What is Luna Insight?

The Department of Art History's teaching resource of more than 50,000 digital images designed for use in conjunction with current classes. Insight software allows you to search image collections, manipulate selected images using a “digital lightbox”, and create image-based presentations that are ideal for classroom and professional use. Unique features of the presentation software allow for zooming in and cropping of high-resolution images during a presentation, in addition to the ability to annotate and weblink content. Individual images can also be exported for use in other presentation software, such as PowerPoint, Keynote, and as html pages.

Insight software and digital image collections hosted on the University of Chicago site are available to University students and faculty.

Content in the Insight collection is for educational use only and may be copyright protected under Copyright Law of the United States. These educational uses include projecting in the classroom, displaying in Chalk sites that are accessible only to enrolled class members, or printing in low resolution in course materials.
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Installing & Launching Insight 5.6

Use the install CD provided to you by VRC staff. Insert the CD into your computers CD/DVD drive. When the CD appears on your desktop on in “my computer” open the CD and double click on the icon labelled InstallInsight. The InstallAnywhere window will open.

Click Next until the ‘Choose Install Set’ window appears. Here, select Advanced, then click Next

Click Next until the ‘Advanced Settings’ window appears. Replace the address insightuser.lunaimaging.com with luna.lib.uchicago.edu. Click Next though remaining windows to complete the install.

Launch Insight by double clicking (PC) or single clicking (Mac) the icon. Enter the username and password assigned to you by the VRC staff, then click Logon.

The above window will appear, with some variation in which collections are available to you. To enter one collection, click in the box next to the collection name. To enter more than one collection, click more than one box. Click on Select and Insight will launch.
How to search a collection

Once you have selected a collection and are ready for searching, you can select a search field from one of the many items in the menu on the left of the Insight screen. The fields available for searching may vary from collection to collection. The Search menu reflects the data fields that are searchable for the particular collection or collections you are in.

Below are the search fields you will see available in the Art History Department Image Collection:

- Title: the title of the work represented
- SubjectHeadings: Library of Congress subject headings assigned to the work
- Image source: book or vendor the image derives from
- Course number and instructor: at the time of creation, if an image was requested for a specific course, it can be retrieved by searching by course number and instructor
- StylePeriod: artistic style or period associated with the work
- AgentNames: name of the artist or artists/agency who created the work
- Keywords: keyword searches across all data fields
- Data fields: clicking this will display all the data fields that are searchable, including date, repository, materials, etc.
Keyword Searching

Most straightforward is keyword searching. Simply select by keywords, enter a term, then click search. To the right you see the results returned (indicated at the bottom of the Insight screen) for a search for the term ‘Virgin Mary.’

Many of the listed data fields are formatted to provide a ‘speed list’ of contents. To the right is an example of the speed list generated by the AgentNames field.

Double-clicking on a selected name will return results in the group workspace. You can also type in the first few letters of a search, click list all, and the list will narrow to results beginning with those letters.

Searching Data Fields

More advanced searched can be done by searching data fields. This type of search gives you access to all the fields represented in teh image catalog (not just the fields that default display under the search menu). It also allows you to search more than one field at a time. The example below shows the beginning of a search where the StylePeriod contains Abbasid. Choosing and or or will expand or narrow your search when you combine another field in your search process. Selecting and will return you to the data field list where you can choose an additional value to search.

You can use the equals button to display speed lists for data field searches.
Cross Collection Searching (Searching Multiple Collections at once)
You can search multiple collections simultaneously by opening them up at the same time. Either select more than one collection upon login, or once in the Java client, go to File, Open Collection. Select additional collection/s by clicking the box next to their title. You can create and save image groups based on any combination of collections. Selected images will contain the full data, conventions and format of the source collection.

Please note that at this time, groups created in multiple collections will not display properly in the Insight Browser, where students will access the collection. This is slated to change with the next release, due out in January of 2008.

The cue that you have selected more than one collection for searching comes from the title bar, which will read “Multiple Collections,” on the top of the group window, and the background image, which will turn to solid gray with a white swirl.

You can search multiple collections in the same manner as single collections. If you select the data fields option from the list, you will be shown all of the data fields for both collections.

Common data fields that are available for searching appear in dark gray. Common data fields that are not available for searching will appear in light gray.

Use the scroll bar to scroll through the list of searchable fields for the collections you have open.
3 Exporting Images and Creating Groups in the Java Client 5.6

Select images by searching and clicking once on the thumbnail. A selected image has a white border around it. Insight remembers all of your selections until you specifically clear them. Use the following features to manage your selections.

In the group workspace, right click (on a Mac, OpenApple + click) in a blank (black) area so the below popup appears.

- **Show All**: displays entire contents of the collection or collections you have open
- **Show Selected**: displays only the images that have been selected in the group workspace
- **Select visible**: selects all images that are visible in the group workspace. This is helpful when you perform a search and want to select all the results of the search, quickly
- **Select None**: makes all selected images become de-selected
- **Copy Selected**: enables you to copy any image you have selected in the group workspace. You can then quickly paste these images into a new group or a saved group. You can select more than one image at a time for copying
- **Delete Selected**: removes one or more images from a particular image group (not the collection). Only the system administrator has the ability to delete images from a collection.
- **Paste**: enables you to paste any image(s) that you have copied, into another group. You cannot paste an image to the main collection.
- **Export Selected**: allows you to export images you have selected, choose their export size (resolution), and select how to name the files when they are saved to the directory of your choice.
Using your selected images, right click in the group workspace and choose **Export Selected**. You will now have the option of choosing the export size. Recommended size/resolution is “**up to 1536 pixels**” if you will be using the images in a classroom presentation. The next step asks how the files should be named.

Naming the files **individually** will allow you to type a file-name for each image. A window popup will open for each image you have chosen to export.

**Use field value** will allow you the option of using one of the four thumbnail labels as the file name: agent display, title, object date, or culture. If you have selected more than one image, and the naming convention you have chosen is not the same for all the images (i.e. all the same agent display values) it will place each images in a separate folder.

**Use source name** will name the file with the value assigned to the digital file by the collection creator. For the Art History Collection, this is the image’s accession number.

Once your export is complete, use the files with the .jpg extension.

*Insight exports an XML file with each image. This is an encoded metadata file. It is best to ignore these.*

**Creating a New Group**

Create a new Group when you want to save and come back to selections of images or share them with others. Also, creating a Group is a first step in using Insight’s Presentation feature. Images may be copied from one or more collections into the same group. Images can be copied from one group to another group. Groups can be saved to folders on your computer, and groups can be saved to folders that you share with other users who may be located anywhere on the Internet.

From the **File** menu option, click on **new group**.
You will be presented with a new, empty Group window. Click and hold on one of your selected images and drag it into the empty group. All of your previously selected images will appear as a deck of cards, and populate the empty group window.

Once you release, you will see your selections in your new group. Make sure to save this group by selecting File menu option, then save group.

If you would like your group accessible to all Insight® users, save it under the Art History Courses folder. Create your own folder in this section and name it with your last name and course number (ex: Jones 17500).

If you do not want the group accessible to other users, you may save it to Local Folder, and it will be accessible only from the computer on which you saved the group.

The Art History Courses folder is the point of access for students. If you are saving groups of images and presentations for lectures, please choose the Local Folder option.

At the bottom left of the screen click on Save As
Manually Ordering Images in a Group

This feature is especially useful if the group you are creating and saving to the Art History course folder is for student study purposes, and you want the images in a certain order:

1. Create a New Group or open an existing Group
2. Click on the small arrow icon at the top left of the Group Window to activate the Re-ordering tool.

   If the icon is yellow, this feature is not activated.

   If the icon is green, it is activated.

   If the icon is red and remains red, the collection you are connected to is a pre 5.1 version.

3. Click on the image you would like to move and drag it into any order you choose.

   You can select more than one image at a time, to re-order in batches.
Creating PowerPoint and HTML Presentations Using Insight Java Client 5.6

Purpose:
The following will outline how to create a PowerPoint or Keynote Presentation or an HTML document using the Insight® Java Client version 5.6. You cannot accomplish this using the Browser version of Insight.

Outline:
In order to export to a PowerPoint or HTML document in Insight® Java Client you must first create what Insight calls a presentation. You can only create a presentation from a Group.

Step One: Opening or creating a new group
First you have to start Insight® Java Client, log in, and open the collection or collections of your choice. Then you need to create a new group or open an existing group.

Creating a New Group:
This can be done in several ways. This guide will offer just one way of creating a group. After you become more comfortable with the interface, you may develop your own steps to this process.
From the menu, go to **File->New Group**. A blank group will open in the center of the **Group Workspace**. Notice that your new group is the active window, as it has the white highlight around it. To search the collection, make the collection window the active window by clicking on it once. The outline of the collection window will turn white (shown below). You can then search and select images to add to your group. To select an image, click on it once. The outline of the image will turn to white. You may select several images using several searches and your selections will be recorded. Once you have selected the images you want in this new group, simply click and hold on one of them, and drag them into the blank, new group.

When you release the image you are dragging over, you will see all your selected images in your New Group. Select **file->save group** to save these changes. If you have not saved the most recent changes to your group, an asterisk will appear after the group name in its title bar (shown below).

| Important Note about selected images: because Luna recalls each image you have selected in previous searches, when you are ready to make a new group, or want to start over, you must go to group->select none, to clear prior selections. |

To remove an image from your group, select it (click on it once) and press delete on your keyboard.
Step Two: Creating and saving a Presentation

Click on **group->create presentation**

Your group will open in the **Image Workspace** where you will see your group thumbnails (thumbnail workspace) on the left, toolbars on the right, and your first image is in the center of the workspace.
Image Workspace Toolbars

Located to the right of the presentation workspace you will find the presentation tool listed below.

- **Stop (○)**: Stops the presentation
- **Previous (◀)**: Advances to the previous image
- **First (◀)**: Advances to the first image in the presentation
- **Next (▶)**: Advances to the next image
- **Last (▶)**: Advances to the last image in the presentation
- **Minimize (V)**: Minimizes the presentation toolbar
You can change the order the images are for the presentation by dragging and dropping the images in the presentation thumbnail workspace that is off to the left. The number in the corner of each thumbnail represents that image’s order in your presentation. To rearrange, simply click and hold on a thumbnail and drag it so it covers the image whose place you want it to take, then release.

There are more options for your presentation, such as duplicating an image, and making a detail of an image, that will not be covered in this document.

After you have configured your presentation you must now save it to the group you were working in previously.

Use the buttons at the bottom of your thumbnail workspace to save your presentation. Click **save and close**, give your presentation a name, then click **save**. Your presentation will then close. Use the back button on the lower right of your image workspace to return to the group workspace.

You must re-save your group (file—save group) in order to export your presentation.
Step Three: Exporting to PowerPoint, Keynote or HTML:

Select your presentation by clicking on it once, then select **file->export presentation** to PowerPoint, Keynote or HTML* (choose one). You will be given the option to select an export resolution.

The projectors in CWAC will project a maximum of 1400 pixels on the long edge of the screen. For this reason, it is recommended that you select the **1280 x 1024** option—to make the most of your screen resolution without creating too large of presentations. Exporting at higher resolutions will take longer. If you have used images from multiple collections, the resolution export size will vary, depending on the collection settings.

After selecting your resolution of choice you will be prompted for a destination directory for the save files. Choose a location and a filename for your files and click **Save**.
The Insight® Java Client will now begin exporting and you will see an indicator icon showing the progress.

When complete, you will see a Presentation Export Complete message.

If you go to the target location you choose for your export you will find a folder with the name you choose containing all the files. **You will need to keep this folder intact to display the HTML document in the future.**

You can now exit Insight® Java Client by clicking on exit.

**What happens next…**

The presentation file is always titled pres.ppt or pres.key.

Your exported presentation will open in the application you selected for export (either PowerPoint or Keynote). The background of all the slides will be solid black and the images will be laid out one per page. If you use advanced features such as detail creation, or showing multiple images at once, Keynote and PowerPoint will create a slide with that detail or the multiple images on one slide.

Keynote will expand each image to fit the slide, but PowerPoint requires that you resize each image to fit the slide.

None of the data associated with the images will appear in your presentation; you will need to add that manually.
*Why select the HTML option?*

The html (hypertext markup language) export creates a simplified Insight® presentation which allows the presenter to show the images with full catalog data for each image (hide and unhide) and allows for quick entry into the full Insight Image Workspace (click on View in Insight, then login) to zoom or pan on that image. The presentation will launch in your web browser. At left is an example of an html presentation.

Simple navigation buttons appear at the bottom left of the screen to advance and reverse through your presentation. The show data option appears when you mouse over the bottom of the image. At right is an example of how the data window will appear.
5 Creating HTML Study Guides in Java Client 5.6

1. In the Luna Insight Java Client, click on the images you want to appear in the study guide. Don’t forget your right click options such as Select None and Select Visible:

2. In the lefthand menu, select **Print, export as HTML**.
3. In the Export As HTML menu that appears, select the display and format for your study guide by clicking on one of the four layouts described below.

- "lightbox" view: thumbnails with thumbnail data
- "handout" view: thumbnail images with thumbnail data beside it
- Large image view: large images thumbnail data above
- All text view: thumbnail image with detailed text below

4. Checking the “include remote launch URLs with images” box links the images in the study guide to the full size images in Insight® browser. This is recommended, as it provides further access to the image collection.

5. Click select.

6. Type a name and choose a location for your export folder.

7. Click save.
8. The Insight® Java Client will now begin exporting and you will see an indicator icon showing the progress.

9. When complete, you will see an HTML Export Complete message.
Loading an HTML Presentation or Study Guide into a Chalk site

The html presentation can be zipped and uploaded to your course Chalk site. The advantage of loading the html folder is that you will not need to add any data to the images as it comes with the package.

On a Mac or PC machine, right click the html presentation folder and choose the compress, zip or archive option (this varies by machine). A new zipped file will appear in the same location and with the same title followed by “.zip”. This is the file you will load to Chalk.

In Chalk, go to the control panel for your course site and select **Course Materials**.

1. In the Course Materials section, click **Item**.
2. In section (1) **Content Information** fill in a **Name** for the file you are loading, for example “Rubens Lecture.”

3. In section (2) **Content** use the Browse button to locate the zipped file you have made of the html presentation.

4. In section (2) **Content** under **Special Action**, select **Unpackage this file**.

5. Click **Submit** (bottom right of page).

6. In the (1) **Embedded Media Information** section, you must select an html file as the Entry Point.
   a. If you loaded a presentation, look for this format: `foldername/pres.html`

   ![Embedded Media Information](image1)

   ![Embedded Media Information](image2)

   b. If you loaded a study guide, look for a file with the following format (usually at the bottom of the list): `studyguidename/studyguidename.html`
7. In this same section, set **Launch in new window** to **YES**

8. Click **Submit** (bottom right of page).

9. Click **OK**

10. The file you loaded will appear on your Course Materials Page as a Package File. Click on the filename to open the presentation or study guide, which will appear in a new browser window.
Visual Resources Collection
Cochrane-Woods Art Center, Room 261
Director: Gretchen Witthuhn, (773) 702-5048
Assistant Director: Megan Macken, (773) 702-0261

on the Web at:
http://arthistory.uchicago.edu/vrc
http://lucian.uchicago.edu/blogs/vrc