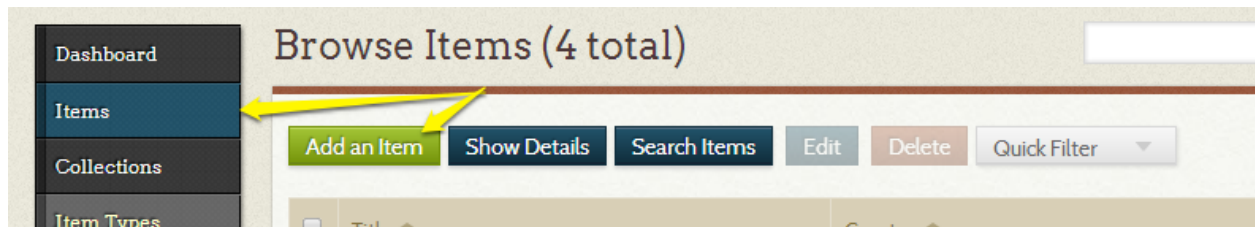
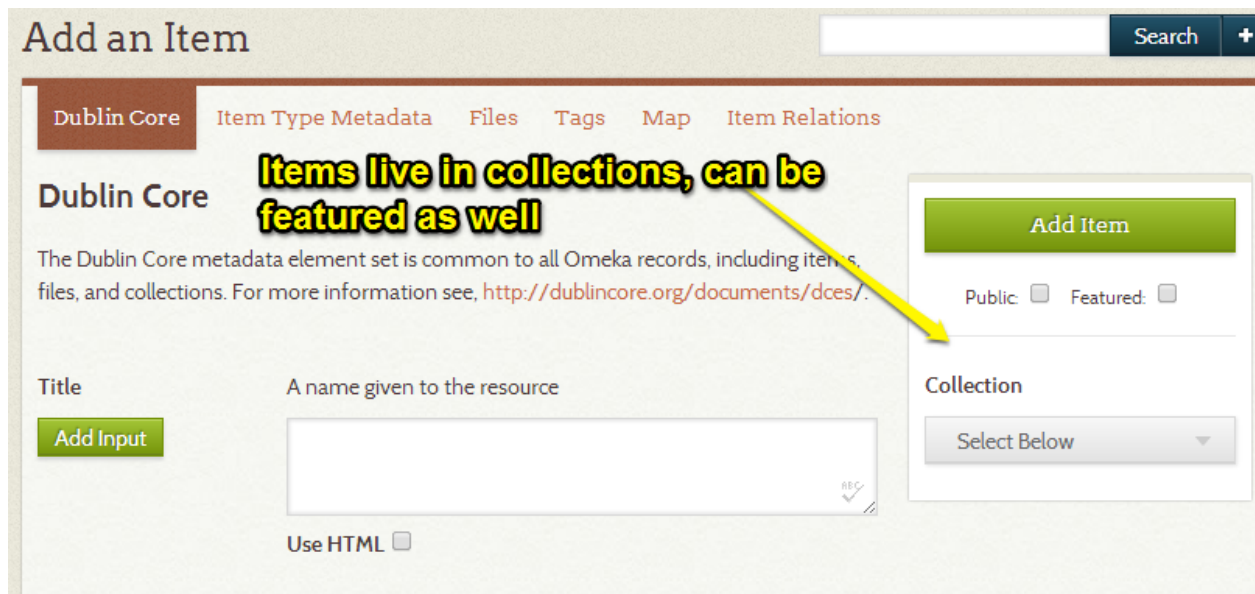


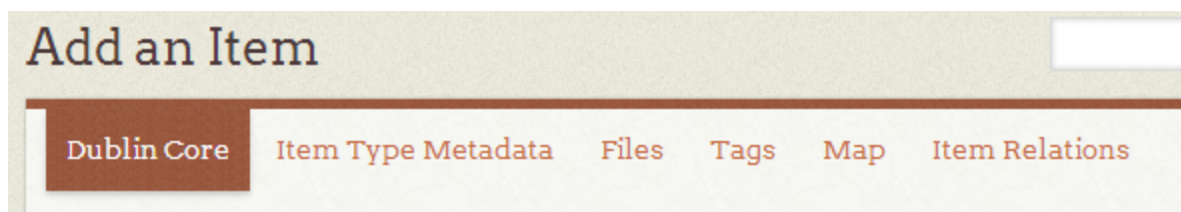
How To: Add Items to Omeka



After you log into Omeka with your library's user name and password, click on the Items menu bar on the left side menu, then click on Add an Item. Choose the collection in which the item will live by selecting from the available collections in the drop down box, as shown below



Enter the dublin core metadata for the item, making sure that at least the Title, Subject, Description, Type (image, audio, video), Format (.jpg, .png, .mp3, etc.), and Rights statement are filled in, along with any other pieces of metadata you may have about the item. After you've entered that data, you can enter more information and upload the actual item using the tabs along the top of the screen, below the Add an Item heading.



Item Type Metadata:

Choose the item type (Photo, Oral History, Text document, etc.) and enter the relevant metadata for that type (the metadata entries will change depending on the type of item you are uploading).

Add an Item

Dublin Core **Item Type Metadata** Files Tags Map Item Relations

Item Type Metadata

Item Type Select Below

- Select Below
- Dataset
- Email
- Event
- Hyperlink
- Interactive Resource
- Oral History
- Person
- Photo**
- Physical Object
- Sound
- Text
- Video
- Website

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Add Item

Public ☐ Featured ☐

Collection Select Below

Files:

Here you can upload the file that comprises your item. Most items will consist of a single file (an image file for a picture or a sound file for an oral history), but if you want to upload another file (such as a transcript of that oral history), you can do that here as well.

Add an Item

Dublin Core Item Type Metadata **Files** Tags Map Item Relations

Files

Add New Files

The maximum file size is 100 MB.

Find a File Choose File No file chosen

Add Another File

Add Dropbox Files

Filter files by name:

Add Item

Public ☐ Featured ☐

Collection Select Below

Tags:

Enter any tags you'd like to use for the item here.

Add an Item

[Dublin Core](#)
[Item Type Metadata](#)
[Files](#)
[Tags](#)
[Map](#)
[Item Relations](#)

Tags

Add Tags

Separate tags with ,

Public ☐
Featured ☐

Collection

Map:

Omeka has a feature that puts your item on a Google Map, if you enter an address. If you'd like to use this feature, enter an address for your item on this screen. This can help people who are browsing for images or information about a specific place find your items.

Add an Item

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Map

Find a Location by
Address:

Public ☐
Featured ☐

Collection

Item Relations:

This allows you to connect files that are similar but that need their own metadata and, as such, are their own individual items. A link to the related item is added to both items you “relate”. Get

the item ID from the URL of the first item to add to the Item ID field in the form. The Relation drop-down gives you a number of ways in which the items can relate (the “Relation” option at the top of the list is the generic Relation to choose when none of the others seem to fit).

Add an Item

Search

+

Dublin Core

Item Type Metadata

Files

Tags

Map

Item Relations

Item Relations

Here you can relate this item to another item and delete existing relations. For descriptions of the relations, see the [Browse Vocabularies](#) page. Invalid item IDs will be ignored.

Subject	Relation	Object	Delete
This Item	Select Below	Item ID <input type="text"/>	n/a

Add a Relation

Add Item

Public: ☐ Featured: ☐

Collection

Select Below

After you have added the information, the file for the item and all of the other metadata that you'd like to include, click on the Add Item button at the right to add that item to a collection.