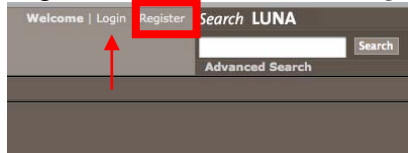


## LUNA Image Database for Student Presentations

The user account settings for CCS Students require that the resolution for the images be set at a low quality resolution. If you are intending to share your presentation with your class or with your instructor, make certain that your presentation or media group is publicly viewable. This will allow your instructor to log into the collections, select your presentation and view it at its highest resolution/quality.

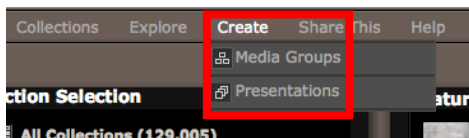
### Getting Started

- Log in to LUNA at [luna.collegeforcreativestudies.edu](http://luna.collegeforcreativestudies.edu)



- Using the register option, create an account. When you return to LUNA, you may log in using the username and password that you have created.

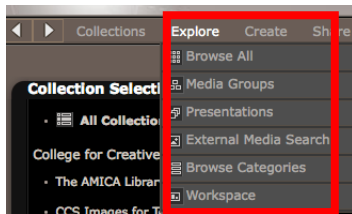
• Click on *create > media group*. Give your group a name and select “yes” for publicly viewable. ***If desired, create a password for your group to keep it from being accessible to all in the Luna system. You will need to share your password with your instructor for the presentation to be viewable in class at its highest resolution.*** Click “save.”



### Adding Images to your Group

To locate images, either Browse the collection or perform an advanced search:

- To Browse, click on *Explore > Browse All* or *Explore > Browse Categories*
  - *Browse All* gives you the full collection in no particular order
  - *Browse Categories* allows you to search by genre, artist, or alphabetically.



- For an Advanced Search, enter search terms in the text box in the upper right of the page. When you have located an image that you want to use, click on the small icon in the upper right corner of the image. This will add the image to your group. Add as many images as you want.

### Adding External Media to your Group (i.e. Flickr)

Click on the *Explore > External Media Search* from the LUNA Main Menu, or when in a Media Group, click on the *Add External Media* icon. You'll be taken to the External Media Search page where you simply type in a Keyword search term, or username to search for images.

To add a Flickr image to your Default Media Group roll over the image and click on the *Add to my Default Media Group* icon in the upper left corner. You'll know the image has been added when you see the spinning icon and the image is then grayed out.

-----Turn Over for Directions on Creating a Presentation-----

## Creating a Simple Presentation

If your images are not in the correct order, click on the **Reorder** Button to drag and drop them into the correct space. Once the images are correct, click on the **Return** Button.



- Click on the **Slide Show** Button to enter the slide show view.
  - To hide the navigation bar during the slide show, click with your mouse and drag it off of the page. It will reappear when you place your mouse back on the image.
  - To display image data, click on the *i* at the top of the page.
  - To view a detail of an image in the slide show, click on “detail view” and use your mouse scroll button to zoom in or zoom out. Click on the image and hold down your mouse button to move to a different part of the slide while you are zoomed in.
  - To exit the detail view and return to your slide show, close image tab or window that has opened at the top of your page.
- To return to your group/workspace, click on the back arrow at the top left of the presentation window.

Once you have created a group and have exited LUNA, access your group again by **logging in**. Then click on *explore > media groups*. This will return you to the page which displays your Media Groups and Public Media Groups.