

Getting started in MDID

MDID stands for Madison Digital Image Database. The structure of the database was created by James Madison University and offered up to the academic community as a free download. Kutztown University has utilized this free resource and added over 18,000 images from scanned books, technology fee grants, and department funds. We have recently upgraded to MDID2, the newest version that offers separate collections and offline viewing options. We are working to fill in the “gaps” in our collection as well as offer a variety of collections that will be useful to the whole college community. Contact Karen Stanford for more info stanford@kutztown.edu

1.) Logging On

<http://imagecollections.kutztown.edu>

Everyone with a KU email automatically has access to MDID using their email (without the @kutztown.edu) and email password. Faculty who would like to use this as a presentation tool must contact me to get their permissions set to faculty status for more user options.

2.) Searching for Images

In the left hand column under “**Resources**” you can get an idea of the different collections available by clicking on “**Collection Overview**”. There are two ways to search through these collections

- “**Search**” is the basic way to enter information and get a result (Resources-Search). The search screen gives you many collections and fields to choose from. “**Keyword**” searches all the fields. A pull-down menu for Culture, Period, and Style gives a list of cataloging information to choose from. Be specific as possible but a warning – if you enter too much information in those fields the system may get overloaded. Try to pick one field.
- “**Browse**” is an extremely useful new aspect of MDID2 (Resources-Browse). From the pull-downs, choose the collection and field you’d like to browse through alphabetically. Copyright is an especially useful field since it lists the source of the image – if you’ve had anything scanned from a book you can look up the title and find all its images at once. Creator is another useful field – it lists all the artists in the database.

3.) Creating a Slideshow

To add the image to a slideshow: click the “**Select**” box under the image or images you want in your slideshow. Go to the orange bar at the top of the page and click “add selected images to slideshow”. At this point you can create a new show or add the images to an already made show. The archive box: when a slideshow is “archived” it is not available to the public, when it is “unarchived” it can be seen by anyone who logs into MDID. See section **4.) My Slideshows** for more details on managing slide shows.

To add the image to your favorites: click the “**Favorite**” box under the image. It will automatically go into your favorites collection. See section **4.) My Favorites** for more details on your favorite collection.

To upload your own image: If you have a personal image you’d like to add to a slideshow go to **My Mdid-My Images**. Choose the collection you’d like to add to, title your image and click the box “immediately select new image” then hit “create”. This is the extended cataloging screen- fill in any information here, leave the Resource path unchanged, upload image file, and save changes. This process must be done for every image. These images can then be found at **My MDID-My Images**.

3.) My MDID

In the left hand column the “My MDID” section holds your personal image information

“**My Slideshows**” lists the names of the slideshows you have created. Slideshows automatically get placed into a main folder unless otherwise designated. To create folders to separate your slideshows, click “manage folders”

- To view a mini-image sized slideshow of your lecture click “[slideshow viewer](#)”
- To organize the images in the slideshow click “[Light Box](#)”
- To add information to the image with your own notes, click the image and go to the bottom of the light box and hit the folder tab named “Image Notes”. These notes will appear on all printouts and for your personal viewing.
- To add images to this slideshow click “[Add Images](#)”
- For more options like duplicating your slideshow, packing the images for power point, or adding passwords click “[Properties](#)”

“**My Favorites**” is your private collection of images. This is a good way to save images you would like use in future slideshows. It will be saved automatically.

“**My Images**” is the private collection of your personally uploaded images. Click “view your images” to see your personal collection.

The “**Options**” section gives you the ability to change your password, change the font size, and set the defaults for viewing.

5.) To view your Slideshow

Using the MDID Imageviewer

MDID has its own image viewer which needs to be downloaded onto the computer in the room where the presentation will take place. An internet connection is necessary. If it is not a smart classroom, a digital projector needs to be hooked up to a laptop computer. To download the Imageviewer go to Resources-Downloads. The viewer will download onto your desktop. Click the .exe icon and log in. For a demo on using the imageviewer in the classroom please contact stanford@kutztown.edu

Using the MDID images in a Power Point

If there is no internet connection or you would rather use the images in a different program, you can download the jpegs to your desktop. Go to My MDID-My Slideshows, find the lecture and click on “Properties”. Go to “Package for Windows or OSX”.

6.) Student Access to MDID

Students can access MDID to review professor lectures using their KU email address. Going to **Resources-Slideshows** the student can choose the name from the pulldown menu. Clicking the title will activate a mini online viewer, printview will download a pdf of thumbnails, and flash cards will download a pdf of postcard sized images.