Omeka.net User Guide for Students

Table of Contents

Overview
Use Case: Students

Create a digital essay that draws on an annotated collection of primary sources.

See What Others Have Built

- Artists, Patrons, and Japanese Art, student project from course on Asian art and architecture

Steps for creating a site:

- Sign up for a free account. Choose a domain name that reflects the topic of your research, so that others interested in this topic can better find you on the web.
- Invite classmates to collaborate and help manage the website by becoming administrative users.
- Choose and configure a design theme. Add a header image, and think about ways to customize the navigation or display of Dublin Core fields (all can be edited later) for item record pages.
- Install plugins that you will be using for this site, such as the Exhibit Builder and Simple Pages.
- Plan which sources and files you want to include in the site, and gather any bibliographic or descriptive data together for uploading.
- Upload sources and files to build the website's "archive."
- Tag items as you add them if you want to make connections between different sources or organize items by themes. Once added, tags may be edited or deleted.
- Display document files, like PDFs, in the Google DocsViewer.
- Write an essay about your sources using the Exhibit Builder or by creating a Simple Page.

Step-by-Step Instructions
Sign Up and Choose a Plan

Signing up for an account is as easy as clicking the Sign Up button and completing the available form.

1. Choose a Plan:

Omeka.net offers 5 different plans to choose from. Please note that you must sign up for a free account to be a user/collaborator on any Omeka.net website.

Basic (free): 500 MB storage; 1 site; 10 plugins (COinS, CSV Import, DocsViewer, Exhibit Builder, Library of Congress Suggest, OAI-PMH Harvester, Reports, SharedShelfLink, Simple Pages, Social Bookmarking); 4 themes (Berlin, Minimalist, Season, Rhythm).

Plus ($49/year): 1 GB storage; 2 sites; 17 plugins (COinS, CSV Import, DocsViewer, Exhibit Builder, Google Analytics, Hide Elements, Item Order, Library of Congress Suggest, OAI-PMH Harvester, Omeka API Import, PDF Text, Reports, SharedShelfLink, Simple Contact Form, Simple Pages, Simple Vocab, Social Bookmarking); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Santa Fe).

Silver ($99/year): 2 GB storage; 5 sites; 23 plugins (COinS, Carousel Short Codes, Contribution, CSS Editor, CSV Import, DocsViewer, Exhibit Builder, Geolocation, Google Analytics, Hide Elements, HTML5 Media, Item Order, Library of Congress Suggest, OAI-PMH Harvester, Omeka API Import, PDF Text, Reports, SharedShelfLink, Simple Contact Form, Simple Pages, Simple Vocab, Social Bookmarking, Web Services Short Codes); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Santa Fe).

Gold ($299/year): 5 GB storage; 10 sites; unlimited plugins (all plugins currently available for Omeka.net plus additional plugins added in the future); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Santa Fe).

Platinum ($999/year): 25 GB storage; unlimited sites; unlimited plugins (all currently available for Omeka.net plus additional plugins added in the future); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Santa Fe).

2. Create an Account

- To sign up for an account, choose a plan (everyone may sign up for one free plan) and fill in the form.
- Choose a username and password (more than 6 characters), and fill in your name and email address.
- You must also agree to the Omeka.net terms of service Please write down your username and password.
- Click the Sign Up button.

3. Activate Your Account and Payment

- After clicking the Sign Up button, you will receive a confirmation email, sent to the address you provide in the sign up form, with a link that you must click to activate your Omeka.net account. ***Only click the link once**. If you click the link more than once from the activation email, you will be told "No activation exists for the given key." If that happens, please go to the login page and try your username and password.
- Follow the link to activate your account and you will be directed to a page that confirms the price of the plan you designated in the sign up form. To purchase that plan, click the link to Google Checkout. All transactions are handled through Google Checkout. All sales are final. Plan prices are for one year cycles. **There are no partial-year prices or pro-rated fees when upgrading.**
- To ensure that there are no gaps in your service, choose the auto-renew option in Google Checkout for all paid plans.

- If you change your mind about plans, do not proceed to Google Checkout. **There are no refunds**. Simply go to My Account to upgrade to a different plan. Or, keep the free basic plan. You may also upgrade a plan at any time, but there is no pro-rating.
- Processing from Google Checkout may take 30 minutes or longer.

4. Logging into your Omeka.net Site

- Once an account is created, you may access your Omeka.net account and website(s) from any web browser. Login with the username and password you created from http://omeka.net. Or, navigate directly your new website (http://yourwebsite.omeka.net/admin).

Using your Omeka.net Site

See the [Managing Websites and Account](#) section of Help.

Add Items

Archive of Items

To start building an Omeka site, a user first needs to add some content building blocks called items.

An Item contains metadata, or descriptive data about that specific things, based on the Dublin Core Metadata Initiative. Items can belong to a collection, be tagged with many keywords, and used in multiple exhibits.

For more information on Working with Dublin Core, see:
http://omeka.org/codex/Working_with_Dublin_Core

[Watch this Screencast on Building an Archive](#) from [Omeka](#) on [Vimeo](#) or continue reading below.

Add Items

If you wish to import items from a spreadsheet or from a OAI-PMH harvestable archive, read more about using the [CSV Import](#) and [OAI-PMH Harvester](#) plugins for batch uploading.

1. From your dashboard (yoursite.omeka.net/admin) click "Add new item to your archive."
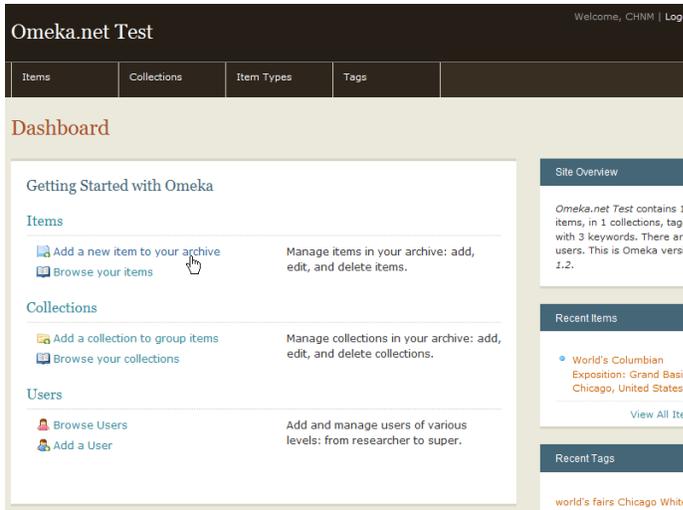
2. This takes you to the admin/items/add page where you will see a navigation bar on the left pointing you to different sections that comprise the item's metadata.
3. Fill in fields as best you can, but you are not required to fill in every fields. Click on the HTML box if you would like to style your text by adding bold face, italics, or a link; or to add formatting for the text in that field.
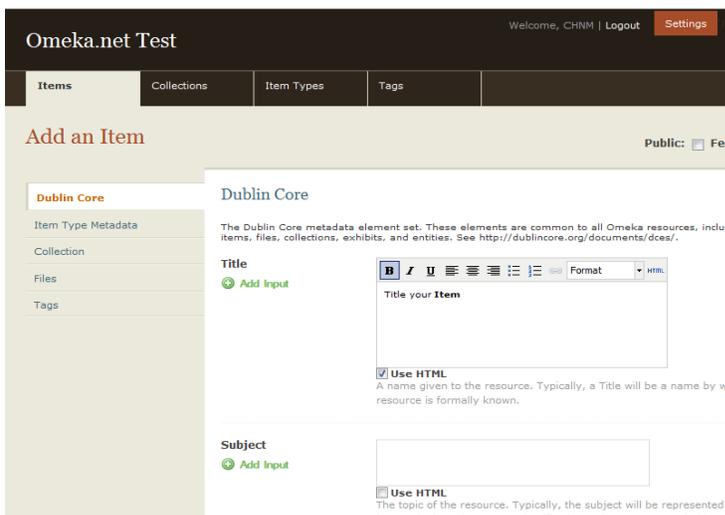
4. The first tab shows the **Dublin Core** metafields. These are available for every item in the archive. Each field can have multiple values; Simply click the "Add Input" link below each field title to add a new input for that field.
5. The **item type** section lets you choose a specific item type for the object you are adding, such as a document, still image, moving image, et al. Once you choose the type, relevant metadata fields appear for you to complete as desired. (See Manage Item Types for information about adding/editing item types.)
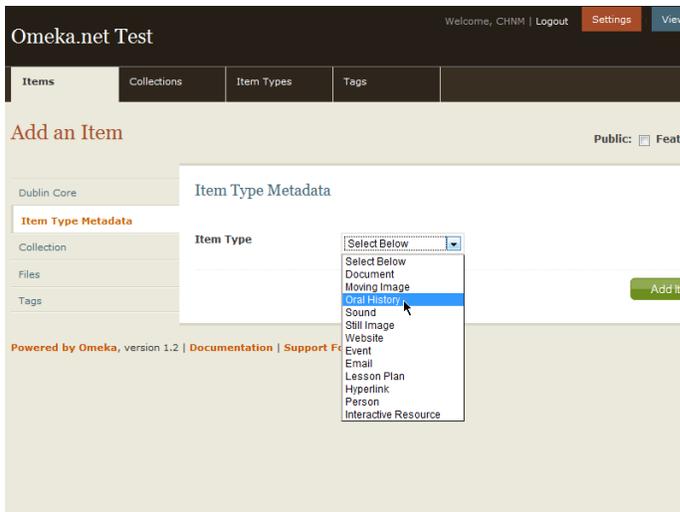
6. The **Collection** section allows you to add this item to a collection. Collections must already exist in the system before you can add an item to the collection. (See Manage Collections for information about adding/editing collections.)


7. The **Files** section lets you upload multiple files to an item. Individual file size is limited to 32mb. Clicking the "Add Another File" link will reveal another field for adding a file. You can associate any number of files to an item. Remember, file size contributes to the amount of storage space you will need for an account.

List of accepted file types

8. The **Tags** tab allows you add keyword tags to your item. Type in tags in the text box and click "Add Tags." Tags will appear in a list.
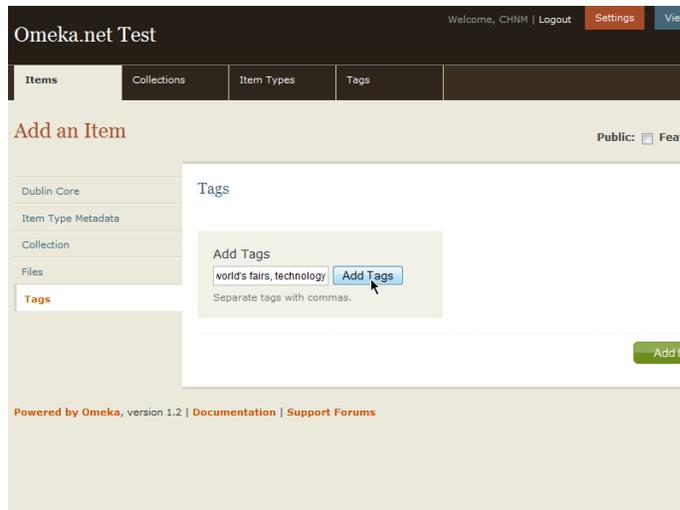
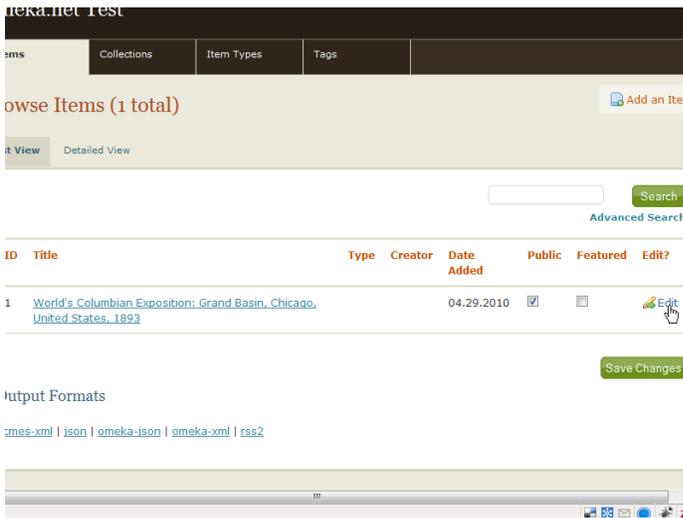9. Be sure to click the "Add Item" button to save your data.
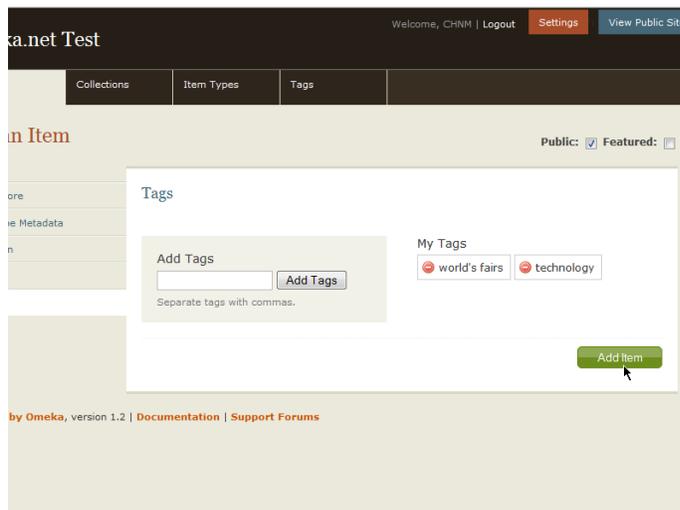
At any time, you may check the "Public and/or "Featured" boxes at the top of the item form. Featured items will rotate on your site's homepage if theme you chose has a space for featured items.

You may also change this status from the /admin/items page without needing to re-open the individual item.

Edit Items

1. Access the Items from the tab in the top navigation bar in your /admin interface (/admin/items).
2. Find the item you want to edit from the list of most recently-added items or by searching.

3. Underneath the item listing, click on the "edit" button which takes you to the /edit/item/# page.

4. You will be presented with the same interface for adding an item. Find the appropriate field to edit. Be sure to click the "save changes" button. If you do not hit save, your changes will be lost.

Batch Editing

If you wish to edit more than one item to perform the same action, use the batch edit feature.

- Click Items tab from the Dashboard or admin screen (admin/items).
- Find items that you wish to edit or delete in a batch by browsing, sorting, or searching.
- Use the check boxes to the left of an item's title to select it for batch editing, or select the box to the left of the Title heading to select all items available on that page.
- Once items are checked, the Edit Selected Item buttons turns green. Click on that button, which will open a lightbox giving you options for editing.

- You may make the following changes for each batch of selected items:
  ** Make public or un-public,
  ** Feature or un-feature,
  ** Change Item Type,
  ** Switch or associate selected items with a Collection,
  ** Add Tags to all selected items,
  ** Delete Items.
- Check the list of items to be edited or deleted in the box to the right. Un-check box to the left of items if you marked one by mistake.

Delete an Item

You can delete an item by visiting that item's edit page, and clicking the "Delete this Item" button at the bottom of the form. Deleting an item also deletes the item's files.

Output Formats

At the bottom of the admin/items page, you will find that Omeka.net offers many different output feeds for sharing data from your archive, including: dc-rdf, dcmes-xml, json, omeka-json, omeka-xml, and rss2. The Atom Ouput and OAI-PMH Repository plugins provide additional ways to export and share data.

Manage Site Settings & Users

The Settings button is located in the top right corner of your Dashboard.

Watch this tutorial on how to modify all site settings

Managing Site Settings in Omeka.net from Omeka on Vimeo.

General Settings

1. Under the General Settings tab, you may edit the fields you filled in when you installed your site and add other information, including: Administrator Email, Site Title, Site Description, Copyright Information, and the site's Authors.
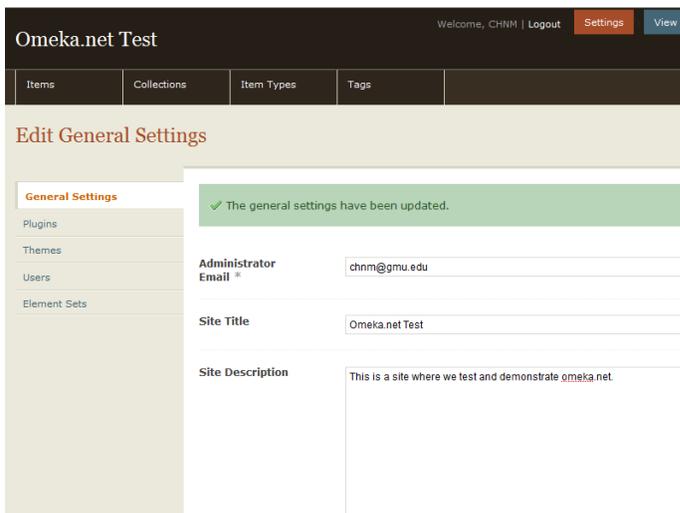
2. The "Show Empty Elements" box is left unchecked, meaning that on the public site empty metadata fields will not appear on an item page. If you would like empty fields to appear, check the box.

Users

Invite others to work on an Omeka site. The site's owner is automatically a "super" user who sets the permissions for other users/collaborators.
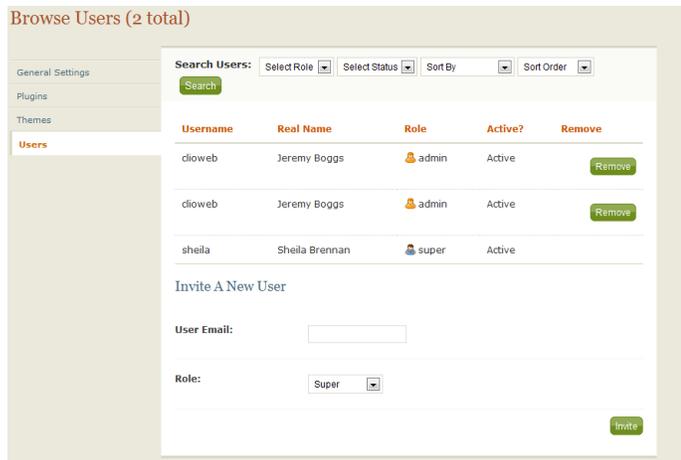
Enter the email address of the person you wish to invite to collaborate with on your website, and choose what level of permissions, or access, she/he will have to this website.

Please note: if you own a website and downgrade your own permissions to test them (ie., change "super" to "contributor"), you will no longer have access to the Settings panel to manage user permissions. The best way to test is with a friend or by using a secondary email address and username for yourself.

- Super users can access all available pages in the admin, and manage the site's settings, including: adding and deleting users; changing themes; managing plugins.
- Administrator users can access all pages in the admin except those under the "Setting" tab.
- Contributor users can add, edit, and delete Items, Collections, Item Types, and Tags that they contribute. They may also create exhibits using all items in the archive.
- Researcher users can see all of the Items, Collections, and Item Types pages, but cannot edit.

If the invited user does not have an Omeka.net account, they will be directed to the sign up page where they can get a free basic account to work on this website.

Deleting Users
As the site's owner/super user, you may delete users from your site by clicking the "Remove" button to the right of her/his name. That user will no longer have permission to access the administrative backend of the website. Removing users from your site does not delete the user from the Omeka.net service, or effect work they are doing on other omeka.net websites.

Manage Themes and Plugins

Manage the site's themes and plugins by clicking the Settings button in the top right corner of your

Dashboard.

Watch this screencast and learn more about modifying all site settings

Note: Plugins and themes downloaded from Omeka.org will not work on Omeka.net.

Plugins

A plugin extends the basic functionality of an Omeka.net site beyond building a digital collection and archive. Each Omeka.net site comes with 4 plugins to allow you to <u>create basic web pages</u>, <u>build digital exhibits</u>, add links for web visitors to <u>connect with their social networking sites</u>, and to make your data <u>readable by bibliographic web tools</u>.

Activate and deactivate installed plugins from this panel.
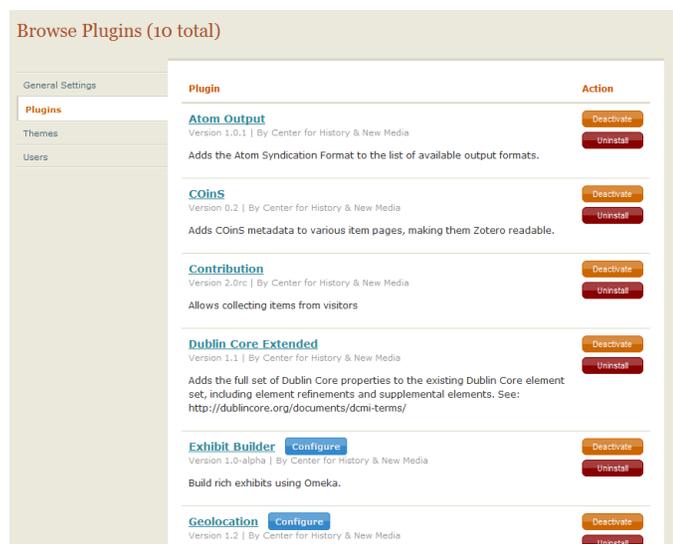
- Install – Runs the installer for the plugin and activates the plugin.
- Uninstall – Runs the uninstaller for the plugin and deletes any information in your installation related to the plugin.
- Activate – Activates plugin settings and allows you to configure a plugin when necessary.
- Deactivate – Action merely "unplugs" the plugin but does not delete any data collected while plugin was active.
- Configure – Some plugins will require additional configuration before they can work with Omeka. If this is the case, a "Configure" link will appear beside the plugin in the admin panel. Click on that link to configure the plugin as needed.

Detailed instructions for each plugin are available by clicking on the plugin's name, listed in the right column.

Themes

Themes control the public design and presentation of a website.

Choosing a theme: If you want to change the design theme from the default choice, choose from the theme options in the theme tab, and click on the button to the left of the theme's name. Click "Switch Theme" button to save your new theme choice.

Configuring a theme: Once you have settled on a theme, click the "Configure" button to change the color palette, upload logo, add text to the site's homepage, or reorder and rename the site's main navigation.

Configurations are unique for each theme and will be saved with the theme. You must configure each theme when changing designs. But if you return to the original theme, all of your initial configurations will be saved.

1. Choose a logo file. You may upload a logo file that will replace the site title in the header of the theme. Recommended maximum width for the logo is 500px.
2. Custom Header Navigation: If you want to override the default navigation in the theme header, enter a custom list in this text box. Enter your desired navigation in the following way: 'Name of Link Text | path/to/page'. Each link should be on its own line. If this field is blank, the navigation will be generated automatically.
   For example if you want the link to the Browse Items page to be called Archive and the Browse Collections page to become Collections, enter this in the text box:
   Archive | /items
   Collections | /collections
3. Display Featured Item: Check this box if you wish to show a featured item on the homepage.
4. Display Featured Collection: Check this box if you wish to show a link featuring a collection on the homepage.

5. Display Featured Exhibit: Check this box if you wish to show a link featuring an exhibit on the homepage.
6. Homepage Recent Items: Choose the number of recent items to be displayed on the homepage. These appear in the order in which they were mostly recently added to the archive.
7. Homepage Text: Add some text to be displayed on your homepage above the Featured Items. This is a good place to add a very short tagline or description of your site. Save longer explanations for an About page.
8. Display Dublin Core Fields: Choose from the Dublin Core metadata fields that you would like to display and in the order you would like to display them on the items/show page. For example, to display only the descriptions, subjects, and creators for every item in your archive, enter: 'Description, Subject, Creator'. Be sure to spell each field correctly and to separate each field term with a comma. If you misspell or do not use commas, all of the fields will display. Also, if this text box is left blank, all available fields with data will be displayed.


9. Footer Text: Add some text to be displayed in your theme's footer.This can be a good place to add credits or links to funders.
10. Display Copyright in Footer: Check this box if you wish to display your site's copyright information in the footer. Site copyright information is found in the General Settings section.
11. Click Save Changes at the bottom of of the screen to save all of your customizations.

Manage Tags

The Tags section allows you to manage the tags you and other users have created in your installation.

Browse Tags

The browse tags panel displays all the tags associated with items in your archive, weighted by frequency
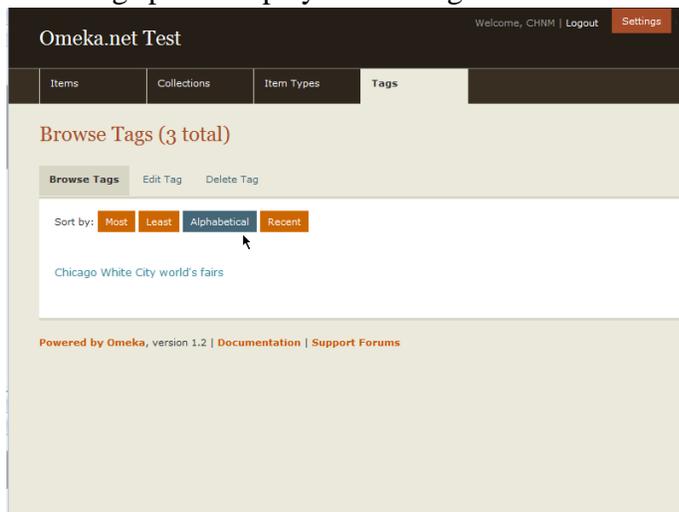
used.

You may sort all of your tags by most popular, least popular, alphabetically, or by the tags most recently added to items. Clicking on a tag will take you to the items/browse page, displaying only items tagged with the tag you clicked.

Edit a Tag

Editing a tag allows you to rename a tag across all instances that it occurs.
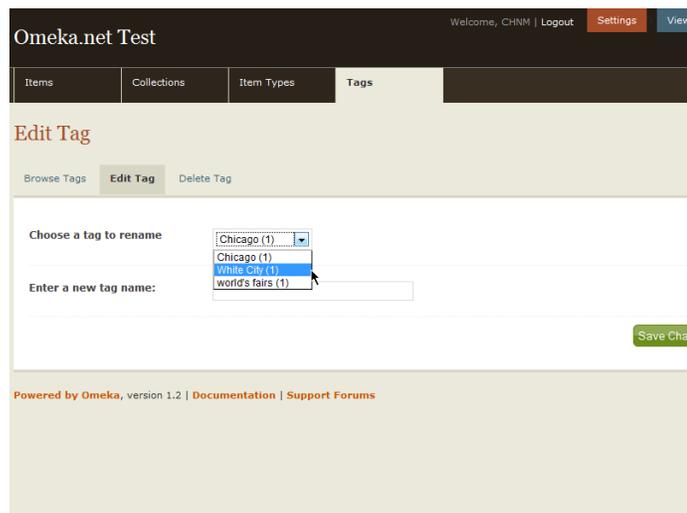
1. Choose a tag that wish to edit, and rename it in the text box below.
2. Click "Save Changes" and your tag will be saved with its new name.

Delete a Tag

Deleting a tag removes all occurrences of that tag across all items, for all users. To completely delete a tag:

1. Choose the tag you wish to delete from the select menu.
2. Click "Delete tag" button. That tag will then be permanently deleted from the installation.

Docs Viewer

This plugin is available on all plans, and embeds a Google document viewer into item show pages. PDF documents, PowerPoint presentations, TIFF files, and some Microsoft Word documents are supported.

Please keep in mind that some files may take a long time to load, and some may not load at all, depending on file size, connection speed, and other variables.

By using this service you acknowledge that you have read and agreed to the [Google Docs Viewer Terms of Service](#).

Configure Docs Viewer

1. Install plugin and click Configure.

   Admin Pages

2. Embed viewer in admin item pages?: Check whether to automatically append the document viewer to the admin item pages.
3. Viewer width, in pixels: Set the width of the document viewer, in pixels.
4. Viewer height, in pixels: Set the height of the document viewer, in pixels.

   Public Pages

5. Viewer width, in pixels: Set the width of the document viewer, in pixels.
6. Viewer height, in pixels: Set the height of the document viewer, in pixels.

Simple Pages

The Simple Pages plugin allows you to easily create web pages for your public site using a simple form. It requires no programming knowledge, and optionally allows users to add basic HTML markup. This plugin is available on all plans.

Follow instructions for installing and activating a plugin. Go to the Simple Pages tab in the navigation for the main admin panel.

On the Simple Page | Browse page, you can view, edit, and manage all of the pages you create.

Create Simple Pages

- To create a new page, click "Add Page."
- Start building the page by adding a title (required). Fill out the form as you wish. For instance, add a unique URL slug for the page. For example, "about" is the slug in the following URL: www.myomekasite.com/about
- Add any text you want to appear on the page in the designated box.
  If you want to format the text, use the buttons that appear at the top of the box to bold, italicize, underline, justify, and link words, or add bullet points. *Note, you may paste in embed codes of videos, that contain the web **object***'s, but not **iframe**s.*

- To create a hierarchy of pages, or nested page, you may choose which page acts as the "Parent." If you choose not to nest pages and want them linked on the homepage, choose Main Page (No Parent) option.
- Next you may arrange the Simple Pages you created in any order. Number the page relative to the others with the same parent page.
- You may also choose to link to this page to the primary, or main site, navigation that appears on every page in the website. *Remember: if the custom header navigation is configured in the theme, a link to this page will not appear in the primary navigation unless you also add it to your theme's configuration.*
- It is also possible to make a Simple Page the home page for your website.
- If you are ready to publish the page, click the last box on the form to make the page public and appear in the Simple Page navigation.
- Click Add Page.

Exhibit Builder

The Exhibit Builder plugin allows you to publish online exhibits and special web pages that showcase a combination of digital objects in an Omeka archive with narrative text. The Exhibit Builder is available on all plans.

All Omeka exhibits follow the same structure. Each exhibit contains sections. Each section is comprised of pages that contain an assortment of items and text. You may create as many sections and pages per exhibit as you like.

Watch this screencast to learn how to build an exhibit.

Building Exhibits in Omeka.net

Activate and Configure Exhibit Builder

- Go to the site Settings and click on the Plugins tab from the /admin panel. Find the Exhibit Builder and click "Activate."
- Once activated, click the "Configure" button.
- In this section, you may make the main Exhibits page as your homepage. You may also choose how to order the exhibits by one of the following conventions: "Date Added" (chronological order), Alphabetical, or Recent (reverse chronological order).
- Click "Save Changes."

Building an Exhibit

- Click on the Exhibits tab in the top navigation bar of the /admin panel. Click the "Add Exhibits" button on the right side. You will arrive at an Exhibit Metadata page. Fill in the empty fields as you wish.
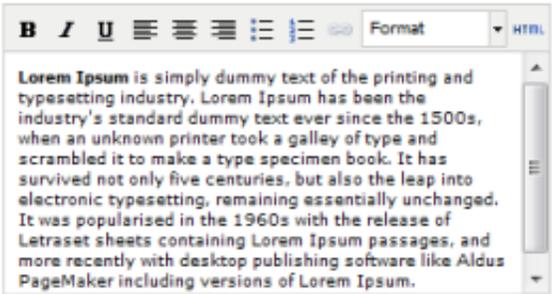

- Exhibit Slug (no spaces or special characters): This is the exhibit name as it appears in the website URL, for example, http://example.com/exhibits/show/myexhibitname
- Exhibit Credits: These will appear with description on the public site.
- Exhibit Description: An introduction to the entire exhibit that appears on the main Exhibit page on the public site.
- Exhibit Tags: Tags help associate exhibits with other items in your archive.
- Exhibit is featured: Choose whether this exhibit be featured on the main exhibit page.
- Exhibit is public/not public: If you are designing the exhibit in stages, you probably do not want to make your exhibit public. *Remember, if your exhibit is not public and you are logged in as a super or admin user, you will see the exhibit appear on your site as if it is public. Log*

out, and then look at your site.

○ Exhibit Theme: Choose an overall look for the exhibit. By default, "Current Public Theme" is selected.

> *If you want the exhibit to retain the same design theme as the rest of your site, do not choose a new theme.* If you like the look and feel of your site's current public theme, but want to add a logo and customize the exhibit, choose "default" theme in the dropdown menu. For a completely new design, choose a different exhibit theme. Anytime you choose an exhibit theme other than "Current Public Theme," your customized header from the rest of the website will not appear at the top of the page when browsing through that specific exhibit.

○ **Sections**After filling in the exhibit data, click "Add a Section."
○ Give the section a title, URL slug (optional), and an short introduction or description. (optional). Save your changes.
○ **Pages**The next step is to add pages to your section.
○ Click "Add a page," and name the page—each page must be titled. At this time you may also create a unique slug (optional).
○ Next, choose one of the 12 page layouts for presenting a combination of interpretative text and items from the archive. Click "Save Changes."

Exhibits > First Exhibit in Omeka.net > Section One > Add Page

Page Metadata
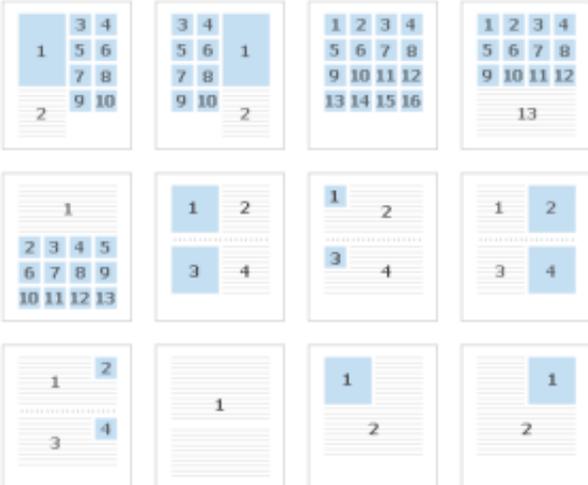
Page Title
[   ]

Page Slug (no spaces or special characters)
[   ]

Layouts

Choose a layout by selecting a thumbnail on the right.

- After choosing a layout, start adding items and text in their appropriate boxes in the template.
- To add an item, click the "Add an Item" button. A lightbox will pop up with the archive's items for browsing or searching. Once the appropriate item is found, click on the item (it will then be highlighted in blue). Then click the "Attach Selected Item" button in the bottom right of the lightbox. That item will be sent to the page template. To the right of the item is a box for writing an optional caption. To remove the item from the page, click the minus sign and the "Remove this Item" button. *Don't worry, this action does not delete the item from the archive.*
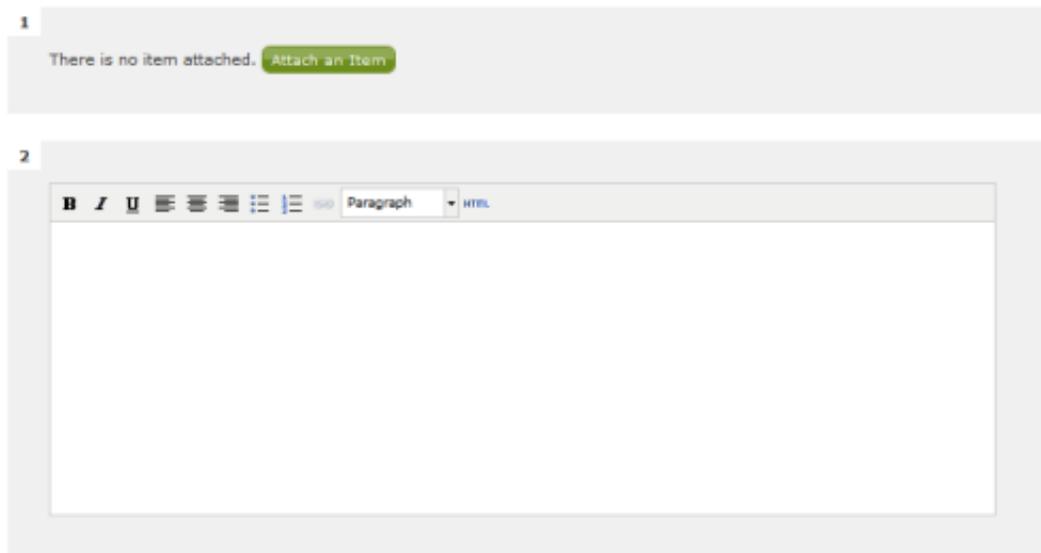
- To add text, write or paste text into the box. If you want to format the text, use the buttons that appear at the top of the box to bold, italicize, underline, justify, and link words, or add bullet points. *Note that CSS formatting in specific exhibit theme may control the appearance of this text, so the editor may not always reflect how the final page looks.*
- Before navigating away from this screen, be sure to scroll to the bottom of the page and save your work by clicking one of the two save options at the bottom of the screen. You do not need to complete the page, but please remember to save.
- "Save and Add another Page" returns you to page layouts and allows you to choose another template for the next exhibit page. "Save and Return to Section" takes you back to the exhibit section where you will find the pages you added.
- Once you are finished adding pages to a section, be sure to hit "Save and Return to Exhibit." From here you may create new sections or "Save and Finish."

Editing Exhibits

Once an exhibit, section, or page is created, it may be edited at any time.

- To edit pages, first click edit next to the appropriate exhibit, then edit the proper section to get to the pages from that section.
- When the exhibit is ready for your online visitors, be sure to check the box making it public.

Deleting Exhibits, Sections, and Pages

- Delete an Exhibit: Once created, each exhibit (including every section and page) may be deleted by clicking the "delete" button found to the right of each exhibit title in admin/exhibits.
- Delete a Section or Page: Each section an page may be deleted from the exhibits/edit page, by clicking the "delete" button under section titles and to the right of Page titles.