

Accessing and Using *The Emory Wheel* in Luna

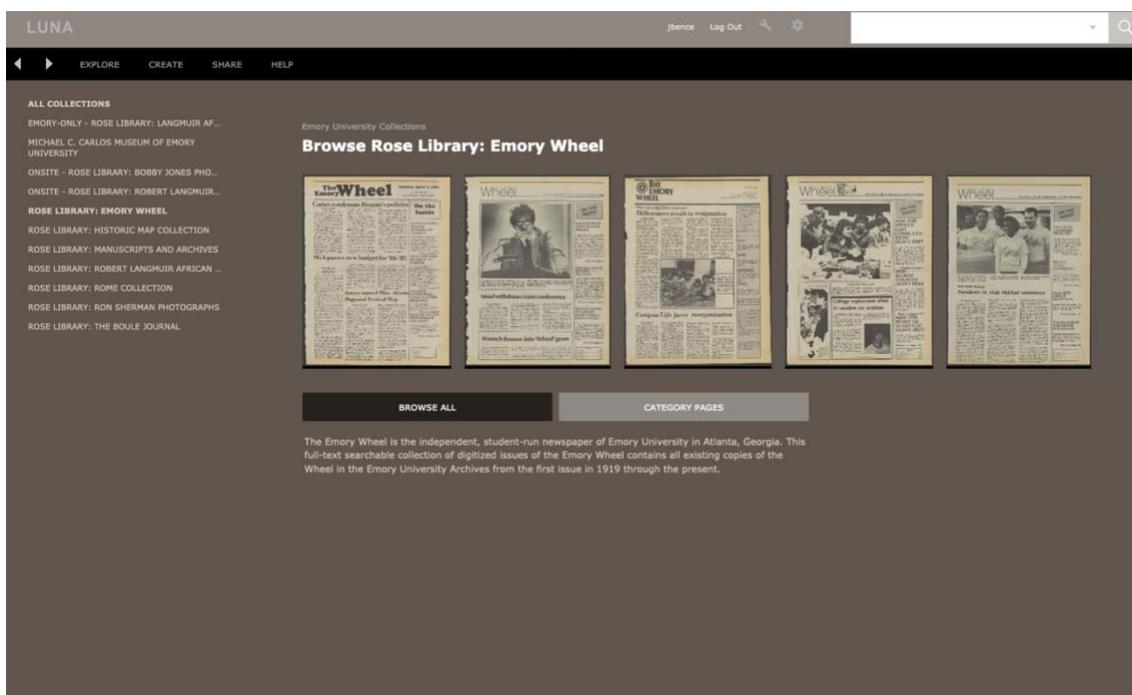
Luna is a web application that holds some digitized collections for the Rose Library.

Authentication

Go to <http://digitalgallery.emory.edu> using any desktop-based browser (iPads and phones will not work as well). To login, click "Log In" and use your Emory NetID to authenticate if you have Emory credentials. Otherwise, contact the Rose Library reference staff for access (rose.library@emory.edu).

Keyword Searching

To search using keywords, use the keyword search box in the top right corner. This search performs a keyword search across all items in a given collection. You should first select the collection you want to search and then use the search box to search in that collection.



- Click the down arrow in the Search box and select "**Catalog Data & text in Documents**". By selecting "Catalog Data & text in Documents" you'll be searching the full text of the items themselves.
- Keyword Search in LUNA works much like in a search engine, so you can use the AND, OR, NOT, and "" to help refine your search.
- Use wildcard characters like "*" and "?". For example, enter "Par*" for results like Paris, Parigi, Paraguay, etc. Enter "Rom?" for search results like Rome and Roma.

Advanced Searching

Click the down arrow in the Search box and select Advanced Search to construct advanced search queries.

The screenshot shows the 'Advanced Search' interface. At the top, there is a 'Help' link and a close button (X). Below this, there is a 'Clear Search' button. The main area contains three search rows. Each row starts with a 'Hint' label. The first row has a dropdown menu set to 'All Fields' and a text input field with the placeholder 'find all these words:'. The second row has a dropdown menu set to 'And', a dropdown menu set to 'All Fields', and a text input field with the placeholder 'find any of these words:'. The third row has a dropdown menu set to 'And', a dropdown menu set to 'All Fields', and a text input field with the placeholder 'find this exact wording:'. Each text input field has a plus sign (+) button to its right. A red box highlights the first row's dropdown menu and text input field.

There are three search types to choose from:

- all these words: searches for all of the words in any order. Using Boolean logic, this search is similar to using "AND". If you entered "Robert Woodruff Library" in this search box, the search results would contain only those items containing all three terms. The Boolean operator "AND" is used automatically with this option, so you don't need to enter it.

- any of these words: searches for any of the words entered in the search box. Using Boolean logic, this search is similar to using "OR". If you entered "Robert Woodruff Library" in this search box, the search results would contain all items containing any of the three terms, including results with only "Robert", only "Woodruff", and only "Library". The Boolean operator "OR" is used automatically with this option, so you don't need to enter it.

- this exact wording: searches for all of the words in the exact order. This is similar to using quotation marks in other search engines. For instance, if you were searching for "Robert Woodruff Library", search results would contain only those items that contain the exact phrase "Robert Woodruff Library".

For the *Emory Wheel*:

- Select "**In Text Documents**" in the dropdown box to search the text of the digitized newsprint.
- Select "**Date**," "**Volume**," or "**Issue**" to search specific dates and issues of the *Wheel* if desired.

The screenshot shows the 'Advanced Search' interface with the dropdown menu for the 'In Text Documents' option open. The dropdown menu lists the following options: 'Select a field', 'Who', 'What', 'Where', 'When', 'All Fields', and 'In Text Documents'. The 'In Text Documents' option is highlighted in blue. The background shows the same three search rows as in the previous screenshot, but the dropdown menu is the primary focus.

