

CREATE YOUR OMMA GALLERY

Name: _____

STEP 1: THE PLANNING STAGE

Building your gallery will be much easier if you do some thinking, planning and preparation before actually getting on the website. Each OMMA member is asked to work within the same portfolio framework, a very straightforward layout that gives you up to six "Projects" or categories. You may use any number that works for you, up to a maximum of six. For our website, the number of member galleries we will have and the amount of storage space available, each of your Projects or categories can have about five or six images. This may not be ALL of your artwork, but it should show a good sample of your work.

So to help you organize how you want your gallery, please use the worksheet below. It may help if you take a look at the completed galleries on the OMMA website, omma.ca

<p>Project 1 Title</p> <hr/> <p>Artworks List</p>	<p>Project 2 Title</p> <hr/> <p>Artworks List</p>
<p>Project 3 Title</p> <hr/> <p>Artworks List</p>	<p>Project 4 Title</p> <hr/> <p>Artworks List</p>
<p>Project 5 Title</p> <hr/> <p>Artworks List</p>	<p>Project 6 Title</p> <hr/> <p>Artworks List</p>

STEP 2: GETTING YOUR IMAGES READY

Each project will need an image to be like the “cover page”, the image you will click on to enter that part of your gallery. And, each project will contain up to five images that represent that category.

- On your computer or tablet, create a file folder for each project.
- Name each file folder with the title you have chosen.
- Drag the selected images into each folder.
- Each image must be resized to a maximum of 1000 pixels on its longest side. (If you don't know how to do this, help is available from your web master at OMMA or from software programs like Photoshop, Microsoft Paint, Gimp or many others available on the Internet.)

STEP 3: WRITING A SHORT BIO OR ARTIST'S STATEMENT ABOUT YOURSELF

You will want a short (or more lengthy) bio and/or artist's statement about you and your work for your main gallery page. The options for this are numerous and very personal. It is helpful when working on the website if this is already written and ready to be copied and pasted into your gallery. If you've never done this before, or if your bio is outdated, take a look at some of the artist bios in the OMMA galleries.

STEP 4: PLAN TO GET ON THE WEBSITE

There are a number of options available to you for building your gallery on the OMMA website. These will be based on your experience with the Internet, websites and technology, your comfort level with learning and doing on a computer by yourself and/or your desire for assistance at some or all stages of this process.

After completing the first three planning steps, please go on the **OMMA website** at **omma.ca**, to the **Members' Corner** and finally, to **“How To Create Your Gallery”**. Complete the form I have created. I will be in touch by email to arrange a personalized experience and make sure you are getting all the help you require.