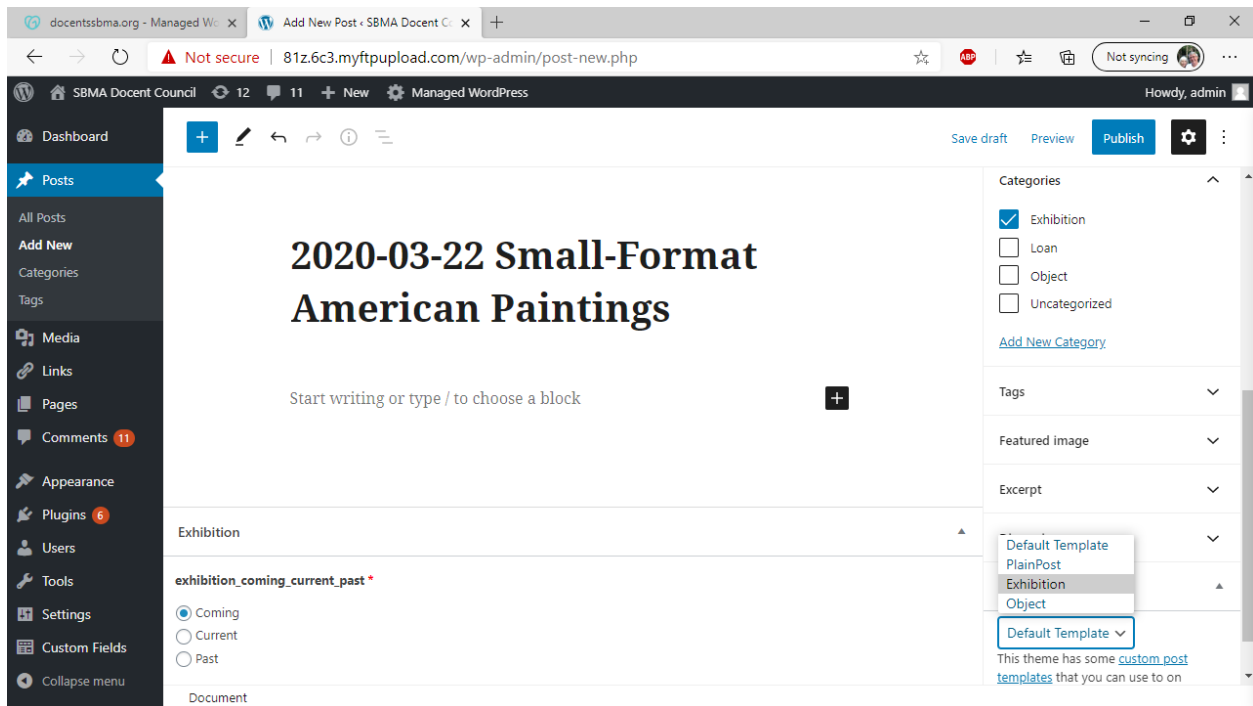


# Exhibition Data Entry

9-1-2020

To initiate a new post, from the Dashboard scroll over *Posts* then *Add New* and click to bring up the Add New Post screen.



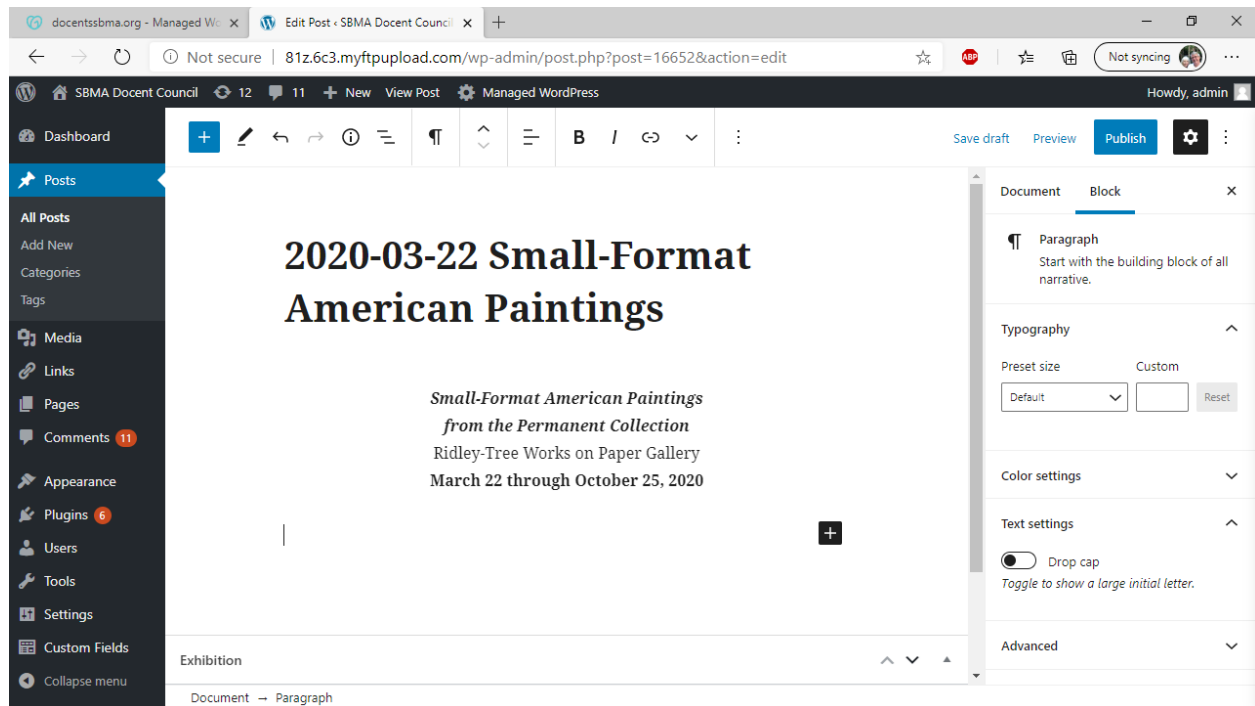
Begin the title with the opening date in yyyy-mm-dd format. Use leading zeros for months or days that are less than 10.

The title may need to be shortened to fit within a single line on the picklists. See the Past Exhibitions screen for examples. Note that sometimes the second half of the title is more descriptive than the first. The whole point is to reduce it to the most meaningful description for when you come back to view it years from now.

In the right sidebar, scroll down to Categories and select Exhibition. The Exhibition form will display at the bottom, preset to Coming. When the exhibition date arrives, this will need to be changed to Current, and when the exhibition is over, to Past.

In the Document sidebar, go down to *Post Template*, click the down arrow on the *Default Template*. Select *Exhibition*.

Now click into *Start writing or type / to choose a block* to begin your content. The right sidebar will change from the Document view to the Block view.



The first block will contain the title information for the exhibition. Note that the title for the post will not be displayed as part of the post, but will be displayed on the picklists.

DO NOT use the Enter key to advance to the next line. In WordPress the Enter key begins a new block. To advance to the next line, use [Shift] Enter.

The full title of the exhibition is displayed in bold italics. If the title contains a colon, put the content that follows the colon in a second line and eliminate the colon. The gallery or galleries are in plain text. The dates are in bold but not italics. Highlight the individual line(s) and click **B** and/or **I** on the top toolbar as needed (or use [Ctrl] **B** and/or [Ctrl] **I** on the keyboard).

Highlight this whole section and use the Change text alignment tool to center it.

Now click your cursor to the end of the last line and press Enter to end this block and start the next block. The cursor will skip a line and reposition to the left margin. At the same time a white + on a black square will appear on the right.

The second block is to contain documents distributed by the Education Department and related sources. They must be PDF files. Any MS Word files must be saved as PDFs for this purpose. If you want to include an article from *La Muse*, contact the editor and she will extract it from her publication file for you.

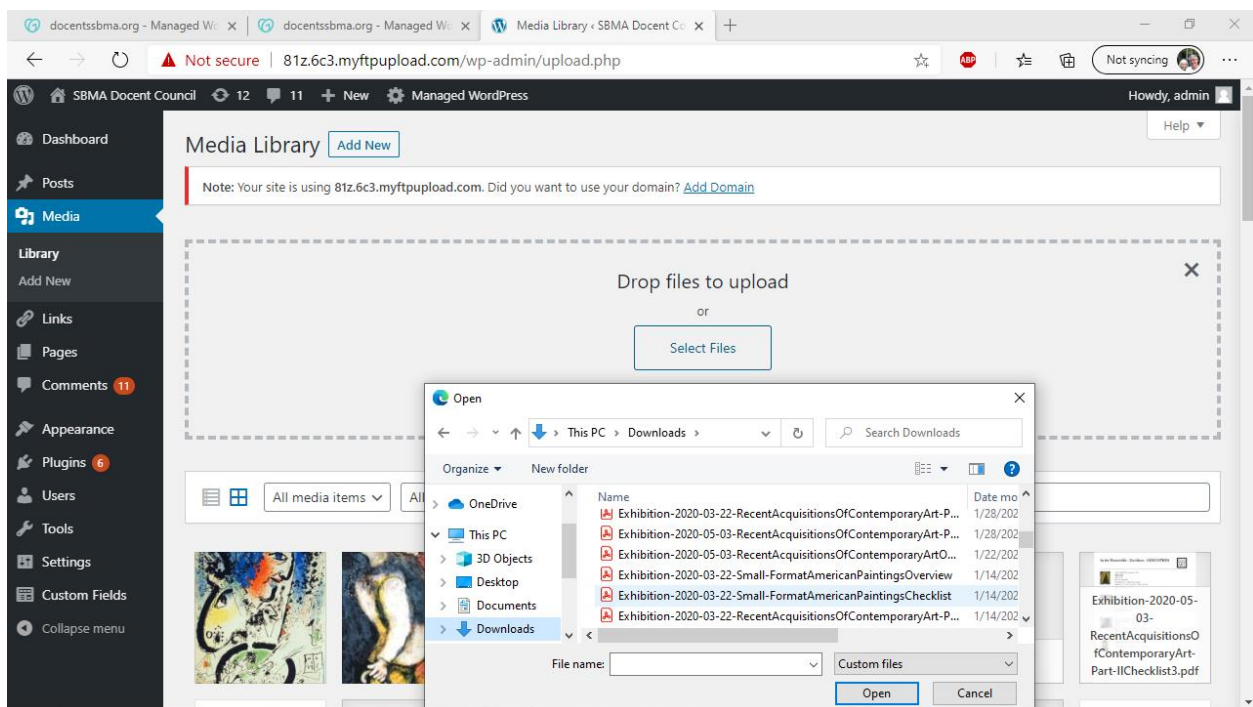
The first document should always be the Checklist. In fact, receipt of the Checklist will typically be the signal to create the New Post. The Checklist will be followed by Labels, then the Overview, then any other documents. You can insert additional documents anywhere in the block as they are received. Click into the block, click your cursor to the end of the previous line, and press [Shift] Enter.

Exhibition-2020-03-22-Small-FormatAmericanPaintingsChecklist.pdf

The first step is to change the filename of the document to this format. Exhibition-Date-TitleDocument. No spaces. The filename represents the menu path to the document with hyphens indicating menu levels. See the Media Library for examples. (Reason: WordPress will strip out all blanks and replace all special characters with hyphens when it creates its internal filename.)

Note: if you have more than one document to load, you should carry out this step on all of the files at this time.

Next you load the document into the Media Library. Click Media then Add New to bring up:

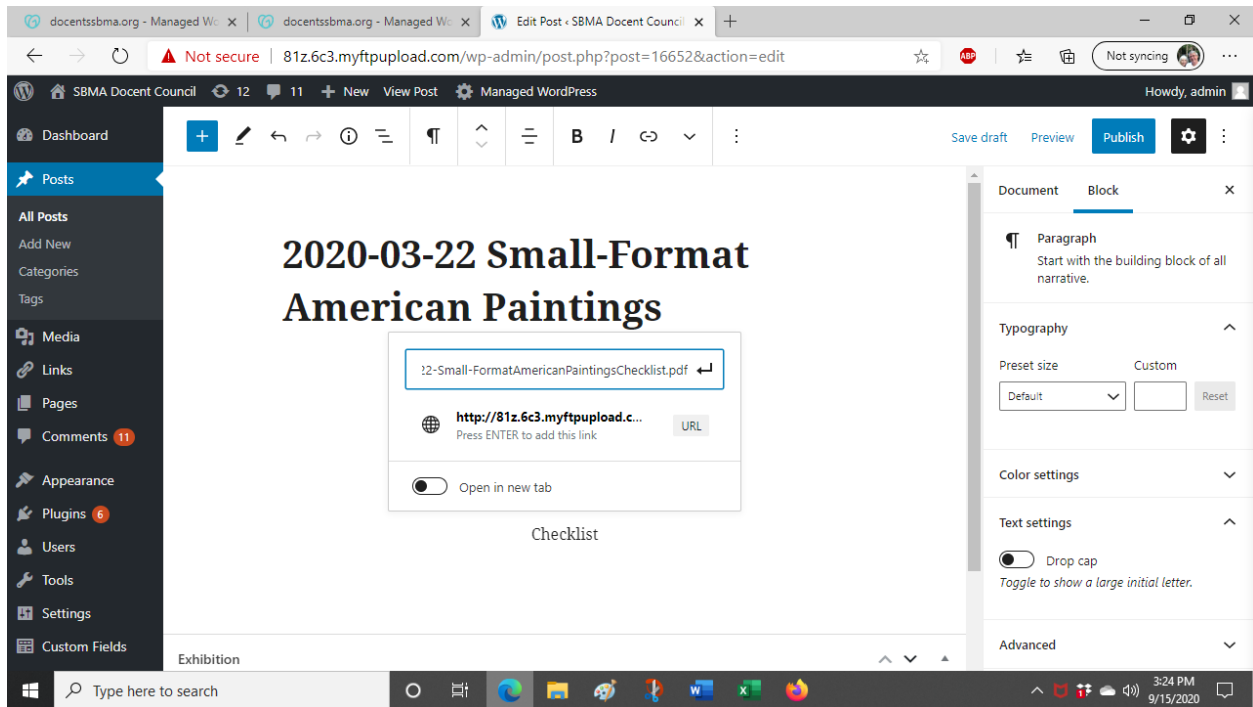


Click **Select Files** and navigate to the saved document. Then click **Open** and the file will appear to the left of the pop-up, at the top of the Media Library (where you now see the Chagall self-portrait).

Click on that file to bring up the Attachment details screen:

In the lower right-hand area click **Copy URL**. It will reply “Copied!” after it completes the task in a second or so. You now have the WordPress filename copied into your clipboard and can navigate back to All Posts and return to the exhibition post you have been working on.

Type in the label you want to use, in this case “Checklist”. Highlight it, center it and click the Link tool in the top toolbar. Your cursor will be positioned in the **Search or type url** box. Press **[Ctrl] V** and the box will be populated with the WordPress URL.



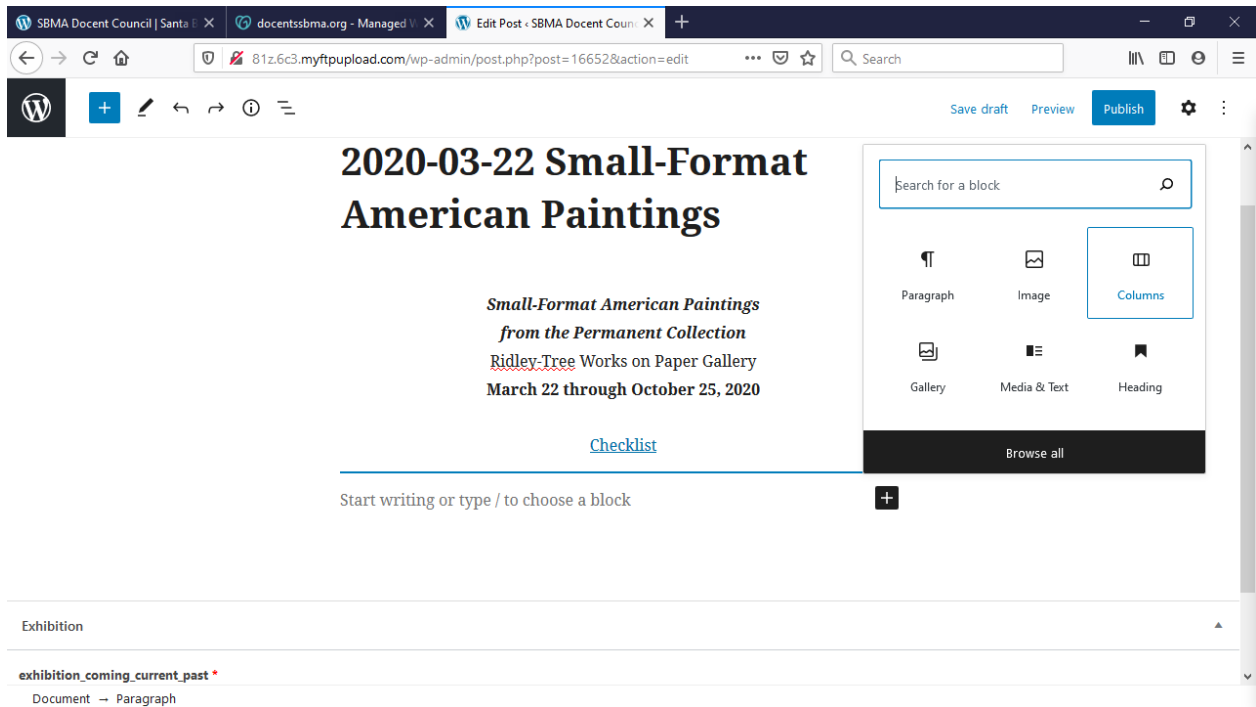
Click the ↵ symbol on the right side of the box. If successful the pop-up will disappear, your label will turn to blue, and the cursor will be at the end of the label. If not successful, you'll get an error message in red.

If you have more documents to enter at the same time, press [Ctrl] Enter and the cursor will advance to the next line, already centered. Just type in your next label, highlight it, and click the Link tool to repeat the process.

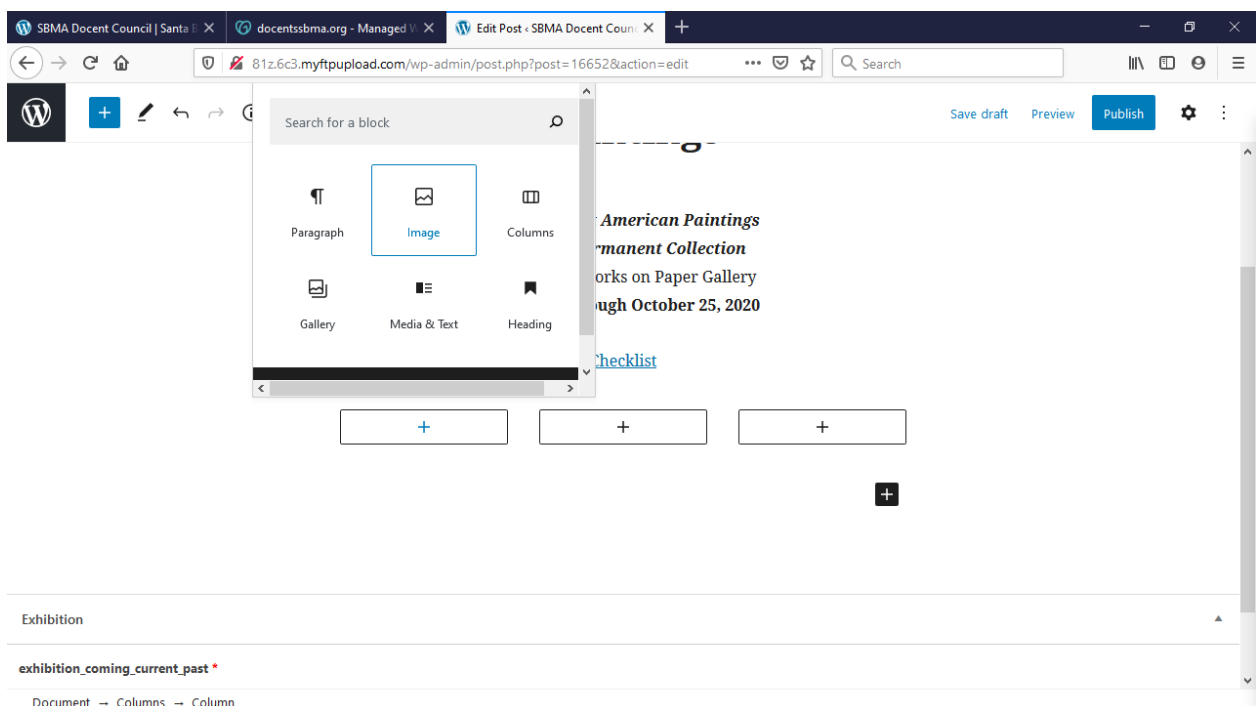
After you have completed your last link and the cursor is located at the end of the label, press Enter to open a new block for the final section, works for which you have posts. Again, the cursor will skip a line, relocate to the left margin, and the symbol of a white plus over a black box will appear on the right.

Now it's time to determine if you have any Research Papers or other posts related to this exhibition. This is done by scrolling through the Artists list to see if any of them are on the Checklist. If you have any, proceed to the next step. Otherwise you can go ahead and use the commands on the right of the top toolbar to **Preview** (click **Preview in new tab** in the pop-up) then **Publish** your post. In most cases you'll be coming back to it to add more materials as they become available.

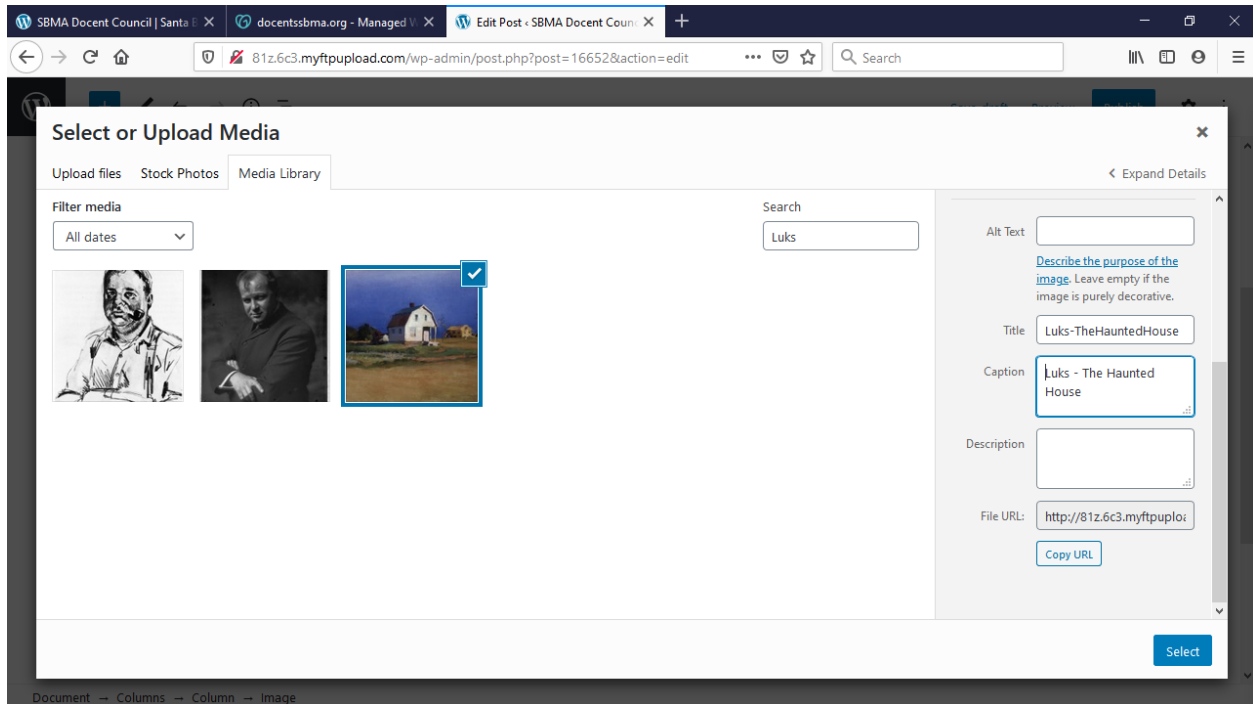
The next step will be to insert images in the final block along with links that take the viewer to the selected Research Paper or Comments post.



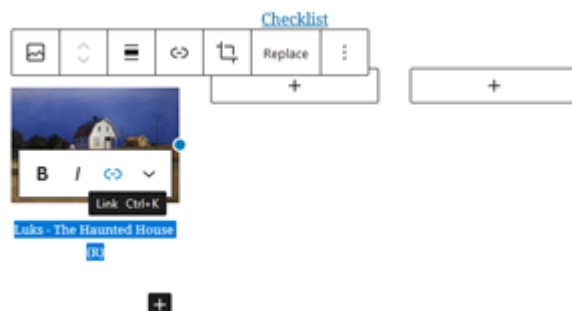
Click the Add block symbol either within the post to choose from the six most recently used list (shown) or the blue one on the left side of the top toolbar to get the entire list (scroll down to the Design section). You will get a selection pop-up. Pick the one with three equal columns. It will place three rectangles on the screen, each containing a new block. Click into the first one and select the **Image** block.



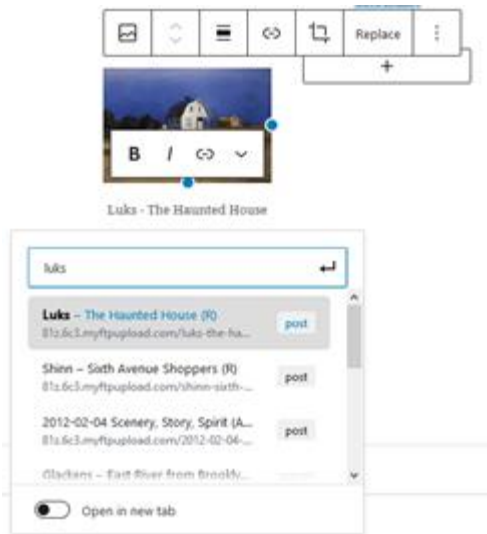
You will get a pop-up that is preset to Upload. Click **Media Library** instead. This will take you to the Select or Upload Media screen. It will usually be preset to **Upload files** so you may have to click the **Upload Media** tab again. Type your artist's name into the Search field to get all the available images for that artist, one of which will be **Object Image 1** of the post you will be linking to. Select it and scroll down to the bottom of the right sidebar.



The Title field will be preset to the filename of the image. Don't touch it. The Caption field will be empty. Enter the Title of the post and click **Select** in the lower right corner. If it is cubersomely long, you may abbreviate.



Highlight the Caption and click the **Link** symbol, as shown.



Type the artist's name into the search field in the pop-up and a list will appear that includes the target post. Click on the post. The pop-up will disappear, the text color will change from black to blue, and you will be returned to the full Exhibition post screen, ready to repeat the process for the next two images.

After completing the first three, you can start a new row using another *Column* block. The next available block may appear to be in the wrong place, but the *Column* command will move to the right place.

Be sure to test all the links in your Preview before you publish the post.

Here is the finished post. In all likelihood more will be added to it as additional materials are received:

### Coming Exhibition

#### *Small-Format American Paintings from the Permanent Collection*

Ridley-Tree Works on Paper Gallery  
March 22 through October 25, 2020

#### Checklist



Luks – *The Haunted House*  
(R)



Gay – *Interior of his  
Brother's House* (R)



Chase – *Children at the  
Beach*