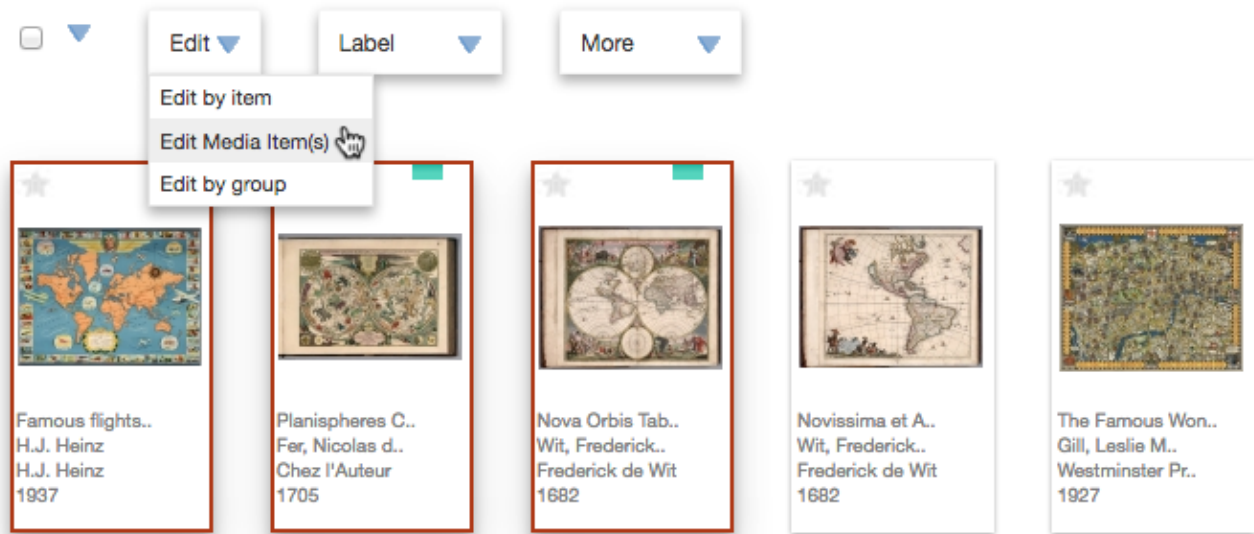
 

[Download](#)

 **\*Note on Delete:** When you have delete permission it will delete the file completely from all locations and references in the database. If you want to protect the content from being deleted from google's cloud, permissions need to be set at the bucket level.

## Media Item Editor multiple items

In v7.3+ there is an option under the Edit Menu that allows you to select multiple items and open them in the Media Item Editor.



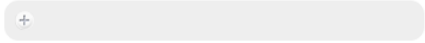
When you select "Edit Media Item(s)" from the edit menu or when you click on a batch name in the Media Item Editor and there are multiple items, you'll be taken to a page which displays all items in the media Item Editor. Same functionality as in the Media Item Editor for a single item.

For display in LUNA Viewer ( thumbnail indicator ■ )



Batch: (6759) Jun 2, 2017 8:10:34 AM

- +  **11012000**
- 11012000.jpg
- 11012000.TIFF
- record.xml



For display in LUNA Viewer ( thumbnail indicator ■ )



Batch: (6759) Jun 2, 2017 8:10:34 AM

- +  **12201017**
- 12201017.jpg
- record.xml

