![omeka.net logo]

User Guide for Enthusiasts

Instructions for Building a Website in Omeka.net for Sharing Collections and Creating Digital Exhibits

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Introduction
Use Case: Enthusiasts

Use Omeka.net to share you personal research or collections and ask others to help.

See what others have built

- Eastern Oklahoma Tuberculosis Sanatorium, built by families of patients at EOTS: http://eots.omeka.net/
- Fire Files Digital Library, built by a librarian in his free time:http://fire.omeka.net/

Steps for creating a site:

- Sign up for an 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.
- 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.
- 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 Social Bookmarking plugin to make it easy for users to share collections items on their favorite social networks.
- Upload photos and digitized documents to build the website's "archive," or import items from a spreadsheet or harvestable archive using the CSV Import or the OAI-PMH Harvester.
- Map your collections using the Geolocation plugin, so visitors to the website may browse them on a map.
- Tag items as you add them to create another mode for browsing the collections. Once added, tags may be edited or deleted.
- Compose a family history or show off your expertise by writing an essay about your collections using the Exhibit Builder or by creating a Simple Page.
- Ask others to help build the website by installing the Contribution plugin to collect stories, photos, videos, audio, and other types of files.
- Ask others to collaborate and help manage the website by becoming administrative users.
- Add a simple page to tell web visitors about your site and your research interests.
- Keep track of website visitation with 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:

Sign Up

- 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.
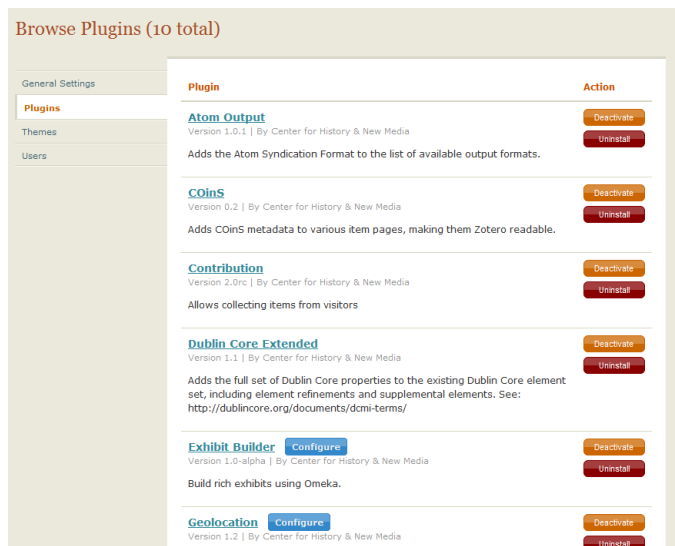
Watch this screencast and learn more about modifying all site settings

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.

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

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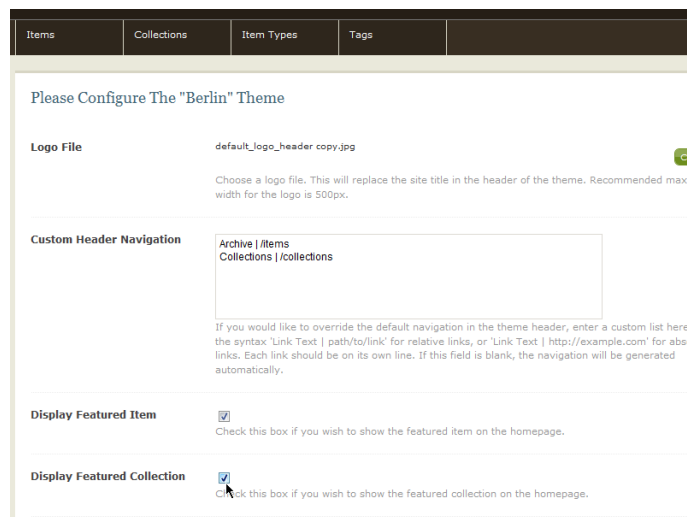
Themes

Themes control the public design and presentation of a website.

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

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

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

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

5. Display Featured Exhibit: Check this box if you wish to show a link featuring an exhibit on the homepage.

6. Homepage Recent Items: Choose the number of recent items to be displayed on the homepage. These appear in the order in which they were mostly recently added to the archive.

7. Homepage Text: Add some text to be displayed on your homepage above the Featured Items. This is a good place to add a very short tagline or description of your site. Save longer explanations for an About page.

8. Display Dublin Core Fields: Choose from the Dublin Core metadata fields that you would like to display and in the order you would like to display them on the items/show page. For example, to display only the descriptions, subjects, and creators for every item in your archive, enter: 'Description, Subject, Creator'. Be sure to spell each field correctly and to separate each field term with a comma. If you misspell or do not use commas, all of the fields will display. Also, if this text box is left blank, all available fields with data will be displayed.

9. Footer Text: Add some text to be displayed in your theme's footer. This can be a good place to add credits or links to funders.

10. Display Copyright in Footer: Check this box if you wish to display your site's copyright information in the footer. Site copyright information is found in the General Settings section.

11. Click Save Changes at the bottom of of the screen to save all of your customizations.

Social Bookmarking

The Social Bookmarking plugin allows users to share links to items in your site with their favorite social networking websites. This plugin is available on all plans.

Configure Social Bookmarking

1. After installing the plugin, click Configure.

2. You will see a long page filled with icons of social bookmarking tools and sites. Click the check boxes of as many services as you wish (such as Facebook, Twitter, Digg, Delicious). Each tiny icon will appear at the bottom of the items/show page for each item (see image below), and allow site visitors to share items on their social networking sites.

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."

omeka.net
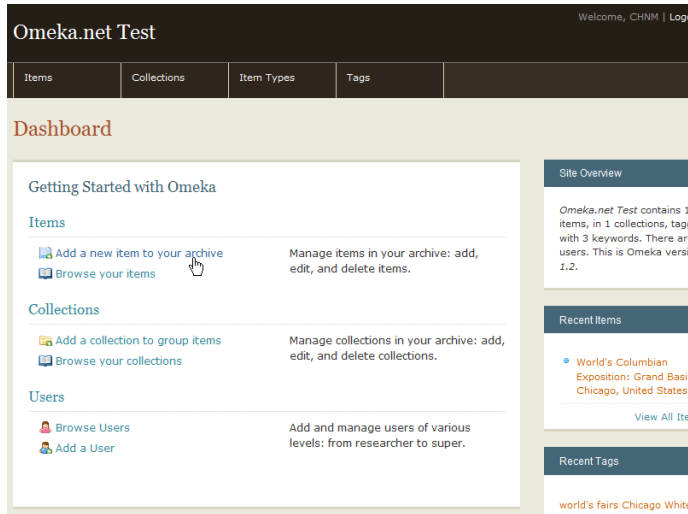
3. This takes you to the admin/items/add page where you will see a navigation bar on the left pointing you to different sections that comprise the item's metadata.
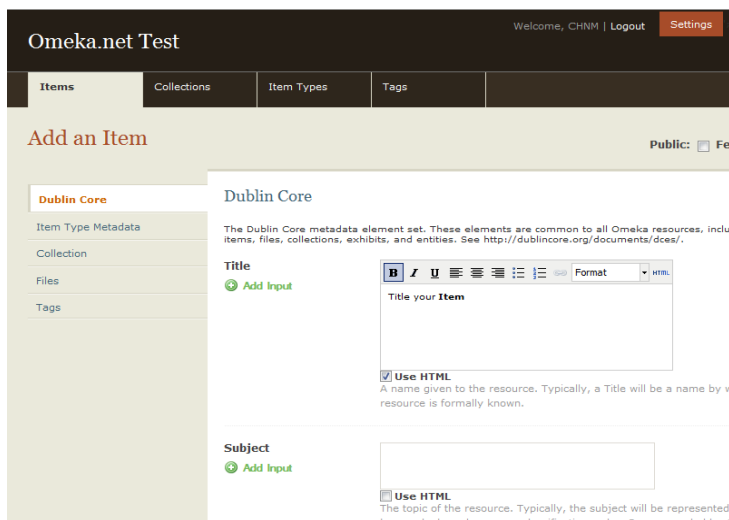
4. Fill in fields as best you can, but you are not required to fill in every fields. Click on the HTML box if you would like to style your text by adding bold face, italics, or a link; or to add formatting for the text in that field.
5. The first tab shows the **Dublin Core** metafields. These are available 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.
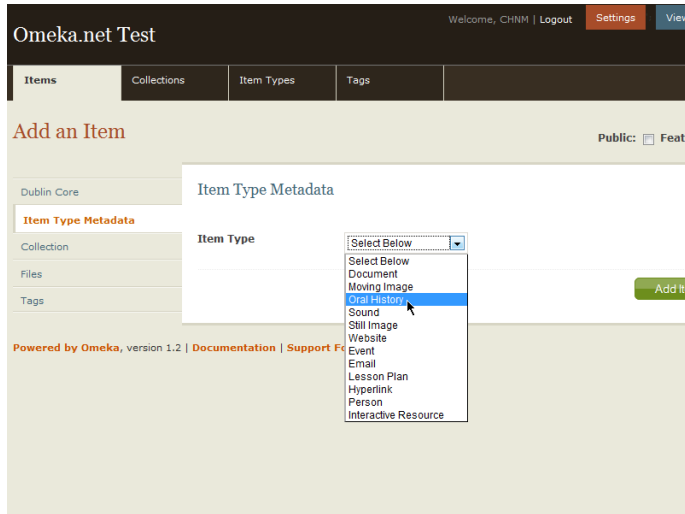
6. The **item type** section lets you choose a specific item type for the object you are adding, such as a document, still image, moving image, et al. Once you choose the type, relevant metadata fields appear for you to complete as desired. (See Manage Item Types for information about adding/editing item types.)
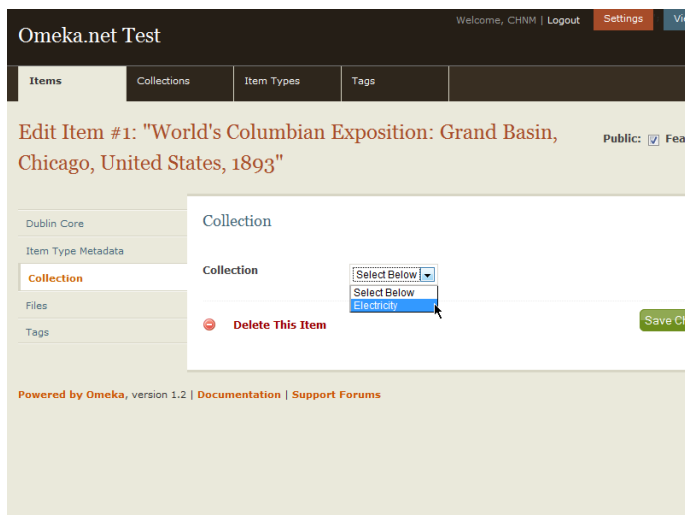

7. The **Collection** section allows you to add this item to a collection. Collections must already exist in the system before you can add an item to the collection. (See Manage Collections for information about adding/editing collections.)
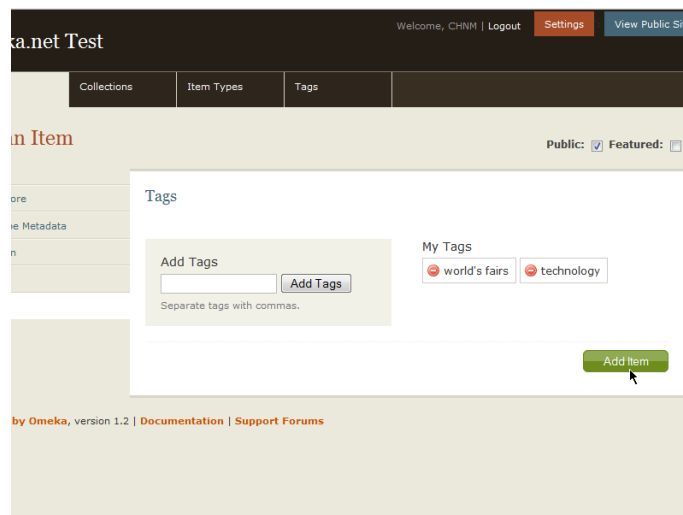
List of accepted file types
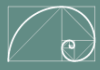
- ○ The **Tags** tab allows you add keyword tags to your item. Type in tags in the text box and click "Add Tags." Tags will appear in a list.

○
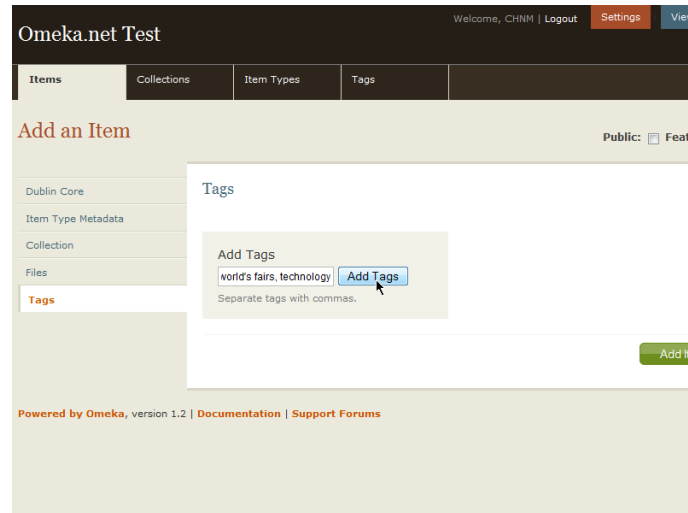
- ○ Be sure to click the "Add Item" button to save your data.


○

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.
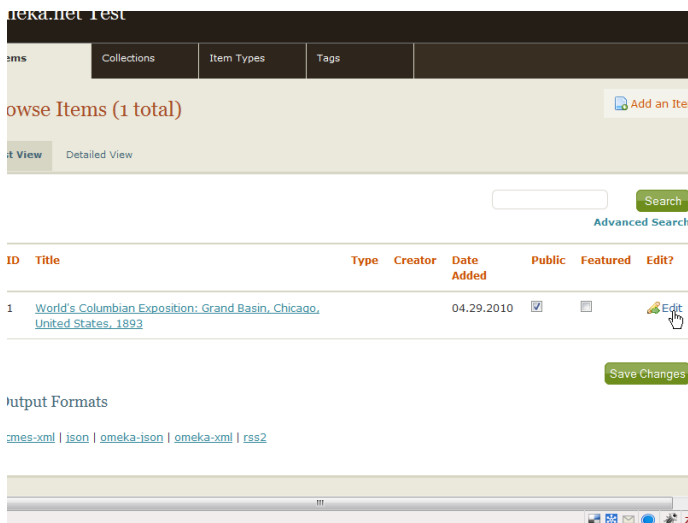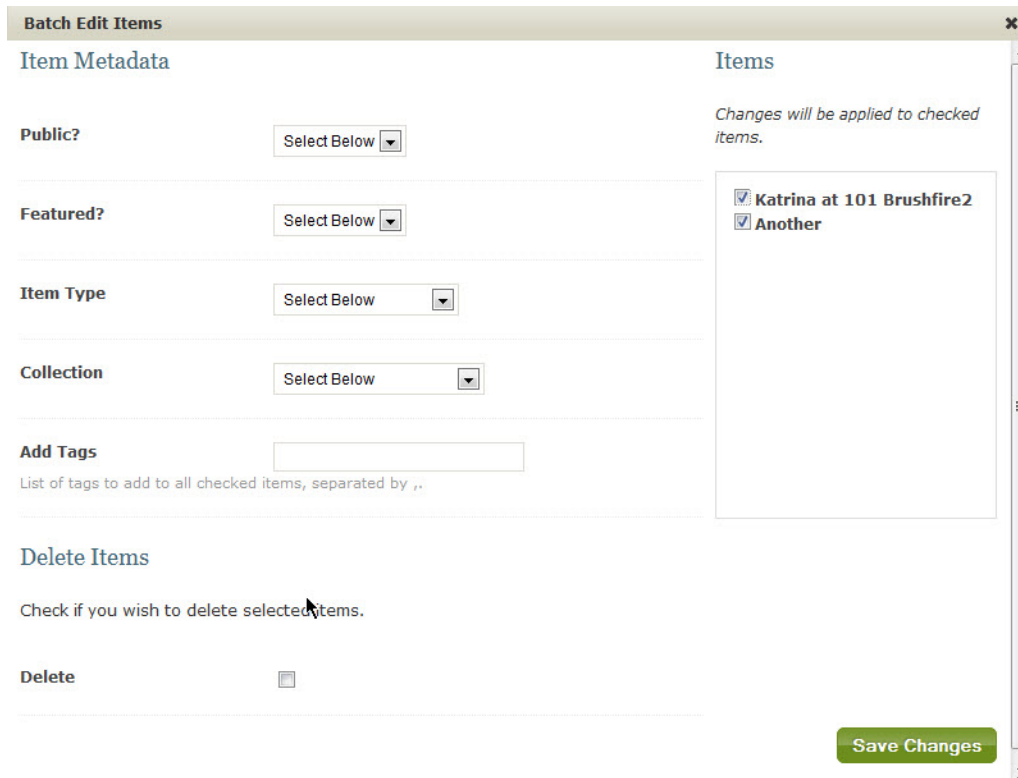

3. Underneath the item listing, click on the "edit" button which takes you to the /edit/item/# page.
4. You will be presented with the same interface for adding an item. Find the appropriate field to edit. Be sure to click the "save changes" button. If you do not hit save, your changes will be lost.

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.

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

Delete an Item

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

Output Formats

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

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

- 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 indiciate if the column contains files.

- 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.
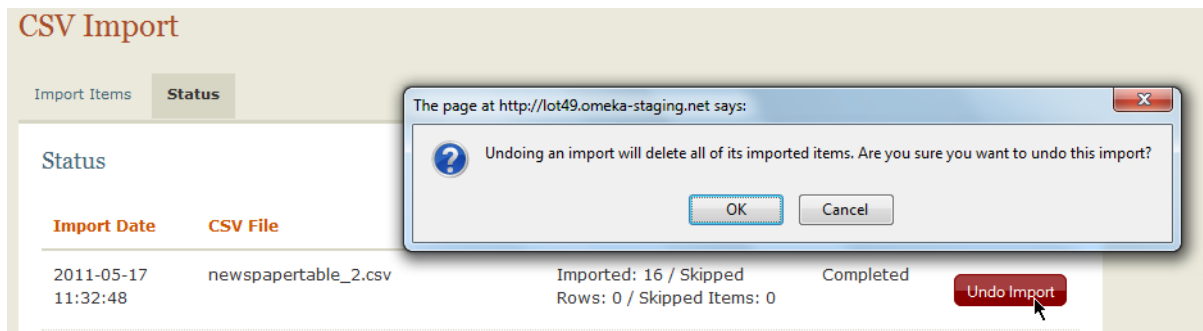

Undo an Import

- 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.

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".

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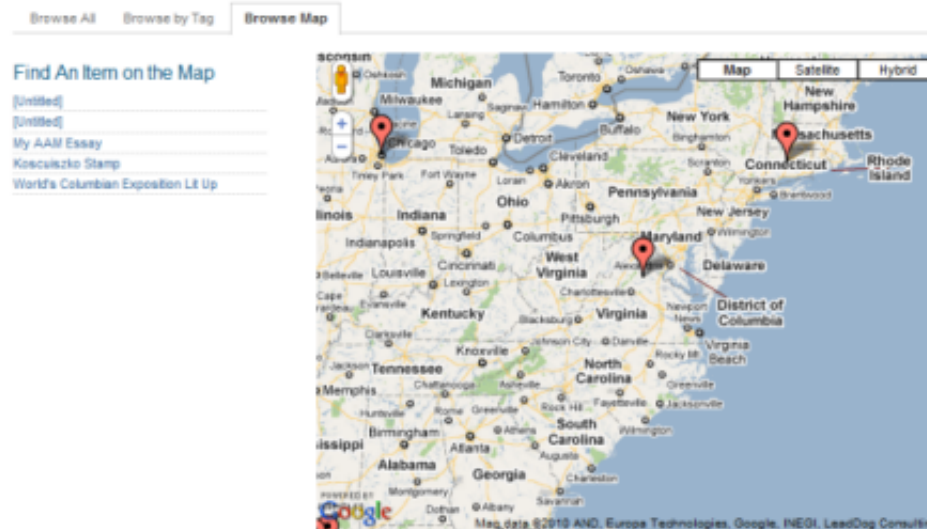
- ○ Add Map to Contribution Form: if using the Contribution plugin, checking this box adds a field and map to the public contribution form for users to map their contributed item.
2. Fill in the form as best you can, you can return to the form and edit the configurations at any time.
3. Save Changes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

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
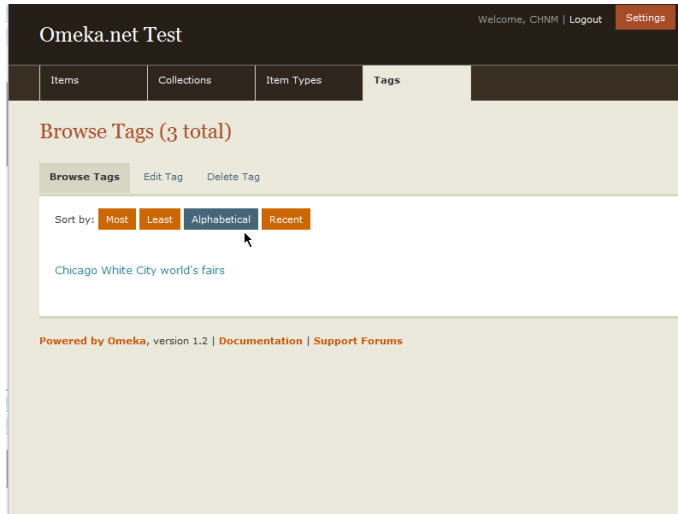
frequency used.

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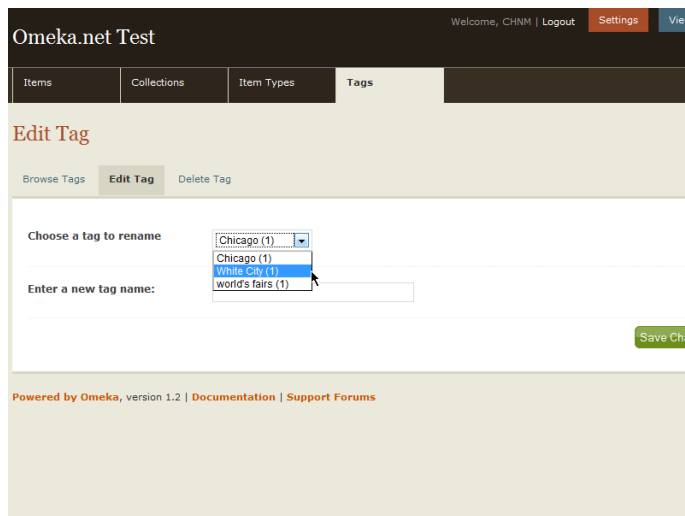
1. Choose a tag that wish to edit, and rename it in the text box below.
2. Click "Save Changes" and your tag will be saved with its new name.

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. 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.

omeka.net

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>U</u> ≡ ≡ ≡ ⋮≡ ⋮≡ ∞ 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

Page Title

Page Slug (no spaces or
special characters)

Layouts
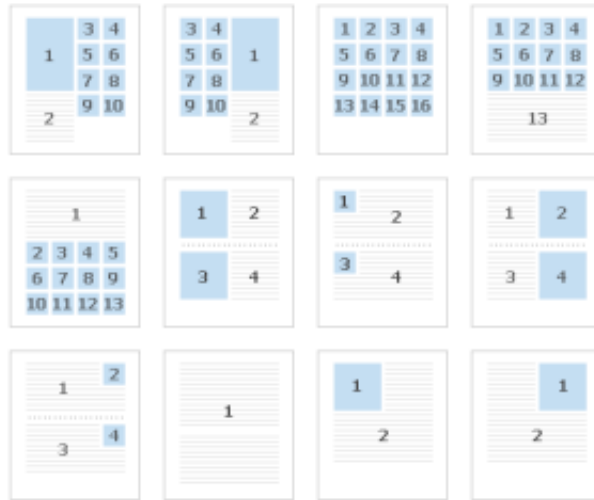
Choose a layout by selecting a thumbnail on the right.

- After choosing a layout, start adding items and text in their appropriate boxes in the template.
- To add an item, click the "Add an Item" button. A lightbox will pop up with the archive's items for browsing or searching. Once the appropriate item is found, click on the item (it will then be highlighted in blue). Then click the "Attach Selected Item" button in the bottom right of the lightbox. That item will be sent to the page template. To the right of the item is a box for writing an optional caption. To remove the item from the page, click the minus sign and the "Remove this Item" button. *Don't worry, this action does not delete the item from the archive.*

Page Content

1

There is no item attached. Attach an Item

2

B I U ≡ ≡ ≡ ≣ ≣ ∞ Paragraph ▾ HTML

○
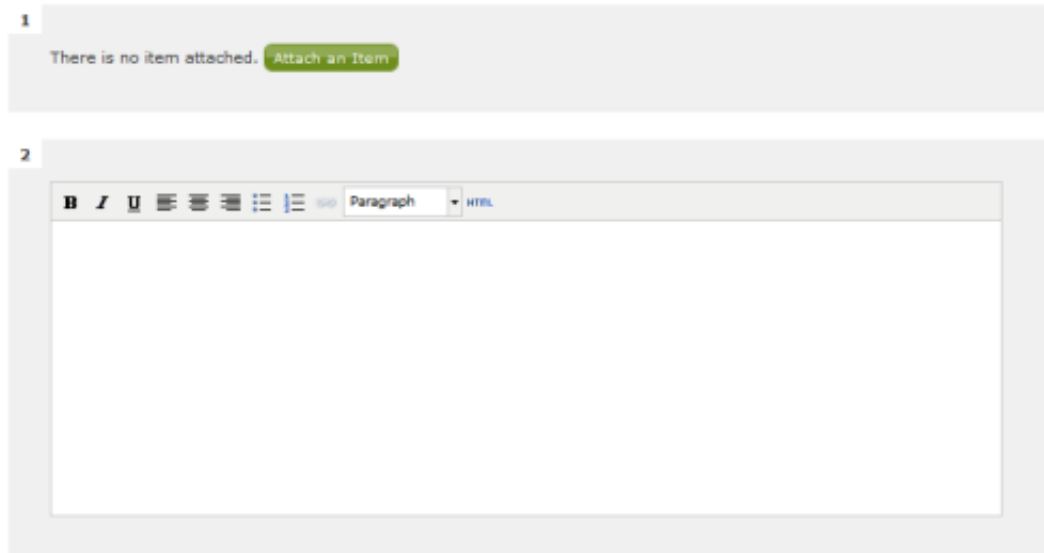
- To add text, write or paste text into the box. If you want to format the text, use the buttons that appear at the top of the box to bold, italicize, underline, justify, and link words, or add bullet points. *Note that CSS formatting in specific exhibit theme may control the appearance of this text, so the editor may not always reflect how the final page looks.*
- Before navigating away from this screen, be sure to scroll to the bottom of the page and save your work by clicking one of the two save options at the bottom of the screen. You do not need to complete the page, but please remember to save.
- "Save and Add another Page" returns you to page layouts and allows you to choose another template for the next exhibit page. "Save and Return to Section" takes you back to the exhibit section where you will find the pages you added.
- Once you are finished adding pages to a section, be sure to hit "Save and Return to Exhibit." From here you may create new sections or "Save and Finish."

Editing Exhibits

- Once an exhibit, section, or page is created, it may be edited at any time.
- To edit pages, first click edit next to the appropriate exhibit, then edit the proper section to get to the pages from that section.
- When the exhibit is ready for your online visitors, be sure to check the box making it public.

Deleting Exhibits, Sections, and Pages

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

Simple Pages

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

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

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

Create Simple Pages

- To create a new page, click "Add Page."
- Start building the page by adding a title (required). Fill out the form as you wish. For instance, add a unique URL slug for the page. For example, "about" is the slug in the following URL: www.myomekasite.com/about
- Add any text you want to appear on the page in the designated box.
  If you want to format the text, use the buttons that appear at the top of the box to bold, italicize, underline, justify, and link words, or add bullet points. *Note, you may paste in embed codes of videos, that contain the web **object**'s, but not **iframe**s.*
- To create a hierarchy of pages, or nested page, you may choose which page acts as the "Parent." If you choose not to nest pages and want them linked on the homepage, choose Main Page (No Parent) option.
- Next you may arrange the Simple Pages you created in any order. Number the page relative to the others with the same parent page.
- You may also choose to link to this page to the primary, or main site, navigation that appears on every page in the website. *Remember: if the custom header navigation is configured in the theme, a link to this page will not appear in the primary navigation unless you also add it to your theme's configuration.*
- It is also possible to make a Simple Page the home page for your website.
- If you are ready to publish the page, click the last box on the form to make the page public and appear in the Simple Page navigation.

- Click Add Page.

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.
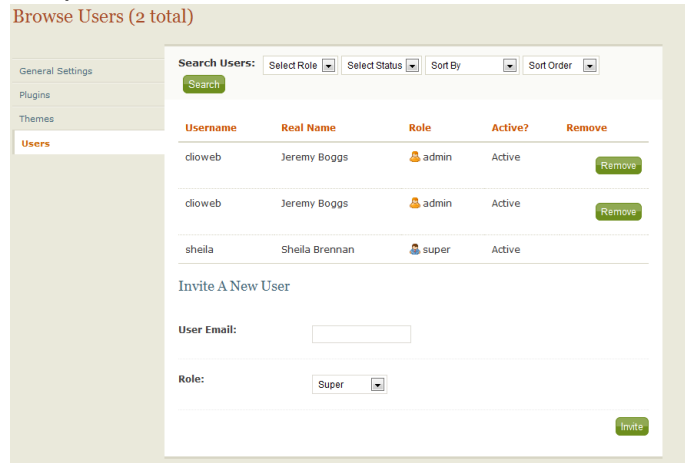
2.
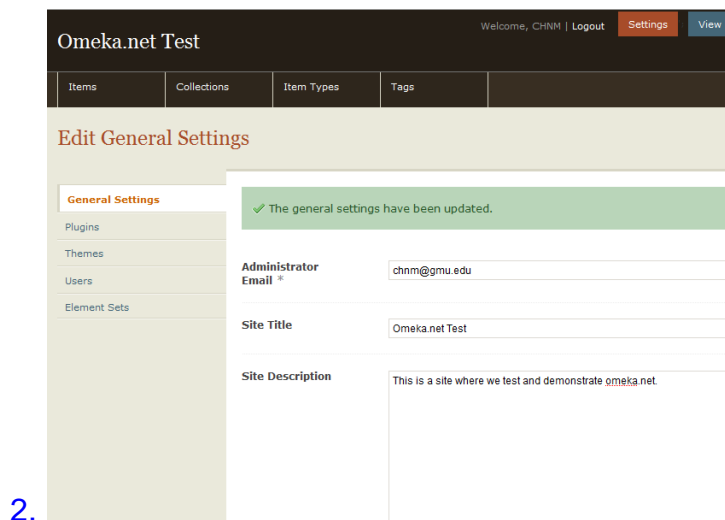
3. The "Show Empty Elements" box is left unchecked, meaning that on the public site empty metadata fields will not appear on an item page. If you would like empty fields to appear, check the box.

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.

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.

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.

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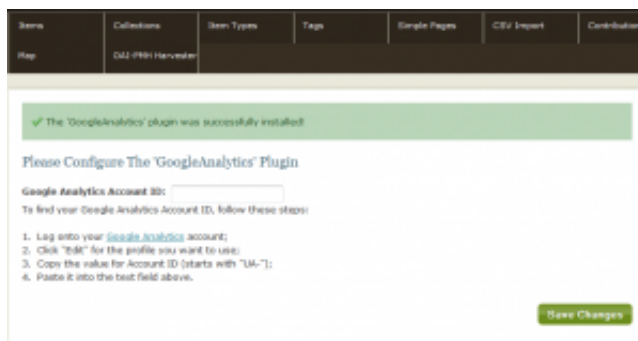
- Copy the value for Account ID found next to the site URL (starts with "UA-") and paste it into text field.
- Save Changes.

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.