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## GETTING STARTED GUIDE FOR FACULTY

### What is ARTstor?

ARTstor is a digital library of images, their associated information, and software tools designed to enhance teaching, learning, and scholarship. The ARTstor Digital Library contains approximately 400,000 images from a wide range of cultures and time periods, including images of architecture, painting, prints, drawings, sculpture, decorative arts, design, archeological and anthropological objects.

### How do I get to ARTstor?

You may go to the **Databases** tab on the **Sojourner Truth Library's** home page, <http://lib.newpaltz.edu/#Databases>, and select **ARTstor** from the list of electronic resources. After clicking on the appropriate link, you will see the ARTstor home page. While on campus, you may also point your web browser directly to <http://www.artstor.org> to go to the ARTstor home page.

Once you are there, click on the link to "Search and browse for images". After a few seconds, you will see the ARTstor Welcome Page, which provides you with a Keyword Search field, as well as descriptions of the various collections that make up ARTstor.

### What can I do in ARTstor?

#### ❖ Search for images

While on the Welcome Page, you can search ARTstor immediately by using the Keyword Search box in the upper left corner of the screen. Enter a search term or phrase in the blank field. There is no need to use "AND" in between words since ARTstor will automatically combine your terms. Select the collection you wish to search from the drop-down menu below, or choose to search across "All Collections." Click on the "Search" button and your search results will appear on the Thumbnail Page.

#### ❖ View images and data

Once you are on the Thumbnail Page, you may begin viewing images and their associated data records. You may display your search results or Image Group in Thumbnail or List Mode. Toggle between the two by going to View and selecting "Display images in Thumbnail Mode" or "Display images in List Mode". To view the data for an image, click on the caption beneath the thumbnail. This will open the Data Information window. To view an image, double-click on the thumbnail image itself. This will open the Image Viewer window.

While in the Image Viewer, click the Zoom Mode button () amongst the top right group of icons, and then anywhere on the image to zoom in for details. To zoom out, click the zoom out button () , located in the top left group of icons. If you would like to view the image full-screen, click on the Maximize Window icon () amongst the icons in the lower row. You may also use these icons to print () or download () a copy of the image that you are viewing. Once you download a copy of an ARTstor image and save it locally, you can import that JPEG into a Word document or a PowerPoint presentation just like any other image file.

### Why should I register for an ARTstor account?

If you have found images that you would like to save into a group for future use, you will have to register for an ARTstor account. Remember, registering for an account is completely *optional*. If all you would like to do in ARTstor is search and view images, you do not have to register.

To register, go back to the Welcome Page by clicking on the "Home" toolbar button in the upper left corner of the Thumbnail Page. Then, click on the "Register" button on the right-hand side of the Welcome Page. A Registration Form will open, prompting you to enter a valid email address and a password of your choice. When you are done, click on the

"Register" button and you will automatically be registered and logged onto your new account. From this point forward, whenever you return to ARTstor, you can log onto your account by clicking the "Logon" button immediately below the "Register" button on the Welcome Page. Make a note of the **email address** (\_\_\_\_\_) and **password** (\_\_\_\_\_) that you've used to register, so that you can remember it for the next time that you logon.

### How do I use my ARTstor account?

Once you have registered an account and are logged onto it, you have access to the following features:

#### ❖ Saving Image Groups

Find your images by keyword searching or browsing collections. When you locate an image that you would like to save, single-click the thumbnail so that it becomes highlighted in yellow. To de-select an image, simply single-click on it once more so that the highlight disappears. Once you have selected all of the images that you want to save, click on the "Image Groups" toolbar button and choose the option to "Save selected images to new group."

A new window will open, giving you the option to save an Image Group into a personal, private folder, called "My Work Folder," which was automatically created for you when you registered an account. Enter a name for your Image Group in the appropriate field, and click the "Save and Open" button (the "Create new group" radio button will be preselected). Your new Image Group will open on the Thumbnail Page. You may drag and drop the thumbnails to rearrange them. You may toggle between List and Thumbnail Mode by going to the View menu in the toolbar and selecting "Display images in thumbnail mode" or "Display images in list mode". You can continue to add images to this group by conducting more searches and selecting new images. To save these new images to your existing group, highlight the images you want, go to Image Groups in the toolbar, and select "Append selected images to existing group". The appropriate radio button will be preselected so you need only choose which group to save to, and then click "Save".

#### ❖ Adding Personal Notes to images

Registered Users may also add Personal Notes to any image in ARTstor. These notes are private and only you may view them when you log onto your ARTstor account. To add a personal note, double-click on the caption beneath the thumbnail image of choice. When you are logged onto your account, you will see an additional tab in the Data Information window marked "Personal Notes." Click on this tab to access a free text field where you may key in any commentary that you wish to attach to an image. You may also cut and paste text from another electronic document. Click the "Save" button to preserve your personal notes.

#### ❖ Downloading the Offline Image Viewer

The Offline Image Viewer (OIV) is a presentation tool that Registered Users can download by going to the "Tools" toolbar button and selecting the "Download Offline Viewer" option. You may use the Offline Image Viewer to give presentations using images that you found in ARTstor and saved into an Image Group. You can also incorporate any local images that you may have saved, so that you can present them alongside the ARTstor images. For more information, please see: [http://www.artsor.org/webhelp/Offline\\_Image\\_Viewer.htm](http://www.artsor.org/webhelp/Offline_Image_Viewer.htm)

### Why should I upgrade my account with Instructor Privileges?

In addition to all of the functions available to Registered Users, Instructor-Level Users have access to more advanced features. These include creating Shared Folders, Instructor Commentary, and Personal Collections. As with registering for an ARTstor account, upgrading to Instructor-Level Privileges is completely *optional*. If you do not wish to use any of the advanced functionality listed in the next section, you do not have to register for Instructor Privileges.

To register for Instructor Privileges, you must first be logged onto your ARTstor account. Go to the "Tools" toolbar button and click on the option to "Obtain Instructor Privileges." A form will open, prompting you for an Authorization Code and Password. To obtain the instructor privilege authorization code and password contact:

Susan DeMaio, [demaio@newpaltz.edu](mailto:demaio@newpaltz.edu), x3873 or Colleen Lougen, [lougenc@newpaltz.edu](mailto:lougenc@newpaltz.edu), x3729

After entering the Authorization Code and Password, click on the "Submit" button to complete the upgrade. Once you have been granted Instructor Privileges, you will notice that you have additional options available to you in the "Tools" toolbar menu. The "Obtain Instructor Privileges" option will now be grayed-out, since the upgrade will be associated with your account from that point forward.

## What can I do with my upgraded Instructor-Level account?

### ❖ Creating Shared Folders

Now that you have upgraded your account, you may create a Shared Folder to share your Image Groups with others at your institution. As a regular Registered User, you only had the option to save images into a private "My Work Folder" that only you could view when you logged onto your account. As an Instructor, you can create additional folders to organize your images, whether by topic, course, or project.

To create a Shared Folder, log onto your account, then go to the "Tools" toolbar button and select "Create Shared Folder". This will open a dialog box that will guide you through the process of setting up a Shared Folder. The first step is to give the folder a name. This may be the title of the course that you are teaching or a specific subject for research.

After clicking the "Continue" button, you will have the option to decide who will have Read Access to your folder. Read Access gives users who register to your Shared Folder the ability to view its contents, but not edit it. This would be the access level appropriate for students. If you click on the checkbox next to "Everyone at my institution," everyone at SUNY New Paltz will be able to see your folder in the "View Image Groups" drop-down menu on the Welcome Page. If you want to limit the number of people that will have access to your Shared Folder, choose "Selected users with password" instead. Enter a Password in the fields provided and then click the "Continue" button. You may create another level of password-protected access to your Shared Folder in the next window. Write Access may be granted to a teaching assistant or colleague, as it allows those users the ability to add and edit Image Groups within your Shared Folder. You can also elect to limit Write Access to yourself. When you are finished setting the access levels for your Shared Folder, click the "Continue" button. Keep track of the Passwords that you assign for Read and Write Access and remember to distribute them to the appropriate people, whether via printed syllabus or email communication. ARTstor User Services has also prepared a handout that you may edit and distribute to your students: [http://www.artstor.org/info/using\\_artstor/course/~FolderRegistration.pdf](http://www.artstor.org/info/using_artstor/course/~FolderRegistration.pdf).

The last step involves Work Folders. If you would like to automatically create folders for your students that are specifically related to your course, click on the radio button next to "Yes, create work folders" and type in an expiration date. You will have Read and Write Access to all of the Work Folders that you create for your Shared Folder, enabling you to have an online interaction with individual students concerning any of the images that they save into their Work Folder. This step is completely *optional* – if you do not want to create Work Folders, simply click on the "Finished" button. Once you have finished creating your Shared Folder, the folder name will be listed in the drop-down menus that appear when you try to open or save an Image Group.

### ❖ Managing your folders

As an Instructor, you can manage any of the folders that you have created, whether you would like to copy/delete Image Groups and folders, or change folder titles and Passwords. You may also monitor the user registrations to any Shared Folders that you created and password-protected. Go to the "Tools" toolbar button and select "Folder Administration" to launch a new window. Use any of the three tabs - "Folders/Groups," "Access Controls," or "Student Administration" – to enter your edits. If you did not make a note of the Passwords for your Shared Folders, you may refer to them in the "Access Controls" tab.

### ❖ Adding Instructor Commentary to images

As a Registered User, you have the ability to add Personal Notes, which are private and can only be viewed by you when you are logged onto your account. By contrast, Instructors may elect to add commentary to images that are shareable with others at their institution. As with Personal Notes, click on the caption beneath a thumbnail to access the Data Information window. In addition to a "Personal Notes" tab, Instructors will have access to an "Instructor's Commentary" tab. Use this free text field to key in notes that you would like to share. You may also cut and paste text from another electronic document. When you are finished entering your commentary, un-check the "Hide Commentary" box in the lower right corner of the window and click the "Save" button.

### ❖ Creating and managing a Personal Collection

All users with Instructor-Level Privileges have the ability to upload their local image and audio files into ARTstor, so that they may search and browse for their personal items alongside images in the ARTstor Digital Library. To begin uploading images to your Personal Collection, go to the "Tools" toolbar menu and select the "Personal Collection File Upload" option. A new window will open, giving you the opportunity to browse to the location of the file(s) that you wish to upload. You are allotted 1 GB of storage space and the supported file formats include: JPEG, GIF, TIFF, BMP, and PNG, as well as MP3.

CONTACT: SUSAN DEMAIO [demaio@newpaltz.edu](mailto:demaio@newpaltz.edu) 845/257-3873 (x3873 ON CAMPUS)  
<http://www.newpaltz.edu/~demaio/ARTstorSupport>

Once you have uploaded files to your Personal Collection, you may begin to manage it. Go back to the "Tools" toolbar menu and select "Personal Collection Administration". A new window will open to list all of the individual items currently in your collection in the right-hand panel. You may organize your Personal Collection by creating browsing categories for your items, which will be displayed in the left-hand panel. Click on the "New Category" button in the lower left corner of the window. A listing for "New Category" will appear beneath the "My Personal Collection" heading in the left panel - double-click on the title "New Category" to re-name it. Now, you can drag items from the right panel into the categories that you've created in the left panel.

Your personal files may have limited data attached to them, which you may want to edit and enhance. Select a title in the right-hand panel of the "Personal Collection Administration" window. Then, click on the "Edit Data" button along the bottom of the window. Another window will open to display a set of editable data fields. You may also set the access rights to your personal items here. In the lower right corner of the "Edit Data" window, you will see two checkboxes, "Limited Access" and "Institutional Access." "Institutional Access" means that your file will be viewable, searchable, savable, and printable for all other users at SUNY New Paltz. If you would like to limit those functions to yourself, choose "Limited Access." When you are finished cataloging your image, click the "Save" button.

### How do I use ARTstor Off-Campus?

If you are connecting to ARTstor from off-campus, ARTstor needs to validate that you are an authorized user of the database. One way to do this is to connect to ARTstor through the STL's website as described above: <http://lib.newpaltz.edu/#Databases>. When you click on the link to ARTstor from the library's list of electronic resources, you will be prompted to enter your **NPCUPID** and **password**.

All Registered and Instructor-Level Users have an alternative way of using ARTstor off-campus. Each time a Registered User logs onto their ARTstor account while on campus or connecting through a proxy server, they are given a 120-day Remote Access Grace Period. During this time, you may access ARTstor from anywhere in the world. Point your web browser to <http://www.artstor.org> and click on the link to "Search and browse for images." When you are off-campus, you will be prompted to enter the email address and password that you used to register your ARTstor account. As long as you've logged onto your account within the last 120 days, you will be able to go directly into the Digital Library. If you get a message that your Remote Access Grace Period has expired, you can reset it by logging onto your account, whether on campus or through the library's proxy server.

### What am I allowed to do with ARTstor?

Since ARTstor offers images gathered from many sources, users should be sensitive to the concerns of the content providers who make these resources available. When you are using ARTstor, you are subject to the Terms and Conditions of Use, which ask you to limit your use of ARTstor images to non-commercial, educational, and scholarly activities. For example, you may download a copy of an ARTstor image to illustrate a research paper or include in a classroom presentation. However, you may not post an ARTstor image on an unrestricted web site that is not password-protected or access-restricted. For further guidance on the Permitted and Prohibited Uses of ARTstor images, please see the ARTstor Terms and Conditions of Use: [http://www.artstor.org/info/about/terms\\_conditions.jsp](http://www.artstor.org/info/about/terms_conditions.jsp).

### How can I get help with using ARTstor?

First, check the ARTstor Technical Specifications to make sure that your computer is compatible: [http://www.artstor.org/info/using\\_artstor/techspecs.jsp](http://www.artstor.org/info/using_artstor/techspecs.jsp). One of the most common problems is being unable to open an image when you double-click on a thumbnail. Make sure that any pop-up blockers that you have installed are disabled, or hold down your "Ctrl" key while clicking on the image.

While working in the Digital Library, you can also consult ARTstor's online Help Index by going to the "Help" toolbar button and selecting the "ARTstor Help" option. The other options, "Ask a question" and "Report a problem," will launch web forms that you can use to contact ARTstor directly. ARTstor User Services is available for user support Monday through Friday, 9 AM - 8 PM, whether by phone (toll free - USA only: 888-278-0079) or email ([userservices@artstor.org](mailto:userservices@artstor.org)).

If you prefer to speak to someone at SUNY New Paltz, the local ARTstor User Support contact is: Susan DeMaio, Visual Resources Librarian, Dept. of Art History, 845/257-3873 (x3873 on campus), [demaio@newpaltz.edu](mailto:demaio@newpaltz.edu). To print another copy of this Guide and other ARTstor handouts and forms, go to <http://www.newpaltz.edu/~demaio/ARTstorSupport>.