

## Texas After Violence Project Omeka Lab

# Part 1: Activating Your Omeka Account

Omeka is a free online platform that allows you to build digital exhibits. Follow these steps to get started with your class's Omeka site.

1) In your email inbox, you should have an invitation to activate your account with the class Omeka site. The subject line should read "Activate your account with the [site name] repository." Click the link to activate your account. On the User Activation page, create a **password** and make careful note of it somewhere you will remember it. You will need this password regularly to work on the class Omeka site. Click the green "Activate" button. Now you can log in and access the class site any time at <http://exhibits.lafayette.edu/tavp/admin/>.

2) Explore the Omeka Dashboard. Click through the menu tabs: "Items," "Collections," "Item Types," etc.

## Part 2: Adding Items to the Omeka Site

*DUE WEDNESDAY, APRIL 19*

1) Identify your assigned project folder in the "Project folders for Uzendoski\_Rhetoric of Human Rights" Google folder at this link: <https://tinyurl.com/lj8fjvu>. Download the files in the folder. Open them, read through them, and determine which files are part of the same item. (For instance, your project folder may include .jpeg files of several pages of a letter plus the accompanying envelope; the pages of the letter plus the envelope will constitute one "Item" on Omeka.

2) On the "Dashboard," click on "Items."



The screenshot shows the Omeka Dashboard. At the top, there are statistics: 34 items, 3 collections, 0 tags, 2 plugins, and 2 Seasons. Below this, there are two main sections: "Recent Items" and "Recent Collections".

Recent Items	Recent Collections
Vision Newsletter, Hispanic Women's Network of Texas, 1992	Publicity for "Rostros y Almas/Faces and Souls"
Southwestern University Quarterly Magazine, 1992	Research and Correspondence in Preparation for "Rostros y Almas/Faces and Souls"
References for Mary Jessie Garza	"Rostros y Almas/Faces and Souls": Contents of the 1992 Photography Exhibit of Influential Central Texas Latinas
Proposed Candidates Chart	
Memorandum about Mary Jesse Garza's photography	

3) Click the green button to "Add an Item."



The screenshot shows the "Browse Items (34 total)" page. It features a table of items with columns for Title, Creator, Type, and Date Added. There are also buttons for "Add an Item", "Show Details", "Search Items", "Edit", "Delete", and "Quick Filter".

Title	Creator	Type	Date Added
Vision Newsletter, Hispanic Women's Network of Texas, 1992 (Private)	The editor of the Vision Quarterly is Linda C. G. Escamilla.		Apr 23, 2015
Southwestern University Quarterly Magazine, 1992 (Private)	Southwestern University		Apr 23, 2015

4) Complete the following Dublin Core metadata fields to the best of your ability.

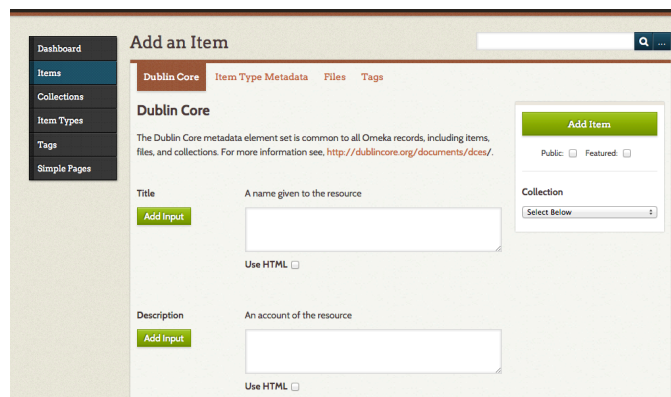
**Title.** Your item title should be short, strictly descriptive (not interpretive), and capitalized, with minimal prepositions and no period at the end. It must be *unique*; that is, it must be specific enough that it does not share an identical title with any other item on the site.

**Description.** Your item description should be 1-3 complete sentences describing the essential features of the item.

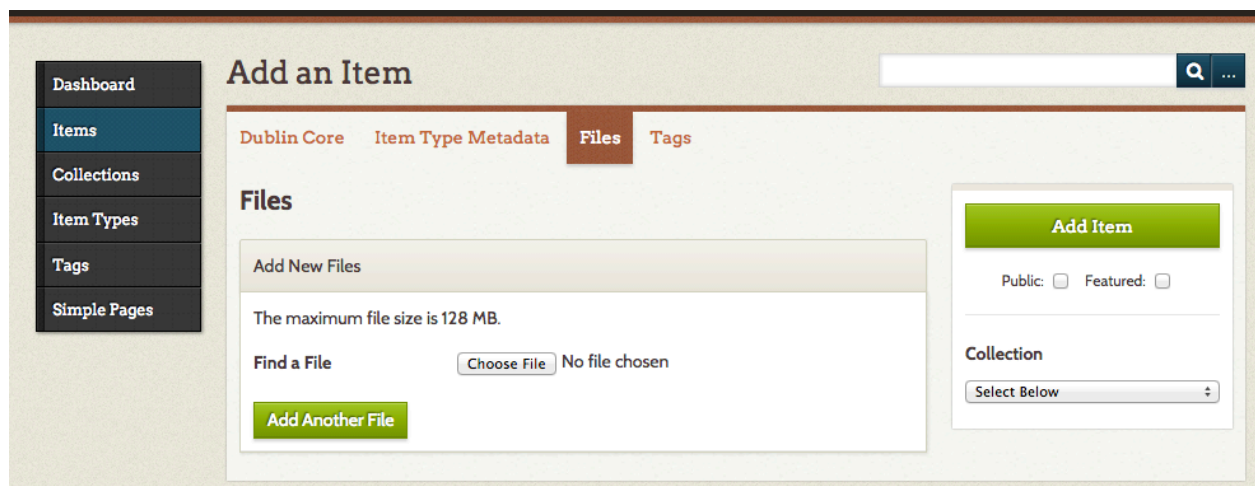
**Creator.** If possible, indicate who created the item. This can be an individual (such as the author of a letter), multiple individuals, an institution (such as a university or federal agency), or other entity.

**Date** If you know the date of the item, write it out in full rather than abbreviating it (i.e. January 21, 1981 rather than 1/21/1981).

**Source.** Input “The Brooks Family Collection” in this field for every item you add.



5) Click on the “Files” tab on the “Add an Item” menu. Choose the file from where you have it saved on your computer Desktop, and upload it. If your item consists of multiple files, click “Add Another File.” If you are uploading pages of a letter accompanied by an envelope, add the envelope last. Tick the “Public” box (which makes the item publicly viewable on the web). Select the “Charlie Brooks, Jr.” collection to which to add your Item. Click the green “Add Item” button.



**Congratulations! You added an Item in Omeka!**