Using The Help File

Each entry in the table of contents is a link to that specific page.

The icon must be selected in order for the links to work. Other links are live throughout the document. These links are indicated by double underlines or the hand will turn into a pointing index finger over a linked word.

Select the bookmarks tab in order to use the bookmarks to navigate from one page to another.

MDID2 Help Documentation



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Save a Favorite

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Welcome to the MDID2



The MDID2 is a system through which images can be selected and presented in a "virtual slideshow." Our goal is to make MDID2 an elegant and intuitive teaching tool. Faculty teaching needs were the driving force behind the design of this version.

Features of the MDID2 include:

- Multiple collections and custom catalogs
- Personal collections and Favorites
- Cross-collection searching
- Enhanced light table
- More flexible slideshow management
- Enhanced student slideshow viewer

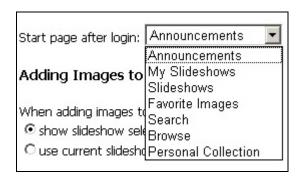
Options Overview

The options page allows for users to customize the operation of MDID2. The user interface, how images are added to slideshows, and collections to be used can be customized.

Click on the "Options" link under the "My MDID" heading. The "Options" page will open.

User Interface

- 1. Change the font size from normal to large.
- 2. Change the starting page for the MDID2. By default, when logging in to the MDID2, the first page to open is the Announcements page. However, the program can open to any page of choice. Using the drop down menu, select the page to open first.



Adding Images to Slideshows

After searching, browsing, using a favorite, or an image from "My Images", the "Add selected image to slideshow" link in the orange menu at the top of the screen is clicked. By default, the next page which opens is the "Add Selected Images to Slideshows" page. On this page the user has two to three options for adding images to slideshows.

Add Selected Images to Slideshow				
Back to Searc	ch Result			
Please select	the slideshow you want t	to add the currently selected images to:		
Add select	Add selected images to current slideshow " Cool Slideshow"			
Add Sel	Add Selected Images			
Add selected images to a newly created slideshow				
Title:		Create and Add Selected Images		
In Folder: [Main]			
<u> </u>	Archived immediately			
Add selected images to another existing slideshow				
Folder:	[Main]			
Slideshow:	Cool Slideshow	Add Selected Images		

If the user wants to skip this page and have the selected images added to the current slideshow, not to a new or existing slideshow, then the "use current slideshow button under the "Adding Images to Slideshows" heading on the options page should be selected.

Add new slides to a slideshow

After new slides have been added to the slideshow, they can be placed in one of three areas in the light table:

Add new slides to a slideshow

• to the presentation area if the slideshow is empty, to the scratch area otherwise

C to the presentation area

O to the scratch area

After adding images to a slideshow

After images have been added to a slideshow from the "Add Selected Images to Slideshow" page, the user can choose to go to either of the following by selecting the appropriate radio button.

After adding images to a slideshow

• show slideshow properties page

C jump directly to Light Table

Collections

Collections can be hidden in the search menu. Uncheck any collections to be hidden during a search.

Collections				
Please uncheck collections that you want to hide from the search screen.				
✓ AMICO	✓ Art and Art History	✓ Favorites		
Histology	✓ JMU Photography	✓ Madison Art		
✓ My Images	☑ Online Video Collection	1		
Accessibility				
□ Show Skip Menu Link				
Save Options				

Save the Selections You've Made in the Options Area

Once all of the options have been chosen, click the "Save Options" button at the bottom of the page.

Collections

AMICO (44509 records) The Art Museum Image Consortium

Art and Art History (10934 records) The JMU Art and Art History Digital Image Collection

Histology (213 records) Histology Collection Dr. Mark L. Gabriele Dept. of Biology

JMU Photography (537 records) The James Madison University Photography collection is an emerging image management project of the JMU Photography and Imaging Services Department and the JMU Library. When completed, it will provide access to University-wide image archives since 1972, enabling perspectives on the University's cultural and structural changes since then, and viewable records of many of its important events and milestones.

Madison Art (1035 records) The collection is quite varied, ranging from the late Neolithic Period (3,000 BCE) to contemporary art. Areas where it has strengths include the ancient Near East, ancient Egypt, ancient Greece and Rome, West Africa, and Russian religious art. It also contains a large number of paintings by the 19th and 20th century American landscape artists, Walter and Eliot Clark. Further the Madison Art Collection is an official repository of art objects created in the 1930s under the Works Progress Administration (WPA), including quilts, prints, and paintings.

Online Video Collection (157 records) A collection of video programs in all subject areas, licensed for online distribution by JMU Libraries. At the present time most programs are from the catalog of Films for the Humanities & Sciences, and most are also

available on videotape or DVD at the Media Resources Center or the Music Library.

My Favorites Collection Overview

Favorites are images that are used often in a variety of situations. They differ from "My Images" collection in that they can be selected from any collection—not just a personal collection of images. When viewing search or browse results, the "Favorite" box under images can be checked to be used as a favorite. These images will then be added to a "Favorites" collection. These are images be used in several slideshows. A separate search will not need to be made every time one of these images needs to be selected; it will already be in the "My Favorites" collection. "My Favorites" can also be searched like any other collection.

Add a "Favorite" to the Collection

1. During any image selection process (search, browse), the user has the option of checking the "Favorite" box and making an image one of the "favorites".



2. Once the "Favorite" box is checked, the image will be included in the "Favorites" collection.

Add a "Favorite" to a Slideshow After a Slideshow has been Created

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- 2. Select the "Add Images" link associated with the slideshow containing the "My Favorite" image(s) to be added. The "Add Images" page will open.

Archived	Created	Modified				
Archived	6/17/2004	1/27/2005	Slideshow Viewer	Light Table	<u>Add Images</u>	roperties

3. Select the "Favorites" link on the "Add Images" page. A list of the favorite images will open.



4. Choose the "Selected" box of the image(s) to be added to that particular slideshow.



Select the "Add selected images to slideshow" link from the orange menu at the top of the page. The "Add Selected Images to Slideshow" page will open.



Choose the first option on the "Add Selected Images to Slideshow" page in order to add the favorite images to the selected slideshow. Alternatively, other slideshows can also be chosen.

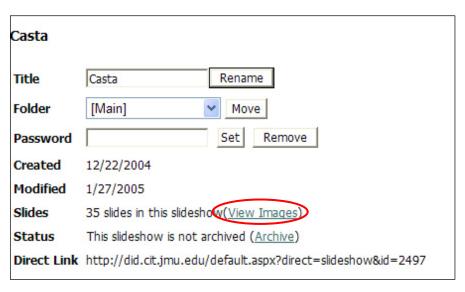
Add Selected Images to Slideshow		
Back to Search Result		
Please select the slideshow you want to add the currently selected images to:		
Add selected images to current slideshow "Cool Slideshow"		
Add Selected Images		
Add selected images to a newly created slideshow		
Title: Create and Add Selected Images		
In Folder: [Main]		
Archived immediately		
Add selected images to another existing slideshow		
Folder: [Main]		
Slideshow: Cool Slideshow 🔽 Add Selected Images		

Add Notes to a Favorite

Catalog information entered for images in the "My Images" collection can be edited.

Edit Catalog Information from the "Properties" Page (Access to this option depends on "permissions")

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- Select the "Properties" link associated with the slideshow containing the image(s) to be annotated. The "Properties" page will open.



- 3. Select the "(View Images") link next to the "Slides" heading. A list of the slides in that slideshow will appear.
- 4. To edit notes to an image which will be associated with that image, select the pencil icon located under the thumbnail view of the image. The "Editor" page will open.

5. If there is no pencil icon, the catalog information cannot be edited.



- 6. Edit the necessary information.
- 7. Select the "Save Changes" button at the bottom of the page.

Delete a "Favorite" (This option is dependent on user privileges.)

- 1. If it is decided that a particular image is not to be a favorite, select the "My Favorites" link under the "My MDID" heading.
- 2. A list of the favorite images will appear.
- 3. Uncheck the "Favorite" box.



- 4. Link out of the "Favorite Images" area and then back in.
- 5. The image should no longer appear in the "Favorite Images" area.

Remove a "Favorite" from the List of "My Favorites"

- If it is decided that a particular image is not to be a favorite, select the "My Favorites" link under the "My MDID" heading.
- 2. A list of the favorite images will appear.
- 3. Uncheck the "Favorite" box.



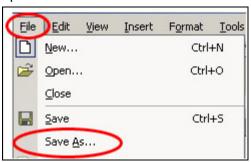
- 4. Link out of the "Favorite Images" area and then back in.
- 5. The image should no longer appear in the "Favorite Images" area.

Save a "Favorite" (This option is dependent on user privileges.)

1. To save a "Favorite", select the floppy icon under the image to be saved. The image will open in a new browser window.



2. In the File menu of the browser, select the "Save As" option.



Edit Image Notes from "My Favorites" Page

- 1. Select the "My Images" link under the "My MDID" menu heading. The "My Images" page will open.
- 2. Select the "View Your Images" link on the "My Images" page. A list of your images will appear.
- 3. To edit notes to an image which will be associated with that image, select the pencil icon located under the thumbnail view of the image. The "Editor" page will open. If there is no pencil icon, the catalog information cannot be edited.



- 4. Edit the necessary information.
- 5. Select the "Save Changes" button at the bottom of the page.

My Images Collection Overview

Personal images can be uploaded to the MDID2. These images comprise the "My Images" collection. "My Images can be searched by other users if the "share" option is selected.

Add Images to "My Images"

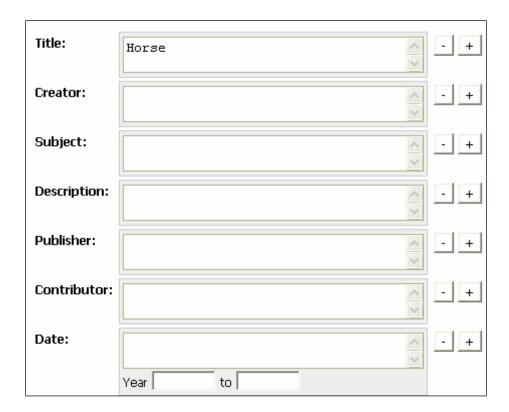
1. Click on the "My Images" link under the "My MDID" heading.



2. Enter a title for the image, click the "Immediately select new image" box, and click the "Create" button. The Editor Page will open.

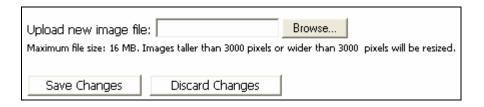


3. On the "Editor Page", enter cataloging data.



- 4. If more than one area needs to be created for a field, for example, if a work has several subjects, and more than one subject field is necessary, hit the (+) button.
- 5. If a field is not going to be used, leave it blank. After the editing information is submitted, those fields will not appear.
- 6. The minus (-) button clears a field.
- 7. Once information has been entered into the editing fields, scroll to the bottom and click the "Browse" button to locate and upload the image.

8. Click "Save Changes" or "Discard Changes" as appropriate.



- 9. Once "Save Changes" is selected, a "Changes have been saved" message will be displayed at the top of the page under the "back" button.
- 10. On the <u>MDID2 Options</u> page, the "Immediately Select New Image" option can be selected so that the image will automatically be added to the current slideshow, thus, bypassing the "Add Images to Slideshow" page.

Add a "My Image" to a Slideshow

Adding an image from the "My Images" collection to a slideshow is the same as adding an image from Browse, Search, or My Favorites.

1. Click on the "My Images" link under the "My MDID" heading.



- 2. If necessary, click the "View Your Images" link to see all of the images in the "My Images" collection.
- 3. On the "My Images" page, click the "Selected" check box of the image you want to use.

- 4. If is to be in the "Favorites" collection, but not in the current slideshow, only check the "Favorite" box. If it is to be in both the slideshow and your Favorites collection, check both boxes.
- 5. Images can be shared with other users by checking the "Shared" box.



6. If the "Shared" box is checked and another user selects "My Images" as one of the collections to be searched or browsed, then the "Shared" images from "My Image" collections will be made available.

Edit Image Notes from "My Images" Page

- 1. Select the "My Images" link under the "My MDID" menu heading. The "My Images" page will open.
- 2. Select the "View Your Images" link on the "My Images" page. A list of your images will appear.
- To edit notes to an image which will be associated with that image, select the pencil icon located under the thumbnail view of the image. The "Editor" page will open.
 If there is no pencil icon, the catalog information cannot be edited.



- 4. Edit the necessary information.
- 5. Select the "Save Changes" button at the bottom of the page.

Delete a "My Image" (This option is dependent on user privileges.)

- 1. Select the "My Images" link under the "My MDID" heading.
- 2. Select the "View your Images" link.
- 3. A list of the favorite images will appear.
- 4. Select the trash can icon.



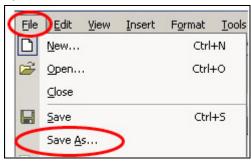
- A dialogue will ask if the record is to be deleted. Check "OK"
- 6. The image should no longer appear as a "My Image".

Save a "My Image" (This option is dependent on user privileges.)

1. To save a "My Favorite", select the floppy icon under the image to be saved. The image will open in a new browser window.



2. In the File menu of the browser, select the "Save As" option.



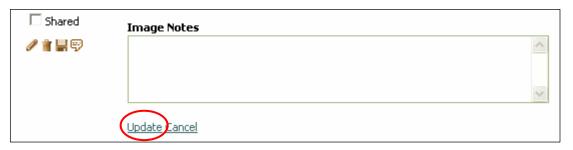
3. Browse to where the image is to be saved.

Add Notes to a "My Image"

 To add notes to an image which will be associated with that image regardless of the slideshow it is in, select the bubble icon located under the thumbnail view of the image.



2. An "Image Notes" field will open.



3. Type notes into this field and click "Update".

Working with Slideshows



- Properties
- Creating a New Slideshow
- Adding Images to a Slideshow

Properties Overview

The properties page of a slideshow is where many of the essential functions of a slideshow can be set.

Slideshow Properties		
Cool Slideshow		
_		
Title	Cool Slideshow Rename	
Folder	[Main] Move	
Password	Set Remove	
Created	6/17/2004	
Modified	1/25/2005	
Slides	4 slides in this slideshow(<u>View Images</u>)	
Status	This slideshow is archived ($\underline{Unarchive}$)	
Direct Link	http://did.cit.jmu.edu/default.aspx? direct=slideshow&id=1463	
Slideshow Viewer: Print View: Flash Cards: Light Table: Package for Windows: Package for Mac OS X		
Add Images: Delete: Permissions: Duplicate		

The following functions can be completed on the Properties page:

- 1. Create a new slideshow
- 2. Rename a slideshow
- 3. Create a password
- 4. Move a slideshow to a folder
- 5. See creation and modification dates
- 6. View Images in a Slideshow
- 7. Change archive status
- 8. Create a direct link to the slideshow

The links along the bottom of the properties page allow a user to:

Slideshow Viewer: Print View: Flash Cards: Light Table:
Package for Windows: Package for Mac OS X

Add Images: Delete: Permissions: Duplicate

- 1. View the slideshow
- 2. Print the slideshow
- 3. Create flashcards
- 4. Go to the light table
- 5. Package the show for a Windows system
- 6. Package the show for a Mac system
- 7. Add Images
- 8. Delete the slideshow
- 9. Create or remove permissions
- 10. Duplicate a slideshow

Create a New Slideshow Overview

There are several ways to create a new slideshow. We will discuss the most straightforward manner in which to create a slideshow.

1. In the "My MDID" menu, select the "My Slideshow" link. The "My Slideshows" page will open.



2. On the "My Slideshows" page, select the "Create New Slideshow" link located in the light blue menu located towards the top of the page. The "Slideshows Properties" page will open.



3. Give the slideshow a new name; otherwise, the slideshow will be called "New Slideshow." Click the "Rename" button.



- 4. The slideshow can be put into a folder. See the <u>Manage</u>
 <u>Folders</u> information for instructions on how to create a folder.
- 5. A password can be set in this view.
- 6. To begin adding images, select the <u>Add Images</u> link from the menu at the bottom of the page.



Add Images to a Slideshow Overview:

Like a traditional slideshow, MDID2 slideshows are collections of images organized to meet instructional presentation needs. Images can be added to slideshows in several ways. One method is to select images first and then create a slideshow to put them into. The second method is to create a blank slide show and then select images and insert the images into the already existing slideshow. We will begin with the second method.

Create a New Slideshow

- Under the My MDID heading in the main left hand menu, select the "My Slideshows" link. The "My Slideshows" page will open.
- 2. Locate and click on the "Create New Slideshow" link in the blue menu across the top of the "My Slideshow" page. The "Slideshow Properties" page will open.
- 3. In the title field, type in a name for the new show and click the "Rename" button. (If you do not give the show a title, it will be called "New Slideshow".)
- 4. Select a folder where you would like the slideshow to reside.

Select Images from the Slideshow Properties Page

- 1. From the "Slideshow Properties" page, select the "Add Images" link. The "Add Images" page will open.
- 2. Select Search, Browse, My Images, or Favorites to locate images.

Select Images from the Resources Menu

1. Under the "Resources" menu heading, select "Browse" or "Search" to begin locating images.



- 2. See the <u>Browse</u> or <u>Search</u> topics for specific details on how to use these functions.
- 3. Browse or search and retrieve results. Check the "Selected" box for images to include in the Slideshow.



Note: Depending on the image, a "Related Images" link may appear, which will show images in other slideshows that are associated with the image just selected.

- 4. Continue searching and finish selecting images.
- Click the "Add Selected Images to Slideshow" link in the orange menu at the top of the page. The "Add Selected Images to Slideshow" page will open.



Add Images to the Slideshow

 After the "Add selected images to slideshows" link is selected, the "Add Selected Images to Slideshow" page will open.



- 2. Two options are presented on this page.
 - a. Add the selected images to a new slideshow.
 - Add the selected images to an already existing slideshow.
- 3. Add images to one of the three slideshow options by clicking the appropriate button. Regardless of the option selected, the "Slideshow Properties" page will open.
- 4. Fill in the appropriate fields in the "Slideshow Properties."

Continue Adding Images

1. To continue adding images, select the "Add Images" link in the blue menu at the bottom of the "Slideshow Properties" page.

```
Add Images Delete : Permissions : Duplicate
```

2. Click the "Light Table" link in the blue menu at the bottom of the "Slideshow Properties" page to organize the slides. The "Light Table" page will open.

Slideshow Viewer: Print View: Flash Cards Light Table Package for Windows: Package for Mac OS X

Search and Browse



The Search function allows users to search for images to be included in slideshows. The following instructions discuss how to search and select images as well as how to save a search. The search menu can be located from several different areas. These options are discussed below.

The Browse function allows users to browse for images to be included in slideshows. Images can be browsed from three different starting points.

Search Overview

The Search function allows users to search for images to be included in slideshows. The following instructions discuss how to search and select images as well as how to save a search. The search menu can be located from several different areas. These options are discussed below.

Search for Images Starting with the Resources Menu

1. Select the "Search" link from the main "Resources" menu located in the left frame.



The "Search Collections" page will open.

Note: The collections to which you have access depends upon your permissions.



- 2. Select the collection to be searched. The "Search" collections page will open.
- 3. Fill in the fields with the appropriate information.

- 4. Click the "Search" button. The "Search Results" page will open with a list of images.
- 5. To use an image in a slideshow, check the "Selected" box associated with that image.
- 6. To put the image in the "Favorites" collection, but not in the current slideshow, only check the "Favorite" box.
- 7. To put the image in both the slideshow and the Favorites collection, check both boxes.



Continue searching and selecting images.

8. Click the "Add Selected Images to Slideshow" link in the orange menu at the top of the page.



9. The "Add Selected Images to Slideshow" page will open presenting two options for adding images:



- 10. Two options are presented on this page.
 - a. Add the selected images to a new slideshow.
 - b. Add the selected images to an already existing slideshow.
- 11. Add images to one of the three slideshows by clicking the appropriate button. The "Slideshow Properties" page will open.
- 12. To continue adding images, select the "Add Images" link in the blue menu at the bottom of the "Slideshow Properties" page.



Search for Images When <u>Creating A</u> <u>New Slideshow</u>

1. In the "My MDID" menu, select the "My Slideshows" link. The "My Slideshows" page will open.



2. Select the "Create New Slideshow" link from the blue menu at the top of the "My Slideshows" page. The "Slideshows Properties" page will open.

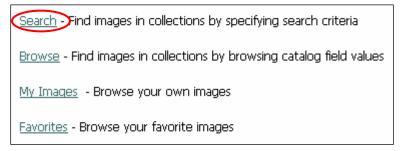


- 3. Fill in the "Title" field, which will have the words "New Slideshow" entered by default.
- 4. Click the "Rename" button. Otherwise, the slideshow will be named "New Slideshow."
- 5. Still on the "Slideshow Properties" page, select the "Add Images" link from the menu at the bottom of the page.

 The "Add Images" page will open.



6. On the "Add Images" page, select "Search.



7. Follow steps 2-13 in the "Search for Images Starting with the Resources Menu" subheading above.

Search for Images Starting with the "My Slideshows" page

1. In the "My MDID" menu, select the "My Slideshows" link.



2. On the "My Slideshows" page, select the "Add Images" link associated with the slideshow to which you want to add images.



3. On the "Add Images" page, select the "Search" link.



4. Follow steps 2-13 in the "Search for Images Starting with the Resources Menu" subheading above.

Depending on your user privileges, you can <u>Add notes to an Image</u>, <u>Save an Image</u>, <u>Edit Image Notes</u>, and <u>Delete an Image</u>.

Save a Search Overview

Filling in Search criteria can be time consuming. If the same or a similar search is done multiple times, it can be useful to have the search criteria saved.

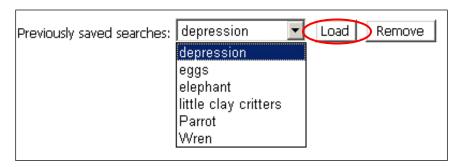
- 1. Fill in the criteria for a Search using the desired collections. Click "Search".
- 2. The "Search Results" page will open listing the images found as a result of the search.
- 3. To save the search, locate the "Save this search as" field at the bottom of the results page.



- 4. Fill in the title field by giving the search a name.
- 5. Select the "Save" button. A "search saved" message will appear next to the "Save" button to indicate that the save was successful.

Opening a Saved Search

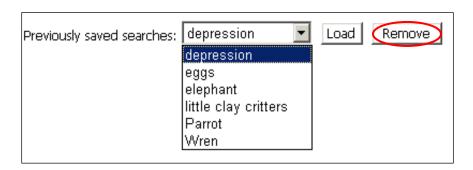
1. If searches have been saved in the past, a dropdown menu of the saved searches will appear in the search mode.



- Using the drop down menu, select the desired search and click the "load" button. The search criteria for that specific search will automatically be loaded into the appropriate fields.
- 3. Click "Search" and the search for images will be run.

Removing a Saved Search

- 1. If searches have been saved in the past, a dropdown menu of the saved searches will appear in the search mode.
- 2. Using the drop down menu, select the desired search and click the "remove" button. The saved search will be removed.



Browse for Images Overview

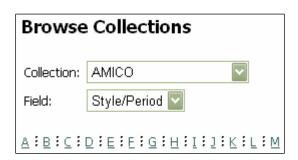
The Browse function allows users to browse for images to be included in slideshows. Images can be browsed from three different starting points.

Browse for Images Starting with the Resources Menu

1. Select the "Browse" link from the main "Resources" menu located in the left frame.



The "Browse Collections" page will open.



- 2. Using the first drop down menu, select a collection.
- 3. Using the second drop down menu, select the field to browse.
- 3. Click the letter of the name of the identifier to browse. A list of images will appear which corresponds to the selected letter, field, and collection.
- 4. To use an image in a slideshow, check the "Selected" box associated with that image.
- 5. To put the image in the "Favorites" collection, but not in the current slideshow, only check the "Favorite" box.
- 6. To put the image in both the slideshow and the Favorites collection, check both boxes.



- 7. Continue browsing and selecting images.
- 8. Click the "Add Images to Slideshow" link in the orange menu at the top of the page.



9. The "Add Selected Images to Slideshow" page will open presenting three options for adding images:



- 10. Two options are presented on this page.
 - a. Add the selected images to a new slideshow.
 - b. Add the selected images to an already existing slideshow.
- 11. Add images to one of the three slideshows by clicking the appropriate button. The "Slideshow Properties" page will open.
- 12. To continue adding images, select the "Add Images" link in the blue menu at the bottom of the "Slideshow Properties" page.



Browse for Images When <u>Creating</u> A New Slideshow

1. In the "My MDID" menu, select the "My Slideshows" link. The "My Slideshows" page will open.



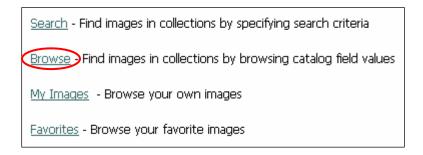
2. Select the "Create New Slideshow" link from the blue menu at the top of the "My Slideshows" page. The "Slideshows Properties" page will open.



- 3. Fill in the "Title" field, which will have the words "New Slideshow" entered by default.
- 4. Click the "Rename" button. Otherwise, the slideshow will be named "New Slideshow."
- Still on the "Slideshow Properties" page, select the "Add Images" link from the menu at the bottom of the page.
 The "Add Images" page will open.



6. On the "Add Images" page, select "Browse".



7. Follow steps 2-13 above in "Browse for Images Starting with the Resources Menu."

Browse for Images Starting with the "My Slideshows" Page

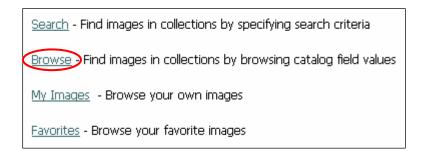
In the "My MDID" menu, select the "My Slideshows" link.
 The "My Slideshows" page will open.



2. On the "My Slideshows" page, select the "Add Images" link associated with the slideshow to which you want to add images using Search.



3. On the "Add Images" page, select the "Browse" link.



4. Follow steps 2-13 above in "Browse for Images Starting with the Resources Menu."

Working with Images



Depending on the user privileges, a developer may be able to

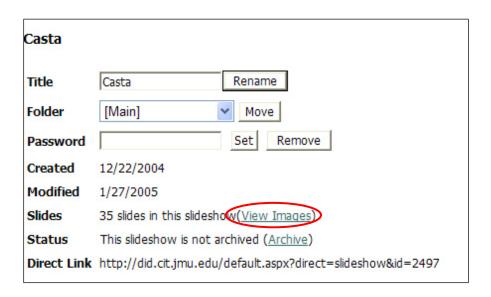
- Add notes to an image
- Save an image
- Edit an image
- Delete an image

Add Notes to an Image Overview

Notes can be added to an image that will stay with that image regardless of the slideshow in which it appears.

Add Notes to an Image (Access to this option depends on "permissions".)

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- 2. Select the "Properties" link associated with the slideshow containing the image(s) to be annotated. The "Properties" page will open.

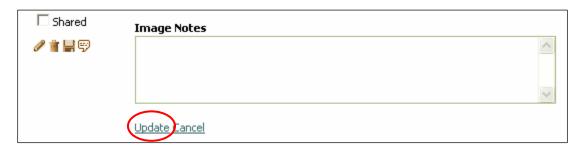


3. Select the "(View Images") link next to the "Slides" heading. A list of the slides in that slideshow will appear.

4. To add notes to an image which will be associated with that image regardless of the slideshow it is in, select the bubble icon located under the thumbnail view of the image.



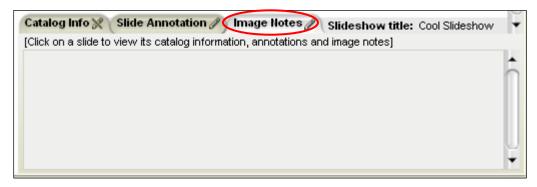
5. An "Image Notes" field will open.



- 6. Type notes into this field and click "Update".
- 7. Notes can also be cancelled by clicking the "Cancel" link.

From the Light Table

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- 2. Select the "Light Table" link. The Light Table will open.
- 3. Click on the image to be annotated.



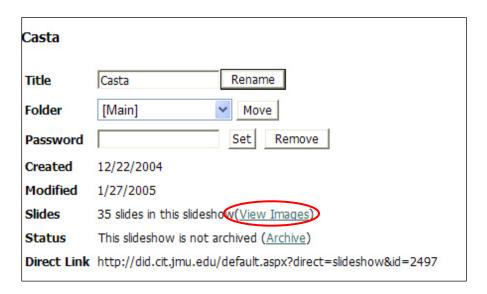
4. At the bottom of the page, click on the Image Notes Tab. The Image Notes area will expand. Type notes into this area.

Save an Image Overview

An image can be saved to another source outside of the MDID2. Please remember, however, that many of these images are protected by copyright.

Save an Image Image (Access to this option depends on "permissions".)

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- 2. Select the "Properties" link associated with the slideshow containing the image(s) to be saved. The "Properties" page will open.

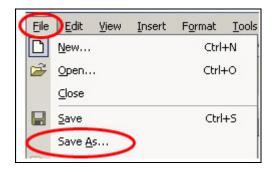


3. Select the "(View Images") link next to the "Slides" heading. A list of the slides in that slideshow will appear.

4. To save an image, select the floppy icon under the image to be saved. The image will open in a new browser window.



5. In the File menu of the browser, select the "Save As" option.



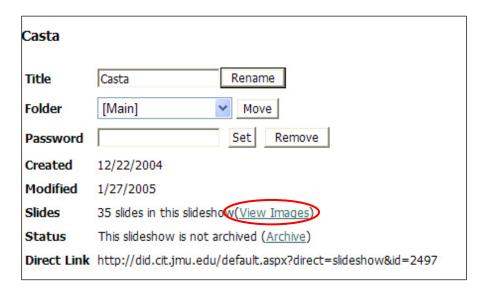
6. Save the image to your computer.

Edit Image Notes Overview

Catalog information entered for images in the "My Images" collection can be edited.

Edit Catalog Information from the "Properties" Page (Access to this option depends on "permissions")

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- Select the "Properties" link associated with the slideshow containing the image(s) to be annotated. The "Properties" page will open.



- Select the "(View Images") link next to the "Slides" heading. A list of the slides in that slideshow will appear.
- 4. To edit notes to an image which will be associated with that image, select the pencil icon located under the thumbnail view of the image. The "Editor" page will open.

5. If there is no pencil icon, the catalog information cannot be edited.



- 6. Edit the necessary information.
- 7. Select the "Save Changes" button at the bottom of the page.

Edit Image Notes from "My Images" Page

- 1. Select the "My Images" link under the "My MDID" menu heading. The "My Images" page will open.
- 2. Select the "View Your Images" link on the "My Images" page. A list of your images will appear.
- To edit notes to an image which will be associated with that image, select the pencil icon located under the thumbnail view of the image. The "Editor" page will open.
 If there is no pencil icon, the catalog information cannot be edited.



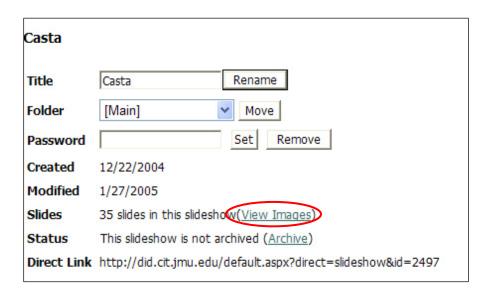
4. Edit the necessary information.

5. Select the "Save Changes" button at the bottom of the page.

Delete an Image from a Slideshow

Images can be deleted from a slideshow in at least two ways. Delete an Image Using the "Properties" page (Access to this option depends on "permissions".)

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- Select the "Properties" link associated with the slideshow containing the image(s) to be annotated. The "Properties" page will open.



3. Select the "(View Images") link next to the "Slides."

- 4. heading. A list of the slides in that slideshow will appear.
- 5. To delete an image, select the trashcan icon under the image to be deleted.



- 6. A dialogue box will open asking if this is the desired action to be taken.
- 7. Click "OK" and the image will be deleted.

From the Light Table

- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- 2. Select the "Light Table" link. The Light Table will open.
- 3. Click on the image to be deleted.
- 4. Drag the image to the trash can in the lower left hand corner of the screen.



The Light Table



The light table is where slides are laid out and organized for slideshow presentations. Each light table has a "scratch" area for slides that are not in an active slideshow. The work area is where images are organized that will appear in the active slideshow.

Add Images to the Light Table Overview

Once images have been chosen to be used in a slideshow, select the "Add selected images to slideshow" link. After deciding which slideshows to add the images to, the images will be moved to the light table. The light table is the area where slides are laid out and organized. Each light table has a "scratch" area for slides that are not active. They are available for later use but will not appear in a slideshow. The work area is where active images are organized. These images will appear in a slideshow. The following directions discuss how to get the images into the Light Table.

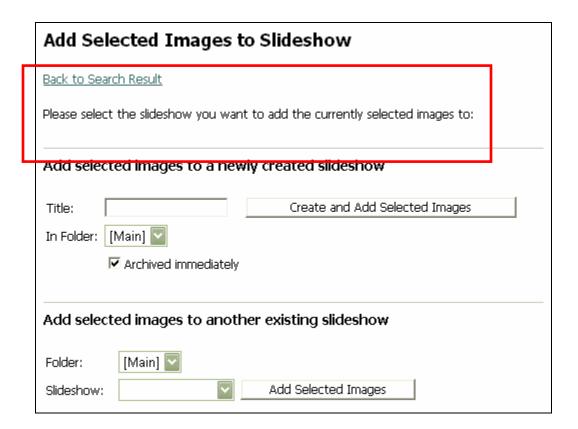
 When images are finished being selected from the various collections, the last step is to click the "Add Images to Slideshow" link. The "Add Selected Images to Slideshow" page will open.



- Depending on the user's starting point, one of two scenarios will be presented.
- 3. In the first scenario three options are given:

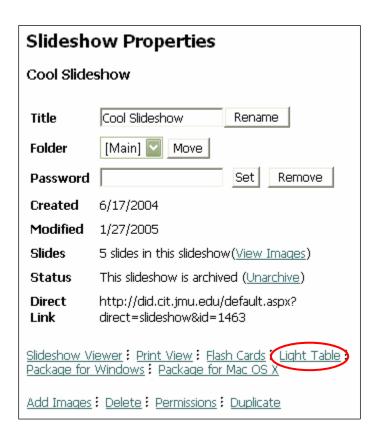


- a. Add the images to the current slideshow.
- b. Create a new slideshow and simultaneously add the images you have just selected.
- c. Add images to an existing slideshow.
- 4. In the second scenario, two options are provided:
 - a. Create a new slideshow and simultaneously add the images you have just selected.
 - b. Add images to an existing slideshow.



5. Depending on the scenario, choose the appropriate option. The "Slideshow Properties" page will open.

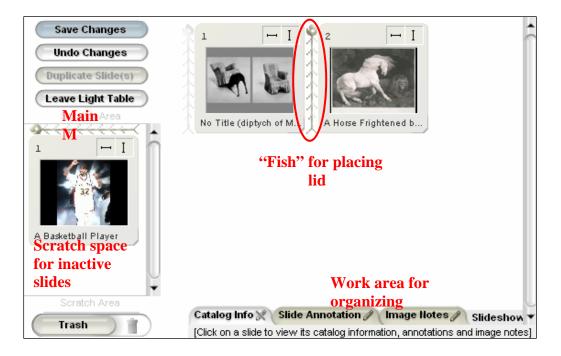
6. Click the "Light Table" link. The Light Table page will open.



Working in the Light Table Overview

The light table is where slides are laid out and organized for slideshow presentations. Each light table has a "scratch" area for slides that are not in an active slideshow. The work area is where images are organized that will appear in the active slideshow.

Screenshot of the Light Table



Work with Slides in the Light Table

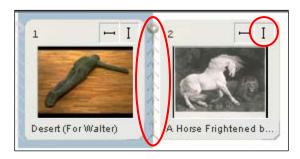
1. From the "Slideshow Properties" page of the active slideshow, click on the "Light Table" link. The "Light Table" page will open.



Note: The most recent version of <u>Macromedia Flash Player</u> must be installed in order for this version of the MDID2 to

work.

- 2. If this is a new Slideshow, all of the images will be located in the Light Table "work space" area. If images are added to a pre-existing slideshow, then the images will appear in the left hand "scratch" area.
- 3. Sort the slides into the desired order by:
 - a. Clicking and dragging them.
 - b. Placing the "fish" vertical bar where an image is to be placed and then clicking on vertical "I" bar in the upper right hand corner of the image to be moved. The image will appear where the "fish" is located.



c. Moving the slide to the scratch area by clicking the horizontal bar in the upper right hand corner of the slide. The slide will appear in the scratch area.



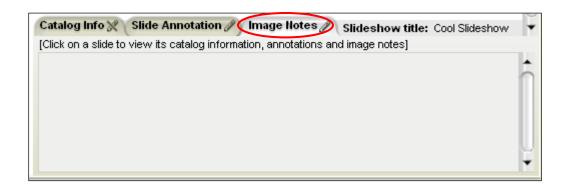
4. When the slides are in the desired order, click the "Save Changes" button in the upper left hand menu. The "Save Changes" button will be glowing off and on.



- 5. A dialogue box will drop down from the top of the screen with the message, "Click the 'OK' button to save your changes now." Click the "OK" or "Cancel" button.
 - a. When the "OK" button is clicked, the message will read "Your changes were successfully recorded in the MDID."
 - b. Click the "Close this Box" button.
 - c. When the "Cancel" button is clicked, the window will disappear and no changes will be saved.
- 6. To leave the light table, select the "Leave Light Table" button in the upper left hand corner of the screen. A dialogue box will drop down from the top of the screen with the message, "Save changes before leaving the Light Table? If you click 'No,' you will lose your changes." Select the "Yes," "No," or "Cancel" buttons.
 - a. By selecting the "Yes" button, a message will appear indicating that your changes are being saved. The "Slideshow Properties" page will open.
 - b. By selecting the "No" button, a message will briefly appear asking the user to be patient. The "Slideshow Properties" page will open.
 - c. By selecting the "Cancel" button, the user will return to the Light Table view.

Edit Image Notes From the Light Table

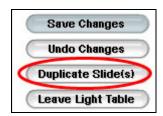
- 1. Select the "My Slideshows" link under the My MDID menu heading. The "My Slideshows" page will open.
- 2. Select the "Light Table" link. The Light Table will open.
- 3. Click on the image to be annotated.
- 4. At the bottom of the page, click on the Image Notes Tab. The Image Notes area will expand. Type notes into this area.



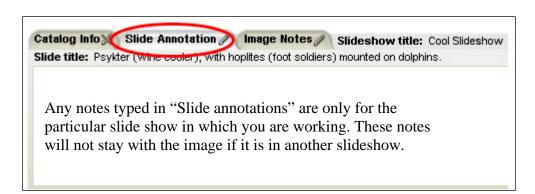
Light Table Options Overview

These options allow the user to manipulate images in a variety of ways, for example, duplicate slides and add annotations.

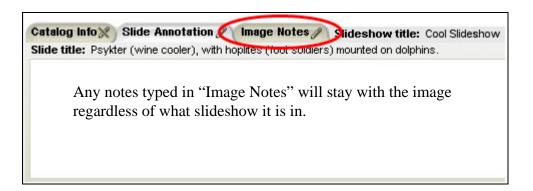
- You can move slides into the "scratch" area if you do not want to use that particular slide in the current show you are creating.
- You can duplicate slides by clicking on the "Duplicate Slide(s)" button.



- Add Slide Annotations and Image Notes if desired.
- A slide annotation is only connected to this slide in this show.



 An Image note is connected to an image wherever you use it. You can add image notes in the results pages of search or browse as well as in your "My Favorites" and "My Images" areas.



View a Slideshow



Like a traditional slideshow, MDID2 slideshows are a collection of images that are organized to meet instructional presentation needs. Students can view the slideshows online using "play," "forward," "back," and other <u>slide controls</u>.

Slide Controls Overview

Like a traditional slideshow, MDID2 slideshows are a collection of images that organized to meet instructional presentation needs. The controls allow users to perform a variety of tasks while viewing the images. To get started, select the "Slideshows" link under the "Resources" heading then select the title of the slideshow to be viewed.

 Check or uncheck "Info" or "Notes" to see or hide "Information" and/or "Notes" about the image.



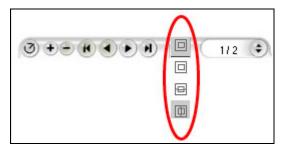
• The Slideshow Control menu is located above the displayed slide.



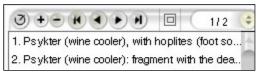
- Bring back the image by clicking this icon _____, if the user accidentally moves it off of the page.
- If the image can be resized, it can be increased by clicking on this icon: Note that not all images can be resized.
- If the image can be resized, it can be decreased by clicking on this icon:
 Note that not all images can be resized.
- Click on this icon to move to the first image in the slideshow:
- Click on this icon to move the last image:
- Click this icon to move forward to the next slide:



- Click this icon to move back to the previous slide:
- To split the screen horizontally or vertically or to return to a single image, select this icon:



- After two slides appear, the controls will be on the upper left hand and lower right hand sides of the screen.
- To see a list of the slides and to move between them select the up or down arrows on this icon:



View a Slideshow

A slideshow can be viewed from four different areas:

1. In the "My MDID" menu, select the "My Slideshow" link. The "My Slideshows" page will open.



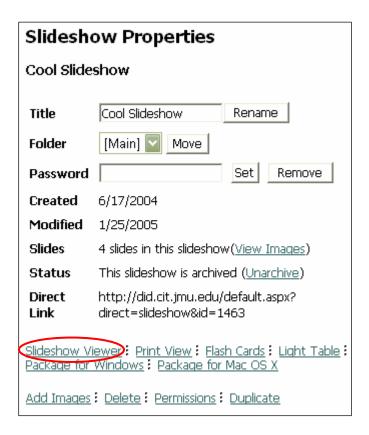
2. Select the "Slideshow Viewer" link.



- 3. In the "My MDID" menu, select the "My Slideshow" link. The "My Slideshows" page will open.
- 4. Select the "Properties" link. The "Properties" page will open.



5. From the "Slideshow Properties" page select the "Slideshow Viewer" link from the blue menu located at the bottom of the page.



6. Click on "Slideshows" under the "Resources" heading. The "Slideshows" page will open.

7. Click on the link to any slideshow. The slideshow will open in the slideshow view.



8. Use the different "play" buttons located above an image to move forward, back, to the beginning, and to the end.

Password Protect a Slideshow Overview

To restrict access to a Slideshow, it can be password protected.

1. Select the "My Slideshows" link under the "My MDID". The "My Slideshows" page will open.



2. Select the "Properties" link associated with the Slideshow for which you want to set the password. The "Slideshow Properties" page will open.



3. On the Slideshow Properties page, enter the password in the "Password" field and select the "set" button.



4. To delete the password, click the "Remove" button. The password will disappear from the "Password" field.

When the students view a list of slideshows, the password protected presentations will have a padlock icon next to them. When the students click on the link to the password protected slideshow, they will have to type the password into the field and click "Continue."

Duplicating



Slides within slideshows can be copied to other shows. In addition, entire slideshows can be copied.

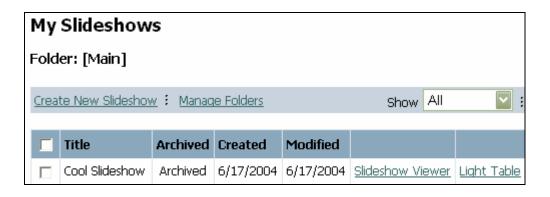
Copying Slides from One Show to Another Overview

If the same images are used in several slideshows, these images can copied from one slideshow into another without having to do repeated searches.

1. In the "My MDID" menu, select the "My Slideshows" link.



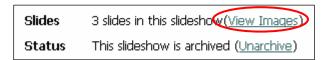
The "My Slideshows" page will open.



2. On the "My Slideshows" page, select the "Properties" link associated with the slideshow which contains images to be copied. The "Slideshow Properties" page will open.



3. On the "Properties" page, select the "View Images" link located next to the "Slides" heading. A page with all of the images in this show will be displayed.



4. Select the image(s) to be copied by clicking in the "Selected" box.



Click "Add selected images to slideshow" in the orange toolbar at the top of the page. The "Add Selected Images" page will open.



6. On the "Add Selected Images" page, locate the third option: "Add Selected Images to another existing slideshow" option.



7. In the slideshow drop down menu, select the folder and then the slideshow to which the images will be copied; this is the target slideshow.

8. Click the "Add Selected Images" button. The "Slideshow Properties" page of the target slideshow will open.



- 9. The image will be added to the target slideshow.
- 10. On the target slideshow "Slideshow Properties" page, select the "Light Table" link to locate the copied image. The image will be in the scratch area of the target slideshow.



11. Drag the copied image into the desired location in the slideshow.

Copying a Slideshow Overview

Instructors have the option to copy an entire slideshow.

1. Under the My MDID heading in the main menu, select the "My Slideshows" link. The "My Slideshows" page will open.



2. Locate the "properties" link associated with the slideshow to be copied. The "Slideshow Properties" page will open.



3. Select the "Duplicate" link at the end of the menu at the bottom of the page.



- 4. The Title in the title field will automatically change to "Copy of_____".
- 5. Click the "My Slideshows" link located under the My MDID heading in the main menu. The "My Slideshows" page will open.
- 6. The duplicated slideshow will be listed as "Copy of _____".

Archive and Unarchive Overview

By default, all slideshows are automatically archived, which means that students will not be able to view the shows until they are "unarchived."

Archive

1. Select the "My Slideshows" link from under the "My MDID" heading. The "My Slideshows" page will open.



2. On the "MY Slideshows" page, select the checkbox of the slideshow which you want to archive.



3. In the blue menu at the bottom of the screen, select the "Archive" button. The word "Archive" will appear next to the title of the selected slideshow in the archive column of the slideshow list.

Unarchive

1. Select the "My Slideshows" link from under the "My MDID" heading. The "My Slideshows" page will open.



- 2. On the "My Slideshows" page, select the checkbox of the slideshow which you want to unarchive.
- 3. In the blue menu at the bottom of the screen, select the "Unarchive" button. The term "Archive" associated with the selected slideshow will be deleted from the "Archive" column.



Folders



Folders allow an instructor to organize slideshows. Slideshows can be categorized by folder, using the basic folder/document analogy. Slideshows are "put" into folders just as paper documents or sheets of 35mm slides are placed into a folder or notebook. The folder would be named accordingly. Folders can be created, named, renamed and deleted. Slideshows can be moved between folders and the same slideshow can be kept in more than one folder.

Create a New Folder Overview

Folders allow an instructor to organize slideshows. Slideshows can be categorized by folder, using the basic folder/document analogy. Slideshows are "put" into folders just as paper documents or sheets of 35mm slides are placed into a folder or notebook. The folder would be named accordingly. Folders can be created, named, renamed and deleted. Slideshows can be moved between folders and the same slideshow can be kept in more than one folder.

1. Select the "My Slideshows" link under My MDID. The "My Slideshows" page will open.



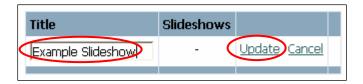
2. Select the "Manage Folders" link in the menu across the top of the list of slideshows. The "Manage Folders" page will open.



3. On the "Manage Folders" page, click on the "Create New Folder" link.



4. On the next page, fill in the Title field with the name of the folder.



5. Select the "Update" link.

You can now <u>move</u> slideshows to specific folders in order to organize your presentations.

Move Slideshows to Folders Overview

In order to manage slideshows, they can be placed into folders. If a single slideshow needs to be in more than one folder, it can be duplicated and copies put into several folders. See <u>Copying Slideshows</u>.

1. Select the "My Slideshows" link under My MDID. The "My Slideshows" page will open.



2. In the list of Slideshows, select the checkbox associated with the Slideshow to be moved into a folder.



At the bottom of the "My Slideshows" page, locate the drop down menu that lists the titles of your folders. Select the destination folder.



4. Click the "move" button in order to move the selected slideshow into the folder you chose from the drop down menu. The slideshow you selected will be moved to the selected folder.



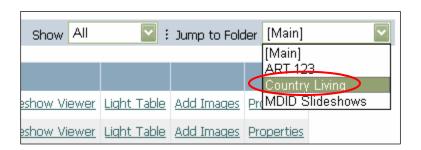
Jump to a Folder Overview

Once slideshows have been moved into folders, it may be necessary to jump between folders in order to work with the slideshows contained in them.

1. Select the "My Slideshows" link under My MDID.



2. In the right hand side of the top menu, locate the "Jump to Folder" drop down menu.



3. Select the folder you want to open, and the screen will automatically jump to that folder, displaying the list of slideshows.

Print Options



Images in a slideshow can be printed in two formats, both of which require Adobe Acrobat Reader. One format is the "Print View" which prints the images as a list. The other is the "Flash Card" view, where dotted lines and instructions are given to let students create flashcards of the images in a slideshow.

Print View Overview

Students and instructors have the option to print out the thumbnail images in a slideshow. The images will print out consecutively, several images per page.

Use the "Slideshows" Page to Print Thumbnail Images (Student Option)

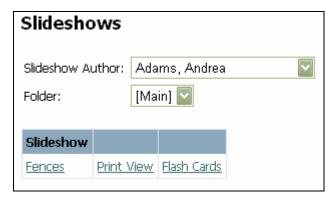
1. Select the "Slideshows" link under the "Resources" heading. The "Slideshows" page will open.



2. Using the "Slideshow Author" drop down menu, select the name of the author of the slideshow you wish to print. All of that author's unarchived shows will be listed.



3. The titles of the shows will be listed along with "Print View" and "Flashcard" links.



- 4. Select the "Print View" link. All of the images in that slideshow will appear in an Adobe Acrobat window.
- 5. In the Adobe Acrobat window, click the print icon and print as you normally would.



6. To return to the MDID2, click "back" in the browser or close the Adobe window if the "back" button in the

browser is greyed out.

Use the "Properties" Page for Print View (Faculty Option)

- 1. Faculty can print thumbnail images following the directions above. In addition, the "Print View" option can be accessed from the "Slideshow Properties" page.
- 2. From the MDID menu, select the "My Slideshows" link. The "My Slideshows" page will open.
- 3. Select the "Properties" link for the show to be printed. The "Slideshow Properties" page will open.



4. Select the "Print View" link from the blue menu at the bottom of the page. Follow steps 4-6 above.

Slideshow Viewer: Print View: Plash Cards: Light Table: Package for Windows: Package for Mac OS X

Flash Cards Overview

Students have the option to print out the thumbnail images in a slideshow. The images will print out consecutively, several images per page.

Use the "Slideshows" Page to Print "Flash Cards" (Student Option)

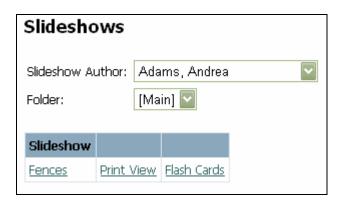
1. Select the "Slideshows" link under the "Resources" heading. The "Slideshows" page will open.



2. Using the "Slideshow Author" drop down menu, select the name of the author of the slideshow you wish to print. All of that author's unarchived shows will be listed.



3. The titles of the shows will be listed along with "Print View" and "Flashcard" links.



- 4. Click the "Print View" link. All of the images in that slideshow will appear in an Adobe Acrobat window.
- 5. In the Adobe Acrobat window, click the print icon and print as you normally would.



- 6. The Flashcards will print with dotted lines, indicating where to cut the paper in order to create flashcards.
- 7. To return to the MDID2, click "back" in the browser or close the Adobe window if the "back" button in the browser is greyed out.

Use the Properties Page for Flash Cards (Faculty Option)

- 1. Faculty can print thumbnail images following the directions above. In addition, the "Flash Cards" option can be accessed from the "Slideshow Properties" page.
- 2. From the MDID menu, select the "My Slideshows" link. The "My Slideshows" page will open.

3. Select the "Properties" link for the show to be printed. The "Slideshow Properties" page will open.

Archived 6/17/2004 6/17/2004 Slideshow Viewer Light Table Add Images Properties

4. Select the "Flash Cards" link from the blue menu at the bottom of the page. Follow steps 4-6 above.

Slideshow Viewer: Print View: Flash Cards: Light Table: Package for Windows: Package for Mac OS X