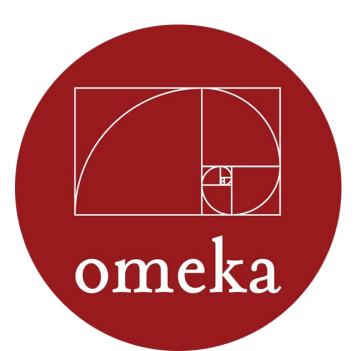
# **DIGITAL ORGANIZATION: OMEKA**



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) requires a server. Omeka.net is used by archivist, librarians, museum professionals, genealogists, and more.



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# **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
Choose	Choose	Choose	Choose
Try the free Basic plan with site, 15 plugins, and 5 ther		25GB of storage, pl	an the Platinum plan's ease contact us for a m plan.

## Dashboard

Your account was activated succe	essfully!		
ou currently have the <b>Basic</b> plan, using <b>0</b> of so to My Account	f 1 sites and <b>0 MB</b> of 500 MB of s	storage space.	Add a Site
You currently have the <b>Basic</b> plan, using <b>1</b> o	f 1 sites and <b>0 MB</b> of 500 MB of	storage space.	
Dashboard You currently have the <b>Basic</b> plan, using 1 o Go to My Account Site	f 1 sites and <b>0 MB</b> of 500 MB of Your Role	storage space. Storage Used	Delete

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 ►				My Dashboard My Accou
EPLPatron1			Plugins Appearance Users Settings	Velcome, Elmhurst Patron Log C
Dashboard	Dashboard			٩
Items				
Collections		0 0	0 0 Berlin	
Item Types		items collections	tags plugins theme	
Tags	Recent Items		Recent Collections	
	Add a new item		Add a new collection	



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# **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.

Add a Collection		۹
Dublin Core		
Dublin Core		Add Collection
		Public E Featured
Title	A name given to the resource	$\smile$
Add Input		
	Use HTML	
Subject	The topic of the resource	
Add Input		
	Use HTML	
	Dublin Core Dublin Core more information see, http://du Title Add Input	Dublin Core         Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, http://dublincore.org/documentu/docs/.         Title       A name given to the resource         Add Input       Use HTTML         Subject       The topic of the resource         Add Input       Income common control of the resource

For more about Dublin Core, visit omeka.org/codex/Working\_with\_Dublin\_Core Or 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* 

Darkter	Add an Item		Q
items Collections Item Types Tags	Dublin Core The Dublin Core metad more information see, h Title	n Type Metadata Files Tags ata element set is common to all Omeka records, including items, files, and collections. For ttp://dublincore.org/documents/dces/. A name given to the resource	Add Item Public - Featured - Collection
	Add Input Subject Add Input	Use HTML  The topic of the resource Use HTML  Use HTML	Select Below Select Below Elmhurst Public Library

*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

Dashboard	Add an Item	
Items	Dublin Core Item Type M	etadata Files Tags
Collections Item Types	Item Type Metadata	
	Item Type	Select Below
Tags		Select Below
		Dataset
		Email
		Event
		Hyperlink
		Interactive Resource
		Lesson Plan
		Moving Image
		Oral History
	Powered by Omeka.net   Help   Ten	Person
		Physical Object Service
		Software
		Sound
		Still Image
		Text
		Website

"Add an Item Type." Q .. Browse Item Types (16 total) Add an Item Type Total Item Types Description Type Name A resource consisting primarily of words for reading, Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text. Text 0 Edit A series of visual representations imparting an impression of motion when shown in succession. Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation. Moving Image 0 Oral History A resource containing historical information obtained in interviews with persons having firsthand knowledge 0 Edit 0 A resource primarily intended to be heard. Examples include a music playback file format, an audio compact disc, and recorded Sound Edit speech or sounds. Still Image A static visual representation. Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice 0 is to assign the type Text to images of textual materials. A resource comprising of a web page or web pages and all related assets ( such as images, sound and video files, etc. ). 0 Website Edit A non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event. Examples include an exhibition, webcast, conference, workshop, open day, performance. Battle, tail, wedding tae party, conflagration. Event Edit Email Edit A resource containing textual messages and binary attachments sent electronically from one person to another or one person to many people

### 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.

earch Items				
arch for Keywords				Search for items
ow by Specific Fields	Select Below	▼ Select Below	•	
d a Field				
rch by a range of ID#s mple: 1-4, 156, 79)				
ch By Collection	Select Below		•	
rch By Type	Select Below		•	
rch By User	Select Below		•	
rch By Tags				
lic/Non-Public	Select Below		•	
tured/Non-Featured	Select Below		•	

Q ...

Search using this query type

Search only these record types

Advanced Search (Items only)

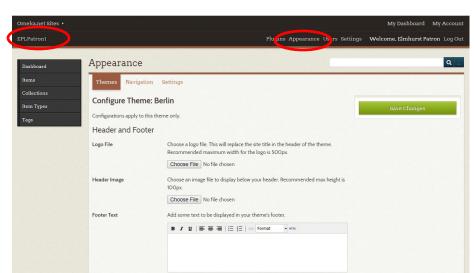
Keyword
 Boolean
 Exact match

Item
 File
 Collection

ion

### 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.

### 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)*.

Content	Expand All   Collapse A
o reorder blocks and items, click and drag them to the preferred location.	
Block 1 (File with Text)	~ x
Items	
+	
Add Item	
Text	
B <i>I</i> <u>U</u>   ≣ ≡ ≡   Ξ <u>i</u> Ξ   ∞ Paragraph + xmm.	

#### **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 *eplpatron1.omeka.net/exhibit1*. There is also an option to chose a *Theme* for your *Exhibit*.

Exhibits > Elmhurst Public Lib	rary History > Add Page	
Page Title		Save Changes
Page Slug	No spaces or special characters allowed	Save and Add Another F
Content	Expand All   Collapse All	
To reorder blocks and items, click an New Block	d drag them to the preferred location.	
	Select layout	
File with Text	Gallery Text	
Pages		
	es, click and drag a page to the preferred location.	
To reorder or nest pag		

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.

Add Page

