ARTSTOR

Introduction to ARTstor

Audience All ARTstor users

Time 50–60 minutes

Objectives

- Learn what ARTstor is
- Learn how to find and use images in ARTstor
- Learn how to organize images in ARTstor

Handouts *What is ARTstor*, *Find images*, *View, print & download*, *Organize images into groups*

Content

- About ARTstor
    - What is ARTstor
    - Collections and Content
- Find images
    - Using the keyword search
    - Using the Advanced search
    - Sort your results
    - Browse to find images
    - Search within a set of results
    - Thumbnail icons: cluster, IAP, QTVR
- View, print & download
    - Open images in viewer
    - View data
    - Zoom in and out
    - Print images
    - Download images and data
    - Using ARTstor images with citation management software
- Organize images into groups
    - Save images to new group
    - Save image detail to a group
    - Delete images from group
    - Rearrange images in group
    - Print image group

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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.

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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 images
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 image Export to PowerPoint

To download a single image

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.

To download an image group to a PowerPoint 2007 file (instructor-level users)

1. Open the desired image group. Click the ''export to PowerPoint'' icon that appears at the top of the thumbnail page.
2. Follow the on-screen prompts to generate a .pptx file. Be sure to **Save** the presentation before opening it.

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.

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Organize images into groups

Registered users may save images to their personal account in ARTstor using image groups. There is no limit to the number of groups a user can make or to the number of images that can be saved to a group.

Saving images to a group

1. Run a search or browse for images.
2. Single-click on any image(s) you want to save. The frame around the image changes color to indicate your selection. Click again to deselect an image. You can page through your results to select many images, but all selections will be undone if you run a new search.
3. Once the desired images are selected, click **Organize** > **Save selected images to** and choose one of the options:
    - **New image group**. Select a folder and enter a name for this new image group in the field below. Click **Save** or **Save and Open**.
    - **Existing image group**. Click **+** to view the groups in a given folder, then click once to choose the group where the images will be saved. Click **Save** or **Save and Open**.
4. To save a detail of an image to a group, open the image in the Image Viewer and zoom into the desired detail. Click the save to image group button in the lower right corner of the Image Viewer and then select the group into which the detail will save.

Editing a group

First, open the image group, then…

- To **delete** images from a group, single-click to select the images to delete. Then, click **Organize** > **Delete selections from image group**. A message will appear to confirm you want to delete the images.
- To **rearrange** images, click and drag the thumbnails around the page. A black line indicates the new image placement. Release the mouse when the image is in the correct location.
- To **rearrange** images between pages of a group, click **Display Options** > **Display image group on single page**. Then, click and drag the images around the scrollable page that opens displaying all images.

Printing a group

Image group images and accompanying metadata and notes can be printed as a list.

1. Click **Share** > **Print image group** and choose from the available information displays.
2. In the new window that opens, click **Print** or in your browser's navigation click **File** > **Print**.