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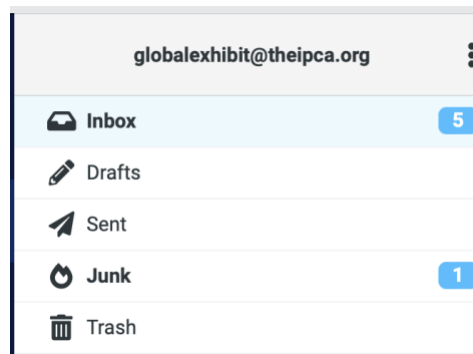
General Information

Open Required Websites

The following two websites should be all you need to create or update artist pages. For all the instructions in the document, it is assumed you have these web pages open.

- IPCA New Wordpress Website: <https://www.theipca.org/sandbox/admin>
 - Unless you have changed your password, your regular IPCA account should give you the access you need to perform these tasks.
- In a separate tab, open the IPCA Webmail site: <https://www.theipca.org/webmail>
 - Login with the globalexhibit@theipca.org email credentials.

Where to Find Entry Information in Webmail



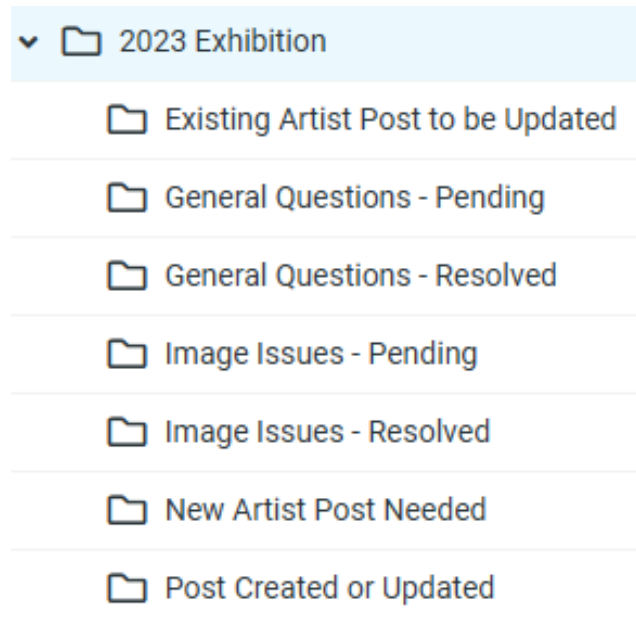
By default, new email is received into the inbox. Email generally falls into four categories.

- Exhibition Entry Confirmations
 - These emails should be checked for completeness and filed into the appropriate task folder (Existing Artist Post to be Updated or New Artist Post Needed). Refer to [Finding Artist Posts](#)
- Image Upload Confirmations
 - The system sends an email once an artist has uploaded their images. It confirms that we have their images. Keep these together with the entry confirmations until the gallery for the artist post is complete. After that, these emails can be deleted. A copy of the information is stored in the database.

Creating Posts and Image Galleries for the 2023 IPCA Exhibition

- Questions from participants
 - Once issues are resolved, the original message and any pertinent replies can be filed in the appropriate folder.
- Spam/Junk
 - Select the message and either drag it to the Junk folder or click the Junk button on the toolbar.

In the Webmail folder, several special folders have been created to aid in the workflow.



Folder Name	How To Use
2023 Exhibition	General category folder; file messages that don't fit anywhere else and need to be kept.
Existing Artist Post to be Updated	Returning participants' (who already have an artist post) confirmation emails go here along with the corresponding image upload confirmation AFTER images have been checked and any issues resolved.
General Questions - Pending	Place all emails for a given artist's entry in this folder if there is an unresolved question for something other than images.

Folder Name	How To Use
General Questions - Resolved	Archive general questions and replies in this folder once the issue is resolved.
Image Issues - Pending	Place all emails for a given artist's entry in this folder if there is an unresolved image issue.
Image Issues - Resolved	Archive correspondence about images in this folder after the issue has been resolved.
New Artist Post Needed	First time participants' confirmation emails go here along with the corresponding image upload confirmation AFTER images have been checked and any issues resolved.
Post Created or Updated	Exhibition Entry emails should be placed here after the artist page has been updated or created. Associated image upload confirmation emails can be deleted at this time.

Webmail Tasks

These tasks should be done each time you log into Webmail. For consistency, you can divide up the responding to emails tasks by category (General Questions, Image Questions, etc.) with each being handled by a specific person.

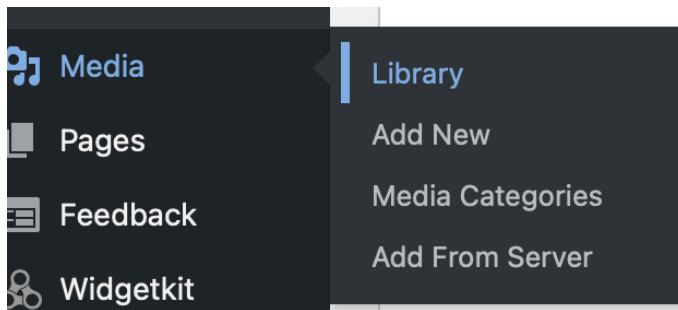
The general Webmail tasks are:

- Respond to email questions, placing **pending** issues in the appropriate folders.
- Sort **resolved** issues into the appropriate folder (General Questions - Resolved or Image Issues - Resolved)
- Sort Event Confirmations into the appropriate folder (New Artist Post Needed or Existing Artist Post to be Updated).
- Tag Junk mail – it will auto delete.
- Delete messages and replies that do not need to be kept.

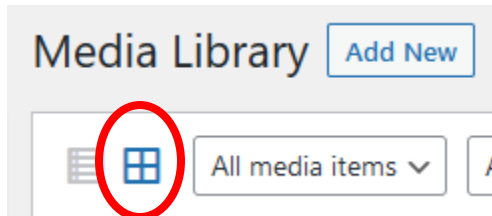
Image Processing Tasks

Check Image Sizes

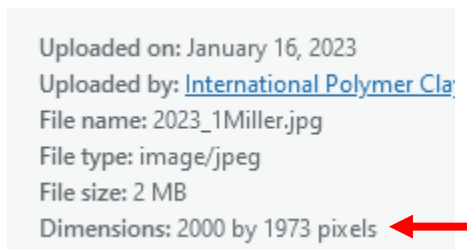
1. In Webmail, view the Image Upload Confirmation email.
2. The email will show the images and the file names.
3. Switch to the website and click **Media > Library**.



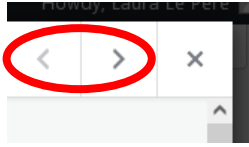
4. Make sure you are in **Grid** View



5. Locate the artist's images - you can search by filename, which hopefully includes the artist's last name. If not, look for some other string in all the image names to search. If there is nothing in common you will have to do them one by one. It may help to filter by date (All dates box, far left) of January or February 2023.
6. Click on the first of the artist's images. The pixel dimensions are shown to the right of the image.



7. If your search brought up the images side by side in the grid, use the arrows near the upper right to navigate through the images.



Otherwise go back and click each image individually.

8. If any of their images are too small (less than 1000 pixels in both dimensions), contact the artist and ask them to send larger images. You can point them to the “Helpful Links for Good Photos” section here: <https://www.theipca.org/2023-global-exhibition> which has instructions for sizing images on Windows and Mac. Remind them about the naming requirements too.

If images are sized and named correctly, skip to [Categorize and Caption Images](#)

Incorrectly Named Files

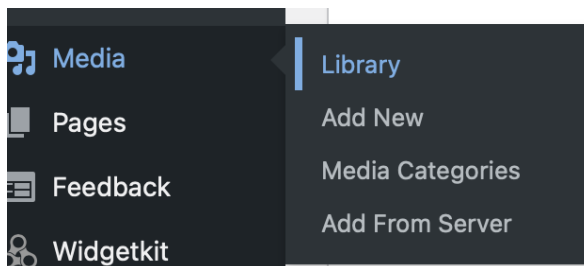
In the event the upload did not have the proper file names, you have two options:

- Ask the artist to resend the images in the proper filename format or
- Rename the image file and update the title of the image

It is relatively easy to change the file names. Personally, we find it easier to just go ahead and do the task, rather than wait for the artist to send the files and then delete the old files and upload the new.

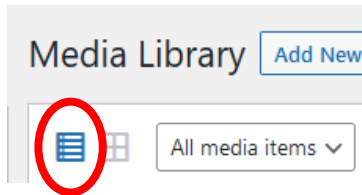
If you have just finished checking image sizing, you can skip to step 4.

1. In Webmail, view the Image Upload Confirmation email.
2. The email will show the images and the file names.
3. Switch to the website and click **Media > Library**.

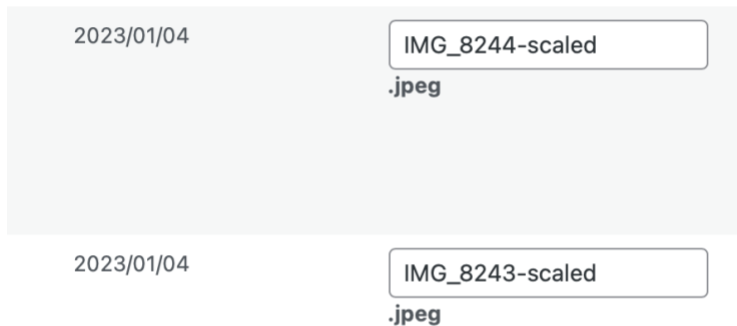


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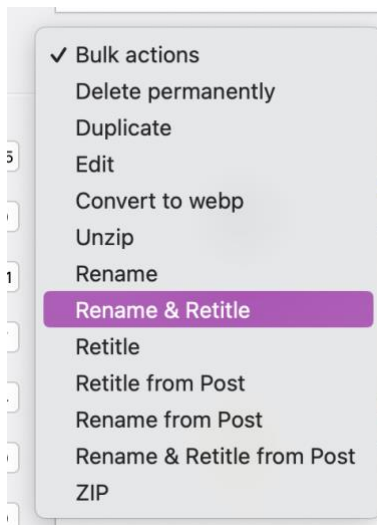
4. Make sure you are in **List** View



5. Locate the artist's images - look for some string in all the image names to search. If there is nothing in common you will have to do them one by one.
6. Select the image(s).
7. In the far-right column, update the file names to the desired format.
2023_FirstInitialLastName_number of entry. Example: 2023_JSmith_1.jpg

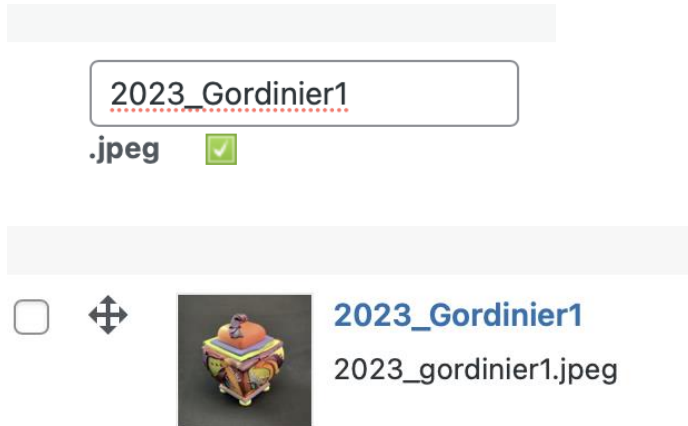


8. At the top of the list, select **Bulk Actions > Rename and Retitle**.



9. Click **Apply**.

10. A green icon will appear below the file name and, after a pause, the screen will refresh and display the updated image title.



Categorize & Caption Images

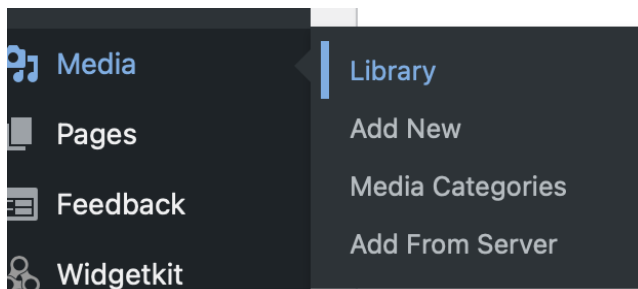
Unfortunately, the system cannot categorize images immediately upon upload, so it needs to be done manually. Most of the time the media category (e.g., vessel) is obvious but sometimes it's not, and you'll need to refer to the artist's Exhibition Entry Confirmation email.

THE IMAGE CATEGORIES ARE USED TO GENERATE THE INDIVIDUAL CATEGORY GALLERIES. IT IS IMPORTANT TO PERFORM THIS STEP.

If you have just finished checking that the images are sized properly and the names are correct you can skip to step 4

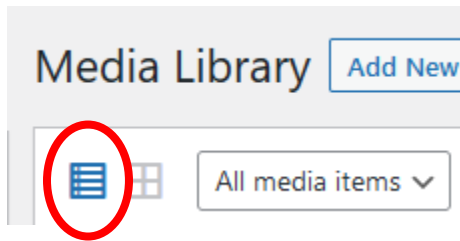
If you have just finished changing the image names you can skip to step 6.

1. In Webmail, view the Image Upload Confirmation email.
2. The email will show the images and the file names.
3. Switch to the website and click **Media > Library**.

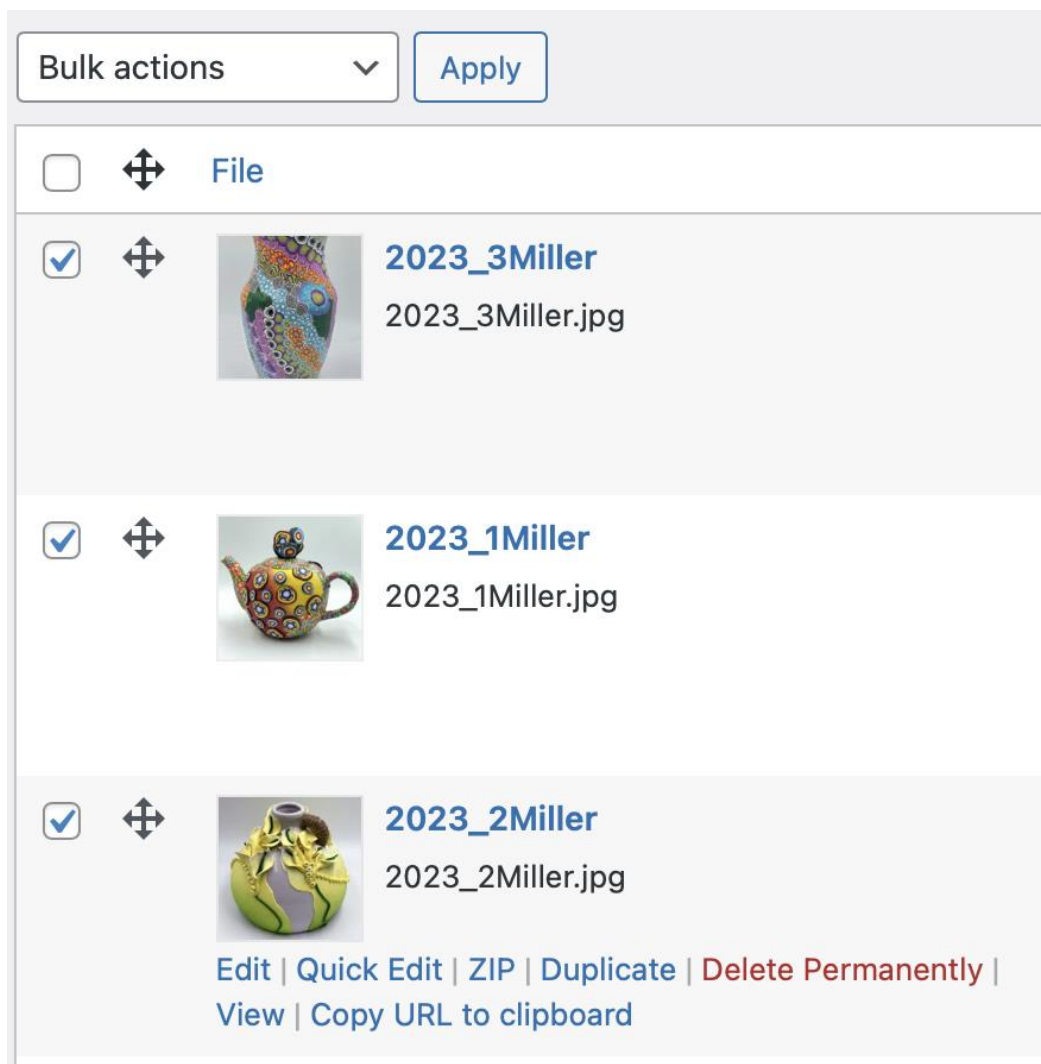


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4. Make sure you are in **List** View



5. Locate the artist's images - you can search by filename.
6. Select the image(s).



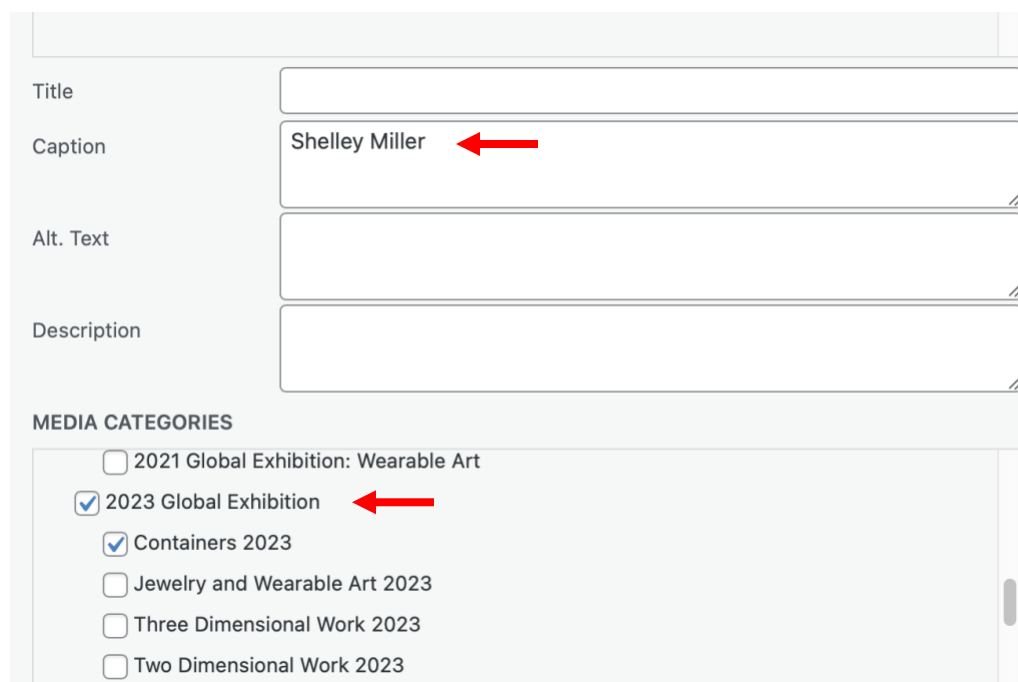
7. Select **Bulk Actions > Edit**.
8. Click **Apply**.

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9. In the *Caption* field, add the artist's name.

10. In the *Media Categories* section, select **2023 Global Exhibition** AND the entry category.

*Note: In the event the artist has items in multiple categories, just update each image individually. Click **Quick Edit** under each image name and add the caption and categories.*



The screenshot shows a media editor interface with the following fields and categories:

- Title: [Empty text box]
- Caption: Shelley Miller (with a red arrow pointing to the text)
- Alt. Text: [Empty text box]
- Description: [Empty text box]
- MEDIA CATEGORIES:
 - 2021 Global Exhibition: Wearable Art
 - 2023 Global Exhibition (with a red arrow pointing to the text)
 - Containers 2023
 - Jewelry and Wearable Art 2023
 - Three Dimensional Work 2023
 - Two Dimensional Work 2023

11. Click **Update**. The selected categories will appear in the list of images.

MOVE THE EXHIBITION CONFIRMATION EMAIL(S) AND THE IMAGE UPLOAD CONFIRMATION EMAIL TO THE APPROPRIATE FOLDER

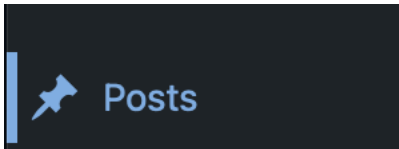
SEE THE NEXT SECTION!

Artist Posts and Galleries

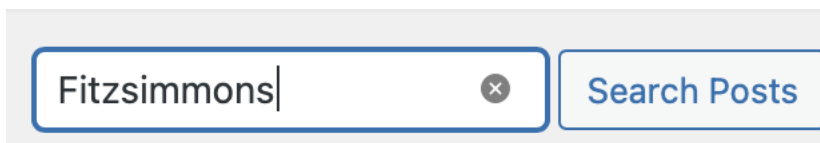
Instructions below are for the new WordPress website. These instructions assume you have already logged in to the [required websites](#).

Finding Existing Artist Posts

1. After logging in to the website, click the **Posts** item in the menu on the left.



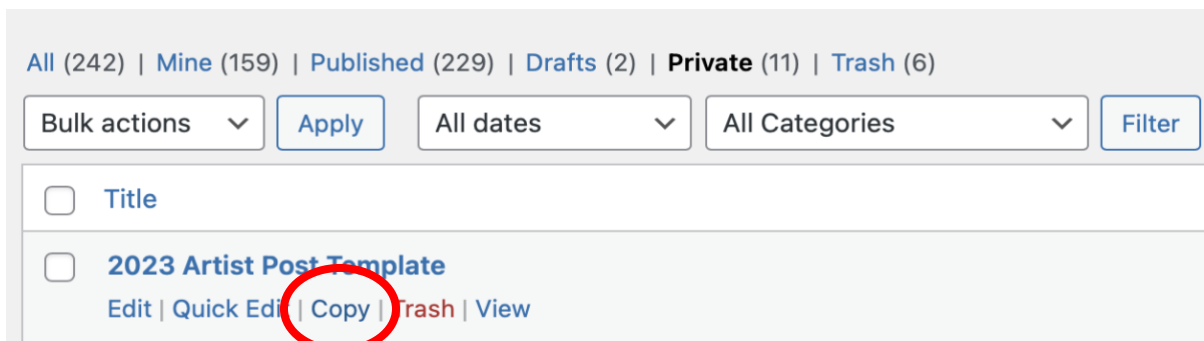
2. Use the Search box to search the posts by name to find the artist's post.



3. If the artist already has a post from previous years' exhibitions, proceed with [Updating Artist Posts for the Current Year](#).
4. If the artist does not have a post, proceed to [Create New Artist Post](#)

Create New Artist Post

1. From the menu on the left select **Posts**.
2. Using the search box, find the *2023 Artist Post Template*.
3. Click the **Copy** link.



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4. A new post window will open.
5. In the *Summary* section of the *Post* pane on the right, select **Visibility: Public** and change it to **Private** (see right).
6. Replace the title “2023 Artist Post Template” with the name of the artist for whom you are creating a post.
7. Using the Event Confirmation message in Webmail, replace the placeholder text in the post with the artist’s info and add tags:

a. Location

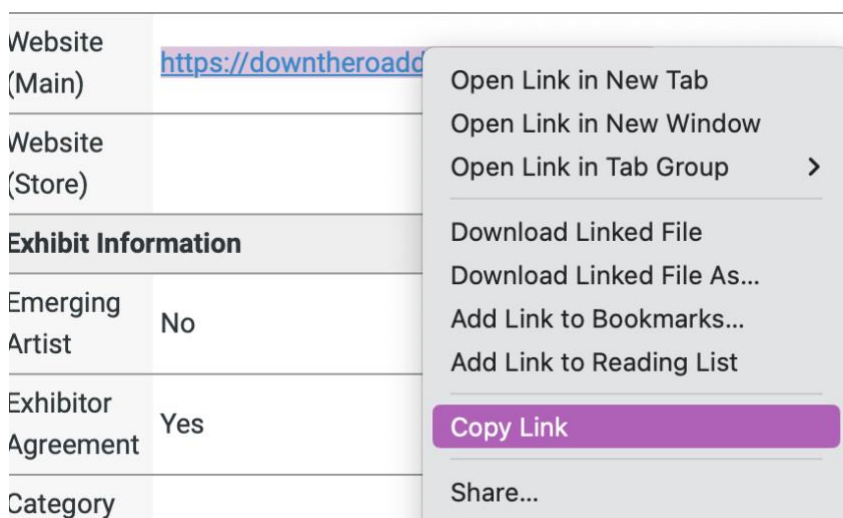
- i. Write out the name. If the abbreviation for the state is unfamiliar, do a web search and find out the proper name.

b. About the Artist

- i. Insert the Artist Bio text: remove extra spaces; **check for spelling and grammar.**

c. Artist website links

- i. Right-click the first link in the email and select **Copy Link**.



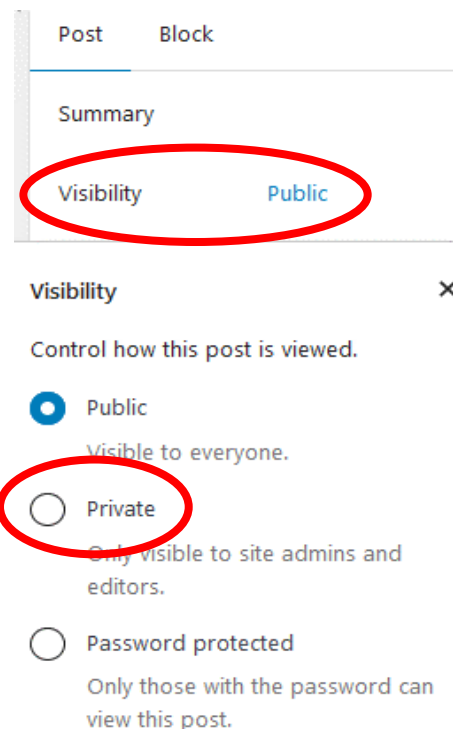
The screenshot shows a table with artist information and a context menu for a link. The table has the following content:

Website (Main)	https://downtheroad...
Website (Store)	
Exhibit Information	
Emerging Artist	No
Exhibitor Agreement	Yes
Category	

The context menu for the link in the first row includes the following options:

- Open Link in New Tab
- Open Link in New Window
- Open Link in Tab Group >
- Download Linked File
- Download Linked File As...
- Add Link to Bookmarks...
- Add Link to Reading List
- Copy Link** (highlighted)
- Share...

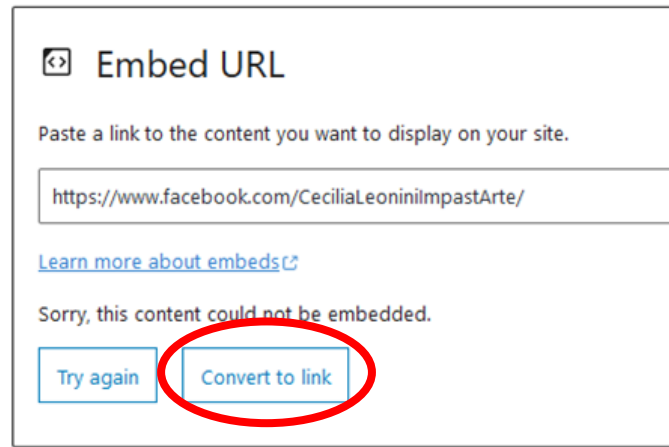
- ii. In the post, put your cursor just below “Website” where it says “Type...” and paste the URL.



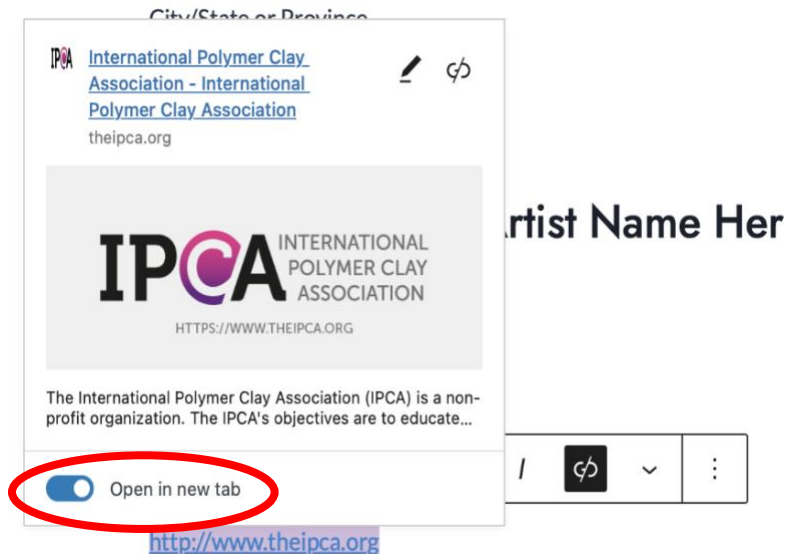
The screenshot shows the visibility settings for a post. The 'Visibility' section is highlighted with a red circle. The 'Public' option is selected, and the 'Private' option is also highlighted with a red circle. The 'Public' option is described as 'Visible to everyone.' The 'Private' option is described as 'Only visible to site admins and editors.' The 'Password protected' option is described as 'Only those with the password can view this post.'

- iii. An **Embed URL** box will appear. Select **Convert to link**.

Website:



- iv. Clean up link text using Delete or Backspace keys:
 - (1) Delete extraneous text such as (Main) or (Work).
 - (2) If there is a “?”, delete it and everything to the right.
- v. Click anywhere within the link and select **Open in new tab**.



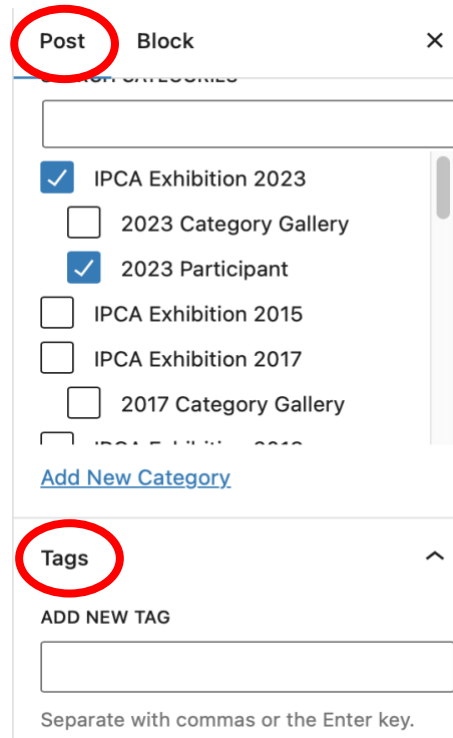
The box should close automatically with the link completed. If the box does not close, just click away from the box.

- vi. Repeat as needed for additional websites.
 - (1) Press Shift+Enter at the end of each website.
 - (2) Add an “s” to the heading.

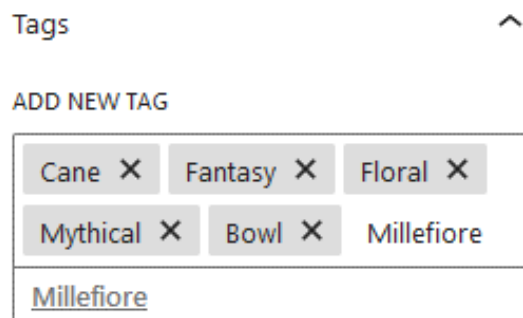
Creating Posts and Image Galleries for the 2023 IPCA Exhibition

d. Tags

- i. Copy the all the tags from the first entry in the Event Confirmation email.
- ii. Paste them into the *Tags* field in the *Post* pane on the right..



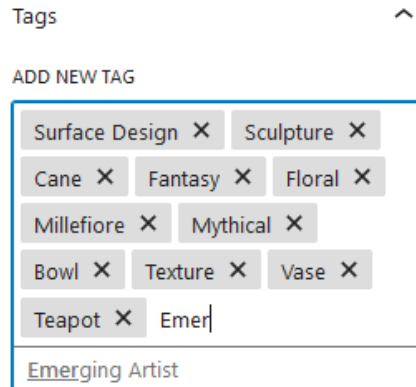
After pasting it may look something like this with the last tag not highlighted and no “x” next to it.



- (1) If the tag also shows up underneath the box, underlined (as shown above), then the tag already exists and you can either press Return or click on the underlined suggestion.
- (2) If the tag has never been used before, there will not be an underlined suggestion. Press Return to create a new tag. If it was a duplicate, it will just disappear.

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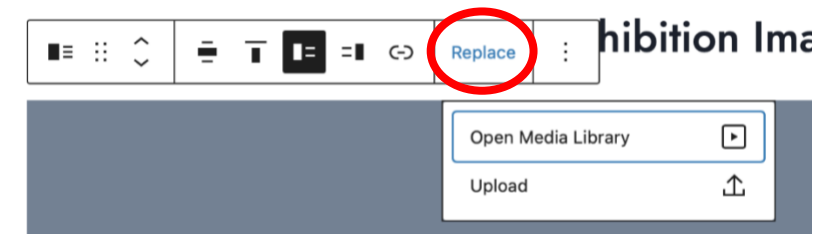
- iii. Repeat adding tags for each entry. Don't worry about duplicates they will be stripped automatically.
- e. Emerging Artist
 - i. If "Yes," add it as a tag - start typing "Emer..." (no quotes) next to the last tag in the box. When the completed suggestion appears, press Enter.



8. In the *Featured Image* field of the *Post* pane (beneath the *Tags* field), click the field and select one of the artist's images

Creating the Image Gallery

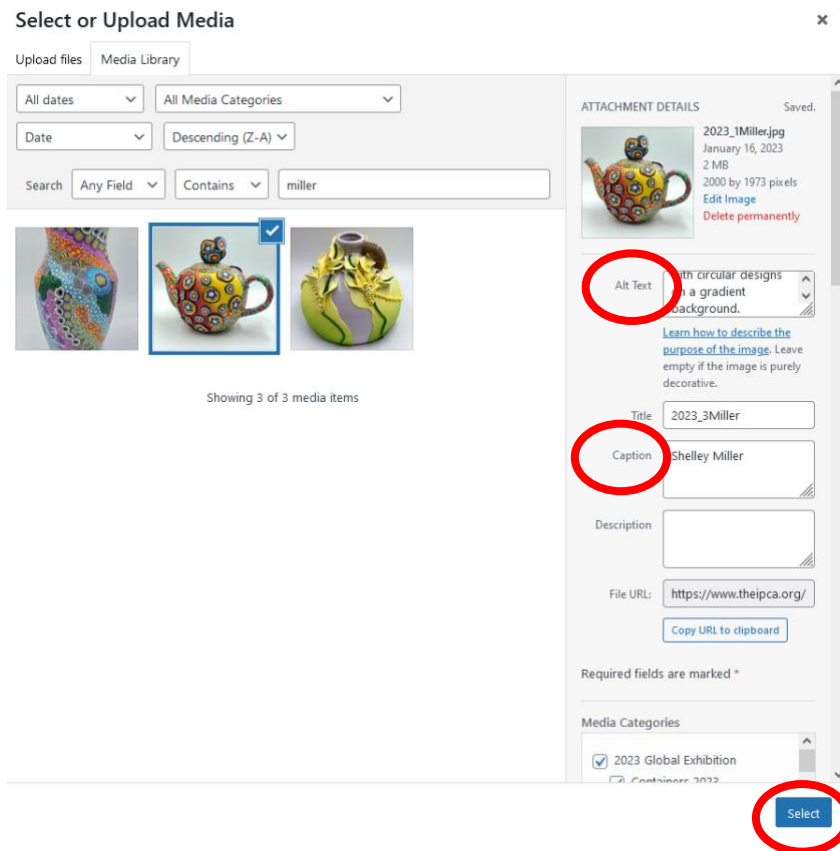
1. Click the Image placeholder and select **Replace** in the toolbar.



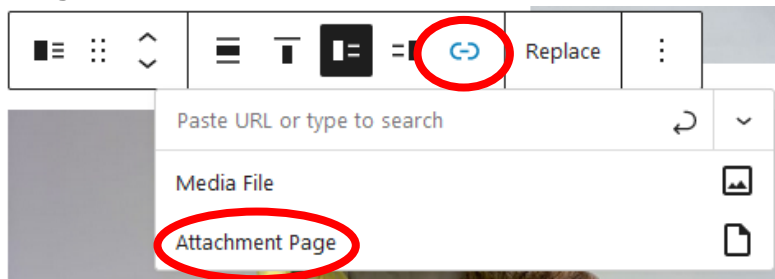
2. Select **Open Media Library**.
3. Use the Search bar to locate the artist's file by last name. In the event there are multiple files using that last name, you may need to filter by date (All dates box, far left) of January or February 2023.

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4. Select the image that matches the title and description of the entry in the email.
5. Add *Caption* (artist's name) and *Alt Text* (short description of visual content) if not already filled in.
6. Click **Select**.

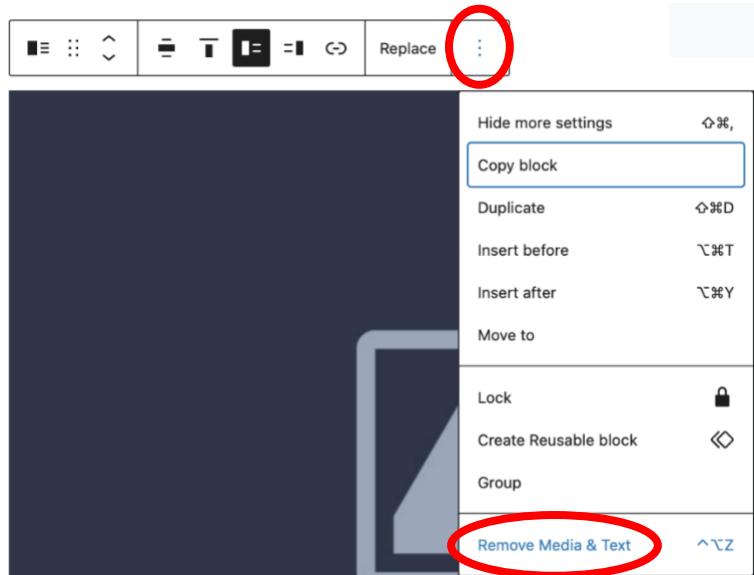


7. After the image is inserted, select it and click the **Link** icon and choose **Attachment Page**.



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8. Using the Event Confirmation message in Webmail replace the placeholder text in the following blocks.
 - a. Item Title: If the artist didn't include one, create a descriptive title.
 - b. Item Description
 - i. Add paragraph breaks in the text if appropriate.
 - ii. Put the dimensions in a separate paragraph below the other text, using consistent formatting as much as possible, e.g.:
h x w" or h x w cm
 - c. Category: delete category links that don't apply
9. Repeat [from step 1](#) replacing placeholders for the remaining artist images.
 - a. If there are multiple images of the same piece, edit the Item title to distinguish the different views.
10. If the artist does not have three images to display, you will need to delete the unused image block(s).
 - a. Select the block to be removed. A border will surround the block.
 - b. In the toolbar above the block, click the three vertical dots on the right (see below).
 - c. Select **Remove Media & Text** at the bottom.

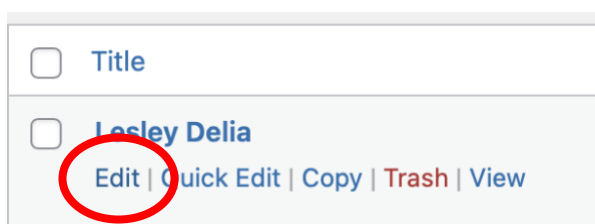


11. Click **Update** at the top of the post and move on to the next artist.

MOVE THE EXHIBITION CONFIRMATION EMAIL(S) TO THE POST CREATED OR UPDATED FOLDER. DELETE THE IMAGE UPLOAD CONFIRMATION EMAIL

Updating Artist Posts for the Current Year

1. From the menu on the left select **Posts**.
2. Using the search box, find the artist's post from previous years.
3. Click the **Edit** link.



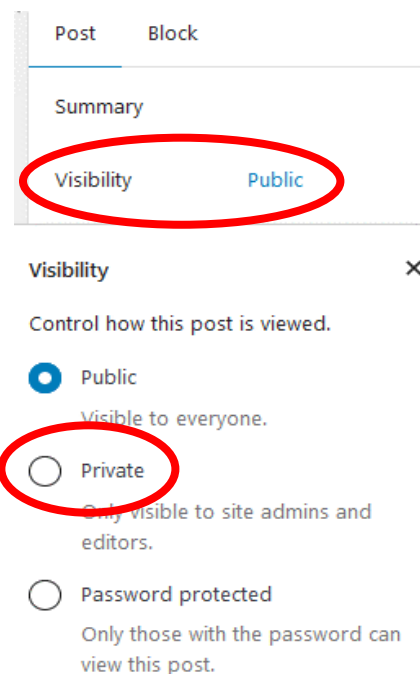
4. An edit post window will open.
5. If prompted, **Convert post to blocks**.
6. In the *Summary* section of the *Post* pane on the right, select **Visibility: Public** and change it to **Private** (see right).
7. Using the Event Confirmation message in Webmail, update the artist's information if there have been changes:

- a. Location

- i. Write out the name. If the abbreviation for the state is unfamiliar, do a web search and find out the proper name.

- b. About the Artist

- i. Insert the Artist Bio text; be careful sometimes there are just small changes; remove extra spaces; **check for spelling and grammar.**



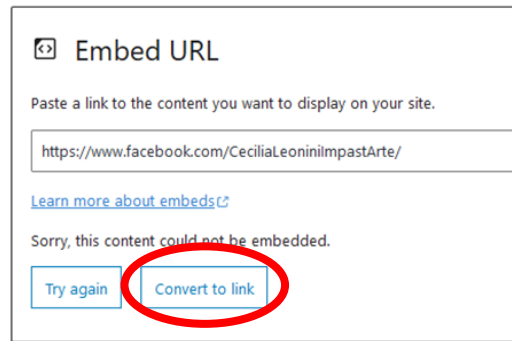
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c. Artist website links

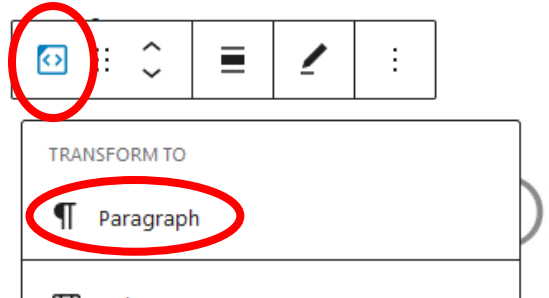
i. Fix conversion issues.

- (1) In the conversion from Classic Editor to Blocks, the website URL may be changed to Embed URL (see below). If so, click

Website:

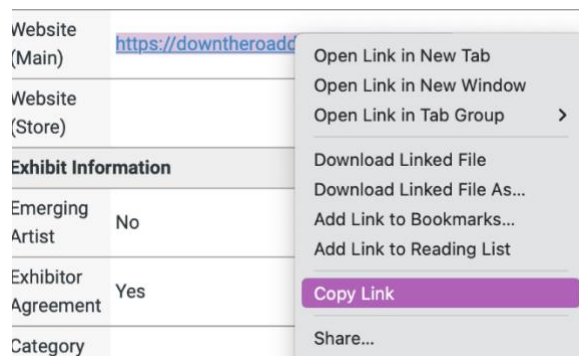


- (2) In some cases, the website may already be embedded and you will see website content. If so, click a bit to the right of the content; then select the **Edit URL** icon and **Paragraph**.



ii. If the website has changed,

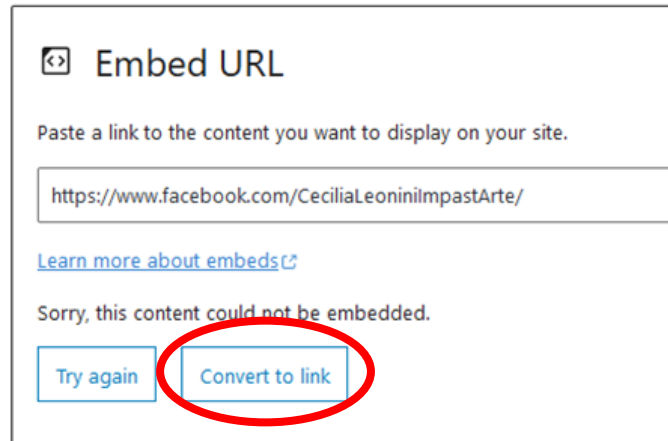
- (1) In the email, right-click the link(s) select **Copy Link** (see below).



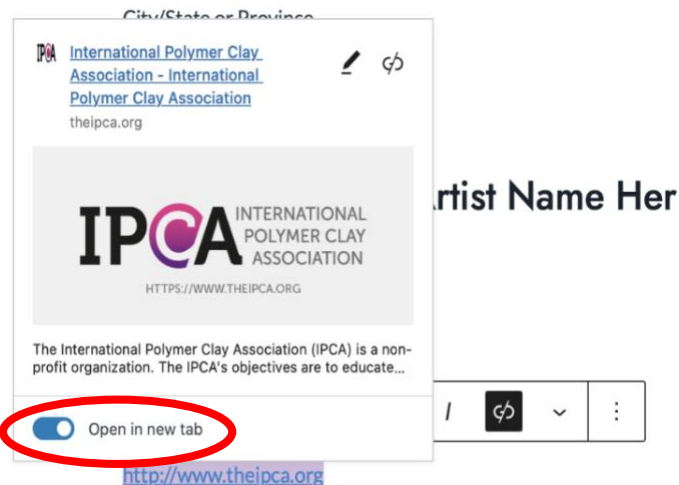
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- (2) Delete the existing URL in the Website block.
- (3) Put your cursor where it says “Type...” and paste the URL.
 - a. If an **Embed URL** box appears, select **Convert to link**.

Website:



- (4) Clean up link text using Delete or Backspace keys:
 - a. Delete extraneous text such as (Main) or (Work).
 - b. If there is a “?”, delete it and everything to the right.
- (5) Click anywhere within the link and select **Open in new tab**.



The box should close automatically with the link completed (see below). If the box does not close, just click away from the box.

- iii. If the website hasn't changed, click on the **Edit Link** icon, and confirm that **Open in new tab** is selected.

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- iv. Repeat as needed for additional websites.
 - (1) If adding URLs use Shift+Enter for single spacing.
 - (2) If existing multiple URLs are double spaced: place the cursor before the double space, press Backspace and then Shift+Enter.
 - (3) Make sure the heading is plural, adding an “s” if needed.

d. Tags

- i. Copy the all the tags from each entry in the Event Confirmation.
- ii. Paste them into the *Tags* field in the *Post* pane on the right. Don't worry about duplicates they will be stripped automatically.
- iii. After pasting it may look something like this with the last tag not highlighted and no “x” next to it.

ADD NEW TAG

Surface Design X
Mixed Media X Wearable X
Veneer X Paint X Cane X
Colorwork X Faux X
Mythical X Slab Construction X
Bowl X Texture X Fabric X
Mineral X Plate X African X
Figurative/Portrait X Imitative X
Wall Art
Wall Art

(1) If the tag also shows up underneath the box, underlined (as shown above), then the tag already exists and you can either press Return or click on the underlined suggestion.

(2) If the tag has never been used before, there will not be an underlined suggestion. Double check that there are no trailing spaces before pressing Return to create a new tag. If it was a duplicate, it will just disappear.

- iv. Repeat adding tags for each image entered.

Post Block X
Summary V
5 Revisions
Categories ^
SEARCH CATEGORIES
 2020 Participant
 IPCA Exhibition 2023
 2023 Category Gallery
 2023 Participant
 IPCA FAQs
 Members Only
 Artist Resources
[Add New Category](#)
Tags ^
ADD NEW TAG
Mixed Media X Wearable X
Necklace X Cane X Floral X
Jewelry X Earrings X

Creating Posts and Image Galleries for the 2023 IPCA Exhibition

8. In the *Categories* field of the *Post* pane (above the *Tags* field), select IPCA Exhibition 2023 and 2023 Participant.
9. In the *Featured Image* field of the *Post* pane (beneath the *Tags* field), click the field and select one of the artist's images for the current year's exhibit. Search on artist's last name and filter by date (All dates box, far left) of January or February 2023.
10. Hover your cursor beneath the website block. Click the **Add block** plus sign (see below).

Website

<https://downtheroaddesigns.net>

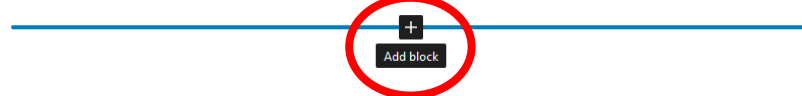


11. Select **Post Tags Block** (you might need to search for it).

Creating the Image Gallery

Tags

[African](#), [Bowl](#), [Cane](#), [Colorwork](#), [Fabric](#), [Faux](#), [Figurative/Portrait](#), [Imitative](#), [Mineral](#), [Mixed Media](#), [Mythical](#), [Paint](#), [Plate](#), [Slab Construction](#), [Surface Design](#), [Texture](#), [Veneer](#), [Wall Art](#), [Wearable](#)



1. Select **Add block** under the Post Tags block.
2. Select **Heading**
3. Type "2023 Exhibition Images" (no quotes) and press Return.
4. Select **Add block** again.

2023 Exhibition Images

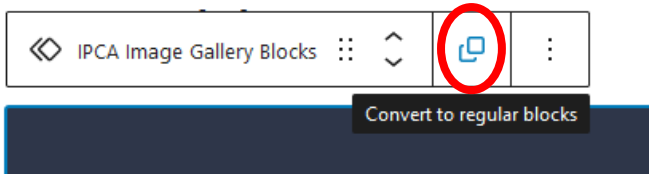
Type / to choose a block



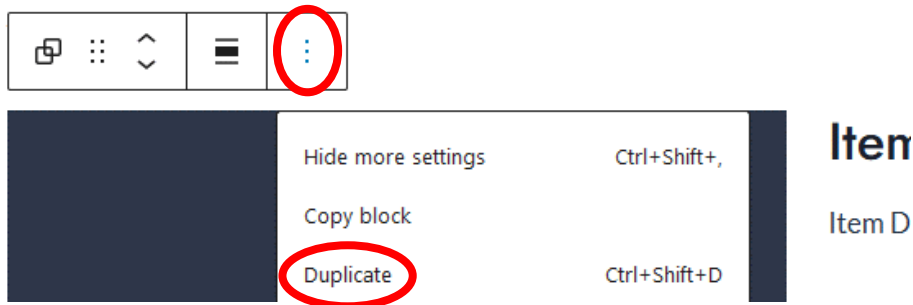
5. Select the **IPCA Image Gallery Blocks** (you might need to search for it).

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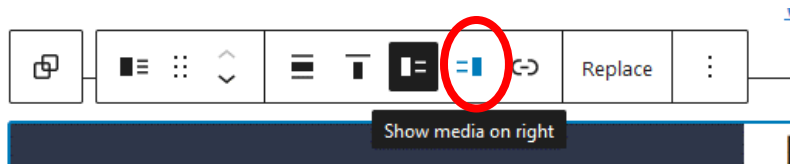
6. Click the **Convert to regular blocks** icon



7. If the artist has a second and third image - for each one, click the **three vertical dots** on the right and select **Duplicate**

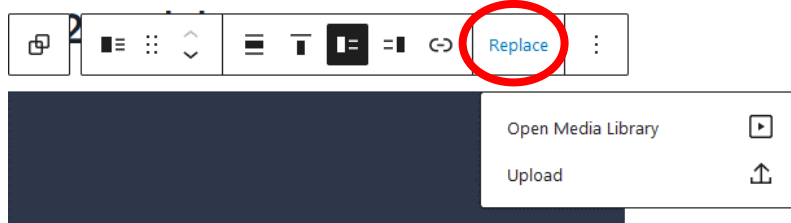


8. If there is a second image, select the **Show media on right** icon so the positions of images and text alternate.



9. Replacing placeholders in the blocks

- a. Click the Image placeholder and select **Replace** in the toolbar.



- b. Select **Open Media Library**.

- c. Use the Search bar to locate the artist's file by last name. In the event there are multiple files using that last name, you may need to filter by date (All dates box, far left) of January or February 2023.

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- d. Select the image that matches the title and description of the entry in the email (see below).

Select or Upload Media

Upload files | Media Library

All dates | All Media Categories | Search Any File | Contains | Date | Descending (Z-A) | delia

Showing 11 of 11 media items

ATTACHMENT DETAILS

2023_LDeLia_3.jpg
January 3, 2023
1 MB
2000 by 1561 pixels
[Edit Image](#)
[Delete permanently](#)

Alt Text: Wall piece with busts of African women

Title: 2023_LDeLia_3

Caption: Lesley DeLia

Description:

File URL: <https://www.theipca.org/>
[Copy URL to clipboard](#)

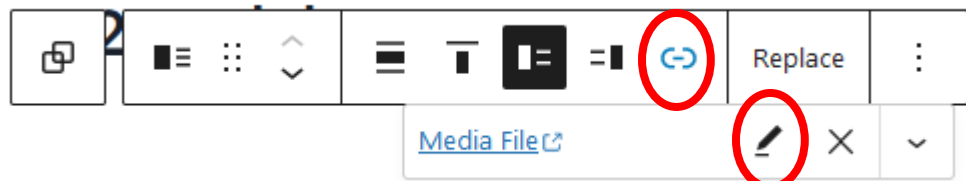
Required fields are marked *

Media Categories

- 2023 Global Exhibition
- Two Dimensional Work: 2023

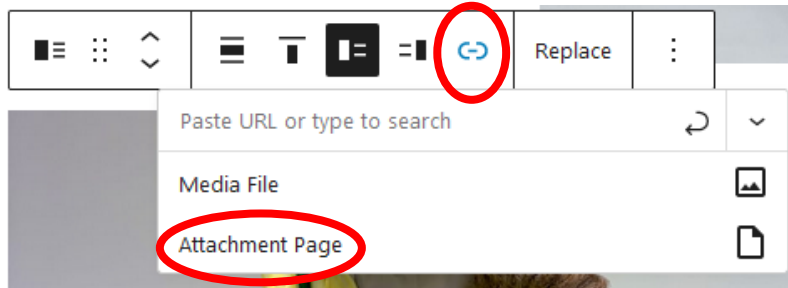
Select

- e. Add *Caption* (artist's name) and *Alt Text* (short description of visual content) if not already filled in.
- f. Click **Select**.
- g. After the image is inserted, select it and click the **Edit Link** icon.
- i. If you see only the Media File option, click the **Edit** icon (pencil) next to it.



Creating Posts and Image Galleries for the 2023 IPCA Exhibition

- ii. Select **Attachment page**. This may come up directly from the **Edit Link** icon.



- h. Using the Event Confirmation message in Webmail replace the placeholder text in the following blocks.

- i. Item Title: If the artist didn't include one, create a descriptive title.

- ii. Item Description

- (1) Add paragraph breaks in the text if appropriate.

- (2) Put the dimensions in a separate paragraph below the other text, using consistent formatting as much as possible, e.g.:

h x w" or h x w cm

- iii. Category: delete category links that don't apply.

- i. Repeat replacing placeholders for the remaining artist images.

- i. If there are multiple images of the same piece, edit the Item title to distinguish the different views.

10. Delete any blocks that contain links going 'back to map'.

11. Click **Update** and move on to the next artist.

MOVE THE EXHIBITION CONFIRMATION EMAIL(S) TO THE POST CREATED OR UPDATED FOLDER. DELETE THE IMAGE UPLOAD CONFIRMATION EMAIL.