



User Guide for Scholars

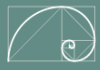
Instructions for Building a Website in Omeka.net to Publish Research and Share Sources

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Overview

Use Case: Scholars

Publish a digital essay, share primary source collections, and collaborate with others in the creation of digital scholarship.

- [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.
- [Upload photos and digitized documents](#) to build the website's "archive."
- Display PDF documents on your site by installing the [DocsViewer plugin](#).
- [Tag items](#) to create connections among sources, which allows site visitors to engage with themes in your work.
- Map your collections using the [Geolocation plugin](#), so site users may browse them on a map.
- Write a digital essay that combines the uploaded sources with original narrative using the [Exhibit Builder](#) or by creating a [Simple Page](#).
- Collect sources via the web by installing and configuring the [Contribution plugin](#) to collect documents, images, videos, audio, and other types of files.
- Collaborate with colleagues on building and managing the website by [inviting them to become administrative users](#).

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.

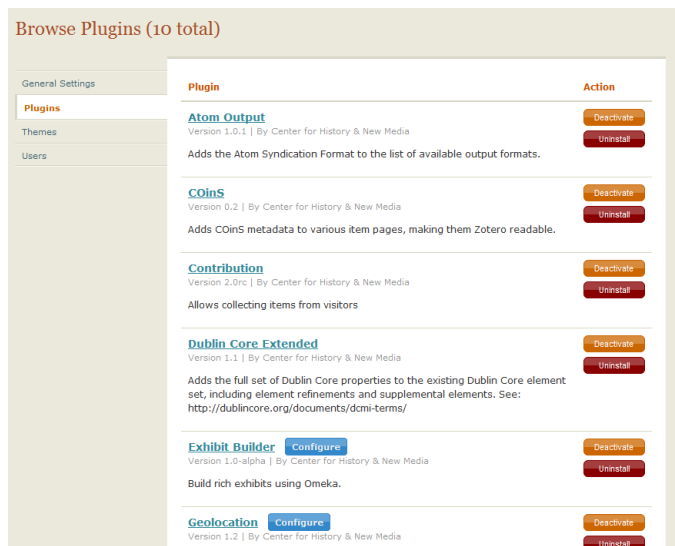
Watch this screencast and learn more about modifying all site settings

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.



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.

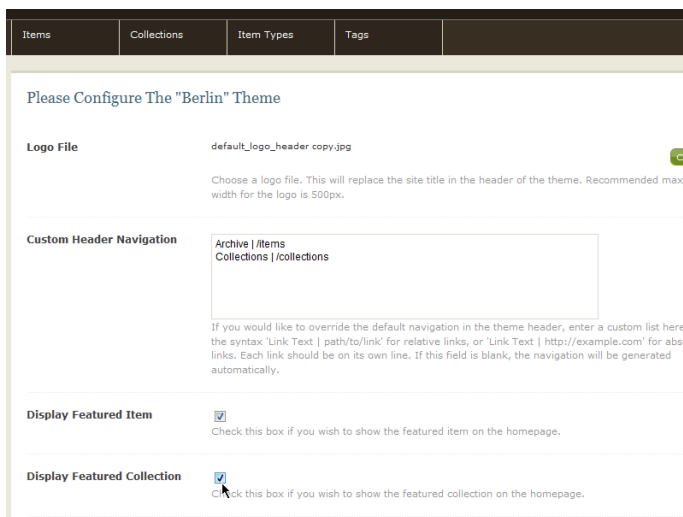
Themes

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.

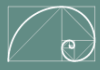
Display Copyright in Footer Check this box if you wish to display your site's copyright information in the footer.

[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.

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.

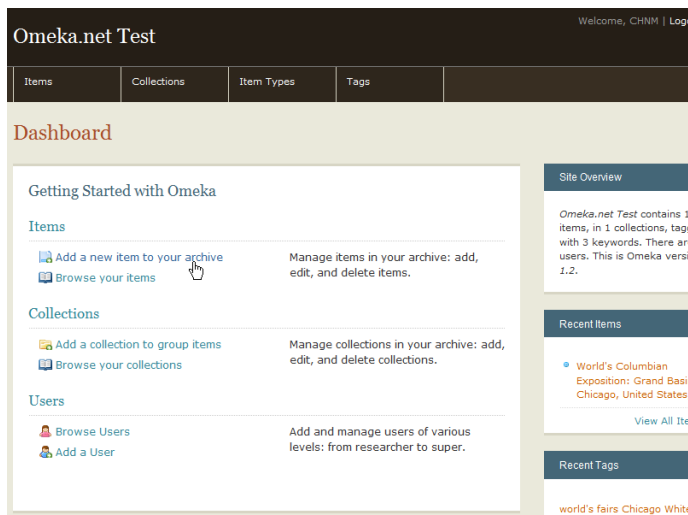
For more information on Working with Dublin Core, see:

http://omeka.org/codex/Working_with_Dublin_Core

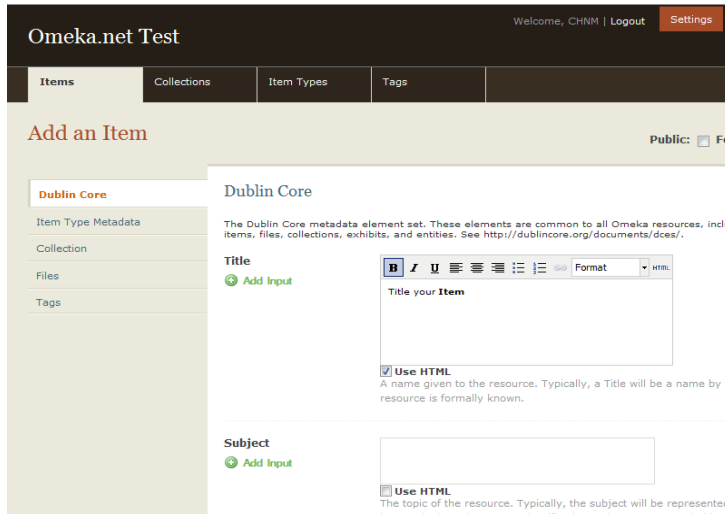
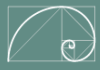
[Watch this Screencast on Building an Archive](#) from [Omeka](#) on [Vimeo](#) or continue reading below.

Add Items

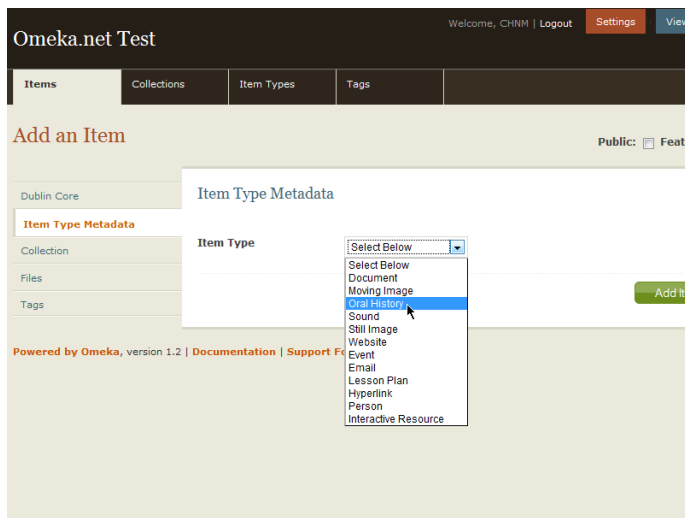
1. From your dashboard (yoursite.omeka.net/admin) click “Add new item to your archive.”



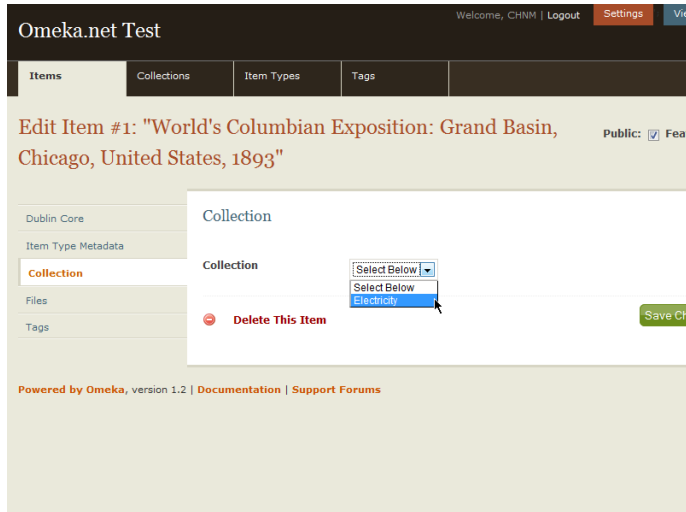
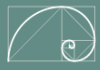
3. This takes you to the admin/items/add page where you will see a navigation bar on the left pointing you to different sections that comprise the item’s metadata.



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.



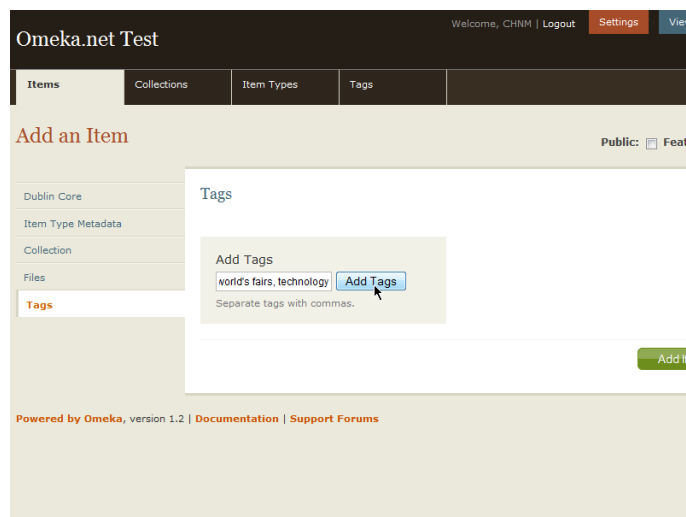
6. The **item type** section lets you choose a specific item type for the object you are adding, such as a document, still image, moving image, et al. Once you choose the type, relevant metadata fields appear for you to complete as desired. (See [Manage Item Types](#) for information about adding/editing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

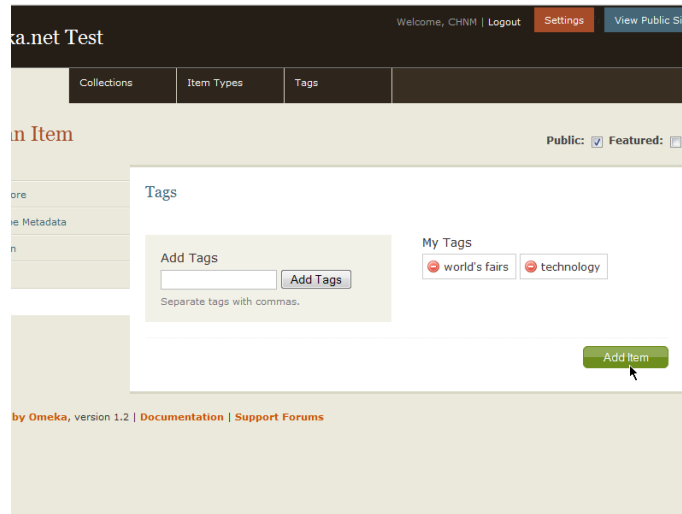
[List of accepted file types](#)

- [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.



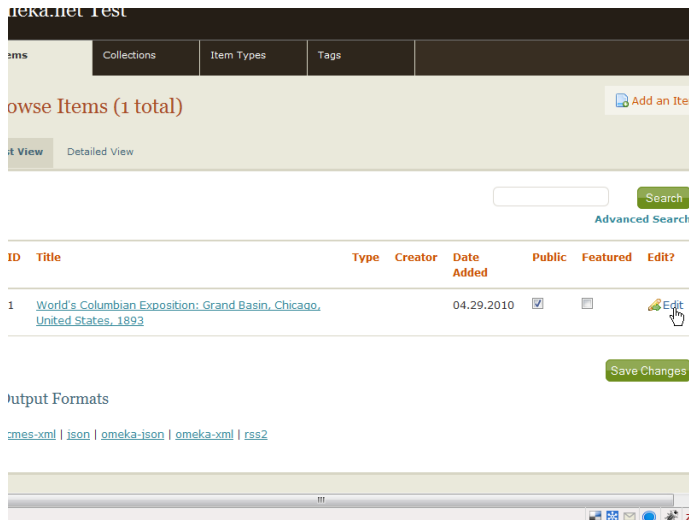
8. The **Files** section lets you upload multiple files to an item. Individual file size is limited to 32mb. Clicking the “Add Another File” link will reveal another field for adding a file. You can associate any number of files to an item. Remember, file size contributes to the amount of storage space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

- 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.

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](#).

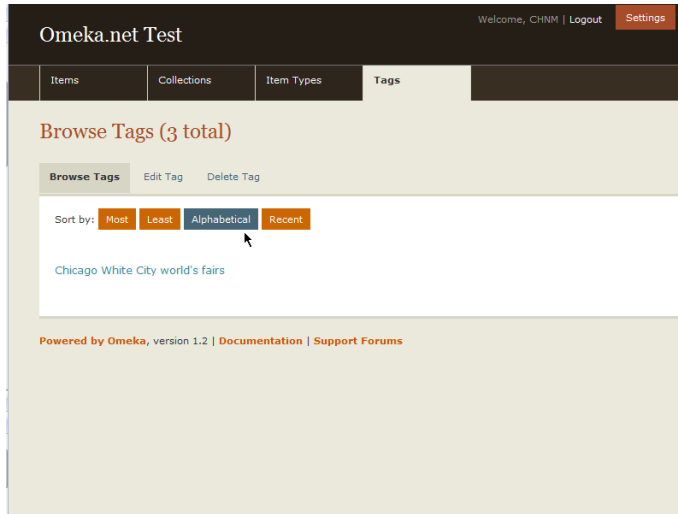
7. Viewer height, in pixels: Set the height of the document viewer, in pixels.

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

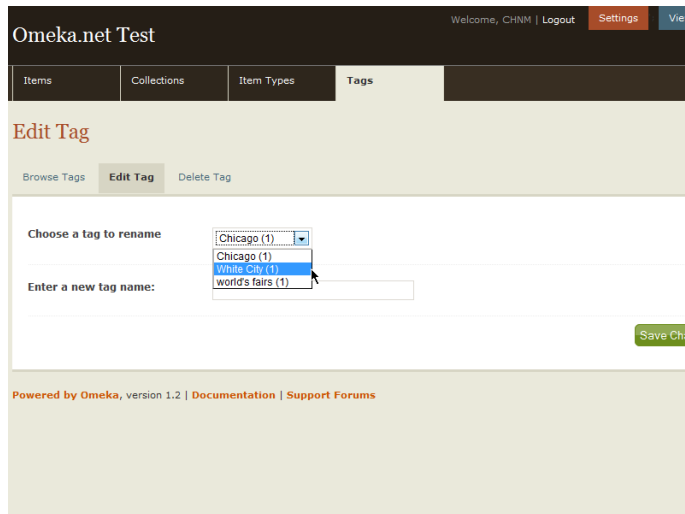


frequency used.

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.

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.

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

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.”

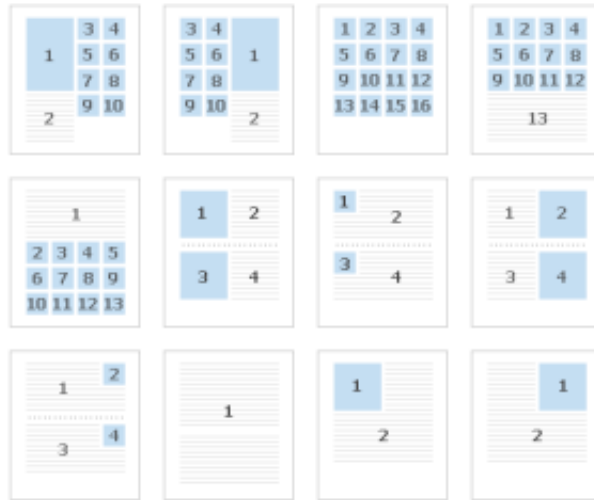


Page Metadata

Page Title

Page Slug (no spaces or special characters)

Layouts



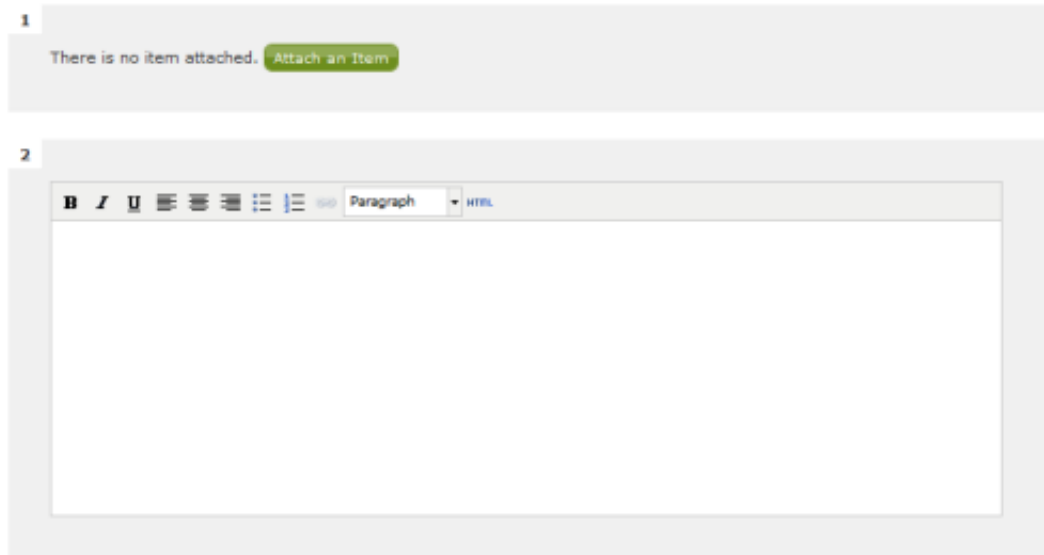
Choose a layout by selecting a thumbnail on the right.

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



o

- 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

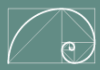
The Simple Pages plugin allows you to easily create web pages for your public site using a simple form. It requires no programming knowledge, and optionally allows users to add basic HTML markup. This plugin is available on all plans.

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 **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.

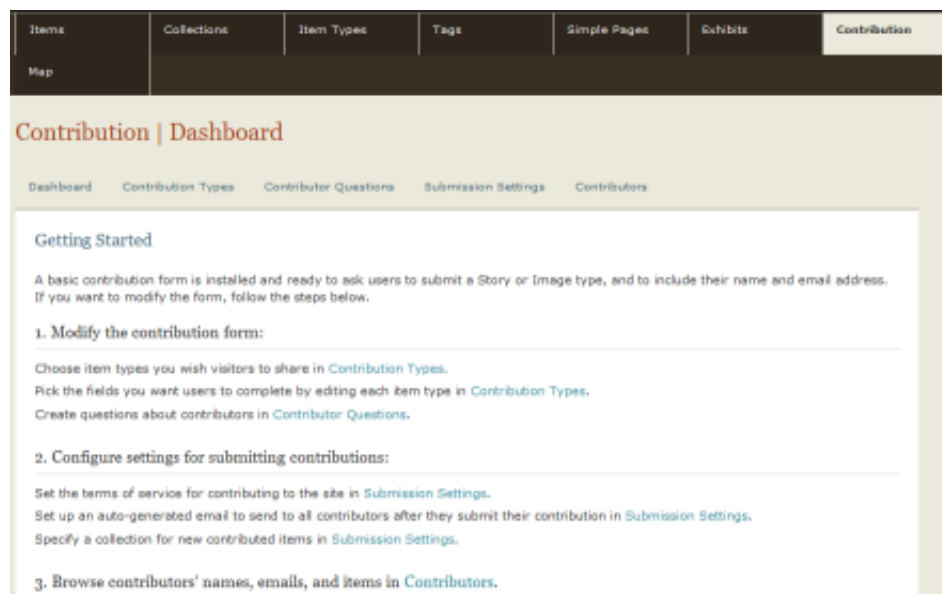
Contribution

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.



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.

Dashboard Contribution Types Contributor Questions Submission Settings Contributors

Type Metadata

Display Name The label you would like to use for this contribution type name

Allow File Upload Via Form Enable or disable file uploads through the public form. Require contributors to upload a file to their contribution when selecting this type.

Contributed Elements

Prompt

<input type="checkbox"/>	<input type="text" value="Image Description"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="text" value="Title"/>	<input type="button" value="Edit"/>

la Version Of
Language
License
Mediator
Medium
Provenance
Publisher
References
Relation
Replaces
Requires
Rights
Rights Holder
Source
Spatial Coverage
Subject
Table Of Contents
Temporal Coverage
Title
Type
Item Type Metadata

Select an Element

-
- 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.
- 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.
- 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.
- When finished adding elements, save changes.
- 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.
- 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?

Title

Story Text

Upload a file (Optional)

Find A Geographic Location For The Story:

Manage Site Settings & Users

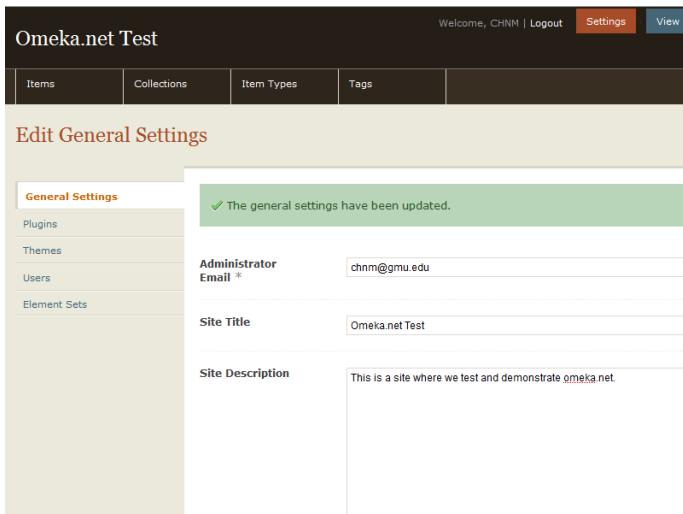
The Settings button is located in the top right corner of your Dashboard.

Watch this tutorial on how to modify all site settings

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

General Settings

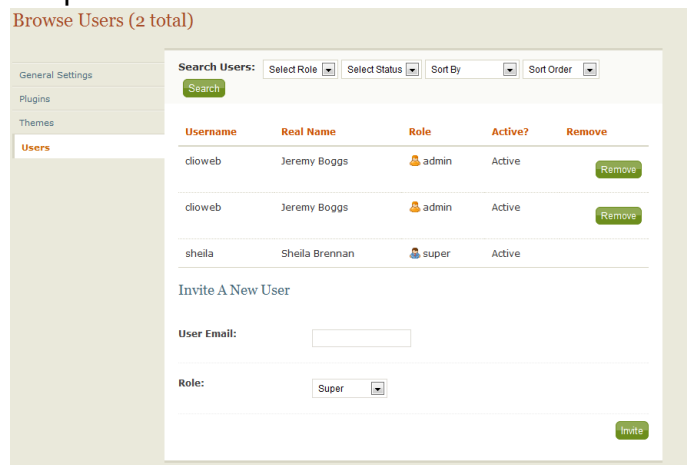
1. Under the General Settings tab, you may edit the fields you filled in when you installed your site and add other information, including: Administrator Email, Site Title, Site Description, Copyright Information, and the site's Authors.



-
-
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.