HOW TO SHARE IMAGES FROM A PERSONAL OR LOCAL COLLECTION ON ARTSTOR

(Instructor Privileges Required)

Step 1: Uploading images from personal/local collection
1. Go to the **Upload** menu and select **Upload to personal collection>Image and audio files**.
2. Click on the **Browse…** button to locate the file on your computer.
3. Select the file and click **Open**.
    Note: You can also upload .zip files containing multiple images.
4. Click **Upload** to begin moving the files to the "My Personal Collection" folder in your ARTstor account.

Step 2: Creating a shared folder
1. Log in to your ARTstor account.
    http://www.artstor.org.ezp-prod1.hul.harvard.edu/index.shtml
2. Go to the **Share** menu and select **Create folder**.
3. Enter in a name for the folder (e.g., HAA 1) and click **Next**.
4. In the window "Who can see this folder?" select the appropriate option.
    Note: If choosing "Selected user(s) with password (Pwd-protected)" make sure to enter in a unique password that can be provided to those who will need access.
5. Click **Next**.
6. In the window "Who can edit the folder?" select the appropriate option.
    Note: If choosing "Selected user(s) with password" make sure to enter in a unique password that can be provided to those who you would like to edit the contents of the folder.
7. Click **Next**.
8. Under "Enable student work folders?" select the appropriate option.
    Note: If selecting "Yes, enable work folders" you will need to enter in an expiration date.
9. Click **Next**.
10. Click **Finished**.

Step 3: Moving uploaded images to shared folder
1. Go to **Find** and select **Browse personal collection**.
2. Double-click on the folder "My Personal Collection" to open it.
3. Locate the image(s) and select them by single-clicking on each one.
4. Go to the **Organize** menu and select **Save selected images to>New image group**
5. Select the newly created folder and **Enter in image group name** in the corresponding field (e.g. Lecture 1)
6. Click **Save.**
    Note: To add additional images to this group select **Organize>Save selected images to>Existing image group**