LUNA-Insight – Guide for staff

Contents

Introduction

For information about searching and using LUNA-Insight, see the student guide.

This guide is for staff creating collections and adding items to LUNA-Insight.

Tutorial videos are available at

https://lunaimaging.atlassian.net/wiki/spaces/V75D/pages/655688/Tutorial+Videos

Terminology	
LUNA Viewer	end user view
Record	metadata file
Media item	image file

https://insight.latrobe.edu.au/editor/e/login

Login with your La Trobe user name e.g. j2smith
LUNA-Insight opens in LUNA Library

Click on **Tools** at the top right to see the tools you have to work with.
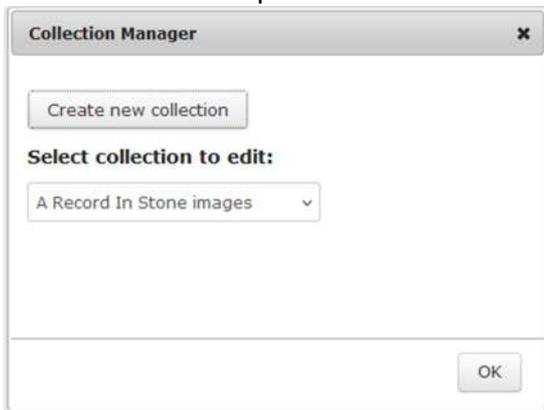
If you don't see the tools you need, contact IS to get access.

Creating a new collection

Go to **Collection manager**,
You will have the option to create a new collection or work on an existing one.

Click on the **Create new collection** button.
Type in the name of the collection, and a brief description. Collection Name and Collection Description appear in LUNA viewer.

Choose an existing data schema template from the drop-down list. If you are unsure, Dublin Core is a good default choice.
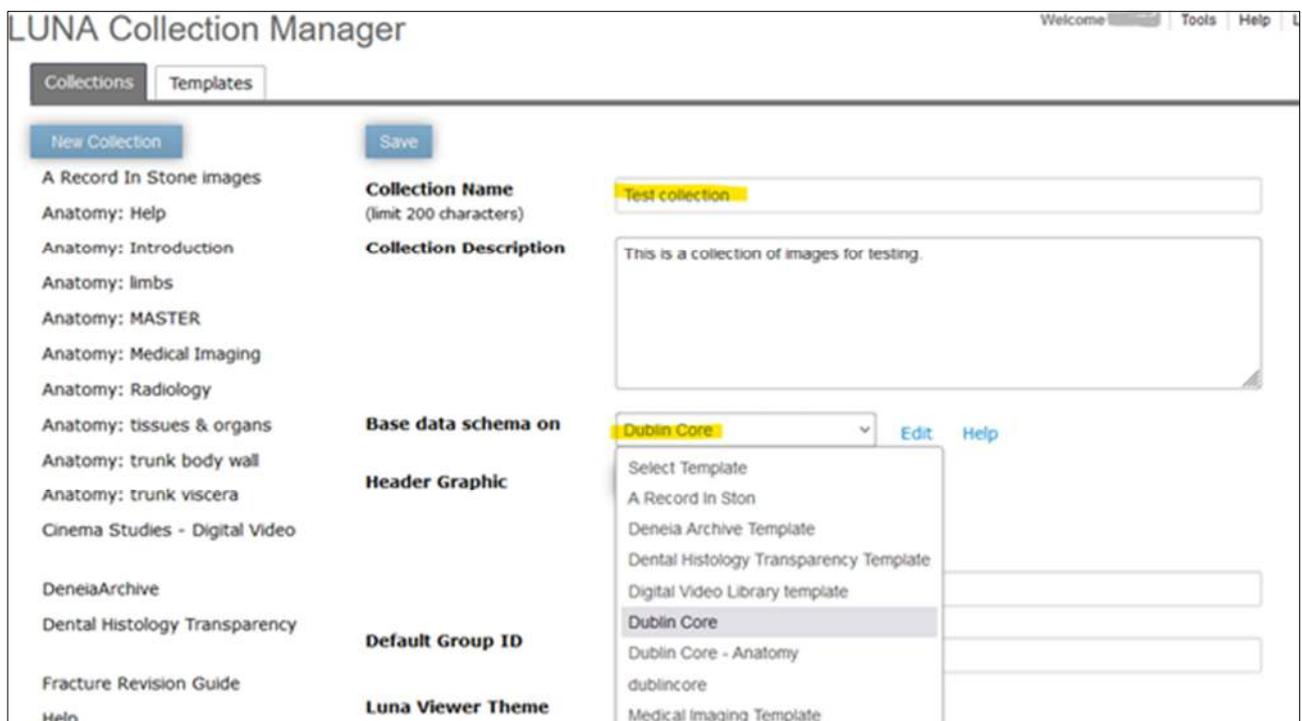
As a minimum, you must provide a
- **Collection name** and
- **Data schema**.

It is a good idea to select the
- **media item filename** as the first Thumbnail field if there is no other data.

Most of the rest of the screen can be left with the default settings.
Header graphic for collection. Choose existing image or upload a new one. (optional)
LUNA viewer theme - 3 themes to choose from – default, blue or white
Title – select one of the data fields as the title for items.
Thumbnail fields. Select up to 4 fields to display with thumbnail image. Choosing a Thumbnail field allow images to be viewed in the LUNA viewer even if no data – choose **media item filename** as a default.
Sort fields Select up to 4 fields for default sort order.
Summary fields. Select up to 4 fields for summary (mouseover),
Map fields to **Who / What / When / Where** categories. These appear as facets and categories for browsing.

Media metadata options: makes custom data and embedded data e.g. exif, iptc, xmp display/searchable or not.
Scroll to the bottom of the screen and click on **Save**.

Add media to a collection

Media items can be uploaded with or without data. They can be linked on load, or after loading.
Go to **Uploader** and select the **collection** from top left drop-down list.

Click on **Settings** at the top right.
You can choose to store the source image in LUNA-Insight.
Choose whether to display records and media items immediately in the LUNA viewer.
Under **Link records and media items** choose a field to link the data with the images – this is usually the *filename* of the image.

Choose one of the options:
- *Media items or records in this batch* - This will only link records with media items in this batch.
- *Unlinked media items or records in collection* - This will check all the media items in the whole collection that you have uploaded that are Unlinked (no record attached to them).
- *Any media items and records in collection* - This will search the entire collection for ANY media item that matches the linking field you choose and attach the record.

Close the Setting window.

Click on the **Select files** button and add the files you want to upload. When all media items have been selected click **Start Upload**.

It's a best practice to upload your data first then upload the media. This allows the system to attempt linking with an existing record as each media item is processed.

Data should be in a csv file, and the headers should match the field names and order in the data schema for the collection. You can download a blank data file from the lower left **Download blank data schema .csv file**. Fill in the rows with your record information. Save the file as a csv file.

Image files can be .jpg, .png, .tif and possibly other formats.

Linking Records & Media Items manually

To link a record to an existing item, open the record in the **Record Editor,** click on the **Media Item Linking** tab, and find image. Click on **+** at top right of image to link to the record. Go back to the record editor to check that image is now linked.

Edit data manually in LUNA Library

In the Library, select an image and click the **Edit** icon at top left of image.

The editor screen will appear. There are a few tabs.

- **Record editor** – here you can add or update metadata based on the collection's data schema. There is a checkbox to change whether an item is available *For Display in LUNA viewer*.
- **Media item editor** – custom data relating to the image can be added here. This data will stay with the image if it is moved to another collection. Record data will not. Embedded data e.g. exif, iptc, xmp will automatically be uploaded with media. This data can display and be searachable or not.
- **Media item linking** – this is where media can be linked to data records if it isn't already linked. See below.
- **Restriction** – limit who can see images and records.

Other features

Media groups. Items can be added to a media group, this can be public or private.
Media groups can be
- displayed as a slideshow.
- exported
- embedded using a widget.

For more information see
https://lunaimaging.atlassian.net/wiki/spaces/V75D/pages/656091/Working+with+Media+Groups

Video closed captioning - html or WebVTT (web video text tracks) files can be imported to use for closed captioning of video.


Multi-Page documents – multi page documents such as books can be uploaded as a single pdf file or as multiple images or as a Book Reader object. A reader can flip through the pages of a Book Reader object like a book.
See Multi-Page Documents in LUNA

Timeline – media items can be used to create a timeline.

Create a new data schema template

New data schemas should be created sparingly. Where possible use Dublin Core.
Go to **Collection manager**, click on the **Templates** tab.
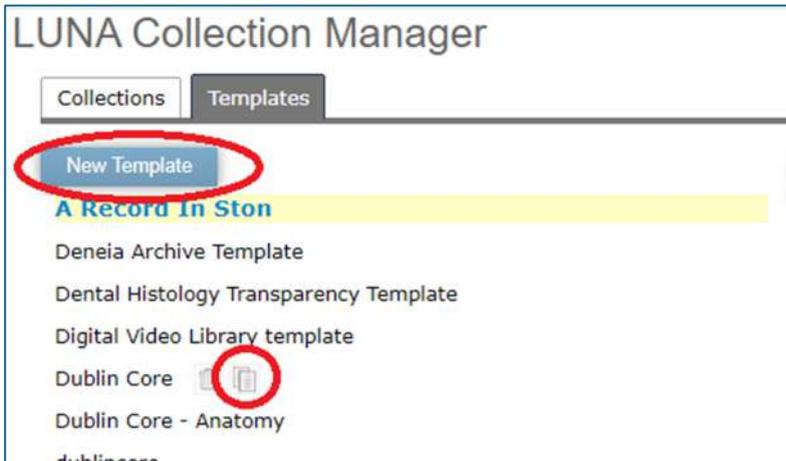
Click on the **New Template** button to create a new template from scratch OR Copy an existing template to create a new template based on an existing data schema.
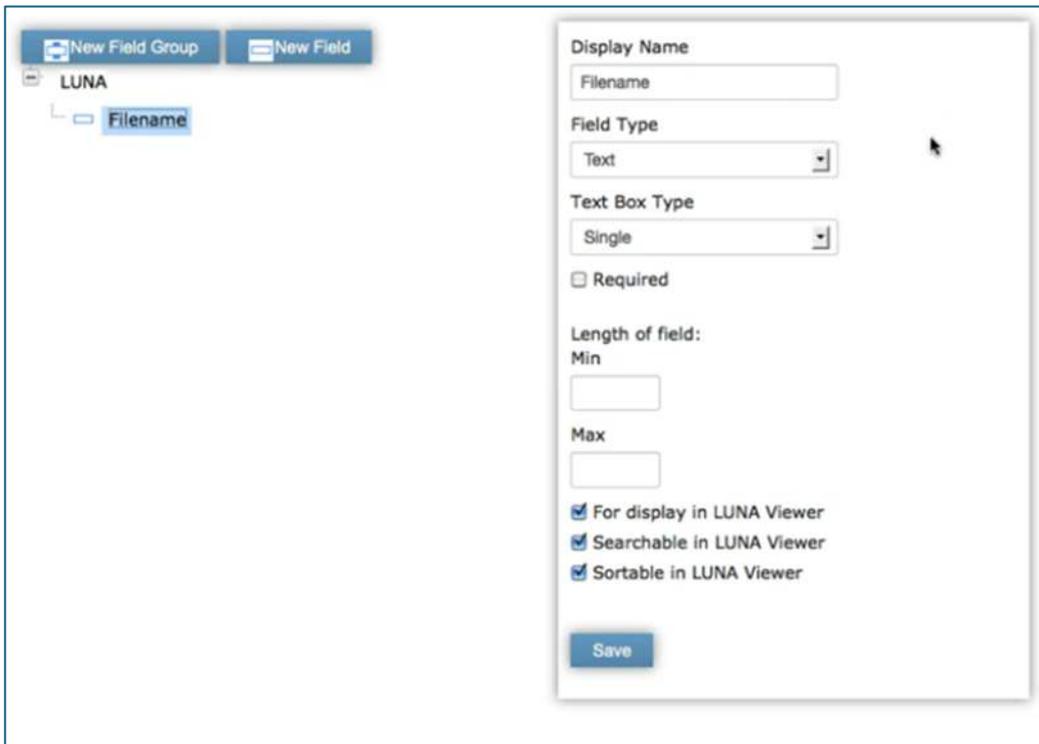Give template a Name, and Description. Click **OK**.
Filename is the first field by default. Always include "Filename" as one of your data fields. This is the easiest way for the system to link records and media items together.
Select this field. A properties box opens, fill in as necessary.
Check the Required box if you want the field to be mandatory.
Save.

To add a field, click on **New Field**. Fill in the properties and click on **Save**. The new field will appear in the list of fields.
Save after creating each field.

Use **Field Groups** for repeating fields. Click on the **New Field Group** button and give the group a name. Then add a new field to the Field Group. The field only needs to be added once.

The order of the fields can be changed by hovering over the field name and clicking on the up/down arrows.