

Diviner Archive

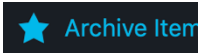
What is Diviner?

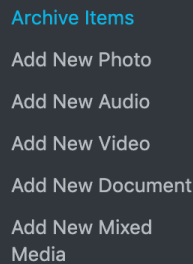
Diviner is a free and open source WordPress plugin that allows any user to help with their public archiving needs. The plugin is compatible with most WordPress themes. Your class with the help of the Diviner plugin will be creating your own archive.

Keywords

- Diviner: plugin used to create the archive items
- Archive Items: the documents, photos, audio, video, and more that users add to build the archive
- Metadata: provides information about an item's content (i.e. creator, copyright, etc.)

How to Add an Archive Item

1. Login into COW Latin America (<https://cowlatinamerica.voices.wooster.edu/>) using your Voices credentials.
2. Navigate to the left-hand side of the dashboard menu and hover over "Archive Items" with the star. 
3. Under the "Archive" items menu, select what kind of item you would like to add.



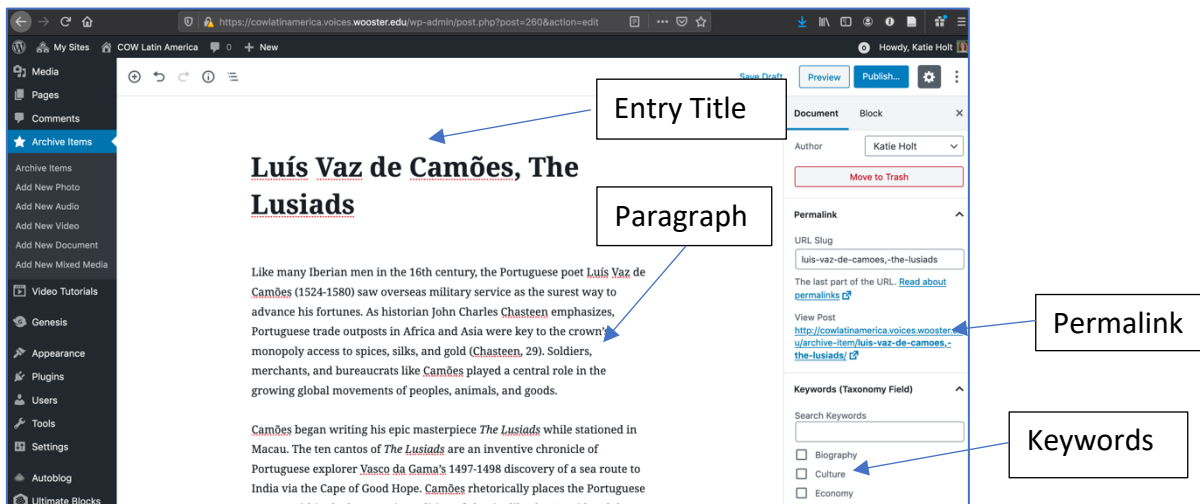
Archive Items
Add New Photo
Add New Audio
Add New Video
Add New Document
Add New Mixed
Media

4. Fill out the archive item with the required items. Refer to the pictures below of the metadata that are important for you to fill out for your item(s).
5. Click "Publish" to share your work.

Elements for COW Latin America Timeline Entry:

1. Entry Title
2. Primary Source Analysis (your 250-400 word analysis in a paragraph block, under the title)
3. Works Cited (listed in Chicago bibliography style, under the text paragraph)
4. Your Author Credit (OPTIONAL, under the works cited)
5. The Primary Source Itself (a video, image, pdf, etc).
6. Cite as: Cite this page as: YOUR NAME (optional), "Page Title," in *COW Latin America*, page permalink.
7. Creator (the creator of the primary source you're analyzing)
8. Time Period (click to select which of Chasteen's time periods your entry fits)
9. Country (click to select your country)
10. Date (the date of the source you're analyzing)
11. Keywords (click the relevant keywords for your entry)
12. Thumbnail Image to represent your entry (necessary even if you've uploaded an image or video for your primary source)

Sample Entry: "Luís Vaz de Camões, *The Lusids*"



The screenshot shows a WordPress admin page for editing a post. The main content area displays the entry title "Luís Vaz de Camões, The Lusids" and a paragraph of text. The right sidebar contains the "Permalink" field and the "Keywords (Taxonomy Field)" section. Blue arrows point from labels to these elements:

- Entry Title**: Points to the title "Luís Vaz de Camões, The Lusids".
- Paragraph**: Points to the main text paragraph.
- Permalink**: Points to the URL slug "luis-vaz-de-camoes,-the-lusids".
- Keywords**: Points to the "Keywords (Taxonomy Field)" section, specifically the "Culture" checkbox.

Figure 1: Sample COW Latin America Entry

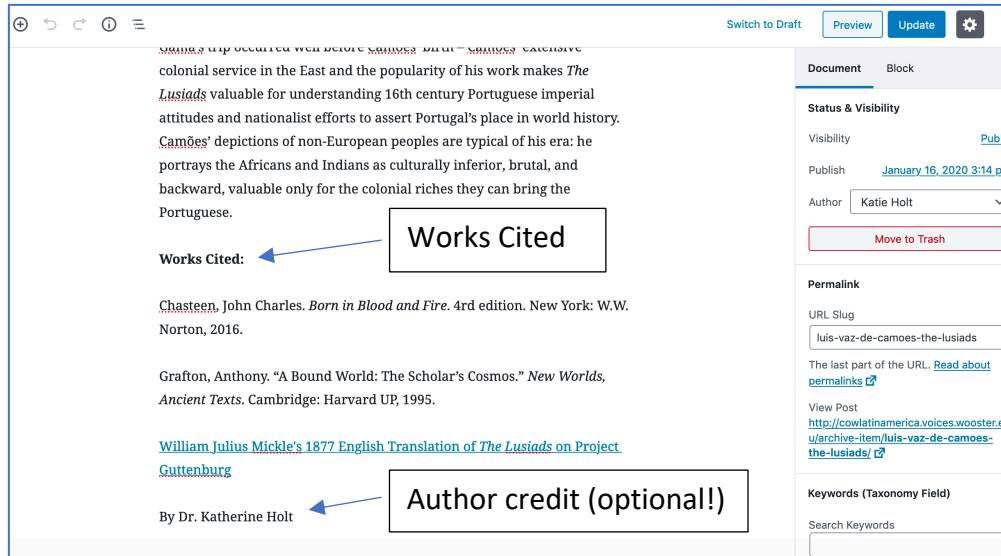


Figure 2 Adding Works Cited and Author Credit

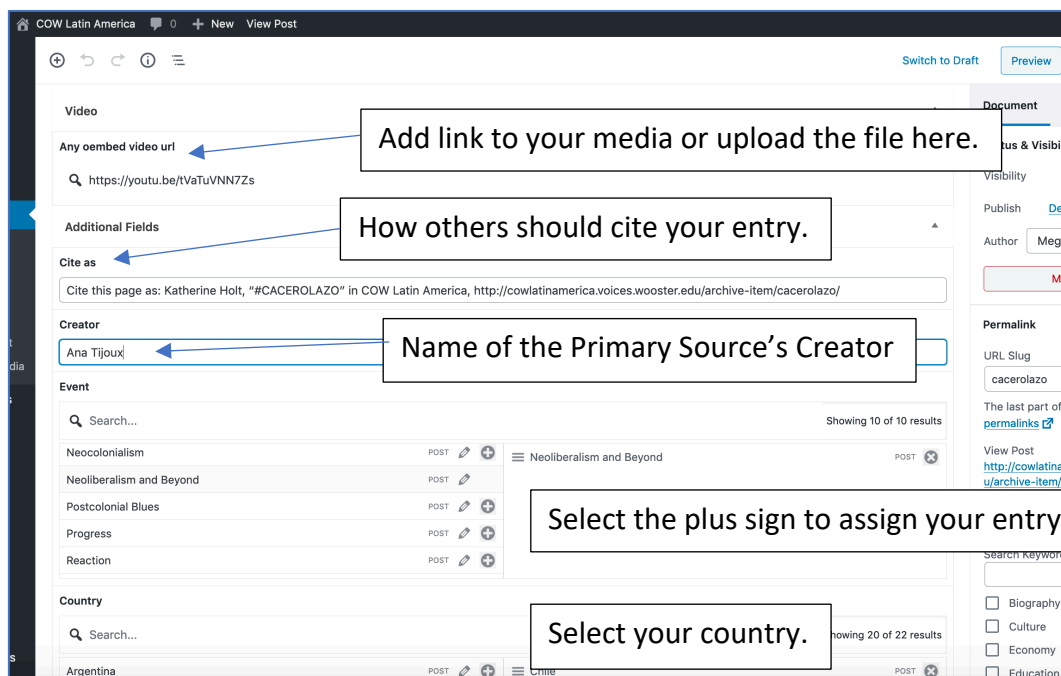


Figure 3 Additional Mandatory Fields

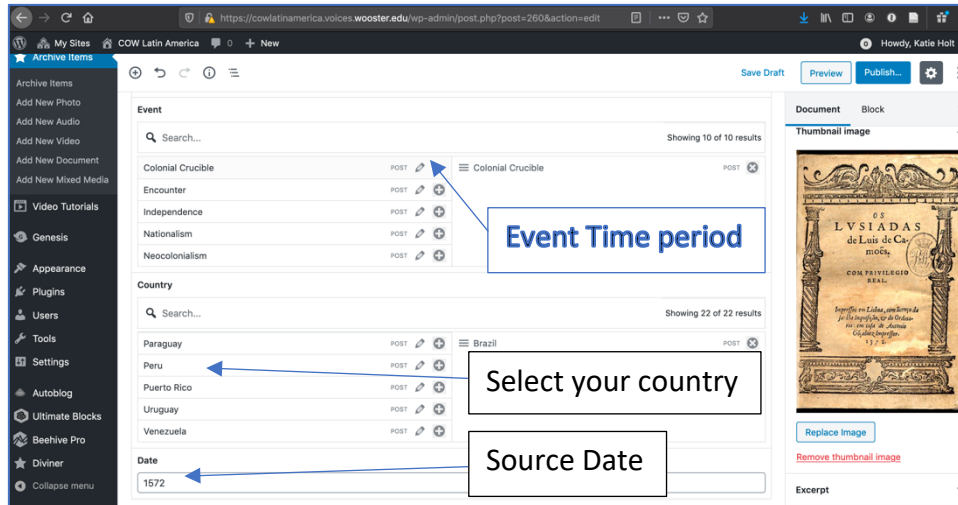


Figure 4 Mandatory Fields (continued)

Thumbnail image
representing
your entry

Important tips and Reminders

- Save your items as a draft if you don't have all of the information you need to fill it out
- A thumbnail image is required for all posts
- The maximum upload size for images is 32 MB
- High resolution images are best
- Before uploading my timeline entry to our COW Latin America site, I edited it in Word to check for spelling and grammar errors.
- I'll be able to see who posted each entry even if you don't want to list your full name with the author credit, so the choice is up to you!
- Make sure to italicize *Book Titles* and place "Article Titles" in quotes.