



DIGITAL IMAGE QUICK RESOURCE GUIDE

VRC WEBSITE: <http://williams.edu/art/vrc>

The VRC website is designed to provide students and faculty quick access to images and directions for how to use them and avoid technical problems. Of note:

Find Images:

Images: **Williams VRC Collection**, **ARTstor** and **CAMIO** image databases, as well as links to reliable web collections.

How To:

Links to instructions for using either **PowerPoint** or the **ARTstor Offline Image Viewer (OIV)** presentation tools, **scanning** and **digital projection**.

Classroom presentation recommendations:

- All classrooms are equipped with both a PC and a MAC.
- Save your presentation to your network space, a flash drive or CD.
- In the classroom, log in as yourself, access it and move it to and run it from the desktop.
- Laptop use is not recommended. If you must bring a laptop, MAC users must bring your own connectors.
- L3 and L231 have dual digital projector capability.

Prepare your computer for image management:

- Pop-up blockers: allow specific image sites (ARTstor, etc.)
- Monitor resolution: set at 1024 x 768 or 1280 x 1024
- Enable cookies
- Screen colors set to 32 bit
- Downloads: Java Sun Version 1.3 or higher, Flash Player Version 6 or higher
- Register on ARTstor.org: use Williams.edu email address
- Login and download ARTstor Offline Image Viewer (OIV) from "tools"

Scanning (slide or flatbed)

- Size jpg images (baseline, not progressive) close to 1024 on the long side.
- Images from WEB sources: right click to check properties for size.
- Be cautious if resizing images in PowerPoint to avoid pixilation.
- Compress your PPT presentation so that it opens quickly & easily, open it again to be sure that it is saved correctly.

Visual Resources Center is open 8:30 to 4:30 Monday through Friday for help with all digital image presentation tools and projection, scanners, using slides and acquiring and requesting images. Students may use the scanning stations; please check in with VRC staff first.

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