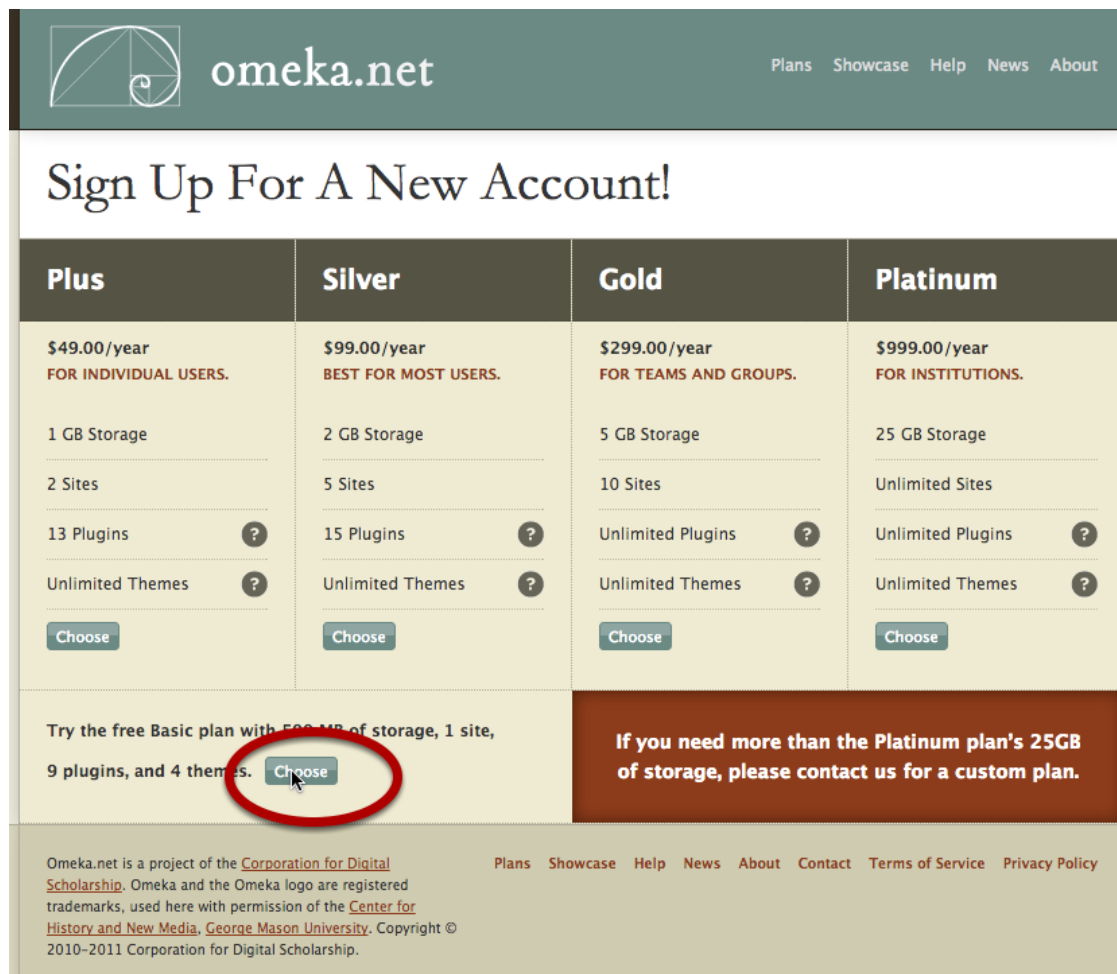


Up and Running with Omeka

Omeka makes it easy to create websites that show off collections of items.

Sign up for an Omeka account



The screenshot shows the Omeka.net website's sign-up page. At the top, there's a header with the Omeka logo and navigation links: Plans, Showcase, Help, News, About. Below the header, the main heading reads "Sign Up For A New Account!". The page features a table of four pricing plans: Plus, Silver, Gold, and Platinum. Each plan lists its annual cost, target audience, storage, number of sites, plugins, and themes. Below the table, there's a section for the free Basic plan, which is highlighted with a red circle around its "Choose" button. To the right of the Basic plan, a dark red box contains text about contacting them for a custom plan if more than 25GB of storage is needed. The footer contains copyright information and additional navigation links.

Plus	Silver	Gold	Platinum
\$49.00/year FOR INDIVIDUAL USERS.	\$99.00/year BEST FOR MOST USERS.	\$299.00/year FOR TEAMS AND GROUPS.	\$999.00/year FOR INSTITUTIONS.
1 GB Storage	2 GB Storage	5 GB Storage	25 GB Storage
2 Sites	5 Sites	10 Sites	Unlimited Sites
13 Plugins ?	15 Plugins ?	Unlimited Plugins ?	Unlimited Plugins ?
Unlimited Themes ?	Unlimited Themes ?	Unlimited Themes ?	Unlimited Themes ?
Choose	Choose	Choose	Choose

Try the free Basic plan with 500 MB of storage, 1 site, 9 plugins, and 4 themes. [Choose](#)

If you need more than the Platinum plan's 25GB of storage, please contact us for a custom plan.

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Plans Showcase Help News About Contact Terms of Service Privacy Policy

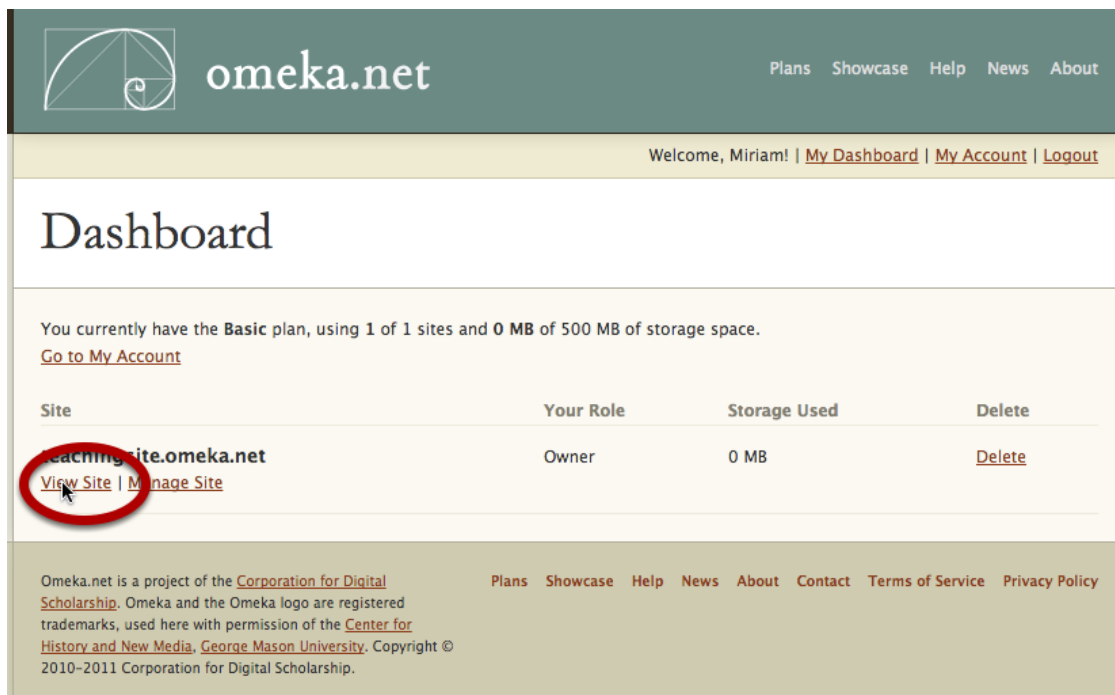
Go to www.omeka.net and click on **Sign Up**. Choose the Basic plan. Fill in the sign-up form. Check your email for the link to activate your account.

Create your new Omeka site



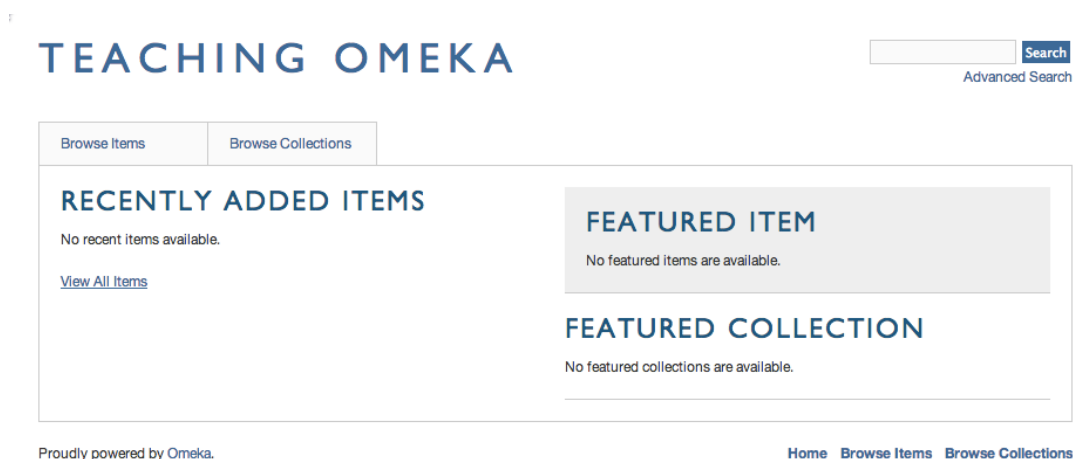
After you've clicked on the link in your email, click on Add a Site. Fill in information about your site's URL, the title you want to use, and a description if you'd like. Click on **Add Your Site**.

You have a new Omeka site!



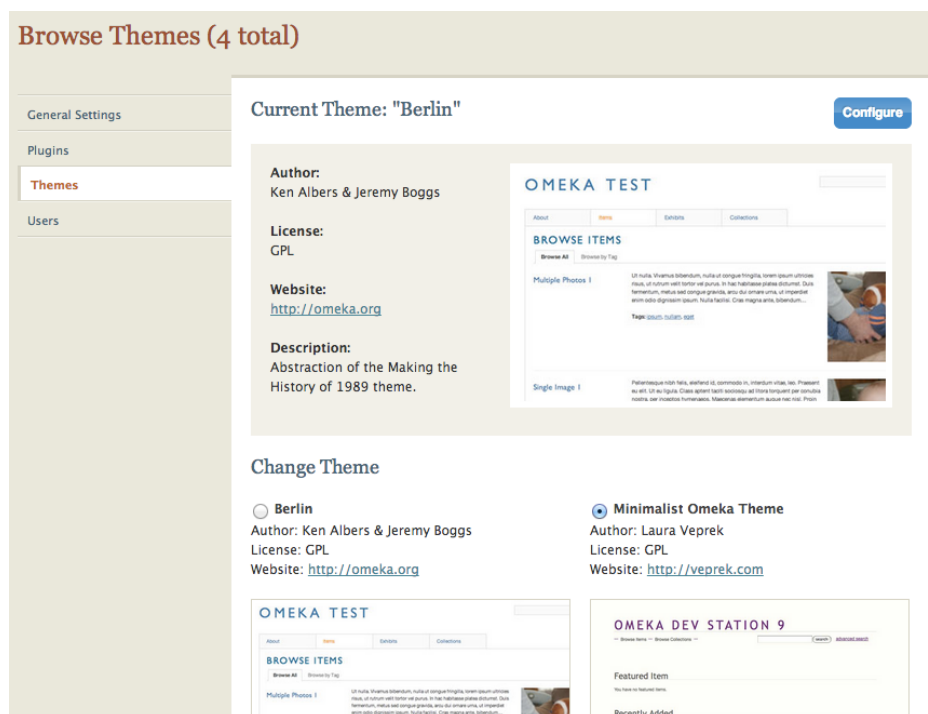
To see what it looks like, click on **View Site**.

An empty Omeka site



This is your empty Omeka site, waiting to be filled in. To get back to your dashboard, click the **Back** button or enter **<http://www.omeka.net/dashboard>**. This time, click on **Manage Site**.

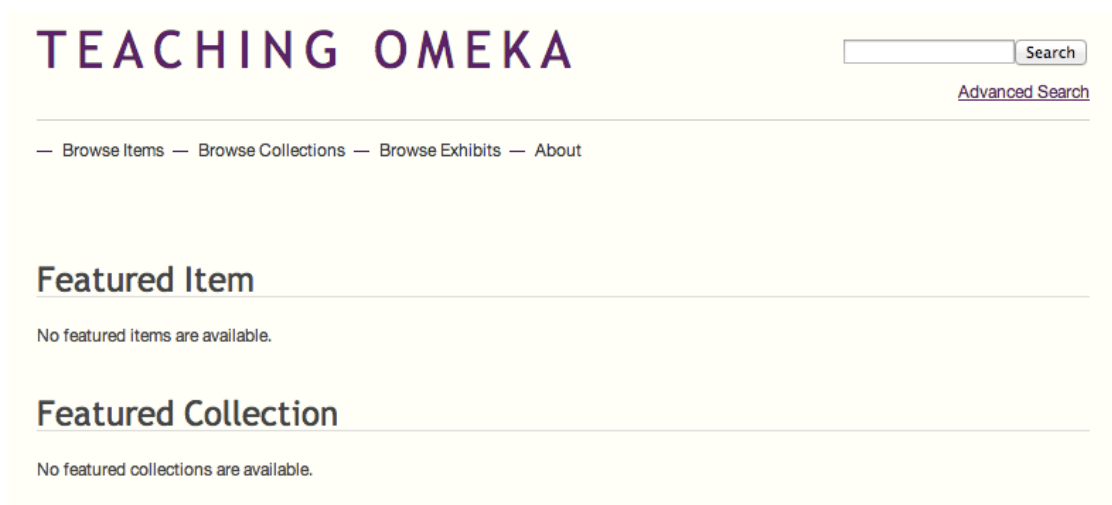
Switch themes



Omeka allows you to change the look of your public-facing site by switching themes. To do this, click on **Settings** (at the top right of your dashboard), then select **Themes** on the left side of the page. Switch themes by selecting one of the

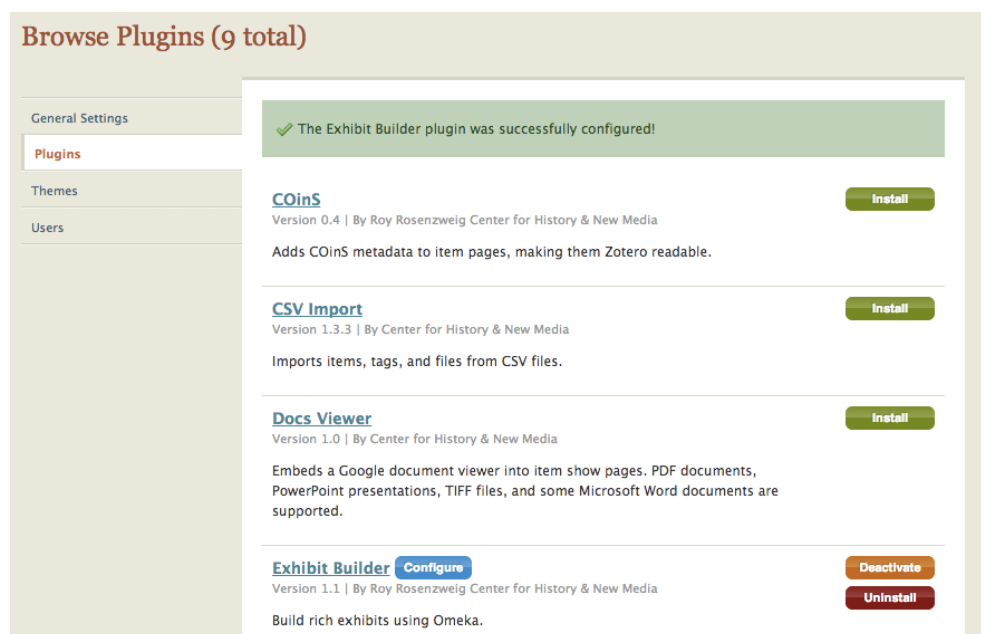
options on the page. Press the green **Switch Theme** button to activate your new theme. Then visit your public site by clicking on **View Public Site** at the top right.

You have a new theme!



Once you've checked out your new theme, head back to your dashboard. You can switch back to your old theme, stick with this one, or select one of the other options.

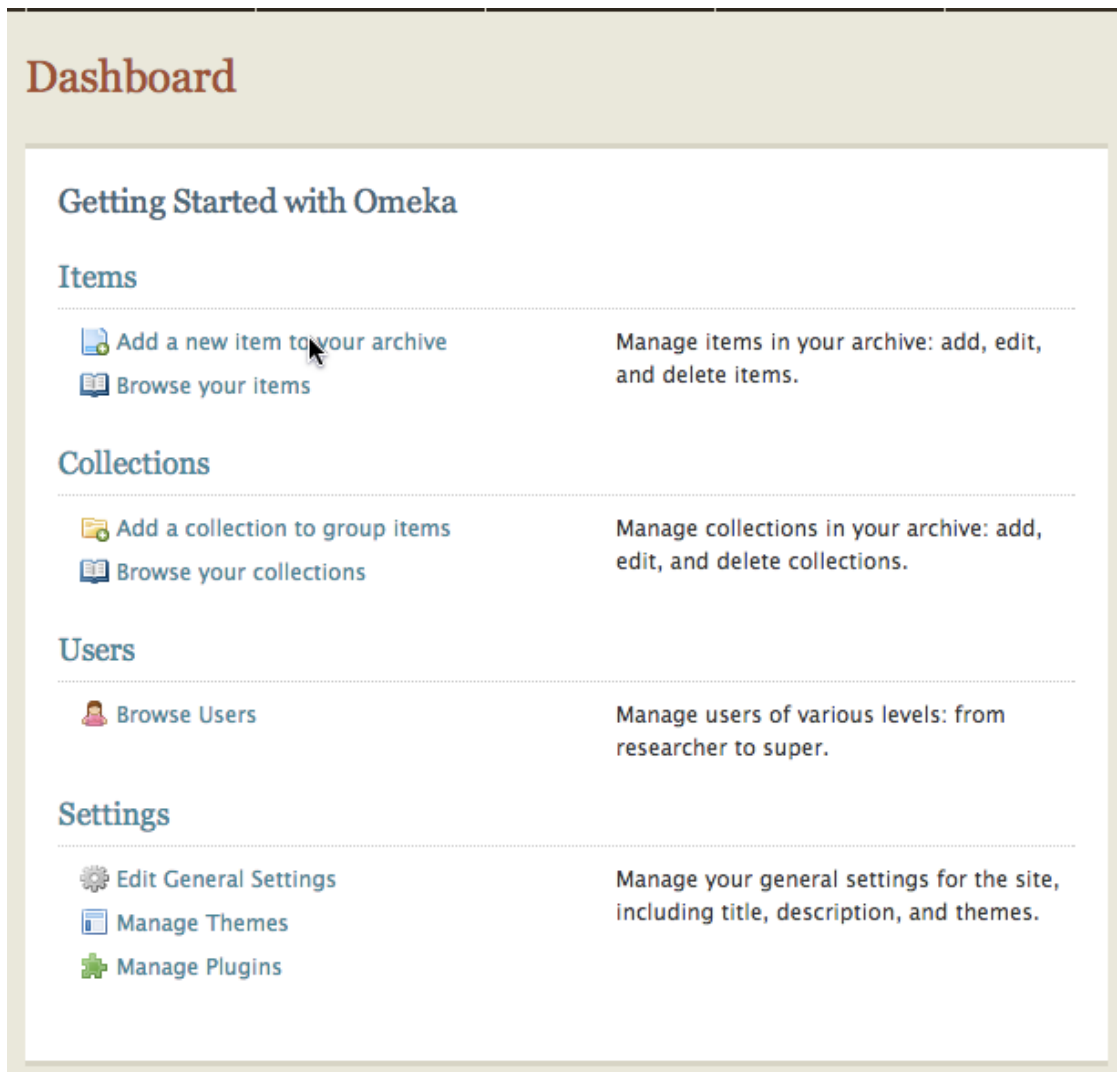
Install some plugins



Your Omeka site comes with plugins, which offer some extra functionality. We need to enable them. To do that, click on the red **Settings** button at the top right. On the following page, click the **Install** button for **Exhibit Builder** (leave the options as

they are on the page that follows) and **Simple Pages**.

Add an item to your archive



Click on (naturally!) **Add a new item to your archive**.

Describe your new item

The screenshot shows the 'Edit Item #2: "Bertie the Dog"' page in Omeka. On the left is a sidebar with a 'Dublin Core' section containing links for 'Item Type Metadata', 'Collection', 'Files', and 'Tags'. The main content area is titled 'Dublin Core' and includes a brief explanation of the metadata element set. It features three input fields: 'Title' (containing 'Bertie the Dog'), 'Subject' (containing 'dog'), and 'Description' (containing 'A beagle with floppy ears.'). Each field has a green 'Add Input' button to its left. To the right of the 'Title' field, there are checkboxes for 'Public' (checked) and 'Featured' (unchecked), which are circled in red. A 'Delete this item' button is located in the top right corner.

Remember, **Dublin Core** refers to the descriptive information you'll enter about your item. All of this information is optional, and you can't really do it wrong. But try to be consistent.

Be sure to click the **Public** checkbox so that your item is viewable by the general public. If you don't click that box, only people who are logged into your site will be able to see the item.

To add multiple fields — for example, if you want to add multiple subjects for your item — use the green **Add input** button to the left of the text boxes.

A tricky question



I'm creating an item record for my dog, Bertie. But am I describing Bertie *himself* or a *photograph* of Bertie? If it's the former, the **Creator** would be — well, I guess that depends on your religious outlook. If it's the latter, the creator would be Brad Wallace, who took the photo.

The decision about whether you're describing the object or the representation of the object is up to you. But once you've decided, be consistent.

Attach a file to your item record

Add an Item

Public: ☐ Featured: ☐

Dublin Core

Item Type Metadata

Collection

Files

Tags

Files

Add New Files

Find a File

Choose File Bertie.jpg

Add Another File

Add Item

Once you've finished adding Dublin Core metadata, you can attach a file to your item record by clicking **Files** to the left of the Dublin Core form. (You don't have to click **Add Item** before you do this; Omeka will automatically save your information.) You can add multiple files, but beware that the Basic plan only comes with 500 MB of storage space.

Once you've added a file or files, you can add **Tags** by clicking on the button. You can also click on **Item Type Metadata** to choose the kind of thing — person, place, animal, vegetable, mineral — your item is. If you don't see the appropriate item type for your item, don't worry. We can add a new item type later.

When you're all done, click the green **Add Item** button.

You have an item!

Browse Items (1 total)

Quick Filter: All · Public · Private · Featured

Toggle: Show Details

Edit Selected Items

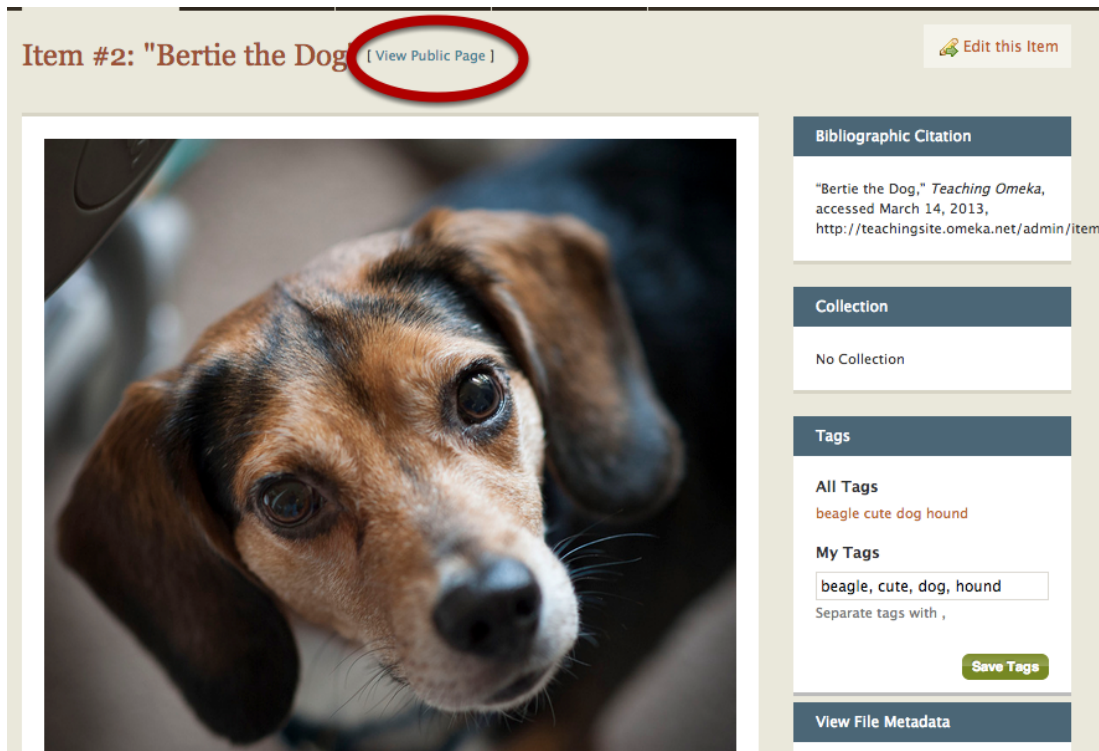
<input type="checkbox"/>	Title	Creator	Type	Public	Featured	Date Added
<input type="checkbox"/>	Bertie the Dog Details · Edit · Delete			✓		Mar 15, 2013

Edit Selected Items

Output Formats: [atom](#) · [dcmes-xml](#) · [json](#) · [omeka-json](#) · [omeka-xml](#) · [rss2](#)

This list contains all the items you've added. Notice the green checkmark that appears in the **Public** column. To see what the page for your new item looks like, click on the name of the item.

This is not the public page for your item.



It may look like it, but this page isn't what a non-logged-in user will see when she navigates to the page for your item. To see what a user would see, click on **View Public Page**. (Or you can edit the item by clicking on **Edit this item** at the top right.)

This is the public page for your item

TEACHING OMEKA

[Browse Items](#)

[Browse Collections](#)

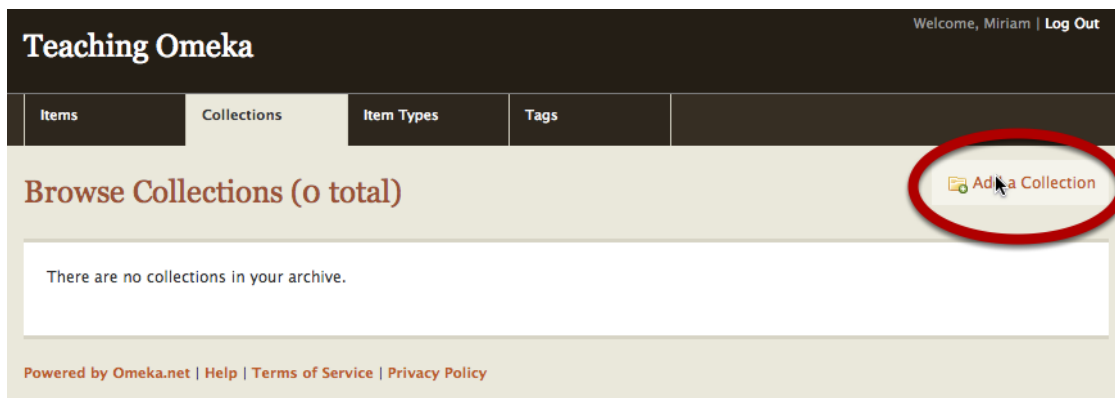
BERTIE THE DOG



[Dublin Core](#)

This is what a general user will see if she navigates to your page.

Create a collection



You can begin to bring order to your list of items by grouping them together in collections. To do this, return to your dashboard, click on the **Collections** tab, and click on **Add a Collection**.

Enter information about your collection

Collection Details

* Required Fields

Collection Name *

Dogs

Collection Description

Photos of my dogs.

Collectors

List collectors for this collection (optional - enter one name per line)

Status:

Public

☐ Not Public

☒ Public

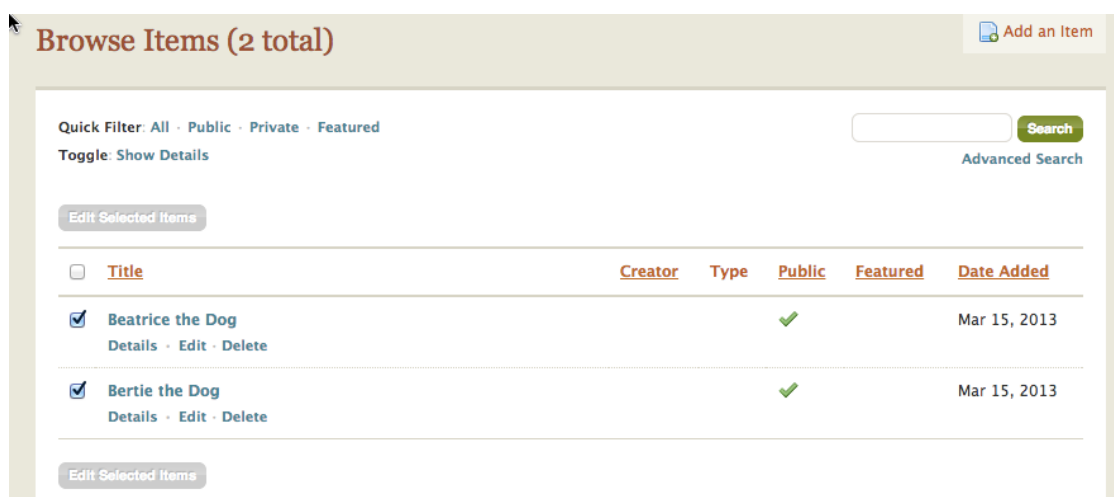
Featured

☒ Not Featured

☐ Featured

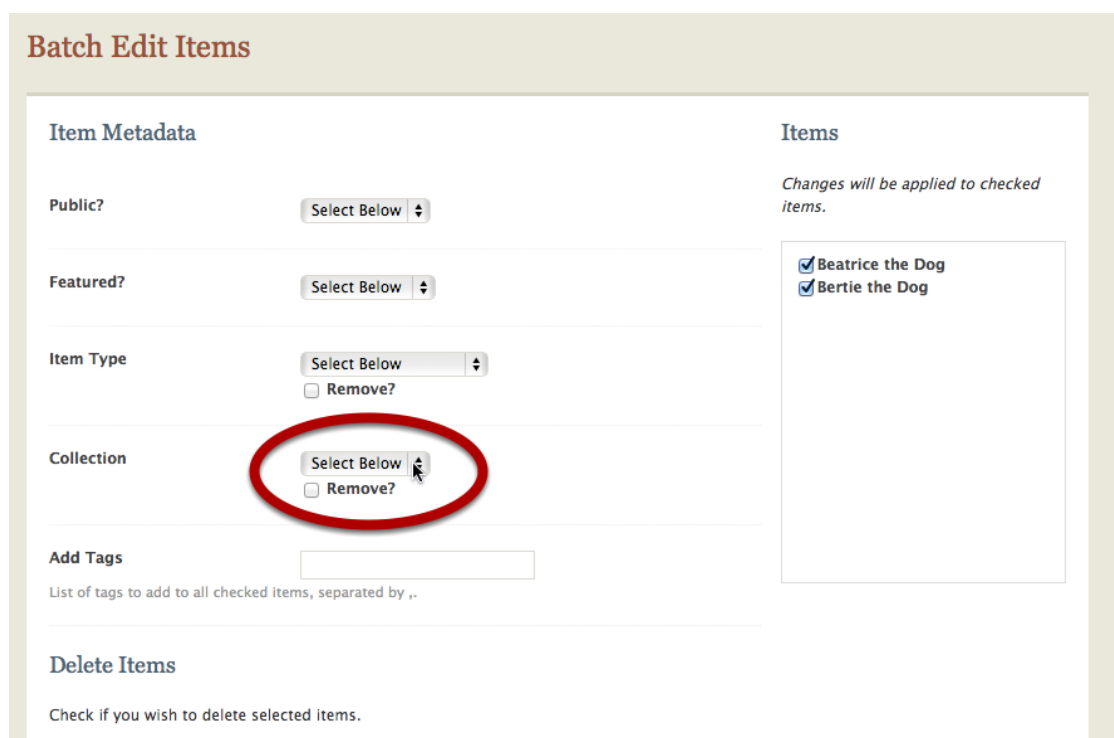
In Omeka, metadata is king! Enter some information about your new collection, and remember to click on the **Public** button near the bottom of the page. Then save your collection.

Add items to your collection



To fill up the collection you just created, click on the **Items** tab. From your **Browse Items** list, click the boxes of the items that belong in your new collection. Then click on the green **Edit Selected Items** button.

Choose the collection



On the **Batch Edit Items** page, select the Collection you'd like to add your items to. (Also, take note of all the other things you can do on this page.)

Check out your new collection



Return to your public site. If you click on the **Browse Collections** tab on the public-facing site, you should now have a new collection containing the items you identified.

Now that you've added some items and grouped them into a collection, take some time to play with your site. It's beginning to take shape now that you have both individual items and thematic units. But Omeka can do even more. We'll talk about that in the next lesson.