



## User Guide for Archivists

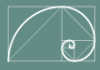
# Instructions for Building a Website in Omeka.net for Sharing Special Collections

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## Table of Contents

<b>Introduction</b>	1
Use Case: Archivists	1
<b>Step-by-Step Instructions</b>	3
Sign Up For Account	3
Manage Themes and Plugins	4
Dublin Core Extended	7
Add Items	9
CSV Import	15
OAI-PMH Harvester	18
Geolocation	21
Contribution	22
Docs Viewer	26
Exhibit Builder	27
OAI-PMH Repository	33
Manage Site Settings & Users	34
Simple Pages	36
Google Analytics, site stats	36



## Introduction

### Use Case: Archivists

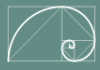
Share collections, display documents and oral histories, or create digital archives with user-generated content.

#### See what others have built

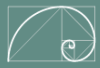
- About Deseronto (Ontario), <http://aboutdeseronto.omeka.net>
- Presidential Visits to Charlotte, University of North Carolina-Charlotte Library, <http://thepresidentcomestotown.omeka.net/>
- Robert & Monnoyer: French Botanical Artists of the 17th Century from Dumbarton Oaks: <http://robertandmonnoyer.omeka.net/>

#### Steps for creating a site:

- [Sign up for an account](#). Choose a domain name that reflects the topic of your special collections, or the library.
- [Choose a plan that suits your needs](#), by reviewing available plugins, storage options, and number of sites. Or try a basic free plan initially and upgrade later.
- Gather the sources and accompanying metadata for items you wish to share.
- [Choose and configure a design theme](#). Add an organizational logo or 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 COiNS to make records readable by bibliographic software like Zotero or [Dublin Core Extended](#) to add the full complement of DCMI fields.
- [Upload item records, including accompanying files](#) to begin building the website's browseable archive, or import items from another archive or CMS using the [CSV Import](#) or the [OAI-PMH Harvester](#).
- As you add items, map your collections if you are using the [Geolocation plugin](#), so site users may browse them on a map.
- Collect reflections, images, audio and video files to build a user-generated archive by [installing and configuring the Contribution plugin](#).
- Display files in a document reader using the [DocsViewer plugin](#).
- Create web exhibits with the uploaded sources using the [Exhibit Builder](#).
- Make your digital archive available as an OAI-PMH data set by [installing the OAI-PMH Repository plugin](#).
- Collaborate with colleagues on building and managing the website by [inviting them to become administrative users](#).
- Add a [simple page](#) to describe your site or your organization.



- Keep track of website visitation by installing the [Google Analytics](#) plugin.



## Step-by-Step Instructions

### Sign Up For Account

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

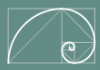
You must also sign up for a free account to be a user/collaborator on any Omeka.net website.

#### Available Plans

- Basic: 500 MB storage; 1 site; 8 plugins (Exhibit Builder, Simple Pages, Coins, Social Bookmarking, CSVImport, OAI-PMH Harvester, DocsViewer, Google Analytics); 4 themes (Berlin, Minimalist, Season, Rhythm).
- Plus: 1 GB storage; 2 sites; 10 plugins (Coins, ExhibitBuilder, SimplePages, SocialBookmarking, Contribution, SimpleContactForm, CSVImport, OAI-PMH Harvester, DocsViewer, Google Analytics); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Dark, Santa Fe).
- Silver: 2 GB storage; 5 sites; 11 plugins (Coins, ExhibitBuilder, SimplePages, SocialBookmarking, CSVImport, Contribution, SimpleContactForm, Geolocation, OAI-PMH Harvester, DocsViewer, Google Analytics); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Dark, Santa Fe).
- Gold: 5 GB storage; 10 sites; unlimited plugins (all currently available, plus additional plugins added in the future); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Dark, Santa Fe).
- Platinum: 25 GB storage; unlimited sites; unlimited plugins (all currently available plus additional plugins added in the future); unlimited themes (Berlin, Minimalist, Season, Rhythm, Emiglio, Thanks Roy, Dark, Santa Fe).

#### Sign Up Form and Process

- To sign up for an account, choose a plan (everyone may sign up for one free plan) 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.



**You have chosen the PLUS plan.**

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

Username \*

Password \*

Confirm Password \*

First Name \*

Last Name \*


Email \*

Confirm Email \*

I agree to the [Terms of Service](#) ☐



Type the two words:

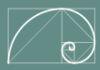


- After clicking Sign Up, you must activate the account from an email sent to the address provided the sign up form.  
\***Only click the link once.** If you click the link more than once from the activation email, you will be told “No activation exists for the given key.” If that happens, please go 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.**
- 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.
- Once an account is created, you may access your Omeka.net account and website(s) from any web browser by typing in the username and password from the omeka.net website, or by going directly your new website(s).

## 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 [create basic web pages](#), [build digital exhibits](#), add links for web visitors to [connect with their social networking sites](#), and to make your data [readable by bibliographic web tools](#).

Activate and deactivate installed plugins from this panel.

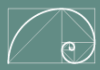
Browse Plugins (10 total)

Plugin	Action
<b>Atom Output</b> Version 1.0.1   By Center for History & New Media Adds the Atom Syndication Format to the list of available output formats.	Deactivate Uninstall
<b>COInS</b> Version 0.2   By Center for History & New Media Adds COInS metadata to various item pages, making them Zotero readable.	Deactivate Uninstall
<b>Contribution</b> Version 2.0rc   By Center for History & New Media Allows collecting items from visitors	Deactivate Uninstall
<b>Dublin Core Extended</b> Version 1.1.1   By Center for History & New Media Adds the full set of Dublin Core properties to the existing Dublin Core element set, including element refinements and supplemental elements. See: <a href="http://dublincore.org/documents/dcmi-terms/">http://dublincore.org/documents/dcmi-terms/</a>	Deactivate Uninstall
<b>Exhibit Builder</b> <a href="#">Configure</a> Version 1.0-alpha   By Center for History & New Media Build rich exhibits using Omeka.	Deactivate Uninstall
<b>Geolocation</b> <a href="#">Configure</a> Version 1.2   By Center for History & New Media	Deactivate Uninstall

- 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.

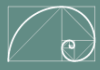
**Choosing a theme:** If you want to change the design theme from the default choice, choose from the theme options in the theme tab, and click on the button to the left of the theme's name. Click "Switch Theme" button to save your new theme choice.

**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.

Homepage Text

This is a good place for a short description of your site.

Add some text to be displayed on your homepage.

---

Display Dublin Core Fields

Description, Subject, Creator

List the fields from Dublin Core you would like to display, in the order you would like to display them, on the items/show page, separated by a comma. Example 'Description, Subject, Creator'. If blank, all available fields will be displayed.

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Footer Text

Funders, Organizational information

Add some text to be displayed in your theme's footer.

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Display Copyright in Footer ☒

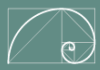
Check this box if you wish to display your site's copyright information in the footer.

Save Changes

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 the screen to save all of your customizations.

## Dublin Core Extended

This plugin is designed for libraries, archives, and museums that desire a full complement of all Dublin Core metadata fields. Most individuals will not need this plugin. The plugin is available in the



gold and platinum plans.

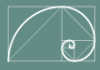
Once installed, the Dublin Core Extended plugin adds the full set of Dublin Core properties to the existing Dublin Core element set, including element refinements and supplemental elements. See the Dublin Core website, under "[Properties in the /terms/ namespace.](#)"

### **The dc-rdf Output Format**

The plugin also introduces the dc-rdf output format for expressing Dublin Core metadata using the Resource Description Framework. Omeka already comes with the dcmes-xml output format, which dc-rdf supersedes. To view this output, simply add "?output=dc-rdf" to the end of the URL on the items browse and show pages.

### **Elements Added to the Dublin Core Element Set**

Abstract  
Access Rights  
Accrual Method  
Accrual Periodicity  
Accrual Policy  
Alternative Title  
Audience  
Date Available  
Bibliographic Citation  
Conforms To  
Date Created  
Date Accepted  
Date Copyrighted  
Date Submitted  
Audience Education Level  
Extent  
Has Format  
Has Part  
Has Version  
Instructional Method  
Is Format Of  
Is Part Of  
Is Referenced By  
Is Replaced By  
Is Required By  
Date Issued  
Is Version Of  
License



Mediator  
Medium  
Date Modified  
Provenance  
References  
Replaces  
Requires  
Rights Holder  
Spatial Coverage  
Table Of Contents  
Temporal Coverage  
Date Valid

## Uninstalling Plugin

After installing, if you wish to deactivate the plugin so that the extended DC fields are not visible in the items, you must also click the “uninstall” button in the admin/plugins page to get rid of those additional fields.

## 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.

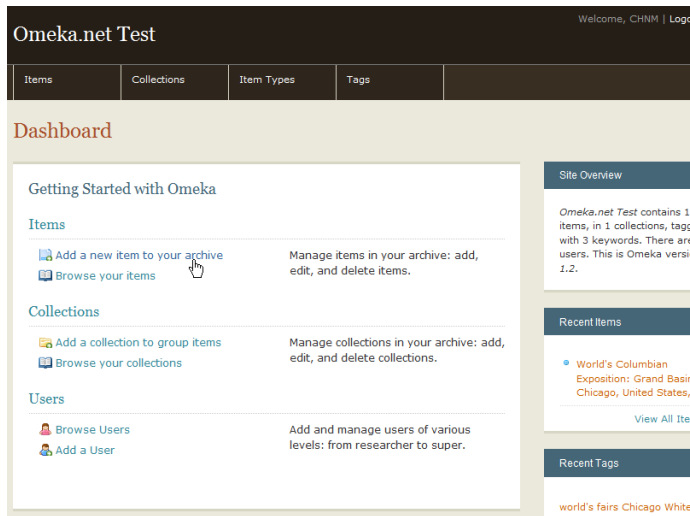
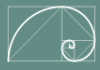
For more information on Working with Dublin Core, see:

[http://omeka.org/codex/Working\\_with\\_Dublin\\_Core](http://omeka.org/codex/Working_with_Dublin_Core)

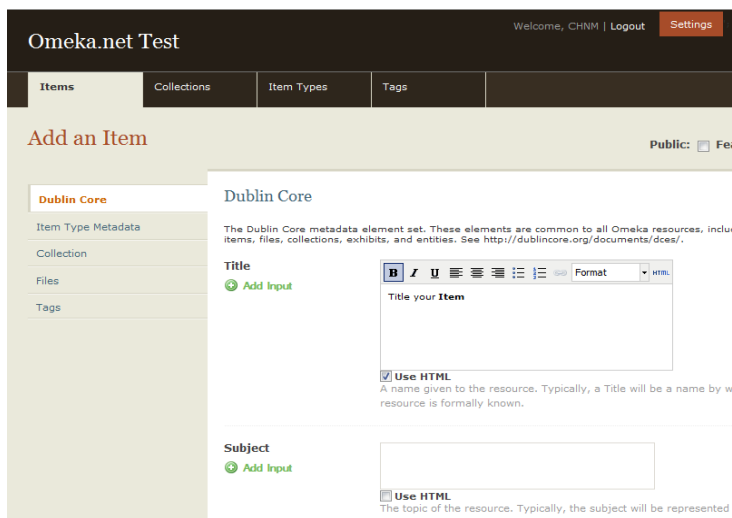
[Watch this Screencast on Building an Archive](#) from [Omeka](#) on [Vimeo](#) or continue reading below.

### Add Items

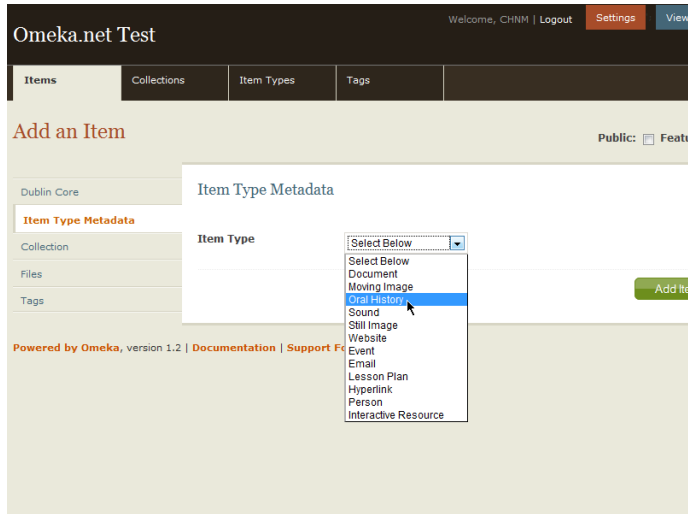
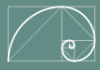
1. From your dashboard ([yoursite.omeka.net/admin](http://yoursite.omeka.net/admin)) click “Add new item to your archive.”



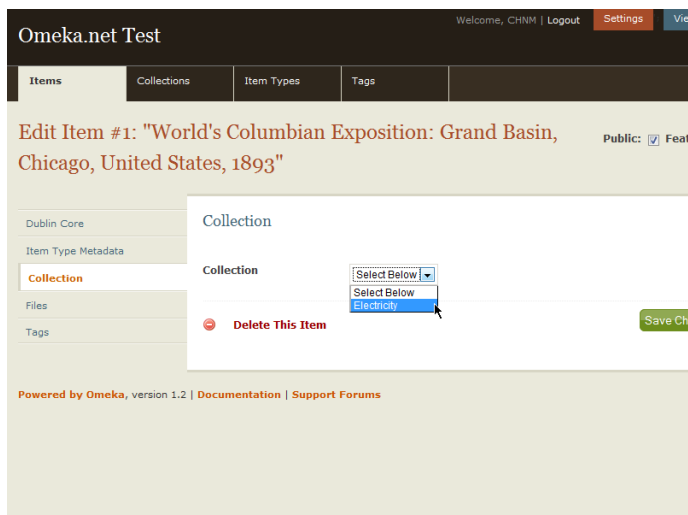
3. This takes you to the admin/items/add page where you will see a navigation bar on the left pointing you to different sections that comprise the item's metadata.



4. 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.
5. 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.

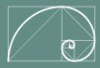


6. The **item type** section lets you choose a specific item type for the object you are adding, such as a document, still image, moving image, et al. Once you choose the type, relevant metadata fields appear for you to complete as desired. (See [Manage Item Types](#) for information about adding/editing item types.)



7. 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.)

[List of accepted file types](#)



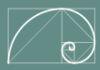
- The **Tags** tab allows you add keyword tags to your item. Type in tags in the text box and click “Add Tags.” Tags will appear in a list.

The screenshot shows the 'Add an Item' page in Omeka.net. The 'Tags' tab is selected in the top navigation bar. On the left, a sidebar lists various metadata fields: Dublin Core, Item Type Metadata, Collection, Files, and Tags (which is highlighted). The main content area is titled 'Add Tags' and contains a text input field with the text 'world's fairs, technology'. To the right of the input field is a blue button labeled 'Add Tags'. Below the input field, it says 'Separate tags with commas.' At the bottom right of the main content area is a green button labeled 'Add Item'. The footer of the page says 'Powered by Omeka, version 1.2 | Documentation | Support Forums'.

- Be sure to click the “Add Item” button to save your data.

This screenshot shows the same 'Add an Item' page, but now the tags 'world's fairs' and 'technology' have been added. The 'Add Tags' section now shows a list of 'My Tags' with two items: 'world's fairs' and 'technology', each with a red circle icon next to it. The 'Add Tags' button is still present. The 'Add Item' button is now highlighted with a mouse cursor. The 'Public' checkbox is checked, and the 'Featured' checkbox is unchecked. The footer remains the same.

8. 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.

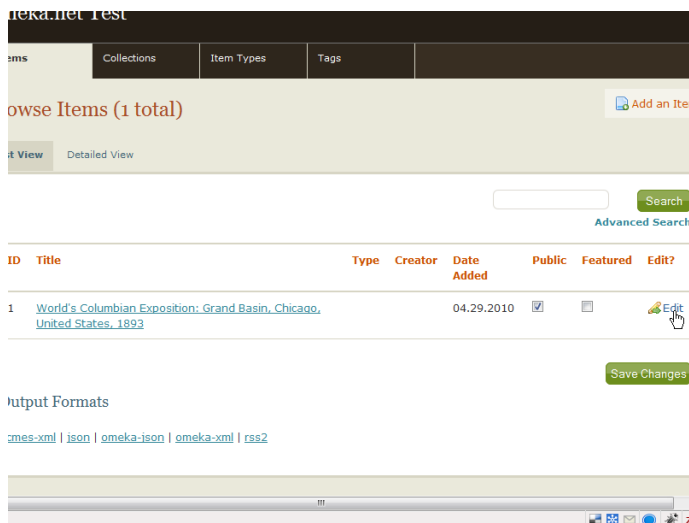


At any time, you may check the “Public and/or “Featured” boxes at the top of the item form. Featured items will rotate on your site’s homepage if theme you chose has a space for featured items.

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.

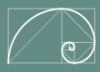


3. Underneath the item listing, click on the “edit” button which takes you to the /edit/item/# page.
4. You will be presented with the same interface for adding an item. Find the appropriate field to edit. Be sure to click the “save changes” button. If you do not hit save, your changes will be lost.

## 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.

**Batch Edit Items**

**Item Metadata**

Public? Select Below

Featured? Select Below

Item Type Select Below

Collection Select Below

Add Tags   
List of tags to add to all checked items, separated by ,.

**Delete Items**

Check if you wish to delete selected items.

Delete ☐

**Items**

Changes will be applied to checked items.

☒ Katrina at 101 Brushfire2

☒ Another

**Save Changes**

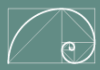
- You may make the following changes for each batch of selected items:
  - \*\* Make public or un-public,
  - \*\* Feature or un-feature,
  - \*\* Change Item Type,
  - \*\* Switch or associate selected items with a Collection,
  - \*\* Add Tags to all selected items,
  - \*\* Delete Items.
- Check the 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 Output and OAI-PMH Repository plugins provide additional ways to export and share data.

## CSV Import

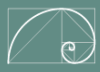
The CSV Import plugin is available for all plans, and allows users to batch import items from a simple [CSV \(comma separate value\) file](#), and then map the CSV column data to multiple elements, files, and/or tags. Each row in the file represents metadata for a single item.

When using this plugin, you may only import one item type (document, still image, sound, et al) at a time. You may perform multiple imports.

### Before you Import, Prepare CSV

- You will need to normalize your data before importing. Check to be sure that the first row of your CSV file contains unique column names, and that every row has the same number of columns.
- Check to see if any of the text contains commas, and if it does surround that segment with double-quotes.
- Remember, every row represents 1 item, and all items in the file have the same item type—document, image, moving image, person, et al.
- Look over the Dublin Core and Item Type metadata to be sure you can easily map the fields in your CSV file to the Omeka installation. [Make any modifications to the item type](#)—by adding or editing fields— as necessary.
- It is possible to import files housed in a digital repository by adding the URL to that specific file in a row representing a file. You may import more than one file per item. When formatting the CSV file, be sure to create rows for each file (name rows: File1, File2, or Image1, Image2, et al)
- You may create a column for tags, or may map other fields to become tags.
- If you wish to import items into a collection, [create the collection](#) first.
- You may separate each item in your file with a delimiter other than a comma (such as a semi-colon, or a pipe) but this is not necessary or required. Most CSV files are created automatically using a comma as the delimiter.

### Import Process, Step 1



Items	Collections	Item Types	Tags	Simple Pages	Exhibits	<b>CSV Import</b>
-------	-------------	------------	------	--------------	----------	-------------------

## CSV Import

**Import Items**   Status

### Step 1: Select File and Item Settings

**Upload Your CSV File \***

**Item Type**

**Collection**

**Items Are Public?** ☐

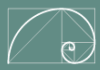
**Items Are Featured?** ☐

**Column Delimiter \***

- Install the plugin, admin->settings, and you will find a new tab appears in the Admin navigation called CSV Import. Click on the tab to begin the importing process.
- Click on the CSV tab in Admin.
- Upload CSV file by clicking Browse button, which will allow you to load file directly from the desktop.
- Choose the Item Type for the items you are importing. Remember you may import one item type per import.
- Add these items to a Collection, if you wish.
- Choose whether to make all of the items public or not. You may change this status later.
- Choose whether to feature all of the items you are importing.
- Choose Column Delimiter if you wish, but most users do not need to change this field. Only change this field if you formatted your CSV file with something other than a comma.
- Click Next

## Import Process Step 2

- In this screen, you will see the Column name, an Example field from CSV File in that column, dropdown menus to map data to the available metadata fields, an option to include HTML in a field, an option to map a field to become tags, and box to indicate if the column contains files.



### CSV Import

Import Items    Status

#### Step 2: Map Columns To Elements, Tags, or Files

Column	Example from CSV File	Map To Element	Use HTML?	Tags?	File?
town	"Westminster"	<div>Select Below Select Below <i>Dublin Core</i> Contributor Coverage Creator Date Description Format Identifier Language Publisher Relation Rights Source Subject Title Type Alternative Title Abstract Table Of Contents</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
state	"MD"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
newspaper title	"The American Sentinel"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
publication date	"6/13/1856 0:00:00"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
page	"3B"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
title	"Was Committed"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
format	"news item"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Go down the page and map the columns of the CSV file to item elements, tags, and/or files.
- Click the Import CSV File button.
- Track the progress of the import in the Status screen. Refresh the page to check the status. Please note, that your import may be queued, depending on traffic on the Omeka.net site at the time of the import.

### CSV Import

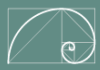
Import Items    **Status**

#### Status

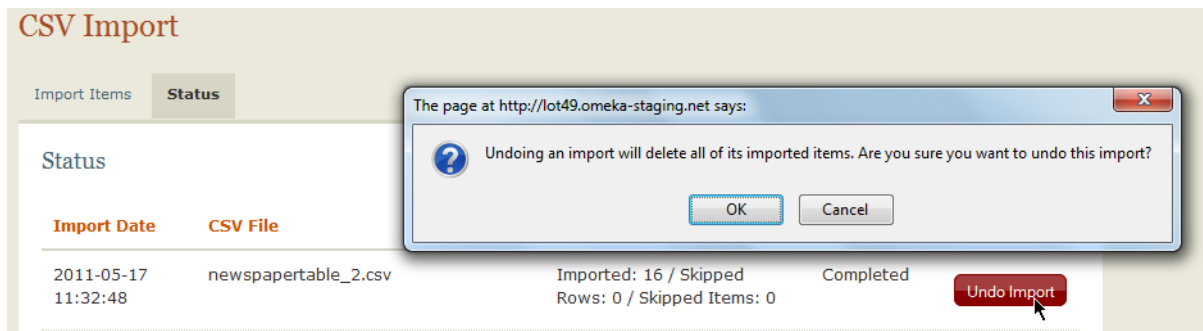
✓ Successfully started the import. Reload this page for status updates.

Import Date	CSV File	Item Count	Status	Action
2011-05-17 11:32:48	newspapertable_2.csv	Imported: 5 / Skipped Rows: 0 / Skipped Items: 0	In progress	
2011-05-12 11:42:40	Letters_Memoirs_Diaries_1-14-2010.csv	Imported: 0 / Skipped Rows: 0 / Skipped Items: 0	Completed undo	<button>Clear History</button>
2011-05-03 12:24:45	Letters_Memoirs_Diaries_1-14-2010.csv	Imported: 583 / Skipped Rows: 0 / Skipped Items: 0	Completed	<button>Undo Import</button>

## Undo an Import



- Click on CSV Import tab in Admin, and click Status.
- Identify the import you wish to remove, and click Undo link found to the right of the import. This will delete all items for this import.



## OAI-PMH Harvester

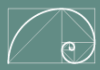
The OAI-PMH Harvester plugin imports records from OAI-PMH data providers, and is available on all plans.

Some online repositories expose their metadata through the [Open Archives Initiative Protocol for Metadata Harvesting](#) (OAI-PMH). This plugin makes it possible to harvest that metadata, mapping it to the Omeka data model. The plugin can be used for one-time data transfers, or to keep up-to-date with changes to an online repository.

Currently the plugin is able to import Dublin Core and CDWA Lite metadata. Dublin Core is an internationally recognized standard for describing any resource. Every OAI-PMH data provider should implement this standard. CDWA Lite is a standard for describing works of art and material culture.

### Performing a harvest

1. Install the plugin from the admin/plugins page. A tab will then appear in the top navigation of the main Admin panel.
2. Click on “OAI-PMH Harvester” tab in Admin.



Map OAI-PMH Harvester

OAI-PMH Harvester | Harvest

Data provider: [http://memory.loc.gov/cgi-bin/oai2\\_o](http://memory.loc.gov/cgi-bin/oai2_o)

Harvest the entire repository:

Harvest a set:

Set Spec	Set Name	Set Description	Harvest
<b>coll</b>	Collections of historical content with digitized items	Records for collections of digital items mounted for public access at the Library of Congress. Collections are available online through American Memory [ <a href="http://memory.loc.gov/">http://memory.loc.gov/</a> ], Global Gateway [ <a href="http://international.loc.gov/intldl/intldlhome.html">http://international.loc.gov/intldl/intldlhome.html</a> ], and elsewhere on the Library of Congress web site. See <a href="http://www.loc.gov/library/libarch-digital.html">http://www.loc.gov/library/libarch-digital.html</a> .	<input type="text" value="oai_dc"/> <input type="button" value="Go"/>
<b>drwg</b>	Drawings (documentary)	Roughly 2,000 documentary drawings from this collection had been digitized by May 2010. Many are eyewitness sketches of Civil War scenes and events, including military personnel, battles, civilian activities, and landscapes. Also included are portraits, American landscapes and structures from earlier periods, topographical views, bank note vignettes, portraits, and courtroom sketches. A large group of Russian drawings show areas of China in the 1800s.	<input type="text" value="oai_dc"/> <input type="button" value="Go"/>
<b>ahii</b>	Abdul Hamid II Photograph Albums	This monumental collection portrays the Ottoman Empire during the reign of one of its last sultans, Abdul-Hamid II. The 1,819 photographs in 51 large-format albums date from about 1880 to 1893. They highlight the modernization of numerous aspects of the Ottoman Empire. Most of the	<input type="text" value="oai_dc"/> <input type="button" value="Go"/>

3. Enter an OAI-PMH base URL, click “View Sets”

4. Select a set and the metadata prefix (oai\_dc or oai\_cdwa) to harvest, and click “Go”.



Map

OAI-PMH Harvester

OAI-PMH Harvester | Status

ID	4
Set Spec	lhbtnbib
Set Name	American Notes: Travels in America (books)
Metadata Prefix	oai_dc
Base URL	http://memory.loc.gov/cgi-bin/oai2_0
Status	Completed
Initiated	2011-08-08 15:35:30
Completed	2011-08-08 15:35:48
Status Messages	Notice: Received resumption token: 7noe (2011-08-08 15:35:43) Notice: Did not receive a resumption token. (2011-08-08 15:35:48)

**Warning:** Clicking the following link will delete all items created for this harvest.

Delete Items

5. On the OAI-PMH Harvester page, you will see that the harvest is “in progress.” The process runs in the background and may take a few minutes to complete, especially if the data set is very large. Refresh the page or click on “in progress” to go to the harvest’s “Status” page to check the progress.
6. Once complete, click on the Collections tab to view the imported items, listed under the set you imported or by the harvest’s URL. It is possible to edit the name of this collection, see [Managing Collections](#). The items are also accessible by clicking on the Archive.

## Re-harvesting and Updating

The harvester includes the ability to make multiple successive harvests from a single repository, keeping in sync with changes to that repository.

After a repository or set has been successfully harvested, a “Re-harvest” button will be added to its entry on the Admin > OAI-PMH Harvester page. Clicking this button will harvest from that repository again using all the same settings, adding new items and updating previously-harvested items as necessary.

Manually specifying the exact same harvest to be run again (same base URL, set, and metadata prefix) will result in the same behavior.

## Deleting Harvested Items

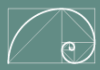
If you mistakenly harvested items or need to redo a harvest, click the “Delete Items” button at the bottom of the Status page. Be careful, because all items from that harvest will be deleted immediately.

## Geolocation

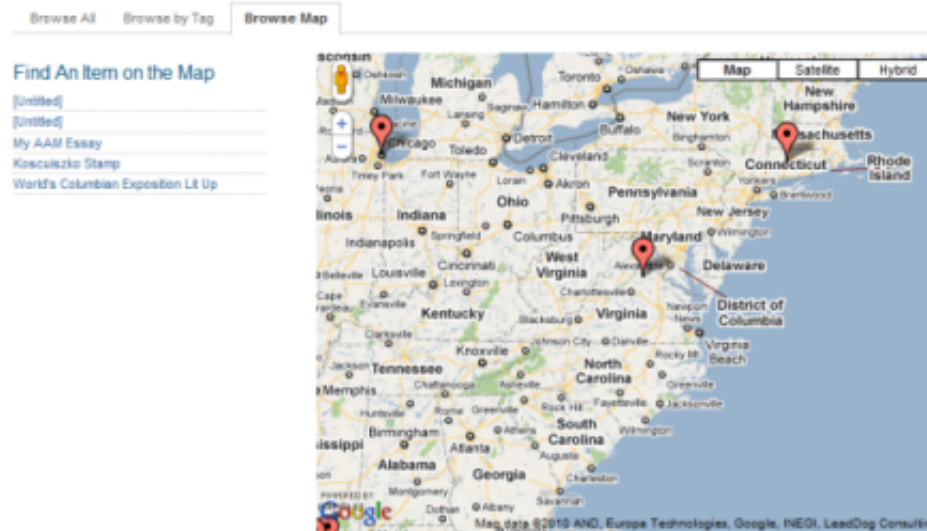
Once installed, the Geolocation plugin allows you to geolocate individual items on a Google map that is browseable on the public website and through the admin interface. This plugin is available in the silver, gold, and platinum plans.

### Configure Geolocation

1. Install the plugin, then click Configure.
  - Number of Locations Per page: this is the number of items loaded on the public map per page.
  - Default Latitude and Default Longitude: determine where you want your map centered by adding default longitude and latitude values.
  - Default Zoom Level: this number (0 where 0 is the entire earth, and 15 is an extreme closeup of the coordinates) represents how closely you want to zoom in on the default location.
  - Width and Height for Item Map: these measurements will determine the size of the map displayed on the items/show page. If left blank, the default width will be 100% and default height, 300 px. These values may effect how other data is displayed on the items/show page along with the map location, so you may want to test different sizes.
  - Add Link to Map in the Items/browse navigation: checking this box will add a link to the items page for browsing the map (see image below).



## BROWSE ITEMS ON THE MAP (5 TOTAL)



- Add Map to Contribution Form: if using the Contribution plugin, checking this box adds a field and map to the public contribution form for users to map their contributed item.
2. Fill in the form as best you can, you can return to the form and edit the configurations at any time.
  3. Save Changes and the plugin is configured.

## Admin Map

After installing Geolocation, a Map tab appears in the Dashboard's navigation. Clicking on the tab, brings you to a map of items in the archive and allows those logged into the admin Dashboard to browse and search the geolocated items.

## Contribution

The Contribution plugin provides a way to collect stories, images, or other files from the public and manage those contributions in your Omeka archive as items. The form also automatically add a [reCAPTCHA](#) box at the bottom of each form to prevent spam-bots from spamming your website.

This plugin is available in the plus, silver, gold, and platinum plans.

## Customizing the Contribution Form

Once installed, a tab called "Contribution" will appear in the site's Dashboard navigation. Click on the Contribution tab to go to the plugin's own Dashboard for managing the form, contribution settings, and the public contributors.





Items Collections Item Types Tags Simple Pages Exhibits Contribution

Map

## Contribution | Dashboard

Dashboard Contribution Types Contributor Questions Submission Settings Contributors

### Getting Started

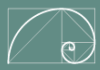
A basic contribution form is installed and ready to ask users to submit a Story or Image type, and to include their name and email address. If you want to modify the form, follow the steps below.

- 1. Modify the contribution form:**
  - Choose item types you wish visitors to share in [Contribution Types](#).
  - Pick the fields you want users to complete by editing each item type in [Contribution Types](#).
  - Create questions about contributors in [Contributor Questions](#).
- 2. Configure settings for submitting contributions:**
  - Set the terms of service for contributing to the site in [Submission Settings](#).
  - Set up an auto-generated email to send to all contributors after they submit their contribution in [Submission Settings](#).
  - Specify a collection for new contributed items in [Submission Settings](#).
- 3. Browse contributors' names, emails, and items in [Contributors](#).**

A basic contribution form is installed and ready to ask users to submit a Story or Image type, and to include their name and email address. If you want to modify the form, follow the steps below.

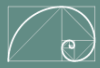
#### 1. Modify the Item Types Collected:

- Click Contribution Types tab
- Click “Add a Type” to choose item types you wish visitors to share. Story (document) and Image are pre-selected, but you may delete these or add new ones. These types will appear in a dropdown menu for visitors to this website. You may choose any item type available (moving image, sound, oral history, et al). Or you may create a new item type (See, [Managing Item Types](#)), which will then be available to select for the public form.



o

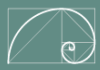
- o Once the item type is chosen, you may rename it for the form in the “Display Name” field, and also decide whether you want visitors to upload files (Allowed, Disallowed), or if you want to require them to upload files (Required). Click Save Changes.
- o For each item type you chose, pick the fields you want users to complete by clicking the edit button to the right of each item type.
- o In the Contributed Elements section, click Add an Element and an empty text box will appear for you to add in a public prompt to help visitors answer the question related to a specific element (such as description, date, or subject) you have selected from the dropdown menu.
- o When finished adding elements, save changes.
- o Click Contributor Questions to add questions about your site’s contributors. You will notice that the name and email address fields are required and are not editable.
- o To create a new question, click Add a Question. Write your question in the first box, and then choose the size of the field to be displayed on the public form. For a short answer, no more than one line, choose “tiny text.” For a longer answer, choose “text.”



- Click Submit Changes.
3. Create Questions about Contributors
    - If you would like to send an email message to each contributor confirming their submission, enter an email address in “Contribution Confirmation Email”. Leave this field blank, if you do not want to send an email.
    - If you would like to receive an email notifying you of a new contribution, enter one or more email address(es) in “New Contribution Notification Emails” to receive a notification. Leave this field blank if you do not want anyone to be alerted of contributions by email.
    - Select a custom slug, or URL, that is a relative path to the contribution form. If left blank, the default path will be named “contribution.”
    - Set the terms of service or consent requirements for contributing to the site by entering text in the “Text of Terms of Service” box. All contributors to the website must agree to these terms in order to submit their contribution.
    - If you choose, you may specify a collection where new contributed items will be organized. This is not required. Collection designations can be changed, and will only affect new contributions submitted after the collection is changed.
    - Save Settings.
  4. Configure Settings for Submitting Contributions
    - Click the Contributors tab to browse contributors’ names, emails, and items they submitted.
  5. Contributor Information

## Public Form

Once completed, your public form will look something like this:



[Archive](#) [Collections](#) [About](#) [Exhibits](#)

## CONTRIBUTE


What type of item do you want to contribute? Story ▾

Title

Story Text

Upload a file (Optional)  [Browse...](#)

Find A Geographic Location For The Story:  [Find By Address](#)



## Docs Viewer

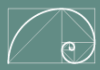
This plugin is available on all plans, and embeds a Google document viewer into item show pages. PDF documents, PowerPoint presentations, TIFF files, and some Microsoft Word documents are supported.

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.



## 2. Admin Pages

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

## Public Pages

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

Items	Collections	Item Types	Tags	Simple Pages	CSV Import	Contribution
Map						

### Please Configure The 'Docs Viewer' Plugin

Admin Interface

Embed viewer in admin item show pages? ☒

Viewer width, in pixels:

Viewer height, in pixels:

Public Theme

Embed viewer in public item show pages? ☒

Viewer width, in pixels:

Viewer height, in pixels:

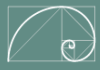
By using this service you acknowledge that you have read and agreed to the [Google Docs Viewer Terms of Service](#).

7. Viewer height, in pixels: Set the height of the document viewer, in pixels.

## 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.

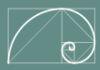
### [Building Exhibits in Omeka.net](#)

#### **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 Metadata

Exhibit Title

First Exhibit in Omeka.net

Exhibit Slug (no spaces or special characters)

first

Exhibit Credits

Omeka Team

Exhibit Description

**B** *I* U [List Icons] [Link Icon] [Unlink Icon] [Format] HTML

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Exhibit Tags

Exhibit is featured:



Exhibit is public:

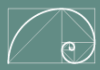


Exhibit Theme

rhythm

Configure

- 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.*

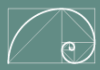


- Exhibit Theme: Choose an overall look for the exhibit. By default, “Current Public Theme” is selected.

*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.

- After filling in the exhibit data, click “Add a Section.”
- **Sections**
- Give the section a title, URL slug (optional), and an short introduction or description. (optional). Save your changes.
- The next step is to add pages to your section.
- **Pages**
- 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.”





### Page Metadata

[Exhibits](#) > [First Exhibit in Omeka.net](#) > [Section One](#) > Add Page

Page Title

Page Slug (no spaces or special characters)

### Layouts



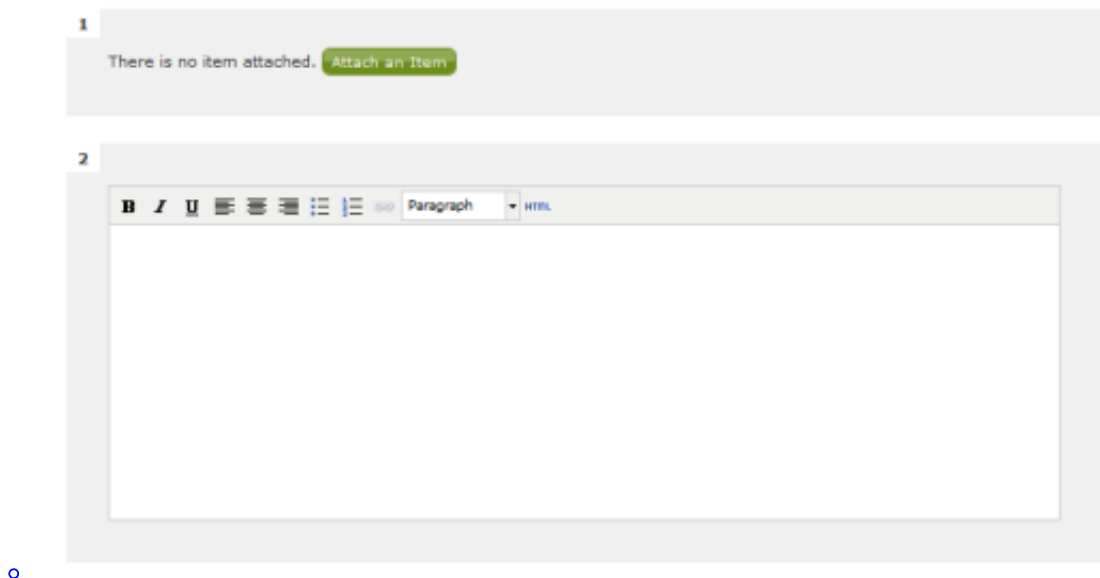
Choose a layout by selecting a thumbnail on the right.

o

- o After choosing a layout, start adding items and text in their appropriate boxes in the template.
- o 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.*



## Page Content

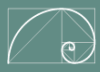


- To add text, write or paste text into the box. If you want to format the text, use the buttons that appear at the top of the box to bold, italicize, underline, justify, and link words, or add bullet points. *Note that CSS formatting in specific exhibit theme may control the appearance of this text, 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 and page may be deleted from the exhibits/edit page, by clicking the “delete” button under section titles and to the right of Page titles.

## OAI-PMH Repository

Installing this plugin makes the data in your Omeka.net site available for other systems to harvest, as part of the Open Archives Initiative. This could be useful if you plan to migrate collections data from an Omeka.net site to another website in the future, or to collaborate across organizations and share data. This plugin is available for gold and platinum plans.

The OaiPmhRepository plugin exposes metadata for Omeka items using the [Open Archives Initiative Protocol for Metadata Harvesting](#).

The repository plugin currently supports two metadata formats:

- [Dublin Core](#) (oai\_dc): This is required by the OAI-PMH specification for all repositories. Omeka metadata fields are mapped one-to-one with fields for this output format, and it is the preferred format to use with the plugin.
- [CDWA Lite](#) (cdwalite): The mapping between Omeka’s metadata and CDWA Lite metadata is more complicated, and certain fields may not be populated correctly. The chief advantage of using CDWA Lite output is that file URLs can be output in a controlled format, unlike Dublin Core. Harvesters may therefore be able to harvest or link to files, not just metadata.

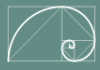
### How Do I Make My Omeka.Net Site Harvestable?

An OAI-PMH harvester recognizes “sets” which are equal to Omeka collections. If you have no collections, turning on this Repository plugin will make the entire archive available. If you are organizing items into collections, then anything you wish to be available through OAI-PMH must be in a collection.

### Configure OAI-PMH Repository

1. Install the plugin and click Configure button and fill out the form.

- **Repository name:** this will be filled in automatically, and is the name of your OAI-PMH repository. You may edit this if you choose. This value is sent as part of the response to an Identify request, and it is how the repository will be identified by well-behaved harvesters.
- **Namespace identifier:** this value will be filled in automatically, and you may not edit this field. This will be used to form globally unique IDs for the exposed metadata items. This



value is required to be a domain name you have registered. Using other values will generate invalid identifiers.

- **Expose files:** Checking this box determines whether the repository should give harvesters the ability to access the files described by the metadata with a direct URL to all the files associated with an item.

2. Your OAI-PMH harvestable URL will look something like this:  
<http://nameofyoursite.omeka.net/oai-pmh-repository/request>.

## 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.

Omeka.net Test

Welcome, CHNM | Logout | Settings | View F

Items Collections Item Types Tags

Edit General Settings

General Settings

Plugins

Themes

Users

Element Sets

✓ The general settings have been updated.

Administrator Email \* chnm@gnu.edu

Site Title Omeka.net Test

Site Description This is a site where we test and demonstrate omeka.net

- 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.

Browse Users (2 total)

General Settings  
Plugins  
Themes  
**Users**

Search Users:
Select Role
Select Status
Sort By
Sort Order

Search

Username	Real Name	Role	Active?	Remove
clioweb	Jeremy Boggs	admin	Active	Remove
clioweb	Jeremy Boggs	admin	Active	Remove
sheila	Sheila Brennan	super	Active	

Invite A New User

User Email:

Role:
Super

Invite

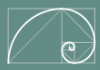
- Enter the email address of the person you wish to invite to collaborate with on your website, and choose what level of permissions, or access, she/he will have to this website.

*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.

## 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](http://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 **iframes**.*
- 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.

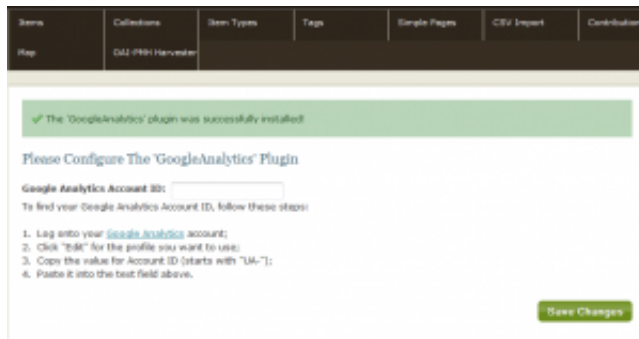


## Google Analytics, site stats

This plugin enables Google Analytics to track visitation to your website. The Google Analytics plugin be available on all Omeka.net plans.

### Configuring the Plugin

- If you do not have a Google Analytics account already, visit the [Google Analytics](#) website and create an account.
- Once you have an account, Add a “Website Profile” for the Omeka.net website you wish to track. You may create Profiles for multiple websites.
- Install the Google Analytics plugin from the Settings panel and click Configure.



- Copy the value for Account ID found next to the site URL (starts with “UA-”) and paste it into text field.
- Save Changes.

### Tracking Visitors

To view the latest website visitation numbers, log into your Google Analytics account. Visitor statistics will be stored there and will not be available when logging into your Omeka.net account.