SVA Image Library (MDID): Some Useful Information for Getting Started

MDID (Madison Digital Image Database) is a digital image database developed and made available by James Madison University. The Visual Resources Center maintains our own version of this software called the SVA Image Library and we are constantly adding images and updating information. We welcome requests to add images that you may need for your classroom presentations. We also add content to the SVA Image Library by licensing images from vendors. SVA faculty can build and manage their own personal digital image collection within the database as well. To use the SVA Image Library (MDID) you will need a valid SVA email account (e.g. jdoe@sva.edu) and a computer with an internet connection. The following is an introduction to the basic ways you can use the database. In addition to this document, tutorials are also available on YouTube:

How to Find Images  
How to Create a Presentation  
How to Edit My Presentation  
How Can I View My Presentation?  
How Can My Professor View My Presentation?  
How to Continue Adding Images?  
How Do I Add My Own Images?

More information is also available at http://www.mdid.org.

It is important to remember that SVA does not own the reproduction rights to images in the database. We can provide these images for educational purposes only. Moreover, the images purchased through vendors are licensed under specific terms. Before you sign in, you must read and accept the terms and conditions of use for these images.

System requirements for SVA Image Library (MDID): Internet Explorer 5 or higher, Mozilla, Chrome and Safari. The Macromedia Flash 7 plugin is required.

To register as a user and begin using SVA Image Library (MDID):  
The SVA Image Library (MDID) works with both PCs and Macs through a variety of browsers. To connect, you must sign on and be authenticated through MySVA.

Note: the first time you log into MySVA you will enter your first initial and last name as the user name and employee or student ID number as the password (you may change your password later).

To access MySVA:  
- Go to http://my.sva.edu  
- Log in  
- Select Library Tab  
- Scroll down on left to SVA Image Library (MDID)

Getting Started:
The Toolbar at the top Welcome Page includes a few categories: 1.) Discover; 2.) Organize; 3.) Experience; 4.) Search; and 5.) the Basket icon.

Under each category are different actions:

1.) Discover includes Explore, Browse and Overview.
2.) Organize includes Your Presentations, Your Favorites, Your Content, Create Item, Create Collection Item and Create Presentation.
3.) Experience includes Browse presentations, Showcases, MediaViewer and About.
4.) Search allows you to do a simple keyword search from anywhere in the database.
5.) The Basket icon includes Hide, Explore and Clear, and gives you a count of the number of images that you select.

Use the Search bar to do a simple keyword search from any page or mouseover Discover to either Explore or Browse.

Explore offers a quick way to see all of the different types of records available, and from Explore, you can do a keywords search on the right with the option to limit your search to a specific collection, format, etc.

Browse offers another way to discover collections, allowing users to browse specific fields, such as Creator, Current Location, Style & Period, etc.

Overview provides a brief description of the collections; the ones you are most likely to use will be:

- **Visual Resources Collection** – comprised of images that we have scanned from the existing slide collection or books and other materials from our own resources.
- **Scholar’s Resource** – comprised of a variety of images licensed from a commercial vendor.
- **Archivision** – comprised of architectural images licensed from a commercial vendor.
- **Davis Art Images** – comprised of a variety of images licensed from a commercial vendor.

Simply click on any image to view a larger version with the options “Close” “Go to Record” “Select” “Previous” and “Next.” To find out more information (the image’s metadata), hover over the “i” Information icon; to find related items, click the magnifying glass icon above the info icon.

Click on “Go to Record.” This opens the record’s page in a new tab in your browser. Here you can view metadata and, in the right-hand menu, view the thumbnail, tags, and type of media.

Select an image by marking its checkbox, and you will notice it is added to the basket. Mouseover your shopping cart and select “Show” or “Hide” to control the ribbon of thumbnails that displays the images in your cart.
Creating and Working with Presentations:
Once you have selected all your desired images, mouseover Organize and click Your Presentations, which will bring you to the Manage Presentations page.

Here you can edit existing presentations and create new ones. For example, if you wanted to add your selected images to an existing presentation, find the presentation in this list and click Add selected images.

Click on Create new presentation from the menu. This brings you to the Create new presentation page where you set Properties for your slideshow.

Choose a title and select any existing tags, or create a new tag. Keep both checkboxes checked to add your images to your new slideshow and make the slideshow accessible by other users. Click Create.

This brings you to the Edit page for your slideshow.

There are several things you can do from the Edit slideshow page:
   a. Drag and drop your thumbnails to rearrange their order.
   b. Click once on a slide’s title to view it larger and with the option to show metadata.
   c. Select a slide to add an Annotation that will appear below the metadata in your slideshow.
   d. Use “Show” and “Hide” to indicate if an image should appear to only you, and not other users. A hidden image will be faded and say [Hidden] before the title.
   e. Use “Duplicate” to copy an image if you want it to appear more than once.
   f. “Delete” deletes an image from this slideshow only.
   g. Use “Add to basket” to put a selected image in your shopping cart. It will still remain in your slideshow.
   h. Use “Add all from basket” to add all selections to your slideshow. To add individual images from your basket, simply drag and drop them into the slideshow.
   i. Assign or remove tags from your slideshow and edit the title and other properties at the bottom of the page.
   j. Remember to hit “Save” before navigating to another page!

To find more images and add them to an existing slideshow:
   a. Enter a keyword into the “Search” bar
   b. Make selections from the search results
   c. Mouseover “Organize” and select “Edit__________” to go back to the Edit page of the slideshow you last worked with. From here you can click “Add All from Basket” to add your selections to your slideshow.

On the Edit page, scroll down to see “Actions” at the bottom right of the page. This is where you can create a PDF with flashcards, a PDF print view, or view your slideshow in the web based Media Viewer.
a. Click the link icon next to any action to show a stable URL that can be shared with others or embedded on Blackboard.

In the “Related Pages” box, click Presentations to return to the “Manage Presentations” page to explore some options.
   a. Select any presentation(s) using its checkbox, and click “Tags” from the top menu to assign new or existing tags.
   b. Use the menu next to each slideshow to view its properties and review actions you can take.
   c. Click the down arrow on the far right to display a dropdown box with “Actions” again: View, Package Files, Flash Cards, Print View, and PowerPoint.

**Adding Your Own Content:**
Mouseover “Organize” and click “Create Item.” This brings you to the “Create Record” page.
   a. Select “Art and Art History” as your fields template from the dropdown box.

Enter image information (Title, Creator, etc.) in the corresponding Fields.
   a. Leave “Label” blank unless you would like to customize how a field name is displayed. For example, you want the Creator field to display as Author, so you enter Author as the “Label.”
   b. In the last field, marked “ID,” enter the name of the file you plan to upload.
   c. You do not need to enter information into every field. Fields left blank will not appear on the record you create.

Once you have finished entering image metadata, click “Save” to be taken to the record you just created.

In the right-hand menu, find the “Upload Media” box at the bottom. Select “User Content” in the “Storage” dropdown menu.

Click “Select and Upload Files” and you will be prompted to select a file from your computer.
   a. Once you have selected your image, a green progress bar will show you your file being uploaded.

Once the upload is complete, mouseover “Organize” and select “Your Content” to view records you’ve created.
   a. You can edit and delete your own records at any time.

**How Students Find Your Presentations:**
Mouseover “Experience” and click “Browse Presentations.”

Locate the “Presenters” box on the right side of your screen.
   a. If only one name appears in the right-hand “Presenters” box, click the X next to Presenters. You should now see a list of names.
b. Click “more” to display all presenters. 
Find your instructor and click on his/her name. 
In the “Tags” box on the right side of your screen, select the tag for your course. 
Mouseover the presentation you would like to view 
   a. Click “View” to view the presentation using the online Media Viewer. 
   b. Click the down arrow to see additional options: 
      Click “Flash Cards” to create a PDF of flash cards to study from. 
      Click “Print View” to create a PDF printout of the presentation.

Click “Reset Search” under the “Tags” box to start over.

Students can download the desktop version of the Media Viewer, but cannot use it to view instructors’ presentations. It can only be used to view one’s own presentations.