

OMEKA TUTORIAL

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.



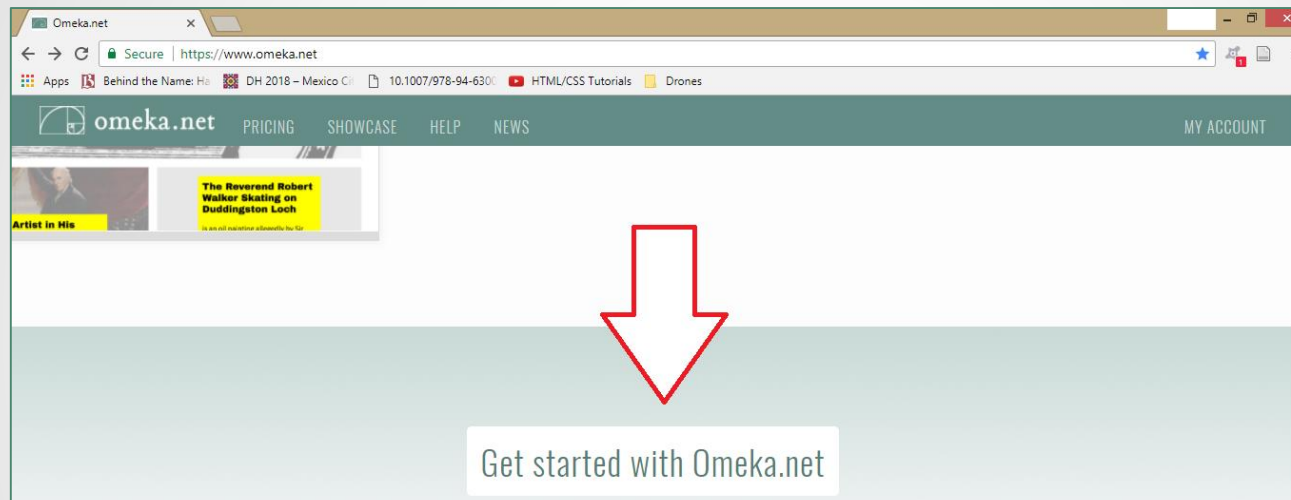
omeka.net



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**



Get started with Omeka.net

Omeka.net is a project of the Corporation for Digital Scholarship. Copyright for Digital Scholarship.

Interested in learning more about how Omeka works? Take Omeka for a test run with a trial plan that includes a single site, with limited themes and plugins.

[Start your Omeka trial](#)

Omeka.net offers a range of plans to suit many needs. Select your site's goals to find the right solution for you.

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

You have chosen the *trial* plan.

Continue signing up by completing the form below. Fields marked with * are required.

Interested in learning more about how Omeka works? Take Omeka for a test run with a trial plan that includes a single site, with limited themes and plugins.

[Start your Omeka trial](#)

[Choose](#)

Username *

Password *


Confirm Password *

Full Name *

Email *

Confirm Email *

I agree to the Terms of Service



[Sign Up](#)

Mail ▾

COMPOSE

Inbox (17)


Starred

Important

Sent Mail

Drafts

Your Omeka.net account Inbox x

 Omeka.net <do-not-reply@omeka.net> 10:27 AM (0 minutes ago) ☆

to me ▾

Thank you for choosing Omeka.net. If you did not sign up for an account at Omeka.net, please ignore this email.

Please follow the link to activate your account:

<https://www.omeka.net/activate/f430494ec48d824c1949acd7d0b7358091446a62>

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

The screenshot shows the Omeka.net dashboard. At the top, there is a navigation bar with the Omeka.net logo and links for PRICING, SHOWCASE, HELP, and NEWS. Below this, the main heading is "Sites". A red rectangular box highlights a horizontal menu containing the following options: Sites, Account Information, Edit Personal Information, Change Password, Upgrade Plan, Deactivate Account, and Logout. Below the menu, a status message reads: "You currently have the **Trial** plan, using **0** of 1 sites and **0 MB** of 500 MB of storage space." Under the heading "My Sites", there is a button labeled "Add a Site". A large red arrow points from the right towards the "Add a Site" button.

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

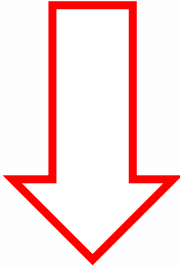
**The “Subdomain name” is what will appear as the link or URL name. You may find that your domain is already taken; have several ideas in mind!*

Add a Site

Subdomain Name *
.omeka.net

Site Title *

Site Description Omeka.net site."/>



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

Sites

[Sites](#) | [Account Information](#) | [Edit Personal Information](#) | [Change Password](#) | [Upgrade Plan](#) | [Deactivate Account](#) | [Logout](#)

You currently have the **Trial** plan, using **1** of 1 sites and **0 MB** of 500 MB of storage space.

My Sites

Site	Storage Used
tutorial4hopedla.omeka.net View Site Manage Site Delete	0 MB

Omeka Admin [Log Out](#)

TUTORIAL FOR OMEKA.NET

[...](#) [Q](#)

[Browse Items](#) [Browse Collections](#)

RECENTLY ADDED ITEMS

No recent items available.

[View All Items](#)

[Browse Items](#) · [Browse Collections](#)

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Admin Navigation: Understanding the Dashboard

The screenshot shows the Omeka.net admin dashboard. At the top, there is a dark navigation bar with 'Omeka.net Sites' and 'Tutorial for Omeka.net' on the left, and 'My Dashboard', 'My Account', 'Welcome', and 'Log Out' on the right. A red box highlights the 'Plugins Appearance Users Settings' menu, with a red arrow pointing to it. Below the navigation bar, the main dashboard area features a sidebar on the left with links for 'Dashboard', 'Items', 'Collections', 'Item Types', and 'Tags'. The main content area displays statistics for 'Berlin' (0 items, 0 collections, 0 tags, 0 plugins) and sections for 'Recent Items' and 'Recent Collections'.

- 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

Omeka.net Sites ▾ My Dashboard My Account

Tutorial for Omeka.net Plugins Appearance Users Settings Welcome, [redacted] Log Out

2

Dashboard

Items

Collections

Item Types

Tags

0 items 0 collections 0 tags 0 plugins Berlin theme

Recent Items
Add a new item

Recent Collections
Add a new collection

- **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

Vocabularies service: http://id.loc.gov

Locale
Version 1.0 by Roy Rosenzweig Center for History and New Media
Configure language for your Omeka site. [Install](#)

OAI-PMH Harvester
Version 2.0.2 by Roy Rosenzweig Center for History and New Media
Harvests metadata from OAI-PMH data providers. [Install](#)

Shared Shelf Link
Version 2.0 by ARTstor, Inc
Allows Shared Shelf users to publish image files and data records from a project in Shared Shelf, an online media management software from ARTstor, to Omeka collections. Shared Shelf is a subscription-based service. [Install](#)

Simple Pages
Version 3.0.8 by Roy Rosenzweig Center for History and New Media
Allows administrators to create simple web pages for their public site. [Install](#)

Powered by Omeka.net | [Help](#) | [Terms of Service](#) | [Privacy Policy](#)

Dashboard
Items
Collections
Item Types
Tags
Simple Pages

Simple Pages | Browse

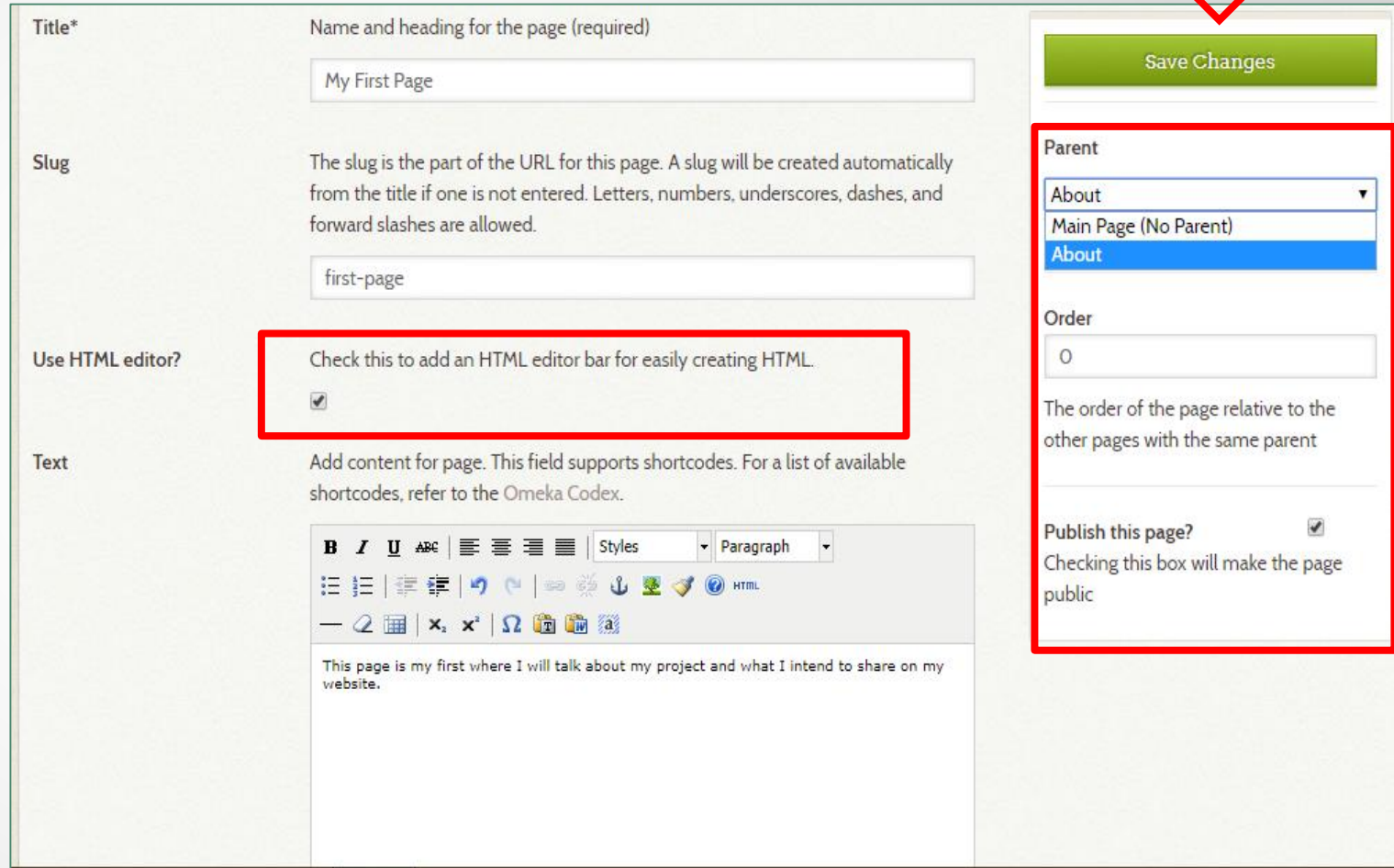
List View Hierarchy View

[Add a Page](#)

Title	Slug	Last Modified
About	about	HopeDLA17 on 11/7/17, 11:17 AM
Edit Delete		

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**



Title* Name and heading for the page (required)

My First Page

Slug The slug is the part of the URL for this page. A slug will be created automatically from the title if one is not entered. Letters, numbers, underscores, dashes, and forward slashes are allowed.

first-page

Use HTML editor? Check this to add an HTML editor bar for easily creating HTML.

Text Add content for page. This field supports shortcodes. For a list of available shortcodes, refer to the Omeka Codex.

B I U ABC | **Styles** Paragraph | **HTML**

This page is my first where I will talk about my project and what I intend to share on my website.

Parent

About
Main Page (No Parent)
About

Order

0

The order of the page relative to the other pages with the same parent

Publish this page?
Checking this box will make the page public

Save Changes

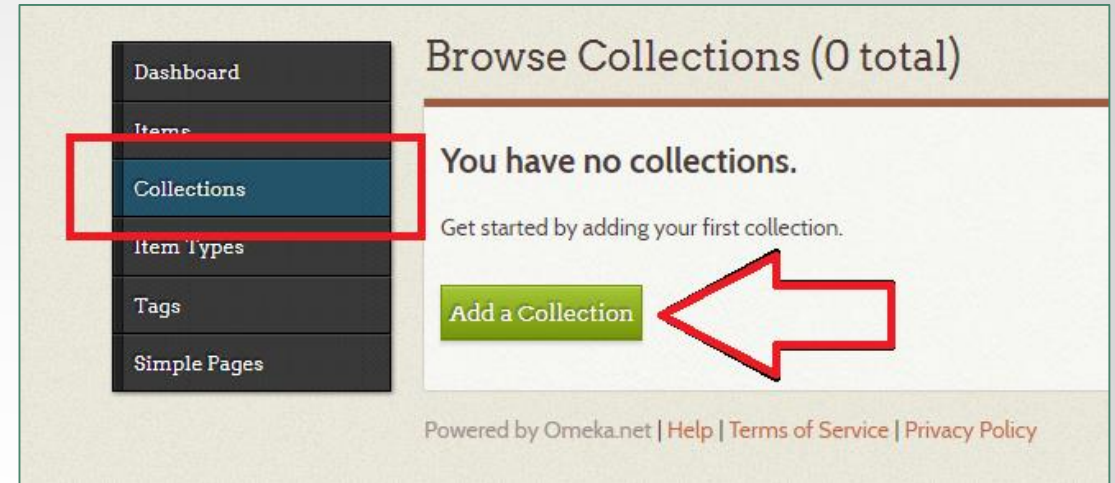
7. Page Order Settings

- ❖ 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**

The screenshot shows the 'Appearance' settings page. At the top, there is a navigation bar with 'Appearance' highlighted in red. Below it, the 'Navigation' tab is selected and highlighted with a red box. The main content area contains a list of navigation items, each with a checkbox and a right-pointing arrow. The items are: 'Browse Items', 'Browse Collections', 'About', and 'My First Page'. Below this list is a section titled 'Add a Link to the Navigation' with input fields for 'Label' and 'URL', and an 'Add Link' button. On the right side, there is a 'Save Changes' button, a 'Select a Homepage' dropdown menu (set to '[Default]'), and a 'Reset Navigation' button.

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**.



Add a Collection

Dublin Core

Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.

Title A name given to the resource

Add Input

Cute Animals

Use HTML

Subject The topic of the resource

Add Input

Animals

Use HTML

Public Featured

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](#)

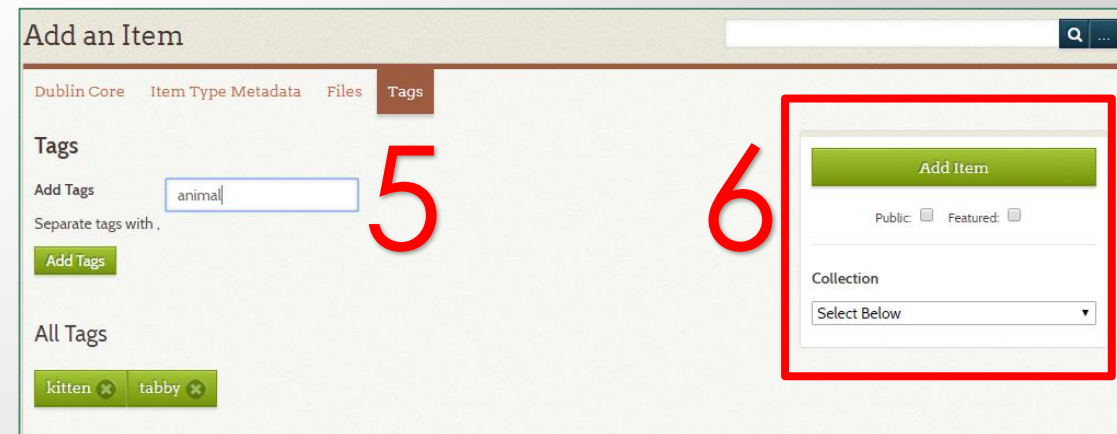
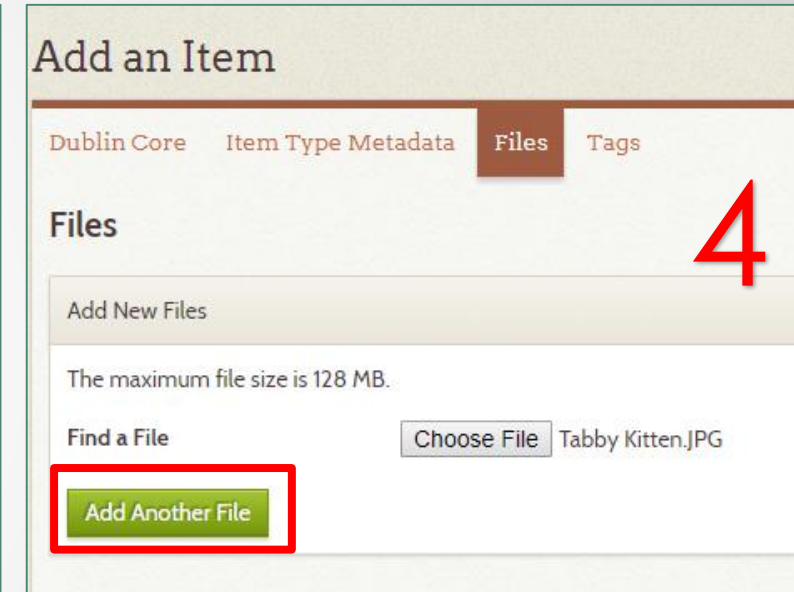
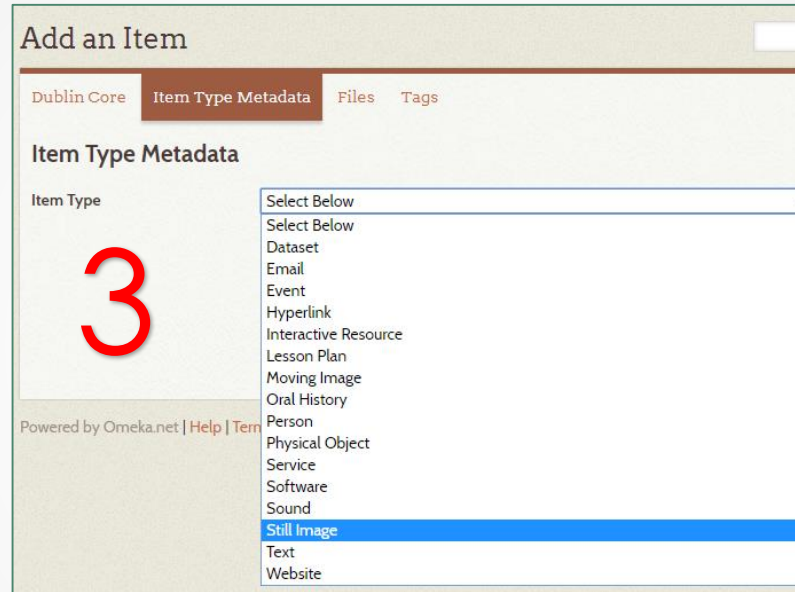
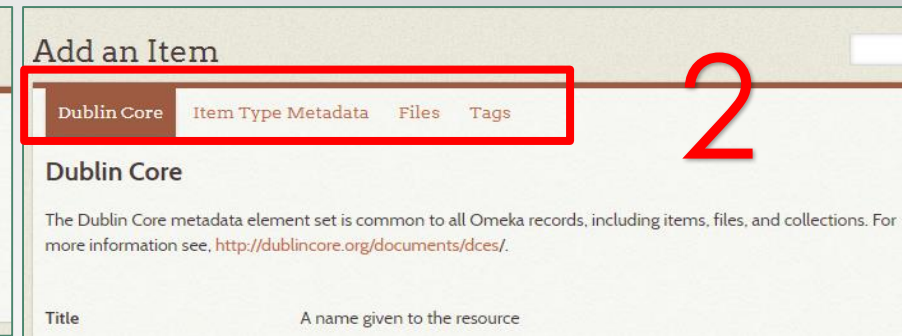
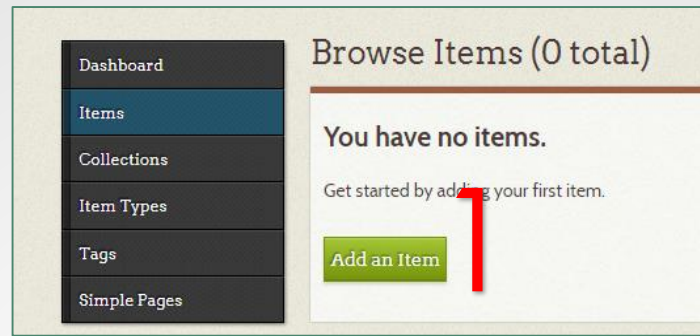


[Browse Items](#) · [Browse Collections](#) · [About](#)

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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**.



Item #1: "An Adorable Kitten"

The item "An Adorable Kitten" was successfully changed!



Dublin Core

Title	An Adorable Kitten
Subject	Animals
Description	This picture is of a young tabby kitten just 8 weeks old. The kitten features mostly grey and white striped fur with blue eyes. The exact size is unknown but estimated to be 6 inches in length weighing one pound.
Creator	The creator of the image is Pets4Homes, an organization in Wolverhampton, West Midlands in the United Kingdom.
Source	The source of the image is from the Pets4Homes website found with a simple Google search.
Publisher	[no text]
Date	11/13/17
Contributor	[no text]
Rights	[no text]
Relation	[no text]
Format	Photo
Language	British English
Type	Animals
Identifier	[no text]
Coverage	[no text]

Still Image Item Type Metadata

Original Format	Photo
Physical Dimensions	[no text]

Edit
View Public Page
Delete

Public: Yes Featured: No

Collection
No Collection

Tags

- kitten
- tabby

File Metadata

- Tabby Kitten.JPG

Output Formats

- atom
- dcmes+xml
- json
- omeka-json
- omeka+xml

Bibliographic Citation

The creator of the image is Pets4Homes, an organization in Wolverhampton, West Midlands in the United Kingdom, "An Adorable Kitten," Tutorial for Omeka.net, accessed November 13, 2017, <http://tutorial4hopedia.omeka.net/admin/items/show/1>.

*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.

TUTORIAL FOR OMEKA.NET

Browse Items Browse Collections About ▸

BROWSE ITEMS (1 TOTAL)


Browse All Browse by Tag Search Items

Sort by: [Title](#) [Creator](#) [Date Added](#) ▾

An Adorable Kitten

This picture is of a young tabby kitten just 8 weeks old. The kitten features mostly grey and white striped fur with blue eyes. The exact size is unknown but estimated to be 6 inches in length weighing one pound.

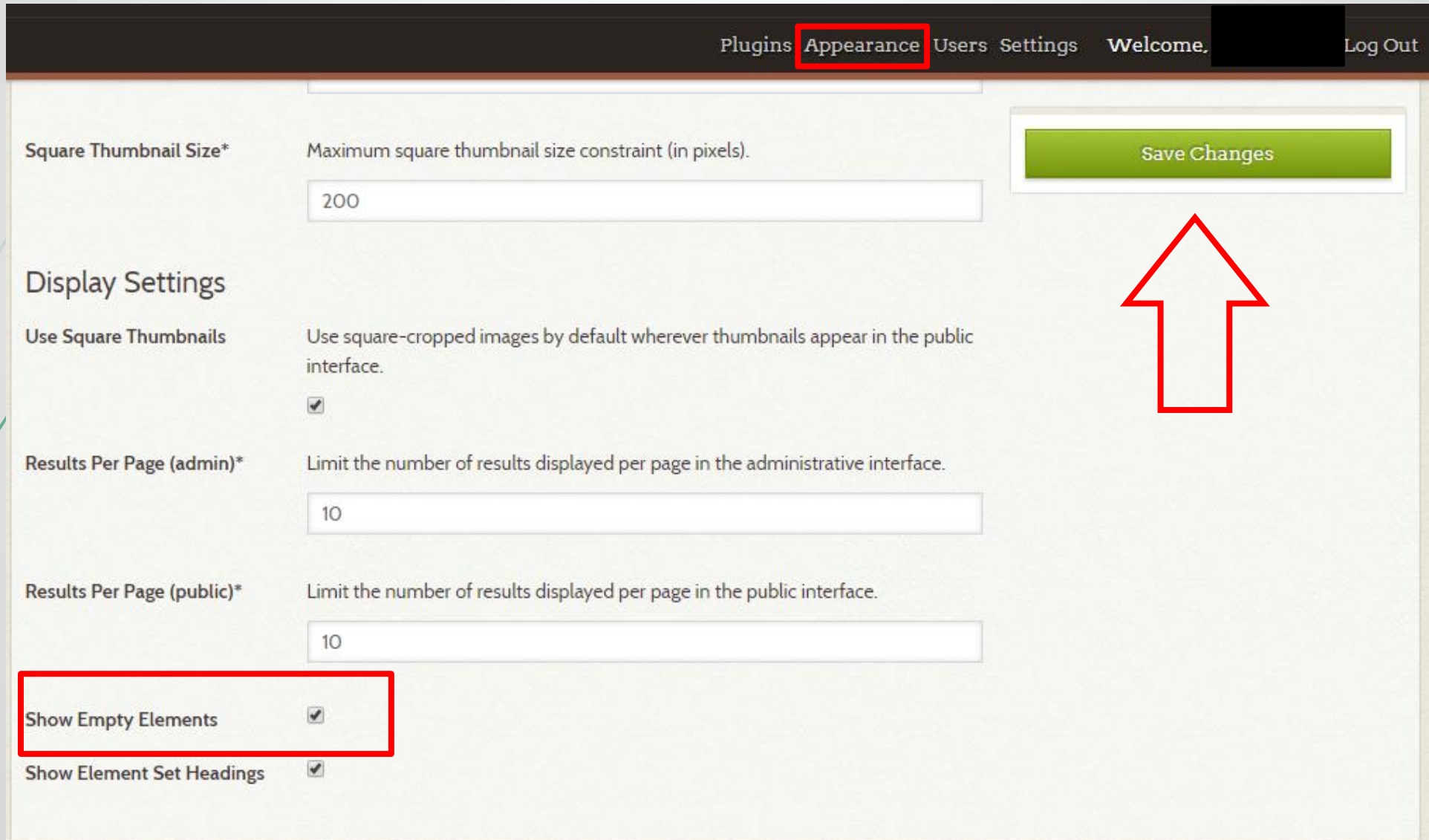
Tags: [kitten](#), [tabby](#)



Output Formats

[atom](#), [dcmes+xml](#), [json](#), [omeka-json](#), [omeka+xml](#), [rss2](#)

*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**.



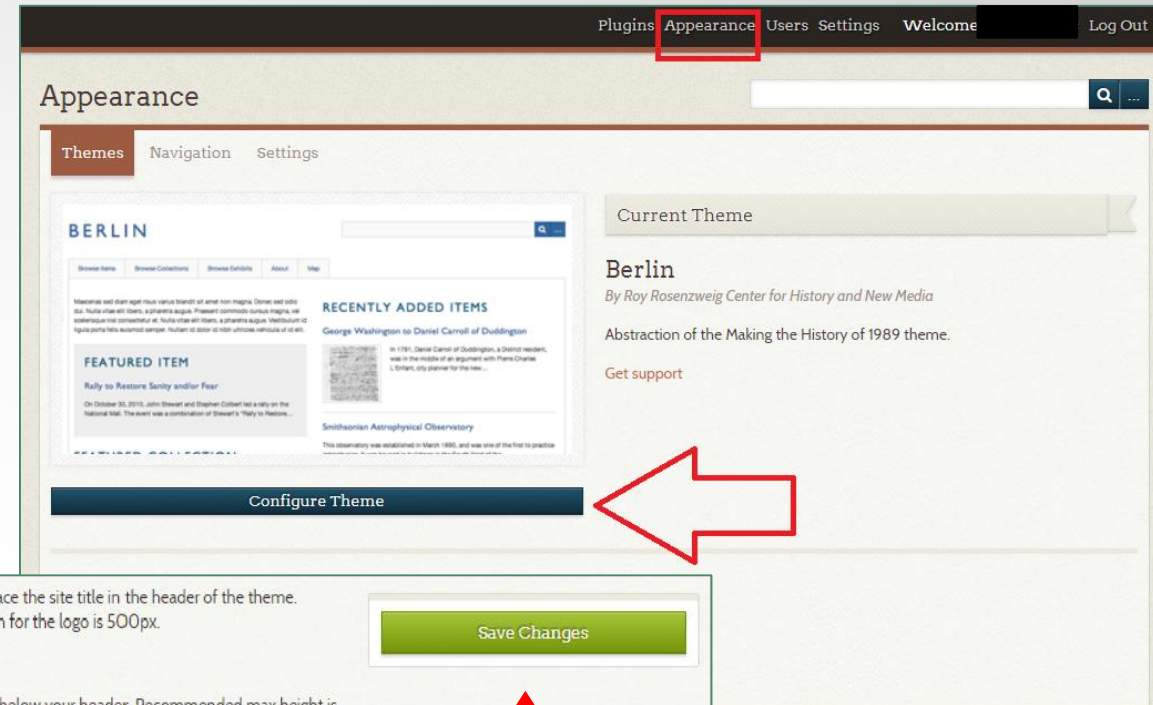
The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'Plugins', 'Appearance' (highlighted with a red box), 'Users', 'Settings', 'Welcome, [user]', and 'Log Out'. The main content area is the 'Appearance' settings page. It features several settings:

- Square Thumbnail Size***: A text input field containing '200'. Description: 'Maximum square thumbnail size constraint (in pixels).' A green 'Save Changes' button is located to the right of this field.
- Display Settings**: A section header.
- Use Square Thumbnails**: A checked checkbox. Description: 'Use square-cropped images by default wherever thumbnails appear in the public interface.'
- Results Per Page (admin)***: A text input field containing '10'. Description: 'Limit the number of results displayed per page in the administrative interface.'
- Results Per Page (public)***: A text input field containing '10'. Description: 'Limit the number of results displayed per page in the public interface.'
- Show Empty Elements**: A checked checkbox, highlighted with a red box.
- Show Element Set Headings**: A checked checkbox.

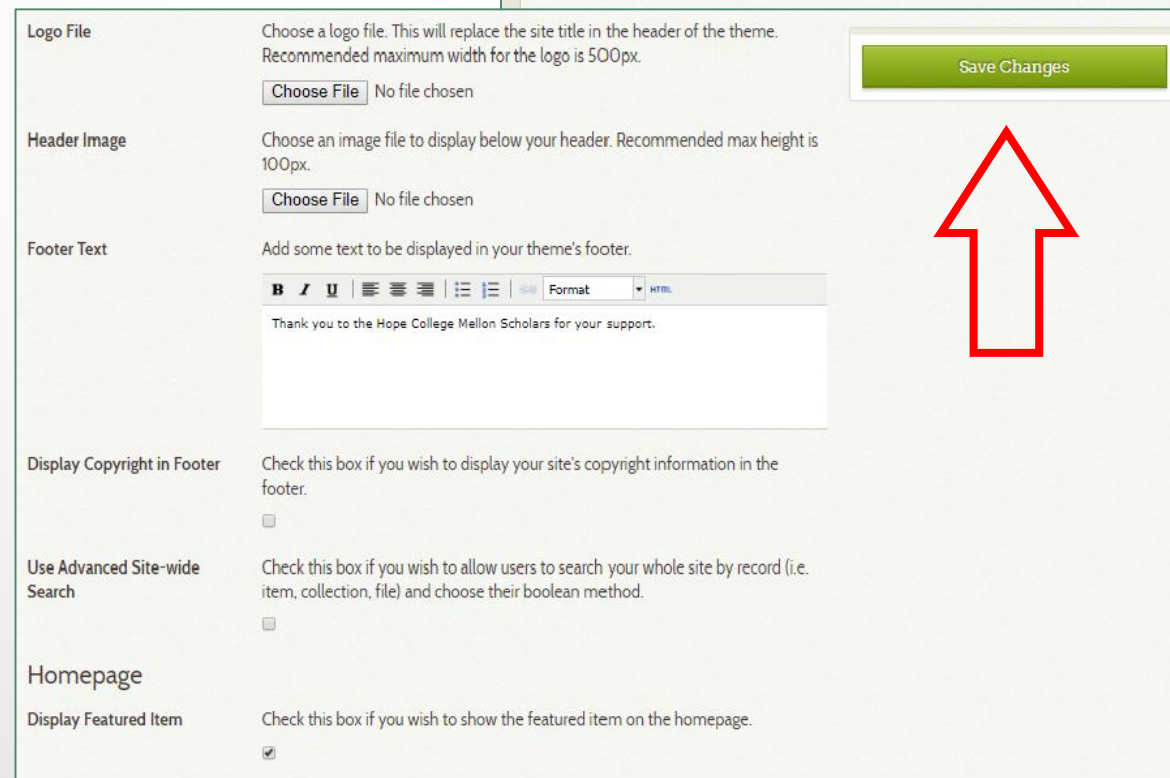
A red arrow points upwards from the bottom of the page towards the 'Save Changes' button.

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**.



The screenshot shows the WordPress 'Appearance' page. The 'Appearance' tab is highlighted in the top navigation bar. Below it, the 'Themes' sub-tab is active. A preview of the 'Berlin' theme is shown on the left, with a 'Configure Theme' button at the bottom. On the right, the 'Current Theme' section displays 'Berlin' by Roy Rosenzweig Center for History and New Media. A red arrow points to the 'Configure Theme' button.



The screenshot shows the 'Configure Theme' form for the Berlin theme. It includes the following sections:

- Logo File:** Choose a logo file. This will replace the site title in the header of the theme. Recommended maximum width for the logo is 500px. No file chosen
- Header Image:** Choose an image file to display below your header. Recommended max height is 100px. No file chosen
- Footer Text:** Add some text to be displayed in your theme's footer.

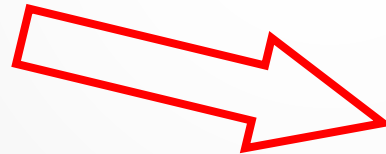
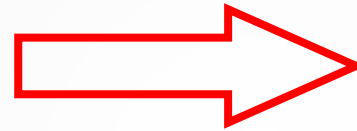
B *I* U | Format HTML

Thank you to the Hope College Mellon Scholars for your support.
- Display Copyright in Footer:** Check this box if you wish to display your site's copyright information in the footer.
- Use Advanced Site-wide Search:** Check this box if you wish to allow users to search your whole site by record (i.e. item, collection, file) and choose their boolean method.
- Homepage:**
- Display Featured Item:** Check this box if you wish to show the featured item on the homepage.

A green 'Save Changes' button is located at the top right of the form. A red arrow points to this button.

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.



Hope COLLEGE

Browse Items | Browse Collections | About

My homepage is very simple because this is a site specifically to make a tutorial for using the Free Trial version of Omeka.net. Most homepages should have information about you, the creator, and the purpose for your site. Including how to navigate your site and what visitors can expect to find on your site is also important to include on a homepage.

RECENTLY ADDED ITEMS

An Adorable Kitten

This picture is of a young tabby kitten just 3 weeks old. The kitten features mostly gray and white striped fur with blue eyes. The exact size is...

FEATURED ITEM

No featured items are available.

FEATURED COLLECTION

No featured collections are available.

[View All Items](#)

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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