MDID: Some Useful Information for Getting Started

MDID (**M**adison **D**igital **I**mage **D**atabase) is a digital image database developed and made available by James Madison University. The Visual Resources Collection maintains our own version of this software and we are constantly adding images and updating information. We welcome requests to add images that you may need for your classroom presentations. We also add content to MDID by licensing images from vendors. SVA faculty can build and manage their own personal digital image collection within the database as well. To use MDID you will need a valid SVA e-mail account (e.g. jdoe@sva.edu) and a computer with an internet connection. The following is an introduction to the basic ways you can use MDID2, the version we are currently running. In addition to this document, tutorials are also available on YouTube:

How to build a Presentation (slide show) in MDID
http://www.youtube.com/watch?v=oE_KMIS89Zc

How to add an image to Personal Collection in MDID from ARTstor or my computer
http://www.youtube.com/watch?v=97MFtAFbNsc

How to convert MDID slide show to PowerPoint
http://www.youtube.com/watch?v=WsI2GCydi8g

More information is also available at www.mdid.org, by selecting the tab for MDIDwiki and searching for topics under Instructor Tasks.

It is important to remember that SVA does not own the reproduction rights to images in the MDID database. We can provide these images for educational purposes only. Moreover, the images purchased through vendors are licensed under specific terms. Before you sign on to MDID you must read and accept the terms and conditions of use for these images.

System requirements for MDID: Internet Explorer 5 or higher, Mozilla, and Safari. The Macromedia Flash 7 plugin is required.

The ImageViewer 1 classroom application runs on Windows 98/ME/2000/XP, Mac OS 9, and on Linux using Wine.

The ImageViewer 2 application runs on Windows 98/ME/2000/XP and Mac OS X.

To register as a user and begin using MDID:

MDID works with both PCs and Macs through a variety of browsers. To connect to MDID you must sign on and be authenticated through MySVA. **Note**: the first time you log into MySVA you will enter your first initial and last name as the user name and employee or student ID number as the password (you may change your password later).

To access MySVA:

- Go to www.schoolofvisualarts.edu
- Select gray MySVA tab at the very bottom of home page
- Log in
- Select Library Tab
- Scroll down on left to MDID@SVA

Or

- Go to http://my.sva.edu
- Log in
- Select Library Tab
- Scroll down on left to MDID@SVA

To Search for Images:

On the main page for MDID there is a column of options on the left under the headings:

- **My MDID**
  - My Slideshows
  - My Favorites
  - My Images
  - Options
- **Resources**
  - Slideshows
  - Browse
  - Search
  - Collection Overview
  - Downloads
- **Information**
  - Announcements
  - About

NOTE: students will only have the My Slideshows option under My MDID

All of these sections will be explained in this document, but to begin searching and working with images select the **Search or Browse Options under Resources:**

There are several Collections within MDID. The ones you are most likely to use will be:

- **Visual Resources Collection**--comprised of images that we have scanned from the existing slide collection or books and other materials from our own resources.
- **Scholar's Resource**--comprised of a variety of images licensed from a commercial vendor.
- **Archivision**—comprised of architectural images licensed from a commercial vendor.
- **Davis Art Images**-comprised of a variety of images licensed from a commercial vendor.

Search Option: this option allows you to search one collection combining a variety of fields **or** search across multiple collections using keyword only.

- Select Search from the left side column under Resources
- Check the box or boxes for the collections you would like to search in (remember: a cross-collection search can only be done with the keyword field)
- Enter the search term(s), avoiding broad terms that will bring up too many results (e.g. painting or photography). Most of the search fields are self-explanatory, however, fields such as Identifier, Resource, or Order No. will not be relevant unless you are working directly with the VR staff on material that you have specifically requested.
- Click on the search button at the bottom of the page

The results will be displayed as a page of thumbnails with corresponding metadata. Clicking on any image will enlarge it and display it within the Slideshow Viewer window (you may also maximize the screen within the Slideshow Viewer by clicking the maximize button in the top right). To zoom in click the icon with the plus sign (+) icon, to return to original size click the minus sign (-) icon, or the icon that looks like a circle with a slash in it. (More info about the other icons in the Slideshow Viewer section below). Select "Close Window" from the top right when you want to return to the original search results page(s).

To Select Images to begin or add to a Slideshow:

Check the "Selected box" for each image you want to choose for your slideshow. Select "Add Selected Images to Slideshow" (located in the orange bar at the top of the screen)

You will then have two choices:

- Add Selected Images to Newly Created Slideshow (select Create and Add Selected Images). If you choose this option you will need to fill in a title and click on Create and Add Selected Images. You may also create a password at this time (passwords are <u>not</u> mandatory--see important note on Passwords below).

Or

- Add Selected Images to Another Existing Slideshow (select Add Selected Images)—you would choose this option only if you have already created a slideshow and want to add images to it.

Once you have made the appropriate selection you will be taken to the Slideshow Properties screen.

An Important note regarding Passwords: Keep track of your passwords! The VR staff does not have access to your password and we will not be able to help you recover a password nor be able to issue a new one if you forget it!!

An Important note regarding Archiving: Slideshows are Archived by default…this means no one but the creator of the slideshow can access it until it is unarchived. This includes your students or classmates! If you want another group or individual to access your slideshow you must unarchive it by clicking the unarchive button next to Status. If you wish your students or classmates to access your slideshow, but do not want any other MDID users to access it, you need to unarchive the slideshow then set a password that you will share with your students or classmates.

Another Important note: If you leave the keyboard or mouse untouched for more than 20 minutes the program will time out and you will loose all selections and Slideshows that have not been saved.

Browse Option: this option allows for searching one collection at a time by selecting one field (creator, title, etc.)

- Select Browse from the left side column under Resources
- Select the collection you would like to search (Browse option does not allow for cross collection searching)
- Select the Field you would like to search (Identifier, Resource, Order No., Class, Culture, Period, Creator, Title, Date, Repository, Subject)

Once you have selected the collection and field you will be presented with an alphabetical list of letters (a-z and other). Click on the letter that best suits your search. For example, if you choose Creator selecting "P" will bring up an alphabetical list of artists whose names begin with the letter "P", such as Paalen, Paik, Paine, etc.   Similarly, if you choose Culture as your field, selecting "G" will bring up German, Gothic, Greek, Guatemalan, etc.

Once you have created a Slideshow by adding images in the ways described above there are several viewing options available under Slideshow Properties.

Slideshow Properties
Slideshow Viewer, Print View, Flash Cards, Light Table, Package, Add Images, Delete, Permissions, Duplicate

Light Table: Once you have selected images for your Slideshow you can organize them on the virtual Light Table. The Light Table screen will display all the images you selected either on the light table itself or in the Scratch area at the left. If your image selections are in the Scratch area you will need to drag and drop them to the Light Table. You may set your preference for future shows by using your browsers back button to return to the Slideshow Properties page.

Go to:

- **My Images**
- Select Options
- Select the appropriate radio button under Add new Slides to a Slideshow.

In the Light Table area you may select a single image by clicking on it (the border will change to light blue). You can arrange slides by dragging and dropping selected images.

At the left side there are several useful options for working with images on the Light Table:

- **Save Changes**—Select to save any changes. A dialog box will prompt you to select "OK to save Changes." A second dialog box will confirm that "Your changes were successfully recorded in the MDID (close this box)."
- **Undo Changes**—select to undo changes since you last Saved Changes (you cannot undo Saved Changes).
- **Duplicate slides**--to duplicate a slide select the image and then choose Duplicate Slides at left. The new copy will appear in the Scratch Area. You can then drag it to the light table.

Scratch Area and the **Trash** button:

- Discard slides from the light table by dragging them to the Scratch Area.
- Discard slides from the entire Slideshow by highlighting the image and clicking on the Trash bin at the bottom of the Scratch Area (you can retrieve discarded images from the Trash by clicking Undo Changes as long as you haven't clicked Save Changes. Once Save Changes is selected you will need to go back to Search or Browse to retrieve a discarded image).

At the bottom of the Light Table Screen to the left of the Slide Show Title are Three Tabs:
- Catalog Information—select to view cataloging metadata
- Slide Annotation—select to add your own annotations
- Image Notes—select to add your own notes

NOTE: *both* **the Slide Annotations and the Image Notes are visible to anyone who has access to view your slideshow**. Slide Annotations will only appear with the slide in the specific Slideshow that you annotated. Image Notes will show up in the Slideshow **and** be attached to the image in the database, so that anytime you use this image the same Image Notes will be visible. If you delete these notes they are deleted from the all the Slideshows in which you used the image. These notes are not visible to other users unless they are accessing your Slideshows.

Leave Light Table—when you have finished working with images on the Light Table, click Save Changes and select Leave Light Table**.** You will be transported to the My Slideshows Screen which is a list of all the Slideshows you have created with the options to view each one as Slideshow Viewer, as Light Table, to Add Images or to View Properties

On this page you may also select any Slideshow you have created and Unarchive it, Archive it or Delete it.

Slideshow Viewer: to view the images you have selected as a slideshow

- Select the Slideshow Viewer option. The Slideshow Viewer screen will display the first image in your show with the accompanying text at the left (if the viewer is not maximized click the maximize button in the top right).
    - To zoom in choose the icon with the plus sign (+) icon,
    - To return to original size choose the minus sign (-) icon, or the icon that looks like a circle with a slash in it.

- To advance to the next image select ▶ (triangle facing right icon)
- To go back to the previous image select the ◀(triangle facing left icon)
- To go to the last image click the ▶I (triangle facing right with the line next to it)
- To go back to the first image click the I◀ (triangle facing left with the line next to it)
- To split the screen horizontally or vertically click the icon that looks like a square within a square.
- To view a list of all the titles in the show click on the icon with up and down triangles (next to the slide count) you may select a title to jump to that image.

Your progress through the show is recorded in fraction form the number currently being viewed in the numerator and the total number of records in the denominator (e.g. if you have a Slideshow with 28 images: 1/28, 2/28, 3/28, 4/28)

All cataloging information will appear at the left.
- Info--To hide this information uncheck the box
- Notes—To hide notes you have added uncheck the box

To view additional options for working with your Slideshow select "My Slideshow" from the upper right to return to a list of your Slideshows.

Print View

Select Print View option from Slideshow Properties to view your Slideshow as a list of your images (thumbnail size) with the corresponding cataloging information. This format may be printed.

Flash Cards

View a Slideshow as a study guide with larger size images and corresponding cataloging information. This format may be printed and the printouts can be folded so that the image will be on one side and text on the other.

Note: Slideshows may not be edited in Print View or Flash Card mode.

Add Images

View options for adding slides to an existing Slideshow.

Delete

Delete the entire Slideshow. A dialog box will appear prompting you to confirm that you would like to delete the entire Slideshow.

Note: If you delete the Slideshow there is no Undo button!

Duplicate

Duplicate an entire Slideshow. The show is immediately duplicated when this option is clicked and appears in My Slideshows as "Copy of (Title of Show)"

Package

Package an entire Slideshow to present it at another location (e.g. in class or at a conference). Select "Properties" and then "Package". When "Package" is selected the following options appear:

- Slideshow Package—
  o select your Operating System (Windows or Mac OSX)
  o select Include ImageViewer
or
  o select Include Slideshow Viewer

  o select Image size (Largest available or medium)

- Slideshow for Portable Devices
  o Select target device (iPod etc.)
  o Create data slides

- Create Package

Two other options under Resources:

- Collection Overview—a brief overview of the various collections in MDID
- Downloads—click here to download the ImageViewer software

My MDID

My Slideshows—clicking on My Slideshows will reveal a list of your Slideshows, their status (archived or unarchived), the date the show was created, the last date it was modified and the options to view it in the Slideshow Viewer, Light Table mode or to Add to it. The Slideshow Properties as discussed above is also available from this option.

- To Archive or Unarchive a Slideshow check the box next to the title of the show and click Archive or Unarchive at the bottom of the list.

- To Delete a Slideshow check the box next to the title of the show and click Delete.

- The option to Create a New Slideshow is also available on this page by selecting Create a New Slideshow and repeating the steps outlined above.

My Favorites—provides easy access to images that you use frequently in creating Slideshows without having to re-do searches.

To add an image to My Favorites:

- Select the "Favorite" box when selecting images from the Search Results page (after doing a Search or Browse). When you add that image to a Slideshow it will be saved in My Favorites as well.

My Images—clicking on My Images will bring you to a screen that allows you to save images from other sources in MDID. The images that you store in My Images are not available to other MDID users unless you make them available through Slideshows or by checking the Share box. In My Images you will be given the options to: View Your Images, Create New Image, and select the Collection in which you want to store them.   It's best to choose Personal Collection from the options provided for storing your images.

To create and save new images in My Images:

- o Select Create button. This will open an Editor screen with boxes to add text that will help you to identify and retrieve the images you save.
- o Scroll down to the bottom and click on the Browse button
- o Select the file location on your computer where you are storing the image(s) that you would like to add. When you have found your image click Open in the pop up dialog box and the image's file path will appear in the box to the left of the Browse button.
- o Fill in as much information as you wish, a minimum of Title and Creator is required.
- o Select Save Changes.

If you want to use the image in a Slideshow immediately, check the Select Image box and proceed with steps outlined above for adding images to a slide show. If you want to add more images, repeat the steps beginning with the Editor screen above.

***Important Note**: images may only be added one at a time.

Options—clicking on My Options will bring you to a screen that allows you to customize your preferences in MDID. Here you may select your preferences:

- o when creating a new slideshow
- o where new images will appear when adding them to a previously built slideshow
- o where you would like to be directed after adding images to a slideshow

You may also choose which collections you would like to have visible when searching and browsing.

This page will also tell you which group you are a member of which is for administrative purposes only.

Remember to click the Save Options button whenever you have made any changes to your user preferences.