Website Configuration (created by Andrea Payant – May 2017)

ACCESS

1. Go to CONTENTdm Administration

    https://server16944.contentdm.oclc.org
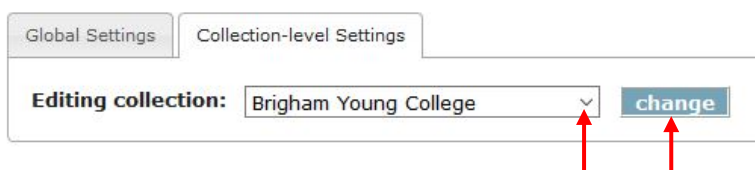
2. Login

3. Select the "Collections" tab
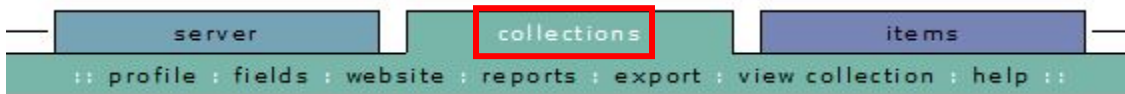
3.1. Select "Website"
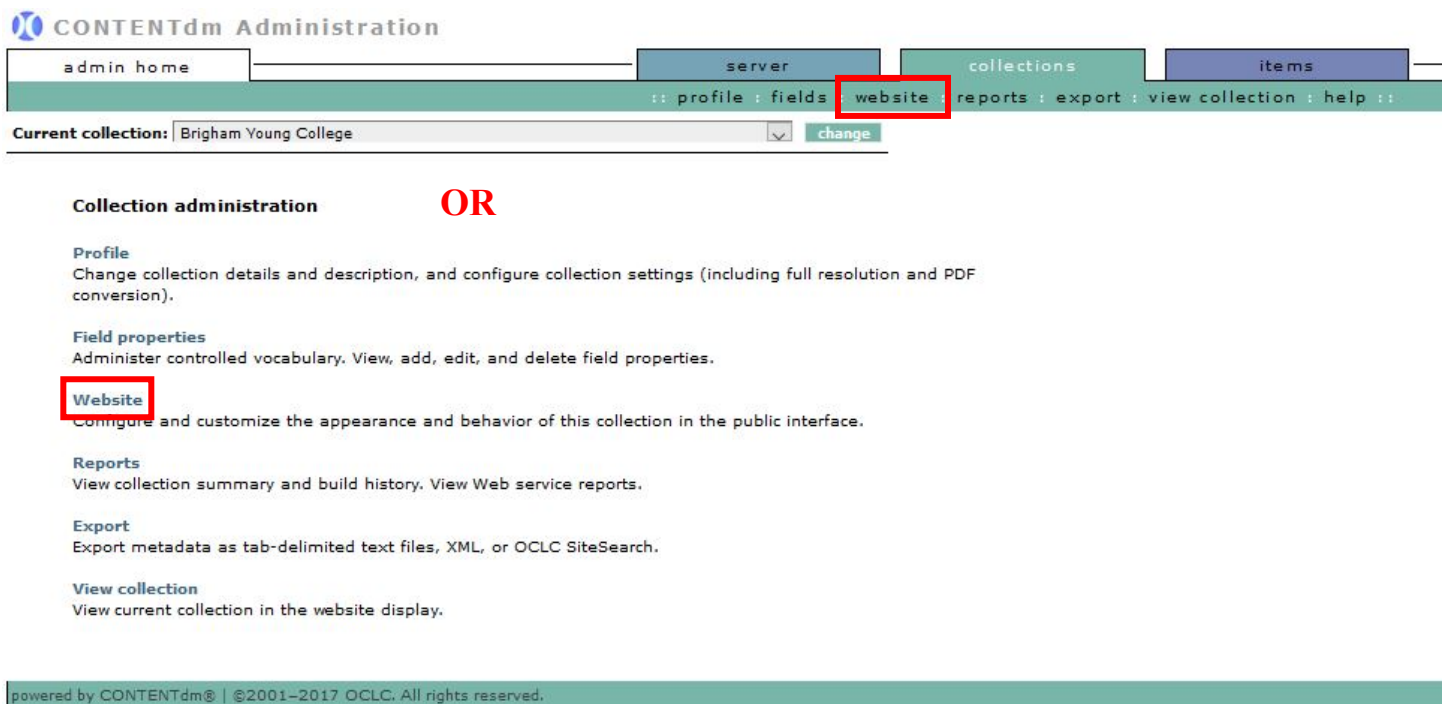
4. Login again
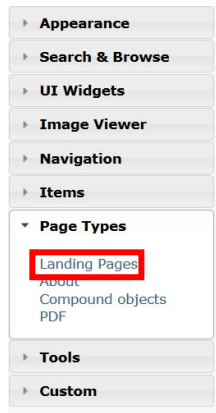
5. Select the "Collection-level Setting" Tab

6. Select the collection from the drop-down menu >> Click "Change"

LANDING PAGE SETUP

1. Make sure you have selected the correct collection to edit (see above)
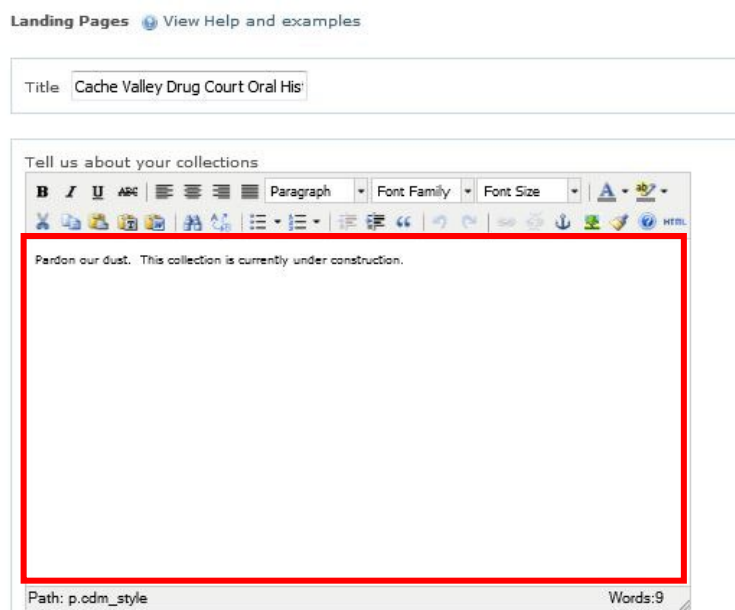
2. Go to the "Page Types" tab

    2.1. Select the "Landing Pages" link

    2.2. Enter landing page text (depending on collection status)

        2.2.1. **If collection landing page text is pending**: enter "Pardon our dust. This collection is currently under construction."

        2.2.2. **If collection landing page text is available (curator provided)**: enter the text as requested by the curator

    2.3. Select image options for the **landing page**

        2.3.1. **If the image is pending**: Select "Display no image"

        2.3.2. **To use the general "under construction" image**: Select "Upload a custom image or graphic"

2.3.2.1. Download the file to your computer >> file located here:
https://usu.box.com/s/3vlj585tko68e5eblejjw2ny5zkmqvp3)
2.3.2.2. Browse for and upload the image

Upload custom **landing page** graphic (recommended maximum width is 582 pixels)
[ ] browse

2.3.3. **If the official landing page image is available**: Select "Upload a custom image or graphic"
2.3.3.1. Download the file to your computer (file should be available in Box)
2.3.3.2. Browse for and upload the image

Upload custom **landing page** graphic (recommended maximum width is 582 pixels)
[ ] browse

2.4. Select image options for the **homepage**

Image preferences for this collection's description on the site **homepage**
○ Display multiple images from this collection in a carousel (default)
○ Upload a custom image or graphic
● Display no image

2.4.1. **If the image is pending**: Select "Display no image"
2.4.2. **To use the general "under construction" image**: Select "Upload a custom image or graphic"
2.4.2.1. Download the file to your computer >> file located here:
https://usu.box.com/s/abfgz0mz3rajlfyv31e7ievyzvv8h4w9)
2.4.2.2. Browse for and upload the image

Upload custom **homepage** graphic (recommended maximum width is 160 pixels)
[ ] browse

2.4.3. **If the official homepage image is available**: Select "Upload a custom image or graphic"
2.4.3.1. Download the file to your computer (file should be available in Box)
2.4.3.2. Browse for and upload the image

Upload custom **homepage** graphic (recommended maximum width is 160 pixels)
[ ] browse

2.5. Click "Save" and "Publish" to save the changes

Save   Preview   Publish   More ▼

AND

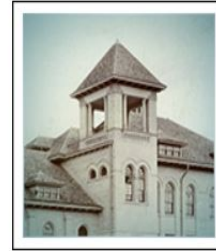## ADDING LANDING PAGE LINKS FOR SUGGESTED BROWSING TOPICS

1. Open another window or tab in your web browser >> Go to USU Digital Collections and go to the collection you will be creating links for >> Click to "Enter the Collection" from the landing page OR Click on the tab to "Browse"
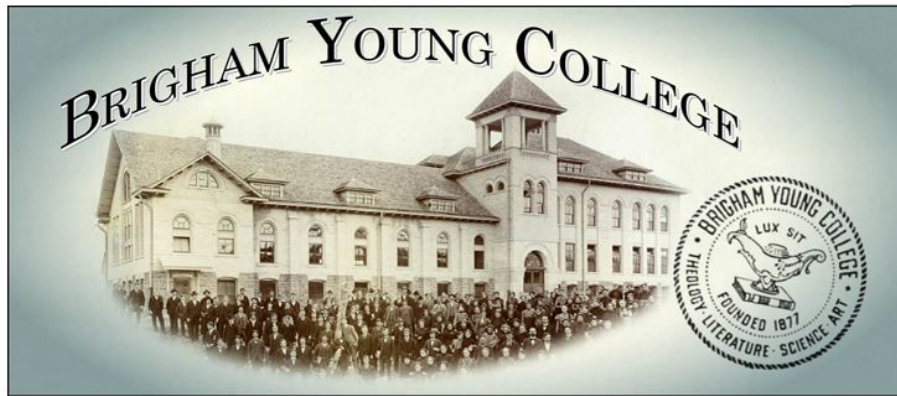

1.1. Using the Advanced Search feature in CONTENTdm, you will conduct searches for specific items within the collection that you wish to link to from the landing page

1.2. For example: The landing page for the Brigham Young College collection needs to include suggested topics links for two separate publications "The Crimson" and "The Crimson Annual" – A search for "Crimson" but NOT "Annual" in the title field shows only the results for "The Crimson" – the URL at the top of the page after a successful search can now be copied and pasted to create a link on the landing page (see further instructions below)

There are two options for adding suggested topics links (use your judgement to decide which option is best)

1. Adding Links manually within the landing page text (allows you to create hierarchies and bulleted lists)

    1.1. Go to the "Page Types" tab >> Select "Landing Pages"

2. Enter text for suggested browsing/search topics (include after all other landing page text at the bottom) and format with hierarchies and bullets as needed

3. Highlight a single topic >> click the "Insert/Edit Link" button >> Copy and paste the URL produced after conducting an advanced search within the collection into the "Link URL" box >> Optional: make any other selections/changes to the properties >> Click "Insert"
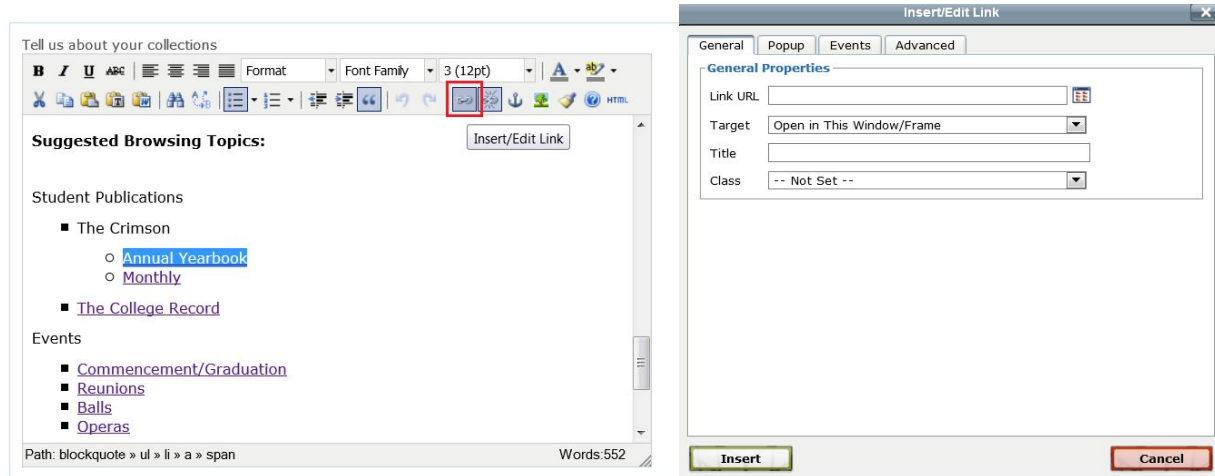
4. Continue this process for all needed links

    4.1. Click "Save" and "Publish" to save the changes

AND

2. Adding Links using the "Suggested Topics" widget (no hierarchies – allows for counts of items to appear with links)

1. Go to the "UI Widgets" tab >> Select "Suggested topics"

    1.1. Click "add suggested topic"
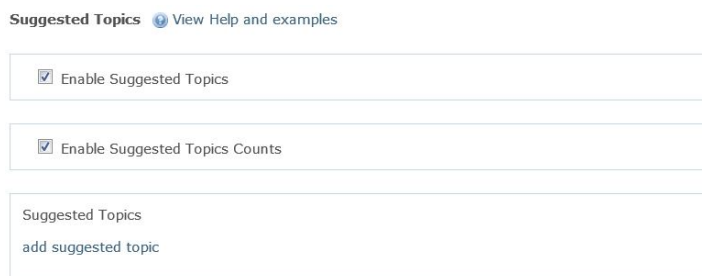
2. Enter link labels >> Copy and paste advanced search results URLs into the URL boxes

3. Continue this process for all needed links

Suggested Topics ⓘ View Help and examples

☑ Enable Suggested Topics

☑ Enable Suggested Topics Counts

Suggested Topics

Link Label: Beaver County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Box Elder County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Cache County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Carbon County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Davis County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Emery County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Iron County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Juab County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Millard County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Morgan County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Piute County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Salt Lake County   URL: http://digital.lib.usu.edu/cdm/se   Remove

Link Label: Sanpete County   URL: http://digital.lib.usu.edu/cdm/se   Remove

4. Click to "Save" and "Publish"

Save   Preview   Publish   More ▼

AND

5. The landing page should look something like this:

Browse these suggested topics

- Beaver County (2)
- Box Elder County (1)
- Cache County (160)
- Carbon County (2)
- Davis County (53)
- Emery County (3)
- Iron County (3)
- Juab County (3)
- Millard County (4)
- Morgan County (1)
- Wayne County (1)
- Weber County (94)
- Piute County (1)
- Salt Lake County (31)
- Sanpete County (6)
- Sevier County (4)
- Summit County (1)
- Tooele County (1)
- Uintah County (3)
- Utah County (3)
- Wasatch County (2)
- Washington County (1)

Search & Browse (Setup)

Setting defaults

1. Go to the "Search & Browse" tab >> Select "Results pages"
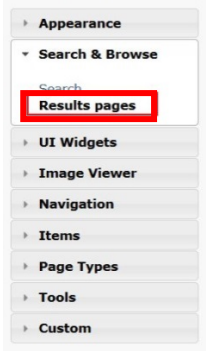
2. Choose fields for display and order they appear

   2.1. Set the fields to match this set of fields:

3. Set a default to sort by date to display results in chronological order

   3.1. Choose "Original Date" from the drop-down menu for "Default Sort Order (Search Results)" and "Default Sort Order (Browse All)"

4. Click to "Save" and "Publish"

   AND