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

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 https://aaa.org.hk/en/footer/terms-conditions https://aaa.org.hk/en/footer/copyright https://aaa.org.hk/en/footer/privacy	10 minA

	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/aat/index.html https://dublincore.org/	5 min
14	Other tools and applications. Send links to Whatsapp https://docs.google.com/spreadsheets/d/1cXOug3qM0pNNeD_wssiVEv9c0W1Y5I1VDTnSPTk7fb4/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
15	Exercise: Excel Sheet Entry. Send through Whatsapp. Enter 5 artworks in the sheet	10 min
16	BREAK (END OF FIRST HALF)	5 min

17	Publish website checklist:
	❏ Download and install WordPress to local laptop
	   ❏ Save username and password
	   ❏ Bitnami
	      https://bitnami.com/stack/wordpress
	❏ IP address
	   ❏ Make sure servers are running (manager service)
	   ❏ Wp-admin
	   ❏ Blog title, admin name
	   ❏ Update
	❏ Admin settings
	   ❏ Settings/Permalinks/Post name
	   ❏ Customise/site identity/title/tagline
	   ❏ Delete all plug-ins
	   ❏ Install a theme and activate
		1 hr 30 min

	❏ Categories, tags
	❏ Pages
	    ❏ Delete pages
	    ❏ Publish new post
	        ❏ 1024 images
	            ❏ Alt text
	        ❏ Attributes from Excel
	        ❏ SEO, comments, categories, tags
	❏ Mobile layout
	❏ Footer
	    ❏ Policy
	    ❏ Terms and Conditions
	❏ SSL
	    ❏ SSL/really simple ssl/
	    ❏ Elementor/tools/general/regenerate/sync
	    ❏ Elementor/tools/replace url/	

18	Conclusion: Archive package for artist: $100/ 50 works	5 min