

Presenting with ARTstor


Audience	Teaching Faculty, Graduate Students
Time	45 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 images to PowerPoint• Link to image viewer from 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 in the presentation room is required. The presenter will enter the Digital Library and can either search and find images as needed or open a group of previously saved images. Enlarge images in the Image Viewer, and advance through a group using the window's forward and back arrows or your computer keyboard. Skip ahead to desired images with the list view  button.

Outside presentation tools

To present using other tools, such as PowerPoint or Keynote, download and save ARTstor images as .jpg files and insert or paste into the desired document.

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. The OIV allows users to create two types of 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
 - Customizable text
 - Compatible with existing PowerPoint files

Images for OIV presentations may come from:

- ARTstor (very large images, up to 3200 x 3200 pixel dimensions)
- Your local computer
- 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**.