



ARTstor Training

Part II: Registered Users
and Remote Access

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Register a User Account

Register an Account

Registration is optional, but it permits you to save groups of images for future use. Registration is available to walk-in users as well as affiliated members of an institution.

Exercise

1. From the Welcome Page, click on the "Register" button on the right side of the screen under "Register/Login."
2. Enter your preferred email address and a password at least seven characters long.
3. Click the "Register" button.
4. A confirmation email will be sent to your email address and a "Registration Successful" pop-up window will open.
5. Click "OK" to proceed.
6. You will automatically be logged on to your new ARTstor account.

Image Groups

Create Image Groups

To save a group of images for future consultation, save them as an Image Group.

Exercise

1. Search for "self portrait" across all collections.
2. You'll retrieve more than 1000 results. In the dialog box that appears, click the "Advanced Search" button in the dialogue window. The Advanced Search box will open. Add the Geography term "North America" then click "Search."
3. Select images by single-clicking on several thumbnails.
4. Navigate to the next page in your search results using the navigation arrows in the upper left corner of the screen. Then, right-click with your mouse and select the option to "Select all images on page."
5. Single-click on any undesired images to de-select them.
6. Under the Image Groups toolbar menu, choose the option to "Save selected images to new group."
7. In the pop-up window which appears, keep the default Folder, "My Work Folder," selected and click into the field below "Group" to enter a name for your group.
8. The radio button to "Create a new group" will already be selected. Click the "Save" button.

Image Groups

Append/Delete images in Image Groups

You can append images to or delete images from a previously created Image Group.

Exercise

1. Search for “authors” across all collections using the keyword search at the upper-right corner of the page.
2. Select some images from your search results.
3. Under the Image Groups toolbar menu, choose the option to “Append selected images to existing group.”
4. In the pop-up window, leave the default Folder, “My Work Folder,” selected and use the drop-down menu under “Group” to select the Image Group you just created.
5. The radio button to “Append to Group” will already be selected.
6. Click the “Save and Open” button.
7. Single-click to select any unwanted images.
8. Right-click to display the menu and choose “Delete selected images from group.” In the confirmation window, click “Delete” to delete image(s).
9. Drag and drop your thumbnails to rearrange their order.
10. Go to the Image Groups toolbar menu and select the option to “Save Group.”

Image Groups

Append to Image Groups (alternative)

You can also open an Image Group in a separate window to drag thumbnails directly from search results into your group.

Exercise

1. Click on the Advanced Search toolbar button, then select "Advanced Search."
2. At the upper-left, enter the keyword "literature." At the upper-right, enter the date range of 1700 CE (AD) through 1950 CE (AD). Then choose the Geography term "North America" at the lower-right.
3. Click the "Search" button and view your search results.
4. Without leaving your page of search results, go to the Image Groups toolbar menu and select "Open Group."
5. Select the Image Group you previously created, and click the checkbox next to "Open group in separate window."
6. Click the "Open" button.
7. Drag thumbnails from your search results on the left into the Image Group window on the right side.
8. Click on the "Close" button on the Image Group Window to return to your original search results Thumbnail Page view. Your newly added images will be saved automatically.

Image Groups

View in Slide Sorter

In order to sort images in an Image Group that spans several pages, you can display the group in the Slide Sorter. The Slide Sorter will show all thumbnails without data captions in a single, scrollable page. The Slide Sorter is only available when there are more than 15 images in the group.

Exercise

1. Go to the Image Groups toolbar menu and select "Open group."
2. With "My Work Folder" selected in the Folder drop-down menu, choose your Image Group from the "Group" drop-down menu and click "Open."
3. Go to the View toolbar menu and select "View group in Slide Sorter."
4. Drag and drop images to sort them.
5. Select "Exit Slide Sorter" from the View menu. You will be prompted to save your changes before returning to the Thumbnail Page.

Image Groups

Present Image Groups

Image Groups can be displayed in the Image Viewer as a presentation.

Exercise


1. Your Image Group should still be open on your Thumbnail Page.
2. Either double-click on the first thumbnail or right-click anywhere on the Thumbnail Page and choose the “Display image viewer(s)” option from the menu that appears.
3. Expand the Image Viewer to full screen using the fourth icon in the lower section of the window ().
4. Use the navigation tools, also in the bottom right corner of the window, to step through your presentation and to display data when needed.
5. When you’re finished, close the Image Viewer.

Image Groups

Present Using Two Image Groups

Again, using the Image Viewer as a presentation tool, you can display two Image Groups at the same time.

Exercise

1. Keep your Image Group open on your Thumbnail Page.
2. Under the Image Groups toolbar menu choose "Open Group." Choose the folder "ARTstor: What Will I See" and select the Image Group titled "Photography."
3. Check the box to select "Open group in separate window" and click the "Open" button.
4. You now have two Image Groups open. Double-click on a thumbnail from the Image Group to the left to open one Image Viewer. Double-click on a thumbnail from the Image Group on the right to open a second Image Viewer window.
5. Keep the Image Viewer on the right side open while restoring the other Image Viewer from the taskbar. You may also right- (or "Control"-) click with your mouse on the Thumbnail Page and select the "Display image viewer(s)" option. You now have two Image Viewers open, each displaying images from different Image Groups. Use the navigation tools to step through both presentations.
6. Close both Image Viewers, then close the separate window using the "Close" button in the modified toolbar within the window.

Additional Features

View image URL

Every image has a unique and stable URL - or web link - associated with it. Use this URL to link to a specific image from a web page, online course reserves, or an email. In order to view the ARTstor image, users that click on this link must be within your institution's authorized IP range.

Exercise

1. With your Image Group displayed on your page, click the data caption beneath one of the returned thumbnails.
2. In the data window, click on the "File Properties" tab.
3. Double-click on the value next to the "Image URL" identifier.
4. Hit Ctrl- (or ⌘) C to copy that URL to your computer's clipboard.
5. Open a new web browser window, click into the address bar at the top of the new browser window, and hit Ctrl- (or ⌘) V to paste the URL from the clipboard, then hit Enter/Return.
6. The browser window will change to display the image in the Image Viewer window.

Additional Features

View Image Group URL

Every Image Group has a unique and stable URL - or web link - associated with it. Use this URL to link to an Image Group from a web page, online course reserves, or an email. In order to successfully view the ARTstor group, users that click on this link must be within your institution's authorized IP range.

Exercise

1. With your Image Group displayed on your page, go to the Image Groups menu and select "Display Image Group URL" from the menu choices.
2. A new window will open with the URL in a field, which begins "http://...".
3. Single-click on the URL to highlight and select it.
4. Hit Ctrl- (or ⌘) C to copy that URL to your computer's clipboard.
5. Open a new web browser window, click into the address bar at the top of the new browser window, and hit Ctrl- (or ⌘) V to paste the URL from the clipboard, then hit Enter/Return.
6. The browser window will change to display the first image in the group in the Image Viewer window.
7. Use the forward and back navigation tools along the bottom of the viewer to page through the images in the group.

Additional Features

Add Personal Notes

Registered users can add notes to any image. These notes are private and restricted to the individual user. You must be logged on to your account to view and/or edit these notes.

Exercise

1. With your Image Group displayed on your page, click the data caption beneath an image to open the Image Data window.
2. Click on the "Personal Notes" tab.
3. Click into the open area and enter your private notes. Then, click the "Save" button.
4. Close the data window using the "X" in the upper right corner.

Additional Features

Search notes and comments

When searching for images, you can search by your own annotations to ARTstor images.

Note: The Personal Notes we just added will not be returned in search results until the site is re-indexed. This can take a few hours.

Exercise

1. Click on the Advanced Search toolbar button and choose the "Search Notes and Commentaries" option.
2. To search for images that have Notes or Comments attached to them in the future, type your keyword(s) into the search field. Then, by clicking the checkboxes, you may choose to search "All Notes and Commentaries," "Instructor Commentaries," "Personal Notes." and/or "Student Commentaries." Click the "Search" button to view your results.
3. Return to the Welcome Page.

Additional Features

Display Image Group print preview

The Image Group print preview function will allow you to review and print an entire Image Group. This format displays thumbnails of the images with their accompanying data records or with added commentary or notes.

Exercise

1. With your Image Group displayed on your page, from the View toolbar menu, select "Image group print preview". Select either "Full Record," "Brief Record with Commentary," or "Brief Record with Personal Notes."
2. A new web browser will open, displaying the Image Group in the Print Preview format.
3. Select the printer icon from the toolbar of that new browser window to print a copy of the Image Group.
4. You can also select the "Save as ..." option from the File toolbar menu to download the html file and images for adding this page to a course web site.
5. Close the Print Preview window.

Additional Features

Accessing Password-Protected Folders

Users with Instructor Privileges can create Shared Folders to store their Image Groups. If you would like access to view the Image Groups in a password-protected Shared Folder, you'll need to get the password from the instructor who created the folder.

Exercise

1. From the Tools toolbar menu, select "Access shared folder."
2. In the form that opens, enter your last and first names and middle initial (optional). In the Password field, enter "artstor101" or other password provided for this purpose.
3. A confirmation message will appear that will tell you what type of access you have been granted and to which folder. READ (R) access indicates that you can now view Image Groups that have been saved to that Shared Folder. WRITE (W) access indicates that you can also create and save your own Image Groups into that folder.
4. This folder will now be available in the folder list on the Welcome Page under "View Image Groups" and when choosing to open a folder using the "Image Groups" menu button.
5. Find the folder titled "ARTstor: What Can I Do" and open the Image Group titled "The Modern Poster."

User Preferences

Edit user preferences

The User Preferences Manager allows you to edit the name, email address, and password associated with your ARTstor account. You may also set defaults for the display mode for browsing and viewing images in the Image Viewer.

Exercise

1. Select "Preferences" from the Tools toolbar menu.
2. Click on the "Change Password" tab to change your password.
3. Enter your old password in the first field.
4. Type in a new password that is at least 7 characters long. Type it a second time to confirm it.
5. Click the "Save" button and you will receive a confirmation message.
6. Click on the "Preferences" tab to change your image display settings. Click the button for "List Mode" and then click "Full Screen," then click "Save."
7. Close the User Preferences Manager by clicking the "X" in the upper-right corner or by clicking the "Close" button.

Accessing ARTstor remotely

Institutional Proxy Access

Many institutions provide remote access through a proxy server to controlled resources, such as ARTstor. This allows you to seamlessly access ARTstor in the same way that you would on-campus, but maintains the security of the institution's resources from the public.

There are different ways an institution can provide proxy access, but you must login through the proxy before coming to ARTstor. The library may provide an "off-campus" link for ARTstor on its website list of databases which will then prompt the user for their password/barcode before permitting access to the resource. Or you may have to login to the proxy before getting to the ARTstor link, such as having all of the databases behind the same password/barcode login.

Accessing ARTstor remotely

ARTstor Remote Access Grace Period

For registered users of ARTstor, you may access ARTstor from any remote location every 120 days after logging onto your account while on-campus or through your institution's proxy server.

Exercise

1. Register for an ARTstor account while you are on campus or logged onto your institution's proxy server.
2. Point your web browser to www.artstor.org from an off-campus location.
3. Click the link to "Search & Browse for Images."
4. When prompted, enter the email address and password for your registered account.
5. You will enter ARTstor and you will automatically be logged onto your registered account.

Accessing ARTstor remotely

Offline Image Viewer Access

Similar to the ARTstor website, the Offline Image Viewer (OIV) authenticates itself by IP address. When installing the OIV on an off-campus computer with an unrecognized IP address, you will be required to authenticate it using the e-mail address and password of a valid ARTstor account if you want to use ARTstor content to create presentations. Your ARTstor account must have time remaining in the 120 day remote access period in order to successfully authenticate.

You will be prompted to re-authenticate every 30 days unless you have connected to ARTstor through the OIV during that period, at which time the 30 day counter would have been reset. One way of connecting to ARTstor using the OIV is by downloading an Image Group that was created in ARTstor online. Each time you download an Image Group into the OIV, you will also be reauthenticating the program.