

Welcome to the Otis DID!

<http://did.otis.edu/>

The **Otis Digital Image Database** is an imagebank of art historical and design images intended for educational and instructional use only.

Faculty, students, and staff of Otis College may log in to the Otis DID to create "slideshows" for study and educational purposes.

You can even use these digital images in the classroom instead of slides.

Since this is a web application, you may access this site
24 hours a day, 7 days a week.

Faculty:

Search across multiple collections

Create slideshows

Organize slideshows within folders

Save searches

Select favorites

Add your own images to your personal collections

Package slide shows for off-line viewing

Add notes to an image which will be carried into multiple slideshows

Students:

Search across multiple collections

Create slideshows

Access active slideshows created by their teachers

Print out slideshows with thumbnails

Create flash cards from active slideshows

Use your **Webmail username and password** to log on today.

Faculty: Webmail username (e.g. jdoe) and password

Students: Xnumber and email password

Please stop by the VRC for more information.

Please visit the VRC Blog at <http://blogs.otis.edu/vrclib/>

-- Heather Cleary, x6926

Quick Start for Otis DID

Log In - Use your Email username and password to log in

Search - Search within 1 collection by using keywords and pull-down menus.

Or search across collections with keywords only.

1. Click on the box(es) of the collections you wish to search
2. A list of available fields will appear
3. Type in the terms or chose from a pull down menu
4. To add an image to a lecture, click on the "Selected" box under the thumbnail
5. When you are ready to add the image(s) to a lecture, click on *Add selected images to slideshow* link on the top bar
6. You can now add the image(s) to the current slideshow; create a new lecture from them; or add them to an existing slideshow

Browse - Browse records within 1 collection by field name.

Use the pull down menus to choose the collection and field (e.g. Creator) you want to browse. Then use the A-Z, Other links to get around.

To view search results as thumbnails, click on Show -> *No information*

To view the most popular terms in a collection as a tag cloud, click on the *Terms in this collection* link.

Light Table - Arrange the images in a slideshow

You can drag and drop images, duplicate images within a slideshow, and use a scratch space to keep images related to the lecture.

- o Slide Annotations apply to the image in that lecture only
- o Image Notes travel with the image into any lecture you create
- o To exit the Light Table, click on the *Leave Light Table* button on the left
- o Don't forget to save your changes!

My Slideshows - Space for managing your lectures.

To create a folder:

1. Click on *Manage Folders* and then *Create New Folder*
2. Replace the words "New Folder" with the your chosen name
3. Click on *Update*

To move slideshows between folders:

1. Check the box(es) of the Slideshows you wish to move
2. Use the pull down menu "Move to Folder" on the bottom bar
3. Click on the *Move* button.

To add images to an existing slideshow, simply click on the *Add Images* link.

To create an off-line version of the slideshow, click on the *Package* link.

For more information, please use the **Help** files (top right menu) or visit the [OtisDID FAQ](#).