





Gallery: Instructions

Welcome to the Kruizenga Art Museum's Gallery feature. At this time, this feature is available only to Hope College community members with an @hope.edu account.

With the Gallery building module, our academic community may curate original content that explores new insights and different perspectives using works from the KAM's permanent collection. You can create your own online exhibition that is simple and straightforward, or deep and rich with numerous Slideshows, or subsections. You may curate the entire gallery by yourself, or share and collaborate with as many people as you like.

Follow the instructions in this document to get started!



FIND THEMES GALLERY ▾




WELCOME

Welcome to the Kruizenga Art Museum's Online Collection. Here you may investigate, discover, and learn from the KAM's diverse collection.

If you wish to explore the entire art collection, **Find** provides searchable fields and filters to help you narrow your queries and find the artworks you seek. The curated selections in **Themes** represent a combination of academic themes related to the college's course offerings as well as selected sub-collections within the museum's broader permanent collection. And **Gallery** uses artworks from the collection to provide in-depth, contextualized narratives on a variety of topics —much like you would get when visiting an in-person museum exhibit.

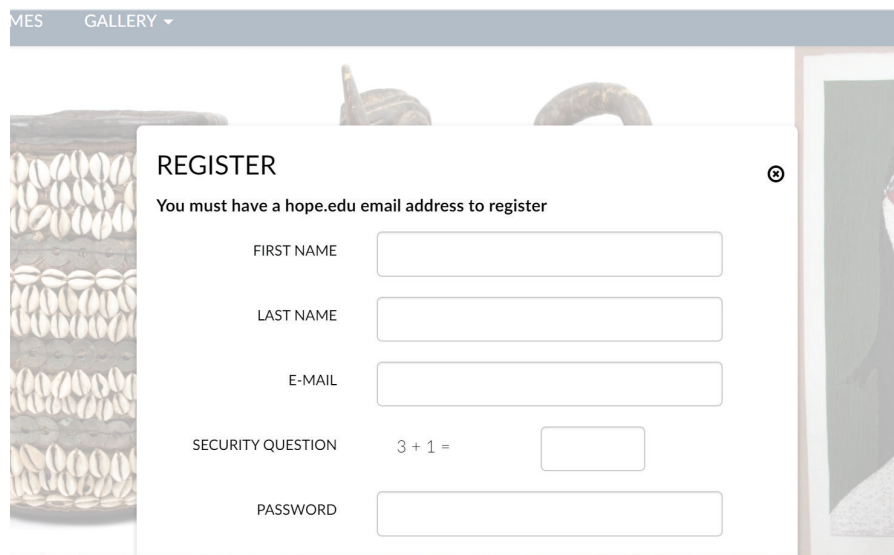
If you are a member of the Hope College community, you may login in to create your own Gallery exhibit. Unsure how to do this? Please click on the link and follow these [instructions](#).

STATEMENT ON USE

Create an Account

An @hope.edu email account is required to register with the KAM Gallery module.

To Register for a new account, click on the login icon (head and shoulders silhouette) in the top right corner of the KAM database home page (see the image on the first page). The Register form will appear.



MES GALLERY ▾

REGISTER

You must have a hope.edu email address to register

FIRST NAME

LAST NAME

E-MAIL

SECURITY QUESTION 3 + 1 =

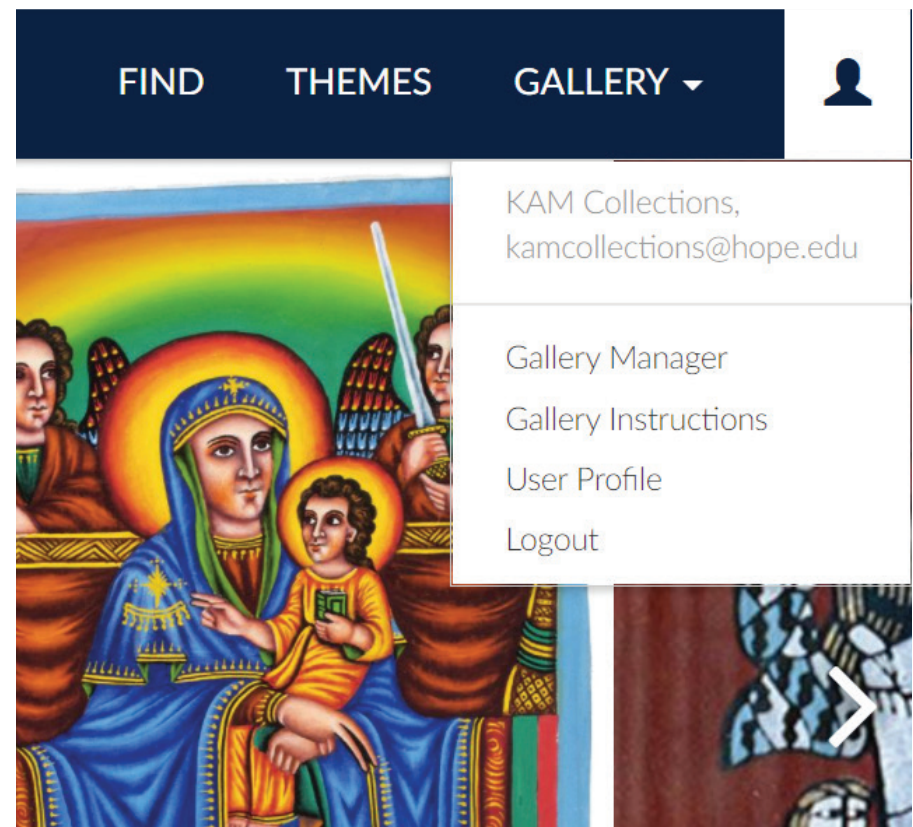
PASSWORD

Login Successful!

Once you login, the drop-down menu under the login icon will change to display your account name, as well as additional menu options.

Gallery Manager is where you create and manage your Galleries.

Gallery Instructions is the link to this downloadable PDF guide.



Gallery Manager—Overview

The Gallery manager is your home page for all of your galleries. This will start off empty, but you can create a gallery or a gallery may be shared with you.

Press the **+New Gallery** button and start getting creative!

If you have already created one or more galleries, you may click on a Gallery's title to expand and edit.

The screenshot displays the Hope College Gallery Manager interface. At the top, a dark blue header features the Hope College logo and navigation links: FIND, THEMES, GALLERY, and a user profile icon. Below the header, the 'MY GALLERIES' section is visible. It includes a '+ NEW GALLERY' button and a gallery titled 'Modern Prints' with a 'VIEW GALLERY' button. A red circle highlights the text 'Click the Title to Expand', which is a link to expand the gallery. Below this, the 'Publication Status' is set to 'Private', and there is a 'PUBLISH' button. A '+ NEW SLIDESHOW' button is also visible. The footer contains the Hope College logo, contact information (616-395-6400, kruizengamuseum@hope.edu), and social media icons for Facebook, Instagram, and Twitter.

Create a New Gallery

To start a new gallery go to Gallery Slideshows, and select **+New Gallery**.

+ NEW GALLERY

A popup box will appear called, **Gallery Information**.

Fill in the **Name**, **Credit**, and **Description** fields.

This is the title and introductory text that will appear on the Gallery page.

The credit field is optional, and is intended to give credit to the curator or curators of the gallery.

In the Description field, you may prefer to copy and paste longer text from another document. Be aware that doing so may result in a loss of formatting.

The image shows a 'GALLERY INFORMATION' popup form with three main input fields: NAME, CREDIT, and DESCRIPTION. The NAME field contains 'KAM Collections first Gallery'. The CREDIT field contains 'KAM Collections'. The DESCRIPTION field contains 'This is a short description, but it could be much longer.' Below the form is a 'SAVE' button. To the right of the form is a preview of how the gallery information will look when published, showing the title 'KAM COLLECTIONS FIRST GALLERY', the date 'KAM COLLECTIONS - April 30 2021', and the description 'This is a short description, but it could be much longer.'

GALLERY INFORMATION

NAME
KAM Collections first Gallery

CREDIT
KAM Collections

DESCRIPTION
B I U x² | [link icon] [comment icon] | [list icon]
This is a short description, but it could be much longer.

SAVE

KAM COLLECTIONS FIRST GALLERY
KAM COLLECTIONS - April 30 2021
This is a short description, but it could be much longer.

*How a published gallery information will look like when published.

Gallery Editor—Overview

Once you have a gallery, you may click on a Gallery's title to expand and edit.

Inside each Gallery are the following:

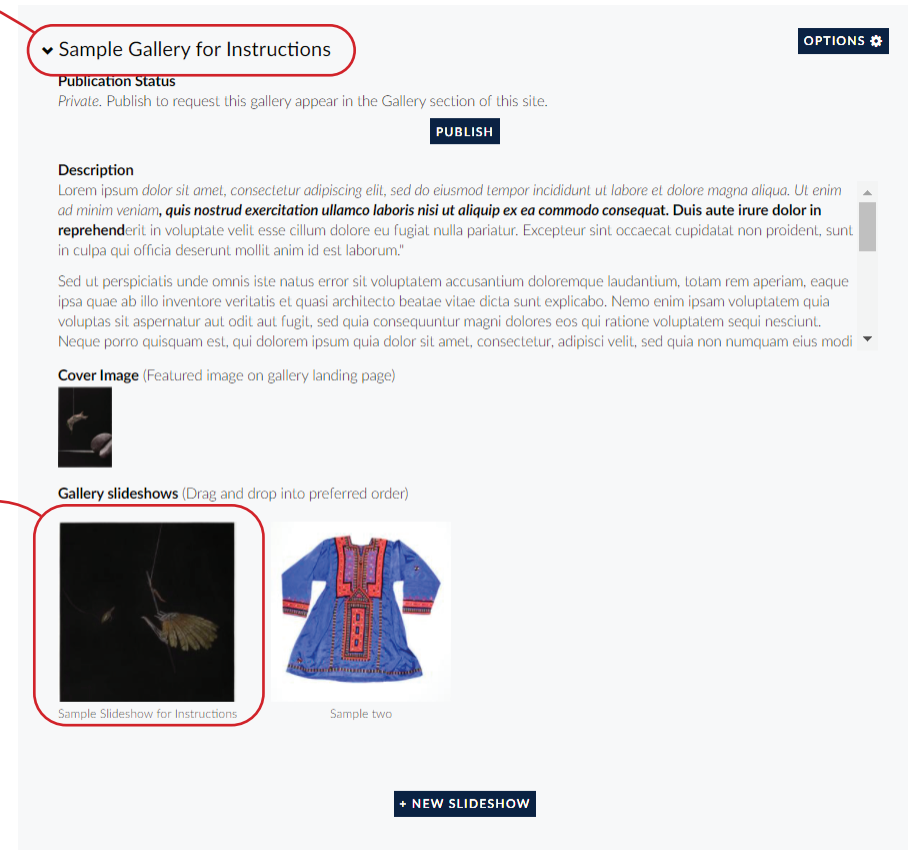
Click on **Options** button in the upper right corner to:

- Edit Name, Credit or Description
- Share the Gallery
- Manage Gallery Access
- Delete the Gallery
- Add a New User Group
- Manage a User Groups

Click the **Publish** button, located under the "Publication Status" text, to submit the Gallery to the Administrator for approval.

Click on the **Slideshow** badge, located under "Gallery slideshows" text, to open up the slideshow editor.

Click on the **+New Slideshow** button at the bottom of the box to add a slideshow to the gallery. Each gallery can have several slideshows, but must include at least one.



Create a New Slideshow Method #1—Using the Gallery Editor

There are two ways to create a slideshow. These instructions explain how to do so from the gallery editor (see page 5), and instructions for creating a slideshow while searching the collections are included later in the document.

The easiest way organize your gallery is to create your slideshow(s) in the gallery editor. Click **+ New Slideshow** to create a new slideshow.

+ NEW SLIDESHOW

A popup box will appear called, **Slideshow Information**.

Fill in the **Name**, **Credit**, and **Description**. This is the title, curator/author credit and explanatory text for the slideshow.

The credit line is optional, and is intended to give credit to the curator or curators of the slideshow.

In the **Description** field, you may prefer to copy and paste longer text from another document. Be aware that doing so may result in loss of formatting.

The image shows a 'SLIDESHOW INFORMATION' form and a preview of a published gallery. The form has fields for 'PART OF' (Sample Gallery for Instructions), 'NAME' (Sample Slideshow for Instructions), 'CREDIT' (Art 101 Tuesday class), and 'DESCRIPTION' (This is the text for the Slideshow. This can also be quite long). A 'SAVE' button is at the bottom. The preview shows a 'MAPS AND GEOGRAPHICAL NAVIGATION' section with three items: 'THE ORIGINS OF CIVILIZATION', 'DISPLACEMENT, JOURNEY, AND ADVENTURE', and 'THE AGE OF EXPLORATION'.

SLIDESHOW INFORMATION

PART OF
Sample Gallery for Instructions

NAME
Sample Slideshow for Instructions

CREDIT
Art 101 Tuesday class

DESCRIPTION
B I U x² | [link icon] [list icon] | [text icon]
This is the text for the Slideshow. This can also be quite long|

body p

SAVE

MAPS AND GEOGRAPHICAL NAVIGATION

THE ORIGINS OF CIVILIZATION

DISPLACEMENT, JOURNEY, AND ADVENTURE

THE AGE OF EXPLORATION

*How a published gallery with four Slideshows will look like when published.

Slideshow Editor—Overview

Open a slideshow by clicking on the slideshow badge (as described in *Gallery Editor—Overview*). The slide

In the slideshow editor, the title of the slideshow will appear at the top left side of the page. Until objects are added, help text will appear below the title. After objects are added, this text will disappear, and the object list will take its place.

Click the **Back** button to return to the gallery editor.

The description of the slideshow will appear in the top right corner of the page (below *Find, Themes, Gallery*).


Click the **Options** button to the right of the slideshow title to edit the title, credit or description of the slideshow.

The slideshow's artwork editing features are described in greater detail on pages 13-15.

KRUZENAGA ART MUSEUM Hope COLLEGE

FIND THEMES GALLERY ▾

« THIS IS THE SLIDESHOW TITLE (0 Items) OPTIONS ⚙

Click the  near items throughout the site to add items to this slideshow.

This is the where your slideshow descriptive text appears. This text can be as long as needed to adequately describe the concepts and/or content within this slideshow. Slideshows are isolated sections of a gallery, like a book chapter, they convey concepts that support the big idea presented in the Gallery. It may be several long paragraphs, or it may be only a few sentences- perhaps even blank. You are the curator, author, creator, and you get to decide!

You can put emphasis on text by making it bold.

You can put emphasis, on text by putting it in italics.

You can also underline text.

Gallery Slideshow Credit:
KAM Collections

Part of gallery:
Click the Title to Expand

add your comment

SAVE

Adding Artworks to a Slideshow

To add artworks to your slideshow go to *Find* or *Themes* in the top right corner of the Navigation bar in order to identify artworks for your slideshow(s).

There are three ways for adding artworks to a slideshow: adding all search results, adding multiple selections from the search results, or adding individual artworks one at a time.

To Add All Results or Select Results to Add, click on the **Options** drop-down menu, below the right side of the search bar. Then follow the instructions on the following page.


To add individual artwork to a slideshow, see instructions on page 10.

SEARCH THE COLLECTION

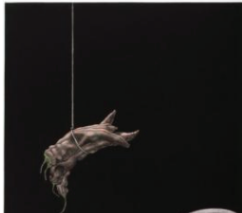
Q

5 OBJECT RESULTS


AUSTRALIAN ⓘ START OVER



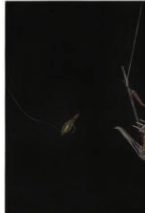
Uni-no-Hara
Elching
Mari Katayama




Cuisine Nouvelle
Mezzotint
Graeme Peebles
1981



Chewy
Mezzotint
Graeme Peebles
1979



View Through my Bed
Mezzotint
Graeme Peebles
1989



Budgerigars
Mezzotint
Graeme Peebles
1990-1992

OPTIONS ▼

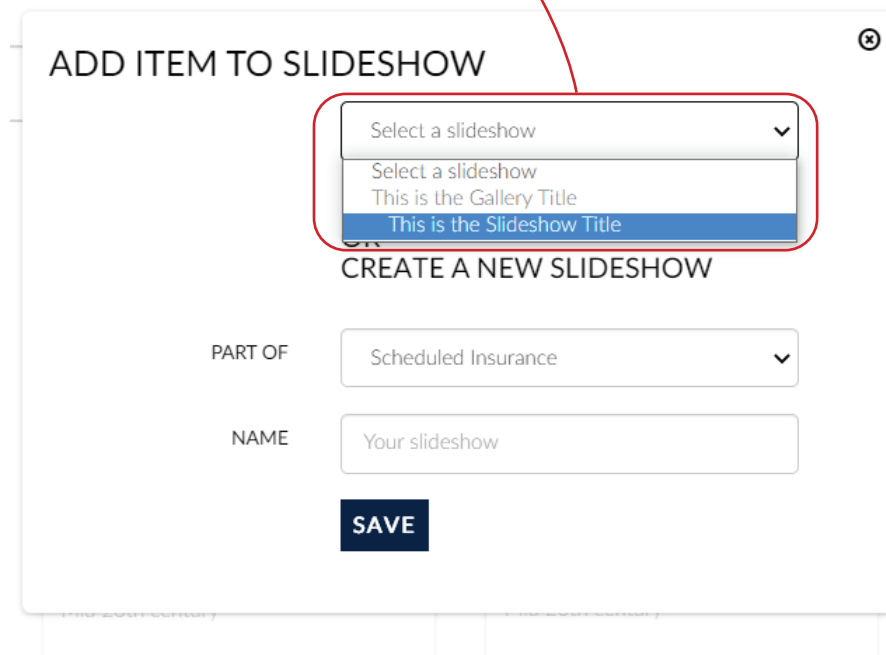
- ADD ALL RESULTS TO SLIDESHOW
- SELECT RESULTS TO ADD TO SLIDESHOW
- SORT BY:
 - IDENTIFIER
 - DATE
 - TITLE
- SORT ORDER:
 - ASCENDING
 - DESCENDING
- START OVER

FILTER BY
 GENDER
 man (4)
 CENTURY
 20th century (4)
 OBJECT TYPE
 print (5)
 ART AND ARCHITECTURE THESAURUS
 TERM
 prints (visual works) (1)
 LIBRARY OF CONGRESS SUBJECT
 HEADINGS
 Women artists (1)

Add All Results

Chose **Add All Results** from the **Options** menu mentioned on page 6 to add all search results to a slideshow.

A pop-up button titled **Add Items to Slideshow** will appear. Use the *Select a Slideshow* drop-down menu to locate the correct slideshow.



ADD ITEM TO SLIDESHOW

Select a slideshow ▼

Select a slideshow

This is the Gallery Title

This is the Slideshow Title

CREATE A NEW SLIDESHOW

PART OF Scheduled Insurance ▼

NAME Your slideshow

SAVE

Select Results to Add

Click on **Select Results** from the Options menu described on the previous page and small check-boxes (circled in red) will appear in the top right of each thumbnail. Select the artworks you wish to add.

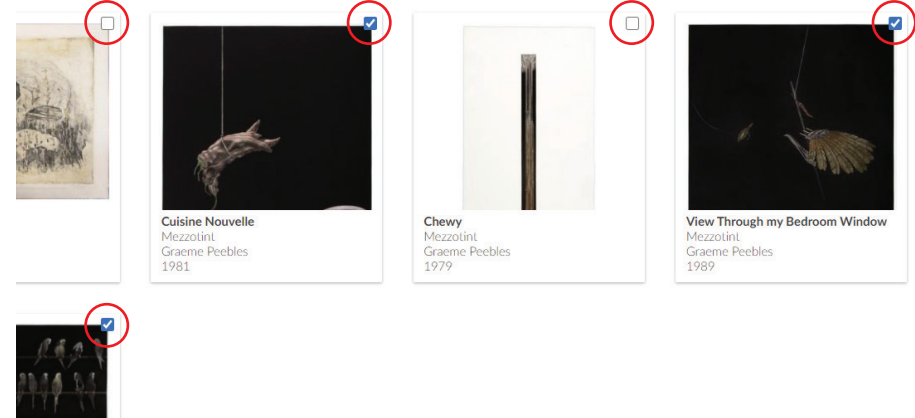
After artworks are selected, click on the orange **Add Selected Results to Slideshow** button beneath the search bar at the top of the page. A pop-up box titled Add Items to Slideshow will appear. Use the *Select a Slideshow* drop-down menu to locate the correct slideshow.

COLLECTION


SULTS **ADD SELECTED RESULTS TO SLIDESHOW**

OPTIONS ▼

START OVER



Adding a Single Artwork—Find

Hover over the thumbnail you wish to select. The record box will expand and a  icon will appear in the bottom left corner of the box. Click on the folder icon to add the artwork to a slideshow.

A pop-up button titled **Add Items to Slideshow** will appear. Use the *Select a Slideshow* drop-down menu to locate the correct slideshow (illustrated under *Add All Results* on page 9).

You may also add an artwork from the Object Detail View. Click on the thumbnail to see the full object record as depicted on the following page.



5 OBJECT RESULTS

AUSTRALIAN 

START OVER



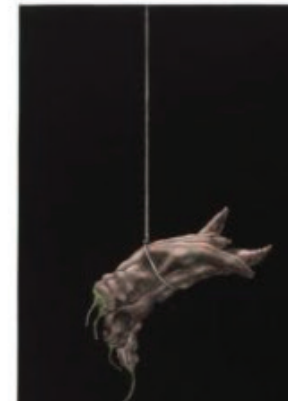
Uni-no-Hara
Etching
Mari Katayama



Add to slideshow




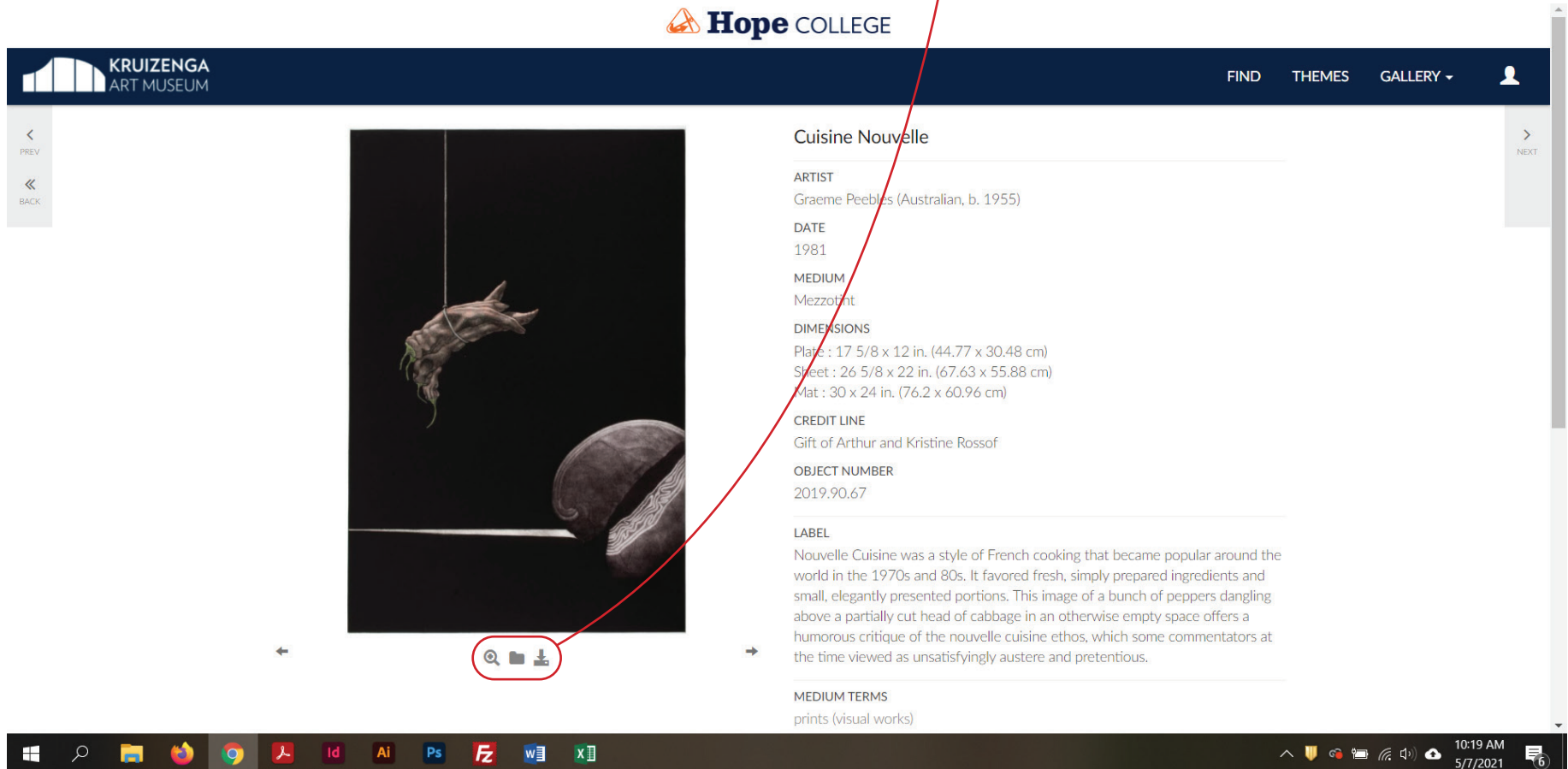
Budgerigars
Mezzotint
Graeme Peebles
1990-1992



Cuisine Nouvelle
Mezzotint
Graeme Peebles
1981

Adding a Single Artwork—Object Record

You may also add an artwork from the Object Detail View. Click on the  icon below the image and select the correct slideshow from the pop-out menu as described in *Add All Results* (see page 9).



The screenshot displays the 'Cuisine Nouvelle' artwork page on the Kruizenga Art Museum website. The page includes a header with the museum's name and navigation links (FIND, THEMES, GALLERY). The artwork is a mezzotint by Graeme Peebles, dated 1981. The page provides detailed information about the artwork, including its dimensions, credit line, and a descriptive label. A red circle highlights the folder icon in the bottom right corner of the image area, with a red line pointing to the text above.

KRUIZENGA ART MUSEUM

Hope COLLEGE

FIND THEMES GALLERY

< PREV
BACK

> NEXT

Cuisine Nouvelle

ARTIST
Graeme Peebles (Australian, b. 1955)

DATE
1981

MEDIUM
Mezzotint

DIMENSIONS
Plate : 17 5/8 x 12 in. (44.77 x 30.48 cm)
Sheet : 26 5/8 x 22 in. (67.63 x 55.88 cm)
Mat : 30 x 24 in. (76.2 x 60.96 cm)

CREDIT LINE
Gift of Arthur and Kristine Rossof

OBJECT NUMBER
2019.90.67

LABEL
Nouvelle Cuisine was a style of French cooking that became popular around the world in the 1970s and 80s. It favored fresh, simply prepared ingredients and small, elegantly presented portions. This image of a bunch of peppers dangling above a partially cut head of cabbage in an otherwise empty space offers a humorous critique of the nouvelle cuisine ethos, which some commentators at the time viewed as unsatisfyingly austere and pretentious.

MEDIUM TERMS
prints (visual works)

Windows taskbar: 10:19 AM 5/7/2021

Create a Slideshow Method #2— While Searching the Collection

You may choose to create a new slideshow while searching the collection.

First, using one of the three options described on the previous pages, select the artwork or artworks you wish to include in the slideshow.

When the **Add Items to Slideshow** pop-up window appears, skip down to *Create a New Slideshow*.

You may then either select to add the slideshow to an existing Gallery from the drop-down menu, or you may create a new Gallery by entering the gallery name in the *Create a New Gallery* field.

After selecting or creating a gallery, enter the title of your new slideshow in the **Name** field.

Click the **Save** button to finish!

ADD ITEMS TO SLIDESHOW

Sample Slideshow for Instructions ▼

OR
CREATE A NEW SLIDESHOW

PART OF Create a New Gallery ▼

New Gallery Name


NAME Your slideshow



SAVE

Slideshow Editor—The Slideshow


After selecting artworks for a slideshow, return to the *Gallery Manager*, open up the appropriate gallery, and then select your slideshow.

The Slideshow Editor (introduced on page 7) will now show a list of artworks in a column below the title. Continue to the next page to learn about editing your slideshow.




FIND THEMES GALLERY ▾


« BACK
SAMPLE SLIDESHOW FOR INSTRUCTIONS (4 Items)
OPTIONS ⚙








Cuisine Nouvelle, Mezzotint, Graeme Peebles, 1981

LABEL

Nouvelle Cuisine was a style of French cooking that became popular around the world in the 1970s and 80s. It favored fresh, simply prepared ingredients and small, elegantly presented portions. This image of a bunch of peppers dangling above a partially cut head of cabbage in an otherwise empty space offers a humorous critique of the nouvelle cuisine ethos, which some commentators at the time viewed as unsatisfyingly austere and pretentious.

☐ INCLUDE LABEL?

CAPTION

B I U S x₂ x²     


SAVE

This is the text for the Slideshow.

Part of gallery:
Sample Gallery for Instructions

SAVE

Help Tips

- Click the image or text to **Drag and Drop** items into your preferred order
- Caption** text will appear with items in your gallery slideshow
- Galleries** can contain multiple slideshows.
- Choose a **Cover Image** to represent your gallery by clicking the  icon under your slideshow items.

Editing and Arranging Your Artworks

Labels and Captions

To add context, you may opt to include the KAM Label (if available), your own **Caption**, both, or neither.

If KAM label text is present, you may choose to include it by clicking the box next to *Include Label?*

You may add your own caption text, for example, reasons why you chose the artwork for your slideshow, in the **Caption** text box.


Remember to click the Save button to save any changes to your **Label** or **Caption** text. MAKE SURE THE SAVE BUTTON IS ORANGE TO KNOW IT SAVED!

Cover Image

Choose a Cover Image for your published gallery by clicking the ☒ below the desired cover image. The check box will turn orange once selected.

Change your slideshow order

Drag and drop the artworks to rearrange the order of your slideshow by clicking on the image.


☒

Budgerigars, Mezzotint, Graeme Peebles, 1990-1992


CAPTION

B *I* U ~~S~~ x_2 x^2 | |

This is Sample **Caption Copy** that will be read by visitors

div p

SAVE


☒

Cuisine Nouvelle, Mezzotint, Graeme Peebles, 1981

LABEL

Nouvelle Cuisine was a style of French cooking that became simply prepared ingredients and small, elegantly presented partially cut head of cabbage in an otherwise empty space. Some commentators at the time viewed as unsatisfyingly

☒ INCLUDE LABEL?

CAPTION

B *I* U ~~S~~ x_2 x^2 | |

Giving Caption Credit

When adding caption text to an artwork, especially as part of a group project, you may wish to identify the contributor or contributors of the text. In the image below is an example of a best practice for identifying the contributor. At the end of the caption text, insert the contributor's name in brackets.

Remember to click **Save** after editing the caption text! The button will turn orange after it has been saved, and will return to blue when changes are made to the text. Make sure the save button is orange!



Krishna and Gopis, Ink on paper, Shalini Karn, circa 2019



CAPTION

B *I* U x^2 | |

This is where I can add my own text. I can also include individual authorship credit in the text if I contributed this text as part of a group project. The preferred format for this includes brackets around my name. [KAM Assistant]

div p

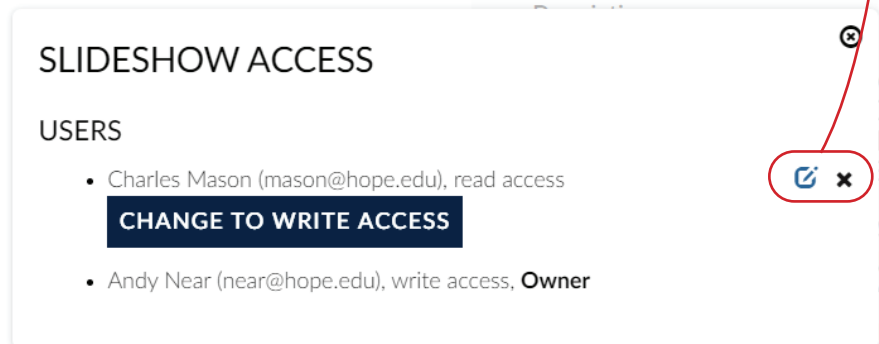
SAVE

Gallery Editor—Options

After Creating a Gallery, there are several options for managing your gallery in the **Options** menu in the *Gallery Editor* (introduced on page 5).

Share

You may share your gallery by selecting **Share** from the Options menu. You may add multiple email addresses in the **Enter a User** field. (PLEASE NOTE: each user added to a gallery must already be a registered user with the corresponding email address BEFORE the gallery can be shared!*) You can then select the type of access permission in the **Access** drop-down menu.




SLIDESHOW ACCESS

USERS

- Charles Mason (mason@hope.edu), read access
CHANGE TO WRITE ACCESS
- Andy Near (near@hope.edu), write access, **Owner**

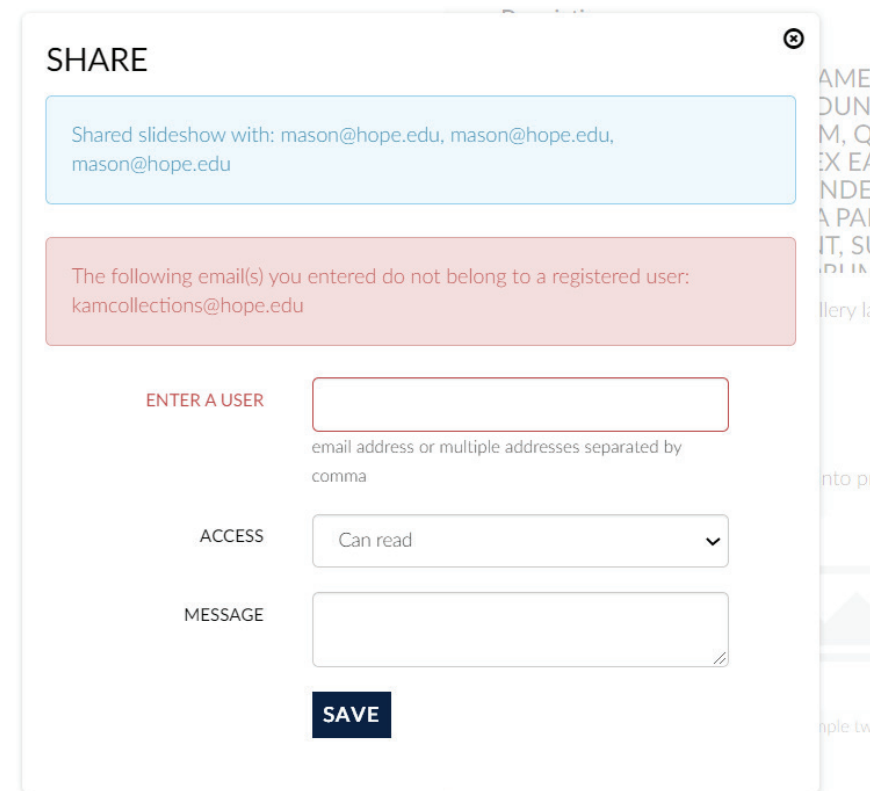
*You may also elect to create a user group for your gallery or galleries as an efficient way to share access with many users. By creating a user group, individual users will not need to preregister for an account to receive access to the gallery; they will need to register for an account and login when they are ready to view/edit the gallery. See the instructions on page for more information.

Manage Gallery Access

To edit a gallery user's access permission, select Manage Gallery Access from the options menu. Select or deselect the  to the right of a user name and email to change their read/write access, or to remove a user click the **x** to the right of the check-box.

Delete

Only the owner of the gallery may delete a gallery. Deleting a gallery is permanent, and cannot be recovered once deleted.



SHARE

Shared slideshow with: mason@hope.edu, mason@hope.edu, mason@hope.edu

The following email(s) you entered do not belong to a registered user: kamcollections@hope.edu

ENTER A USER

email address or multiple addresses separated by comma

ACCESS

Can read

MESSAGE

SAVE

Gallery Options—User Groups

Creating user groups is an efficient way to share one or multiple galleries. By creating a user group, the gallery owner may share the gallery to many, without individually including each user.

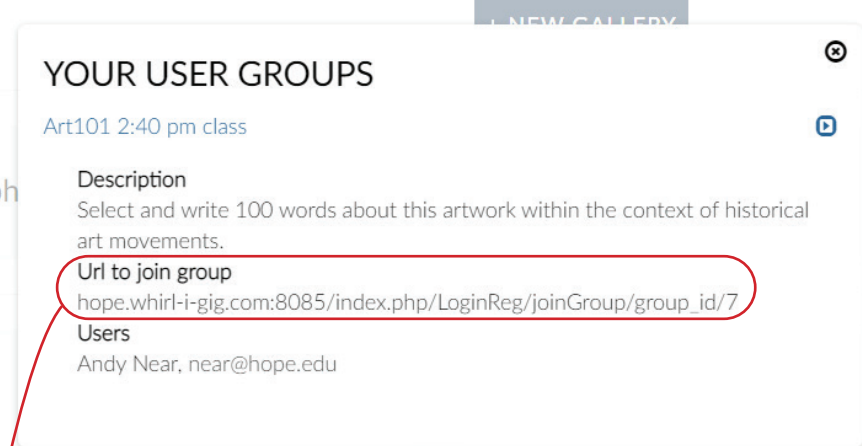
Select **Create a New User Group**, and add a name and description for the group. Also, by creating a user group, users do not have to be preregistered for an account; however they will need to register for an account and login when they are ready to view/edit the gallery.

After the user group is created, return to the options menu and select **Manage User Options**.

Click the group name, or the icon to the right of the group to access group details.

Below the description is a **URL to Join Group**. Share this URL with those whom you would like to join the group.

After sharing the URL, you must also make sure to share the gallery with your user group in the gallery editor. Return to the gallery Options menu and select share. A new **Select a Group** drop-down menu will appear. Select the group with whom you would like to share that gallery.



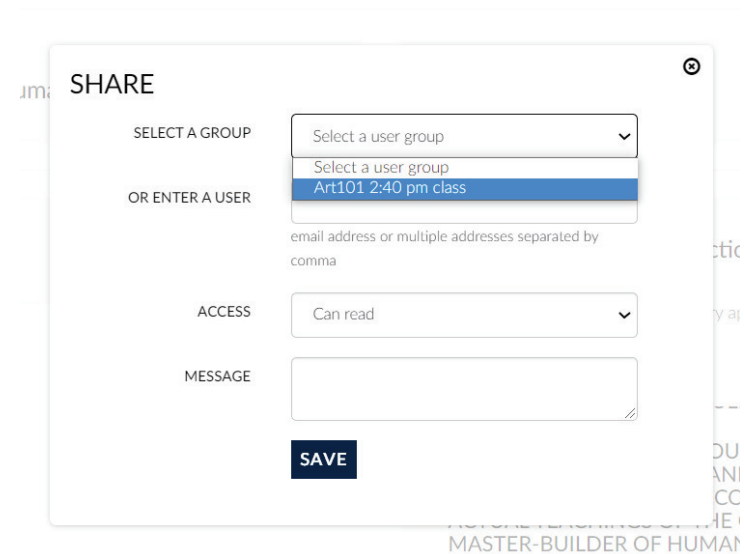
YOUR USER GROUPS

Art101 2:40 pm class

Description
Select and write 100 words about this artwork within the context of historical art movements.

Url to join group
hope.whirl-i-gig.com:8085/index.php/LoginReg/joinGroup/group_id/7

Users
Andy Near, near@hope.edu



SHARE

SELECT A GROUP
Select a user group
Select a user group
Art101 2:40 pm class

OR ENTER A USER
email address or multiple addresses separated by comma

ACCESS
Can read

MESSAGE

SAVE

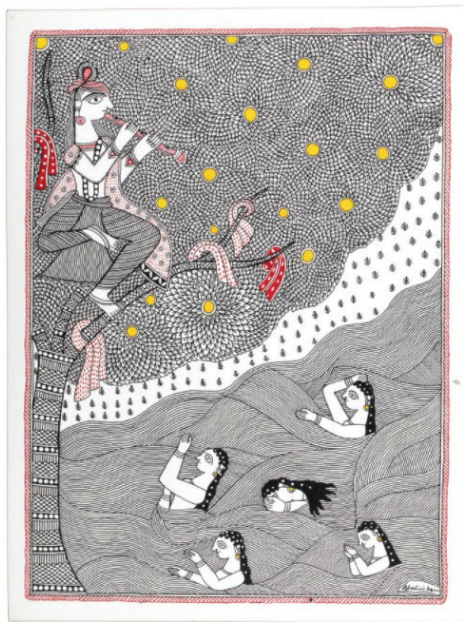
Publishing Your Gallery

Once your gallery and slideshows are finished, you may request that your gallery be reviewed for publication by the administrator by selecting **Publish** in the gallery editor. The administrator will review your gallery and determine whether to publish it for public viewing.

Please note that once you select Publish, you will no longer be able to edit your gallery. Once published, you may choose to Unpublish by returning to the gallery editor and selecting **Unpublish** (in the place of the publish button). By unpublishing, you may edit or delete the gallery. Your gallery it will need to be published again in order to be publicly viewable.

Are you waiting for your gallery to be published? The KAM tries to review submitted galleries in a timely fashion within the standard work week. The administrator reserves the right to refuse publication of any gallery. If you have any questions about how to use the gallery function or the publication of a gallery, please contact the KAM Collections Manager.

STUDENT/FACULTY CURATED GALLERIES



Krishna and Gopis

KAM COLLECTIONS FIRST GALLERY

KAM COLLECTIONS - April 30 2021

This is a short description, but it could be much longer.

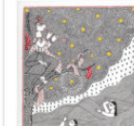
[VIEW](#)



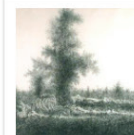
DALI



DEATH AND DYING



KAM COLLECTIONS FIRST GALLERY



KOREAN TEST GALLERY