

# Digital Images 101

## YOUR MOST IMPORTANT STARTING POINT FOR FINDING IMAGES:

<http://library.wustl.edu/subjects/art/findimages.html>

### **Using Luna Insight: Exporting Images**

(FOR MORE INSTRUCTIONS ON LUNA USE, SEE ADDITIONAL LUNA DOCUMENTS PROVIDED ON THIS WEBSITE.)

1. Luna Insight allows users to export images individually and in groups. To use Luna Insight for the first time, go to:

<http://library.wustl.edu/subjects/art/databases.html#images> in order to download the Insight JVA client. This client allows for more sophisticated functions like panning and zooming. For faculty who do not plan on using Luna regularly, you may use the following login and password:

Login: faculty

Password: faculty

For faculty who expect to use Luna for specific courses, it is recommended that you get a personal login and password. Information on how to do so is available on the Luna and ArtStor start page.

If you would like me to install it for you, please just ask.

**2. SELECTING MULTIPLE COLLECTIONS:** There are several collections available to you in Luna. You may open multiple collections only when using the JVA client. The onetime download for this client is explained above. To select multiple collections, hold down the "shift" key and click on the desired collections.

**3. SEARCHING COLLECTIONS:** The collection may be searched in a variety of ways. The default search fields, found under the Search menu are:

By Primary Creator (artist name)

By Title (In this case, the title of the series only)

By Keywords (This is a "spider" which searches the entire data record. Good for searches where you do not have a specific title or creator in mind)

By Data Fields (Click on this and every data field in the data base will appear. Select a data field to search. A list of possible ways to focus your search

appears. I suggest you choose “contains” instead of “equals,” because it offers you the best chance of a returned result.)

If only one collection is chosen upon the initial opening launch, other collections may still be opened for searching. To do so, go to **file<open collections**, and select the collections you would like to view/search simultaneously.

To search across multiple collections, follow the same searching steps one would use for individual collections. However, please note that the search<by data fields function is infinitely more complicated, since all collections do not organize or describe their data in the exact same manner. For searching across collections, it is suggested that one begin with “keyword” searching, which functions the same way (as a spider analyzing all of the data, within every field) across all collections.

#### 4. MAKING GROUPS

After you have browsed a collection, or obtained search results, you may begin selecting from those results and create customized groups of images, for study, printing, export, or use in future presentations or webpages.

1. If you have found an image or images you would like to save into a group, single click on that image to “select” it. You will know an image is selected when it is surrounded by a thin white line. You may select images on multiple pages. To deselect an image, click on it again.
2. To view your selected images before saving them to a group, go to **Group<Show Selected**. To return to your search results click on the “show all” button at the upper right of the window. The button is four small squares.
3. To save these images into a group, you must either open an existing group or create a new group. Both can be done using the file menu. To create a new group, go to **file<new group**.
4. To add images to a group, show only your selected images. Go to **Group<Show Selected**, then drag and drop your images into the group window.
5. To delete an image from the group, simply select it by single clicking it, then hit your delete key.
6. To save a group, go to **file<save group**. To save groups for your own purposes, and not for viewing by others, choose the “local” folder, which will save your results in a directory on your desktop, allowing you to link to them when you are logged onto Luna.

#### 5. EXPORTING IMAGES IN LUNA

Luna Insight allows for many image sizes to be exported, including those appropriate for printing and for use in presentation software like Powerpoint. To Export an entire group, open the group under **file<open group**.

Then select the images in the group you would like to export, either by clicking on them to select them individually (a white border will appear around the image) or by going to **group<select visible**.

To export, go to file<export selected. You will then be prompted to choose an image size. For use in Powerpoint, you may select either “Up to 768” or “Up to 1536” pixels, depending on the size you would like to appear on your Powerpoint slide.

You will then be prompted to select a naming convention. If you choose “individually” you will be prompted to create your own file name for each image. If you choose “field value” you may select among several, including title, and those will be assigned to your image.

Choose a File Destination. Luna automatically defaults to “group files,” which resides on your c-drive or hard drive, if you are Mac user. But you may choose whatever destination and file name you prefer. Please note that separate folders open if you do not select a specific “destination” folder.

An xml data file will be downloaded along with each image.

## **Exporting Images in ArtStor**

To get access to ArtStor, you may link directly from the “Using Luna and ArtStor” page on the Art and Architecture Library website:

<http://library.wustl.edu/subjects/art/databases.html#images>

Then choose “search and browse for images” link.

PLEASE NOTE THAT THE IMAGE YOU DOWNLOAD WILL BE 384 PIXELS ON ITS LARGEST DIMENSION. This will be a low resolution \*.jpg file, adequate but not impressive for use in PowerPoint or Keynote

1. double-click a thumbnail image to open the Image Viewer Window
2. if necessary, override pop-up blocks by holding down the Ctrl key
3. images can only be downloaded individually, not in groups as with LUNA
4. select the **Download** icon from the Image Viewer Toolbar
5. accept the license agreement
6. choose file destination (my documents, my pictures, etc)
7. re-name image file. An accompanying html data file will be downloaded along with each jpeg

## **Downloading Images Using Google Image Search**

Google is an excellent, albeit arbitrary, source for images. They vary in quality and the searches don't always turn up what you think you may have asked for, but for those willing to do the work to weed out selections Google image searching can be very fruitful, linking you to potentially hundreds of quality images embedded in websites.

To do a Google Image Search and download images:

1. Go to [www.google.com](http://www.google.com)
2. Select the "Images" link above the search window.
3. Type in your search terms.
4. Images will appear in your browser window. In the upper right corner, you will see "Show: All Sizes-Large-Medium-Small." Select "Large" first. These images are all sufficient for PowerPoint.
5. To Download an image from a Google search, click on the thumbnail to enlarge the image. Then select "see full-size image" at the top of the page.
6. Windows users may right click on their mouse and choose "save image as," selecting the appropriate folder on their computer (typically "My Pictures").
7. Mac users may either drag and drop the image into the appropriate folder, or right click and choose "Save Image to Desktop." Please note that if you are using the "Tiger" OS, OS X.4.2, you will also be given the option to save to IPhoto. This is an excellent option if you wish to edit images, or organize your images in folders similar to that allowed by "My Pictures," in Windows OS.
8. After selecting "Large" and gathering images from this, you may also consider returning to the thumbnail window and selecting "medium." Some of these images will also be sufficient for PowerPoint. Look for images with a minimum of 500 pixels on the largest dimension. This information is listed directly below the image.

### **Exporting Images from Other Sources (Groves Art Online As Example)**

You may access Grove Art Online through the Art and Architecture Library's "Finding Images" page, at

<http://library.wustl.edu/subjects/art/findimages.html>

When you do it Grove search, it directs you to links to web pages that include images that reflect your search results. While the download process is the same as in Google image searches, on many sites there is no obvious information about the size of the digital image available.

There are two easy ways to assess image size. The first is the “rough” way: If an image appears smaller than four inches tall on the page, it will likely be too small for a PowerPoint slide. This is typically, but NOT ALWAYS the case.

The second way to assess image size is to download the image, and immediately insert it into a PowerPoint slide that you have open for this testing purpose. To insert an image into a PowerPoint slide, simply choose “Insert<Image<From File” and select the appropriate image.

### **Other Important Image Links:**

YOUR MOST IMPORTANT LINK FOR FINDING IMAGES:

<http://library.wustl.edu/subjects/art/findimages.html>

A few other excellent image links:

#### **The Mother of All Art History Pages**

<http://art-design.umich.edu/mother/>

Excellent resource from University of Michigan. Click on the “Image Collections and Online Art” for a selective, annotated list of image-based web resources. To download images from any of these resources, follow the procedures for downloading images from “Exporting Images from Other Sources.”

Mark Harden’s ArtChive

<http://www.artchive.com>

Another great image site, although hardly comprehensive. However, the images are predictably high in quality. . To download images from the Artchive, follow the procedures for downloading images from “Exporting Images from Other Sources.”

#### **Library of Congress: American Memory Project**

<http://memory.loc.gov>

This excellent site for American culture images, texts and film clips provides technical metadata along with the images. To download, follow the procedures for downloading images provided in “Exporting Images from Other Sources.”

### **Digitizing Your Own Images: Basic Standards**

Most faculty and students have access to their own scanner and/or digital camera. By following certain standard practices, you can create personal digital image collections that are both versatile and sustainable.

## **Digital Imaging: Basic Considerations**

- Consider potential uses for your digital image BEFORE scanning or photographing
- Remember, an image can always be reduced in size, but once it is digitized its size is fixed (resolution dependent)
- Get to know the settings on your scanner and digital camera before you embark on a project, and know your preferred resolution before you begin.
- Keep track of what you digitize and from where, including file names and where the image is stored.

## **Digital Imaging: Basic Digitizing Standards**

Rule of thumb-scan your image at the highest, practical size and resolution. It can always be reduced for different purposes later.

- Scan in RGB, 24 bit color
- Archival resolution-minimum of 600 dpi, saved in TIFF format (or minimum of 18 MB file, captured in raw or TIFF format with digital camera)
- Print resolution-minimum of 300 dpi. Color images should be converted to CMYK color mode for optimal printing.
- PowerPoint resolution-1024x768

## **Digital Imaging: Recording Metadata**

It is extremely important to keep track of what it is you are digitizing, and from where, even if it is simply a paper file. Not only do you ensure that you can reinvent your work in the event of a technology failure, you also are creating collections that can be included in digital image management systems.

Basic Metadata to record:

- Title and creator
- From what source it was captured
- File name assigned

- Who captured the file
- Where the file is stored

For further information, contact Betha Whitlow, [bwhitlow@artsci.wustl.edu](mailto:bwhitlow@artsci.wustl.edu)