

# Artist's Documentation v2

## 1. Adding Artworks – Originals and Limited Editions

To add an artwork you must follow these steps:

1. Login to Connecting Art with your Account & Password
2. Go to your Gallery page & select "Add Artworks"

To Artists: Only you can see the buttons below



## 3. This will open the v2 Add Artworks Page

Add Artwork for:

Please confirm your artist vendor name

Select ▼

Artwork Title \*

Artwork Description \*

Write a description of your Art that will interest a Buyer

**b** *i* [link](#) **b-quote** ~~del~~ **ins** **img** **ul** **ol** **li** **code** **more** **close tags**

Short Description

Original or Limited Edition ?

### Fill as many fields as you can – some are obligatory

4. The Fields marked with a red Asterisk (\*) must be filled in. However, it is recommended that you take the time to fill in as much as possible.

### Original or Limited Edition?

5. You can choose between adding an Original ('Simple Product') Artwork and Limited Editions ("Variable Product").

If you have Limited Editions (such as Prints) of an Original and are selling the Original too, then create a Limited Edition and include the Original as part of it.

The reason for this is so a buyer can look at all options in one place.

Note that you can also edit an existing Original and add Limited Edition variations to it at any time.

Original or Limited Edition ?

**For Limited Editions, choose Variable Product.**

If you have an **Original plus Prints/Limited Editions also select Variable** and add the Original as a Variation - so the buyer can choose

- Simple product
- Variable product

## Images

6. You must add at least one, high quality ideally Jpg, jpeg or webp image which the buyer can look at (& have a closer look at with our Zoom tool)

We'd encourage you to add Additional Images, which show the Artwork in situ (eg in a room). This often gives the buyer a better idea of how it would look.

## Categories

7. In this new release, categories are no longer one big confusing list, but are grouped for easy selection. Some must be filled out (\*), some are optional.

In each case you should choose a maximum of 3 (for checkboxes) or 1 (for 'radio buttons').

Core Artwork Type \*

Select One Option

- Collage
- Digital
- Drawing
- Event
- Furniture
- Painting
- Photograph
- Porcelain
- Sculpture

Art Medium \*

Please Select a Maximum of 3 options

- Acquainta
- Acrylic
- Assemblage
- Colour Pencils
- Enamel
- Etching
- Ink
- Japanese Brush
- Lithograph

Art Style \*

Please Select a Maximum of 3 options

- Abstract
- Architectural
- Art Deco
- Cityscape
- Collage
- Conceptual
- Contemporary
- Cubism
- Expressionism

Technique

Please Select a Maximum of 3 options

- Acquainta
- Assemblage
- Etching
- Found Objects
- Lithograph
- Mixed
- N/a
- Stucco

Delivered on \*

Material Artwork is delivered on - Select One Option

- N/a
- On Canvas
- On Card
- On Digital media
- On Paper
- On Plastic
- On Porcelain
- On PVC

- a. **Core Artwork Type ('Radio Button')**: This defines the single classification of Artwork you are adding. If you have an Original & Prints, choose the Artwork Type of the Original.
- b. **Art Medium ('Checkbox')**: What (maximum 3) mediums did you use to create the Artwork.
- c. **Art Style ('Checkbox')**: What (maximum 3) styles best describe your Artwork.
- d. **Delivered on ('Radio Button')**: What Material is your Artwork on. If you have an Original & Prints, choose the Material of the Original.
- e. **Technique ('Checkbox')**: What (maximum 3) techniques did you use to create your Artwork.

Note: If you believe there are choices that need to be added or moved in any of the categories above, please contact us ([team@connectingart.ch](mailto:team@connectingart.ch) or Chat us on the Connecting Artists WhatsApp) Why 3 Maximum on some Categories? In the Artwork pages where these will be used, no more than 3 will be shown – to avoid confusing the Buyer.

## Framing

8. If your Artwork is Framed, answer 'Yes' to the 'Artwork Framed' choice. This will then show two more choices, Frame details, where you can provide the Buyer with details of the Frame and an Image of the Frame.

Remember the cost of the Frame should be included in the overall Price.

If you want to offer the Frame as an optional choice for the Buyer, we suggest you create a 'Limited Edition' ("variable product") where you have one version unframed & one Framed, with different prices.

See below for more details on that.

Artwork Framed \*

No  Yes

Frame Details

If the Artwork is framed, please provide details about the frame and mounting.

Frame Image

Your Price \*

Define the price you want (taking into account packaging costs and selling fees)

CHF

## Price

9. Make sure that Your Price that want to receive by selling your Artwork truly reflects the amount of work, cost of materials and packaging for shipping it costs you. Also bear in mind our 25% Sales Fee.

## Height, Length, Width

10. It is important that you provide accurate dimensions for your artwork, that can give the buyer a good idea how big your Art is, what the sizes are for Shipping.  
It is also an input for our Augmented Reality tool, to show the Buyer how your Artwork may appear on their wall.  
**Artwork Height & Length:** How many centimetres in each dimension the Artwork is, when standing in the intended way  
**Artwork Width:** Also known as 'Depth', how many centimetres is the Artwork from front to back (minimum 1cm)

## Limited Editions / Variations on your Original Artwork

11. With this new Version of adding (and editing) Artwork, you can create Limited Editions or variations on your Original Artwork.

For Limited Editions, an example may be Prints that are delivered on various materials (Canvas, Card, Paper) or who have various sizes.

For an Original Artwork, an example may be where the Original can be delivered with or without a frame, or where you have prints of the original to sell as well.

When you select “Variable product” in the Original or Limited Edition? Option, above, you will see two additional fields, Limited Edition Attributes and Limited Edition Variations.

Limited Edition Attributes (if required)

Click the "Add Attribute" button below to add attributes to your product

Add Attribute

Limited Edition Variations (if required)

Before you can add a variation you need to add some variation attributes.

To get started with creating a Limited Edition, you need to Add all relevant Attributes that will be used to create the Variations (or ‘Limited Editions’).

**Don't Press the Save Changes Button until you have added all Attributes you want to define.**

Passpartout etc but before packaging  cm

Passpartout etc but before packaging  cm

Frame

Artwork Weight \*

The Weight of the Artwork in tenths of a Kilo (0.1 Kg)

Limited Edition Attributes (if required)

Click the "Add Attribute" button below to add attributes to your product

- Custom Product Attributes
- Edition Height
- Edition Length
- Edition Material
- Edition Total Count
- Edition Type
- Edition Weight
- Edition Width
- Stockstatus

Add Attribute Save

First, press the Add Attribute button and select from the default list of Attributes you want to create a limited edition with.

You define things like Price and Description for each Variation, in the “Limited Edition Variations”, once you have specified each attribute that you want to use.

Edition Height: If the Limited Edition Height is different from the Original Height, specify it here.

Edition Length: If the Limited Edition Length is different from the Original Length, specify it here.

Edition Material: Specify Canvas, Card, Paper etc here (add other materials as required by clicking on Add new Edition Material)

Edition Total Count: The Total Number for each edition. Here you need multiple values. For example the Original will be 1, but for other editions you will define multiple copies (for example 5, 10 etc).

Edition Type: The default options are Original and Print. But you can specify your own description (eg Lithograph) by clicking on “Add new Edition Type”.

Edition Weight: If the Limited Edition Weight is different from the Original Weight – and it most likely will be - specify it here.

Edition Width: If the Limited Edition Width is different from the Original Width, specify it here.

Stockstatus: Please ignore – this will be removed shortly.

## Choose the Values for each Attribute

Limited Edition Attributes

Select Attributes that match your Limited Edition

1 Edition Type

Visible on the product page  
 Used for variations

For Limited Editions

Greetings Card  
Original  
Print

Add Attribute Save Your Limited Edition Attributes

Click on the box under “For Limited Editions” and you will see a list of default values for the chosen attribute.

You can add the one you want by selecting it & if you select one by mistake, click on the ‘x’ left of the value chosen.

Limited Edition Attributes

Select Attributes that match your Limited Edition

1 Edition Type

Visible on the product page  
 Used for variations

For Limited Editions

× Original × Print

Add new Edition Type

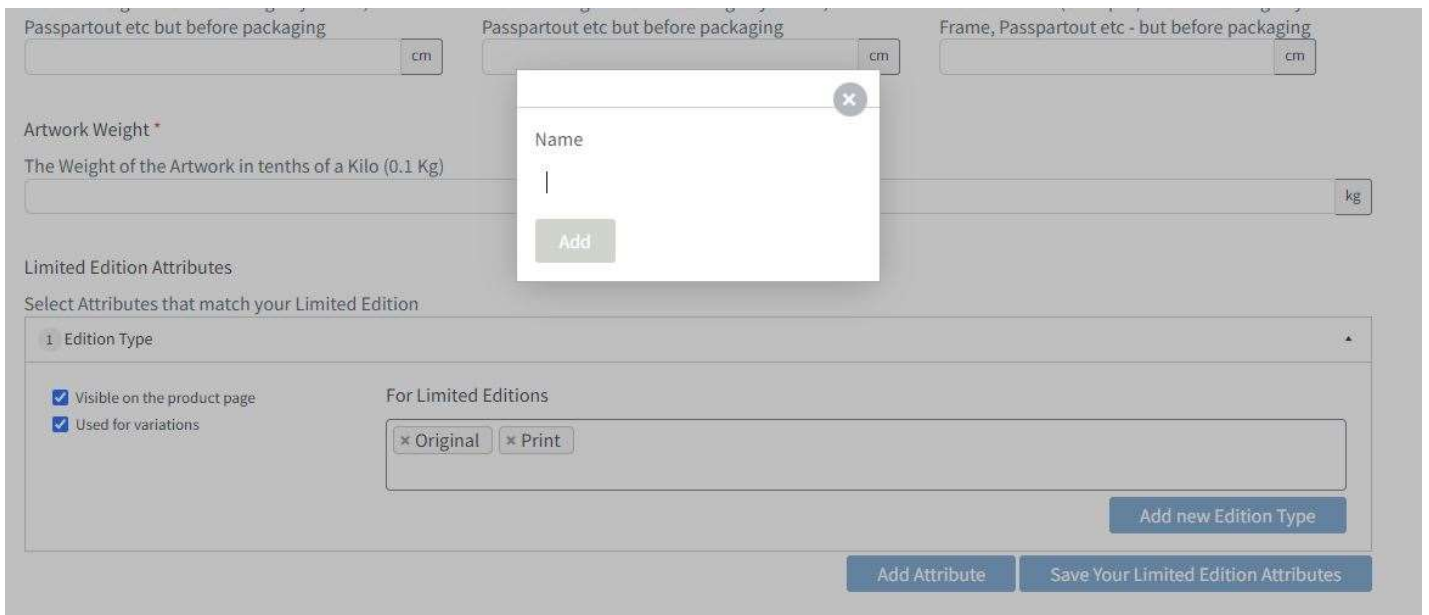
Add Attribute Save Your Limited Edition Attributes

## Don't see all the attribute Values for your Limited Edition?

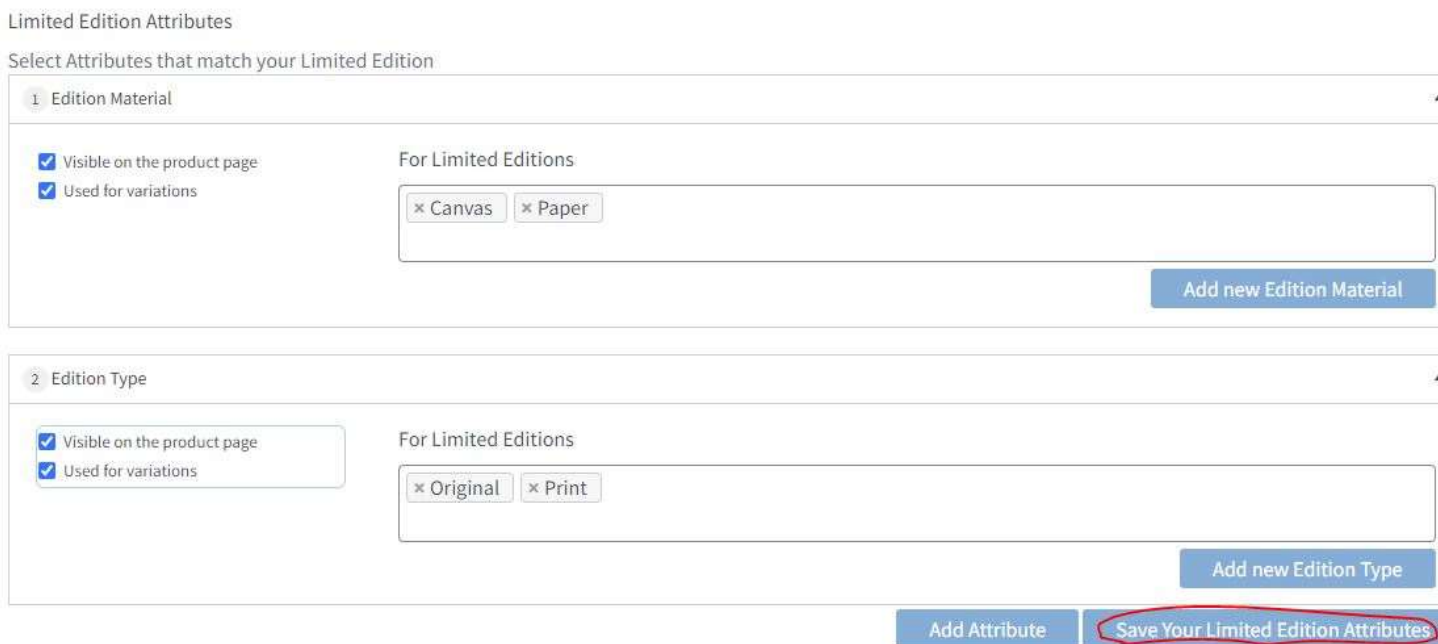
You can create attribute values of your own to use in a Limited Edition. Click on “Add new <attribute>” button and create your own.

If the list of Attributes from “Add Attribute” is not sufficient for your needs, let us know ([team@connectingart.ch](mailto:team@connectingart.ch) or Chat us on the Connecting Artists WhatsApp) we can easily add more.

Click on (in this example) “Add new Edition Type”



Create a set of Attributes and **click on ‘Visible on the product page’** ( so the buyer can see them) **and ‘Used for variations’** (so Limited editions/variations can be generated using them).



**When finished creating all attributes and only when you’ve finished doing this**, press ‘Save your Limited Edition Attributes’, so you can move on to creating the Limited Editions/Variations

Note if you make a mistake and don’t create all attributes then:

- If you haven’t started adding variations, just go and add new attributes
- If you have started addition variations, finish off creating them with attributes you have and then edit the Artwork to add more Attributes & create more Limited Edition/Variations.

Once you have pressed “Save your Limited Edition Attributes”, the “Add Variations” button will appear and you can start creating Limited Editions/Variations

### Limited Edition Variations

Click the "Add Variation" button below to add variations to your product

Add Variation

Save the Variations you've created

Once you Add variations you can create Limited Editions/Variations by choosing one selection from each of the Attribute drop down list (1) below.

For this combination, provide a Description and Price And (available) stock quantity. If you think you need more options here, let us know.

When finished, press Add Variation and you will be given the opportunity to create another Limited Edition/Variation.

### Limited Edition Variations

#23024

- Any Edition Material... - ✓ 1

- Any Edition Type... - ✓ 1

Description

2

Price

3

Stock Quantity

4

5 Add Variation Save the Variations you've created

When you have created all Limited Editions/Variations you want, press the "Save the Variations you've created" button of the "Limited Edition Variations".

This will automatically create separate Limited Editions, that will be displayed as options that the buyer can select under the Parent Artwork on the page where the buyer can buy the artwork.

### Submit your Artwork

Save your Artwork

Once finished providing the Artwork details and saving the Variations changes, don't forget to press the Save your Artwork Button.

### 12. Any Issues or Questions

Don't hesitate to contact us via [team@connectingart.ch](mailto:team@connectingart.ch) or WhatsApp



## 2. Editing Artworks – Originals and Limited Editions

To add an artwork you must follow these steps:

1. Login to Connecting Art with your Account & Password
2. Go to your Gallery page & select “Edit Artworks”



You can Edit any existing Artworks you have created from your ‘Gallery View’ which comes up when you click on Edit Artworks.

Click on the “Edit Artwork” Button in Gallery view under the item you wish to edit.

This brings up a form very similar to “Add Artwork”.

### Marking an Artwork as Sold

If you want to mark an Original Artwork or Limited Edition/Variation as Sold Set the ‘Quantity Available’ for an Original or ‘Stock Quantity’ for a Limited Edition to Zero (0).

### Editing an Artwork

Editing an Artwork is very similar to adding one. Note that for any of the fields that are new (like Categories) you must fill out the obligatory ones before saving the Artwork.

### Adding a Limited Edition/ Variation on your Original

If you want to add a Variation to your Original Artwork (eg Prints on various media), choose “Variable Product” under “Original or Limited Edition?”.

You will then see the Limited Edition Attributes, which you must fill out first before adding the Variations. See **Limited Editions / Variations on your Original Artwork** in Add Artwork above, for the steps involved.

### Saving the Edited Artwork

Once you have edited all the bits you need to, press the “Save your Edited Artwork” button at the bottom to save your changes.



Save your Edited Artwork