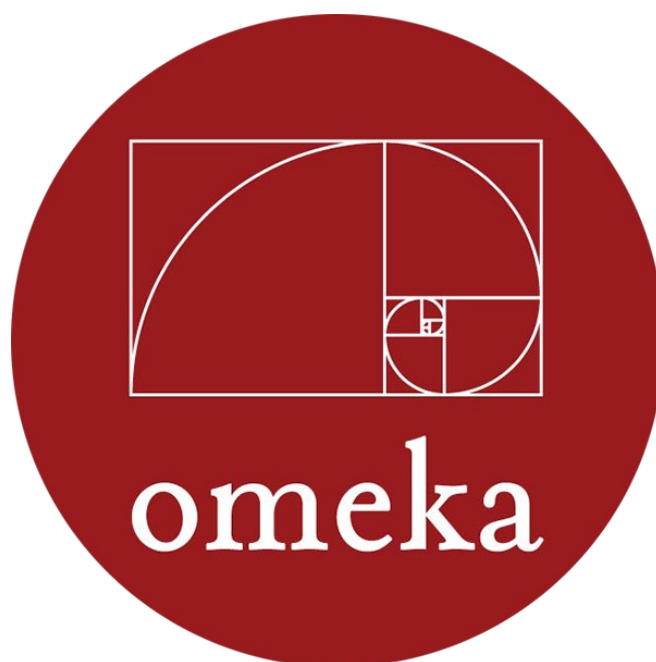


# DIGITAL ORGANIZATION: OMEKA



Omeka.net is a web-publishing platform that allows anyone with an account to create a website to display collections and research. It is great for sharing collections, gathering stories, building exhibits, and more. Omeka.net is an online platform with no server requirements, whereas the downloadable Omeka (from [omeka.org](http://omeka.org)) requires a server. Omeka.net is used by archivists, librarians, museum professionals, genealogists, and more.

# GETTING STARTED

## Signing Up with Omeka

To begin using Omeka.net, you will need to create an Omeka account. To get started, Omeka offers a free Basic plan. The Basic plan includes 500 MB of storage, 1 site, 15 plugins, and 5 themes. There are options to upgrade for more storage and features.

Plus	Silver	Gold	Platinum
\$49.00/year FOR INDIVIDUAL USERS.	\$99.00/year BEST FOR MOST USERS.	\$299.00/year FOR TEAMS AND GROUPS.	\$999.00/year FOR INSTITUTIONS.
1 GB Storage	2 GB Storage	5 GB Storage	25 GB Storage
2 Sites	5 Sites	10 Sites	Unlimited Sites
21 Plugins ?	28 Plugins ?	Unlimited Plugins ?	Unlimited Plugins ?
Unlimited Themes ?	Unlimited Themes ?	Unlimited Themes ?	Unlimited Themes ?
<a href="#">Choose</a>	<a href="#">Choose</a>	<a href="#">Choose</a>	<a href="#">Choose</a>
Try the free Basic plan with 500 MB of storage, 1 site, 15 plugins, and 5 themes. <a href="#">Choose</a>			If you need more than the Platinum plan's 25GB of storage, please contact us for a custom plan.

## Dashboard

Dashboard

Your account was activated successfully!

You currently have the **Basic** plan, using 0 of 1 sites and 0 MB of 500 MB of storage space. [Go to My Account](#)

[Add a Site](#)

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Dashboard

You currently have the **Basic** plan, using 1 of 1 sites and 0 MB of 500 MB of storage space. [Go to My Account](#)

Site	Your Role	Storage Used	Delete
<a href="#">epipatron1.omeka.net</a> <a href="#">View Site</a>   <a href="#">Manage Site</a>	Owner	0 MB	<a href="#">Delete</a>

The **Dashboard** is where you manage your account and your sites. If you are new to the **Dashboard**, there should be no site listed and there is an icon on the right to “**Add a Site.**” Selecting “**Add a Site**” will bring you to the page to create a site and give it a name. A site must be created before you can add items or collections. The **Dashboard** will then show you the sites linked to your account, the storage used, and options to manage or delete the site.

## Manage Site

Selecting “**Manage Site**” from your **Dashboard** will bring you to your sites managing page. The management site will be divided using the menu on the left into **Dashboard**, **Items**, **Collections**, **Item Types**, and **Tags**. Depending on the **Plugins** you have installed (which we will talk about later), the management page might provide additional sections.

Options to add **Plugins**, change **Appearance**, add **Users**, and adjust **Settings** are located at the top right. Clicking on your site name (top left) should open a new tab displaying your site.

Omeka.net Sites ▾

EPLPatron1

My Dashboard My Account

Plugins Appearance Users Settings Welcome, Elmhurst Patron Log Out

Dashboard

0 items 0 collections 0 tags 0 plugins Berlin theme

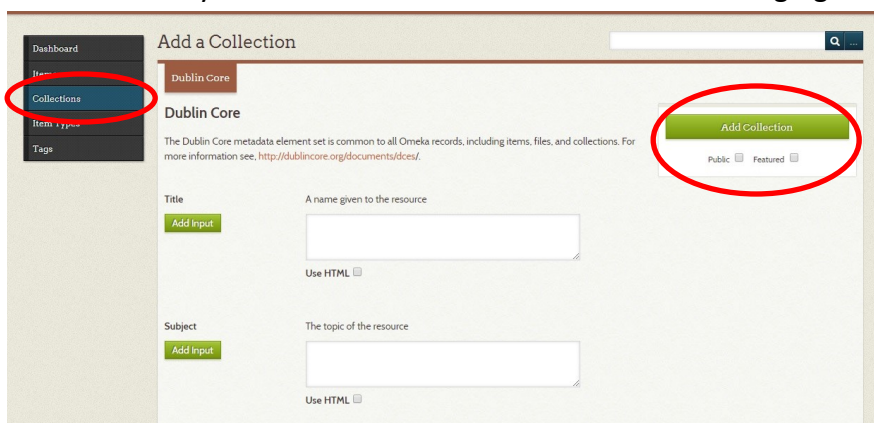
Recent Items  
Add a new item

Recent Collections  
Add a new collection

# ADDING ITEMS AND COLLECTIONS

## Add a Collection

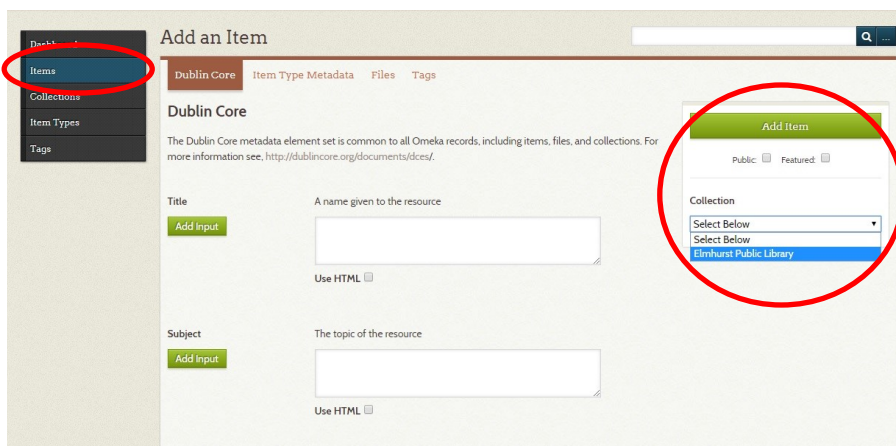
Before adding **Items** to your site, it is first recommended to create a **Collection**. A **Collection** is a group to which your items belong. An **Item** can be assigned to a **Collection** when it is being added to the site. Select “**Collection**” from the side menu and then “**Add a Collection.**” If you are adding your first collection, it should already be at the “**Add a Collection**” page. The **Collection** you create will follow the **Dublin Core** cataloging system, and will ask for additional information beyond a title for your **Collection**. Dublin Core is used to create digital library card catalogs for the Web, using 15 metadata (data that describes data) elements. You can add as much or as little metadata as you wish. Click “**Add Collection**” to create. Metadata can be edited later.



For more about Dublin Core, visit [omeka.org/codex/Working\\_with\\_Dublin\\_Core](http://omeka.org/codex/Working_with_Dublin_Core)  
Or [dublincore.org/documents/dces/](http://dublincore.org/documents/dces/)

## Add an Item

Once you’ve created a **Collection**, you can begin creating and uploading **Items**. **Items** are digital versions of information you collect, like a scanned census record or family portrait. To begin, select “**Items**” from the side menu, and then select “**Add an Item.**” Similar to adding a **Collection**, the **Item** will be using Dublin Core, but also has links to the **Item Type Metadata**, **Files** and **Tags** information. **Item Type Metadata** allows you to indicate what type of digital file your item is and input additional metadata for the file type. For instance, *Still*

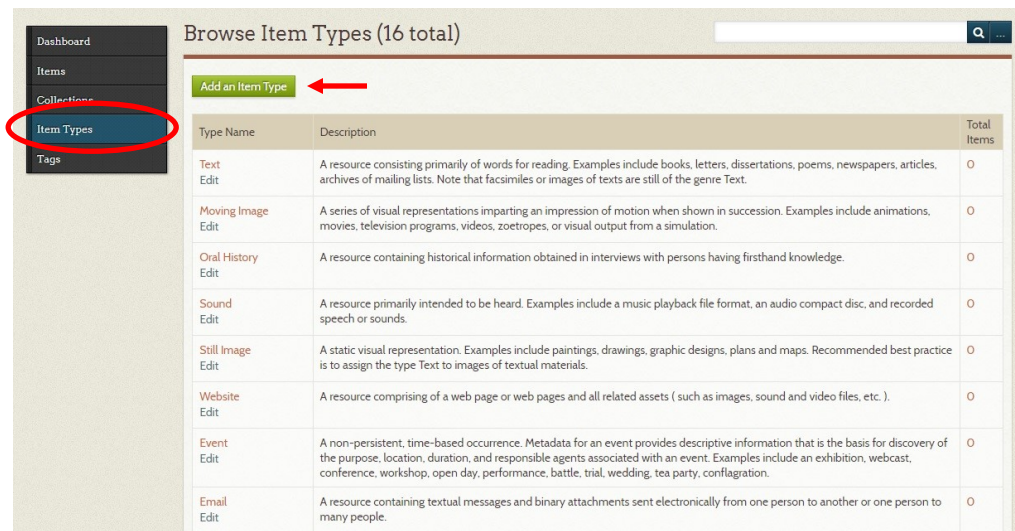
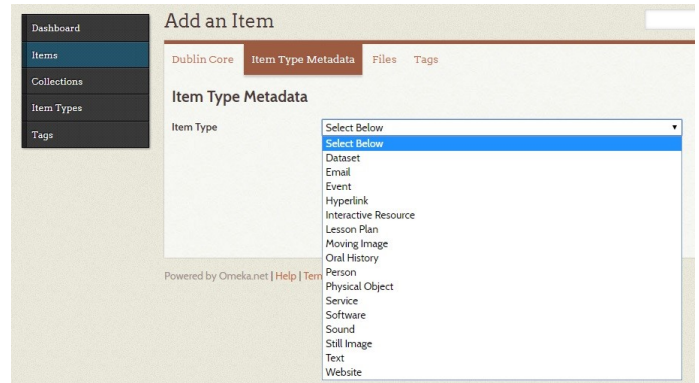


*Image* asks for original format and dimensions. The **Files** page allows you to upload your file(s) by clicking “**Choose file.**” There can be multiple files uploaded per **Item**. **Tags** allows you to add keyword terms to your **Item**. This will help make your **Item** and site more searchable. Lastly, select a **Collection** to add it to, then click “**Add Item.**”

# ITEM TYPES AND TAGS

## More about Item Type

While adding an *Item*, *Item Type Metadata* is one of the sections that needs to be completed. When on the *Item Type Metadata* page, there will be a drop down menu to choose from. Once you've selected your *Item Type*, there will be metadata textboxes for you to fill out. Also, on the side menu is a section for *Item Types*. This will provide you a full list of *Item Types* and their description. There is also an option to add your own *Item Type* that is unique to your research by selecting "*Add an Item Type*."



## More about Tags

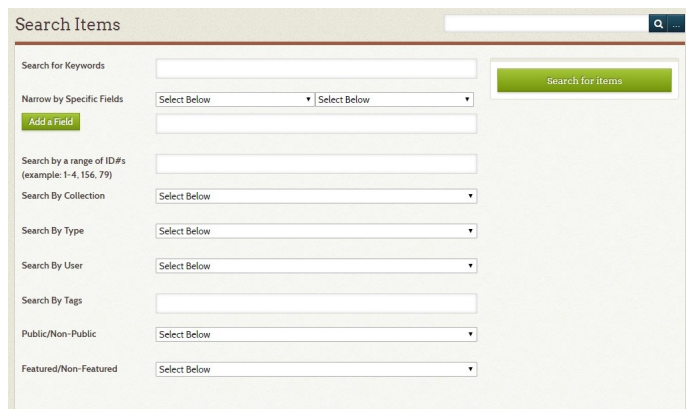
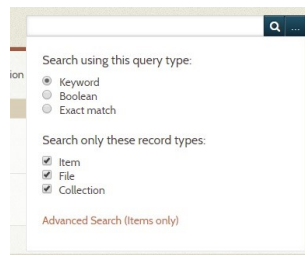
When adding an *Item*, the *Item* can be "tagged" with keywords, or *Tags*. This makes your *Items* more searchable within your site. The more *Tags* you are able to give an *Item*, the better. For instance, if you have a census record for Abraham Lincoln, you would want to tag it with "Abraham," "Lincoln," "Census," etc. All of your tags can be seen from the *Tags* section from the side menu. Clicking on the number will show you the items associated with that tag.



# SEARCHING AND APPEARANCE

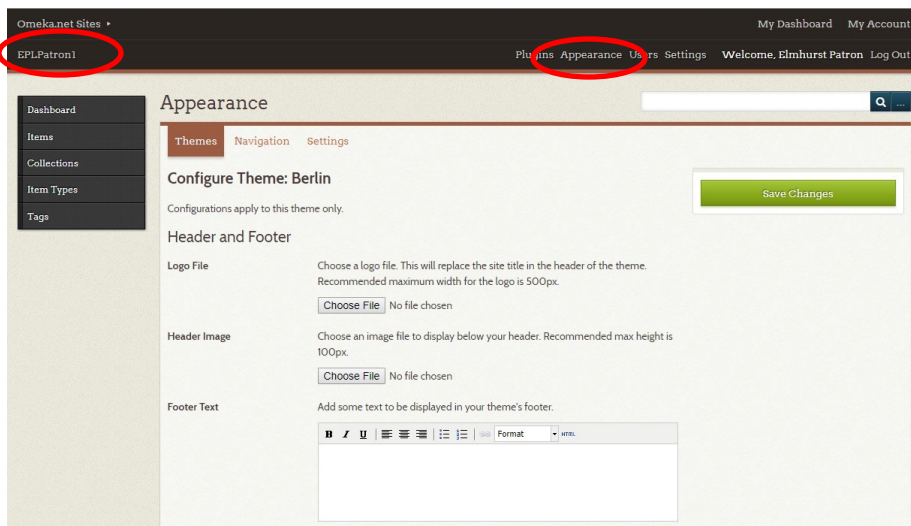
## Browsing and Searching

One of the greatest features of Omeka is the easy to use **Search** features. This makes all your items easy to locate and accessible. Simply selecting the **Items**, **Collection**, or **Tags** section from the side menu will allow you to browse through your items. There is also a **Search Bar** near the top right for you to search across all *Items* and *Collections*. You can adjust your search accordingly. There is also an **Advance Search** function that only searches *Items*. The *Advance Search* options allow you to search as broad or as specific as you need.



## Appearance

Your site can be customized to add a Logo, Header image, color scheme, and more. To change these settings, select "**Appearance**" from the top menu. The *Appearance* settings are divided into **Themes**, **Navigation**, and **Settings**. The *Theme* is the general layout and color scheme of your site. You can choose the *Theme* from the menu and then select "**Configure Theme**." This will allow you to change the color scheme (if applicable), upload a Logo file and Header image, and more.



**Navigation** allows you to turn the browsing features on and off for your site. You can enable browsing only for *Items* and not for *Collections*, and vice versa. **Settings** allows you to customize how thumbnails and pictures are displayed and more.

To view the way your site looks, select your site's name in the upper left corner. *Items* or *Collections* not made public won't appear to other viewers.

# PLUGINS AND EXHIBITS

## Plugins

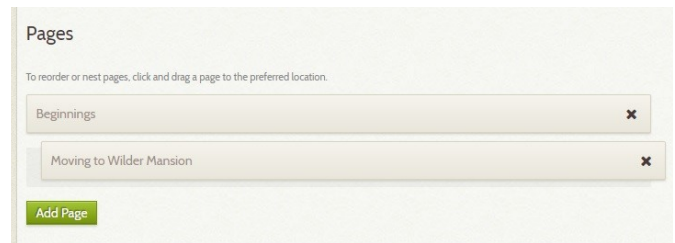
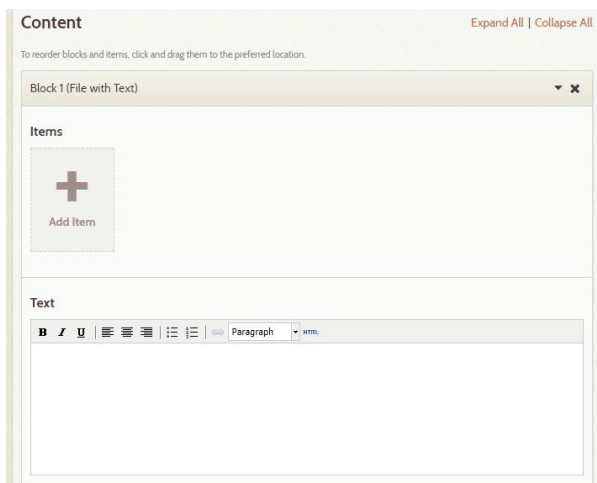
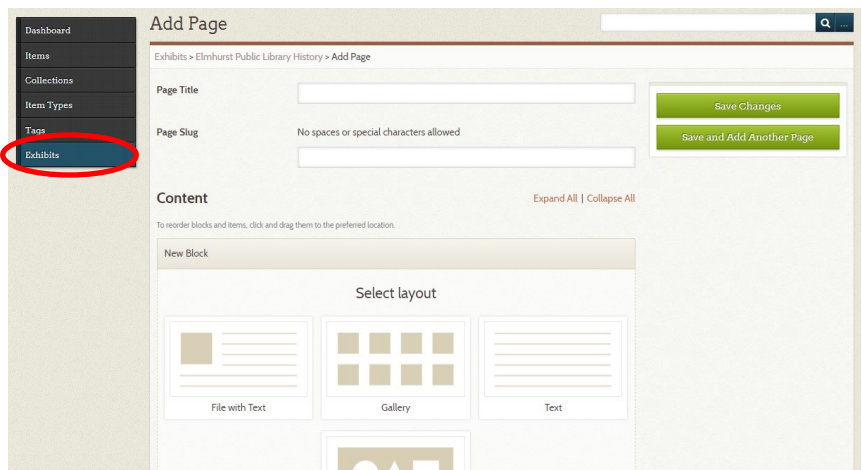
Plugins are additional features you can install to your Omeka account to increase functionality. The Basic Plan offers 15 plugins, but we will be focusing on **Exhibit Builder** today.

## Exhibit Builder

Once you've add all your *Items* and *Collections*, you can install the **Exhibit Builder** plugin so you can organize your items into an exhibit or story. After installing **Exhibit Builder**, a section for **Exhibits** will appear on your side menu. When in **Exhibits**, select **"Add Exhibit."** You will then be asked to enter the **Exhibit Metadata**: title, description, tags, etc. The **Slug** is the URL address for your exhibit page. For example, if I chose "exhibit1" for my slug, the URL would be *ep patrons1.omeka.net/exhibit1*. There is also an option to chose a **Theme** for your *Exhibit*.

## Adding Pages

Your *Exhibit* will be made up of **Pages**, which act as sections to your *Exhibit*. At the bottom of the *Exhibit Metadata* page is a button to **"Add Page."** You will then give it a **Page Title** and **Page Slug**. You will also be asked to chose a layout for your **Content Block**. You will then fill out the *Content Block* accordingly, either by typing or pasting text into a text box or by adding an *Item* or *Items* from your *Collection(s)*.



After adding pages, the order of the pages can be rearranged by clicking and dragging. A page can also be made into a **Subpage** by clicking and dragging it inward until it become indented. Once done, click on your site name in the upper left to view, and switch your *Exhibit*, *Items*, and *Collections* to **Public** if desired.