Constellation of the Commons

Guide to Site Architecture and Maintainability Practices for the Non-Coder:

Cheatsheet for Common Updates and Maintainability

Edit Info Pertaining to Collectives – Organization Item and Logo

Add – Refer to *Representing Collectives in OSM* section of <u>Site Architecture Overview & How Everything Works </u>PDF, but info repeated here for convenience

Create `Item`. In <u>Dublin Core</u> tab, set <u>Title</u> field as the collective's title. In <u>Item Type Metadata</u> tab, set <u>Item Type</u> to <u>Organization Item</u> and set the four required fields listed there as well, expanded upon below

- <u>URL</u> – URL link to the collective's Exhibit page
- <u>Logo file URL</u> – link to the collective's logo image (should be of Still Image item type)
- <u>Logo orientation</u> – either 'square', 'rectangular,' or 'circular'
- <u>Primary themes</u> – List of 1-3 themes to connect to the collective **FOR THE VIZ ONLY** (These are the main themes associated with the collective, and will be the only themes to display as connected to the collective in the viz. We limit the number of primary themes to 3 as to relieve connection density and overall clutter in the viz.)

In the <u>Tags</u> tab, add **all** related tags for the collective—can be more than 3. **note: this is different from the primary themes field in the Type Metadata tab***). Adding tags for the collective allows Omeka to group the collectives by theme.

Lastly, on the block to the right, check off the <u>Public</u> box and for the <u>Collection</u> dropdown, select <u>Organization Items</u>. Then <u>Save Changes</u>.

Update – All fields can be updated easily by finding the collective's `Organization Item` in the Item catalog/tab of OSM dashboard and clicking the Edit button to load up the editing view for the collective's metadata.

One exception is updating/replacing the image logo, which is slightly more complicated. To do so, you need to (1) find the logo image item (of type `Still Image`) associated with collective and re-upload a .png of the image in the <u>Files</u> tab, (2) get the image's site URL by finding the newly added img Item in the `Item` catalog, click on the image once, click on it again, and then click on it one more time and copy that new URL, and (3) use that URL to fill the logo image URL field of the collective's `Organization Item`.

Delete – Go to the `Item` catalog/tab of OSM and find the collective's `Organization Item` using the search box. Delete it by clicking the item's checkbox and then clicking the grey Delete button at the top right of the pane, below the search box and results pagination. Do the same for the collective's `logo image item`. Then go to the `Exhibit` catalog/tab of OSM and delete the relevant `Exhibit`.

Edit Info Pertaining to Themes

Add, update, and delete theme – Whenever you are changing a theme in any way, be sure to reflect those changes in both the "constellation of the commons" `Viz Backend Item` and the `Tags` catalog/tab of OSM.

When changing the color of a theme, remember you will be changing it in the Theme Color Key field of the "constellation of the commons" `Viz Backend Item`. It's important to note that only standard HTML color codenames are accepted, listed here: https://www.w3schools.com/colors/colors_names.asp

Remember the Theme Color Key field houses the color key for all of the site's themes in the following format: theme1: color1, theme2: color2, theme3: color3, etc.

Formatting Protocol for Various Components

Logo Images – .png file format. The valid orientation for logo images are square, rectangular, and circular (with transparent background. Make sure the logo will size optimally for one of those orientation types.

Video – N/A

Update the Text on the Homepage

Look for the black navigation bar (admin bar) at the very top of your browser and select Appearance. From there select the Configure Themes blue button. Then scroll to the bottom of the page and edit the Homepage Text field accordingly. Save Changes.