

ARTstor Tutorial

Register for an Account

Enter the ARTstor Digital Library: <http://library.artstor.org/#/home>

1. Register for an account on the upper right
([http://support.artstor.org/?page_id=52#Registering for an Account](http://support.artstor.org/?page_id=52#Registering_for_an_Account))
2. Use your school email. The password does not have to be your school password.
3. Hit "Register"

You now have an account that you can view, download, create and export groups and share links and to content on and off campus (remote)

Video Instruction:

<http://support.artstor.org/?article=access-registering-troubleshooting>

ARTstor Introduction: *Navigation Bar, SubHeadings and Keyword Searching*

Navigation Bar: Home, Browse, Organize, Share, Support
Search Functions: [Keyword Search](#) or [Advanced Search](#) Options

Advanced Search:

Under search box click on Advanced Search

Advanced Search Options to narrow search:

- Type keyword or term and select drop down boxes
- "Use quotes in beginning and end of terms to receive exact keywords"
- Depending on the case, select Boolean operators "AND, OR, NOT"
- Use Dates
- Make a selection within the Geography, Classification, and Collections area boxes
- Click Search

Advanced Search Options to broaden search:

- Use drop down boxes
- Depending on the case, select Boolean operators "AND, OR, NOT"
- Use * or \$ at the end of search terms instead of using plural endings (e.g. chair*, design\$)
- Select broad range of dates or do not fill in date information

- Do not select boxes within Geography, Classification, and Collections
- Click Search

Image Group Search:

- Login to your account
- Click on Image Group or click on Tags
- Browse by Private, Institutional, ARTstor Curated, Shared with Me. Select the Image Group you are searching for
- Click to open

Create and Share Image Groups:

- Click select
- Then select images
- Click on Organize
- Select All on Page, Save selection to New Image Group or Save selections to Existing Image Group
- If it's a New Image Group, create a title and whether you want to share this group with the entire institution (public) or just you (private)
- Click Save

Video Instruction:

<http://support.artstor.org/?article=organizing>

Exporting Groups to PowerPoint (one image or several images):

Once you have found the Image Group that you need you can:

- Share Menu and select Download Image Group or Download icon on the far left
- Pop-up window will ask Download PPT or Download ZIP
- Download PPT and either Save or Open
- Image citations will be in the Presenter Notes section

Video Instruction:

<http://support.artstor.org/?article=sharing-presenting>

<http://support.artstor.org/?article=finding-viewing-downloading>

ARTstor Quick Guide: <http://support.artstor.org/wp-content/uploads/2014/05/Getting-Started-in-the-new-Artstor.pdf>

ARTstor Mobile:

Same directions apply for all mobile devices