INCCA

How to add a member document to INCCA.org

Examples of member documents are artist interviews, condition reports, scientific research results, dissertations, theses etc.

Member documents can only be accessed by INCCA members who are logged in to the website. They can be digital documents or just meta data descriptions of (digital) documents.

INCCA
## INTERNATIONAL NETWORK FOR THE CONSERVATION OF CONTEMPORARY ART

PLEASE READ THIS BEFORE YOU START

You are an INCCA member and have a document (a digital file) that is unpublished and thus otherwise not accessible.

There are two ways to add a member document to the INCCA website, a short and a long version. The first version in these instructions is the short one; upload a file, give it a description and a few tags and you are done. If you would like to add more information (meta data) to the document, see the instructions for the long version from page 12 onwards.

NOTE: Do you have a document that you would like to inform members about, but are not actually able to upload a digital file? For example; the document is not in a digital form or you would like to know who reads it and have control over this or you do not have permission to upload it from those involved in it's making. Use then, the long version and just skip the bit at the end where you upload a digital file. If members are interested in the document they will need to contact you directly to access it.

Step 1: Make sure you are logged in to your user account and click on ADD.
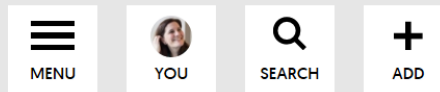
INCCA — INTERNATIONAL NETWORK FOR THE CONSERVATION OF CONTEMPORARY ART

MENU   YOU   SEARCH   ADD

Home › Account

Karen te Brake - Baldock

Coordinator (inter)national research networks and INCCA Coordinator

Email
k.te.brake@cultureelerfgoed.nl

Occupation
other

Organisation
Cultural Heritage Agency of the Netherlands RCE

Blog
View recent blog entries

What is your education and/or training?
BA Arts and Media Management, MA Arts and Media Management in a European Context

Expertise
databases

Step 2: Under KNOWLEDGEBASE select Add member document

Step 3: A new window will open. Click on the orange button ADD NEW DOCUMENT

I N C C A INTERNATIONAL NETWORK FOR THE
CONSERVATION OF CONTEMPORARY ART

MENU YOU SEARCH + ADD

Home › Member documents
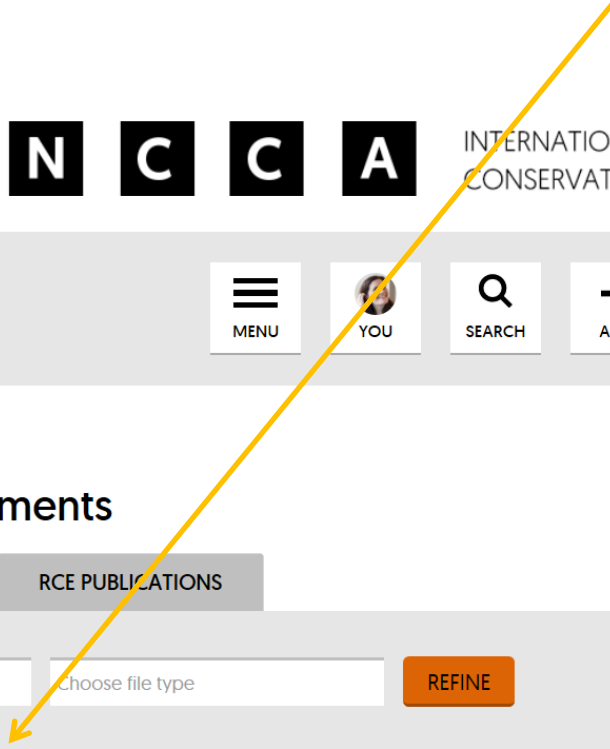
Member documents

MEMBER DOCUMENT | RCE PUBLICATIONS

Search by keyword | Choose file type | REFINE

+ | ADD NEW DOCUMENT

Step 4: If you have a document (digital file) you are able to share then you can select it now from your computer.

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword | Choose file type | REFINE
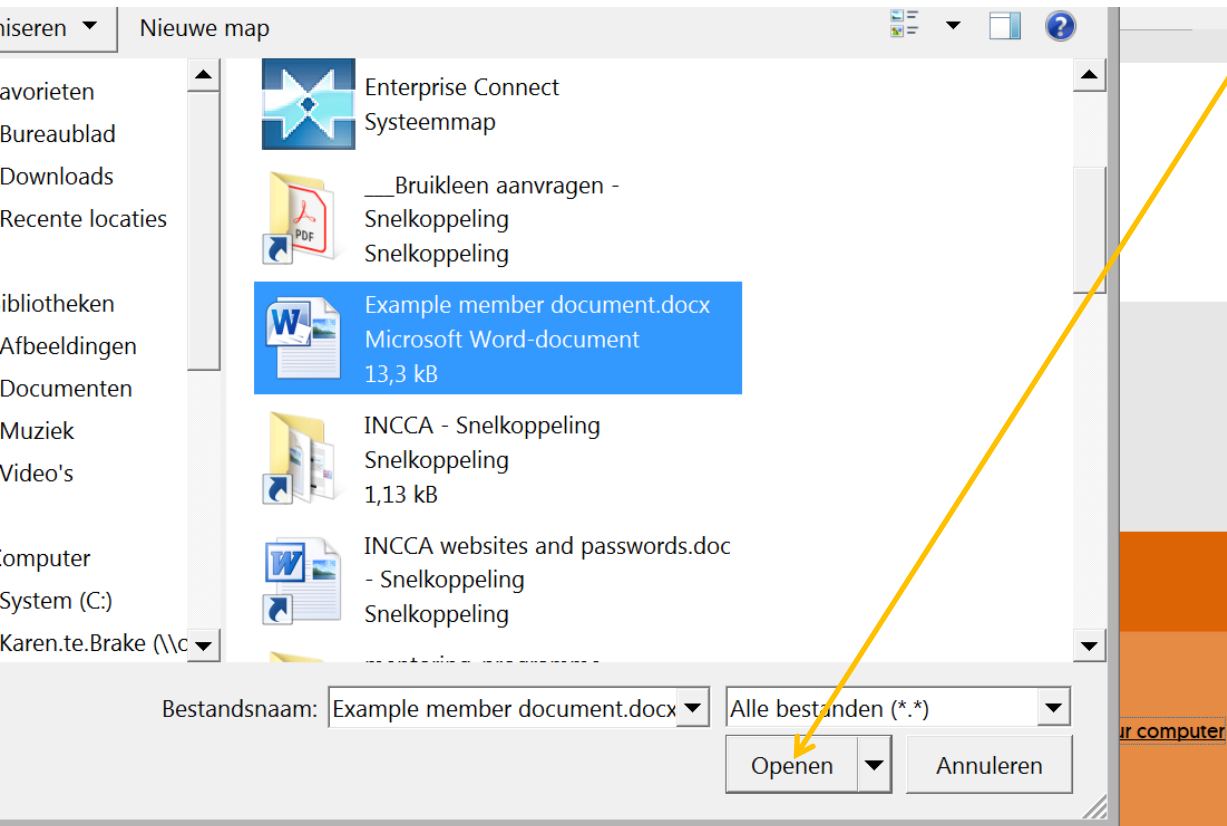
+ | ADD NEW DOCUMENT

Fields marked with an * are required

Drop files here to upload or select a file from your computer

NEXT   UPLOAD

Step 5: Find the file you want to share in your computer and click on Open.

Step 6: To upload the file click on next

Home › Member documents

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword

Choose file type

REFINE

+ | ADD NEW DOCUMENT

✕

Fields marked with an * are required

DOCX example_member_document.docx   REMOVE

NEXT

Step 7: This page is a technical one. Just click on next to go on.

Home › Member documents

Member documents

MEMBER DOCUMENT	RCE PUBLICATIONS

Search by keyword | Choose file type | **REFINE**

+ | ADD NEW DOCUMENT

Fields marked with an * are required

Destination *

⦿ Public local files served by the webserver.

◯ Private local files served by Drupal.

✕

PREVIOUS   NEXT

Step 8: Under the tab 'file information' you can add/change the name of the file and add an abstract of the document.

Fields marked with an * are required

File information *

References

example_member_document.docx

Body

Edit summary
Switch to rich text editor

TIP: Click on switch to rich text editor if you would like to adjust font and add images and URLs to your tekst.

PREVIOUS   SAVE

Step 9: Under the tab 'references', add tags (keywords) to describe your document. Then click on 'save' finish.

NOTE: Include the tag 'member document' so that your document is placed under this part of the main menu.

Home › Member documents

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword   Choose file type

+ | ADD NEW DOCUMENT

Fields marked with an * are required

File information *

References

Tags
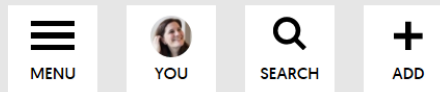
MEMBER DOCUMENT ×

PREVIOUS   SAVE

I N C C A INTERNATIONAL NETWORK FOR THE
CONSERVATION OF CONTEMPORARY ART

The following is the long version of adding a member document .

Step 1: Make sure you are logged in to your user account and click on ADD.

Step 1: Make sure you are logged in to your user account and click on ADD.

Step 2: Under KNOWLEDGEBASE select Add member document

INCCA INTERNATIONAL NETWORK FOR THE CONSERVATION OF CONTEMPORARY ART

+ ADD

Home ✖

NEWS & EVENTS

› Add news

› Add event

› Add blog entry

KNOWLEDGEBASE

› Add article

› Add member document ⬈

› Add forum topic

Need help adding information? Click here.

Home › Account

Karen te Brake - Baldock

Coordinator (inter)national research networks and INCCA Coordinator

Step 3: A new window will open. Click on the orange button ADD NEW DOCUMENT
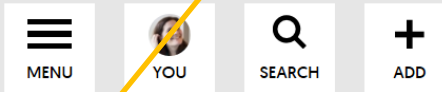
I N C C A INTERNATIONAL NETWORK FOR THE
CONSERVATION OF CONTEMPORARY ART

MENU   YOU   SEARCH   + ADD

Home › Member documents

Member documents

MEMBER DOCUMENT   RCE PUBLICATIONS

Search by keyword   Choose file type   REFINE

+ | ADD NEW DOCUMENT

Step 4: This is the long version where you will add meta data about your document. So, do not upload the document here but click on next.

Member documents

MEMBER DOCUMENT	RCE PUBLICATIONS

Search by keyword   Choose file type   **REFINE**

+ | ADD NEW DOCUMENT

Fields marked with an * are required

Drop files here to upload or select a file from your computer

NEXT   UPLOAD

Step 5: This page is a technical one. Just click on next to go on.

Home › Member documents

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword   Choose file type   **REFINE**

+ | ADD NEW DOCUMENT

Fields marked with an * are required

Destination *

- ● Public local files served by the webserver.
- ○ Private local files served by Drupal.

✕

PREVIOUS   NEXT

Step 6: On the left are different tabs where you can fill in information. Under the tab 'file information' you can add a name of the document.

Home › Member documents

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword

Choose file type

REFINE

+ | ADD NEW DOCUMENT

TIP: Be specific with the name of your document. Explain what it is and give it a date. Like: Artist interview with John Smith, 2016

Fields marked with an * are required

File information *

Resource information *

References

Attachments, links and videos

Name

PREVIOUS   SAVE

Step 7: Under the tab 'resource information' fill in as much information as you have.

Home › Member documents

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword | Choose file type | **REFINE**

+ | ADD NEW DOCUMENT

TIP: Remember you are describing a document, so the creator is the person who created the document! A contributor is someone who contributed to the document.

Fields marked with an * are required

✕

| File information * |
| Resource information * |
| References |
| Attachments, links and videos |

Artist

Select an existing artist or enter new ones seperated by a comma

Resource type *

- SELECT A VALUE - ▼

Creator

Select an existing creator or enter new ones seperated by a comma

Contributor

Step 8: Under the tab 'references' fill in as much information as you have.

Home › Member documents

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword   Choose file type   **REFINE**

+ | ADD NEW DOCUMENT

NOTE: Include the tag 'member document' so that your document is placed under this part of the main menu.

Fields marked with an * are required

| File information * |
| Resource information * |
| References |
| Attachments, links and videos |

Format

- Select a format -

Tags

- Select one or more tags -

Publisher

Select an existing publisher or enter new ones seperated by a comma

Step 9: Finally, once you have filled in all the meta data. You can add the document itself. You can also add a link to a website or a (You Tube) video.

Home › Member documents

Member documents

| MEMBER DOCUMENT | RCE PUBLICATIONS |

Search by keyword | Choose file type | **REFINE**

+ | ADD NEW DOCUMENT

Fields marked with an * are required

| File information * |
| Resource information * |
| References |
| Attachments, links and videos |

Attachments

Add a new file

Upload new file | Select existing file

File/URL

Browse

SELECT

Files must be less than **160 MB**.
Allowed file types: **ppt pptx xls xlsx doc docx odt pdf txt csv odg sxw ods rtf zip rar gz 7z tar jpg jpeg gif png**.

Step 10: Don't forget to click on the 'save' button (bottom right) to finish.

Attachments, links and videos

File/URL

Browse

SELECT

Files must be less than **160 MB**.
Allowed file types: **ppt pptx xls xlsx doc docx odt pdf txt csv odg sxw ods rtf zip rar gz 7z tar jpg jpeg gif png**.

SEE ALSO THESE LINKS

Title	URL

The link title is limited to 128 characters maximum.

ADD ANOTHER ITEM

PREVIOUS   SAVE

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If you have questions please contact:

info@incca.org