Omeka Guide

Creating an Account

Go to the Omeka website at http://www.omeka.net/.
Click the Learn Which Plan is Right For You button. This will take you to the Sign Up page at https://www.omeka.net/signup. Choose the option to “Start Your Omeka Trial” in the top section of the page. Notice the arrow in the screen below. You DO NOT need to pay for anything.

Enter a username, password, confirm password, full name, email, and confirm email. Be sure to AGREE, and type the required security text. Then, click SIGN UP. Choose Go to My Account to

You will receive an email with a link. You MUST click this link to confirm your registration.

Managing Your Account

Go to the main website and log in at http://www.omeka.net/. You’ll be taken to your Dashboard as shown below. You start with no sites and no storage used.
Click Go to My Account to change your password, edit personal information, or conduct other business associated with your account. You’ll want to complete the Personal Information.
Click My Dashboard in the upper right navigation to return to the dashboard. It will look like the screen below.
Adding a Site

Click the Add a Site option on the right side of the Dashboard.

Enter the Subdomain Name. It should be all one word without spaces. This will become part of your URL such as afterglow. Be sure to provide a Site Title that reflects your content such as AfterGlow: Laura Wilson Anderson’s Legacy. It shouldn't say “for my Digital Libraries course”. Be sure to include a description of the purpose and contents of the collection such as “This collection includes primary source documents such as teaching certificates, newspaper articles, photographs, and other materials related to the life of teacher and poet Laura Wilson Anderson.”

Click Add Your New Site. Your new site will appear in your dashboard. You can View Site or Manage Site. View Site will show the site as others will see it. Manage Site will allow you to add and edit items.

Click Manage Site. It will look like the screen below.

Adjusting the Theme

The Theme establishes the visual look of your site. It also allows you to adjust the navigation and other settings. The default theme is Berlin.
Click **Berlin** on the Dashboard menu and you'll be taken to the Appearance screen where you can modify the “look and feel” of your project such as changing the theme to Seasons: Night. If you choose to Configure the theme, you can choose your own Logo File, Header Image, Footer Text, Display Copyright in Footer, Use Advanced Sitewide Search and adjust the Homepage. Many choices are available.

Click **Save Changes** after making any adjustments. Click the title of your project in the upper-left corner to see the updated home page.

The example below is from the sample project After Glow at [http://afterglow.omeka.net/](http://afterglow.omeka.net/).

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**Adding Items to the Site**

From the **Dashboard**, click the **Items** option from the navigation list on the left side of the screen. The new screen will indicate that “You have no items”.
Click **Add an Item** to upload your first item. It will look like the screen below. Notice four choices across the upper screen: **Dublin Core, Item Type Metadata, Files, and Tags.**

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**Adding Dublin Core Metadata**

The Dublin Core metadata element set is the same for all Omega records. For more details about each element, go to the Dublin Core website at [http://dublincore.org/documents/dces/](http://dublincore.org/documents/dces/). For examples, go to [http://dublincore.org/documents/usageguide(elements.shtml](http://dublincore.org/documents/usageguide(elements.shtml). Be sure to use the proper format for names, dates, etc. as specified on this page.

Begin by adding the **Title** of the item. An option is provided to Add Input. In other words, it’s possible to add an alternative title. HTML can also be used. For instance, you could create an active URL. Work your way down the page adding metadata for all elements.

When possible, use controlled vocabulary such as the Library of Congress Subject Headings at [http://id.loc.gov/authorities/subjects.html](http://id.loc.gov/authorities/subjects.html).

If copyright information hasn’t already been established, use a Creative Commons license. Go to [https://creativecommons.org](https://creativecommons.org). Then, choose [https://creativecommons.org/choose/](https://creativecommons.org/choose/) if the item isn’t already in the public domain.

Use controlled vocabulary for image type. For examples, go to [http://www.iana.org/assignments/media-types/media-types.xhtml](http://www.iana.org/assignments/media-types/media-types.xhtml).

On the right side of the screen is an option for making the item **Public** and also for making it a **Featured** item on the home page. It’s also possible to add this item to particular **Collections**.

When all the information has been entered, click **Add Item**.
**Item Dublin Core Example**
Title="Laura Wilson Anderson's Wedding Day"
Subject="Marriage"
Subject="Wedding"
Subject="Wedding costume"
Description="This photo was taken at the wedding of Elmer O. Anderson and Laura May Wilson on March 14, 1917 in Coon Rapids, Carroll County, Iowa."
Creator="Unknown"
Source="Scanned from original photo."
Publisher="Vision to Action"
Date="1917-03-14"
Contributor="Lamb, Annette"
Rights="This work is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License."
Relation=
Format="image/tiff"
Format="800 x 1169 pixels"
Language=
Type="image"
Identifier="1001"
Coverage="1910-1920"
Coverage="Coon Rapids, Carroll County, IA"
Coverage="20th century"
Coverage="Rural Iowa"
Adding Type Metadata

After adding Dublin Core metadata regarding an item, add Item Type Metadata. You can get to this screen, click the Item on your Items menu and choose Edit.
Click the Item Type Metadata option under the Edit Item title across the top of the screen. Select the Item Type from the pull-down list of options. A different set of elements will appear depending on the item type selected along with a description of that item type. Enter metadata. Click Save Changes.

Uploading Files

Click the Item on your Items menu and choose Edit. Click the Files option under the Edit Item title across the top of the screen. Click Choose File and locate the file on your hard drive or other storage device. The maximum file size is 128 MB. Click Save Changes. Once you’ve uploaded your file, notice that File Metadata is generated automatically. Find this information on the right side of the screen below the Edit button. The information generated includes file size, file history, mime type, file type, and embedded metadata such as the software used of editing.

Adding Tags

Tags are a great way to increase discoverability. Click the Item on your Items menu and choose Edit.
Click the **Tags** option under the **Edit Item** title across the top of the screen. Add as many tags as you wish using a comma to separate tags. Click **Add Tags**. Click **Save Changes**. See examples of tags in the screen below.

Click **View Public Page** to see the item you've entered for example [https://afterglow.omeka.net/](https://afterglow.omeka.net/).
Adding a Collection

Within a site, you can add numerous collections. Items can be part of multiple collections. For instance, the wedding photo might be part of a collection of photos from the 1910s as well as part of a personal life collection. Include metadata for each collection to ensure discoverability.

After creating the collection, items can be added to the collection.
Go to Items and select an item. Edit the item. Choose the collection the pull-down menu on the right side of the screen.
Save Changes.

Adding and Editing Item Types

Omeka provides 16 item types. Descriptions are provided.
Click the Item Types option from the list of options on the left side navigation.
Depending on your collection, you may wish to provide additional descriptions for item types. Or, add new items types.

To edit an item type, click the EDIT link under the item type.
Edit the name, description, and other information as needed.
Click Save Changes.

To add an item type, click the Add an Item Type button above the list of item types.

Editing Tags

Omeka provides an area of edit tags.
Click the Tags option from the list of options on the left side navigation. This area will be empty until you’ve added tags to at least one item.
This page allows you to view all items with a particular tag, edit the tag name, or delete a tag. Deleting a tag will not delete the item.

Installing Plugins

Omeka provides more than a dozen plugins that can extend the usefulness of a digital collection for both developers and end users. For example, the Exhibit Builder allows users to build rich exhibits using Omeka.

Need More Help?

For lots of example sites, go to http://info.omeka.net/showcase/.
For more information, use the Omeka's online help pages at http://info.omeka.net/build-a-website/.