

To log in just click at the bottom of the screen:

© 2013 MUSE gallery and individual artists | site: heavy bubble portfolio websites for artists { MEMBER LOGIN }

Your username is first initial dot lastname (m.smith)

Use 'Request new password' the first time or if you do not know your password

Once logged in you will see instructions (might be updated over time, for example you can also contact Diane Lachman).

INSTRUCTIONS

welcome to MUSE Gallery behind-the-scenes!

to upload new artwork click add ARTWORK in gray bar.

to edit existing artwork click manage MY ARTWORK.

there you will also see your artist profile

(when the profiles are published you can just go to:
artists > choose your profile and edit directly)

edit this page to change your password.

contact Norman Soong if you have any issues.

This how to guide is also downloadable from the site

<http://musegalleryphiladelphia.com/docs>

Other internal documents will also be placed here, this is not password protected, but is hidden from being indexed by google.

See 'internal docs' link in the gray bar.

Your artist page (artist profile)

You update your artist page by putting text and contact information directly into your profile, by clicking the edit tab, which you will only see when you are logged in.

SUE MCKEE
[View](#) [Edit](#)



Forsthyia

Susan McKee is the proprietor of Old City Flowers in the historic district of Philadelphia where her paintings are continually displayed. Susan is a contemporary artist working in The Mills Artist Studios in Manayunk and a proud member of The Muse Gallery. A working artist, Susan shows her work primarily in the tri-state region. Because of the diverse and international audience that frequent Old City - An American Art place her clients include those in the Philadelphia area, as close as New York and as far as Chile.

susanmckee@comcast.net
[view artist website >](#)

solo exhibition:
Glimpses

(until the list of artists are live links, use the link on your MANAGE artwork screen to get to your artist profile page).

Your name will already be entered as the page title, adjust if it is not correct as shown. You will be alphabetized by the entry in the last name field.

Paste in a brief statement, about 200 words.

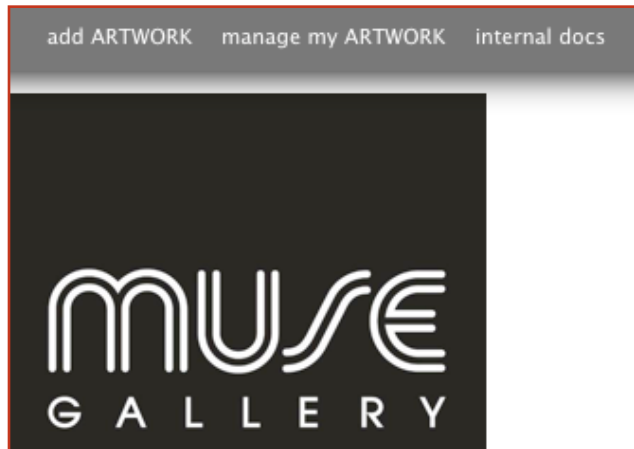
Enter your email address and website address, if you want these published.

Choose your upcoming solo show (if it has been entered at the site) which will create a link from your profile page to that show.

Note that this page also displays a slideshow of artwork you have uploaded, but these are uploaded separately.

Uploading artwork

Click add ARTWORK in the upper left (you must be logged in)



Enter the title of the work, choose your name as the artist.

A screenshot of the "CREATE ARTWORK" form. The form has a title "CREATE ARTWORK" at the top. Below the title, there are two input fields. The first is labeled "artwork title *" and contains the placeholder text "Title of artwork". The second is labeled "artist *" and contains a dropdown menu with "Norman Soong" selected. Below the dropdown menu, there is a small text label "Choose your (artist's) name".

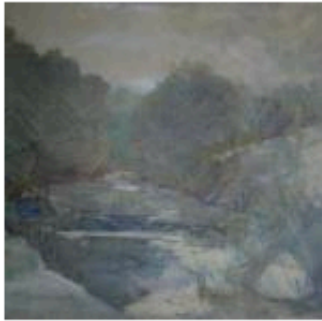
You must have digital images of you work on your computer, and you must know how to navigate to these files. Click **Choose File** to choose the artwork. A file of at least 1000 pixels is preferred for this site. 'resolution' is not relevant for the web, but you can think of it as 72 dpi.

A screenshot of the "digital image" upload section. It features a "Choose File" button, the text "no file selected", and an "UPLOAD" button. Below these, there are three lines of text: "Files must be less than 3 MB.", "Allowed file types: jpg jpeg png gif.", and "Images must be between 700x700 and 2000x2000 pixels.".

after you see a filename (instead of 'no file selected') click UPLOAD.

Uploading artwork continued

digital image



JudyC-spring thaw.jpg (139.54 KB)

REMOVE

Alternate text

Spring Thaw by Judy Caldwell

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

Spring Thaw by Judy Caldwell

The title is used as a tool tip when the user hovers the mouse over the image.

Once the image has uploaded successfully you will see a thumbnail. Enter the title and your name in the two fields (read the text above to see the purpose of these fields).

If you get an error you might need to make your image smaller, or obtain a larger version.







NOTE: the 'remove' button is only to replace the image with a different image of that artwork. Do not use if you wish to remove the artwork completely.

Uploading artwork continued

enter optional description such as dimensions or price.

designate the order of appearance for your slideshow.


artwork description

B *I*      

Path: p


optional brief description (such as dimensions)

order of appearance

tenth 


If this work is included in a solo or group show that has been entered on the website, choose the show.

in group show?

- None - 

if this artwork is in a current or upcoming group show, choose it here so this artwork will appear in the slideshow for that exhibition

solo exhibition

 - None -
No Regrets
Connected Disconnect
Glimpses

upcoming solo show, choose it here so that it will appear in that slideshow.

Be sure to Save at the bottom. There is information near the bottom about publishing options, but this can also be handled from the manage my ARTWORK screen.

(if you wish to delete the entire page, choose delete from here at the bottom, leave the image in place)

manage my ARTWORK

The other link in the upper left is 'manage my ARTWORK'

This shows you the order you designated for your work.

This is where you can click to edit anything about your artwork, or delete.

Here you can choose a piece to appear as a thumbnail on the general page about the artists by choosing to make it 'sticky'.

MANAGE ARTWORK

TIPS

Publishing options are shown at the bottom of each page when you edit. Or you can control them here:

'make sticky' for the image that you want to appear in the thumbnail grouping beside the list of Muse artists -- only one will appear at a time (you can choose more than one).

('promoted' does not have any effect at this time)

Operations

✓ - Choose an operation -
Delete item
Make content sticky
Make content unsticky
Promote content to front page
Publish content
Remove content from front page
Unpublish content

EXECUTE

m.anderson	PROMOTED	STICKY (FOR THUMBNAIL PAGE)
✓ title of artworktenth	✓	✗ ✓ [edit]

(Note, at the bottom of this screen you will also find a link to your artist profile.)

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