

Digital Archive Workshop	27 Aug 2020	1900 - 2200
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Objectives

Know how to structure your archive database

Publish a digital archive website

Materials

<https://github.com/yourkneeslackstea/digitalartchive>

Slide	Topic and Activity	Duration
1	Introduction. Welcome remarks. Housekeeping: Whatsapp for issues, questions, links, and materials. Recording notice. Send ppt Whatsapp	2 mins
2, 3	Objectives of course	2 min
4, 5	Keyword cloud. Exercise: Ask participants to highlight a word that is unfamiliar to them.	10 min
6	Definitions Send link to Whatsapp https://www.jalanbesarsalon.space/mukbang-symposium Exercise: What should we archive in this artwork?	10 min
7	Rationale and relevance of archiving	2 min
8	Archiving workflow. Send links to Whatsapp Samples of mission statements: http://www.substation.org/cabinet https://aaa.org.hk/en/collections/overview https://www.roots.sg/about-us https://vargasmuseum.wordpress.com/the-museum/ http://ivaa-online.org/ http://www.independentarchive.sg/about-iarc/ Samples of policies: https://www.singaporeartmuseum.sg/about/privacy https://www.singaporeartmuseum.sg/about/copyright https://www.nationalgallery.sg/terms-of-use https://www.nationalgallery.sg/privacy-policy https://www.roots.sg/terms-of-use https://www.nhb.gov.sg/contents/privacy-policy	10 minA

	https://aaa.org.hk/en/footer/terms-conditions https://aaa.org.hk/en/footer/copyright https://aaa.org.hk/en/footer/privacy https://cs.nyu.edu/ArtistArchives/KnowledgeBase/index.php/David_Wojnarowicz_Knowledge_Base:General_disclaimer https://creativecommons.org/about/	
9	BREAK	5 min
	Exercise: Make your own mission statement. Msg in the Whatsapp group.	5 min
10 - 12	Workflow, checklist, tracking sample	1 min
13	Metadata Schema. Send links to Whatsapp https://www.getty.edu/research/tools/vocabularies/aaat/index.html https://dublincore.org/	5 min
14 - 17	Other tools and applications. Send links to Whatsapp https://docs.google.com/spreadsheets/d/1cXOug3qM0pNNED_wssiVEv9cOW1Y5I1VDTnSPTk7fb4/edit#gid=0 https://docs.google.com/spreadsheets/d/1bOoQiXFjGyR3oEubdLdkfCat7V4TsNLnEXGOJWkJ63c/edit#gid=0 https://cs.nyu.edu/ArtistArchives/KnowledgeBase/index.php/Main_Page http://artistarchives.hosting.nyu.edu/Initiative/the-joan-jonas-knowledge-base/	5 min
18	Exercise: Excel Sheet Entry. Send through Whatsapp. Enter 5 artworks in the sheet	10 min
19	BREAK (END OF FIRST HALF) Wireframe exercise	5 min
20 - 21	Publish website checklist: <ul style="list-style-type: none"> <input type="checkbox"/> Download and install WordPress to local laptop <ul style="list-style-type: none"> <input type="checkbox"/> Save username and password <input type="checkbox"/> Bitnami https://bitnami.com/stack/wordpress <input type="checkbox"/> IP address <ul style="list-style-type: none"> <input type="checkbox"/> Make sure servers are running (manager service) <input type="checkbox"/> Wp-admin <input type="checkbox"/> Blog title, admin name <input type="checkbox"/> Update <input type="checkbox"/> Admin settings 	1 hr 30 min

	<ul style="list-style-type: none"> <input type="checkbox"/> Settings/Permalinks/Post name <input type="checkbox"/> Customise/site identity/title/tagline <input type="checkbox"/> Delete all plug-ins <input type="checkbox"/> Install a theme and activate <input type="checkbox"/> Categories, tags <input type="checkbox"/> Pages <ul style="list-style-type: none"> <input type="checkbox"/> Delete pages <input type="checkbox"/> Publish new post <ul style="list-style-type: none"> <input type="checkbox"/> 1024 images <ul style="list-style-type: none"> <input type="checkbox"/> Alt text <input type="checkbox"/> Attributes from Excel <input type="checkbox"/> SEO, comments, categories, tags <input type="checkbox"/> Mobile layout <input type="checkbox"/> Footer <ul style="list-style-type: none"> <input type="checkbox"/> Policy <input type="checkbox"/> Terms and Conditions <input type="checkbox"/> SSL <ul style="list-style-type: none"> <input type="checkbox"/> SSL/really simple ssl/ <input type="checkbox"/> Elementor/tools/general/regenerate/syn c <input type="checkbox"/> Elementor/tools/replace url/ 	
22	Conclusion	5 min