Choose Your Own Adventure:

DIGITAL METHODS FOR BYZANTINISTS

HANDOUT 2 / Omeka Tutorial / **Friday, October 22, 2021**

This workshop is part of the partnership between the Mary Jaharis Center for Byzantine Art and Culture and the Byzantine Studies Association of North America to provide professional development opportunities to graduate students and early career researchers. The workshop will take place via Zoom on October 22, 2021 from 2:00-3:30 pm EST.

INSTRUCTORS

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Overview

Using Omeka Classic for displaying and analyzing digital collections.

Omeka Classic is a Content Management System for sharing collections of objects or other sources online. It is built using free, open source software. We will be using Omeka.net, the version that is hosted online for free.

The demo site for this handout is: https://alimcbklyn.omeka.net/

Step 1: Getting Started

Sign up for an Omeka account (if you haven't already). See Handout 1 for details.

- Be sure that you have signed up for a **free Omeka account**: https://www.omeka.net/signup
- Click "**Start your free Omeka trial**" and fill out the form to **create your site**.
- Once the site is created, click **Omeka Admin** at top right.

Login to your Omeka site

- After you've signed up, go to **Omeka.net** and click "**My Account**" or Admin at top right.
- In your account, you will see your site's URL listed: [yoursitename].omeka.net
- Below the URL, click "**Manage Site.**" This will take you to your site's **dashboard**.

Future logins

- For future logins, you can **go directly to your site** and type "/admin" after the URL: yoursitename.omeka.net/admin

Step 2: Setting Up

These links are near the top right.

Plugins

- Click Plugins (near top right)
- Install the following from the list:
  - CSV Import
  - Exhibit Builder
  - Simple Pages

Appearance

You may want to revisit this section after Step 4.

- Themes → Configure Theme
- Navigation (can be configured after adding content)
- Settings (display options for the site)

Step 3: Add Items

Add Items individually via the Dashboard's left side bar.

- **Items→ Add Item**
- **Add metadata i**n Dublin Core categories (elements). The only category required by Omeka is Title.
- Check the box for **Public**
- **Add Item** to save

Dublin Core metadata uses standardized categories to document Items. Fill out the ones that are relevant to your project and leave the rest blank. Many of these are subjective—the main thing is to be consistent within your project.

Suggestions for this workshop:

- **Title** (name of the object, monument, etc).
- Subject (can be iconographic subject or what it is, such as icon or church).
- Description (can be a very brief phrase or sentences).
- Source (This is one option for a photo credit and/or URL).
- Publisher (museum collection or your source for the information).
- Date (this could be a year or a range). You could use one from PeriodO.
- Contributor (this varies, but often people use it to credit the person who created the Omeka item).
- Rights (this could denote copyright, Fair Use, or Creative Commons information. You could use it to link to the museum or collection).

- Relation (you could link out to a Pleiades place or a Wikipedia entry. You could also use it to denote a chapel that is part of/has a relation to a larger complex or site, for instance).
- Coverage (this varies greatly by project! Sometimes I use Byzantine or late antique to acknowledge the spatial/temporal range).

Metadata is generally for the item itself, but since we usually post a photo of the item, I strongly suggest you choose a category to use for a photo credit and/or a link to the URL if it is online.

You may also choose to use **Linked Open Data** and controlled vocabularies so that your metadata is consistent with that of other, relevant projects. To do this, paste a link to a stable ("canonical") definition or source in that Dublin Core category or create a hyperlink to it using HTML.

Step 4: Create an Exhibit

Option A: One Page

All content will be on the exhibit's first page.

- From the Dashboard's left sidebar: **Exhibits → Add an Exhibit**
- **Fill out the Exhibit Metadata**
  - *Uncheck* the box for "Use Summary Page?"
  - Check the box for **Public** (at right). **Save Changes**.
- **Scroll down to Pages → Add Page**
  - Choose a Page Title and Content block(s), and scroll down to Add Block.
  - Suggested for this workshop:
    - Text → Add New Content Block
    - Gallery→ Add New Content Block
  - Paste your abstract or topic summary into the text block.
  - In the Gallery block, click Add Item → Select Item. Add a brief caption → Apply.
  - Add all the items for your exhibit in this block. Then click **Save Changes**.

Option B: Multiple Pages

The exhibit begins on a summary page that links to additional pages. This option is good if you have several sections/sub-topics and ample text.

- From the Dashboard's left sidebar: **Exhibits → Add an Exhibit**
- **Fill out the Exhibit Metadata**
- *Check* the box for "Use Summary Page?" if you would like one.
- **Scroll down to Pages → Add Page**
  - Choose a Page Title and Content block(s), and Save Changes.
  - Repeat to add additional pages for each section of the exhibit.
  - Add text and items to each page.

Editing Exhibits

To **edit an Exhibit**, to to the Dashboard's left sidebar and click Exhibits. Choose Edit under the exhibit's title. From there you can edit exhibit metadata, choose a different theme for that exhibit, change the header image for the exhibit, or reorder its pages.

Optional: CSV Import

Add Items in Bulk

Use the workflow for CSV import inthe **Omeka documentation.** It has advice for for settings and troubleshooting: https://info.omeka.net/build-a-website/manage-plugins/csv-import/

Here is a **sample dataset** about Constantine to use for this project: https://docs.google.com/spreadsheets/d/19xSJP3TjILeb7IVkp2MigfAIaUIywp2eNMG0XsZbuAI/edit#gid=0

Some additional tips:

- The **CSV Import plugin** must be installed and activated.
- Create a **spreadsheet** of your Items with Dublin Core categories as column names and save/export it as a **.csv** file.
- When you **Upload CSV File**, check the box to **Make All Items Public**.
- Next you'll be able to Map Columns to Elements, Tags, or Files. For this project, File (which links to images hosted online) does *not* Map to Element, but do check the box for **Files**.
- If any of your columns contains HTML markup, select the correct category to **Map to Element** *and* check the box for **Use HTML**. For this project, those are Subject, Source, and Coverage.

Optional: Create an About page

- Install and activate the Simple Pages plugin to create a place for any content that is not an exhibit.
- You can change its position in the nav bar by going to Appearance (top right) → Navigation.

TIPS and TROUBLESHOOTING

Navigating and Viewing

- To get back to the Dashboard while viewing the Public site, click **Omeka Admin** at top right.
- To get to the Public view from the Dashboard, click your **site's title** at top left.
- Be sure to click Save and Update regularly.
- Be sure to make each Item, Page, and Exhibit public before saving. (Usually this is a checkbox).

Best Practice

- Use a byline. (There is a Credits section in Exhibit metadata, but consider whether to add a bio or byline for the entire site on an About page or landing page.
- Credit any sources, collaborators, support, and funding. (This is often on an About page).
- LEADR resources on Reusing and Attributing Media: https://leadr-msu.github.io/reusing-attributing-media/

Storage space

- Omeka.net provides 500 MB for a free/basic plan.
- If your research images are high resolution, upload lower-resolution copies with your items.
- Use media that is hosted on specific third-party sites. You can embed iframes from these sites using the HTML editor. For a list of sites and directions: https://info.omeka.net/build-a-website/use-the-html-editor/
- Use an image hosted on a stable, public URL as a File in the CSV Import option.

Extra Help

The Omeka.net Help section has extensive documentation: https://info.omeka.net/build-a-website/