Modified: January 27, 2025

Six Steps to a Site Page for HCAC

This guide will assist the HBCU partner institutions in creating both external and internal site pages. These sites pages will provide a space for them to highlight and give more detailed information about things, people, places or events featured in their collections. It will show the process of creating a site page using the creation of this page. There are six steps listed below to create site pages. This guide is meant to help you in the beginning, but as you continue to create site pages, please feel free to work through the process in the way that works best for you.

Step 1: Choose a topic in consultation with your team.

Think of these pages as supplements to your collections, and your collections as supplements to these pages. These pages can help users understand your collections, but your collections can also enrich users understanding of a certain topic in a way only your institution can. They can provide additional information about the collections, provide information about a topic, connect items together, help users understand some aspect about your collections, or highlight a theme represented in your collections.

Consider some of the following questions,
1. What topics in my collection need additional explanation? What content can help users understand something about the collections?
2. Do I have the materials to represent this topic? Do you have items from your collection that you can tie in to tell this story?

Notes:
I was tasked with creating site page templates. After looking through many examples on other Omeka S sites, filling pages of notes, and consulting the team, I created two templates on Microsoft Word and began to outline some instructions for use. Then came the dilemma, what is the best way to transfer those templates onto Omeka S. I came up with a few options that did not quite work out. Then came the big A-HA – moment, I could use the creation of a page on Omeka to teach about how the page templates on Omeka S. Now let's take it back and look step by step at the process of creating this page.

(+attribution) Asset		
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Step 2: Brainstorm and Research

What template works best for the topic?

Currently there are two templates.

Review the resources presented during the June 2024 Convening such as "Caring for Community in Black Digital Public Humanities" and the Site Page Construction Reference Guide. Building on these resources you can also consider, if it is helpful, the purposes of these pages. Do you primarily want to inform, persuade, describe, or tell a story. From there you can consider what types of resources you will need to fulfil that purpose. Some of these purposes are better represented using certain layouts.

Simple-Page Template

The purpose of this template is to provide the space for writing about one or a few, item, item set, collection or a topic. It is not meant to accommodate complex narratives of topics. For example, you might use this page to provide more information about an art piece in your collection or write about an event or a project that is connected to many items in your collection that does not necessarily need pages of informational text.

Here are some examples:
1. https://exhibitions.psu.edu/s/african-brilliance/page/joseph-vandy-sengeh - The media is the star of the show and the (optional) accompanying text provides additional information.
2. https://www.edwinwashingtonproject.org/s/ewp/page/pay-equality
3. https://exhibits.lib.utah.edu/s/century-of-black-mormons/page/how-many - this will not exactly fit into the format provided for a simple page, but a good example of use of graphics with a bit of accompanying text.

Multi-Page Template

This template is meant to guide the presentation of more complex topics or to help you narrate a story about some aspect of your collection. For example, you might use this template to create a short biography on a person, write about an organization in your collection or connect multiple pieces of art. It is modeled after the format of an exhibit but all on one page.

Here are Examples:
1. https://explore.saltairecollection.org/s/p/page/exhibition-turning-wool-into-cloth
2. https://exhibits.lib.utah.edu/s/this-abominable-slavery/page/welcome - this is in an exhibit format but image that each page was just one section of the page template.
3. https://ibali.uct.ac.za/s/annsuttonarchive/page/index - a page about a collection

How will you go about representing those topics?
- o Consider what types of materials you might need to represent this topic. Look through your collections and gather those materials. Do you have enough information to create these pages.
- o Also consider the best ways to represent the materials. Will you need to make infographics, charts or visualizations? What outside resources do you need? Is there anything you need to research more about?

Note:
There are many ways to brainstorm. I typically read a lot of sources and write notes or collect quotes from those sources which I then organize later. These not necessarily meant to be shared, but if I will I usually will then go through I try to organize the content a bit better. Attached is the research I did prior to creating the site page templates. I drew some of the sources to use to create the page from that document. You might also engage in a more collaborative less textual form of brainstorming or something similar to what was done during the June 2024 convening.

The purpose of my page is to inform – I think I would be better able to present the information on the multi-page template as I am detailing a process with multiple steps. Like in the example of turning wool into clothe. Much of the media used throughout the page will documents or examples that illustrate each step. I will probably need to create a few of those documents, other site pages and some videos to demonstrate the steps of creating a page.

Template Pages [Working Document] - maybe Universal Viewer so they can scroll the pages without being directed.		

Step 3: Draft
Decide on your main points and what media connects to those main points. Draft out the written content of your pages.

If it is helpful, you might create an outline of the page to help organize the content on the page. In this stage think about what resources connect to the different sections of your outline. This outline can just be headings and subheadings at first but as you revise you can optionally add additional layers such as text, pictures and links. You may share this outline at any stage and ask for feedback.

Notes:
Attached is the outline I created for this webpage. This is the final version of it, but in its earliest iterations all I had was some titles and topic sentences. At the beginning of the page

there is also a blank outline that you can use. This is just one approach to drafting content for your page.

Attach the outline for this webpage – image annotate		

Step 4: Input into the Template

Now that you have gathered, and started to organize the visual and written content for the page is it time to input it into the template. Optionally, after you have input all of your values you may remove the boarders from the table. You may also begin to think about the types of media block you would like to use to represent your media. See this page to see the blocks.

Note:
Attached is the template that I used to fill out this webpage. I choose not to insert the actual media block in all of the provided spaces but instead just provided some text about what I would like in those blocks.

Simple Page Template – carousel	Multipage Template – carousel	My Template – carousel

Step 5: Input into the web template

Copy and Paste the information from the word template to the provided link for the web template. In the beginning it might look at little bit messy, but as you continue to work on formatting it will come together. Contact CHNM if you would like some help. Continue to refer to the page Page Blocks on Omeka S for more information on Page Blocks, particularly the section of the HTML Block.

Breakdown by Block Input Guidelines:
1. Title – Use title case regarding capitalization.
2. Headings/Sub Headings – Headings are optional, you may use them if it makes sense for your content. For example, if you are writing a biography, you might include headings such as Early Life or Legacy.
3. Introductory Paragraphs – The introductory paragraphs are optional and can be used to provide a brief introduction to the topic.
4. Media Blocks: There are multiple ways to represent Media on Omeka S. See this resource for some of the options and some thoughts on representing different types of content.
5. Body Text – The text following the media block could provide more information
6. Credits
7. Further Readings- There should be no more than three reference included in this page, please use the MLA citation format.
8. Optional connectivity feature (browse preview, list of pages)

[video]

Tip: Sometimes when you are copying from a word processor such as work it will take all of the formatting styles and past them into the HTML block. This can make the HTML text a bit confusing and hard to modify. Additionally, the CSS for the website will provide that formatting. To copy text over without formatting using the short codes, for MacBook's it is Shift + Command + V, and for Windows it is Ctrl + Shift + V

Video – HTML maybe or media embed		

Step 6: Revise and Link

You will probably have to go through several rounds of revisions (the page you are right now is the result of many rounds of revision) before you are finished with your site page to prefect the content and the format. Ask for feedback!

Finally, if desired, add and update all page links. If this is an internal site page make sure to link the page to all the appropriate items' metadata. They will be linked in the relation property.

Next Steps

Congratulations you made it training. Take a Victory Lap! (Graphic html)

To the right is graphic showing the process for completing your first site page.

If you click on you will let to corresponding graphic on the Google Drive. To the right is graphic showing the process for completing your first site page. Clicking on it will take you to the graphic's location on the Google Drive.

All of the resources and media used throughout this guide are found in the following google drive folder: [create and add link]

Please let us know if there are any questions moving forward!!
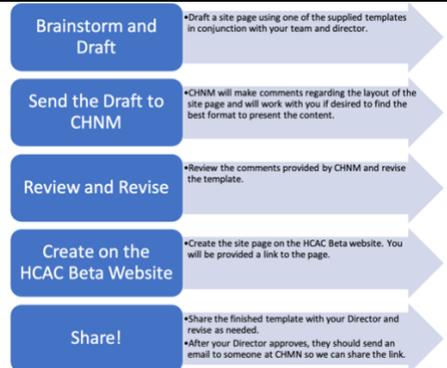
Credits
Timmia King, George Mason University

Further Readings

1. Google Drive Folder Link
2. Page Blocks on Omeka S
3. Website Accessibility?

How to Cite This Source

"Six Steps to a Site Page for HCAC," in HCAC Beta, https://hcacbeta.org/urislug [accessed Month, Day, Year]

Browse Preview – select the different media files for my one item

Page Links (HCAC Identifiers):