

School of the Art Institute of Chicago's Madison Digital Image Database (MDID©)



ImageViewer©

ImageViewer© allows you to display your completed slideshows as a full-screen presentation. You can download ImageViewer© onto a portable computer and connect your slideshows to projection equipment for a large screen display. Because the MDID© and ImageViewer© are always available through the Internet, you can access your slideshows from any computer with Internet access. ImageViewer© allows you to personalize your slideshows for a presentation that meets your audience and lecture needs.



Table of Contents	page
ImageViewer	1
Table of Contents	2
Getting Started	3
Downloading and Installing ImageViewer	3
Using ImageViewer	6
Logging In	6
ImageViewer Options and Icons	6
Downloading Slideshows	7
Understanding Download Status	7
Viewing Slideshows	8
Viewing Images	8
Hiding Slides	9
Displaying Specific Slides	9
Altering Image Displays	11
Repositioning Images	11
Resizing Images	11
Showing Slide Data	12
Repositioning Slide Data	13
Splitting Display Screens	13
Other Control Panel Functions	14
Exiting Slideshow Presentation	15
Minimizing Slideshows	15
Accessing the Slide List	16
Closing ImageViewer	16



Getting Started

The ImageViewer client utility allows you to save your completed slideshows to your personal computer, either for personal use or classroom presentation. This utility operates independently from web browser access to the MDID. You will need to login to the MDID in order to download ImageViewer and install it on your computer. Before downloading ImageViewer, please check your hardware for software, display and storage considerations.

Software Requirements – For Macintosh, you will need MacOS X (10.2.8 or later recommended) and a copy of StuffIt Expander; for Windows, you will need Windows98/ME/2000/XP and a ZIP decompression utility.

Display – For optimal display, your monitor should be set to 1024 X 768 resolution and 32-bit color depth. You can check or modify these settings using the Windows Control Panel or Macintosh System Preferences.

Storage – You will need storage space for your downloaded images on your hard drive. An average slideshow containing 20 images requires approximately 200 megabytes of drive space.

Downloading and installing ImageViewer:

Note: After downloading the ImageViewer client from the MDID, you must install the application before you can use it. In order to avoid potential software conflicts with other applications, please close all programs before proceeding.

1. Using a web browser, log on to the MDID (See MDID2 Users Manual for instructions).
2. From the **Resources** menu on the left hand side of the screen, click **Downloads**.
3. The **Downloads** window opens to display the different versions available. Select the version appropriate for your Operating System.

Macintosh users:

4. After downloading, double-click the compressed **ImageViewer2_osx.sitx** file to uncompress it.



ImageViewer2_osx.sitx

An **ImageViewer2_osx** folder will appear on your desktop.



ImageViewer2_osx

5. Select a location on your computer in which to move the **ImageViewer2_osx** folder. This location must have read/write access for the user, probably somewhere in your Home directory. [Our recommendation is to create a folder called **Applications** within your Home directory. Then, move the **ImageViewer2_osx** folder into this newly created folder.]



6. Open the **ImageViewer2_osx** folder. Move the icon for **ImageViewer.osx** onto your Dock area for easy access.



imageviewer.osx

7. The **iv2help.pdf** contains a guide to computer keyboard and mouse short cuts while using the ImageViewer. This document can be printed off and even laminated for ready-reference in the classroom.



iv2help.pdf

Windows users:

4. After downloading, an **ImageViewer2.zip** file appears on your desktop. Use your preferred ZIP utility to uncompress this file.



ImageViewer2
.zip

An **ImageViewer2** folder will appear on your desktop.



ImageViewer2

5. Select a location on your computer in which to move the **ImageViewer2** folder. This location must have read/write access for the user. For Windows XP users, this will probably be your Shared folder.
6. Open the **ImageViewer2** folder. Move the **ImageViewer.exe** file onto the Quick Launch portion of the Windows taskbar for easy access.



imageviewer.e
xe



7. The **iv2help.pdf** contains a guide to computer keyboard and mouse short cuts while using the ImageViewer. This document can be printed off and even laminated for ready-reference in the classroom.



iv2help.pdf



Using ImageViewer

Open ImageViewer by double-clicking the **ImageViewer** desktop icon. You will need to log in and download your images.

Logging In:

1. Enter your MDID User Name.
2. Enter your MDID Password.
3. Click on Log into MDID to continue.

The screenshot shows a 'Login' dialog box with a title bar. Below the title bar is a message: 'Please enter your user ID and password below.' There are two text input fields: 'User Name:' and 'Password:'. At the bottom of the dialog, there are two buttons: 'Clear Form' and 'Log into MDID' with a green checkmark icon.

ImageViewer Options and Icons

ImageViewer displays several option links and icons on the upper right of the window. You can close your slideshow at any time and return to the main ImageViewer window to access these options.

If you are already in the ImageViewer window, simply select an option to execute the following actions:

Logout Logs out of ImageViewer

Cache Reviews your local image cache status and allows you to empty the cache

Preferences Reviews and edits your ImageViewer preferences, including the URL for MDID

Help Opens the online ImageViewer help files (currently not installed)

Minimize Minimizes the ImageViewer window

Maximize Maximizes the ImageViewer window (disabled until a Slideshow is launched)

Exit Closes the ImageViewer application





Downloading Slideshows

After you log in to the ImageViewer, a **Launch Slideshow** screen appears. You must download slideshows before you can edit your presentation.



1. Select a slideshow folder by clicking on the + icon or double-clicking the folder icon to list its slideshows. Highlight the Slideshow you wish to project.
2. You may check the **Check archived (*) slideshows** box to show all slideshows.
3. You may check the **Launch in fullscreen mode** box to project in the largest mode, or uncheck the box to project a smaller image (for instance, to display in the background of your laptop monitor).
4. A **Downloading slide info...** window appears, with brief information about the slideshow being downloaded.

Understanding Download Status

After you click the **Launch Slideshow** button, ImageViewer collects your slideshow from the MDID one image at a time. The status update bar at the top of the screen lets you know which image is currently downloading (the first number and green boxes) from the number of total images in your slideshow (the second number), and the number of images remaining (yellow boxes).



You may abort the download at any point by clicking on the **Exit** icon on the bar or hide the download status bar by clicking on the **Hide** icon. When the download is complete, the download status bar disappears.

Retrieving Image X of Y – The first number represents the image currently downloading. It is always smaller than the total number of images that must be downloaded, represented by the second number. The percentage indicates the progress of your slideshow download.



Viewing Slideshows

As soon as your first image has downloaded, it will appear on the screen with a black background. You do not need to wait for the entire slideshow to download to begin your lecture.

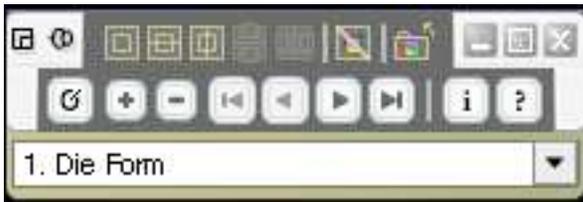
You may customize your presentation in several ways.

Viewing Images

You have four ways to move through your slideshow. You can use the control panel, the context-sensitive menu, your mouse or keyboard shortcuts. A **Quick Reference Sheet** posted at <http://mdid.org/mdidwiki/index.php?title=Downloads> can be printed and even laminated for ready-reference in the classroom.

To use the control panel for image viewing:

1. Click any corner of the screen to make the control panel appear.



2. Click the **Next** icon  to display the next image.
3. Click the **Previous** icon  to display the previous image.

To use the context-sensitive menu for image viewing:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Next Slide** to display the next image.
3. Select **Previous Slide** to display the previous image.

To use the mouse for image viewing:

1. Move your mouse to display a cursor.
2. To display the next image, move your cursor to the right edge of your screen.
3. Click once after the cursor changes to an outlined arrow pointing to the right.
4. To display the previous image, move your cursor to the left edge of your screen.
5. Click once after the cursor changes to an outlined arrow pointing to the left.

To use keyboard shortcuts for image viewing:

1. Use the right arrow key on your keyboard to display the next slide.
2. Use the left arrow key on your keyboard to display the previous slide.

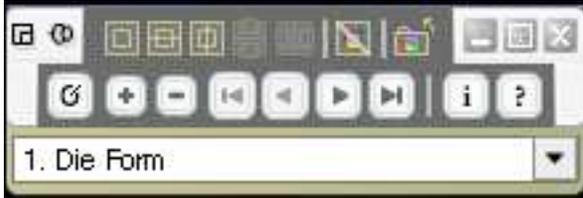


Hiding Slides

Hiding slides allows you to display a solid black background without images. You can hide slides with the control panel, context-sensitive menu or keyboard shortcuts.

To hide slides with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Click the Hide icon  to make the image disappear.
3. Click the icon again  to make the image reappear.

To hide slides with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Hide Slide** to hide the current slide. This displays a solid black background.
3. If you select **Hide Slide**, the context-sensitive menu changes to display **Show Slide**, which you can select to restore the hidden slide.

To hide slides with keyboard shortcuts:

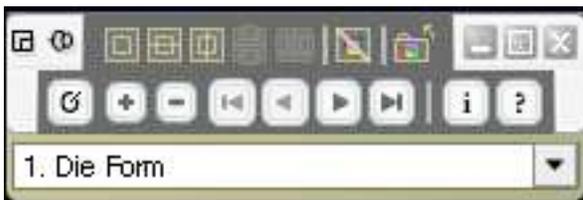
1. To hide the current slide, press the H key on your keyboard.
2. To restore a hidden slide, press the H key on your keyboard again.

Displaying Specific Slides

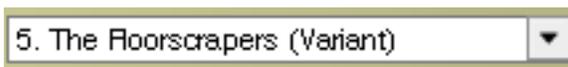
The ImageViewer allows you to display a specific slide at any time, even if it is not located before or after your current slide.

To select a specific slide for viewing with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Pull down on the numbered list of slide titles.
3. Select the title for the slide you want to display.



4. Click the **Home** icon  to display the first image in the slideshow.
5. Click the **End** icon  to display the last image in the slideshow.



To select a specific slide for viewing with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Highlight **Go To Slide** to display a numbered list of your slide titles.
3. Select the title for the slide you want to display.

To use two keyboard shortcuts for selective slide viewing:

1. Press the **Home** key on your keyboard to display the first slide in your slideshow.
2. Press the **End** key on your keyboard to display the last slide in your slideshow.



Altering Image Displays

During presentations, you may encounter situations that require you to alter the image display. You can reposition the image on your screen, display more than one image at a time, and resize images.

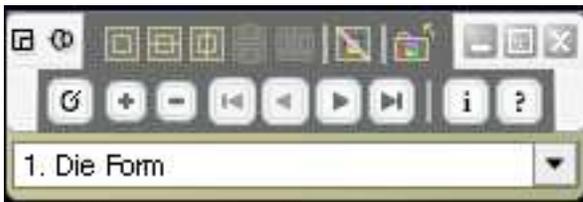
Repositioning Images

To move the image to another location on the screen:

1. If necessary, move your mouse to display a cursor.
2. Position the cursor over the image. The cursor changes to a hand.
3. Hold down the mouse button and drag the image into the desired position.
4. Release the mouse button to place the image.

To center the image on your screen with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Click the **Center and Resize** icon .

To center the image on your screen with the context-sensitive menu:

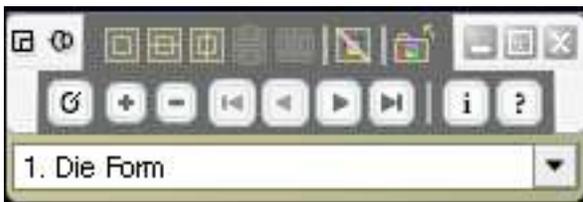
1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Center Slide**.

Resizing Images

By default, your image is already resized to fit on the display screen. You can adjust the image size using the control panel, the context-sensitive menu, your mouse or keyboard shortcuts.

To resize images on your screen with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Click the **Actual Size** icon  to increase the size of the image.
3. Click the **Shrink to Fit** icon  to decrease the size of the image.
4. Click the **Center and Resize** icon  to resize the image to fit the screen.



To resize images with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Highlight **Image Size**.
3. Select **Enlarge To Actual Size** to view the image at its largest available display size.
4. Select **Shrink To Fit Screen** to automatically resize the image and fit it on your screen.

To resize images with the mouse:

1. If necessary, move your mouse to display a cursor.
2. To view the **Actual Size** (largest available display size) of the image, move your cursor to the top edge of your screen. Click once after the cursor changes to a plus sign.
3. To **Shrink To Fit** an image on the screen, move your cursor to the bottom edge of your screen. Click once after the cursor changes to a minus sign.

To resize an image using keyboard shortcuts:

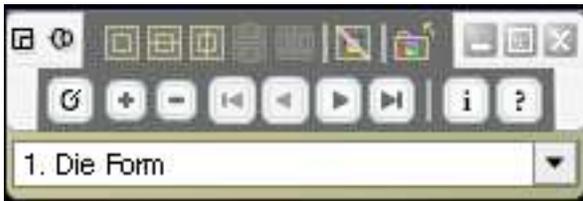
1. To view the **Actual Size** of the image, press the up-arrow key on your keyboard.
2. To **Shrink To Fit** the image on the screen, press the down-arrow key on your keyboard.

Showing Slide Data

The slide data consists of annotated notes you added to slides using Search, Browse or the Light Table and the slide information the MDID compiles for each image. You can choose which data types you want to display.

To display slide data with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Click the **Information** icon .
3. To show MDID slide information, check **Info** in the slide data box.
4. To show your annotations, check **Notes** in the slide data box.
5. Use the scroll bar to see the entire slide data box.
6. To enlarge the typeface in the slide data box, click the Face icon in the upper right hand corner.
7. To close the slide data box, click the Exit icon in the upper right hand corner.

To display slide data with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Show Slide Information**. (After you have selected **Show Slide Information**, the menu option changes to **Hide Slide Information**.)
3. To show MDID slide information, check **Info** in the slide data box.
4. To show your annotations, check **Notes** in the slide data box.
5. Use the scroll bar to see the entire slide data box.
6. To enlarge the typeface in the slide data box, click the Face icon in the upper right hand corner.
7. To close the slide data box, click the Exit icon in the upper right hand corner.



To show and hide slide data using keyboard shortcuts:

1. Press the I key on your keyboard to show the information box.
2. Press the I key again to hide the information box.

Repositioning Slide Data

After you have displayed slide data, you can use the cursor to reposition the information:

1. If necessary, move your mouse to display a cursor.
2. Position the cursor over the slide data box.
3. Hold down the mouse button and drag the data into the desired position.
4. Release the mouse button to place the data.

You can use the context-sensitive menu to replace data in the upper-left corner of your display:

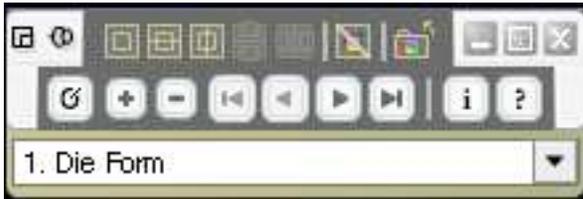
1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Reposition Information**.

Splitting Display Screens

You can display more than one image at a time on the same screen by splitting the display into two panes. The screen can be divided vertically or horizontally, allowing you to display slides either above and below each other or side by side.

To display slide data with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. To split the screen horizontally, click the **Horizontal Split** icon.
3. To split the screen vertically, click the **Vertical Split** icon.
4. To return to a single image display, click the **No Split** icon.



To split the screen with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Split Horizontally** to display two images above and below each other.
3. Select **Split Vertically** to display two images side by side.
4. Select **Undo Split Screen** to return to a single image display.

To split the screen with keystrokes:

1. To split the screen horizontally, press the shift and the X key simultaneously. (Think of the X and Y axis on a graph.)
2. To split the screen vertically, press the shift and the Y key simultaneously. (Think of the X and Y axis on a graph.)
3. To undo the split screen, press the shift and u key simultaneously.



In a split display, each pane acts as an independent slideshow. You can change viewing options and order for each pane without affecting the other image. Independent functioning for each pane allows you to compare different images or different areas of the same image.

Use these keyboard shortcuts to apply changes to both panes at the same time:

1. To display the next or previous slide in both panes, press the CTRL key and the right or left arrow key on your keyboard.
2. To zoom in on the image in both panes, press the CTRL key and the up or down arrow key on your keyboard.
3. To hide or show hidden images in both panes, press the CTRL key and the H key on your keyboard.
4. To display or hide slide information in both panes, press the CTRL key and the I key on your keyboard.

Other Control Panel Functions



1. You may “pin” or “unpin” the control panel to the screen by clicking on the **Pushpin** icon .
2. You may view a timed slideshow by clicking on the **Timer** icon  and setting the timer for an appropriate number of minutes or seconds between each image appearing on the screen. This may be useful for giving exams or showing background images. The **Timer** is started by clicking on the **Start Timer** icon .
3. The **Help** icon  shows the Shortcuts Reference Guide only in some browsers. This document also serves as your **ImageViewer Help**.



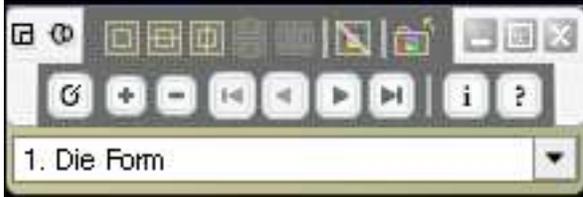
Exiting Slideshow Presentation

At any time during the presentation, you can leave the slideshow display to access another program, return to your Slideshow List, or close ImageViewer.

Minimizing Slideshows

To minimize a slideshow with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Click on the **Minimize** icon  in the upper right hand corner of the panel.
3. The **ImageViewer** is no longer visible. To return to your full-screen slideshow, click the taskbar icon labeled **ImageViewer**.
4. To reduce a full-screen slideshow to a small window, click on the **Restore Slideshow** icon .
5. The ImageViewer is reduced to a small window. To return to a full-screen slideshow, click on the **Restore Slideshow** icon again.

To minimize a slideshow with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Minimize Slideshow**.
3. The **ImageViewer** is no longer visible. To return to your full-screen slideshow, click the taskbar icon labeled **ImageViewer**.
4. To reduce a full-screen slideshow to a small window, select **Restore Slideshow**.
6. The ImageViewer is reduced to a small window. To return to a full-screen slideshow, select **Maximize Slideshow**.

To minimize a slideshow with the mouse:

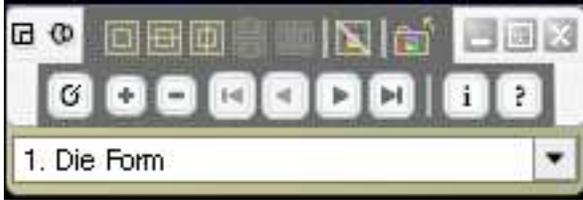
1. If necessary, move your mouse to display a cursor.
2. Click on the **Minimize** icon  in the upper right hand corner of the screen.
3. The **ImageViewer** is no longer visible. To return to your full-screen slideshow, click the taskbar icon labeled **ImageViewer**.
4. To reduce a full-screen slideshow to a small window, click on the **Restore Slideshow** icon  in the upper right hand corner of the screen.
5. The ImageViewer is reduced to a small window. To return to a full-screen slideshow, click on the **Restore Slideshow** icon again.



Accessing the Slideshow List

To select another slideshow or access the slideshow list with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Click the **Return to Slideshow List** icon  to close your current slideshow and display the slideshow menu in the **Launch Slideshow** window.

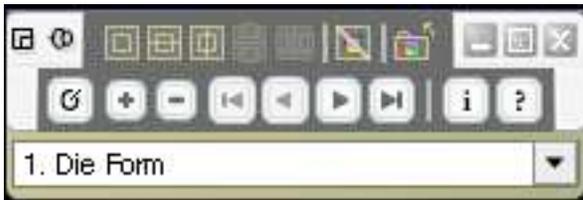
To select another slideshow or access the slideshow list with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Return to Slideshow List** to close your current slideshow and display the slideshow menu in the **Launch Slideshow** window.

Closing ImageViewer

To close ImageViewer from a slideshow presentation with the control panel:

1. Click any corner of the screen to make the control panel appear.



2. Click the **Exit** icon  to close ImageViewer completely.

To close ImageViewer from a slideshow presentation with the context-sensitive menu:

1. Ctrl-left click the display to access the context-sensitive menu (Windows users: press Right-click).
2. Select **Quit ImageViewer** to close ImageViewer completely.

To close ImageViewer from a slideshow presentation with the mouse:

1. If necessary, move your mouse to display a cursor.
2. Click the **Exit** icon  to close ImageViewer completely.