

SAVING PRESS RELEASES TO AN ARTSYSTEMS DATABASE

SAVING EXHIBITION PRESS ON THE TRANSACTION RECORD

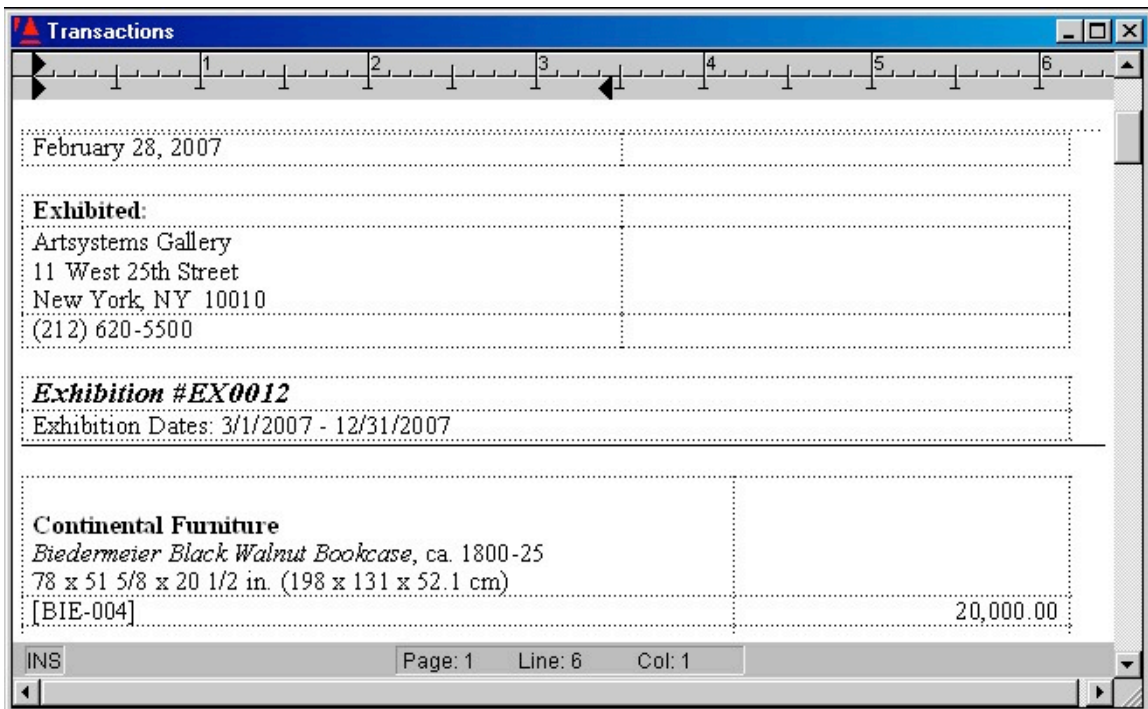
EXHIBITION PRESS RELEASE

An exhibition press release or information may be saved in an ArtSystems database on the exhibition transaction record for automatic inclusion in a generated datakit for that exhibition.

Attach the Exhibition Press Release or Information to the Document View of the exhibition transaction.


When the Document View is selected on an Exhibition transaction record in GalleryPro or Studio, the standard exhibition report appears. The standard exhibition report includes a checklist of the show and insurance values. If the checklist is to be part of the Press Release for the Web site, use the standard exhibition report and simply edit the header section or values in the document. If the checklist is not desired, then delete the text and type or paste the applicable text into the document.

1. On the Exhibition Transaction, select the **Document** button  on

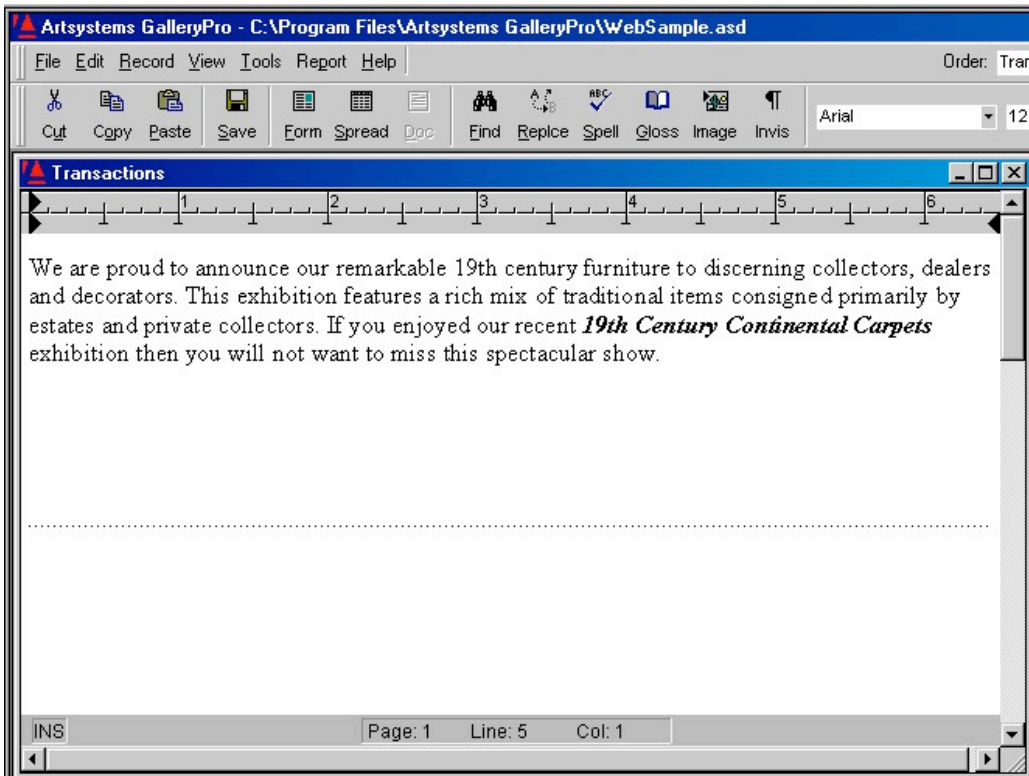


the toolbar to view the Document View of this record.


2.Delete the text from the document view.

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|  | <p>The easiest way to delete all the text in the document, is to click once in the document and select 'Control + A' from the keyboard in order to highlight the entire document, then select the 'Delete' key from the keyboard to remove the text and have a clean slate for the Press Release documentation.</p> |
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3. **Paste information** from any file into the Document View. (Be sure to paste under the dotted line which denotes the heading level of the document.)

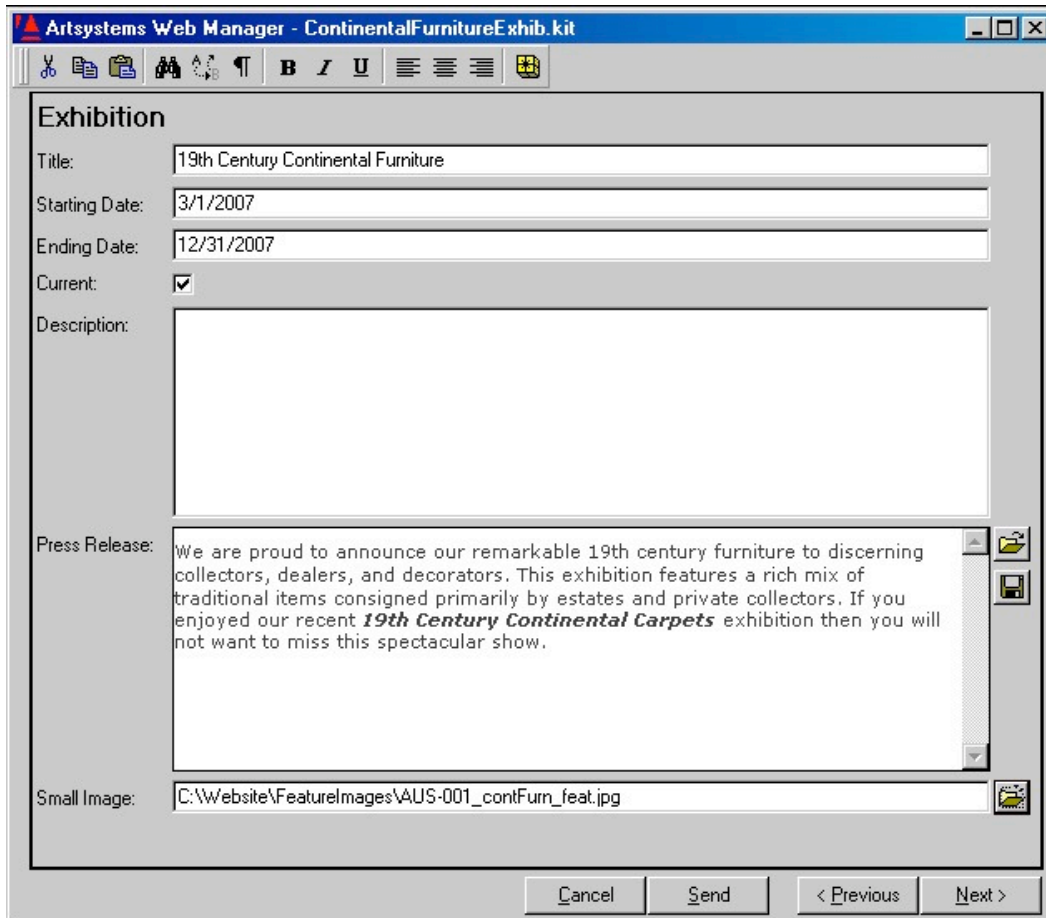


4. Click **Save** and then return to the Form View.

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|  | <p>The Exhibition Press Release may alternatively be saved as a rich text document (.rtf) and manually attached in the Web Manager on the Exhibitions form. This is useful when an alternate Press Release or description is desired on the Web site or the original transaction document is needed.</p> |
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Attaching and editing the Press Release in Web Manager

1. A saved RTF document can be loaded into the Press Release field (see figure below) by using the Browse button , browsing to locate the appropriate document and attaching the document.
2. If the Press Release is edited in the Press Release 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 the 'Artsystems Web Manager - ContinentalFurnitureExhib.kit' window. The 'Exhibition' form has the following fields:

- Title: 19th Century Continental Furniture
- Starting Date: 3/1/2007
- Ending Date: 12/31/2007
- Current:
- Description: (Empty text area)
- Press Release: We are proud to announce our remarkable 19th century furniture to discerning collectors, dealers, and decorators. This exhibition features a rich mix of traditional items consigned primarily by estates and private collectors. If you enjoyed our recent *19th Century Continental Carpets* exhibition then you will not want to miss this spectacular show.
- Small Image: C:\Website\FeatureImages\AUS-001_contFurn_feat.jpg

At the bottom of the form are buttons for 'Cancel', 'Send', '< Previous', and 'Next >'.

If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

Support@artsystems.com