

## PERSONAL COLLECTIONS

Personal Collections allow Instructor-Level Users to integrate their own personal images with those in the ARTstor Digital Library. Instructors may create their own Personal Collection in ARTstor by uploading images from a local drive, disk, or CD onto ARTstor's image servers. In this way, Instructors can use their own images alongside ARTstor images - viewing, searching, and saving them into groups together.

If you have not already done so, you should upgrade your ARTstor user account with Instructor Privileges. When you are an Instructor-Level User, you can begin assembling your Personal Collection. To begin, click on the "Personal Collection Image Upload" option under the "Tools" menu. This will launch another window, through which you can begin uploading your personal images. Depending on your institution, the tools in this window may be immediately active, or temporarily disabled until they are enabled by your local ARTstor contact. If the tools are disabled, you will see the following message in the middle of the window: "To enable your Personal Collection, please contact your local ARTstor administrator: [contact information here]." In this case, you will need to contact your institution's ARTstor administrator to get access to the Personal Collections tools. Once you are enabled for access, you will be able to take advantage of the full functionality of this Instructor-Level feature from that point forward.

### Uploading images

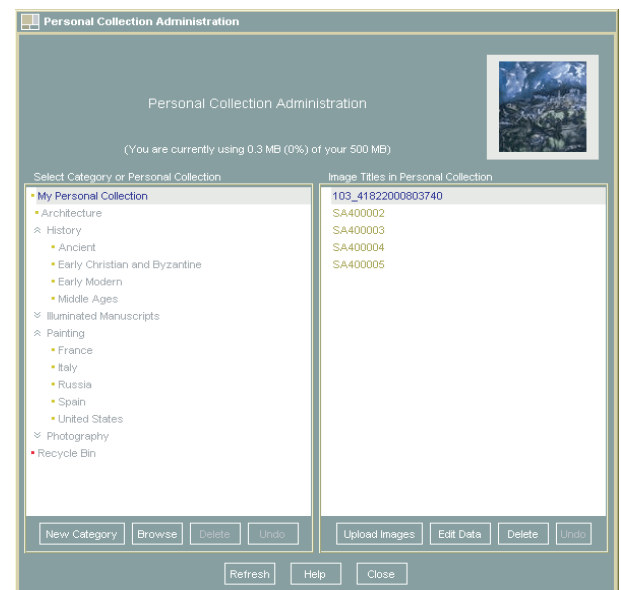
Go to the "Tools" toolbar menu and select the "Personal Collection Image Upload" option. A new window will appear that provides the mechanism for uploading image files to your Personal Collection. The following formats are supported: JPG/JPEG, GIF, TIFF, BMP, or PNG. Currently, each user is allotted 500 MB of storage space and you may upload five images at a time to ARTstor's image servers.

While in the "Personal Collection Image Upload" window, click on the "Browse" button to the right of the field entitled "File 1." This will launch a window with your computer's directory, which will allow you to browse to the location where your local images can be found, whether that is your local hard drive, institutional network drives, or any portable media (e.g. disks, CDs, flash drives, etc.). Select the image file that you wish to add to your Personal Collection and then click on the "Open" button. By uploading an image to your Personal Collection, ARTstor makes a copy to store on our image

servers, while your image file will be retained in its original location. Once you have returned to the "Personal Collection Image Upload" window, you will see that the file name of your chosen image has populated the "File 1" field. Repeat these steps, as necessary, for "File 2" through "File 5." Once you have selected all your image files, click on the "Upload" button at the bottom of the window. When the image upload is complete, a confirmation message will appear directly above this same button. You may continue to add images, in batches of five (or less), to your Personal Collection. Simply repeat the steps outlined above until you have uploaded all of the desired images and then exit the "Personal Collection Image Upload" window.

### Managing the collection

Once you have successfully uploaded your personal images, you can begin managing your Personal Collection. Go to the "Tools" toolbar menu and then select the "Personal Collection Administration" option. Doing so will launch the "Personal Collection Administration" window (shown below), which will provide you with the tools necessary to manage and organize your personal images. Clicking on a list item (whether a collection or a category) in the left panel will display the titles of the associated images in the right-hand panel.



### Categorizing images

You can create a basic two-level taxonomy to organize your images into categories and sub-categories. When



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you create additional categories (and sub-categories) to organize your collection, they will appear in the left panel below "My Personal Collection." Clicking on the title of the category (or sub-category) in the left panel will also display the corresponding image titles in the right-hand panel. When creating categories and sub-categories, you may create topics representing individual artists, time periods, etc., depending on the nature of the images in your Personal Collection.

To create a new browsing category, click on the "My Personal Collection" list item in the left panel and then, click on the "New Category" button at the bottom of the same panel. A new category will appear below "My Personal Collection" labeled as "New Category." Rename the category by double-clicking on the title and keying in the new name. To create a sub-category (a smaller category under an existing category), click on the title of the parent category and then click on the "New Category" button.

### Copying and moving images

You can move images from your general category and classify them into the browsing categories (and sub-categories) that you have created. You may also copy or move images between categories (and sub-categories). All of these functions are accomplished by simply dragging and dropping image titles from the right panel and onto the desired list item - whether a collection, category, or sub-category - in the left-hand panel. Make sure that target item is outlined in black before releasing your mouse when dragging and dropping image titles.

### Editing image data

While in the Administration window, click on the list item, whether a collection or category, that contains the image whose data you wish to view. Then, click on the desired image title and click on the "Edit data" button at the bottom of the right panel.

In the "Image Data" window, you may enter and edit the information attached to your image, according to the standard VRA Core 3.0 mapping elements provided. Double-click into any field to begin keying in the information associated with your image. Repeat this process for all of the applicable fields. You may display additional fields for data entry by clicking on the "All Fields" button in the bottom left corner of the window. When you are finished, click on the "Save" button at the bottom of the window to preserve your changes.

### Setting access levels

Once you have uploaded images into your Personal Collection, you may wish to share them with other users at your institution. You may also prefer to keep certain images private and only viewable to you. In the Administration window, you may mark the images as "Institutional Access" or "Limited Access," depending on which ones you decide to share.

By default, images that you upload to your Personal Collection are set to "Limited Access," which means that those images are viewable only to you when you log on to your ARTstor account. They may be accessed by another user at your institution only if you, as the image's owner, choose to save these images to an Image Group in a Shared Folder. "Limited Access" images cannot be saved into Image Groups by any other user.

By contrast, when you mark an image for "Institutional Access," you are enabling this image to function just like any other image in a public ARTstor collection. Users at your institution may search, browse, and view the "Institutional Access" images from your Personal Collection alongside other ARTstor images. These other users may discover your personal images through keyword searches, save them into their Image Groups, or print and download copies for their own use.

To set the access level for an image, select your image in the Administration window. In order to select multiple images, use the "Ctrl" key or the "Shift" key while clicking on titles. Continue to hold down the "Ctrl"/"Shift" key and then right-click with your mouse. In the shortcut menu that appears, select the option to "Set image to Institutional Access" or "Set image to Limited Access." If you chose to "Set image to Institutional Access," a green dot will appear next to the image in the list of titles in the right-hand panel. You can also set the access for an entire category or collection.

### Using your Personal Collection images

Every time you log onto your ARTstor account, you will see an additional collection, called "My Personal Collection," on the Welcome Page. Clicking on it will launch a Collection Page with your list of categories to browse. You can double-click on the thumbnail image to analyze the larger image in the Image Viewer. You can save your personal images into Image Groups that you have created, whether for personal use or to be shared with others at your institution.