LUNA

Quick Start Guide

This quick start guide is intended to provide you with simple instructions on how to get started using LUNA.

If you need additional help consult the complete LUNA User Guide.

For best results we recommend you use Firefox or Chrome browsers.

In this guide we will focus on 3 scenarios:

1. Using the Independent Media Items Container: I have media items, but no collection in mind yet. [Jump to](#).

2. Building a collection: I have data and media items and am ready to build a collection. [Jump to.](#)

3. Building a collection: I have a collection in mind and have media items, but no data yet. [Jump to.](#)

LUNA Library

Upload, manage and edit content. Add media items to collections.

LUNA Uploader

Bulk upload media items and data.

LUNA Viewer

View published LUNA collections.

LUNA Administrator

Manage users and collection configuration.

LUNA Collection Manager

Create and manage collections and templates.

Depending on your user account permissions, you'll have access to specific LUNA tools.

To navigate between them use the "Tools" menu in the upper right corner of the application.

If you don't have a user account yet, contact your administrator or consult the complete LUNA User Guide for information on setting up users in the LUNA Administrator.

Scenario 1
Using the Independent Media Items Container
"I have media items, but no collection in mind yet. "

1. Begin by logging in.

2. From the tools menu, select **LUNA Library Uploader**. Select "Independent Media Items" from the pull down menu.

   Tip: The Independent Media Items Container (IMIC) acts like a collection, but doesn't have any data schema. You can use the (IMIC) to manage content, like a staging area to hold your media items, until you're ready to add structured data to them and organize them into a collection. ***In order for media items to appear in the LUNA Viewer, they must be part of a collection. [More info on IMIC.](#)***

1. Select the media items you wish to import into LUNA.

2. Click "Start Upload".

5. Pay attention to the status message, the items need to be first uploaded and then processed. This could take a while depending on how many items you're uploading to the system.

6. You'll know all items are uploaded and ready to be viewed in the **LUNA Library** when the queue status reads 0.

Records Uploaded: 3
Media items processed: 3 of 3
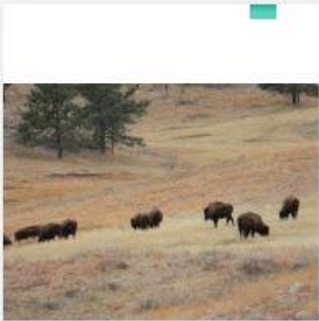Items left in server queue: 0

7. Once the items have finished uploading and processing, use the Tools menu to navigate to the **LUNA Library**. Make sure you're in the context of the "Independent Media Items" by checking the collection pull down menu in the upper left.

8. By default all items will be marked as public for viewing only. You can edit these permissions at any time either individually, or by group, in the **LUNA Library**.

| Group Edit | Media Items Preview |

3 Media items(s) selected to edit.

☐ For display in LUNA Viewer (thumbnail indicator ▪)

Title ☐

Description ☐

Copyright ☐

Keywords ☐

+

Access Permissions   ○ Private   ☑
                     ● Public ☑ View ☐ Edit ☐ Delete

Save as draft   Save

9. The Independent Media Items Container includes all your items plus other public items from your organization. To only see your items click on the "My Media Items" filter on the left.

10. There are no records with Independent Media Items but you still have options for adding data. One option is via embedded metadata. Learn more about LUNA's support for embedded metadata. Another option is via the Media Item Editor.

     With the Media Item Editor you can add custom data fields to an item, this information lives with the item. In other words, when you add the item to a collection the data will go with and can be edited anytime in the Media Item Editor. By default there are 5 fields in the Media Item Editor but you can delete these or add more if you like.


     Tip: To ensure these fields and the embedded metadata display in the LUNA Viewer be sure to check the appropriate boxes in the collection properties.

Media Metadata Options	Display in data	Searchable
Custom Data Fields:	✓	
EXIF:	✓	✓
IPTC:	✓	✓
XMP:	✓	✓

9. When you're ready to add items from the Independent Media Items Container to a collection, go to the **LUNA Collection Manager** and create your collection by selecting a data template and creating the collection properties.

10. Return to the **LUNA Library** and select the media items you wish to add to your collection. Use the "More" menu to add them to the collection. To view them in the LUNA Viewer be sure you've checked the "For display in LUNA" option for both the record and the media item.
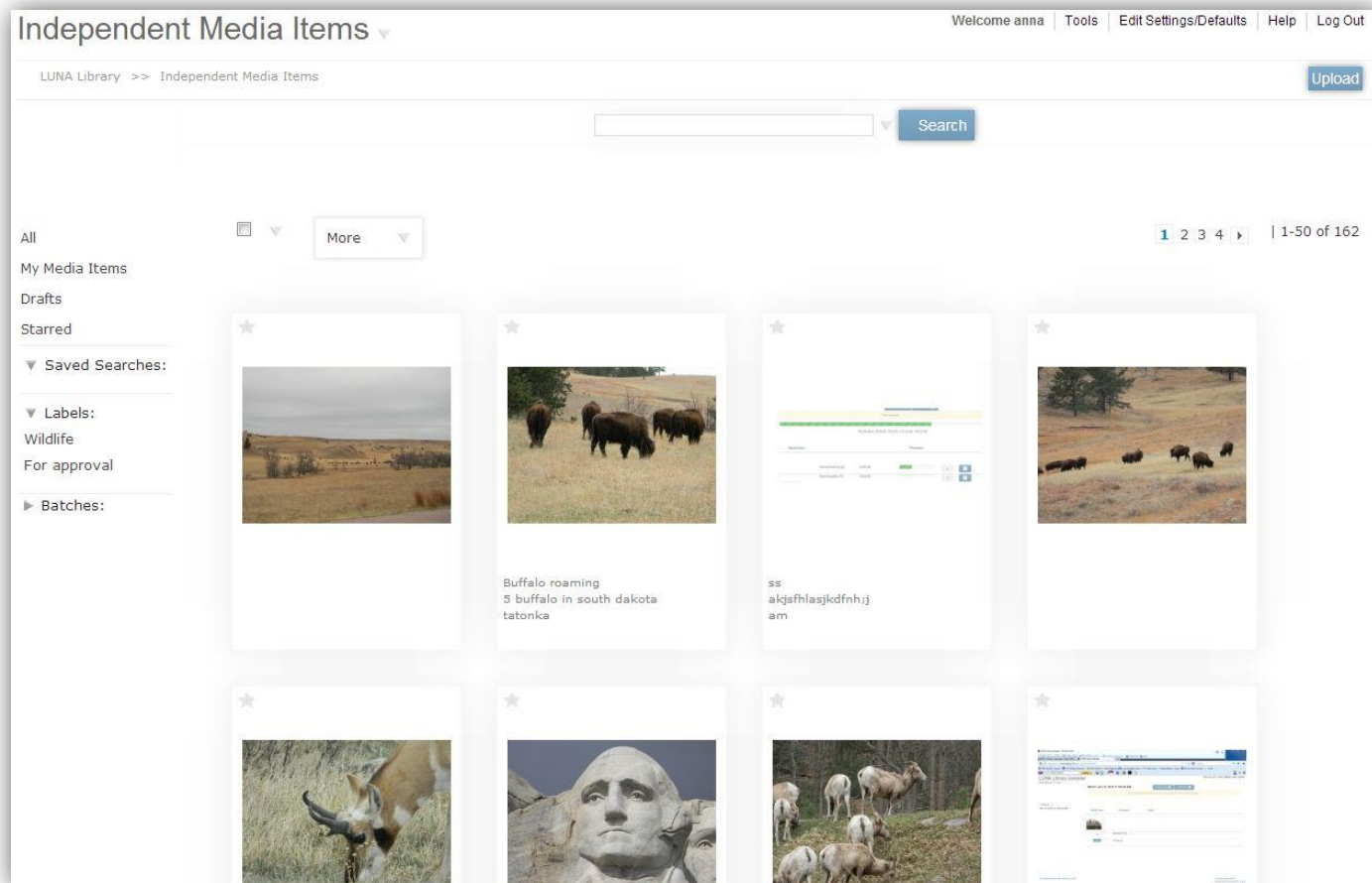
Scenario 2
Building a Collection

"I have data and media items and am ready to build a collection."

1. Once logged in, go to the **LUNA Collection Manager** and click on the "Templates" tab.

2. A collection relies on a data schema. LUNA comes bundled with the Dublin Core and Simple Labels schema templates. Think about what schema you want for your collection. If Dublin Core and Simple Labels aren't what you're looking for build a new template to use. Help with building a new template.
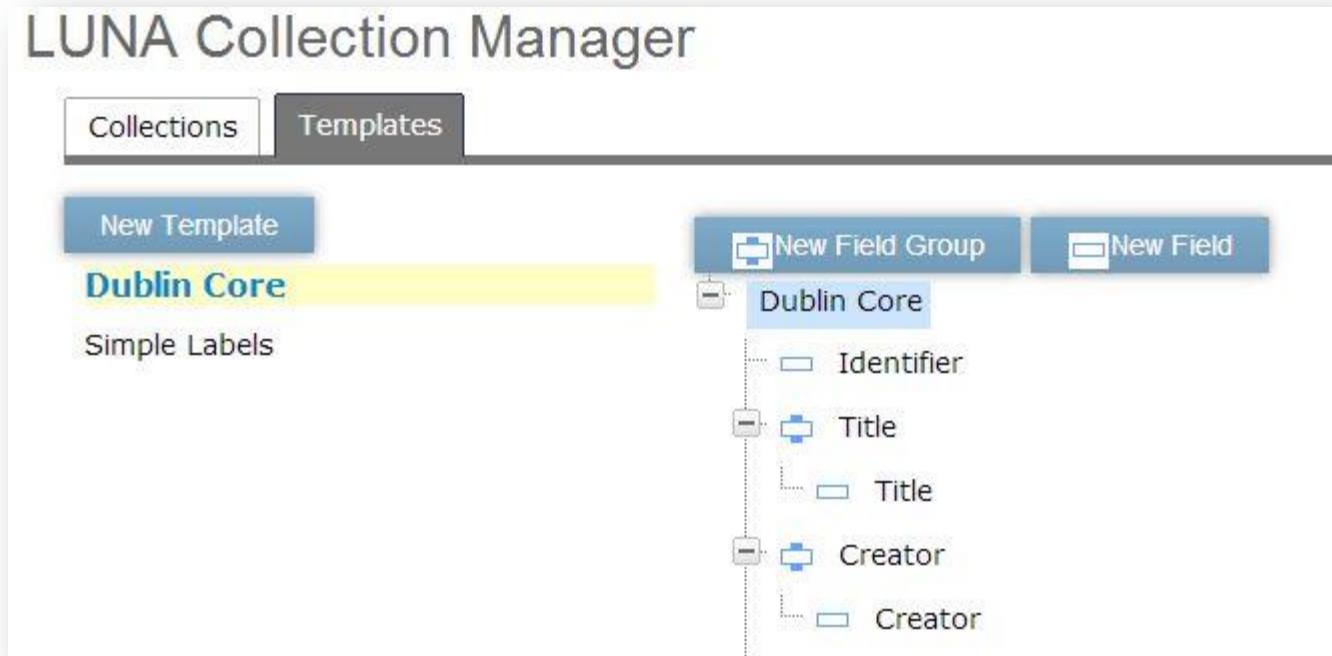
3. Once you know which template to use, click on the "Collection" tab.

4. Click on "New Collection" and being entering the collection properties. Click "Save" when complete".

Collection Name
(limit 50 characters)

Collection Description

Base data schema on   Select Template   Edit   Help

Header Graphic   Upload Header Graphic

Or enter header graphic URL: Help

Luna Viewer Theme   Default

Title

Thumbnail Fields	Sort Fields	Summary Fields

5. Now that you have the collection properties established, you can start adding content to your collection! Since you have your media items and data ready to import, you can proceed directly to the **LUNA Library Uploader**.

6. Just to be on the safe side, make sure you're in the right collection by taking a look at the upper left corner. The name of your collection should appear below **LUNA Library Uploader**. If it isn't, select it from the "Uploading to" pull down menu.
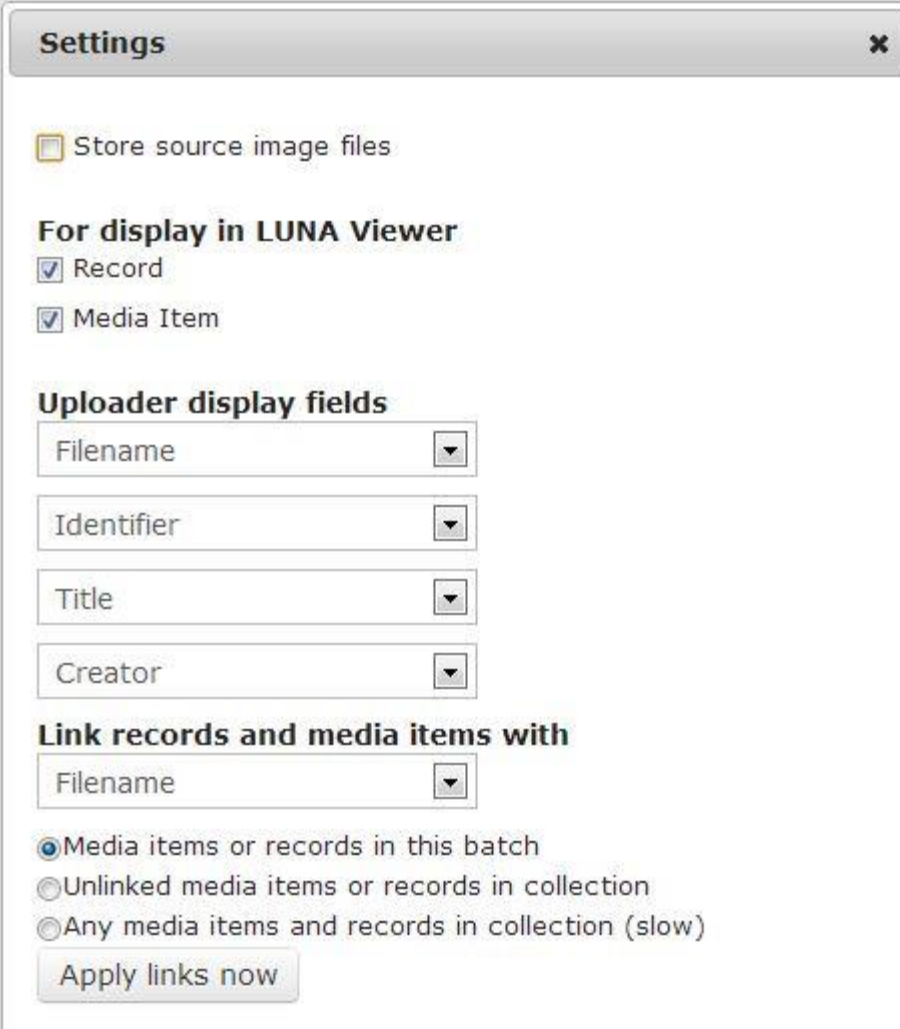

7. Select the media items you wish to import into LUNA. And since you've also got a .csv file with data, go ahead and select it as well. [More about formatting your .csv file.](#)

7. Click "Start Upload".

8. Pay attention to the status message, the items need to be first uploaded and then processed. This could take a while depending on how many items you're uploading to the system.
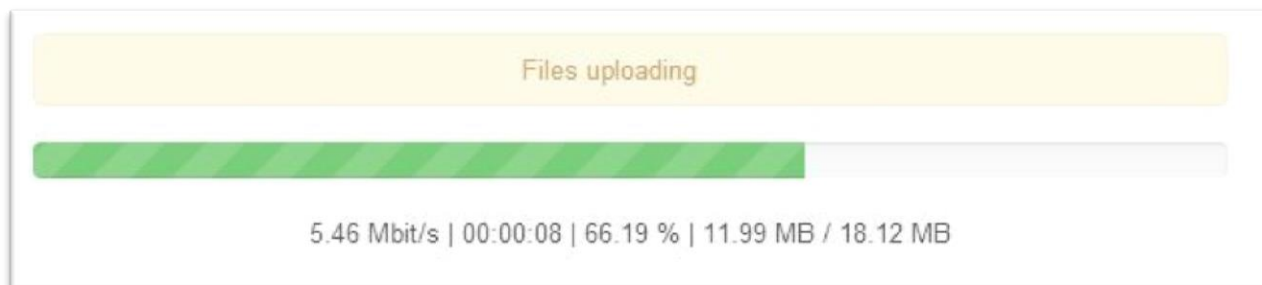
9. Now would be a good time to check your Uploader Settings in the upper right corner of the application. If your data schema included the field "File Name" this will be selected by default in the "Link records and media items with" menu. If all media and records are uploaded and processed click the "Apply links now" button. The screen will refresh and you'll see your records alongside your media.
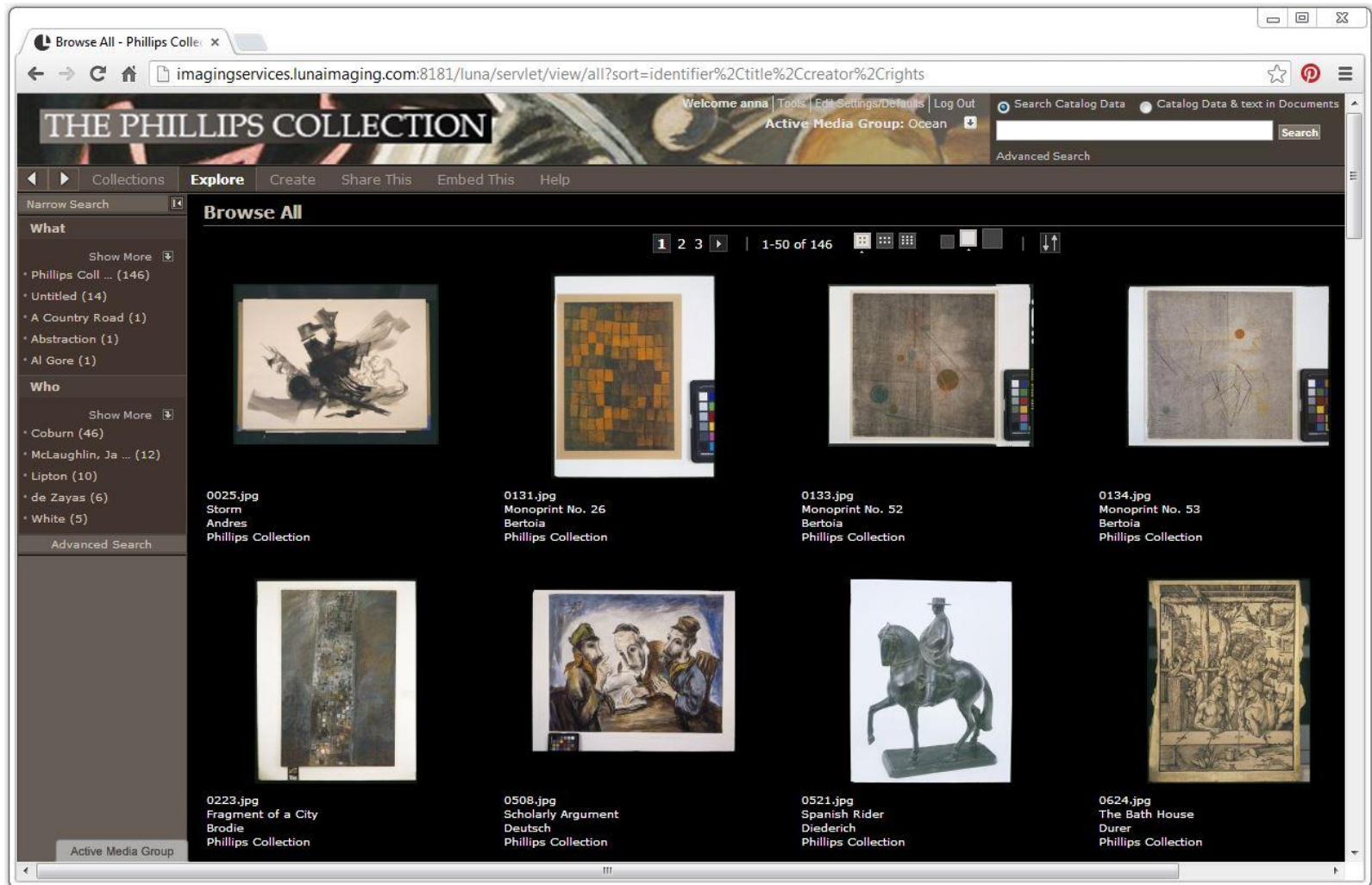
Read more about the Uploader Settings and how to be sure your media and records will link.

11. Once media items and data have been uploaded, use the Tools menu to navigate from the **LUNA Library Uploader** to the **LUNA Viewer**. Voila! You've got a collection built and are ready to share it with your end users.
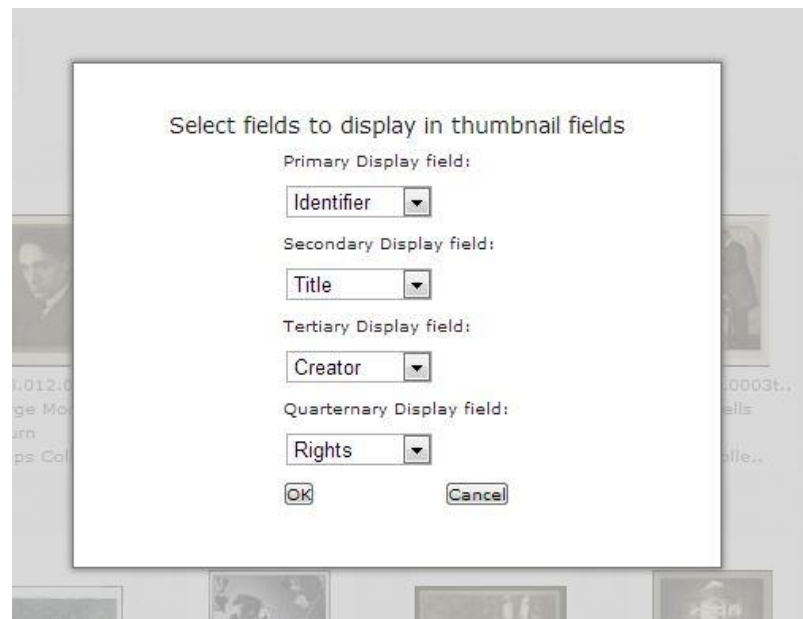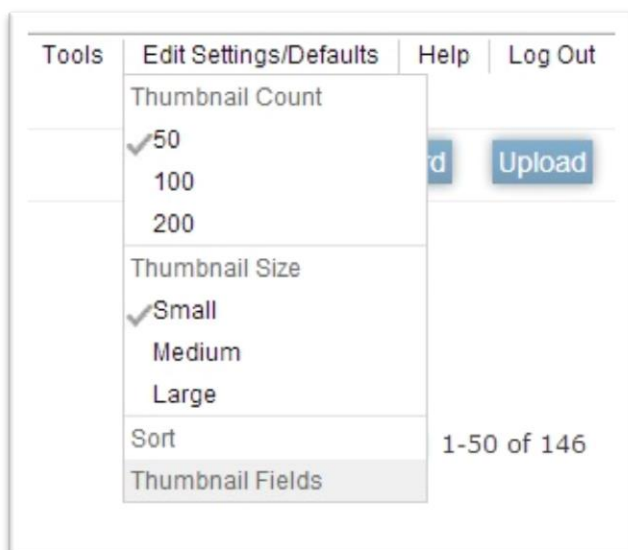
## Want to make edits to the collection?

1. Use the Tools menu to navigate to the **LUNA Library**. Below every media item should be thumbnail data. If you don't see thumbnail data, check the settings for the **LUNA Library**.
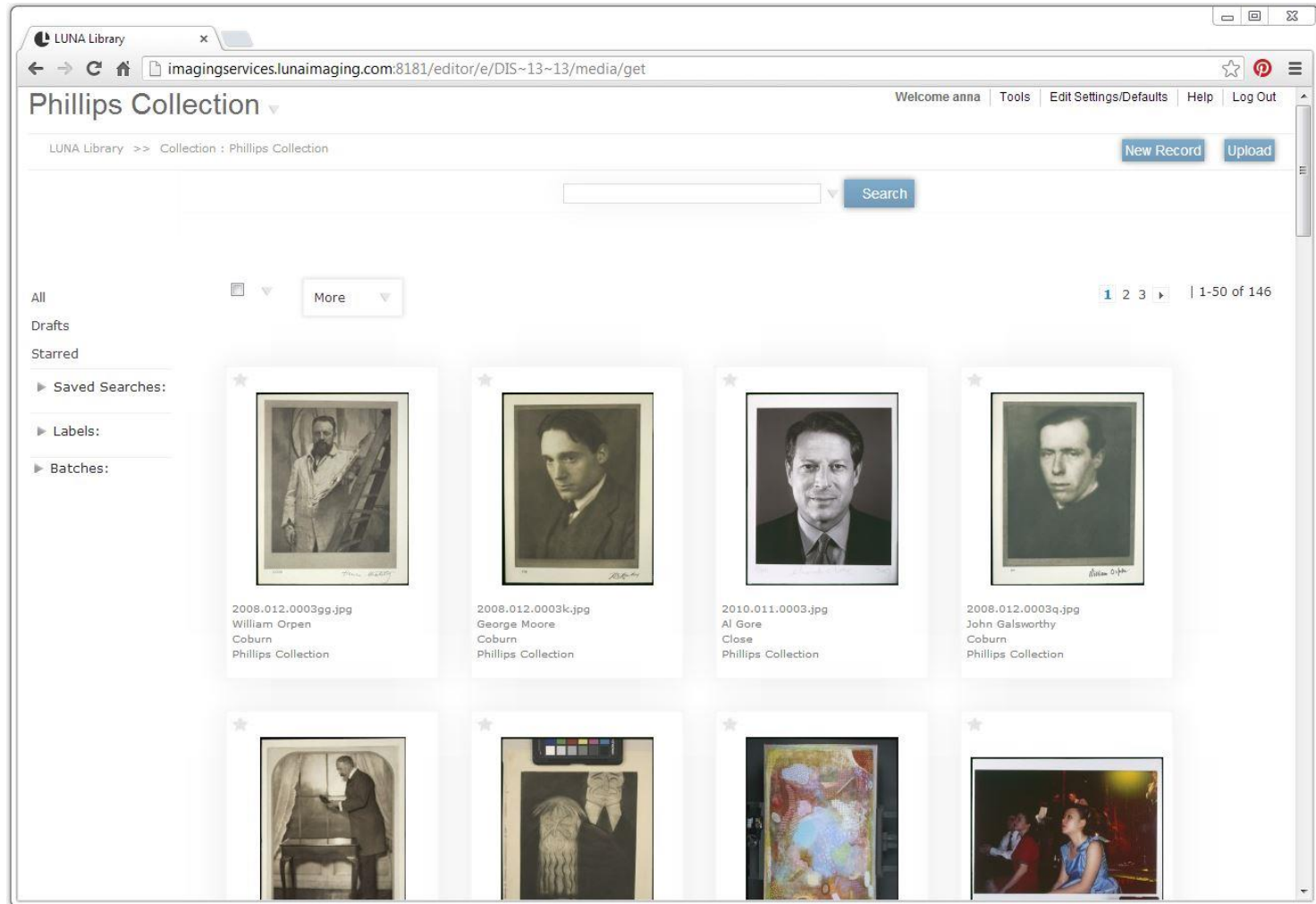
2. You can change which fields display as thumbnail labels at any time using the settings. Remember, from the tools menu you can always go to the **LUNA Viewer** to see how the collection will look for your end users.

3. To make edits to records be sure you are in the **LUNA Library and are in the context of the collection you want to work in by checking the collection pull down menu in the upper left.**

4. Select the media item and then either the icon in the upper left corner, or use the "Edit" menu to go into the Record Editor.
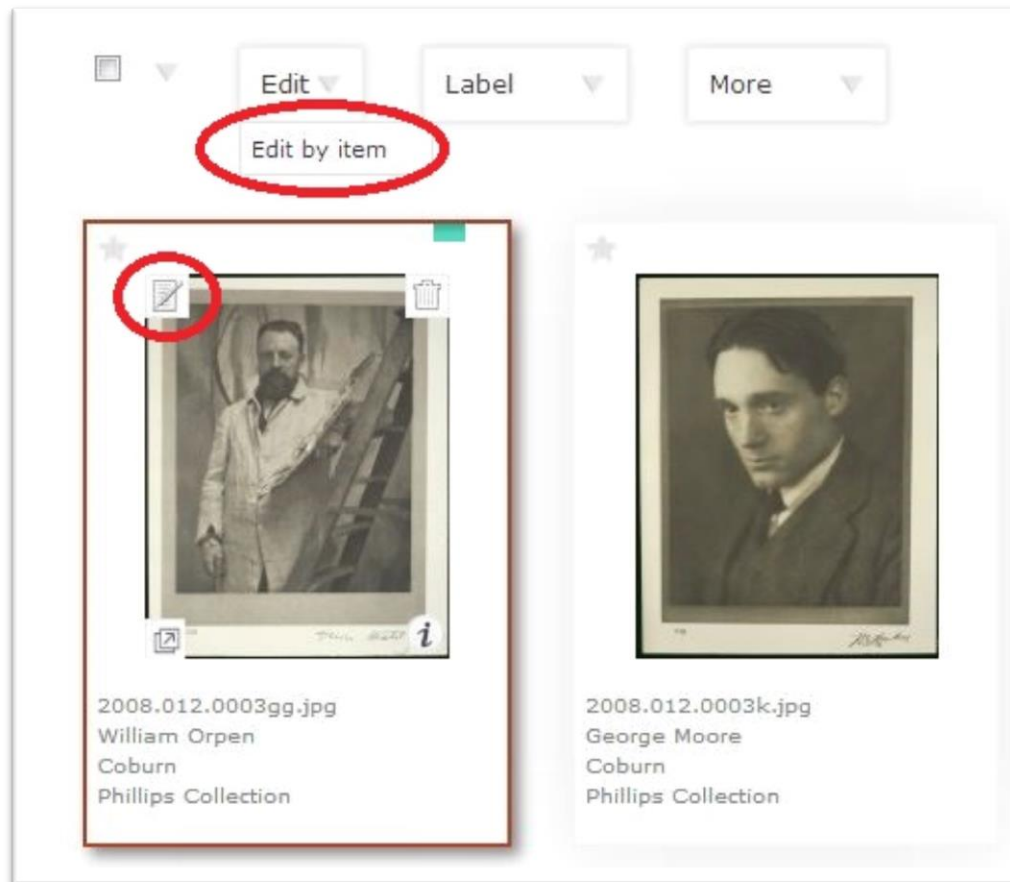
5. Be sure to save all edits! Use the Media Item Linking tab to upload and link more items to that record.

Once in the Library there are lots of other features you can use to enhance your collection. Apply labels, use filters, perform advanced search, add custom data fields, etc. We encourage you to explore all these features.

Scenario 3
Building a Collection
"I have a collection in mind and have media items, but no data yet."

1. Once logged in, go to the **LUNA Collection Manager** and click on the "Templates" tab.

2. A collection relies on a data schema. LUNA comes bundled with the Dublin Core and Simple Labels schema templates. Think about what schema you want for your collection. If Dublin Core and Simple Labels aren't what you're looking for build a new template to use. Help with building a new template.
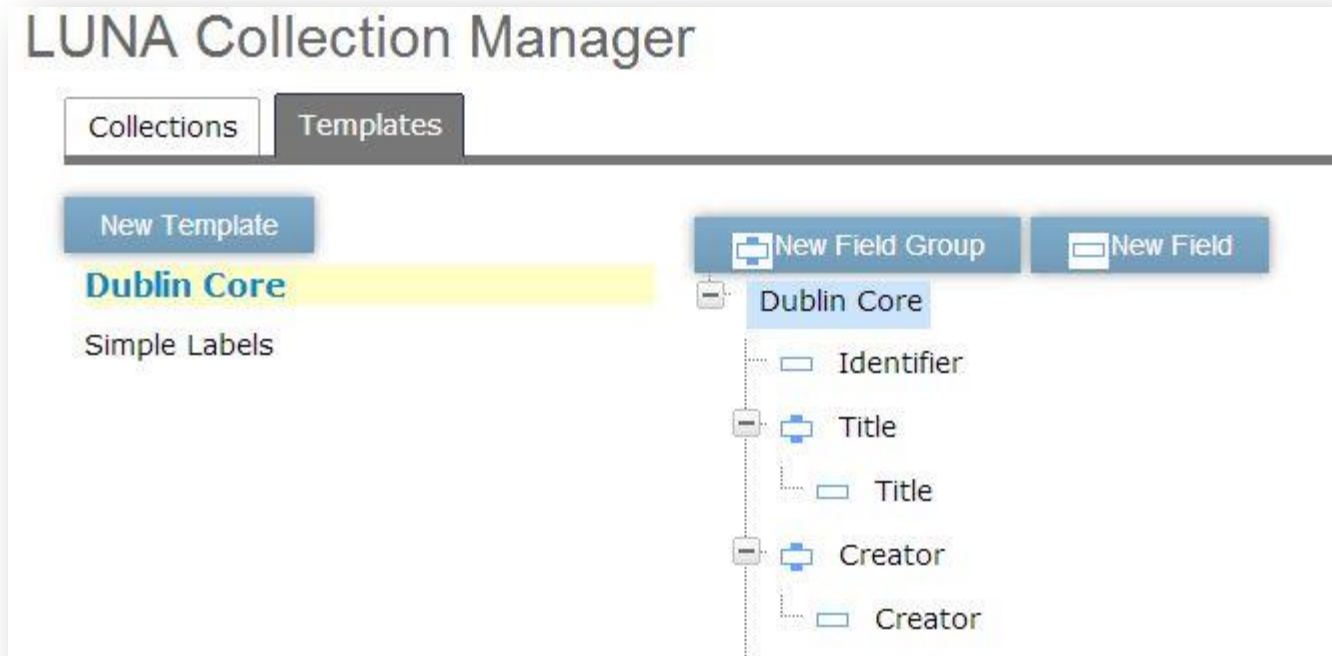
3. Once you know which template to use, click on the "Collection" tab.

4. Click on "New Collection" and being entering the collection properties. Click "Save" when complete".

Tip: Notice for the "Thumbnail Fields" that **Media item filename** is selected by default. Since you're not uploading a spreadsheet with data this is a way to ensure your filenames will be available for display in both the **LUNA Library** and **LUNA Viewer**. See step 11 for more details.

5. Now that you have the collection properties established, you can start adding content to your collection by proceeding directly to the **LUNA Library Uploader**.

6. Just to be on the safe side, make sure you're in the right collection by taking a look at the upper left corner. The name of your collection should appear below **LUNA Library Uploader**. If it isn't, select it from the "Uploading to" pull down menu.

LUNA Library Uploader
Uploading to: Phillips Collection ▽

LUNA Library
Independent Media Items
Annas Cat
Big Collection
Center for Political Graphics

7. Select the media items you wish to import into LUNA.

8. Click "Start Upload".

Select files ⊕
or
Drag images, media items
and/or
a csv or XML file

9. Pay attention to the status message, the items need to be first uploaded and then processed. This could take a while depending on how many items you're uploading to the system.

Files uploading

5.46 Mbit/s | 00:00:08 | 66.19 % | 11.99 MB / 18.12 MB
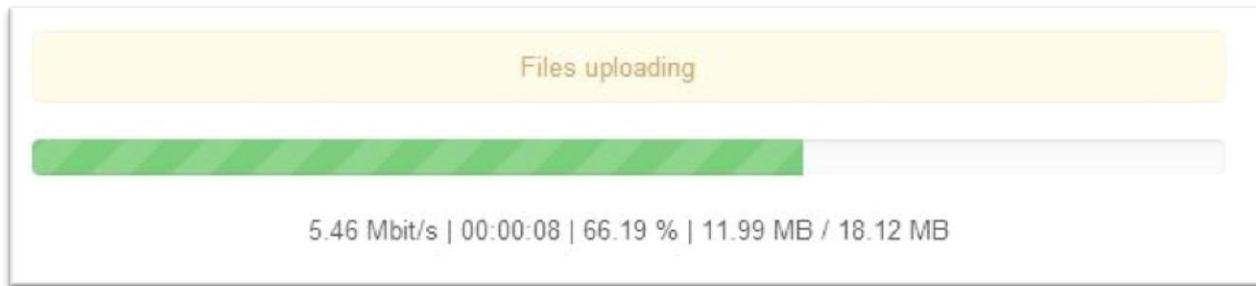
10. You'll know all items are uploaded and ready to be viewed in the **LUNA Library** when the queue status reads 0.

Records Uploaded: 3
Media items processed: 3 of 3
Items left in server queue: 0

11. Your items are now in the LUNA Library and ready for you to work with. You can add data to records one at a time, or by group by using the Record Editor. <u>Learn more about the Record Editor</u>. As you add data to the records be sure to check the "For display in LUNA Viewer" check box if you want the item to display in the **LUNA Viewer**.

Tip: If you don't yet have any data to add but want to view the images in the **LUNA Viewer**, select all items and do a group edit. Then select "For display in LUNA Viewer" from the pull down menu. Save your changes. This way your items will display in the **LUNA viewer** without any data other than the media item filename.

We hope this Quick Start Guide has been helpful.

If you need additional help consult the complete LUNA User Guide
http://www.lunaimaging.com/support/index.html and feel free to
contact us, support@lunaimaging.com