Digital Commons Exhibits User Guide

Contents

Getting Started

An introduction to Digital Commons Exhibits (DCX) features is available on the [Digital Commons Exhibits overview](#) webpage where this guide is attached.

To start using Digital Commons Exhibits, you will need to have an exhibits site set up for your institution. Please contact your consultant at dc-support@bepress.com for a one-time setup if you have not already done so.

Once you have access to your site, you may use the instructions in this guide to carry out the most common workflows. If you have any specific questions not covered here, don't hesitate to ask your consultant.

You may create up to 10 exhibits as part of your Digital Commons license. Please let your consultant know if you are interested in creating more than 10 exhibits or adding scrolling exhibits (see the [DCX Scrolling Exhibits guide](#) to learn more).

Access Your Digital Commons Exhibits Site

Your exhibits site front end URL will be your Digital Commons site URL (e.g., https://dc.institution.edu) followed by /exhibit as shown here:

[DC site URL]/exhibit

The URL to log in as an administrator is your exhibit site URL above followed by /admin:

[DC site URL]/exhibit/admin

Enter your username and your password to log in. Your username is the email address your consultant used when setting up your DCX site. The first time you log in, your password will be the temporary password your consultant provided to you (see below for how to change it).

Upon logging in, you will land on a summary page with admin tools in the left sidebar.
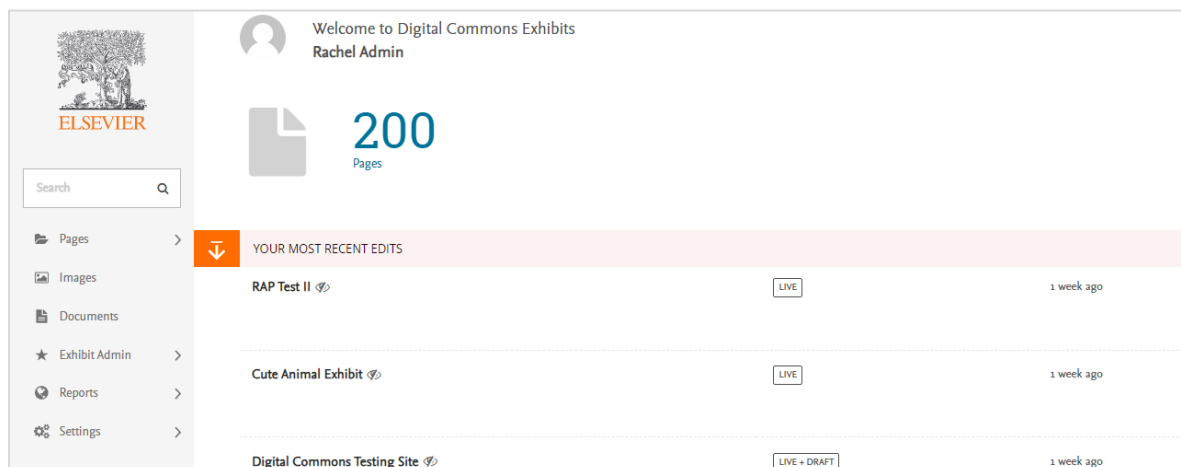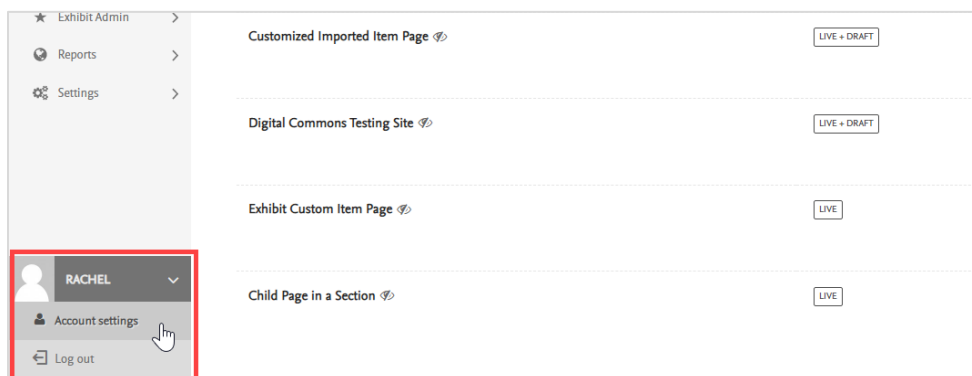
You can also access site tools from the front end. When logged in, you will see a gears icon allowing you to view the administrator tools for that page, section, or exhibit.
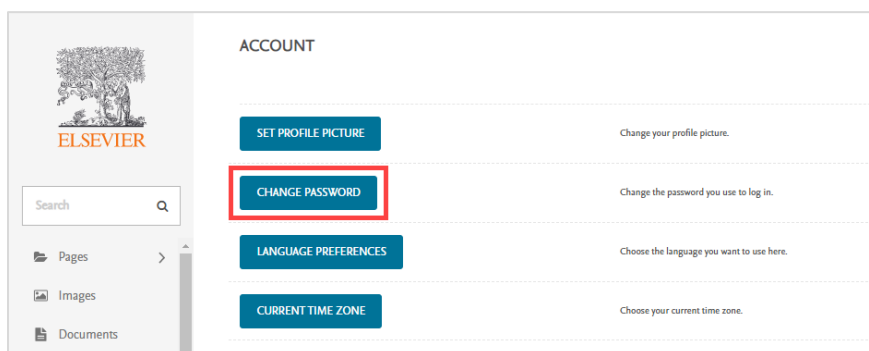

Change your password:

If you wish to change your password from the one provided by your consultant:

1. Choose **Account settings** under your login name in the lower left corner of the screen.

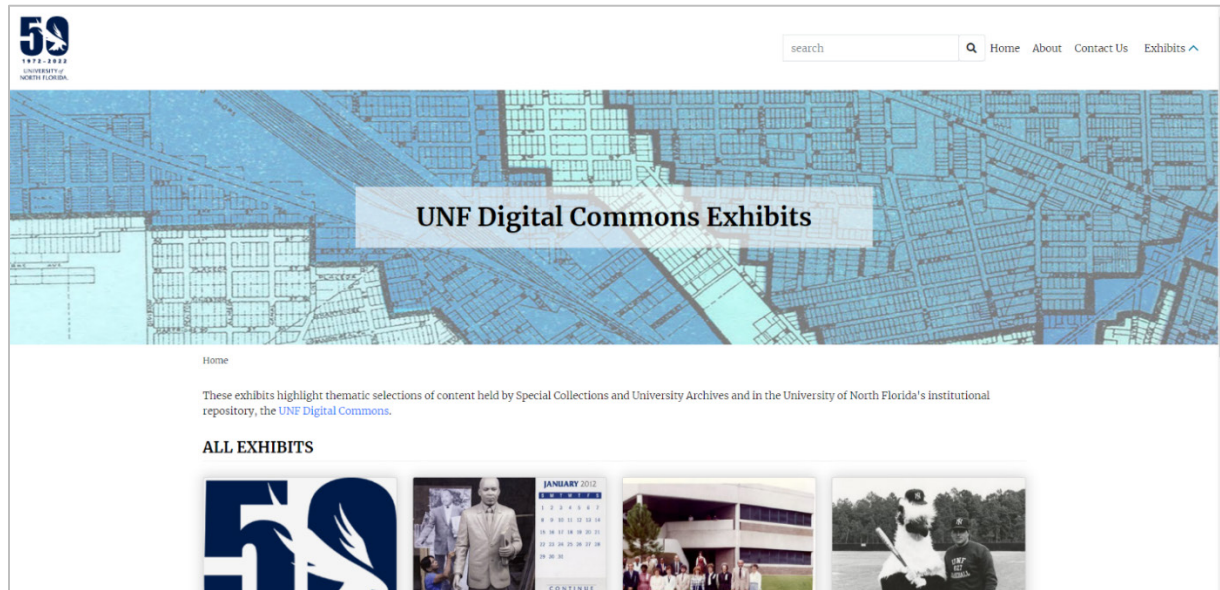2. Click the **Change Password** button on your account settings page.

3. Scroll down to the **Password** section and complete all fields.
4. Click **Save Account Details** when finished.

Customize Your Site

Add site branding

You can add a site logo, shown below in the upper left, and a default full-width banner.

To add your logo and banner:

1. Click **Settings** in the admin sidebar and then select **Site settings**.
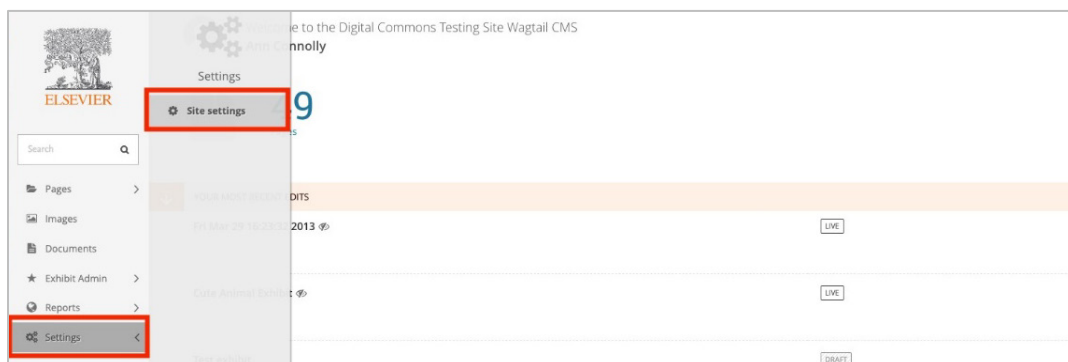
2. Click **Choose an Image** to add an image for your logo (recommended dimensions 256 x 256 pixels) and also for your banner (recommended dimensions 1920 x 400 pixels). You may choose a favicon for the browser tab as well (16 x 16 pixels recommended).

3. When done, publish the changes by clicking **Save**.
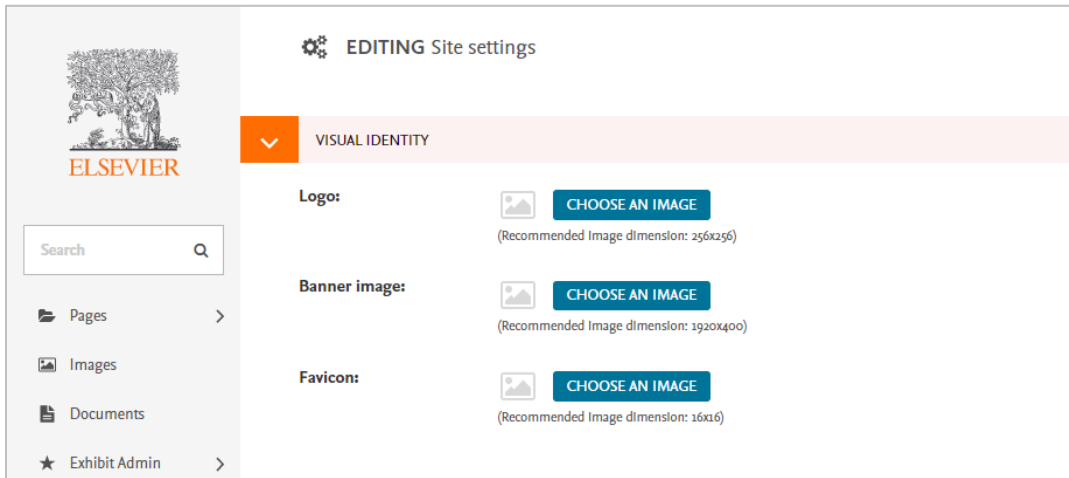
Once you've published your site banner, view the live site and try adjusting the size of your browser to see if it is responding in an acceptable way for your visitors. If your banner is not responding as desired, you can designate a focal point by clicking the **Edit This Image** button for the banner image (the button will appear on the page pictured above once an image has been uploaded).
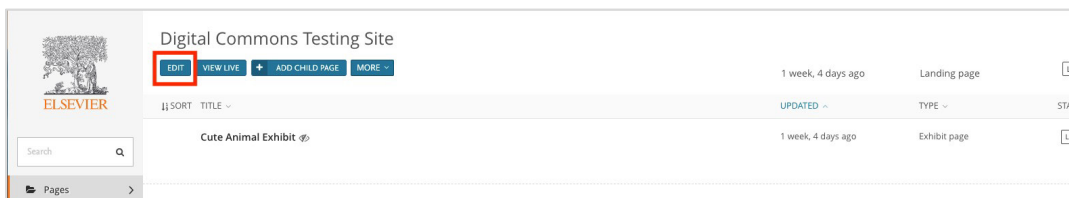
Edit site title and landing page
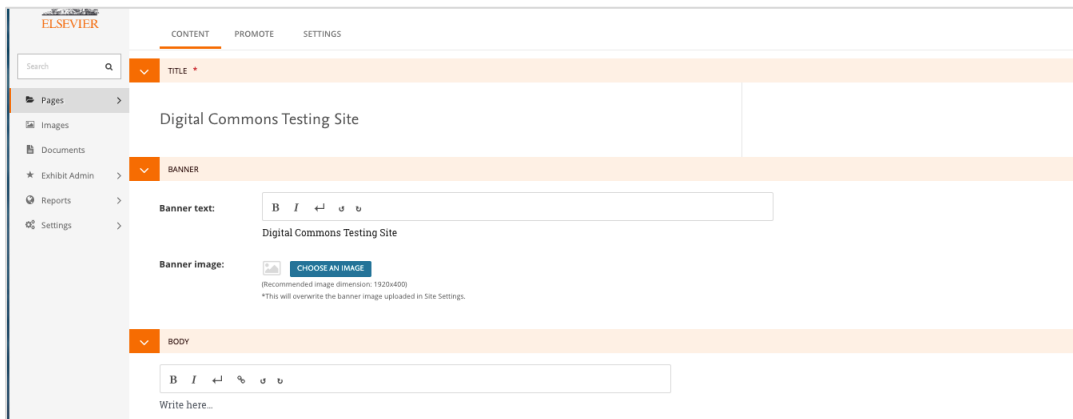
To modify your site title and landing page:

1. Select **Pages** in the administrator sidebar and click the name of your site at the top of the menu.
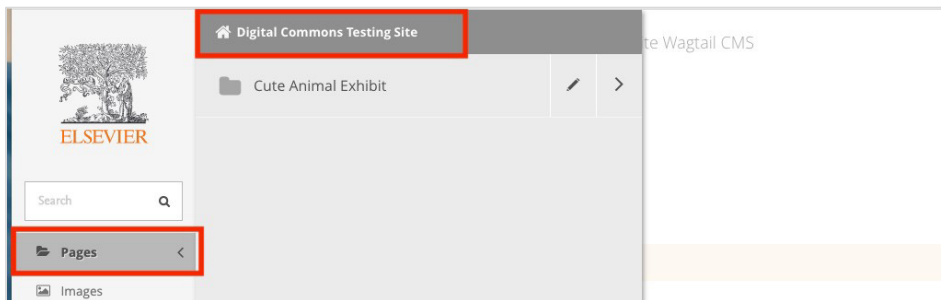
2. Click the **Edit** button under your institution name to reach the landing page settings.
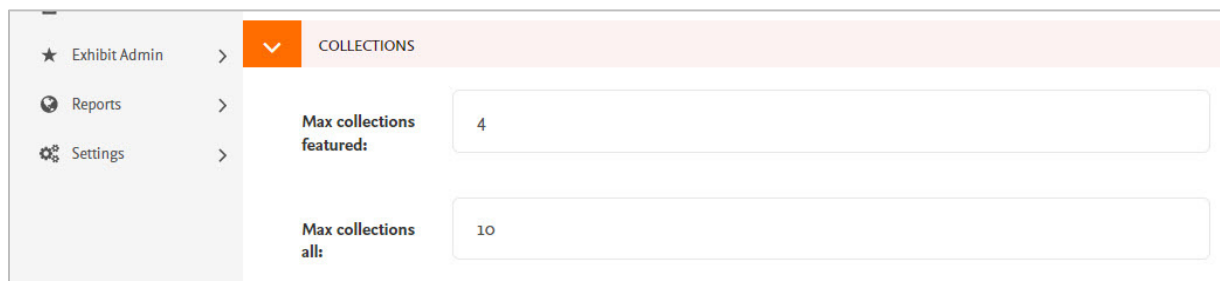
Landing page settings:

3. The **Title** field, which is required, controls the title of the site as it will be listed in the administrative interface.

4. **Banner text** is optional, though recommended if a title isn't present in the banner image or logo. The banner text formatting tools allow you to include bold and italic text as well as line breaks and HTML.

5. A **Banner image** is optional. Adding one here will *override* the banner image added in the site settings. If you don't add a banner here, the landing page will inherit the default banner from the site settings. (Should the published banner not respond as desired when you resize the page, you can designate a focal point by clicking the **Edit This Image** button.)

6. The **Body** field, where you can enter a description, has the same tools as banner text plus an option to insert links.

In addition to the above settings, you can choose how many collections (if any) you'd like to feature at the top of the landing page in a "Featured Exhibits" section, using the **Max collections featured** setting. You can also adjust the **Max collections all** number, if desired, to change the number of total collections showing under the "All Exhibits" heading on the landing page.
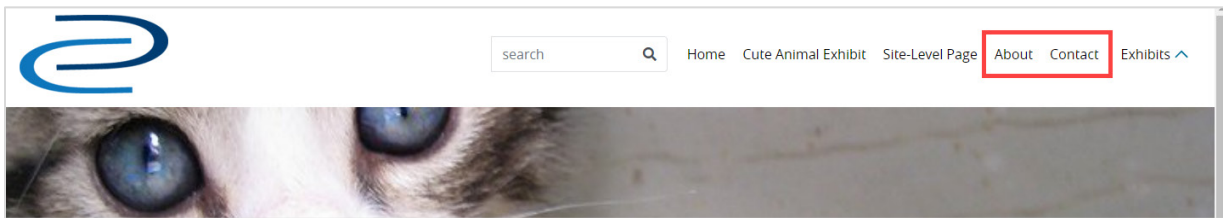

When done, publish the landing page changes by clicking the arrow next to **Save Draft** to expand the menu and choosing **Publish**.

About and Contact pages

Your DCX site comes with an About page and a Contact page, both of which are visible in the site navigation menu by default.

You can customize these pages with text and other elements such as images or attachments. A quick way to edit these pages is to click on the gears icon in the lower right of each page when viewing the front end, then select **Edit this page**.
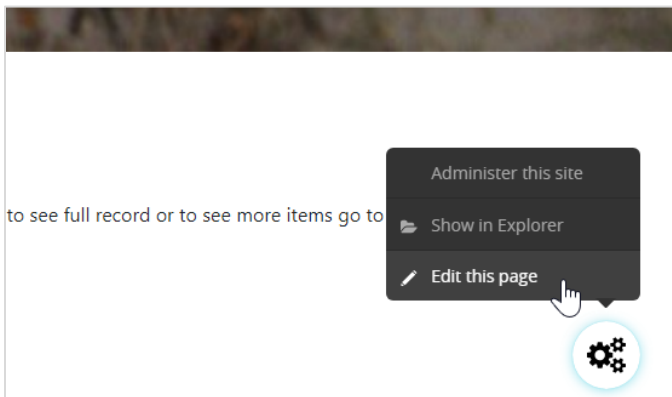
You can also reach the edit tools by clicking **Pages** in the admin sidebar and locating the "About" and "Contact" pages in the list of site contents.
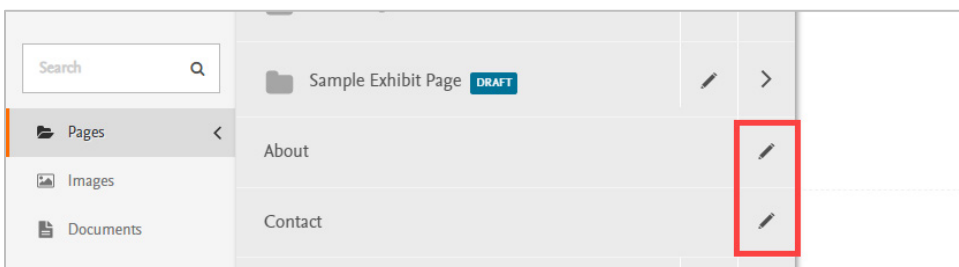
Create or Modify Exhibits

Create an exhibit

Use the steps below to create an exhibit.

You can also create an exhibit while importing content. See "Import Content to an Exhibit" later in this guide for that workflow.
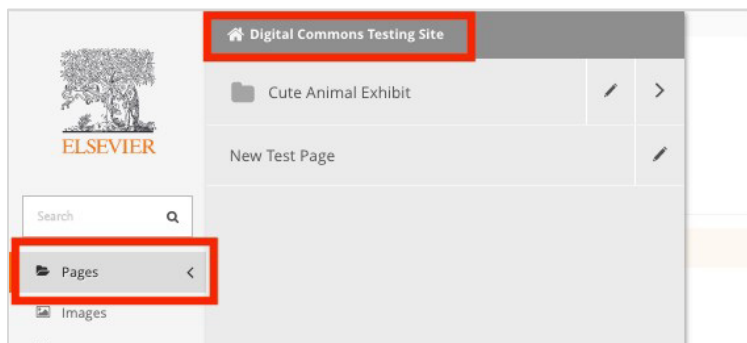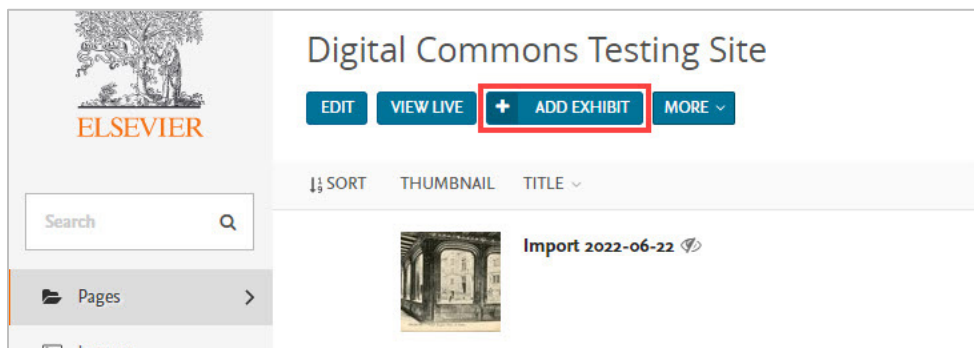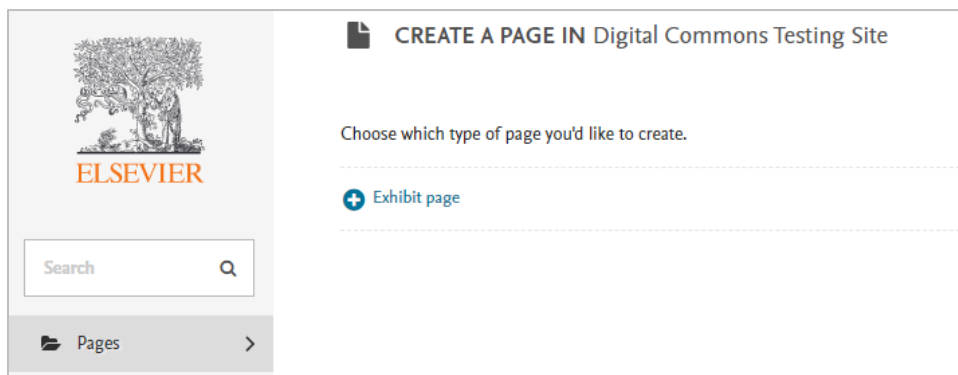
To create an exhibit:

1. Select **Pages** in the admin sidebar, and then click the name of your site.

2. Next, click **Add Exhibit**.

3. Select **Exhibit page**.

Customize title, banner, and descriptive text

Once you have created an exhibit, you will be able to customize your exhibit on the exhibit edit page.

Enter an exhibit **Title** (required). The Title will be populated already if you created the exhibit while importing content.
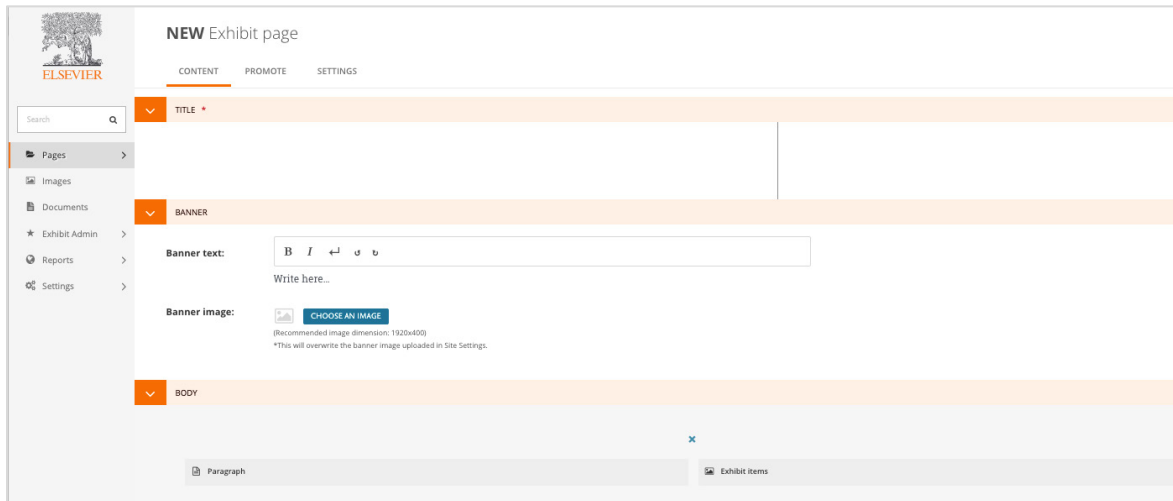
Add **Banner text**, using the text formatting tools to add emphasis or line breaks as desired.

Select **Choose an Image** to upload a **Banner image**. Recommended dimensions are 1920 x 400 pixels. The banner image you upload here will also be used for the exhibit thumbnail on the site landing page. (You can choose a custom thumbnail by scrolling down the edit page to the Custom Thumbnail section and selecting **Choose an Image**.)

To add descriptive text:

Scroll down to the Body section and select the **Paragraph** option. This will add a paragraph block to the exhibit page.
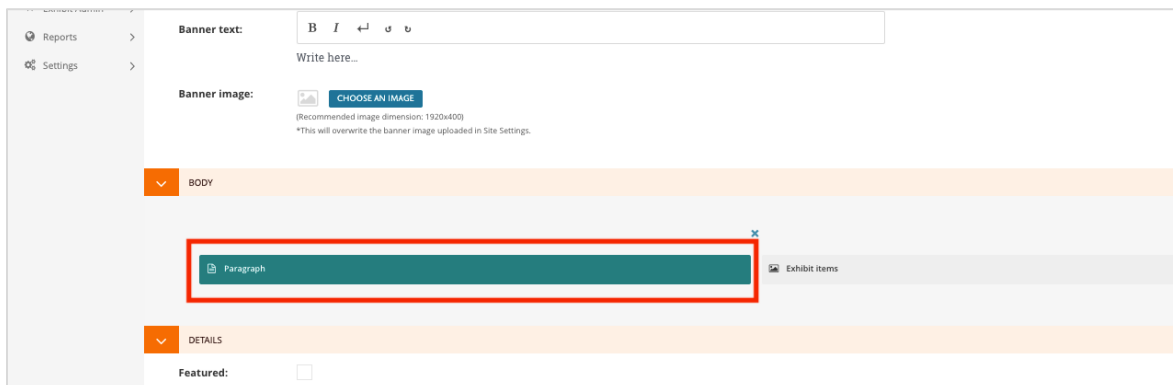
In the paragraph block, you can add text and other items like links, images, or embedded content that you would like to include in the exhibit description section.
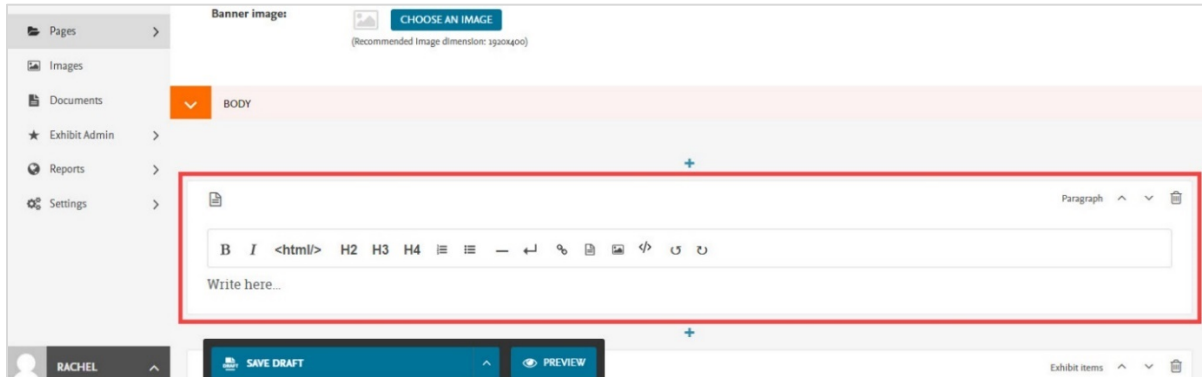
Embed tool options: The embed tool (</>) supports oEmbed and Embed.ly, which allow you to easily embed items from third-party providers such as YouTube, Vimeo, Kaltura, SoundCloud, TimelineJS, StoryMapJS, Google My Maps, SketchFab, and more. To embed content from providers not supported by oEmbed or Embed.ly, you may add embed code using the html formatting option (<html/>).

When done adding descriptive text, scroll down to the bottom of the page where you'll have options to save draft, preview, or publish the exhibit. Or you can proceed with the additional options on the exhibit edit page, described below.

You can return to edit a previously added exhibit banner, title, or description by clicking **Pages** in the sidebar, then the **pencil icon** next to the title of the exhibit.
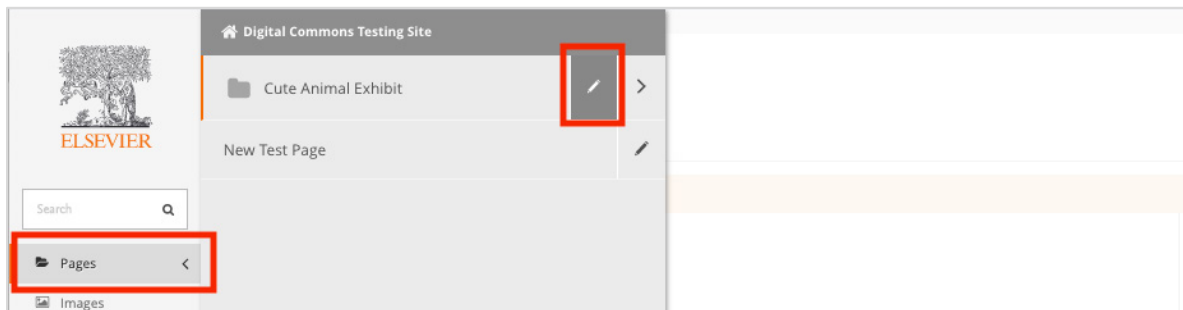
Set an exhibit as a featured collection

The Featured option controls which exhibits, if any, appear at the top of the site landing page in a Featured Exhibits section. If you'd like to feature an exhibit, select the **Featured** checkbox on the exhibit edit page.
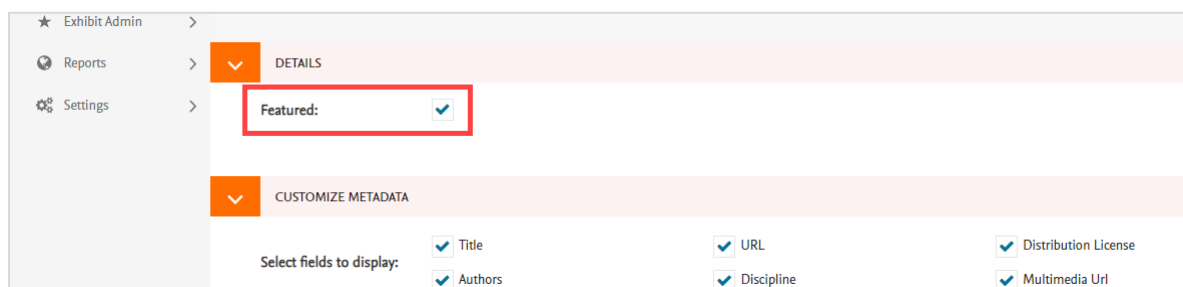
When done, choose **Save Draft** at the bottom of the page, or expand the menu and choose **Publish** if you're ready to display changes on the live site.

Customize which metadata fields display

The Customize Metadata area of the exhibit edit page will be blank until content has been imported into the exhibit.

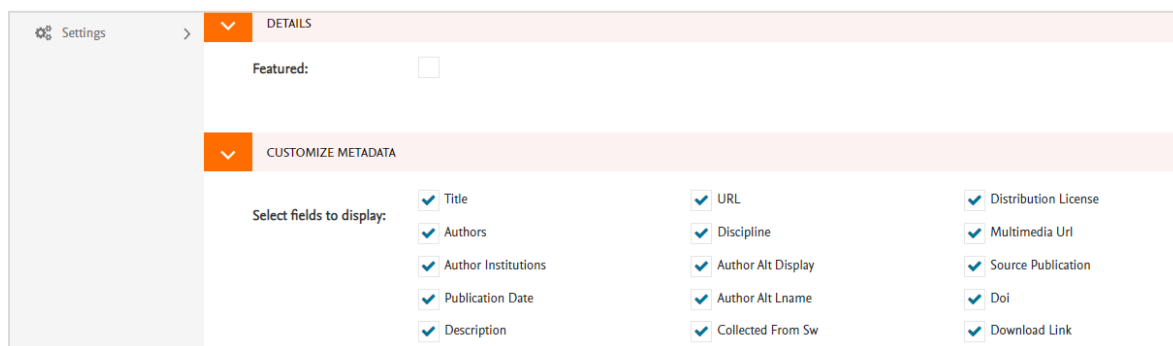After you have imported content to an exhibit (see steps below under "Import content to an exhibit"), you will have the option to select the metadata fields that will display on item pages.

A list of metadata fields captured for imported items will display in the **Customize Metadata** section along with checkboxes to select or deselect fields.


Deselect any fields that you do not want to include on item pages. Scroll down and choose **Save Draft** when done or, if ready to publish changes, expand the save menu and select **Publish**.

TIP: Deselecting all fields removes the metadata section from item pages in the exhibit. This may be helpful if you'd like a more flexible page layout for any additional text, images, or embeds you wish to include using the editor tools for each item page (see "Customize Item Pages and Thumbnails").

When you import content to an exhibit, all available metadata fields are pulled over from the DC publication. If importing from multiple DC publications, the list will include the metadata fields from all of those publications. Available metadata fields are based on the fields exposed in the Digital Commons API v2, which comprises most DC metadata fields including custom fields. Please ask your consultant if you would like more information about specific fields.

11

Choose a custom thumbnail for an exhibit

You can choose a custom image to display as the exhibit thumbnail on the site landing page. At the bottom of the exhibit Edit page, click **Choose an Image** to upload an image or select one already uploaded to the site.
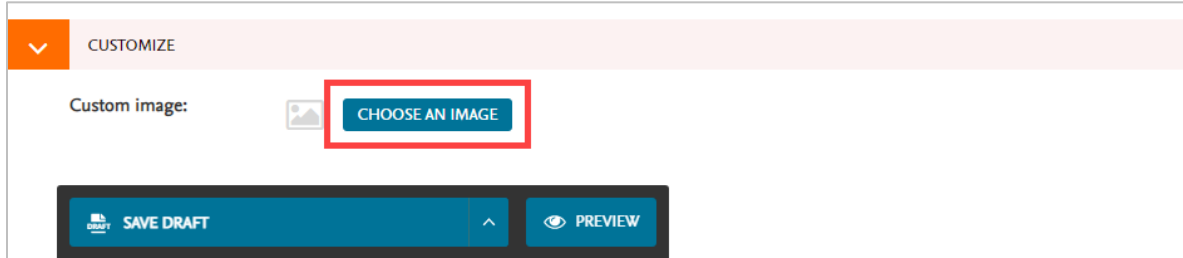
Control font, colors, and privacy

Click on the **Settings** tab if you wish to change the font, font color, or background color of your exhibit. In addition, you can control the privacy status for the exhibit if you'd like to hide or unhide the exhibit from public view.
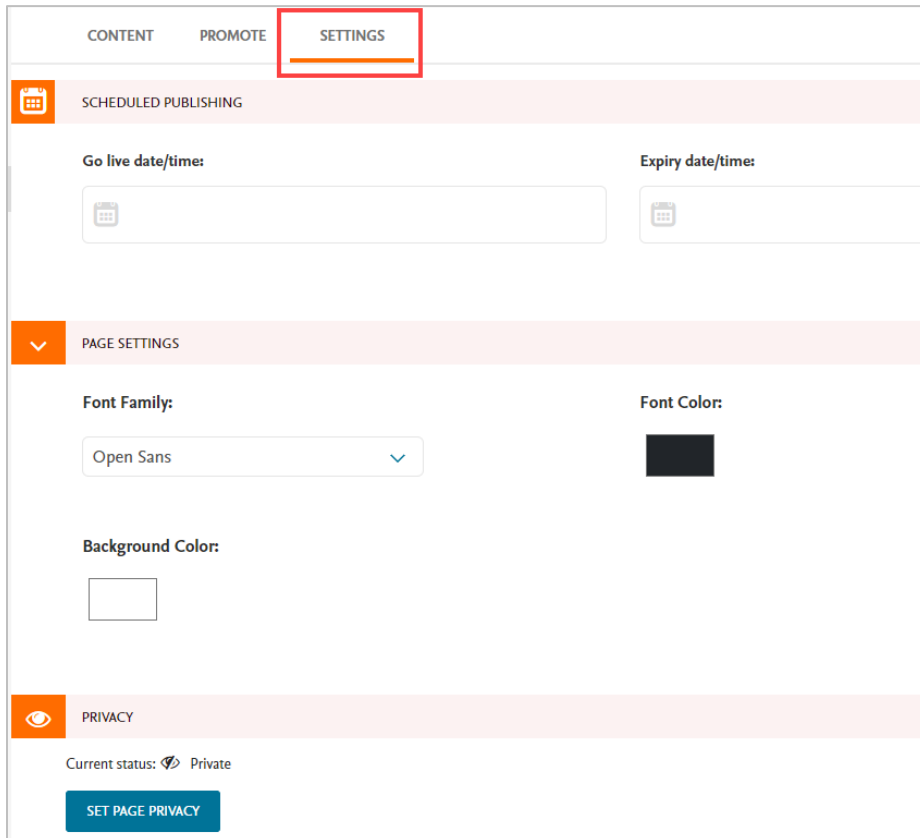
Publish, unpublish, or delete an exhibit

To publish an exhibit:

1. Click **Pages** in the administrator sidebar to show the site contents list
2. Click the **pencil icon** next to the title of the exhibit
3. At the bottom of the exhibit edit page, expand the Save Draft menu and select **Publish**

To unpublish or delete an exhibit:

1. Click **Pages** in the administrator sidebar
2. Click the title of the exhibit in the site contents list
3. Use the **More** menu to initiate either of these actions for the exhibit

# Import Content to an Exhibit

How to import content

You can import content to an exhibit from any publication in your repository, including pulling from multiple publications into a single exhibit. And they don't all have to be the same publication type—you can combine imports from an image gallery, book gallery, series, etc.

You are able to import items from your Digital Commons repository to an existing exhibit, or you can create a new exhibit in the importing process. To import items, select **Exhibit Admin** in the admin sidebar, then **Import Content**.
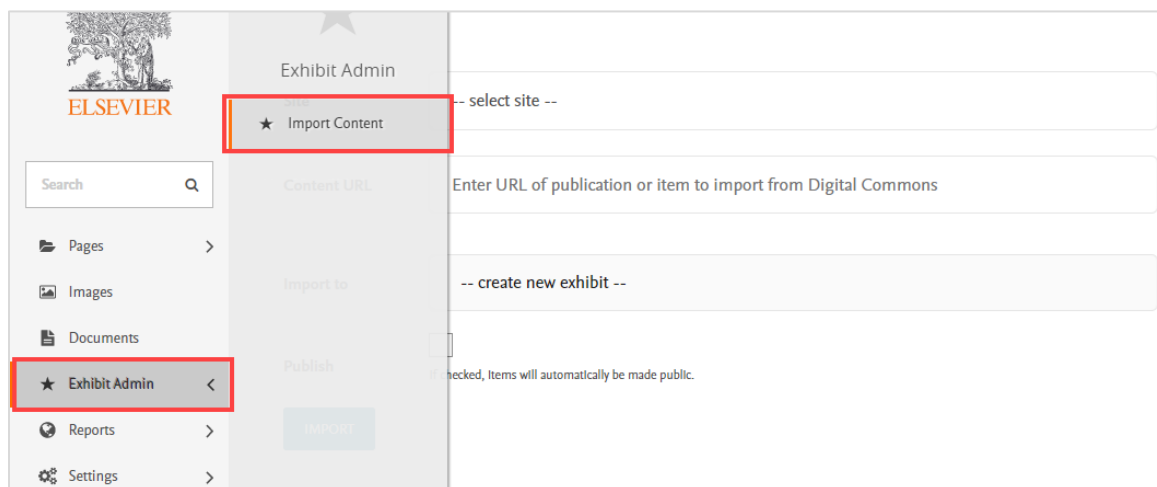

On the resulting page, enter the URL of the Digital Commons publication from which you want to import. You can import from multiple publications into one exhibit by repeating this process for each publication. You can import a single item by entering the URL of the DC article page.

Next, select the exhibit into which you'd like to import items. To create a new exhibit, enter an exhibit title in the text field and select **create new exhibit**. If you leave the exhibit title blank, the title of the DC publication you're importing from will be used.
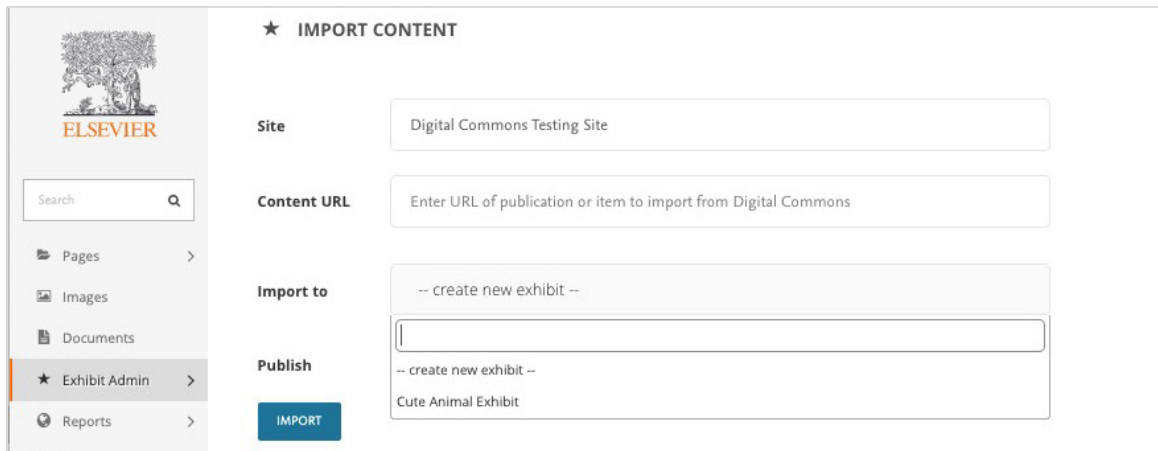

Check the **Publish** checkbox if you'd like to publish your items automatically to the front end. Otherwise, items will be private by default and can be published later.
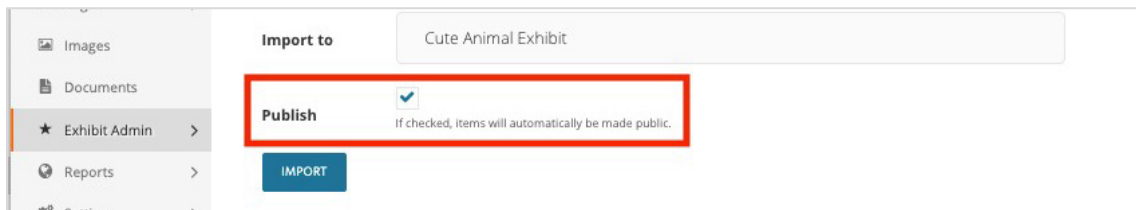
Importing a publication will import all items and all available metadata fields (those available via the Digital Commons API) from the chosen publication and create pages in the exhibit for them.

You may select which metadata fields display on item pages by checking or unchecking fields on the exhibit edit page, as described above in "Customize which metadata fields display."

To see a list of items that have been imported into your exhibit, click on **Pages** in the sidebar, and then on the arrow to the right of the exhibit.
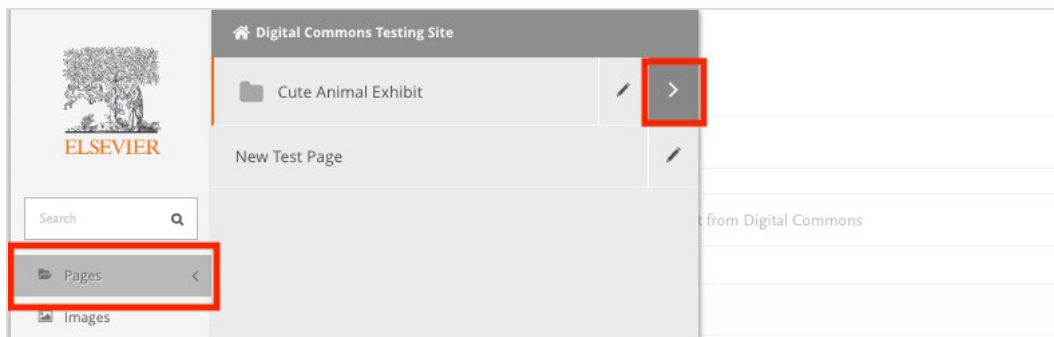
You'll then see a list of all the items that have been imported.
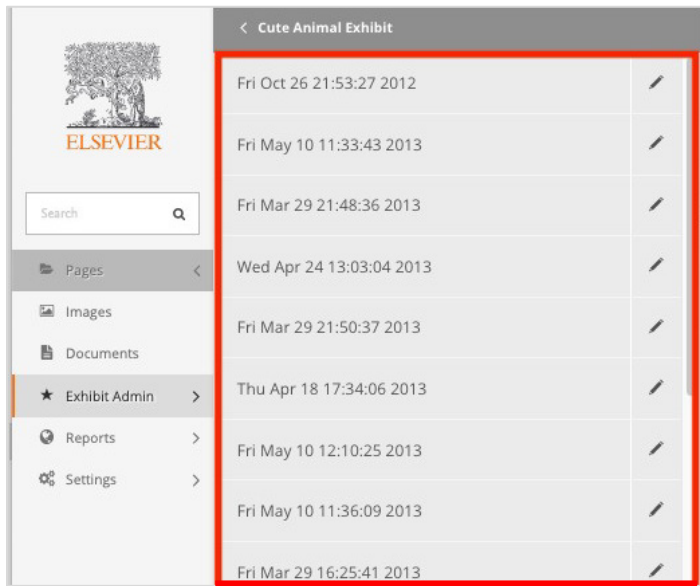
If you created an exhibit while importing content, you can customize your new exhibit by clicking **Pages** in the administrator sidebar and then clicking the pencil icon next to the title of your exhibit.

What carries over from DC?

If the content is available in Digital Commons (DC), with a few exceptions, it will be brought over when importing to DCX.

Unavailable content cannot be imported to Digital Commons Exhibits. Unavailable content includes DC publications or items that are hidden, under embargo, or under access control. In addition, primary files won't be brought over if they have their download button suppressed (this is done by selecting **Metadata only** in the Download Link Behavior Tool, which is found on the item's View Revisions screen in DC).

Suppressing the download button as just described also prevents native streaming files from streaming on the item page in DCX.

Content that is not imported to DCX, even when available in DC, includes: Additional files (also known as supplemental content) and collected content, which is content that has been collected from one DC publication to another using the Collection tool. You may import collected items from their original publication rather than the one where they are collected. Also, certain metadata fields—those not exposed via the Digital Commons API—do not carry over.

Default behavior and display of imported files:

- PDFs: Full PDF previews will display on item pages. Thumbnail of the first page (following the auto-generated DC cover page) will display on exhibit pages.

- Images: Thumbnails will display on exhibit pages and item pages.

- File type placeholder icons will display for other file types besides PDFs and images.

- Native streaming video/audio files will stream on item pages.

- "No item available" will display for items without primary files, or for which primary files are hidden or suppressed in DC.

You can add a custom thumbnail to any imported item to override the default thumbnail or placeholder; see "Customize item pages and thumbnails" later in this guide.

Add a Section to an Exhibit

If you want to subdivide the items within an exhibit, you can add sections to the exhibit. Section content is populated by moving items from exhibits or other sections.

Create a section

To add a section to an exhibit, click **Pages** in the sidebar, and then click the name of the exhibit.
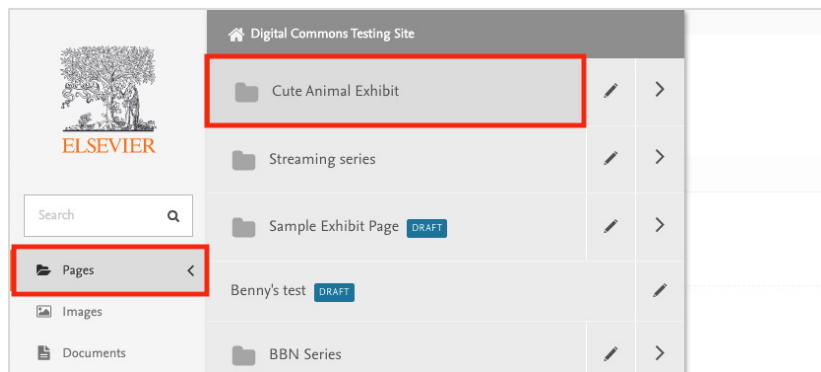

This will bring up a page that lists the items in your exhibit. Click the **Add Section** button under the title of the exhibit.
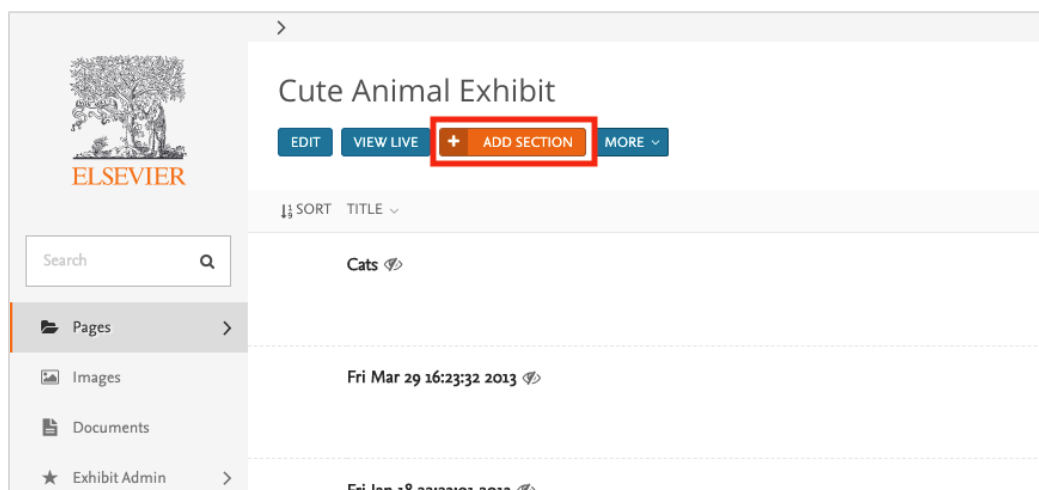
This will open a page where you can add your section title and a description; the section will inherit the banner, background color, and font choices from the exhibit.

To add the description, select the **Paragraph** block option under Body (you may need to click the plus symbol first to show the Paragraph block).
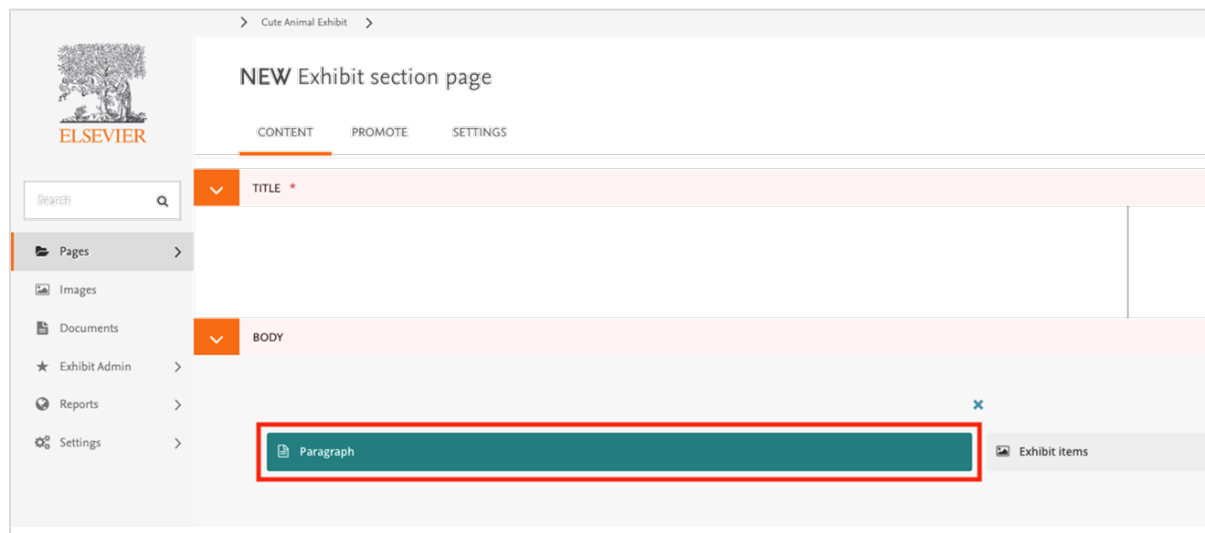
A box will open where you can enter descriptive text as well as embed images, video, and other content.

If you will be creating a compound object with your section (see "Create a compound object using gallery layout" below), the description will not display, but it will still be available if you switch back to the default grid layout.

After you've added your text, be sure to click **Save Draft** at the bottom of the page and then, when ready, click **Publish** in the expanded menu.

Populate a section with content

Once you have created your section, you can move items into it. First, be sure to import the content into an exhibit. From there, you can bulk move pieces of content into the sections. You can also move content from other exhibits or sections, if desired.

To move items into a section, first follow the steps below under "Bulk publish, unpublish, move, or delete items" and select the section as the destination for the items.

The section will need to be published once you're done moving items to it. Items will retain the same visibility they had prior to moving:

- If items were live in the source exhibit/section, they will be live in the section once it is published.

- Any items in a draft state will remain drafts.

To confirm that the items have been moved, and to publish the section, select **Pages** in the sidebar and then click on the parent exhibit.
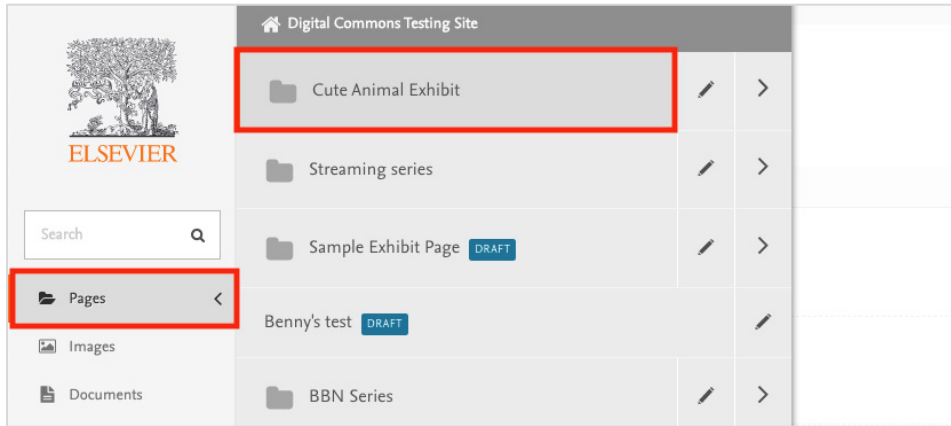

That will take you to the list of items *as well as any sections* that are in that exhibit. Exhibit items are labeled as "Exhibit item page" in the Type column, and sections are labeled as "**Exhibit section page**." To view section contents, click the arrow to the far right.
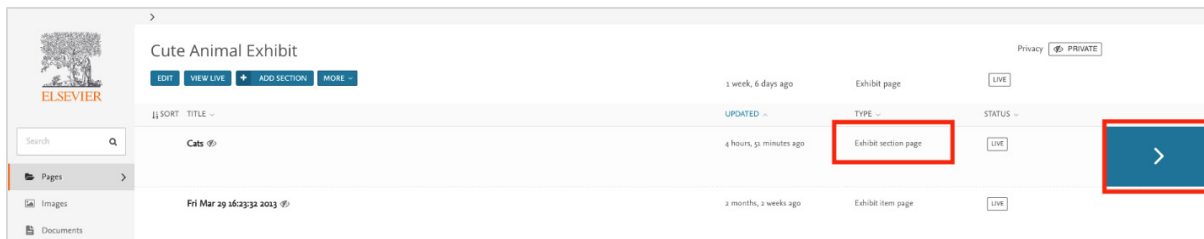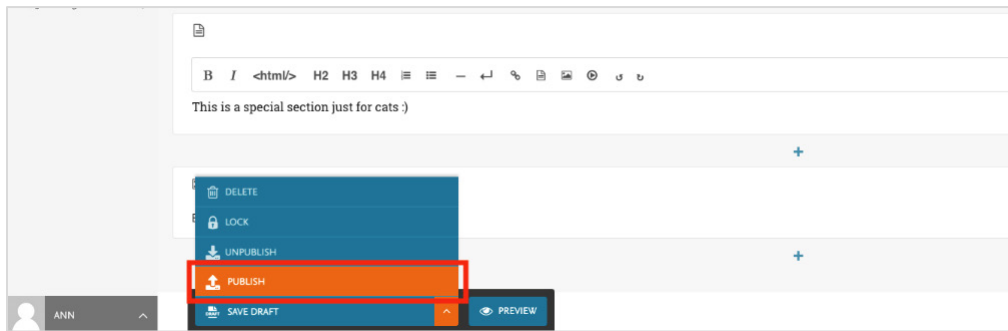

To publish the items in the section, click the **Edit** button under the section title.
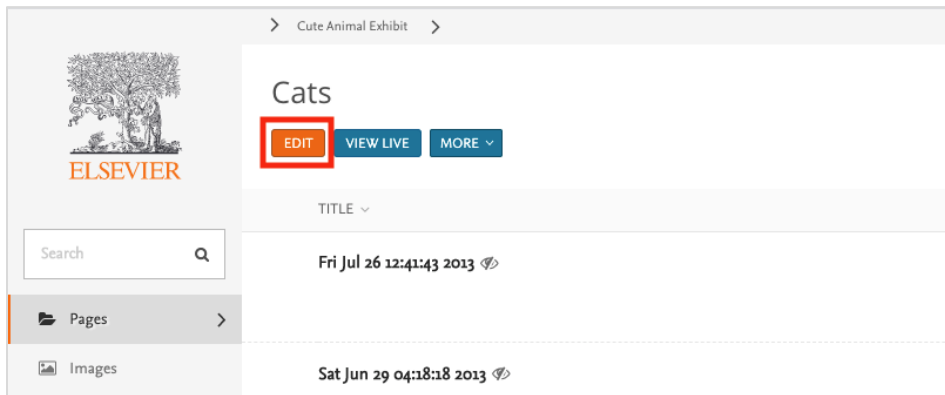
On the edit page for the section, first double-check that an **Exhibit Items** block appears below your descriptive text. (If it does not, click on the plus sign and choose the Exhibit Items option to create a new block.)
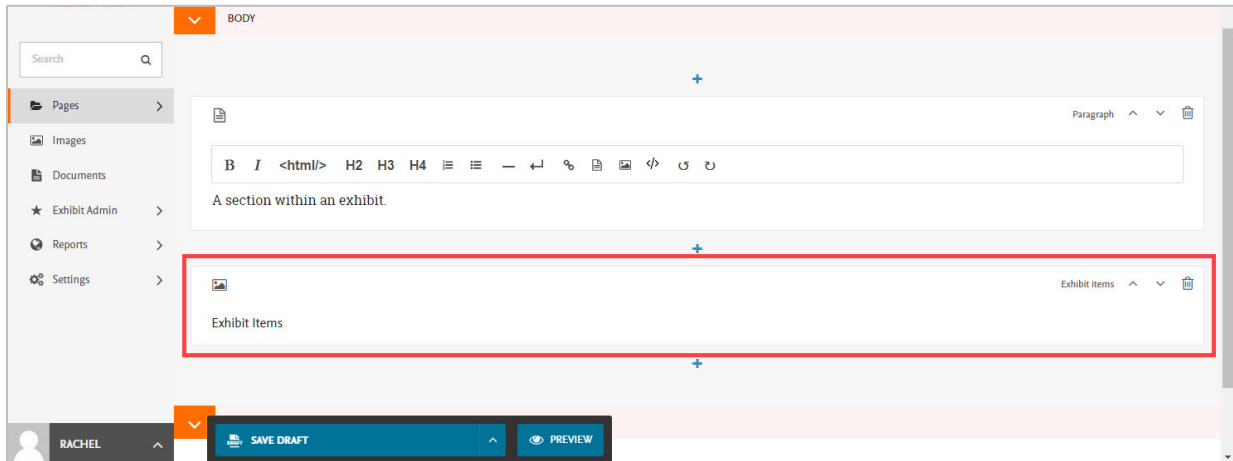
Click **Publish** in the menu at the bottom of the page.

When you go to the live site for the exhibit, you should see a thumbnail for each section, and then any items that are in the exhibit but have not been moved to a section will appear below that.
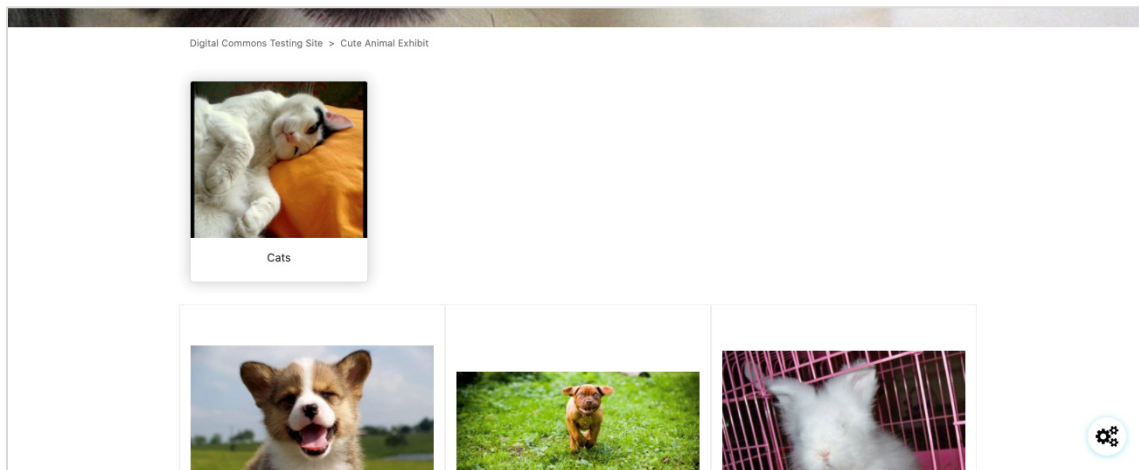

You can customize the thumbnail image that displays for the section on the exhibit page, if desired. To do so, scroll to the bottom of the section edit page and select **Choose an Image** to either upload an image or select one already uploaded to the site.
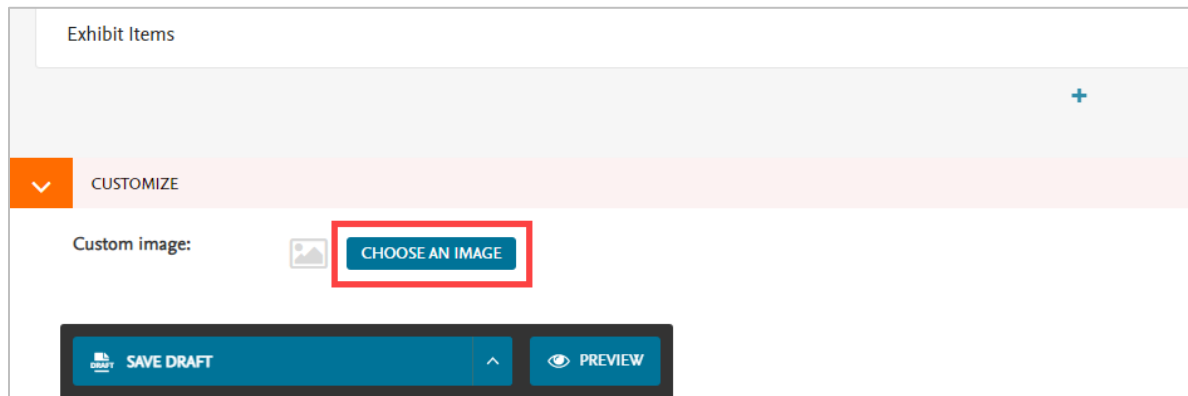
Select **Save Draft** when done or, if ready to publish changes, expand the menu and select **Publish**.

Create a compound object using gallery layout

Sections offer a Gallery Layout option if you wish to group related items together into a compound object view. With this layout, each specific item appears with thumbnails of the other items below it, allowing visitors to easily see and move between the different aspects of an object or project.
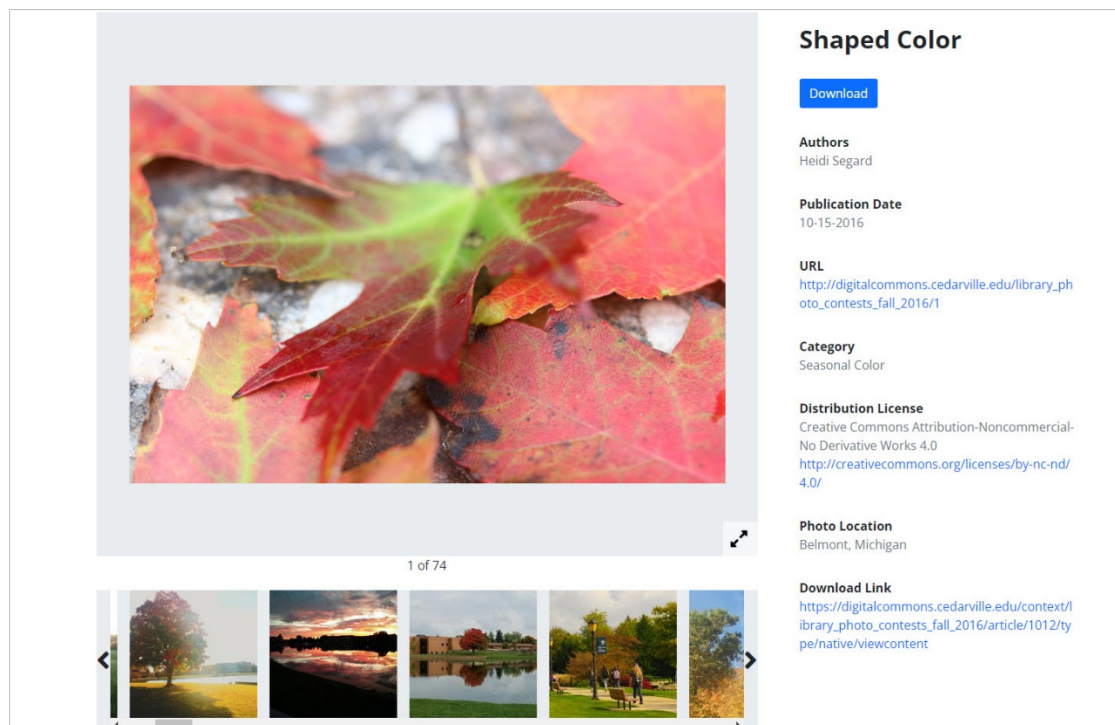

Users can either click the arrows to navigate the thumbnails or click a thumbnail to get to that specific item's page.

Each item within the section retains its own metadata when using Gallery Layout.

Gallery Layout can be used for any content, though it's especially useful for items such as a sculpture with different views, or a person or project, where associated items need to be more clearly tied together and easily navigable.

To utilize this option, first create a new section and populate the section with content as described previously. Once you have a populated section, return to the section settings and select **Gallery layout**.
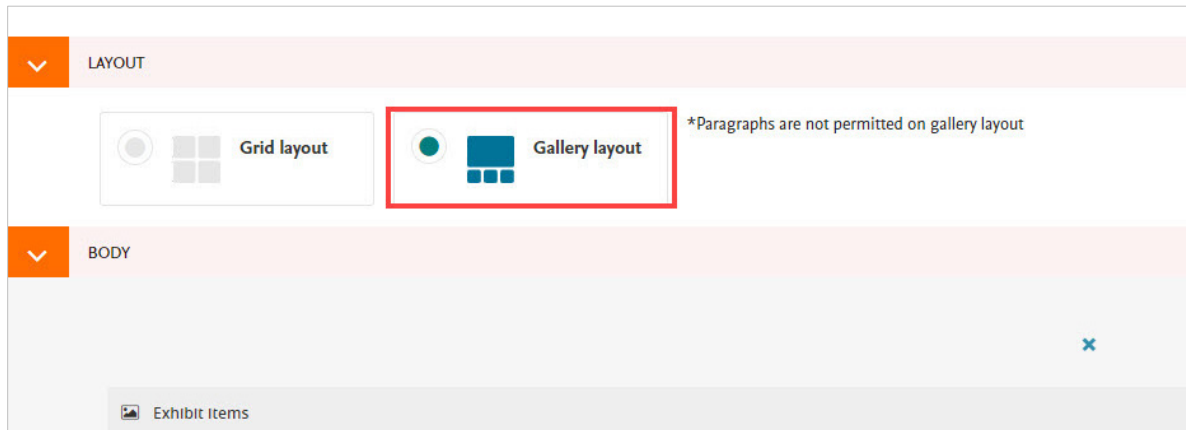
Expand the Save Draft menu at the bottom of the page and select **Publish** to make the gallery layout live.

Note: Because of the layout, paragraph blocks are disabled for sections and items using Gallery Layout. If you change an existing section from Grid Layout to Gallery Layout and it has a paragraph block, the paragraph block and any text entered will be saved, but they will not be visible. They will become available again if you switch back to Grid Layout.

Publish, unpublish, move, or delete a section

To publish a section:

1. Click **Pages** in the administrator sidebar to show the site contents list
2. Click the title of the parent exhibit
3. In the exhibit contents list, hover over the section title to reveal options
4. Select **Edit**
5. At the bottom of the section edit page, expand the Save Draft menu and select **Publish**

To unpublish, move, or delete a section:

1. Click **Pages** in the administrator sidebar
2. Click the title of the parent exhibit in the site contents list
3. Hover over the section in the list and select the **More** menu to choose one of the actions.

4. Confirm your choice on the following screen. If moving a section: you will first be asked to select the new parent exhibit for the section.
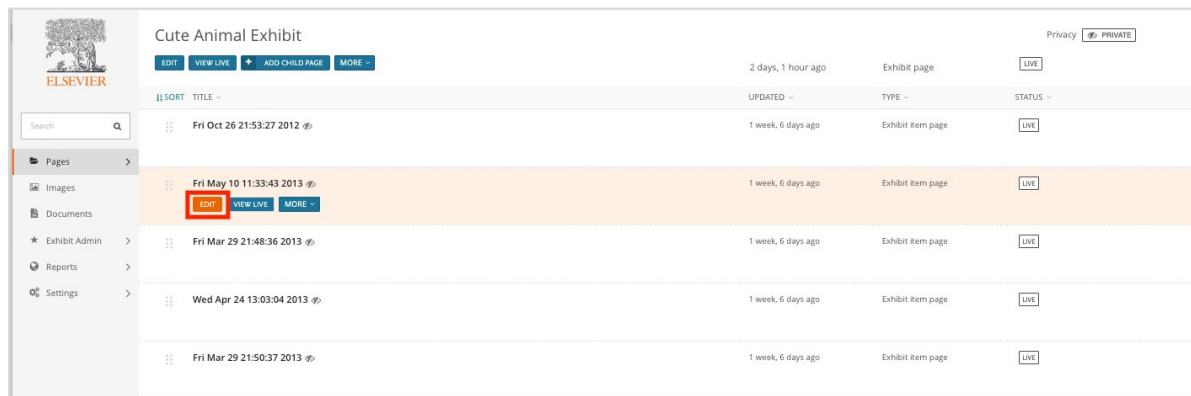
Working with Items

## Customize item pages and thumbnails

To add text and other content to your item page, click **Pages** in the sidebar, and then click the title of the exhibit.
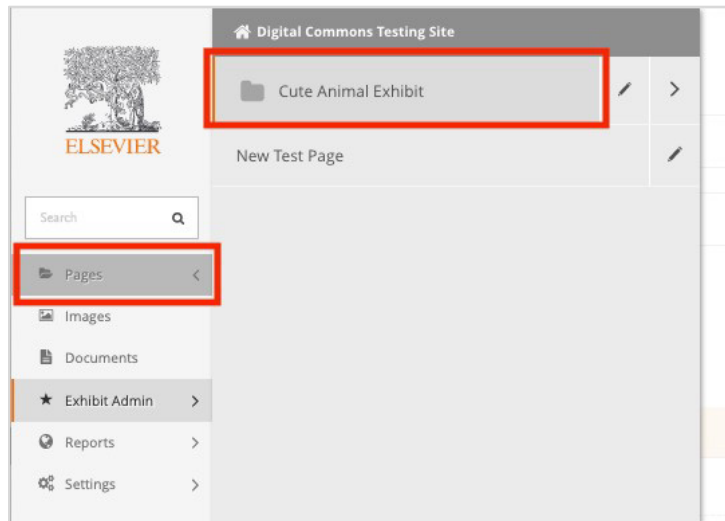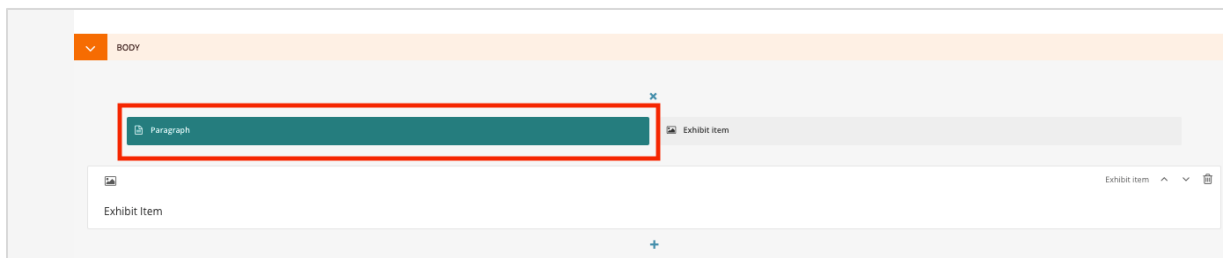

A list of items in the exhibit will display. Roll over an item to show options and click the **Edit** button.


On the edit page, if you would like to add text to the item page, click the **+** (plus) button in the Body section either above or below Exhibit Item (depending on where you would like the text to be placed).
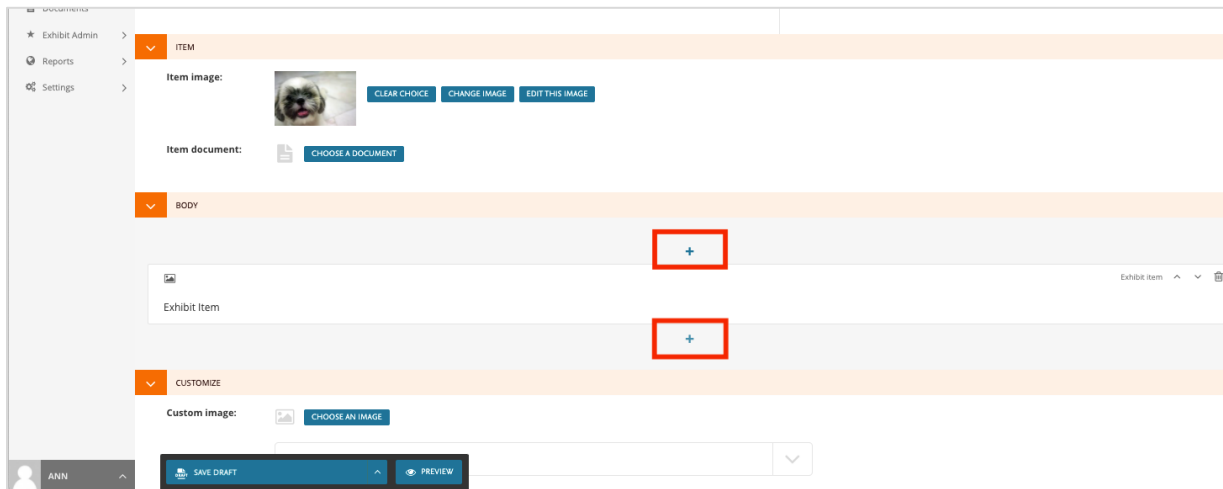
Then click the **Paragraph** button.

This will create a text block where you can add text and other items such as links, images, or embedded content using the **</>** embed icon. You can embed content from providers not supported by oEmbed or Embed.ly by adding embed code using the **<html/>** formatting option.
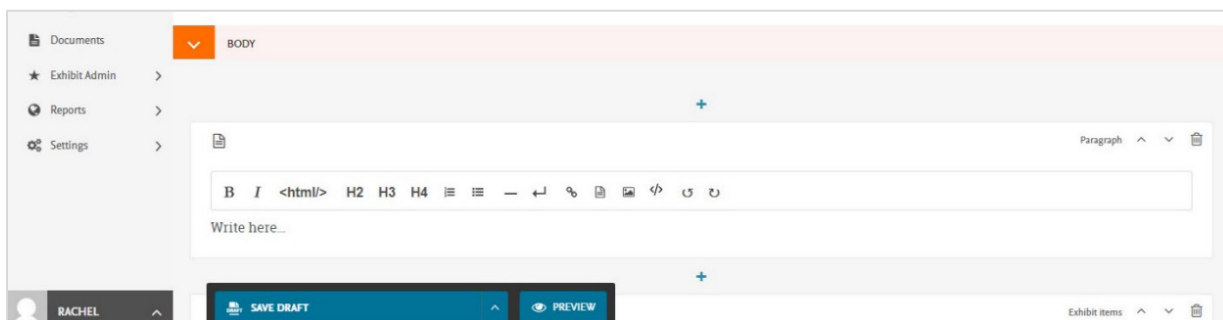

Once you've finished editing the text block, scroll all the way to the bottom of the page where you'll have options to save a draft, preview, or publish.

Repeat the same steps as above any time you want to edit an item. In instances where you would like to add a custom thumbnail to the item and exhibit page, repeat the steps above to get to the edit page for the item.
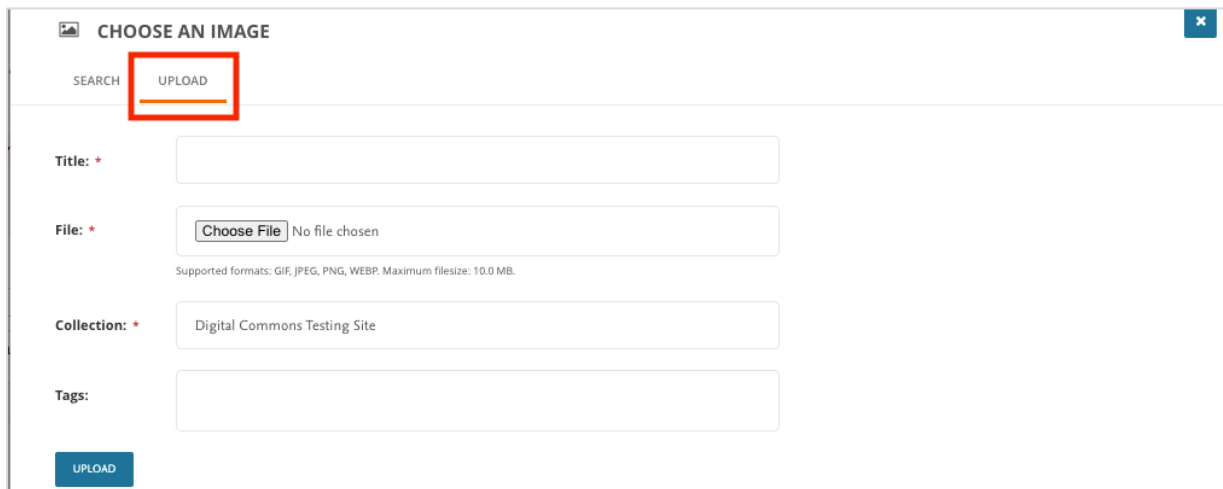
At the bottom of the edit page in the Customize section, click **Choose an Image** next to the Custom Thumbnail option.
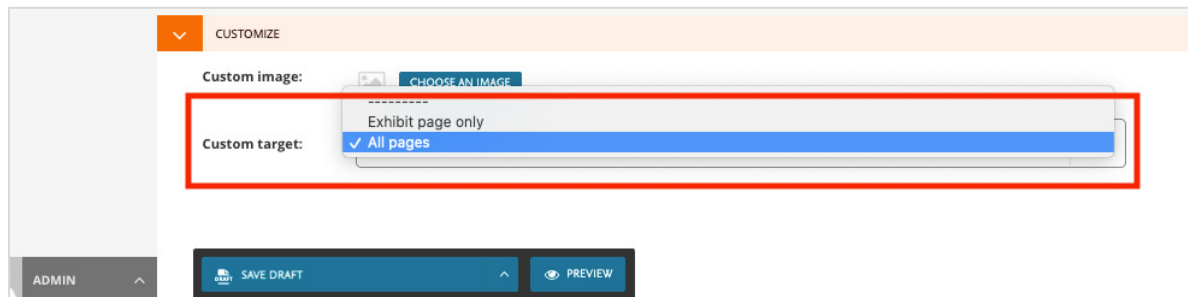
You can either choose an image that you've already imported from Digital Commons.
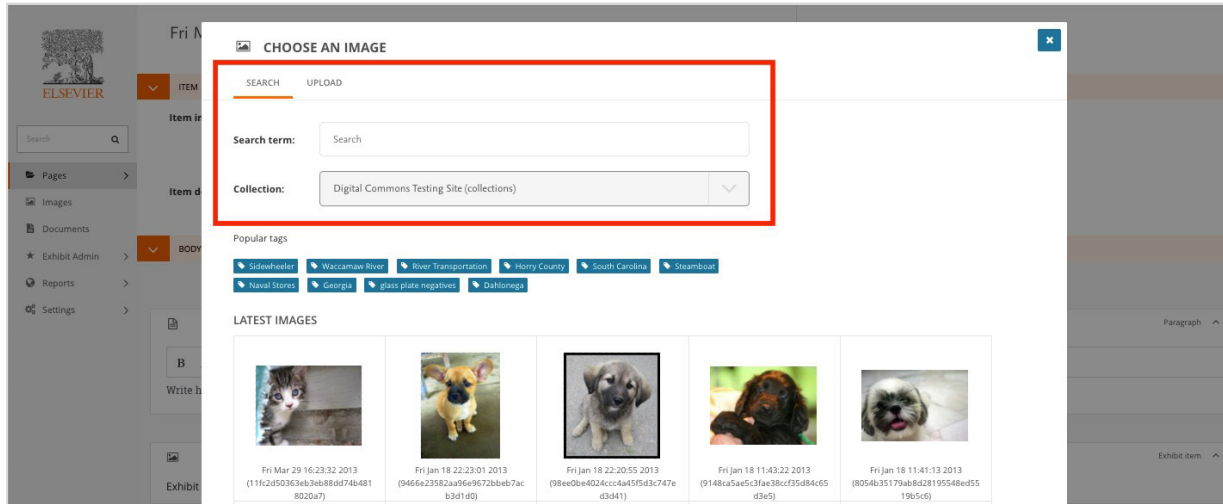
Or, you can upload a new image by clicking on the Upload tab.

After you have chosen the image, select where you'd like the thumbnail to appear—either the **Exhibit page only** or **All pages** (this will show the thumbnail on both the exhibit page and the item page).
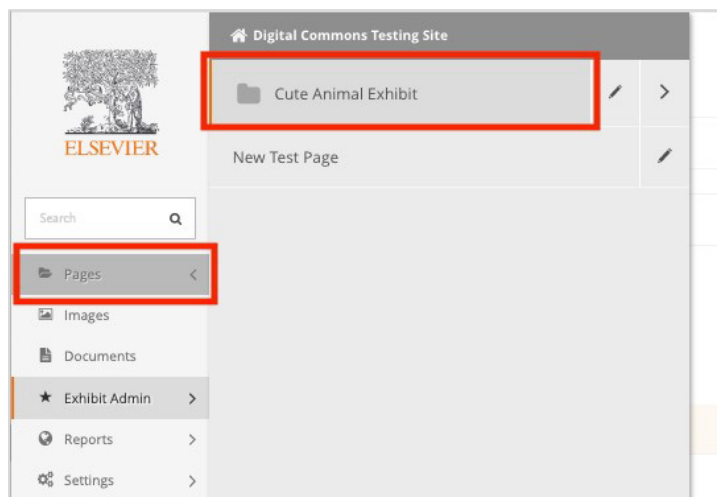
Finally, expand the Save Draft menu and click **Publish** to have the thumbnail appear on the front end.
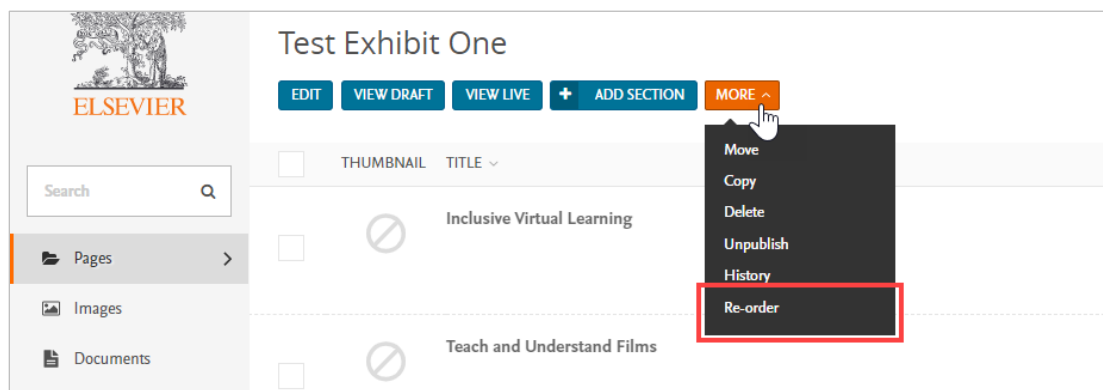
Sort items in an exhibit or section

Once you have imported items to an exhibit or moved items into a section, you can customize the order of your items.
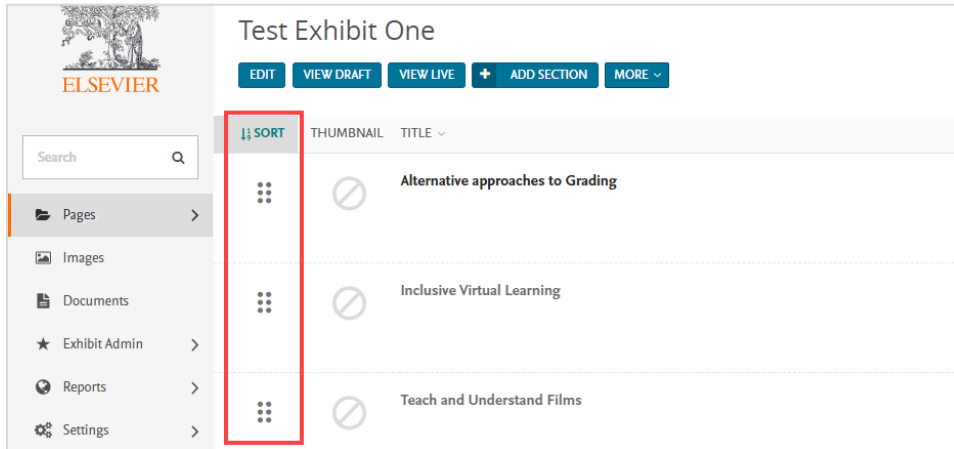
Click **Pages** in the sidebar, and then the exhibit title.

This will bring up a list of items in your exhibit. To order exhibit items, click the **More** menu to expand it, and select **Re-order**.

A Sort column will appear to the left of items in the list. Click on the six dots to the left of each title to drag and drop items into preferred order.

To order items within a section, first navigate to the section by clicking the arrow to the right of the section row. Then click the **More** button and select **Re-order** to enable drag and drop ordering in the same manner as above.

Click the **Sort** column heading to disable the sorting functionality until next time.

Publish, unpublish, move, or delete items

You can move, delete, or publish/unpublish items on an individual basis or in bulk. For instance, you can move multiple items from one exhibit to a different exhibit or section. Or you may want to unpublish an outdated item in an exhibit.

Bulk manage content in an exhibit:

1. Click **Pages** in the administrator sidebar, then click the title of the exhibit. That will lead to a list of the contents within the exhibit.

2. Checkboxes will appear to the left of the items in the list. Select the checkboxes next to the items for which you'd like to perform an action: either move, delete, publish, or unpublish.
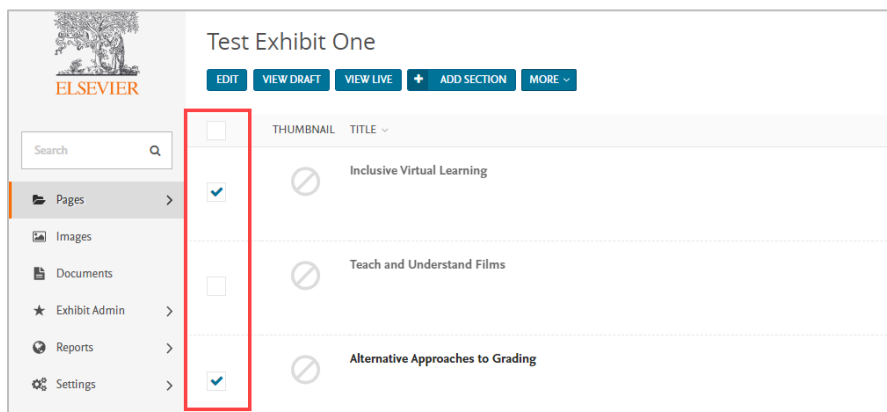
3. Select the desired action from the menu that appears at the bottom of the page.
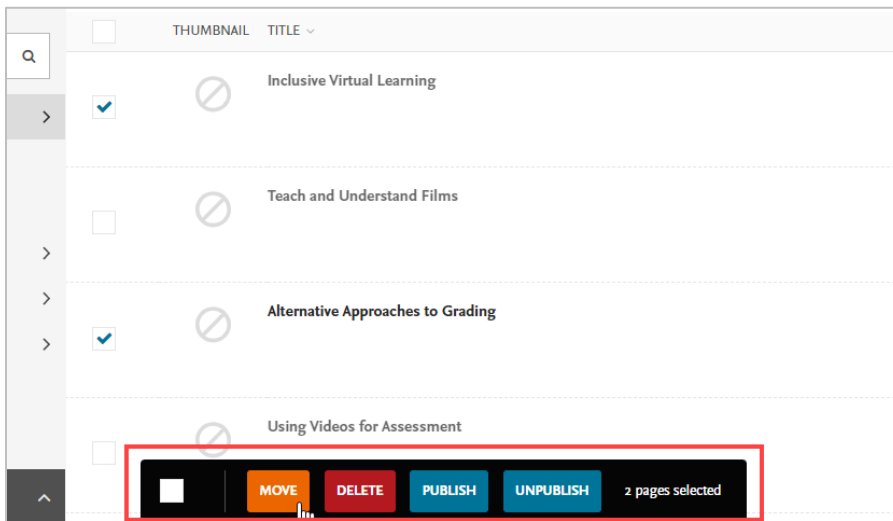

4. You will be asked to confirm the action on the following screen.

- If moving items: you will first be asked to choose the new location. Click **Choose Another Page** and select the new parent exhibit or section for the items. (For a section, click the arrow to the right of the parent exhibit first, then click the section.) When finished, click **Yes, Move These Pages**.

To manage individual items: Navigate to the item in the exhibit (or section) contents list and hover over the item to reveal its options.

- To publish an item, hover over it and select **Edit**, then expand the menu at the bottom of the item edit page and select **Publish**.

- To perform any of the other actions, hover over the item and select from the item's **More** menu. (Unpublish will only show up in the menu for currently published items.) Confirm the action on the subsequent screen.

- If moving an item, there are a couple of extra steps:
  - First, hover over the item and select **Move**.
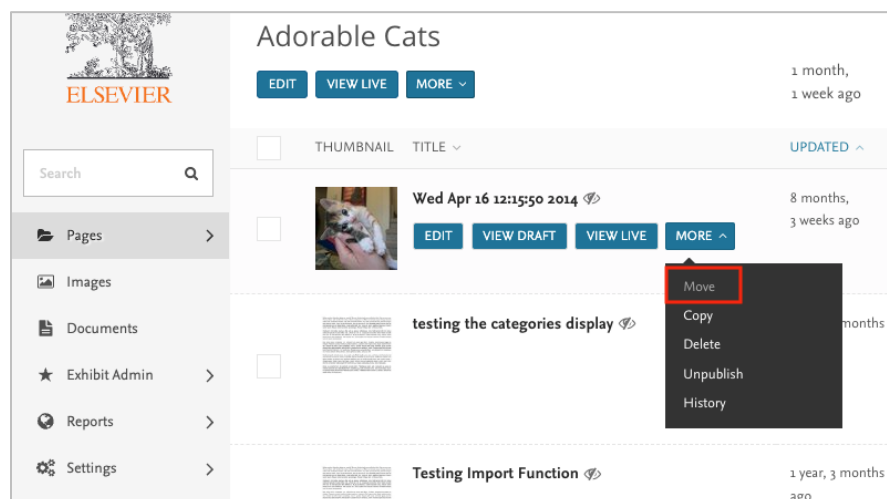
o Click **Next**.
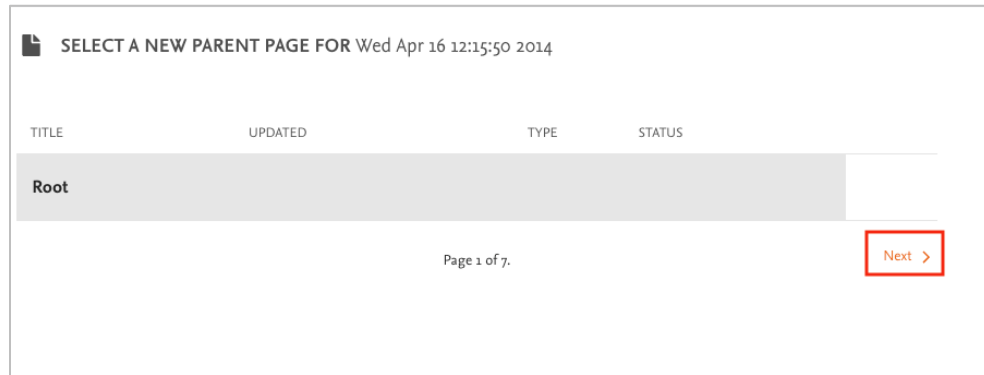
o Click the **title of the exhibit** to which you'd like to move the item. (If moving to a section, first click the arrow to the right of the exhibit that contains the section, and then click the title of the section.)
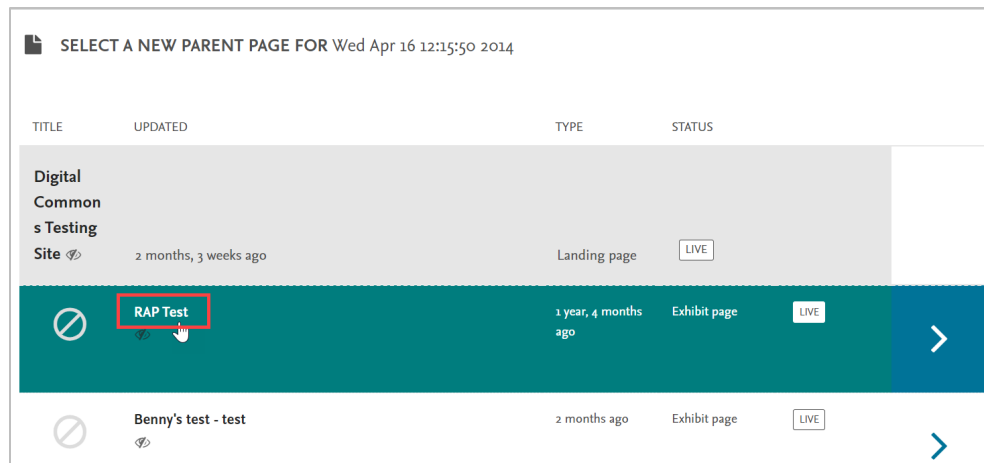
o Click **Yes, Move This Page**.
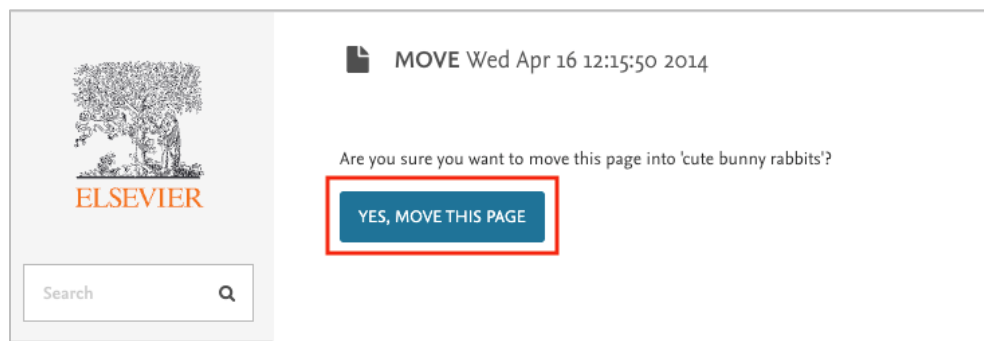
Copy content

If you already have an item in an exhibit or section and want it to appear in its current location and also in another location, you can copy it.

1. Click **Pages** in the admin sidebar and select the name of the exhibit. (If copying an item from a section, click the arrow to the right of the section once you reach the exhibit contents list.)

2. Find the item you want to copy and hover over it to reveal its options.
3. Select the **More** menu.
4. Select **Copy.**
5. If copying to a different exhibit/section, you can leave the existing slug. If you are copying the item to the same exhibit/section it's currently in, you'll need to give it a new slug so it gets a unique URL.
6. By default, it will copy to the same exhibit/section it's currently in. To copy to a different exhibit/section instead, select **Choose Another Page**.
7. To automatically post the copied item, check **Publish copied page**. If this is unchecked, the copied item will be a draft.
8. To keep the copy updated with changes to the original, check **Alias**.

You may also copy whole exhibits or sections, using the **More** menu of an exhibit or section, in the same manner as above. A few extra options will appear when copying exhibits/sections compared to items; you can generally leave them as is.

- "Copy subpages" will be checked automatically and indicates that items contained within the exhibit/section should be included; leave this checked to bring over all items.
- "Publish copies" will publish any of those pages that are currently published in the original location; you can leave this unchecked to create drafts and or you can check this if you'd like to publish those items right away.

Usage Tracking

You can track usage in DCX using the same tools that you use for Digital Commons.

Digital Commons Dashboard: Files in DCX are downloaded from the original Digital Commons record, so all downloads are captured in the Digital Commons Dashboard with no splitting of download counts.

Google Analytics: If you use Google Analytics for your Digital Commons site, your DCX site will be equipped with the same ID, allowing you to see which DCX pages are most popular among visitors. Please ask your consultant if you have any questions about setting up Google Analytics for DC and DCX.

If you have questions or would like a walkthrough of any DCX features, please let your consultant know at dc-support@bepress.com or 510-665-1200, option 2, 6:30 a.m.-7:30 p.m. weekdays.