OTIS D.I.D.
Digital Image Database for Teaching & Learning

http://did.otis.edu/

Advanced Tips for the Otis DID!

Personalizing Your Session – You can change your password, change your opening page, and many other things with the *Options* menu, located on the left-hand menu bar.

1. Change font size:
   Under Settings -> User Interface -> Font Size, choose "Large"
2. After login, immediately open to "My Slideshows" or other page:
   Under Settings -> User Interface -> Start Page after Login, use the drop down menu to choose the page "My Slideshows." Other options include "Browse" and "My Images"
3. Always add images to a lecture instead of the scratch space:
   Under "Add new slides to a slideshow," click the radio button for "to the presentation area"
4. After adding images, arrange them immediately and skip the Properties page:
   Under "After adding images to a slideshow," click the radio button for "jump directly to Light Table"
5. Save your changes:
   Click on the *Save Options* button.

Adding Your Personal Images – You can add personal images to a slideshow. Please remember that these images should be used for educational purposes; this service should not be used to arrange your personal photo collection. Make sure that the images are least 1000x600 pixels; any smaller images will appear as a thumbnail on a wall when projected in a classroom.

1. Click on *My Images* on the left-hand menu bar.
2. Click the *Create* button. A new page – the Editor Page – will open.
3. Click on the *Select Image* box to immediately choose the image for your slideshow.
4. Add as much information as you want to describe the image. Although none of the fields are mandatory, we recommend that these ones be used, if known:
   Title – Name of the image
   Artist – Name of the person(s) who created the work
   Date – When the work was created, modified, destroyed, etc.
   File Name – Enter the name of the file you will be uploading
5. You may enter multiple values for each field by clicking on the plus (+) button, located at the end of each line. To clear a field, click on the minus (-) button.
6. At the bottom of the page you can choose the file to upload. Use the *Browse* (PC) or *Choose File* (Mac) button to find the file.
7. When finished, click the *Save Changes* button to upload the file.
8. Be patient. It takes a little a time to upload the file and create the thumbnail. When completed, the page will refresh, but now the thumbnail of the image will appear.
9. To browse all the images you have uploaded, click on the *View your images* link. To delete one of your images, simply click on the trash can icon ( ) underneath its thumbnail.
10. If you are uploading several images with similar information, edit the first image. Then click on the *Duplicate* link near the top of the Editor page.

Saving Slideshows for Offline – You can now download the lecture so you can burn it to a CD, keep on your laptop, or play on a computer without an Internet connection. This is known as "packaging your lecture." The package will consist of a folder containing all of the images for the lecture as well as an xml file, a flashviewer to play it on either a PC or Mac, and the ImageViewer2.

Software Requirements: WinZip (PC), StuffIt (Mac), or any other program which can unzip files.

First, you need to save the slideshow as a ZIP file:
1. To begin, go to *My Slideshows* and find the lecture you want to package.
2. Click on the *Package* link.
3. Click the radio button for *Slideshow package*.
    a. Use the dropdown menu to choose your operating system, either "Windows" or "Mac OS X." Note: You cannot package a slideshow to a computer running Mac OS 9 or earlier
    b. *Include ImageViewer* – If you check this box, the package will contain the ImageViewer2 software, which can display large and medium sized images.
    c. *Include slideshow viewer* – If you check this, the package will contain a Flash player version which can display only medium-sized images.
    d. Use the dropdown menu to choose the image size, either "Largest available" or "Medium."
4. Click on the *Create package* button. Eventually a box will pop up asking you what to do with the file "slideshow_###.zip." Choose *Open*.

Second, you need to unzip the slideshow:
1. Whatever program you use to unzip (uncompress) files will open. Follow its prompts to extract the files and save to disc. You may not have a choice in where it will be saved.
2. Mac Users: Unzip programs on Macs generally unzip the files automatically.
3. PC Users: Unzipping files on PCs generally needs to be done manually.
    a. Find the folder. Its icon will probably have a zipper on it.
    b. Use your zip program to extract (uncompress) the ZIP file.
    c. If the program asks you which files to extract, choose all of them.
    d. Extract the files to a place of your choosing, such as the Desktop. Create a new folder for this lecture.
4. Once the program is done, find the folder you created above.
5. Rename the folder from "slideshow_###" to something which makes sense to you, such as "F07 Contempo Wk 01"
6. If you are saving the lecture to another medium, such as a CD, copy the entire folder. You do not need to be connected to the Internet to play it.

Third, to play the slideshow:
1. Open the folder containing the lecture.
2. Click on the flashviewer icon to play the medium-size version: or the ImageViewer2 icon to play the large-size version (best in classroom):
3. The slideshow will begin to play.