

# Art Portal Tutorial for Artists



by  
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The Southcoast Art Portal is for artists in the Southcoast, Massachusetts area to showcase and sell their artwork. Currently, the art must be purchased through e-mail, but the art portal will soon allow people to make purchases via credit card or Paypal. In addition, the option to sell prints and digital downloads will be made available in the near future. The main portal page brings together all the artwork from each artist into a single browsing experience. Customers can filter the art by category, price, city and/or artist. Each artist has their own individual web page that has a profile image, short bio, and photos of artwork for sale. Customers have special features that allow them to purchase your art, schedule a viewing of the original, and subscribe to the artist so they are alerted to new art as you unveil it.

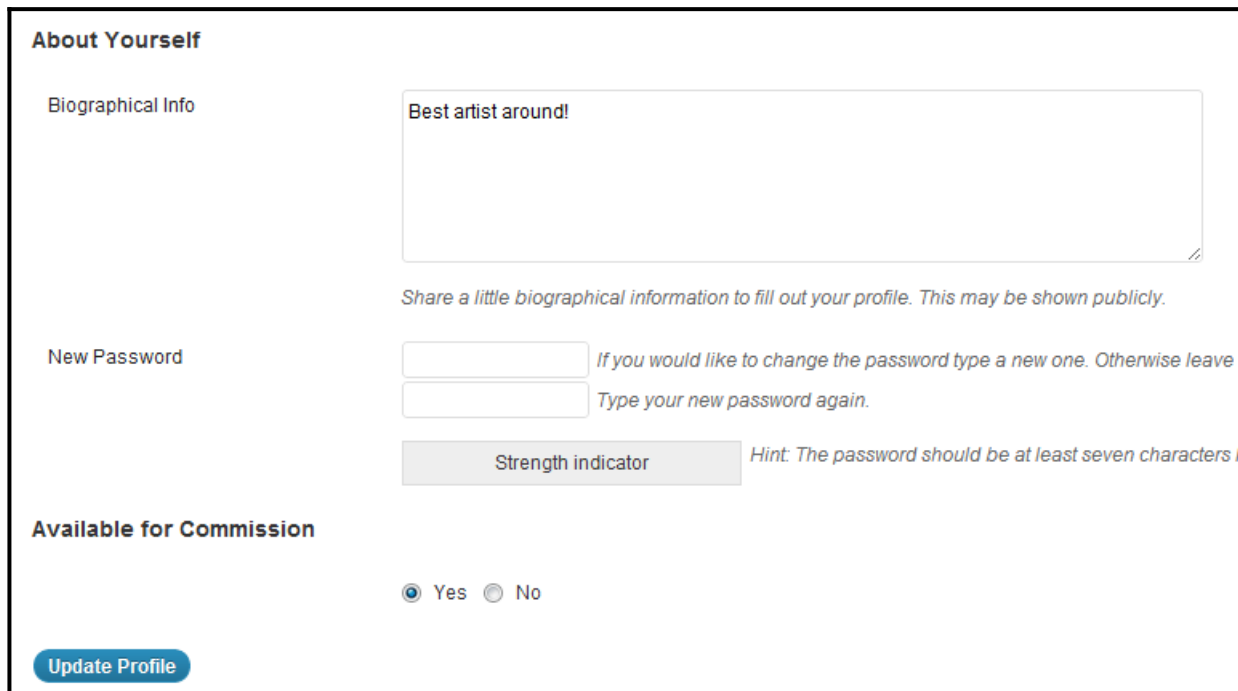
This tutorial shows artists how to get their own individual artist page and upload their art into the art portal.

## **1. Register with NewBedfordGuide.com**

The first thing you must do is register with New Bedford Guide. Once you register with the site, send an e-mail to [ngbarts@gmail.com](mailto:ngbarts@gmail.com) and we will upgrade your account. Let us know the e-mail you registered with.

## **2. Update Your Profile**

While waiting for your account to be upgraded, simply update your profile by filling out the **Biographical Info** area. This information will be displayed on your individual artist page as the **Artist Bio**. Sample artist page here. Once your account is approved, go back to your profile and state whether you are available for commission or not.



The screenshot shows a web form titled "About Yourself". It contains several sections: "Biographical Info" with a large text area containing "Best artist around!"; a prompt "Share a little biographical information to fill out your profile. This may be shown publicly."; "New Password" with two input fields and instructions "If you would like to change the password type a new one. Otherwise leave" and "Type your new password again."; a "Strength indicator" bar and a hint "Hint: The password should be at least seven characters"; "Available for Commission" with radio buttons for "Yes" (selected) and "No"; and an "Update Profile" button at the bottom left.

**About Yourself**

Biographical Info

Best artist around!

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password

If you would like to change the password type a new one. Otherwise leave

Type your new password again.

Strength indicator

Hint: The password should be at least seven characters

**Available for Commission**

☒ Yes ☐ No

Update Profile

### 3. Upload your Profile Photo (After account approval and upgrade)

Your individual web page will have a photo of you. In the profile area, click on **Media** and **Add New**. Upload a small photo of yourself. Once uploaded click **yes** on the **Biographical Photo** area and click save. No need to fill out any more details. Once your biographical photo has been uploaded and your biographical information has been filled out your profile will look something like this:

**Artist Name: Daniel Savoie**



Artist Bio: I am a twenty-six year old Illustrator/Graphic Designer from New Bedford, MA. I earned my BFA in Illustration back in 2008 from UMass Dartmouth and have since gone on to work for Hasbro Toys in Pawtucket, RI as a Comp Artist. I initially went into college wanting to become a concept artist for video games and movies but as I progressed further into my college years, I became open to many other paths and careers such as editorial illustration, painting, portraiture, figure drawing, graphic design, and sculpture. Being open to different art forms has given me a broad perspective

on the arts allowing me to mix different art forms together to create new styles and unique works of art. I've been in quite a few galleries around New Bedford including the UGLY Gallery, Gallery X, and Artworks.

☒ Subscribe to be Emailed when this artist adds new art

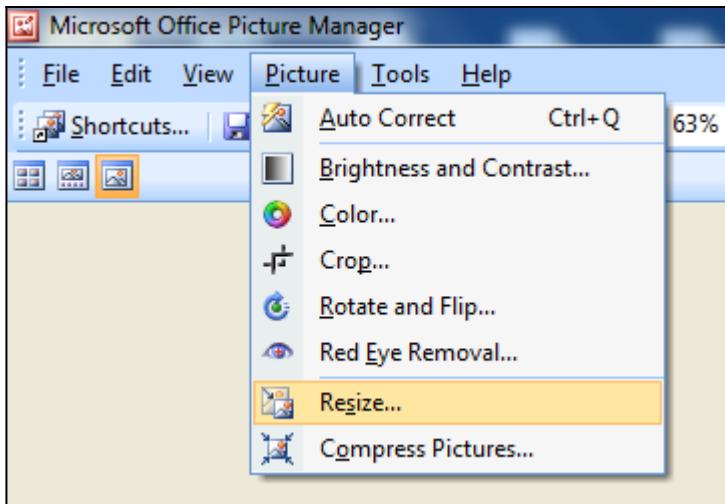
☒ Include in the Featured Art Category

[Purchase/Schedule a Viewing](#)

**Available for Commission: Yes**

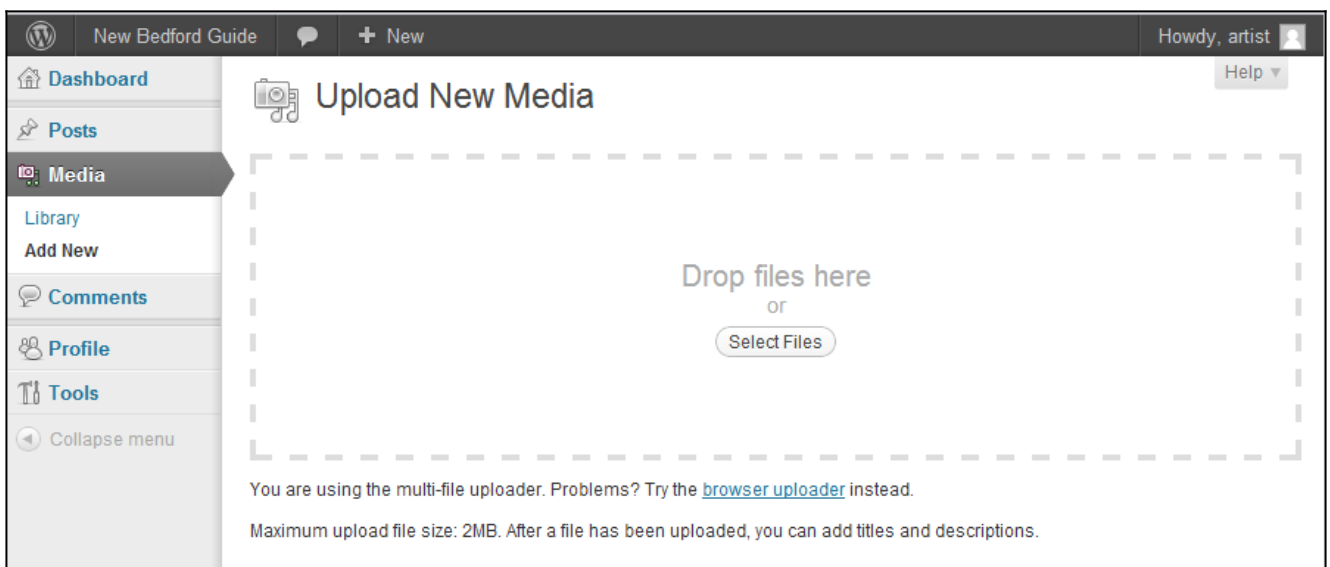
#### 4. Resize Your photos

Once your account is upgraded, you will be able to upload your art to the portal. The first thing you need to do is prepare pictures of your art. You must reduce the size of your photos to 1MB in size or less. Ensure it is high quality, but no bigger than 1MB in size or the image will get rejected by the system. Not sure how to resize an image so it maintains its aspect ratio? On a PC, right click on the photo and select *"Open with ..."* Select the Microsoft Office Picture Manager. Once the photo is open, click **Picture** and **Resize**. Use the tools on the right side to make smaller.



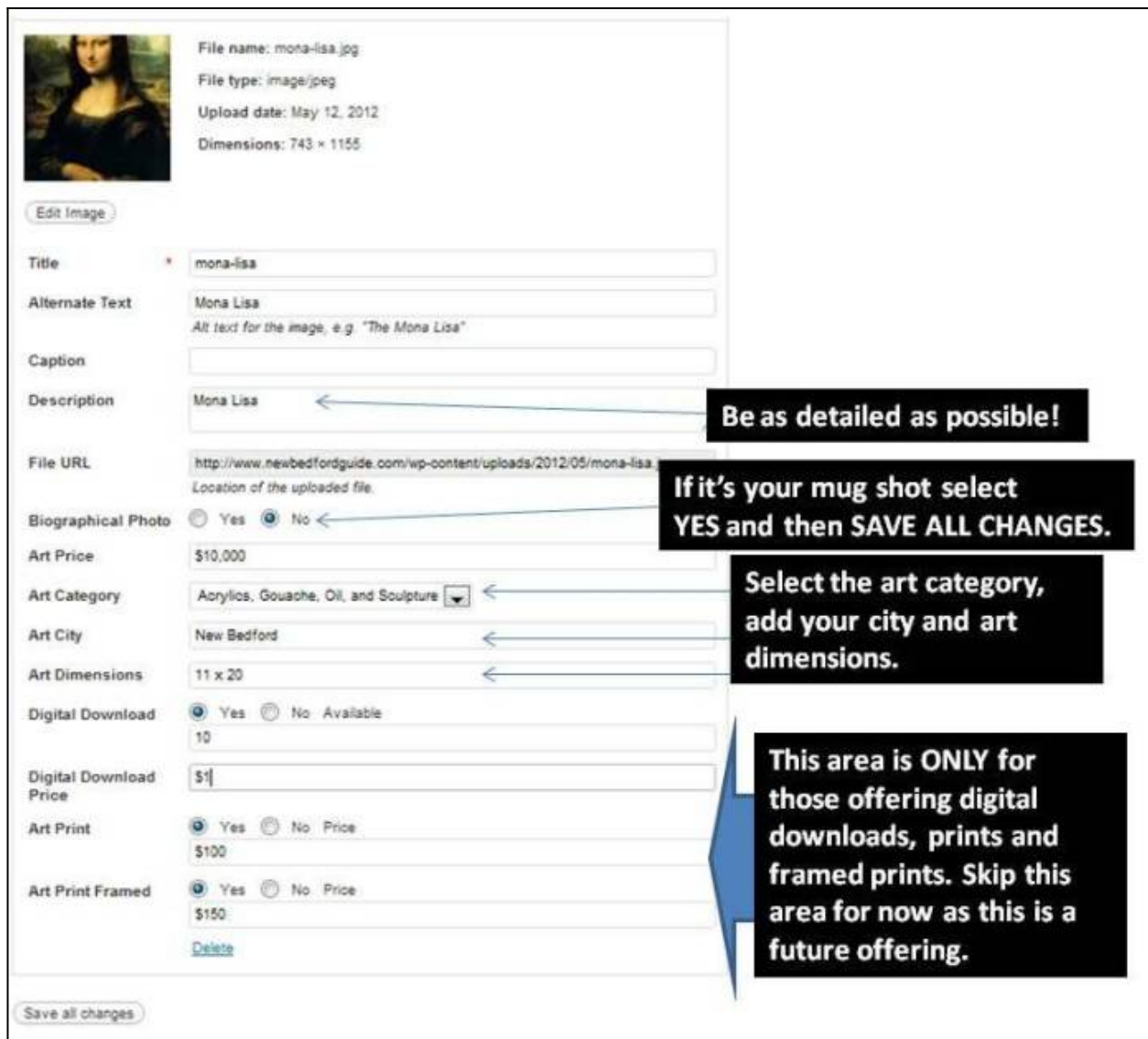
## 5. Upload Your Photos

Once all your photos have been resized, you can upload all your photos by either dragging and dropping multiple images into the system or uploading one at a time. It's recommended that you upload only 5 images at a time.



## 6. Add Details to your Images

After uploading your images it is time to add specific details like title, description, cost, dimensions, etc. One by one, click **Show** and edit the details of each photo/art.



The screenshot shows an art submission form for a piece titled "mona-lisa". The form includes fields for file information, title, alternate text, caption, description, file URL, biographical photo, art price, category, city, dimensions, digital download options, and art print options. Annotations with arrows point to specific fields: "Be as detailed as possible!" points to the Description field; "If it's your mug shot select YES and then SAVE ALL CHANGES." points to the Biographical Photo field; "Select the art category, add your city and art dimensions." points to the Art Category, Art City, and Art Dimensions fields; and "This area is ONLY for those offering digital downloads, prints and framed prints. Skip this area for now as this is a future offering." points to the Digital Download, Art Print, and Art Print Framed sections.

File name: mona-lisa.jpg  
File type: image/jpeg  
Upload date: May 12, 2012  
Dimensions: 743 x 1155

[Edit Image](#)

Title \* mona-lisa

Alternate Text Mona Lisa  
*Alt text for the image, e.g. "The Mona Lisa"*

Caption

Description Mona Lisa

File URL <http://www.newbedfordguide.com/wp-content/uploads/2012/05/mona-lisa>  
*Location of the uploaded file.*

Biographical Photo ☐ Yes ☒ No

Art Price \$10,000

Art Category Acrylics, Gouache, Oil, and Sculpture

Art City New Bedford

Art Dimensions 11 x 20

Digital Download ☒ Yes ☐ No Available  
10

Digital Download Price \$1

Art Print ☒ Yes ☐ No Price  
\$100

Art Print Framed ☒ Yes ☐ No Price  
\$150

[Delete](#)

[Save all changes](#)

**Be as detailed as possible!**

**If it's your mug shot select YES and then SAVE ALL CHANGES.**

**Select the art category, add your city and art dimensions.**

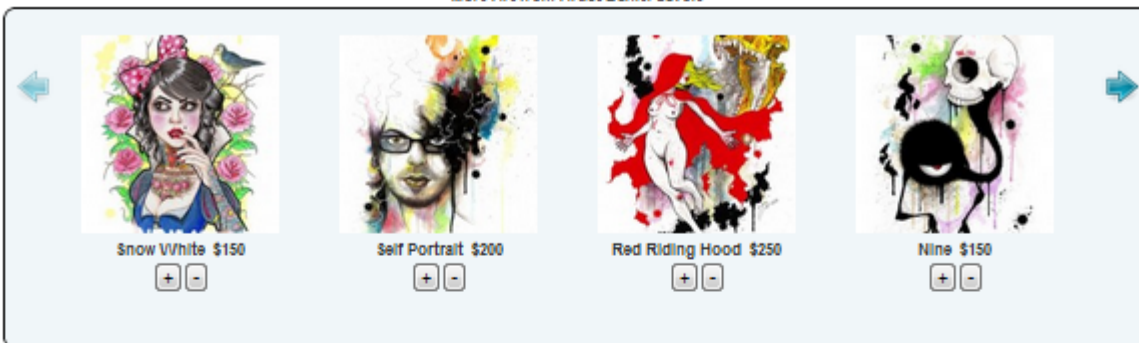
**This area is ONLY for those offering digital downloads, prints and framed prints. Skip this area for now as this is a future offering.**

Once you've completed all the steps in this checklist your art will be loaded into the art portal and your individual page will showcase your details and your art. Here is an example, or you can see one live here.

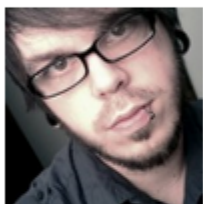
## South Coast Art Display

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More Art from Artist Daniel Savoie



Artist Name: Daniel Savoie



**Artist Bio:** I am a twenty-six year old Illustrator/Graphic Designer from New Bedford, MA. I earned my BFA in Illustration back in 2008 from UMass Dartmouth and have since gone on to work for Hasbro Toys in Pawtucket, RI as a Comp Artist. I initially went into college wanting to become a concept artist for video games and movies but as I progressed further into my college years, I became open to many other paths and careers such as editorial illustration, painting, portraiture, figure drawing, graphic design, and sculpture. Being open to different art forms has given me a broad perspective on the

arts allowing me to mix different art forms together to create new styles and unique works of art. I've been in quite a few galleries around New Bedford including the UGLY Gallery, Gallery X, and Artworks.

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☒ Include in the Featured Art Category

[Purchase/Schedule a Viewing](#)

Available for Commission: Yes



Art Title: Kasey  
Price: \$NFS  
Category: Grunge/Pop/Cartoon/Street Art  
Dimensions: 15" x 22"  
Digital Download: Not available  
Art Print: Not available  
Art Print Framed: Not available  
Description: Kasey Print available for \$20

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That's it! If you have any questions or get stuck in the process contact us at [ngbarts@gmail.com](mailto:ngbarts@gmail.com). We have staff available that will gladly walk you through the whole process.