# User Manual

As of 05/27/2024

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# About the Anthology

**The Washington State Queer Poetry Anthology is a project of the Washington State Poet Laureate, Arianne True. It is a collection of poems written by LGBTQIA+ authors of all experience levels from across the state, housed in an online repository that can be browsed and searched.**

**The Anthology site is built with and hosted on Omeka.net, a publishing platform designed for use by museums, archives, and other organizations with large collections of resources.**

## Credits

**Arianne True**
Washington State Poet Laureate

**Linnea Ingalls**
ArtsWA

**Drew Ahlberg**
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**Helena Farrell**
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# Site Overview

Figure 1. Image of Anthology front page with Omeka admin bar visible at top.

The Anthology contains seven pages accessible via the navigation bar: Home, About, Tag Index, Content Warnings, an advanced search tool, a collection containing all poems, and a collection containing all authors. From these pages, the user may navigate to individual linked items.

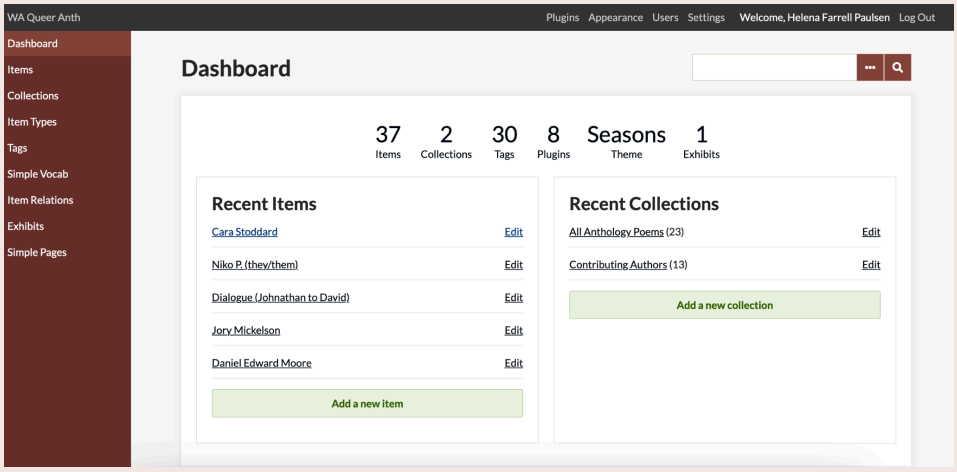


Figure 2. Image of Anthology admin dashboard.

The site administrator may navigate to the back end of the site using the admin bar at the top of the page. This area houses the tools an administrator can use to add new items to the site, edit existing items, and edit the site's metadata and

controlled vocabularies. An administrator may also change the visual appearance of the site. Further information about these tools may be found under **Administration**.

# Item Types and Metadata

Each item in the Anthology has an item type, which defines what information is available to describe it. This information is the item's metadata.

There are two item types in use in the Anthology: **Poem** and **Author**.

## Poem

Figure 3. Image of the "All Anthology Poems" collection page.

**Poem** is the item type under which all poems are uploaded to the Anthology. Each poem is uploaded as a text entry and modified with HTML to reflect the author's intended formatting. All poems currently on the Anthology site can be found in the collection All Anthology Poems.

## Poem Elements

**The following is a list of all elements which can be added to a poem, as defined by the Poem item type:**

| | |
|---|---|
| **Citation** | A formatted citation automatically generated for each poem after it is uploaded. |
| **Collection** | The collection to which an item has been uploaded. Each Poem item type is uploaded to the "All Anthology Poems" collection pictured above. |
| **Content Warnings** | A list of any content warnings applied to a poem; these content warnings form a controlled vocabulary and may be selected from a dropdown menu within an item entry. |
| **Creator** | The name of the author of the poem. |
| **Original Format** | If the poem was submitted in a format other than plain text, that format is specified here. |
| **Tags** | A list of tags describing the content of the poem, drawn from an external controlled vocabulary. |
| **Text** | The full, formatted text of the poem. |
| **Title** | The poem's title. |

# Author

Figure 4. Image of the "Contributing Authors" collection page.

**Author** is the item type under which all author profiles are uploaded. Each poem item must have a corresponding author item, and each author item is contained in the collection Contributing Authors.

## Author Elements

The following is a list of all elements which can be added to an author, as defined by the Author item type:

| | |
|---|---|
| **Author Biography** | The text of an author's biography as uploaded in the accepted authors' survey. |
| **Citation** | A formatted citation automatically generated for each author item after it is uploaded. |
| **Collection** | The collection to which an item has been uploaded. Each Author item is uploaded to the "Contributing Authors" collection pictured above. |
| **Poems** | A list of all of the poems attributed to an author available on the |

| | |
|---|---|
| | Anthology site. |
| **Tags** | A list of tags describing the content of the author's poem(s), drawn from an external controlled vocabulary. All tags contained in an author's poem(s) should also be reflected in their author item. |
| **Title** | The author's full name and pronouns, if desired. |

# Tags

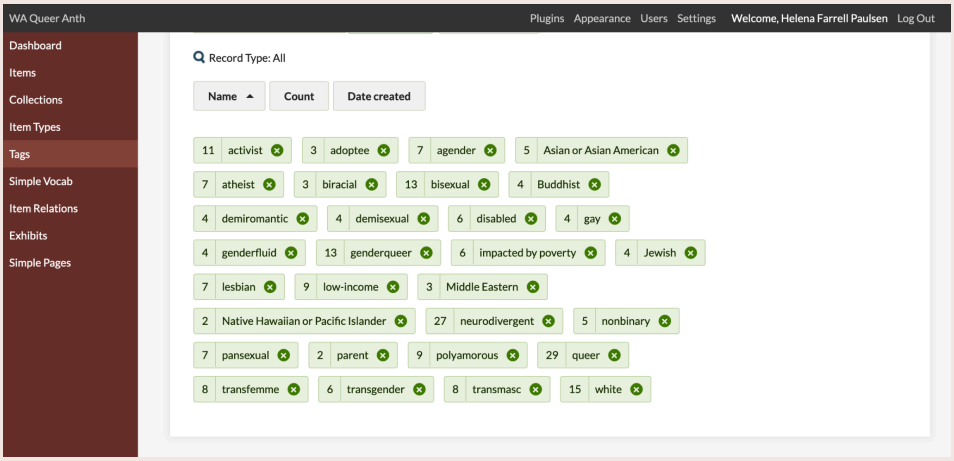


Figure 5. Image of the "Tags" page on the administration dashboard.

**Tags** are a way for readers of the Anthology to browse items based on their content. In the Anthology, tags focus primarily on identity– an author's sexual or gender identity, their personal background, their race or ethnicity, or any other information shared by them in their accepted author survey response.

Tags are managed in the administration dashboard under the "Tags" tab, where they can be added, edited, or removed. Tags follow a vocabulary which is described in the "Tag Index" page of the site.

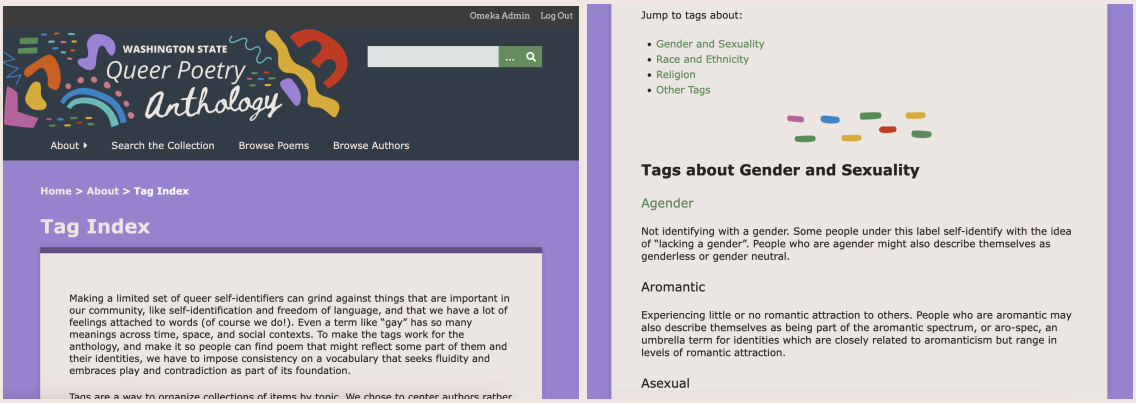


Figure 6. Images of the Tag Index.

## At present, tags are organized along the following schema:

| | |
|---|---|
| **Gender and Sexuality** | Agender, Aromantic, Asexual, Bisexual, Demiromantic, Demisexual, Gay, Genderfluid, Genderqueer, Lesbian, Nonbinary, Omnisexual, Pansexual, Polysexual, Queer, Transfemme, Transgender, Transmasc |
| **Race and Ethnicity** | American Indigenous or Alaska Native, Asian or Asian American, Biracial, Black or African American, Hispanic or Latino/a/x, Middle Eastern, Indigenous, Native Hawaiian or Pacific Islander, White |
| **Religion** | Atheist, Buddhist, Christian, Hindu, Jewish, Muslim |
| **Other Tags** | Activist, Adoptee, Disabled, Homeless or formerly homeless, Impacted by poverty, Incarcerated or formerly incarcerated, Low-income, Neurodivergent, Parent, Polyamorous, Refugee, Rural community member |

# Content Warnings

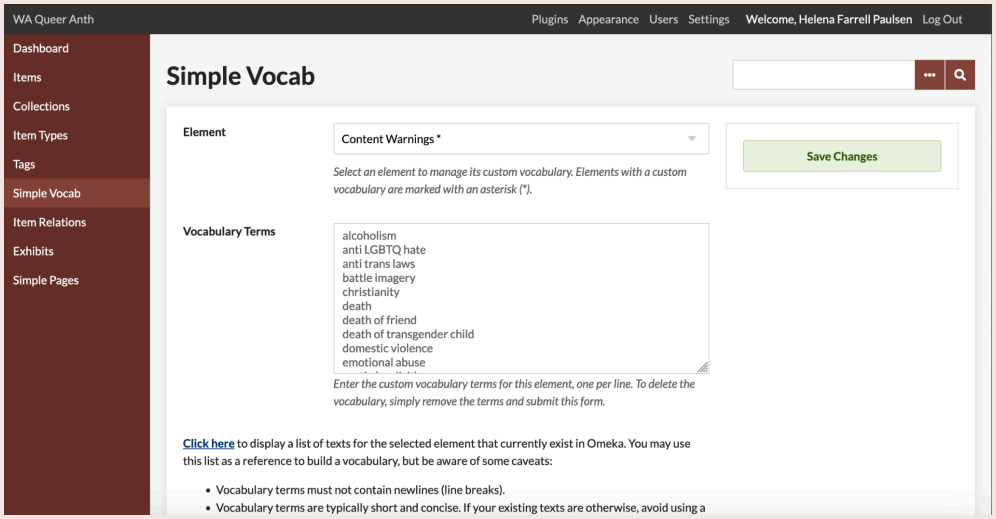


Figure 7. Image of the "Simple Vocab" page on the administration dashboard.

**Like tags, Content Warnings are a way for Anthology readers to narrow their search for poems and authors on the site. However, unlike tags, the primary purpose of content warnings is to filter out items that readers may find triggering or uncomfortable.**

**Content warnings are a controlled vocabulary which can be modified in the administration dashboard under "Simple Vocab". They are defined based on the Poet Laureate and their readers' sensitivity reading of each submitted poem.**

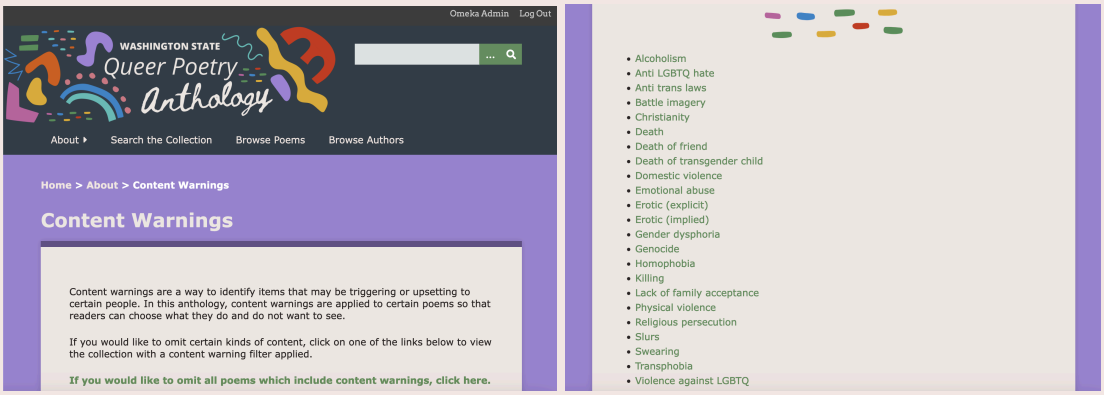


Figure 8. Images of the "Content Warnings" page on the administration dashboard.

Content warnings may be applied to Poem item types, but not to Author item types. They may be viewed from within the "Content Warnings" page shown above. Readers may choose to filter out a specific content warning, or they may filter all of them out.

# Administration

## Item Upload

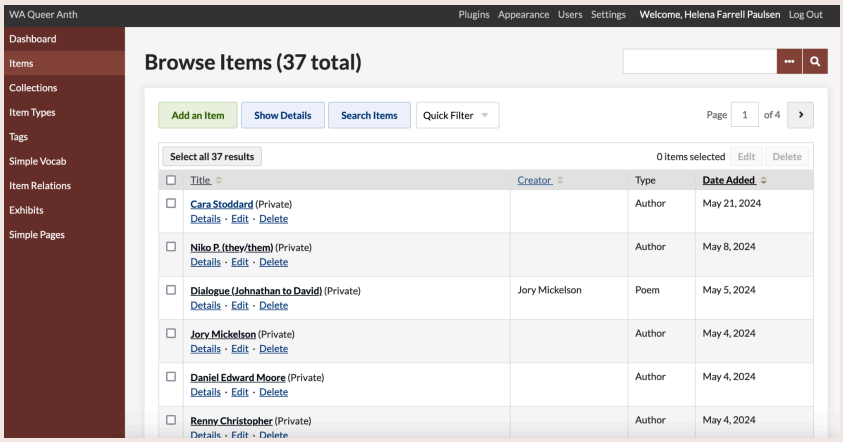


Figure 9. Image of the "Items" page on the administration dashboard.

Items may be uploaded to the Anthology, or existing items edited, in the administration dashboard's "Items" tab. To create a new item, select "Add an Item" at the top of the page, ensuring that you select the correct item type under the item type metadata tab.

Because they are different item types, the way Authors and Poems appear in the dashboard is slightly different. However, both types may be edited even after they are published by selecting "Edit" below the item you intend to access.

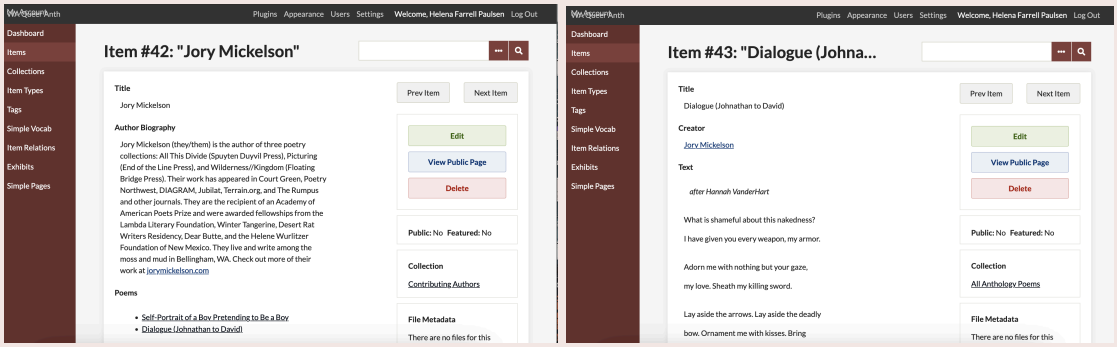


Figure 10. Image of an "Author" item (left) and a "Poem" item (right).

**Certain fields in each item type will require additional formatting beyond transcribing from the original source. If a text item needs further formatting, HTML can be accessed from within the item by selecting the "Use HTML" checkbox, which will create a rich text editor. If the rich text editor does not contain the function necessary to properly format the text, the "source code" button on the far right of the rich text ribbon will allow for custom HTML.**

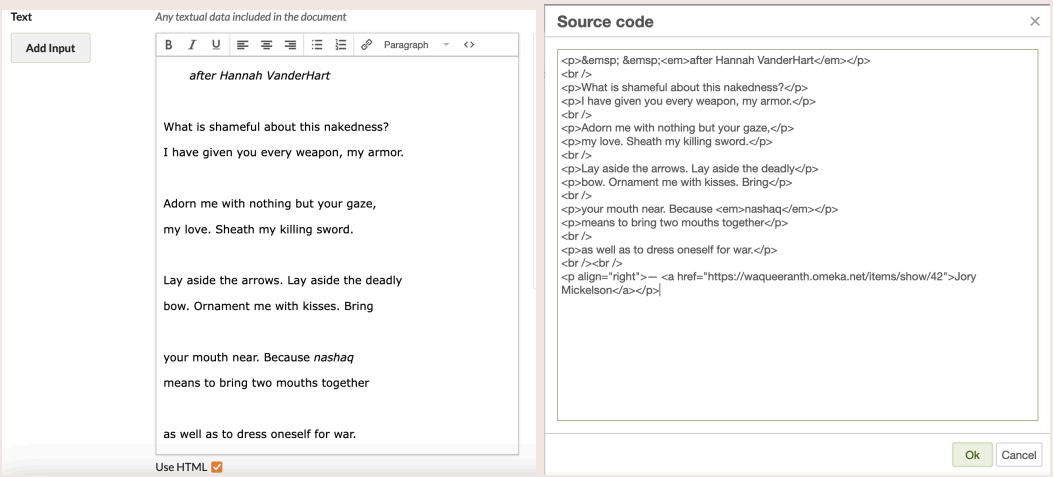


Figure 11. Image of rich text editor (left) and source code (right).

## Making Changes to CSS

**The site's user interface can be further transformed by using the "CSS Editor" plugin, which is available through the "Plugins" link at the top of the admin bar.**

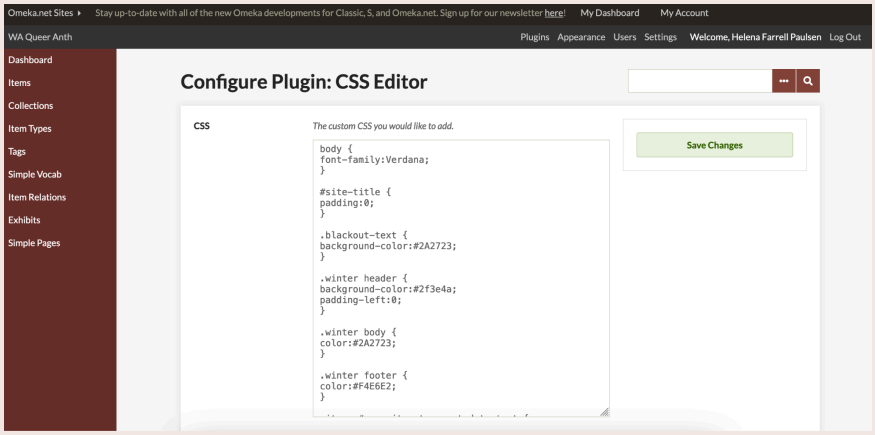


Figure 12. Image of the CSS Editor's configuration panel.

**By navigating to "CSS Editor" under plugins and selecting "configure", you can access all custom CSS added to the site. The Anthology contains a number of graphical modifications which have been made in the editor; always remember to save a copy of the original CSS before making modifications, in case something goes wrong.**

# Graphic Standards

## Color

Figure 13. Images of primary palette and tri-color themes.

The Anthology utilizes a "rainbow" color palette and alternating color schemes based on page type. To emphasize the playfulness of the site's graphic identity, page types may adopt new color schemes at any time so long as they adhere to the primary rainbow palette.

The primary background color for text entries is always **#F2E6E3**.

The primary color for text against a light background is **#2A2723**, whereas the primary color for text against a dark or colored background is **#F2E6E3**.

## Font

To increase accessibility, the Anthology's default font is **Verdana**. Verdana is visible across all browsers and does not require a third-party download or HTML editing to incorporate into the site, and as a sans-serif font is more dyslexia

friendly than a serif or ornamental font. While poems may utilize a smaller font size to accommodate for formatting needs, the default size is **16px**.

## Shapes

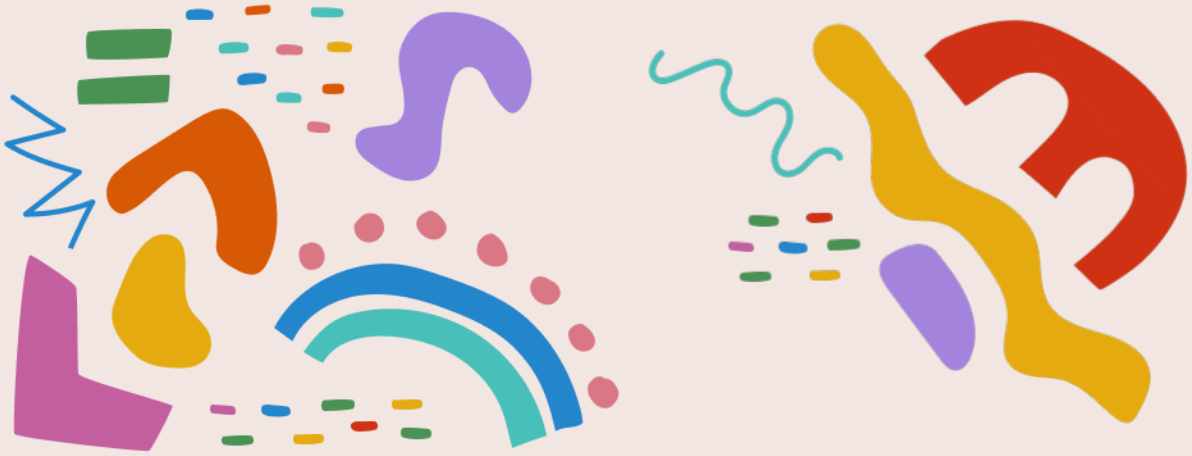

Figure 14. Images of sample shapes.

The Anthology's graphics suite contains a series of colorful shapes as .PNG files which can be added to provide more graphic interest. In order to add a shape to Omeka, the area in which the shape is added must contain the "Custom HTML" option. If no custom HTML is available, then the action cannot be performed.

Shapes may be grouped together, as shown above, or used separately. For example, a multicolor dotted line may be used as a text divider on a page.