

## LUNA INSIGHT USER GUIDE

### HOW TO USE INSIGHT® 5.5

Click on the Insight® icon on the desktop.

At the log on screen, type the username and password.

Username: jcbresearcher

Password: researcher

Click on “John Carter Brown Library.”

Click on “select.”

The Archive of Early American Images Group Workspace will open showing all available images. [\* for troubleshooting, see end of page.]

### IN THE GROUPWORKSPACE WINDOW:

#### IN ORDER TO SEARCH

Click on “search” at left sidebar; then choose how you would like to proceed.

**Subject Area** provides a drop down menu of 5 very general categories: Artifacts, industry, and human activities; Flora and fauna; Geography, maps, city views and plans; Indigenous peoples; and Portraits. These are probably best used to limit another kind of search, but may be useful to provide an overview of a particular area.

**Geographic Area** provides a drop down menu of 6 areas. Each of them is self-explanatory except Spanish America, which is a political term rather than a geographical area. It encompasses South America (except Brazil), Central America, Mexico, and Florida when it was under Spanish rule.

**Keywords** will search all searchable fields, thus providing the most comprehensive search. This method is best used when one believes one will not easily obtain a large number of results or when no satisfactory results have been obtained. Any search term or calendar year may be used.

**Data Fields** allows one to choose one or more of the fields listed in order to perform a Boolean search by choosing multiple fields or to limit results to the contents of one field. After choosing a field, one will be asked to choose the “relation” of the data that will be entered into the field; then one enters the “value” or search term that will populate the field.

Choosing “contains” yields more results than choosing “equals” and allows any term to be entered as a value.

If one chooses “equals,” an alphabetized drop-down list of all the data entered in the chosen field appears, and one can simply highlight the desired entry and click “select.” Typing in the first few letters will yield only titles *beginning* with those letters (again in a drop down list).

Under **GROUP** one can sort the images by any four fields arranged in your chosen order. The default sorting is by date (therefore images with no date appear last), geographic area, image title, and source creator.

While in Group one can select a group of images by clicking on them, then clicking on “show selected.”

The **HELP** function for Insight is well-written, clear, and actually helpful. If this sheet doesn’t answer a question, one would do well to refer to it.

**EXIT** will close Insight.

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### Explanations of selected Data Fields

*Record Number*: the unique identifier of an image consisting of the accession number dash 1, 2, 3, etc. If you need to refer to or ask for a particular image, please make a note of this number.

*Creator*: the name of a person instrumental in the creation of an image. If an authorized version of the person's name exists, that is used, if not; it is transcribed from the item. The creator's particular role is transcribed from the item.

*Place Image Published, Image Publisher*: taken from the item, but if in brackets, taken from the publication information for the book or some other external source.

*Image Date*: taken from the item, but if in brackets, taken from the publication information for the book or some other external source. This field allows searching for a specific date, but also allows searching for combinations of numbers so that one can find, say, all images created in the 1780s by choosing "begins with" and entering "178." "Ends with" and "contains" can also be used to find specific groups when consecutive numbers are entered. For example, choosing "contains" and entering "78" will yield all images created in 1778, 1578, and 1781, etc.

*Image Function*: states how the image is used in the book (plate, frontispiece, etc.), whether it is free standing or bound, etc., and its volume, plate number, page, or location.

*Image Dimensions*: measures the greatest extent of the image ONLY (e.g. from the tip of a bird's tail to its beak) unless platemark or neatline (the line drawn around a map) is specified.

*Inscription*: any manuscript notation on a printed item.

*Time Period*: limited to the following choices – 1492-1600; 1601-1650, 1651-1700, 1701-1750, 1751-1800, 1801-1850.

*Subject Headings*: taken from Library of Congress Subject Headings.

*Visual Categories*: taken from the Getty Art and Architecture Thesaurus.

*Subject Matter*: contains search terms that may be useful but which don't fit into other controlled vocabularies.

*References*: citations of bibliographies and other sources of information in which the item is specifically cited or from which information in the Description or Notes was taken.

*Commentary*: statements about or discussion relating to the item by scholars now working in relevant areas. Clicking on this field will link the user to an e-mail address where comments can be made about a particular image. If appropriate, and with the user's permission, the comment will be added to the web site. Credit will be given to the source of the information, so contributors are requested to provide their names and any other contact information they desire (keeping in mind that this will appear on the World Wide Web).

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### Working with the images

Once one has a group of images that satisfy the terms of one's search, a single click on an image will select it. Once it is selected, one can click on "data" on the left sidebar in the group workspace window to view the cataloging data for that image.

Double clicking on an image will move it from the group workspace window to the **Workspace** where ten functions displayed at the lower right allow one to zoom in and out, scroll around the image, view its cataloging data, and print it. Many images can be selected to enter the Workspace at once. When in the Workspace, if one decides that an image is not needed, click on it and then click on the "X" box at the lower right to delete it from the Workspace. Note that images that are selected in the group workspace window (the initial page) remain selected until one clicks on them in the group workspace window to "de-select" them. Even clicking on the "X" box in the workspace will not de-select them from the group workspace window. Until they are de-selected from the group workspace window, they will keep reappearing in the workspace.

To create a group:

Go to the Group Workspace Window and follow the path below

- File
  - New Group
    - (drag thumbnails into group space)
    - save group

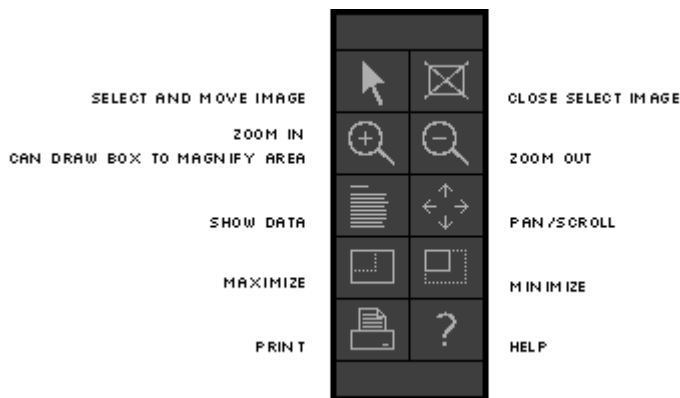
To delete a group:

- Go to
  - File
    - Open Group
      - Local Folder
        - (highlight group name)

- File
  - Delete Group

Please note that users' groups will be deleted once they are no longer actively engaged in researching at the library. Once a researcher's stay is concluded, that researcher's group file will be deleted. Note, too, that everyone has access to all the groups created in the local folder. Please respect one another's privacy and be careful when opening, editing, and deleting groups.

### Ways of Manipulating Images in the Workspace



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### **Printing**

Only low resolution versions of entire images can be printed. Thumbnail labels are printed with the image.

To print only an image (in large scale), click twice on the desired image to place it in the workspace and click on “print.”

To print an image with its data, select the image on the group workspace window by clicking on it once, click on “data,” and click on “print.”

### **Ordering images**

If you find an image on the site that you would like to order from the Library, please do so by noting its *record number*. This is the most efficient way to ensure that the exact image you need will be sent to you. For information on making use of images from the JCB collection, please go the “Photo Services and Permissions” on the JCB’s web site at <http://www.jcbl.org>.

### **Troubleshooting**

To turn off pop-up blocking in Internet Explorer if it interferes with opening the site:

- Go to Tools

  - Internet Options

    - Privacy (tab)

      - Uncheck the pop-up blocker