

## ARTSTOR Quick Guide

The ARTstor database is a collection of images that can be searched, saved or downloaded for use in research. All periods of art history are included and images can be searched by collection, artist, time period, geographic region or subject.

**To start—turn off all pop up blockers on your browser!** For other technical details, see the information under the ARTstor link *Using ARTstor—Getting Started—System Requirements*.

**On campus?** Go to the Cook Library web page : <http://cooklibrary.towson.edu>, then Research Tools — *Databases and Other E-Resources* — ARTstor.

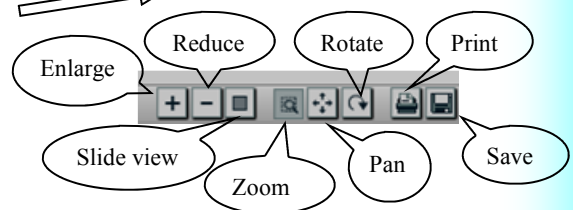
**Off campus (remote)?** Follow above path to Research Tools then open *ResearchPort*—Select *Towson University* as your home institution—Input your *I4 digit barcode* and your *last name from your TU One card*, then open *Databases by Title—ARTstor*

Once the ARTstor web page has loaded, click on the **GO** button to enter the digital library. (Note: You may see a blank, white screen for a few seconds while the search page loads.)

### Searching for Images

**Basic Search** — search all collections for image results by artist name, subject, or genre. **Advanced Search (under GO button below Basic Search)**—search by work title and artist name and add up to four additional search boxes. Also limit by medium, geographic region or time period.

### Full View Controls



### Viewing Images

From result page, click twice on an image for full view. Click on “I” button to see info/details for the image.

### Saving Images

To save directly to your computer or device, click on the save icon from the Full View Control toolbar.

To save a group of images to a workgroup folder directly in ARTstor, register as an ARTstor user by clicking the *Log On* link. Registration is free. Then from the results list, click once on images to select. Right-mouse click on one of the selected images and in resulting dialog box, scroll to *Save Selected Images to a New Group*.

### Tips

- To go back to main search screen, click on back arrow or “History” link on top left of page.
- Loading of images by dial up internet access is very slow.
- To work with images in a Powerpoint when using a PC, it is best to first work with images in Microsoft Picture Manger, then copy and paste image into Powerpoint or MS Word.

Then type a group name for that set of images.



Need More Help? Consult the *Using ArtStor* or *Help* links in ARTstor for quick start guides & FAQ's. Email or phone the Library Liaison for Art, Carrie Bertling at [cbertling@towson.edu](mailto:cbertling@towson.edu) or 410 704-3746 or Lisa Woznicki at [lwoznicki@towson.edu](mailto:lwoznicki@towson.edu) or 410 704-2498.