

# ARTstor for graduate students

**Audience** Graduate Students

**Time** 60 minutes

- Objectives**
- Learn how to register, delete, and upgrade user accounts
  - Learn how to upload local image files into ARTstor
  - Learn how to create a folder and image groups
  - Learn how to register to a folder
  - Learn how to integrate images and image groups with courseware
  - Learn how to use images from ARTstor in academic publishing

**Handouts** *What is ARTstor, Find images, View, print & download, Organize images into groups, Present images online or offline, Share, Personal Collections*

- Content**
- Getting set-up in ARTstor
    - Register for an account
    - Instructor privileges
  - Tools in ARTstor
    - Searching
    - Using images: zoom/pan, print, download
    - Personal Collections
    - Folders
    - Image groups
    - Registering to a folder
  - Presentation options
    - Online, live in ARTstor
    - PowerPoint
    - OIV
      - Image Palette Presentation
      - Slide Presentation
      - Uploading images and slides to Personal Collections from OIV
  - Integrating ARTstor
    - URL Links
    - Citation management

# *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.

# *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**.

## 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**.

# *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.

# share

Individual images, groups of images, and OIV presentations can be shared in a variety of ways.

## Single images

- **Save** a .jpg file from the Image Viewer
- **Print** an image from the Image Viewer
- Post the **URL link** for an image. There are two ways get the URL:
  - Click the image caption to open the data window. In the "File Properties" tab, copy the "Image URL" link and paste into a class website, emails, documents, etc.
  - Or, single-click and select the image you want, then click **Share > Generate image URL**.

## Image groups

- **Print** a group by clicking **Share > Print image group** and choose a display format. In the preview window that opens, use the browser print option.
- **Save a webpage** (html file) by clicking **Share > Print image group**. Choose a display format, then use the browser commands to save as a webpage. *Please note: If this file is posted online, it must be on a password-protected site.*
- Post the **URL link** for a group. To get the URL:
  - Open the image group and click **Share > Generate image group URL**. Copy and paste this to a class website, email, documents, etc.
  - Image group URLs may only be opened by users at the same institution, they cannot be opened from another institution
- Instructor users can save image groups into shared folders for other users to access. These image groups can be found by clicking **Open** on the Digital Library's front page, or **Organize > Open image group**.

## OIV presentations

Presentation files can be posted to a class website, a shared drive, or sent through email. As with any software, recipients will need OIV installed to open OIV files.

- Print slideshow slides or images from the image palette.
  - Go to **File > Print** and choose from the selections.
- **Save** presentation slides or images as PDF files. This requires your computer to have a PDF writer to convert the print file.
  - Go to **File > Print** and choose the PDF writer from the selections.
- Instructor users can upload slideshows to Personal Collections and share the slides/images through a folder.

## Personal Collections

Personal Collections are available to Instructor-level users.\* You can upload image and audio files from a local drive, disk, or CD onto ARTstor's servers to be used alongside ARTstor images in the Digital Library and OIV. These files can be private ("limited access") or available to all users at your institution ("institutional access").

### Upload your files

1. Log in to your ARTstor account.
2. From the ARTstor navigation menu click **Upload > Upload to personal collection > Image and audio files**.
3. In the window that opens, click **Browse** to select files from your computer directory. You can upload up to five files at a time, including .zip files with multiple image files within.
4. Click **Upload**. Depending on the size of the file(s) and the speed of your network connection, this may take a few seconds or a couple of minutes. You will see a confirmation message once the upload is complete.

### Add data

1. Log in to your ARTstor account and click **Upload > Manage personal collection**.
2. Select your collection in the left pane, and select an image from the right pane. Click **Edit Data** button. The image data window will open.
3. Double-click a field to enter or edit the information. When finished, click **Save**. For large personal collections you may wish to upload metadata. Formats supported are XML files in Dublin Core or CDWA lite formats, or ZIP files containing such XML files.

### Manage your collection

Log in to ARTstor and click **Upload > Manage personal collection**. A new window will open. Select My Personal Collection in the left pane to view its contents in the right pane.

- To change a file name, double-click the file and type a new name.
- To share an image or category with your entire institution, right- or Ctrl-click the file or category name and select "Set file to institutional access" or "Set category files to institutional access." A padlock icon in front of file names will indicate if they are private or public.
- To create categories, select "My Personal Collection" in the left pane. Click the **New Category** button below. A "New category" will appear below "My Personal Collection". Double-click the title to change it.
- To categorize your files, drag and drop file names from the right pane on to the desired category name in the left pane.

*\*If you have Instructor Privileges but do not see these options, contact your local User Support contact.*