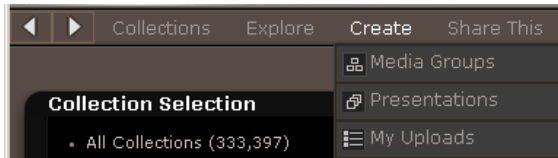


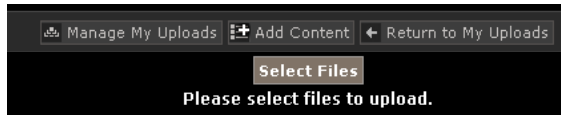
Using Luna's My Uploads at Smith College

Access Luna at <http://www.smith.edu/imaging>. Click Login at the top right of the page and enter your Novell username and password. Click the Submit button.

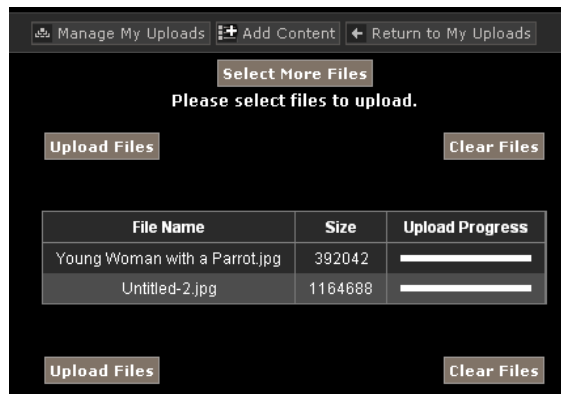
Uploading Images to Luna



Go to **Create** and select **My Uploads** from the drop-down menu.



Click the **Select Files** button. A window will pop up for you to select files for upload from your computer. Select your files and click **Open**.

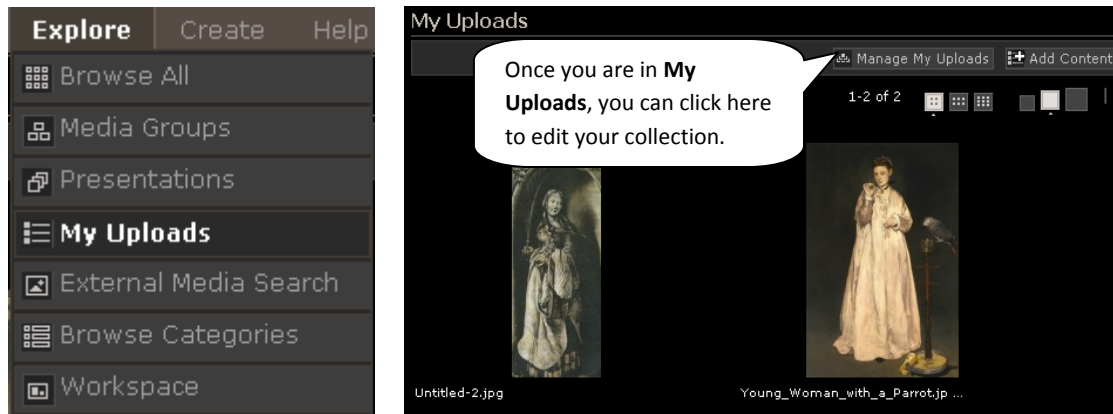


To add more files, click the **Select More Files** button, and repeat the process. Once you have selected all the images you need, click **Upload Files**.

When the files have uploaded, you will be taken to a page to enter cataloging information. For best practice, make sure to enter the title and the copyright information. Once you have entered the cataloging, click **Save Media Details**. Your images are now saved into Luna



Accessing your My Upload Images

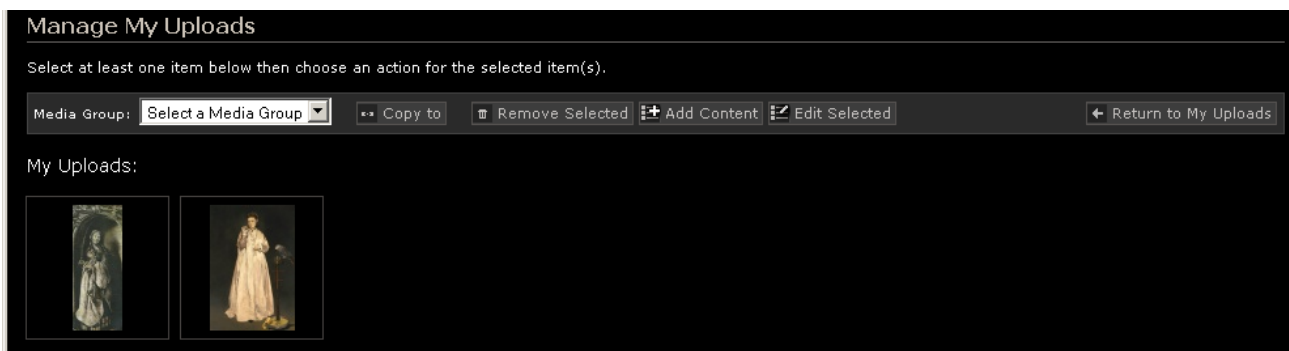


You can view and download your images by going to **Explore** and selecting **My Uploads**. To download images, double click on the image you want and click the **Export** button in the top right corner.

Manage My Uploads

You can edit the content of My Uploads, and move your images into pre-existing groups, using the Manage My Uploads feature. Click the **Manage My Uploads** button, to access these features.

- To make your images available to other users, you will need to save them to a group. Click on the images you want to move to a group. Go to the **Select a Media Group** drop-down menu and select the Media Group where you want to move the images. Click **Copy To**. The images will be moved to a Media Group.



- To delete images from My Uploads, click the image you want to delete, then, click **Remove Selected**. The image will be deleted.
- To edit the cataloging information, click the image you want to edit, then, click **Edit Selected**. Type in your changes and click **Save Media Details** once you have finished.

If you have questions or problems, contact Jon Cartledge at ext. 4568 or email at jcartled@smith.edu