WILLIAMS COLLEGE ART DEPARTMENT

VRC

VISUAL RESOURCES CENTER

DIGITAL IMAGE QUICK RESOURCE GUIDE

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

The VRC website is designed to provide students and faculty one-stop access to images and directions for how to use them and avoid technical problems.

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:
All classrooms are equipped with both a PC and a MAC which now require that each user login at the start of the year. As this initial login takes a few minutes, please do this early in the semester to prevent login delay.
Save your presentation to your network space or a flash drive.
Access it on the classroom computer and move it to the desktop.
Find and open the PPT or OIV program, open presentation.
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, see Digital Projection Instruction card in each classroom for direction or the projection monitor if present.

Prepare your computer for image management:
Pop-up blockers: allow for specific sites (ARTstor, etc.)
Monitor resolution: set at 1024 x 768 or 1280 x 1024
Enable cookies
Screen colors: 32 bit
Downloads: Java Sun Version 1.3 or higher, Flash Player version 6 or higher
Register on ARTstor.org using your Williams 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: Remember to check image properties for size.
Be cautious if resizing images in PowerPoint to avoid pixilation. Save and reopen
to be sure that a scan or presentation was saved correctly.

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

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