Digital Commons Exhibits User Guide

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Getting Started

For an introduction to Digital Commons Exhibits (DCX) features, see the Digital Commons Exhibits overview webpage.

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.

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:

[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.
If you wish to change your password, choose “Account settings” under your login name in the lower left corner of the screen.

Then click the “Change Password” button on your account settings page.

To access various administrator tools, you can use the options available in the administrator sidebar. In addition, on the front end you will see a gears icon allowing you to view the administrator tools for that page, section, or exhibit.
Customize Your Site

Add a logo and site banner

To set up your site, you may add your logo and default site banner. In the sidebar, go to “Settings” and click on “Site settings.”

On the site settings page, you can add an image for your logo (recommended dimensions 256x256) and for your banner (recommended dimensions 1920x400). 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 in different ways to get a sense of whether it is responding in an acceptable way for your visitors. If your banner is not responding as desired, please see “Working with Banner Images” after the next section.
Edit the site landing page

To add a banner, title, and description to your landing page, click “Pages” in the sidebar, and then click the name of your site at the top of the menu:

This will bring up a page that lists your exhibits. Click on the “Edit” button under your institution name at the top:

You will then be able to add your page title, banner text, banner, and description for your landing page:

Please note: the “Title” field is for the title of the site as it will be listed in the administrative interface. The “Banner text” field will add text to your banner. Banner text is optional, though recommended if a title isn’t present in the banner image or logo.

Also, adding a banner image here will override the banner image added in the site settings. If you do not add a banner here, the page will inherit the default banner added under Site Settings.
When done, publish the landing page changes by clicking the arrow next to Save Draft to expand the menu and choosing Publish.

Should your banner not be responding as desired as you resize the page, you may want to use the Focal Point feature described in the next section.

**Working with banner images**

You can fine-tune which part of your banner image is visible using the Focal Point feature. It allows you to designate (virtually crop) a specific region of your banner image that should be maintained as the banner responds to different window sizes and devices.

The feature is available for your site banner and landing page banner as well as exhibit banners. To adjust the focal point, go to the Edit screen for your site, your landing page, or an exhibit where you want to adjust the banner. Click the “Edit this Image” button for the banner image.

The Editing page for the banner image will open in a new tab. Designate a Focal Point by dragging your pointer to create a box around the most important region of the image and then click Save.
Go back to the previous tab where you edit site settings and click Save in the lower left corner.

(If editing the landing page banner or an exhibit banner, you’ll see “Save Draft” instead—if so, click the arrow on the menu and select Publish.)

To test, go to the live site and resize your browser. The area you designated as the focal point should continue to be centered in the banner area as you resize the window.

**Adjust the number of featured collections**

In the settings for the site landing page, you can choose how many collections you’d like to feature at the top of the landing page in a “Featured Exhibits” section, if any, using the “Max collections featured” setting:
If desired, you can also adjust the “Max collections all” number to change the number of total collections showing under the “All Exhibits” heading on the landing page.

Once you have made your edits, be sure to click the arrow next to Save Draft to reveal additional actions—and click on Publish to make the changes live.

**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.”
From the admin tools, you can reach the same options by clicking “Pages” in the admin sidebar and choosing the pencil icon next to About or Contact in the list of site contents.

Create or Modify Exhibits

Create an exhibit and customize settings

To create a new exhibit, click on “Pages” in the sidebar, and then on the name of your site:

This will bring up a page that lists your exhibits, if you have any already created. To create a new exhibit, click “Add Child Page.”
Next, select “Exhibit page.”

You can then set up your exhibit page by adding a banner image, a title, and a description. The banner image you upload here will also be used for the exhibit thumbnail on the site landing page.

You’ll add your exhibit title, banner image, and banner text (optional) in the same manner as at the landing page level.

To add descriptive text, scroll down to the “Body” section and click on the “Paragraph” option next to the “Exhibit items“ option. This will add a paragraph block to your 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. More about embedding options and steps can be found in our DCX third-party embeds guide (PDF).

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 settings page, including setting the exhibit as a featured collection, if desired, and customizing metadata.

**Set an exhibit as a featured collection**

The “Featured” option in the exhibit settings 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 settings page:
When done, choose Save Draft at the bottom of the page, or expand the menu and choose Publish if ready to display changes on the live site.

**Customize which metadata fields display**

After you have imported content to an exhibit (following steps in the “Import Content to an Exhibit” section below), you will have the option to select the metadata fields that will display on item pages within an exhibit. A list of the metadata fields captured for imported items will display at the bottom of the exhibit settings under “Customize Metadata.”

Use the checkboxes to 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 menu and select Publish.

**TIP:** Deselecting all metadata fields will remove 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 multimedia you wish to include using the editor tools for each item page (see page 27).

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.
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.

Edit your exhibit banner, title, or description

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:

Import Content to an Exhibit

What can you import?

You can import content to an exhibit from any publications 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.

Publications must not be hidden in order to import from them in Digital Commons Exhibits.
What carries over from DC?

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

Unavailable content in DC cannot be imported to Digital Commons Exhibits. This includes DC 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. 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.

How to import content

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, click on “Exhibit Admin” in the sidebar, and then on “Import Content”: 
On the resulting page, enter the URL of the publication you want to import from Digital Commons. You can import from multiple publications into one exhibit by repeating this process for each publication. You can also 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 name in the text field and select “create new exhibit.”

If you would like your items to automatically be published to the front end, you can check the “Publish” checkbox. 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 you wish to display on item pages by checking or unchecking fields on the exhibit settings page, as described above in the “Customize which metadata fields display” section.

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:

**Publish previously imported items**

If you did not check the “Publish” checkbox when importing, you can return later and publish items when ready using the Bulk Actions option available to administrators. See the next section for how to publish multiple items at once.
Bulk Manage Content

You can use the “Bulk Actions” interface to delete, publish, unpublish, or move items.

To access the bulk actions interface, click on “Exhibit Admin” in the sidebar, and then on “Bulk Actions”:

This will open a page where you can select an exhibit and which action(s) you’d like to perform.

A list of all your exhibits will be available to choose from in the dropdown. Where it says “Page,” select the exhibit where you’d like to delete, publish, unpublish, or move items. If moving items, first choose the exhibit from which you’d like to move items; this will reveal a “Move to” menu where you can select the exhibit to which you will move the items.

Once you’ve selected which exhibit you’d like to modify, a list of all items in the exhibit will populate below.
Select which action you’d like to take. For instance, to delete items you don’t need, select “Delete” from the Action dropdown:

Select which items you’d like to delete, then click Go to complete the action.
Sort Items in an Exhibit

Once you have imported your items and, if desired, deleted the ones you don’t need, you can customize the order of your items by clicking “Pages” in the sidebar, and then on the title of your exhibit:

This will bring up a list of items in your exhibit. To order the items, click the “Sort” heading and then on the six dots that appear to the left of each title—simply drag and drop items into preferred order.
Click “Sort” again to disable the sorting functionality until next time.

Add a Section to an Exhibit

You can add sections to an exhibit if you need to subdivide the items within 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, click the Paragraph block option:

A box will open where you can enter descriptive text as well as embed images, video, and other content. You can find more detail on embedding options in our DCX third-party embeds guide (PDF).

After you’ve added your text, be sure to click “Save Draft” and then, if you’re 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 the exhibit; from there, you can 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, click on “Exhibit Admin” in the sidebar, and then on “Bulk Actions”:

On the Bulk Actions page, first use the “Page” dropdown to select the exhibit from which you’d like to move items:
Next, in the "Action" dropdown, select "Move items":

Then, in the "Move to" dropdown, you'll choose the section into which you'd like to move the items:

Once you've made those selections, you'll have the opportunity to select which items in the exhibit you'd like to move into the section by checking the box next to each item you'd like to move.

Once you've made your selections, click "Go":
You’ll then see a confirmation screen; click “Yes”:

Those items should now be moved into the section. To check that the items have been moved, go to “Pages” in the sidebar and then click on the 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, while sections will be labeled as “Exhibit section page.” To see the list of items within the section, click the arrow to the far right:

Clicking the arrow will take you to the list of items in the section. In order to make sure that the section and its items appear in the exhibit, you’ll need to publish them. To do so, click on the “Edit” button for the section:
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:
Choose a custom thumbnail for a section

You can customize the thumbnail image that displays for the section on the exhibit page. 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.
Customize Item Pages and Thumbnails

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

That will bring up your list of items in the exhibit. Rolling over an item will display an option to edit. Click on 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:

For more detail about embedding options and steps, see our DCX third-party embeds guide (PDF).

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 draft, preview, publish, and a few other actions.

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 Image option.

That will bring up a modal where 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 clicked Upload, 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):

Once you’ve made your selections, be sure to publish to have the thumbnail appear on the front end:
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:** Your DCX site is equipped with Google Analytics tracking, using the same ID as your Digital Commons site. Explore Google Analytics to see which DCX pages and site journeys are most popular among visitors. Please ask your consultant if you have any questions about how to access your Google Analytics account for DC and DCX.

Questions?

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.