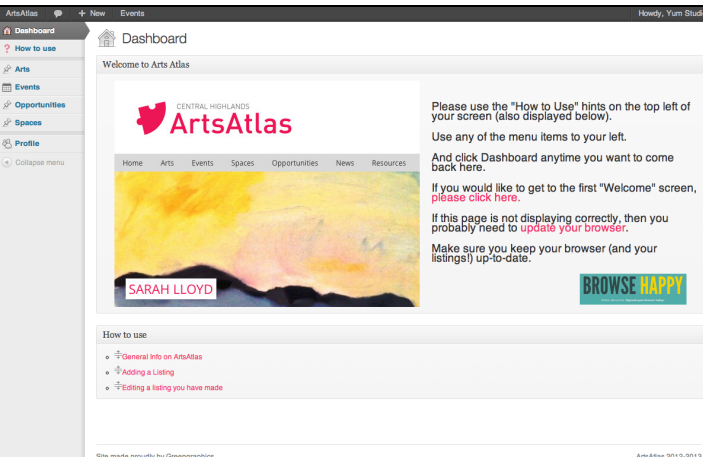
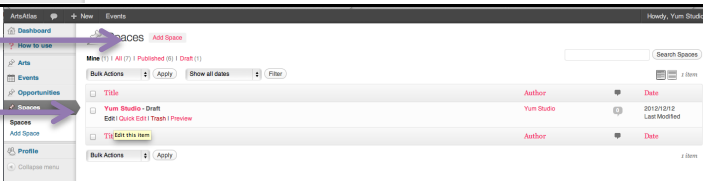
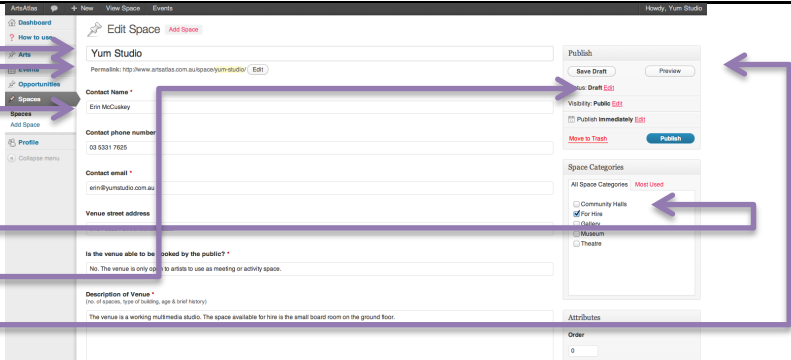
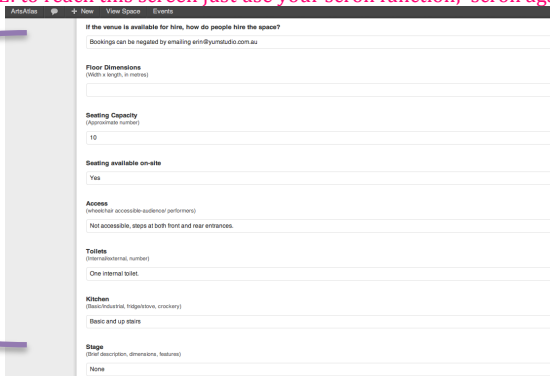
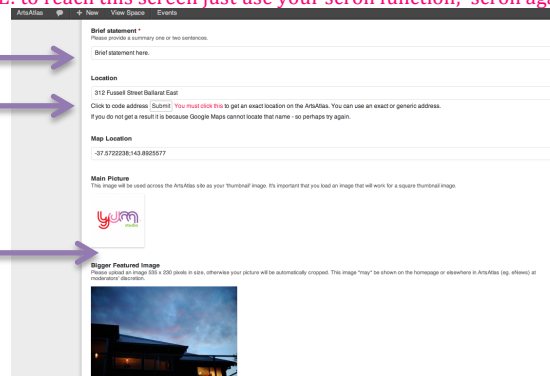


## 6. How to create & edit Space on ArtsAtlas

TIP: check out other Spaces on ArtsAtlas to get ideas...

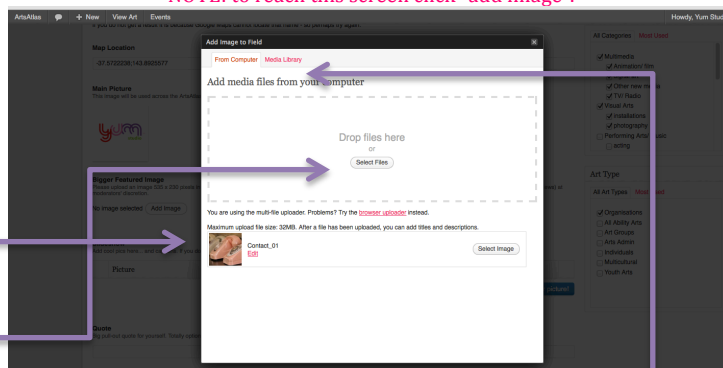
STEPS	WHAT TO LOOK FOR
<p>1: Once you have logged in, navigate to the dashboard. Your menu is at left of screen. Click on SPACES.</p> <p>OR: once you have logged in navigate to SPACES directly.</p>	
<p>2: Click on ADD NEW to create new listing</p> <p>OR: Click on EDIT under current listing</p>	
<p>3: Enter or Edit:</p> <ul style="list-style-type: none"> <li>Title</li> <li>Shortlink (this is the URL or unique address of your listing and it will be completed by ArtsAtlas if you leave it blank; or you can edit it.)</li> <li>Enter text for all contact details</li> <li>Click relevant Categories</li> <li>Click SAVE DRAFT</li> <li>Click PREVIEW (a new window will open for you to review what you have.)</li> </ul>	
<p>4: Once you have reviewed, return to ArtsAtlas backend window and Enter or Edit:</p> <ul style="list-style-type: none"> <li>Enter text in all the boxes</li> <li>Ensure you have correct contact details</li> <li>Click SAVE DRAFT (as above)</li> <li>Click PREVIEW (as above)</li> </ul>	<p>NOTE: to reach this screen just use your scroll function; scroll again to reveal top menu.</p> 
<p>5. Once you have reviewed, return to ArtsAtlas backend window and Enter or Edit:</p> <ul style="list-style-type: none"> <li>Brief Statement – add text here, this descriptor will appear across the site</li> <li>Location (enter specific or generic location and click SUBMIT. Ignore the box marked "Map Location" this is auto-completed by ArtsAtlas.)</li> <li>Add Main and Featured Images by clicking ADD IMAGE</li> <li>Click SAVE DRAFT &amp; PREVIEW (as above)</li> </ul>	<p>NOTE: to reach this screen just use your scroll function; scroll again to reveal top menu.</p> 

CONTINUED OVER

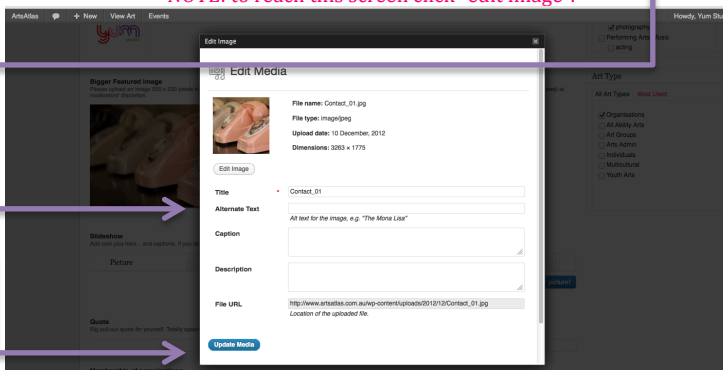
6: To upload images (these instructions are the same for all parts of the Arts Atlas site):

- Prepare your images prior to upload:
  - Less than 32Mb
  - Squarish shape for thumbnails (150 x 150)
  - Oblongish shape for featured images (535 x 230)
- Add an image from your computer by dragging or by clicking SELECT FILE
- Add an image from your media library by clicking MEDIA LIBRARY
- Click on EDIT to get to next screen
- Give your image a title, caption and short description
- Click on UPDATE MEDIA
- NOTE: There is more information about images in 7: How to Use Images on ArtsAtlas

NOTE: to reach this screen click "add image".

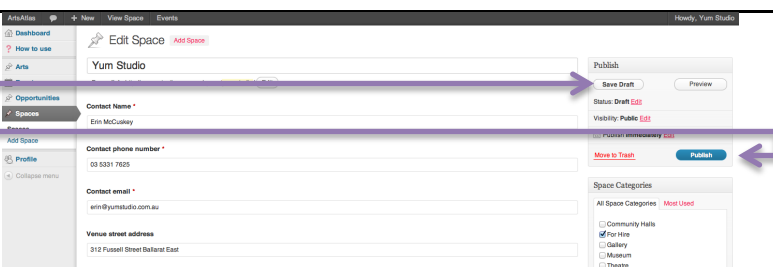


NOTE: to reach this screen click "edit image".



7. Review & Publish your listing:

- Click SAVE DRAFT & PREVIEW as previous.
- Click PUBLISH when you are happy with the preview.



**You are now have an Spaces listing.**  
**Your can edit & add Spaces anytime.**  
**Now time to work with images.**

These "ArtsAtlas How To's" are available on site at [artsatlas.com.au](http://artsatlas.com.au)  
Any problems, feedback or questions please email [admin@artsatlas.com.au](mailto:admin@artsatlas.com.au)