



ARTIST SIGN UP & PERSONAL ARTIST SITE MANAGEMENT PAGE

ARTIST JOIN HERE:

<http://www.globaloutfitters.com/ArtistJoin.asp>

After a successful sign up an email will be sent to you with login and password information.

EMAIL WELCOME TO GLOBAL OUTFITTERS:

After you receive your email confirmation log on with your password information.

Log in at

<http://www.GlobalOutfitters.com/Artist>

YOUR PERSONAL ARTIST SITE MANAGEMENT PAGE:

Upon successful log in you will be at:

http://globaloutfitters.com/Artist/AR_CompanyLocation_MasterFrame.asp



MAIN INFORMATION:

Select the "Main Information" tab from the left column. All fields with a red dot are required. Software Knowledge: When you sign up the system created three separate records for you and your art business.

- Company ID number: *John's Gallery*
- Company Location ID: *John's Gallery: John can have additional artists at his gallery location.*
- Name ID: *John Doe: This is John Doe's personal information page.*

Location Web Address: *HINT enter as: www.yourwebaddress.xxx*

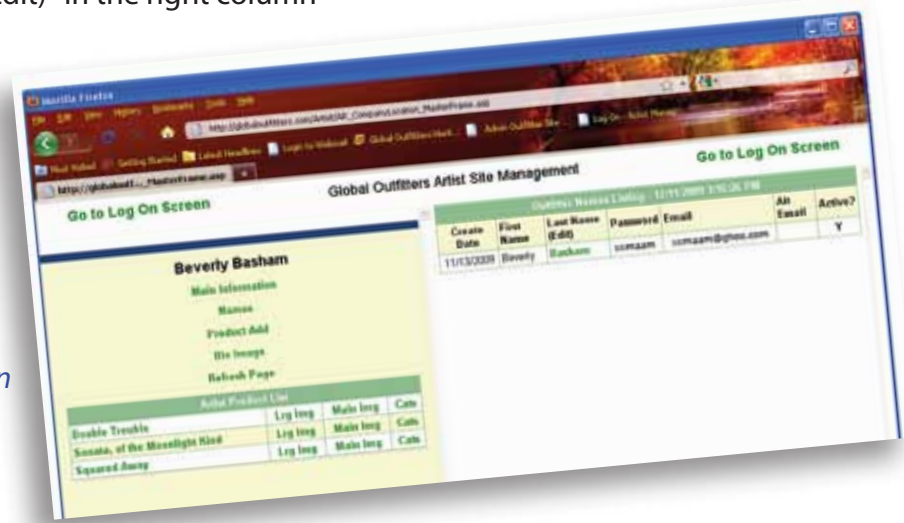
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NAMES:

Select "Names" tab:

Select (Your) "Last Name (Edit)" in the right column

- Title
- Salutation
- First Name
- Last Name
- User ID
- Password
- Email
- Alt Email
- Phone: **Note:** This number shows up on Artist Biography
- Work Phone
- Work Extension
- Cell Phone
- Work Fax
- Artist Profile Photo File Name: **Note:** Skip this. Artist Profile Photo File Name will fill in automatically after you use the "Bio Image" tab on the left and upload your image.
- Is Name Active? Yes/No: **Note:** You are able to make your information inactive if you wish.
- Date of Birth
- Ok to Add/Edit Artist Data Yes/No: **HINT:** You wish to make yourself inactive you will not be able to sign on without having Customer Service to reactivate you.
- Artist Profile Detail: **Note:** When you copy and paste information from Word type programs, there will be unusual characters that display. A good way to fix these is to delete the character and retype it inside the Artist Admin Profile Detail area. It also works best when copied from a Text Document.

A screenshot of the 'Global Outfitters Artist Site Management' page in Mozilla Firefox. The page title is 'Editing a Main Artist Information - 12/11/2009 3:12:27 PM'. The form is for 'Beverly Basham' and includes the following fields:

- Artist Company Name: Beverly Basham
- Phone: (555) 978-6543
- Emergency Phone: (empty)
- Fax: (empty)
- Main Artist Company Email Address: bevbash57@yahoo.com
- Business Address: 4280 County Road

The left sidebar shows the 'Beverly Basham' profile with navigation tabs for 'Main Information', 'Names', 'Product Add', 'Bio Image', and 'Refresh Page'. Below these is the 'Artist Product List' table with columns for product name, 'Lrg Img', 'Main Img', and 'Cats'. The table lists 'Double Trouble', 'Sonata, of the Moonlight Kind', and 'Squared Away'.

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HINT: HTML does not understand paragraphs breaks and page breaks. Your information will start and continue without any breaks unless you use some simple HTML tags. See example below.

Example: using `
` for page breaks, and `<P>` & `</P>` to open and close paragraphs

Without HTML:

This is John Doe the Artist from hometown, USA. John loves to work in Acrylics. He is a member of the Acrylic Club.

Adding HTML Code it will look like this:

This is John Doe the Artist from hometown, USA.
John loves to work in Acrylics.
He is a member of the Acrylic Club.

It will display like this:

This is John Doe the Artist from hometown USA.
John loves to work in Acrylics.

He is a member of the Acrylic Club.



PRODUCT ADD:

Adding a product is easy once you have an understanding of the software.

Step 1: Add your product as explained below in Adding A Product, File Names For Product Images, and Product Text Fields.

Step 2: Next, add your Photos as explained on the next page in Adding Photos For Your Products:

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Step 1: Adding A Product

- Product Name: *Name of your art*
- Product Number: *PRNT_JDXXX; ORIG_JD_XXX, PHTO_JDXXX, SCULP_JDXXX*
- Category: *Select Category - Digital Painting, Paintings & Prints, Photography, Sculptures*
- Product Type: *Select from Painting & Prints Sculpture*
- Artist Name: *This should be your Last name, First name*

File Names For Product Images

- Result List and Feature Page Image: **SKIP.** *This is added later*
- Product Detail Page Image: **SKIP.** *Done later when adding Product With Attributes.*
- Large Image: **SKIP.** *Done later when adding Product With Attributes.*
- Product Special Image: **SKIP.** *Done later when adding Product With Attributes.*

Product Text Fields:

- Featured Product Text: *Short description that shows on Featured Art advertisements.*
- Product Detail Page Description: *Maximum of 600 characters*
- Search Result List Text: *Maximum of 250 characters*

Step 2: Adding Photos For Your Products:

- Artist Products List: After you have successfully entered your product information on the "Global Outfitters Artist Site Management", the product name should appear in the main frame on the left side if the page under "Artist Products List". If it doesn't appear, click on the "Refresh Page" tab. Each product is listed in a table consisting of: Product Name > Large Image > Main Image > Category.

The screenshot shows the Mozilla Firefox browser window displaying the Global Outfitters Artist Site Management interface. The main content area is titled "Adding a Product" and contains several form fields:

- Product Name:** Timber Wolves
- Product Number:** ORIG_BB001
- Category:** Paintings & Prints
- Product Type:** Painting & Prints
- Artist Name:** Basham Beverly
- Original Art?:** Yes No

Below these fields is a section for "File Names for Product Images" with four empty input boxes for:

- Result List and Feature Page Image
- Product Detail Page Image
- Large Image
- Product Special Image

The "Product Text Fields" section includes:

- Featured Product Text:** Wolves in sheep clothing
- Product Detail Page Description:** This is one of my favorite mediums and subject matters to date. Working in oil on masonite, I was able to capture the softness of the snow and twilight on this pack of timber wolves as they rested on a snow evening.
- Search Result List Text:** Timber wolves asleep in the snow on a clear evening light.

At the bottom of the form are "Add Product" and "Clear" buttons.

On the left side of the interface, there is a sidebar for "Beverly Basham" with a navigation menu and an "Artist Product List" table:

Artist Product List			
Double Trouble	Lrg img	Main img	Cats
Sonata, of the Moonlight Kind	Lrg img	Main img	Cats
Squared Away	Lrg img	Main img	Cats

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Step 2: Adding Photos For Your Products:

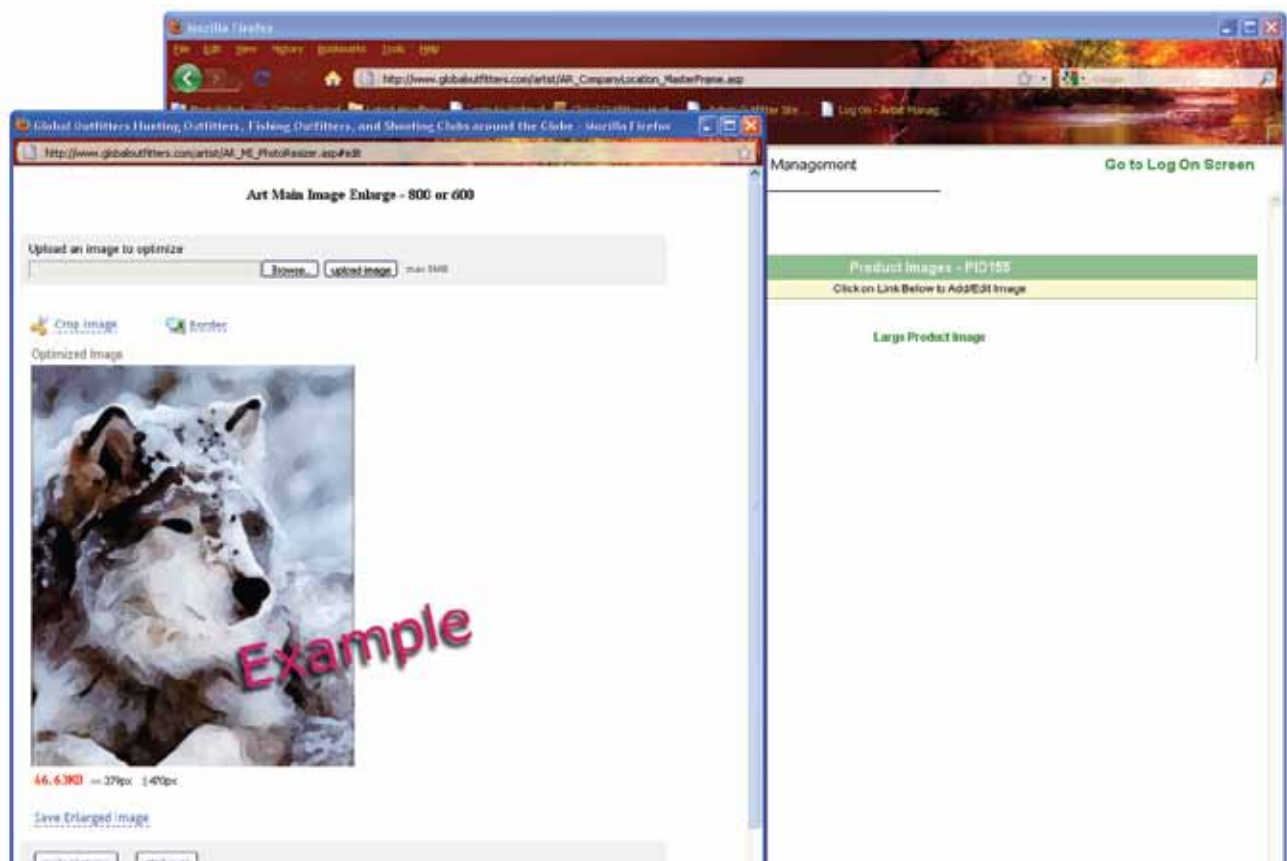
- Artist Products List: After you have successfully entered your product information on the "Global Outfitters Artist Site Management", the product name should appear in the main frame on the left side of the page under "Artist Products List". If it doesn't appear, click on the "Refresh Page" tab. Each product is listed in a table consisting of: Product Name > Large Image > Main Image > Category.

Follow these instructions for entering product images. **HELPFUL NOTE:** *You can edit and resize your images using the image uploader. However it is much easier if the images are already sized correctly before you retrieve them from your files. See below Resizing your Images in Photoshop.*

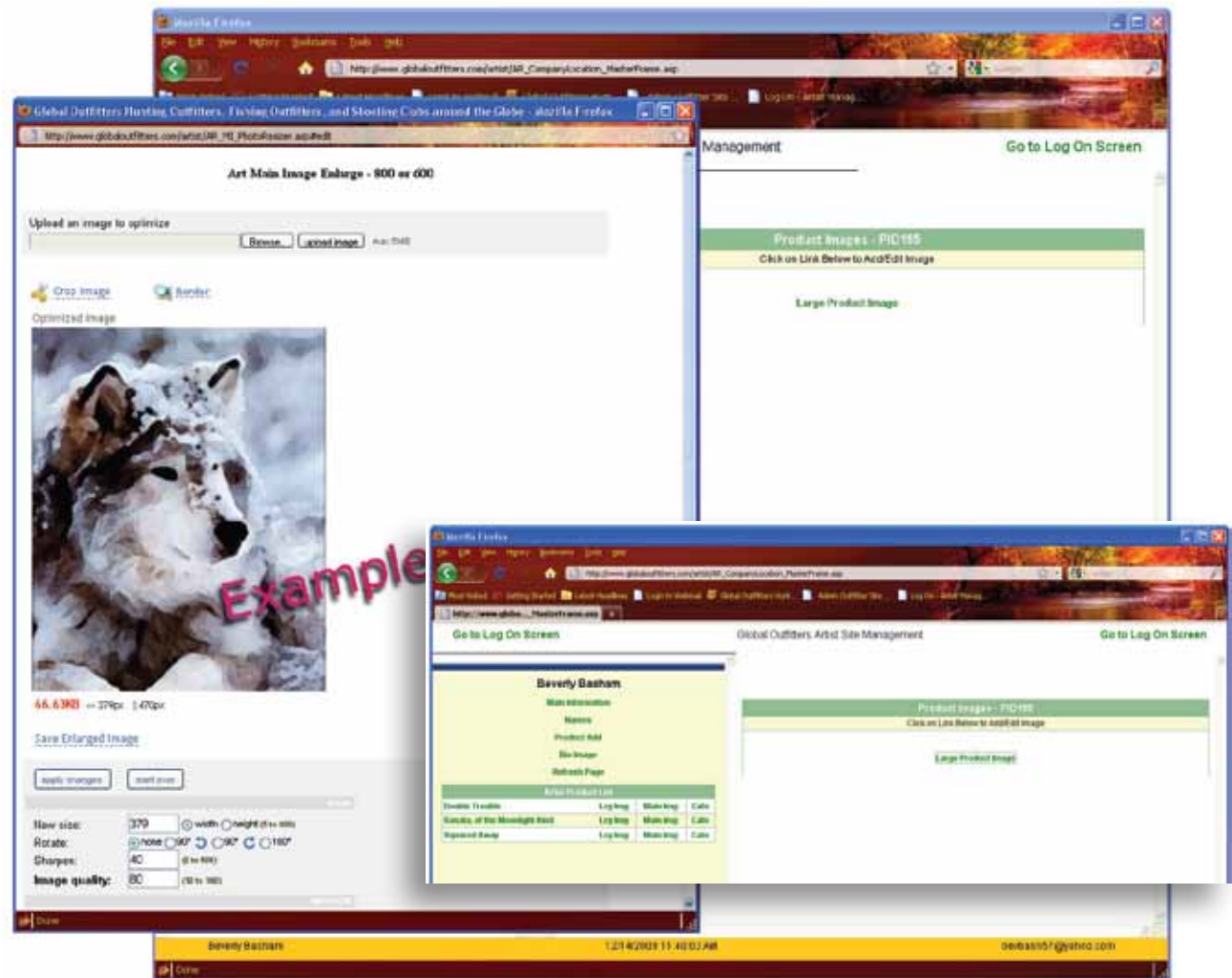
LARGE IMAGE: (Lrg Img): *This is the largest image that opens from your DETAIL product page when you Click to Enlarge on that image. The size for this image is 800 x 600 pixels. You can make it 800 pixels long, or 600 pixels tall; just don't exceed either.*

MAIN IMAGE: (Main Img) *This image appears in everywhere. The size for this is 255 pixels x 210 pixels. On this, if the image size cannot be cropped or enlarged to exactly 255 pixels x 210 pixels. See below Preparing your Images in Photoshop.*

CATEGORY: (Cat): *This is the Category for your art work. It allows your work to be advertised in the correct place throughout the GO site. You can choose more than one for each work of art. If you do not see a Category that fits, email support@globaloutfitters.com and request your category.*



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UPLOADING IMAGES:

1. Click on 'Lrg Img" next to the product name. On the right side of the page a Product Image ID Number will appear on top and click on the "Large Product Image" tab below.
2. A box will open "upload an image". Click on the "Browse" button to find where you have your image saved on your computer. Click on it and the file name will appear in the box, and then click on the "upload image" tab.
3. The image should appear where the GO Logo is. You can then crop or change the size of the image if needed, then click on the "apply changes" if any were made.
4. Click on the "Save Enlarged Image" tab and this will place the image on your page.
* Follow these same instructions for uploading the "Main Img".
5. Click on "Bio Image" tab and follow these same instructions for uploading your Bio Image. This image will only appear on your Bio Page and the size for this is 220 pixels x 110 pixels. This being such a long and narrow image, it looks best if you have some background or maybe a piece of your artwork in the picture.

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Adding a Product With Attribute(s)

Product With Attribute Name: *Name same as product name.*

Price: *Enter suggested retail price.*

Std. Shipping Cost (To Nearest dollar. No Decimal): *Your cost to box and ship the product*

Drop Ship? Yes/No: *Everything you enter is Drop Ship. Products GO has are not Drop Ship.*

Fixed Quantity: *Number available to sell*

Small Attribute Image for Product Detail Page: *This s sample frame or mate colors. If you need this let us help. Contact: support@globaloutfitters.com*

Large Attribute Zoom Image: *This is the large sample frame or mate colors. If you need this let us help. Contact: support@globaloutfitters.com*

Global Outfitters Artist Site Management

Go to Log On Screen

Beverly Basham

Main Information

Names

Product Add

Bio Image

Refresh Page

Artist Product List

ProductID	Product Name (Edit)	Product Number	Active?	Has Attributes?	Category	Product Type	Name	Fixed Qty
155	Double Trouble	ORIG_BB002	Y	Y	Paintings & Prints	Paintings & Prints	Beverly Basham	0

Product With Attributes Listing

PWA ID	PWA Name (Edit)	Active	Product (PWA Images)	Price	Prod Attribute 1	Prod Attribute 2	Prod Attribute 3	Prod Attribute 4
294	Double Trouble: Original	Y	Double Trouble	200	Original	5 x 7	Deluxe Framing	

Adding a Product With Attribute(s)

Product With Attribute Name

Price

Std. Shipping Cost (To Nearest dollar. No Decimal)

Drop Ship? Yes No

Fixed Quantity

Small Attribute Image for Product Detail Page

Large Attribute Zoom Image

Attributes

Art Type: Select Attribute

Art Size: Select Attribute

Framing: Select Attribute

Add Product With Attribute Clear

Attributes

Art Type: **Select Attribute:** Giclee Canvas, Giclee Paper, Lithograph, and Original

Art Size: **Select size:** If your size is not found, please email support with your size request.

Framing: **Select Attribute:** Deluxe Framing, Standard Framing, Unframed

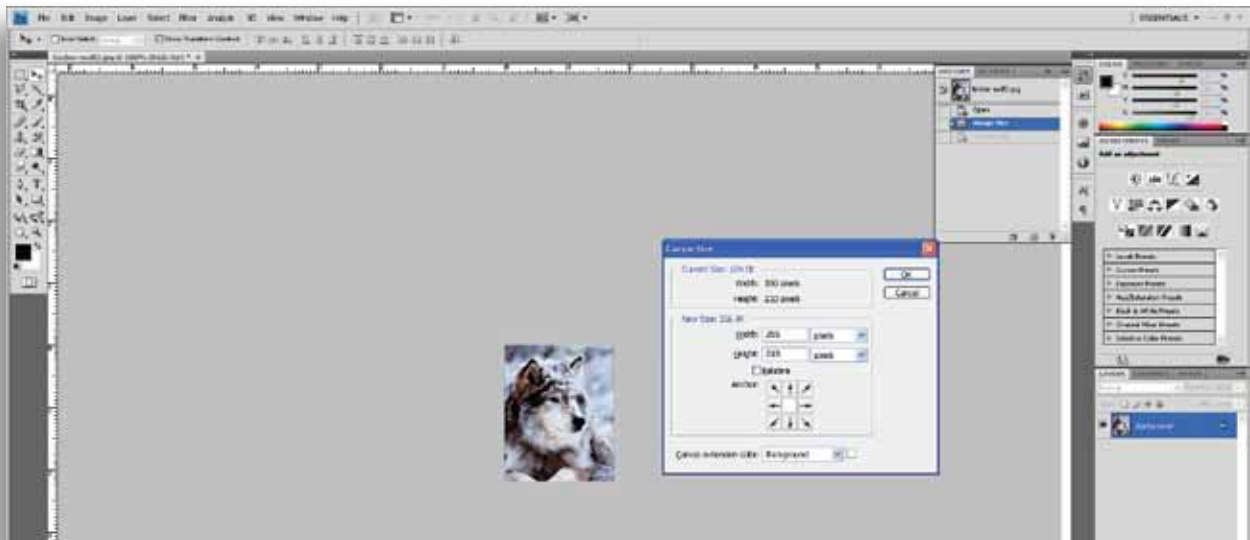
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Resizing your Main Images in Photoshop:

Save your image exactly 255 pixels x 210 pixels. This will keep the image from becoming skewed or stretched when you upload it to the feature page. The two ways to do this is:

1. Crop the image in the GO Photo Uploader. If cropping cuts off too much of the image, such as a tall narrow picture, the next method is better.

2. In Photoshop, save the image either 255 pixels long or 210 pixels tall, as long as neither direction is over that number. Then change the "Canvas Size" to exactly 255 pixels X 210 pixels and save. Example: A picture that is 500 x 300 pixels. First in Photoshop, open the "Image" tab at the top then click on "Image size". By 'constraining proportions' when reducing the image size to 255 pixels long, it will be 153 pixels tall. Go back and click on the "Image" tab again, then click on the "Canvas size". Change the "Height" to 210 pixels. You will notice that a small amount of white at the top and bottom of the image. Save this image, it is ready to upload. Do the same with the Bio Image except the finished 'canvas size' is 220 pixels X 110 pixels. *You do not have to change the canvas size of the "Large Image". If it is not exactly 800 x 600 pixels, as long as one way is either 800 or 600, the image uploader will resize the image to fit.



Please contact support@globaloutfitters.com with any questions.