



## ***euromuse.net* TYPO3**

### Update exhibitions ENGLISH

Last Update: 03.05.2012

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Dear Museum,

With the introduction of new features in our system, both in the editorial area as well as in the layout and for future offers of the portal, we have prepared this supplement to the user's manual, focusing on the update of exhibition information.

The editorial area for museums [www.euromuse.net/typo3/backend](http://www.euromuse.net/typo3/backend) is now simpler and more intuitive. You might be able to fill in the new information without the aid of the user's manual that you already have. In addition **euromuse.net** provides new services, which enrich the experience of the portal visitor, for example more audiovisual material that provide a better insight in the exhibitions and the extended use of keywords that structures more coherently our content.

We cordially invite you to follow these easy steps to complete and update the information on your exhibitions.

We remind you that each new exhibition entry has to be checked and published by us. Please notify us when it is ready to go online!

If your museum holds more than 10 exhibitions a year, we can offer alternatives to transfer your exhibition data seamlessly into our database. The web service Harmonise 2.0 is provided by the Harmosearch Project. For further information please contact the *euromuse.net* Team



Thank you for your attention and your collaboration!

**Your euromuse.net Team**

If you should have questions or comments, please do not hesitate to contact us!

Institute for Museum Research  
Staatliche Museen zu Berlin | Preußischer Kulturbesitz  
In der Halde 1  
D-14195 Berlin

Tel. +49-30-8301-494  
Fax. +49-30-8301-504

[news@euromuse.net](mailto:news@euromuse.net)  
<http://www.euromuse.net>  
<http://www.smb.museum/ifm>

## 1. Login

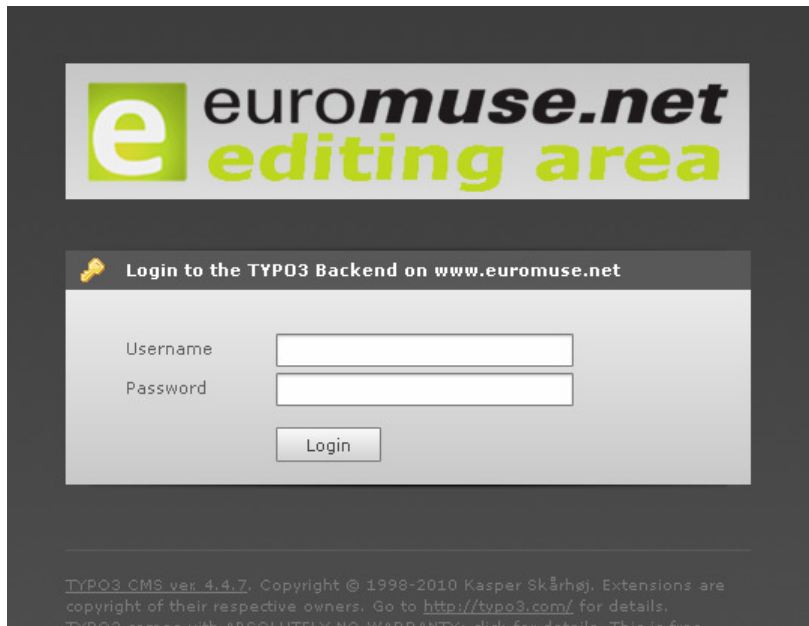


Image 1: Login

Introduce your username and password.

If you have lost your login data, please contact us so we can restore it

## 2. The editorial area at first glance

Access the "List" to monitor your information (if this is not the default-view in the back-end).

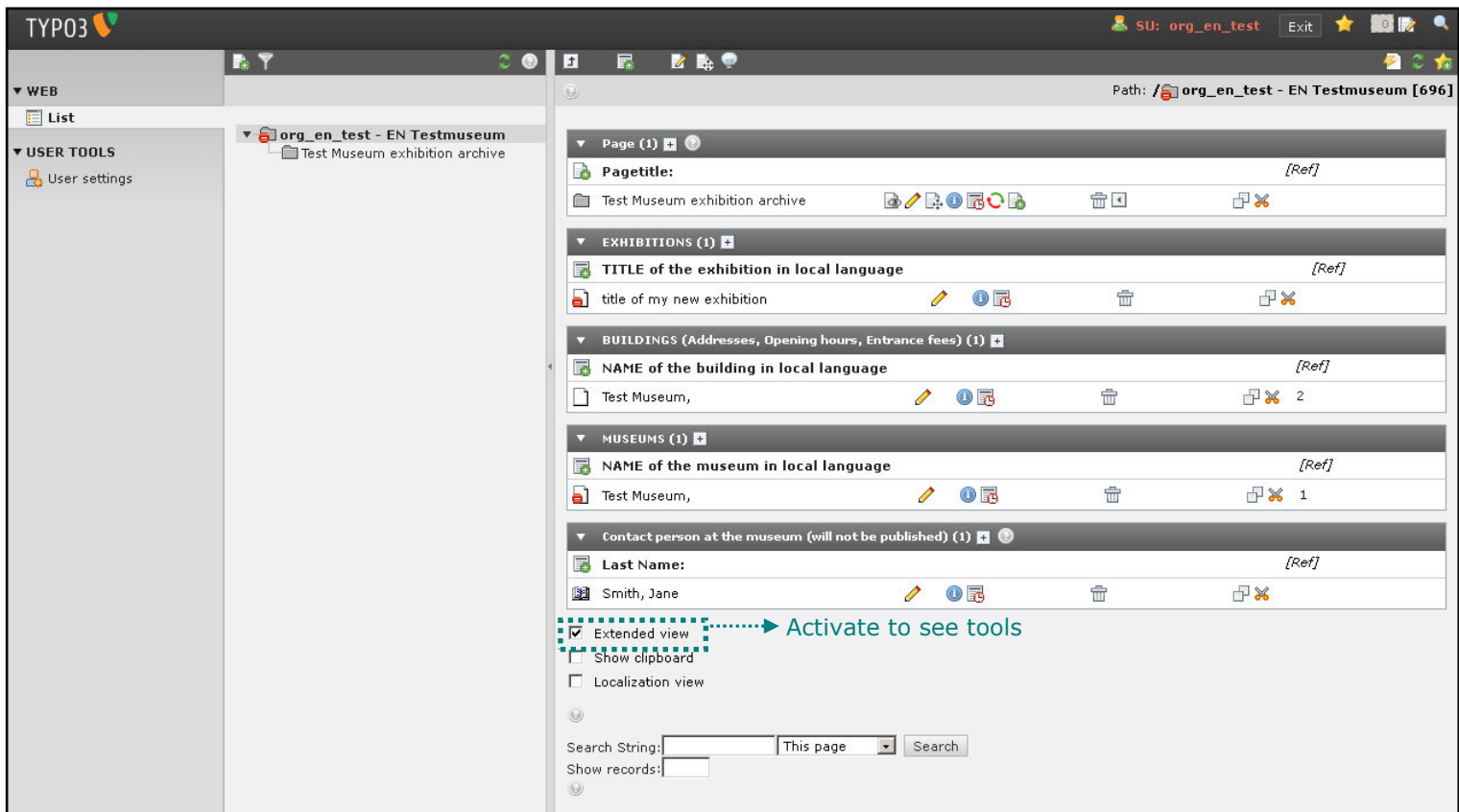


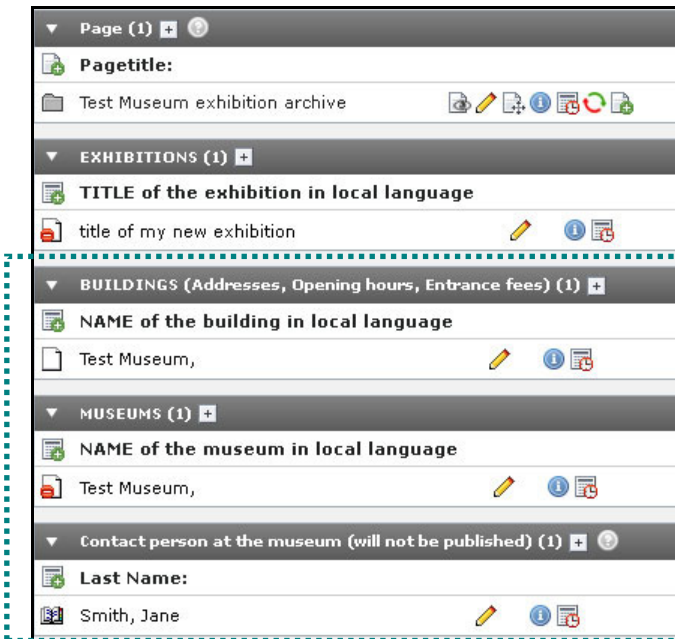
Image 2: First glance of the editorial area

In your account you have an overview of all information you have published on euromuse.net so far.

### 3. Overview of Mask elements

#### exhibition / Buildings / Museum / Contact person

The information is detached in sub-folders:



If you have any questions about the Museum and Building modules please refer to the manual:

[http://www.euromuse.net/uploads/media/euromuse.net\\_supplement\\_museum\\_V2\\_EN.pdf](http://www.euromuse.net/uploads/media/euromuse.net_supplement_museum_V2_EN.pdf)

Image 3. Close-up of the elements in euromuse.net

#### Table of Tools:

- Add new record
- This record is invisible\*
- Edit record
- Save record

- Save and view record (opens a new tab)
- Close record (will not save changes)
- Save and Close record
- Erase record (Not recommended)

- Cut record
- transfer here selected/cut records
- cut past exhibitions and transfer in archive folder

These symbols are the most used, to find out about others just mouse over them.

\*As editor you create records which are automatically invisible, until an administrator

#### Table of symbols (you will find in your records):

- set element of list in first position
- set element of list one position above
- set element of list one position underneath
- set element of list in last position
- remove element from list
- field required

### 3. Create a new exhibition

You may:

- Create a new record from your EXHIBITIONS List as in Image 4a
- If all exhibitions are in the Archive folder, click in the symbol above as in Image 4b

We can create an archive folder, for your past exhibitions, which will be available for documentation reasons in the archive of euromuse.net

<http://www.euromuse.net/en/exhibitions/archive/> (the images will be automatically erased from the system, once the exhibition has ended).

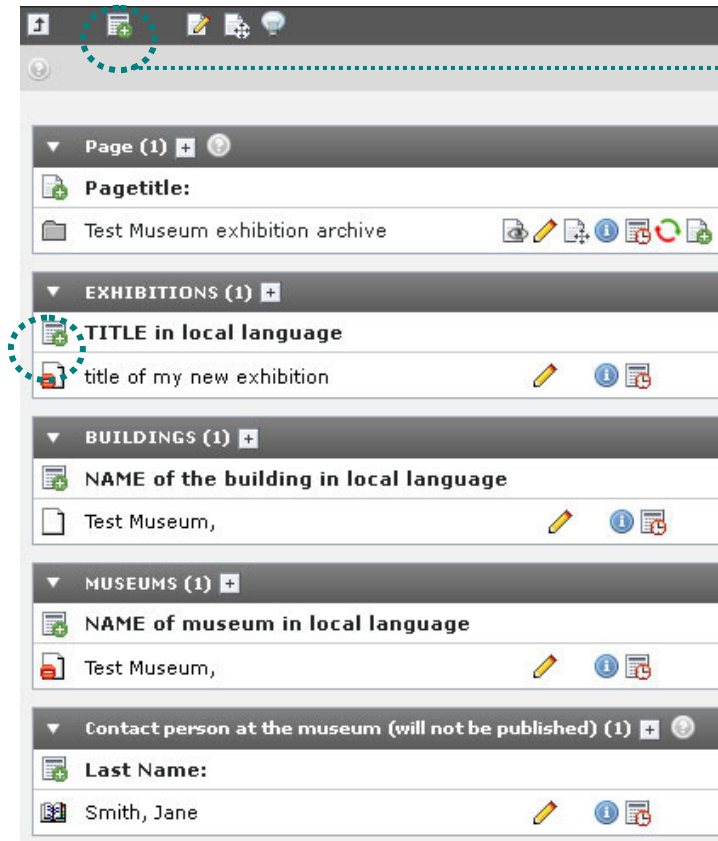


Image 4a: Two ways of creating an exhibition

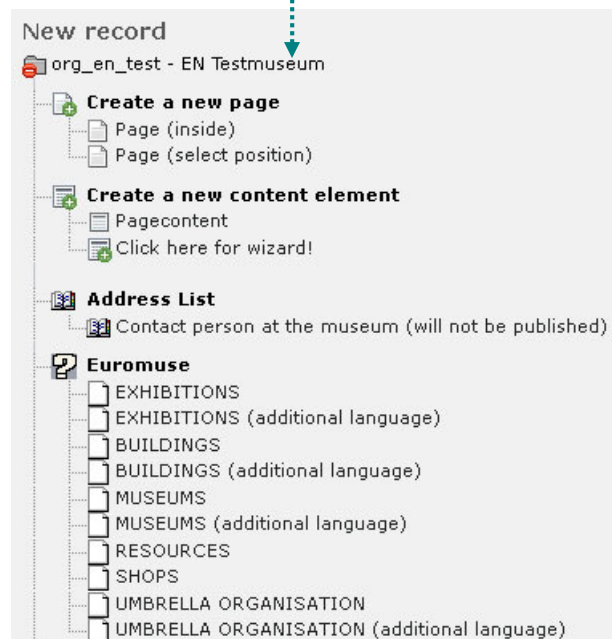





Image 4b: Chose EXHIBITIONS

## 4. The exhibition record

You can create a new exhibition record clicking in the symbol  in your list module "Exhibitions". A Form appears, please follow carefully the instructions in each field, and note that not all fields are necessary to fill in.

You can preview your progress anytime by clicking in the preview symbol . This opens a new tab in your browser with the exhibition as it will show in euromuse.net (please note, the navigation in the site for the preview is only in English)

Also you can fill in information and save and continue editing later on, for this, do not forget to save any time you close the record! 

Edit EXHIBITIONS "title of my new exhibition" on page "org\_en\_test - EN Testmuseum"

**BUILDING where the exhibition takes place**

**MUSEUM (organiser of the exhibition)**

**local LANGUAGE**

**TITLE of the exhibition in local language \***

**(if available:) SUBTITLE of the exhibition in local language**

**"IN SHORT" - DESCRIPTION of the exhibition in local language (DO NOT ENTER MORE THAN 255 LETTERS/CHARACTERS)**

**"IN DETAIL" - DESCRIPTION of the exhibition in local language**  
  
 Path: body

**LINK to EXHIBITION INFORMATION in local language (on your website)**

**(if available:) LINK to VISITOR INFORMATION (like opening hours, admission fees etc.) of the exhibition in local language (on your website)**

**html text (this field allows you to insert a video, please paste here the embedding code of your provider and set width to 560px)**

**html text in English (paste the same code if your video has subtitles, leave empty if your video is only in the local language.)**

Fill in all the information regarding your new exhibition in your local language and in English\*

\*This field requires an English translation. Both languages are filled in the same record, in this preview the fields provided for the English version, have been left out.

Attention! The English texts do not have to be as long as first language text. A short text is sufficient for the non native visitor.

**Links** Please enter the complete link by copy & paste from your browser. If typed, incl. http://www...

**VIDEO** Fill in the link or the embedding URL from your provider with the indicated dimensions

Image 5: Create a new exhibition (1/3)

**KEYWORDS to categorise the exhibition in local language (max. 15, please separate by , )**

**KEYWORDS to categorise the exhibition in English language (max. 15, please separate by , )**

**TOPICS the exhibition deals with**

Selected:  Items: 
 ▲ ancient worlds  
 ▲ applied arts & design  
 ▼ archaeology  
 ▼ architecture  
 ▼ castles, palaces & gardens  
 ▼ coins and medals  
 ▼

**PERMANENT or TEMPORARY exhibition?**

This is a TEMPORARY EXHIBITION (please enter beginning and end date below)

This is a PERMANENT EXHIBITION (no dates needed)

**date: BEGINNING of the temporary exhibition**

**date: END of the temporary exhibition**

**OPENING HOURS (\*ONLY if different from the museums'): MONDAY open from**

**to**

**(if necessary:) ADDITIONAL INFORMATION to opening hours (like summer/winter or lunchbreaks etc.) in english language (DO NOT ENTER MORE THAN 255 LETTERS/CHARACTERS)**

**BASIC ADMISSION FEES\* to the exhibition (e.g. Standard: 4,00 EUR/ Reduced: 2,00 EUR) (\*ONLY if different from the museums')**

**KEYWORDS**  
You can categorise your exhibitions in your own words. The exhibitions are then linked in the following tag cloud (see image 6). Please do not repeat **topics** in these fields.

Do not forget to set a begin and end date for your temporary exhibitions

**Opening hours and admission**  
only if they are different from the museum's

Image 6: Create a new exhibition (2/3)

### Writing text in the euromuse.net editor

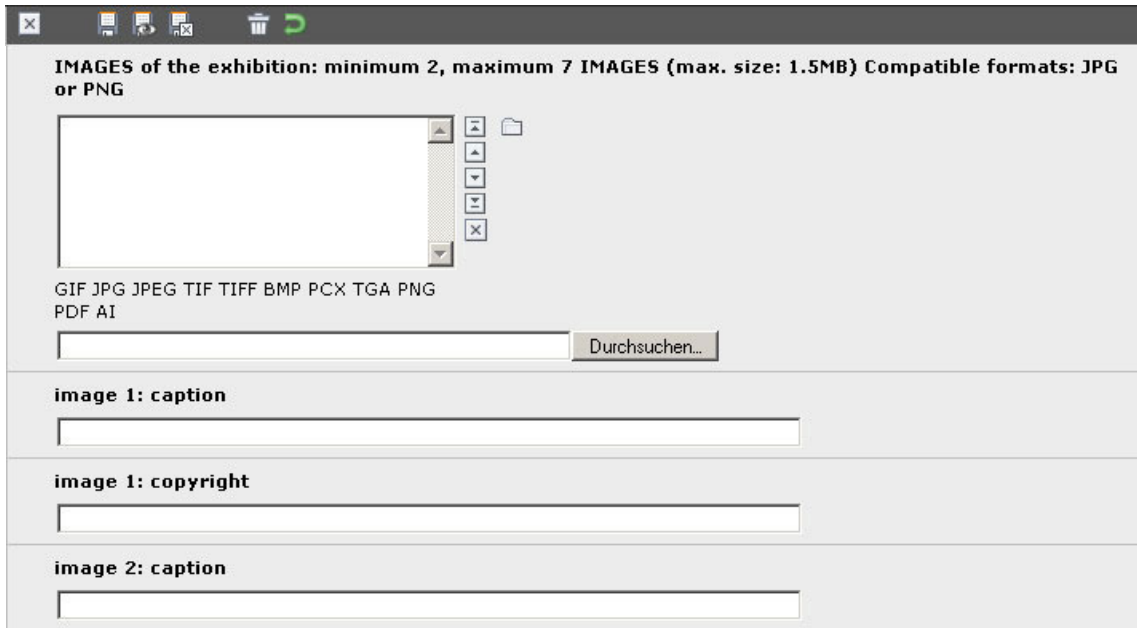
Please note that some fields require English texts (English texts can be shorter).

Please fill in the text by copy & paste or by typing without highlighting (e.g. not in bold, italic, underlined or in capital letters).

Please don't use texts from Pdf-documents without deleting text breaks.

### URLS

Please enter the complete link by copy & paste (easiest from your browser) or by typing; incl. http://www....




**1-7 Images**  
Suggested dimensions:  
- Landscape or wide format:  
up to 1000 px. wide.  
- Portrait or high format:  
up to 600 px. high.  
resolution: 72 dpi  
Maximum 1 MB pro image

**Do not forget:**  
Caption and copyright

Image 7: Create a new exhibition (3/3)

### Uploading multiple images

Once you have chosen a file from your computer, press the save icon . The page will reload with the selected picture in the box and the search field empty. Please repeat this for each picture. Once all uploaded, you can change the position of each picture in the gallery by clicking the arrows "move up" or "move down".

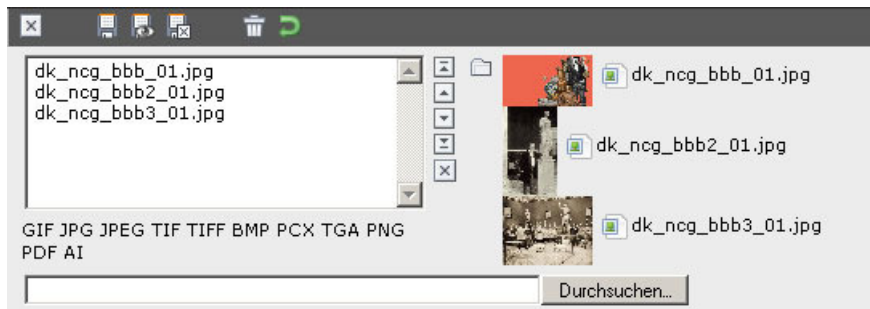


Fig 8: The picture gallery is ready

### Suggested dimensions:

Landscape or wide format: up to 1000 px. wide.  
Portrait or high format: up to 600 px. high.  
Resolution: 72 dpi  
Maximum 1 MB pro image

Do not forget to write a caption description and a copyright line (© not needed)

## 5. The use of keywords make your exhibitions visible

The use of keywords makes your exhibitions visible in euromuse.net. A tag cloud suggests the visitor the most popular topics that are currently on show in our museums (also multilingual)

The screenshot shows the euromuse.net website interface. At the top right is the logo 'euromuse.net' and the tagline 'the exhibition portal for Europe'. Below the logo is a navigation menu with links for 'home', 'exhibitions', 'museums', 'resources', and 'shops'. A language selection bar shows 'en' selected, with other options: 'de', 'it', 'fr', 'es', 'pt', 'nl', 'fi', 'gl', 'pl', 'ro', 'hr'.

The main section is titled 'search exhibitions'. It features a search form with fields for date (23 09 2011 to), country (all countries), city (all cities), and topic (all topics), along with a 'go' button and a link to 'past exhibitions'. To the right of the search form is a tag cloud containing various keywords such as '20th century', 'music', 'drawing', 'contemporary art', 'renaissance', 'masterpiece', 'portraits', 'print', 'mill', 'architecture', '18th century', 'roman', 'modern art', '19th century', 'European', 'sculpture', 'film', 'photograph', 'gold', 'baroque', 'glass', 'restoration', 'war', and 'wood'. The word 'print' is highlighted in red in the original image.

Below the search form, the results for the search 'by keyword print' are shown. The results are listed as follows:

- Berlin, Germany: 30.09.2011 - 30.09.2012**  
**Pergamon. Panorama der antiken Metropole (German)**  
Pergamon. Panorama of the Ancient City (English)
- Berlin, Germany:**  
**Schätze des Glaubens. Meisterwerke aus dem Dom-Museum Hildesheim und dem Kunstgewerbemuseum Berlin zu Gast im Bode-Museum (German)**  
Treasures of Faith. Masterpieces from the Dom-Museum, Hildesheim, and the Museum of Decorative Arts in Berlin, on display in the Bode Museum (English)
- Paris, France: 13.03.2012 - 01.07.2012**  
**Degas et le nu (French)**  
Degas and the Nude (English)
- Berlin, Germany: 16.09.2011 - 09.04.2012**

Image 9: The euromuse.net Tagcloud

## 6. Presentation of your exhibition information in euromuse.net

The exhibition layout will show the information given in the record, completed by the information that we already have from your museum.

» home
» exhibitions
» museums
» resources
» shops

navigation: [en](#) [de](#) [it](#) [fr](#) [es](#) [pt](#) [nl](#) [fi](#) [gl](#) [pl](#) [ro](#) [hr](#)


### Helmut Newton. Polaroids

10.06.2011 - 20.05.2012

in short

[english](#) [deutsch](#)

Polaroid technology revolutionized photography. Polaroids have been used in artistic and commercial photography, both in creating preliminary studies and as a medium in their own right. Their use took off very soon after the introduction of the instant photograph at the Optical Society of America in 1947 by its inventor, Edwin Land.



**Helmut Newton: Thieny Mugler, Polaroid, Monte Carlo 1998**  
 © Helmut Newton Estate

**Kunstbibliothek**  
 Staatliche Museen zu Berlin

*Visitor entrance*  
**Museum for Photography**  
 Lebensstrasse 2  
 10623 Berlin  
 Germany

*Detailed information about the museum on euromuse.net*  
**Helmut Newton Stiftung**

### in detail


This unique imaging process has found enthusiastic devotees all over the world and in nearly all genres of photography - from landscape and genre, portrait and self-portrait, fashion and nudes.

Helmut Newton made intense use of the technology from the 1970s onwards, especially during his fashion shoots. As he once described in an interview, Polaroids satisfied his impatient urge to know immediately how a certain situation would look as a photograph. Newton's additional notes, written on the edges of the Polaroids, provide fascinating and revealing insights into the models, clients and locations. These comments, the haziness of the images and the print's visible signs of use are naturally also to be found on the enlargements of the Polaroids included in the exhibition; they testify to a pragmatic approach to the original work materials, which have since taken on a value of their own.


The over 300 photographs now on show offer the first comprehensive overview of this aspect of Newton's oeuvre. The exhibition gives visitors a chance to peer into the sketchbook of one of the most influential photographers of the 20th century.

**Admission**  
 Area Ticket Charlottenburg  
 Standard: 8 EUR  
 Reduced / Ermäßigt: 4 EUR

**The exhibition venue on google maps:**



[» print this](#)  
[» view on a map](#)



**keywords**  
[history](#), [photography](#), [european cultural history](#), [helmut newton](#), [photograph](#), [20th century](#), [print](#), [technology](#), [fashion](#), [polaroid](#)

**Opening Times**  
 Sun 10:00 - 18:00  
 Mon -  
 Tue 10:00 - 18:00  
 Wed 10:00 - 18:00  
 Thu 10:00 - 22:00  
 Fri 10:00 - 18:00  
 Sat 10:00 - 18:00

[Detailed information about the museum on euromuse.net](#)  
[Helmut Newton Stiftung \(German\)](#)  
[Helmut Newton Foundation \(English\)](#)

**Links**  
[Exhibition page \(German\) \(English\)](#)  
[Visitor information \(German\) \(English\)](#)  
[Helmut Newton Stiftung - Homepage \(German\)](#)  
[Helmut Newton Foundation - Homepage \(English\)](#)  
[Further information on other museums in the region \(German\) \(English\)](#)

[» back](#)