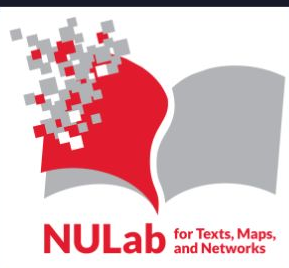




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Omeka Classic: Installation and User Guide

Reckonings Summer Institute 2023

By: Claire Lavarreda and Kristin Okland



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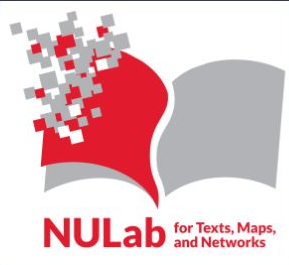
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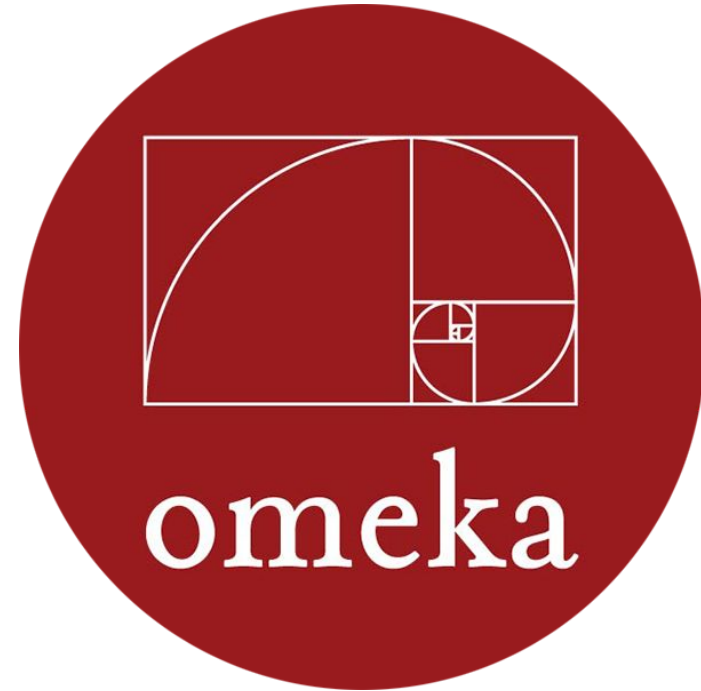
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What is Omeka?

- Omeka is a web publishing platform for items, exhibits, and collections.
- As a content management system (CMS), Omeka helps you organize and display your website's content for other people to view.
- Omeka is free to download and it is “open source,” meaning you can contribute to the source code.



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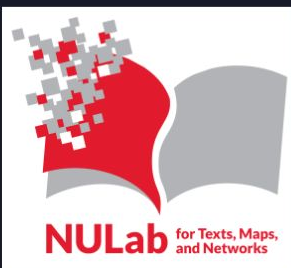
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Who made Omeka? Why?

- Omeka was developed for scholars, librarians, educators and archivists to aid in digital curation and archiving.
- Omeka was created by the Corporation for Digital Scholarship (CDS), a non-profit started in 2009 at the Roy Rosenzweig Center for History and New Media at George Mason University.



**Roy Rosenzweig Center
for History and New Media**



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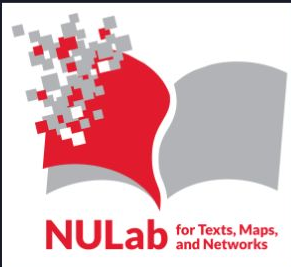
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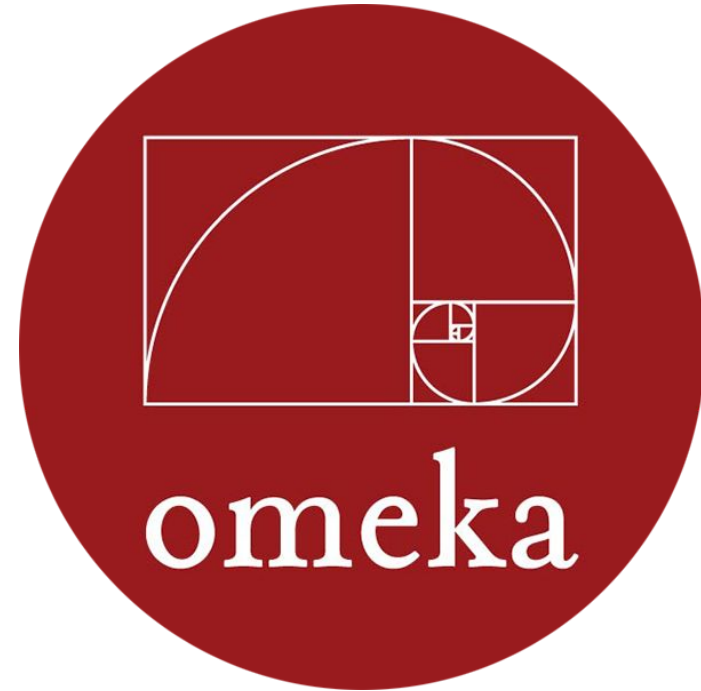
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Which Omeka will we use?

- There are two types of Omeka: Omeka-S, and Omeka Classic.
- We are using Omeka Classic, because it's best for managing the content and media of one website.
- Omeka is also easy to install via Reclaim Hosting, which we reviewed earlier.



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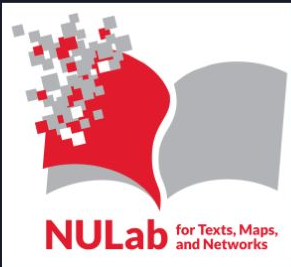
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What are some terms we should know?

- **Digital Archive:** An archive that contains digital and digitized content.
- **Collections:** Group of items arranged around a particular subject.
- **Exhibits:** Pages created to showcase archival items or collections around subjects, to tell a story or narrative, or convey a specific message.
- **Metadata:** Fields or types of data that provides information about or describes data, like the fields “author,” “title,” and “place of publication” for a book in a library catalog system.



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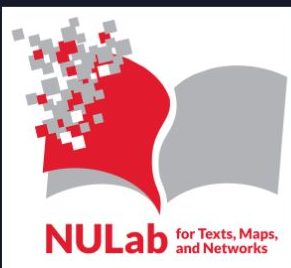
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Can I see an example?

- This is an Omeka Classic archive titled “Preserve the Baltimore Uprising Archive Project.” It was created by Baltimore community organizations and the Maryland Center for History and Culture in response to the 2015 killing of Freddie Gray.



This is a people's archive. For the people. By the people. Owned by all.

Preserve the Baltimore Uprising began as a digital repository designed to preserve and make accessible original content captured and created by individual community members, grassroots organizations, and witnesses to the protests that followed the death of Freddie Gray on April 19, 2015.

Since then, we have been called to witness and respond to the murders of Ahmaud Arbery, Breonna Taylor, George Floyd, and others.



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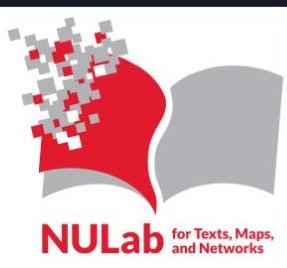
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Can I see an example?

- Up close, you can see the options to browse collections and items.

Preserve The Baltimore Uprising Archive Project

ABOUT BROWSE ITEMS BROWSE COLLECTIONS CONTRIBUTE ORAL HISTORY TRAINING CONTACT US

- Let's click on "Browse Collections." Now you can see two collections up close.

Preserve the Baltimore Uprising Archive Intern Oral Histories Collection



Oral histories conducted by the interns of the Preserve the Baltimore Uprising Archive Project.

Contributors: Micah Connor, Sha'Von Terrell, Sterling Warren, Sydney Cook

[View the items in Preserve the Baltimore Uprising Archive Intern Oral Histories Collection](#)

Curt Ellis Collection



Photos taken at demonstrations on April 25, 2016.

Contributors: Curt Ellis

[View the items in Curt Ellis Collection](#)



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Can I see an example?

- Let's open a collection. Now we can see it's made up of a bunch of items.

Collection Items

Woman holds up her fist



A woman holds up her fist. On her jacket are several buttons displaying her black pride.

Woman talks to police



A woman protestor talks to police officers near Baltimore's Inner Harbor.

A demonstration against police arrest



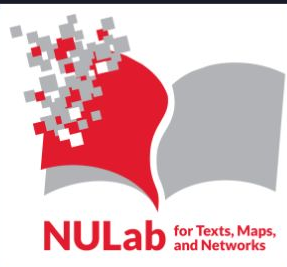
A protestor demonstrates against the tactics police use to arrest and detain people. A small group of protestors hold signs behind the person, who is laying on the ground.



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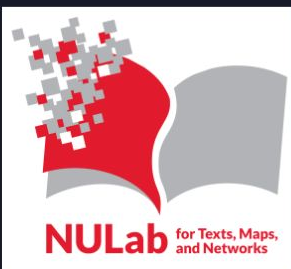
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Can I see an example?

- Now let's click on an item. We can see the details and the **metadata**, as well as the item itself on the right.

Dublin Core

Title

Woman holds up her fist

Subject

Portrait

Description

A woman holds up her fist. On her jacket are several buttons displaying her black pride.

Creator

Curt Ellis

Publisher

MdHS

Date

4/25/2016

Format

Canon 5D Mark II, jpg

Files



Collection

Curt Ellis Collection



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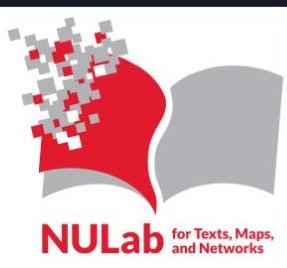
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Can I see an example?

- Now let's go to a different project to see an example of an exhibit. This project is called the "Journal of the Plague Year," and it's a digital COVID-19 archive. We can see a list of exhibits on the left, and one exhibit on the right.

Exhibits

Curatorial teams created exhibits throughout the project to highlight contributions in specific collections.

- Arizona's COVID-19 Pandemics
- Art Museums, Institutions and Galleries: Impact of COVID-19 on the Arts
- Camp Wolfeboro: Scouting during the Pandemic
- #CoverYourFangs: Behind the Mask of a University During COVID
- The Environment and The Pandemic
- Faith During the Pandemic
- From Far and Wide: CoVID Canada
- LGBTQ Pandemic Stories
- A Mental Health Catastrophe within the Pandemic
- Navigating Non-COVID 19 Health Care During The Pandemic
- #NUIndigenousStudents: COVID-19 Experiences From the Perspective of Indigenous Northeastern University Students
- Pandemic Pets
- Reflections of a Plague Year
- Silver Linings
- Southwest Stories
- Teleworking Exhibit
- Vaccination Stories
- Voices for Social Justice in North America

Arizona's COVID-19 Pandemics

Exhibit Background



1 - Image courtesy of Coconino County Health & Human Services



The State of Arizona was among the first three US states to encounter the SARS-CoV-2 virus and the COVID-19 infection it causes. On March 11, 2020, Arizona Governor Doug Ducey declared a State of Emergency to combat the illness's rapid spread. Government officials tried to limit social contact and disease spread by encouraging or mandating that Arizonans minimize their contact with the outside world. Various "Stay Home" orders became commonplace as people isolated, avoided large gatherings, and reduced their physical interactions with society. Surgical masks and face coverings became normal, "social distancing" was born, and shoppers hoarded toilet paper, hand sanitizer, and cleaning supplies.

Anxious patients overwhelmed hospitals and medical facilities.

Arizona is more than twice the size of New York State with just over a third of its residents.[1] 61% of Arizonians live in Maricopa County with a population density of 481.8 people per square mile. In social distancing terms, that allows each county resident 57,959.3 square feet.[2] By contrast, only 0.14% of Arizonians live in eastern Greenlee County, which has only 5.7 people per square mile and more than 4.8 million square feet per person.[3] Although 90% of Americans live within 15 miles of a



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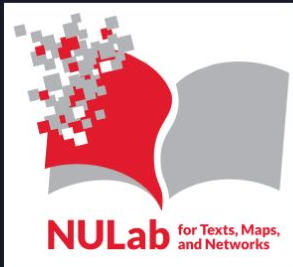
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Okay, I get it. But what's “Dublin Core?” and “Metadata?”

- **Dublin Core:** First created in 1995, this is an organizational standard that includes elements to describe items in information systems and is used by many groups.
 - All archives use some form of a metadata standard, which is a shared system used by projects and institutions to structure and understand data.
- Dublin Core fields can include: title, contributor, creator, date, subject, description, format, identifier, language, publisher, relation, rights, source, and type.



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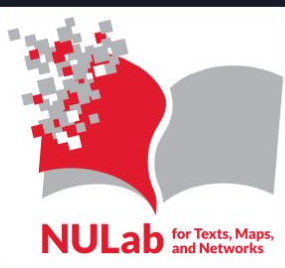
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What about plugins?

- A **plugin** is a tool that does “extra stuff” for your Omeka site. For example, Omeka has a plugin that allows users to comment on your site, while filtering out spammers.
- You can get plugins from Omeka itself, here: <https://omeka.org/classic/plugins/>

OMEKA CLASSIC SHOWCASE PLUGINS THEMES DOWNLOAD USER MANUAL DEVELOPER DOCUMENTATION FORUMS

Commenting

By Omeka Team
Allows commenting on Items, Collections, Exhibits, and more

Download 2.4

Commenting provides a beefier implementation of comments than the earlier Comment plugin. It allows for comments on any record type (in theory, at least), and includes both ReCaptcha and Akismet spam detection.

Commenting also allows for moderation and commenting permissions based on role. Logged-in users are not required to submit recaptchas.

REQUIREMENTS

The commenting plugin makes use of both ReCaptcha and the Akismet spam-detection service. You will want to get API keys to both of these services and add them to the plugin's configuration.

CONFIGURATION

- Threaded Comments: Check to display threaded comments
- ReCaptcha Keys: These keys duplicate the fields found in the Omeka Security settings, ReCaptcha challenges only appear

Version	Released	Minimum Omeka version
2.4	September 21, 2021 [info]	3.0
2.3	May 29, 2020 [info]	2.6
2.2	February 14, 2018 [info]	2.6
2.1.4	October 12, 2016 [info]	2.1
2.1.3	August 03, 2016 [info]	2.1
2.1.2	December 04, 2014 [info]	2.1
2.1.1	September 08, 2014 [info]	2.1-dev
2.1	March 10, 2014 [info]	2.1-dev
2.0	April 25, 2013 [info]	2.0



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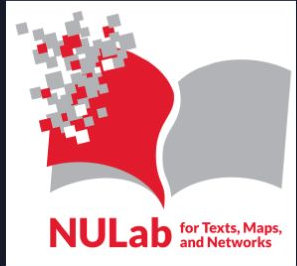
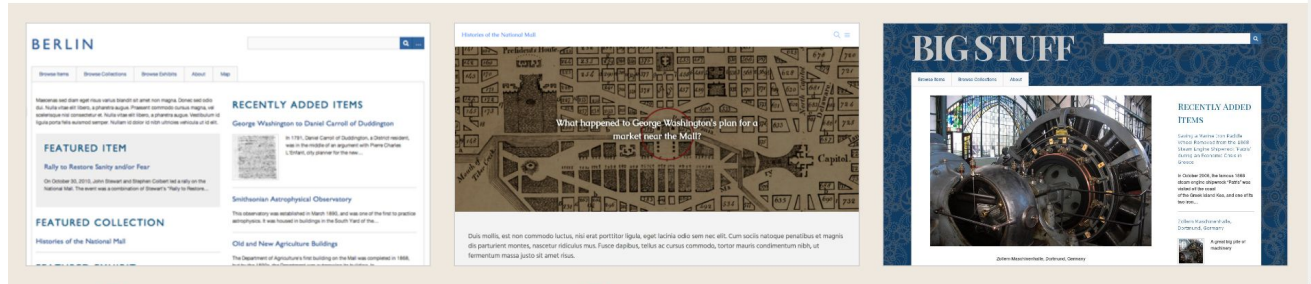
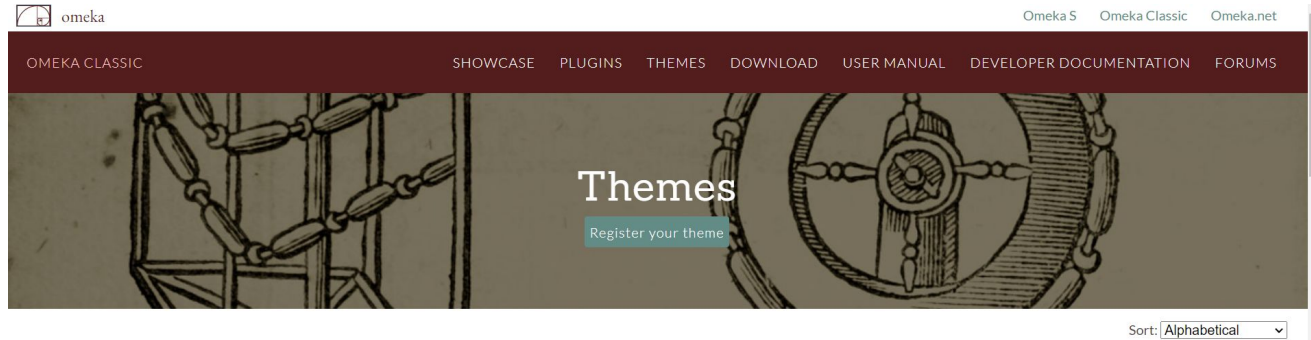
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How can I customize my site and change the theme?

- A **theme** is a preset design for your website which you can download from Omeka. Depending on your experience level, you can make your own.
- To find a theme, navigate to the Omeka website, and select “themes.”



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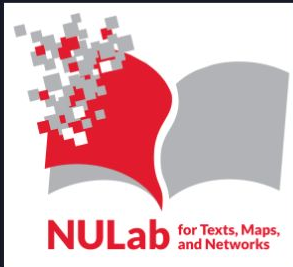
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Okay, I've got the basics. What specifics do I need to know?

- **Items:** the different individual files, artifacts, books, or discrete pieces of data added to Omeka.
- **Item Types:** different categorizations given to items in Omeka that can include things like text, still image, person, email, building, etc.
- **Exhibits:** pages created to showcase archival items or collections around subjects, to tell a story or narrative, or convey a specific message in interpretive text.
- **Exhibit Pages:** website pages on Omeka for different exhibits, complete with different formats including gallery, text, file, etc.
- **Tags:** a description “marker” added to items that is used in web-based approaches for managing information across collections and exhibits in Omeka.



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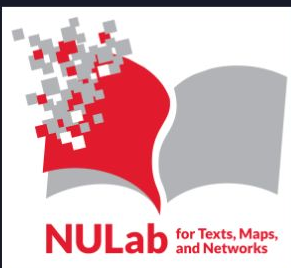
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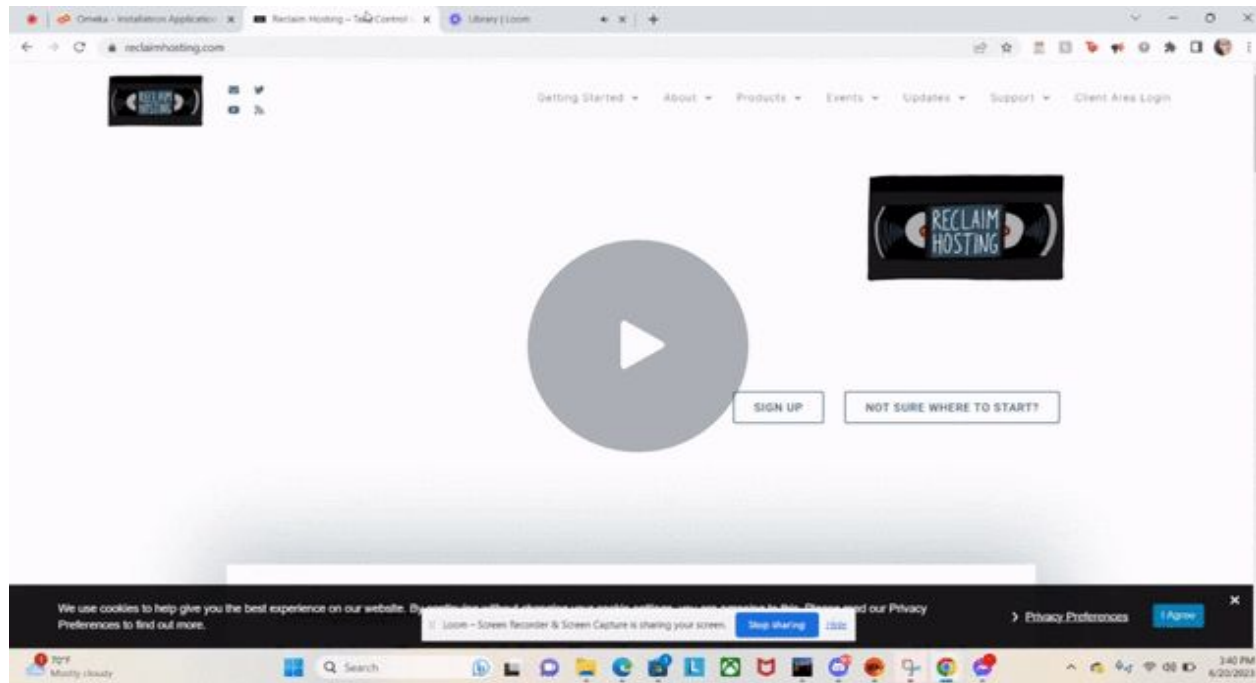
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Now let's put it all together! Watch our tutorial:

<https://www.loom.com/share/f7c71fa917c44659a0e5f87345e74b00?sid=02de9d16-9879-44e5-9ef4-519070043530>



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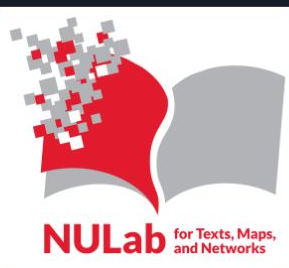
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Installing Omeka Through Reclaim

We can install Omeka through Reclaim Hosting in a few clicks. However, you do need to have purchased a hosting plan and domain name through Reclaim Hosting. This topic is covered in a different module. For now, we will assume you already have access to Reclaim, so go ahead and log in to the Client Area via <https://portal.reclaimhosting.com/clientarea.php>

Client Area

Search Documentation Hello, Kristin!

Home Accounts cPanel Domains Billing Support Community

2023 Updates
We are currently looking into issues on our "vratbuenk.reclaimhosting.com" Shared Hosting server. There may be brief downtime as the work is done. Starting in January 2024, we will be removing PHP 7.2 from our servers. PHP versions 7.3 and above will still be available for the time being on our servers, but we suggest moving to PHP versions 8.0 and above, as only they are still receiving updates. Please reach out to [support](#) if you have any questions or concerns.

Active Accounts 1

Active Domains 1

Due Invoices 0

Support

Account Information

Account Overview

Number of Products/Services: 1

Number of Domains: 1

Number of Support Tickets: 0

Number of Referred Signups: 0

Billing Information: Use Default (Get Per Order) (PayPal-PayPal) - Update

Support



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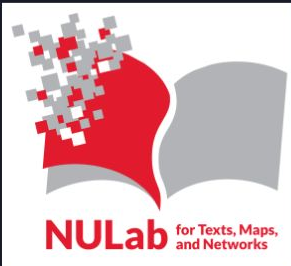
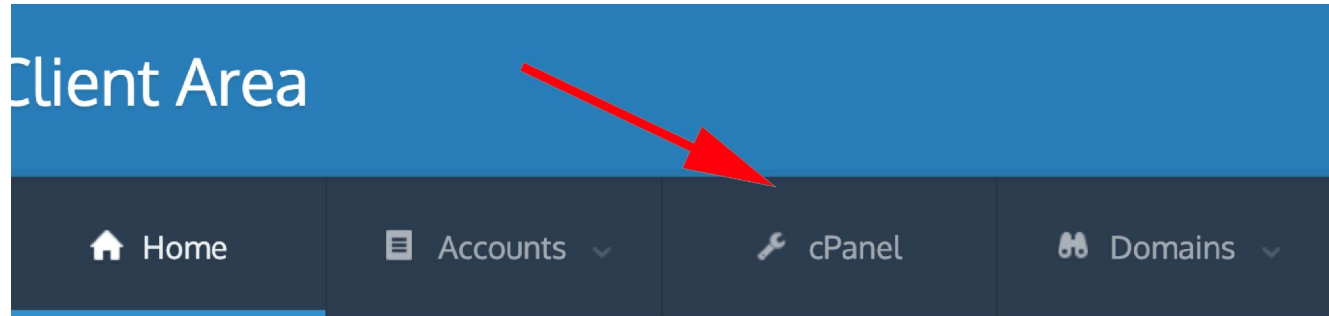
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Installing Omeka Through Reclaim

Once we are logged in, we are going to click on cPanel, in the central menu a little to the right.



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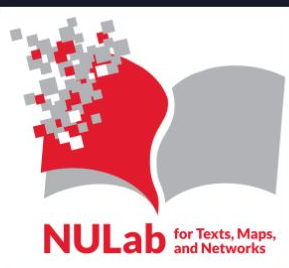
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Now we will be in our cPanel. Without scrolling too far down the page, you should see 'Applications' and a red circle icon with text that reads 'Omeka' next to it. Click on the icon or the text.

The screenshot shows the cPanel interface. On the left is a dark blue sidebar with the 'cPanel' logo and a 'Tools' menu item. The main content area is titled 'Tools' and contains a search bar at the top right with the text 'Search Tools (/)'. Below the search bar is a section titled 'Applications' with a dropdown arrow. Underneath, there are several application icons: WordPress, Grav, All Applications, Omeka (highlighted with a red border), Scalar, and My Apps.



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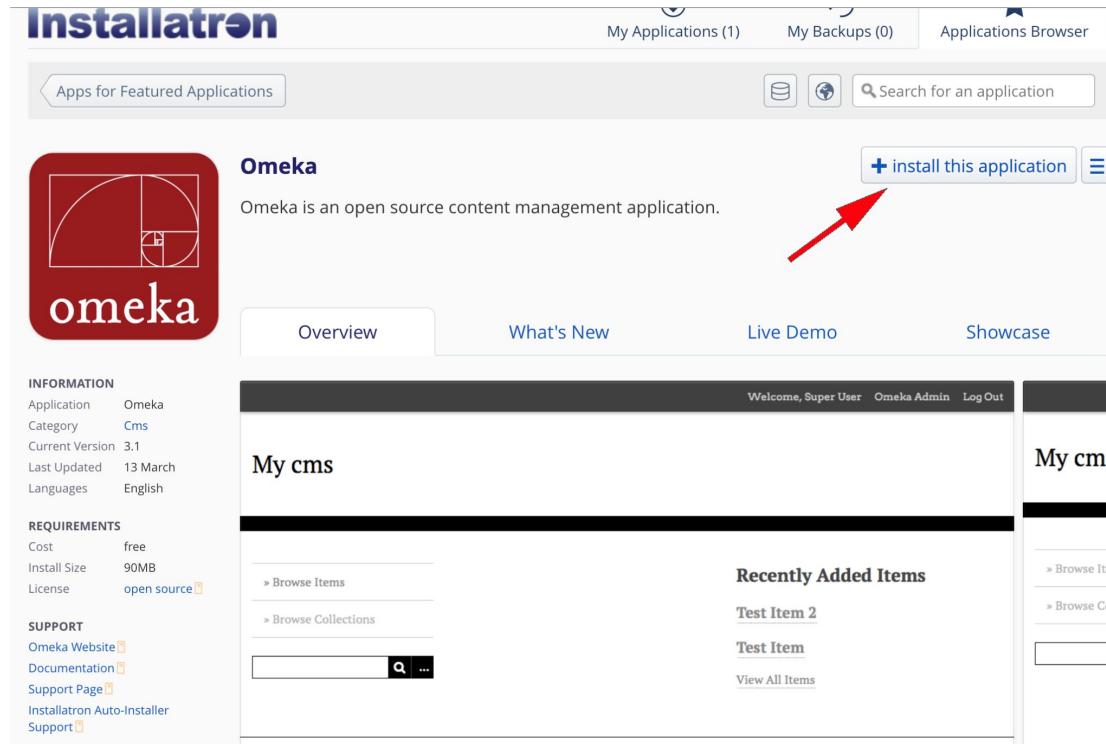
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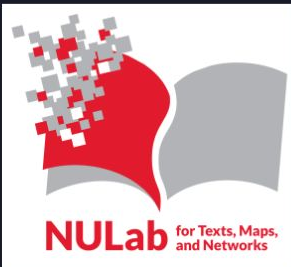
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Installing Omeka Through Reclaim

After we click the link, we will see this screen, which shows us a preview of what Omeka does. Click the + **Install this application** button.



The screenshot shows the Installatron interface for the Omeka application. At the top, there are navigation links for 'My Applications (1)', 'My Backups (0)', and 'Applications Browser'. Below this is a search bar and a filter for 'Apps for Featured Applications'. The main content area features the Omeka logo (a red square with a white grid and a red 'o' and 'm' inside) and the text 'Omeka is an open source content management application.' A red arrow points to the '+ install this application' button. Below the main text are tabs for 'Overview', 'What's New', 'Live Demo', and 'Showcase'. The 'Overview' tab is active, showing a preview of the Omeka interface with a dark header and a sidebar. The main content area of the preview shows 'My cms' and 'Recently Added Items'.



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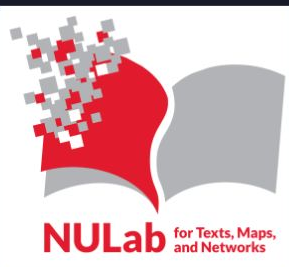
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Installing Omeka Through Reclaim

We will now need to fill out some info. First, we have to decide what our Omeka address will be. If it is mywebsite.com, **leave the directory blank**. If you want to install Omeka at **mywebsite.com/omeka**, type omeka in the directory field.

Install

Welcome to the Installatron install wizard! This wizard will guide you through the installation of Omeka.

The install process will add an instance of the selected application to your domain. This will create the database (if used by the application).

Location

Please select a location to install Omeka.

The location is a combination of a domain and a directory that together determine where the files will be installed and where the application will be viewed in a web browser after installation.

Domain

[http:// yourwebsite.com](http://yourwebsite.com)

Directory (Optional)

[omeka](#)

The domain and directory selected above represent a URL (a web page link) and also a physical path on the server's hard drive, both of which are shown here:

[http:// yourwebsite.com/~omeka/](http://yourwebsite.com/~omeka/)

[/home/archiv12/public_html/omeka/](http://yourwebsite.com/~omeka/)



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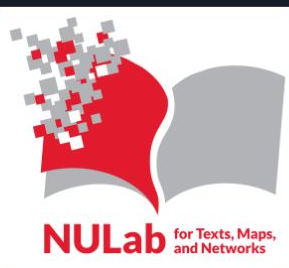
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& COMMUNITY ARCHIVING



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NULab's Digital Inegration
Teaching Initiative (DITI)
and Reckonings

Installing Omeka Through Reclaim

Scroll down until you see the Settings section. Here you need to pick out a username and set a password. Please do not reuse the username and password you used for Reclaim Hosting. Add an email you have access to, then give your Omeka install a title. All of this can be changed later. If needed. Leave everything else as already checked or input, then click **Install**.

Settings

These settings allow you to customize and personalize this installed application.

The values set can be modified later within Installatron or within the installed application.

Administrator Username

Administrator Password

Strength: **Strong** Show Password Generate

Administrator Email

Website Title

Advanced

Configure additional settings for the installed application. The values set can be modified later within Installatron.

These settings include controls for:

- Database Management
- Default Backup Location
- Automatic Backup
- Email Notification

Advanced Setting Management

Automatically manage advanced settings for me.

Let me manage these settings.

Cancel Install



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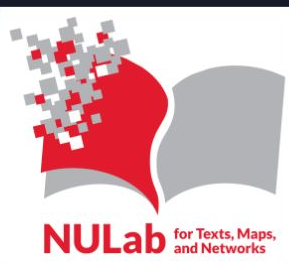
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After you click Install, Omeka will be installed on your website. How long this takes depends on your connection. As soon as Omeka is installed, you will see a preview of your new Omeka, plus some links to your brand new Omeka install. Go ahead and click the second link, **mywebsite.com/omeka/admin**

My cms

► Browse Items

Recently Added Items

► Browse Collections

No recent items available.



[View All Items](#)

My cms

[\[redacted\]/omeka/](#)

[\[redacted\]/omeka/admin/](#)

omeka.org/forums

My cms



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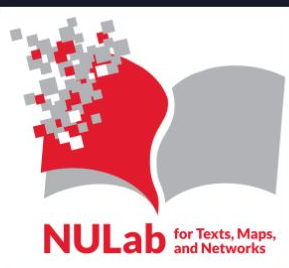
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Installing Omeka Through Reclaim

You will now be brought to a page that will ask for your new Omeka username and password. Enter them and log in.

Omeka

My cms

Username*

Password*

Remember Me?

Log In

[\(Lost your password?\)](#)



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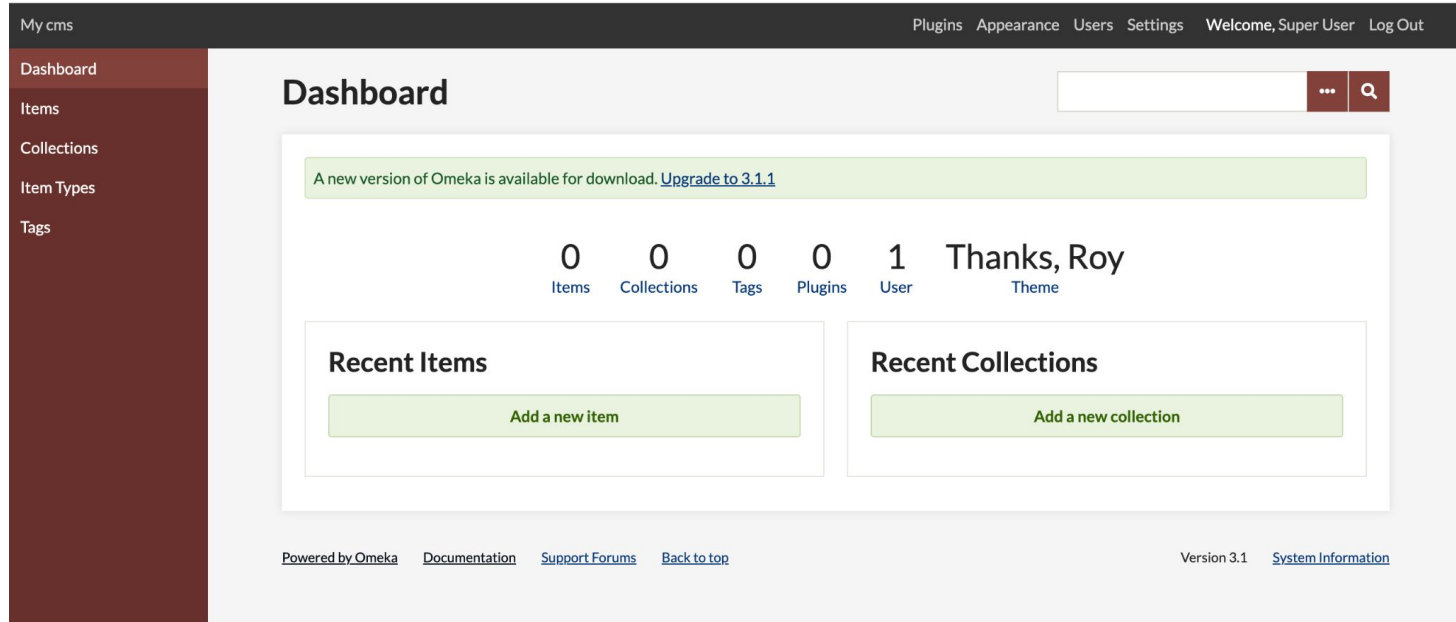
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Installing Omeka Through Reclaim

Now we are logged into our brand new Omeka! Let's take a look at all of the links on the screen.

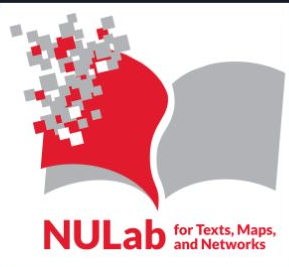


The screenshot shows the Omeka dashboard interface. At the top, there is a navigation bar with links for "Plugins", "Appearance", "Users", "Settings", "Welcome, Super User", and "Log Out". On the left, a dark sidebar contains a menu with "Dashboard", "Items", "Collections", "Item Types", and "Tags". The main content area is titled "Dashboard" and features a search bar. A green notification banner at the top states: "A new version of Omeka is available for download. [Upgrade to 3.1.1](#)". Below this, a statistics row shows: 0 Items, 0 Collections, 0 Tags, 0 Plugins, and 1 User (Thanks, Roy) with 1 Theme. Two boxes labeled "Recent Items" and "Recent Collections" each contain a green button: "Add a new item" and "Add a new collection" respectively. At the bottom, there are links for "Powered by Omeka", "Documentation", "Support Forums", "Back to top", "Version 3.1", and "System Information".

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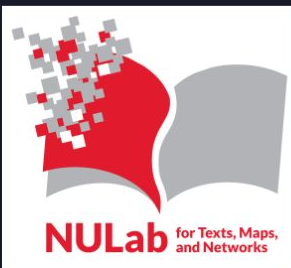
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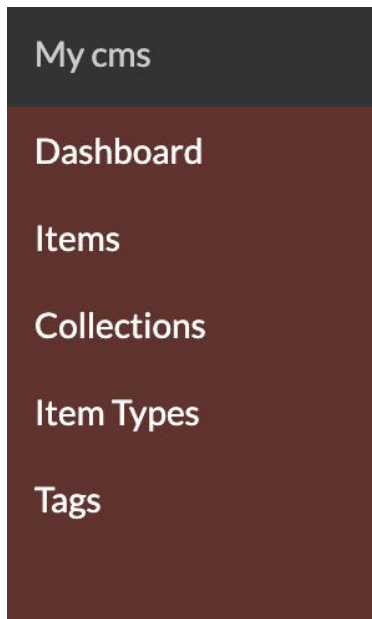
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Installing Omeka Through Reclaim

On the left-hand side, you will see your site's title ('My Cms') and a menu of links. Your dashboard is basically what you see when you log into your Omeka.



Items will be the individual files you upload and describe, such as sheet music, letters, photographs, and so on.

Collections are how you organize your items: you can choose to organize your items by their Dublin Core metadata, their item type (Image, Oral History, etc.), or you can organize your collections in a completely new way that you create. The Dublin Core collection is the default template.

Item Types are metadata categories you can describe your items with. You can also add your own item types, too.

Tags are a useful way to describe your items for organization, searching, and for users to find on your website. Tags are words or short phrases associated with or used to describe your item. For example, one might tag a photo of a horse with 'photograph, horse, animal, film'. Each tag is separated with a comma.



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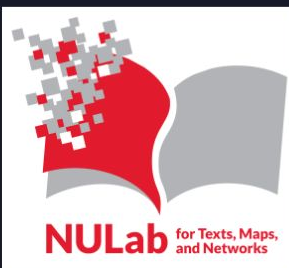
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Installing Omeka Through Reclaim

In the top right corner, you will see a list of links.

Plugins Appearance Users Settings Welcome, Super User Log Out

Plugins are optional, extra features that give your website certain features, such as the plugin called ‘Simple Pages’, which allows you to make a stand-alone page – maybe a place to put your Storymap JS?

Appearance concerns how your Omeka website looks; you can change your Omeka’s look by changing the theme through this link.

Users are the people who are allowed to create and edit data for this Omeka. Right now, we just have you, the ‘Super User’, but you can add more users by clicking the ‘users’ tab.

Settings is where you can change the website’s tag line, description, email, and some extra features as well.



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Installing Omeka Through Reclaim

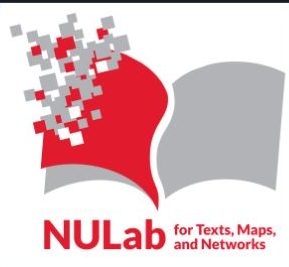
Let's go back to our Dashboard and add some items.



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My cms Plugins Appearance Users Settings Welcome, Super User Log Out

Dashboard

A new version of Omeka is available for download. [Upgrade to 3.1.1](#)

0 Items 0 Collections 0 Tags 0 Plugins 1 User 1 Thanks, Roy Theme

Recent Items

Add a new item

Recent Collections

Add a new collection

Powered by Omeka Documentation Support Forums Back to top Version 3.1 System Information



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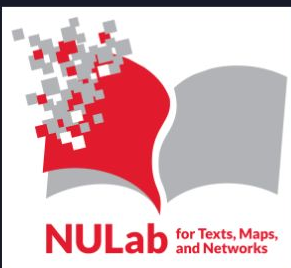
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Installing Omeka Through Reclaim

Under 'Items', there will be no content yet. Click the green 'Add an Item' button to begin the process.

Dashboard

Items

Collections

Item Types

Tags

Browse Items (0 total)

You have no items.

Get started by adding your first item.

[Add an Item](#)



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Installing Omeka Through Reclaim

At the top of the screen, you should see several tabs. If you wish to add an image or other piece of media (like an audio file), click the Files tab.

Dublin Core

Item Type Metadata

Files

Tags

Click 'Choose File' to select the file you want to put into your collection. Once you have selected it from your computer, you can either add another piece of media to this item entry, or add the item to your collection by clicking the green button.

Files

Add New Files

The maximum file size is 150 MB.

Find a File

No file chosen

Public: Featured:

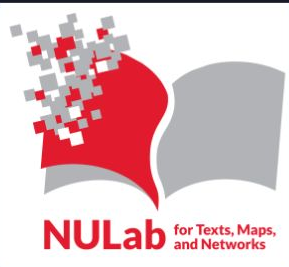
Collection

Select Below 

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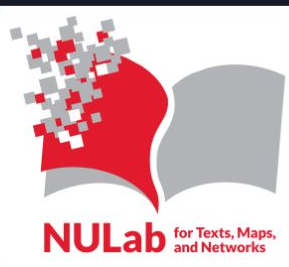
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Installing Omeka Through Reclaim

Now let's examine the 'Collections' tab. We will need to click the 'Add a Collection' button to begin.

Dashboard

Items

Collections

Item Types

Tags

Browse Collections (0 total)

You have no collections.

Get started by adding your first collection.

[Add a Collection](#)

Powered by Omeka [Documentation](#) [Support Forums](#) [Back to top](#)



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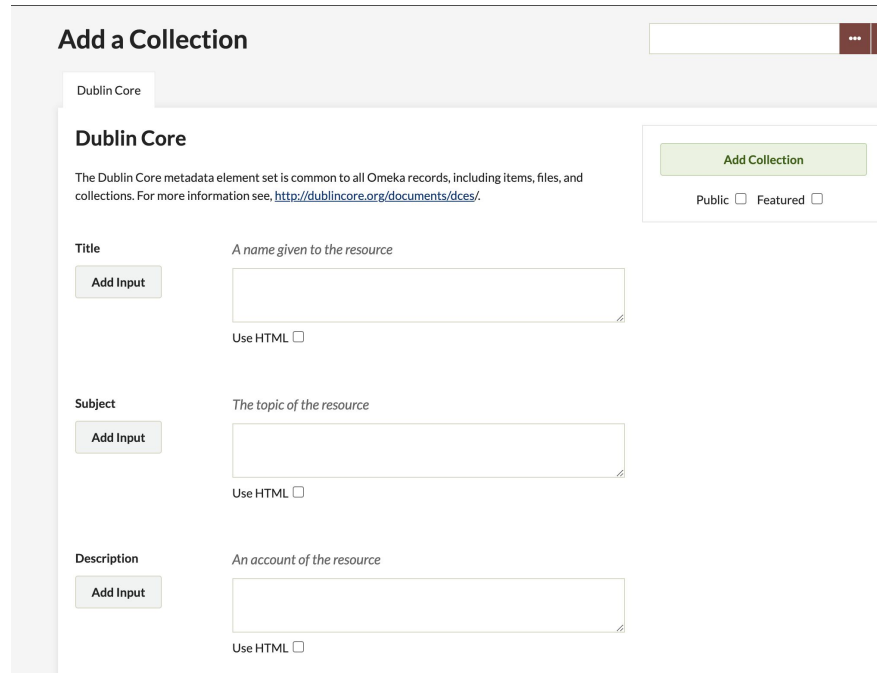
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Installing Omeka Through Reclaim

Once again, we will see another Dublin Core template. This template is meant to describe your collection of images. Once you are satisfied with the information you have added (and you can always change the info alter), click the green Add Collection button.



Add a Collection

Dublin Core

Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.

Title *A name given to the resource*

Add Input

Use HTML

Subject *The topic of the resource*

Add Input

Use HTML

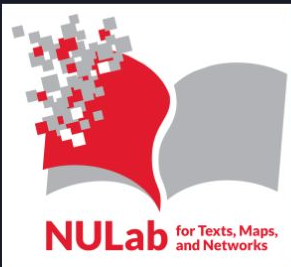
Description *An account of the resource*

Add Input

Use HTML

Add Collection

Public Featured



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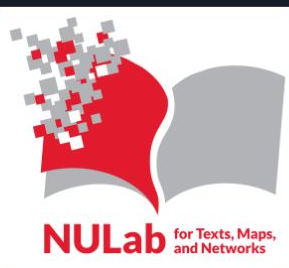
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Installing Omeka Through Reclaim

Now let's go back to that item we created and add the item to a collection.
Navigate back to items, and click 'Edit'.

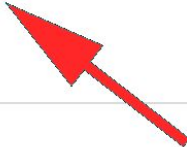
Buttons: [Add an Item](#) [Show Details](#) [Search Items](#) Quick Filter ▾

Select all 1 results

<input type="checkbox"/>	Title	Create
<input type="checkbox"/>	 [Untitled] Details · Edit · Delete	

Select all 1 results

Buttons: [Add an Item](#) [Show Details](#) [Search Items](#) Quick Filter ▾



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Installing Omeka Through Reclaim

We can look to the right-hand side and find the ‘Collection’ section, where we will see a drop-down menu. Click this menu, and select your newly created collection. Click ‘Save Changes’. You can also click ‘View Public Page’ to see what your website visitors will see.

Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.

Title

A name given to the resource

Add Input

Use HTML

Subject

The topic of the resource

Save Changes

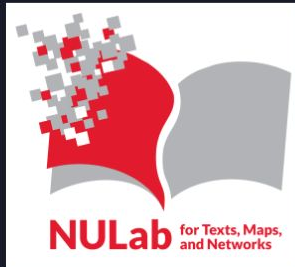
View Public Page

Delete

Public: Featured:

Collection

Select Below



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In conclusion, Omeka is...

Omeka's strength lies in its ability to provide a way to collect and describe media.

- Omeka has great documentation if you would like to look further into the program. For more information please refer to the official manual and Reclaim Hosting's tutorials:

- <https://omeka.org/classic/docs/>

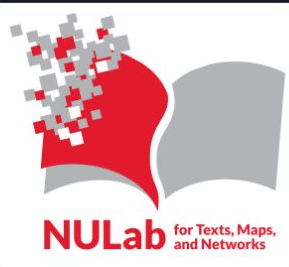
- <https://support.reclaimhosting.com/hc/en-us/sections/204007617-Omeka>



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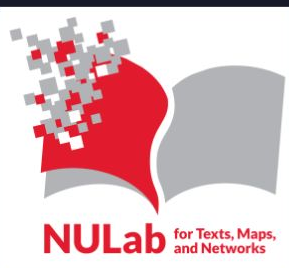
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**Thank you so much
for participating!**

**We hope you enjoyed
this tutorial and presentation!**



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