Personal Collections

Personal Collections are available to Instructor-level users.* You can upload image and audio files from a local drive, disk, or CD onto ARTstor's servers to be used alongside ARTstor images in the Digital Library and OIV. These files can be private ("limited access") or available to all users at your institution ("institutional access").

Upload your files

1. Log in to your ARTstor account.
2. From the ARTstor navigation menu click **Upload** > **Upload to personal collection** > **Image and audio files**.
3. In the window that opens, click **Browse** to select files from your computer directory. You can upload up to five files at a time, including .zip files with multiple image files within.
4. Click **Upload**. Depending on the size of the file(s) and the speed of your network connection, this may take a few seconds or a couple of minutes. You will see a confirmation message once the upload is complete.

Add data

1. Log in to your ARTstor account and click **Upload** > **Manage personal collection**.
2. Select your collection in the left pane, and select an image from the right pane. Click **Edit Data** button. The image data window will open.
3. Double-click a field to enter or edit the information. When finished, click **Save**. For large personal collections you may wish to upload metadata. Formats supported are XML files in Dublin Core or CDWA lite formats, or ZIP files containing such XML files.

Manage your collection

Log in to ARTstor and click **Upload** > **Manage personal collection**. A new window will open. Select My Personal Collection in the left pane to view its contents in the right pane.

- To change a file name, double-click the file and type a new name.
- To share an image or category with your entire institution, right- or Ctrl-click the file or category name and select "Set file to institutional access" or "Set category files to institutional access." A padlock icon in front of file names will indicate if they are private or public.
- To create categories, select "My Personal Collection" in the left pane. Click the **New Category** button below. A "New category" will appear below "My Personal Collection". Double-click the title to change it.
- To categorize your files, drag and drop file names from the right pane on to the desired category name in the left pane.

If you have Instructor Privileges but do not see these options, contact your local User Support contact.