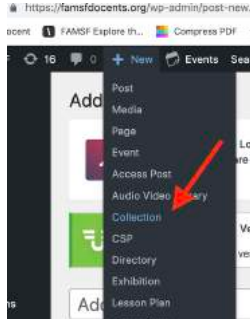


INSTRUCTIONS FOR EDITING FOCUS OBJECTS - Part 2

DRAFT Rev. 6-22-23

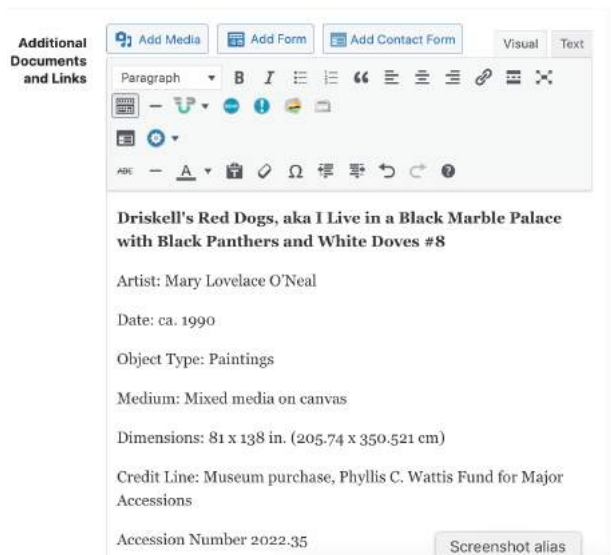
Create a New Focus Object

1. Open Collections. Select New>Collection from the top editing bar



Let's add a new acquisition to Collections: Mary Lovelace O'Neal, *Driskell's Red Dogs aka I live in a Black Marble Palace with Black Panthers and White Doves #8*.

2. Find the work on the Museum's website because that is where we grab the tombstone info and the image. <https://www.famsf.org/collections>. Search by title or by artist name.
3. Copy and paste the tombstone information to the Add Collection page, in the 3rd text box (Additional Documents and Links). You'll need to reformat the pasted text to look like this:



4. Copy and paste the title to the top text box (Add Title)

e in a Black Marble Palace with Black Panthers and White Doves #8

Collection Details

Single File Upload File

Upload a file or enter an URL.

5. Copy this template for headings and copy below and paste it below the tombstone:

FAMSF Resources

None

Curator Files

None

Related Object Research

None

Docent Papers - These are educational resources for docent use only. Papers may include misinformation, **historically outdated information**, differences in interpretation, and opinions set forth as fact. You may find additional papers under the Study Group section on the Education page of this website.

Additional Documents and Links

Add Media Add Form Add Contact Form Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Unlink Icon]

[Table Icon] [Image Icon] [Media Icon]

ABC - A [Font Color Icon] [Font Size Icon] [Link Icon] [Unlink Icon] [Undo Icon] [Redo Icon]

Accession Number 2022.35

FAMSF Resources

None

Curator Files

None

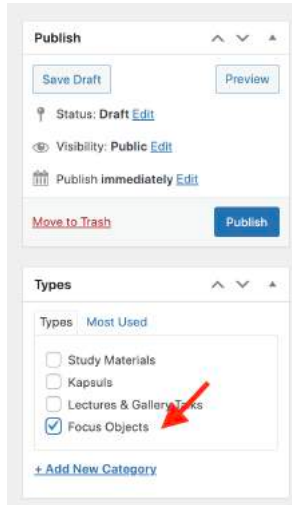
Related Object Research

None

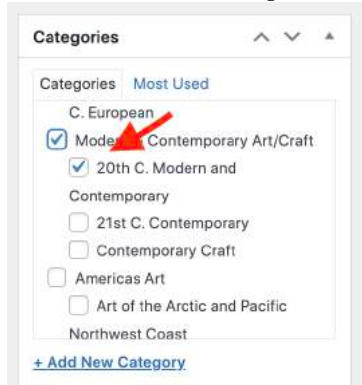
Docent Papers - These are educational resources for docent use only. Papers may include misinformation, **historically outdated information**, differences in interpretation, and opinions set forth as fact. You may find additional papers under the Study Group section on the Education page of this website.

Publish a new FO to the thumbnails page, under a Art Historical heading

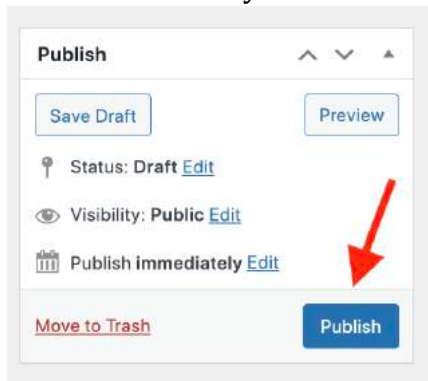
1. Check the box for Focus Object on the right side of your browser window, under Types



2. Next check 2 boxes for the appropriate art historical period and subheading. This ensures the FO will be placed on the right thumbnail page under the right heading



3. Click Publish to save your work to the live website.

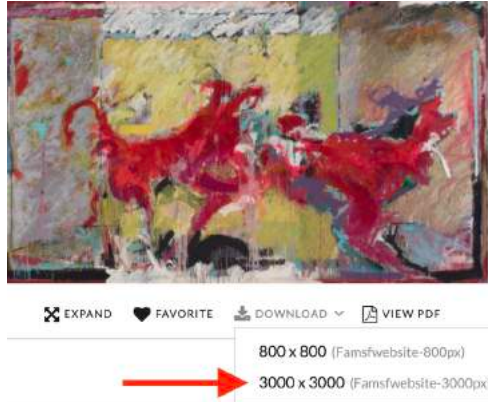


4. Check your work by clicking View Collections

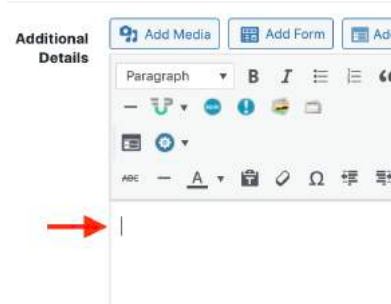
How to Add an Image to a New Focus Object

1. Log into the Museum website to grab a high resolution image of the FO
 - a. <https://famsf.emuseum.com/>

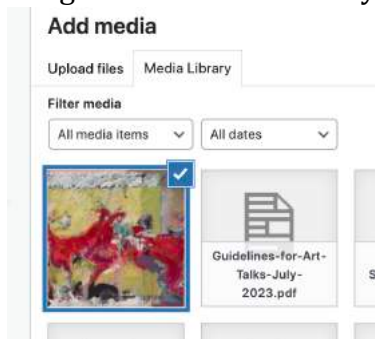
- b. If you don't have a login, you can create one on this page. Short term, use this: leslie.latham@gmail.com, Sargent2023
- 2. Navigate to the screen where you see download, then select the highest resolution download available then download. NOTE: FOLLOW MUSEUM COPYRIGHT GUIDELINES.



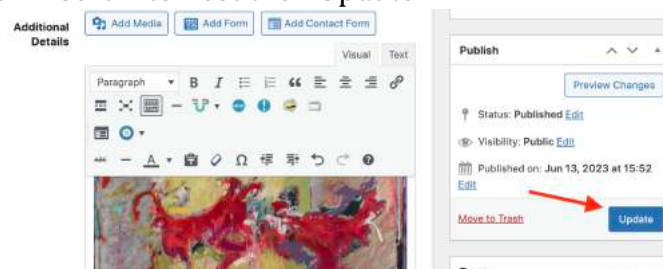
- a. Rename the image on your desktop before you upload. Artist name, Title...
- 3. Return to the FO page. Find the text field named "Additional Details" and place your cursor there to direct where the image will go



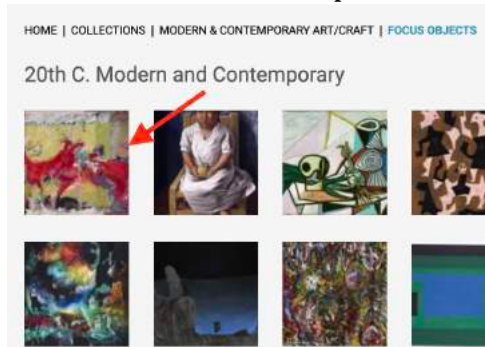
- 4. Now add the image. Click on Add Media, then Upload Files then Select Files. Upload the image to the Media Library.



- 5. Click Insert into Post then Update



6. Check your work. First View Collections, to see the individual FO page.
7. Check your work on the thumbnail page. The new FO is placed at the top of the subheading you selected, under the Collection you selected. Click on the FO thumbnail to make sure it opens to the FO page



How to Reorder FO