

ARTSTOR IS BEING RETIRED ON AUGUST 1ST, 2024

CONTENT IS BEING MIGRATED TO JSTOR BEGINNING FEBRUARY 2024

A Personal Collection of images on Artstor may be made available in your new [JSTOR Workspace](#).

Follow the steps below to move them into image group(s) that will be copied along with your other image groups beginning in February 2024

See also: <https://www.jstor.org/artstor-on-jstor/>

Part I: Moving Personal Collections to Image Groups

Note: If you don't complete these steps before image groups are copied in February, you can still use the copy tool to transfer personal content to JSTOR until August 1, 2024. See [Copy Image Groups](#) from Artstor for more information.

1. Access the Sojourner Truth Library at <https://library.newpaltz.edu>
 - a. It is best to access Artstor via STL's website
2. Click the **Databases** tab
3. Select **Artstor Digital Archive Collection**
4. Click **Login to Artstor** at the upper right
5. Enter the **email** with which you signed up for Artstor and your **password**
 - a. Note: You may have started an Artstor account with another email such as gmail or older email services—even Hotmail or AOL!
 - b. If you cannot remember your Artstor password, Click Forgot password and retrieve it from your email account.
6. Open the **Browse** drop-down menu and select **Personal Collections**

(continued)

7. Click **Personal Collections**

- a. **Note:** The default number of images per page 48, but you can display up to 72 items per page.
- b. If you have more images than 72 in your personal collection, you can repeat these steps for each page, by adding Images to an existing group (see below and as demonstrated in the video).

8. Open the **Organize** drop-down menu and select **Select all on page**

9. Open the **Organize** drop-down menu once again

10. Select **Save selections to a new group**

- a. In the **CREATE NEW GROUP** dialog box
 - i. Add a **Title**
 - ii. Add a **Description** if you like.
 - iii. Make sure **Sharing Permissions** are set to **Only Me**.
 - iv. Click **Create**

Part II: Add More Personal Images to an Image Group

1. While still in **Personal Collections**, click the **page navigation arrows** to move to the next page of up to 72 images.

2. Open the **Organize** drop-down menu and select **Select all on page**

3. Open the **Organize** drop-down menu once again

a. Select **Save selections to an existing group**

i. In the **ADD 72 IMAGES TO GROUP** dialog box

1. Select the group you just created from **Recent Groups**
2. Click **ADD**
3. Confirmation will pop up.

b. **OR Save selections to a new group**, if you want to organize your images into different image groups, see above, steps 10 a) i-iii.

4. **Repeat steps 1-3 as needed until all your images are saved in a Group**