

## **WELCOME TO MDID, the Art and Architecture Image Database !!**

This system allows you to select images and present them in a digital "slide show" online or offline. You can upload your own personal images to the database as well. Students can access the database and view slide shows you have created for your classes.

This is a continually growing database of images which are suitable for many disciplines in the humanities, religion, international studies, etc. We try to provide high quality images for classroom projection. We will be adding new images constantly, so please visit often - or you may suggest images if you find gaps in our collection. You can also build your own personal collection to use with the system.

The images in this database are to be used for educational purposes only under current Fair Use standards. By agreeing to these terms you must follow fair use guidelines and are responsible for any misuse of your account. (see Section 110(1) of the U.S. Copyright Act and the Teach Act)

### **LOG IN to MDID**

To get started you will need to have a Wake Forest login and password. This will permit you to browse and view slide shows. If you are a faculty/staff member you can request additional privileges, such as adding personal images, creating slide shows, and adding notes to images. (Link here - Request a Faculty Account)

The URL address for our MDID2 database is: <http://paris.deacnet.wfu.edu/>. Save a shortcut to this address on your browser.

On the WELCOME page type in your WIN login and password.  
If you have a Faculty account, type in your MDID login and password.  
If you need assistance, or would like to request a faculty account please contact Martine Sherrill (martine@wfu.edu)

### **SEARCHING THE COLLECTION**

#### **Option 1 - Under "Resources" select - BROWSE**

The Collection box should say "Art and Architecture". This is the only collection we have at this time. In time we may choose to add other collections from other campus departments, or other available sources.

Click on "Field" and you will see a drop-down list which allows you to search by any of the field categories. The most useful one in most cases is by "Creator".

You will see a list of terms starting with "A". Above this list the alphabet will appear. Select the first letter of the artist/architect's last name, and you will see a list of all "creators" with that first letter. If you cannot find the person's name, try the field, "associate contributor".

Other useful fields to search:

Class - classification or medium, i.e. - painting, architecture, graphics, photography, etc.

Style/Period - historic/artistic period, or artistic "movement" , i.e. - Doric, Mannerist, Op, Rayism, Shaker, etc.

Technique - beyond materials, the more sought after techniques for teaching, - i.e, bronze casting, egg tempera, drybrush, cloisonné, marquetry, perspective, allegory, etc.

Location - the current location of object - site or museum

Origin - where the object was found, i.e. - a Spanish altar from Madrid now in the Met;  
source of work, i.e. - a page from a book or manuscript, or title of a series

Notes - any needed info which is not evident in the rest of the descriptive cataloging, i.e. - destroyed in 1966

#### **Option 2 - Under "Resources" select - SEARCH**

Search for keyword: type in any term that should appear anywhere in the catalog record, or

Type in any term in the appropriate field box; or a specific accession number or filename

\* Be sure all fields are empty when you start!!

### **Option 3 - Under "Terms in this Collection"**

Click on "Terms in this collection" and you will see a screen full of terms, in alphabetical order.

Click on any word, and a list of related images will be generated for you to pick from.

This list is not comprehensive. It is only the most commonly used terms appearing in the database. The size of the word indicates its frequency of use.

### **Save images to your computer desktop**

When you find an image you need, you can click on the icon below it that looks like an antique floppy disk.

This will create a copy of the jpg on your desktop. You can then use this image any way you choose, i.e.- to attach to an email, use in PowerPoint, Blackboard, etc.

### **Creating a slide show**

Under "My MDID", select "My Slideshows"

Click on [Create New Slideshow](#) in the blue box

Give the new slideshow a working title (this can be changed later)

It is not necessary to give a password to the slide show at this time.

Click the "rename" button

Your slide show is automatically archived. If you want students to have access to the slide show you need to "unarchive" it.

To begin searching for images click "Add Images"

The drop down box titled "Field" will allow you to search based on the artist's last name, the style/period, location of the work, technique, culture, etc. You can also search for images by using Option 2 and Option 3 above.

Click the box "Selected" next to each image on that page that you want

At the top of the page in the orange box, click "[add selected images to slideshow](#)"

To organize the slideshow, click on [Light Table](#)

Images can be dragged and arranged in the desired order.

You can toggle back and forth to the [slideshow viewer](#) to review your progress.

### **Navigational Buttons**

Above or below each image you will see navigational buttons for "Flash player settings", "Zoom In", "Zoom Out", "First Slide", "Go back one", "Forward one", "Last Slide" -

Click on the square "slide" icon and a drop-down box will allow you to select "single image (full screen)",

"top/bottom images", or "side-by-side images". The "fraction" indicates: the slide # showing/total slides.

The last button allows you to see a drop-down list of the slides, by title, so you can go directly to that image.

Click [add images](#) to continue browsing, searching for additional images.

If your search brings up too many images, "filter" your search by a key word term. For example, if you perform a

search for "Dada" images, and only want sculpture, type "sculpture" in the filter box, and this should narrow the images retrieved.

\* We are building the MDID collection as quickly as possible. Our priority is to provide the images that have been requested first, and fill in with other areas second. If there are images that you need added to the database, please contact Martine and we will process them ASAP.

You can help us by using the tools to create slide shows and letting us know of any problems or inconsistencies that you find. Without your input we may not be aware of existing problems. Please ask for help any time.

### **The Light Table**

This is where you will find little "slides" of all your selected images from the database. When you select images to be added to a slideshow they are placed on the light table in one of two places:

1. They will be directly on the large open area called the table
2. They will go into the "scratch" area in the left hand border

You may select and drag slides from either of these two locations and place them in any order you wish on the main light table surface. Only images on the main light table will appear in your slide show.

If your slide show already has images in it:  
All new images selected will be added to the scratch area. Drag them onto the light table as needed

Images can be dragged and dropped into any order you wish. Unwanted images can be returned to the scratch area, where they will remain until you delete them.

Once you have arranged your images in the order you wish be sure to "Save Changes" before you "Leave the Light Table".

Leaving the light table will take you directly back to the "slideshow properties" page where you may select to "view your slideshow", resume looking for more images, create a new slide show, or leave MDID.

### **Accessing your Slide Shows**

1. Log on to MDID
2. Select "My Slideshows"
3. Select the slide show you wish to work on
4. Select the operation you wish to perform: Slideshow viewer; Light Table; Add Images; Properties; Archive; Unarchive; etc.

Helpful hints:

If you "archive" your slideshow your students will not be able to access it  
ALWAYS keep your exams "archived"  
Save often!

If you know you are going to use certain images many times in many slide shows it is best to add that image to your "My Favorites" list

Notes:

## Classroom Presentation

### Imageviewer2 download

Once your slide show is designed you can access it in the classroom using the "ImageViewer2"

On the MDID main menu, under "Resources" select "Downloads"

Click on "ImageViewer 2 for Windows"

Select "Save to Disk".

"Enter name of file to save to".... Save in: **DESKTOP**

This will create an icon on your desktop called **imageviewer2.zip**. **Un-zip the file and the icon should say "imageviewer2.exe"**

**Store this icon in a safe place, and leave a shortcut on your desktop**

\*Remember **slideshow viewer** is for creating the slideshow on your computer;  
**ImageViewer2** is used for presentation in the classroom.

One easy way to batch download a group of slides to use is to actually create a "quick-and-dirty" slide show, then do the slide show export. You can control the size of the images (for PowerPoint), and the order, which is very handy. You can create slide shows of new material, make a "Print View", save it as a PDF, then send it to students to show the new images you want them to study.