

ADDING ARTWORK

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When you first log in to your new Gallereo admin, you are probably going to want to add your artwork right away. Here are some pointers about doing that.

LOGGING IN

You always log in at www.yoursitename.com/admin

FIRST THINGS FIRST

Before uploading your artwork, you are going to need galleries, or categories to show them in. To create your new categories, go to the Manage Art menu, and then Categories.

In the top left, you will see a button to Add New Categories. Click this, then add your category title, and upload a cover image for that category. Then press save.

Repeat that for as many categories as you would like.

Note: A new category will only be displayed on site once at least one artwork has been added to it. This is to stop site visitors ending up on blank pages.

ADDING A NEW ARTWORK

To add your artwork, go to Manage Art, then Artwork. Here you can click Add New Artwork in the top left.

First, fill in the basic information about the work:

- Title – the name of the work
- Unique code – this can be anything, it just helps the system track the work if there were to be purchases on the site, or if you were uploading images in bulk, or assigning similar artworks (keep reading...)
- Description – a description of the work, medium, size, etc
- Price – if you opt to have the ecommerce function turned on (manageable in General Settings on the Configuration Menu) you will have to enter a price. If you opt to turn it off, the price field will be filled with 0.00 automatically, and you won't have to worry about that.
- Options – if you decide to set up options for purchase, such as print sizes, or framing options, you can assign those here.
- Status - You can choose whether you want this artwork to be live on the site, not live (left in catalogue until a later date) or live, but not available for purchase. This last option means you can have the majority of works for sale, but turn a few off if necessary.

Once that's done, press save to complete the catalogue entry for that artwork.

ADDING YOUR IMAGES

Once you press save at the bottom of the first artwork screen, more tabs will become available along the top of the screen.

The second tab along is for your Images. Here you just upload the image or images that are specific to that work of art. Simply browse your computer, and upload the image to your site.

You can upload as many images as you like.

ASSIGNING TO CATEGORIES

After uploading your images, all that you need to do to see that artwork on your site is assign it to a category.

To do that, move along to the next tab after images. Here you will see a list of all of the categories / galleries that you created earlier.

Simply tick the correct boxes to assign the work to those galleries. You can assign a work to as many galleries as you like.

FURTHER TABS

You will see that there are 3 additional tabs when you are adding new artworks.

The first is artists, and works exactly like categories. You can set up your artists, and assign their own artworks to them.

The next tab is Other Settings, and in here you can set up the “You May Also Like...” function. This is like Amazon, where if someone is on the page for Artwork A, you can display other artworks along the bottom of the page that they may also like.

Remember the unique code from earlier? This is where that comes in useful. In other settings for Artwork A, you would add the unique codes for Artworks B, C, D and E, like this: 000B, 000C, 000D, 000E (of course your codes can be whatever you want them to be).

The final tab is for Search Engine Optimisation purposes, and we actually use tags to do all of the hard work for you here. The only places where you will have to fill in the SEO information yourself are on the homepage, category pages, and standard site pages.

We’re putting together a guide to Search Engine Optimisation for artists, which will help you to complete these areas of your site, so stay tuned!

Any questions, don’t hesitate to contact us at support@gallereo.com.