

Supplementary Materials

WPI Artifact Stories IQP D21

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Website Link

<http://albanianamericanhistoryworc.org/s/albam>

Welcome Video Link

https://www.youtube.com/watch?v=YUX-P_clrKM

Guide to Maintaining and Updating the Omeka S Website

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Modules

Installing

In order to add new features to Omeka S, it is necessary to install modules. These modules can be found online (<https://omeka.org/s/modules/>). Other modules have been developed by the community and can be found on sites such as GitHub.

Once you have located a module that you would like to install, download the .zip file for that module. Then, go to CPanel, which can be accessed through Reclaim Hosting. On CPanel, go to the tab labeled “File Manager” and locate the folder titled “modules”. Inside the folder, click on the button titled “Upload” at the top of the screen. Then, click “Select File” and choose the .zip file you have downloaded.

After the file has been uploaded, go back to the modules folder. Select the uploaded .zip file and choose Extract. Now, the module should be available on the admin page for the website. Go to <http://www.albanianamericanhistorywork.org/admin/site> and go to the “Modules” section on Admin. The module you just uploaded should be there. Then, simply press install and you should be all set.

Updating

In order to update a module, first deactivate the module that you would like to update. This can be done through the “Modules” section under Admin on the Omeka S site. Under the module, press on the link that says there is an updated version of the module. After going to that link, download the .zip file for the latest version of the module.

Next, go to CPanel and go to the “File Manager” tab. Locate the folder titled “modules”. Move the old version of the module from the folder to another location (such as your desktop). Then, click on the “Upload” button at the top of the screen. Click “Select File” and upload the .zip file with the newest version of the module. After the file is uploaded, select it in the modules folder and choose Extract. Now go to the Omeka S website and go to the “Modules” section again. Finally, press install next to the module you just added and you should be done.

Pages

Creating New Pages

To make a new page, go to the Omeka S admin site and choose Sites from the left side menu. Once there, choose the pencil icon next to the website's name. This should open a new menu on the left side.

In that new menu, choose the "Pages" option. Then, click "Add New Page". This will bring you to a place where you can name your page and choose the URL slug that will lead to that page. Below the URL slug, a checkbox allows you to add the page to navigation. This will add the page to the option bar at the top of the site. If you would like to keep the page private for now, press the eye icon in the top right.

After you are satisfied with the title of your page and the URL slug, press save. You can then add more aspects to the page, such as the HTML boxes and Collecting forms (see the Collecting section for more details).

Adding Pages To Navigation Later On

If you do not initially make it possible to navigate to a page, you can always add that ability later on. Below the "Pages" option, click on the "Navigation" option. Here, you can add links to pages that you have made by pressing the plus sign text to the name of the page.

Additionally, you can move the order of the pages around by dragging the names up and down on the screen. Finally, you can also choose a different home page at the top of the menu on the right. Make sure to save any changes that you make.

Collecting

Adding New Forms

The Collecting module is used to allow community members to submit their own contributions to the website. When editing the site, press the Collecting option with the plus sign next to it. Once there, press the “Add new form” button at the top right of the screen.

On the new page, put the title of the form under Label. Then, choose the item set that the submissions will be stored in. The Success text will be shown after a user has submitted a form, and the Email text will be sent to the user if they ask for an email of their submission.

To add more questions to the form, click “Add prompt”. For most cases, Item Property can then be chosen and the Property can be one of the Dublin Core fields. The Prompt text refers to the question that the user will see. The input type is how the user is able to answer the prompt, such as through text, through a drop down, or through a numerical value.

Finally, you can choose to make a question required by clicking the checkbox. Remember to click “Add changes” so you don’t lose the work you have done. Then, press Save at the top right of the screen.

Editing Forms

In order to edit a form, go to the Collecting option with the plus sign next to it. Then, press the pencil icon next to the form you would like to change. You can then press the pencil icon next to any of the prompts to change them, or you can add a new prompt by pressing “Add prompt”.

Adding Forms To The Collection Page

You can add the forms to pages by going to the Pages option. Then, click the pencil icon next to the page you would like to add it to. If the page does not yet have a collecting block on it, click the plus sign next to Collecting in the right side menu. Then, in the new block, click the checkbox next to any forms you would like to add to that page. Finally, press Save in the top right.

Defining the Types of Files Allowed

There are two ways to specify what file types are allowed to be contributed to the website. To globally define the file types allowed (i.e. an admin is also only allowed to upload the specified file types), modify the “Allowed media types” or “Allowed file extensions” in the global Settings page (under Security). That will restrict *all* uploads, not just ones collected via the Collecting module. Alternatively, to restrict only the file types that are allowed to be uploaded via the Collecting module, in cPanel go to `modules/Collecting/src/MediaType/Upload.php`. In this file, change

```
‘Attributes =>[  
  ‘required’=>$prompt->required(),  
],
```

To this:

```
‘Attributes =>[  
  ‘required’=>$prompt->required(),  
  ‘accept’=> ‘FileTypeHere’,  
],
```

FileTypeHere is a placeholder. Insert the allowed file types there (i.e. ‘.png’, ‘.tiff’). This will affect all upload prompts.

Editing Modules and Themes File

The source code files for modules and themes can be accessed in the “File Manager” tab on CPanel. They are located in the public_html folder. Once there, locate the files for the part of the website you would like to change. Typically, these will be .php files. To locate the .css files with which to edit the theme, go to public_html → themes → default → asset → css. In order to modify the files, download them and edit them in a text editor. Then, reupload the new versions and move/delete the older versions from the file.

Editing the PHP files of modules allows edits to the pages, and forms that are not possible through the regular options on Omeka S.

Item Sets

Creating an item set

An item set can be used to group similar items together. To find item sets, look in the left side menu under “Resources”. Choose the option that is called “Item sets”. In order to create a new item set, choose the “Add new item set” option in the top right corner.

Once there, you can choose a template, which brings up a list of fields. You can add additional fields using the right side menu. You can then select a class for your item set. This will likely be “Collection”.

You do not need to fill in all of the fields for the item set, but make sure to name it. Once you hit save, you should be all set.

Assigning an item set to a collection form

Each collection form can have an item set attached to it. When creating or editing a collection form, one field should allow you to choose from a drop down of item sets. Pick the item set that you would like the submissions to go to. Make sure to hit save, and now the submissions for that form should go to that item set.

In order to view the items, either go to the “Items” tab in the left side menu or go to “Item sets”, click on the item set you want to view, and then click “View Items” in the top right corner.

HTML and CSS

Using HTML and CSS can help customize and expand the website. The formatted code for all HTML blocks as well as the CSS file can be found in Appendices A through D. For the easiest time updating any of these, it is recommended to edit in a Word doc, using the formatted version of the code, and then paste that into Omeka. This is because Omeka undoes the formatting, making the code harder to read and therefore harder to understand and edit.

Updating the Featured Submissions page

This page has the most code in both its HTML block as well as the CSS file, so there are a few different things that have to be changed to update the page. Please note that if the CSS file is changed to be sized dynamically, these instructions will also have to be updated. First, let's go over the featured submissions HTML block in Appendix B. Each image and description has its own setup. This setup consists of the image and a div that includes the title and description. The image has alternative text, which is just the title, the class, which is just Ex and the number of the example (the first one is 1, the second one 2, and so on), draggable = false, which Omeka added in automatically, and the url address of the image, which can be found by right clicking the image and choosing "copy image address".

The div has all of the information that you want to include next to the image and has its own alternating class! Every other div starting with the first is on the left side of the page, so it is TxtL#, and the others are TxtR#. Currently, inside the div, we have the title in h4 sizing, the contributor cited, and the description. You can add another example or replace the ones already there.

The CSS file, found in Appendix A, is a little more complicated. We'll go through which parts to change/what they mean next:

.TxtR#/.TxtL#

Text-align: Should be the opposite of the letter in the class name (if it's .TxtR then text-align should be left).

Height: The same as the image height so it is in line with it.

Width: 1000px to fill the rest of the page.

Position: Relative so we can center it with the next two options.

Right/Left: This field depends on what was put in the text-align field, they should be the same side. 50px to leave a small gap between the text and image.

Top: This field can be played with until it looks centered on the image.

.Ex#

Padding-top/bottom: This is the gap between the image and the object above it. Currently they are all 30px.

Float: Which side of the page you want the image to be on, starting with left this alternates.

Width: Played with until the image doesn't look warped.

Height: For vertical pictures 500px, for horizontal pictures 400px.

These are what you would need to change or add when updating, or adding to, the example page. The `.BetweenLines` block is included so the page has the red lines on the side and a gray background, so, unless you are changing that aspect of the website, this does not have to be changed. Also, please note that the CSS file is used for the whole website, so what doesn't connect to this Featured Submissions page is still needed for other parts of the website.

Other items on the CSS file

The three blocks on the CSS file that don't relate to the Featured Submission page are for the button, as well as the translated version of the pages.

.middle

For the "Share Your Story" link to make sure it's centered.

.but

For the "Share Your Story" link to make it look like a button.

Font: The font type and size.

Background-color: A greyish color to go behind the red text. Currently a way to change the color of the text hasn't been found.

Padding: To make the button part of the link larger than the text.

Border-top/right/bottom/left: Made different shades of red to look like a 3D button. Right and Bottom should be the same darker color while Top and Left should be lighter.

.h3

Makes it so h3 text blocks don't have line breaks between them. Currently the only h3 blocks are in the translated pages for the links to the other pages.

Updating the translated pages

The first thing you'll want to do when adding the translation to these pages is change every instance of the page titles. "Albanian Translated Home [COMING SOON]" and should become the albanian word for home or home page, "Albanian Translated Collection Form" in the HTML blocks and "Albanian Translated Collection Form [COMING SOON]" (the page title) should become Albanian for collection form. These are placeholder titles. This phase includes going through all of the HTML blocks currently in each translated page to update the links to have the proper names.

After you have updated the HTML blocks, everything else is the same, you can add another HTML block to each page and add the translated version of the original HTML blocks. The only page that's different is the collection form. For this one you will have to create forms in Albanian, for this please see the Collecting section of this manual. Once the Albanian version of the forms exists, you can check off the albanian forms in a "Collecting" block.

Appendix A

The CSS file, it's recommended to copy to a word document that you can save and edit:

```
.BetweenLines{
    padding-left: 50px;
    padding-right: 50px;
    background: #DCDCDC;
    border-right: 5px solid #da2a1c;
    border-left:5px solid #da2a1c;
}
```

```
.TxtR1{
    text-align: left;
    height: 400px;
    width: 1000px;
    position: relative;
    left: 50px;
    top: 125px;
}
```

```
.TxtL1{
    text-align: right;
    height: 400px;
    width: 1000px;
    position: relative;
    right: 50px;
    top: 125px;
}
```

```
.TxtR2{
    text-align: left;
    height: 500px;
    width: 1000px;
    position: relative;
    left: 50px;
    top: 150px;
}
```

```
.TxtL2{
    text-align: right;
    height: 400px;
    width: 1000px;
    position: relative;
```

```
        right: 50px;
        top: 105px;
    }

.Ex1{
    padding-top: 30px;
    padding-bottom: 30px;
    float: left;
    width: 450px;
    height: 400px;
}

.Ex2{
    padding-top: 30px;
    padding-bottom: 30px;
    float: right;
    width: 500px;
    height: 400px;
}

.Ex3{
    padding-top: 30px;
    padding-bottom: 30px;
    float: left;
    width: 375px;
    height: 500px;
}

.Ex4{
    padding-top: 30px;
    padding-bottom: 30px;
    float: right;
    width: 500px;
    height: 400px;
}

.middle{
    text-align: center;
}

.but{
    font: 28px Arial;
    background-color: #EEEEEE;
    padding: 3px 20px 3px 20px;
```

```
border-top: 1px solid #d94a3f;  
border-right: 1px solid #993229;  
border-bottom: 1px solid #993229;  
border-left: 1px solid #d94a3f;  
}
```

```
h3{  
display: inline;  
}
```

Appendix B

HTML block for the Featured Submissions page, it's recommended to copy to a word doc that you can edit and save:

```
<div class="BetweenLines">
  
  <div class=TxtR1>
    <h4>St. Mary's Albanian Orthodox Church</h4>
    <p>Image contributed by Tina Thamel <br>Image of St. Mary's Albanian
    Orthodox Church, Worcester, MA.</p>
  </div>

  
  <div class=TxtL1>
    <h4>School Photograph</h4>
    <p>Image contributed by Tina Thamel <br> School picture featuring Ted Thamel
    (top row, center).</p>
  </div>

  
  <div class=TxtR2>
    <h4>School My Grandfather and his Grandson</h4>
    <p>Image contributed by Peter Christopher <br> My grandfather (my mother's
    father, who did not come to America) with his grandson Gabriel ("Gabby")
    Cassery, before Gabby left for America, around 1920.</p>
  </div>

  
  <div class=TxtL2>
    <h4>Class Picture of My 5th or 6th Grade Class at Canterbury Street
    School</h4>
```

<p>Image contributed by Peter Christopher
 My 5th or 6th grade class at
Canterbury Street School.</p>

</div>

</div>

Appendix C

The HTML block for the Welcome page, recommended to copy to a word doc that you can edit and save:

```
<h1>Welcome</h1>
```

```
<h1 style="text-align: center;">  
  <iframe allow="fullscreen;" height="360"  
src="https://www.youtube.com/embed/YUX-P_clrKM" style="height: 361.75px;" width="640">  
  </iframe>  
</h1>
```

```
<h1 class="middle">  
  <a class="but" draggable="false"  
href="http://albanianamericanhistoryworc.org/s/albam/page/contribution">Share Your Story!  
  </a>  
</h1>
```

Appendix D

HTML block for all translated pages, recommended to copy to a word doc that you can edit and save:

```
<h3>
  <a draggable="false" href="
http://albanianamericanhistoryworc.org/s/albam/page/albaniancollection">Albanian Translated
Collection Form
  </a>
```

```
</h3>
```

```
<h3>|</h3>
```

```
<h3>
  <a draggable="false" href="
http://albanianamericanhistoryworc.org/s/albam/page/albanianfeatured">Albanian Translated
Featured Submissions
  </a>
```

```
</h3>
```

```
<h3>|</h3>
```

```
<h3>
  <a draggable="false" href="
http://albanianamericanhistoryworc.org/s/albam/page/albanianbestpractices">Albanian
Translated Best Practices
  </a>
```

```
</h3>
```

```
<h3>|</h3>
```

```
<h3>
  <a draggable="false" href="
http://albanianamericanhistoryworc.org/s/albam/page/albanianfaq">Albanian Translated
Frequently Asked Questions
  </a>
```

```
</h3>
```

```
<h3>|</h3>
```

```
<h3>
```

Albanian Translated About Page

</h3

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3. How the discussions regarding scanning images related to the overall goal of the project	Nick
4. Improving website design and identifying future recommendations through the analysis of user feedback.	Nelson
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