

# comment User manual

## How to Maintain your Gallery Profile

Most comment research functions are available without being signed in. In order to add to comment or access your profiles and favourites (any of the green functions), however, you must be signed in to the system, and you must have a user account in order to do this. Creating an account is a very simple process. Once this is done, you can add or maintain your profile, add recommendations or reviews and add or review your favourites.

If you are a new gallery please contact comment at [info@commentart.com](mailto:info@commentart.com) so the profile can be created. If your gallery has already registered on comment then please follow the procedure steps below.

The screenshot shows the 'comment' website's sign-in page. The page is divided into several sections:

- Navigation:** Includes links for 'comment', 'exhibitions', 'public art', 'maps / guides', 'galleries / museums', 'artists / curators / writers', 'events / education', 'news / reviews', 'my comment', 'add to comment', 'hello comment visitor', 'sign in / register', and 'my favourites'.
- Left Sidebar (Green):** Contains a list of 'my' functions: my profiles, my exhibitions, my events, my artwork, my collections, my offers, my recommendations, my news / reviews, and my maps / guides. Below this is the 'add to comment' section with various options like 'add galleries / museums', 'add resources', 'add artists / curators / writers', etc.
- Center Content:** A sign-in form with the following text: 'New to comment? If you'd like to add to comment or manage your favourites, you'll need to register first here.', 'Already registered with comment? Sign in to add recommendations, reviews, and manage your favourites.', a 'Username' field containing 'caprojects', a 'Password' field with masked characters, and a 'Sign In' button. There are also links for 'Forgot your username?' and 'Forgot your password?'. A 'return to homepage' link is at the bottom right of the form area.
- Right Sidebar (Green):** Contains 'about me' (User Details, PayPal Account, Statistics) and 'my favourites' (galleries / museums, resources, artists / curators / writers, bars / restaurants, hotels, exhibitions, events / education, news / reviews).

Annotations in the image include red ovals around the 'Username' and 'Password' fields, and a red box around the 'Sign In' button.

### Step 1

Sign in using your user name and password.

If you can't remember your username, click on 'forgot your username' and an email will be sent to your address.

If you can't remember your password, click on 'forgot your password'; this will reset and send to your email address.

Click 'sign-in'

The screenshot shows the user interface of the 'comment' website. At the top, there are several navigation tabs: 'comment', 'exhibitions', 'public art', 'maps / guides', 'galleries / museums', 'artists / curators / writers', 'events / education', 'news / reviews', 'my comment', 'add to comment', 'my favourites', and 'hello Contemporary Art want to sign out'. Below these tabs, the main content area is divided into three columns. The left column contains a 'my comment' header and a list of navigation links such as 'my profiles', 'my exhibitions', 'my events', 'my artwork', 'my collections', 'my offers', 'my recommendations', 'my news / reviews', and 'my maps / guides'. Below this list are sections for 'add to comment', 'add galleries / museums', 'add resources', 'add artists / curators / writers', 'add bars / restaurants', 'add hotels', 'add sponsors', 'add maps / guides', 'add exhibitions', 'add events / education', 'add artwork', 'add collections', 'add public art', and 'add news / reviews'. The middle column features a 'my comment' header, a welcome message, and a list of galleries/museums and resources. The right column contains an 'about me' section with 'User Details', 'PayPal Account', and 'Statistics', followed by a 'my favourites' section listing various categories like galleries/museums, resources, artists/curators/writers, bars/restaurants, hotels, exhibitions, events/education, and news/reviews. A table of exhibitions is also visible, listing titles like 'Start Your Collection!', 'Drawn Apart East', 'Hideaway', 'Close at Hand', 'Just look at yourself!', 'Winter Exhibition', 'Salon Connexions', 'Reconsidered', 'Hotel vacation', 'Field', 'Self-sufficient', 'Drip Grot', 'Summer exhibition 2006', 'Hare-sprayed Streams', and 'In the ruins', along with their dates and icons for editing and deleting.

Your gallery **my comment** home page will look similar to this. At the top you will see various tabs. By clicking on each one you can search through the whole of **comment**.

Under **my comment** you are able to view and edit your comment summary, your profiles, your exhibitions / events, your offers, your reviews / recommendations and your agreements.

Under **add to comment** you can make a variety of additions.

By clicking on each of the exhibition titles takes you will be taken to the individual exhibition web page.

## Step 2

To edit the gallery profile click on the pencil and paper icon. You will be taken to edit gallery/museum.

**comment** / exhibitions / public art / maps / guides / galleries / museums / artists / curators / writers / events / education / news / reviews / my comment / add to comment / my favourites / hello Contemporary Art / want to sign out

**my comment**

- my profiles
- my exhibitions
- my events
- my artwork
- my collections
- my offers
- my recommendations
- my news / reviews
- my maps / guides

**add to comment**

- add galleries / museums
- add resources
- add artists / curators / writers
- add bars / restaurants
- add hotels
- add sponsors
- add maps / guides
- add exhibitions
- add events / education
- add artwork
- add collections
- add public art
- add news / reviews

**edit gallery / museum**

Type: Private Gallery

Name: Contemporary Art Projects

Address (max. 250, 235 remaining chars): 20 Rivington St

Postcode: EC2A 3DU

Country: United Kingdom

Primary Phone: 020 7738 1743

Secondary Phone:

Fax:

E-mail: info@caobjects.com

Web (one address per line):

Hours: Wed-Sun 12-6 or by appt, first Thursday 12-9

Parking:

Financing:

Director:

Type of art: Contemporary Art

Date Gallery Opened:

Short description (max. 250, 225 remaining chars): Located in a former Shoreditch furniture workshop, CAprojects works with a number of artists to stage exhibitions in the gallery and in other locations such as workspaces.

Long description (max. 3000, 2829 remaining chars):

Artists:

Add: [Save]

**about me**

**User Details**

PayPal Account

Statistics

**my favourites**

- galleries / museums
- resources
- artists / curators / writers
- bars / restaurants
- hotels
- exhibitions
- events / education
- news / reviews

Here you can edit any necessary details. Please note the city will be determined from the postcode entered, so it is not necessary to enter it in the address field.

The short description is used in printed matter. The long description is used on the website.

After making any changes click 'Save' and you will return to the my profiles page.

**comment** / exhibitions / public art / maps / guides / galleries / museums / artists / curators / writers / events / education / news / reviews / my comment / add to comment / my favourites / hello Contemporary Art / want to sign out

**my comment**

- my profiles
- my exhibitions
- my events
- my artwork
- my collections
- my offers
- my recommendations
- my news / reviews
- my maps / guides

**add to comment**

- add galleries / museums
- add resources
- add artists / curators / writers
- add bars / restaurants
- add hotels
- add sponsors
- add maps / guides
- add exhibitions

**Service has been saved**

Welcome to my comment. Here you can view and edit your comment summary, your profiles, your exhibitions / events, your offers, your reviews / recommendations and your agreements.

**galleries / museums**

Contemporary Art Projects	Hideaway	London Shoreditch / Hoxton	[Picture Icon]
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**resources**

Contemporary Art Projects (Collections)	London Shoreditch / Hoxton	[Picture Icon]
Comment Art Walks	London Shoreditch / Hoxton	[Picture Icon]
commentart.com	London Shoreditch / Hoxton	[Picture Icon]

**exhibitions**

Start Your Collection!	Contemporary Art Projects	01.08.07 - 02.09.07	[Picture Icon]
Drawn Apart East	Contemporary Art Projects	21.06.07 - 22.07.07	[Picture Icon]

**about me**

**User Details**

PayPal Account

Statistics

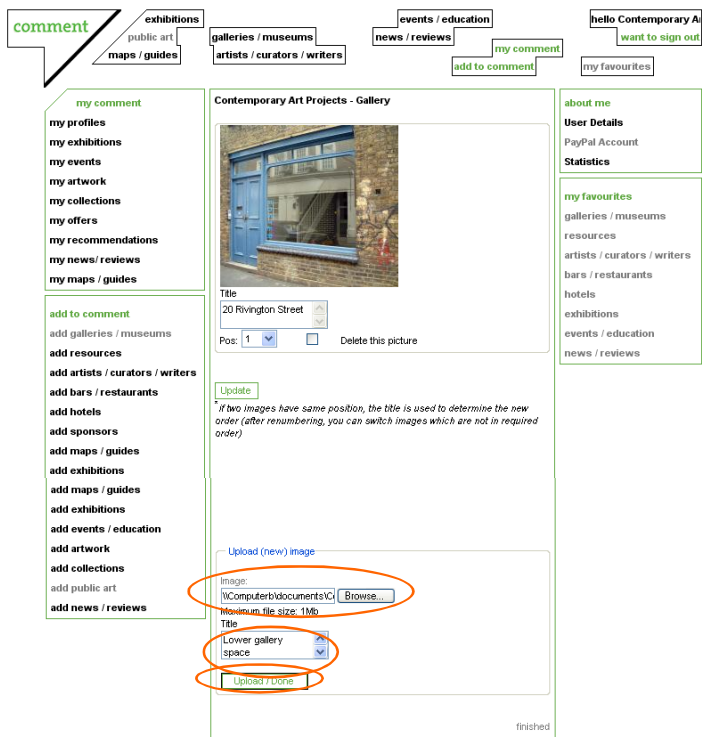
**my favourites**

- galleries / museums
- resources
- artists / curators / writers
- bars / restaurants
- hotels
- exhibitions
- events / education
- news / reviews

Here you will receive notice that your service has been saved.

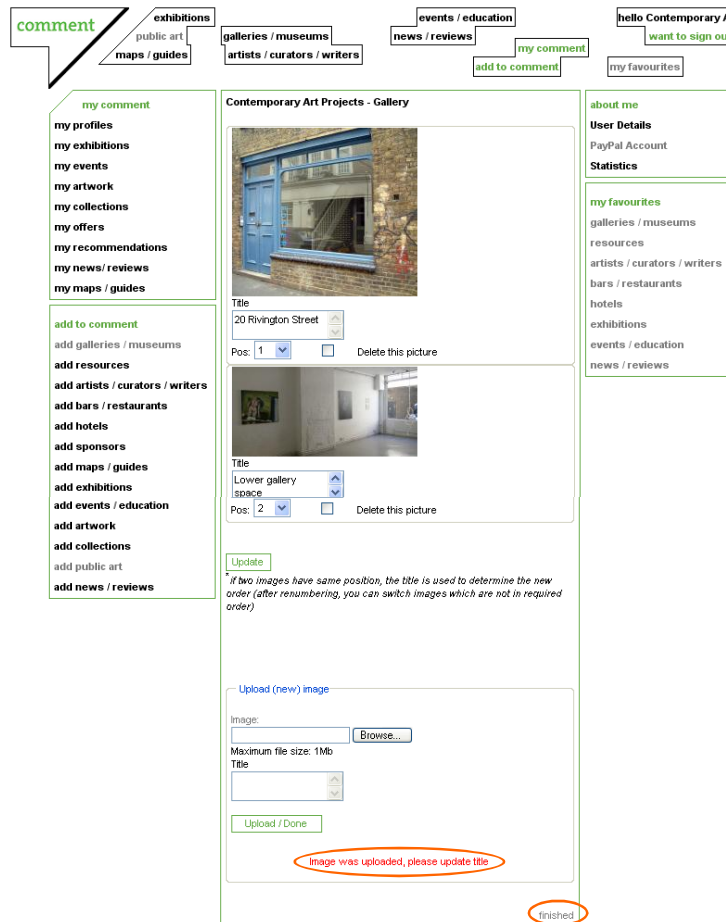
### Step 3

To add an image click on the picture icon.



Upload images by browsing your own files and inserting desired image, entering a title in field below.

Click 'Upload/Done'



Your image has been saved. Repeat the same process to add another image. Click 'finished' and you will be taken to **my profiles**.