



Online Gallery Tool Tutorial

The Everyartist online gallery site will allow you to create galleries and upload artwork to them. Once uploaded, each gallery will be given a unique website address that you can share on Facebook, Twitter or by email. All galleries can be edited with additional images added or deleted at your discretion. At this time we can't capture individual kid's/artist's names but we look forward to adding that feature in the future. Please follow the steps below to create your gallery. You may make as many galleries as you want.

What you'll need to create a gallery:

Digital photographs or scans of the artwork, under 5MB per image/scan in JPG or PNG format

A valid email address

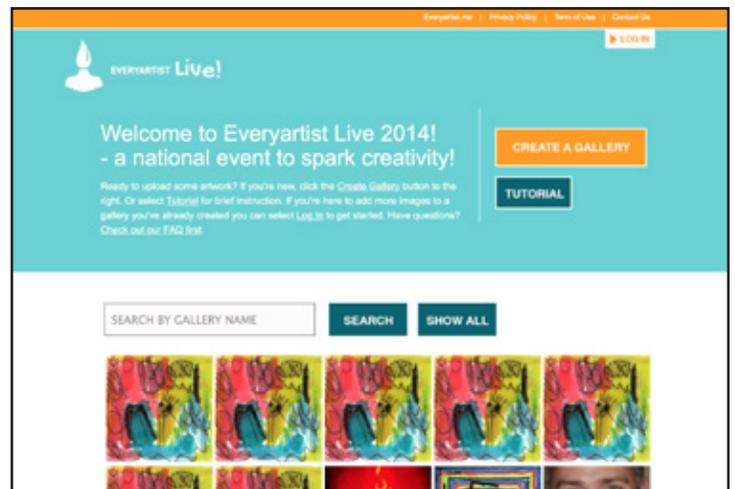
An idea for a password

An idea for what to name your gallery(s)

Step 1 - Go to the site

Using an Internet-connected device, go to the gallery website at <http://live.everyartist.me>

If this is your first time, click on the orange **CREATE GALLERY** button.

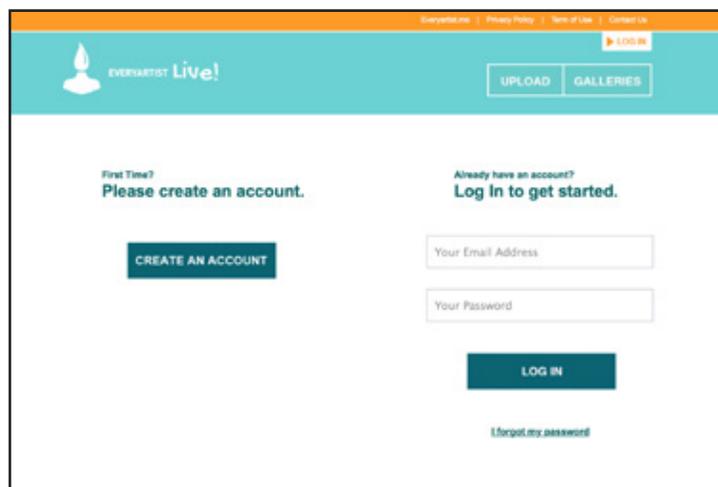


Step 2 - Create account

If you are new, click the **CREATE AN ACCOUNT** button on the left.

If you are a returning user, enter your email address and password on the right and click **LOG IN**.

Returning users can skip down to page 5, Managing Your Gallery(s). New users proceed to Step 3.

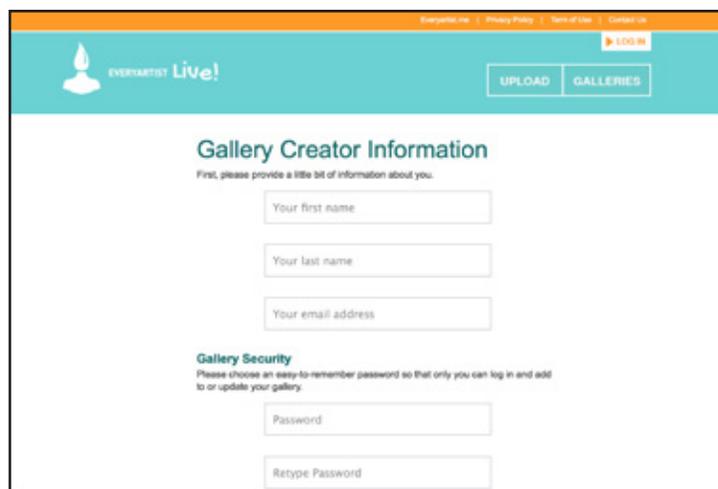


The screenshot shows the 'Account Creation' page for Everstart Live!. At the top, there is a navigation bar with links for 'Everstart Live!', 'Privacy Policy', 'Terms of Use', and 'Contact Us'. Below the navigation bar, there are two main sections: 'First Time? Please create an account.' on the left and 'Already have an account? Log In to get started.' on the right. The 'First Time?' section has a 'CREATE AN ACCOUNT' button. The 'Already have an account?' section has input fields for 'Your Email Address' and 'Your Password', and a 'LOG IN' button. At the bottom of the 'Already have an account?' section, there is a link for 'I forgot my password'.

Step 3 - Fill out form

Fill out the *Gallery Creator Information* form to create your account. You will be asked for your first and last name, email address and to specify a password. Your email address and password will be used to log back into the site later if you want to create more galleries, add images to an existing gallery, delete images from an existing gallery or delete a gallery entirely.

When you've completed the form click the orange **CREATE ACCOUNT** button.



The screenshot shows the 'Gallery Creator Information' form. At the top, there is a navigation bar with links for 'Everstart Live!', 'Privacy Policy', 'Terms of Use', and 'Contact Us'. Below the navigation bar, there are two buttons: 'UPLOAD' and 'GALLERIES'. The main content area is titled 'Gallery Creator Information' and includes the instruction 'First, please provide a little bit of information about you.' Below this instruction, there are three input fields: 'Your first name', 'Your last name', and 'Your email address'. Below these fields, there is a section titled 'Gallery Security' with the instruction 'Please choose an easy-to-remember password so that only you can log in and add to or update your gallery.' Below this instruction, there are two input fields: 'Password' and 'Retype Password'.

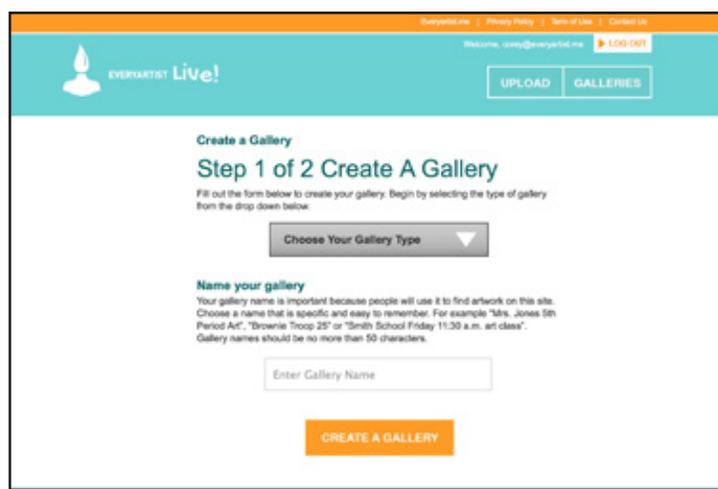
Step 4 - Define gallery

Now you will set up your first gallery. Please specify the type of gallery you're creating using the dropdown menu.

Next, pick a name for your gallery.

IMPORTANT: Choose your name carefully. To find your gallery on the site people will search for it by gallery name. *Also, gallery names cannot be changed once they are created.*

When done, click **CREATE A GALLERY**



The screenshot shows the 'Create a Gallery' page. At the top, there is a navigation bar with links for 'Everstart Live!', 'Privacy Policy', 'Terms of Use', and 'Contact Us'. Below the navigation bar, there are two buttons: 'UPLOAD' and 'GALLERIES'. The main content area is titled 'Create a Gallery' and includes the sub-heading 'Step 1 of 2 Create A Gallery'. Below this sub-heading, there is the instruction 'Fill out the form below to create your gallery. Begin by selecting the type of gallery from the drop down below.' Below this instruction, there is a dropdown menu labeled 'Choose Your Gallery Type'. Below the dropdown menu, there is a section titled 'Name your gallery' with the instruction 'Your gallery name is important because people will use it to find artwork on this site. Choose a name that is specific and easy to remember. For example "Mrs. Jones 5th Period Art", "Brownie Troop 25" or "Smith School Friday 11:30 a.m. art class". Gallery names should be no more than 50 characters.' Below this instruction, there is an input field labeled 'Enter Gallery Name'. At the bottom of the form, there is an orange button labeled 'CREATE A GALLERY'.

Choose your gallery name carefully, you will use the name to search for it later. If you have a common last name (e.g. "Mrs. Jones") you may want to add other words to the name.

Step 5 - Load images

You are now ready to upload your images. There is one rule for images:

All images must be JPG or PNG files, and the system will not accept images over 4.75 MB each.

To begin uploading you can either click CHOOSE IMAGES and then find the images on your computer or tablet / smartphone photo gallery...

-or-

...You can click and drag-and-drop the images into the dotted rectangle to being uploading.

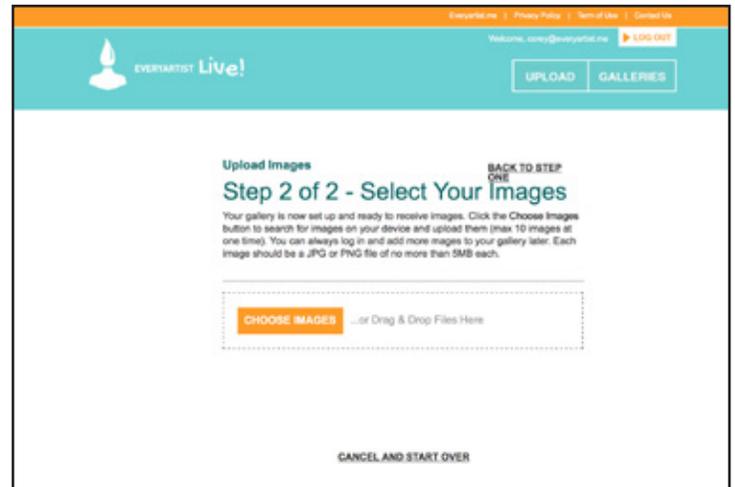
As the images are uploading, you will be able to see the status of the uploads.

Any images or files that are the wrong format (not JPG or PNG) or the wrong size (over 5MB) will be flagged in a message and will not be uploaded. However, these errors will not stop all of the other images from uploading.

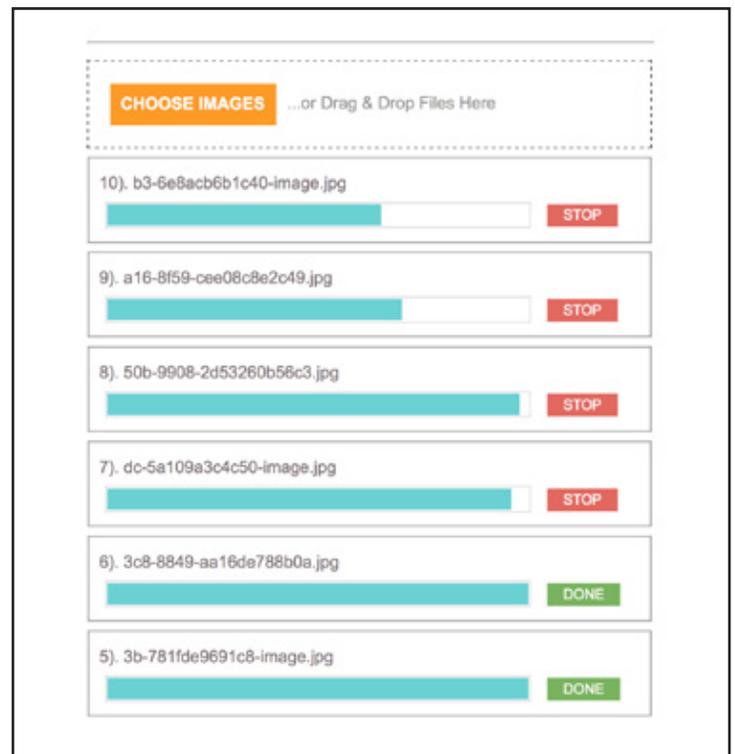
If you are uploading twenty, thirty, or more images at one time, please be patient. Depending on how many people are uploading at a time, there could be delays or slow upload speeds. The status-bars for each image will help you see how your gallery upload is progressing.

Internet Explorer Users, please note, IE 8 and IE 9 do not support multiple image selection so if you access the site through these browsers you will have to upload the images one at a time.

You may find it easier to download and use Firefox or Google Chrome which do support multiple image selection and uploading.



To upload images just click 'Choose Images' or drag and drop files into the dotted rectangle. You may upload up to ten images at a time.



If an image is the wrong file type (not a JPG or PNG) or the wrong size, a red alert message will notify you. All other images in the batch will continue to upload even if there is a problem with one image.

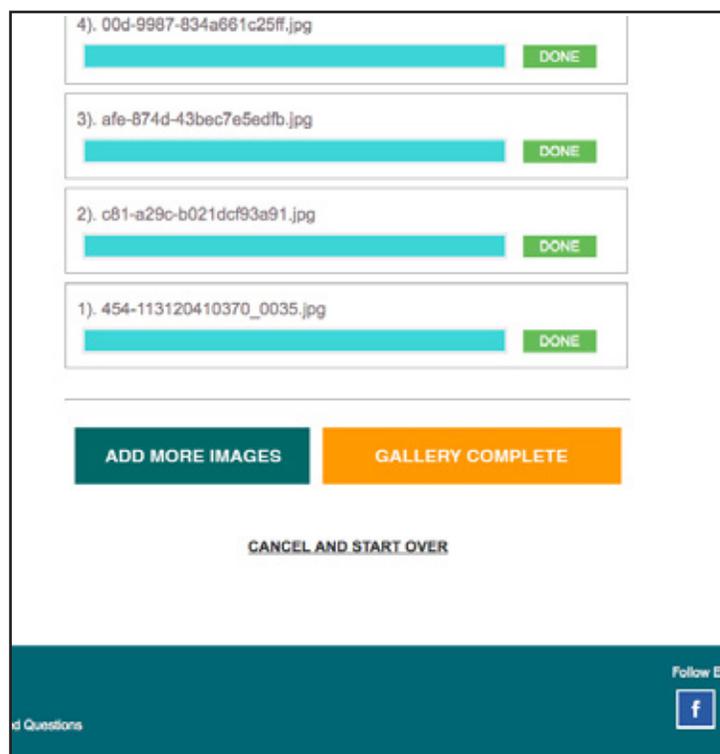
Step 6 - Finish

Once your first batch of images is uploaded, you will see two buttons giving you a choice. You can:

Click **ADD MORE IMAGES** which will re-present the image upload screen so you can add more images to the current gallery

-or-

Click **GALLERY COMPLETE** to close the uploader and complete your gallery creation.



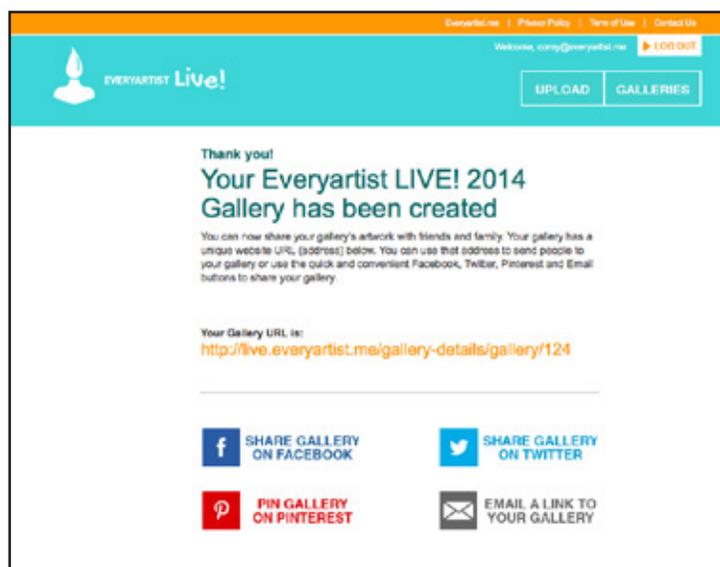
Step 7. Sharing

When you've finished, you'll get a thank you message confirming your gallery was created.

You will see a unique website address to your gallery which can be cut/paste into any web browser to view that gallery.

For convenience we have also provided links to share your artwork on Facebook, Twitter, Pinterest and through email.

At the bottom of the page is a button to VIEW MY GALLERY which will load your gallery in the browser window.



Managing Your Gallery

Your Everyartist gallery can be viewed by its unique web address (URL) or searched for from the homepage of live.everyartist.me. To search simply enter your gallery name in the search field.

If you are logged in, you will also see a button **SHOW MY GALLERIES** which will return all galleries associated with your email address / account. This should be helpful to teachers who have multiple classes for which they are managing galleries.

Once you are logged into the site, you can edit your galleries the following three ways:

Click **ADD TO GALLERY** to add images to an existing gallery.

Click **DELETE** below any image in a gallery to delete that image from the gallery.

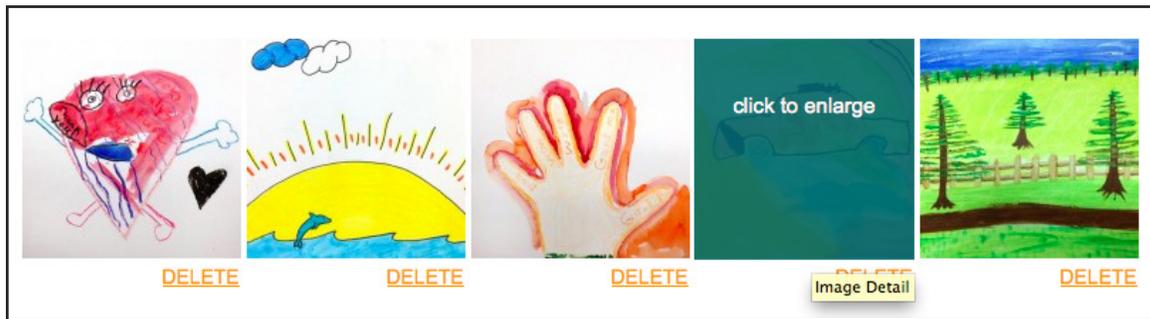
Click the small, red **DELETE GALLERY** to delete a gallery entirely.

Your gallery's unique website address will never change, even if you add or delete images from within the gallery.

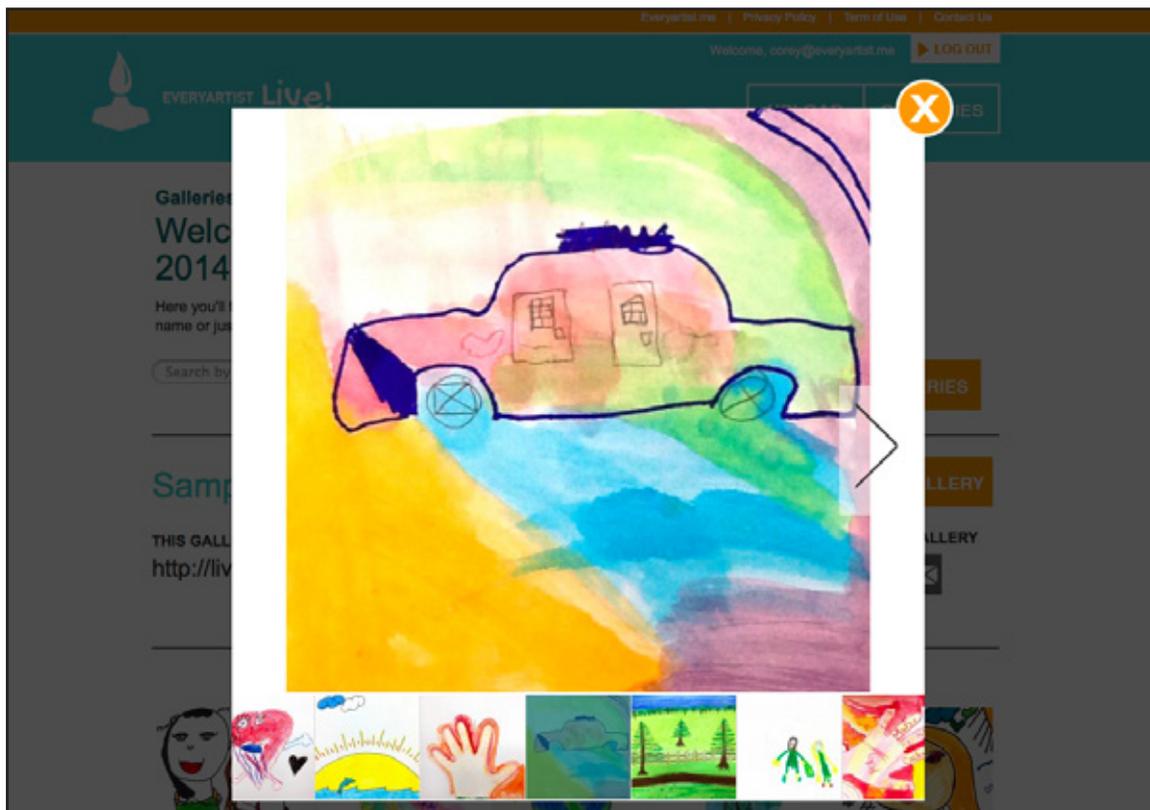
The screenshot shows the 'Everyartist Live!' website interface. At the top, there is a navigation bar with the logo, a user greeting 'Welcome, corey@everyartist.me', and a 'LOG OUT' button. Below the navigation bar are 'UPLOAD' and 'GALLERIES' buttons. The main content area is titled 'Galleries' and 'Welcome to the Everyartist LIVE! 2014 Gallery Collection'. It includes a search bar with the placeholder 'Search by Gallery Name' and three buttons: 'SEARCH', 'SHOW ALL', and 'SHOW MY GALLERIES'. Below this is a section for 'Samples for 2013 Event' with the URL 'http://live.everyartist.me/gallery-details/gallery/123'. To the right of this section are buttons for 'ADD TO GALLERY', 'SHARE THIS GALLERY' (with social media icons for Facebook, Twitter, and Email), and a red 'Delete Gallery' link. At the bottom, there is a row of five child drawings, each with a 'DELETE' button underneath it.

Viewing a Gallery

Each Everyartist gallery allows you to enlarge the image thumbnails. Simply click on the image thumbnail and a larger version will appear in a pop-up window. You can click to the left or right of the image to go through all of the images in the gallery, or use the strip of thumbnails at the bottom to navigate to specific images. When you're done, click the 'X' in the orange circle at the top of the pop-up to close it.



Moving your mouse over an image reveals the message "Click to Enlarge". Clicking on the image opens it in a pop-up window.



You can page through an entire gallery from the pop-up window by either clicking on the left or right of the enlarged artwork (where a < or > appears) or by choosing a thumbnail from a strip at the base of the pop-up.