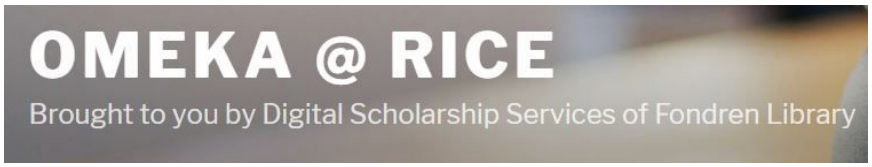

Omeka @ Rice Guidelines and Manual

Revised March 2017

Basic admin and contact information

Typical parts of an Omeka instance

Items and Collections

- Items: Metadata Standards & Guidelines
- Items: Image and file size specifications
- Items: Adding an Item
- Collections:

Simple Pages

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- To edit Simple Pages
- To manage Navigation and Display Order

Exhibit building steps

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- Build and Edit an Exhibit
- To edit an existing exhibit page

Blank Item Metadata Form

Basic admin and contact information

Log in to Omeka: http://digitalprojects.rice.edu/YOUR-SUBDOMAIN-HERE/admin/users/login
Public view: http://digitalprojects.rice.edu/YOUR-SUBDOMAIN-HERE
To get back to the admin side from the public: http://digitalprojects.rice.edu/YOUR-SUBDOMAIN-HERE/admin

Example exhibits:

Rice University Between Decisions, http://exhibits.library.rice.edu/exhibits/show/between-decisions
U.S. Civil War narratives, http://digitalprojects.rice.edu/wrc/civilwarnarratives/
(Example exhibit) Sally's and Studz: http://digitalprojects.rice.edu/wrc/Houston-LGBTQ/exhibits/show/twitexhibit

Omeka general documentation: www.omeka.org and http://omeka.org/codex/Documentation
Rice University Digital Scholarship Services contact information: cds@rice.edu

Typical parts of an Omeka instance

Items: individual digital items, such as an image with a description, or a PDF with a description

Collections: optional tool used to group "items" together

Simple Pages: simple web pages such as for an "About" page, with no design templates

Exhibits: web pages grouped together around a content theme, and including design templates

Items and Collections

Items: Metadata Standards & Guidelines

Field	Definition
Title	A straightforward title of the resource.
Description (optional)	Add a short description of the resource if needed.
Source	Location of the original object. Use a citation if available.
Publisher	Publisher of the digital version of the work.
Date	Date of creation
Contributor	Name of person(s) who added the metadata.
Rights	Rights to this material belong to [Institution].
Relation (if applicable)	-- View full digital object online at [provide link to original digital object if available]. -- Repository, [provide a link to the repository website]
Type	Image
Identifier	Unique file number or identifier from owning institution, recommended to match the filename.

Complete metadata example: http://digitalprojects.rice.edu/wrc/Houston-LGBTQ/admin/items/show/8

Items: Image and file size specifications

Files going into Omeka need to:

- only be web quality
- **be consistent in display size, such as 5" on the long side / 200-500KB**

- be **jpg** format for images
- be **PDF** format for documents with one display JPG file made for inclusion in exhibits
- have filenames that will match the Identifier in the metadata.

Items: Adding an Item

1. Log in to Omeka and click on Items in the dashboard menu at the left. Click on the green Add an Item button.
2. Enter your metadata according to the table above.
3. Once you've completed adding your metadata, click on Item Type Metadata at the top. From the Item Type dropdown menu, select the appropriate type for your item.
4. Click Files. Click Choose File and browse to find your file to upload.
5. Click Tags, and add your tags.
6. Click the box next to Public under the green Add Item button and select your collection from the Collection dropdown menu.
7. Click the green Add Item button to complete uploading your item.

Before moving on to building an exhibit or a "simple page," you will want to add several items to your collection so that you have something to work with.

Collections:

- Go to the Omeka Dashboard and click "Add a collection", which is like identifying "bucket" for items which make the collection.
- **Give the collection a name, a brief description**
- **Check the buttons** to indicate if you want the collection to be ***public*** **(live)** or not, and once public, should it be ***featured*** **(on the home page or not).**
- Items can then be associated with the collection you've made.

Simple Pages

"Simple Pages" are web pages you can easily create for your site using a simple form, and which also allow HTML markup, PHP code, or to embedding videos and other multimedia objects.

A typical use for a "simple page" is an "About" page for a website.

Simple Pages do not have design templates - those are available as part of Exhibits.

To create a Simple Page

1.) Click on Simple Pages from the Dashboard menu at the left.
2.) Click "Add a page" and provide a page Title, Slug (for the URL) and your content. It is helpful generally to click the box for using the HTML editor. Add content and save.

To edit Simple Pages

1.) To edit, click on Simple Pages from the Dashboard menu at the left. Select a page by clicking it, and the editing window will open.

To manage Navigation and Display Order

1.) To manage overall navigation, click on Appearance on the top bar of the Dashboard.
2.) From there, choose Navigation. Pages can be arranged and nested by dragging and dropping. Use the checkboxes to indicate items which should be included in the main navigation.

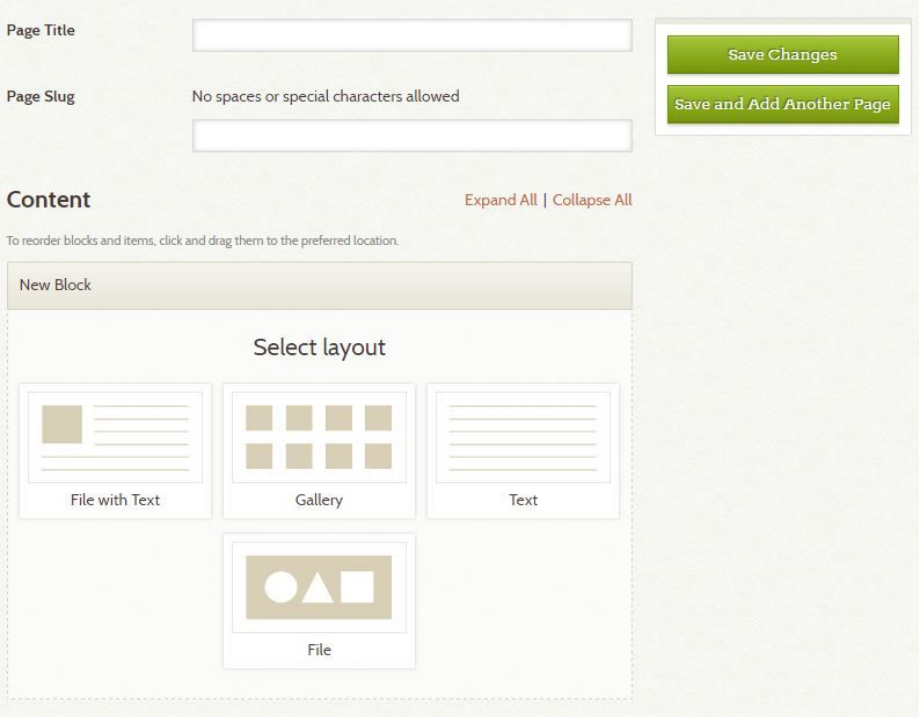
Exhibit building steps

Add an exhibit

1. Click on Exhibits in the dashboard menu at the left. Click “Add Exhibit” and provide an exhibit Title, slug (for the URL), credits (creators of the exhibit) and description. Add a cover image if desired. Save.

Build and Edit an Exhibit

Scroll down and click the green Add Page button to begin building your exhibit.



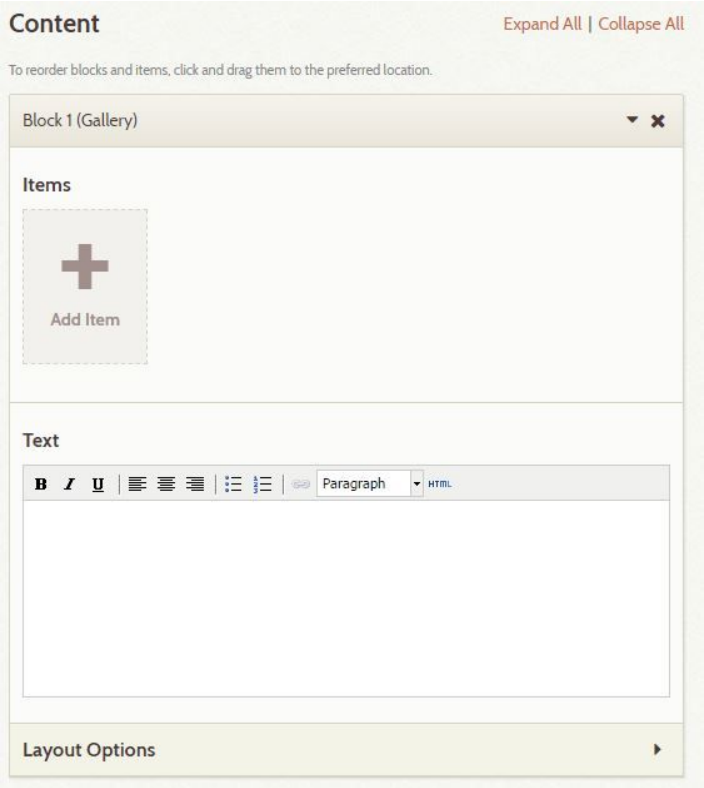
To build a page, you will need to choose a layout for the content block of your page. Think about if your page needs:

- All images / no text?
- All text / no images?
- One image with related text?
- Many images as thumbnails with a paragraph?

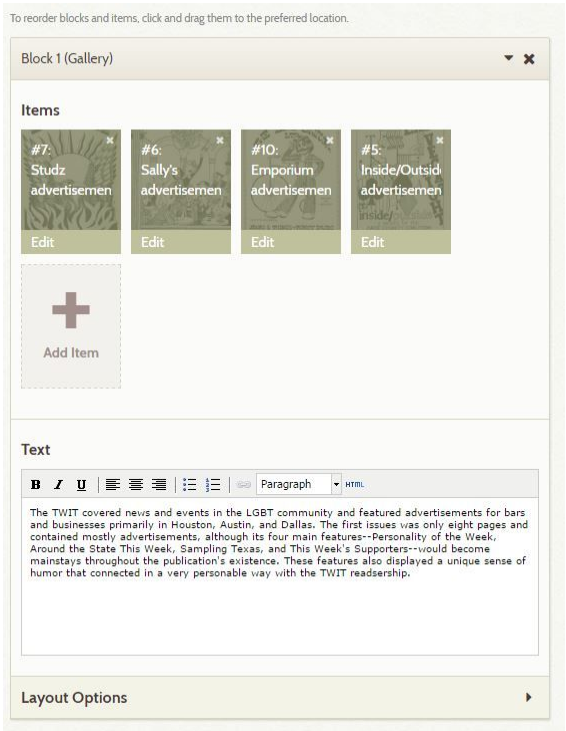
You will need to experiment with each of the layout options to find what works best for your content and overall exhibit.

For each page that you add you will also need to create a Title and Page Slug. The page slug will form the URL for each page. Think carefully about your page slugs, and look again at the Rice Between Decisions exhibit to see examples.

Choose a layout and click the green Add new content block button.



Click on Add Item to attach the items that you added to your collection within your content block. Click on Show Search Form to search for the items in just your collection. Omeka will generate thumbnails from your images and when clicked, they display the full Item page for that image.



After you add some items to your content block it will appear as above, and you can add your page text. You can also have more than one content block per page. Click Save Changes often!

To edit an existing exhibit page

Double click on the page's title from the Edit Exhibit page of the dashboard. You can also click on Layout Options to adjust the file and thumbnail positions of a content block.

ALWAYS KEEP A COPY of your exhibit text elsewhere, such as in a draft word processing file where the exhibit is planned.

Blank Metadata Form

Field	Definition
Title	
Description (optional)	
Source	
Publisher	
Date	
Contributor	
Rights	
Relation (if applicable)	
Type	
Identifier	