Using the Offline Image Viewer

Downloading the OIV
Click **Tools** and select **Download Offline Presentation Tool**. Click **Accept** for Terms and Conditions. Select either Mac or Windows version of OIV and click **Download**. Once the zipped folder has downloaded onto your computer, open the folder and click the icon inside. This will automatically take you through the install. When finished, you should see and OIV 3.1 icon on your desktop.

If you are on campus, your program will automatically load. If you are using the offline image viewer away from campus, you will need to enter your registered email address and password to launch the viewer.

When the viewer opens, a shortcut window will pop up and ask you to select from the following choices:

- Create a New Presentation with ARTstor images
- Create new presentation with your own images
- Open an existing presentation
- Import a Powerpoint presentation

You can select one of these and click **OK**, or click **Cancel** to go directly to the viewer. Viewer is divided into three areas: the Slide Sorter, the Slide Editor and the Image Palette. Images are downloaded into the Image Palette, are edited into slides in the Slide Editor and sorted in the Slide Sorter.
To bring images into the offline image viewer, go to Insert, at the top of the screen.

For images of your own, select Local Image. This will bring up a window allowing you to select images from your computer. To bring in more than one image, hold down the shift key as you click on the images you want to use. Once you have selected the image or images you want, click Add. The images will appear on the image palette at the bottom of the screen.

To bring in image groups you have created in ARTstor, select Image Group(s) from ARTstor. A window will pop up asking you to enter your email address and password. Click Next. You will be shown a list of folders. Double-click on your folder and select the group you want to use. Click Download. The images will appear on the image palette.

To bring in a Powerpoint presentation, select Powerpoint presentation. A window will pop up so you can select the presentation from your computer. Select your presentation and click Open. Your Powerpoint slides will appear in the Image Palette and in the Slide Sorter as finished slides.
**Image Palette**

The Image Palette is on the bottom half of the screen. With the Image Palette, you can create slides for your presentation, run a raw, image-only slideshow or load your personal images into the ARTstor database for student review.

To order the images in your Image Palette, click on the image and drag it. By clicking the buttons you can adjust the amount of information that is shown with the image. You can also run a basic slideshow with the images on your palette by clicking on the button. To upload your images to the ARTstor website, see Personal Collections, page 22.

Once you have your images in the Image Palette, you can create slides for your presentation. To create slides for a slideshow presentation, click on the images to want to use. Then click the button. A window will appear so you can choose the template of the slide.

The most common slide templates are:

- Slide with image and text
- Slide with image and zoom feature (can zoom in on details)
- All text
- Slide with side-by-side image comparison, text and zoom feature.

Select which template you want for your slide and click **OK**. The slide will appear in the Slide Editor and in the Slide Sorter.
Slide Editor

The Slide Editor appears on the top right of the screen, and the sorter is on the top left. You can create customized slides in the Slide Editor order them for presentation in the slide sorter. There are two ways to create a slide. You can select an image from the Image Palette (see previous section) or you can create a slide from scratch in the Slide Editor.

To create a slide in the Slide Editor, Click **Insert** at the top of the page and select **Add a Slide**. A window will appear so you can choose the template of the slide. Select a template and click **OK**.

A blank slide will appear in the Slide Editor. If your template needs an image, drag one from the Image Palette onto the blank slide. If you have a template with text, double-click on the text portion of the blank slide and begin typing to add your text.

To adjust the typeface of the text, go to **Format** at the top of the screen. Select **Text>Font**. The window that pops up will allow you to select the font, size color and alignment of the text.

To adjust the background color of the slide, go to **Format** and select **Background**. Choose the color you want for the background from the palette that pops up.
To enlarge or reduce the size of an image select the🔍 or🔍 tool at the top of the Slide Editor box. Move the mouse to the image you want to resize and click on it. The image will shrink or enlarge, depending on the tool you have selected.

To add a shape to your slide (i.e. an arrow or circle, to point out a particular feature in an image), go to Format at the top of the page and select Shape. From the window that appears, select the shape you want to add to the slide and click OK. The shape will appear on the slide, use the mouse to move or resize the shape.

To add an additional image to a slide you have created, go to Format and select Image. A box will appear on your slide. Use your mouse to move the box and adjust its shape. Then, drag an image from the Image Palette into the empty box. Keep in mind, you will not be able to use the “Zoom” feature for the added image.

To add additional text to your slide, go to Format and select Text>Add Text Box. A new text box will appear on your slide. Use your mouse to move or resize the text box. Double-click in the box to begin typing.

You can move the images or text of your slide so that they appear in front of, or behind the other images or text. First, click on the image or text you want to move. Then, go to Format and select Order. From the drop-down menu that appears, select if you want to move the object forward (in front of other object on the slide) or backward (behind other objects on the slide).

To delete any images, text or shapes you have added to the slide, click on the object. Then, select the🗑️ button at the top of the Slide Editor.
Slide Sorter

You can arrange the slides for your finished slideshow in the Slide Sorter. The Slide Sorter appears on the left-hand of the screen. The top slide is the first in the slideshow, the one at the bottom is the last. To move the position of a slide, click on the slide you want to move, and move it over the location in the sequence you’d like your slide to appear. For instance, if you’d like the last slide in the group to appear second in the slideshow, click the last slide and drag it until it is above the second slide from the top. The last slide will pop into the second position, and the slide that had been second will move to the third position.

To delete a slide from your slideshow, go to the Slide Sorter window and click on the slide you want to delete. Go to Edit at the top of the screen and select Remove slide(s).

Running Your Slideshow

When your slideshow is complete, go to View at the top of the screen and select View Slide Presentation. A window will appear, showing you the basic keyboard commands for running the slideshow. They include:

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space bar</td>
<td>move to next slide</td>
</tr>
<tr>
<td>(shift) space bar</td>
<td>move back a slide</td>
</tr>
<tr>
<td>=</td>
<td>zoom in</td>
</tr>
<tr>
<td>-</td>
<td>zoom out</td>
</tr>
<tr>
<td>Esc</td>
<td>Exit slideshow</td>
</tr>
</tbody>
</table>

Press the spacebar to begin the slideshow. Press the Esc key to go back to the main Offline Image Viewer Screen.

Opening a saved slideshow

To open a slideshow you have saved, open the Offline Image Viewer and go to File at the top of the screen. Select Open. An Open Presentation screen will appear, select the presentation you want to open and click Open.
Uploading Images Through the Offline Image Viewer

Open the Offline Image Viewer. You will need to import images into the Image Palette or open a finished slideshow (see previous section). Images can be uploaded from the Image Palette in raw form or as finished slides in the Slide Sorter.

To upload raw images from the Image Palette, click on the images you want to upload. To select more than one image, hold down the shift key as you click on the images. Once you have selected your images, click on the button at the top of the Image Palette window. You will be prompted for your email address and password. Enter then and click Upload. Your images are now in your Personal Collection in the ARTstor database.

To upload finished slides, click on the slides you want to load in the Slide Sorter window. Click the button at the top of the Slide Sorter window. You will be prompted for your email address and password. Enter then and click Upload. Your images are now in your Personal Collection in the ARTstor database.