

What Is Luna?

Luna is a software suite that lets you build digital collections, called repositories. Some of the repositories come with Luna and some are being created by EMU. The page you will see on the Libraries homepage is the software that lets you search these collections. You can then build your own private collection. And from these private collections you can build wonderful presentations. The presentation software has some special features that are unique and make the program very popular.

Understanding How Luna Works

Luna has three separate parts that you will be moving between. The first part is viewing the collection. The second is the media groups creation you will be making from the collections. And the third is the workspace you will be using to create presentations.

To Begin:

To find Luna:

- Go to the Libraries Home page
- Find catalog
- Find databases
- Select L, *Luna is at the bottom of the list*
- Luna login is on the top right side

Sign in:

- EMU's user ID (*your e-mail without the @emich.edu*)
- password (*your e-mail password*)

Search by collection in three places

- The list
- the drop down tab
- Search box on right

After you have selected a collection ,
click here and the complete collection
will display in the section below

Notice, the signed in area.
You need to be signed in
to find your work. This is
where you logout when
your finished

The screenshot shows the LUNA interface with several key elements highlighted by red boxes and arrows:

- Search LUNA:** Located in the top right corner, featuring a search input field, a "Search" button, and an "Advanced Search" link.
- Navigation Bar:** Contains "Collections", "Explore", "Create", "Share This", and "Help".
- Collection Selection:** A large list on the left side of the page, enclosed in a red box, containing various collection names such as "Eastern Michigan University Collections", "EMU Artists Collection", and "LUNA Commons Collections".
- Browse Selected Collections:** A section in the center-right displaying a grid of "Featured Media" images, with a "Browse All" link below it.
- Signed-in Area:** Located at the top center, showing "Welcome lib_levans | Edit Settings/Defaults | Logout" and "Active Media Group: test".

Search (this
searches all of
the collections)

This is a preview
of the collection

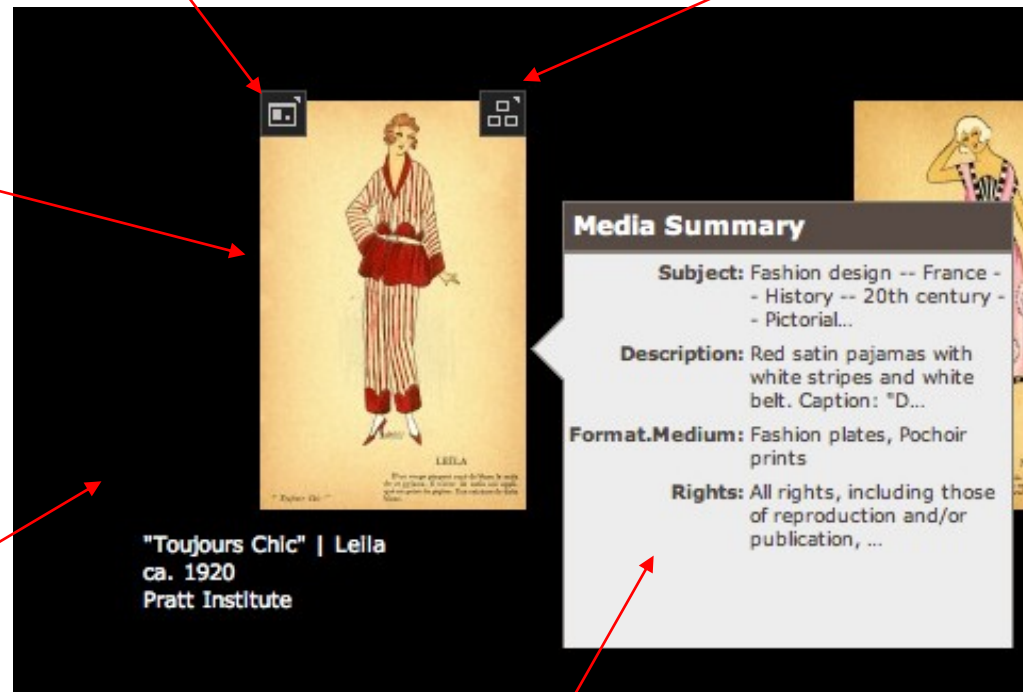
*With all of the images displayed within the collection
mouse over the image and three items appear*

Add to workspace. *This will be an important window for creating presentations*

Add to media group. *This is the tab that helps you build groups*

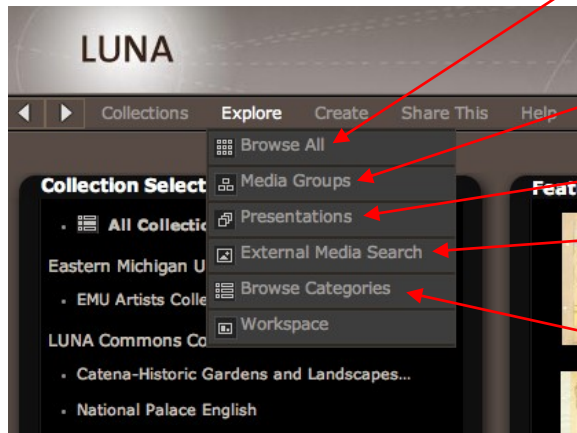
A white line will flash around the outside of the image when a copy of it has been moved into either workspace or a media group

If you click on an image it will open in its own window and you can look at a close up of it



The metadata about the image

Explore



Browse all of the collections

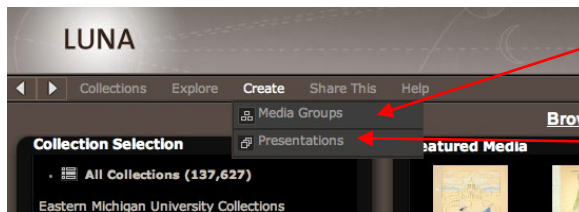
Explore Media groups you have made

Explore Presentations groups you have made

Explore and find images outside of Luna, i.e. Flickr

Browse by Category; you can search within collections by the metadata created about the image. This data is divided into **who**, **what**, **when** and **how** categories. It is another way to search Luna

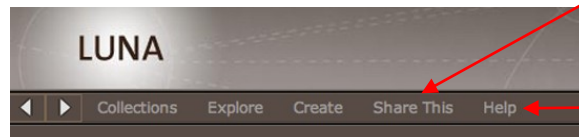
Create



Create a media group, or a collection of images you would like saved together

Create a Presentation of a media group

Share This and Help



You can embed a link into an e-mail or a website. Please note, the recipient will need a password to access the image

The Help in Luna is very useful

Before you begin to put together media groups and presentations, you must name a group. You do this by going to the create tab and then filling out this dialog box

Create a media group

select create on the menu bar, then select

Collections Explorer **Create** Share This Help

Create New Media Group

Name (max 50 characters):

Publicly Viewable: Yes No

Password (optional) 2-8 characters:

Folder: My Groups

Active Media Group:

Description (optional - max 50 characters):

Cancel Save

Name your group

Do you want others at the University to see your group? Then select yes

Groups can be put in different folders, but the creation of the folder is in a different screen

Optional description

Don't forget to Save

Create a presentation

The screen and the choices are the same, yet it is a presentation, which is very different

Fall Institute | Fashion Plate Collection Welcome to LUNA | Edit Settings/Defaults | Logout Search LUNA

Active Media Group: 1920's fashion

Advanced Search

Collections Explorer **Create** Share This Help

Create New Presentation

Creating dynamic presentations in LUNA is a simple, creative way to organize material from different collections into a seamless series of slides for sharing or playback. After entering the presentation properties below, click Save. Then click on Open in Workspace on the next page to begin creating slides in the LUNA Workspace.

Name (max 50 characters):

Aspect Ratio: 4:3 5:4 16:9 (Traditional: good for PPT and Keynote export) 16:10 (Widescreen)

Publicly Viewable: Yes No

Password (optional) 2-8 characters:

Folder: My Presentation

Description (optional - max 1000 characters):

Cancel Save

To get into a media group you have created, under the explore key, select media groups

This is where you would create a new folder if you wanted to group your groups

The screenshot shows the LUNA web interface. At the top, there is a navigation bar with 'LUNA' on the left, 'Welcome lib_levans | Edit Settings/Defaults | Logout' in the center, and 'Search LUNA' on the right. Below the navigation bar is a menu with 'Collectio ns', 'Explore', 'Create', 'Share This', and 'Help'. The 'Explore' menu item is circled in red. Below the menu are two main panels. The left panel is titled 'My Media Groups' and contains a search bar, a list of media groups (my media groups, 1920's fashion, maps, test3), and links for 'Create Media Group' and 'Create Folder'. The right panel is titled 'Public Media Groups' and contains a search bar, a list of public media groups (American Architecture, bezel, eschwartz, Gothic, Jackie's Group, Ndebele, South Africa, Yoruba), and a 'Show More' link. Red arrows point from the text boxes to the 'Explore' menu, the 'Create Folder' link, the 'test3' group in the 'My Media Groups' list, and the 'Jackie's Group' in the 'Public Media Groups' list.

Click on a media group in this list and it will open

When you mouse over the name of your group two icons will appear letting you either delete the folder or edit the properties. The second choice would take you back to the previous screen

If you had selected to have your group public it would be listed on this side

Manage group opens up a new window that lets you copy, move or reorder the images. This makes the next two choices redundant

Slide show is different than Presentation but it is quick way to show the group of images

Each image can be exported to the desktop

These images can be exported directly in to PowerPoint

This will take you to Flickr and you add images from it

This back button is very useful to move between screens

The screenshot shows the LUNA interface for a media group titled "Media Group: 1920's fashion". The interface includes a navigation bar with "Collections", "Explore", "Create", "Share This", "Embed This", and "Help". Below the navigation bar is a toolbar with buttons for "Properties", "Manage Group", "Reorder", "Copy", "Slide Show", "Export", "Export to PowerPoint", and "Add External Media". The main area displays a grid of 8 fashion illustrations with their respective titles and dates. At the bottom, there are controls for "Active Media Group" and a thumbnail view selector showing "1-8 of 8".

The print will print the entire group

You can choose how many thumbnails to view at a time. You can also choose the size

You can copy or move an image to another media group but remember to select the group first

To open a different media group, select it first then click 'go to'

Remove an image from the group

Return takes you back to the media group page.

Welcome lib_levans | Edit Settings/Defaults | Logout Search LUNA
Active Media Group: 1920's fashion Search
Advanced Search

← ▶ Collections Explore Create Share This Help

Manage Media Group

Select one or more media items below then choose an action for the selected items.

Media Group: Select a Media Group + Copy to Move to Go to Remove Selected Reorder Return

Media Group: 1920's fashion

"Combien de Morceaux de Sucre?" | Robe D'Apres-Midi Garnie de Dentelle "a la Marechale"

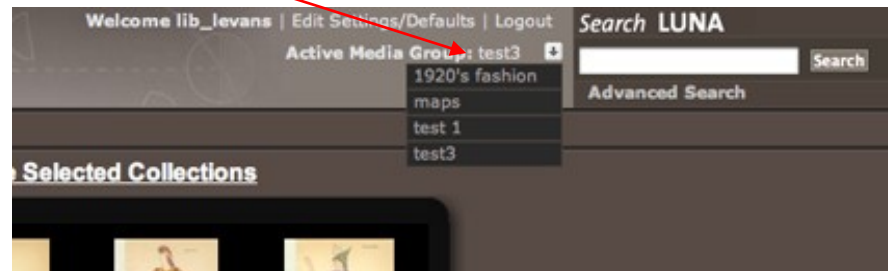
The white line around the outside of the image will become larger when the image is selected

When you rollover the image, its name appears

For some odd reason, reordering is here. Click the reorder button and then you can drag and drop them into any order. Click return when you have finished

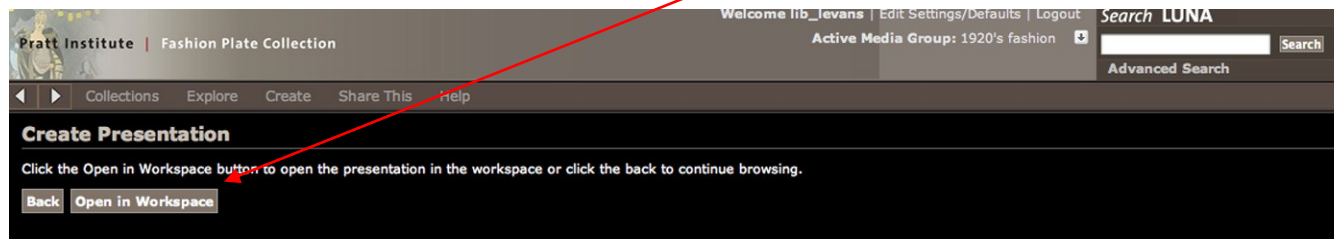
Active Media Groups

Make sure you have the correct active media group selected before you begin adding images to your groups. It's a good idea to glance up here every so often. The drop down-arrow on the side lets you select different media groups you have created.



Moving into workspace

Before you get to Luna's workspace page, you will get this funny page that is all black except for these two buttons. To actually get to the workspace you have to select the one on the right



The slides you create are on the top

Edit, copy or delete slides, remember to it select first

Export the presentation to PowerPoint

Play presentation

Save slide button

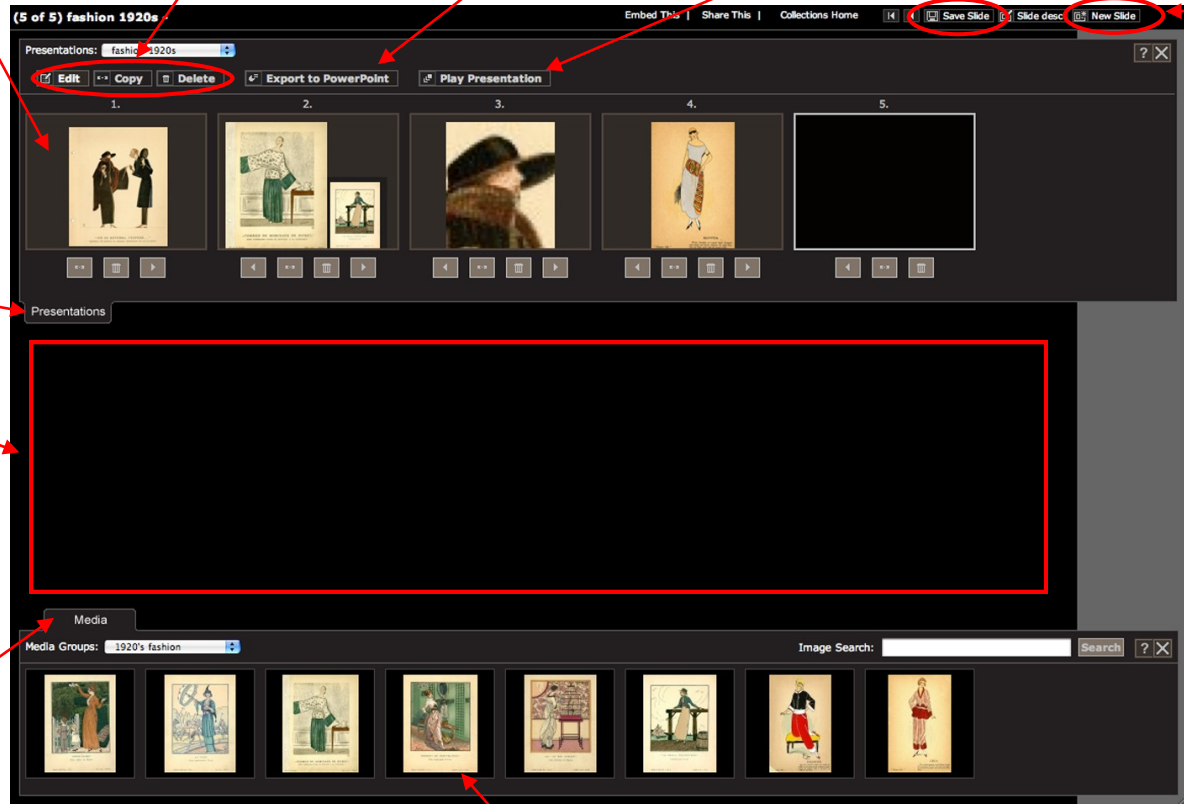
New slide button

Click this tab and it will 'roll up' this part so you can have more workspace


This is the workspace. You can enlarge, zoom or crop in here


Another tab to 'roll up' the media group. Once its rolled up click on the tab again and it reappears


Left click on an image in the media group and drag it into the workspace



When you roll over the image when it is in workspace a grey frame and icons appears. This is when an image can be manipulated. Think of the grey box as a frame and the image moves behind it

 When the cursor becomes cross hair when you can move the gray frame and the image together

 When the cursor becomes an arrow at the corner you can reduce the gray frame

 When the cursor becomes a hand you can move the image.

Notice the slides and media groups are 'rolled up'. Clicking on the tab brings them back

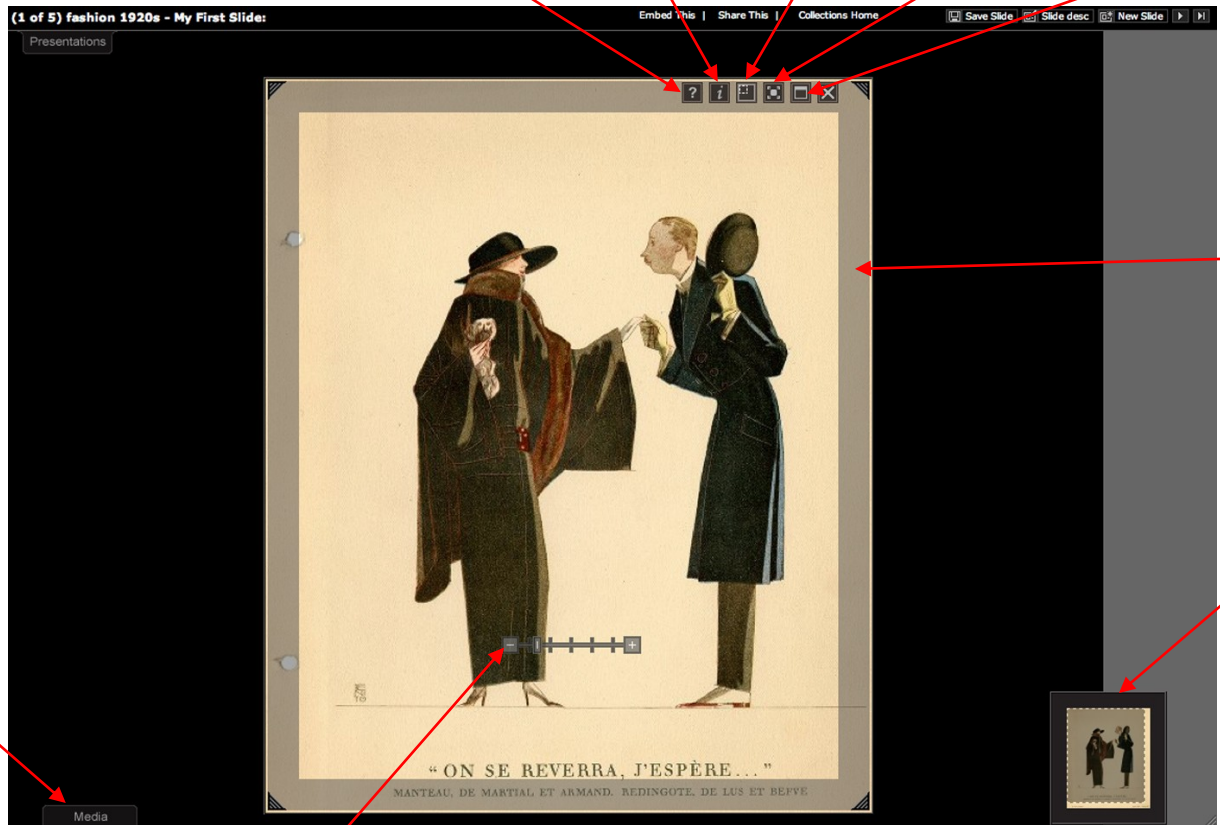
help

Information or meta-data about the image

Opens navigation thumbnail

Force fit the image into the gray box

Maximize the image



Gray frame

The navigation box. Click and hold down on the grey box to move the image around. Notice the crosshairs

Zoom, but just the image, not the gray box

To make presentation certain steps must be followed in order

- Drag an image into the workspace from the media group
- 'Roll up' the slide and media group by clicking on the tabs
- Work on the image or images in the workspace
- Roll down the slide and media group
- Click on 'save slide'
- Click 'new slide' and start the process again

Don't forget to maximize the image before saving it as a slide

To work on a presentation you have already started, go to

- Explore
- My presentation
- Mouse over the presentation
- Then click the edit button that appears
- The workspace with that presentation will open

A new slide will be added after the selected slide. Be sure to look which slide has the white line before clicking new slide

When you select 'new slide' button A dialog box opens to let you put in a description. It will appear at the top of the presentation. Please note, the text is small.

Luna works with large images which come from 'the cloud', so be patient when working with the images. It may take a few seconds for the program to respond.

Sometimes it's a bit funny. If it doesn't respond after a reasonable wait, try your command again.