

Database Instructions

To enter database:

1. go to <http://orchard47.org/cpanel/>
2. Username: orchard 4,
Password: hr7dca4or
3. Click icon MySQL Databases
(three over, three down)



MySQL
Databases

4. Near the bottom, there is a 'phpMyAdmin' link. Click that.

MySQL Account Maintenance

Databases:

orchard4_orchardsite [Delete](#) [Check](#) [Repair](#)

User: Db:

Privileges: ☒ ALL ☐ ALTER ☐ CREATE TEMPORARY TABLES ☐
☐ CREATE ☐ DELETE ☐ DROP ☐ SELECT ☐ INSERT ☐ UPDATE ☐
☐ REFERENCES ☐ INDEX ☐ LOCK TABLES

Db:

Users:

orchard4_orchard [Delete](#)

UserName:

Password:

Access Hosts:

localhost


Host (% wildcard is allowed):

[phpMyAdmin](#)

You can use phpMyAdmin to administrate your MySQL databases in a web based environment.

[\[Go Back \]](#)

You will arrive here:



orchard4_orchardsite (3)

- image
- press
- shows

Welcome to phpMyAdmin 2.6.4-pl2

MySQL 4.1.19-standard running on localhost as orchard4@localhost

MySQL

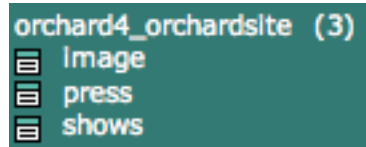
- Create new database: **No Privileges**
- Show processes
- Character Sets and Collations
- Storage Engines
- Databases
- Export
- Log out

phpMyAdmin

- Language: English (en-utf-8)
- MySQL charset: **UTF-8 Unicode (utf8)**
- MySQL connection collation: utf8_general_ci
- Theme / Style: Green/Orange
- phpMyAdmin documentation
- Official phpMyAdmin Homepage
- [\[ChangeLog\]](#) [\[CVS\]](#) [\[Lists\]](#)

To Enter New Show

1. Click 'shows' link in the left green column



It will look like this:

Server: localhost Database: orchard4_orchardsite Table: shows

Tools: Browse Structure SQL Search Insert Export Operations Empty Drop

Field	Type	Collation	Attributes	Null	Default	Extra	Action
<input type="checkbox"/> time	varchar(255)	latin1_swedish_ci		No			
<input type="checkbox"/> name	varchar(255)	latin1_swedish_ci		No			
<input type="checkbox"/> id	int(11)			No	auto_increment		
<input type="checkbox"/> title	varchar(255)	latin1_swedish_ci		No			
<input type="checkbox"/> type	varchar(255)	latin1_swedish_ci		No			
<input type="checkbox"/> date	varchar(255)	latin1_swedish_ci		No			
<input type="checkbox"/> organizedby	varchar(255)	latin1_swedish_ci		No			
<input type="checkbox"/> misc	text	latin1_swedish_ci		No			
<input type="checkbox"/> info	text	latin1_swedish_ci		No			

Check All / Uncheck All With selected:

Print view Propose table structure

Add 1 field(s) At End of Table At Beginning of Table After time Go

Indexes:				
Keyname	Type	Cardinality	Action	Field
PRIMARY	PRIMARY	25		id

Create an Index on 1 columns Go

Space usage:	
Type	Usage
Data	76,624 Bytes
Index	2,048 Bytes
Total	78,672 Bytes

Row Statistics:	
Statements	Value
Format	dynamic
Collation	latin1_swedish_ci
Rows	25
Row length	3,064
Row size	3,147 Bytes
Next Autoindex	29
Creation	Aug 14, 2006 at 11:41 PM
Last update	Aug 16, 2006 at 05:23 PM

3. **To add a new row** click the green 'Insert' tab at the top of the page.
It will look like:

Server: localhost ▶ Database: orchard4_orchardsite ▶ Table: shows

Browse
 Structure
 SQL
 Search
 Insert
 Export
 Operations
 Empty

Field	Type	Function	Null	Value
time	varchar(255)	<input type="text"/>		<input type="text"/>
name	varchar(255)	<input type="text"/>		<input type="text"/>
id	int(11)	<input type="text"/>		<input type="text"/>
title	varchar(255)	<input type="text"/>		<input type="text"/>
type	varchar(255)	<input type="text"/>		<input type="text"/>
date	varchar(255)	<input type="text"/>		<input type="text"/>
organizedby	varchar(255)	<input type="text"/>		<input type="text"/>
misc	text	<input type="text"/>		<input type="text"/>
info	text	<input type="text"/>		<input type="text"/>

You do not ever need to use/change the dropdown menus under the 'Function' column. You will only edit the input fields in the 'Value' column.

Field Name What it is

time for shows: enter 'past', 'current', or 'future'

time	varchar(255)	<input type="text"/>		past
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for artists: enter nothing

name name that will show up in the list
for shows: enter show' name
for artists: enter artist's name

id

never need to change this, it is automatic

id	int(11)	<input type="text"/>	<input type="text"/>
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title

what name will show up in bold
If the name will fit in one line, add '
' in front of the title, as seen here:

title	varchar(255)	<input type="text"/>	<input type="text" value="
R.H. Quaytman"/>
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If the name is too long to fit in one line, do not add '
'; as seen ehre:

title	varchar(255)	<input type="text"/>	<input type="text" value="Painters Without Paintings and Paintings Without"/>
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type

for shows: enter 'show'

type	varchar(255)	<input type="text"/>	<input type="text" value="show"/>
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for artists: enter 'artist'

type	varchar(255)	<input type="text"/>	<input type="text" value="artist"/>
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date

for shows: enter date of show in this format:
Month Day–Month Day, Year
Example:

date	varchar(255)	<input type="text"/>	<input type="text" value="December 10 &ndash;January 15, 2006"/>
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HTML will read '–,' as an ndash

organizedby

for shows: enter names of people who organized show in this format:
Organized By: First Name Last Name, etc.
Example:

organizedby	varchar(255)	<input type="text"/>	<input type="text" value="Organized By: Gareth James"/>
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misc

for shows & artists: enter whatever extra information there is that has no input field provided. Apply HTML formatting codes*.

Examples:

a.

misc	text	<input type="text"/>	Artists: BANK, Simon Bedwell, J. St. Bernard, Daniel Buren, Merlin Carpenter, Nicolás Guagnini, Jutta Koether, Michael Krebber, Lucy McKenzie, R.H. Quaytman, Blake Rayne, John Russell, Reena Spaulings, Cheyney Thompson
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b.

misc	text	<input type="text"/>	Orchard, 47 Orchard St. 10002 212 219-1061 or 212 243 6514 rhq@mac.com
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info


main body text


Apply HTML formatting codes*.

Example:

info	text	<input type="text"/>	Like the son of William Tell, standing there nervously with an apple perched on his head, caught between The State and its brutal enforcement of the Law (metonymically represented by a hat on a pole) and the distended individualism of his father, Orchard makes an attempt at a painting exhibition.
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To Edit Already Stored Information



-To edit old information, press the 'pencil' icon  next to the show/artist you would like to change.

- To delete an entire row, click the 'x' button  next to the show/artist you would like to delete.

For Example, to change the status of a show:

1. After clicking the 'browse' tab , find the row containing the item you would like to edit. Say we want to change the status of

the 'Sylvia Rivera Law Project Art Opening Show' from 'future' to 'current'.

<input type="checkbox"/>			future	Sylvia Rivera Law Project Art Opening	27	Sylvia Rivera Law Project Art Opening	show	October 22–29, 2006			
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- Click the 'pencil' icon  on the left of this row.
- In the 'time' row, change future to current.



Before(notice 'time' field):

Field	Type	Function	Null	Value
time	varchar(255)	<input type="text"/>		future
name	varchar(255)	<input type="text"/>		Sylvia Rivera Law Project Art Opening
id	Int(11)	<input type="text"/>		27
title	varchar(255)	<input type="text"/>		Sylvia Rivera Law Project Art Opening
type	varchar(255)	<input type="text"/>		show
date	varchar(255)	<input type="text"/>		October 22–29, 2006
organizedby	varchar(255)	<input type="text"/>		
misc	text	<input type="text"/>		
info	text	<input type="text"/>		

After:

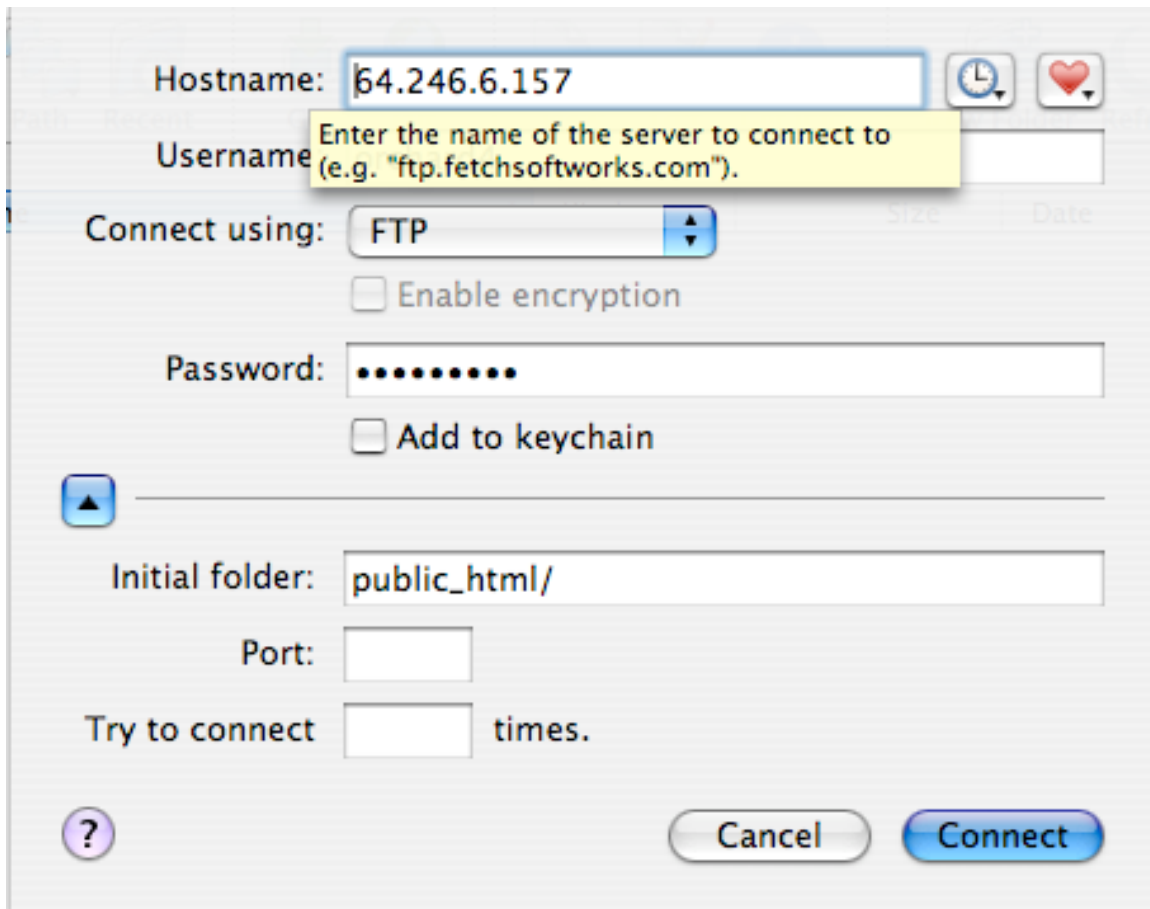
time	varchar(255)	<input type="text"/>		current
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- Press 'Go' to save changes. Now the row under the 'browse' page will look like:

<input type="checkbox"/>			current	Sylvia Rivera Law Project Art Opening	27	Sylvia Rivera Law Project Art Opening	show	October 22–29, 2006			
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To Connect to Orchard47.org Server

1. Connect to server via Fetch, or other FTP program.
2. Hostname: 64.246.7.157
Username: orchard4
Connect using: FTP
Leave 'Enable encryption' unchecked
Password: hr7dca4or
Check 'Add to keychain'
Initial folder: public_html/
Port: leave empty
Try to connect: leave empty



The screenshot shows the 'Fetch' FTP client connection window. The 'Hostname' field is filled with '64.246.6.157'. The 'Username' field is empty, with a yellow tooltip that reads 'Enter the name of the server to connect to (e.g. "ftp.fetchsoftworks.com")'. The 'Connect using' dropdown is set to 'FTP'. The 'Enable encryption' checkbox is unchecked. The 'Password' field is filled with ten dots. The 'Add to keychain' checkbox is unchecked. The 'Initial folder' field is filled with 'public_html/'. The 'Port' field is empty. The 'Try to connect' field is empty, followed by the text 'times.'. At the bottom, there is a help icon (question mark in a circle), a 'Cancel' button, and a 'Connect' button.

Hostname: 64.246.6.157

Username: Enter the name of the server to connect to (e.g. "ftp.fetchsoftworks.com").

Connect using: FTP

☐ Enable encryption


Password:

☐ Add to keychain

Initial folder: public_html/

Port:

Try to connect times.

 Cancel Connect

3. Press 'Connect'

To Add Images to Server

1. connect to server
2. doubleclick 'images' folder
3. double click 'photos' folder
4. drag image from your computer to this folder

IMPORTANT: When naming images, do not use spaces. Instead, always use underscores.

Example:

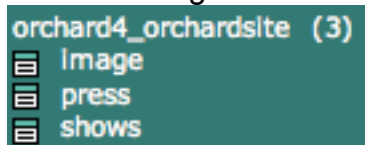
Andrea_Louise_Part1.jpg


NOT

Andrea Louise Part1.jpg

To Add Images to Database

1. Click on 'image' in left hand column



2. Click on the 'insert' tab 

3.

<u>Field Name</u>	<u>What it is</u>
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id

never need to change this, it is automatic

id	Int(11)	<input type="text"/>
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show_name

Enter name of show associated with image.

show_name	varchar(255)	<input type="text" value="Heard Not Seen"/>
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artist_name

Enter name of artist(s) associated with image.

artist_name	varchar(255)	<input type="text"/>
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title

Enter title of image.

title	varchar(255)	<input type="text" value="Title."/>
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image

Enter url of image.

Url of image is:

<http://www.orchard47.org/images/photos/nameofpicture.jpg>

image	varchar(255)	<input type="text" value="http://www.orchard47.org/images/photos/Auton"/>
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caption

Enter information that will show up as caption underneath image. Apply HTML Formatting Codes* here.

caption	text	<input type="text"/>	<div>Title, date.</div>
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To Add Press to Server

1. connect to server
2. doubleclick 'press folder
3. drag pdf/word file from your computer to this folder

IMPORTANT: When naming images, do not use spaces. Instead, always use underscores.

Example:

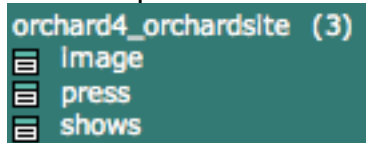
Andrea_Louise_Part1.pdf


NOT

Andrea Louise Part1.pdf

To Add Press to Database

1. Click on 'press' in left hand column



2. Click on the 'insert' tab 

3. **Field Name** **What it is**

topic

Name of show/artist press targets.

topic	varchar(255)	<input type="text"/>	Vera
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title

Title of article

title	varchar(255)	<input type="text"/>	Art In Review
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publication

Where article was published

publication	varchar(255)	<input type="text"/>	The New York Times
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date

Date of article publication

date	varchar(255)	<input type="text"/>	Monday, July 10, 2006
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article

Actual body text of article. Apply HTML Formatting Codes* here

article	text	<input type="text"/>	<div>The single work in Jason Simon's exhibition is a 25-minute video interview with a woman named Vera that explores her addiction to shopping. Vera, who looks about 30, is attractive, intelligent and articulate about how she shops, what she shops for and what shopping means to her.</div>
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idpress

No need to ever change this; its automatic

idpress	Int(11)	<input type="text"/>	1
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HTML Formatting Codes

element	code
line break	
(new paragraph)	
bold	
italic	<i></i>
mdash	—
ndash	–
ü	ü
á	á

For more foreign accents etc, visit <http://www.starr.net/is/type/htmlcodes.html>

How To Use Codes

Example Paragraphs:

PART ONE began May 11 with Andrea Fraser's performance over seven days of *May I Help You?*, 1991/2005, in the context of an exhibition-in-process including works by Luis Camnitzer, Moyra Davey, Gareth James, Nicolàs Guagnini, Louise Lawler, Allan McCollum, John Miller, Christian Philipp Müller, Jeff Preiss, R.H. Quaytman, Martha Rosler, Daniela Rossell, Jason Simon, and Lawrence Weiner. Performances were held during gallery hours May 11–15, 18, 19. The exhibition remained on view May 20–22, May 25–29.

May I Help You? was first performed at American Fine Arts, Co., New York, in January–February 1991 in the context of an exhibition produced in cooperation with Allan McCollum.

With Code:

PART ONE began May 11 with Andrea Fraser's performance over seven days of *May I Help You?*, 1991/2005, in the context of an exhibition-in-process including works by Luis Camnitzer, Moyra Davey, Gareth James, Nicolás Guagnini, Louise Lawler, Allan McCollum, John Miller, Christian Philipp Müller, Jeff Preiss, R.H. Quaytman, Martha Rosler, Daniela Rossell, Jason Simon, and Lawrence Weiner. Performances were held during gallery hours May 11–15, 18, 19. The exhibition remained on view May 20–22, May 25–29.

May I Help You? was first performed at American Fine Arts, Co., New York, in January–February 1991 in the context of an exhibition produced in cooperation with Allan McCollum.