



User Guide for Educators

Instructions for Building a Website in Omeka.net for a Class Project

Roy Rosenzweig Center for History and New Media



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Overview

Use Case: Educators

Ask students to create digital essays or annotated bibliographies in their own websites, ask students to build exhibits with an archive of primary sources, or build learning modules with your team.

Read review of [using Omeka in the classroom](#) from the National History Education Clearinghouse.

Student-built Sites

Ask students to sign up for an account and build their own digital projects. [See Use Case: Students](#)

Steps for creating your site:

- [Sign up for a free account](#). Choose a domain name that reflects the topic of your unit or lessons.
- Invite teachers (or students) 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.
- [Install plugins](#) that you will be using for this site, such as Simple Pages and the Exhibit Builder.
- Plan which sources and files you want to include in the site for the module or archive of primary sources. Gather any bibliographic or descriptive data together for uploading.
- [Upload sources and files](#) to build the website's "archive."
- Upload lesson plans, by choosing "lesson plan" from the item type drop down menu when adding an item. [Customize the fields](#) to fit your lesson plan's format. You can also upload a PDF of the lesson plan.
- 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](#).
- Build a module using your sources and lesson plans using the [Exhibit Builder](#). Each exhibit page can correlate to parts of a teaching module: Introduction, Inquiry Question, Primary Source gallery, Lesson plans, Resources, et al.
- Ask students to create exhibits using the site's archive of primary sources. Create [Simple Pages](#) for an introduction to the topic and pose inquiry questions. Point students to the "archive" for primary sources. Ask them to build an exhibit with sources. (See more on [user permission levels](#).)



Home » Digital Classroom » Tech for Teachers

AT A GLANCE

WHAT IS IT?

Create complex narratives and share rich collections with Omeka, designed for scholars, museums, libraries, archives, and enthusiasts.

WEBSITE

[Omeka](#)

Omeka is an open-source platform of digital archives and collections that makes web-publishing easy and compliant with Dublin-core standards favored by libraries and museums. While it was first developed to help archivists and scholars publish their work online, Omeka has evolved into a valuable tool for students and educators.



SHARE

ALSO OF INTEREST

[Many Eyes](#)

[Beyond Google Searching](#)

[Cell Phones as Classroom Tools](#)

[KeepVid](#)

[Dropbox](#)

[Popplet](#)

CATEGORIES

[Classroom Management](#)

[Collaboration](#)

[Collecting and Organizing](#)

[Multimedia](#)

[Presentations](#)

[Research](#)

[Social Networking](#)

[Visuals and Visualizing](#)

Omeka contains two platforms. [Omeka.org](#) offers more personalization options but requires users to secure their own server for hosting.

[Omeka.net](#), on the other hand, hosts sites on its own server but the capacity and capabilities are determined by the various plans (which includes a basic, free plan). Teachers should examine [the detailed comparison of Omeka.org and Omeka.net](#) in order to decide which options best serve their desired use of Omeka.

This review will examine the free basic plan on Omeka.net and how teachers could use Omeka in the classroom.

Getting Started

First of all, it would be counterproductive to outline a step-by-step installation and set-up for an Omeka site. The developers at the Center for History and New Media have done a wonderful job providing a concise and understandable tutorial for first-time Omeka users (Omeka.net users should head to the [Help page](#) before beginning). In addition, the [forum](#) on Omeka.org addresses many questions that initial users might have—even for Omeka.net users. The Omeka team is fairly quick in addressing any questions that are submitted via email or through the forum.

Instead, some suggestions can facilitate creating an Omeka site from the free basic plan. After registering for an Omeka account and activating it via email, users will be directed to some simple set-up steps for starting a new site: choosing a name and description, selecting a theme among the four options in the basic plan ("Seasons" offers various design options) and installing plug-ins. Teachers would benefit from selecting appropriate plug-ins, which can be activated and deactivated at any moment—even after the site is live and published.

We recommend four plug-ins for classroom use: **Docs Viewer** (for scanned or digital files in DOC, PDF, PPT, or any image files), **Simple Pages** (which allows users to create a standalone page, such as an About page or course syllabus), **CSV Import** (for importing large quantities of items into the collection using an Excel CSV sheet), and **Exhibit Builder** (which offers the ability to create rich expository exhibits around selected items and collections).

Teachers can also customize their themes with logos, picture headers, customized menu categories, and other elements visible on the homepage. Eventually, as students are added as users, teachers will be able to control administrative levels of participants. (***Here is Omeka's detailed explanation of how to edit settings and user permissions.***)

One last recommendation: if teachers (or students) are planning on uploading dozens or hundreds of documents into the Omeka archive, it would be best to develop an Excel spreadsheet first. For each column heading, use the Omeka terminology for the various metadata categories. To find these categories, go to the administrative panel (or "backend" of the site) and select "Item" in the top left corner. Then, click on "add an item." You will find five different sections on the left menu. Begin by selecting "Dublin Core" and use each category name as the column header on the Excel spreadsheet. **Remember:** not every category needs to be filled out by users. When developing an Omeka student portfolio, for example, a user may only fill out the "Title," "Subject," "Description," "Source," and "Date." The Excel spreadsheet for this archive would only have the first five column headers.

After examining the Dublin Core categories, proceed to "Item Type" metadata and use "Item Type" as the next column header. As users populate the spreadsheet with information, it is important to use the Omeka language for "Item Type." For example, pictures are labeled "Still Image" in Omeka's Item Type categories. Finally, the last column header in the Excel spreadsheet should be for "Files." Here, users will eventually enter the location of the files Omeka will import to add to the site. This could be a folder on a computer or a web address (if the images are already hosted on another server).

Why use an Excel spreadsheet anyway? We found that entering each item into Omeka is fine if only a few items will be added at a time. However, entering data for dozens or hundreds of items takes a long time. With the aforementioned CSV plugin installed, users can instead populate their Excel spreadsheet, using Omeka's terminology for metadata categories, and save the Excel spreadsheet as a CSV (comma separated value) file. Then, users simply click on CSV Import in the admin panel and upload their CSV file. The results? Dozens or hundreds of items are uploaded at once, with all the designated information and files in place. The only information users will need to manually enter are tags and collection categories (if collections are created beforehand.) If all the items are the same "Item Type," then users can also select the appropriate item type in the CSV Import page as well.

Examples

So, Omeka's site contains a thorough step-by-step tutorial in both text and video that makes the process of creating an online archive simple, and this Tech for Teachers article shows how teachers and students can use and benefit from a more focused set-up process. Here's the more pressing question at hand: How can Omeka work in the classroom?

The ***Educators page*** offers some basic ideas for how to use Omeka in the classroom and the functionality it provides for archiving student work and primary source materials, and this review has described how a new user could follow the online tutorials and develop a student portfolio, and looked at steps that could save teachers some time. Omeka, though, has many classroom functions.

■ **Course site** — Teachers can use
Omeka to develop their entire

course online. "Simple Pages" allows teachers to create standalone pages—ideal for posting a course syllabus, reading/HW list, or other class information. Each page will become a menu item on the homepage. Then, teachers can create a collection or build an exhibit with sections and

subsections. These sections could be themes, units, or any other form of organization for the course. Images and other files can be attached for student use.

- **Thematic/unit collection** — Omeka does not need to contain an entire course. Many school systems control which programs or sites teachers can use to construct a course website. That doesn't mean, however, that teachers cannot link to their Omeka site. Teachers can take advantage of Omeka's ability to tag, classify, attach files, and build exhibits to publish specific units.

- **Collaborative projects** — By allowing multiple users to submit work to an Omeka site, teachers can create sites with other faculty or colleagues who teach the same history course. At a school-system level, for example, all the AP U.S. History teachers can develop one Omeka site for students to access information specific to the course: DBQs, primary sources, FRQ questions, selected images and readings, etc. Likewise, once teachers become familiar with Omeka, they can help students develop a group Omeka project to display their collaborative work.

- **Online repository** — Mirroring the work of museum Omeka projects, faculty and students can work together to digitally preserve materials located at their school. Historical maps, video collections, and other sources can be archived so that students and faculty are aware of the resources available for history courses. Often, students are able to bring in valuable primary sources from home which can be photographed and added to an Omeka site, with permission from the owner for educational use.

- **Individual student work** — Omeka is easy enough for students to use, but teacher guidance will be essential at first. Many schools require student portfolios, and Omeka allows students to upload a variety of file types that can make their portfolio a multimedia presentation. Another approach is to provide students one section of the site to create or manage—which can keep a site alive for years if outgoing students "pass the baton" to incoming students.

- **Community service/outreach** — A last recommendation is to use Omeka for community projects. Perhaps an old church or school building has materials worth preserving, as part of a community's local history. In this way, history students can use Omeka as a way to learn how historians preserve information, while being active on campus. Teachers should envision Omeka as a way to teach students how to think and act like a museum curator, historian, or archivist.

Here are a few examples of how teachers, groups of students, and individuals have used Omeka:

- [The James Monroe Papers](#) is a student-driven class project from Mary Washington University students under faculty supervision. This site is a good example of how students can collaboratively build an Omeka site with some nudging, prodding, and guidance from history educators. [Artists, Patrons, and Japanese Art](#) also showcases a student group project under faculty supervision.

- [Mary Washington Images](#) is another project from Mary Washington under Jeff McClurken's supervision. The goal here, though, is to help students take the initiative to preserve local history and to think like curators and historians. The project is campus-wide and invites visitors to contribute to the preservation of institutional memory.

- A similar project to [Mary Washington Images](#) was developed by a UNC-

**Teachers should
envision Omeka as a
way to teach students
how to think and act like
a museum curator,
historian, or archivist.**

Charlotte student, under the supervision of the library staff, to record [Presidential visits to the city of Charlotte](#).

- Although customizing Omeka is a feature for Omeka.org, Dave Colamaria's site on the [Steel Navy](#) demonstrates how one student's passion can be realized through Omeka's platform.

For more information

A nice running conversation about Omeka's use in the classroom can be found at [Association for Computers and Humanities website](#).

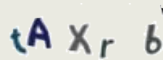
For more Omeka sites, visit its [wiki](#).

Post new comment

Comment: *

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: `<a>` `` `` `<cite>` `<code>` `` `` `` `<dl>` `<dt>` `<dd>` `` `<i>`
- Lines and paragraphs break automatically.

[More information about formatting options](#)



What code is in the image?: *

How do you go back and find "the first draft of history"?

Need to understand the theory behind maps as a history education tool? Look no further.

Can video help me teach about primary and secondary sources?

[Elementary School Teachers »](#)
[Middle School Teachers »](#)
[High School Teachers »](#)

Directions for Each Step

Manage Site Settings & Users

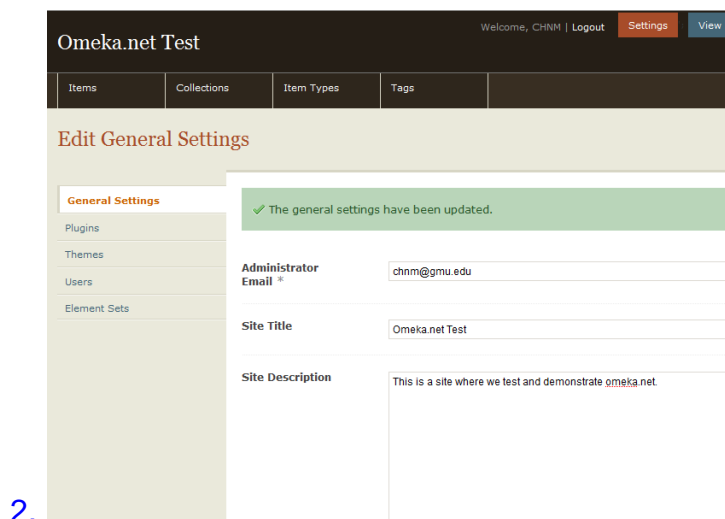
The Settings button is located in the top right corner of your Dashboard.

Watch this tutorial on how to modify all site settings

[Managing Site Settings in Omeka.net](#) from [Omeka](#) on [Vimeo](#).

General Settings

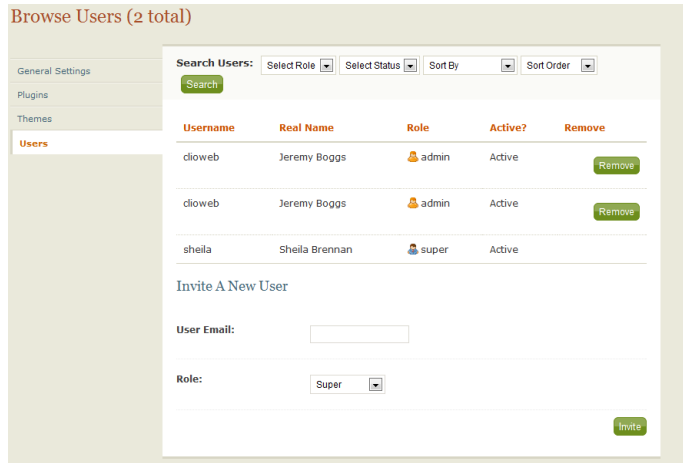
1. Under the General Settings tab, you may edit the fields you filled in when you installed your site and add other information, including: Administrator Email, Site Title, Site Description, Copyright Information, and the site's Authors.



3. 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.

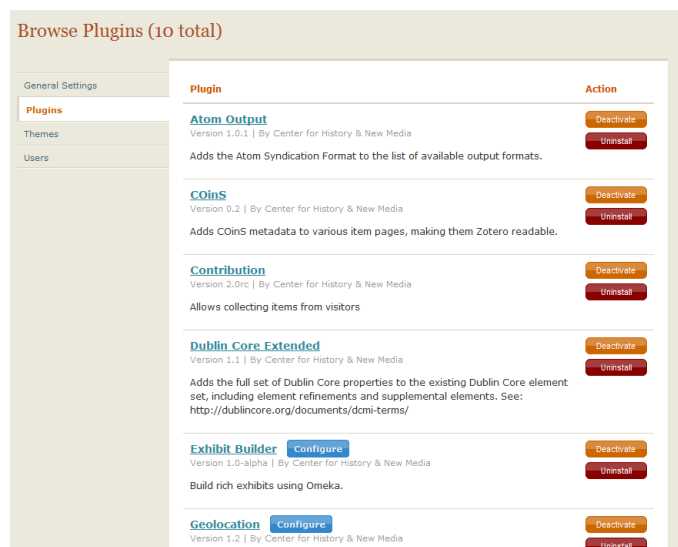
Watch this screencast and learn more about modifying all site settings

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 [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.



Plugin	Action
Atom Output Version 1.0.1 By Center for History & New Media Adds the Atom Syndication Format to the list of available output formats.	Deactivate Uninstall
COinS Version 0.2 By Center for History & New Media Adds COinS metadata to various item pages, making them Zotero readable.	Deactivate Uninstall
Contribution Version 2.0rc By Center for History & New Media Allows collecting items from visitors	Deactivate Uninstall
Dublin Core Extended Version 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: http://dublincore.org/documents/dcmi-terms/	Deactivate Uninstall
Exhibit Builder Configure Version 1.0-alpha By Center for History & New Media Build rich exhibits using Omeka.	Deactivate Uninstall
Geolocation Configure 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.

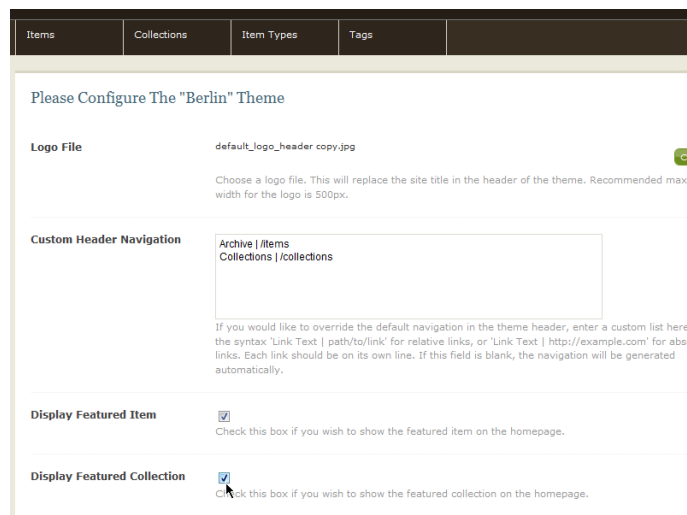
Themes

Themes control the public design and presentation of a website.

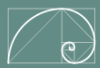
Choosing a theme: If you want to change the design theme from the default choice, choose from the theme options in the theme tab, and click on the button to the left of the theme's name. Click "Switch Theme" button to save your new theme choice.

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

Add some text to be displayed on your homepage.

Display Dublin Core Fields

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.

Footer Text

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

Display Copyright in Footer

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

- 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.

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.

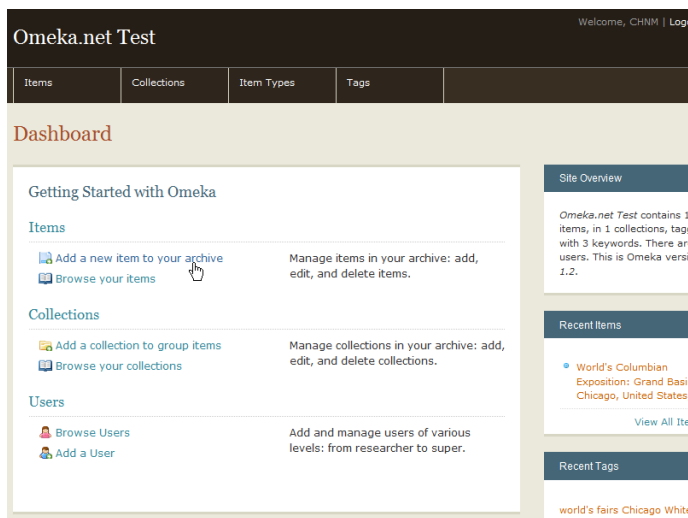
For more information on Working with Dublin Core, see:

http://omeka.org/codex/Working_with_Dublin_Core

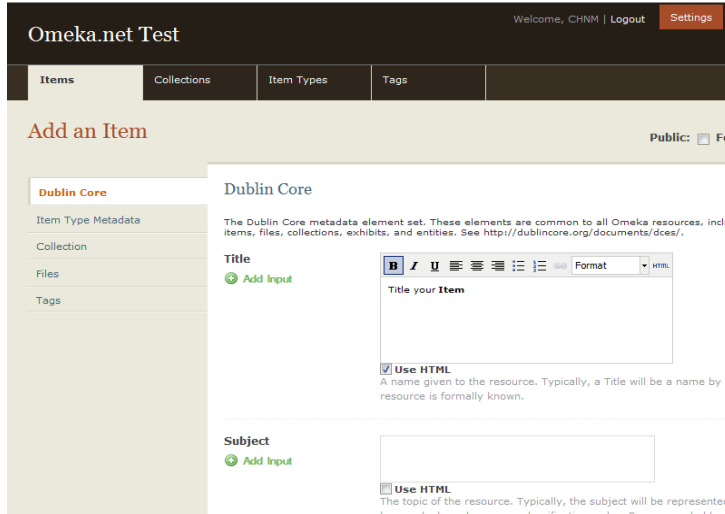
[Watch this Screencast on Building an Archive](#) from [Omeka](#) on [Vimeo](#) or continue reading below.

Add Items

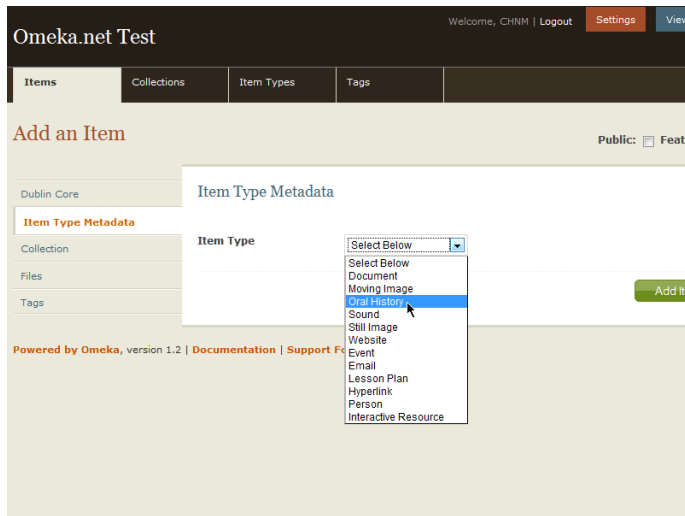
1. From your dashboard (yoursite.omeka.net/admin) click “Add new item to your archive.”



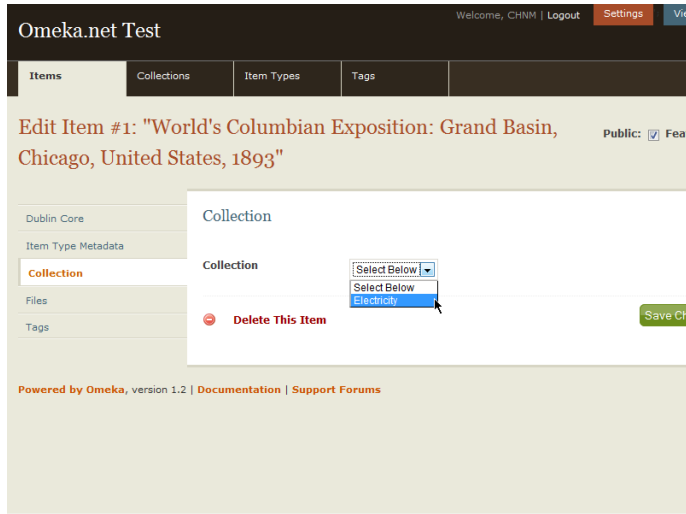
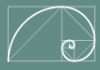
3. This takes you to the admin/items/add page where you will see a navigation bar on the left pointing you to different sections that comprise the item’s metadata.



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.



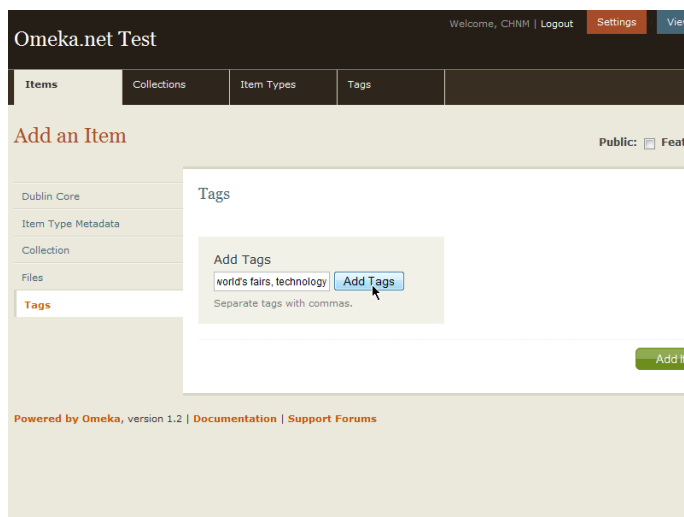
6. The **item type** section lets you choose a specific item type for the object you are adding, such as a document, still image, moving image, et al. Once you choose the type, relevant metadata fields appear for you to complete as desired. (See [Manage Item Types](#) for information about adding/editing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





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

ka.net Test

Welcome, CHNM | Logout | Settings | View Public Site

Collections | Item Types | Tags

Add Item

Public: Featured:

Tags

Add Tags

My Tags

world's fairs technology

Add Item

by Omeka, version 1.2 | Documentation | Support Forums

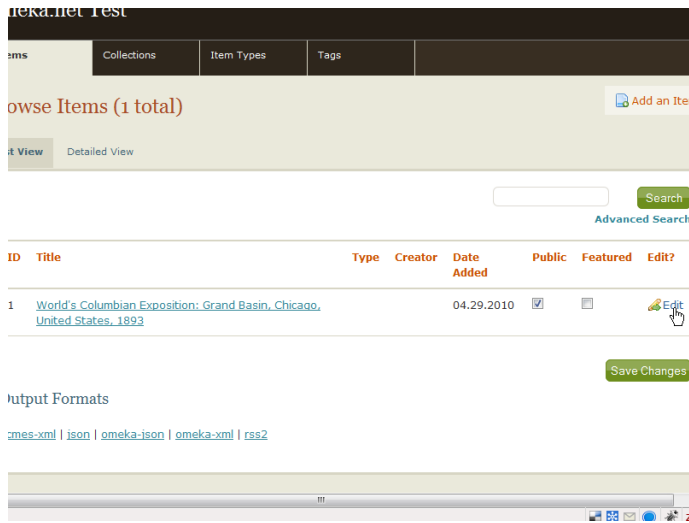
8. The **Files** section lets you upload multiple files to an item. Individual file size is limited to 32mb. Clicking the “Add Another File” link will reveal another field for adding a file. You can associate any number of files to an item. Remember, file size contributes to the amount of storage space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

Featured?

Item Type

Collection

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.

Manage Item Types

When adding an item, choose an appropriate item type. Item types indicate the kind of source you are adding, and includes metadata fields appropriate for describing that source.

For example, if a user adds a letter from George Washington to Martha Washington, she chooses document as the item type. A field will appear for text that allows the user to include a transcription of that letter if she chooses. When uploading a photo, choose a still image as the item type and fields will appear for adding information about its original format and dimensions. Omeka comes with 12 pre-defined item types with accompanying metadata fields, but you can easily edit these types, or add your own.

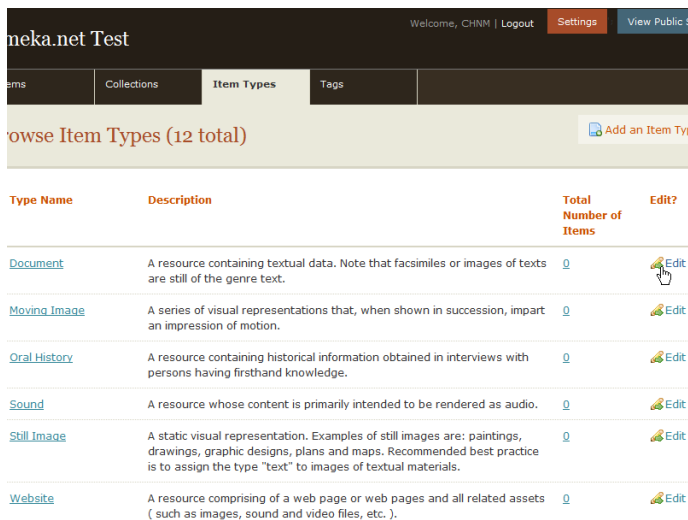
List of Existing Item Types







- Document: A resource containing textual data. Note that facsimiles or images of texts are still of the genre text.
- Moving Image: A series of visual representations that, when shown in succession, impart an impression of motion.
- Oral History: A resource containing historical information obtained in interviews with persons having firsthand knowledge.
- Sound: A resource whose content is primarily intended to be rendered as audio.
- Still Image: A static visual representation. Examples of still images are: paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type “text” to images of textual materials.
- Website: A resource comprising of a web page or web pages and all related assets (such as images, sound and video files, etc.).
- Event: A non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event. Examples include an exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party.
- Email: A resource containing textual messages and binary attachments sent electronically from one person to another or one person to many people.
- Lesson Plan: Instructional materials with fields that include duration (length of time involved), standards, objectives, materials, and lesson plan text.
- Hyperlink: Title, URL, Description or annotation.
- Person: An individual, biographical data, birth and death, etc.
- Interactive Resource: A resource requiring interaction from the user to be understood, executed, or experienced. Examples include forms on Web pages, applets, multimedia

learning objects, chat services, or virtual reality environments.

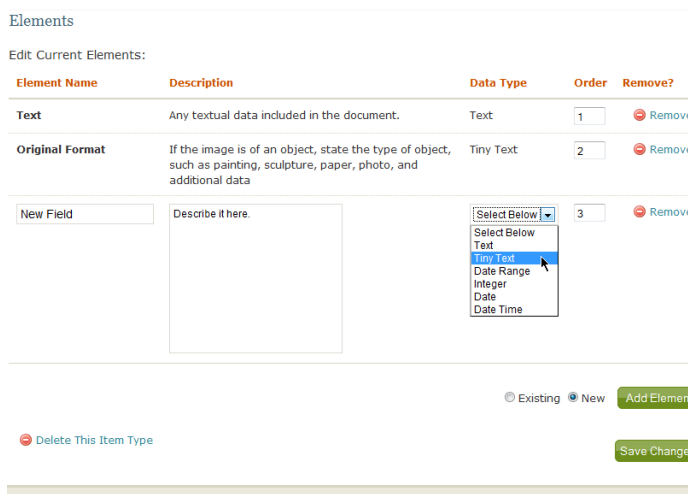
Modify Item Type

1. Go to Item Types page in the admin panel and click on the type you want to modify.






Type Name	Description	Total Number of Items	Edit?
Document	A resource containing textual data. Note that facsimiles or images of texts are still of the genre text.	0	 Edit
Moving Image	A series of visual representations that, when shown in succession, impart an impression of motion.	0	 Edit
Oral History	A resource containing historical information obtained in interviews with persons having firsthand knowledge.	0	 Edit
Sound	A resource whose content is primarily intended to be rendered as audio.	0	 Edit
Still Image	A static visual representation. Examples of still images are: paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type "text" to images of textual materials.	0	 Edit
Website	A resource comprising of a web page or web pages and all related assets (such as images, sound and video files, etc.).	0	 Edit

- 2.
3. In the next screen, click the “edit” button. From here, you can edit or delete the current elements/fields for documents, et al, or add new ones.



Elements

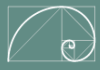
Edit Current Elements:

Element Name	Description	Data Type	Order	Remove?
Text	Any textual data included in the document.	Text	1	 Remove
Original Format	If the image is of an object, state the type of object, such as painting, sculpture, paper, photo, and additional data	Tiny Text	2	 Remove
New Field	Describe it here.	<input type="text"/>	3	 Remove

Select Below
 Select Below
 Text
 Tiny Text
 Date Range
 Integer
 Date
 Date Time

Existing New

4. When finished, click “Save Changes.”



Creating a new Item Type

1. If you want to create a new “item type”, go to your /admin/ screen, click on the Types tab (/admin/item-types). On the right side, click the button to “Add an Item Type.”

The screenshot shows the Omeka.net Test admin interface. At the top, there is a navigation bar with 'Items', 'Collections', 'Item Types', and 'Tags' tabs. The 'Item Types' tab is selected. Below the navigation bar, there is a section titled 'Add Item Type'. Underneath, there is a form titled 'Item Type Information' with a note '* Required Fields'. The form has two main sections: 'Name *' with a text input field containing 'Your New Item Type', and 'Description' with a larger text area containing the placeholder text 'Add a brief description for users here'. At the bottom right of the form, there is a green 'Add Item' button.

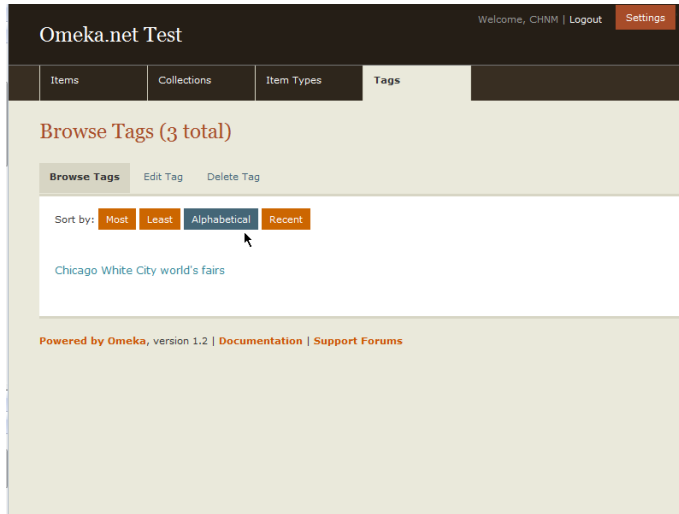
3. From this screen you may create a new item type elements/fields that correspond with the type of data you want to associate with specific items.

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

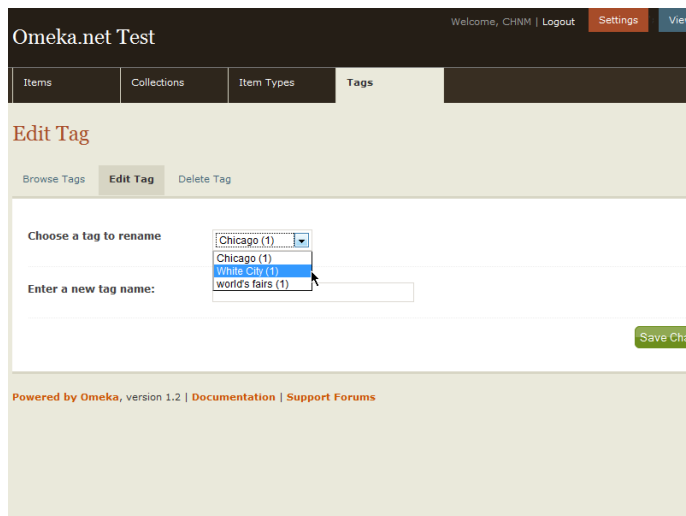


frequency used.

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.

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.

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

Exhibit Slug (no spaces or special characters)

Exhibit Credits

Exhibit Description

B *I* U [List icons] [Link icon] [Undo] [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

[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.”

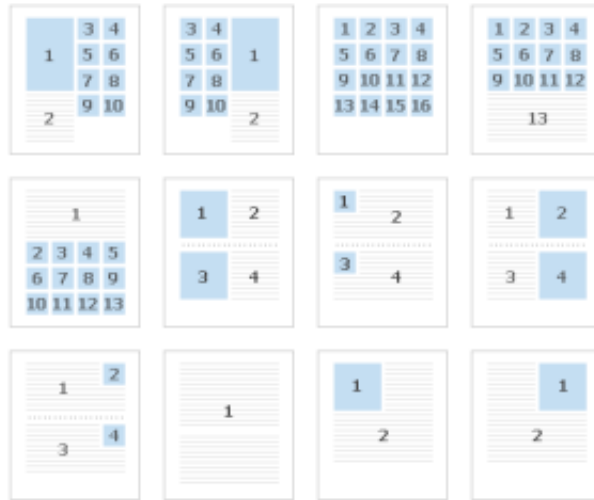


Page Metadata

Page Title

Page Slug (no spaces or special characters)

Layouts



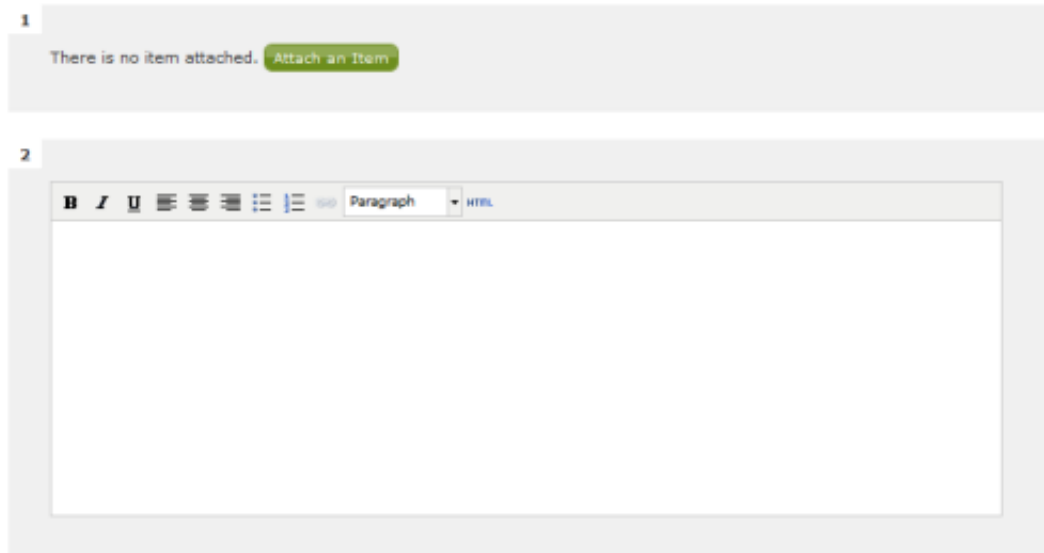
Choose a layout by selecting a thumbnail on the right.

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



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- o 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.*
- o 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.
- o “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.
- o 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

- o Once an exhibit, section, or page is created, it may be edited at any time.
- o To edit pages, first click edit next to the appropriate exhibit, then edit the proper section to get to the pages from that section.
- o 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.

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.

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 not paste in embed codes of videos, such iframes or objects.*
- 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

Related Use Cases

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](#).
- Write an essay about your sources using the [Exhibit Builder](#) or by creating a [Simple Page](#).