

Omeka Lab

Part 1: Activating Your Omeka Account

Omeka (<http://www.omeka.org/>) is a free online platform that allows you to build digital exhibits. Follow these steps to get started with your class's Omeka site.

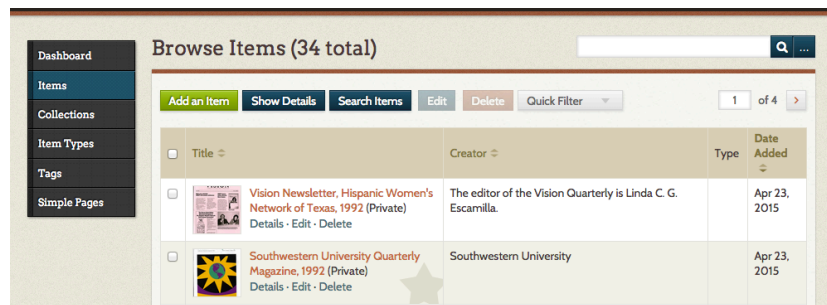
- 1) In your email inbox, you should have an invitation to activate your account with the class Omeka site. The subject line should read "Activate your account with the [site name] repository." Click the link to activate your account. On the User Activation page, create a **password** and make careful 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.
- 2) Explore the Omeka Dashboard. Click through the menu tabs: "Items," "Collections," "Item Types," etc.

Part 2: Adding Items to the Omeka Site

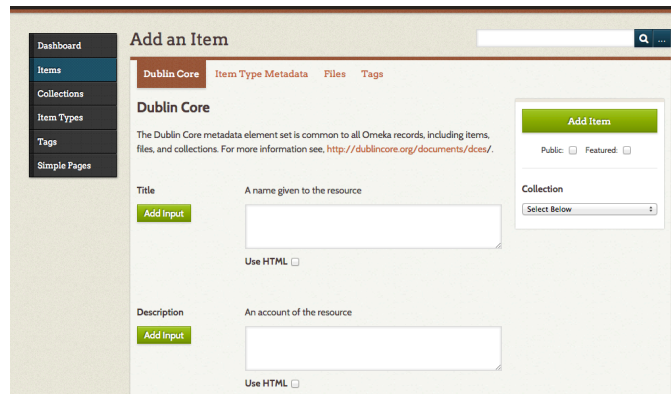
- 1) Identify the digitized item (image, PDF, sound file, etc.) you'd like to add as an Item. (Here is the link for the Google folder "Special Collections Digitizations for A&S 201": <https://tinyurl.com/jz4564v>)
- 2) On the "Dashboard," click on "Items."



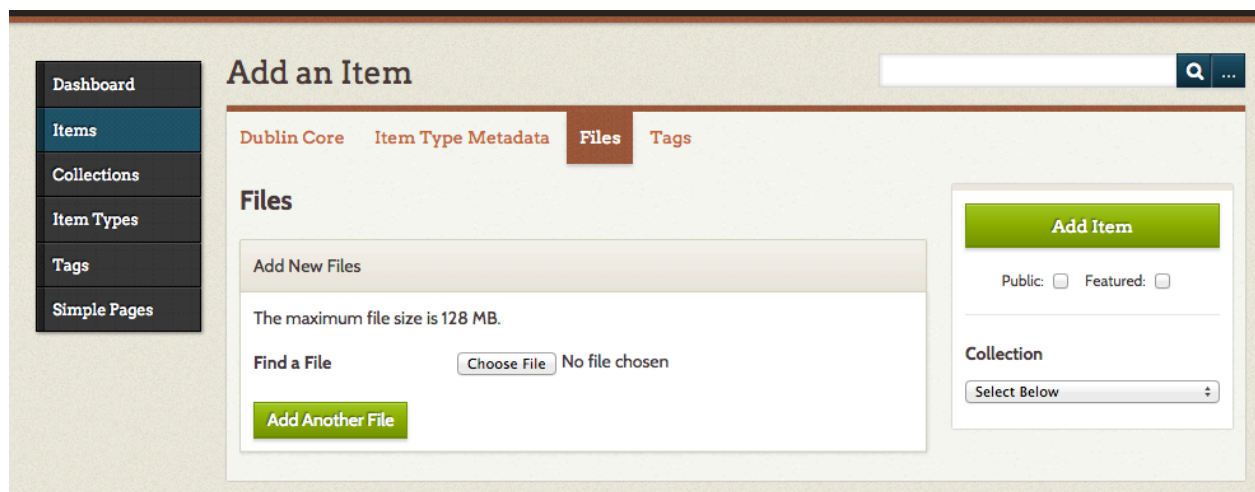
- 3) Click the green button to "Add an Item."



4) Complete all of the Dublin Core metadata fields that you can: Title, Description, Creator, Source, Date, Rights, etc. Your item Title should be short, descriptive, and capitalized. Your item Description should be 1-3 complete sentences describing the essential features of the item. If you know the date of the item, write it out in full rather than abbreviating it (i.e. January 21, 1990 rather than 1/21/1990).



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.” Tick the “Featured” box if you want the item to appear as a featured item on the landing page. For now, we will keep the contents of our site private, so do not tick the “Public” box (which makes the item publicly viewable on the web). Select a Collection to which to add your Item. (You will need to pick just one Collection, even if you could imagine your Item in multiple Collections.” Click the green “Add Item” button.



Congratulations! You're off and running with Omeka!