

Adding Items into Omeka Assignment

This assignment is designed to ensure that you can master adding different types of sources as items into Omeka Classic. These sources are usually primary sources that will best demonstrate evidence for your historic marker research packet. These primary sources can be textual or visual and might include sound or video recordings. The key is that they are critical for a reader to have access to in order to understand your work.

These items need to have enough description added to accompany the digital version of the item so that a reader can understand basic information about the item. This is often called metadata. These descriptions of the content provide critical information about the item that helps us evaluate the credibility of the information. Good examples of this might include the creator or author. Other examples might include when a source was created and where it was produced or where it is located. As a result, we must ensure that our evidence is appropriately described BEFORE we use it in our narrative.

Each student will add at least three different items into the Historic Markers Omeka site. There must be at least two types of information such as a document with text and a photograph or piece of artwork. You may also upload video or sound recordings.

Required elements for each item

- Title
- Description
- Date
- Creator
- Contributor
- Source

Nice to have

- Subject
- Item Type
- Geolocation

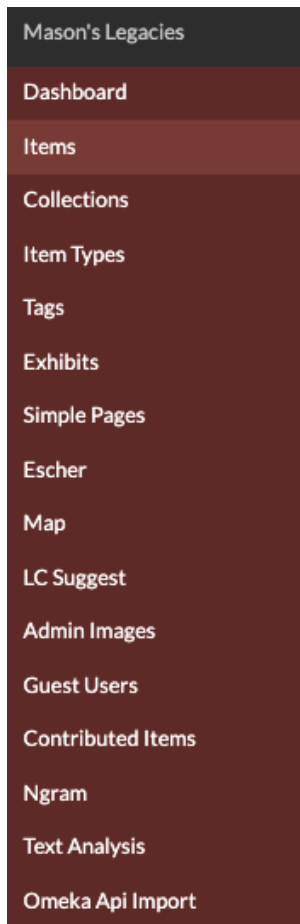
Historic Markers Omeka

First, each of you will **add an item** to Historic Markers:

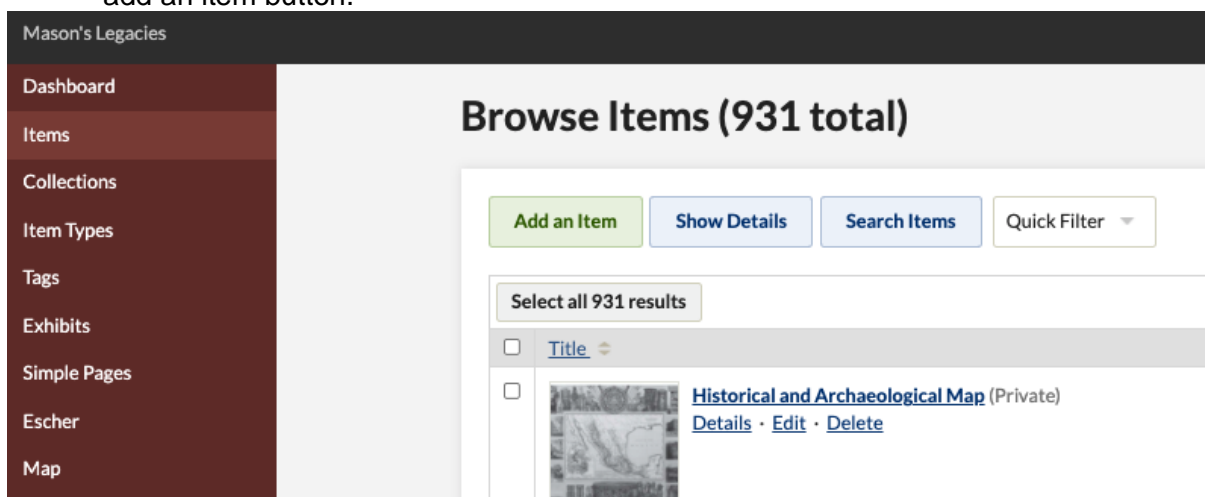
1. Go to <<https://georgeoberle.org/historicmarkers/admin/users/login>>.
2. Enter your username and password.
3. You will be directed to the Omeka dashboard. You can see that you have access to different tabs on the left hand navigation panel including dashboard, items, collections, item types, tags, exhibits, and simple pages.

The screenshot shows the Omeka dashboard for 'Mason's Legacies'. The top navigation bar includes 'Plugins', 'Appearance', 'Users', 'Settings', 'Welcome, afahring', and 'Log Out'. The left sidebar contains a navigation menu with the following items: Dashboard, Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Escher, Map, LC Suggest, Admin Images, Guest Users, Contributed Items, Ngram, Text Analysis, and Omeka Api Import. The main content area is titled 'Dashboard' and features a search bar. Below the search bar, there are statistics: 931 Items, 10 Collections, 459 Tags, 22 Plugins, 126 Users, 'Thanks, Roy' Theme, and 82 Exhibits. The dashboard is divided into two main sections: 'Recent Items' and 'Recent Collections'. The 'Recent Items' section lists four items with their titles and 'Edit' links: 'Historical and Archaeological Map', 'La Sorrepreza', 'The Aztec Calendar Stone. (Cuauhtlaxicalli Eagle Bowl)', and 'The Discovery of Pulque'. Below this list is a green button labeled 'Add a new item'. The 'Recent Collections' section lists four collections with their titles and 'Edit' links: 'Black students and faculty at GMC (9)', 'The Secession Crisis: Senator Mason of Virginia and Senator Simon Cameron of Pennsylvania (0)', 'The Portrayal of Native Americans in the Jamestown Exposition. (7)', and 'Reston Black Focus community outreach and role in planned cities. (10)'. Below this list is a green button labeled 'Add a new collection'. At the bottom of the dashboard, there are links for 'Powered by Omeka', 'Documentation', 'Support Forums', and 'Back to top', along with 'Version 3.0.2' and 'System Information'.

4. From the dashboard <<https://georgeoberle.org/historicmarkers/admin/>>, click on the items tab on the left hand navigation panel.



5. This is the items page <<https://georgeoberle.org/historicmarkers/admin/>>where you can see all items within the Historic Markers Omeka install. Because you are a contributor, you will not be able to edit or delete any items that you do not create yourself. Click the add an item button.



6. You can see at the top that there is a menu with five different options: Dublin Core, item type metadata, files, tags, and map. We are going to fill out fields in the first three tabs. Dublin Core Scheme is a metadata standard; it is a set of vocabulary terms that are

used to describe physical and digital resources. Dublin Core metadata is used by professionals across multiple disciplines including librarianship, computer science, text encoding, museums, and other related fields.

Add an Item

The screenshot shows the 'Add an Item' form with the 'Dublin Core' tab selected. The form includes a navigation bar with 'Dublin Core', 'Item Type Metadata', 'Files', 'Tags', and 'Map'. The 'Dublin Core' section has a sub-header and a paragraph of introductory text. Below this are three input fields: 'Title' (with a description 'A name given to the resource' and a note 'Use this for the title of the item.'), 'Subject' (with a description 'The topic of the resource'), and 'Description' (with a description 'An account of the resource' and a note 'Use to describe the resource'). Each field has an 'Add Input' button and a 'Use HTML' checkbox. The 'Title' field contains the text 'The Washington Family'. The 'Description' field contains the text 'the washington family, including U.S. President George washington, First Lady Martha Washington, two of her grandchildren and an enslaved servant, William Lee. The National Gallery of Art in Washington, D.C., presently displays the large painting (7 feet (2.1 m) x 9.3 feet (2.8 m)).'. To the right of the form is a sidebar with an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown menu.

7. Tab over to item type metadata and select an item type. Because I am adding a photograph, I am going to choose still image. Pick whichever item type makes the most sense for your item.

Add an Item

The screenshot shows the 'Add an Item' form with the 'Item Type Metadata' tab selected. The 'Item Type' dropdown menu is set to 'Still Image'. Below the dropdown is a paragraph of text: 'A static visual representation. Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type Text to images of textual materials.' To the right of the form is a sidebar with an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown menu.

8. Tab over to files. Choose the file you want to upload and attach to that item record. Please note that if the file size is too large, your file will not display properly throughout the install. The maximum file size is 150 MB.

Add an Item

Dublin Core Item Type Metadata Files Tags Map

Files

Add New Files

The maximum file size is 150 MB.

Find a File washington-family.jpg

Public: Featured:

Collection

Select Below ▾

9. Click the add item button.

10. You will be redirected to the items page where we began <<https://georgeoberle.org/historicmarkers/admin/items>>. You should see your item at or near the top of the list. You can view the details, edit, or delete your item from this page.


Browse Items (932 total)

The item "The Washington Family " was successfully added!

 Quick Filter ▾


Page 1 of 94 >

Select all 932 results 0 items selected Edit Delete

<input type="checkbox"/>	<u>Title</u> ▾	<u>Creator</u> ▾	Type	<u>Date Added</u> ▾
<input type="checkbox"/>	 The Washington Family (Private) Details · Edit · Delete	Edward Savage	Still Image	Mar 16, 2022

11. If you click the title of your item, you will be redirected to the item's page, which will display all of the item's metadata.

Item #1103: "The Washington Family"



Dublin Core

Title	The Washington Family
Description	The Washington Family by Edward Savage is a life-sized group portrait of the Washington family, including U.S. President George Washington, First Lady Martha Washington, two of her grandchildren and an enslaved servant, William Lee. The National Gallery of Art in Washington, D.C., presently displays the large painting (7 feet (2.1 m) x 9.3 feet (2.8 m)).
Creator	Edward Savage
Source	National Gallery of Art
Date	1789-1796
Contributor	Fahringer, Alyssa
Rights	Open access image
Format	7 feet (2.1 m) x 9.3 feet (2.8 m); oil on canvas

Prev Item

Edit

View Public Page

Delete

Public: No Featured: No

Collection

No Collection

File Metadata

- [washington-family.jpg](#)

Output Formats

- [atom](#)
- [dcmac.xml](#)

Now we are going to **geolocate an item**. You should use this functionality only if it makes sense for your item. If your item does not have geographic metadata, then you should not map your item. The locations of items are displayed on maps on individual items pages and on a browsable map of all geolocated items.


12. Navigate to the items page <<https://georgeoberle.org/historicmarkers/admin/items>> and locate your item.
13. Click the edit button underneath your item.
14. Navigate to the map tab.
15. An item can only have a single location marker; you cannot have an item associated with more than one location at a time. Enter the address where you want the pin to be placed in the find a location by address field. The map will populate with a pin at the item's location. You can also zoom and scroll on the map to navigate to where you want to place the pin and click directly on the spot on the map.

Edit Item #1103: "The Washington F...

Dublin Core Item Type Metadata Files Tags Map

Map

Find a Location by Address:



Save Changes
View Public Page
Delete

Public: Featured:

Collection
Select Below

16. To change the location of an item, type in the new address in the find a location by address field or click on the new location. A dialog box will ask you if you are sure you want to change the item location. Click OK or cancel.
17. To remove geolocation from an item, click directly on the marker. A dialog box will ask you to confirm that you want to delete the location assignment. Click OK or cancel.
18. If you want to see how the map is viewed on the public side, click view public page. This will take you to the public facing side of your item's page. Your map will appear under geolocation.
19. When you are done mapping your item, click save changes.
20. You will be redirected to the item's page and will notice a text box that says *The item "... was successfully changed!*

Next, we are going to **annotate an item's image** located in Historic Markers. In order to do so, we have to first **create an exhibit**:

21. From the dashboard <<https://georgeoberle.org/historicmarkers/admin/>>, click on the exhibits tab on the left hand navigation panel.
22. You will be redirected to a list of exhibits for Historic Markers <<https://georgeoberle.org/historicmarkers/admin/exhibits>>. Due to user permissions, you can only edit your own exhibit. Click the add an exhibit button at the top of the page.

Browse Exhibits (82 total)

Add an Exhibit

Title



[Thomson Mason and the Business of Slavery](#) (Private)

[Edit](#) · [Delete](#)

23. On this page you will fill out metadata for your exhibit. You must create a title and a slug for your exhibit. You can also add credits and a description. Then, scroll towards the bottom, and click the add page button. If you have not entered a title and slug, you will not be able to add a page.

Exhibit Metadata

Title

Family Relationships in the Early Republic



Save Changes

Public: Featured:

Slug

No spaces or special characters allowed

family-relationships

24. On this page you will fill out information for the new page for your exhibit. Add a title for the page. It should be related to your item. In the new block section, under content, you will see that you have different layout options, such as file with text, gallery, text, file, and image annotation. Click image annotation. Click the add new content block button.

Add Page

[Exhibits](#) > [Family Relationships in the Early Republic](#) > Add Page

Page Title

The Washington Family



Menu Link Title

Optionally use a shorter title in the exhibit menu

Page Slug

No spaces or special characters allowed

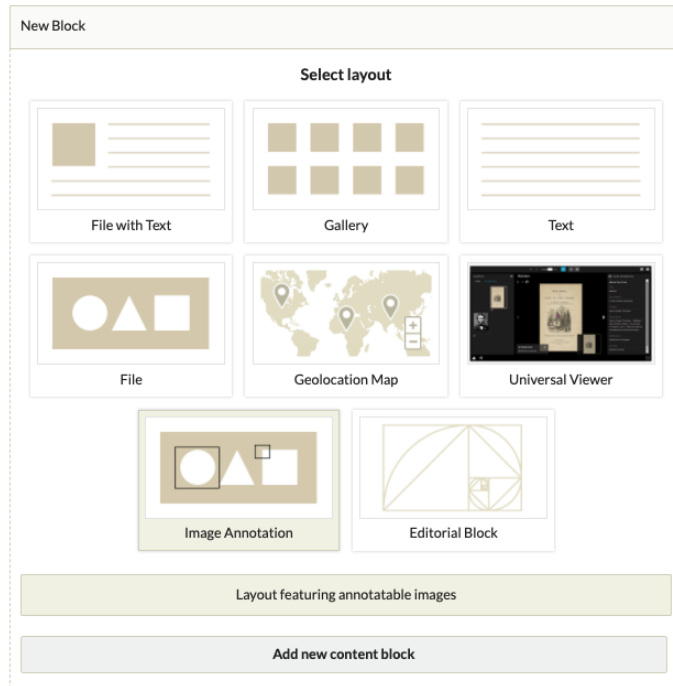
washington

Content

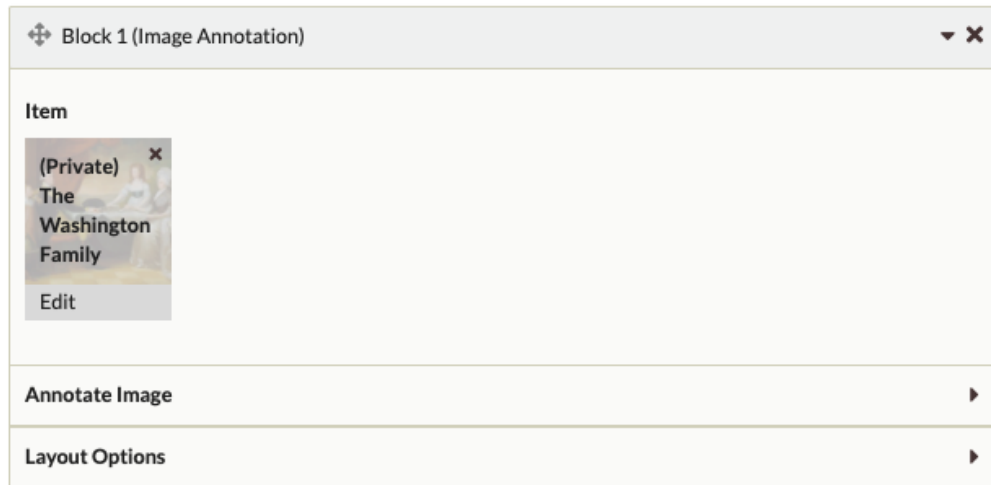
Expand All

Collapse All

To reorder blocks and items, click and drag them to the preferred location.



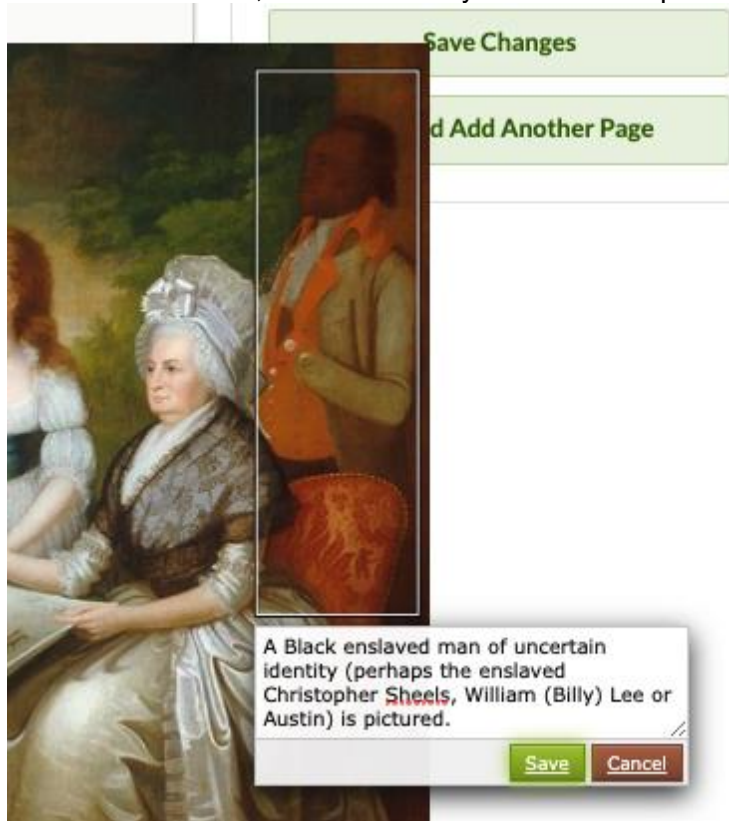
25. Under the box that says Block 1 (Image Annotation), click add item. Click through the items until you find the item you added earlier that includes an image you wish to annotate. Click select item. At this point, you can add a caption if you wish. Even if you do not add a caption, click apply.



26. Click on the arrow next to annotate image. Click load selected image. The image you are annotating will appear in a larger form in the box.

27. The image will load with a quill feather icon in the upper corner to indicate that it is an annotation-friendly image. You do not need to interact with the quill feather. You can click and drag on the portions of the image you wish to annotate. Once you've clicked

and dragged, a box will appear over that portion of the image, and a text box will appear with it. This is where you enter your annotation. The text box will expand to fit the text you enter, allowing you to see entire paragraphs. If you do not wish to preserve the annotations, click cancel. If you do want to preserve the annotations, click save.



28. Once the annotation is saved, you can go in and either edit your annotation or delete your annotation entirely. To edit an annotation, hover over its rectangle, and the rectangle will highlight in yellow. You will see a pencil and an X inside a circle. Click the pencil to edit the annotation, and the X to delete the annotation. Add as many annotations as necessary. Annotation boxes can overlap.
29. You can click layout options and change the way in which the image will be displayed on the public facing side. You can change the file position or the captions position.
30. When you are done annotating your image, click save changes.
31. You will notice a text box that says *changes to the exhibit's page were successfully saved!* At this time, you may wish to contextualize your image with more than just the annotations. You can do so by adding another content block.
32. If you would like to annotate more images from items that you have contributed, you can either add more image annotation content blocks to that page, or click save and add another page.
33. If you want to see how the image annotation is viewed on the public side, click view public page. Image annotation blocks will appear with a full-size version of the image,

with the outlines of the annotation boxes visible. When you hover over the annotation boxes the text you entered will appear.

34. Always remember to save changes when you're working on your exhibit. You can find your exhibit with your annotated image(s) by clicking the exhibits tab on the left hand navigation panel <<https://georgeoberle.org/historicmarkers/admin/exhibits>>, and scrolling through the exhibits until you find your own.

If you **need help** with any of the above, please see the following resources:

- Omeka Classic documentation <omeka.org/classic/docs/>
- Omeka Classic screencasts <omeka.org/classic/docs/GettingStarted/Screencasts/>
- Email me <afahring@gmu.edu>