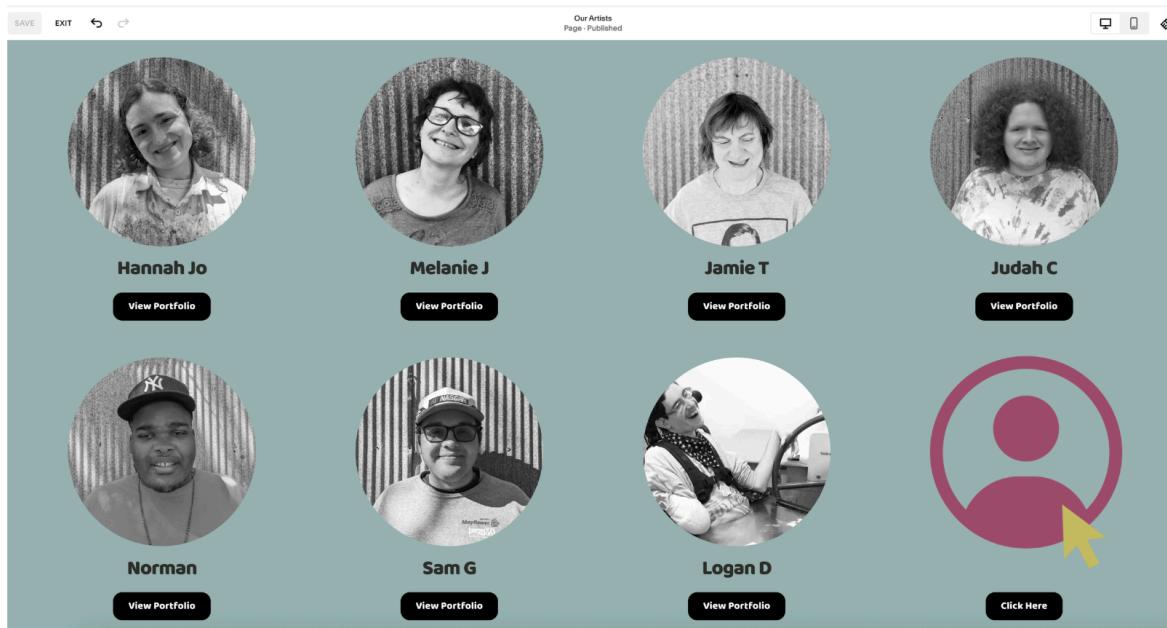


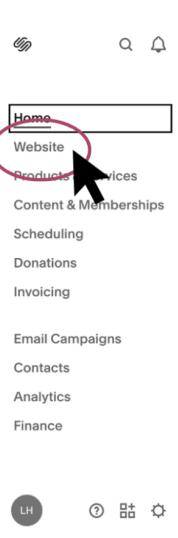


Step-by-Step Instructions: Adding New Artist Portfolios on Love.Craft's Website

Created by the Fall 2025 New Media Institute team: Lindsay Bui, Emma Russell, Anya Wu, Lindsay Hoffman, Price Andersen

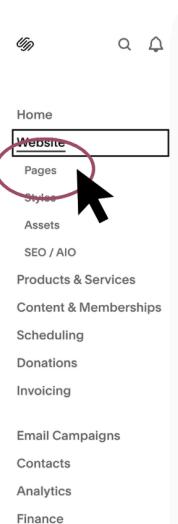


1. On Squarespace homepage, click “Website”.



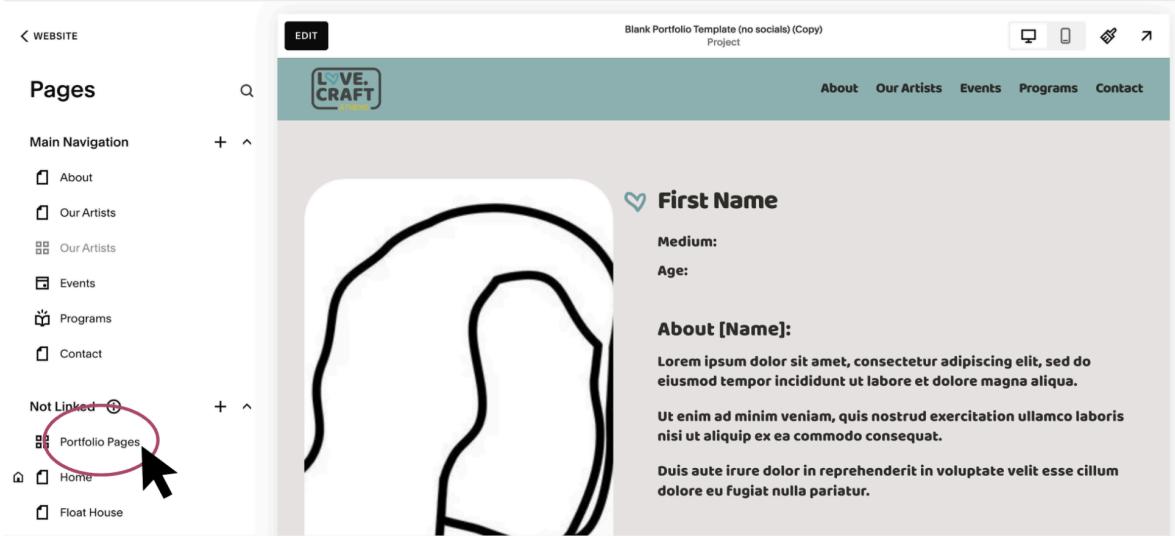
The screenshot shows the Squarespace homepage. On the left, there's a sidebar with various options: Home, Website (which is highlighted with a red circle and a black arrow pointing to it), Products & Services, Content & Memberships, Scheduling, Donations, Invoicing, Email Campaigns, Contacts, Analytics, and Finance. Below the sidebar are some icons: LH, a question mark, a plus sign, and a gear. The main area has a title "Welcome, Lindsay" and a "Get started" section with several tasks like "Set up your website" and "Start selling services". To the right, there's a preview of a website titled "Love.Craft Athens (Main) (Copy)" with a "Private" button. At the top right, there are "CUSTOMIZE HOME" and "EDIT SITE" buttons.

2. Under Website dropdown, click “Pages”.



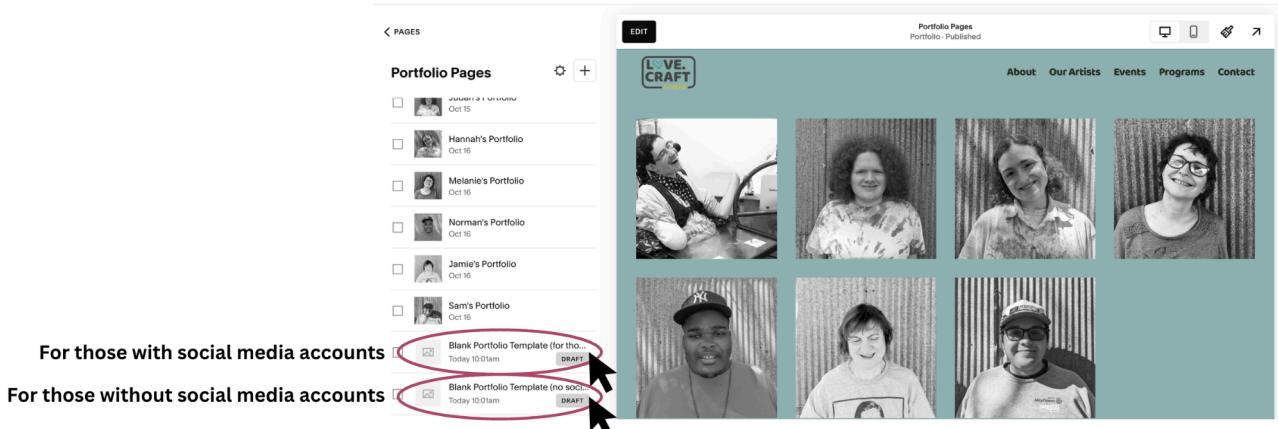
The screenshot shows the Squarespace website editor. The left sidebar is identical to the previous one, with the "Website" option still highlighted. Now, under "Website", there's a sub-menu with "Pages" (highlighted with a red circle and a black arrow pointing to it), "Styles", and "Assets". The main content area displays a "Meet Our Artists" section featuring four profiles: Hannah Jo, Melanie J, Jamie T, and Judah C, each with a "View Portfolio" button. The top right of the editor shows the site's URL "sheep-carnation-78rb.squarespace.com", a "GET A CUSTOM DOMAIN" button, and a "PUBLISH YOUR SITE" button. The top bar includes "Our Artists" and "Page - Published" status, along with "Edit" and other site management icons.

3. In Pages, click “Portfolio Pages”.



The screenshot shows the Squarespace website editor's 'Pages' section. On the left, there's a sidebar with 'Main Navigation' and 'Not Linked' sections. Under 'Not Linked', the 'Portfolio Pages' link is circled in red and has a black arrow pointing to it from below. The main content area shows a placeholder image of a person's head and shoulders, with a form for entering a 'First Name'. The top navigation bar includes 'About', 'Our Artists', 'Events', 'Programs', and 'Contact'.

4. Select the template that reflects whether the artist's portfolio has a social media account or does not have a social media account.



The screenshot shows the 'Portfolio Pages' section in the Squarespace editor. On the left, a list of existing portfolio pages is shown. On the right, a preview area displays six thumbnail images of different artists. Two specific templates are highlighted with red circles and arrows: 'Blank Portfolio Template (for tho...)' and 'Blank Portfolio Template (no soci...)'. Both of these highlighted templates have a 'DRAFT' status indicator.

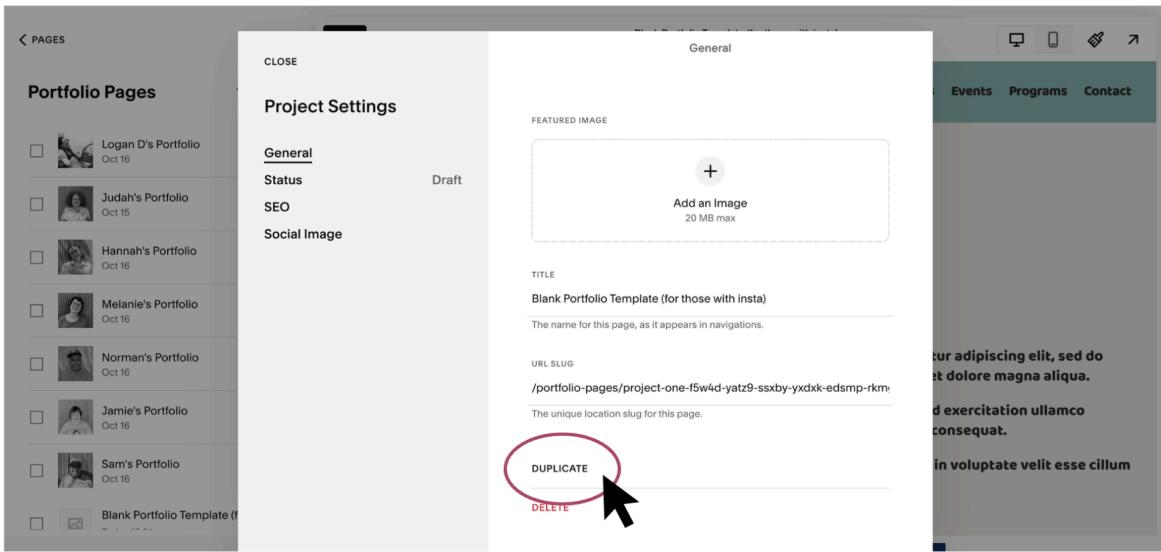
5. Click the three dots beside the selected template.

The screenshot shows the Weebly editor interface. On the left, a sidebar titled "Portfolio Pages" lists several portfolio pages. One page is selected, indicated by a red circle around its three-dot menu icon. The main content area displays a template for a "Blank Portfolio Template (for those with insta)". The template features a large black silhouette of a person's head and shoulders. Below the silhouette, there are sections for "First Name", "Medium:", "Age:", and "About [Name]". The "About [Name]" section contains placeholder text in Latin.

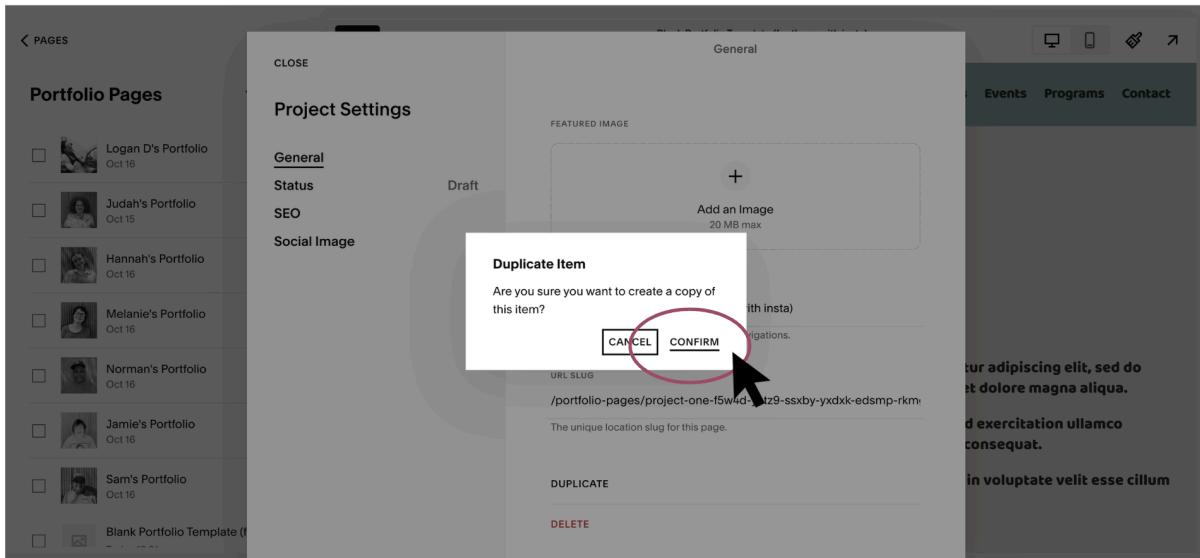
6. Click "Settings".

This screenshot shows the same Weebly editor interface as the previous one, but with a different focus. The "SETTINGS" button in the three-dot menu of the selected template is highlighted with a red circle. The rest of the interface and content are identical to the first screenshot.

7. Click “Duplicate”.



8. Click “Confirm”.



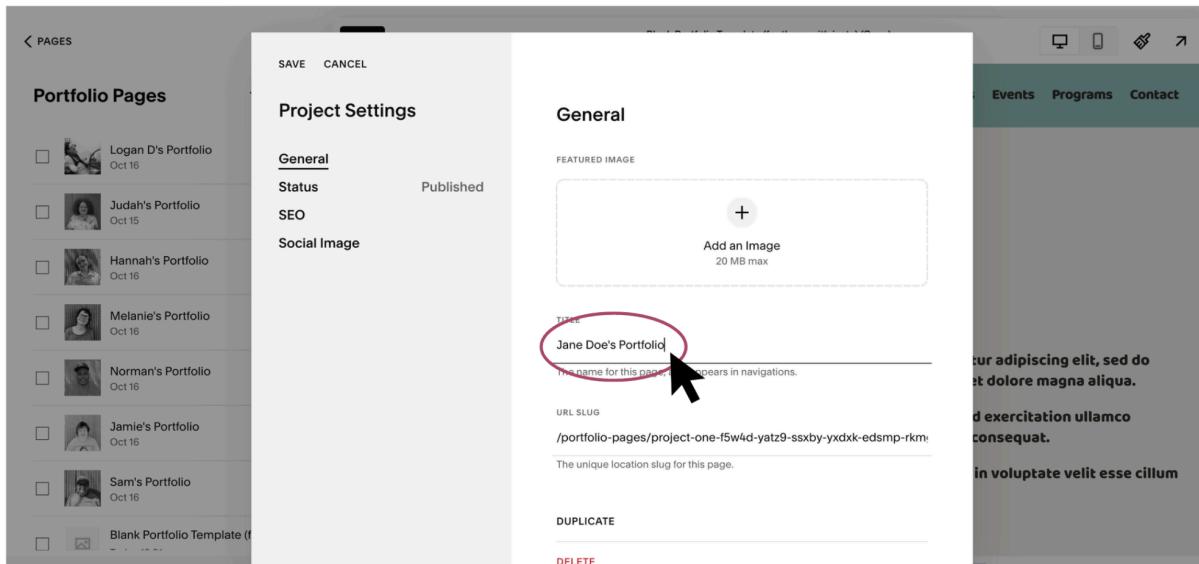
9. On the duplicated template, click the three dots.

The screenshot shows a website interface for 'LOVE CRAFT' with a navigation bar at the top. Below it is a portfolio page titled 'Blank Portfolio Template (for those with insta) (Copy)'. The page features a large placeholder image of a person's head and shoulders. To the right of the image are sections for 'First Name', 'Medium:', 'Age:', and 'About [Name]:' with placeholder text. On the left, there is a sidebar titled 'Portfolio Pages' listing several other portfolios. A specific entry in the list is highlighted with a red circle and a black arrow pointing to its three-dot menu icon.

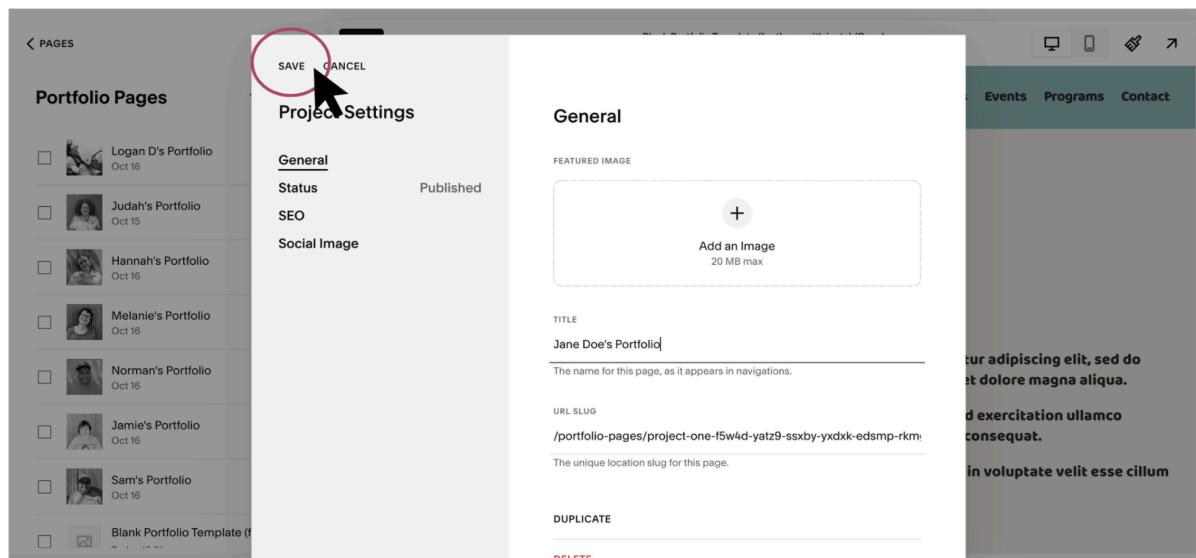
10. Click “Settings”.

The screenshot shows a website interface for 'LOVE CRAFT' with a navigation bar at the top. Below it is a portfolio page titled 'Portfolio Pages - Published'. The page displays a grid of nine small images of different people. On the left, there is a sidebar titled 'Portfolio Pages' listing several portfolios. A specific entry in the list is highlighted with a red circle and a black arrow pointing to the 'SETTINGS' option in its three-dot menu.

11. Under “Title”, type “(name of the artist)’s Portfolio”.



12. Click “Save”.



13. Click the new artist's portfolio page to edit.

The screenshot shows the LoveCrafts software interface. On the left, there is a sidebar titled "Portfolio Pages" with a list of existing portfolios and a new one at the bottom:

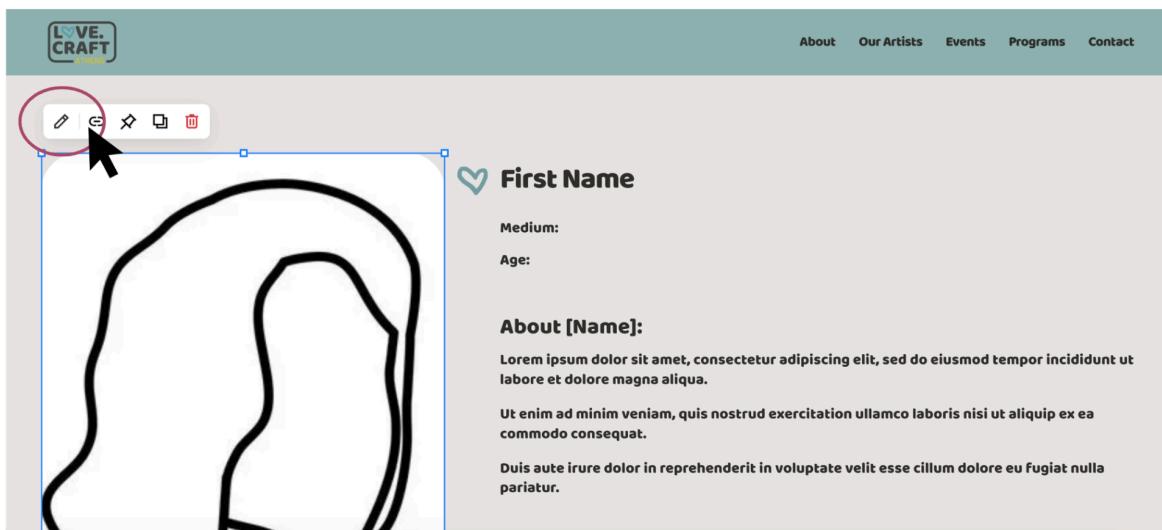
- ✓ Norman's Portfolio Oct 16
- ✓ Melanie's Portfolio Oct 16
- ✓ Norman's Portfolio Oct 16
- ✓ Jamie's Portfolio Oct 16
- ✓ Sam's Portfolio Oct 16
- ✓ Blank Portfolio Template (for th... Today 10:01am DRAFT)
- ✓ Blank Portfolio Template (no soci... Today 10:01am DRAFT)
- ✓ Jane Doe's Portfolio Today 10:40am**

A red oval highlights the last item in the list, "Jane Doe's Portfolio", with a black arrow pointing towards it from the bottom right. To the right of the list is a preview window for "Jane Doe's Portfolio". The preview shows a large, stylized black outline drawing of a person's head and shoulders. At the top of the preview window, there is an "EDIT" button.

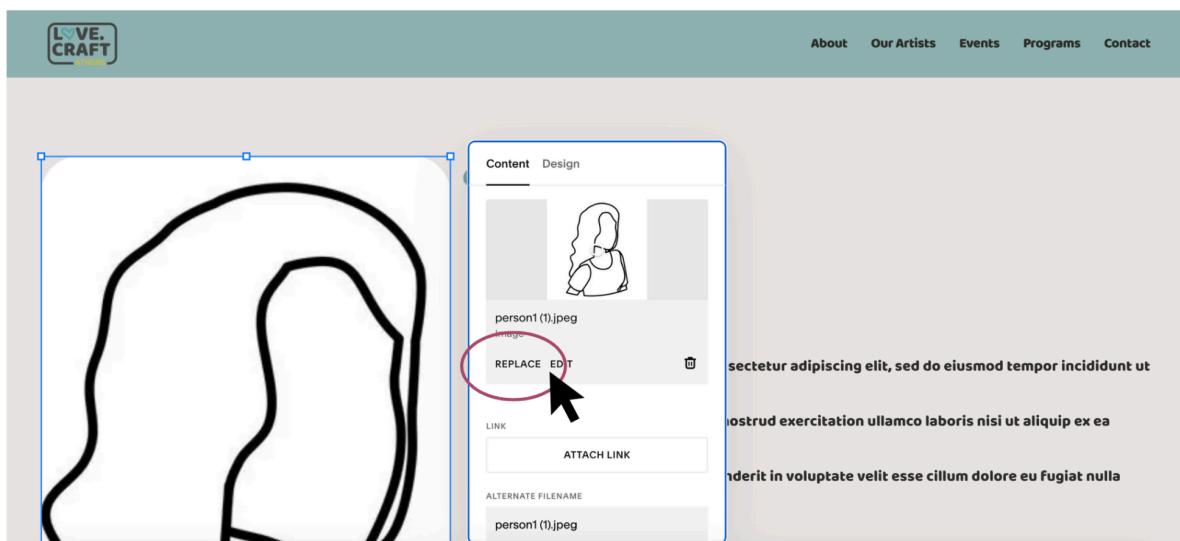
14. You know what's next... click "Edit".

This screenshot is similar to the previous one, showing the LoveCrafts software interface. The "Portfolio Pages" list is identical, with the "Jane Doe's Portfolio" entry circled in red and a black arrow pointing to the "EDIT" button in the preview window.

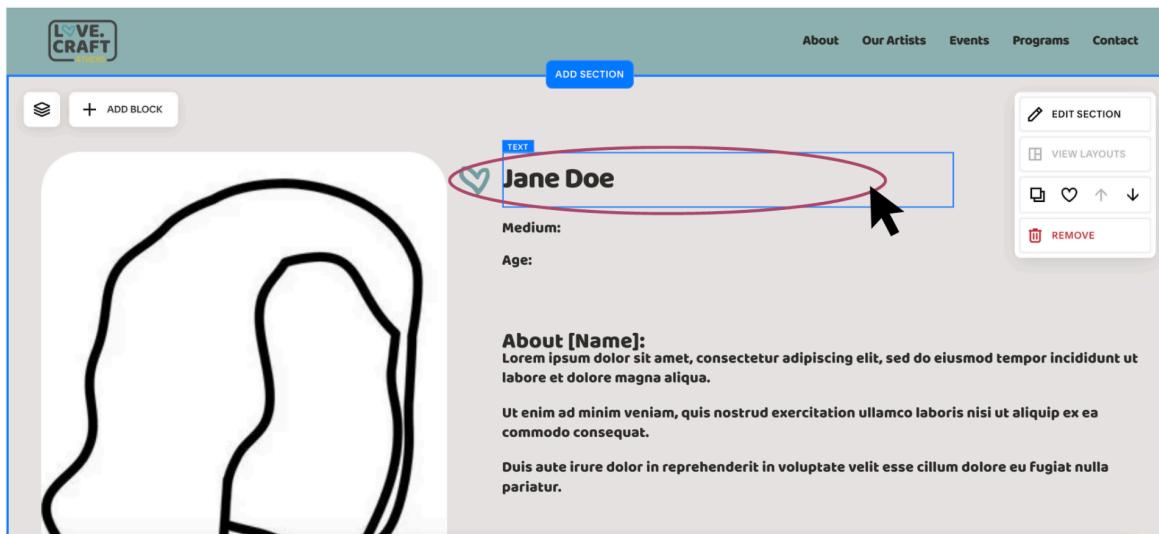
15. First, let's change the photo. Click the profile photo and select the pencil button.



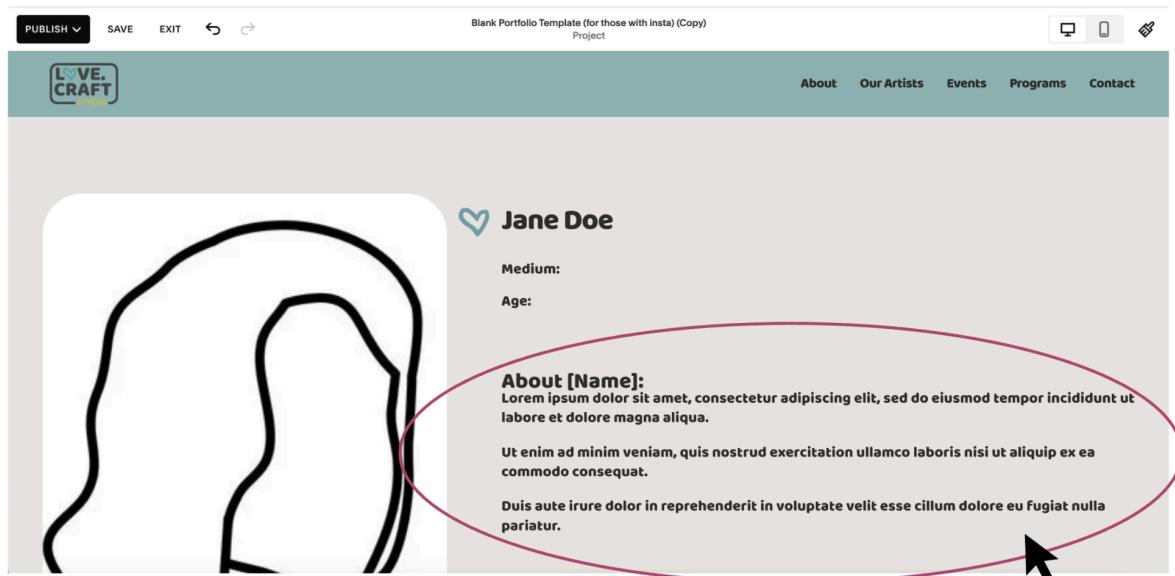
16. Click “Replace”.



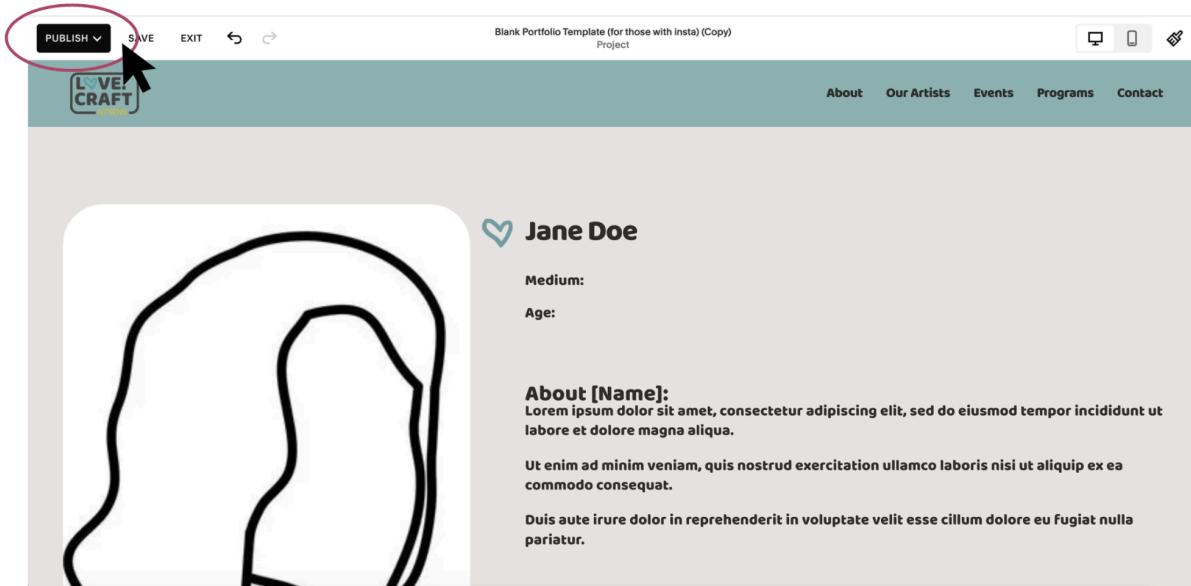
17. After the photo has been replaced, let's change the name. Click the title and type the name of the artist.



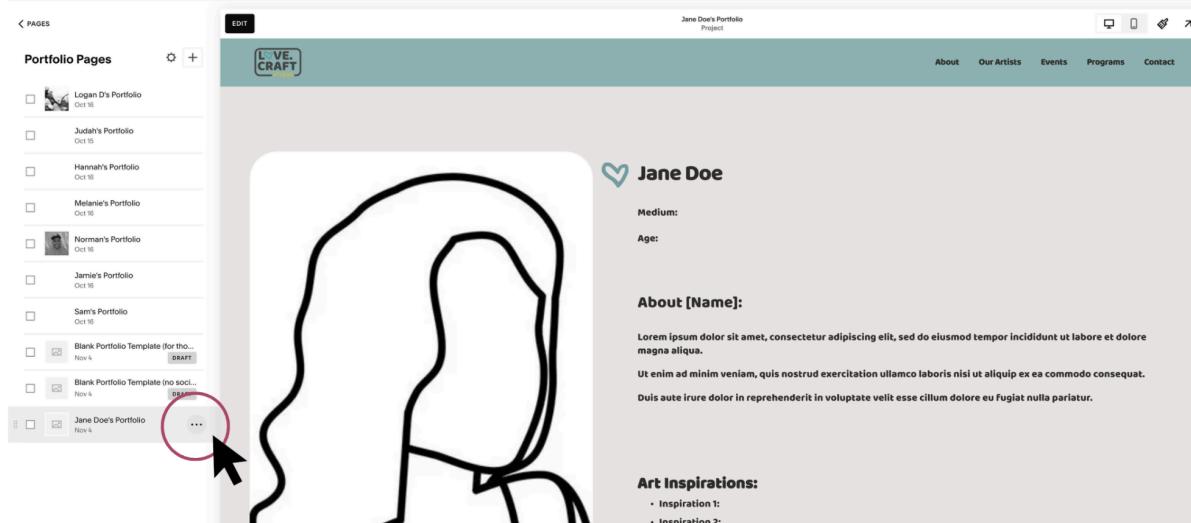
18. Edit the rest of the page based on the artist portfolio items.



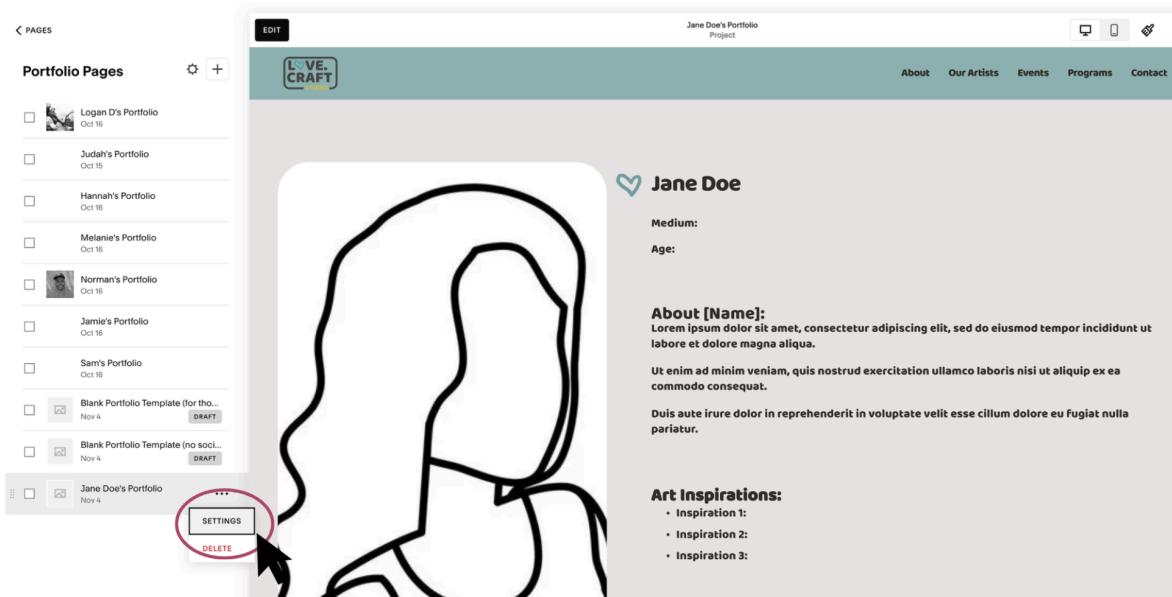
19. Once the portfolio has been edited, click “Publish”.



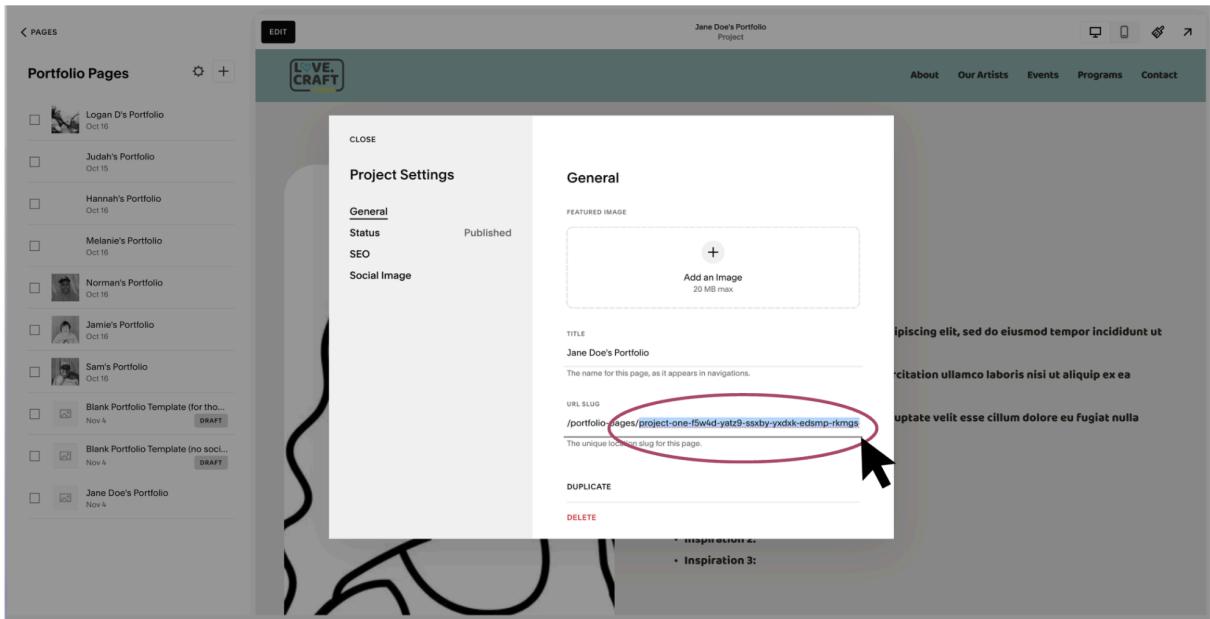
20. Well look at that! You made the new artist portfolio page. Now, before we go to pages to link the new artist portfolio to the main “Our Artists” landing page, we need to copy the page url to the clipboard. Click the three dots beside the new artist portfolio.



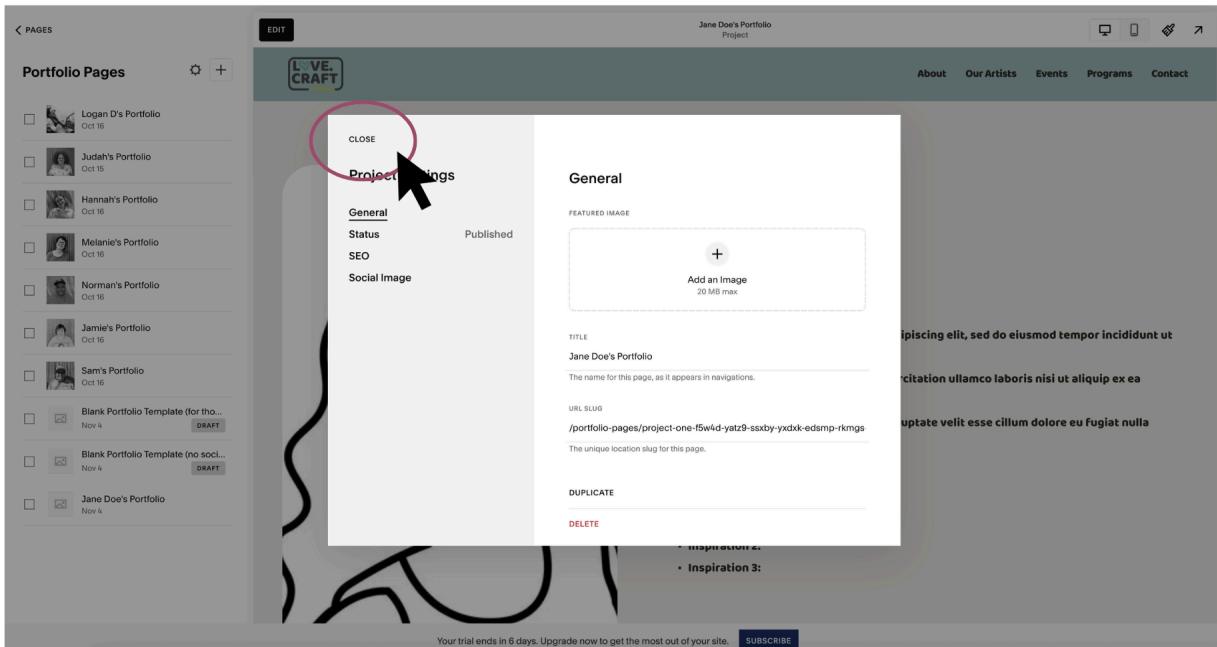
21. Click "Settings".



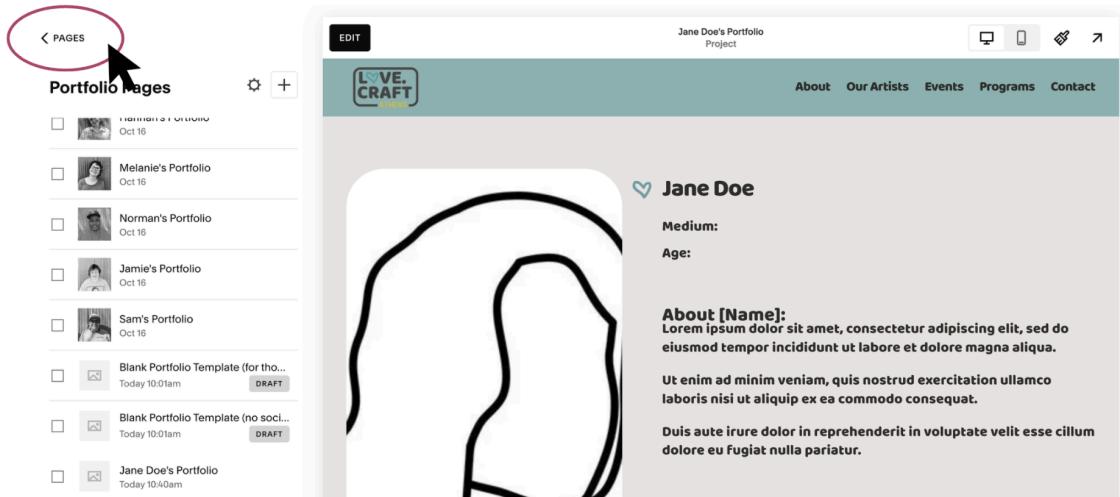
22. Copy the second part of the url slug.



23. Click “Close”.



24. Click “Pages”.



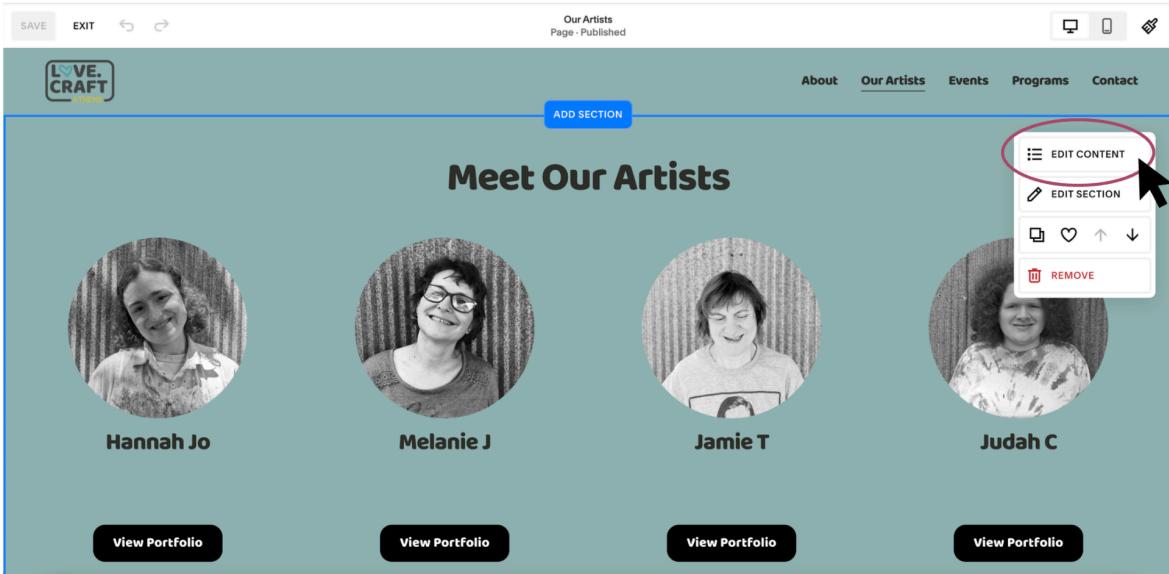
25. Click “Our Artists”.

The screenshot shows the website editor interface. On the left, the 'Pages' panel lists 'Main Navigation' items: About, Our Artists (which is selected and highlighted with a red circle), Events, Programs, and Contact. Below this is the 'Not Linked' section with Home and Float House. On the right, the preview window shows a portfolio page for 'Jane Doe'. The page has a teal header with the 'LOVE CRAFT' logo and navigation links for About, Our Artists, Events, Programs, and Contact. The main content features a large black silhouette of a person's head and shoulders, followed by sections for 'Medium:' and 'Age:'. Below this is a 'About [Name]' section with placeholder text. At the bottom, there are two paragraphs of placeholder text. The URL in the browser bar is 'http://www.lovecraft.com/jane-doe'.

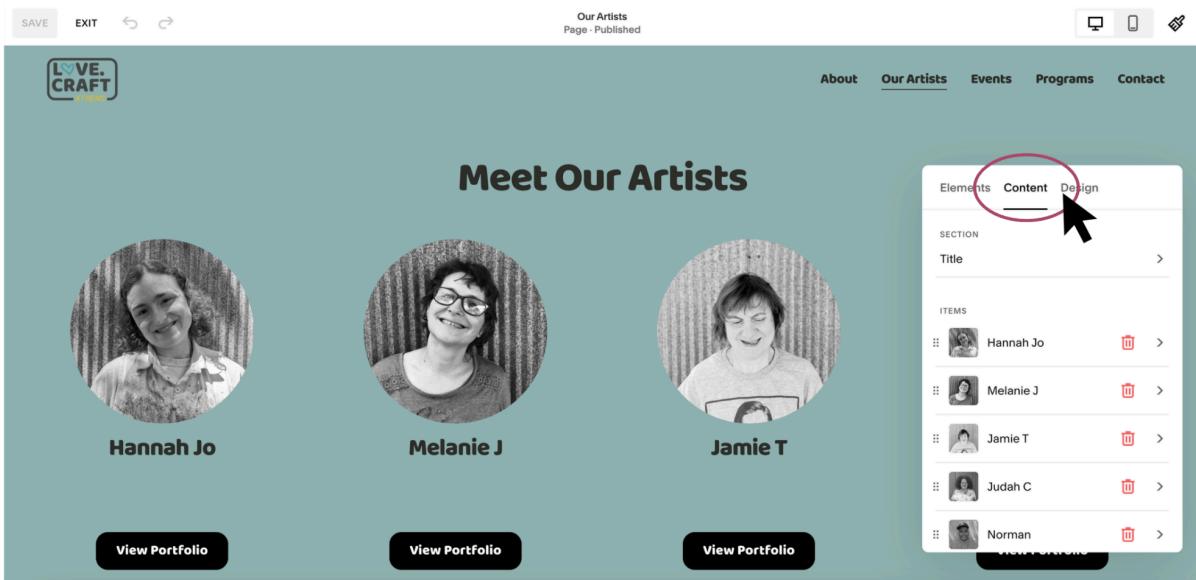
26. Click “Edit”.

The screenshot shows the website editor interface. The 'Pages' panel on the left has 'Our Artists' selected and highlighted with a red circle. On the right, the preview window shows the 'Meet Our Artists' page. It features four artist profiles: Hannah Jo, Melanie J, Jamie T, and Judah C, each with a circular photo and a 'View Portfolio' button below it. The URL in the browser bar is 'http://www.lovecraft.com/edit/ourartists'.

27. Click “Edit Content”.



28. Click “Content”.



29. Click “Add”.

The screenshot shows a Wix website editor interface. At the top, there are buttons for 'SAVE', 'EXIT', and navigation arrows. The title 'Our Artists' is visible, along with 'Page - Published'. The main content area features a section titled 'Meet Our Artists' with three circular profile pictures of Hannah Jo, Melanie J, and Jamie T, each with a 'View Portfolio' button below it. To the right, a sidebar titled 'Elements Content Design' shows a list of items: Melanie J, Jamie T, Judah C, Norman, Sam G, and Logan D, each with a delete icon. An 'ADD' button is at the bottom of this list. A red circle and a black arrow point to the 'ADD' button.

30. Click “New List Item”.

This screenshot shows the same Wix website editor interface as the previous one, but after an item has been added. The sidebar now includes a new entry: 'New List Item', which is circled in red with a black arrow pointing to it. The other items listed are Melanie T, Judah C, Norman, Sam G, and Logan D.

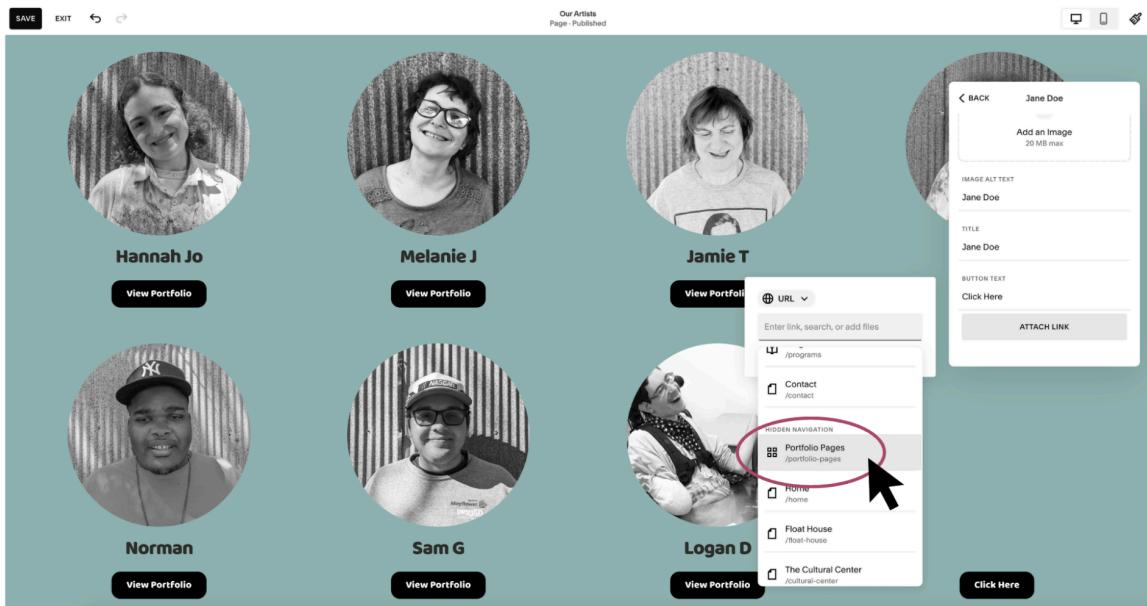
31. Add the artist's profile photo and name. Make sure to type the artist's name in the "Image Alt Text" for user accessibility.

The screenshot shows a website titled "Meet Our Artists" featuring three artist profiles: Hannah Jo, Melanie J, and Jamie T. Each profile includes a circular photo and a "View Portfolio" button. A modal window titled "New List Item" is overlaid on the page. The modal contains fields for "IMAGE ALT TEXT" (with "Jane Doe" typed), "TITLE" (with "Jane Doe" typed), and "DESCRIPTION" (with "Description goes here"). Arrows point to each of these three fields, which are circled in red.

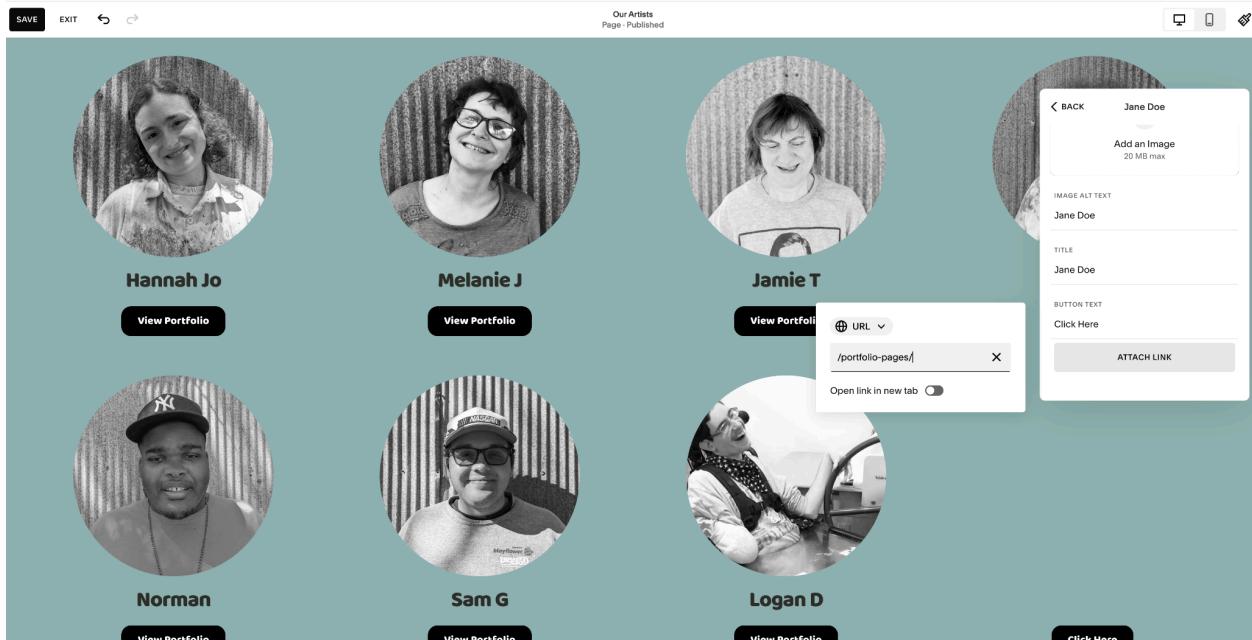
32. Scroll down and click "Attach Link".

The screenshot shows the same "Meet Our Artists" page with five artist profiles: Hannah Jo, Melanie J, Jamie T, Norman, Sam G, and Logan D. The modal window from the previous step is still open, showing the "IMAGE ALT TEXT" field with "Jane Doe", the "TITLE" field with "Jane Doe", and the "DESCRIPTION" field with "Description goes here". A large red circle highlights the "ATTACH LINK" button at the bottom of the modal, with an arrow pointing to it.

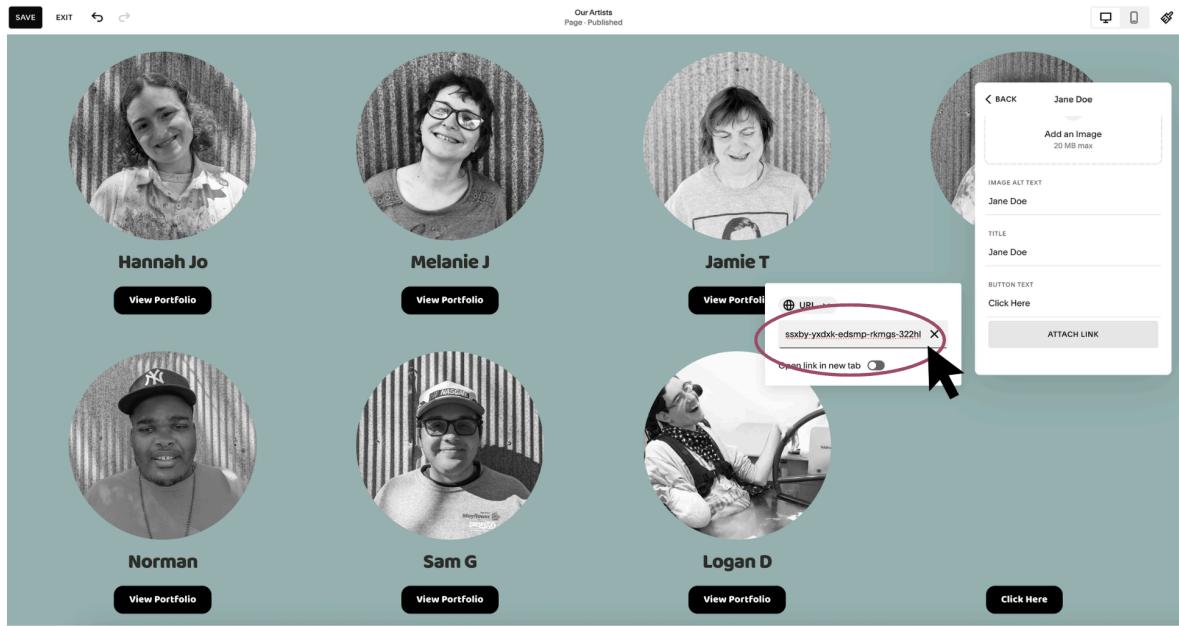
33. Click “Portfolio Pages”.



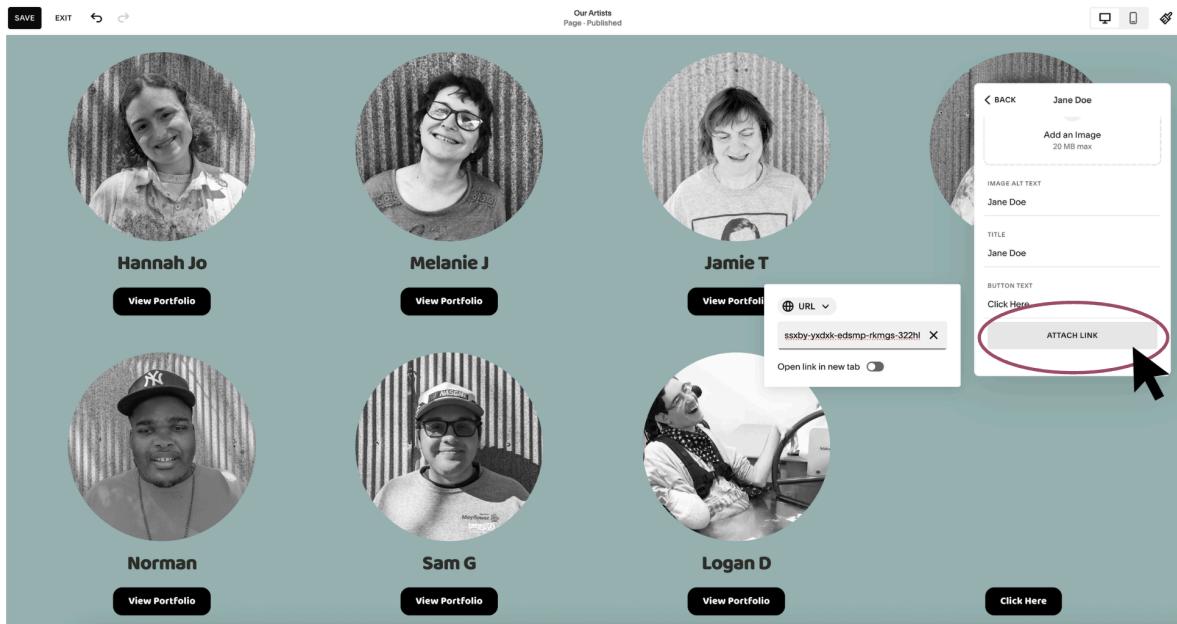
34. Type a “/” after the “/portfolio-pages”.



35. Paste the copied slug from the new artists portfolio page.



36. Click “Attach Link”.



37. Click "Save". You did it! You created a new artist portfolio.

