

Visual Resources Collection

How to Use ARTstor

ARTstor is a digital resource that contains more than 500,000 images of world art, architecture, design, photographs, and other forms of visual culture. Images are drawn from museums, archaeological teams, photograph archives, slide collections, and art reference publishers. There are a number of specialized collections in this database, such as the Carnegie Arts of the United States, the Huntington Archive of Asian Art, the MoMA Architecture and Design, and an Art History Survey Collection comprised of images from ten standard art history texts.

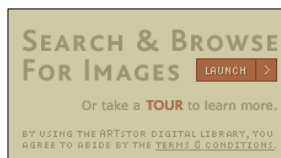
ARTstor allows users to zoom in on images, view two images side-by-side for comparison, save groups of images online, add personal notes, and create presentations. The ARTstor “Faculty Quick Guide” and “Student Quick Guide” are excellent introductions and are available at http://www.artstor.org/info/using_artstor/instructional_handouts.jsp. When using ARTstor, you are subject to the “Terms and Conditions of Use,” which ask you to limit your use of ARTstor images to non-commercial, educational, and scholarly activities. For example, you may download a copy of an ARTstor image to illustrate a research paper or include in a classroom presentation, but you may not post an ARTstor image on an unrestricted web site that is not password-protected.

You must disable Pop-Up Blocker utilities for ARTstor to function correctly.

HOW TO ACCESS ARTSTOR

1. Go to the Visual Resources Collection website at: <http://vrc.binghamton.edu>
2. If you are on-campus, click on *ARTstor* and it will load. Each time you log into your account (see below “Register with ARTstor”) from any authorized IP address (i.e. on campus or through a proxy) you will have 120 days during which you may access ARTstor from any computer, no matter where it is located.
3. To access ARTstor from off campus, log into Binghamton University’s proxy site at:
<http://referenc.lib.binghamton.edu:2048/login?url=http://www.artstor.org>
4. Click on *Launch* under *Images*.

Search and Browse For



HOW TO FIND IMAGES

There are a variety of ways to search for images in ARTstor. One way is to browse by collection:

1. Click on the tab and select collection.

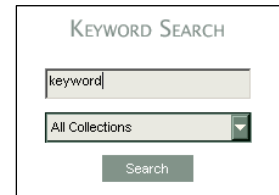


Collections
the desired

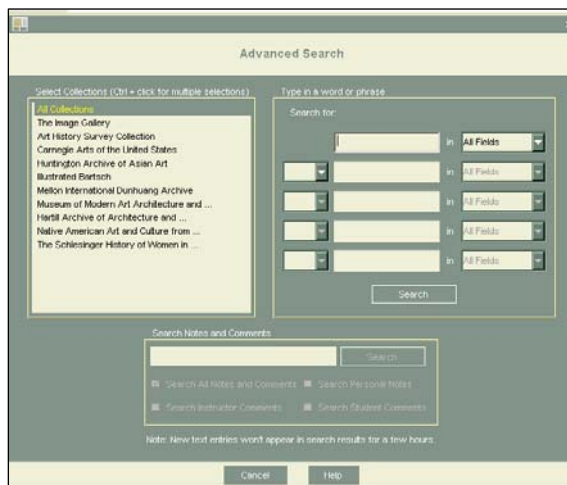
2. A hierarchy appears in the center of the screen which you can expand using the plus sign or collapse using the minus sign.

Searching is another way to locate images in ARTstor. To perform a simple search:

1. Enter a search term or phrase in the blank field on the main menu of ARTstor. There is no need to use “and” in between words since ARTstor will automatically combine your terms.
2. Select the collection you wish to search from the drop-down menu or choose to search across *All Collections*. Click on the *Search* button and your search results will appear on the Thumbnail Page.



To perform an advanced search:








1. Click on the *Advanced Search* tab and the window to the left pops up.
2. Enter your search terms and use the drop-down boxes to limit the use of the term (i.e. enter Klee, then use the drop-down box to change *All Fields* to *Creator*).
3. Click on the *Search* button and your search results will appear on the Thumbnail Page.

HOW TO VIEW IMAGES

Once you are on the Thumbnail (result) Page, you may begin viewing images and their associated data records. You may display your search results in Thumbnail or

List Mode. Toggle between the two by going to *View* and selecting *Display Images in Thumbnail Mode* or *Display Images in List Mode*.

- **To view the data for an image:** click on the caption beneath the thumbnail. This will open the Data Information window.
- **To view an image:** double-click on the thumbnail image itself. This will open the Image Viewer window:
- While in the Image Viewer, click the *Zoom Mode* button  and then anywhere on the image to zoom in for details. To zoom out, click the *Zoom Out* button .
- If you would like to view the image full-screen, click on the *Maximize Window* icon .
- You may also use these icons to print  or download  a copy of the image that you are viewing. Once you download a copy of an ARTstor image and save it locally, you can import that JPEG into a Word document or a PowerPoint presentation just like any other image file.

HOW TO GET HELP WITH ARTSTOR

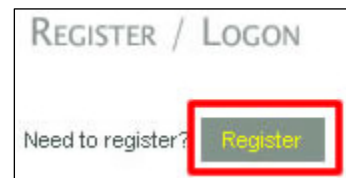
Most dialog boxes have help buttons. Clicking on any *Help* button will present information that is relevant to the displayed content. The *Help Index* and the *ARTstor Help* options are also available from the *Help* toolbar button which appears in the upper right corner of every screen:



HOW TO REGISTER WITH ARTSTOR

To have full access to ARTstor features, such as saving groups of images and the ability to download the Offline Image Viewer tool, you need to register by creating an account and password:

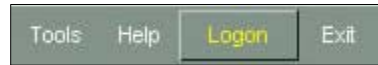
1. Access ARTstor using the directions above.
2. Click on the *Register* button on the upper right corner of the screen:
3. Fill in your email address, make up a password, and click *Register*.
4. You will receive a “Registration Successful” message once your registration is complete.



HOW TO LOGON TO ARTSTOR

Once you have created a user account, you can logon to ARTstor to access the full features.

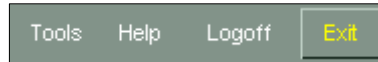
1. Click on the *Logon* button on the top right corner:



2. Fill in your email address and password and click *Logon*.
3. You will see a window that says “Successful Logon! Welcome [your email address] to the ARTstor online library.” Click *OK*.

HOW TO EXIT ARTSTOR

1. Click the *Exit* button on the top right corner:

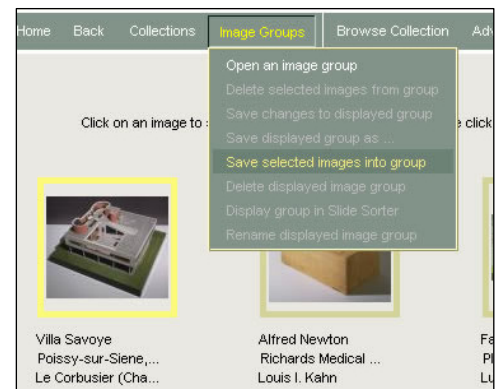


2. When you are asked if you are sure you want to close the ARTstor application, click *Exit*. The ARTstor browser window(s) will close.

HOW TO SAVE IMAGES TO A GROUP

Saving selected images to a group allows you to review these at a later time without having to search for them again. Instructors can also make saved groups available to students.

1. Find your images by keyword searching or browsing collections. When you locate an image that you would like to save, single-click the thumbnail so that it
2. becomes highlighted in yellow. To de-select an image, simply single-click on it once more so that the highlight disappears. Once you have selected all of the images that you want to save, click on the **Image Groups** toolbar button and choose the option to **Save Selected Images to New Group**.





Thumbnail Page.

3. A new window will open, giving you the option to save the Image Group into a folder, called *My Work Folder* which was created for you when you registered for an account. Enter a name for your Image Group in the appropriate field, and click the *Save and Open* button (the *Create New Group* button at the bottom will be preselected). Your new Image Group will open on the


4. You may drag and drop the thumbnails to rearrange them. You may toggle between List and Thumbnail Mode by going to the *View* menu and selecting *Display Images in Thumbnail Mode* or *Display Images in List Mode*.
5. You can add additional images to a group by conducting more searches and selecting new images. To save these new images to your existing group, highlight the images you want, go to *Image Groups* in the toolbar and select *Append Selected Images to Existing Group*. The *Append to Group* button at the bottom will be preselected. Choose which group to save to and then click *Save*.


HOW TO VIEW IMAGE GROUPS

1. After you have logged onto ARTstor, click on *Image Groups > Open Group*.
2. Choose the appropriate folder and select the image group you wish to view.



HOW TO VIEW SLIDESHOWS ONLINE

1. Follow the instructions above to view an Image Group.
2. Double-click on one of the images in the Image Group.
3. Navigate through the slides by using the navigation buttons located at the bottom of the window: To go to the next image, click the *Next Image* button 

To go to the previous image, click the *Previous Image* button 

To go to the first image, click the *First Image* button 

To go to the last image, click the *Last Image* button 

4. To quit the slide show and return to your Image Group, close the slide show window.

HOW TO ADD PERSONAL NOTES TO IMAGES

Registered Users may add Personal Notes to any image in ARTstor. These notes are private and only you may view them when you logon to your ARTstor account. To add a Personal Note:

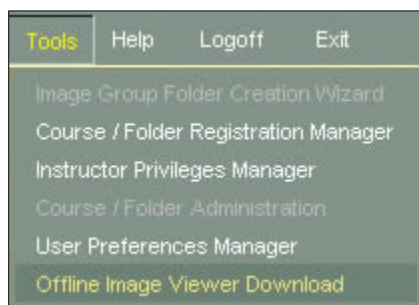
1. Double-click on the caption beneath the thumbnail image of choice.
2. When you are logged onto your account, you will see an additional tab in the Data Information window marked *Personal Notes*.
3. Click on this tab to access a free text field where you may key in any commentary that you wish to attach to an image. You may also cut and paste text from another electronic document. Click the *Save* button to preserve your Personal Notes.

HOW TO DOWNLOAD & INSTALL THE OFFLINE IMAGE VIEWER (OIV)

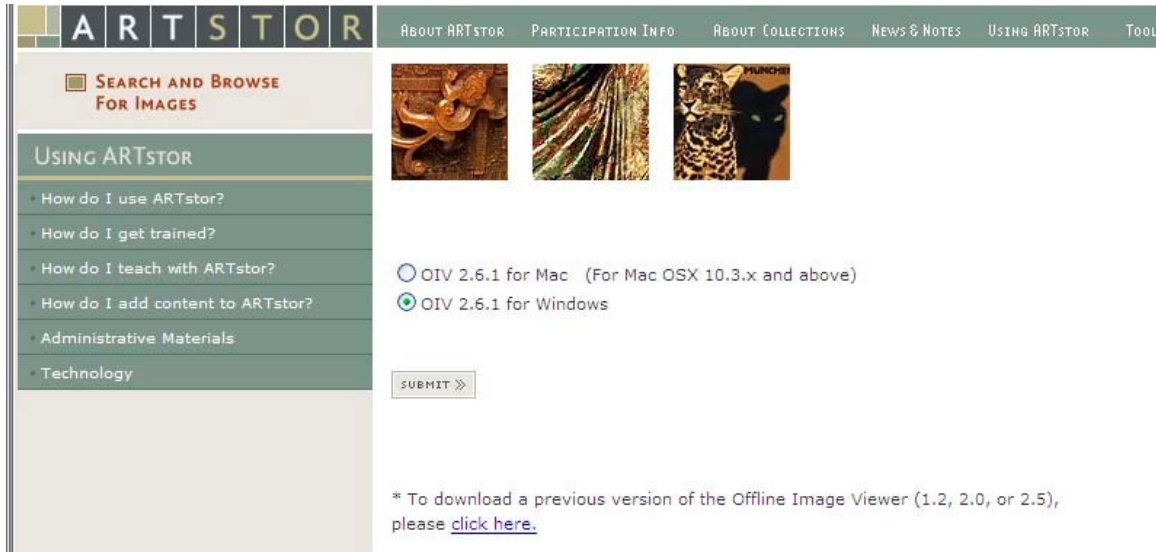
The OIV is a presentation tool that Registered Users can download. The OIV is used to give presentations using images found in ARTstor and saved into an Image Group and/or digital images from other sources. You can, for example, put together a presentation that combines images from ARTstor with other digital images, such as digital photographs you took yourself.

To download the OIV:

1. Logon to your ARTstor account.
2. Go to *Tools > Offline Image Viewer Download*.
3. You will receive a “Terms and Condition of Use” pop-up. Click *Accept*.



4. You will be asked to choose which version of the OIV you would like to install (choose OIV 2.6.1 for your computer). After making your selection, click the **Submit** button.



To install the OIV on a PC:

1. Double-click on the OIV_2.6.1_Win_Install.exe file that was downloaded to your desktop.
2. You may get an “Open File - Security Warning” window that says “The publisher could not be verified. Are you sure you want to run this software?” Click **Run**.
3. Click **Next** in the “Introduction”, the “Choose Install Folder”, and the “Choose Shortcut Folder” windows and click **Install** in the “Pre-Installation Summary” window.
4. Click **Done** in the “Install Complete” window.

To install the OIV on a Mac:


1. Double-click the OIV Installer.dmg file that was downloaded to your desktop.
2. Double-click on the OIV2.6.1 mounted image that appears on your desktop.
3. Drag the Offline Image Viewer into your Applications folder in your hard drive to copy it there.
4. Drag the OIV_Installer.zip file, the OIV Installer.dmg file, and the OIV2.6.1 mounted image to the Trash.

HOW TO ADD IMAGES TO THE OIV


The OIV allows you to download Image Groups from ARTstor and present them as a slide show along with any other images from your hard drive. When using the OIV you may periodically be prompted to “renew the certificate.” This is normal so do so with your ARTstor account and password.



To download Image Groups from ARTstor into the OIV:

1. Click on the *Download Images from ARTstor Button*  within the Image Palette in the OIV.
2. It will prompt you for your e-mail address and ARTstor password. Enter your information and click *OK*.
3. Choose the group you wish to download, and click *Open*. You can select the files you want to download.

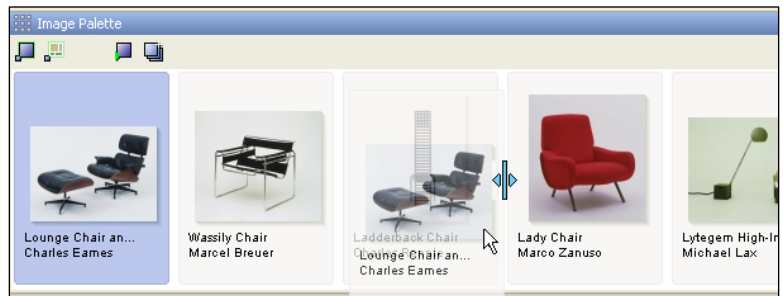
To import your own images into the OIV:


1. Click on the *Import Images* button  within the Image Palette in the OIV.
2. Navigate to where the files reside, select the ones you want, and click *Add*. Note that the OIV cannot browse the network, so if you want to import image files from another computer or server you have to first copy those image files from the server to a folder on your computer.


HOW TO PRESENT IMAGES WITH THE OIV

There are two options for presenting images using OIV. The first option is to simply present the images in the Image Palette:

1. Within the Image Palette, you can rearrange the order of the images and edit the information associated with each image. The images will be presented full-screen against a black background, and you will have the option of zooming in to images or comparing two images side-by-side.
2. To rearrange the order of the images in the Image Palette, simply click on the image you would like to move, and drag it to the desired position. The aqua arrow indicates the new location of the image.



3. To display the Image Palette images in a simple slideshow, double click on one of the images in the Image Palette or press the *View Image Palette Slideshow* button .
4. The first image will appear full-screen against a black background. Controls for the slide show are located in the upper left hand corner of the screen.

5. To view text data that accompanies any image, click on the information icon  in the control bar. A single-click brings up a brief summary of the information; clicking twice on the “i” displays the full object information.

The second and more powerful method is to create a slide presentation using the *Slide Editor* located in the upper-right pane of the OIV. With this option you can use images from the Image Palette as source material, but you will also be able to customize the overall look of each of the slides in your presentation. Each slide can contain images *and* text, and you can include backgrounds, borders, etc.

Additional information about using the OIV is available from ARTstor. Particularly useful is the ARTstor “OIV: Getting Started Guide” located at http://www.artstor.org/info/using_artstor/instructional_handouts.jsp.

****Instructors... You have more privileges when using Artstor. Please contact the VRC to obtain your special permission codes and to find out what more you can do using Artstor****