

SAVING ARTIST BIOS IN AN ARTSYSTEMS DATABASE

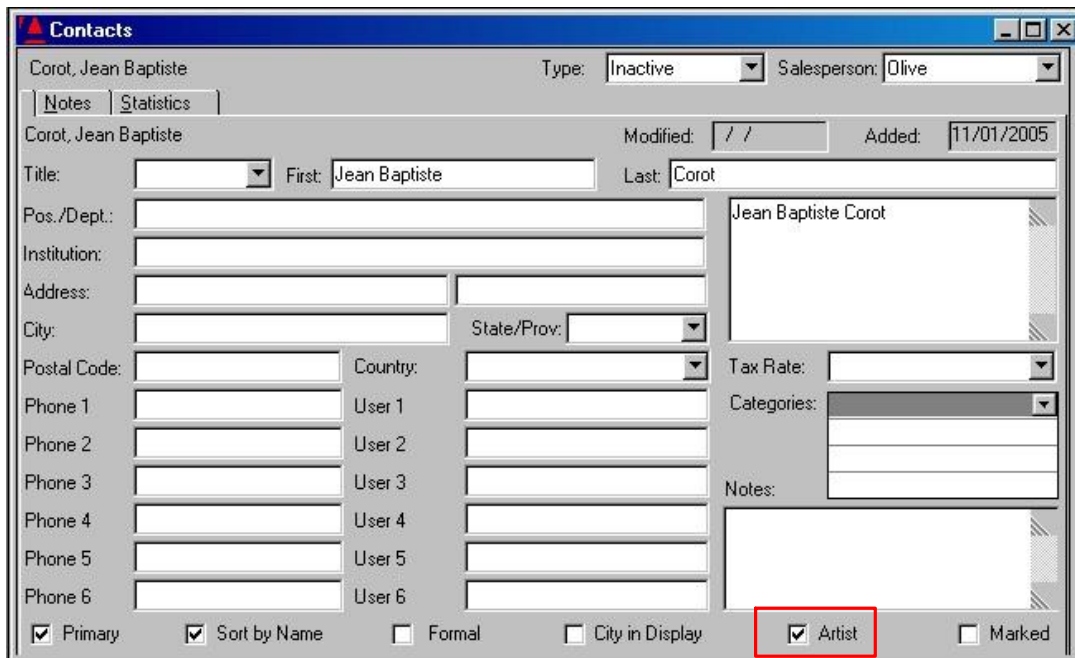
SAVING ARTIST BIOS ON THE ARTIST CONTACT RECORD

ARTIST BIOGRAPHY


The artist biography may be saved in an *ArtSystems* database on the artist contact record for automatic inclusion in a generated datakit for that artist.

To attach each artist biography to the appropriate artist contact record, the Contact record must have the **'Artist'** checkbox enabled to be linked to a work's artist. If the contact record has not been linked to the appropriate artist, select the Artist checkbox and link to the desired artist record before creating the DataKit.

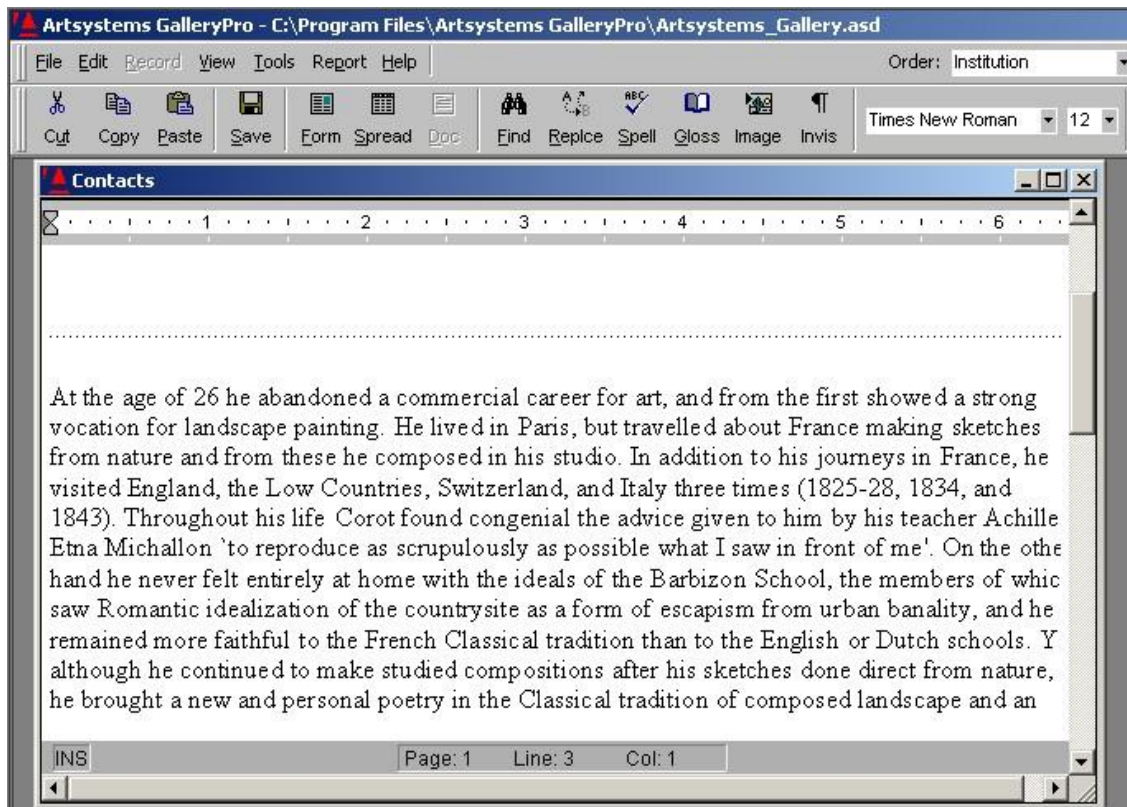
1. Open the **Contacts** module and browse to the artist Contact record form.



The screenshot shows the 'Contacts' form for 'Corot, Jean Baptiste'. The form includes fields for Name (First: Jean Baptiste, Last: Corot), Address, City, State/Prov., Postal Code, Country, Tax Rate, Categories, and Notes. At the bottom, there are checkboxes for 'Primary', 'Sort by Name', 'Formal', 'City in Display', 'Artist', and 'Marked'. The 'Artist' checkbox is checked and highlighted with a red box.

2. Check the **Artist checkbox** to link this contact record to the artist name in the artist list or verify the checkbox is enabled.
3. Select the **Document button**  on the toolbar to view the Document View of this record.
4. **Paste text** from any document into the Document View. Be sure to paste under the dotted line which denotes the heading level of the document.
5. Click **Save**.

Example of Saved Artist Biography:



Please note that Biographies can also be formatted in tables such as this (see p.54 in the Web Manual):

The screenshot shows the same software interface, but the biography is formatted as a table. The table contains the following data:

1796	Born
1796 -1822	Worked in forests of Fontainebleau at: Dieppe, Le Harvre, Rouen, Ville de'Avray. Five-year apprenticeship in drapery business
1822-1825	Studied painting with Michallon an Victor Bertin
1825-1828	Visits Rome, Italy
1827	Paints for Paris Salon
1834	Visits Italy
Ca.1840	Became friends with Barbizon painters: Rosseau, Millet, Troyon, and Dupre
1854	Visit to Holland
1862	Visit to England
1875	Died in Paris, France.

The status bar at the bottom indicates "Page: 1 Line: 6 Col: 1".

If further assistance is needed, please contact Artsystems Support.
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<mailto:Support@artsystems.com>