

# Creating your Portfolio at the VCPG Website

Our new website has a Portfolio section for our juried members. It's not hard to set up your portfolio and you probably don't need these instructions, but there are a few important things to know first - look for the red items.

## SETUP YOUR ACCOUNT PROFILE

Use the Login link at the bottom of the page to go your account page.\* From there you can set up your profile, which includes the portfolio (referred to as a gallery by the software), by clicking the square icon on the upper left area.

Here you will be able to upload a **profile photo** (the one that shows in the little circle). You will be able to crop the profile photo, so don't worry about pre-cropping your portrait or whatever you decide to use.

You can also add a "**cover photo**", which is a lengthwise image that serves as a header. This has to be at least 1000 pixels wide. Like the profile image, you will be able to crop to the area of the header.

From the gear icon, you can add **Edit Profile** to tell us who you are. This area supports a few basic html tags, so you can put in a link to your website or etsy store or whatever. Note that this area is limited to 400 characters (so it won't overwhelm the page) so edit your bio to fit. Click the big checkmark to save. If you don't know how to construct a link to your site, it will look like this:

```
<a href="http://mywebsite.com">my fabulous website</a>
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## POPULATE YOUR PORTFOLIO

**The most important consideration in this whole endeavor is how you crop your photos.**

Before uploading your pottery images, first go over them and crop them if necessary, because you won't be able to crop them as you could with the profile and cover photos. **Square thumbnails will be generated**, so you can't go wrong if you crop your images to square. If your images aren't square, the thumbnail will lop off the offending edges and you might not like it. If your images aren't square but have some breathing space around them, they might still look okay with a little shaved off on the sides (or top); it depends on how it was shot, composition and so forth. When you crop them as square, leave some breathing space around the image; your piece will look nicer with some background to frame it and help draw attention to the piece. If they are cropped tightly, not square, they will look like they are cut off on all sides, even if they aren't, and everything just looks cramped and crowded. (When I take my photos on my iPhone, I choose the Square format, right next to the default Photo option. This way there's no way to fail.) And lastly, whether you use your phone or a camera, the image will be plenty large enough for the web that you can afford to back up a little to get some background in and crop later. A bonus to backing up is twofold: it provides better focus for a sharper image, and it results in a more natural image with less distortion.

### Figure out the order

The next thing to do is decide what to upload and in what order. **You will not be able to rearrange the order later.** Order might not be that important, but if you have multiple views of

the same piece, you will want them together, usually with the overall image first. That means the overall image needs to go in after the alternate images. So get your images in order and upload them from the end to the beginning. It doesn't matter what you name your images, because they will be ordered by the most recently added. But the filename will show up in the description area (which you can edit), just so you know.

## **Upload**

To upload your images, click the camera icon on the bar — **Add Photo** will show up. You can add your photos all at once or one at a time. Nothing will happen until you click the Save button, then it will start uploading and the preview will disappear when finished. Keep adding images, and when done, click Exit. Note that you won't be able to re-order them, ever, so again, think a little bit about this first before you drag all your images at once. If you add multiple images at once, they are ordered by how fast they finish uploading. So if it's important, upload them one at a time.

### **Be aware of this software bug**

Note that there's a bug in the software that will make you think you've lost some of your images. If you click the camera icon, your gallery will only show the latest 10 images. If you click on your name, it will return to showing all of the images. The user won't have this problem because the camera icon only shows up on your own portfolio, when you are logged in.

## **Add Descriptions**

After you add your images, you can click through them and edit the description. The filename is put in the description area by default, and this is where you add a description.

People can make comments on your photo, but you won't be notified; just so you know. You'll need to periodically page through your images to see if anyone commented.

### **Let Terry know what you did**

Now, the last thing you need to know is that on the Portfolio page itself, the image and link for each artist is manually added to the site. Let Terry Wilson know (via the Photo Box contact form) that you've added your gallery images and email her your preferred image for this page. On the Members page, your profile and gallery will automatically show up. The Members pages does not have a menu bar link. There is a link to it from the Membership page, in the upper right bit that talks about the portfolios.

Lastly, I did not write this software!!! I only tweaked it heavily so it works for our needs and looks decent. Hopefully this guide will help us overcome the software's shortcomings.

\*VCPG members are added to our membership area by the administrators. Once added, an email is sent to you which will prompt you to come online and complete your profile and change your password if desired. New members are added as soon as possible, but if you haven't gotten the email or never received it, please contact Terry via the Photo Box contact form and request to be added or otherwise assisted in logging into your account.