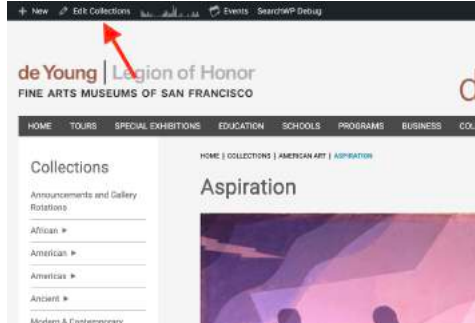


INSTRUCTIONS FOR EDITING FOCUS OBJECTS - Part 1

DRAFT Rev. 9-25-23

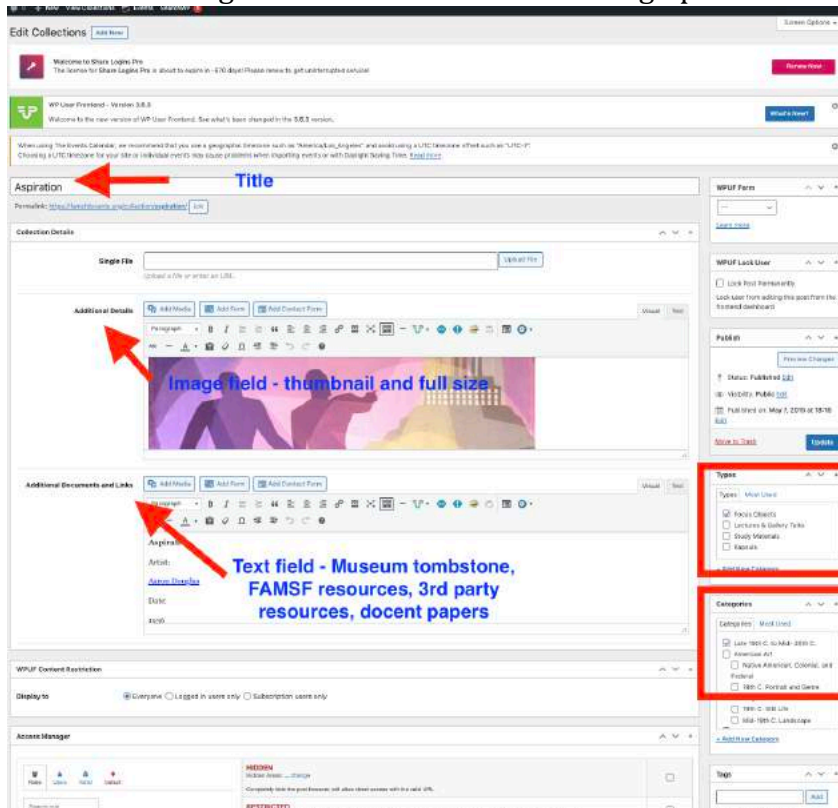
Log into the Page to Edit

1. Go to docent website <http://famsfdocents.org/>
2. Navigate to the Page you want to edit. (e.g. Collections>American Art>Focus Objects>Aspiration)
3. At the top of your Page, you'll see a black ribbon. Look for the "pencil" icon and **EDIT COLLECTIONS**. Click to open.



Edit an Existing Focus Object

1. Notice the page is set up as a form, with 3 different fields for text or media entry. The boxes on the right are edited when first setting up a focus object.



2. Some Focus Object "tombstone" information from the Museum is out of date and needs to be updated on every FO page.

Maria Maytilda Winkler (Mrs. Nicholas Gouverneur)

Artist:
[The De Peyster Painter](#) ← **remove link**

Date:
 ca. 1735

Location:
 de Young
 Gallery 21 ← **delete gallery**

Century:
[18th Century AD](#) ← **delete century**

Media:
 Oil On Canvas

Dimensions:
 30 1/8 x 25 1/8 in. (76.5 x 63.8 cm)

Department:
[American Painting](#) ← **remove link**

Object Type:
[Painting](#) ← **remove link**

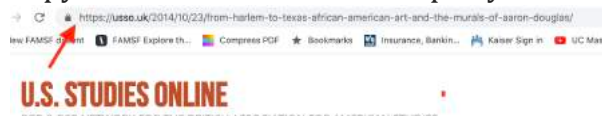
Country:
[United States](#) ← **remove link**

Continent:
 North America

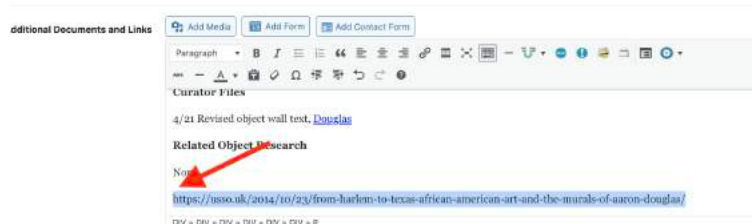
Accession Number:

3. Add a link to an existing FO

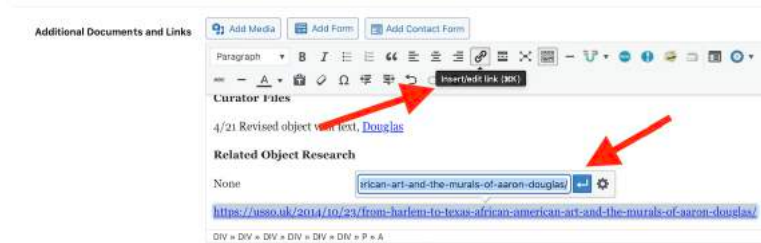
- a. Determine which heading it goes under: FAMSF Resources, Curator Files, Related Object Research, Docent Papers
- b. Copy the link URL from the 3rd party website



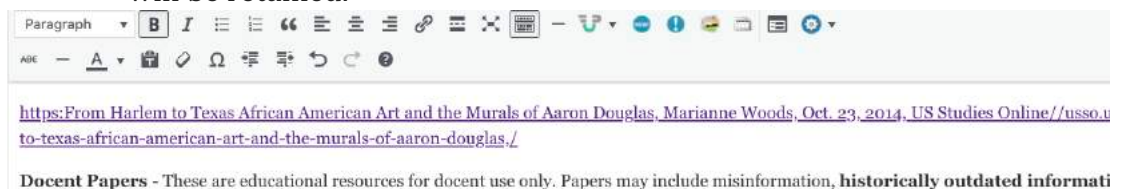
- c. Paste it under the appropriate heading then select/highlight it.



- d. Make it a link by selecting the link icon from the editing toolbar. Then, click the blue return arrow to make it a link.



- e. Determine the friendly, accurate name you want to give to the link.
 - i. E.g. From Harlem to Texas: African American Art and the Murals of Aaron Douglas, Marianne Woods, Oct 23, 2014, US Studies Online
 - ii. Type this text anywhere within the existing link. This way, the link will be retained.



- iii. Delete the extraneous text, leaving the renamed link.
- f. Click **UPDATE** to save your work
- g. Check your work. Go to the end user view of the Focus Object page and view the link. Click on the link to make sure it opens.

4. Add new e-Museum content to existing FO

- a. Some works in the Museums have new or expanded object labels, especially in American Art. Sometimes we receive these new object labels from Cynthia and will post them under "Curator Files." e.g. Horace Pippin, *The Trial of John Brown*.



- b. However, the new Museum Collections website appears to have updated object labels for which we don't have files.
 - e.g. <https://www.famsf.org/artworks/rainy-season-in-the-tropics>

- c. Copy and paste this link to our FO page under “Curator Files” and rename it “Museum Collections Entry.”

Rainy Season in the Tropics
Artist: Frederic Edwin Church
Date:1866
Location:de Young
Media:Oil On Canvas
Dimensions:
56 1/4 x 84 1/4 in. (142.9 x 214 cm); Frame: 77 1/2 x 107 x 6 in. (196.9 x 271.8)
Object Type:Painting
Country:United States
Accession Number:1970.9
Acquisition Date:1970-06-29
Credit Line:Mildred Anna Williams Collection
FAMSF Resources
Ann Heath Karlstorm, et. al, *de Young 125*, FAMSF 2020, p.225, *deYoung125*, CHI
Timothy A. Burgard, (ed.) *Masterworks of American Painting at the De Young*, FAI
Rainy Season in the Tropics
Renee Dreyfus, *de Young: Selected Works*, 2005, *Rainy Season in the Tropics*
Fine Arts, Spring/Summer 2002, Conservation, p. 11, "More than Meets the Eye"
Curator Files
[Museum Collections Entry](#) ←
Related Object Research