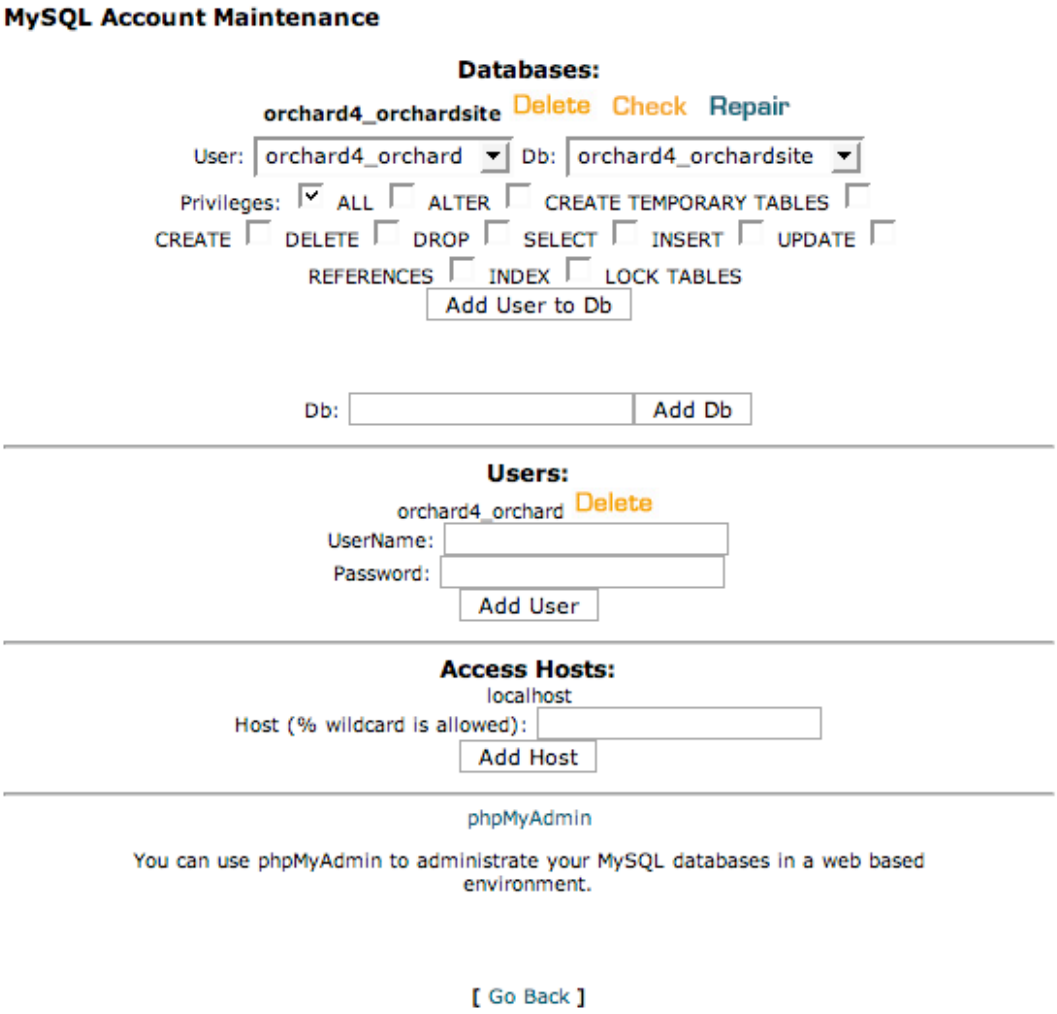
Database Instructions

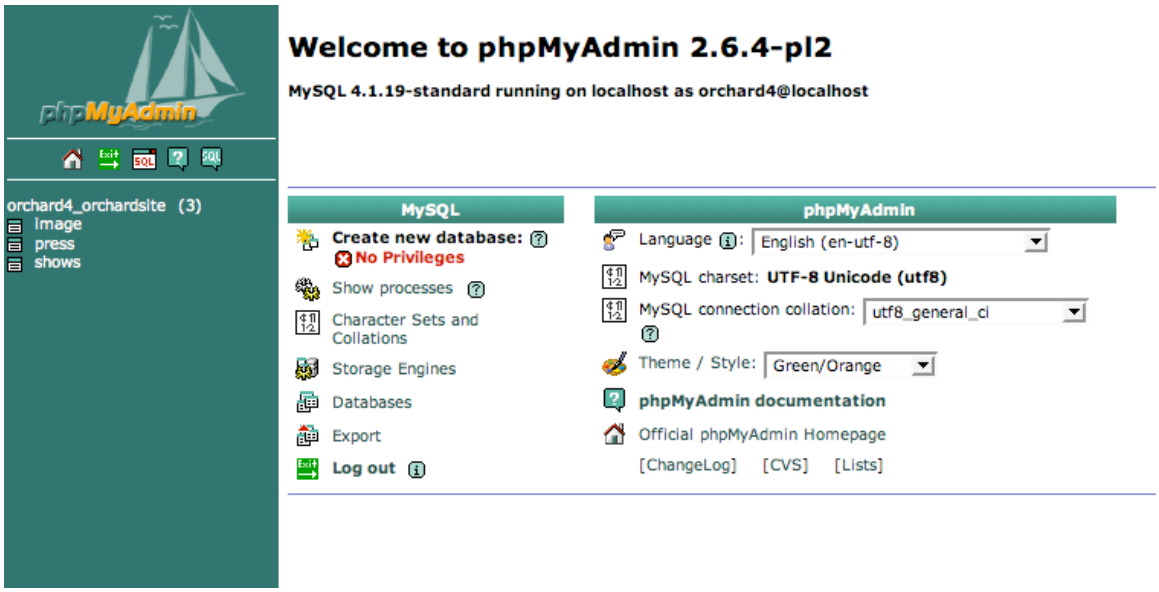
<u>To enter database:</u>

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

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

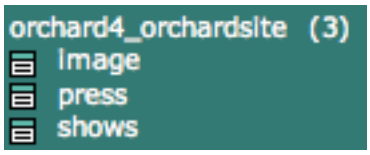


You will arrive here:

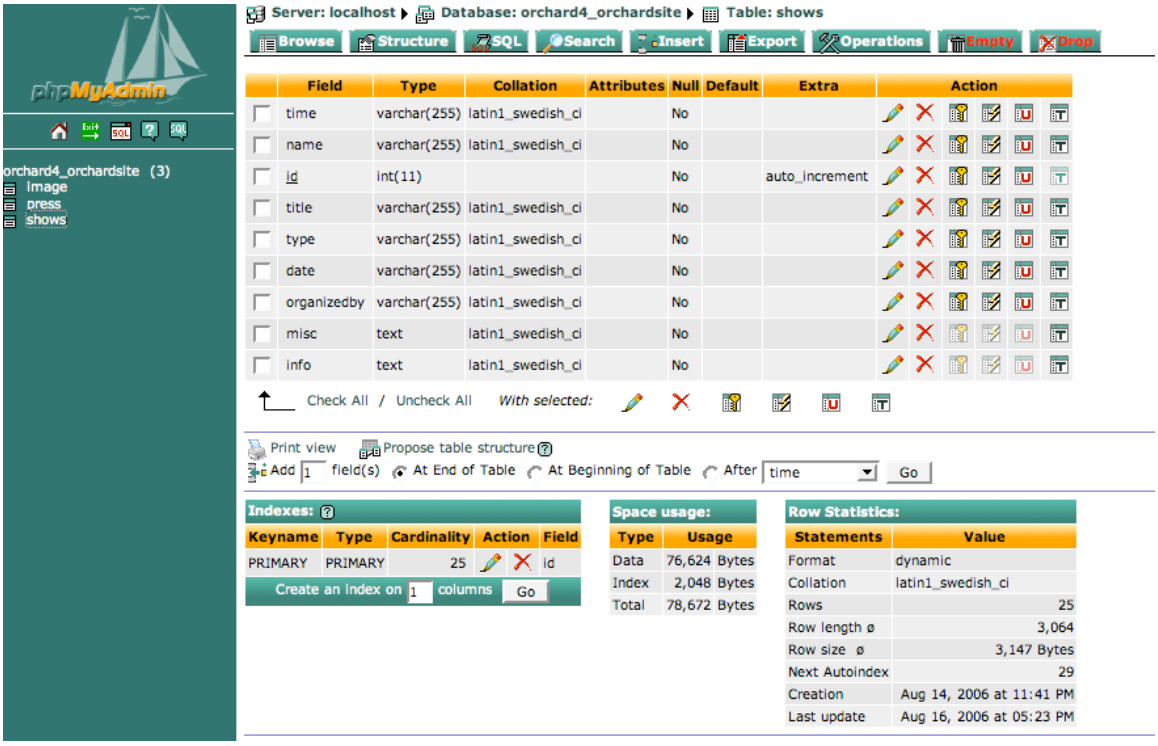


To Enter New Show

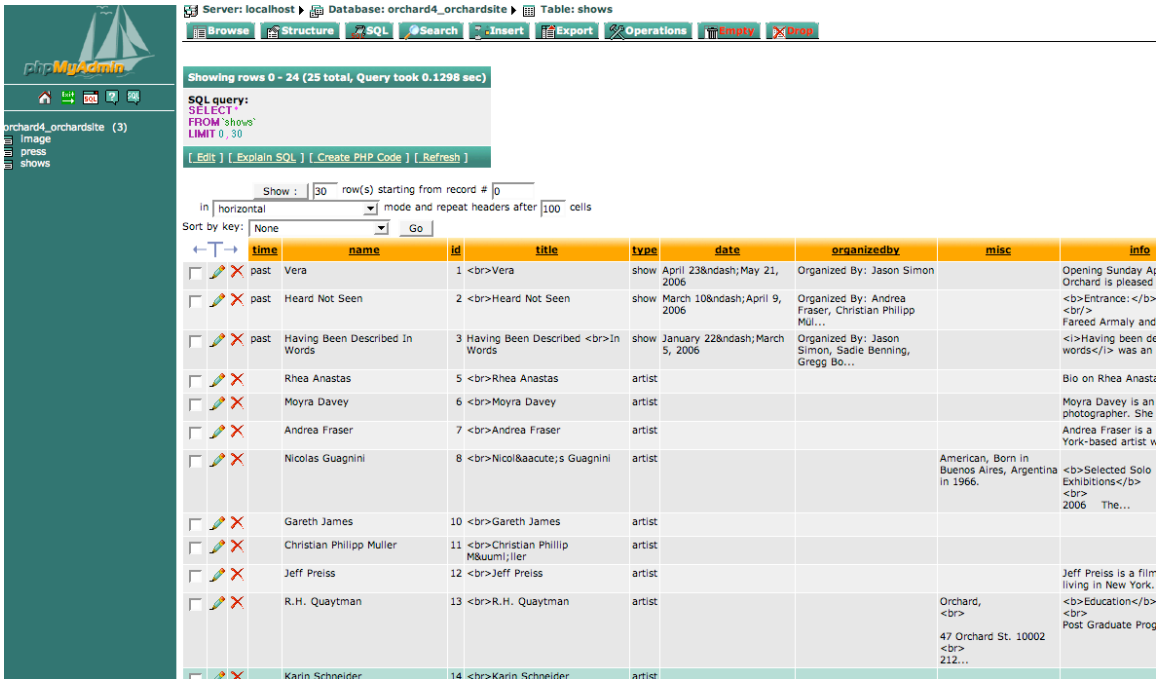
1. Click ‘shows’ link in the left green column



It will look like this:

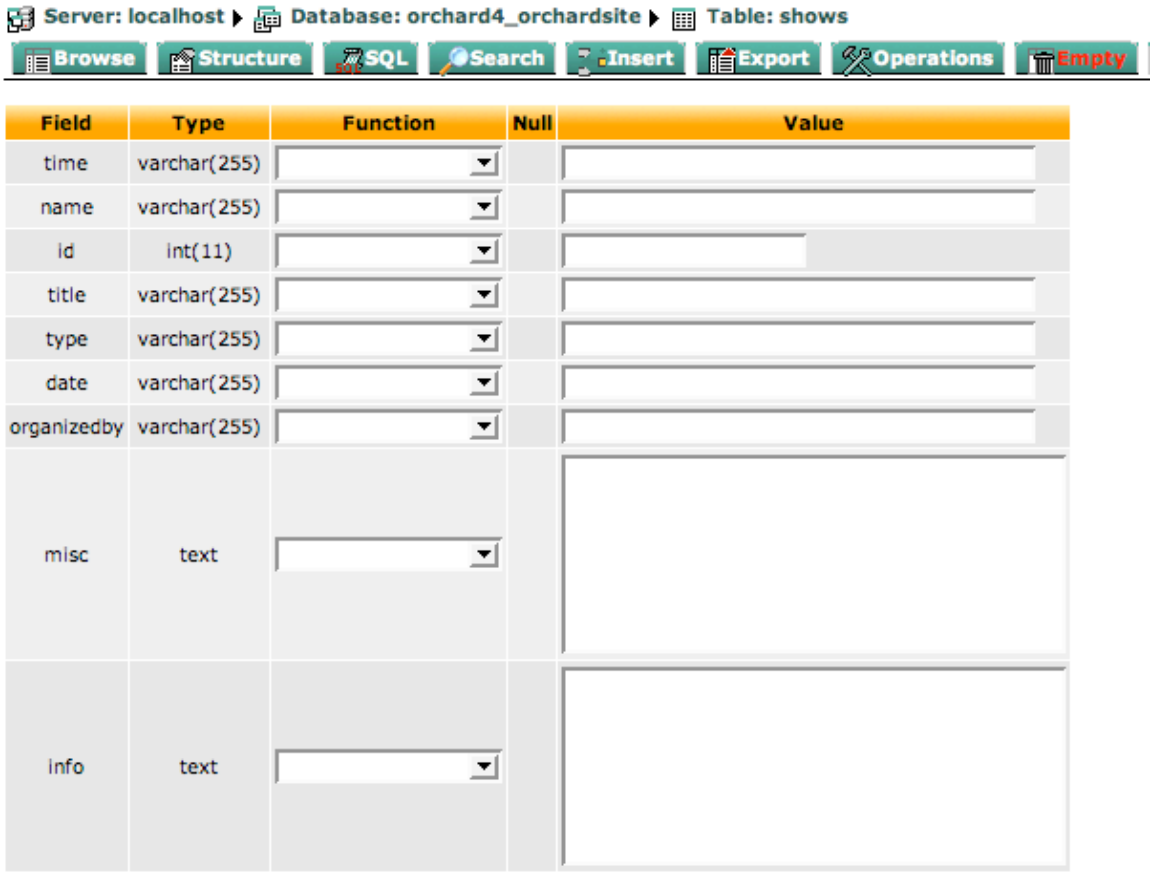


2. Click the green ‘Browse’ tab at the top of the page.
It should look like this:



-This chart shows the information already stored in the database.

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



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'

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)		

title

what name will show up in bold
If the name will fit in one line, add ‘<br>’ in front of the title, as seen
here:

title	varchar(255)		 R.H. Quaytman

If the name is too long to fit in one line, do not add ‘<br>’; as seen ehre:

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
Example:

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

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:

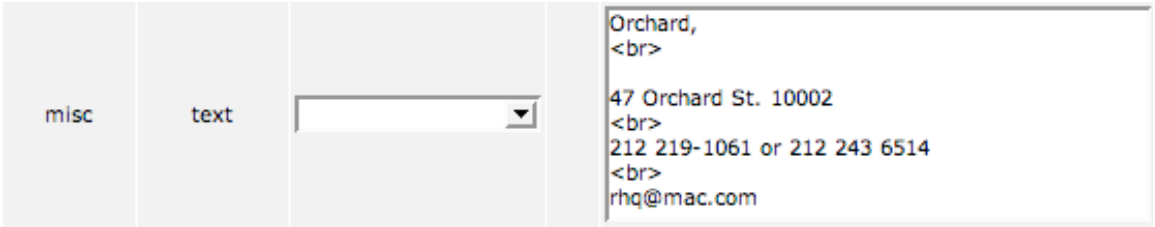
organizedby	varchar(255)		Organized By: Gareth James

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

Examples:

a.

b.



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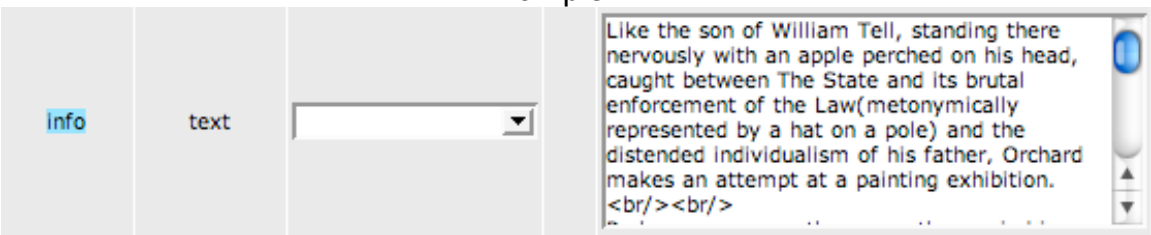
info main body text
Apply HTML formatting codes*.
Example:



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’.

☐			future	Sylvia Rivera Law Project Art Opening	27	Sylvia Rivera Law Project Art Opening	show	October 22–29, 2006			

2. Click the ‘pencil’ icon on the left of this row.
3. In the ‘time’ row, change future to current.

Before(notice ‘time’ field):

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			
info	text			

After:

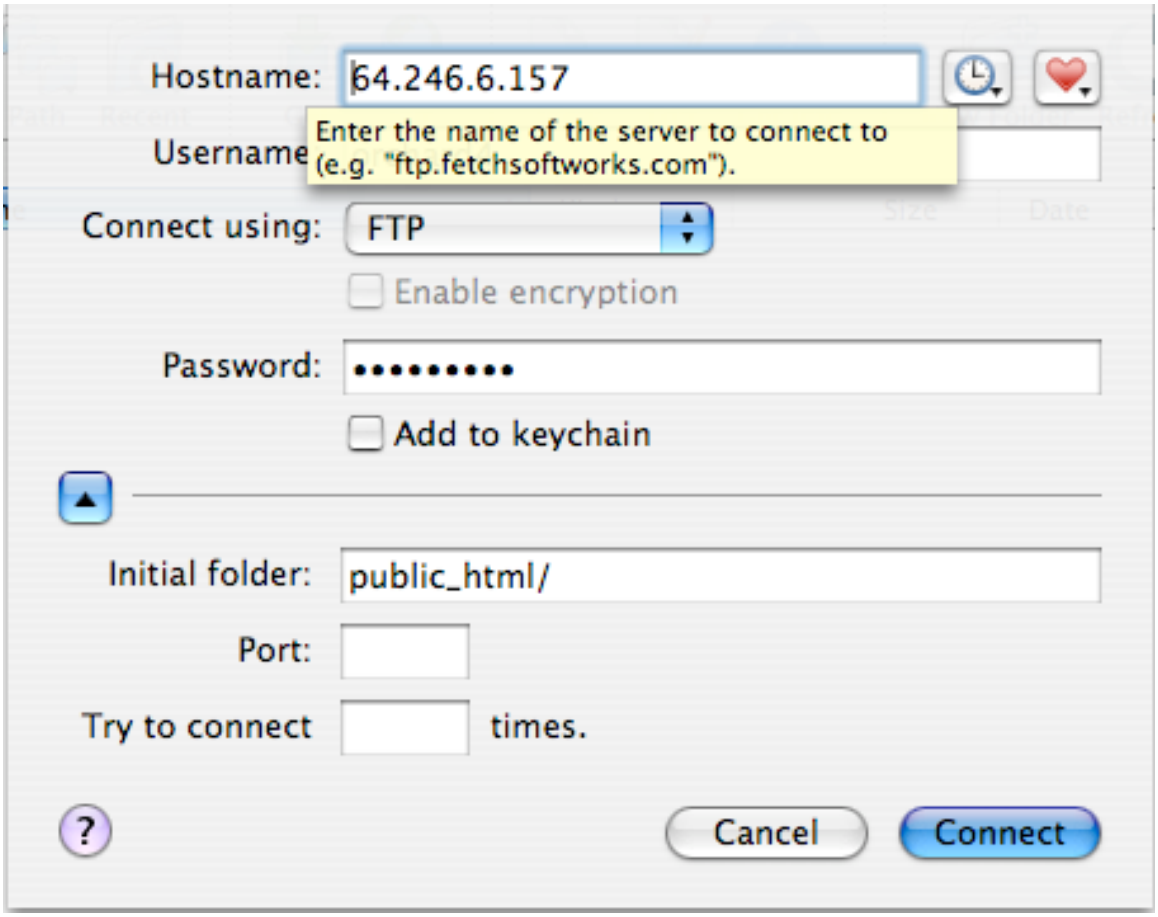
time	varchar(255)			current

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: 64.246.7.157
   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



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

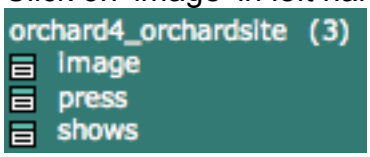
IMPORTANT: When naming images, do not uses spaces. Instead, always use underscores.

Example:

Andrea_Louise_Part1.jpg **NOT** Andrea Louise Part1.jpg

To Add Images to Database

1. Click on 'image' in left hand column

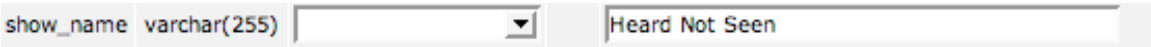


2. Click on the 'insert' tab

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

id — never need to change this, it is automatic

show_name — Enter name of show associated with image.



artist_name — Enter name of artist(s) associated with image.

title — Enter title of image.

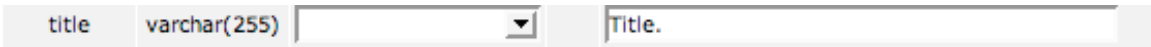


image — Enter url of image.
Url of image is:
http://www.orchard47.org/images/photos/nameofpicture.jpg

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

caption	text		Title, date.

To Add Press to Server

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

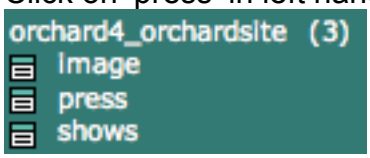
IMPORTANT: When naming images, do not uses spaces. Instead, always use underscores.

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)		Vera

title	Title of article

title	varchar(255)		Art In Review

publication	Where article was published

publication	varchar(255)		The New York Times

date	Date of article publication

date	varchar(255)		Monday, July 10, 2006

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

article	text			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.

idpress — No need to ever change this; its automatic

idpress	int(11)			1

HTML Formatting Codes

element	code
line break	
(new paragraph)	
bold	
italic	
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.