

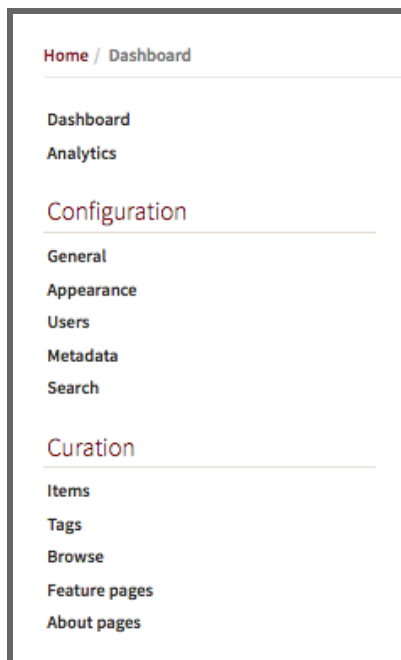
## Exhibit Creators: Quick Start Guide

**Creating an Exhibit:** Prior to requesting an exhibit, please review the [Exhibits Strategy](https://consul.stanford.edu/x/Woo1CQ) (<https://consul.stanford.edu/x/Woo1CQ>) document. Exploring current exhibits on the [exhibits.stanford.edu](https://exhibits.stanford.edu) site will help you select the settings, functions, and widgets best suited to your needs.

**Requesting your Exhibit:** Please [follow the instructions](https://consul.stanford.edu/x/g4A-CQ) (<https://consul.stanford.edu/x/g4A-CQ>) to request an exhibit.

**Accessing your Exhibit:** Once you have requested an exhibit, you should receive a response within 2-3 days. After you have received the email notification that your Spotlight exhibit has been created, you are ready to begin! Click on the exhibit link provided to access your new exhibit. (You can also access any of your exhibits-in-progress by navigating to [exhibits.stanford.edu](https://exhibits.stanford.edu) in your browser, authenticating by selecting “Sign-in” in the top right corner of the screen, then navigating to the “Your Exhibits” tab.)

### Navigating your Exhibit:



The **Dashboard** page is the main menu for accessing the options available to you as a Spotlight exhibit admin or curator. You can return to the **Dashboard** at any time by clicking on your email address on the upper right-hand side of the screen, then selecting **Dashboard**.

Exhibit options are presented under two categories:

*Configuration*, which enables you to make decisions affecting the title, description, logo, masthead (banner image), users, metadata fields displayed, and search options available to the end user. If you see the *Configuration* menu, you have the role of Admin on this exhibit. (If you don't see the *Configuration* menu, you have the role of Curator on this exhibit and therefore can only access items from the *Curation* menu.)

*Curation*, which enables you to add items to the exhibit and create the exhibit structure, including browse, feature, and about pages.

**Building an Exhibit:** This guide explains the most commonly-used features needed to build a basic exhibit in Spotlight:

1. **Adding items** (under *Curation*)
2. **Configuring settings** (under *Configuration*)
3. **Building Home, About, Browse, and Feature pages** (under *Curation*)

For advice on using additional options, please contact the [Spotlight service team](mailto:exhibits-feedback@lists.stanford.edu) (exhibits-feedback@lists.stanford.edu).

## > 1. Adding items

At first, your new exhibit will only have a title and a URL. You will need to add items to begin working on your exhibit.

Note! → Spotlight was created primarily to work with items that have been accessioned in the [Stanford Digital Repository](https://sdr.stanford.edu) (SDR - sdr.stanford.edu). Some display options and widgets are only available for items in SDR.

From the **Dashboard**, click on “Items” under *Curation*. Add items to your exhibit by selecting the **Add Items** menu option. To add items from SDR, add a druid or list of druids.

Hot Tip! → If you are adding an entire collection to your exhibit, we strongly recommend adding the collection druid instead of individual item druids. Adding a collection druid means every time you reindex the exhibit, druids that have since been added to SDR will be automatically added to the exhibit.

You do not need to add all of your druids at one time. However, if you need to add more druids to your exhibit at a later time, it is important that you not remove from the “add items” box any previously added druids. Simply append the new druids to the bottom of the list.

To add items that are not in SDR, select “Upload Item” or “Upload Multiple Items.” Contact the Exhibits Service Team if you have a large number of non-SDR items that you wish to feature in your exhibit.

Once you have added items to your exhibit, you will need to **Reindex** the items any time metadata is changed or added to the SDR for those items. The metadata updates are automatic -- you simply need to push the reindex button in Spotlight to initiate import of the new/changed data.

Hot Tip! → Items in your exhibit cannot be deleted once they have been added, but they can be hidden if you do not wish to display them in your final exhibit.

## > 2. Configuring settings

From the **Dashboard**, you can click on categories beneath the *Configuration* menu:

“General” enables you to enter an exhibit title, subtitle, and a brief description of your exhibit. This information will appear on the *exhibits.stanford.edu* page. The title and subtitle will also appear on the site masthead.

“Appearance” enables you to add an image to the masthead at the top of the screen, and to add a thumbnail image that will appear on the *exhibits.stanford.edu* page.

“Users” enables you to add, change roles, or delete other exhibit creators associated with your exhibit.

“Metadata” displays the metadata fields for the various pages that display objects in your exhibit (item display page, list or gallery search result views, and so on).

Hot Tip! → The default setting is to include all fields for all views so that exhibit creators can select the most appropriate metadata for their exhibit. For your exhibit, you should limit the display to fields that are useful for your exhibit, and you can turn off all fields for some pages, such as the Gallery result view. Additional information can be found in the [Spotlight Publication Checklist](https://consul.stanford.edu/x/b4o1CQ) (https://consul.stanford.edu/x/b4o1CQ).

“Search” enables you to select various ways for viewers of your exhibit to search within your exhibit. You can select whether to display a search box, the fields included in that box (if you have enabled the field-based search), and how many results are displayed. For some exhibits, displaying some facets for limiting searches will make sense, while for others, hiding the field-based search and turning off the facet sidebar (select the “Options” tab after editing the homepage) might be more appropriate.

### > 3. Building pages

Now that your items are added and your settings are configured, it is time to create pages so that you can present your exhibit to the world! The links to the menus for creating these pages are under *Curation* on the left-hand side of the **Dashboard**.

There are several types of pages that are very similar in how you create them, but very different in their purpose:

The **Home page** is the landing page for your exhibit, and the first page most exhibit visitors will encounter. Therefore, we recommend you use it to introduce the exhibit and provide a high level visual overview of the materials included. The **Home** page is a special kind of **feature** page (see below), and can be accessed and edited through the **feature pages** link on the dashboard.

**About pages** contain information about your exhibit, about the materials or collections included, and about the exhibit creators.

**Browse pages** enable you to create a saved search for specific categories of items and to present the results of that search to the user. **Browse** is useful when there are large numbers of items and you would like viewers to see them in smaller, topically focused categories (for example, the Herbert Matter: Modernist Photography and Graphic Design [exhibit](https://exhibits.stanford.edu/herbert-matter/browse) (https://exhibits.stanford.edu/herbert-matter/browse) has separate **Browse** categories for subjects such as fashion, commercial work, and personal photography).

**Feature pages** enable the user to highlight special items and exhibit themes. There are exhibits with multiple **Feature** pages and exhibits with none, so looking at other exhibits may help you to plan your own. The [Exhibits Strategy Guide](https://consul.stanford.edu/x/Woo1CQ) (https://consul.stanford.edu/x/Woo1CQ) lists a few examples.

All four types of pages use **widgets** to work with items and text. Unlike a Word Document or PowerPoint Slide, you cannot simply cut and paste text, images, or links into the body of the page. Instead, use **widgets**.

To use widgets, go into edit mode by clicking on the page, and then press the + on the page, and when the larger box appears, press the + at the left-hand side. **Standard Widgets** can be used with any item, while **Exhibit Item Widgets** can only be used with items added to your exhibit (Dashboard > Curation > Items >Add Items). There is a large selection of widgets for you to explore.

Since Spotlight was designed to be flexible and adaptable for a variety of purposes, there are many ways to create exhibits using these tools. We encourage you to begin experimenting so you can create an exhibit that best showcases your content.

Have fun and remember to save your work!

**Questions? Contact the Spotlight Service Team:  
exhibits-feedback@lists.stanford.edu**