



Instructions for Submitting Articles for the Art After Dark Blog

Venues participating in Art After Dark may submit blog articles online describing their featured art/artist(s) of the month for the Art After Dark Blog. Only one blog may be submitted per venue, per month. To submit an article, follow this link to add text and images: www.artsobispo.org/add-blog

- Location – Select your location from the drop down list. If you don't see your location, please email programs@artsobispo.org right away.
- Featuring – List the name of the art/artist(s) you will be featuring for the month. Please enter one name per line or the title of the show if that works better for you. Be brief, only add names or titles in this field!
- Next Event Times – Put in the range of the time your show will be on display. If the show is just for Art After Dark night, put the same date from and to and make the hours 6-9pm.
- Body – You may put in as much text about your show /artist as you like in this field. As with most online forms, it is helpful to copy your text from Word or a similar program. You may need to check formatting once you place it. Website visitors typically don't read long text so make sure the most important information is in your top paragraph(s).
- Image – You must upload one image. Browse your computer for the first image you would like to use. When you find it, highlight, click open and then click the upload button. Images must be at least 640px by 480px and no larger than 5mb. If your images are larger or smaller, they will not upload. There is an area (alternate text) where you can add a caption. Once you upload your first image, a new box will appear to upload another image. You may upload up to eight images.
- Save - After you have completed the above, click the save button. ARTS Obispo will then review your post and publish it. **After you hit "save," you will not be able to edit the blog article.** If you have minor corrections, simply email programs@artsobispo.org. If you would like to change major components of the article or images, you will need to resubmit.