

Digital Image Collections: ARTstor

Williams College, Art Department, Visual Resources Center, Lawrence Hall
Drop-in Support and Training, 8:30am-4:30pm, Monday-Friday
(413) 597-2015, <http://www.williams.edu/art/vrc/>

Creating Groups

1. Navigate to www.artstor.org, click on the "Go" in the upper right corner of the page, and login using your email and password.
2. Find the images that you want to save into a group by searching or browsing ARTstor's collections.
3. Select images by single-clicking on the desired thumbnails, so that they become highlighted in orange.
4. Click on the "Organize" toolbar button and select "Save selected images to" and then "New image group" in the options list.
5. A new window will open, displaying a list of the folders available to you. Click on folder title for the desired destination for your group.
6. Enter a name for your group in the field provided at the bottom of the window.
7. Click on the "Save" button at the bottom of the window to save your changes. Or, you can click on the "Save & Open" button to view your saved group on the Thumbnail Page.
8. Once you have saved a group, you can edit it by adding and deleting images, as well as rearranging and sorting them.

Adding to a Group

1. To add additional images to this group, repeat steps #1-4 above. This time, after choosing "Save selected images to" select the "Existing image group" option.
2. In the new window that opens, click on the plus sign (+) to the left of the desired folder title to expand its contents. Click on the desired group title.
3. Click on the "Save" or "Save & Open" button, as desired, to save the additional images to the group.

Opening a Group

1. Navigate to www.artstor.org, click on the "Go" in the upper right corner of the page, and login using your email and password.
2. To select and view an Image Group either click on the "Organize" toolbar button and select "Open Image Group" OR simply click "Open" on the Folders and Images menu in the center of the Welcome screen.
3. Whichever method you use, a new window will open, displaying a list of the folders available to you.
4. Click on the plus sign (+) to the left of the desired folder title to expand it and display its contents.
5. Next, click on a group name and then click on the "Open" button at the bottom of the window. You may also double-click on the title of the desired group.
6. The dialog box will close and the contents of the selected group will appear on the Thumbnail Page.

(Created 8/2008)