

EXERCISE 04 / SMART SPACES + CHOREOGRAPHY

UPLOAD MANUAL

This upload manual is an addition for the Smart Space upload before the joint workshop on choreography with the London MET students.

Please look at the uploaded Smart Space **SP[0701]** as a reference for how to prepare images and text. The detail level of featured material is higher than expected of you, however, that does not mean you should not try to achieve coherent and well-presented idea.

The smart you are creating for this session are first ideas for the smart space (iteration 01). These will be developed throughout the choreography session to create an updated smart space version (iteration 02). Iteration 02 will be a final version of the smart space which will be uploaded as well. At the end of our studio each group will end up with two smart spaces.

BEFORE YOU STAR UPLOADING:

1. Smart Space acronym

For various reasons, the acronym for Smart Space is **SP**.

2. Smart Space Number

Smart Space number format is **GGII** where:

- GG is the number of your group (01, 02, 03...)
- II is the iteration of your smart space (01 for before the choreography session and 02 for after)
- Group 07 would end up with the number **0701** for the first upload

3. Size of uploading images

All the images that you are uploading need to be at most 1200 px wide and as long as you wish.

The SP template on the page is made of main image, texts for **BEFI** and image slots for each of these layers. The first Branding image is shown also as the main image of the SP and as a thumbnail on the SP library page.

4. Naming the images for upload

MAIN IMAGE

The most important is the naming of your first Branding image that you upload under **SP Branding Img1**.

This image has to be named as follows:

spGGII.jpg

- no additional characters
- all lower case
- if you make a mistake DELETE than REUPLOAD
- ...

OTHER IMAGES

All other images can be named as you wish, but please make sure they are of the following format:

spGGII_whateveryouwish.jpg

so that we have all the images of one Smart Space together in the database.

UPLOADING:

- click Posts
- click Add New
- Enter Title of Post (Enter title here) as spGGII, where again:
 - GG is the number of your group (01, 02, 03...)
 - II is the iteration of your smart space (01 for before the choreography session and 02 for after)
 - Group 07 would end up with the title **sp0701** for the first upload
 - do not forget the "sp" at the beginning
 - **some groups forgot to do this step correctly the last time!!!!**
- Select Element type = **Smart Space**
- Select Category (in the right column)= **Smart Space** (opens all the sub for filling in the Smart Space)
- Follow the instructions for each field
- Press Publish (top right column)

CROSS LINKS:

Please also define the cross links. Cross links are the links within the Urban Gallery. They link the elements together (OFs with MSs, SPs and so on).

These are at the end of the form. If you want to select more cross links to where this SP links to, hold down the CTRL key!

If there are more MSs and OFs that connect to this SM then add more than one!

Also amend the cross links in the MSs and OFs. The SP will not be added automatically on those pages!