

UCI Libraries Quick Guide

Create Image Groups and Presentations in Insight

Log in to Insight and **Select** one or more collections

The Image Workspace opens with Menu on left and Thumbnails on right

To Create Image Group

1. Select **Search>By Keywords** and enter terms
2. Search thumbnails and **select images** of interest with single mouse **click**
3. Select **File>New Group**
(or Open Group to open an existing group>navigate to group of choice)
The New Group opens in center left of the Collection window
4. **Drag and Drop** selected images from Collections window to New Group window *in center*
5. Select **File>Save Group As** assign file name and folder location for group

To Create an Insight Presentation

1. With Image Group open, select **Group>Create Presentation**
*Image Workspace opens with **Presentation Editor** in left-hand side*
2. Page through images using **Presentation Remote**
3. **Note** that the Image Workspace tools are all available to use for manipulating your presentation, *see tool bar on the right*
4. **Select and move** images by **dragging and dropping the images over preferred locations** to get desired **sequence** in Presentation Editor
The white outline must turn lilac for the move to be successful
5. **Find** an image you might want to show a detail of **select click** on **Copy** *at bottom of the Presentation Editor*
6. Using Image Workspace tool bar *on right*, click on **Zoom** button, then click anywhere on the image once, use **Pan** tool at the bottom of the tool bar to move to detail of choice
7. Find two images your might want to juxtapose and arrange them to be adjacent then **highlight** the first image in Presentation Editor and click on **Link** button *at bottom of Presentation Editor* to bring up that image and the one that follows it together during the presentation, you must use the **Move** arrow to arrange them as you would like them to be viewed
8. Highlight and use **Cut** button *at bottom of Presentation Editor* to remove unwanted images
9. Select **Save and Close>Enter name for presentation**
10. Return to Group Workspace, select **File>Save Group** to save a presentation in the group, *blue icon is your presentation*
11. To play presentation, **double click** on blue icon or select **Group>Play Presentation**

QUESTIONS, CONCERNS, SUGGESTIONS, FEEDBACK, LOCAL ASSIST?

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