

Visual Media Resources

Customizing MDID and Exporting Images to use in other Presentations Tools

<http://madison.bard.edu>

Online Help for MDID

<http://mdid.org/>

Click on the **How to...** link to find help with **Instructor Tasks**.

Creating Folders for Classes

1. Go to **My Slideshows** and click on the **Manage Folders** link.
2. Click on **Create New Folder**, enter the class name in the field and click on the **Update** link.
3. Go back to **My Slideshows**, check the slideshows you would like to add to the folder, select the folder from the **Move to Folder** pull-down menu in the lower right-hand corner, and press the **Move** button. The slideshows will disappear from the Main folder.
4. To view the slideshows in a particular folder, select the folder from the **Jump to Folder** pull-down menu in the upper left-hand corner and all of the slideshows in that folder will appear on the screen.

Add Personal Images to MDID

1. Go to **My Images** and click on the **Create** button.
2. Select the **Classification** from the pull-down list and enter any other pertinent data to the image. To select multiple values for any of the fields, press the **+** button next to the field. **The recommended minimum fields are bolded.**

Field Descriptions

- **Classification:** To what class of things does the object belong?
- **Type:** What is the object? (Work types: chair, table, print, painting, etc.)
- **Culture:** What is the nationality or culture of the person who made the object?
- **Period:** Is the object affiliated with a particular period in history?
- **Date:** When was the object made? Are there any other significant dates for the object, i.e. exhibited date, design date, etc.?
- **Creator:** Who made the object?
- **Title:** How is the object known? (Can be a traditional or descriptive title)
- **Description:** Are there any additional useful facts about the object?
- **Format:** What is the object made of? How was it made? (Materials and techniques)
- **Location:** Where is the object located? Where was the object made? Where was the object located in the past?
- **Repository:** Who owns the object?
- **Subject:** Related terms, cultural history significance, persons associated with the object.
- **Source:** Where did you find the image? **Book, website, etc.**
- **Course:** For what course are you using the image?
- **Identifier:** Does the image have a unique identifier, i.e. accession number?
- **Rights:** Who is the copyright holder? Is the image copyright free or restricted to fair use access?
- **Contributor:** Your name.

- Publisher: Ignore, as it is similar to source.
 - Language: Ignore
 - Relation: Ignore
 - Coverage: Ignore
 - Resource: Ignore
3. Press the **Browse** button to select the image you would like to upload.
 4. Press the **Save Changes** button. **IMPORTANT: You must press the button before leaving the page, or else all of your information will be deleted.**
 5. Go to **My Images** and click on the **View Your Images** link to see the image you just added.
 6. To share an image with other faculty members, check the **Shared** box and they will be able to view your personal image.
 7. To suggest an image to be added to the BGC Visual Media Resources Collection, check the **Suggest** box.

Put MDID Images into the ARTstor Offline Image Viewer

1. Download and install the **OIV**. You must be a registered ARTstor user to do this. (See **OIV 2.6: Getting Started**)
2. Open the **OIV** and enter your **ARTstor username and password** if prompted.
3. Go to **Insert > Local Images**, navigate to the folder of images downloaded from MDID, select all images, and press the **Add** button. After a brief period, the images will appear in the **Image Palette**.
4. To create a new slide, go to **Insert > Add a Slide** and select a layout from the pop window.
5. To add text from the data fields, drag the image to the text box and select which fields to display. (NB: ITPC Data is a summary form of the entire data record.)
6. For more easily portable presentations, it is recommended that you export a read only presentation by going to **File > Save as > Export Read Only Presentation** and choose **Medium** compression.
7. To view the presentation, go to **View > View Slide Presentation** and use the keyboard to navigate through the presentation:
 - **Space Bar** = View the next Slide
 - **Shift – Space Bar** = View the Previous Slide
 - **Shift – Right Arrow** = View the next object
 - **Shift – Left Arrow** = View the previous object
 - **ESC** = Exit the presentation

Zoomable Images Only

- **= =** = Zoom in
- **-** = Zoom out
- **0** = Resize to Fit Frame
- **9** = View the actual size
- **Arrow keys** = pan within an image