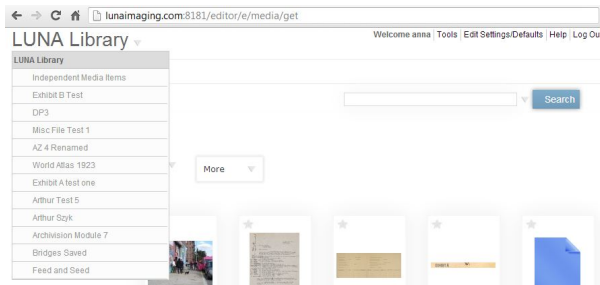


Collections & Independent Media Items

All content in the LUNA Library can be organized into collections, or into the Independent Media Items (IMI). Copying items from the IMI to a collection or from one collection to another is easy to do.

Use the pull-down menu to navigate to a collection or to the Independent Media Items. Only collections you have been granted permission to access will appear in the list.



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About Collections

The LUNA Library, [LUNA Uploader](#) and [LUNA Collection Manager](#) all work together to help you build collections. In order for your content to be viewed in the [LUNA Viewer](#) it first has to be part of a collection.


Collections are very tightly tied to data schema (or [data templates](#)) from the **Collection Manager**. When creating a collection you first select an existing data template or create a new data schema. Next, set up the collection properties (thumbnail labels, header graphic, sort order, etc). Once these properties are created you're ready to go to the **Library Uploader** and upload media items and data directly to a collection. You can also move items from existing collections or from Independent Media Items into a collection.

Use the [Record Editor](#) to edit records in a collection, and to link additional images to records.

Viewing Collections


After a collection is built only the items that you have checked "for display in the LUNA Viewer" will be available to your audience. This can be done automatically in the [LUNA Uploader](#) or manually in the [Record Editor](#). To see all items in a collection which are available in the **LUNA Viewer** use the "Other Criteria" menu in the advanced search. You'll also know an item will be displayed in the **LUNA Viewer** when you see the little green indicator on the media item thumbnail:



 Both a record and its linked media item need to have the "For display in LUNA Viewer" box checked. If one is checked but not the other the item will **not** be displayed in the LUNA Viewer. This is done in the [Record Editor](#) and [Media Item Editor](#) but can also be done automatically by applying the correct settings in the [LUNA Uploader](#). By default both the record and the media item will be marked for display in LUNA in the Uploader settings.

This allows you to organize all items into a collection but gives you the freedom to not expose them to your audience until you're ready. For example, if you add items to a collection but they don't have any record data yet it's nice to have them organized in that collection and not displaying in the [LUNA Viewer](#) et.

Using the [LUNA Administrator](#) you can grant access to collections. You can create different credentials to grant different access permissions depending on the login used. Only administrators have access to the LUNA Administrator.

 **Tip:** While every media item has a record when in a collection, you don't need actual data in the record in order for the item to display in the Viewer.

About Independent Media Items (IMI)

Unlike a collection there is no data schema within the Independent Media Items and so the items in it do not have data records. You can add custom data fields using the [Media Item Editor](#), but there is no [Record Editor](#) with the IMI since there are no records.

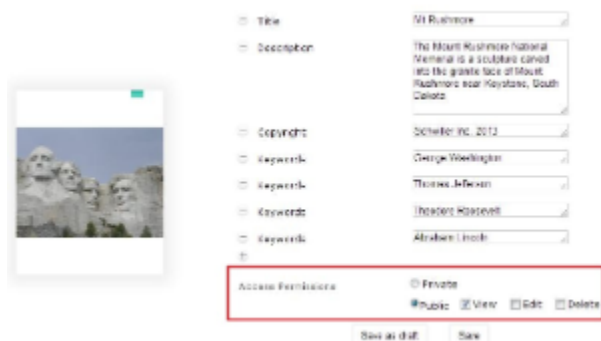
If you're not sure how to structure a collection but want to add your content to the system, uploading to the IMI is a good idea. You can then organize the content [using labels](#) and easily copy items into a collection. Once a media item is copied into a collection a blank record is created for you. The IMI allows you to add the same item to different collections. Consider it as a staging area for the content you haven't organized or cataloged yet.

Items added to [My Uploads](#) in the LUNA Viewer will appear in the IMI.

My Uploads

The [LUNA Viewer](#) has a My Uploads feature which allows certain users to upload items directly from their desktop into the system without using the [LUNA Uploader](#). These items are marked as public by default and will appear in the IMI for all to see.

This is useful if you don't want to give a user access to the [LUNA Library](#) but they still want to upload content to the system. A collection administrator could then easily find those items by searching by owner and add them to a collection. In essence this is a simple way for people to add content to the system without having to give them access to the other tools.



The screenshot shows a form for editing a media item. On the left is a thumbnail of a photograph of Mount Rushmore. The form fields are as follows:

- 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: Schickel, Inc. 2012
- Keywords: George Washington
- Keywords: Thomas Jefferson
- Keywords: Andrew Jackson
- Keywords: Abraham Lincoln

The 'Access Permissions' section is highlighted with a red box and contains the following options:

- Private
- Public
- View
- Edit
- Delete

At the bottom of the form are buttons for 'Save as draft' and 'Save'.

When you are in context of the IMI you'll see all your items as well as other people's [My Uploads](#) items marked as public. By default items uploaded via [My Uploads](#) are public with view only privileges.

 **Tip:**

- Use the **My Media** filter to see all items that belong just to you from both IMI and MY Uploads.
- Use the **My Uploads** filter to see all items that belong just to you from both IMI and MY Uploads, and which appear in the LUNA Viewer. These can be both marked as public or private.



Adding record info on upload.

Although you are able to upload any images you like, you will not be able to save the text you enter into the "Title", "Description", and "Copyright" fields if the credential you are assigned does not have write access for "Independent media Items" in the Administrator section. The "Save media Details" button will not actually work until you add write access for the credential.