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

<pre>:: profile : fields : website : reports : export : view collection : help :: 3.1. Select "Website" </pre>	server	collections	iten	ns —	-
Admin home server collections items admin home : profile ; fields website reports ; export ; view collection ; help ;: Current collection: Brigham Young College change Profile Change collection details and description, and configure collection settings (including full resolution and PDF conversion). Field properties Administer controlled vocabulary. View, add, edit, and delete field properties. Vebsite Tenne and customize the appearance and behavior of this collection in the public interface. Export Export Export Export metadata as tab-delimited text files, XML, or OCLC SiteSearch. Kew collection in the website display. Vervent collection in the website display.	profile fields websi	te : reports : expor	t view collection	: help ::	
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- 4. Login again
- 5. Select the "Collection-level Setting" Tab



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

Global Settings	Conc	ction-level Settings		
Editing collecti	ion:	Brigham Young College	~	change
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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

*	Appearance	
+	Search & Browse	
+	UI Widgets	
+	Image Viewer	
•	Navigation	
•	Items	
۳	Page Types	
Ĭ	Page Types Landing Pages About Compound objects PDF	
	Landing Pages About Compound objects	

- 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

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- 43		治 3		语语 (4	17 (2 50		MITTL
ardon o	ur dust. This	collection is	currently under	construction.			

Landing Pages 🔒 View Help and examples

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/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)
- O 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



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) charted 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

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9,642 acres in s	south central Cache County to a group of trustees for the establishment of a	college.	
Apparently plan students would	ned in imitation of Oberlin College, the basic philosophy expressed in the deed work. The sale of student-raised produce would provide operating funds for I	d was that an institution of higher learning would be established on i the college. Although laudable in conception, this plan never materia	the property and include a farm that the lized.
from 1882 until	it on September 9, 1878 In a rented space inside Lindquist Hall on the corner 1884. That is when the trustees approved construction of a permanent homo . BYC began operations within the newly constructed East Building at the beg	e for the school at the comer of 100 West and 100 South in Logan	he basement of the Logan LDS Tabernade on land donated by the family of LDS Apostle
that land was re	of land (and apparently the influence of the Thatcher family) which effectively r ented to farmers, providing a small income for the college. In early 1890, the f is sale of the land enabled the construction of the West Building in 1898-99.	negated the idea of a permanent site for the college on the farm loca farm was sold to the renters, apparently to avoid a contest for title is	ated in south central Cache Valley. Instead, with the Central Pacific Railroad. The funds
of high school w Church-affiliated	fered four years of high school and four years of baccalaureate education, how was eliminated in 1909 as well. In 1920 the second year of high school was ter d high schools. While the State of Utah assumed support of Weber Academy, ege (UAC), now known as Utah State University (USU), was also located in Lo	rminated and on March 31, 1926 the LDS Church Board of Education Snow Academy, and Dixie Academy, it made no effort to perpetuate	n voted to close BYC along with all other
BYC's forty-eigh the home of the	hth and final commencement took place on May 23, 1926. Afterwards, much o E Logan Senior High School, where it continues to operate today.	of the college's equipment and library materials were sold at a nomin	al price to UAC while the campus itself became
This digital colle Crimson Annual	ction covers the history of BYC from its beginnings in 1877 to its final memor , and the official College Bulletins and Catalogues. While many of the BYC mat ung College Records Collection (1877-1926) and the Brigham Young College F	terials held in USU's Special Collections and Archives are represented	I in the digital collection, the finding aids for
Candina page te	ed adgeded from (ext by A.J. Simmons)		
Home	Digital Collections Home	BYC Collection Home	Browse the BYC Collection
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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	
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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)

ind results with:					Suggested Browsing Topics:
The exact phrase		Title	▼ and	•	Student Publications
None of the words Annual Ad another field	IN	Title	▼ and	 remove 	The Crimson
[®] Search by date Search Clear All					∘ Annual Yearbook ∘ Monthly
					on!Annual/field/title!title/mode/exact!none/conn/and!and/order/nosort

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"

	Appearance	
•	Search & Browse	
	UI Widgets	
	Image Viewer	
	Navigation	
	Items	
•	Page Types	
	Landing Pages About Compound objects PDF	
	Tools	
	Custom	

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

Vebsite Configu		
Collection-level Settings	Save Preview	Pub
Editing collection:	Brigham Young College	
-	Landing Pages 💿 View Help and examples	
Appearance		
Search & Browse	Title Brigham Young College	
UI Widgets		
Image Viewer	Tell us about your collections	
-	B I U ABC ≣ ≣ ≣ Paragraph • Font Family • Font Size • A • 22 •	
Navigation	🖌 🛍 🏙 🏙 船 🎎 田・田・ 準 律 ፋ 🤊 🔍 🖢 🖉 🖉 🖛	
Items	Suggested Browsing Topics:	^
Page Types		
Landing Pages	Student Publications	
About	The Crimson	
Compound objects PDF	 Annual Yearbook Monthly 	
Tools	The College Record	
Custom	Events	-
Custom	Commencement/Graduation	-
	Reunions Balls	
	Operas	-
	Path: p Words:552	1

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"

		_	_	_	Insert/Edit Link		×
Tell us about your collections		General	Popup	Events	Advanced		
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Suggested Browsing Topics:	Insert/Edit Link	Target Title	Open i	n This Wind	low/Frame	•	
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 The Crimson Annual Yearbook Monthly 							
The College Record							
Events							
Commencement/Graduation Reunions Balls Operas	Ē						
Path: blockquote » ul » li » a » span	Words:552	Inser	rt				Cancel

- 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"

Sug	gested Topics 😡 View Help and examples
	Enable Suggested Topics
	Enable Suggested Topics Counts
	ggested Topics d suggested topic
uu	

2. Enter link labels >> Copy and paste advanced search results URLs into the URL boxes

Suggested Topics		
Link Label:	URL:	remove
add suggested topic		

3. Continue this process for all needed links

uggested To	opics 🔞 View Help and ex	kamples		
🗹 Enable	Suggested Topics			
🔽 Enable	Suggested Topics Counts			
En chable	Suggested Topics Counts			
Suggested T	opics			
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"



5. The landing page should look something like this:

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

Search & Browse (Setup)

Setting defaults

1. Go to the "Search & Browse" tab >> Select "Results pages"

•	Appearance
•	Search & Browse
L	Search Results pages
•	UI Widgets
	Image Viewer
	Navigation
Þ	Items
•	Page Types
Þ	Tools
	Custom

- 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	Field 1	Thumbnail	-
in:	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"

