

Using the LUNA Workspace

The LUNA Workspace offers unprecedented tools for working with digital content. Compare the details of two images, zoom into an image and create a unique URL to it or make a slide for a presentation and then create an embeddable web widget of that slide. With viewing tools actually embedded into the images themselves we've replaced the idea of a tool bar and placed powerful features right at your fingertips.

On this page:

- [Viewing Tools](#)
- [Presentation Panel](#)
- [Media Panel](#)
- [Working in the LUNA Workspace](#)

Viewing Tools

The LUNA Workspace is a dynamic space for working with media. Viewing tools are built into each image allowing you to seamlessly work with multiple images at the same time.



If you have not yet selected images to view in the LUNA Workspace, the page will be blank. Adding images to the LUNA Workspace is easy, just click on the icon in the upper left corner of each thumbnail or image in the Detail View.

Viewing Tools in the LUNA Workspace



Display annotations: indicates how many annotations are on an image, click on it to hide or show the annotations. If there are no annotations to an image, you won't see this icon.



Add Annotation: when logged in you'll be able to add [annotations](#) to an image. Annotations can be saved at a collection level for all to see (if given permission by administrator), privately so only you will see them when viewing the image in the Detail View or LUNA Workspace, or to a Media Group in order to share the annotation with others.



View Image Information: opens the associated image data; the Image Information box can be re-sized and closed by clicking on the "x".



Show/Hide Thumbnail Navigator: allows you to control which section of a zoomed-in image you see. Drag the grey-out zoomed area around the thumbnail to see that zoomed section.



Force fit image to frame: force fits the image to fit within the size frame you have chosen; drag the edge of the image to the desired size, click on the Force Fit Image icon and the image will automatically be re-sized to fit the selected frame size.



Maximize image to Workspace: maximizes the image to fit your screen.



Remove image from Workspace.



Zooming: zooming in and out on an image can be done by clicking on the "+" or "-" symbol, using the scroll wheel on your mouse, or by dragging the zoom bar left or right.



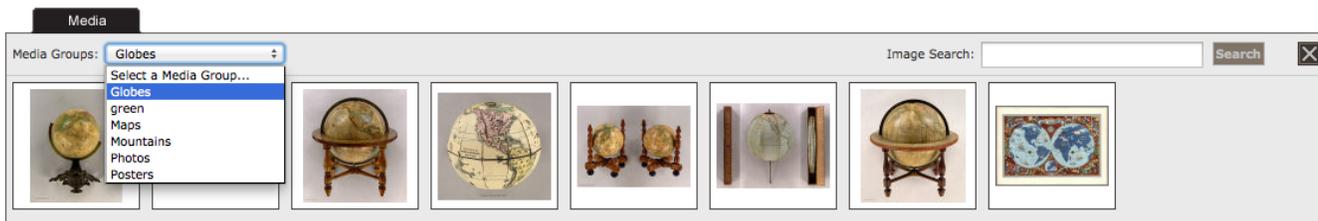
- Clicking on your browser's refresh button will clear the LUNA Workspace.
- The grey borders that may be visible on the bottom and right side of the LUNA Workspace indicate the boundary of the Workspace.

Media Panel

The Media Panel can help you find media to add to the LUNA Workspace. You must be logged-in to see media in the Media Panel.

- Open the Media Panel by clicking on the **Media** tab near the bottom of the page. Close the panel by clicking on the tab again, or click "x" in the right corner.
- Use the Select Media Group pull down menu to open a Media Group in order to expose media items in the Media Panel.

- Drag and drop media from the Media Panel into the LUNA Workspace.
- If you want to add media to the LUNA Workspace that has not been added to a Media Group use the search feature. Your results will depend on which collections you've selected and how many objects you've chosen to display per page.



Presentation Panel

Working with [presentation slides](#) is done in the Presentation Panel at the top of the LUNA Workspace. The Presentation Panel presents the slides of a presentation in a preview mode, while the LUNA Workspace illustrates the slides in their full size. You must be logged-in to use the Presentation Panel.

The Presentation Panel allows you to:



EDIT Edit Presentation Properties

COPY Copy Presentation

DELETE Delete Presentation

EXPORT TO POWERPOINT Export to PowerPoint

PLAY PRESENTATION Playback presentation



SAVE Save current slide

DESCRIPTION Edit slide description

NEW SLIDE Create new slide for this presentation

◀◀ ◀ Jump to the first slide or view the previous slide.

▶▶ ▶ Jump to the last slide or view the next slide.

(2 of 4) North American Birds - HELP | EMBED | SHARE | HOME << < SAVE DESCRIPTION

Presentations: North American Birds

EDIT COPY DELETE EXPORT TO POWERPOINT PLAY PRESENTATION

1. 2. 3. 4.

Presentations

Media

Media Panel

- Open the Media Panel by clicking on its tab near the bottom of the browser window. Close, or minimize, the panel by clicking on the tab again, or the "x" box in the upper right corner.
- You must be logged-in in order to select a Media Group to find images from. Once logged in you can use the Select Media Group pull down menu to open a Media Group and then simply drag and drop media from the Media Group into the [LUNA Workspace](#) . (Only image files from your Media Group will appear, all other file types will not be supported in a presentation and so are not visible in the Media Panel.)
- If you want to add media to the LUNA Workspace that has not been added to a Media Group use the search feature. Your results will depend on which collections you've selected and how many objects you've chosen to display per page.

Working in the LUNA Workspace

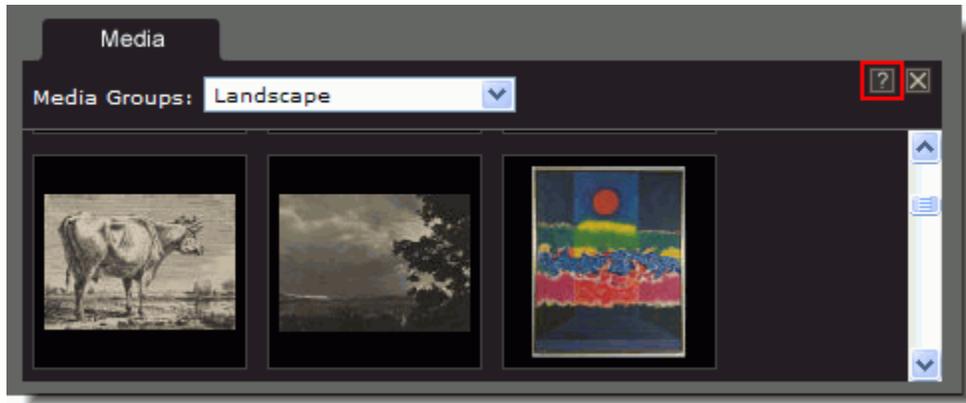
The LUNA Workspace is integrated throughout LUNA and is accessed when adding an image to it, but is also used while viewing an image in the Detail View and while viewing a presentation in Playback mode. It might not appear as if you're in the LUNA Workspace when playing back a presentation or when viewing an image detail, but whenever you're able to make use of the viewing tools, it means the image is being referenced from the LUNA Workspace.

Even with so many different ways to access the LUNA Workspace, there is only one help link from the LUNA Workspace. It's represented in different ways, but references this Help page in each instance. Below are examples of where the LUNA Help link is presented along with more specific links for that action to help direct you to a more specific help page:

- If you clicked on the "?" Help link in the Presentation Panel while creating a new presentation or editing existing ones you'll want to read more about [Presentations](#) .



- If you clicked on the "?" Help link in the Media Panel while dragging images from it to the LUNA Workspace you'll want to read more about the Media Panel:



- If you clicked on the "?" Help link while viewing a presentation in the Playback mode you'll want to read more about presentation playback;
- If you clicked on the "?" Help link while viewing images in the LUNA Workspace you'll want to read more about the LUNA Workspace;
- If you clicked on the "?" Help link while viewing images in the Detail View you'll want to read more about the Detail View:

