How to Save Metadata with Images Exported from LUNA

At this time, images exported from LUNA do not include the accompanying metadata found in the “Media Information” panel. Just like a library book catalog record, this metadata provides the information necessary for identification and citation of an image.

The following methods are recommended as local fixes to enable you to save the metadata from LUNA with a reference version of the image so you will be able to quickly and easily access this information later for your research and studies.

Questions? Please contact the AAU Library at 415-618-3842 or library@academyart.edu.
**Printer Friendly Method** *(recommended for individual images)*

Click on a thumbnail once to open the image in the Detail View. You will then see the “Export” button above the image:

![Export button]

Selecting “Export” will create a zipped file of the image as a JPEG at a desired resolution without the metadata:

![Export options]

In the Detail View, there will also be an option above the image labeled “Printer Friendly” next to a small printer icon:

![Print friendly option]

This option takes you to a new screen with a reference version of the image and the corresponding metadata:
If you are using a Mac:

Select “Print” from the File menu, or use the **Command + P** shortcut:

Select “PDF” on the bottom left, and then “Save as PDF” from the dropdown list:
Where you have the option to name your file in the box next to “Save As,” input the **Work Record ID** number from the record to match the file name of your downloaded image:
You can then add your PDF file to the folder with your exported JPEG. It is also a good idea to then rename the entire folder with that same Work Record ID number.

**If you are using a PC:**

Select “Save Page As” from the File menu, or use the Ctrl + S shortcut:

![File menu screenshot](image)

Input the **Work Record ID** number of the downloaded image in the box next to “File Name” and select “Web Page, HTML only” from the drop down menu in the box next to “Save as Type”: 
Your saved HTML file will direct you back to the original “Printer Friendly” screen from the LUNA database (Note: If you are off campus, you will only see the metadata, not the reference image at the top of the page).
You can then add your HTML file to the folder with your exported JPEG. It is also a good idea to then rename the entire folder with that same Work Record ID number.

**PowerPoint (PPT) Method (recommended for groups of images)**

The Media Groups feature in LUNA allows you to save groups of selected images, and includes the option to export each group as a PowerPoint (PPT) file. After the PPT is created, you will have the corresponding metadata for each image within the PPT slide.

Unregistered users may view and export Public Media Groups. However, to create Media Groups you must be logged in to your personal LUNA account. New users can self-register through the “Register” link on LUNA’s home page:
Directions for Mac and PC:

Click on **Explore > Media Groups** to see the list of available Media Groups:

![Explore Media Groups Screenshot](image1)

You must be logged in to see your own Media Groups:

![My Media Groups Screenshot](image2)

Open a Media Group by clicking on its title. You will then see the “Export” button above the thumbnails:

![Export Button](image3)

Selecting “Export” will create a zipped file of the Media Group images as JPEGs at a desired resolution without the metadata:
Next to “Export” you will see the “Export to PowerPoint” button:

Click on this button to generate your PPT file. Each image will become a slide in the PPT, and the corresponding metadata will appear below the image within each slide that you can use as a reference for your JPEGs.
You can then add your PPT file to the folder with your exported JPEGs. It is also a good idea to then rename the entire folder with that same Media Group name.

**A Final Note about Saving Files:**

You may find it helpful to create a main or “parent” folder to hold subfolders with various files related to one project. For example, *William Eggleston Research Paper* could be the name of a parent folder that holds different subfolders dedicated to images, articles, drafts, etc.

Whether you are saving files directly to a location on your computer or using an external storage device, creating a folder naming system that makes sense to you can help you better manage various files, and stay organized for your research and studies.