Spotlight Publication Checklist

Before you publish your exhibit, review the checklist below to ensure your exhibit meets the goals for published exhibits the Spotlight service team has created. The Spotlight service team has established these goals to promote a better user experience for exhibit visitors and to ensure consistency between published exhibits at Stanford.

❏ **Include a short description (abstract) of your exhibit.** Used on the exhibits landing page (exhibits.stanford.edu) to help visitors learn what your exhibit is about.

Configuration > General > Basic settings > Description

❏ **Turn off unnecessary metadata fields.** In the context of an exhibit, it's generally not necessary to show all metadata fields for exhibit items in all search result page types, or even the item details page. Consider turning off all metadata fields for result page types other than List view (Title will always be displayed), and selectively turning off fields with redundant or low informative value for the List and Item Details pages.

Configuration > Metadata

❏ **Turn off field-based search** unless you expect searching to be a frequent visitor activity. The standard search box is often sufficient for searching an exhibit. Narrowing a search to a specific field is not common in exhibits, and removing field-based search simplifies the user interface.

Configuration > Search > Options (then uncheck all fields under the "Everything" checkbox)

❏ **Turn off unnecessary search facets**. In the context of an exhibit, it's generally not necessary to display all metadata facets (or facets that are very similar, such as "Date" and "Date (no approx)". Consider turning off any metadata facet not likely to be frequently used, which will simplify the user interface.

Configuration > Search > Facets

❏ **Turn off less useful search result page types**. The List and Gallery page types are useful for most exhibits. The Masonry and Slideshow page types might also be useful if your exhibit features highly-visual content. The Map page type is only useful if your exhibit items have the required geo-metadata; most currently do not.

Configuration > Search > Results

❏ **Hide collection items**. If you added items to your exhibit using collection objects (collection druids), consider hiding these collection items from exhibit visitors. Collection items don't have thumbnail images and generally look out of place in an exhibit.

Curation > Items (uncheck the Public checkbox for all collection items)

❏ **Add, replace, or crop the default thumbnail images for browse categories**. When you create a new browse category it should be assigned a default thumbnail image. Because this is done automatically, the default image is not necessarily the best choice for the browse category, and if it is a good image, it might not be ideally cropped. You can improve the look of the Browse landing page by quickly replacing or cropping the default thumbnail images assigned to new browse categories, or adding one if a default image doesn't exist.

Curation > Browse (edit the relevant browse category item)

❏ **Prepare a blog post, news item, and/or tweet to publicize your exhibit**. After your exhibit is public you'll want people to know about it. Consider preparing content to be distributed via one or more venues for publicizing your exhibit soon after you make the exhibit public.

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