ARTstor: Some Useful Information for Getting Started

ARTstor is a database of images for teaching and research developed by the Mellon Foundation. It is licensed to the SVA community through the Visual Arts Foundation. To use ARTstor, you need an SVA e-mail account (e.g. jdoe@sva.edu) and a computer with an Internet connection. The following is an introduction to the basic ways you can use ARTstor's current version (2008 updated summer 2010). For more advanced functions please refer to ARTstor's on-line "Help" documentation. Basic tutorials are also available on YouTube:

ARTstor Tutorials

How to Register for ARTstor
http://www.youtube.com/watch?v=oAIQsiINlAA

Creating an Image Group (slide show) in ARTstor
http://www.youtube.com/watch?v=Q0-ejfhJepM

How to create details in ARTstor and download into PPT
http://www.youtube.com/watch?v=ZzZECzRXZno

ARTstor to PowerPoint Tutorial
http://www.youtube.com/watch?v=ZzZECzRXZno

A YouTube link is also available from ARTstor's home page.

It is important to remember that ARTstor is licensed to the Visual Arts Foundation under specific conditions. It is your responsibility as an end-user to make sure you are in compliance with the terms and conditions of this license when using ARTstor images…please remember The Visual Arts Foundation is the licensing entity, not you personally! Please familiarize yourself with the "Terms and Conditions of Use" found in the link at the bottom of ARTstor's home page.

Important: to avoid the most common problems encountered when connecting to and working with ARTstor:

1. Make sure your computer is Java-enabled
2. Make sure your browser allows pop-ups for the ARTstor site
3. If accessing ARTstor from your own laptop or home computer, make sure your system meets the requirements posted on the ARTstor home page at http://www.artstro.org/using-artstor/u-html/requirements.shtml
4. Loading time of ARTstor's image files will depend on the speed of your connection and the traffic on ARTstor's servers when you log on. ARTstor image file sizes can be large, please be patient!

To register as a user and begin using ARTstor:

ARTstor works with both PCs and Macs through a variety of browsers. You can connect to ARTstor through the Visual Arts Library web page *** or go directly to www.artstor.org When the home page loads:
- click the button at the top right hand side marked "ARTstor Digital Library. Enter Here." This will take you to ARTstor's main access page.

To Register:

You can register from any computer on SVA's campus or from your home computer/laptop as long as you use your SVA email address.

To Register:
- Select log-in box "Enter Here" (located in upper right corner of the main access page)
- Select "Register for More Features" and follow instructions in the dialog box

The next time you visit the ARTstor site click the "Enter Here" button and follow the instructions in the dialog box. For more information on remote access to ARTstor see http://www.artstor.org/using-artstor/u-html/remote-access.shtml

To Browse Images:

Use the search box at the left of the main entry page. You can search all collections simultaneously or you may search a specific collection within ARTstor by selecting that collection from the drop-down menu just below the keyword search box under BROWSE. If you choose broad terms like "painting" or "photography" you may wind up with results that are too large to browse easily. To make your search more efficient, consider narrowing your search by selecting the Advanced Search button and using more specific terms such as "Manet" with "Still Life."

To Build an Image Group (formerly know as a slideshow): Your search results will appear in the form of a virtual light box.

- Click on the caption below the image to access the cataloging information (text)
- Click on the thumbnail (small size) to select an image (frame will turn orange)
- To unselect, click on the image again (frame will revert to neutral color)

There is no limit to the number of images you can select and images may be selected from several pages. When you have made your selection:

- Select the "Organize" button at top of light box screen
- Choose "Save selected images to" from the drop down menu
- Choose which type of "group" you want to use--another dialog box appears, asking you to create a folder and a group title. You can create a new group, add to, or overwrite an existing group. You can also open the group you have just created immediately in a separate window.
- Select "SAVE" or "SAVE and OPEN" (if you wish to continue working with this group) when you're done!

Image groups allow you to work with the selection of images you have chosen. Assign your image group a title, and arrange it or annotate it any way that is useful to you. Once you have created an image group, it is stored on ARTstor's servers, in a partition accessible only by you. The group will stay intact until you change, delete it, or you no longer have an SVA email account.

To rearrange an image group (including your search results):

- Select "Display Options" from the toolbar of an open image group and then choose "sort displayed images by"

Or

- Drag and drop images on the virtual light box screen
- Select "Organize" button when you are finished and click "Save Image Group"

To Enlarge, Zoom, Create Details, Pan, or Rotate an image:

- Double Click on the image to enlarge -- you may see a "percentage loaded" bar across the top of the image window—(how long it takes to download depends on the size of the image file and the speed of your network connection). Once the enlarged image is on your screen, there will be two rows of icons at the bottom of the new window.

To Zoom:

- Click the "plus" sign to zoom in, the "minus" sign to zoom out.
- Click the icon of the small square to return the image to its original size and position—

NOTE: when an image has been enlarged, a slide-sized reference image appears in the bottom right corner of the new window. Zooming in creates a red outline on the reference image. Drag the red outline within the reference image to select the area of the image being enlarged.

To Create a Customized Detail:

To the right of the zoom in, zoom out, and reset icons, are three "mode" icons (zoom, pan, rotate). The "zoom mode" allows you to create your own customized details.

- Click on "zoom mode," then use the cursor to outline a box around the part of the image you wish to enlarge.
- To save this Detail select the "save view to image group" button (just to the right of the floppy disc icon)

NOTE: in the dialog box that opens (beneath the image) make sure that the "Append image to existing group" option at the right side of the box is selected. Then select "Save" or "Save and Open" to continue working with this image group.

To Pan:
- Click on "pan mode" to move around the image once you have enlarged a section, by clicking/holding, and moving the cursor around in the enlarged image.

To Rotate:
- Click on "rotate mode" then on the selected image to rotate the selected image in any direction (note: the orientation of the thumbnail reference image does not change).

The zoom and pan features continue to function, even if the image has been rotated.

Other Useful Tools:

At the very bottom of the enlarged image window is another row of icons.

- Select the "information" icon to see all descriptive data associated with that image.
- Select the "full screen" icon to make the image as large as possible (or to return it to its original size).
- Select the "list" icon to see the titles of every image in your image group
- Click on a title in the list, and that image enlarges on the screen.

At the lower right edge of the image toolbar are three text buttons:

- Click the first button to hide the caption in the lower left.
- Click the second button to go to ARTstor's error report form--If you find an error, click there, and follow the directions on the resulting screen. Your comments on what needs to be fixed are forwarded to ARTstor's metadata staff.
- Click the third button to access ARTstor's terms and conditions of use.

In the light box screen, clicking on the caption to any image pulls up its related description. Note: Image data available for ARtstor images varies greatly because their images are gathered from many diverse sources.

When you click on a caption for a thumbnail image, across the top of the data are several tabs:
- The "**File properties**" tab gives you the technical specifications of the image—including its perpetual URL, which can be cut-and-pasted into another document if you need it.
- The "**Personal notes**" tab allows you to annotate any image you have selected. Personal notes are visible only to you.
- "**Instructor's notes**" will be active if you have arranged for instructor-level privileges. Instructor's notes are can be viewed by your students. To arrange for instructor level privileges send an e-mail to lgerety@sva.edu

Note:
If you plan to teach at an ARTstor-subscribing institution (other than SVA) and you want your students there to have access to your ARTstor image groups and instructor's notes created on your SVA account, you must register through that institution's license, and obtain local instructor-level privileges from that institution as well. Questions about transferring image groups from one institutional license to another should be sent to ARTstor's user services office (userservices@artstor.org).

Image Group Downloading Options:

- Image groups may be downloaded in full through ARTstor's proprietary software, the "Offline Image Viewer" (OIV version 3), for presentation purposes. For more information on the OIV see below.
- Images may also be downloaded in PowerPoint-ready format (1024 on the long side) to your desktop—or directly into PPT

To Download an Image:

- Select the "save" (disk) icon to download the image (at PPT-ready resolution) to your hard drive, stick drive, CD, or other portable media.

Note: If you download a group you have created or rearranged in the ARTstor database environment into the OIV or PPT, the group will download in the order in which it was last saved.

Important: An image downloaded into the OIV reverts to its original size and orientation. Customized details (e.g. enlarged or rotated) will not download into the OIV, however, they can be printed or download to your desktop. For more information on how to create details to download into PPT consider viewing: http://www.youtube.com/watch?v=ZzZECzRXZno

Downloading from ARTstor groups into PowerPoint

- Create an image group within ARTstor.
- Arrange images and add any annotations
- SAVE the image group
- Select the icon that looks like a screen with a pull-down ring in the center (similar to the slide show icon in PPT)
- Follow the directions to download your group to your desktop or directly into PPT.

The resulting PPT file will have a title screen with the name of your group, and one frame for each image. The text for each image, including your annotations, will appear in the "notes" box at the bottom of each slide.

For a more detailed explanation of the process see: http://www.artstor.org/news/n-htm/an-100512-tipfeature.shtml

Using the Off-line Image Viewer (OIV version 3.1)

The OIV is a proprietary software package that makes it possible to download and present ARTstor's large size image files. You may also add images from other sources to the OIV and use it as the presentation software for these images as well. It is similar to PowerPoint, but less complicated and easier to use. The OIV is already loaded onto some of the smart classroom computers at SVA and you may also download it to your personal computer. The OIV is completely portable. To download the OIV to your personal computer once you have registered as an ARTstor user:
- Click on "Tools" button at the top of the screen.
- Click "Download Off-line Presentation Tool," and follow the on screen directions.

Important specific systems requirements for using the OIV:

- Make sure you download the most recent version of the software
- Make sure the version you download is compatible with the computer you are using--the OIV does not work with all operating systems of all computers.
- If you have used the OIV before, and have presentations saved in earlier versions of the software, please note that you will not be able to open OIV 3.1 files in any earlier version of the software (although 3.1 does allow you to save a presentation in a "legacy" format and to open files created with earlier versions of the software).

Once the OIV is installed on your computer, open the program. Your screen will be divided into three windows (more about the function of these windows below):

- Image Palette
- Slide Sorter
- Slide Editor

The "Getting Started" dialog box will appear offering several download options.

Important: when working on your home computer with the OIV for the first time, set the image download preference to "medium" so that the downloaded image files do not crash your hard drive or processor.

To set the image size to "medium"
- Click the "cancel" button to close "Getting Started" box.
- Select the "ARTstor OIV" tab (in the upper left tool bar)
- Select "Preferences"
- Select the icon titled "Image Size"
- Select the radio button for "medium" in the dialog box. *You must close the program and re-open it for the preference change to take effect

Once you are back at the "Getting Started" dialog box:
- Select the "Create a presentation using ARTstor images" option. You will be prompted to log in to ARTstor and choose which of your image groups you want to download. The images will download directly to your personal computer, into the "Image Palette" window, along with all their associated data (text and any "personal notes" you have made).

Important Reminders:
- You must assemble images into a group <u>prior to downloading them</u> into the OIV
- The images <u>will download in the order in which you last saved them</u> when you created the image group
- The OIV does not give you direct access to the full ARTstor database, you may access only the image groups you created and downloaded.
- If you plan to add notes to the "Personal Notes" section you must do so <u>before downloading images</u> from ARTstor into the OIV. "Personal Notes" download with the image, but you CANNOT change them once the image has been downloaded to your own computer.

Once an image group has been downloaded to your own computer, you can rearrange the images, add images from other sources, and present images either as a PowerPoint-like slide show or as an "Image Palette" slide show.

To add images from other sources into the OIV:
- Select the "Insert" menu
- Select the option appropriate to the source of your local images
- Tell the OIV where the images are that you want to add to your image group and they will appear on the "Image Palette" window
- Added images will appear after the most recently selected image or at the end of the group if no image has been selected.

To import a PowerPoint presentation into the OIV:
- Select the "Import a PowerPoint presentation" button in the "Getting Started" dialog box, or use that menu option under "Insert" in the main toolbar. (PowerPoint presentations will download as text <u>and</u> image frames into the "Slide Sorter" window, but as <u>images only</u> into the "Image Palette" window.)

Important: you can open a PowerPoint file in the OIV, but you CANNOT open an OIV file within PowerPoint—it is a one-way function.

The Image Palette window allows you to arrange your images in the order you want them:
- Click to select an image, then drag and drop it wherever you want it.
- To delete an image, click on it to select it and go to the "Edit" menu, then choose "Remove slide."

Important: If you delete an ARTstor image, and want it back, you will need to return to ARTstor to download it again.

To annotate images that you have added from other sources (NOT the images you download from ARTstor):

- Click on the image to select it then right click (in a PC interface; control/click in a Mac interface).
- Choose the "Edit image data" option.

Right clicking also allows you to rotate or flip an image (this is only possible in the Image Palette window-- the changed image can then be used in the Slide Editor window).

Two ways to present images using the OIV:

Image Palette slide show--the screen can be split either vertically or horizontally, and zooming and panning features are available in both halves of the screen. Image data can also be called up in either half of the screen. The full slide show, arranged as you last saved it in the Image Palette, can be viewed in either section of the screen. To preview your slide show, select the small slide icon with the green triangle from the Image Palette toolbar.

Slide Sorter/Editor slide show—this part of the software works in conjunction with the Image Palette and is very similar to PowerPoint. Slide Editor offers a variety of pre-set slide templates to use when putting together a presentation. To add slides use the Add Slide button (icon of a slide with a plus (**+**) sign on it) available from the toolbars in both the Slide Sorter and Slide Editor windows, then drag and drop images from the Image Palette into the Slide Editor:

- Select the "Add Slide" button to get to the OIV's pre-set slide template menu.
- Choose the slide format you need—blank screen, text only screen, 1, 2, 3, or 4 images, with or without text, with or without the zoom and pan features (templates with zoom and pan capabilities have a magnifying glass superimposed on the template options).
- Select a template and click "OK" to insert that template into the Slide Editor.
- Drag and drop any image from the Image Palette into any part of the template in the Slide Editor.
- Drag and drop an image into a text box to transfer the text about that image into the slide template--text can then be added or edited, or deleted.

Finished slides show in the left frame Slide Sorter window, similar to PowerPoint. Slides can be re-arranged (drag and drop), deleted, added, at any point in the sequence of your presentation, in the Slide Sorter window. Deleting images from the Slide Sorter or Slide Editor windows does NOT delete them from the Image

Palette, but deleting an image from the "Image Palette" removes that image from all three windows.

Changing the default for OIV templates:

Slide templates in the OIV (Image Palette or Slide Sorter/Editor) are pre-set with a black background and all images are automatically sized to fit any template used. Text is pre-set to white on black and should be viewable in most classroom settings.

To change pre-set templates use the toolbar in the Slide Editor window or select "Format" from the menu options in the main toolbar. The default templates can also be edited under the "Preferences" menu (ARTstor OIV >Preferences>Slide Defaults).

Clicking on the slide with the green triangle ("view slide presentation") takes you directly to presentation mode. The first screen gives you an overview of keyboard commands, such as spacebar (moves forward one slide at a time), spacebar-shift (moves back one slide at a time), etc.

Saving your Slide Show:
When you have completed editing your slide show, it can be saved to a flash or jump drive, to a CD, or to your personal hard drive. You will NOT need to log on to ARTstor to open it (unless you want to add more ARTstor images). The slide show is saved with a .prs file extension.

Important: you CANNOT open the file in PowerPoint—ARTstor's highest resolution images can only be used in the OIV. If you are going to take the OIV on the road, it is a good idea to take the software with you, unless you know that the institution where you are giving your talk is an ARTstor subscriber, in which case they should already have the software available. For a full list of subscriber institutions see http://www.artstor.org/what-is-artstor/w-html/current-participants.shtml

Important: when uploading the OIV to any computer it must be Java enabled, and the pop-up blocker must be turned off if you think you will need to log on to ARTstor directly.

More information about using the OIV can be found under the "help" button in the main OIV toolbar. ARTstor has detailed information available for reference or printout and "Help" is accessible from any screen within ARTstor.

To Print Images:

- Select the printer icon to print out a low-resolution version of the image, and all its related descriptive text (note: two pages will print, one for the image and one for the text).

- When printing a Detail you have created—the image on the screen is what will print.