

# IMREE Users Guide

January 28, 2015

IMREE (Interactive, Media-Rich, Educational Environment) provides curators a tool for rapid development of media centric digital exhibits. At the time of this writing, the majority of the user-pleasing development has focused on the “visitor view” making sure exhibits are easy to use; however, the curators’ tool can seem a bit quirky.

## Home

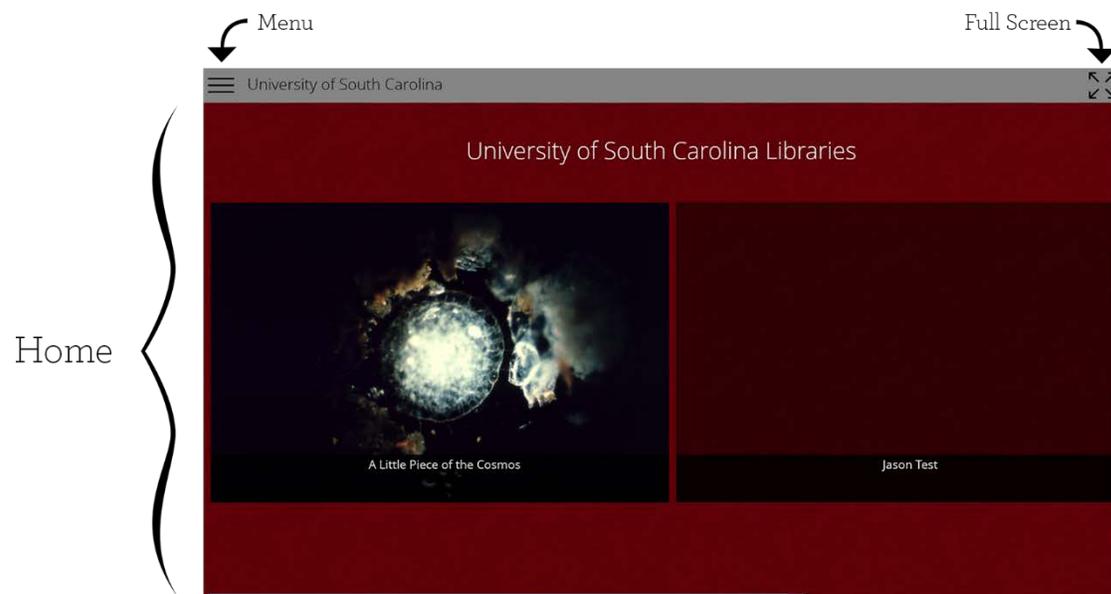


Figure 1. Home Layout

The home screen launches when the program loads. All active exhibits will appear on the home screen. If there are more than two active exhibits, you can scroll to the right to see more.

### Bug or feature?

- If the USC logo does not disappear after a few seconds, there’s a network issue – check your device’s internet connection.
- On tablets, phones and TVs IMREE will automatically go into full-screen mode.

## Menu

- ☰ Menu Hide/Show
- 🏠 [Home](#)
- 👤 Log in
- ✍️ [Edit the current chapter](#) – gallery order, add galleries, change the chapter’s title
- ✍️ [Edit the current exhibit](#) - title, theme, start date, end date
- 🔒 Super Admin – create/edit Exhibits, create/edit users

## Bug or feature?

- All menu buttons are not available to all users
- You have to be logged in to edit stuff
- You are logged out when you close the program

## Exhibits

Exhibits contain one or several [narratives](#). At no point does IMREE dictate that narratives must be linear and curators are likewise free treat chapters as sections, groupings, timelines, topics, people, places, or whatever. I use “narratives” through this guide only as shorthand.

- Section 1 – Bob (narrative)
  - Bob’s childhood (gallery)
  - Bob’s career (gallery)
  - Bob’s books (gallery)
- Section 2 – Carla (narrative)
  - Carla’s career (gallery)
  - Carla’s photos (gallery)
  - ...
- ...

Each narrative can contain titles and [galleries](#).

Each gallery can contain images, videos, audio players, and pagers.

Abstractly, exhibit outlines would look like [FIGURE 2](#). The only required portion of the outline is one narrative with one piece of content. Additional content and narratives are purely optional.

Figure 2. An example exhibit outline. The only required portion is highlighted.

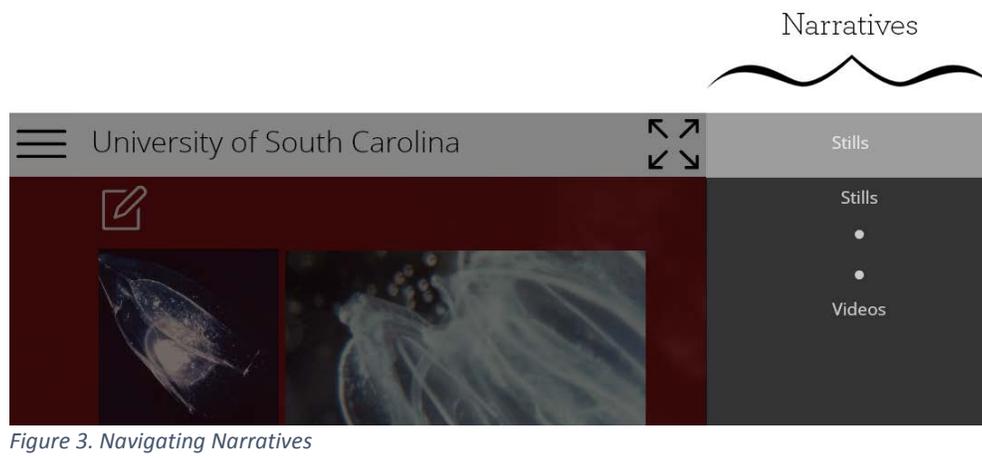


Figure 3. Navigating Narratives

## Editing Exhibits

If you are logged in and have an exhibit open, the exhibit editor button (  ) will be available in the [menu](#).

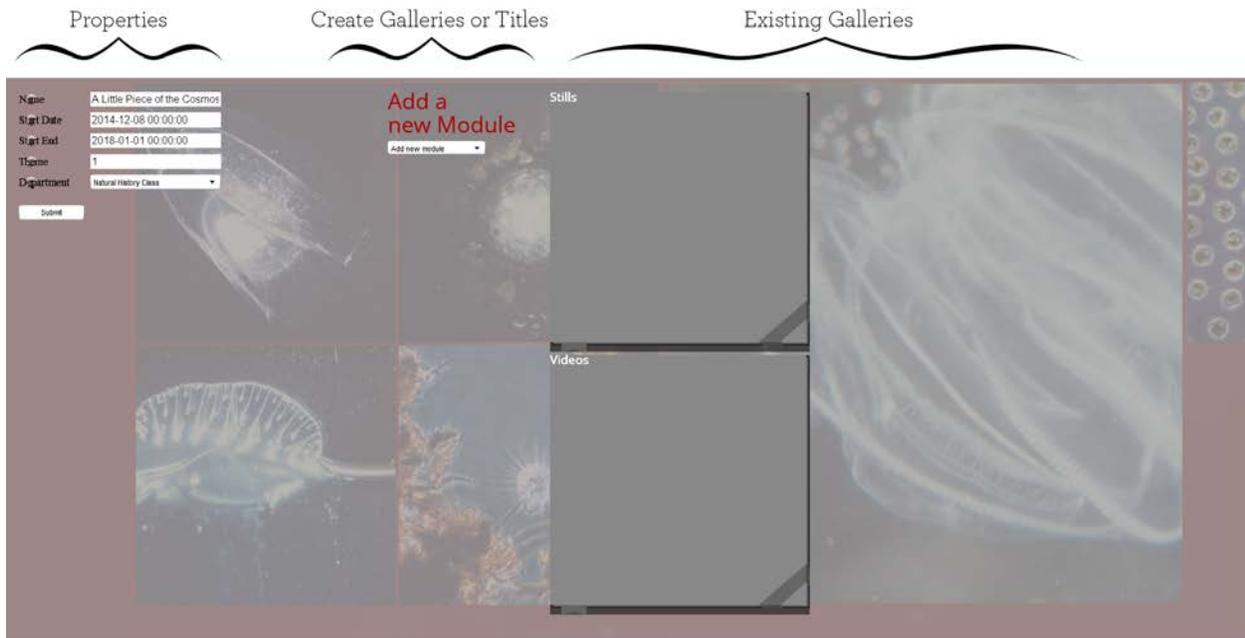


Figure 4. Exhibit Editor

New galleries can be created by selecting “Gallery/Grid” from the “add a new module” dropdown list. Newly created items are always added at the end. Click & Drag on existing galleries to reorder them. When dragging, a trashcan icon appears on the bottom-right of the screen – dragging anything to the trash will delete it and anything it contained.

## Bug or Feature?

- **Bug.** Sometimes creating a new gallery will not automatically reload the exhibit to see your new gallery. Reload the exhibit by selecting the Menu->Home, then select your exhibit and navigate to your narrative.
- **Bug.** Making any changes to the exhibit properties will require you to reload the exhibit manually.
- The themes available are numbered 1 to 4. Themes are relatively easy to make and control colors, fonts, and image overlays. Themes are hard-coded into the application meaning you’ll want to plan in advance if you want custom themes. Theme request should be directed to the Thomas Cooper Library resident designer.

## Narratives

Narratives are created by [editing the exhibit](#) and selecting narrative from the “Add new module” drop down. Curators can add [Galleries](#) and Titles to narratives.

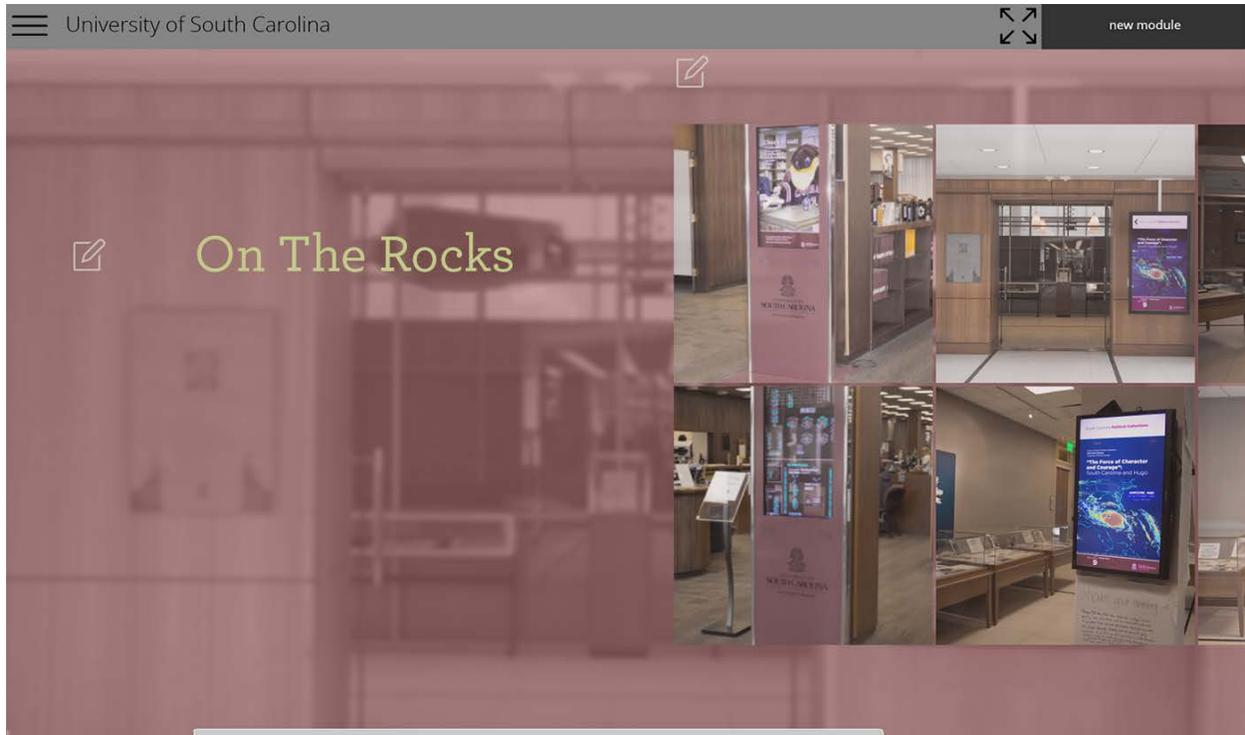


Figure 5. Example Narrative. This example contains one title (“On the Rocks”) and one gallery of images.

## Editing Narratives

If you are logged in and have an exhibit pulled up, the narrative editor button (  ) will be available in the [menu](#).

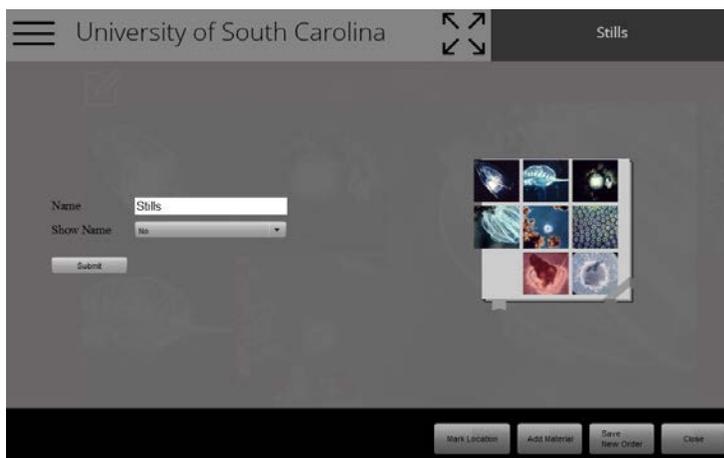


Figure 6. Narrative Editor

The Narrative Editor (**FIGURE 6**) contains three sections: properties, existing galleries, and a button bar. The properties and existing content can be edited and reorganized the same way as exhibits. The most important button here is the “[Add Material](#)” button which is the 2<sup>nd</sup> button on the bottom. The “Add Material” dialog will reappear in the gallery and book editors.

## Galleries

A gallery contains images, videos, books, and audio files. The order and size of the thumbnails in the gallery are controlled by the curator in the Gallery Editor. As demonstrated in the “A little piece of the Cosmos” exhibit (**FIGURE 7**), galleries are capable of holding a vast amount of content. If viewed at full size, this screenshot would take up seven wide-screen monitors.



Figure 7. A little piece of the cosmos gallery

## Gallery Editor

The gallery editor allows curators to add and rearrange content. Content can be uploaded or imported directly from ContentDM. To access the gallery editor, select the edit button above the gallery you want to edit.

Editing text is accomplished by hitting the edit button next to the text you want to edit.

If the edit button does not appear, you either do not have permission to edit this exhibit or you are not logged in.

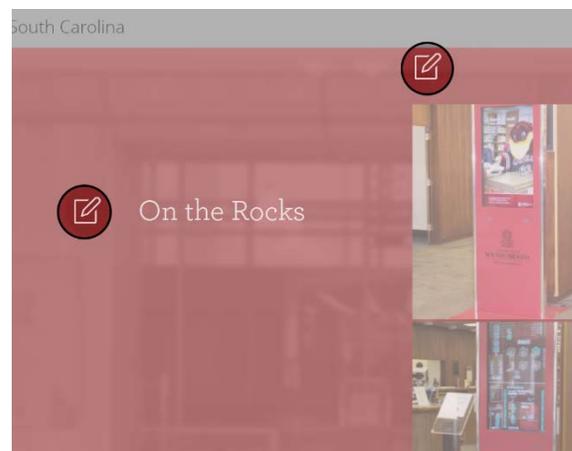


Figure 8. Edit Button Locations

The gallery editor operates the same way as the [narrative editor](#) except you have access to add media content.

## Add Material

Media can be uploaded or imported from ContentDM. IMREE supports many types of media that can be uploaded.

- Images: jpg, jpeg, png, gif
- Video: mp4, m4v.  
See Video Encoding.
- Audio: mp3, mp4



Figure 9. Add Material Dialog

## Searching ContentDM

When searching for images, ContentDM will return a list of results that IMREE displays as thumbnails. Select the images you want to import and select “Confirm” at the bottom. The image(s) and metadata will be imported and added at the end of the current gallery. IMREE supports “complex” contentDM objects (books that have chapters, a speech that has multiple pages, etc...) which is displayed on a separate screen.

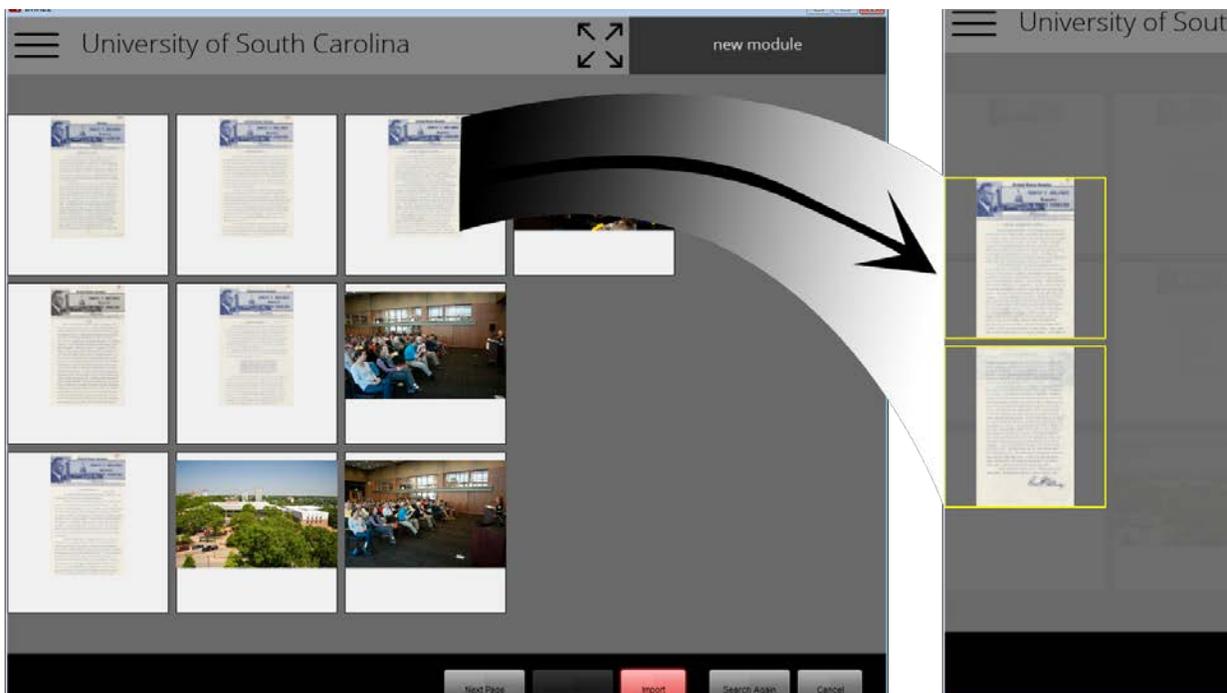


Figure 10. Multipage items from CDM

## Uploading Media

Media can be uploaded from your hard-drive, network connected devices, external hard drives, or flash drives. You can only upload one *file* at a time; however, zip files are allowed. Zip files **are the most convenient way to upload media** to a gallery as it lets curators gather and organize their media on the computer before uploading in one simple step. Using Windows, select all the files you want to upload, then right-click and choose “Send To...”, “Compressed (zipped) folder”. Then, use the “Add Material Dialog to upload your zip file. If you have a lot of high-resolution files, it may take some time.

## Editing Media

When looking at an image, video, or audio asset, an “Edit Meta” button appears if you are logged in and you can edit the current exhibit.

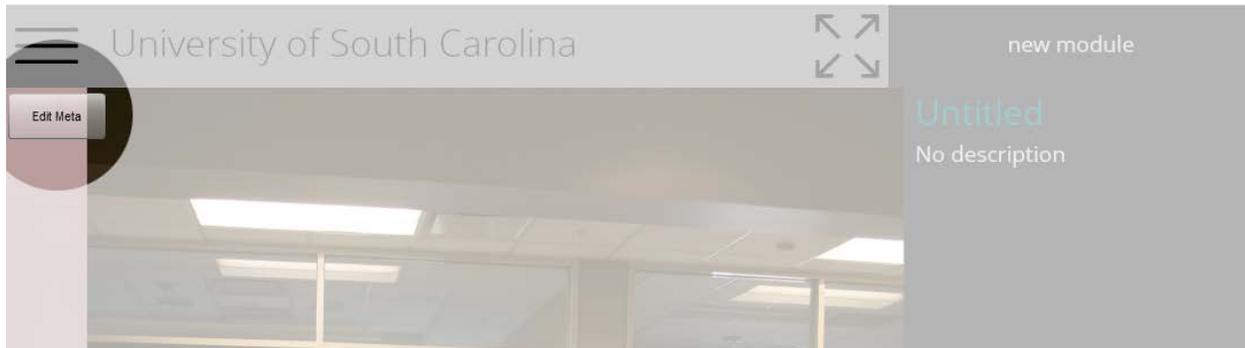


Figure 11. Edit Metadata Button

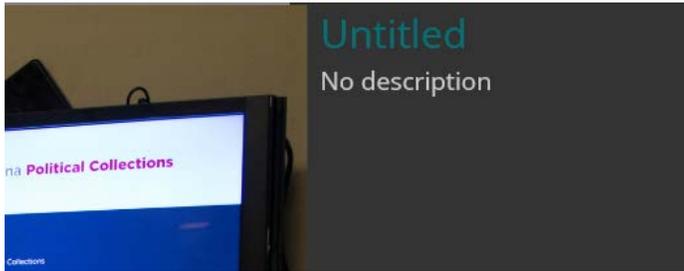
## Edit Metadata Dialog

The “Edit Metadata Dialog” provides curators control over how the current image, video, or audio appears on the current gallery.

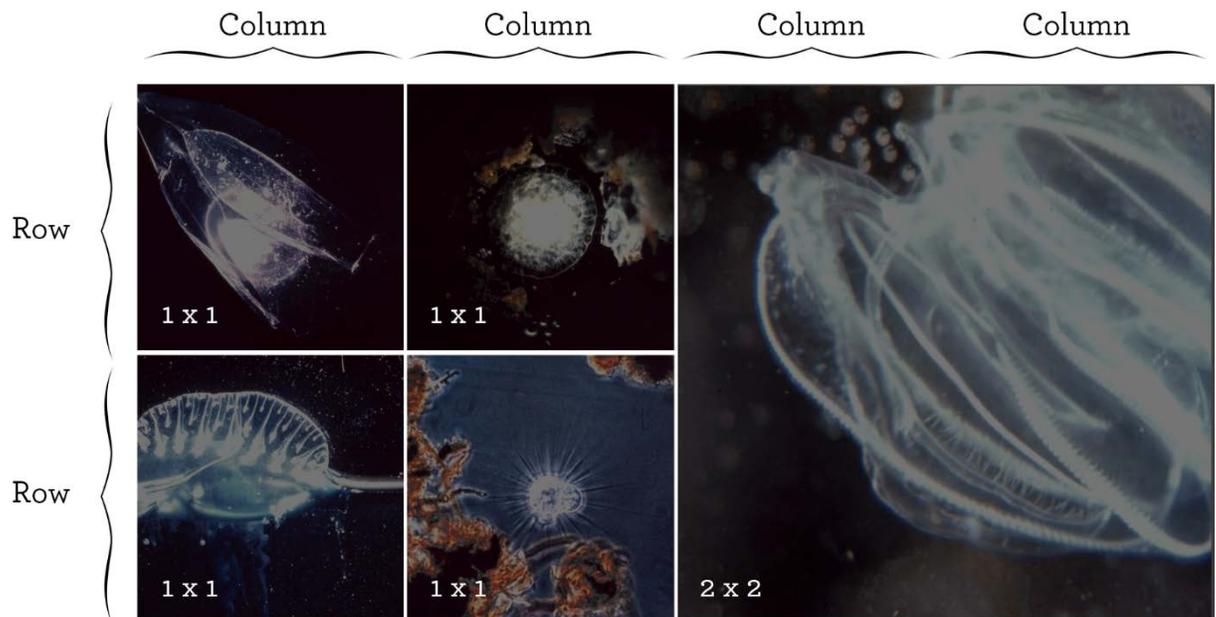
A screenshot of the "Edit Metadata Dialog" form. The form is set against a background of a gallery image. On the left side, there are several input fields: "Title" with the value "Untitled", "Caption" (empty), "Description" with the value "No description", "Thumbnail Columns" with a dropdown menu set to "1", and "Thumbnail Rows" with a dropdown menu set to "1". Above the description field are three small buttons labeled "U", "I", and "B". At the bottom left is a "Submit" button. On the right side, there is a preview of the gallery image with two buttons: "Use as Exhibit Background" and "Attach an Audio file to this Image".

Figure 12. Edit Metadata Dialog

- [Title](#) and [Description](#) appear after a visitor has selected the image. The color, font, and background color are controlled the current theme.



- [Caption](#) is optional. When present, it is displayed on the thumbnail.
- [Thumbnail rows](#) and [Thumbnail columns](#) changes the size of the current item's thumbnail. This is valuable to add emphasis to some assets over others and adding visual interest.



- [Use as Exhibit Background](#) will set the exhibit background and the exhibit thumbnail to use the current asset.
- When working on an image, the [Attach an Audio File to this Image](#) will prompt you to upload an mp3 file that will automatically play when a visitor accesses the current image.