WMDID Discover   Organize   Experience   Search

WMdid Tutorial

https://wmdid.wm.edu

Sign in with your WM username and password. You will also log into the "Duo Two-factor Authentification" (CAS), now added by I.T. for extra security.

See if there are any new announcements (including upgrades to the system, new collections, etc)

Notice the four directions at the top of the site: **Discover / Organize / Experience / Search**

DISCOVER

Explore: See how many images (hits) are in the database.

Under "Display" - see desired ways of looking at images (thumbnails or with metadata) and also desired way of sorting images (by title, creator, date).

Select or deselect all on page.

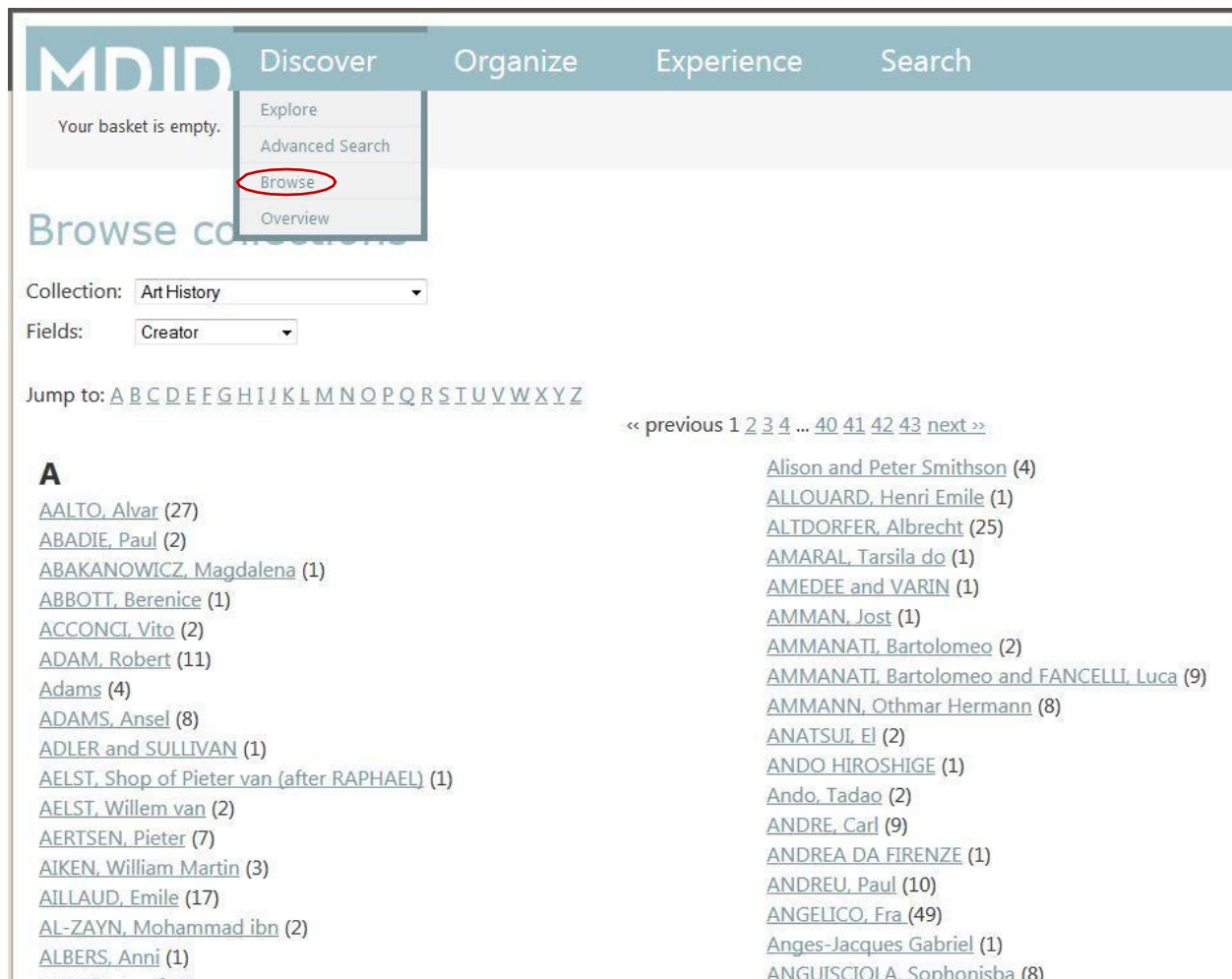Select items to be deleted or added to a presentation.

Try typing in a keyword in the box seen in the right column. Also in the right column you can check collections individually if desired (Art History, Asia, Iberia and the Americas, etc).
Flickr also shows their selections, although not accessible through WMdid

All the information seen in the right column can help you focus on particular information for speedier search results.

Keywords
[   ] [Go]

Collection
Art History 26,004
Asia 2,789
Classical Studies
Collection 5,108
Geology 54
Hispanic Studies 147
Iberia and the
Americas 7,478
McEachron Imagebank 49
Personal Images 4,070
Pilgrim 2,737
Spaeth Classical Arts 8,688
more...

Browse: By Collection and **by field** (You must select the field for Title, Creator,
Location….the default shows as "Description")

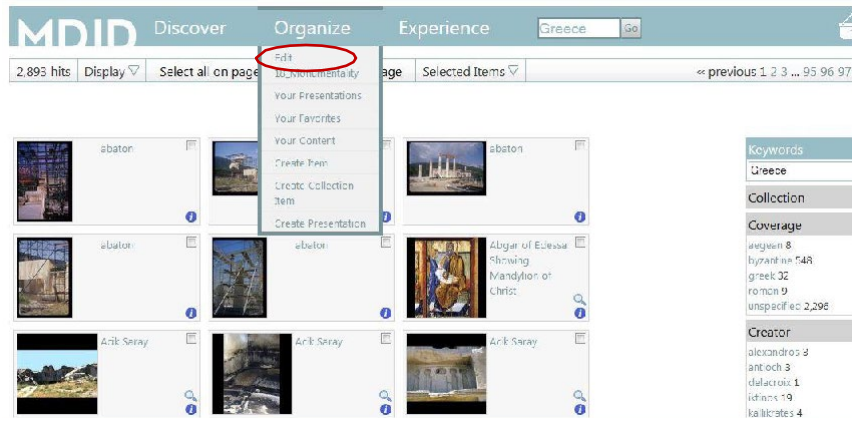Try Jumping to a letter of the alphabet, or using the "next" tab to browse through the selections.

Overview: See what each collection is about and their permission statements for usage.
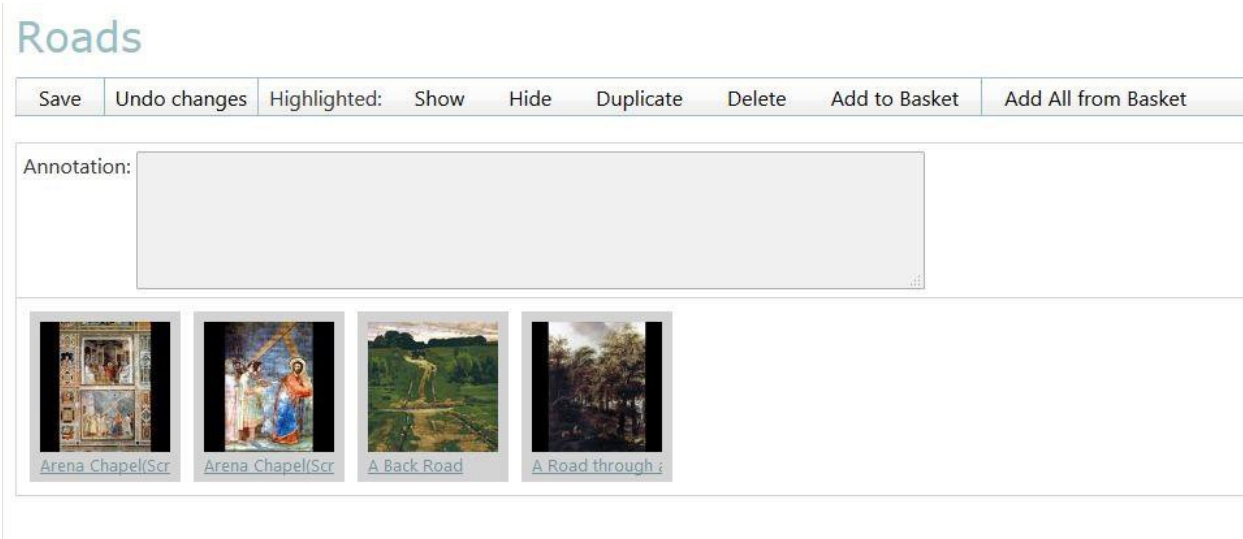From this page you can *Explore* or *Browse* as well.

ORGANIZE

Here you will find different areas that will help you create, categorize and prepare your presentations for yourself, students and other users.

Options include:

Edit: Its default is the last presentation you worked on. Here you will find the entire work page of your presentation:

Notice the options given directly under the name of your presentation:
These give you the ability to select certain chosen images to:

"Show" or "Hide"
"Duplicate" or "Delete"
"Add to or Add all from the Basket"

Also for your chosen images, there is a place to:
Add "Annotations"

Below your image selections there is a "*Properties*" section.

Here you can:

> Add a *Title* and *Description*,
> Add *Tags* (great for your students to identify a presentation you want
>> them to see),
> *Password* protect (This will show a "lock" icon next to your presentation
>> on the "Your Presentations" page)
> *Hide* or *Unhide* your presentation from others by checking/unchecking
>> the "Hidden" box.

Hide Default Data allows you to not show information while displaying your presentation. Great for
> PowerPoint*

PowerPoint option is discussed in a separate tutorial

On the **right hand side of the webpage** are further actions you can perform:
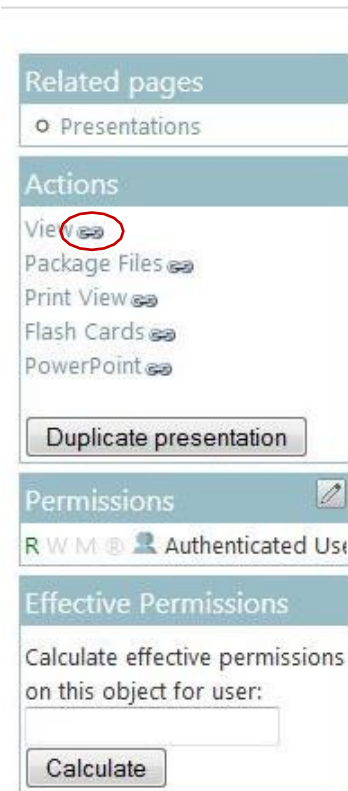
View the presentation

Package image files to use outside of the WMdid format.

Print images and information (Useful when wanting a note page while giving presentation)

Flash cards

Powerpoint* (Ability to download this WMdid presentation to a PowerPoint file)

**The link icon next to each of these allows you to put a hyperlink in your document or on Blackboard.

**Duplicate Presentation** – (Ability to make a duplicate of the presentation, which will show as a "copy" in your list of presentations)

Permissions allows you to add certain abilities for others you want to edit or see your particular presentation, you the creator of this presentation, can set these permissions.

REMEMBER TO ALWAYS "*UPDATE*" TO SAVE NEW CHANGES

*PowerPoint option is discussed in a separate tutorial

Your Presentations: This is another place where you can **manage your presentations**:
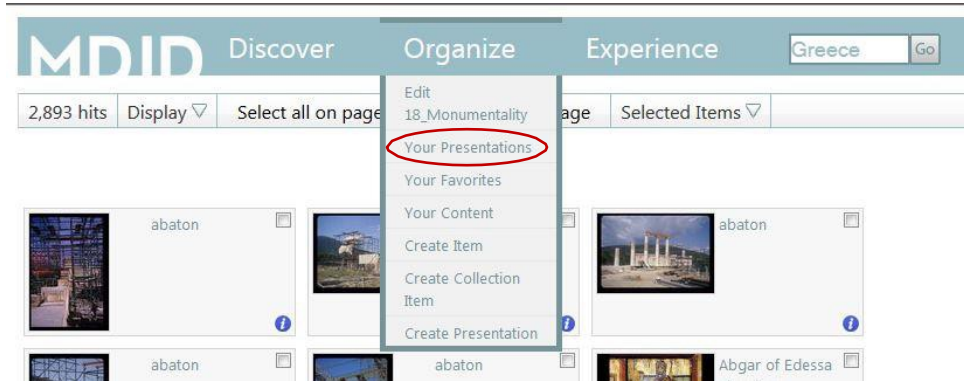
Create a new presentation: Before you even start searching, create it here.

_Tags_*: Add or appoint existing tags to any of your presentations from here. Tags are handy for identification purposes, instead of "Folders".

Hide/Show: This will save you time, if you want to "archive" (Hide) or "unarchive" (Show) any of your presentations. Just check the boxes before the appointed presentation to _Hide_ or _Show_.

Delete: Check corresponding presentation(s) and choose _Delete_.

Tags are discussed in a separate tutorial

Your Favorites: This is where you can store images used frequently to add to other presentations.
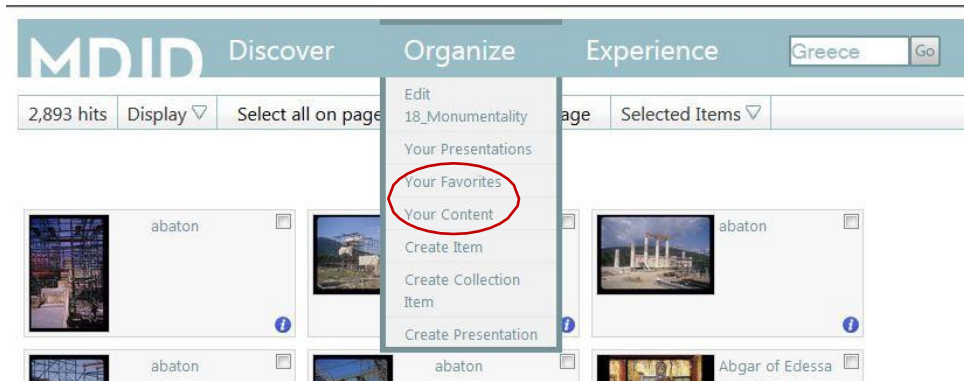
To add a favorite to this collection, you first:

> Search and find the image
> Click on the image and then select "*Go to Record*"
> On right-hand column – type "*Favorite*" under "*Your Tags*" and select "*Add Tags*" which will then add this image to your "*Favorites*" page.
> Double-check to make sure it has been added by going to "*Your Favorites*".

Your Content: This is where you can view your own uploaded images.

> From this page, you can select and image, go to its record and then edit the record (seen on the right side). This is where you can add "*Favorite*" so that it will show on the "*Your Favorites*" page.

***Create Item*:** This is where you can add content, tags and upload images that you want in your presentation and in the collection (if so desired).
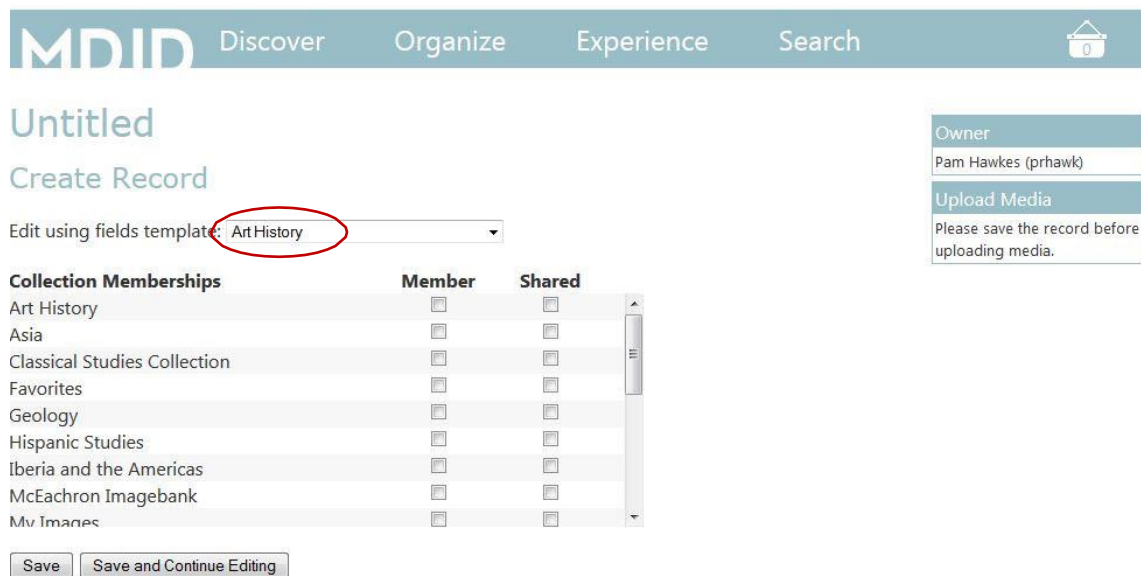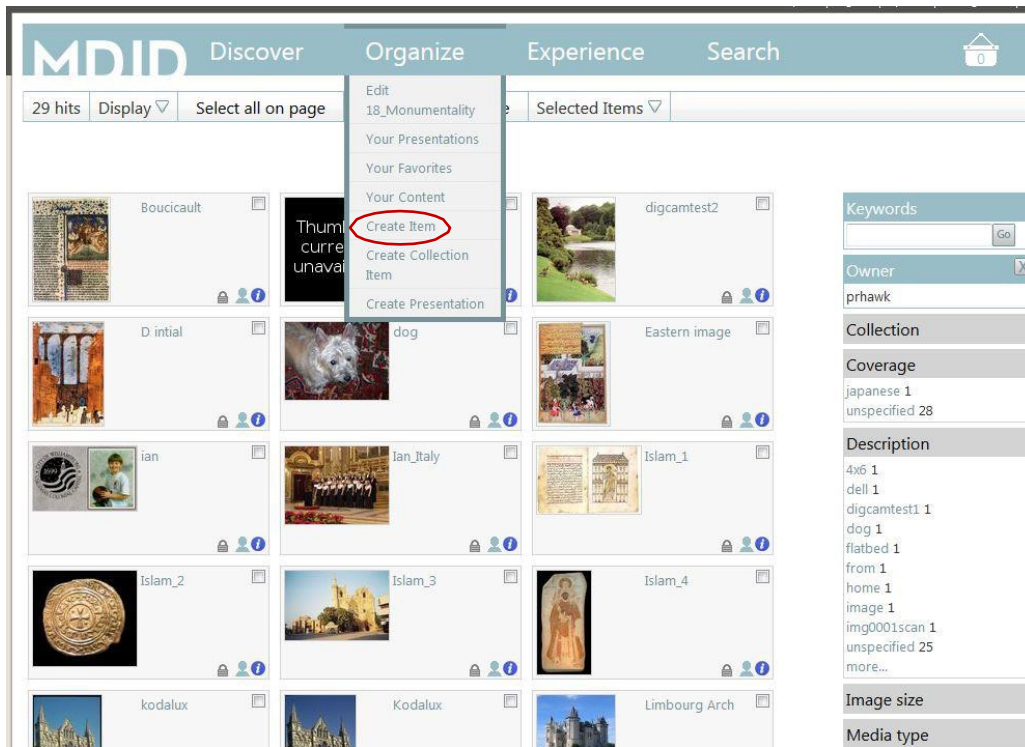
Choose your field template (Art History is recommended because it includes all pertinent categories used by many collections).

In the "*Collection Memberships*":

> Check all corresponding box(es) that this image could be a part of (or not—just check "*Personal Images*")and check "*Shared*" if you want other collections to have access to it.

> (An icon that looks like a "lock" will appear next to the image once it is in the collection—this means it is "*not shared*").

> Stop and save, choosing "*Save and Continue Editing*"

> Now you are ready to add record information.

Make the information direct, so you can easily find it later-

Important things to know when adding record information:

Whatever you have named the image file MUST match your "*Identifier*" or *"ID"* field. (WMdid will not upload any other way).

Jpeg files over 16 MB are not necessary. The files should be large-- around 10MB is plenty. Too small will not enlarge in the classroom.

If using the default fields template: Use the dropdown field lists and choose from the controlled list of field names:

"*Work Type*" pertains to what it is (Painting, Sculpture, Architecture…)

Type out the whole word…no abbreviations please. When finished:

<p style="text-align:center;color:red">**Remember to "Save"!!**</p>

At any time you can edit your information (See: "*Editing*" in right column)

Now you are ready to upload your image:

In the right-hand side column, under "*Upload Media*" choose to which collection you want this image to be added. (Usually "*Personal Images*") "Select and Upload Images" will prompt you to find where you have stored the selected image.

Choose the file and your image will upload and give you a thumbnail at the top of the right-hand column and also give you an indication (in green) that your image is saved.

Check under "Organize" and "Your Content" to make sure it is there.

If you need the image to be added to a presentation, select it (you will see it has appeared at the top of the page in your "basket"). Then go to "Organize" and "Your Presentations" where you can select the presentation and then add it by selecting "Add selected items".

Thumbnail

Owner
Pam Hawkes (prhawk)

Editing
Edit Record
Duplicate Record
Customize Record
Suggest
Delete Record

Usage
Used in no presentations

Your Tags
Not tagged yet.

Add tags

All Tags
Not tagged yet.

Viewers

Media

Upload Media
Storage
Personal Images (unlimit

Select and Upload Files

Uploading DSC_0233.JPG
saved

Create Presentation: Another way to begin the process of searching and making a presentation is to select: *Organize-Create Presentation*.

Add a title

Assign any new **Tags*** that will benefit you, this is very helpful to those
trying to find this presentation and/or to use in other
presentations.

Allow access-is like un-archiving your presentation, everyone will have
access to it. You have this option to share it (Allow access, Unhidden) or
not share it (leave the box uncheck beside Allow access, Hidden).

Select "Create"

You are presented the properties page where you can:

Add a description of your presentation.

A password (for only certain students and/or colleagues who you wish to see this presentation).

Choose a field set for searching possibilities (Art History…)

Assign new tags*

**Make sure you "Update" to save your new added information!

You can begin searching for images from this page, they will appear at the top of your screen in your "Basket".

To find your new presentation, go to *"Organize"-"Your Presentations"**

Now you may begin to search, browse, and build this new presentation.

*If you have **not Tagged** your presentation, it **will not show** in the initial list-to see all:

Go to the right hand column

Choose "*X*" beside "*Untagged*" and then all untagged presentations will
show. (Another great reason to tag everything!)

Experience

This is where you can find other presentations other than your own. Also a great place to add Tags to a presentation you have made and want others to find***.

Browse Presentations: To see other presentations that colleagues/students have allowed to be shared will be seen here. Any of your presentations that you have shared/have made "*Unhidden*" will also be found here***.

***These **shared presentations** cannot be seen by others unless you have **unchecked the "Hidden" box found on the presentation (or edit) page** of the presentation you mean to share.
(The default when making a presentation shows that the box next to 'Hidden' is unchecked. *If you do not want others to see* your presentation— that is when you make sure this box is checked).

*MediaViewer: There **was** a separate presentation tool that allowed you to go directly to your presentations and view it in a larger window. It is no longer supported. Now, if you choose to "view" your presentation, you will then see in a presentation mode, the same options found in the "Mediaviewer".

Search

This is a fast and easy way to search by keyword.

Once you have entered a keyword and have selected chosen images, notice the "hanging tab", known as the "*Basket*", at the top right-hand corner of the page.
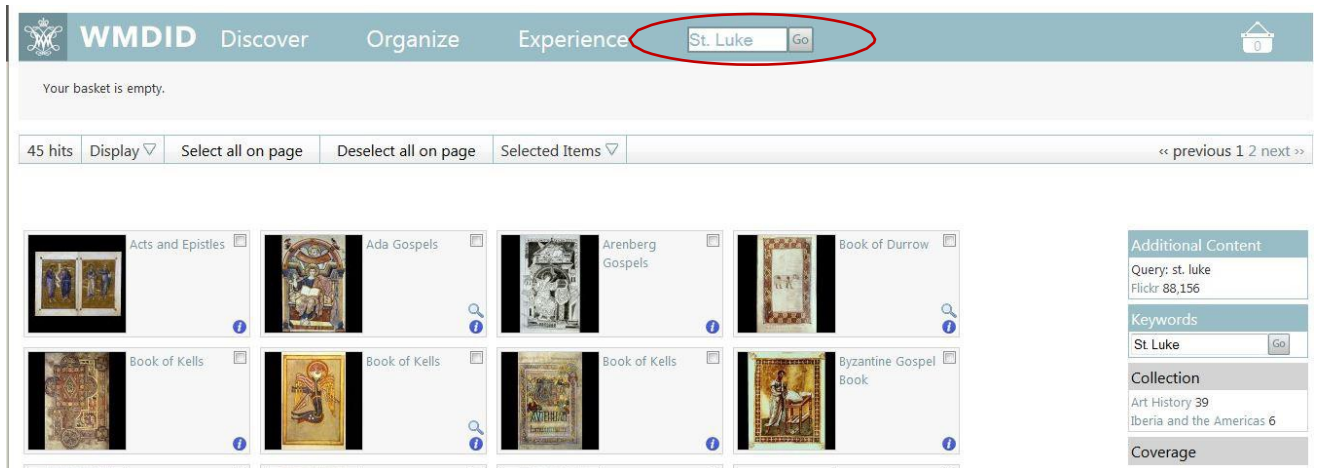
Where initially it says "0", now shows the quantity of images you have just chosen.
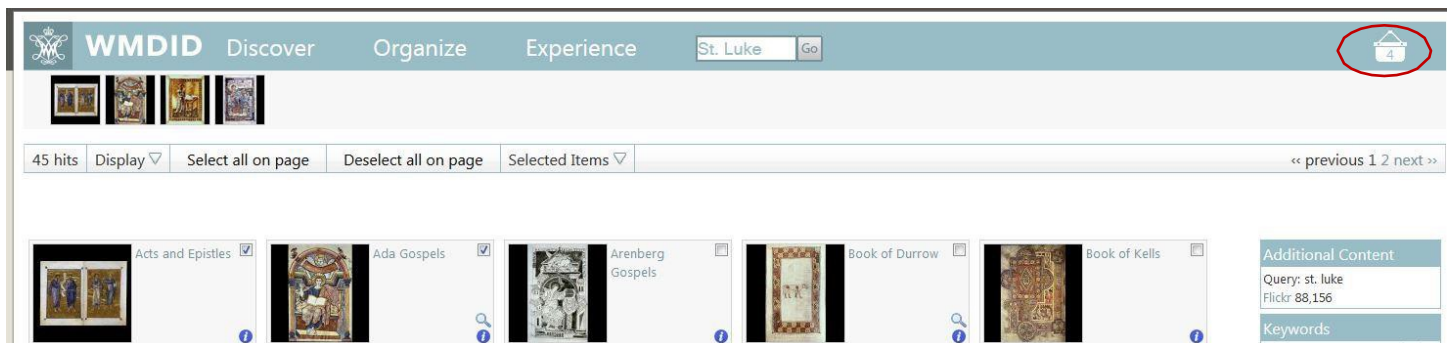
Click on the "*Basket*" and the drop down will give you the ability to "*Show*" your chosen images across the top or "*Hide*" them.

From this basket, you can also "*Explore*" the newly chosen items and their information.

WMdid tutorial-TAGS: What they are and how they can help you

Think of a tag as an identifier-whatever you need to identify—make a TAG. It can be thought of as a "folder"…if you have presentations for a particular class…tag them all as if they were going to be in the same "folder". Tags can be helpful for:

> categorizing semester presentations
> presentations you need others to find
> identifying presentations within certain "folders" (like MDID2 used)

>> (Ex: Tag all your semester's classes with the same identifying info: Colonial Mexico, Andes, Northern Ren, 20thc. Ptng, etc).WMDID

> The tags you make can only be seen by you and others browsing presentations **you have made available for them to see** (you have the "Hidden" box unchecked—this allows them to see a particular presentation).

*The default for presentations that show when you go to "Organize"-"Your Presentations" is what you have done previously. **The first time on WMdid shows *only the untagged* presentations.**

In order to see the tagged presentations,
on the right hand column-select the *'X' bedside 'Untagged'*…
it will then prompt all of your tagged presentations to show.

Untagged   X
Showing only presentations
you have not tagged

Once you have done this you will see all of your tags related to your presentations you have allowed to be **UNHIDDEN.**

Your Tags
19th Century 2
20thc 6
Andrews Screen 1
Arts&Crafts Movement 3
Asian 3
Classical Studies 6
Dance 2
ECByz 3
Epic 1
IT Renaissance 23
Medieval Arch 1
MISC 13
Pam_Fall2010 21
Sculpture 1
Student Study Guide 1
SurveyI 1
Test for Students 1

WMdid tutorial: Using the PowerPoint option to make a presentation

PowerPoint has been made available to download a selected presentation, however, it is limited to a select group of the program's templates.

Also, the title of the work will show on the PowerPoint slide. **UNLESS** you select the option when in "*Edit Presentation*" to check the box *"Hide Default Data"*.*

Here is how you download your WMdid presentation to a PowerPoint:

Find the presentation that you want to use, if you need to *edit* it—this is the time, so that your images will line up as you want them to in the Powerpoint.

> From the '*Edit*' page:
> > After editing*****, on the right-hand side of the page under '*Actions*' you will find the option to make a '*PowerPoint*'.
> > ***This is where you can "*Hide default data*" so titles won't show on each PowerPoint slide in your presentation.**

> From the '*Your Presentations'* page:
> > Choose the presentation and at the far right end is a *'carrot'* under which is the option to make a PowerPoint.

> Once you have selected 'PowerPoint':
> > Choose from the options for a PowerPoint template (seen on the right "Options")
> > Select 'Download PowerPoint'
> > This will give a box that will offer options Open or Save—Choose 'Save'—so that you can direct it to a folder on your computer.
> > Name and save to your folder and open the PowerPoint presentation.

> Once you have made this presentation, you will see:
> > A title page with your named Presentation as it is shown in WMdid
> > Each image on its own slide with the title (optional*) and in the 'notepage' below each slide is all the metadata from that image file.