Using Groups in LUNA

To begin using LUNA, you will need a username & profile. If you do not have one, please request one from bps@library.umass.edu.

Once you have a user profile, you may access the program at http://umassamherst.lunaimaging.com/luna/servlet/.

For basic information please refer to the Getting Started in LUNA guide.

To create a group, go to the Create menu. Click on Media Groups.

Go down the list of options for the group.

- Name
- Do you want anyone else to see it? — It defaults to yes
- Do you want to password-protect it?
- Which folder will it go into (if you have subdivided into folders)?
- Will this be the active group?
- Do you need to describe the group further?

Once filled in, hit Save.

To add to your group, perform a search to get some results. Make sure that the Active Media Group is on the one into which your images will go. Use the arrow to get to the pull-down menu to change to another group. Click on the word itself to go into that group and see its contents.

There are 2 ways to add an image to the Active Media Group.

You can go to the thumbnail of the image and hold your cursor over it. Small icons will appear in the upper corners. Click on the one in the upper right corner. A border will blink around the images as it is placed in the group.

Single-click on the image to open it in its own window. At the top of that window is the Add to Media Group option. That will add it to your active media group.
To manage your group, go into the group itself. Across the top of the images will be control buttons for various tasks.

**Properties** leads to the Create Media Group page.

**Manage Group** allows you to shift images between groups or delete images from a group.

**Reorder** lets you put the group in a new sort order and **Slide Show** lets you use it as a simple presentation.

**Export** and **Export to PowerPoint** allow you to get your images out individually or as an entire group. **Add External Media** brings material from Flickr into your group.

From **Explore > Media Groups** you will be able to see your own groups as well as public groups created by others. You may search for these groups using keywords or the name of the group creator.

As a shortcut to see the active group, click on the Active Media Group tab in the lower left corner of the LUNA window. You will see all the images currently in the group.

Questions or problems? Contact: Brian Shelburne (bps@library.umass.edu) 545-4061