



CREATING A PASSWORD-PROTECTED FOLDER OF IMAGES FOR STUDENTS TO VIEW ONLINE

Note: If you do not have instructor privileges, you cannot create a password-protected folder. Contact Elinor Appel (eappel@sccd.ctc.edu) to change your status.

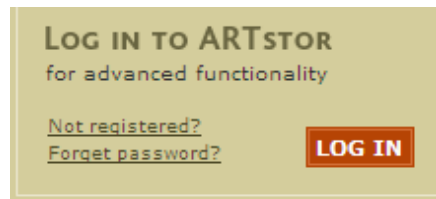
This guide will show you how to

- create a password-protected folder for online viewing by your students
- create an image group and add it to the password-protected folder

To access ARTstor

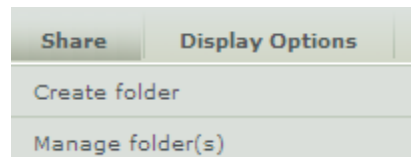
1. go to the library website
2. click "Reference Databases" under Search for Articles
3. click ARTstor (second entry)

To enter ARTstor – click **Go** (top right of screen), then log in (or register):

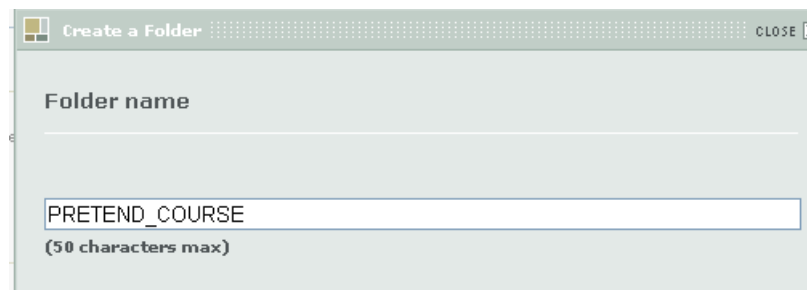


To create a password-protected folder

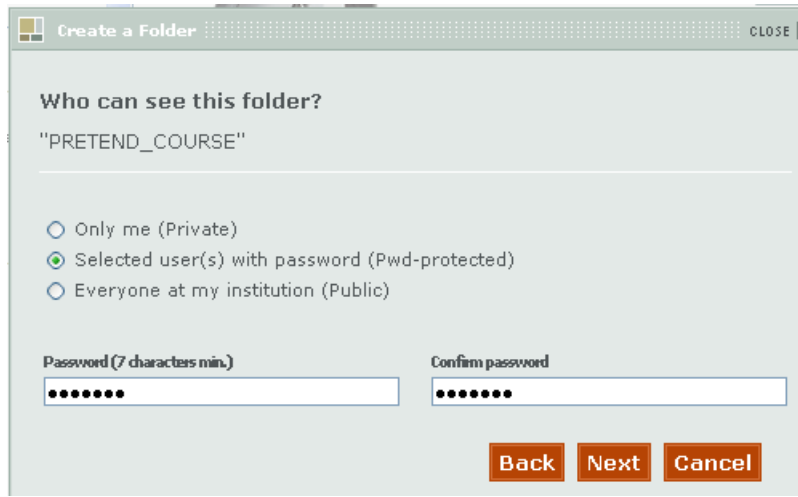
At the top of the screen click on "Share" and select "Create folder" from the dropdown menu:



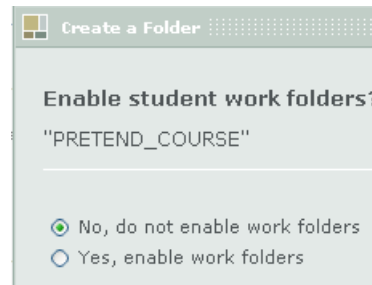
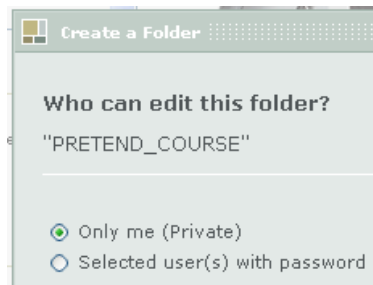
Type in a name for your new folder and click "next":



Select "Selected users," type in a password, and click "Next." You will give your students this password to view the images you have put in the folder.



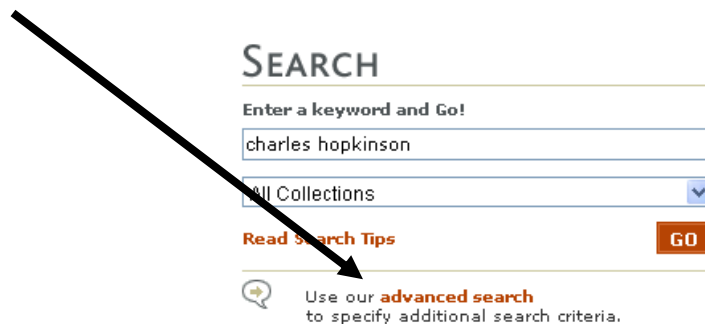
Leave the default selections for the next two prompts:



A message will appear letting you know your file was successfully created.

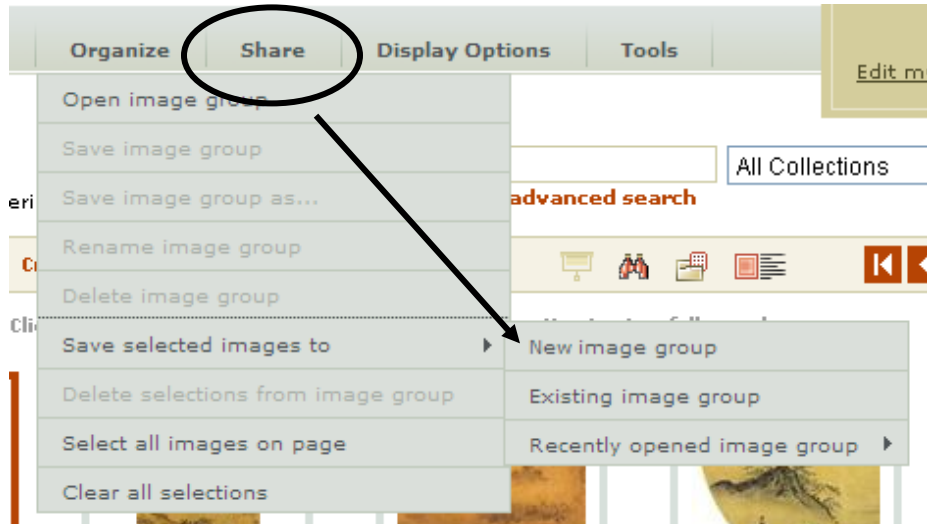
To create an image group of saved images

Use the "Advanced search" function to limit your search by period, place, type of art or collection. For a simple search use the basic search.

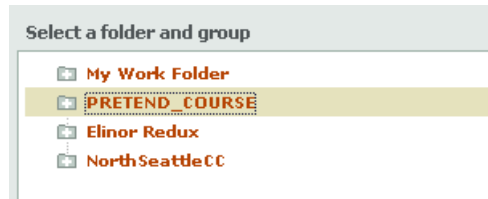


Select images you wish to save by clicking on them once. Selected images will have a dark red frame.

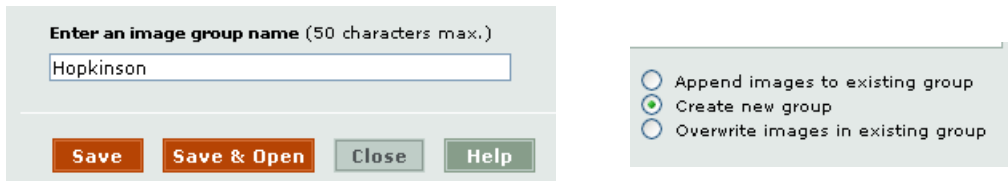
Add selected images to your password-protected group folder by clicking "Share" and selecting "Save selected images to/ New image group."



Select the folder you have created (this is where the image group will be saved):



Create and name the new image group and "Save."



To view your saved images:

1. From the main page, click on **Folders and Image Groups**



2. Select your folder, click on the plus sign to reveal the image group, and click "Open."

