Developing page content

Content standards

- All Exhibit Omeka S websites are part of the University of Tasmania's web ecosystem.
- Site developers are required to follow the [UTAS Editorial Style Guide](mailto:Exhibit.Online@utas.edu.au) when developing, creating and editing page content. Use the [Exhibit Omeka S Site Planner Tool](mailto:Exhibit.Online@utas.edu.au) to assist you plan your Site content.

Adding Pages

1. Select your Site and click on the edit pencil

2. Navigate to Pages
3. Click on **Add new page**

4. Enter a Title for your page and a URL Slug (A slug is the page’s portion of the url and can only contain letters, numbers, and hyphens; no other characters are allowed)
   URL Slugs should be concise and lower case

5. Click on **Add** – Repeat these 5 steps for every page you wish to add to your exhibit
Editing Pages and adding content to pages

1. After clicking the Pages tab, select the page you wish to edit by clicking the edit button (pencil). Note: clicking on the Page title will take you to the public view of that page.

2. On the right hand side you can choose to add new block by selecting one or more of the following:
3. Once you have added blocks to your page, click the Save button in the right hand corner.
   - delete blocks by clicking on the trash can icon located in the upper right corner of the block.
   - change the order of blocks by clicking on the three horizontal lines on the upper left corner of the block and then dragging and dropping it to the desired location.
Page Blocks Explained

The instructions below are adapted from the Omeka S User Manual – Page Management section

Pages are made up of blocks, each of which has a different form of content.

HTML

Creates an HTML box in which you can add formatted text and links. When you click in the box, a formatting menu will display above the text field.

Basic block:

![HTML Block](image)

Access Formatting menu by either clicking in HTML box, or on horizontal line symbol

With formatting menu open:

![Formatting Menu](image)

TIPs:

- Add a HTML box for each chunk of text, this will make it easy to change the page layout.
- Text – edit, edit, edit - on average people read 28% of the words on the page, use plain English, break up text with headings and place most important content at the top of the page.
- Include images in the top half of the page
- Embrace white space
- Follow the UTAS Editorial Style Guide
Page Title

Displays the title of the current page. Each page includes a Page title.
Media

Creates a block with one or more pieces of media associated with items in the item pool.

1. To add media, click the *add attachment*.
2. On loading, the drawer will show a list of your items, most recent first.
   - Select the media item from the first page, or use the forward and back arrows, or search bar to find an item.

3. Once you’ve selected an item, the drawer will shift to that item’s information.
   - You can add a caption and select which media (if more than one) you want to use.
   - To return to the list of items, click Change item button at the top of the drawer.
   - To Save the item displayed and apply the caption, etc, click the Apply changes button at the bottom of the drawer.
4. The Media block has options for the display of the media on the live page:

- Thumbnail type: choose from large, medium, and square.
- Thumbnail alignment on page: Choose from left and right.
  - Page Layout note: if you want media to appear beside a block of text (either left or right of the block) on the live page, place the media block above the HTML block on the page edit screen.
- Show attachment title: Choose whether the media should have a caption of the item title, file name, or no title displayed at all.
Line Break
Line break creates a transparent or opaque line break on the page, clearing all blocks. Select whether the line is transparent or opaque from the dropdown.

When to use a Line break?
- HTML blocks wrap around Media blocks and at times you may want to clear the page.
- You might also want to create a visual break on the page.

Deleting Pages
To delete a page, go to the Pages tab of the Site. Click the delete (trash can) button at the right end of the row for that page.

A drawer will open on the right side of the page asking you to confirm that you wish to delete the page, with the name of the page displayed under the confirm button. To proceed, click the Confirm delete button. Otherwise, click the X in the upper right corner of the drawer to cancel.

Instructions for other Page Block options see:

Omeka S User Manual – Pages management

Also see
- Instructions for Map block
- Instructions for Collecting block

University Library Exhibit Omeka S user guide
Contact us: Exhibit.Online@utas.edu.au