

Using the Catalogue Module to Build Artist Biographies


Linking with an Artist Work Record

Artist Biography

An alternative method of creating *Artist Biographies* can be implemented in **Works** using the **Catalogue** module. Begin by entering all relevant exhibitions, publications and other bibliographic references into the **Catalogue** module.

1. Organize information on literature and exhibitions in the **Catalogue** module. **Catalogue** types include *Books, Dissertations, Journals, Lectures, Magazines, Newspapers, Exhibitions, References, Television, and Film/Video*. Information entered in this module automatically updates the tabbed section labeled **Catalogue** on the **Works** form and will create the **Works Infosheet** document.
2. Create a *Non-Inventory* record in **Works** titled *Biography* with the *Artist's name* (entering *Biography* in the *Type* field will make it more searchable).
3. From the **Catalogue** tab in **Works**, link all the Bibliographic and Exhibition entries desired for the *Biography*.
4. Enter *collectors* who have purchased work by the artist in the **Provenance** tab.

Note: Click the checkbox next to previous owners if you have obtained permission to publish their names. The unchecked provenance records will not show on the *Infosheet*.

5. When finished, select the **Document** button  from the toolbar or select *View > Infosheet* from the menu to see the new *Biography* on screen.
6. Edit as desired and save the document to activate and print whenever needed. The saved document may also be updated as new entries are entered in the **Catalogue** or **Provenance** tab.

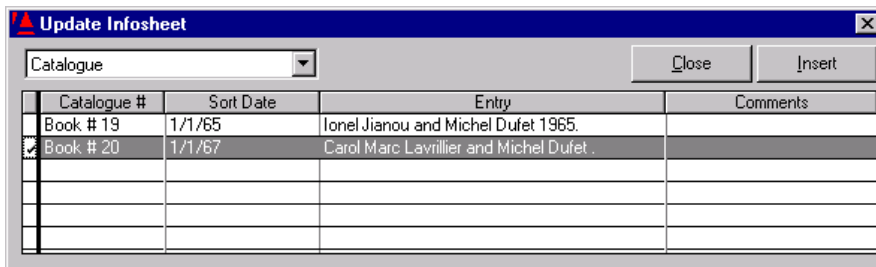
Create Sections on the Infosheet

Create sections on the *Infosheet* for biographical style headings such as **Solo Exhibitions**, **Group Exhibitions**, **Education**, etc. Copy and paste appropriate entries below the correct header section. Manually edit information such as **Education** that is not stored in *GalleryPro* then save the *Infosheet*.

To Update an Infosheet Document in Works

For edited saved Documents that have new **Catalogue** information added, rather than recreating the Document it may be better to *Update* the new information and not lose any edits made to the Document. Remember, when recreating the Document any edits made previously will be lost.

1. Position the cursor to the insertion point where the **Catalogue** information should appear in the *Infosheet* and select *Edit > Update Infosheet* from the menu.



2. The *Update Infosheet* window will appear. Select the type of **Catalogue** entry from the drop-down list and then check the desired entry (the new entry). Select *Insert*.
3. To insert another **Catalogue** entry, return to the drop-down list and select the desired Catalogue type and repeat the steps above. The new entries will then appear on the *Infosheet*.

Tip: Use comments field on the Catalogue entry to enter quick edit tips such as solo exhibition or group exhibition to facilitate marking the correct record when updating to sectional headings of *Infosheet* as *Artist Bio*. When finished editing, we also suggest copying the *Infosheet* to the **Contacts** doc view of the artist record and saving for an easy method of obtaining a quick artist bio.

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If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

<mailto:Support@artsystems.com>

Sally Davies

Born Winnipeg, Canada
Lives and works in New York City

Solo Exhibitions

- 2000 Gracie Mansion Gallery, New York
MTV, New York
- 1999 "Aliens in Art," Bucknell Center Gallery, Bucknell University, Lewisburg, PA
- 1997 Gracie Mansion Gallery, New York
- 1996 OK Harris Gallery, New York
- 1993 OK Harris Gallery, New York

Group Exhibitions

- 2000 "Posers and Impostors," Leo Burnett Ad Agency, Chicago
"Miami 2000," Gracie Mansion Gallery
- 1999 "Shoes Shoes Shoes," Frederieke Taylor/TZ' Art, New York
"From Head to Toe," Graystone Gallery, San Francisco
"No Kidding-Visions of Childhood", Gracie Mansion Gallery, New York
- 1998 "F.I.S.T.," Angelus Novus Project Gallery, Antwerp, Belgium
- 1997 "No Small Feet," Rhona Hoffman Gallery, Chicago
Art Santa Fe, (Gracie Mansion Gallery, New York)
Art Chicago, (Gracie Mansion Gallery, New York)
- 1997 Gramercy International Art Fair, New York, (Gracie Mansion Gallery, New York)
Gramercy International at Raleigh Hotel, Miami, (Gracie Mansion Gallery, New York)
- 1996 Allan Stone Gallery, New York
"The American Chair," Pelham Art Center, New York
Gramercy International at Chateau Marmount Los Angeles, (Gracie Mansion Gallery, New York)
Gramercy International Art Fair, New York, (Gracie Mansion Gallery, New York)
Art Chicago, (Gracie Mansion Gallery, New York)
- 1995 Westbeth Gallery, New York
Center for the Arts, Vero Beach, FL
"A Celebration of the American Table," American Craft Museum, New York
Three Rivers Juried Art Competition, Pittsburgh, PA (1st Prize) Judge: Richard Flood, Chief Curator, Walker Museum
- 1994 Center for the Arts, Vero Beach, FL

Bibliography

- CASA, Ryuko Tsushin, April 2000, pp.38, 39
- Sidewalk New York, Microsoft Network, April 7, 1999
- "Weekend Planner, No Kidding: Visions of Childhood," Julie Caniglia
- Loft, Mayer Rus and Paul Warchol, Monacelli Press, New York 1998, p. 106
- Tattoo Review Magazine, "Lucky Charm Art by Sally Davies," Dec. 1997, pp. 17, 18, 19, 20
- Interior Design Magazine, "Forum" July 1997, pp. contents and 21-"Artist Sally Davies Comments on Design Icons"
- Hot Lava Magazine, "Feature Artist Sally Davies" Sept. 1996, pp. 62-64

Interior Design Magazine, "American Design Co." April 1996, pp. 8, 105, 107

Television and Film Coverage

30 Paintings featured in HBO TV Series "Sex and the City," 1999

7 Paintings featured in Paramount Pictures Film "200 Cigarettes," 1999

Entertainment Tonight, (On Location: "200 Cigarettes"), 1998