



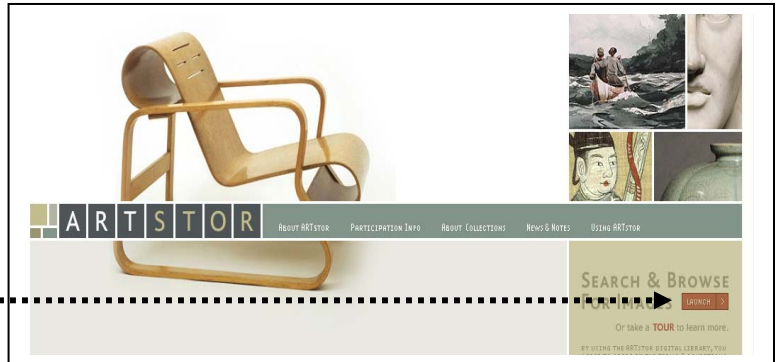
ARTstor

@ DOROTHY H. HOOVER LIBRARY

Offers 300,000 high-resolution digital images covering all time periods and cultures in the fields of architecture, painting, sculpture, photography, decorative arts, design, as well as many other forms of visual culture

To Start

1. go to www.ocad.ca/library
2. select **databases**
3. click ARTstor from A –Z list
4. select **launch**

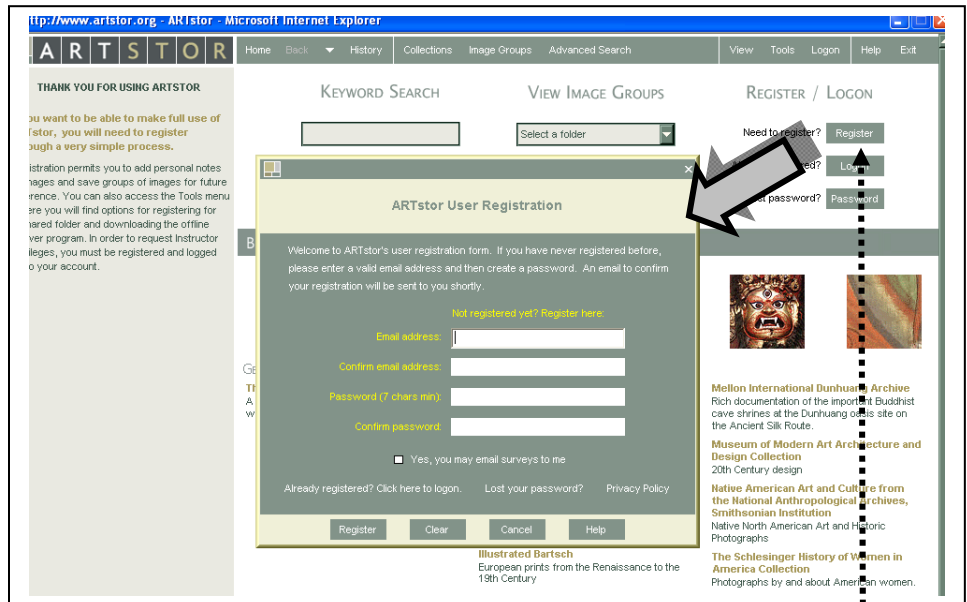


To Log-in

- search or log-in to your personal account
- a personal account allows you to:
 - ✓ access ARTstor from home
 - ✓ create folders of images

NOTE: to create a personal account **you must be ON CAMPUS**

- to register for a personal account:
 1. select **Need to Register?**
 2. enter required information



To Search

NOTE: before you begin searching make sure you have:

- disabled any pop-up blocking software
- Flash Player (version 6 or above)
- Java (un version 1.3 or above)
- Cookies enabled

Macintosh

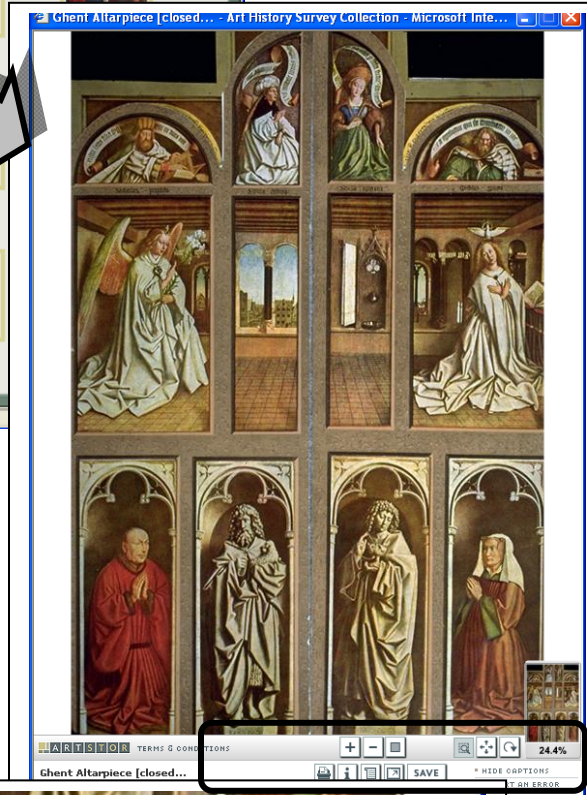
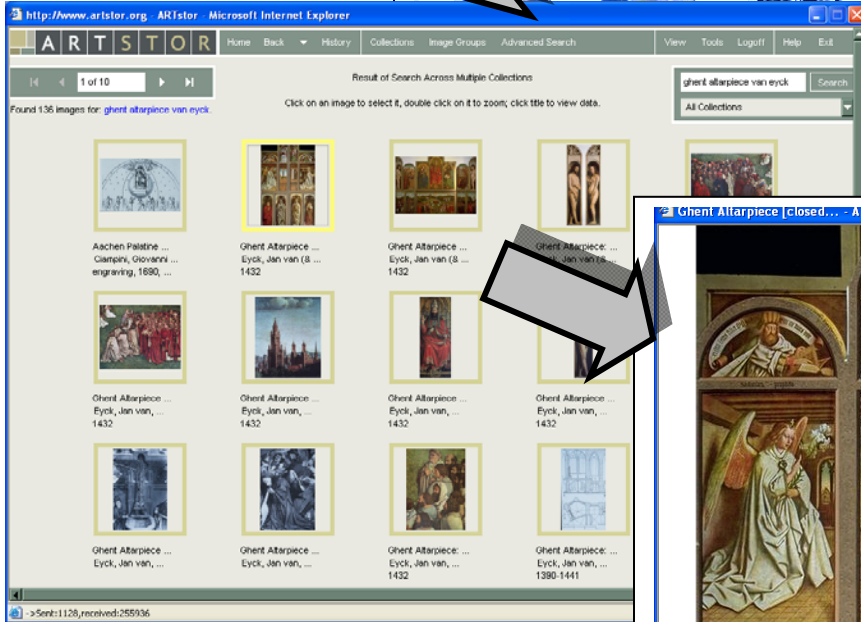
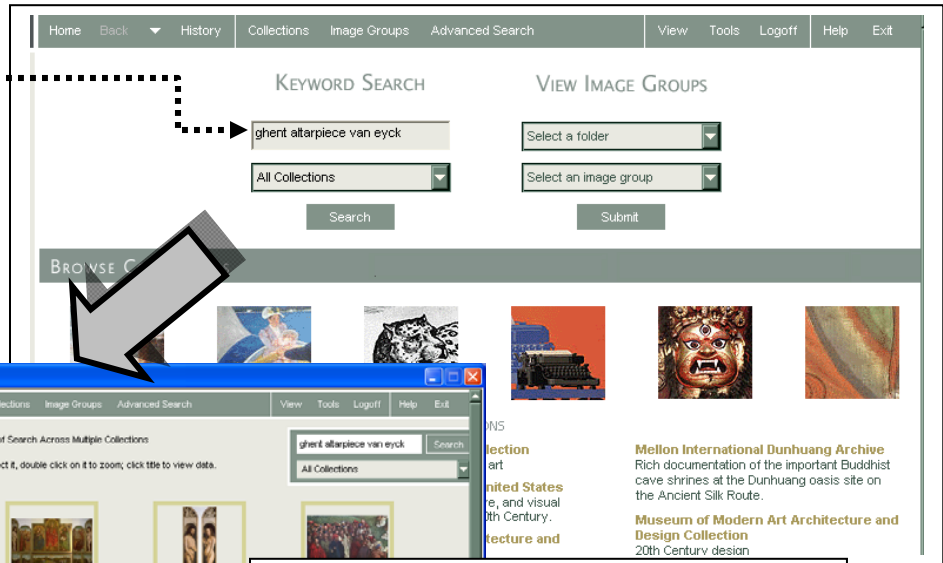
- OS X 10.2 ; 10.3 or 10.4

PC

- Windows 200 or XP

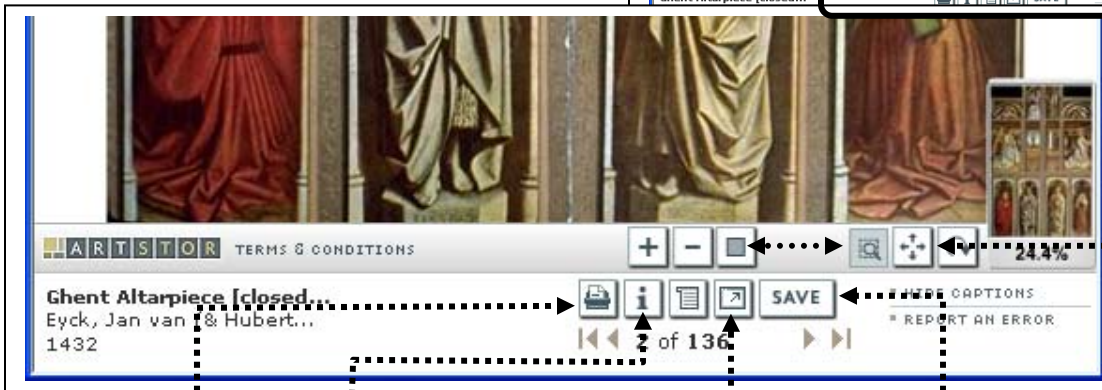
KEYWORD SEARCH

1. type in search terms (artist, medium, title, etc.)
2. click search
3. double-click image



To View Image

Use icons on pop-up window to manipulate or download images



PAN MODE
zoom or use
cursor to
manually scan
across image

- PRINT
- INFORMATION on image
- MAXIMIZE window to fit monitor screen
- SAVE a low resolution (72 dpi) version

To Download Offline Viewer (OIV)

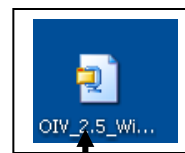
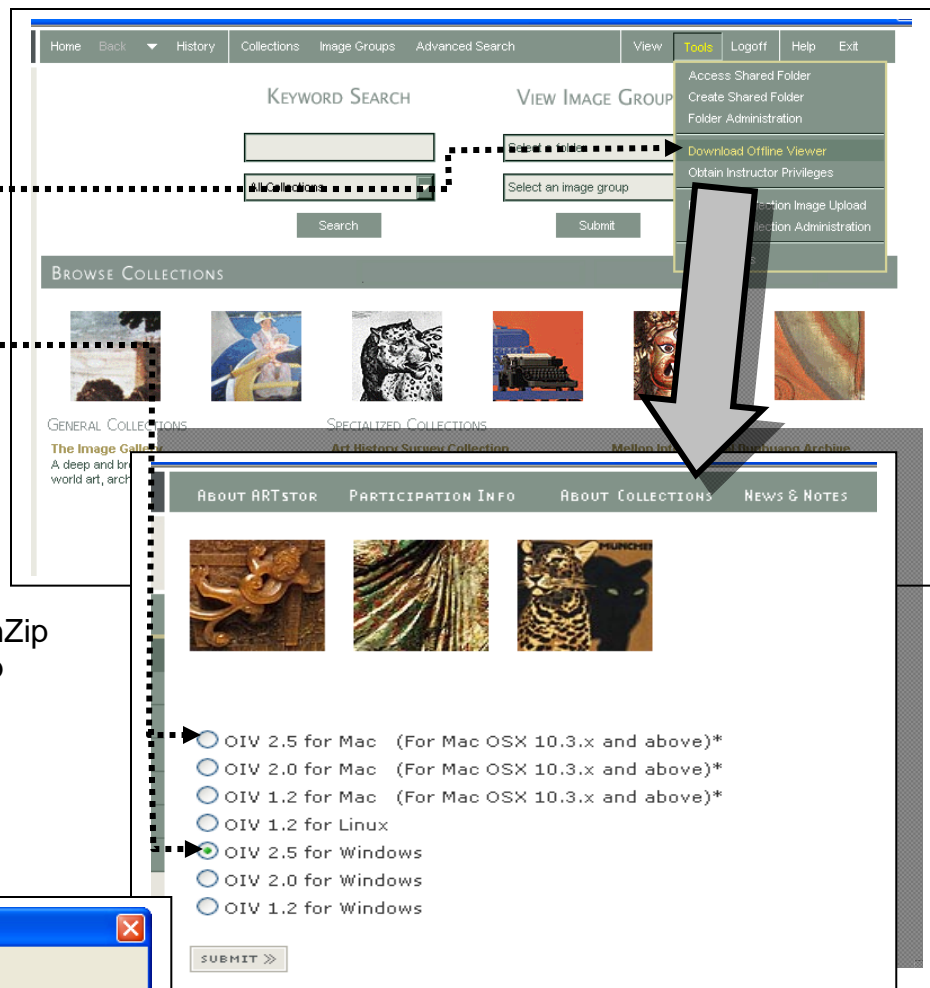
WHY DO I NEED the OFFLINE IMAGE VIEWER (OIV)?

The Image Viewer allows you to create a presentation, much like a presentation in PowerPoint. You can **SAVE** an ARTstor image and import it to your own files or existing PowerPoint presentations; however, it will only be in low resolution (72 dpi).

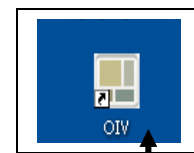
If you want high-resolution images with the ARTstor's zoom & panning features, you need to download the OIV. Note that you can **import images** from other collections, or your personal files to **add** to an ARTstor presentation.

NOTE: to download any software on an OCAD computer you need to contact IT.

1. Access ARTstor
2. Log-in to your personal account
3. select Tools—Download Offline Viewer
4. select the most current version (2.5) and whether you want a MAC or PC (Windows) version
5. click Submit
6. save the OIV and decide the location (OIV will be downloaded as a zipped file)
7. unzip the file using WinZip
8. install OIV using set-up Wizard



unzipped file;
use WinZip to open



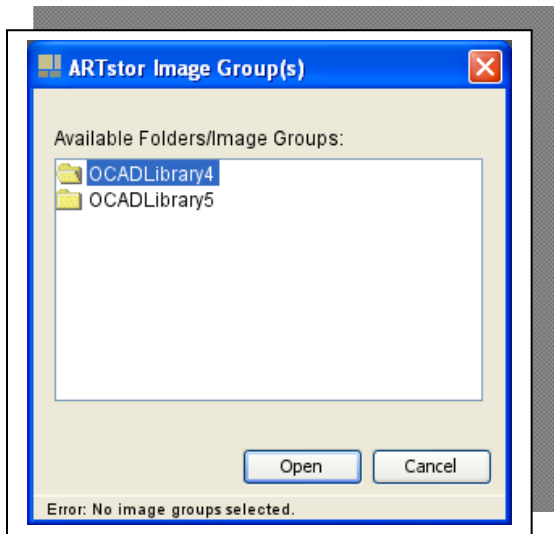
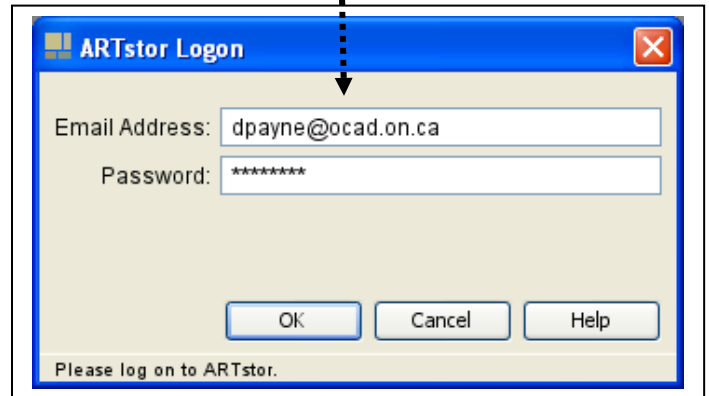
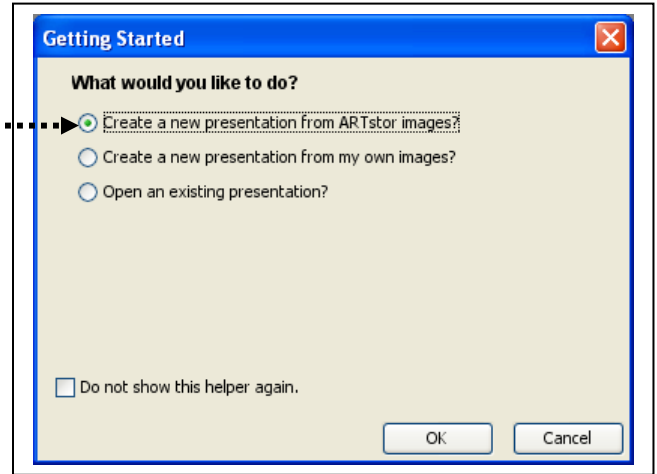
OIV icon after being
unzipped

To Create a Presentation

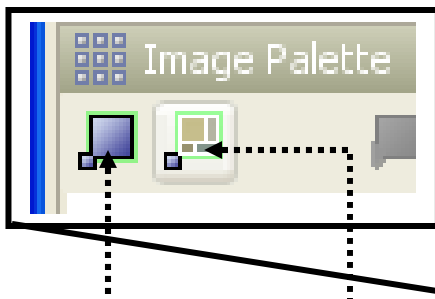
1. access downloaded version of OIV
2. select type of presentation decide whether you need want to create a presentation using:
 - a. ARTstor images
 - b. Personal images from other sources

To Access images from existing Folders/Groups in ARTstor

- select “create presentation from ARTstor images”
- log-in using your ARTstor account
- select personal image collections from ARTstor Folders

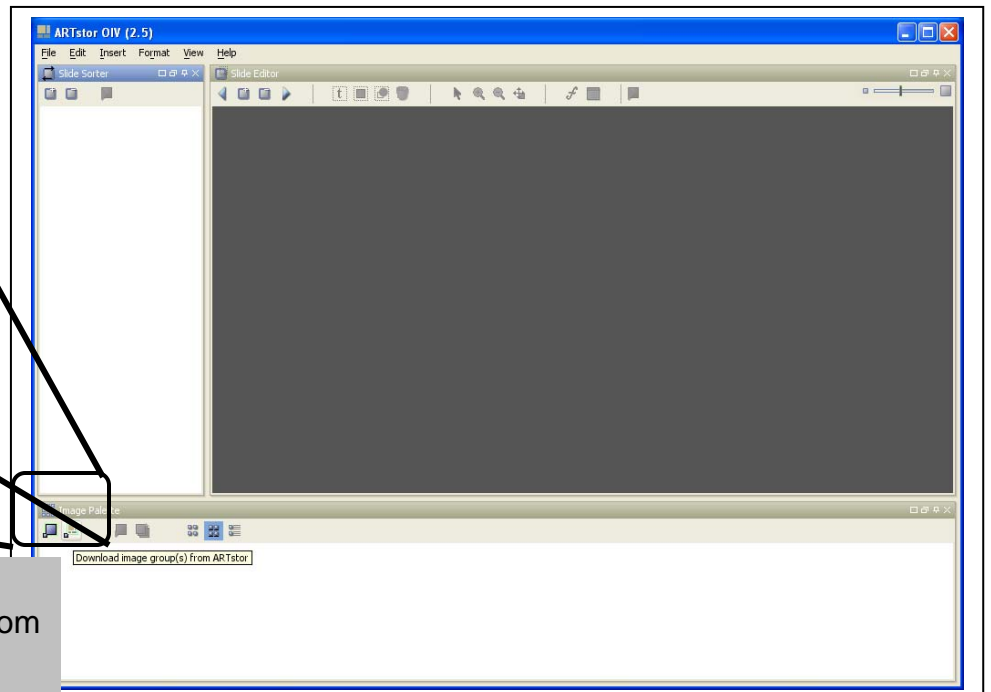


Note: you can also use icons from “Image Palette” to import images

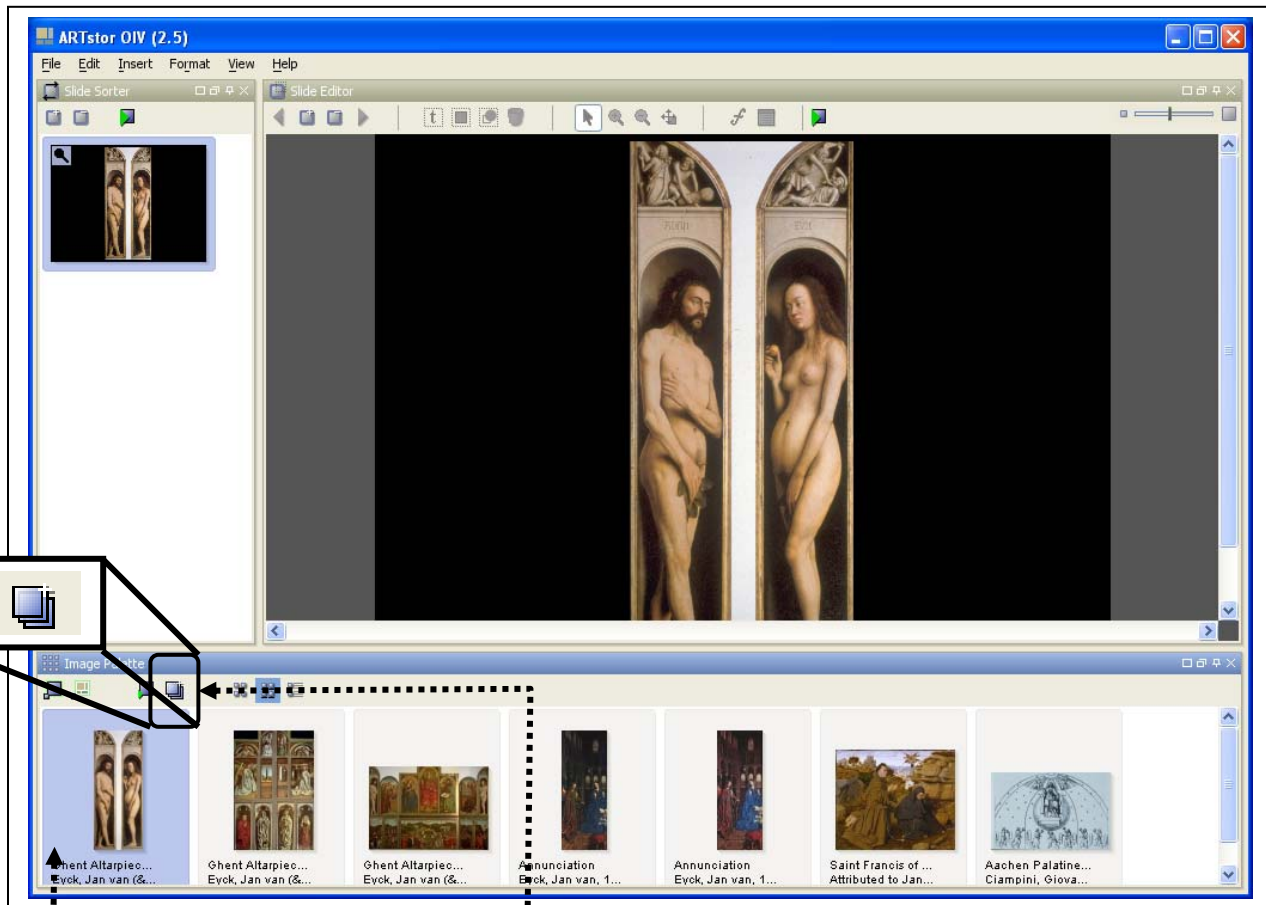


import images from other collections

import images from ARTstor



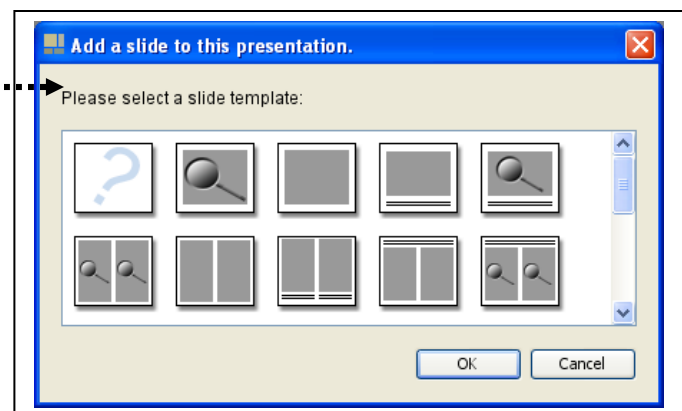
To Create Slides



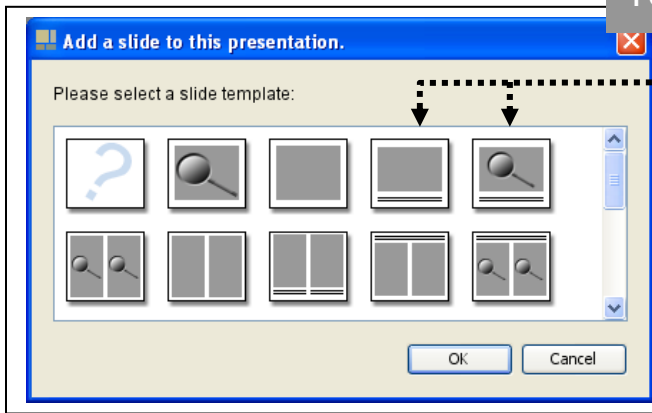
1. click image from Palette
2. click "create slide" icon
3. select format of slide and whether you want
 - full screen image
 - image with text
 - two images side by side

Note: select magnifying glass for zoom capabilities on slide.

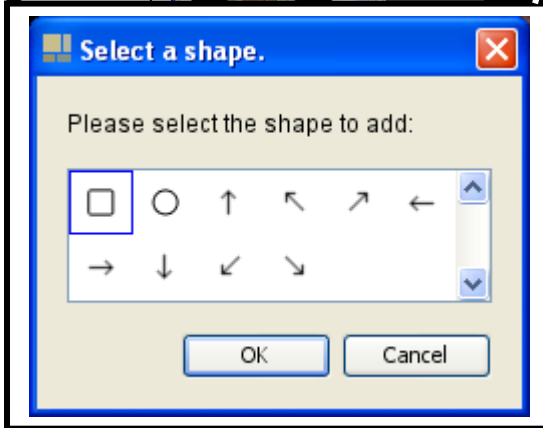
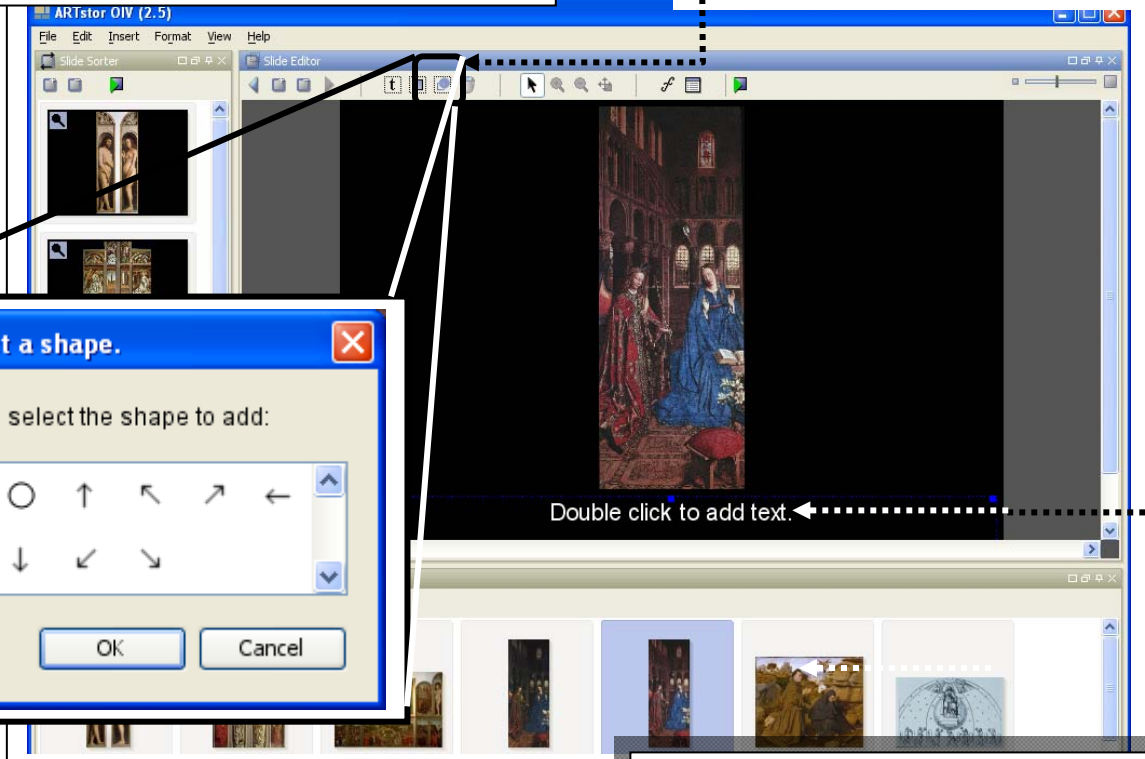
Note: If you select image with no text you cannot insert text boxes or other graphics



To Create Slides with Text or Graphics



- select slide format with text capabilities
- double click text box to insert text
- click icon to insert arrows, circles or other graphics



- click shape on slide and blue indicators will appear around the image
- adjust the position or the size of the graphic using these indicator tools

Saving a Presentation

1. select File—Save As
2. select location to save file

