

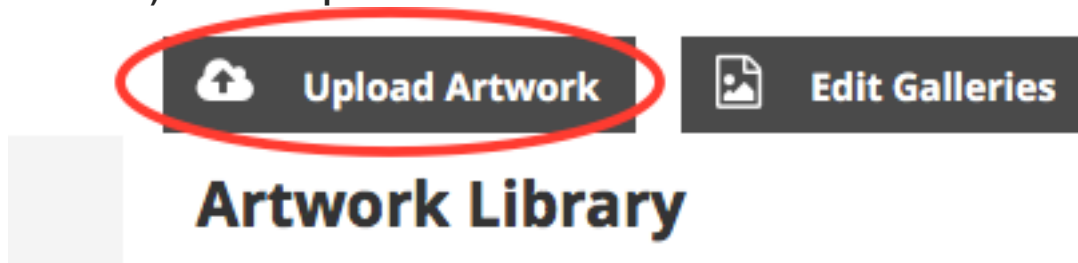
Getting Started: Quick Start Guide

You can have a basic site up and running in 10 minutes or less. You can go back later to fine tune your website. Questions? Contact our [Help Desk](#), by clicking on the Help Desk icon or by emailing ask@artspan.com.

I. Add Artwork

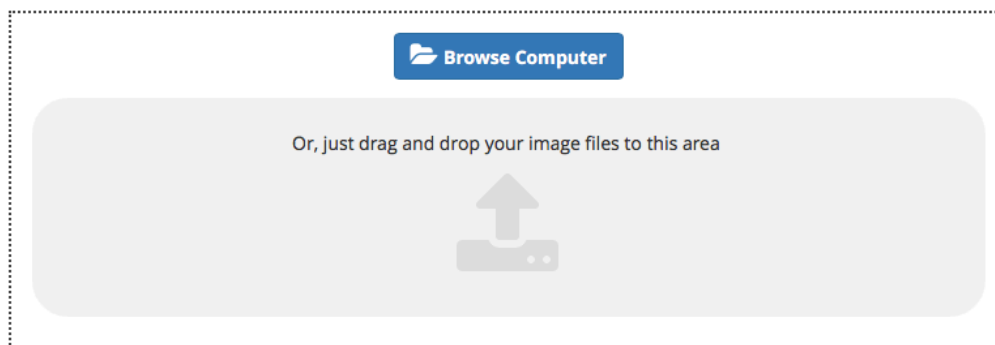
Let's start by getting your artwork up. *Min. dimensions (h or w) are 500 pixels. For zoom, min. dimensions (h or w) are 1200 pixels.*

- ▀ **STEP 1)** Click on 'Upload Artwork'



- ▀ **STEP 2)** Upload multiple images, all at once. Either **Drag & Drop** the images from your computer, or, **Browse** your computer to find and upload the images of your artwork.

Upload Artwork



- ▀ **STEP 3)** Once the image is uploaded you can enter information such as title and description, and add keywords and categories to make it more likely to be found by search engines. If you choose, you can wait to add this information at a later date.

It's important to add as much information as possible when you edit each image. This helps potential buyers to identify your work, and the image is more likely to show up in searches of shops on our homepage, as well as to anyone googling

your name or a certain medium or subject matter. You can mark it as new work so that your followers are notified and to ensure it is featured in our “new work” gallery.

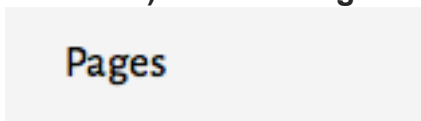
The screenshot shows a form for submitting a piece of art. At the top, the title "Dog" is entered in a grey box. Below this is a "Description" field containing "Digital Photo, 2015". The form is divided into several sections: "Gallery" with options "Dogs" (selected) and "Drive By"; "Category*" with options "Painting", "Photography" (selected), and "Drawing"; "Medium" with options "Black & White", "Color" (selected), and "Digital"; and "Subject" with options "Advertising", "Animals" (selected), and "Architecture". A "Keywords" section contains five tags: "Dog", "red", "photograph", "digital", and "portrait". At the bottom, there are two checkboxes: "This is new work, notify my followers" (checked) and "Feature On Artspan" (with a yellow star icon). Two red arrows point to these checkboxes.

Don't forget to save your changes.

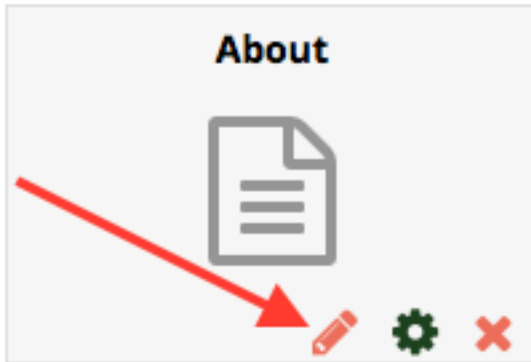
II. Website Pages

All pages that are not gallery or image pages are grouped in the section called “Pages.” We will use your **About** page as an example here.

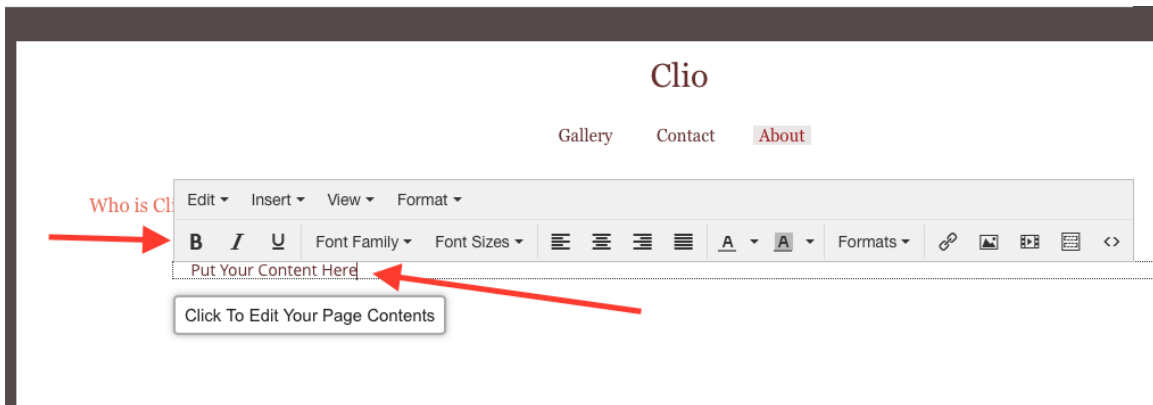
▀ **STEP 1)** Click on '**Pages**' to edit your pages.



▼ **STEP 2)** Under the page name, '**About**', click on the pencil icon to edit the page.



▼ **STEP 3)** A new browser window will open. This is where you edit your content. Place your cursor in the box near "**Put Your Content Here**" and input your new text. By using the tool icons you can change alignment and font color.



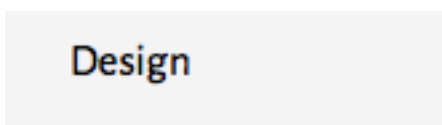
▼ **STEP 4)** Click buttons **Save** and **Exit**.



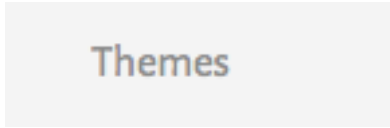
III. Website Design

There are a variety of options offered that can make your website unique.

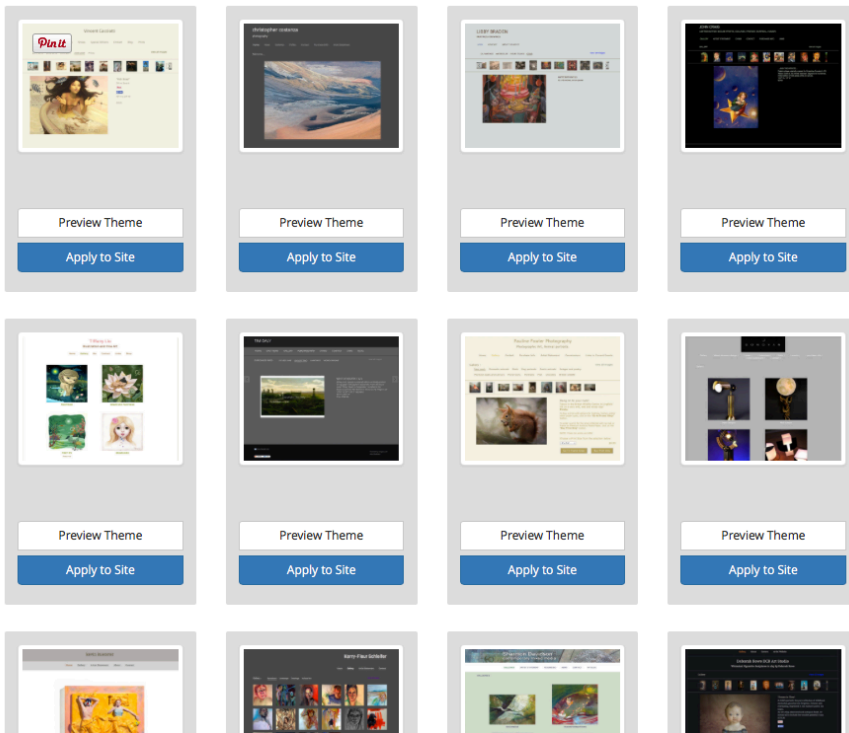
▼ **STEP 1)** Click on '**Design**' to customize your look.



▀ **STEP 2)** Click on the tab for **themes**.



▀ **These themes are based on real member websites. Choose a design with a color scheme that suits your work. Then add your own images and, if you want, a logo. You can customize all other elements at any time or change the entire site design with a click of the mouse. It's easy!**



▀ **STEP 3) Preview the theme, and then hit “Apply to Site.”** ▀ **STEP 4) Continue to explore each tab ('Layout options,' 'Gallery Display Options' and 'Customize') to further refine your website layout and look.**

Layout Options

Gallery Display Options

Customize and Previ

▸ STEP 5) Click the green button when finished.



==== IV. View Website ==== It's time to see your progress and what you've created thus far. In the upper right-hand corner of your Control Panel, there is a link for "View My Website". Go ahead and click on that link to view your website live (at any time!).



VIEW MY SITE