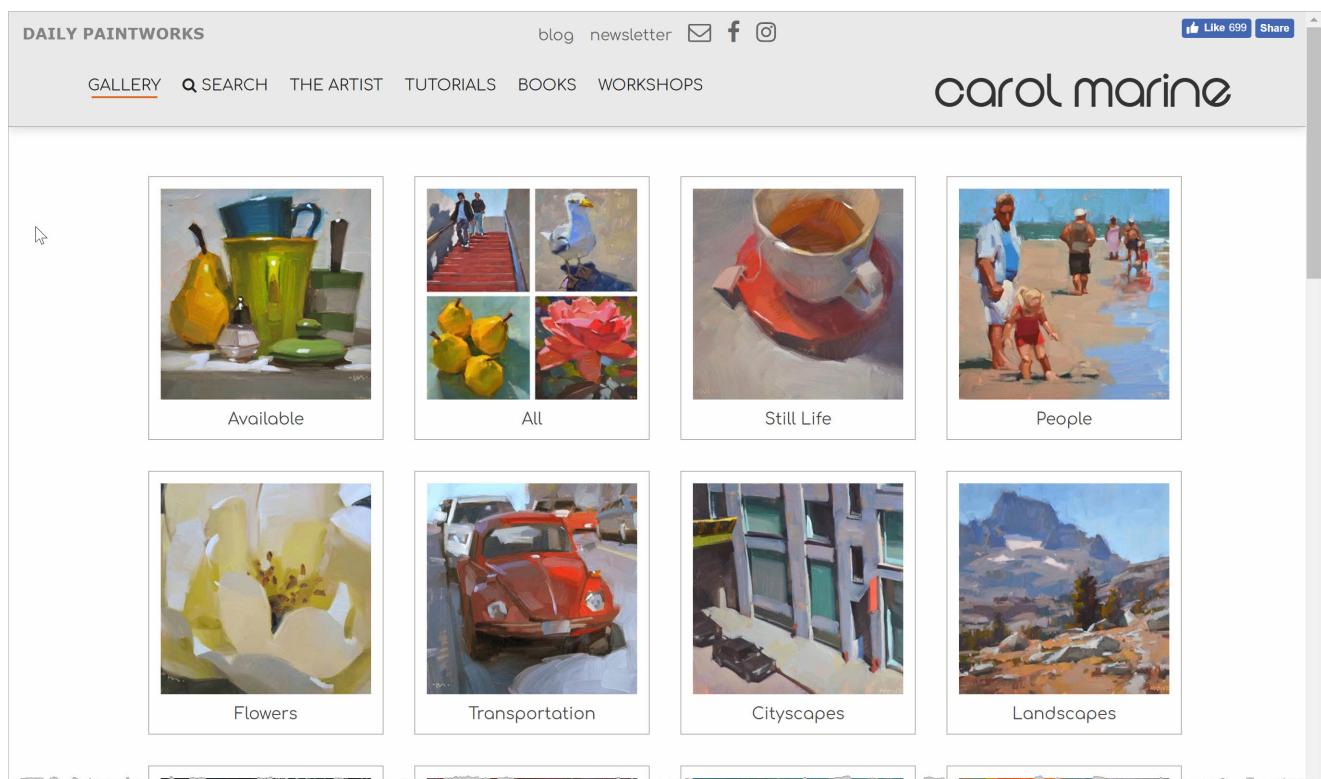


Creating Gallery Categories

Article Number: 65 | Last Updated: Wed, Nov 30, 2022 at 4:17 PM

Organize your DPW Gallery Website with Categories



Manage Categories from your Artist Tools Menu

When you are signed into your DPW account, you will see a three horizontal line button for the **Artist Tools** slide-out menu up at the top of your gallery. It is from this menu you can manage your gallery categories.

The screenshot shows the Daily Paintworks (DPW) website interface. On the left, a vertical slide-out menu titled "Artist Tools" is displayed. The menu includes sections for "Welcome Carol!", "Member's Guide", "Add Artwork", "Admin", "Social Media Picking", "my Gallery Website", "Go to Your Gallery", "Update Bio Image & Text", and "Manage Gallery Categories". The "Manage Gallery Categories" option is highlighted with a red box and a red circle with a hand cursor icon. At the top of the page, there is a navigation bar with "Welcome Carol!" (dropdown), "blog", "newsletter", and social media links for Facebook and Instagram. Below the navigation bar, the word "GALLERY" is underlined. The main content area shows a grid of artwork thumbnails. The categories visible are "Available", "All", "Still Life", "Flowers", "Transportation", and "Cityscapes". A red circle with a plus sign is located in the bottom right corner of the grid area, indicating the option to add new artwork.

Add Categories to Organize your Artwork

Without categories, your gallery presents a solid wall of artwork to the viewer organized, by default, by the date published, or perhaps, in the order you may have arranged them.

Instead, you can organize your artwork into categories, letting you present your work just as you want and making it easier for your visitors and buyers to find what they are looking for.

Important: You don't *put* artwork in a category, instead you create a category that includes artwork based upon the artwork's genre, media, sold status, or keywords. In this way a given work of art can appear in more than one category.

Once created, you can drag and drop your categories in the Categories window to set the order in which they will appear in your gallery.

Manage your Gallery Categories X

[Add a Predefined Category](#) [Add a Keyword Category](#) *(drag categories below to rearrange)*

| Task | Image | Name | Keywords |
|---|---|----------------|--|
|   |  | All | - predefined - |
|   |  | Available | - predefined - |
|   |  | Still Life | - predefined - |
|   |  | People | people or kid or children or figures or figurative |
|   |  | Flowers | - predefined - |
|   |  | Transportation | - predefined - |

[Close](#)

There are three types of categories:

1. Predefined Categories

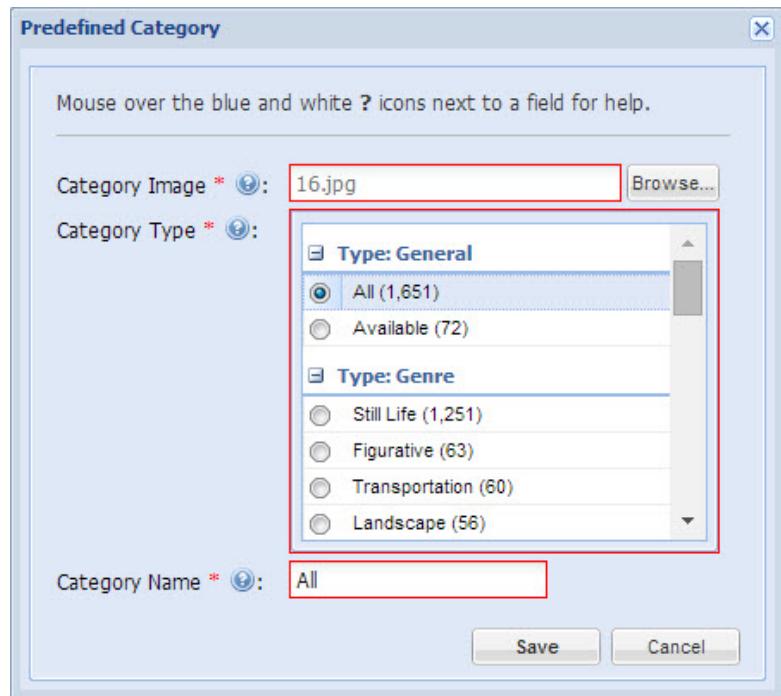
2. Custom Keyword Categories

3. Discount Categories

1. Predefined Categories

Predefined categories include **All** , **Available** , **Sold** , and **Genre** and **Media** -based categories, such as **Still Life** and **Oil** .

For example, if you create a predefined category with a **Category Type** of **Genre - Still Life** then all artwork in your DPW Gallery website with that genre will appear in that category. This is true whether the **Category Type** is a Genre, a Media, or sold status based, such as All, Available, or Sold.



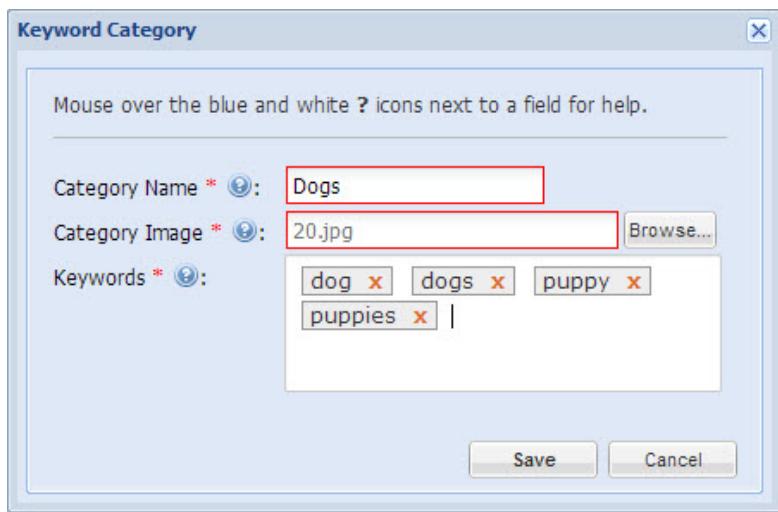
2. Keyword Categories

It is with **Keyword** categories that you are able to organize your work in a way that is truly yours.

A **Keyword** category collects your artwork based on the **keywords** you have assigned to your artwork (see below).

For example, if you create a **Keyword** category named **Dogs** and assign the keywords **dog** and **puppy** to it, then all your artwork with **any** of those keywords will show up in that category. Please note the use of the word **any**. Adding keywords to a category broadens what it can include, not narrow it.

If you have the keywords **dog** and **watercolor** assigned to a category, then all the artwork with the keyword **dog** and all the artwork with the keyword **watercolor** will appear in the category, which isn't what you would want if you just wanted dogs. Instead, in that case, you should only have the keyword **dog**. As a rule, assign the fewest keywords you can to achieve your organizational goals for both your categories and your artwork.



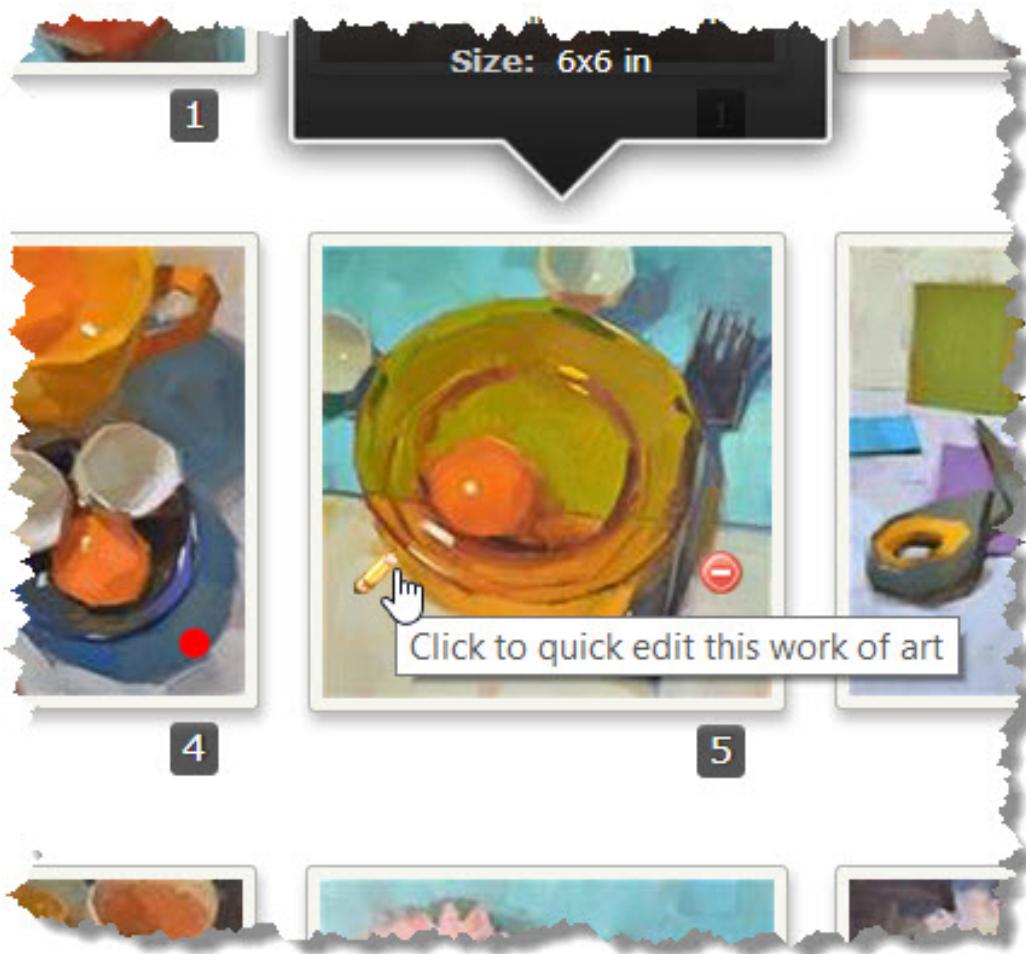
Setting the Keywords on your Artwork

There are three different ways to set your keywords:

1. Pulled in from your blog, if you have set up your blog feed.
2. In your Keyword column of your **Art Tracking Grid** .
3. With the **Artwork Wizard** dialog.

The Artwork Wizard Dialog

To quickly edit your artwork and set its' keywords, just mouse over a thumbnail of your artwork and click on the little **pencil icon** that appears.



When you click the pencil icon, the Artwork Quick Edit dialog opens where you can quickly change your artwork's image and information.

It is an easy and convenient way to change which paintings are in which categories. Just bring up a category in your gallery and you can quickly change the genre, media, and keywords of the artwork in the category, as needed. This approach also lets you have a painting in many categories, if you want.

Artwork Wizard


Hide Instructions
* required

Step 3 of 6 ▾
Searchable Info

 Previous
 Next 
 Update 

Keywords:

large 
flowers 
jar 
glass 
still life 

Genre*:
Media*:

Still Life 
Oil 


Media Details (not searchable):

Painting Height*:
Painting Width*:
Units*:

20
30
inches 

 Previous
 Next 
 Update 

3. Discount Categories

Discount categories are associated with one or more discounts. This association is done by selecting discounts from a list in the Discount Category window when creating or updating the category. Only **sale**, not **code**, discounts are available to associate with a discount category.

All the artwork that is assigned to the category's discounts will appear in the category, however, only if they are still **available** and sold through **Buy Now Links**.

Discount categories are a great way to group your for sale artwork so it can be more easily found by your buyers.

Before creating a discount category, you must first create discounts in your **Discount Manager**, which is available through your **Welcome** drop down menu at the top of your DPW Gallery on a tablet or computer.

Posted - Thu, Jul 18, 2019 at 6:00 PM. This article has been viewed 21448 times.

Online URL: <https://help.dailypaintworks.com/knowledgebase/article.php?id=65>