

SPECIAL EXHIBITIONS EDITOR INSTRUCTIONS

Rev. 1-17-2020

Overview

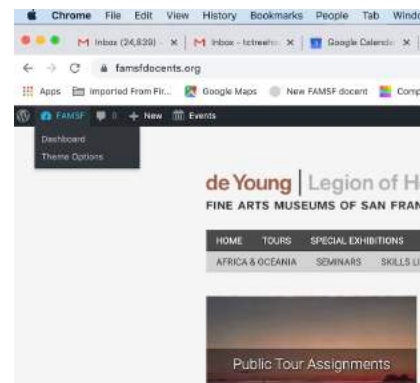
Special Exhibitions is one of the most heavily used, and most frequently updated, sections of the website. It is a central location for resources that come from multiple sources. The Special Exhibitions editor uses the biggest range of website features of any editor (other than the 4 administrators). The Special Exhibitions Editor is the first to know what's new for any exhibition.

Included in these Instructions

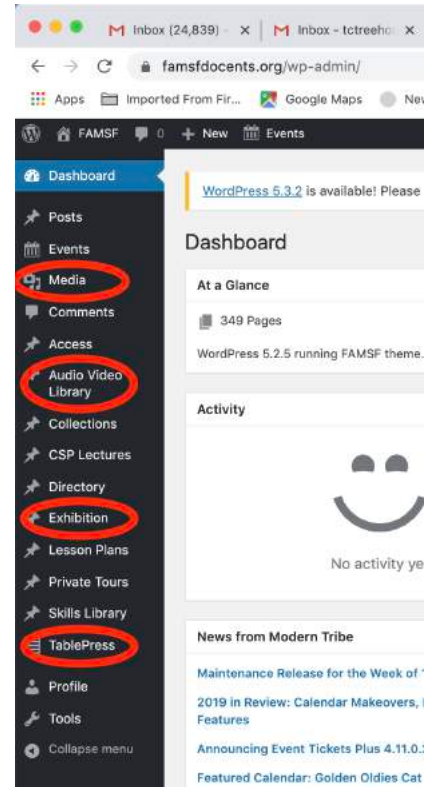
1. How to set up a new Special Exhibition listing
2. How to make corrections, add PDFs or other files to a Special Exh listing
3. How to publish and reorder Special Exhibition listings
4. How to create and publish the Touring Logistics page
5. Your sources - where to find the files you will publish
6. How to publish the Exhibition Schedule
7. How to check your work

Getting Started - Some Tips

1. Do you use tabs in your browser? If so, you will find them a time-saving tool for checking your work as you go. We recommend having 1 tab open with the “editing view” of the website page you’re working on, and 1 tab open with the “end user view” of the same page.
2. As an editor with “author”[[check this](#)] level access, your view of the docent website looks different than the standard end user view. You will see a black ribbon at the top.

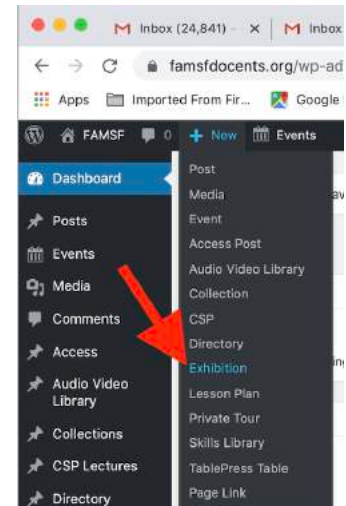
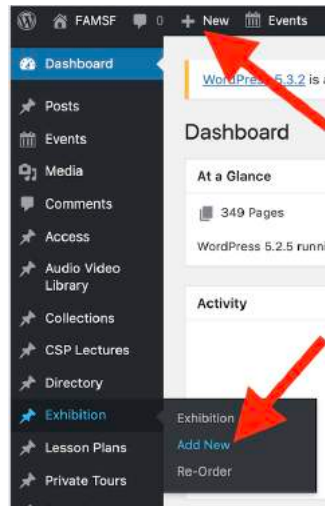


3. Click on **“Dashboard”** and you will see a set of editing functions down the left black ribbon. Those circled in red are the functions you will use.



How To Set Up a New Special Exhibition Listing

1. Click on **“Exhibition”** to expand its submenu. Click on **“Add New.”**
2. You can also use the shortcut menu in the top black ribbon. Click on **“New”** to expand then select **“Exhibition.”**

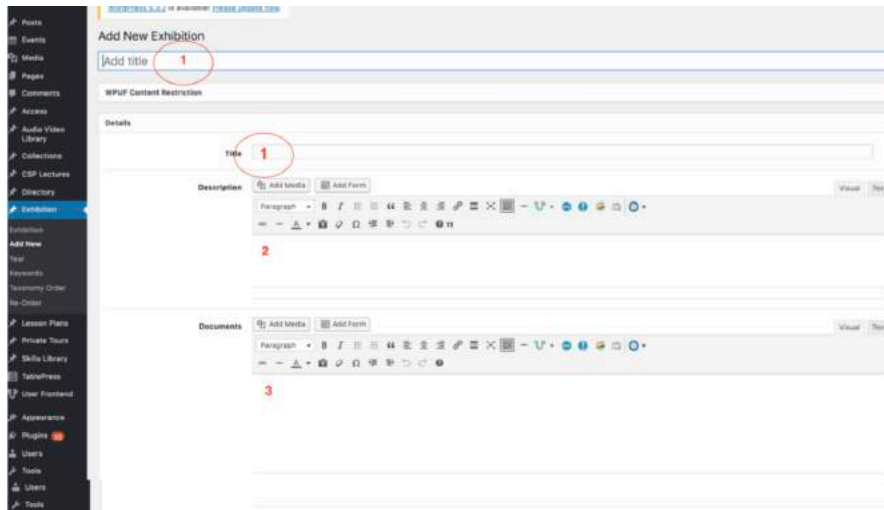


3. Each listing is guided by a template. Let’s review the fields you will edit. The next 3 screen shots should be viewed together.

4. The top of the template shows 3 fields to input:

- a. **UPDATE 1 = “Add title” field in 2 places. The top title field populates the backend listing of exhibitions you use when you “re-order.” The lower title field populates the listing viewable by the user. Your source for the official name is the “Exhibition Schedule” (the top drop down under “Special Exhibitions”). Enter the title:**

Last Supper in Pompeii - Food and Wine from the Table to the Grave



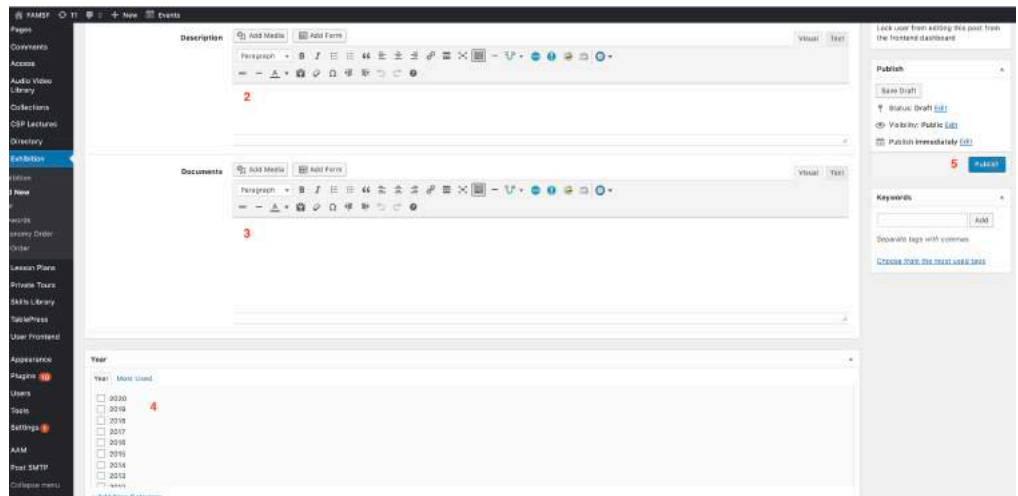
b. 2 =

“Description” field. This field populates the left column in the end user view. The source is also the Exhibition Schedule. Complete “Description” following the conventions for formatting and order. For example:

April 18, 2020 - August 30, 2020
 Legion of Honor, Rosekrans
 Renee Dreyfus

<p>James Tissot: Fashion and Faith October 12, 2019 to February 9, 2020 Legion of Honor Melissa Buron</p> <p style="text-align: right;">2 populates this column</p>	<p>Kapsul – for the exhibition (not to be confused with the companion tour kapsul) Curatorial Lecture- Melissa Buron on <i>James Tissot Fashion & Faith</i> 9/12/19 Video . Audio , Presentation Lecture – Sarah Klein, <i>Painting Techniques of JT</i> – Video, Audio, Presentation Curatorial Tour of exhibition 10/11/19 w Buron, Sciama, Perrin Video , Audio EA Study Group on Tissot exhibition 9/19/19 – see AV Recording page for September 2019 Tissot Catalog Part 1: Intro & Essays Tissot Catalog Part 2: Medieval to Vanity Fair Tissot Catalog Part 3: Water to Two Worlds Tissot Catalog Part 4: Appendices Tissot Catalog Part 5: Catalog Checklist, Biblio, Notes, Index Touring Logistics 3 populates this column Tissot Checklist -Final FAMSF MAJOR EXHIBITION TOOLKIT Tissot_4.4_19 Draft Floor Plan Kapsul for the Companion Tour Antenna Audio Tour Draft Chat Panels, Mini Chat Panels, Labels</p>
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- c. 3 = **“Documents”** field. This field populates the right column in the end user view. This field can be completed later, once you begin to receive source material. There are multiple sources: content sent to famsfdocentwebsite@gmail.com (by liaisons, other editors, the Kapsul team, and others); the A/V Library; the Docent Council folder where Cynthia drops museum files like PR releases and so on. (See section on Sources).
- d. 4 = **“Year”** field. Check the year (or years) of an exhibition to place it on the correct



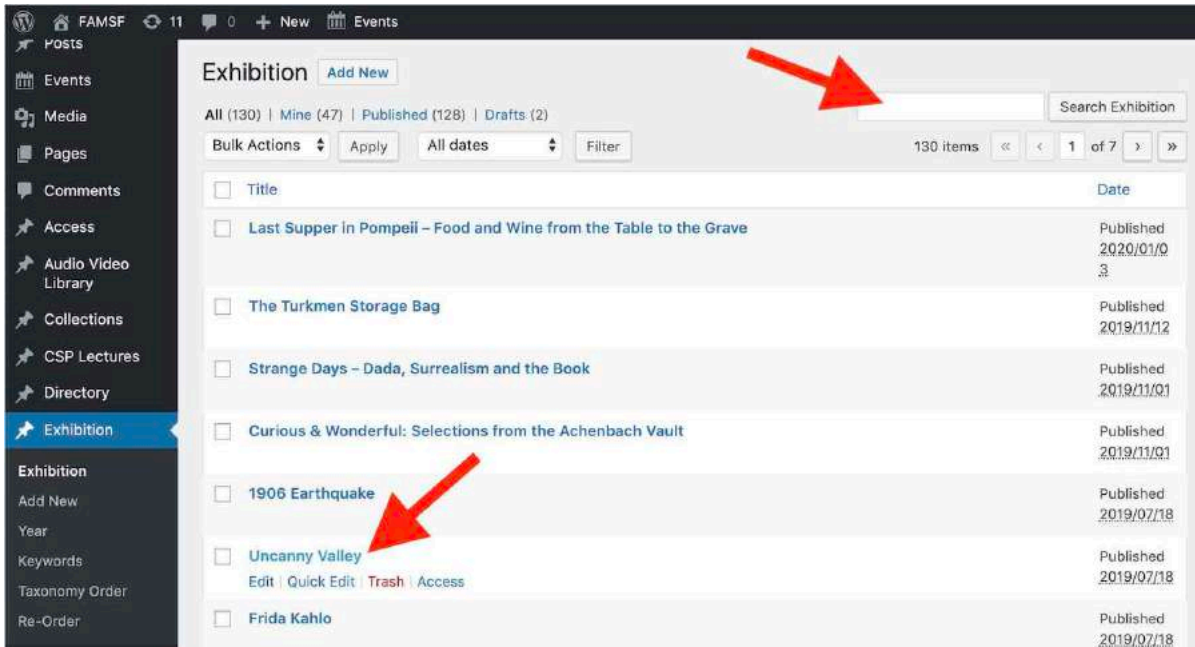
Spec

Exhibition page automatically.

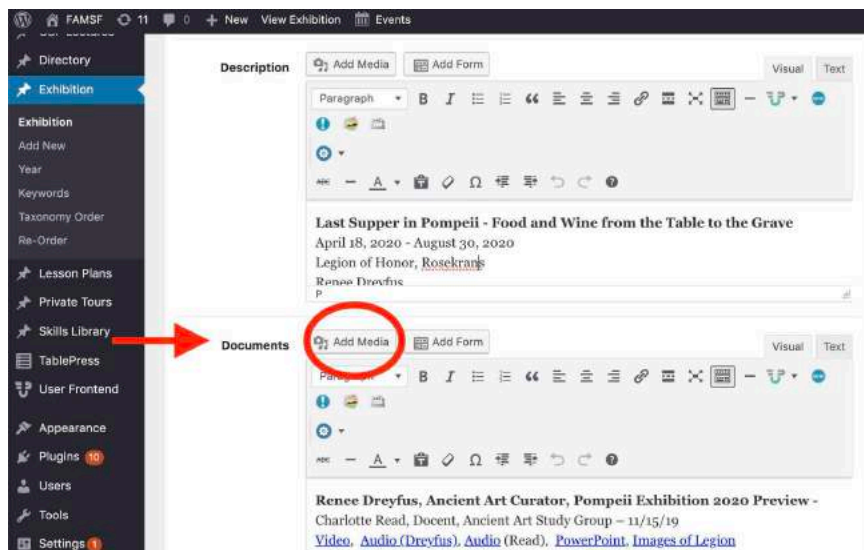
- e. 5 = Click the blue **“Publish”** button to post the public listing to the Spec Exh page.
- f. You will want to check your work by going to the end user view of the listing you just worked on.
 - i. If you are using 2 browser tabs, click on the browser where you have the end user view of the site. Go to the page **“Exhibition Docs 2020”** and look for your entry.
 - ii. Here’s the end user view corresponding to #2 and #3 input fields

How to Edit an Existing Special Exhibition Listing to Make Corrections or Add PDFs or Other Media Files

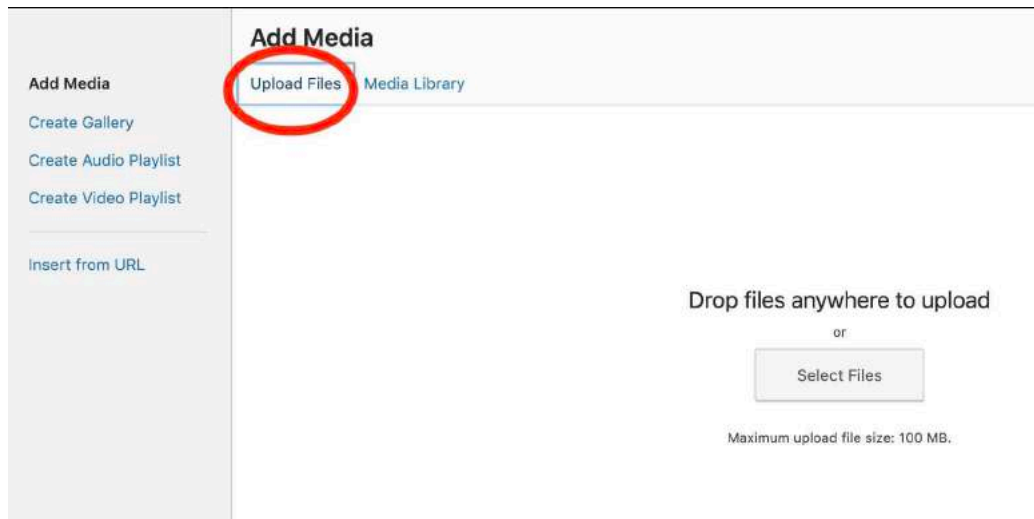
1. Go to your Dashboard.
2. Click on **“Exhibitions”** to bring up the Exhibition listing. They are organized by date published.
3. To select the Exhibition you want to work on, type a word from the title into the search box, or scroll/browse the list. Once you find your exhibition, place your cursor over the title to bring up the editing options. Choose **“Edit.”**



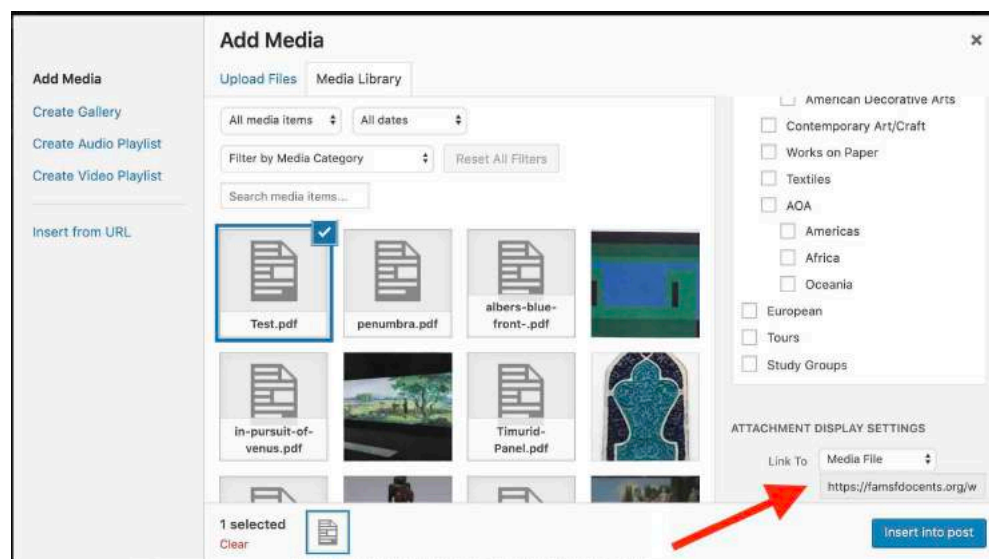
4. To add a PDF to the listing, go to **“Documents”** then click on **“Add Media”** in the Editing tools.



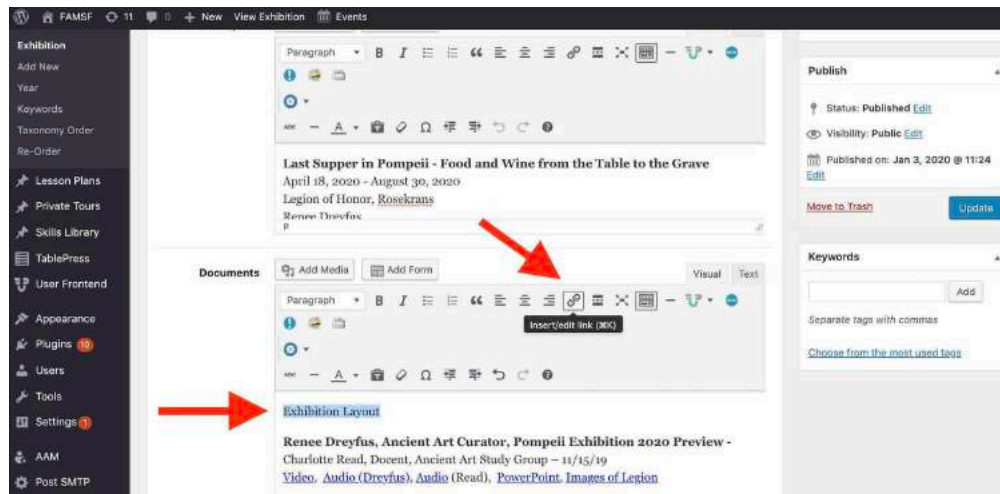
- a. A pop up called “**Add Media**” will appear. There are two tabs: Media Library and Upload Files. Click “**Upload files**” (or drag your desktop file over) then “**Select Files.**”



- b. 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.
 - c. Your PDF file (here titled “**Test**”) will be uploaded to the “**Media Library.**”
5. To insert the “**Test**” PDF onto the Special Exhibition listing:
 - a. You should still be in the **Media Library**. Find the file you want to insert, and highlight it if it is not already checked.
 - b. Copy the URL for that document. It can be found in the right column at the bottom of this screen (see arrow) or at the top of the right column if you scroll up (not pictured here).

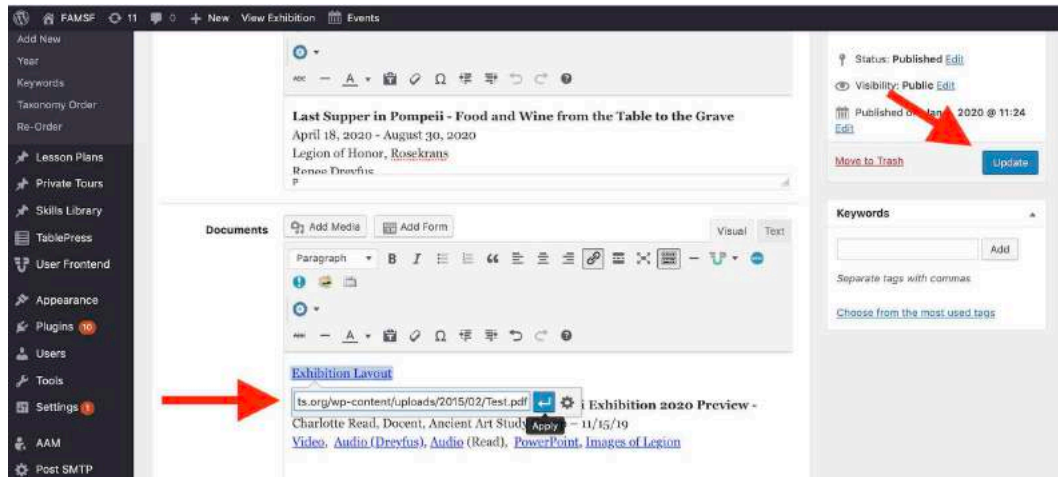


- c. Once you have copied the URL, close this screen. You will be back on the “Documents” field for your listing.
- d. Place your cursor where you want to insert the “Test” PDF. Type in the name of the document as you want it to appear (many documents come to us with arcane internal naming conventions. You do not have to use



them). Now highlight the name and click on the hyperlink tool in the editing box just above.

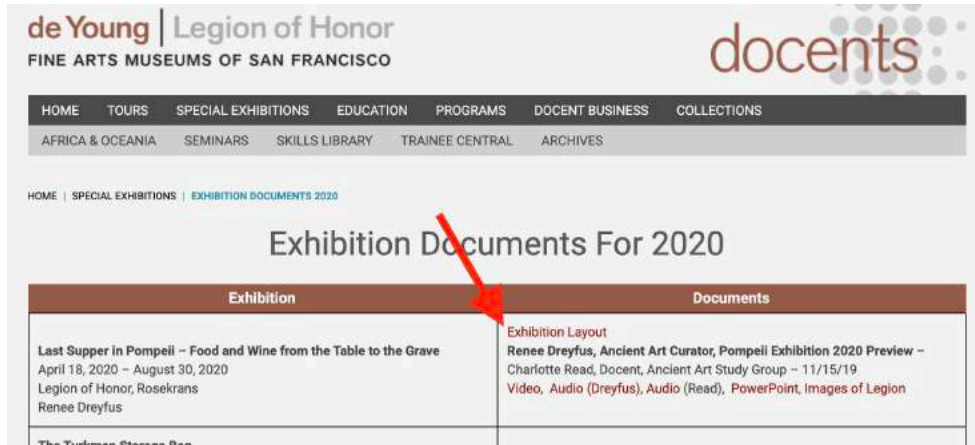
- e. A text entry box will pop up. Paste the URL you copied into the box, and



click “Apply.” Your link is now live.

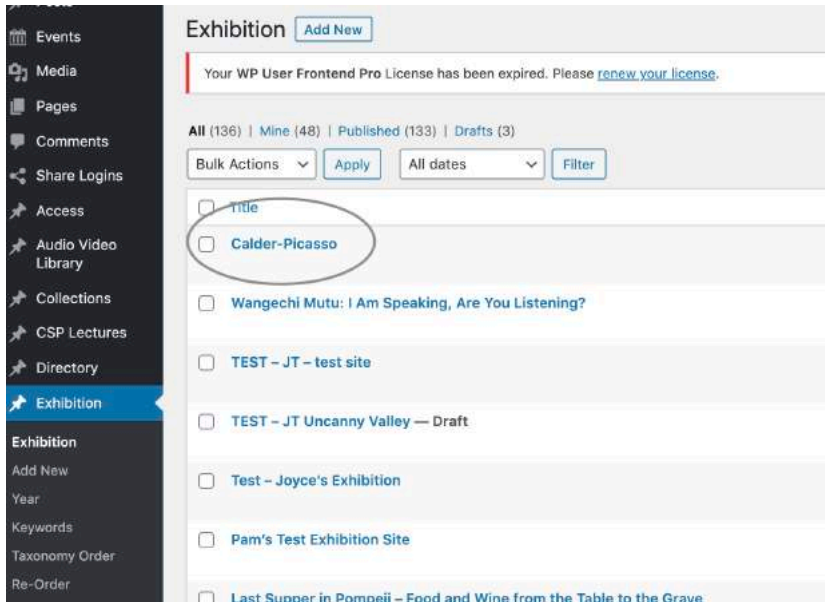
- f. To save your work, click the blue “Update” button in the right column.

- g. To check your work, return to the browser tab where you have the end user view of Special Exhibitions. Refresh your page.

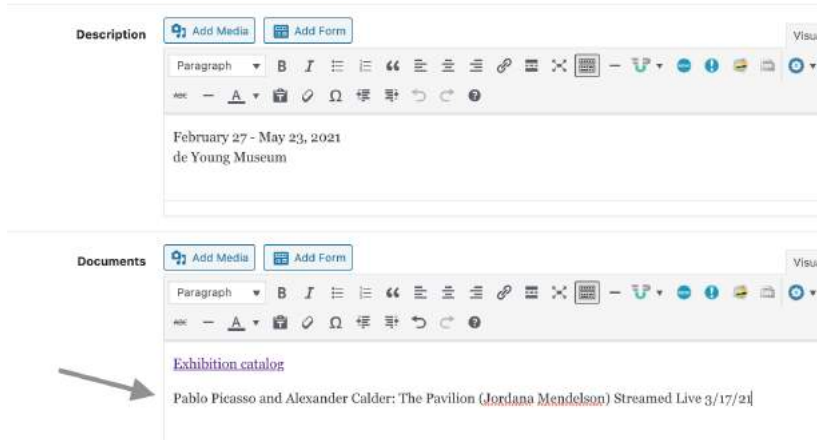


How to Post a YouTube or other Link to an Existing Exhibition Listing

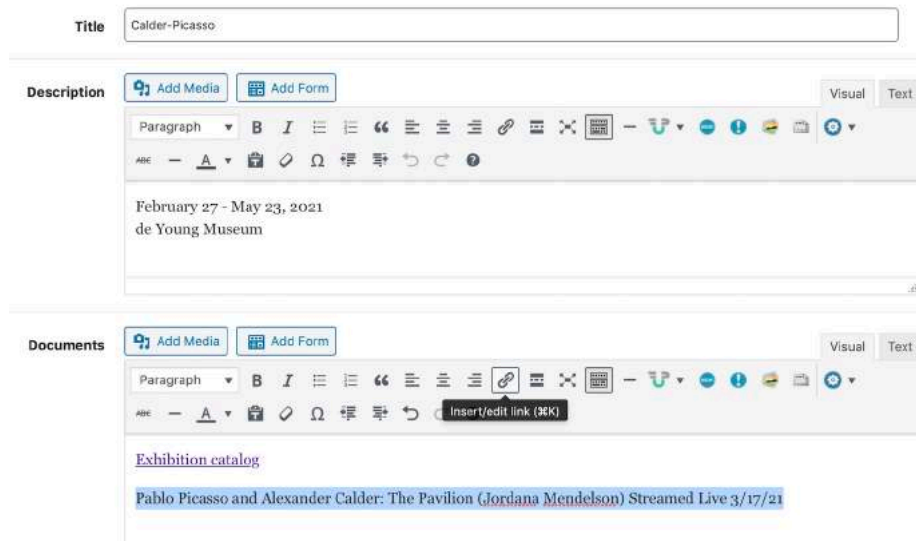
1. In Exhibitions, locate the exhibition you want to add the link to. Click Edit to open it.



2. Next type in the title of the video:



3. From the source document or email, copy the URL of the video you want to add to the exhibition entry. Then highlight the title you have just typed, and click on the hyperlink icon:



4. This will pop up a small text box. Paste the URL into the text box and click the arrow to save it. The plain text should now look like a link.

Title Calder-Picasso

Description

February 27 - May 23, 2021
de Young Museum

Documents

Exhibition catalog

[Pablo Picasso and Alexander Calder: The Pavilion \(Jordana Mendelson\) Streamed Live 3/17/21](#)

[/www.youtube.com/watch?v=eqtS3FDDGNw](https://www.youtube.com/watch?v=eqtS3FDDGNw)

5. Don't forget to click the blue UPDATE button to save your changes.

How to Post Lecture and Walk Through Recordings Files to an Exhibition Listing

You will receive an email from the website from time to time notifying you that a recent lecture or walk through has been posted to the A/V Recording library <https://famsfdocents.org/education/audio-video-recording/>. This is your notification to grab the URL(s) for the video, audio and/or presentation files for that lecture or walk through and copy them to the Spec Exhib listing.

- A/V Recording library is the primary home for this type of media. Our practice has been to copy and place a/v files in an additional location, if that is where users most often think to find them. So, Spec Exh a/v files are posted to Spec Exh listings. During Training, we posted Training lectures to Lesson Plans.
- While your website email editors (usually Leslie or Maurene) have been posting the Lecture and Walk thru recordings directly to a Spec Exhibitions listing, our practice is to respect the domain of the "page editor" and only have her post to her pages. NOTE: over the last year, Gretchen has also been posting lecture video links to the Spec Exh pages. Once you are comfortable, we will ask her to send the video link to you instead, as we will do for the audio and presentation files.

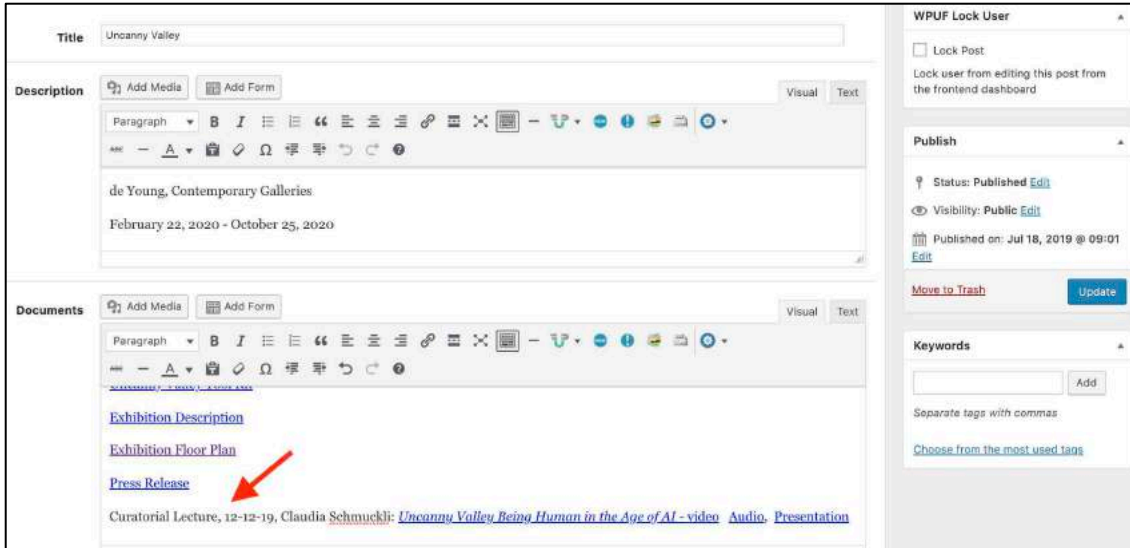
1. Open 2 tabs in your browser.

HOME | AUDIO/VIDEO DOCUMENTS 2019

Audio/Video Documents For 2019

December	
Uncanny Valley Curatorial Lecture - 12/12/19	Claudia Schmuckli, Curator of Contemporary Art, FAMSF Video , Audio , Presentation
Ancient Arts Council - Staged Reading of Euripides' Medea - 12/7/19	Carey Perloff, director Video
Docent Magic Workshop - 12/5/19	30 minute Cross Cultural Tour presentation Audio Kathi Walsh and Tom Traylor Tour themes and content discussion Video Audio
Curatorial Walk Through, New Acquisitions, with Martin Chapman - 12/3/19	Marrin Chapman, Curator in charge of European Decorative Arts and Sculpture Von Gymnich Mirror and the Talleyrand Bed Audio , Images

- In one, go to the user's view of the A/V Recordings Library (under Education in the drop-down menu) and locate the file/s you want to copy over. Let's say you received an email saying "Uncanny Valley lecture has been posted to the A/V Library," highlighted here.
- In your other tab, go to your Dashboard, click on Exhibitions, find the Exhibition listing

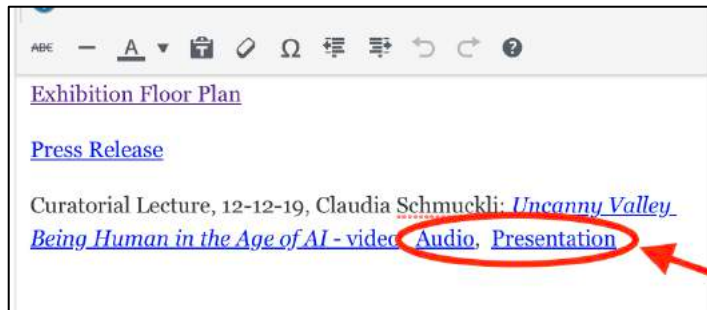


you will add the lecture/walk thru files to (Uncanny Valley). Click Edit to open the listing.

- Type in the type of lecture, date, lecturer and name of the lecture. (order is not that important.)

Uncanny Valley de Young, Contemporary Galleries February 22, 2020 – October 25, 2020 Claudia Schmuckli	Uncanny Valley Tool Kit Exhibition Description Exhibition Floor Plan Press Release Curatorial Lecture, 12-12-19, Claudia Schmuckli: <i>Uncanny Valley Being Human in the Age of AI</i> – video Audio, Presentation
Frida Kahlo de Young Gallery 62 (Textile Gallery)	Working Checklist Exhibition Toolkit – 1-3-20

- Now go back to the tab with the end user view of the website, and copy the links for the newly posted a/v files, in this case the audio and the presentation.




- Now return to the editing tab, and paste the copied a/v files (actually, the links) to the Listing.

6. Click update to save, then check your work in the end user tab.

Sources for Special Exhibitions Files

1. Let's look at a typical Spec Exh listing and review the types of files you will post and how you will know they are ready to post.
 - a. There is no specific order to their placement, as they come in over a few months. Typically we place the newest files at the top.
 - b. We limit what gets posted. We do not post Study Group materials - rather, we place a link to the Study Group. We may post 1 exhibition review, but only if the content is additive and does not duplicate other official museum content. (You must post as a

<p>James Tissot: Fashion and Faith October 12, 2019 to February 9, 2020 Legion of Honor Melissa Buron</p>	<p>1 Kapsul – for the exhibition (not to be confused with the companion tour kapsul) Kapsul for the Companion Tour 2 Curatorial Lecture- Melissa Buron on <i>James Tissot Fashion & Faith</i> 9/12/19 Video . Audio, Presentation Lecture – Sarah Klein, <i>Painting Techniques of JT</i> – Video, Audio, Presentation Curatorial Tour of exhibition 10/11/19 w Buron, Sciama, Perrin Video, Audio EA Study Group on Tissot exhibition 9/19/19 – see AV Recording page for September 2019 Tissot Catalog Part 1: Intro & Essays Tissot Catalog Part 2: Medieval to Vanity Fair Tissot Catalog Part 3: Water to Two Worlds Tissot Catalog Part 4: Appendices 3 Tissot Catalog Part 5: Catalog Checklist, Biblio, Notes, Index Chat Panels, Mini Chat Panels, Labels Tissot Checklist -Final FAMSF MAJOR EXHIBITION TOOLKIT Tissot_4_4_19 Draft Floor Plan Antenna Audio Tour Draft 4  Touring Logistics</p>
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PDF, not as a link.)

- c. If you want to preset an order, one idea would be to pre-fill the listing with the basic content types in PLAIN TEXT when you are first creating the listing. Then as you get the actual files, you replace (some part of) the text with a hyperlink.

Key to Files

Content	File Type	Originator	How You Will Know it's Ready to Post
1 = Kapsuls	Link	Kapsul editors	An email forwarded to you from famsfdocentwebsite@gmail.com .
2 = Curator lectures and walk throughs	Links and mp3 files	Gretchen (A/V Library ed) and Martha Olson	The event information is posted 2-3 months in advance on the docent calendar https://famsfdocents.org/events/month/ and in Enews, a little later. You can copy and paste lecture titles, lecturer names, and date from either source - either in advance, or once you get the file. Once recorded, Gretchen will post the event name and Vimeo link to the A/V library, and she will email you the Vimeo link (or notify you to grab it from the Library).

			<p>Martha Olson emails her mp3s and PDFs to the docent website (she does not post to the A/V Library). A website editor will post her files to the A/V library and then notify you by email that the links to the mp3s and PDFs are ready to grab.</p> <p>Gretchen posts within a day or two of the event; Martha edits the audio and it usually comes a couple of days later.</p>
3 = Museum originated files	PDFs and .docx	Cynthia	<p>Cynthia posts these to a shared Google Drive folder called Docent Council Exhibition Files. Below is the shared link https://drive.google.com/drive/folders/0BzDYDTLP7KuPSEc0eGUyYTNVUXc?usp=sharing and it has also been shared with your sbcglobal.net email. On occasion, she will email misc. files to you and/or the docent website email.</p> <p>Cynthia will contact you. if you ask her to, when something new is posted.</p> <p>Once you post the files, delete them from the shared Google Drive folder.</p> <p>We often get early drafts of some content, followed by revisions and finals. You only keep the most recent. [NOTE - out of date files need to be deleted from the Media Library, not just the listing page.]</p>
4 = Touring Logistics	WordPre ss table	Dpna McCartn ey	<p>You can set up this template at any time, by duplicating a past exhibition’s Touring Logistics table. The Special Exhibitions Scheduler (Donna McCartney) will provide the content to you - often in the form of the Special Edition email called “Letter of Interest.”</p>