

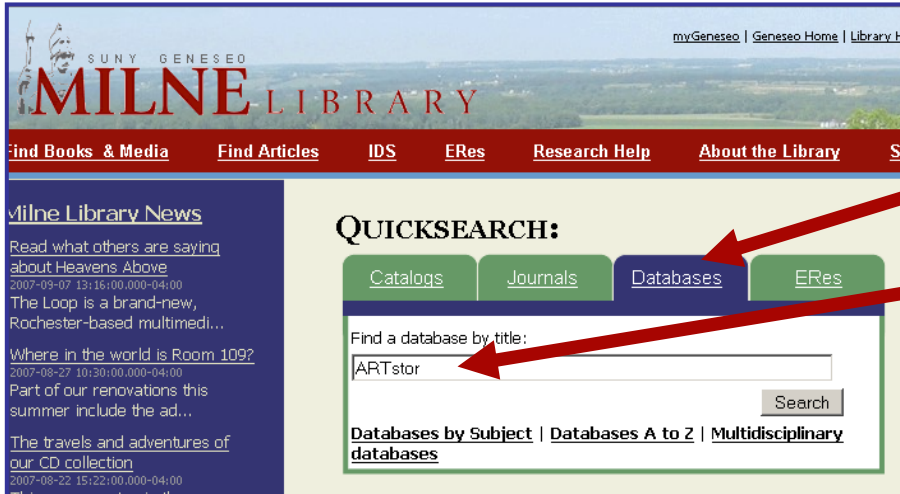
QUICK GUIDE to using ARTstor

Accessing ARTstor

Before you enter **ARTstor**, make sure that you turn OFF any pop-up blocker that you may have in your browser:

1. For Firefox: look under Tools – Options – Content.
2. For IE: look under Tools – Internet Options – Privacy

If, after disabling the browser, you still block the pop-ups, look at any browser toolbar that may be installed.



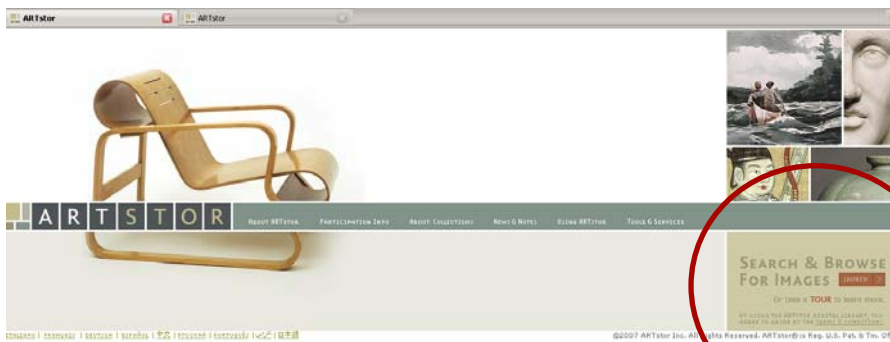
To enter the **ARTstor Digital Library**, begin on the Milne Library website (<http://library.geneseo.edu/>).

Click on the “Databases” tab and run a **Quicksearch** for “**ARTstor**.”

When you access **ARTstor** from off campus, log in to your institution’s proxy. (Use your Geneseo email username & PW.)



Choose **ARTstor** from the search results.



Click on “**Search & Browse for Images**” to enter the database.

A new (pop-up) window will open.

Your ARTstor Account

How to Register:

Click on the grey “Register” button at the top right of the page and enter your Geneseo email address and a password of your choice. Click “Register” to have immediate access to your new account.

Navigation Bar:
This remains constant throughout your searching.

BEGIN SEARCHING WITH BROAD TERMS HERE

HELP
If you get stuck, try looking here

Click on “Register” and create your account here

Browse: Take some time looking through the collections. View by **Geographical regions** (Ireland or Tibet) or **Classification** (‘graphic design,’ ‘paintings,’ or ‘fashion’)

Finding and Analyzing Images and Data

View Images and Data

- Searching and browsing ARTstor will return results as thumbnail images.
- To view the Image Data window for an image, single click on the caption beneath the thumbnail.
- To view an image in the Image Viewer, double click on the thumbnail. The Image Viewer provides tools for zooming, panning, downloading, and printing.

Search

- Perform a Basic Search to search across all data fields within one or all collections.
- Perform an Advanced Search to search within specific data fields and selected collections.
- Advanced and basic searches permit the use of wildcards. See Help for a complete list. Use Boolean logic (AND/OR/NOT) in both searches to link words and phrases for more precise queries.

Browse Collections

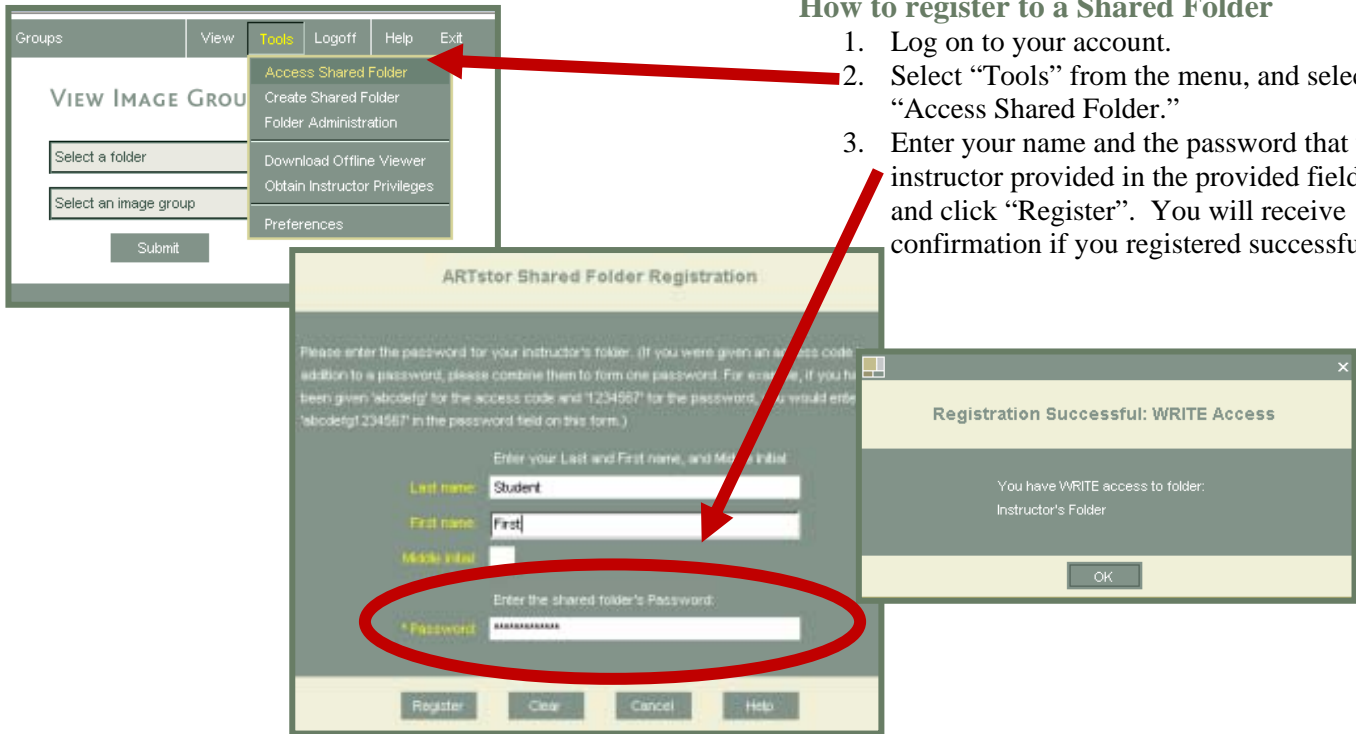
Click on a collection’s name from the Welcome Page to view the list of categories by which it can be browsed. Click on the icon next to a category to expand the list. Click the category’s name to view contents.

Using your ARTstor Account

Registering for an ARTstor account enables you to save Image Groups, add Personal Notes, register to a Shared Folder, and download the Offline Image Viewer. You must be logged in for these features to work.

How to register to a Shared Folder

1. Log on to your account.
2. Select "Tools" from the menu, and select "Access Shared Folder."
3. Enter your name and the password that your instructor provided in the provided fields, and click "Register". You will receive confirmation if you registered successfully.

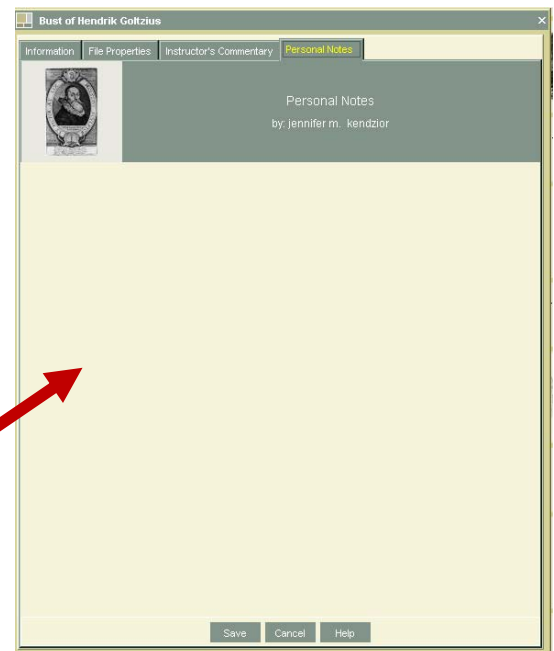


How to Save Image Groups

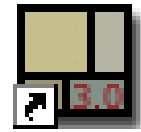
1. Perform a search or browse and single-click thumbnails to highlight the images you wish to save. Highlighted images will be remembered across multiple pages of a search.
2. Go to "Image Groups" on the toolbar menu and choose "Save selected images to new group." The default folder is your personal, private folder, called "My Work Folder." Enter a name for your Image Group in the field under "Group." Click "Save and Open."

How to add Personal Notes

1. Open an Image Data window to which you wish to add commentary. Click on the "Personal Notes" tab to enter notes into a free-form text field. *This text is private* and is only available to you when you are logged on to your account.



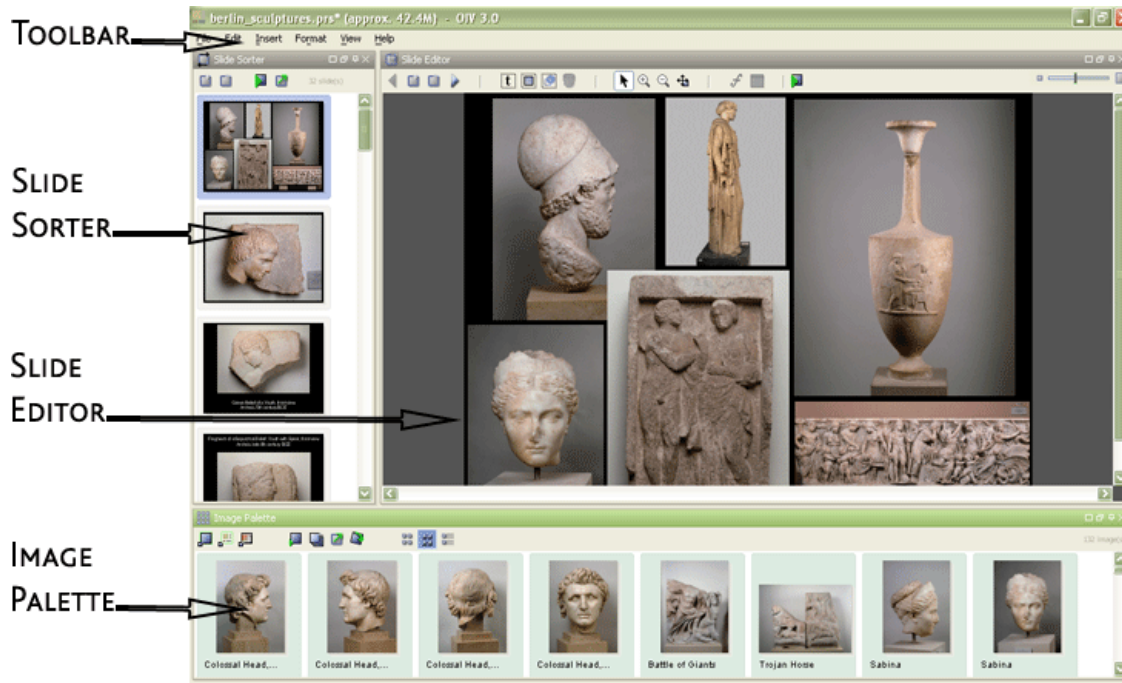
Creating and Sharing Presentations with the Offline Image Viewer



OIV

How to install the Offline Image Viewer

1. Log on to your account
2. From the “Tools” menu, select “Download Offline Viewer”. You will be asked to enter your account logon the first time you run the program. It may be installed on any machine with Internet access.



To Import Images into the OIV:

1. **ARTstor Image Groups:** Go to the “Insert” menu and select “Image Group(s) from ARTstor.” After entering your logon information at the prompt, you will see the list of folders to which you have access. Double click on the folder icon to view the Image Groups within it, select a group, and click “Open”.
2. **Local images** (your personal images): Go to the “Insert” menu and choose “Local image(s)” to view your computer directory. Select your image(s) and click “Open.”

Using the Image Palette

All images are imported into the Image Palette. Double-click on an image to begin the Image Palette Slideshow. Use the slideshow toolbar to display data, simultaneously display two images, and to move through your presentation. Click and drag to zoom in and pan around the image. A full list of keyboard shortcuts is available in Help.

Using the Slide Editor and Slide Sorter

- Author slides in the Slide Editor window. Slides may include text, images, detailed zooms, and shapes. Templates are available for “zoomable” slides.
- Double click a slide in the Slide Sorter to begin the Slide Sorter Presentation. Use keyboard shortcuts (full list available in Help) to navigate the presentation.

Saving your Presentation for OIV

1. Click on the "File" toolbar button.
2. Click on the "Save" option. You may also use the Ctrl- (or ⌘) S keyboard shortcut.
3. Your computer's directory will open. Use it to browse to the target location for your saved presentation, whether your Desktop, hard drive, shared network drive, or portable storage device (CD, flash drive, etc.).
4. Enter a title for the presentation file.
5. Click on the "Save" button. Your entire working file, both Image Palette images and authored presentation slides, will be saved as a presentation file (.prs).
6. Once you have saved your presentation, you may return to it at any time to edit its contents. As you make changes, you should save your work periodically by repeating steps #1-2.

Exporting and uploading your OIV Presentation

You do not have the authority to upload your presentation(s) onto the **ARTstor** server. In order for the rest of the class to see your presentation, you will need to:

1. Save your presentation (as above) onto your computer
2. Burn the presentation to CD or drop the (.prs) file in the INBOX for Professor Ferrell. We have the permission to upload. Remember to give us enough time to get it uploaded. ***Plan ahead!***

Terms and Conditions of Use

When using **ARTstor**, you are subject to the Terms and Conditions of Use, which ask you to *limit use of ARTstor images to non-commercial, educational, and scholarly activities*. For example, you may download a copy of an image to use in a research paper, but you may not post that image on a website that does not have restricted access. For further guidance, please refer to the Terms and Conditions of Use, available throughout our public website and in the **ARTstor** library.

How to get Help with ARTstor

The **online Help index** is available at www.artstor.org/webhelp or under "Help" in **ARTstor**. It includes an extensive list of troubleshooting tips and "How do I..." step by step answers, as well as technical specifications required to use **ARTstor**.