

QUICK START GUIDE

ARTstor is a digital library of art images, associated information, and software tools designed to enhance teaching, learning, and scholarship. ARTstor contains over 400,000 images from a wide range of cultures and time periods. To enter the ARTstor Digital Library, go to the public site (www.artstor.org) and click on “Search and Browse for Images.”

LEVELS OF ACCESS

- Unregistered User: Search and browse for images, analyze, save, print data and images, and view contents of public Shared Folders.
- Registered User: Save Image Groups, add Personal Notes, register to view contents of password-protected Shared Folders, and download the Offline Image Viewer.
- Instructor Privileges User: Create Shared Folders, add Instructor Commentary, create Personal Collection.

WHAT CAN I DO WITH ARTSTOR?

View Images and Data

Searching and browsing ARTstor will return results as thumbnail images. To view the data record for an image, single-click on the caption beneath the thumbnail. To view an image in the Image Viewer, double-click on the thumbnail. The Image Viewer provides tools for zooming, panning, downloading, and printing.

Search

- Perform a Basic Search to search across all data fields within one or all collections.
- Perform an Advanced Search to search within specific data fields and selected collections.
- Advanced and Basic searches permit the use of wildcards (full list available in Help). Use Boolean logic (AND/OR/NOT) in both searches to link words and phrases for more precise queries.

Browse Collections

- From the Welcome Page, click on a collection’s name to view the list of categories that can be used to browse. Click on the icon next to a category to expand the list. Click the category’s name to view contents.

Save Image Groups

Select images throughout the library to save them as a group that can be retrieved, edited, and shared. To save an Image Group:

- You must have registered and be logged on to your account.
- Single-click thumbnails to highlight the images you wish to save. Highlighted images will be remembered across multiple pages of a search.
- Go to “Image Groups” on the toolbar menu and choose “Save selected images to new group.” The default folder is your personal, private folder called “My Work Folder.” Enter a name for your Image Group in the field under “Group.” Click “Save and Open.” You may use the Image Viewer to present your Image Group while online.

CREATE AND SHARE PRESENTATIONS WITH THE OFFLINE IMAGE VIEWER

The Offline Image Viewer (OIV) is a presentation tool for local images as well as Image Groups from the ARTstor Digital Library.

To Download the OIV:

- Log on to your account.
- From the “Tools” menu, select “Download Offline Viewer.” You will be asked to enter your account logon the first time you run the program.

To Import Images:

- ARTstor Image Groups: Go to the “Insert” menu and select “Image Group(s) from ARTstor.” After entering your log-in information at the prompt, you will see the list of folders to which you have access. Double-click on the folder icon to view the Image Groups within it, select a group, and click “Open.”
- Local Images: Go to the “Insert” menu and choose “Local image(s)” to view your computer directory. Select your image(s) and click “Open.”

Using the Image Palette

- All images are imported into the Image Palette. Double-click on an image to begin the Image Palette Slideshow. Use the slideshow toolbar to display data, simultaneously display two images, and to move through your presentation. Click and drag to zoom in and pan around the image. A full list of keyboard shortcuts is available in Help.

Using the Slide Editor and Slide Sorter

- Author slides in the Slide Editor window. Slides may include text, images, detailed zooms, and shapes. Templates are available for “zoomable” slides.
- Double-click a slide in the Slide Sorter to begin the Slide Sorter Presentation. Use keyboard shortcuts (full list available in Help) to navigate the presentation.

TECHNICAL REQUIREMENTS

- :: Pop-up blocking software must be disabled.
(Help: How do I disable pop-up blockers?)
- :: Java Sun Version 1.3 or above is required.
(Help: How do I find out what version of Java I have?)
- :: 1024x768 monitor resolution is recommended.
(Help: How do I change my monitor resolution?)
- :: Cookies must be enabled.
(Help: How do I enable cookies?)
- :: Flash Player Version 6 or above is required.
(Help: How do I install Flash Player?)
- :: Screen colors should be set to True Color (32 bit).
(Help: How do I change my color settings?)

CONTACT AND HELP

userservices@artstor.org

Toll Free (USA only): 888.278.0079

For more information about any of these subjects, please visit our online Help index at www.artstor.org/webhelp.