

CREATING A SITE:

1. Go to www.culturenow.org/admin_and_tools log in: your first name and password: culture2002
2. Go to Database> Sites

*** IMPORTANT: BEFORE CREATING A NEW SITE, CHECK IN THE BACK END WHETHER THE ARTWORK/ BUILDING HASN'T BEEN UPLOADED ALREADY.**

3. Click the Add button (on the left hand side)

4. Fill in the RECORD INFO

IF YOUR ENTRY IS AN **ART PIECE** PUT IN :

- TITLE
- SUBCATEGORY> ARTWORKS
- ARTWORK TYPE> select from the menu
- put in the dimensions and the materials (if known)
- select SITE

- IF YOUR ENTRY IS A BUILDING PUT IN :
- TITLE
 - SUBCATEGORY> RECENT BUILDINGS
 - ARCHITECTURE TYPE> select from the menu
 - select SITE

1 Liberty Plaza (United States Steel Building) [04119] cancel save & stay save & go to list

creation: at 0000-00-00 00:00:00 LIVE
 last update: dave at 2013-04-24 11:45:46

check **There is not a test set up for this table.** check public view

Name & Category

Title:
1 Liberty Plaza (United States Steel Building)

Main Category:

Sub Category:

Architecture type: - custom/list

Link:

Item type: Site: | Area:

5. PUT IN **THE ADDRESS** BELOW
 (sometimes you might need to Google it)

Location

First: provide a street address and/or the nearest cross streets.

Location name:

&

Next: provide a city and state and/or a zip/postal code

neighborhood or borough

city, state
 ,

country

If the work is hard to find, put more info here. (ex. "in the lobby of the building").

google address

GENERATE MAP

Once you've generated your map, a map with a marker showing your location should appear above. Be sure to double check the map. You can drag-and-drop the marker if you need more precision.

Map data ©2013 Google, Sanborn - Terms of Use Report a map error

tel:40.7495073,-74.00363138959999 accuracy: ROOFTOP your query: 511 W 25th st New York, NY

6. Hit **GENERATE MAP**
 (the placement of the pin might require some manual adjustment)

6. Add a project description.

Description and Private Notes

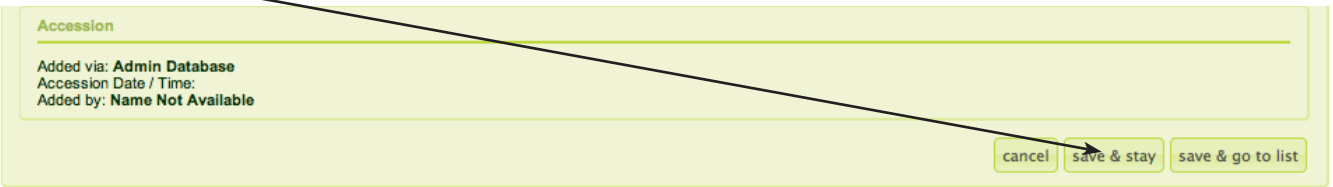
Remarks (public): highlight text below and click the following to add formatting: **bold** *italic* underline

Remarks Attribution:

* IF SOMEONE PROVIDES YOU WITH AN ALREADY WRITTEN DESCRIPTION:

READ IT (DOES IT MAKE SENSE WITH THE ENTRY?)
EDIT IT IF NECESSARY

9. Hit SAVE & STAY



Accession

Added via: Admin Database
Accession Date / Time:
Added by: Name Not Available

cancel save & stay save & go to list

CONGRATULATIONS!
YOU'RE DONE WITH **THE FIRST PART!**

Now look at the second column.

10. TAGS

PUBLIC TAGS

try to predict alternative names, abbreviations under which people will be looking for this entry, f.ex. if it's on SOM tag it Skidmore Owings and Merrill (and vice versa)



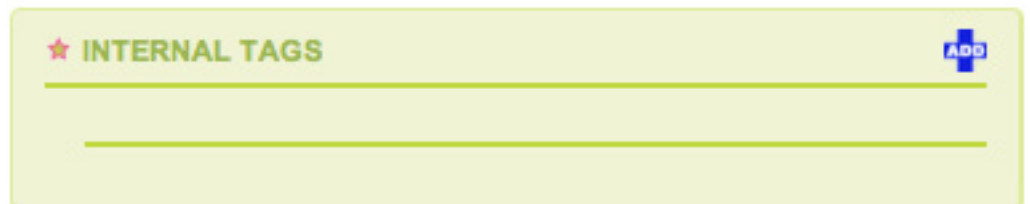
★ PUBLIC TAGS

ADD

Also, will they look for it under historical buildings, museums, airports etc. ?
Or maybe as Boston Podcast Project or Archcoctober etc.?

INTERNAL TAGS

only for internal use f.ex “to finish” or “to clean up” etc.

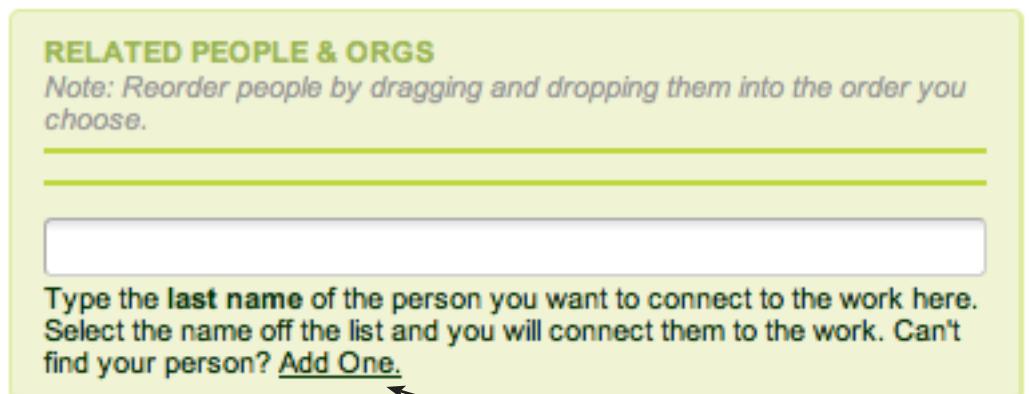


★ INTERNAL TAGS

ADD

11. Related People/Orgs

here you put in the name of the artist who did the art-work, the architecture firm (or an architect) that designed the building



RELATED PEOPLE & ORGS
Note: Reorder people by dragging and dropping them into the order you choose.

Type the **last name** of the person you want to connect to the work here. Select the name off the list and you will connect them to the work. Can't find your person? Add One.

* If the name of the architect doesn't exist, one can add it by clicking “**Add one**” and create a new profile for that person/ organization.

12. SPECIFY THE ROLES

List all the main people involved, in the order of importance.

*WATCH OUT FOR REDUNDANCIES!



12. PUT IN THE DATES

*temporary artworks- date deinstalled

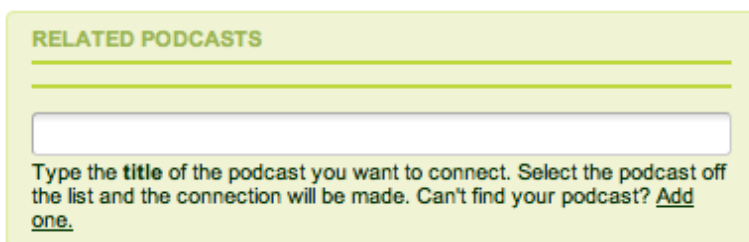
**buildings in construction- planned completion

12. ATTACH RELATED PODCASTS

(label them and put in the podcast info- it will appear when you click "about" next to the podcast title on the front end)

SEND US A COPY OF THE FILE

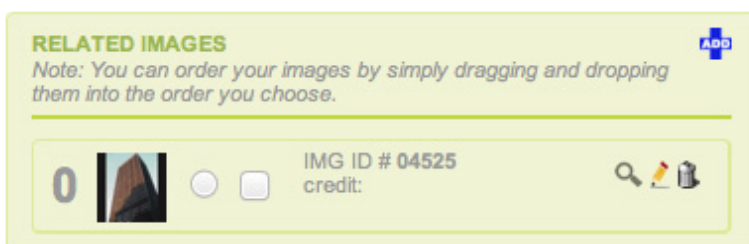
*OR PUT IT IN A FOLDER ON THE G-DRIVE (staff only)



12. ATTACH IMAGES

BEFORE YOU START:

you MUST RESIZE ALL of your images so that their smallest dimension is 500px and the resolution is 72dpi. (Consult our Photo Resizing instructions if you're not sure how to do it.)



CROP THEM for a thumbnail view & **CREDIT** THE PHOTOGRAPHER

(if you don't know the name of the photographer but you got the images from an architecture firm or from an artist say "Courtesy of the Architect" or "Courtesy of the Artist")

12. HIT SAVE & STAY

13. HIT CHECK PUBLIC VIEW- IS EVERYTHING OK?

14. HIT LIVE

PRE-SUBMISSION **CHECKLIST:**



IS THE **TITLE** CORRECT?



DID YOU **CREDIT** THE PHOTOGRAPHER?



IS THE MAP PROPERLY **ZOOMED IN**?



ARE THE PICTURES IN A LOGICAL **ORDER**?

(I.E EXTERIORS FIRST, INTERIORS, DETAILS, PLANS, MODELS, SKETCHES LATER)



DID YOU PUT IN THE **DATE**?



DID YOU SPECIFY THE **ROLES** OF THE PEOPLE
OR ORGANIZATIONS INVOLVED?



DID YOU MAKE THE SITE **LIVE**?



MAKE SURE THERE IS **NO DUPLICATE** OF THE SITE