

AA2A Dotbiz Easy guides

Basic info to get you started is also available as a video at http://aa2a.org/artists_menu/training

All guides assume you are logged in with your **username** and **password**. If this is a problem go to the troubleshooting section at the end

• Upload your mugshot

First find an image (a JPG, PNG or GIF under 1 MB)

1. Click on '**MY PROFILE**' (to the right of Twitter, Facebook logos)
2. Click on '**EDIT PROFILE**' (to the right of your name)
3. Click on '**EDIT PROFILE ICON**' (on the left in blue)
4. Click on '**CHOOSE FILE**', find your file/image in the menu & click 'Choose'
5. Click '**UPLOAD**'

The rest is optional (eg. dragging a square across the image to make the small icon how you want it)

• Passwords / Settings

Lost password

1. You can request a new one through the site, on the Home page just below Log in
2. You'll receive an automated email.
3. Follow the link in the email to confirm you want a new password
4. You'll then receive this in a second email. If you have any problems please get in touch.

• Change password or email, etc

1. Select 'Settings' (left hand side of the dark blue menu bar at the top of the page).
2. Put in your new details and Save changes

• Make friends

1. Log in
2. Find the profile of the person you want to befriend and select '**Add friend**'
3. They will get a simple request to **accept/decline** and a message asking them to confirm

• Remove a friend

1. Select your friends list (left side of your profile page)
2. Click on the friend
3. Select **Remove**

Image Albums

• Create an image album

Preparation - first get the images you want to upload ready (a JPG, PNG or GIF under 1 MB)

1. Click on **'Create an image album'** (*quick links menu on the right*)
2. **'Add image album'**, enter a **'Title, Description, Tags'** (*You can also edit 'access' – to control who can see the album*).
3. Click 'Next' at the bottom of the page and you've now created the folder that the images will go in.
4. Add images to album, 'browse' and select the images you want (must be under 1mb and a .jpg .png .gif) select the image/s 'upload' and when you've finished - 'Save'
5. Edit image properties - add individual title, caption, tags - Also you need to select one of your images as the image album cover, finally 'save'

Note Ordering images - If image order is important, upload one at a time selecting the last image you want in your sequence first. Save and then use 'Add images to album' each time to add the next image. Please remember to click the image you want as an album cover (the default is to use the first image uploaded).

• Make changes to an existing album

1. Go to 'Your image albums'
2. Click on the album
3. You can then choose to 'add images to album', 'edit album' (where you can change Title, description of album, 'Access settings' or 'Delete album')

• Change individual images within an album / cover image

NB; you do not necessarily need to be in the 'Edit album' first to 'Edit images'

1. Click on the image you want to edit or choose as a cover – so it appears full size
2. Select the 'Edit image' link on the left of the page
3. The 'Edit image' page appears so you can edit headings, description etc
4. At bottom of the page you can tick 'Make image album cover?'

Blogs

• Write a blog post

1. When you first log in, on your 'Welcome' page you'll see a **'Write a blog post'** link on the top left. (or from your Profile page the link is on the right below your image albums)
2. Add **'Title'**.
3. Type or copy and paste text into **'Blog text'**. NB. You can 'save draft' (option in grey box on the left) as you write or copy and paste from another document, to avoid losing your work should you get logged out whilst editing.
4. Options to add **'Tags'** (keywords for searching) and choose **'Access'**: 'Public' is the default), you can select 'Logged in users', 'Friends'. You may want to choose 'Private' if you want to edit it or add images first – but don't forget to make it 'Public' once you're finished
5. **'Publish'**. Check your blog looks as you expect it to, either from your profile page (under 'blog posts' on the right hand side) or if you're a current AA2A artist or Student rep your blog also appears on the Dotbiz homepage.

• Putting images in blogs

1. First the image must exist on a website somewhere so you can link to it. You could upload to an image album on this site first (that way it will appear on the home page as well)
2. Make a note of the 'url' of the image (not the webpage). You can find this by hovering over the image or right clicking with your mouse to get to a menu with something like 'Copy image address'
3. Write your blog and when you want to include your image move your cursor to where you want it to appear and click on the colour icon of a tree in the bar at the top of the window and a small 'Dialogue' box appears
4. Put the 'url' in as requested and select INSERT to 'embed' your image in the blog. You may not see anything appear until you select Publish (on the left of the page).
5. If you want to play about with the settings in the Dialogue box, eg. to choose the size of image and where it appears in the blog, you can keep the 'Access' setting as Private to start with ie. Publish your first try, then go into the Edit function until you're happy with the result and then change to Public ..

• Subscribe to a Dotbiz blog using RSS

1. Choose which blog you want to subscribe to (can be artist, student, college or AA2A staff) and go to that User's profile page. Tip: Using 'Search' is a quick way to do this)
2. **Click on 'RSS'** (*under their blog posts on the right hand side of the page below Image albums*) -

Exhibitions

• Add an exhibition

1. When you first log in, on your 'Welcome' page you'll see a link to **'Add an exhibition'** on the top left. (or from **'Exhibitions'** the link is **'Add exhibition'** on the left)

2. Add your exhibition details as prompted '**Title**', '**Venue**', '**Start date**' etc.
3. Options to add '**Tags**' (keywords for searching), '**Web Link**' and choose '**Access**': 'Public' is the default), you can select 'Logged in users', 'Friends'. You may want to choose 'Private' if you want to edit it again - but don't forget to make it 'Public' once you're finished
5. '**Submit**', then check your exhibition details look as you expect them to, either from your profile page (under 'Exhibitions') or if you're a current AA2A artist or Student rep your exhibition also appears on the Dotbiz homepage.

Tips, troubleshooting & more advanced stuff

• Common problem - Something is not behaving as expected!

Possibly you're not logged in anymore

1. Check the top right hand corner of the page in the dark blue bar.
2. If it says 'Login', then you are currently Logged out

You've either been timed out (we think this is after about 20 minutes of perceived inactivity) or your internet connection was dropped at some point

• Problems Logging in

If you have any problems logging in, try doing it twice and then check the following...

1. If you're very new to the site we will have received an automated email asking you to confirm your email address by clicking on a link (check your inbox and spam/trash)
2. Then check your username is correct by going to your page (use Search if you're not sure how to get to it) Your username is the last part of the url address eg `http://aa2a.biz/pg/profile/anny`
3. If you think you may have forgotten your password, request a new one (on the Home page just below the Login)

• Correcting order in your 'Skills' & 'Influences' field

If your list appears backwards, here's what should work (although it may vary in different browsers).

- Go into 'Edit'.... don't alter anything (even though they are in the reverse order) 'Save' again and they are then shown correctly.

The alternative to this would be to separate the items with a hyphen instead of a comma eg. 'art - ceramics - design'.

This quirk is because in social networking sites, fields are often designed to show the most recent update first - but, obviously when you want a fixed order, this causes conflict.

Unfortunately the only thing we haven't worked out is what to do if you get stuck with an unwanted capital letter!

- **“I've been logged out whilst still writing my blog”**

If you 'Save draft' as you type you should avoid losing what you've written and find the blog is there when you login again.

- **“I've published my blog but there's strange code in the text”**

If you copy and paste text from another programme, sometimes the formatting code is carried across too. Click on 'Edit', and remove the unwanted text, 'Publish' and check again

- **“ The layout is strange and/or the font size wrong”**

This is usually because you've copied and pasted text into the box from something like a Word document and the 'html' code has been carried with it.

The easiest solution is to strip out the html first by pasting the text into a programme, which allows you to turn it into plain unformatted text (eg. Textedit, Simpletext).

If you're feeling adventurous you can select the little html icon at the top of the affected field and see if you can work out which commands are which and try editing it there, then save and see what changes eg. = start bold text and = end bold text, <p> and </p> surround a paragraph, etc. It's a great way to learn a bit of html!

Glossary

Tags - These are words that people search under eg if you use 'wood' and 'glass' as tags then anyone putting these in the search field will be taken to your page / image or blog.

HTML - a code which instructs your computer on how to size, colour and format your text etc.

RSS feeds - *Really Simple Syndication* allows you to easily follow your chosen blogs You can subscribe to an RSS feed using web browsers such as Safari, or RSS readers (eg. Google), also through email applications (eg. 'Mail' or 'Outlook') and RSS reader Apps for smartphones