



## **ARTstor Basics**

*Adapted from the ARTstor website.*

### ***What is ARTstor?***

This document provides a basic introduction to using the ARTstor Digital Library, a new library database containing approximately 300,000 visual images and related catalog data, derived from sources such as libraries, museums, photographic archives, publishers, slide libraries, and individual scholars. Initiated at the Andrew W. Mellon Foundation, ARTstor is designed to be used by researchers, students, and faculty in a variety of fields, as well as by art historians. For instructions on using advanced ARTstor features, please consult the Advanced ARTstor Guides prepared by FCLD or the ARTstor documentation.

The images in the ARTstor library have been cataloged with subject headings that will be useful across a variety of fields. Using ARTstor's tools, instructors and students can view and analyze images, use zooming and panning features for close-up detail, and save groups of images for use in lectures, handouts, PowerPoint presentations, or student projects.

### ***How do I access ARTstor?***

ARTstor is located on the Libraries Database page. To access it,

- Log on to the library homepage: <http://library.hartford.edu>
- Click on "Databases" on the right side of the page.
- Select "Art & Architecture" from the drop down menu and click "Submit."
- Click on "ARTstor" the list of links that appears.



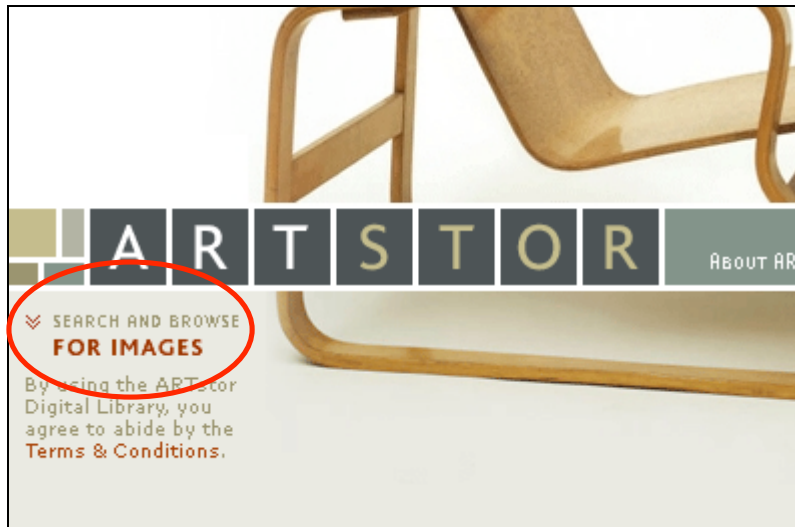
***Figure: Database Link on Library Homepage***

If you are accessing the Libraries Database page from off-campus, you will need to enter your University of Hartford e-mail username and password to continue.

**IMPORTANT:** You will need to disable any popup blockers before entering ARTstor. If you are a Mac user, it is recommended that you use OS 10.3 and the Firefox browser. For best results, set your computer display to 32 bit color.

### ***The ARTstor Welcome Page***

Once you have entered ARTstor, click on “Search and Browse for Images” in the lower left corner of the page to enter the ARTstor collections and search for images.

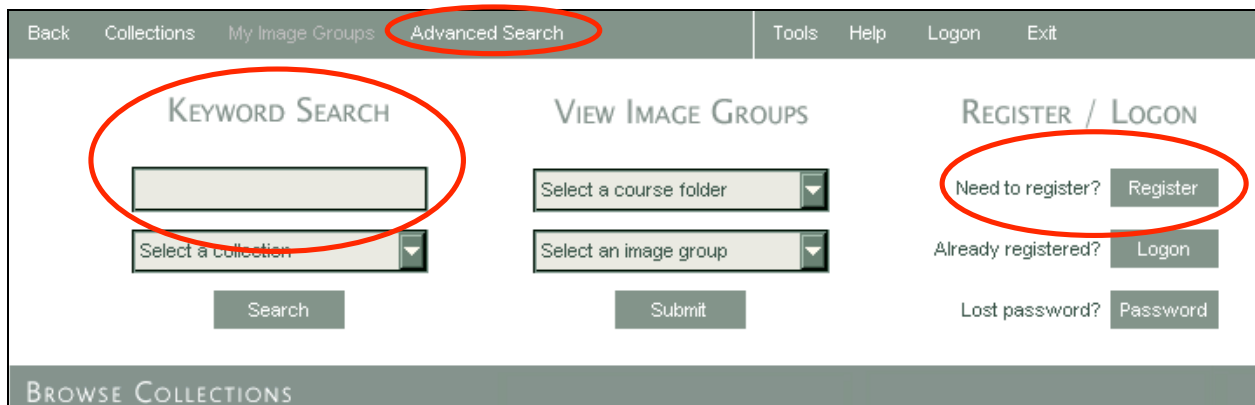


*Figure: Link to ARTstor search page*

This will lead you to ARTstor’s **Welcome Page**. From the welcome page, you can do a quick browse or search for images by keyword or by collection. Or, if you wish to use the advanced features of ARTstor such as Image Groups (folders of images created by instructors and students), then you can register and logon with your e-mail address and password.

While you do not need to register for basic searching or browsing, registration allows you to create image folders for your students or set up presentations. See the next page for information on registering for ARTstor.

**Note:** If you are accessing ARTstor from home, you need to enter the site through the library’s database page <http://library.hartford.edu> in order to have full access to the site. If you access ARTstor’s homepage <http://www.artstor.org> from home, you will have only limited access to ARTstor’s features.



*Figure: The ArtStor Welcome Page with Keyword Search, Advanced Search and Register Button*

You can always return to the Welcome Page by clicking on the ARTstor logo in the upper left corner of the screen or the on "Home" toolbar button at the top of any page.

### ***Registering for ARTstor***

Although all University of Hartford students and instructors can access images through ARTstor, registering for ARTstor will allow you to access additional features such as Image Groups and the Offline Image Viewer (a tool for viewing saved ARTstor images offline). To register, click on the "Register" button on the right side of the Welcome Page. You will be asked to enter your e-mail address and create a password.

Click on the "Register" button when you are done. Once you do this, you will automatically be logged on to your ARTstor account. The Welcome Message at the bottom left corner of the screen will now list your e-mail address. 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.

If you want to have instructor privileges on ARTstor to set up course image folders and instructor comments for your students, please contact Anna Bigazzi at (860) 768-4397 or by e-mail at [bigazzi@hartford.edu](mailto:bigazzi@hartford.edu) for the authorization code.

### ***The Collections***

The images in ARTstor's library are divided into several **collections** according to the theme and subject of the art and the source of the image. In addition to a general image collection, ARTstor has several specialized collections for images of architecture, illustration, Asian art, etc. Each collection is divided into a number of specific categories, allowing for detailed results that can be used across a variety of disciplines.

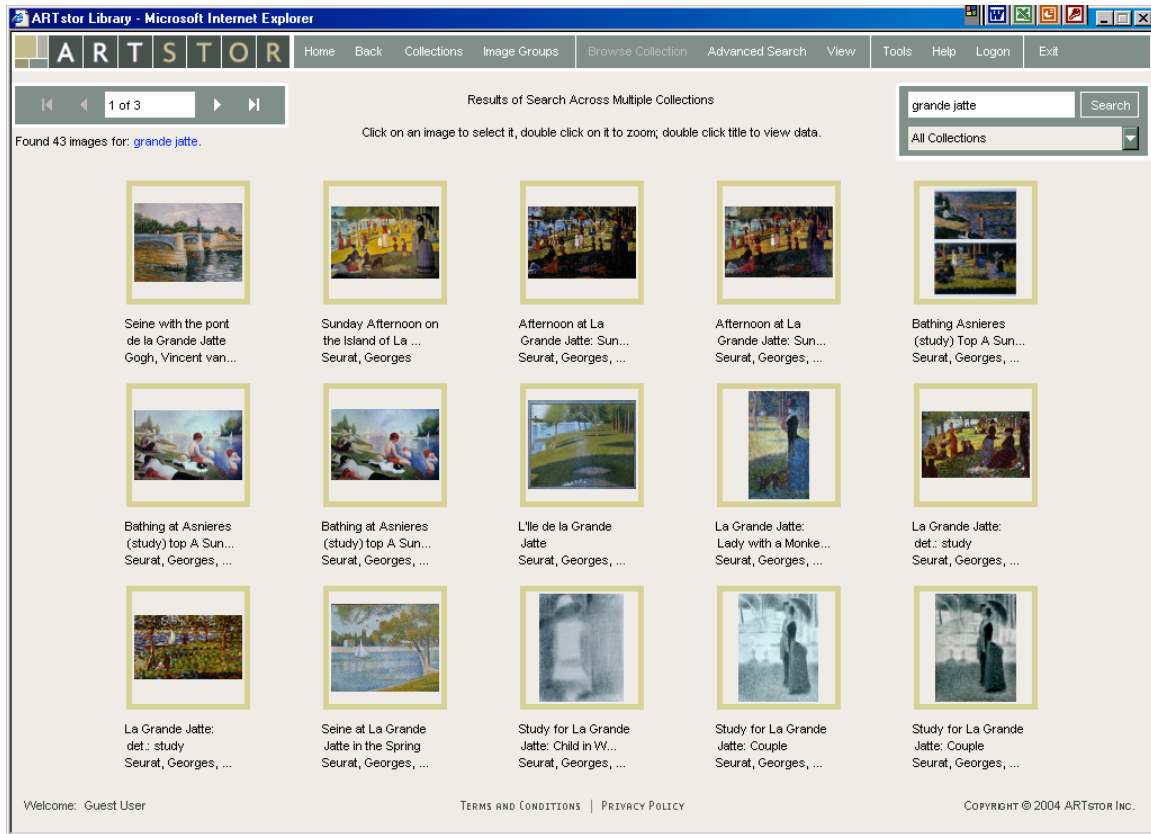
When searching for images, ARTstor will search across all of its collections by default. If you would like to search within a specific collection, you can select one from the menu on the Welcome Page.

### ***Searching for Images***

You can search for images on ARTstor in three ways:

- by using a general keyword search,
- by searching for specific data such as title or artist,
- or by browsing through the collections.

**Search by Keyword.** Enter a search word or phrase in the keyword search box on the Welcome Page. Click on the “Search” button begin the search. Your results will be returned on a **Thumbnail Page** (see below):



**Figure: Thumbnail Page**

**Note:** If you are on the Welcome Page and do not choose a collection to search, your search will automatically be performed across all collections. If you are searching from a Collection Page, you will be searching only within that collection. Images may be listed in more than one collection. In many cases, it is easier to search all collections than to choose a specific collection.

**Advanced Search.** Advanced search is available on all pages from the Advanced Search toolbar button. The Advanced Search window will allow you to search within a particular collection and/or within specific data fields (e.g. Title, Creator, Location, Subject, etc.). The Advanced Search also allows you to search with Boolean operators (AND/OR/NOT) to link words and phrases for more precise results.











**Browse by Collection.** In the bottom half of the Welcome Page, you will find a list of the collections that make up ARTstor, along with a brief description of their contents. To browse a specific collection, click on the name of the collection. This will take you to a Collection Page, which contains a more extensive description of the contents and categories by which the collection can be browsed.

### Viewing Images

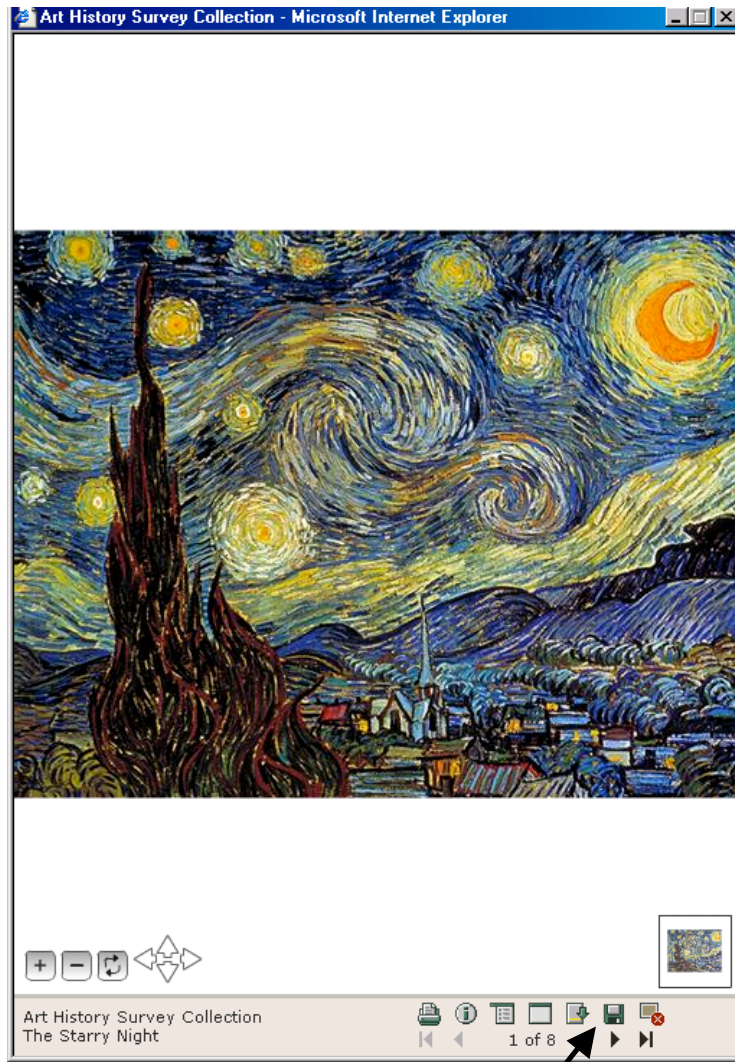
While on the Thumbnail Page, double-click on a thumbnail to view a larger version of the image in the **Image Viewer**. This is a window that allows you to analyze images, or view a series of images from an image group, collection, or your search results. Up to two Image Viewers can be displayed side-by-side, thereby allowing for image comparison during presentations.

**NOTE:** *If you do not get a new window with a larger version of the image, you probably have a pop-up blocker enabled. You will need to turn off your pop-up blocker in order to continue. Call ITS at 768-5999 for assistance.*

The Image Viewer offers you the following tools:

	<b>Zoom:</b> Click on the + or – buttons to zoom in or out, or on the arrow button to return to the original image size.
	<b>Pan:</b> Click on the arrow buttons to move around the image.
	<b>Thumbnail Map:</b> Click on any part of the thumbnail map to zoom in to that portion of the image.
	<b>Print:</b> Prints the image.
	<b>Image Data Window:</b> Displays information about the image, such as artist and medium.
	<b>List Images:</b> Lists images in your search results or image groups.
	<b>Maximize Window:</b> View a full-screen version of the image.
	<b>Remove Controls:</b> Hides the tool menu.
	<b>Save Image:</b> Downloads and saves the image to your computer.
	<b>Report Error:</b> Click to report an error with the image information.

NOTE: If the images in the Image Viewer appear to be blue, check to be sure you have set your computer display to 32-bit color.



*Figure: ARTstor Image Viewer      Save to Disc icon*

***Downloading and Saving Images***

To download an image to your computer, click on the disk icon in the lower right corner of the Image Viewer (see above).

You will be shown a window that asks you to agree to the Terms of Use. Once you have clicked on the link and read the Terms of Use, click on the “I Accept” button to continue.

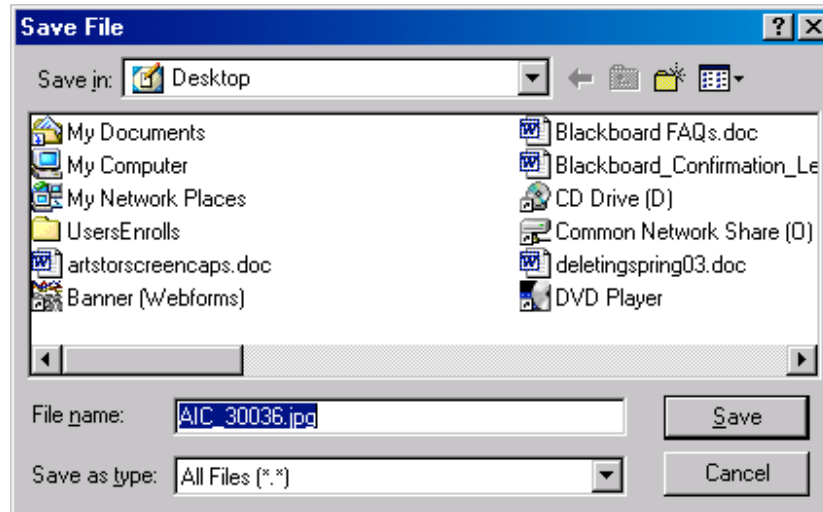
You may then get a security window that asks, “Do you want to trust the signed applet distributed by Artstor Inc.?” Click “Yes” to allow the download to continue.

You will then be asked to save the image to your computer. Type in a name for your file (the default name is the name of the collection and a number), choose a location on your computer to save the image, and click the “Save” button.

ARTstor will save two files to your computer:

- A JPEG file containing the image
- An HTML file with data about the image, such as the image name, the creator, and the medium.

These files can be added into handouts and PowerPoint presentations, or uploaded to Blackboard.



*Figure: The Save File Window*

**Note:** ARTstor images may be used for non-commercial purposes only. For more information, please review ARTstor's Terms of Use: [http://www.artstor.org/info/about/terms\\_conditions.jsp](http://www.artstor.org/info/about/terms_conditions.jsp)

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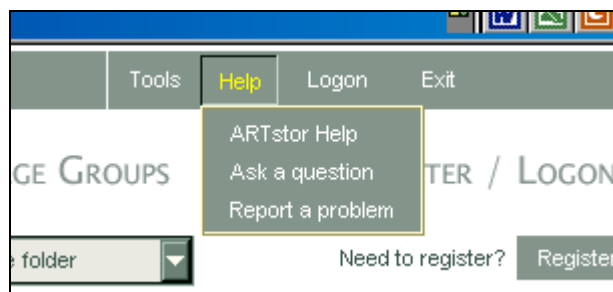
## Getting Help with ARTstor

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ARTstor is hosted on the University Libraries database and run by Mortensen Library. For questions regarding ARTstor, or to obtain instructor privileges in ARTstor, please contact Anna Bigazzi, Art Reference Librarian. **Phone:** (860) 768-4397 **E-mail:** [bigazzi@hartford.edu](mailto:bigazzi@hartford.edu)

ARTstor instructions, guides and documentation can be found by clicking on the **Using ARTstor** link found on the home page of ARTstor. ARTstor also has a **Help** button at the top of each screen. The Help function will lead you to the following options:

- **ARTstor Help:** Search and browse through Help topics.
- **Ask a question:** Browse Frequently Asked Questions or e-mail a question to ARTstor.
- **Report a problem:** Report inaccurate information or image problems to ARTstor.



*Figure: ARTstor Help Button*

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## Getting Help with Technology at the University of Hartford

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### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and support to faculty and staff who are using technology in instruction. FCLD administers the Blackboard Course Management System. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Please call 768-4661 to schedule appointments. **Director:** Lorelle Wilson

**Phone:** 768-4253      **Email:** [feld@hartford.edu](mailto:feld@hartford.edu)      **Website:** <http://uhaweb.hartford.edu/feld>

### **Information Technology Services (ITS)**

#### **ITS Help Desk – Computing Center**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, and grades).

**Phone:** 768-5999      **Email:** [its@hartford.edu](mailto:its@hartford.edu)      **Website:** <http://uhaweb.hartford.edu/its/>

### **Media Technology Services (MTS) – Harry Jack Gray Center 111A**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** 768-4643 (Main) or 768-4662 (Tech Line)      **Website:** [www.hartford.edu/mts](http://www.hartford.edu/mts)