

ARTSTOR

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QUICK START GUIDE

ARTstor is a digital library of art images, associated information, and software tools designed to enhance teaching, learning, and scholarship. ARTstor contains approximately 400,000 images from a wide range of cultures and time periods. Click on the "Search and Browse for Images" link on the ARTstor website (www.artstor.org) to enter the Digital Library.

Although ARTstor has been designed to have a simple, intuitive interface, new users may find it helpful to review the Help documents (at www.artstor.org/help or in ARTstor at "ARTstor Help" under the "Help" menu) to become familiar with the application's functionality.

Technical Requirements

- :: Pop-up blocking software must be disabled. (Help: [How do I disable pop-up blockers?](#))
- :: Java Sun Version 1.3 or above is required. (Help: [How do I find out what version of Java I have?](#))
- :: 1024x768 monitor resolution is recommended. (Help: [How do I change my monitor resolution?](#))
- :: Cookies must be enabled. (Help: [How do I enable cookies?](#))
- :: Flash Player Version 6 or above is required. (Help: [How do I install Flash Player?](#))
- :: Screen colors should be set to True Color (32 bit). (Help: [How do I change my color settings?](#))

What can I do with ARTstor?

Search for Images

You can perform a **keyword search** which allows you to search by words or phrases that appear anywhere in the image data (title, creator, subject, etc.). You can search in one specific collection or across all collections. Enter a search word or phrase in the keyword search box. Select the collection you wish to search from the drop-down menu. Click on the "Search" button or press the "Enter" key on your keyboard to begin the search.

The **Advanced Search** window will allow you to search within specific data fields (Creator, Title, Location, Subject, etc.). The advanced search also offers boolean logic (AND/OR/NOT) to link words and phrases for more precise queries. Advanced and keyword searches permit the use of wildcards. See Help for a complete list.

Browse Collections

Each collection is listed on the Welcome Page. Click on a collection's name to view the list of categories by which it can be browsed. Click on the double arrow next to a category to expand the list. Click a category to select it.

View Images and Data

Searching and browsing ARTstor will yield results as thumbnail images. To view the data record for an image, double click on the caption beneath the thumbnail. To zoom in on an image, double click on the thumbnail to open the Image Viewer. The Image Viewer provides tools for zooming, downloading, and printing.

Save Image Groups

- An Image Group is a group of images that have been saved for future use. To save an Image Group:
- :: You will need to be registered and logged on to your account to save a group or open your existing groups.
 - :: Find the images you want by searching or browsing.
 - :: Select the images for your group by clicking once on the thumbnail of each image to be included.
 - :: Choose "Save selected images into group" from the "Image Groups" toolbar menu. Choose a folder for your group from the "Image Group Folder" drop-down menu. The default is your personal, private folder, called "My Work Folder". Enter a name for your Image Group in the field under "Image Group". Choose "Create new Group" and click the "Save and Open" button.
 - :: Your Image Group will open. Drag and drop the thumbnails within the group to sort them.

Download the Offline Image Viewer

The Offline Image Viewer is a presentation tool that you can download from the ARTstor Digital Library by selecting "Offline Image Viewer Download" from the "Tools" toolbar menu while logged into your account. Once downloaded, double click the program to install the software on your machine. The first time you run the program, you'll be prompted to authenticate.

To download ARTstor Image Groups into the Offline Image Viewer, go to the "Insert" menu and select the "Image Group(s) from ARTstor" option. Once you log in, you'll see the folders to which you have access. Double click on the folder icon to view the Image Groups within it; select a group and click on the "Open" button. Add local images to the Image Palette by going to the "Insert" menu and choosing the "Local Image(s)" option. You can display the images in your Image Palette as a slideshow by double clicking on the first image. To author slides that can consist of images, detailed zooms or text, add slides to your presentation and edit them in the Slide Editor window. You can also convert the images in your Image Palette directly into new slides based on a template. Save your presentation by going to the "File" menu and selecting the "Save" option.