DCX Scrolling Exhibits Guide

Scrolling exhibits allow Digital Commons Exhibits (DCX) administrators to create dynamic, engaging narrative exhibit pages. A flexible layout and modern display tools help to enhance the visual impact of an institution’s digital stories—particularly special collections, heritage artifacts, and art and humanities works.

The option to build scrolling exhibits is available with an upgrade to the DCX Professional or Premier tier. Please ask your consultant if you would like more details.

For general management of your DCX site and how to create standard exhibits, see the Digital Commons Exhibits User Guide.

Overview

A scrolling exhibit consists of a banner along with a body that holds the exhibit content in a customizable layout. The banner can include both an image and formatted text, as shown below.

To construct the body of an exhibit, you select layout sections called “frames.” The frame options are one column, two column, and full width.
In most languages, writing is a complement to speech or spoken language. Writing is not a language but a form of technology. Within a language system, writing relies on many of the same structures as speech, such as vocabulary, grammar and semantics, with the added dependency of a system of signs or symbols, usually in the form of a formal alphabet. The result of writing is generally called text, and the recipient of text is called a reader. Motivations for writing include publication, storytelling, correspondence and diary. Writing has been instrumental in keeping history, dissemination of knowledge through the media and the formation of legal systems.
You can mix and match frames in any order to get the desired progression for your visual narrative.

Text tools offer the ability to add headings, lists, horizontal lines, and other formatting. When adding images, you can either upload directly or select images that were previously added or imported to your DCX site. The published page will provide a seamless user experience for any lineup you choose.

**Create a Scrolling Exhibit**

**Add a new exhibit**

To build a scrolling exhibit, you will first create a new exhibit and customize basic settings like the title.

1. From the administrative interface: Click **Pages** in the sidebar, and then select the site name at the top of the menu.
2. Click **Add Exhibit** under the site name on the site contents page.

3. Select **Scrolling exhibit page**.
   
   This option will appear below the “Exhibit page” option if you subscribe to the DCX Professional or Premier tier.
4. On the exhibit edit page, add a **Title** at a minimum. You can also enter **Banner text** and a **Banner image**.

Banner text formatting tools include options to make text bold or italic, and to insert HTML or line breaks (using the return arrow icon), if desired. Recommended dimensions for the banner image are 1920 x 900 pixels.

5. Continue to the Body section, described below, to add content to your exhibit. To return and complete the scrolling exhibit later, click **Save Draft** at the bottom of the edit page.

**Add content to an exhibit**

In a scrolling exhibit, the Body section provides all the page elements you need to add and edit the exhibit content.

To start adding content:

1. Scroll to the **Body** field of the exhibit edit page, below the banner settings. Choose the first type of frame you’d like to add by clicking **one column**, **two column**, or **full width**. (If these options don’t appear at first, click the plus + symbol.)
Each scrolling exhibit can have up to 20 frames.

2. Click the content type you wish to display in the frame. You will have different content options depending on your frame selection above.

   A one column frame has options for either a **Paragraph** block or an **Image** block.

   A two column frame has options to choose a **Paragraph** block or an **Image** block in both the left and right columns. All layout combinations are supported: text plus image (in either position), two images, or two text columns.
A full width frame will show a **Content** bar and then, once you click the bar, an option to choose an image. Only images are supported for full width. You’ll also be prompted to choose a transition effect (see “Full width transitions” below for more information).

3. Add text and images to the content blocks you selected above.

**Paragraph** blocks have the following text formatting tools (from left to right). Hover over each icon to see the tool name plus the keyboard shortcut or markup equivalent.

- Bold and italic
- Headings (H1 is already used in the banner)
- Numbered and bulleted lists
- Horizontal line
- Line break
- Link

For images, you’ll see a **Choose an Image** button.

Clicking **Choose an Image** will open a window with two tabs. The **Search** tab allows you to search previously added or imported images on your DCX site.
To upload an image instead, select the **Upload** tab and click **Choose File** to locate and select an image on your computer. Click the **Upload** button when done.

The image's **Title** field will automatically populate with the name of the file you selected. You can manually enter a different title if desired. Tags are optional, though helpful for finding images in larger collections.

4. Choose the next type of frame you’d like to add by clicking the plus + symbol above or below an existing frame.
Repeat this step as many times as needed, up to 20 frames total, until you’re satisfied with the number of frames in your scrolling exhibit. When ready, save or publish changes as described below. See the “Move or edit content” section if you’d like to adjust the layout of any frames or columns you’ve added.

**Full width transitions**

When adding a full width image, a Transition menu will appear below the Choose an Image button.

- “Reveal” is an effect that keeps the image static while the content below it scrolls up over it.
- “None” treats the image as standard page content so the image moves up as normal while scrolling.

You may add additional full width images within the same frame by clicking the plus + symbols. And the transitions for each image can be adjusted independently to create multi-image scroll effects.
Save, preview, or publish

Anytime you wish to save your work in an exhibit or if you need to step away and return later, click the **Save Draft** option at the bottom of the edit page.

![Image of save draft button](image)

Click the **Preview** button to see how a new exhibit, or changes to an exhibit, will display when live.

![Image of preview button](image)

Click the arrow next to Save Draft and select **Publish** if you’re ready to make your scrolling exhibit live or publish any new changes.

![Image of publish button](image)

Move or edit content

You can move, remove, add, or replace content in an exhibit using the arrows, pages, and trash can icons that appear for each element.

For instance, to move a frame to a different position, use the up and down arrows.
Other actions:

Note: Icons will be grayed out for any actions that aren’t currently available for a particular frame, column, or block.

Additional Options

Choose a custom thumbnail for an exhibit

If you wish to replace the default exhibit thumbnail that shows on the site landing page, a Custom Thumbnail option is available at the bottom of the exhibit edit page. The exhibit’s banner image is used as the thumbnail by default. Click Choose an Image to replace the current image.
Feature an exhibit on the site landing page

The **Featured** checkbox on the exhibit edit page controls whether the exhibit appears at the top of the site landing page in a Featured Exhibits section (the section only displays if one or more exhibits have this checked). Check this option if you wish to set the current exhibit as a featured collection.

Hide or unhide an exhibit

Click the **Settings** tab of the exhibit edit page if you wish to view or change the privacy status for the exhibit. To hide or unhide the exhibit from public view, click **Set Page Privacy**.
A message will display if the site level has already been set to private, in which case the exhibit inherits the site’s privacy setting.

Click **Save Draft** or expand the menu and select **Publish** once you’ve finished configuring additional options.

**FAQs**

**How can I add scrolling exhibits on my DCX site?**

Scrolling exhibits are included in the DCX Professional and Premier upgrade tiers, which also increase the total number of exhibits. The options are as follows:

- **Regular DC subscription:** 10 DCX standard exhibits included
- **DCX Professional:** 25 exhibits including scrolling exhibits
- **DCX Premier:** Unlimited exhibits including scrolling exhibits

Please ask your consultant if you would like more details.

**Can scrolling exhibits display articles and other content imported from Digital Commons?**

Scrolling exhibits differ from standard exhibits (covered in the [DCX user guide](#)) in that they showcase text and images arranged on the exhibit page rather than imported items on separate pages. However, when adding images to a scrolling exhibit, you have the option to choose images that were previously imported to your DCX site from Digital Commons, as described under “Add content to an exhibit.”

**Do images have to be imported from Digital Commons in order to use them in scrolling exhibits?**

No. You may use images that have been imported from Digital Commons into DCX or images that reside on your computer. You will see an option to either search (select among already-imported images) or upload (add an image from your desktop) when the image selection window appears.

**How many frames and columns can I have in my exhibit?**

There is a maximum of 20 frames that can be included in a single scrolling exhibit. Currently, the maximum number of columns available in a frame is two.

**Why am I seeing a “validation error”?**

This just means there is a frame or column on the exhibit edit page that is not populated as expected. Red text will appear on the part of the edit page that is missing an entry. To fix it, you can either enter the indicated content or delete the frame before proceeding.

If you have any questions, please contact Consulting Services at dc-support@bepress.com or (510) 665-1200, option 2.