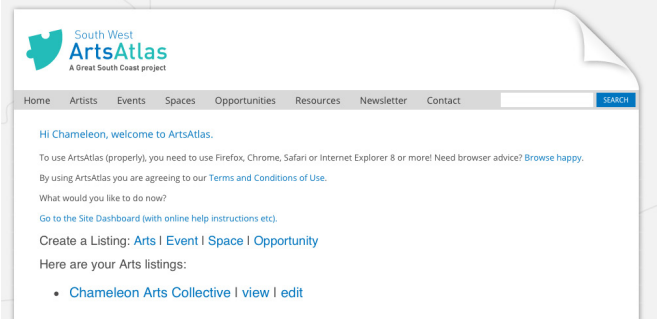
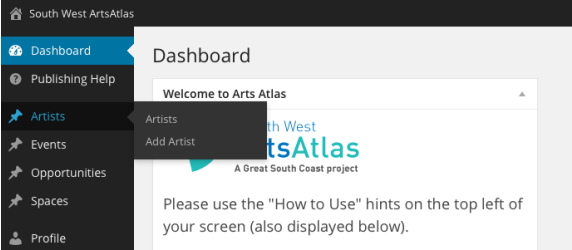
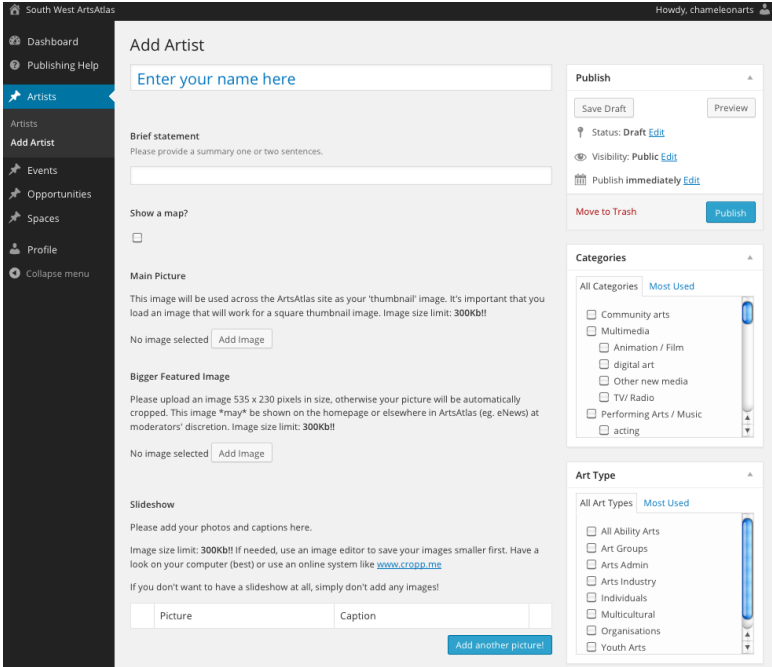


## 3. How to create & edit listing (Arts) on ArtsAtlas

TIP: check out other Artists on ArtsAtlas to get ideas.

STEPS	WHAT TO LOOK FOR
<p>1a: Once you have logged in, you can create a new listing for Arts/ Artist from the Welcome page.</p> <p>If you wish to EDIT one of your listings you'll see an 'edit' link next to your existing listing(s).</p>	
<p>1b: OR If you are at the site 'dashboard', your menu is at the left of screen. Hover on "Artists" then "Add New Artist".</p> <p>If you wish to EDIT one of your listings click on "Artists" to view your existing listing(s).</p>	
<p>2: Enter or Edit:</p> <ul style="list-style-type: none"> <li>• Title (your name)</li> <li>• Brief Statement (this will be shown as your excerpt in certain places like on the composite map).</li> <li>• Location (enter specific or generic location from the map or type it in.)</li> <li>• Tick relevant categories</li> <li>• To create Main Image, Click ADD IMAGE or roll-over existing image to DELETE or EDIT (see image upload next step)</li> <li>• To create Bigger Featured Click ADD IMAGE or roll-over existing image to DELETE or EDIT (see image upload next step)</li> </ul>	

## 3. How to create & edit listing (Arts) on ArtsAtlas

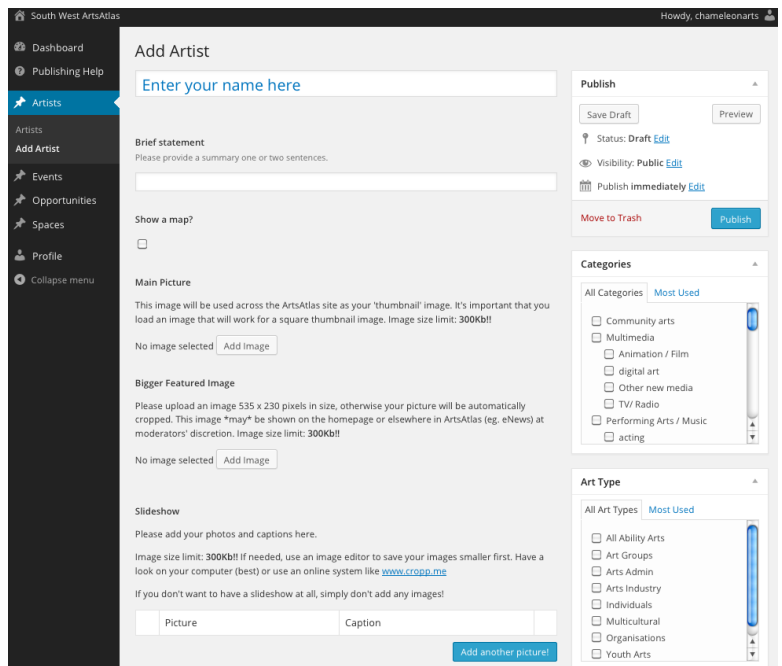
...continued...

### STEPS

### WHAT TO LOOK FOR

3: To upload images (these instructions are the same for all parts of the Arts Atlas site):

- Prepare your images prior to upload:
  - Less than 1Mb
  - Squarish shape for thumbnails (150 x 150)
  - Rectangle (landscape) shape for featured images (535 x 230)
- Add an image from your computer.
- Give your image a caption.
- To create Slideshow, Click ADD ANOTHER PICTURE (see image upload previous step) and add as many images as you like.
- Tick relevant ART TYPE
- To create Biography simply enter text in this box.
- Enter text for quote or headline
  - Enter Memberships
  - Add links by URL & Name, click ADD NEW LINK for more
  - Add video from YouTube or Vimeo etc simply by copying in the address. Add a few!
- Click PUBLISH / UPDATE when you are done!



South West ArtsAtlas

Howdy, chameleonarts

Dashboard  
Publishing Help  
Artists  
Add Artist  
Events  
Opportunities  
Spaces  
Profile  
Collapse menu

### Add Artist

Enter your name here

**Brief statement**  
Please provide a summary one or two sentences.

Show a map?

**Main Picture**  
This image will be used across the ArtsAtlas site as your 'thumbnail' image. It's important that you load an image that will work for a square thumbnail image. Image size limit: 300Kb!  
No image selected [Add Image](#)

**Bigger Featured Image**  
Please upload an image 535 x 230 pixels in size, otherwise your picture will be automatically cropped. This image "may" be shown on the homepage or elsewhere in ArtsAtlas (eg. eNews) at moderators' discretion. Image size limit: 300Kb!  
No image selected [Add Image](#)

**Slideshow**  
Please add your photos and captions here.  
Image size limit: 300Kb! If needed, use an image editor to save your images smaller first. Have a look on your computer (best) or use an online system like [www.crop.me](http://www.crop.me)  
If you don't want to have a slideshow at all, simply don't add any images!

Picture	Caption
<input type="text"/>	<input type="text"/>

[Add another picture!](#)

**Publish**

Save Draft [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish Immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

**Categories**

All Categories [Most Used](#)

- Community arts
- Multimedia
- Animation / Film
- digital art
- Other new media
- TV / Radio
- Performing Arts / Music
- acting

**Art Type**

All Art Types [Most Used](#)

- All Ability Arts
- Art Groups
- Arts Admin
- Arts Industry
- Individuals
- Multicultural
- Organisations
- Youth Arts

**You now have a listing. You can edit your listing anytime. Now time to add an event.**

These "ArtsAtlas How Tos" are available on site at [artsatlasSW.com.au](http://artsatlasSW.com.au)