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GETTING STARTED

Welcome to ARTstor! Here are our recommended steps to quick start your ARTstor Library exploration.

1. REGISTER
   From the welcome page, click on the Register button. This will open a Registration form. 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. Choose a password that is at least seven characters long. Enter the password a second time to confirm.

   An email message will be sent to you at the address you specified in the form. Once it arrives, open the message and read the instructions. Please note that if you have any pop-up blocking software installed on your Internet browser, it must be disabled for you to complete the registration process.

   If you can, click on the link in the email message, which will return you to the ARTstor application. If the link does not appear as an underlined hyperlink or if clicking on the link directly generates an error message, copy the link and paste it into your browser address field.

2. LOGON
   When you are returned to the ARTstor software, you'll then be prompted to log on with your email address and password. Once you complete the Logon form, you have completed the registration process and are logged on to your ARTstor account. You can create Image Groups and save them into your Personal Folder.

   Make it your practice to start each ARTstor session by logging in with your email and password so you'll always have access to the highest functionality ARTstor can offer.
Overview

The following topics will describe the four main screens of the ARTstor Library.

- Welcome Page
- Collection Page
- Thumbnail Page
- Image Viewer

Welcome Page

The ARTstor Welcome Page is the first page you will see when you enter the ARTstor Library. From this page you can select collections to browse or search, view image groups, and register or logon with your username and password.

Keyword Search

A keyword search allows you to enter a word or a phrase to search for across all collections. Or if you do not want to search across all collections, choose the collection you wish to search from the pull-down menu and enter your search. Exact phrase results will be returned first, followed by results with all words somewhere in the record.

For search tips and examples, go to "How do I search for images?"
ARTStor User's Manual

View Image Groups

The Image Groups menu will allow you to view Image Groups that you have created in your Personal Folder or Image Groups that others have created in Shared Folders.

To view Image Groups, first select the Folder from the Folder pull-down menu. If you have not logged on, only unrestricted Shared Folders will appear in the list. Once you log on your Personal Folder and additional Shared Folders to which you have been granted access will appear in the menu. Choose the desired Image Group from the Image Group pull-down menu and click the Submit button to open the Image Group in the Thumbnail Page.

Register/Logon

There are two levels of access in ARTstor. Unregistered or Walk-In Users and Registered Users. Registered Users are allowed to store Image Groups within ARTstor for future use. The Register/Logon menu will help you register if you are unregistered, log on if you are already registered, or retrieve your password if you've forgotten it.

Register

Click on the Register button. This will open the Registration form. 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. Choose a password that is at least seven characters long. Enter the password a second time to confirm.

An email message will be sent to you at the address you specified in the form. Once it arrives, open the message and read the instructions. Please note that if you have any pop-up blocking software installed on your Internet browser, it must be disabled for you to complete the registration process.

If you can, click on the link in the email message which will return you to the ARTstor application. If the link does not appear as an underlined hyperlink or if clicking on the link directly generates an error message, copy the link and paste it into your browser address field. You will be returned to ARTstor where you will be prompted to log on. Once you've successfully logged on, your registration is complete.

Logon

If you have previously registered, click the Logon button to be taken to the Logon form, which will require you to enter your email address and password. You can create Image Groups and save them into your Personal Folder.

Lost password

Click on the Password button if you have forgotten your password. The Password form will open, requesting the email
address with which you registered. Your password will be sent to the email address you used for registration.

**BROWSE COLLECTIONS**

To browse a specific collection, click on the name of the collection. Beneath each collection is a brief description of its contents. Clicking on the collection's name will take you to a Collection Page with a fuller description of the contents and categories by which the collection can be browsed.

**WELCOME LINKS**

**Terms & Conditions**
Click on the Terms & Conditions link to review the ARTstor Terms & Conditions. This document defines permitted uses and restrictions for the ARTstor Library and software. By accessing and/or using ARTstor, a user agrees to accept and abide by these Terms & Conditions.

**Privacy Policy**
Click on the Privacy Policy link to review the ARTstor Privacy Policy. This document outlines ARTstor's user privacy guidelines, including the type of information that is collected via our software and how that information is used.

**COLLECTION PAGE**

When you chose a specific collection to browse, you are taken to the ARTstor Collection Page.
ABOUT THIS COLLECTION

The collection is described in the About This Collection column on the left side of your screen. The text in that column describes the scope and source of the collection, along with other helpful background information.

TOOLBAR

The toolbar at the top of the Collection Page will allow you to perform several basic functions.

Click on the Other Collections button to move quickly to the Collection Page for any of the other collections in the ARTstor Library.

Click on the Advanced Search button to open the Advanced Search form.

Click on the Help button to open these Help screens.

Click on the Logon button to log on to your ARTstor account if you are a Registered User.

The Home button will take you back to the Welcome Page.
Categories

Categories for browsing within this collection are presented in the column on the right side of the screen. A category that appears with a double arrow next to it can be expanded (if the arrows are pointing down) or collapsed (if the arrows are pointing up) by clicking on the arrow. Clicking on the name of a category will take you to the Thumbnail Page where the images related to that category will be displayed.

Search

The Keyword Search is again available at the lower center of this screen. You can search the current collection by entering a word or phrase in the search field and clicking on the Search button.

Thumbnail Page

The ARTstor Thumbnail Page appears when you perform a search, browse a collection, or open an Image Group.
NAVIGATION

A Up to 15 thumbnail images are displayed per screen. You can use the first, previous, next and last buttons in the upper left corner to navigate to the different screens. If you wish to jump to a specific screen, enter the screen number in the text box between the buttons and then press the enter key on your keyboard.

TOOLBAR

B Collections
If you are viewing thumbnails from a collection or search results and decide that you'd like to explore a different collection, you can open that collection from the toolbar - without having to return to the ARTstor Welcome Page. Click on the Collections toolbar button and then select a collection from the list. You will be taken to the Collection Page for the selected collection.
**Image Groups**

Click on the Image Groups toolbar button to see the options available to you for creating and changing Image Groups.

- **Open an image group**
  Selecting this option will open a dialog box with two drop-down lists of those Folders and Image Groups that are available to you. Select a Folder from the list - the Image Groups contained in that folder will be available for selection from the Image Group drop-down list directly beneath.

  Once an Image Group is selected from the list and you click the "Open" button, the dialog box will close and the images contained in the selected Image Group will be displayed on the thumbnail screen in groups of 15.

  **Note:** If you are displaying an Image Group to which you have made changes, you will be prompted to save your changes before opening another group.

- **Delete selected images from group**
  You can delete images from the displayed Image Group by selecting the images to be deleted and then selecting this "Delete selected images from group" option.

  **Note:** The deleted selections won't actually be deleted from the Image Group until you save the changes to the opened group or open another group. In the latter case, you will be prompted to save your changes.

- **Save changes to displayed group**
  Select "Save changes to displayed group" to overwrite the current Image Group with your changes. A dialog box will open to confirm the save process. Click "Yes" to complete the save. If you click "No" the dialog box will close and the changes to the Image Group will not be saved.

  Alternatively, click on the "Save" button on the right side of the toolbar. A dialog box will open prompting you to confirm the save.

  **Note:** If no changes were made to the displayed Image Group, the warning dialog will not be displayed when "Save changes to displayed group" is selected or the "Save" button is clicked.

- **Save displayed group as ...**
  Select "Save displayed group as" to open a dialog box that will allow you to select a Folder and enter a new name for the Image Group.

  **Note:** The presently opened course folder will be the default. If your chosen name for the Image Group already exists, a dialog box will open confirming that you want to overwrite the images in that Image Group.

- **Save selected images into group**
  Select "Save selected images into group" to create a new Image Group from selected thumbnails. A dialog box will open and prompt you to select a Folder and enter a name for your
List Images
Clicking on the List Images toolbar button will open a list of the titles of all images in the current collection category, Image Group or search results. Clicking on a title will open that image in the Image Viewer.

Browse Collection
Clicking on the Browse Collection toolbar button will open a list of categories for the current collection. Clicking on a category will replace the contents of the Thumbnail Page with the thumbnails for the chosen category.

Advanced Search
Clicking on the Advanced Search toolbar button will open the Advanced Search page. From this page, you can search across all collections or within a single collection for an advanced search expression where you specify values for certain data fields and join them with AND, OR and NOT qualifiers.

Utilities
Most of these advanced features will be unavailable until Spring 2004.

Help
Clicking on the Help toolbar button will open the help pages.

Logon
Clicking on the Logon toolbar button will open the Logon page where you can enter the username and password with which you registered. Once logged on, you will be able to open and save groups to your Personal Folder and Shared Folders to which you have been granted access.

Shortcuts
Click on the Shortcuts toolbar button to see the shortcuts available to you for navigating through ARTstor and for creating and managing Image Groups.

- **Back**
  This option will take you to the most recently viewed page.

- **Forward**
  This option - only available when you have used the back option to go back to the most recently viewed page - will take you to the page you were on before selecting "back".

- **Go to ...**
  This option will open a list of all previous viewed pages. Select a page from the list to be taken directly to it.

- **Deselect all images on page**
  This option will deselect highlighted thumbnails on the current screen.
• Select all images on page
  This option will select all thumbnails on the current page.

• Sort displayed images by ...
  Select "Sort displayed images" to sort the images in the displayed Image Group or collection by artist/creator or title.

• Delete selected images from group
  You can delete images from the displayed Image Group by selecting the images to be deleted and then selecting this "Delete selected images from group" option.

  Note: The deleted selections won't actually be deleted from the Image Group until you save the changes to the opened group or open another group. In the latter case, you will be prompted to save your changes.

• Append selections to ...
  This option will allow you to add any selected thumbnails to an existing Image Group.

• Save changes to displayed group
  This option will overwrite the current Image Group with your changes. A dialog box will open to confirm the save process. Click "Yes" to complete the save. If you click "No" the dialog box will close and the changes to the Image Group will not be saved.

  Alternatively, click on the "Save" button on the right side of the toolbar which will open the dialog box prompting you to confirm the save.

  Note: If no changes were made to the displayed Image Group, the warning dialog will not be displayed when "Save changes to displayed group" is selected or the "Save" button is clicked.

• Cut selected images
  This option will remove the highlighted images from the current Image Group and place them in the clipboard so that they can be pasted into another Image Group.

• Copy selected images
  This option will copy the highlighted images from the current Image Group and place them in the clipboard so that they can be pasted into another Image Group.

• Paste selected images
  This option will paste the contents of the clipboard into the current Image Group.

Clear
  Clicking on the Clear toolbar button will deselect highlighted
thumbnails on the current screen of a collection category, Image Group or search result.

**Save**
Clicking on the Save toolbar button will overwrite the current Image Group with your changes. A dialog box will open to confirm the save process. Click "Yes" to complete the save. If you click "No" the dialog box will close and the changes to the Image Group will not be saved.

*Note: If no changes were made to the displayed Image Group, the warning dialog will not be displayed when the "Save" button is clicked.*

**SEARCH**

- The keyword search function is available from the top right corner of this screen. While within a specific collection, two search options will appear in addition to the search field. The default selection is to search "This Collection" for appearances of the keyword entered in the search field. Click on "All Collections" to expand the keyword search across all collections.

**THUMBNAILS**

- The body of this page is comprised of up to 15 thumbnail images.
  - To select an image, click once on a thumbnail. The selected image will be highlighted (framed) in yellow. Selections will persist across thumbnail pages so if you have marked thumbnails on screens 1 and 3 of a collection, creating an image group while on page 3 will include images selected from screen 1 as well.
  - To deselect an image, click again on a selected thumbnail. All selections on the current screen can be cleared by clicking the "Clear" button on the right of the toolbar, or by choosing "Deselect all selected images" from the "Image groups" drop-down menu.
  - Double clicking on a thumbnail will open a larger version of the image in the Image Viewer.

**IMAGE VIEWER**

In the ARTstor Image Viewer you can zoom, pan, and view images and image descriptions. You can also use the viewer to proceed sequentially through a presentation. Side-by-side comparisons can be created by bringing up two images at once in separate Image Viewer windows.
IMAGE ANALYSIS TOOLS

A  Image Analysis Tools
Click on the + button to zoom in to see more detail in an image.
Click on the - button to zoom out.
Click on the restore button to return a zoomed image to its original state.
Click on these arrows to pan up, down, right, and left to view different areas of a zoomed image.

COLLECTION/IMAGE INFORMATION

B  This area of the Image Viewer lists the image title, artist name, and date as well as which collection, category or Image Group the displayed image is from.

ZOOM AND DRAG

C  You can also zoom in to view details of the image simply by clicking once anywhere on the image. Each time you click you will zoom in one more level. You can also click and drag on the image to pan to different sections of the image after you have zoomed in. This click and drag is the same action as dragging the red box within the Thumbnail Map in the lower right corner to see different details within the zoomed image.

IMAGE VIEWER ICONS
The **Print icon** prints the image displayed in the image viewer. The print-out contains both the image and descriptive information about the image as well as a brief copyright statement. The image will print at up to five and a half inches long on the longest side. This is the only way in which ARTstor images may be printed.

The **Image Data icon** will open the Image Data window displaying descriptive information about the object represented by the image.

The **List Images icon** will open a window that lists, by title, all the images in the current category, image group or search result.

The **Maximize Window icon** is an option when you are viewing the image half-screen. Clicking it will maximize the image viewer window to full-screen. **Note that the maximize button on your browser will not perform this function.** The **Resize Window icon** is available if you are viewing the image full-screen. Clicking it will reduce (minimize) the image viewer window to half-screen.

If the controls are visible in two lines, click the **Remove Controls icon** to reduce the tools to a single line for presentation purposes. If the controls appear in a single line, click the **Restore Controls icon** to restore the icons to two lines.

The **Download Image icon** will allow you to download a .jpg file of the image to a local computer, disk or network. This is the only way in which ARTstor images may be downloaded.

**Thumbnail Map**

The Thumbnail Map includes a red box that shows you where you are within the image when you are viewing zoomed details. The red box may also be dragged around the map to navigate within the image.

**Image Viewer Navigation**

The **First Image icon** will display the first image in the group of images you are viewing. The **Previous Image icon** will display the previous image. The **Next Image icon** will display the next image in the group. The **Last Image icon** will display the last image in the group.
How do I ...

This section will introduce various functions that you may want to perform within the ARTstor Library.

**HOW DO I CHANGE THE ORDER OF IMAGES?**

You can reorder images in ARTstor by dragging and dropping or by performing a data sort. If you reorder the images in an Image Group by either method, you must then save those changes by going to the Image Groups toolbar button and selecting the option to "Save Changes to Displayed Group".

**Drag and Drop**
Within Image Groups, you can click your mouse on a thumbnail and drag that thumbnail onto another thumbnail. The dragged thumbnail will insert itself before the highlighted thumbnail.

**Example:** Make the Side Chair by Samuel McIntire (shown above) the first image in the group

1. Click on the Side Chair thumbnail and hold the mouse button down to drag the thumbnail onto the thumbnail for the Arm Chair by Russel Wright. The thumbnail you are replacing (Arm Chair) will become highlighted in black when you have positioned the Side Chair thumbnail correctly.
   
   Note: If the thumbnail to be replaced does not become highlighted in black, you may be trying to drag and drop images in a Collection category or Search Results. If you are in an Image Group but still cannot

2. Release the mouse and the Side Chair will appear first in the group - where the Arm Chair was. Arm Chair will move over to the right one position as shown below.
Data Sort
Thumbnails in an Image Group or a Collection category can be reordered by selecting the "Sort displayed images by ..." option in the Image Groups toolbar button. You have two choices for data sorts: Artist/Creator or Title. Simply select the field by which you would like to sort and your thumbnails will appear reordered on the Thumbnail Page.

How do I search for images?
There are two ways to search for images, keyword search and advanced search.

Keyword Search
You can perform a keyword search from the Welcome Page, the Collection Page or the Thumbnail Page. These keyword searches allow you to search by words or phrases that appear anywhere in the image data (title, creator, subject, etc.) You can search in a specific collection or category of a collection or you can search across all collections.

Enter a search word or phrase in the keyword search box. By default, ARTstor will only return pages that include all of your search words so there is no need to include "and" between words. Select the collection you wish to search from the drop-down menu or the radio buttons. Click on the Search button or press the Enter key on your keyboard to begin the search. The results will be returned on the Thumbnail Page.

Note: If you are on the Welcome Page and do not chose a collection to search, your search will be performed across all collections. If you are searching from a Collection Page, you will be searching within that collection.

Keyword Search Tips

Capitalization
There is no need to capitalize words in ARTstor, even in titles or creator names. When looking for Paul Klee, you may type: 'paul klee'

Articles
You do not need to use articles (a, the, le, la, etc.) before titles. For instance, when looking for "The Judgment of Paris", you may leave off "The" at the beginning of the title and search for: "judgment of paris"
This includes foreign language titles as well. For instance, when searching for "La Primavera", you may leave off "La" at the beginning of the title and search:
"primavera"

**Exact Phrase**
To search for an exact phrase, put the phrase in quotes. For instance, when searching for the painting "Le Moulin de la Galette" by Renoir, type:
"le moulin de la galette"

**Punctuation**
When searching for phrases or words that include punctuation such as "self-portrait", you can either use the punctuation or leave it out. These searches will both yield the same results:
"self-portrait" and "self portrait"

**Word Order**
Unless your search phrase is in quotation marks, the order of words in your search phrase does not matter. These two search phrases will yield the same results:
"albrecht durer" and "durer albrecht"

**Truncation**
You can search using truncations or wild-cards with the special characters: ? and *.

The **question mark** (?) can represent one character:
"ren?" will match "rene", "reni", etc.

The **asterisk** (*) can represent zero, one or several characters:
"ren*" will match "rene", "reni", "reinor", "rendering", "renaissance", etc.

Please note that you can put ? or * anywhere in a word.
"brueg*!" will match "bruegel", "brueghel", etc.

**Advanced Search**
Advanced search is available from the toolbar button on the Thumbnail Page.

**Boolean Logic**
**AND, OR, NOT**
Boolean logic is a system of logic designed to produce better search results by formulating precise queries. Boolean logic involves the operators: AND, OR, and NOT, which can be used to link words and phrases for more precise queries.

In keyword searching in ARTstor, the default operator is **AND**. You do not need to put the word AND into your search. As noted above, to search for two words such as rembrandt and prodigal you simply need to enter the search:

rembrandt prodigal
ARTStor automatically applies an AND search producing image records that have both of those words

**An OR search is available in the advanced search in ARTStor.** OR searches retrieve records containing either one or more terms in different fields. If you are looking for Matisse artworks as well as images of Matisse, you can do an advanced search as follows:

In the Artist/Creator field search 'matisse'

In the Subject field search 'matisse'

Select the 'OR' from the bottom of the search box and click 'Search.'

This will return images by Matisse as well as images of Matisse.

**How do I save images to a group?**

To save images into an Image Group:

1. Select the images by single clicking on the thumbnail of each image you want to include in the group (the thumbnails will become highlighted in yellow when selected). You can find the images you want to put into a group by searching or browsing.

   *Note: if you do a search and select images from your search results, those images will remain selected even if you do another search. All selected images will be saved to the group.*

2. After selecting your images, choose the "Save selected images Into a group" option from the Image Groups toolbar button. This will open the Save page. Choose a folder into which to save your Image Group from the "Image Group Folder" drop-down menu. This may be a Personal Folder or a Shared Folder. Enter a name for your Image Group in the field under "Image Group". Choose "Create new Group" and click the "Save and Open" button.

3. Your Image Group will open in the Thumbnail Page. You can drag and drop images within the Image Group to re-order.

4. You can add images to your group through the same process noted above, except choose the "Append to group" button instead of "Create new group" in the Save page.

**How do I view an image group as a presentation?**

Presentations are viewed within the Image Viewer. To create a presentation you need to first create or open an Image Group.

Once you have opened an Image Group double-click on the first thumbnail image in the group. This will open the image in the Image Viewer. You can also open the
Image Viewer by selecting the Shortcuts toolbar button on the Thumbnail Page and selecting the "Display Viewer" option from the menu.

Once in the Image Viewer you will see a set of navigational tools in the lower right-hand corner of the window. These navigational tools will allow you to step through the images in your Image Group sequentially.

**How do I View Side-by-Side Image Comparisons?**

In ARTstor you can view two images at once on the screen for comparison purposes. This involves opening each image in the Image Viewer at half-screen.

1. Double-click one of the thumbnail images you wish to view in a comparison. The Image Viewer will open with that image displayed at half-screen.

2. Double-click on the second thumbnail you wish to view. You may need to minimize or move the first Image Viewer window to be able to select the second thumbnail image. After double-clicking on that image a second Image Viewer window will appear.

3. Both Image Viewer windows can be moved or minimized. Arrange your two Image Viewers as you want them to appear on screen. All the functionality of the Image Viewer (zoom, pan, scroll, download, etc.) is available even when two images are displayed.

**How do I install Flash?**
Go to the Macromedia website and follow the link to "Download Flash Player". The
download is free and the website provides instructions for installation.

HOW DO I DISABLE POP-UP BLOCKING SOFTWARE?

The two most common pop-up blocking programs are described below. The
techniques for disabling other programs will be similar.

**Pop-Up Stopper**
If you have Pop-Up Stopper an icon will appear in the bottom right hand corner of
your screen. To disable the blocker, right click on the software icon and click off the
checkbox next to "Enable pop-up blocking". You can re-enable the software when
you are done using ARTstor.

**Google Toolbar Option**
To let a pop-up through on a one-time basis, press and hold the control key as you
click on a link to navigate to a new page.

The pop-up blocker can also remember certain sites (like ARTstor) and allow them to
launch pop-up windows. To add ARTstor to your list of permitted sites, click on the

pop-up blocker button from the ARTstor home page
(http://test.artstor.org). The pop-up blocker button will appear as

To completely disable the pop-up blocker, open the Toolbar Options window and
clear the checkbox next to "Popup Blocker" in the Accessories section.

HOW DO I DELETE AN IMAGE GROUP?

First, you must open the image group so its images appear on the Thumbnail Page.
Once the Image Group is open, click on the Image Groups toolbar button and select
"Delete displayed Image Group" from the list of options. You will be prompted to
confirm deletion.

*Note: If the "Delete displayed Image Group" option is grayed out, that means that
you did not create the displayed Image Group. Only group creators can delete Image
Groups.*
TRoubleshooting

The Image Viewer does not open when I double-click a thumbnail.
The option to save images to a group is grayed out.
My Personal Folder is not appearing in the Open Image Group page.
I cannot drag and drop to sort thumbnails.

The Image Viewer Does Not Open When I Double-Click a Thumbnail

There are two reasons why you may not be able to open the Image Viewer. You may not have Flash installed on your computer or you may have pop-up blocking software turned on.

Flash software
If ARTstor gives you an error message that you do not have Flash installed, follow the hyperlink provided to download and install Flash. For more information, go to "How do I install Flash?"

Pop-Up Blocking Software
There are several kinds of pop-up blocking software available, such as Pop-Up Stopper or Google's Pop-Up Blocker. You will need to disable pop-up blocking feature to fully utilize the functionality in ARTstor.

When the Google Pop-up Blocker intercepts an incoming pop-up, your cursor changes briefly to look like this: 🤔. The pop-up blocker button displays the along with a count of the number of pop-ups blocked since the pop-up blocking was enabled. To disable your pop-up blocking software, go to "How do I disable pop-up blocking software?"

The Option to Save Images to a Group Is Grayed Out

If you do not have the option to "Save selected images into a group" available under the Image Groups toolbar button, one of two situations is likely.

1. You are not logged on to your account. You can tell if you are logged on if there is text in the lower left corner that welcomes you by your email address. If you are not logged on, select the Logon toolbar button from your current page.

2. You do not have any thumbnails selected. You can tell when a thumbnail is selected because it is highlighted in a yellow border. Select images by clicking on them once.

My Personal Folder Is Not Appearing in the Open Image Group Page
The most likely cause is that you are not logged on to your account. You can tell if you are logged on if there is text in the lower left corner that welcomes you by your email address. If you are not logged on, select the Logon toolbar button from your current page.

I CANNOT DRAG AND DROP TO SORT THUMBNAILS

If you are dragging a thumbnail on top of another thumbnail and the thumbnail underneath is not highlighted in black and releasing the dragged thumbnail returns it to its original position, one of two scenarios are probable causes.

1. You are trying to drag and drop within either a Collection category or search results. Neither of these types of thumbnails will support dragging and dropping.

2. You are trying to drag and drop in an Image Group that you did not create and to which you have not been granted privileges to make changes. If you'd like to make your own copy of this Image Group in which you can drag and drop, click on the Image Groups toolbar button and select the "Save displayed group as ..." option. Once you have saved your copy of the Image Group and opened it, you can then drag and drop to reorder the images.
ARTstor User's Manual

**Presentation:** Presentations with the ARTstor browser software are Image Groups viewable sequentially within the Image Viewer. See the topic called, "How do I view an image group as a presentation?"

**Privacy Policy:** A set of guidelines defining ARTstor's user privacy policy, including the type of information that is collected via our software and how that information is used.

**Registration:** Registration in ARTstor allows you to perform higher level operations with the ARTstor images such as saving Image Groups.

**Terms & Conditions of Use:** Guidelines defining authorized users of the ARTstor library, permitted uses, restrictions on usage and prohibited uses. By accessing and/or using the ARTstor library, a user agrees to accept and abide by these Terms & Conditions.

**Thumbnail Map:** The Thumbnail Map is located in the Image Viewer and shows you where you are within the image when you are viewing zoomed details.

**Unrestricted:** A Course Folder that is unrestricted will not be password protected and is, therefore, available to the institutional community at large.

**Welcome Page:** The Welcome Page is the first page of the ARTstor browser interface. From this page you have choices to log on, register, and select a collection to browse or search.
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