

Guide to searching the LUNA database

Three ways of searching:

Browsing:

- Click on 'Collections' from top horizontal menu. Choose the collection you want to search in from left hand column (e.g. VCUarts Qatar Events) and choose the 'Browse' option at the bottom of the Collection description page that appears.
- Once you have double clicked on an image you can see all the metadata that has been entered in the left hand side bar.

Search box:

- In the top right hand corner you will see a basic search box. Here you can enter any term and it will search over the collection you have selected. If you want to search over all collections make sure you have selected 'All Collections' from the left hand menu.

Advanced searching:

- This is a useful option to search over a number of collections, but to exclude others.
- In the search box in the top right hand corner you will see a down arrow beside 'Data' and then select 'advanced search'.
- Click on the collections you want to search over from the bottom menu. Then add the search term/s you want to search on in the top search boxes. **PLEASE NOTE: You must enter the collections first and then the search terms.**

Image selection and exporting:

Select an image by double clicking. Once the image has is showing you will see an option to export (top right hand corner) in a variety of sizes. It exports the image into zip file as a .jpg.

PLEASE NOTE: The size you can export will depend on the size of the original image that was uploaded with the largest size available being 6144 pixels. If the original file is larger than Annabel Armstrong-Clarke may be able to provide it – please contact her at aearmstrongc@vcu.edu.

Video files:

If you want to view a video file – if you are using a **PC**, please open your Quicktime application first and then click on the link to the file in LUNA. Alternatively you will need to double click twice on the link in LUNA. With a Mac you can click directly on the link.

Powerpoint presentations/Exporting a group of images:

You can create your own groups of images – particularly useful if you want to create a presentation.

- From the menu underneath the heading VCUQatar Digital Collections choose 'Create' then 'Media Groups' then give your group a name e.g. Tasmeem
- Make sure to select 'No' under Publicly Viewable. Publicly viewable should only be selected if you can see the Media Group being of interest to a wide group of people. If the images are only to be used by yourself select 'No' under publicly viewable.
- When you are at the browsing screen if you hover at the top of an image the right hand corner will give you an option of a '+' sign to 'Add to Active Media Group'.
- If you have a variety of Media Groups – once you are browsing or searching in a collection if you scroll down to the very bottom of the screen you will see an 'Active Media Tab'. This will show you what is the Active Media Group and if you click on the tab it will give you the option to change to another media group. You can also select the group you want from the settings option, beside the 'Login' option in the top menu bar. Once you click on Settings you need to go to 'More Settings' and from there you can select your Active Media Group from the drop down menu.
- Once you select all your images– go to Explore/Media Groups and choose your group e.g. Tasmeem. Once all the images in your Media Group are displayed from the top menu bar you can reorder the images, create a slide show and/or export the images into a powerpoint presentation.
- NB When you export a group of images in the Media Group you can only export at the Medium size of 1536 px. You may be able to get a larger size when you are in the collection exporting an individual image. The size you can export will depend on the size of the original image that was uploaded.

Help required?

Can't find what you are looking for? Finding it difficult to search on LUNA? Please email Annabel Armstrong-Clarke (aearmstrongc@vcu.edu) or contact the VCUarts Qatar Library – we are happy to help!

Notes:

- Any metadata can be edited – please let Annabel know if anything needs changing or if you know of any additional information that can be added.
- Display results differ according to the browser you are using. We prefer Chrome to Firefox.