How to AMICO

A guide for Educators and Librarians
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AMICO and the AMICO Library

The Art Museum Image Consortium (AMICO) is a unique collaboration of art-collecting institutions. Together, we have formed a not-for-profit organization to enable educational use of the digital multimedia documentation of our collections.

AMICO was founded in 1997 by 23 institutions and now has over 30 Member museums in the United States and Canada. See http://www.amico.org/members.html for the latest Membership listing. As membership grows, institutions from around the world will be included.

The AMICO Library is the compilation of digital multimedia documentation of works of art contributed by AMICO Members. Authorized users of subscribing institutions and AMICO Members have access to the AMICO Library for educational purposes. Users include faculty, students, staff, researchers, curators, educators, museum visitors, and independent scholars affiliated with an AMICO-member institution. AMICO Members follow a detailed data specification and contribute digital data about works in their collections annually. The consolidated resource, known as the AMICO Library, grows richer and more robust each year.

Schools:
Your institution has subscribed to the AMICO Library, which is an online, Internet service. Access the AMICO Library by
1) visiting your institution’s library home page,
2) selecting the electronic resources or databases section of your library page,
3) selecting either an alphabetical listing and going to A for AMICO Library OR
4) selecting a subject category listing and going to
   • Arts and Humanities
   • Art History
   • Image Collections
   (Note: Exact Library listings vary from institution to institution.)

The site does not require a password as long as you are an authorized user of your institution accessing via the campus network. Those trying to enter the AMICO Library from outside a subscribing institution or sanctioned campus network will be blocked. This is not a publicly-accessible site, but a licensed service.

Museums:
As part of membership in AMICO your museum receives an annual AMICO Library subscription. We ask that a link to the AMICO Library be set up on your museum’s intranet for easy access by all museum-affiliated users.

Non-Member museums and research organizations may also subscribe to the AMICO Library.
AMICO Library Contents – Summary for 2000-01 Edition

- Approximately 65,000 works of art from over 30 leading museums
- Works by major European, American, and Canadian artists are included in the Library. Works range from contemporary art to Native American and Inuit art, from ancient Greek, Roman, and Egyptian works to masterpieces of Japan and China.
- The public site has all the works as thumbnail images, but this is only a taste!
- The Subscriber version of the AMICO Library has a catalog record and at least one still image, that displays up to 1024x768 pixels. Many works feature multiple views and further multimedia documentation. This documentation might include:
  - sound files
  - curatorial commentaries
  - video clips
  - conservation history
  - provenance data
  - scanned exhibition catalogs

<table>
<thead>
<tr>
<th>Types of Works</th>
<th>over 11,000 paintings</th>
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<tbody>
<tr>
<td></td>
<td>over 4,000 sculptures</td>
</tr>
<tr>
<td></td>
<td>over 9,000 drawings</td>
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<tr>
<td></td>
<td>over 11,000 prints</td>
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<tr>
<td></td>
<td>over 23,000 photographs</td>
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<tr>
<td></td>
<td>over 1,000 textiles</td>
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<tr>
<td></td>
<td>over 1,000 costumes and jewelry</td>
</tr>
<tr>
<td></td>
<td>over 4,500 works of decorative art</td>
</tr>
<tr>
<td></td>
<td>over 500 books and manuscripts</td>
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<table>
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<tr>
<th>Time Periods</th>
<th>over 2,200 works dated BC</th>
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<tbody>
<tr>
<td></td>
<td>over 4,000 works dated between 0 and 1500 AD</td>
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<tr>
<td></td>
<td>over 3,000 works dated between 1501 and 1600 AD</td>
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<tr>
<td></td>
<td>over 4,000 works dated between 1601 and 1700 AD</td>
</tr>
<tr>
<td></td>
<td>over 6,000 works dated between 1701 and 1800 AD</td>
</tr>
<tr>
<td></td>
<td>over 18,000 works dated between 1801 and 1900 AD</td>
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<tr>
<th>Cultures</th>
<th>over 25,000 works from Europe, including ancient Greece and Rome</th>
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<tbody>
<tr>
<td></td>
<td>over 30,000 works from the Americas, including Pre-Columbian and Meso-American</td>
</tr>
<tr>
<td></td>
<td>over 6,000 works from Asia, including ancient Asia Minor</td>
</tr>
<tr>
<td></td>
<td>over 4,000 works from Africa, including ancient Egypt</td>
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Access Directions and Technical Requirements

Accessing the AMICO Library
AMICO anticipates multiple distributors of the AMICO Library, so please note how your particular school or museum is accessing the AMICO Library and follow the directives related to that particular distributor.

Museum Members: The AMICO Principal Contact at your museum should make sure that the link to the AMICO Library via RLG (and other distributors, as all Members get access via every provider we have) is placed on your museum’s Intranet and bookmarked on the computers in your museum’s Library.

If you are accessing the site from your own machine or from a new location, launch your Internet browser (Netscape Navigator or Microsoft Internet Explorer) and type in http://eureka.rlg.org/amico. Your AMICO Principal Contact should provide you with a password to allow you to connect to the site.

School Subscribers: The electronic resources section of your institution’s library web page typically places a link to the AMICO Library and IP-filtering is set up, so no password is needed when connecting this way.

You may want to note it here for future reference.
AMICO Library RLG Password: ___________________________

Other Providers:
Name: _______________________ Web Address: ___________________________
Password: _____________________

Name: _______________________ Web Address: ___________________________
Password: _____________________

Name: _______________________ Web Address: ___________________________
Password: _____________________

AMICO Library Sites
To access the AMICO Library via RLG’s Eureka search service, you will need:

- Netscape Navigator/Communicator 3, 4, or higher, or Microsoft Internet Explorer 4, 5, or higher
- JavaScript enabled in your Web browser

RLG recommends maximizing the browser window and using a screen resolution of 800x600 or higher. For use on lower-resolution (640x480) displays, maximize the browser window and modify the browser toolbar options to increase the display area.

Note: Eureka cannot be used with Windows 3.x. Web browsers for the 16-bit Windows operating environment cannot handle all of the HTML transmitted from Eureka. The 32-bit Windows systems (Windows95, Windows98, WindowsNT) can be used. Macintosh and Unix operating systems do not have this system limitation.
AMICO Library Search Strategies

The AMICO Library is created from contributions by over 30 museums in the U.S. and Canada. AMICO coordinates contributions and edits the AMICO Library for consistency. With many members, you can imagine that agreeing on practices is challenging. We're working to reconcile differences in cataloging practices and improve the consistency of indexing in The AMICO Library.

AMICO plans to have multiple distributors of the AMICO Library, so these tips will expand. Users should look at the instructions that apply to their particular provider of the AMICO Library.

Tips for the AMICO Library on Research Libraries Group’s Eureka service:

Miscellaneous Tips:

- The search system is not case-sensitive. Artist names do not need to be capitalized.
- Do not use accent marks on French or other non-English words that typically have these marks.
- RLG will “time out” your session if you are inactive (not doing searches, opening up records, placing works into notebooks or other such things), so be aware of this. You might want to search, place works in a notebook, and then come back to them for deeper study, making notes, etc. To reconnect to the AMICO Library, simply click on the Reconnect link on the page telling you that you have been disconnected.
• Unsure where to start? Check out the main Eureka AMICO Library screen for a changing “suggested search”. This search changes daily. The link will show you the criteria for the search and then, when you click on the link, you will see the result of that search.

See illustration from previous page and below.

Searching:

Simple: Allows you to search on only one criterion. You are given a choice of three possible categories – creator, title, or keyword.

Creator: this can be an artist’s name or a culture/nationality. For example, select creator and type in

• Degas
• French
• Navajo

Title: this can be an exact title of a work or words that may appear in the title. For example, select title and type in

• annunciation
• lake
• Lake George Barns
Keyword: this is a good catchall for searching. It looks throughout the entire record for the word you type in, so if the search term is mentioned in the title, commentary, inscriptions, anywhere, it will be found. For example, select keyword and type in
- mummy
- moon
- bust
- relief
- cup

~ A caveat with the Keyword search is that it finds a term wherever it appears: "park" will find images of "Yosemite National Park" and works created by "David Park" and "Thomas Park". ~

Advanced: Allows you to search on more than one criterion and the list of possible choices are expanded beyond three options. Also, you may use connecting variables (and, or, not) to link your multiple search criteria. Note: Advanced search only allows you to search on two criteria at present.

In Advanced Search you can choose from 10 possible categories, rather the 3 in Simple Search. You do not have to search on multiple categories. If you wish to search on just one of the categories only included in Advanced Search, such as "Type", just leave the second variable blank and the connector word unselected.

The 10 possible criteria are:
- Creator
- Title
- Keyword
- See above under Simple Search

Type: AMICO Members use a list of 16 object types in the AMICO Library: RLG indexes these Object Types along with other classification Terms in the "Type" category.
- Architecture, Audio-Video, Books, Costume and Jewelry, Decorative Arts and Utilitarian Objects, Digital Arts, Drawings and Watercolors, Installations, Mixed media, Paintings, Performance Arts, Photographs, Prints, Sculpture, Textiles, Other

Materials/Technique: Refers to the physical materials and production techniques used to create a work.
For example, select materials/technique and type in
- linen
- lithograph
- marble
- ceramic

Date: Searches the time the work was created. You can specify a range, an exact year, or truncate to get a series of years.
For example, select Date and search:
- 1260-1360
- 185? (will get 1850-9, see more under Truncating)
• 1974

**Subject:** What is depicted in a work, its content  
For example, select Subject and search:
  - children
  - buildings
  - bodies of water

Note: not all works in the AMICO Library have subject terms assigned to them.

**Owner Name:** The name (or some words in the name) of the Member museum that holds a work.

**Owner Place:** The city in which the Member museum is located

**ID:** The unique number assigned to the work in the AMICO Library.  
(typically an accession number preceded by a four-character AMICO Identifier, eg. FASF.118935)

**“these words”**  
**“this exact phrase”:** Notice that there are selections for either of these choices under the boxes in which you enter your search terms. Make sure that the proper one is selected. If you type in “Boston Fine Arts” and choose the Owner Name criteria, but have “this exact phrase” selected, the search engine will not find works located at the Museum of Fine Arts, Boston.

**Truncating:**  
RLG lets you search for plural forms or alternate forms of words and date ranges by using a ?.  
For example, you may enter photograph?, which would find photograph, photographs, photography, and even foreign terms like photographique.

The ? may even be placed within a word, so one could search for wom?n and find both woman and women. Truncation is especially useful for dates, e.g., enter 197? to get all works produced in the 1970s.

**Printing:**  
Users may print out search results or individual works. Simply select the particular browser page containing what you wish to print from the AMICO Library. This might be a search result listing, the text associated with a work, or a larger-size view of the work. Once the particular page is selected, simply choose File from the top Menu bar in your browser window and then choose Print Frame... or Print... from the pull-down menu that appears.

You can format a search result for printing by choosing "Export" from the RLG icon bar. This opens your search result in a printable format. Then choose File and then Print within your browser.
The text and illustrations below should help you with printing.

Once you’ve found your desired image, make sure you click on the righthand side in the browser window, so that the text is selected.

To double-check that you will be printing out text, select File menu from the top of the browser and a menu will pop-up like one shown to the left.

Select Print Preview and a screen like the one on the next page should appear with text. If it shows a small image then, you need to click on the righthand side of the original screen again in order to get the text to print out.
Print Preview Screen
Select File and then Print from the pull-down menu that appears to print an image like the one shown.
RLG Features and Icons

The following section highlights some of the icons you will see when using the AMICO Library via RLG, and the functionalities and features they represent. Using these advanced features will make your use of the Eureka interface more productive.

**Notebooks:** Notebooks are a great way to save sets of works under particular Themes. These might be study sets for class assignment or review purposes, lectures, and more. The Notebook allows you to add images to your own collection which you name and password-protect for your future reference. Images may be added and subtracted during subsequent sessions. You may have multiple notebooks under one user name and password. (Functionality to lock Notebooks and share them with other users is being considered.)

**How it works:** When you receive a search result, you will notice that there are small buttons that say “SAVE” under each image. Clicking on this icon saves that work into a Notebook. Notebooks are kept from session to session and can be added to in subsequent sessions.

During any single AMICO Library session through RLG you can do many searches and all the works that you choose to save will be placed into one “Temporary” notebook.

See illustration below.
Saving your notebook for future use: If you wish to save your notebook to use it during another session, select the Notebook icon. You will be shown the contents of your Temporary Notebook and will have a button that says “Save this Notebook”.

See illustration of this below.
Saving new Notebooks and retrieving Notebooks as a Returning User:

- If you’ve already saved notebooks in previous sessions and want to create a new one, click the Notebook icon when you begin your session, choose “Other Notebooks,” type in a title for the new notebook, and enter your notebook user name and password from previous sessions. Items you save will go into this new notebook.

Enter User Name
Select returning user & enter password

Name your notebook
Create a user name
Select self as a new user
Select the “Save this Notebook” button and a screen will appear that asks you to name your notebook, give yourself a user name (do something intuitive like an acronym for your institution, your name, or something else memorable), and then RLG will generate a password for you – when you select yourself as a new user.
• To switch to other notebooks you’ve already created, click on the Notebook icon, click on the “Other Notebooks” button, select the notebook you wish to change to, and click on Send. Works that you select to SAVE will now go to this selected notebook.

Select Notebook you’d like to change to and click on the Send button.

• To create another new notebook, you need to exit from the AMICO Library and begin a new session.

• A user may only be in one notebook at a time within the AMICO Library, but you may have multiple browsers programs each open and connecting to the AMICO Library and that way, you may be in two separate Notebooks simultaneously.

NOTE: If you add items to your temporary notebook, the default notebook when you start a session, and then save the temporary notebook with a name, you will lose the contents of the temporary notebook when you use the notebook user name and password from earlier sessions. However, if you tell the system you are a new user, give yourself a new notebook user name, and let the system assign you a new password, the contents of the temporary notebook will become a saved notebook. RLG is working to fix this problem.

Image coming soon: The AMICO Library is a growing resource and works are added to the Library at constant intervals, so you may see an “image coming soon” when the work is still in the process of being loaded on to the system. Once loaded, the image will be available and the “image coming” message removed.
Eraser Icon: This allows you to erase previous search terms from the search box.

Export Icon: The export button allows you to send a search result listing or a notebook listing to a new browser window. From the new window you are able to print out the search by selecting File from the top menu bar and then choosing Print. Also, you may choose File and then Save As, and you could save the page in html format. You will need to add the .html extension to the file name. Be aware that this html page will not allow you to click on the images and enlarge them. The page will only save the thumbnail image and catalogue information.

History Button: RLG stores the past searches you have done in the AMICO Library during your current session. If you wish to see a list of those searches, click on the History button. This will display a list of searches. You may select several past searches using the check box next to the search listing. By doing this you may combine the searches into one larger search. However, searches marked with * cannot be combined with any others. These searches either did not retrieve any matching records or retrieved such a large result that they can’t be combined with another search.

See the illustration on the next page.
Options Button: This button takes you to a screen in which you may customize your search displays in the AMICO Library.

- Change the image delivery to show you the largest image associated with the work only one layer down rather than two.
- Adjust the sort order of a search result to display alphabetically by artist name, by title, chronologically, or by the museum that has the work in their collection.
- Select the number of works that display per page in a search result, either 10, 25 or 50.
- Alter the search result formatting to present both images and text, only images, or only text.
- Indicate if full descriptions and images will display in separate browser windows or be displayed in the original browser window.

See the illustration on the next page.
Select viewing options for search results and images.
Options are set as soon as you make your selection. To return to your previous display, select Back in the Eureka menu.

Send results to ...
Email and save to file options are not yet implemented.
  # Printer

Maximum image dimensions
default # Inspection (640w x 480h pixels)
  # Presentation (1024w x 768h pixels)

Sort order
default # Creator
  # Title
  # Date
  # Owner

Items in each search result screen
  # Ten
default # Twenty-Five
  # Fifty

Search result formatting
default # Images and text
  # Text only
  # Images only

Full description and image viewing
default # Full descriptions and images in their own browser windows
  # Full descriptions and images use one browser window
AMICO Library Demonstration Walk-through

1. Connect to the AMICO Library.
2. Click on the Simple Search button, select Keyword, and then type *elephant* into the blank box. Click on the Search button below the box.
3. The search result will appear in the browser window and look like the one shown below. Certain aspects of the search display have been explained below.

   - Number of items found
   - Page Up & Down Arrows
   - Search term(s)
   - Number of pages to the search result
   - Ways to re-sort the search
   - Clickable images; takes you to more information and larger images
   - "Image coming soon" message

4. Feel free to investigate the display features that are pointed out above to familiarize yourself with how the AMICO Library works via RLG.
5. Then, click on the Options button and change your display options, so you can compare the ways things display in your next search.
6. Click on the Simple Search button, select creator, type in *degas*, and then click on the Search button.
7. You will be presented with an artist name listing with checkboxes. This will help you to understand how data merged from many sources can contain variations. AMICO Members have contributed five different ways to spell Degas’ name, so to get all works by Degas that are in the AMICO Library, you must select all five checkboxes.
Editorial processes are underway to standardize information, so this experience should be minimized in the future.

8. Now try an Advanced Search. Click on the Advanced Search button. Select Creator and type in *egyptian* (remember that Creator can be a name OR a culture), select AND, then, choose Keyword and type in *mumm?* (remember you use a ? to truncate a word, so this will search for mummy, mummies, mummified, etc.)

![AMICO Library Screen](image)

Above is a record selected from the *egyptian* (creator) and *mumm?* (keyword) search. You can see how this record has a commentary about the work.

9. Select another work to see what other records may include. Some entries may include additional views or details of the work. Also, some may contain multimedia associated with the work, like sound or video files. There may be detailed ownership or conservation histories about the work or suggestions for additional reading. Right now you need to click on the images from the search result list and scroll down to see what information is contained in that particular record. We are working with RLG to provide small icons at the search result level indicating the additional information types available for each work, so look for that in the future.

An example of a work with additional information is shown on the next page.
Use the Scroll bar to see all info included

Alternate views of the work

Multimedia included with work
10. Now that you understand how things will be presented when you search, HAVE FUN! The AMICO Library allows for a great deal of serendipity for the user. One is able to combine works from a wide ranges of regions, in many formats – sculpture, decorative art, drawing, painting – and various time periods when using keywords to search. This can allow for comparisons and juxtapositions of works that you may have never experienced when using traditional research formats.

11. Use the Notebook feature, discussed in the previous section, to store interesting works that could be used in your teaching in the future. Remember to store your User Name and Password and the names of the Notebooks.

Notebook User Name: ______________________

Notebook Password: ______________________

Notebook Name: ______________________
Description: ________________________________________________
Audience: ______________________________

Notebook Name: ______________________
Description: ________________________________________________
Audience: ______________________________

Notebook Name: ______________________
Description: ________________________________________________
Audience: ______________________________

Notebook Name: ______________________
Description: ________________________________________________
Audience: ______________________________

Notebook Name: ______________________
Description: ________________________________________________
Audience: ______________________________

Notebook Name: ______________________
Description: ________________________________________________
Audience: ______________________________
Examples of AMICO Library Use from the University Testbed Project
Academic Year 1998-1999

Art History
- A Professor projected AMICO images in class lectures, placed AMICO works in a restricted use (students of class only) web site for study purposes, and encouraged students to look for works in the AMICO Library to illustrate class papers.
- Another Professor asked students to use AMICO images in the online exhibitions they had to curate as a class project.
- An assignment in a Baroque sculpture class asked students to judge a work’s authenticity and to grapple with connoisseurship based on a high quality image from the AMICO Library.
- Students used AMICO works from the Library “live” in class presentations and discussed them.

General Studies/Honors Program
- A Professor created a multimedia web page (for students of class only) to be used as a study guide to Martin Luther’s “Freedom of a Christian”. The page contained sound files of J.S. Bach’s “St. Matthew’s Passion” and images of Dürer’s Large Passion from the AMICO Library to help students enter the cultural landscape that Luther dwelled in when he wrote his religious texts.

Design and Fine Art
- A Professor used the AMICO Library in assignments in her 3-D Design class. Students were asked to find examples of sculpture based on organic forms in the AMICO Library. The students printed out examples found and included them in their “concept scroll” to explain their creative process for making their own organic-inspired sculpture. Another assignment was based on studying solids and voids, finding images in the AMICO Library, with students creating works that explored these concepts.
- The same professor held class using AMICO images, picking works randomly that illustrated concepts, and lecturing about them “on the fly,” rather than giving a prepared slide lecture.

School of Printing
- The AMICO Library was used in two technical courses, “Color Perception and Measurement” and “Color Separation Systems”. The professors had students analyze AMICO images with regard to file consistency, the technical information they contained, and the ability to accurately reproduce the works from digital files versus color transparencies.

Multimedia Development
- One university had students of computer science, educational technology and psychology, art history, and comparative linguistics study the formal attributes of iconography. The students used images from the AMICO Library to illustrate iconographic concepts and learned to explain these concepts to a wider audience by creating multimedia presentations.
How to Download an Image and Import it into MS Word

1. Find a digital image that you want to use. Enlarge the image to level you wish, by clicking on it.

2. **PC users:** “Right click” on the image using the button on the right side of your mouse. A menu appears. Select **Save Image As…**
   **Mac users:** Choose ‘Save as…’ from the File menu. It is recommended to save your images in JPEG (.jpg) format to insert them easily into an MS Word document.

3. A dialogue box opens and asks you where you want to save the image on your computer. Use a diskette, or choose a place on your hard drive where you can easily find the image. You may also want to rename the image so that you can easily recognize it.
4. Open a new or existing document in MS Word.

5. Go to Insert on the main menu. Select Picture, but don't let go yet! Choose From File....

Insert ⇒ Picture ⇒ From File...

6. Once you have chosen From File... another dialogue box opens and asks you to find the picture to insert. Find and select your picture. In addition to the file that contains your picture, you should be able to see the picture in the preview box next to it.

When you've selected your image, click on Insert.

7. Your image should appear in your MS Word document. If you want to make changes to your image in the Word document, make sure you have your picture toolbar visible. Go to your main menu and click on View. Click on Toolbars. Click on
Picture and the picture toolbar will appear. View ⇒ Toolbars ⇒ Picture. It looks like this:

The Picture Toolbar allows you to format the image, crop it, change it from color to grayscale, change brightness and contrast, and wrap text.

8. When your image is in MS Word document, save it. Next, cite the work of art. See the Citation Practices section of this handbook on pages 31-32. If you want to, you can add more images and text to your Word document. Don't forget to save it!

Thanks to Dina Helal at the Whitney Museum of American Art for these instructions.
How to Download an Image and Import it into MS PowerPoint

Part I – Capturing and Saving an Image from the AMICO Library

1. Use the AMICO Library to find an image of a work of art you’d like to use in your presentation. Click on the image to achieve the size you wish to use.

2. **PC users:** To save the selected image place your cursor on the image and click the right mouse button. A menu will come up on your screen. Select the **Save Image As ...** option. **Mac users:** Select the image and choose “Save as…” from the File menu. **Make sure you are saving the image as a jpeg by checking the Save as Type box at the bottom of the menu.**

3. Next, a dialogue box will appear and ask you where you want to save the image — to a floppy disk, a file folder on the hard drive, the network, etc. Select a destination for saving the file that you can easily access later.

4. Also, at this time you are able to rename the image in the **File Name** box. It is recommended that you do this, so you can recognize the file without having to open the image up later. **If you don’t, the computer will give it the original file name, something that usually has a mix of numbers and letters that will make no sense to you.**

5. You have now successfully located and saved an image from the AMICO Library.

Part II – Retrieving an Image and Placing it into a PowerPoint Presentation

1. Open up the **PowerPoint** program.

2. First, choose the type of slide format. You will be given four choices, **auto content wizard**, **design template**, **blank presentation**, or **open an existing presentation**. **It is recommended for beginners that you the blank presentation format.**

   *See illustration on the next page.*
3. When you choose **blank presentation**, a screen will come up and will ask you to choose one of twelve slide layout options. *It is suggested that beginners choose either the Text & Clip Art layout, Clip Art & Text layout, or the Blank layout. Names for the slides appear in the lower right-hand box once selected.*
4. When you have chosen the layout, click the ok button. Then, a blank slide in the selected format will appear.

5. To put an image into this slide, click in the dotted area designated for a graphic file. Then go to the Menu Bar at the top of the program and select **Insert**.

6. A Menu Box will appear and you will scroll down to the **Picture** option. With the mouse button held down, as you roll over **Picture** a side Menu Box will appear and ask you where you would like to retrieve a picture from, **Clip Art …** or **From File …**.

   See the MS Word instructions for a similar illustration.

7. Select the **From File …** option. Another dialogue box will appear and ask you to choose a file.

8. Choose the location where you saved your image file and click on it.

   *See the illustrations on the next page.*
9. Once you are in the correct location, find your image file. Select the file name and then, click on the **Insert** button in the dialogue box.

10. The image will appear in your slide.

   *See the illustration on the next page.*
11. Adjust the image as necessary. When the image is selected eight small **sizing squares** will appear on each corner and the middle of each side of the image. *Only use the sizing squares on the corners, so that the height and width ratios of the original artwork will be maintained.*

If you do use one of the squares on the sides and wish to go back to the initial inserted image, select **Edit** from the top Menu Bar and then choose **Undo** (perhaps more than once), to return to the initial image.

12. Add text to the slide in the **Clip Art & Text** or **Text & Clip Art** layout by simply clicking on the box that reads **Click to add text** and typing.

13. If you chose a **Blank** layout click on the **Insert** on the Menu Bar, after you have inserted the image scroll down to the **Add Text** option and click on it. A text box will appear on the slide. Click inside the text box and a cursor will appear, allowing you to enter text.

14. Make sure you appropriately cite all the images you use. See the Citation Practices section of this handbook on pages 31-32. Repeat these steps for each slide you want to add an image to in your presentation.

*Thanks to Chris Reynolds, AMICO Intern, at the Cleveland Museum of Art for these instructions.*
Citation Practices for AMICO Works

Just like footnotes for textual sources, it is important to accurately cite works of art when you use them as a reference source. Here are citation outlines and samples for reference purposes. Note that citation requirements differ when the work of art is still under copyright.

Use a full citation whenever possible. A brief citation is acceptable when space for the citation is limited or if you are citing the work in a paper or some sort of text document. The lines of a citation may be run together with commas "," if desired.

Full Citation:

Artist’s Name (First and Last), Artist’s Nationality and Dates
Title and Date of the Work (if known)
Materials and Dimensions of the Work
Museum Name and Location
Credit Line and Museum’s Number
Copyright, if applicable
Image Source and ID Number

Example:

Edward Hopper, American, 1882-1967
*Early Sunday Morning*, 1930
Oil on canvas, 35 3/16 x 60 1/4 in. (89.4 x 153 cm)
Whitney Museum of American Art, New York, NY, USA
Purchase, with funds from Gertrude Vanderbilt Whitney, 31.426
The AMICO Library: WMAA.31.426

Photo © Whitney Museum of American Art

Brief Citation:

Artist’s Name (First and Last)
Title and Date (if known)
Museum Name and Location
Museum’s Number
Copyright, if applicable
Image Source and ID Number

Example:

Lysippides Painter
*Hydria: Herakles and Cerberus with Hermes, Athena and Persephone*, Ca. 520 B.C.
Museum of Fine Arts, Boston, Boston, MA, USA, 28.46
The AMICO Library: BMFA.28.46
Full Citation (when the work of art is still in copyright):

Artist's Name (First and Last), Artist's Nationality and Dates
Title and Date of the Work (if known)
Materials and Dimensions of the Work
Museum Name and Location
Credit Line and Museum's Number
Copyright Statement
Image Source and ID Number

Example:
Jackson Pollock, American, 1912-1956
*Autumn Rhythm (Number 30)*, 1950
Oil on canvas, 105 x 207 in. (266.7 x 525.8 cm)
The Metropolitan Museum of Art, New York, NY, USA
George A. Hearn Fund, 1957 57.92
Photo © The Metropolitan Museum of Art © 1999 Pollock-Krasner Foundation/Artists Rights Society (ARS), New York
The AMICO Library: MMA_.57.92

Brief Citation (when the work of art is still in copyright):

Artist's Name (First and Last)
Title and Date (if known)
Museum Name and Location
Museum’s Number
Copyright Statement
Image Source and ID Number

Example:
Jackson Pollock
*Autumn Rhythm (Number 30)*, 1950
The Metropolitan Museum of Art, New York, NY, USA, 57.92
© 1999 Pollock-Krasner Foundation/Artists Rights Society (ARS), New York
The AMICO Library: MMA_.57.92
Photo © The Metropolitan Museum of Art
Content Citations:

Based on review of MLA guidelines, the following are required elements for such citations:
- Author
- Title
- Compilation
- Editor
- Subscription Service
- School Name
- Date Consulted
- URL

All of these elements are fairly straightforward except for the Title, which in some cases may have to be a constructed one, as in Catalog Record, or may be the name given to the particular piece of multimedia in the work’s record in the AMICO Library. Please compare the citations below to their actual works in the AMICO Library for needed clarification.

Example of Text Citation:


Example of Multimedia Citation:


Example of Sound Citation:

Appendix A

Frequently Asked Questions about the AMICO Library

Q. How do I access the AMICO Library?
A. Access to the AMICO Library is online through a password-protected (or IP-filtered) site on the World Wide Web. Please see p. 4 of this manual for more details.

Q. What will I find in the AMICO Library?
A. The AMICO Library has over 65,000 works of art from over 30 major art museums in the U.S. and Canada. There are digital images of paintings, sculptures, prints and photos, decorative arts, armor, jewelry and costumes. See p. 3 of this manual or http://www.amico.org/AMICOlibrary/libprof.html for a more complete description.

Q. How big are the images in the AMICO Library?
A. In general the AMICO images are being delivered at more than twice the resolution of most images on the web sites of museums today. The general specification is 1024 x 768 pixels, which is the maximum screen resolution of most 17” monitors. At this resolution over 1 million pixels (picture elements) are captured in full color. The perceived quality of this image varies with the size of the original work of art, though. For small objects, it could be a magnification over the unassisted eye; for large objects, it could be less robust.

Q. Can I print out the images? How do I do it?
A. Yes, if you wish to print out a search result or notebook of thumbnail images, click on the Export icon. This opens a new browser window; with this window select File from the menu bar and the choose Print. If you want to print out a larger image click until the image size that you are looking for is displayed. Then, simply click on File on your browser’s top menu bar and then select Print from the list that appears. See p. 12 of this manual for more details on features and make sure that proper citations (see p. 26) are included with these print outs. Also, see pp. 21-2x for directions on placing AMICO images in Microsoft Word documents and Powerpoint presentations.

Q. How does the licensed AMICO Library differ from what’s on the public web site (http://www.amico.org)?
A. The AMICO Library contains the full complement of multimedia from the Member Museums, while the public site’s Thumbnail Catalog only provides small images and minimal tombstone data about the work. The AMICO Library includes large images for all works. For selected works it provides alternate views, additional commentary information, sound and video files, provenance history, bibliographic citations, and other information that assists in the understanding of the artwork and its placement within the larger cultural landscape. The AMICO Library is not simply an image repository, but an educational tool.

Q. I know we signed a license to use the AMICO Library. What am I allowed to do with the works in the AMICO Library?
A. Educational uses of the AMICO Library are accepted. Commercial uses of the AMICO Library are prohibited. Please see p. 37 of this manual for more details.
Appendix B

An "At-A-Glance" Summary of the AMICO License Terms

The AMICO Library is provided by institutional subscription, under license.

YES You MAY access and use the AMICO Library for classroom instruction and related activities including handouts, presentations, research, and student assignments.

YES You MAY use the AMICO Library as part of a professional presentation at a conference, seminar, workshop, or other professional activity or in a public display or performance in the (Institution name) gallery or similar facility.

YES You MAY use the AMICO Library for student or faculty portfolios, term papers, theses, and dissertations.

YES You MAY use AMICO Library images in course web-sites for review and study purposes, but these sites must NOT be publicly accessible on the web, but rather password-protected or constrained by user-filtering, so that only members of your school community may access the site.

YES You MAY adapt, alter, add to, delete from, manipulate, or modify an AMICO work if you’re doing it exclusively for educational, research, or scholarship purposes. But, you MUST clearly identify all changes made to an AMICO work and include an appropriate citation or direct link to the unadapted AMICO work.

(NO) You MAY NOT use the AMICO Library for any purposes other than education, research, or scholarship.

(NO) You MAY NOT use any AMICO work for any commercial or business-related purpose whatsoever.

(NO) You MAY NOT reproduce, distribute, re-distribute, or publish any adapted AMICO work outside of (place your Institution Name here) without obtaining permission. Follow the "Rights" link from each work to request permission.

(NO) You MAY NOT use any AMICO work for institutional fundraising, marketing, promotion, or public relations.

(The final item is only true if a school signs a Long license agreement. Find out which license agreement your school has signed by inquiring at your campus library. Read both Short and Long licenses at http://www.amico.org)