



***euromuse.net* TYPO3**

Manual Supplement Information for new members ENGLISH

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Welcome to **euromuse.net!**

Dear Editor,

We cordially invite you to read and follow these easy steps to publish your Museum in **euromuse.net**.

Once provided the letter of Intent to us, you will receive a log in to access a content editor (using typo3) to enter directly information about your museum in **euromuse.net**.

Museums are organised in different ways, we will provide a structure that best suits your museum, one single collection in one location, one collection in several locations or other... That is why the information given in euromuse.net is divided as follows:

Information about your location(s)

Information about your museum / collection(s)

Exhibitions linked to your museum and its location

Each record contains fields that you can easily fill in, save, preview and change. Anytime you want to interrupt the editing, you can save, exit the editor and continue anytime.

Euromuse.net is an international portal visited daily by over 300 visitors from around the world. Please note that some fields are to be given in your local language(s) and in English. Be sure to provide some texts about your museum and to each exhibition, and if relevant, also about the architecture of your museum.

We remind you that each new element created by you will remain hidden until we have checked and published it. Please notify us when some element is ready to go online!

Euromuse.net offers its services thanks to a collaboration policy with the museums, once online, please be sure to keep your information actualized and to update exhibitions regularly. In some cases we can offer alternative ways to enter exhibition data in euromuse.net. For further information about this, please contact the **euromuse.net** Team.

You can contact us in any of the following languages: English, German, Italian, Spanish, Portuguese, French or Finnish.

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.

euromuse.net

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

<http://www.euromuse.net>

<http://www.smb.museum/ifm>

1. Login

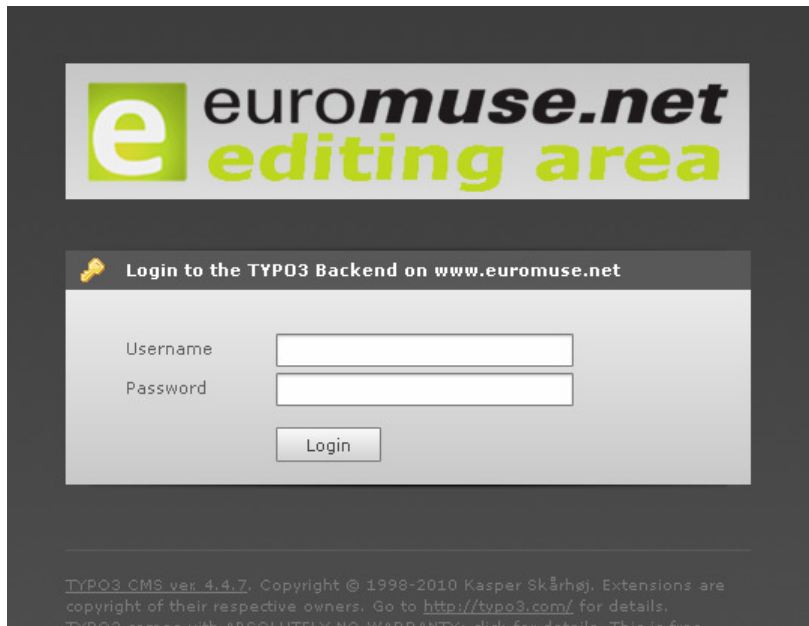


Fig 1: Login

Introduce your username and password.

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

2. Configuration of the Content Editor

Once you log into your account you will have an overview of all elements and records that you can enter in euromuse.net (about your museum and exhibitions, but also about your contact data and other resources).

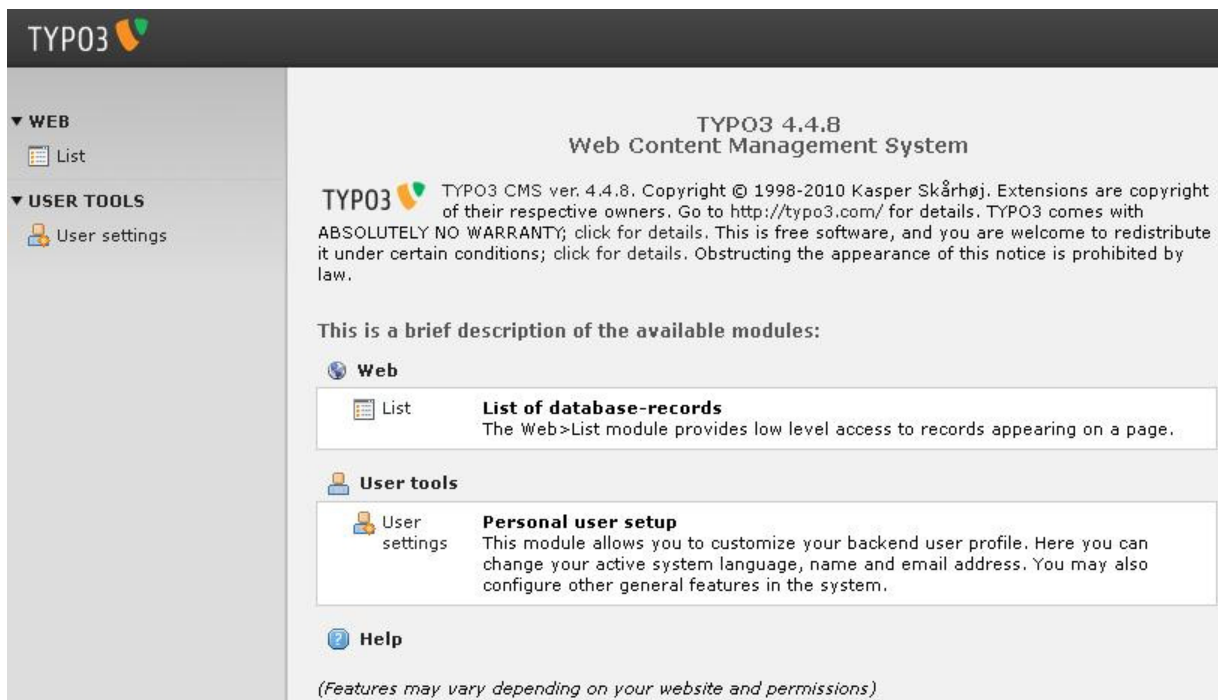


Fig 2: welcome page. Default view for new users

Configure the **user settings** to your necessities:

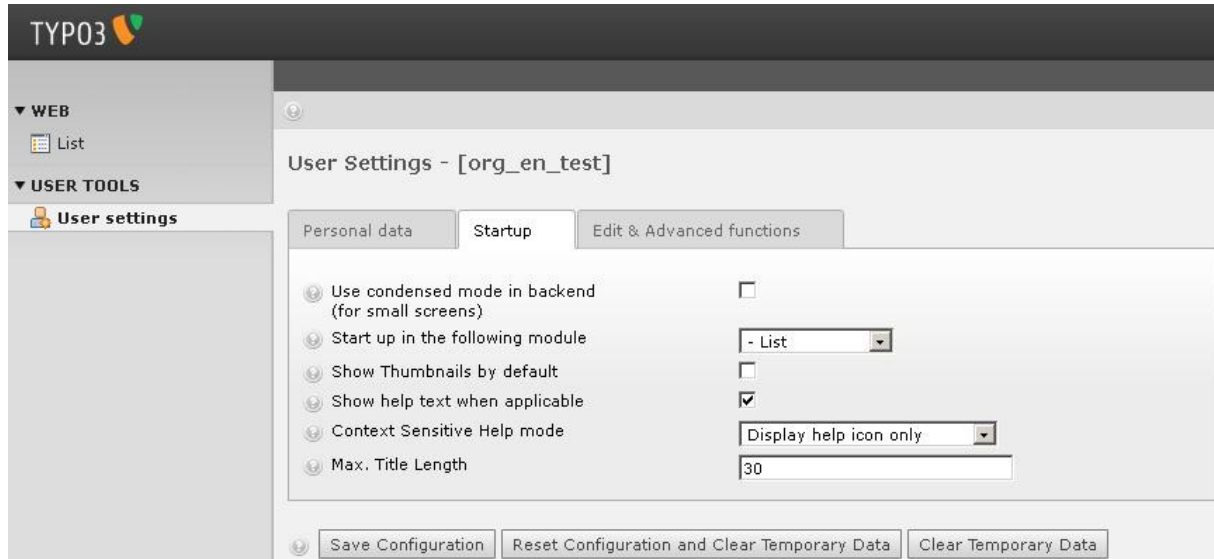


Fig 3a: Start up preferences (we recommend to set your List as default start-up module).

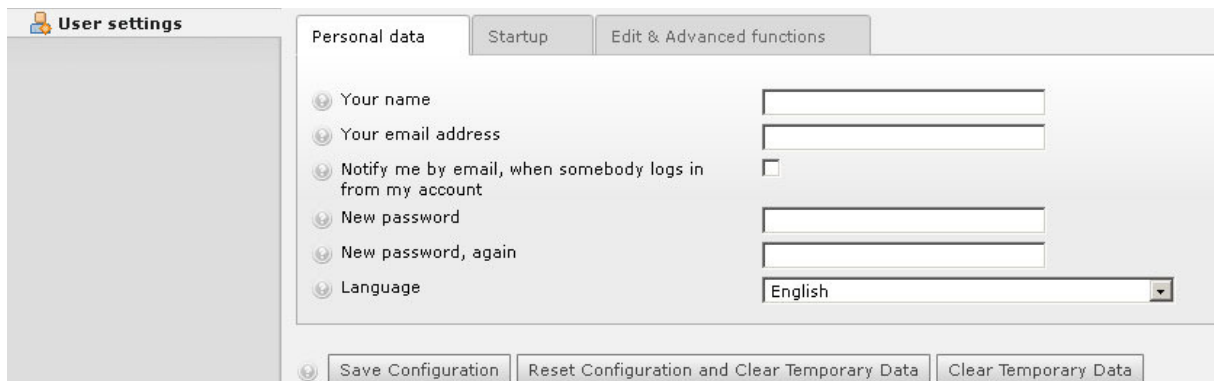


Fig 3b: Personal data. Edit your personal data and the language in which you wish to see the interface. Along with your login data, we will try to provide you with the interface already in your local language.

Once you have updated your Personal data and Start up preferences save your configuration.

Your content **list**:

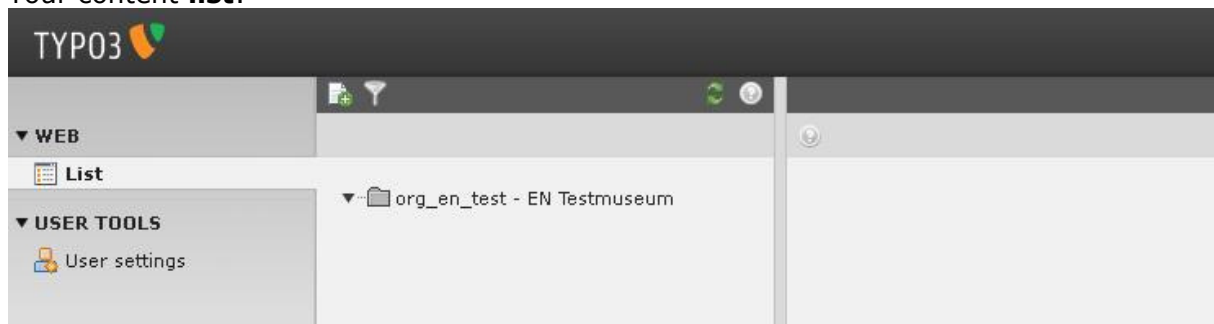


Fig 4: List of content (should be your default view from now on once you log in).

Once here you can click on your museum folder and start editing your information (see next image).

3. Overview of the elements that you can edit in euromuse.net:

1. Buildings

Fill in only practical information about the location(s) of your museum for the visitor, and if relevant architectural information.

2. Museums

Present your museum, the history of the collection, links to your website and pictures.

In case your museum hosts its collections in diverse locations, you can present all under an umbrella Organisation.

3. Exhibitions

If the number of past exhibitions increases, please ask us to generate an archive folder to keep your workspace clear.

For further information on editing exhibitions, please refer to the manual:

http://www.euromuse.net/uploads/media/euromuse.net_supplement_exhibitions_V1_EN_05.pdf

4. Contact person

Keep this person at all times actualised, and avoid providing general emails like: info@museum.com, contact@museum.com...

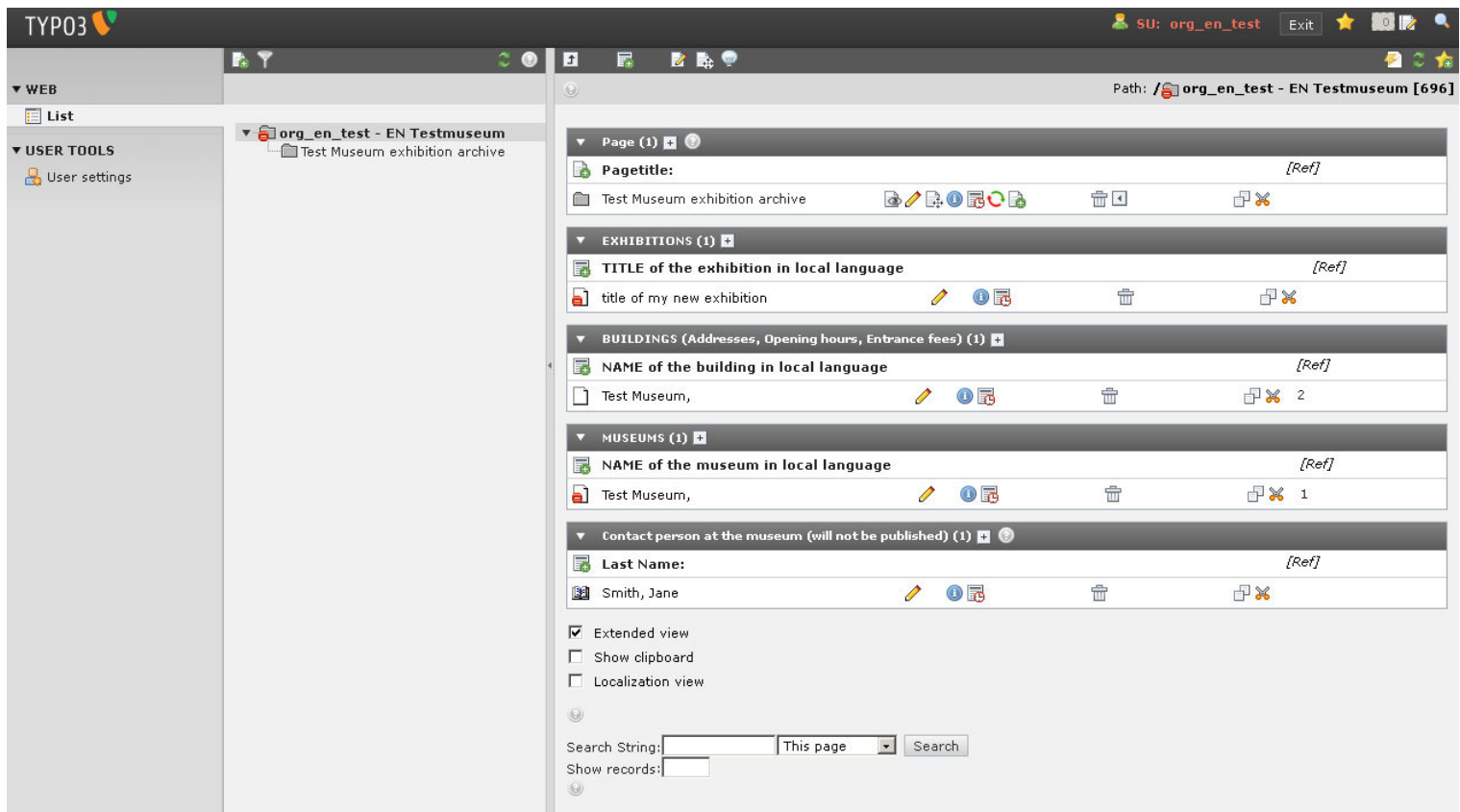


Fig 5: Workspace in the euromuse.net content tool

Manual on exhibitions:
http://www.euromuse.net/uploads/media/euromuse.net_supplement_exhibitions_V1_EN_05.pdf

If your museum has several locations, create as many "buildings" as necessary

Activate to see tools

Extended view

Fig 6: Content of your Museum's folder. To view the editing tools for your entries, we recommend activating the 'Extended view' (if not, by clicking the element icon on the left (exhibition, museum, building or contact person) an editing menu will appear).

Table of Tools:

Add new record	Save and view record (opens a new tab)	Cut record
This record is invisible	Close record (will not save changes)	transfer selected records
Edit record	Save and Close record	cut past exhibitions and transfer in archive folder
Save record	Erase record (Not recommended)	

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 publishes them. For this, notify us as soon as the record is filled.

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

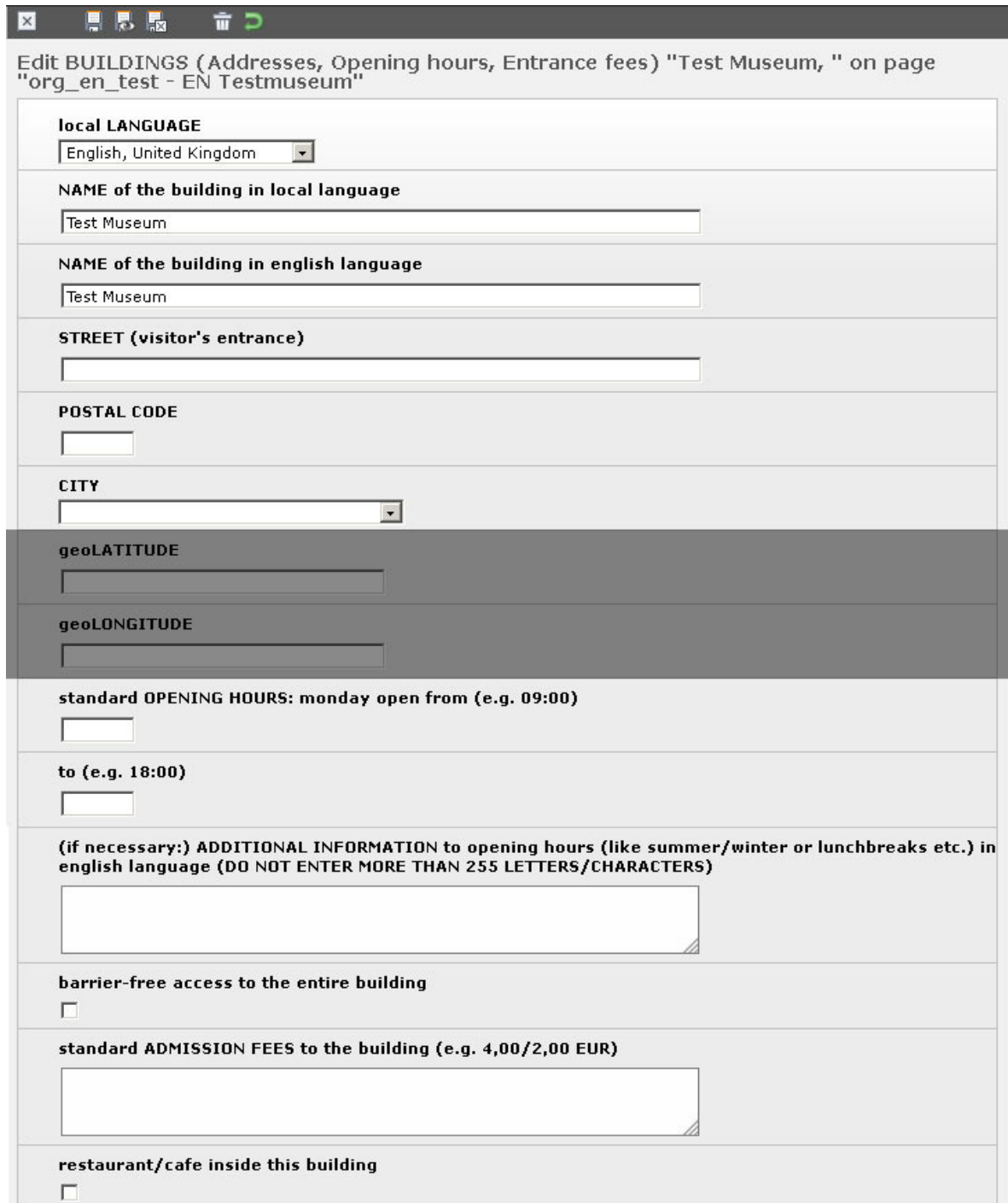
set element of list in first position	field required
set element of list one position above	
set element of list one position underneath	
set element of list in last position	
remove element from list	

4. The Building record

The information about your museum is divided in two records or entry forms: one for the building(s) and another for the museum. This separation is due to the fact, that some museums of the euromuse.net network spread their collections in multiple locations.

Start by creating  or editing  your Building(s).

Please fill in useful information for the museum's visitor: Opening hours, Address, Admission and History of the architecture and a picture of the outside of your building.



Edit BUILDINGS (Addresses, Opening hours, Entrance fees) "Test Museum, " on page "org_en_test - EN Testmuseum"

local LANGUAGE
English, United Kingdom

NAME of the building in local language
Test Museum

NAME of the building in english language
Test Museum

STREET (visitor's entrance)

POSTAL CODE

CITY

geoLATITUDE

geoLONGITUDE

standard OPENING HOURS: monday open from (e.g. 09:00)

to (e.g. 18:00)

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

barrier-free access to the entire building

standard ADMISSION FEES to the building (e.g. 4,00/2,00 EUR)

restaurant/cafe inside this building

Fig 7: The building record 1/2

* In **grey** are fields which you will not need to fill.

The screenshot shows a web browser window displaying a form for creating a building record. The form is divided into several sections:

- Image Upload Section:** Contains a warning: "1 BUILDING TEASER this image is automatically generated from the next image. If uploaded manually, it should be a fragment of the next image and be sized: 150 x 45 pixel (width x height) Compatible formats JPG or PNG". Below this is a file input field with a "Durchsuchen..." button. A list of compatible formats (GIF, JPG, JPEG, TIF, TIFF, BMP, PCX, TGA, PNG, PDF, AI) is shown below the input field.
- Image of the building:** A section with a heading "IMAGE of the building: maximum size: 1.5MB. Compatible formats: JPG or PNG". It features a large empty image box with a vertical scrollbar and a "Durchsuchen..." button. A list of compatible formats (GIF, JPG, JPEG, TIF, TIFF, BMP, PCX, TGA, PNG, PDF, AI) is shown below the image box.
- Image 1: caption:** A text input field.
- Image 1: copyright:** A text input field.
- Information about the ARCHITECTURE and the MUSEUM BUILDING in local language:** A rich text editor area with a "Path: body" label at the bottom left and a "WYSIWYG" icon at the top right.
- (if available:) LINK to architectural/BUILDING INFORMATION in local language (on your website):** A checkbox followed by a text input field and a "WYSIWYG" icon.

Fig 8: The building record 2/2

Your images in euromuse.net

You can upload 1 picture in your building record
(2 - 7 images in your museum / exhibition records)

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 (© symbol not needed)

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....

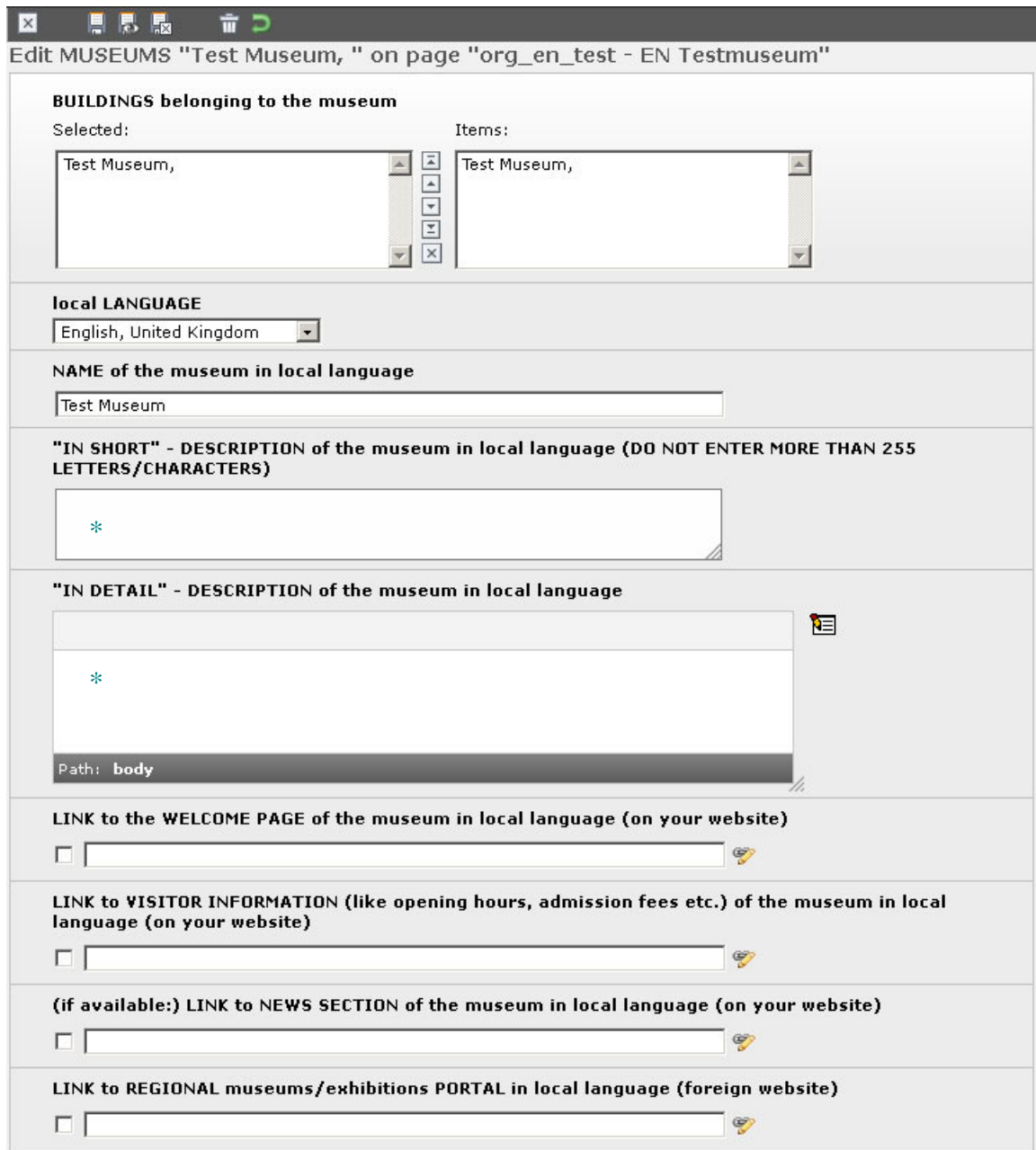
5. The Museum record

This record contains information about the content of the museum: Its history, multiple photos of the objects and interior, a logo of the museum or region and links to your website... please categorise your museum with the provided categories, and complete with your own keywords.

You can preview your progress anytime by clicking in the preview symbol 

This opens a new tab in your browser with the museum (combined with the building information) as it will show in euromuse.net (please note, the navigation in the site for the preview is only available in English).

Do not forget to choose the building(s) related to your museum



BUILDINGS belonging to the museum

Selected: Test Museum, Items: Test Museum,

local LANGUAGE
English, United Kingdom

NAME of the museum in local language
Test Museum

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

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

LINK to the WELCOME PAGE of the museum in local language (on your website)
 [text input]

LINK to VISITOR INFORMATION (like opening hours, admission fees etc.) of the museum in local language (on your website)
 [text input]

(if available:) LINK to NEWS SECTION of the museum in local language (on your website)
 [text input]

LINK to REGIONAL museums/exhibitions PORTAL in local language (foreign website)
 [text input]

Fig 9: The museum record 1/2

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

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

TOPICS the museum deals with

Selected:

Items:

- ancient worlds
- applied arts & design
- archaeology
- architecture
- castles, palaces & gardens
- coins and medals

LOGO of the museum, maximum size 120 x 80 pixel (width x height) Recommended format PNG-24

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG
PDF AI

IMAGES from the museum (e.g. important exhibits, indoor photos, etc): minimum 2, maximum 7 IMAGES (maximum size: 1.5MB) Compatible formats: JPG or PNG

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG
PDF AI


image 1: caption

image 1: copyright

Use your own words to categorise your museum, completing the topics

Fig 10: The museum record 2/2

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 in the gallery by clicking the arrows up or down.

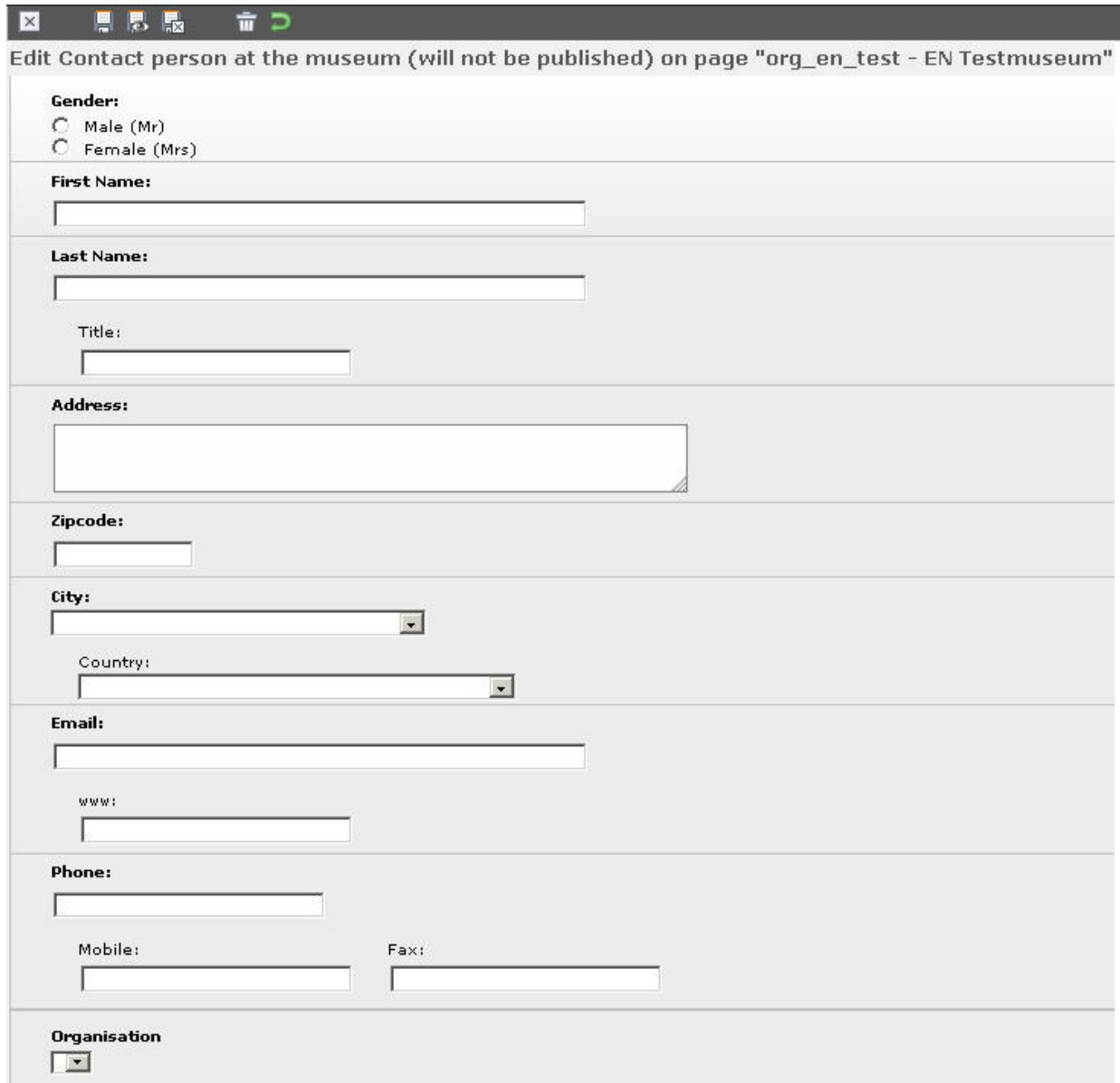
dk_ncg_bbb_01.jpg
dk_ncg_bbb2_01.jpg
dk_ncg_bbb3_01.jpg

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG
PDF AI

Fig 11: The picture gallery is ready

6. Contact person at the museum

You will see that this information is already filled in with the person appointed in the letter of intent. We ask you to keep this information updated and, if possible, provide personal contact data (please avoid emails like: contact@museum.com or info@museum.com).



Edit Contact person at the museum (will not be published) on page "org_en_test - EN Testmuseum"

Gender:
 Male (Mr)
 Female (Mrs)

First Name:

Last Name:

Title:

Address:

Zipcode:

City:

Country:

Email:

www:

Phone:

Mobile: **Fax:**

Organisation

Fig 12: Contact person at the museum.

7. The information about your museum

The layout of euromuse.net joins the data filled in the Museum and Building records

The screenshot displays the website interface for the MOCAM Museum of Contemporary Art in Krakow. At the top, there is a navigation bar with links for 'home', 'exhibitions', 'museums', 'resources', and 'shops'. Below this is a language selection menu with 'en', 'de', 'it', 'fr', 'es', 'pt', 'nl', 'fi', 'gl', 'pl', 'ro', and 'hr'. The main header features the museum's name, 'MOCAM Museum of contemporary art in Krakow', and a search icon. The content area is divided into several sections: 'in short' with a brief description and a photo of the museum building; 'in detail' with a longer description of the museum's location and history; 'Admission' with pricing information; 'The museum on google maps' with a map showing the location in Krakow; 'Current exhibitions' with a list of ongoing shows; 'Past exhibitions' with a link to previous shows; and 'Links' with various external links. A sidebar on the right contains social media icons for Facebook, Twitter, and others, along with a 'print this' button and a 'view on a map' link. The footer of the page includes a 'back' button.

Fig 13: The front-end showing all saved information on your museum