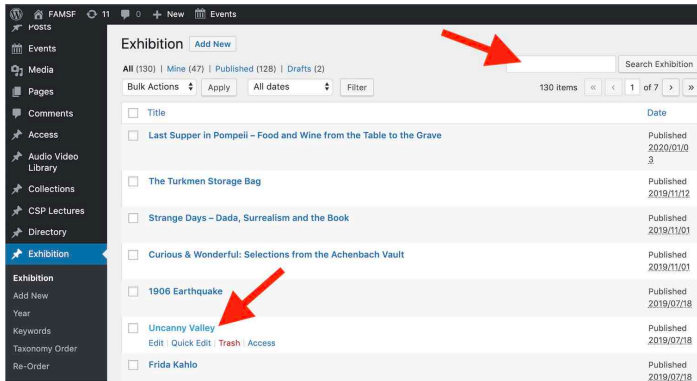


# SPECIAL EXHIBITIONS EDITING INSTRUCTIONS

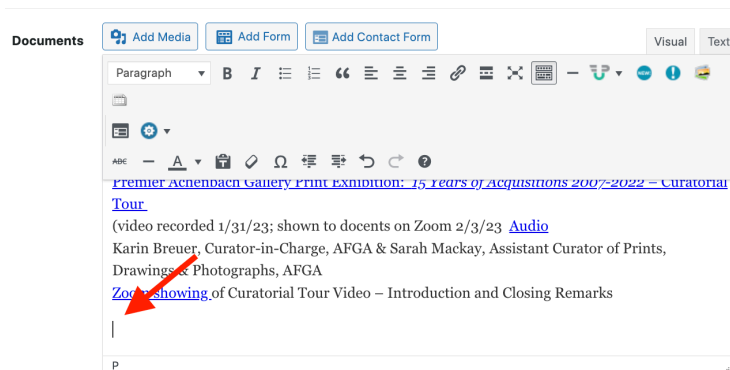
## Rev. 6-25-23

### How to Edit an Existing Special Exhibition Entry

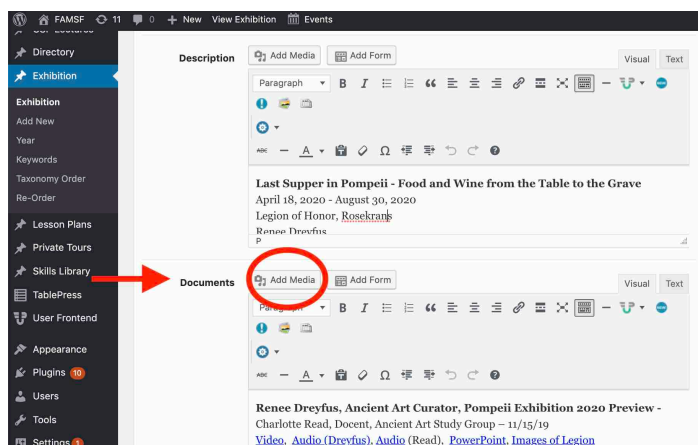
1. Go to your Dashboard. Click on **“Exhibitions”** to bring up the Exhibition entry. They are organized by date published.
2. To select the Exhibition you want to work on, type a word from the title into the search box, or scroll/browse the list. Once you find your exhibition entry, click **“Edit.”**



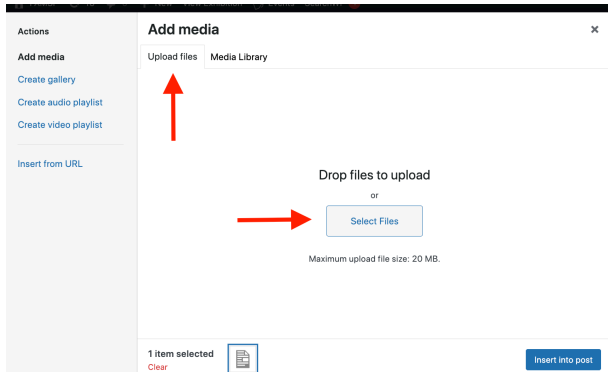
3. To insert the PDF onto the Special Exhibition listing first place your cursor in the Documents editing box where you want the new PDF to appear, and click to position it.



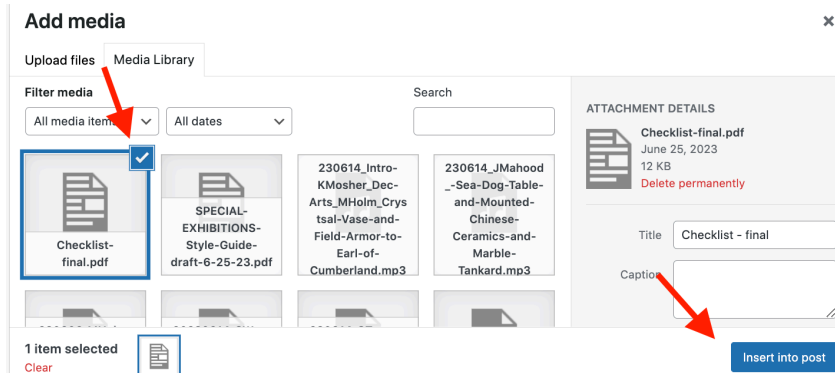
4. Now upload your PDF. In **“Documents”** click on **“Add Media.”**



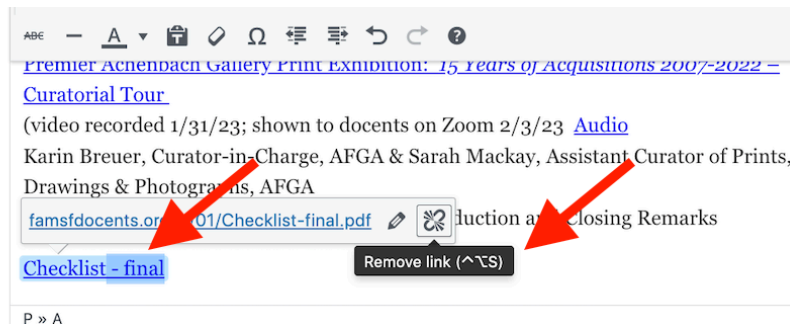
5. A pop up called “Add Media” will appear. There are two tabs: Media Library and Upload Files. Click “Upload files” (or drag your desktop file over) then “Select Files” and upload the file from your computer.



6. The PDF will be highlighted with a check. Click “Insert into post.”



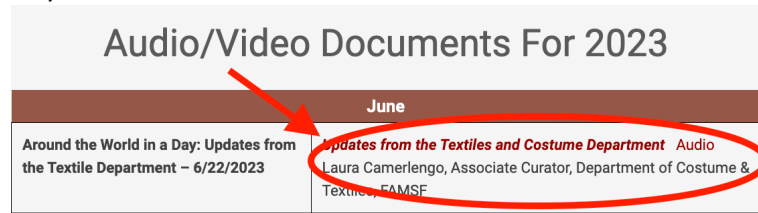
7. The PDF now appears under Documents. The entire name is a link. You might want to edit the name to conform it to standard titles (e.g. remove Exhibition from Exhibition Checklist so that it is just Checklist - final. Backspace to remove, or highlight and cut/delete). If the entire entry name is highlighted including the date, remove the link from the date by highlighting the date, then selecting the remove link icon from the popup.



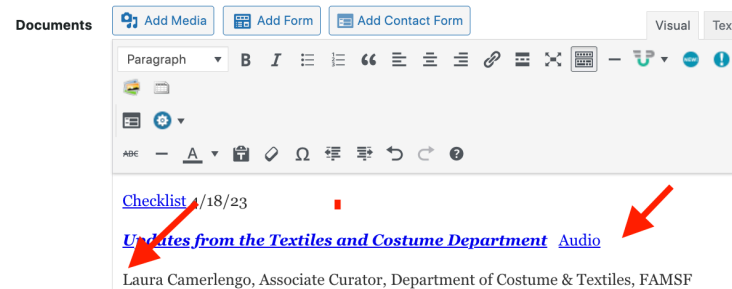
8. To save your work, click the blue “Update” button in the right column.
9. To check your work, return to the browser tab where you have the end user view of Special Exhibitions. Refresh your page.

## How to Post A/V Recordings to an Exhibition Entry

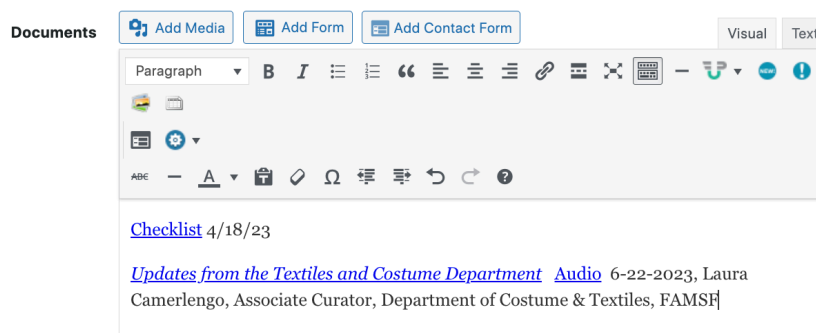
1. You will receive an email from the website from time to time notifying you that a recent lecture or walk through has been posted to the A/V Recordings page.  
<https://famsfdocents.org/education/audio-video-recording/>. This is your notification to grab the URL(s) for the video, audio and/or presentation files for that lecture or walk through and copy them to the Spec Exhibition listing. A/V Recordings is the primary home for this type of media.
2. Go to the A/V Recordings page for the current year (the end user view). Copy the entire entry, the left column only.



3. Open the Exhibition in editing view, and position your cursor on the page where you want to insert the lecture or walk thru. Click to position. Now paste the copy. Notice there is no date, the title is bolded, and that we need to tighten the spacing.



4. Once you make the edits, the entry should look like this in editors view:



5. Update your work to save.
6. Check your work by looking at the end user view of the entry.

## How to Create a New Exhibition

1. From the top editing toolbar, selection **New** then **Exhibition**.
2. Fill in the top 3 fields, The first title field is what creates the title in list of exhibitions, the Editor's view. The second title bar appears in the end user view, in the left column. The system automatically bolds it. In the third field, type the beginning and ending dates, the Museum, Gallery, and the curator

Ramses the Great and the Gold of the Pharaohs

WPUF Content Restriction

Details

**Title** Ramses the Great and the Gold of the Pharaohs

**Description** Add Media Add Form Add Contact Form Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon]

ABC - A [Font Color Icon] [Link Icon] [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon]

August 20, 2022 - February 12, 2023

de Young, Herbst Exhibition Galleries

Renée Dreyfus

P

3. Scroll down and on the left find the heading Year. Check the box for the year(s) this exhibition will run.

Year

Year Most Used

2024

2023

2022

2021

2020

2019

2018

2017

[+ Add New Category](#)

4. Publish the entry by clicking the blue button (update). The entry is placed at the top of the list for that year.
5. Check your work in the end user view.