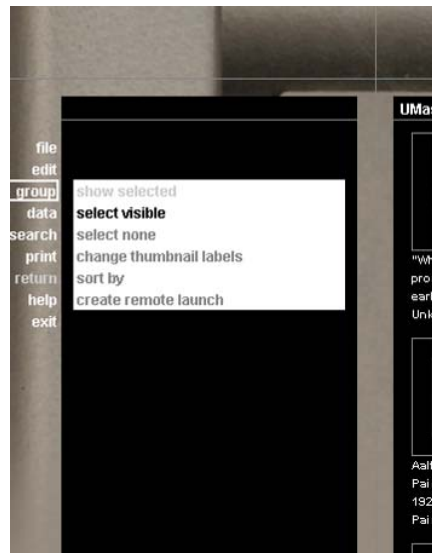


# Exporting Images from Insight

Begin by finding the images you would like to export. For more on finding images consult the **Searching in Luna** document.

## Selecting Images to Export

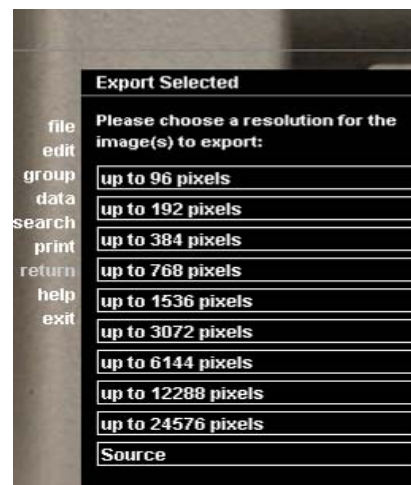
Once you have found the images you need to export, make sure that each image has been selected from the thumbnail preview window. You can select each image separately by clicking on the thumbnails one by one, or select everything on the screen by selecting 'group' on the left of the screen then 'Select visible'. For those accustomed to right-clicking, you can select visible by right clicking and choosing "select visible". Any image selected will now have a highlighted white border around the thumbnail.



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## Picking a Resolution

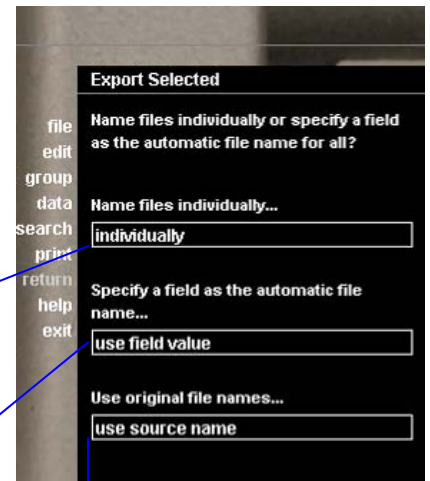
Once your images have been highlighted, select 'File' on the left of the screen and then 'export selected'. This can also be done by right clicking and choosing the 'Export Selected' option. On the left will appear options for resolution exports. For typical PowerPoint use the 'up to 1536 pixels' option is sufficient. Your images may still need to be reduced, but it is better to have them a little too big as you begin to work with them.



If you have questions about this process, please contact:  
Brian Shelburne, Head of the Image Collection Library  
545-4061 or bps@library.umass.edu

## Naming Exported Image Files

After the resolution has been selected, another menu will appear on the left that will allow you to decide how the images to be exported will be named. Your first option is to personally assign a name to each image individually. The second is to select a field from Luna to automatically name the images (e.g. the Title field). The third option is to use the original file name that was used for the image file that was uploaded into the database. Because the original file name is most likely just a sequence of numbers that won't mean anything to you, we recommend using one of the first two options.



### Option 1: Assigning Names Individually

Choose 'Individually' under the 'Name Files Individually' option, a window will pop up for each image being exported that allows you to give the image a new name and specify where to save it on your computer. The left column in Luna will show the thumbnail of the image you are saving. In the destination that you chose will be both an image file and a corresponding xml file containing information about the image. There will also be an html file that serves as an index of the images exported.

### Option 2: Assigning Names with Fields

Choose 'use field value' under the 'Specify a field as the automatic file name' option. You will have full fields to choose from. Creator Name, Title, Date, or Location. Once you have chosen a field, another window will open allowing you to specify where the images will be saved on your computer (see illustration to the left). In the destination that you chose will be a folder for every image exported containing both an image file and a corresponding xml file with information about the image. There will also be an html file that serves as an index of the images exported.

### Option 3: Assigning the Original File Name

Choose 'use source name' under the "Use original file name". A window similar to the one used when naming images individually will open, allowing you to specify where the images will be saved on your computer. In the destination that you chose will be both an image file and a corresponding xml file containing information about the image. There will also be an html file that serves as an index of the images exported.

