

INSTRUCTIONS FOR SPECIAL EXHIBITIONS – DRAFT 11-30-15

How to Log On to Special Exhibitions Dashboard

1. Go to the website and log on
 - a. Your credentials as an editor are different than the general user username and password. Contact famsfdocentwebsite@gmail.com if you don't know your username and password for editing.
 - b. In the top, you'll see a black ribbon. Click the circular icon that looks like a speedometer (Dashboard).
 - c. On the left in the black ribbon, look for Exhibitions. When you place your cursor there, you should see a drop down menu with several choices:
 - i. EXHIBITIONS – this is the list view of all exhibitions. It is organized by date of entry, so the last one posted/updated is at the top. This is also the page where you will find the SEARCH box.
 - ii. ADD NEW – to create a post for a new exhibition, this is what you use. This Add New feature is available other places in the dashboard
 - iii. RE-ORDER – This is a useful page for looking at all Special Exhibitions by year. You can reorder them, and you can also click to edit any of them.

How to Check Your Work

1. It's very handy to keep 2 browser tabs open at one time when you are editing:
 - a. An dashboard window, where you can make editing changes and click update then continue to edit if you need to do more.
 - b. An end-user window, where you can refresh your browser to see the changes you have made.
2. This 2-window system is more efficient than navigating from your editing window to View Page then back to the Dashboard where you have to find the Exhibition over again. It lets you make smaller changes if you'd like, then update, then view the results, and continue with less wasted time.

How to Add a New Exhibition

1. In the left black navigation ribbon, in the submenu for Exhibitions, click ADD NEW.
2. You will see a column of data fields (to the right of the black navigation ribbon).
 - a. TITLE – Add the formal title for the exhibition. Use the Exhibition Schedule for the official name.
 - b. DESCRIPTION – Add the dates and museum (refer to prior entries for the model). Don't forget the museum!

Exhibition
<p>Jewel City: Art from San Francisco's Panama-Pacific International Exposition October 17, 2015 to January 10, 2016 de Young</p>

- c. DOCUMENTS – Add PDFs and links to recordings of lectures and walk throughs here. This field actually displays (to the end user) as the right side column on the website. The format should start with the link, followed by an explanatory text:

[Object List](#)
[Checklist with Photos](#)
[Floor Plan](#) – Updated 5/20/15
[Catalogue](#)
[Video](#) – National Gallery, Wash. DC., 2007
[Video](#) – Simon Schama's The Power of Art – JMW Turner, BBC2
[Video, Audio, Presentation](#) -Lecture by Dr. Esther Bell, Curator of European Paintings, FAMSF.
[Docents Touring Turner](#)
[Team Touring](#)

- d. YEAR - Check off the year for this exhibition.
 e. KEY WORDS – see section on this below.

[Copy to a new draft](#)
Move to Trash Update

Year ▲

Year Most Used

2015

2014

2013

2012

2011

2010

[+ Add New Category](#)

Keywords ▲

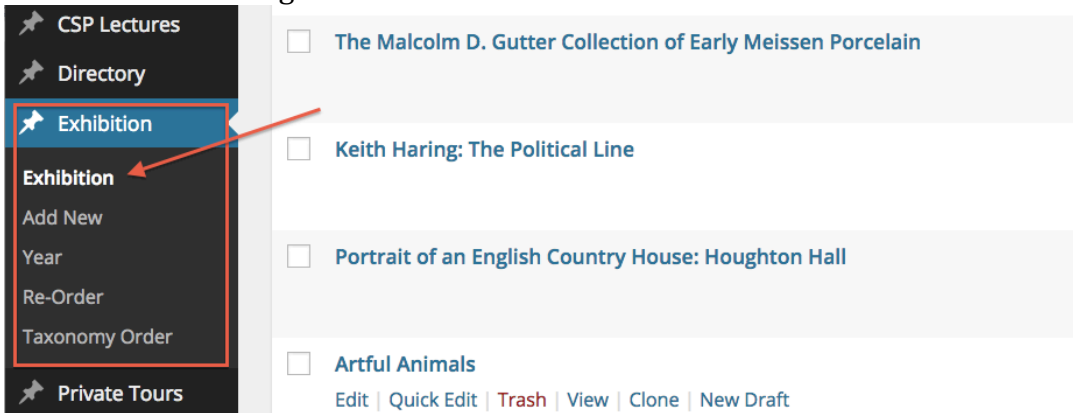
Add

Separate tags with commas

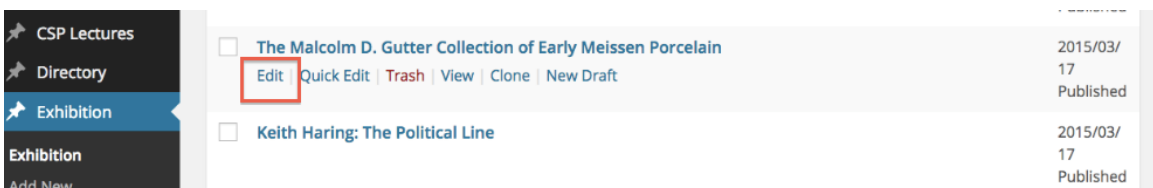
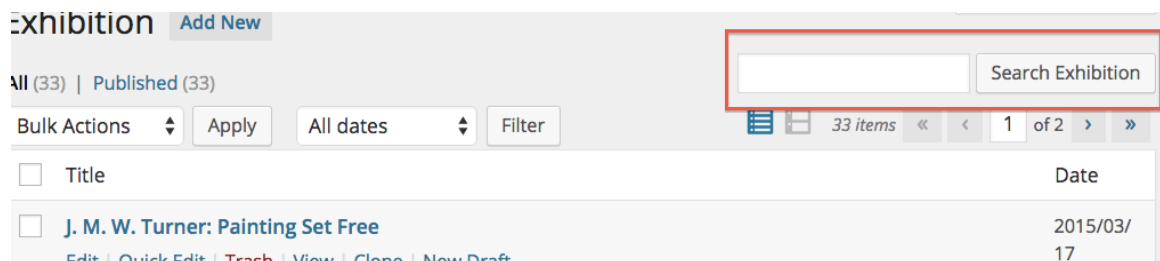
[Choose from the most used tags](#)

How to Add New PDFs or other Files to an Existing Exhibition

1. In the left black vertical navigation, look for **Exhibitions**. Click on it to open the submenu. Then, click on Exhibitions in the submenu to bring up the list of exhibitions on the right.



2. Exhibitions are listed by entry date, so last exhibition entered is first. Type a word or two from the name of your Exhibition in the search box, or, scroll down the list. When you find the exhibition you want, wand your cursor over it until you see the editing panel. Click **EDIT**.



3. **Before you upload your file, make sure it is in the best format.** In most cases, you will want it to be a PDF. PDF's are faster for docents to work with – it's just one click and they can see the content. Word documents should only be used if you are sure the docents want to copy and paste the content somewhere else – a good example is the Email list of docents touring. That must be a Word document.
4. To upload a PDF and make it more searchable

- a. Place your cursor in the **DOCUMENTS** field where you want the PDF to appear then click the cursor to position.
 - b. Look for the **ADD MEDIA** icon (camera and notes) in the Editing tools (just above the box where you are editing). Click.
 - c. A pop up called **INSERT MEDIA** will appear. There are two tabs: Media Library and Upload Files. Select **UPLOAD FILES**.
 - d. Click **SELECT FILES** and you will see the directory from your computer. Navigate until you find the file you want to upload, then click **OPEN** to upload the file. WordPress also has a very neat “drag and drop” tool. To see how it works, watch this video [insert when I find it]
 - e. Your PDF file will now be in the **MEDIA LIBRARY**. Before you insert your file, please do these 3 things:
 - i. Check that the file is highlighted in blue, with a **BLUE CHECK** mark in the upper left.
 - ii. In the right column, look for the **TITLE** box and add a friendly title. Cut and paste the default title (usually the name of the file from your computer) into the caption or description box below TITLE. Titles are important tools for the search engine. (In Special Exhibitions, you probably don’t need to repeat the exhibition name.)
 - iii. Finally, in the right column, look for **MEDIA CATEGORIES**. Check the box that this file belongs in – **SPECIAL EXHIBITIONS – 2015, SPECIAL EXHIBITIONS – 2014** (and so on).
 - f. To save your work, click the blue **INSERT INTO POST** button.
5. If you uploaded more than one file at a time, you need to repeat the process. Your document will be stored in the Media Library, but it needs to be named, categorized and inserted onto the page
 6. When you have finished all your editing, check your work by going to the end user view of the website
 - a. If you are in the dashboard, go to the end user window and refresh the browser.
 - b. You should see the changes.

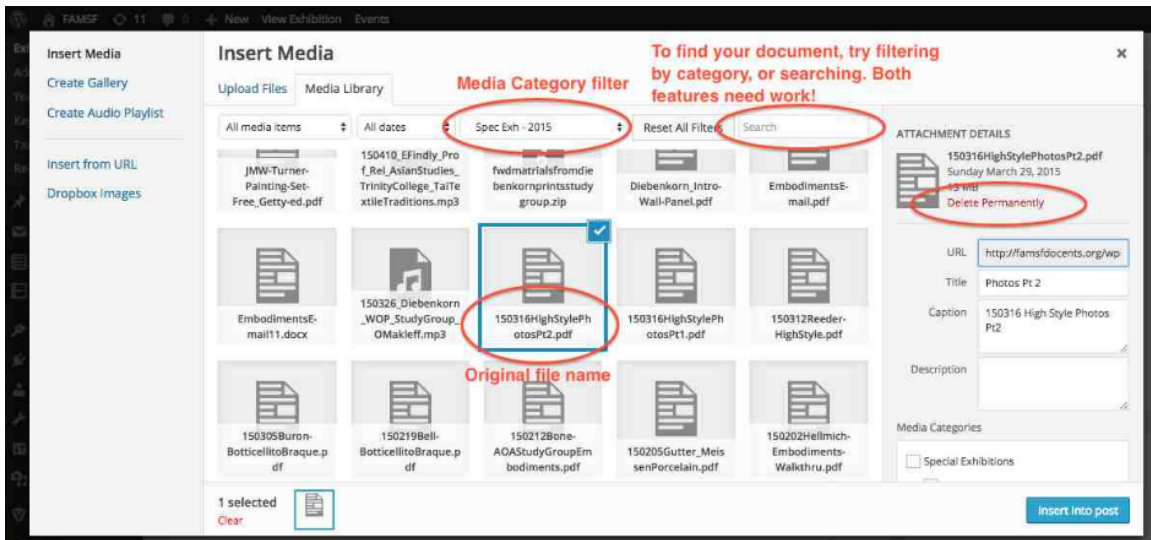
How to Re-Order Exhibitions

1. In the left navigation, click on RE-ORDER.
2. Select the year you want to re-order. All the exhibitions for that year will appear.
3. Drag and drop the exhibition you want to re-order. The order should be the most recent exhibition at the top of the list.
4. From this screen you can also get access to the editing view of the post

The screenshot shows a web interface for managing an exhibition. On the left is a sidebar with navigation options: Media, Pages, Comments, Access, Audio Video Library, Collections, CSP Lectures, Directory, Exhibition (highlighted), Exhibition, Add New, Year, Keywords, Taxonomy Order, and Re-Order. The main content area has a table with columns 'Taxonomy Title' and 'Total Posts'. The 'Year' dropdown is set to '2012 (14)'. Below the table are options for 'Automatic Order' and 'Manual Order', a 'Show all dates' dropdown, a 'Filter' button, a 'Toggle Thumbnails' button, a search box, and an 'Update' button. Red annotations highlight the 'Year' dropdown with the text 'Select the year you want to edit', the 'Update' button with the text 'After you re-order, dont' forget to update the page.', and a pencil icon in the item list with the text 'Click the pencil to enter the editing view of this post.' The table lists items such as 'Royal Treasures from the Louvre: Louis XIV to Marie Antoinette (8239)', 'Nureyev: A Life in Dance (8240)', 'This World Is Not My Home: Danny Lyon Photographs (8241)', 'William S. Paley Collection: A Taste for Modernism (8242)', 'Gifts from the Gods: Art and the Olympic Ideal (8243)', and 'Chuck Close and Crown Point Press: Forty Years of Creative Collaboration (8244)'.

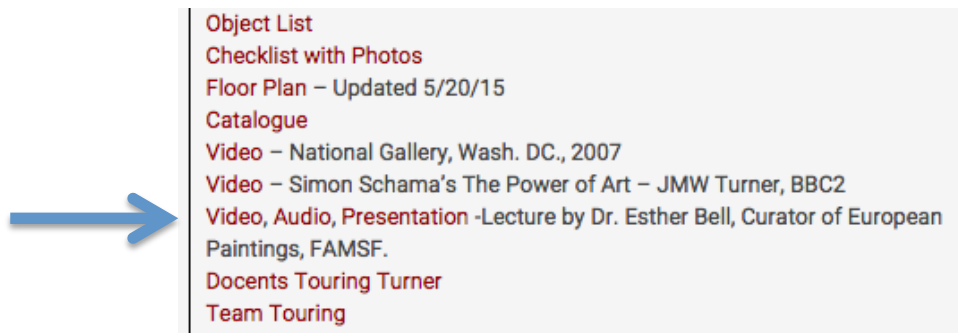
How to Replace Already Posted Files with a Newer Version

1. Sometimes you will receive a revised catalog, or a new checklist. It's a good practice to delete the old versions already posted, at the time you upload the newer versions.
2. First, delete the file you will replace, so that the end user will not see it.
 - a. Follow instructions in "How to Add New PDFs or other Files to an Existing Exhibition" above. Locate the file you want to delete in the Documents section of the post, and
 - b. Delete it as you would in Word. This will remove it from the End User view. Click update, then check your work.
3. Now, delete the document from the Media Library.
 - a. Above the Document window, click on Add Media. Click the tab for Media Library (not upload).
 - b. You need to find your document, and now you will see the benefits of categorizing it upon entry!
 - c. First filter by Media Category. E.g. select Spec. Exh for 2015. Do many files come up? PDFs, audio? If not, 2 reasons – it's possible 1) you did not check the 2015 box for all your media when you first uploaded it, or 2) the plug in for search isn't foolproof. (working on making it better!)
 - d. Another way to search is to use the search box and enter a key, single word – e.g. Turner. The files you will see will displayed in the search results will probably have a nasty computer file name (unless you renamed the file to something friendly BEFORE you uploaded). However, if you single click on any file, and look to the right, you will see the friendly name you gave it in the TITLE box.
 - e. When you have located the file you want to delete, click the DELETE PERMANENTLY red link.
4. Now you can add the revised documents.



How to Add Audio/Video/PDF files from the A/V Library

1. You will receive emails saying “You have files in the A/V Library for XYZ exhibition.” This means that a recent curator lecture or a curator walk through have been uploaded in the A/V library. To make it convenient for docents, we also want to post these recordings in the Special Exhibition in question.
2. Open up 2 tabs in your browser with the website
 - a. Go to the end user view of the A/V library, and find the year and then the exhibit. Copy the name and title of the curator, and all the links.
 - b. In the second tab, go to the dashboard>Exhibitions>specific exhibition you want to post to.
 - c. Go to the Documents window of this post, and position your cursor below the last entry by clicking on that spot.
 - d. Now paste everything you copied from the A/V library. Rearrange the links and copy so that they are consistent with the format we use in Special Exhibitions.



How and Why to Add Key Words

1. When you add a new exhibition, please add key words. These will help when the end user uses search on the Special Exhibitions page.
2. Here are the key words to use:
 - a. country (e.g. France, not Europe)
 - b. art history period (e.g. Renaissance, modern, Dutch Golden Age, Impressionism)
 - c. medium (e.g. oil, stone, textile, wood)
 - d. genre and category (e.g. painting, sculpture, landscape; EDA, WOP, textile)
 - e. key design motifs – (e.g. abstract)
 - f. artist
 - g. misc. – female
3. Add these on the right side of the page:

The image shows a screenshot of a web form interface. At the top, there are two buttons: 'Move to Trash' (in red) and 'Update' (in blue). Below these is a section titled 'Year' with a dropdown arrow. Under 'Year', there are two tabs: 'Year' and 'Most Used'. The 'Year' tab is active, showing a list of years from 2015 to 2010 with checkboxes. The 2015 checkbox is checked. Below the list is a link '+ Add New Category'. Below the 'Year' section is a section titled 'Keywords' with a dropdown arrow. It contains a text input field, an 'Add' button, and the text 'Separate tags with commas'. At the bottom of the 'Keywords' section is a link 'Choose from the most used tags'. A large blue arrow points from the left towards the 'Keywords' section.

HOW TO ADD IMAGES TO A SPECIAL EXHIBITION LISTING

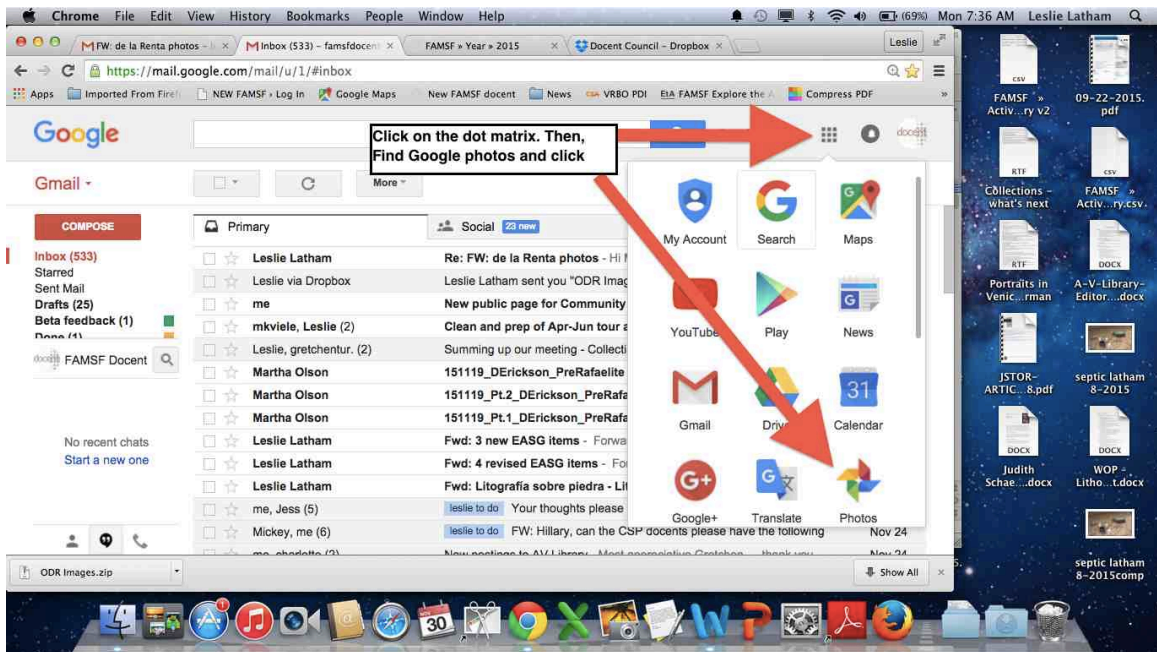
For some exhibitions, e.g. Oscar de la Renta, the curators will make multiple high resolution images available. There are several ways to put these into the listing for the exhibition, but we recommend the approach that uses a photo album for viewing and easy single/multiple image downloading, and, takes up the least amount of space in the listing. That is, we put all the images into a Google Photos album, then we post the link to that album on the Special Exhibitions listing.

1. Download the images from Dropbox to your computer
 - Need help? Let us know. famsfdocentwebsite@gmail.com

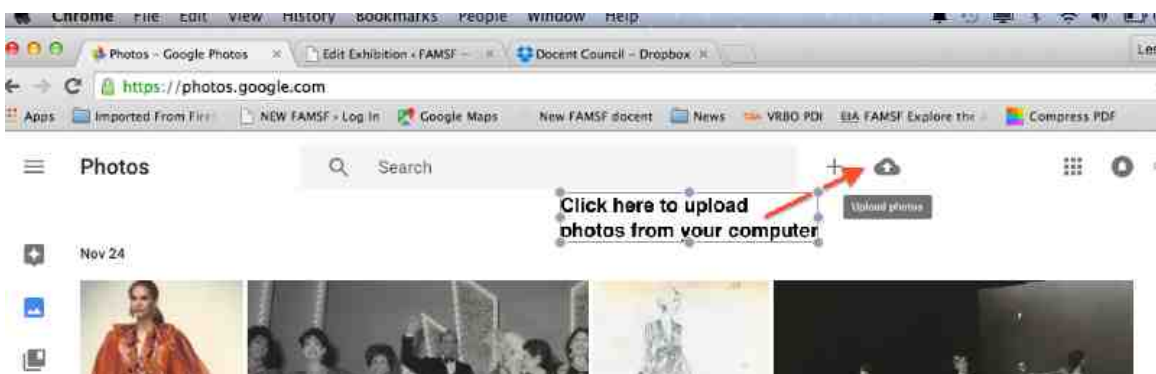
- They will be downloaded in a ZIP file. Open the ZIP file on your desktop, so that the images are unpacked and converted automatically to a standard folder.

2. Log into Google Photos through the website Google account

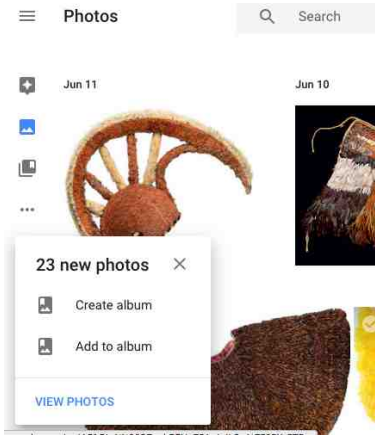
- Log into famsfdocentwebsite@gmail.com. Username is Dieb1922.
- Open Google photos.



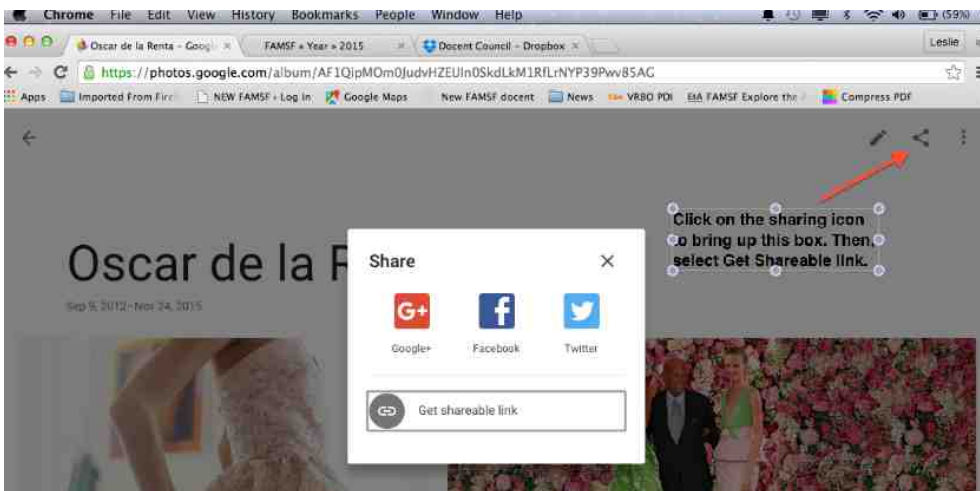
- First upload the images from your computer.



- Once all are uploaded, Google will prompt you to create and name a new album for the photos.



- Now create the link for the folder. This is what you'll post on the exhibition listing.



- Copy the link into memory. Now, turn back the website, and go to the listing for the special exhibition in question. Create the text for the entry (e.g. High Resolution Images), then highlight it and click the hyperlink icon. Now paste the link, as you would normally do, into the link pop up box. Save and update the page.

