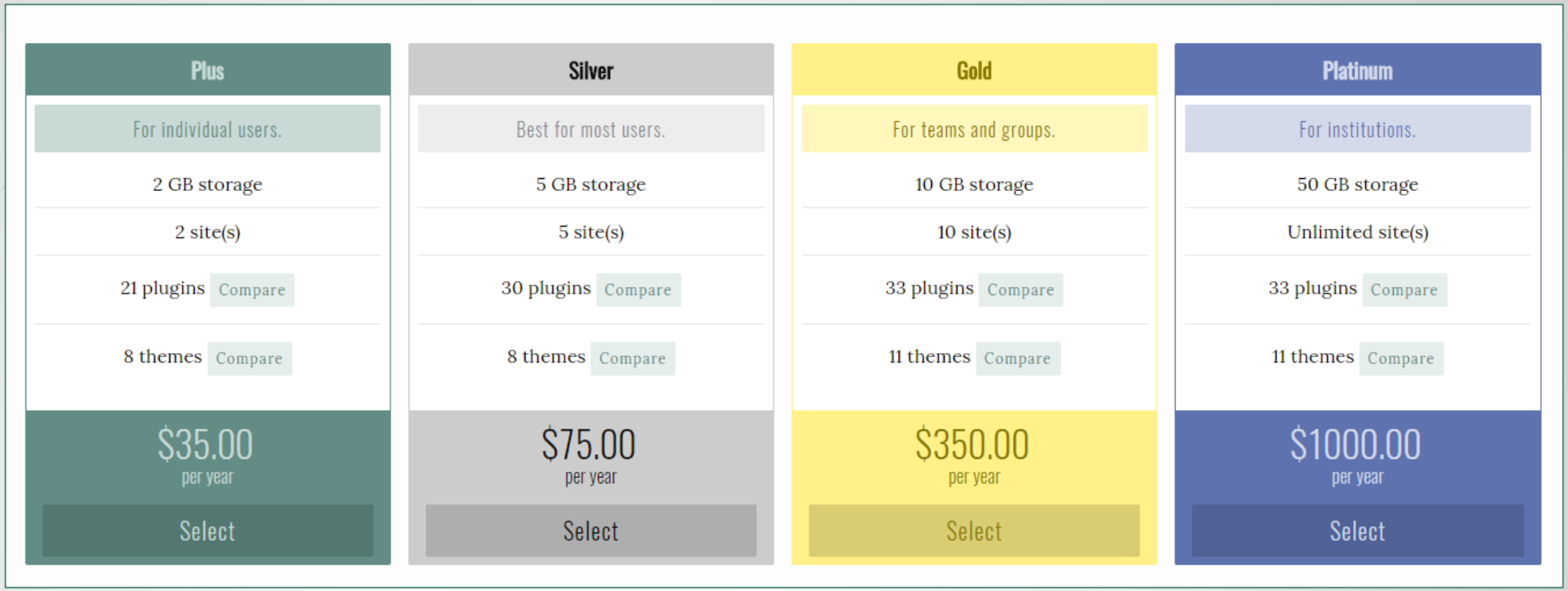
OMEKA TUTORIAL

omeka.net

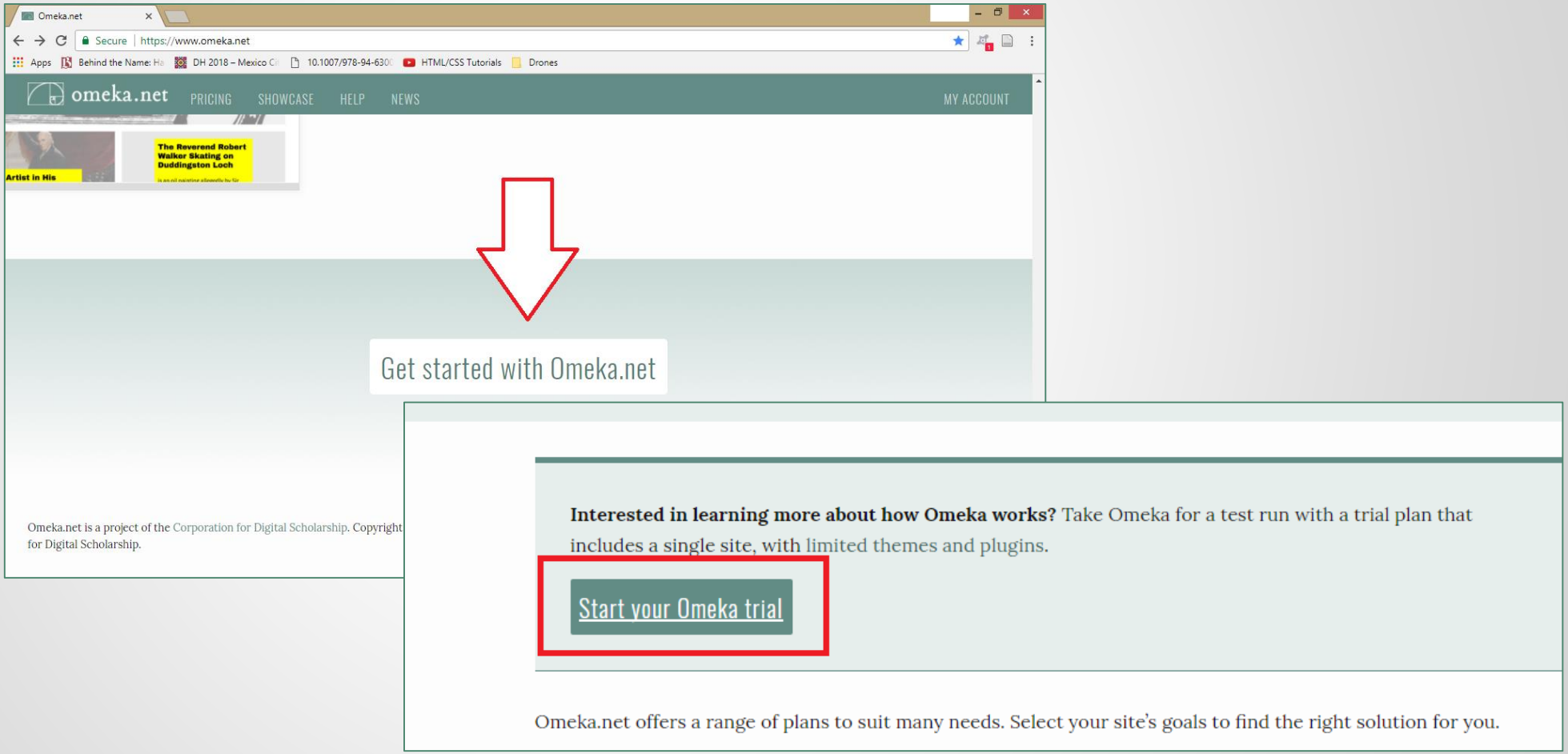
Omeka is a unique website-creating platform in that it allows for administrators to curate online exhibits or collections. Omeka has a well-designed method for organizing, categorizing, and cataloging information and metadata about items or objects that administrators can use for themselves only, or can publish as a public-facing exhibit. Due to its special capabilities as a management system, Omeka is better suited for scholars looking to capitalize on the exhibit functions, rather than scholars simply looking to create a general website with text and images.



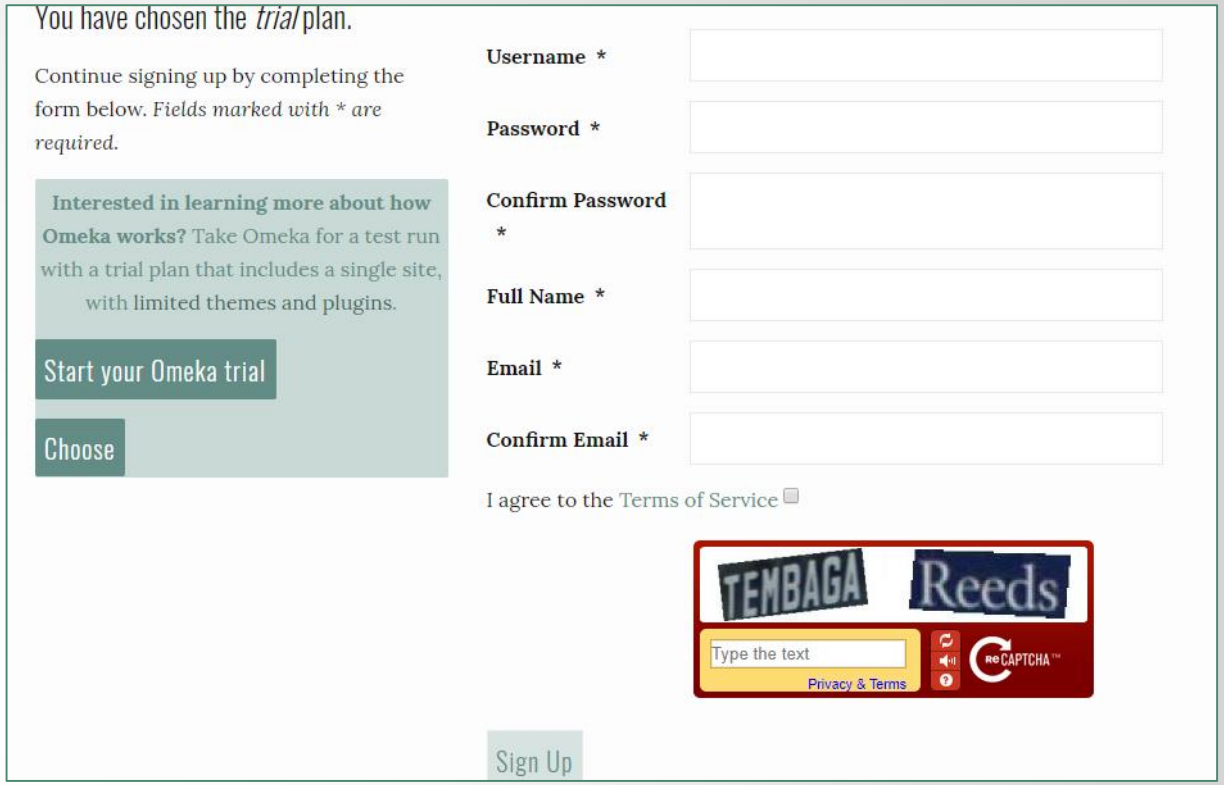
Plus	Silver	Gold	Platinum
For individual users.	Best for most users.	For teams and groups.	For institutions.
2 GB storage	5 GB storage	10 GB storage	50 GB storage
2 site(s)	5 site(s)	10 site(s)	Unlimited site(s)
21 plugins Compare	30 plugins Compare	33 plugins Compare	33 plugins Compare
8 themes Compare	8 themes Compare	11 themes Compare	11 themes Compare
$35.00 per year	$75.00 per year	$350.00 per year	$1000.00 per year
Select	Select	Select	Select

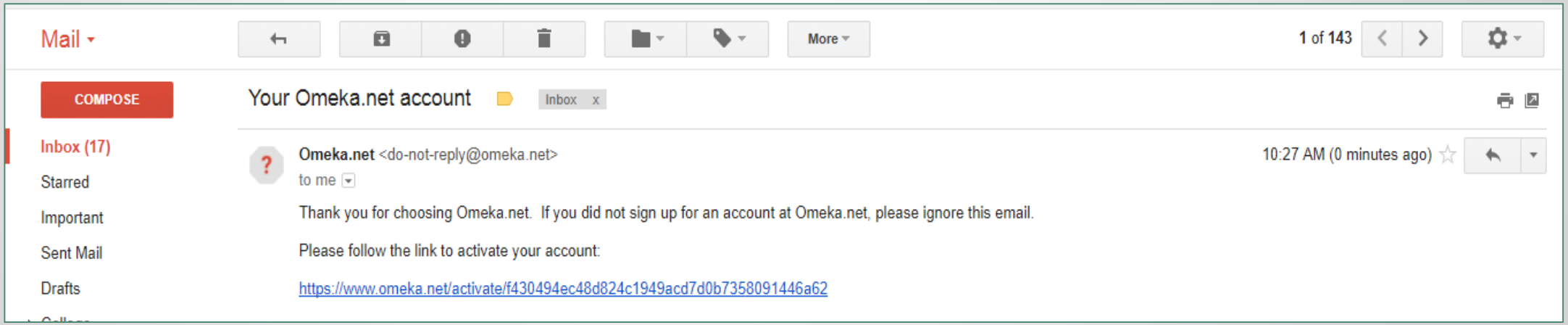
Due to the potentially complex nature of curating and organizing data and collections, Omeka has several versions of functionality, each with different price points. There is Omeka.net and Omeka.org. For the purposes of this tutorial, I will be demonstrating how to set up and use the Free Trial version with Omeka.net with the most basic functions. Much of the process of using the Free Trial translate to the more advanced versions, so if you are considering Omeka, start with an Omeka.net Free Trial version first, then advance from there.

1. Go to Omeka.net and click ***Get Started with Omeka.net***, then click ***Start Free Trial***

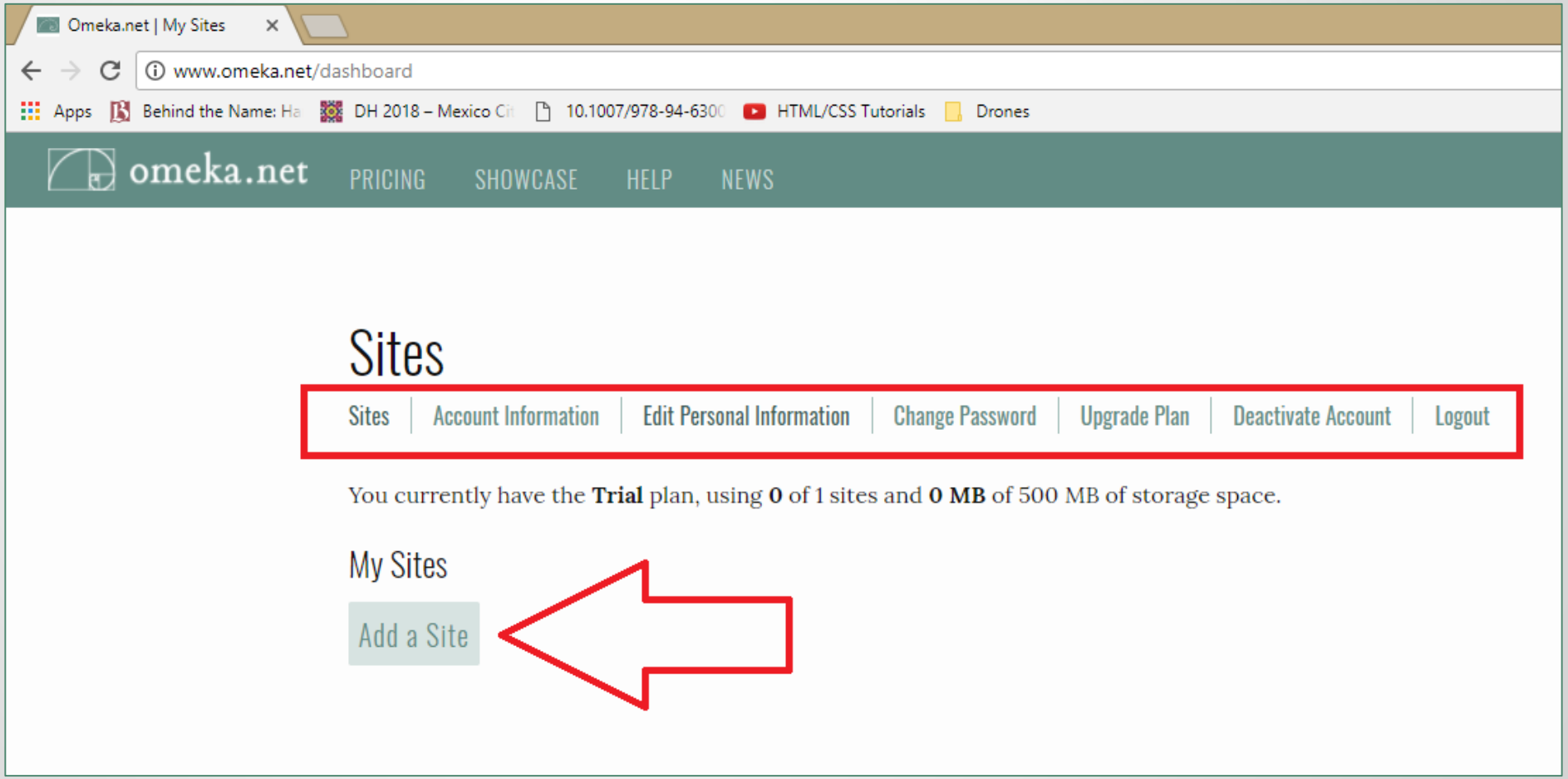


2. Create an account and activate it with the link sent to your email address



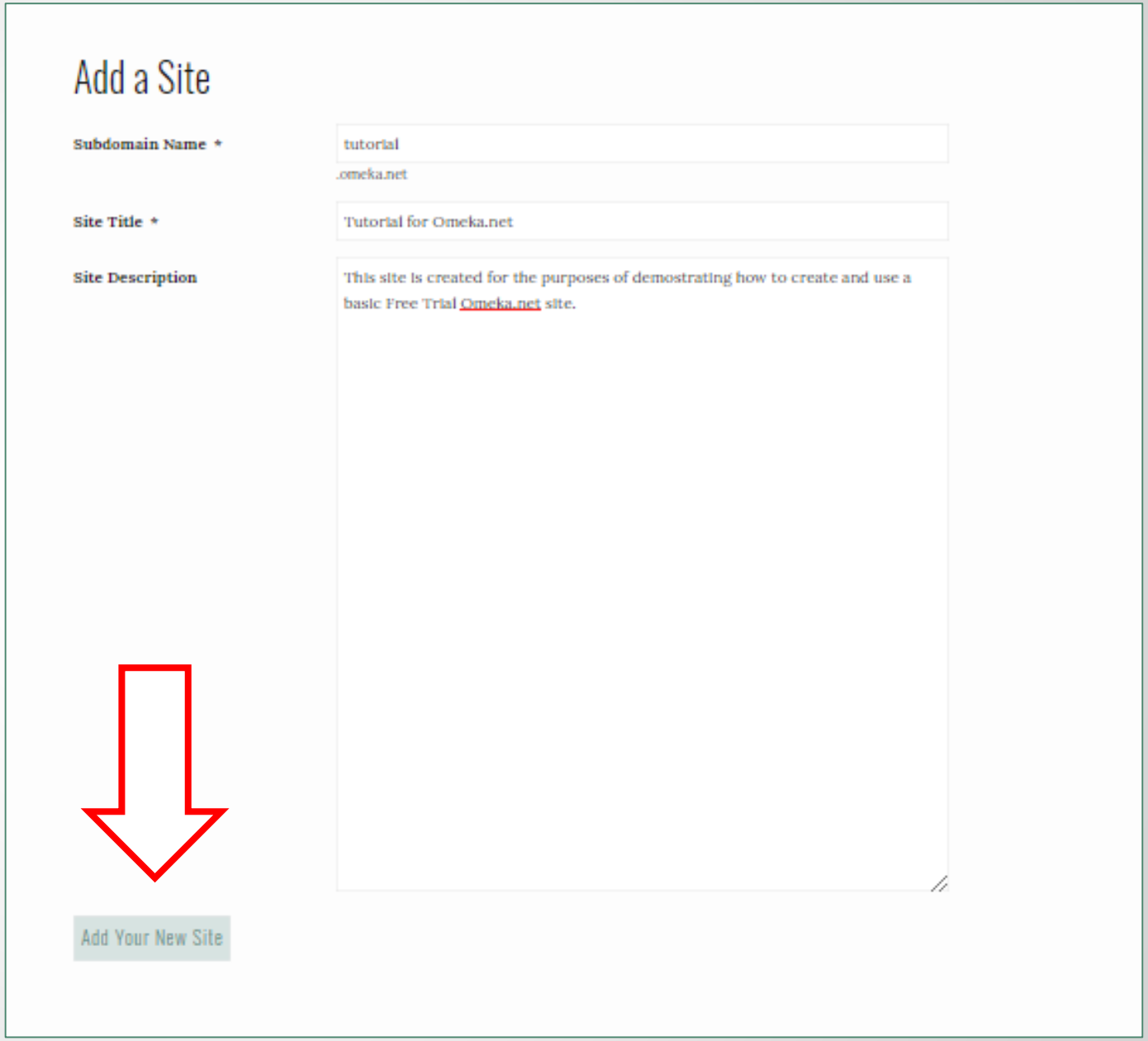


3. You can edit your account information and change your password with the list of options highlighted. For now, click ***Add a Site***



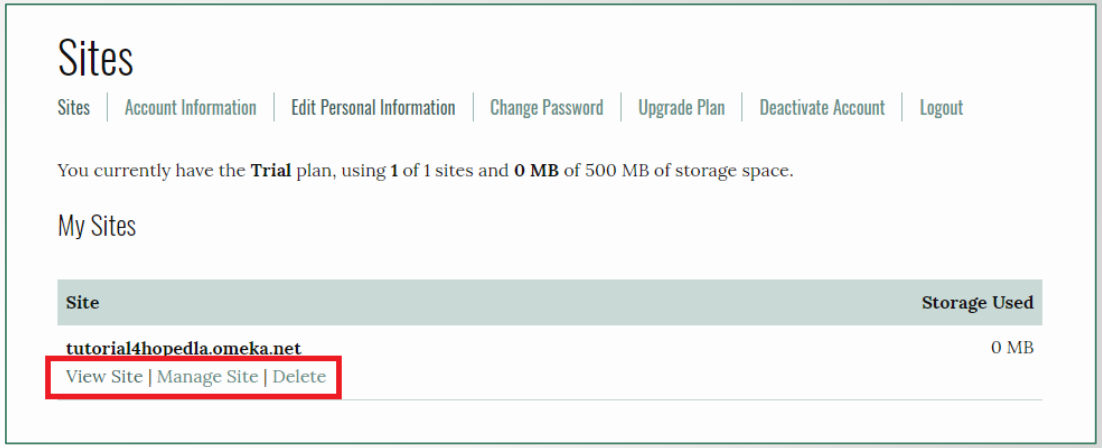
4. Enter basic information about your site, then click ***Add Your New Site***

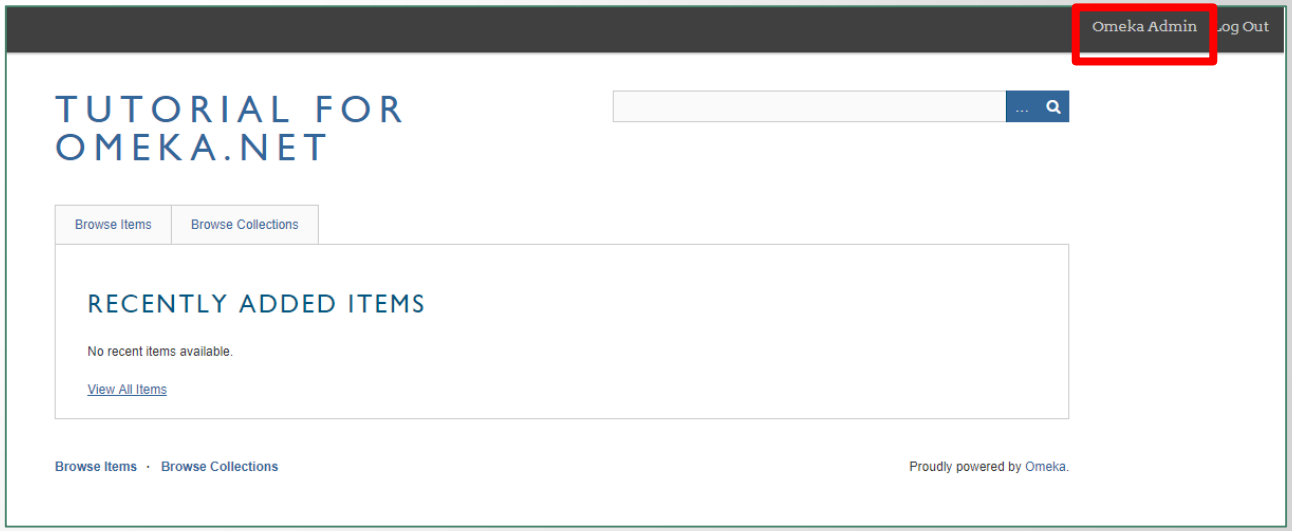
**The "Subdomain name" is what will appear as the link or URL name. You may find that your domain is already taken; have several ideas in mind!*



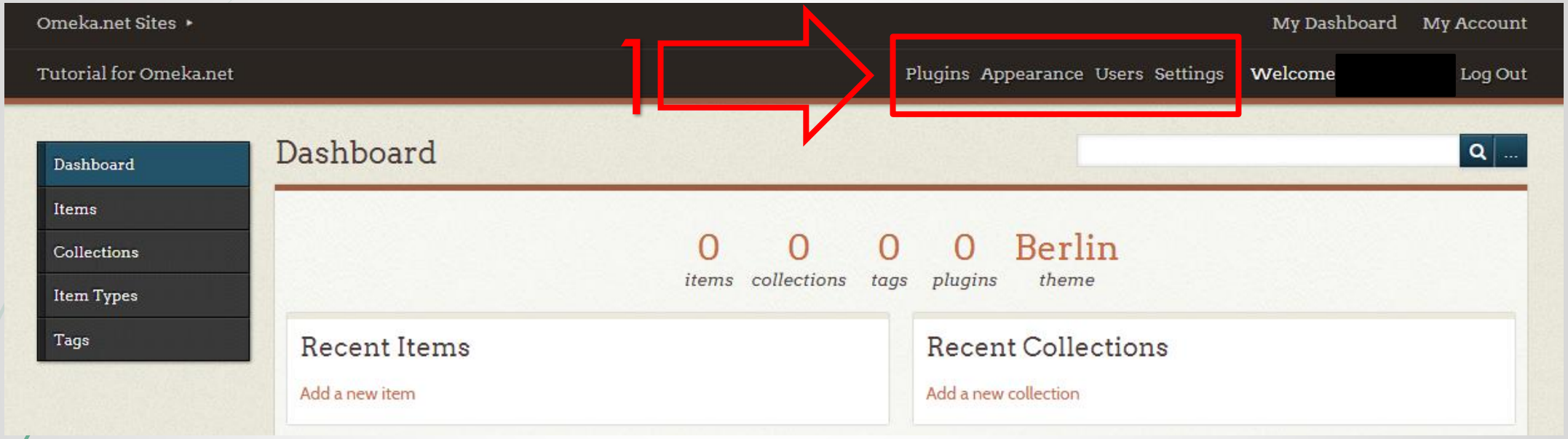
Understanding the basics

- You can now view what your site looks like with no modifications or content by clicking "View Site"
- In order to make edits and add content, you will need to click "Manage Site"
- You can also click "Omeka Admin" in the top right corner while in view mode
- Clicking "Delete" will permanently delete your site



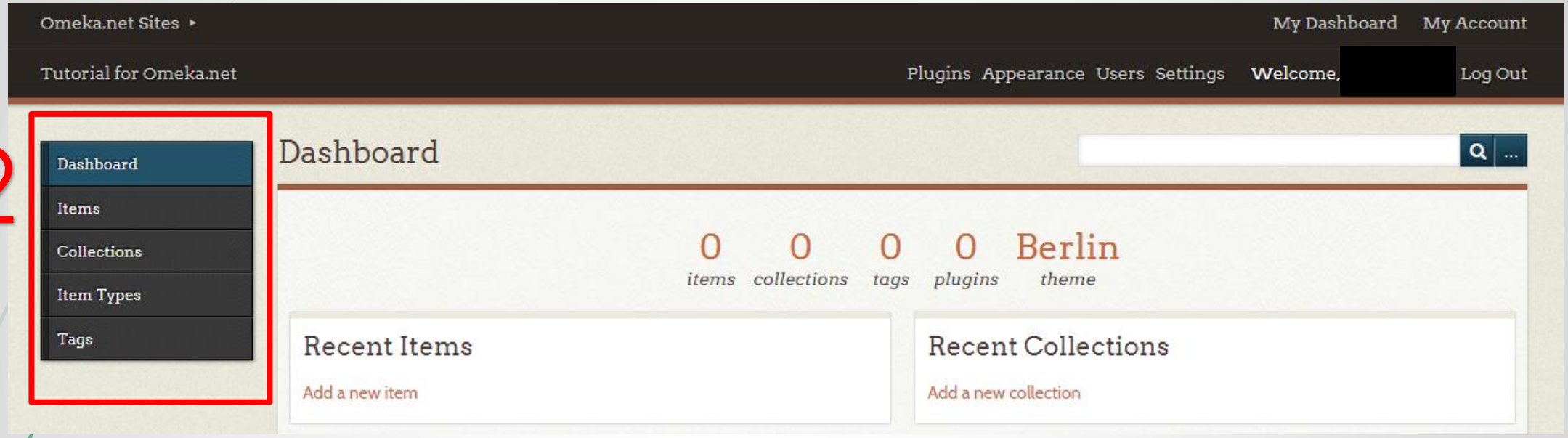


Admin Navigation: Understanding the Dashboard



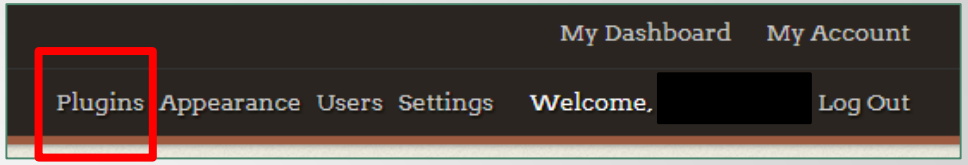
1) **Plugins** are extra downloadable features that can enhance your site. There are far more plugins available for the more advanced versions of Omeka, like a Neatline map.
- **Appearance** is where you can change the theme or style of your website. This is limited for the Free Trial of Omeka.net.
- **Users** is where you can add other people to have access to the editing of your site.
- **Settings** involves basic up through advanced data settings. For beginners or basic needs, you should not need to alter these settings.

Admin Navigation: Understanding the Dashboard

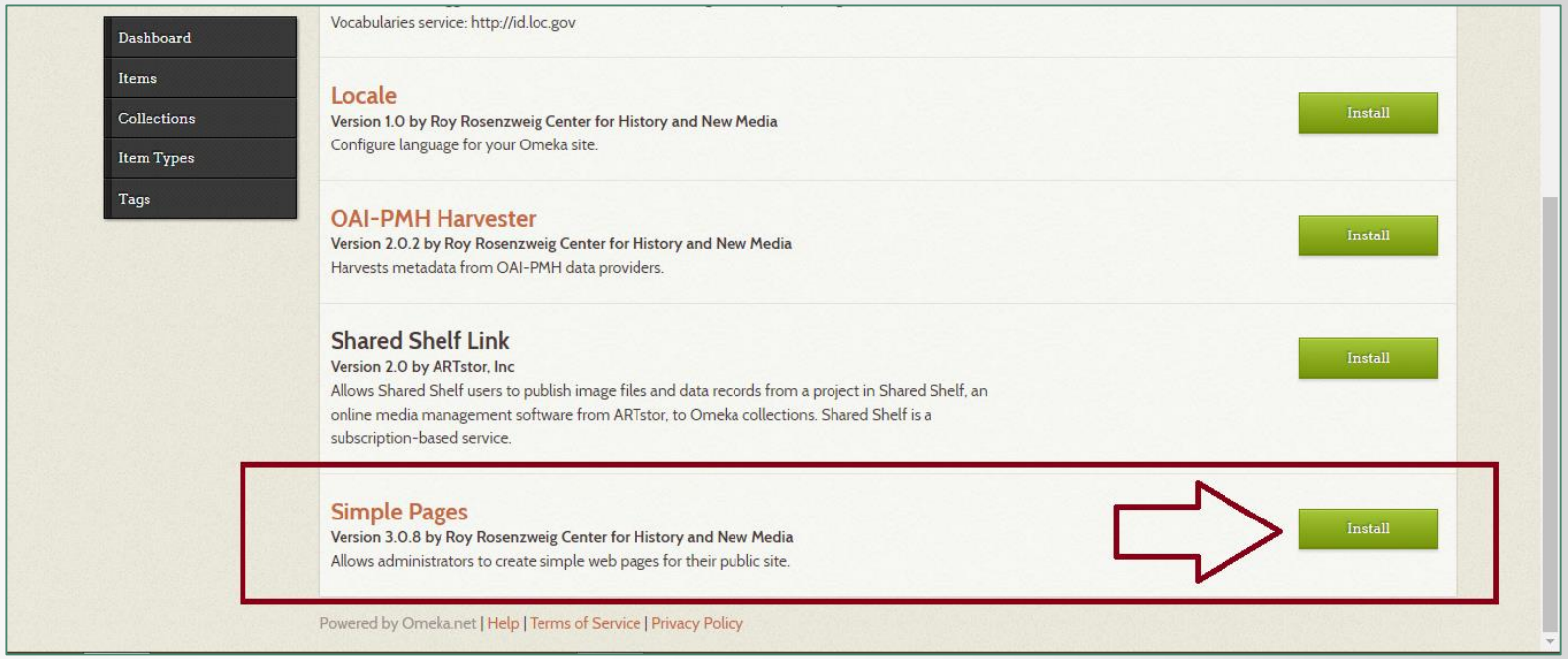


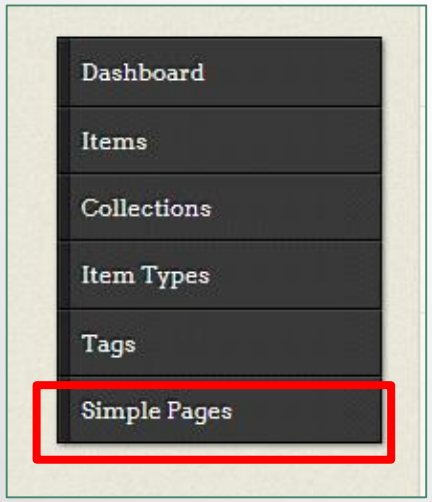
- **Dashboard** is the name of the page you see above: where you can edit and manage your site.
- **Items** are where you can add your images and information about the images to organize them.
- **Collections** are where you can create a curated set of items that you want to organize and potentially publish together.
- **Item Types** describe all the different descriptors for items you might add to your site. This area exists such that you can categorize and organize your items in a meaningful way. You can add new item types if they are not already present.
- **Tags** are a useful function in which you can label items with key words that might help you in your research so that should you later want to search for all items with a specific key word or tag, you can do so easily. In other words, this is another type of organization tool at your disposal.

5. Adding a Page



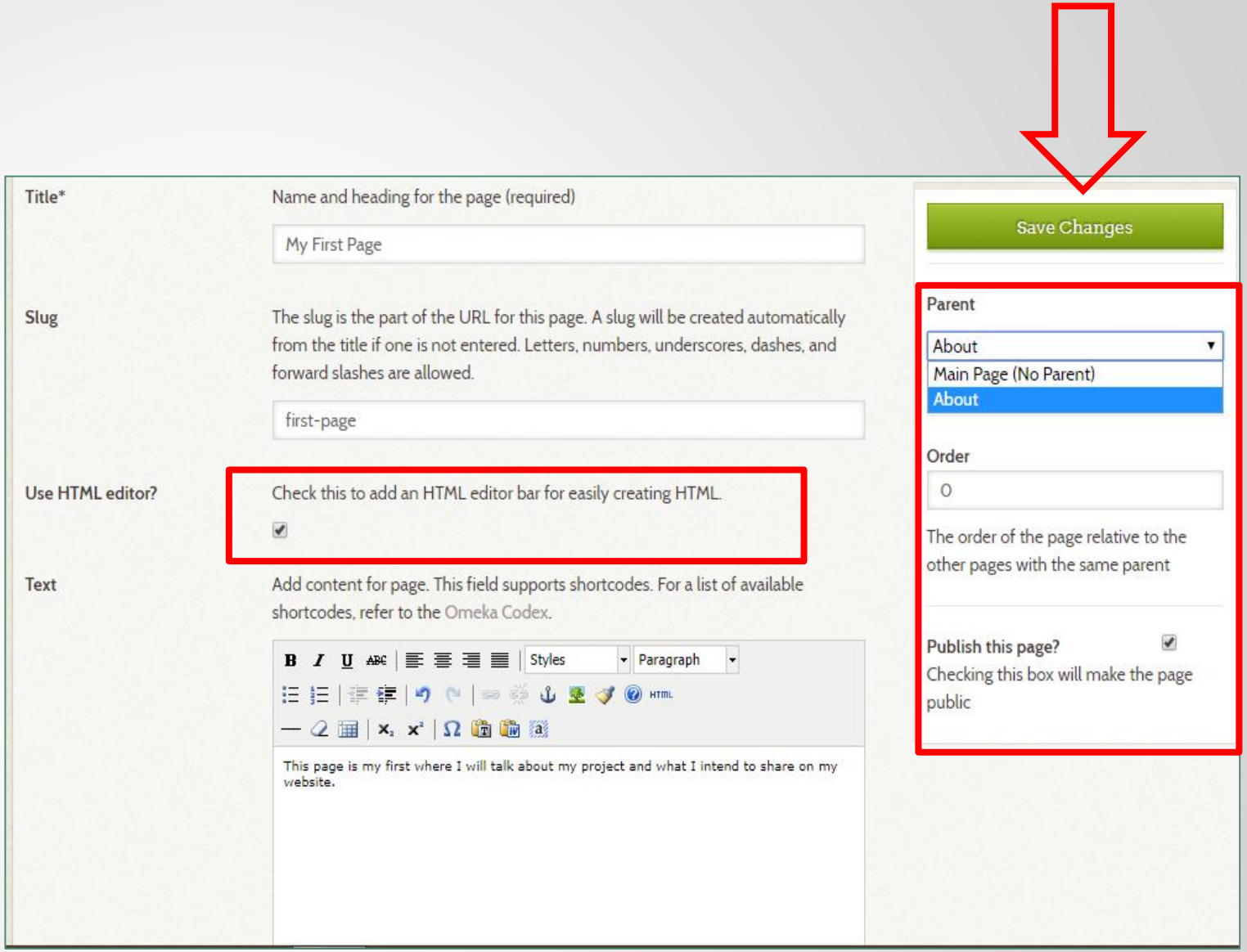
- First click the "Plugins" tab
- Next click **Install** for the "Simple Pages" plugin at the bottom of the list
- You should now see "Simple Pages" on the side bar; click on "Simple Pages"
- You are automatically give an "About" page; you can click "Edit" to add text or click **Add a Page** to create other pages





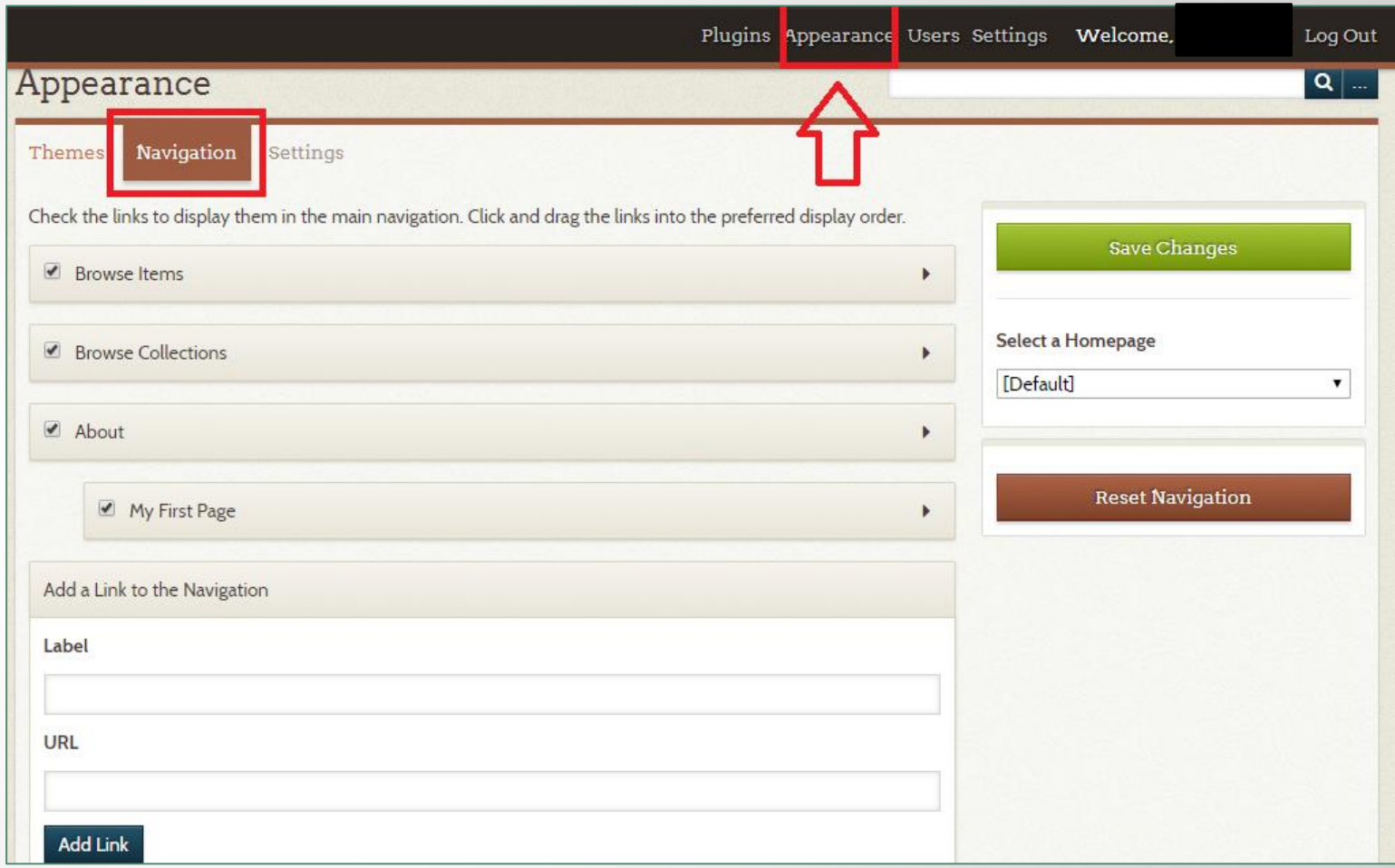
6. Editing a Page

- When editing a page, there are several settings to consider; firstly, you will want to check the "HTML Editor" box. This allows you to edit text in the basic and expected ways like font style and size etc.
- Once you have finished adding content to your page, you can choose whether or not the page will appear beside the other pages, or below a page as a subpage. The "Order" box allows you to choose the order of any subpages, should you have several under one main tab.
- You will also need to click the "Publish this Page" box to have your page visible to the public.
- Don't forget to click **Save Changes**



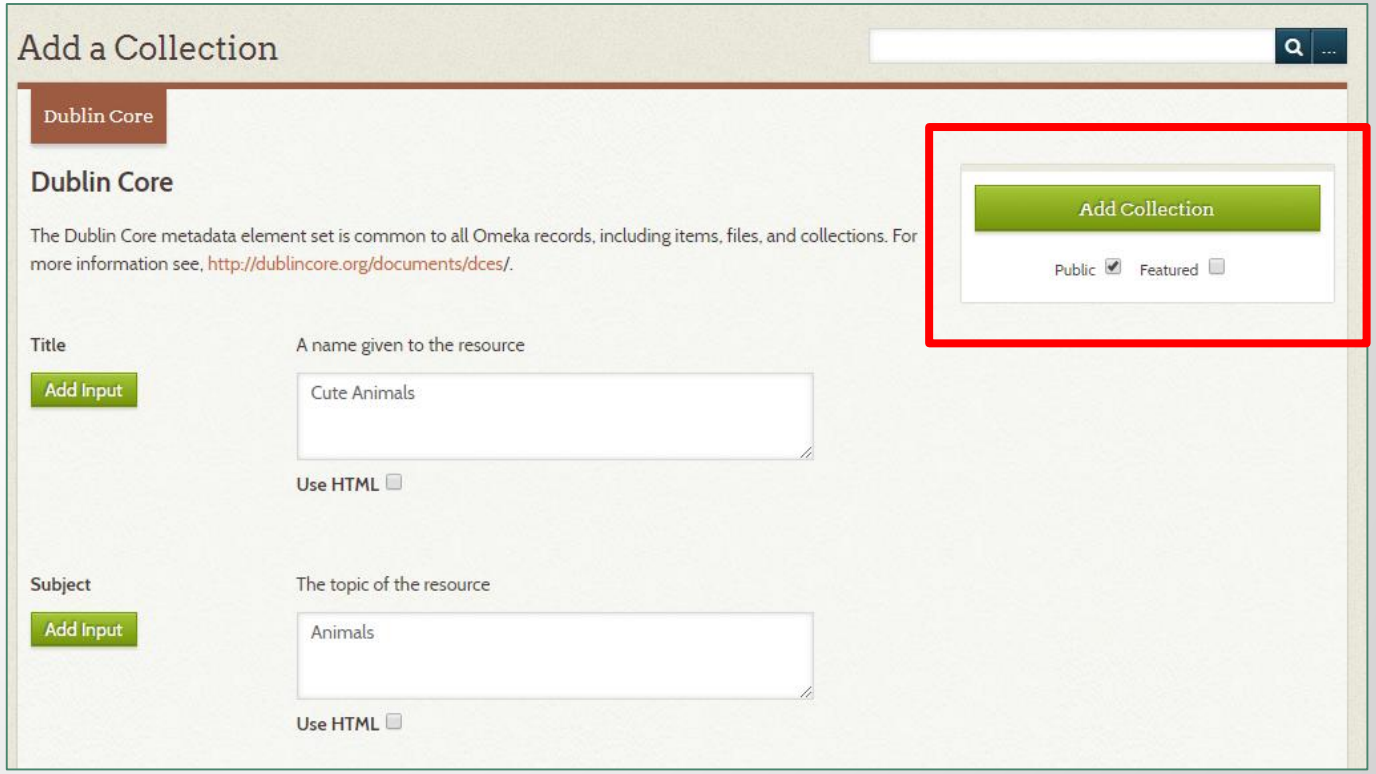
7. Page Order Settings

- Another means of ordering your pages is through the "Appearance" tab. Click here.
- In "Appearance" click "Navigation"
- You can drag the pages into the order you prefer.
- Clicking the box to the left of a page means that the page is visible to the public; unclicking this box means the page is still saved but not visible.
- Be sure to click **Save Changes**



8. Adding a Collection

- A Collection is a group of items. To create a specific grouping, click "Collections" on the left side bar then click **Add a Collection.**
- You will be prompted to enter information about your Collection. You may input as much as little is useful for your project. Click **Add Input** underneath any input to create a second of that input type.
- You can make this Collection Public or Public and Featured. To make the Collection "featured" means that of several Collections, this one will appear most prominently on your site.
- Once finished, click **Add Collection**.



*This is how your collection will appear on your site.

TUTORIAL FOR OMEKA.NET

Browse Items | Browse Collections | About

BROWSE COLLECTIONS (1 TOTAL)

Sort by: Title Date Added

Cute Animals

This collection is of media about cute animals. The types of items will range from images to YouTube videos.

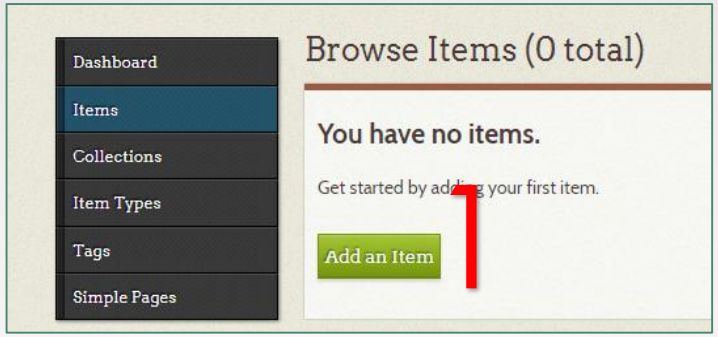
View the items in Cute Animals

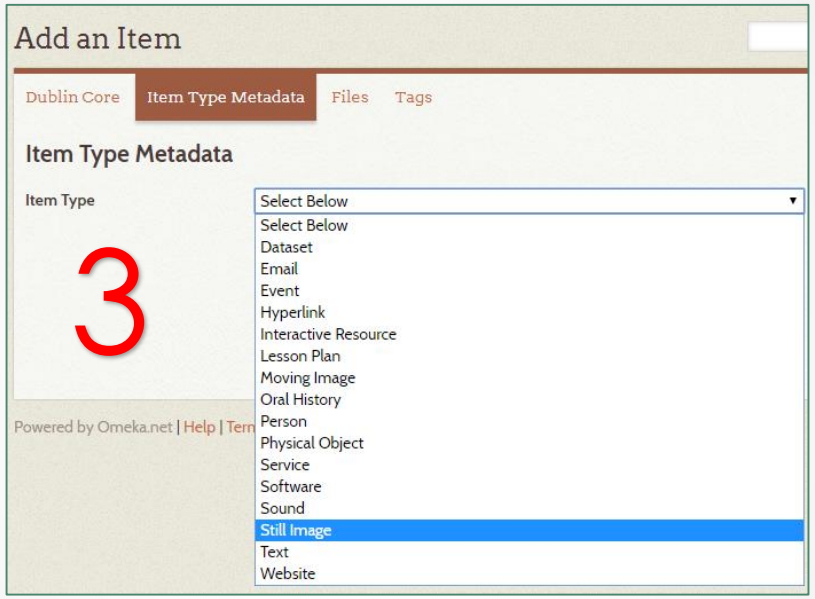
Browse Items · Browse Collections · About

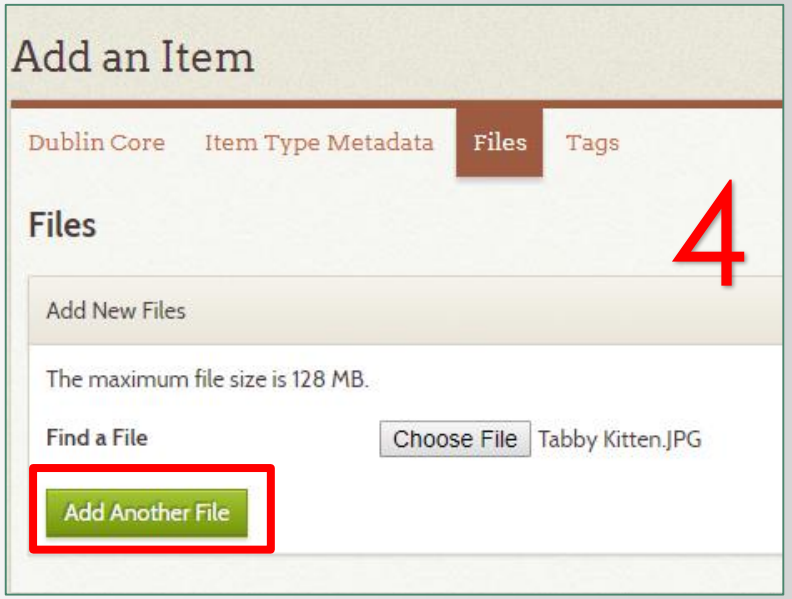
Proudly powered by Omeka.

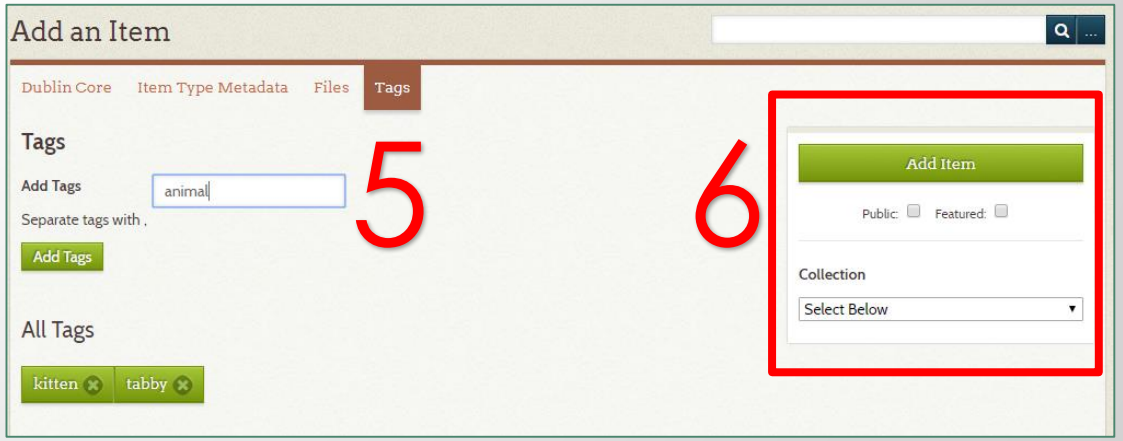
9. Adding an Item

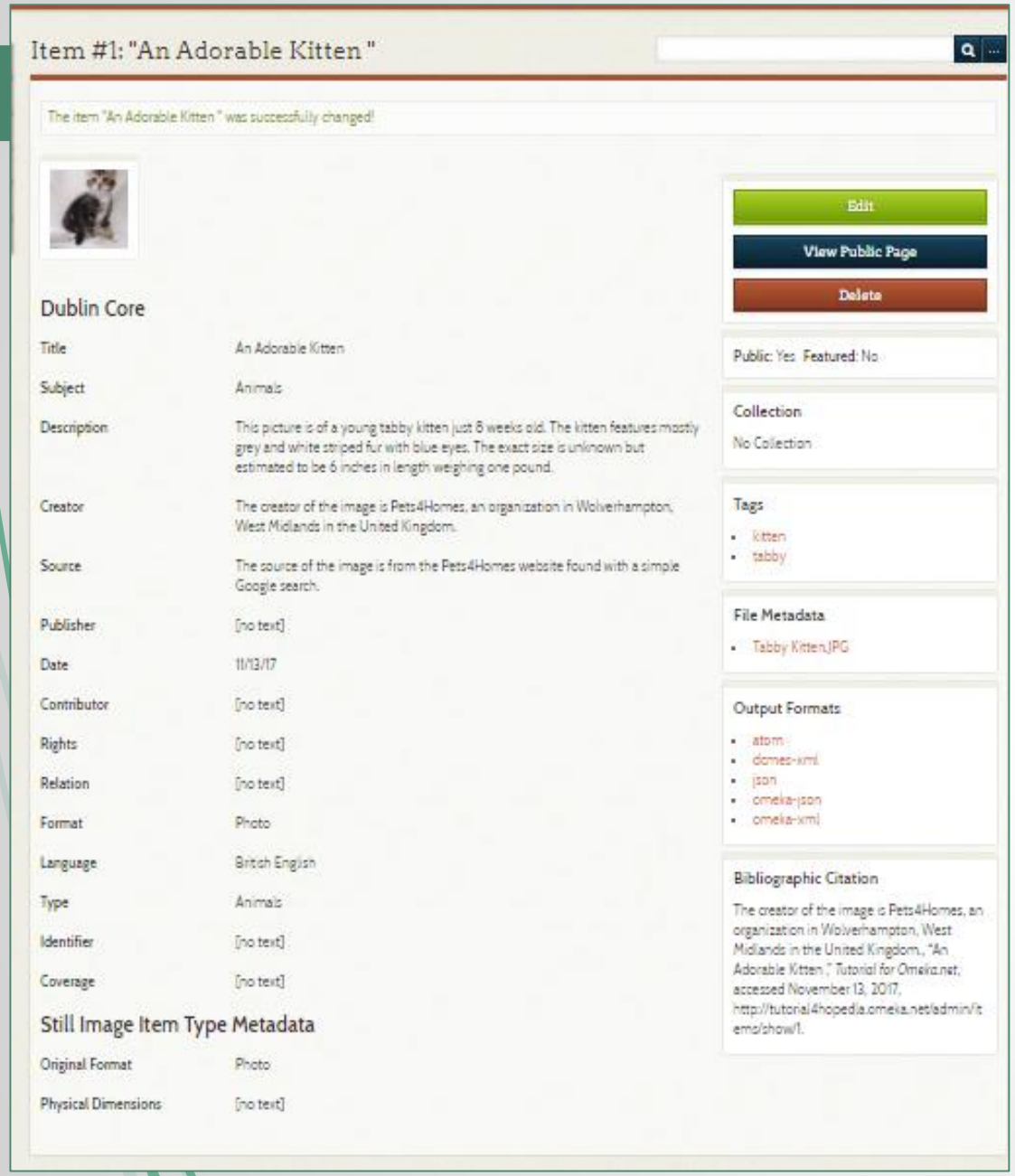
- First click the "Items" tab on the left side
- Click **Add an Item**
- Next you will be give an abundance of metadata inputs where you can describe your item with as much or as little information as you like. Next click "Item Type Metadata" and add your information.
- Next add your file by clicking the "Files" tab.
- You can also add tags with by clicking the "Tags" tab.
- On the right, click Public &/or Featured, and select which Collection you want your item to be in. Then click **Add Item.**





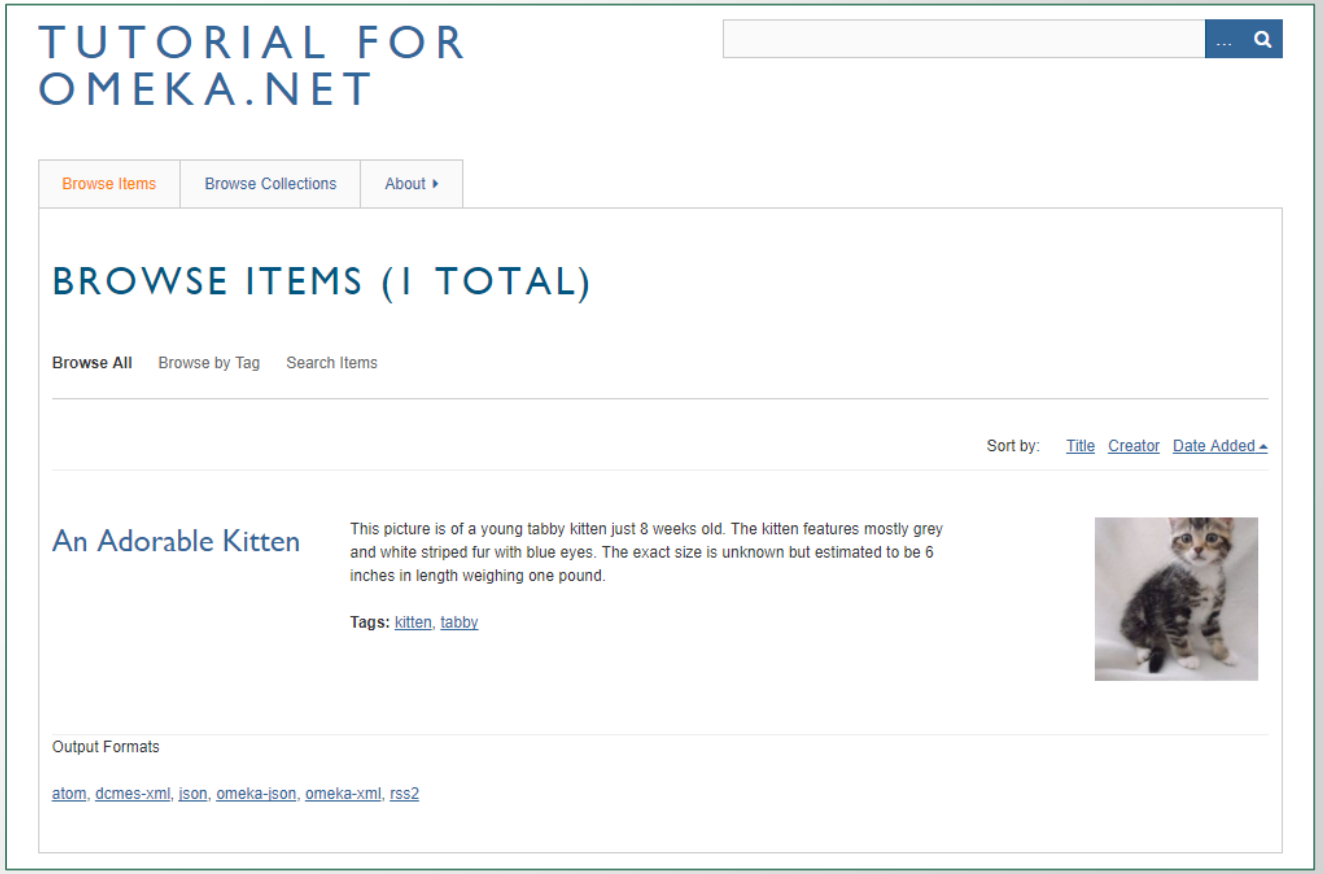




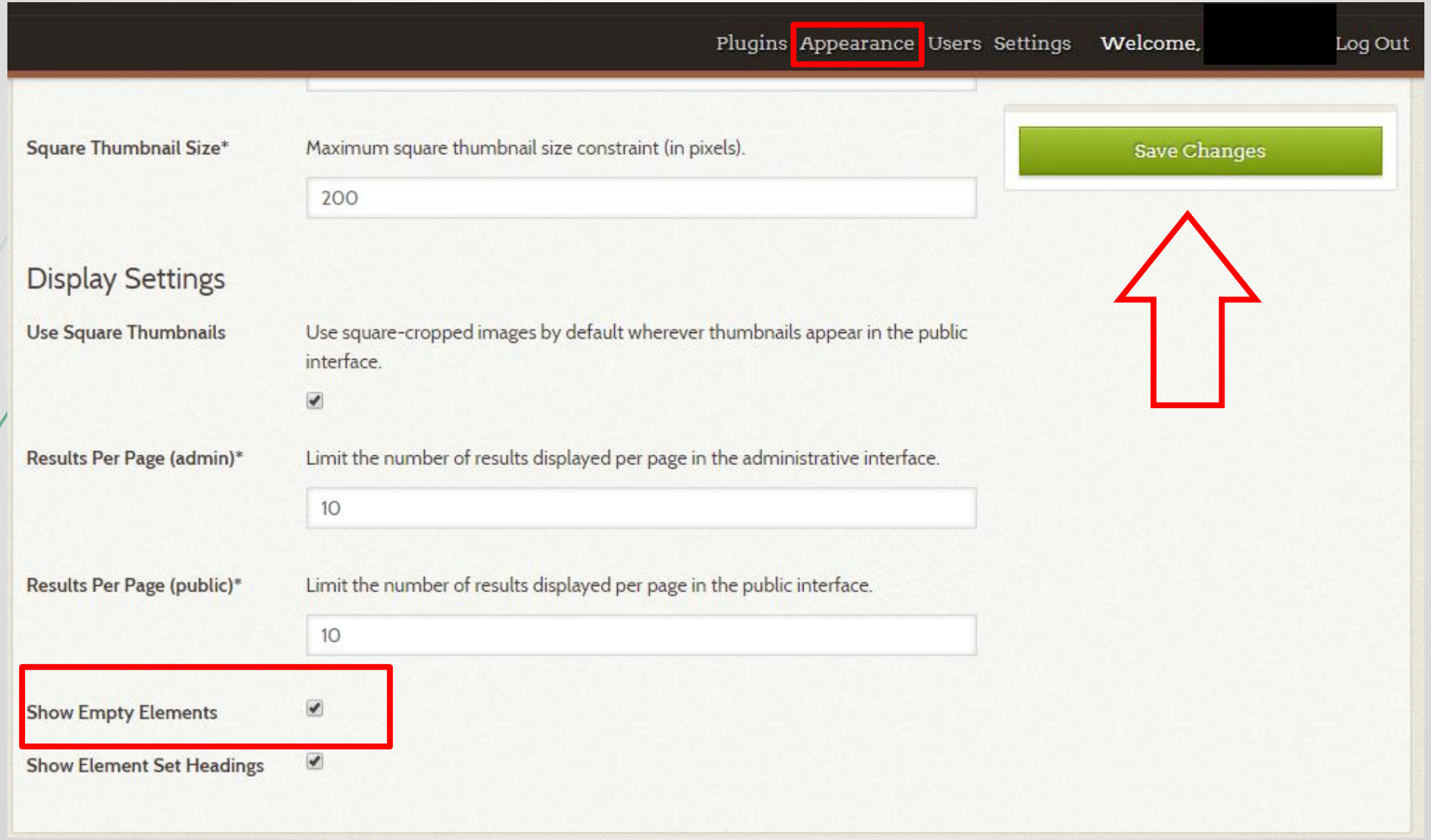


*This is what your item will look like with all the information entered in your Admin Dashboard space.

*This is how your item appears on your site.

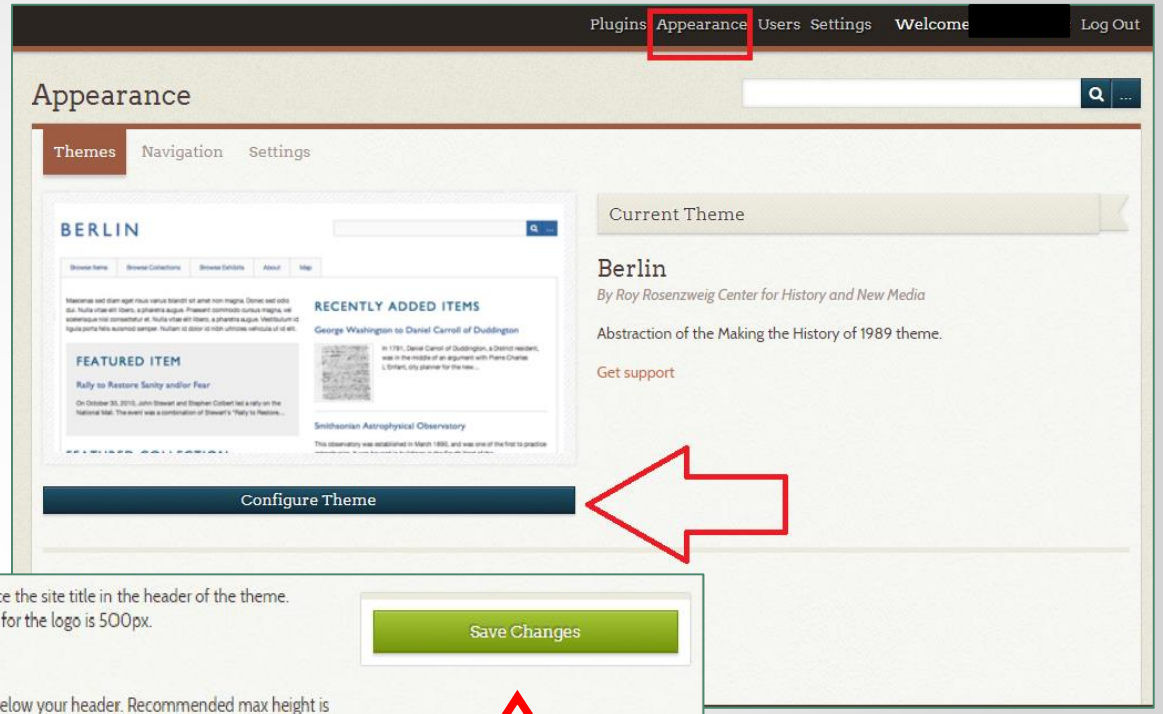


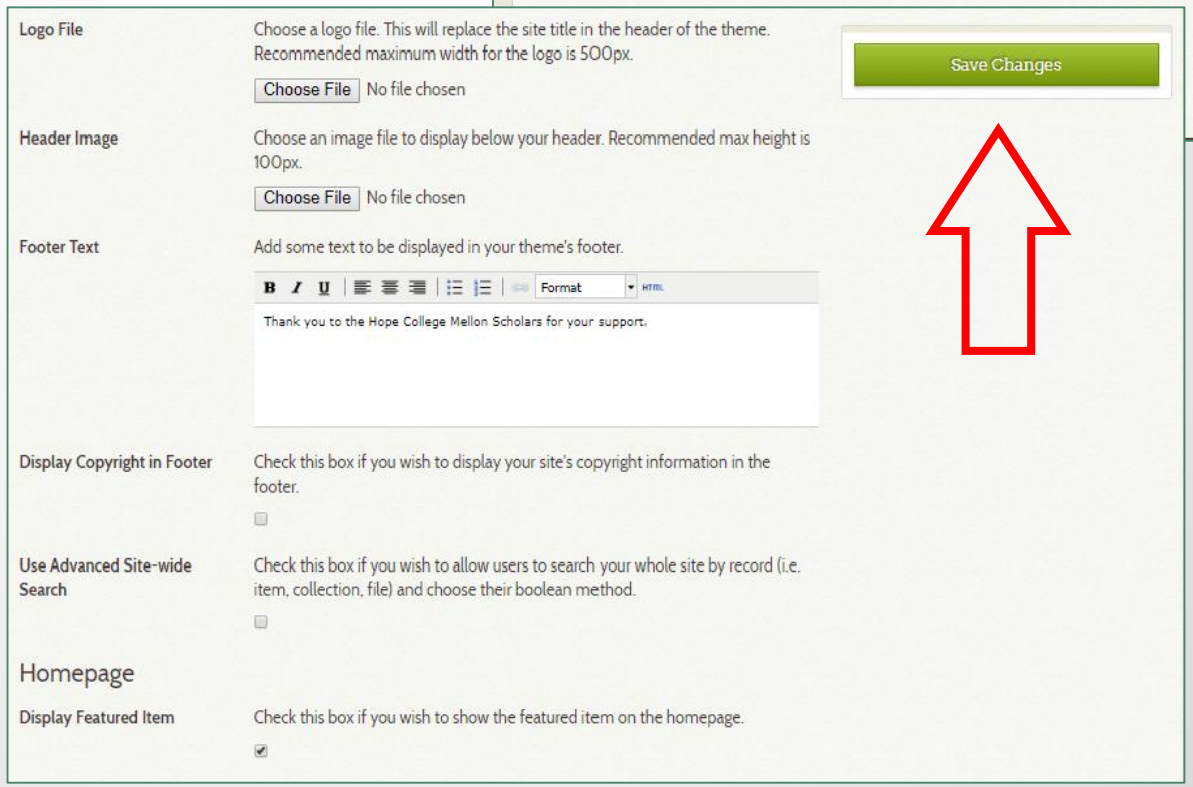
*An input about an item that you leave blank will appear as [no text] on your site. To only show information that you have entered an input for, go to "Appearance" then click the "Settings" tab. At the bottom unclick the box that says "Show Empty Elements" and **Save Changes.**



10. Theme and Appearance

- To change the appearance of your site, click the "Appearance" tab. Then click **Configure Theme**.
- Next you will be prompted to input information such as a logo, header image, text on your Homepage and so on.
- When you are finished, click **Save Changes.**





10. Theme and Appearance

- The Hope College image is the logo.
- The Kittens picture is the header image. Be sure to check the pixel number because an image scaled to this size can sometimes be grainy or blurry if it is not the correct size. [Note that this takes the place of your Site Title; consider an image with the title on it made with Photoshop or Paint.]
- The text you add for your Homepage appears here:
- If you checked the boxes to display the Featured Item or Featured Collections, they appear here:
- If you specified a number of "Recently Added Items" they appear on the right; if you don't specify a number, none will appear.

Final notes:

- To view your public site at any time, click the name of your site as it appears above the left side menu.
- To login back into your Admin Dashboard, type the URL of your site then /admin
  - Ex. http://tutorial4hopedla.omeka.net/admin

These are the basics of Omeka.net. Because this is a Free Trial version, the styling and appearance settings are limited. Omeka does have numerous forums for finding answers to questions about the program. When in doubt, Google it.

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