



8100 Paseo del Ocaso #B, La Jolla, CA 92037
858-459-1196

LJAA Web Update Package

Please note that each update package may include up to 10 images, plus any changes or additions to your artist information page. The digital files should be in JPEG format with no more than (but close to) 640 pixels on the longest side. Your images should be given unique file names, starting with your last name, followed by a number from 001 to 999, for example "smith001.jpg", "smith002.jpg", etc. You can control the order in which your images are displayed (for example, to keep a portfolio of images together) by specifying the 3 digit number that should appear in the file name. The images should be sent by e-mail to webmaster@lajollaart.org along with "comments.txt" file and your Artist information file (see below).

Please look on our website for more information about submitting your images digitally. Note that we cannot scan photos of your images. If you have film photos of your images, you can go to a camera store and get them converted into digital files.

The cost of each Update Package is \$10. The \$10 check should be sent to Sharon Ford, LJAA Treasurer, 6096 Portobelo Ct, San Diego CA 92124 with a note explaining the purpose of the check. All of this money goes to LJAA to support its website. You may have up to 100 images on our website.

IMPORTANT: You have to prepare a text file "comments.txt" containing the information about your images. This file should have as many lines as the number of images you are submitting, and each line should have the following **exact** format

```
smith001.jpg=<b>Campfire</b><br/>&copy;2004 Joe Smith, Photograph, 12"x18", Price Upon Request  
smith002.jpg=<b>Forest</b><br/>&copy;2005 Joe Smith, Oil on canvas, 24"x36", $3,500
```

etc.

You can just copy the first line above, replace smith001.jpg by your file name, Campfire by **your** title, "2004 Joe Smith..." by the year **your** artwork has been completed, **your** name, size, and the price. And then continue on with your other artwork. This file should also be sent to webmaster@lajollaart.org

If this is your first submission (or if you want to make changes to your profile), you should also send an "Artist Information Page" file with your bio, artist statement, and other relevant info. See the next page on the details of this file.

Artist Information Page

Your Artist Information Page may contain the following sections:

- One Image (portrait, logo, etc.)
- Artist Statement
- Resume
- Styles
- Memberships
- Classes & Education
- Awards & Exhibits
- Gallery Representation
- Website URL
- Email Address

If you are creating an Artist Information Page for the first time, make sure you correctly identify each block of text with the section it goes in, for example:

Artist Statement: A brief statement regarding your reasons for being an artist

Resume: A shortened version of your exhibition experiences

Classes & Education: A highlight of your art education and classes taken

Please note that the webmaster will **not** pay attention to special formatting requests. If you have an image, it will always go in the top left hand corner of the page. Section headers will be bolded, and text will follow in the same format as all the other Artist Information Pages.

All text for your Artist Information Page should be sent to the webmaster in **unformatted, plain text files**, or, alternatively, in an email message **without html formatting**. Note that what you put in your text files is what will be on the page, including misspellings or other inaccurate information, so make sure you proofread what you are including in your Update Package **before** you send it to the webmaster.