



# Exhibit Builder Instructions

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# Exhibit Builder Instructions

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

**NOTE:** Assistance with constructing exhibits in ExhibitBuilder is also available in the online workspace. See the "Turn Help On" buttons within each editable area of the site.

## INTRODUCTION

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

ExhibitBuilder is the tool that allows users to compose stand-alone online exhibits consisting of images and text to showcase an organization's or community's history. ExhibitBuilder can be used alone or in conjunction with its sister tool, SiteBuilder, which is utilized to build entire local history websites for organizations and communities.

ExhibitBuilder exhibits can be imported into SiteBuilder websites. Exhibits can also be built directly in SiteBuilder, although only registered Site Administrators have access to this tool.

### A. A NOTE ABOUT PRE-PLANNING YOUR EXHIBITS

The instructions that follow assume that users have accessed other Maine Historical Society resources related to the early stages of developing exhibits prior to beginning the construction of those exhibits online. Please see "Conceiving and Creating Exhibits for Maine Memory Network" under the **Good History** category for further information.

Exhibits should be planned out carefully and fully before constructing them in the online workspace. If you start building your exhibit online without having designed the arrangement of text and images beforehand, or simply paste in all your text in one large block intending to place images after the fact, you may become frustrated. The system does not work on a "drag-and-

drop” principle; instead, paragraphs of text are moved up or down, and images are moved up, down, or from left to center to right, in stages.

The most effective method of using ExhibitBuilder begins with a well-planned “on paper” exhibit. Text and images should be outlined in relation to one another. Text can then be pasted in paragraph by paragraph alongside related images.

## B. USER ACCOUNTS

In order to use ExhibitBuilder, each user must:

1. Have an individual Maine Memory Network user account. Registering for accounts is free, simple, and quick. Information is available at <http://www.mainememory.net/user/register>.
2. Be provided with the ExhibitBuilder tools by a Maine Memory Network administrator or be designated a “project participant” by his or her Site Administrator for his or her community website-building team.
3. Once those steps have been taken, an individual who logs into his or her MMN account will see “My Exhibit Pages” under “My Account”.

## 2. CREATING A NEW EXHIBIT PAGE

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Take the following steps to create a new exhibit page in Maine Memory Network:

1. Once you are in your MMN account and have selected “My Exhibit Pages,” click on “Create a New Exhibit Page.”
2. Fill in the title of your exhibit. (You should have settled on a title prior to starting to build your exhibit online.) *Note that headings have **one** font style and size. They are not adjustable.*
3. If you are creating this exhibit to be shared on a community website, and have been connected as a project participant to your team, opt to share your Exhibit Page with your team’s local history website.\* The name of the site will appear below the exhibit title field. Check the box next to it and then click on “Create.” (You have to have been designated as a project participant of the site by your team’s Site Administrator for the website name to appear on screen.)

### Create New Exhibit Page

\*Required fields.

**\*Exhibit Title:**

Connect your Exhibit Page to a Project Site. If you are participating in a Community Website Project, select your site now. This will allow you to access Project Materials (contemporary photos, video, audio, etc.) uploaded to the Project Site by the site administrator as well as the full MMN database. You may choose not to share your Exhibit Page but your decision is final and you will not be able to access Project Files at a later date.

Hallowell Museum in the Streets  
 Larissa Vigue Picard  
 Not sharing the exhibit at this time (you will not be able to add files from the project library later).

#### A. EDIT MODE

Your exhibit is in “edit mode” until it’s made available on Maine Memory Network, either directly or via your community history website. That won’t happen until everything is finalized – until you or your organization or team approves it – and a Maine Memory Network Administrator or your organization or team’s Site Administrator publishes it.

#### B. AVOIDING THE “BACK” BUTTON

Avoid using the “back” button in your internet browser in an attempt to erase your work and return to an earlier version of your page in ExhibitBuilder. 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 – put in the wrong text, image, etc. – simply make the correction on that screen and continue on. ExhibitBuilder accepts the latest changes you make as the current version of your exhibit. (You can always use the “Preview” button on the menu bar to verify how the exhibit would look to the public.)

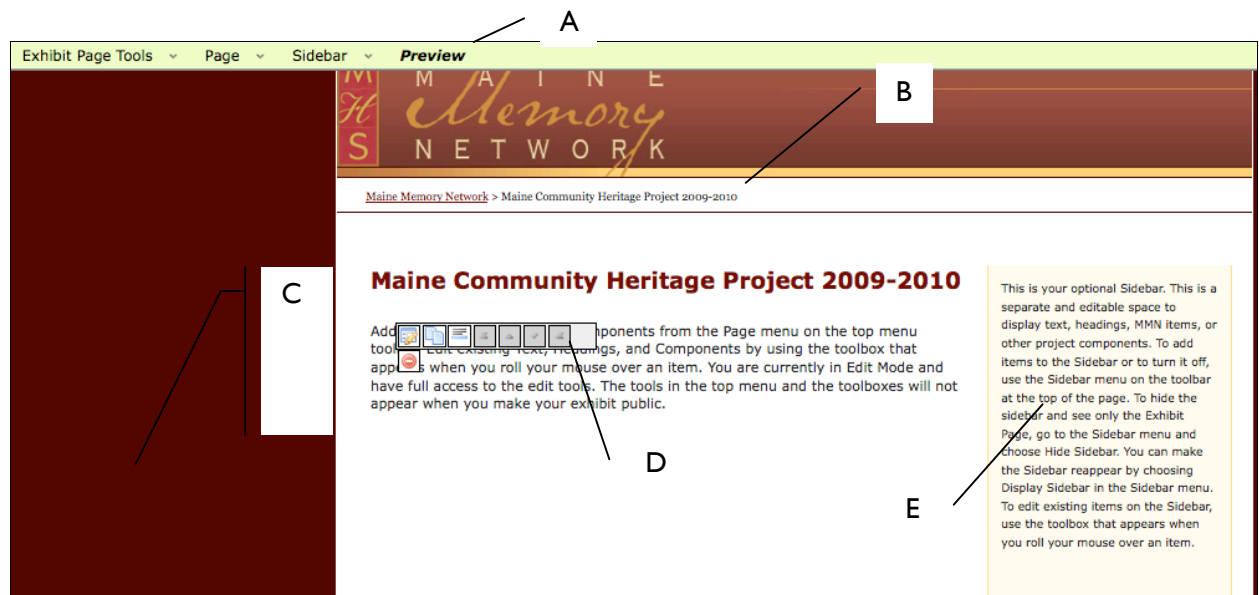
If you do hit the “back” button, remember to also hit “refresh” so that you see what’s actually on the page.

### C. "OFFLINE" STUDENT EXHIBIT PAGES

Teachers may wish to have students create some exhibits that do not end up being shared beyond the classroom, and/or simple emailed to parents or to other students or school staff. In this case, students should check off "Not sharing this exhibit at this time."

An exhibit can be emailed by returning to the "My Account" page, selecting "My Exhibit Pages," clicking on "Email" next to the exhibit name, and completing the online form.

## 3. UNDERSTANDING WORKSPACE LAYOUT AND ELEMENTS



**ExhibitBuilder Workspace:** **A.** Menu bar; **B.** "Breadcrumb trail";

**C.** Main content area; **D.** Editing toolbox; **E.** Sidebar

- The **menu bar** gives you access to tools to create and manage your exhibit page.
- The **breadcrumb trail** serves as an alternate way for visitors to move around your exhibit and back to Maine Memory Network generally. This is automatically generated by the system.
- The **main content area** is the area that holds the majority of your text and images.
- 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 of appearance, 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 that component.
- A sidebar is an area on the side of the exhibit page for additional, usually supporting, content. To add items to the sidebar, or to turn it off, use the Sidebar menu in the Menu bar at the top of the page. To edit items on the sidebar, use the editing toolbox.

## 4. MENU BAR DETAILS

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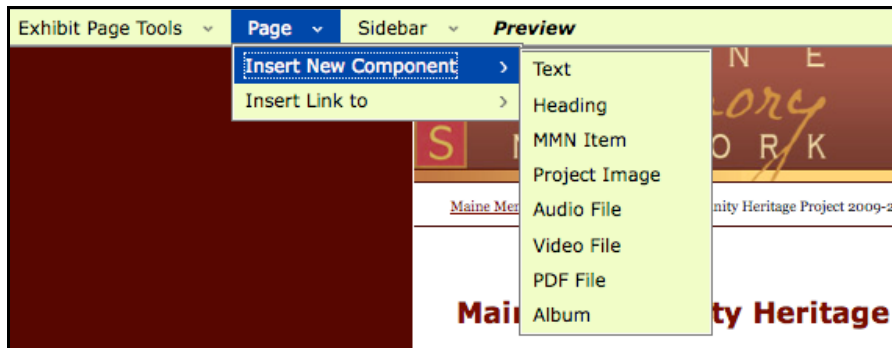
The menu bar in ExhibitBuilder contains all the tools you need to create your exhibit. See below for an explanation of all the menu options.

### A. EXHIBIT PAGE TOOLS MENU



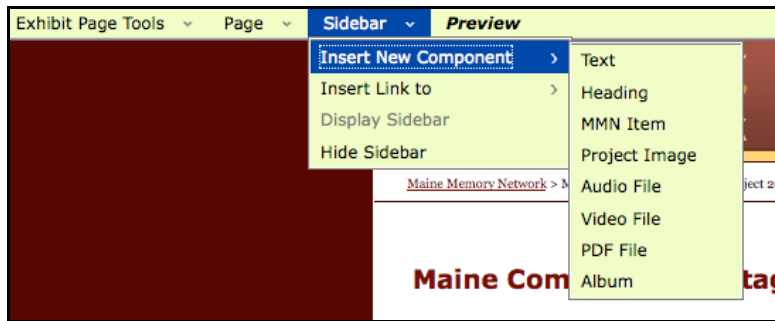
- Edit Page Title – Allows you to change the name of your exhibit.
- Import/View Albums – Allows you to import Maine Memory Network albums from your account. (You must have previously created albums in order to import them; you cannot create them in ExhibitBuilder. See p. 13 for how to create an album in your MMN account.)
- Share with Project Site – Allows you to select which project sites you would like to share your exhibit with. (Ideally, you will have done this when you first created the exhibit page.)
- Back to Exhibit List – Takes you back to the list of your exhibits under “My Account.”
- Create New Exhibit – Allows you to create a brand new exhibit.

## B. PAGE MENU



- *Insert New Component* – Displays the component choices. Components are pieces of content that you add to your page. This includes text, images (historic and contemporary), files, and albums.
  - **Text** – Allows you to add text to 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 Maine Memory Network.
  - **Project Image** – Allows you to add a non-historic image previously uploaded to the project site.
  - **Audio File** – Allows you to add an audio file previously uploaded to the project site.
  - **Video File** – Allows you to add a video file previously uploaded to the project site.
  - **PDF File** – Allows you to add a PDF file previously uploaded to the project site.
  - **Album** – Allows you to add an album that you have created in your MMN account.
- *Insert Link To* – Allows you to add a link to another **Exhibit Page** or an **External URL** (website address).

## C. SIDEBAR MENU



- *Insert New Component* – Works the same way as noted above for the page as a whole.
- *Insert Link To* - Works the same way as noted above for the page as a whole.
- *Display Sidebar* – Click on this if you have previously hidden the sidebar and now want to show it.
- *Hide Sidebar* – Click on this if you want to hide the sidebar.

## D. PREVIEW TAB

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

## 5. PAGE DETAILS

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As long as you have clearly planned out where you want your images and other files placed throughout your exhibit, 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 ExhibitBuilder as a separate editable component. After inserting text and images on your exhibit 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.)

## 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 ExhibitBuilder—in other words, any formatting in your word-processed document will not transfer into ExhibitBuilder. For example, if a word was in bold face in your word-processed document, it will not be in bold in ExhibitBuilder. You must reformat your text the way you want it in ExhibitBuilder. See below for the formatting options available to you.

## 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:

- I. **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.
  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](http://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.
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 ExhibitBuilder 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 your exhibit but one 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.

Before you can insert digitized project images and other files onto an exhibit page, they must have been uploaded to the project site, either by a Maine Memory Network administrator or your organization or team's Site Administrator. SiteBuilder only accepts certain kinds of digital files. These are:

- 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

Once the files have been added to the project site, you can add them to your exhibit.

Here's how to add **Project Images**:

1. Select Page > Insert New Component > Project Image.
2. Select the image you want to use.

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.
4. 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.
5. To edit project images, 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 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.

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 AND CREATING ALBUMS (ALSO CALLED “SLIDESHOWS”)

**You can add any album** that you have created under your account in MMN to your exhibit. The album has to have already been created before it can be added to the exhibit. 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.

Follow these steps to embed an album in your exhibit page:

1. From the menu bar, select **Page > Insert New Component > Album.**

2. Once the album has been added, you have the option of choosing one of two ways to show the link to it within your exhibit. You can either choose **Text Link Only** or **Text Link with Thumbnail Image** and follow the on-screen instructions from there. You may create a title or caption to appear with the thumbnail image.
3. An album can only be changed by the person who originally created it, in his or her account. It cannot be changed in the exhibit itself. If it needs to be corrected, it will have to be corrected in its original version in the creator's account, the old version deleted from the exhibit, then the new version embedded into the exhibit.

**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](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.

## G. 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 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.

## H. ADDING LINKS TO EXHIBITS

You can add links anywhere in the body of your page to other exhibits.

From the menu bar, select **Page > Insert Link To > Exhibit Page**.

Select your file from the drop down menu and enter text to introduce the exhibit.

## I. ADDING LINKS TO URLS

You can also add links to other web pages that relate to your exhibit.

1. From the menu bar, select **Page > Insert Link To > External URL**.
2. Type or paste the URL into the appropriate box. Enter text to introduce the link.

## J. SIDEBARS

The sidebar option is embedded within an ExhibitBuilder page. It appears when you create a new exhibit template and can feature any of the same components as the page itself by using the **Sidebar** menu on the menu bar and choosing **Insert New Component** or **Insert Link To**. If you don't want a sidebar, simply select **Sidebar > Hide sidebar** to turn it off.

## 6. SHARING YOUR EXHIBIT

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If you did not do so at the beginning, make sure to share your exhibit with the Maine Memory Network Administrator's project site or your community team's local history website so the Site Administrator has access to it. Select **Exhibit Page Tools > Share with Project Site** from the menu bar and follow the online instructions.

Let the Maine Memory Network Administrator or your community Site Administrator know when the exhibit is finished and, if applicable, where it should be placed on your community's local history website. Chances are, the organization or team as a whole will have determined the layout of exhibits during website mapping discussions.

## A. MAKING CHANGES AFTER SHARING

It is important to realize that any changes you make to your exhibit *after* you've shared it *will not* automatically appear. This is because the published/live version of your exhibit is, in fact, *a copy of your exhibit*, not the original. The original of your exhibit is the version in your Maine Memory Network account. The one you've "shared" with the project site is a second, distinct copy.

If you have **minor changes**, please ask the Maine Memory Network Administrator or your community Site Administrator to make them for you and then he or she will republish the site to correct that copy of the exhibit. If you have **major changes**, make the corrections from your account, then re-share the exhibit with the project site. Alert the Site Administrator that your exhibit needs to be republished to the site for the changes to appear.

## B. OTHER USES OF EXHIBITS

Not everyone may want to share all of his or her exhibits with the team. Perhaps you have created an exhibit for fun, practice, or another use.

As noted earlier, teachers especially may wish to have students create some exhibits that do not end up being shared with a public site but instead used for in-class purposes only or emailed to other classmates and/or parents.

Anyone creating an exhibit has the ability to **email a link to that exhibit** to another individual. To do so, return to the "My Account" page and select "My Exhibit Pages." Click on "Email" next to the correct exhibit title, and complete the online form.

## MORE INFORMATION

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Visit the [Share YOUR Local History](#) section of the Maine Memory Network website, [www.MaineMemory.net](http://www.MaineMemory.net).