

# ADA

## Archive of Digital Art

A guide through the basics!

1. How to update your Artist or Scholar profile?
2. How to update your ADA entry page?
3. How to update your CV?
4. How to inform your colleagues about upcoming events?
5. How to update your exhibitions?
6. How to add or update your works?
7. How to update your publications?

# How to update your Artist or Scholar profile?

To login to the **ADA** go to the **LOGIN** page.

# ADA

Archive of Digital Art // former **DATABASE OF VIRTUAL ART**

Select category:

All

**HOME**   **ARCHIVE**   **MISSION**   **BOARD**   **FEATURES**   **THESAURUS**   **LOGIN**

## Become a member of the ADA community

If you want to join the ADA community please fill in the [application form](#).

ADA is an expert community of artists, scholars, institutions and scientists, who are engaged in Digital Art. Please be aware that artists, who want to participate in the ADA-Community, are required to have at least five exhibitions and/or five publications in the field of Digital Art and scholars at least three publications and/or curated three exhibitions in the field of Digital Art.

In order to meet with certain scholarly standards and to provide a reliable instrument for artists, researchers, and the public, we have chosen to keep the circle of contributors confined to artists and researchers within the field.

You can find our [terms of use here](#).

We hope you enjoy working with ADA and we welcome your valuable input!

The ADA-Team

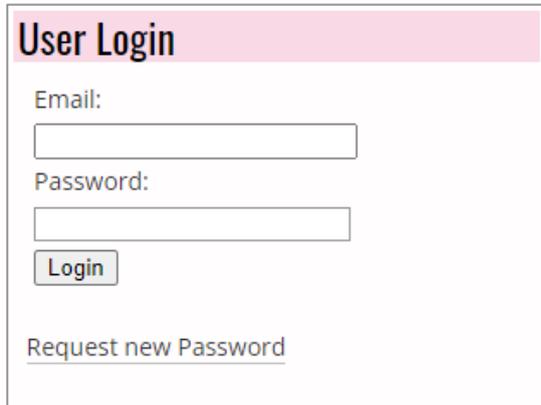
## User Login

Email:

Password:

[Request new Password](#)

Insert your email and your password at the **LOGIN** Page.

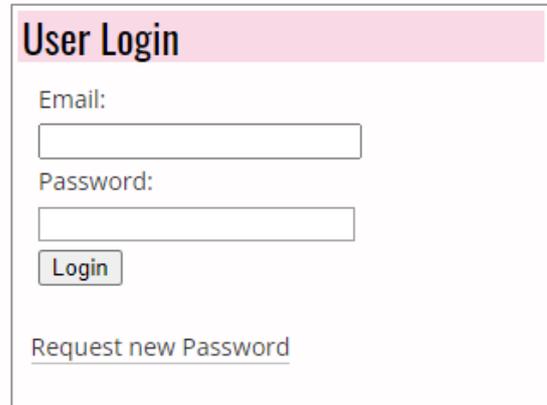


**User Login**

Email:

Password:

[Request new Password](#)



**User Login**

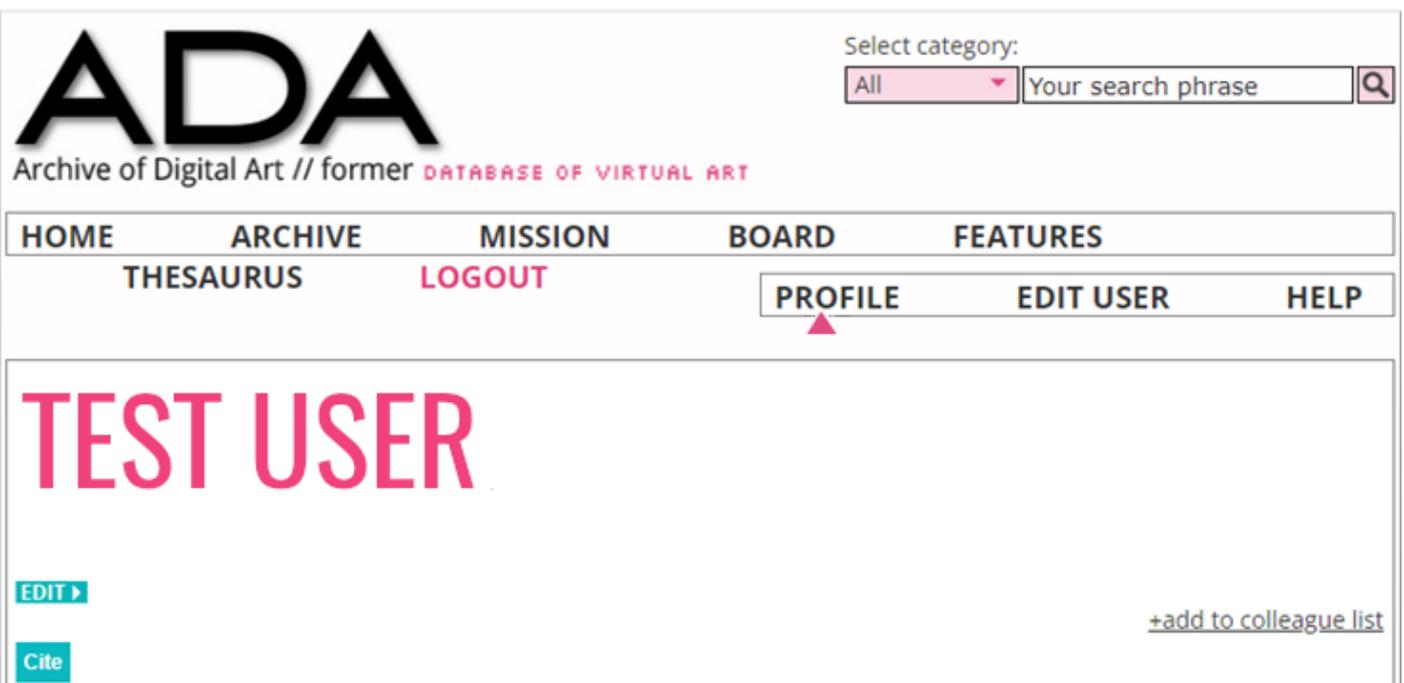
Email:

Password:

[Request new Password](#)

Forgot your password?  
No problem, click at the Request new Password link to apply a new one.

Go to the **PROFILE** page to edit your **ARTIST OR SCHOLAR PROFILE**.



**ADA**  
Archive of Digital Art // former **DATABASE OF VIRTUAL ART**

Select category:

HOME    ARCHIVE    MISSION    BOARD    FEATURES

THESAURUS    **LOGOUT**    **PROFILE**    EDIT USER    HELP

**TEST USER**

[+add to colleague list](#)

The **EDIT** button allows you to change, complete, or delete information, it will appear as soon as you entered information in a section.



**ADA**  
Archive of Digital Art // former **DATABASE OF VIRTUAL ART**

Select category:

HOME    ARCHIVE    MISSION    BOARD    FEATURES  
THESAURUS    **LOGOUT**    **PROFILE**    EDIT USER    HELP

**TEST USER**

**EDIT** ◀    [+add to colleague list](#)  
**Cite**

The **ADD** button allows you to add new information to a section

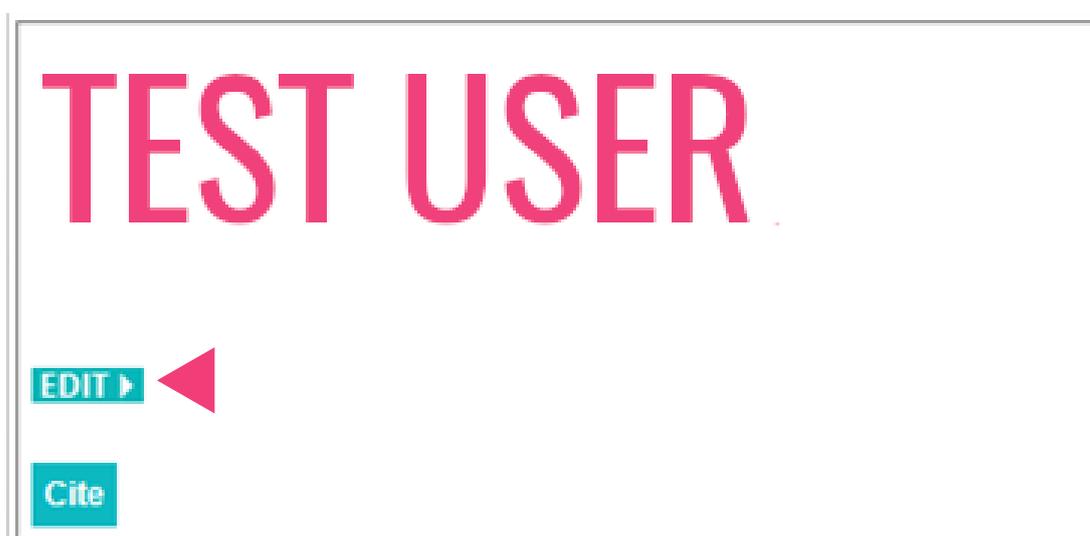


**Works** **ADD** +

1/

# How to update your ADA entry page?

By clicking the **EDIT** button under your name you can update your personal information.



The fields marked in red are mandatory

LAST NAME	FIRST NAME	<input type="radio"/> Mrs. / Ms.
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Mr.
YEAR OF BIRTH	CURRENTLY BASED (CITY, COUNTRY)	INSTITUTIONAL AFFILIATION (UNIVERSITY, MUSEUM, ARCHIVE ETC.)
2021 <input type="text"/>	<input type="text"/>	<input type="text"/>
HOMEPAGE / E-MAIL		
<input type="text"/>		
<input type="button" value="save"/> or <input type="button" value="cancel"/>	<input type="button" value="Publish item"/>	<input type="button" value="Request publishing"/> <input type="button" value="delete"/>

# How to update your CV?

To update your CV, click on the **EDIT** button under the CV header and enter the required information.



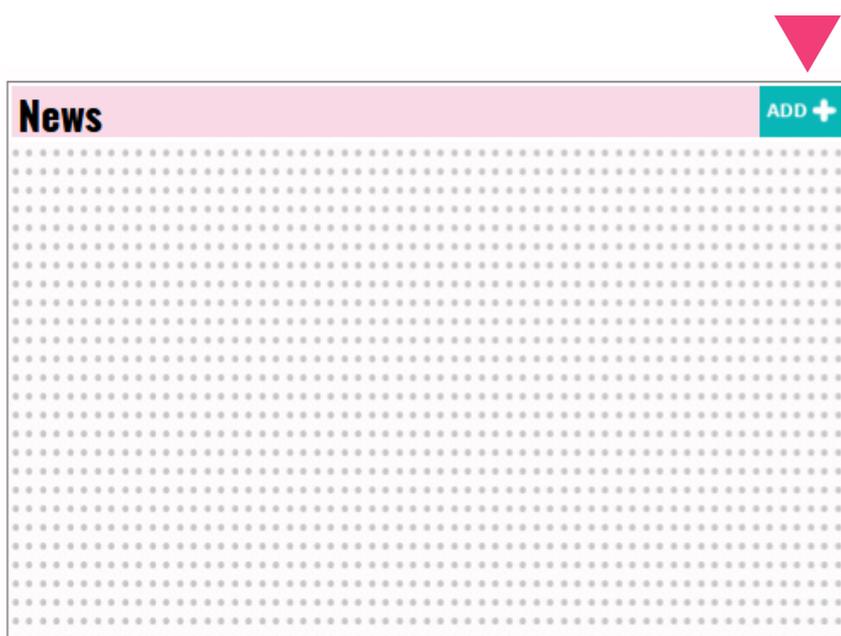
Please fill in your Information/data into the appearing textfield. It is recommended to put the latest date on top.

A screenshot of a CV form. The form has a light gray background. At the top left, the text "CV" is displayed. Below it is a large, empty textfield with a thin gray border. At the bottom left of the textfield, there is a red vertical line. At the bottom right of the textfield, there is a small icon consisting of three diagonal lines. Below the textfield, there is a button labeled "save" followed by the text "or cancel".

The fields marked in red are mandatory

# How to inform your colleagues about upcoming events?

If you want to inform your colleagues about your **upcoming exhibitions, presentations, conferences, book releases** etc. you may announce them in the **News** section. Click **ADD** to provide date, text and to upload an image.



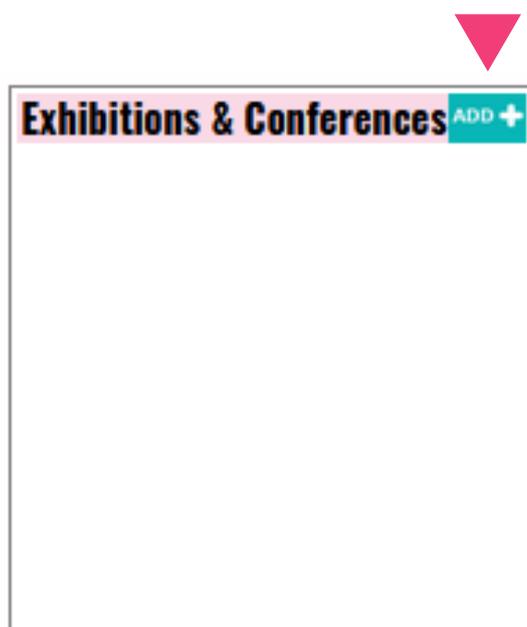
The event will be displayed in the **My Colleagues' News** box

**My Colleagues' News**

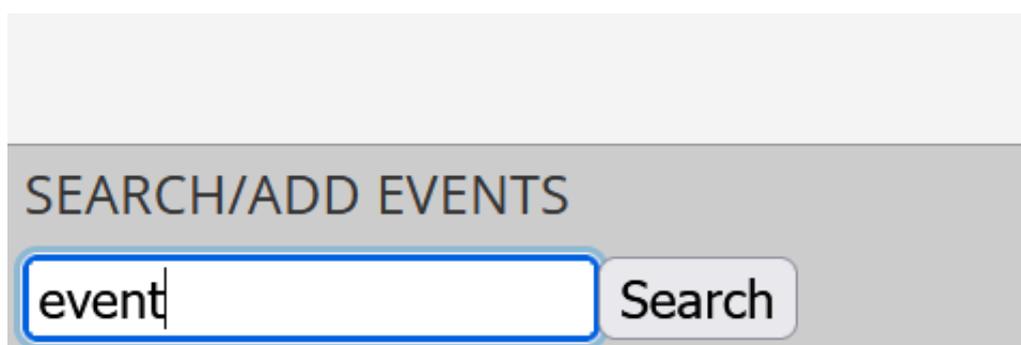
- 02.11.2021  
**Victor Acevedo**  
[November 1-4, 2021 PTR: Mask Ephemera exhibition @ NFT.NYC The Leading Annual Non Fungible Token Event : Times Square NYC](#)  
Acevedo will exhibit an [NFT image called Portrait, masked](#)
- 01.11.2021  
**Victor Acevedo**  
[Techspressionism 2021, an exhibition installed on Kunst Matrix, a VR platform. Curated by Colin Goldberg and Patrick Lichty. Acevedo will show his print from 1993 called: NYC 1983-85](#)

# How to update your exhibitions?

To add, edit or update your **Exhibitions & Conferences** box, click the **ADD** button in the upper right corner of the box.



Search the exhibition or event in the displayed search bar.



Select an item from the exhibitions list or add a new one clicking on the **ADD** button.

close

SEARCH/ADD EVENTS ✕

event

SEARCHRESULTS:

EVENT STUDIES / SCHOOL OF ART, MEDIA, AND DESIGN, NANYANG TECHNOLOGICAL UNIVERSITY / SINGAPORE / SINGAPORE / 2018

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AIR LIGHT SOUND SIGHT EVENT / THEATRE ROYAL STRATFORD / LONDON / UK / 1968

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THE FORTIETH ANNIVERSARY OF EVENT ONE AT THE ROYAL COLLEGE OF ART / EVA CONFERENCES INTERNATIONAL / BERLIN / GERMANY / 2009

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PTR: MASK EPHEMERA EXHIBITION @ NFT.NYC THE LEADING ANNUAL NON FUNGIBLE TOKEN EVENT : TIMES SQUARE NYC / SEARCHLIGHT BY NFTS.TIPS / NEW YORK CITY / USA / 2021

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**ADD +** Check spelling or add a new event.

event



**ADD +**

Check spelling or add a new event.

Fill in the pop up window with the corresponding information. Boxes marked in red are mandatory.

Important: Please make sure that the name of the event is written correctly (uppercase & lowercase, year, etc.)!

close

## ADD EVENT

CATEGORY

Select a Category ▾

INSTITUTION / ORGANIZATION

Select Insitution ▾

YOU DIDN'T FIND THE INSTITUION IN THE LIST

ADD A NEW INSTITUION

EXHIBITION TITLE

STARTYEAR    ENDEYEAR

 ▾     ▾

URL

COMMENT

or cancel

If you do not find the institution name on the **INSTITUTION/ORGANIZATION** list, you can add a new one by clicking on the **ADD A NEW INSTITUTION** check

INSTITUTION / ORGANIZATION

Select Insitution ▾

YOU DIDN'T FIND THE INSTITUION IN THE LIST

ADD A NEW INSTITUION



A new form will be displayed, please fill in the form with the data from the new institution.

### New Institution Entry

CATEGORY

Select Category ▾

NAME

Please use english notations only

COUNTRY

Select Country ▾

CITY

DESCRIPTION

**Important:** Please make sure that the name of the institution is written correctly (uppercase & lowercase, year, etc.)!

Click save and the new event, alongside with the corresponding institution will be displayed in your **Exhibitions & Conferences** box.



save or cancel

# How to add or update your works?

To add a new work to the ADA, click on the **ADD** button in the work section

The screenshot shows a user profile interface for 'TEST USER'. At the top, the name 'TEST USER' is displayed in large pink letters. Below the name are two buttons: 'EDIT' and 'Cite', both in teal. To the right of these buttons is a link that says '+add to colleague list'. Below the name section are two columns: 'About' and 'CV'. Each column has a pink header and a teal 'EDIT' button. At the bottom is a 'Works' section with a pink header and a teal 'ADD +' button. A red arrow points to the 'ADD +' button.

Please fill in the form properly. The red marked fields **TITLE** and **DATE** are mandatory.

add

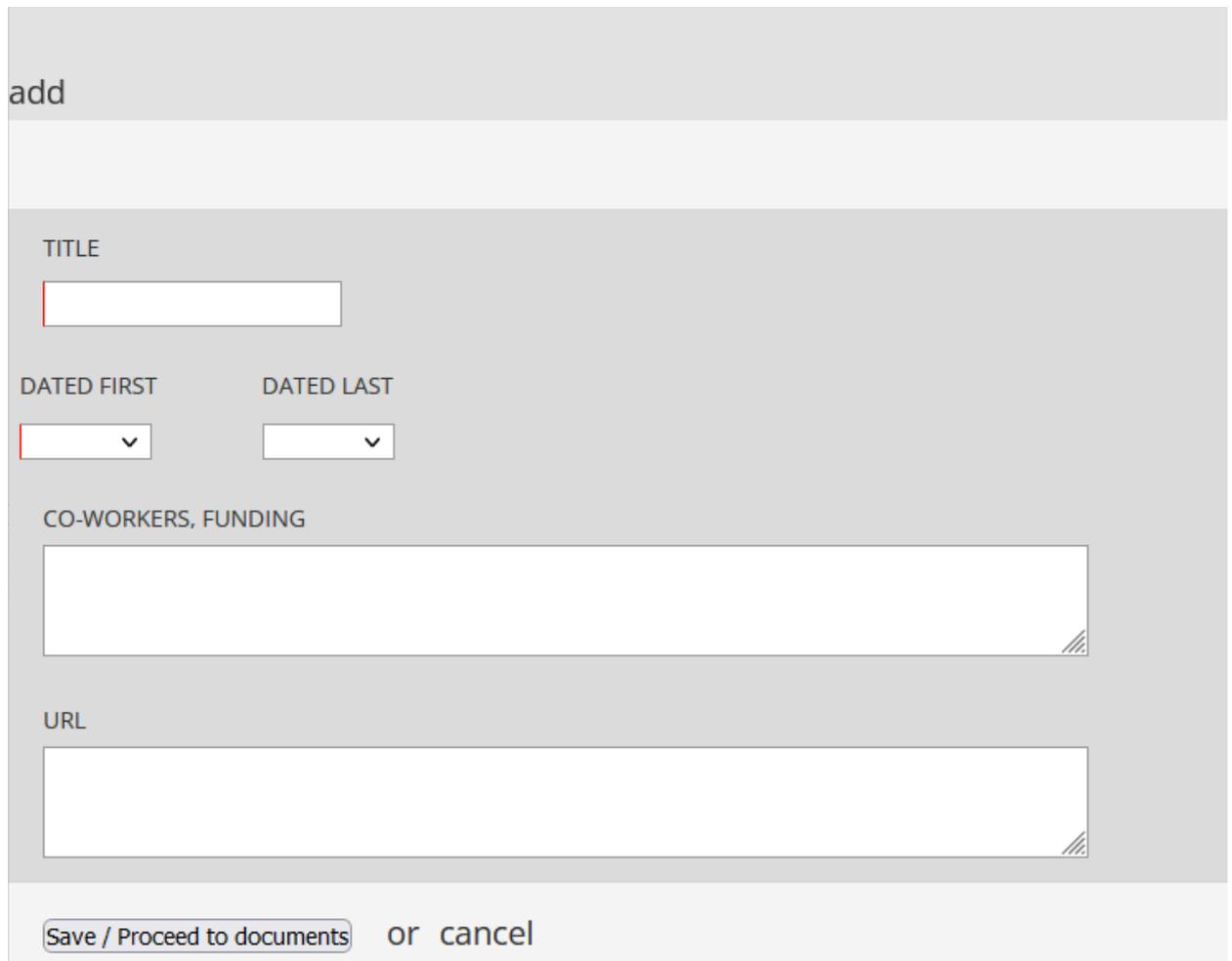
TITLE

DATED FIRST      DATED LAST

CO-WORKERS, FUNDING

URL

Save / Proceed to documents or cancel

A screenshot of a web form titled 'add'. The form contains several input fields: 'TITLE' (a text box with a red border), 'DATED FIRST' and 'DATED LAST' (two dropdown menus, both with red borders), 'CO-WORKERS, FUNDING' (a large text area), and 'URL' (a text box). Two red arrows point to the 'TITLE' and 'DATED FIRST' fields. At the bottom, there is a button labeled 'Save / Proceed to documents' and the text 'or cancel'.

In the **CO-WORKERS, FUNDING** section please document the inventors, coworkers and/or funding.

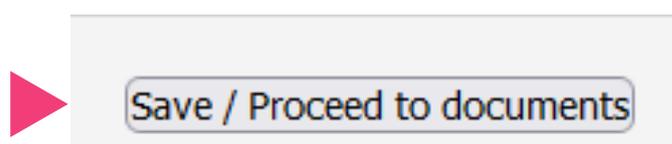
CO-WORKERS, FUNDING

A close-up view of the 'CO-WORKERS, FUNDING' section of the form. It shows the label 'CO-WORKERS, FUNDING' in a grey header bar above a large, empty white text area with a thin grey border.

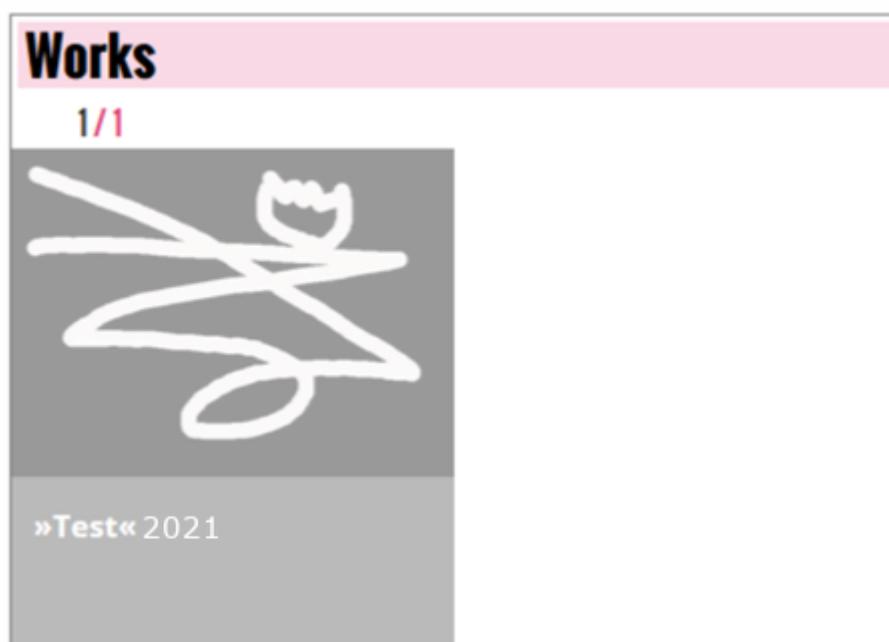
In the **URL** section, place a hyperlink where more information about the artwork could be found.

URL

Click save and proceed to the work page.



Your work will be displayed in the **WORKS** box.



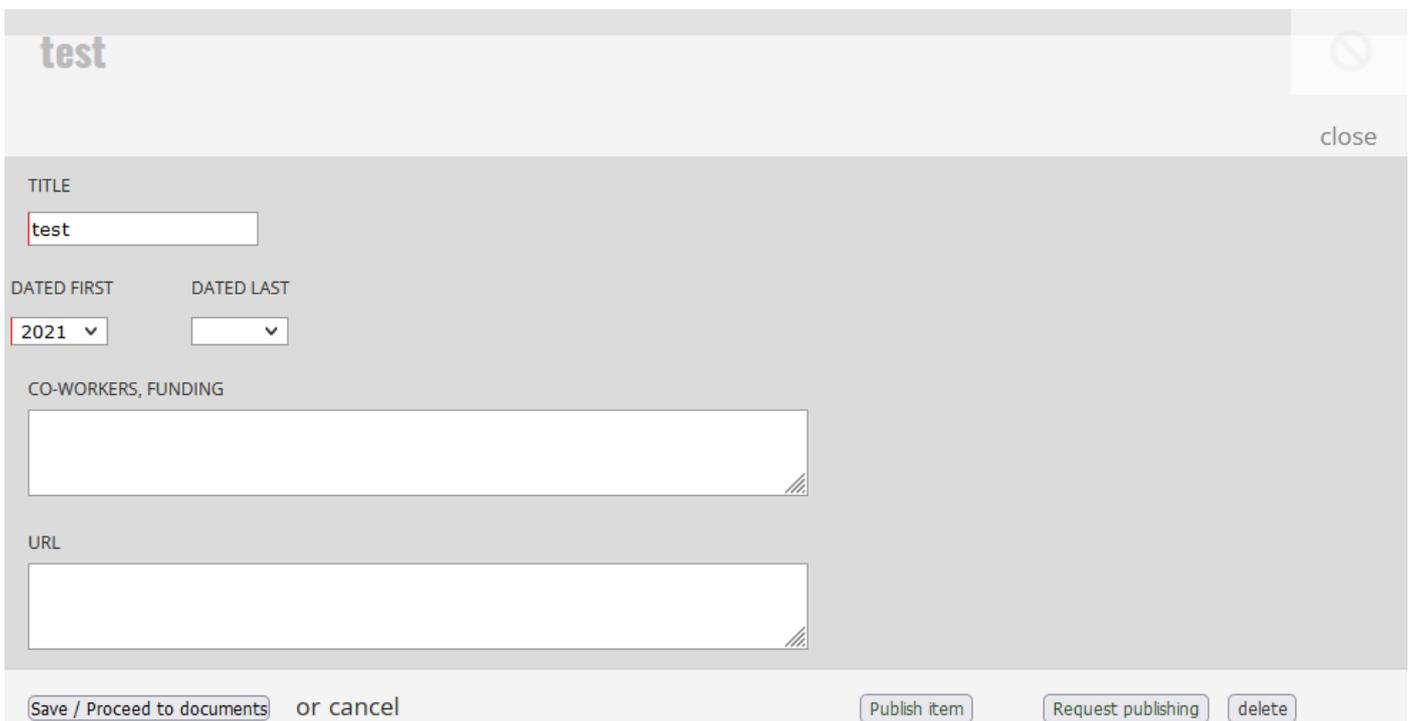
To edit works, click on the title to open the work page.  
**Images with a greyish layer are not publish yet.**

Click the PUBLISH button in the Information box to publish a work.



The image shows a user interface for editing a work. At the top, there is a pink header with the word "Information" in bold black text. Below this, there is a grey silhouette of a person next to the text "Test User" in pink. Underneath, the text "»test«, 2021" is displayed. To the left of the buttons is a pink right-pointing triangle. There are three buttons: "EDIT" with a right-pointing arrow, "PUBLISH" with a right-pointing arrow, and "Cite".

To edit TITLE, DATE, CREDITS, or DELETE the artwork, click the **EDIT** button.



The image shows a form for editing artwork details. The form has a grey background and a white border. At the top left, the word "test" is displayed in a grey font. At the top right, there is a "close" button with a grey background and a white border. The form contains several input fields: "TITLE" with a text box containing "test"; "DATED FIRST" with a dropdown menu showing "2021"; "DATED LAST" with an empty dropdown menu; "CO-WORKERS, FUNDING" with a large text area; and "URL" with a large text area. At the bottom, there are four buttons: "Save / Proceed to documents" (grey background, white border), "or cancel" (text), "Publish item" (grey background, white border), "Request publishing" (grey background, white border), and "delete" (grey background, white border).

**PLEASE NOTE: Works are not immediately published!**

Since the complete documentation of an artwork is a complex and sustancial task, you might save it first and publish it later.

To document your artwork with images and/or videos, click the **ADD** button under the title of your work.

Please title the image



ADD DOCUMENT

TITLE

You may leave further information on the image, e.g. Where it was taken, what exactly is shown etc. Currently this information is not visible for the visitor, but it will be in the future. It is also important as metadata for future data analysis.



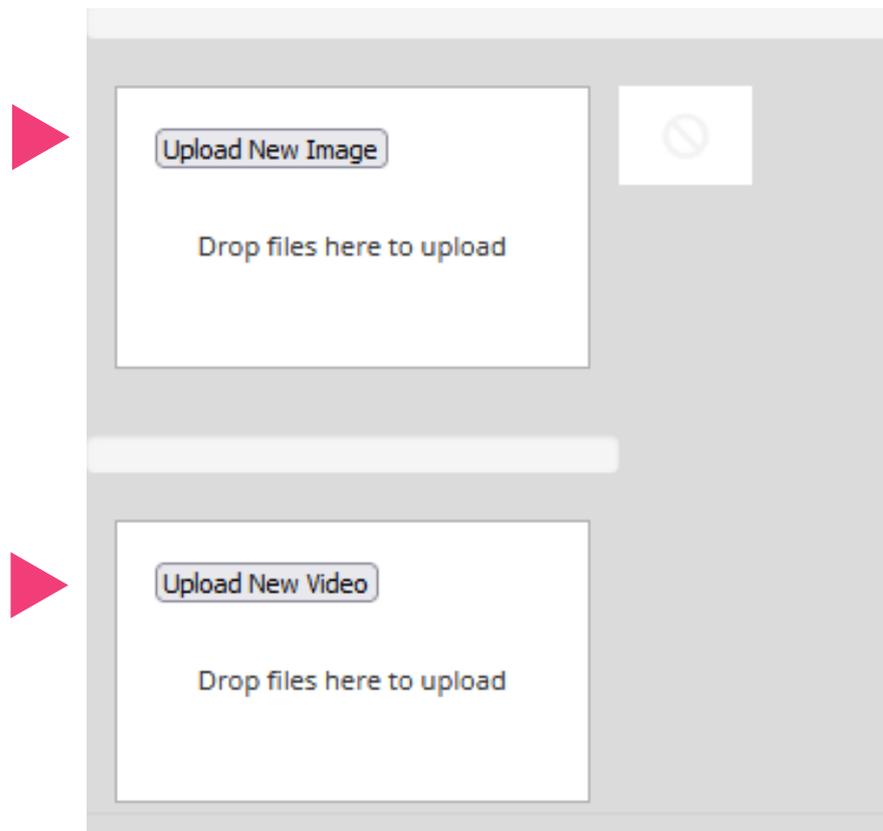
COMMENT

I have read and agree to the [License Agreement \[PDF\]](#).

Please make sure that you are the copyright holder of the image and read the License Agreement before you upload the image.

COPYRIGHT

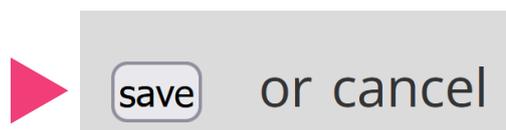
Please mention all coyright holders, i.e. Artist, photographer, institution etc. This information will be displayed with your image.



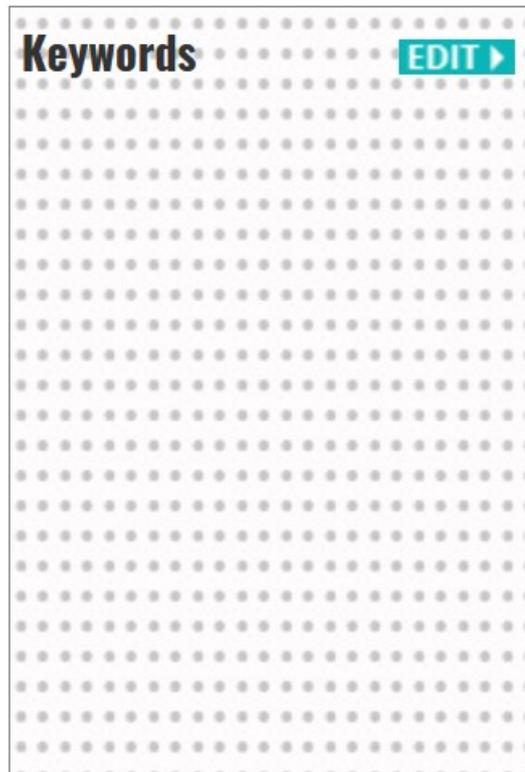
Sidenote: Unfortunately it is currently not possible to rearrange your image order after the upload. Please consider this when the order is important.

We are working on fixing this issue!

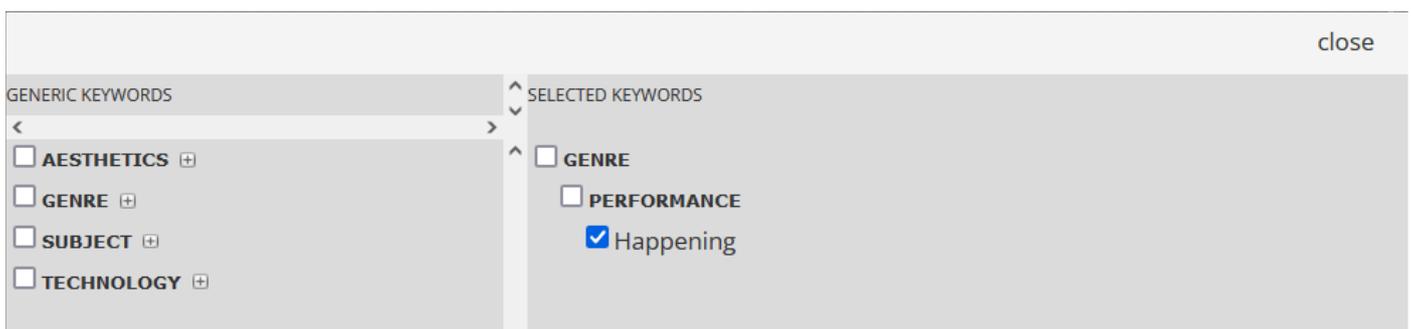
Save your changes by clicking on the **save** button, your documents will be displayed under your artwork's name.



To make it easier to find and relate your work with others, please add **keywords**. To do so, click the **EDIT** button in the keyword box next to the image.

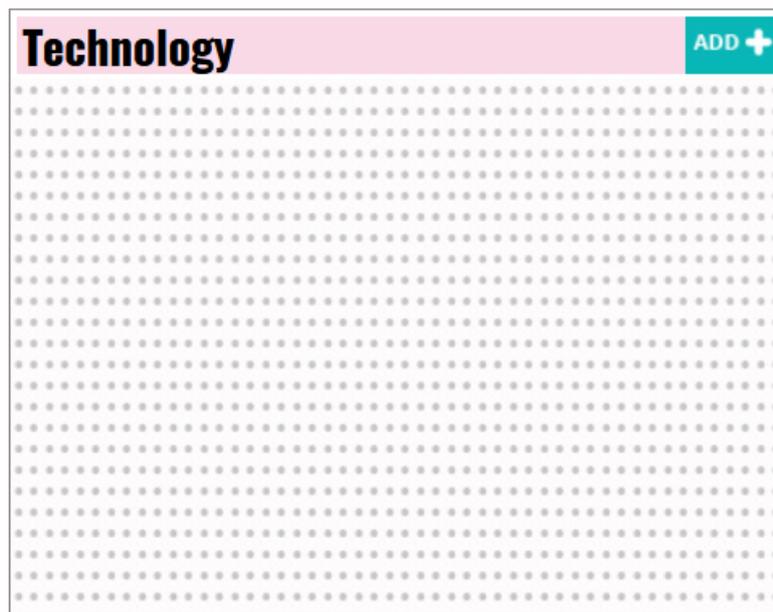


Open a tree of hierarchical vocabulary by clicking the + sign next to the parent terms. Choose keyword by selecting the boxes next to the term. You can select any keyword that offers an appropriate description. Click **save** to update your selection.



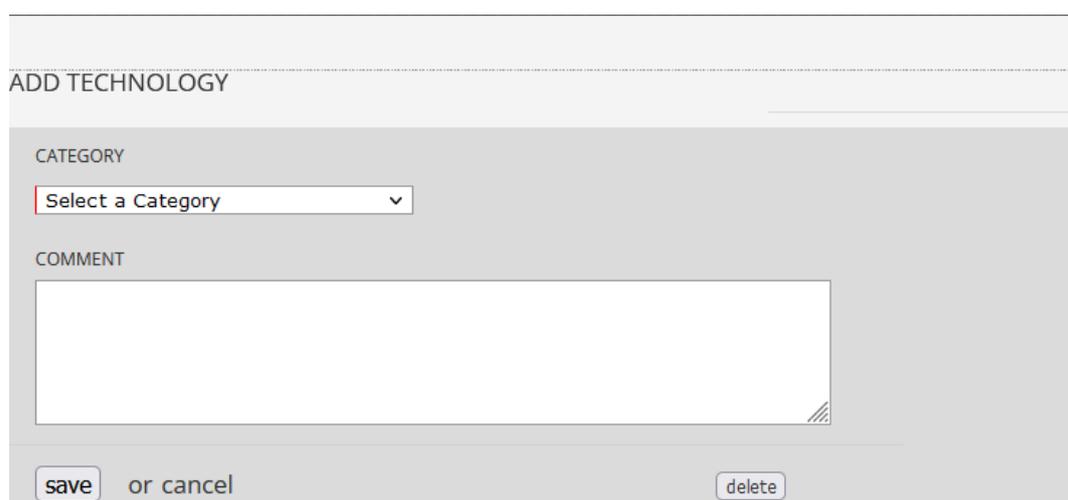
**Technology** documents the technical specifications of an artwork and is central to the artwork documentation. You may give potential exhibitors, curators, conservators or collectors information about hardware, software, installation requirements etc. By clicking the **ADD** button.

Moreover this information is crucial for research in the digital art studies.



The image shows a header for a 'Technology' form. The word 'Technology' is written in bold black text on a light pink background. To the right of the header is a teal button with the text 'ADD +' and a white plus sign. Below the header is a large grid of small grey dots. To the right of the grid is a pink triangle pointing left.

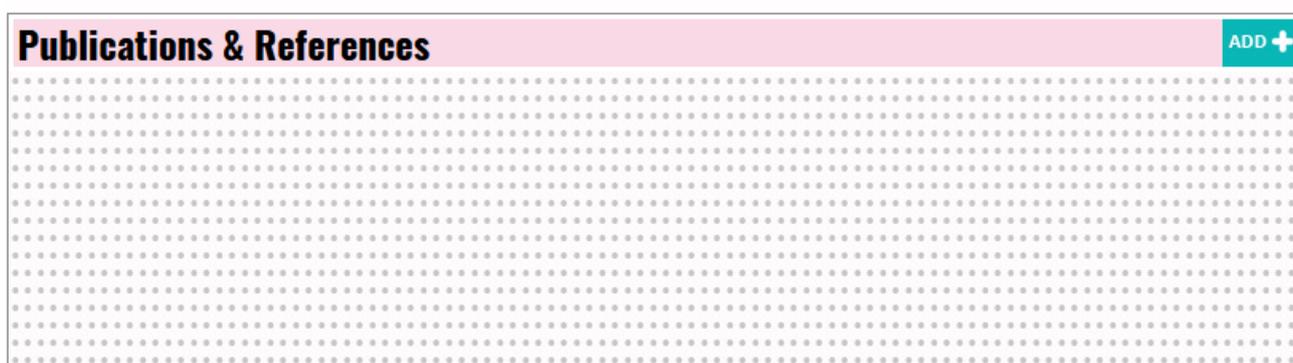
Select a **category** in the dropdown menu. Describe the technology, settings, requirements in the comment box and click **save**. If you want to add further information in another category, please repeat the procedure.



The image shows a form titled 'ADD TECHNOLOGY'. It has a 'CATEGORY' dropdown menu with the text 'Select a Category' and a downward arrow. Below the dropdown is a 'COMMENT' text area. At the bottom of the form are three buttons: 'save', 'or cancel', and 'delete'.

# How to update your publications?

Click the **ADD** button in the **Publications & References** box to add your publications.



First **search** the publication you want to add, it might already be in the ADA. If you find it: click on the link in the result list to **link** it with your publication list. If you can't find it: check the spelling or add new literature by clicking **ADD**.



**ADD +** Check spelling or omit a literature.

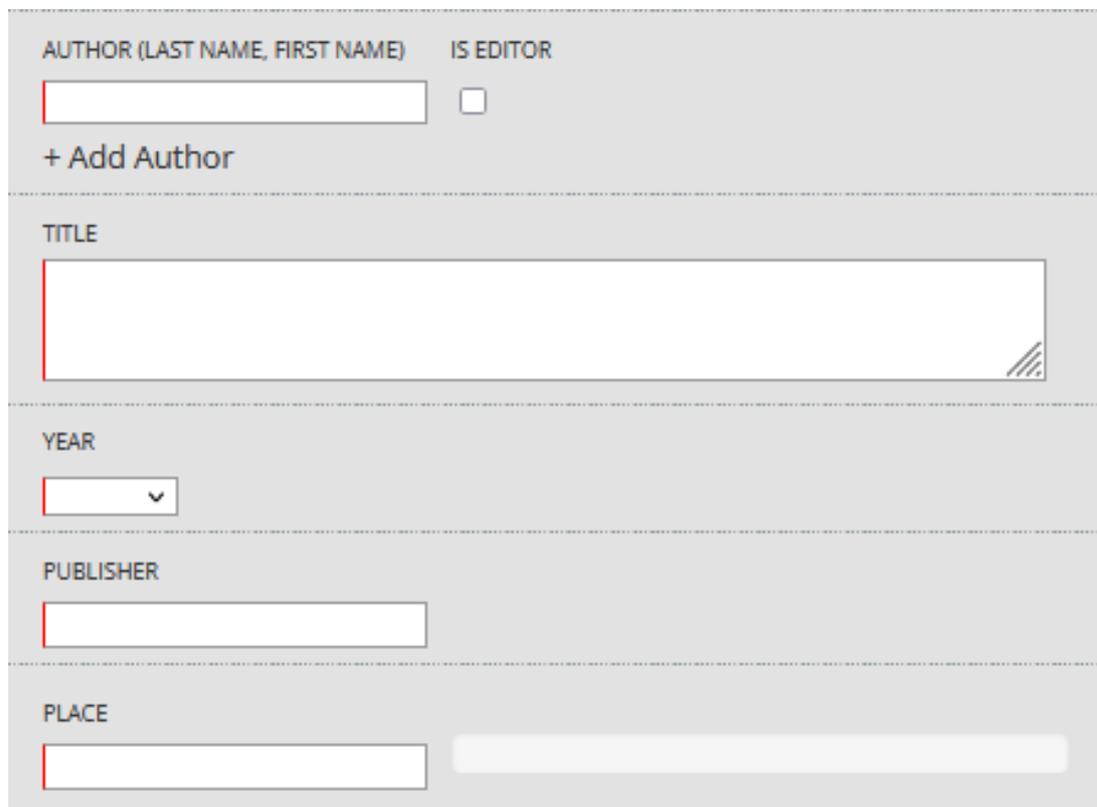
To add a new publication, select a **category** from the dropdown menu. Fields marked in red are mandatory.



CATEGORY

book

Please fill in the form properly and use the correct format, e.g. Author; LAST NAME, FIRST NAME.



AUTHOR (LAST NAME, FIRST NAME) IS EDITOR

+ Add Author

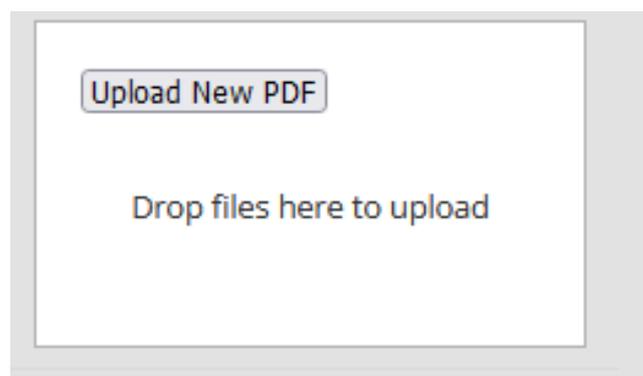
TITLE

YEAR

PUBLISHER

PLACE

Upload your publication/essay/text PDF



Upload New PDF

Drop files here to upload