

Introduction to Omeka

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ENGL 7380: Queer Digital Curation

K.J. Rawson

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Northeastern University
NULab for Texts, Maps, and Networks

*Feel free to ask questions at any point
during the presentation!*

What is Omeka?

- Omeka is a web publishing platform for items, exhibits, and collections
- Designed with scholars, librarians, educators and archivists in mind, Omeka emphasizes the role of metadata in archiving and curation
- Omeka offers the ability to contextualize items & bring them in conversation with one another
- Omeka makes it easy to create and update metadata using Dublin Core standards



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Workshop Agenda

- Essentials of working with Omeka
 - Learn how to navigate Omeka and add items and metadata
 - Learn different ways to organize items in Omeka
- Demo
- Hands-on activity

Slides and handout available at

<http://bit.ly/diti-spring2021-rawson1>



Creating Your Omeka Account

- Go to: <https://www.omeka.net/signup>
- Choose a trial plan
- Click on the activation link sent to your email
- Then, under “Add a Site,” enter a subdomain name (for the URL), site title, and site description
- Once you create the site (with the trial on Omeka.net) you can't set it to private. But you can control whether individual items, exhibits, or pages are private. We will learn how to do that soon!

Add a Site

Subdomain Name *

DITIdemo
.omeka.net

Site Title *

DITI Demo Omeka Site

Site Description

An Omeka demonstration site created for use in classes visited by Northeastern's Digital Integration Teaching Initiative.



Omeka Dashboard

The screenshot shows the Omeka Dashboard interface. On the left, a vertical navigation menu is highlighted with a red arrow pointing to the 'Items' option. The menu includes links for Dashboard, Items, Collections, Item Types, Tags, Simple Pages, and Exhibits. The main content area is titled 'Dashboard' and displays various statistics: 8 items, 1 collection, 9 tags, 2 plugins, Berlin theme, and 1 exhibit. Below these stats are two sections: 'Recent Items' and 'Recent Collections'. The 'Recent Items' section lists five items: Joshua Bates School, Lawrence Model Lodging Houses, Symphony Hall, North Terminal Garage, and Paul Revere House, each with an 'Edit' link. The 'Recent Collections' section lists one item: North End Sites, also with an 'Edit' link. At the bottom of the dashboard, there is a footer with links: Powered by Omeka.net | Help | Terms of Service | Privacy Policy | Back to top.

Omeka.net Sites ▾

DITI Demo Omeka Site

Plugins Appearance Users Settings Welcome, NULab for Texts, Maps, and Networks Log Out

My Dashboard My Account

Dashboard

Items

Collections

Item Types

Tags

Simple Pages

Exhibits

Recent Items

Joshua Bates School Edit

Lawrence Model Lodging Houses Edit

Symphony Hall Edit

North Terminal Garage Edit

Paul Revere House Edit

Add a new item

Recent Collections

North End Sites Edit

Add a new collection

Powered by Omeka.net | Help | Terms of Service | Privacy Policy | Back to top

Navigation



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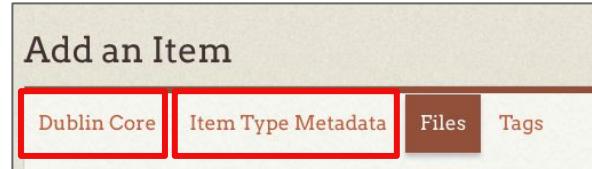
Adding Items

- Under the “Items” tab, click “Add an Item”
 - You can upload multiple files for one item
 - You can choose whether to make an item public or not
 - You can edit items once they are added
- Then, add metadata!



Adding Metadata

- Dublin Core vs. Item Type Metadata
 - Dublin Core is the basic information that will be relevant **across items**
 - Item Type Metadata is additional information that is likely to be **relevant for specific item types** (e.g. duration for moving images, or subject line for emails)
- You can add additional input fields (for both types of metadata)
- Formatting text in metadata fields
 - If you click "Use HTML" you will get more formatting options
 - You can also enter basic HTML to make formatting edits that are not available in the default editor; for more information on the HTML editor, visit [this page](#).



Dublin Core

- Dublin Core is a set of metadata standards (fun fact: it was named after Dublin, Ohio, not Dublin, Ireland!)
- It was created to reject siloed cultural memory and enable radically open cultural heritage data
- It is designed to be simple and flexible, which has both advantages and disadvantages



Dublin Core Best Practices

- All the fields are optional, so you can choose which you want to use to describe the items in your archive; be strategic about which fields you select!
- It is essential to have consistency in metadata fields across your items: both in which you select and in how you fill those in (for instance, you don't want to have "Firstname Lastname" in half your "creator" fields and "Lastname, Firstname" in the other half)



Adding Files to Items

- You can add multiple files to an item
- If you have more than one file, you can drag the order of files to change which one appears as the key image



File-Specific Metadata

- You can add metadata for the **files** that you attach to your **items**
 - In this instance, the item is Old North Church, the building, and the file attached to the item is the image of it
- **File metadata does not appear automatically.** Once you upload an image, you need to click “edit” to get to the metadata.

File-specific
metadata

Edit file-specific metadata here

File #5: "Old North Church fr..."

Old North Church from Paul Revere Mall

Edit

View Public Page

Delete

Item

Old North Church

Direct Links

- Original
- Fullscreen
- Thumbnail
- Square Thumbnail

Dublin Core

Title	Old North Church from Paul Revere Mall
Creator	Rhododendrites
Source	Wikimedia Commons
Rights	CC BY-SA 4.0

Format Metadata

Filename: 1b101de1fd2542ceef731a9545fe43.jpg

Original Filename: Old_North_Church_from_Paul_Revere_Mall_(36201).jpg

File Size: 1105243 bytes

Feel free to ask questions at any point during the presentation!



Organizing Items: Tags and Collections

- Items can have **multiple** tags, but they can only have **one** collection
- Origin: Tagging is more of a web-focused approach to managing information, whereas collections are from physical archiving, where every item needs a collection



Adding and Editing Tags

- You **tag items** through editing an item
- You **edit tags** through the “tags” tab

The screenshot shows the 'Browse Tags' page with 9 total tags. The sidebar on the left includes links for Dashboard, Items, Collections, Item Types, Tags (which is highlighted in blue), Simple Pages, and Exhibits. The main area displays a search bar, a record type filter set to 'All', and a list of tags categorized by count: 17th century (1), 18th century (2), 19th century (3), 20th century (2), commercial (1), educational (1), entertainment (2), private residence (3), and religious (1). A note at the bottom provides instructions for managing tags.

Browse Tags (9 total)

Record Type: All

Name ▾ Count Date created Record Types ▾

1	united states	X
1	17th century	X
2	18th century	X
3	19th century	X
2	20th century	X
1	commercial	X
1	educational	X
2	entertainment	X
3	private residence	X
1	religious	X

1. To view all items with a tag, click the name and begin editing, and hit "enter" to save. To cancel an edit, click the ESC key or click away from the tag.
2. To delete a tag, click the X. Deleting a tag will not delete the tagged items.

Editing tags

The screenshot shows the 'Edit Item #9: Joshua Bates School' page with the 'Tags' tab selected. The top navigation bar includes links for Dublin Core, Item Type Metadata, Files, and Tags. The 'Tags' section contains an 'Add Tags' button and a text input field for separating tags. Below this is a 'All Tags' section listing '19th century' and 'educational' tags, each with a delete icon.

Edit Item #9: "Joshua Bates School"

Dublin Core Item Type Metadata Files Tags

Tags

Add Tags Separate tags with ,

All Tags

19th century X educational X

Adding a tag to an item



Editing Tags, continued

Make sure your tags are consistent!

Tags:

- women's history
- women's rights
- suffrage
- suffrage movement
- civics
- lafayette park
- first amendment
- 19th amendment
- dc history
- washington d.c.
- national register of historic places
- nrhp listing
- teaching with historic places
- twhp
- shaping the political landscape
- gilded age
- early 20th century
- womens history
- womens suffrage
- women leaders
- women in government



Adding Collections

- Unlike tags, you create a collection before adding items to it
- Adding a collection is a lot like adding an item
 - Under the collections tab, click “Add Collection”
- Remember: items can only belong to one collection
- You can choose whether to make a collection public or not with these boxes

The screenshot shows a sidebar menu with options: Dashboard, Items, Collections (which is highlighted in blue), Item Types, Tags, Simple Pages, and Exhibits. To the right, a title 'Browse Collections (1 total)' is displayed above a list containing one collection: 'North End Sites (Private)'. Below the collection is an 'Edit' link. At the bottom of the list is another 'Add a Collection' button.



Item Types

- Item types are the different categorizations you can assign to an item. These include text, still image, person, email, etc.
- You can edit item types by clicking on “edit,” under the Item Types tab.
- There, you can edit the **description** of an item type and its elements.
- **Elements** are the different attributes of an item type.

The screenshot shows the 'Item Type #1: "Text"' page. On the left is a sidebar with links: Dashboard, Items, Collections, Item Types (which is highlighted in blue), Tags, Simple Pages, and Exhibits. The main content area has a title 'Item Type #1: "Text"'. It contains a 'Description' section with the following text: 'A resource consisting primarily of words for reading. Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.' Below that is an 'Elements' section with two entries: 'Text' (with a definition: 'Any textual data included in the document') and 'Original Format' (with a definition: 'The type of object, such as painting, sculpture, paper, photo, and additional data'). On the right side of the main content area, there are 'Edit' and 'Delete' buttons, with the 'Edit' button being highlighted by a red rectangle.



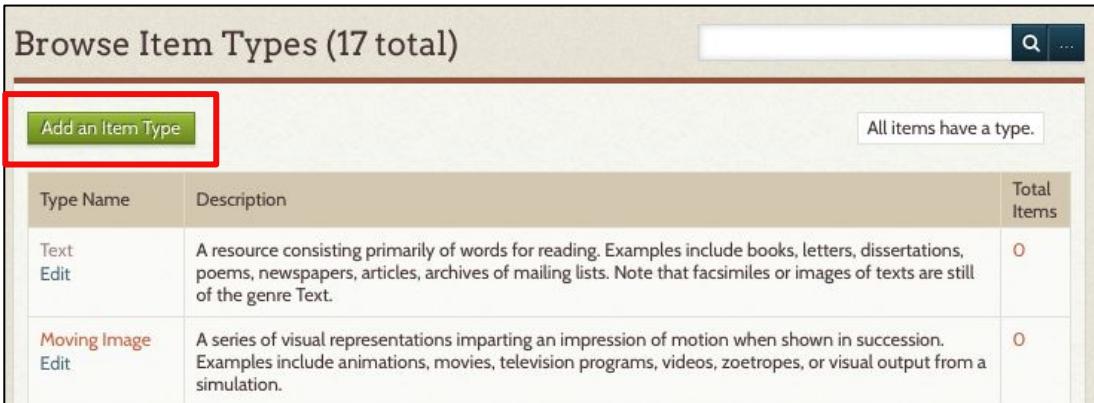
Editing Elements for Item Types

- You can add **existing elements** from a list or **create new ones**
- You can also remove the default elements for an item type (but make sure you think carefully before doing this!)



Adding New Item Types

You can add completely new item types by clicking the “Add an Item Type” button, giving the new item type a name and description, and adding elements to it (either existing or new).



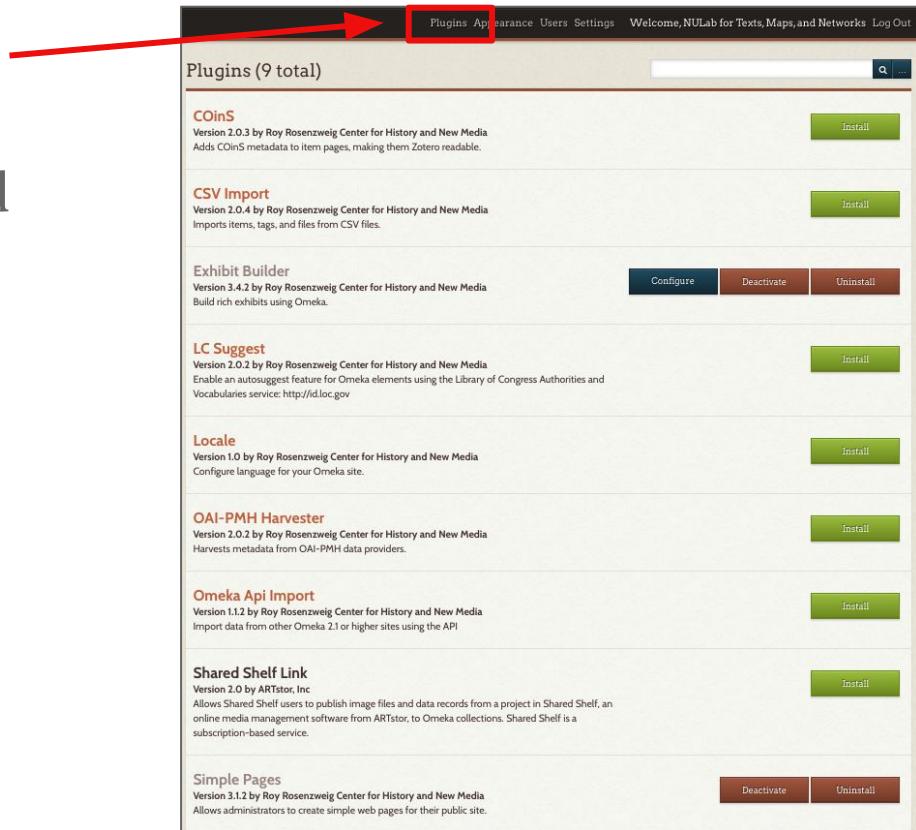
The screenshot shows a web-based application titled "Browse Item Types (17 total)". At the top left is a green button labeled "Add an Item Type". To its right is a search bar with a magnifying glass icon and a three-dot menu icon. A message "All items have a type." is displayed above the table. The table has columns for "Type Name", "Description", and "Total Items". It lists two items: "Text Edit" and "Moving Image Edit". The "Text Edit" row contains a detailed description of the genre. Both rows show a value of "0" under "Total Items".

Type Name	Description	Total Items
Text Edit	A resource consisting primarily of words for reading. Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.	0
Moving Image Edit	A series of visual representations imparting an impression of motion when shown in succession. Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation.	0



Plugins

- To create **simple pages** and **exhibits**, you first need to install these plugins
- Click “Plugins” in the top menu and install Simple Pages and Exhibit Builder



The screenshot shows the NULab for Texts, Maps, and Networks dashboard. A red arrow points from the text "Click ‘Plugins’ in the top menu" to the "Plugins" menu item in the top navigation bar, which is highlighted with a red box. The main content area displays a list of available plugins:

- COinS**: Version 2.0.3 by Roy Rosenzweig Center for History and New Media. Adds COinS metadata to item pages, making them Zotero readable. Buttons: Install
- CSV Import**: Version 2.0.4 by Roy Rosenzweig Center for History and New Media. Imports items, tags, and files from CSV files. Buttons: Install
- Exhibit Builder**: Version 3.4.2 by Roy Rosenzweig Center for History and New Media. Build rich exhibits using Omeka. Buttons: Configure, Deactivate, Uninstall
- LC Suggest**: Version 2.0.3 by Roy Rosenzweig Center for History and New Media. Enable an autosuggest feature for Omeka elements using the Library of Congress Authorities and Vocabularies service: <http://id.loc.gov>. Buttons: Install
- Locale**: Version 1.0 by Roy Rosenzweig Center for History and New Media. Configure language for your Omeka site. Buttons: Install
- OAI-PMH Harvester**: Version 2.0.2 by Roy Rosenzweig Center for History and New Media. Harvests metadata from OAI-PMH data providers. Buttons: Install
- Omeka API Import**: Version 1.1.2 by Roy Rosenzweig Center for History and New Media. Import data from other Omeka 2.1 or higher sites using the API. Buttons: Install
- Shared Shelf Link**: Version 2.0 by ARTstor, Inc. Allows Shared Shelf users to publish image files and data records from a project in Shared Shelf, an online media management software from ARTstor, to Omeka collections. Shared Shelf is a subscription-based service. Buttons: Install
- Simple Pages**: Version 3.1.2 by Roy Rosenzweig Center for History and New Media. Allows administrators to create simple web pages for their public site. Buttons: Deactivate, Uninstall



Creating Simple Pages

- **Simple pages** allow you to create web pages for your digital archive
- To add a page, click “Add a Page” under the “Simple Pages” tab. You can then add a title and edit the slug
- You choose items for your page by entering **Omeka shortcodes** into the text box (you can also use the text box just for text). A complete list of shortcodes can be found [on the Omeka website](#), but useful ones include:
 - [items collection=1]
 - [items item_type="still image"]
 - [items tags=commercial,educational]

You can choose whether to make the page public

Establish navigation by designating parent pages and page order

The screenshot shows the Omeka Simple Pages creation interface. It includes fields for Title*, Slug, Use HTML editor?, Text, and Page settings. The Page settings section is highlighted with a red box, showing the Parent dropdown set to "Main Page (No Parent)" and the Order input field containing "0". Below the Text area, there is a note explaining the shortcode syntax. A red arrow points from the "Text" area to this note, and another red arrow points from the "Text" area to the "Parent" section.

This shortcode indicates that we want all items in Collection 1 to be included on this page

Feel free to ask questions at any point during the presentation!



Creating Exhibits

- **Exhibits** are a more robust way to provide access to (and curate!) the contents of your archive. Exhibits are composed of pages (which in turn showcase items).
 - To add an exhibit, click “Add an Exhibit” under the Exhibits tab
 - From here, you can give the exhibit a title, a slug, a credit line, and a description. You can also apply tags and choose a theme and cover image, and decide what you want the starting page to be.
- **You can add existing pages to your exhibit or create new ones**
- Even when you are adding an existing page to your exhibit, you can only establish the **layout** of items on the page through the Exhibits tab

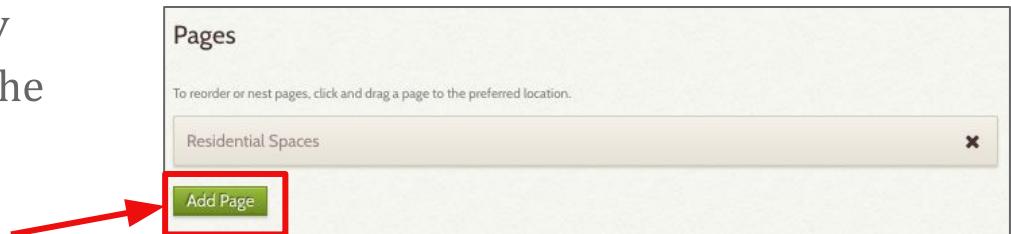
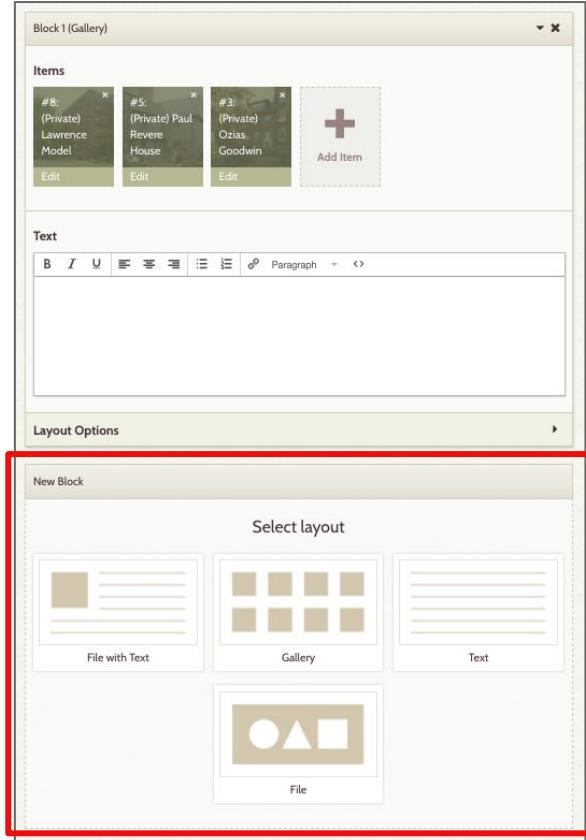


Exhibit Pages

- The contents of exhibit pages are organized by **blocks**
- Layout options for blocks are: file with text, gallery, text, and file.
- Once you choose your layout option for a block, you can select the items to include
- Although some of the layout options display thumbnail images, you are curating the **item, not the attached file(s)**, in your exhibit



Themes and Site Appearance

Under the Appearance tab in the top menu:

- “Themes” allows you to choose a visual theme
- “Navigation” allows you to control the main menu bar
- “Settings” offers some display choices, including how metadata appears and how thumbnails work

The screenshot shows the 'Appearance' settings page. At the top, there's a navigation bar with links: Plugins, Appearance (which is highlighted with a red box and arrow), Users, Settings, Welcome, NULab for Texts, Maps, and Networks, and Log Out. Below the navigation bar, the title 'Appearance' is displayed above three tabs: Themes, Navigation (which is selected and highlighted with a brown background), and Settings. The main content area has a heading 'Check the links to display them in the main navigation. Click and drag the links into the preferred display order.' followed by a list of items with checkboxes:

- Browse Items
- Browse Collections
- About
- Browse Exhibits

Below this is a section titled 'Add a Link to the Navigation' with fields for 'Label' and 'URL', and a 'Add Link' button. To the right, there's a sidebar with a 'Save Changes' button at the top, followed by a 'Select a Homepage' dropdown set to '[Default]', and a 'Reset Navigation' button at the bottom. A large red box and arrow highlight this sidebar area.

The default homepage is recent items but you can change this



Demo

- [Boston from End to End: NHRP sites in Boston's North and South Ends](#)
- Note: this is a demo of Omeka basics, not an actual archive project!

DITI DEMO OMEKA SITE

Browse Items	Browse Collections	About
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RECENTLY ADDED ITEMS

[Joshua Bates School](#)



The Joshua Bates School, named after financier Joshua Bates, was built in 1884.

[Lawrence Model Lodging Houses](#)



These brick buildings, built in 1874, are historic apartment buildings.



Your Turn!

Try:

- Setting up your Omeka account
- Adding 2 or 3 items
- Creating a collection and adding items to that collection
- Tagging items

- Editing an existing item type
- Creating a new item type
- Installing Simple Pages and Exhibit Builder plugins
- Creating a simple page
- Creating an exhibit with at least one page



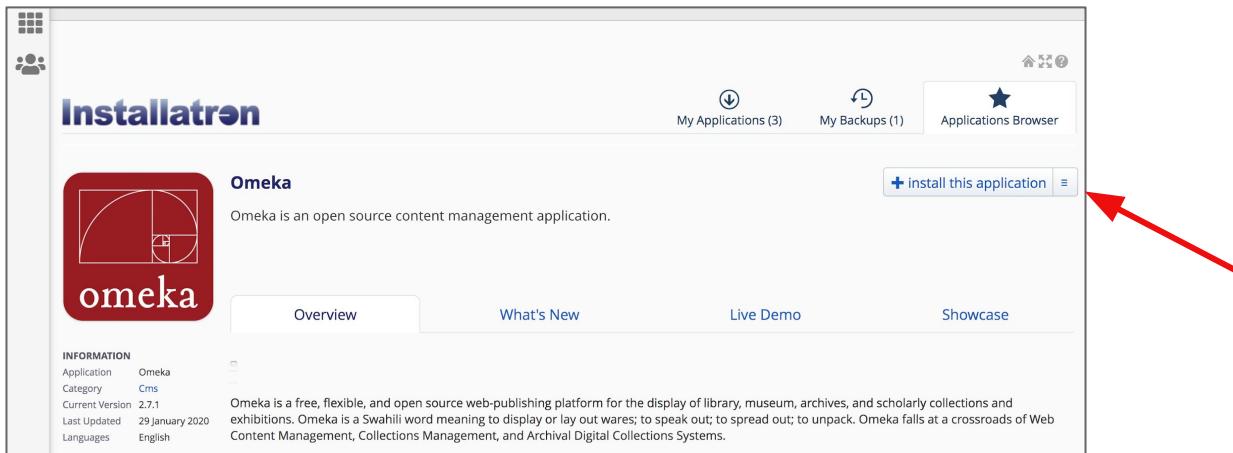
Hosting

- When you sign up for a **paid version of Omeka**, you are paying for the hosting; you can also (as we have shown here) get a free "trial" account hosted by Omeka. Trials have a limited number of themes and plugins, but use the same Omeka Classic code, so you can get a sense of how the platform works. There is no time limit to trials.
- **Reclaim Hosting**, used by many academics, is an inexpensive way to get web hosting with an included domain registration
 - Once you have purchased a plan through reclaimhosting.com, you have access to a wide range of Applications, including Omeka
 - Hosting Omeka yourself lets you install more themes and plugins than even the most expensive omeka.net plan



Reclaim Hosting

To add Omeka to your Reclaim-hosted site, log in and go to the cPanel, then select Omeka under the "Applications" section. From there you can install Omeka with the "Installatron."



Thank you!

If you have any questions, contact DITI at nulab.info@gmail.com

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Digital Integration Teaching Initiative

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with Sarah Connell and Patrick Murray-John

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DITI Office Hours: <https://calendly.com/diti-nu/>



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