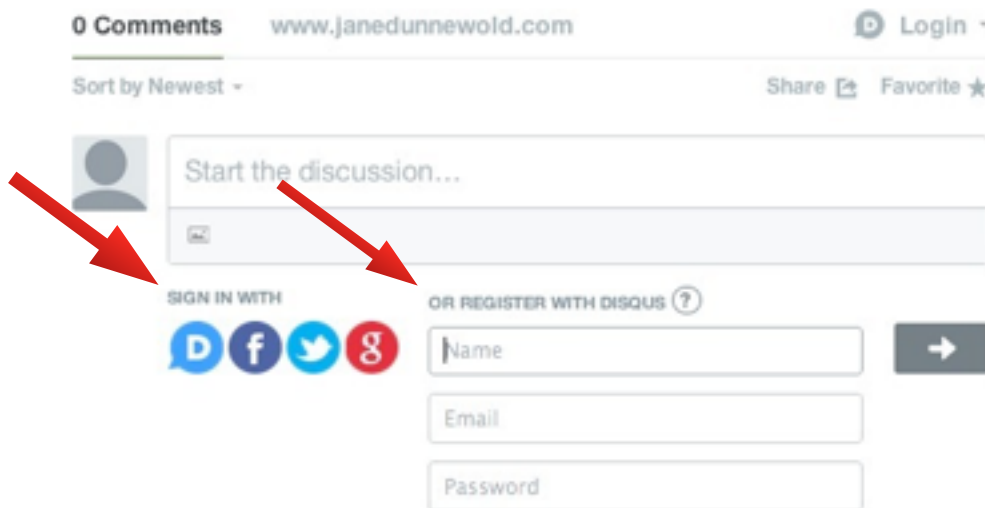


## Let's Get Started!

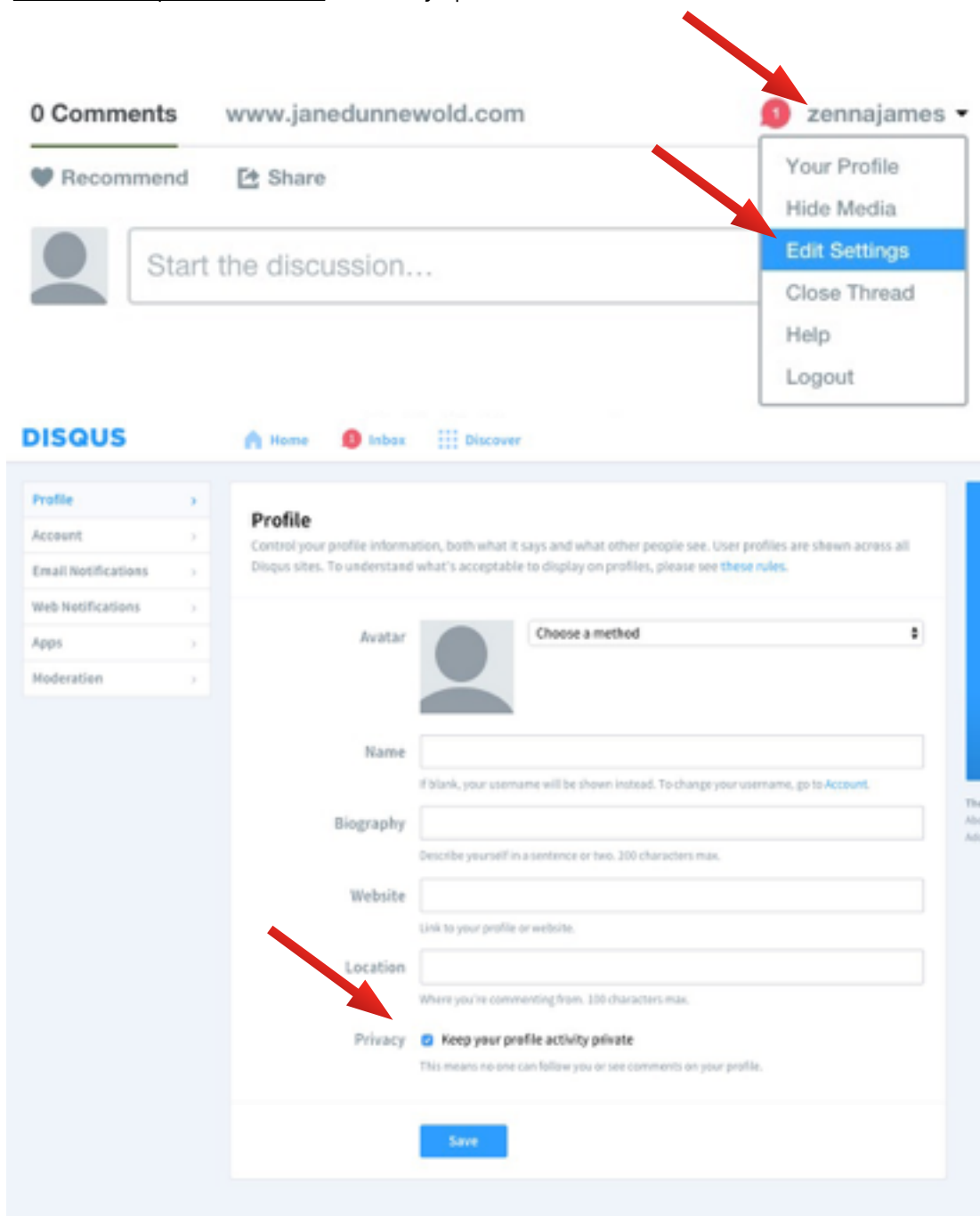
1. Log in to the class home page.
2. Select Open Studio.
3. Read "Hello and welcome." - a short post from Jane explaining more about Open Studio.
4. Click on "Comments" underneath the post. A box will appear that looks like the one below.



The image shows a comment box interface. At the top, it says "0 Comments" and "www.janedunnewold.com". There is a "Login" button with a user icon. Below that, it says "Sort by Newest" and "Share" and "Favorite". The main comment box has a placeholder text "Start the discussion...". Below the comment box, there are two options: "SIGN IN WITH" and "OR REGISTER WITH DISQUS". The "SIGN IN WITH" option has icons for Disqus, Facebook, Twitter, and Google. The "OR REGISTER WITH DISQUS" option has a question mark icon and a registration form with fields for "Name", "Email", and "Password", and a "Submit" button with a right arrow.

5. This box is an application named DISQUS (dis-cus). You will use it to comment on work (work of other students and your own) in Open Studio. **\*\*Do not use DISQUS to post your assignments. Posting is done by emailing your assignment to [zenna@complexcloth.com](mailto:zenna@complexcloth.com). I will format your writing and images and post to Open Studio within 24 hours of receiving work.\*\***
6. Please create an account by either using an existing Facebook, Gmail, or Twitter account or creating a brand new account with DISQUS. (see image.)
7. Complete your registration and post a trial comment containing your favorite word.
8. Next, you have a few options. (Next page.)

9. Once registered and logged into DISQUS, your username will appear in the top righthand corner of the DISQUS box. (As mine does below.)
10. I recommend selecting "Edit Settings", and then checking the box next to "Keep your profile activity private." This means that only our group will see comments you leave and Google can not index them in search results.
11. Finally, you can look into "Email Notifications" and decide whether you would like to receive notifications when people respond to your comments etc.
12. You are now ready to begin using Open Studio! As always, email me ([zenna@complexcloth.com](mailto:zenna@complexcloth.com)) with any questions!



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# Open Studio Posting Guidelines

Please follow these guidelines to share written selections and photos of hands-on exercises efficiently to the Open Studio.

1. Read and respond to the assignment.
2. Copy and paste your written work into the body of an email addressed to [zenna@complexcloth.com](mailto:zenna@complexcloth.com).
3. Be sure to attach any images you would like to include with your written assignment.
4. In the subject line, include your name and the assignment week.
5. Send!
6. Zenna will format your text and images (if necessary). Your work will be visible in Open Studio within 24 hours.

**PLEASE DO NOT SEND TEXT AS AN ATTACHED WORD or PDF DOCUMENT.**

**Copy and paste all text from Word, Pages etc. INTO the body of the email sent to [zenna@complexcloth.com](mailto:zenna@complexcloth.com).**

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## Taking Photos or Scans of Artwork

1. Scan the artwork directly to your computer. **Please name the scanned files according to the guidelines below (Naming Image Files).**

2. Photograph the artwork with your camera.

- Make sure the light is good and not too dark or bright.

- Use a neutral background - I use white paper taped to the wall. I tape artwork to the paper so I can take a straight-on shot. Alternatives: Use a white pin-up board and pin artwork to it. Use a white, gray, or black paper background on the floor and stand above the artwork to photograph it.

\*Good lighting and a non-distracting background are helpful so work this out in advance!

- Load the photos onto the computer and then use a program like iPhoto to resize the pictures before you send them to us. If you're on a PC you'll have a different program but the process is basically the same.

- Optional: Clean up the photo—adjust exposure and make other minor adjustments first in a program like iPhoto.
- Resize the photo so it will load quickly to the online site. If you are using iPhoto, choose medium settings to adjust the picture size and you'll be fine. If you are using another program, resize the photos to 300 pixels on the shortest size and the rest should take care of itself.
- If you aren't familiar with photo re-sizing, read the PDF document entitled Resolution Overview, which is available at the same place on the site as this document.
- Save the photos as jpegs if they are not already in this format. This can be done by exporting them (usually found under File → Export) and choosing to save as a jpeg.

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## Naming Image Files

- Name the file using your first initial and last name. Also add the week # appropriate to the exercise.
  - The naming should look like this: JDunnewold1.jpg
  - If you have more than one image submission label them as such: JDunnewold1-1.jpg, JDunnewold1-2.jpg etc. (all as an example for week one).
- Attach the file(s) to the email and send to zenna@complexcloth.com.

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Great reading selections and shared art exercises dramatically expand the value of the workshop experience. With that in mind:

- Please don't share anything in Open Studio with anyone who is not enrolled in the workshop. This is a trust violation.
- Be thoughtful in your comments posted to the Studio. Sharing work invites vulnerability and a safe atmosphere is not negotiable.
- You own the right to everything you share and we will not copy it or share it ourselves without asking for your permission.
- Please meet the deadlines offered in the Timeline to be sure we have enough time to post your offering. Zenna will be responsible for formatting all submissions. With this said, posting is not immediate. Your work will appear in Open Studio within 24 hours of emailing Zenna. (Excluding Sundays.)