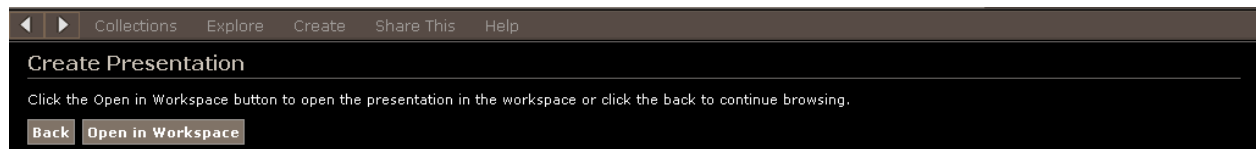
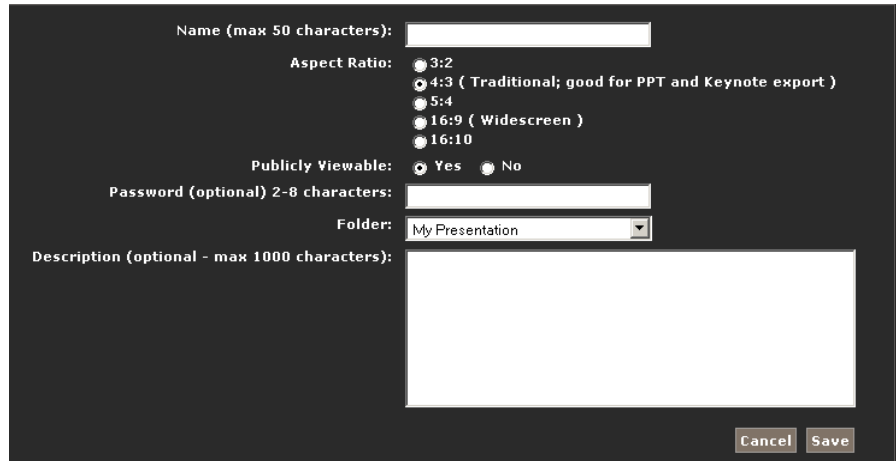


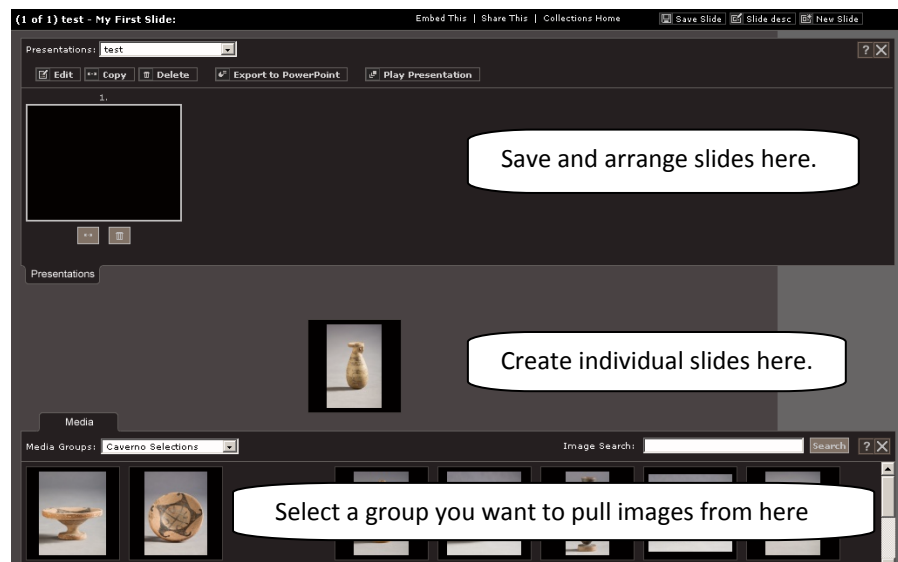
HOW TO Create a Presentation in LUNA at Smith College

To create a presentation, go to Create>Presentation. You will be taken to the New Presentation page, where you can name your presentation, specify the aspect ratio of the monitor you plan to use (it will be the standard 4:3 unless you change it) make it public, add a password or description and designate in which folder you'd like the presentation stored. Once you have entered your information (name and folder to be saved is required), click Save at the bottom right.



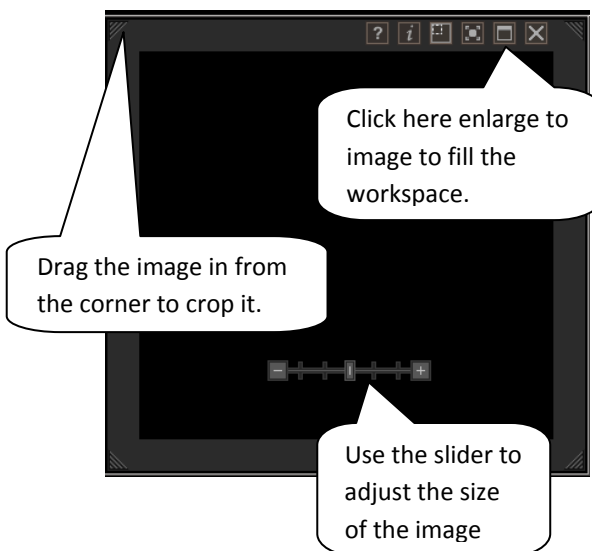
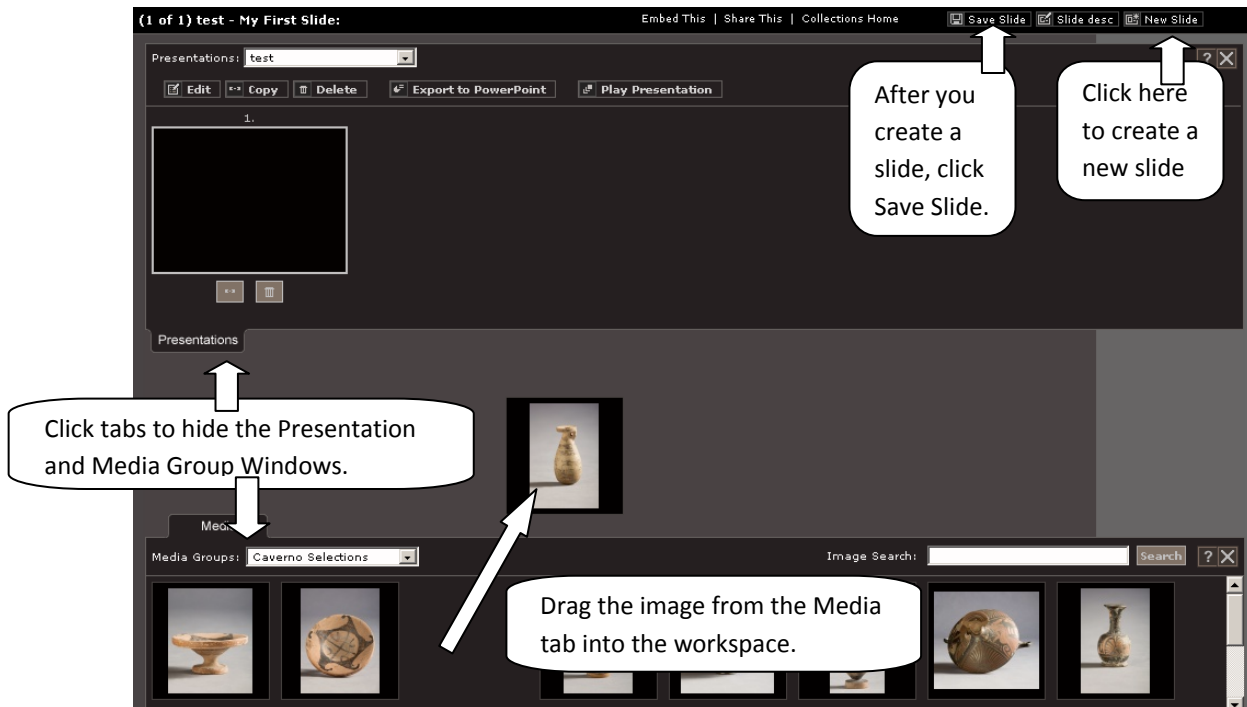
To assemble your presentation, click Open Workspace. To continue to search for images and add them to groups, click Back.

The presentation workspace is divided into 3 areas: the top is where your finished slides appear. They can be selected for editing, re-arranged, or deleted here. In the middle, you design each slide by adding images, cropping, and moving them. In lower area, you choose which group you'd like to pull images from.



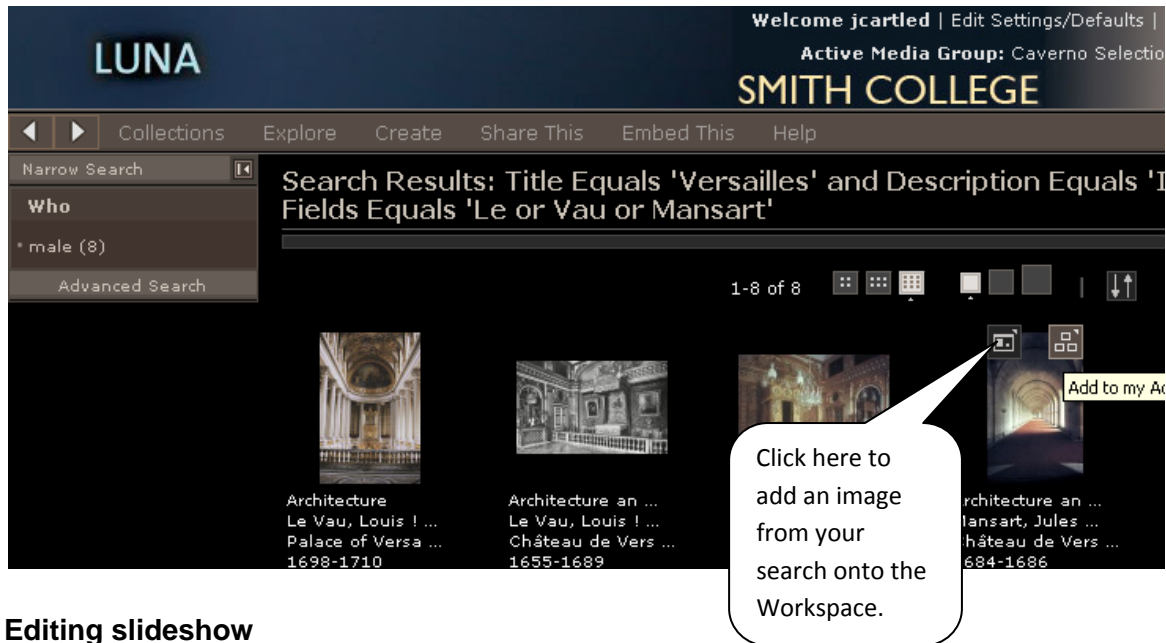
Creating a slide

First, click on the Media tab at the bottom, and select a Group from the drop-down menu on the left. Click New Slide on the top right, (if you are just opening a new presentation, the initial blank slide will already be created). You will see a new slide appear at the top. Drag an image from a group at the bottom and place it in the middle. To arrange your slide more easily, you may hide the Presentation and Media areas by clicking on their respective tabs.



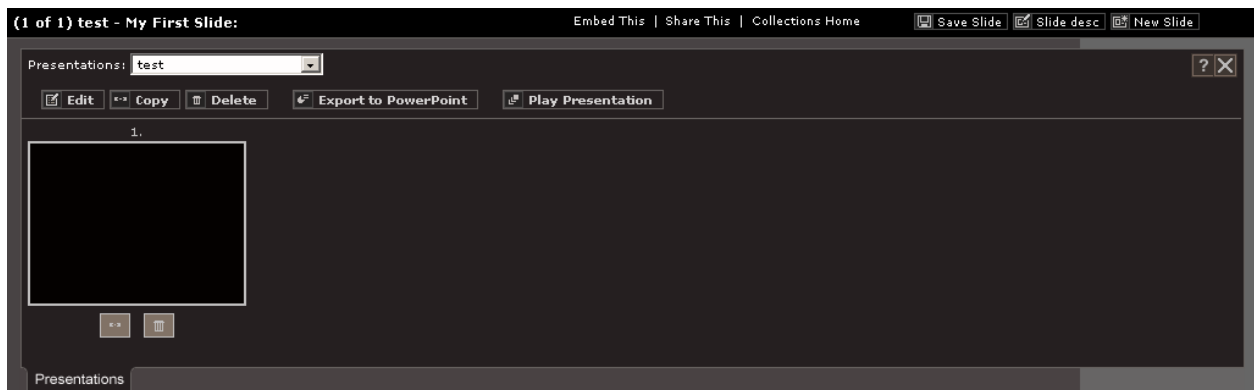
Click on the edge of the image frame to move the image around the Workspace. Use the slider that appears in the middle of the image to change the size. You can crop an image by dragging the corners of the frame inward. When you have made your adjustments, click Save Slide at the top right of the screen.

You can add additional images to the slide by dragging from the media tab. Presentations can have images from multiple groups. In addition, you can perform keyword searches and add the images from your results. Once your search is complete, click on the top left of the thumbnail you want. It will appear in the workspace on the slide currently being edited.



Editing slideshow

To edit a slide, click on it in the Presentations window. Use the arrows below the slide to move it. Use the trashcan below it to delete the slide. Click the copy button on the top left to duplicate the slide. You can also re-arrange or add more images to your slide. Make sure you click the "Save Slide" button to save your changes. Once you have edited your slideshow, you can export it by clicking "Export to PowerPoint"



If you need assistance, or are having problems, contact Jon Cartledge, ext. 4568 or jcartled@smith.edu