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[www.LandingsArt.org](http://www.LandingsArt.org) – Gallery Member Instructions

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**Quick Notes:**

- Login to access Gallery Member section: <http://www.landingsart.org/artgallery/index.php>
  - Log in with the Username and Password provided to you.
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1. **Create Your Bio Page**

Go to <http://www.landingsart.org/artgallery/index.php> and log into the site with the Username and Password provided by the site Administrator.

- In the left navigation pane, *click* **View-Edit PAGES**.
- *Click* **Add/Edit Contents**, found to the right of your name:

**a. Add your Bio photo:**

1. *Click* **Edit**, found to the right of **bio\_pic**
2. *Click* the upload image icon 
3. The **FILE UPLOAD MANAGER** window will pop-up. *Press* the **Browse** button, and find your photo on your hard drive.
4. *Set* the **Upload Destination** box to **Artist Bio Pics**.
5. The **Image** button should be *selected*, and the **Apply pre and post formatting?** selection should be left *unchecked*.
6. *Click* the **UPLOAD** button.


7. You will be taken back to the **ADD CONTENT AREA** page, *click* the **Update** button.

*Note: Your Bio image can not be larger than 125 x 125 pixels.*

**b. Add your Bio text:**

1. *Click* **Edit**, found to the right of **bio\_text**
2. In the text-area under **PAGE Data**, *type* (or copy and paste) your content.
3. *Click* the **Update** button.


**c. Add your Premier photo:**

1. *Click* **Edit**, found to the right of **work\_pic\_lg**
2. *Click* the upload image icon 
3. The **FILE UPLOAD MANAGER** window will pop-up. *Press* the **Browse** button, and find your photo on your hard drive.
4. *Set* the **Upload Destination** box to **Artist Work Pics (Large)**.
5. The **Image** button should be *selected*, and the **Apply pre and post formatting?** selection should be left *unchecked*.
6. *Click* the **UPLOAD** button.
7. You will be taken back to the **ADD CONTENT AREA** page, *click* the **Update** button.

*Note: Your Premier photo can not be larger than 500 pixels wide.*

**d. Add your Master Gallery thumbnail:**

This is the image which will be seen when a web site visitor clicks the **Artist Galleries** link.

1. *Click* **Edit**, found to the right of **work\_pic\_sm**
2. *Click* the upload image icon 
3. The **FILE UPLOAD MANAGER** window will pop-up. *Press* the **Browse** button, and find your photo on your hard drive.
4. *Set* the **Upload Destination** box to **Artist Work Pics (Small)**.
5. The **Image** button should be *selected*, and the **Apply pre and post formatting?** selection should be left *unchecked*.
6. *Click* the **UPLOAD** button.
7. You will be taken back to the **ADD CONTENT AREA** page, *click* the **Update** button.

*Note: Your Thumbnail photo can not be larger than 125 x 125.*


**e. Add text regarding your work:**

1. *Click* **Edit**, found to the right of **work\_text**
2. In the text-area under **PAGE Data**, *type* (or copy and paste) your content.
3. *Click* the **Update** button.

## 2. Add Images to your Gallery: (up to 10 images)


- In the left navigation pane, *click* **New Entry**.
- *Type* the Title of your piece in the text box to the right of **TITLE**:

### a. Adding the thumbnail:

1. Place your cursor in the text box below **BLURB**.
2. Click the upload image icon 
3. The **FILE UPLOAD MANAGER** window will pop-up. Press the **Browse** button, and find your photo on your hard drive.
4. Set the **Upload Destination** box to **Artist Thumbnails**.
5. The **Image** button should be *selected*, and the **Apply pre and post formatting?** selection should be left *unchecked*.
6. Click the **UPLOAD** button.
7. You will be taken back to the **ADD CONTENT AREA** page, *click* the **Update** button.

*Note: Your Thumbnail photo can not be larger than 125 x 125.*

### b. Adding the full-sized image:

1. Place your cursor in the text box below **BODY**.
2. Click the upload image icon 
3. The **FILE UPLOAD MANAGER** window will pop-up. Press the **Browse** button, and find your photo on your hard drive.
4. Set the **Upload Destination** box to **Artist Full size images**.
5. The **Image** button should be *selected*, and the **Apply pre and post formatting?** selection should be left *unchecked*.
6. Click the **UPLOAD** button.
7. You will be taken back to the **ADD CONTENT AREA** page, *click* the **Update** button.

*Note: Your Thumbnail photo can not be larger than 500 pixels wide.*

### c. Adding the description of your image:

1. In the text-area under **MORE**, *type* (or copy and paste) your content.

To complete this process, the **DISPLAY IN** options should be *set* as such:  
**galleries (default setting) | Category = your name | Open (default setting)**  
Leave all other Default settings as-is and *press* the **SUBMIT** button.

**Repeat these steps for as many as 10 OPEN images.**

### 3. Remove Images from your Gallery:

➤ In the left navigation pane, *click* **Edit Your Entries:**

1. *Locate* the **TITLE** of the photo that you wish to remove from your page.
2. Under **STATUS**, *click* **Open**.
3. **Open** will change to **Closed**, and the photo will not be viewable on the web site.
4. You can *click* **Closed** again and the photo will change **STATUS** to **Open**.

*Note: Clicking on this will toggle the STATUS of your image, and does not delete it from the site; it simply hides the photo from the viewing public when in **Closed** mode.*

*Note: To completely Delete your photo from the site, click on the **TITLE** of the photo on the **Edit Your Entries** screen and click the **Delete** link. This will completely remove the photo from the site.*