



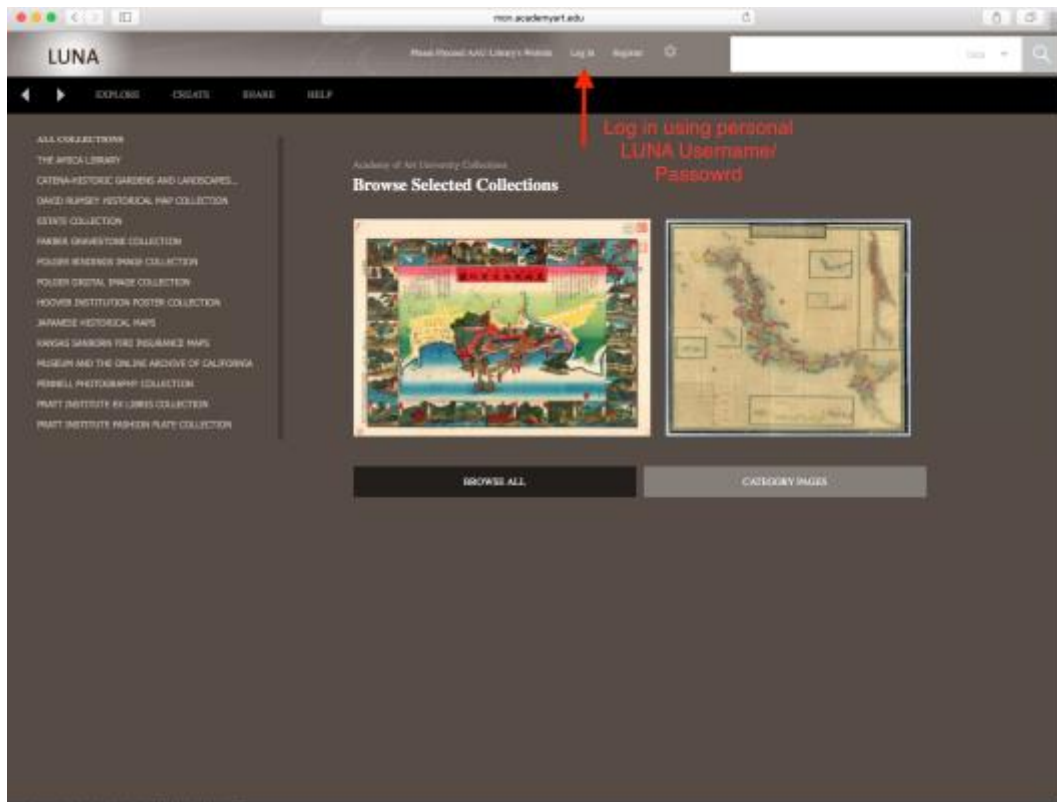
How to Create a LUNA Presentation

Create dynamic slideshows with a LUNA Presentation! Presentations can be viewed via a Web browser, or exported to PowerPoint for use without a network connection. Presentations created with LUNA can be shared and repurposed every semester, saving faculty valuable preparation time with their courses.

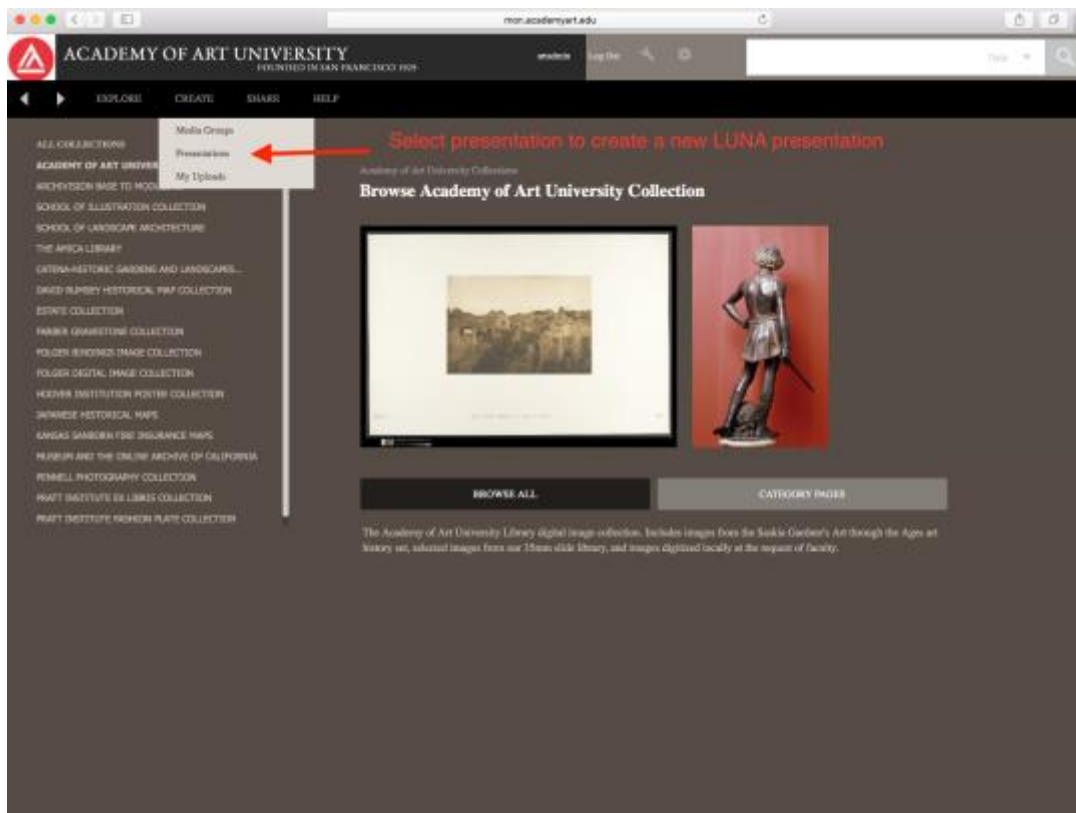
Students can also access Presentations before and after lectures, increasing involvement and making class time more productive. To work with the Presentations feature you must be a registered user that has created Media Groups. For more information, please see the separate guide, Introduction to Media Groups.

If you have questions or comments about using LUNA, please contact Miranda Lindelow, Visual Resources Coordinator, at (415) 618-3931 or mlindelow@academyart.edu

Log in to LUNA using your personal username/password



Hover the mouse over the “Create” button and select “Presentation” from the drop-down menu



Fill out the appropriate information for your presentation

The screenshot shows the 'Create New Presentation' form in the LUNA system. The form includes the following fields and options:

- Name (max 50 characters):** A text input field with a red arrow pointing to it and the label "Title of presentation".
- Aspect Ratio:** Radio buttons for 3:2, 4:3 (Traditional) good for PPT export, 5:4, and 16:9 (Widescreen).
- Publicly Viewable:** Radio buttons for Yes and No. A red arrow points to the Yes button with the label "Select if presentation will be on public display".
- Password (optional):** A text input field with a red arrow pointing to it and the label "Add a password to protect presentation, though if it is not on public display, you will only have access."
- Folder:** A dropdown menu with "My Presentation" selected.
- Description (optional):** A large text area with a red arrow pointing to it and the label "Add a description of your presentation".

Buttons for "Cancel" and "Save" are located at the bottom right of the form.

Once you click save, a new screen will appear and you will have two options, 1) Back or 2) Open in Workspace. Select "Open in Workspace". This will cause a new window to open.

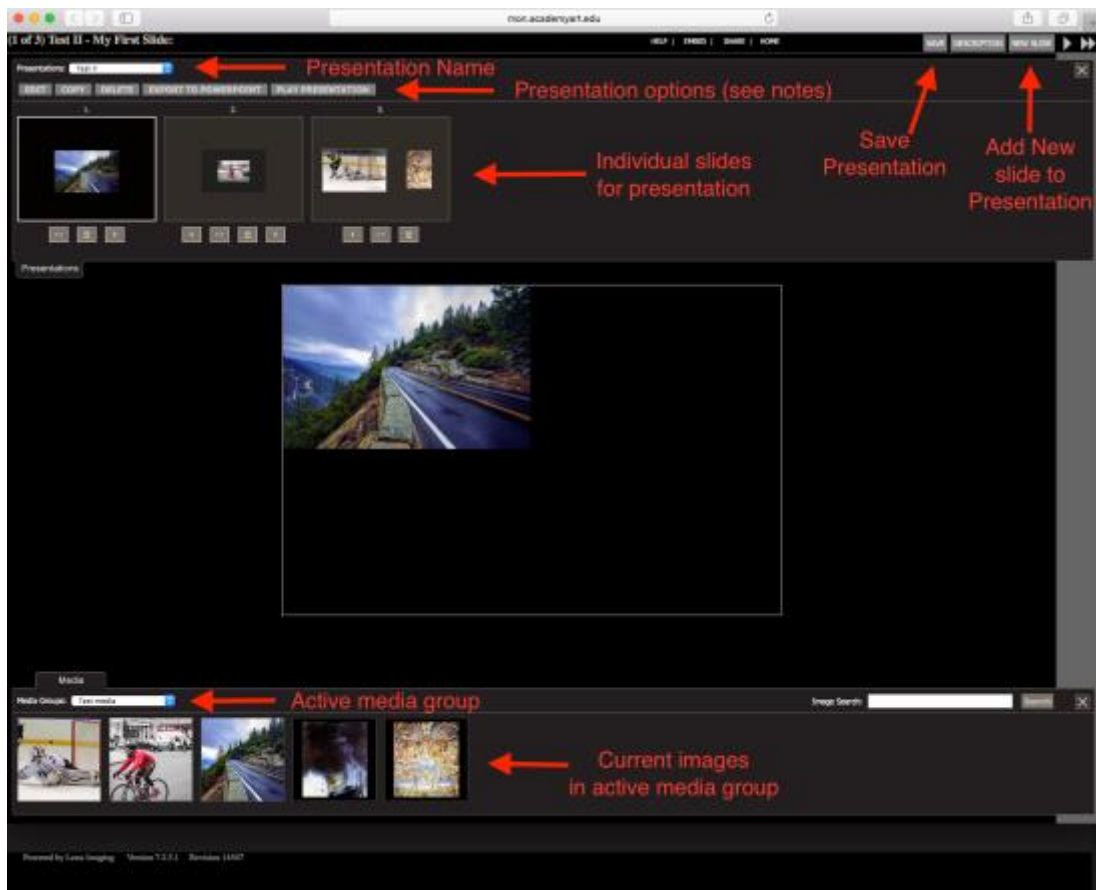
The screenshot shows the 'Create Presentation' confirmation screen. It includes the following elements:

- Back** and **Open in Workspace** buttons.
- A red arrow points to the **Open in Workspace** button with the label "Select 'Open in Workspace' to proceed to making a presentation".



Once the new window opens, this is where you will create the LUNA Presentation.





Presentation Options

- Edit: Edit presentation name, public display, password (optional), and description
- Copy: create a copy of the presentation
- Delete: Delete the presentation
- Export to PowerPoint: Export the current presentation into a PowerPoint file
- Play Presentation: Play current presentation

By clicking on the tabs, the Presentations and Media panels at the top and bottom of the workspace can be collapsed to give you a full view when arranging your image or images in the workspace





Hovering your mouse at the edge of the image will generate a border that will allow you to resize and move an image around the workspace, as well as a slider bar for zooming in/out and icons for various functions

- View media information
- Show/hide thumbnail navigator
- Force fit image to France
- Maximize image to workspace
- Remove image for workspace



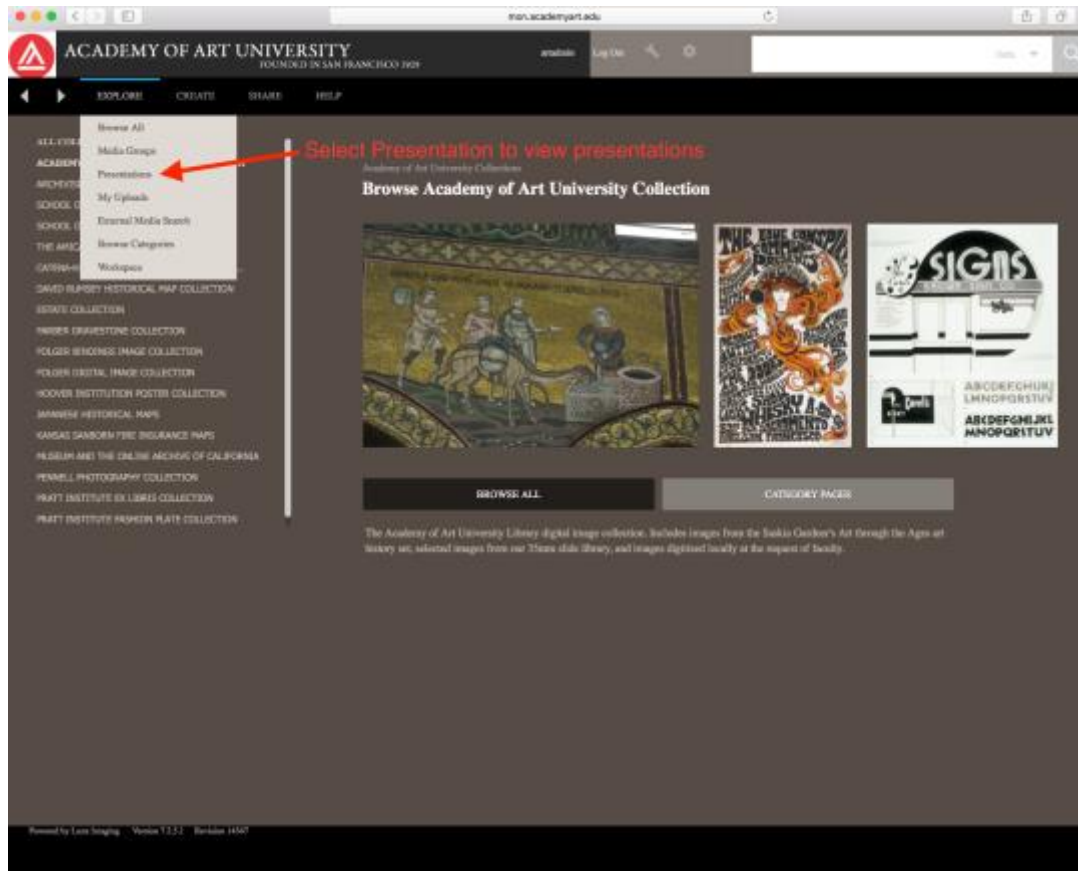
You can also easily reorder, copy, or delete slides at any time with the icons that appear below each slide in the Presentation panel workspace

- Move left
- Copy Slide
- Delete Slide
- Move Right

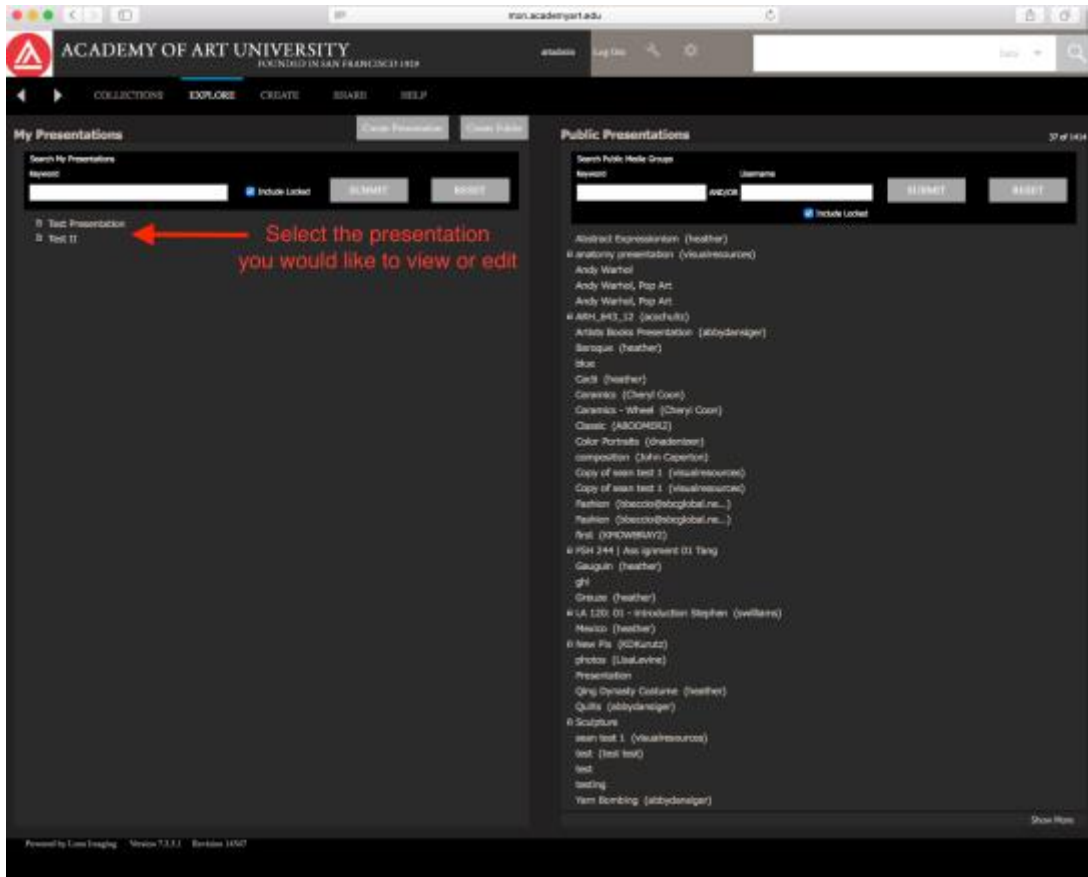
Once you are finished with adding images, click “save” on the top right hand corner. NOTE: you have the option to add multiple images into a single slide

Preview Presentation

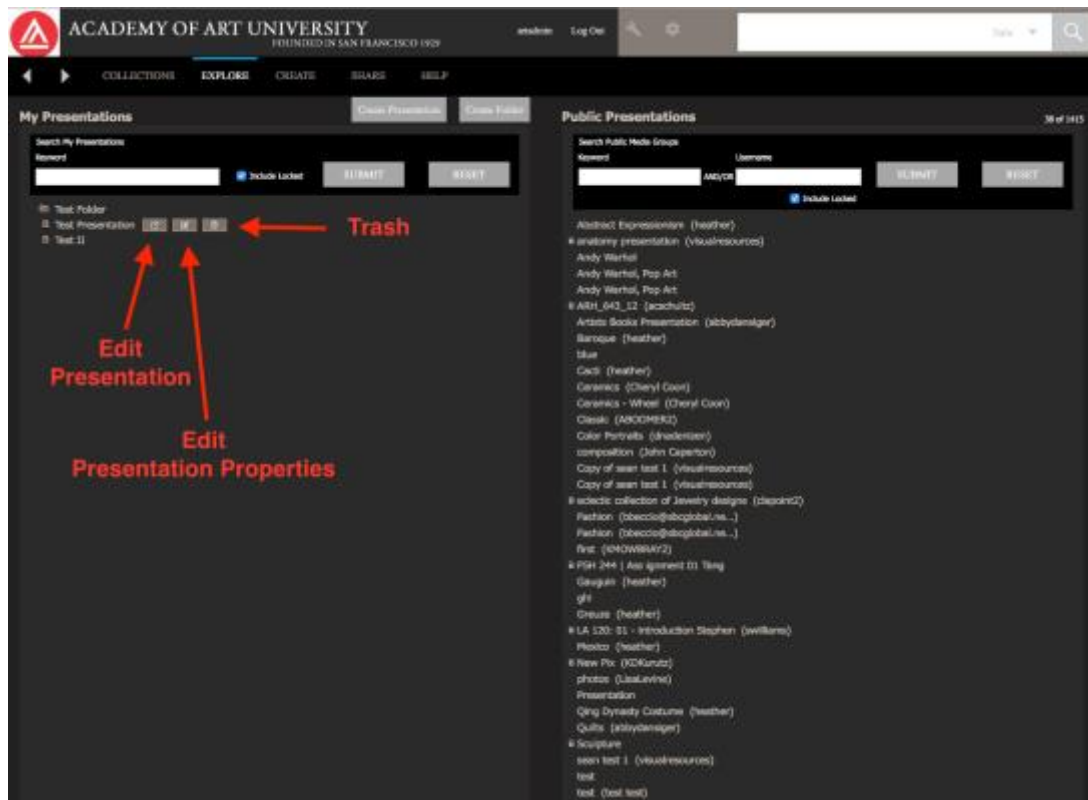
To view presentation that you have saved, hover the mouse over the “Explore” button and select “Presentation” from the drop-down menu.



Select the presentation you would like to view or edit



Note: If you hover your mouse over a specific presentation, you will get three options as icons.



- Edit Presentation
 - This will allow you to edit the images into your presentation
- Edit presentation properties
 - This will allow you to edit the name, public display, password, and description
- Trash
 - This will allow you to delete the presentation