

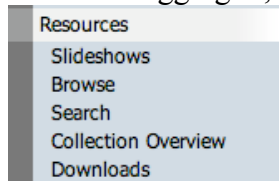
A Quick Guide to MDID for Instructors:

Logging In:

1. <http://mdid.wheatonma.edu/>
2. Username = w-number, Login = password for email

Searching:

1. After logging in, click on Search (under Resources)



2. Select the collection you wish to search and type in your search using the fields below the collection choice. (ISIS is the main collection for Wheaton's current collection of art images.)

Collections to search:

- African and Pacific Islands Fieldwork
- Archives: Wheaton Account Books
- Baker's Historical Images
- Early Modern representations of the New World
- Favorites
- Grand Tour Ephemera: Archives and Special Collecti
- ISIS
- My Images
- NASA Image eXchange (NIX)
- Personal Images
- Shared Images
- Theatre Studies & Dance

3. At the top of the search result screen you can control how many images appear on a page, as well as how the images in the found set are sorted and how much information you want to show.
4. Clicking on an image opens it in a viewer
5. Clicking on the "download" icon will show you the high resolution version of the image in a separate window.
6. Click the note icon to add your own personal notes about an image.

Selected



7. Additional searching tips:

*(quotes used below are for clarity only and should **not** be used in MDID)*

--Using a tilde after a search term will return terms that are similar

Example: entering "picasso~" will find "Picasso" as well as similar terms

--Using a plus sign as a prefix for terms will return only records that have those terms.

Example: entering "+houses +mansions" into the subject field will return only those records that have been subject keyworded with both

--Using a minus sign as a prefix will exclude records using the denoted term.

Example: entering “houses –mansions” into the subject field will find all records keyworded with “houses” but will exclude those keyworded with “mansions”

--Using the asterisk as a wildcard allows searches to be carried out on all characters the asterisk may represent in the string.

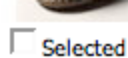
Examples: searching for “M*net” in the Creator field will return works created by both “Manet” and “Monet”, while searching for “Japan*” in the subject field will return records keyworded as either “Japan” or “Japanese”

Creating Presentations:

There are few options for creating presentations. For most of these options, you will need instructor privileges on MDID. Contact Chris Hyde for more information (hyde_christopher@wheatonma.edu, x 3573):

A. One at a Time for PowerPoint:

1. For each image that you want, click the “download” button next to the image

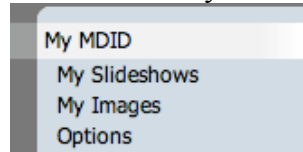


2. Choose “Save page as...” from the File menu of your browser and save the image to your desktop.
3. Import the Image into PowerPoint OR
4. Drag the image directly from your Browser to the PowerPoint slide you want it to appear on.

B. Creating a Slideshow in MDID:

1. Before you start searching for images create a slideshow

- a. Click on My Slideshows



- b. You may want to keep your slide shows organized. If so, for the first group of slideshows:

- i. Click on Manage Folders

Folder: [Main]

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

- ii. Click on Create a New Folder and give it a class name

Manage Folders

[Create New Folder](#)

Title	Slideshows		
[Main]	1		

- iii. Choose the folder

- c. Click on “Create New Slideshow” and name it

Slideshow Properties

New Slideshow

Title [Rename](#)
Folder [Move](#)
Password [Set](#) [Remove](#)

Created

Modified

Slides 0 slides in this slideshow

Status This slideshow is archived

Direct Link <http://mdid.wheatonma.edu/default.aspx?direct=slideshow&id=139>

Slideshow Viewer : [Print View](#) : [Flash Cards](#) : [Light Table](#) : [Package for Windows](#) : [Package for Mac OS X](#)

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

2. Search for Images
3. Click on the box next to the images you want to select

Selected



4. Click “add Images to selected slideshow”

Current slideshow: [New Slideshow](#) : [1 image selected](#) : [Clear selection](#) : [Add selected images to slideshow](#)

5. On the next screen, click “Add Selected Images”
 6. Use the Light Table to arrange slides in the order you want to show them.
- Slideshow Viewer : [Print View](#) : [Flash Cards](#) : [Light Table](#) : [Package for Windows](#) : [Package for Mac OS X](#)
[Add Images](#) : [Delete](#) : [Duplicate](#)
7. If you choose to “Unarchive” your slideshows, your students will be able to review the images as well

8. When complete, slideshows can be shown using the Online Slideshow Viewer
OR
9. Download a slideshow to your own computer

- a. Click on Properties

Slideshow				
New Slideshow	Print View	Flash Cards	Properties	Copy Slideshow

- b. Click on Package for Mac OSX or Windows.

Slideshow Viewer : [Print View](#) : [Flash Cards](#) : [Light Table](#) : [Package for Windows](#) : [Package for Mac OS X](#)

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

- c. Download, unzip to a folder, and double click on the imageviewer icon in that folder to display the images.

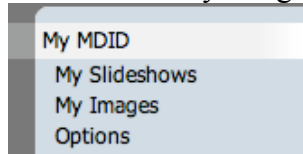
C. Organizing Slideshows in MDID, but use PowerPoint

1. Create slideshows as above.
2. Download the slideshow to your computer
3. Import the images in the “Images” folder into PowerPoint

Personal Images

If you cannot find an image that you want, please request the image from the slide library. Depending on the quantity of images requested, we can usually create and upload images to MDID with a week's notice. If there are a large number of images requested, it may take more time. Though we would rather build our digital collection, we recognize that in some instances you may need an image sooner than that. If you already have the image digitally, you can upload that image yourself:

1. Click on My Images



2. Give your image a title, select "Immediately select new image," and click the create button

My Images

[View your images](#)

Create new image

Collection:

Title:

Immediately select new image

3. Fill in as many of the fields on the next screen as possible.
4. Use the Browse button at the bottom of the screen to browse you computer for the image you want to use.
5. Click "Save Changes"
6. This image may now be added to slide shows as you would any other image in MDID.

Need Help?

Contact Chris Hyde in the Slide Library, Watson 138, hyde_christopher@wheatonma.edu, x 3573