

SAVING ARTIST BIOS IN AN ARTSYSTEMS DATABASE

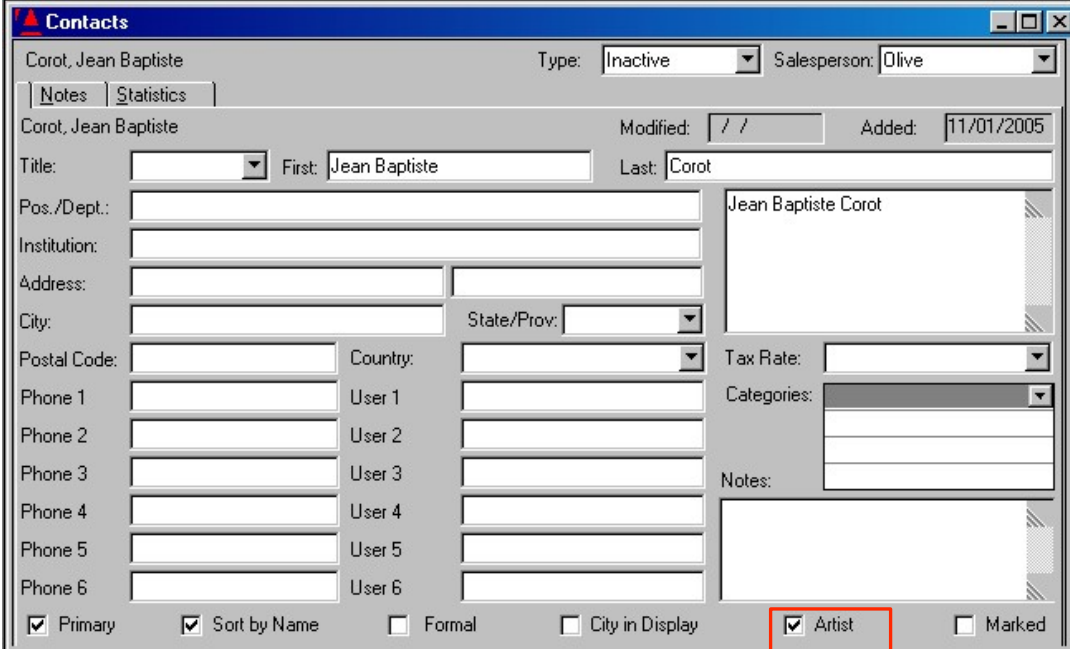
SAVING ARTIST BIOS ON THE ARTIST CONTACT RECORD

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



The screenshot shows the 'Contacts' module window for Jean Baptiste Corot. The window title is 'Contacts'. The contact name is 'Corot, Jean Baptiste'. The 'Type' is 'Inactive' and the 'Salesperson' is 'Olive'. The 'Modified' date is '/' and the 'Added' date is '11/01/2005'. The 'First' name is 'Jean Baptiste' and the 'Last' name is 'Corot'. The 'Artist' checkbox is checked and highlighted with a red box. Other fields include 'Pos./Dept.', 'Institution', 'Address', 'City', 'State/Prov.', 'Postal Code', 'Country', 'Tax Rate', 'Categories', and 'Notes'. There are also fields for 'Phone 1' through 'Phone 6' and 'User 1' through 'User 6'. At the bottom, there are checkboxes for 'Primary', 'Sort by Name', 'Formal', 'City in Display', 'Artist', and 'Marked'.

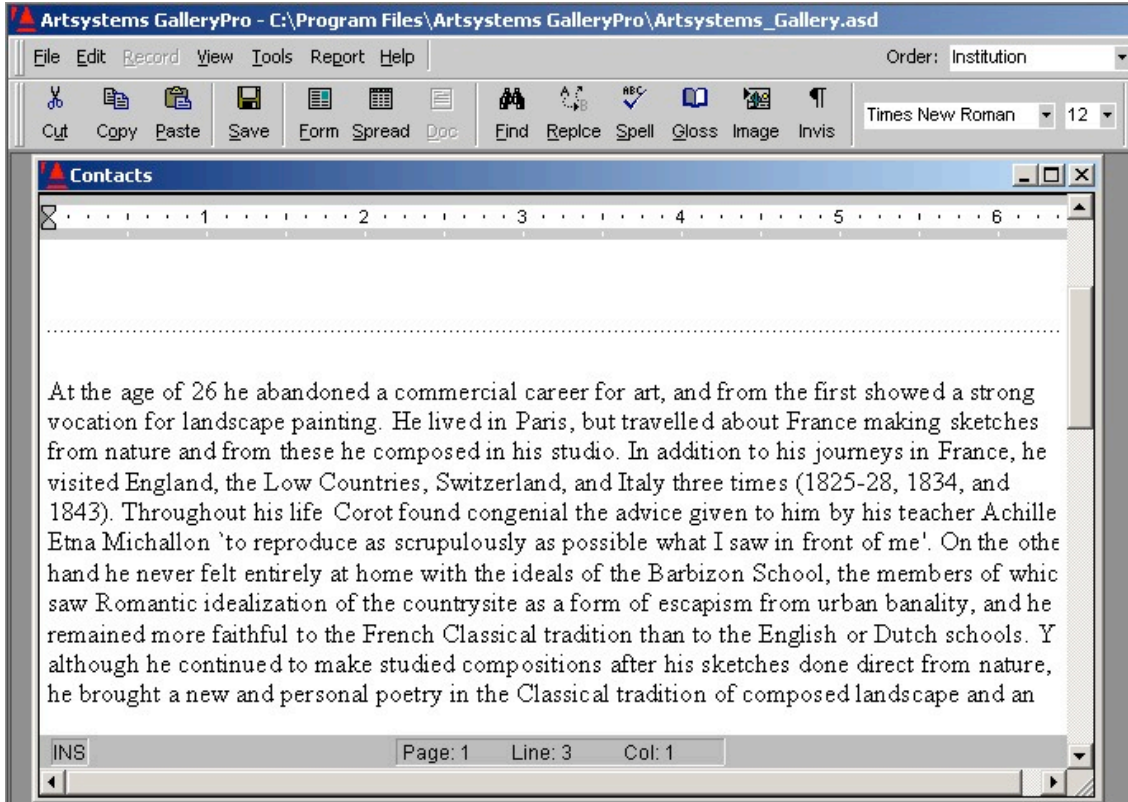
form.

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:

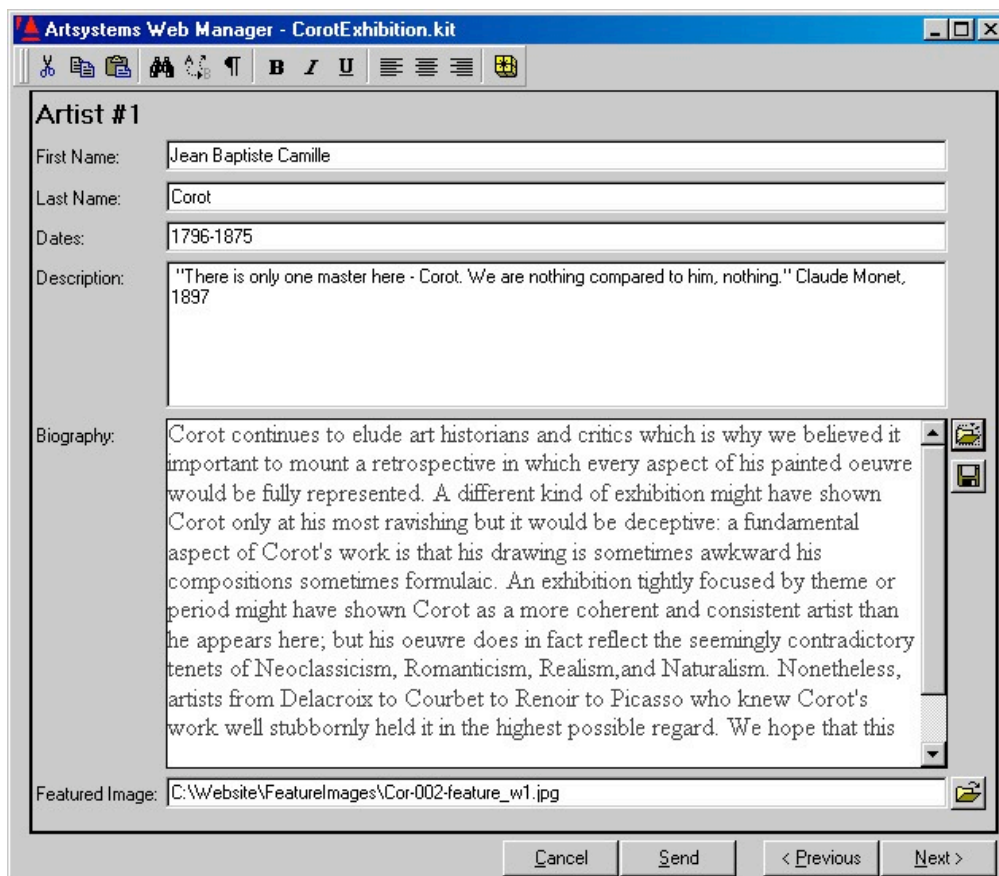




The Artist Biography may alternatively be saved as a rich text document (.rtf) and manually attached in the Web Manager on the specific Artist form. This is useful when an alternate Artist Biography or description is desired on the Web site or the original transaction document is needed.

Attaching and editing the Artist Biography in Web Manager

1. A saved RTF document can be loaded into the Biography field (see figure below) by using the Browse button , browsing to locate the appropriate document and attaching the document.
2. If the Biography is edited in the Biography field, the edits must be saved by clicking the Save button , naming the file and clicking Save in the Save Document window.



The screenshot shows a web browser window titled "Artsystems Web Manager - CorotExhibition.kit". The interface includes a toolbar with icons for cut, copy, paste, undo, redo, bold, italic, underline, bulleted list, numbered list, and link. The main content area is titled "Artist #1" and contains several input fields: "First Name:" with the value "Jean Baptiste Camille", "Last Name:" with "Corot", and "Dates:" with "1796-1875". The "Description:" field contains the text: "There is only one master here - Corot. We are nothing compared to him, nothing." Claude Monet, 1897. Below this is a large "Biography:" text area containing a detailed paragraph about Corot's work and its reception. At the bottom, there is a "Featured Image:" field with the path "C:\Website\FeatureImages\Cor-002-feature_w1.jpg". The window concludes with "Cancel", "Send", "< Previous", and "Next >" buttons.

If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

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