



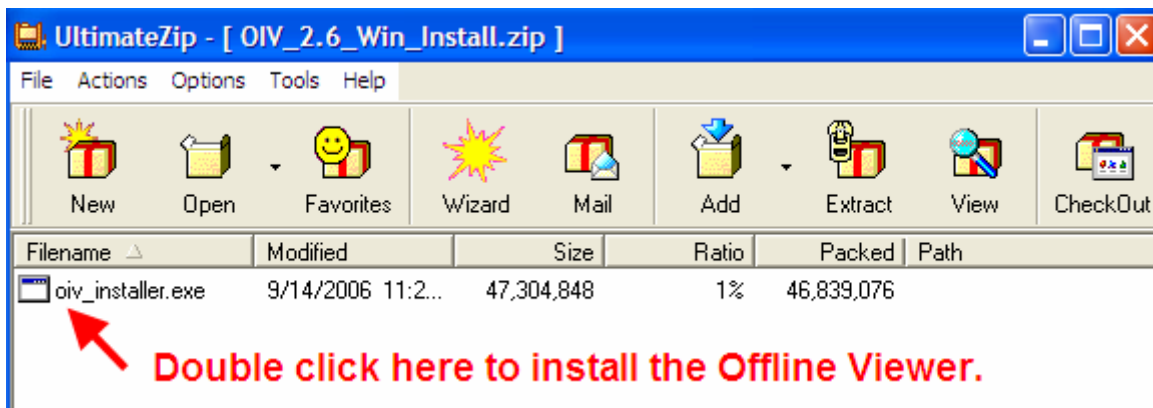
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Using ARTstor's Offline Image Viewer

The **Offline Image Viewer (OIV)** is a presentation software that allows you to add text and animation to **ARTstor** images and other images. The **OIV** is only available to registered users. **ARTstor** has many useful Help screens if you encounter problems while creating a presentation.

Downloading: After logging into **ARTstor**, click **Tools** and select **Download Offline Viewer**. The **OIV** will be downloaded in a zipped format.

Double-click on the icon to the right and then double-click the **oiv_installer.exe** program file to install the **OIV**

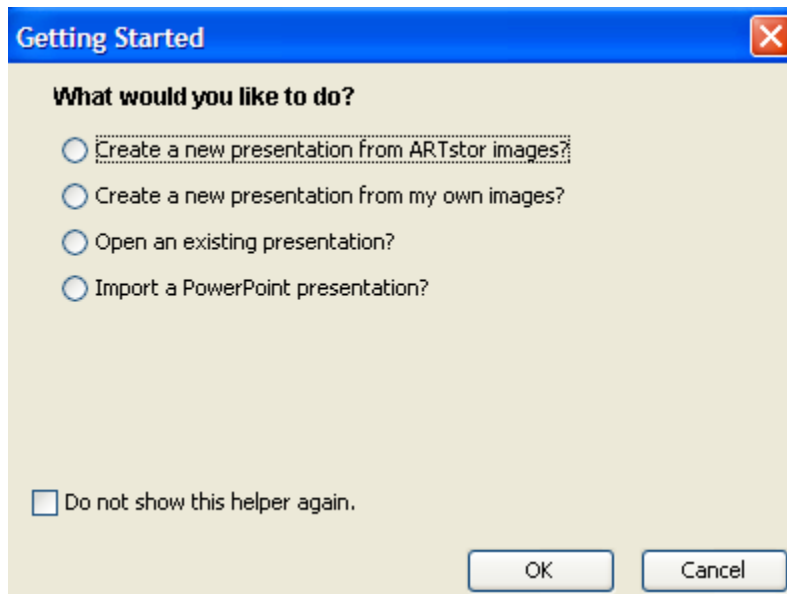


Using the Offline Viewer:

After the **OIV** has been installed, double-click the **OIV** icon to the right on your computer's desktop to open the program.



When the **OIV** opens, download the images for the presentation from their source. The **OIV** will open a **Getting Started** screen to assist you.



If you have created group of **ARTstor** images, click **Create a new presentation from ARTstor images**. A log in screen will appear. Enter your **ARTstor** username and password. A screen will appear with a list of your image groups. Select the group of images for presentation. Click **Download**. The images will be downloaded into the **OIV**.

To work with a previously created slide presentation created in the **OIV**, click **File** and then click **Open**. Select the disk drive and then the presentation.

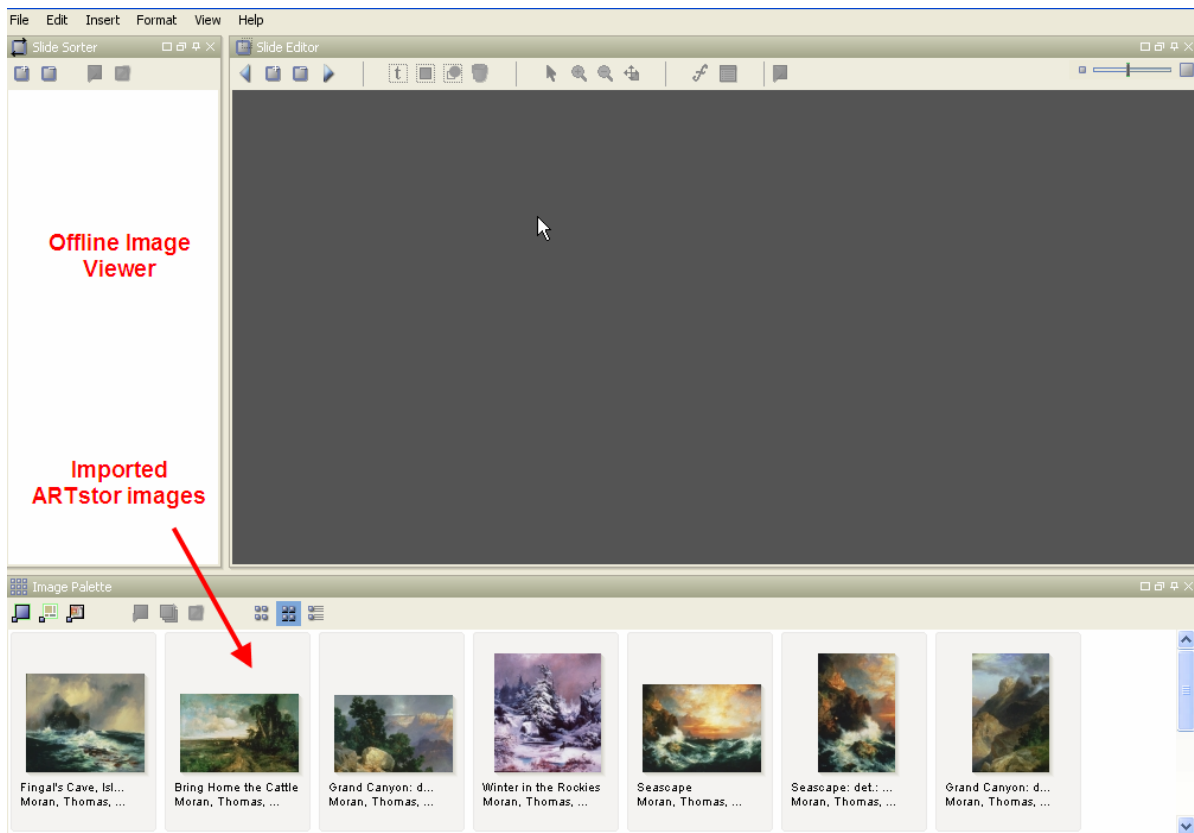
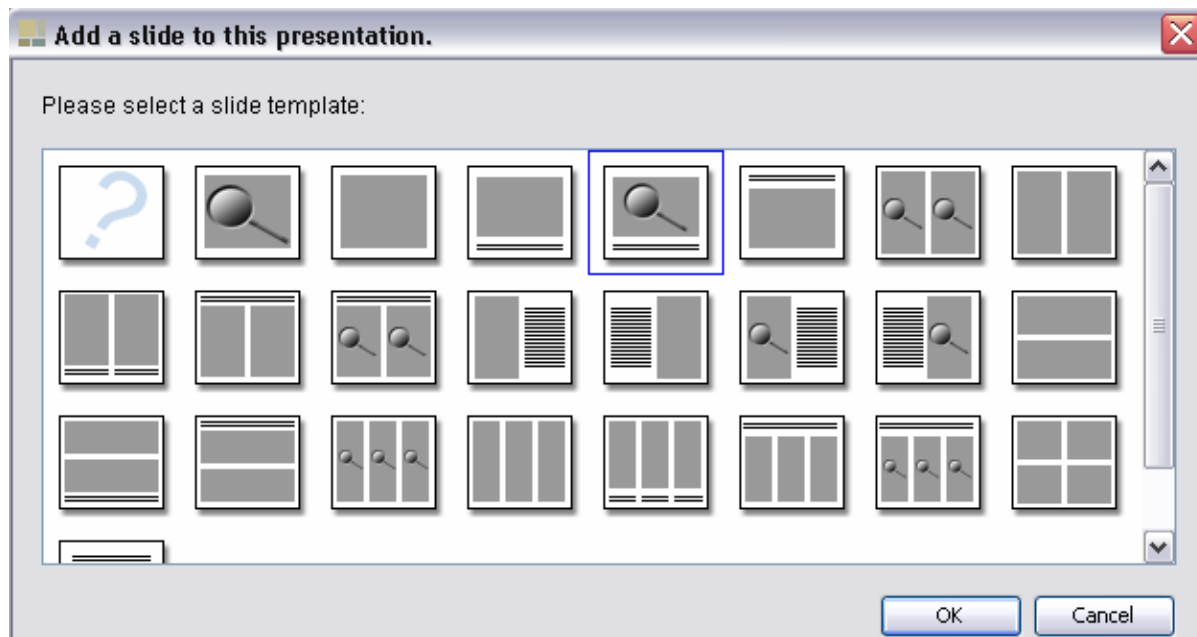


Image Palette Controls: The first three *Image Palette* icons allow you to: Import Local Images [🖼️], Import Images from *ARTstor* [📁], Import *PowerPoint* presentation [📄]. The next group of controls allows you to: view the items in the palette as a presentation [🖼️]; load images into a slide format [📄]; and, upload images to *ARTstor* [📁]. Multiple images can be selected for slide format by using the **Shift** key and the arrow button or clicking with the mouse. The final three buttons allows you to select the amount of information about the image you wish to view in the palette. The options are: **Show images only** [🖼️]; **Show images with captions** [📄]; and, **Show Images with Full Data** [📄]. The *Image Palette* view currently is use will be highlighted in blue. The image information displayed in the *Image Palette* will not be displayed in the slide.

Importing Images: To import images from a location other than *ARTstor*, use the *OIV* toolbar to click **Insert**. Click on the type of image to be imported (**Local image** or **Powerpoint presentation**). The image(s) will appear in the *Image Palette*. The images can then be used in slides.
















Creating a Slide Presentation: Having the images for your presentation downloaded, click on an image in the palette. This will highlight the image in blue. Click on this icon [📄] in the palette or click **Insert** on the main toolbar and then **Add a slide**. A screen of slide templates will open. Double-click on your selection. Slides with a magnifying glass have been formatted to allow magnification during the slide show. Slides have also been formatted with text boxes and some with both text boxes and magnification.







Slide template options.

Your selection will be highlighted in blue.

A blank slide will appear in the slide editor. Click and drag the image you wish to add to the blank slide. Some slide formats automatically have a text box in them. Double-click the text box to add text. Text boxes can also be added from the *Slide Editor* toolbar or the main toolbar by clicking **Insert** and then **Add a text box**. Slides can be rearranged by clicking and dragging them in the *Slide Sorter*.










Slide Editor Icons: The first group of **Slide Editor** icons allows you to view the previous slide [], insert a new slide [], remove a slide [], or view the next slide []. To use any of the remaining icons in this toolbar except the view slide presentation icon [], you must click in the slide you are wishing to edit. The next group of icons allows you to add text [], add an image [], add a shape [] or delete selected objects []. The next grouping of icons allows you to move the image box [], zoom in on the image to fix that image in the slide [], reduce magnification of the image in the slide [], and the final icon in this group allows you to reposition the image in the image box []. The last two icons allow you to edit the object properties [] and view the slide presentation []. All of these functions can also be found in the main toolbar by clicking either **Insert** or **Format**.

Slide Sorter Icons: The **Slide Sorter** icons allow you to add a slide [], remove a slide [], view the slide presentation [], and upload selected slides to **ARTstor** [].

Saving a Presentation: Presentations can be saved to any disk using the **File** and **Save As** commands. Instructor authorization is needed to upload files to the **ARTstor** folder. The slides will be uploaded to **My work folder**. You will be asked for your **ARTstor** username and password before the slides will be uploaded. The **Save As** option also allows you to save the image palette only and save the slides as read only files.

Presentations: **OIV** offers two modes of presentation: **Slide Presentation** and **Palette Presentation**.

Palette Presentation allows two presentation screens to compare images. Each screen has an individual control. The navigation controls for the **Palette Presentation** appear in the upper left (lower right when dual screens are used).

The  button displays the basic information of the image. The next group of icons provides a full screen view [], a split vertical screen [], and a split horizontal screen []. The arrow keys move to the previous image [] or the next image [] in the palette. The next icon [] brings up the **Image Palette** so an image can be selected. The **Change View** icon [] is next. It allows zooming and panning of the image. The final icon,  , closes the presentation.

A **Slide Presentation** uses keyboard controls to navigate the presentation. Any number of images can appear on a slide and the text is fully editable. Image comparisons must be planned out. Listed below are the keyboard commands for the **Slide Presentation**.


Keyboard shortcuts

These are the keyboard shortcuts available while viewing slides in the Slide Presentation mode. **Note:** For Macs, ⌘ = Command key and ⌥ = Option key.

Function	PC shortcut	Mac shortcut
View the next slide	Page Down or Space bar	Page Down or Space bar
View the previous slide	Page Up or Shift-Space bar	Page Up or Shift-Space bar
View the next object on the slide	Shift-Right Arrow	Shift-Right Arrow
View the previous object on the slide	Shift-Left Arrow	Shift-Left Arrow
Select screen #1 when in multi-screen mode	Alt-2	⌥ ⌘-1
Select screen #2 when in multi-screen mode	Alt-1	⌥ ⌘-2
Exit the Slide Presentation	Esc	Esc

Note: The following commands are only available when you are viewing a slide that contains a zoom-able image. For more information about creating a zoom-able slide in the Slide Presentation, please see: "[How do I animate my slide presentation?](#)"

Zoom into an image	equals (=) or Mouse click	equals (=) or Mouse click
Zoom out of an image	minus (-) or Shift-Mouse click	minus (-) or Shift-Mouse click
Resize image to Fit to Frame	zero (0)	zero (0)
View image in Actual Size (1:1 ratio)	nine (9)	nine (9)
Pan within an image: Up, Down, Left, and Right	Arrow keys	Arrow keys

Uploading Slide Presentation: Instructor privileges must be granted to upload a slide presentation to **ARTstor**. Selected slides can be uploaded or the whole presentation. To upload selected files to **ARTstor**, highlight by clicking on the image (**Shift** and **left-click** for multiple images) then click the  icon in the **Slide Sorter (File then Upload selected images)**. An authentication screen will appear asking for your **ARTstor** log-in information. Click **Upload**. Close the screen when the slides have been uploaded. The uploaded slides will be in your **My work folder**.