NGV

WORDPRESS
USER
MANUAL

WORDPRESS BASICS

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N G V

WORDPRESS BASICS
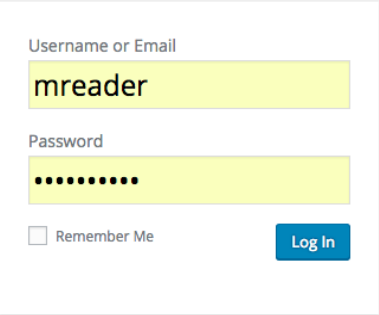
LOG IN

TEXT EDITING

REQUIRED CONTENT

PUBLISHING/SAVING

Wordpress User Manual

LOG IN:

www.ngv.vic.gov.au/mouse-hole/
Login with your username and password.

If you do not have access or are having problems with permissions please contact Multimedia at multimedia.production@ngv.vic.gov.au

TEXT EDITING:

TITLES

Use Title or Sentence case when entering in titles for Pages, Posts, Programs, Exhibitions, etc. in wordpress.
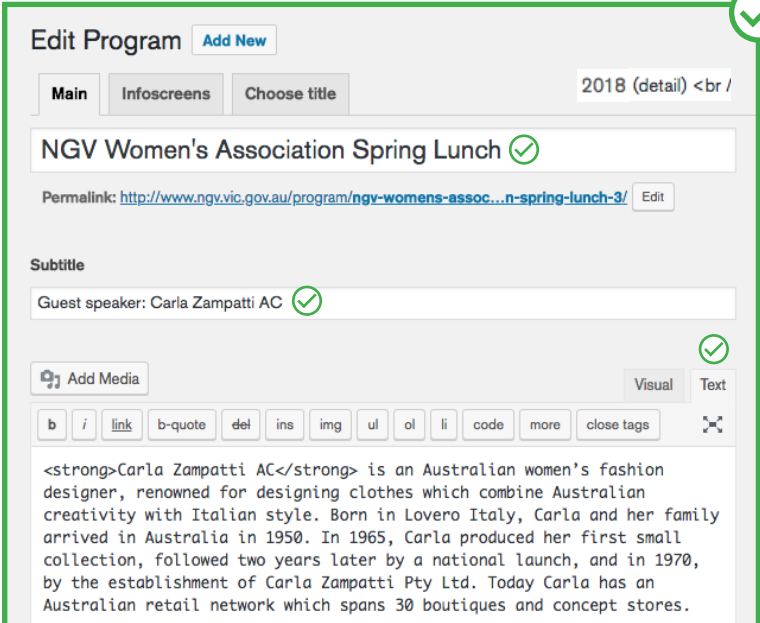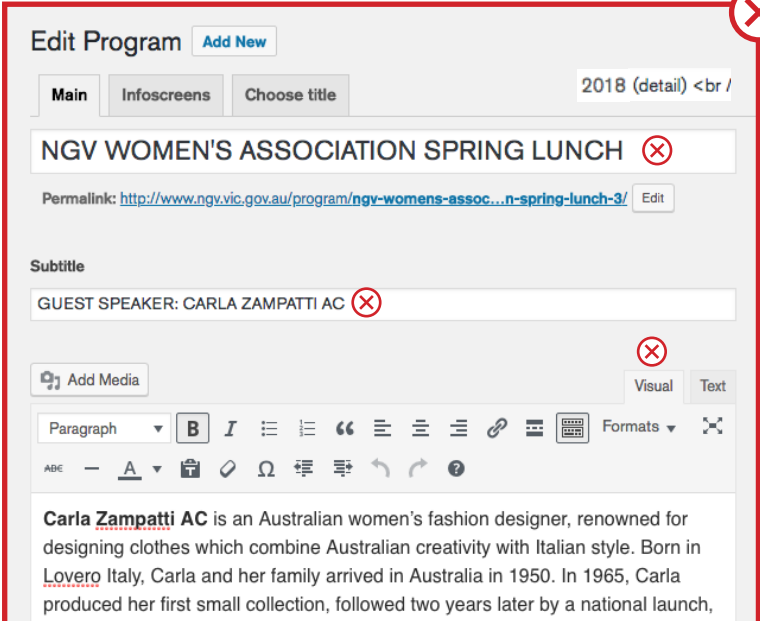
DO NOT enter these in UPPERCASE.

Uppercase lettering is created by the websites stylesheets.

COPYING/PASTING

Always make sure you are editing in 'Text' mode, not 'Visual'. Visual mode can cause strange formatting, especially if copying and pasting text.

If there are <div> or <span> tags in pasted text you may be inadvertently carrying across unwanted styles. Please contact the Multimedia team to remove these for you.

Wordpress User Manual

REQUIRED CONTENT:

CALL TO ACTION LINKS
When creating a call to action link you'll need to add a directive > to the end of the text. To add this, type <i class="fa fa-angle-right"></i> at the end of your link.

Please do not use the words 'click here' in your link.

You'll see on other pages of the site we use, 'Buy Tickets', 'See More', 'View Details', 'Learn More' etc.

Email Multimedia (multimedia. production@ngv.vic.gov.au) if you are unsure of language use.

If you would like to use a button please contact Multimedia (multimedia. production@ngv.vic.gov.au) to add this for you.

PUBLISHING/SAVING:

When publishing or updating the page, **PLEASE VIEW IT TO MAKE SURE THERE ARE NO ISSUES.**

NGV

PROGRAMS

CREATING OR EDITING A PROGRAM

Wordpress User Manual

CREATING OR EDITING A PROGRAM:

Once you are logged in click on the 'Programs' tab on the left hand side of the admin page.

To create a new program select 'Add New'.

To edit an existing program select the program from the listing. You can also edit from an existing program page by clicking 'Edit Program' in the admin bar. (See image)
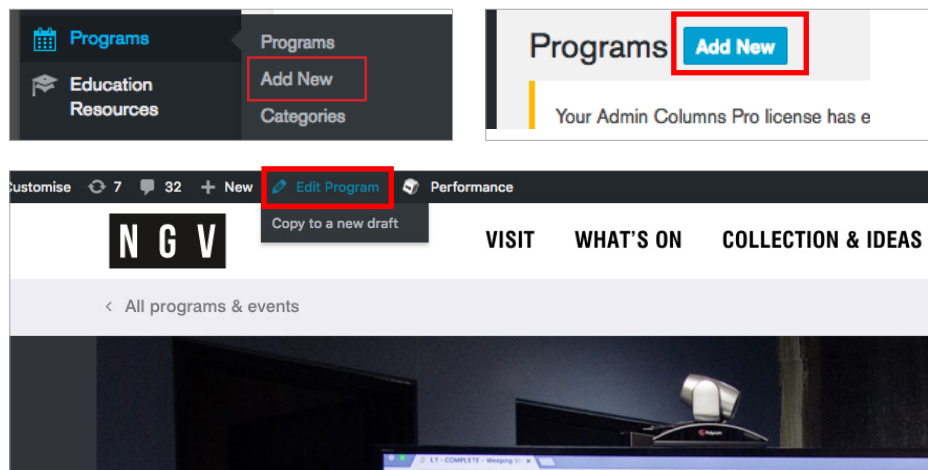
EDITING PROGRAM EVENT CONTENT:

GENERAL
Many of the custom fields in programs should be self explanatory.

Fill out all details, Title, Subtitle, Descripton, Location, Venue, Ticketing etc

DATES
Under the 'Program Options' section you will need to add program dates.

Fill in all necessary details.

If a program runs across multiple dates select the 'Add Row' button and repeat the steps to fill in details for each day.

If a date is booked out change the status from 'Running' to 'Booked out'.

BOOKING LINK
If the program runs for one day, add the booking link to the field below the dates section. If the program runs for multiple days add the booking link to each date.

Multiple dates will display like this >
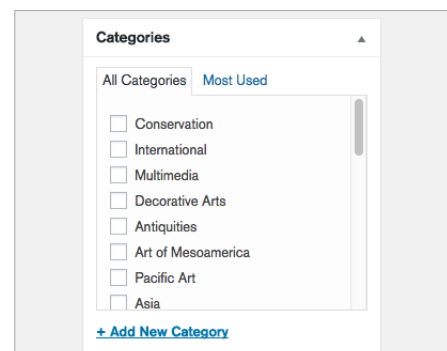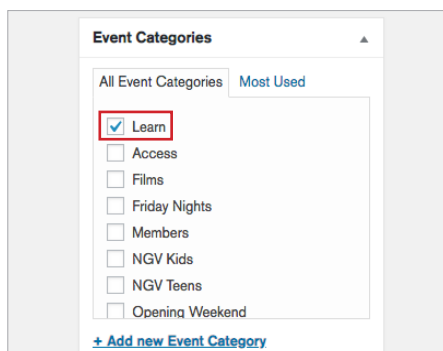
Wordpress User Manual

EDITING PROGRAM
PAGE CONTENT (Cont.):

CATEGORIES
It is important to select the correct 'Event Categories' for your program, as this is used to filter and display programs across the site.

For a Learn program, select the Learn checkbox. (You may select multiple categories)

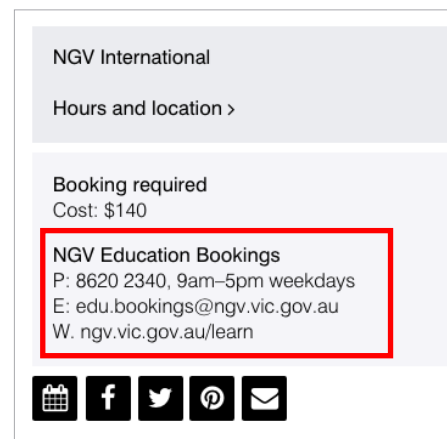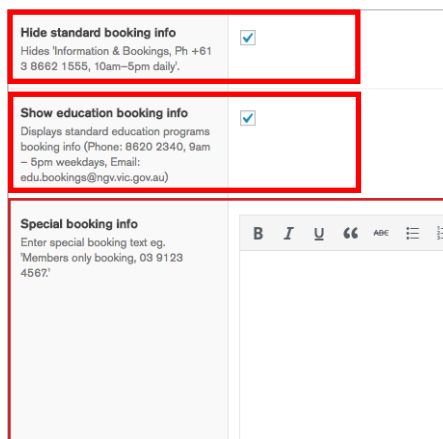You may also select general categories from the 'Categories' list.

SIDEBAR INFO
Standard booking infomation is automatically loaded into the page and appears in the sidebar.

If you wish to add more information, you can use the 'Special booking info' text box.

EDUCATION
If you are creating an Education program check the 'Show education booking info' box, and check the 'Hide standard booking info' box.

HERO IMAGE
Program pages feature either a hero image or a slideshow. Choose one from the drop down 'Program Hero Type'.
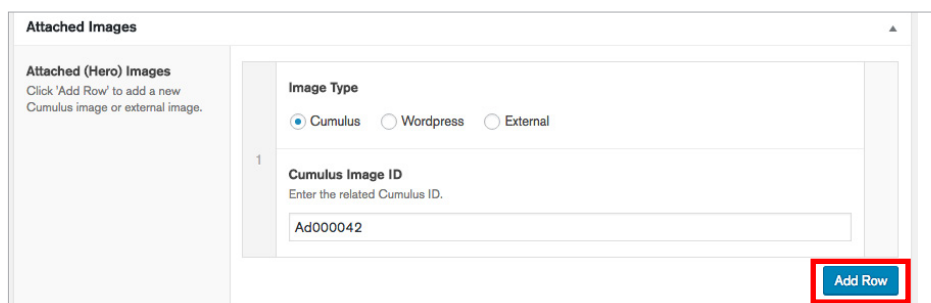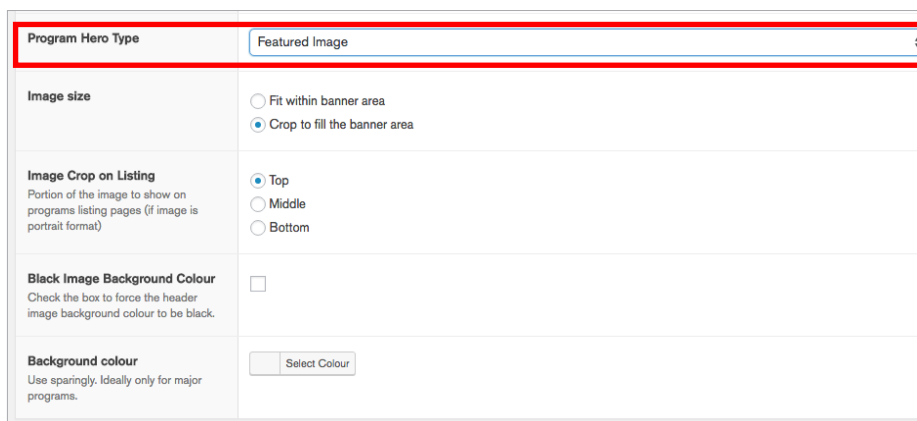
Control the position of the image, the background colour (defaults to white) and crop style using the fields below.

Where possible use 'Crop to fill the banner area' (in conjunction with the Top, Middle and Bottom options below) instead of 'Fit within banner area'.

Upload hero image in the 'Attached Images' section at the bottom of the page. If you have selected to use a Slideshow upload multiple images by selecting the 'Add Row' button.

LOGOS
If you have supporter logos to add to the page, please send these through to Multimedia for upload.

NGV

IMAGES

USING CUMULUS TO UPLOAD IMAGES

CHECK IF AN IMAGE HAS A CUMULUS ID
CHECK IF IMAGE IS ON THE WEB SERVER
CHECK IF CAPTION IS AVAILABLE
CROPPING IMAGES
ADDING IMAGES TO THE NGV WEBSITE

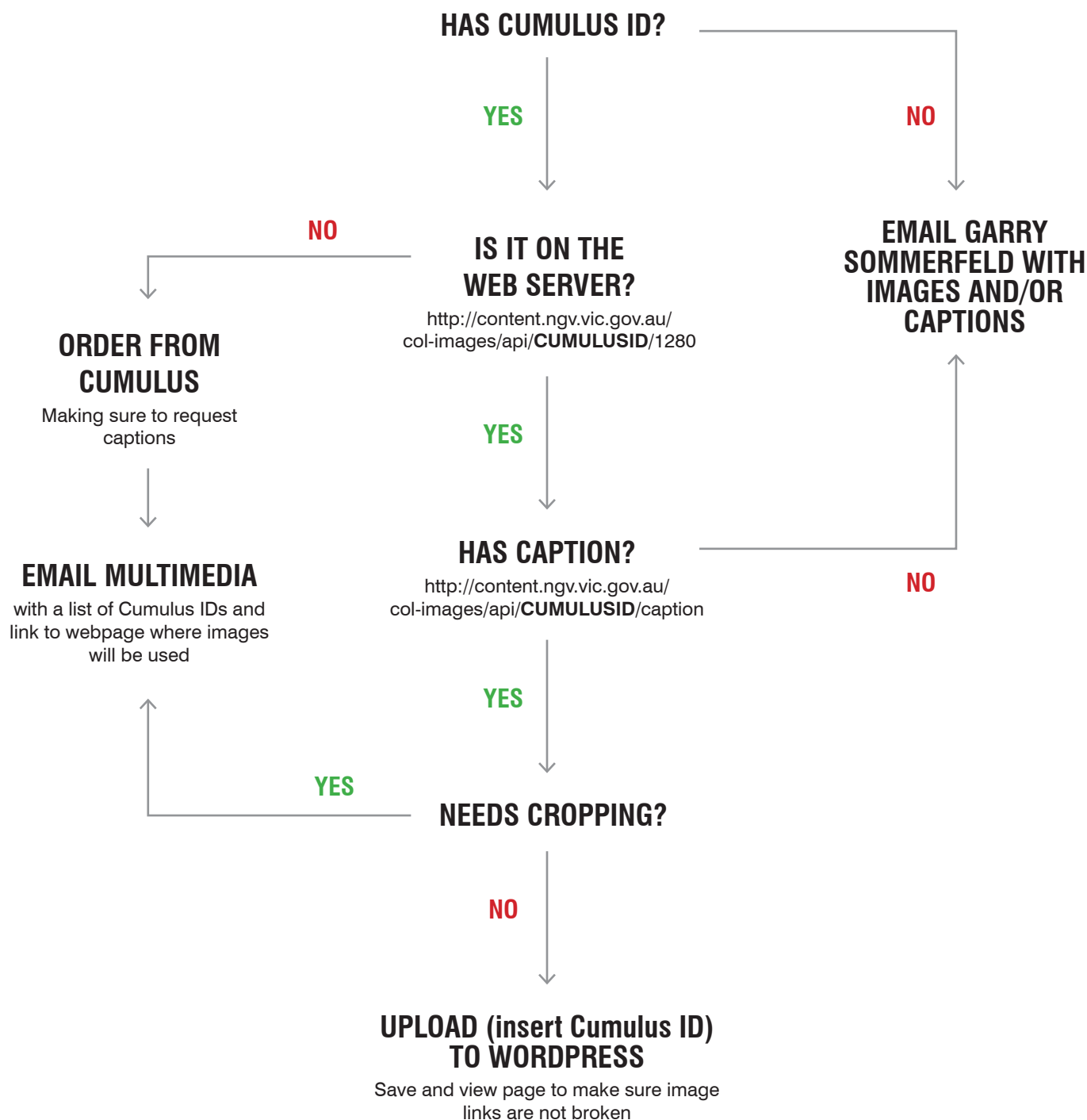# Wordpress User Manual

USING CUMULUS TO UPLOAD IMAGES:

Images on the NGV website, as directed by EMT, must be supplied to Cumulus.

Images may only be uploaded via Wordpress in an EMERGENCY.

All images (artworks and non-artwork images) used on the NGV website must have a Cumulus ID, a caption, and be uploaded to the web server.

HAS CUMULUS ID?

YES — NO

IS IT ON THE WEB SERVER?

http://content.ngv.vic.gov.au/col-images/api/**CUMULUSID**/1280

NO

ORDER FROM CUMULUS

Making sure to request captions

EMAIL MULTIMEDIA

with a list of Cumulus IDs and link to webpage where images will be used

YES

EMAIL GARRY SOMMERFELD WITH IMAGES AND/OR CAPTIONS

HAS CAPTION?

http://content.ngv.vic.gov.au/col-images/api/**CUMULUSID**/caption

NO

YES

NEEDS CROPPING?

NO

UPLOAD (insert Cumulus ID) TO WORDPRESS

Save and view page to make sure image links are not broken

Wordpress User Manual

STEP 1: CHECK IF IMAGE HAS A CUMULUS ID

If yes, proceed to Step 2.

If image does not have a Cumulus ID, please:
- Supply images to Garry Sommerfeld (garry.sommerfeld@ngv.vic.gov.au)
- Supply captions for each image
- Request images and captions be uploaded to the web server

You will then receive Cumulus IDs for these images to use on Wordpress.

STEP 2: CHECK IF IMAGE IS ON THE WEB SERVER

Perform these two checks for each image. Replace the text in **red** with your Cumulus ID. If both an image and caption show on screen, move to Step 3.

CHECK IF IMAGE EXISTS

http://content.ngv.vic.gov.au/col-images/ api/**EDSV006009**/1280

CHECK IF CAPTION EXISTS

http://content.ngv.vic.gov.au/col-images/ api/**EDSV006009**/caption

IF IMAGE IS NOT AVAILABLE

You'll need to order it via Cumulus:

1. Login to http://vm-matisse.boh.ngv. local/portals/#/login
2. Enter the Cumulus ID.
3. Hover on the image and select 'Add to Basket'.
4. Repeat for all other images.

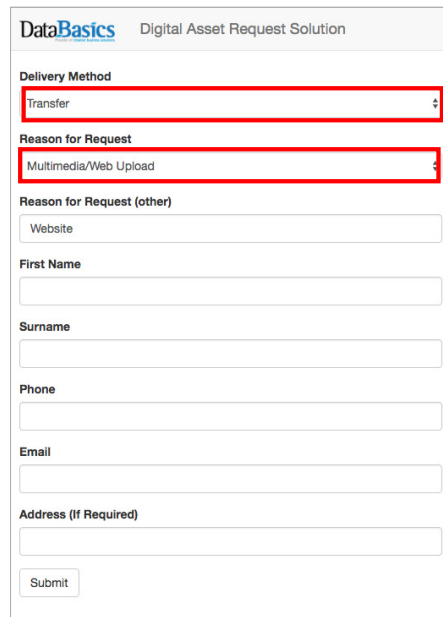5. Click 'Basket' and once the page loads, select 'Request Assets'.
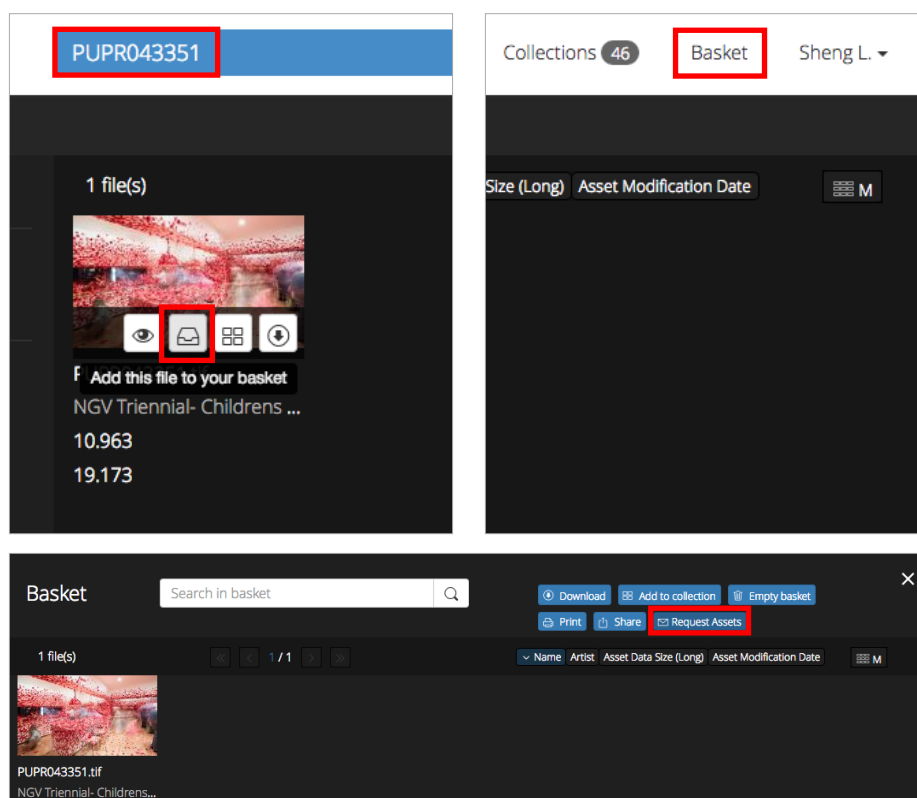
Wordpress User Manual

STEP 2: CHECK IF IMAGE IS ON THE WEB SERVER (cont'd):

6.   Choose 'Transfer' and 'Multimedia/Web Upload'. Enter your details and click 'Submit'.

7.   Email **multimedia.production@ngv.vic.gov.au** with a list of the Cumulus IDs you have ordered.

IF CAPTION IS NOT AVAILABLE

If an image is available but no caption exists, you will need to send the caption to Garry Sommerfeld. Please download the caption spreadsheet, fill in the caption details and email to garry.sommerfeld@ngv.vic.gov.au making sure to also cc the multimedia production inbox **multimedia.production@ngv.vic.gov.au**.

STEP 3: CROPPING IMAGES (optional):

If images need cropping, please do not crop these yourself.

Email **multimedia.production@ngv.vic.gov.au** with:
•   Cumulus IDs of the image(s)
•   Link(s) to webpages where the cropped image(s) will be used

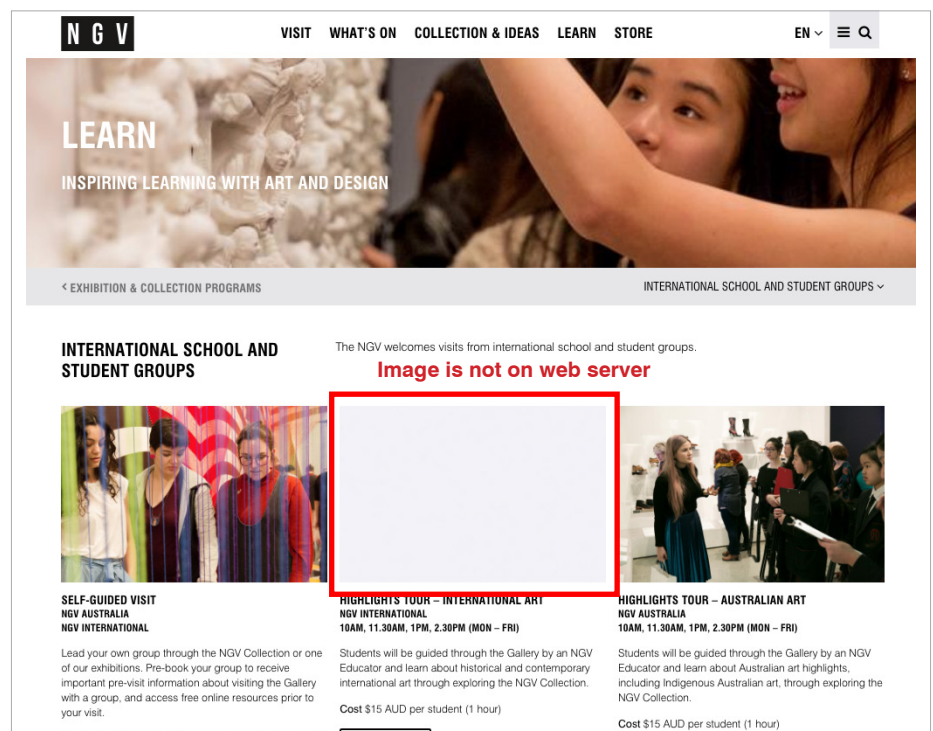## STEP 4: ADDING IMAGES TO THE NGV WEBSITE:

If your images:
•   Have a Cumulus ID
•   A caption
•   And are on the web server

You can add them to the NGV website using the Cumulus ID.

Please remember to **view your page after publishing or updating** to make sure images are available.

If there are any grey boxes where images should be, it means the image is not available on the web server. See Step 2.

NGV

LEARN

EDITING TOP ARTS EXHIBITIONS

CREATING OR EDITING A RESOURCE

CREATIVE VICTORIA

Wordpress User Manual

EDITING TOP ARTS EXHIBITIONS:

Login to wordpress. Select 'Exhibitions' from the tabs on the lefthand side and choose the exhibition from the listing. Alternatively navigate to the TopArts exhibition page and click 'Edit Exhibition' in the admin bar.

ADDING STUDENTS

Click on the 'Education' tab. This is the only section you will need to edit when adding/editing students.

If you scroll down you will see the 'All Students' tab.

To add a student click 'Add Row' and fields to be filled in will appear:
- Student Name
- School Name
- Work Statement
- Work Image (Cumulus ID)
- Photo of student (Cumulus ID)
- Subject
- Advice to future students

Please ignore all other fields, these are only used for very old TopArts exhibitions.
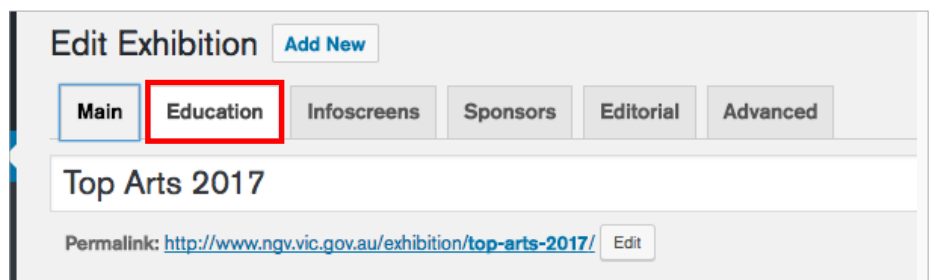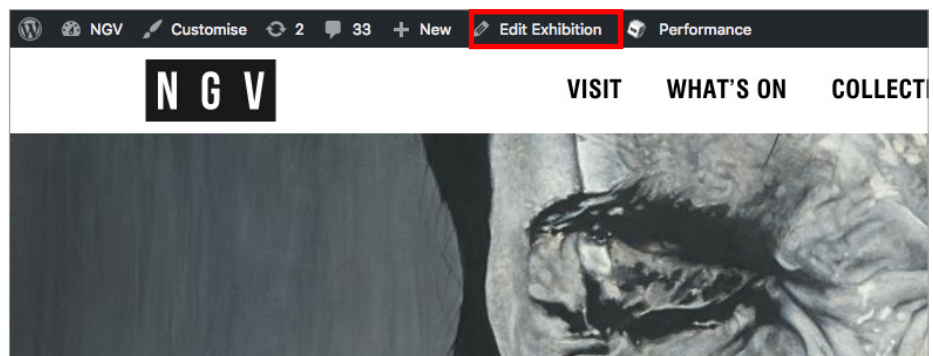
STUDENT/WORK IMAGES

One image is allowed for the student work image. If the student has multiple works these will need to be compiled into one image and uploaded to cumulus.

TEXT

When copying and pasting text always make sure you are editing in 'Text' mode, not 'Visual'. Otherwise this can cause strange formatting.

Please remember to italicise any artwork names after copying and pasting in text.

If a student has referred to a collection work you can link to the work's collection page. Highlight the text you wish to link, click on the 'Link' button at the top of the text editor and follow the instructions.
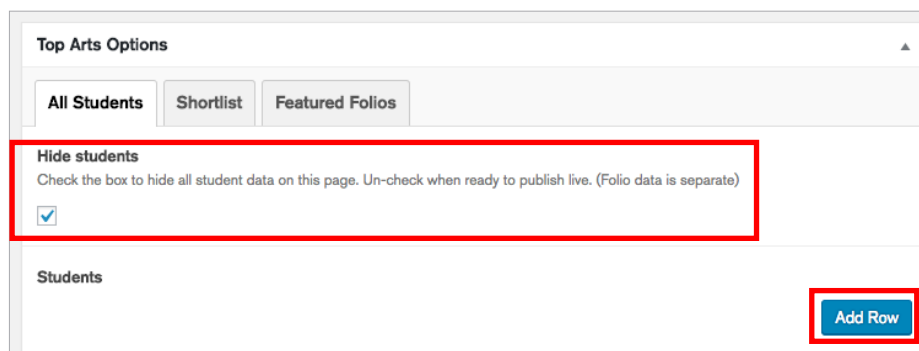
Wordpress User Manual

EDITING TOP ARTS
EXHIBITIONS (Cont.):

PREVIEWING THE UPDATES

To preview students on the Top Arts exhibition page BEFORE you publish to the website please contact Multimedia and for a preview link on our staging website.

PUBLISHING THE UPDATES

After you have added all students to the Top Arts exhibition page you can uncheck the "Hide Students" check box and update the page to publish student information to the website.
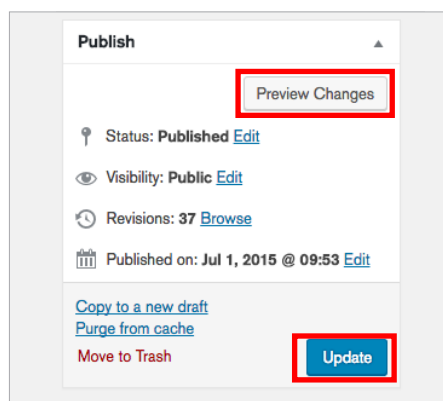
Wordpress User Manual

CREATING OR EDITING A RESOURCE:

Once you are logged in, click the 'Education Resources' tab on the lefthand side.

To create a new resource click 'Add New'. To edit a previous created resource select it from the listing. Alternatively you can navigate to the resource and select 'Edit Education Resource' from the admin bar at the top of the page. (See right image)
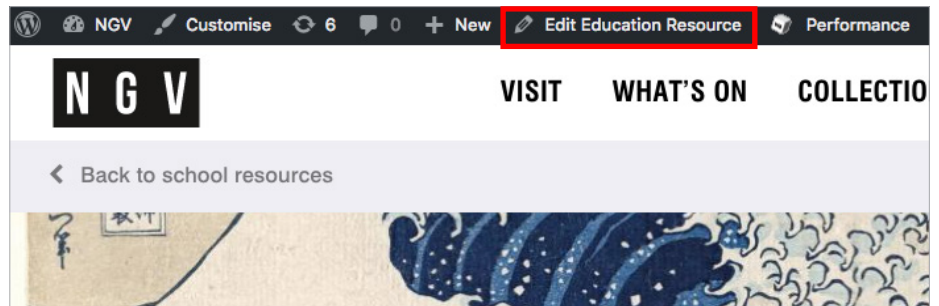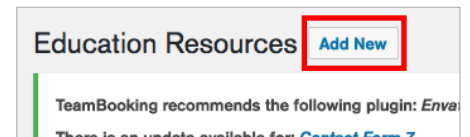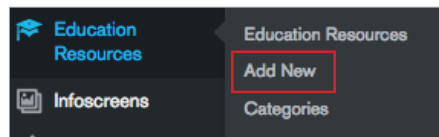
EDITING RESOURCE CONTENT:

GENERAL
Many of the custom fields should be self explanatory.

Fill out all details, Title, Subtitle (optional), Description.

Select a related exhibition and related resource page (optional) by entering the name in the search bar.

Select the grade level from the drop down. If you can't find the required grade you can add a Custom Grade Level. Make sure to follow the style laid out in the drop down.

You can also attach files (e.g. PDF resources) by selecting 'Add File' and add resource links by selecting 'Add Link'.

Wordpress User Manual

EDITING RESOURCE CONTENT (Cont.):

TEACHER'S NOTES
For each section of teacher's notes, you need to add a Title, Images (optional), Description and Questions for students (optional).

To add an image enter the Cumulus Image ID into the Cumulus Image ID field. You can add multiple iamges by clicking the button, 'add image'.

To delete a note, click the minus '-' icon on the right.

To add a note above or below, click the plus '+' icon.

To rearrange the notes, click 'Collapse All' at the top of the Teacher's Notes block. Then drag and drop by the number on the left of each row. To continue editing your notes, click 'Expand All'.
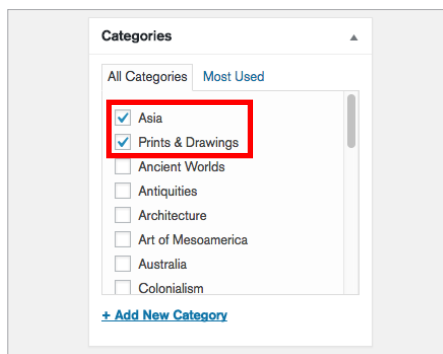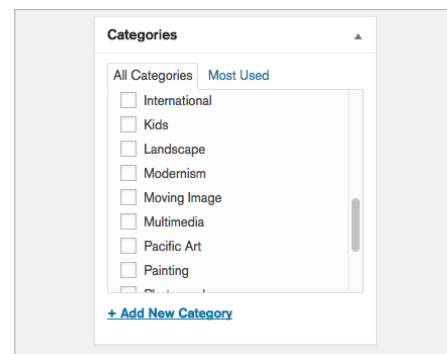
Wordpress User Manual

EDITING RESOURCE CONTENT (Cont.):

CATEGORIES
Please add 'Categories', to filter and display resources across the site.

You may select multiple categories.
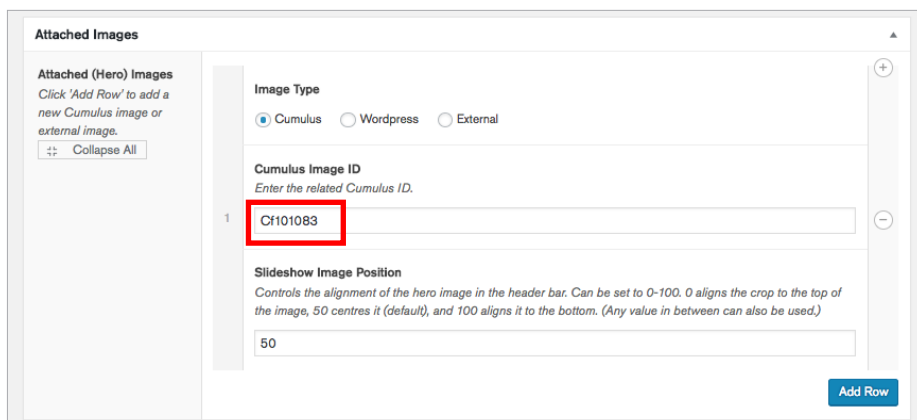
HERO IMAGE
This is the header image that appears at the top of the page.

In the Attached Images Field enter the Cumulus ID of the image you wish to display.

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NGV MAGAZINE

CREATIVE VICTORIA

Wordpress User Manual

REQUIRED CONTENT

• Hero Image/Video/Slide Images (MM will do custom crops)
• Magazine cover/spread image (For Magazine page and publications page)
• Shopify link for buy now button (provided by store staff)
• Teaser Headings – as appears on magazine cover
• Features – 6x feature image, 6x titles, 6x descriptions
(MM will do custom crops on feature images)

NOTE:
When selecting images for print, please request approval to publish online. Please provide all images, with their captions, to Photo Services for upload to cumulus and request supply to the web server.

EDITING/CREATING A NGV MAGAZINE PAGE:

Once you are logged in, click on the 'NGV Magazine' tab on the lefthand side.

To create a new page click 'Add New', or select a previous version to edit.

To make it a little easier you can also 'Clone' a previous issue and change the relevant content.
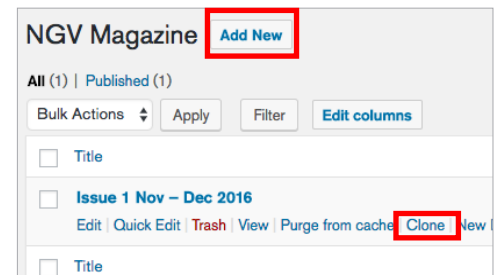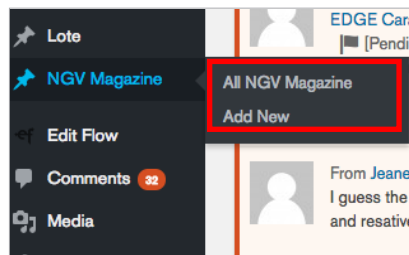
EDITING NGV MAGAZINE PAGE CONTENT:

TITLE
The title of each magazine page should consist of issue number and month range (see right).

The Permalink should update to match this title, but if you need to edit it just click on the 'Edit' button next to the url.

MAIN FEATURE SECTION
If you clone a previous issue there will be a few fields you will not have to edit.

Custom Title
This appears above the 'Issue 1 Nov...' title on the magazine page. You may change this to anything you like.

Magazine cover image
Upload a new image of the magazine cover and spread here.
700px (w) x 300px(h)
(MM will do custom crops)

Main feature description
This is the general description of the magazine. It may not need to be changed between issues.

Buy now link
Link to the magazine product page on the NGV Store website.

Wordpress User Manual

EDITING NGV MAGAZINE PAGE CONTENT (Cont.):

Sold out issue
When the issue sells out on the Store website, it will need to be manually changed on this page.
Check the box and the button will change to say 'SOLD OUT'.

Teaser headings
These are taken from the front cover of the magazine, however these can be anything you like.
Once you have typed/copied/pasted in your content, select what you would like to be bold and click the 'b' icon (highlighted red)
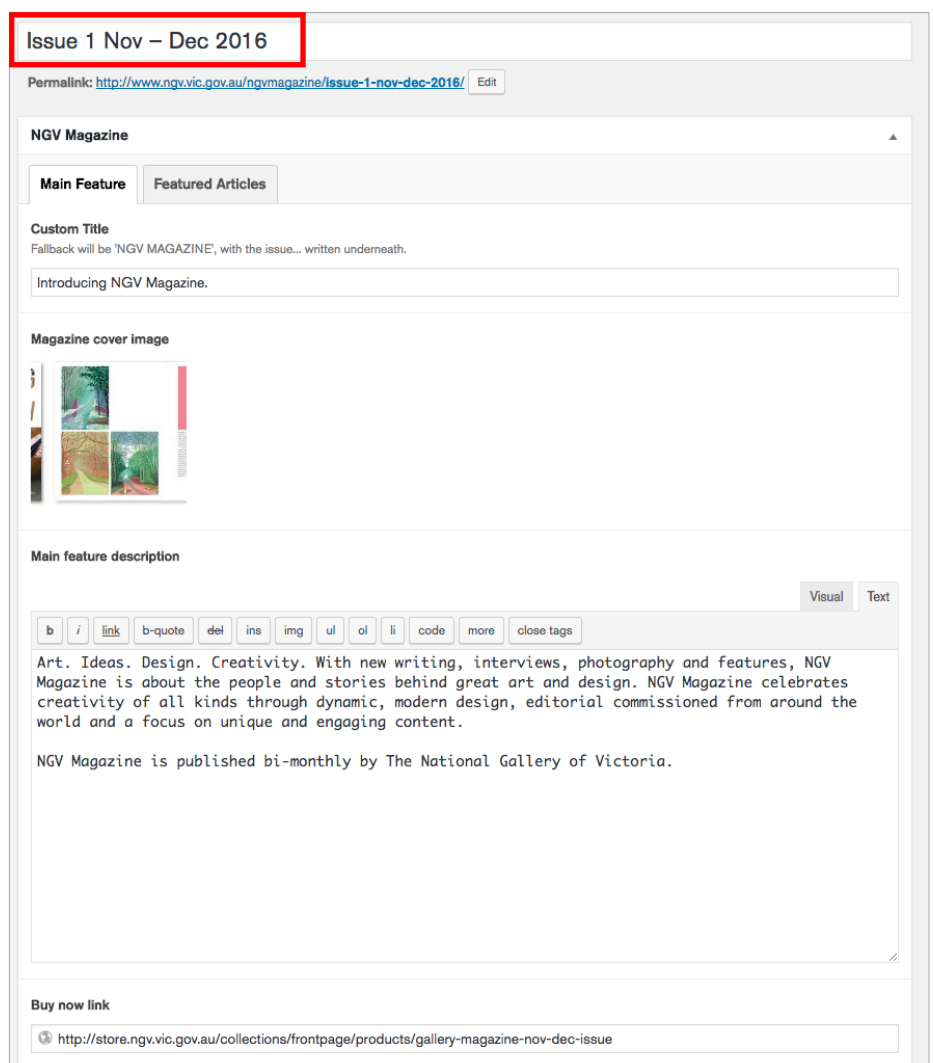
Advertising CTA
This should not need to be changed from issue to issue, however you can edit the message as necessary.

NGV MAGAZINE HERO
This is where you can select what type of hero image you would like. Image, Video or Slideshow.

Select type from the dropdown.

Image sizes
Ideally the image should be cropped to
1440px (w) x 810px (h)
(MM will do custom crops)

Video
Upload the video (mp4) using the highlighted button on the right.

ATTACHED IMAGES
Upload the hero image/ slideshow images to the 'Attached Images' section at the bottom of the page.

Slideshow
Click the 'Add Row' button to add multiple image for your slideshow.

If 'Slideshow' is selected from the 'Hero Type' dropdown these will automatically cycle through using a fade effect.

Is this issue sold out?
This will change the 'BUY NOW' button text to say 'SOLD OUT' and deactivate it.

Teaser headings
Eg. NEW SERIES: WOMEN IN DESIGN / BEHIND BULGARI / ARTIST CONVERSATIONS: AKIRA MIYANAGA, TANYA SCHULTZ (PIP & POP), VIKTOR&ROLF'S VIKTOR HORSTING / CELEBRATING INDIGENOUS WOMEN ARTISTS / INSIDE A 19TH CENTURY ARTIST'S STUDIO

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

NEW SERIES: WOMEN IN DESIGN / BEHIND BULGARI / ARTIST CONVERSATIONS: AKIRA MIYANAGA, TANYA SCHULTZ (PIP & POP), VIKTOR&ROLF'S VIKTOR HORSTING / CELEBRATING INDIGENOUS WOMEN ARTISTS / INSIDE A 19TH CENTURY ARTIST'S STUDIO

Advertising CTA

INTERESTED IN ADVERTISING IN NGV MAGAZINE? Download the media kit <i class="fa fa-angle-down"></i>

NGV Magazine Hero

Hero Type
Images must be sized at 1440px (w) x 810px (h) Even if using video always upload a backup image in the 'Attached Images' section.

Image/Video

Hero Video (MP4)   No file selected   Add File

Hero Video (WebM)   No file selected   Add File

Attached Images

Attached (Hero) Images
Click 'Add Row' to add a new Cumulus image or external image.

Image Type
○ Cumulus   ● Wordpress   ○ External

Wordpress Image

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Slideshow Image Position
Controls the alignment of the hero image in the header bar. Can be set to 0-100. 0 aligns the crop to the top of the image, 50 centres it (default), and 100 aligns it to the bottom. (Any value in between can also be used.)

50

Add Row

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EDITING NGV MAGAZINE PAGE CONTENT (Cont.):

FEATURE ARTICLES
Click on the 'Featured Articles' tab to upload the issues articles.

Theoretically you can add as many feature articles as you like. Six is the standard number for the new page design.
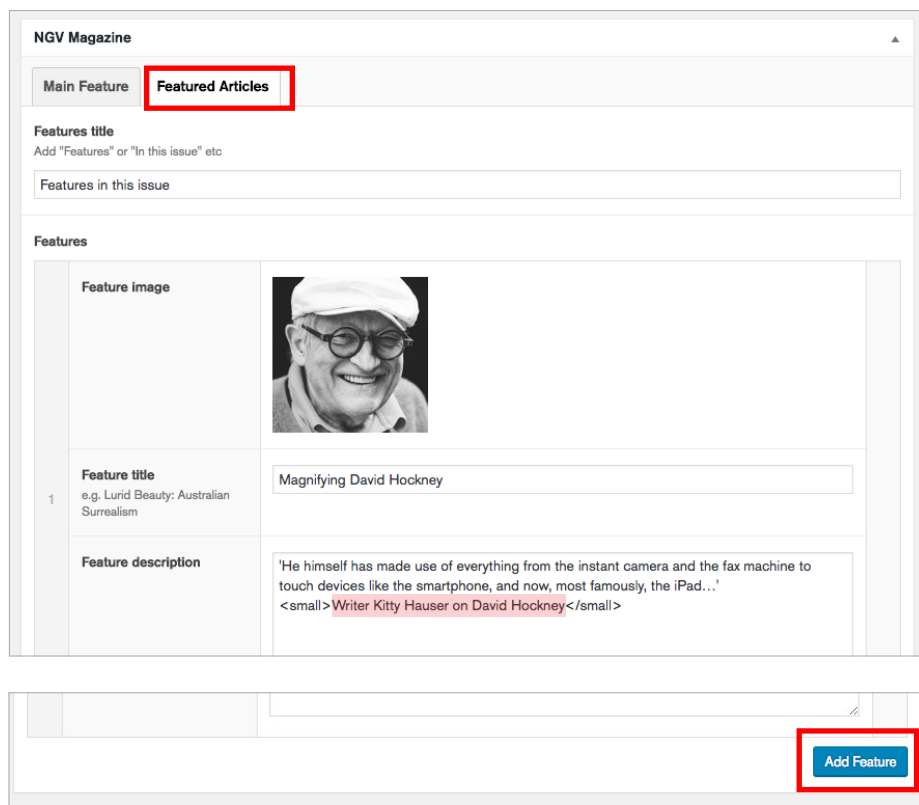
Feature Image
Upload a feature image for each article
406px (w) x 300px(h)
(MM will do custom crops)

Feature Title & Description
Fill in the title and description for each feature.

When adding in the small text accompanying the pull quotes, make sure the text is INSIDE these tags:
<small>Text goes here</small>

To add more feature articles click on the 'Add Feature' button.

EDITING THE PUBLICATION PAGE:

To edit the NGV Magazine section on the publications page, make sure you are logged in to wordpress. Navigate to that page and click 'Edit Page' at the top.

NGV MAGAZINE CONTENT
Change the text for the magazine blurb.

Upload a new image of the cover/spread.

Once you have finished editing the page, click 'Preview Changes' in the top righthand corner.

If you are happy with the result. Click 'Update'.

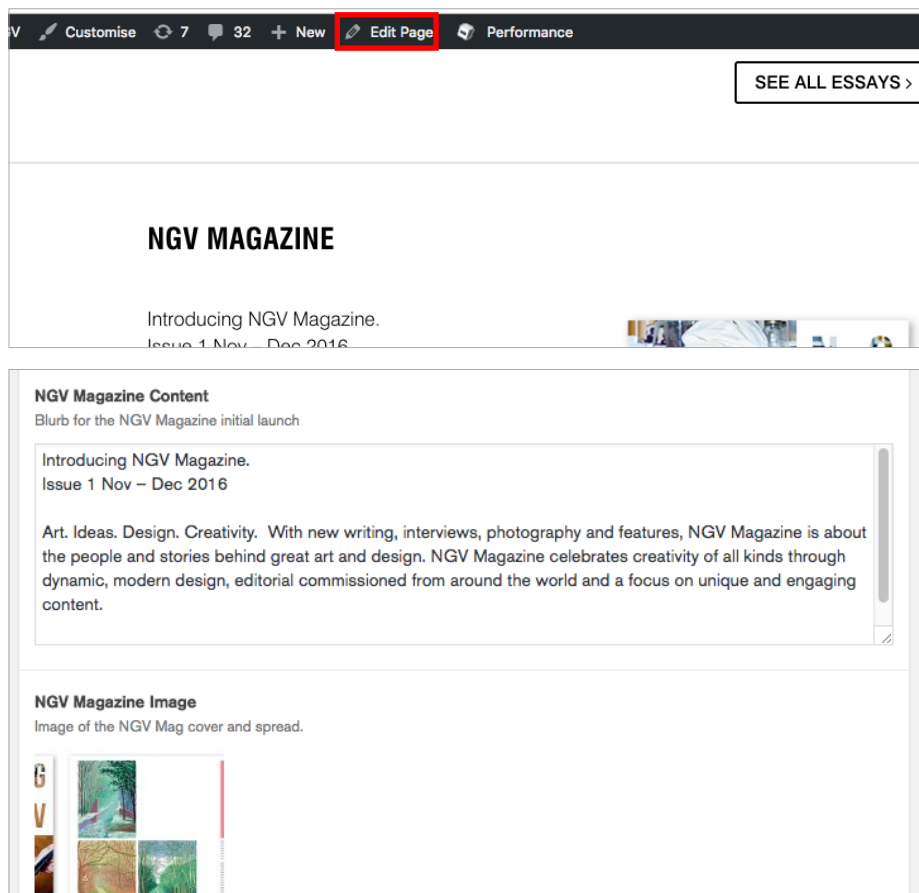Select 'View Page' to take a look at the live page.

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PHOTO GALLERIES

CREATIVE VICTORIA

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EDITING/CREATING A NEW PHOTO GALLERY:

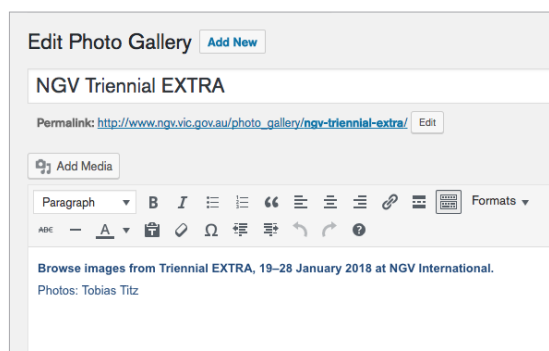Once you are logged in, click on the 'Photo Galleries' tab on the lefthand side.

To create a new gallery click 'Add New'. To edit an existing gallery select the gallery from the listing. Alternatively, navigate to the gallery and click 'Edit Photo Gallery' in the admin bar. (See image right)
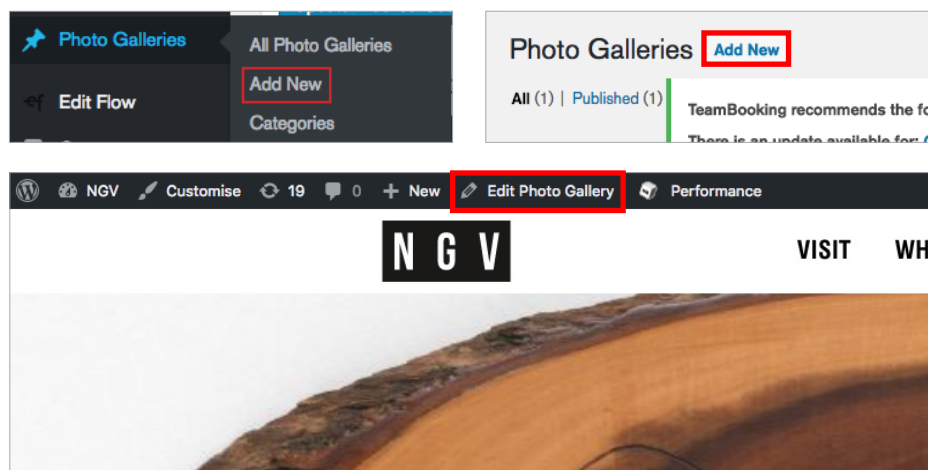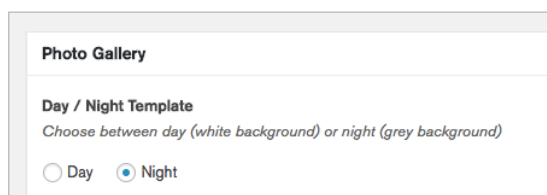

EDITING PHOTO GALLERY CONTENT:

GENERAL
Fill out the Title and Description.

Choose a day (white) or night (black) template for the gallery.

SOCIAL SHARING (TWITTER)
Add the text you want displayed on Twitter for social media sharing.

Add any Twitter hashtags to the post. You do not need to add the # before each word.

Note: Facebook does not allow share content to be pre-determined by us.

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EDITING PHOTO GALLERY CONTENT (Cont.):

IMAGES
To add an image, go to 'Attached Images 'and click 'Add Row'. Enter the Cumulus ID of the image to the field 'Cumulus Image ID'.
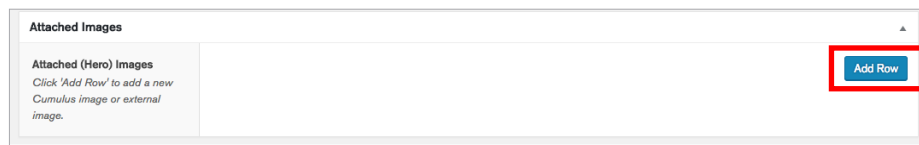
Repeat this process for all images. There is no limit to how many images can be uploaded. PLEASE ONLY USE **CUMULUS** AS YOUR IMAGE TYPE.

Use the minus '-' icon on the right to remove images and the plus '+' icon to insert images between others.

To rearrange the images drag and drop by the number on the left hand side of each row.
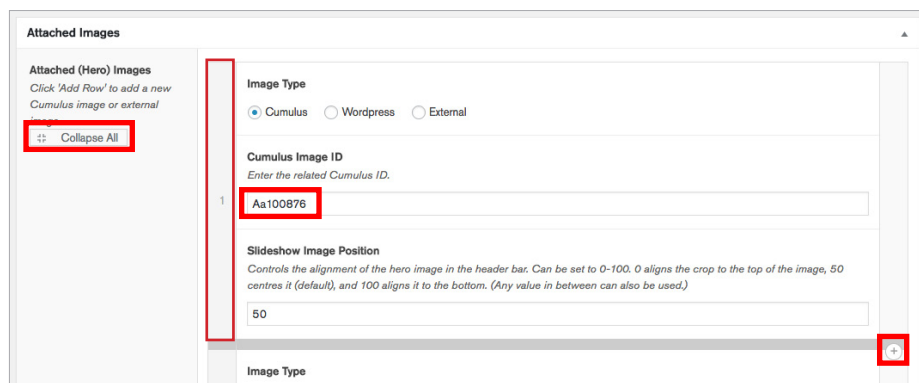
HERO IMAGE
The first image uploaded will display as the hero image. To change this, drag and drop another image into first place.