

# Folger SHAKESPEARE LIBRARY

Advancing knowledge & the arts

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## # Luna Insight How-Tos

Here are instructions and examples of how to create permanent links to images or searches, how to find known items, and how to get into our page-by-page pre-1640 Shakespeare quartos.

### How do I create a permalink to one or more selected images, or to a search?

**Using LUNA on the web:** At any point while in LUNA you can click on the **Share This** link and copy the displayed URL. This shortened permalink URL can be pasted into an email, text document or instant message so you can share your work with others. This is not the same as copying the URL from the browser. The Share This URL will ensure that the exact placement, zooming, and general look of your current view are preserved.

- Here's [an example](#) that will let you zoom in on the map at the top of this page.
- Here's [an example](#) that will retrieve all items with the keyword "map."

Follow this link for [more on linking and embedding using LUNA](#).

### How do I search for a known item?

In many cases only abbreviated data records are provided. So a very useful LUNA search to know how to do is to search by call number:

1. Choose **Advanced Search** in LUNA
2. Use the third set of search boxes, the one that provides **find this exact wording**:
3. Then choose **Shelfmark (PDI)** from the field dropdown
4. When you begin typing the shelfmark you'll get a dropdown showing you the available items in the call number range you are searching. Click the call number you want.



London, from *Civitates Orbis Terrarum*. Hand-colored engraving, 1574.

## How To

[How to Access Digitized Shakespeare Quartos \(pdf\)](#)

[LUNA and Insight Java Client Documentation](#)

## Related Items

[LUNA \(Folger Digital Image Collections on the Web\)](#)

### How do I search for images of the Folger building?

The main Folger Shakespeare Library building was designed by architect Paul Philippe Cret and is listed on the U.S. National Register of Historic Places. A variety of [Virtual Tour](#) features on this website let you take a closer look, but the image database also includes over 100 images of the building. To browse these shots of the architecture and grounds:

1. Choose **Advanced Search** in LUNA
2. Use the third set of search boxes, the one that provides **find this exact wording**:
3. Then choose **Image Type (PDI)** from the field dropdown
4. Type 'FSL building' and click the search button.

### How do I access page-by-page views of pre-1640 quarto editions of Shakespeare?

Page-by-page views of our early printed quartos are available only through your installed Luna Insight Java Client. Here's how:

1. Open Insight on your PC or Mac. Enter username **guest** and password **guest**, as usual.
2. Select **Folger Shakespeare Library – Guest**
3. Select **file**, then select **open group**
4. Double-click the folder called **Folger Shakespeare Library**
5. Double-click the folder called **Pre-1640 Shakespeare Quartos**. You are in!
6. Looking for a specific Quarto? For best results, search by Folger Shelfmark: **search > by data fields > Shelfmark (PDI)**
7. Want to sort by Date, Title, Shelfmark, etc.? Choose **group > sort by**. For best results, sort by a *(PDI)* field.
8. For more information, consult our "How to" guides linked from the right sidebar.

### What if I have other questions, or want to report data errors or software problems?

Consult our "How To" guides and Luna Imaging's help manuals, linked from the right sidebar.

Email us at [InsightHelp@folger.edu](mailto:InsightHelp@folger.edu). We'll be happy to help!



**Address:**

201 East Capitol Street, SE  
Washington, DC 20003  
[Get directions »](#)

**Hours:**

Public	Reading Room
Open 10am to 5pm	8:45am to 4:45pm Monday through Friday
Monday through Saturday	9am to noon and 1pm to 4:30pm Saturday
Closed all federal holidays	

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