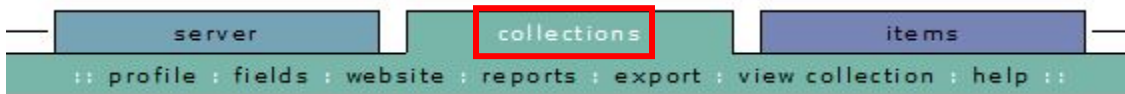


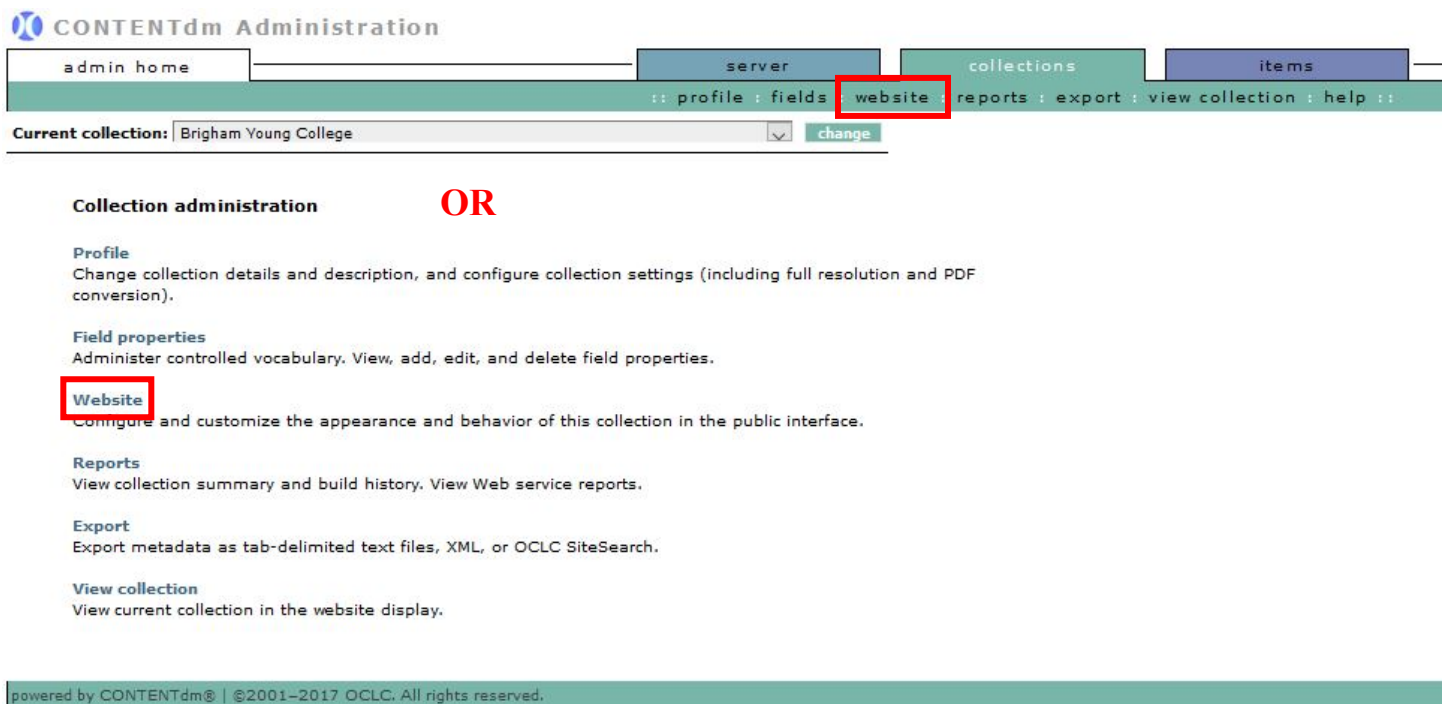
# Website Configuration (created by Andrea Payant – May 2017)

## ACCESS

1. Go to CONTENTdm Administration  
<https://server16944.contentdm.oclc.org>
2. Login
3. Select the “Collections” tab



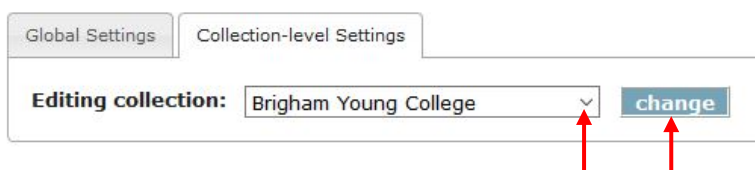
### 3.1. Select “Website”



4. Login again
5. Select the “Collection-level Setting” Tab



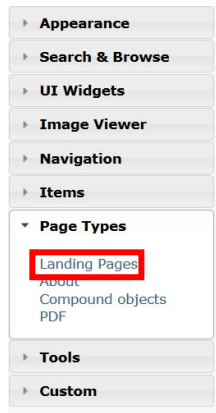
6. Select the collection from the drop-down menu >> Click “Change”



## LANDING PAGE SETUP

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

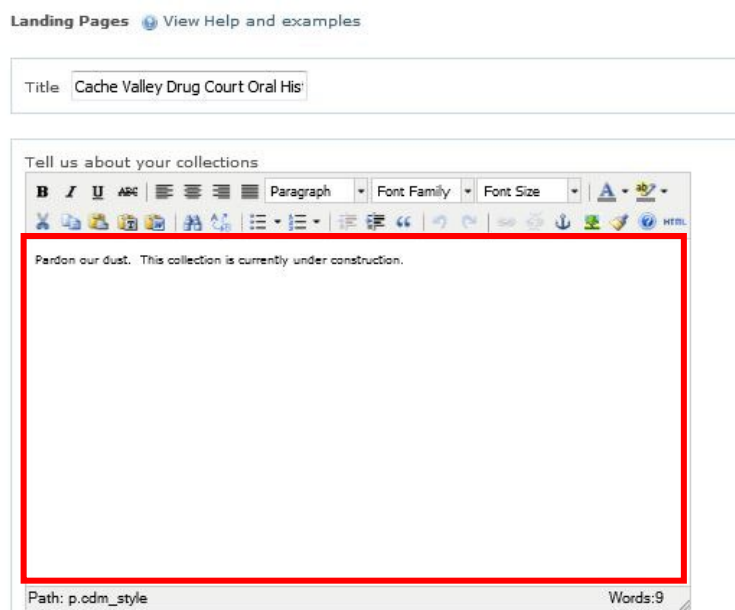
### 2.1. Select the “Landing Pages” link



### 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

Image preferences for this collection's landing page

☐ Display multiple images from this collection in a carousel (default)

☐ Upload a custom image or graphic

☒ Display no image

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/3vlj585tko68e5eblejw2ny5zkmqvp3>)

2.3.2.2. Browse for and upload the image

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

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)

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/abfgz0mz3rajlfyv31e7ievyzv8h4w9>)

2.4.2.2. Browse for and upload the image

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

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)

2.5. Click “Save” and “Publish” to save the changes

**AND**

## ADDING LANDING PAGE LINKS FOR SUGGESTED BROWSING TOPICS

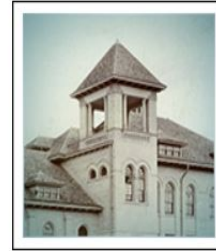
1. Open another window or tab in your web browser >> Go to USU Digital Collections and go to the collection you will be creating links for >> Click to “Enter the Collection” from the landing page OR Click on the tab to “Browse”

### Brigham Young College

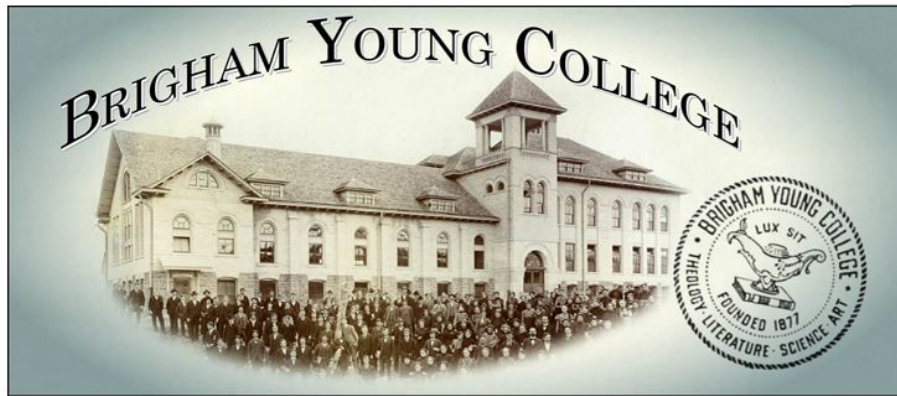
President Brigham Young of the Church of Jesus Christ of Latter-day Saints (LDS) chartered Brigham Young College (BYC) on August 6, 1877, just twenty-three days before he died. President Young deeded 9,642 acres in south central Cache County to a group of trustees for the establishment of a college.

Apparently planned in imitation of ...

[more...](#)



### Brigham Young College



#### About this collection

President Brigham Young of the Church of Jesus Christ of Latter-day Saints (LDS) chartered Brigham Young College (BYC) on August 6, 1877, just twenty-three days before he died. President Young deeded 9,642 acres in south central Cache County to a group of trustees for the establishment of a college.

Apparently planned in imitation of Oberlin College, the basic philosophy expressed in the deed was that an institution of higher learning would be established on the property and include a farm that the students would work. The sale of student-raised produce would provide operating funds for the college. Although laudable in conception, this plan never materialized.

Classes first met on September 9, 1878 in a rented space inside Lindquist Hall on the corner of 200 North and 100 East in Logan. The school later moved into the basement of the Logan LDS Tabernacle from 1882 until 1894. That is when the trustees approved construction of a permanent home for the school at the corner of 100 West and 100 South in Logan on land donated by the family of LDS Apostle Moses Thatcher. BYC began operations within the newly constructed East Building at the beginning of the 1884-85 school year.

It was this gift of land (and apparently the influence of the Thatcher family) which effectively negated the idea of a permanent site for the college on the farm located in south central Cache Valley. Instead, that land was rented to farmers, providing a small income for the college. In early 1890, the farm was sold to the renters, apparently to avoid a contest for title with the Central Pacific Railroad. The funds realized from the sale of the land enabled the construction of the West Building in 1898-99.

At first, BYC offered four years of high school and four years of baccalaureate education, however in 1909 the LDS Church Board of Education eliminated much of the upper division coursework. The first year of high school was eliminated in 1909 as well. In 1920 the second year of high school was terminated and on March 31, 1926 the LDS Church Board of Education voted to close BYC along with all other Church-affiliated high schools. While the State of Utah assumed support of Weber Academy, Snow Academy, and Dixie Academy, it made no effort to perpetuate BYC since the state-supported Utah Agricultural College (UAC), now known as Utah State University (USU), was also located in Logan.

BYC's forty-eighth and final commencement took place on May 23, 1926. Afterwards, much of the college's equipment and library materials were sold at a nominal price to UAC while the campus itself became the home of the Logan Senior High School, where it continues to operate today.

This digital collection covers the history of BYC from its beginnings in 1877 to its final memorial service in 1926 and contains many of the college's publications, such as the student-edited *Crimson* and *Crimson Annual*, and the official College Bulletins and Catalogues. While many of the BYC materials held in USU's Special Collections and Archives are represented in the digital collection, the finding aids for the Brigham Young College Records Collection (1877-1926) and the Brigham Young College Photograph & Memorabilia Collection (1860-1963) contain a full inventory of items.

(landing page text adapted from text by A.J. Simmons)

[ENTER THE COLLECTION](#)

[USU Library Home](#)

[Digital Collections Home](#)

[BYC Collection Home](#)

[Browse the BYC Collection](#)

Search

Search

[Advanced Search](#)

- 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

Search

within results ▼

Search

[Advanced Search](#)

- 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)

Search  within results < Search Close Advanced Search

Find results with:

The exact phrase  Crimson in Title and

None of the words  Annual in Title and [remove](#)

[Add another field](#)

[Search by date](#)

[Search](#) [Clear All](#)

## Suggested Browsing Topics:

### Student Publications

- The Crimson
  - [Annual Yearbook](#)
  - [Monthly](#)



**\*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

**Website Configuration Tool** Logged in as:

Collection-level Settings [Save](#) [Preview](#) [Publish](#)

Editing collection:  [change](#)

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**Appearance**

**Search & Browse**

**UI Widgets**

**Image Viewer**

**Navigation**

**Items**

**Page Types**

**Landing Pages**

About

Compound objects

PDF

**Tools**

**Custom**

**Landing Pages** [View Help and examples](#)

Title:

Tell us about your collections

**Suggested Browsing Topics:**

Student Publications

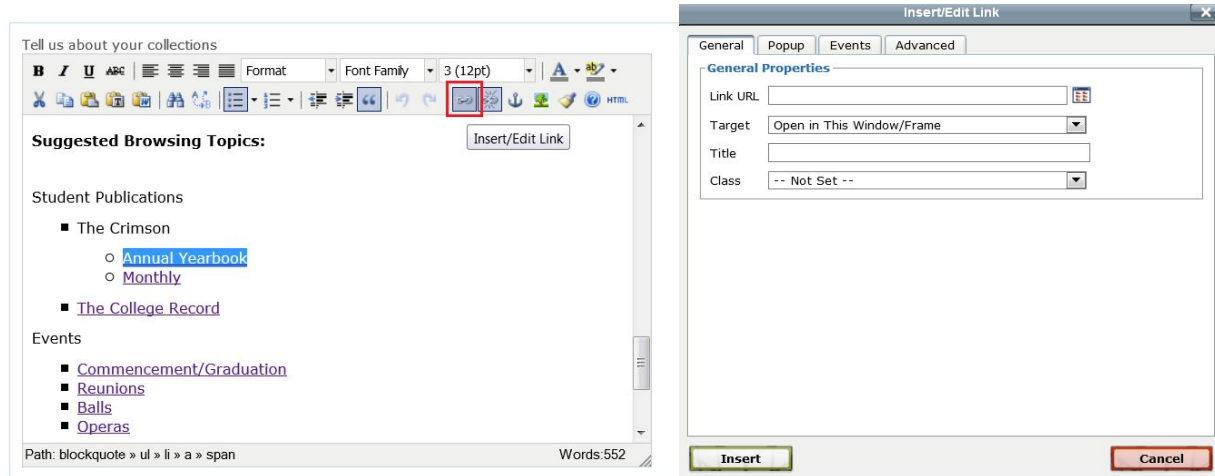
- The Crimson
  - [Annual Yearbook](#)
  - [Monthly](#)
- [The College Record](#)

Events

- [Commencement/Graduation](#)
- [Reunions](#)
- [Balls](#)
- [Operas](#)

Path: p Words: 552

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

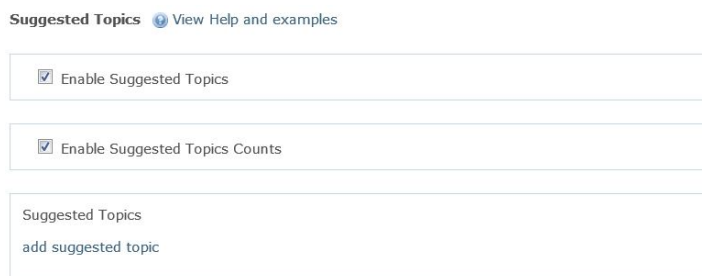
- 4.1. Click “Save” and “Publish” to save the changes



## 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: <input type="text" value="Beaver County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Box Elder County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Cache County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Carbon County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Davis County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Emery County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Iron County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Juab County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Millard County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Morgan County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Piute County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Salt Lake County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>
Link Label: <input type="text" value="Sanpete County"/>	URL: <input type="text" value="http://digital.lib.usu.edu/cdm/se"/>	<a href="#">Remove</a>

4. Click to “Save” and “Publish”



**AND**

5. The landing page should look something like this:

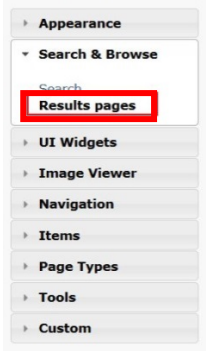
**Browse these suggested topics**

- [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)
- [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)
- [Wayne County](#) (1)
- [Weber County](#) (94)

## 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:

Choose fields for display and order they appear in:	Field 1	Thumbnail
	Field 2	Title
	Field 3	Description
	Field 4	Subject (LCSH)
	Field 5	Original Date

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)”

Default Sort Order (Search Results):	Field	Original Date
Default Sort Order (Browse All):	Field	Original Date

4. Click to “Save” and “Publish”

Save	Preview	Publish	More
------	---------	---------	------

**AND**