

# An introduction to CMSs - Content Management Systems



14 June 2023

Chiara Mannari

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## Chiara Mannari

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July 2022: research fellow at Institute of Science and Technologies ISTI - CNR Pisa. Project CODECS (maximising the CO-benefits of agricultural Digitalisation through conducive digital ECoSystems) - <https://www.horizoncodecs.eu/>

November 2022: PhD student. National Ph.D in Artificial Intelligence, AI for Society, Department of Computer Science, University of Pisa.

*Research interests: human-centered AI, requirements engineering, end-user development, co-design and smart agriculture*



# Chiara Mannari

*digital humanist*

2020-2022: research fellow in project Public History Remix at Laboratory of Digital Culture, University of Pisa - <http://www.labcd.unipi.it/ph-remix/>

Bachelor's and master's degree in Digital Humanities, University of Pisa

*Skills and activities: web-design, web-development, graphics,  
WordPress (hands-on courses), support to students (thesis, projects, JavaScript/HTML/CSS)*



UNIVERSITÀ DI PISA



Informatica**Umanistica**

# Course outline

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1. Introduction: web-design, web-development and CMSs as tools for end-users



2. Hands on WordPress



3. Hands on Omeka



# Before starting

What about you?

Expectations and objectives

Any previous experience with web-design / CMSs?

How is it going with your summer school in Pisa? ;)





# 1. Introduction to web-design and CMSs



# Web-design steps

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1. Contents planning: meeting with clients/stakeholder, requirements definition, sitemap, choice of technologies and tools
2. Graphic and web-design : logo + layout (wireframes, mockups), coordinated products (banners, graphic materials)
3. Web-development: demo
4. Contents publishing
5. Test and revision
6. Publish online

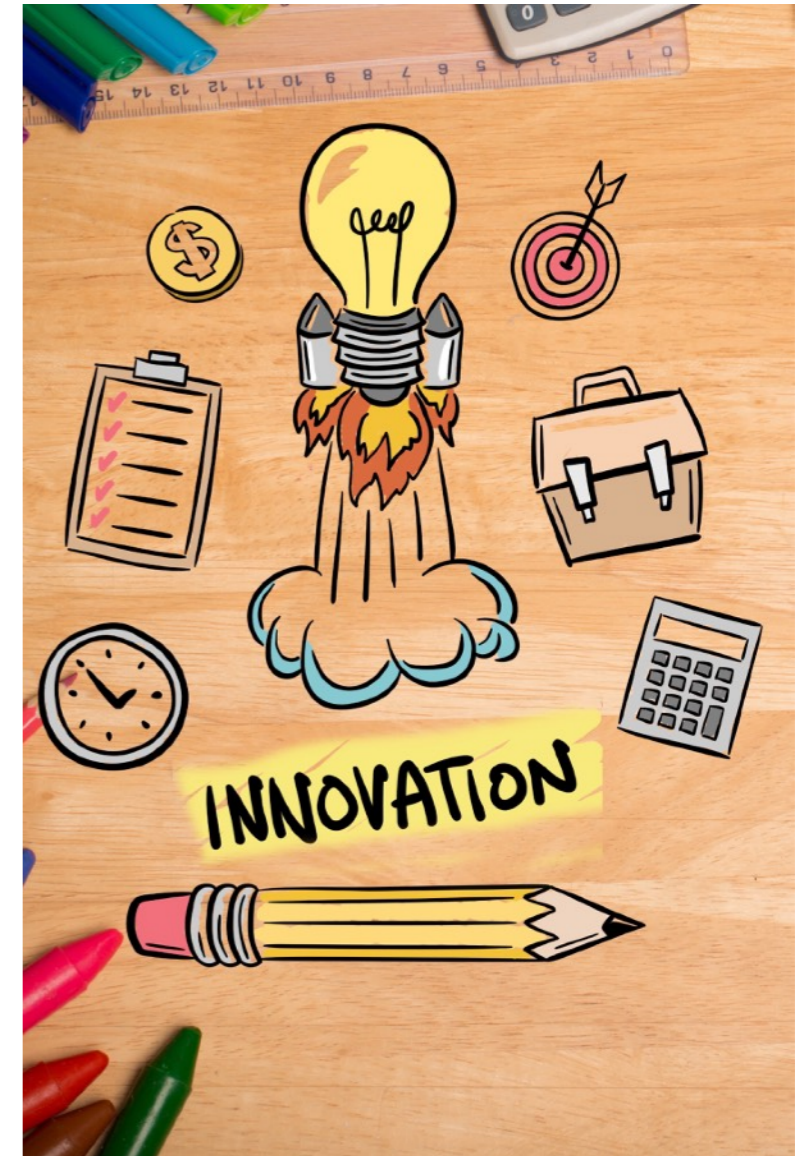


... Maintenance

# Professionals

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1. Project manager
2. Web designer
3. Web developer
4. Copywriter
5. SEM/SEO specialist
6. Other specialised: Graphic designer, UX designer, Information architect, System administrator





# CMSs

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*Chatgpt, What is a CMS?*



CMS stands for Content Management System. It is a software application or a set of tools that **enable users to create, manage, and publish digital content on the web.**

A CMS provides a user-friendly interface that allows **non-technical users** to easily manage and update website content **without requiring extensive knowledge of coding or web development.**



# CMSs - WordPress

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*Chatgpt, can you provide some examples of CMS?*



Certainly! Here are some examples of popular Content Management Systems (CMSs):

1. WordPress: **WordPress is one of the most widely used CMS platforms.** It is known for its user-friendly interface, extensive plugin ecosystem, and flexibility. It powers **a wide range of websites**, from blogs to e-commerce stores and corporate websites.
2. Joomla ...
3. Drupal ...
4. Magento ...
5. Shopify ...
6. Wix ...
7. Squarespace ...



# CMSs - Omeka

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*Chatgpt, and what about Omeka, is it also a CMS?*



Yes, Omeka is indeed a Content Management System (CMS). It is specifically designed **for managing and showcasing digital collections and exhibits.**

Omeka is an open-source CMS that provides a user-friendly interface and a range of features tailored to the needs of libraries, museums, archives, and cultural institutions.



# CMSs. proprietary vs open source

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## Proprietary CMS or closed-source CMS

- a Content Management System that is developed and owned by a specific company or organization
- keeps its source code private and restricts access to it

## Open source

- the source code is freely available and can be modified and distributed by anyone
- typically developed and maintained by a community of contributors who collaborate to improve the software and add new features

# CMSs

# WordPress vs Omeka



- Open source
- User friendly
- Popular
- General-purpose
- Design freedom



- Open source
- User friendly
- Niche
- Specialised on digital collections
- Design limited



It's important to consider your **specific requirements and goals** when choosing between WordPress and Omeka. If you need a general-purpose CMS with broad functionality and flexibility, WordPress may be a better fit. If your primary focus is managing and showcasing digital collections and exhibits, particularly in the cultural heritage or academic domain, Omeka provides specialized features and workflows for that purpose.

# Web-design steps

---

1. Contents planning: meeting with clients/stakeholder, requirements definition, sitemap, choice of technologies and tools
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3. Web-development: demo
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6. Publish online

... Maintenance



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## 2. Introduction to WordPress



# Welcome to WordPress



WORDPRESS

## Welcome to the world's most popular website builder.

43% of the web is built on WordPress. More bloggers, small businesses, and Fortune 500 companies use WordPress than all other options combined. Join the millions of people that call WordPress.com home.

[Get started](#)

## Stand out with stylish themes and patterns

Instantly transform the look and feel of your site with beautifully crafted themes and one-click layouts.

[Find your theme](#)



# THE CITY THAT NEVER SLEEPS



002

Page is an innovative firm with a focus on designing life-enhancing and genuinely sustainable architecture.



*Inside 'The Fisherman'  
Deliciously Healthy  
Our Wine Tasting Trip in Valle d'Aosta  
Wooden Utensils by Maria*

Lineup:

**BETH SILVA  
CHRISTINE RUSSELL  
HOLLIE BLANKENSHIP  
MONICA HUMPHREY  
NETTIE PECK  
BRIANNA WILLIS  
ELISE PRATT  
VERONICA ENGLAND  
MASON DECKER**

**PERSPECTIVE**  
WRITTEN BY  
**BRIANNA WILLIS**  
PHOTOGRAPHS BY  
**VERONICA ENGLAND**



**Wang Cheung**

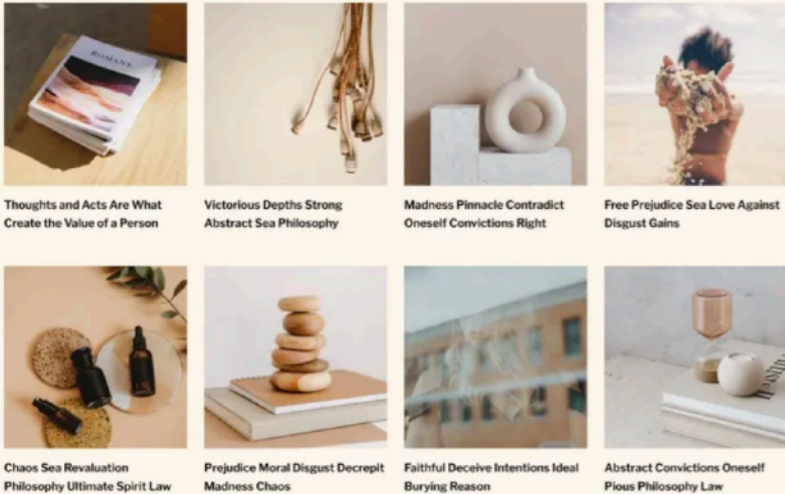
"There are few people whom I really love, and still fewer of whom I think well. The more I see of the world, the more am I dissatisfied with it; and every day confirms my belief of the inconsistency of all human characters, and of the little dependence that can be placed on the appearance of merit or sense."

MUSCAT

Home About

# Is this nice?

MASU



Thoughts and Acts Are What Create the Value of a Person

Victorious Depths Strong Abstract Sea Philosophy

Madness Pinnacle Contradict Oneself Convictions Right

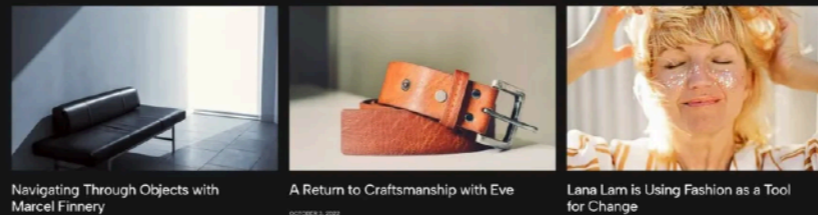
Free Prejudice Sea Love Against Disgust Gains

Chaos Sea Reevaluation Philosophy Ultimate Spirit Law

Prejudice Moral Disgust Decrepit Madness Chaos

Faithful Deceive Intentions Ideal Burying Reason

Abstract Convictions Oneself Pious Philosophy Law



Navigating Through Objects with Marcel Finney

A Return to Craftsmanship with Eve

Lana Lam is Using Fashion as a Tool for Change

Loveletter

"You went beyond what was expected to take care of us during our holiday. I have never been happier to have someone who..."

PIXL

About Blog Home

JUNE 7, 2022

## I miss the 90's

"He must be something", thought Regina, and remembered that she herself was itching to torment any one or anything. On rainy days-frequent and tedious-she became depressed, even to hypochondria. Only one thought comforted her-that of the return to her home. She counted the days and the hours. Strange, childish recollections, distant fancies, passed through her [...]

[Nostalgia](#)

[90s](#), [love it](#), [nostalgia](#)

# Introduction to WordPress



A web platform and a social network for any kind of websites (personal websites, blogs, e-commerce, newspapers, enterprises)

The starting plan is free, with a free hosting but offers many solutions for business up to enterprises plans



WordPress.org

An open source software based on a GNU license to be installed on a web server.

You need competences on web servers management to run the installation and maintain a website

A big community of developers and many web agencies work on WP

<https://wordpress.com/support/com-vs-org/>

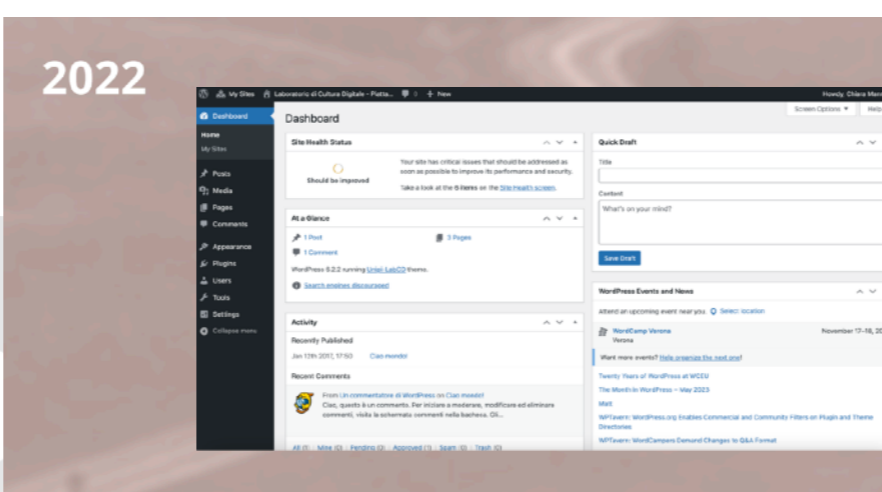
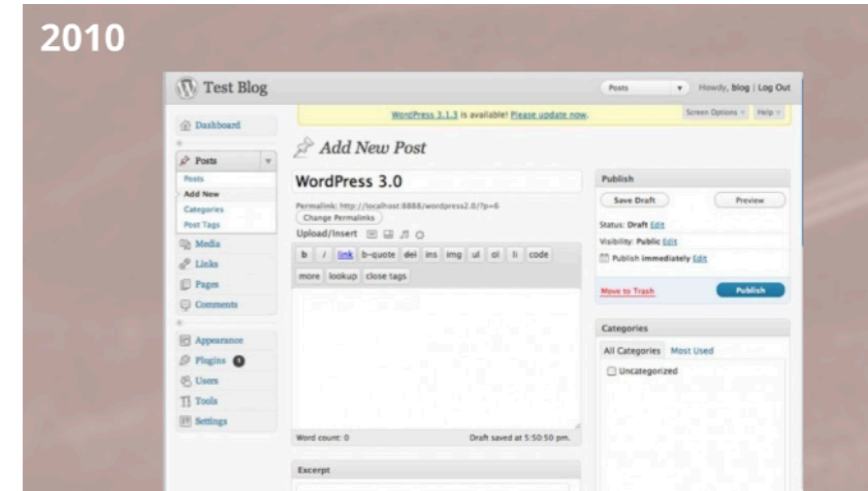
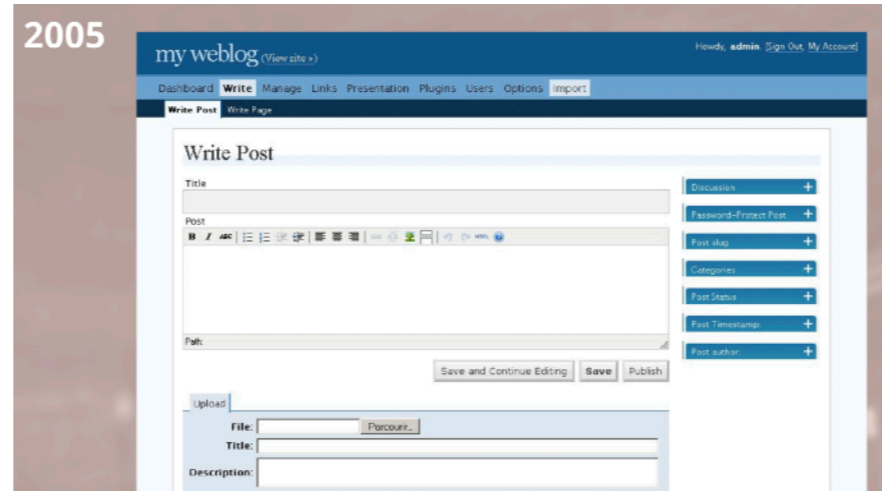
# Brief history of WordPress



WordPress was launched on 27 May 2003 by Matt Mullenweg and Mike Little as a fork of the blogging software b2/cafelog

Over the years, with the release of new versions, new features have been added

Latest releases are mobile friendly and enable users to build advanced page layouts



# 20 years of WordPress



<https://www.youtube.com/watch?v=7Nmz3ljtPh0>

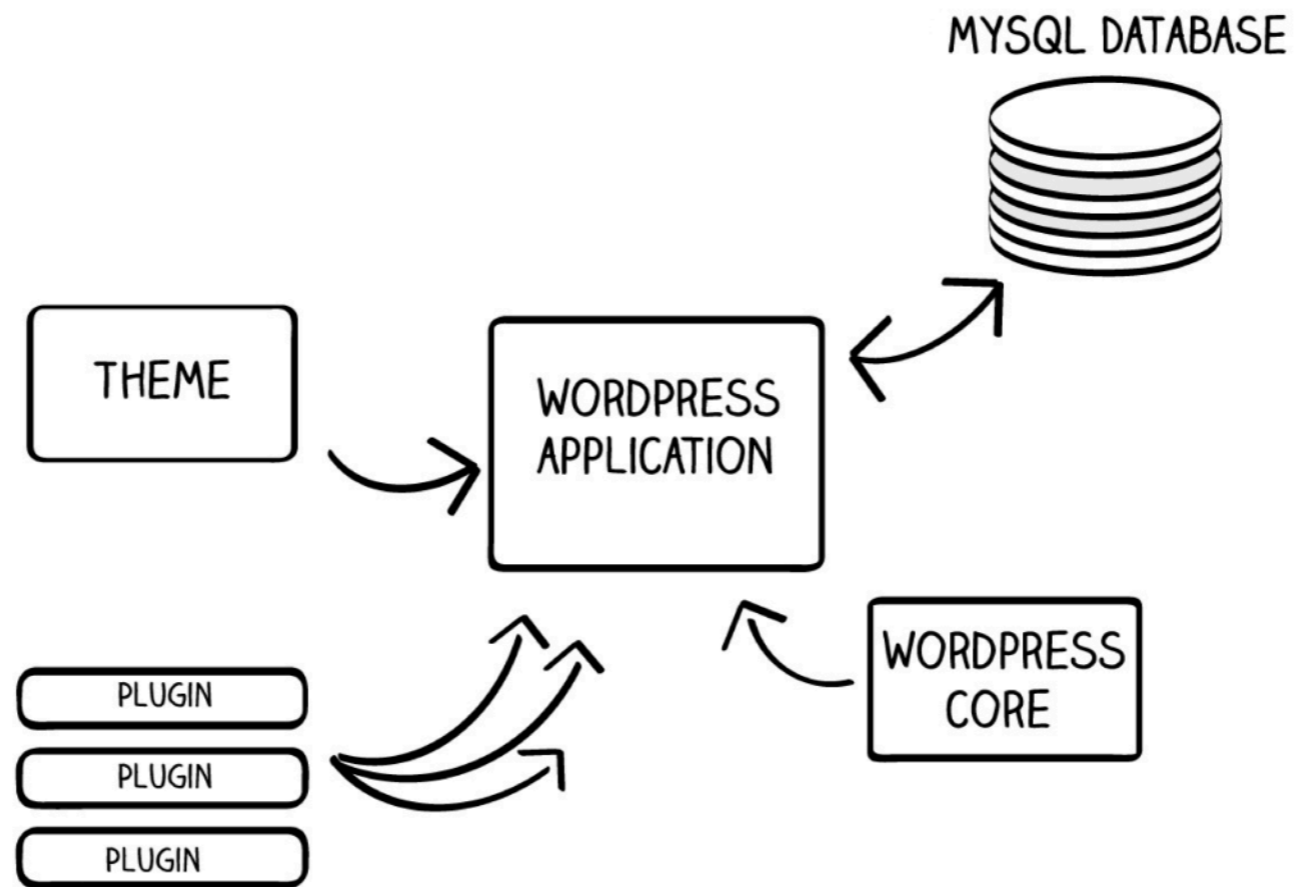
# WordPress at LabCD



- Final projects for exams and thesis
- University courses and departments
- Museums, laboratories and research centers
- Promotion of research
- Websites for valorisation of cultural heritage
- Archives
- Digital editions



# Structure



# Main elements



Basic structure which relies on a small set of common elements:

- **PAGE** static contents accessible through a menu
- **POST** dynamic content, categorised and organised in archives
- **USERS** interaction with users at different level (comments, contributes, collaborative work)

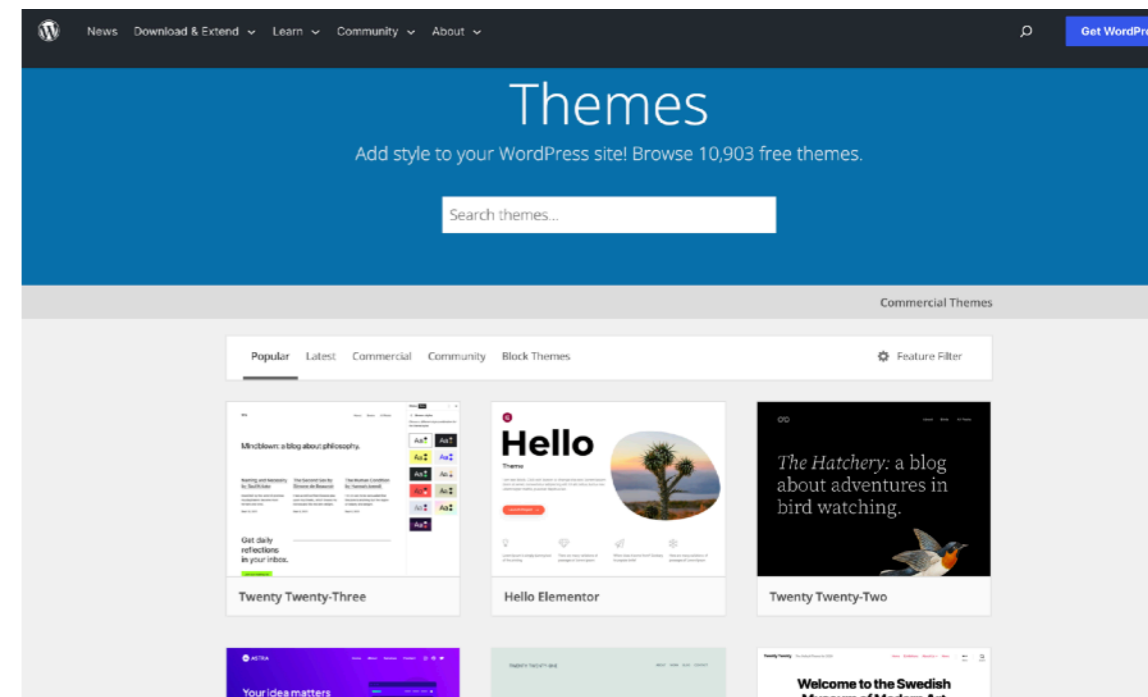
**THEMES and PLUGINS** provide the possibility to customise the appearance of website and add new functionalities

# Themes



A theme defines the appearance of a website and all visible features in the front-end

- General appearance
- Fonts, colours, styles, format e other stylistic details
- Pages layout (home, una colonna, due colonne)
- Localisation of elements



<https://wordpress.org/themes>

A theme can contain additional functionalities



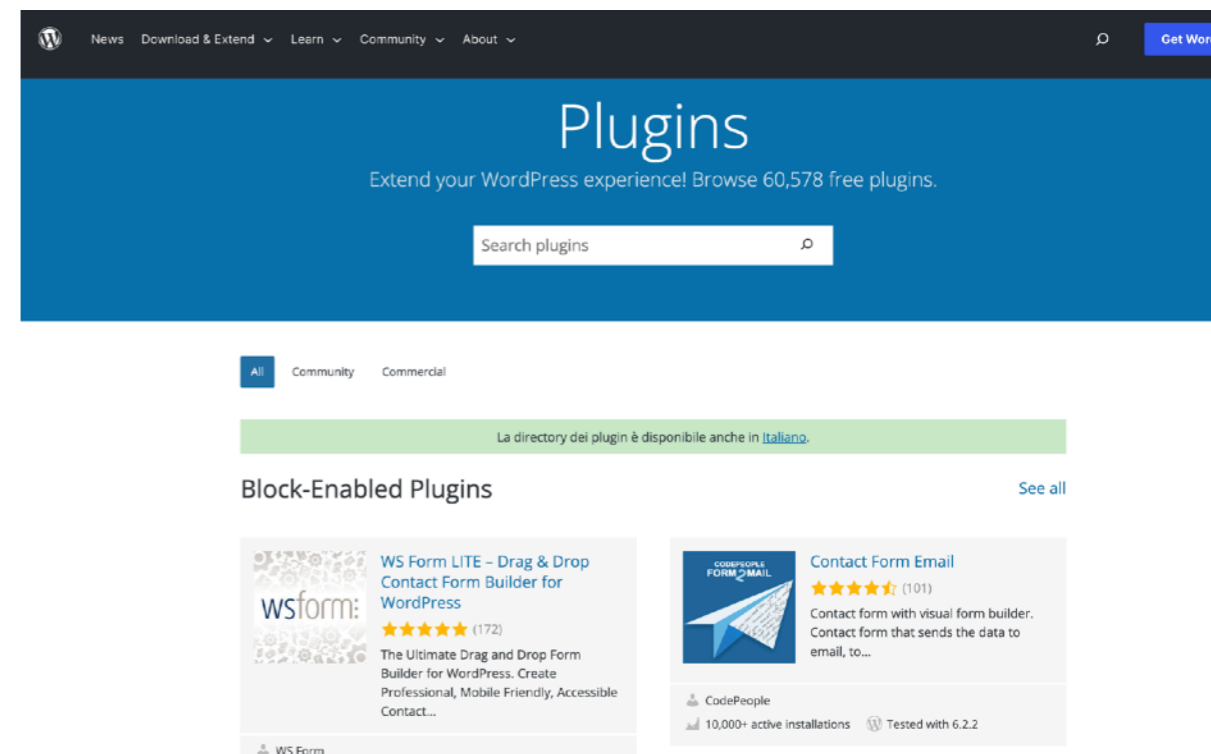
# Plugins



Plugins provide new functionalities (a calendar, a contact form, galleries, e-commerce, additional SEO features)

Can be developed by third parties

Are shared among several installations of WP and are independent from the theme



<https://wordpress.org/plugins>

## pros and cons

Great flexibility

Usability

Open source

Support of community

Need for maintenance

Vulnerability

# Users



- administrator
- editor
- author
- contributor
- subscriber

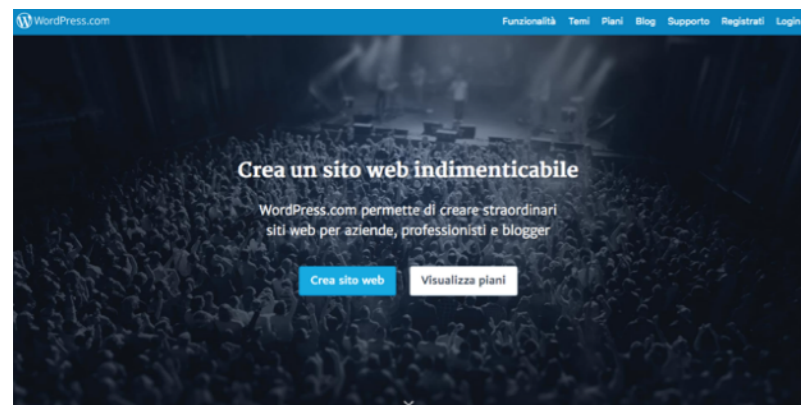
Permissions	Administrator	Editor	Author	Contributor	Subscriber
Read Site	✓	✓	✓	✓	✓
Edit Posts	✓	✓	✓	✓	✗
Delete Posts	✓	✓	✓	✓	✗
Publish Posts	✓	✓	✓	✗	✗
Delete Published Posts	✓	✓	✓	✗	✗
Edit Published Posts	✓	✓	✓	✗	✗
Upload Files	✓	✓	✓	✗	✗
Publish Pages	✓	✓	✗	✗	✗
Delete Pages	✓	✓	✗	✗	✗
Edit Other's Posts & Pages	✓	✓	✗	✗	✗
Delete Other's Posts & Pages	✓	✓	✗	✗	✗
Read Private Pages	✓	✓	✗	✗	✗
Edit Private Pages	✓	✓	✗	✗	✗

Complete infographic on: <http://www.wpbeginner.com/beginners-guide/wordpress-user-roles-and-permissions/?display=wide>

# Installation



WordPress.org > locale or server installation



WordPress.com > on line / social network

# Hands on WordPress





## CREATE A SIMPLE WEBSITE IN 10 STEPS

1. register a website on WP-DEMO (or [WordPress.com](https://WordPress.com))
2. set website privacy: disable search engine visibility
3. create a page "projects" with a projects showcase
4. create a contact page
5. create a news section with at least 2 categories
6. create a home page with news and introduction to other pages
7. create a menu with pages, news and an external link
8. manage comments (decide to show comments or hide)
9. customise header, footer and website appearance (customize style for theme twenty twenty-three or switch to a new theme)
10. add a contact form on contacts page

# 1. Register on WP DEMO LabCD



<http://wpdemo.labcd.unipi.it/wp-signup.php>



PIATTAFORMA DI TEST



[HOME](#) [WORDPRESS.ORG](#)

Cerca

**GET YOUR OWN LABORATORIO DI CULTURA DIGITALE - PIATTAFORMA DI TEST SITI ACCOUNT IN SECONDS**

**Username:**

(Must be at least 4 characters, lowercase letters and numbers only.)

**Email Address:**

Your registration email is sent to this address. (Double-check your email address before continuing.)

**Create a site or only a username:**

- Gimme a site!**  
 **Just a username, please.**

Next

**LABCD**

LABORATORIO DI CULTURA DIGITALE  
Centro interdipartimentale

**CONTATTI**

Via Collegio Ricci, 10 - 56126 Pisa  
Tel 050 2215021

**SERVIZI E COLLEGAMENTI**

Dipartimenti afferenti:  
Filologia, Letteratura, Linguistica

**SEGUICI**

[facebook Facebook](#) [you-tube YouTube](#)

ALTERNATIVE

# 1. Register on WordPress.com



<https://wordpress.com/start/user/en>



## Let's get started

Per cominciare, crea il tuo account WordPress.com. Disponi di un account? [Accedi](#)

Il tuo indirizzo e-mail

Nome utente

Scegli una password

Creando un account accetti i nostri [Termini di servizio](#) e di aver letto la nostra [Politica sulla privacy](#).

Crea un account



Continua su Google

OPPURE



Continua su Apple

Se continui con Google o Apple, accetti i nostri [Termini di servizio](#) e dichiari di aver letto la nostra [Politica sulla privacy](#).



# Dashboard



- Dashboard
- Home
- My Sites
- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Collapse menu

## Dashboard

### Site Health Status

No information yet...

Site health checks will automatically run periodically to gather information about your site. You can also [visit the Site Health screen](#) to gather information about your site now.

### At a Glance

1 Post 1 Page

1 Comment

WordPress 6.2.2 running [Twenty Twenty-Three](#) theme.

### Activity

#### Recently Published

Today, 5:56 pm [Hello world!](#)

#### Recent Comments

From [A WordPress Commenter](#) on [Hello world!](#)  
Hi, this is a comment. To get started with moderating, editing, and deleting comments, please visit the Comments screen in...

All (1) | Mine (0) | Pending (0) | Approved (1) | Spam (0) | Bin (0)

### Quick Draft

Title

Content

What's on your mind?

Save Draft

### WordPress Events and News

Attend an upcoming event near you. [Select location](#)

**WordCamp Verona** Verona November 17–18, 2023

Want more events? [Help organise the next one!](#)

[WordPress 5.9.2 Security and Maintenance Release](#)

[WordPress 5.9.1 Maintenance Release](#)

[Matt](#)

[WPTavern: WordPress.org Enables Commercial and Community Filters on Plugin and Theme Directories](#)

[WPTavern: WordCampers Demand Changes to Q&A Format](#)

# 2. Set website privacy



My Sites Digital tools for humanists 2023 0 + New Hi, Chiara Mannari Help

## Reading Settings

Your homepage displays

Your latest posts

A [static page](#) (select below)

Homepage:

Posts page:

**Warning:** these pages should not be the same as your Privacy Policy page!

Blog pages show at most  posts

Syndication feeds show the most recent  items

For each post in a feed, include

Full text

Excerpt

Your theme determines how content is displayed in browsers. [Learn more about feeds.](#)

Search engine visibility

Discourage search engines from indexing this site

It is up to search engines to honour this request.

Save Changes

# 3. Create projects page



WordPress editor interface for creating a page titled "Projects".

**Page Header:** Save draft | Preview | Publish | [Grid icon] | [More options icon]

## Projects

Type / to choose a block

**Block Selection Panel:**

- Search
- Group
- Columns
- Paragraph
- Image
- Heading
- Gallery
- Browse all

**Page Settings Panel:**

Page	Block	
Summary		^
Visibility	Public	
Publish	Immediately	
	Page	
	<a href="http://wpdemo.labcd.unipi.it/summer-school-dth23/auto-draft/">wpdemo.labcd.unipi.it/summer-school-dth23/auto-draft/</a>	
	ding review	
	Mannari	▼
	image	▼
	on	▼
	Page Attributes	▼

# 4. Create contact page



My Sites Digital tools for humanists 2023 0 + New Hi, Chiara Mannari

Dashboard Posts Media **Pages** All Pages Add New Comments Appearance Plugins Users Tools Settings Collapse menu

Pages [Add New](#) Screen Options Help

All (1) | [Published \(1\)](#)  [Search Pages](#)

Bulk actions Apply All dates Filter 1 item

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	<a href="#">Sample Page</a>	Chiara Mannari	—	Published 2023/06/13 at 17:56

Bulk actions Apply 1 item

*Thank you for creating with [WordPress](#).* Version 6.2.2

# 5. News section



My Sites Digital tools for humanists 2023 0 + New Hi, Chiara Mannari

Dashboard Posts **Posts** All Posts Add New Categories Tags Media Pages Comments Appearance Plugins Users Tools Settings Collapse menu

Posts [Add New](#) [Screen Options](#) [Help](#)

All (1) | [Published \(1\)](#)  [Search Posts](#)

Bulk actions [Apply](#) All dates [Filter](#) 1 item

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	<a href="#">Hello world!</a>	Chiara Mannari	Uncategorized	—		Published 2023/06/13 at 17:56
<input type="checkbox"/>	Title	Author	Categories	Tags		Date

Bulk actions [Apply](#) 1 item

*Thank you for creating with [WordPress](#).* Version 6.2.2

# 6. Set website home



My Sites Digital tools for humanists 2023 0 + New Hi, Chiara Mannari Help ▾

## Reading Settings

Your homepage displays

Your latest posts

A [static page](#) (select below)

Homepage:

Posts page:

**Warning:** these pages should not be the same as your Privacy Policy page!

Blog pages show at most  posts

Syndication feeds show the most recent  items

For each post in a feed, include

Full text

Excerpt

Your theme determines how content is displayed in browsers. [Learn more about feeds.](#)

- Dashboard
- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings**
  - General
  - Writing
  - Reading**
  - Discussion
  - Media
  - Permalinks
  - Privacy

# 7. Manage menu



WordPress editor toolbar showing icons for adding content, editing, undo, redo, and a menu icon. The current page is identified as 'Home' and the active area is 'Header'. Action buttons for 'View' and 'Save' are visible on the right.

Digital tools for humanists 2023

Sample Page +

Navigation widget settings panel. It includes a 'Navigation' label, a 'Navigation' icon, and various settings for the widget's appearance and behavior.

## Mindblown: a blog about philosophy.



### Hello world!

# 8. Manage comments



My Sites Digital tools for humanists 2023 0 + New Hi, Chiara Mannari Help

## Discussion Settings

**Default post settings**

- Attempt to notify any blogs linked to from the post
- Allow link notifications from other blogs (pingbacks and trackbacks) on new posts
- Allow people to submit comments on new posts

Individual posts may override these settings. Changes here will only be applied to new posts.

**Other comment settings**

- Comment author must fill out name and email
- Users must be registered and logged in to comment
- Automatically close comments on posts older than  days
- Show comments cookies opt in checkbox, allowing comment author cookies to be set
- Enable threaded (nested) comments  levels deep
- Break comments into pages with  top level comments per page and the  page displayed by default

Comments should be displayed with the  comments at the top of each page

**Email me whenever**

- Anyone posts a comment
- A comment is held for moderation

**Before a comment appears**

- Comment must be manually approved
- Comment author must have a previously approved comment



# 9. Customise header / footer / styles



The screenshot displays the WordPress Customizer interface. At the top, there is a navigation bar with a 'Home' dropdown menu and a 'Save' button. The main area is split into two panels: a site preview on the left and a 'Styles' panel on the right.

**Site Preview:** The preview shows a page titled 'Digital tools for humanists 2023' with a 'Sample Page' label. The main heading is 'Mindblown: a blog about philosophy.' Below this is a placeholder image and the text 'Hello world!'. A paragraph of placeholder text follows: 'Benvenuto in Laboratorio di Cultura Digitale – Piattaforma di test Siti. Questo è il tuo primo articolo. Modificalo o eliminalo, poi inizia a scrivere il tuo blog!'. There is a link for 'Add "read more" link text' and a date 'June 13, 2023'. Navigation links for 'Newer Posts' and 'Older Posts' are visible. At the bottom, there is a section titled 'Got any book recommendations?' with a 'Get In Touch' button.

**Styles Panel:** The 'Styles' panel is titled 'Browse styles' and contains the instruction: 'Choose a variation to change the look of the site.' It displays a grid of 14 style variations, each represented by a square with the letters 'Aa' and two colored dots. The variations include: light green, purple, red, yellow-green, light blue, olive green, beige, dark green, dark grey, black, dark blue, and light purple.

# 10. Add contact form



My Sites Digital tools for humanists 2023 0 + New Hi, Chiara Mannari

Dashboard Posts Media Pages Comments **Contact** Contact Forms Add New Integration Appearance Plugins Users Tools Settings Collapse menu

Contact Forms [Add New](#) [Screen Options](#) [Help](#)

**?** Before you cry over spilt mail... **★** You have strong allies to back you up. [Dismiss](#)

Contact Form 7 does not store submitted messages anywhere. Therefore, you may lose important messages forever if your mail server has issues or you make a mistake in mail configuration.

Install a message storage plugin before this happens to you. [Flamingo](#) saves all messages through contact forms into the database. Flamingo is a free WordPress plugin created by the same author as Contact Form 7.

Your contact forms will become more powerful and versatile by integrating them with external APIs. With CRM and email marketing services, you can build your own contact lists ([Brevo](#) and [Constant Contact](#)).

With help from cloud-based machine learning, anti-spam services will protect your forms ([reCAPTCHA](#)). Even payment services are natively supported ([Stripe](#)).

[Search Contact Forms](#) 1 item

Bulk actions  1 item

<input type="checkbox"/> Title	Shortcode	Author	Date
<input type="checkbox"/> <a href="#">Contact form 1</a>	[contact-form-7 id="12" title="Contact form 1"]	Chiara Mannari	23/06/13 at 20:32

Bulk actions  1 item

Thank you for creating with [WordPress](#). Version 6.2.2

# Reference material

<https://learn.wordpress.com/>

<https://learn.wordpress.org/lesson-plans/>

<https://wordpress.org/gutenberg/>

<http://www.wpbeginner.com/>

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# 3. Introduction to Omeka



# Welcome to Omeka



Omeka S Omeka Classic Omeka.net

## omeka

Open-source web publishing platforms for sharing digital collections and creating media-rich online exhibits.

### OMEKA S

For institutions managing a sharable resource pool across multiple sites.

Download v4.0.1

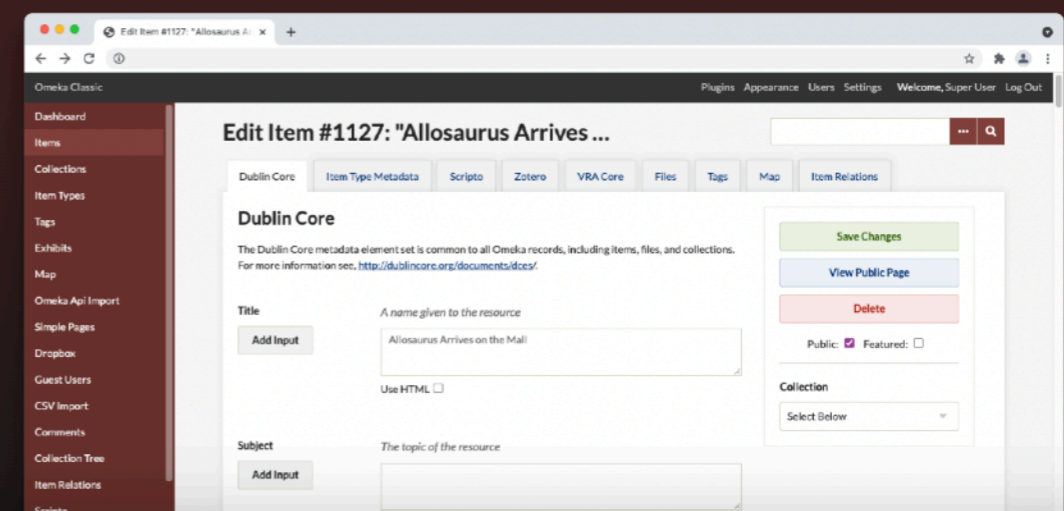
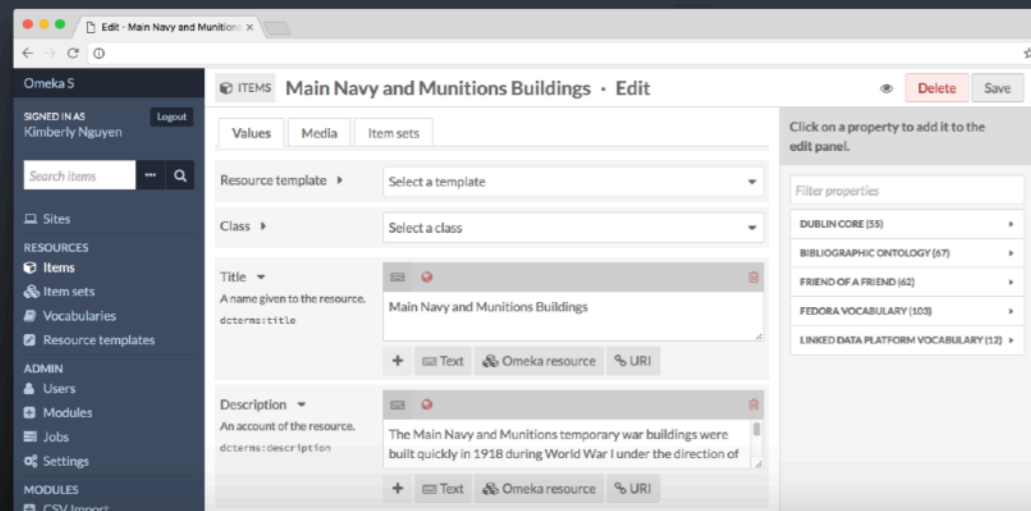
Learn more

### OMEKA CLASSIC

For individual projects and educators.

Download v3.1.1

Learn more



# Introduction to Omeka



## OMEKA CLASSIC

A web publishing platform for sharing digital collections and creating media-rich online exhibits.

An open source software for individual projects and educators.

## OMEKA S

A next-generation web publishing platform for institutions interested in connecting digital cultural heritage collections with other resources online.

A web platform for institutions managing a sharable resource pool across multiple sites.

<https://omeka.org/>

# Brief history of Omeka

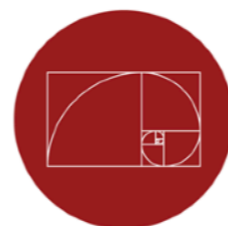


Omeka was first released in 2008 by the Roy Rosenzweig Center for History and New Media at George Mason University (Virginia). It was created to **address the needs of cultural heritage institutions and scholars** in managing and presenting digital collections and exhibits.

In November of 2017, the project released Omeka S, a new version of Omeka designed for institutional use, providing the capability to host multiple sites which draw from a common pool of resources (such as Wikidata).

Nowadays Omeka is a leading platform for Digital Scholar for digital collection management and exhibition.

## Our Projects



Omeka

Omeka provides web publishing platforms for sharing digital collections and creating media-rich online exhibits.



Zotero

Your personal assistant, Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research.



Tropy

Take control of your research photos with Tropy, the tool that shortens the path from finding to using sources.

# Omeka showcase

- Digital archives
- Collections
- Digitalisation projects

The screenshot shows the Omeka Classic Showcase directory page. At the top, there is a navigation bar with the Omeka logo and links for Omeka S, Omeka Classic, and Omeka.net. Below this is a dark red header with the text 'OMEKA CLASSIC' and a menu of links: SHOWCASE, PLUGINS, THEMES, DOWNLOAD, USER MANUAL, DEVELOPER DOCUMENTATION, and FORUMS. The main content area features a large background image of a building interior with the word 'Showcase' overlaid in white. Below this, there are links for 'Mapping', 'Narratives', 'User Contributions', 'Multimedia Support', 'Large Collections', 'Multilingual', and 'Coursework'. A central section displays '20 sites found' and a sub-header 'Explore even more Omeka Classic sites in our directory.' Below this, four site thumbnails are shown: 'Baltimore Uprising' (featuring a crowd of people), 'Cleveland Historical' (featuring a map and photos), 'COLORED CONVENTIONS' (featuring a historical document), and 'GOIN' NORTH' (featuring a group of people).



# Omeka at Unipi

## SBA - University library System

- Digital archive of the documents of Second World War at the University of Pisa

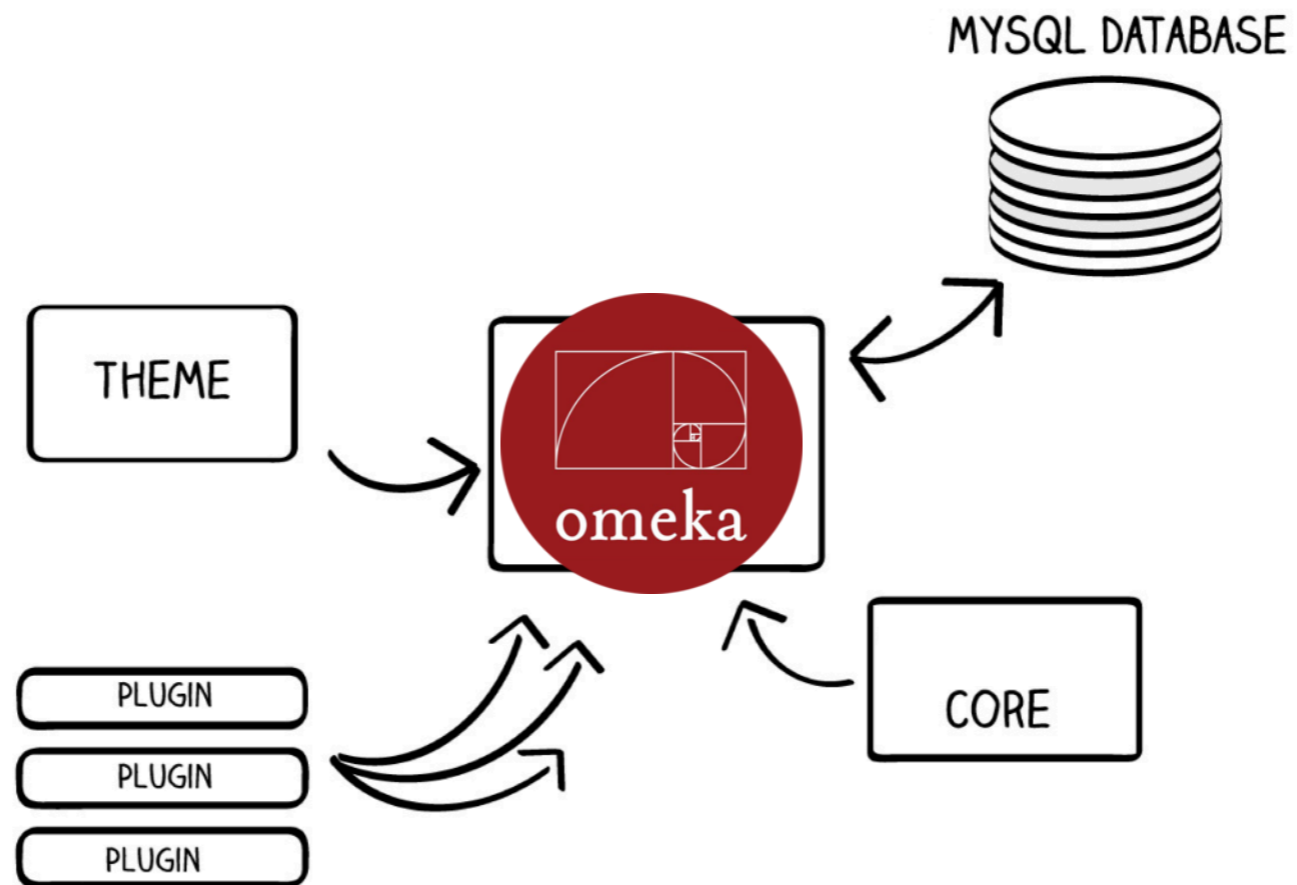


## LabCD

- Digitalisation and creation of the digital collection of the historical archive of Vicopisano municipality (Pisa, Italy)



# Structure



# Main elements



Basic structure which relies on a small set of common elements:

- **DOCUMENT** smaller content unit. It can be: text, image, sound, dataset, lesson plan, moving image, oral history, event, hyperlink, interactive resource...
- **COLLECTION** a series of documents
- **METADATA** associated to documents and collections, they allow search and retrieval
- **PAGE** allow to publish static content to describe collections and projects
- **USERS** interaction with users at different level (comments, contributes, collaborative work)

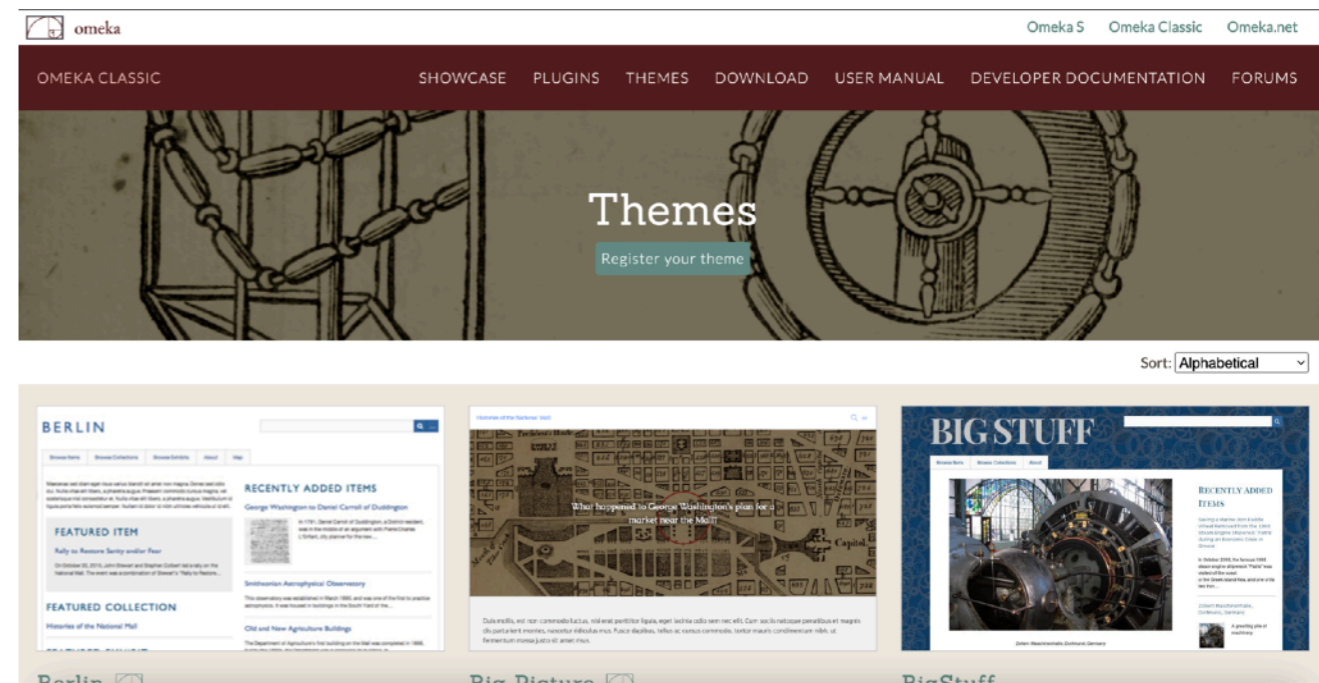
**THEMES and PLUGINS** provide the possibility to customise the appearance of website and add new functionalities

# Themes



A theme defines the appearance of a website and all visible features in the front-end

- Styles can be further customized inside a theme



<https://omeka.org/classic/themes/>

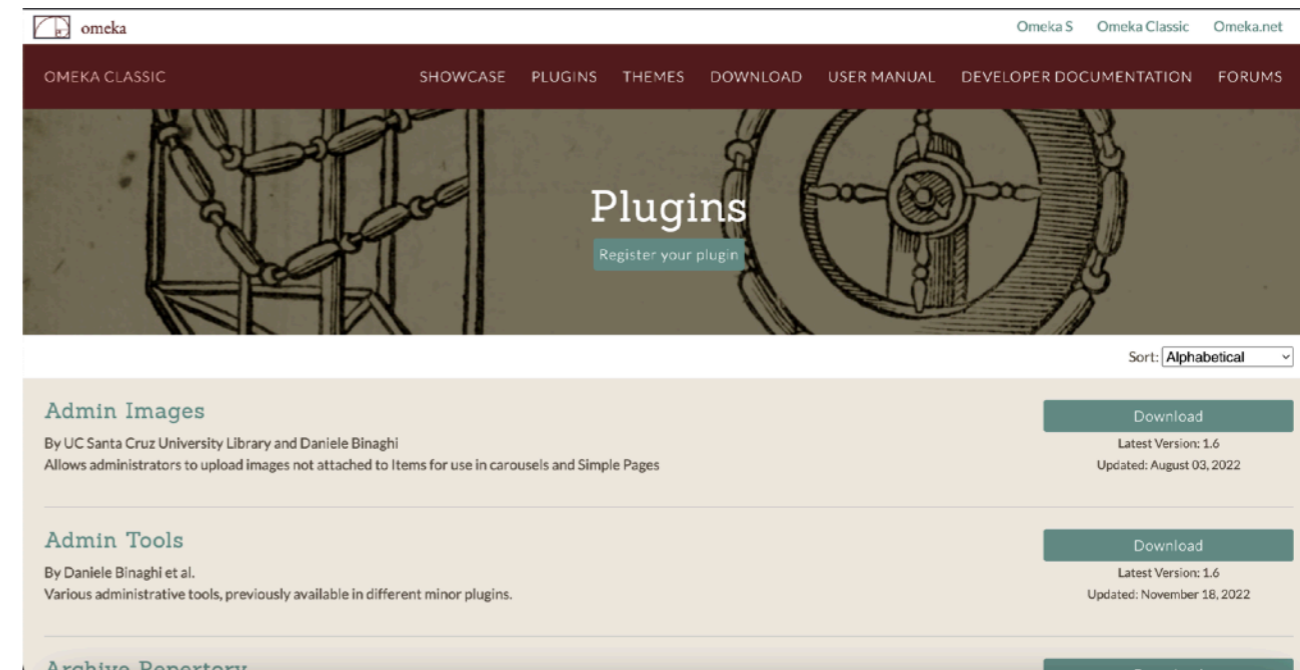
# Plugins



Plugins provide new functionalities to enrich digital collections

For example

- Universal view
- Exhibits builder
- CSV import



<https://omeka.org/classic/plugins/>



## pros and cons

Optimal for digital collections

Usability

Open source

Support of community

Free plan very limited, need a local installation

Limitations in create custom graphic and layout in themes

# Users (Omeka classic)



- super
- admin
- researcher
- contributor
- subscriber

**Browse Users (1 total)**

Username  Display Name  Email

<a href="#">Username</a>	<a href="#">Display Name</a>	<a href="#">Email</a>	<a href="#">Role</a>	<a href="#">Remove</a>
chiaramannari <a href="#">API Keys</a>	Chiara Mannari		Super	

**Invite A New User**

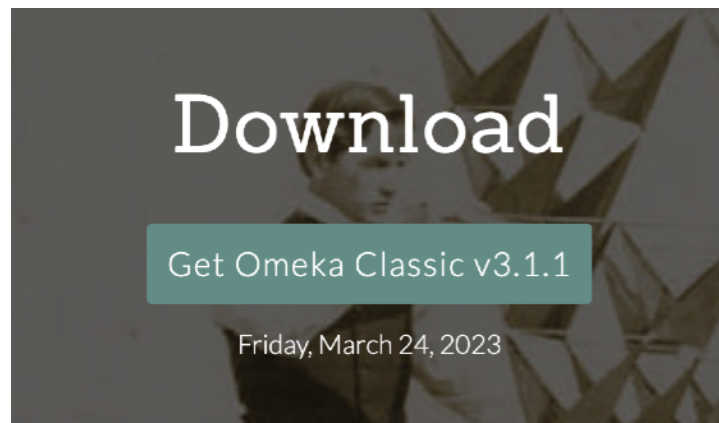
User Email:\*

Role:

<https://omeka.org/classic/docs/Admin/Users/>

<https://omeka.org/s/docs/user-manual/admin/users/> DIFFERENT USER ROLES IN OMEKA S !

# Installation



[Omeka classic](#) > local or server installation



[Omeka S](#) > local or server installation

Getting started is easy with Omeka with our hosted service.

[Learn which plan is right for you](#)

[Omeka.net](#) > on line hosted installation (free trial or plans)



# Hands on Omeka





## CREATE A SIMPLE DIGITAL COLLECTION IN 10 STEPS

1. register on [OMEKA.NET](https://omeka.net) (free trial)
2. create a website
3. add three items (TV series?)
4. add collection
5. create 2 pages: home and contact
6. customise appearance (switch theme or set custom style)
7. add users (invite me to collaborate! <[chiara.mannari@gmail.com](mailto:chiara.mannari@gmail.com)>)
8. activate plugin exhibits
9. create exhibit
10. add a codex to home (exhibit, carousel or other plugin feature)

# 1. Register on OMEKA.NET



<https://www.omeka.net/>



omeka.net

PRICING

SHOWCASE

HELP

NEWS

MY ACCOUNT

## Pricing

You have chosen the *trial* plan.

Continue signing up by completing the form below. Fields marked with \* are required.

**Username \***

**Password \***

**Confirm Password**

\*

**Full Name \***

**Email \***

**Confirm Email \***

I agree to the [Terms of Service](#)

Non sono un robot



reCAPTCHA

# 2. Create a website



## Add a Site

**Subdomain Name \***

.omeka.net

**Site Title \***

**Site Description**

# Dashboard



Dashboard

Items

Collections

Item Types

Tags

## Dashboard

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0 0 0 0 Berlin  
Items Collections Tags Plugins Theme

### Recent Items

Add a new item

### Recent Collections

Add a new collection

# 3. Add items



- Dashboard
- Items
- Collections
- Item Types
- Tags

## Add an Item

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Dublin Core

Item Type Metadata

Files

Tags

### Item Type Metadata

Item Type

Still Image

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.

Original Format

Add Input

*The type of object, such as painting, sculpture, paper, photo, and additional data*

Use HTML

Physical Dimensions

Add Input

*The actual physical size of the original image*

Add Item

Public:  Featured:

Collection

Select Below

# 4. Add collection



## Add a Collection

Dublin Core

### Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.

Add Collection

Public  Featured

Title

*A name given to the resource*

Add Input

Use HTML

Subject

*The topic of the resource*

Add Input

Use HTML

Description

*An account of the resource*

# 5. Configure search



## Settings

General

Search

Element Sets

Item Type Elements

API

### Search Query Type

Select the default query type used for simple search in Omeka.

- Keyword
- Boolean
- Exact match

### Search Record Types

Customize which types of records will be searchable in Omeka.

- Item
- File
- Collection

### Index Records

Click on the "Index Records" button to re-index your records.

*Indexing means to collect, parse, and store data to facilitate fast and accurate searches. Omeka will automatically index individual records as they are saved, but there are circumstances when your records are not indexed; for instance, when updating from an earlier version of Omeka or after you customize which records will be searchable.*

Save Changes

Index Records



# 6. Pages



- Dashboard
- Items
- Collections
- Item Types
- Tags
- Simple Pages

## Simple Pages | Browse

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List View

Hierarchy View

Add a Page

<a href="#">Title</a> ⌵	<a href="#">Slug</a> ⌵	<a href="#">Last Modified</a> ⌵
<a href="#">About</a> <a href="#">Edit</a> <a href="#">Delete</a>	about	chiaramannari on 6/13/23, 6:57 PM

# 7. Customise style



## Appearance

Themes Navigation Settings

### Configure Theme: Seasons

Configurations apply to this theme only.

#### Style

Style Sheet

Spring  
Summer  
Autumn  
✓ Winter  
Night

Save Changes

#### Header and Footer

Logo File

Choose a logo file. This will replace the site title in the header of the theme.  
Recommended maximum width for the logo is 500px.

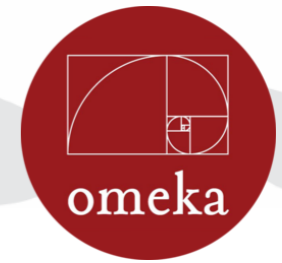
Scegli file Nessun file selezionato

Footer Text

Add some text to be displayed in your theme's footer.

**B** *I* U [List Icons] [List Icons] [List Icons] Paragraph [Dropdown] [Code Icon]

# 8. Users



## Browse Users (1 total)



Username  Display Name  Email

Search users

<a href="#">Username</a> ▾	<a href="#">Display Name</a> ▾	<a href="#">Email</a> ▾	<a href="#">Role</a> ▾	<a href="#">Remove</a> ▾
chiaramannari <a href="#">API Keys</a>	Chiara Mannari		Super	

Submit

## Invite A New User

User Email:\*

Role:

Super ▾

Invite

# 9. Exhibits



Dashboard

Items

Collections

Item Types

Tags

Exhibits

## Add Exhibit

[Exhibits](#) > Add Exhibit

### Exhibit Metadata

Title

Slug

*No spaces or special characters allowed*

Credits

Description

**B** *I* U Paragraph

Tags

Save Changes

Public:  Featured:

# 10. Add a codex to home



- Dashboard
- Items
- Collections
- Item Types
- Tags
- Exhibits
- Simple Pages

## Simple Pages | Add Page

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**Title\*** *Name and heading for the page (required)*

**Slug** *The slug is the part of the URL for this page. A slug will be created automatically from the title if one is not entered. Letters, numbers, underscores, dashes, and forward slashes are allowed.*

**Use HTML editor?** *Check this to add an HTML editor bar for easily creating HTML.*

**Text** *Add content for page. This field supports shortcodes. For a list of available shortcodes, refer to the [Omeka Codex](#).*

Edit ▾ View ▾ Insert ▾ Format ▾ Table ▾

**B** *I* U Paragraph ▾ <>

[exhibits]

**Parent**

 ▾

*The parent page*

**Order**

*The order of the page relative to the other pages with the same parent*

**Publish this page?**

*Checking this box will make the page public*

# Reference material

<https://omeka.org/>

<https://forum.omeka.org/>

<https://forum.omeka.org/c/getting-started/21>

Thank you for a great day

Enjoy your summer school in Pisa