

How to Set Up Your Personal Dorset Art Weeks 2021 Online Exhibition Album

These instructions are for Artwey members exhibiting online during Dorset Art Weeks 2021. They describe how to set up your Dorset Art Weeks (DAW) Online Exhibition on the Artwey website. **All Artwey member artists who are exhibiting online MUST create this album by 15th April 2021.**

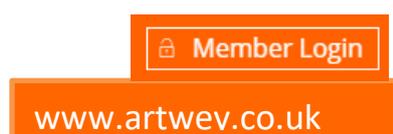
These instructions assume that you're doing this on a PC but, although screens may vary slightly, will work just as well on a PC, MAC, Ipad, phone etc. It might seem difficult and overwhelming to do this at first, but don't worry, you'll soon get the hang of it. There's also a video to watch at <https://youtu.be/8NmJVJn0FwM> Read these instructions through, and off you go!



Before you Start - you need access to the electronic Dorset Art Weeks logo photo that you were sent recently. If you don't have the photo, contact your Group Leader to send it to you.

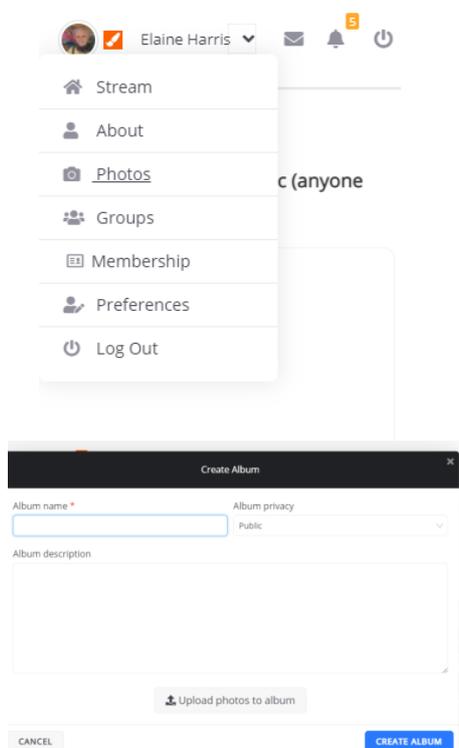
You ONLY need to add the DAW Logo photo at this stage – you can add your other photos later

1. Log On to the Website



1. Go to www.artwey.co.uk
2. Click the "Member Log In" button at the bottom of the page and log in. If you haven't logged in here before or if you've forgotten your password then follow the instructions which will appear here.

2. Create Album



After logging in:

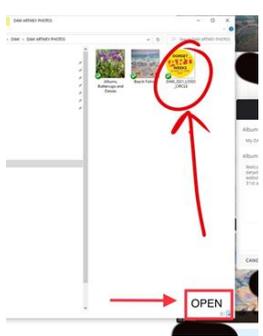
1. Go to your name at the top right of the screen
2. Click the down arrow next to it
3. Click "Photos". Your photo screen will appear
4. Click the button – Create Album
5. Click inside the Album name box and type in the Album name which for DAW you should call **"My DAW 2021 Gallery/ followed by your name"**. eg My DAW Gallery/Jane Doe
6. Check in the box on the right that your album privacy is set to public.
7. Click in the Album Description box and type in something about this album. You can write whatever you like here but remember to let people know what your album is about, how they can get details of your paintings and how to contact you. Here's an example that you can adapt if you want to:

Welcome to my online DAW exhibition. I hope you enjoy browsing here. Please click on the photos for more details and if you want to know more please don't hesitate to contact me by messaging me directly on this website or via email at *****. I'm also exhibiting in person at The Nothe Fort in Weymouth from May 21st to 31st and I'd love to see you there.



1. You can't finish creating your album until you've uploaded at least one photo and the DAW logo photo is the one that you must do first.

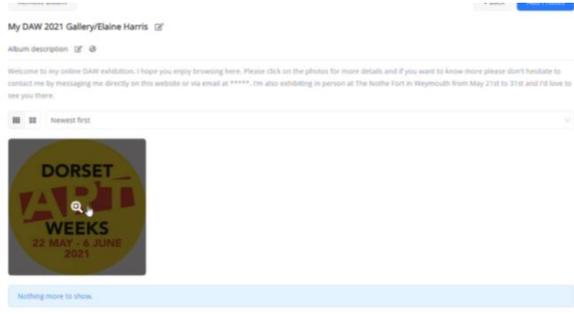
Upload Photos to Album



Create Album

1. Click on the Upload button. This takes you to a screen on your device
2. Choose the place where you have the photographs of your work stored
3. Click on the DAW logo photo
4. Click "Open" and your photo will appear in your album
5. Click the blue "Create Album" button

3. Create Album Cover



The DAW logo photo must be your album cover so that visitors can find your album easily. To do this:

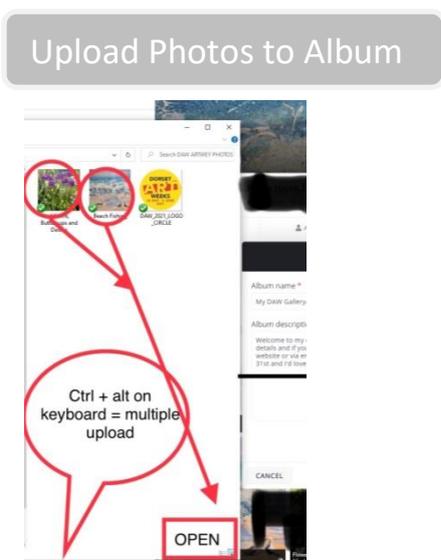
1. Hover your mouse over the photo open it up and click the plus sign on it. The photo will open up on a larger screen.
2. Click "Options" at the bottom of the page.
3. Choose "Set as my cover" and then the large photo screen will automatically close



You'll see that the large horizontal profile picture at the top of your screen has also changed. If you don't want the word Dorset to appear here then click "Change Cover", choose a photo and click open.

4. Upload More Photos

At some point, you will need to take good quality photos of all of the pieces that you want to exhibit in your online gallery. Make sure that they are saved in jpg. format and are good quality. At this stage, you might not have all the photographs of your work ready. That's OK. We just want you to get your album ready. You can upload as many photos as you like. If you are taking part in an online group and the "in person" Nothe Fort Group, you can use the same photos or different ones, it's up to you.



1. Open up the album
2. Click "Add photos"
3. Click "Add Photos to Album". This will take you to the same folder where you uploaded your logo photo from. You can choose whether to upload your photographs singly or several at a time. To upload more than one at a time, hold down Ctrl+Alt on your keyboard and select the ones you want to upload.

When you think that you're done uploading photos, set the bar to your preference. Your choices are to show your newest or oldest uploads first

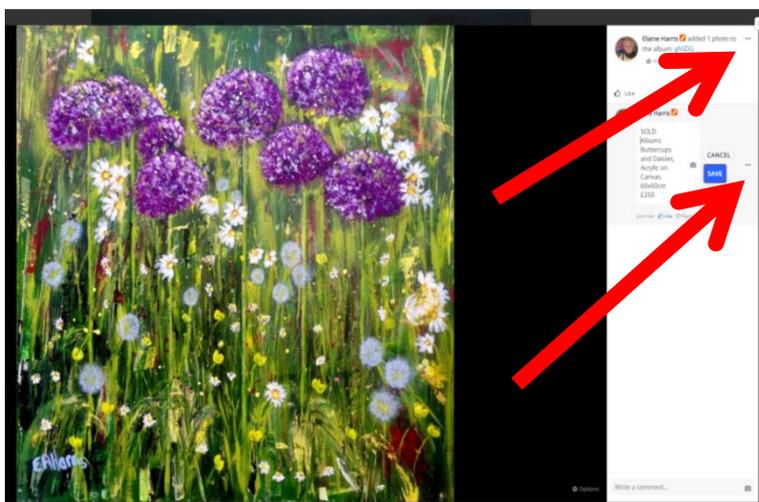
5. Add Details of Your Works



1. Click on one of your photos and then the plus sign. The full screen comes up.
2. Click in the comments section at the bottom of the page and type in the description. Put in the Title, the medium, the surface, the size and, of course, the price
3. When putting in the descriptions, there are left and right arrows on the image, where you can simply negotiate to the previous or next image.
4. When done, return to your album and continue to do this for every photograph

6. Keep Your Album Up to Date

It is important that you keep your DAW Gallery album up to date so that visitors to your site are aware of what is still for sale.



If you sell a piece or if you want to delete a photo, you can either

1. Open up the photo of the piece, go back into the comments, click the three grey dots at the top, choose edit and write SOLD at the beginning of the description or
2. Delete the photo - Open up the photo of the piece, click the three grey dots top right and choose "delete".

Remember, if you do sell a work let your Group Leader know so that we can publicise it and let everyone know how successful we are.

Problems/Questions about your DAW Album

If you've got any questions, please post on the DAW Groups on the Artway website.