Instructions for using Image Explorer software

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The IBI Idea Factory provides the Image Explorer Application for researchers to upload, search, and organize images in an effort to inspire discussion and spark collaboration. When used with the IBI Idea Factory facilities, you can open multiple images on the video wall with ease.

IBI will not guarantee the privacy, safety or security of your images as they reside on the third-party Flickr servers. You should read Flickr's Terms of Service. Section 9b might be most relevant in this case.

Access the webpage

Navigate to http://imageexplorer.pmacs.upenn.edu

NOTE: *Image Explorer is fully supported in Chrome and Firefox. All other browsers may have issues with the opening and closing of images in Image Explorer. Image Explorer supports uploads for the following image formats: .jpg, .jpeg, .png, .gif, .tif, and .tiff.*

Login (first time user)

Image Explorer uses Flickr authentication for the login process.

1. If you already have a Flickr account, you can use your existing Flickr credentials to login.
2. If you do not have a Flickr account, click "Create an account" which will open Flickr's homepage in a new tab.
3. In the top right corner, click "Sign up."
4. Complete the sign up process through Flickr, and manually return to the Image Explorer tab when you have finished the process of creating an account.

Login

1. Click "Login with Flickr" which will open Flickr's login page in a new tab.
2. Enter your Flickr credentials and click "Sign in."
3. You will now be asked to authorize Idea Factory to access your Flickr account by clicking "Ok, I'll authorize it."
4. You will now be logged in to Image Explorer.

Create album

1. In Image Explorer, click the "+" button next to "Albums" or "Add an album" in the left navigation panel which will redirect you to Flickr in a new tab:

2. In Flickr, click on the first item in the navigation bar titled "Camera Roll."
3. If you have no existing images, upload one image that you would like to add to the album by dragging or dropping an image file or clicking "Select files to upload."
4. Select the image you would like to place in the album by clicking on it.

5. Click the "Add to album" button that you will find around the bottom center of the page in a white rectangle.
6. In the popup, click "Create new album," provide a title that begins with "IBI" (not case-sensitive). **NOTE:** *The album title MUST begin with "IBI" (not case-sensitive) in order for the album to appear in Image Explorer. For example, "IBI graphs" OR "ibi graphs."*
7. Click "Create album" and the click "Done."
8. Manually return to the Image Explorer tab and click the refresh button next to "Albums" in the left navigation panel:


9. Click on the newly created album title, and click the button to ensure consistent filtering.
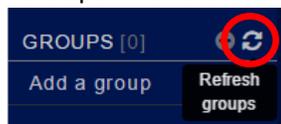10. Begin uploading and exploring images within Image Explorer.

NOTE: *Please make sure any additional uploads to this album are completed via Image Explorer to ensure proper filtering functionality. Currently, images in albums must be uploaded via Image Explorer in order to properly appear in filter results. However, if you do happen to upload images to an album via Flickr, click the button within that album on Image Explorer to restore consistent filtering.*

Create group

1. In Image Explorer, click the "+" button next to "Groups" in the left navigation panel which will redirect you to Flickr in a new tab:
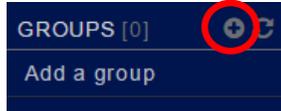
2. Review the privacy options and select the privacy setting that you would like for your group by clicking "Create" under that option.
3. Provide a name that begins with "IBI" (not case-sensitive). **NOTE:** *The group name MUST begin with "IBI" (not case-sensitive) in order for the group to appear in Image Explorer. For example, "IBI graphs" OR "ibi graphs."*
4. Complete the other fields and click "Next." Select your preferences and click "Next" again. Optionally provide nicknames for your group members (ex. "Members" could be called "Researchers"), and then click "All done."
5. If you would like to invite people to join your group, read the next section, "Inviting people to your group."
6. Otherwise, manually return to the Image Explorer tab and click the refresh button next to "Groups" in the left navigation panel:

7. Click on the newly created group name to begin uploading and exploring images.

Inviting people to your group

NOTE: *Before inviting people to your group, ask them if they have an existing Flickr account to use. If so, ask them to provide their screenname. If not, ask them to provide an email address to which you can send the invitation.*

1. If you are not already on Flickr's admin page of your group, navigate to your group in Image Explorer. Click the "Admin" button next to the group title (located in the maroon-colored area) which will redirect you to Flickr's group admin page in a new tab. **NOTE:** *If you did not create the group, you will not see the "Admin" button.*
2. Click the last item in Flickr's group navigation bar: "Invite Friends."
3. If the people that you would like to invite already have a Flickr account and each person has provided their screenname:
    a. Click "Invite a Flickr member?"
    b. Input one person's screenname under "Send an invite to…" and wait for a dropdown to appear. Click "Search through all Flickr members?" in the dropdown. Once the person's screenname appears, click their screenname to add them to the invite list.
    c. Repeat the above step for each person that you would like to invite.
    d. Optionally add a custom invitation message and click "Preview your invite." Then click "Send the invite."
4. If the people that you would like to invite do not have an existing Flickr account:
    a. Click "Invite a new person to join Flickr?"
    b. Enter the email address and name of each person that you would like to invite (up to 3).
    c. Optionally add a custom invitation message and click "Send."
5. Manually return to the Image Explorer tab once you complete the invitation process.

Uploading images via Image Explorer

1. Click into any album or group.
2. Drag and drop images directly into the album OR click "Upload Images" in the upper right corner of the page and follow the instructions. **NOTE:** *Image Explorer supports uploads for the following image formats: .jpg, .jpeg, .png, .gif, .tif, and .tiff.*
3. Add titles, descriptions and tags to your images. **NOTE:** *Adding tags is highly encouraged in order to take full advantage of the filter functionality. Multiple images can have the same title.*
4. When ready, click the "Upload Images" button in the upper right corner of the page.

NOTE: *Please upload images via Image Explorer rather than via Flickr in order to maintain consistent filtering. This is particularly important for albums; however, if you do upload any images to an album via Flickr, click the* *button within that album on Image Explorer to restore consistent filtering.*

View/edit image information

1. Be sure that you are in "Information" mode:
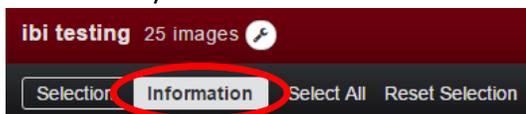
2. Click on any image to see its information. This will popup a new window.

3. If the image belongs to you, you can edit the Title, Description, or Tags fields by choosing the corresponding "Edit" button.
4. You can also perform actions on the image by using the available buttons at the top of the popup window.

Multi-selecting images

1. Be sure that you are in "Selection" mode:
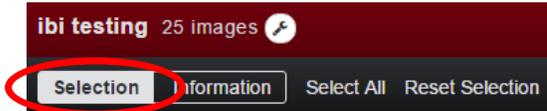
2. Click on any number of images to select them or the "Select All" button. The images will become outlined in red when selected.
3. Choose an available action in the toolbar that you would like to perform on the selected images:

Opening and closing images

1. Select the images that you would like to open. **NOTE:** *Keep in mind that the images will open in the order that they are selected.*
2. Click the "Open" button in the toolbar.
3. Choose an appropriate grid layout to open your images:
   a. **Recommended grid (default):** the application will recommend the best layout to display all selected images.
   b. **Custom grid:** the user decides a grid layout to display the selected images.
4. How would you like your images displayed?
   a. **Row first (default):**

1	2
3	4

   b. **Column first:**

1	3
2	4

5. Would you like to display the images side by side?
   a. **No (default):** the windows will be the same size as the images and optimized to fit within the selected grid size.
   b. **Yes:** the windows will all be the same size, and the images will be displayed within those windows.
6. Click "Open Images."
7. When you are finished viewing the open images, click the "Close" button in the toolbar to close all the open images.

NOTE 1: *Do not refresh the application while viewing open images as this will prevent the "Close" button from properly closing the open images. If you refresh, you will need to close the windows manually.*

NOTE 2: *Some browsers initially block multiple windows from opening at once, and you may find that only one image opens. If this occurs, you must allow popups from Image Explorer:*

a. In your browser's search bar, you will see an icon such as:

b. Click on this icon, select "Always allow popups from http://imageexplorer.pmacs.upenn.edu…", and then click "Done."

The following pop-ups were blocked on this page:

- https://farm2.staticflickr.com/1712/24853231113_e7f24a9f56_o.jpg
- https://farm2.staticflickr.com/1452/25361509502_0272e96289_o.png

○ Always allow pop-ups from http://imageexplorer.pmacs.upenn.edu
○ Continue blocking pop-ups

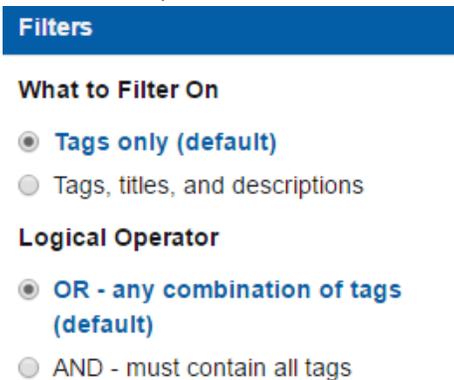Manage pop-up blocking…   Done

c. Now, you will no longer need to enable this setting when you visit Image Explorer.

Filtering images in current album or group

1. Enter term(s) to filter on in the top right input field:

Filter current album or group… (comma separated)

2. Select filter options:

Filters

What to Filter On

⦿ **Tags only (default)**

○ Tags, titles, and descriptions

Logical Operator

⦿ **OR - any combination of tags (default)**

○ AND - must contain all tags

3. You can only filter images in one album or group at a time. However, you can move between albums and groups, and the filter options will remain until you manually clear the filters.
4. Clear the filters by clicking the "x" button to remove all filters.

Filter current album or group… (comma separated)

NOTE: *You can filter images based on tags, description, and title.*

Logout

In the lower part of the navigation bar, click the icon next to your username to logout:

NOTE: *This will log you out of Image Explorer, but will NOT log you out of Flickr. If you would like to log out from Flickr, go to* https://www.flickr.com/ *and click the icon in the top right corner. Then click "Sign out."*