

Presenting with ARTstor


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| Audience | Teaching Faculty, Graduate Students |
| Time | 30 minutes |
| Objectives | <ul style="list-style-type: none">• Learn how to create and give online presentations• Learn how to create and give offline presentations using the Offline Image Viewer (OIV)• Learn how to add ARTstor images to PowerPoint |
| Handouts | <i>Present images online or offline, Offline Image Viewer (OIV)</i> |
| Content | <ul style="list-style-type: none">• Set-up<ul style="list-style-type: none">• Create an ARTstor account• Organize<ul style="list-style-type: none">• Create image groups• Presentation Types<ul style="list-style-type: none">• Online image group presentation• Using PowerPoint<ul style="list-style-type: none">• Add single images to PowerPoint• Export an image group to PowerPoint• Offline Image Viewer (OIV)<ul style="list-style-type: none">• Download and install software• Add an ARTstor image group• Add local images• Create an Image Palette presentation• Create a Slide presentation• Save a presentation• Print a presentation |

Present images online or offline

ARTstor users have three choices for presenting Digital Library images:

1. Online in ARTstor's Image Viewer
2. Outside presentation tools
3. ARTstor's Offline Image Viewer (OIV)

Online in ARTstor

To present in ARTstor, web access is required. Enter the Digital Library and either search and find images as needed or open an image group. Double-click a thumbnail to launch the full or half screen Image Viewer and use the viewer's forward and back arrows to advance through images. Skip ahead to desired images with the list view  button.

Outside presentation tools

To use ARTstor images in other presentation software, such as PowerPoint or Keynote, any individual image can be downloaded as a .jpg file and inserted or pasted into the desired presentation file.

Entire image groups can be exported directly into a PowerPoint 2007 file by instructor-level users. Each slide will contain one image, with the accompanying image data displayed in the notes field. The images will be hyperlinked to the online Image Viewer for display while in presentation mode.

ARTstor's Offline Image Viewer (OIV) software

Any registered user may download the OIV software from the ARTstor Digital Library by clicking **Tools > Download offline presentation tool (OIV)** and installing it on a local computer. There are two types of OIV presentations:

1. Image Palette Presentation
 - Zoom and pan images during presentation
 - Switch from single images to side by side comparisons on demand
 - View or hide image information
2. Slideshow Presentation
 - Prepare customized slides
 - Choice of static or zoomable images
 - Insert your own text or display ARTstor image data
 - Compatible with existing PowerPoint files

Images for OIV presentations may come from ARTstor, your local image files, or PowerPoint files.

These presentations can be saved and opened on another computer with OIV for presenting. They may also be posted to course websites or shared drives for other users to access and use.

Offline Image Viewer (OIV)

The OIV allows ARTstor users to create and deliver Internet-independent presentations with large format, high-resolution images from the Digital Library. Presentations can be saved to various media for portability.

A few highlights of OIV features include:

- Zoom and pan while presenting images
- Combine local and ARTstor content to build presentations
- Import existing PowerPoint presentations

Download and install OIV

1. Register or log in to your ARTstor account. Click **Tools > Download offline presentation tool (OIV)**.
2. You will be prompted to read ARTstor's Terms & Conditions of Use. Click **Accept**. (A new window opens.) The correct download file is pre-selected for your Mac or PC. Click **Download** to save the file to your computer.
3. Open the resulting install.zip file and then run the .exe (PC) or .dmg (Mac) file.
4. Once the installation is finished, launch the program by clicking **Start > ARTstor OIV** (PC) or clicking the OIV icon in Applications (Mac).

Build a presentation

1. Launch OIV and click **Insert**. Choose either **Image group(s) from ARTstor** or **Local image(s)**.
2. The images will appear in the Image Palette pane, at the bottom of the OIV window. Click, drag and drop to rearrange the order of images here.
 - At this point you may click **View > View Image Palette presentation** to launch a presentation window. Use your spacebar to advance through the Image Palette images. Additional functions are available in the toolbar in the upper left corner of the screen.
 - Click Esc to exit this presentation window. To save this show click **File > Save**.
3. After importing images into the Image Palette, click **Insert > Add a slide**. Choose a slide template and click **OK**. Your blank slide will be added to the Slide Sorter.
4. Click to select the slide in the Slide Sorter. It will appear in the large Slide Editor pane in the center of the OIV window.
5. Drag and drop images from the Image Palette into the slide's image placeholder (to paste the image) or text place holder (to paste the imbedded metadata). You can also double click in the text area to enter your own content.
6. Click **View > View Slide presentation** to launch your presentation in a new window. Use your spacebar to advance through your slides.
7. Click Esc to exit this presentation window. To save this show click **File > Save**.