

Entering ARTstor:

- Go to www.artstor.org or
- Go to www.wright.edu/vrc and click on ARTstor in the Quick Links box or
- Go to the University Libraries website <http://www.libraries.wright.edu/>
 1. Search the Databases tab for “ARTstor”.
 2. Choose ARTstor from the list and a new window will open.

Using ARTstor:

Students must register with ARTstor from a campus computer. Registered users can download individual images, save images into groups inside ARTstor, and download groups into Powerpoint. Register using the “Log in” link inside the tan box in the upper right corner of the window. After registering, you can use ARTstor from any computer in any location for 120 days before you need to log in again from a campus computer to renew your WSU affiliation.

Navigating the Main Page:

1. Across the top of the page are the menu tabs.
 - a. History: Allows to you go back to previously viewed pages.
 - b. Find: Searching, Browsing, and Unlocking password-protected folders.
 - c. Organize: All functions involving Image Groups.
 - d. Share: Generating URLs and Printing Image Groups.
 - e. Display Options: Thumbnail options and Sorting Images.
 - f. Tools: Downloading image groups as PowerPoints or Zip files and Preferences.
 - g. The “Help” button is at the far right beyond the Log Out box.
2. Search is at the top of the left column.
3. Browse at the bottom of the left column. ARTstor images can be browsed by Geography, Classification, Collection or Featured Group.
4. Click on the Folders and Image Groups area to open an image group access window.
5. Browse the WSU collection with the link at the bottom of the middle column.
6. My ARTstor is in the right column. These links duplicate options available in the menus listed above.
7. The Questions? Link will send a message to Shannon Michalak (Visual Resources Curator x3567 or shannon.michalak@wright.edu). You can also contact Piper Martin (Reference Librarian x3148 or piper.martin@wright.edu) for help with ARTstor content.

Searching for Images:

Simple Search: Simple searches can be done using the search section of the main page or by using the search bar at the top of any image display page.

1. Click in the search box above the “Display advanced search” link and type in your search term. This could be a name, title, location, style, etc.
2. Click the Go button to retrieve your results.
3. If you receive a large set of results, you can refine your search within the results you already received by typing additional search terms inside the search box. Use the filter ribbon to narrow your results by date, country, or medium.
4. If what you are looking for does not appear, try using an advanced search.

Advanced Search: Advanced searches allow for multiple search terms to be applied to the same search simultaneously. ARTstor also has options for limiting searches included inside the Advanced Search window.

1. Click on the “Display advanced search” link under the simple search box.
2. The Advanced Search window will open.
3. Type your search terms in the boxes in the upper left section of the window.
4. Enter a specific date using the Date Range boxes.
5. Choose specific countries or areas by using the Geography box.
6. Classification limits results by 16 categories determined by ARTstor.

Enter all of your terms and limiters and click the “Search” button to view your results. The Advanced Search window will close and the Image Search window will update.

Searching tips: If you are not getting any results, try using a broader term. Some artists may only be listed by last name. Other artists may have so many works that you have to search by name and some other term to get any results. If you need help spelling a name or thinking of a search term, try looking at the Getty Vocabularies. (http://www.getty.edu/research/conducting_research/vocabularies/)

Image Folders & Groups:

Images are stored in folders and groups for later use. Folders are created by instructors. Image groups are stored inside folders and contain images. All registered users can save image groups inside their “My Work Folder”.

Viewing Image Groups:

1. Click on the “Organize” menu tab.
2. Click on “Open image group”.
3. Look through the list of folders and find the one containing the image group you want to open. Click the “+” next to a folder name to see a list of groups in the folder.
4. Click on the name of the image group to highlight it.
5. Click “Open”. The image group will open inside ARTstor.

Using Images outside ARTstor:

You can create a simple PowerPoint from an image group by clicking the “Download to PowerPoint” icon while looking at an image group. You can also download an image group to your desktop as a zip file by clicking on the “Download image group (zip file)” icon while looking at an image group. You can also download individual images by clicking on the disk icon while in the Image Viewer window.

ARTstor also has a mobile app available for Android or I-device. Visit the ARTstor site for more information. The mobile app included many of the functions of the full site, but in addition has a great flashcard option for studying images inside an image group!

Contact Shannon Michalak, Visual Resources Curator, at shannon.michalak@wright.edu for help with ARTstor or for a more extensive version of this guide. If you need immediate help with entry or searching, contact the library reference desk at x2925. Also check out the VRC website at www.wright.edu/vrc for more information about other resources available to students.