How-To Guide: Getting Started with LUNA

**What is LUNA?**

LUNA is the AAU Library’s digital image collections database with over 338,000 images available to search and download that directly support AAU curriculum.

LUNA is also a dynamic instruction tool, allowing registered users to create interactive presentations with features such as zooming in on high-resolution images, instant access to image data, and the integration of images from Flickr.

Presentations can be exported to PowerPoint for use without a network connection.

The goal of this How-To guide is to get you started using LUNA quickly and easily. To learn more about the dynamic tools available for organizing, saving, and sharing groups of images, please also see the following guides: *Introduction to LUNA Media Groups and Introduction to LUNA Presentations.*

Questions? Please contact the AAU Library at 415-618-3842 or library@academyart.edu
Accessing LUNA

LUNA is available from the AAU Library’s Digital Images webpage, which can be quickly accessed from the AAU Library’s homepage (http://library.academyart.edu/)

Getting Started

The Academy of Art Library will be closed for Spring Break from March 26th – March 31st.

Announcements

The School of Fashion, the School of Graphic Design, and the Library at Academy of Art University present BY INVITATION ONLY, a curated exhibition of unique fashion show invitations from major fashion capitals. The exhibition runs through June 1, 2017 at the Academy of Art University Library on the 6th Floor of 185 New Montgomery. The exhibition is open to the Academy community during regular library business hours. You can learn more about this exhibit by reading the Fashion School Daily article and by going to our BY INVITATION guide.
Digital Images tab will take you to the Digital Images webpage (http://elmo.academyart.edu/find-resources/digital_images.html). The link to the LUNA Digital Image Collections is at the top of the page:
This will take you to the LUNA homepage, where you can begin searching more than 338,000 images from multiple collections:

Select a collection from the Collections menu. To learn more about the collection, each collection has a small summary.
Searching for Images

You can begin with a basic search in the keyword search box at the upper right corner of the screen:

You can also select the Advanced Search link by hovering your mouse over the down arrow in the search box for more options:
Add multiple fields with the plus (+) sign next to each search choice: Find all these words; Find any of these words; Find this exact wording:

Search across all collections simultaneously, or select specific ones:
Another option is to search using lists of categories already indexed in LUNA by selecting *Browse Categories* under *Explore*:

This will present you with the choice of browsing alphanumerically or with LUNA’s *Who, What, When, and Where* categories:
Or, browse collections with thumbnail views by clicking on the link below the Featured Media on the LUNA homepage:

You can also select *Browse All* from under *Explore*:
Both links will take you to a page with thumbnails to browse, which includes the option to narrow your search with categories on the left:
Downloading Images

Click on a thumbnail once to open the image in the Detail View:
To download an image, select *Export* in the upper right corner of the image:
Select the size JPEG you would like to download. The image file will then be exported in a zipped folder, without the accompanying metadata*. 

*At this time, individual images exported from LUNA do not include the accompanying metadata, the information necessary for identification and citation of an image. To learn about recommended methods to enable you to save metadata, please see the **How to Save Metadata with Images Exported from LUNA** guide on the AAU Library’s Digital Images webpage.