



MORTON R. GODINE LIBRARY

**Using the MassArt's MDID Image Database  
for Instruction**

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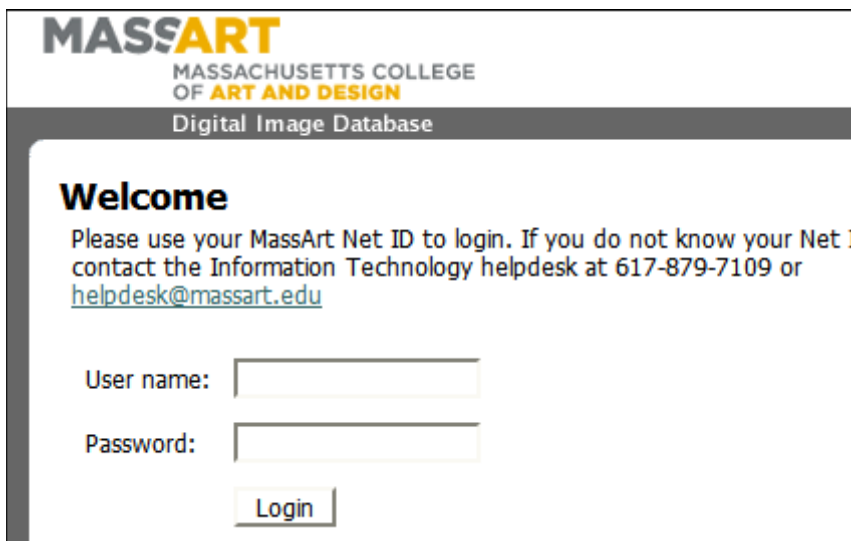
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The MDID (Madison Digital Image Database) is the College's database of images for faculty presentation.

## Logging In

*IF YOU ARE OFF CAMPUS*, open the internet browser and enter the following address: **http://babel.massart.edu/~mdid**. Enter your NetID User Name and Password into the spaces provided. Click **Login**. You will be taken to the MDID main page. Enter your NetID user name and password again. Click **Login**.

*IF YOU ARE ON CAMPUS*, open your internet browser and enter the following address: **http://mdid.massart.edu**. Enter your NetID user name and password again. Click **Login**.



The screenshot shows the login interface for the MassArt Digital Image Database. At the top, the logo for MASSART (Massachusetts College of Art and Design) is displayed. Below the logo, the text "Digital Image Database" is visible. The main content area features a "Welcome" message and instructions for logging in. It includes two input fields for "User name:" and "Password:", and a "Login" button.

**MASSART**  
MASSACHUSETTS COLLEGE  
OF ART AND DESIGN  
Digital Image Database

**Welcome**

Please use your MassArt Net ID to login. If you do not know your Net ID contact the Information Technology helpdesk at 617-879-7109 or [helpdesk@massart.edu](mailto:helpdesk@massart.edu)

User name:

Password:

You will be taken to the Announcement page for the MDID. In the bar on the left hand side you will see all the controls to move through the database.

**MASSART**  
MASSACHUSETTS COLLEGE  
OF ART AND DESIGN  
Digital Image Database

LOG OUT | HELP

Current slideshow: none | Add selected images to slideshow | No images selected

My MDID  
My Slideshows  
My Favorites  
My Images  
Options

Resources  
Slideshows  
Browse  
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Information  
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About

### Announcements

#### Searching for Names with Accents

Posted by Pereira, Caitlin on 8/19/2009 3:03:05 PM [Delete](#)

If you are searching for an artist and not having much luck, double check to see if the name should have diacritics (or accents) in it (example: Paul Cézanne). MDID is not capable of searching for letters with and without accents at the same time. For an easy fix check the Getty Union List of Artists names and cut and paste the last name to find the images.

[Users](#) control bar

## Looking for images

There are two ways to look for the images in MDID: searching and browsing. Searching allows you to look for images with a specific term (i.e. a title or artist), browsing allows you to page through a large group of images that have been sorted by category (i.e. all the images alphabetically by creator name).

## Searching

My MDID  
My Slideshows  
My Favorites  
My Images  
Options

Resources  
Slideshows  
Browse  
Search  
Collection Overview  
Downloads

To search for images with a specific term, Go to the column on the left and, under **Resources**, select **Search**.

You will be taken to the Search page. At the top, under **Collections to Search** you can select which collection to search. The default is the MDID1 collection,

which holds all of the images in the database. Click the box of the collection you want to search (best to begin with *MDID1*), and then scroll down. Below is a list of fields you can search to locate an image. It is best to start by using the Keyword field, which will search all the fields at once.

The screenshot shows a search form with the following fields and options:

- Search for keyword:** [Text input field]
- ID:** [Text input field]
- Work Type:** [Text input field]
- Class:** [Text input field] or select from list [Dropdown menu]
- Title:** [Text input field]
- Dates:** [Text input field]
- Medium:** [Text input field] or select from list [Dropdown menu]
- Culture:** [Text input field] or select from list [Dropdown menu]
- Period:** [Text input field] or select from list [Dropdown menu]
- Country:** [Text input field] or select from list [Dropdown menu]
- Site:** [Text input field]
- Creation Site:** [Text input field]
- Current Repository:** [Text input field]
- Source:** [Text input field]
- Notes:** [Text input field]
- Subjects:** [Text input field]
- Order Number:** [Text input field]
- Image Number:** [Text input field]
- Work Number:** [Text input field]
- Images added within last:** [30] days
- Images updated within last:** [ ] days




At the bottom of the form are two buttons: **Search** and **Clear**. A red arrow points to the **Search** button with the text "To start the search, click **Search**, here." Another red arrow points to the **Search for keyword:** input field with the text "Enter your search terms here".

Type your search term into the box next to the field (or fields) you want to search. Scroll down to the bottom of the pages and click Search. You will be taken to a thumbnail page of images that are cataloged with the search term you entered. The arrows on the left and right will allow you to move from one page of thumbnails to the next. To go back to the Search page, click **Back to Search** at the top of the page.

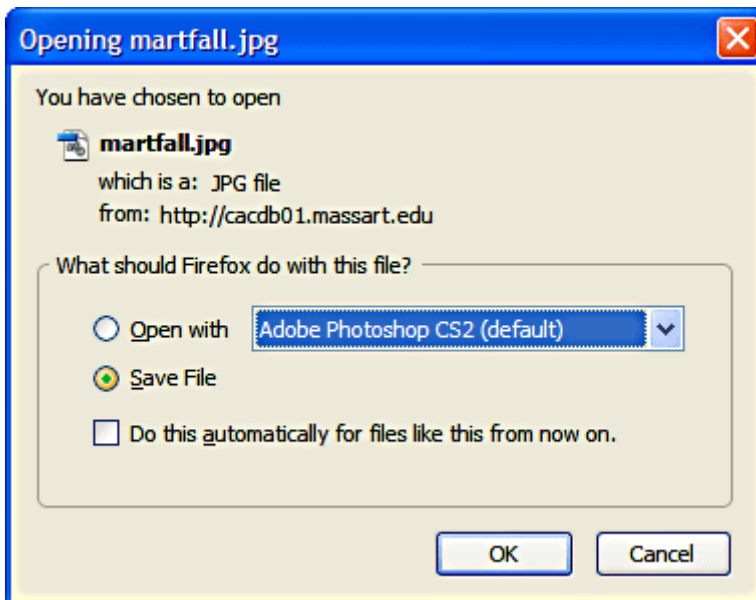
MDID will automatically remember your last search when you go to the search page, so remember to make sure all the fields are clear of search terms when you go to make a new search.

## To Download an Image Directly to Your Computer

To download the image directly to your computer, click the disc button underneath the thumbnail image.

	<b>Collection</b>	MDID1 Collection
	<b>ID</b>	martfall
	<b>Class</b>	Painting
	<b>Title</b>	Falling Blue
	<b>View Description</b>	detail view
<input type="checkbox"/> Selected	<b>Creator</b>	Agnes Martin (American, 1912-2004)
<input type="checkbox"/> Favorite	<b>Creation Year</b>	1963
 	<b>Medium</b>	oil and graphite on canvas
<a href="#">Related Images</a>		

A window will pop up asking you whether you would like to save your full sized JPEG or open it. Choose to save it and it will go to your default save location on your computer. The name of the file will be the same as its ID within MDID.



## Favorites

When you have found the images you want, you can select them as favorites, add notes for your students to view, or download them directly to your computer.

Below the thumbnail of each image you will find a box titled **Favorites**. By clicking into this box, the image will be marked as a favorite.

	<b>Collection</b>	MDID1 Collection
	<b>ID</b>	martfall
	<b>Class</b>	Painting
	<b>Title</b>	Falling Blue
	<b>View Description</b>	detail view
<input type="checkbox"/> Selected	<b>Creator</b>	John Martin (American, 1769-1832)
<input type="checkbox"/> Favorite	<b>Medium</b>	oil and graphite on canvas
 		
<a href="#">Related Images</a>		

Click here to add the image to your Favorites collection.

- My MDID
- My Slideshows
- My Favorites
- My Images
- Options

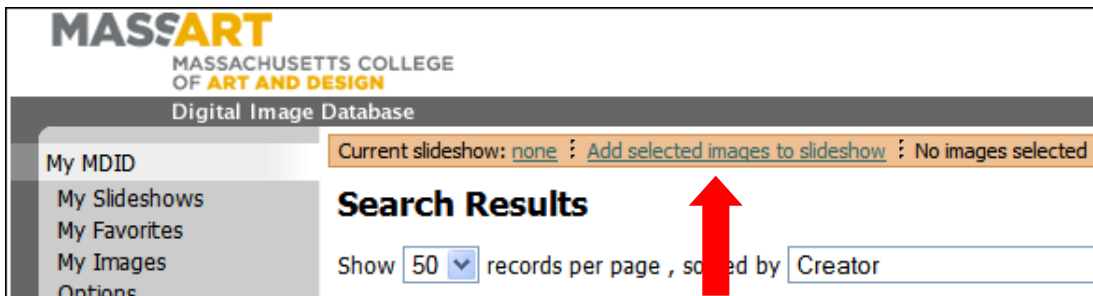
Images marked as favorites can be directly accessed just by clicking **Favorites** on the left column whenever you log into MDID. You can search your favorites by selecting **Favorites** under **Collections to Search** on the MDID search page.

## Creating a Slideshow

You can save images into a slideshow which can be viewed by your students online, or can be downloaded onto your computer. To create a slideshow, search or browse for images.



Once you are on a page of thumbnails, find an image that you want, and click the box underneath the thumbnail called **Selected**. Continue to “select” images until you are ready to create a slideshow (the database will remember all the images you have selected during a session, even if you perform multiple searches). Go to the top of the page and click on **Add Selected Images to Slideshow**.



This will take you to the Add Selected Images into Slideshow page. You can save the images into a new slideshow, or you can add your selected images to an existing slideshow.

To save the images into a new slideshow, go to “Add selected images to a newly created slideshow,” at the top half of the page. Name your slideshow in the box provided. Below the box is a drop-down menu, where you can select which folder you want the slideshow saved. Select **MAIN**.

Archiving the slideshow hides it from students when they are selecting a slideshow on reserve to view. It is useful to keep a slideshow archived

when the class is not running or the slideshow is still being developed. If you want the slideshow archived, make sure the **Archive Immediately** is checked. If you want student access to your slideshow, make sure the box on not checked. Then, click **Create and Add Selected Images**.

To add images to an existing slideshow, go to “Add selected images to another existing slideshow,” at the bottom half of the page. In the first drop-down menu, where you can select which folder you want the slideshow saved. Select **MAIN**. In the second drop-down menu select the slideshow where you want to save your selections. Then, click **Add Selected Images**.

You will be taken to the Slideshow Properties page. From here you can set a password for the individual slideshow, view the images, archive the slideshow, create a printout, download the slideshow, or go to the Light Table to edit the slideshow.

### Slideshow Properties

Freshtest

Title:

Folder:

Password:

Created: 9/7/2006

Modified: 9/7/2006


Slides: 4 slides in this slideshow ([View Images](#))

Status: This slideshow is archived ([Unarchive](#))


Direct Link: <http://mdd.massart.edu/default.aspx?direct=slideshow&id=240>

[Slideshow Viewer](#) : [Print View](#) : [Flash Cards](#) : [Light Table](#) : [Package](#)


[Add Images](#) : [Delete](#) : [Permissions](#) : [Duplicate](#)



**Click here to view  
your slideshow**



**Click here to  
arrange your  
slideshow**



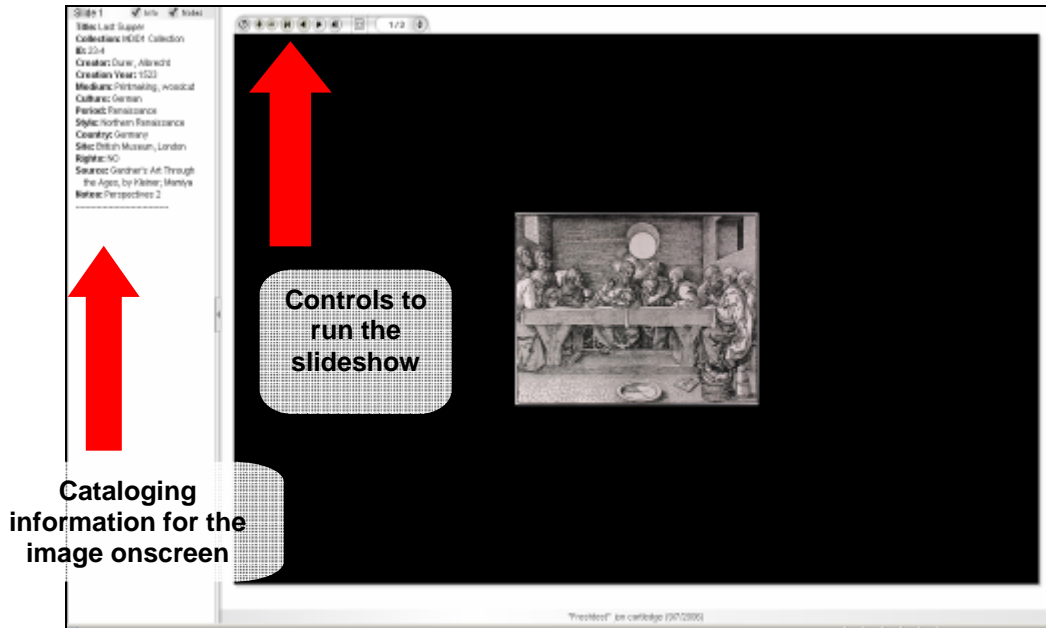
**Click here to download  
your slideshow**

To set a password, type the password you want in to box labeled “Password” and click **Set**. To view your slideshow as a page of thumbnails, Go to “Slides” and click **View Images**. To archive or unarchive the slideshow, go to “Status.”

At the bottom of the Slideshow Properties page are a number of options:

- To print your slide show you have two options: Print View and Flash Cards. Print View will create a page of thumbnails and the image information; Flash Cards will create a page of medium-sized images and image information. Click either **Print View** or **Flash Cards**. A new web page will pop up with the image pages. To print, go to **File>Print**. To save the pages, go to **File>Save**.

- To view the slideshow in the slideshow viewer, click **Slideshow Viewer** on the Slideshow Properties page. You will be taken to the Viewer window, shown below. In the column on the left is the information for the image on the screen. At the top of the window are the arrows to go backward or forward through the show, as well as a drop-down menu to go to a particular image. To go back to Slideshow Properties, click **Slideshow Properties** at the top right of the page.



### Package Slideshow

amico

[Back to slideshow properties](#)

Slideshow package

Operating system:

Include ImageViewer

Include slideshow viewer

Image size:

Slideshow for portable devices

Target device:

Create data slides

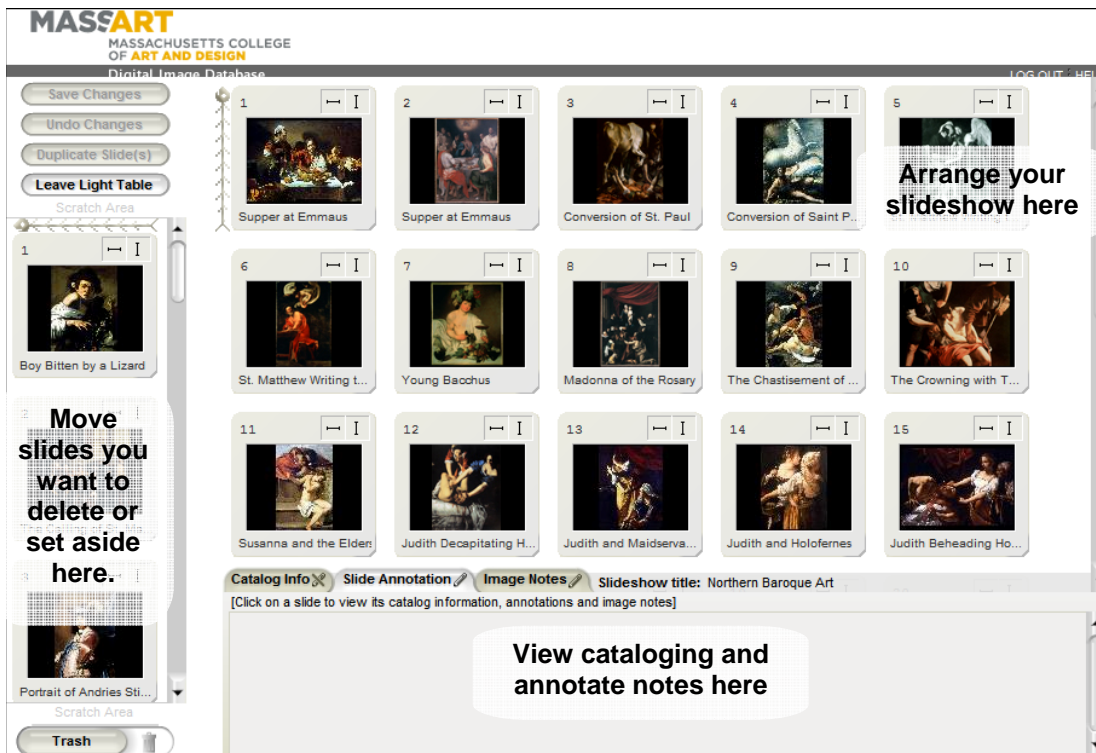
- To go arrange and annotate your slideshow, click **Light Table** on the Slide Properties page (go to the next section for instructions to the Light Table).
- To download the slideshow onto your computer, click **Package**. You will be taken to the Package Slideshow page. Select which operating system your computer uses from the first drop-down menu. Then, select if you would like the Image Viewer or the Slideshow Viewer. (If you are planning to project the slideshow in the classroom, select Image Viewer.) Finally, select the size

of the image you want to download. For the classroom projection, select Largest available, otherwise, choose medium. Click **Create Package**. A window will pop up asking you where you'd like the file saved. Select where you want the file saved and click **Save**. A window will pop-up asking you to select where to save the program. Choose a location (desktop is fine) and click **Save**. The program will be packaged. Right – click (or for Mac click while holding the Ctrl key) and select **Extract Program**. A window will pop up, asking you where to save the extracted program (again, the desktop is fine). Open the folder and click the Image Viewer icon to run the slideshow. See Image Viewer for details.

## Using the Light Table

You can arrange and annotate your slideshow using the Light Table. You can get to the Light Table from the Slideshow Properties page, or by clicking on **My Slideshows** in the column on the left, and clicking **Light Table** next to the slideshow you want to edit.

The Light Table page is divided into three parts. On the left is the Scratch Area, where you move slides you'd like to set aside or delete. On the right in the Light Table, where you can arrange the slides in your slideshow. On the bottom of the screen is the information area, where you can view the cataloging information for a slide, add slide annotations or image notes.

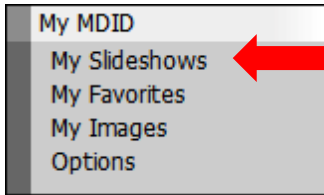


To arrange your slideshow, go to the Light table. To move the position of a slide, click on the slide you want to move, and drag it over the location in the sequence you'd like your slide to appear. For instance, if you'd like the last slide in your slideshow to appear second, click the last slide and drag it until it is above the second slide in the sequence. The last slide will pop into the second position, and the slide that had been second will move to the third position. To remove a slide from the slideshow, click on the slide and drag it to the scratch area. Click the **Trash** button at the bottom of the screen

To annotate slides, click on the slide you want to annotate, then, go to the information area below and click the **Slide Annotation or Image Notes** tab. Type your comments in the white space that appears under the tab. To have comments appear in the projected slideshow, the online reserve or the printout, both slide annotation and image notes will work. The difference between the two is that slide annotations will only appear with the slide in the slideshow. Image Notes will show up in the slideshow and be attached to the image in the database.

Once you have made the changes you want to your slideshow, click **Save Changes**. If you want to undo your work click **Undo Changes**. Then, click **Leave Light Table**.

## Access to finished slideshows



To get to a slideshow you have saved, login to the MDID, go to the column on the left, and under “My MDID” then click ***My Slideshows***.

**My Slideshows**

Folder: [Main]

Create New Slideshow : Manage Folders Show All : Jump to Folder [Main]

<input type="checkbox"/>	Title	Archived	Created	Modified					
<input type="checkbox"/>	Agnes		6/9/2008	6/9/2008	<a href="#">Slideshow Viewer</a>	<a href="#">Light Table</a>	<a href="#">Add Images</a>	<a href="#">Package</a>	<a href="#">Properties</a>
<input type="checkbox"/>	American Painting	Archived	9/21/2006	2/25/2008	<a href="#">Slideshow Viewer</a>	<a href="#">Light Table</a>	<a href="#">Add Images</a>	<a href="#">Package</a>	<a href="#">Properties</a>
<input type="checkbox"/>	baker	Archived	2/17/2006	2/17/2006	<a href="#">Slideshow Viewer</a>	<a href="#">Light Table</a>	<a href="#">Add Images</a>	<a href="#">Package</a>	<a href="#">Properties</a>
<input type="checkbox"/>	moma	Archived	3/31/2008	3/31/2008	<a href="#">Slideshow Viewer</a>	<a href="#">Light Table</a>	<a href="#">Add Images</a>	<a href="#">Package</a>	<a href="#">Properties</a>
<input type="checkbox"/>	Reserve SF *		4/17/2007	1/11/2008	<a href="#">Slideshow Viewer</a>	<a href="#">Light Table</a>	<a href="#">Add Images</a>	<a href="#">Package</a>	<a href="#">Properties</a>
<input type="checkbox"/>	temp	Archived	2/22/2007	9/25/2007	<a href="#">Slideshow Viewer</a>	<a href="#">Light Table</a>	<a href="#">Add Images</a>	<a href="#">Package</a>	<a href="#">Properties</a>
<input type="checkbox"/>	Turner	Archived	11/8/2006	11/8/2006	<a href="#">Slideshow Viewer</a>	<a href="#">Light Table</a>	<a href="#">Add Images</a>	<a href="#">Package</a>	<a href="#">Properties</a>

Selected Slideshows: Archive Un-Archive Delete Move to Folder [Main] Move

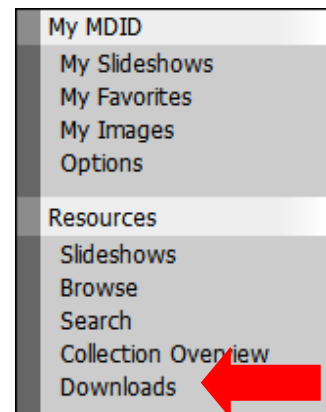
\* Slideshow uses one or more missing images

You will be taken to a list of all of your slideshows. From here you can archive or unarchive shows, go to the light table, add more images to a slideshow, or view the show with the Slideshow Viewer. By clicking ***Properties***, you can be taken to the Slideshow Properties page, where you can download the slideshow or print out hard copies.

## Image Viewer

The Image Viewer allows you to project your slideshow in the classroom. There are two ways to get the Image Viewer:

- **You can download the Viewer onto your computer and then connect with the database via the web to show a slideshow.** *You must authenticate on the web every time you show a slideshow.* To download an Image Viewer, login to MDID. From the Resources section of the column on the left, select ***Downloads***. This will take to the



Downloads page. Click on the viewer for your operating system (Mac or PC). A window will pop-up asking you to select where to save the program. Choose a location (desktop is fine) and click *Save*. The program will need to be unzipped. Right-click (or for Mac click while holding the Ctrl key) on the folder and select *Extract Program*. A window will pop up, asking you where to save the extracted program (again, the desktop is fine). Open the extracted folder and click *Image Viewer* to run the program.

- **You can also download individual slideshows in a package that includes an Image Viewer.** The packaged Image Viewer will only show the slideshow included in the package, but you do NOT have to connect with this Viewer to run the slideshow. If the network is unpredictable, or you plan to show the slideshow off campus, this is your best option. See *Slide Show Properties* on how to download a package.

If you have downloaded an Image Viewer separately and need to download a slideshow, double-click on the Viewer icon.



You will be asked to enter your username and password. Hit the return key. The Viewer will show the folders you have available on MDID. If you would like to see a list of your archived slideshows, check the **Show Archived Slideshows** box. Click the **+/-** button next to the folder to view the list of slideshows. Click on the slideshow you want and click **Launch Slideshow**.

If you have downloaded a package with an Image Viewer, open the folder and double-click on the Image Viewer icon. The Image Viewer will open. Click on **Launch Package**. The slideshow will begin.

Regardless of how you download the Image Viewer, running the controls of the viewer is the same. You can right-click (or ctrl-click for Mac) to see a menu of controls. You can bring up a menu that will remain on the screen throughout the show by clicking in any corner of the screen.



You can also run the slideshow without a menu. Simply move the mouse to the right edge of the screen and click to move the show forward; move the mouse to the left edge and click to go backward; clicking on the top edge will enlarge the image; clicking the bottom will shrink the image. There are also keyboard commands. The right and left arrow buttons will move you forward and backward through the slideshow. Pressing the **Esc** button will close the slideshow.

## Loading Personal Images into the MDID



You can load your own images into the MDID. They will be held in a separate collection called My Images, and can be searched or combined with other images in a slideshow the way that other collections can. The My Images collection is a private collection that only you will have the ability to access.



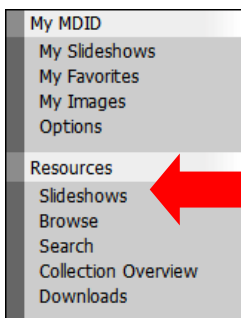
To load images into “My Images,” login to MDID and under My MDID in the left column, select My Images. Select Personal Collection from the drop-down menu and click the **Create** button.

You will be taken to a cataloging page, where you can enter the title, creator and other information. Once you have entered the information you want, scroll down to the bottom of the screen. In the box titled “Resource” type the full name of the file and file extension (i.e. eakins1.jpg). Then click the **Browse** button and select

the file from your computer. Once you have selected the file, click **Save Changes**. Your file is now uploaded into the MDID.

## Student Access to slideshows

All students can access slide shows that are unarchived and not password protected.



After they login, they should go to the column on the left and under Resources, select **Slideshows**.

They will be taken to the Slideshows page. From the first dropdown menu, titled *Slideshow Author* select the professors name. A selection of slideshows under your name will appear.

## Slideshow

Slideshow Author:  ▼

Folder:  ▼

Slideshow				
<a href="#">American Art - Tuesday Class</a>	<a href="#">Print View</a>	<a href="#">Flash Cards</a>	<a href="#">Properties</a>	<a href="#">Copy Slideshow</a>
<a href="#">American Art - Monday Class</a>	<a href="#">Print View</a>	<a href="#">Flash Cards</a>	<a href="#">Properties</a>	<a href="#">Copy Slideshow</a>
<a href="#">Baker 2</a>	<a href="#">Print View</a>	<a href="#">Flash Cards</a>	<a href="#">Properties</a>	<a href="#">Copy Slideshow</a>
<a href="#">baker1</a>	<a href="#">Print View</a>	<a href="#">Flash Cards</a>	<a href="#">Properties</a>	<a href="#">Copy Slideshow</a>
<a href="#">Northern Baroque Art</a>	<a href="#">Print View</a>	<a href="#">Flash Cards</a>	<a href="#">Properties</a>	<a href="#">Copy Slideshow</a>
<a href="#">Northern Baroque Art Part 2</a>	<a href="#">Print View</a>	<a href="#">Flash Cards</a>	<a href="#">Properties</a>	<a href="#">Copy Slideshow</a>

By clicking on the name of the slideshow, they can run an online version of the show. By clicking **Print View** they can create a page of thumbnails and the image information; **Flash Cards** will create a page of medium-sized images and image information. See Slideshow Properties for details on printing Print View and Flashcards.

If you would like to password protect a slide show for just current students set a password while on the slideshow properties page, and distribute the password to your class.

*For more information, go to <http://mdid.org> go to "Help" at the top left of the MDID database screen.*