

Tutorial | Data collection in Omeka S



WRITE

The application is available at:

[<https://137.204.168.11/write/login>]

Use the credentials sent via email to login

TABLE OF CONTENTS

Items, templates,
vocabularies,
media

OVERVIEW

01

Data entry, workflows,
team communication

TUTORIAL

02

Search, Export, online
resources

**ADVANCED
FEATURES**

03

Definitions

Item and itemsets

Anything that can be described (books, people, events, etc.), also called **Resources** and grouped in collections of items

*In other terms, **Items** correspond to rows in a table, and an **itemset** corresponds to a collection of rows in all tables.*

Template

A predefined set of fields to be used to describe an item

Media

Digital objects attached to items (NOT links)

Definitions

Controlled vocabulary

A list of recurring terms for describing items

These correspond to the lists of terms that populate most of the dropdowns.

*In other terms, **Classes** correspond to table names, and **properties** correspond to columns names*

Vocabulary

The document including the definitions of all types (classes) of items and all the fields (properties)

01 |

OVERVIEW

Lookup and main actions in
OmekaS

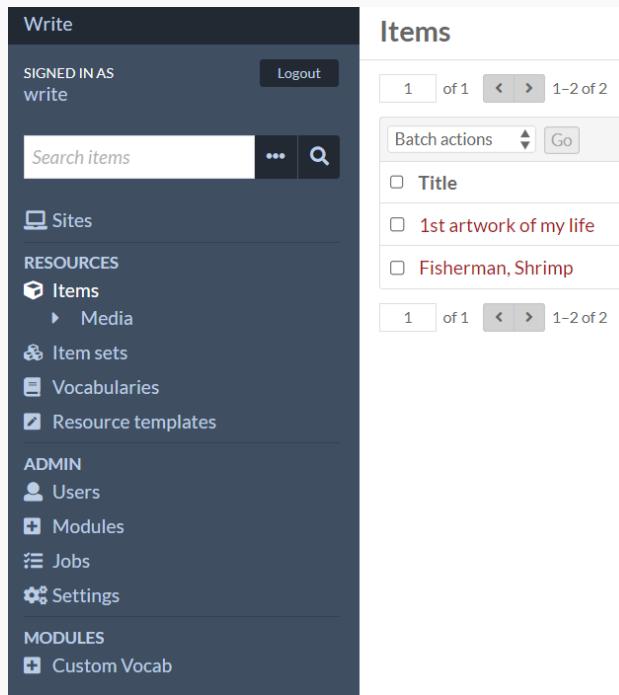


ITEMS and ITEMSETS

ITEMS

In omeka every record is called Item. An item can be anything, such as a person, an artwork, an event.

Sometimes these are also called Resources or Objects.



The screenshot shows the Omeka 'Write' interface. On the left, there's a sidebar with navigation links: 'Sites', 'RESOURCES' (with 'Items' selected), 'Item sets', 'Vocabularies', and 'Resource templates'. Under 'ADMIN', there are 'Users', 'Modules', 'Jobs', and 'Settings'. Under 'MODULES', there's 'Custom Vocab'. The main area is titled 'Items' and shows a list of items. The first item is '1st artwork of my life' (in red, indicating it's selected). Below it is 'Fisherman, Shrimp'. At the bottom of the list, there are pagination controls: '1 of 1' and '1-2 of 2'.

ITEMSETS

Itemsets are collections of items. In our case we have one itemset called «write». *New itemsets can be created for new projects.*

ITEMS LOOKUP

The screenshot shows the Omeka Items lookup interface. On the left, there's a sidebar with 'Write' and 'Logout' buttons, a search bar labeled 'Search items', and navigation links for 'Sites', 'RESOURCES', 'Items', 'Media', and 'Item sets'. A red circle labeled '1' highlights the search bar. In the center, there's a list of items with columns for 'Title', 'Class', 'Owner', and 'Created'. The first item is '1st artwork of my life' (Class: Artwork, Owner: write, Created: Aug 30, 2021). The second item is 'Fisherman, Shrimp' (Class: Person, Owner: write, Created: Aug 30, 2021). A red circle labeled '2' highlights the list. On the right, there's a search bar with a magnifying glass icon and the text 'Advanced search', which is also highlighted with a red circle labeled '3'. Below it are buttons for 'Created', 'Descending', and 'Sort'.

Title	Class	Owner	Created
1st artwork of my life	Artwork	write	Aug 30, 2021
Fisherman, Shrimp	Person	write	Aug 30, 2021

1) SEARCH

The full-text search returns lists of items including searched terms (in any field). *It does not return single fields.*

2) BROWSE

The paginated list of all items is shown in the homepage of Omeka, sorted by date (default).

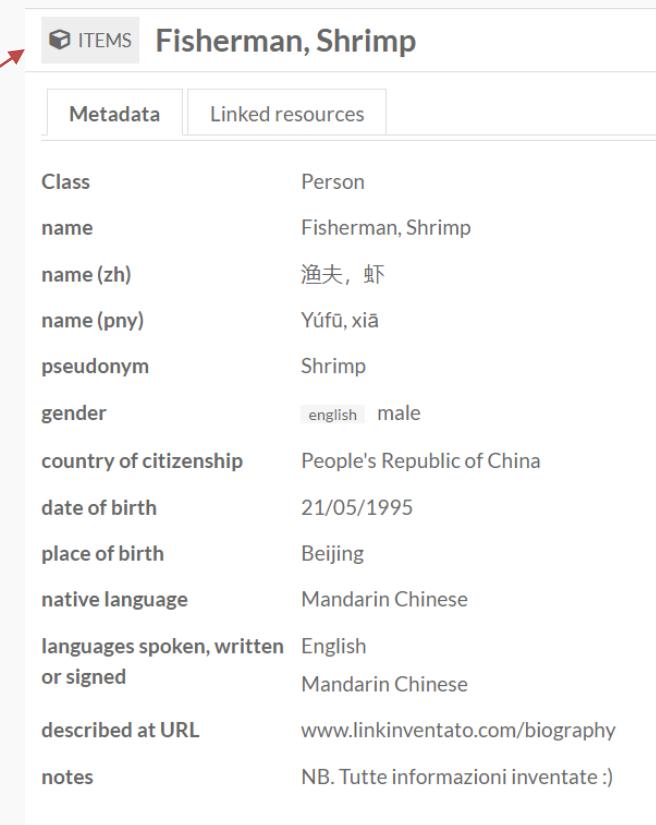
3) ADV. SEARCH

Perform more sophisticated queries on data. *Likewise, the list of results includes only items.*

MAIN ACTIONS



A screenshot of a search interface. At the top, there is a search bar with the text "Fisherman, Shrimp". Below the search bar, the results are displayed in a table format. The first row shows the title "Fisherman, Shrimp" with a checkbox next to it. Below the table, there are navigation controls: a page number "1", the text "of 1", and a set of arrows labeled "1-2 of 2". A red box highlights the entire search results area.



A screenshot of a detailed item summary for "Fisherman, Shrimp". The title "ITEMS Fisherman, Shrimp" is at the top. Below it are two tabs: "Metadata" and "Linked resources", with "Metadata" being the active tab. The main content area contains the following data:

Class	Person
name	Fisherman, Shrimp
name (zh)	渔夫, 虾
name (pny)	Yúfū, xiā
pseudonym	Shrimp
gender	english male
country of citizenship	People's Republic of China
date of birth	21/05/1995
place of birth	Beijing
native language	Mandarin Chinese
languages spoken, written or signed	English Mandarin Chinese
described at URL	www.linkinventato.com/biography
notes	NB. Tutte informazioni inventate :)

VIEW ITEMS

Click on the title of an item to see a summary of the associated data.

MAIN ACTIONS

VIEW DATA

The fields coloured in red
are links to another existing
item (followed by ) or to
external web resources.

ITEMS		1st artwork of my life
	Metadata	Linked resources
Class	Artwork	
title	1st artwork of my life	
title (pny)	Wǒ shēngmìng zhòng de dì yī jiàn yìshù pǐn	
title (zh)	我生命中的第一件艺术品	
artwork type	english Abstract painting	
belongs to WRITE collection	Contemporary visual arts	
creator	Fisherman, Shrimp 	
location of creation	Bologna	
date of creation	2010	
width	100 cm	
height	123 cm	
thickness	40 cm	

MAIN ACTIONS

VIEW LINKS

In the tab *Linked resources* are shown linked items (already created in the database) grouped by relation.

ITEMS Fisherman, Shrimp

Metadata Linked resources

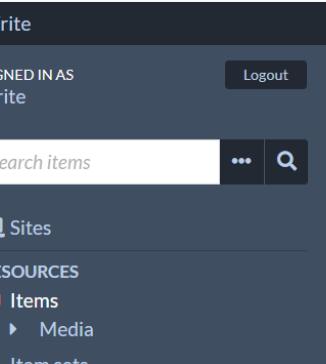
The following resources link to this item:

Filter by property All

creator		
Title	Alternate label	Class
 1st artwork of my life		Artwork

calligrapher		
Title	Alternate label	Class
my first performance		Performance Art

MAIN ACTIONS



1) SORT ITEMS

Items can be paginated according to several criteria, modifiable by means of the top-right dropdowns.

A screenshot of the Craft CMS homepage. At the top right, there's a red callout with the number '2' pointing to a button labeled 'Add new item'. Below it, another red callout with the number '1' points to a row of dropdown menus for sorting: 'Created' (with an arrow), 'Descending' (with an arrow), and 'Sort'. To the left of these dropdowns is a table header with columns for 'Class', 'Owner', and 'Created'. Below the header, two items are listed: 'Artwork' (Owner: write, Created: Aug 30, 2021) and 'Person' (Owner: write, Created: Aug 30, 2021). A red callout with the number '3' points to the edit icon (pencil) next to the 'Artwork' title. The table has a 'Batch actions' dropdown and a 'Go' button at the top.

2) ADD ITEMS

You can create new items from the homepage by using the top-right button

3) MODIFY ITEMS

Items can be modified by using the pencil icon next to the title of the item.

MAIN ACTIONS

Items

1 of 1 < > 1-3 of 3

Advanced

Batch actions Go

Title

my first performance

1st artwork of my life

Fisherman, Shrimp

1 of 1 < > 1-3 of 3

EDIT or DELETE AN ITEM

Items can be singularly deleted by using the bin icon next to the title of the item.

Items

1 of 1 < > 1-3 of 3

Batch actions Go

Batch actions

Edit selected

Edit all

Delete selected

Delete all

1st artwork of my life

Fisherman, Shrimp

1 of 1 < > 1-3 of 3

DELETE MULTIPLE ITEMS

Select the items to be deleted and select from the dropdown the option “Delete selected”. Alternatively you can delete all the items.

01 |

CONTROLLED VOCABULARIES

Extensible lists of recurring terms



WRITE CONTROLLED VOCABULARIES

Custom vocabularies

User generated
vocabularies (e.g.
calligraphic form, script style)

Standard vocabularies
(e.g. geoNames, Library of
Congress Subject
Headings)

Default vocabularies

WRITE CUSTOM VOCABULARIES

The screenshot shows a user interface for managing custom vocabularies. On the left, there's a sidebar with navigation links like 'Sites', 'RESOURCES' (with 'Items', 'Item sets', 'Vocabularies', and 'Resource templates'), 'ADMIN' (with 'Users', 'Modules', 'Jobs', and 'Settings'), and 'MODULES' (with 'Custom Vocab' highlighted). The main area has a title 'Custom Vocab' and a table with two columns: 'Label' and 'Owner'. The 'Label' column lists terms such as 'language', 'organisation type', 'life event type', etc., each with edit, delete, and more options icons. The 'Owner' column shows 'write' for all entries.

Label	Owner
language	write
organisation type	write
life event type	write
role in life event	write
artwork type	write
material	write
color	write
product type (DAA)	write
performance art type	write
character form	write
script style	write
visual motif	write
graffiti genre	write

Differently from standard vocabularies, custom vocabularies can be modified at any time by team members.

A custom vocabulary is a set of selected terms that we found out are recurring through metadata.

HOW TO MODIFY CUSTOM VOCABS

The screenshot shows the 'Edit Custom Vocab' interface. On the left is a sidebar with 'Write' at the top, followed by 'SIGNED IN AS write' and a 'Logout' button. Below this are sections for 'Sites', 'RESOURCES' (with 'Items', 'Item sets', 'Vocabularies', and 'Resource templates'), 'ADMIN' (with 'Users', 'Modules', 'Jobs', and 'Settings'), and 'MODULES' (with 'Custom Vocab'). The main area has a title 'Edit Custom Vocab: "character form"' and four fields: 'Label' (set to 'character form'), 'Language' (set to 'english'), 'Items' (button to 'Select an item set'), and 'Terms' (list showing 'Simplified Character' and 'Traditional Character').

New terms can be added in a dedicated text area (one term per line, no separator).

*N.B. Every line includes one term. However, every term can be composed of **several words**, e.g. “seal script” (no need to have separators like “-” or “_” between words).*

N.B. Always use terms in the singular form.

HOW TO MODIFY CUSTOM VOCABS

The screenshot shows the 'Edit Custom Vocab' interface. On the left is a sidebar with a 'Write' header, a 'Logout' button, and a search bar. Below these are sections for 'SITES', 'RESOURCES' (with 'Items', 'Item sets', 'Vocabularies', and 'Resource templates'), 'ADMIN' (with 'Users', 'Modules', 'Jobs', and 'Settings'), and 'MODULES' (with 'Custom Vocab'). The main area is titled 'Edit Custom Vocab: "character form"'. It contains four fields: 'Label' (set to 'character form'), 'Language' (set to 'english'), 'Items' (button to 'Select an item set'), and 'Terms' (list showing 'Simplified Character' and 'Traditional Character').

*N.B. while adding new terms or sorting differently added terms does not affect the existing data, **deleting terms** can affect created data that include deleted terms!*

*Likewise, vocabularies **must not** be deleted or changed in the order, just add new items.*

HOW TO USE CUSTOM VOCABS

The screenshot shows a user interface for editing items. On the left, there are two fields:

- character form**: A dropdown menu with the option "The character form of a calligraphic unit". Below it is the code "write:character-form".
- script style**: A dropdown menu with the option "style of script of a document or typeface or calligraphic unit". Below it is the code "wd:P9302".

To the right of these fields is a section with a red asterisk (*) indicating validation:

- A dropdown menu titled "Select term below" with a search bar. The placeholder "Select term below" is highlighted.
- Two options listed: "Simplified Character" and "Traditional Character".
- Below the dropdown are two small buttons: a plus sign (+) and a "Add value" button.
- On the far right of the dropdown are two vertical columns of icons: a trash can and an eye icon.

When editing an item, fields that are validated with terms from controlled vocabularies will require you to select a term from a dropdown.

WRITE default vocabularies

In WRITE some default vocabularies are used across templates.

The screenshot shows the WRITE interface with two dropdown menus:

- location**: A specific geographical location, e.g., the location of a building. Options include Port Arthur, Arthur's Town Airport, A.N.R. Robinson International Airport, Arthur, Municipio Sir Arthur Mc Gregor, Arthur's Pass National Park, Arthur Hill Lake, Lüshunkou, Arthur Range, West Arthur, and Arthur-Pieman Conservation Area.
- has content unit**: The content expressed by an artwork, product, building or performance (e.g. calligraphic unit). Options include Arthur M Sackler Gallery, http://www.geonames.org/4137600, and Add value.

Geonames: for locations, cities and countries

Library of Congress (LC)

- Subject headings:** for subjects of fine arts elements
- Thesaurus for Graphic Materials:** for fine arts materials
- Classification:** for types of fine arts elements
- Name Authority Files:** for people
- Cultural Heritage Organizations**

VIAF (OCLC): for people and literary works

RDA Gender: for people's gender

HOW TO USE DEFAULT VOCABS

location ▾
A specific geographical location, e.g.
the location of a building
wd:P276

has content unit ▾
The content expressed by an artwork,
product, building or performance (e.g.
calligraphic unit)
write:has-content-unit

Description ▾
A description of the object
dcterms:description

location ▾
A specific geographical location, e.g.
the location of a building
wd:P276

Arthur |   

- Port Arthur
- Arthur's Town Airport
- A.N.R. Robinson International Airport
- Arthur
- Municipio Sir Arthur Mc Gregor
- Arthur's Pass National Park
- Arthur Hill Lake
- Lüshunkou
- Arthur Range
- West Arthur
- Arthur-Pieman Conservation Area



Start typing the term to be searched in the text area identified by and wait for the list of suggestions.

When you hover a term in the list a  **popup shows yo  brief description of the term (for disambiguation purposes).**

If the term is found, click the corresponding term. The interface will then show a label and a URL.

If no term is found, you can simply type the label and no URL will appear.

Arthur M Sackler Gallery   

<http://www.geonames.org/4137600>  

+ Add value

N.B. The search is made on-the-fly, the autocomplete can be slow.

01 |

MEDIA

Digital objects attached to
items



MEDIA

Media can be added only via items.

They carry some simple information about the image/video.

MEDIA OVERVIEW

ITEMS 1st artwork of my life Edit item

Metadata Linked resources

Class	Artwork
title	1st artwork of my life
title (pny)	Wǒ shēngming zhòng de dì yī jiàn yishù pīn
title (zh)	我生命中的第一件艺术品
artwork type	english Abstract painting
belongs to WRITE collection	Contemporary visual arts
creator	Fisherman, Shrimp 
location of creation	Bologna
date of creation	2010
width	100 cm
height	123 cm
thickness	40 cm
made by material	Cut and painted acrylic



Visibility
Public

Created
Aug 30, 2021

Owner
write

Media (1)
 prova di disegno a caso

In our case media will be attached to Artworks, products, buildings and performances.

HOW TO ADD A MEDIA

The screenshot shows a digital library interface. At the top left is a navigation bar with 'ITEMS' and a search icon. Below it is a sub-navigation bar with tabs: 'Values' (selected), 'Media' (highlighted in blue), 'Item sets', and 'Thumbnail'. The main content area displays a message: 'This resource has no media.' Below this, a call-to-action says: 'Start adding media using the sidebar to the right.' To the right of the main content is a modal dialog titled 'Add media'. It contains a list of media types with '+' icons to add them: 'Upload', 'URL', 'HTML', 'IIIF image', 'oEmbed', and 'YouTube'.

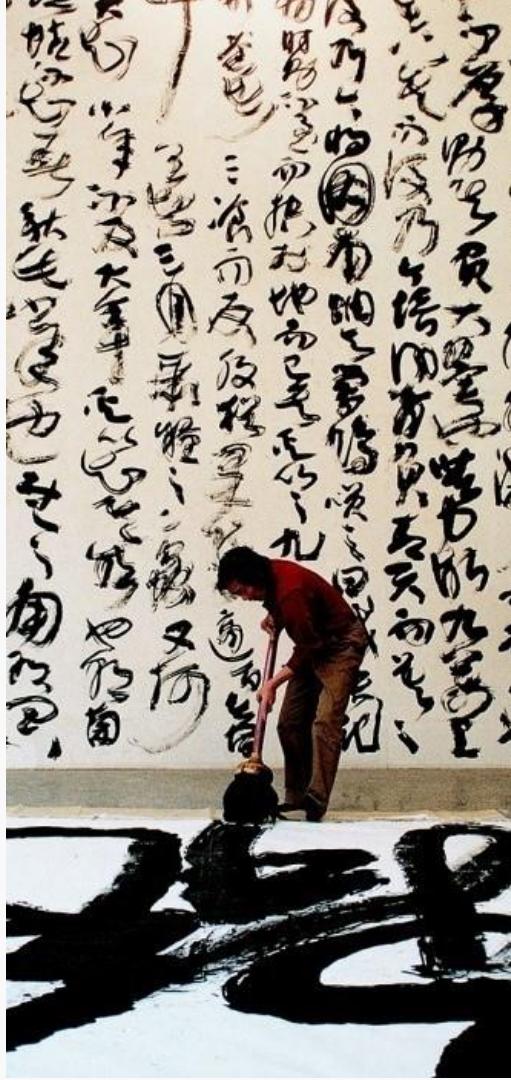
When editing an item, in the tab Media you can select digital objects (e.g. PDF, JPG, PNG) to be attached to the current item. Files can be uploaded from your computer, or downloaded from URLs.

*N.B. This page is not meant for recording links to external resources. Please, **only include files that you own or that you are allowed to share.***

01 |

VOCABULARIES

Documents including the
definitions of all possible
fields



WRITE vocabularies

The screenshot shows the PalREAD interface with a dark sidebar on the left containing navigation links like 'Write', 'Logout', 'Search items', 'Sites', 'RESOURCES', 'Items', 'Item sets', 'Vocabularies' (which is selected), and 'Resource templates'. The main area is titled 'Vocabularies' and shows a list of items with a red box highlighting the 'write' item. The 'write' item has fields for 'definition' (containing 'Name of the Agent (if people please fill as "Surname, Name")'), 'comment', and 'identifier' (containing 'wd:P2561'). To the right is a table with columns 'Classes' and 'Properties'.

Label	Classes	Properties
Dublin Core	22	55
Dublin Core Type	12	0
Friend of a Friend	13	62
wikidata-properties	0	63
wikidata-terms	9	0
write	2	38

In PalREAD definitions, comments and identifiers of item types and fields are recorded in two vocabularies.

As much as possible definitions come from **wikidata**. Bespoke definitions and fields are included in the **write** vocabulary (ontology).

PalREAD vocabularies

Write

SIGNED IN AS write [Logout](#)

...

Sites

RESOURCES

Items

Vocabularies

Resource templates

ADMIN

Users

Vocabularies

[Import new vocabulary](#)

1 of 1 < > 1–6 of 6

Label ↑ Ascending ↓ Sort

Label

Dublin Core

Dublin Core Type

Friend of a Friend

wikidata-properties

wikidata-terms

write

1 of 1 < > 1–6 of 6



Prefix

afix

arms

core

dc

foaf

wdt

write

Classes

22

12

13

0

9

2

Properties

55

0

62

63

0

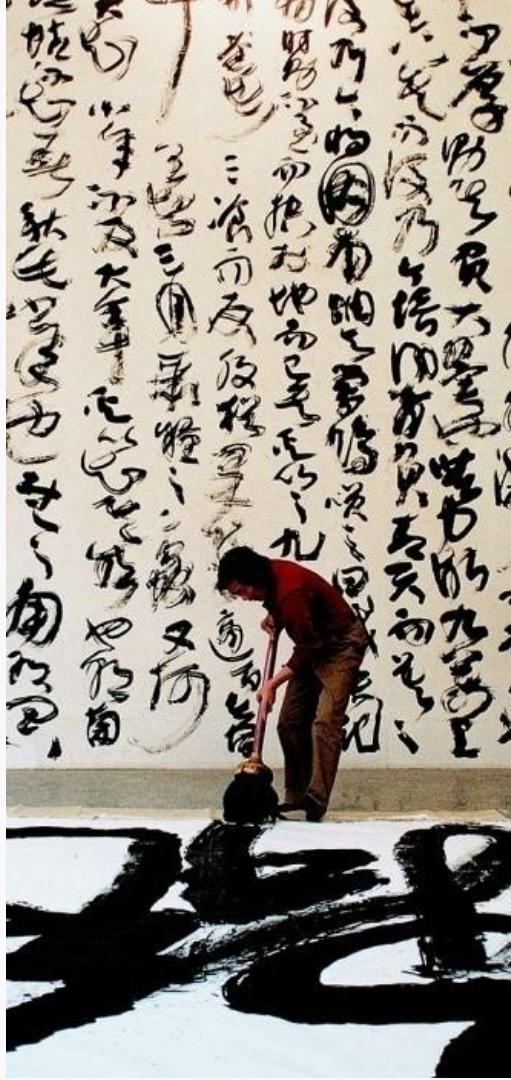
38

Team members **should not modify the vocabularies** if not aware of what they are doing!

01 |

DATA TYPES

Possible values of fields



WHAT ARE THE MAIN DATA TYPES

TEXT

A free text description, e.g.
names

This screenshot shows a multilingual text input field for the 'name' field. The field is labeled 'name' with a dropdown arrow and has a red asterisk indicating it is required. The placeholder text is 'The full name of the object at hand'. Below the input field, the code 'wd:P2561' is visible. To the right of the input field is a small globe icon with the letter 'en' next to it, which is highlighted with a red box. Below the input field are two buttons: a plus sign button and a 'Add value' button.

N.B. Omeka is multilingual!
Click on the icon
to select the language
(type either **en** or **ar**) and
type the text below.
You can Add more values
with different language
settings.

This screenshot shows the same multilingual text input field for the 'name' field. The interface is identical to the one above, but the language selection icon (the globe with 'en') is explicitly highlighted with a red square. The input field contains the text 'My name'. The rest of the interface, including the 'Add value' button, remains the same.

MULTILINGUAL TEXT

This works with whichever textual information which is multilingual (e.g. titles of artworks or literary works, names of people or organisations but also **calligraphic unit transcriptions**)

A screenshot of a web-based form interface. On the left, there is a text input field with the placeholder "name". To its right is a language selector consisting of a small globe icon and the code "en", both of which are highlighted with a red box. Below this is another text input field containing the text "My name". At the bottom of the interface are two buttons: a plus sign button and a "Add value" button.

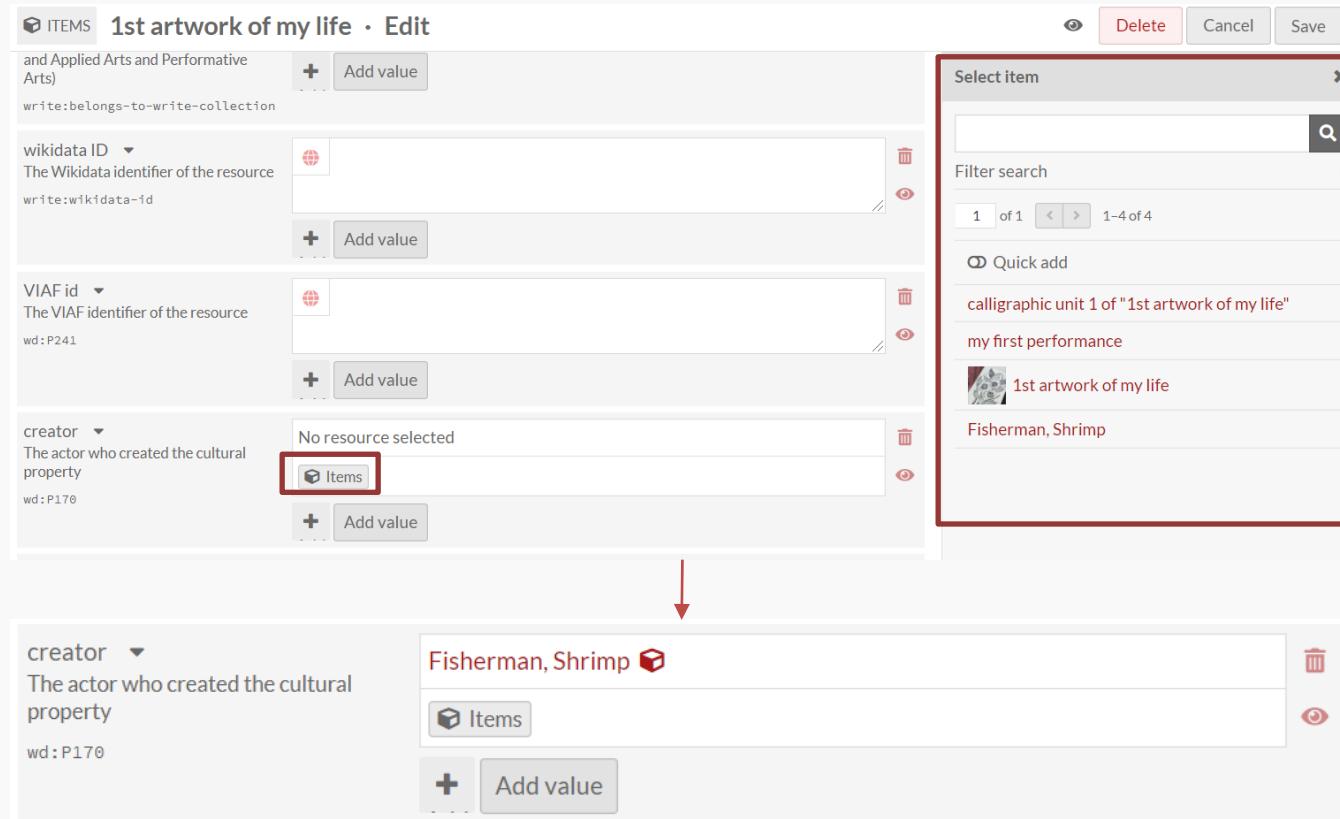
A screenshot of a digital catalog or database interface. At the top, it shows a header "ITEMS" next to a cube icon, followed by the text "calligraphic unit 1 of "1st artwork of my life"". Below this are two tabs: "Metadata" and "Linked resources", with "Metadata" being active. The main area displays a table with two columns: "Class" and "Content Unit". Under "Class", it says "name". Under "Content Unit", it says "calligraphic unit 1 of "1st artwork of my life"". At the bottom, there is a detailed view of the "name" entry, which includes a "calligraphic unit transcription" section. This section contains three language entries: "en" with the text "Hi! I'm a calligraphic unit", "pny" with the text "Nǐ hǎo! Wǒ shì shūfǎ dānwèi", and "zh" with the text "你好! 我是书法单位". The entire "calligraphic unit transcription" section is highlighted with a red box.

MAIN DATA TYPES

RESOURCE

An item already created in omeka, e.g. *mother*.

Click on  icon and a right sidebar with a search area appears. Look for existing items (usually identified by the field "name") and click



The screenshot shows the 'Edit' interface for an item titled '1st artwork of my life'. In the 'creator' field, the placeholder 'No resource selected' is visible. To the right, a sidebar titled 'Select item' lists several existing items, with 'Fisherman, Shrimp' highlighted. A red arrow points from the 'Items' icon in the 'creator' field to the 'Fisherman, Shrimp' entry in the sidebar.

ITEMS 1st artwork of my life • Edit

and Applied Arts and Performative Arts)
write:belongs-to-write-collection

wikidata ID
The Wikidata identifier of the resource
write:wikidata-id

VIAF id
The VIAF identifier of the resource
wd:P241

creator
The actor who created the cultural property
wd:P170

Select item

Filter search

1 of 1 1-4 of 4

Quick add

calligraphic unit 1 of "1st artwork of my life"

my first performance

1st artwork of my life

Fisherman, Shrimp

MAIN DATA TYPES

URI

A link to an external web page.
You can associate a label to the
link to be displayed instead of a
long URI.

The diagram illustrates the relationship between Wikidata and VIAF identifiers and their corresponding URIs. It consists of four panels arranged in a 2x2 grid, with a red arrow pointing from the bottom-left panel to the bottom-right panel.

- Top Left Panel:** A screenshot of a form field for "wikidata ID". The input field contains "write:wikidata-id". Below it, the description reads "The Wikidata identifier of the resource". To the right is a "Label" field and a "Add value" button.
- Top Right Panel:** A screenshot of a form field for "VIAF id". The input field contains "wd:P241". Below it, the description reads "The VIAF identifier of the resource". To the right is a "Label" field and a "Add value" button.
- Bottom Left Panel:** A screenshot of a form field for "wikidata ID". The input field contains "https://www.wikidata.org/wiki/Q38111". Below it, the description reads "The Wikidata identifier of the resource". To the right is a "Label" field and a "Add value" button.
- Bottom Right Panel:** A screenshot of a form field for "VIAF id". The input field contains "https://viaf.org/viaf/115903961/". Below it, the description reads "The VIAF identifier of the resource". To the right is a "Label" field and a "Add value" button.

WIKIDATA

https://www.wikidata.org/wiki/Wikidata:Main_Page

WORLDCAT

<https://www.worldcat.org/>

MAIN DATA TYPES

CONTROLLED VOCABULARY

A term from a custom vocabulary, e.g. “male” from the “gender” vocabulary

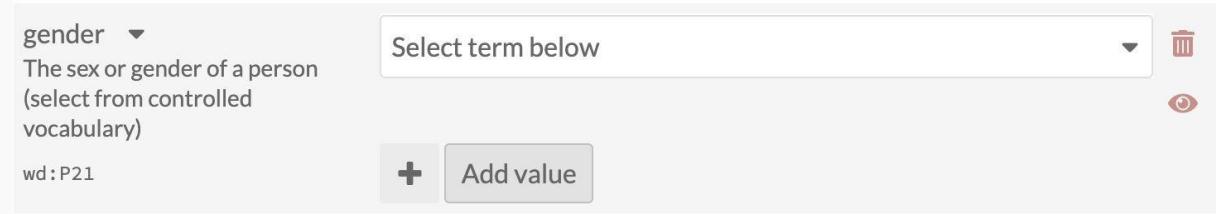
gender ▾

The sex or gender of a person
(select from controlled vocabulary)

wd:P21

Select term below

+ Add value



MAIN DATA TYPES

VALUE SUGGEST

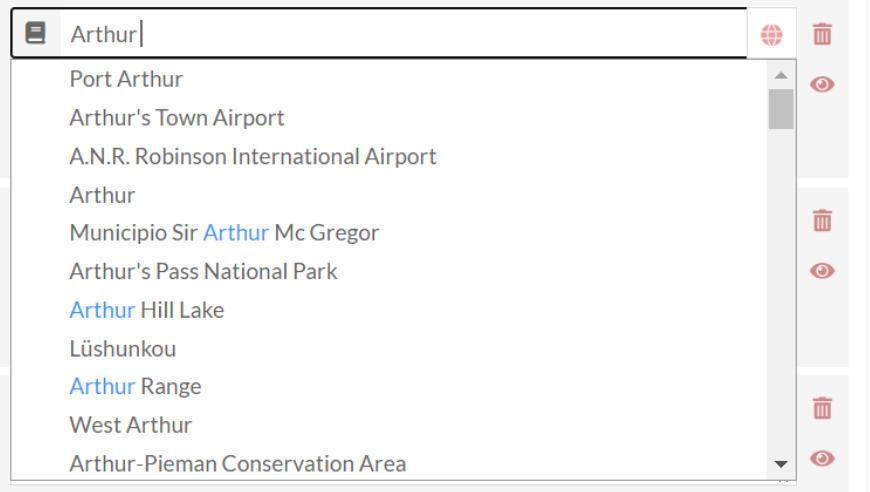
A term from a default vocabulary of terms (e.g. geonames for cities and countries)

N.B. Since we can uniquely identify cities, we do not need to add districts anymore

location ▾
A specific geographical location, e.g. the location of a building
wd:P276

has content unit ▾
The content expressed by an artwork, product, building or performance (e.g. calligraphic unit)
write:has-content-unit

Description ▾
A description of the object
dcterms:description



The screenshot shows a search interface for a location named 'Arthur'. The search bar contains 'Arthur|'. Below the bar, a list of suggestions is displayed, each with a small icon and a red delete button. The suggestions are: Port Arthur, Arthur's Town Airport, A.N.R. Robinson International Airport, Arthur, Municipio Sir Arthur Mc Gregor, Arthur's Pass National Park, Arthur Hill Lake, Lüshunkou, Arthur Range, West Arthur, and Arthur-Pieman Conservation Area.

Location
Port Arthur
Arthur's Town Airport
A.N.R. Robinson International Airport
Arthur
Municipio Sir Arthur Mc Gregor
Arthur's Pass National Park
Arthur Hill Lake
Lüshunkou
Arthur Range
West Arthur
Arthur-Pieman Conservation Area

location ▾
A specific geographical location, e.g. the location of a building
wd:P276



The screenshot shows a value suggestion interface for a location. The search bar contains 'Arthur M Sackler Gallery'. Below the bar, a link is shown: 'http://www.geonames.org/4137600'. There is also a red delete button and a red eye icon. At the bottom, there is a button labeled '+ Add value'.

Location
Arthur M Sackler Gallery
http://www.geonames.org/4137600

MAIN DATA TYPES

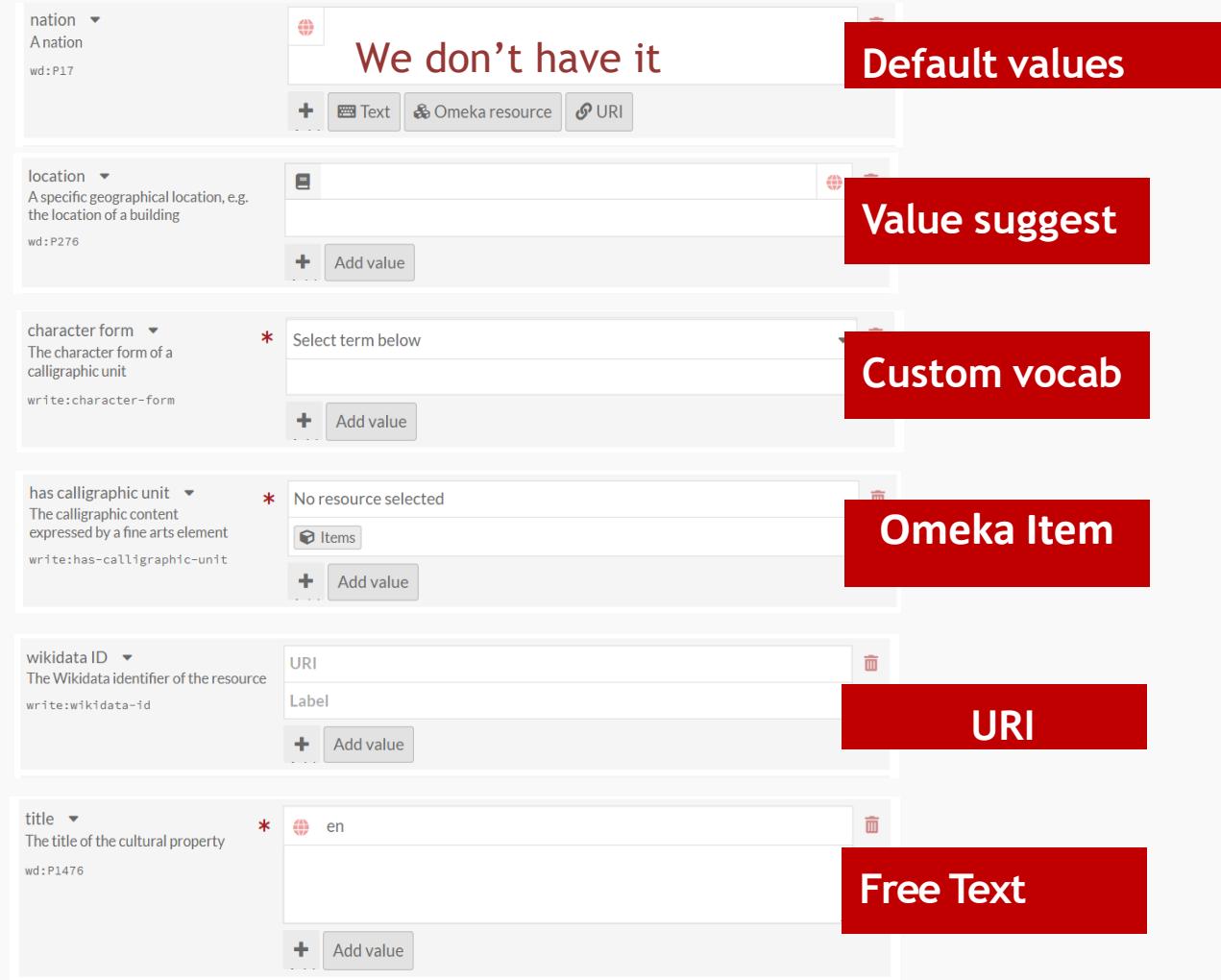
The screenshot shows a user interface for managing data types. On the left, there is a dropdown menu labeled "described by source" with a downward arrow. Below it, a descriptive text reads: "The bibliographic record of the resource which describes the item". Underneath this text is the identifier "wd:P1343". To the right of this information is a large input field containing a small globe icon. At the bottom of this field are three icons: a trash can, a magnifying glass, and a double slash. Below the input field is a button with a plus sign and the text "Add value".

DEFAULT VALUE

Either a text, a resource, or a URL (without any restriction), e.g. in “sources” you can add either a free-text description or a URL to an external source.

MULTIPLE VALUES

Whether it is a text description (in multiple languages), or a resource (e.g. several siblings) or URI (e.g. several URI sources) these can be added by clicking on  icon



The screenshot shows the Omeka Item editor interface with several property fields:

- nation**: A nation. Value: "We don't have it". Buttons: Text, Omeka resource, URI.
- location**: A specific geographical location, e.g. the location of a building. Value: (empty). Buttons: Add value.
- character form**: The character form of a calligraphic unit. Value: "Select term below". Buttons: Add value.
- has calligraphic unit**: The calligraphic content expressed by a fine arts element. Value: "No resource selected". Buttons: Items, Add value.
- wikidata ID**: The Wikidata identifier of the resource. Value: (empty). Buttons: URI, Label, Add value.
- title**: The title of the cultural property. Value: "en". Buttons: en, Add value.

Red callout boxes highlight specific features:

- Default values** (top right)
- Value suggest** (middle right)
- Custom vocab** (middle right)
- Omeka Item** (bottom right)
- URI** (bottom right)
- Free Text** (bottom right)

01 |

TEMPLATES

Presets of fields for
describing items



WRITE templates

Write

SIGNED IN AS write

Logout

Search items ... 🔎

Sites

RESOURCES

- Items
- Item sets
- Vocabularies
- Resource templates**

ADMIN

- Users
- Modules
- Jobs
- Settings

MODULES

- Custom Vocab

Resource templates

1 of 1 < > 1-11 of 11

Label	Class
Artwork	-pencil 🗑️ ⚡ Artwork
Calligraphic Unit	-pencil 🗑️ ⚡ Calligraphic Unit
Decorative and Applied Art	-pencil 🗑️ ⚡ Product
Exhibition	-pencil 🗑️ ⚡ Exhibition
Graffiti	-pencil 🗑️ ⚡ Graffiti
Life Event	-pencil 🗑️ ⚡ Life Event
Literary Work	-pencil 🗑️ ⚡ Literary Work
Organisation	-pencil 🗑️ ⚡ Organization
Performance	-pencil 🗑️ ⚡ Performance Art
Person	-pencil 🗑️ ⚡ Person
Series of Creative Works	-pencil 🗑️ ⚡ Series of Creative Works

A **template** is a list of fields that can be set up to organise coherently the description of items (i.e. what information we should record).

Classes are types of items that can be described by means of a template.

AN EXAMPLE

The screenshot shows a user interface for managing resource templates. On the left is a dark sidebar with navigation links for Write, SIGNED IN AS, Logout, Search items, Sites, RESOURCES (Items, Item sets, Vocabularies), Resource templates, ADMIN (Users, Modules, Jobs, Settings), and MODULES (Custom Vocab). The main area has a title bar with checkboxes for RESOURCE TEMPLATES and Calligraphic Unit, and buttons for Export and Edit resource template. Below is a table with columns: Original label, Data types, Alternate label, Alternate comment, Required?, and Private?. The table rows define fields for the 'Calligraphic Unit' class.

Original label	Data types	Alternate label	Alternate comment	Required?	Private?
name	*** • Text		The content unit name	Yes	No
character form	*** • character form			Yes	No
script style	*** • script style			Yes	No
calligraphic unit transcription	*** • Text			Yes	No
Description	*** • Text			No	No
based on	*** • Item			No	No
described at URL	***			No	No
described by source	***			No	No
notes	*** • Text			No	No

For each field is associated a data type, alternative definitions and comments to be shown during the data entry, whether the field is mandatory or not, and whether it is private or not.

HOW TO USE A TEMPLATE

Create a new item (from the homepage).

The screenshot shows the Omeka 'Items' list page. At the top right is a red-bordered button labeled 'Add new item'. Below it is a search bar and filters for 'Created', 'Descending', and 'Sort'. The main table lists four items:

Title	Class	Owner	Created
calligraphic unit 1 of "1st artwork of my life"	Calligraphic Unit	write	Aug 30, 2021
my first performance	Performance Art	write	Aug 30, 2021
1st artwork of my life	Artwork	write	Aug 30, 2021

A new page with a default template is shown.

The screenshot shows the 'New item' creation page. On the left is a sidebar with 'Items' selected. The main area has tabs for 'Values', 'Media', 'Item sets', 'Sites', and 'Advanced'. The 'Values' tab is active. It contains fields for 'Resource template' (with a dropdown menu), 'Class' (with a dropdown menu), 'Title' (with a text input field and 'dcterms:title' metadata entry), and 'Description' (with a text input field and 'dcterms:description' metadata entry). To the right is a sidebar titled 'Click on a property to add it to the edit panel.' with sections for 'Filter properties', 'DUBLIN CORE (55)', 'FRIEND OF A FRIEND (62)', 'WIKIDATA-PROPERTIES (64)', and 'WRITE (39)'. Buttons for 'Cancel' and 'Add' are at the top right.

HOW TO USE A TEMPLATE

To modify the current template with the one of interest, select from the top dropdown “Resource template”.

The screenshot shows the 'New item' interface in Omeka. At the top, there are tabs for 'ITEMS' (selected), 'Values', 'Media', 'Item sets', 'Sites', and 'Advanced'. Below these, there are two dropdown menus: 'Resource template' (set to 'Calligraphic Unit') and 'Class' (set to ''). On the left, there are fields for 'Title' (with placeholder 'A name given to the resource.') and 'Description' (with placeholder 'An account of the resource.'). At the bottom, there are buttons for '+', 'Text', 'Omeka resource', and 'URI'. A red box highlights the 'Select a template' dropdown menu, which lists various resource types: Artwork, Calligraphic Unit (selected), Decorative and Applied Art, Exhibition, Graffiti, Life Event, Literary Work, Organisation, Performance, and Person. A search bar is also visible in the dropdown menu.

HOW TO USE A TEMPLATE

The screenshot shows the 'Write' interface with a 'New item' dialog open. The dialog has tabs for 'Values', 'Media', 'Item sets', 'Sites', and 'Advanced'. The 'Values' tab is selected. The 'Resource template' field is set to 'Calligraphic Unit'. The 'Class' field is set to 'write: Calligraphic Unit'. The form contains several fields with dropdown menus:

- name**: The content unit name (wd:P2561). A value 'The content unit name' is selected.
- calligraphic form**: The calligraphic form of a calligraphic unit (write:calligraphic-form). A value 'Select term below' is selected.
- script style**: style of script of a document or typeface or calligraphic unit (wd:P9302). A value 'Select term below' is selected.
- calligraphic unit transcription**: The translation of a calligraphic unit (write:calligraphic-unit-transcription). A value 'Select term below' is selected.
- Description**: A dropdown menu with options like 'Text', 'Text with links', 'Text with images', etc.

To the right of the main form is a sidebar with the message 'Click on a property to add it to the edit panel.' and a 'Filter properties' section containing categories: DUBLIN CORE (55), FRIEND OF A FRIEND (62), WIKIDATA-PROPERTIES (64), and WRITE (39).

The template is immediately updated.

FEW DRAWBACKS

ITEMS New item

Values Media Item sets Sites Advanced

Resource template ▾ Calligraphic Unit

Class ▾ write: Calligraphic Unit

name ▾ * wd:P2561

Add value



If you pick a template by mistake
and you want to change it you need to
pay attention also to the **Class**
field, which does not update
automatically!

Resource template ▾ Exhibition

Class ▾ wikidata-terms: Exhibition

name ▾ * wd:P2561

EXH||
wikidata-terms
Exhibition

Add value

Attention! Select a class under the
WIKIDATA-TERMS or **WRITE** sections.

FEW DRAWBACKS



ITEMS New item

Values Media Item sets Sites Advanced

Resource template ▾ Calligraphic Unit

Class ▾ write: Calligraphic Unit

name ▾ * The content unit name wd:P2561

+ Add value

If you pick a template by mistake and you want to change it you need to pay attention also to the Class field, which does not update

Exhibition

write: Calligraphic Unit

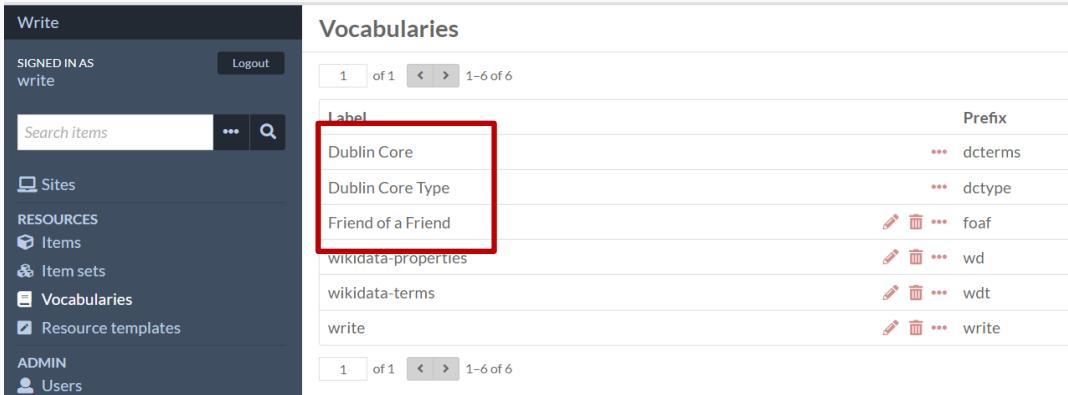
Exhibition

wikidata-terms: Exhibition

EXH||

The best solution is to Cancel the item and create a new item from scratch

FEW DRAWBACKS



The screenshot shows the 'Vocabularies' section of the Omeka S admin interface. A red box highlights the 'Dublin Core' and 'Dublin Core Type' entries in the list. Below the list, there are several other vocabulary entries: 'friend-of-a-friend', 'wikidata-properties', 'wikidata-terms', and 'write'. Each entry has edit and delete icons next to it. To the right of the list, there is a column for 'Prefix' and a column for three dots followed by labels like 'dcterms', 'dctypes', 'foaf', 'wd', 'wdt', and 'write'.

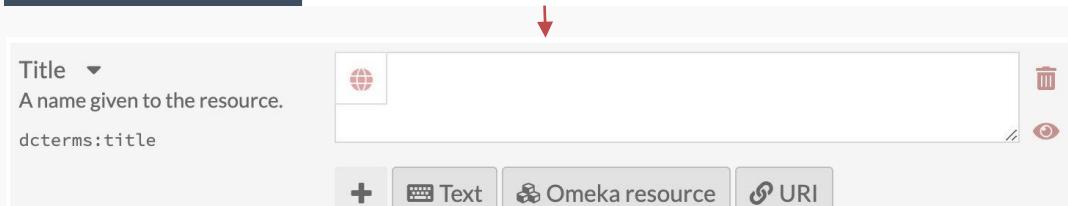
Vocabularies

Label	Prefix
Dublin Core	... dcterms
Dublin Core Type	... dctypes
Friend of a Friend	... foaf
wikidata-properties	... wd
wikidata-terms	... wdt
write	... write

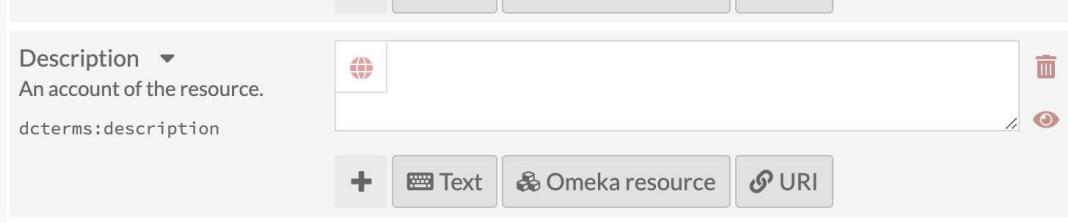
Title ▾
A name given to the resource.
dcterms:title

Description ▾
An account of the resource.
dcterms:description

↓



↓

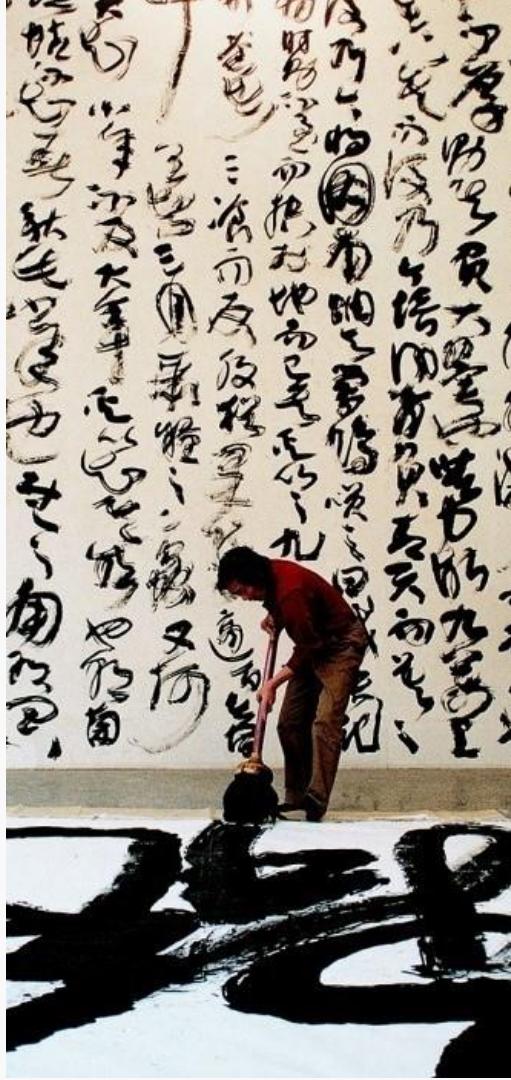


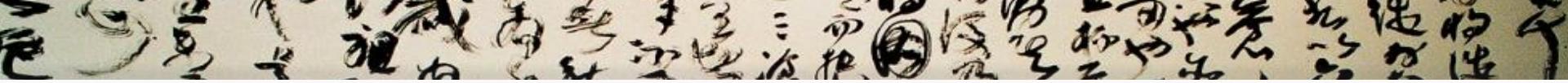
Omeka S imposes the usage of two **default vocabularies**, that cannot be deleted.

Moreover, another drawback is the persistence of **two default fields** (Title and Description) in every template. Therefore, when editing any item, these two fields will show up at the end of the page and **should be ignored**.

02 |

TUTORIAL





Let's create your own record!

You need an item representing yourself (yes, you!) to be linked to an artwork.

So doing you will be able to retrieve (in the advanced search) all the records that you have created.



CREATE AN ITEM

Create a new item (from the homepage).

The screenshot shows the Omeka Write interface. On the left, a sidebar menu includes 'Sites', 'RESOURCES' (with 'Items' and 'Media' selected), and 'ADMIN' sections for 'Users', 'Modules', 'Jobs', and 'S. UI'. The main area is titled 'Items' and displays a list of four items:

Title	Class	Owner	Created
calligraphic unit 1 of "1st artwork of my life"	Calligraphic Unit	write	Aug 30, 2021
my first performance	Performance Art	write	Aug 30, 2021
1st artwork of my life	Artwork	write	Aug 30, 2021

A red box highlights the 'Items' link in the sidebar, and a red arrow points from the 'Add new item' button at the top right of the list view down to the 'New item' form.

A new page with a default template is shown.

The screenshot shows the 'New item' creation form. The left sidebar is identical to the previous screenshot. The main form has tabs for 'Values', 'Media', 'Item sets', 'Sites', and 'Advanced', with 'Values' selected. The 'Resource template' dropdown is set to 'Select a template'. The 'Class' dropdown is set to 'Select a class'. The 'Title' field contains 'A name given to the resource.' and has a 'dcterms:title' entry. The 'Description' field contains 'An account of the resource.' and has a 'dcterms:description' entry. A sidebar on the right lists available properties: 'Click on a property to add it to the edit panel.', 'Filter properties', 'DUBLIN CORE (55)', 'FRIEND OF A FRIEND (62)', 'WIKIDATA-PROPERTIES (64)', and 'WRITE (39)'. A red arrow points from the 'New item' title at the top left of the form down to the 'New item' title at the top right of the screenshot.

SELECT THE TEMPLATE

Select from the top dropdown called “Resource template” the list item “Person”.

The screenshot shows the 'New item' interface in Omeka. At the top, there are tabs for 'ITEMS' (selected), 'New item', 'Values', 'Media', 'Item sets', 'Sites', and 'Advanced'. On the left, there are fields for 'Resource template' (set to 'Class'), 'Title' (with a description of 'A name given to the resource.' and the field 'dcterms:title'), and 'Description' (with a description of 'An account of the resource.' and the field 'dcterms:description'). To the right, a modal window titled 'Select a template' is open, listing various resource types. The 'Person' option is highlighted with a red box. At the bottom of the modal are buttons for 'Text', 'Omeka resource', and 'URI'.

ITEMS New item

Values Media Item sets Sites Advanced

Resource template ▶

Class ▶

Title ▾
A name given to the resource.
dcterms:title

Description ▾
An account of the resource.
dcterms:description

Select a template

I

Artwork

Calligraphic Unit

Decorative and Applied Art

Exhibition

Graffiti

Life Event

Literary Work

Organisation

Performance

Person

Text Omeka resource URI

HAVE A LOOK TO THE PAGE

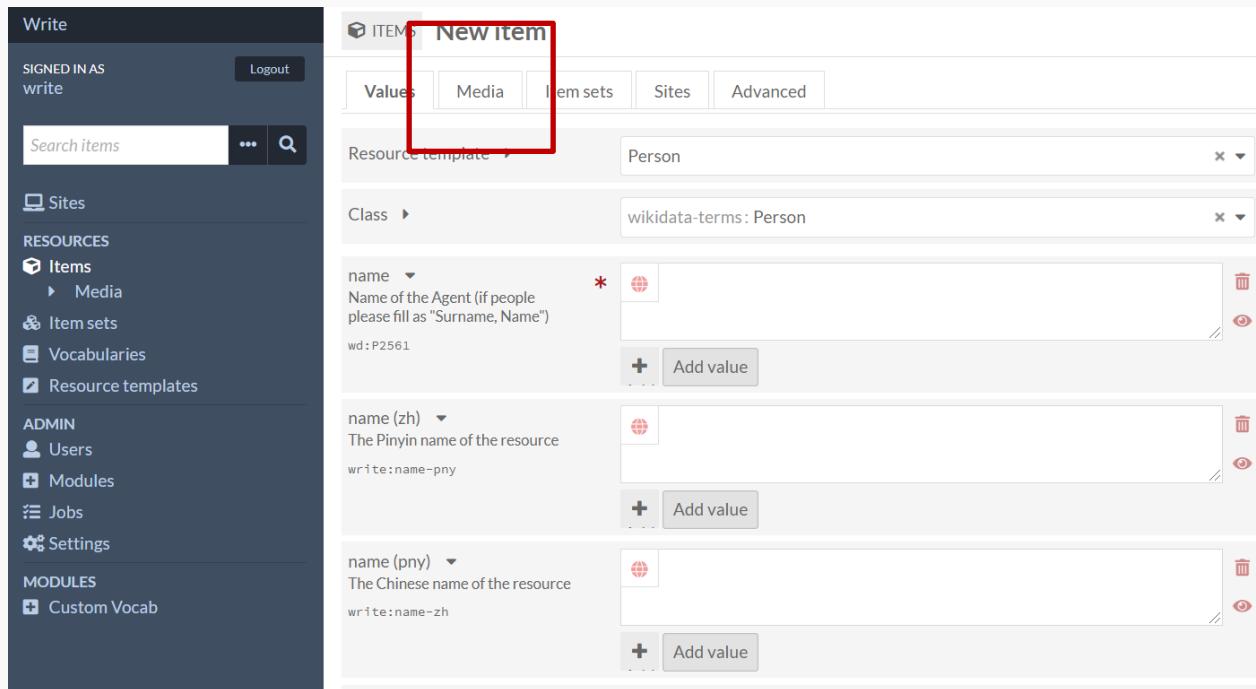
Top-left is the **title** of the item (that will be replaced once you save).

The screenshot shows a 'New item' form in a web application. The title 'New item' is highlighted with a red box. The form includes fields for 'name', 'name (zh)', and 'name (pny)'. Each field has a placeholder value and an 'Add value' button.

Field	Description	Placeholder Value	Action
name	Name of the Agent (If people please fill as "Surname, Name")	wd:P2561	Add value
name (zh)	The Pinyin name of the resource	write:name-pny	Add value
name (pny)	The Chinese name of the resource	write:name-zh	Add value

HAVE A LOOK TO THE PAGE

The left-top menu allows you to add attachments. You may need only **Media**



The screenshot shows a 'Write' interface with a dark sidebar menu. The sidebar includes sections for 'SIGNED IN AS write', 'Logout', 'Search items', and 'RESOURCES' (Items, Item sets, Vocabularies, Resource templates). Under 'ADMIN', there are 'Users', 'Modules', 'Jobs', and 'Settings'. Under 'MODULES', there is 'Custom Vocab'. The main area is titled 'ITEM' and shows a 'New item' form. The top navigation bar has tabs: Values, Media (which is highlighted with a red box), Item sets, Sites, and Advanced. Below the tabs, there is a 'Resource template' dropdown set to 'Person' and a 'Class' dropdown set to 'wikidata-terms: Person'. The form contains three fields: 'name' (with a note: 'Name of the Agent (if people please fill as "Surname, Name")' and value 'wd:P2561'), 'name (zh)' (with a note: 'The Pinyin name of the resource' and value 'write:name-pny'), and 'name (pny)' (with a note: 'The Chinese name of the resource' and value 'write:name-zh'). Each field has a 'Add value' button and a trash bin icon.

HAVE A LOOK AT THE PAGE

The button **Cancel** allows you to exit the page without saving.

The button **Add** allows you to create (for the first time) the item.

The screenshot shows a user interface for creating a new item. On the left is a sidebar with a dark blue header "Write" and a "Logout" button. Below the header, there's a "Search items" input field, a "Sites" section, and a "RESOURCES" section containing "Items", "Item sets", "Vocabularies", and "Resource templates". Under "ADMIN", there are "Users", "Modules", "Jobs", "Settings", and "MODULES". The main area is titled "ITEMS New item". It has tabs for "Values", "Media", "Item sets", "Sites", and "Advanced". The "Values" tab is active. It shows a "Resource template" set to "Person" and a "Class" set to "wikidata-terms: Person". There are three sections for adding values: "name", "name (zh)", and "name (pny)". Each section has a text input field with a placeholder, a red asterisk indicating it's required, and a "Add value" button. To the right of the main form is a sidebar with a red border around the top right corner. It says "Click on a property to add it to the edit panel." and includes sections for "Filter properties", "DUBLIN CORE (55)", "FRIEND OF A FRIEND (62)", "WIKIDATA-PROPERTIES (64)", and "WRITE (39)".

HAVE A LOOK THE PAGE

On the left side you have the all the **fields** for data entry vertically aligned.

The screenshot shows the 'Write' interface of a content management system. On the left, a dark sidebar contains navigation links for 'SITES', 'RESOURCES' (Items, Media, Item sets, Vocabularies, Resource templates), 'ADMIN' (Users, Modules, Jobs, Settings), and 'MODULES' (Custom Vocab). The main area is titled 'New item' under 'ITEMS'. It shows a 'Resource template' set to 'Person' and a 'Class' set to 'wikidata-terms: Person'. Three input fields for 'name', 'name (zh)', and 'name (pny)' are displayed, each with an 'Add value' button. A red box highlights the 'name' field, which has a red asterisk indicating it is required. The 'name' field also includes a note: 'Name of the Agent (if people please fill as "Surname, Name")' and the code 'wd:P2561'.

HAVE A LOOK AT THE PAGE

SIGNED IN AS
write

Logout

ITEMS New item

Values Media Item sets Sites Advanced

Resource template > Person

Class > wikidata-terms: Person

name *
Name of the Agent (if people please fill as "Surname, Name")
wd:P2561

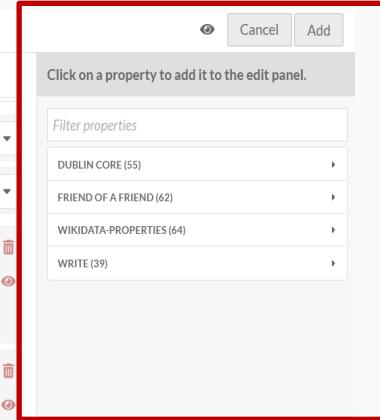
+ Add value

name (zh)
The Pinyin name of the resource
write:name-pny

+ Add value

name (pny)
The Chinese name of the resource
write:name-zh

+ Add value



On the right side you have an interactive menu that changes its contents according to the actions you are doing.

When no action is ongoing, it shows you a panel for adding new fields.

HAVE A LOOK AT THE PAGE

On the right side you have an interactive menu that changes according to the action you are doing.

action is ongoing, it shows you a w

Please do not add new fields! Adding new fields is different from adding multiple values to the same field!

FILL THE MANDATORY FIELDS

The fields marked with a red asterisk are mandatory!

N.B. In every template there is usually only one mandatory field (e.g. name), that is required to create the title of the item to be shown in the list of items that appears in the homepage.

The screenshot shows the Wikidata interface for creating a new item. The top navigation bar includes 'ITEMS' (highlighted in grey), 'New item', and tabs for 'Values', 'Media', 'Item sets', 'Sites', and 'Advanced'. Below this, a 'Resource template' is set to 'Person' and a 'Class' is selected as 'wikidata-terms: Person'. The main area contains three fields: 'name' (marked with a red asterisk), 'name (zh)', and 'name (pny)'. Each field has a description and a 'Add value' button. The 'name' field also includes a note: 'Name of the Agent (if people please fill as "Surname, Name")' and the code 'wd:P2561'. A red box highlights the 'name' field.

FILL THE MANDATORY FIELDS

In case of multilingual values, click first on the red circular icon and type the ISO code of the language.

English = en
Chinese = zh
Pinyin = pny

The screenshot shows a user interface for entering name data. At the top left, there is a dropdown menu labeled "name" with a downward arrow. Below it is a text input field containing "Name of the Agent (if people please fill as \"Surname, Name\")". Underneath the input field is the identifier "wd:P2561". To the right of the input field is a red circular icon with a white asterisk (*). Next to the icon is the ISO code "en" and a small globe icon. Below the input field, the name "Pasqual, Valentina" is displayed. At the bottom of the input area are two buttons: a plus sign (+) and a "Add value" button. On the far right of the interface are three small red circular icons: a trash can, an eye, and a double slash.

Then type your name in the text area below.

ADD THE ITEM

The first time you save the item created you need to click on “Add”.

Once it is added, the next time you open the record, the heading “New Item” will be replaced with the name of the item and new buttons will appear on the right side: delete the item, exit without saving (Cancel), or save.

SIGNED IN AS write Logout

Search items ...

SITES

RESOURCES

- Items
 - Media
- Item sets
- Vocabularies
- Resource templates

ADMIN

- Users
- Modules
- Jobs
- Settings

MODULES

- Custom Vocab

VALUES Media Item sets Sites Advanced

Resource template Person

Class wikidata-terms: Person

name * wd:P2561

name (zh) The Pinyin name of the resource write:name-pny

name (pny) The Chinese name of the resource write:name-zh

Click on a property to add it to the edit panel.

Filter properties

DUBLIN CORE (55)

FRIEND OF A FRIEND (62)

WIKIDATA-PROPERTIES (64)

WRITE (39)

Cancel Add

Delete Cancel Save

SIGNED IN AS write Logout

Search items ...

SITES

RESOURCES

- Items
 - Media
- Item sets

VALUES Media Item sets Sites Advanced

Resource template Person

Class wikidata-terms: Person

name * en

Pasqual, Valentina

Click on a property to add it to the edit panel.

Filter properties

DUBLIN CORE (55)

FRIEND OF A FRIEND (62)

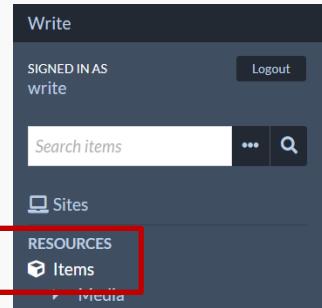
WIKIDATA-PROPERTIES (64)

WRITE (39)

Delete Cancel Save

CREATE A NEW ITEM

Let's go back to the home page (you can click on the left menu on the list item called Item)



Items				
		Add new item		
Batch actions		Created	Descending	Sort
<input type="checkbox"/>	Title	Class	Owner	Created
<input type="checkbox"/>	calligraphic unit 1 of "1st artwork of my life"	Calligraphic Unit	write	Aug 30, 2021
<input type="checkbox"/>	my first performance	Performance Art	write	Aug 30, 2021
<input type="checkbox"/>	1st artwork of my life	Artwork	write	Aug 30, 2021

SELECT THE TEMPLATE

This time we will create an Artwork item

The screenshot shows the Omeka 'New item' interface. At the top, there is a navigation bar with tabs: ITEMS (selected), New item, Values, Media, Item sets, Sites, and Advanced. Below the navigation bar, there are fields for 'Resource template' (set to 'Class'), 'Title' (with placeholder 'A name given to the resource.' and field 'dcterms:title'), and 'Description' (with placeholder 'An account of the resource.' and field 'dcterms:description'). To the right of these fields is a 'Select a template' dropdown menu. The menu is titled 'Select a template' and contains a search input field with the letter 'I'. A list of templates is shown, with 'Artwork' highlighted and a red box drawn around it. Other templates listed include 'Calligraphic Work', 'Decorative and Applied Art', 'Exhibition', 'Graffiti', 'Life Event', 'Literary Work', 'Organisation', 'Performance', and 'Person'. At the bottom of the interface are buttons for '+', 'Text', 'Omeka resource', and 'URI'.

FILL IN THE FORMS

The artwork title is mandatory and multilingual, so I added three textual values

The field is a term from a controlled vocabulary.

If you do not have the information you need to fill one of the fields, leave it empty.

ITEMS New item

Values Media Item sets Sites Advanced

Resource template ▶ Artwork

Class ▶ wikidata-terms: Artwork

title ▶ The title of the cultural property
wd:P1476

artwork type ▶ The type of an artwork
write:artwork-type

wikidata ID ▶ The Wikidata identifier of the resource

Painting

Select term below

Painting

Sculpture

...

LINK THE ITEM TO EXISTING ITEMS

Go to the field «creator» and click on the button Items.

The right sidebar changes and shows the search interface of existing items.

The screenshot shows the 'New item' form in the Items application. The 'creator' field is highlighted with a red box. The 'Items' button in the 'creator' field's row has also been highlighted with a red box. A modal dialog titled 'Select item' is open on the right side, listing several existing items:

- Pasqual, Valentina
- calligraphic unit 1 of "1st artwork of my life"
- my first performance
- 1st artwork of my life
- Fisherman, Shrimp

The 'Select item' dialog includes a search bar, a 'Filter search' dropdown, and navigation buttons for page 1 of 5.

LINK THE ITEM TO EXISTING ITEMS

If you click on an item it shows some information (if available) for disambiguation purposes.
Click on Select Resource if it is the desired item.

The selected item appears in the field.

The screenshot illustrates the process of linking an item to an existing one in the Wikidata interface. On the left, the 'New item' form is displayed with three properties: 'wikidata ID', 'VIAF id', and 'creator'. The 'creator' field currently shows 'No resource selected'. A red box highlights this field. To the right, a 'Select item' dialog is open, listing results for 'Pasqual, Valentina'. One result, 'Pasqual, Valentina calligraphic unit 1 of "1st artwork of my life"', is highlighted with a red box and has a red arrow pointing from the 'Select resource' button at the bottom to its value in the 'creator' field. Another result, 'my first performance', is also listed. The 'Select resource' button is shown at the bottom of the 'Select item' dialog, with a red arrow pointing to it from the 'creator' field.

ITEMS New item

wikidata ID

The Wikidata identifier of the resource

write:wikidata-id

VIAF id

The VIAF identifier of the resource

wd:P241

creator

The actor who created the cultural property

wd:P170

Add value

URI

Label

+ Add value

No resource selected

Items

+ Add value

Select item

Cancel Add

Filter search

1 of 1 < > 1-5 of 5

Quick add

Pasqual, Valentina

calligraphic unit 1 of "1st artwork of my life"

my first performance

Select resource

creator

The actor who created the cultural property

wd:P170

Pasqual, Valentina

Items

+ Add value

SAVE AND CLOSE

Click on the Add button to
save the item.

ITEMS Godot looks at Socchieve Edit item

Item successfully created. [Add another item?](#)

Metadata	Linked resources	Visibility
Class	Artwork	Public
title	en Godot looks at Socchieve zh 戈多看着索切夫 py Gē duō kànžhe suǒ qiè fū	Created Sep 1, 2021
artwork type	english Painting	Owner write
creator	Pasqual, Valentina 	

Sorry for bad translations, it's Google Translator's fault

TIPS FOR DATA ENTRY

You need to first create *ancillary* items to be linked in *main* items, e.g. a life event linked to a person

- Create the person item
- Leave blank the fields dedicated to life events
- Save the person item
- Create a new item describing the life event and save it
- Go back to modify the person item, and add links to existing life events

TIPS FOR DATA ENTRY

In alternative you can:

- Create the person item
- Open another tab in your browser
- Create the item of the life event and save it
- Go back to the tab with the person item and search for the event just created

TIPS FOR DATA ENTRY

Remember that:

- Multiple values are not separated by «//» as in the Tables! You can add as many values as you want by clicking on 

NAMING CONVENTIONS

Some items do not have a “native” name, e.g. life events, hence for those items we added an automatic one.

- Always include relevant names in such entities (e.g. related person names, places, dates)
- Try to associate unique names to any item to facilitate the retrieval.
- The same editorial rules used in Google Spreadsheet apply here (e.g. names separated by comma)

SOME USE CASES

- An Artwork part of a Series
- A relevant Life Event of an Artist

Artwork part of a Serie

A cultural property (an artwork, or a performance, or a graffito or an applied arts item) can be part of a Serie.

In this case an Painting (artwork) is part of a series of paintings.

So, we create the artwork item.

belongs to serie ▾
Connects the cultural property to the series to which it belongs to
wd:P361

No resource selected

Items

+ Add value

ITEMS New item

Values Media Item sets Sites Advanced

Resource template ▾ Artwork

Class ▾ wikidata-terms: Artwork

title ▾ * The title of the cultural property
wd:P1476 First painting of my series
+ Add value

artwork type ▾ The type of an artwork
write:artwork-type Painting
+ Add value

Through the fields of Artwork template you can find “belongs to series” which can be filled with an Item (which is the Serie).

Artwork part of a Serie (2)

So we create a new Item from Serie of Creative Works

ARTWORK

cole
The
wd:P462

+ Add value

right holder ▾
The actor who holds the rights of the cultural property (person or organisation)
wd:P127

belongs to series ▾
Connects the cultural property to the series to which it belongs to
wd:P361

No resource selected

Items

+ Add value

belongs to series ▾
Connects the cultural property to the series to which it belongs to
wd:P361

No resource selected

Items

+ Add value

First painting of my series

Pasqual, Valentina

calligraphic unit 1 of "1st artwork of my life"

my first performance

1st artwork of my life

+ Add value

ITEMS Serie of numbered paintings • Edit **SERIE**

Values Media Item sets Sites Advanced

Resource template ▶ Series of Creative Works

Class ▶ wikidata-terms: Series of Creative Works

* Serie of numbered paintings

+ Add value

Filter search

le ▾ e title of the cultural property :P1476

1 of 1 < > 1-8 of 8

Quick add

Serie of numbered paintings

First painting of my series

Actor ▾ e actor who created the cultural property :P170

No resource selected

Items

+ Add value

No, go back to the Artwork Item you created and link the two resources via “belongs to series” field.

Artwork part of a Serie (3)

Anytime you create or edit an Item remember to save it!

ITEMS First painting of my series • Edit

Values Media Item sets Sites Advanced

Click on a property to add it to the edit panel.

And finally check your work ☺

ITEMS First painting of my series

Item successfully updated

Metadata Linked resources

Class	Artwork
title	First painting of my series
artwork type	english Painting
belongs to serie	First painting of my series

Life Event of an Artist

The Artist which we talk about is “Fisherman, Shrimp” so I will reuse its Item.

We are now describing this university education in University of Bologna at Philology Department from 1999 to 27/10/2003.

We add all the information we know, but when it comes to involved institution (UniBo) it asks for an item, so we need to create it.

NB. “institution” and “organization” has been used as synonyms

ITEMS University Education of Fisherman, Shrimp • Edit

Values Media Item sets Sites Advanced

Resource template ▾ Life Event

Class ▾ write: Life Event

name ▾ * University Education of Fisherman, Shrimp
Name of the Agent (if people please fill as "Surname, Name")
wd:P2561

+ Add value

life event type ▾ * Education
The type of life event
write:life-event-type

+ Add value

has actor in role ▾ Student
The role of the person involved in the life event
write:has-actor-in-role

+ Add value

involved institution ▾ No resource selected
The institution involved in the event
write:involved-institution

+ Add value

start time ▾ 1999
The date when the event started
wd:P582

+ Add value

end time ▾ 27/10/2003
The date when the event finished
wd:P580

+ Add value

Items

Life Event of an Artist (2)

So we create the Item (Class Organisation) for the Philology Department of UniBo.

Save it, go back to the Life Event Item and link the two items by using the “involved institution” field.

ITEMS Classic Philology and Italian Studies, Universit... • Edit

Values Media Item sets Sites Advanced

Resource template ▾ Organisation

Class ▾ Friend of a Friend: Organization

name ▾ * Name of the Agent (if people please fill as "Surname, Name")
wd:P2561

organisation type ▾ The type of an organisation
write:organisation-type

Classic Philology and Italian Studies, University of Bologna

Add value

University Department

Add value

ORGANISATION

involved institution ▾
The institution involved in the event
write:involved-institution

Classic Philology and Italian Studies, University of Bologna

Items

Add value

Life Event of an Artist (3)

Save it and Check the Life Event! 😊

ITEMS Fisherman, Shrimp

Metadata **Linked resources**

The following resources link to this item:

Filter by property All

calligrapher

Title	Alternate label	Class
my first performance		Performance Art

involved-person

Title	Alternate label	Class
University Education of Fisherman, Shrimp		Life Event

ITEMS University Education of Fisherman, Shrimp

Item successfully updated

Metadata Linked resources

Class	Life Event
name	University Education of Fisherman, Shrimp
life event type	english Education
has actor in role	Student
involved institution	Classic Philology and Italian Studies, University of Bologna
involved-person	Fisherman, Shrimp
start time	1999
end time	27/10/2003

If you click on “Fisherman, Shrimp”, then “Linked Resources” you can see all the linked items to Shrimp (e.g. all his production and life events)

03 |

ADVANCED



ADVANCED SEARCH

COMING SOON

TEAM COMMUNICATION AND SUPPORT

Via email threads

Use it for private conversations, discussing problems that are not (yet) of interest for the entire group.

Via Github Issues

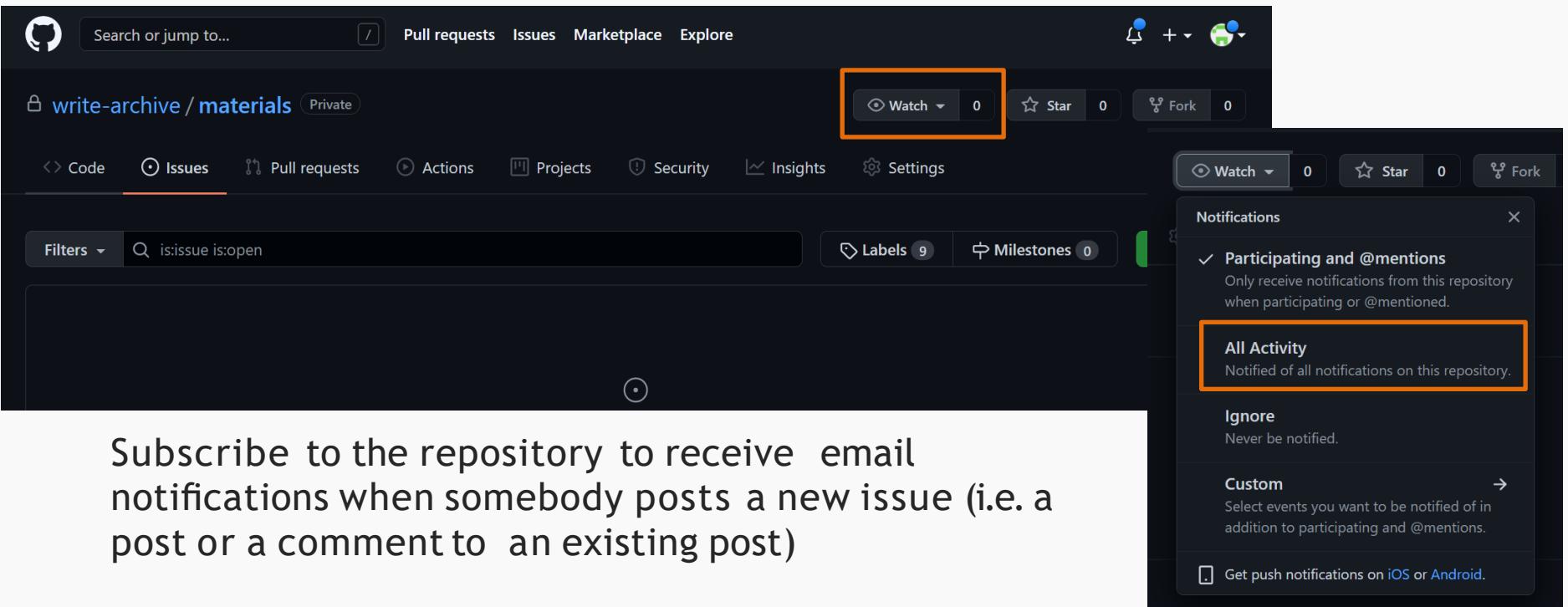
Preferred one, post your comments and label them in order to have a sort of archive of discussion

COMMUNICATION VIA GITHUB

Via gitHub preferred

- **Set up a personal account** on GitHub (<https://github.com/join>)
- **We Sent you an email** to be added to the WRITE organisation (<https://github.com/write-archive>)
- Once you have been added you can use the **GitHub issues** tab (<https://github.com/write-archive/materials/issues>) to post comments and discuss issues.
- How to organise issues discussion is up to you!

COMMUNICATION VIA GITHUB



The screenshot shows a GitHub repository page for 'write-archive / materials'. The top navigation bar includes 'Pull requests', 'Issues', 'Marketplace', and 'Explore'. Below the repository name, there are buttons for 'Watch' (with 0 notifications), 'Star' (with 0 notifications), and 'Fork' (with 0 notifications). The 'Issues' tab is selected. A search bar at the top has the query 'is:issue is:open'. The main content area displays a list of issues, with one issue partially visible. At the bottom right of the main content area, there is a call-to-action: 'Subscribe to the repository to receive email notifications when somebody posts a new issue (i.e. a post or a comment to an existing post)'. To the right of the main content area, a 'Notifications' dropdown menu is open, listing options: 'Participating and @mentions', 'All Activity' (which is selected and highlighted with an orange box), 'Ignore', and 'Custom'. There is also a link to 'Get push notifications on iOS or Android.'

Search or jump to... / Pull requests Issues Marketplace Explore

write-archive / materials Private

Watch 0 Star 0 Fork 0

Code Issues Pull requests Actions Projects Security Insights Settings

Filters Q is:issue is:open Labels 9 Milestones 0

Subscribe to the repository to receive email notifications when somebody posts a new issue (i.e. a post or a comment to an existing post)

Notifications

- ✓ Participating and @mentions Only receive notifications from this repository when participating or @mentioned.
- All Activity Notified of all notifications on this repository.
- Ignore Never be notified.
- Custom → Select events you want to be notified of in addition to participating and @mentions.

Get push notifications on iOS or Android.

COMMUNICATION VIA GITHUB

A screenshot of a GitHub repository page. The repository name is `write-archive / materials`, marked as Private. The Issues tab is selected. At the top right, there are buttons for Watch (0), Star (0), Fork (0), and a green **New issue** button, which is highlighted with an orange border. Below the tabs, there's a search bar with the query `is:issue is:open`, a Labels button (9), and a Milestones button (0). The main area is currently empty, showing a dark gray background.

Go to <https://github.com/write-archive/materials/issues> to post a new issue click on the green button

COMMUNICATION VIA GITHUB

The screenshot shows a GitHub repository page for 'write-archive / materials' (Private). The 'Issues' tab is selected. A large orange callout box contains four numbered steps:

- (1) Add a mandatory title
- (2) Type your comment here
- (3) Mention people
- (4) Submit to the group

Below the callout box, the issue creation form is visible, including fields for 'Title', 'Write', 'Preview', 'Leave a comment', file attachments, and a note about Markdown support. To the right, there's a sidebar with project and milestone settings.

None yet

Projects None yet

Milestone None

Submit new issue

Remember, contributions to this repository should follow our [GitHub Community Guidelines](#).

COMMUNICATION VIA GITHUB

First Issue #1

 Open ValentinaPasqual opened this issue 6 minutes ago · 0 comments

 ValentinaPasqual commented 6 minutes ago · edited

Remeber to add a meaningful label

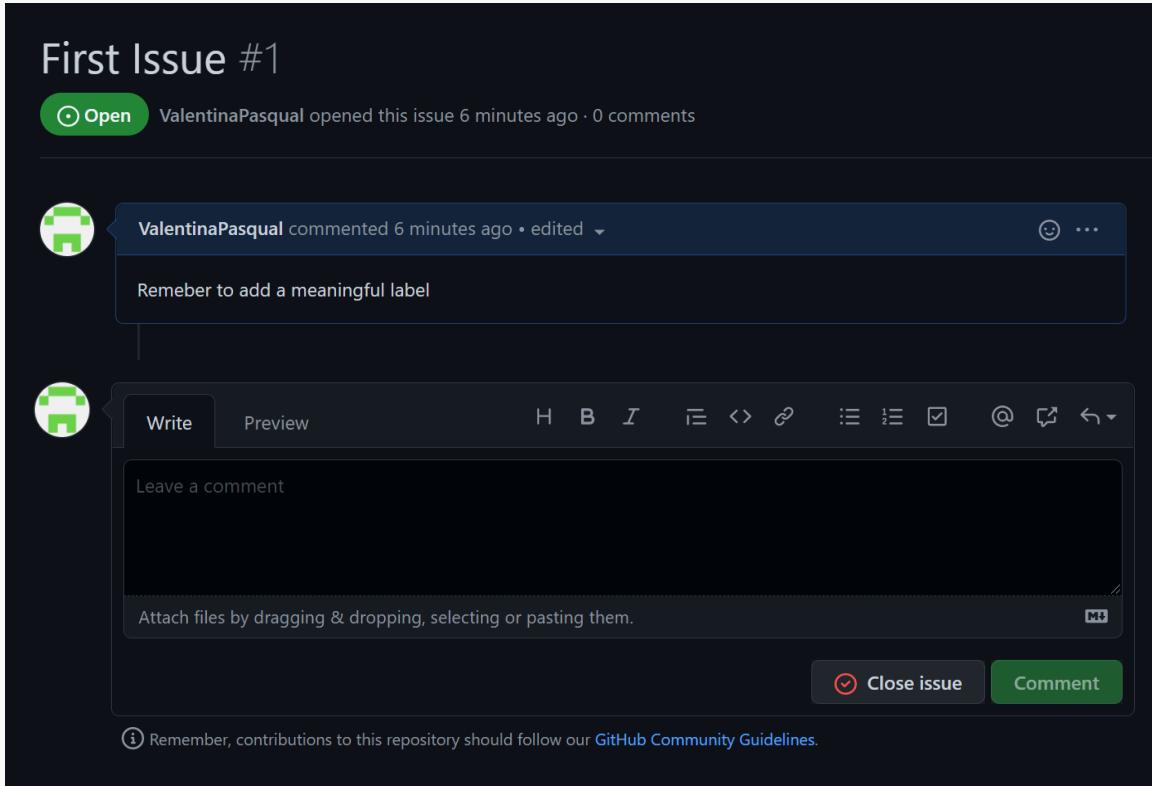
 Write Preview

Leave a comment

Attach files by dragging & dropping, selecting or pasting them.

Close issue Comment

 Remember, contributions to this repository should follow our [GitHub Community Guidelines](#).



This is an Issue called
«First Issue»

Below people can
answer to the thread

COMMUNICATION VIA GITHUB

First Issue #1

[Edit](#)[New issue](#)

ValentinaPasqual opened this issue 10 minutes ago · 0 comments



ValentinaPasqual commented 10 minutes ago • edited

Remember to add a meaningful label



ValentinaPasqual closed this 10 minutes ago

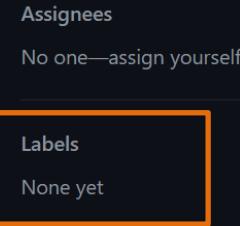
Labels (*etichette*) helps us in understanding of which kind the issue is.

Labels

Apply labels to this issue

Filter labels

- bug Something isn't working
- content error
- documentation Improvements or additions to documentation
- duplicate This issue or pull request already exists
- editorial rules
- enhancement New feature or request
- help wanted Extra attention is needed



Projects



COMMUNICATION VIA GITHUB

First Issue #1

Open

ValentinaPasqual opened this issue 14 minutes ago · 0 comments

Edit your issue

Edit

New issue

Create a new one



ValentinaPasqual commented 14 minutes ago • edited

...

Remeber to add a meaningful label



ONLINE SUPPORTING MATERIALS

These slides [<https://github.com/write-archive/materials/ WRITE webinar.pdf>]

User manual
[<https://omeka.org/s/docs/user-manual/content/items/>]

Forum
[<https://forum.omeka.org/c/omeka-s/8>]

Other tutorials
[<https://brockdsl.github.io/Omeka-S-Tutorial/>]



OUR TEAM



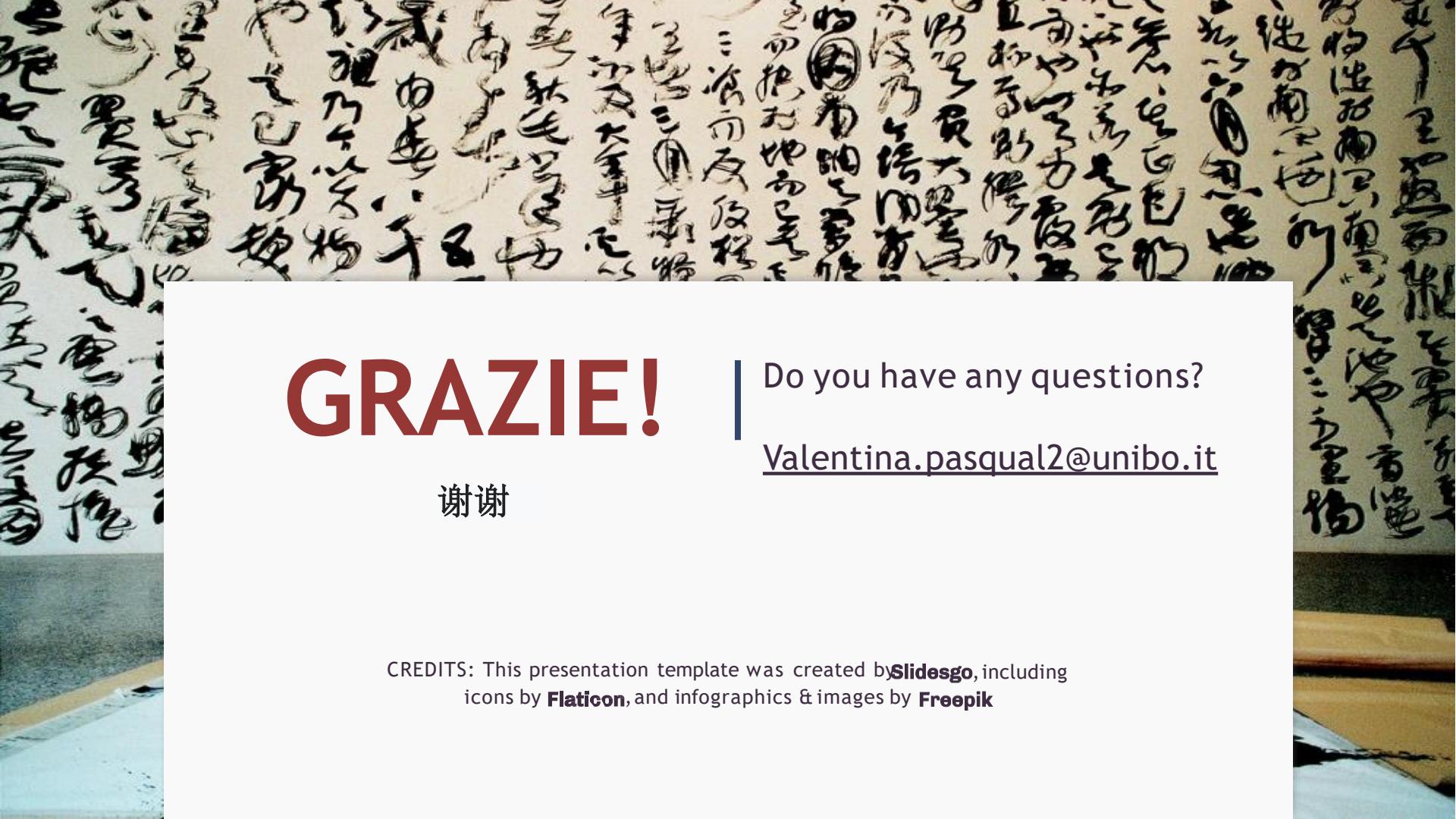
Valentina Pasqual



Francesca Tomasi



Tommaso Vitale



GRAZIE!

谢谢

Do you have any questions?

Valentina.pasqual2@unibo.it

CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, and infographics & images by **Freepik**