151 E 61ST STREET, NEW YORK, NY 10021 . TEL: 888.278.0079 (USA ONLY) OR 212.500.2400 . FAX: 212.500.2401 . WWW.ARTSTOR.ORG
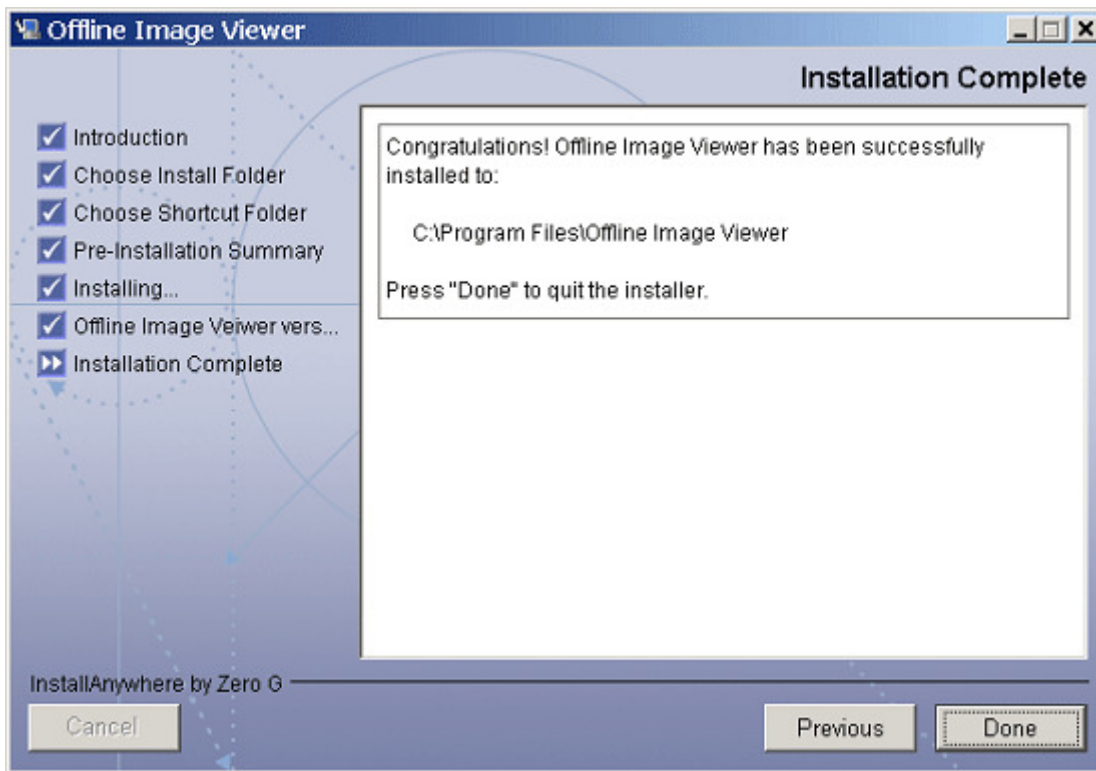
INSTALLING THE OFFLINE IMAGE VIEWER

The Offline Image Viewer (OIV) is available for download from the ARTstor website (www.artstor.org). In order to access the software, you will need to log on to your ARTstor user account first. Once logged on, click on the "**Tools**" toolbar item and select the option for "**Offline Image Viewer Download**." You will be prompted to accept the *Terms and Conditions of Use* before downloading the software. Click on the "**Accept**" button to proceed. A pop-up window will appear prompting you to choose between opening and saving the new file. Click on the "**Save**" button and select a location on your computer in which to save the file. The default location is your desktop. The file is about 17 MB large so the download can take a long time on slower internet connections.

Once the software is downloaded to your computer (the title of the file is OIV_Install.exe), double-click the program icon to open the file and follow the installation instructions. The installation is seven steps long and in most cases, you can leave the default install settings. The viewer is then available for use from that computer and you do not need to download it again the next time you want to use it. The final screen of the installation process looks like this:

The first time you open the program, you'll be prompted to authenticate it by entering your ARTstor email and password. You may then use the Offline Image Viewer to create presentations using images from ARTstor as well as images you may already have saved on your computer.