

## Saskia Art Images Informational Sheet

For questions about this document, please contact CARLI at [support@carli.illinois.edu](mailto:support@carli.illinois.edu).

**CARLI Digital Collections website:** <http://collections.carli.illinois.edu>

### **Saskia Art Images Collection homepage:**

[http://collections.carli.illinois.edu/cdm4/index\\_saskia.php?CISOROOT=/saskia](http://collections.carli.illinois.edu/cdm4/index_saskia.php?CISOROOT=/saskia)

From this page, users may view a description of the Saskia collection and usage and rights information for images in the collection. Users may also choose from the pre-defined searches available. These searches have grouped together images that appear in specific textbooks. From the drop-down list in the middle of the page, users choose the textbook name, click the “Go” button, and are taken to images from that specific textbook.

### **Browse the entire Saskia collection:**

<http://collections.carli.illinois.edu/cdm4/browse.php?CISOROOT=/saskia>

The browse option allows users to view all the items in a collection without specifying any search criteria.

### **Advanced search page:**

<http://collections.carli.illinois.edu/cdm4/search.php?>

Advanced searches allow the user to limit their search results by choosing specific criteria for which to search. Users may choose to search for specific keywords across all metadata fields or selected metadata field. To search **ONLY** the Saskia collection, use the “clear all” button at the bottom of the page to clear the checks from all the collections. Then tick just the box next to the Saskia collection to select it. Searches will be confined to Saskia collection only.

### **Viewing images within CONTENTdm**

The Saskia images are housed in a digital content management system called CONTENTdm. Objects within the CONTENTdm system can be single image or compound objects (items comprised of more than one page). Information on viewing items may be found here: [http://collections.carli.illinois.edu/cdm4/help.php#view\\_items](http://collections.carli.illinois.edu/cdm4/help.php#view_items)

### **Downloading high-resolution TIFF images**

A high-resolution TIFF version of each Saskia image is available. The TIFF can be downloaded directly from the metadata for any image. Users should scroll to the bottom of the page and find the link in the Full Resolution metadata field. Clicking on this link will initiate the download of the image. Images will be downloaded to the computer location the user has set in his or her browser preference (for example – downloading to the desktop or My Pictures folder). Please note that the TIFF images are high-resolution, and, consequently, have very large file sizes. They may take several minutes each to download.

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### **My Favorites**

This is a cookie-based browser feature within CONTENTdm for users to save images and work with them. For more information see the CONTENTdm help page:

[http://collections.carli.illinois.edu/cdm4/help.php#my\\_favorites](http://collections.carli.illinois.edu/cdm4/help.php#my_favorites)

### **Save My Favorites as a web page for later use**

Users may wish to save their selected My Favorites images for later use. A thumbnail view and links to the images can be saved as a webpage. Use the “Save as Web Page” option from My Favorites to create the page, then save the .html file to your computer. For more information see the CONTENTdm help page:

[http://collections.carli.illinois.edu/cdm4/help.php#my\\_favorites](http://collections.carli.illinois.edu/cdm4/help.php#my_favorites)

(scroll down to the section Publishing and Saving My Favorites)

### **Inserting images directly into PowerPoint by using the PowerPoint Plug-in**

Users may wish to import their My Favorites images directly into a PowerPoint presentation. This can be accomplished using the CONTENTdm PowerPoint Plug-in. The plug-in must be installed by the user on his or her computer. The plug-in may be downloaded from the following location:

<http://collections.carli.illinois.edu/CDM4PPTPlugin.exe>

Software Requirements for Installation and Use of PowerPoint Plug-in Version 4

1. Windows 2000 Professional or Windows XP
2. Microsoft PowerPoint 2000, 2002, or 2003.
3. Microsoft Internet Explorer 5.0 (or greater). Cookies must be enabled.

**Netscape and Firefox browsers are not supported.**

Instructions for the installation and use of the CONTENTdm PowerPoint Plus-in can be found in the CONTENTdm help page here:

<http://collections.carli.illinois.edu/cdm4/ppphelp.php>

### **Access to the Saskia Art Images Collection from on- and off-campus locations**

On-campus access to the Saskia images is available at CARLI governing and associate member institutions. Off-campus access to viewing the high resolution Saskia images requires user authentication to verify CARLI affiliation. Connections that are not authenticated will be limited to viewing the thumbnail images and descriptive data. Off-campus access is available to users at I-Share libraries. Off-campus access for CARLI governing and associate libraries beyond the I-Share libraries can be established through the institution’s proxy server.

For questions or problems accessing the Saskia collection, please contact CARLI Support at [support@carli.illinois.edu](mailto:support@carli.illinois.edu)

### **Purchase the Saskia collection for your library**

For a small fee, CARLI governing and associate member libraries have the option of purchasing the Saskia collection of 30,000 images and accompanying metadata to be loaded onto their own servers. For more information and pricing, contact the CARLI Office at [support@carli.illinois.edu](mailto:support@carli.illinois.edu).