



Mary Livermore Library  
The University of North Carolina at Pembroke  
PO Box 1510  
Pembroke, NC 28372-1510  
Reference: 910.521.6656  
Circulation: 910.521.6516  
Fax: 910.521.6547  
[www.uncp.edu/library/](http://www.uncp.edu/library/)

## Using *ARTstor*

**Access:** Go to the Library's homepage at [www.uncp.edu/library](http://www.uncp.edu/library) Click **Electronic Resources**. Click **Database Title**. Click the letter **A** and you will see a list of databases. Click **ARTstor**.

**Technical Requirements:** Any pop-up blocker must be disabled or set to allow pop-ups from *ARTstor*. Instructions on disabling specific browser pop-ups can be found at [www.artstor.org/webhelp/Disable\\_Pop-up\\_Blocking\\_Software.htm](http://www.artstor.org/webhelp/Disable_Pop-up_Blocking_Software.htm). Your Internet browser must also be set so that cookies can be enabled. The minimum browser requirements are:

**Microsoft IE 5.5** and above

**Netscape 6.0** and above

**Mozilla 1.5** and above

**Firefox 0.9.1** and above (**Firefox 2.0** will automatically minimize the image window)

**PWB 2.05** and above

**Safari 1.2**

**Screen Resolution:** *ARTstor* is best viewed using a higher screen resolution. If you are using *Windows*, then follow the steps below:

- 1) **Right-click** on your desktop and choose **Properties**.
- 2) When the window opens click **Settings**.
- 3) Use the slide bar to change the resolution to **1024 by 768 pixels**.
- 4) Click **Apply**.
- 5) Click **OK**.

If you are using **Apple** or any other operating system and you do not know how to change your screen resolution, please call the UCIS Help Desk for assistance at 910.521.6260.

**Accounts:** Users may set up an *ARTstor* account to view instructor folders, create personal notes and personal work folders, save image groups, and download the **Offline Image Viewer**. Use your UNCP e-mail address for the username and create your own password when setting up an account. If you forget your password, *ARTstor* can e-mail it to your registered e-mail account. Instructors may request special account privileges at [www.uncp.edu/library/privileges.html](http://www.uncp.edu/library/privileges.html). All accounts must be created on campus.

**Registration:** Upon opening *ARTstor*, click **GO** to begin.

Enter the ARTstor  
digital library

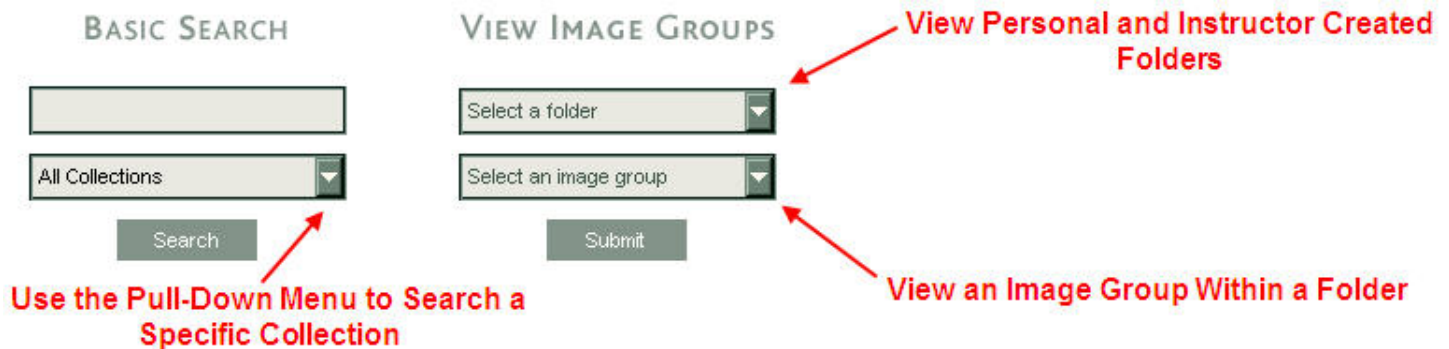
Go

Not a participant yet?

**Click here to begin**

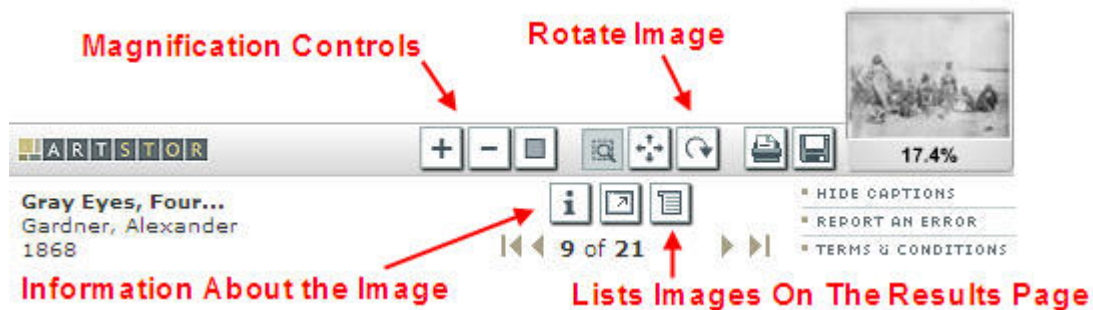
When the next screen opens, click **Register**. After you register, you will then use the **Logon** button to access **ARTstor** in the future.

**Searching:** Use the **Basic Search** to enter keywords or to search a specific collection. Use **View Image Groups** to view images within created folders.



The **Advanced Search** allows users to search by **Creator**, **Title**, **Collections**, **Object Classification**, **Geography**, and **Date**

**Results:** **ARTstor** will bring up the results of your search in thumbnails images. Double-click on an image to bring it up in **Artstor's Image Viewer**. The **Image Viewer** allows you to zoom and rotate the image and provides information about the creator of the work, title of the work, type of work, size, material, and repository (see image below). The **Image Viewer** also allows you to print and save the image. Use the arrows at the bottom of the **Image Viewer** screen to move forward or backward through the images on the page.



**Saving Images to a Folder:** Every registered user has access to a **My Work Folder** which can save images in groups. To save an image or a group of images to a folder or a group, click the image(s). A yellow frame will appear around the image. Click **Image Groups** in the **Artstor** toolbar.



Click **Save selected image to a new group**. Double-click **Group** to name the new group. Click **Save**. When a message appears confirming the changes, click **OK**. These steps can be repeated to create multiple groups. Groups can be renamed or deleted from the commands under **Image Groups**.



**Double-Click Here to Name Group,  
Then Click Save**

Once images have been saved to a group you can click and drag the images to rearrange them. Individual images can also be saved or printed using the icons in the Image Viewer toolbar.

**Adding images to a group:** You can add new images to an existing group by clicking an image and then clicking **Image Groups** and selecting **Append selected image to an existing group**. When the **Save selected images to Group** box opens, use the pull down menu to choose the group you wish to add the image(s) to. Click **Save** and then **OK** when a message appears confirming the changes.

**Opening Image Groups:** An image group can be opened from **ARTstor's** search screen, including **My Work Folder**, by using the pull-down menu to select a folder and then using the pull-down menu to select a group.

**Accessing a Shared Folder:** You must be a registered user to access a shared folder. Access a shared folder by clicking **Tools** and selecting **Access Shared Folder**. A **Shared Folder Registration** form will appear. Enter your last and first name as required and the password your instructor supplied. Click **Register** and a confirmation message will appear. The shared folder will appear in the pull down menu under **View Image Groups**.

**Instructor's/ Student's Commentary:** Instructors and individuals who have access to a shared folder may add notes in the **Instructor's** or **Student's Commentary** section. To access the commentary sections, open the shared folder. Click the text underneath the image.



**Click Here to Access  
Instructor's Commentary,  
Student's Commentary,  
and Personal Notes**

This will open the **Image Information** screen (see below). **Instructor's Commentary** is viewed by clicking on the tab. A student's comments may be added by clicking **Student's Commentary**. Click **Save** when finished. When the message screen appears, click **OK** to return to the note. Click the **X** to return to the folder.

**Personal Notes:** Personal notes can be added to any image in **My Work Folder**. Click the information under the thumbnail image. Click the **Personal Notes** tab and then click in the note area to compose the note. Click **Save** when finished. When the message screen appears, click **OK** to return to the note. You can click the **X** to return to the folder.

Field	Data
<b>Creator</b>	Moran, Thomas, 1837-1926
<b>Title</b>	Cliffs of Upper Colorado River, Wyoming Territory
<b>Date</b>	1882
<b>Location</b>	West (U.S.)
<b>Material</b>	oil on canvas
<b>Measurements</b>	40.5 x 61 cm
<b>Subject</b>	American frontier Equestrian Frontier and pioneer life--West (U.S.) Landscape Mountains Painting--United States--19th C. A.D Rivers Sublime Weather
<b>Collection</b>	The Image Gallery
<b>Source</b>	Data from: University of California, San Diego

**Printing:** You can print by using the printer icon in the **Image Viewer**. The image printed will only be five and one-half inches on the longest side, and will contain information about the image and a copyright statement. You can also print all items in an image group. After opening the image group, click **View** and then click **Image group print preview**. Select the amount of information you wish to have printed (**Full Record**, **Brief record with commentary**, **Brief record with personal notes**).

**Assistance:** **ARTstor's Help** screens offer step-by-step instructions from access problems to using the **Offline Viewer**. The Mary Livermore Library Reference Desk can also be contacted at 910.521.6566 and refdesk@uncp.edu.