



# ARTstor Training

Part I: Introduction

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# Introduction to ARTstor

What is ARTstor?

ARTstor is a non-profit organization created by The Andrew W. Mellon Foundation. ARTstor has developed a digital library of images and associated descriptive data. ARTstor also provides software tools to enable active use of the images. The tools support a wide range of uses including analyzing images, saving groups of images online, and creating and delivering presentations both online and offline. This is a resource available only for non-commercial, educational uses.

# Introduction to ARTstor

## Resources for using ARTstor

ARTstor provides resources for end-users, faculty, library, and IT staff in the "Using ARTstor" section of the public website, [www.artstor.org](http://www.artstor.org), as well as online help at [www.artstor.org/webhelp](http://www.artstor.org/webhelp).

### **Resources available:**

- Instructional handouts
- Best practices guides
- Training presentations
- Remote access information
- Training policy
- Support policy
- ARTstor User Support Contact information
- Report a problem form

# Introduction to ARTstor

## Entering the ARTstor Digital Library

Users from participating ARTstor institutions can enter the ARTstor Digital Library through a link on our public website.

### Exercise

1. To enter the ARTstor Digital Library, click the “Search and Browse for Images” link at the lower-right corner of ARTstor’s public website, [www.artstor.org](http://www.artstor.org).
2. If you receive a pop-up message asking you to login with your ARTstor e-mail address and password, then you are entering from either off-campus or through an unrecognized IP address. If you have an ARTstor user account, enter your e-mail address and password. If you do not, you will need to create one in ARTstor the next time you are on-campus or your library website may provide remote access through a proxy server or VPN.
3. You may also see a pop-up message indicating that pop-up blocking software is installed on your browser. Pop-up blocking software will prevent pop-up windows from opening inside ARTstor, including images and the Help menu. In order to permit these windows, you will need to disable pop-up blocking or set your browser to allow pop-ups from [www.artstor.org](http://www.artstor.org).

# Introduction to ARTstor

## **There are three levels of access for ARTstor users.**

### **Unregistered users**

- No registration or logon are required
- Able to search, browse and analyze images and data
- Able to open and view the contents of institutionally-shared folders
- May download and use the OIV Basic presentation software, available on our public website

### **Registered Users**

- Registration is required with e-mail address and password
- Able to save images into groups and add personal notes to images
- Able to download the Offline Image Viewer presentation software, permitting use of ARTstor content in offline presentations
- Provided with renewable 120 days of remote access to your ARTstor account

### **Instructors**

- A one-time upgrade to an existing user account with an access code and password available from the institutional ARTstor contact is required
- Able to create folders for sharing images with students and colleagues
- Able to add shareable comments to images
- Able to upload local image and .mp3 sound files into ARTstor Personal Collections

# Introduction to ARTstor

## What Will I see in ARTstor?

### Images

- Digital images browseable by collection, classification, geography, and Image Group.
- ARTstor's definition of "art" is all-encompassing. It includes architecture, painting, photography, prints, drawings, sculpture, decorative arts, graphic design, as well as archeological and anthropological objects.

### Image descriptions

- Descriptive data about each digital image including information such as creator, title, object date, creator birth/death dates, geography, and classification. Most data also include subject headings to allow searching by topics.

### Software tools

- Software tools allow users to save images into groups, print copies of images, create stable URLs for linking to images, and create online or offline presentations.

# Introduction to ARTstor

## Collections

- The Image Gallery – over 400,000 images with content from:
  - Museums
    - Image and data content provided directly from museums, including images previously part of the AMICO Library
  - Libraries and Scholars
    - Library of Congress Collection
    - Ghiberti's Gates of Paradise Collection
    - Italian and European Art from the Scala Archives
    - Cuban Heritage Collection from the University of Miami Libraries
    - Illuminated Manuscript Collection from the Princeton University Library
    - Islamic Art and Architecture Collection from scholars Blair, Bloom, and Denny
    - Farber Gravestone Collection from the American Antiquarian Society
    - Vesalius Anatomical Illustrations
  - The University of California, San Diego
    - Significant portions of the UCSD well-photographed and professionally-catalogued slide library

# What will I see in ARTstor?

## Other Collections

- Art History Survey Collection**
  - Nearly 4,000 images defined by a concordance of thirteen standard art history survey texts
- Carnegie Arts of the United States Collection**
  - A collection documenting the history of American art, architecture, visual, and material culture
- Hartill Archive of Architecture and Allied Arts**
  - Images documenting the history of Western architecture from early antiquity to the present and from the Middle East to the Americas
- The Huntington Archive of Asian Art**
  - Asian art and architecture documented by art historians John and Susan Huntington over nearly three decades both in the field and in museums
- The Illustrated Bartsch Collection**
  - Nearly 50,000 images of Old Master European prints from the 15<sup>th</sup> to the 19<sup>th</sup> c.
- The Mellon International Dunhuang Archive**
  - High-quality, digital reconstructions of the mural paintings and related art and texts from Buddhist cave shrines in the Gobi desert
- Museum of Modern Art Architecture and Design Collection**
  - Architectural drawings, models, and photographs, graphic design materials and three-dimensional design objects from the Museum of Modern Art, New York
- Native American Art and Culture from the National Anthropological Archives, Smithsonian Institution**
  - Historic photographs documenting Native American subjects (portraits, scenes, etc.) made from 19<sup>th</sup> c. glass plate negatives
- The Schlesinger History of Women in America Collection**
  - Documentation of women's history by professional and amateur artistic and documentary photographers

# Using the ARTstor Digital Library

## Basic Search for Images

On the Welcome Page, begin searching the Digital Library using the Basic Search. To search into a specific collection choose from the dropdown menu below the search box.

### Exercise

1. From the Welcome Page, search for “ottoman” across All Collections.
2. Use the navigation tools in the upper left-hand corner to page through search results.

**Note:** Basic search tips can be found by going to the Help toolbar menu→ARTstor Help→Getting Started. The section can be found at [http://www.artstor.org/webhelp/Search\\_Tips.htm](http://www.artstor.org/webhelp/Search_Tips.htm).

# Using the ARTstor Digital Library

## Change the Order and Display Mode

The set of search results and collections pages can be altered to display images in order by Title, Creator, or Date. The results can then be viewed in either a thumbnail mode with a caption of Title, Creator, and Date or a List Mode which displays additional information.

### Exercise

1. With the "ottoman" search results displayed on the page, at the upper-left corner of the page where the page display is located, click the Sort by: "Title" option to have your results organized alphabetically by title.
2. To change the type of display, click the "View" button in the toolbar.
3. From the menu options, choose "Display images in list mode".
4. Using the scroll bar along the right side of the page, scroll through the images displayed.
5. Using the forward and back arrows at the upper-left, page through the additional lists of images back to the first page of results.
6. Click the "View" button, and choose "Display images in thumbnail mode" to change the display again.

# Using the ARTstor Digital Library

## Analyze Images

The Image Viewer provides you with an enlarged view of an image along with tools to can zoom in and out on details, pan to different sections, and rotate the image 360 degrees.

### Exercise

1. Double-click on the thumbnail image titled "Bath Towel (Pestamal)" to open that image in the Image Viewer.
2. Analyze the image by single-clicking to zoom in and Ctrl+click to zoom out on details or use the "+" and "-" buttons.
3. Pan around the image by clicking the multidirectional button below the image and then clicking and dragging around the image.
4. Rotate the image using the circular arrow button, then clicking and dragging around the image.
5. Resize the image to fit the viewer by clicking the Reset button to the right of the zooming buttons.

# Using the ARTstor Digital Library

## Compare and Contrast Images

Two Image Viewers can be displayed at one time in order to compare and contrast two of the same or different images.

### Exercise

1. Without closing the Image Viewer displaying “Bath Towel (Pestamal)”, click back into the page of search results.
2. Double-click on “Belt Buckle” to open it in the Image Viewer.
3. Restore the first Image Viewer window by locating the minimized window down in the taskbar/dock and clicking to open it. Or, from the right-click menu (Control+click for Mac users), choose the option “Display image viewer(s)”.
4. After comparing the images side-by-side, close both Image Viewer windows.

# Using the ARTstor Digital Library

## View Image Data

The Data Window provides you with a view of the object description. The data can be viewed by single-clicking a thumbnail caption, by clicking the “Full Record...” link next to a List Mode image, or by selecting the “Show Data” icon in the Image Viewer.

## Exercise

1. Single-click on the caption beneath the thumbnail for “Album Leaf” to open the Data Window.
2. Review the data using the scroll bar along the right side of the window.
3. Click on the “File Properties” tab to view the digital file information.
4. Close the data window.

# Using the ARTstor Digital Library

## Advanced Search for Images

The Advanced Search window allows you to search within specific data fields (in Any Field, Title, or Creator) using boolean logic (AND/OR/NOT) to link words and phrases. It also provides searching by date or date range and methods of filtering a search by collection, classification or geography.

### Exercise

1. Click the "Advanced Search" button from the toolbar and choose "Advanced Search."
2. In the upper left side of the form that opens type the word "plans" in any field, then select "OR" from the first field in the next row. Enter, in quotes, the phrase ""city map"" in the following keyword field.
3. In the date range area at the upper-right, enter a "From" date of "1200" CE (AD) and a "To" date of "1500" CE (AD).
4. In the bottom half of the page, under the Object Classifications, click to select "Architecture and City Planning," then choose "France" from among the Geography listings.
5. Click the "Search" button to view your results.

# Using the ARTstor Digital Library

## Browse Collections

Each collection in the ARTstor Digital Library is made up of several categories. You can browse a collection by paging through all the images in the entire collection or one specific category.

## Exercise

1. Return to the Welcome Page by clicking on the ARTstor icon or "Home" toolbar button in the upper left corner of the page.
2. Choose "The Image Gallery" under the "Collections" dropdown list, or click the title from the list under "Browse ARTstor Collections."
3. On the Collection page, click the "+" icon next to "Fine Arts Museums of San Francisco Collection" to expand the category list.
4. Expand the category "Painting" then click on "Austria" to view the images.
5. Click on the "Collections" toolbar button and click "The Image Gallery" to return to the collection page again.
6. This time, click "Flanders (Belgium)" from the category list.

# Using the ARTstor Digital Library

## Cross-Collection Browsing by Classification/Geography

Images in the ARTstor Digital Library include both classification and geography terms for each object or work represented. You can browse the images by their classification, then by subcategories of geography or the reverse, by geography, then subcategories of classification terms.

### Exercise

1. Return to the Welcome Page by clicking on the ARTstor icon or Home toolbar button in the upper left corner of the page.
2. Under either the "Collections" button or the "Browse Collections" area in the lower half of the page, choose to "Browse by Classification."
3. On the browsing page, click the "+" icon next to "Prints" to expand the category list.
4. Click on the "Australia" category and view the images.
5. Click on the "Collections" toolbar button and click "Browse by Classification" to return to the browse page again.
6. Choose "Austria" from the category list.

# Using the ARTstor Digital Library

## Analyze Images

In addition to zooming, panning, and rotating images the Image Viewer also provides tools for further image analysis.

### Exercise

1. Double-click the "Stockholm City Hall" thumbnail.
2. Use the icons in the lower right-hand corner of the Image Viewer to:
  - Print the image
  - Open/close the data window
  - View the list of titles for other images in the set - click the title "Aquatic Park, S.F." to jump to that image  
Note: Objects in list are displayed in original sort order
  - Maximize and minimize, the window
  - Save a copy of the image
  - Hide caption information
  - Report an Error

# Using the ARTstor Digital Library

## Open Image Groups

Image Groups that have been created by Instructor-level users and made public are available for all users at your institution (even those who have not registered an account) to view.

### Exercise

1. From the Image Groups menu button, select "Open group."
  2. Click on the arrow next to the "Folder" drop-down menu to expand the list. Select the folder called "ARTstor: What will I see."
  3. Click on the arrow next to the "Group" drop-down menu to expand the list. Select the group called "Political Caricatures."
  4. Click on the "Open" button to display the contents of this Image Group on the Thumbnail Page.
- or-**
1. Click the "Home" button or the ARTstor logo to return to the Welcome Page.
  2. In the upper half of the page under View Image Groups, click the dropdown arrow next to "Select a folder."
  3. After a folder is selected, click the dropdown arrow next to the menu below, titled "Select an image group."
  4. When both fields are selected, click "Submit" to open the contents of that Image Group.

# Using the ARTstor Digital Library

## Display Image Group Print Preview

The Image Group print preview function allows you to review and print an entire Image Group. This format offers a thumbnail copy of each image in the group with choices for displaying the ARTstor data record, the Instructor Commentary, or any Personal Notes associated with the images.

### Exercise

1. With the "Political Caricatures" Image Group still open, select "Image group print preview" from the "View" toolbar menu.
2. From the menu choices, choose either "Full record," "Brief record with commentary," or "Brief record with personal notes."
3. A new browser window will open, displaying the Image Group in the print preview format.
4. Select the printer icon from the toolbar of that new browser window to print a copy of the Image Group or go to "File" and "Print."
5. You can also select "Save as ..." from the browser's "File" menu to download the html file and images for adding this page to a course web site.