DATABASE INSTRUCTIONS

Setting up Workspace:
1.   in an internet browser window, go to http://orchard47.org
2.   in a different browser window, go to http://orchard47.org/cpanel
3.   place windows side by side in order to check the changes you've made

To enter database:

1.   go to http://orchard47.org/cpanel/
2.   Username: orchard4,
      Password: hr7dca4or
3.   Click icon MySQL Databases
      (three over, three down)

       MySQL
       MySQL
     Databases

     You will arrive here:

Databases:

orchard4_orchardsite Delete Check Repair

User: | orchard4_orchard ▼ | Db: | orchard4_orchardsite ▼ |

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

| Add User to Db |

Db: | _____ | | Add Db |

Users:

orchard4_orchard Delete
UserName: | _____ |
Password: | _____ |
| Add User |

Access Hosts:

localhost
Host (% wildcard is allowed): | _____ |
| Add Host |

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phpMyAdmin

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

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4.   Near the bottom, there is a 'phpMyAdmin' link (highlighted above). Click
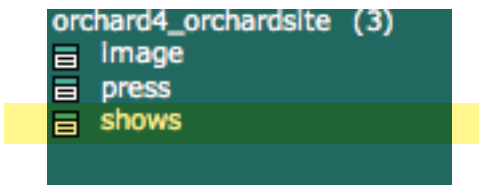   this link.

5. After you've pressed 'phpMyAdmin', you will have arrived at the database. It will look like this:
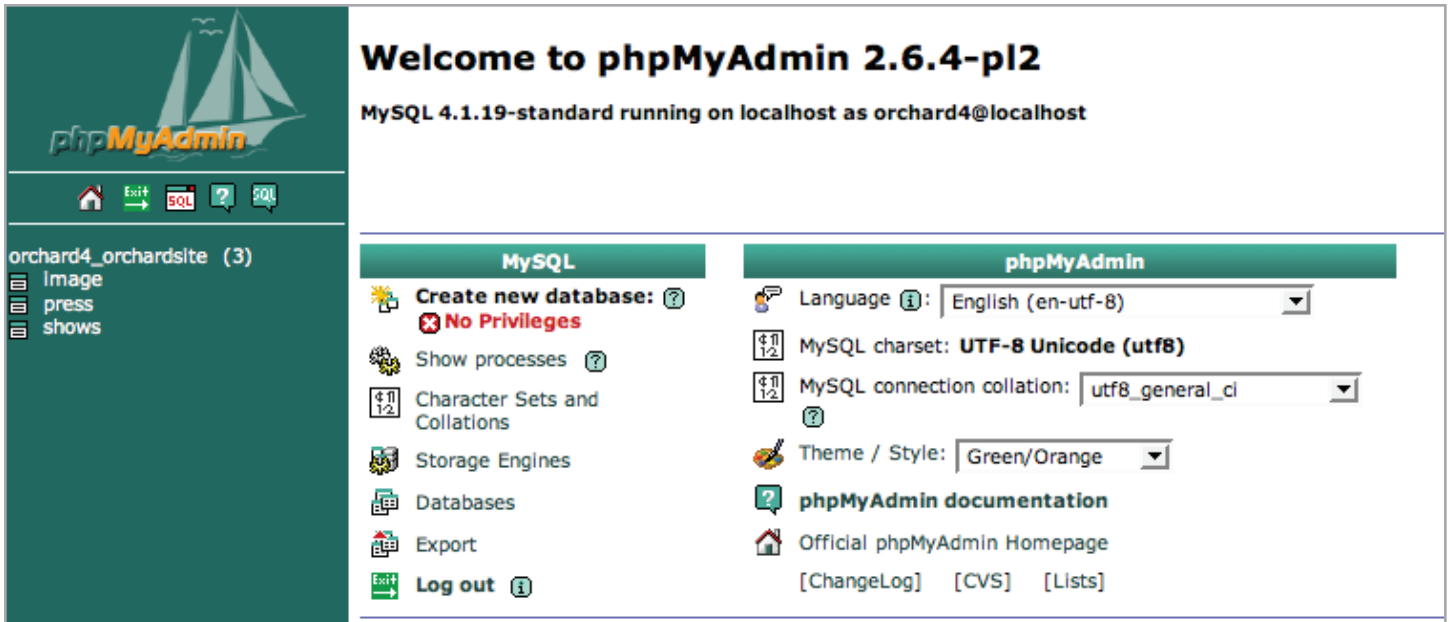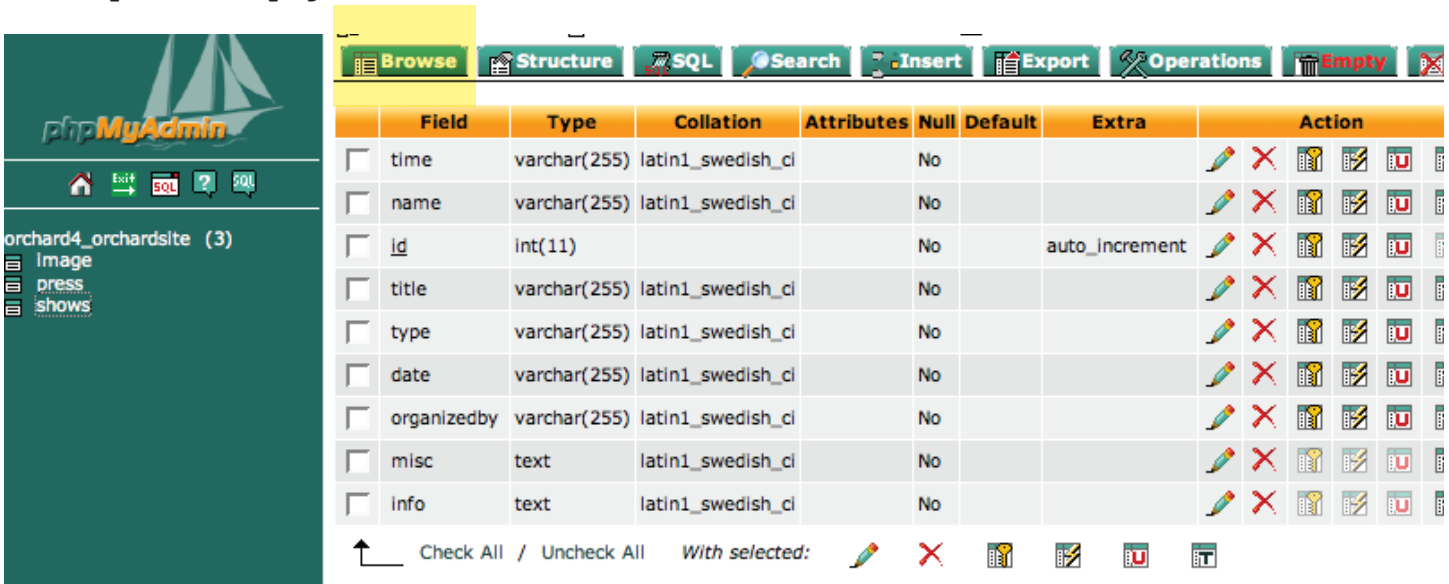

You are now in the database!!

To Enter A New Show or Artist

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

2. You will arrive here after clicking 'shows'. Click the green 'Browse' tab at the top of the page.

After you click 'Browse' It should look like this:

Server: localhost ▸ Database: orchard4_orchardsite ▸ Table: shows

| Browse | Structure | SQL | Search | Insert | Export | Operations |

Showing rows 0 - 24 (25 total, Query took 0.1298 sec)

SQL query:
SELECT *
FROM `shows`
LIMIT 0 , 30

[Edit] [Explain SQL] [Create PHP Code] [Refresh]

Show : 30 row(s) starting from record # 0
in horizontal ▼ mode and repeat headers after 100 cells
Sort by key: None ▼ Go

←T→	time	name	id	title	type
☐ ✏ ✗	past	Vera	1	 Vera	show April 2006
☐ ✏ ✗	past	Heard Not Seen	2	 Heard Not Seen	show March 2006
☐ ✏ ✗	past	Having Been Described In Words	3	Having Been Described In Words	show Janua 5, 20(
☐ ✏ ✗		Rhea Anastas	5	 Rhea Anastas	artist
☐ ✏ ✗		Moyra Davey	6	 Moyra Davey	artist

3.   To add a new row (either an artist or show) click the green 'Insert' tab at the top of the page.
       After clicking 'insert' It will look like this:

| Browse | Structure | SQL | Search | Insert | Export | Operations | Empty | Drop |

Field	Type	Function	Null	Value
time	varchar(255)	▼		
name	varchar(255)	▼		
id	int(11)	▼		
title	varchar(255)	▼		
type	varchar(255)	▼		
date	varchar(255)	▼		
organizedby	varchar(255)	▼		
misc	text	▼		

orchard4_orchardsite (3)
Image
press
shows

You'll never need to use/change the dropdown menus under the 'Function' column. You will only edit the input fields in the 'Value' column.

4.   **FIELD NAME**   **What it is**

   TIME   this will determine which column the show will appear
                                 in the website:

Current Exhibition:
Nicolás Guagnini: The Middle Class Goes to Heaven
Dan Graham: Death by Chocolate

Future Exhibition:
Sylvia Rivera Law Project Art Opening
Zoe Leonard, Petra Wunderlich, Christian Philipp Müller

Past Exhibitions:
Vera
Heard Not Seen
Having Been Described In Words
Part One
Part Two
Part Three, "Last Minute"
September 11. 1973.
Michael Asher, film screening
Stephan Pascher, Lucky Chairs
Small Works For Big Change
Painters Without Paintings and Paintings Without Painters
Reality/Play

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

time	varchar(255)	▼	past

for artists: enter nothing

time	varchar(255)	▼	

   ID   never need to change this, it is automatic

Id	Int(11)	▼	

NAME

this is the name of the artist/show that will the html will reference to. what you input in this field will not show up on the site. It is used purely for html purposes. When inputing the name of an artist/show, do not use accents and/or symbols.

| name | varchar(255) | ▼ | Christian Philipp Muller |

NAME2

name of the artist/show that will show up in these lists on orchard47.org:

Orchard

47 Orchard Street
NYC, NY 10002
(212) 219–1061
contact@orchard47.org

F train to East Broadway
or B, D to Grand
Gallery Hours: Thurs–Sun 1 to 6

Rhea Anastas
Moyra Davey
Andrea Fraser
Nicolás Guagnini
Gareth James
Christian Phillip Müller
Jeff Preiss
R.H. Quaytman
Karin Schneider
Jason Simon
John Yancy, Jr.
Anonymous

Current Exhibition:
Nicolás Guagnini: The Middle Class Goes to Heaven
Dan Graham: Death by Chocolate

Future Exhibition:
Sylvia Rivera Law Project Art Opening
Zoe Leonard, Petra Wunderlich, Christian Philipp Müller

for artists: enter artists' name, WITH accents*

| name2 | varchar(255) | ▼ | Christian Phillip Müller |

for shows: enter show name, WITH accents*

| name2 | varchar(255) | ▼ | Part Three, "Last Minute" |

| name2 | varchar(255) | ▼ | Nicolás Guagnini: The Middle Class Goes |

TITLE   This title will show up as the headline in the right-most column on the orchard47.org site. Use symbols in this field*

If the name will fit in one line, add '<br>' in front of the title:

Example A
On website:

Nicolás Guagnini

In database:

title	varchar(255)	▼	 Nicolás Guagnini

Example B
On website:

Painters Without Paintings and Paintings Without Painters

In database:

title	varchar(255)	▼	Painters Without Paintings and Paintings Without...

TYPE   for shows: enter 'show'

type	varchar(255)	▼	show

for artists: enter 'artist'

type	varchar(255)	▼	artist

DATE   for shows: enter date of show in this format:
                             Month Day–Month Day, Year
                             (HTML will read '–' as an ndash)

On website:

December 10 –January 15, 2006

In database:

date	varchar(255)	▼		December 10 –January 15, 2006

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

On website:

Organized By: Andrea Fraser, Christian Philipp Müller, R.H. Quaytman and Karin Schneider

In database:

organizedby	varchar(255)	▼		Organized By: Andrea Fraser, Christian Philipp M

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

On website:

Orchard, 47 Orchard St. 10002 212 219-1061 or 212 243 6514

In database:

misc	text	▼		Orchard, 47 Orchard St. 10002 212 219-1061 or 212 243 6514

INFO   main body text. Apply HTML formatting codes*.

Example:
On website:

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.

Perhaps now more than any other period in recent memory, the presumption of an immaculate self-identity between the objects that go by the name "painting" and the subjects given the name "painter" goes unquestioned. While we might welcome the new readiness to allow the practice of painting to generate its own

On database:

info	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. `  `

5. press 'go' button when finished to save.

Go

To Edit Already Stored Information

To edit old information, press the 'pencil' icon ![pencil] next to the show/artist you want to change.

To delete an entire row(artist/show), click the 'x' button ![x] next to the show/artist you want to delete.

For Example, say you want to change the status of the 'Sylvia Rivera Law Project Art Opening Show' from 'future' to 'current'.

1.   Under the 'browse' tab ![Browse] , find the row containing the item you want to edit.

2.   Click the 'pencil' icon on the left of this row.

3.   In the 'time' row, change future to current.

Before:

Field	Type	Function	Null	Value
time	varchar(255)	▼		future
name	varchar(255)	▼		Sylvia Rivera Law Project Art Opening
id	int(11)	▼		27
title	varchar(255)	▼		Sylvia Rivera Law Project Art Opening
type	varchar(255)	▼		show
date	varchar(255)	▼		October 22–29, 2006
organizedby	varchar(255)	▼		
misc	text	▼		

After:
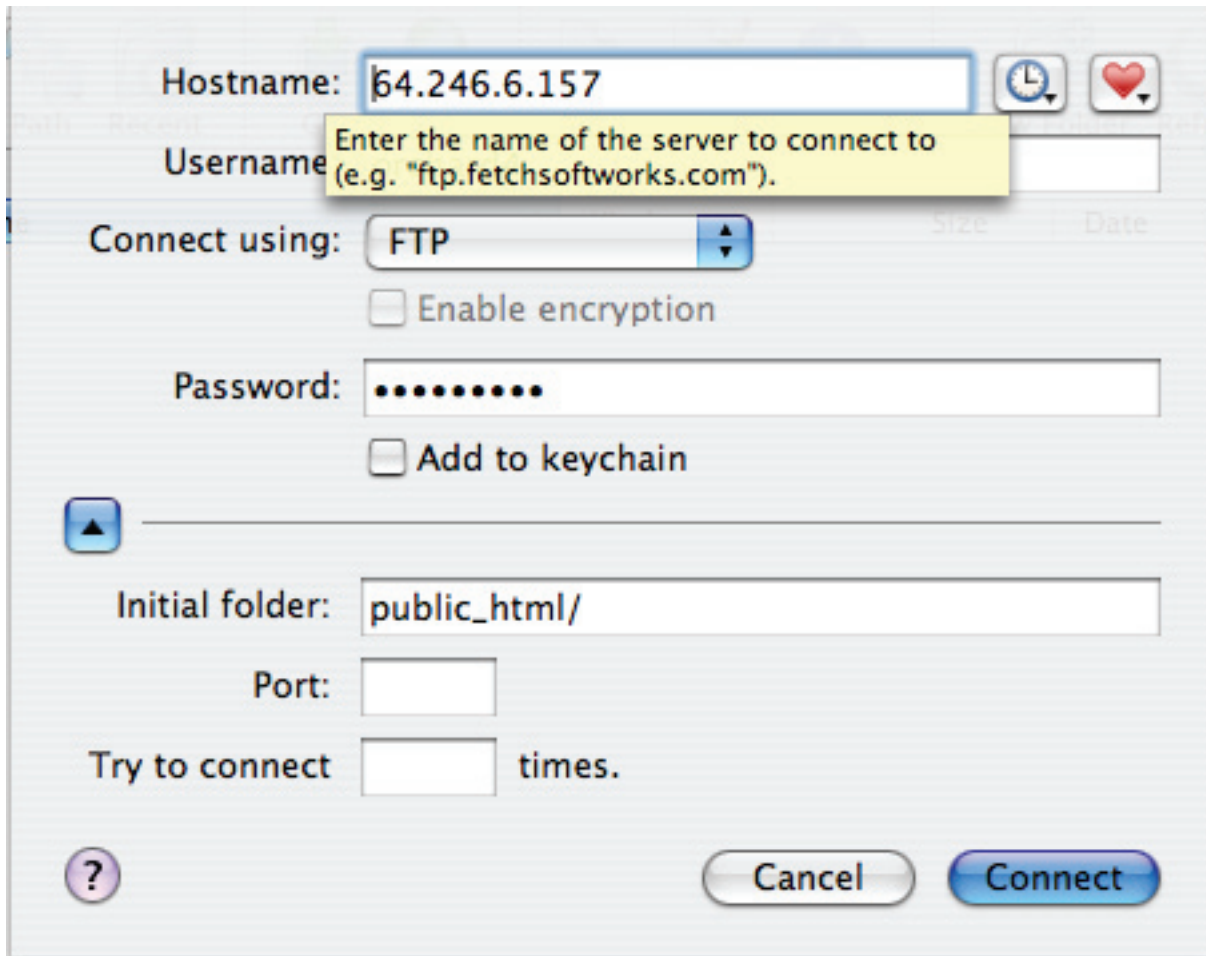
time	varchar(255)	▼		current

4. Press 'Go' to save changes. Now the row under the 'browse' page   will look like:

| ☐ | ✏ ✗ | current | Sylvia Rivera Law Project Art Opening | 27 | Sylvia Rivera Law Project
Art Opening | show | October 22–29, 2006 | |

To Connect to Orchard47.org Server

1.   Connect to server via Fetch, or other FTP program.
2.   Hostname: 64.246.6.157
      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

Hostname: 64.246.6.157

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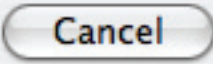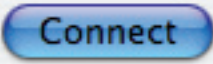
Connect using: FTP

☐ 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 uses spaces.
       Instead, always use underscores.
       Example:
       Andrea_Louise_Part1.jpg   NOT   Andrea Louise Part1.jpg

       ALSO IMPORTANT:
       Make sure the image size does not exceed 600 px wide.
       To decrease size of images in Photoshop:
       Open image in Photoshop.
       Go to the 'Image' menu, and click 'Image Size'
       Reduce width to 600 px.
       Go to File>Save for Web
       Pick jpg format at 30% quality.
       Save image.

To Add Images to Database

1.   In orchard47.org/cpanel, click on 'image' in left hand column

2.   Click on the 'insert' tab

Server: localhost ▸ Database: orchard4_orchardsite ▸ Table: image

| Browse | Structure | SQL | Search | Insert | Export | Operations |

	Field	Type	Collation	Attributes	Null	Default	Extra		
☐	id	int(11)			No		auto_increment	✎	✕
☐	show_name	varchar(255)	latin1_swedish_ci		No			✎	✕
☐	artist_name	varchar(255)	latin1_swedish_ci		No			✎	✕
☐	title	varchar(255)	latin1_swedish_ci		No			✎	✕
☐	image	varchar(255)	latin1_swedish_ci		No			✎	✕
☐	caption	text	latin1_swedish_ci		No			✎	✕

↑ Check All / Uncheck All   With selected: ✎   ✕   🔑   📝   U   T

3.   **Field Name**   What it is

      ID   never need to change this, it is automatic

| id | int(11) | ▼ | |

      SHOW_NAME   Enter name of show associated with image.

| show_name | varchar(255) | ▼ | Weiner |

      ARTIST_NAME   Enter name of artist(s) associated with image.

| artist_name | varchar(255) | ▼ | R.H. Quaytman |

      TITLE   Enter title of image.

| title | varchar(255) | ▼ | Title. |

      IMAGE   Enter url of image.
                                        Url of image is:
                          http://www.orchard47.org/images/photos/nameofpicture.jpg
                          "nameofpicture" = the name of the image you uploaded into
                          the server

| image | varchar(255) | ▼ | http://www.orchard47.org/images/photos/Quay! |

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

caption	text	▼	Title, date.

4.   Press 'go' to save changes!

Browse   **Structure**   **SQL**   **Search**   **Insert**   **Export**   **Operations**

Field	Type	Function	Null	Value
id	int(11)	▼		
show_name	varchar(255)	▼		Weiner
artist_name	varchar(255)	▼		R.H. Quaytman
title	varchar(255)	▼		Title.
image	varchar(255)	▼		http://www.orchard47.org/images/photos/Quay
caption	text	▼		Title, date.

Save	▼	**and then**	Go back to previous page	▼

💡   **Go**   Reset

To Add Press to Server

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

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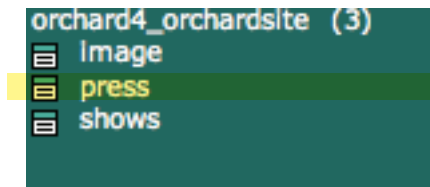
        Example:

        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) | ▼ | | R.H. Quaytman |

        TITLE   Title of article

| title | varchar(255) | ▼ | | Fake Article |

        PUBLICATION   Where article was published

| publication | varchar(255) | ▼ | | Chronicle |

DATE   Date of article publication

| date | varchar(255) | ▼ | February 11, 2993 |

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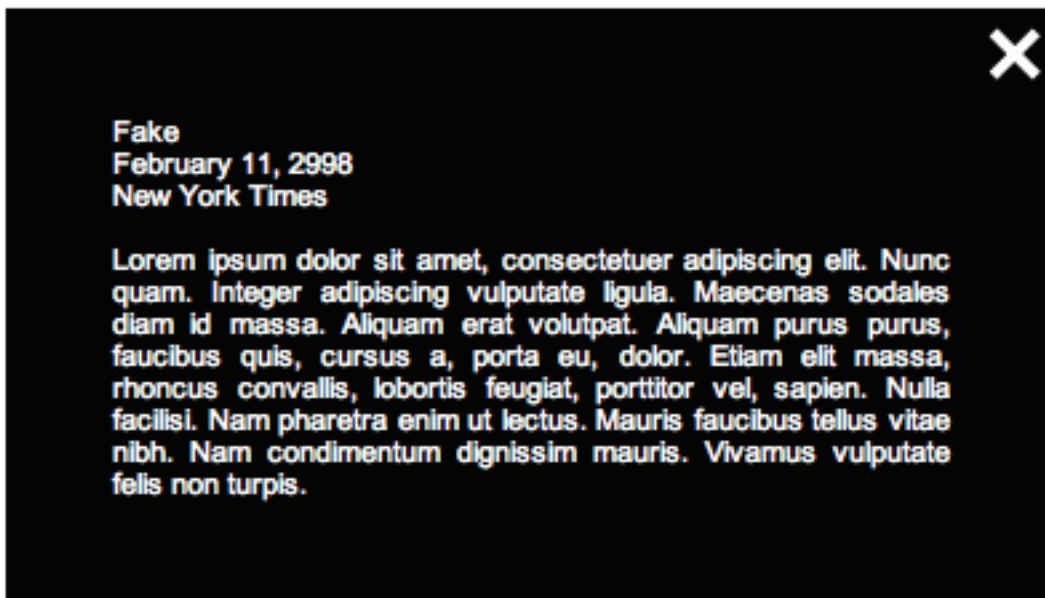   Formatting Codes* here

| article | text | ▼ | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Cras lobortis. Suspendisse potenti. Sed vitae lacus. Etiam pede. Etiam imperdiet. Etiam et erat sed risus facilisis aliquam. Fusce mattis orci. Aenean ultrices, dolor sit amet sodales semper, arcu tellus sodales purus, et imperdiet metus dolor eu nisi. Integer vitae diam varius tellus imperdiet |

IDPRESS   No need to ever change this; its automatic

| idpress | int(11) | ▼ | |

All of this will appear in the website like this
(in this case, under R.H. Quaytman):

HTML Formatting Codes

element	code
line break (new paragraph)	
bold	
italic	<i></i>
mdash	&mdash;
ndash	&ndash;
ü	&uuml;
á	&aacute;

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 <i>May I Help You?</i>, 1991/2005, in the context of an exhibition-in-process including works by Luis Camnitzer, Moyra Davey, Gareth James, Nicol&aacute;s Guagnini, Louise Lawler, Allan McCollum, John Miller, Christian Philipp M&uuml;ller, Jeff Preiss, R.H. Quaytman, Martha Rosler, Daniela Rossell, Jason Simon, and Lawrence Weiner. Performances were held during gallery hours May 11&ndash; 15, 18, 19. The exhibition remained on view May 20&ndash; 22, May 25&ndash; 29.

<i>May I Help You?</i> was first performed at American Fine Arts, Co., New York, in January&ndash;February 1991 in the context of an exhibition produced in cooperation with Allan McCollum.