WMdid Tutorial / Students

WMdid is a database of art & art history-related images created for the professors within the department who have chosen to upload their materials in this collection. You, the student, have access to these images for study and use in class-related presentations. Any questions concerning the usage, access or projects related to WMDID, feel free to contact Pam Hawkes, Visual Resources Director @prhawk@wm.edu / 221-2526.

To access WMDID:

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.

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

There are several ways you can find images for a presentation.

- One is under the **Discover** option at the top of the page—

    Explore: This opens a page of thumbnails that alphabetically begins our collection.

    On the right-hand side of the screen, you will see a column where you can type in a *Keyword* to begin your search. Under this are the *Collections* where you can select to begin your search as well.
   > Try selecting a few images by checking the little box in the top corner of each thumbnail. The thumbs selected will appear at the top of your screen.

    > To *add to a presentation*—select the drop-down carrot next to "*Selected Items*".*
    > From here, you can *create a new presentation** or *add selected items** to an existing one.

    *This is explained under the **Search** section below.

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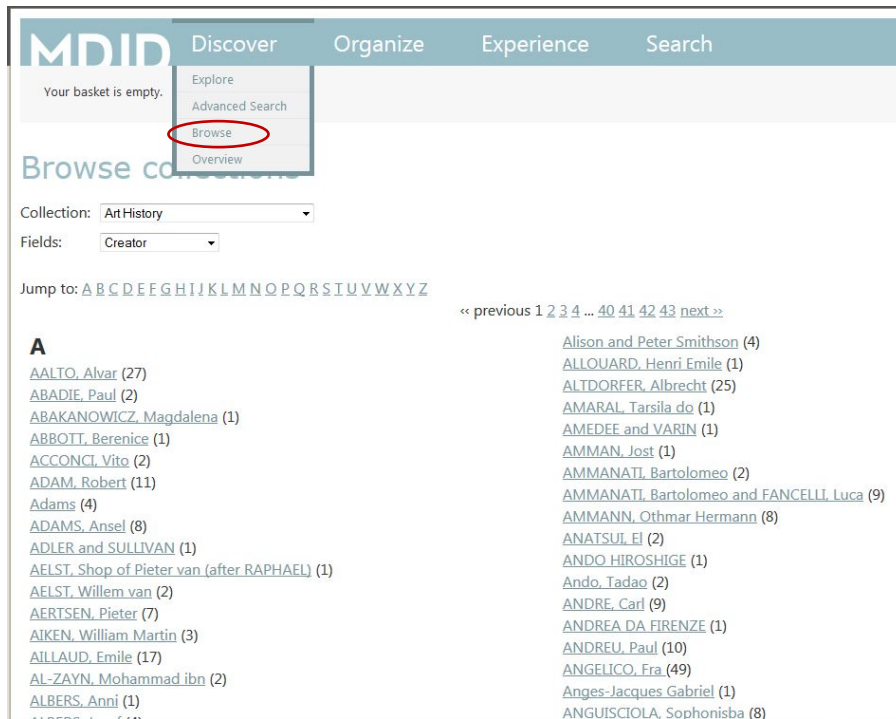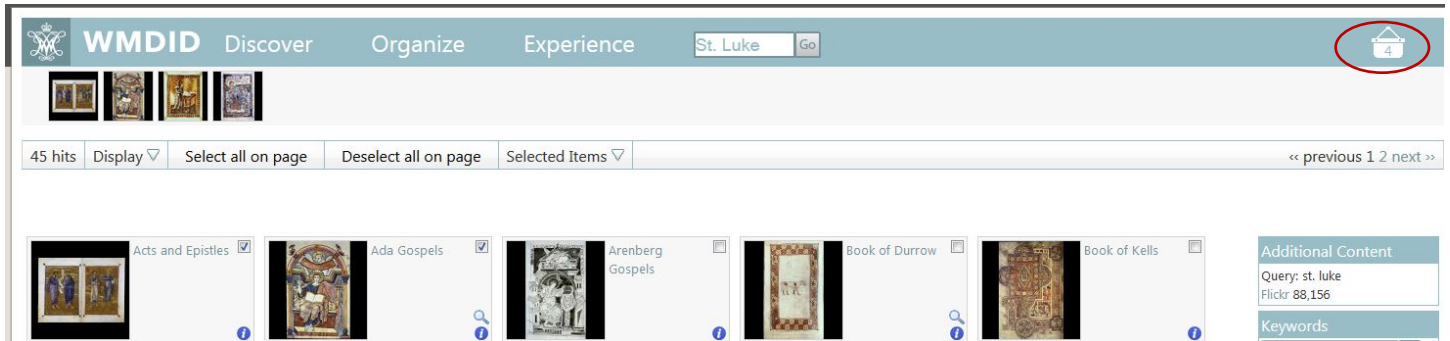

Another way to find images is to choose **Search** and type in a keyword:

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.
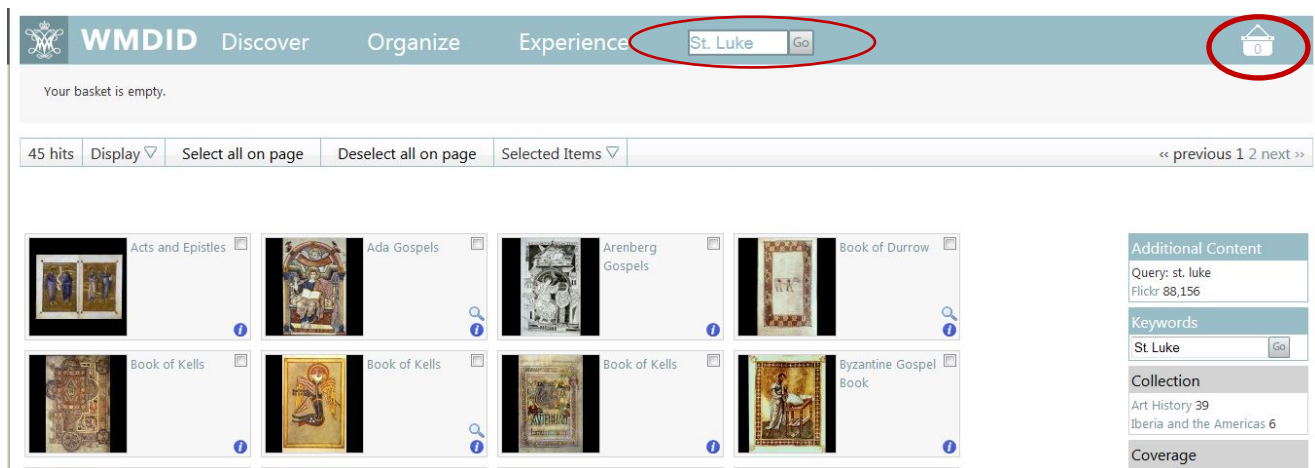
Where initially it said "0", now shows the quantity of images you have just chosen.

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 by clicking on them.

If you want to use these selected images in your presentation, click on the carrot next to "*Select Items*". You have the option to "*Add to Presentation*".
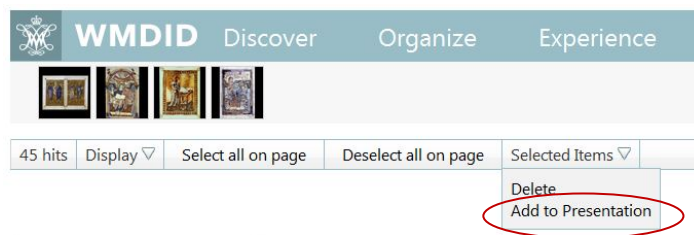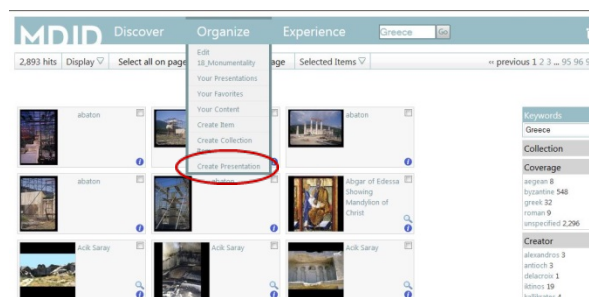

The next page will give you the option of creating a new presentation or add to an existing one you have already made.
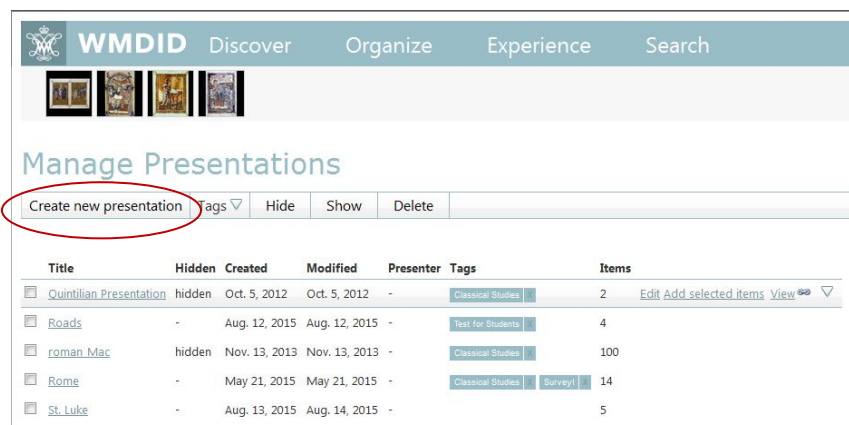
If you are creating a new presentation: you will come to this page to set it up:

This option can also be found under: **Organize**

_____

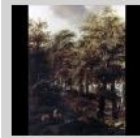Here you will find different areas that will help you create, categorize and prepare your presentations for yourself.

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.

| Save | Undo changes | Highlighted: | Show | Hide | Duplicate | Delete | Add to Basket | Add All from Basket |

Annotation:

Arena Chapel(Scr   Arena Chapel(Scr   A Back Road   A Road through ;

Properties

Title Roads

Description

Password

Field set ---------- ▼

Hidden ☐

Hide default ☐
data

[Update] Cancel

Tags:
☐ 19th Century
☐ 20thc
☐ Andrews Screen
☐
Arts&Crafts Movement
☐ Asian
☐ Classical Studies
☐ Dance
☐ ECByz

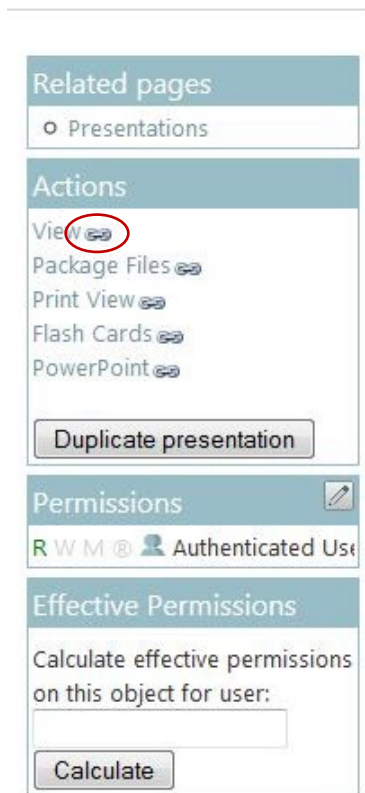Assign new tags:

Here you can:

> Add a *Title* and *Description*,
> Add *Tags*
> *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)
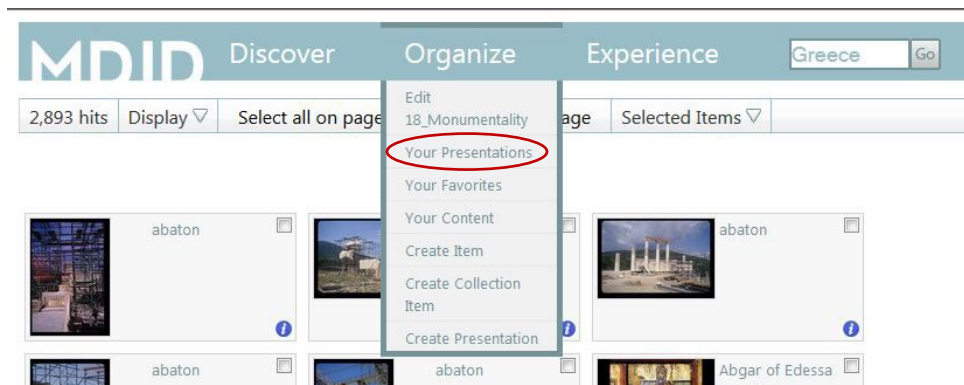
**The link icon next to each of these allows you to put a hyperlink in your document or on Blackboard.

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

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".

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

*Tags are discussed in a separate tutorial

Create Presentation: 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.

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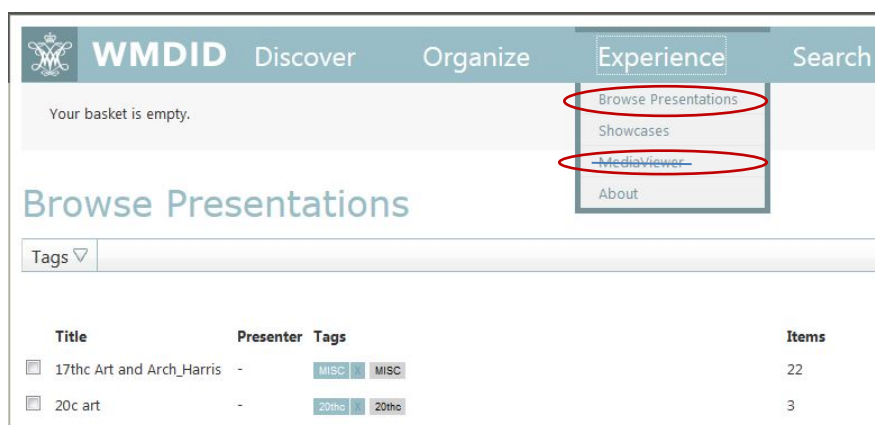
Browse Presentations: To see other presentations that professors/students have allowed to be shared will be seen here. Any of your presentations that you have shared/have made "*Unhidden*" will also be found here***.

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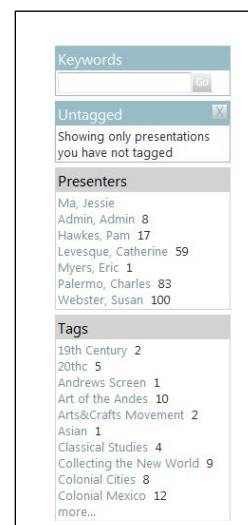
*MediaViewer: There ***was*** a separate presentation tool that allowed you to go directly to your presentations and view it in a larger window. It is no longer supported. Now, if you choose to "view" your presentation, you will then see in a presentation mode, the same options found in the "Mediaviewer".

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"

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

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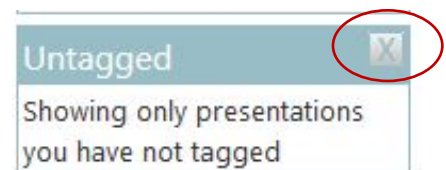
Once you have done this you will see all of your tags related to your presentations you have allowed to be **UNHIDDEN.**

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. ****<u>UNLESS</u> 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.**

Title	St. Luke
Description	
Password	
Field set	----------
Hidden	☐
Hide default data	☑

Update Cancel

> 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.