

# Building Exhibits in Omeka

## Choose or create an Exhibit

To build an exhibit in omeka, log in and choose the Exhibits tab at the top of the admin panel. This will display a list of existing Exhibits. In this document, we will use an existing exhibit named “The Museum.” To start a new exhibit, use the Add Exhibit button at the top right of the panel. The proceeding steps will be more or less the same after that point.

Baker-Nord: Museum

Items Collections Item Types Tags Exhibits Dropbox Posters Simple P

Exhibits [Add Exhibit](#)

ID	Title	Tags	Theme	Preview	Edit?	Delete?
1	The Museum		Current Public Theme	<a href="#">[Preview]</a>	<a href="#">[Edit]</a>	<a href="#">[Delete]</a>

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## Enter or Edit Exhibit Metadata

Enter or edit the following metadata for the exhibit (see next page for screenshot).

- **Title:** a title for the exhibit
- **Slug:** this sets the URL name. (in the example below, inputting “slug-test” creates the URL: <http://csudigitalhumanities.org/museum/exhibits/show/slug-test>). If you do not set a slug, one will be automatically generated based on the title
- **Description:** enter a description of the exhibit
- **Tags:** enter tags for the exhibit, each separated by commas. (e.g. museums, collections, seminar)
- **Featured?** yes or no (do you want to highlight the exhibit on the home page?)
- **Public?** yes or no (is it viewable by users who are not logged in?)
- **Theme:** choose “Use current public theme” to integrate the exhibit with the rest of the site

## Exhibit Metadata

Exhibit Title

The Museum

Exhibit Slug (no spaces or special characters)

museum

Exhibit Credits

Baker-Nord Center for the H

Exhibit Description

**B** *I* U Format

The Baker-Nord Center for the Humanities theme for academic year 2008-2009 is "The Museum" -- the topic of the spring seminar involving faculty, graduate students, and professional colleagues in the region. A museum is typically defined as a permanent institution dedicated to the preservation and interpretation of artifacts. Such work entails acquisition, conservation, and conservation of objects.

Exhibit Tags

Exhibit is featured:

No

Yes

Exhibit is public:

No

Yes

Exhibit Theme

Current Public Theme ▾

## Exhibit Sections

	1	What is a Museum	Edit	Delete
	2	Collecting & Acquisitions	Edit	Delete
	3	Space & Display	Edit	Delete
	4	Audience & Interpretation	Edit	Delete
	5	People	Edit	Delete
	6	Museums	Edit	Delete
	7	Digital Tools	Edit	Delete

or  or [Cancel](#)

## Create a Section

Exhibits are divided into sections and pages. Each section may have one or many pages within. To create a new section, click Add section. To edit a pre-existing section, click Edit section. To change the order of sections, use the green arrows to drag and drop sections into the desired order or change the order by editing the numbers next to the green arrows. In this document, we will add a new section by clicking Add section.

### **Note on Exhibit-Section-Page Hierarchy**

*A section is typically a sub-group based on a specific sub-topic of the exhibit. A page is typically a sub-group based on a specific sub-topic of the section. For example, you could have an **exhibit** titled Generic Taxonomy with three **sections** called Plant, Animal, and Bacteria. Within the Plant section, you could have four **pages** named Introduction to Plants, Vegetables, Fruits, and Tubers. The organization of the exhibit is based on relations between sections and pages, so be sure that sections and pages are added to the correct location and placed in a logical order.*

## Add Section Metadata

In the screenshot below, you can see that the metadata fields are similar to those for the Exhibit page. Enter the metadata. NOTE: Section Description text does not appear in the public display, so you may skip it or use it to input administrative notes for other curators.

### Add Section

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#### Section Metadata

Title for the Section

URL Slug (optional)

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Section Description

**B** *I* U Paragraph

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#### Pages in This Section

There are no pages in this section.

or  or [Cancel](#)

## Create Pages

From the Section page in the admin panel, you may add section pages by clicking Add Page (this will automatically save the Section).

## Add Page Metadata

Input a title and slug for the page. Next, choose a layout that fits best with the content you plan to add. Some layouts will also include the Dublin Core Description field for one or more of your items. Click on the layout you want to use and then click Save Changes.

### Page Metadata

[Exhibits](#) > [The Museum](#) > [test section](#) > Add Page

✔ Changes to the exhibit's section were saved successfully!

Title for the Page

URL Slug (optional)

#### Layouts

image-list-right

## Add Items to the Page

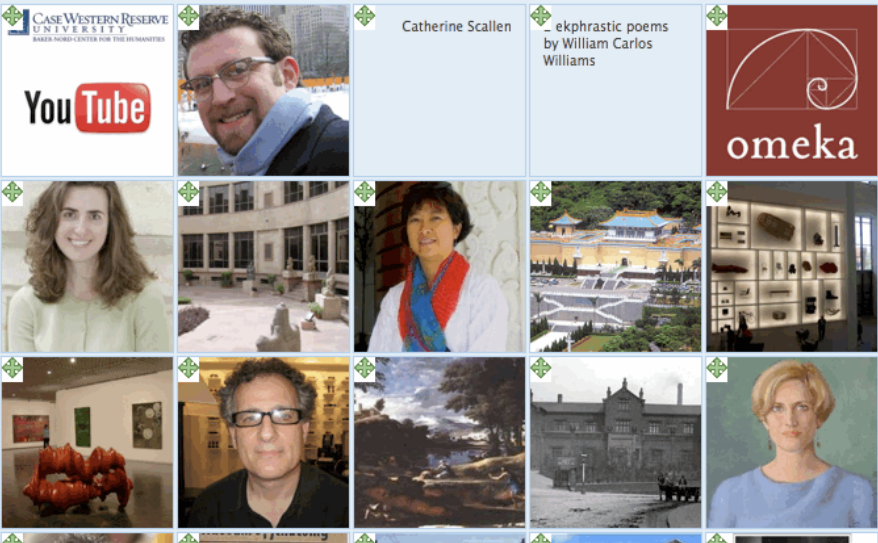
Depending on your layout, you will see one or more empty boxes for text and images. In the layout chosen above (image-list-right), you can add up to ten images, each with its own description (i.e. 1:1 ratio of images to description). Other layouts, such as those with “gallery” in the name, have a many:1 ratio (many images with one description area. In those cases, the description should be used to describe the page or topic and not the individual images.

To populate the image boxes, simply drag and drop from the images at the top of the page. The default image selection includes only the most recent items. To search for images that do not appear initially, click Show Search Form and find more images.

[Exhibits](#) > [The Museum](#) > [test section](#) > [Edit Page](#)

[Show Search Form](#)

1 2 3 4 Next Last



[Hide Search Form](#)

Search for Keywords

Narrow by Specific fields

Select Below  Select Below

Search by a range of ID#s  
(example: 1-4, 156, 79)

Search By Collection

Select Below

Search By Type

Select Below

Search By User

Select Below

Once you have located your images, just drag and drop, then add any description or other text for the page, and click Save Page.

The screenshot displays a page editor interface. At the top, there is a grid of image thumbnails. Below this, the 'Page Metadata' section is visible, showing 'Page Title: test page'. A large white arrow with the text 'Drag down' points from the 'Page Title' area down to a 'Layout' selection area. This area contains several layout icons, with one icon (a grid with a blue square) highlighted. Below the layout icons is an 'Edit Page Metadata' button. To the right of the layout area is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, and unlink. The text area of the editor contains the placeholder text 'kjrnfkjwbnfjw'. Below the layout icons, there is a preview of a book cover with the title '2000 MODELS OF THE HUMAN BODY!' and other text.

### Changing Layouts on Existing Pages

To change the layout on an existing page, navigate to the section and choose Edit for the page you wish to change. This will display the page editor. Choose Edit Metadata. This will bring up the layout choices. Follow the instructions above to choose and populate the new layout.

### Other Questions?

Call or email Erin Bell  
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