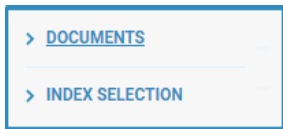


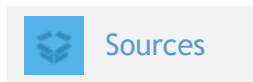
Documents

See the documents in which eLUNa found matches. Remove or add documents and set priorities.



Index selection

See the list of indexes searched. Remove or add indexes from other duty stations.



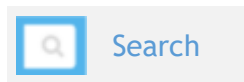
Paragraph mark/numbers

Turn paragraph markers and numbers off or on.



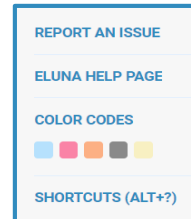
Full-text search

Type any string of text and search the eLUNa indexes.



Report an issue

Report technical issues.

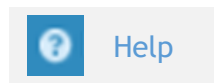


eLUNa Help Page

Access learning resources.

Color codes

Color-coding reminders for matches found.



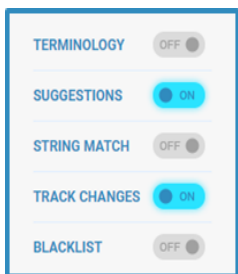
Shortcuts

List of eLUNa shortcuts.



Terminology

Highlight terminology from UNTERM in green.

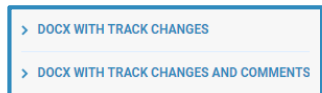
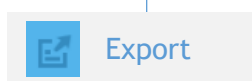


Suggestions

Display source bar with matches indicated by green or pink boxes.

Track changes

Display track changes.

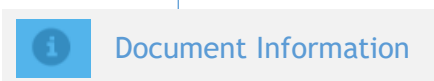


Docx w/ track changes

Export the file with track changes.

Docx w/ track changes and comments

Export the file with track changes and comments.



View original

Click to download your source file.

Doc statistics

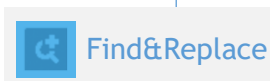
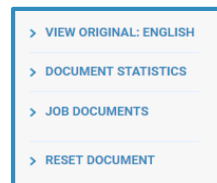
See the processes completed in eLUNa.

Job documents

See documents under the same job #.

Reset document

Click to remove all edits to document.



Find and replace

Search and replace text with a case-sensitive option.



Font size

Increase (+), decrease (-) or reset (aA) the font size of your text.

Terminology layer: When terminology layer is on (visible), track changes are not visible, but are still retained in the background.

Terminology: Terminology is highlighted in green - click to open UNTERM record.

Source bar: Click on colored boxes in source bar to get pop-up with segment matches.

UN symbols: UN symbols are hyperlinked to open files with one click.

Track changes: Click on the percentage to see, in track changes, the differences between your text and the segment displayed here.

Segment match: Click on "use this" to bring your document in line with segment match displayed.

Browser, log in and support

eLUNA is supported by **Google Chrome**. Go to cms.unov.org to log in.

Enter the job number and upload a Word file. File must be .docx only. If your Word file is .doc, open it in Word and resave as .docx

Report problems via the **Report an issue** option under the Help menu.

Color codes

■ 100% match ■ Partial match

Text tool bar



Keyboard shortcuts

alt+shift+?	Show or hide the list of shortcuts
ctrl+z	Undo last action
ctrl+shift+z	Redo last action
ctrl+up	Move cursor to the beginning of paragraph
ctrl+down	Move cursor to the end of para.

ctrl+home	Move cursor to beginning of doc
ctrl+end	Move cursor to end of doc
alt+c	Insert comment
ctrl+m	Insert new footnote
alt+m	Insert new endnote
esc	Close current pop-ups

Keyboard shortcuts (continued)

alt+1 – 5	Display top menus (view, sources, export, settings, doc info)
alt+-	Decrease font size
alt++	Increase font size
ctrl+right	Move cursor one word to the right
Ctrl+left	Move cursor one word to the left
Ctrl+del	Delete the word to the right of the cursor
Ctrl+backspace	Delete the word to the left of the cursor
Alt+F1	Display the Help menu
Ctrl+a	With cursor within a para: select that para Click elsewhere in interface: select all doc

For more information, see the User Guide at <https://cms.unov.org/meta/elunaeditorial>.