

# RECIPRO FINAL DIGITAL PROJECT GUIDE

The purpose of this guide is to provide you with the essential information regarding exhibit building on Omeka, or using other tools, and creating Omeka items.

**Questions?** Contact Inéz Petrazzini at [ipetr015@uottawa.ca](mailto:ipetr015@uottawa.ca).

## PROJECT PLANNING

An exhibit is composed of multiple components. It generally includes, an abstract to introduce the exhibit, your scholarly content, your names as authors, your bibliography, and any necessary acknowledgements.

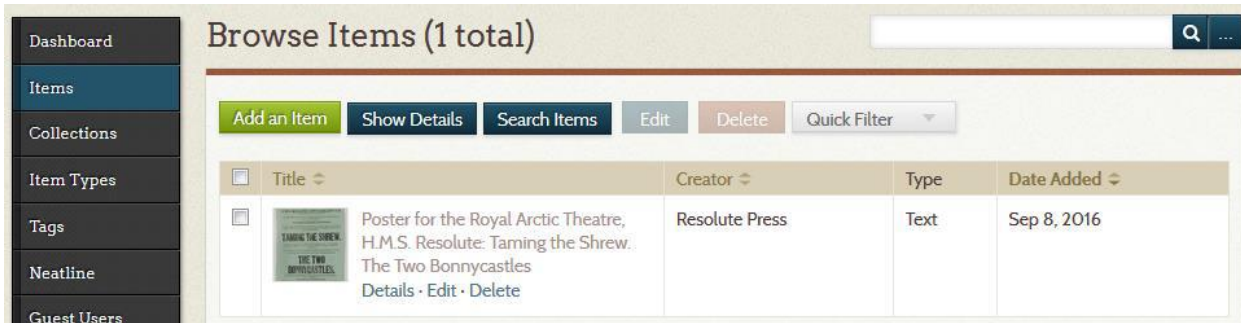
**NOTE:** If you are working in a team, you will not be able to see your team member's Omeka items unless they are rendered public. You must choose who will be creating the items and who will be working on the exhibit (Omeka Exhibit Builder or other storytelling tools). We encourage you to meet online to work together to create your final project.

## ITEMS

Your items **must** be created in accordance with the latest version of the [RECIPRO Omeka Cataloguing Guide](#), an evolving document.

### ADDING AND CATALOGUING AN ITEM

- After logging in to Omeka, go to *Omeka Admin*. From the *Dashboard* menu on the left, select *Items*.
- Click on the *Add an Item* button in green. Add content in the *Dublin Core* fields and upload *Files*.



- *Dublin Core* lists the fields that describe (catalogue) the item.
  - To start, add at least a title to be able to find it again quickly and properly catalogue.
  - Activate *Use HTML* under the boxes for text formatting options, when permitted.
  - Click on *Add Input* if you have more than one Creator, Date, Source, Rights, etc.
- *Files* allows you to add and remove file(s). More than one file of the same artifact/document can be added. The total maximum file size allowed is 30 MB (all files).
- Avoid adding item to a *Collection* unless otherwise instructed.

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- Click on *Add Item* to save the newly create item. You can *Edit* items at any time and *Save Changes*.

## NOTES

- You can go from one tab to the next before saving. If you close the *Item* before saving, you will lose the changes you made.
- Unless otherwise instructed, avoid creating *Tags* and *Map*.
- DO NOT assign your items to a collection unless otherwise told.

## EXHIBITS

If the formatting options available in the following tools are insufficient, consult the *Omeka: Using HTML to Customize Exhibits* guide (the coding can also be used in other tools).

If a tool other than Omeka has been used for your digital project, you will need to supply Inéz Petrazzini ([ipetr015@uottawa.ca](mailto:ipetr015@uottawa.ca)) with your introduction/abstract, author names, bibliography and acknowledgements so she may create a Simple Page to host it on the Recipro Omeka site.

In some instances, bibliographies or acknowledgements are not easily applied to a tool, depending on the tool used (ex. Timeline). A link could be provided to bring people back to the Simple Page from within that tool.

## OMEKA EXHIBIT BUILDER

The Omeka page, <https://omeka.org/classic/docs/Plugins/ExhibitBuilder/>, provides detailed information on how to use the Exhibit builder.

Here are tips and instructions pertaining to the following:

- **Configuring:** Ignore this part.
- **Getting Started:** Make sure that the slug (which will be part of the URL), contains hyphens ( - ) between each key term to reflect your abbreviated title. Credits is you. Ignore the Tags box, keep the “Current Public Theme” unless you can justify the change; this will streamline the site. Keep the “Use Summary Page” box checked.
- **Organize Pages:** Avoid nested pages.

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- **Content:** Remember to include a page for your bibliography and any necessary acknowledgments.
- **Shortcodes:** Ignore this section. To custom format the content in your pages that cannot otherwise be done using the Blocks (layout), some HTML code can be used. See the Using HTML to Customize Exhibits guide.
- **Previous Exhibit Builder Layouts:** Ignore this section

**IMPORTANT:** Deleting anything in Omeka is permanent. Think twice before deleting.

## KNIGHT LAB STORYTELLING TOOLS

Northwestern University [Knight Lab](#) is a community of designers, developers, students, and educators working on experiments designed to push journalism into new spaces. The tools are free and easy to use by all. The application can be embedded in any webpage.

- [StoryMap JS](#) for telling stories that highlight the locations of a series of events. [Ex1](#); [Ex2](#); [Ex3](#); [Ex4](#)
- [Timeline JS](#) for building visually rich, interactive timelines. [Ex1](#)
- [Juxtapose JS](#) for comparing two pieces of similar media. [Ex1](#)
- [Soundcite JS](#) for adding inline audio to your story.
- [View more...](#)

Lafleur, Roxanne. "[Research, curation and creation, oh my!](#) Digital Tools", *Google Slides*, 2021.

## OTHER CREATION TOOLS

uOttawa users, ask [bibliocreation@uottawa.ca](mailto:bibliocreation@uottawa.ca) for an account or questions about the following tools:

- [ScreenCast-O-Matic](#) is a screen capture software that can be used to create video from your screen (i.e. short lectures or instructional videos) and allows you to edit and annotate them..
- [ThingLink](#) provides users with the ability to turn any image into an interactive graphic. Create multiple "hot spots" for video, audio or weblinks on specific parts of an image. Available both via web browsers and mobile app. [Example](#).
- [Tiki-Toki](#) is a web-based timeline maker that makes it easy for users to create interactive multimedia timelines in their browsers. Images, text and even videos can be embedded in Tiki-Toki timelines.
- [VideoScribe](#) is a whiteboard video animation software which allows users to create highly dynamic and engaging animation videos on a whiteboard interface.
- [WeVideo](#) is a cloud-based, web video editor that allows users to create engaging videos collaboratively. Available both via web browsers and mobile app.

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