

HOW TO SHARE AN OIV PRESENTATION ON ARTSTOR

(Instructor Privileges Required)

Step 1: Uploading an OIV presentation

1. Open the presentation in OIV.
2. Go to the **File** menu and select **Upload All Slides**.
3. Authenticate with your ARTstor credentials and click on **Upload**.

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. Click on the “+” sign to the left of the folder “OIV Slides”.
3. Double-click on the appropriate OIV presentation name to open it.
4. Right-click on any image and select “Select all images on page” to select all image or single-click on each one to select individual images.
5. Go to the **Organize** menu and select **Save selected images to>New image group**.
6. Select the newly created folder and **Enter in image group name** in the corresponding field (e.g. Lecture 1).
7. Click **Save**.
Note: To add additional images to this group select **Organize>Save selected images to>Existing image group**.