EXHIBITS

VITA 6.4

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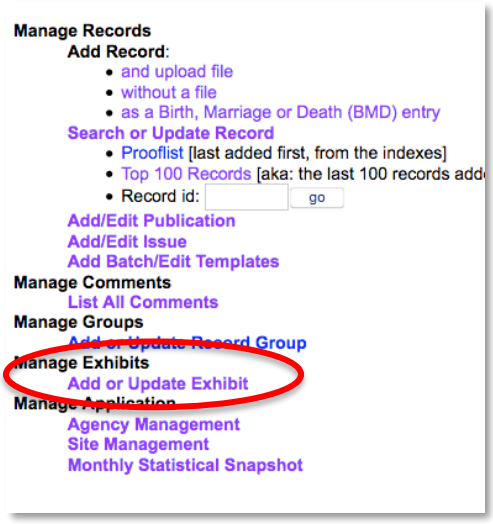
INTRODUCTION

Use the Exhibits module to create stories around your collection items to enhance and provide context for your VITA site and its contents.

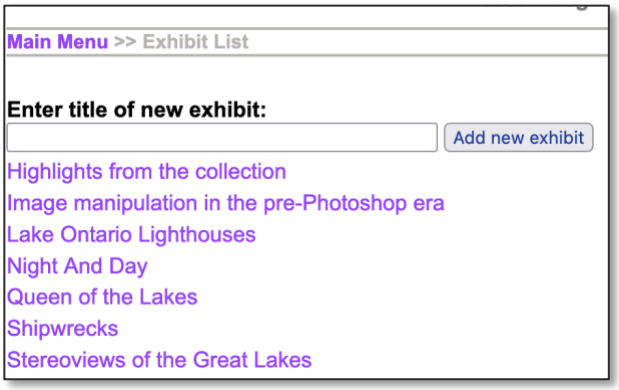
GETTING STARTED

After logging in to VITA at https://data.vitatoolkit.ca/, select Add or Update Exhibit from the Main Menu

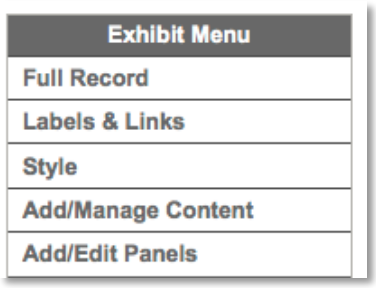


ADD OR UPDATE EXHIBIT

On this screen you can add a new Exhibit by entering a new title or manage an existing Exhibit also listed on this screen. Click on a title to edit existing Exhibit content.
To add the new exhibit title, click the Add button. The title can be edited later.



To manage an existing exhibit, click the exhibit title. You will be taken to the Full record screen. Use the links on the left sidebar to navigate to the exhibit settings, Pages and more.



FULL RECORD

The Full exhibit record is a searchable record that informs user search and discovery, but the record itself never displays publicly.

A few notes about how to use the Full record:
Add a full record to describe the Exhibit as a unique item i.e. why the collection of items were selected, or the theme that binds them, etc.

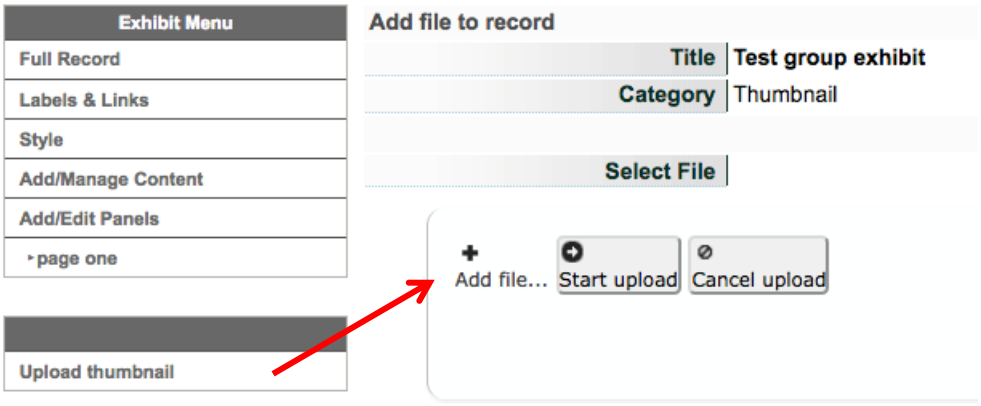
The full record uses the standard VITA templates where you can add or modify:

- a thumbnail file (for results and Exhibits galleries)
- Exhibit description (for full-text search and results displays)
- geographic location(s) (used for faceted searching)
- inclusion in Groups (for navigation, display, and discovery)
- administrative data (for internal purposes)
- settings like public/non-public and deleting the Exhibit

See the Adding & Managing Records manual for more details on completing the Full record for your Exhibit and read on for some unique aspects to these metadata screens.

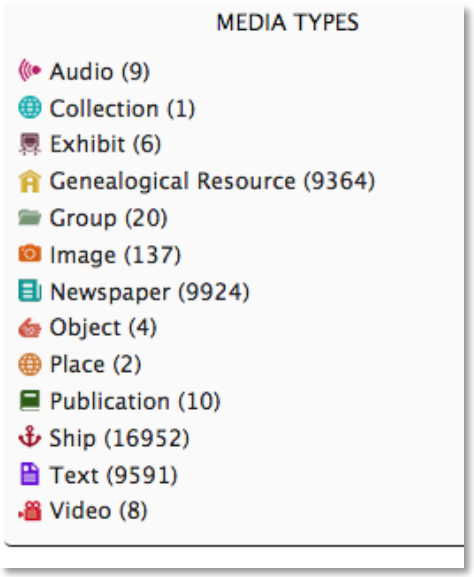
ADD THUMBNAIL IMAGE

Upload the thumbnail of an image you want to represent the Exhibit on the Exhibits page, in results, and for featured exhibits (see Site Management manual).



DESCRIBE EXHIBIT

When you add a new Exhibit, the metadata templates inherit certain settings, including Media Type "Exhibit" in order to help users identify these unique storyboards in your results sets, etc.



Use the other fields to provide information that informs the public search for the exhibit contents, e.g. Creator name could be the Exhibit creator; Subjects could be the theme of the exhibit; sortable date can be the date of creation of the Exhibit, but Date of event depicted and early/late might be the range of dates represented by the exhibit contents.

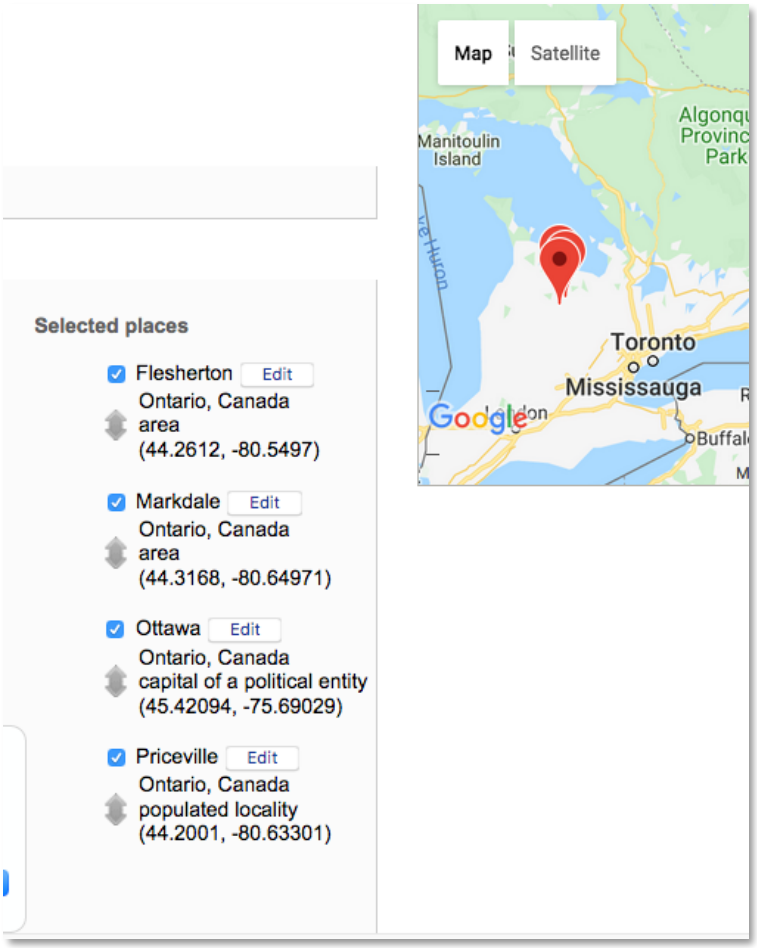
Remember: only the Thumbnail and description will actually display in any given screen on the public site; the rest of the full record inform searching and discovery of the Exhibit record.

Tracing Agnes Macphail

Tracing the life and times of Agnes Macphail, first woman Member of Parliament in Canada, through her early years in Grey County, political career and her later years as MPP in Toronto.

EXHIBIT GEOGRAPHY

Add one or more geographic locations that inform the geo-search options on your results screens.



ADMINISTRATIVE METADATA

This is a brief template where you can identify the Exhibit language, and assign a Creative Commons license, copyright status and copyright holder information.
Note: The Exhibit as an object is subject to Creative Commons Licensing as it is a new reworking of original items and includes newly created information/

ADD EXHIBIT TO A GROUP

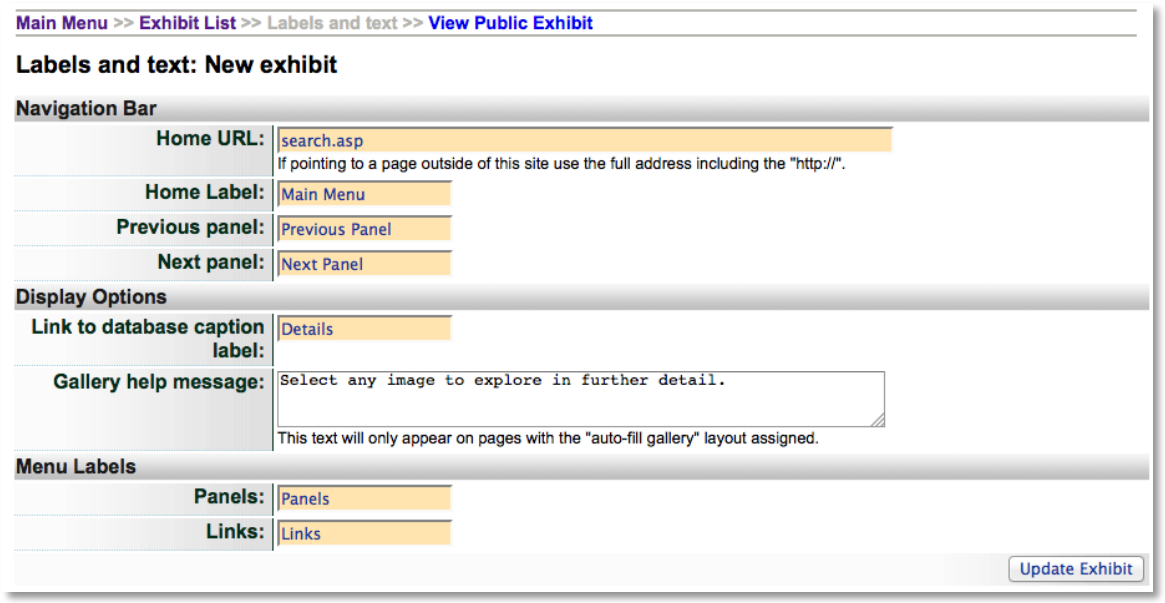
Like any record, you can add your exhibit to a Group.
Here's a tip: Consider creating an Exhibits "Group" so you can scope your slideshow to that group.

DELETE

If an Exhibit needs to be purged from the database, you can delete it here. By choosing to delete this record, you remove all traces of the Exhibit from the database, including all Pages, Page content, and descriptive text. Consider making the exhibit non-public instead. This does not delete the individual records associated with the exhibit.

LABELS & LINKS

Use the Labels & links fields to customize the exhibit navigation links, the links and language on image and Page displays, and the header labels for your exhibit side menus.



NAVIGATION BAR

HOME URL

Leave this field blank for the Home Page to default to the search screen of your VITA site. To point your reader to another location, provide another URL, e.g. the URL for your organizational website or the Exhibits page in VITA

HOME LABEL
This is the word that appears in the navigation toolbar at the top of your Exhibit Pages or pages. "Home" is the most universal term for this, but you can call it whatever you want.

PREVIOUS PAGE
Provide a label for the navigation button that links to the previous Page or page.

NEXT PAGE
Provide a label for the navigation button that links to the following Page.

DISPLAY OPTIONS

LINK TO ORIGINAL RECORD
This is the label that appears in the captions with your images that links to the details screen for the record. The universal choice for this label is "Details" since it is not image-specific, but you can customize the caption label for every Exhibit according to your needs.

GALLERY HELP
Any text entered here appears under the Page Header for Exhibit Pages that are created using the "auto-fill gallery" style where only thumbnails are displayed on the screen.

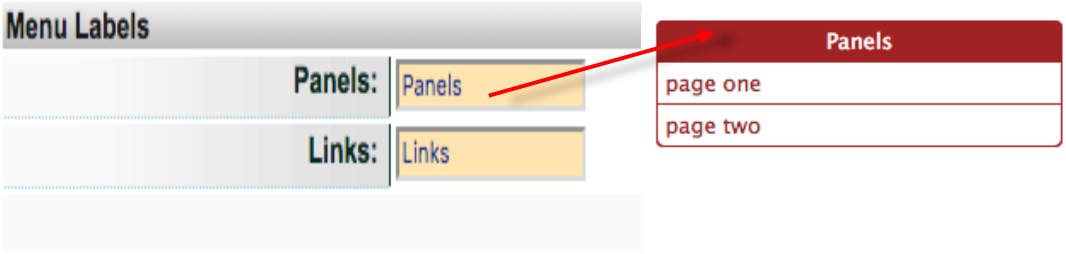
MENU LABELS

PAGES

Provide a header label to appear as the title of your Exhibit's sidebar menu for Page-to-Page navigation.

LINKS

Provide a label to appear in the Exhibit's sidebar menu as a header for any links that you may include in the Exhibit Pages



PREVIEW EXHIBIT

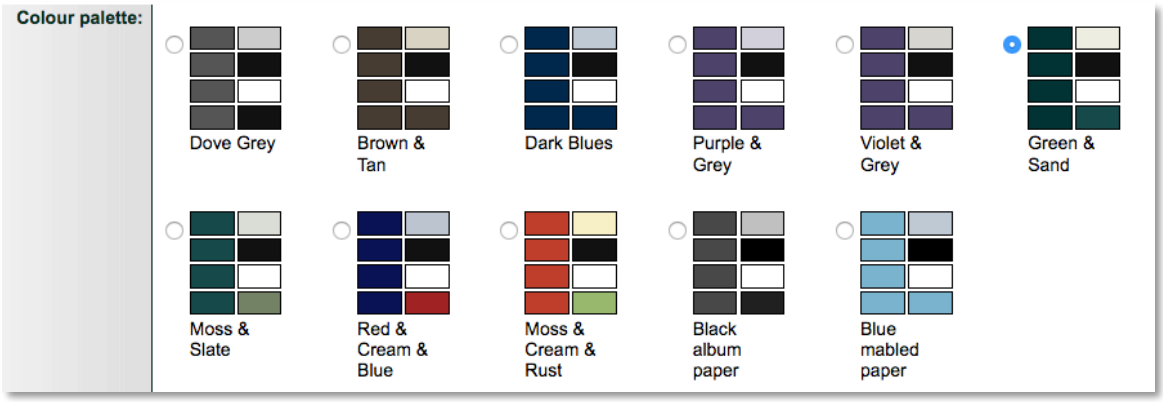
To view your changes at any time, click on the Preview Exhibit link in the navigation bar. If the Exhibit is not made public, the "public" view will have a statement in the header alerting you to the fact that it is not public.

STYLE

Choose or upload the style and design for each Exhibit on this screen, including overall colour palette, layout templates (for exhibit as a whole, not the page content layout) , a unique banner, header, favicon and footer for the Exhibit.

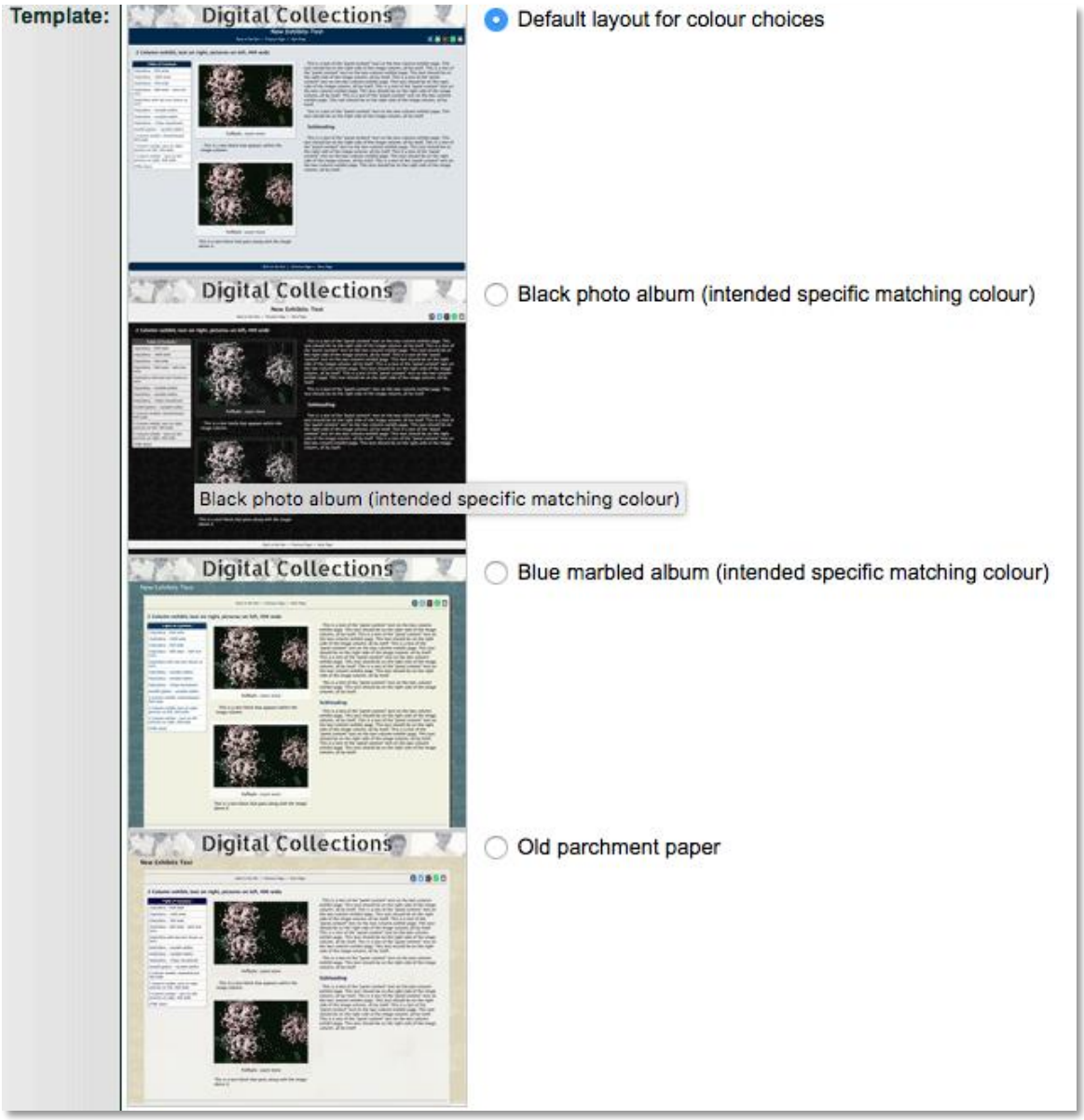
COLOUR PALETTE

Choose one from eleven different colour palettes to apply to the text, background and sidebar colours in the exhibit. Remember that some palettes are best used with their corresponding Layout templates because of the background image those impose (e.g. Black photo album, blue marbled album and old parchment paper), but you can apply them in any combination.
The default is Dove Grey.

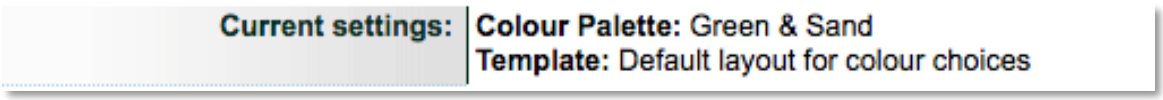


TEMPLATES

Choose a template that styles the layout of your exhibit body. Keep in mind there are best matches of colour palettes with some of the Templates.

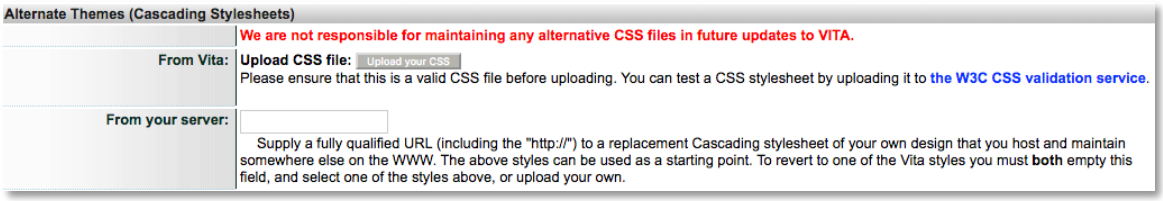


Once you have selected the colour palette and template, your selections will be displayed on the screen:



ALTERNATE THEMES (CUSTOM CSS)

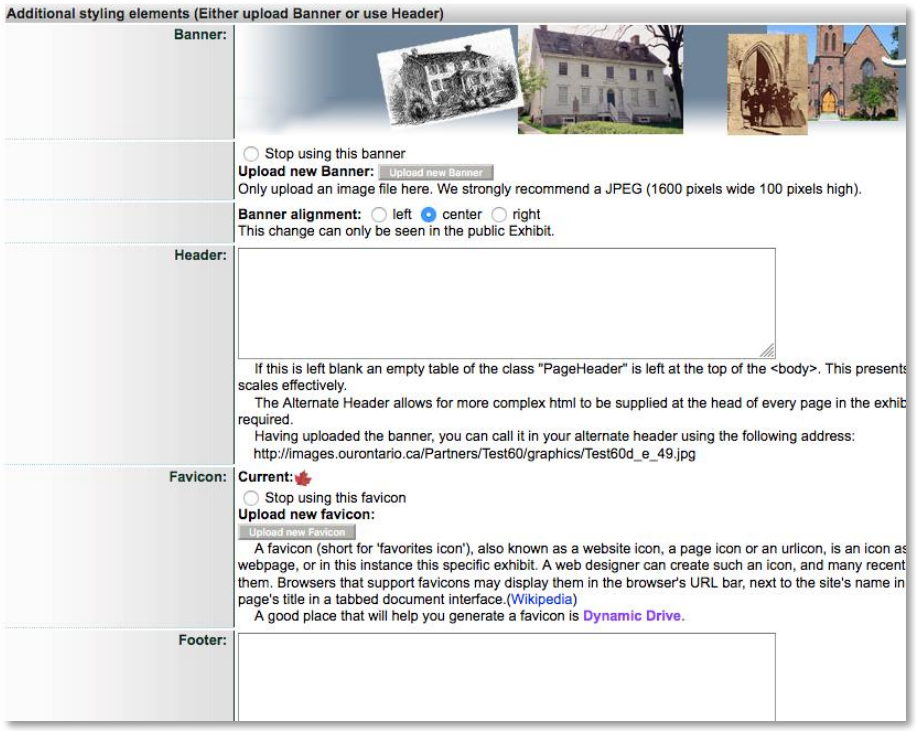
You are welcome to customize a stylesheet to apply to your exhibit. Either supply the URL for the file on your server or upload the .css file to VITA servers. Please validate your CSS using the W3C CSS validation service before uploading it to the VITA server. Remember: You are responsible for updating custom CSS to match any future upgrades to VITA.



To revert to one of the VITA styles you must both empty the custom CSS field, update the screen, then select one each of the palettes and templates above and update again. Or, upload another CSS of your own.

ADDITIONAL STYLING ELEMENTS

Use this screen to custom brand your Exhibit with a unique banner or header code, favicon and footer.



BANNER

The banner is a graphic that appears at the top of every screen on your public exhibit pages. If no banner is uploaded, your site banner or header code will be inherited.
How to build your custom banner:

- Banner should measure
- maximum 100px high
- minimum 800 px wide and up to 1600px wide
- Save as JPEG or GIF format
- Keep any "must see" content (i.e. collection title and org logos) in the center 800 pixels of the graphic banner.

UPLOAD NEW BANNER:

- Browse for your local .jpg or .gif file and select it
- Choose alignment (default is centre)

REPLACE OR REMOVE BANNER:

Once a banner is uploaded, it will display on this screen. To remove or change the banner, select the "Stop using this banner" radio button and browse for a replacement file, if desired, then click the "Update Style" button.

BANNER ALIGNMENT:

Select your preferred banner alignment according to the placement of your "must see" content. Default alignment is "center". Click on the "View Public Exhibit" link to view the alignment.

HEADER

The header field offers you the option to add custom code to the banner space of your screen. This means you can simply apply some default code for linking your header back to the home screen and allowing auto-resizing OR write code to embed an interactive banner.

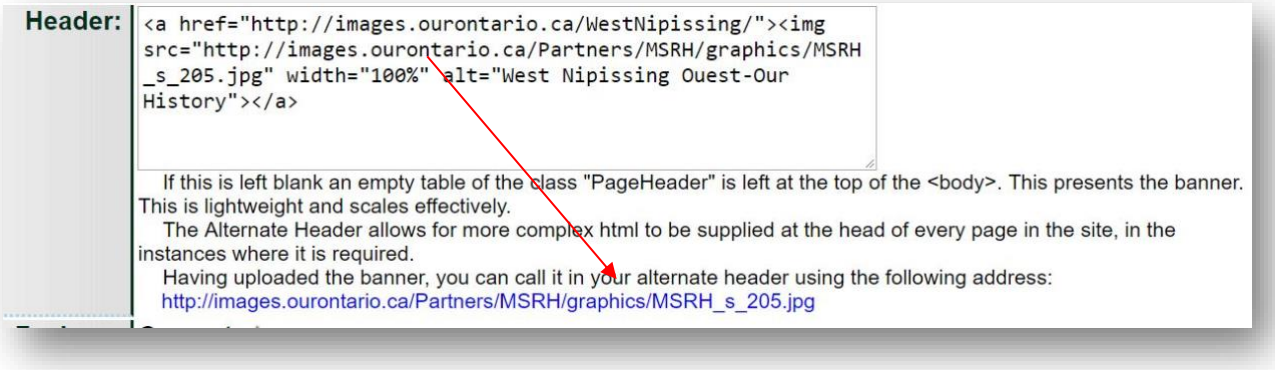
To apply default code to your banner so that it is not just a static image, you can copy and paste the following into your header field and customize the link "href=" and ensure the image is your banner "img src=".

DEFAULT HEADER CONTENT:

```
<a href="[yourexhibitURL]"><img src="[yourbannerURL]" style="width: 100%;"
alt="Your Site Name"></a>
```

e.g. <img src="https://images.ourontario.ca/Partners/NewPL/graphics/NewPL_s_134.jpg" style="width: 100%;" alt="Newmarket Public Library - Digital Art Gallery">

The banner URL is automatically provided at the bottom of the screen notes for your header field:



An example of a custom, interactive header would include things like formatting, overlaid imagery, or a custom set of interactive features for your digital collections site or exhibit.

If the input box is left empty, the "PageHeader" element will be left empty in the <body> of each Page and will not affect the look of your Exhibit.

FAVICON

Favicon, also known as a website icon, a favourite icon, or an urlicon, is a small image file associated with a website. Most browsers support favicons and display them in the browser's URL bar, next to the Site Name in lists of bookmarks, and next to the page's title in the screen tab.

Start with a small, distinctive image – something that echoes your other exhibit branding—and generate a favicon for your site at Dynamic Drive http://www.tools.dynamicdrive.com/favicon/.

Create the favicon using Dynamic Drive, save it (rename it but maintain the .ico file extension) and upload it from your local hard drive. The image will preview on this screen.

Replace or remove favicon: Once a favicon is uploaded, it will display on the Page as "Current". To remove or change the favicon, select the "Stop using this favicon" radio button and browse for a replacement file, if desired, then click the "Update Style" button.

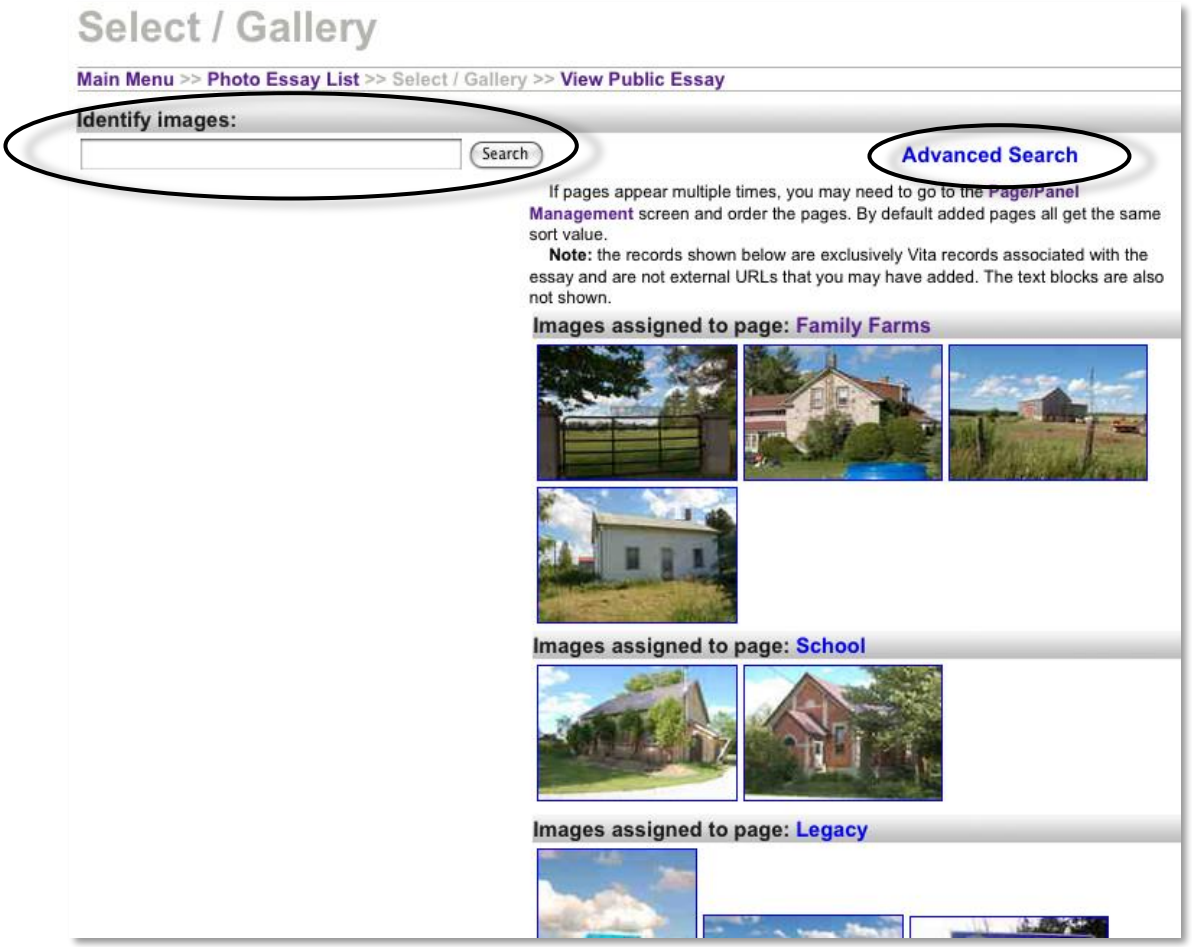
FOOTER

This is a message that displays on every page of your Exhibit. You can customize the message to include a link to your organizational home page, include sponsor acknowledgements, etc. You can use some simple HTML to format the message or include small images as well.

Remember: Copyright statements should not appear in the footer as each collection object is subject to different copyright; the VITA Digital Collections Toolkit itself is copyrighted to OurDigitalWorld.

ADD / MANAGE CONTENT

Use this screen to select and manage the images for your Exhibit.



SELECT OR FIND NEW IMAGES

- Keyword search
- Advanced Search for a faceted, selective search

REVIEW YOUR EXISTING IMAGE CONTENT

- Unassigned Images are displayed on the left
- Assigned images are displayed on the right arranged by Page/page assignment

IDENTIFY & ASSIGN IMAGES

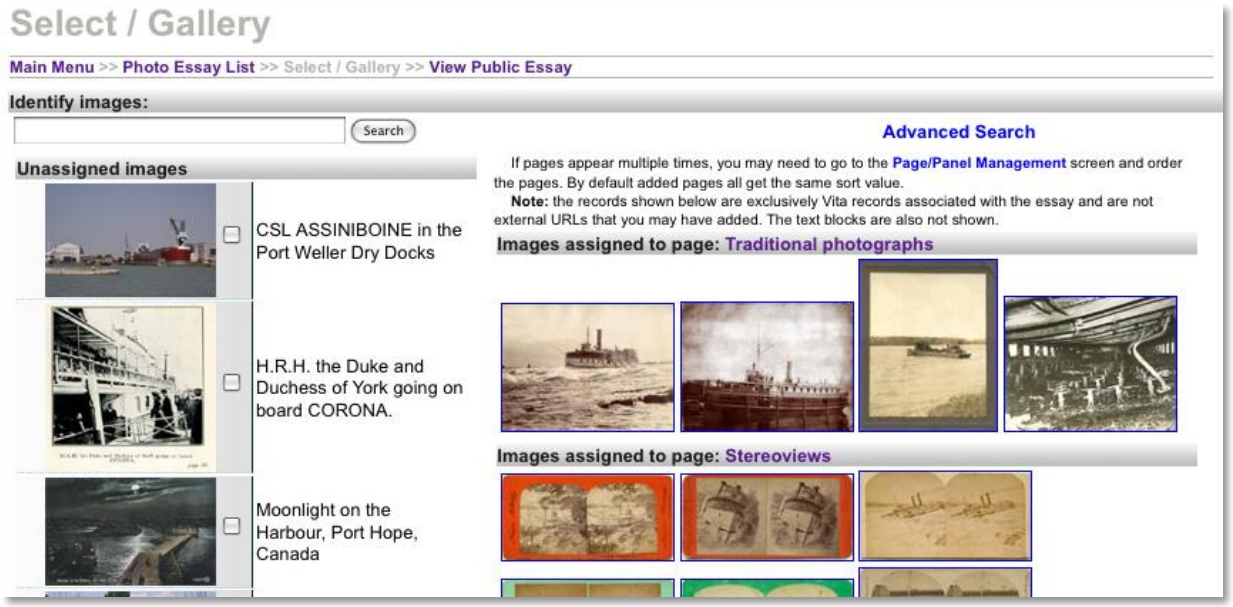
Use the simple or advanced search to generate a results list of images contributed by your agency that you want to include in your Exhibit.

Select or gather groups of images from the results screen by using the checkboxes beside individual objects (left); narrow your results by group, contributor, media type, etc. (right).

Use the buttons at the bottom of the Page to select and unselect objects from your Exhibit list.

Remember: Avoid selecting non-public records for your exhibit unless their publication will correspond with publishing the Exhibit. Update your selection before moving to the next Page of results!

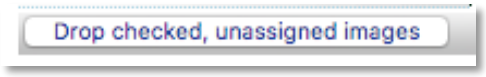
REVIEW EXISTING IMAGES



UNASSIGNED IMAGES

Any images that are not assigned to specific Pages are listed on the left hand side of the Select / Gallery screen.

Deselecting Unassigned Images: To deselect any unassigned images from your Exhibit, check the checkbox beside the item and click the button at the bottom of the Page. These images will then be dropped from your Exhibit image list entirely.



ASSIGNED IMAGES

Images already assigned to Pages in the Exhibit are listed according to Page name on the right side of the Select / Gallery screen.

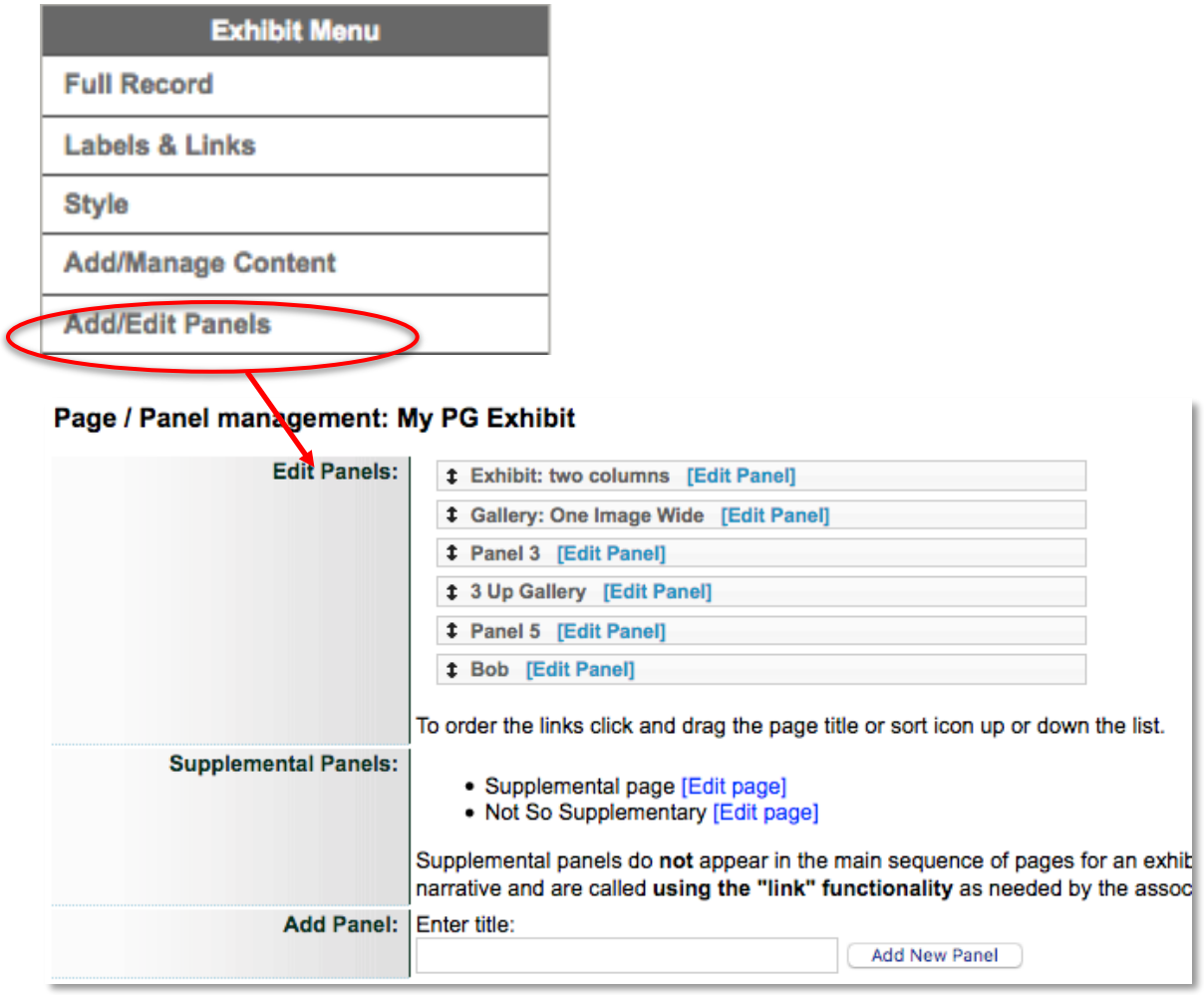
Adding the same Image twice: If an image is already assigned to another Page, simply click the checkbox next to it and assign it to the Page you are working on.
Note: Only images from VITA will display here. External images will not display here (see below).

Next steps:
Click on the Page name to navigate to the Page/Page Management screen
OR

Click on individual images to navigate to the Edit Picture Block screen and manage the content and format of the image and associated text.

PAGE / PANEL MANAGEMENT

Note: Individual screens with content are alternately referred to as "Pages" or "Panels".



On this screen you can:

- Sort & Edit existing Pages
- Click and drag the elevator icons to reorder existing Exhibit Pages.
- Review & Edit Supplementary Pages
- Click the Edit Page link
- Add new Pages or Pages
- Enter new page/Page title and click "Add"

See Page content management for more information on creating and formatting your Page/page content

ADD/EDIT PAGE CONTENT

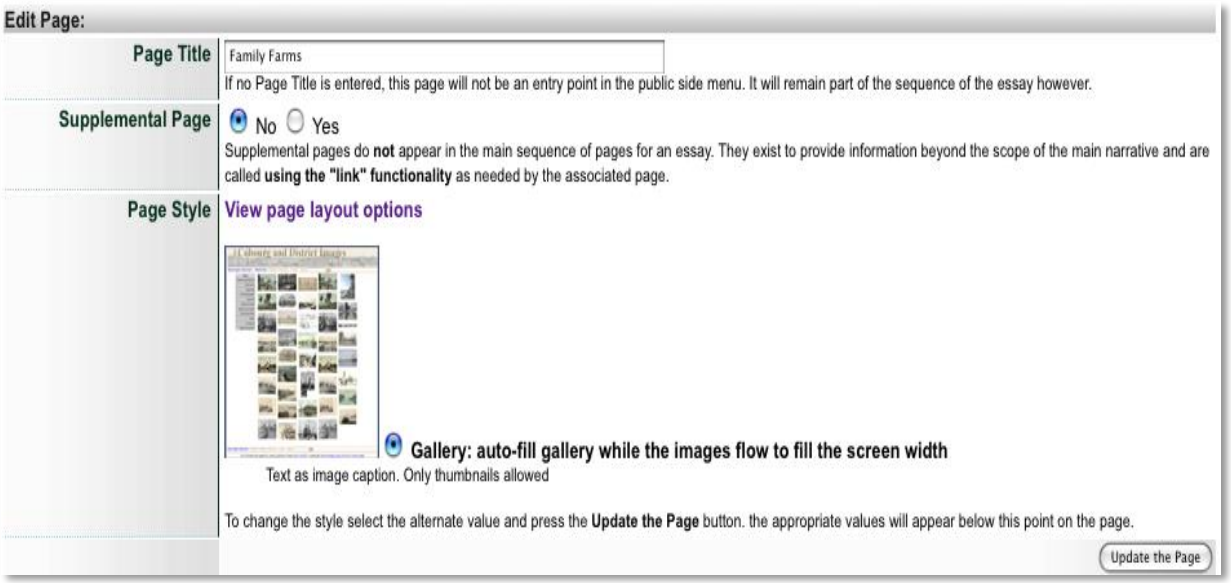
Edit Page screen includes:

- Choose / Edit page layout and labels
- Edit existing images on page or add new images to page
- Review and add page links

PAGE STYLE

Once a page title is added, you will arrive on the edit Page screen. Here you can:

- Edit Page title
- Assign Supplemental Page status to Exhibit Page
- Select or change Page layout



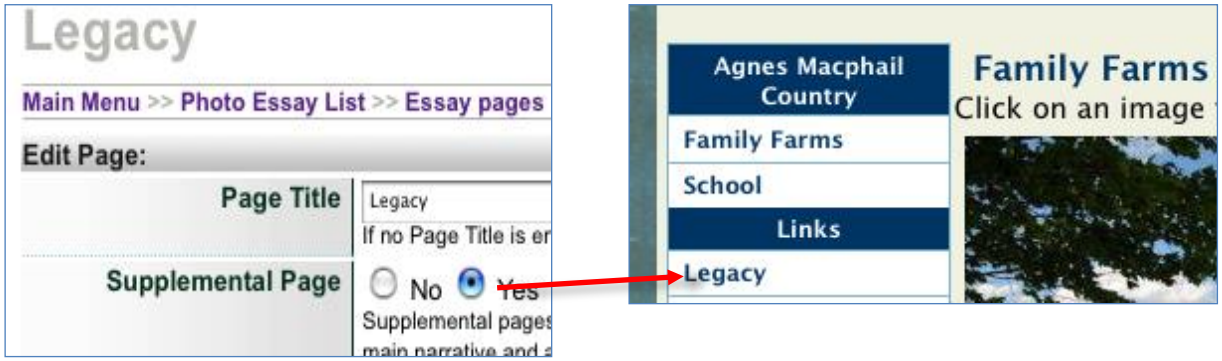
PAGE TITLE

Add or edit the title that will appear at the top of the Exhibit Page as well as in the sidebar for Exhibit navigation.

SUPPLEMENTAL PAGES

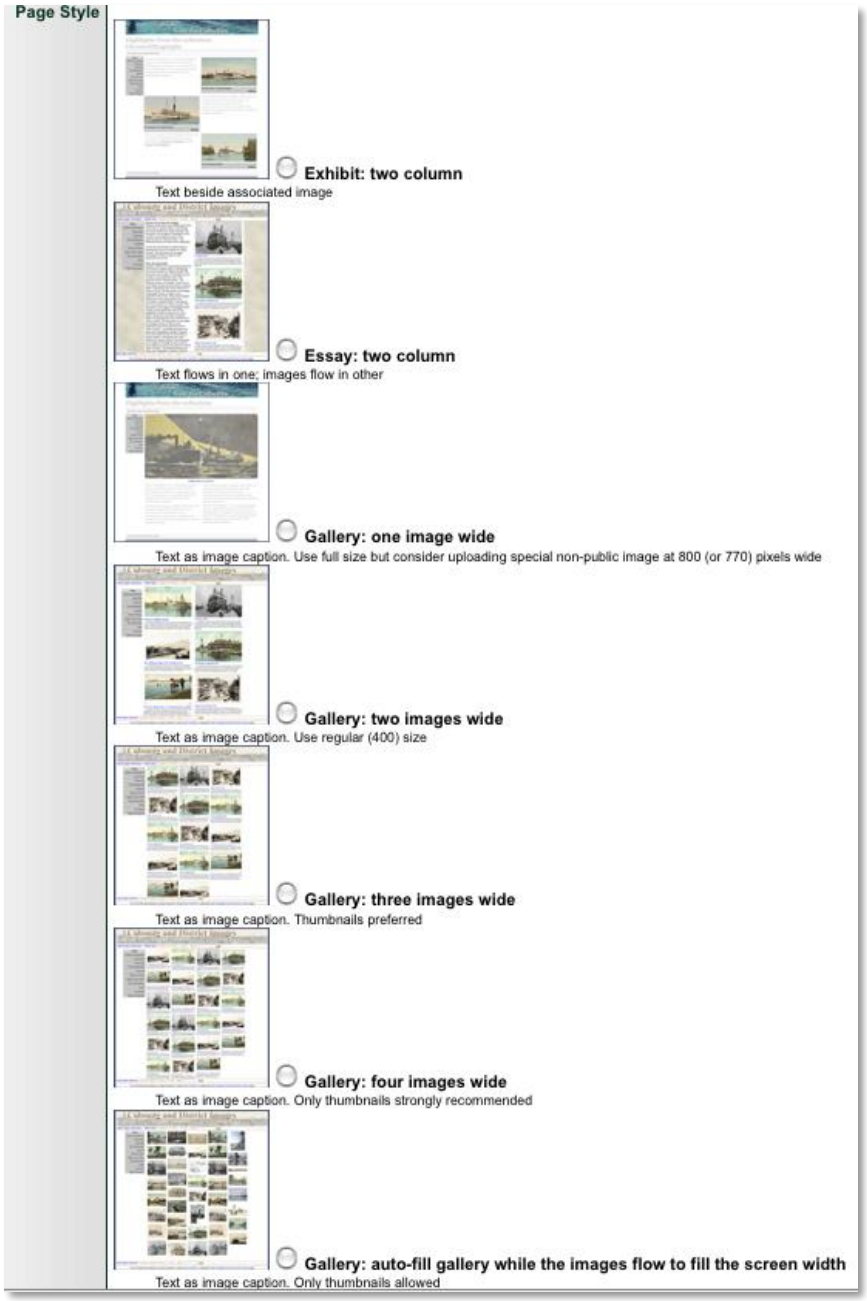
Supplemental Pages are Pages that provide extra images or information about a primary Page's contents but that are not part of the narrative of the Exhibit text.

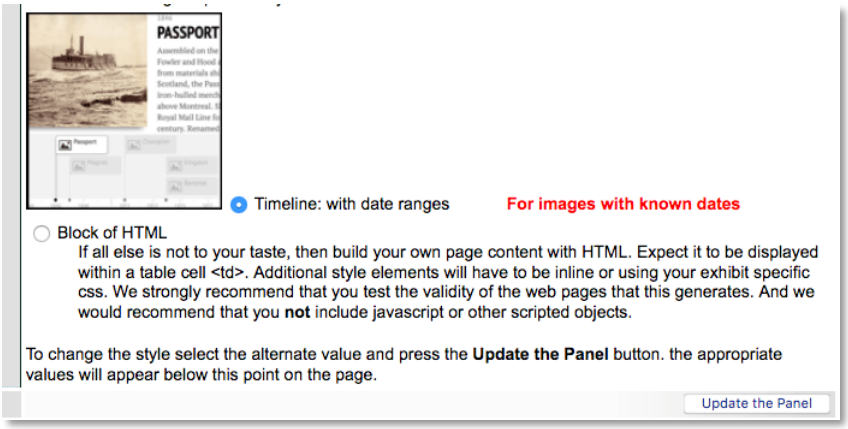
Assigning Supplemental status to a Page removes it from the regular Exhibit Page list. Instead, the supplemental Page must be added as a link to the Page it supplements, and that link will appear in the side bar whenever that Page displays. (See Links)



PAGE LAYOUT

Assign a Panel layout when your new Page is created. Each gallery layout style has a thumbnail display on the Edit Page screen and a radio button. Select the layout style that makes the most sense for the page content you are creating.

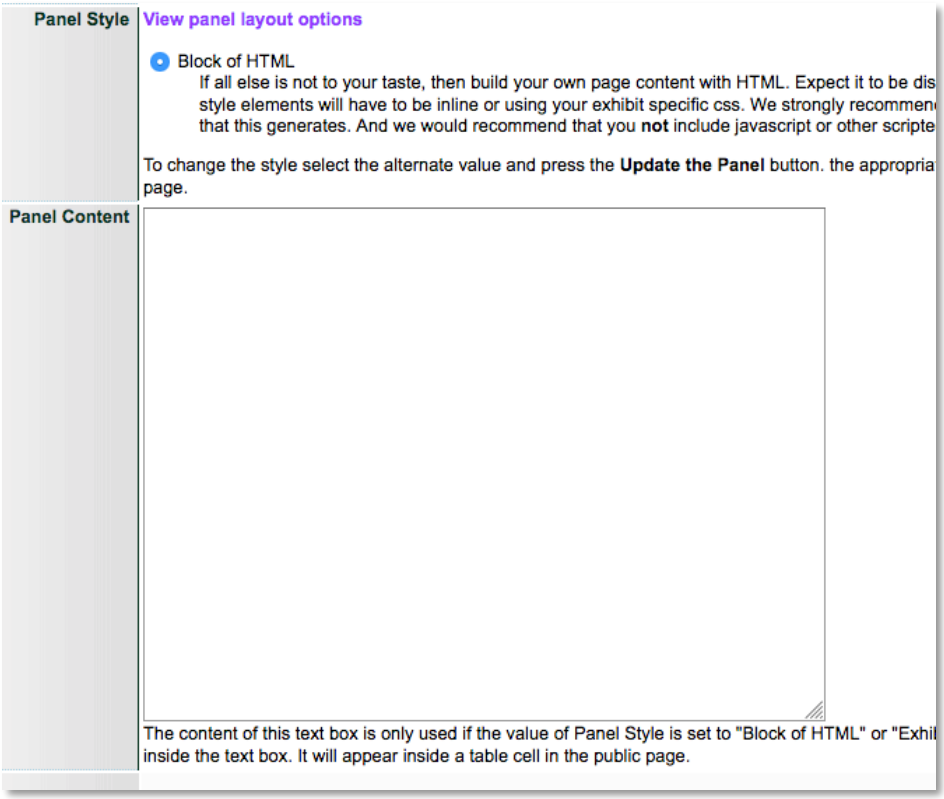




Click on the update button to commit your changes. Remember that the final display is affected by image sizes and placement of any text blocks.

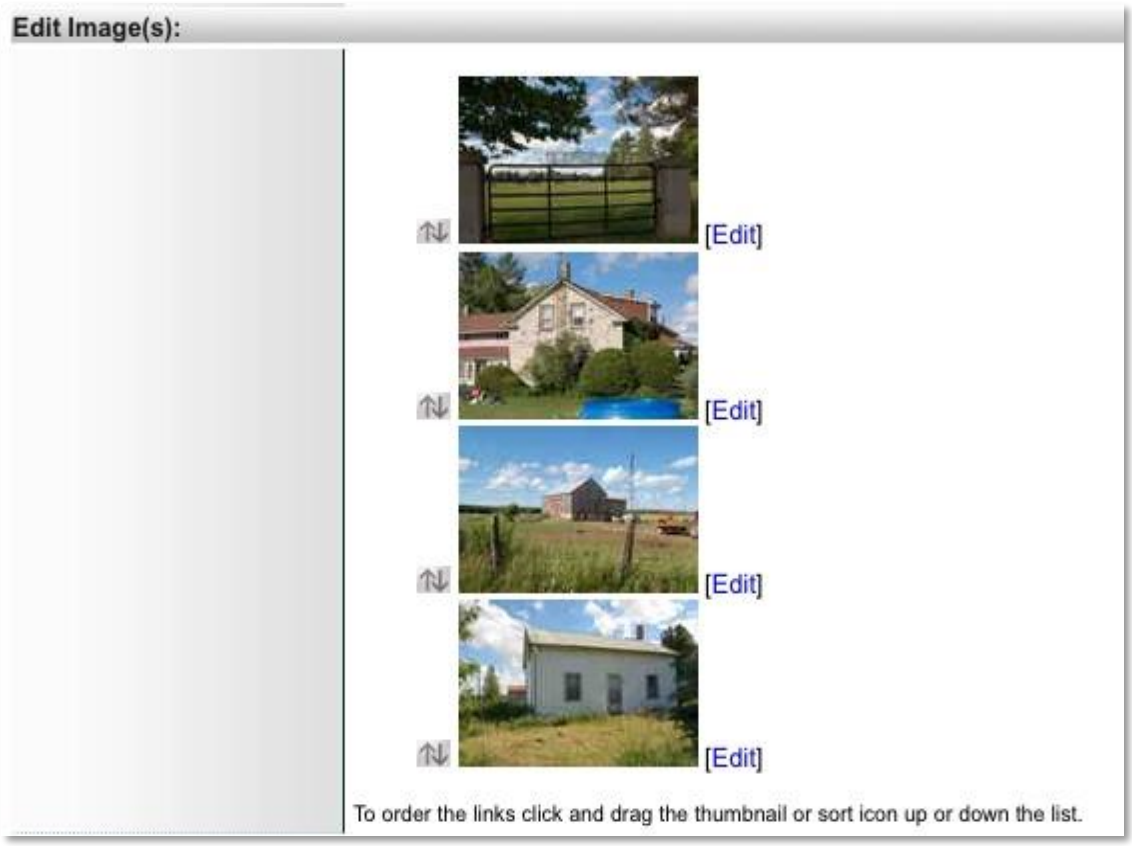
Timeline: Use this option to create a Timeline page or Panel or for embedding an interactive timeline in another web page, please see the Timeline manual in the help.vitatoolkit.ca site.

Block of HTML: If desired, you can write a block of HTML that includes the text and images of your choice in a custom layout. Use this option to embed applications like Google maps or videos. The HTML will appear within the existing Exhibit layout.

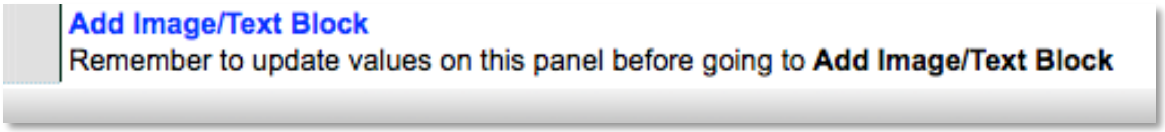


MANAGING ASSIGNED IMAGES

Images can be assigned to Pages on the Add/Manage Content screen.
In the Page management screen, you can sort the image display order or link to each image and add text or edit the image size, etc.



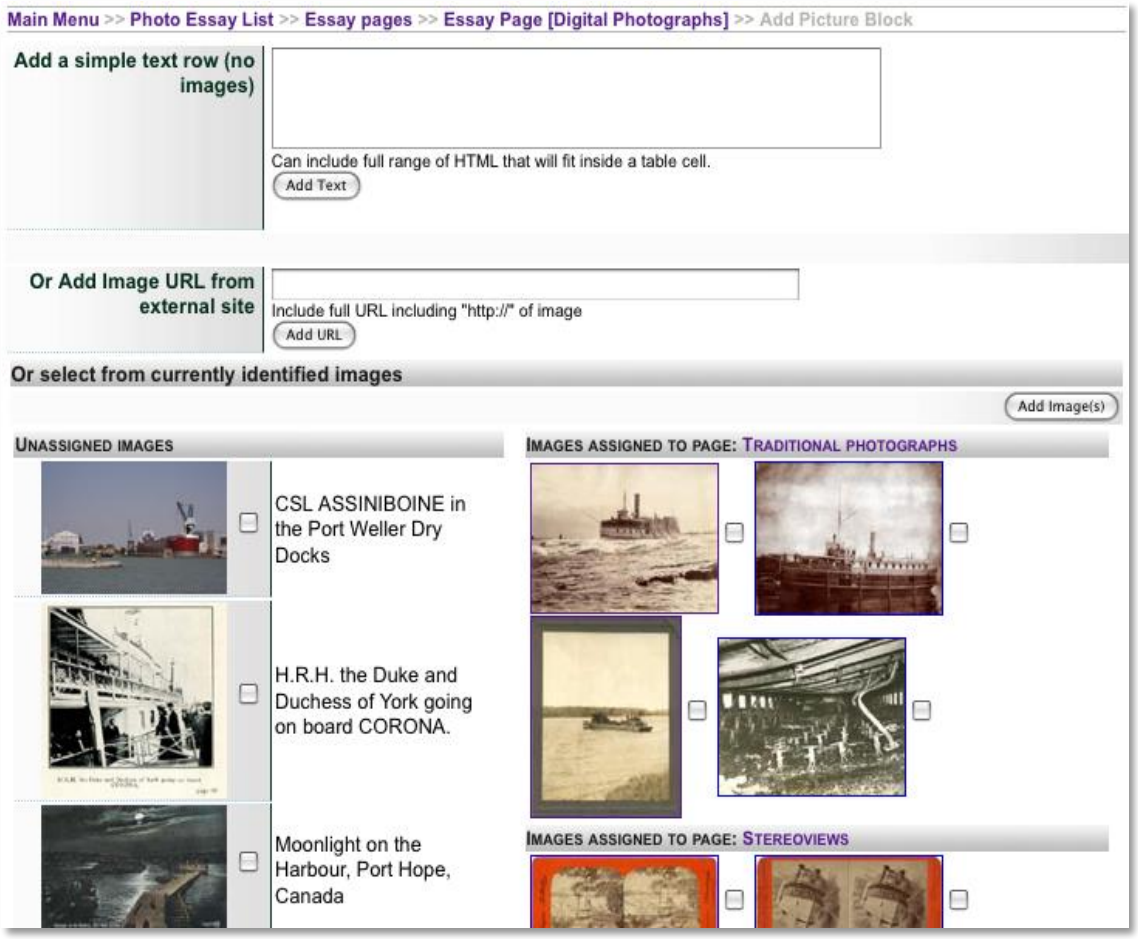
Sort Images: Click and drag the elevator icon or image thumbnail to resort the images on the Page
Note: Re-sorting images and text blocks on this screen may affect some Page layouts
Add Image: Click on the "Add Image/Text Block" link to return to the Add Picture Block screen



Note: Remember to "Update" the Page Edit screen before linking away or your Page Edit changes will be lost

Edit images: click on the "Edit" link to manage the format and content of each picture block associated with the Page

ASSIGN NEW IMAGE



On the Add picture block screen, you can:

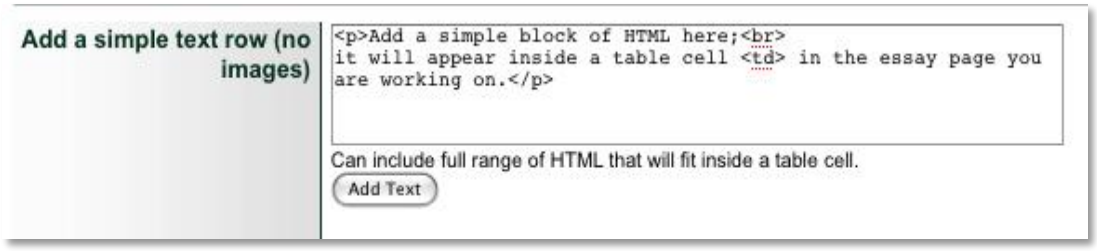
Add text block: Write a block of text formatted with HTML to fill a table cell on the Page. Do not include images here.

Add an external image: Enter the URL of an image on another Web Page that you want to include on the Page being edited

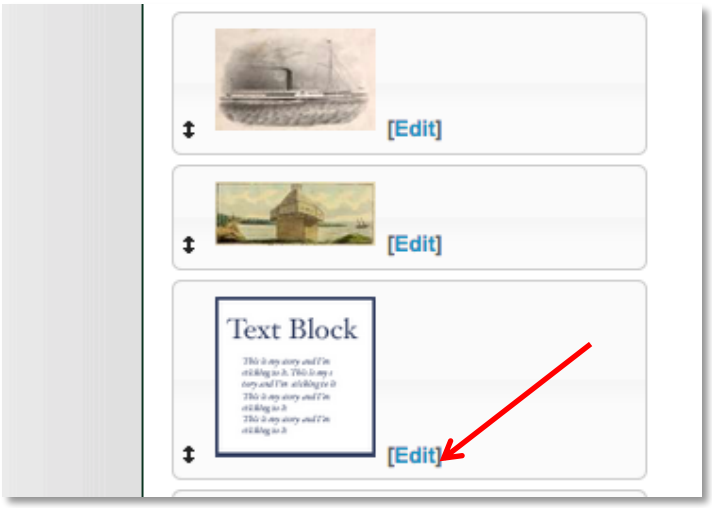
Select from currently identified images: Select from unassigned or assigned images and click "Add images" to assign them to this Page

Note: Previously assigned images from other Pages will transfer to this Page with any associated formatting or text

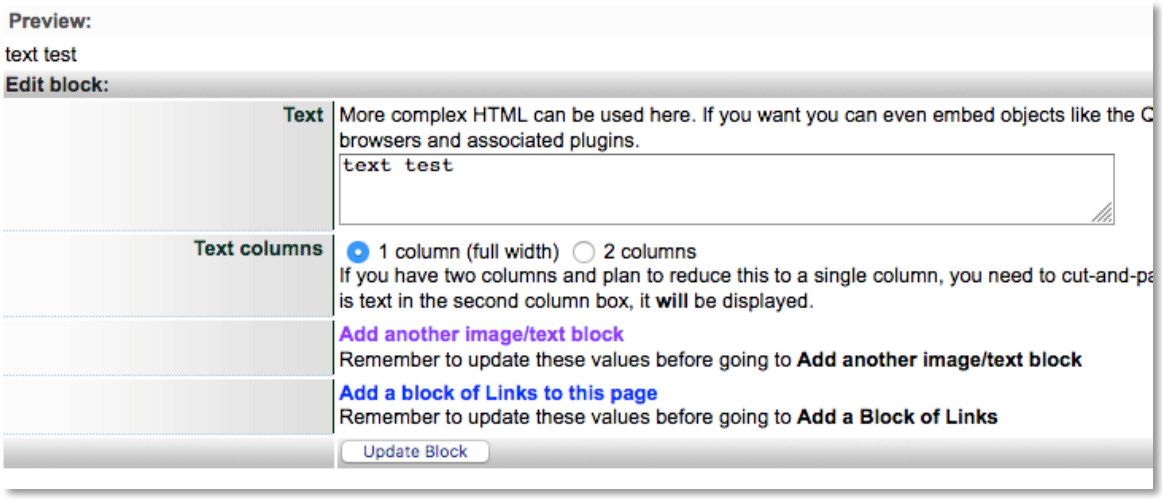
ADD TEXT BLOCK



Write and style your text content
Click on Add Text
On the Page Edit screen, click "Edit" beside your text block



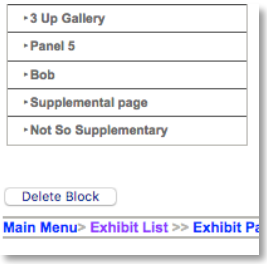
You'll be taken to the Text Block Preview screen



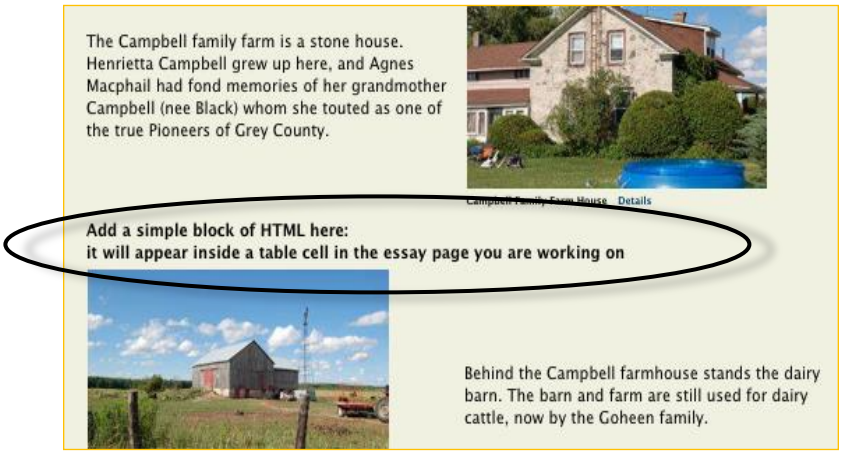
EDIT OR ADD TEXT

Use radio buttons to select the column layout for your text
If you select 2 Columns and click update, this opens a second input box (the second column) that you can then move text into

Click on "Update Block" to save any changes
To Delete a text block, click on the "Delete Block" button in the bottom left corner of this screen.



To sort the text block and other blocks on a Page, return to the Page Edit screen and use the elevator buttons.
Review your text block and layout choice by clicking on View Public Page



ADDING EXTERNAL IMAGES

To add external images from other VITA collections or websites, capture the image location and details URLs from the Public Display of those objects and proceed as follows for all external images:

Add new external image: On the Add Picture Block screen, enter the URL (including https://) of an image location from an external source.

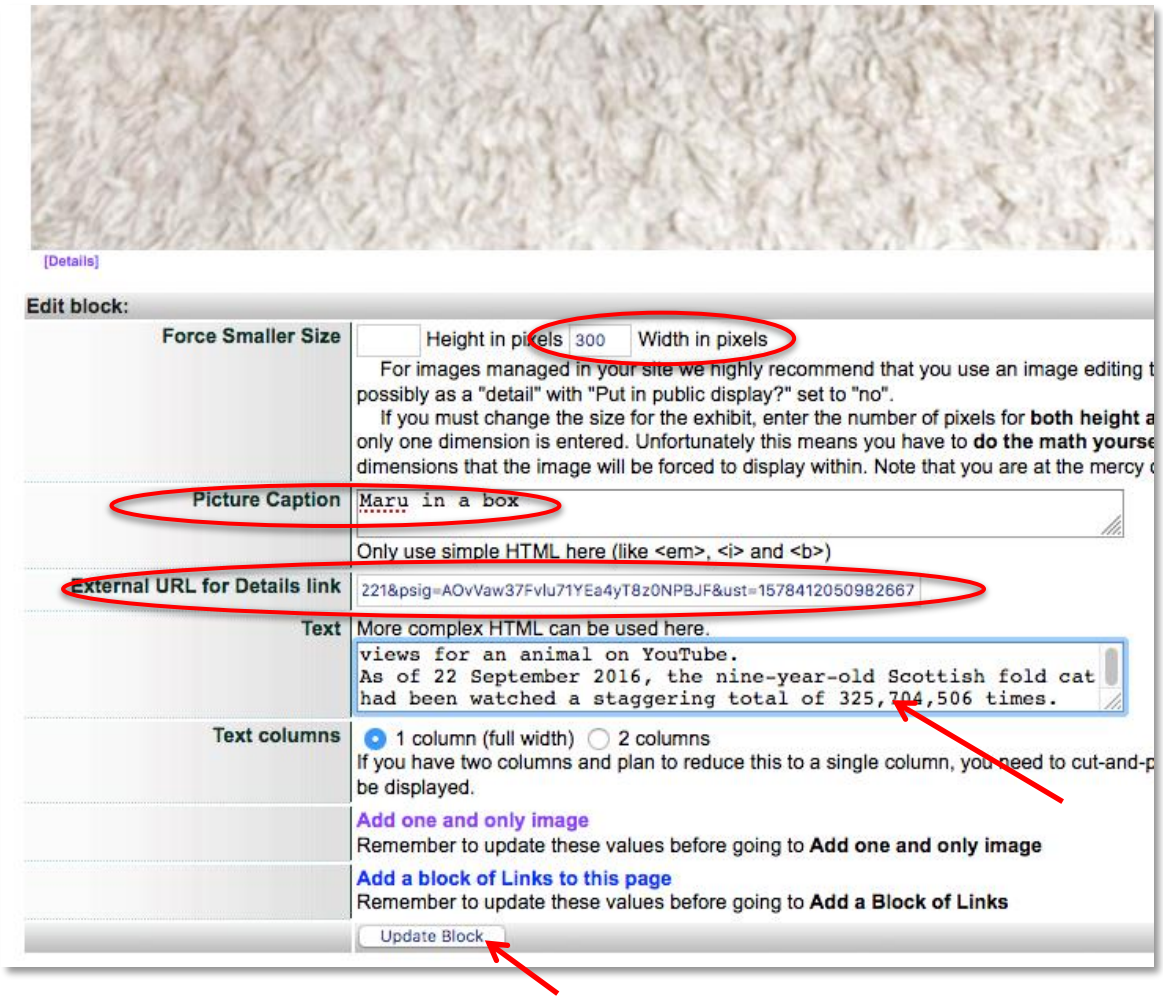
To do this:
Right click on the desired image and Copy Image Location, or click View Image and copy the URL that appears in the address bar. For images, the URL should end in an image format extension, like .tif, .jpg, .gif, .png, etc.
E.g. This image's location is:
https://www.greyhighlandspubliclibrary.com/AgnesMacphail/LocalTour/DM6_compressed.jpg

Enter the image URL:

Sort: The new image will appear on the Page Edit screen, and can be sorted along with the other Page contents. See below for more on editing External Images.

EDITING EXTERNAL IMAGES

As with other blocks, click the Edit button beside the external image to go to the Edit Picture Block screen.



External images from other VITA collections will automatically populate the size and caption details about the image.

For images NOT in VITA, follow these steps:

Force Smaller Size

Use this screen to assign or adjust the size of your external image.

Remember: Regular size image from VITA is 300px wide maximum

It's best to use one dimension in these fields (Height or width); that way the image resizes proportionately

PICTURE CAPTION

Add a title or brief text caption here to display with the image

External URL for Details

Use this input box to link to an external site from the "Details" link in the image caption

For VITA objects, use the URL from the Details screen that describes the object

For non-VITA objects, use the URL for a screen where more information about the object or its contents will provide details for the viewer

Leave this input box blank so no "Details" link appears in the caption under the image

In auto-flow gallery layouts, this Details link will be activated when the user clicks on the image itself

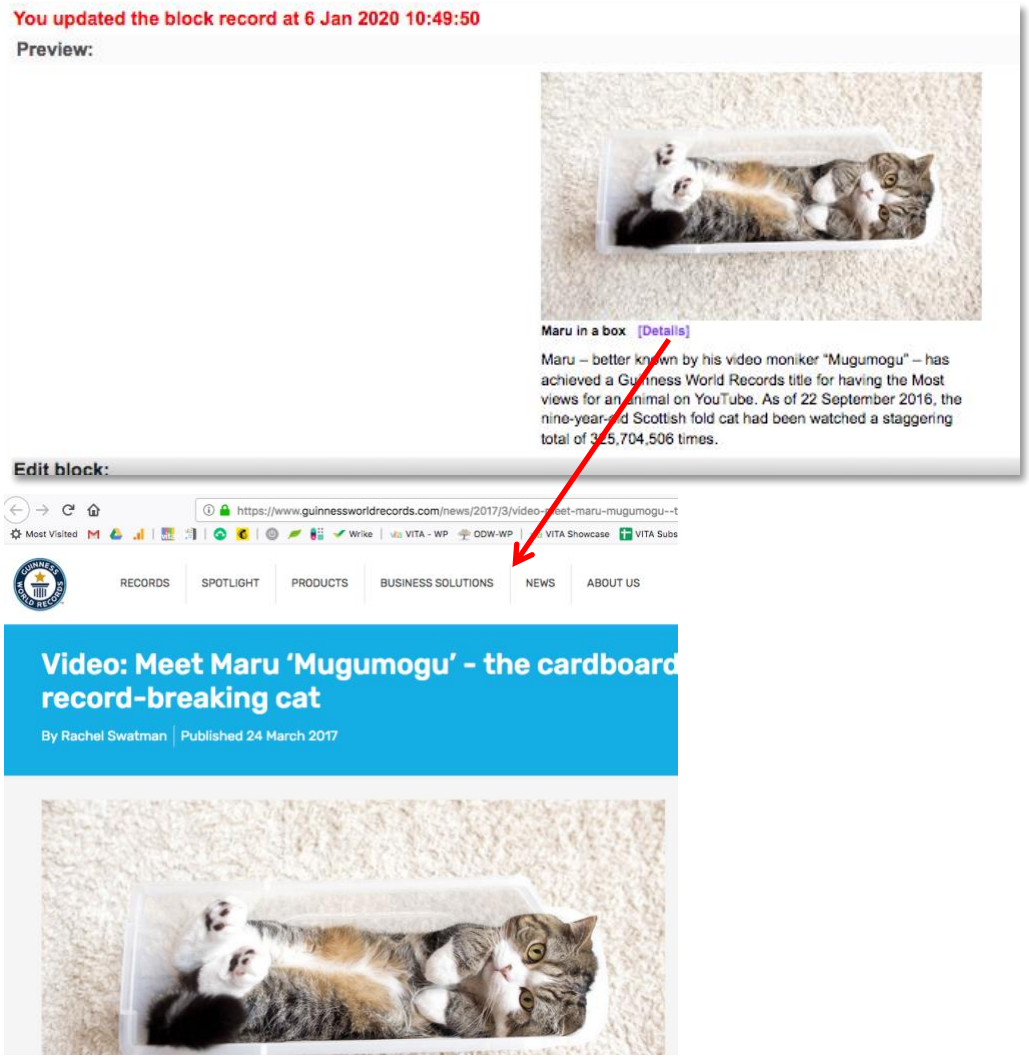


IMAGE PLACEMENT

Select or change selection from left or right to determine the image placement on the Page

Note: This will change depending on the chosen layout for the Page.

TEXT

Include or edit any text you want to associate with the image

EDITING ASSIGNED IMAGES FROM VITA

Click on the Edit link beside individual images on the Page Edit screen to create and manage the content of the picture block. For items assigned from your Agency's VITA collection, some factors will be pre-determined like Caption and Size. You can change these, choose the orientation of the image block and add more context (depending on Page layout).

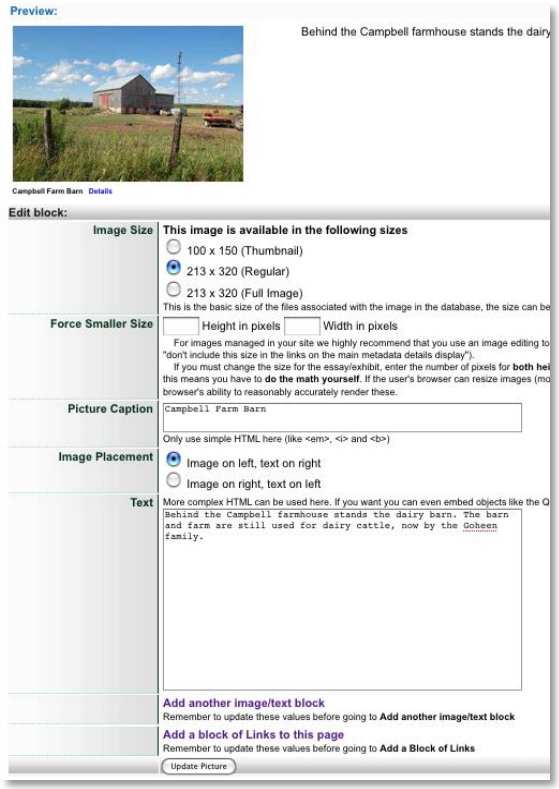


IMAGE SIZE

Image sizes are determined by the file sizes held in the VITA database. I.e. if there is no full-size image loaded into VITA, the Full Image size displayed here will be the largest available in the database. External images will not generate size options.

Thumbnail: If the Page you are editing will contain a large number of pictures, you might consider resizing the images to thumbnail size, e.g. auto-flow gallery layout.

Regular: This is ideal for a small number of pictures per Page.

Full Image: If the Page features one image only, use a Full Image size for displaying that image.

The default image size that will display on the Exhibit Page is the Regular size available.

Force smaller size: If the available sizes of a picture are still too large, the picture can be forced to reduce in size. This is less likely for images that are loaded into the Images Database as they are already resized for browser delivery. See Image size for External Images.
To force a new size, assign a height or width dimension (in pixels) that will determine the new size. To maintain the original proportions of the image, assign only one dimension rather than both, and the other diemnsion will be automatically generated.

Picture caption
Any title assigned to the image in VITA will be brought forward as a caption. Edit the text you want to display as a caption for this picture. Only basic HTML formatting can be used here (like <i> and <b>).

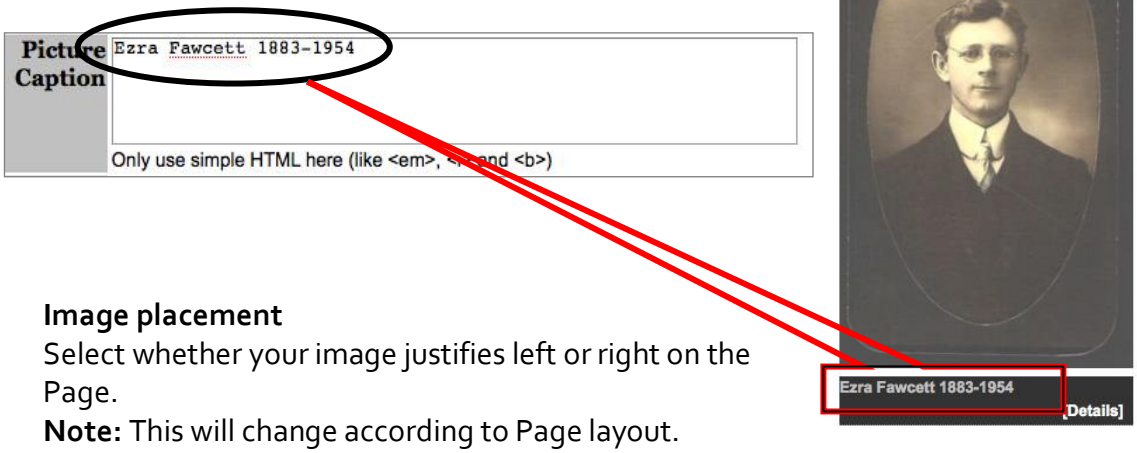


Image placement
Select whether your image justifies left or right on the Page.
Note: This will change according to Page layout.
Text
Enter text here to accompany the image on your Exhibit Page. More complex HTML can be used to format this text or to embed other media, but please be aware of the limitations of your user's browsers before adding complex code to the Exhibit Pages.

Preview Picture Block
Once a picture block contains formatting, captions, caption links and text and the picture block has been updated, those elements will display in the Preview Page.

DELETING IMAGES

FROM A PAGE

To delete an image from a Page, click on the Delete Picture button on the Edit Picture Block screen.

FROM AN EXHIBIT:

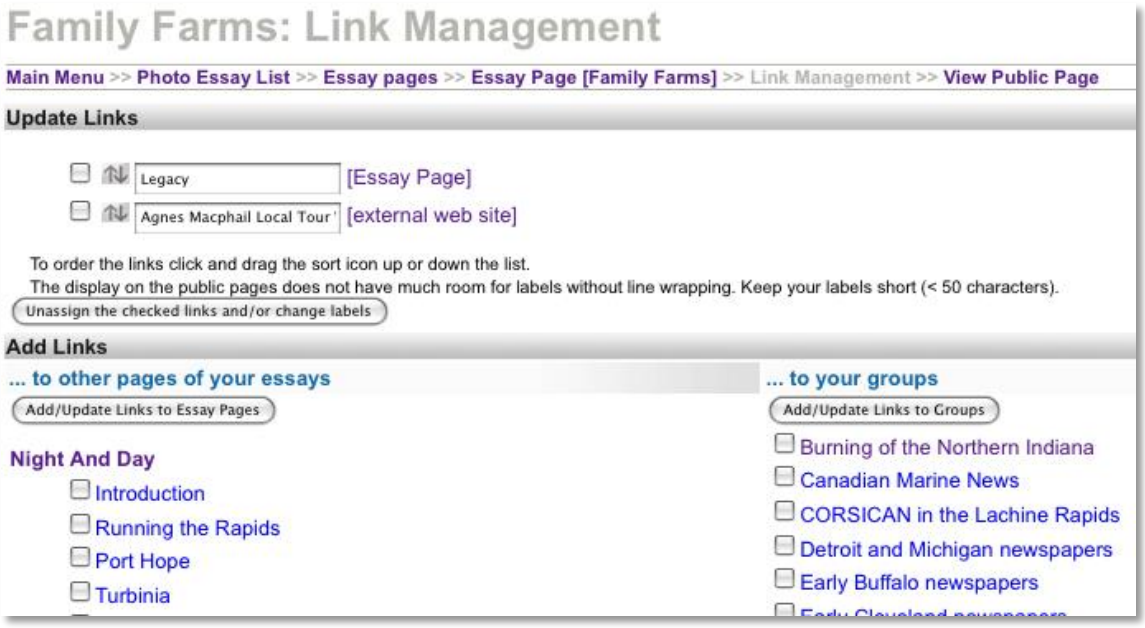
To delete an image from an Exhibit, return to the Select / Gallery screen and select any unwanted image using the checkboxes. Click on the button at the bottom of that screen.

ADDING & MANAGING LINKS

From the Page Edit screen, you can:

- Review any existing links
- Manage and add links

UPDATE / ADD LINKS TO A PAGE



Add Links To:

- Other Pages of this Exhibit (including supplementary Pages*)
- Pages of other Exhibits created by your agency
- Groups created by your agency and those marked "shared" by other agencies
- External Web Pages
- *Supplemental Pages are well marked in the Exhibit Page lists

Any links you add to a Page will display on the left sidebar menu .

*Supplementary Page links will only display when their associated Page is being viewed.

Note: Labels should be 50 characters or less to display well in the sidebar

UPDATE LINKS

Edit link labels (recommended <50 characters)
Sort links by clicking and dragging the elevator icon
Use checkboxes to select links to be removed from the list
Use the button to commit any changes and to deselect checked items

REVIEW LINKS

Click on an existing link
Links to other Pages in the same Exhibit, including supplementary Pages, will open the Edit Page screen for that Page
Links to external websites will open the destination website

DELETING PAGES

To delete an Exhibit Page, use the Page/Page management screen, click [Edit Page] beside each page name on the page/Page and delete that page (Button on bottom of screen).

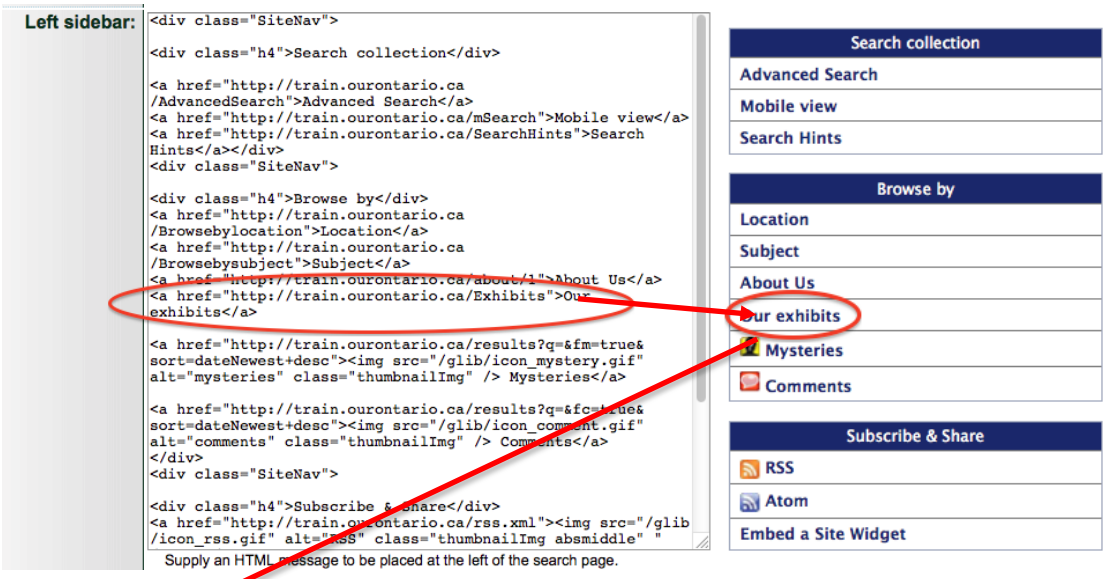
DISPLAYING YOUR EXHIBITS

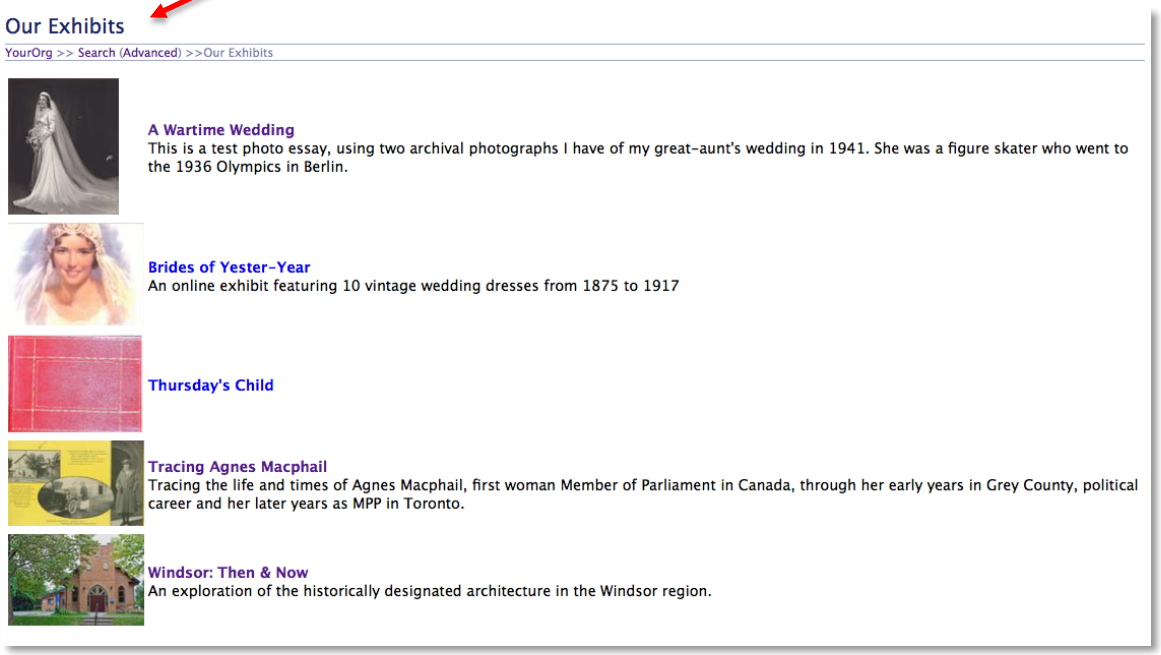
Exhibit contents are full-text searchable so users will discover them through keyword searching, geographic faceting and more (see Full record above). However, you should also showcase your special collections:

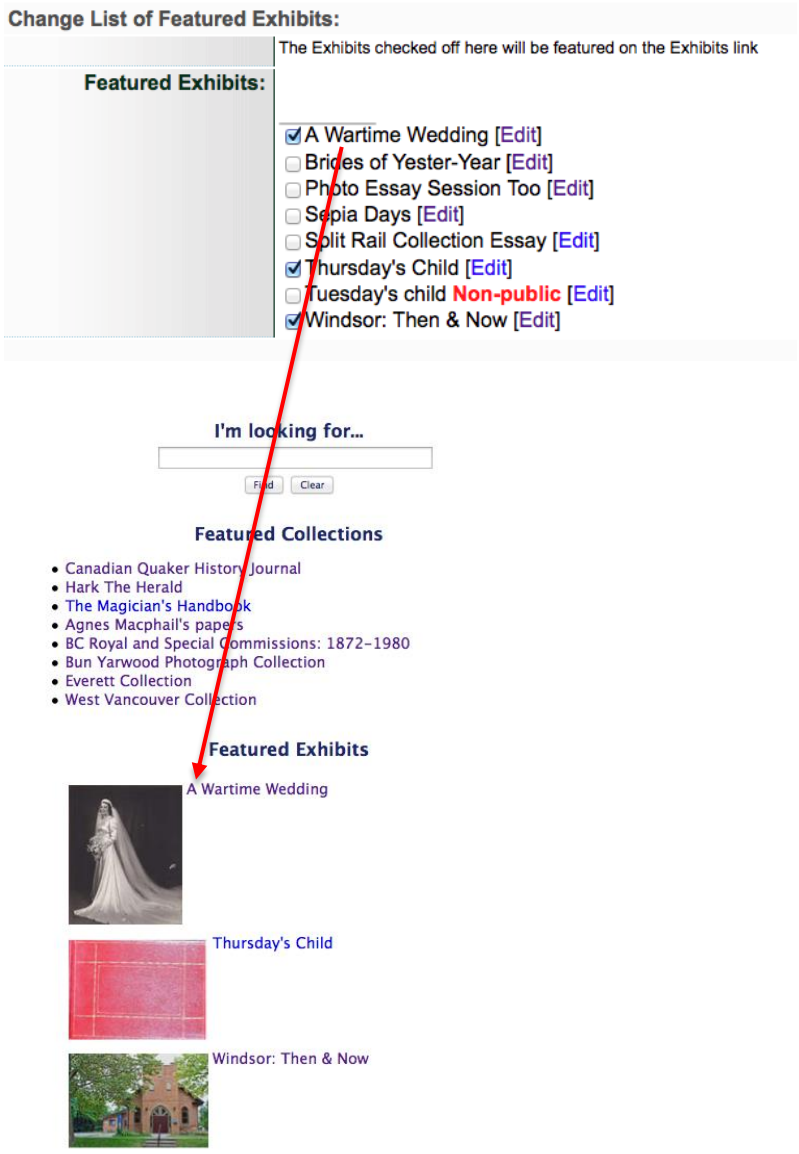
ADD A SIDEBAR LINK

Add an Exhibits link to your Search page sidebar:
Main Menu> Site Management> Search Page> Sidebar (left or right)

Add the link to your VITA site URL with the extension /exhibits. Add a friendly, exciting label, click update and reinitialize your site!





FEATURE YOUR EXHIBITS

Add your exhibits to the Search page center panel:
Main Menu> Site management> Search page > Featured exhibits