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 (last updated July 2017). For more advanced functions please refer to ARTstor’s online “Help” documentation. Basic tutorials are also available on YouTube:

ARTstor Tutorials
How to Register for ARTstor
Creating an Image Group (slideshow) in ARTstor + How to export ARTstor Image Group to PPT Presentation

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 on ARTstor’s website.

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 (or CLICK HERE to view).
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!

Before you Start
When you register for a user account, you must be on-site at your institution or logged in through your institution’s proxy server (typically a link on your library’s webpage).

To register as a user and begin using ARTstor:

1. Access the Artstor Digital Library by using your institution’s proxy link, or by typing library.artstor.org into your web browser while on the campus network.
2. In the Log In area at the upper right side of the screen, click **Register**

3. On the registration page enter a valid email address, password (passwords are case sensitive and **must not contain special characters**), your role at your institution, and the academic department you are affiliated with. Use the check boxes to opt-in or out of mailings and confirm your age. You can also register using your JSTOR registered user credentials. Simply register using the same email address and password you used when you set up your JSTOR account.
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.”

Create and Manage Private, Institutional or Shared with me Groups (Presentations)
Groups allow any registered user to save items to share, export, and add descriptive information. You can create, edit, and delete your Private or Institutional groups. To learn more about Groups, see: Groups Overview. Or watch a video about creating groups.

Open Your Groups
1. Login to your Artstor account and from the menu choose Browse > Image Groups, or Click Image Groups under the landing page Browse heading.

2. Groups you have created will be listed under Private or Institutional, depending if you selected to share them or not.

Create a Group
1. Log in to your Artstor account.
2. Search for items or browse collections to find items for your group.
3. Turn on Select mode by clicking on the checkmark icon. Click items to select them. Click again to de-select. *Items will be saved to your Group in the order that you select them.* There is a cap of 1,000 items per Image Group.
4. In the menu click Organize > Save Selections to New Image group.
5. In the dialog window:
   - Add a Group title
   - Add a Group description (optional)
   - Check the box to share the group with others at your institution (optional). If the box remains unchecked, the group will be private and viewable only with your user account login
   - Add tags (link here)
6. Click Save changes then choose Return to Search or Go to Group

**Add items to an existing Group**
1. [Log in to your Artstor account](#).
2. [Search](#) for items or [browse](#) collections to find items for your group.
3. Click Select  then click the center of the item thumbnails. Click Select again to turn off Select mode. *Items will be saved to your Group in the order that you select them.* There is a cap of 1,000 items per Image Group.
4. In the menu click Organize > Save Selections to Existing Group.
5. In the new dialog window, start typing the name of the group to which you wish to add your selections, or click the dropdown to select a group name.
6. Click Save Changes; then choose Go to Group or Return to Search

**Edit a Group Title, Description, Privacy setting or Tags**
1. Log in to your [Artstor account](#).
2. [Open your Group](#).
3. Go to the navigation menu and click Organize > Edit image group info.
4. In the dialog window you can edit the title, description, change the share settings, and add or remove tags.
5. Click Save changes. In the *Image Group Saved* dialog box, click Refresh Image Group. (CLICK BELOW IMAGE FOR GIF):
Delete a Group
1. Log in to your Artstor account.
2. Open a Private or Institutional Group
3. Go to the navigation menu and click Organize > Delete image group.
4. A dialog window will open, prompting you to confirm the deletion. Click Delete to complete the process.

Copy a Group
1. Log in to your Artstor account.
2. Open any Group (you can copy groups that are Artstor Curated, Institutional Collection Groups, or Open Collection Groups)
3. Go to the navigation menu and click Organize > Save image group as
4. In the Copy Image Group dialog window, give this group a title, or select from an existing title, then click Save Changes. You can have Groups that you manage, with identical Group names, or you can save the group with a new name (the group description will be copied but the groups tags will not).
5. To add tags to this newly copied group, choose Organize > Edit image group info.
Pro Tip! This feature makes it easy to collaborate with other registered users at your institution. Create and save copies of groups, then share the link with your collaborator.

**Sort Images in an Image Group**
1. Log in to your Artstor account and Open your Group.
2. Use the dropdown next to Sort to sort your group alphabetically by Title, alphabetically by Creator, chronologically by Date, or by Relevance.

*This sort is for viewing only—changes will not hold for the next time you open the group. If you have already rearranged items in your group, you will be unable to Sort the group.*

**Rearrange Items in a Group**
1. Login to your Artstor account and open a *Private* or *Institutional* Group.
2. Click the Reorder button 🅩 Your group will display on a single, scrollable page, which you can use to rearrange thumbnails, without having to move between multiple pages.
3. Drag and drop to rearrange your items.
4. Repeat these steps as necessary, then, save your changes by clicking Save order.

*NOTE: If you are not able to drag a thumbnail, the reorder button may not be clicked, or you may be trying to drag and drop images in an Artstor collection, a set of search results, or another user's image group. Since you do not have write access to these sets of items, you will not be able to drag and drop thumbnails.*

**Delete Items from a Group**
1. [Log in to your Artstor account.](#)
2. Open a *Private*, or *Institutional* Group.
3. Click Select ✅Click an item(s) thumbnail then from the menu choose Organize > Delete selections from Group.

**Share an Image Group**
Once you’ve created an image group, you can: [print it](#), download the entire group as [JPG files](#) or download to [PowerPoint presentation](#) generate a [stable URL](#) to embed in websites or an LMS, export it to the [Offline Image Viewer](#), open it on your [mobile device](#). Links to groups can be [shared](#).

**Shared with me Groups**
A private group can be shared with other logged in users at subscribing institutions, by [sharing the group URL](#). After logging in, the user receiving the shared link can paste or click the link, to view the group. The group will be accessible by them from the Shared with me groups section.

**Presenting with Other Tools:**
Digital Library images can be downloaded for use in classroom presentations and non-commercial educational uses. If you have a preferred presentation software (PowerPoint, Keynote, Prezi, etc.), please find your download options below.

**Presentation Options**
- [Download image groups directly to PowerPoint](#)
- Download single images and place them into your presentation tool of choice
- Download entire image groups as a zip file and insert them into your preferred presentation tools (Keynote, Prezi, etc.).

**Using the Offline Image Viewer (OIV version 4.1)**
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, see info below:

**Installing OIV**
With our new platform release, you can now download the OIV from this page on our support site. NEW for Release 4.1 Non-admin accounts can launch OIV on Windows machines, without requiring administrator login credentials, and without the User Account Settings being lowered in the computer’s default security settings. For PCs Fill out the form […]

**Importing Images to OIV**
On this page... Artstor Image Groups Local files PowerPoint presentations Artstor Image Groups To download an image group into OIV: Click Insert > Image Group(s) from Artstor... or click the “Download image group(s) from Artstor” icon, which is located in the upper left corner of the Image Palette. (It may take up to 24 […]

**Organizing and Managing Images in OIV**
On this page... Rearrange images Delete images Rotate images Print images Display data Edit data Upload images Rearrange images In the Image Palette, use your mouse to drag and drop image(s) to rearrange their order. You can move individual images or multiple images. Individual images Click on an image to select it. Hold down your […]

**Creating and Editing Slides in OIV**
On this page... Create New Slides From a Blank Template Generate New Slides from Selected Image(s) Work with Images on Slides Work with Text on Slides Work with Shapes on Slides Work with Slide Layouts Rearrange Slides Delete Slides Create New Slides – Best Practices In order to create the sharpest images in your OIV […]

**OIV Presentations**
On this page... OIV Presentation Options OIV Image Palette Presentation OIV Slide Presentation Dual-Screen Presentations OIV Presentation Options Once you’ve imported images to the OIV, you have several presentation options. You can present directly from the Image Palette without making slides, or you can create and edit slides which can be presented as an OIV [...]

Troubleshooting OIV
On this page... I am being prompted to reauthenticate OIV I use OIV on campus, but would also like to use it at home, or while traveling I would like to reuse slides I’ve already created in another OIV presentation I prefer colors and/or font settings other than the OIV defaults I would like to [...] 

About OIV
Artstor has developed the Offline Image Viewer (OIV), an alternative presentation software. OIV allows users to download much larger images from the Digital Library, at up to 3200 pixels on the long side. All Artstor participants have access to this software, which may be used with the over 1.8 million images in the Digital Library. [...] 

OIV Release Notes
Guide to New Features, Bug Fixes, and Known Issues Status Key (for Known Issues): Investigating: Our User Services and Technology teams are investigating the issue. Logged: Our Technology team has confirmed that a software update is needed to resolve the issue. Scheduled: The fix has been scheduled for a specific date. Resolved: The issue has [...] 

System Requirements for OIV
Please find below the technical specifications for OIV 4.0 Platform Memory Processor Speed Operating System Java PC 512MB required1GB recommended 1.5GHz required3GHz recommended Windows Vista Windows 8, Windows 10 5+ Mac OS X 256MB required1GB recommended 800 MHz required1.2 GHz recommended 10.7 (Lion) 10.8 (Mountain Lion) 10.9 (Mavericks) 10.10 (Yosemite) 5+ OIV is not compatible with Chromebooks. Popup [...] 

Saving and Sharing OIV Presentations
On this page... Save presentation Print presentation as PDF Export presentation Upload presentation Creating smaller presentation files Transport OIV files Save presentation Click on the “File” toolbar button. Click on the “Save” option. You may also use the Ctrl- (or ) S keyboard shortcut. Your computer’s directory will open. Use it to browse to the target [...] 

User Preferences for OIV
On this page... Preferences dialog Messaging preferences Workspace customization Preferences dialog Open the OIV and click Edit. Or, on a Mac, click Artstor OIV in the toolbar menu. Click Preferences... A new window will open, offering five different tabs for
editing user preferences. Please note: If you are not the administrator on your computer you [...]

**Guide to keyboard shortcuts, icons and shortcut menus in OIV**
These are the standard keyboard shortcuts and shortcut menu options for OIV. To access the shortcut menu for a particular workspace, right- or (Control-) click with your mouse within the desired pane or during your presentation. If you would like to assign different keyboard shortcuts to various functions, please see: Changing keyboard shortcuts. On this [...]

**OIV Authentication**
Each installation of the OIV must be authenticated the first time the program is opened, as well as every 120 days thereafter. Authentication only affects Digital Library content, and you can continue to use OIV with local content without authentication. But, as soon as you re-authenticate the software, Digital Library content will become available for [...]

**Guide to OIV toolbar menu options**
On this page... File menu Edit menu Insert menu Format menu View menu Help menu File menu New: Create a new presentation file. A new instance of OIV will open. Keyboard shortcut: Ctrl- (or ) N. Open...: Open an existing presentation file. A new window with your computer’s directory will appear. Browse to the location [...]

**Guide to OIV slide templates**
These are the slide templates available for slide presentations created from the Image Palette and from the Slide Sorter menu: The plain gray box is a placeholder for a static image. Lines represent text boxes. The magnifying glass on top of a gray box represents a zoomable image.

**Convert an OIV presentation to PowerPoint**
NOTICE REGARDING PERSONAL COLLECTIONS: With the release of our new Artstor platform, upload to a Personal Collection from OIV is disabled. If you need to share OIV presentations with students, please convert them to PDFs. Converting your OIV presentation to PowerPoint involves first uploading the OIV slides to the Digital Library, opening the slides [...]

**Download the OIV**
We now offer the OIV client as a download through this site. You are required to complete the form in the link below, after which the OIV download options will be presented to you. Begin the OIV download process Please note: Files created in OIV 4.0, 4.1 and 4.2 are not compatible with earlier (3.x, [...]

**OIV Error Message: no new objects found to download**
If you are attempting to create a new OIV presentation using Artstor images and you see this error message, it indicates that the group is still processing the images for OIV. New
groups and changes to existing groups can take up to 24 hours to become available for import to OIV.