

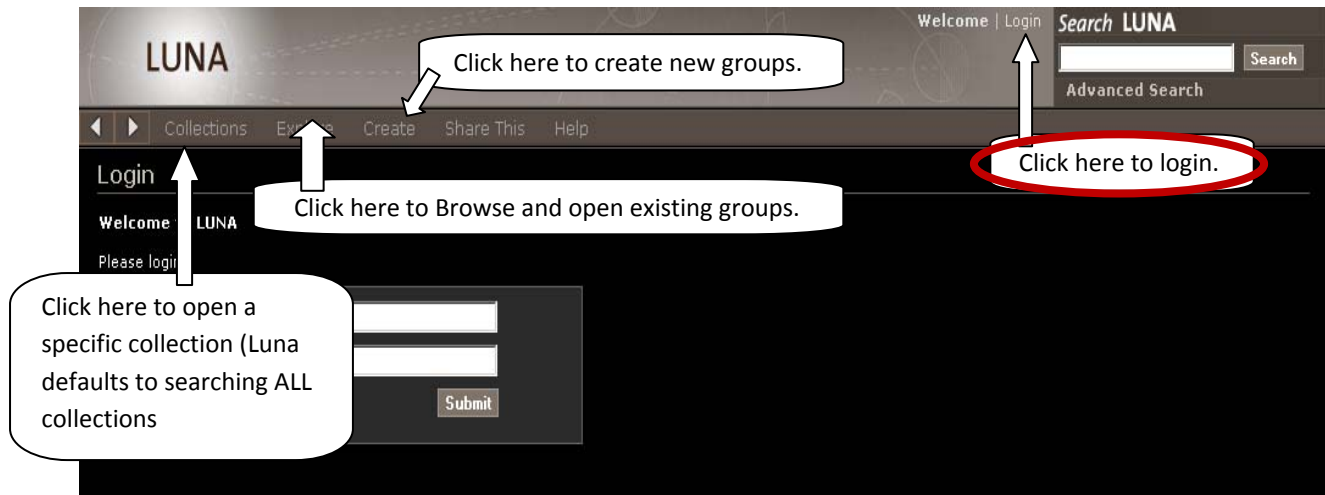
HOW TO Search for Images and Create Groups in LUNA at Smith College

Accessing LUNA

LUNA can be accessed from <http://www.smith.edu/imaging>.

Logging in

Click Login at the top of the page and enter your Novell username and password. Click the Submit button. You are now in LUNA.



Searching

Search Luna: Enter terms into the box on the top right. Search Luna will understand some Boolean terms (and, or) and wildcard characters ("*" for multiple unknown letters and "?" for single, unknown letters).

Browse All: Click *Explore* and select *Browse All*. In the column on the left, you can filter terms based on the categories of "Who," "What," "Where," and "When."

Browse Categories: Click *Explore* and select *Browse Categories*. A list of browsing categories, under the headings of "Who," "What," "Where," and "When" will appear alphabetically.

Advanced Search: You can search using the three search options provided: *find all these terms*, *find any of these terms*, *find this exact wording*. Enter your term or terms in the box on the right and use the drop down box on the left to select a field. Plus signs on the right allow you to add more terms. The *And* drop-down menus on the far left allow you to combine search options. At the bottom, select the collects you want to search. Click *Search*.

In this example, the search below looks for images with Versailles in the title, “interior in Description, and either “Le Vau” or “Mansart” anywhere in the record.

Advanced Search

TITLE=Versailles AND VIEWDESCRIPTION=interior AND =Le OR Vau OR Mansart Clear Search

Hint In Title find all these words: Versailles ×

And In Description find all these words: interior +


Hint And In All Fields find any of these words: Le Vau Mansart +

Hint And In All Fields find this exact wording: +

Search

Select All Limit search to the following Collections: Searching 1 of 4 Clear Selection

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Sorting: Once Luna has retrieved a set of images for you, you can sort the images by filtering them using the “Who,” “What,” “Where,” and “When” terms that appear on the left. You can also select the  button in the top middle of the screen and sort images by a particular term.

Creating Groups

To create a new group select *Create* and then *Media Group*. You will be asked to name the group. Select if you want the group to be publically viewable. You can set a password for your group if you would like to keep it private. If you intend to add images to this group right away, check *Active Media Group*. Click *Save*.

Name (max 50 characters):

Publicly Viewable: Yes No

Password (optional) 2-8 characters:

Folder:

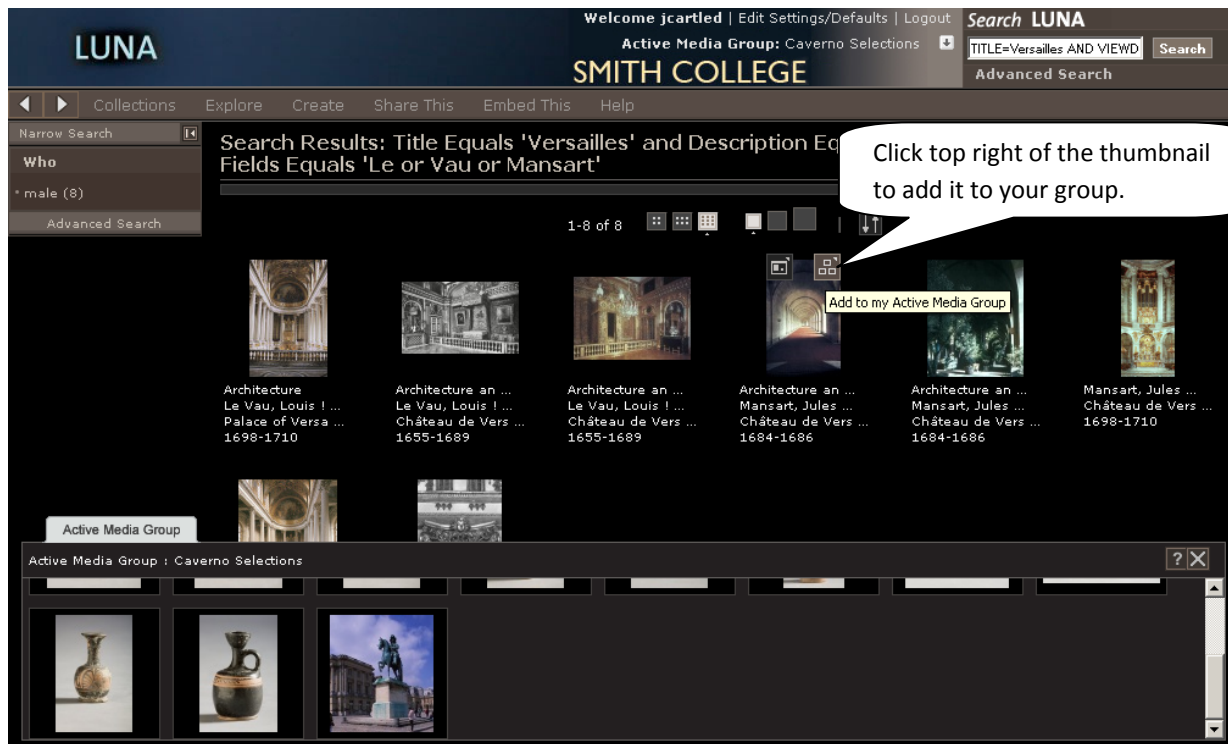
Active Media Group:

Description (optional - max 50 characters):

Cancel Save

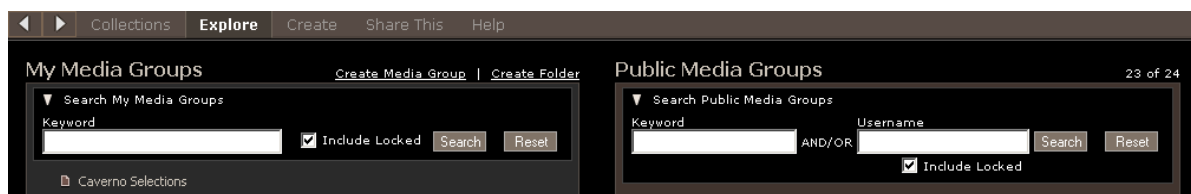
Adding Images to Groups

To add images to your group, do a keyword or advanced search. When your results come up, look for a tab at the lower left called *Active Media Group*. Click it. Next, scroll through the images. When you find an image you want, click on the top right corner of the image. You will see the image appear under the *Active Media Group* tab.

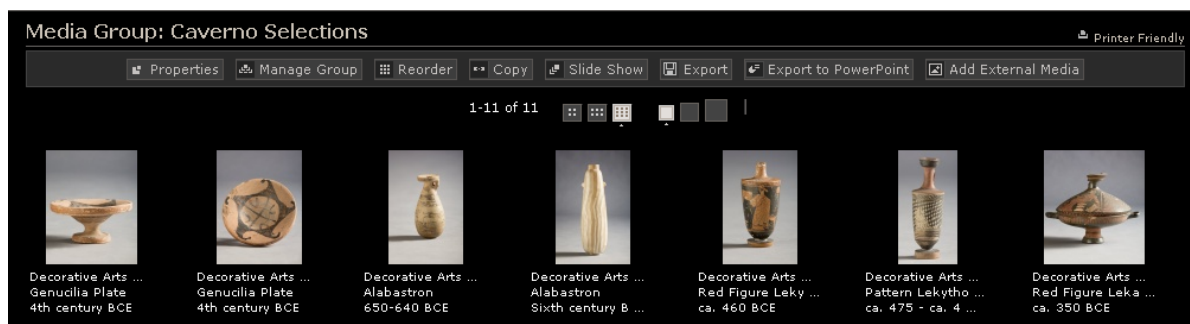


Editing and Downloading Your Groups to PowerPoint.

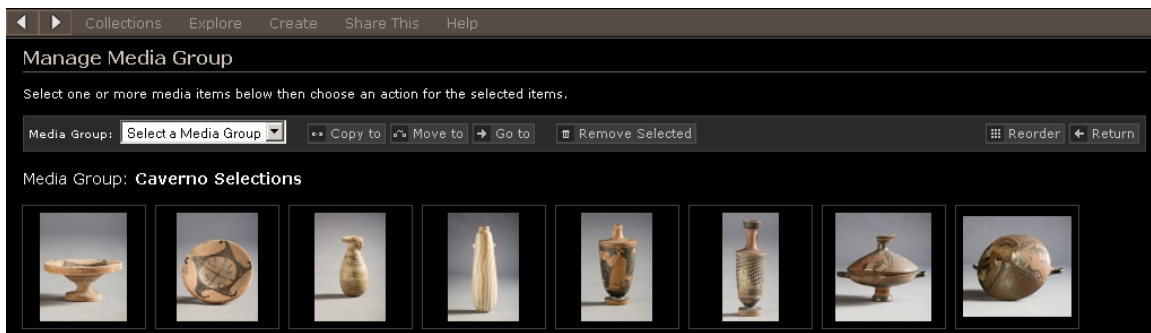
To make changes to a group, go to *Explore > Media Group*. A list of your groups will appear on the left. Click on the group name that you'd like to edit or download.



When the media group opens, you can select from a number of options. To rename or change access, select *Properties*; to download, select *Export to PowerPoint*; to arrange or edit, select *Manage Group*.



When you select *Manage Group*, you will be taken to the *Manage Media Group* window. Here you can use your mouse to move images around, select images to be deleted, or select images to be copied or moved to another group.




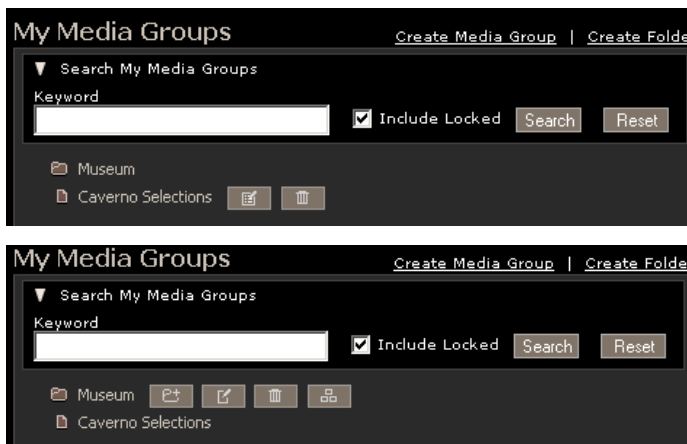
When you select *Properties*, you will be taken to the window where you first named your group. You can re-name the group, make it publically viewable to students, add a password, move the group to a folder, make it the *Active Media Group* (so you can add images), or add a description.

Putting Your Groups in Folders

To create folders, go to *Explore >Media Group*. Click *Create Folder*. You'll be asked to name the folder. You can have the new folder appear in an existing folder by selecting the existing folder from the *Parent Folder* drop down menu. Then, click *Submit*.

Changing the Name of Your Group or Folder

To change the properties of your group or folder go to *Explore >Media Group*. Your groups and folders will appear on the left. When you roll your mouse over the group or folder you want to change, button will appear to the right. Click on . You will be taken to the window where you can re-name the group of folder.



If you need assistance, please contact Jon Cartledge at ext. 4568 or jcartled@smith.edu