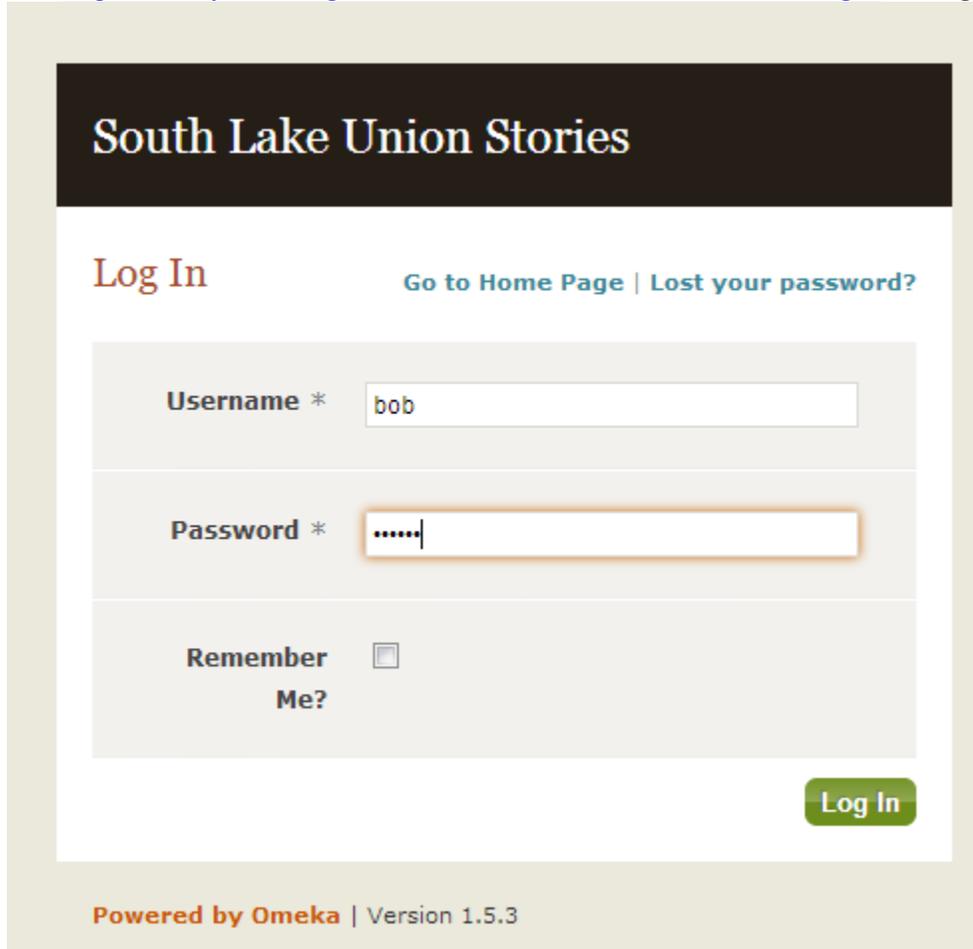


How to Build an Omeka Exhibit

This document will guide you through the basic steps of creating an exhibit. If you get lost or confused, a screencast demonstrating how to set up an exhibit is available at http://omeka.org/files/movies/ExhibitBuilder_1.0.mov.

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



The screenshot shows a login interface for an Omeka exhibit titled "South Lake Union Stories". The page has a dark header with the title in white. Below the header, there is a "Log In" section with a link to "Go to Home Page" and a link for "Lost your password?". The login form consists of three rows: a "Username *" field containing the text "bob", a "Password *" field 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".

2. You have two ways to begin an exhibit. Either click on the Add an Exhibit on your Dashboard

The screenshot shows the Omeka Dashboard with the following sections:

- Getting Started with Omeka**
- Items**
 - [Add a new item to your archive](#)
 - [Browse your items](#)
- Collections**
 - [Add a collection to group items](#)
 - [Browse your collections](#)
- Exhibits**
 - [Browse Exhibits](#)
 - [Create an Exhibit](#) (circled in red)

On the right side of the dashboard, there is a summary text: "Manage items in your archive: add, edit, and delete items." and "Manage collections in your archive: add, edit, and delete collections." and "Create and manage exhibits that display items from the archive."

Or click on the Exhibits tab and then click Add Exhibit.

The screenshot shows a dark navigation bar with the following tabs: Tags, Exhibits (circled in red), Comments, and Map.

The screenshot shows the Omeka Exhibits page with the following elements:

- Navigation bar: Items, Collections, Item Types, Tags, Exhibits (active), Comments, Map
- Page title: Browse Exhibits (3 total)
- Button: [Add Exhibit](#) (circled in red)

3. Enter your block's cross streets as the title.

Exhibit Metadata

Title

4. Choose whether you want to make your exhibit public or not. If you want, you may keep it private while you are working on it. **Remember, however, that it must be a public exhibit on the due date of the individual site report and the week following it.**

Tags

Featured

Public

5. Click on add section. Each site report will have its own section in your exhibit.

Sections and Pages

Add Section

6. Title your section.

Section Metadata

Title

Slug

No spaces or special characters allowed.

7. Click add page. Remember each section can have multiple pages

Pages in this Section

There are no pages in this section.

[Save Changes](#) or [Add Page](#) or [Cancel](#)

8. Title your page and choose the desired layout for that page. Then click Save Changes.

Page Metadata

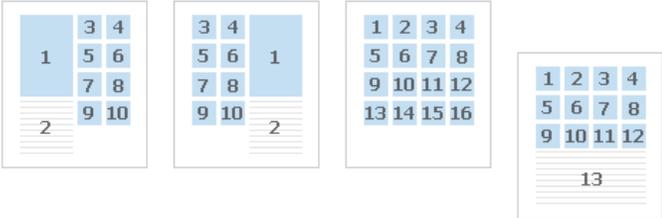
Title

Slug

No spaces or special characters allowed.

Layouts

Choose a layout by selecting a thumbnail on the right.



The image shows four layout thumbnails. The first three are 3x4 grids with a text area at the bottom. The first has boxes 1-10, the second has boxes 3-10 and a text area with '2', and the third has boxes 1-16. The fourth is a 3x4 grid with boxes 1-12 and a text area with '13'.

9. You may now attach an item by clicking on Attach an Item. Select the desired item from the list and click Attach Selected Item.

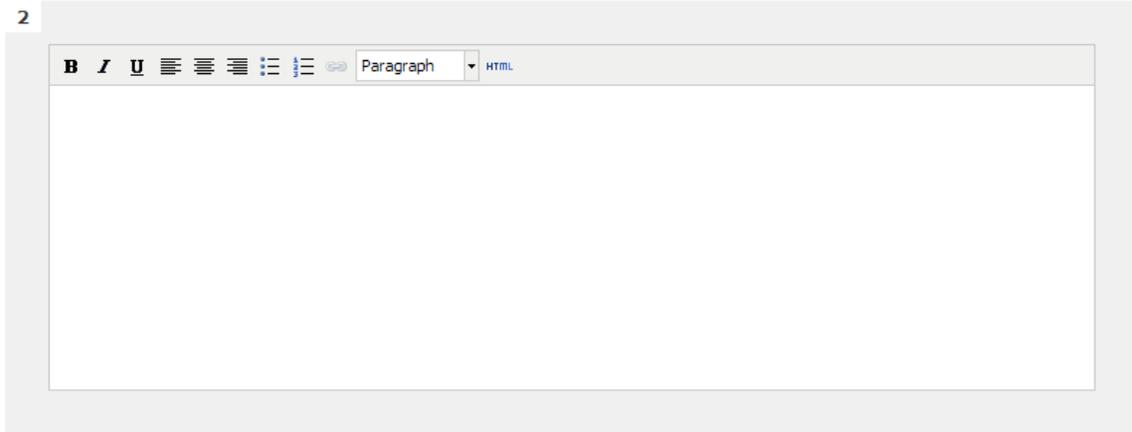
Page Content

1

There is no item attached. [Attach an Item](#)

10. Add the text desired for this page. You may now click Save and Return to Section or Save and Add Another Page.

2



Save and Return to Section or **Save and Add Another Page** or [Cancel](#)