

Getting started with Luna

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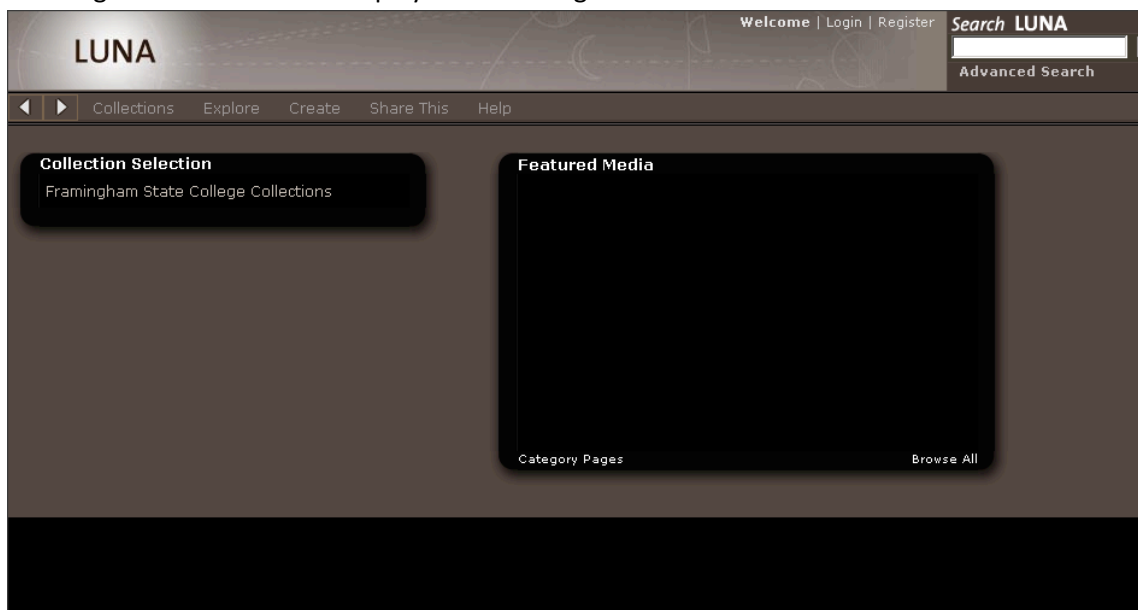
Luna

The Framingham State College digital image collection can now be accessed at <http://framingham.lunaimaging.com:8280/luna/servlet>. This is a dynamic web based front end for the college's digital repository, and allows users to create, manage and share digital content. Luna not only allows the user to easily search for images and create presentations, but also, upload many different file types, creating a great way to store PowerPoint's and documents for classroom teaching. The export feature allows images or presentations to be used externally to Luna.

How to Login

Current Users

Entering the above URL will display the following screen



Click on **Login**



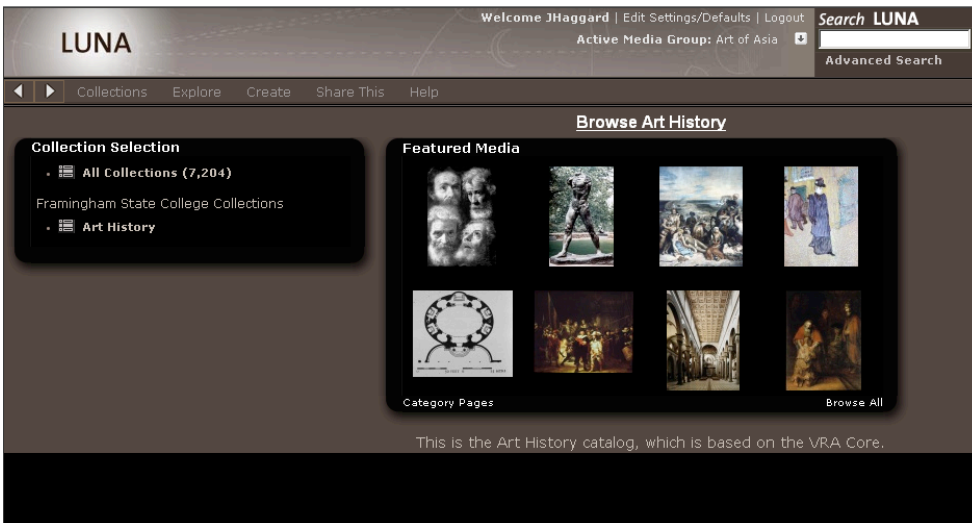
Enter your **Username** and **Password** and then click **Submit**

Username:

Password:

[Have you forgotten your password?](#)

The following screen will appear



New Users

If you are new to Luna then you can either contact your Luna Administrator who will supply you with a username and password, or you can select **Register** at the top of the screen. If you select Register then Luna gives you minimal access. To obtain full access to Framingham State College's digital repository then contact the Luna Administrator to have your access rights changed.

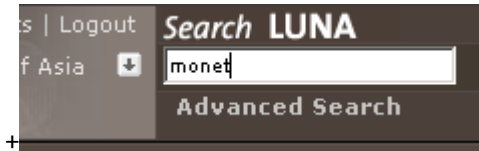
Changing Your Username and Password

If you had a password and username that was created in a previous version of Luna then you are unable to change your username and password. If you wish to do so then contact your Luna Administrator.

To change a password and username that has been created in the current version of Luna, select **Edit Settings/Defaults** at the top of the screen.

Searching for Images

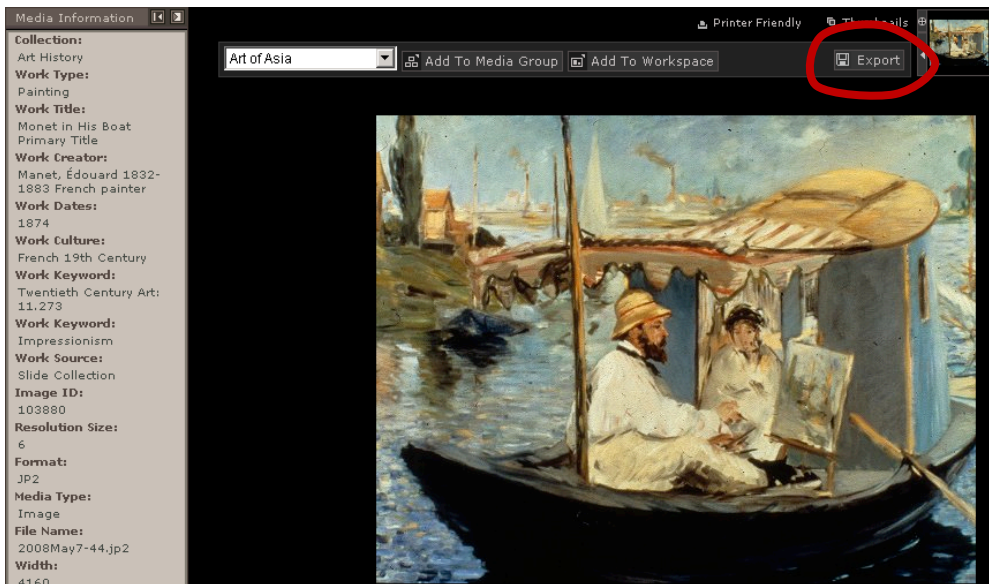
For quick searches, enter the search criteria in the **Search Luna** text box and click **Search**



How to Export Images

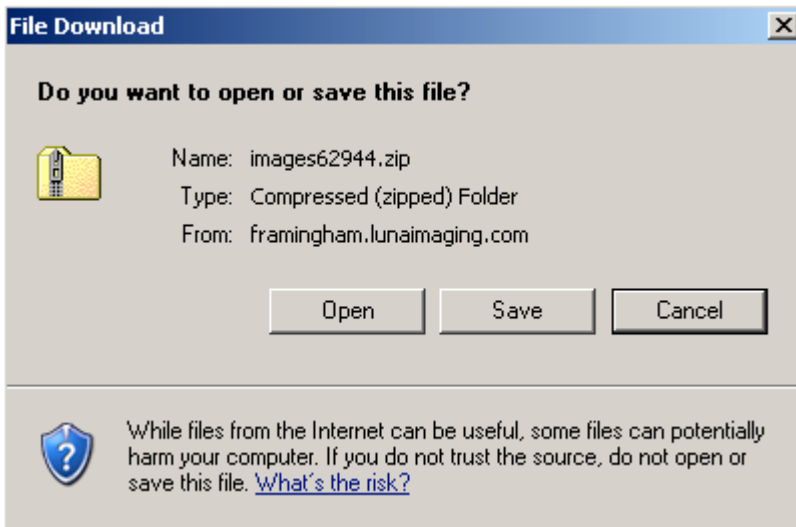
Exporting an image

Double click on the image that you would like to export. This displays the image in a new window with the image data to the left and menu options above.

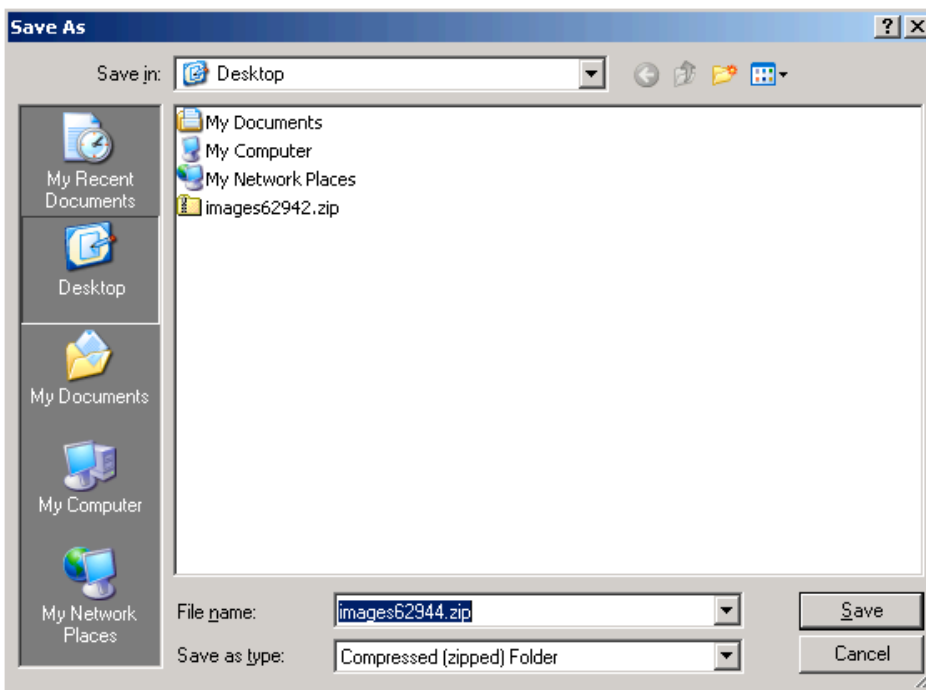


To export this image click on **Export** in the upper right-hand corner

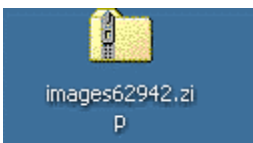
A dialog box appears, click **Save**



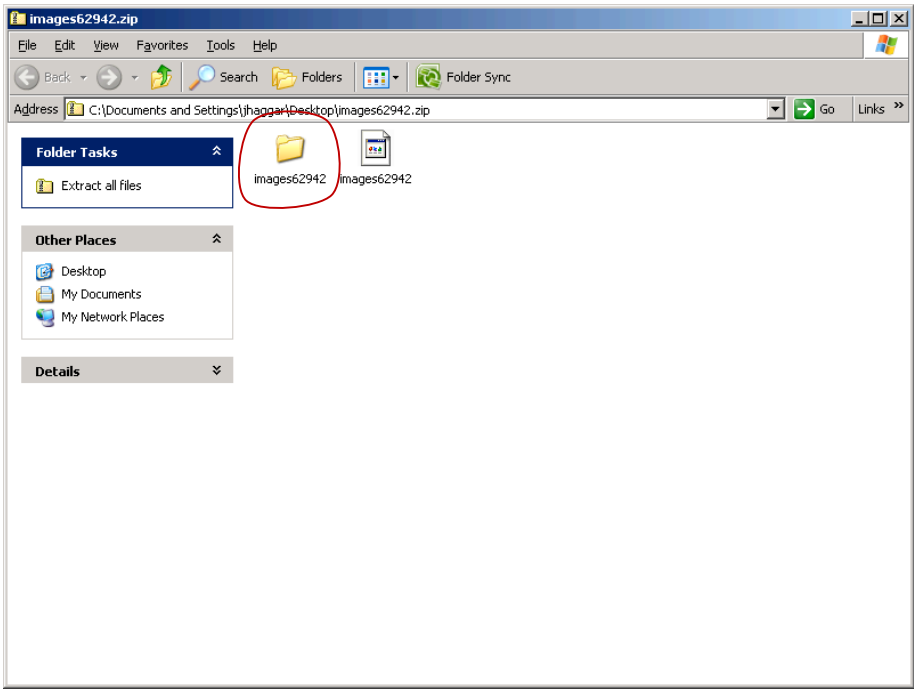
For ease of finding the downloaded files, save to the Desktop then click **Save**



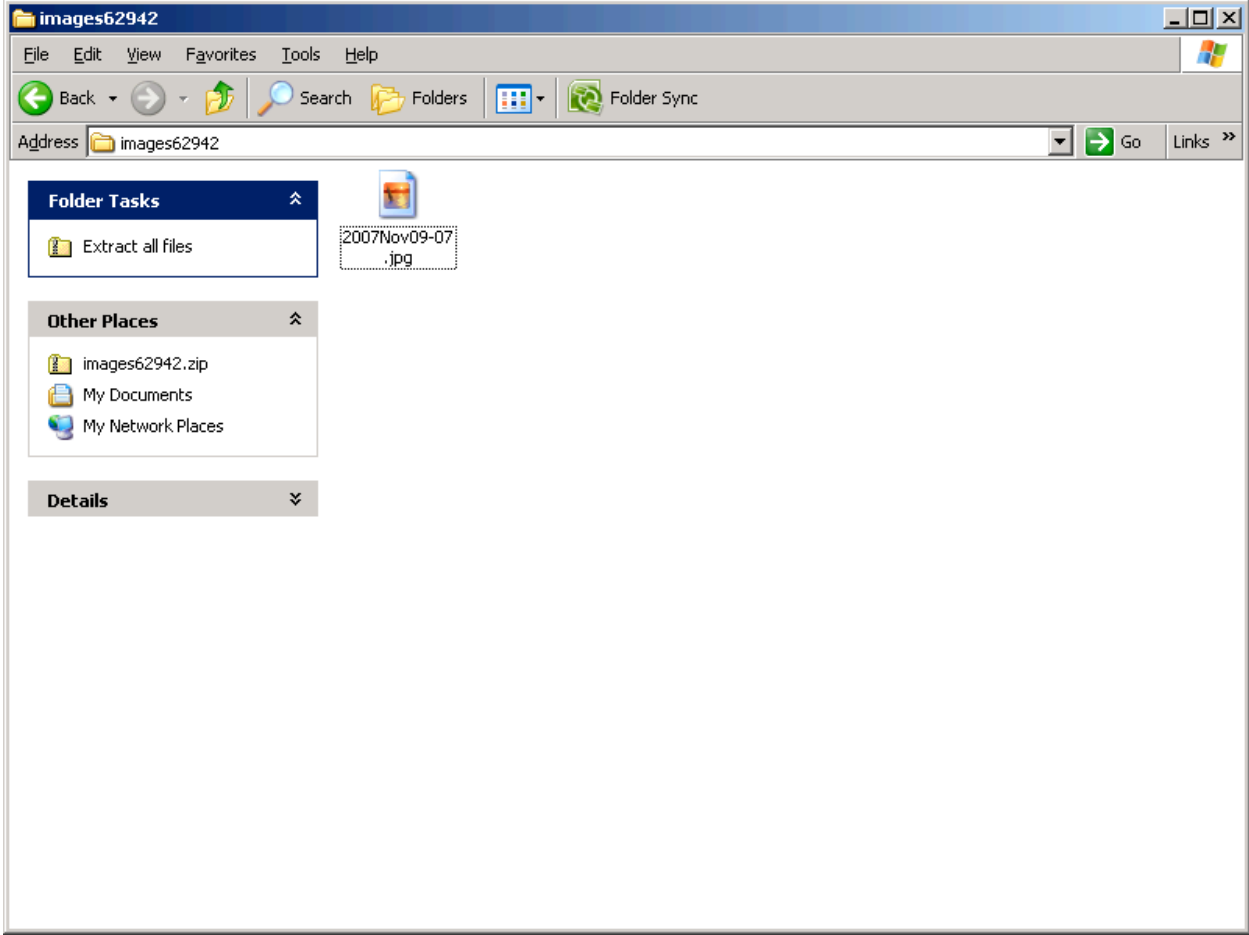
The downloaded images will be saved in a folder on your desktop.



Double click on the downloaded folder and then double click on it again when it reappears.



The following will now appear



Right click on the image name and then select **Copy**



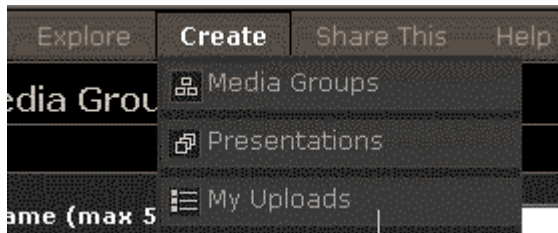
Copy the image file to the folder you are using for your PowerPoint presentation

To insert the image into a PowerPoint presentation, from the Start menu select Microsoft Office and then click on Microsoft PowerPoint. In PowerPoint use the insert picture tool to locate and insert the new image.

Exporting to a PowerPoint Presentation from Luna

Follow the directions for how to login.

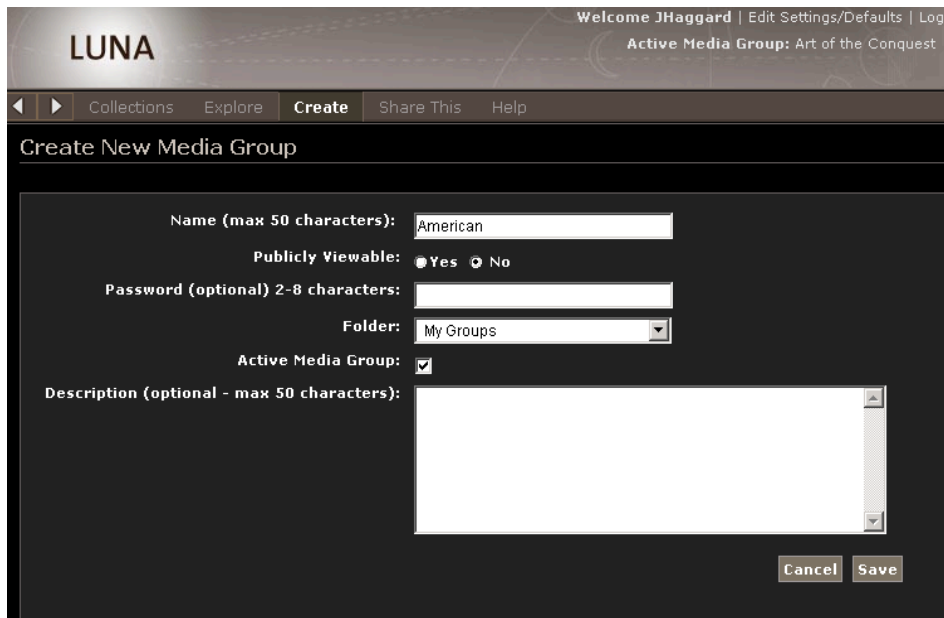
Move your mouse over the **Create** menu and click on **Media Groups**



The **Create Media Group** dialog box appears

Give the Media Group a name and select **No** for **Publicly Viewable**

Check the **Active Media Group** then click Save



In the top right corner of Luna the **Active Media Group** will be American (if that is what has been created)

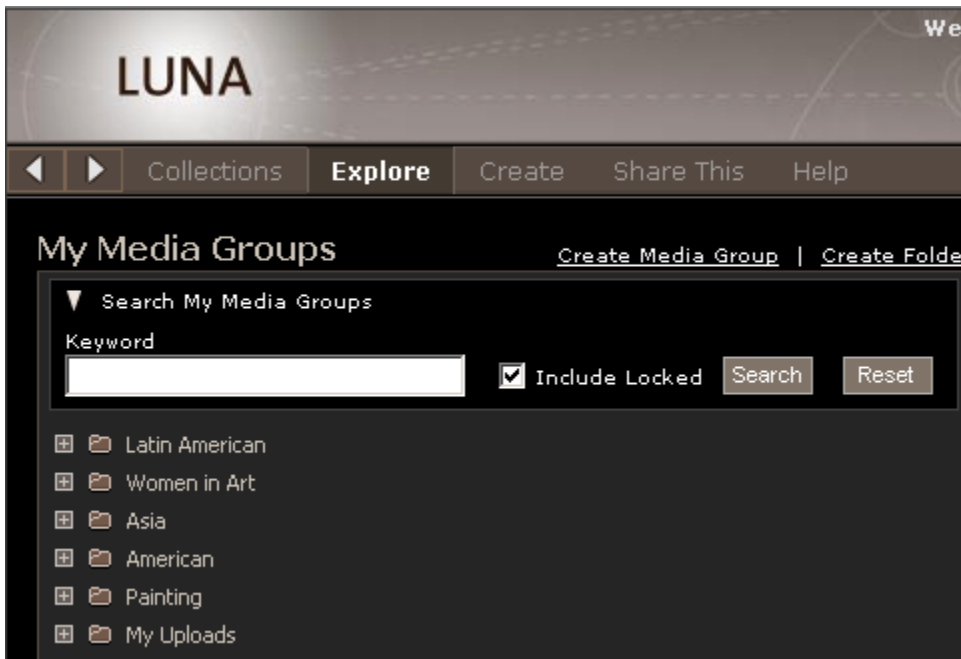


Follow the directions for quick searches.

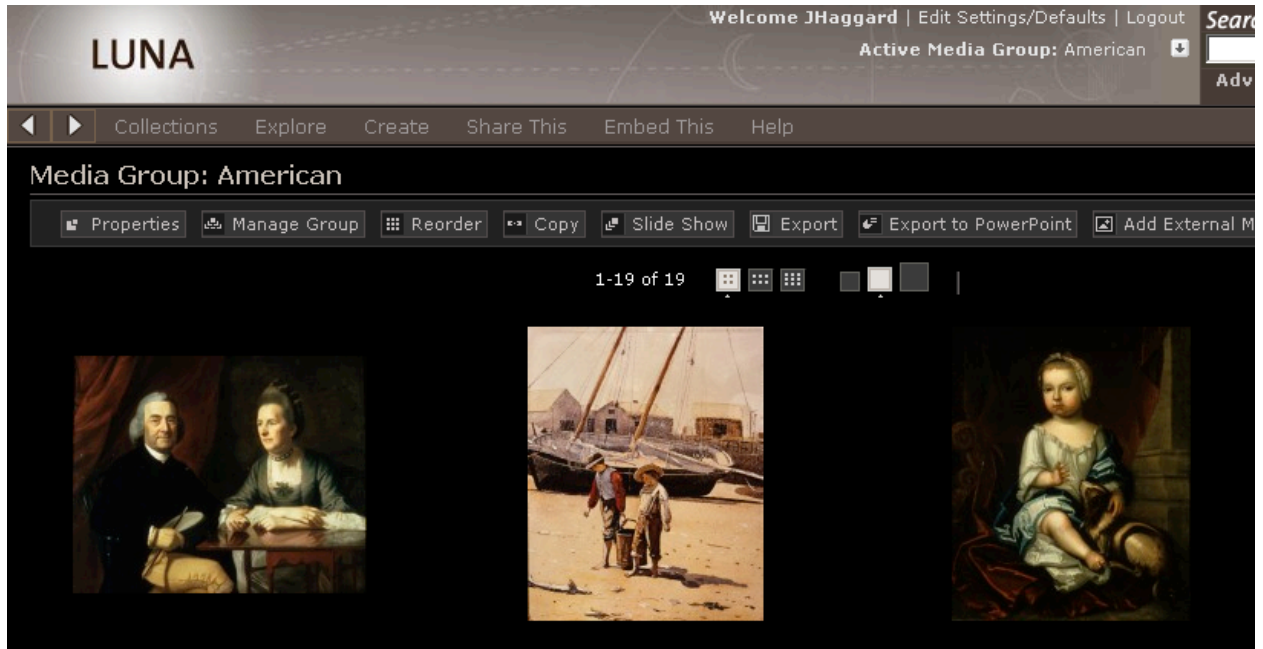
To move media to the **Active Media Group**, move your mouse over the image and click the icon in the upper right corner.

A white box will briefly flash around the image to indicate that the image has been placed in the **Active Media Group**, which can be accessed by clicking the tab at the bottom of the screen.

To export the Active Media Group to a PowerPoint presentation, select Media Groups from the Explore menu and click on the name of the media group you wish to export.



From this screen you will be able to reorder the images, create a slideshow, export a single image and export the whole media group to a PowerPoint presentation, which will include the metadata.



To export to a **PowerPoint**, click on the **Export to a PowerPoint** menu. This may take some time to do depending on how many images you have to export. Click **Save** when prompted, and navigate to the folder you wish to save the .ppt.

Media Groups

Media Groups help you organize your images. When you log into Luna there will be a default **Active Media Group**, which appears under the login, at the top of the page.

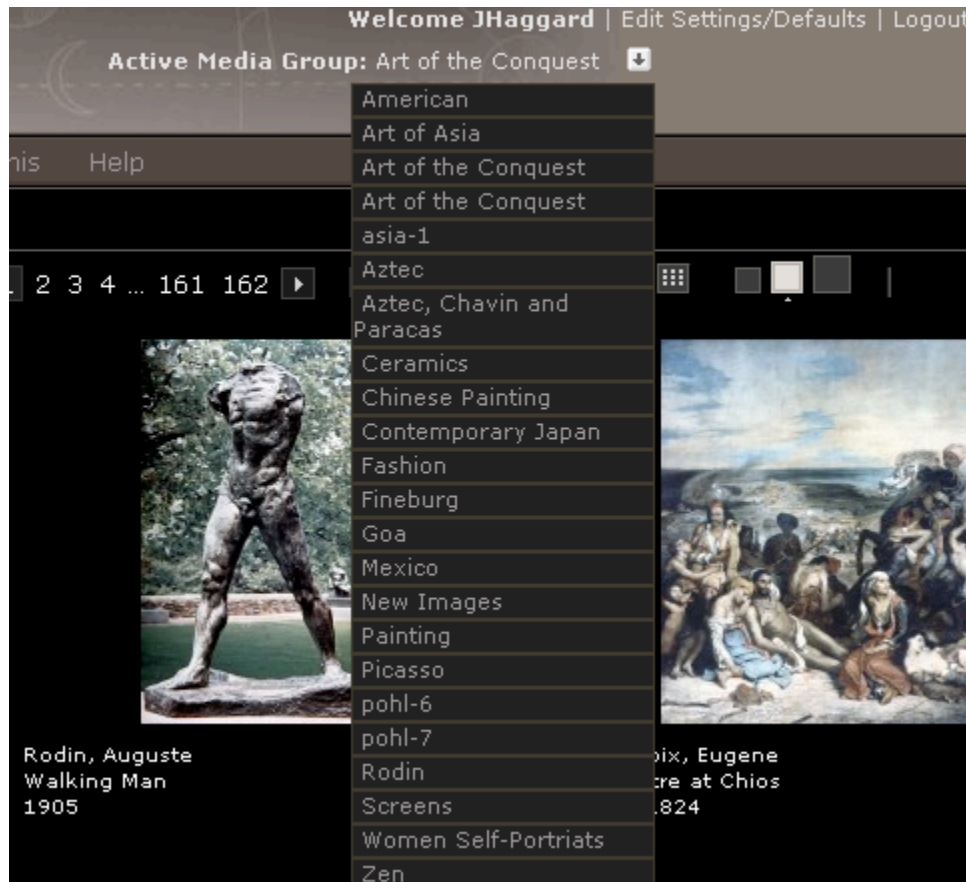
Creating a Media Group

To create a new **Media Group**, go to the **Create** menu and then select **Media Groups**.

1. Enter the name of the Media Group.
2. Select whether the Media Group will be Publically Viewable, allowing other users to view your Media Groups.
3. You can give your **Media Group** a password.
4. Select a **Folder** for your Media Group.
5. Check if the **Media Group** is to be the currently **Active Media Group**.
6. Provide a description for the **Media Group**.
7. Click **Save**.

Changing the Active Media Group

It is very easy to change Media Groups. Select the arrow icon next to the Active Media Group at the top of the window and then select the new Media Group.



Managing Media Groups

To manage your **Media Groups** go to the **Explore** menu and select **Media Groups**. Here, create Folders, Media Groups, or edit, delete and display Media Groups.

Media Group Window

From the Explore menu, Media Groups, users can click on a Media Group to open it in the Media Group window. Here, a user can change the properties of the Media Group, Manage the Media Group, Reorder, Copy the Media Group, Create a Slide Show, Export and image, Export the Media Group to a PowerPoint, add External Media from Flickr, and add My Uploads.

Properties

Edit the Media Group properties. When completed select **Save**.

Manage Groups

Here the user can copy a selected image to another Media Group by selecting Move to, and select Go to, to move to another Media Group. Removed Selected, removes the selected image from the Media Group.

Reorder

Here you can reorder the images in the Media Group.

Copy

Copy allows you to copy images to another Media Group.

Slide Show

Slide Show allows you to view the Media Group as a slide show.

Export

Here you can export a selected image.

Export to PowerPoint

Here you can export all images in the Media Group to a PowerPoint presentation.

Add External Media

Add external media from Flickr.

Add My Uploads

Add files from your own computer. See My Uploads.

My Uploads

One of the great new features in Luna is the ability for each user to upload files. Luna does not give you just the ability to upload image files, but allows the user to upload any file that the administrator has granted permission.

The My Upload feature is an excellent way for professors to not only add last minute images to a media group or presentation, but is an excellent way to manage the large array of files needed for classroom presentations.

How to Upload Files

To upload images in Luna go to the **Create** menu and select **My Uploads**. Use the **Browse** button to search for files, and then click on **Upload**. Once a file is uploaded you are given the opportunity to enter a title, description and copyright information. When completed, select **Save Upload**. To view your uploaded images go to the **Explore** menu and select My Uploads.

How to Manage My Uploads

Manage My Uploads allows selected uploads to easily be moved to Media Groups, Removed, or Edited. To add new uploads while still in **Manage My Uploads**, select **Add Content**.

My Uploads and Media Groups

The easiest way to keep track of your uploads is to place them into Media Groups. A suggestion would be to create a My Uploads folder with folders or media groups underneath, as shown in the image below.



To allow other users to have access of your upload, save your **Media Group** as **Publically Viewable**.

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