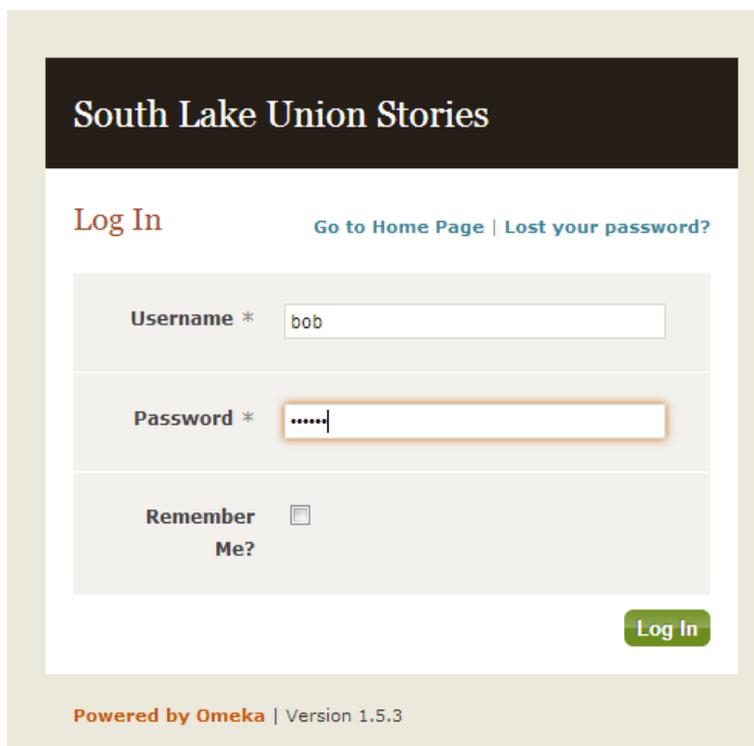


## How to Add Items to Omeka

This document will guide you through adding items to Omeka. Though this process will seem confusing at first, you will quickly master it and remember if you are ever confused, Omeka provides screencast tutorial videos. The Managing Items video is available at <http://omeka.org/files/movies/ManagingItems1.0.mov> and provides a step-by-step guide to uploading items. You may also contact your TA, Patty Gauthier.

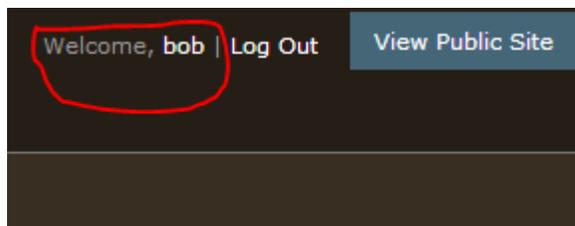
Step One: Go to <http://faculty.washington.edu/momara/omeka/admin/users/login>.

Step Two: Input your username and password.



The screenshot shows the login interface for 'South Lake Union Stories'. At the top, the site name is displayed in a dark header. Below it, the 'Log In' section includes links for 'Go to Home Page' and 'Lost your password?'. The login form contains three fields: 'Username \*' with the value 'bob', 'Password \*' with masked characters, and a 'Remember Me?' checkbox which is currently unchecked. A green 'Log In' button is positioned at the bottom right of the form. At the very bottom of the page, it says 'Powered by Omeka | Version 1.5.3'.

If this is your first time accessing the site, remember your password is the first initial of your first name and the first four letters of your last name, all uncapitalized. Immediately change your password after logging in. To do this, click on your username in the top right corner of the screen.



You will be taken to an edit user page. Scroll down the page until you see the change password section. Input your old password and then input what you would like your password to be. Click on save password.

### Change Password

Current Password \*

New Password \*

Repeat New Password \*

[Save Password](#)



Step Three: You will be taken to the Dashboard or main page. The Dashboard is simply a page that allows you easy and quick access to your items and exhibit. Under the Items section, click on Add a new item to your archive. You may also add an item by clicking on the Items tab and selecting the Add Items option.

Option 1:

### Items

[Add a new item to your archive](#) Manage items in your archive: add, edit, and delete items.

[Browse your items](#)

Or Option 2:

Items Collections Item Types Tags Exhibits Comments Map

Browse Items (2 total) [Add an Item](#)

Quick Filter: All · Public · Private · Featured

Toggle: Show Details  Search [Advanced Search](#)

Edit Selected Items

<input type="checkbox"/>	Title	Creator	Type	Public	Featured	Date Added
<input type="checkbox"/>	Item 2					Dec 20, 2012
	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Delete</a>			

Step Four: You are now at the Dublin Core metadata entry page. Metadata contains certain information about an item. Like citations in a paper, correct metadata entry allows credit to be given to contributing institutions, people, etc and allows other researchers to easily locate items for their own research. In order to correctly enter metadata, please access the Omeka Metadata Entry Guide available on our class library page. Remember for the purposes of your project, you only need to fill in the metadata fields for title, creator, publisher, source, date, rights, and format of the item you are uploading. You may ignore all other fields.

**Add an Item**

**Dublin Core**

Item Type Metadata

Collection

Files

Tags

Map

**Dublin Core**

The Dublin Core metadata element set. These elements are common to all Omeka resources, including items, files, collections, exhibits, and entities. See <http://dublincore.org/documents/dces/>.

**Title**

**Use HTML**  
A name given to the resource. Typically, a Title will be a name by which the resource is formally known.

Step Five: Click on the Files tab on the left side of the screen.

**Add an Item**

**Dublin Core**

Item Type Metadata

Collection

**Files**

Tags

Map

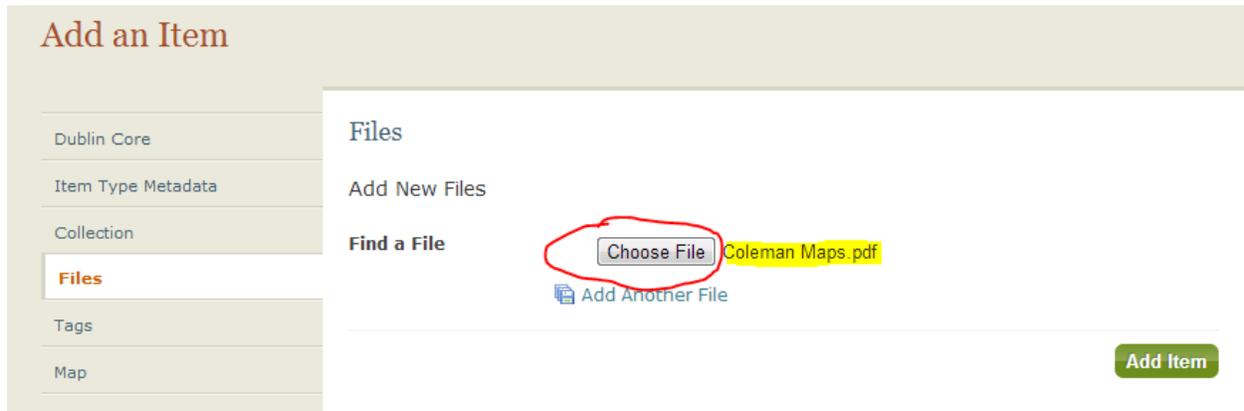
**Dublin Core**

The Dublin Core metadata element set. These elements are common to all Omeka resources, including items, files, collections, exhibits, and entities. See <http://dublincore.org/documents/dces/>.

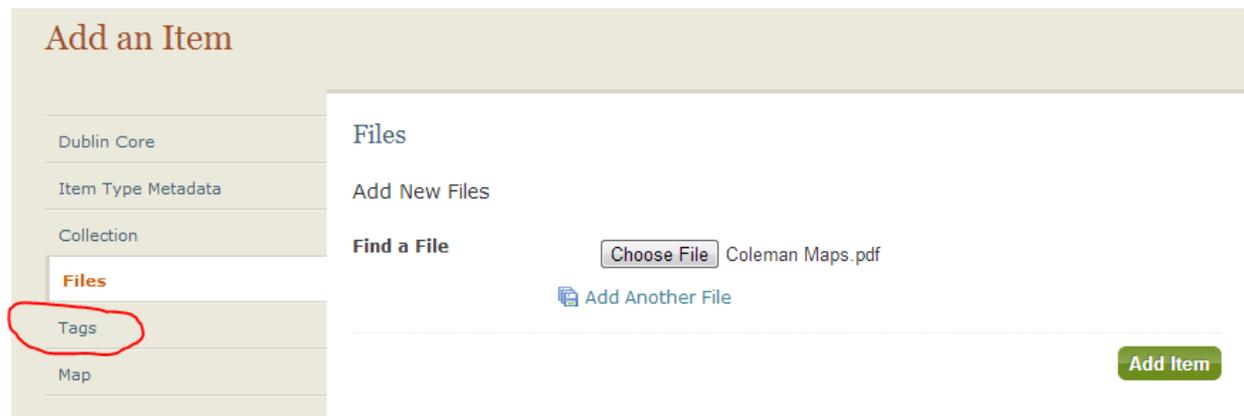
**Title**

**Use HTML**  
A name given to the resource. Typically, a Title will be a name by which the resource is formally known.

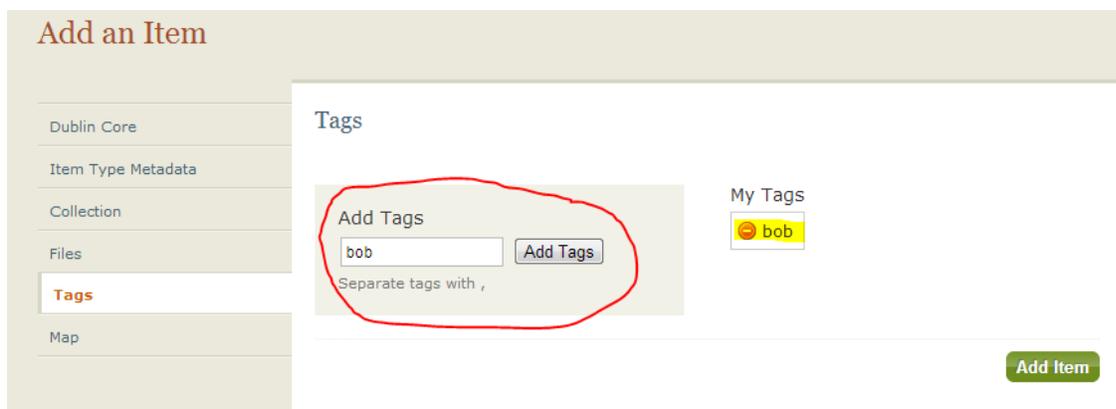
Step Six: Click on Choose File in order to find the file you would like to upload. Locate your file and click Open. The file name will now be displayed next to the Choose File button.



Step Seven: Next click on the Tags tab on the left side of the screen directly below the Files tab.



Step Eight: **Tag your file with your username.** Input your username into the Tags field and click Add Tags.



Due to Omeka's quirks, all items uploaded by all users will be displayed under the Items section. Though you will not be able to edit or incorporate items you did not upload, it will nevertheless be difficult to locate your individual items.

In the image below, bob's items are circled in red while another user's item is highlighted in yellow. As you can see bob is able to edit or delete his items, but is not able to change the other user's item in any way.

Browse Items (3 total) [Add an Item](#)

Quick Filter: All · Public · Private · Featured  
Toggle: Show Details  Search [Advanced Search](#)

Edit Selected Items

<input type="checkbox"/>	Title	Creator	Type	Public	Featured	Date Added
<input type="checkbox"/>	Item 3 <a href="#">Details</a> · <a href="#">Edit</a> · <a href="#">Delete</a>	Michael Coleman	PDF			Dec 20, 2012
<input type="checkbox"/>	Item 2 <a href="#">Details</a> · <a href="#">Edit</a> · <a href="#">Delete</a>	Michael Coleman	PDF			Dec 20, 2012
<input type="checkbox"/>	Item One <a href="#">Details</a>	William Ballard	JPEG			Dec 20, 2012

By tagging your item with your username you will be able to input it into the search field and quickly locate all items you have uploaded.

After searching his username, bob is able to see only his items.

Browse Items (2 total) [Add an Item](#)

Quick Filter: All · Public · Private · Featured  
Toggle: Show Details  bob Search [Advanced Search](#)

Edit Selected Items

<input type="checkbox"/>	Title	Creator	Type	Public	Featured	Date Added
<input type="checkbox"/>	Item 2 <a href="#">Details</a> · <a href="#">Edit</a> · <a href="#">Delete</a>	Michael Coleman	PDF			Dec 20, 2012
<input type="checkbox"/>	Item 3 <a href="#">Details</a> · <a href="#">Edit</a> · <a href="#">Delete</a>	Michael Coleman	PDF			Dec 20, 2012

Step Nine: Finally click Add Item on the Tags page in order to upload your item. After adding the item you will now be able to view it by clicking on the Item tab.

## Add an Item

- Dublin Core
- Item Type Metadata
- Collection
- Files
- Tags**
- Map

### Tags

Add Tags

Separate tags with ,

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