

Ortelia Curator User Manual



ORTELIA
CURATOR

<http://ortelia.com>

Table of Contents

Introducing Ortelia Curator	3
System Requirements	4
1. Operating system:.....	4
2. Hardware:	4
Minimum Graphics card specification	4
Getting Started	5
Installing Ortelia Curator™ (Microsoft Windows OS)	5
Installing Ortelia Curator™ (Macintosh OSX)	7
Activating and Deactivating Ortelia Curator	9
The Ortelia Curator Interface.....	11
The File Menus.....	11
The Curate Work panel	13
3. The Curate work panel in detail.....	14
The Gallery Workspace	19
Keyboard functions and Navigating	20
Keyboard functions (Directional Keys).....	20
Mouse Functions (Selecting objects, looking around).....	20
Importing and Editing Artwork	22
Importing 2D artwork	22
Editing 2D Artwork.....	23
Importing 3D Artwork	24
Workflow	25
Setting up the Gallery	25
4. Loading and Importing Galleries.....	25
5. Setting the Time of Day	25
6. Setting the Hanging Height	26
7. Wall ID.....	26
8. Painting Walls	27
9. Generating and Exporting Elevations (Pro version only)	28
10. Measuring Distances.....	30

11. Creating and editing Notations	31
Placing and manipulating 2D and 3D artwork	32
12. Placing 2D Artwork	32
13. Placing 3D Artwork	34
Importing and Placing Video and Sound.....	37
14. Importing Video and Sound.....	37
15. Placing Video and Sound.....	37
Creating and Placing Plinths.....	40
16. Creating a Plinth.....	40
17. Placing Plinths	40
Creating and Editing Didactic Panels	42
Creating and Editing Frames	44
Lighting	46
Creating and Adding Lights	46
18. Ambient Gallery Light	47
Editing Lights and Mixing Light Colours	48
19. Cone Angle	48
20. Light Intensity	49
21. Light Focus	49
22. Colour Mixing.....	50
Appendix	51
23. Adding a external gallery to the Gallery List.....	51
IT Readiness.....	51
Glossary.....	52
Help and Support	52

Introducing Ortelia Curator

Ortelia Curator™ is a 3D interactive tool for designing exhibitions. It assists curators and designers in the decision-making and creative process encouraging users to develop a more profound understanding of the exhibition design process and its relationship to space.

Ortelia Curator™ has been created specifically with gallery designers, curators, and educators in mind. Ortelia Curator™ enables users to accurately design real or imaginary exhibitions in their own gallery as well as to custom build gallery spaces.

Users can test their ideas before handling artwork; an exhibition can be saved for later editing. Using this application curators and designers can share their ideas and work with peers. Ortelia Curator™ significantly reduces artwork handling and the time it takes to design an exhibition. Designers can experiment with multiple design concepts rapidly while facilitating the creative process.

System Requirements

The following hardware and software configurations are recommended for running Ortelia Curator.

Operating system:

- Microsoft Windows XP® (SP3), Vista®, Windows 7®, Windows 10®
- Macintosh OSX
- Linux operating systems not supported.

Hardware:

- Recommended *minimum* of 4Gb of RAM
- Intel Core 2 Duo or Quad Core processor or above
- DirectX 9.0c (and above) capable graphics card with a minimum of 512Mb graphics memory (we recommend [Nvidia](#) graphics cards, see below)

Important Note

*Ortelia Curator leverages many of the latest developments in graphics card technology. Specifically, the interactive environment utilizes Microsoft [DirectX](#) Shaders (**Shader Model 3 support and above**). Your graphics card (at a minimum) must support Microsoft DirectX 9c and above to ensure that your environment will display correctly. The following graphics cards are a minimum specification required to run Ortelia Curator.*

Minimum Graphics card specification

ATI Radeon HD 3800 Series. and above - 512Mb Memory and above
NVIDIA GeForce 8 Series and above - 512Mb Memory and above

Note: *We do not recommend the use of integrated motherboard graphics cards. It is highly recommended that a stand-alone graphics card be used.*

Getting Started

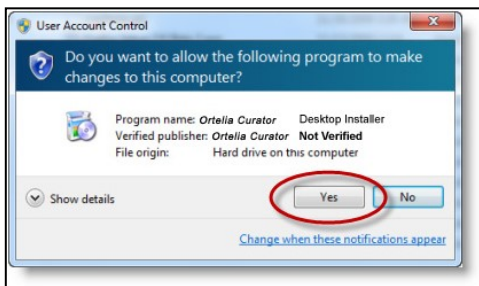
Installing Ortelia Curator™ (Microsoft Windows OS)

Important Note: *It is highly recommended that you have Administrator privileges when installing Ortelia Curator*

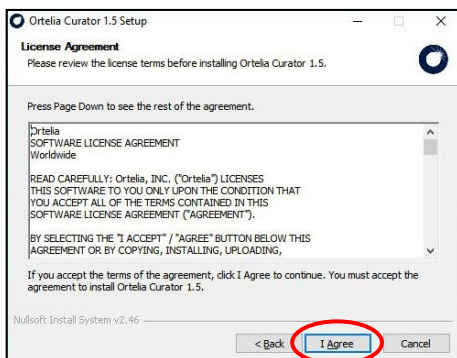
Locate *CuratorSetup.exe*. Run the file by double clicking it using the Left Mouse Button. *It is recommended that you exit all your other running programs.*



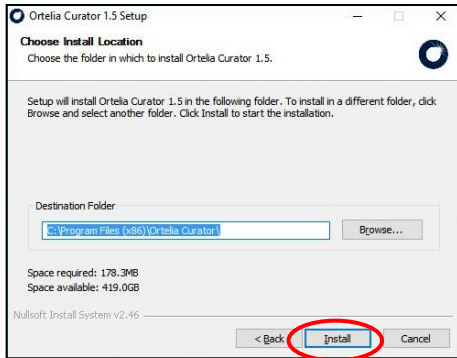
When you run the setup file you will see the following window.



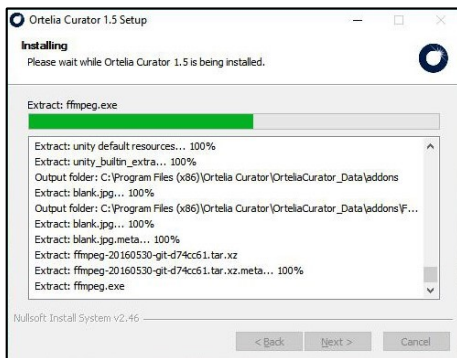
(Windows Vista / Windows 7) You may see a User Account Control message. In this case, allow the setup to run by clicking **Yes**.



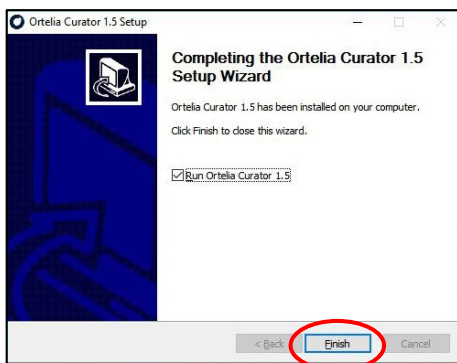
The following screen will be the License Agreement. You will need to click 'I Agree' in order to proceed with the installation of the software.



Following the component selection screen you can choose the destination folder you would like to install to. You can choose the default location or a destination of your choice. Once you have chosen your destination click 'Install'.



The Ortelia Curator Installation will begin.



When the installation completes click 'Finish' to close the installation window.

After you have installed Ortelia Curator you can start it by accessing the 'Ortelia Curator' menu in the windows Start menu or the desktop shortcut.

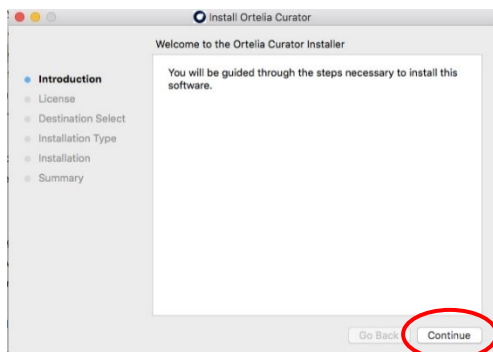
Installing Ortelia Curator™ (Macintosh OSX)

Important Note: *It is highly recommended that you have Administrator privileges when installing Ortelia Curator*

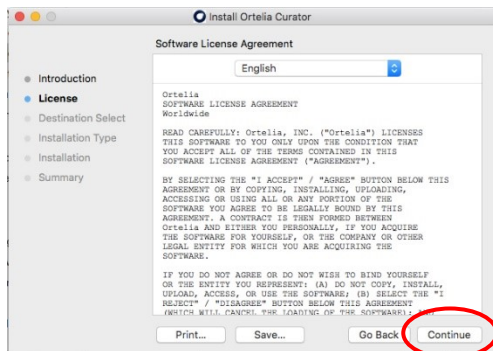
- Locate *OrteliaCurator.dmg* which usually ends up in your Desktop or Downloads
- Double-click the *OrteliaCurator.dmg* file and follow the procedure below.
- When completed Ortelia Curator will be available in your Applications folder



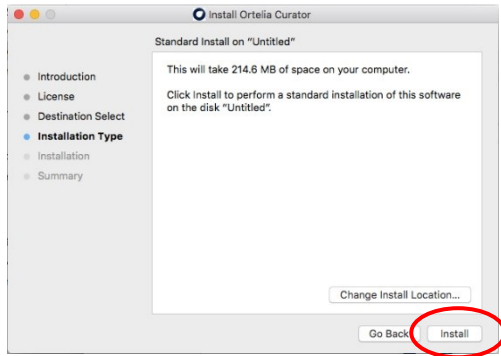
Double click the 'Ortelia Curator.pkg' icon



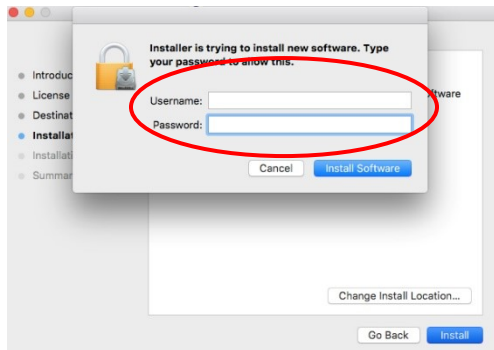
The Installer information screen will appear. Click 'Continue'



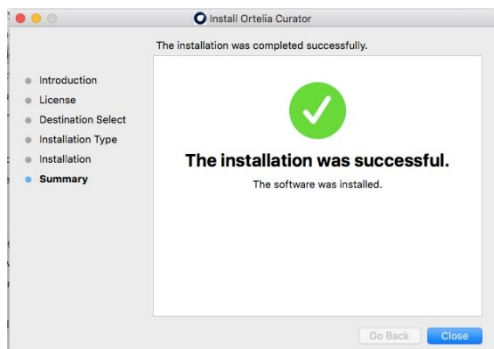
The License Agreement window will appear. Click on 'Continue' if you agree with the license agreement.



The information window will appear detailing the space required. You can also choose to install to a directory other than the default.



You may be required to enter your computer username and password to proceed.



If the installation is successful this window will appear. You are now ready to activate your software.

Activating and Deactivating Ortelia Curator

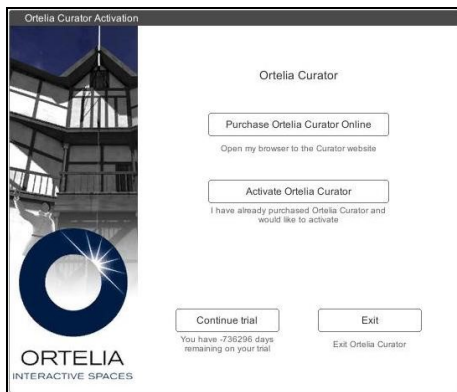
When you purchased Ortelia Curator you were issued with a license number and password.

Important Note: *Keep your license number and password in a secure location as you will need them if you deactivate your license on one computer and re-activate it on another.*

In order to use Ortelia Curator you will need to activate your license. The first time you start Ortelia Curator you will be prompted to activate the license.

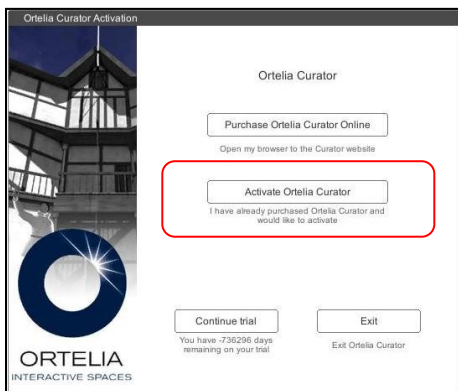
Note: *You will require an Internet connection in order to activate your license.*

- Be sure to have your license number and supplied password ready.
- Activation is a one-time only operation unless you choose to deactivate your license on a specific computer and reactivate it on another.



The first time you start Ortelia Curator the screen shown here will appear asking you to activate your new license.

Follow the procedure outlined below to activate your license on-line.



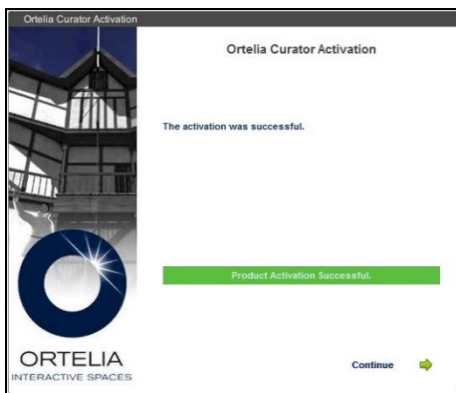
1. Click on 'Activate Ortelia Curator'



2. Enter the supplied License ID and password and click 'Continue'



3. Ortelia Curator will communicate with the licensing server.

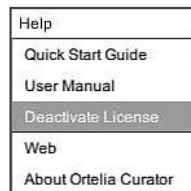


4. If you license and password are valid you will see 'Activation Successful'. Click 'Continue' to start Ortelia Curator

Should you wish to transfer your license to another computer you will first need to deactivate the license on your current computer and then reactivate on another that has Ortelia Curator installed.

(There is no limit to the number of time you can activate and deactivate a license)

To deactivate your license, go to the Help menu in Ortelia Curator.



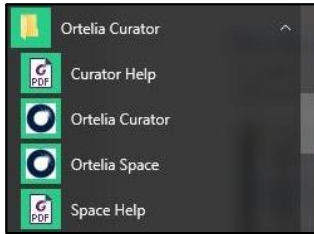
- I. Click on 'Deactivate License'
- II. A dialogue box will appear prompting you verify deactivation.
- III. Once the license is successfully deactivated you will receive a confirmation dialogue.

You can now follow the activation procedure outlined above to reactivate the license.

Important Note: If you uninstall Ortelia Curator be sure to *deactivate your license beforehand*. Failure to do so will leave your license activated and you will not be able to transfer it to another computer.

The Ortelia Curator Interface

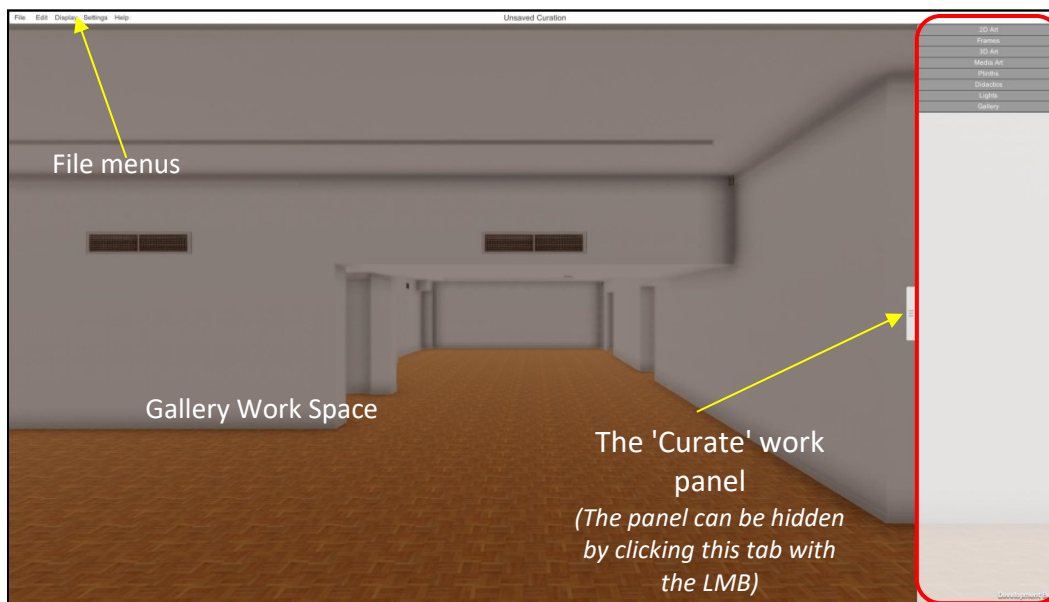
To start Ortelia Curator™ go to the Windows start menu and navigate to the Ortelia Curator menu. Click on the Ortelia Curator link and click with your Left Mouse Button (LMB).



Note: Load time will depend on the hardware configuration you are using. Refer to our recommended hardware configuration above.

Upon loading you will be placed inside the default gallery or last gallery you used. The '**Curate**' work panel will also be visible. There are three key areas within the environment. These are:

- I. The File Menus
- II. The Curate Work Panel
- III. The Gallery Work Space



The Ortelia Curator Interface

The File Menus

The 'File' menu consists of four menu items with each menu having its own drop-down. The menu items and their drop-downs are detailed below.

The '**File**' menu gives users access to commonly used commands.

New	<i>Create a new exhibition</i>
Open	<i>Open an existing exhibition</i>
Save	<i>Save the current exhibition</i>
Save As	<i>Save the current exhibition with a new name</i>
Load Space	<i>Load a gallery space</i>
CMS Import	<i>Import artworks and associated textual information from your CMS via a .csv (comma separated) file</i>
Screenshot	<i>Take a screenshot of the current view in the work area</i>
Exit	<i>Exit Ortelia Curator</i>

The '**Edit**' menu gives access to the 'Curate' panel and the 'Settings' panel

Undo	<i>Undo the last action (Ctrl + z)</i>
Redo	<i>Redo the last action (Ctrl + y)</i>

The '**Display**' menu allows users to turn displayed items within the gallery on/off by checking or un-checking items in this drop-down list.

2D Artwork	<i>Show/Hide 2D artwork</i>
3D Artwork	<i>Show/Hide 3D artwork</i>
Media Art	<i>Show/Hide Media artworks</i>
Didactics	<i>Show/Hide Didactic panels</i>
Lights	<i>Show/Hide lights</i>
Measurements	<i>Show/Hide measurements</i>
Notations	<i>Show/Hide Notations</i>

The '**Settings**' menu gives access to the 'Curate' panel and the 'Settings' panel


Graphics	<i>Opens the Graphics Quality settings. Graphics quality is set to medium with shadows on by default. Improve performance by turning shadows off and reducing graphics quality.</i>
Units	<i>Change between metric and imperial units of measurements</i>

The '**Help**' menu gives access to the 'Curate' panel and the 'Settings' panel

Quick Start Guide	<i>Opens the Quick Start Guide</i>
User Manual	<i>Opens this help document as a PDF.</i>
Deactivate License	<i>Deactivate your license.</i>
Web	<i>Go to the Ortelia website</i>
About	<i>Application credits and version number</i>

The Curate Work panel

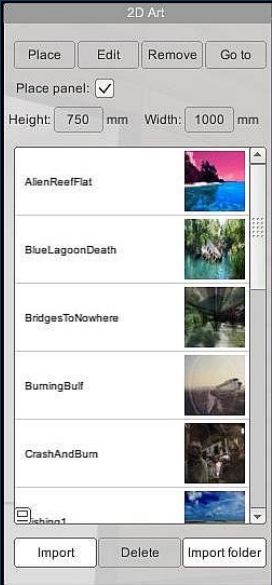
The 'Curate' work panel is divided into six individual tabs that allow access to categorised functionality. The work panel tabs are summarised below:

	2D Artwork	<i>Tools for importing and placing 2D artworks</i>
	Frames	<i>Tools for framing 2D artwork</i>
	3D Artwork	<i>Tools for importing and placing 3D artworks</i>
	Media Art	<i>Tools for importing and placing video and sound files</i>
	Plinths	<i>Tools for creating and placing Plinths</i>
	Didactics	<i>Tools for creating and editing didactic panels</i>
	Lights	<i>Tools for creating, placing and modifying lights</i>
	Gallery	<i>Tools for painting walls, setting hanging lines, taking measurements, adding notes etc.</i>

The Curate work panel in detail

The 2D Artwork Tab

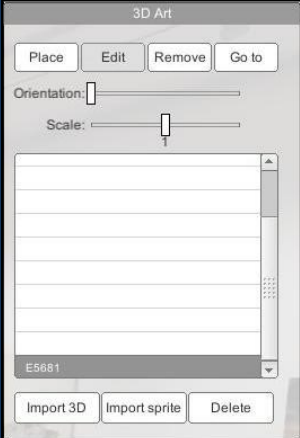
The 2D artwork tab allows users to import and place 2D artwork in the gallery.

	Import	Import a single 2D (single image) artwork
	Import Folder	Import a folder of artworks (multiple images)
	Delete	Delete an artwork from the list
	Place	Place an artwork on a wall or surface
	Edit	Crop an artwork image
	Remove	Remove a selected artwork from the current exhibition
	Goto	Jump to a selected artwork in the gallery by selecting it from the 'Artworks' list
	Width	Set the width (in mm) of the image selected in the list
	Height	Set the height (in mm) of the image selected in the list

The 3D Artwork Tab

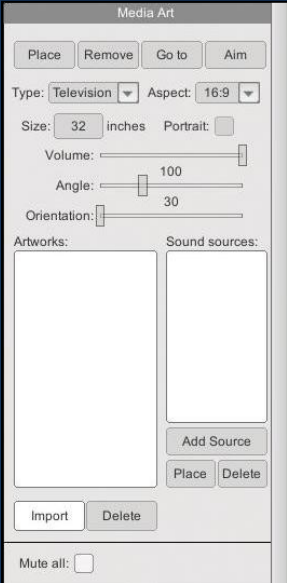
The 3D artwork tab allows users to import and place 3D artwork in the gallery

	Import 3D	Import a 3D artwork (Collada .dae format)
	Import Sprite	Import an image to use as a billboard in place of a 3D artwork
	Delete	Delete a 3D artwork or sprite from the 'Artworks' list
	Place	Place a 3D artwork or sprite on a surface
	Remove	Remove a 3D artwork or sprite from an exhibition

	Goto	<i>Jump to a selected 3D artwork in the gallery by selecting it from the 'artworks' list</i>
	Edit	<i>Edit a sprite</i>
	Orientation	<i>Set the orientation of the selected 3D artwork</i>
	Scale	<i>Change the scale of the selected 3D artwork or sprite</i>

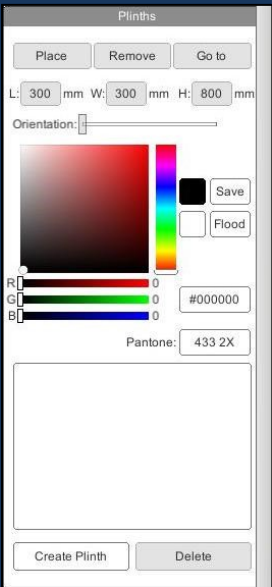
The Media Art Tab

The Media Art tab allows users to import and place video and sound

	Place	<i>Place a Projector, Monitor, Television, or Speaker in the gallery</i>
	Remove	<i>Remove a Projector, Monitor, Television, or Speaker from the gallery</i>
	Goto	<i>Jump to a selected video or sound in the gallery by selecting it from the 'artworks' list</i>
	Aim	<i>Aim the projected video at a surface</i>
	Type	<i>Select from the available display devices such as Television, Computer Monitor, Projection, or speaker</i>
	Aspect	<i>Set the Aspect ratio of a television, computer monitor or projection</i>
	Size	<i>Set the size of the television screen or monitor</i>
	Volume	<i>Adjust the volume of the video or sound</i>
	Angle	<i>Set the throw angle of a projection</i>
	Orientation	<i>Set the Orientation of a projection or Television screen</i>
	Artworks	<i>List of imported video and sound files</i>
	Sound Sources	<i>List of sound sources (Speakers) currently in the design.</i>
	Import	<i>Import a video or sound file</i>
	Delete	<i>Delete a selected video or sound file from the artworks</i>


The Plinths Tab

The Plinths tab allows the creation and placement of Plinths in the gallery

	Place	<i>Place a Plinth in the gallery space</i>
	Remove	<i>Remove a Plinth in the gallery space</i>
	Goto	<i>Jump to a selected plinth in the gallery by selecting it from the 'Plinths' list</i>
	L, W, H.	<i>Set the Length, Width and Height of the Plinth</i>
	Orientation	<i>Rotate the plinth about a 360° axis</i>
	Save/Flood	<i>Save a Plinth colour and paint all plinths in the gallery with the same colour</i>
	Plinths List	<i>The list of Plinths in the exhibition</i>
	Create Plinth	<i>Create a new Plinth</i>
	Delete	<i>Delete a Plinth from the list</i>

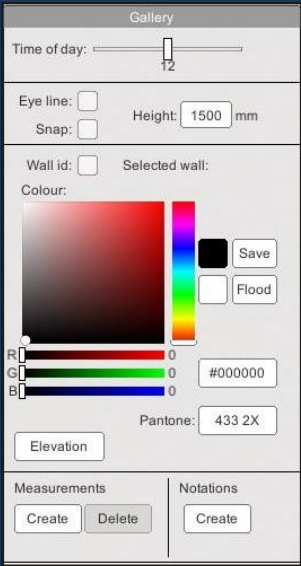
The Didactics Tab

The Didactics tab allows users to create, edit and delete didactic panels

	New	<i>Create a new didactic panel</i>
	Delete	<i>Delete a selected didactic panel from the list</i>
	Replace Image	<i>Add a user loaded image to the panel</i>
	Remove Image	<i>Removed a user loaded image from the panel</i>
	Import Folder	<i>Import a folder of images as panels</i>
	Place	<i>Place a didactic panel on a surface</i>
	Edit	<i>Edit an existing didactic panel</i>
	Remove	<i>Remove a didactic panel from the exhibition</i>
	Goto	<i>Jump to a selected didactic panel in the gallery by selecting it from the 'Didactic Panels' list</i>
	Width	<i>Set the width (in mm) of the selected didactic panel</i>
	Height	<i>Set the height (in mm) of the selected didactic panel</i>

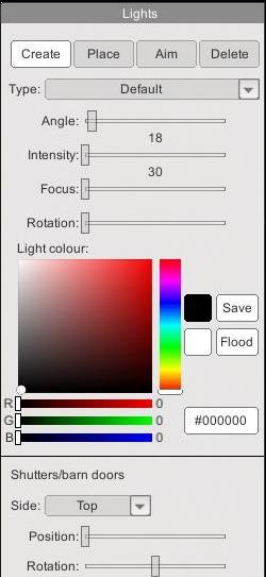
The Gallery Tab

The Gallery tab gives users access to a variety of functions such as wall painting, notations and measurements

	Time of Day	<i>Set the time of day to test shadow and light effects</i>
	Eye Line	<i>Turn Eye Line(Hanging height) on/off</i>
	Snap	<i>Snap artworks to the Eye Line when placing artworks</i>
	Height	<i>Set the Eye Line height from the base of the hanging surface (e.g. wall)</i>
	Wall ID:	<i>Turn wall ID's on and off</i>
	Colour	<i>Select a colour to paint the wall</i>
	Save	<i>Save the current wall colour</i>
	Flood	<i>Paint all the walls in the space with the saved colour</i>
	Elevation	<i>Generate elevations of a wall with artwork information</i>
	Measurements: Create/Delete	<i>Create and delete a distance measure</i>
	Notations: create	<i>Create a notation to place in the environment</i>


The Lights Tab

The Gallery tab gives users access to a variety of advanced lighting functions.

	Create	Create a new light
	Place	Place a light on a surface
	Aim	Aim the selected light
	Delete	Delete the selected light
	Type	Select the light type
	Angle	Set the cone angle of the selected light
	Intensity	Set the intensity (brightness) of the selected light
	Focus	Set the focus of the selected light
	Rotation	Rotate the selected light on its Z axis
	Save	Save the selected light colour
	Flood	Flood all the lights in the exhibition with the selected colour
	Light Colour	Select the light colour
	Ambient	Set the level of ambient light in the gallery
Shutters barn doors Side Position Rotation	Shutters barn doors Side	Change which shutter to modify
	Position	The position of the shutter
	Rotation	The rotation of the shutter

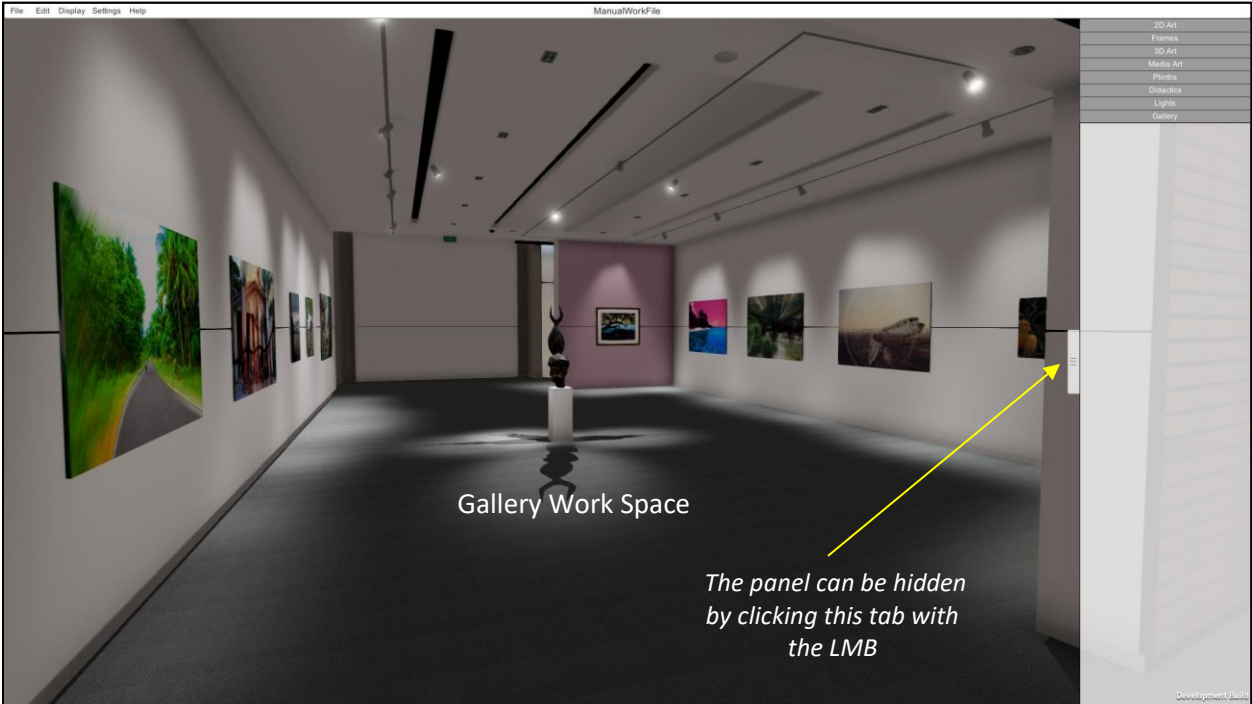
The Frames Tab

The Frames tab allows users to frame artwork with a variety of framing options.

	Frame	Check to frame the selected painting
	Width	Set the width of the frame
	Inner	Set the inner width of the backing panel
	Frame Colour	Select the colour of the frame and backing panel
	Save	Save the selected colour
	Flood	Paint all frames the saved colour
	Colour Value	

The Gallery Workspace

The Gallery Work Space is where users can curate an exhibition. All aspects of curating an exhibition are carried out within this 3D workspace. The selected gallery space is displayed and users navigate within the space to place artworks, didactics, lights etc.



The Gallery Work Space

Keyboard functions and Navigating

There are a number of methods for interacting and moving around inside the Ortelia Curator™ 3D environment.

A combination of keystrokes and mouse buttons can be used to navigate.

Keyboard functions (Directional Keys)

Both the arrow keys and the W, S, A, D keys can be used as directional keys to move around the environment.



Arrow keys allow the following movement:

Forward (Up arrow, Backwards (Down Arrow), Left (Left arrow) and Right (Right Arrow)

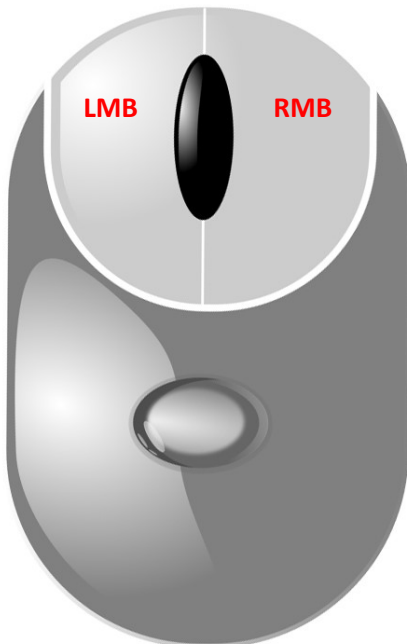


W, S, A, D keys allow the following movement:

Forward (**W** key), Backwards (**S** Key), Left (**A** Key) and Right (**D** Key)

Mouse Functions (Selecting objects, looking around)

The mouse buttons serve various functions.



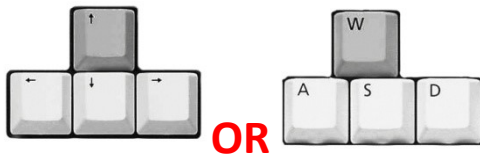
- **Left Mouse Button (LMB)** – This button is the action button. You can use it to select objects in the exhibition and complete input actions such as check boxes.
- **Right Mouse Button (RMB)** – This button is used to **rotate** about the environment. Hold the **RMB** down and then move your mouse sideways to rotate about. Use this in combination with the **direction keys** to move freely around the environment. For example, you can simply use the forward and backward directional keys to move in those directions while holding down the **RMB** to steer.

Note: This is a very effective and efficient way to navigate the 3D environment.

Hint: You can travel faster through the 3D environment by holding down the 'SHIFT' key while moving.

Moving and Turning

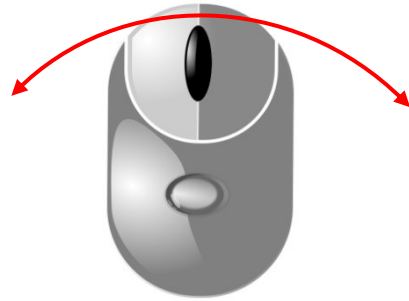
Use either the **arrow keys** or the **W,S,A,D** keys to move forward, backwards or pan sideways. Use the RMB in combination with the directional keys to turn corners and look around. The figure below demonstrates moving forward in the 3D environment while using the mouse to steer.



Hold down either the Up Arrow key or the W key



and



Hold down the Right Mouse Button while moving the mouse sideways

Importing and Editing Artwork

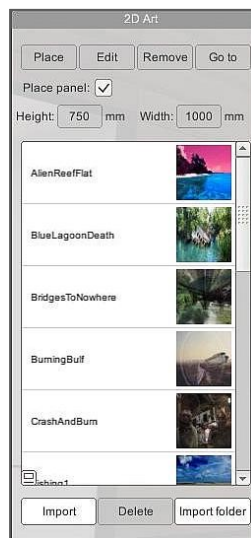
Ortelia Curator is designed to import and display both 2D (images) and 3D (geometric models) artworks.

Importing 2D artwork

Images can be imported either individually or as a group in a folder. Currently Ortelia Curator supports the following formats.

Format	File Extension
JPEG	.jpg
TARGA	.tga
Windows Bitmap	.bmp

Importing images for an exhibition is carried out through the '2D Artwork' tab.



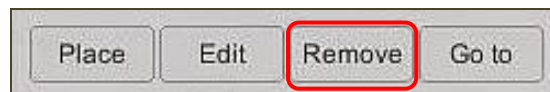
To import a single image, click the 'Import' button located at on the bottom left hand side of the tab. A 'Open' dialogue box will appear and you can navigate to the folder where the image you want is located. In the 'Open' dialogue select the format of image you want to import from the dropdown box of formats. Select the image and click 'Open' to continue. The image will be shown in the 'Artworks' List.

To import multiple images, either selected import and choose multiple artworks by holding the *shift* key, or gather all the required images in a single folder and click the 'Import Folder' button located on the bottom right-hand corner of the 2D Artwork Tab. A dialogue box will appear and you can navigate to the folder where the images you require are located. . In the 'Open' dialogue select the format of image you want to import from the dropdown box of formats.

Select the first image in the list and click 'Open'. The artwork will begin importing. Depending on your hardware this may take some time.

When the images have been imported they will appear in the 'Artwork' list.

Artwork can be removed from the Artwork list by selecting the image from the list and then clicking the Delete button



Note: Ortelia Curator embeds all images into a single file in order that images cannot be extracted from the save file. As such, the final size of a save file will depend on the number and size of images imported.

It is recommended that images are kept to a maximum of 2048 pixels and saved as JPEG format in order to maintain a reasonable overall final save file size.

Editing 2D Artwork

There are two basic editing options available. These are:

- I. Setting the physical dimensions of the artwork
- II. Cropping the artwork

To set the physical dimensions select the artwork from the list by clicking on it with the LMB. Enter the width and height in mm of the selected artwork.



In some instances you may need to crop an image to remove unwanted elements. Select the image you want to crop from the "Artwork" list. Click the 'Edit' button.



The image will appear in the 'Crop Image' window.

The corners of the red box can be dragged to the new position.

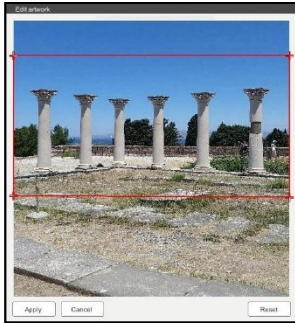
When cropping is complete click the 'Finish' button to return to the 3D environment.

To reset the cropping borders to their original position click the 'Reset' button with the LMB

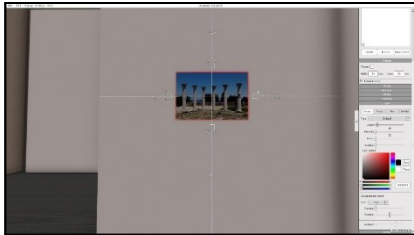
In the following example we have photograph that must be cropped to in order to remove some of the foreground and background.



Crosshairs on each corner can be selected by clicking and holding the LMB. Corners can then be dragged to the desired position



Lines have now been drawn to the very edges of the photograph.

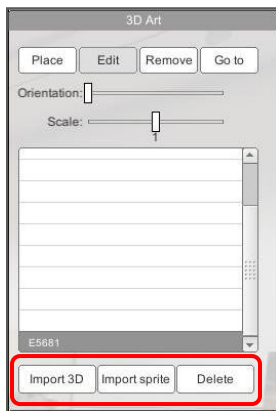


The cropped image is now displayed.

Importing 3D Artwork

Ortelia Curator currently only supports [Collada](#) (.dae) 3D geometry format. In addition to 3D geometry Ortelia Curator allows you to import an image ([Sprite](#)) in place of an actual 3D file.

The '3D Artwork' tab provides the necessary tools for importing and manipulation 3D artwork and sprites.



6.

1. To import a 3D object or sprite, click on the 'Import' button at the bottom of the tab.
2. A 'Open' dialogue box will appear and you can navigate to the folder where the 3D model or sprite image is located.
3. Select the 3D model or sprite and click 'Open' to continue.
4. You can continue to import as many models or sprite images as required.
5. The artwork name will appear in the 'Artworks' list.
6. To remove a 3D artwork or sprite from the list, select the item to be removed and click the 'Delete' button located at the bottom of the tab.

For more detail on how to manipulate 3D models and Sprites in the work area and refer to the [Placing and Manipulating 3D Artwork](#) section

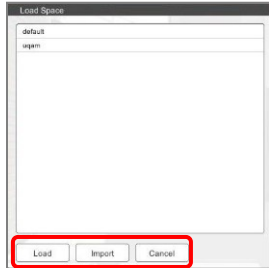
Workflow

The following section describes the tools used to curate an exhibition

Setting up the Gallery

Loading and Importing Galleries

Ortelia Curator comes pre-loaded with a default gallery. The first time you open the application the default gallery work environment will be displayed. If you have your own gallery it can be loaded using the command 'Load Space' from the 'File' drop-down menu.

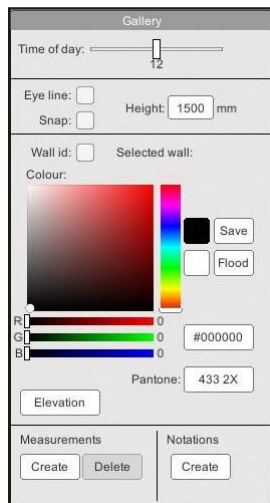


Click 'Load Space'. A dialogue box will appear listing the available galleries. Select your gallery and click the 'Load' button.

To import a new gallery follow the procedure above to open the 'Load Gallery' dialogue box.

Click the 'Import' button if you have an Ortelia gallery file. A 'Open' dialogue box will appear and you can navigate to where your new gallery is located. Select the gallery and click 'Open' to continue.

Note: The 'Import' routine does not import the external gallery space to the 'Gallery' list. *You will need to import the gallery each time you want to use it. (To add a gallery to your list of galleries refer to the [Appendix](#).)*

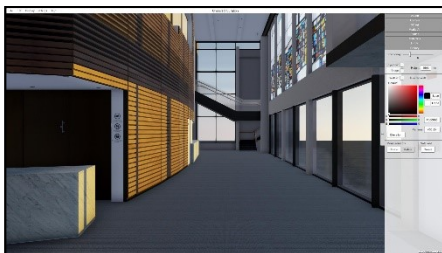


The Gallery tab provides a variety of functions for setting up your gallery for an exhibition.

Setting the Time of Day

If your gallery has windows or entrances to the outside the 'Time of Day' function is useful for testing the effects of incoming light and the resulting shadows. The geographic location of the gallery is embedded the gallery model and the time of day slider will take this into account.

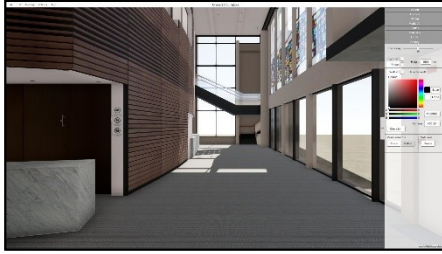
In the following example four separate times are tested.



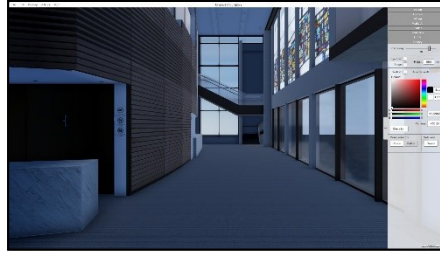
6am



8am



Midday
Testing Shadows



6pm

Setting the Hanging Height

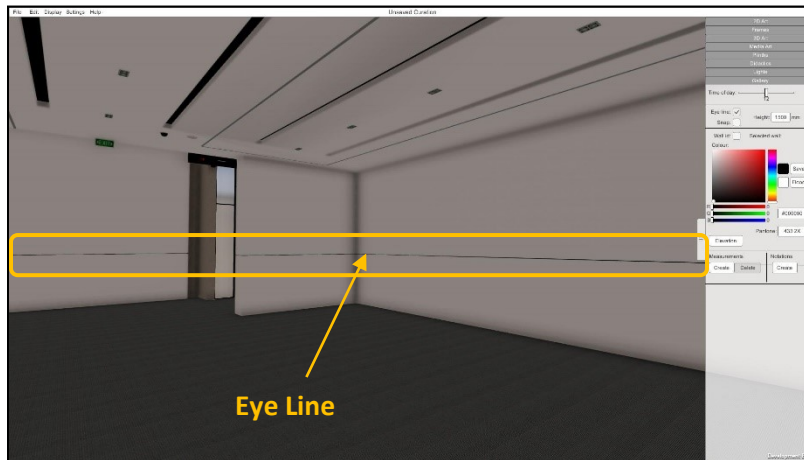
The desired hanging height (eye-line) for an exhibition can be set by checking the '*Eye Line*' checkbox. The height of the eye line from the bottom of the wall can be adjusted by entering a value in millimeters. By checking the '*Snap*' checkbox artwork will snap to the eye line when placed on a wall.

Eye line: ☐

Snap: ☐

Height: mm

When the '*Eye Line*' checkbox is enabled, a line, set to the desired height from the floor will appear throughout the entire gallery.

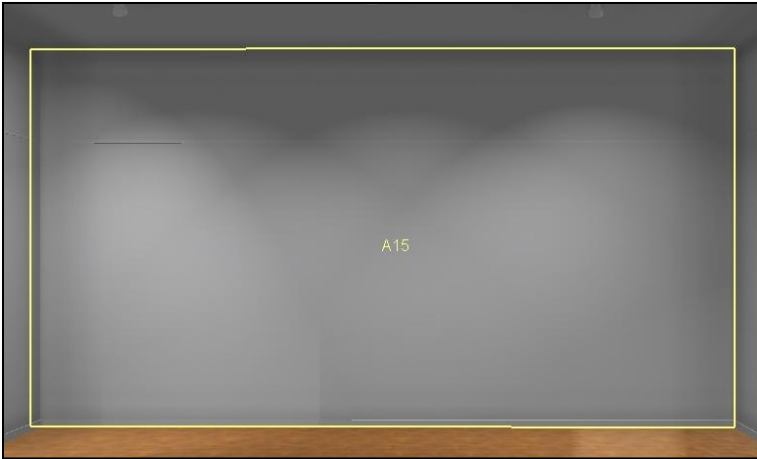


The Eye Line

This line can be turned off by un-checking the '*Eye Line*' checkbox.

Wall ID

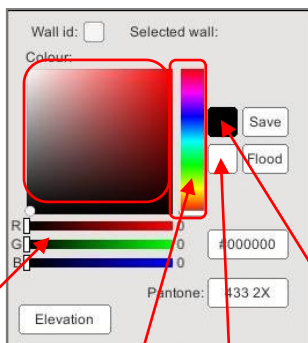
Embedded wall identification numbers can be turned on and off by clicking on the '*Wall ID*' check box with the LMB. The example below shows the wall ID.



Wall Id displayed by checking the 'Wall ID' checkbox

Painting Walls

The wall painting dialogue section of the Gallery tab provides functionality for 'painting' walls in the gallery.



Note: To paint a wall the 'Gallery' tab must be active.

Painting is carried out by clicking on a wall of interest and then choosing the colour from the colour palette.

I. Select a colour from the colour bar by clicking and dragging the slider with the LMB.

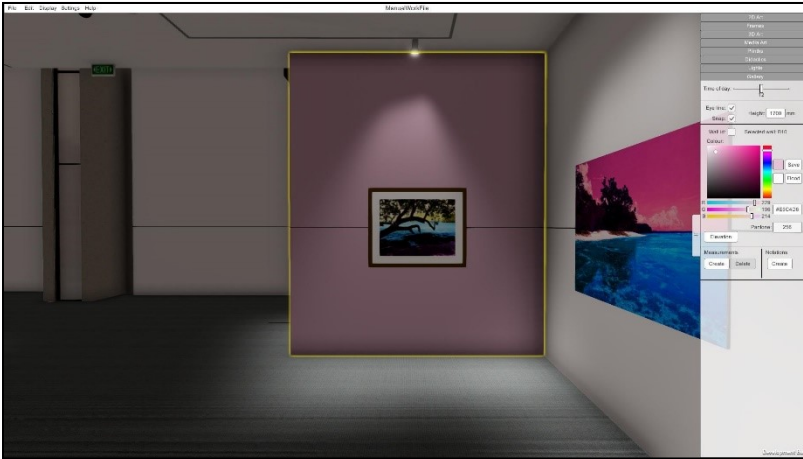
Colour Shades

Colour selection bar

Saved Colour

Current selected Colour

- II. Once a colour is selected from the colour bar shades of the selected colour can be selected within the colour shade display by clicking and dragging the LMB.
- III. The wall will change colour to reflect your choice.
- IV. To save a colour and apply to other surfaces individually, click the 'Save' button. The saved colour will appear in the 'Saved Colour' box.
- V. Click on the surface you wish to paint with the LMD then click on the 'Saved Colour' box. The selected surface will change colour to reflect your changes



Painted Wall

To paint *all* the walls in the gallery with a single colour select the colour you want to use, save it and then click on the 'Flood' button. All the paintable surfaces in the gallery will be painted with the selected colour.

You can select a painted surface at any time and change the colour following the procedure above.

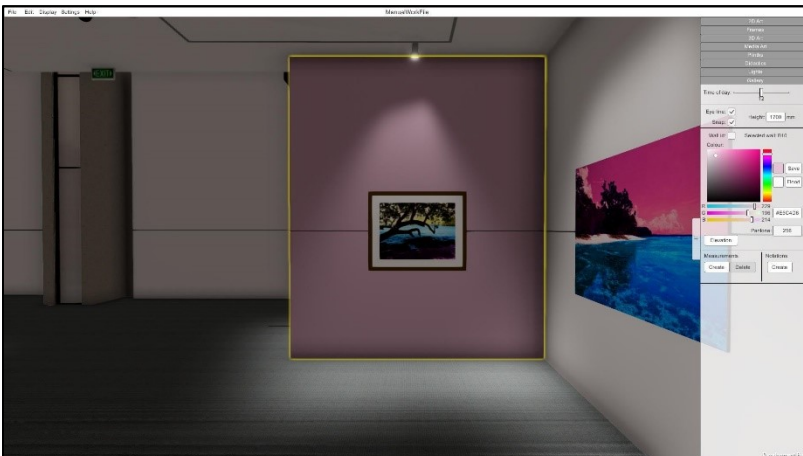
Note: Make sure to save changes regularly

Generating and Exporting Elevations (Pro version only)

Elevations of individual walls with artworks can be generated and exported to PDF files.

To create and export elevations for a complete exhibition:

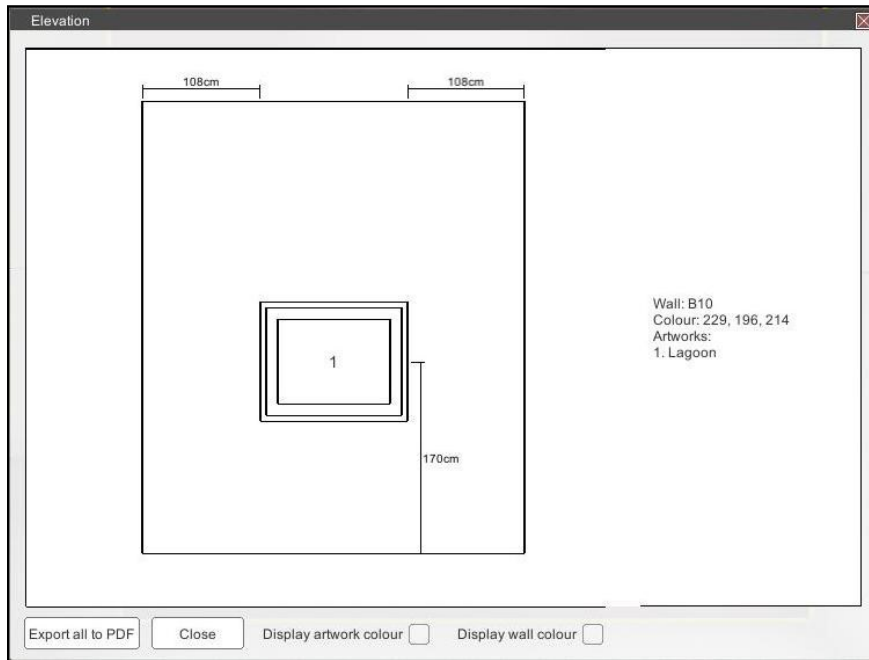
- I. Select a wall by clicking on it with the LMB (*Note: you will need to have the 'Gallery tab enabled'*)
- II. The wall will be outlined in yellow as in the example below.



A highlighted wall

- III. Click on the 'Elevations' button with you LMB
- IV. The selected elevation for the selected wall will be displayed in a pop-up panel along with

relevant information such as: Wall ID, Wall Colour, Artwork Placement and an artwork list.



The Elevations window

- V. In addition to the details listed above you can also choose to display the actual artwork images and wall colour in your exported elevations report. To do so click on the 'Display artwork colour' and Display wall colour' checkboxes with the LMB.



- VI. Click the 'Export All' button to create a PDF file of all the wall elevations.

Measuring Distances

The distance measuring functionality of the Gallery tab allows users to measure distances within the gallery space. Measurements are stored in the saved exhibition file.

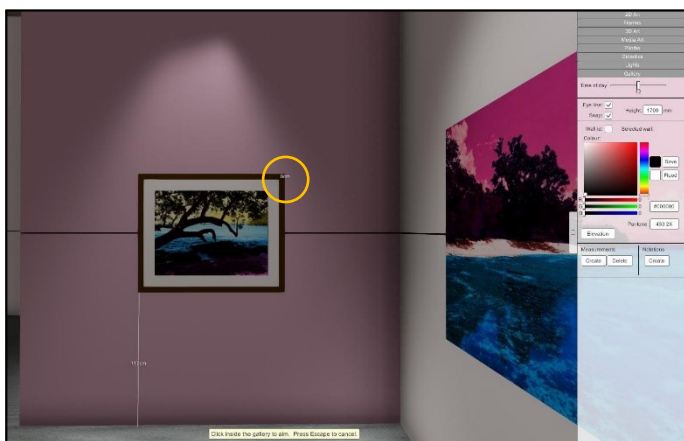
- I. To measure a distance click on the 'Create' button in the 'Measurements' section of the Gallery tab.



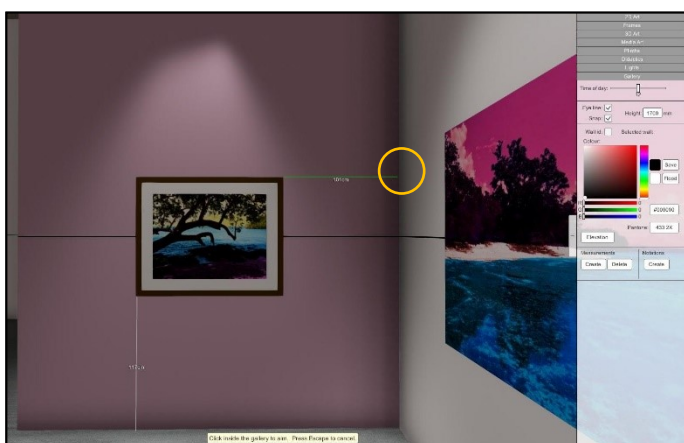
- II. A red box with a crosshair inside will appear attached to your mouse pointer.
- II. Click on the first point of your measurement with the LMB.
- IV. Move the mouse to the end point of the measurement. As you move the mouse the distance from the starting point (in mm) will be displayed.

- V. Click again with the LMB to complete the measurement.

The following example illustrates the process of creating a measurement.



Click the first point of the measurement using the LMB



Move the mouse to the end point of the measurement and finish by clicking with the LMB



The completed measurement showing the distance in mm.

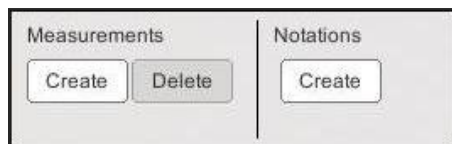
To delete a measurement:

- I. Select the measurement you want to delete with the LMB.
- II. The measurement line will turn red when selected.
- III. Click the 'Delete' button in the measurements section.

Creating and editing Notations


The notation functionality of the Gallery tab allows users to add notes within the gallery space. Notations are stored in the saved exhibition file.

To create a notation:



I. Click the 'Create' button in the 'Notations' section of the Gallery tab.

II. Click with the LMB on point you want to place the notation.

III. A notation icon will be placed where you clicked .

IV. To add notes or access a note click the notation icon with your LMB

V. The Notation panel will appear.

VI. Type your notes in the text area of the notation panel.

VII. Click 'Save' to finish adding text and close the window.

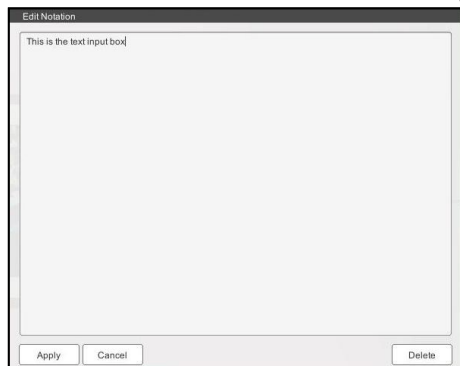
To delete a notation:

I. Click on the icon of the relevant notation.

II. The Notation Panel will open.

III. Click the 'Delete' button. The notation will be removed from the exhibition.

Note: Make sure to save changes regularly



The Notation Panel

Placing and manipulating 2D and 3D artwork

Ortelia Curator uses drag and drop functionality to place artworks. To place artworks, you must have either the '2D Artwork' or '3D Artwork' tab enabled.

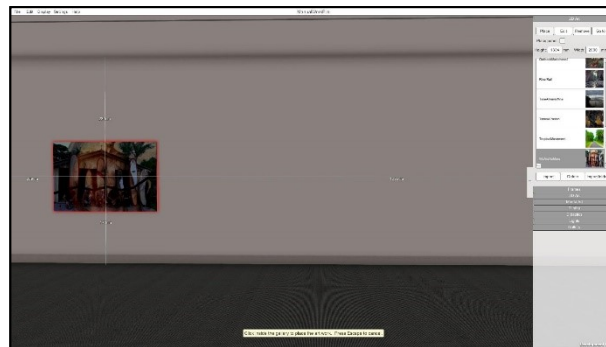
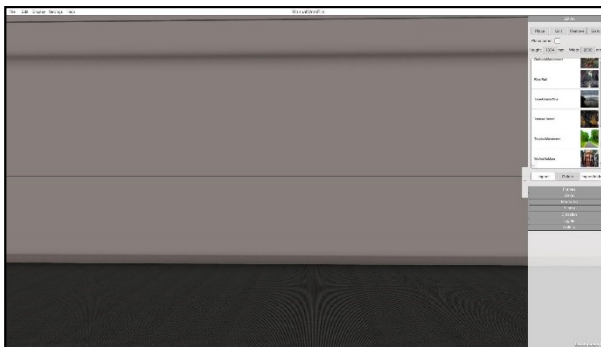
Placing 2D Artwork

- I. Select the artwork to place from the list by clicking on it with the LMB.
- II. Click the 'Place' button, alternatively, select the artwork and press the 'p' key.
- III. Move the mouse into the gallery area. The art work is now attached to your mouse pointer and will track the surfaces that you move over. The distances (in mm) from the centre of the artwork to the floor, ceiling and walls are displayed in real-time as the artwork is moved.
- IV. Click again with the LMB to place the artwork.
- V. To remove an artwork from the gallery space, select it and click the 'Remove' button

Repeat this procedure for as many artworks as your require.

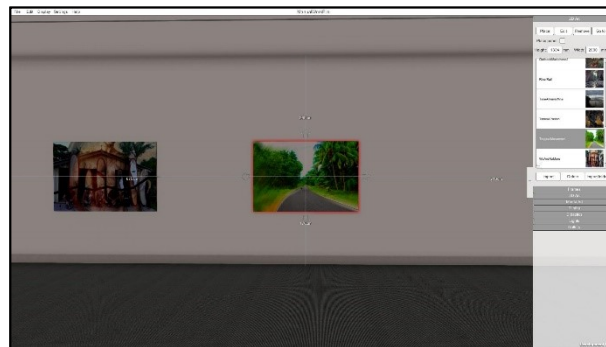
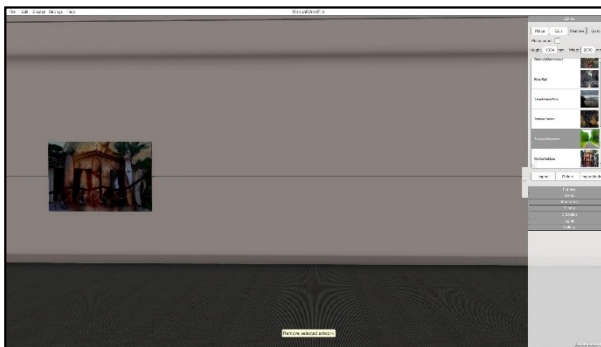
Note: You can continue to navigate and look around while placing artwork by holding down the RMB and moving in the direction you wish to go.

The following example illustrates the procedure outlined above.



1. Select an artwork in the list

2. Drag the artwork to where you want it and click with the LMB to place



3. Select another artwork

4. Place the artwork

Artwork position can also be fine-tuned using the artwork *nudge* tool. To fine tune the position of the artwork on the wall:

- I. Select it by clicking with the LMB. (Remember to have the '2D Artwork' tab selected.
- II. The selected artwork will now show the measurement lines and the nudge arrows.
- III. Click the nudge arrows with your LMB to move the artwork in small increments.

Note: Make sure to save changes regularly



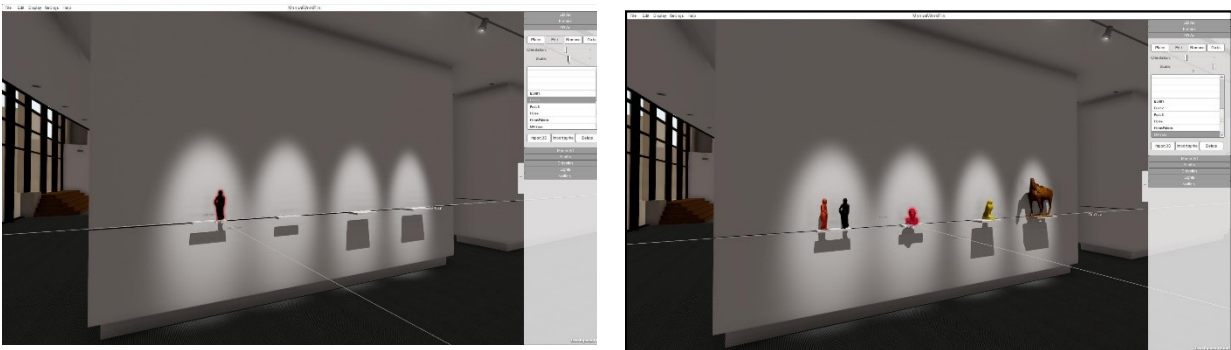
Placing 3D Artwork

To place 3D artworks in an exhibition you must have the '3D Artwork' tab selected. Refer to the ['Importing 3D Artwork'](#) section for instructions on importing 3D artworks.

- I. Select the artwork to place from the list by clicking on it with the LMB.
- II. Click the 'Place' button.
- III. Move the mouse into the gallery area. The 3D artwork is now attached to your mouse pointer and will track the surfaces that you move over.
- IV. Click again with the LMB to place the artwork.
- V. To make fine adjustments to the position of the placed artwork click on the nudge arrows with the LMB to move in small increments
- VI. To remove an artwork from the gallery space. Select it and click the 'Remove' button

Note: You can continue to navigate and look around while placing artwork by holding down the RMB and moving in the direction you wish to go.

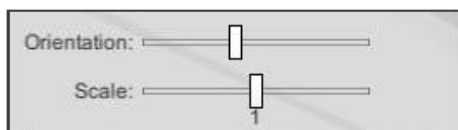
The following example illustrates the procedure outlined above.



1. Select a 3D artwork from the list and click 'Place'
2. Continue to add artworks

3D artworks can also be rotated and scaled after being positioned.

Select the artwork in the exhibition space by clicking with the LMB. The relevant selected artwork will be highlighted in the tab list. The 'Orientation' slider will now be enabled in the 3D Artwork tab.



Drag the slider to rotate the 3D artwork to the orientation required.

Drag the 'Scale' slider to uniformly scale the 3D artwork up or down.

Click the 'Goto' button to go to the selected artwork

Using Sprites

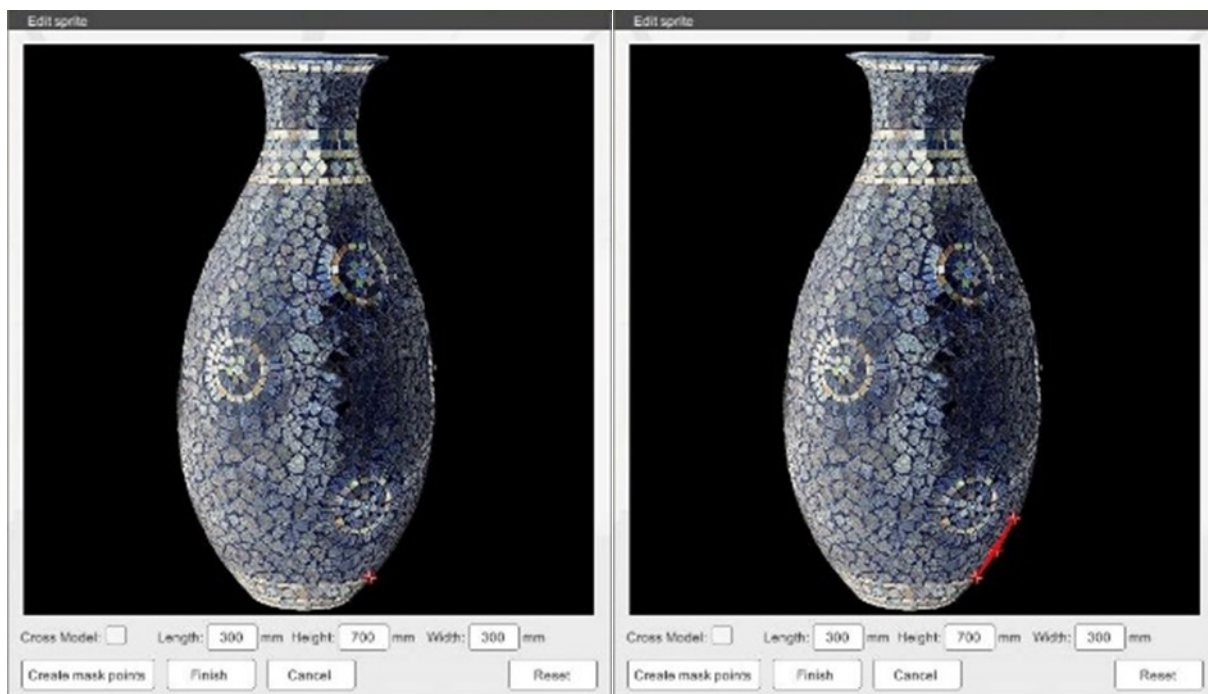
Sprites can be used in place of a 3D artwork. A sprite is simply an image that can be used as a representation of an actual 3D artwork.

Select the image you want to crop from the "Artwork" list.

- I. Click the 'Edit' button
- II. The 'Edit sprite' window will appear with the selected image displayed.
- III. To mask out the background of the image click on the 'Create mask points' button.
- IV. The cursor will now become a crosshair and you can begin adding points around your object as in the example below. Note – you can RMB click to remove an unwanted or incorrectly placed point.
- V. Continue around your object adding points till it is surrounded
- VI. Press 'Enter' key to complete or the 'Esc' key to abort the mask at any time.
- VII. Set the 'Length', 'Height' and 'Width' inputs to the objects real-world size.
- VIII. When complete click the 'Finish' button

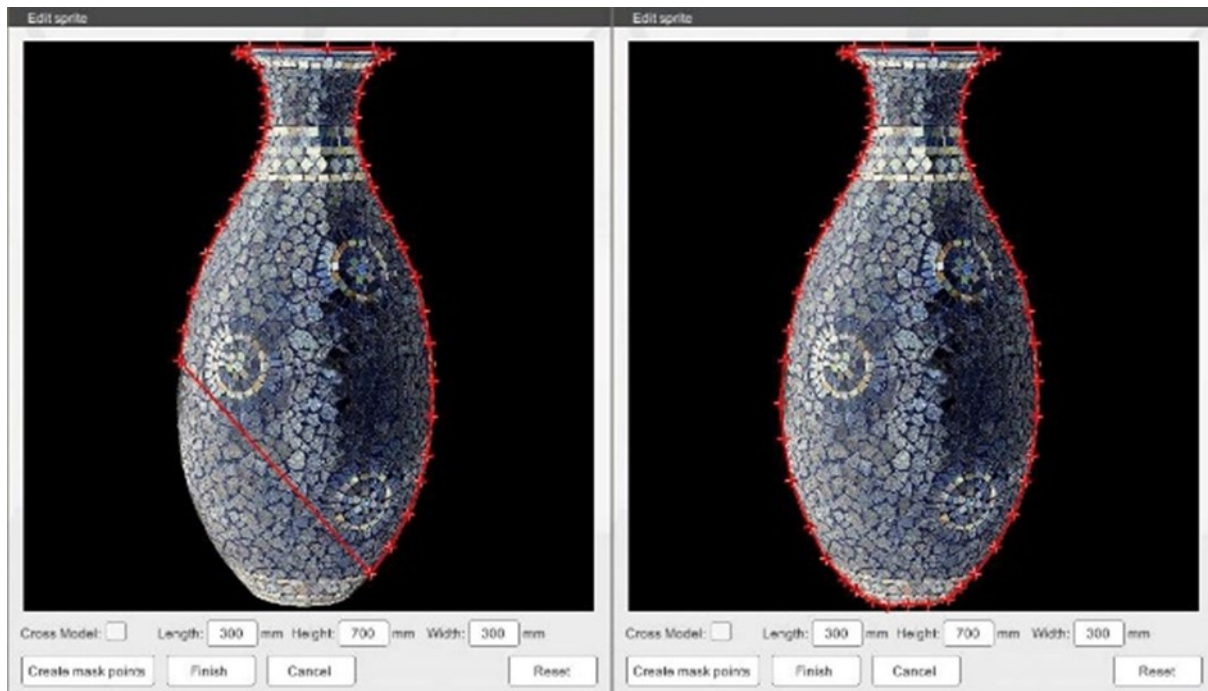
The Sprite can now be added to your exhibition following the same procedure as regular 3D artworks.

The following images illustrate the procedure outlined above.



1. Add the first point to start creating the mask

2. Trace the outline of the objects by adding points



3. Continue adding points till the object is outlined

4. When completed set the dimensions of the object and click 'Finish'

Importing and Placing Video and Sound

Ortelia Curator can import most Video and sound file formats. When importing a video or sound file only the first minute of the file is used in the exhibition. This is done to minimise the size of the final saved file.

Importing Video and Sound

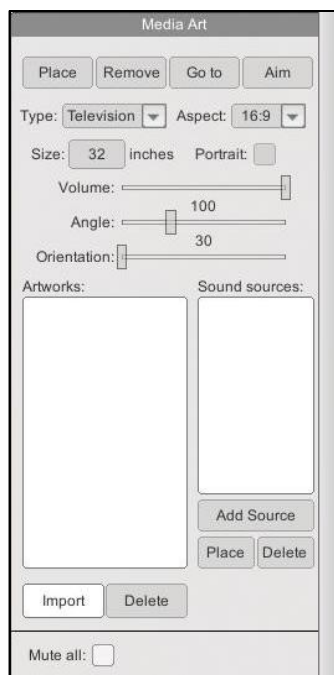
To import video and sound files the 'Media Art' tab must be enabled. The following steps describe the process of importing video and sound files.



1. Click on the 'Import' button with the LMB
2. Navigate to the folder containing your video or audio file.
3. Select the file and click 'Open'
4. A dialogue box will appear while your file is imported. The time it takes to import a file will be dependent on your hardware.
5. Imported files will appear in the 'Artworks List'

Placing Video and Sound.

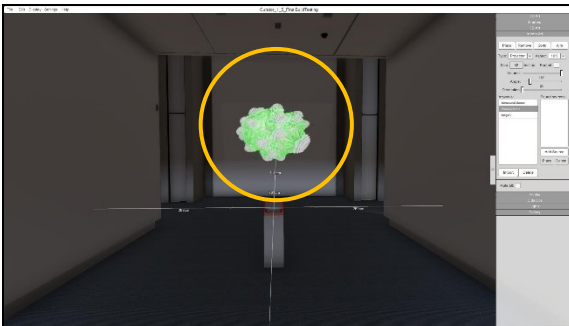
Placing digital artwork is the same process as that for placing 2D and 3D artwork. The following steps describe the process of placing and manipulating digital artwork.



1. Select an artwork from the list by clicking on it with the **LMB**
2. Depending on whether you are placing video or sound, choose between, Television, Monitor, Projector or Speaker from the 'Type' Dropdown list.
3. If choosing video, select the Aspect Ratio you would like the display to be from the dropdown list.
4. Click the 'Place' button and move your cursor into the work area.
5. Click again with the **LMB** to place the video or sound.
6. Adjust the angle of projected video using the 'Angle' Slider
7. Adjust volume of either audio or video files with the 'Volume' Slider
8. Change the orientation of a Television, Monitor, Projection or Speaker with the 'Orientation' slider.

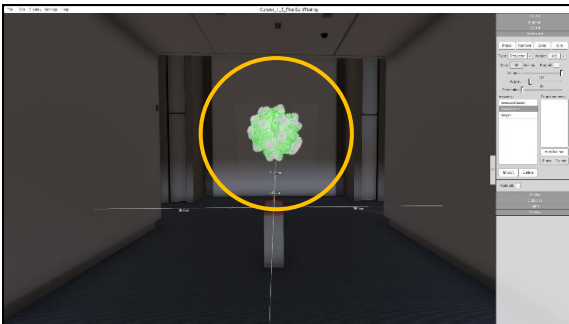


Place a projector where you want it in the gallery space by clicking with the LMB. Projectors can be placed on any surface

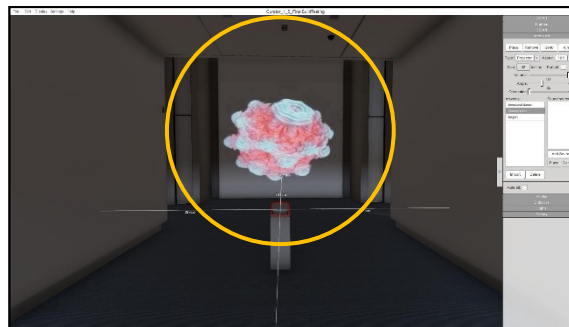


Aim the projection where you want it.

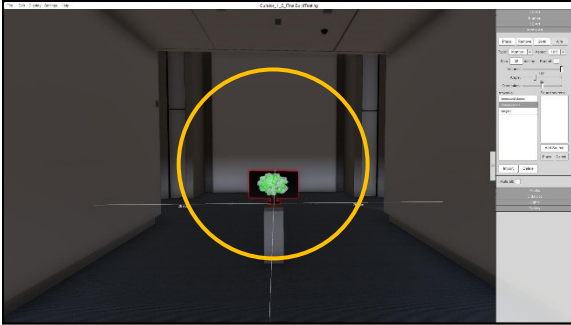
Note: Depending on your placement and aiming of the projector the resulting video may be distorted due to the angle of the projection. In this case place the projector in another location or on a plinth as shown



Change Aspect/Ratio of the projection using the 'Aspect' drop-down menu



Change the width and height of the projection using the 'Angle' slider

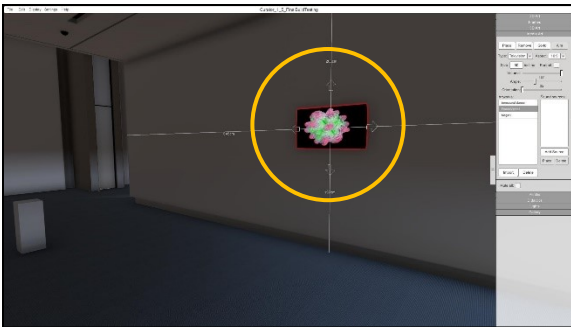


Add video as using a computer monitor.



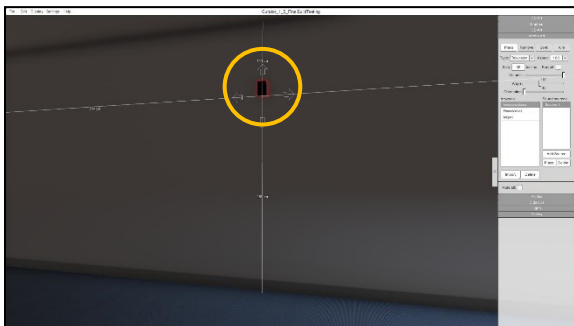
Change the size of a computer monitor or Television using the 'Size' input box. Size of screen is defined in inches.

Change aspect/ration of a computer monitor or television using the 'Aspect' drop-down menu



Place a Television screen on a wall or any other surface.

Set the size and aspect from the relevant drop-down menus.



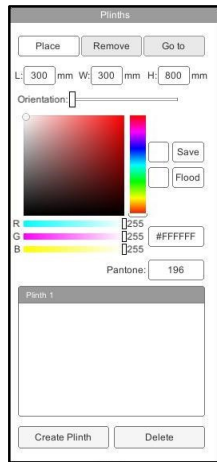
Select a sound file and 'Speaker' from the drop-down menu. Place your speaker where you want it.

To add additional speakers around your space - Select a sound media file from the list and click 'Add Source'.

Select the added source and place it where you want it.

Creating and Placing Plinths

Creating and placing plinths uses the same workflow as that described in previous sections. The following steps describe the process of creating and placing Plinths.



Creating a Plinth

To create plinths the '*Plinths*' tab must be enabled.

1. Click on the '*Create Plinth*' Button with the LMB
2. A plinth will appear in the '*Plinths*' List.
3. Set the Length, Width, and Height (in mm) using the input boxes.
4. Choose a colour for the selected plinth using the Colour box and bar.
5. To delete a plinth from the list select it in the list and click the '*Delete*' button.

Placing Plinths



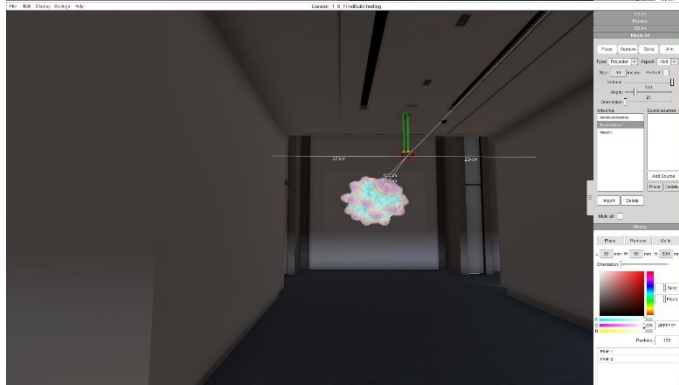
To place a plinth:

1. Select the plinth from the list by clicking on it.
2. Click the '*Place*' button.
3. Move the mouse cursor into the gallery space, the plinth will be attached to your cursor. *The distance from each wall to the centre of the plinth will be dynamically displayed.*
4. Click on the surface where you would like to place the plinth.
5. Adjust the orientation of the plinth using the '*Orientation*' slider.
6. To remove a plinth from the gallery, click the '*Remove*' button

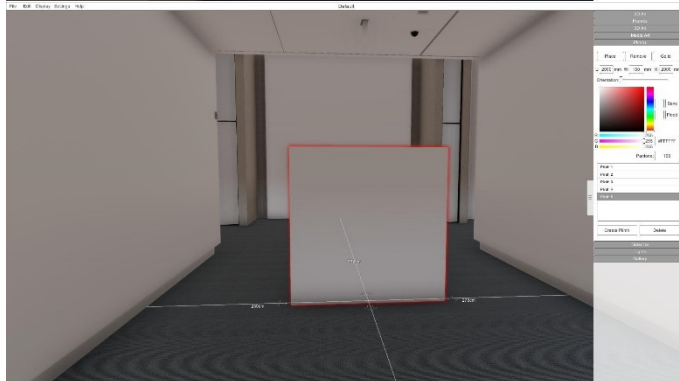
Plinths can also be used to create other useful elements such as shelves, temporary walls or partitions and posts for 'hanging' a ceiling projector. The following images illustrate the additional uses for a plinth.



Shelves created from plinths



A plinth is used as a post to 'hang' a projector from the ceiling



A plinth is used as a temporary partition. The plinth can be used to hang artwork.

Creating and Editing Didactic Panels

Selecting the '*Didactics*' tab allows users to create add didactic panels within the gallery space. Didactic panels are stored in the saved exhibition file.

To create a didactic panel, click 'New' at the bottom of the tab.

A new didactic panel will appear in the '*Didactic Panels*' list

In order to enter didactic information, the didactic panel needs to be placed in the gallery.



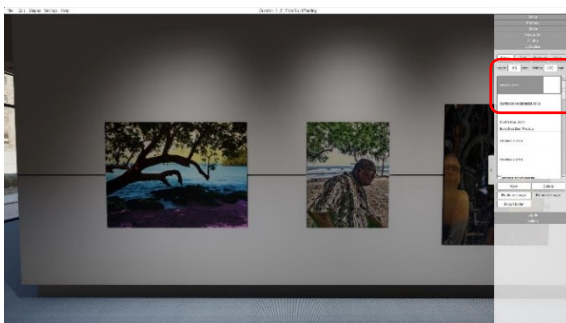
To place a didactic panel

- I. Select the required didactic panel to place from the list.
- II. Click the '*Place*' button.
- III. Move the mouse into the gallery area. The didactic panel is now attached to your mouse pointer and will track the surfaces that you move over.
- IV. Click again with the LMB to place the didactic panel.
- V. To edit the didactic panel and enter text, select the panel in the list and click '*Edit*'
- VI. The didactic panel will open and you can enter text.
- VII. To finish editing click the '*Finish*' button in the Didactics tab.

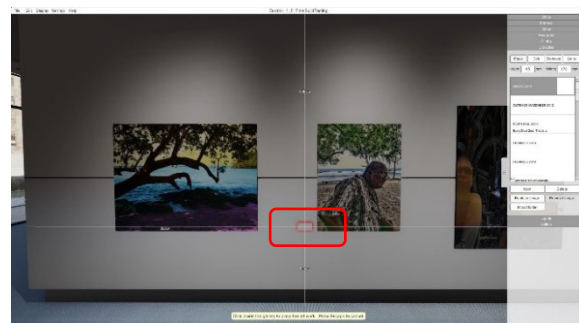
To remove a didactic panel from the gallery space, select it and click the '*Remove*' button

To delete a didactic panel from the list, select the panel and click '*Delete*'

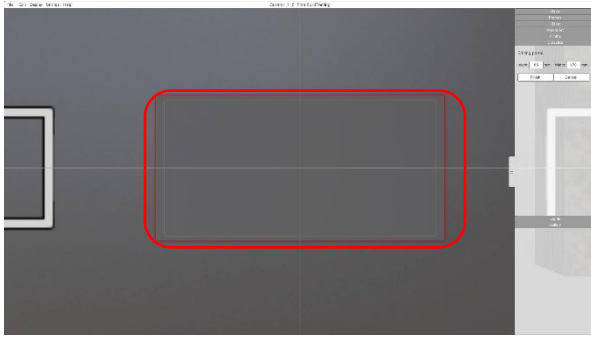
The following example illustrates the procedure detailed above.



1. Create a new empty didactic panel



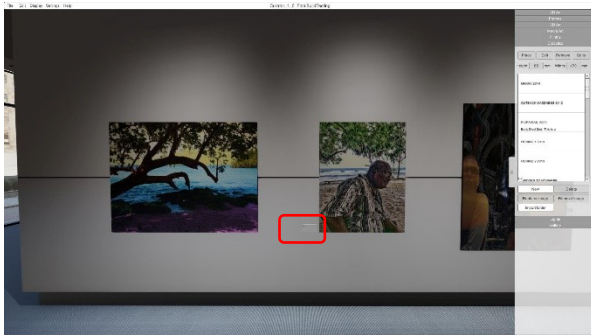
2. Place the new didactic panel



3. Click 'Edit' enter or modify text



4. Enter or edit text and click 'Finish' to complete



5. The new didactic panel

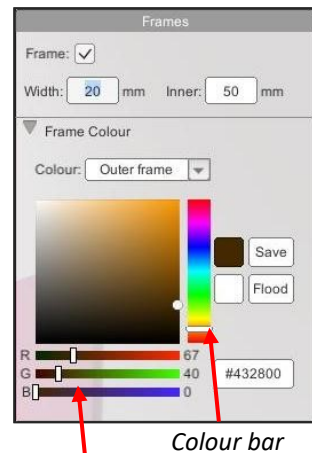
Note: Make sure to save changes regularly

Creating and Editing Frames

There are situations where you may want to experiment with framing options. Ortelia Curator provides functionality to test framing options.

Enabling the '*Frames*' tab allows users to create and add frames to artwork within the gallery space. Framed artworks are stored in the saved exhibition file.

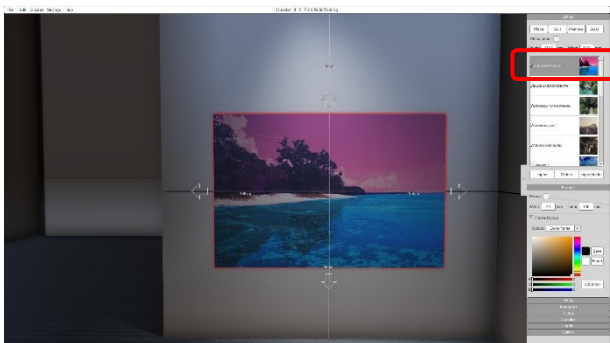
To Frame an artwork first select it in the '*2D Artwork*' tab.



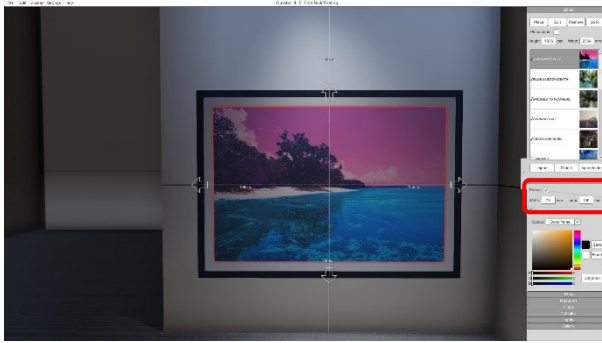
Colour shades

- I. Switch to the '*Frames*' tab.
- II. Check the 'Frame' checkbox.
- III. Enter the width (in mm) of the outer frame.
- IV. Enter the width (in mm) of the inner picture framing mat (inner)
- V. To colour either the Outer Frame or the Inner mat select the frame type from the 'Colour' dropdown and then select a colour from the Colour bar and Colour shade areas.
- VI. Select a colour from the colour bar by clicking and dragging the slider with the LMB.
- VII. Once a colour is selected from the colour bar shades of the selected colour can be selected within the colour shade display by clicking and dragging the LMB.
- VIII. The frame will change colour to reflect your choice.
- IX. To save a colour and apply to other frames individually, click the 'Save' button. The saved colour will appear in the '*Saved Colour*' box.
- X. Select the frame you wish to colour then click on the 'Saved Colour' box.

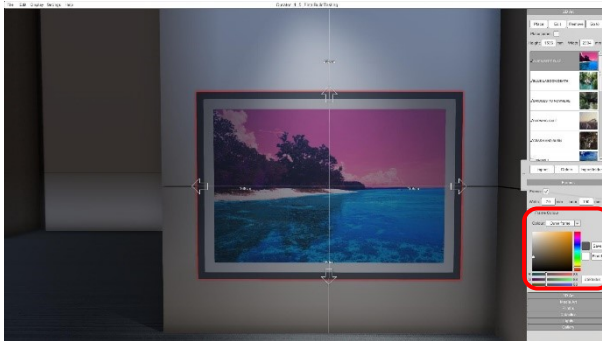
The following sequence illustrates the procedure outlined above.



Select the artwork to be frames in the '*2D Artwork*' tab



Open the 'Frames' Tab and select the 'Inner' and 'Outer' frame widths (in mm)



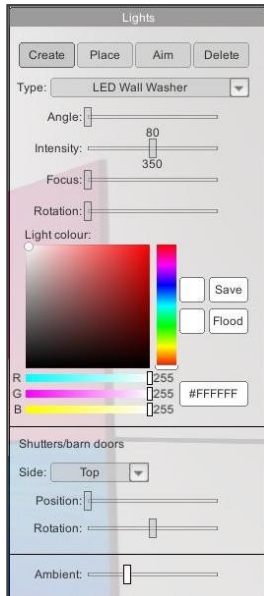
Choose the colour of the inner and outer frames

Lighting

The following section describes the tools used to create and manipulate lights

Creating and Adding Lights

Selecting the 'Lights' tab allows users to create add lights within the gallery space. Lights are stored in the saved exhibition file.



- I. To create a light click the 'Create' button.
- II. Move the mouse cursor into the gallery environment. The light will be attached to the mouse pointer.
- III. Click with the LMB where you would like to place the light.
- IV. Move the mouse pointer to the point you want your light to aim to. You will notice that the light now follows the mouse.
- V. Click on the point you want the light to aim at with the LMB.

You can now adjust the Angle of the light cone, the intensity of the light and the focus of the light.

You can also change light colour.

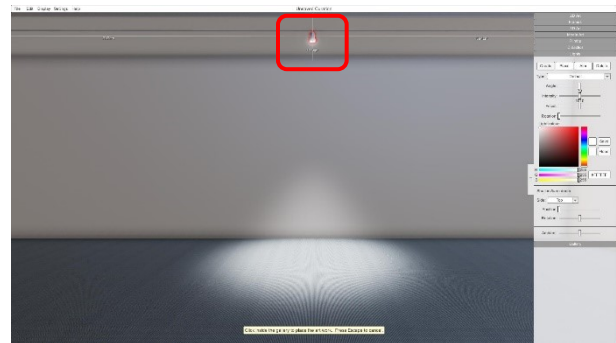
Note: A light that is highlighted in red is the active light you are working on.

To select a light click on it with the LMB.

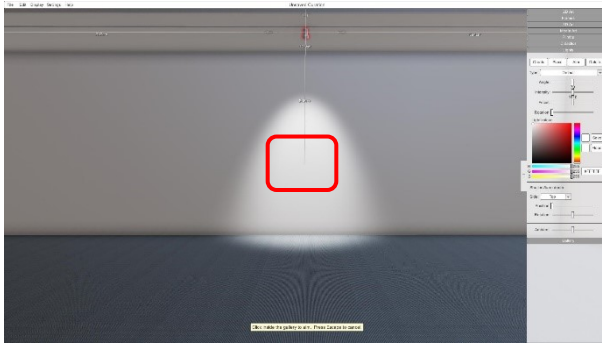
The following image sequence illustrates the procedure outlined above.



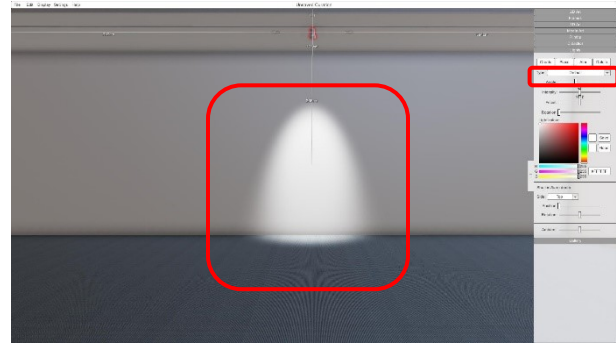
1. Click the 'Create' button



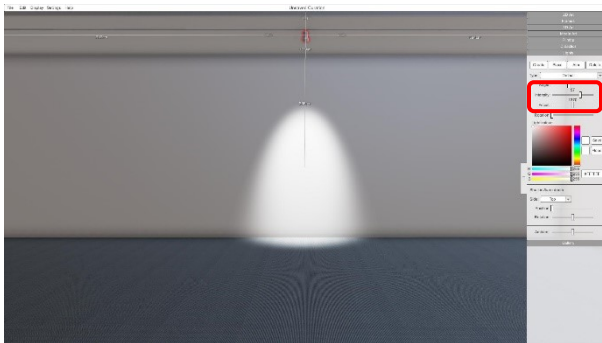
2. To place the light click with the LMB



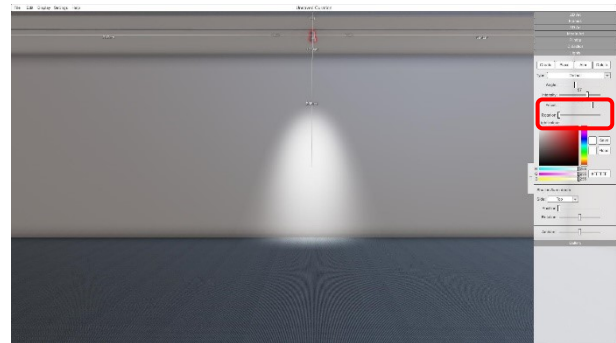
3. Click with the LMB to set the aim point of the light



4. Adjust the cone angle of the light



5. Adjust the intensity of the light



6. Adjust the focus of the light.

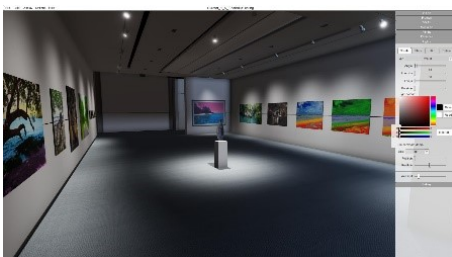
Note: Lights are computationally expensive. The number of lights you can have in one exhibition will depend on the graphics card hardware you have. Refer to the recommended hardware section of this manual. If you are experiencing performance issues as you add lights it is recommended that you reduce the graphics quality and turn off shadows in the 'Settings' menu.

Ambient Gallery Light

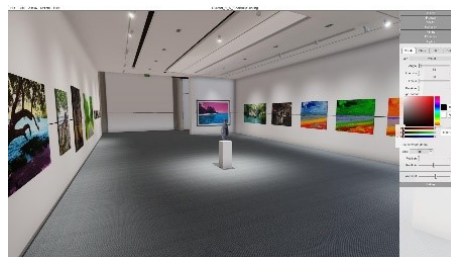
The ambient light of the gallery can be adjusted using the 'Ambient' slider at the bottom of the Lights tab.



To adjust the ambient light of the gallery, click on the slider with the LMB and drag it to a level of ambience required.



Low Ambient Light

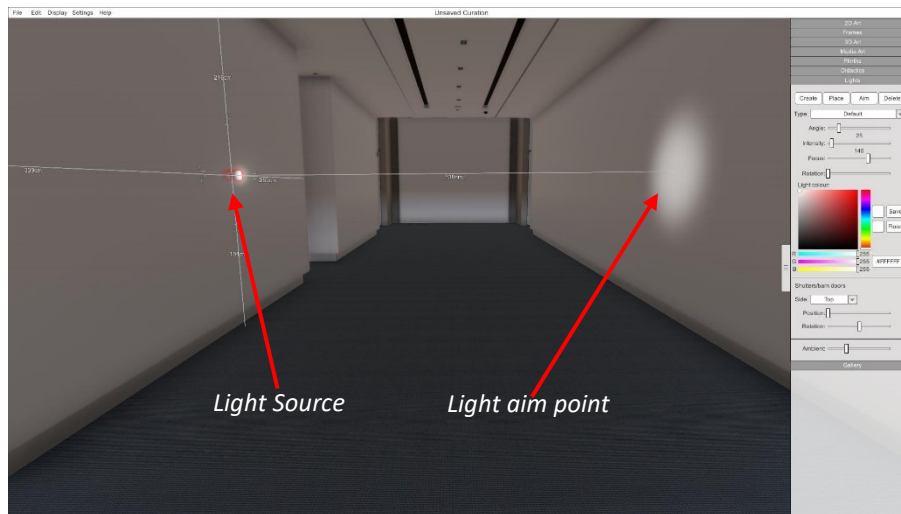


High Ambient Light

Editing Lights and Mixing Light Colours

The lighting functionality in Ortelia Curator allows you to colour lights in an infinite combination. In addition, the light controls allow for a high degree of variability. This section describes how to edit light parameters and mix light colours.

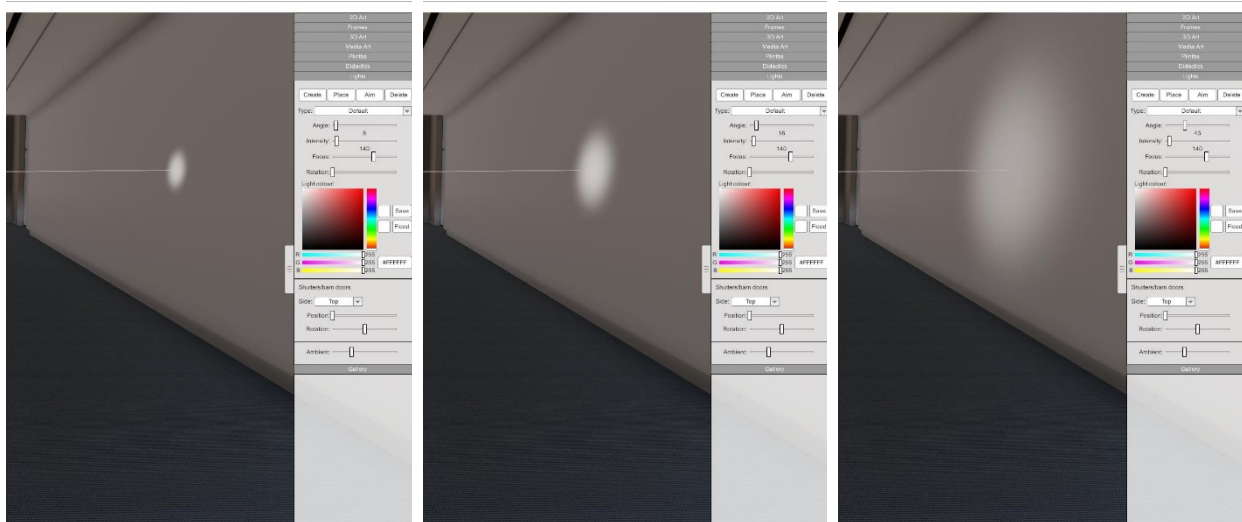
In all the examples described below a light has been placed on one wall and aimed at the adjacent wall as shown in the example below.



Cone Angle

Cone angle of lights can be adjusted using the 'Angle' slider.

Note: As the cone angle increases the intensity of light will drop off as the light is spread over a greater area.

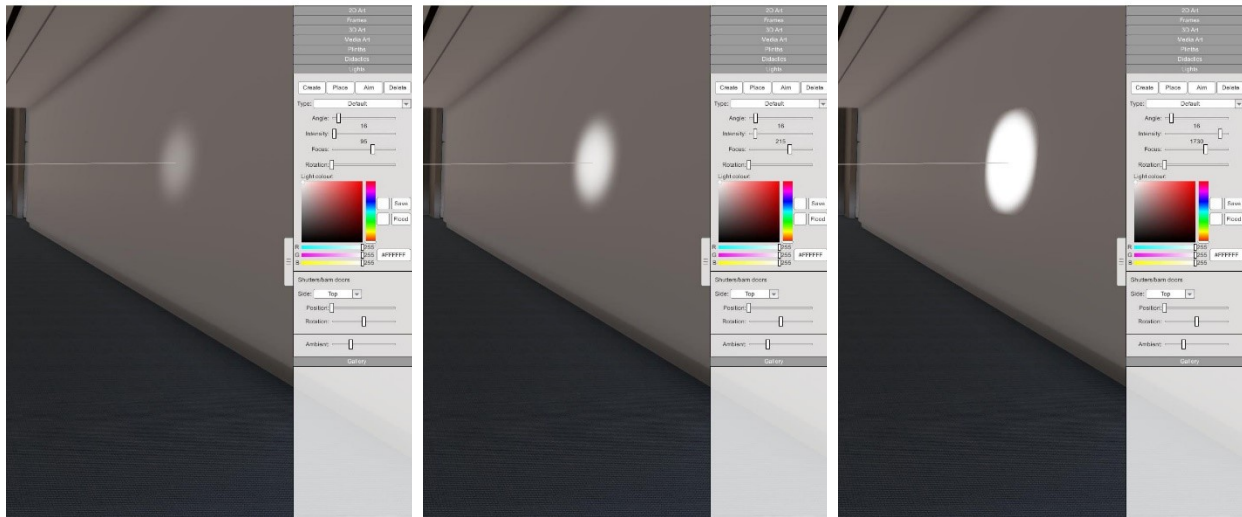


Increasing cone angle

Light Intensity

Intensity (brightness) of lights can be adjusted using the '*Intensity*' slider.

Note: As the brightness increases the soft edges of light will sharpen.

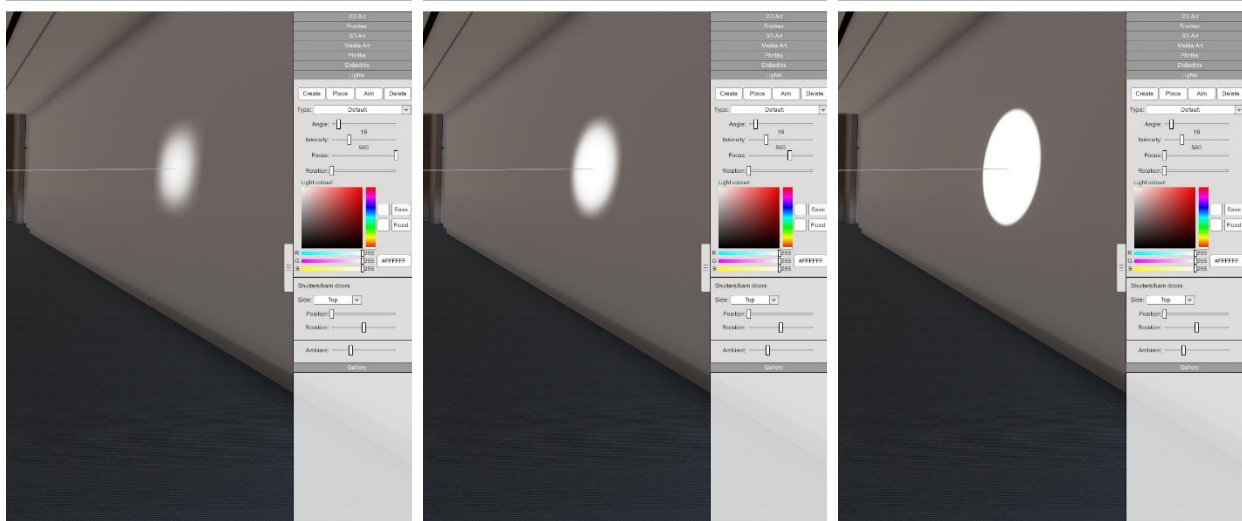


Increasing light intensity (Brightness)

Light Focus

Focus (sharpness) of lights can be adjusted using the '*Focus*' slider.

Note: As the focus increases the soft edges of light will sharpen.

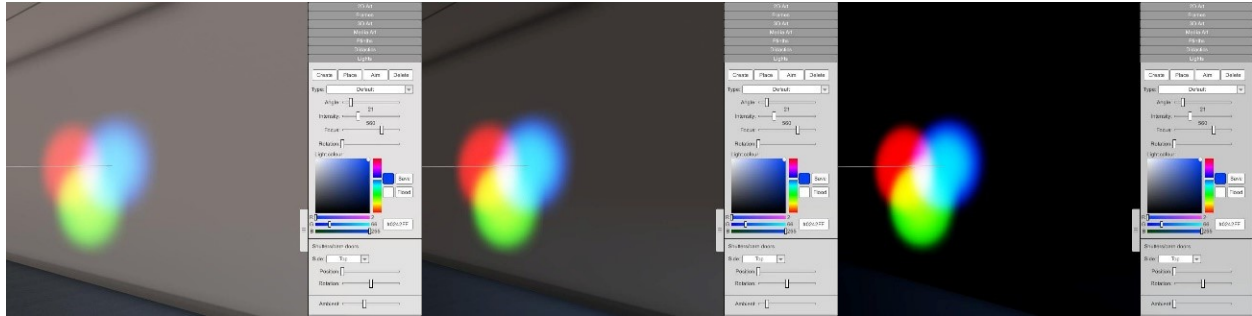


Increasing light focus

Colour Mixing

Lights can be used to mix colours.

Note: The amount of overlap between lights of different colours combined with Angle, Intensity and Focus will influence the colours and tones generated when mixing different coloured lights.



The effects of colour overlap and decreasing ambient light

Appendix

Adding a external gallery to the Gallery List

There may be instances where you need to add an external gallery file created in Ortelia Space builder to your list of saved galleries. The following steps will guide you through the process.

1. Locate the gallery file you would like to add. The extension will be .ocs, for example, MyGallery.ocs.
2. You need to copy this gallery file to the Ortelia Curator '**Spaces**'. *Typically, this will be:*
 - a. `C:\Users\Your Username\Documents\Ortelia\Curator\Spaces – Windows`
 - b. `Users/Username/Documents/Ortelia/Curator/Spaces – Macintosh`
3. The next time you start Ortelia Curator your gallery will appear in the list.

IT Readiness

System Requirements:

Tested Operating Systems:

- Microsoft Windows XP
 - Microsoft Vista
 - Microsoft Windows 7
 - Microsoft Windows 10
 - Macintosh OSX
- Linux systems are not currently supported

Hardware:

- Recommended minimum of 4gb of RAM
- Intel Core 2 Dual or Quad Core processor or above
- Direct X 9.0c (or above) capable graphics card

Important Note

Ortelia Curator requires a graphics card that supports at least Shader model 3.0 to display correctly. The following graphics cards are a minimum specification required to run Ortelia Curator.:

- ATI Radeon HD 3800 Series and above
- NVIDIA GeForce 8 Series and above

Note: While we do recommend that users have a standalone graphics card, curator will still run acceptably well on most integrated graphics chipsets, however the use of gallery lights will be limited and some performance impacts may be experienced.

License Activation

Please note that an internet connection is required to activate an Ortelia Curator license. When attempting to activate on a computer that is blocked by a firewall the license activation will fail.

Remote Installation

Curator does not require any registry files to run, so once it is installed on one machine it can simply be 'copied' across a network to other machines if so desired (licenses will need to be activated of course). At request we can provide a custom installer with Direct X stripped, or other custom installers if required. Please contact us if you have any queries.
support@orteliacurator.com

Glossary

Sprite - A sprite is a two-dimensional image that always faces the viewer. A sprite image can be in any format that Ortelia Curator accepts. It can be used in place of a 3D artwork.

Help and Support

Support Options:

Website: <http://ortelia.com/orteliacurator/>

Email: support@ortelia.com

User Forums: <http://ortelia.com/Forums/>

Please allow 24 hours for support requests to be answered.

Contact Details:

Ortelia Interactive Spaces

PO Box 3129

Newmarket , 4051

Queensland

Australia

