

## Library Helpsheets

### What is ARTstor?

'ARTstor is a digital library of nearly one million images in the areas of art, architecture, the humanities, and social sciences'. These images can be viewed, saved, printed and organised in various ways.

### How can I access it?

- Go to Internet Explorer and type in the address below:

<http://www.artstor.org>

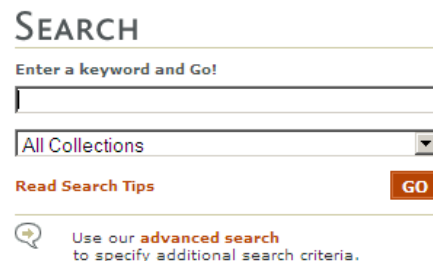
- Click on the 'Go' button in the top right-hand corner of the screen



- If you are using a College computer, you will be logged in automatically. If you are not using a College computer, you will then need to click on the 'Log In' button and log in using your ARTstor account details (see 'Creating an account')

### Searching for images

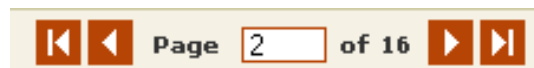
- Type the keywords that you are looking for in the Search box and click on the 'Go' button
- Your search results will then be displayed in the form of thumbnail images, sorted alphabetically by creator
- From the toolbar at the top of your search results:




Click on 'Title' or 'Date' to sort results by Title or Date instead



Click on the left and right arrows to move from one page of results to another



Click on  to go to the advanced search page, which lets you narrow your search by date, country or collection

- Click on the text underneath a thumbnail for more information about that picture

## Using images

- To view an image, double-click on its thumbnail
- The image will then open in a new window. This window gives you a number of options in the form of buttons:



These buttons let you change modes – in **Zoom** mode, clicking or drawing a rectangle on the image will result in the part of the image being enlarged. In **Pan** mode, clicking and dragging on the image will result in the image moving within the window. In **Rotate** mode, moving your mouse pointer with the left-hand button held down lets you rotate the image



Regardless of what mode you are in, these buttons let you zoom in and out, or reset the image size to fill the window





These buttons let you **Print** or **Save** your current view i.e. whatever part of the picture that is currently displayed in your window

If you print, 2 pages will be printed – one with the image, and one with information about the image

If you save, 2 files are saved – a .jpg file of the image and a .htm file with information about the image

Please make sure that you read ARTstor's Terms and Conditions of use before printing or saving. A link to these can be found at the bottom right-hand corner of the image window

Click on  for more information about an image, and  to maximise an image's window

## Creating an account

- You will need to create a personal account with ARTstor if you want to access it from outside the College. You also need a personal account to organise images
- From a College computer, click on the 'Not registered?' link at the top right-hand corner of the screen
- You will then be asked to register. The account details that you create will be also be emailed to you
- Once you are logged on, you can use the 'Organize' option to save selected images in personal 'image groups' for easy access later

**PLEASE NOTE:** Your account will initially work from outside the College for a period of 120 days. To extend this period, log on to ARTstor from a College computer before your 120 days are up. This will give you another 120 days of external access

<http://library.hull-college.ac.uk>

This document is available in an alternative format upon request.