

PAPA Website Guidelines *or How do I figure out what to do now?*
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Answer 3 simple questions, then start getting stuff together!

THE QUESTIONS:

1. Do you want your art work displayed on the PAPA Website?

- a. Yes, then:
 - i. Provide your name as you want it listed on the website and indicate if you accept commissions.
 - ii. Choose one representative work that will display on the Artists page. Provide a digital photograph of that piece. Jpg files are preferred (app. 1mb or less and 72 dpi) and if not cropped already, expect that the frame will be cropped out unless you state otherwise. You can change this photo on the website at any time.
- b. No, then:
 - i. Provide your name as you want it listed with the other artists or advise if you do not want to be listed at all.

2. Do you want a personal artist page on the website?

- a. Yes, then:
 - i. Provide your name as you want it listed on the website and a digital picture of yourself for your artist page.
 - ii. Provide artist biography/resume/statement in digital format, i.e., any type of word processing document. It will be included on your artist page as written, but font and format will be adjusted for consistency with the web site. Go to this link for a helpful article if you need assistance. <http://www.renee-phillips.com/?s=how+to+write+the+artist%27s+biography> . You can also access it from a quick link button on the Members Info page of the website.
 - iii. Provide digital photographs of artwork you wish to display on your artist page. Include name of the work, unframed size and medium. These should be representative of your body of work, not everything you've ever painted - those

belong on your personal site. Jpg files are preferred (app. 1mb or less and 72 dpi) and if not cropped already, expect that the frame will be cropped out unless you state otherwise. You can add or subtract from those displayed on the website at any time.

iv. Choose one representative work that will display on the Artists page and label it as your representative piece. We'll link from there to your personal page where your other works will display.

b. No, refer to question number 1.b.

3. Do you want a link from the PAPA website to your personal website and/or Facebook page?

a. Yes, then:

i. Provide the address of your website and/or your Facebook page (copy it from the browser bar) and/or other galleries where your work is exhibited. Buttons will be added to personal pages to provide the link or the link will go directly from clicking on your name if you have no personal page.

b. No, then nothing to do here.

GETTING YOUR STUFF TOGETHER:

Now that you've made those decisions, how should you provide all this data?

1. Email will be simplest, but if that's not possible, you can save your files to a thumb drive or CD and bring to a meeting or mail them. If you need help, talk to Charles Alexander (901-517-6001) and he'll help you figure out the best way.
2. To make it easier to sift through everyone's submissions and keep them straight, try to follow the format below when you send your stuff and make sure you label thumb drives or CDs so they can be returned.
3. If you transmit by email, I'll send you a response when your data has been uploaded and published on the website.
4. All information for inclusion on the website should be emailed to ThePapaGalleryWebsite@gmail.com with subject line **PAPA website**.

5. Your patience is appreciated as it will take some time initially to get everyone's information loaded and formatted.

Format to transmit your data:

1. Name as you want it listed on the website
2. File with your biography/resume/statement, i.e., MSWord (**.doc**), etc
3. File with picture of yourself for your personal page (**.jpg**)
4. File(s) with photos of your artwork preferably in **.jpg** format. If you can, name the file the name of the piece, followed by size, followed by medium. For example: **Thinking. 11x14.Oil.jpg**. If you don't know how to rename it then simply include that information in the message.
5. List links to your website and/or Facebook page. You can also include links to other galleries or organizations you belong to. Simply copy the address from the browser bar and paste in the body of the email message.
6. Include any narrative you'd like to make sure your intentions are understood and a phone number you can be reached just in case.
7. All **.jpg** files (your pictures) should be individual files attached to the email rather than embedded pictures in your document. If this isn't clear, don't feel bad about asking for help! Depending on what your internet service provider allows for maximum size emails, you may have to send them in more than one email - that's ok.
8. In summary, you'll be sending an email with several attachments. A text document with your bio/resume/statement; **.jpg** file of your smiling face, **.jpg** files of the paintings you want displayed on your artist page.

WHAT ELSE?

1. Remember updates to your information are your responsibility to provide. I can't update what I don't know about! If you send your update by email, I'll email back when it's complete.
2. I'll do my best to be accurate, but please proofread and let me know if I need to make corrections after publishing.

3. Whenever your art is accepted for, or wins a prize at an exhibition or is displayed in any other public venue, share the good news and provide that information to me. Include a digital picture of that art work and information about the venue to include website you want it linked to. I'll post this info on the NEWS page of the website along with a link to the exhibition if available.
4. Help make everyone aware of opportunities to exhibit, compete, or attend workshops and provide web links for inclusion on the site. Email the information you have to ThePapaGalleryWebsite@gmail.com (include the web address if available).
5. Start using the site for your source of information on PAPA, the members and the gallery. This is an evolutionary process, so please share your ideas and comments on making this website as useful and user friendly as possible.
6. Share and spread the word. *Your* visibility will be increased as everyone else's followers visit the site!