LandGrantMEDIA
User Manual

Text and graphics by Sherri McElroy Clark
Project Principals: Edward A. Brown & Robert D. Hamilton

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Gale A. Buchanan, Dean and Director

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About this Manual

This manual is intended for use with the LandGrantMEDIA (LGMedia) system supported by the Internet Imaging System (IIS). This is manual provides a full range of information about how to use the system to submit media, classify media, search and browse for media, manage collections, and download media as well as basic account management.

Genesis of the Project

Distance Diagnostics through Digital Imaging

The Distance Diagnostics through Digital Imaging (DDDI) "system" at The University of Georgia College of Agricultural and the Environmental Sciences allows textural information and descriptive images to be submitted directly from Georgia county Extension offices, for rapid diagnosis by resource professionals at the University. Faculty requested the creation of a digital media archive to store and classify some of the many diagnostic images submitted via the DDDI system.

Need to retain current media when faculty leave

When faculty leave their service at the University they often leave behind scores of media that may be lost or forgotten. Slide sets, photographic images, etc. can be preserved for others to view and share information.

Need for centralized media sharing amongst faculty

Faculty often amass a wealth of media information over their careers and each has a different and separate way of managing that media collection. LGMedia is a centralized resource that can be used by all faculty to store and manage their media.

Need for easy dissemination of media to public sources

The general public may benefit from the LGMedia media archive by gaining access to heretofore-private media. The general public including, but not limited to, news services, educators, students, homeowners, and industry are granted access to media LGMedia contributors want to share with people and organizations who seek that information.

What is LGMedia?
LGMedia is a web-based digital, media library/archive. The underlying application construction is based on a relational database for efficient data storage and management. It is completely interactive, allowing users to search, browse, download, and (in the case of contributors) add and classify media as part of the archive. LGMedia is compatible with the Distance Diagnostics through Digital Imaging system and may be made available to all state subscribing to that service in the future.

Why use LGMedia?
LGMedia offers several advantages over traditional media storage. The digital archive of media means no deterioration of media, as might be the case with slides, prints, or other media resources. Accessing the archive via the World Wide Web allows users near 24 hour a day/7 days a week remote access to media. Media stored in the archive are accompanied by a meaningful system of classification and organization that provides a wealth of information about each media item.

Images may be rendered in multiple formats and resolutions
One of the key aspects of this system is the ability of a contributor to upload one high quality image that can then be used to automatically render a wide variety of image file types and sizes. For example, if a contributor uploads a TIFF image scanned at 1024x768, that image can be made available for download as a TIFF or JPG format in any predefined resolution that meets or does not exceed the specified resolution (1024x768, 800x600, 640x480, and 320x240). As the need arises more file types and resolutions will be added. The current maximum resolution allowed is 3072x2048 and image file types currently include PSD, TIFF & JPG.

Media may be grouped in collections
Individual media items may have more significance when grouped into collections as defined by a user. For example, a user may choose to build a collection of media relating to diseases of turfgrasses in the southeast or plants and practices relating to xeriscaping. Registered users may build collections of any public media and may make the collections public (available to all users and guests), private (available only to the specified user), or password protected (available only to those persons to whom the specified user has granted access).

Media may be downloaded with associated descriptive information
A picture may be worth a thousand words, but accessing information pertinent to a media item can be extremely helpful. LGMedia is designed to provide a downloadable copy of the media item(s) selected, but also all associated information including the person of contact, classification, and item description in HTML and PDF formats.

Browsing hierarchy is based on common language
Many of the images contained in the LGMedia archive are scientific in nature and have been classified using generally accepted taxonomic terminology. To make the media items available to the widest variety of potential users, the browsing hierarchy is based on terminology and identifiers used throughout everyday, non-scientific language. For example, “Perissodactyla: Equidae: Equus: grevyii” can be reached by browsing through “AREA=Animals> CATEGORY=Mammals > GROUP=Zebras > SUBJECT= Grant’s Zebra”.

Levels of Access
Levels of access to LGMedia are recursive - each user level can perform the functions outlined for their title as well as all previous functions listed.

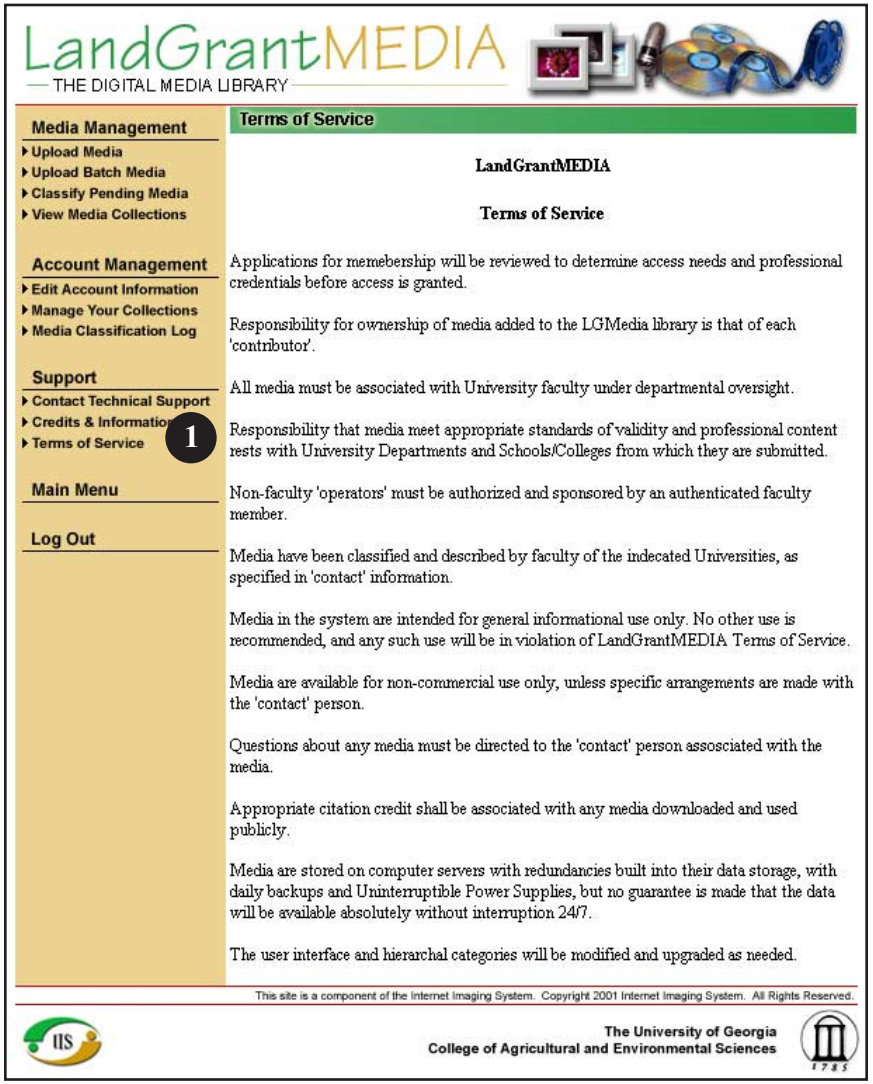
Guest - browse, search, view, and download media and public collections
Registered User - create collections
Operator - upload media for classification by contributor
Contributor - upload and classify media

File Types Currently Supported

Images - JPEG, PSD, TIFF
Presentations - PowerPoint, Corel Presentations
Video - QuickTime movies
Audio - Wav files

Other file types can and will be added as needed.

All users of the LGMedia system must agree to the terms of service for use of any media associated with or contained within the LGMedia system.

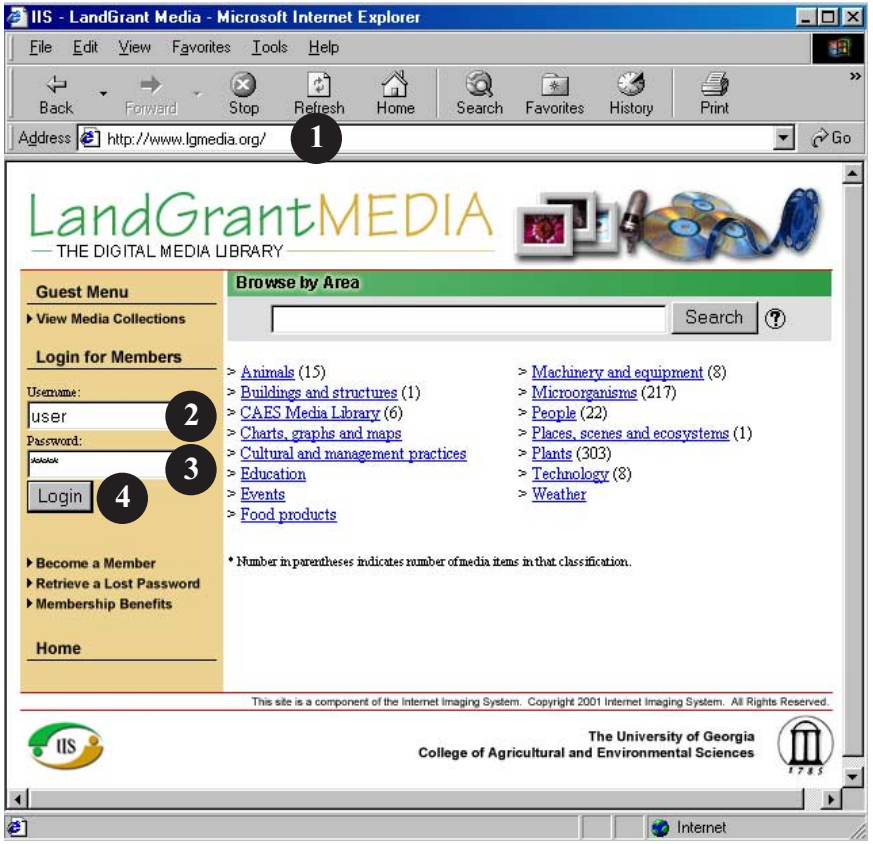


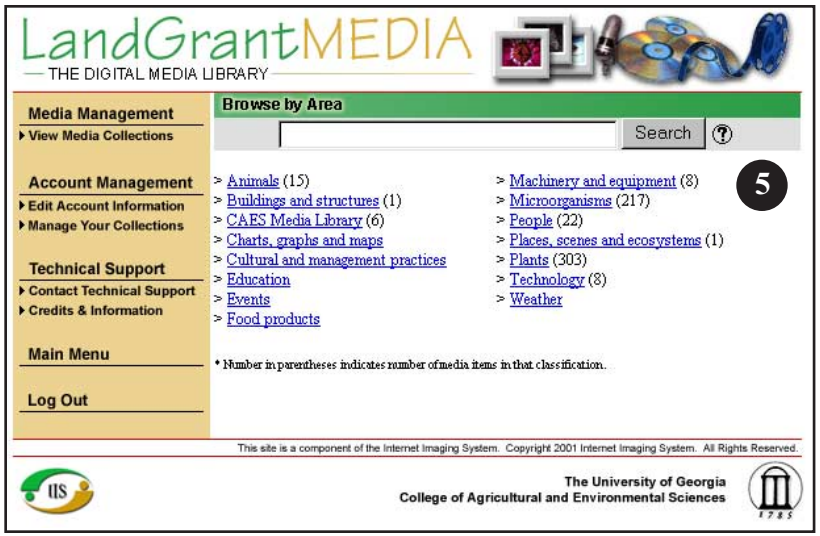
Each system user is associated with a unique username and password. Users may change their password at any time. System access is restricted to only those personnel with valid username and password.

1. Go to **http://www.lgmedia.org**
2. **Type your username** in the "Username" field
3. **Type your password** in the "Password" field
4. Click "**Login**"

   Note: If you forget your password, you may request an email reminder (see the section "Why provide birth date and city" under the Edit Account Information section of this manual).

5. The main LGMedia menu is displayed. From this screen, you can browse, search, view and manage media collections, modify your account information, and contact technical support.





A full text search is provided for easy access to the wealth of media and information contained in the LGMedia system. To perform a free-text search of all public media contained in the system, enter search parameter(s). You may use wildcard operators and boolean logic in the search (i.e. *, AND, OR, etc.).

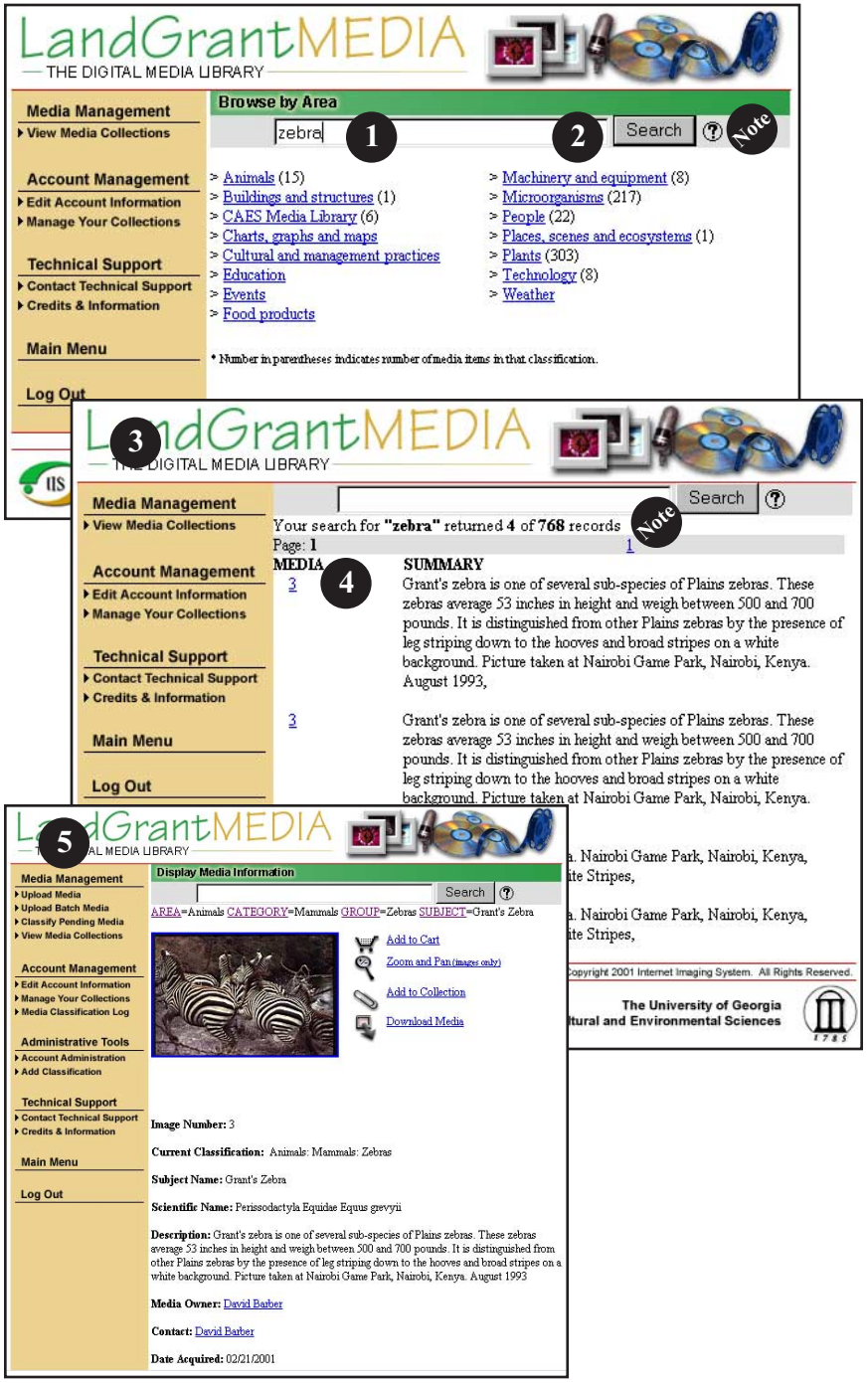
1. **Type search parameters** in the search field

   Note: Help is available providing information about creating a successful search by clicking on the (?) icon.

2. Click "**Search**"
3. Search results are displayed

   Note: The following information is contained in the search results: Media Number and Summary. The summary is based on information contained in the media item description. The number of records (as a subset of the total number of media items in the archive) matching your search criteria are also displayed.

4. Click on the **media number** you wish to view
5. Media information is displayed



Browsing for media is a key feature of the LGMedia system. The browsing hierarchy is based on common language and is divided into Area - Category - Group - Subject. By traversing down the hierarchy, users may access any public media in the system.

1. Click on the **Area** you wish to browse

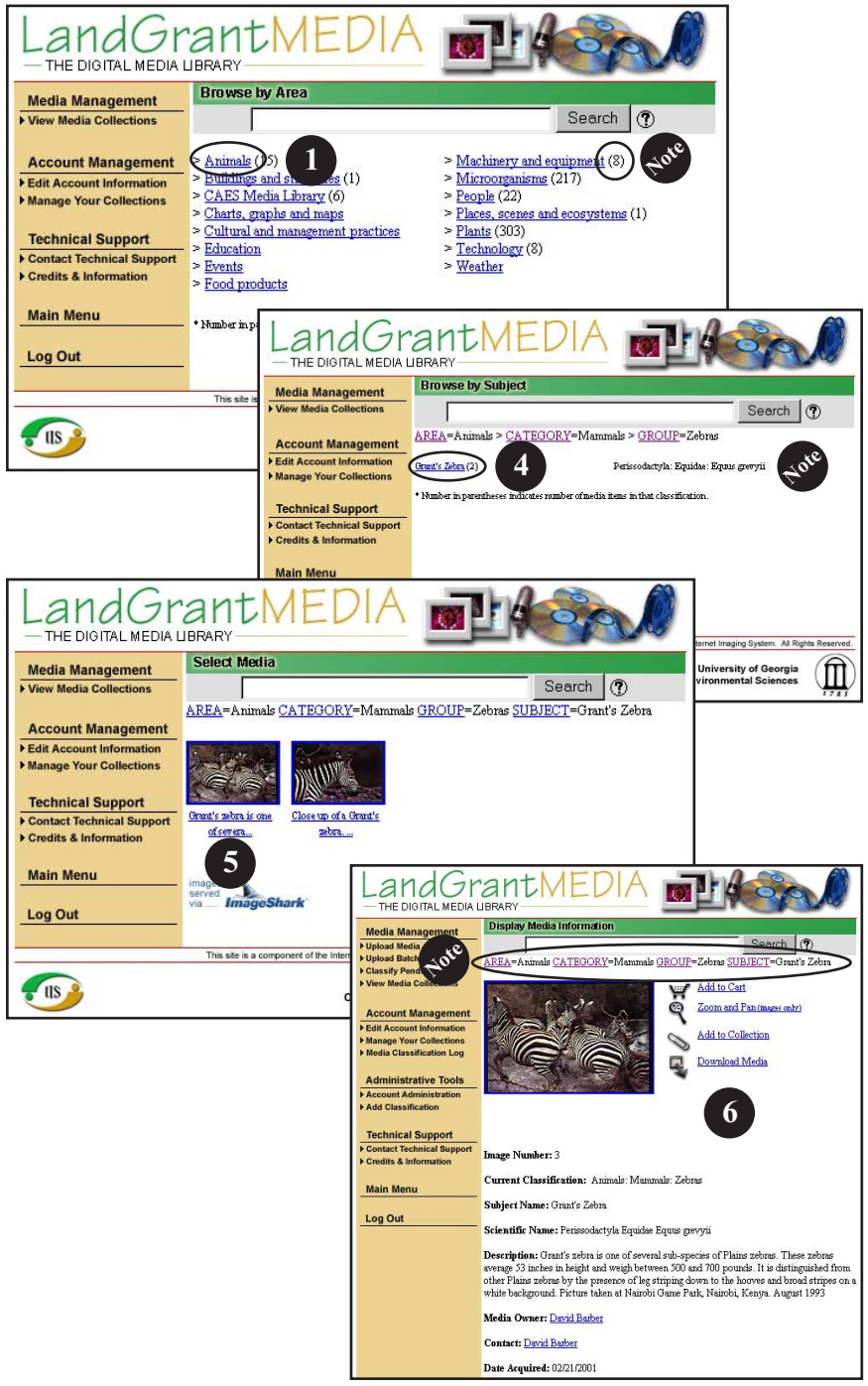
   Note: The number in parentheses indicates the number of media classified under that particular Area, Category, Group, or Subject.

2. Click on the **Category** you wish to browse (step not shown)
3. Click on the **Group** you wish to browse (step not shown)
4. Click on the **Subject** you wish to browse

   Note: If a taxonomic or scientific classification has been provided for a media item, the taxonomic information will be displayed.

5. Click on the **Media** you wish to view
6. Media information is displayed

   Note: You may return to any Area, Category, Group, or Subject by clicking on that part of the classification hierarchy.



Registered users may add multiple media to a "cart" to allow for download of more than one media item at a time. The cart is active for your entire session but will be deleted upon session time-out or when you close your browser.

1. **Browse or search to the media** you wish to add to your cart
2. Click "**Add to Cart**"
3. A popup window displays all media currently in your cart. Continue adding images to your cart or go to step 4 below.

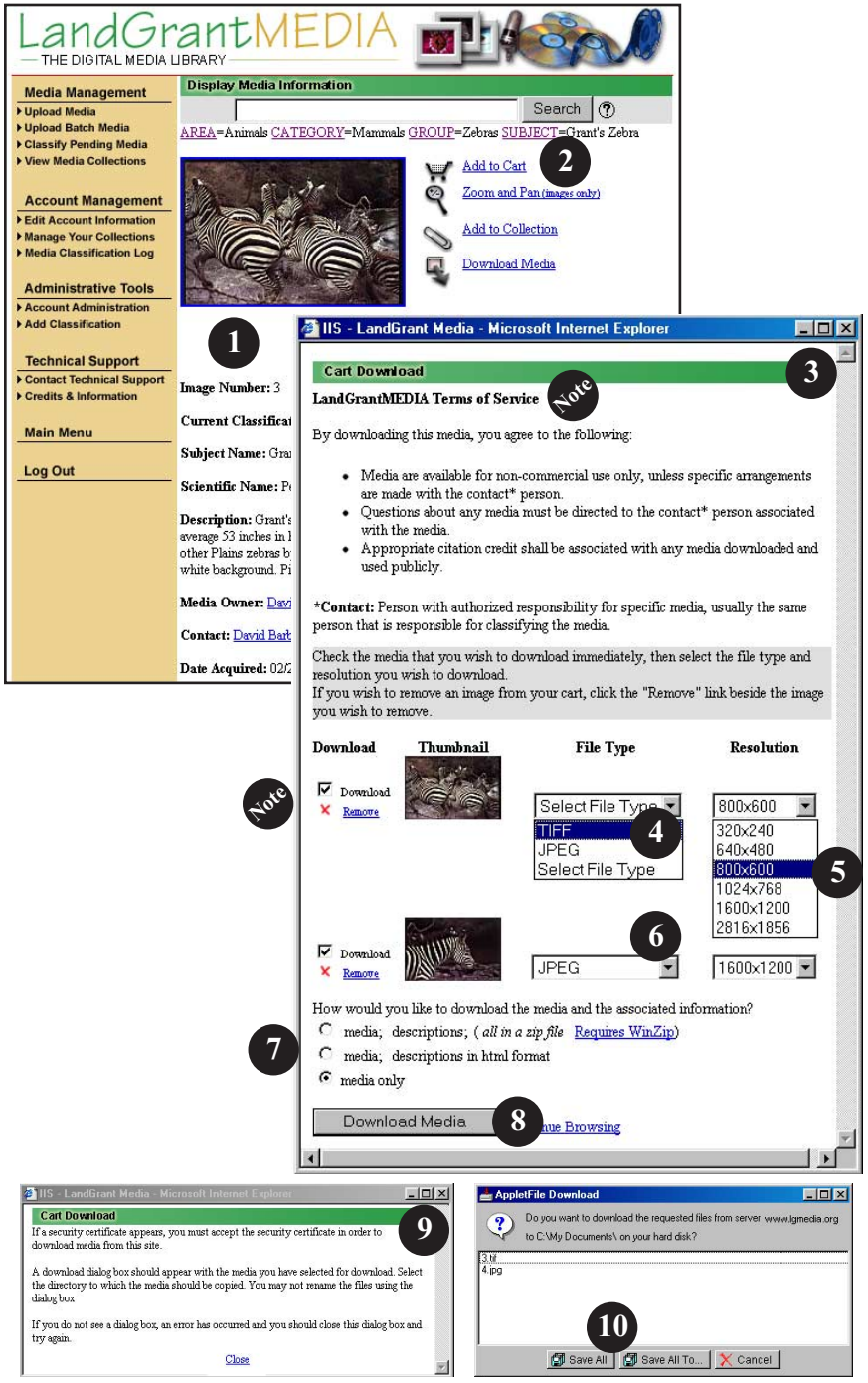
   Note: By downloading this media, you agree to the Terms of Service. For more information about the Terms of Service agreement, please go to the section of this manual regarding **Terms of Service**.

   Note: You may remove an item from your cart by clicking on the "**Remove**" icon. You may also choose to keep an item in your cart but not download that item by **deselecting the "Download"** box next to that media item.

4. Select the **file type** you wish to download
5. Select the **file size** you wish to download

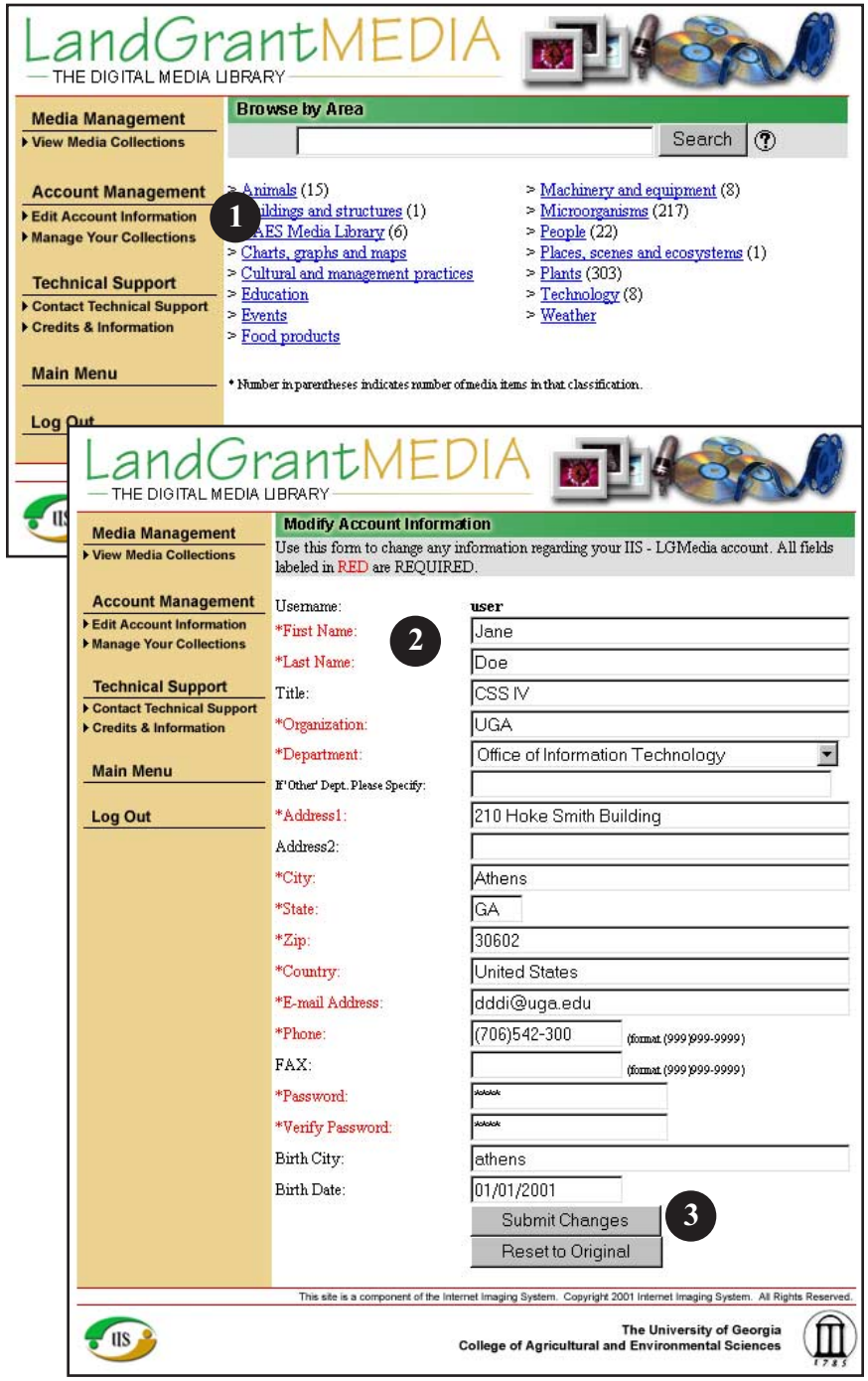
   Note: The file format and file size availability of an image are predicated on the format and resolution of the original. Files that were originally JPG format are available for download in JPG format only. Images may be downloaded at their original resolution or lower. File format and size are not applicable to Movies, Presentations, or Audio files.

6. Continue selecting **file type and file size** for all media you wish to download
7. **Select how much information to download**
8. Click "**Download Media**"
9. Media download is initiated
10. Click "**Save All**" to save all files to the default directory or Click "**Save All To**" to save all files to a **directory you specify**



You may edit your account information at any time to reflect a change in your address, phone number, etc.

1. Click "**Edit Account Information**"
2. Edit account information as necessary insuring all required fields (indicated by a red label) are completed
3. Click "**Submit Changes**"



You may create collections of related media items. Collections can be Public (available to all LGMedia guests and users), Private (available only to the collection creator), or Password Protected (available to anyone with the correct collection Accessid and password).

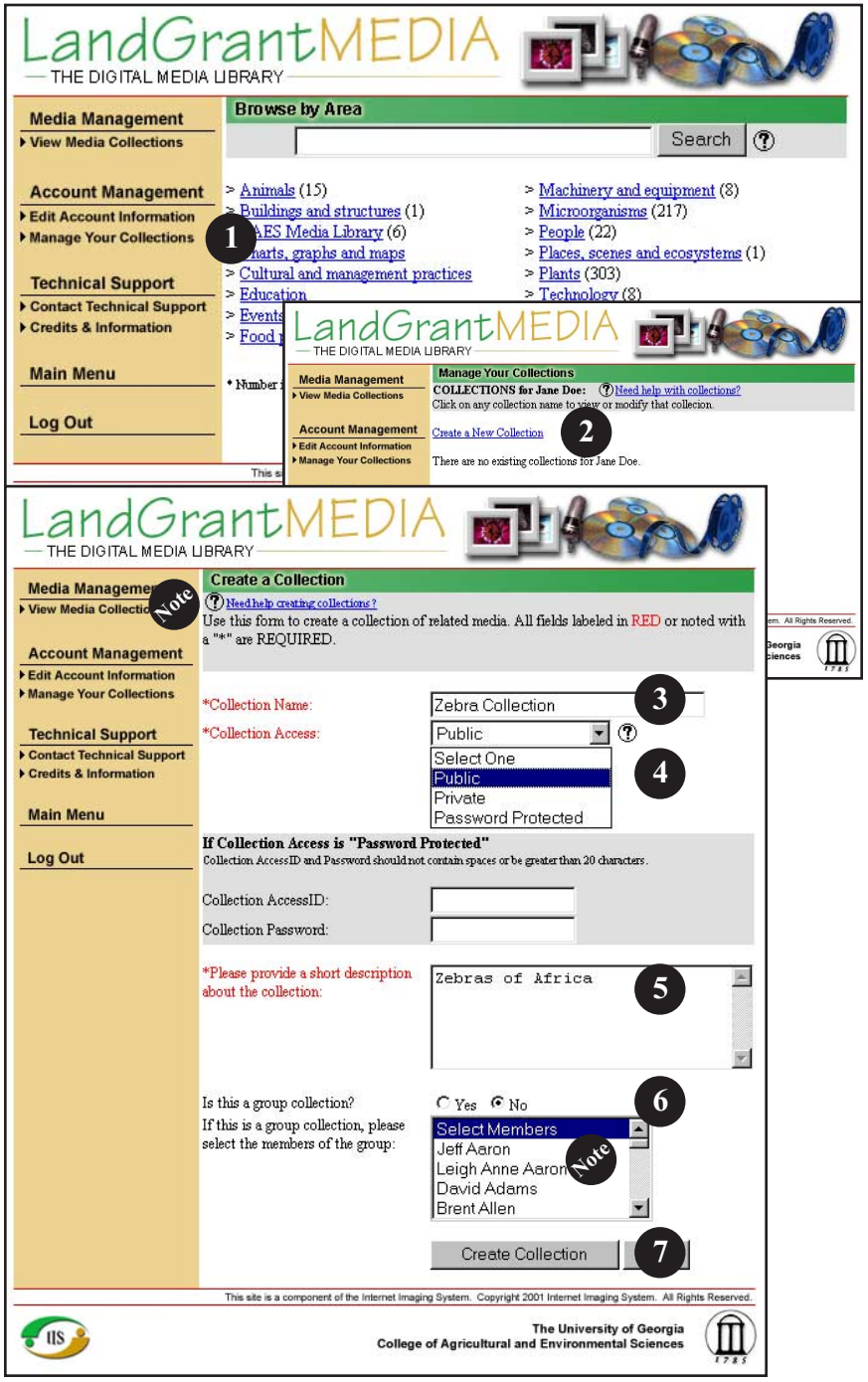
1. Click "**Manage Your Collections**"
   All your currently existing collections are displayed
2. Click "**Create a New Collection**"

   Note: Help is available providing information about creating collections by clicking on the ? icon.

3. Type a "**Collection Name**"
4. Select "**Collection Access**"
5. Type a "**Collection Description**"
6. Specify **"group collection status"**

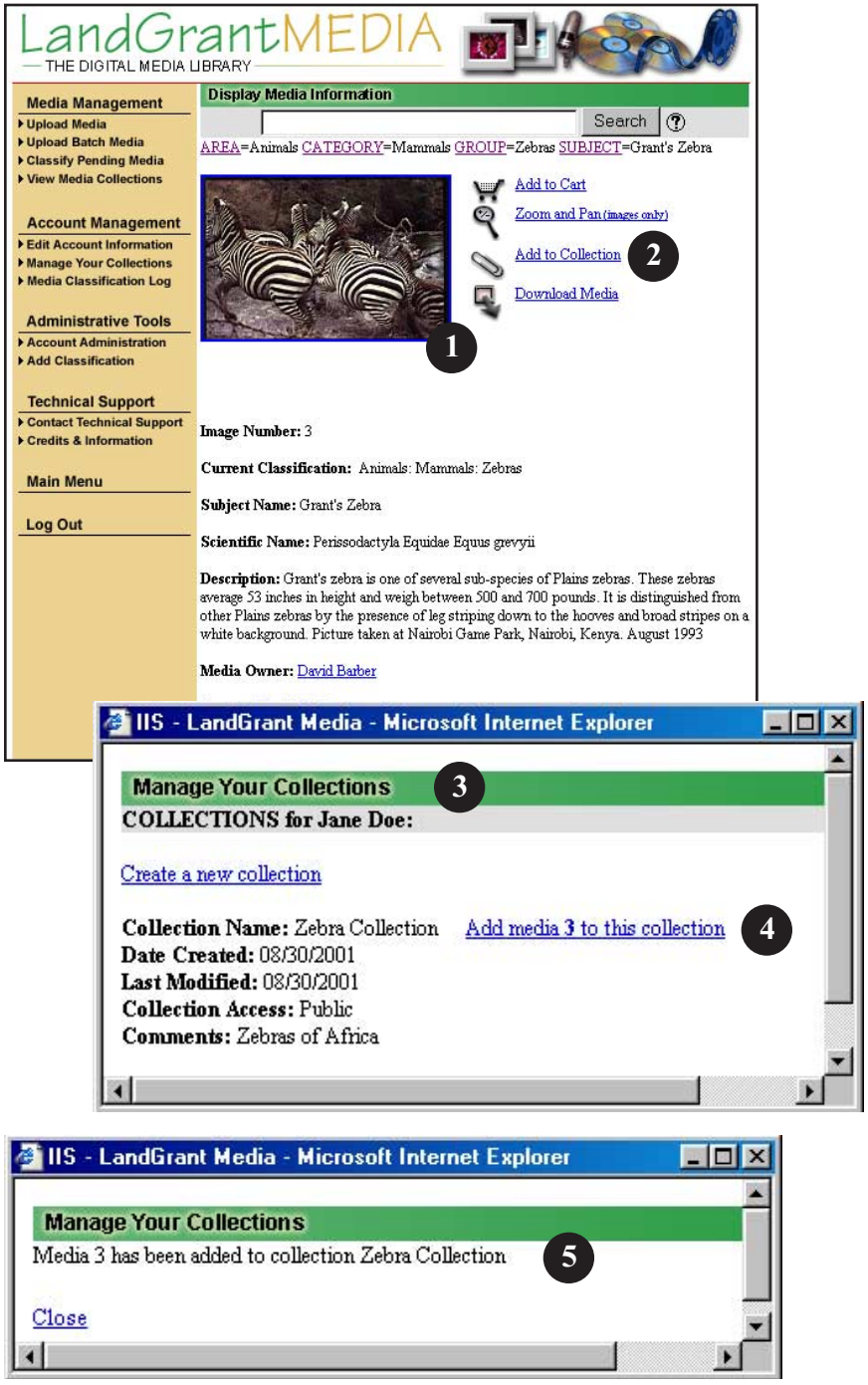
   Note: If the collection is a "group collection," specify the LGMedia users who have co-ownership with you for this collection. You may select multiple co-owners by pressing the **CTRL key** on your keyboard while clicking on each user you wish to specify as co-owner.

7. Click "**Create Collection**"



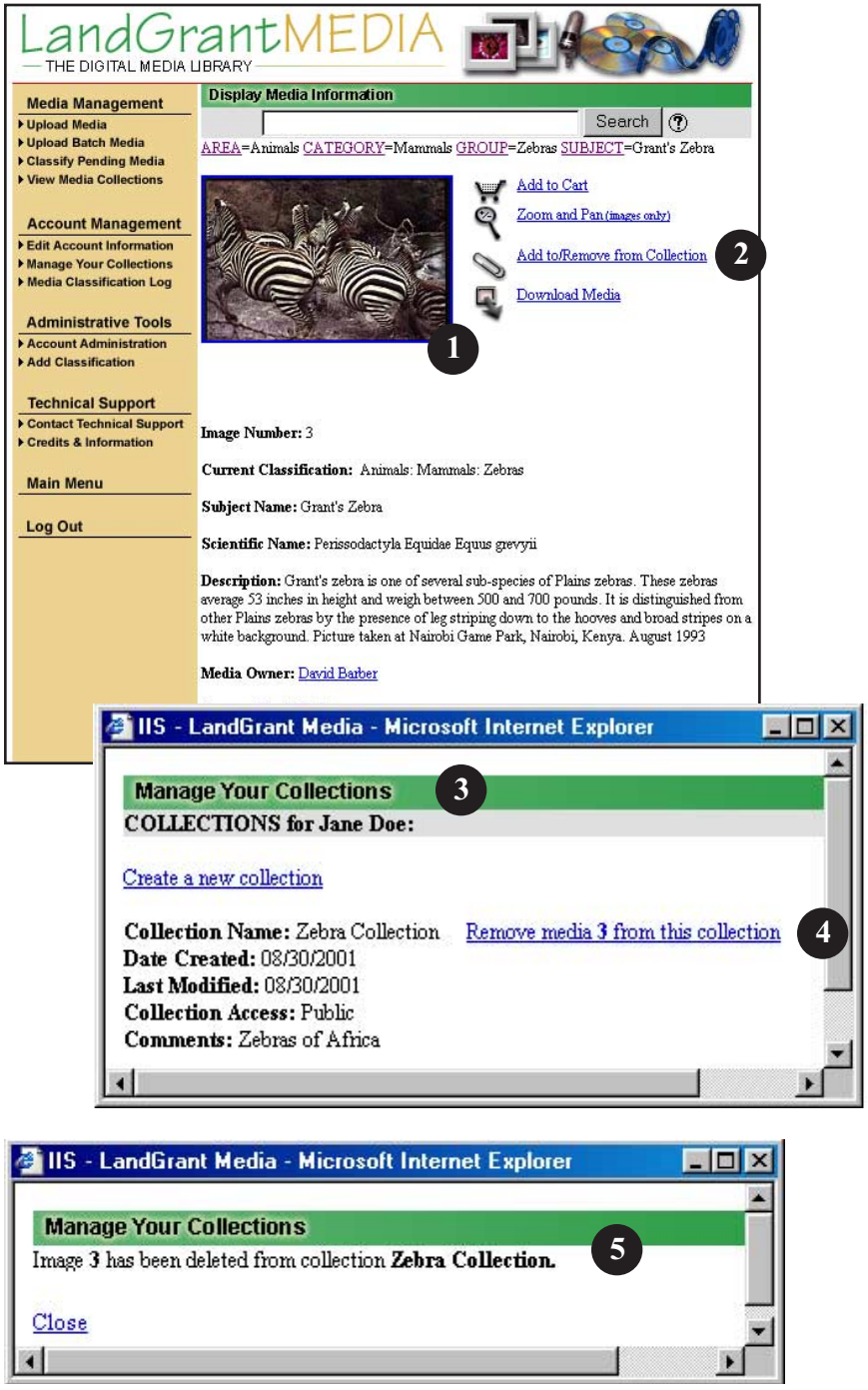
You may add media to any collection for which you are the owner or co-owner.

1. **Browse or search to the media** you wish to add to your collection
2. Click "**Add to Collection**"
3. A **popup window displays all collections** for which you are the owner or co-owner
4. Click the "**Add media # to this collection**" link next to the Collection to which you wish to add this media item
5. A statement confirms your addition to the collection



You may add media to any collection for which you are the owner or co-owner.

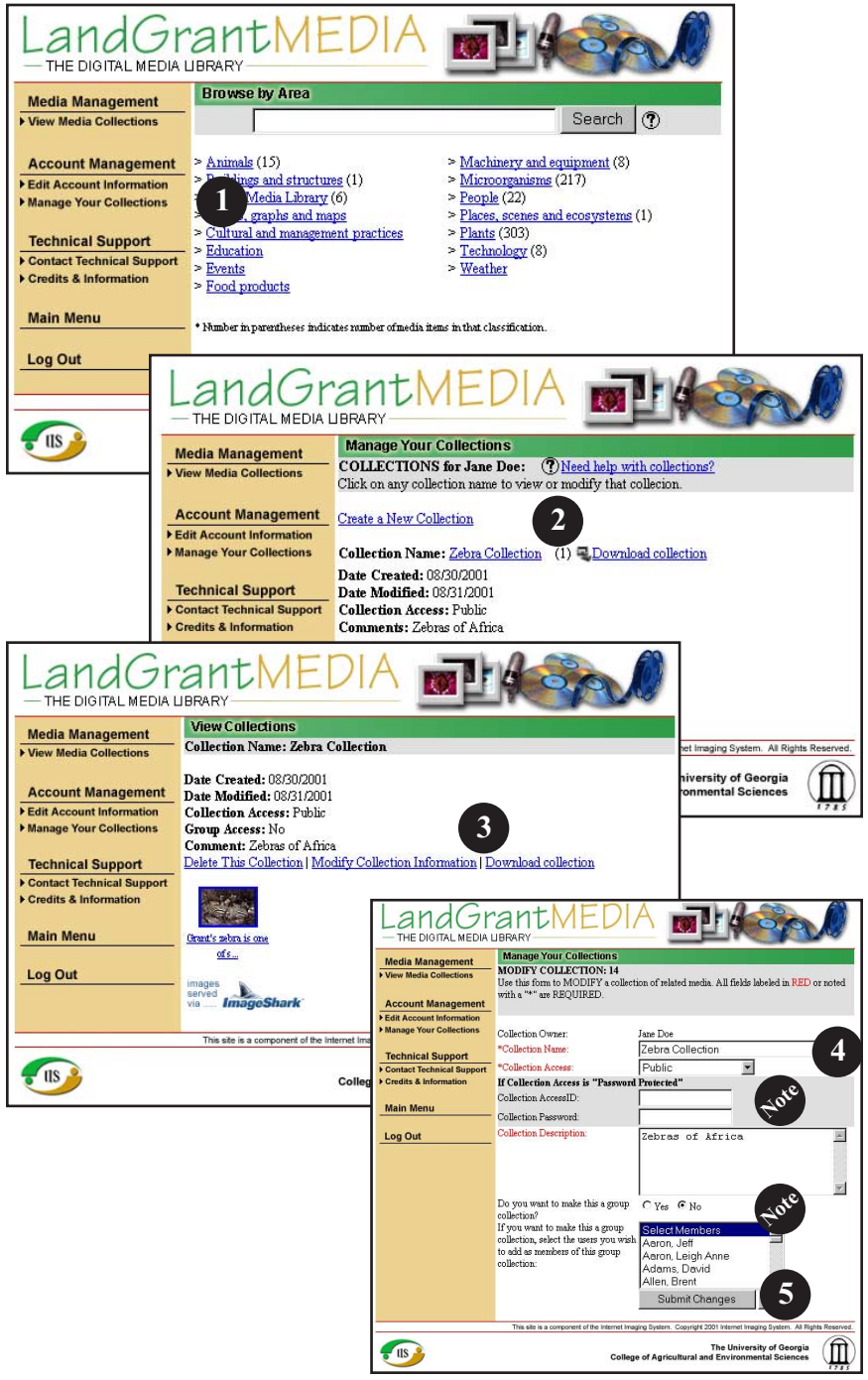
1. **Browse or search to the media** you wish to add to your collection
2. Click "**Add to/Remove from Collection**"
3. A **popup window displays collection** information related to this media item
4. Click the "**Remove media # from this collection**" link
5. A statement confirms the removal of the media item from the collection



You may modify information associated with any collection for which you are the owner or co-owner.

1. Click "**Manage Your Collections**"
2. Click the **collection name** of the collection you wish to modify
3. Click "**Modify Collection Information**"
4. Make appropriate modifications
5. Click "**Submit Changes**"

Note: You may change the "**Collection Access**" of the collection at this time. If a collection was previously "Password Protected," changing the Collection Access to Private will deny access to that collection for any person to whom you had previously distributed a Collection AccessID and Collection Password. You may also modify the "**group collection status**" to reflect the addition or subtraction of group co-owners.



You may download all media associated with any collection for which you are the owner or co-owner, as well as any public collection.

1. Click "**Manage Your Collections**"
2. Click "**Download Collection**" next to the collection you wish to download
3. A popup window displays all media currently in the specified collection.

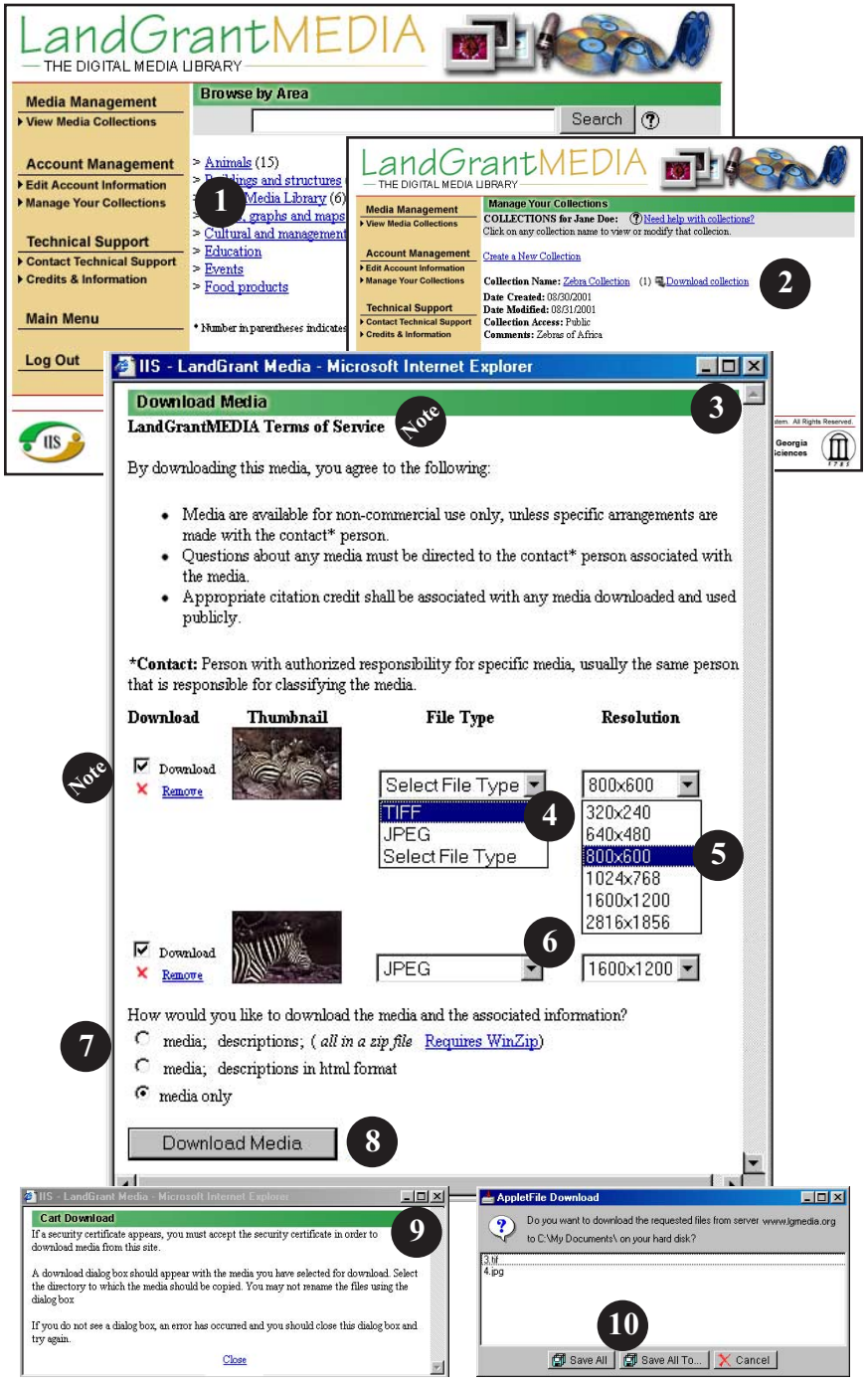
   Note: By downloading this media, you agree to the Terms of Service. For more information about the Terms of Service agreement, please go to the section of this manual regarding **Terms of Service**.

   Note: You may remove an item for download by clicking on the "**Remove**" icon or by **deselecting the "Download"** box next to that media item.

4. Select the **file type** you wish to download
5. Select the **file size** you wish to download

   Note: The file format and file size availability of an image are predicated on the format and resolution of the original. Files that were originally JPG format are available for download in JPG format only. Images may be downloaded at their original resolution or lower. File format and size are not applicable to Movies, Presentations, or Audio files.

6. Select file type and file size for all media you wish to download
7. Select how much information to download
8. Click "**Download Media**"
9. Media download is initiated
10. Click "**Save All**" to save all files to the default directory or
    Click "**Save All To**" to save all files to a **directory you specify**

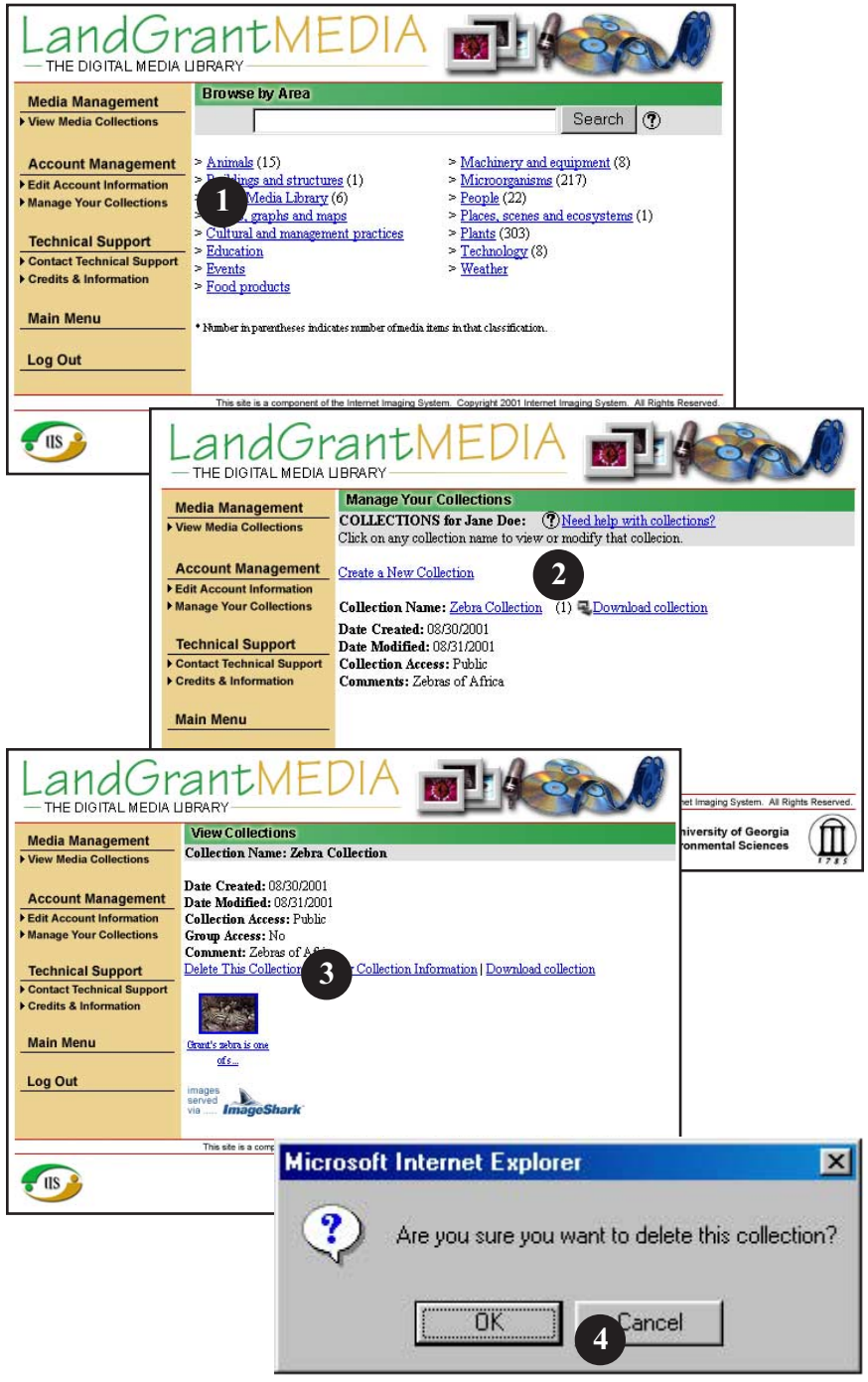


You may delete any collection for which you are the owner Co-owners may not delete collections. Media associated with the collection are not deleted.

1. Click "**Manage Your Collections**"
2. Click the **collection name** of the collection you wish to delete
3. Click "**Delete This Collection**"
4. A popup window requests verification of collection deletion

   Note: You cannot undo the deletion of a collection.

5. Click "**OK**" to permanently delete this collection

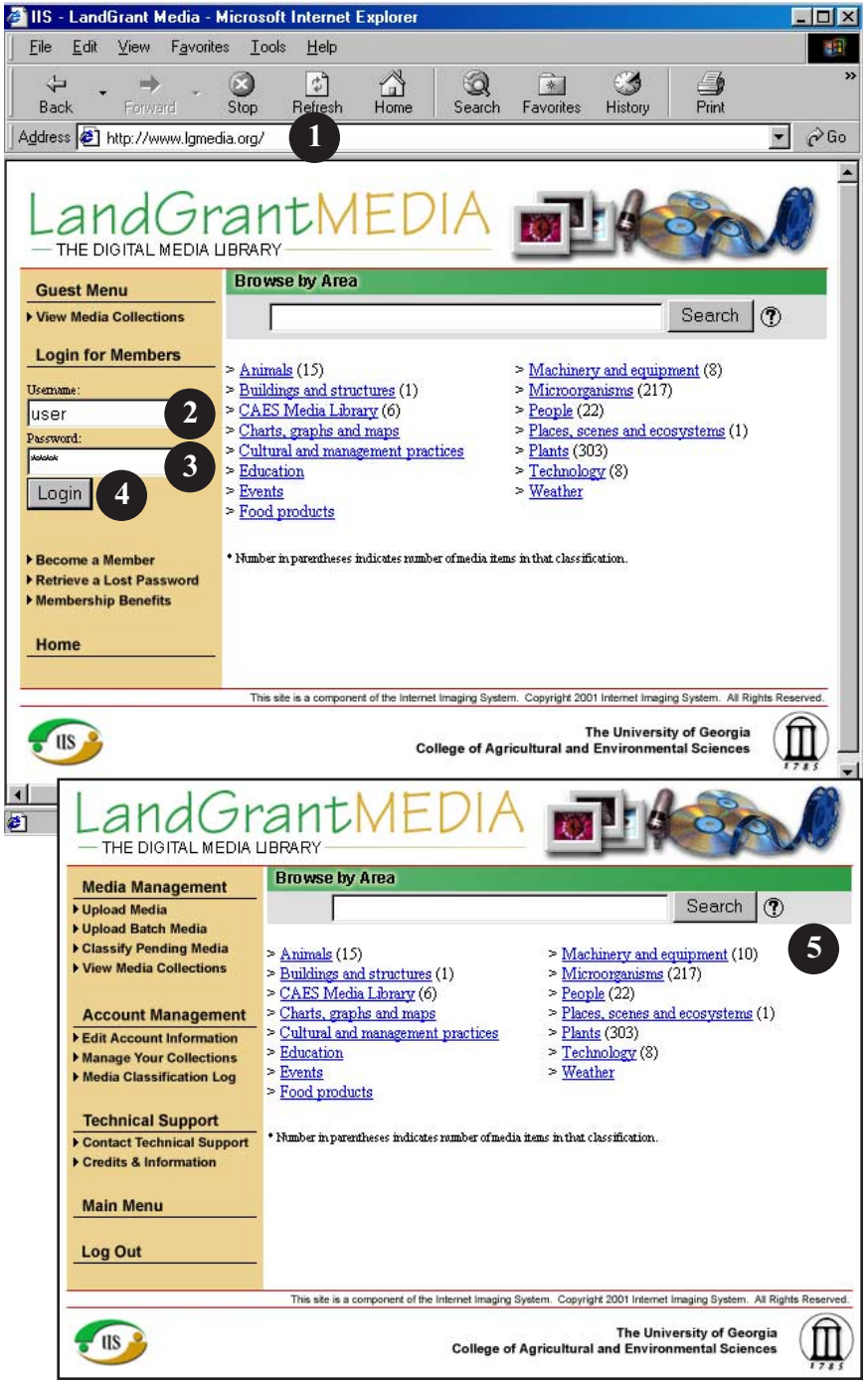


Each system user is associated with a unique username and password. Users may change their password at any time. System access is restricted to only those personnel with valid username and password.

1. Go to **http://www.lgmedia.org**
2. **Type your username** in the "Username" field
3. **Type your password** in the "Password" field
4. Click "**Login**"

   Note: If you forget your password, you may request an email reminder (see the section "Why provide birth date and city" under the Edit Account Information section of this manual).

5. The main LGMedia menu is displayed. From this screen, you can add, classify, browse, search, view and manage media collections, modify your account information, and contact technical support.



Contributors may upload media for inclusion in the LGMedia system. Once media items are uploaded, you may classify them. All fields indicated with a red label or asterisk are required.

1. Click "**Upload Media**"

   Note: If this is the first time you have uploaded a file to the LGMedia system, you will be required to review and accept the Terms of Service. For more information on this step and the information contained in the Terms of Service agreement, please go to the section of this manual regarding **Terms of Service**.

   Note: At any given time **you may only have 20 media items pending** your classification. LGMedia will automatically assess how many files you have currently pending your classification and inform indicate how many additional files you may upload before reaching your limit.

   Note: Help is available providing information about uploading individual media by clicking on the (?) icon.

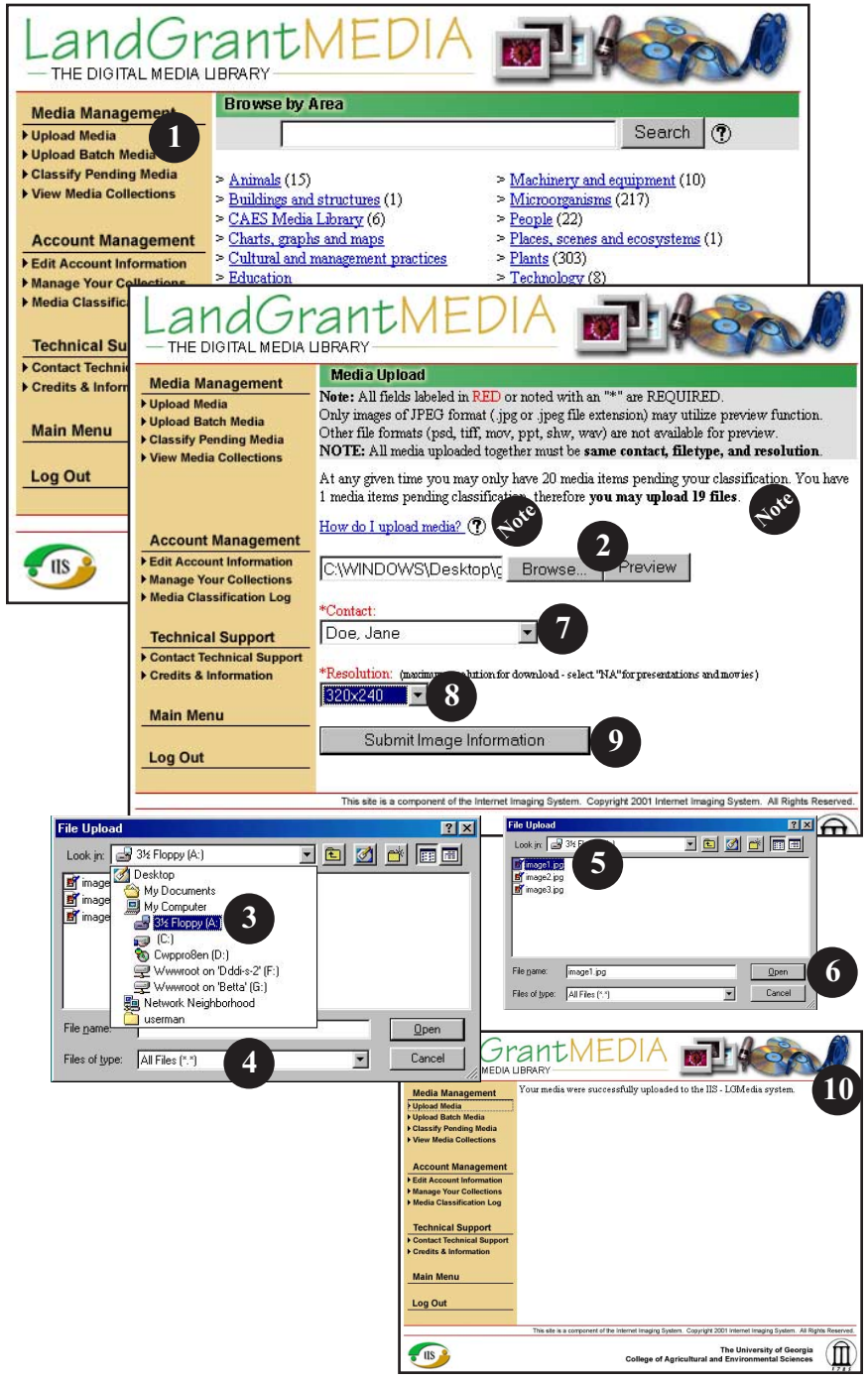
2. Click "**Browse"** to locate the media you wish to upload

   Note: The "**Preview**" button will allow you to preview JPEG files. This feature is not available for other file types.

3. **Select the source** where your media is stored from the "Look in:" drop down menu. In this case, the media item is stored on the 3 ½" floppy drive.
4. **Select "All files [*.*]"** from the "Files of type:" menu
5. **Click on the file** you wish to upload. The file name will appear in the "File name:" window
6. Click "**Open**"
7. **Select the Contact** from the select list (your name is automatically selected)
8. **Select the Resolution** applicable to this media item

   Note: Select the maximum available resolution for the media item. For Movies, Presentations, and Audio files, select "NA".

9. Click "**Submit Media Information**"
10. A message indicates successful media upload



Contributors may upload media for inclusion in the LGMedia system. Using the batch function allows contributors to upload multiple media files at once. All fields indicated with a red label or asterisk are required.

1. Click "**Upload Batch Media**"

   Note: If this is the first time you have uploaded a file to the LGMedia system, you will be required to review and accept the Terms of Service. For more information about the Terms of Service agreement, please go to the section of this manual regarding **Terms of Service**. Additionally, you may be required to **accept a security certificate** from the batch upload applet (Applet File Upload) to utilize this function. Simply click OK when confronted for the request for certificate authentication.

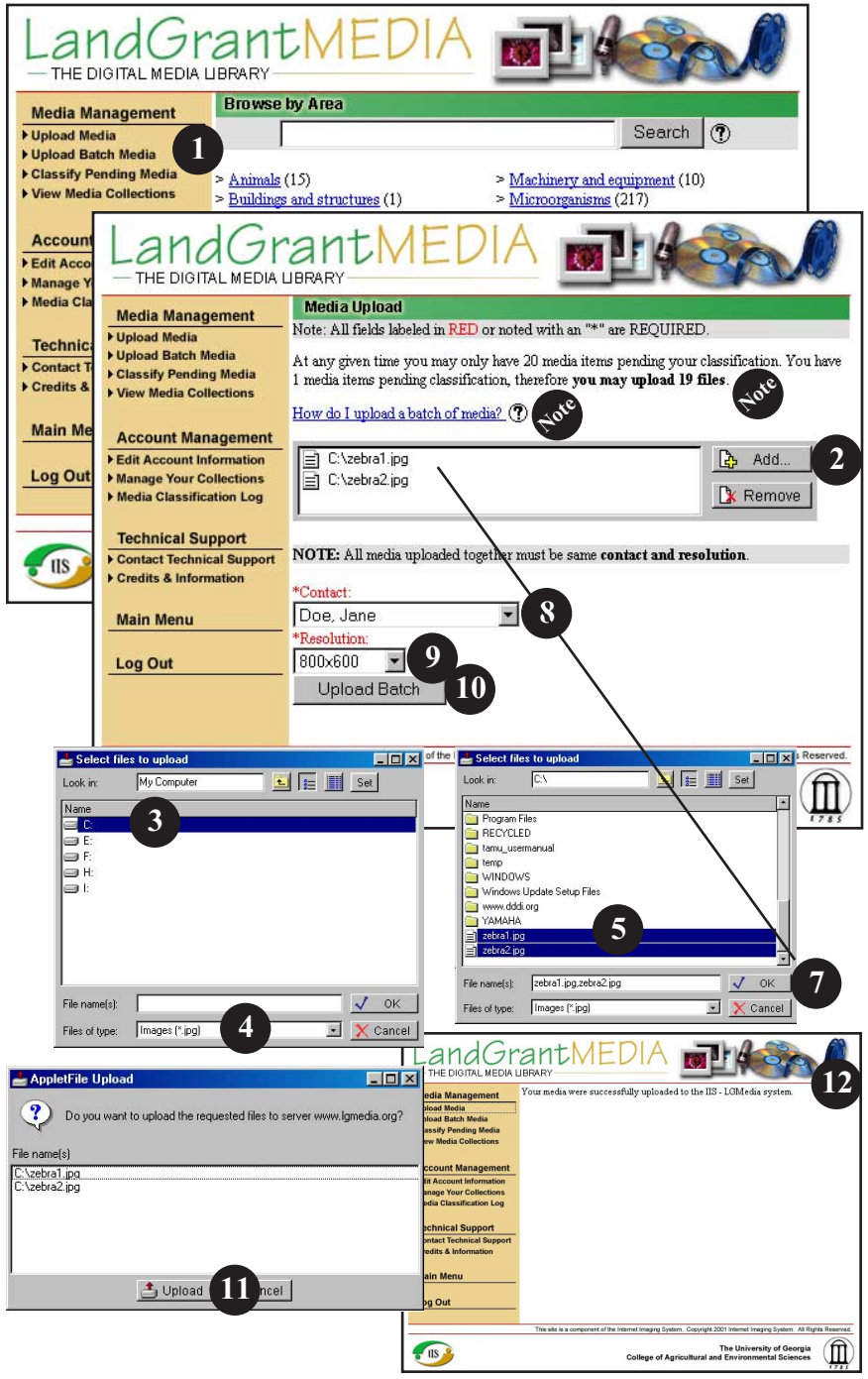
   Note: At any given time **you may only have 20 media items pending** your classification. LGMedia will automatically assess how many files you have currently pending your classification and inform indicate how many additional files you may upload before reaching your limit.

   Note: Help is available providing information about uploading batch media by clicking on the (?) icon.

2. Click "**Add"** to locate the media you wish to upload
3. **Select the source** where your media items are stored
4. **Select appropriate file mask** from the "Files of type:" menu
5. **Click on the file** you wish to upload. The file name will appear in the "File name(s):" window
6. **Press the CTRL** key on your keyboard **while clicking on the next file** name of any additional files you wish to upload in this batch (step not shown)
7. Click "**OK**". The files to be uploaded in this batch appear in the upload window.
8. **Select Contact** from the select list (your name is the default selection)
9. **Select Resolution** applicable to this media batch

   Note: Select the maximum available resolution for the media items in this batch. For Movies, Presentations, and Audio files, select "NA". Please note all media uploaded in a single batch **must be of the same file type, resolution, and associated with the same contact** person.

10. Click "**Upload Batch**"
11. Click "**Upload**" to confirm upload of this defined batch
12. A message indicates successful media upload



Contributors may classify any media they have uploaded for inclusion in the LGMedia system. Media classification allows other users to easily access public media via the browse feature and adds more terms available for the search feature. All fields indicated with a red label or asterisk are required.

1. Click "**Classify Pending Media**"
   All media pending your classification are displayed

   Note: Help is available providing information about classifying media by clicking on the ⓘ icon.

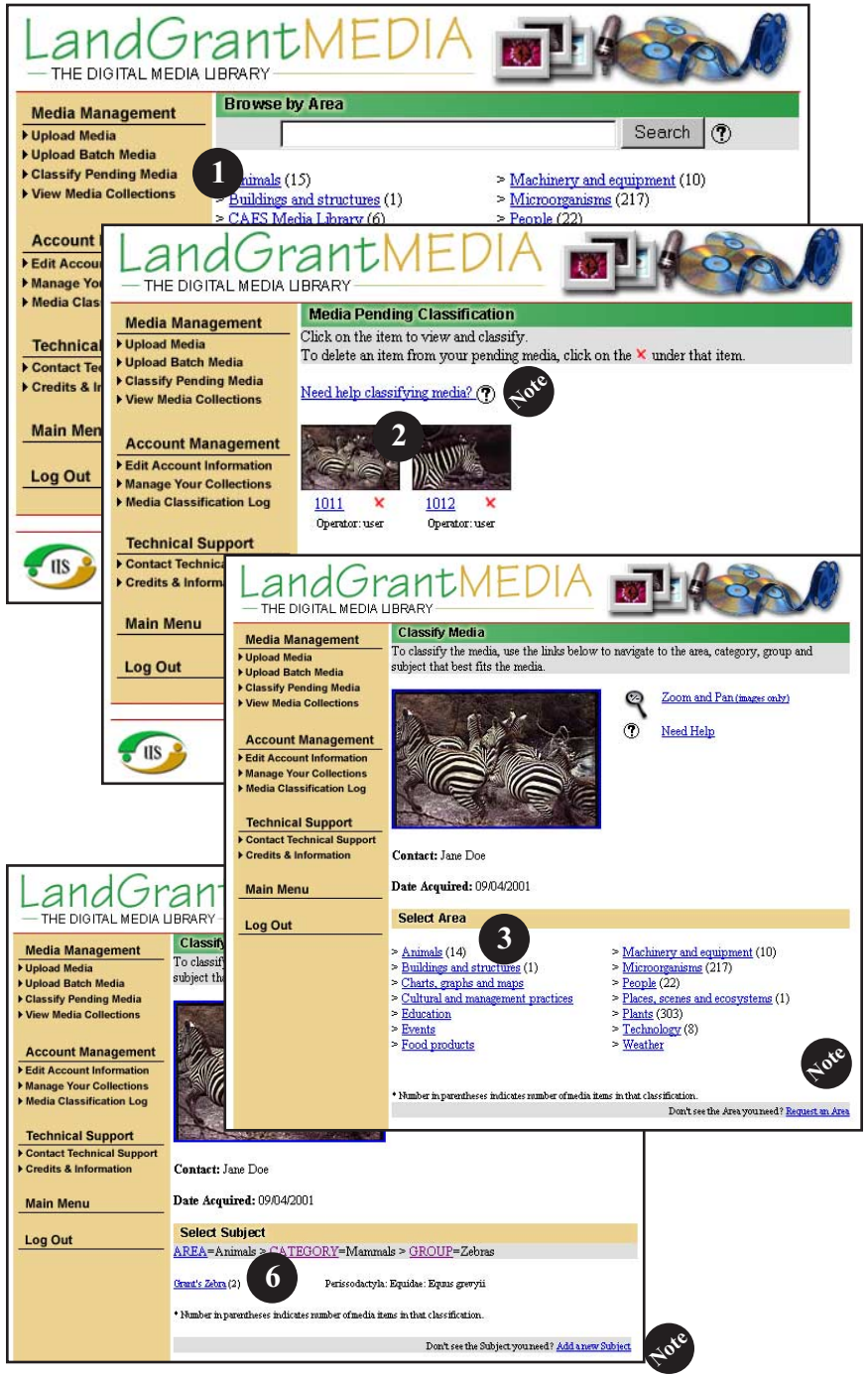
2. Click the **media** you wish to classify
3. Click on the **Area** most applicable to this media item (step not shown)

   Note: If the Area, category, or Group most applicable to this media item does not currently exist, click on the "Request an Area/Category/ Group" link to request an addition to the classification hierarchy.

4. Click on the **Category** most applicable to this media item (step not shown)
5. Click on the **Group** most applicable to this media item (step not shown)
6. Click on the **Subject** most applicable to this media item

   Note: If the Subject most applicable to this media item does not currently exist continue to the section on **Adding a Subject** - otherwise, continue to step 7.

continued..



Classify Pending Media Continued ...

7. The proposed classification for this media item is displayed
8. **Select the Author** from the select list (your name is automatically selected)

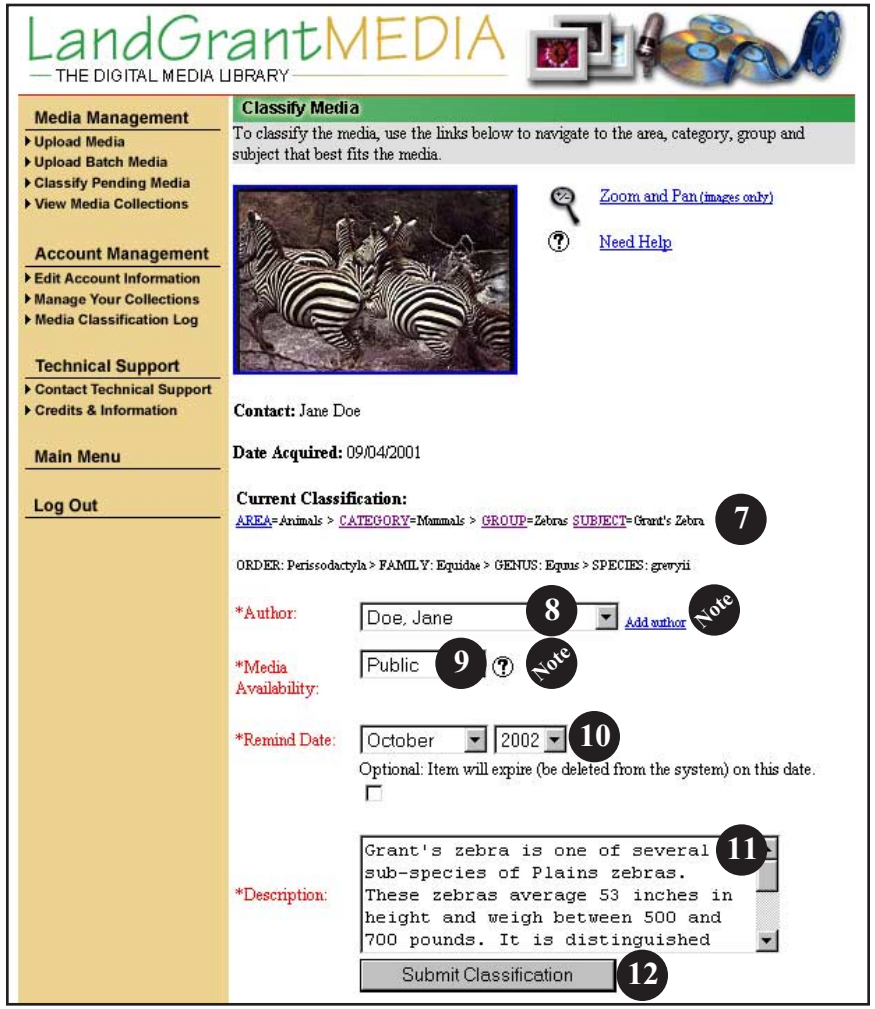
   Note: If the author of this media item is not available in the select list, you may click "**Add Author**" to add the appropriate author to the LGMedia system.

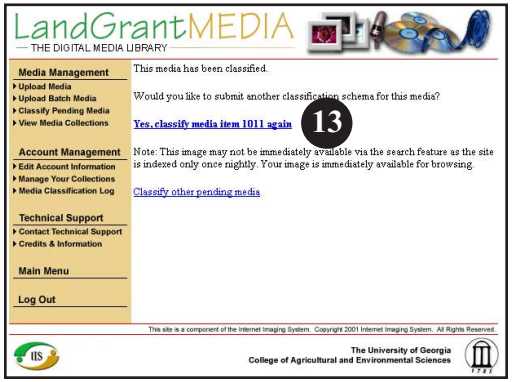
9. **Select Media Availability** for this item

   Note: Public media are available for non-commercial use by all registered and non-registered users of the LGMedia system. Private media are available only to the Media Owner.

10. **Select the Remind Date**
    The remind date is a date in the future where you will be contacted to reassess the validity of this media item. OPTIONAL: You may choose to have the item automatically expire (deleted from the system) on a date you choose.
11. **Type a robust Description** for the media item
12. Click "**Submit Classification**"
13. A message indicates successful media classification

    Note: You may choose to classify a media item in more than one way. If you wish to classify this media item again, click "**Classify Media Again**" and follow steps 3-12 above.





When classifying media items, Contributors may discover the Subject most applicable to this media item does not currently exist in the LGMedia system. You may choose to add a new subject to the classification hierarchy when classifying an image for the first time or for any subsequent classifications. There are two types of Subject Classifications: General and Scientific. A general classification is used when a taxonomic classification is not necessary (Example: George Bush). A scientific classification is based on a hierarchy defined by Order: Family: Genus: Species: Common Name and can be useful for identification and classification of scientifically representative media (Example: ORDER: Perissodactyla> FAMILY: Equidae> GENUS: Equus> SPECIES: grevyii). All fields indicated with a red label or asterisk are required.

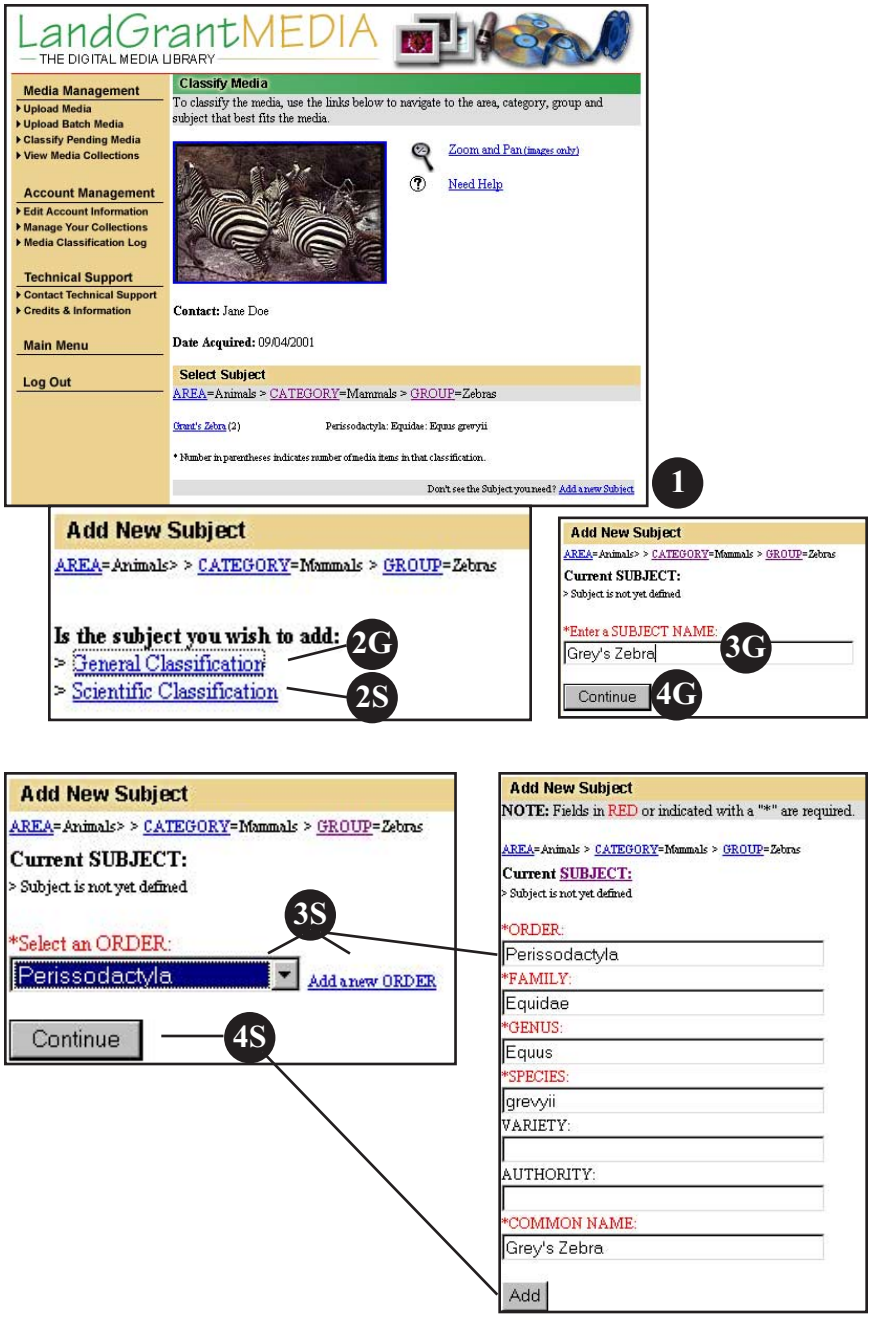
1. Click "**Add a new Subject**"

For General Classification

2G. Click "**General Classification**"
3G. **Type a Subject Name**
4G. Click **"Continue"**
5G. Continue with the media classification process as defined in step 7 on page 40.

For Scientific Classification

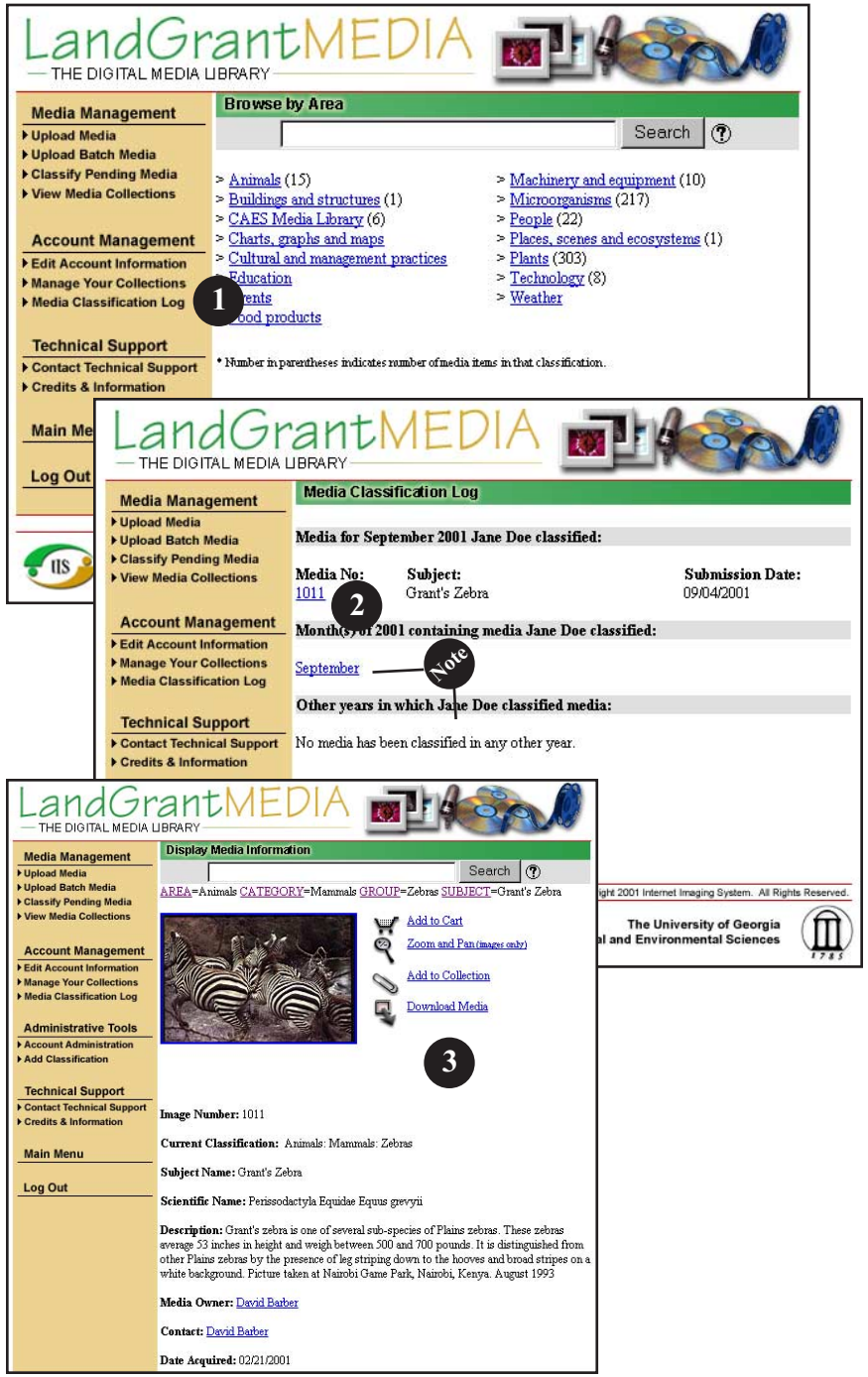
2S. Click "**Scientific Classification**"
3S. **Select the appropriate Order** from the select list
If the Order most applicable to this media item does not currently exist, Click "**Add a new Order**" to add the appropriate order to the classification hierarchy and complete the required fields
4S. Click "**Continue**" (if selecting existing hierarchy terms)
or click "**Add**" if adding hierarchy terms
5S. **Continue selecting or adding** classification hierarchy terms to complete the scientific classification of this media item (step not shown)
6S. Continue with the media classification process as defined in step 7 on page 40.



Contributors may view a list of any media they have uploaded and classified for inclusion in the LGMedia system.

1. Click "**Media Classification Log**"
   All media you have classified are displayed
2. Click the **media number** of the item you wish to view
3. Media information is displayed

   Note: If the item you wish to view was classified in a previous month or year, click on the **Month** or **Year** the item was classified, then click the **media number** of the item you wish to view. Media information will be displayed.



Contributors may modify the information associated with any media they have uploaded and classified for inclusion in the LGMedia system. All fields indicated with a red label or asterisk are required.

1. **Search or browse for the media item** you wish to modify (step not shown)
2. Click "**Modify media information**" on the media detail menu
3. **Modify the media item information** as applicable

   Note:
   • You may choose to delete an item from the LGMedia system. If you delete an item, it will no longer be available for access.

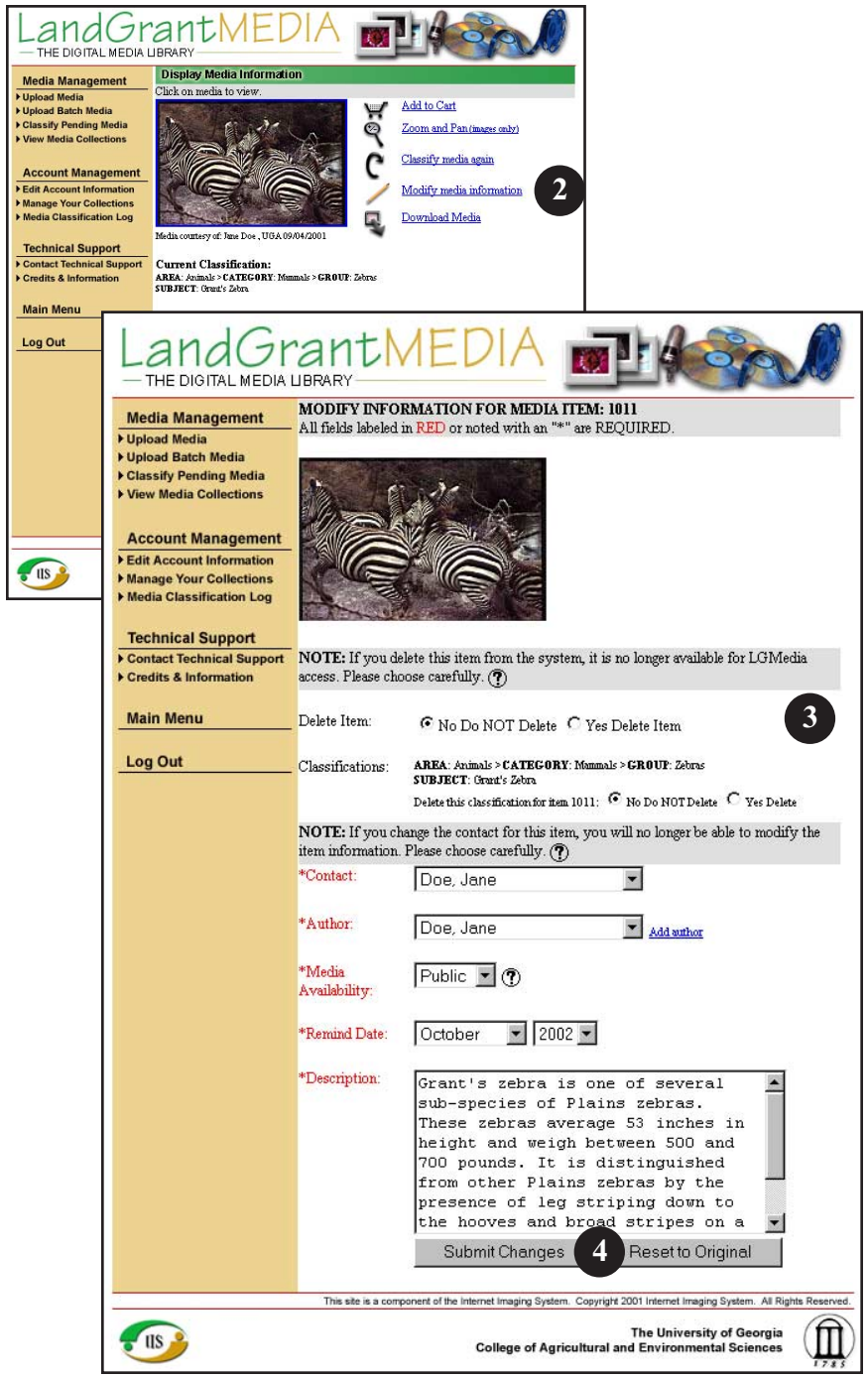
   • You may Choose to transfer Contact for this item to another LGMedia contributor. If you transfer contact to another user, you will no longer have the ability to modify the information associated with this media item.

   • You may change the Media Availability. Public media are available for non-commercial use by all registered and non-registered users of the LGMedia system. Private media are available only to the Media Owner.

   • You may modify the Remind Date. The remind date is a date in the future where you will be contacted to reassess the validity of this media item. OPTIONAL: You may choose to have the item automatically expire (deleted from the system) on a date you choose.

   • You may also choose to modify the Description for the media item.

4. Click "**Submit Changes**"
5. A message indicates successful media information modification (step not shown)



The creators of the LGMedia system have attempted to present an interface that is intuitive and easy to user. Throughout the system, instructions and Help topics (indicated by a ⓘ icon) are provided to help users better understand how to use the system. In the event these measures are not sufficient to facilitate your effecting use of the LGMedia system, individualized technical support may be requested by submitting a request for support form. All fields indicated with a red label or asterisk are required.

1. Click "**Contact Technical Support**" on the main menu
2. **Type your comments or support questions**
   Please be as descriptive as necessary
3. **Indicate whether or not you should be contacted** regarding your comments
4. Click "**Submit**"
5. A message indicates successful request submission

