6.0

Luna Imaging Inc.

insight<sup>®</sup>

# insight 6.0 User's Guide to Basic Collection Building

Luna Imaging Inc.



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# **INSIGHT AND LUNA ARCHITECTURE**

Insight has a dynamic multi-tier architecture built on the client-server model which allows it to adapt to an institution's needs and requirements.

Figure 1: Insight and LUNA Component Diagram



### LUNA Components are as follow:

**LUNA Publisher:** Schedules and is used to pull data out of the Insight Collection Manager, storing it in an XML format. The LUNA Publisher then converts the archive data into a Lucene index for each collection and merges all Collection indexes into one single search index. Once merged, the LUNA Server is placed into a maintenance mode and the newly merged index replaces the existing one.

**LUNA** is the dynamic web based front end to Insight collections. With LUNA, users can perform simple keyword searches as well as more complex structured queries, and control how they view, browse, and organize their results to create groups and presentations. LUNA includes the Web 2.0 tools your users are demanding which enable them to save and share their work by linking and embedding any view, image, group, or presentation.

### Insight's Components are as follow:

**User Manager:** The User Manager functions as a single point of entry for all Insight Collections and Personal Insight Managers. It consolidates the functions of authentication and authorization for all shared resources within Insight and for LUNA. The User Manager can integrate with an existing security infrastructure if an institution already has a single sign-on solution in place. The User Manager also provides access to resources such as shared folders and groups within Insight. LUNA enables end-user management of viewing preferences, and storage folders for media groups and presentations.

**Collection Manager:** The Insight Collection Manager provides a common interface between client requests and the underlying data repository. Each Collection Manager may contain multiple collections and Virtual Collections of consistent or heterogeneous structures. The Collection Manager also functions as a broker between the clients (the Insight Java Client, Inscribe data editor, Studio (LUNA Publisher and XML Gateway) and the underlying database, coordinating search requests, and data updates.

**Personal Insight Manager:** The Personal Insight Manager is a specialized version of the Collection Manager which supports the creation of Personal Collections with the Insight Java Client.

**Media Manager:** The Insight Media Manager is built around a basic JSP Server, and manages access to Insight's media content. The Media Manager supports direct upload of processed content and also manages access to the JPEG2000 wavelet images that power Insight's Image Workspace.

**Insight Browser & Java Clients:** The Insight Browser and Java Clients are the core of Insight. They provide the end-user interface for searching, viewing, and managing images, audio, video, and other media. These clients provide unique tools to interact with visual content. The Java Client also provides end-user collection building tools with Personal Insight and the ability to create Virtual Collections – a subset of content with different access levels.

**Inscribe**®: The optional Inscribe data editor is an end-user cataloging tool designed to support all of an institution's cataloging needs. The Inscribe data editor includes built-in support for controlled vocabularies, date and numeric validation, and complex data relationships. Inscribe also supports an institution's workflow requirements by facilitating the publishing and review processes.

**Studio:** Studio provides collection administrators with the tools to build and manage collections. Studio is a wizard-based tool supporting batch processing of media, batch import of metadata, user management, catalog template creation and management, and other basic functions. The **LUNA Publisher** is accessible from within the Studio client.

Administrator Tools: The Insight Administrator Tools allow a collection administrator to dynamically manage collections. Components of the Insight Administrator Tools include tools for batch media processing, user and resource management, data indexing, and configuring of the search and user interface.

**JPEG2000 Wavelet Encoder:** The Administrator Tools and Studio include a JPEG2000 Wavelet Encoder. Wavelet encoded images improve performance when accessing large images, reduce storage requirements, and optimize network usage on image delivery.

**Insight XML Gateway:** The XML Gateway provides a web-services based interface for searching and retrieving content stored within Insight collections. The XML Gateway is middleware which allows backend interaction between Insight and other XML aware applications.

# Managing Users and Accessing Collections

This chapter discusses how to grant different levels of access privileges to various Insight users. Managing these privileges is done within Insight Studio and the Insight Administrator Tools.

# **GRANTING ACCESS TO INSIGHT STUDIO**

By default, when a new Insight system is installed, the administrator account created during installation is granted access privileges to Insight Studio and the Insight Administrator Tools.

The next section discusses how to give access to other types of users.

### Enabling Insight Studio Access to a Collection Manager

1. Open Insight Administrator Tools.

2. Connect to the Collection Manager you want to grant access to by right-clicking (control-click on the Mac) on the Collection Manager name and selecting **Connect**.



3. Select Server Settings, right-click on Admin Accounts, and click New.



4. Enter the username and password you wish to add and select **Insight Studio Access**. If you would also like to grant access to delete collections, select **Insight Studio Collection Delete**, and click **Save**.

💼 Edit Admin Account - 🚿	
Username:	Pat
Password:	****
Server Admin Permissions:	Read
	🗌 Edit
	🗌 Add
	🗌 Delete
	Collection Editor
	✓ Insight Studio Access
	🗌 Insight Studio Collection Delete
Account Admin Permissions:	Read
	🗌 Edit
	🗌 Add
	Delete
Save	Cancel

# Adding a User to the User Manager

Once the Administrator User has the appropriate permissions in the Collection Manager, you must confirm that there is a matching user in the User Manager.

To confirm that the user is defined in the User Manager:

- 1. Open Insight Administrator Tools.
- 2. Connect to your User Manager by right-clicking on the User Manager name and selecting **Connect**.
- 3. Select **Users** and look for a matching user name.



- 4. If you do not find a matching username for your administrative user, add one by right-clicking on **Users** and click **New**.
- 5. Enter the same username and password that match the administrative user in the Collection Manager followed by a First Name and Last Name.

🛅 Edit User -	
Username:	pat
Password:	funa
First name:	Pat
Last name:	Doe
Organization	Luna Imaging Inc
E-mail:	odoe@luna-img.com
Phone:	
Address:	
City:	
State:	
Postal code:	
Country:	
Available Au	thentication Groups Assigned Authentication Groups
Demo-1-Adr	nin >
	Save Cancel

6. Insight Studio only verifies a valid username and password during login, so you do not need to assign Authentication Groups. Click **Save**.

# Enabling Insight Studio Access to a User Manager

- 1. Open Insight Administrator Tools.
- 2. Connect to your User Manager by right-clicking on the user manager name and selecting **Connect**.



3. Right-click on **Admin Accounts** and click **New**.

🧱 Control Panel - Main		
🛅 Console Root	Admin Name	Created
🗗 🍰 User Managers	lunaadmin	Wed 15 Dec 2004 12:00:00
🗄 📴 quick start UM (lunaadmin)		
– 📄 Admin Accounts		
– 📄 Users New		

4. Enter the user you wish to add and select **Insight Studio Access**. If you would also like to grant access to delete collections, select **Insight Studio Collection Delete** and click **Save**.

🛅 Edit Admin Account - 🎆	×
Username:	pat
Password:	****
Server Admin Permissions:	Read
	🗌 Edit
	Add
	Delete
	✓ Insight Studio Access
	Insight Studio Collection Delete
Account Admin Permissions:	🗌 Read
	🗌 Edit
	Add
	Delete
Save	Cancel

You must have access to a collection through Insight Studio to manage user access to that collection.

# **INSIGHT STUDIO USER MANAGEMENT**

Once a collection is created in Insight Studio, you can manage access to that collection and create "shares" (network shared work areas) for other users to access your collection.

Insight Studio only allows you to perform user management for the collection you are currently working in. More advanced user management, such as multi-collection access and collection profile management will be discussed later.

# Insight User Management Concepts

To manage Insight users, you will need to be familiar with the following concepts: user, user group, and profile. The following diagram illustrates the relationship between these concepts:



User: An Insight user as defined in the User Manager

**User group:** Made up of a Group Name and Access Key (Code Key). These two elements control access between a User Manager and a Collection Manager.

For example: A User Group and Access Key on the User Manager "MyUserGroup/MyAccessKey" must have a matching User Group and Access Key on the Collection Manager or users belonging to either User Group will be denied access to the collection.

Profile: Sets the level of privileges available to a user for a collection

# Managing Users

Log on to Insight Studio and select your collection. Select **Manage User Access** in the Task Menu.



### Adding a User

1. Click Add.

2. Fill in the form (minimum requirements: Log-in Name, First Name, Last Name, and Password) and click **OK**.

Properties - New Use	ir
eneral Member Of	Share Access
Log-in Name:	jidoe
First Name:	John
Last Name:	Doe
Password:	••••
Re-enter Password	d:  ****
Organization:	
E-mail:	
Telephone:	
Address:	
City:	
State:	
Zip Code:	
Country:	

### Assigning a User to a User Group

There are two ways to do this:

1. Select **Manage User Access** from the Insight Studio Task Menu. Select **Users** from the Access Type menu, then select the user from the User Name list in the right panel and click **Properties**.

Jser Properties - jd General Mem Member of:	oe (John ber Of	Share Access		
	Select (	iroups from list:		
			Group Name	
	<u> </u>	Demo-1-Admin		
	<u> </u>	PODEFAULT		
Add				
			0	K Cancel

a. Select the Member Of tab.

- b. Click Add.
- c. Select the User Group you would like to assign.
- d. Click OK.
- e. Click **OK** again in the User Properties panel.
- f. You will be asked to save the changes. Click Yes.
- Select Manage User Access from the Insight Studio Task Menu. Select User Groups from the Access Type menu, then select the User Group from the User Groups list in the right panel and click Properties.



- a. Select the **Members** tab.
- b. Click Add.
- c. Select the user or users you would like to add.
- d. Click OK.
- e. Click **OK** again in the Group Properties panel.
- f. You will be asked to save the changes. Click Yes.

### Adding a User Group

To add a User Group, you will need to add it to both the User Manager and the Collection Manager.

In the Insight Studio Task Menu, you will need to add the User Group using both the **Manage User Access** and the **Manage Collection Access** tools.



Adding a User Group with the Manage User Access Tool

- 1. Log on to Insight Studio and select the collection you would like to add a User Group to.
- 2. Click Manage User Access in the Insight Studio Task Menu.
- 3. Select **User Groups** in the Access Type panel.

Insight Studio - Demo File Task Window He	lp.	-			al a
Access & Permissions					
Select Users, User Grou Access Type: Users ( <del>User Groups</del> Shares	rps or Shares to Type Mer	view existing nbers; Demo-1-Mm PCDEFAULT	Group Properties - New Un General Members Group Name: Display Name: Access Key: Description:	er Group	×
monettes Add	Bernove				OK

- 4. Click Add.
- 5. Enter a **Group Name** and **Access Key (Code Key)**. Optionally, you can add a **Description** and a **Display Name**. A Display Name will show in the collection selection panel of Insight and Inscribe. This is not recommended for public display.
- 6. Click **OK**.
- 7. Click **Yes** in the confirmation window.

Adding a User Group with the Manage Collection Access Tool

1. Log on to Insight Studio and select the collection you would like to add a User Group to.

2. Click Manage Collection Access in the Insight Studio Task Menu.

Eile Task Window Hel	9		
Collection Access			
Iser Groups	User Group Propertie	5	
Jerno-1-Admin	General Name: Profile: Access Key:	Demo-Public Demo-1-General aBc123	-
New			OK

- 3. Click New.
- 4. Enter the Group Name and Access Key (Code Key).
- 5. Select a Profile (see details below).
- 6. Click OK.
- 7. Click **Yes** to apply your edits locally.

	Save Collection Level Media Groups	Delete Collection Level Media Groups	Max Image Export Resolution in Pixels	Max Presentation Export Screen Resolution	Export HTML	Edit Annotations & Links	Edit Multi- View Images	Edit Multi- Page Documents
Admin	YES	YES	<24576	1600 x 1200	YES	YES	YES	YES
Editor	YES	YES	<24576	1600 x 1200	YES	YES	YES	YES
Cataloger	NO	NO	<24576	1600 x 1200	YES	YES	YES	YES
General	NO	NO	<3072	1280 x 960	YES	NO	NO	NO
Restricted	NO	NO	<96	None	NO	NO	NO	NO

	Approval Level	Read	Write	Delete	Map Between Records	Map Records to Media
Admin	6	Yes	Yes	Yes	Yes	Yes
Editor	5	Yes	Yes	Yes	Yes	Yes
Cataloger	4	Yes	Yes	Yes	Yes	Yes
General	0	No	No	No	No	No
Restricted	0	No	No	No	No	No

### **Default Inscribe Profile Privileges**

When a user has multiple collections open in the Insight Java Client, the more restrictive permission for each privilege ALWAYS takes precedence.

### **Creating New Profiles Using the Insight Administrator Tools**

Collection Profiles allow you to control the type of privileges a group of users may be granted within a collection.

To create a new profile:

- 1. Open Insight Administrator Tools and connect to the Collection Manager you want to create a new profile for.
- 2. Select Server Settings and then Profiles.
- 3. Right-click on the collection you would like to add the new profile to and click **New**.



🛅 Editing Profile	- <b>-</b> ×
Display Name:	
	Allow user to save a group
	Allow user to delete a group
	SPS Number
up to 24576 pixels 🔻	Maximum export resolution
1600 X 1200 🔻	Maximum export presentation resolution
	Allow editing of Virtual Collections
up to 24576 pixels 🔻	Maximum viewable resolution
	Allow exporting of source images
	Allow exporting of HTML files
	Allow editing of image links
	Allow editing of multi-views
	Allow editing of multi-page documents
Save	Cancel

- Display Name Provide a name for the profile.
- *Allow user to save a group* Select this box to enable a user to create and save a collection-level group (that everyone can access).

**Note:** This privilege should only be granted to collection owners and is not intended for General-Access profiles.

• *Allow user to delete a group* - Select this box to enable a user to delete a collection-level group.

**Note:** This privilege should only be granted to collection owners and is not intended for General-Access profiles.

- *SPS Number* The Storage Path Segment (SPS) refers to the machine on which the images accessed in Insight reside. This is a partial URL to the media files stored on the image server. Generally, set this number to 1. For more information on how this number is used, see the Administration Guide.
- *Maximum export resolution* Defines the maximum resolution that will be available for exporting by a user with the associated profile.
- *Maximum export presentation resolution* Defines the maximum presentation resolution that will be presented to a user with the associated profile.
- *Allow Editing of Virtual Collections* Grants the right to edit Virtual Collection content from within the Insight client.
- *Maximum viewable resolution* Limits the maximum resolution (within the available SPS range) for images when viewed using Insight.
- Allow exporting of source images If source images have been loaded, they will be accessible for download using the Insight Java Client.
- *Allow exporting of HTML files* Enables the option *Export as HTML* in the print menu of the Insight Java Client.
- *Allow editing of image links* Provides the right to edit image links (annotations, linked media, Web links).
- *Allow editing of multi-views* Provides the right to create, edit, and delete multi-view images.
- *Allow editing of multi-page documents* In version 3.5 or higher, provides the right to create, edit, and delete multi-page documents.

Once you have saved this profile, you will be able to select it in Insight Studio.

### **Inscribe Profile Privileges**

After you create a new profile, you can enhance its privileges for Inscribe access.

- 1. Open Insight Administrator Tools.
- 2. Connect to the desired Collection Manager.
- 3. Select Server Settings and then Inscribe Profile Privileges.
- 4. Select the collection and double-click on the profile you would like to edit. Make any changes to the profile's approval level and permissions.

🚍 Control Panel - Main									
Console Root	ProfileID	Profile Name	Approval Level	Read	Edit	Add	Delete	Record Mapping	Media Mapping
🔄 🛫 User Managers 🛛 📓	1	Demo-1-Admin	6		N	R	N	R	R
L R. quick start UM	2	Demo-1-Editor	5		N	M	N	R	
E- I- Collection Managers	3	Demo-1-Cataloger	4			×		I	
E. B. mick start collection manager (lunaadro	4	Demo-1-General	0						
Catalan Termitater	5	Demo-1-Restrict	0						
Callaction Settings	6	New Demo Profile	0						
Catalog Templates     Catalog Templates     Catlection Settings     Server Settings     Admin Accounts     Profiles     Demo     Inscribe Profile Privileges     Catlection Pools									

Editing InScribe Privilege:	New Demo Profile 🔳 🖬 🗙
InScribe Approval Level: 0	
InScribe Permissions: 🗌	Read
	Edit
	Add
	Delete
	Record to record mapping
	Record to media mapping
Save	Cancel

- InScribe Approval Level The most restrictive privilege is 0 and the least restrictive is 6. A level 6 approval is usually given to a system administrator or high-level cataloger.
- *InScribe Permissions* This is where permissions may be enabled for performing the following tasks:
  - --Read, edit, add, or delete fields and records within Inscribe
  - --Perform record-to-record or record-to-media mapping

### Insight Shares

Insight Shares act as network folders where users can store and access media groups, annotations, and web links.

Shares can be assigned to individuals or to multiple users. A user may have read-only, read/write, or read/write/delete privileges within shares.

If a user creates a group of images in a share, the user will be able to delete that item from the share regardless of the user's privilege to delete. The delete privilege allows a user to delete items from a share regardless of who created the item.

Adding a Share with the Manage User Access Tool

- 1. Select Manager User Access from the Insight Studio Task Menu.
- 2. Select **Shares** in the Access Type panel.
- 3. Click Add.
- 4. Enter a Share Name and click **OK**. Verify by clicking **Yes**.



- 5. Select the share and click **Properties**.
- 6. Select the **Share Access** tab.
  - a. Click Add.
  - b. Select the individuals who should have access.
  - c. Click OK.

Seneral	Share Access			
hare Ar	ccess by User:			
	User Name	Write	Delete	Create Folders
- 🖅	jdoe (John Doe)	R	Ľ	R
Add	Remove			

7. Select the appropriate Write/Delete/Create Folders privileges.



- 8. Click **OK**.
- 9. Click **Yes** in the confirmation window.

# MULTI-COLLECTION ACCESS

Insight can easily grant access to remote collections. This section describes how to grant access to multiple collections.

As the following diagram illustrates, a user can be assigned to many User Groups. Each User Manager User Group Name and Access Key (Code Key) must have a matching Collection Manager User Group Name and Access Key (Code Key) for the collection being accessed.



Once you have added your Group Name and Access Key (Code Key) to the User Manager, either through Studio or the Administrator Tools, you will need to use the Insight Administrator Tools to grant access to users.

- 1. Open Insight Administrator Tools. Connect to the User Manager by rightclicking on the manager name and selecting **Connect**.
- 2. Select the **Users** folder on the User Manager.



3. Select and edit the user you wish to grant access to by double-clicking on the user.

🗎 Edit User -	pat 🖂 🖂
Username:	pat
Password:	luna
First name:	Pat
Last name:	Doe
Organization:	Luna Imaging Inc
E-mail:	pdoe@luna-img.com
Phone:	
Address:	]
City:	
State:	
Postal code:	
Country:	
Available Au	thentication Groups Assigned Authentication Groups
PCDEFAULT Demo-Public	> Demo-1-Admin
	Save Cancel

- 4. Select any of the user groups in the Available Authentication Groups panel that you would like this user to be a member of and move them to the Assigned Authentication Groups panel.
- 5. Click Save.

# Creating a Catalog Template

This chapter will describe how to build a catalog template using Insight Studio.

# Common terms

### Catalog Template

A catalog template is the metadata schema that represents the way that data is organized within a collection. A catalog template consists of a set of fields or groups of fields that represent one complete record.

### Field

Fields are the lowest-level building blocks of a data structure. Each field represents one unique section of data. Fields can be categorized as Numeric, Short Text, Long Text, Date, or Required. Multiple fields can be combined to create Field Groups.

### Field Group

Field Groups represent groups of fields organized for display and for data entry, as a way to organize common content.

### Independent Records (An Authority record)

Independent Records should be used when data fields are related more to each other than the main (object) record. For example, a single creator record may be created to describe an individual artist (e.g. Pablo Picasso, 1881-1973), but it will be linked to multiple Work Records representing works by Picasso. The independent record enables catalogers to access and manage this information separately from the object record (accessible from the **File | Open Record** menu option in Inscribe).

### Figure 2: Independent Record Diagram



In the example above, both Work Records (Work 1 and Work 2) link to the same creator information (Creator 1). If the Creator Record is updated, both records will share the updated data.

### **Dependent Records**

Dependent Records duplicate data and are merged into the parent record (in many cases, this is the base record). A metadata architect might use dependent records for something like a Work Title where a unique title needs to be created for each object instead of linking each record to a unique title. Dependent Records can also be used to allow a field to repeat. Dependent records are not displayed in the form selection list in the **File | Open Record** of Inscribe.

### Figure 2: Dependent Record Diagram



### **Controlled Vocabularies**

Controlled vocabularies are a special type of independent record. Like independent records, they maintain unique values, but can only contain one field. Like dependent records within Inscribe they do not show up in the **File | Open Record** menu.

# Catalog Template Tools



Add a new template: this will open the Catalog Template Properties page, where you can add a name, description, and reference URL for your collection.



Edit a template: this will open the Catalog Template Properties page, where you can adjust the template name, description, and reference URL.



Delete a template: you must delete all collections that use this template before deleting it.



Import a template: if you have exported a catalog template from Insight Studio, you may later import the associated XML file to the templates list.



Export a template: by selecting a template from the list and clicking this icon, you can export the template's properties to a location on your file server and later use this template in Insight Studio.



View template extended detail: this will open the Catalog Template Summary window, showing detailed information about the selected template.

You may view, edit, export, or delete any template in the list by right-clicking on it. You may add or import a template by right-clicking on the blank area of the Templates panel.

# **CREATING A FLAT CATALOG TEMPLATE**

A flat catalog template is a metadata schema that does not have any relational data. An example of flat metadata is a single table in a database or a single spreadsheet of data. A flat catalog template may be needed if you would like to limit repeating fields.

<b>N</b>	licrosoft Ex	cel - Flat_data.xl	s			
	<u>File E</u> dit <u>V</u> i	iew <u>I</u> nsert F <u>o</u> rma	at <u>T</u> ools <u>D</u> a	ita <u>W</u> indow <u>H</u> elp		
					Arial	- 1
] 🗅	🖻 🖬 🔒	) 🖨 🖪 🖤	🖻 🛍	√ ഗെ~വം	🍓 Σ 🕫	21 X1 🛍 🚯
	18	▼ =				
	A	В	С	D	E	F
1	ObjectID	Author	Date	Short Title	Publisher	Туре
2	431	Andrews, A.H.	1875	Andrews Eight Ir	Chicago: A.H.	Globe
3	444	Betts, John	1852	Betts's New Por	London: John I	Globe
4	1131	Robert Sayer a	1776	Cover: American	London: Sayer	Covers
5	1258	American Publi	1886	Rambles Throug	Hartford: Amer	Game
6	1574	Blum, George V	1896	Cover: California	San Francisco	Covers
7	4393	Watson, Gaylo	1874	Cover: Western	New York: Ga	Covers
8	22472	Andreas, A. T.	1874	Park Place Hote	Chicago: A.T.	View
9	22611	Andreas, A. T.	1874	(Portraits of) Ear	Chicago: A.T.	View
10	24469	Chicago, Rock	1885	Text Page: Chic	Chicago: Cam	Text Page
11	25828	(Rumsey, David	2002	Lake Tahoe map	(San Francisc	Separate Map
40						

1. After logging into Insight Studio, select the Collection Manager you'd like to use and double-click **Manage Catalog Templates.** 

Insight Studio	
COL	
	insight <sup>*</sup> Studio <sup>v</sup> 5.6
Create or select a collection to edit	
quick start collection manager     Create New Collection     Manage Catalog Templates     ■ Dalton	Select collection to open and click 'select'
select cancel	Una Imaging, inc. www.lunaimaging.com 02006. all rights reserved.
v5.60(02)21September2006	

2. Review the summary and click **Next** to proceed.





3. Click the button in the Templates panel or right-click on the white space of the panel and select **Create Template** to create a new template. Enter a Template Name, and optionally, a Brief Description and Reference URL. Select **[Custom]** in the "Base template on" field to create a template from scratch. Select whether or not this template can be used for Personal Collections.

e <u>T</u> ask <u>w</u> indow <u>H</u> elp			
<< Catalog Tem	plates Template Properties Fields & Groups		Help
atalog Template Properti	es		Edit Template Properties
lit the properties of yo	ur template.		1. Enter a name for your Catalog Template
Template Name:	New Template-1		3. If you would like to been this
Base template on:	[Custom]		rew template on an existing template, select the base
Brief Description:			If you would like to create a new, custom template, leave Base Catalog Template on [Custom].
Reference URL:		-1	3. Enter a Brief Description (optional).
	Allow this template to be used for Personal Collections	d	<ol> <li>Enter the Reference URL where more information may be found about this template (optional).</li> </ol>
			5. If this new Catalog Template is for Personal Collections, check the box next to Allow this template to be used for Personal Collections.
			6. Click <b>Next</b> to continue to the next step.

- 4. Click Next to proceed.
- 5. Click the icon to add new fields. Enter a Field Name and choose an appropriate Field Type (see page <u>34</u>).

Do not create any Field Groups for a flat catalog template.

Field & Field Group Properties       Fields & Groups       >       Help         Field & Field Group Properties       1. Select the Primary Field Settings       Defining your template         Template Structure       Field Settings       Defining your template         Template Structure       Field Name       Object ID         Field Type:       Outom (exd)       Field Group Dependence         Field Type:       Outom (exd)       Castom (exd)         Simple Labels       Field Type:       Outom (exd)       Cross of the Standard Sor cross collection searching the relied Setting settings         Simple Labels       Back       Next       Cancel       Press F1 for additional here         The Jack Window Help       Stack The primate Field Settings       Press F1 for additional here       Defining your template         Field Settings       Template Properties       Fields & Group Setting Setting settings       Defining your coll setting settings         Output the structure of your catalog template       Next       Cancel       Press F1 for additional here         Field Settings       Template Properties       Fields & Group Setting Seting Setting Setting Seting Setting Setting Setting Setting Setting	Fields & Groups     Help       Defining your template     1. Select the Primary Field Group and specify properties.       Y default the primary field group inherits the name of the template. Change the Field Group Name, if desired.       Deject ID     2. When creating or editing a Field use the Field Strings panel to adjust General panel to adjust General propublies in provides, properties.	catalog template. Field Settings General Trisight Tin Field Name: Field Type:	Catalog Tomptor add & Field Group Properties dify the structure of your c mplate Structure New Field Group
Field & Field Group Properties       Defining your template         Modify the structure of your catalog template.       1. Select the Primary Field Oroup and specify properties         Template Structure       Field Settings       Template Structure         Image: Structure       Field Settings       Select the Primary Field Oroup and specify properties         Image: Structure       Field Settings       Select the Primary Field Oroup Name, if desired.         Image: Structure       Field Name:       Object ID       Select the Field Setting name in days of the Pield Setting Pield Se	Defining your template     Select the Primary Field     Group and specify properties     y default, the primary field     group inherits the name of the     template. Change the Field     Group Name, if desired.     Select the Field Groups     Display option for display in     insight.     Quistom (text)     Quistom (text)     thtp://www.lunaimaging.com     http://www.lunaimaging.com	catalog template. Field Settings General Insight In Field Name: Field Type:	eld & Field Group Properties dify the structure of your c mplate Structure © New Field <u>G</u> roup
Addify the structure of your catalog template.       1. Select the Primary Field Oroup and specify proper         Template Structure       Field Settings       Template Structure         Image: New Field Group       Field Name:       Object ID         Field Name:       Object ID       2. When creating or editin panel to display notion for display notio	1. Select the Primary Field       Group and specify properties.       By default, the primary field       Group and specify properties.       By default, the primary field       Group and specify properties.       Object ID       Custom (text)       Intg://www.lunaimaging.com	catalog template.	dify the structure of your of mplate Structure
Image: Second	Inscribe         Mappings         Ordpit Natice, in dortback           Object ID         Display option for display in linsight           Custom (text)         2. When creating or editing a Field, use the Field Settings panel to adjust Ceneral properties, insight properties, noight	General Insight In Field Name: Field Type:	New Field Group
Image: New Field       Field Name:       Object ID         Image: New Field Studies       Field Type:       Custom (text)       If the structure of your catalog template.         Image: Structure       Field Studies Tremplate       Field Studies Tremplate       If the structure of your catalog template.         Image: Structure       Field Studies Tremplate       Field Studies Coups       If the primary Field Studies Coups         Image: Structure       Field Studies Tremplate.       Field Studies Coups       If the primary Field Studies Coups         Image: Structure       Field Studies Tremplate.       Field Studies Coups       If the primary Field Studies Coups         Image: Structure       Field Studies Tremplate.       Structure Field Settings       If the primary Field Settings	Object ID Custom (text) Custom (text) thtp://www.lunaimaging.com http://www.lunaimaging.com custom c	Field Name: Field Type:	
Image: Simple Labels       Field Type:       Custom (text)       Field, use here ited Steffing and her	Custom (lext)  Custom (lext)  http://www.lunaimaging.com http://www.lunaimaging.com	Field Type:	📼 New <u>F</u> ield
Simple Labels     Simple Labels     Simple Labels     Simple Labels     Simple Labels     models Centeral     properties, result properties,	http://www.lunaimaging.com panei to adjust General properties, Insight properties, and Insight properties, you have the properties of t		A V 💼
Insight Studio :: Visual Resource         Insight Inscribe Mappings	can also set Mappings to other field's standards for cross-collection searching.	Description URL:	≱ Simple Labels –  Object ID
Insight Studio :: Visual Resource  E Task Window Help  Carcel Press F1 for additional he  Insight Studio :: Visual Resource  E Task Window Help  Carcel Press F1 for additional he  Field & Field Group Properties  Fields & Groups >> Help  Defining your template  1. Select the Primary Field Odify the structure of your catalog template.  Field Studice : Visual Resource field Group Field Studies  F	Drag and drop fields and field groups to define the structure of the Catalog template or use the icons beneath Template Structure to create, delete, and move fields and field groups.		
	Display order is dictated by an item's placement in the tree.		
Back       Next       Cancel       Press F1 for additional he         Insight Studio :: Visual Resource       •       The second se	3. Click 'Next' to proceed		
Insight Studio : Visual Resource         a: Task Window Help          Catalog Templates         Template Properties       Fields & Groups         eld & Field Group Properties       Defining your template         ndify the structure of your catalog template.       1. Select the Primary Field Group and specify proper         mplate Structure       Field Settings         © New Field Group       General Insight Inscribe Mappings	Next Cancel Press F1 for additional help.	Back Next	
Catalog Templates     Template Properties     Fields & Groups     Help       ield & Field Group Properties     Defining your template       odify the structure of your catalog template.     Troup and specify propert       emplate Structure     Field Settings       Field Group     Field Settings       Ouroup And Specify Insertible     Bettings		rce	nsight Studio :: Visual Resourc Task <u>W</u> indow <u>H</u> elp
Left & Field Group Properties     Defining your template       1.     1.       adify the structure of your catalog template.     1.       amplate Structure     Field Settings       Field Group     Field Settings       C     New Field Group	erties Fields & Groups >>> Help	es Template Properties	<
1. Select the Primary Field Group and specify proper By default, the primary Field group inherits the name o template Structure Field Settings General Insight Inscribe Mappings C New Field Group	Defining your template		ald & Field Group Properties
Display option for display Insight	1. Select the Primary Heid Group and specify properties. By default, the primary field group inherits the name of the template. Change the Field Group Name, if desired. Select the Field Groups Display option for display in Insight.	catalog template.	dify the structure of your of molecular mplate Structure
Field Value     Field Type:     Custom (text)     Field, use the Field Settin	Custom (text)  Custom (text)	Field Type:	New Field
Simple Labels Creator Creator The Date	nanel to adjust General	Description URL:	<ul> <li>Simple Labels</li> <li>Object ID</li> </ul>
Example on the second sec	http://www.lunaimaging.com http://www.lunaimaging.com can also set Mappings to other field's standards for cross-collection searching.		— ፼ Creator — ፼ Date — ፼ Title
Display order is dictated i item's placement in the tre	http://www.lunaimaging.com properties, insight properties, insight properties, insight properties, insight properties, You can also set Mappings to other field's standards for cross-collection searching. Drag and drag field's and field groups to define the structure of the Catalog template or uses the iccnos beneath Template Structure to create, delete, and more fields and field groups.		— eao Creator — eao Date — eao Title — eao Description
	http://www.lunaimaging.com properties, insight properties. You can also set Mappings to other Field's standards for cross-collection searching. <b>Drag and drop</b> fields and field groups to define the structure of the Catalog template or uses the icons beneath Template Structure to create, delete, and move fields and field groups. <b>Display order i</b> s dictated by an item's placement in the tree.		- 550 Creator - 550 Date - 550 Title - 550 Description
3. Click Next to proceed	http://www.lunaimaging.com http://www.lunaimagin		— EED Creator — EED Tate — EED Title — EED Description

6. To perform cross-collection searches, you will be required to format your custom fields to the CDWA standard. Select a field from the Template Structure panel and click the **Mappings** tab in the Field Settings panel. Scroll through the list of available fields in the CDWA standard and choose the appropriate field to map to the field in your own template. Once you have completed your mappings, click **Next** to proceed.



7. Select four fields for **Labels** and **Sort Order**. The fields selected for Labels will appear in the Group Workspace in Insight. Media in Insight will be sorted based on the fields selected for Sort Order. Click **Next** to proceed.

Insight Studio :: Visu File Task Window	al Resource (Unpublished) Help	×
<< Template	e Properties Fields & Groups Label & Sort Fields >>	Help
Template Thumbnail I	abel & Sort Order Fields	Defining Label & Sort Fields
Define the default th	umbnail labels and sort order fields.	1. Select the four Thumbnail Labels you wish to appear beneath each media item.
Labels:		Thumbnail labels provide a brief textual reference to a media item.
	Creator   Date	<ol> <li>Select the four Sort Order fields. To sort your collection's content by a single field, simply</li> </ol>
	Object ID 👻	repeat the same field for each level of the sort order.
	Titie	<ol> <li>Click OK to define your Quick Search Fields locally and return to the Task Menu.</li> </ol>
Sort Order:	Creator	<ol> <li>In the collection edit mode, use File -&gt; Save collection settings (Ctrl-S) to commit changes to the</li> </ol>
	Date 👻	server.
	Object ID 🗸	
	Title	
	Back Next Cancel	Press F1 for additional help.

8. Select **Quick Search Fields**. The fields selected will be the searchable fields that are immediately available in Insight when search is selected. Click **Next** to proceed.

Insight Studio :: Flat Template File Window Help				
Fields & Groups	Label & Sort Fields	Quick Search		Help
Quick Search Fields Select the data fields to displa Searchable Fields: Creator Creator Description Identifier Subject Title	ay in the search menu Insight Search List Preview Search b b b b b b b b b b b b b b b b b b b	W Y Creator Y Subject Y Title y Keyword y data fields how all		Defining Quick Search Fields 1. Check the fields from Searchable Fields that you would like to appear immediately when search is selected. 2. The Search List Preview displays the fields which have been selected. Fields will appear in alphabetical order when shown in Insight. 3. Click Next to review your Cataloging Template settings, before publishing your custom template.
1	Back		Cancel	Press F1 for additional help.

9. Review all catalog template settings and click **Publish Template** to save your new catalog template to the Collection Manager server. Once a catalog template has been published, it will be available for use when creating a new collection.

Insight Studio :: Flat Template		×			
<u>File Window H</u> elp					
< Label & Sort Field	ts Quick Search Publish Template >>	Help ×			
Template Review & Confirmation	n	Reviewing Template Settings			
This is your chance to review Femplate'. To modify your ch he configuration panels.	your template settings. To create your template, select 'Publish noices, select 'Back' or use the scroll menu above to return to Flat Template	1. Prior to publishing your Cataloging Template, review your settings using the panel to the left.     2. Once you have confirmed your settings, click Publish Template to public your your work predicts to			
Catalog T	to publish your new template to the server.				
Property	After your template has been				
Template Name	emplate Name Flat Template				
Creation Date	Creation Date Monday, April 4, 2005 6:23:15 PM				
Description:		panel.			
Brief Description	an example of a flat catalog template				
Available for Personal Collections	Available for Personal no Collections				
c	ollections Using Flat Template				
No collections use this temp	blate				
Те	mplate Elements: Flat Tomplato				
e P		Press F1 for additional help			
	Back Publish Template Cancel	ricos rico additional neip.			

# CREATING A CATALOG TEMPLATE WITH RELATIONS

A catalog template with relations will be necessary when fields or a group of fields repeat or contain multiple values. If your metadata is relational or has an infinite number of repeating values, you will need to use a catalog template with relations. Below is an example of relational data.

						Pub_List	<b>.</b>
ObjectID	Author	Short_Litle	Publisher	Pub_Date	Pub_Note	_No	Pub_Type
	Andrews, A.H.		Chicago: A.H.				
431	& Co.	Andrews Eight I	Andrews & Co.	1875	See note fiel	5517	Globe
			London: John				
444	Betts, John	Betts's New Po	Betts	1852	See note fiel	4362	Globe
	Robert Sayer						
	and John		London: Sayer				
1131	Bennett	Cover: America	and Bennett	1776	This small h	875	National Atlas
	American		Hartford: American				
	Publishing		Publishing				
1258	Company	Rambles Throug	Company	1886	See note fiel	3886	Game
	Blum, George		San Francisco:				
1574	W.	Cover: California	Geo. W. Blum	1896	Early bicycle	1592	Guide Book
	Watson,		New York:				
4393	Gaylord	Cover: Western	Gaylord Watson	1874	See note fiel	2539	Case Map
			Chicago: A.H.				
22472	Andreas, A.T.	Park Place Hot	Andrews & Co.	1874	Special ed. v	3034	State Atlas
			Chicago: A.H.				
22611	Andreas, A.T.	(Portraits of) Ea	Andrews & Co.	1874	Special ed. v	3034	State Atlas
	Chicago, Rock						
	Island and		Chicago:				
	Pacific Railway		Cameron, Amberg				
24469	Company	Text Page: Chic	& Co.		Folds into se	5249	Timetable Map
			(San Francisco:				
			Cartography				
			Associates and				
25828	Rumsey, David	Lake Tahoe ma	Telemorphic, Inc.)	2002		5706	Separate Map

Note the shaded area in the data containing more than one value: author is Robert Sayer *and* author is John Bennett. A record with two authors would be represented with the following relations:

	ObjectID	Short_Title	Pub_Date	Pub_Note	Pub_List _No	Pub_Type
	431	Andrews Eight	1 1875	See note fiel	5517	Globe
	444	Betts's New Po	1852	See note fiel	4362	Globe
	1131	Cover: America	ur 1776	This small ha	875	National Atlas
	1258	Rambles Throu	g 1886	See note fiel	3886	Game
	1574	Cover: Californi	a 1896	Early bicycle	1592	Guide Book
	4393	Cover: Western	n 1874	See note fiel	2539	Case Map
	22472	Park Place Ho	1874	Special ed. v	3034	State Atlas
	22611	(Portraits of) E	a 1874	Special ed. v	3034	State Atlas
	24469	Text Page: Chi	cago Rock Is	Folds into se	5249	Timetable Map
	25828	Lake Tahoe ma	2002		5706	Separate Map
	Obj	ect ID Auth	or ID	Authori	) Author	
		31	1	1	Andrew	s A H & Co
	4	44	2	2	Betts, J	ohn
-	1	131	3	3	Robert S	Saver
		131				
			4	<u> </u>	John Be	nnett
	1	258	5	- <u>4</u> 5	John Be America	ennett an Publishing
	1	258	4	<u>4</u> 5 6	John Be America Blum, G	ennett an Publishing George VV.
		258 574 393	4		John Be America Blum, G Watson	nnett an Publishing Seorge W. , Gaylord
	1: 1: 4: 22	258 574 393 2472	4		John Be America Blum, G Watson Andreas	nnett an Publishing George W. , Gaylord 3, A.T.
	1: 1: 4: 22 22	258 574 393 2472 2611	4 5 6 7 8 8	4 5 6 7 8	John Be America Blum, G Watson Andreas Chicago	nnett an Publishing George W. , Gaylord s, A.T. s, Rock Island and
	1: 1: 4: 22 22 24	258 574 393 4472 6611 469	4		John Be America Blum, G Watson Andreas Chicago Pacific I	nnett an Publishing George W. , Gaylord a, A.T. D, Rock Island and Railway Company

The next example represents the case of data containing repeating fields.

						Pub_List	
ObjectID	Author	Short_Title	Publisher	Pub_Date	Pub_Note	_No	Pub_Type
	Andrews, A.H.		Chicago: A.H.				
431	& Co.	Andrews Eight I	Andrews & Co.	1875	See note fiel	5517	Globe
			London: John				
444	Betts, John	Betts's New Po	Betts	1852	See note fiel	4362	Globe
	Robert Sayer						
	and John		London: Sayer				
1131	Bennett	Cover: American	and Bennett	1776	This small ha	875	National Atlas
	American		Hartford: American				
	Publishing		Publishing		_		_
1258	Company	Rambles Throug	Company	1886	See note fiel	3886	Game
	Blum, George		San Francisco:			4500	
15/4	W.	Cover: California	Geo. W. Blum	1896	Early bicycle	1592	Guide Book
	Watson,		New York:				
4393	Gaylord	Cover: Western	Gaylord Watson	1874	See note fiel	2539	Case Map
00.470			Chicago: A.H.	4074		0004	
22472	Andreas, A.I.	Park Place Hote	Andrews & Co.	1874	Special ed. v	3034	State Atlas
00044	0	(D	Chicago: A.H.	4074	0	2024	0
22611	Andreas, A.I.	(Portraits of) Ea	Andrews & Co.	1874	Special ed. v	3034	State Atlas
	Chicago, Rock		China and				
	Island and		Chicago: Como en Anchem				
24400	Pacific Railway	B . O	Cameron, Amberg			52.40	
24469	Company	Text Page: Unic	& UO.		Folds into se	5249	Timetable Map
			(San Francisco:				
			Cartography				
25020	Duran David	Laba Tabaa aya	Associates and	2002		C700	Commente Marc
25828	Rumsey, David	Lake Tahoe ma	Telemorphic, Inc.)	2002		5706	Separate Map

Note the shaded areas representing fields that share the same value. The repeating value that is shared by multiple records is represented by one record in a separate table (identified in Insight Studio as a Field Group). The Publisher table on the bottom right would be a Publisher Field Group in Insight Studio.

		ObjectID	Short	Title	Pub Date	Pub Note	Pub_Lis No	t Pub T	vpe	
		31	Andrev	vs Eight I	1875	See note fiel	5517	Globe		
1	4	44	Betts's	New Por	1852	See note fiel	4362	Globe		
	1	131	Cover:	Americar	1776	This small ha	875	Nation	al Atlas	
1	1	258	Rambl	es Throug	1886	See note fiel	3886	Game		
1	1	574	Cover:	California	1896	Early bicycle	1592	Guide	Book	
	4	393	Cover:	Western	1874	See note fiel	2539	Case N	/lap	
	2	2472	Park F	Place Hote	1874	Special ed. v	3034	State /	Atlas	
1	2	2611	(Portra	its of) Ea	1874	Special ed. v	3034	State /	Atlas	
1	2	4469	Text P	age: Chic	ago Rock Is	Folds into se	5249	Timeta	ble Map	
1	2	25828	Lake T	ahoe ma	2002		5706	Separa	ate Map	
0	bject ID	Publis	sherID	1	Publisher ID	Publisher		Country	State	City
43	31		1	-		Chicago: A.H.	Andrews	United	Minnocoto	Minneapoli
44	14		2			∝cu. London: John	Botto	States	winnesota	5
11	31		3		-	London: Saver	rand	United		
12	258		4		3	Bennett		States		
15	574	Į	5			Hartford: Ame	rican	United		
43	393	6	6		4	Publishing Co	mpany	States		
22	2472		1		5	San Francisco Blum	: Geo. W.		California	
24	2611	-	7	1	-	New York: Gav	lord		California	
24	1469		,		6	Watson	12121		U.S. West	New York
25	0020		5		7	Chicago: Cam	ieron,	United		
						Rinberg & Co. San Francisco	10 j	olales		
					8	Cartography A	ssociates		California	
					9	San Francisco Telemorphic, I	i: Inc.		California	

The user is required to flatten the data into a delimited text format for Insight Studio to import. Below is an example of relational data represented in a flat form:

							Pub_		Pub_List	
ObjectID	Author	Author2	Author3	Short_Title	Publisher	Publisher2	Date	Pub_Note	_No	Pub_Type
	Andrews, A.H.				Chicago: A.H.					
431	& Co.			Andrews Eig	Andrews & Co.		1875	See note field	5517	Globe
					London: John					
444	Betts, John			Betts's New	Betts		1852	See note field	4362	Globe
					London: Sayer					
1131	Robert Sayer	John Bennett		Cover: Ameri	and Bennett		1776	This small ha	875	National Atlas
					Hartford:					
	American				American					
	Publishing				Publishing					
1258	Company			Rambles Thr	Company		1886	See note field	3886	Game
	Blum, George				San Francisco:					
1574	W.			Cover: Califor	Geo. W. Blum		1896	Early bicycle	1592	Guide Book
	Watson,				New York:					
4393	Gaylord			Cover: Weste	Gaylord Watson		1874	See note field	2539	Case Map
					Chicago: A.T.					
22472	Andreas, A.T.			Park Place H	Andreas.		1874	Special ed. w	3034	State Atlas
					Chicago: A.T.					
22611	Andreas, A.T.			(Portraits of)	Andreas		1874	Special ed. w	3034	State Atlas
	Chicago, Rock									
	Island and									
	Pacific				Chicago:					
	Railway				Cameron,					
24469	Company			Text Page: C	Amberg & Co.			Folds into sel	5249	Timetable Map
					San Francisco:	San Francisco:				
		Telemorphic,	Cartography		Cartography	Telemorphic,				
25828	Rumsey, David	Inc.	Associates	Lake Tahoe r	Associates	Inc.	2002		5706	Separate Map

Note that fields containing more than one value are broken into separate fields within a Field Group. For example, three fields now appear in the Author group: Author, Author2, and Author3. The final record in this data example contains three authors, which are now separated into distinct fields.

# General Rules for Field Groups

To help maintain data integrity, as well as ease of use, Insight Studio imposes specific rules on fields and field groups:

- -- All fields and field groups must have unique names within a catalog template.
- -- Field groups must have at least one field defined within them.
- -- Dependent records cannot contain dependent records.
- -- Vocabularies can only contain one field.

### Steps

1. After logging into Insight Studio, select the Collection Manager you'd like to use and double-click **Manage Catalog Templates**. Review the description and click **Next** to proceed.



2. Click the icon in the Templates panel or right-click on the white space of the panel and select **Create Template** to create a new template. Enter a Template Name, and optionally, a Brief Description and Reference URL. Select **[Custom]** in the "Base template on" field to create a template from scratch. Select whether or not this template can be used for Personal Collections. Click **Next** to proceed.

	Catalog Tem	plates	Template Properties	Fields & Groups		Help
talog Te	emplate Properti	es				Edit Template Properties
it the p	roperties of yo	ur templ	ate.			1. Enter a name for your
Templa	ate Name:	New T	'emplate-1	_		Catalog remplate.
Base t	emplate on:	[Custo	om]	<b>~</b>		new template on an existing template, select the base Catalog Template
Brief D	escription:					If you would like to create a new, custom template, leave Base Catalog Template on [Custom].
Refere	nce URL:					3. Enter a Brief Description (optional).
			ow this template to be use	d for Personal Collections		<ol> <li>Enter the Reference URL where more information may be found about this template (nntional)</li> </ol>
		-				5. If this new Catalog Template is for Personal Collections, check the box next to Allow this template to be used for Personal Collections.
						<ol> <li>Click Next to continue to the next step.</li> </ol>
			Back Next		Cancel	

3. Click the button to add new fields. Enter a Field Name and choose an appropriate Field Type. Fields that exist at the root of the template will be the fields that belong to the primary record. In the next steps, you will create records that relate to the primary record.

Insight Studio :: Visual Resourc File Task Window Help	e			
	Template Properties	Fields & Groups		Help
Field & Field Group Properties				Defining your template
Modify the structure of your c: Template Structure	talog template. Field Settings General Insight Inscr Field Name: Field Type: Description URL:	ibe Mappings Object ID Custom (text) http://www.lunaimaging.com	<b>n</b>	1. Select the Primary Field Group and specify properties. By default, the primary field group inherits the name of the template. Change the Field Group Name, if desired. Select the Field Groups Display option for display in nsight.     2. When creating or editing a Field, use the Field Settings name to adjust General properties, insight properties, vou can also set Mappings to other field's standards for cross-collection searching.     Drag and drop fields and field groups to define the structure of the Catalog template or use the icons beneath <b>Template</b> Structure to create, delete, and move fields and field groups.     Display order is dictated by an item's placement in the tree.     3. Click Next to proceed
	Back Next		Cancel	Press F1 for additional help.

4. To create a new relational record, click the

New Field Group

button to create a new Field Group. Insight Studio will automatically create a new record type when a Field Group is created. Enter a Field Group Name, choose a Display Layout and select the appropriate Field Group Type (record type). Refer back to the *Common Terms* section for more details on Field Groups.

### **Field Group Types**

ie Task Aningon Lielb		
	S Template Properties Fields & Groups	Help
Field & Field Group Properties		Defining your template
No Field Group may have a odify the structure of your c emplate Structure New Field Group New Field Simple Labels Simple Labels Simple Control (Control) Simple Control	n emply field list. Add at least one field. talog template. Field Group Settings General Field Group Name: field Group 2 Display Layout: Display Field Names Field Group Type O Dependent O Independent O Vocabulary	<ol> <li>Select the Primary Field Group and specify properties. By default, the primary field group inherits the name of the template. Change the Field Group Name, if desired. Select the Field Groups Display option for display in insight.</li> <li>When creating or editing a Field, use the Field Settings pare to adjust General properties, insight properties, You can also set Mappings to other field's standards for cross-collection searching.</li> <li>Drag and drop fields and field groups to define the structure of the Catalog template or use the icons beneath Template Structure to create, delete, and more fields and field groups.</li> <li>Display order is dictated by an item's placement in the tree.</li> <li>Click 'Next'to proceed</li> </ol>

#### **Display Layout Options**

**Display Field Group Names**: Displays the field group name in the descriptive data for Insight

**Display Group & Field Names**: Displays the field and field group name in the descriptive data for Insight

**Display Field Names**: Displays only the field name in the descriptive data for Insight

**Single – Use Delimiter**: Displays repeating field values with a delimiter value (such as a tab or comma)

General	
Field Group Name:	Field Group 2
Display Layout:	Display Field Names 🔹 💌
Field Group Type Dependent O Indep	Display Field Group Names Display Group & Field Names Display Field Names Single - Use Delimiter

5. Once you have created a Field Group, click the **New Field** button to add a new field and enter the field information. To move the new field, select the field and drag it to the location you desire.

Catalog Template ield & Field Group Properties	s Template Properties	Fields & Groups	11-1-
ield & Field Group Properties		пеназа огоцра	нер х
			Defining your template
odify the structure of your co emplate Structure New Field Group New Field Simple Labels Homory Author Group Author Group Market Structure Author Group	stalog template. Field Settings General Insight Inscr Field Name: Field Type: Description URL:	ibe Mappings Author	Select the Primary Field Group and specify properties. By default, the primary field group inherits the name of the template. Change the Field Group Name, if desired. Select the Field Groups Display option for display in Insight.     When creating or editing a Field, use the Field Settings panel to adjust General properties, insight properties. You can also set Mappings to other field's standards for cross-collection searching.     Drag and drop fields and field groups to define the structure of the Catalog template or use the icons beneath Template Structure to create, delete, and more fields and field groups.     Display order is dictated by an item's placement in the tree.     3. Click 'Next' to proceed
	Back Next	Cancel	
#### **Field Types**

Insight stores data in two formats: Text and Numeric.

There are five different pre-defined Field Types available to choose from within the General tab, they are:

- Date
- Long Text
- Short Text
- Numeric
- Required

Date, Long Text, Short Text and Required are text fields and can support up to ~4000 characters per value. The Numeric will only accept whole numbers.

#### Date

**Fuzzy Dates** – If a field has been defined as a Date field, there are certain requirements of the values that are entered. Dates may be entered with considerable flexibility of expression. You may enter specific dates, periods, or date ranges using a variety of forms.

Sample date entries are described below. If a date entry is not understood, a message will appear that specifies the invalid keyword or syntax. Then, you need to try again using the examples below as a guide:

Description	Examples
Numeric Date Format	1782 5-Jan-14 7/4/1776
Familiar Date Vocabulary	11th century first millennium
Add Modifiers to Dates	2000 BC 450 740 BCE
Construct Date Ranges Using a Dash	1900 -1940 450 BC - 750

Insight does not currently support dates with terms for approximation or qualification: circa; ca.; around; early; mid; late. For example: early; around 1640; mid 11th century; ca. 1500 BC. Inscribe will also not support AD.

To create a date field type, select **Date** from the Field Type menu. A date field type will convert all supported date types to fuzzy dates, allowing users to be able search for date ranges.

Field Settings					
General Insight Inscri	be Mappings				
Field Name:	Publication Date				
Field Type:	Date 💌				
Description URL:	Date				
	Long Text 1				
	Short Text				
	Numeric				
	Required				

#### Long Text and Short Text



Long Text will represent data in the data display of Insight by wrapping it back to the beginning of the line. See the **Note** field in the example to the left.

Short Text will represent data in the data display of Insight by wrapping it back to the center. See the Author or Type or Subject fields in the example to the left.

#### Numeric

A numeric field type will only accept whole numbers. When you search for values in number fields you will be presented with equals, does not equal, greater than and less than.



You also have the option of forcing the number to be within an integer range for data entry. This can be accomplished by choosing the **Inscribe** tab and selecting the following option:

Enforce integer range (Numeric fields only)				
Allow values between:	-2000	and	2006	

Select **Numeric** from the Field Type menu to create a numeric field type. A Numeric field type will require catalogers to catalog numeric values in the specified fields.

Modify the structure of your catalog template.						
Template Structure	Field Settings					
New Field <u>G</u> roup	General Insight	Inscribe Mappings				
📼 New <u>F</u> ield	Field Name:	Pub List No				
	Field Type:	Numeric				
	Description URL:	Date				
Lesources		Long Text				
- 📼 Pub List No		Numeric				
– 📼 Publication Date		Required				
E- 🖵 Authors						

#### Required

When you select Required, You are setting the field to be a text field that will require data to be entered when editing in Inscribe.

A required field has an asterisk (\*) following the field name in Inscribe. You can also make any numeric or text field required by choosing the property in the inscribe tab.

ldentifier: *	
Creator:	*

6. Click the New Field button to add remaining fields.

The Insight client will prioritize display order by Field Group rather than by field order so ObjectID, Pub List No and Publication Date in the preceding example will appear before the fields in Authors, Publishers and Publication Type. The following steps will discuss how to control the field display order.

7. Because Insight prioritizes the Field Group display order rather than the field display order, you will need to create individual Field Groups for the fields that currently belong to the primary record (the Field Group at the top of the list that has the Template Name in it). Once you have created Field Groups for the fields, you can

use the

icons to adjust the Field Group order.

- 8. Once finished with all your adjustments, click Next.
- 9. Select four fields for **Labels** and **Sort Order**. The fields selected for Labels will appear in the Group Workspace in Insight. Media in Insight will be sorted based on the fields selected for Sort Order.
- 10. Select Quick Search Fields. The fields selected will be searchable fields that are immediately available in Insight when search is selected.
- 11. Review all catalog template settings and click **Publish Template** to save your new catalog template to the Collection Manager server. Once a catalog template has been published it will be available for use when creating a new collection.

# MODIFYING AN EXISTING CATALOG TEMPLATE

You may choose to modify an existing catalog template to fit the needs of your collection if an existing template is similar enough to make creating an entirely new template unnecessary. For example, you might just want to change the field display names of an existing template or add an additional field.

#### Steps

1. After logging into Insight Studio, select the Collection Manager you'd like to use and double-click **Manage Catalog Templates**. Review the summary and click on **Next** to proceed.



2. Click the button in the Templates panel or right-click on the template you would like to edit.

You will be restricted in some of the edits you can make to catalog templates.

You can not do the following:

- Move existing Fields between Field Groups
- Move existing Field Groups within other Field Groups

You can do the following:

- Rename Fields and Field Groups
- Create new Fields and Field Groups
- Delete existing Fields and Field Groups (permanently destroys data)
- Reorder Fields within a Field Group
- Reorder Field Groups within a Field Group
- 3. Click Next to edit the Thumbnail Labels and Sort Order.
- 4. Click Next to select your quick Search Fields.

# **Creating a New Collection**

This chapter will describe how to set up basic collection properties in Insight Studio. There are two types of collections you can create using Insight Studio: Institutional Collections and Virtual Collections.

#### Institutional Collection

An Institutional Collection is a self-contained repository of content based on a single catalog template. This type of collection must be created before creating a related Virtual Collection.

#### Virtual Collection

A Virtual Collection is a subset of an existing Institutional Collection that will share the parent collection's catalog template.

## CREATING AN INSTITUTIONAL COLLECTION

1. After logging into Insight Studio, select the Collection Manager you'd like to use and double-click **Create New Collection**.



- 2. Read the Insight Studio summary and click Next.
- 3. Read the Collection Properties summary and click **Next**.
- 4. Enter a Collection Name. Select Institutional as your Collection Type.
- 5. Optionally, provide a Brief Description, Collection Website and Copyright Statement for your collection. Click **Next** to proceed.

Insight Studio :: Quick Start ile Task Template Windo	w <u>He</u> lp	<u></u>
<< Overview	Collection Properties Collection Theme >>	Help ×
Collection Properties		Defining Collection Properties
Define the properties for	your collection	Optionally, you may define a brief description, a collection website, and a copyright statement.
Collection Name:	Quick Start	website hyperlink appear when
Collection Type:	Institutional Collection	copyright statement is included
Parent Collection:	· · · · · · · · · · · · · · · · · · ·	Insight.
Brief Description:		
	· · · · · · · · · · · · · · · · · · ·	User Interface Tip
		The status bar, located immediately below the title bar, will indicate the item requesting your attention.
Collection Website:		An alert message will appear
Copyright Statement:		when a required value has yet to be defined or the value is invalid. For example, if a collection name has not been defined, the "Please enter a collection name" message will appear. The status bar is also used to indicate processing activity.
	Back Next Cancel	Press F1 for additional help.

6. Select an existing theme for your Insight collection from the Themes panel. A preview of this background image will appear to the right. Click **Next** to select that theme and proceed.

iew Collection Properti	es Collection Theme	Help
		Selecting a Theme
r collection, or click [Custom]	to create a custom theme	On the left is a list of existing Themes that may be used as your background image.
Theme Preview		<ol> <li>Select an existing theme, or use [Custom] to create a new theme using an image of your</li> </ol>
insight"		choice.
		<ol> <li>Click OK once your selection has been made to commit changes locally and return to the Task Menu. In collection edit mode, use File → Save collection settings (Ctrl-S) to commit changes to the server.</li> </ol>
		To create a custom theme: 1. Select [Custom] from the
		list of Themes.
Selected Theme Prope Property Theme Name Description Image Size	rties: Values Solar Sunburst w:803 h:590	<ol> <li>Click Browse to locate the image you wish to use. A preview of the theme will be generated once the file has been selected and you click 'Open'.</li> </ol>
		3. Define your custom Theme Name and optionally, add a Description for that theme.
	Theme Preview	Theme Preview          Selected Theme Properties:         Property       Values         Theme Name       Solar         Description       Suburst         Image Size       w:803 h.590

7. If you would like to create your own theme, select **[Custom]** from the Themes panel and click Browse to locate an image file to use. Enter a Theme Name and optionally, a Description. Click **Save** to save your new theme

Images with mid-tones work best for custom background themes. Avoid using images that are very light.



- 8. Review the Catalog Templates summary.
- 9. Select a catalog template from the Templates panel that best fits your existing data or the data that you will create later. A description of the template will appear to the



right. For more details about the template, click the Templates panel. Click **Next** to proceed.

button in the

Available templates in Insight Studio include Dublin Core, Simple Labels and VRA. Any custom templates that you create and save will also be listed here. You can edit a template, create a custom template, or import a template while creating your new collection. For more information about editing, creating custom, or importing catalog templates, see the Catalog Templates section of this guide.

Insight Studio :: Yisual Resource :: Dublin Core			
Collection Property	ties Collection Theme		Help X
Catalog Templates			Select or manage templates
Select a template from the I Templates:	ist below.  Description:  Dublin Core  Created:  Additional Information:  Dependent collections:	7/20/05 12:00 PM http://www.dubilncore.org No collections use this template	<ul> <li>Sector manage compares</li> <li>Sector manage compares</li> <li>There are three options in the Catalog Templates section.</li> <li>Sector an existing templates.</li> <li>Sector and the compares</li> <li>Sector and the compares</li> <li>Create a new template by clicking the Create a new template button.</li> <li>Create a new template by clicking the Create a new template button below the Templates list pane.</li> <li>The icon buttons beneath the Templates list pane.</li> <li>The icon buttons beneath the Templates list pane.</li> <li>Create a new template button to view the action it will perform:</li> <li>Cicking the View template.</li> </ul>
	Back Next	Cancel	2. The Create a new template button creates a new template and advances you to the Catalog Template Properties panel.

10. Review your new collection's properties. Click **Publish Collection** to save your changes. Your collection will now be listed as an available collection in the Collection Manager when you log into Insight, Insight Studio, and Inscribe.

💵 Insight Studio :: Quick Start :: Fl	at Template			_ 🗆 ×
<u>File Task Template Window</u>	Help			
Certain Court Cour		Publish Collection		Help X
Collection Review & Confirmatio	n			Reviewing Collection Settings
This is your chance to review th Collection. To modify your choic configuration panel.	e choices you have made. To co ces, press Back or use the scrol	reate your collection, press Il menu above to return to t	s Publish he	Prior to publishing your collection, review your settings using the panel to the left.     Once you have confirmed your settings, click <b>Publish Collection</b> to publish your new collection to the server.
-	Collection Properties			After your collection has been successfully published to the
Property	Value			server, the Insight Studio Task
Name	Quick Start			Main Menu Will appear.
Collection Type	Institutional Collection			
Theme	Telegraph			
	Flat Template			
Se	lected Thumbnail Label Fi	elds		
Field Name				
Title				
Creator				
Subject				
Creation Date				
	Selected Sort Order Field	Is		
	Back Publish collect	ion	Cancel	Press F1 for additional help.

11. Click **Next** to view the Insight Studio Task Menu.

Insight 9	itudio :: Quic	k Start :: Si	mple Labels	
le <u>T</u> ask	Template	Window	Help	
Collection	Publishing			Help
				Collection Publishing
				Once your collection has been published, click <b>Next</b> to open th Insight Studio Task Menu.
Yo	ur collection	has been	successfully published. Click 'Next' to continu	ue.
				Broco Et for additional kala
			Next	Cancel



Once your collection has been published, you can modify the collection's descriptive properties, its theme, and its thumb/sort settings via Insight Studio's Task Menu. You can also add data and media to your collection via this menu, as well as manage user and collection access and enabled standards.

Save changes to your collection by clicking **File**, then **Save collection settings** (or use the shortcut keys **CTRL+S**).

Delete your collection by clicking **File**, then **Delete Collection**. Any Virtual Collections that use the Institutional Collection as a parent will also be deleted. This privilege is not granted by default. You will need to assign this privilege from the Insight Administrator Tools (Admin Accounts). See Managing Users and Accessing Collections section of this guide to grant this privilege.



# ADDING YOUR COLLECTION TO LUNA

To add your collection to be available to the LUNA, See the LUNA **"Adding Insight Content to LUNA"** in the "Guide to LUNA" Documentation

## CREATING A VIRTUAL COLLECTION

To create a Virtual Collection, you must first have published an Institutional Collection to base the virtual version on. Your Virtual Collection will appear as a read-only collection level group in the Insight Java Client.

- 1. After logging into Insight Studio, select the Collection Manager you'd like to use and double-click **Create New Collection**.
- 2. Read the Insight Studio summary and click Next.
- 3. Read the Collection Properties summary and click Next.
- 4. Enter a Collection Name. Select **Virtual** as your Collection Type.
- 5. Select the published Institutional Collection from the **Parent Collection** pull-down menu.

Insight Stuc e <u>T</u> ask T	lio :: Virtual Quick ! emplate <u>W</u> indow	Start / <u>H</u> elp			1
	Overview	Collection Properties		Help	×
ollection Pr	operties			Defining Collection Properties	,
Define the	e properties for y	rour collection		Optionally, you may define a br description, a collection websi and a copyright statement.	ief te,
Collection	Name:	Virtual Quick Start		website hyperlink appear wher	n
Collection	Туре:	Virtual Collection	-	copyright statement is included	ł
Parent Col	lection:	Quick Start	•	Insight.	
Brief Desci	ription:				
			_	User Interface Tip	-
				The status bar, located immediately below the title bar will indicate the item requestin your attention.	g
Collection	Website:			An alert message will annear	
Copyright (	Statement:			when a required value has yet be defined or the value is inval For example, if a collection nam has not been defined, the "Please enter a collection nam message will appear. The stat bar is also used to indicate processing activity.	to d. ne us
		Back Next	Cancel	Press F1 for additional help.	

- 6. Optionally, provide a Brief Description, Collection Website and Copyright Statement for your collection. Click **Next** to proceed.
- 7. Select a theme for your collection (See steps 6 and 7 in **Creating an Institutional Collection**).
- 8. Review your new collection's properties. Click **Publish collection** to save your changes. Your collection will now be listed as an available collection in the Collection Manager when you log into Insight, Insight Studio, and Inscribe.

💵 Insight Studio :: Virtual Quick Sta	rt	
<u>F</u> ile <u>T</u> ask Template <u>W</u> indow	Help	
< Quick Search	Publish Template Publish Collection >>	Help X
Collection Review & Confirmation		Reviewing Collection Settings
This is your chance to review the Collection. To modify your choice configuration panel.	choices you have made. To create your collection, press Publish is, press Back or use the scroll menu above to return to the	1. Prior to publishing your collection, review your settings using the panel to the left.     2. Once you have confirmed your settings, click <b>Publish Collection</b> to publish your new collection to the server.
Property	Collection Properties Value	After your collection has been successfully published to the cover, the locidht Studio Task
Name	Virtual Quick Start	Main Menu will appear.
Collection Type	Virtual Collection	
Parent Institutional Collection	Quick Start	
Theme	Telegraph	
		Press F1 for additional helo.
<b>b</b>	Back Publish collection Cancel	

9. Click **Next** to view the Insight Studio Task Menu.

💵 Insight Studio :: Virtual Quick Start	
File Task Template Window Help	
Collection Publishing	Help ×
	Collection Publishing
Your collection has been successfully published. Click 'Next' to continue.	Once your collection has been published, click <b>Next</b> to open the insight Studio Task Menu.
Nex	Press F1 for additional help.

You will not be able to import data, import media, modify thumb/sort settings, or manage enabled standards with a virtual collection. These properties and the content of your virtual collection are borrowed from the parent institutional collection.



# MANAGE VIRTUAL COLLECTION CONTENT

Once the Virtual Collection has been created, you will need to assign content to it, this content can only come from its Parent Collection. To do this you will first need to Grant User Privileges to the individual who will manage the content of the Virtual Collection.

- 1) Add **Allow editing of Virtual Collections** to the appropriate profile in the Insight Administrator Tools
  - a. Open the Insight Administrator Tools and connect to the Collection Manager that contains the Institutional and Virtual Collection you would like to manage.



b. Locate the Profiles.

11	Globes Administrator		1 up to 24576 pixels

c. Highlight the Institutional Collection and select from the profiles in the right panel. Double click or right click to edit the profile.

🛅 Editing Profile	
Display Name:	Globes Administrator
<b>Z</b>	Allow user to save a group
	Allow user to delete a group
1	SPS Number
up to 24576 pixels 💌	Maximum export resolution
1600 X 1200 🔻	Maximum export presentation resolution
	Allow editing of Virtual Collections
up to 24576 pixels 🔻	Maximum viewable resolution
	Allow exporting of source images
Ľ	Allow exporting of HTML files
	Allow editing of image links
	Allow editing of multi-views
	Allow editing of multi-page documents
Save	

- d. Check Allow editing of Virtual Collections and Allow user to save a group options.
- 2) You are now ready to add the content to the new Virtual Collection using the Insight Java Client. Launch the Insight Java Client and select the Institutional Collection you are basing the Virtual Collection on.



3) Once the collection is open select **manage virtual collection contents** under the file menu.

file	open collection
edit	open group
group	new group
data	save group
search	save group as
print	save results as
return	delete group
help	manage virtual collection contents
exit	export selected
	export presentation to HTML
	export presentation to PowerPoint

4) Select the appropriate Virtual Collection group to edit.



5) Once the Group opens, populate the Group with content from the Institutional Collection then save the group.

Your Virtual Collection is now ready to access.

# **Adding Content to a Collection**

This chapter describes how to add data and media to your collection. There are two scenarios described here: one for collections that already contain catalog data and one for collections that do not.

After creating and publishing a new collection with Insight Studio, the Insight Studio Task Menu will appear.



You may also access this menu after closing Insight Studio by double-clicking the collection you would like to work with from the appropriate Collection Manager during log-in.



In addition to modifying collection specifications that were selected during the collection creation process and managing user and collection access, you may also import data and media via the Insight Studio Task Menu.

## WORKFLOW #1: ADDING CONTENT WITH IMPORTED DATA

This section describes the steps involved in adding content to your collection if your media has already been cataloged and a data file exists for your content. To do this, import data first.

#### Importing Data

By importing catalog data before media, you can quickly and easily link data records to associated media files using Insight Studio.



- 1. After publishing a new collection, click the **Import Data** button in the Task Menu to start importing catalog data for your collection.
- In the Import Descriptive Data page, type the location of the existing data file on your file server in the File Name field or browse for the file by clicking the folder button.
- 3. You must select the **Character set** and **Delimiter** properties appropriate for your data file.

insight Studi le Task Wi	ndow Help	
— — mport Descrip	_ ·	Help
🕂 Choose a	a source file to import.	Importing Descriptive Data
<mark>elect a text f</mark> File Name: File Format:	ile to import CSV (Delimited Text File)	There are two types of descriptive data formats that can be imported into Insight via Insight Studio: CSV (Delimited Text File) and XML.
Generate imp Click t that m	XML     Ant template (Optional step)     bis button to generate a file (CSV or XML, depending on the File Format selected)     ay be used to model the catalog data you will import for your collection.	Select the data source file you wish to import by clicking the Folder icon and selecting your data file.     Select the appropriate File
CSV File Prop Character se V Syste Delimiter: Com	arties rt: m Default 🔲 Unicode (UTF-8) ma 🔲 Semicolon 🔲 Tab 🔛 Space 🔲 Other:	Optionally, select the appropriate File Format and then click the Generate Descriptive Data Import Template button to export a CSV or XVML file that may be used as an import model.
		<ol> <li>Specify the File Encoding type (Character set) of the source file.</li> </ol>
Note:		4. Specify the column <b>Delimiter</b> used in the source file.
Refer to th / line feeds	e Administrative guide for further information regarding data containing carriage return	<ul> <li>Handling Paragraphs or New-Line Characters in your Data</li> </ul>
	Next	If your import file is CSV.

Data that uses new-line characters, in the form of paragraphs or carriagereturns such as the delimiter, will cause issues in data import, preventing Insight from importing complete data records. If the data being imported into Insight has new-line characters, it must be pre-processed to ensure the new-lines or paragraphs are properly imported. See the Administration Guide for instructions on how to format data that uses such carriage returns as the delimiter.

You can review your collection's catalog template structure before importing new

data by clicking the button. You can also use this exported file as a model for the data to be imported into your collection. This ensures that your data import file correctly fits the structure of the catalog template you selected when creating your collection and as well as the properties selected for the data file you will import.

The correct order of fields used in your collection's catalog template will be generated. These fields will be separated in the exported file by whatever delimiter you select in this step. For our relational data example, the generated file, opened with Excel, will look like:

1icrosoft Exc	el - genera:	te								
<u>Eile E</u> dit <u>V</u> i	ew <u>I</u> nsert	F <u>o</u> rmat <u>T</u> ool	s <u>D</u> ata <u>W</u> ir	ndow <u>H</u> elp						
					Arial		<b>v</b> 10	• B <i>I</i>	<u>u</u> 📑	
🖻 🖬 🔒	) 🖨 🖪	۵ 🗞 💱	a 🛍 💅	K) × CH ×	🍓 Σ 🌆		🛍 🛷 100	1% 🔹 🏹	•	
A1	•	<ul> <li>ObjectII</li> </ul>	)							
Α	В	С	D	E	F	G	Н		J	K
ObjectID	Author	Short_Title	City	State	Country	Publisher	Pub_Date	Pub_Type	Pub_List_	Pub_Note
	ticrosoft Exc Ele Edit ⊻i De Edit ⊻i A1 A1 ObjectID	ficrosoft Excel - genera Ele Edit View Insert I A1 ♥ A1 ♥ A1 ♥ A1 ♥ A1 ♥ Author	ficrosoft Excel - generate Elle Edit View Insert Format Iool	4icrosoft Excel - generate         Elle Edit View Insert Format Iools Data Wir         Image: Second	Aicrosoft Excel - generate         Elle Edit View Insert Format Iools Data Window Help         Image: Second Secon	4icrosoft Excel - generate         Ele Edit View Insert Format Iools Data Window Help         Arial         Image: Second	Alicrosoft Excel - generate         Ele Edit View Insert Format Iools Data Window Help         Arial         Image: Second	Alicrosoft Excel - generate         Ele Edit View Insert Format Iools Data Window Help         Arial         Image: Second	Alicrosoft Excel - generate         Ele Edit View Insert Format Iools Data Window Help         Arial       IO       B       I         Arial       IO       E       F       G       H       I         A1       ■       ObjectID       E       F       G       H       I         ObjectID       Author       Short_Title City       State       Country       Publisher       Pub_Date       Pub_Type	ticrosoft Excel-generate Ele Edit View Insert Format Iools Data Window Help Arial ■ 10 ■ B I U ■ Arial ■ 10 ■ B I = Arial ■ 10 ■ B I = Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ B I = Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Arial ■ 10 ■ Ar

- 4. Click Next.
- 5. Review the automatic mappings generated between your data file and the catalog template you selected when creating your new collection. The field headers from

your data file (listed in the column Source Column Name) should match the field headers from the catalog template you selected for your collection (listed in the column Target Insight Field).

ask	k <u>W</u> indow <u>H</u> elp		
rt D	escriptive Data		Help
			Importing Descriptive Data
: Ta rce	arget' field to define field mappings. to Target Field Mappings		<ol> <li>Select the data source file wish to import by clicking the Folder icon.</li> </ol>
	Source Column Name	Target Insight Field	Ontionally click the Generat
√	ObjectID	ObjectID	Descriptive Data Import
1	Author	Author	Tempate button to export a
√	Author2	Author	delimited text file which may
√	Author3	Author	used as an import model.
√	Short_Title	Short_Title	2. Specify the File Encoding
√	Publisher	Publisher	of the source file
√	Publisher2	Publisher	
~	Pub_Date	Pub_Date	3. Specify the column Delimi
√	Pub_Note	Pub_Note	used in the source file.
~	Pub List No	Pub List No	1. Olivia Manufata anno a saide ai
✓	Pub_Type	Pub_Type	4. Click Next to proceed to a the field mapping relations.
			<ol> <li>Click on the pull-down to t right of the source field; sele the destination mapping fiel &lt; SKIP &gt; to ignore the select source column.</li> </ol>
			<ol> <li>Once all fields are mappe click <b>Next</b> to verify your impo configuration.</li> </ol>
			7. Click Finish once you have reviewed your data field map
			Press F1 for additional help

 If a column header (or field title) in your data does not match a field in the catalog template you selected for your collection, you will see <MISSING MAPPING> in the Target Insight Field column for that field title.

For example, if you selected the Simple Label template when creating your collection but your data file uses the term "Name" instead of the catalog template's term "Title," this inconsistency would appear as:

Insight 🖉	Studio :: Quick Start		
ile <u>T</u> ask	K Window Help		
Import De	escriptive Data		Help
🚹 Spe	ecify field mappings. All Source columns m	nust have a target field mapping.	Importing Descriptive Data
Click Ta Source	arget' field to define field mappings. to Target Field Mappings		<ol> <li>Select the data source file you wish to import by clicking the Folder icon.</li> </ol>
	Source Column Name	Target Insight Field	Ontionally, click the Generate
1	Identifier	Identifier	Descriptive Data Import Tempate
1	Creator	Creator	button to export a delimited text
1	Date	Date	file which may be used as an
x	Name	< MISSING MAPPING >	import model.
	Description	Description	2. Specify the File Encoding type
			4. Click Next to proceed to define
			the held mapping relations. 5. Click on the pull-down to the right of the source field; select the destination mapping field or < SI(IP > to ignore the selected source column.
			<ol> <li>Once all fields are mapped, click <b>Next</b> to verify your import configuration.</li> </ol>
			<ol> <li>Click Finish once you have reviewed your data field mapping.</li> </ol>
	Back	Next	Press F1 for additional help.

7. Click **<MISSING MAPPING>** where it appears in the Target Insight Field column to select the correct field name from the pull-down menu. The menu contains a list of fields in the catalog template used for your collection. Select the field most appropriate for the corresponding field of data in your imported file.

ort De	escriptive Data		Help
Spe	ecify field mappings. All Source columns r	nust have a target field mapping.	Importing Descriptive Data
k Ta urce	arget' field to define field mappings. to Target Field Mappings		<ol> <li>Select the data source file you wish to import by clicking the Folder icon.</li> </ol>
	Source Column Name	Target Insight Field	Ordina allo allalativa Comparte
✓	Identifier	Identifier	Optionally, click the Generate Descriptive Data Import Tempa
✓	Creator	Creator	button to export a delimited text
✓	Date	Date	file which may be used as an
x	Name	Identifier	import model.
✓	Description	< SKIP >	2. Crossify the File Expanding type
		Creator	2. Specify the File Encouning type
		Date	
		Description	3. Specify the column Delimiter
		Identifier	used in the source file.
		Title	<ol> <li>Click Next to proceed to defin the field mapping relations.</li> </ol>
			<ol> <li>Click on the pull-down to the right of the source field; select th destination mapping field or &lt; SKIP &gt; to ignore the selected source column.</li> </ol>
			<ol> <li>Once all fields are mapped, click Next to verify your import configuration.</li> </ol>
			7. Click Finish once you have reviewed your data field mappin

All fields in your catalog template will appear in the pull-down menu of fields as options for your missing mapping value but fields in the collection's primary record type may only be chosen once for mapping.

You may also select <SKIP> to disregard a field that is missing its mapping value. Doing this will ignore the field of data and it will not appear in your collection.

- 8. Click Next.
- 9. Review settings and click Finish.





After you have finished importing your data, click the Menu to start importing media for your collection.

button in the Task

1. Click **New** to create a new batch. A batch represents a group of media items imported at the same time. The batch in the left panel will show the date and time it was created. If you do not create a new batch, a batch will be automatically generated whenever you add content to the Process List in one of the two options listed below.

Imported images can be deleted by entire batch, as well as individually, so importing your media in several batches is a good way to assure easier changes to your collection in the future.

2. Media files can be imported to your collection in one of two ways:

a. You can drag files from where they are stored on your file system and drop them onto the Process List panel to the right of the Batch panel.

--or--

b. You can find the media files you want by clicking **Browse** and importing them from your file system to the Process List.

💵 Insight Studio :: Quick Start				_ 🗆 🗵
<u>File T</u> ask <u>W</u> indow <u>H</u> elp				
Import Media				Help ×
📑 Drag and drop media or directorie	es onto the pan	el below, or click browse, then click import.	Importing Me	dia 🔤
Use the tabs below to Process, Link	k, Review and	Publish your media.	1. Click New 1	o create a hatch
Batch Aug 30, 2005 12:442 Look in: C Recent C Desktop Desktop My Documents Sidbartha	ALL 1131 jpg 1258 jpg 1258 jpg 1257 jpg 22671 jpg 22672 jpg 22682 jpg 2469 jpg 2568 jpg 2568 jpg 2568 jpg 2668 jpg 2668 jpg 2668 jpg 2668 jpg 2668 jpg 2668 jpg 2469 jpg 2668 jpg	(		e batch, drag ia / directories <b>FSS List</b> , or click en a file system : to process and ete, click the map the ia to existing rds-to-media, rnal Mapping Mapping File
My Network	File name:	ALL Supported Image, Audio, Video File Types	Open Cancel	ne the Mapping appings may d in Inscribe g media. Click o link records to view tab to ed media before
New Delete Browse	Delete	Cancel Import Return	publishing to group. 6. Click the Pu publish the m collection. Cli Unpublished	vour collection ublish tab to redia to your ck 'Select All Media' to select

The Process List will show you the files you have selected for import.

💵 Insight Studio :: Quick Sl	tart				×
<u>File Task Window Hel</u>	þ				
Import Media				Help	×
				Importing Media	
Use the tabs below to Pr	ocess, Link, Revi	ew and Publish your media.		1. Click New to create a batch.	
Batch Aug 30, 2005 12:44:28 PM	Process List ▶ Import source in Name 1131.jpg 1258.jpg 1574.jpg 22472.jpg 22472.jpg 22611.jpg 2469.jpg 25828.jpg 431.jpg 4393.jpg 444.jpg	Linking Review Publish mage Directory C:Documents and Settings\mac\Wy C:Documents and Settings\mac\Wy	Status Pending Pending Pending Pending Pending Pending Pending Pending	<ol> <li>To define the batch, drag and drop media / directories onto the Process List, or click Browse to open a file system explorer.</li> <li>Click Import to process and upload media.</li> <li>Once complete, click the Linking tab to map the imported media to existing data records.</li> <li>To link records-to-media, click Use External Mapping File, define the Mapping File, define the Mapping File define the Mapping File define the Inscribe after publishing media. Click Apply Links' to link records to media.</li> <li>Click the Review tab to review imported media before publishing to your collection group.</li> </ol>	
New Delete	Browse	Delete	el Import	<ol> <li>Click the Publish tab to publish the media to your collection. Click 'Select All</li> </ol>	I
			Return	Unpublished Media: to select	

You can delete media items in the Process List by selecting the row in the right panel and clicking **Delete** below the Process List panel. You can also delete the entire batch by selecting the batch in the left panel and clicking **Delete** below the Batch panel.

- 3. Once the Process List contains the files you wish to import, click **Import**. A status message will appear to indicate Pending, Processing, Uploading, or Complete for each file. When the entire batch has been processed completely **Finished Importing Media** will appear at the top.
- 4. After importing media, click the **Linking** tab if you would like to link these media files to records in an imported data file.
- 5. To link media to data records create a tab-delimited text file in which the first column shows your media file names and the second column shows a linking value from your cataloging data. The two values are separated by a tab character. In the example below, the linking value in the second column is the ObjectID field from the collection's catalog data.

Note: The field you choose as the linking value must be a field in the primary Field Group/Record Type. For example in Insight's version of Dublin Core it would be "Identifier".

File Edit Format	Help	
431.jpg 444.jpg 1131.jpg 1258.jpg 1574.jpg 4393.jpg 22472.jpg 22611.jpg 24469.jpg 25828.jpg	431 444 1131 1258 1574 4393 22472 22611 24469 25828	× ×

The value taken from your catalog data for the mapping text file must match exactly.

- 6. Click **Use External Mapping file** and select the mapping file you created in the **Mapping File Path** field.
- 7. Define the **Mapping Field Name** from the pull-down menu. The menu contains all fields in the catalog template you selected when creating your collection. This should be the value in the second column of your mapping text file. If the mapping is correct, a preview will appear below.

💵 Insight Studio - Quick Sl	tart			X
<u>File Task Window He</u> l	lp			
Import Media			Help	×
			Importing Media	
Use the tabs below to P	rocess, Link, Review an	nd Publish your media.	1. Click New to create a batch.	
Batch Sep 9, 2005 2:31:36 PM	Process List Linking Define Mapping Method O No Mapping Use External Mapping Mapping File	g Review Publish	<ol> <li>To define the batch, drag and drop media/directories onto the Process List, or click Browse to open a file system explorer.</li> <li>Click Import to process and</li> </ol>	
	C:Documents and Settings\drake\Desktop\link C:Documents C:Documents and Settings\drake\Desktop\link C:Documents C:Documents and Settings\drake\Desktop\link C:Documents C:Documen		upload media. Wait until "Finished importing media" appears at the top, then click the <b>Linking</b> tab to map the imported media to existing data records.	
	Preview		4. To link records to media,	
	Media Filename	ObjectID	create a tab-delimited text file	
	431.jpg	431	in which the first column shows your media file names	22
	444.jpg	444	and the second column	
	1131.jpg	1131	shows a linking value from	
	1258.jpg	1258	your cataloging data. Click	
	1574.jpg	1574	and select the mapping file	
	4393.jpg	4393	you created in the Mapping	
	22472.jpg	22472	File Path. Define the Mapping	
	22611.jpg	22611	Field Name. This should be	
	04400.		column of your manning text	
New Delete		Apply Links	file. Mappings may also be defined in Inscribe after publishing media. Click 'Apply	
		Return	Links' to link records to media.	

There are two reasons why a preview might not appear:

a. There is an inconsistency between the file names listed in the first column and the actual file names you have imported. This includes file names, file

extension types, and any inconsistencies between the use of lower and uppercase letters.

- b. There is a formatting issue with your mapping file (either columns are mixed up, the values are not separated by a tab character, or the file was not saved as a tab-delimited text file).
- 8. Click Apply Links.
- 9. Click the **Review** tab to review thumbnails of your imported images and the links to imported data.

🂵 Insight Studio :: Quick S	tart					
File Task Window Help						
Import Media					Help ×	
🛨 Drag and drop med	ia or directories c	into the panel below, or	r click browse, ti	hen click import.	Importing Media	
Use the tabs below to P	1. Click New to create a batch.					
Batch	Process List	Linking Review	Publish		2 To define the betch drag	
Aug 30, 2005 3:21:41 PM	Image	Filename	Link	Date Processed	and drop media / directories	
		1131.jpg	London: Say	Tue 30 Aug 2005 15:	onto the <b>Process List</b> , or click <b>Browse</b> to open a file system explorer. 3. Click <b>Import</b> to process and upload media.	
		1258.jpg	Hartford: Am	Tue 30 Aug 2005 15:	3. Once complete, click the Linking tab to map the imported media to existing data records.	
		1574.jpg	Cover: Califo	Tue 30 Aug 2005 15:	4. To link records-to-media, click <b>Use External Mapping</b> File, define the <b>Mapping</b> Filed Name. Mappings may also be defined in Inscribe after publishing media. Click <b>Apply Links</b> <sup>**</sup> to link records to media.	
		22472.jpg	Park Place H	Tue 30 Aug 2005 15:	5. Click the <b>Review</b> tab to review imported media before publishing to your collection group.	
New Delete		D	elete	Return	6. Click the <b>Publish</b> tab to publish the media to your collection. Click <b>'Select All</b> <b>Unpublished Media'</b> to select	

10. Check for any missing links before proceeding.

Other inconsistencies that may later affect successful linking include an incorrect mapping field name selected in the **Define field containing mapping values** section or an inconsistency between the linking value in your mapping file and the corresponding data in your imported data file.

- 11. If your links are correct, click the **Publish** tab.
- 12. Move all unpublished media from the current batch into the Published Media table for processing by clicking **Select All Unpublished Media** and then clicking the

button. Move media objects back to the Unpublished Media table by selecting

them and clicking the button.

13. Click **Apply Changes** to publish media with mapped data to your Insight collection.

💵 Insight Studio :: Visual Re	source Collection			
<u>File Task Window H</u> elp				
Import Media				Help 🔀
🕂 Finished importing me	edia			Importing Media
Use the tabs below to Pro	cess, Link, Reviev	v and Publish your media.		1 Click New to create a batch
Batch	Process List	Linking Review Publish		1. Citck new to create a batch.
Jan 23, 2006 5:15:04 PM	Move items to P	ublished or Unnublished N	ledia, then nress 'Annly	2. To define the batch, drag
	Changes'	abilitie of onpablished is	acuid, dien press Appiy	onto the Process List, or click
	Unpublished Me	dia ( 0 items )		Browse to open a file system
	Image	Filename	Link	explorer.
	intage	T licitante	Link	3. Click <b>Import</b> to process and upload media.
				Wait until "Finished importing media" appears at the top, then click the <b>Linking</b> tab to map the imported media to existing data records.
	Select All Unpub	lished Media 🚹 ↓	Apply Changes	4. To link records to media, create a tab-delimited text file
	Published Media	( 11 items )		in which the first column
	Image	Filename	Date Published	and the second column
		0004008.tif	Not Published	shows a linking value from your cataloging data. Click <b>Use External Mapping file</b> and select the mapping file
		1131.jpg	Not Published	you created in the <b>Mapping</b> File Path. Define the <b>Mapping</b> Field Name. This should be the value in the second
New Delete		1258.jpg	Not Published	column of your mapping text file. Mappings may also be defined in Inscribe after sublicities and a Olid Manta
			Return	Links' to link records to media.

Review your collection in Insight.





If you import media before you import data, you must return to the import media area to apply links in the Linking tab or your content will not appear in Insight. If your media was not linked correctly your content will not appear in Insight.

#### WORKFLOW #2: ADDING CONTENT WITHOUT IMPORTING DATA

This section describes how to add content to your collection if your media has not been cataloged and a data file does not exist for your content. You will import your media using Insight Studio just as in Workflow #1 but you will skip the Data Import steps. Your data will be added later using Inscribe.

Importing Media



After you have published your new collection, click the **Import Media** button in the Insight Studio Task Menu to start importing media to your collection.

- Click New to create a new batch. A batch represents a group of media items imported at the same time. The batch in the left panel will show the date and time it was created. If you do not create a new batch, a batch will be automatically generated whenever you add content to the Process List.
- 2. Media files can be imported to your collection in one of two ways:
  - a. You can drag files from where they are stored on your file system and drop them onto the Process List panel to the right of the Batch panel.

- b. You can find the media files you want by clicking **Browse** and importing them from your file system to the Process List.
- 3. Once the Process List contains the files you wish to import, click **Import**. A status message will appear to indicate Pending, Processing, Uploading, or Complete for each file. When the entire batch has been processed completely, **Finished Importing Media** will appear at the top.
- Click the Linking tab and make sure No Mapping is selected. (This is the default for Insight Studio so you should be able to skip the Linking tab entirely for this workflow procedure).

💵 Insight Studio :: Uncatalo	oged Collection	
<u>F</u> ile <u>T</u> ask Template <u>W</u> i	indow <u>H</u> elp	
Import Media		Help 🔀
🕂 Finished importing m	nedia	Importing Media
Use the tabs below to Pr	ocess, Link, Review and Publish your media.	1. Click New to create a batch.
Batch Sep 1, 2005 8:65:11 AM	Process List       Linking       Review       Publish         Define Mapping       Media Filename       Creator         Other State       Creator       Creator	2. To define the batch, drag and drop media / directories onto the Process List, or click Browse to open a file system explorer.     3. Click Import to process and upload media.     3. Once complete, click the Linking tab to map the imported media to existing data records.     4. To link records-to-media, click Use External Mapping File, define the Mapping File, define the Mapping File Admine Mapping Field Name, Mapping may also be defined in Inscribe after publishing media. Click <b>Appb Links</b> to link records to media.     5. Click the <b>Review</b> tab to review imported media before publishing to your collection group.
New Delete	Apply Links Return	6. Click the <b>Publish</b> tab to publish the media to your collection. Click <b>'Select All</b> <b>Unpublished Media'</b> to select

5. Click the **Review** tab to see thumbnails of your imported media. You will see that the images are categorized as **Not Linked**.

Insight Studio :: Uncataloged Collection					
File Task Template Window Help					
Import Media					Help 🗙
🕂 Finished importing n	nedia				Importing Media
Use the tabs below to Pr	ocess, Link, Re	eview and Publis	sh your media.		1. Click New to create a batch.
Batch	Process List	Linking Revi	ew Publish		2. To define the batch, drag
Sep 1, 2005 8:55:11 AM	Image	Filename	Link	Date Processed	and drop media / directories
		1131.jpg	Not Linked	Thu 01 Sep 2005 09	Browse to open a file system explorer. 3. Click <b>Import</b> to process and upload media.
		l 258.jpg	Not Linked	Thu 01 Sep 2005 09	3. Once complete, click the Linking tab to map the imported media to existing data records.
		1574.jpg	Not Linked	Thu 01 Sep 2005 09	4. To link records-to-media, click Use External Mapping File, define the Mapping File Path, then define the Mapping Field Name. Mapping smay also be defined in Inscribe after publishing media. Click <b>Xapby Links</b> to link records to
		22472.jpg	Not Linked	Thu 01 Sep 2005 09	media. 5. Click the <b>Review</b> tab to review imported media before publishing to your collection group.
New Delete			Delete	Return	6. Click the <b>Publish</b> tab to publish the media to your collection. Click <b>'Select All</b> <b>Unpublished Media'</b> to select

6. Click the **Publish** tab.

7. Move all unpublished media from the current batch into the Published Media table for

processing by clicking **Select All Unpublished Media** and then clicking the button. Move media objects back to the Unpublished Media table by selecting them and clicking the the button.

💵 Insight Studio :: Uncata	loged Collection				
File Task Template Window Help					
Import Media				Help	
Finished importing	media			Importing Media	
Use the tabs below to F	Process, Link, Review	and Publish your	media.	1. Click New to create a batch.	
Batch Sep 1, 2005 8:55:11 AM	Process List Link Move items to Publi Changes' Unpublished Media (	ing Review P shed or Unpublis 0 items )	ublish   hed Media, then press 'Apply	2. To define the batch, drag and drop media / directories onto the Process List, or click Browse to open a file system explorer.	
	Image	Filename	Link	3. Click <b>Import</b> to process and upload media.	
				3. Once complete, click the Linking tab to map the imported media to existing data records.	
	Select All Unpublishe	ed Media 🕂 斗	Apply Changes	4. To link records-to-media, click Use External Mapping File, define the Mapping File Path then define the Manning	
	Published Media ( 10	items)		Field Name. Mappings may	
	Image	Filename	Date Published	also be defined in Inscribe after publishing media. Click	
		1131.jpg	Not Published	<ul> <li>'Apply Links' to link records to media.</li> <li>Click the Review tab to review imported media before publishing to your collection group.</li> </ul>	
New Delete		1258.jpg	Not Published	6. Click the <b>Publish</b> tab to publish the media to your collection. Click <b>'Select All</b> <b>Unpublished Media</b> to select	

8. Click Apply Changes to publish media to your Insight collection.

You do not need to click Apply Changes for your media to be viewed in Inscribe but once you have cataloged and mapped records to your media in the next steps, you will need to publish your media in Insight Studio for the media to appear in Insight. You should click Apply Changes and publish your media now so you do not have to return to Insight Studio to perform this task later.

e <u>T</u> ask T <u>e</u> mplate	Mindow <u>H</u> elp			
nport Media				Help 🗙
🕂 Publishing change	s saved			Importing Media
e the tabs below to	Process, Link, Review	and Publish your	media.	1. Click New to create a batch.
tch 1, 2005 8:55:11 AM	Process List Link Move items to Publichanges' Unpublished Media	king Review P lished or Unpublis (0 items )	ublish   hed Media, then press 'Apply	<ol> <li>To define the batch, drag and drop media / directories onto the Process List, or click Browse to open a file system explorer.</li> </ol>
	Image	Filename	Link	<ol> <li>Click Import to process and upload media.</li> </ol>
				<ol> <li>Once complete, click the Linking tab to map the imported media to existing data records.</li> </ol>
	Select All Unpublish	ned Media 👬 🔱	Apply Changes	4. To link records-to-media, click Use External Mapping File, define the Mapping File Path then define the Mapping
	Published Media ( 1	0 items )		Field Name. Mappings may
	Image	Filename	Date Published	also be defined in Inscribe after publishing media. Click
		1131.jpg	Thu 01 Sep 2005 09:26:42	'Apply Links' to link records to media. 5. Click the <b>Review</b> tab to review imported media before publishing to your collection group.
New Delete		1258 ina	Thu 01 Sen 2005 09:26:42	6. Click the <b>Publish</b> tab to publish the media to your collection. Click <b>'Select All</b>

If your collection contains no data (and no links to that data) you will not see your images in Insight. To view your media in Insight, you must first provide data and link that data to your media. You can do this using Inscribe.

#### Adding Data in Inscribe

You can provide descriptive data for your media by individually cataloging records using Inscribe.

#### Cataloging Records by Hand

- 1. Log on to Inscribe. Select the collection you will edit.
- 2. Under Edit, select Record-To-Media Mapping (or use the shortcut keys CTRL+E).
- 3. To view the media you wish to catalog, click **Show unlinked media** in the media panel on the right. You should see the unmapped media files you imported using Insight Studio.



4. Select an image by clicking on it once. It will become highlighted in red.



Optionally, double-click on a thumbnail image to open a reference of that image. You may drag this image anywhere on the screen while you catalog its corresponding data and reference either the image itself or its small thumbnail in the image tool bar.



5. Minimize the Record-to-Media Mapping window. You should see the Data Editor window, which is open whenever you log on to Inscribe. If you have closed this window, click **File**, click **Open Record**, and then select your collection (listed as your catalog template's name or the primary record type of your catalog template).

Data Editor - Simple Labels 🛛 🗧 🗆
Search View Selection View Editor View Table View Record Preferences
Simple Search
By Keyword:
Advanced Search
Identifier: contains
Creator: contains
Date: contains 💌
Title: contains
Description: contains
save search load search Clear search
new record show all

- 6. Click new record.
- 7. Add data for your media item. In this example, the Simple Labels template was selected when the new collection was created. You will see the fields for your selected template in this editor window.

Data Editor - Simpl	e Labels ? _ 🗆 ×
Search View	Selection View Editor View Table View Record Preferences
	K K Record 1 of 1 K K K K K K K K K K K K K K K K K K
Identifier: *	431
Creator:	Andrews, A.H. & Co.
Date:	1875
Title:	Andrews Eight Inch Terrestrial Globe.
Description:	Globe
* Indicates a requi	red field
	new delete save cancel

8. Click **Save** after data has been added.

#### Mapping Data to Media with Inscribe

Once you have created a record for a media item in Inscribe, you must link the two together for the item to appear in Insight.

The following steps can also be used if you import media and data using Insight Studio but do not apply links in the Linking tab of the Import Media process.

- 1. In Inscribe, open or return to the Record-to-Media Mapping window.
- 2. Click **Show unlinked records** in the Records panel on the left. You should see any data records created in Inscribe that have not been mapped to media and any data records that were imported using Insight Studio that were not mapped to media.



3. Click the data record you would like to map (it will become highlighted in red) and then click the corresponding image you would like to link it to. You will receive a confirmation message.



- 4. Click **Yes** to map the data record to the media item.
- 5. Click **Save** to save the mapping.
- 6. Click **Show unlinked records** and **Show unlinked media**. The data record you mapped to a media item should not appear as a result in the unlinked records panel. The media item it was mapped to should also be missing from the unlinked media panel.

Record-to-Media Mapping Tool			? _ 🗆 ×
Records	0 records	Media	9 media
		8488 8488	
1 of 1 page No records		1 of 1 page Media 1 - 9 of 9	
	Find		Find
Show unlinked records Show all		Show unlinked media Show all	
Simple Labels		▼ Undo Save Clo	se

7. You can check your collection in Insight to see if the mapping was successful. If your media item and record were linked successfully in Inscribe (and your media was published by clicking the Apply Changes button of the Publish tab in Insight Studio's Media Import process), the image will appear in Insight.



Perform this cataloging by hand and mapping process in Inscribe for all media that requires data.

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