



ARTSTOR

QUICK START GUIDE

ARTstor is a digital library of images (including art, architecture and archaeology) and descriptive data. Also provided are software tools enabling a wide range of uses including analyzing images, saving groups of images online, and creating presentations.

On-Campus Access

- * <http://www.artstor.org>
- * From the Library website Search Eliza or Electronic Resources using the key word ARTstor

Off-Campus Access

- * Connect to Campus network via VPN then follow above instructions.
- * To request VPN access privileges go to:
<http://www.wheatoncollege.edu/its/net/vpnrequestform.html>

Getting Started

Browser Preparation –

- * Browsers: Internet Explorer, Firefox, Netscape or Mozilla.
- * You must disable the pop-up blocker or specifically enable Pop-ups from ARTstor. For more info go to http://www.artstor.org/webhelp/Disable_Pop-up_Blocking_Software.htm

Registration – One time only

- * From the Welcome Page, click on Search and Browse for Images
- * On the Search screen, click on Register, on the right side of the screen
- * Enter email address and a password (at least seven characters long)
- * A confirmation email will be automatically sent to your email address
- * Click on the link in the email message to complete the registration loop

Logon – Every time for full functionality including viewing & creating image groups

- * Click Logon button and enter email address & password

Search & Browse Tips

- * Select a collection or all collections
- * Articles, punctuation and capitalization are not required
- * Truncation is optional using either a ? with a single character or an * with any number of characters
- * Enter one or more keywords in text box (will search for both terms when using multiple terms. do not use “and,” because it will be included as a search term and limit search results)
- * Click Advanced Search in menu bar to search multiple fields (ie: creator, title)
- * To browse from the Search and Browse Collections Page, click on a collection and use the double arrows to expand an image category then select a category or subcategories

View Images


- * Double click on thumbnail image to enlarge image
- * Zoom in: click on the image or use + key. Zoom out: shift click on image or use - key
- * Click on the restore button  to return an image to its original size
- * Click on arrows to pan or use the red navigation frame

Image Groups – Personal and Shared Folders

- * To create & save an image group: click to highlight one or more images from the search results thumbnails, select “save selected images into a group” from the IMAGE GROUPS menu.
- * Select a group folder (e.g.: Course #) and select or name the image group within the folder. At the bottom of that window decide to append these images to a pre-existing group, overwrite an old group or create a new group and save.
- * Image groups can then be viewed from the Search and Browse Collections page by selecting the folder from the Image Groups pull-down menu
- * To make your image groups available for student review you will need instructor privileges. Please contact Chrissa Lindahl, Scott Hamlin or Christin Ronolder for assistance.

Print & Download

- * To print an single image with descriptive information click the printer icon
- * To print an image group click VIEW in the menu bar and select “image group print preview”. (Option to print with full or partial data)
- * To download a single image click on the floppy disk icon to save a jpg file to a local computer.

Off-Line Viewer (OLV)

- * Most public & classroom machines have the OLV preinstalled. If not, click TOOLS in the menu bar and select Download Image Viewer. (For full installation instructions see: http://www.artstor.org/webhelp/Installing_the_Offline_Image_Viewer.htm)
- * To import a group of images from your ArtSTOR account, click on insert→ Image Group from ArtStor. To view a simple slide show, choose view → Image palate presentation
- * Due to the size of the image group download please remember to delete from the hard drive when finished.

Additional Help

- * Click HELP in menu bar on any screen
- * See troubleshooting and other advanced guides at: <http://www.wheatonma.edu/Library/HelpGuides/artstor.html>
- * Contact Chrissa Godbout, Scott Hamlin or Christin Ronolder

Exit/Logoff

- * Click Logoff and Click Exit to close ARTstor

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