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Site Builder Instructions

A Step-by-Step Guide to Using Maine Memory Network's Website Building Tool

NOTE: Instructions for constructing websites in SiteBuilder are also embedded in the online workspace. Consult the master "Help" index via the tab on the horizontal main menu, or the "Turn Help On" buttons within each editable area of the site.

1. INTRODUCTION

The following document consists of technical instructions for using Maine Historical Society's proprietary online tool, SiteBuilder, which is embedded in its statewide digital museum, Maine Memory Network (MMN).

SiteBuilder is the tool that allows users to build comprehensive websites to represent the history of their towns, cities, organizations, or other communities. Maine Historical Society encourages users of MMN to define "community" beyond its traditional civic borders. Community certainly may mean a village, town, or city, but it may also mean:

- a two-town partnership,
- a trio of like-minded institutions coming together around an historical theme, or
- a group of organizations wishing to celebrate and educate others about the history of a particular population, region, tradition, way of life, etc., in Maine.

SiteBuilder can be used alone, but is generally used in conjunction with its sister tool, ExhibitBuilder, which is a simplified version of the software and allows individuals to build single online exhibits to appear on the SiteBuilder websites. SiteBuilder administrators, called Site Administrators, oversee individuals working in ExhibitBuilder.

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A. A NOTE ABOUT WEBSITE DESIGN

The instructions that follow assume that users are familiar with the differences between writing and design for the web vs. print media, or have accessed other Maine Memory Network resources related to this topic (e.g. "Writing Good History and Writing for the Web.")

Sites should be planned out carefully and fully before constructing them in the online workspace. If you start building sites online without having designed the arrangement of pages, exhibits, and supplement images and files beforehand, you may become frustrated. The system does not work on a "drag-and-drop" principle; instead, pages and files are moved around via a series of menus. Individual paragraphs of text are moved up or down, and images are moved up, down, or from left to center to right, in stages.

B. SITE ADMINISTRATION

If you are using SiteBuilder, you must first have an individual Maine Memory Network user account. Registering for accounts is free, simple, and quick. See: http://www.mainememory.net/user/register.

Second, you must be designated a **Site Administrator** by your organization or community team. You may be working alone or in conjunction with one or two others, each of whom must have this designation. You are in charge of building and maintaining the site and the individuals who contribute content to it. When you log into your account in MMN, you will see "My Project Sites" under your account. Clicking on that link will bring you to your website.

The Site Administrator designation allows that person to build, edit, maintain, and add to the organization or team's local history website. In general, SAs are responsible for:

- translating the design layout agreed upon by the group to the online platform;
- uploading the content (narrative, exhibits, other project images and text, PDFs, audio and video files if applicable);
- arranging information and pages;
- making updates;
- designating Project Participants (see below), the other group members who will be using MMN tools to create the website content; and
- providing general site supervision.

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Site Administrators have exclusive access to the website's editing and management tools. While other team members will provide content to the SA via an online process after being designated as Project Participants, the SA is the only person that can import and upload files and exhibits directly to the site and edit them once they are there.

Once an organization or team has designated its SA, MHS staff uses the SA's MMN username and password to provide that person access to the section of his or her account called "My Project Sites."

When SAs click on the project site, they will have the option of simply viewing the site or editing it, and seeing all the content that has been shared with the site for inclusion on it. The edit feature is where the actual construction and revision of the site will take place.

Site Administrators are responsible for registering Project Participants for access to the MMN tools that they will use to build site components and share them with the SA for uploading to the site.

2. BASICS OF SITE COMPONENTS

The following are the standard pages that most thorough local history websites should include, with a short description of each. While MMN community websites have built-in parameters based on the capabilities of SiteBuilder, your team will have flexibility in deciding how each page is laid out.

Spend time thinking about and discussing each of these sections within your group prior to constructing them in the online environment. Create a paper mock-up of how the site will look to make sure everyone is satisfied with the arrangement of the sections before the actual construction begins.

1. **Welcome Page:** The welcome offers a succinct introduction to the site, featuring your site's title (simply your community's name or something a little more descriptive, e.g. "The History of Anytown" or "Anytown: An Historical Overview"), a very brief description of your community and/or its local history project, and an invitation to enjoy the site. The Welcome Page should feature at least one historic image, but generally not more than two to three images. Don't overwhelm the reader by putting your lengthy narrative or one of the exhibits directly on the home page. Think of the welcome page as the general introductory paragraph to your overall project.

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2. **Navigation Bar**: This sidebar will appear on the left of your website, on each page. It will list the component parts of the site in an organized fashion so that visitors know how to explore the site. The top entry on the bar will be a link to the Welcome Page, with the other components ordered sensibly thereafter.
3. **Narrative History:** The historical overview of your community that your team writes will be a central feature of the site, and very likely appear as the second entry on your navigation bar. The narrative history is not meant to take the place of a welcome page. The narrative should have its own title and credit the researchers and writers who composed it. A standard maximum length is 3,000 words. Given its length, the narrative may best be divided into separate pages rather than constructed as one long page.
4. **Online Exhibits:** The exhibits will appear as succeeding links in the navigation bar (or as one general link, "Exhibits," with successive links to the individual exhibits). Each exhibit will have its own page or pages, with titles and credits similar to the narrative. Exhibits may have albums (slideshows) or galleries attached to them for the presentation of a number of additional images that support the main exhibit topic. They may also have attached audio and/or video files and non-historic project images. Depending on the scope of your project, there may be 3-5 exhibits, or even more. You may choose to list them in the navigation alphabetically, chronologically, or in some other logically fashion.
5. **Resources and Sources Cited Lists.** Any inventory process your organization or team undertook during your project ideally will be formatted and organized to become a page on your website. Any sources cited or used in your narrative and/or exhibits can be included as separate pages, or distinct parts of the overall resources list. These pages will fall toward the end of the navigation bar.
6. **About Us (and Contact Us):** This page, a common feature of websites, should contain a general description of the team's partners and other important participants. You may wish to put a picture of the project team on this page. "About Us" is also a good place to list (and thank) any individuals, organizations, or businesses that contributed services to the project. Include official contact information for the Site Administrator or whoever is best suited to answer inquiries that may arise. This page also will include an "About the Project" paragraph provided to you by MMN staff (or this can appear as a sidebar). "About Us" should fall last in the navigation bar.

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7. **Additional Components:** Your team may wish to include other pages it deems relevant to the site. Add the pages in a logical fashion and insert them into the navigation sidebar accordingly.

Tips to keep in mind:

- Don't overwhelm the viewer/reader with too much text, too many fonts, too many images, or a jumbled design. Each page should provide a sufficient amount of "white space" (blank screen) so the viewer doesn't feel overwhelmed. (See "Writing Good History/Writing for the Web" under Good History for more information on how readers approach websites different from print media.)
- Make sure all your links (to PDFs, audio files, other websites) work!

3. FIRST ONLINE STEPS / UNDERSTANDING THE SITE ENVIRONMENT

A. REGISTERING A URL (WEBSITE ADDRESS)

Your MMN SiteBuilder site will be assigned a sub-domain of MaineMemory.net. The sub-domain comes before the "mainememory.net" in the address. For example, "mysite" is the sub-domain in http://mysite.mainememory.net. Maine Memory Network staff will set up your chosen URL before you begin constructing the site.

B. ADDING PROJECT PARTICIPANTS

A Project Participant (PP) is anyone contributing exhibits to the Project Site. Participants have access to the ExhibitBuilder tool from within their login account. Site Administrators must add users as PPs so they can create and share exhibits.

1. To add a PP, go to **Site > Manage Participants**. (Individuals must first have registered for an MMN account and provided you with their username.)
2. Click "Add new participant to project site." Enter one MMN username per line.
3. Now click "Add to Site." New PPs will receive an email that they have been invited to the Project Site. They will have access to their Exhibit Pages area in the accounts section, after they login to MMN. (**Note:** Student PPs will not receive a notification email as they do not provide an email address when they register for an MMN account.)

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C. EDIT MODE

Your site is in "edit mode" until it's published—made live on the internet via the Maine Memory Network. While you, as Site Administrator, are ultimately responsible for the publishing process, the entire team should approve the site before the steps are taken to make the site live and it should have been thoroughly proofread beforehand.

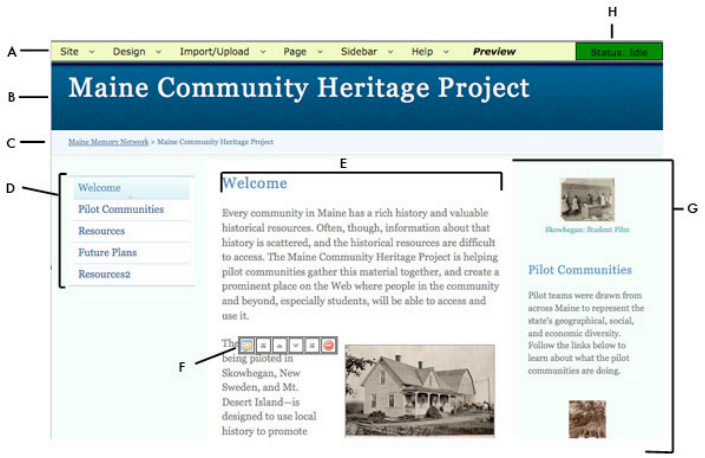
D. AVOIDING THE "BACK" BUTTON

Avoid using the "back" button in your internet browser in an attempt to erase your work. When you hit the back button, it will appear that the most recent additions or edits you made have disappeared *when in fact they have not.* Think of it as making an online purchase—once you've OK'd the purchase and your credit card goes through, you cannot undo the purchase simply by hitting the back button.

Instead, if you make a mistake simply make the correction on that screen and continue on. SiteBuilder accepts the latest changes you make as the current version of your site. (You can always use the "Preview" button on the menu bar to verify how the site would look to the public.) If you do hit the "back" button, remember to also hit "refresh" so that you see what's actually on the page.

E. UNDERSTANDING WORKSPACE LAYOUT AND ELEMENTS

The SiteBuilder workspace contains the tools you need to create your website pages.



a. Menu bar; **b.** Site header or masthead; **c.** "Breadcrumb trail"; **d.** Site navigation; **e.** Main content area; **f.** Editing Toolbox; **g.** Sidebar; h**.** Status box. (Features are described in detail below.)

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A. The **menu bar** gives you access to tools to create and manage your website pages and site.
B. The **site header** shows the title of your site.
C. The **breadcrumb trail** serves as an alternate way for visitors to move around your site. This is automatically generated by the system.
D. **Site navigation** refers to a collection of links that form a menu or bar applied to a website that helps visitors move from one page to another. These can appear vertically or horizontally on your site, depending on the layout you choose. *(We strongly suggest using vertical navigation.)* You can also decide to hide the navigation on a given page if you want more space devoted to the content on the page.
E. The **main content area** is the area that holds the majority of your text and images.
F. The **editing toolbox** appears when you roll your mouse over text or an image. This allows you to edit, move, or delete that content. There are currently eight options in the toolbox. In order, they are *Edit Selected Component*, *Add Page Break*, *Add Horizontal Rule*, *Move to Top*, *Move Up*, *Move Down*, *Move to Bottom*, *Delete Selected Component*. Clicking on the Edit and Delete buttons will bring you to another page where you can either edit your component, or confirm your choice to delete it.
G. A **sidebar** is an area on the side of the webpage for additional, usually supporting, content.

4. MENU BAR DETAILS

The menu bar in SiteBuilder contains all the tools you need to create your website. See below for an explanation of all the menu options.

A. SITE MENU

- *View Profile* – Allows you to enter contact information that will appear on the bottom of your site. This is also where you change the email address that the "Contact Us" form will send to.
- *Manage Participants* – Allows you to add participants to the site. People who will be creating exhibits or albums for your site will need to first be added as a participant.

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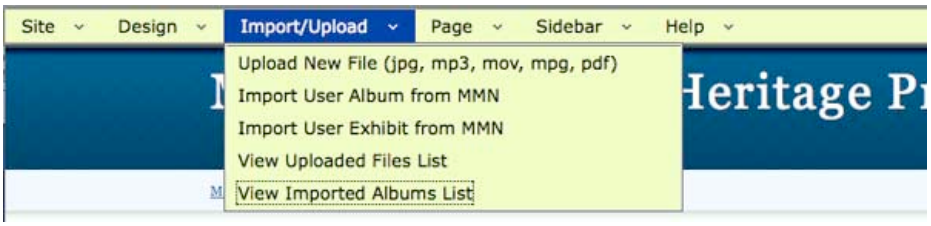
- *Publish Site* – Allows you to make your site public so it will appear to the general public through a specific website address.
- *Return to MMN* – Brings you back to your project site list on the Maine Memory Network website.

B. DESIGN MENU

- *Edit Site Layout/Color/Font* – Lets you select different colors, layouts, and fonts for your site.
- *Edit Site Title* – Allows you to change the title of the site and a subtitle.

C. IMPORT/ UPLOAD MENU



- *Upload New File* – Allows you to select and upload a file to the site. All images and files need to be uploaded to the site before they can be included on a page.
- *Import User Album from MMN* – Allows you to accept albums that were shared by site participants. Albums must be accepted, or imported, to the site before they can be included on a page.
- *Import User Exhibit from MMN* – Allows you to accept exhibits that were shared by site participants. Exhibits must be accepted, or imported, to the site before they can be included on a page. After exhibits are imported, they automatically become a page on your site.
- *View Uploaded Files List* – Displays the list of files that have been uploaded to the site. The files are categorized by Project Images, video, audio, and documents (PDF). From here, you can view, delete, add notes, or check the usage of these files on your site.
- *View Imported Albums List* – Displays the list of albums that have been imported to the site, with the options to view, edit, or remove the album from the site.

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D. PAGE MENU

- *Create New Page* – Allows you to create new pages and decide where to place them on your site.
- *Manage Pages* – Displays the list of pages in your site and where they are located. You can move, edit page, edit title, and delete pages from here.
- *Insert New Component* – Displays the component choices. Components are pieces of content that you add to your page. This includes text, images, files, and albums. Exhibits that have been imported are considered pages, like all other pages in your site.
    - **Text** – Allows you to add text onto your page.
    - **Heading** – Allows you to add a heading. Headings appear as text but in a large, bolder font. *(Heading font style and size is not adjustable.)*
    - **MMN Item** – Allows you to add an historic image from MMN.
    - **Project Image** – Allows you to add a non-historic image uploaded from your computer. You must first upload the image using the Import/Upload menu.
    - **Audio File** – Allows you to add a link to an audio file uploaded from your computer. You must first upload the file using the Import/Upload menu.
    - **Video File** – Allows you to add a link to a video file uploaded from your computer. You must first upload the file using the Import/Upload menu.
    - **PDF File** – Allows you to add a link to a PDF file uploaded from computer. You must first upload the file using the Import/Upload menu.
    - **Album** – Allows you to add a link to an album that you have imported.
- *Insert Link to* – Displays items that you can link to: site page, external URL, or email address.
- *Hide Navigation* – Allows you to hide the left navigation bar on the page you are working on, so it does not appear to the public.
- *Delete Current Page* – Brings you to a page where you can delete the page you last came from.

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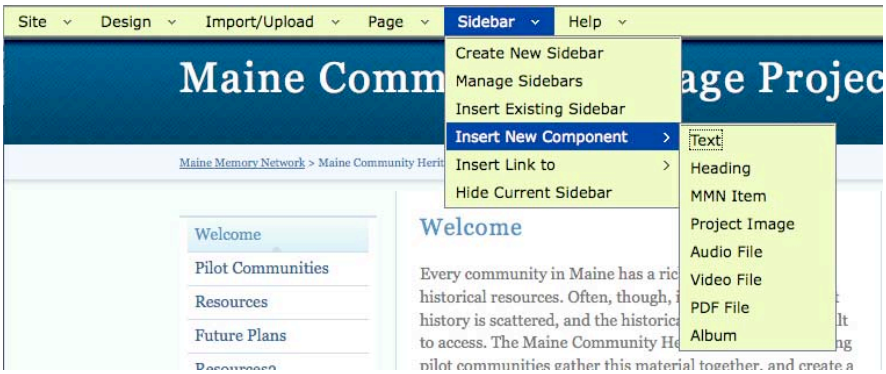
E. SIDEBAR MENU



- *Create New Sidebar* – Allows you to create a new sidebar. Each sidebar is given a name and you can use the same sidebar on multiple pages.
- *Manage Sidebars* – Displays a list of sidebars that you have created. From here you can edit a sidebar's title (for better management) or delete a sidebar.
- *Insert Existing Sidebar* – Allows you to select a sidebar, from a list of existing sidebars, to add to a page.
- *Insert New Component* – Displays the component choices. Components are pieces of content that you add to your sidebar. This includes text, images, files, and albums.
- *Insert Link to* – Displays items that you can link to: Site page, External URL, or Email address.
- *Hide Current Sidebar* – Allows you to hide the sidebar from the page you came from. This will not delete the sidebar from your site; it will just hide it on that page.

F. HELP MENU

- *SiteBuilder Help* – Contains the instructions printed here enhanced with hyperlinks to easily jump to the information you need.
- *Contact Support* – Notes contact information for MMN staff in the event that additional help is needed.

G. PREVIEW TAB

- Use this link to see what your page and site will look like once it is published.

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5. CREATING THE SITE

A. CHOOSING A DESIGN

SiteBuilder provides simple design templates for you to choose from. There are currently two layouts (classic and modern) and several color themes as well as a choice between serif and san serif fonts. The layout, color, and font automatically will be consistent throughout the site. As you select the layout/color/font combination, you will see a preview. You may change the design of your site at any time.

To choose your design, select **Design > Edit Site Layout/Color/Font**.

B. CREATING AND MANAGING PAGES

1. **Creating Pages.** SiteBuilder will contain only one page when you first open it. You will have to create enough pages to satisfy the design layout that you have created.
   - From the menu bar, select **Page > Create New Page**.
   - You have the option to hide the left navigation on the page. This is recommended if this page is going to be used for an exhibit and you want to take advantage of the full-page width.
   - Each page can have a sidebar, if you wish. See "Sidebars" below for more information on creating a sidebar.
   - See "Individual Page Components" below for a more detailed look at the components of an individual page. This is especially important for those pages you will construct yourself from scratch, as opposed to exhibits other community team members will construct and share fully completed with the site that you will only have to place in the correct area on the site.
2. **Managing Pages.** To see a list of all the pages in your site, go to the Page Manager. From the menu bar, select **Page > Manage Pages**. Each page is listed under the navigation section that it belongs to. You can move your page to another part of the navigation. You can also change a page title, link to a page (for editing), or delete a page.

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C. USING AND MANAGING SIDEBARS

1. **Using Sidebars.** Sidebars appear on the right side of the page. They can be used for a variety of purposes but we recommend you use them for additional navigation (e.g. to exhibits) or for supporting information for that page.

   Give your sidebar a logical name – e.g. the name of the page on which you want it to appear. This will help you when selecting from the list of several sidebars. If needed, you can change the name later.

   - To create a new sidebar to a page, select **Sidebar > Create New Sidebar** from the top menu bar. Follow on-screen instructions.
   - The same sidebars can be used on more than one page. To add an existing sidebar to a page, select **Sidebar > Add Existing Sidebar** from the top menu. Follow on-screen instructions.
   - If you want to remove a sidebar from a page, you can hide it by selecting **Sidebar > Hide Current Sidebar**. This will remove the sidebar from that page only, not from the entire site.
2. **Managing Sidebars.** Since you can have several sidebars on your site, you need a way to manage them. Think of this as your sidebar library. From the **Sidebars > Manage Sidebars** page, you can rename or delete sidebars. Use the names of sidebars to help you locate the correct one for editing; there is no way to preview them outside of a page.

6. INDIVIDUAL PAGE COMPONENTS

Some of your website pages will be created by project participants in the form of exhibits they share with the site (see "Adding Exhibits and Albums, and Creating Galleries" below). Others you, as the SA, will create and edit yourself. This section covers the individual components of a page that you will need to know to construct and edit pages *yourself*. These components consist of the text, images, files, and links that you will insert into a webpage. Components can be inserted into the body of the webpage or into the sidebar.

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As long as you have clearly planned out where you want your images and other files placed throughout your page, it doesn't matter too much whether you insert text paragraph by paragraph or paste in your entire written piece all at once, or even type new copy right into the online system.

Each paragraph of text, and each image or other file, is treated by SiteBuilder as a separate editable component. After inserting text and images on your page, you will be able to move and/or edit the components individually. While it can be frustrating to have to edit each section of your exhibit separately, it allows for switching the location of whole paragraphs by the click of one button, rather than having to go through the multi-step process of highlighting, cutting, scrolling, and pasting to move a small amount of text.

When you roll your mouse over any one of these components, the **editing toolbox** appears with a number of editing tools. (**Note:** The following instructions apply to sidebars as well as pages.)

After inserting to a page, components are edited or moved individually. For example, each paragraph of text is edited separately. When you roll your mouse over any component, a small toolbox appears with editing tools.

A. ADDING TEXT

You can **add** text one of two ways: by selecting **Page > Insert New Component > Text** as noted above, or by just rolling over the boilerplate text that appears on every new exhibit page template and clicking on the first box of the editing toolbox. Either method will take you to a Text and Preview box screen.

Paste in text you cut or copy from a word-processing document or type your text directly into the Text box. Format as needed using the options noted below.

Note: Previously formatted text will show only as plain text in SiteBuilder—in other words, any formatting in your word-processed document will not transfer into SiteBuilder. For example, if a word was in bold face in your word-processed document, it will not be in bold in SiteBuilder. You must reformat your text the way you want it in SiteBuilder. See below for the formatting options available to you.

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B. EDITING TEXT

Once text has been inserted into the Text box, you can return to that component (paragraph, image, or other file) as many times as needed to edit it. Simply roll over the component on the main screen until you see the **editing toolbox**.

There are currently eight options in the toolbox. In order of appearance, they are:

1. **Edit Selected Component** – Takes you to the Text/Preview edit screen for that component of the exhibit. After typing/formatting in the text box, the "Preview" box will automatically update to show you how the text will appear on the main screen.

You have several formatting options:

- Bold, e.g. This is bold text.
- Italic, e.g. This is italic text.
- Blockquote, which isolates quotable, or otherwise important, text apart by indenting it on the left and right margins.
- Bullets and numbers, which allow you to create an orderly list of items.
- You can also create links to websites (a box will pop up asking for the URL).
- Or, delete formatting by erasing the formatting codes that appear in brackets around the formatted text.

Currently, you cannot, however:

- underline, or
- create a hanging indented line such as for bibliographic citation. Indent lines can only be created in blocks of text with the blockquote feature.

2. **Add Page Break** – Allows you to add a page break to separate your exhibit into separate screens. Using page breaks are strongly suggested if your exhibit is lengthy and would require considerable scrolling if it were to appear all on one page. Viewers will navigate between the pages using "Next" and "Previous" buttons along the bottom of the screen.
3. **Add Horizontal Rule** – Adds a horizontal line in the body of text in the event you wish to separate the exhibit into sections.
4. **Move to Top** – Moves that component to the top of the page.
5. **Move Up** – Moves that component upward slightly.
6. **Move Down** – Moves that component downward slightly.
7. **Move to Bottom** – Moves that component to the bottom of the page.

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8. **Delete Selected Component** – Deletes the component from the page altogether.

C. HEADINGS

Headings are text that is formatted to be larger than the body text. You insert and edit headings the same way you would body text.

1. To **add** a heading to your exhibit page, select **Page > Insert New Component > Headings**.
2. To **edit** headings, simply roll your mouse over the heading text you wish to change. The editing toolbox will appear. You can then bold, italicize, move, or delete that component much the same way you would with other blocks of text. You cannot, however, change the size of the heading. The font style and size are pre-determined.

D. MAINE MEMORY NETWORK ITEMS

Maine Memory Network items are digital copies of historical items contributed to the MMN database by Contributing Partners (CPs). They include: documents, photographs, textiles, artifacts, maps, and even some historic audio and video files. You may use any of the materials in the MMN database in your exhibit. Most, if not all, of the items you use likely will have been uploaded from your organization's or community team's CP account. However, there may be other items in MMN relevant to your exhibit topic and you are welcome to use any MMN item in your exhibit.

Ideally, you will have identified which MMN items you plan to use for your exhibit prior to constructing it. Record the MMN item numbers, as you will need them in order to add the items to the site. (If you need to search for items simultaneous to constructing the site, open a new window or tab on your browser, and go to mainememory.net to search the database. Identify the number of the item you want to add to your page. You can find the item's number in the item's detail record on the MMN.)

1. When you are ready to add MMN items to your page, select **Page > Insert New Component > MMN Items**.
2. Type the item number in the MMN Item Number box.
3. Choose the size and location of the item for how you want it to appear on your page. If you choose to, you can create a title for the item and add a caption.

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4. You can also use the item as a link to an external page. The image will appear on your page and when users click on it they will be taken to another page or site that you determine. To enable this, add a URL (website address) in the "Image Link on Page" box.
5. To **edit** MMN items, simply roll your mouse over the item you wish to edit. The editing toolbox will appear. You can then re-caption, move, or delete that item. Note that if you are moving the image up or down in the exhibit and you accidentally click on the exhibit, bringing you into the MMN database, the image will automatically go back to its original location in your exhibit.

Note: When you use the editing toolbar to select the "delete" icon over an MMN item, you will be taken to a new screen with only the question, "Are you sure you want to delete this component?" and the highlighted words **Yes** or **No** to click on. The image will not appear on that screen. Be certain about the image you wish to delete before selecting it for deletion or double-check your selection before choosing Yes.

Note: Because SiteBuilder does not work on a "drag-and-drop" principle, text will automatically wrap around images depending on where you have asked the system to place the image (whether left, center, or right) and how large the image is (whether small, medium, or large). Sometimes this results in one or two words "orphaned" between or after images. You may have to edit text down, or expand it, to make the text and images fit together more smoothly and look more aesthetically pleasing.

E. PROJECT IMAGES AND OTHER FILES

A project image or file is an image or other digital file you've prepared for a particular page or exhibit on your local history website but that is not included in the search feature of the MMN database. This includes contemporary photographs, audio or video files, or PDFs that do not meet MMN requirements, generally because they are not considered historic.

All project files are available to all project participants. Anyone building an exhibit will be able to insert any project file in the file library into his or her exhibit.

Before you can insert project images and other files onto a page, you must upload them to your site. SiteBuilder only accepts certain kinds of digital files. These are:

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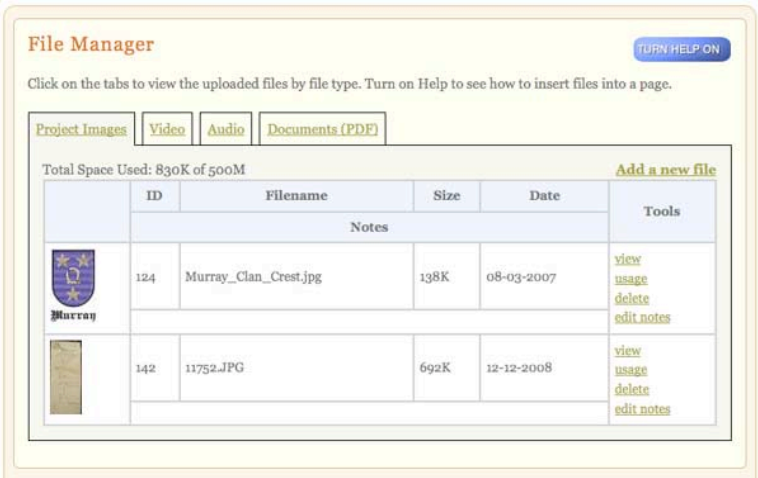
- Images – JPG
- Video – MOV or MPG (**Note:** The new version of iMovie converts videos to .m4v not .mov. These will have to be converted before being added to your exhibit.)
- Audio – MP3
- Documents – PDF

Here's how to upload the files to your project site, and then insert them on the page:

1. To upload files, select **Import/Upload > Upload New File.** This sends the digital image to the site from your computer or storage device.
2. After your file has finished uploading, you will be taken to the **File Manager**. (Or select **Import/Upload > View Uploaded Files List**.) Think of it as your file "library." Each file will have a preview, a name, size, a non-public notes field, and date of upload. Once you have uploaded your files (see #3 below), you will also be able to see which page of your website the file appears on, and delete the file, if necessary, from all of those pages at once.
3. To insert project files into your page, select **Page > Insert New Component** and then select the type of project file you wish to upload – whether a project image, audio file, video file, or PDF.
4. Choose the size and location of the item for how you want it to appear on your page. If you choose to, you can create a title for the item and add a caption.



5. You can also use the item to link to an external page. The image will appear on your page and when users click on it they will be taken to another page or site that you determine. To enable this, add a URL (website address) in the "Link" box.

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6. **To edit project images**, simply roll your mouse over the item you wish to edit. The editing toolbox will reappear. You can then re-caption, move, or delete that item in the same way you would an MMN item. While you can still make project images small, medium, or large on the page as you can with MMN images, you cannot enlarge and zoom in on them as you can with MMN images when you click into the MMN database. The project images remain static on the exhibit page in the small, medium, or large format you've chosen.
7. To add a non-historic (non-MMN) audio file, video file, or PDF, select **Page > Insert New Component > [Audio File, Video File, OR PDF File]** and follow the instructions. You have the option of selecting an image or a line of text to appear with the file.

Note: Project images technically are not meant to be used in albums – which generally meant to be used for historic images only – but there is a way around this if you are have a good reason for using them in this way. See below in "Adding and Creating Albums."

F. ADDING LINKS TO PAGES OR SIDEBARS

You can add links in the body of your page, or in a sidebar, to other pages in your site, to an external website, or to an email address. You can choose a thumbnail image from the files that were uploaded to your site or use the MMN number of an item.

To add a link onto a page or sidebar, select **Page > Insert Link to > Site Page OR External URL OR Email Address**. Follow the on-screen instructions.

7. ADDING EXHIBITS AND ALBUMS, AND CREATING GALLERIES

A. Adding Exhibits

If not created by you directly in SiteBuilder, Exhibits are created by individual users on Maine Memory Network using a tool called ExhibitBuilder. In order for his/her exhibit to appear on your site, it must be imported from the user's account. This creates a copy of the exhibit page and adds it as a page to your local history website. After importing it, you can then edit the page like any other.

1. Only project participants can share their exhibits with a project site. If you haven't previously done so, add users who will be creating the exhibits by selecting **Site > Manage Participants** and adding the usernames.

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2. From the user's account, he/she will then be able to share his/her exhibit with the website by clicking on the "share" link in **My Account > My Exhibit Pages** section of Maine Memory Network.
3. Once the user shares the exhibit with your local history website, the SA must accept or decline it. To import a user's exhibit, select **Import/Upload > Import User Exhibit from MMN** and follow the onscreen instructions.
4. Any **minor changes** to an exhibit should be made by the SA, but the site must then be republished for those changes to take effect. Any **major changes** should be made by the creator of the exhibit; he or she must then re-share the exhibit with the site. The SA then accepts the revised exhibit and re-publishes the site.

B. Adding And Creating Albums (Also Called "Slideshows")

Albums are created by individual users on Maine Memory Network. An album, also called a "slideshow," is a more streamlined type of exhibit and can stand on its own when you have a series of images with less text to support them, or as a way to further highlight one part of a main exhibit, or to showcase a number of additional images that you couldn't fit into the main exhibit. In order for an album to appear on your local history website, there are three steps:

1. The user who created the album must be added as a participant to your site. Go to **Site > Manage Participants** and add his/her username.
2. The user must then share the album with you by clicking the **Share** button in his or her Album Tools, and selecting your team's local history website.
3. Once the user shares the album with your local history website, the SA must accept or decline it. To import a user's album, select **Import/Upload > Import User Album from MMN**. You can then import or reject the album. Importing an album creates a copy of the album in your administration account and then, if it needs to be edited, you can edit it from within your Album tools.
4. To add a link to an album from a page or sidebar, select **Page > Insert New Component > Album**. You have the option of choosing one of two ways to show the link to it within the page: **Text Link Only** or **Text Link with Thumbnail Image**. You may create a title or caption to appear with the thumbnail image.
5. To view, edit, or delete albums that belong to your site: select **Import/Upload > View Imported Albums List**. Follow the instructions.

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To create an album, log into your account in MMN. Click on "New" in "My Album Tools" toolbar on the right-hand side of the page. (If the toolbar is hidden, click on "Show Album" in the upper right-hand corner of the page.) Give your album a title and start searching for items in the database to add. For more detailed instructions, go here: http://www.mainememory.net/help/help_myAlbum.shtml#creating where you can learn how to move the items around, add descriptive text, and delete items.

Note: If you have *project images* that you want to include in albums that, while either not historic or not able to be properly cataloged for MMN, would still work well in an album/slideshow format, there is a way around the system. The images/files must be uploaded to MMN but left in the "offline" area of the account. That way, the item will be given an MMN number so that Album tool can pull the image in. You may catalog the image to the extent you wish (or not); just remember that that item should remain in the offline area permanently.

C. CREATING GALLERIES

Galleries are another alternate type of exhibit that allow you to display a grid of up to 12 historic images for which you plan little to no accompanying text (except titles). Galleries may best be used when you wish to add a cache of images as a side feature of a main exhibit. Technically, you may only use historic MMN images in a gallery, but if you have a good reason to use project images in a gallery – i.e. to supplement and enrich the historic images – you would need to upload them to the "offline" area of your MMN account in the same way as discussed directly above for the album tool to generate an MMN number for each item. To create a gallery, follow these steps.

1. You must know, or have been given, the MMN item numbers for the images in advance. This is the only way you can add items to a gallery.
2. Go to **Page > Insert New Component > Image Gallery**.
3. Enter the MMN numbers of the items and click the **Create Image Gallery** button.
4. Once the gallery is created, you can move it to the location on your site that you want it to appear by going to **Page > Manage Pages**.

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8. PUBLISHING YOUR SITE

Your local history website is not visible to the public until it is "published" to the web. The publishing function makes a copy of your site and puts it at a public URL within MMN. Maine Memory staff will review and approve your site the very first time it is published before it can be incorporated into www.mainememory.net but after that, updating your site is largely under your organization's or community team's control.

Each time you make changes to your site, you must re-publish it in order for the changes to appear to the public. This allows you to make changes to your site without the public seeing a "work in progress." After the first time, Maine Memory staff will never again need to approve the site so publishing is automatic. The site may take up to 10-15 minutes to refresh. You will be able to check the "publication history" to see the status of publication and also track how many time, on what date, and by whom the site has been published. Maine Memory Network administrators may occasionally notice typos or make other minor corrections to sites and thus routinely republish them.

To publish your site, select **Site > Publish Site** in the top menu and click **Send Site for Approval**. Notice the URL of your site. The first time, please allow up to a day for the site to be approved. If you wish, feel free to email Maine Memory Network staff if you have trouble or need your site reviewed quickly.

MORE INFORMATION

Visit the Share YOUR Local History section of the Maine Memory Network website, www.MaineMemory.net.

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