



Getting Started with Omeka

Quick setup

- ❖ Sign up for a basic Omeka.net account at <http://omeka.net>
 - Additional help with creating an account can be found on the Manage Websites & Account page <http://info.omeka.net/manage-an-account/>
- ❖ From your account dashboard, select **Manage Site**

The screenshot shows the Omeka.net account dashboard. At the top, there's a header with the Omeka logo and navigation links: Plans, Showcase, Help, News, About. Below the header, a welcome message says "Welcome, kijas!" followed by links to "My Dashboard", "My Account", and "Logout". The main section is titled "Dashboard" and contains a message: "You currently have the Basic plan, using 1 of 1 sites and 172.87 MB of 500 MB of storage space." Below this is a link "Go to My Account". A table lists the user's sites:

Site	Your Role	Storage Used	Delete
annasandbox.omeka.net View Site Manage Site	Owner	172.87 MB	Delete

- ❖ You will see another dashboard with details about your items and content

The screenshot shows the Omeka site dashboard. On the left is a sidebar with navigation links: Dashboard, Items, Collections, Item Types, Tags, Simple Pages, CSV Import, Exhibits. The main area is titled "Dashboard" and features a summary of site statistics: 16 items, 2 collections, 0 tags, 9 plugins, Berlin theme, and 1 exhibit. Below the statistics are two panels: "Recent Items" and "Recent Collections".

Recent Items

Letter from W. J. Staveland, Philadelphia, to his Mother	Edit
Judas Maccabäus: Oratorium	Edit
Der Messias	Edit
Susanna: Oratorium für Soli, Chor, Orchester, Klavier und Orgel; Rühl'scher Gesangsverein ...	Edit
Die Jüdin: große Oper in 5 Akten; spezielle Bearbeitung für das Frankfurter Opernhaus	Edit
Add a new item	

Recent Collections

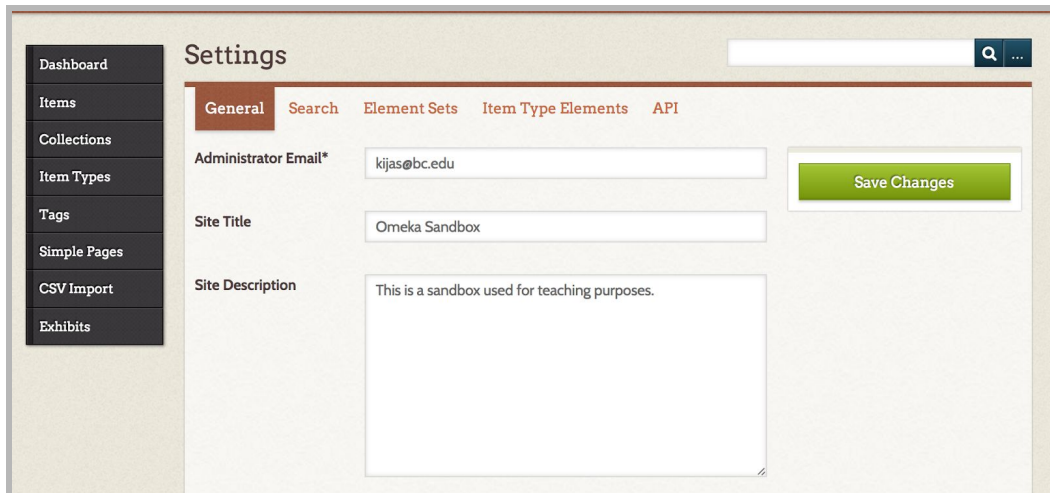
Operas	Edit
Oratorios	Edit
Add a new collection	



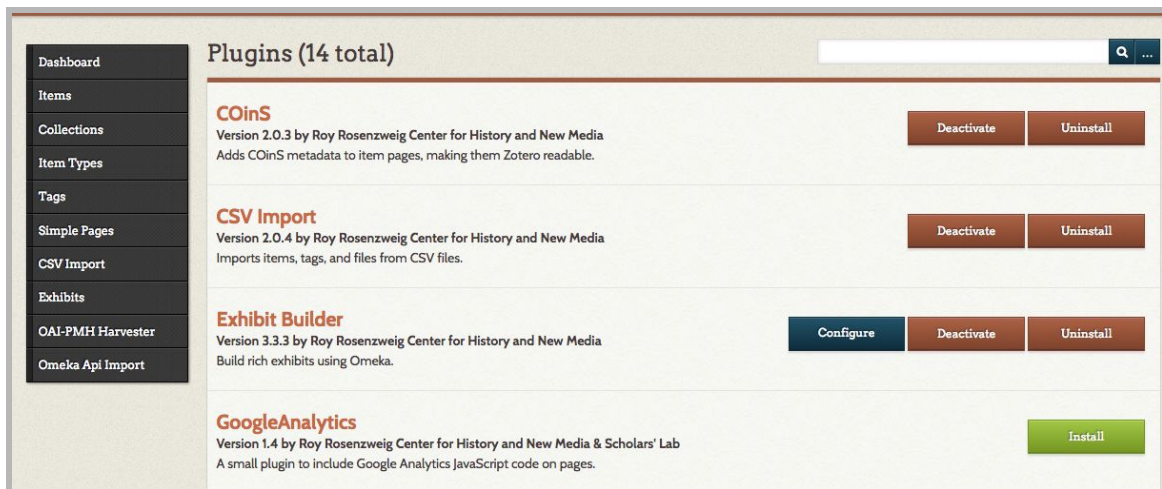


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- ❖ Explore the **Settings** panel



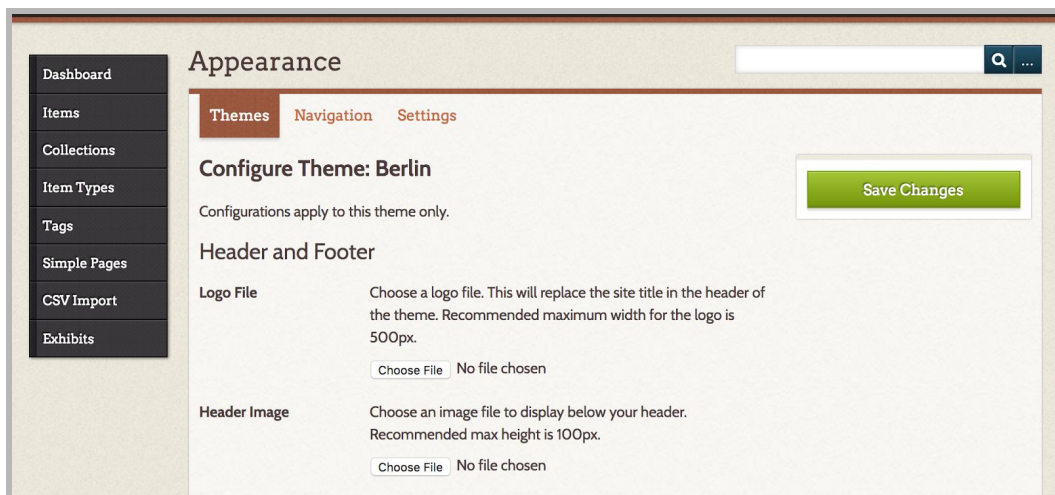
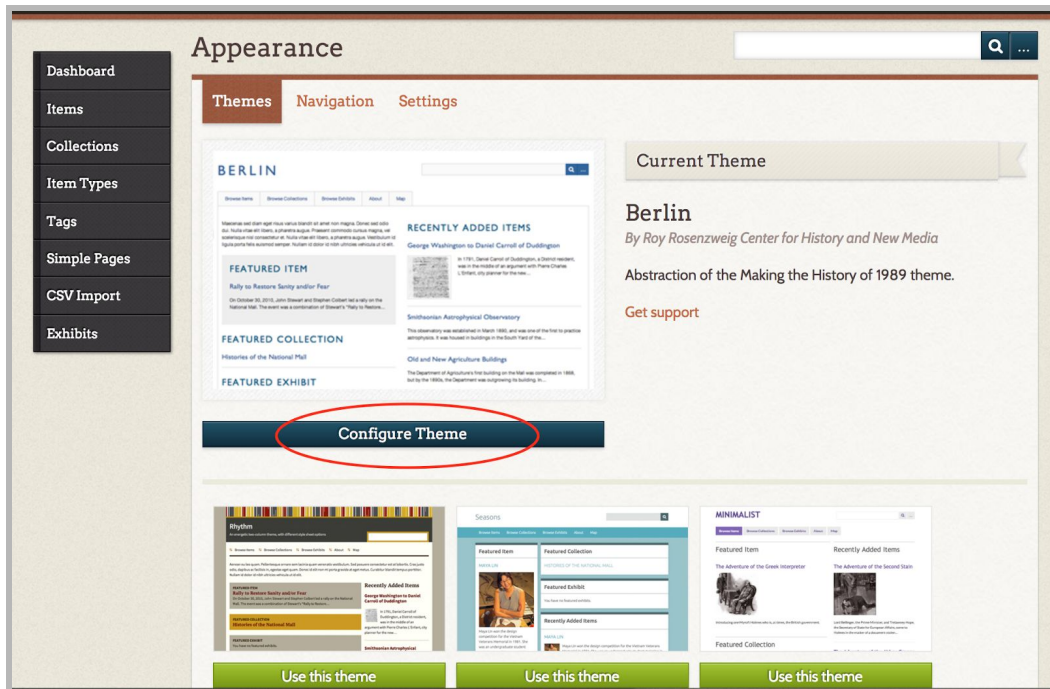
- ❖ Explore the **Plugins** panel (14 plugins with the basic Omeka account)





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- ❖ Explore the **Appearance** panel and configure your theme (4 themes with the basic Omeka account)





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❖ Modify your **Navigation** menu

The screenshot shows the 'Appearance' settings page in Omeka, specifically the 'Navigation' tab. On the left is a sidebar menu with options: Dashboard, Items, Collections, Item Types, Tags, Simple Pages, CSV Import, and Exhibits. The main content area has three tabs: Themes, Navigation (selected), and Settings. Below the tabs, there's a text instruction: 'Check the links to display them in the main navigation. Click and drag the links into the preferred display order.' There are four links listed, each with a checkbox and a right-pointing arrow: 'Browse Items', 'Browse Collections', 'About', and 'Browse Exhibits'. All checkboxes are checked. To the right of these links are two buttons: a green 'Save Changes' button and a brown 'Reset Navigation' button. Below the links is a text input field labeled 'Add a Link to the Navigation'. At the top right of the main content area is a search bar with a magnifying glass icon and a dropdown arrow.

❖ Modify additional theme settings

The screenshot shows the 'Appearance' settings page in Omeka, specifically the 'Settings' tab. On the left is the same sidebar menu as in the previous screenshot. The main content area has three tabs: Themes, Navigation, and Settings (selected). Below the tabs, there's a section titled 'Derivative Size Constraints'. It contains three rows of settings, each with a label, a description, and a text input field. The first row is 'Fullsize Image Size*' with the description 'Maximum fullsize image size constraint (in pixels). Cannot exceed 1000 pixels.' and the value '800'. The second row is 'Thumbnail Size*' with the description 'Maximum thumbnail size constraint (in pixels). Cannot exceed 500 pixels.' and the value '200'. The third row is 'Square Thumbnail Size*' with the description 'Maximum square thumbnail size constraint (in pixels). Cannot exceed 500 pixels.' and the value '200'. To the right of these settings is a green 'Save Changes' button. At the top right of the main content area is a search bar with a magnifying glass icon and a dropdown arrow.





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Create an Item Record in Omeka

- ❖ From the Dashboard, select **Items** (left sidebar) (see 1)
- ❖ In the **Browse Items** menu, select **Add an Item** (see 2)

Omeka Sandbox Plugins Appearance Users Settings Welcome, Anna Kijas Log Out

Browse Items (16 total)

1 Items 2 Add an Item Show Details Search Items Edit Delete Quick Filter

Title	Creator	Type	Date Added
Letter from W. J. Stavelly, Philadelphia, to his Mother (Private) Details · Edit · Delete			Nov 7, 2016
Judas Maccabäus: Oratorium (Private) Details · Edit · Delete	Händel, Georg Friedrich	Text	Mar 1, 2016
Der Messias (Private) Details · Edit · Delete	Händel, Georg Friedrich	Text	Mar 1, 2016
Susanna: Oratorium für Soli, Chor, Orchester, Klavier und Orgel; Rühl'scher Gesangverein ... (Private) Details · Edit · Delete	Händel, Georg Friedrich	Text	Mar 1, 2016

- ❖ In the **Add an Item** view you will be able to add metadata about your item.

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Add an Item

Dublin Core Item Type Metadata Files Tags

Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.

Title A name given to the resource
Add Input

Use HTML ☐

Subject The topic of the resource
Add Input

Use HTML ☐

Collection
Select Below

Add Item

Public: ☐ Featured: ☐

- ❖ Use the “Add Input” button so that additional metadata values will appear on their own line.





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- ❖ To attach an image file directly to your Item Record, select **Files** within the Item Record menu you are editing.

The screenshot shows the Omeka Sandbox interface. At the top is a dark navigation bar with 'Omeka Sandbox' on the left and 'Plugins Appearance Users Settings Welcome, Anna Kijas Log Out' on the right. A left sidebar contains a menu with 'Dashboard', 'Items' (highlighted), 'Collections', 'Item Types', 'Tags', 'Simple Pages', 'CSV Import', and 'Exhibits'. The main content area is titled 'Add an Item' and has a search bar. Below the title are tabs: 'Dublin Core', 'Item Type Metadata', 'Files' (selected), and 'Tags'. The 'Files' tab shows a section 'Add New Files' with a message 'The maximum file size is 128 MB.' and a 'Find a File' section with a 'Choose File' button and 'No file chosen' text. A green 'Add Another File' button is at the bottom. On the right, there is a green 'Add Item' button, checkboxes for 'Public' and 'Featured', and a 'Collection' dropdown menu set to 'Select Below'.

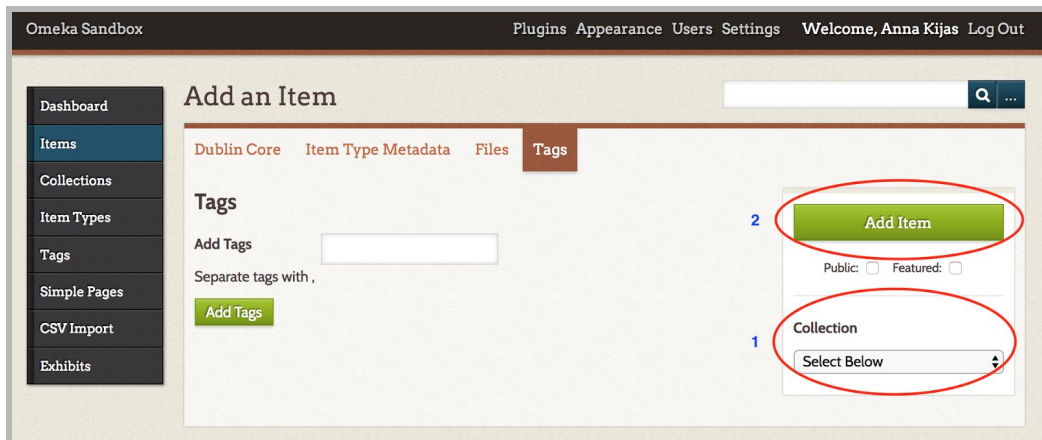
- ❖ Add **Tags** for your item record

The screenshot shows the Omeka Sandbox interface with the 'Tags' tab selected. The layout is identical to the previous screenshot, but the 'Tags' tab is active. The 'Add Tags' section includes a text input field, the text 'Separate tags with ,', and a green 'Add Tags' button. The 'Add Item' button, 'Public' and 'Featured' checkboxes, and 'Collection' dropdown remain on the right.



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- ❖ Select the **Collection** (see 1) your item belongs to [collections need to be created in advance]. Then save your item by clicking the green **Add Item** (see 2).



Omeka Tips

- ❖ When inputting dates, use the international date format (YYYY-MM-DD)
 - For example: 1545-01-10
 - If you are citing a date range, separate the two dates with a “ / ”
 - 1545-01-10/1550-01-10
- ❖ Batch upload your metadata using the CSV Import plugin
 - Create your CSV spreadsheet in Google Sheets in Plain Text format, then download as a CSV, do not open the file before ingesting into Omeka. Excel spreadsheets to CSV do not always retain UTF-8 encoding and may turn diacritics into characters
 - If using an element delimiter to separate metadata elements within a cell, make sure to use a character such as a pipe “ | ”
 - do not use a comma or semicolon to split text in your elements onto a new line if you are using it in free-form text, such as in the “description” element
 - Direct links to an image can be included in your metadata spreadsheet and identified as a “file” when using the CSV Import plugin

