Guidelines for Contributing a Page to Your Class Exhibit on the "Culture and the Environment" Omeka Site
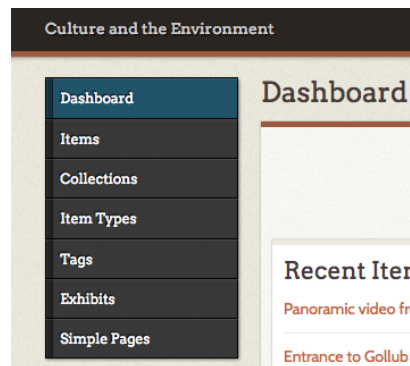**Due Friday, April 7**

This lab will guide you through the process of contributing a page to your class Exhibit on Omeka. Your exhibit page will contain:

- 3 Items from across the Omeka site: **2 field items** (sound, video, or image files you or your classmates have collected and added to the site) and **1 Special Collections archival item**.

- **600 words** analyzing the items in response to this prompt: How has the Easton landscape changed over time, and what does this tell us about human/nature relationships?
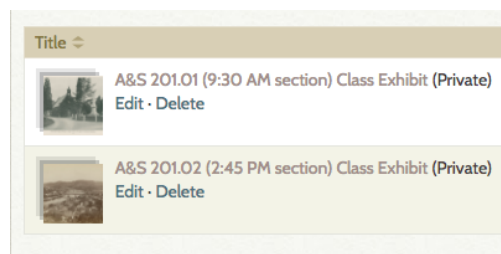
You can decide how to structure your analysis in your exhibit page. You may choose to write 200 words per item, or you might put all three items in conversation with each other in 1-2 paragraphs totaling 600 words.

Directions for adding a page to the class Exhibit:

Navigate to http://exhibits.lafayette.edu/salaslanda/admin/users/login. Log in with your username and password. Click on "Exhibits" on the Dashboard.
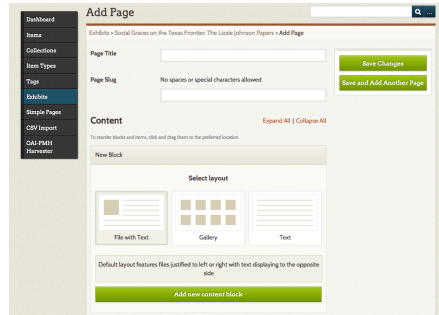

Identify your class's exhibit, and click "Edit" underneath the Exhibit title. Make sure you're contributing to the correct exhibit.
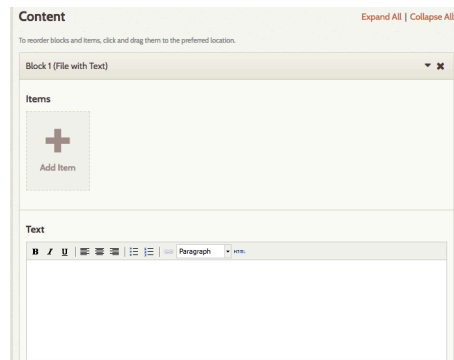

Scroll down to the bottom of the "Exhibit Metadata" page and click the button.

Give your Page a descriptive Title that indicates the thrust of your analysis. (For example, "Ruins of Progress: The Decline of Bethlehem Steel Plant.") You can always edit your title at any time. A Page Slug will be automatically generated when you "Save Changes."
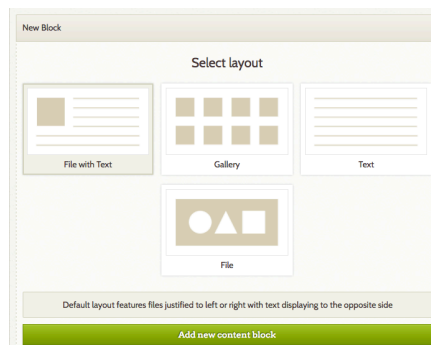
Select the "File with Text" layout, then click "Add new content block."

Click "Add Item" to find and select the item you want to feature in the exhibit. The item must already have been digitized and added as an Item to the Omeka site in order to appear as an option for your Exhibit Page. Provide a caption by pasting in the title of the item. In the "Text" box, enter your interpretive analysis of the item or items. (It is a good practice to write your analysis in Word, then paste it into Omeka, to avoid a situation where you forget to click "Save Changes" in Omeka and lose your writing when you navigate to another page.) **Be sure to include your name in your exhibit page**. In the Text box, conclude your analysis, "By [First and Last Name]."

To add another item, you need to add a new content block to your page. Under "New Block," select "File with Text," then click the green "Add new content block" button. Experiment with the "Layout Options" to change the look of your exhibit page.

Click "Save Changes" early and often!