

Creating & Editing Collection Properties

To build a collection, begin in the "Collection" tab of the Collection Manager. Click on the "New Collection" button and start creating the properties for that collection. You can easily edit these collection properties any time, even if a collection is already published and displaying in the LUNA Viewer.

Collection Properties:

- **Collection Name:** Give your collection a name, you may use up to 200 characters including spaces.
- **Collection Owner:** The name of the user that created the collection will be displayed here once a new collection has been created. Only a Super Admin can pass ownership of a collection to a different user so that they have [Item Level Restriction](#) privileges by typing in the username and clicking the Save button. This should be followed by a Rebuild of the Viewer Index. Note, there can only be one collection owner per collection.
- **Collection Description:** The description appears in the [LUNA Viewer](#) on the collection selection page.

Collection Name (limit 200 characters)	<input type="text" value="Maps of the World"/>
Collection Owner	<input type="text" value="michelle"/>
Collection Description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">The Maps of the World Collection focuses on 18th and 19th century North and South American cartographic materials. The collection includes atlases, globes, school geographies, maritime charts, and a variety of separate maps including pocket, wall, children's and manuscript maps.</div>

- **Data Schema:** *This is a very important part of your collection building process.* Each record in a collection will be based on the structure of the data schema you select. Every data schema is based on a data template. Use the pull down menu to select an existing data template. If you're just starting out and there are no templates to select from, go to the [Templates tab](#) and create one. After you save the collection properties you cannot change which schema is being used.

Base data schema on

<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #4a7ebb; color: white; padding: 2px;">✓ Select Template</div><div style="padding: 2px;">Dublin Core</div><div style="padding: 2px;">Simple Labels</div></div>	Edit Help
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If you'd like to change or edit your data schema later on, click on "View/Edit schema" and edit the schema. Edits to a schema will not be made to the actual template you've selected; you're just making changes to a version that is attached to the collection.

- **Header Graphic:** Upload a custom header graphic to better brand your collection. This will appear in the LUNA Viewer. If you prefer, you can enter a URL that points to the graphic instead. *Note: Make sure the file name for the graphic has no special characters or spaces. For example, [mylunaheader.jpg](#) will work but [my\(luna\) header.jpg](#) will not work.*

Header Graphic

[Upload or select header graphic](#)

Or enter header graphic URL: [Help](#)

- **Uploading Header Graphic:** To upload a header graphic to the LUNA system, click on the **Upload or select header graphic** button. Next click on Select file and locate the file you want to use as your header graphic. Then click on the button with the up arrow to upload the graphic. To add a header graphic to a collection, select the header graphic you want to use and done.



Recommendations for LUNA Header Graphic:

- Max height: 60px
- Max width: 530px
- Background should be transparent (.png file)
- The logo or text should be centered vertically allowing a little space on the top and bottom, and with about 20px of space on the left.

- **Default Group ID (v7.1.6+):** Display media from a particular Media Group on the Collection Selection page in the LUNA Viewer. To locate the Media Group ID, go to the Viewer and open the desired Media Group to feature. At the top of your browser, look for the number at the end of the URL string (in this example it's 2). Type that number into the Default Group ID and "Save".

.lunaimaging.com/luna/servlet/view/group/2

- **LUNA Viewer Theme:** Additional themes will be available in the future.

Luna Viewer Theme



Default

Default

Blue

White

- **Title:** The Title selection will show up in a number of places. It shows up as the page title of the detail view and other prominent locations.

Title

Title

- **Default Date Field:** Used for the simple search Date Range searching.

Default Date Field

Date

- **Thumbnail Fields:** Select which of the 4 fields you'd like to have display in the LUNA Viewer for your thumbnail fields. These fields are coming from the data schema you previously selected.
- **Related Item Field (v7.1.6+):** Select a field to represent related items in a collection within the LUNA Viewer. Related items will display in the Viewer when there are two or more identical terms in the field you select. For an existing collection, a Rebuild LUNA Viewer Index is required. See [Related Items in the Viewer](#) for an example.
 - **Sort Fields:** Select which of the 4 fields you'd like to sort your collection by in the LUNA Viewer. These fields are coming from the data schema you previously selected.

- **Summary Fields:** Select which of the 4 fields you'd like to have display as the roll over media summary in the LUNA Viewer. These fields are

Thumbnail Fields	Sort Fields	Summary Fields
<input type="text" value="Title"/>	<input type="text" value="Title"/>	<input type="text" value="Title"/>
<input type="text" value="Description"/>	<input type="text" value="Creator"/>	<input type="text" value="Description"/>
<input type="text" value="--"/>	<input type="text" value="Date"/>	<input type="text" value="--"/>
<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>

coming from the data schema you previously selected.

- **Category Fields- Who, What, When, Where:** Drag and drop up to 20 fields into the Who, What, When, Where categories. These will be represented in the LUNA Viewer in the "Explore Categories" view, in the Advanced Search when searching across multiple collections, and in the narrow search feature.

(v7.2.5.0+) Additionally, if you have enabled Image Analysis (below), you can choose to map "Labels" to the What category and "Landmarks" to the Where category.

Fields	Who	What	Where	When
<input type="checkbox"/> Metadata Name <input type="checkbox"/> Filename <input type="checkbox"/> Creator	<input type="checkbox"/> Identifier <input type="checkbox"/> Title	<input type="checkbox"/> Description		<input type="checkbox"/> Date

Include Image Analysis labels under What category

Include Image Analysis landmarks under Where category



The [Rebuild LUNA Viewer Index](#) button should only be applied if changes are made to the settings for Who, What, When, Where category fields. Or, if you notice a discrepancy between the data in the LUNA Library and what's appearing in the LUNA Viewer. We recommend doing this during off peak hours


- Canonical Address:** Allows you to share your collection with the LUNA Commons. For more information contact Luna support. This will point back to your instance of LUNA in all web crawlers. So any institution sharing your content publicly using the LUNA Commons will be advertising your site and content. This will increase your page rank in search engines like Google. This needs to be the base address of your LUNA site. For example <http://www.example.com:8180/luna/servlet>
- OAI-PMH Mapping:** OAI-PMH is a protocol for sharing metadata and allows your collection metadata to be harvested by other repositories. Select a data field from the left hand menu and then select which of the Dublin Core fields you'd like to map it to. For more information contact Luna support.

OAI-PMH Mapping

- Include Relay Button:** The [Relay Button](#) can be used as a link from the Detail View to an external destination like a buy button or an in-context comment page. You can enable the [Relay Button](#) in the Collection Manager. This will create a button (previously the Buy Button) that appears at the top of LUNA when viewing an image. For more information contact Luna support.
- Media Metadata Options:** Check the boxes that apply to search for and display custom user defined fields, EXIF, IPTC, and XMP info in the LUNA Viewer.

Custom Data Fields are user defined fields that act as supplemental descriptive data in a collection and the only data fields available for an item in the Independent Media Items.

Media Metadata Options	Display in data	Searchable
Custom Data Fields:	<input type="checkbox"/>	
EXIF:	<input type="checkbox"/>	<input type="checkbox"/>
IPTC:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
XMP:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

 Tip: To ensure your EXIF, IPTC, and XMP data is searchable within LUNA, be sure to check the boxes under the Search heading before uploading your Media Items.

- Uploader Settings:** By checking the box you are storing the source image by default every time you upload images in the Uploader.

Uploader Settings

Store source by default

- Enable Image Analysis (v7.2.5.0):** Check this box if you want to enable the Google Cloud Vision API Image Analysis feature when uploading images to your collection. Additionally, if you have enabled Image Analysis (below), you can choose to map "Labels" to the What category and "Landmarks" to the Where category.

Enable Google Vision Image Analysis for Uploader

Include Image Analysis labels under What category

Include Image Analysis landmarks under Where category

- Enable Google Cloud Storage (v7.3):** Check the box if you want to store [source and associated files](#) in Google Cloud Storage. Once you check this box you can select Nearline or Coldline as well as what files to store in Google (currently source & associated files are the only option). If you

do not want to store source and associated files on the LUNA server, make sure to check the box for the option to exclude uploading source and associated files to the LUNA server.

Enable Google Cloud Storage ?

If you want to change the default storage class you must do this in the Google Cloud Storage interface.?

Initial Storage Class:

NearLine ColdLine

Source and Associated Files

Do not store on LUNA server



Rebuild Library Index button is v7.1.2+

The **Rebuild Library Index** button is only recommended in certain circumstances like when an upgrade requires it or Luna's support department recommends it. If you need to rebuild the Library index, we recommend doing this during off-peak hours.