

Getting Started in ARTstor

ARTstor Registration

From the welcome page, click on the Register button. This will open a Registration form. Enter your email address. This must be a valid email address from which you can send and receive email. Enter your email address a second time to confirm. Choose a password that is at least seven characters long. Enter the password a second time to confirm.

An email message will be sent to you at the address you specified in the form. Once it arrives, open the message and read the instructions. Please note that if you have any pop-up blocking software installed on your Internet browser, it must be disabled for you to complete the registration process.

If you can, click on the link in the email message which will return you to the ARTstor application. If the link does not appear as an underlined hyperlink or if clicking on the link directly generates an error message, copy the link and paste it into your browser address field.

LOGON

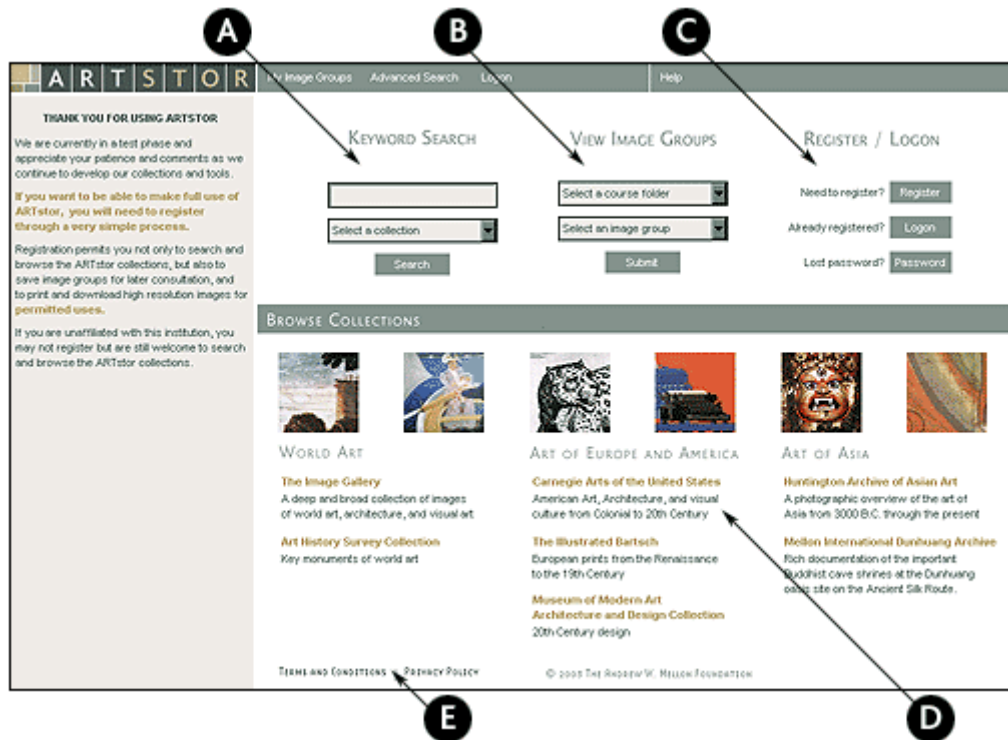
When you are returned to the ARTstor software, you'll then be prompted to log on with your email address and password. Once you complete the Logon Form, you have completed the registration process and are logged on to your ARTstor account. You can create Image Groups and save them into your Personal Folder.

Make it your practice to start each ARTstor session by logging in with your email and password so you'll always have access to the highest functionality ARTstor can offer.

Browse Collections

- D** To browse a specific collection, click on the name of the collection. Beneath each collection is a brief description of its contents. Clicking on the collection's name will take you to a **Collection Page** with a fuller description of the contents and categories by which the collection can be browsed.

Click on a letter below to find out more about each part of the Welcome page.

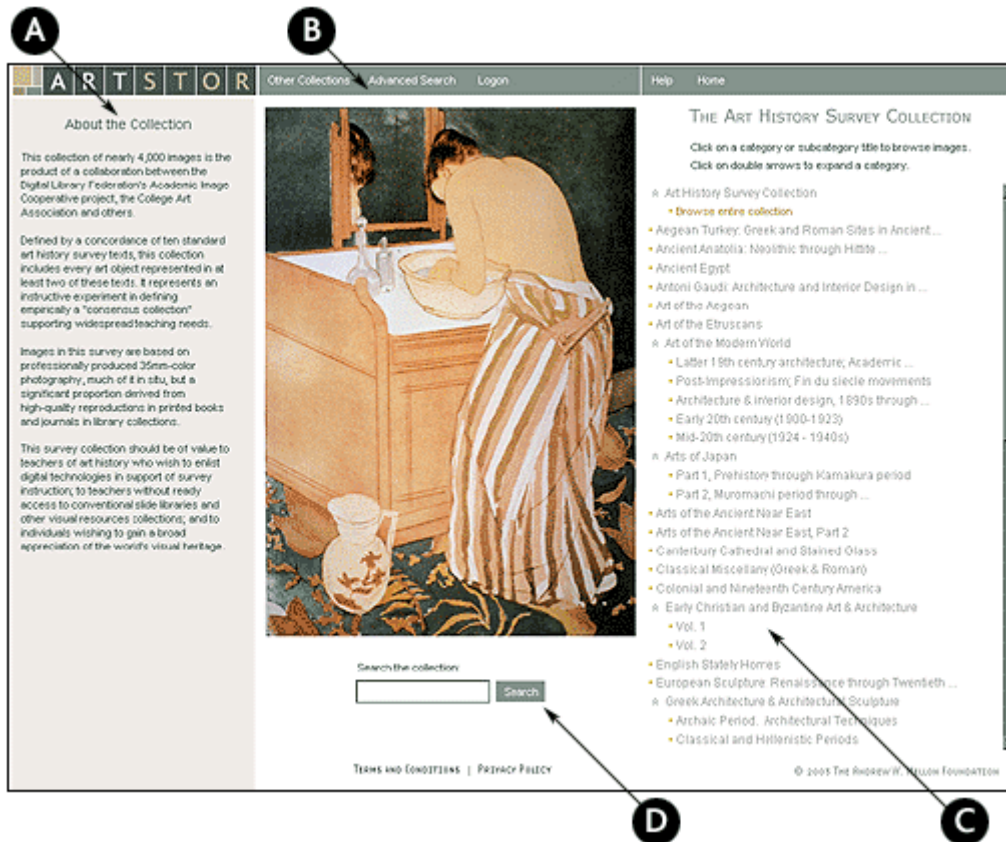


Search by Collections

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The **Keyword Search** is again available at the lower center of this screen. You can search the current collection by entering a word or phrase in the search field and clicking on the **Search button**.

Click on a letter below to find out more about each part of the Collection page.



Searching for images

There are two ways to search for images, keyword search and advanced search.

Keyword Search

You can perform a keyword search from the **Welcome Page**, the **Collection Page** or the **Thumbnail Page**. These keyword searches allow you to search by words or phrases that appear anywhere in the image data (title, creator, subject, etc.) You can search in a specific collection or category of a collection or you can search across all collections.

Enter a search word or phrase in the keyword search box. By default, ARTstor will only return pages that include all of your search words so there is no need to include "and" between words. Select the collection you wish to search from the drop-down menu or the radio buttons. Click on the Search button or press the Enter key on your keyboard to begin the search. The results will be returned on the **Thumbnail Page**.

Note: if you are on the Welcome Page and do not chose a collection to search, your search will be performed across all collections. If you are searching from a Collection Page, you will be searching within that collection.

Keyword Search Tips

Capitalization

There is no need to capitalize words in ARTstor, even in titles or creator names. When looking for Paul Klee, you may type:
'paul klee'

Articles

You do not need to use articles (a, the, le, la, etc.) before titles. For instance, when looking for "The Judgment of Paris", you may leave off "The" at the beginning of the title and search for:
"judgment of paris"

This includes foreign language titles as well. For instance, when searching for "La Primavera", you may leave off "La" at the beginning of the title and search:
"primavera"

Exact Phrase

To search for an exact phrase, put the phrase in quotes. For instance, when searching for the painting "Le Moulin de la Galette" by Renoir, type:
"le moulin de la galette"

Punctuation

When searching for phrases or words that include punctuation such as "self-portrait", you can either use the punctuation or leave it out. These searches will both yield the same results:
"self-portrait" and **"self portrait"**

Word Order

Unless your search phrase is in quotation marks, the order of words in your search phrase does not matter. These two search phrases will yield the same results:
"albrecht durer" and **"durer albrecht"**

Truncation

You can search using truncations or wild-cards with the special characters: **?** and *****.

The **question mark (?)** can represent one character:
"ren?" will match "rene", "reni", etc.

The **asterisk (*)** can represent zero, one or several characters:
"ren*" will match "rene", "reni", "renoir", "rendering", "renaissance", etc.

Please note that you can put **?** or ***** anywhere in a word.
"brueg*I" will match "bruegel", "brueghel", etc.

Advanced Search

Advanced search is available from the toolbar button on the [Thumbnail Page](#).

Boolean Logic AND, OR, NOT

Boolean logic is a system of logic designed to produce better search results by formulating precise queries. Boolean logic involves the operators: AND, OR, and NOT, which can be used to link words and phrases for more precise queries.

In keyword searching in ARTstor, the default operator is AND. You do not need to put the word AND into your search. As noted above, to search for two words such as rembrandt and prodigal you simply need to enter the search:

rembrandt prodigal

ARTstor automatically applies an AND search producing image records that have both of those words

An OR search is available in the advanced search in ARTstor.

OR searches retrieve records containing either one or more terms in different fields. If you are looking for Matisse artworks as well as images of Matisse, you can do an advanced search as follows:

In the Artist/Creator field search '**matisse**'

In the Subject field search '**matisse**'

Select the 'OR' from the bottom of the search box and click 'Search.'

Toolbar



Collections

If you are viewing thumbnails from a collection or search results and decide that you'd like to explore a different collection, you can open that collection from the toolbar - without having to return to the ARTstor Welcome Page. Click on the [Collections toolbar button](#) and then select a collection from the list. You will be taken to the [Collection Page](#) for the selected collection.

Image Groups

Click on the **Image Groups toolbar button** to see the options available to you for creating and changing Image Groups.

- *Open an image group*
Selecting this option will open a dialog box with two drop-down lists of those Folders and Image Groups that are available to you. Select a Folder from the list - the Image Groups contained in that folder will be available for selection from the Image Group drop-down list directly beneath.

Once an Image Group is selected from the list and you click the "Open" button, the dialog box will close and the images contained in the selected Image Group will be displayed on the thumbnail screen in groups of 15.

Note: If you are displaying an Image Group to which you have made changes, you will be prompted to save your changes before opening another group.

- *Delete selected images from group*
You can delete images from the displayed Image Group by selecting the images to be deleted and then selecting this "Delete selected images from group" option.

Note: The deleted selections won't actually be deleted from the Image Group until you save the changes to the opened group or open another group. In the latter case, you will be prompted to save your changes.

- *Save changes to displayed group*
Select "Save changes to displayed group" to overwrite the current Image Group with your changes. A dialog box will open to confirm the save process. Click "Yes" to complete the save. If you click "No" the dialog box will close and the changes to the Image Group will not be saved.

Alternatively, click on the "Save" button on the right side of the toolbar. A dialog box will open prompting you to confirm the save.

Note: If no changes were made to the displayed Image Group, the warning dialog will not be displayed when "Save changes to displayed group" is selected or the "Save" button is clicked.

- *Save displayed group as ...*
Select "Save displayed group as" to open a dialog box that will allow you to select a Folder and enter a new name for the Image Group.

- *Note: The presently opened course folder will be the default. If your chosen name for the Image Group already exists, a dialog box will open confirming that you want to overwrite the images in that Image Group.*

- *Save selected images into group*
Select "Save selected images into group" to create a new Image Group from selected thumbnails. A dialog box will open and prompt you to select a Folder and enter a name for your new Image Group.

Note: If an Image Group already exists with the name you enter, a dialog box will open confirming that you want to overwrite the images in that Image Group. You can save the selections and display the Image Group all at once by clicking on the "Save and Open" button.

- *Delete displayed image group*
The displayed Image Group can be deleted by selecting the "Delete group" list item from the Image Group drop-down list. A dialog box will confirm deletion.

Click "Yes" to proceed with the delete. If you click "No" in the dialog box, the dialog box will close and the Image Group will not be deleted.

- *Display group in Slide Sorter*
Select "Display group in Slide Sorter" to bring up a new version of the thumbnail page. This page will display a thumbnail for every image in the Image Group. Image data will not appear on this page. From here, you can drag and drop to re-order your thumbnails.
- *Sort displayed images*
Select "Sort displayed images" to sort the images in the displayed Image Group or collection by data values.
- *Rename displayed image group*
Select "Rename displayed image group" to change the name of the displayed Image Group.

Note: Each Image Group must have a unique name in a folder. If an Image Group is found that has the same name as that used to rename another group, a dialog will prompt you to enter a new, unique name.

- *Deselect all selected images*
This option will deselect highlighted thumbnails on the current screen of a collection category, Image Group or search result.

List Images

Clicking on the **List Images toolbar button** will open a list of the titles of all images in the current collection category, Image Group or search results. Clicking on a title will open that image in the **Image Viewer**.

Browse Collection

Clicking on the **Browse Collection toolbar button** will open a list of categories for the current collection. Clicking on a category will replace the contents of the **Thumbnail Page** with the thumbnails for the chosen category.

Advanced Search

Clicking on the **Advanced Search toolbar button** will open the Advanced Search page. From this page, you can search across all collections or within a single collection for an advanced search expression where you specify values for certain data fields and join them with AND, OR and NOT qualifiers.

Utilities

Most of these advanced features will be unavailable until Spring 2004.

Help

Clicking on the **Help toolbar button** will open the help pages.

Logon

Clicking on the **Logon toolbar button** will open the Logon page where you can enter the username and password with which you registered. Once logged on, you will be able to open and save groups to your Personal Folder and Shared Folders to which you have been granted access.

Shortcuts

Click on the **Shortcuts toolbar button** to see the shortcuts available to you for navigating through ARTstor and for creating and managing Image Groups.

- *Back*
This option will take you to the most recently viewed page.
- *Forward*
This option - only available when you have used the back option to go back to the most recently viewed page - will take you to the page you were on before selecting "back".
- *Go to ...*
This option will open a list of all previous viewed pages. Select a page from the list to be taken directly to it.

- *Deselect all images on page*
This option will deselect highlighted thumbnails on the current screen.
- *Select all images on page*
This option will select all thumbnails on the current page.
- *Sort displayed images by ...*
Select "Sort displayed images" to sort the images in the displayed Image Group or collection by artist/creator or title.
- *Delete selected images from group*
You can delete images from the displayed Image Group by selecting the images to be deleted and then selecting this "Delete selected images from group" option.

Note: The deleted selections won't actually be deleted from the Image Group until you save the changes to the opened group or open another group. In the latter case, you will be prompted to save your changes.

- *Append selections to ...*
This option will allow you to add any selected thumbnails to an existing Image Group.
- *Save changes to displayed group*
This option will overwrite the current Image Group with your changes. A dialog box will open to confirm the save process. Click "Yes" to complete the save. If you click "No" the dialog box will close and the changes to the Image Group will not be saved.

Alternatively, click on the "Save" button on the right side of the toolbar which will open the dialog box prompting you to confirm the save.

Note: If no changes were made to the displayed Image Group, the warning dialog will not be displayed when "Save changes to displayed group" is selected or the "Save" button is clicked.

- *Cut selected images*
This option will remove the highlighted images from the current Image Group and place them in the clipboard so that they can be pasted into another Image Group.
- *Copy selected images*
This option will copy the highlighted images from the current Image Group and place them in the clipboard so that they can be pasted into another Image Group.

- *Paste selected images*
This option will paste the contents of the clipboard into the current Image Group.

Clear

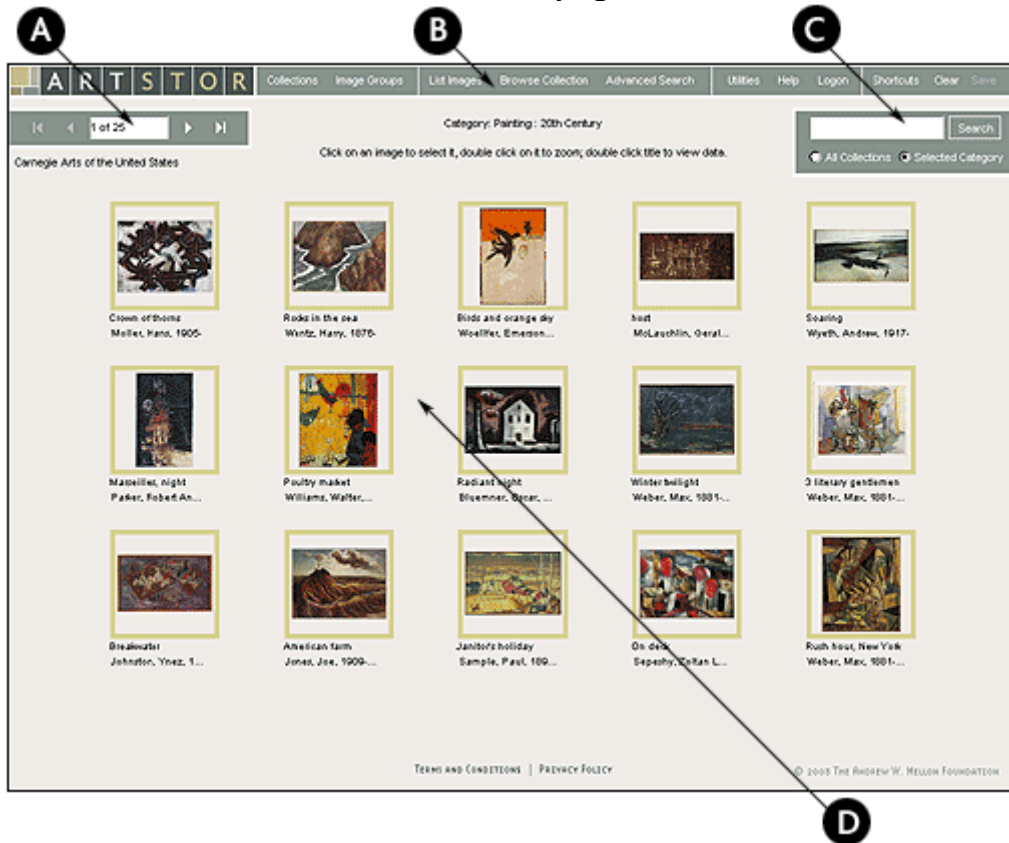
Clicking on the **Clear toolbar button** will deselect highlighted thumbnails on the current screen of a collection category, Image Group or search result.

Save

Clicking on the **Save toolbar button** will overwrite the current Image Group with your changes. A dialog box will open to confirm the save process. Click "Yes" to complete the save. If you click "No" the dialog box will close and the changes to the Image Group will not be saved.

Note: If no changes were made to the displayed Image Group, the warning dialog will not be displayed when the "Save" button is clicked.

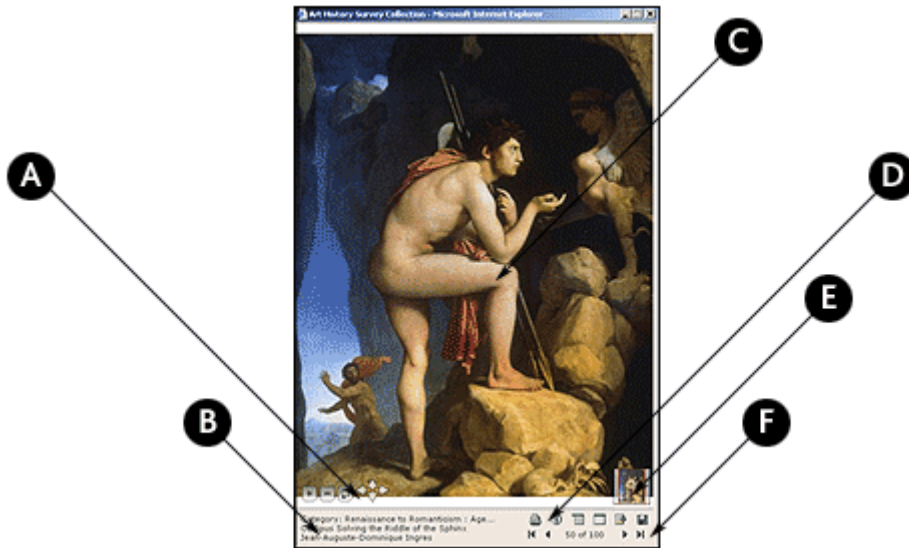
Click on a letter below to find out more about each part of the Thumbnail page.



Zoom and Drag

- C** You can also zoom in to view details of the image simply by clicking once anywhere on the image. Each time you click you will zoom in one more level. You can also click and drag on the image to pan to different sections of the image after you have zoomed in. This click and drag is the same action as dragging the red box within the **Thumbnail Map** in the lower right corner to see different details within the zoomed image.

Click on a letter below to find out more about each part of the Image Viewer.



Saving images to a group

To save images into an Image Group:

1. Select the images by single clicking on the thumbnail of each image you want to include in the group (the thumbnails will become highlighted in yellow when selected). You can find the images you want to put into a group by searching or browsing.

Note: if you do a search and select images from your search results, those images will remain selected even if you do another search. All selected images will be saved to the group.

2. After selecting your images, choose the "Save selected images into a group" option from the **Image Groups toolbar button**. This will open the Save page. Choose a folder into which to save your Image Group from the "Image Group Folder" drop-down menu. This may be a Personal Folder or a Shared Folder. Enter a name for your Image Group in the field under "Image Group". Choose "Create new Group" and click the "Save and Open" button.
3. Your Image Group will open in the **Thumbnail Page**. You can drag and drop images within the Image Group to re-order.
4. You can add images to your group through the same process noted above, except choose the "Append to group" button instead of "Create new group" in the Save page.

Image group as a presentation

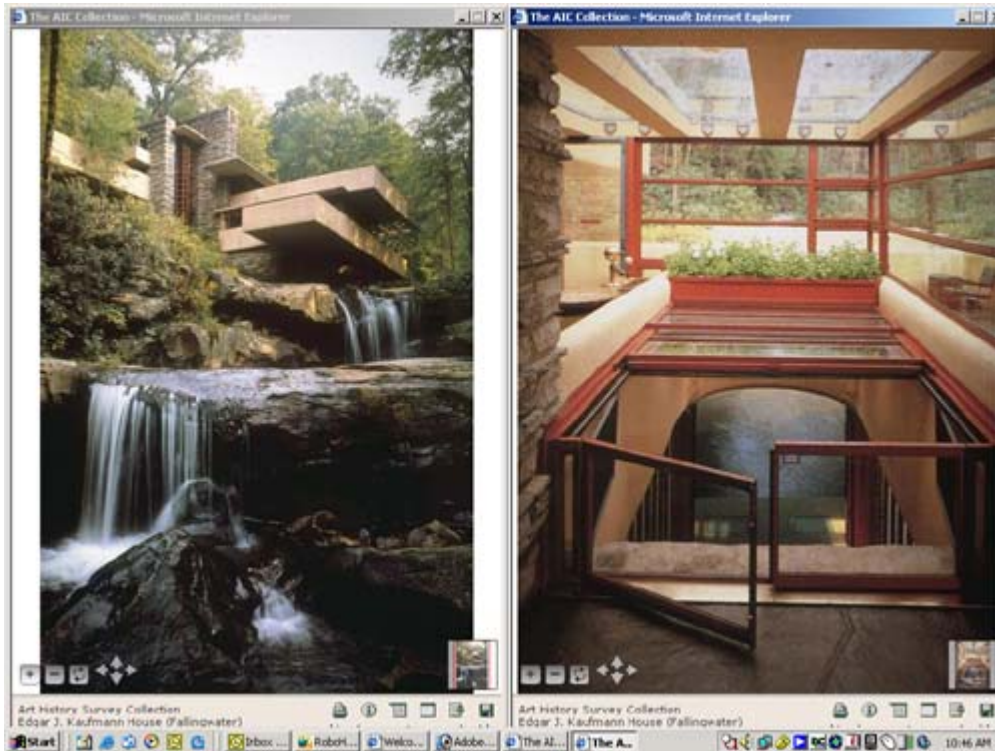
Presentations are viewed within the **Image Viewer**. To create a presentation you need to first create or open an Image Group.

Once you have opened an Image Group double-click on the first thumbnail image in the group. This will open the image in the Image Viewer. You can also open the Image Viewer by selecting the **Shortcuts toolbar button** on the **Thumbnail Page** and selecting the "Display Viewer" option from the menu.

Once in the Image Viewer you will see a set of **navigational tools** in the lower right-hand corner of the window. These navigational tools will allow you to step through the images in your Image Group sequentially

Side-by-side image comparisons

In ARTstor you can view two images at once on the screen for comparison purposes. This involves opening each image in the Image Viewer at half-screen.



1. Double-click one of the thumbnail images you wish to view in a comparison. The **Image Viewer** will open with that image displayed at half-screen.
 2. Double-click on the second thumbnail you wish to view. You may need to minimize or move the first Image Viewer window to be able to select the second thumbnail image. After double-clicking on that image a second Image Viewer window will appear.
 3. Both Image Viewer windows can be moved or minimized. Arrange your two Image Viewers as you want them to appear on screen. All the functionality of the Image Viewer (zoom, pan, scroll, download, etc.) is available even when two images are displayed.
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