

## Using the Northern Ireland Community Archive

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

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Updated 7<sup>th</sup> December 2023

# 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 NAVIGATE THE ARCHIVE

You can travel around this site in several ways. The menu bar across the top of the screen will take you into each of the different pages: Home, What's On, Projects, Archive, Resources, Shop, Contact Us.

Northern Ireland  
COMMUNITY ARCHIVE



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.



*Introducing the...*



## Search tools:

There is currently no universal Search function for all of the NI Archive site, although this is a feature which will be added soon. However, the upper right side of Projects, Archives, and Resources pages all include a search bar which can be used to search within those sections of the site.



## 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.



## The What's On page:


The What's On page contains signposts to current and future programmes, exhibitions and events. Clicking on [Click here for more details] will take you to a more detailed Project Post.

The What's On page is reviewed at the start of every month and expired or obsolete signposts removed.

**Northern Ireland  
COMMUNITY ARCHIVE**

Home What's On Projects Archive Resources Shop Contact Us

# What's On



**Echoes of the Causeway**  
Storytelling workshops with Liz Weir and Stephen O'Hara

Thursday evenings from 7pm at the Roe Valley Arts and Cultural Centre

- 24th February
- 3rd March
- 20th March
- 26th March

For more information or to book your place on this free programme, email [cms@causewaycoastandglens.gov.uk](mailto:cms@causewaycoastandglens.gov.uk)


The project is partially funded support via the Northern Ireland Local Authorities Programme


Causeway Coast & Glens Borough Council  
**T.buc**

**Echoes of the Causeway  
Storytelling workshops - February-March 2022**

Join Liz Weir and Stephen O'Hara at the The Roe Valley Arts & Cultural Centre on this short course exploring the art of storytelling and celebrating the rich heritage of our local area.

[Click here for more details](#)





**Royal Connections**  
Connecting the kings, queens, castles and kingdoms of the Causeway Coast and Glens

MAKE YOUR CONNECTION

[www.niarhive.org/royalconnections](http://www.niarhive.org/royalconnections)  
[cms@causewaycoastandglens.gov.uk](mailto:cms@causewaycoastandglens.gov.uk)


The project is partially funded support via the Northern Ireland Local Authorities Programme

Causeway Coast & Glens Borough Council

**Royal Connections programme**  
NOW RECRUITING GROUPS

From royal visits and ancient monuments, to folklore and mythology, join Causeway Coast and Glens Museum Services and groups from across the borough to explore and map the royal connections of your local area.

[Click here for more details](#)

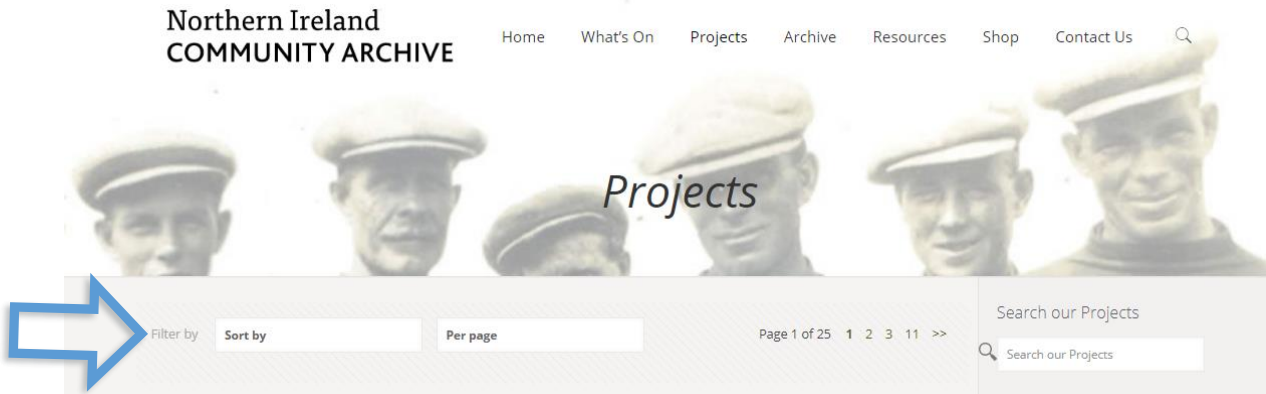


**UNCHARTED HISTORIES  
OF THE CAUSEWAY COAST**

**Uncharted Histories programme**

## 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.

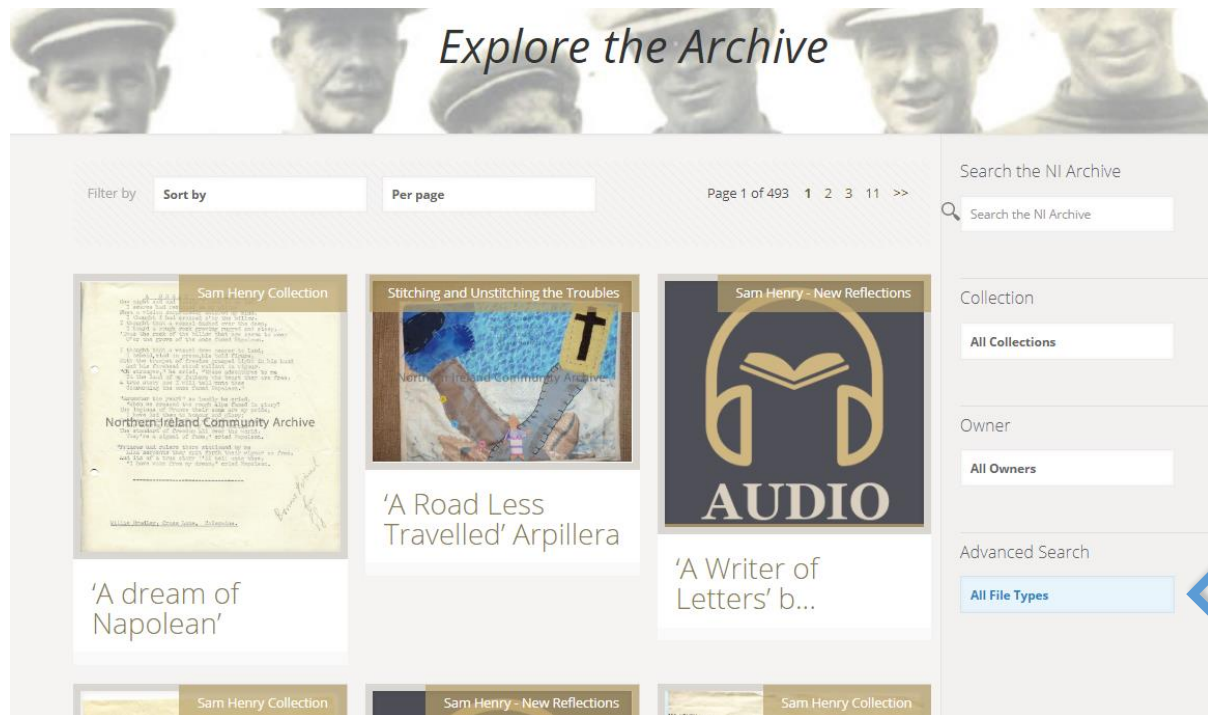


On the right hand side of the page there is a Search button which will search for entries only within the current area (e.g. within Projects). There are further drop-down filters to allow you to sort entries by project name, collection name, or owner.

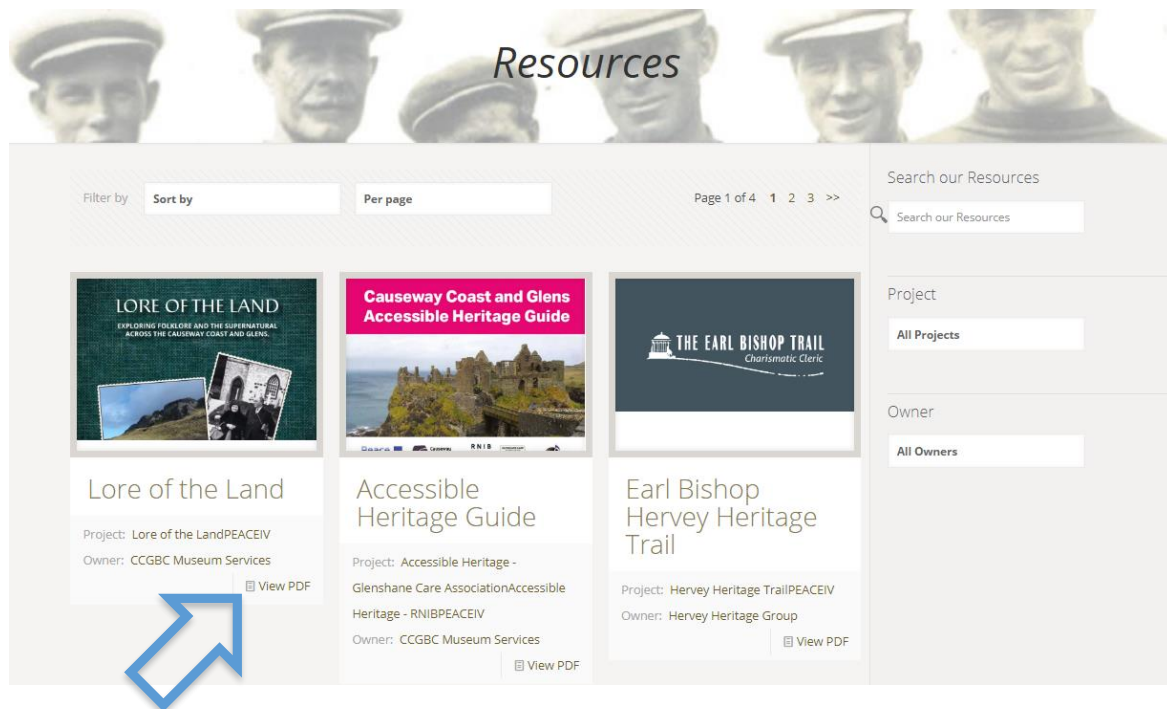


The Projects page documents current and past projects, providing background, progress and summary information.

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 resource 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?





Map data ©2019 Terms of Use Report a map error




### 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

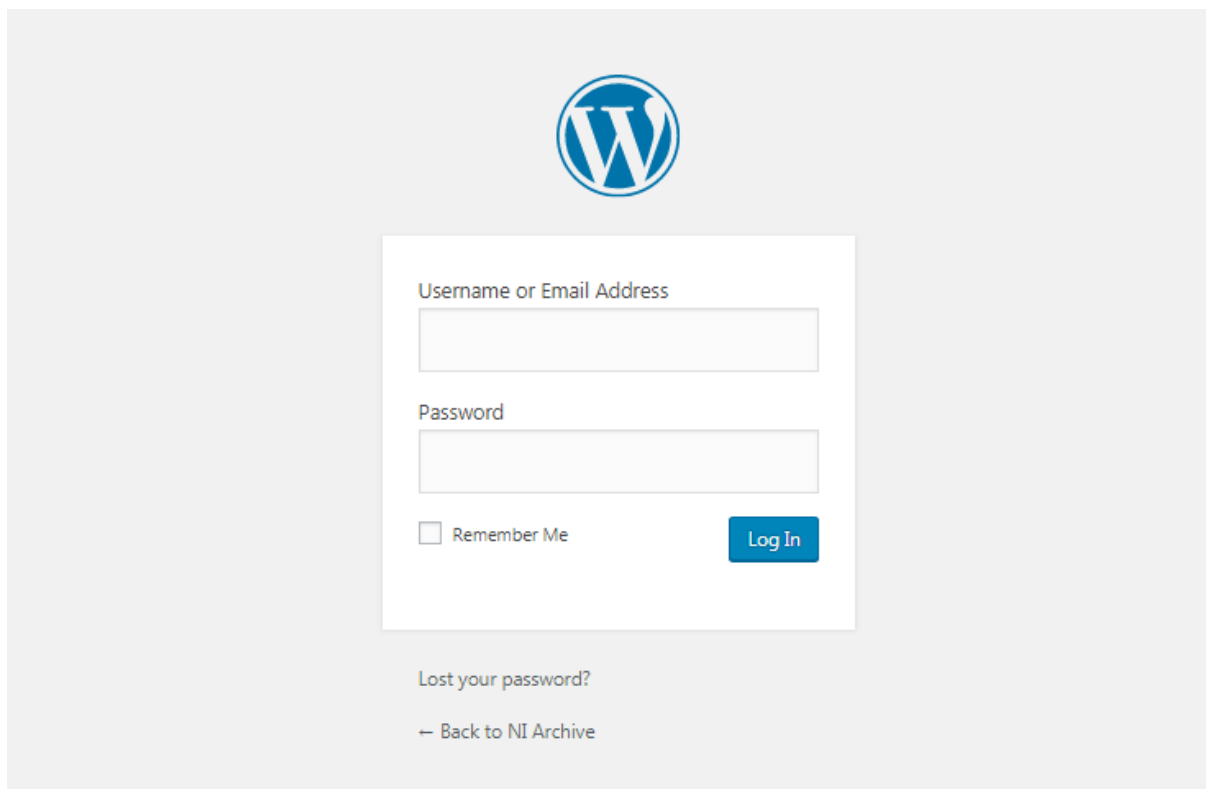
The Northern Ireland Community Archive is administered by Causeway Coast and Glens Museum Services. The content is primarily generated by Museum Services and our communities across the borough. However, other organisations create and post content too. If you have material you'd like us to share through 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 [museums@causewaycoastandglens.gov.uk](mailto:museums@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.



The screenshot shows the WordPress login interface. At the top center is the WordPress logo. Below it is a white login form with the following elements:

- A text input field labeled "Username or Email Address".
- A text input field labeled "Password".
- A checkbox labeled "Remember Me".
- A blue button labeled "Log In".

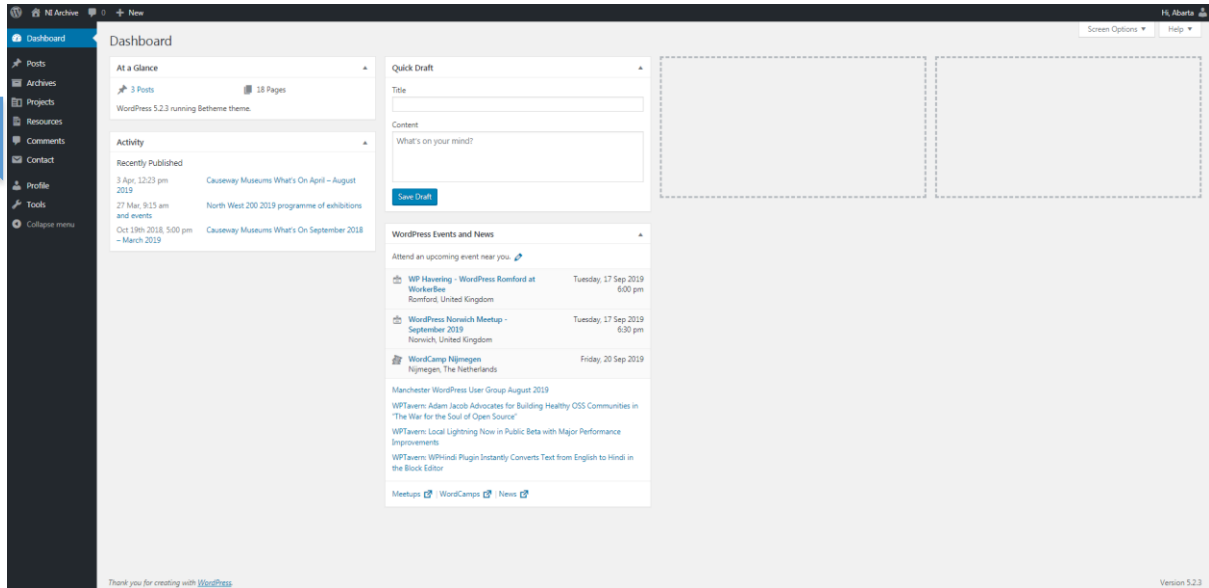
Below the form, there are two links: "Lost your password?" and "Back to NI Archive".

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.

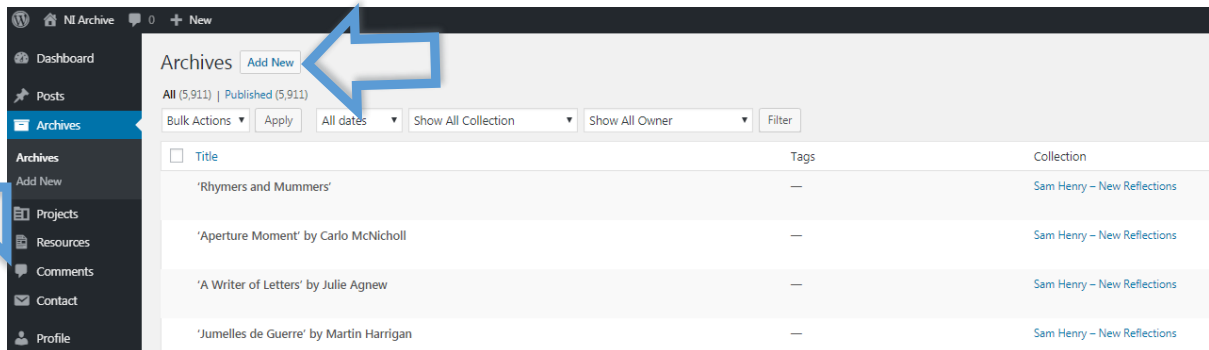


## THE WORDPRESS DASHBOARD

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.



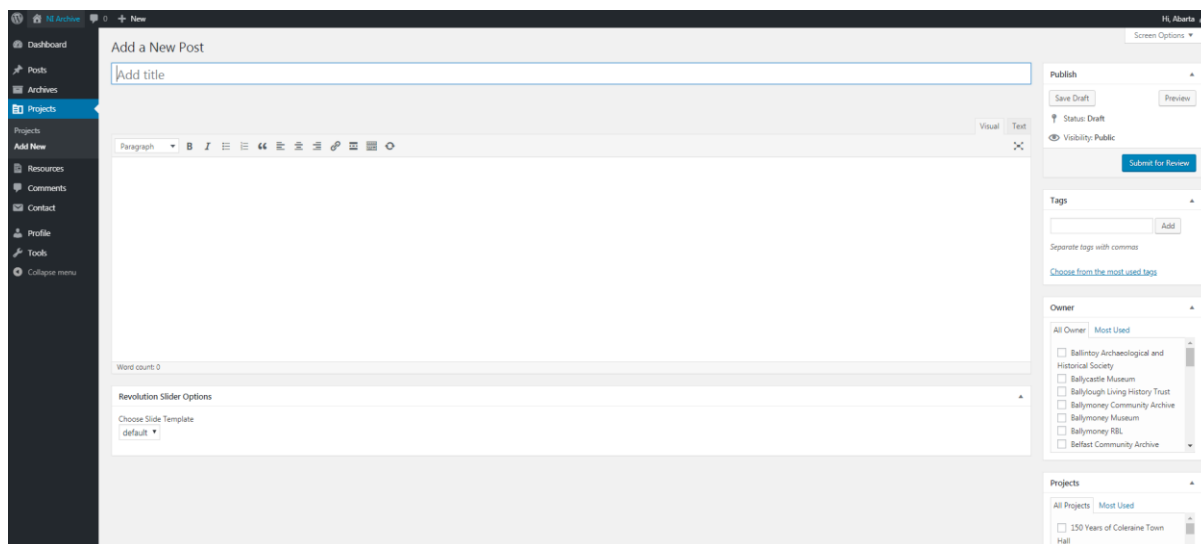
The three main tools are [Archives], [Projects], and [Resources]. If you click on any of these, you will be taken to a list of existing posts in that area with an option to [Add New] in two different locations. Both buttons do the same thing.



# 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

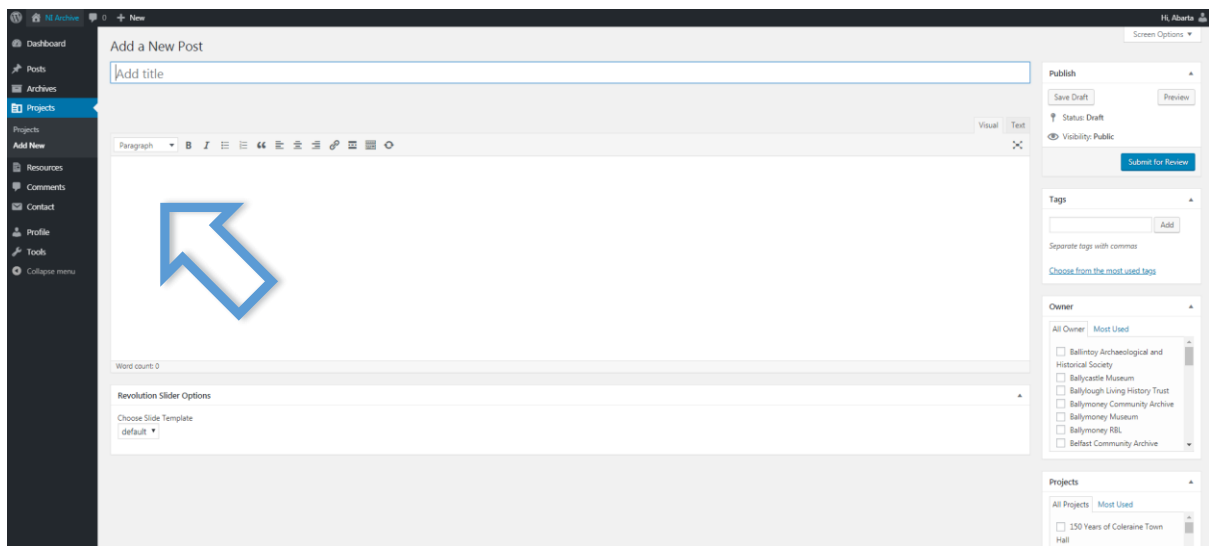
Click in the top field and enter a post title. It is helpful, but not essential, if the title mentions the project name. The title will directly impact on the URL.

For example:

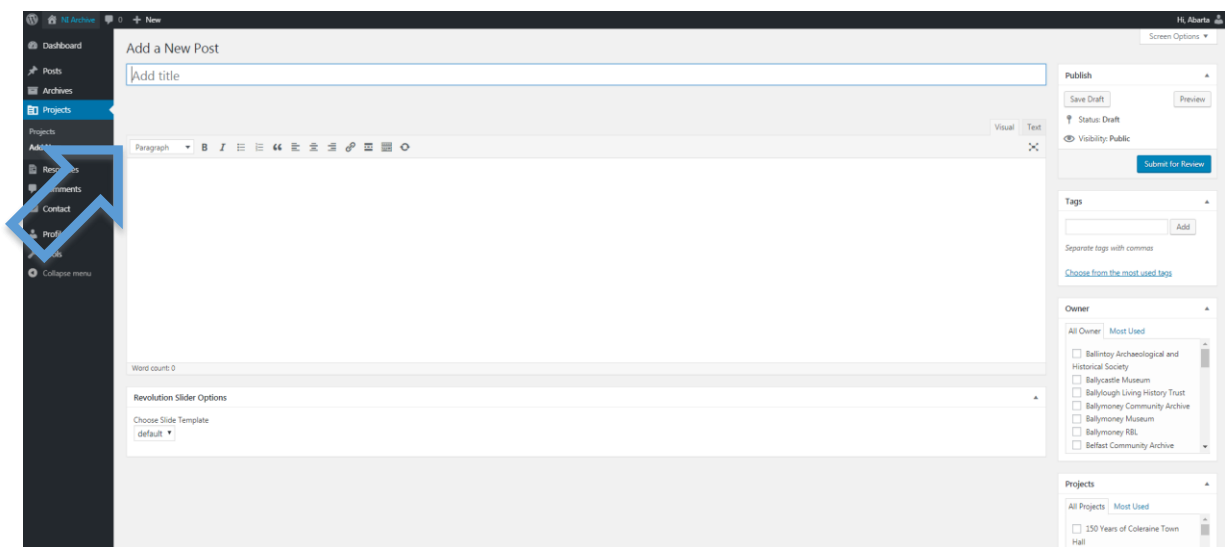
Sam Henry Recordings	<a href="https://niarchive.org/projectitems/sam-henry-recordings/">https://niarchive.org/projectitems/sam-henry-recordings/</a>
The Accessible Heritage journey	<a href="https://niarchive.org/projectitems/accessible-heritage-journey/">https://niarchive.org/projectitems/accessible-heritage-journey/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



All text except headings and sub-headings should be formatted as paragraphs. For headings we recommend using **Heading 4** made bold, and plain text Heading 4 for subheadings.

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

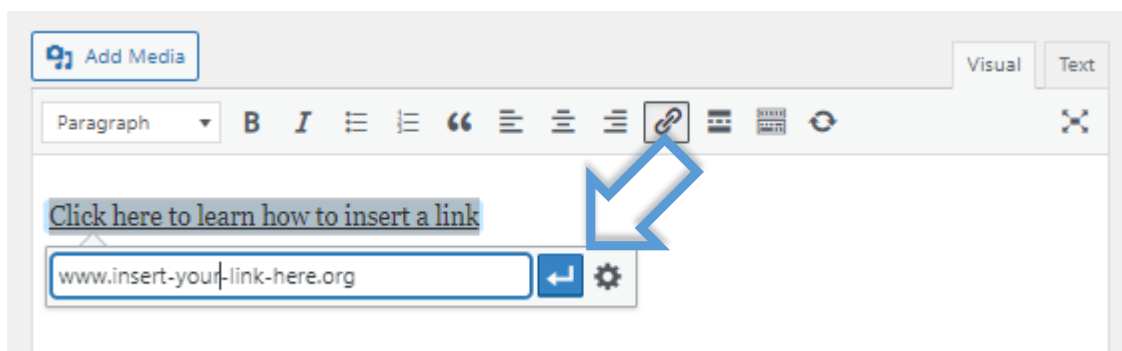
To underline content, highlight the required text, hold down [Ctrl] and type [u].

## 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.



To assist accessibility for people using screen reading software, please ensure that you use descriptive links. This means that the link text will make sense without any context. A link text should explain clearly what information the reader will get by clicking on it. In the examples below, the first link conforms to good practice, the second link is less accessible.

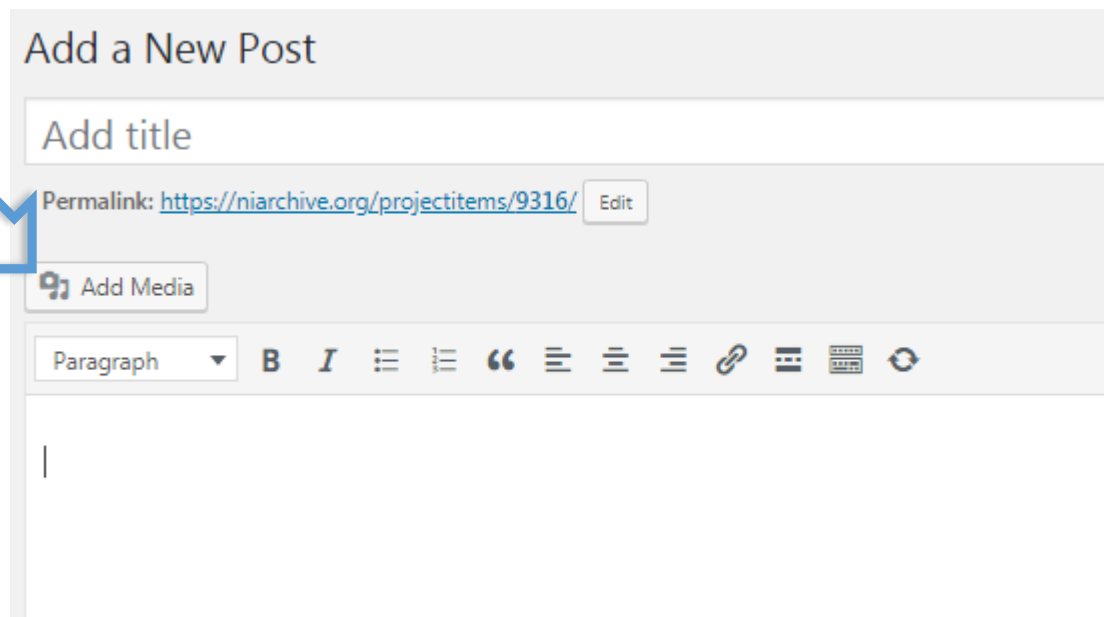
[Click here to find view the exhibition panels.](#) ✓

To view the exhibition panels, [click here.](#) ✗

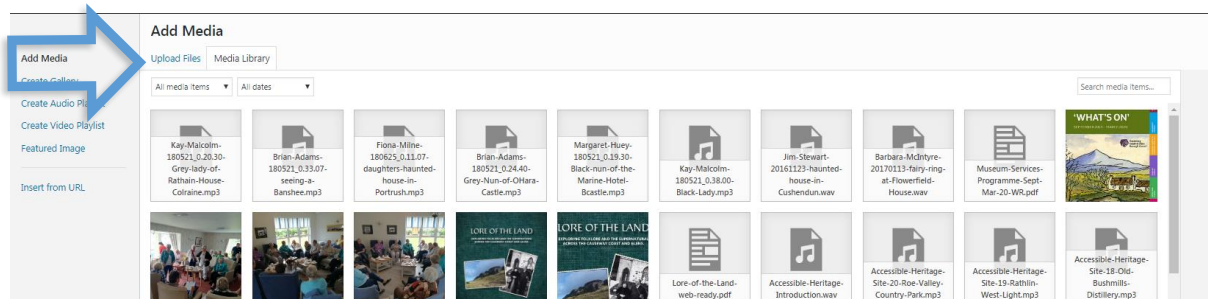
**Note that it is important to include links at the bottom of your post to direct viewers back to the introductory post for your project which can serve as a 'contents page' linking multiple posts together.**

## Adding Media

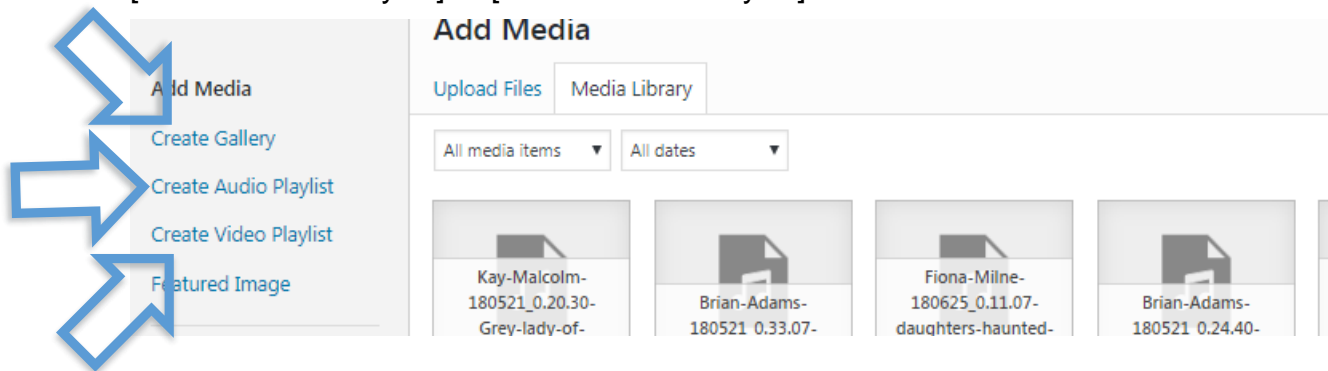
To add image, sound or video files to the body content of a post, click in the location within the text where you would like them to appear. Next, click on the [Add Media] button.



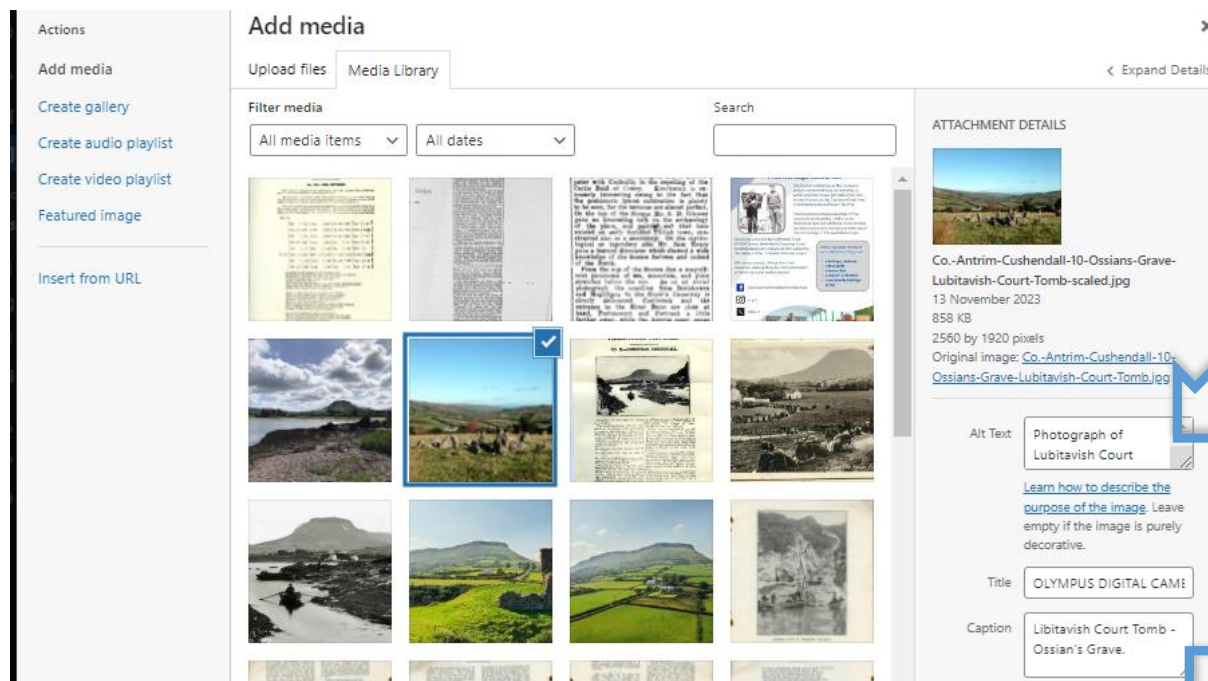
This will bring up the Media Library. If you only wish to include a single image, select the image from the library, or upload a new file by clicking on the [Upload Files] button. Uploading files will allow you to drop new files into the library.



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



It is best practice to include Alt Text to allow screen reader software read the image, aiding accessibility. This should be a very simple description of what is in the image. You *may* also like to add a caption.



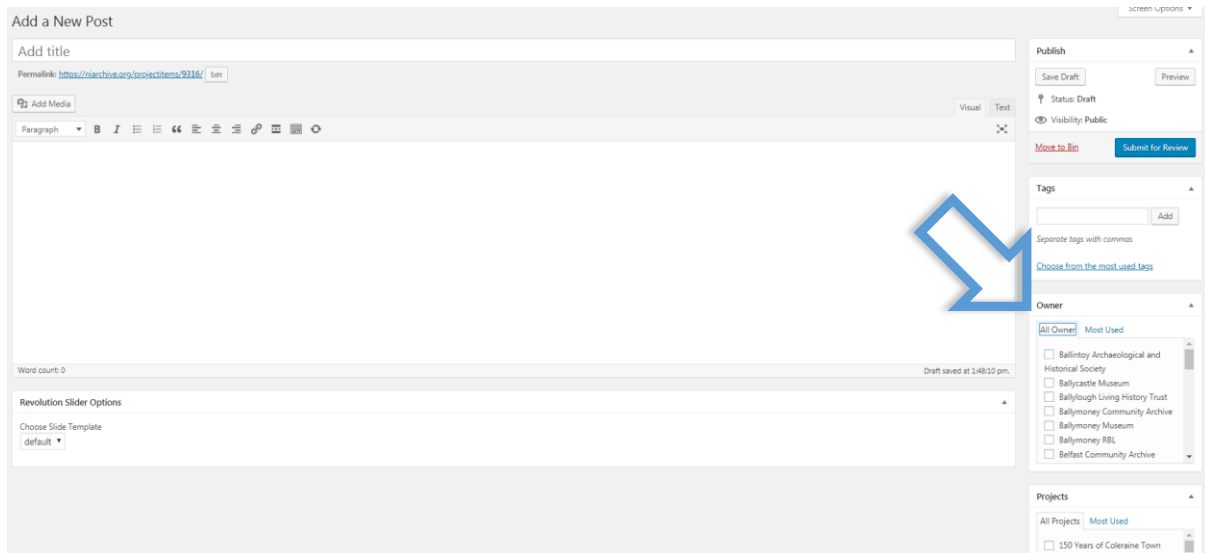
Select the required files, and then click the blue button to the bottom right of the library. The name of the blue button will vary depending on what type of media file you are inserting, but the effect will be the same.



## 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.

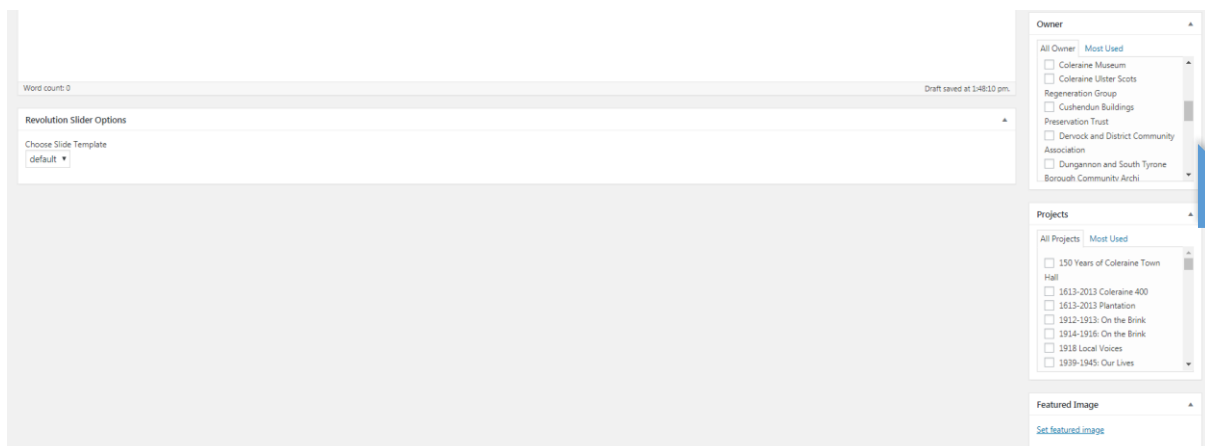
To allocate an owner, scroll through the list and tick the box next to the relevant group. Some posts, such as partnership projects, may have more than one owner. Groups should only tick the box next to the relevant owners.



The screenshot shows the 'Add a New Post' interface. The 'Owner' section is expanded, showing a list of owners with checkboxes. A blue arrow points to the 'Owner' section. The list includes: Ballintoy Archaeological and Historical Society, Ballycastle Museum, Ballylough Living History Trust, Ballymoney Community Archive, Ballymoney Museum, Ballymoney RBL, and 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.

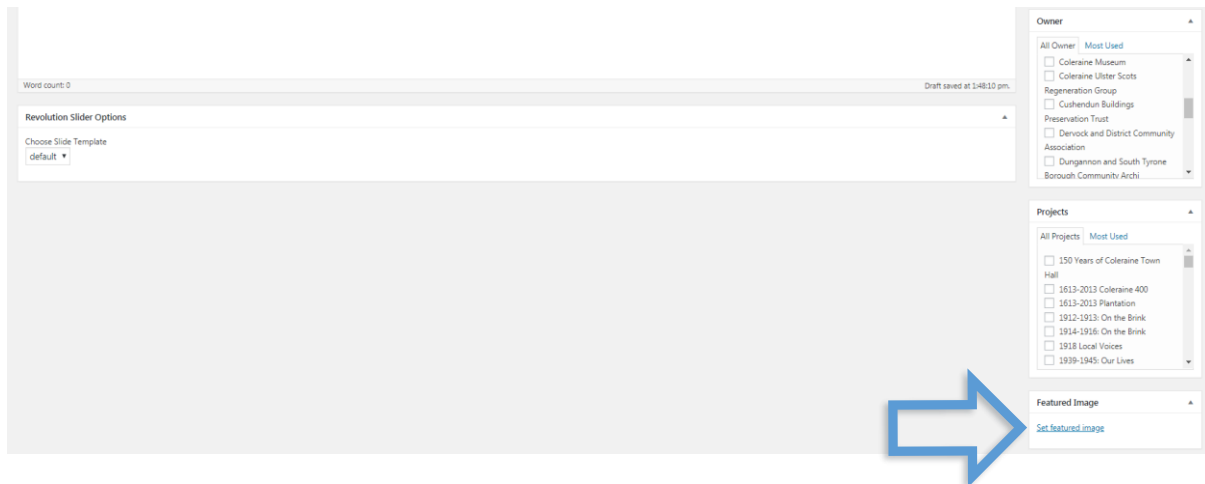


The screenshot shows the 'Add a New Post' interface. The 'Project' section is expanded, showing a list of projects with checkboxes. A blue arrow points to the 'Project' section. The list includes: 150 Years of Coleraine Town Hall, 1613-2013 Coleraine 400, 1613-2013 Plantation, 1912-1913: On the Brink, 1914-1916: On the Brink, 1918 Local Voices, and 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.

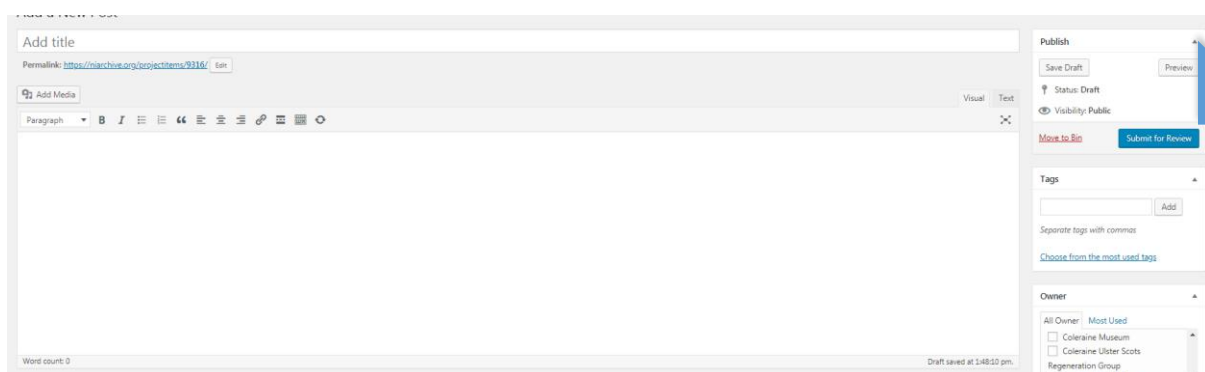
Click on [Set Featured Image] at the bottom right of the page. This will bring up the Media Gallery (see pp.13-14) where you can select an existing image or add a new one as described above.



## 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**

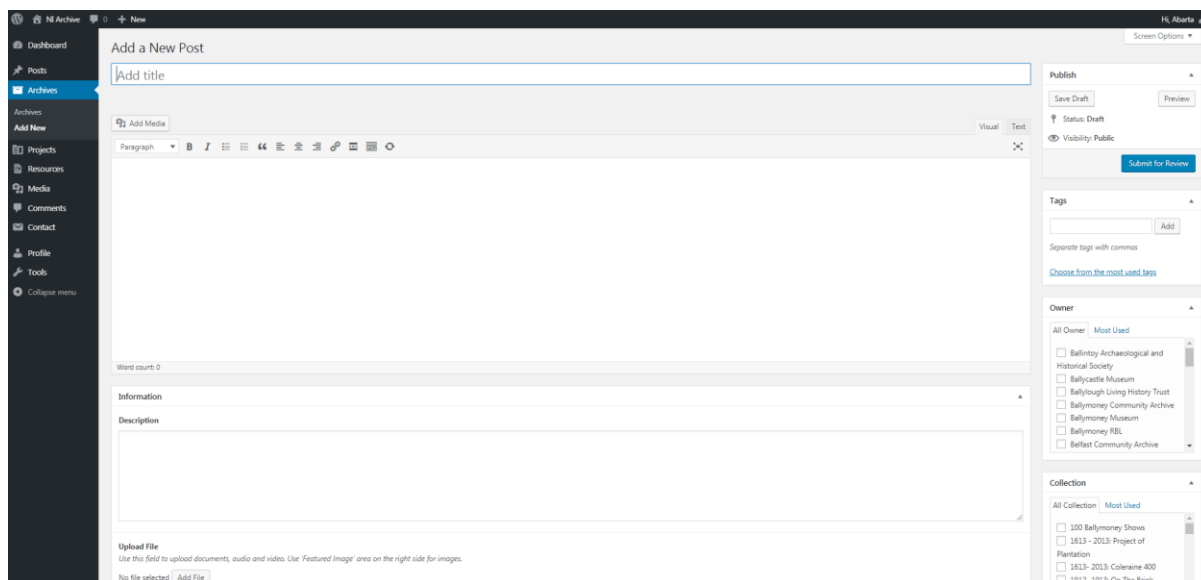




# Adding to the Archive

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.



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

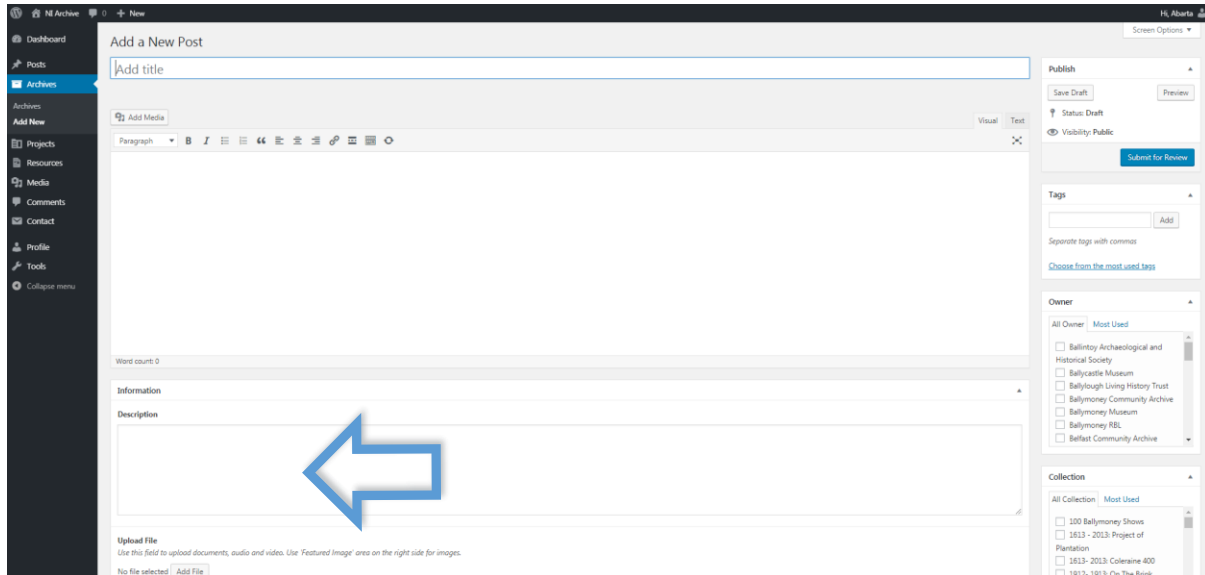
Click in the top field and enter a post title. The title will directly impact on the URL.

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

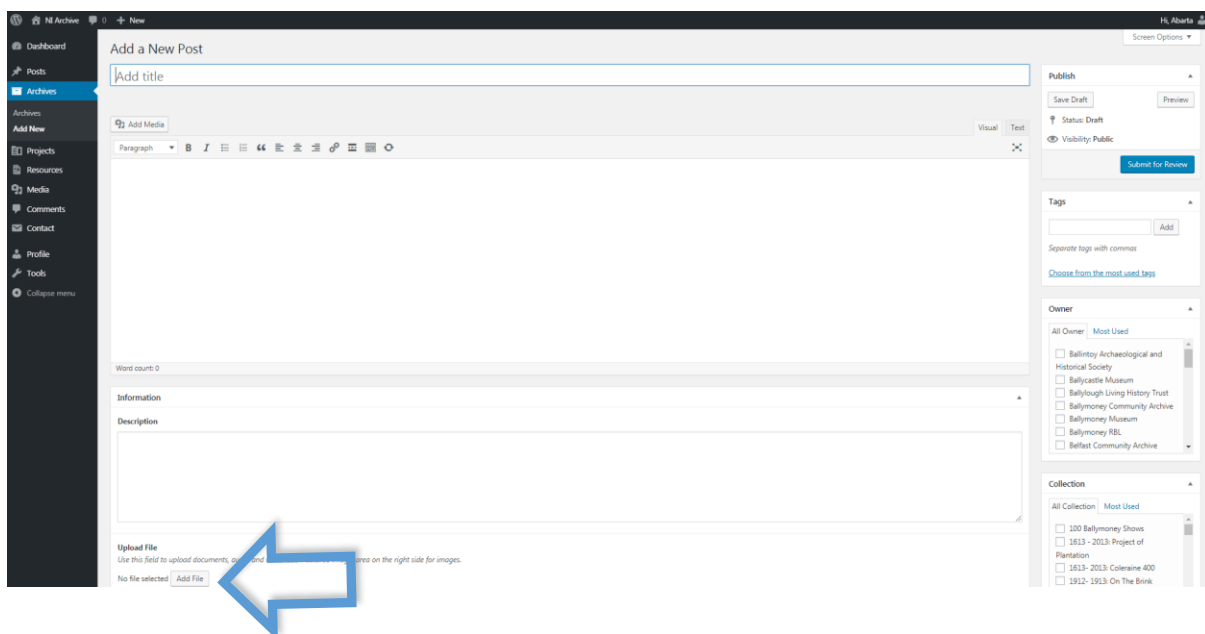
Use the Information Description field to enter in as much information as possible about the object. Note that any information entered into this field will be publically visible – observe caution when adding anything that could be considered sensitive information.



## UPLOAD FILE

For audio and video archives, click the [Upload File] button to open up the Media Gallery (see pp.13-14) where you can select an existing media file or add a new one as described above.

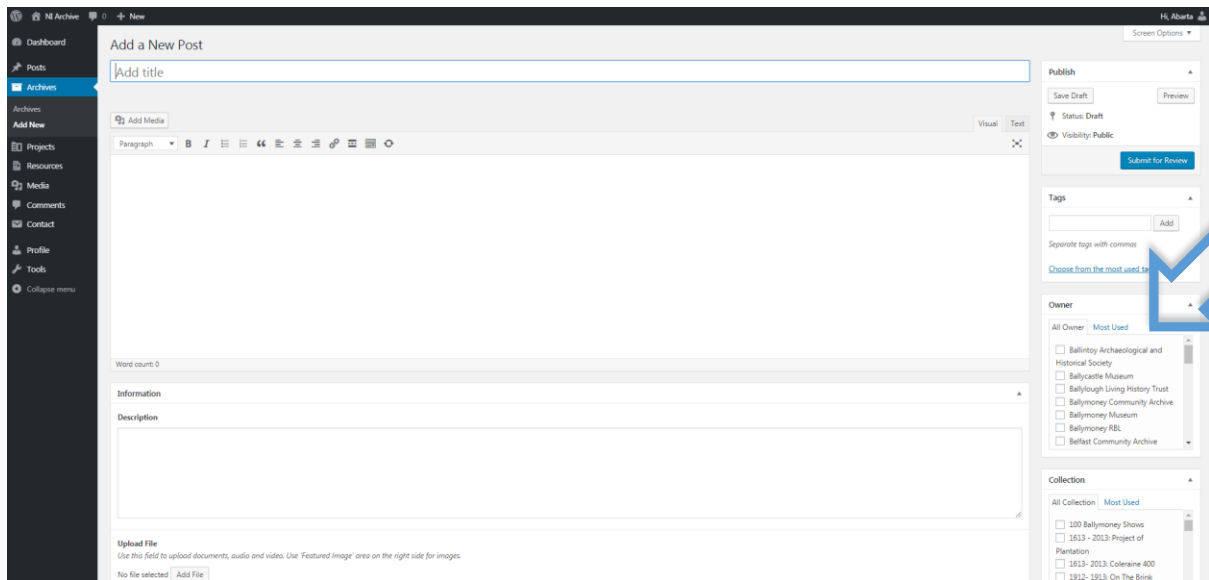
Only use this if you are entering an audio or video archive entry. Do not click [Upload File] if you are entering an image archive entry.



## 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.

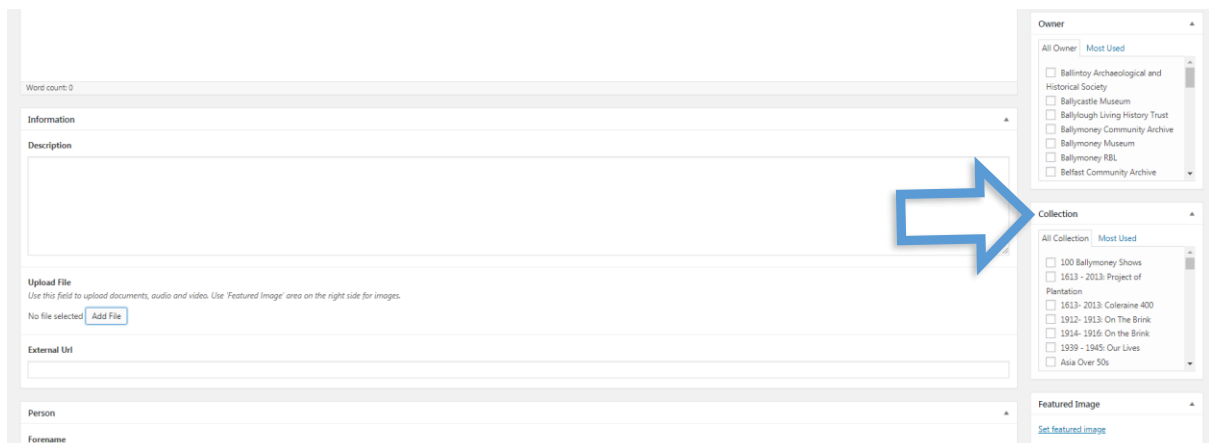


The screenshot shows the 'Add a New Post' interface. The 'Owner' section on the right lists several organizations with checkboxes:

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

## 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.



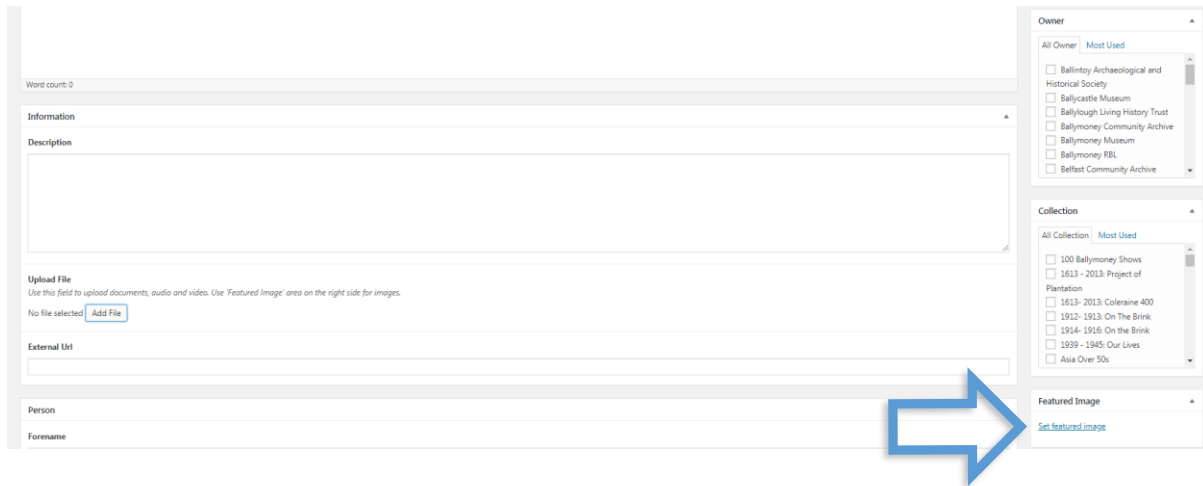
The screenshot shows the 'Collection' section on the right side of the form. It lists several collections with checkboxes:

- 100 Ballymoney Shows
- 1613 - 2013: Project of Plantation
- 1613- 2013: Coleraine 400
- 1912- 1913: On The Brink
- 1914- 1916: On The Brink
- 1939 - 1945: Our Lives
- 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 pp.13-14) where you can select an existing image or add a new one as described above.

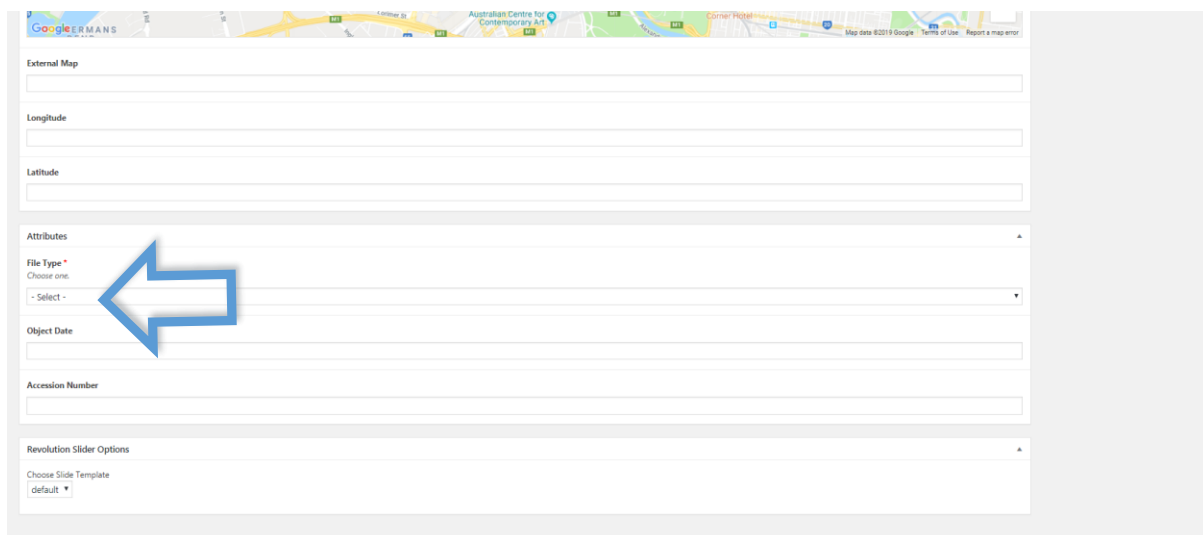


The screenshot shows a form for creating an archive entry. On the right side, there are two dropdown menus: 'Owner' and 'Collection'. Below these is a 'Featured Image' section with a link that says 'Set featured image'. A large blue arrow points from the right towards this link.

## 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 bottom part of the archive entry form. It includes fields for 'External Map', 'Longitude', and 'Latitude'. Below these is an 'Attributes' section with a 'File Type\*' dropdown menu. A large blue arrow points from the left towards this dropdown menu. Other fields in the 'Attributes' section include 'Object Date', 'Accession Number', and 'Revolution Slider Options'.

## ADDITIONAL DETAILS

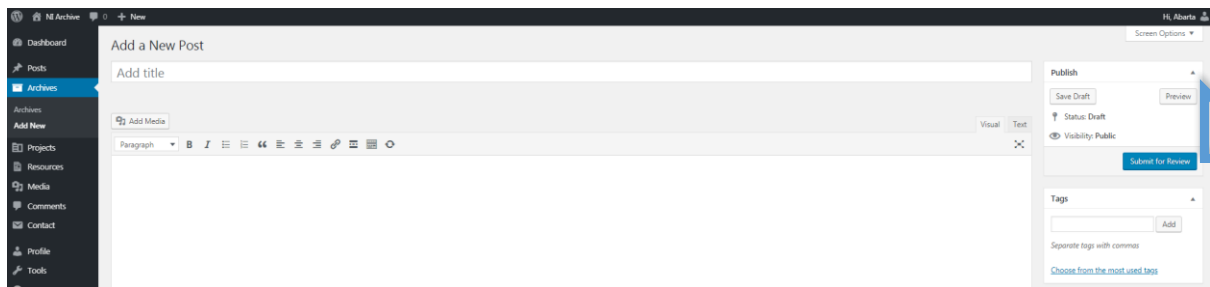
Additional details can be entered in any of the fields within the Archive entry form. These are not essential.

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.

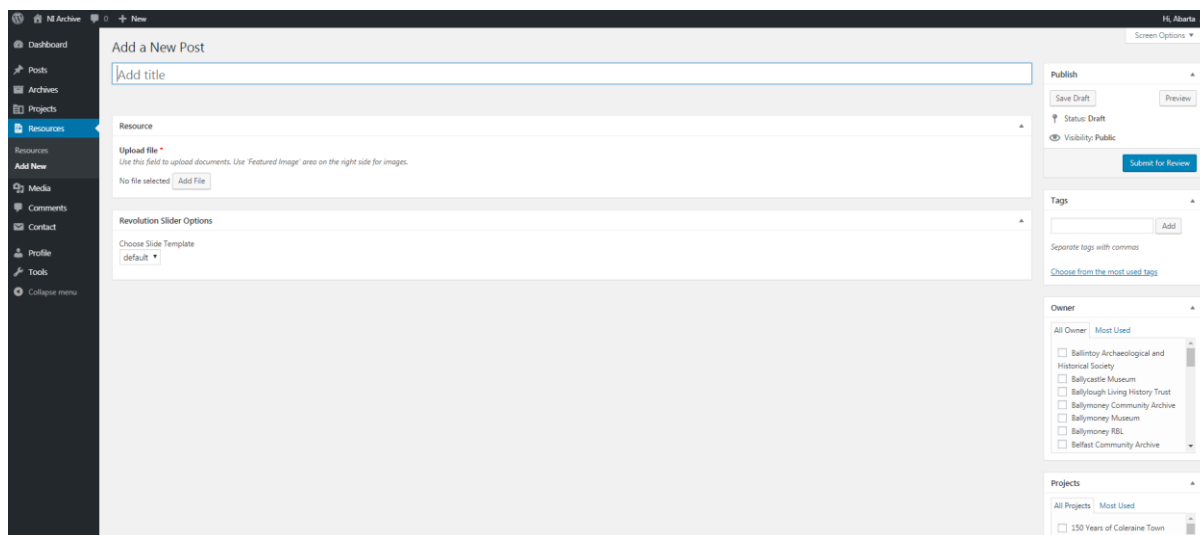
- **Post title**
- **Object description**
- **Upload file (only if audio or video archive)**
- **Allocate an Owner/s**
- **Allocate a Collection**
- **Set a Featured Image (only if image archive)**
- **See File type attribute**



# 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 a resource Type**
- **Allocate an Owner/s**
- **Allocate a Collection**
- **Set a Featured Image**

## ADD A TITLE

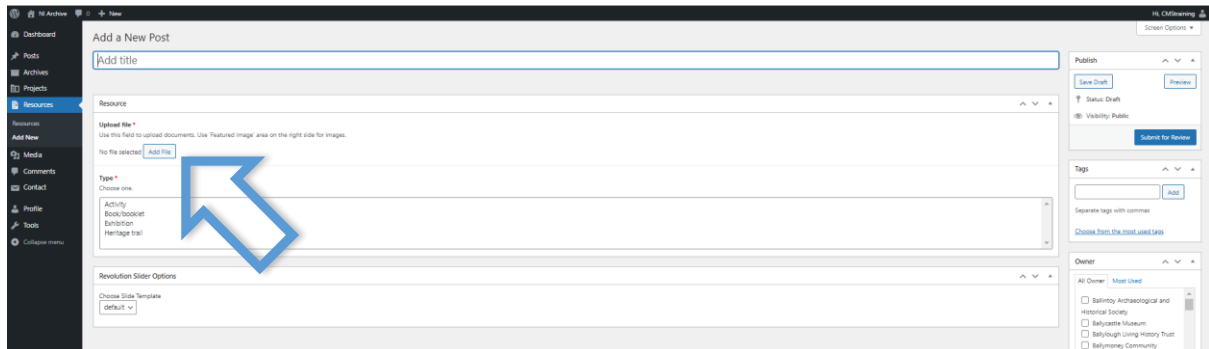
Click in the top field and enter a post title. The title will have no impact on the Resource URL, but will be visible for people browsing the resources area.

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.

### Select File

[Upload Files](#) [Media Library](#)



Drop files anywhere to upload

or

Select Files

Maximum upload file size: 512 MB.

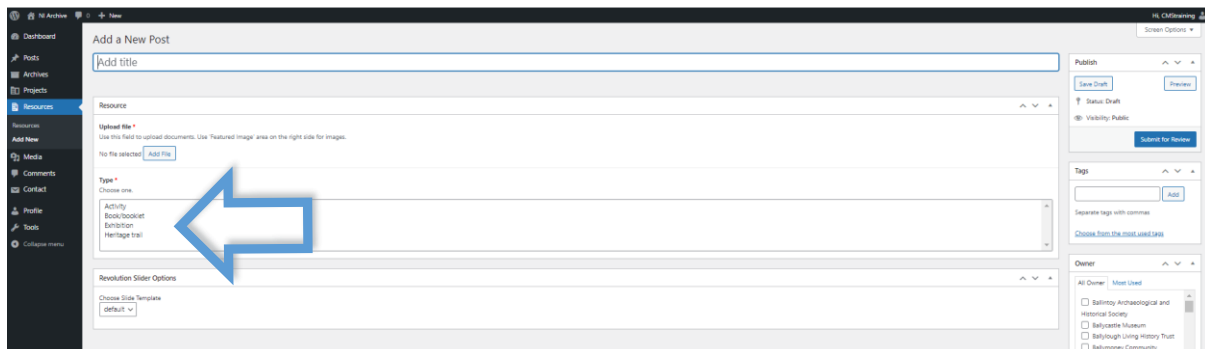
## ALLOCATE RESOURCE TYPE

Resources must be allocated one or more for four available Types: Activity, Book/booklet, Exhibition, Heritage trail. Selecting the most appropriate Type or Types will make it easier for users to find your resource on the Resources page.

- **Activity** – select this Type for educational resources including booklets with activities, work sheets and art ideas.
- **Book/Booklet** – select this Type for multipage resources in smaller formats. There is no limit to the number of pages.
- **Exhibition** – select this Type for large format exhibition panels and posters.
- **Heritage Trails** – select this Type for trails and tours.

If only one Type is required, click on the appropriate word so that it becomes highlighted.

If multiple Types are appropriate, hold down the [Ctrl] button on the keyboard and click on each of the appropriate words. Each word clicked on should become highlighted.



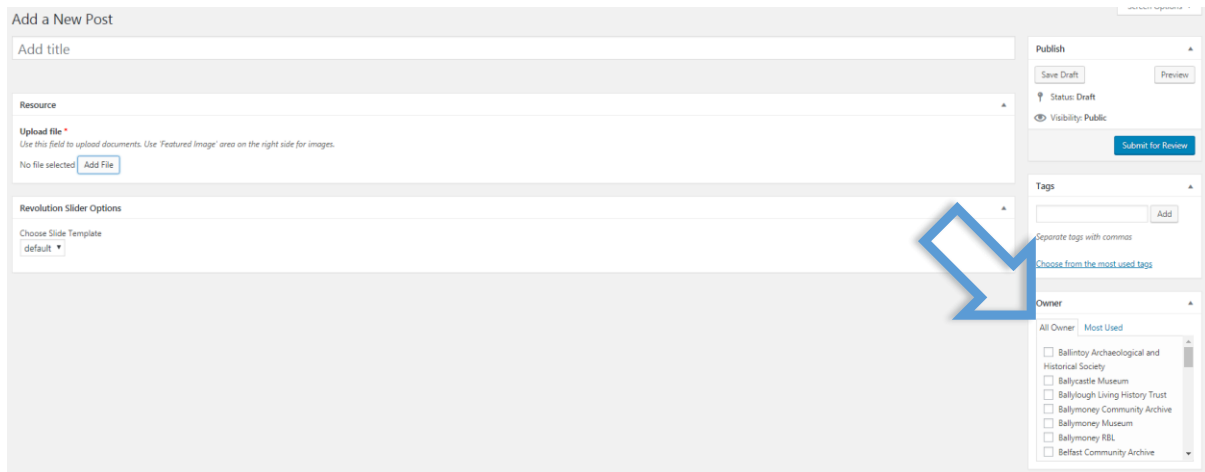
The screenshot shows the 'Add a New Post' form in a CMS. The 'Type' dropdown menu is open, showing the following options: Activity, Book/booklet, Exhibition, and Heritage trail. A blue arrow points to the 'Type' dropdown menu. The form also includes a 'Featured Image' field, a 'Revolution Slider Options' section, and a 'Publish' section with buttons for 'Save Draft' and 'Publish'. The 'Owner' section is also visible, showing a list of users with checkboxes for selection.



## 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.

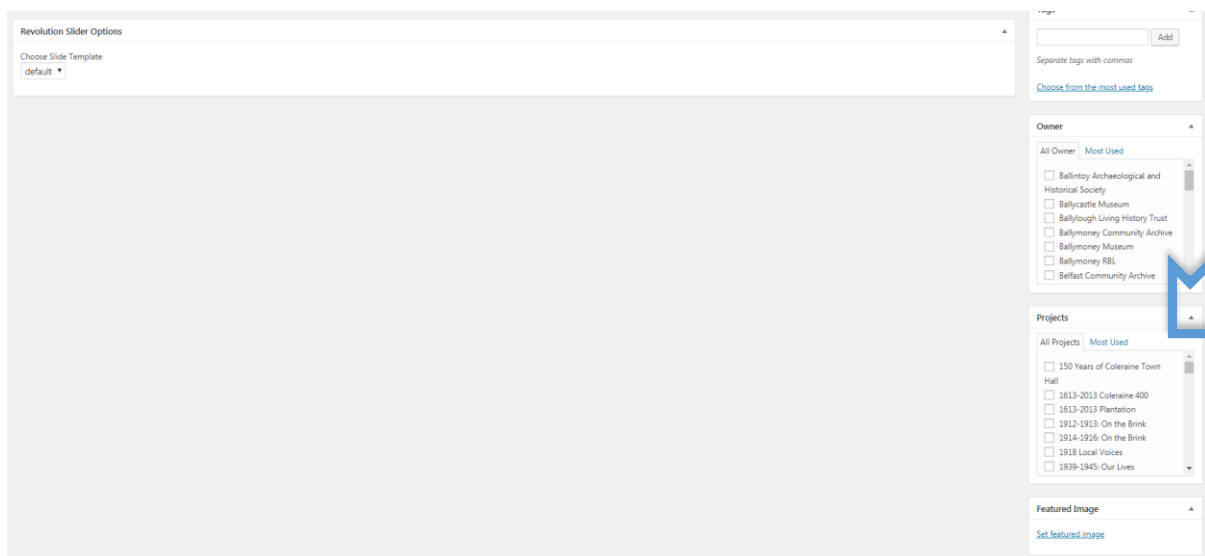


The screenshot shows the 'Add a New Post' form. The 'Owner' section is expanded, showing a list of owners with checkboxes next to them. A blue arrow points to this list. The list includes:

- 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.



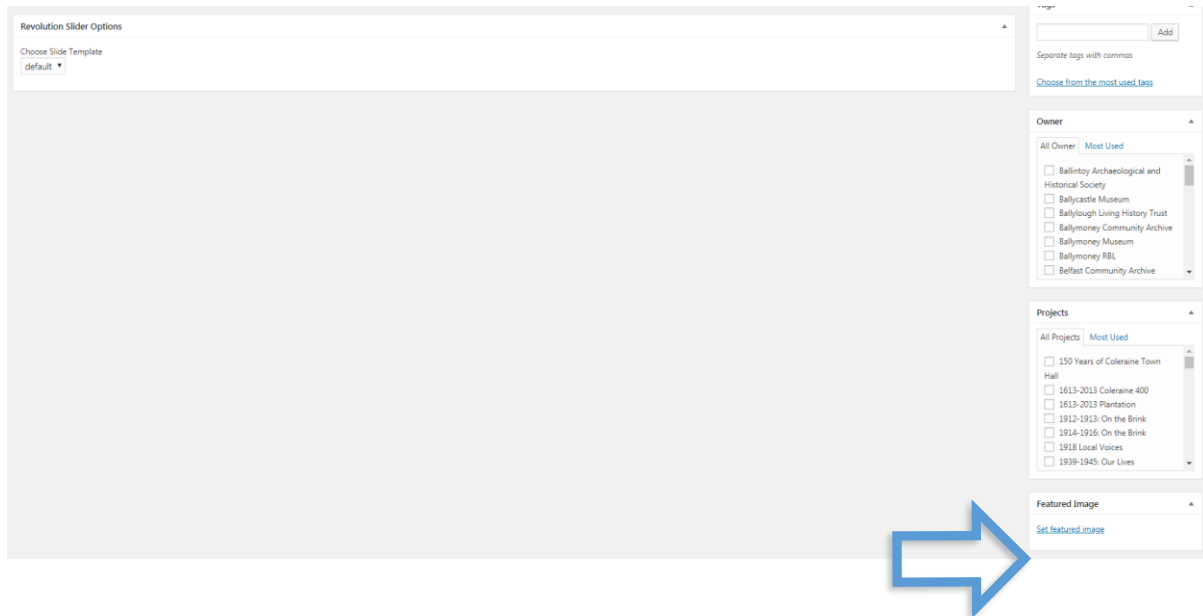
The screenshot shows the 'Add a New Post' form. The 'Projects' section is expanded, showing a list of projects with checkboxes next to them. A blue arrow points to this list. The list includes:

- 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 pp.13-14) 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**
- **Upload resource**
- **Allocate a resource Type**
- **Allocate an Owner/s**
- **Allocate a Collection**
- **Set a Featured Image**

