



Introducing Omeka

software for publishing collections and exhibitions online

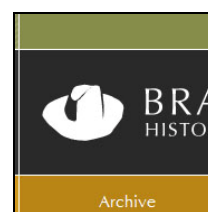
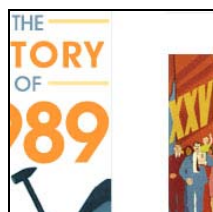
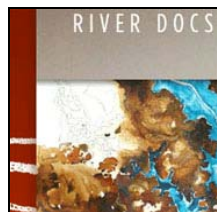
Minnesota Historical Society and the Center for History and New Media,
George Mason University

Minnesota History Center, St. Paul, MN
March 14, 2008

Agenda

9:00-9:30	Meet the group
9:30-10:00	Introduction to Omeka and Omeka sites
10:00-10:30	How to build and shape an archive
10:30-10:45	Break
10:45-11:15	Small working group tasks
11:15-12:00	How to build an exhibit and other system features
12:00-1:00	Lunch
1:00-1:45	Small working group tasks
1:45-2:30	Closing discussion and feedback

Sites powered by Omeka (<http://omeka.org/showcase>):



How to Use Omeka

All information available at: <http://omeka.org/codex/>

Add an Item

1. From your dashboard (mywebsite.org/admin) click "Add an item to your archive." You will then begin an easy 3-step process for adding your object.
2. Step 1, asks you first to choose the appropriate item type for the item you are adding. Once you choose the type, appropriate metadata fields appear for you to fill in as best you can.
3. If you are uploading a file, do it in step 1.
4. Step 2 takes you to the Dublin Core Metadata fields that are available for every item in this archive. Fill in as best you can.
5. Step 3 allows you to add this item to a collection, makes the item visible to the public or featured on the archive's homepage, and provides space to tag this item with keywords.
6. Each archive will differ, but for institutions familiar with collections nomenclature use the tags as a way to describe these items in more basic terms, ie. tool, iron, farming, blue, et al.
7. Be sure to click the "Add Item" button to save your data.

Edit an Item

1. Access the archive from the tab in the top navigation bar in your /admin interface.
2. Find the item you want to edit from the list of most recently-added items or by searching.
3. At the end of the item listing, click on the "edit" button which takes you to the /edit/item# page.
4. Find the appropriate field to edit and be sure to scroll to the bottom of the screen to click the "save changes" button. If you do not hit save, your changes will be lost.
5. If you find yourself in the edit screen by accident, scroll to the bottom of the page and click "cancel."

Delete an Item

1. Follow steps for editing an item, but when you get to the /edit/item# page, scroll to the bottom of the screen and click "Delete this Item."

Modifying Item Types

Omeka's core metadata comes from the [Dublin Core Metadata Initiative <http://dublincore.org/documents/dcmi-terms/>], and those fields cannot be modified to ensure interoperability with other Omeka-based projects and other systems using DCMI. (Those fields are in Step 2 of adding or editing an item from the archive.) You may add and expand your metadata is through the types and type metadata (available in Step 1 of the adding/editing process).

1. If you are interested in creating a new "item type", go to your /admin/ screen and click on the Types tab (/admin/types). On the right side, click the button to "Add an Item Type."
2. From this screen you may create a new item type and new fields that correspond with the type of data you want to include.

Modifying Type Metafields

1. You may also modify the core types available. Go to the /admin/types screen and click on the type you want to modify-- document, et al.
2. In the next screen, click the "edit" button. From here, you can edit or delete the current metafields for documents, et al, or add new ones.

And, as always, be sure to Save Changes or you will have to repeat this process.

Collections

Collections may be used in a variety of contexts that make the most sense for your archive. It is not necessary to follow a traditional interpretation of a collection, say by owner or donor. In Omeka, you can also use tags to organize similar items into categories.

Create a Collection

1. Click on the "Collections" tab in the /admin interface top navigation bar. Any collections you create will be listed on this page.
2. Click, "Add a Collection."
3. Name and describe your collection, or add the name of a donor/collector.
4. Determine if you want this collection visible to the public.
5. You may associate an item with this collection in Step 3 of the adding or editing an item page.
6. Be sure to click the "submit" button to save your newly-created collection.

Exhibits

Getting Started

Exhibits in Omeka help you to create online presentations, such as a museum exhibit or an illustrated essay. Exhibits are comprised of sections and each section contains pages. You may create as many sections and pages per exhibit as you like.

1. Click on the Exhibits tab in the top nav bar of the Admin interface, and click the "Add Exhibits" button on the right side. You will arrive at an Exhibit Metadata page. Fill in the empty fields.

Exhibit Slug (no spaces or special characters): This is the exhibit name as it appears in the website URL, for example, <http://youromekainstallation.org/exhibits/myexhibitname>

Exhibit Credits: These will appear with description on the public site.

Exhibit Description: An introduction to the entire exhibit that appears on the public site.

Exhibit Tags: Tags help associate exhibits with other items in your archive.

Exhibit is featured: Will this exhibit be featured on the browse exhibit page?

Exhibit is public/not public: NB: If you are designing the exhibit in stages, you probably do not want to make your exhibit public.

Exhibit Theme: Choose an overall look for the exhibit. You may edit the theme's CSS to change exhibit design elements.

Sections

2. To proceed with your exhibit, you must create sections so click "Add a Section."
3. A field for a title will appear. After you title the new section, click "Add a Section" again and it should appear under the Exhibit Section heading on that page.

4. To add text and items to an exhibit section, click the "edit" button to the right of the section title. From there, add a description/introduction/summary and create an optional URL slug for this section. The next step is to add pages to your section.

Pages

5. Click "Add a page" and pick a layout for presenting different combinations of interpretative text and items from the archive. Click once on the layout and hit "Choose this Layout." You will be taken to an interface to build a page. You may choose different layouts for each page to suit your project's needs.
6. On the left you will find your archived items. You may browse or search for specific items you want for the exhibit page. Once you find an item, drag it onto the page layout on the right. Smaller square boxes are for items. To change items, drag another item over the existing one. To remove an item, click the minus sign. Longer rectangular boxes are for text. Type or paste text directly into the box. NB: item descriptions do not appear as exhibit text.
7. Before navigating away from this screen, be sure to 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.
8. "Save and Add another Page" returns you to page layouts and allows you to choose one 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.
9. 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

1. 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, don't forget to make it public.

Site Settings

General

1. Here you may edit the fields you filled in when you installed your site. *Site Name* and *Administrator Email* are required fields.
2. The two *size constraint* fields refer to the size of the images that Omeka generates. *Fullsize* is the display size for images, *thumbnail* is the thumbnail that shows up for images, and *square thumbnails* are derivative images that are cropped to have an equal width and height. The default value of 600 says that any image will have a maximum width or height of 600 pixels depending on whether it is a landscape or portrait-sized photo.

Themes

After downloading a new design theme to your directory, use this panel to switch themes.

Plugins

Activate installed plugins from this panel. Plugins must be downloaded and installed on the server before they may be accessed from the admin interface.

Working Group Tasks

Part I: Building and Modifying the Archive

1. Add some items to the archive, and please add some tags/keywords to these items.
2. Add a metafield to an item type (one suggestion is to modify a document type to make it more like a probate record).
3. Create a new item type. Here you could create a new item type, such as a probate record, or another type of object category or record you work with frequently at your institution.
4. Create a collection.
5. Associate at least one item with the new collection.
6. Brainstorm: You added a quilt to your archive that belongs to the SML Quilt Collection (named for the donor), but you want to associate it with other items related to the imagery presented on this textile without creating a new exhibit. How might you do this?
7. View the public site.
8. Browse the site by tags.
9. Brainstorm: An intern will be helping you with your archive. You do not want to give her your login information and you do not want her to edit or delete anything, accidentally of course, that is now publicly available on your institution's website. What is the best way to handle this situation?

Part II: Building an Exhibit and other System Features

1. Build a small exhibit with one section and one page.
2. Go back to Page 1 of your exhibit and change the layout of this page.
3. Change the look/design of your entire site by switching themes.
4. Brainstorm: I am putting together some community events and a small exhibit to commemorate our town Mayberry's sesquicentennial. I would like to collect short anecdotes and memories from anyone who has ever lived in the town. Can Omeka help me do this?
5. Final question: I am stuck at home because of a terrible ice storm. I really wanted to edit some of the metadata for items I uploaded yesterday at the museum. Can I work on the Omeka installation from home?

If you have other questions or additional comments, please send us an email or contact fellow participants.

Thank you for your time and your feedback!

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