



## The Village Gallery of Arts website

*Take some time to visit our website at [www.villagegalleryarts.org](http://www.villagegalleryarts.org).*

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Read how you can [get your own Artist Gallery](#) on the Village Gallery of Arts (VGA) website.

The VGA website consists of several page links at the top of each page. These links are:

### **Home**

This page tells the visitor about the Gallery, its history and has a timely Gallery Announcements section.

### **About Us**

Offers contact info, hours of business, and a list of the Board of Directors.

### **Artists**

The Artist Gallery hosts photos of gallery member's artwork, their bios/artist statements. All members are welcome to participate. See more information concerning this section in the guidelines below.

### **Shows**

Lists Artist of the Month, show themes, who may participate and deadlines for each monthly show during the current year. It also lists the Gallery members in charge of the hanging and crafts and information of award shows and guidelines for submitting your artwork.

### **Classes**

This section offers the most up to date info on workshops and classes being offered this season and classes currently scheduled for the future.

### **Members**

This section holds all the membership information, an archive for the *Art Focus* newsletter and documents used in the gallery.

### **Contact**

Lists the gallery address, hours and driving instructions.

### **Links**

The links section is where any member can request to add a link to their website.

## **Getting your own Artist Gallery on the VGA Website**

Our goal is simple: We want people who visit the Village Gallery website to SEE the depth and breadth of our members' artwork. Although we don't aim to sell directly via the website, people have contacted the gallery about paintings they've seen on the website, so it's a win/win for you and for the gallery and could lead to future sales and/or commissions. Each time someone visits our site and clicks on an image, they can (if they choose to) send an email message right to the artist to inquire about a painting.

This article describes what you need to do and who you need to contact to share your work with the world:

- Each member of the Village Gallery of Arts can have his or her short artist's bio and 7 images of artwork displayed on the website. Any artist who wishes to establish a new presence on the website (between 5/1/09 and 12/31/09) will be charged \$50 (the fee charged by the current webmaster).
- For those artists who wish to wait until after January 1, 2010 to be added to the website, a yet to be determined fee will be charged as the website will be maintained by a volunteer webmaster.

Liz Walker will do the upfront work with each of you to make sure all materials are in the right format and ready to be sent to our website designer. Current website designer Tim Liszt will do the technical handiwork of posting your information on the website. Nothing will go to Tim until the entire package is complete.

To see who is currently in the artists' section of the VGA website, go to [www.villagegalleryarts.org](http://www.villagegalleryarts.org) and click on Artists. From there, click on any individual artist to see that person's bio and artwork. Click on a tiny "thumbnail" image, and you'll see the image enlarged along with its title and other information.

## **How To Get Your Artwork on the Gallery Website**

1. Write up a short bio or artist statement (not your resume). I recommend that you do this in e-mail rather than in Microsoft Word because of possible file/version incompatibilities.
2. From digital photos of your artwork, select a minimum of 7 or maximum of 14 high quality .jpgs that represent your style (they don't have to be for sale). Also provide a digital "headshot" type photo of yourself. Note: If you do not have digital photos of your work in .jpg format, please have your art photographed professionally. Images need to be at least 200K in size and 300 dpi.

Here are two photographers who come highly recommended by members:

Dale Leix Today's Photo (503) 636-8967 (Lake Oswego)

David Hooten Pixelpoint Artistry (503) 887-1981 (Beaverton)

3. Once you have your .jpgs of artwork and a headshot of yourself, provide the following information for each piece of artwork.
  - (a) Title
  - (b) Medium
  - (c) Price framed or unframed /matted only or not for sale (NFS, private collection, etc) or SOLD. Note: If you don't want to include price, we can instead put "Click image to inquire about this artwork."
  - (d) Finished size (frame/mat dimensions)
  
4. Type up a numbered list of the paintings in the order you want them to appear on the site so that the .jpg file names correspond to the typed up list. Include your name at the top of the list and (optional) your initials or abbreviated name as part of the .jpg file name.

Examples:

1 – Rose in Pink Vase acrylic on canvas, 18" x 24", price \$325 framed. Click image to inquire about this artwork. (.jpg file name = 1-rosepinkvase\_myinitials.jpg).

2 – Bandon Beach photograph, 8" x 10", price \$75 framed. Click image to inquire about this artwork. (.jpg file name = 2-bandonbeach\_myinitials.jpg).

Just make sure we know what the corresponding information is for each .jpg. *It can get confusing when we don't know which image is which.*

5. Send an e-mail Liz Walker, to get the process started. Let her know whether you want to email the images (a few at a time) [lizartist58@gmail.com](mailto:lizartist58@gmail.com) OR whether you are going to put them on a CD and leave them at the gallery for her attention.

Note on e-mailing images:

There is one optional step you can take to help you e-mail large images. Because of the file size (and most e-mail limitations), consider signing up for a \*free\* Gmail account at [www.google.com](http://www.google.com). Then you could send the images attached to an email to my Gmail account ([lizartist58@gmail.com](mailto:lizartist58@gmail.com)) from your Gmail account. This way there would be no problem with "filling up" an in-box because Google's Gmail offers a generous 1-gigabyte storage capacity.

Another option available to you is to use the \*free\* Pando software utility, which also allows for large file transfers. Visit [www.pando.com](http://www.pando.com), and download the free software available for Windows Vista, Windows XP or Mac OSX. Pando is only 6MB and takes seconds to install. With a very easy-to-use interface, you can send an entire folder of images to anyone with an email address, and you won't have to sign up for another email account.

You fill out a simple form resembling an e-mail from within the Pando software and a folder containing your images and info is sent to me at [lizartist58@gmail.com](mailto:lizartist58@gmail.com). Your files get uploaded to Pando's site, and I get an email with a link which then downloads over the internet your entire folder.

If you have any questions about any of this, please feel free to email Liz at [lizartist@comcast.net](mailto:lizartist@comcast.net).