

ARTstor for undergraduate students

Audience Undergraduate Students

Time 30 minutes

Objectives

- Learn how to find images
- Learn how to print and save images
- Learn how to cite images
- Learn how to unlock a professor's folder

Handouts *Find images, View, print & download, Access a folder*

Content

- Searching in ARTstor
 - Basic search
 - Advanced search
- Using images
 - Zoom/Pan
 - Save/Print
 - Cite images
- Access a class folder
 - Opening a public folder
 - Opening a password-protected folder
 - Registering for a user account
 - Unlocking a password-protected folder
 - Finding and opening the folder

Find images

There are three ways to find images in ARTstor:

1. Searching
2. Browsing
3. Opening image groups in folders

Searching: Keyword

ARTstor users may perform Keyword Searches from the front page of the Digital Library or from within image result pages by entering terms in the Search box. Wildcard characters such as *, __, and \$ can be used to broaden queries; quotation marks "___" can be used for exact phrases.

Searching: Advanced

To conduct more specific searches use the Advanced Search, available from the front page of the Digital Library, various in-page links, or from the ARTstor navigation menu option **Find > Advanced search**. Options include:

- Keywords—All fields, Title only, Creator only
- Date ranges
- Geography—Region or Country
- Classification terms
- Collection—ARTstor Collections, Institutional Collections, Hosted Collections

Browsing

Browsing across collections is available from the front page of the Digital Library or from the menu option **Find > Browse ARTstor by**. To access sub-categories, click + to expand the tree, then double-click the category or sub-category to display images. Browse options:

- Geography—Region or Country
- Classification terms
- Collection—ARTstor Collections, Institutional Collections, Personal Collections

Opening image groups in folders

Instructor users may save image groups into password-protected folders and make these available to others at their institution.

- To access public folders: click the red **Open** button in the middle of the front page of the Digital Library.
- To access password-protected folders: In the ARTstor navigation bar, click **Access > Unlock password protected** folder, and enter the password. After unlocking the folder, it will be available to open alongside your other folders.

View, print & download

Images in the Digital Library can be used in a variety of ways within the Image Viewer window.

1. Zoom/Pan/Rotate the image
2. Download a .jpg file
3. Print a copy

Zoom  Pan  Rotate 

To zoom in to view a detail, be sure the "zoom" button is selected, then single-click the image; or, click the + button. To zoom out, hold the "Ctrl" key while clicking into the image or use the - button.

To pan around within a detail, click the "pan" button, then click and drag the cursor within the image window. You may also click and drag the red outlined area in the small thumbnail map in the lower right corner.

To rotate the image, click the "rotate" button, then click and drag the cursor across the image from left to right. The image will rotate around a central point.

Download 

1. Open the desired image in the Image Viewer window, whether the full view of the work or a detail. When the desired view is displayed, click the "save" button in the lower, right corner.
2. You will be prompted to read ARTstor's Terms & Conditions of Use. Click **Accept** and choose a location to save the image in your computer's directory.
3. Two files will be saved. One is a .jpg of the image, the other is an html document with the image information.

Printing a single image 

1. Open the desired image in the Image Viewer, whether the full view of the work or a detail. When the desired view is displayed, click the "Print" button in the lower, right corner.
2. Two pages will print. One page shows the image, the other page shows the image information.

Access an ARTstor folder

Folders provide a place to view, share, and save image groups. Five types of folders are available in ARTstor:

1. My Work Folder—automatically issued to all registered users
2. Public Folders—created by instructors
3. Private, Password-Protected Folders—created by instructors, requires password to view or edit
4. Student Work Folders—available to registrants of selected password-protected folders by the faculty owner
5. The Institutional Work Folder—a public folder, requires password to view or edit

Folders are opened by clicking the **Open** button in the middle of the front page of the Digital Library or by clicking **Organize > Open image group**. All public folders at an institution will automatically display in the folder list. To display “My Work Folder,” you must have a registered user account and be logged in.

To access a password-protected folder:

1. Register or log in to an ARTstor user account.
2. Click **Find > Unlock password-protected folder**.
3. Type your first and last name and the password for the folder, then click **Submit**.
4. The confirmation window displays:
 - The name of the folder
 - Access rights to the folder, either “READ” or “WRITE”
5. From this point forward, the folder will be available by clicking **Open** or **Organize > Open image group** until the owner of the folder decides to remove access.

In select instances, users who unlock a password-protected folder will see two new folders in their folder lists. The folder names will be identical but one will be followed by the user’s initials in parentheses. This is a student work folder. These folders can be used for saving groups of images. The creator of the password-protected folder will also have access to the student folder and can view and edit the image groups saved to it. Additionally, images saved to this folder include a “Student Notes” tab in the data window for the student owner and the instructor owner’s use.