

# ARTstor Tips for UHM Students

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## ❖ System Requirements

Browser requirements to use all of ARTstore's features: later version of Flash Player, Java, Quicktime Player, and disabling pop-up blocker. See the system requirements page: [http://help.artstor.org/wiki/index.php/ARTstor\\_Tech\\_Specs](http://help.artstor.org/wiki/index.php/ARTstor_Tech_Specs)

## ❖ Accessing ARTstor

Go to the Hamilton Library website (<http://library.manoa.hawaii.edu/>). Click Voyager (under "Research Tools") and search "artstor". By clicking the link at "Web Site/Electronic Resource", you will be prompted to enter your UH username and password. Once you see the ARTstor front page, click "Enter Here" (top right). Click "Log in" or register as a new user.

**NOTE:** Once you made an initial access through the Library website, you will have an option to access ARTstor remotely (off-campus, or without accessing through the Library) for a semester period. Go directly to: <http://www.artstor.org/>

## ❖ User Registration

Click "Not Registered?" at the right top on the ARTstor digital library front page. Follow registration instructions.

## ❖ Browse Collection

- Click "Find" on the top menu, and select "Browse ARTstor by".

Geography – by country

Classification – by medium (e.g. Paintings, Sculpture, etc.)

Collection – by collection name of contributing organizations (e.g. The Metropolitan Museum of Art Collection)

Featured Groups – by sample topic (subject) (e.g. American Studies, Language and Literature, etc.)

Public folders created by instructors at UHM

- Subject Guides

Useful subject guides to learn about collections. (e.g. Photography, Design, American Studies, Asian Studies, Renaissance Studies..., etc.). Go to this link: <http://www.artstor.org/subjectguides>

- *Collection descriptions*

You can see each collection description, collection size and the progress status at:

<http://www.artstor.org/what-is-artstor/w-html/collection-status.shtml>

## ❖ Search

- *Search by Keywords*

Enter terms in the Search box. Characters such as \* (**wildcard**) and \_ (**character wildcard**) can be used to broaden queries; **quotation marks (" ")** can be used for exact phrases.


Search in All Collections, or within an Image Group by using the drop-down menu next to the search box.

- *Advanced Search*

Click "advanced search" link, or click "Find" on the top menu and select "Advanced search". You can narrow your search by year range, geography, classification, etc.

- *Narrow / Save Your Search Results*

Once you get search results, you can refine your search by entering another term(s) and selecting “**Within this search result**” in the drop-down menu next to the search box.

Click the triangle next to “Sort by” to change the order of results (by Relevance, Title, Creator or Date). By clicking the  plus icon, you can filter the results by Classification and Geography. Also, slide the pointers in the timeline bar to narrow the years.


*New!*


You can **save** your filtered search for future use by clicking “My saved searches” under the search window.

- *Search your personal notes*

Go to “Find” and select “Search notes”.


## ❖ Viewing Search Results


Double click a thumbnail to open the image, and click the  icon to view the full record with annotations.


You can switch to the larger thumbnail view by clicking the  icon below the search box.


**Personal notes** can be entered by clicking the image caption below the small thumbnail, or “View Full Record” buttons on the large thumbnail view.


- *Meaning of icons for special features* (Click the icon to use the feature)

 There are multiple images for this piece from which you can choose

 “You may be also interested in...” – related artwork by the artist or the time period

 IAP (Images for Academic Publishing) – high quality images for use in scholarly publications free of charge

 3-D images – view a piece from various angles

 QTVR (QuickTime Virtual Reality) – explore a panoramic perspective of architecture or historical sites

## ❖ Viewing password-protected folders made by instructors

If your instructor notifies you of a **password-protected folder** for you to view, go to “Find” and select “**Unlock password-protected folder**”. Enter your name, and the password from the instructor. The folder will automatically appear on your image group list under “Unlocked Folders”. Go to “Organize” and “Open image group” to view.

If your instructor entered **instructor notes** to an image, you can view it by clicking the caption of the image. If instructor notes are in multiple images in an image group, go to “Share” and select “Print image group”. Select either “Full record” or “Brief record with instructor notes” to see the notes at once.

## ❖ Save and Organize Image Groups in ARTstor

Highlight desired images (single click). You can go to the next page to select more images.

When finished, right click, or go to “Organize” to select “Save selected images to”.

Name the image group, and click “**My Work Folder**” (your private folder) to save the image group for future use.

(\*Image groups under your work folder can be viewed only by you.)

If you check “Open group in separate window” and click “Save & Open” in the Save window, the image group opens in the half of the screen. This **split screen** allows you to **drag images** to add more images from search results to the image group. You can also drag images to rearrange within the image group.

To save a **detail view** of an image, zoom in the image and click the Save icon; it downloads the detail view onto your computer. It can also be saved to an image group.

## ❖ Share your image group with other UHM users

Share a single image:

Click the image caption below the thumbnail. Click “File properties”, and copy the URL in “Image URL”. Email the URL to those who you wish to share the image. (\*Viewers have to be registered on ARTstor.)


Share an image group:

Open an image group. Go to “Share” on the top menu and click “Generate image group URL”. Copy and email the URL to those who you wish to share the images. (\*Viewers have to be registered on ARTstor.)

### ❖ Download, Print, and Present Images

- *Download an image or an image group onto your computer*

*New!*

To download an entire image group (up to 150 images), open an image group and click the  icon on upper right. To download a single image, double click a thumbnail to full view, and click the Save icon. A zip file with a .JPEG file (image) and an .HTML file (description text) will be downloaded to your computer. Change the file names for easy access later.

- *Print single image with description text*

Open an image in full view, and click the Print icon.

- *Print an image group*

Open an image group, and go to “Share” on the top menu. Select “Print image group”. The options are: full record; brief record with instructor notes; or brief record with personal notes.

- *Download an image group directly to PowerPoint*

Open an image group, and go to “Tools”. Select “**Export image group to PowerPoint**”. Exporting is limited to 2,000 images per semester period.

Each image in the image group will be downloaded on each slide, and the text data in the Notes field.

**NOTE:** PowerPoint 2007 or higher is recommended. If you only have Office 2004 or earlier, download a conversion application, or use a free file conversion website (e.g. <http://zamzar.com/>) to convert the .pptx file to the .ppt format. If you are using Keynote on Mac, open the downloaded .pptx file on Keynote.

- *Create an OIV (Offline Image Viewer) presentation – Alternative to PowerPoint*

OIV is free software created by ARTstor. It enables you to create presentations with very high-quality images allowing you to easily zoom-in to details while presenting. You can download ARTstor images as well as upload your own images to OIV to make presentations.

**NOTE:** OIV software must be installed on the computer(s) to use it. Download the OIV software by logging in ARTstor, selecting “Tools” on the top menu and “Download offline presentation tool (OIV)”.

### ❖ Save Citations for Images

Just like citing your bibliographic sources, **you need to cite any images used in your paper/thesis/website**. ARTstor automatically creates citations for selected images or image group.

To save citations, select images by single clicking thumbnails, and right click, or go to “Tools” and click “Save citations for selected images”. You can also save citations for an entire image group.

To view or export saved citations, go to “Tools” and select “View and export citations”. You have options to export directly into reference management tools such as EndNote, send to email, or save as .txt and .html.

## ❖ Other Free Image Resources on the Web

Excerpt of a list of other sources that complement ARTstor's collections. See more extensive list on the Hamilton Library's **LibGuides**: <http://guides.library.manoa.hawaii.edu/art>

- **UH Manoa Library – Digital & Digitized Collections** <http://library.manoa.hawaii.edu/research/digicoll.html>  
Downloadable images from Archives and Manuscript collections, the Asia Collection, artworks from the Jean Charlot Collection, the Rare collection, and resources related to Hawai'i and Pacific culture and history.
- **Oxford Art Online** (*free at UHM only*) <http://micro189.lib3.hawaii.edu/ezproxy/details.php?dbId=53051>  
Searchable index from the vast content of **Grove Art Online** (online dictionary) and Oxford art reference publications. Click the "Images" tab on an article to see images as well as links to images on other websites.
- **DPLA (Digital Public Library of America)** <http://dp.la/>  
A portal that cross-searches collections (images, sounds, maps, etc.) in libraries, archives, and museums in the U.S.
- **Europeana** <http://europeana.eu/>  
A portal that cross-searches collections (images, sounds, maps, etc.) in libraries, archives, and museums in Europe.
- **American Memory** (Library of Congress) <http://memory.loc.gov/>  
Browse by topics such as immigration, American expansion, Presidents, and War. Includes still and moving images, sound recordings, maps, etc., which document the American experience.
- **World Digital Library** (Library of Congress & UNESCO) <http://www.wdl.org/>  
High-resolution images of manuscripts, maps, rare books prints, photographs, etc., around the world.
- **Timeline of Art History** (Metropolitan Museum of Art) <http://www.metmuseum.org/toah/>  
Great source for academic study. Artwork information for world-wide locations and thematic essays.
- **Wikimedia Commons** <http://commons.wikimedia.org/>  
A social repository making available public domain and freely-licensed educational media files (images, sound and video clips). Some prestigious museums and archives around the world are sharing historical photograph images.
- **Google Cultural Institute** <https://www.google.com/culturalinstitute/>  
*New!* Growing projects such as **Art Project** and **World Wonders Project** that allows walking through art museums or historic sites with the "street view". Offers no download but incredible zoom-in feature for artworks.
- **Artcyclopedia** <http://www.artcyclopedia.com/>  
A fully searchable index of artists and art movements that provide links to images of the artists' works in museums and other websites. Notable useful websites linked are: **World Images** (California State University IMAGE Project), **Artchive** and **Athenaeum**, which often have images unavailable in ARTstor.
- **artasiamerica** (Asian American Arts Centre in NYC) <http://artasiamerica.org/>  
The history of contemporary Asian American art in the U.S. In addition to many artwork images, related documents (artist's statements, reviews, essays, etc.) are also downloadable for educational purposes.

\* Some museums have made their works of art images *Open Access* and freely available. Check out websites such as **LACMA**, **NGA Images**, **National Portrait Gallery**, **Yale Museum**, **NYPL Digital Gallery**, **British Museum**, and **Victoria & Albert Museum**.