

# Using the Northern Ireland Community Archive

[www.niarchive.org](http://www.niarchive.org)

## Contents:

<b>Using the Northern Ireland Community Archive</b>	<b>2</b>
WHAT IS AN ARCHIVE?	2
ABOUT THE ARCHIVE	2
HOW TO USE THE ARCHIVE	2
HOW TO CONTRIBUTE TO THE ARCHIVE	7
<b>Logging in as a Contributor</b>	<b>8</b>
THE WORDPRESS PORTAL	8
THE WORDPRESS DASHBOARD	9
<b>Adding Project posts</b>	<b>10</b>
ADD A TITLE	10
ADD BODY CONTENT	11
ALLOCATE OWNER/S	15
ALLOCATE PROJECT/S	15
SET A FEATURED IMAGE	16
SUBMIT FOR REVIEW	16
<b>Adding to the Archive</b>	<b>17</b>
ADD A TITLE	17
ADD AN OBJECT DESCRIPTION	18
UPLOAD FILE	18
ALLOCATE OWNER/S	19
ALLOCATE A COLLECTION	19
SET A FEATURED IMAGE	20
SET FILE TYPE ATTRIBUTE	20
ADDITIONAL DETAILS	21
SUBMIT FOR REVIEW	21
<b>Adding Resources</b>	<b>22</b>
ADD A TITLE	22
UPLOAD RESOURCE	23
ALLOCATE OWNER/S	24
ALLOCATE PROJECT/S	24
SET A FEATURED IMAGE	25
SUBMIT FOR REVIEW	25

# Using the Northern Ireland Community Archive

## WHAT IS AN ARCHIVE?

Community archives are collections of stories, photographs, documents, audio recordings and film that have been captured by a community as a record of their cultural heritage and identity. There are a large number and wide range of groups involved in community archive activities. Community archives may be based in community centres, historical societies, schools, libraries, museums and public archives.

## ABOUT THE ARCHIVE

The Northern Ireland Community Archive is a collection of tourist trails, museum collections, photographs, exhibitions, oral testimonies and other information from local museums and community groups.

## HOW TO USE THE ARCHIVE

You can travel around this site in several ways.

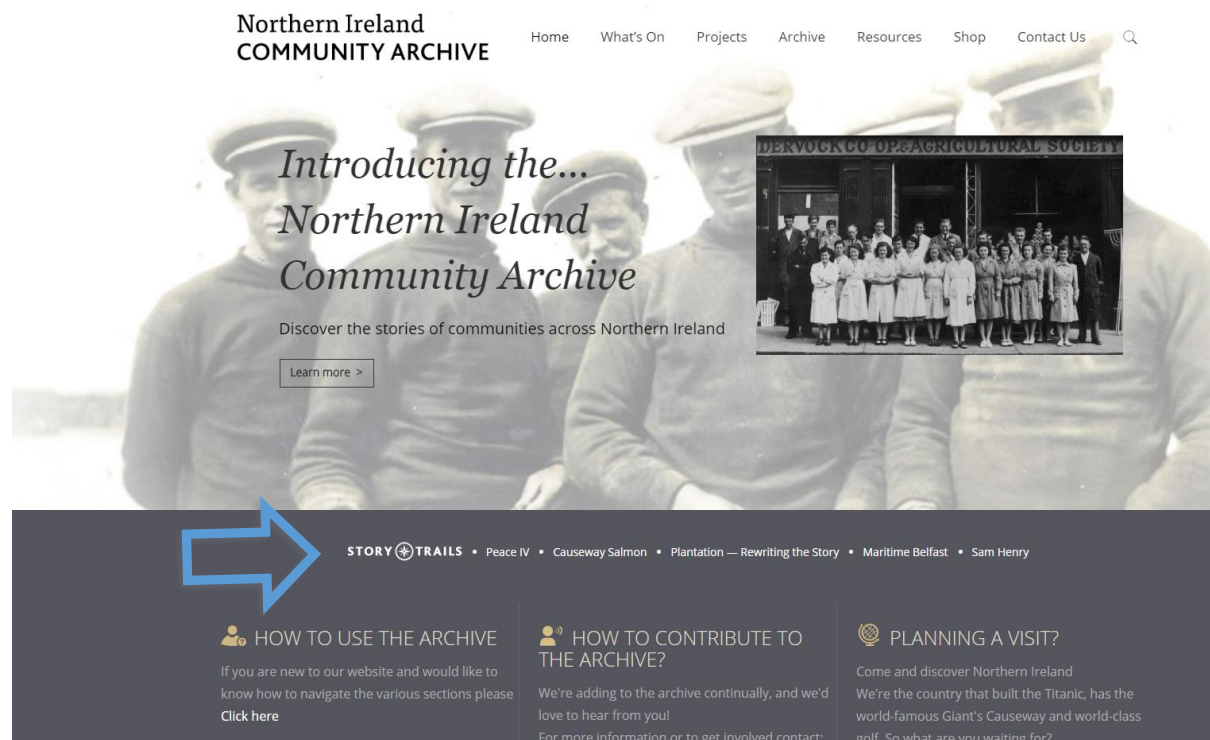
### On all pages:

The Search button on the top right hand corner of the screen allows you to search for posts and items across the whole site – in the Projects, Archives, Resources and What's On pages. The menu bar across the top of the screen will take you into each of the different pages.



## The Home page:

The central 'slider' rotates between different story trails. Each story trail will lead you across Northern Ireland following specific themes. If you do not wish to wait for the slider, there is a menu below the slider to take you directly to each story trail. The Home page also includes contact information and links to find out about each of the museums in the Causeway Coast and Glens. It also highlights the newest content on the site.



If you cannot see the page titles along the top right of the page, there will be a three bar [Menu] icon. If you click on that, it will produce a drop down menu showing all the pages.



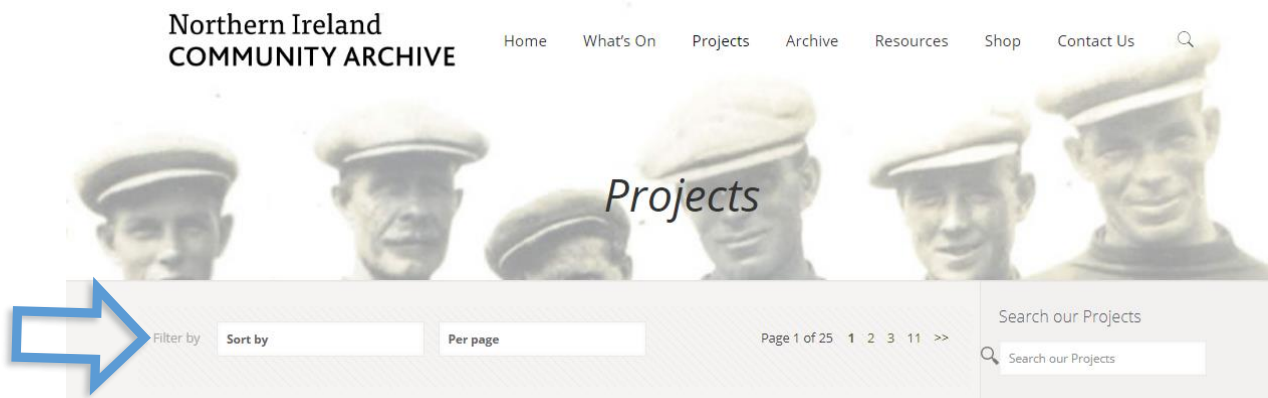
## The What's On page:

The What's On page contains current and future fliers and notices relating to exhibitions and events, as well as the current Museum Service What's On guide (covering April-August, or September-March each year). Clicking on [View Leaflet] will open the guide or flier as a pdf document.



## The Projects, Archive and Resources pages:

All entries on these pages can be sorted alphabetically, or by date, using the drop-down filter menu near the top left hand side of the page. There is also a drop-down filter to select how many posts you'd like to view at a time.



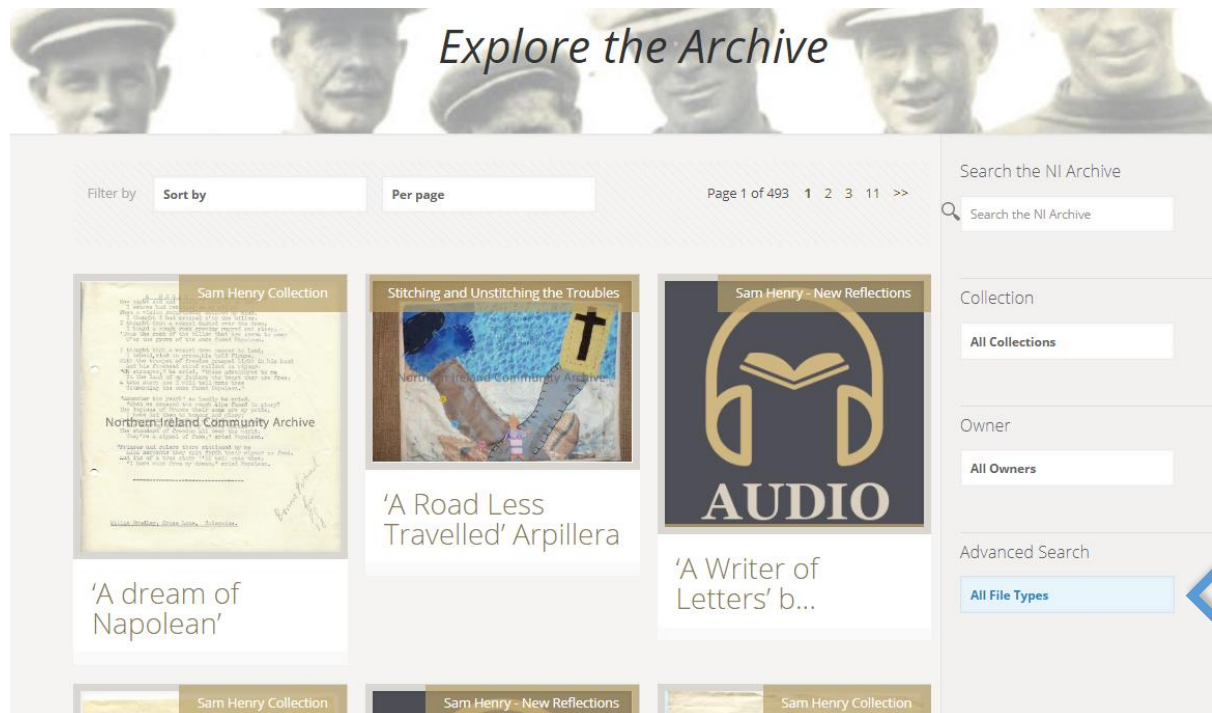
On the right hand side of the page there is a Search button which will search for entries only within the current area (e.g. within Projects). There are further drop-down filters to allow you to sort entries by project name, collection name, or owner.



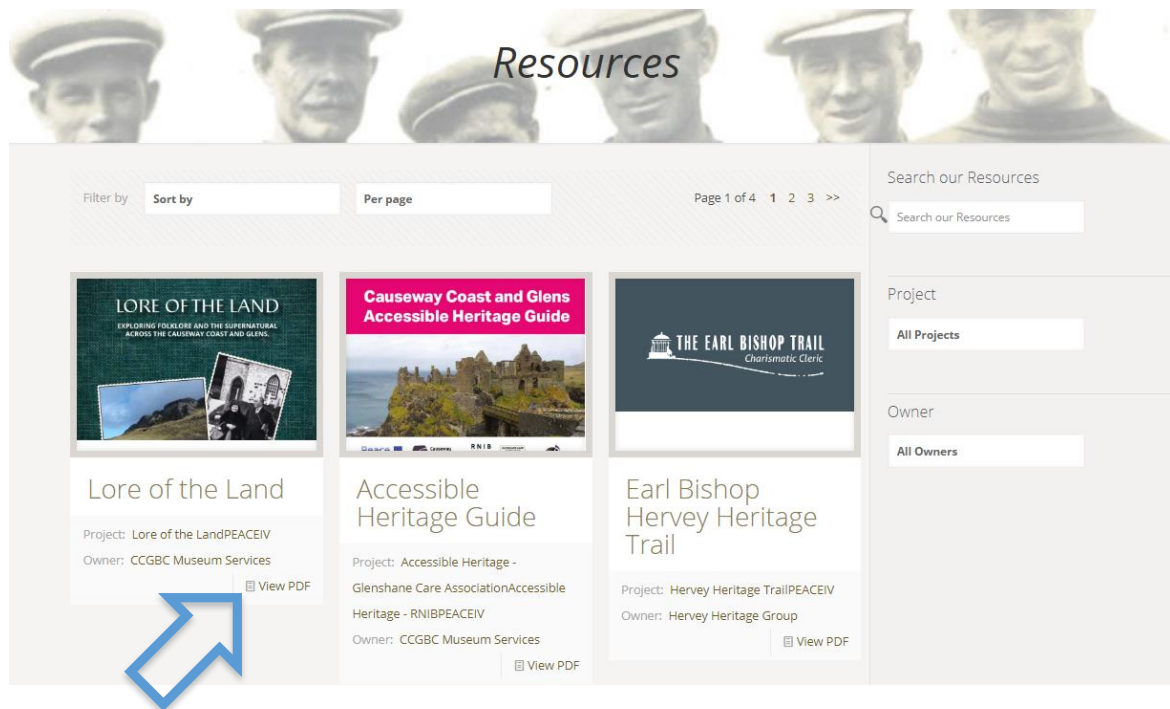
The Projects page documents current and past projects, providing background, progress and summary information.



The Archive page is an accessible digital collection of images, videos and sound recordings from museum and community collections. On the Archive page, there is also the option to filter content by media type (documents, photos, videos, audio recordings).



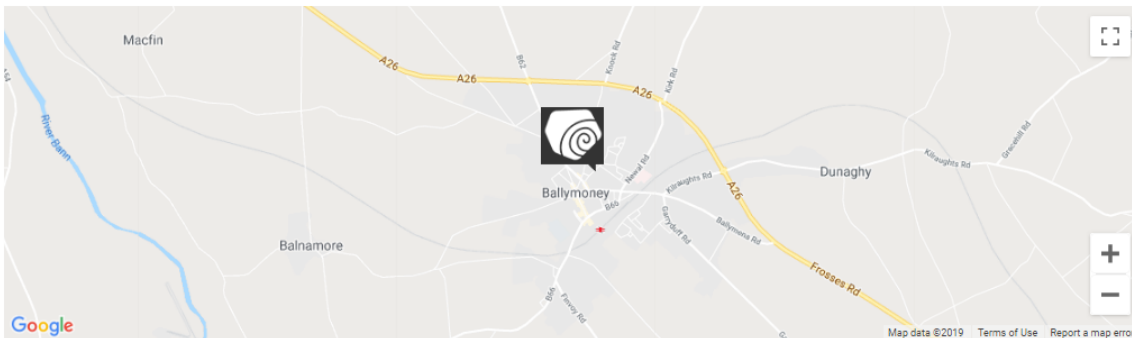
The Resources page provides digital versions of outputs – books, booklets, heritage trails, exhibition panels and other learning resources – that may be downloaded. Clicking on [View PDF] will open the guide or flier as a pdf document.



## The Contact Us page:

Postal, phone and email details for the site administrators, Causeway Coast and Glens Borough Council Museum Services, are available through the Contact Us page. You can also send us a message directly from the page using the contact form.


### WHERE ARE WE?







### OUR ADDRESS


Causeway Coast and Glens Borough  
Council Museum Services,  
1 Townhead Street  
Ballymoney, BT53 6BE,  
(028) 2766 0230  
[cms@causewaycoastandglens.gov.uk](mailto:cms@causewaycoastandglens.gov.uk)

### FOLLOW US

[Ballycastle Museum](#) 

[Ballymoney Museum](#) 

[Coleraine Museum](#)   

[Limavady and Green Lane Museum](#) 

### SEND US A MESSAGE

Your Name (required)

Your Email (required)

Subject

## HOW TO CONTRIBUTE TO THE ARCHIVE

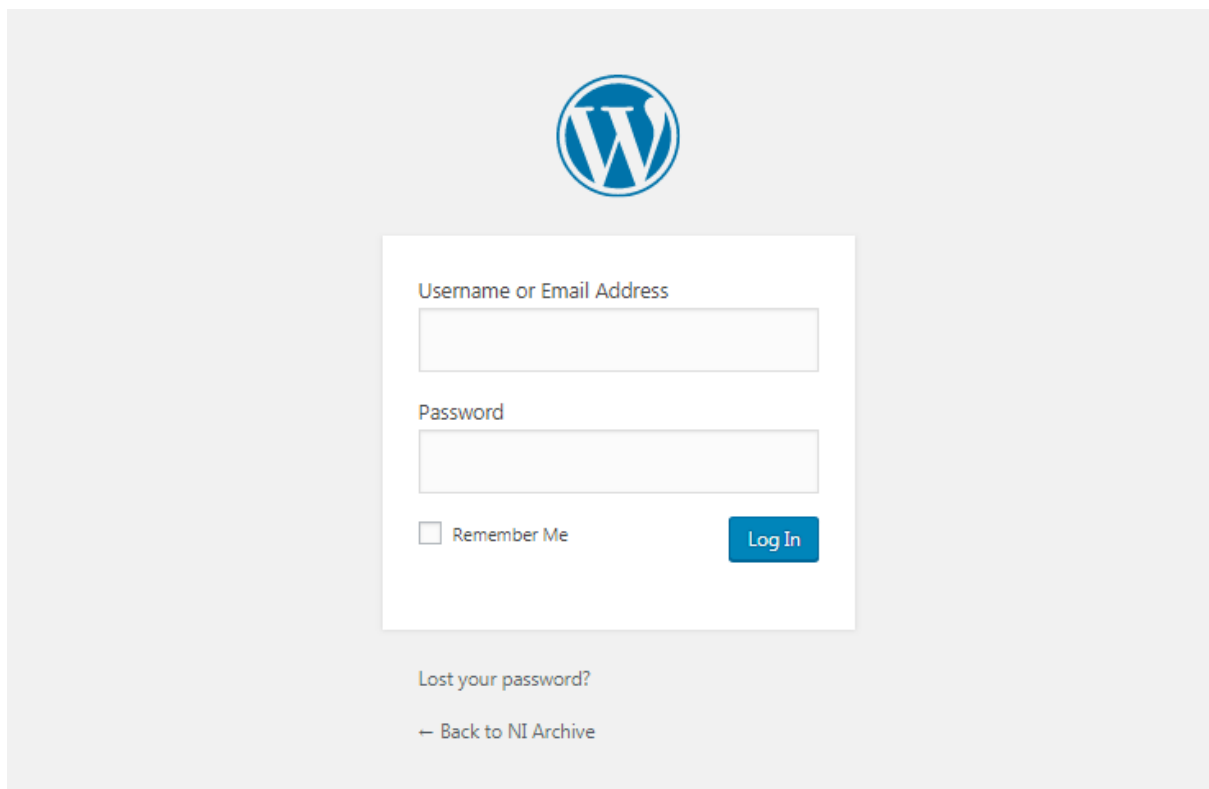
The Northern Ireland Community Archive is administered by Causeway Coast and Glens Borough Council Museum Services. The content is primarily generated by Museum Services and our communities across the borough. However, other organisations create and post content too. If you have material you'd like us to share through the archive, or to become a contributor, and we'd love to hear from you! For more information or to get involved contact as at [cms@causewaycoastandglens.gov.uk](mailto:cms@causewaycoastandglens.gov.uk) or on (028) 2766 0230.

## **Logging in as a Contributor**

[www.niarchive.org/wp-admin](http://www.niarchive.org/wp-admin)

### **THE WORDPRESS PORTAL**

To access the Wordpress dashboard go to [www.niarchive.org/wp-admin](http://www.niarchive.org/wp-admin) and enter your group's login details. Remember that the password for your NI Archive account is case sensitive.

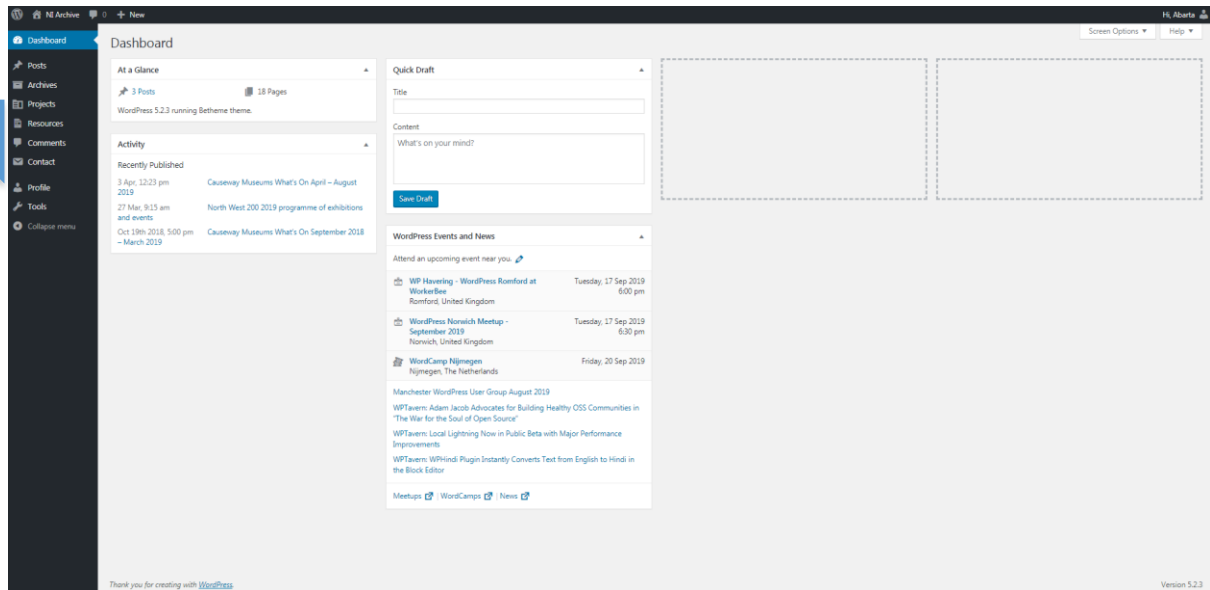
A screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue 'W' inside a circle. Below it is a white rectangular login box. Inside the box, there are two input fields: the first is labeled 'Username or Email Address' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box, there is a link that says 'Lost your password?' and a link that says '← Back to NI Archive'.

Please note that each account must be linked to a unique email address. Anybody with access to the group's login will be able to see this email address. Do not distribute the login details unless you are happy for the recipient to see the email address.

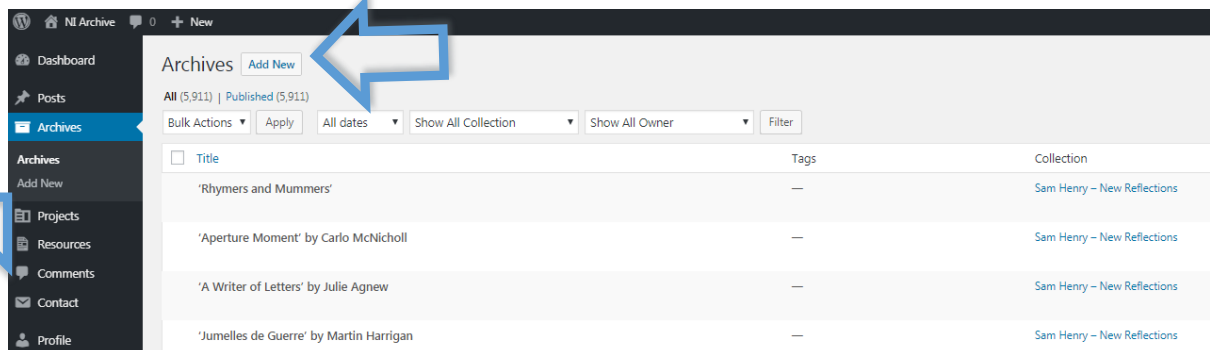


## THE WORDPRESS DASHBOARD

The Dashboard is the location on the website which will allow you to contribute to the Northern Ireland Community Archive. All of the Dashboard tools are accessed through the static menu bar to the left of the page.



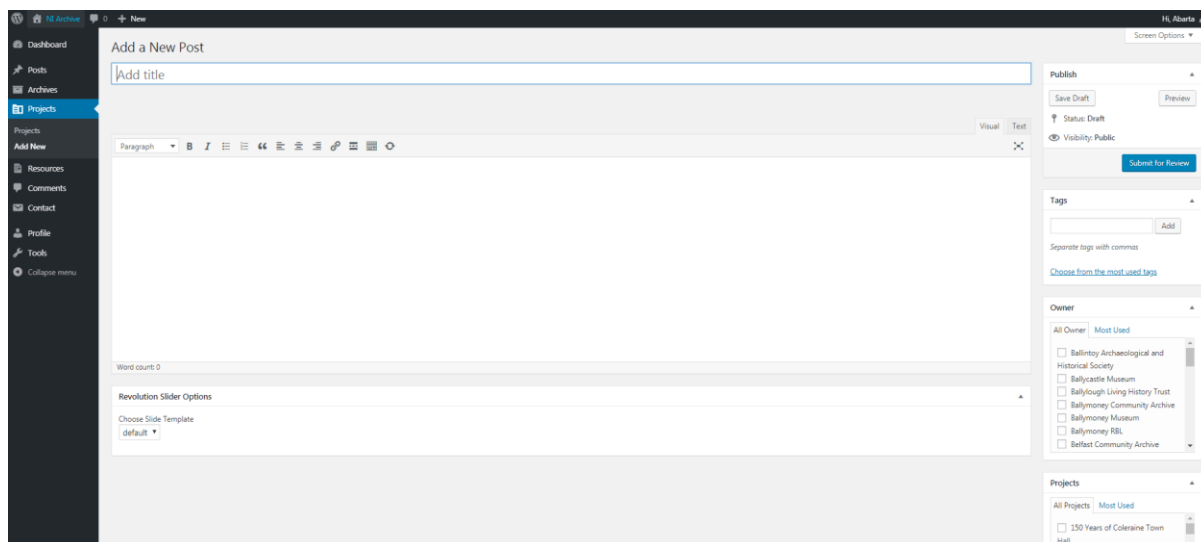
The three main tools as [Archives], [Projects], and [Resources]. If you click on any of these, you will be taken to a list of existing posts in that area with an option to [Add New] in two different locations. Both buttons do the same thing.



# Adding Project posts

The Projects page documents current and past projects, providing background, progress and summary information.

From the Dashboard, click on [Projects] and then click on [Add New]. The page will change to look like the example below.



Every Project post requires the following elements:

- **Post title** ☐
- **Body content** ☐
- **Allocate an Owner/s** ☐
- **Allocate a Project/s** ☐
- **Set a Featured Image** ☐

## ADD A TITLE

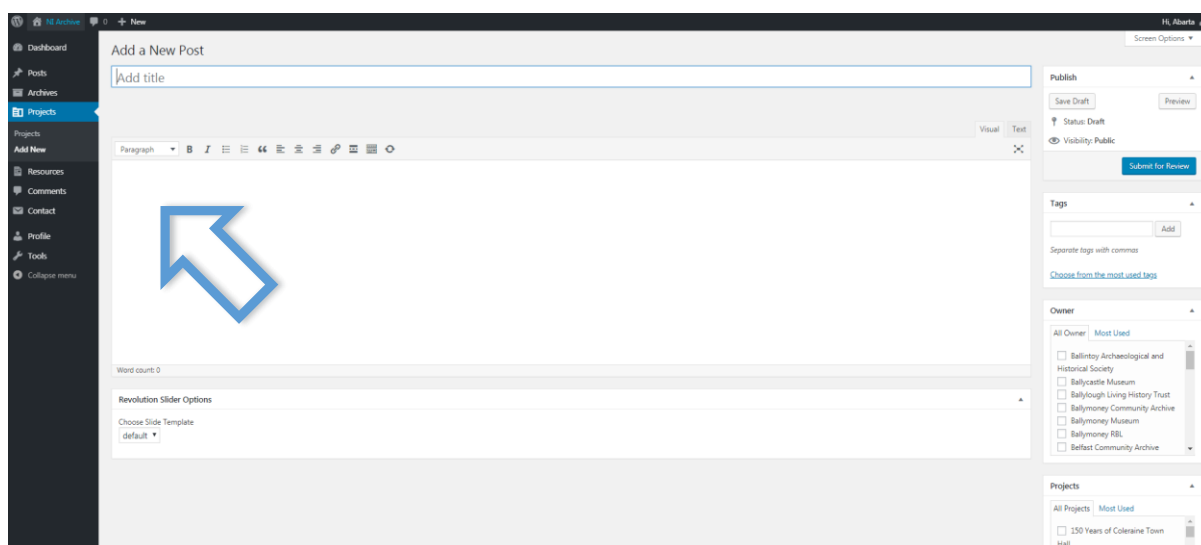
Click in the top field and enter a post title. It is helpful, but not essential, if the title mentions the project name. The title will directly impact on the URL.

For example:

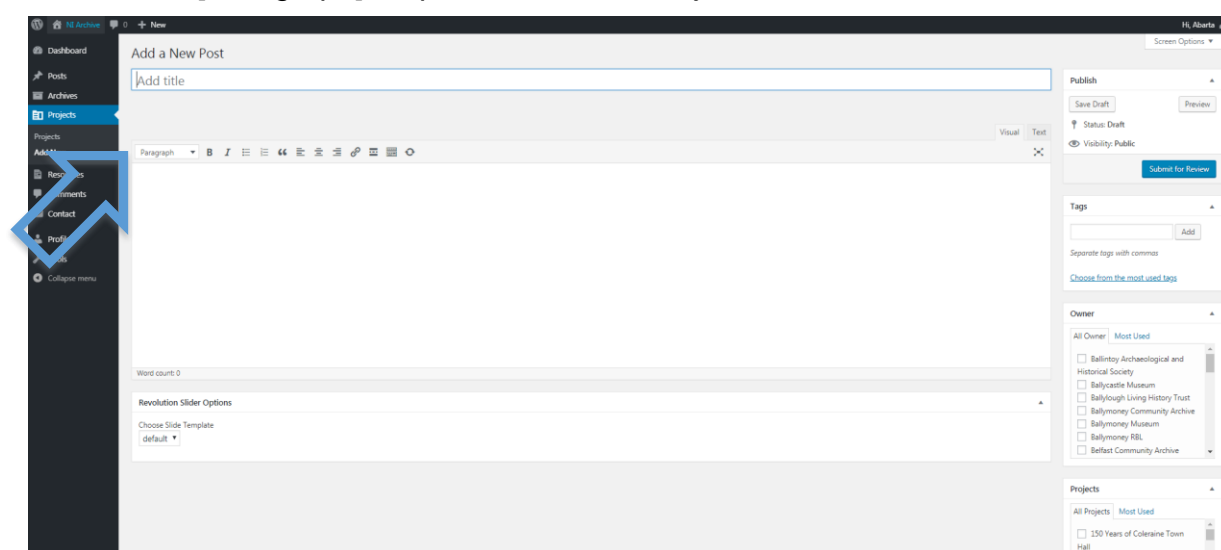
Sam Henry Recordings	<a href="https://niarchive.org/projectitems/sam-henry-recordings/">https://niarchive.org/projectitems/sam-henry-recordings/</a>
The Accessible Heritage journey	<a href="https://niarchive.org/projectitems/accessible-heritage-journey/">https://niarchive.org/projectitems/accessible-heritage-journey/</a>

## ADD BODY CONTENT

Click in the open field to begin adding the text content for the page.



Once the text has been added, it will need to be formatted. Select all the text and click on the [Paragraph] dropdown box located just above the content field.

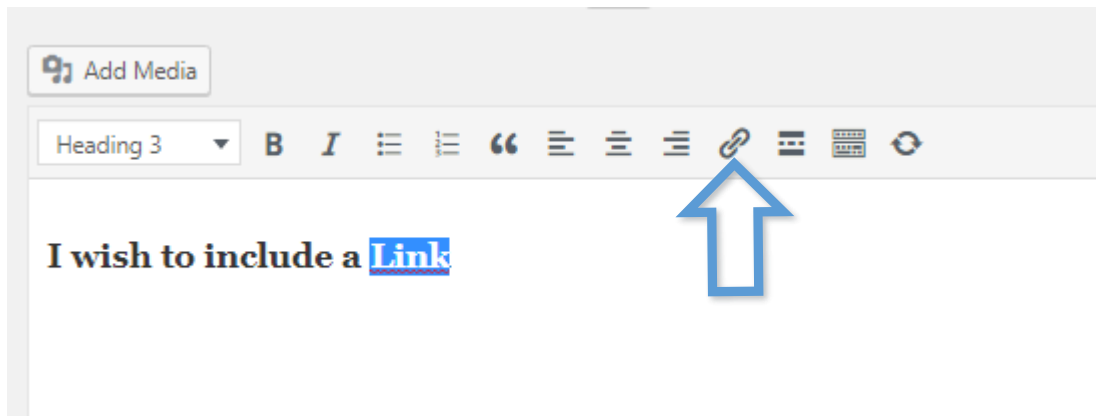


The default 'Paragraph' text size is very small, so we have found it is best to format all text as 'Heading 4', using 'Heading 1' for titles and 'Heading 2' for subtitles.

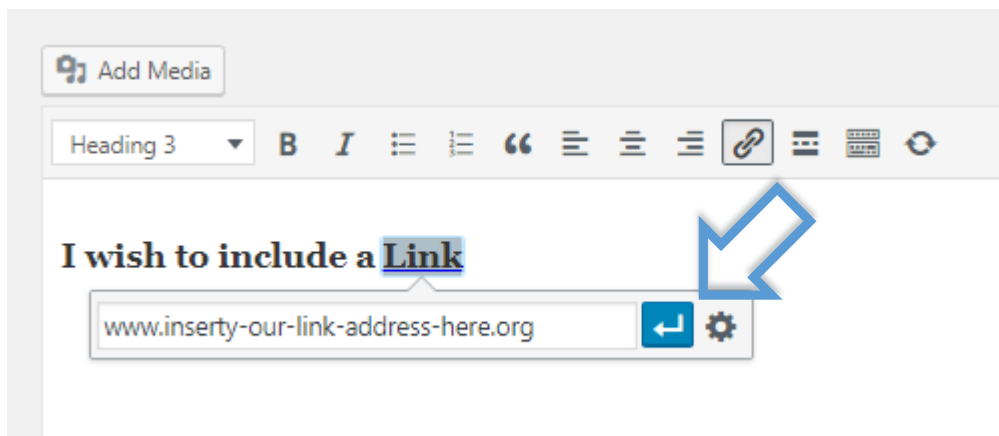
Some additional formatting options such as making texts **bold**, *italic*, or underlined are available to the right of the [Paragraph] dropdown box.

## Adding a Link

To create a link, highlight the text that you wish to have linked, and click on the [Chain link] icon.

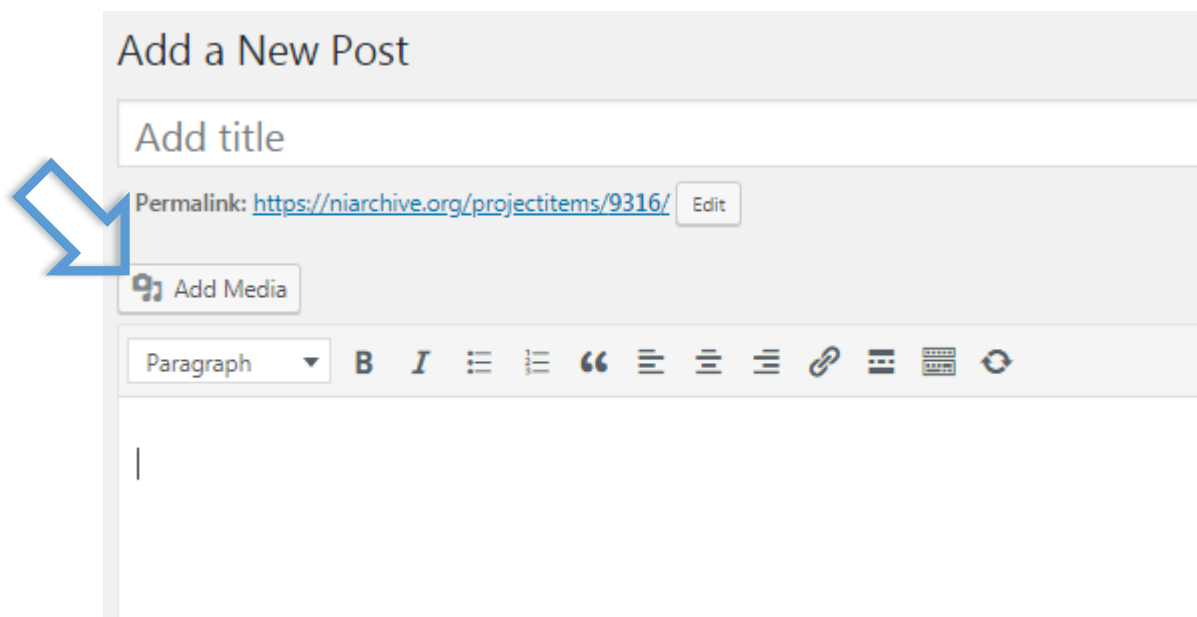


This will bring up a new text box. Insert the URL that you wish to link to and click the [Return] icon. The link will now be embedded.

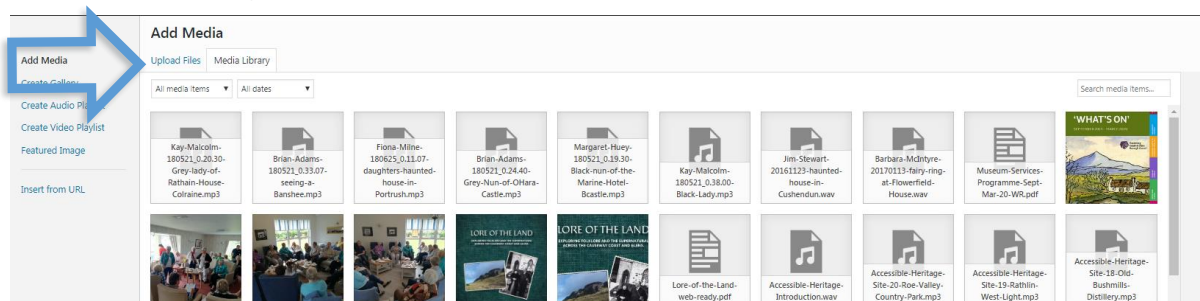


## Adding Media

To add image, sound or video files to the body content of a post, click in the location within the text where you would like them to appear. Next, click on the [Add Media] button.

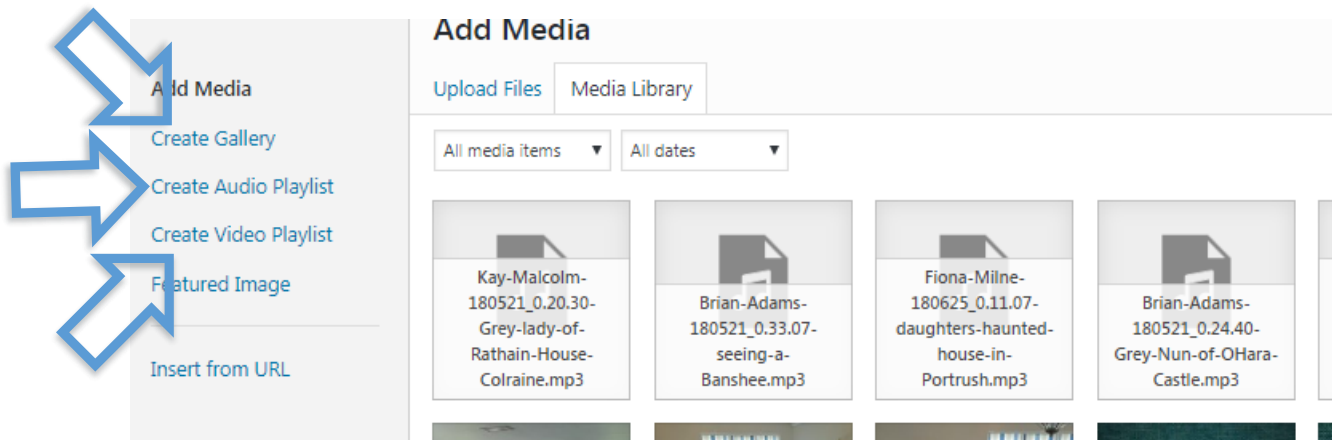


This will bring up the Media Library. If you only wish to include a single image, select the image from the library, or upload a new file by clicking on the [Upload Files] button. Uploading files will allow you to drop new files into the library.





To add a number of media files, click on one of the options to [Create Gallery], [Create Audio Playlist] or [Create Video Playlist].



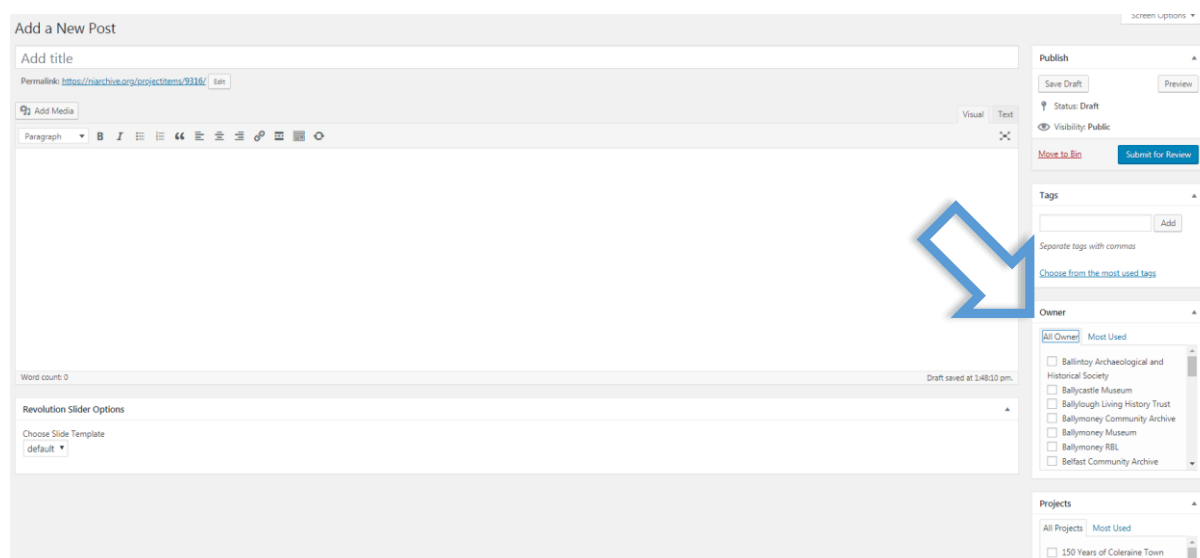
Select the required files, and then click the blue button to the bottom right of the library. The name of the blue button will vary depending on what type of media file you are inserting, but the effect will be the same.



## ALLOCATE OWNER/S

Every post needs to be allocated to an 'owner'. The owner is the museum or group who have produced the content, for example, CCGBC Museum Services, or Ballycastle Museum, or Ballintoy Archaeological and Historical Society. Allocating owners correctly is essential for keeping the site navigable.

To allocate an owner, scroll through the list and tick the box next to the relevant group. Some posts, such as partnership projects, may have more than one owner. Groups should only tick the box next to the relevant owners.

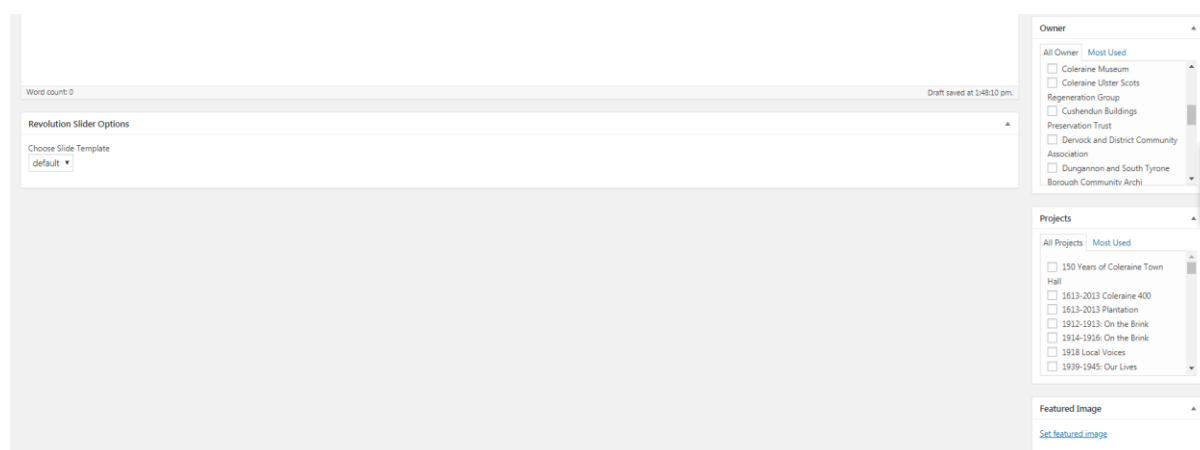


The screenshot shows the 'Add a New Post' form. The 'Owner' section is highlighted with a blue arrow. It contains a list of owners with checkboxes next to them:

- ☐ Ballintoy Archaeological and Historical Society
- ☐ Ballycastle Museum
- ☐ Ballylough Living History Trust
- ☐ Ballymoney Community Archive
- ☐ Ballymoney Museum
- ☐ Ballymoney R&L
- ☐ Belfast Community Archive

## ALLOCATE PROJECT/S

Every post needs to be allocated to a 'project'. The project name is specific and most 'owners' will have multiple 'projects' that they have worked on. If there is no project listed for the post you are creating, send an email to Museum Services and we will create one for you. Allocating projects correctly is essential for keeping the site navigable.



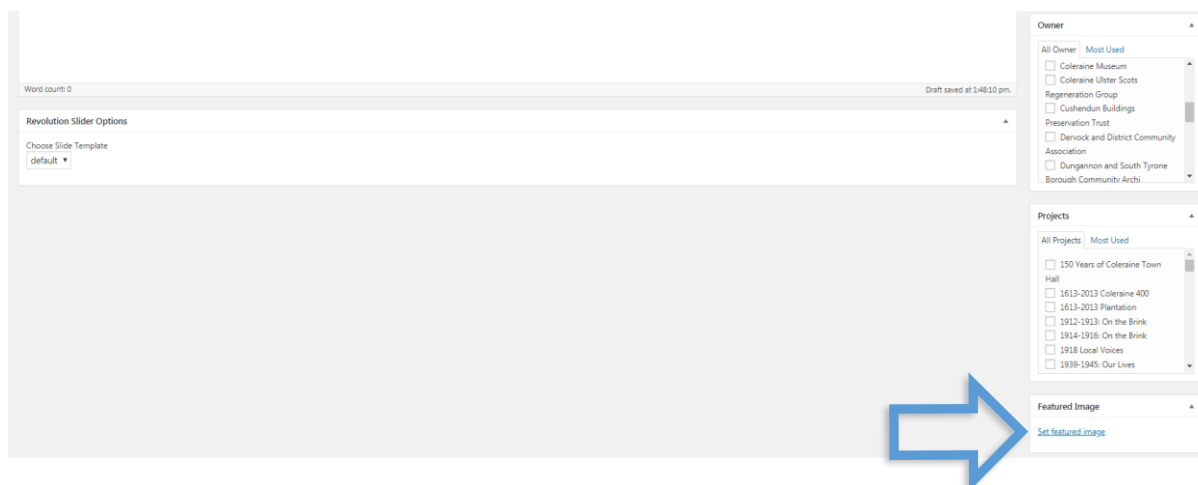
The screenshot shows the 'Add a New Post' form. The 'Project' section is highlighted with a blue arrow. It contains a list of projects with checkboxes next to them:

- ☐ 150 Years of Coleraine Town Hall
- ☐ 1613-2013 Coleraine 400
- ☐ 1613-2013 Plantation
- ☐ 1912-1913: On the Brink
- ☐ 1914-1916: On the Brink
- ☐ 1918 Local Voices
- ☐ 1939-1945: Our Lives

## SET A FEATURED IMAGE

Every project should have a 'featured image'. This image will appear at the top of any post, and will be used to create a thumbnail when browsing the Projects page.

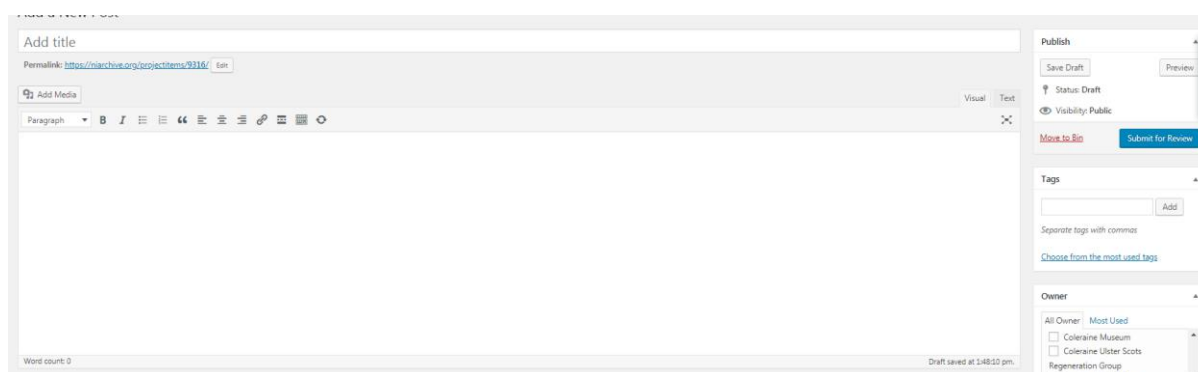
Click on [Set Featured Image] at the bottom right of the page. This will bring up the Media Gallery (see p.13) where you can select an existing image or add a new one as described above.



## SUBMIT FOR REVIEW

After all five elements of a Project post have been completed, click [Submit for Review] on the right hand side of the screen. Museum Services will be notified that there is a pending post. They will review it and either publish the post or contact the group for clarification.

- **Post title** ☒
- **Body content** ☒
- **Allocate an Owner/s** ☒
- **Allocate a Project/s** ☒
- **Set a Featured Image** ☒



# Adding to the Archive

The Archive page is an accessible digital collection of images, videos and sound recordings from museum and community collections.

From the Dashboard, click on [Archives] and then click on [Add New]. The page will change to look like the example below.

The screenshot shows the 'Add a New Post' interface. On the left is a sidebar with navigation links: Dashboard, Posts, Archives (selected), Add New, Projects, Resources, Media, Comments, Contact, Profile, Tools, and Collapse menu. The main area has a title field 'Add title', a rich text editor with a toolbar, and a word count of 0. Below the editor is an 'Information' section with a 'Description' field. At the bottom is an 'Upload File' section with a note: 'Use this field to upload documents, audio and videos. Use "Featured Image" area on the right side for images.' and a button 'Add File'. On the right side, there are several panels: 'Publish' with 'Save Draft', 'Preview', and 'Submit for Review' buttons; 'Tags' with an 'Add' button and a link to 'Choose from the most used tags'; 'Owner' with a list of owners including 'Ballintoy Archaeological and Historical Society', 'Ballycastle Museum', 'Ballyjagh Living History Trust', 'Ballymoney Community Archive', 'Ballymoney Museum', 'Ballymoney RBL', and 'Belfast Community Archive'; and 'Collection' with a list of collections including '100 Ballymoney Shows', '1613 - 2013: Project of Plantation', '1613-2013: Coleraine 400', and '1912-1913: On The Brink'.

As well as lots of optional details that may be added, every Archive entry requires the following elements:

- **Post title** ☐
- **Object description** ☐
- **Upload file (only if audio or video archive)** ☐
- **Allocate an Owner/s** ☐
- **Allocate a Collection** ☐
- **Set a Featured Image (only if image archive)** ☐
- **See File type attribute** ☐

## ADD A TITLE

Click in the top field and enter a post title. The title will directly impact on the URL.

For example:

'A Road Less Travelled' Arpillera	<a href="https://niarchive.org/archiveitems/a-road-less-travelled-arpillera/">https://niarchive.org/archiveitems/a-road-less-travelled-arpillera/</a>
Capture the Moment 2017 no.005	<a href="https://niarchive.org/archiveitems/capture-the-moment-2017-no005/">https://niarchive.org/archiveitems/capture-the-moment-2017-no005/</a>

## ADD AN OBJECT DESCRIPTION

Use the Information Description field to enter in as much information as possible about the object. Note that any information entered into this field will be publically visible – observe caution when adding anything that could be considered sensitive information.

The screenshot shows the 'Add a New Post' interface. On the left is a sidebar with navigation links: Dashboard, Posts, Archives, Add New, Projects, Resources, Media, Comments, Contact, Profile, Tools, and Collapsed menu. The main area has a title field 'Add title' and a rich text editor. Below the editor is a 'Word count: 0' indicator. The 'Information' section contains a 'Description' field, which is highlighted by a large blue arrow. At the bottom of the form is an 'Upload File' section with the text 'Use this field to upload documents, audio and videos. Use "Featured Image" area on the right side for images.' and a button 'Add File'. On the right side, there are sections for 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Submit for Review), 'Tags' (Add, Separate tags with commas, Choose from the most used tags), 'Owner' (All Owner, Most Used, list of owners with checkboxes), and 'Collection' (All Collection, Most Used, list of collections with checkboxes).

## UPLOAD FILE

For audio and video archives, click the [Upload File] button to open up the Media Gallery (see p.13) where you can select an existing media file or add a new one as described above.

Only use this if you are entering an audio or video archive entry. Do not click [Upload File] if you are entering an image archive entry.

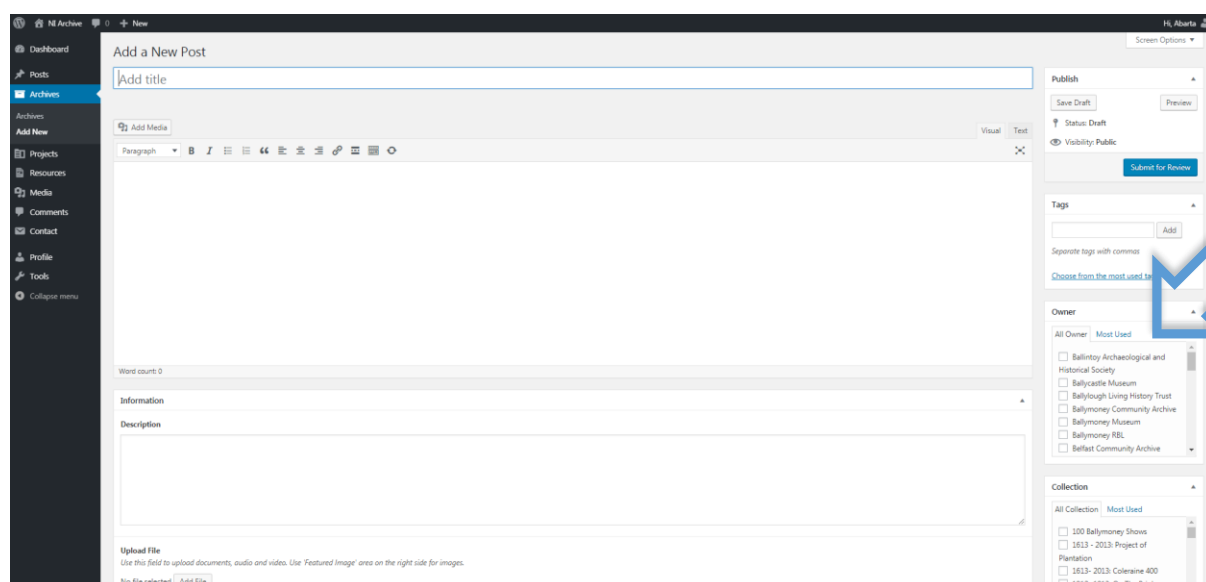
This screenshot is identical to the one above, showing the 'Add a New Post' form. In this version, a large blue arrow points to the 'Add File' button in the 'Upload File' section at the bottom of the form.



## ALLOCATE OWNER/S

Every Archive entry needs to be allocated to an 'owner'. The owner is the museum or group who physically own the object/archive, or who have obtained written permission for its inclusion on the Northern Ireland Community Archive. Allocating owners correctly is essential for keeping the site navigable.

To allocate an owner, scroll through the list and tick the box next to the relevant group. Some posts, such as partnership projects, may have more than one owner. Groups should only tick the box next to the relevant owners.

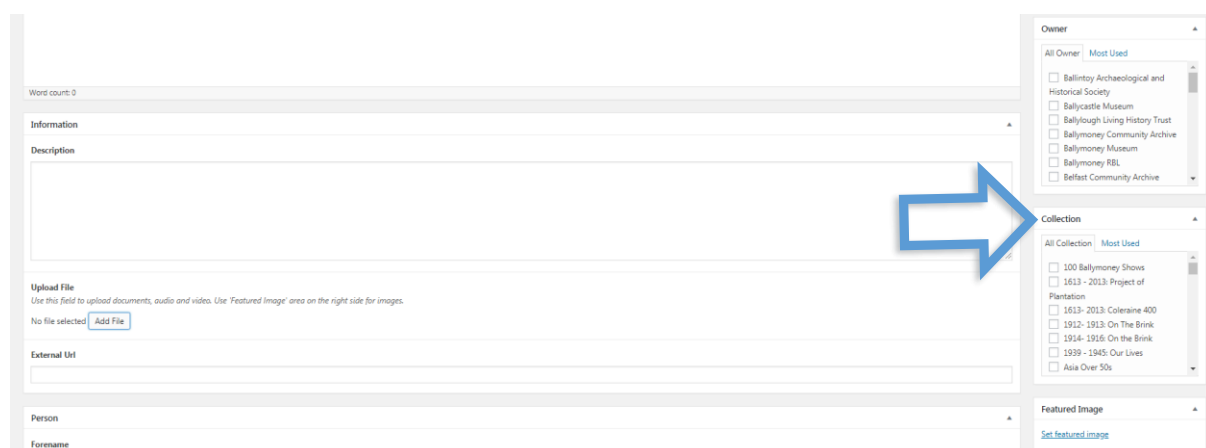


The screenshot shows the 'Add a New Post' interface. On the right side, there is a sidebar with several sections: 'Publish' (with 'Save Draft' and 'Preview' buttons), 'Tags' (with an 'Add' button), 'Owner' (with a list of owners and checkboxes), and 'Collection' (with a list of collections and checkboxes). A blue arrow points to the 'Owner' section, highlighting the list of owners and their checkboxes.

Owner	Collection
<input type="checkbox"/> Ballintoy Archaeological and Historical Society	<input type="checkbox"/> 100 Ballymoney Shows
<input type="checkbox"/> Ballycastle Museum	<input type="checkbox"/> 1613 - 2013: Project of Plantation
<input type="checkbox"/> Ballylough Living History Trust	<input type="checkbox"/> 1613- 2013: Coleraine 400
<input type="checkbox"/> Ballymoney Community Archive	<input type="checkbox"/> 1912- 1913: On The Brink
<input type="checkbox"/> Ballymoney Museum	<input type="checkbox"/> 1914- 1916: On The Brink
<input type="checkbox"/> Ballymoney RBL	<input type="checkbox"/> 1939 - 1945: Our Lives
<input type="checkbox"/> Belfast Community Archive	<input type="checkbox"/> 1912- 1913: On The Brink
	<input type="checkbox"/> Asia Over 50s

## ALLOCATE A COLLECTION

Every archive entry should be allocated to a 'collection'. The collection name is specific and an 'owners' may have multiple 'collections'. If there is no collection listed for the entry you are creating, send an email to Museum Services and we will create one for you. Allocating collections correctly is essential for keeping the site navigable.



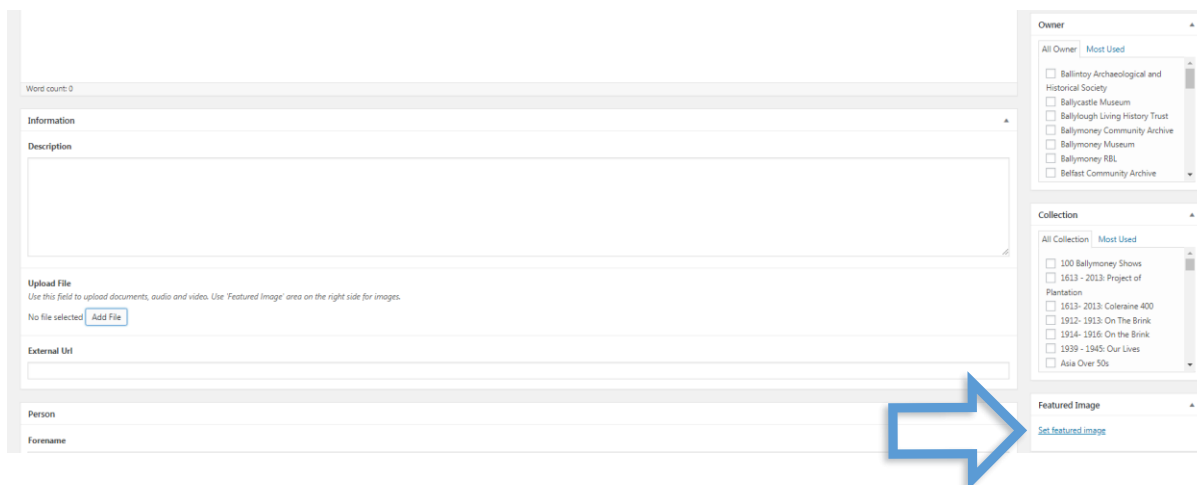
The screenshot shows the 'Add a New Post' interface, focusing on the 'Collection' section. A blue arrow points to the 'Collection' section, highlighting the list of collections and their checkboxes.

Collection
<input type="checkbox"/> 100 Ballymoney Shows
<input type="checkbox"/> 1613 - 2013: Project of Plantation
<input type="checkbox"/> 1613- 2013: Coleraine 400
<input type="checkbox"/> 1912- 1913: On The Brink
<input type="checkbox"/> 1914- 1916: On The Brink
<input type="checkbox"/> 1939 - 1945: Our Lives
<input type="checkbox"/> 1912- 1913: On The Brink
<input type="checkbox"/> Asia Over 50s

## SET A FEATURED IMAGE

An archive entry that is an image of an object rather than an audio or video file needs to have a 'featured image'. This image will appear at the top of the archive entry, and will be used to create a thumbnail when browsing the Archive page.

Click on [Set Featured Image] at the bottom right of the page. This will bring up the Media Gallery (see p.13) where you can select an existing image or add a new one as described above.

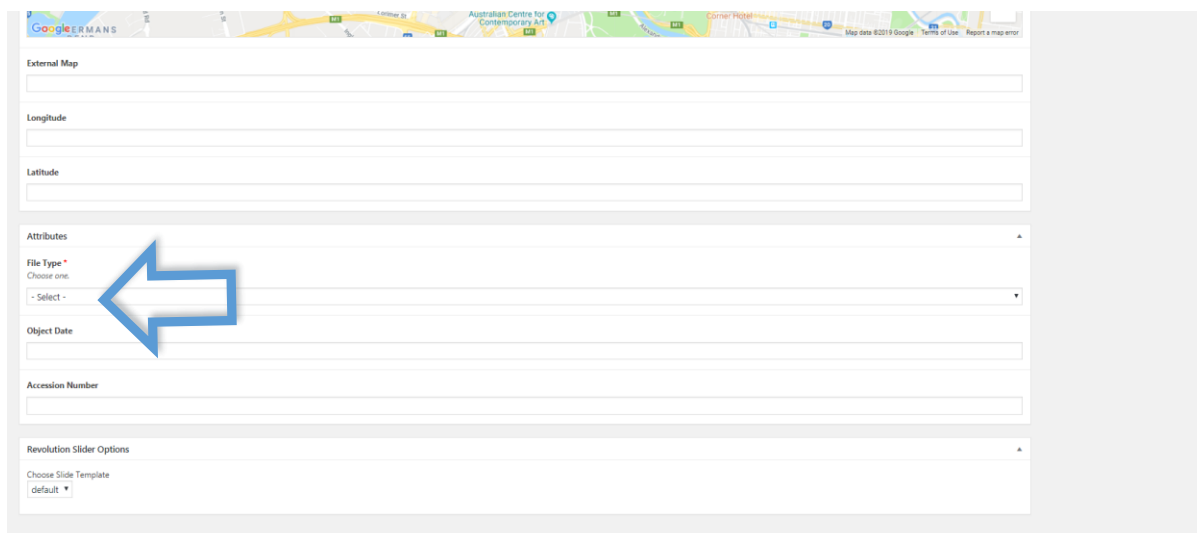


The screenshot shows the 'Information' section of an archive entry form. It includes fields for 'Description', 'Upload File' (with an 'Add File' button), 'External URL', 'Person' (with a 'Forename' sub-field), and a 'Featured Image' section at the bottom right containing a 'Set featured image' link. A large blue arrow points from the 'Set featured image' link towards the left.

## SET FILE TYPE ATTRIBUTE

In order for an Archive entry to display correctly, you must scroll to the bottom of the page and click on the [File Type\*] dropdown menu. Select whether the archive entry is an audio, image or video file.

If you forget this step, the archive entry will not format correctly and the image or video/audio file will not appear to the public.



The screenshot shows the 'Attributes' section of the archive entry form. It includes fields for 'External Map', 'Longitude', 'Latitude', 'File Type\*' (a dropdown menu with '- Select -' as the current selection), 'Object Date', 'Accession Number', and 'Revolution Slider Options'. A large blue arrow points from the 'File Type\*' dropdown menu towards the left.

## ADDITIONAL DETAILS

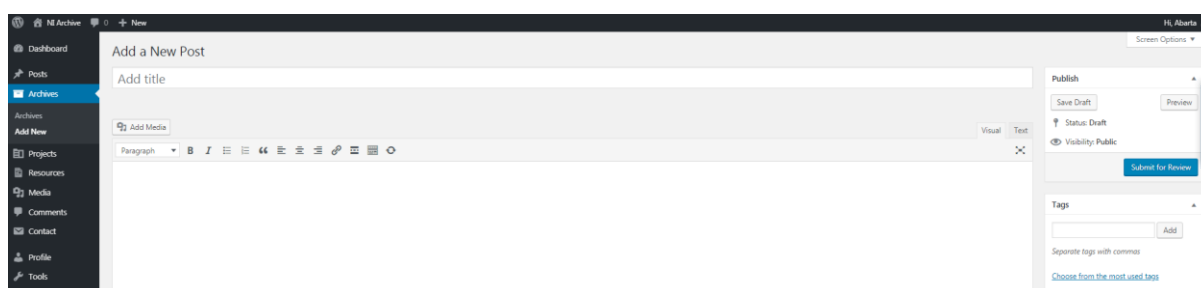
Additional details can be entered in any of the fields within the Archive entry form. These are not essential.

The website is set up to include maps in any Archive entry where an address is included.

## SUBMIT FOR REVIEW

After all elements of an Archive entry have been completed, click [Submit for Review] on the right hand side of the screen. Museum Services will be notified that there is a pending post. They will review it and either publish the post or contact the group for clarification.

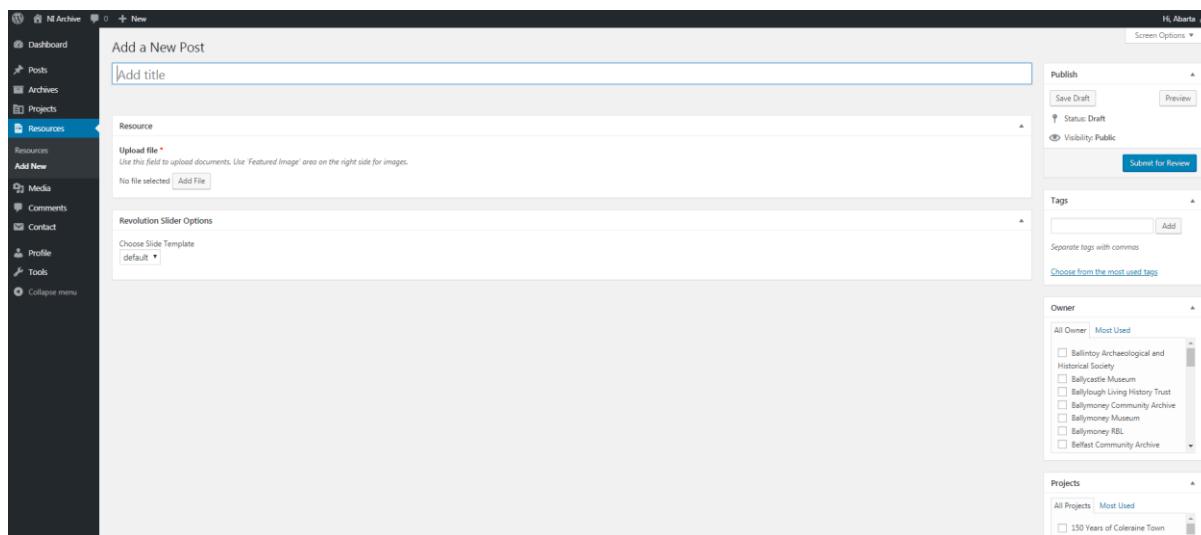
- **Post title** ☒
- **Object description** ☒
- **Upload file (only if audio or video archive)** ☒
- **Allocate an Owner/s** ☒
- **Allocate a Collection** ☒
- **Set a Featured Image (only if image archive)** ☒
- **See File type attribute** ☒



# Adding Resources

The Resources page provides digital versions of outputs – books, booklets, heritage trails, exhibition panels and other learning resources – that may be downloaded.

From the Dashboard, click on [Resources] and then click on [Add New]. The page will change to look like the example below.



Each Resource requires the following elements:

- **Post title** ☐
- **Upload resource** ☐
- **Allocate an Owner/s** ☐
- **Allocate a Collection** ☐
- **Set a Featured Image** ☐

## ADD A TITLE

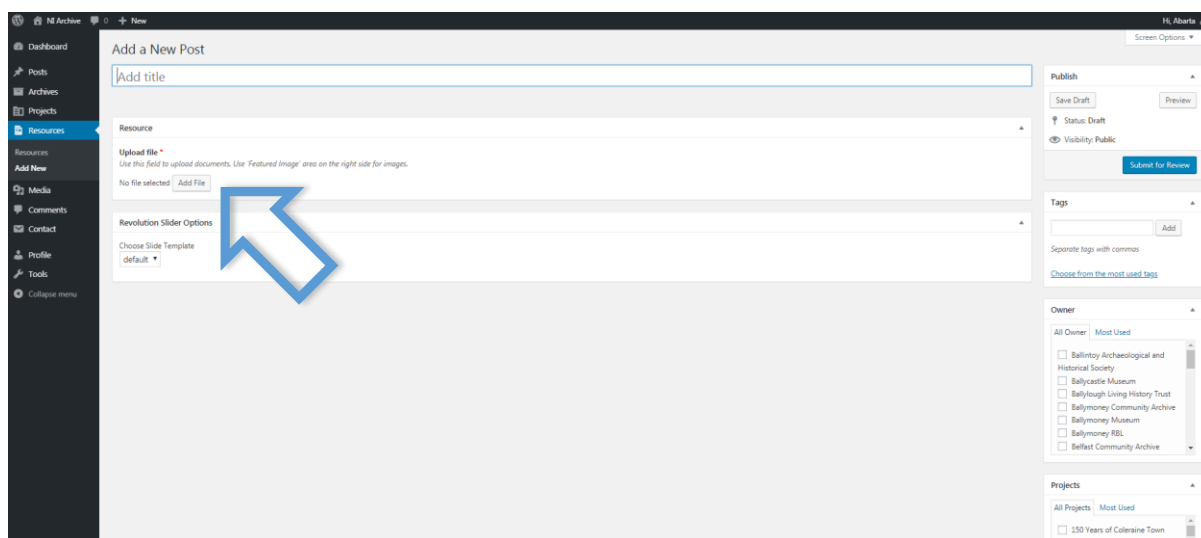
Click in the top field and enter a post title. The title will have no impact on the Resource URL, but will be visible for people browsing the resources area.

For example:

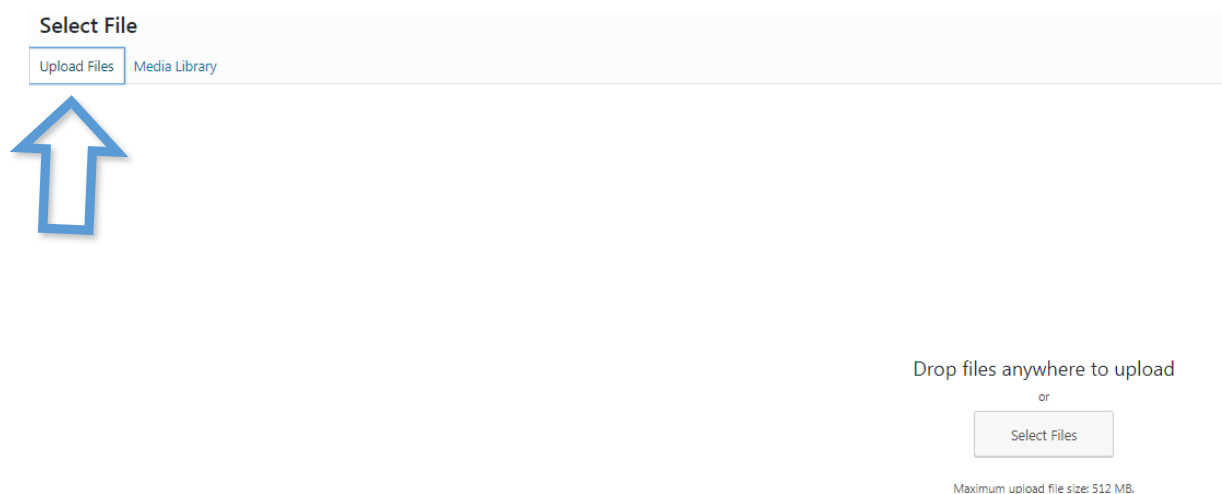
Lore of the Land	<a href="https://niarchive.org/wp-content/uploads/2019/07/Lore-of-the-Land-web-ready.pdf">https://niarchive.org/wp-content/uploads/2019/07/Lore-of-the-Land-web-ready.pdf</a>
Trails on Rails exhibition panels	<a href="https://niarchive.org/wp-content/uploads/2019/06/Trails-on-Rails-Roll-Up-Stand.pdf">https://niarchive.org/wp-content/uploads/2019/06/Trails-on-Rails-Roll-Up-Stand.pdf</a>

## UPLOAD RESOURCE

For a resource to be available, it must be uploaded as a pdf document. Click the [Add File] button. This will open up the media gallery.



Click [Upload Files], and then drag the required pdf file into the gallery. Click [Select] in the bottom right corner to proceed.

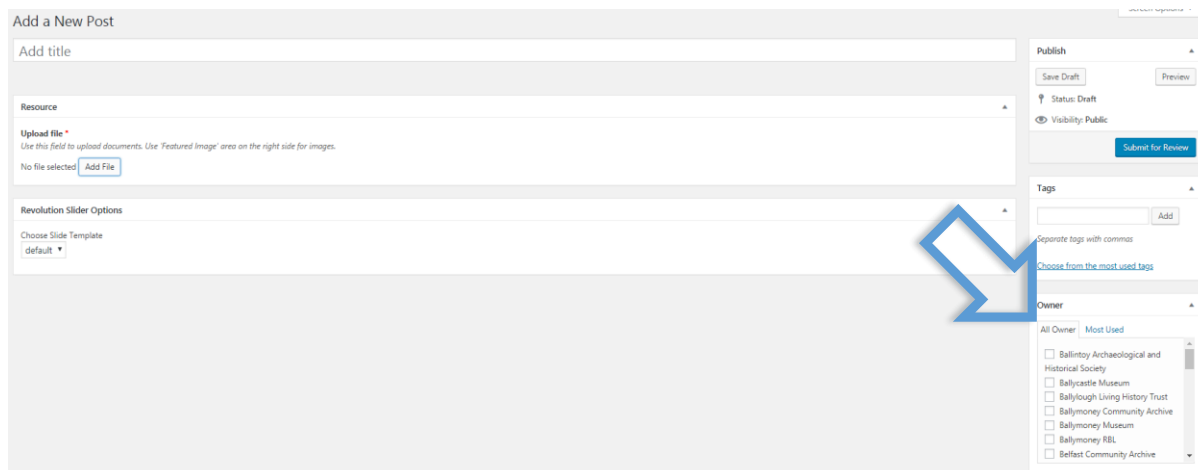




## ALLOCATE OWNER/S

Every resource needs to be allocated to an 'owner'. The owner is the museum or group who have produced the content, for example, CCGBC Museum Services, or Ballycastle Museum, or Ballintoy Archaeological and Historical Society. Allocating owners correctly is essential for keeping the site navigable.

To allocate an owner, scroll through the list and tick the box next to the relevant group. Some posts, such as partnership projects, may have more than one owner. Groups should only tick the box next to the relevant owners.

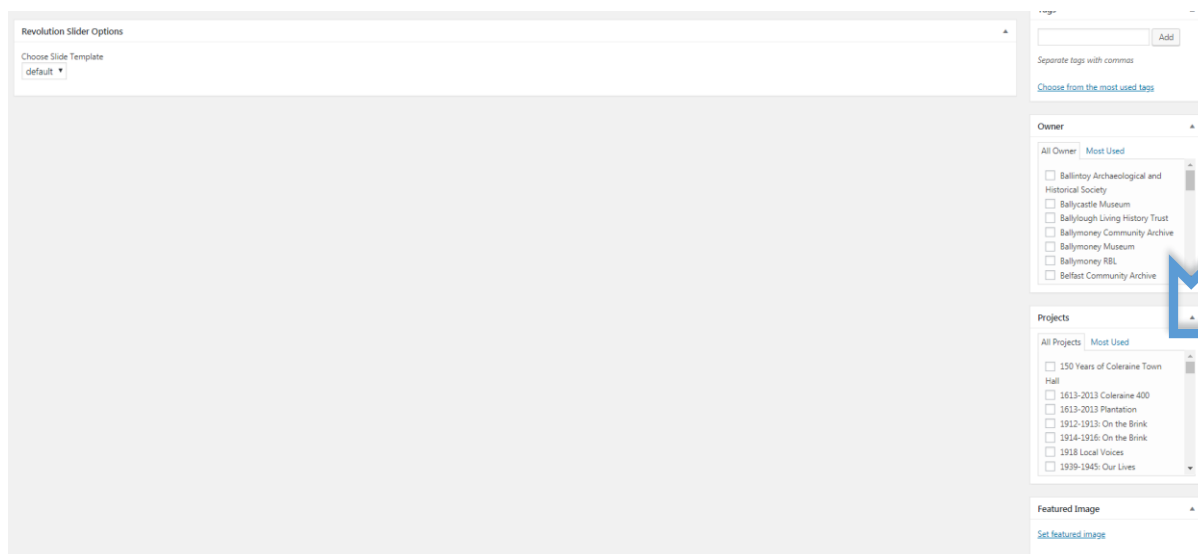


The screenshot shows the 'Add a New Post' form. The 'Owner' section is highlighted with a blue arrow. It contains a list of owners with checkboxes next to them:

- ☐ Ballintoy Archaeological and Historical Society
- ☐ Ballycastle Museum
- ☐ Ballylough Living History Trust
- ☐ Ballymoney Community Archive
- ☐ Ballymoney Museum
- ☐ Ballymoney RBL
- ☐ Belfast Community Archive

## ALLOCATE PROJECT/S

Every resource needs to be allocated to a 'project'. The project name is specific and most 'owners' will have multiple 'projects' that they have worked on. If there is no project listed for the post you are creating, send an email to Museum Services and we will create one for you. Allocating projects correctly is essential for keeping the site navigable.



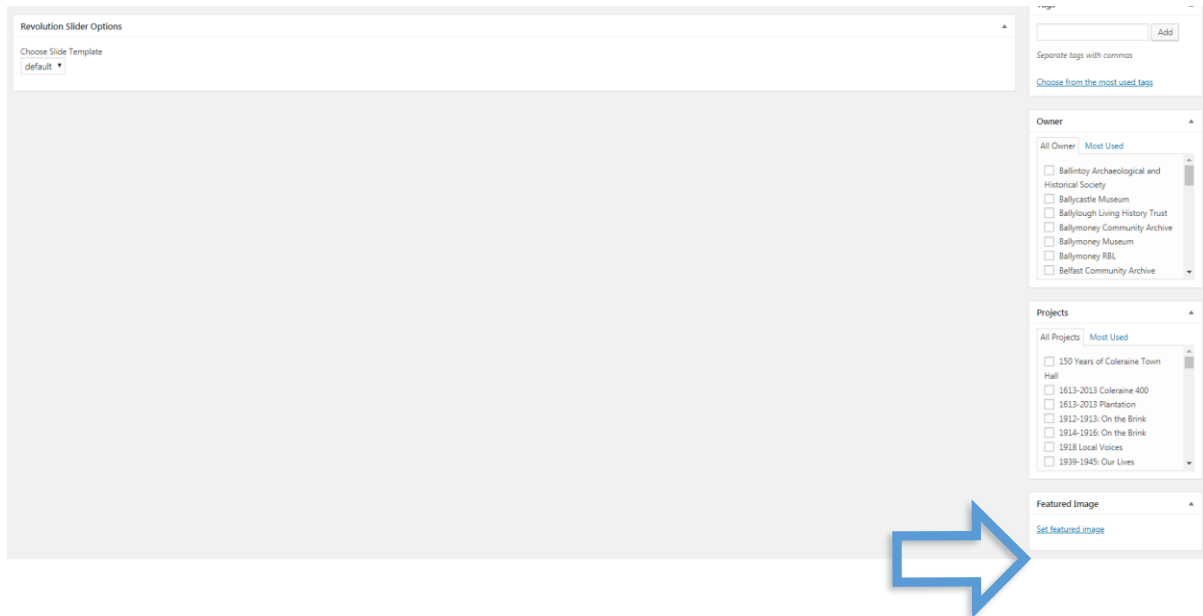
The screenshot shows the 'Add a New Post' form. The 'Projects' section is highlighted with a blue arrow. It contains a list of projects with checkboxes next to them:

- ☐ 150 Years of Coleraine Town Hall
- ☐ 1613-2013 Coleraine 400
- ☐ 1613-2013 Plantation
- ☐ 1912-1913: On the Brink
- ☐ 1914-1916: On the Brink
- ☐ 1918 Local Voices
- ☐ 1939-1945: Our Lives

## SET A FEATURED IMAGE

Every resource should have a 'featured image'. This image will appear as a thumbnail when browsing the Resources page. Note that you will need to have a featured image in image format (i.e. .jpg. .jpeg etc), not as a pdf file.

Click on [Set Featured Image] at the bottom right of the page. This will bring up the Media Gallery (see p.13) where you can select an existing image or add a new one as described above.

A screenshot of the 'Revolution Slider Options' panel. The panel has a 'Choose Slide Template' dropdown set to 'default'. On the right side, there are sections for 'Owner' and 'Projects', each with a list of checkboxes and names. At the bottom right, there is a 'Featured Image' section with a link that says 'Set featured image'. A large blue arrow points from this link towards the right.

## SUBMIT FOR REVIEW

After all five elements of a Project post have been completed, click [Submit for Review] on the right hand side of the screen. Museum Services will be notified that there is a pending post. They will review it and either publish the post or contact the group for clarification.

- |                                |                                     |
|--------------------------------|-------------------------------------|
| • <b>Post title</b>            | <input checked="" type="checkbox"/> |
| • <b>Upload resource</b>       | <input checked="" type="checkbox"/> |
| • <b>Allocate an Owner/s</b>   | <input checked="" type="checkbox"/> |
| • <b>Allocate a Collection</b> | <input checked="" type="checkbox"/> |
| • <b>Set a Featured Image</b>  | <input checked="" type="checkbox"/> |

A screenshot of the 'Add a New Post' form. The form has fields for 'Add title', 'Resource' (with an 'Upload file' button), and 'Revolution Slider Options'. On the right side, there is a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Submit for Review'. A large blue arrow points from the 'Submit for Review' button towards the right.