

Omeka: Items, Collections, and Exhibits

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For additional resources and tutorials, visit www.usmcdh.org

For Class Projects:

Public Omeka website link:

Link to login and edit:



Introduction

Omeka is a free and open source web-publishing platform for the storage and display of items (your sources) into collections and exhibits. This can include historical/archival sources, genealogies, books, audio/video clips, oral histories, maps, material culture, food, plants, and more-- anything that has a digital representation can be an "item" in Omeka. Omeka uses a system of **Items**, **Collections**, and **Exhibits** to share details and stories about your sources.

Omeka is designed so that users (and the audience) can critically study the *relationships* between sources. Omeka's framework uses a concept called **linked open data**, which means that there is a standardized form for describing the metadata about your items (called "DublinCore" in Omeka), has links to original sources on the web (if it is a born-digital source), and you can define an item's relation to another item and curate them into shared collections.

Learning Objectives

By the end of this handout you should be able to log into Omeka, understand the navigation, and learn how to create Items and Exhibits. Think about how items—as records with data—can inform the broader narrative of your project.

For Students: Logging in to the Omeka website

1. Check your USM inbox for an email from Omeka to complete your registration and create a password.

2. Go to your class Omeka site, add **/admin** at the end of the URL, hit the **Enter/Return key** and this will display the login screen.
3. Log in using your USM username (firstname.lastname) and the password you created during registration.

IMPORTANT: To use all the functions of Omeka you have been granted admin privileges. This means you can view and change the work of other users. Please only work on your own materials and be respectful of others' work.

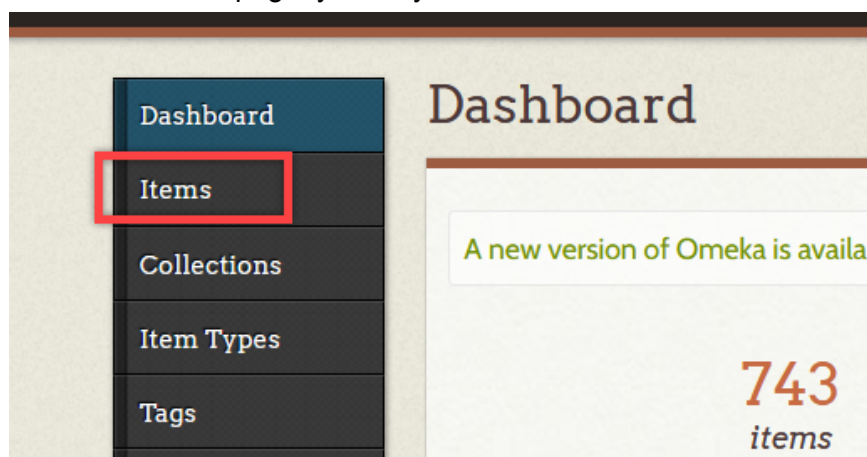
Items

In Omeka, an **Item** is a source and its related metadata. A source can be audio, an image, a video file, or other media that represents a source. In addition to uploading media files, you will need to add *metadata* information to tell visitors about the source. Most databases have detailed metadata about the items in their collection, so take note of this information to make the process easier.

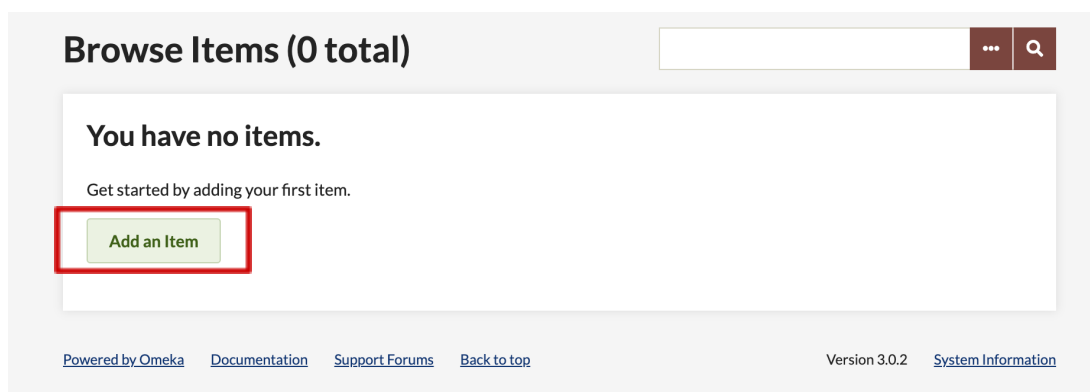
Creating a New Item

This section will guide you through the process of uploading an Item. You may use the example item provided or add your own item related to your project.

1. To access the example Item, click on [this link to go to the Smithsonian's website](#). Or, [choose a stamp from the US postal stamp collection](#).
2. Download and save this image (jpeg, png, or tiff). Take note of the information on the web page (keep this tab open).
3. In a new tab, log into your Omeka website and **go to the dashboard**.
4. Select the **Items** tab from the Omeka dashboard to access the **Browsing Items** page. From the **Browse Items** page, you may browse, add and search for Items.



- Click on the **Add an Item** button from the *Browse Items* page.



- This will bring you to the Dublin Core tab of the Add an Item page. Dublin Core is Omeka's term for *metadata*, or the information about your item. Please refer to the [Dublin Core Metadata guide](#) for more information about the different fields. Fill out this information to the best of your ability. If you do not know the answer to a field, just leave it blank.

- Once you have added the metadata, click on the **Item Type Metadata** tab. Then select the Item type that you are creating from the drop-down menu.
 - For this example you can choose **Still Image**. This will add additional metadata fields that are specific to your type of item.
- Next, select the **Files** tab to add the digital resource(s). Omeka accepts a wide variety of image, audio, and video file types.

- Click on the **Browse...** button to select and upload the digital resource(s) into your Omeka Item. You can add more than one file to your item.
9. The final data-entry step is the application of tags to your Omeka Item. For the purposes of this class, you may add in any relevant subject tags you would like, though they are not necessary. Simply enter in the text for your tags (separated by commas) and press the **Add Tags** button. Sample tags for this example can be ledger drawings, Omaha art, George Miller, etc.
10. Finally, select the box to mark your item as **Public**, and then click the **Add Item** button.

11. After adding your item, Omeka will bring you back to the **Browse Items** page where you will receive a message saying that your Item was successfully added.

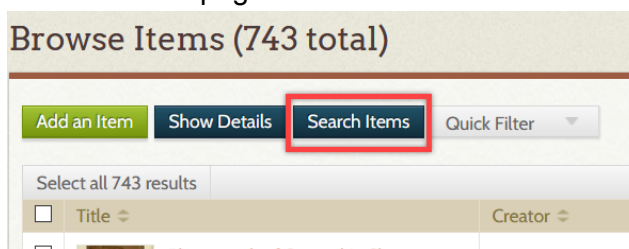
Viewing, Editing and Deleting your Item

12. You may view the details of, edit or delete an Item at any time by browsing or searching (see next section) for an Item that you have created.
13. Once you have found the location of your Item click on the button for the corresponding action you want to take.
- The “**Details**”, “**Edit**” and “**Delete**” buttons will be located under your Item’s title.

☐	Title ▾	Creator ▾	Type	Date Added ▾
☐	 George Miller Drawing of tipi of Te-san, painted with a vision of a sun and rainbow Details · Edit · Delete	George Miller (Omaha)	Still Image	Feb 23, 2023
Select all 1 results		0 items selected	Edit	Delete

Searching for Items

14. Navigate to the **Browse Items** page and click the search button.



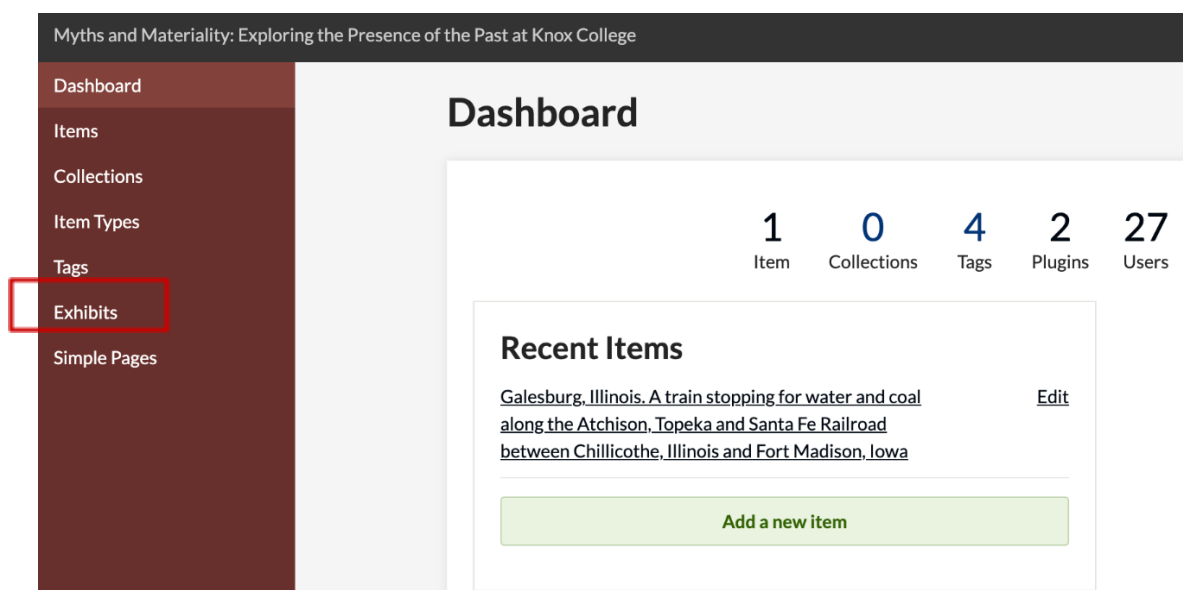
15. You may search for an Item using any number of categories, but it will probably be most useful to search by user, using your Omeka username
16. Once you have entered your search criteria, press the **Search for Items** button.
17. Results should appear with any Items matching your search criteria.

Exhibits

In Omeka, Exhibits combine Items and narrative text to create a public, online exhibit. Exhibits are composed of pages, typically with a page that serves as the introduction to a project and additional pages which highlight the Items and supplemental text. An Omeka exhibit may be one or more pages in total, depending on the project. The following sections will show you the basics of creating and editing exhibits in Omeka.

Creating Exhibits

1. On your dashboard, select **Exhibits** on the left hand menu.



2. Click the green tab **Add an Exhibit**. This will take you to a page where you will enter the information that will appear on the landing page of the Exhibit. The landing page is the first page of your exhibit and should contain an introduction to your work.

Browse Exhibits (0 total)

There are no exhibits yet.

Add an Exhibit

- At the **Add Exhibit** page you will see several fields to enter information about your exhibit. Fill these out (ignore *slug*, Omeka will create this from your title).

Add Exhibit

[Exhibits](#) > Add Exhibit

Exhibit Metadata

Title

Slug

No spaces or special characters allowed

Credits

Description

B I U

Paragraph <>

Tags

Theme

Current Public Theme

Use Summary Page?

Start the exhibit on the summary page. If unchecked, start on the first exhibit page if it exists.

☒

Cover Image

Choose a file to represent this exhibit. The selected file will serve as the thumbnail for the exhibit.

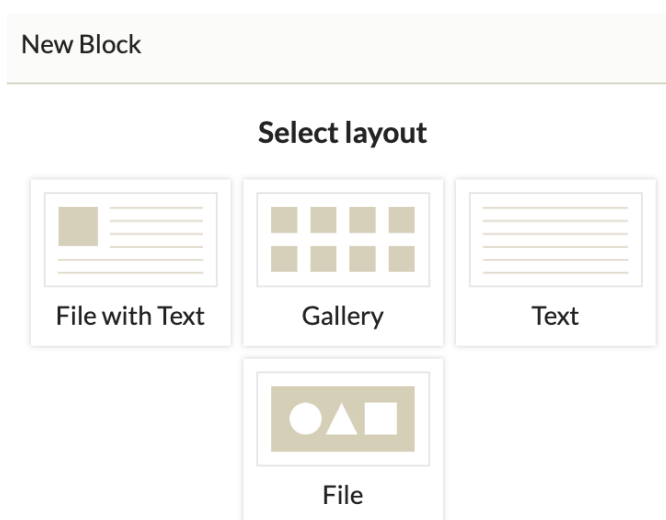
Save Changes

Public: ☐ Featured: ☐

- a. **Title** - The title of your exhibit.
 - b. **Slug** - this is the URL, or web address, for your exhibit. Omeka will generate this automatically using your title.
 - c. **Credits** - You're the author! Your name can go here (or use a pseudonym for privacy– but tell your teacher!)
 - d. **Description** - A short description of your project
 - e. **Tags** - one word tags that apply to your project, such as canals, war, jackson, mississippi, newspapers.
 - f. **Theme** - Keep it as Current Public Theme
 - g. **Use Summary Page** - If you do not select this option, the first page of your exhibit becomes your project's landing page..
 - h. **Cover Image** - adds an image to represent your project
 - i. **Page title** – the title of this page
 - j. **Page slug** – this is the URL for this page. Select something short and related to the page contents. Pages are components of an exhibit and will have their own URLs.
4. **IMPORTANT:** Set your exhibit to **Public**. If it is not set to Public it will not be viewable by others.
 5. Click **Save Changes** to save your work. *Omeka will not autosave your work.*
 6. Click the **Add Page** box at the bottom to continue to set up your exhibit.

Adding Content to your Page

7. Enter a Page Title and scroll to the bottom to **Content > New Block**
 - a. Select from **File with Text**, **Gallery**, **Text**, or **File**.



8. From the content block you may add items and additional text. This is where you can add your summaries, interpretations, and analyses to the sources you are using.

NOTE: You may only select from Items already uploaded in Omeka. If you wish to add a new source, you will need to upload it as an Item first and return to the exhibit builder.

9. When you add an Item to your content block, you may include a brief caption describing the item.
10. At the bottom of the block, there are additional **Layout Options**.

Layout Options ▼	
File position	Left ▼
File size	Fullsize ▼
Captions position	Center ▼

11. You can add multiple content blocks to a page and rearrange the order using the  icon at the top left of the content block.
12. Select **Save Changes** or **Save and Add Another Page**. Omeka will not autosave your work, so be sure to select one of the save options.
13. At any time, you can go to the Items or Exhibits tab on the left menu bar of the dashboard and “edit” all previous Items, Exhibits, or exhibit Pages. **NOTE**—you will be able to see all items that other people in the class upload, so be careful not to use or tamper with other students’ items.
14. You can view your public exhibit anytime by clicking the title in the exhibits list, or **View Public Page** from the exhibit builder. Remember to set your exhibit (and items) to **Public**.