

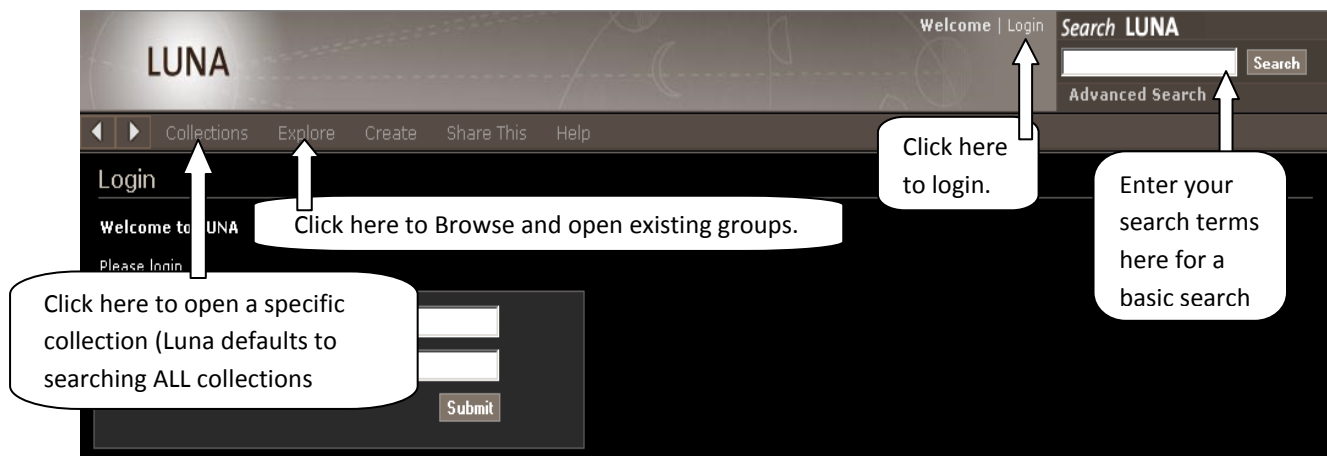
Getting Started with LUNA at Smith College

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

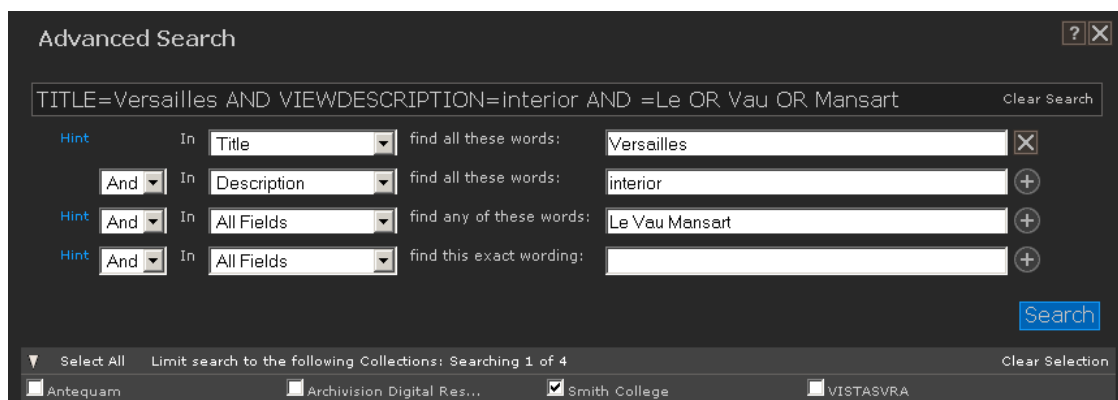
Search Luna: Enter terms into the box on the top right. Search Luna will understand some Boolean terms (and, or) and wildcard characters (“*” for multiple unknown letters and “?” for single, unknown letters).


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



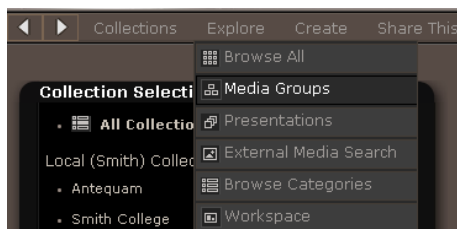
Sorting: Once Luna has retrieved a set of images for you, you can sort the images by filtering them using the “Who,” “What,” “Where,” and “When” terms that appear on the left. If you are searching a single collection, you can select the  button in the top middle of the screen and sort images by a particular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

Downloading

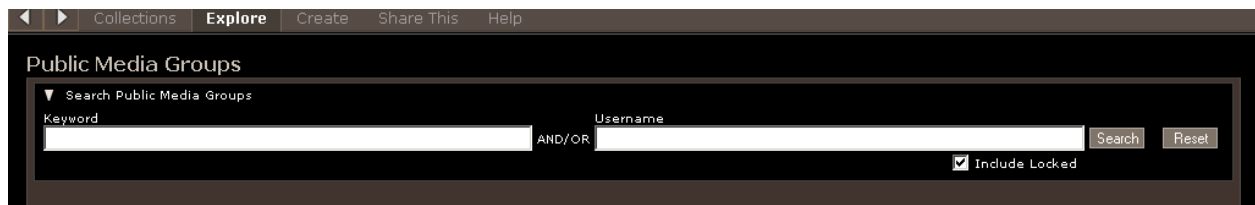


Perform your search and double-click on the thumbnail of the image you want to download. You will be taken to a page with a larger version of the image. Click the *Export* button on the top right. In the next window select *Save File* and click *OK*. The image will download to your desktop.

Finding Your Professor's Media Groups

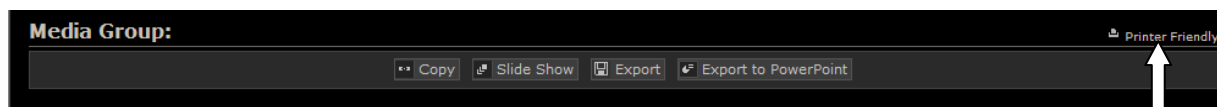


Click *Explore* and select *Media Groups*. You will be taken to a page listing all available groups. Scroll down to find your professor's group or enter your professor's last name in the Username box and click *Search*. Double click on the name and the group will open for you.



Printing Your Professor's Media Group

To print the group, click *Printer Friendly* at the top right of the page. This will create a page of thumbnails with information for each image. Then use the print option in your browser.



Click here to get a print ready page of your professor's group.