

Using Artstor at Smith College

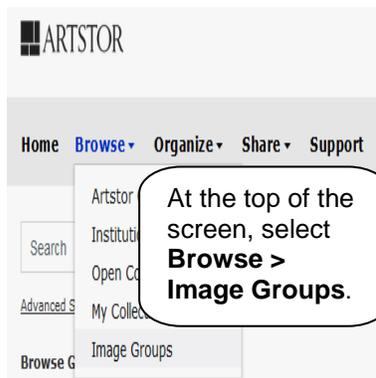


Artstor holds over two million images of art objects, historical material, and scientific artifacts from collections including the Magnum photojournalism archives, the American Museum of Natural History, the Smithsonian, the Metropolitan Museum of Art, Conde Nast and more! To access ARTstor, go to <https://sophia.smith.edu/blog/imagingcenter/>. From the menu on the right, select **Search Artstor**. Contact Jon Cartledge at x4568 or jcartled@smith.edu if you need any assistance.

In order to get access to faculty reserves, save groups or access Artstor off campus, have you will need to register. To register, just click **Register** at the top right. You will be asked to enter your email address (make sure it is your Smith one) and create your own password. You can now access Artstor off-campus for the next three months. To renew, log in at any computer at Smith.

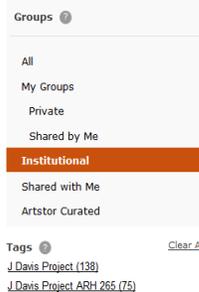
[Log in or Register to save images](#)
Institution: Smith College

Access to instructor's class reserves

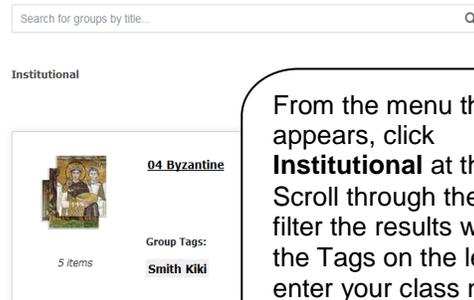


At the top of the screen, select **Browse > Image Groups**.

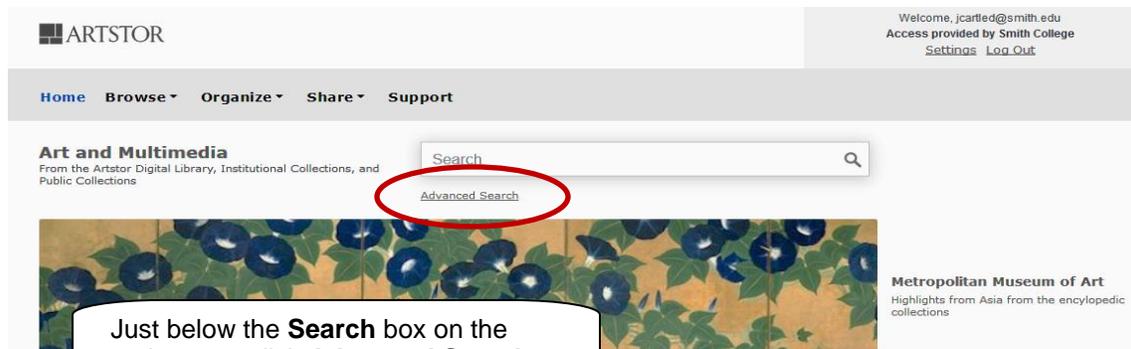
Artstor Digital Library Smith College Collections My Collections Public Collections **Groups**



From the menu that appears, click **Institutional** at the top. Scroll through the list, filter the results with the Tags on the left, or enter your class name in the Search box.



Advanced Searching in Artstor

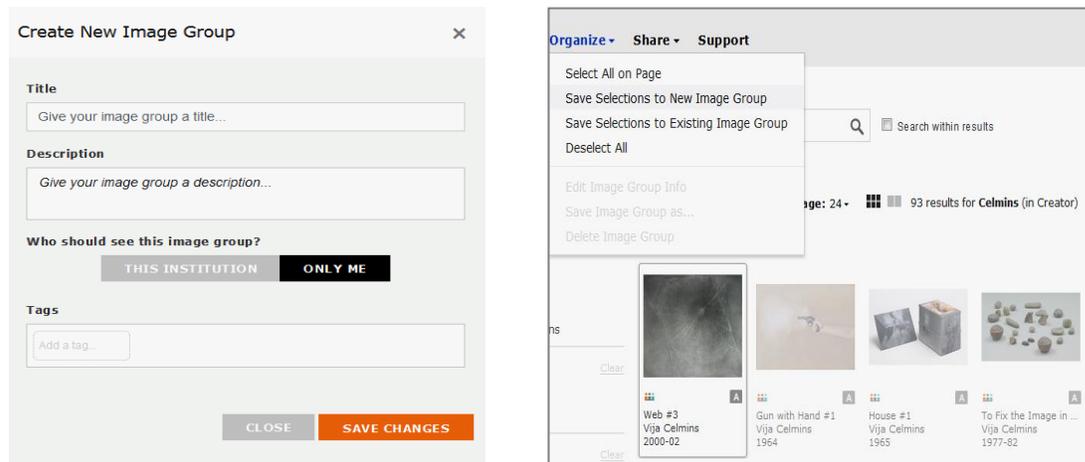


Just below the **Search** box on the main page, click **Advanced Search**

Creating, Editing and Showing Groups

Any time images have come up from your search, you can create an image group. Hover over the image you want to select, and click the box that appears at the top right. Click **Organize** on the toolbar on the top of the screen and select **Save Selected Images to New Group**. The Save page will open. Name your group. Select whether or not you'd like anyone at Smith to see your group or only you. Click **Save Changes**.

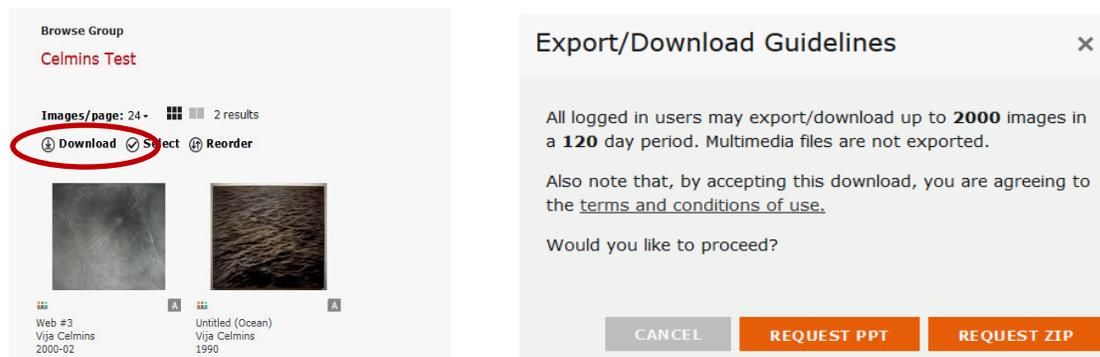
If you would like to add images to an existing group, select the images you need, click **Organize** and select **Save Selected Images to Existing Group**. In the **Add Images to Group** window, select the group for your images. Click the **Save Changes**.



To delete an image from your group, hover over the image you want to select, and click the box that appears at the top right. Click on **Organize** at the top of the screen and select **Delete Selections from Images Group**.

To show a group online, Click **Organize** at the top of the page and then select **Open Image Group**. Select the folder and group you want. To start an online show, just double-click on one of the images. The Image Viewer will pop up. You can use the arrows next to the title of the image, at the top of the viewer, to move to the next image in your image set sequence.

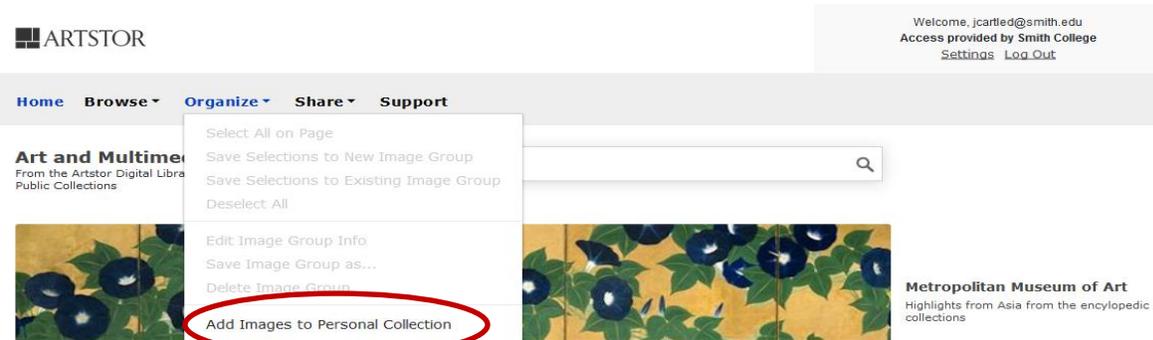
Accessing and Downloading Your Groups as a PowerPoint presentation



Click on **Browse > Image Groups**. ****Select the group you'd like to download. Once the group is open, Select **Download**. Click **Request PPT** in the pop up window.

Adding Your Own Images to your Groups

You can add images that are not in Artstor to your groups by creating a Personal Collection. Click on **Organize > Add Images to Personal Collection**



Drag and drop your images into the Personal Collection window that appears. Once the image uploads, click Done. It will take about 30 minutes for your images to appear in your Personal Collection

