Tips on Getting Started with the VSA Florida Modern Skills-ArtThread Gallery
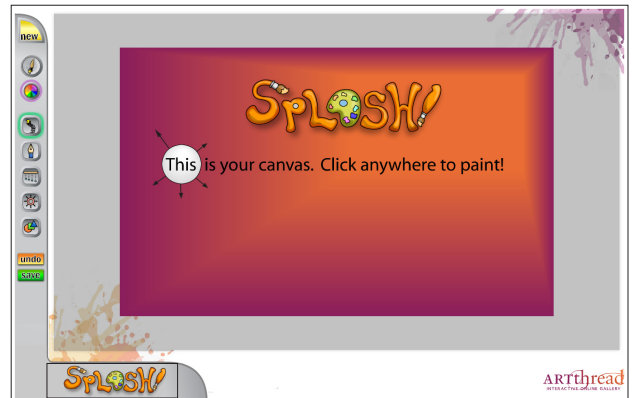
These instructions should be used in conjunction with the *VSA Florida Guide to the Gallery*, which includes a complete look at the all the functions of the Gallery.

1. Point your browser to http://vsafl.artthread.org – make sure you see the VSA logo!

2. In the top left-hand corner, type your *username* and *password*, and click the log-in button.

3. To **create a new piece of art** with the online art-making tool Splash:

   a. On the main navigation bar, click "Create Art Online."

   b. On Splash's vertical toolbar, click on the paint-
   brush icon.

   > (1) Slide the top slider and choose one of the 21 drawing instruments (think of them as paintbrushes) you want to use.
   > (2) On the next slider you can choose the size of your brush.
   > (3) If you want to animate your brush, click inside the "animate" box.
   > (4) Click OK.

   c. On the vertical toolbar, click on the color wheel to select your brush colors.
   > (1) Use your mouse to move the tiny "color target" selector around the color circle to choose a basic color.
   > (2) Use the "triangular-shaped" slider under the color wheel circle to adjust the brightness of the color.
   > (3) On the "Variation" slider, adjust how random the brush will cycle through the family of colors you selected and how much variation to include. If you want to paint with one specific color, turn the variation off.
   > (4) On the "Opacity" slider, adjust the transparency of the color, from totally transparent to totally opaque. Adding some transparency allows other brush strokes to show through your work. The *Peekaboo!* bar previews what the variation and opacity will actually look like.
   > (5) If you like all your choices as shown in the *Peekaboo!* bar, click OK.

   d. Other adjustments: Below the color wheel on the vertical tool bar you will see five different tools on which you can mount your brushes: Sling, Pen, Wipe, Clear, and Shape. Clicking on each tool opens a flyout in the bottom left part of the screen which gives you several options for controlling the functions of each tool.

   e. Once you have chosen your brush, tool, and color, click and drag on the canvas to create your Splash art!

f. To undo your last change, you can click "Undo" on the vertical toolbar.

g. When you are finished, click "Save" on the vertical toolbar. You will get a chance to name your art. Click OK and choose the green "Add to My Gallery" button before leaving Splash or you will lose your work.

4. To **upload an image** from your computer to My Gallery:

a. Click on "My Gallery."

b. On the gray toolbar, click on "Upload."

c. Click on "Browse."

d. Locate the image you want to upload, click on it, and then click on "Open."

e. Click on "Upload."

f. You will see a message saying your file was uploaded successfully. Click on "click here to continue" so you can name your art and save it to My Gallery.

5. To **create a new Thread** using an image from My Gallery:

a. Click on "My Gallery."

b. To create a new thread from a particular image, click on the Start New Thread icon (it looks like a box with a plus sign inside it) under that image.

c. Type in a title for the new thread.

d. Under locked, choose "yes" or "no." A locked thread prevents others from joining in on the art conversation. Art from locked threads can still be used by others when saved as a Favorite in My Gallery.

e. Click on "continue."

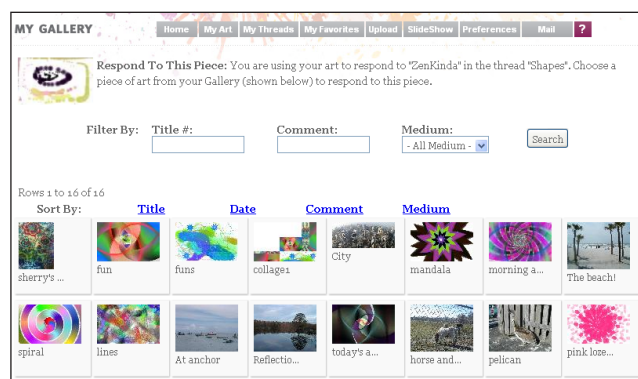f. Click on "click here to view the thread" to see your new Thread.

6. To **add a piece of your art to a Thread**:

a. While in the Thread view, click on the View and Respond icon (it looks like a box with a solid box inside it) under the image you have selected.

b. Click the gray button "Add to this Thread."

c. Find the image you want to add from your art in My Gallery. You can filter your art by title, comment, or medium and you can sort your art by title, date, comment, or medium.

d. Click on the image you've selected to add to the thread.

e. Click "OK" when asked if this is the art you want to use.

f. Click on "Click here to view the thread." You will see your selection added to the thread to the right of the piece you initially selected.

7. To **respond to a piece of art in a Thread** with a piece of your art:
  a. While in the thread view, click on the View and Respond icon (it looks like a box with a solid box inside it) under the image you have selected.

  b. Click the gray button "Respond to this piece."

  c. Find the image you want to add from your art in My Gallery. You can filter your art by title, comment, or medium and you can sort your art by title, date, comment, or medium.

  d. Click on the image you've selected to respond to the first image.

  e. Click on "This is the art I want to use."

  f. Click on "Click here to view the thread." You will see your selection underneath the first image.

8. To **share an image** with someone else via e-mail:
  a. Click on "My Gallery."

  b. Click on the Share with a Friend icon (it looks like a speech bubble) under the image you want to share.

  c. Type your e-mail address and the recipient's e-mail address – you can add many addresses here, separated by commas.

  d. Click on "Share."

9. To **learn more about using the Gallery**, choose "Get Help" from the top menu bar, read the Help section, and watch our online tutorial movies.

vsafl.ArtThread.org