

To access your class reserves **shared folder**, you will need to be registered and logged on to ARTstor. If you have any problems with ARTstor see [Getting Started Using ARTstor](#)



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Step 1 Register with ARTstor

NOTE: You must register for ARTstor on campus. After the initial registration you may use ARTstor anywhere as long as you have UCSD proxy access (see <http://www-no.ucsd.edu/documentation/squid/>).

To register for an ARTstor account, you will first need to enter the ARTstor Digital Library. To do this, point your web browser to www.artstor.org and then click on the 'launch' button in the "Search and browse for images" box in the lower right corner of the page. This will open the ARTstor Digital Library and take you directly to the Welcome Page.

1. From the Welcome Page, click on the "Register" button in the top right-hand side of the screen. This will open a registration form. **Note: If you have any pop-up blocking software installed on your Internet browser, it must be disabled for you to complete the registration process.**
2. 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.
3. Choose a password that is at least seven characters long. Enter the password a second time to confirm.
4. Click on the "Register" button. Once you do this, you will automatically be logged on to your ARTstor account. In addition to all usual search and browse functions within the ARTstor Digital Library, you can now create Image Groups and attach Personal Notes and comments to images.

Note: Once you are logged on, you will notice that the Welcome Message no longer reads, but will greet you with your email address. If you are ever unsure whether or not you have logged into ARTstor, check the Welcome Message in the bottom left corner of your screen.

Step 2 Register for access to your class 'Shared Folder'

1. Obtain the shared folder password from your Professor (or Teaching Assistant). **Please note: this is not your proxy or ARTstor password but a password created by your professor to enable you to see the class shared folder.**
2. Once you have logged on to ARTstor, go to the "Tools" menu on the toolbar and choose the "Access Shared Folder" option.
3. In the Shared Folder Registration form that pops up, enter your last name and first name, as well as the password in the fields provided. Click on the "Register" button to submit your registration.
4. A confirmation message will appear, informing you that you have successfully registered to the named folder, as well as what type of access you have been granted. After you click "OK" in the confirmation message, you should see that Shared Folder listed in the "View Image Groups" drop-down menu on the Welcome Page.

Once you have accessed the class shared folder you may zoom, export, and print images. You may also print image groups for "flash card" type study purposes.

To do this open the Image Group that you want to print and then select the "Image group print preview" option from the "View" toolbar menu. You can choose to print all of the data associated with the images, in which case, select the "Full record" option. In order to view brief data information - which will include the Creator, Title, along with any Instructors' comments - choose the "Brief record" options.

This will launch a print-ready browser window that contains a header with the title of your Image Group, followed by thumbnails of the images accompanied by their full (or brief) data records. Click the Print icon at the top of the window (or select the "Print" option from the "File" toolbar menu) to print out your Image Group.

To exit ARTstor click the 'Logoff' button at the top of the screen, then the 'Exit' button to return to your browser.