

## OIV 3.0: GETTING STARTED

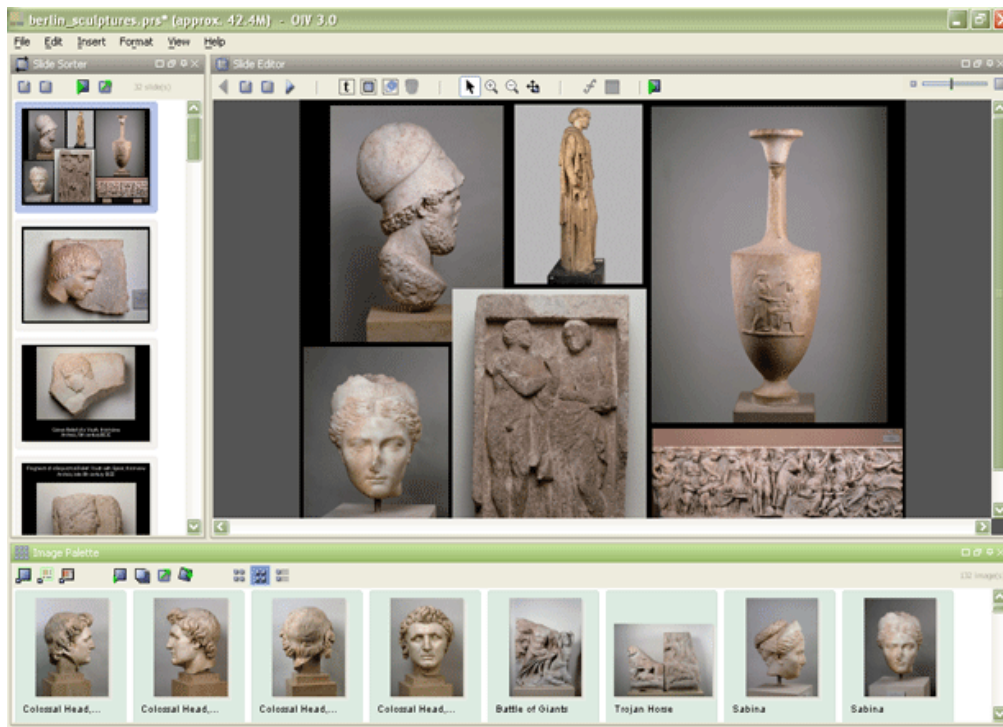
### What is OIV?

The Offline Image Viewer (OIV) is a presentation software that ARTstor has developed to allow its users to give reliable, internet-independent classroom presentations that incorporate both the Image Groups that they create in ARTstor, as well as any personal images that they have saved locally. OIV version 3.0 offers additional features unavailable in any previous versions. These include: the ability to open more than one instance of OIV at a time, the ability to drag and drop slides between presentation files, the ability to rotate images, compatibility with Windows Vista machines, additional zoomable templates, the ability to edit zoomable slides, additional printing options, and for users with Instructor-Level Privileges, the ability to upload local images to a category within their ARTstor Personal Collection.

### How do I get OIV 3.0?


OIV 3.0 is available for downloading to all ARTstor Registered Users. First, log onto your ARTstor user account and then click on the "Tools" toolbar button. When you select the "Download Offline Viewer" option, you will be prompted to accept ARTstor's "Terms and Conditions of Use" - click on the "Accept" button to proceed. A popup window will appear, listing the currently available version of OIV. Choose the Mac or PC version, depending on your workstation, then click on the "Submit" button. Another popup window will prompt you to choose between opening and saving the new file. Click on the "Save" button and select the location on your computer to which you would like to download the installation file. The installation process will vary, whether you are using a PC or a Mac, but in general, double-clicking on the installation file will begin installing the program onto your computer. Once the installation is complete, OIV 3.0 will be available on your computer just like any other software program.




### How do I assemble a collection of images?




First, open OIV 3.0 by double-clicking on the program shortcut. You will see a Getting Started guide, which asks you whether you would like to create a new presentation (from ARTstor images or your own local images), or open an existing presentation (whether one created in OIV or in PowerPoint). Make your selection and click on the "OK" button.

- ❖ If you select the "Create a new presentation from ARTstor images" option, you will be prompted to enter your ARTstor email

address and password, the same combination that you use to log onto your ARTstor account. You will then see a list of the folders available to you. Double-click on a folder to view the Image Groups saved within. Click on a group name to preview it in the window to the left. Select a group and then click on the "Open" button to begin downloading it. To import ARTstor Image Groups, you can also click on the "Download image group(s) from ARTstor" icon () in the upper left corner of the Image Palette pane, which runs along the bottom of the OIV's default layout (pictured above).



- ❖ If you select the "Create a new presentation from my own images" option, your computer's directory will appear. Browse to the location on your computer where your local images can be found, whether that's your desktop, hard drive, shared network drive, removable drive, CD, etc. Select the image file(s) that you wish to import and click on the "Add" button. You can also import local images by clicking on the "Import local image(s)" icon () in the upper left corner of the Image Palette pane.
- ❖ You can import entire PowerPoint presentations into the OIV. Go to the Insert menu and choose the "PowerPoint presentation..." option. You may also click on the "Import PowerPoint Presentation" icon () in the upper-left corner of the Image Palette. A window with your computer's directory will open. Browse to the location of your presentation and select it by clicking on the file name. Then, click the "Open" button. Your PowerPoint slides be converted to OIV slides in the Slide Sorter, and the embedded images will be added to the Image Palette.
- ❖ Whether you download ARTstor images or import your local images, they will appear as thumbnails in the Image Palette pane. The Image Palette is the primary workspace that you will use to organize your image collection. If you want to expand it so that you have more room to work, find the window controls in the upper right corner of the pane. Three icons () at the top of the pane offer different ways to view thumbnails: images only, images with brief captions, or images with data records. While in the Image Palette, you may use your mouse to drag and drop images to rearrange their order. When you click on an image to move it, a placeholder will appear as a narrow line of color, indicating the space between two images. When you release your mouse to drop the image, it will appear between those two thumbnails. To delete any unwanted images, click once on the thumbnail to highlight it and then click on the "Delete" key on your keyboard.


### How do I present my images?

To present the images in your collection, double-click on the first thumbnail so that it opens full-screen against a black background. You may also click on the "View Image Palette Slideshow" icon () in the upper left corner of the Image Palette pane. While in the Image Palette Presentation, you will see a gray toolbar in the upper left corner of the screen, which contains various icons for showing data, advancing to the next/previous image, splitting the screen, or jumping out of sequence within the presentation. To view a detail, use your mouse to click directly into the image to zoom in; press "Shift" while clicking with your mouse to zoom out. When you are finished with your presentation, click on the "Exit" icon in the toolbar or press "Esc" on your keyboard.

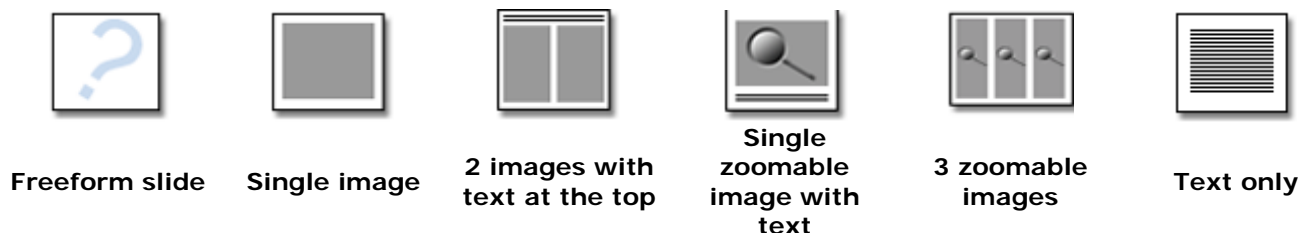
### How do I create slides from my images?

While the Image Palette Presentation allows you a great deal of flexibility when presenting images, you may want a more predictable and customizable method of presentation. OIV 3.0 offers an alternative type of presentation that allows you to create authored slides, using the contents of the Image Palette as source material. To create and edit these slides, you will be using the Slide Editor and Slide Sorter panes – located in the top half of the Default Layout (pictured above) - as your main workspaces. There are two ways to create slides:

- ❖ The first method is to select a template and then fill the blank slide with images and text. To create a new blank slide, simply click on the "Add a slide" icon () located in the upper left corners of the Slide Sorter and Slide Editor panes. You may also select the "Add a slide" option from the "Insert" menu.
- ❖ The second method is to start with a selected image (or images) and then pre-fill a template with these selections. First, select your image(s) within the Image Palette pane by clicking with your mouse. You may select multiple images by either pressing the "Shift" key (for sequential images) or the "Ctrl" (or ) key (for non-sequential images) while clicking with your mouse on the desired images. Once your

images are selected and highlighted, click on the "Create slide(s) from selected image(s)" icon () in the upper left corner of the Image Palette pane.

In either case, you will be prompted to select a template from the dialog box that appears. If you need help choosing a template, please see the list below for guidance. In general, the gray areas represent images, while the black lines represent text. Once you have created a slide, whether from a blank template or a selected image, a thumbnail preview will appear in the Slide Sorter in the left side of the screen, while the slide itself will be available for editing in the Slide Editor on the right-hand side. When you click on the preview in the Slide Sorter, the corresponding slide will appear in the Slide Editor.





### How do I customize my slides?




Once you have created a slide, you may edit the images or text boxes by adding, moving, re-sizing, or zooming into them in the Slide Editor. Even if you created a slide using a template, you are not bound to the arrangement of the image placeholders and text boxes as defined by the chosen template. At the top of the Slide Editor, you will see a toolbar containing icons that will help you customize your slides:




#### ❖ Adding and editing images



If you have created a slide from a template, the empty image placeholders in the Slide Editor will instruct you to "Place image here." Find an image in the Image Palette below, then drag and drop it into the empty placeholder. To add an additional image, select the "Add an image" icon () from the Slide Editor tools at the top of the pane. Another image placeholder will appear on your slide – simply drag another image from the Image Palette to fill it.

If you need to move an image, make sure that the "Move" icon () is selected in the Slide Editor toolbar. Then, click on the image and drag it to a new location. To re-size your image, click on the image so that a dashed outline appears around it. Using any of the 8 square handles at its corners and sides, drag the dashed outline until the image is sized as you like it. Once you have re-sized your placeholder, the image may no longer fill the entire space. In order to enlarge/shrink the image to fill the entire placeholder, right- (or "Control"-) click on the image and select the "Fit to frame" option from the resulting shortcut menu.


If you want to save a zoomed detail on your slide, select the Zoom tool () , then click into the image. If you need to pan to another section of the zoomed-in image, select the Pan tool () and then use your mouse to click and drag to a different area. To add a shape, click on the "Add a shape" icon () , and adjust the size and placement by clicking and dragging the borders. To adjust properties such as line thickness, color, opacity and fill, click on the shape and right- (or "Control"-) click to select "Properties".


#### ❖ Adding and formatting text

In addition to adding images, you may also add text to your slide. If you have created a slide from a template, empty text boxes will instruct you to "Double-click to add text." You may key your comments directly into the box after double-clicking with your mouse. You can also import the data attached to any image by dragging its thumbnail from the Image Palette into the empty text box. Whether you are importing an ARTstor image or a local image, you will be prompted to select which data fields you want to add. Make your selections and click the "OK" button. The imported text will automatically populate the text block. To add an additional text box, select the "Add a text box" icon () from the Slide Editor toolbar so that a blank text box appears on your slide.

To move the text box, make sure that the "Move" icon () is selected, and then click on the box and drag it to a new location. To re-size any text block, click it so that a dashed outline appears around the box. Using any of the 8 square handles at its corners and sides, drag the outline until the text box is sized as you like it. To format the text, double-click into the box to select the text within. Select the "Format text" icon () so that a new window opens, presenting you with options for adjusting the font, size, style, color, and alignment of your text. Make your selections and then click on the "OK" button.

### How do I present my slides?

Once you have edited your images and text, as well as designed the overall layout of your slides, you are ready to present them in the Slide Presentation. During your presentation, your slides will appear just as you have designed them in the Slide Editor, and in the order they are listed in the Slide Sorter. If you would like to change the order of slides, click and drag the thumbnail previews within the Slide Sorter to rearrange their order. While organizing your presentation, you may find the need to delete a slide. Click on the slide preview in the Slide Sorter, then click on the "Remove a slide" icon () in the upper left corner of the Slide Sorter pane.

To begin your presentation, click on the "View presentation" icon () in the upper left corner of the Slide Sorter or Slide Editor pane. When your presentation begins, a Quick Start guide will outline the various keyboard shortcuts that you can use to navigate through your presentation. To advance to the next slide, press the Space bar or the "PageDown" key. To view the previous slide, press the "Shift" key and then the Space bar, or the "PageUp" key. To view the slide so that individual image/text objects are introduced one at a time, use the right and left arrow keys. If you have incorporated a zoomable slide template into your presentation, clicking into the image with your mouse will allow you to zoom in for more details. When you are finished giving your presentation, press the "Esc" key.

### How do I print my slides and images?

To print slides go to the "File" menu, then go to "Print" and "Slides." You can choose from several printing templates. To print images from the Image Palette, go to the "File" menu, then go to "Print" and "Palette Images." Again, there are several options for print templates, whether you would like to print the images with or without their data records.

### How do I save my presentation?


After creating or making any changes to a presentation in OIV 3.0, you will need to save it. You have a few options for saving your presentation file:

- ❖ To save your working file, go to the "File" menu and select the "Save" option. You will be prompted to choose a location on your computer's directory and name your presentation file (.prs). You can save a presentation file to your hard drive, network, or any portable media devices (e.g. disk, CD or Zip drive).
- ❖ To share your slide presentation, you can save a Read-Only version. Go to the "File" menu, point to "Save As," and then select "Export as Read-Only presentation..." Your presentation will be saved as a .shw file that cannot be edited by the viewer. Please note that the resulting file will only preserve the slides that you created, not the individual images in the Image Palette.
- ❖ Files created in OIV 3.0 are not backwards compatible with previous versions of the software. If you would like to save your presentation in a format that will be readable in earlier versions of OIV, you can save it in a legacy format. Go to the "File" menu, point to "Save As," and then select "Export to legacy format..." Use this file to give presentations in older versions of OIV.

### How do I upload my local images and presentation slides to my Personal Collection?

Instructor-level ARTstor users can upload their presentation slides and local images to their Personal Collection in ARTstor.

- ❖ To upload local images, select your personal images in the Image Palette. You can differentiate local images from any ARTstor images, which will be marked by a pale green highlight. To select multiple images, hold down the Ctrl (or ⌘) key while clicking on multiple selections. To select several adjacent images, click on the first thumbnail, press the Shift key, and then click on the last slide in the sequence.

Then, click on the "Upload selected images" icon () in the upper left corner of the Image Palette. A new window will appear, prompting you to log onto your ARTstor account. Enter your email address and password, then click on the "Next" button. A new window will appear, displaying the browsing categories for your Personal Collection. Click on the target location for your images, whether a category, sub-category, or the main Personal Collection. To expand a category to view its sub-categories, click on the plus sign (+) to the left of the list item. When you have made your selection, click on the "Upload" button. A confirmation message will inform you when the upload is complete, at which point, you can access ARTstor to view your newly uploaded Personal Collection images.

- ❖ To upload your presentation slides, go to the "File" menu and choose the "Upload all slides" option. A new window will open, prompting you to enter your ARTstor e-mail address and password. Once you have done so, click on the "Upload" button. When the upload is complete, a popup window will say "Finished." You can now access ARTstor to view your presentation slides, which will be added to your Personal Collection in a category titled "OIV Slides." These slides will also be saved into their own Image Group, placed into your My Work Folder. The group will be titled with the name of your OIV presentation file, followed by "(slides)."

### How do I use OIV 3.0 remotely?

If you would like to use OIV 3.0 remotely, you may download the software from the ARTstor Digital Library and install it on any remote computer. The first time you launch OIV 3.0 after installation, you will be asked to authenticate the program. As a security measure, ARTstor does require that every installation of OIV be authenticated the first time the program is opened, as well as every 30 days thereafter. All you need is a valid ARTstor account, so that you can enter your email address and password when prompted to authenticate. To successfully authenticate, you may use one of two methods:

- ❖ The first involves connecting through your proxy server. Go to "Edit" toolbar menu and select the "Preferences..." option. In the new window that appears, go to the "Proxy information" area and then enter your proxy server's address and port number into the required fields. Once you have connected to your proxy server - and you can be identified as a valid user from an authorized institution - you will be able to successfully authenticate.
- ❖ The second method takes advantage of the ARTstor Remote Access Grace Period. Whenever an ARTstor user logs onto their account from a valid IP address - whether they do this while on campus or when connected through a proxy server - they are granted a 120-day period during which time they may access ARTstor from any location. This Remote Access Grace Period will also allow you to authenticate OIV 3.0 remotely, so that when you are prompted to enter your email address and password for authentication, ARTstor will check to see if you have touched your account within the last 120 days. If you have time remaining in your grace period, you will be able to authenticate successfully. If you do not, you may reset the grace period by logging onto your ARTstor account from a valid IP address and then try authenticating again.

Once you have successfully authenticated the program, you will be able to use OIV 3.0 for 30 days before being prompted to re-authenticate the program. If you are not able to authenticate before your 30 day period has expired, you may continue to use the program, but any ARTstor content will no longer be visible. The ARTstor content will remain unavailable for use until you re-authenticate the program. At any time, you may check the status of your certificate by going to the "Help" menu and selecting "Authenticate OIV." A new window will open, displaying the next time that you will need to authenticate. When you click on the "Authenticate Now" button, you will then be prompted to enter your ARTstor email address and password to complete the re-authentication.

### How can I get help with using OIV 3.0?

First, make sure that your computer is compatible with OIV 3.0. For your operating system, PC users should have Windows 2000 or XP, while Mac users will need a minimum of OS X 10.4 or higher. Java Sun version 1.5 or higher is required for all users. While working in the program itself, you can always consult the Help Index by going to the "Help" menu and selecting "Help topics." ARTstor User Services is also available for user support Monday through Friday, 9 AM – 8 PM, whether by phone (212-500-2404) or email ([userservices@artstor.org](mailto:userservices@artstor.org)).