

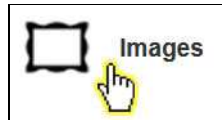
QUICK START GUIDE

You can have a basic site up and running in 10 minutes or less. You can go back later to fine tune your website. Questions? Contact our [Help Desk](#) by clicking on the Help Desk icon or by emailing ask@artspan.com.


 Watch the [Quick Start Video Tutorial](#), which covers everything within this guide.

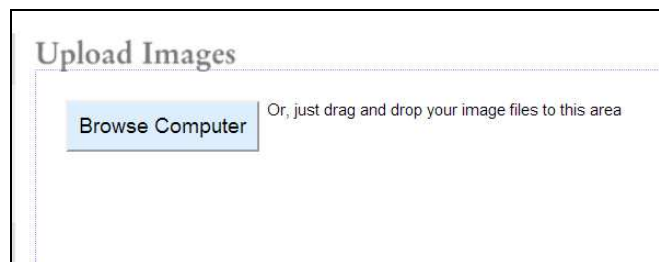
I. Images - Let's start by getting some images up. *Min. dimensions (h or w) are 500 pixels. For zoom, min. dimensions (h or w) are 1200 pixels.*


 **STEP 1)** From your Control Panel's Main Menu, click on **Images**.




 **STEP 2)** Click on the **Add multiple images** button.

 **STEP 3)** Upload your images. *Either **Drag & Drop** the images from your computer, or, **Browse** your computer to find and upload the images. (For more detailed assistance on uploading: [drag and drop method](#) and [browse method](#).)*



 **STEP 4)** Right now, we are only focusing on uploading the images and not worrying about filling out the image's information.

When you have added all the images, click the **CONTINUE** button.

<p>NOTE: Don't forget to go back and enter information in all the fields for each (such as: Title of Work, Description, Categories, etc.) by clicking on the "Edit" link under each image within the Images Library. This is important for your visitors as well as for your work to be found in Artspan/Jewelspan and Google searches.</p>	
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II. Website Pages - All pages that are not gallery or image pages are grouped in the section called "Website Pages." We will use your **About** page as an example here.

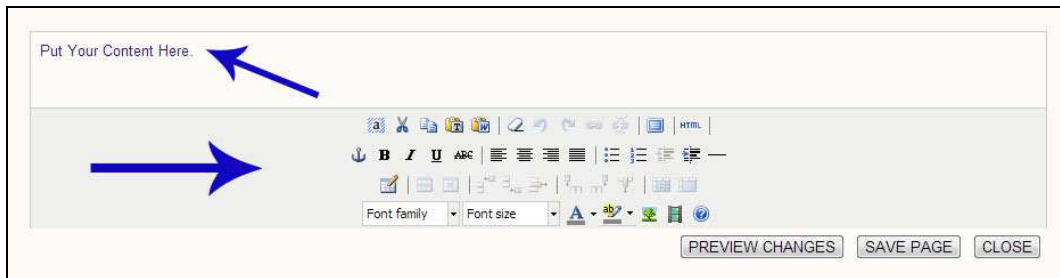
 **STEP 1)** From your Control Panel's Main Menu, click on **Website Pages**.



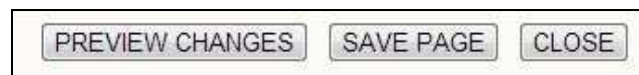
☛ **STEP 2)** Next to the page name, **About**, click on the **EDIT** button.



☛ **STEP 3)** A new browser window will open. This is where you edit your content. Place your cursor within the box near **"Put Your Content Here"** and input your new text. By using the tool icons you can change alignment, font color and size, etc. (If you have a Word doc, click on the **Word** icon and follow instructions).



☛ **STEP 4)** Click **Preview Changes** to review the page, then **Save Page**, then **Close**.



III. Design Themes

- There are a variety of options offered that can make your website unique.

☛ **STEP 1)** Click on **Design Themes** to change your website's design.



☛ **STEP 2)** Within the first tab for **Ready-Made Styles**, change the look of your website.



☛ **STEP 3)** Click on the choices that best match your style (there are over 100 to choose from) and preview each ready-made via the **'Site Preview'** tool before saving.

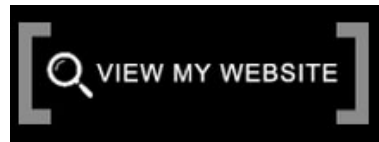


☛ **STEP 4)** Continue to explore each tab (Layout Variations, Gallery Display Options and Custom Styles) to further refine your website layout and look.

☛ **STEP 5)** Click the  button when finished.

IV. View Website - It's time to see your progress and what you've created thus far.

In the upper right-hand corner of your Control Panel, there is a link for "**View My Website**". Go ahead and click on that link to view your website live (at any time!).



V. Next Steps - Now that you've got some of the basics up and running already, follow these step-by-step tutorials to further enhance your website.

There is additional step-by-step documentation available in the [Help Center](#) section, where you can also view video tutorials.

☛ **Create Distinct Galleries For Your Work** (*for Pro members only*) - [Quick Start Guide to Adding Galleries](#) and [Adding & Managing Galleries](#)

☛ **Add & Manage Additional Website Pages** - [Managing Your Website Pages](#)

☛ **Edit Your Image Information** - You'll definitely want to go back in and edit your images, especially if you only quickly uploaded them without filling in other details. To see more: [Edit Your Images for Search Engine Optimization](#)

☛ **Edit and Manage Your Website's Important Information** - Make sure all the information for your website is filled out thoroughly and correctly. To see more: [Managing Your Site Info & Site Settings](#)

☛ **Update your Design Layout & Look** - Want to change the look of your current design to something new? That's easy to do! To see how, follow the step-by-step tutorials found under the [Design Themes section](#).

☛ **Shopping Cart** - To set up your site for E-Commerce, please follow our [Shopping Cart Set Up Guide](#)

☛ **Prints-on-Demand** - To set up your site for Prints-on-Demand, please follow our [Prints-on-Demand Set Up Guide](#)

☛ **Social Settings** - To add Facebook and other social settings to your website, check out our [Social Media Settings Set Up Guide](#)

☛ **Marketing and Business Advice** - Also, check out our extensive [Marketing](#) & [Business](#) sections.