

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!





KRUIZENGA
ART MUSEUM

[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.

FIND THEMES GALLERY ▾

KAM Collections,
kamcollections@hope.edu

Gallery Manager

Gallery Instructions

User Profile

Logout

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 'Gallery Manager' interface for the Kruienga Art Museum at Hope College. At the top, the navigation bar includes the museum's logo, the text 'KRUZENGA ART MUSEUM', and links for 'FIND', 'THEMES', 'GALLERY', and a user profile icon. The main content area is titled 'MY GALLERIES' and features a '+ NEW GALLERY' button. Below this, a gallery titled 'Modern Prints' is visible with a 'VIEW GALLERY' button. A red circle highlights the gallery title, with a red line pointing to the text 'Click the Title to Expand'. The expanded gallery view shows 'Publication Status' set to 'Private' and a 'PUBLISH' button. A '+ NEW SLIDESHOW' button is also visible.

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.

GALLERY INFORMATION

NAME
KAM Collections first Gallery

CREDIT
KAM Collections

DESCRIPTION
 B I U x² | 🗨️ 🗨️ | 🗨️
 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.

The screenshot shows the 'Sample Gallery for Instructions' editor. At the top right is an 'OPTIONS' button with a gear icon. Below the title is the 'Publication Status' section, which is currently set to 'Private' and includes a 'PUBLISH' button. The 'Description' section contains placeholder text and a scrollable area. Below the description is the 'Cover Image' section, which features a small thumbnail image. The 'Gallery slideshows' section is highlighted with a red circle and contains two items: 'Sample Slideshow for Instructions' (with a dark image) and 'Sample two' (with a blue and red patterned garment). At the bottom right is a '+ NEW SLIDESHOW' button.

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.

SLIDESHOW INFORMATION

PART OF
Sample Gallery for Instructions

NAME
Sample Slideshow for Instructions

CREDIT
Art 101 Tuesday class

DESCRIPTION
 B I U x² | [Link] [Image] [List]

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

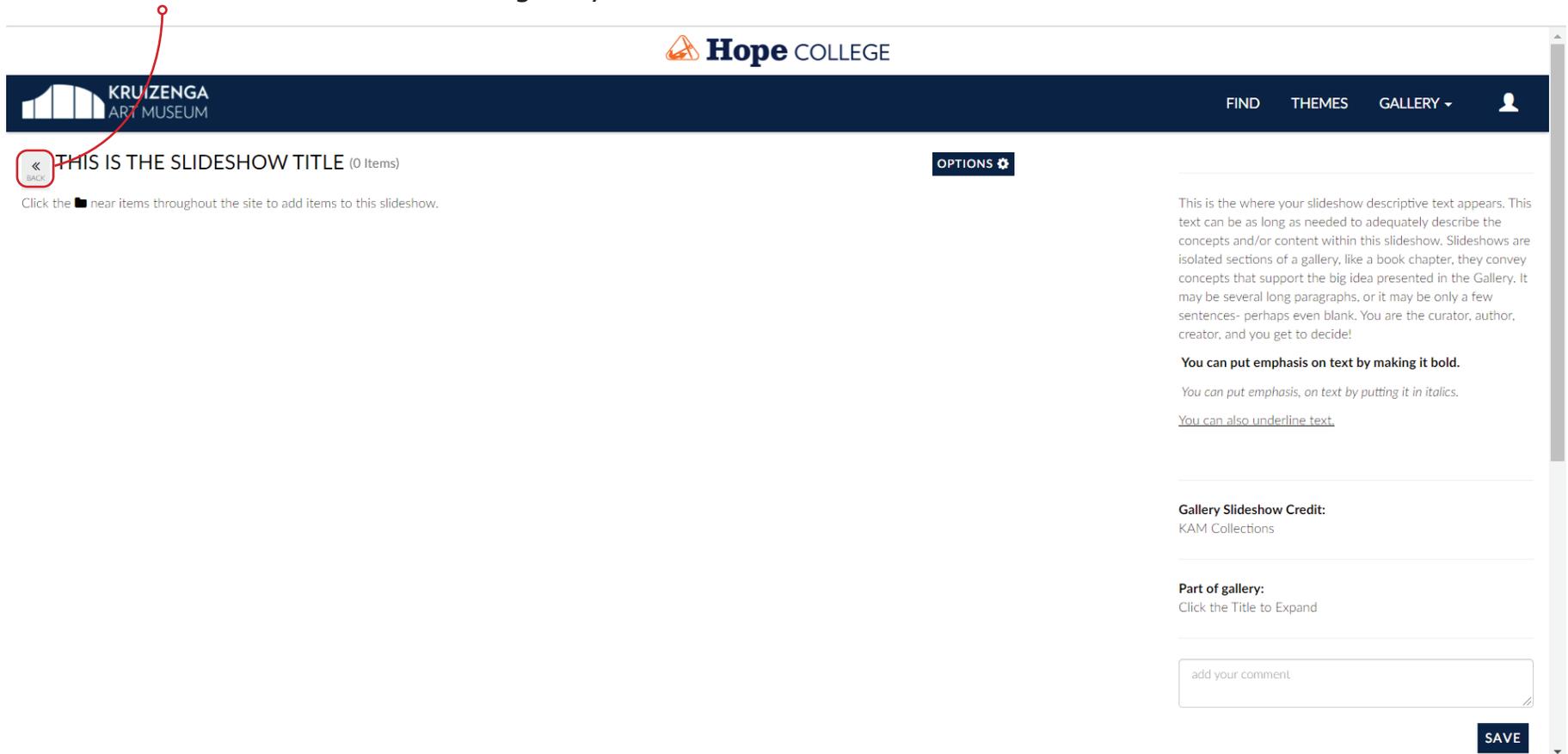
In the slideshow editor, the title of the slideshow will appear at the top left side of the page. Until objects are added, help text will appear below the title. After objects are added, this text will disappear, and the object list will take its place.

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.



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



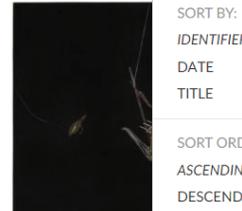
Uni-no-Hara
Etching
Mari Kalayama



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

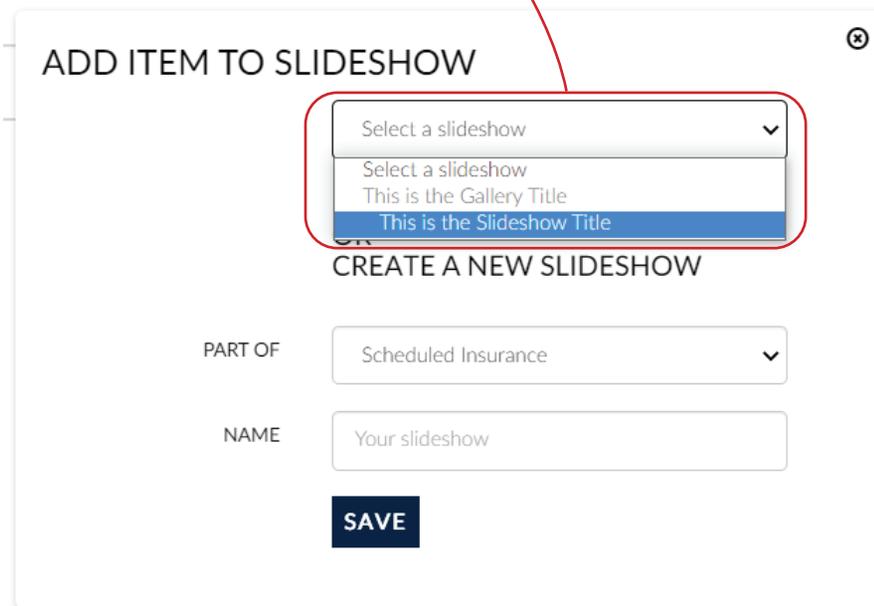
FILTER BY

- 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.

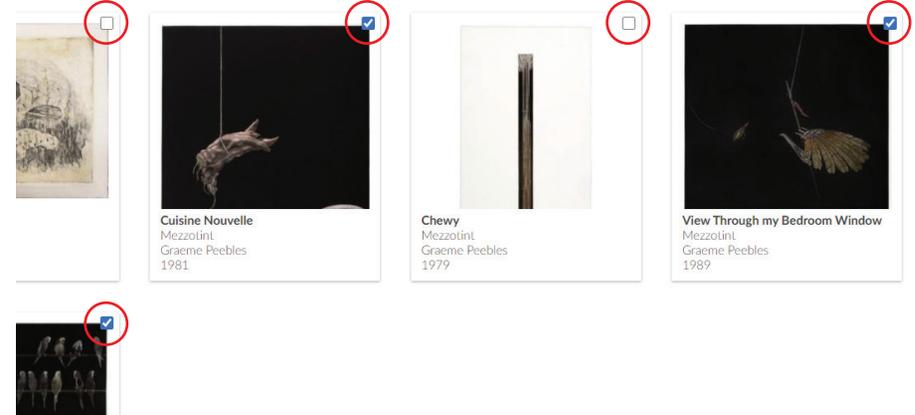
After artworks are selected, click on the orange **Add Selected Results to Slideshow** button beneath the search bar at the top of the page. A pop-up box titled *Add Items to Slideshow* will appear. Use the *Select a Slideshow* drop-down menu to locate the correct slideshow.

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 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

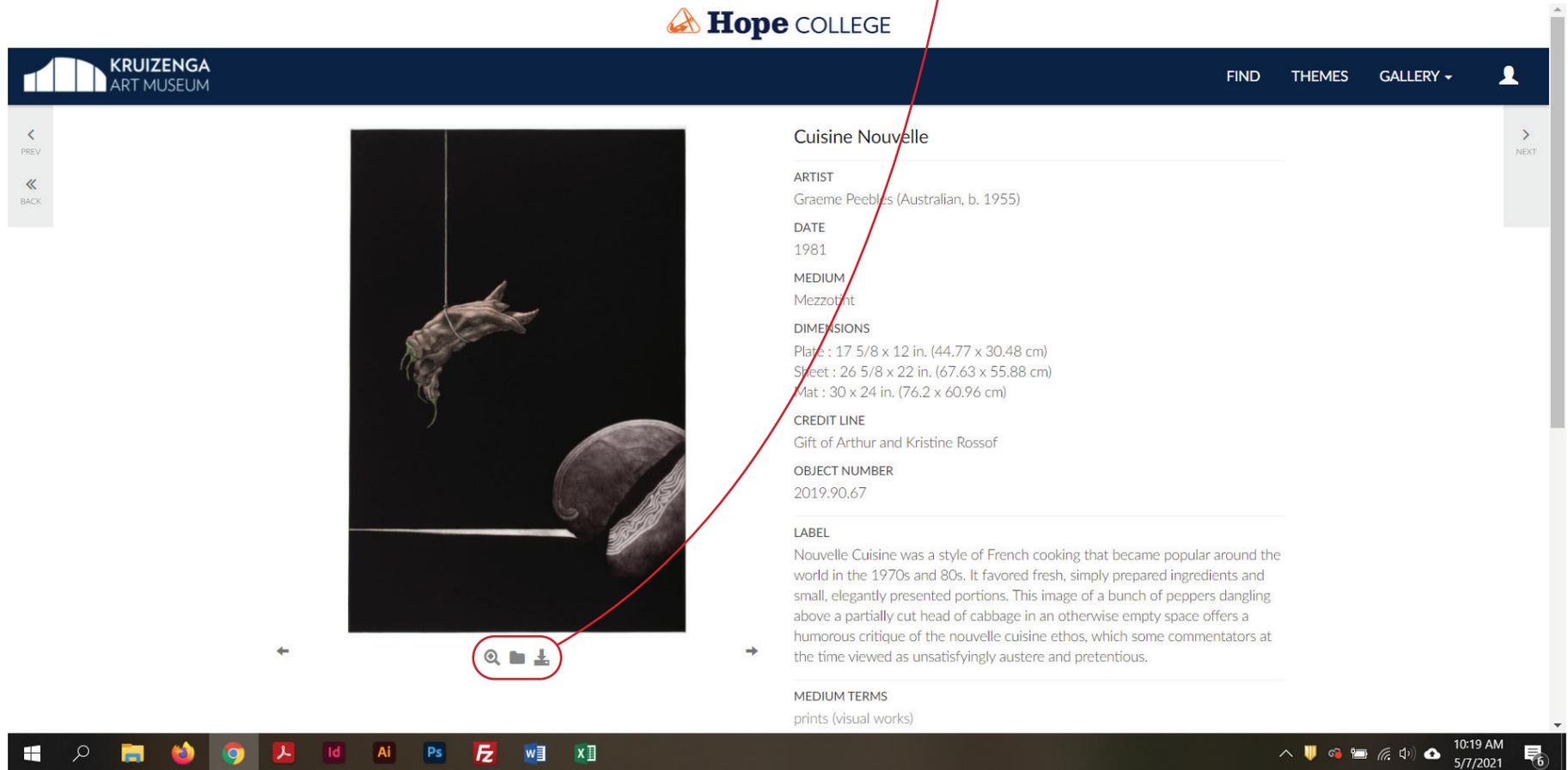
Add to slideshow

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 Kruizena Art Museum website interface. At the top, the 'Hope COLLEGE' logo is visible. The navigation bar includes 'FIND', 'THEMES', 'GALLERY', and a user profile icon. The main content area features a large image of the artwork 'Cuisine Nouvelle' by Graeme Peebles, which depicts a bunch of peppers hanging from a string above a partially cut head of cabbage. To the right of the image is a detailed object record with the following information:

- 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)

Below the artwork image, there is a small toolbar containing a magnifying glass icon, a folder icon, and a download icon. A red circle highlights this toolbar, and a red line points from the folder icon to the text in the upper section of the page. The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:19 AM on 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.





KRUIZENGA
ART MUSEUM

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 x³ | 🗨️ | ☰ ☲ | ”

SAVE

This is the text for the Slideshow.

Part of gallery:
Sample Gallery for Instructions

add your comment

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 x₂ x² | | |

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

div p



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 x₂ x² | | |

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 x² | |

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

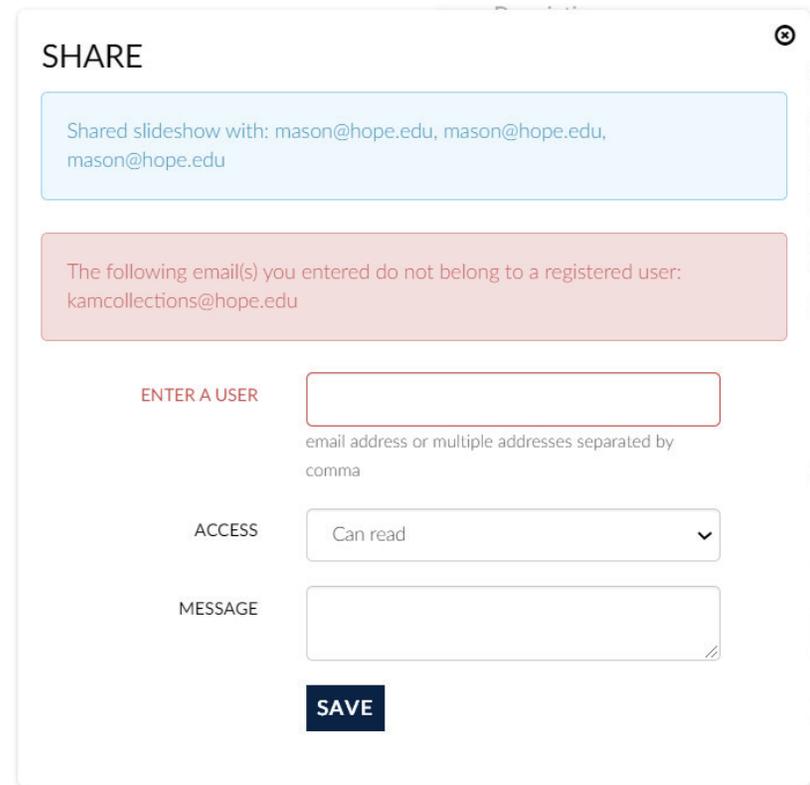
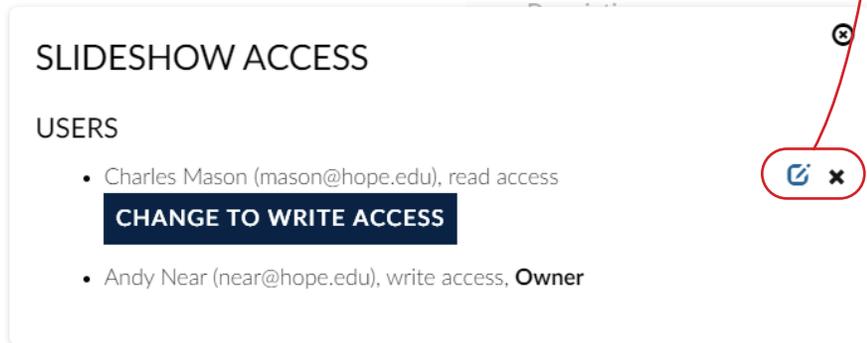
You may share your gallery by selecting **Share** from the Options menu. You may add multiple email addresses in the **Enter a User** field. (PLEASE NOTE: each user added to a gallery must already be a registered user with the corresponding email address BEFORE the gallery can be shared!*) You can then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

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.



*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.

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

MASTER-BUILDER OF HUMAN

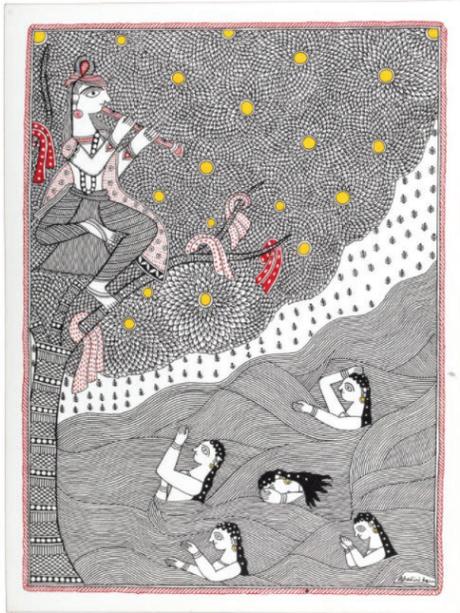
Publishing Your Gallery

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