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Creating a gallery

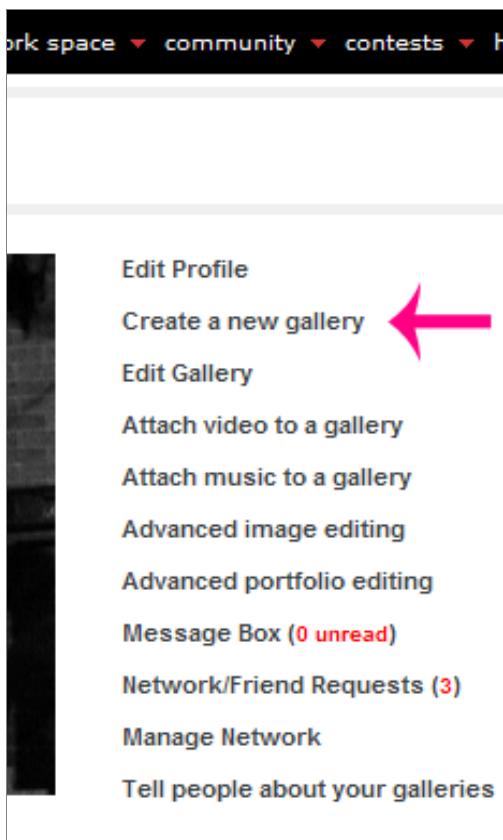
There are 2 ways to create a gallery presentation of your work on myartspace:

The first is the quick and streamlined “**Gallery Wizard**,” and the second is the feature-filled **Standard method**. Each approach has its benefits, which are outlined in the following document.

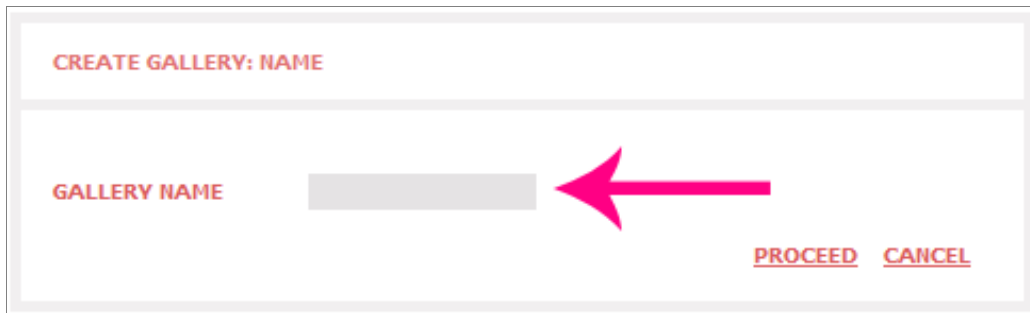
The Gallery Wizard

The Gallery Wizard is a step-by-step gallery creation tool. It guides you through the process of making a simple gallery of your work, making the process fast and easy. To use it, go through the following steps:

1. **Sign in to myartspace.com** from the front page. You will be brought to your personal home page.
2. **Click on “create a new gallery”** near the top of your home page.



3. **Enter the name of your new gallery** on the resulting page. Don't worry, you can change the name later if you'd like. Hit "Proceed."



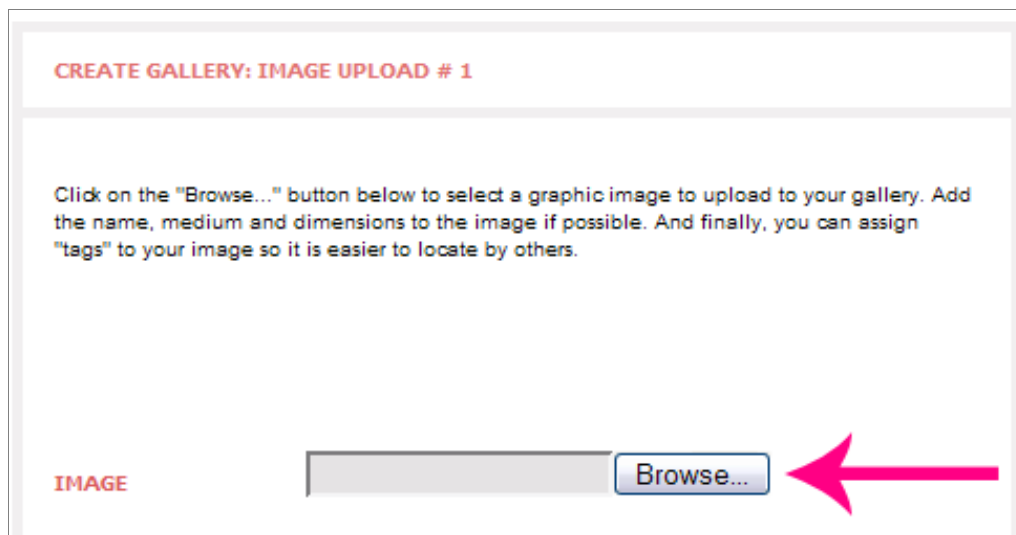
CREATE GALLERY: NAME

GALLERY NAME

[PROCEED](#) [CANCEL](#)

4. **Begin uploading your images.**

- a) **Start by clicking the "browse" button** near the top of the screen. Search your computer for a .jpg image less than 10 megabytes in size to upload. The image will appear at the top of the screen when it has finished uploading.



CREATE GALLERY: IMAGE UPLOAD # 1

Click on the "Browse..." button below to select a graphic image to upload to your gallery. Add the name, medium and dimensions to the image if possible. And finally, you can assign "tags" to your image so it is easier to locate by others.

IMAGE

- b) Where prompted, **add information on the piece.**
- c) **Attach descriptive "tag" words to each image** to make it easier for others to search for your work.

- d) Hit **“UPLOAD NEXT IMAGE”** after filling out all information on a piece. Repeat this process for every image you'd like to upload. *Note: you are limited to 20 images per gallery when using the Gallery Wizard.*



- e) Click on **“FINISHED UPLOADING IMAGES”** when you've completed this process for all of your images.
5. **Select from the music options on the following page.** If you would like to add music to your gallery, select one of the presets, or click “browse” and add an MP3 file from your computer. **Then click on “CREATE GALLERY WITH MUSIC.” If you decide not to add music, click on “CREATE GALLERY WITHOUT MUSIC.”**
6. After choosing one of these two options, **you are done!** Your gallery will have been successfully created. *Note: clicking “cancel” at any point during the process will take you away from the Gallery Wizard and you will lose all of the work you have done! Do not click “cancel” unless you wish to start over from the beginning!*

The Standard Method

The Standard method of creating a gallery takes slightly more time and effort than the Gallery Wizard, but allows for greater flexibility and added features, such as the ability to add video.

The process is as follows:

1. UPLOAD IMAGES



2. ORGANIZE THEM INTO PORTFOLIO(S)



3. BUILD A GALLERY FROM THE PORTFOLIO(S)



Images are gathered together to form a “portfolio.” A portfolio is very much like a folder on a computer. It contains one or more images.

A “gallery” contains one or more “portfolios.” Galleries do not directly contain images! They gather together *portfolios* of images. Organizing all of your “portfolios” into a single “gallery” is a simple, efficient way of displaying all of your art in a single presentation.

It may be helpful to think of this as a metaphoric painting trip to Europe, with Europe being the “gallery,” the various countries you painted in (France, Italy, etc.) being the “portfolios,” and the paintings themselves the “images” within the portfolios.

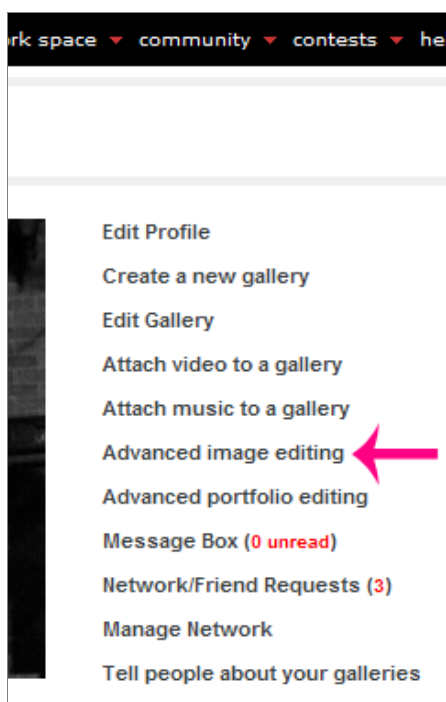
Another helpful example may be to think of a “gallery” in terms of a professional New York gallery. Each artist it represents has a “portfolio” of “images” that are contained within the single “gallery.” As new artists are represented by the gallery, new portfolios of images can be included, and old ones deleted.

In fact, some professional galleries are using myartspace in this exact way!

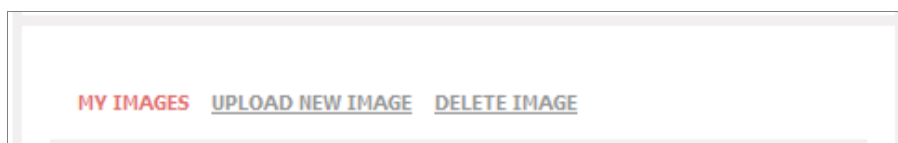
Here are some more detailed instructions on the standard method:

1. UPLOAD IMAGES:

- a) **Sign in to myartspace.com** from the front page. You will be brought to your personal home page.
- b) **Click on “advanced image editing”** near the top of your home page.



- c) Click on **“UPLOAD NEW IMAGE”** near the top of the page.



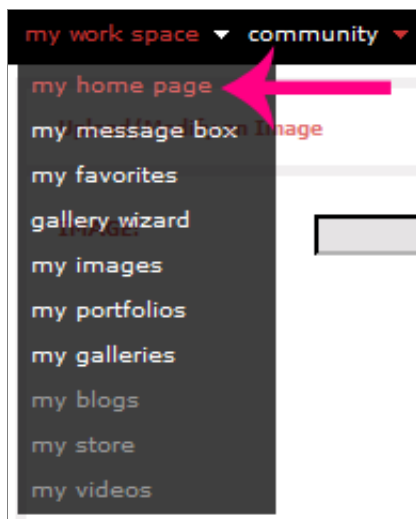
- d) On the resulting page, **click the “browse” button** near the top of the screen. Search your computer for a .jpg image less than 10 megabytes in size to upload. The image will appear at the top of the screen when it has finished uploading.
- e) **Add relevant information** on the work where prompted (title, dimensions, etc.)
- f) Click on the “yes” radio buttons if you'd like to have a watermark over the image, or if you'd like to allow viewers to download, print, zoom in on, or email this image to other people. By default, all of these options are turned “off.”
- g) **Attach descriptive “tag” words to each image** to make it easier for others to search for your work. Separate each tag with a comma. For example, if the piece is an abstract oil painting, you may want to enter “painting, oil, abstract” in the tags area.
- h) If you'd like, write out a more advanced explanation of the work in the “description” box
- i) If you'd like to add music to play in the background when the image is being viewed, click on the “browse” button next the “MUSIC(MP3)” text and **select an MP3 music file from your computer.**

 A form with a light gray background and a thin border. It contains two rows of input fields. The first row is labeled "MUSIC (MP3):" in red text, followed by a gray rectangular input field and a blue "Browse..." button. The second row is labeled "AUDIO/NARRATIVE (MP3):" in red text, followed by a gray rectangular input field and a blue "Browse..." button. At the bottom right of the form, there are two red text links: "SAVE" and "CANCEL".

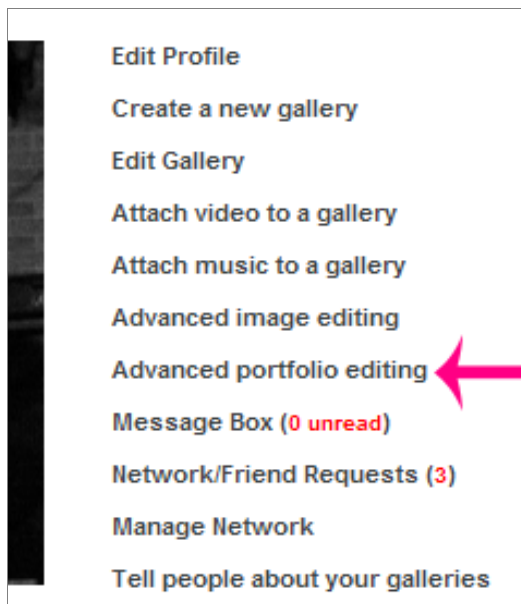
- j) If you'd like to **add audio narration** to verbally explain the piece, record a piece of narration, save it in MP3 format on your computer, and click the “browse” button next to “AUDIO/NARRATIVE(MP3)” to attach it to the image. If you'd like, you can add a narrative explanation to each piece of art you upload, and when the work is viewed collectively in a myartspace gallery, the narration will run like a real-time slide show!
- k) **Click on “SAVE.”** *Note: if you click on “cancel,” the image will not be saved and you will have to start over again!*
- l) The image should now appear as a thumbnail on the “modify image” page. Click on “UPLOAD NEW IMAGE” to start the process over again. Repeat for each image you'd like to display.

2. ORGANIZE THE IMAGES INTO PORTFOLIO(S)

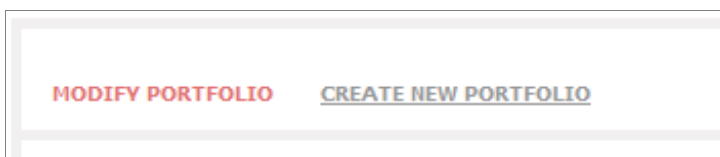
- a) **Go back to your personal home page** by selecting “my work space” from the top menu bar and selecting “my home page”



b) Click on “advanced portfolio editing” near the top of your home page.



c) Click on “CREATE NEW PORTFOLIO” on the resulting page.



d) Choose a name for the portfolio.

e) Add a description and/or “quick description” of the portfolio where prompted.

f) Choose a thumbnail image to represent the portfolio. All of the images you have uploaded should appear by name in the “THUMBNAIL:” drop down menu. Select any one you'd like.

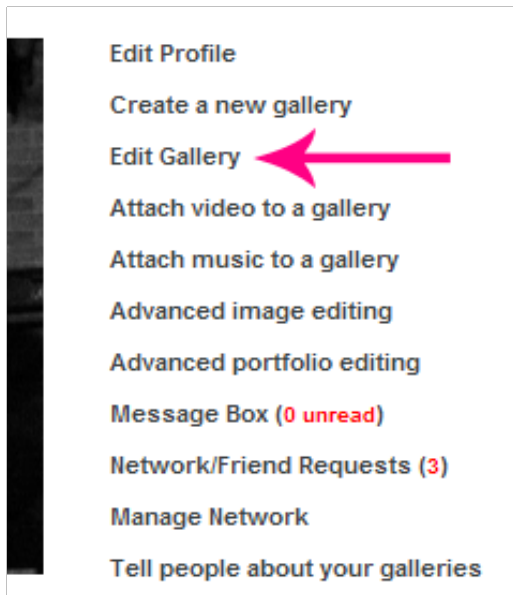
g) If you'd like, you can add a “background” image that will display behind the images of your work. Click on the “browse” button next to “BACKGROUND:” to select an image from your computer.

- h) If you'd like to add music to play in the background when the portfolio is being viewed, click on the “browse” button next the “MUSIC(MP3)” text and **select an MP3 music file from your computer.**
- i) If you'd like to **add audio narration** to verbally explain the portfolio, record a piece of narration, save it in MP3 format on your computer, and click the “browse” button next to “AUDIO/NARRATIVE(MP3)” to attach it to the portfolio. Adding narration to a portfolio may be a nice addition when the portfolio contains art that is part of a related body of work.
- j) **Add a video** to the portfolio by clicking on the “browse” button next to “VIDEO:”
Depending on the size of the file, the video may take quite a while to upload. Please be patient! The video player will play back large, high-quality video in either standard (4:3) format or in widescreen (16:9) format!
- k) **Click on the check boxes next to each image** you'd like to include in this portfolio. Every image you've uploaded should appear as a thumbnail at the bottom of the “create portfolio” page. There is no limit to the number of images you can add, so select as many as you'd like!
- l) **Click on “SUBMIT”** at the bottom of the page once you've selected your images. The portfolio is complete. Repeat this process for as many portfolios as you'd like to create. Mix and match your images in as many different portfolios as you'd like to create!

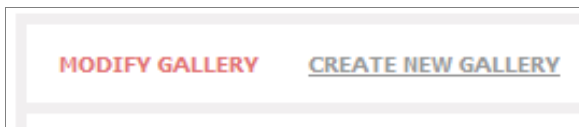
3. BUILD A GALLERY FROM THE PORTFOLIO(S)

- a) **Go to your personal home page** by selecting “my work space” from the top menu bar and selecting “my home page”

b) Click on “edit gallery” near the top of your home page.



c) Click “CREATE A NEW GALLERY” on the resulting page.



d) **Choose a name for the gallery.** This name will be the title that others see when looking at your gallery.

e) **Add a description and/or “quick description”** of the gallery where prompted. If this is a very general collection of work, you may want to put an artist's statement in this area.

f) **Check the “PUBLIC” box** if you'd like this description to be viewable by others. If you'd like to keep the description private and for your own benefit, do not check the box.



g) **Choose a thumbnail image to represent the gallery.** This is the image that will represent the gallery to viewers! All of the images in your gallery should appear by name in the “CHOOSE THUMBNAIL:” drop down menu. Select any one you'd like.

- h) **Select portfolios to be added to your gallery.** *This is very important!* All portfolios you have created should be represented by a thumbnail of your choosing directly below the header that says “SELECT PORTFOLIOS TO BE ADDED TO GALLERY.” Check the box of each portfolio you'd like to display in the gallery. If you do not select a portfolio, your gallery will be empty! If no thumbnails appear, please go back to section 2 and create a new portfolio.
- i) If you'd like, you can add a “background” image that will display behind the images of your work within the gallery. Click on the “browse” button next to “BACKGROUND:” to select an image from your computer.
- j) If you'd like to add music to play in the background when the gallery is being viewed, click on the “browse” button next the “MUSIC(MP3)” text and **select an MP3 music file from your computer.**
- k) If you'd like to **add audio narration** to verbally explain the gallery, record a piece of narration, save it in MP3 format on your computer, and click the “browse” button next to “AUDIO/NARRATIVE(MP3)” to attach it to the portfolio. When you add narration to a gallery, make sure the statement is all-inclusive enough to explain all of the work contained within it.
- l) **Add a video** to the gallery by clicking on the “browse” button next to “VIDEO:”
Depending on the size of the file, the video may take quite a while to upload. Please be patient!
- m) **Click “ADD GALLERY”** at the bottom of the page. *Please note: if you click “CANCEL,” your work on this gallery will be lost!*
- n) **You're done!** The gallery you have just created should appear to others in your public profile, and your work will be searchable by name and by tags for anyone on myartspace.

If you have any questions about either the “Gallery Wizard” process or the “Standard Method” of creating galleries, please feel free to contact tech support at info@catmacart.com. We're here to help!