

Welcome to Omeka!

A dynamic Omeka admin guide launched winter 2014

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EXPLORE

- **Play in the sandbox**

To determine whether Omeka is right for your project, take some time to play in the [public sandbox](#). You will not be able to test themes or plugins here, but you will get a basic sense of the admin dashboard and can practice uploading items, outfitting them with Dublin Core metadata, and assigning them to collections.
- **Check out examples**

Take a look at the Omeka-powered site [showcase](#) and the more comprehensive, user-generated site [codex](#). Note that some of the more highly designed examples (e.g. [The Peacock Room](#)) involved extensive coding above and beyond Omeka's built-in and plugin capacities.

Some of the models we found useful: [BridgesNYC Postcards](#) and [Gothic Past](#)

- **Review resources**

Start with [Omeka's documentation on project planning and basic admin](#). We found that Omeka's user-generated forums become increasingly difficult to navigate as projects progress - for nitty-gritty, technical solutions we relied on google searches and guides produced by other universities.

INSTALL

- **Download Omeka.org site**

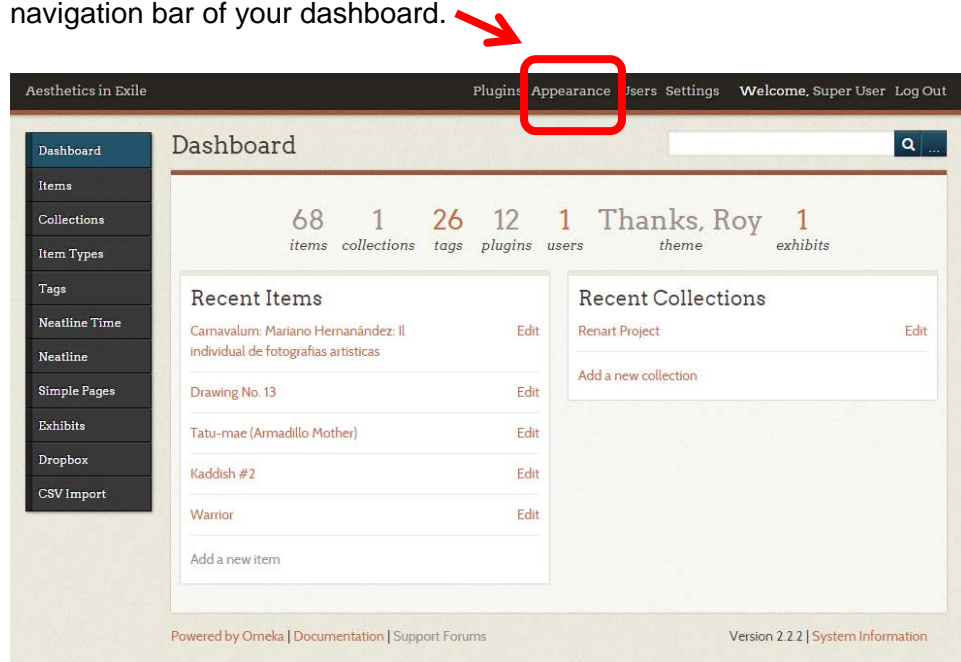
The Collaboratory uses an external hosting service called BlueHost. Once your Omeka project is confirmed, ask Quint to outfit you with an instance of Omeka.org on BlueHost and provide him with a site title, username, and password. **Tip:** Omeka also allows you to host a free, somewhat curtailed version at Omeka.net.

- **Pick a theme**

Customize the look and functionality of your Omeka site by selecting a theme. Your site will come preloaded with a few default themes, including *Thanks, Roy!* (a simple, serviceable theme that we recommend for its relative elegance and easy customization). Review a full array of options on Omeka's Themes page.

Send a list of themes you would like to test to Quint for download and installation.

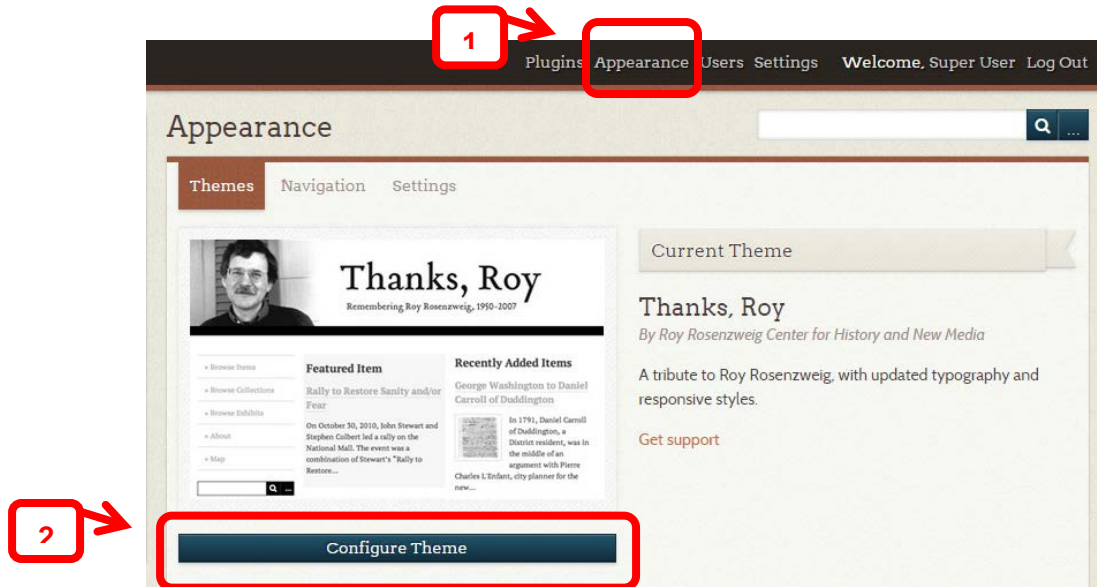
Access and configure your themes on the “Appearance” page linked in the top navigation bar of your dashboard.



>Tip: We tested *Griddy*, *Seasons*, *Berlin*, *Minimalist*, *Dark*, and *Thanks, Roy*. We immediately ruled out *Griddy* and *Dark* due to glitchiness. *Seasons* was aesthetically untenable. *Berlin* and *Minimalist* were functional and relatively attractive but both less aesthetically neutral than *Thanks, Roy*. We selected *Thanks, Roy* because of its simple layout and fonts, customizable banner and masthead, and technical stability.

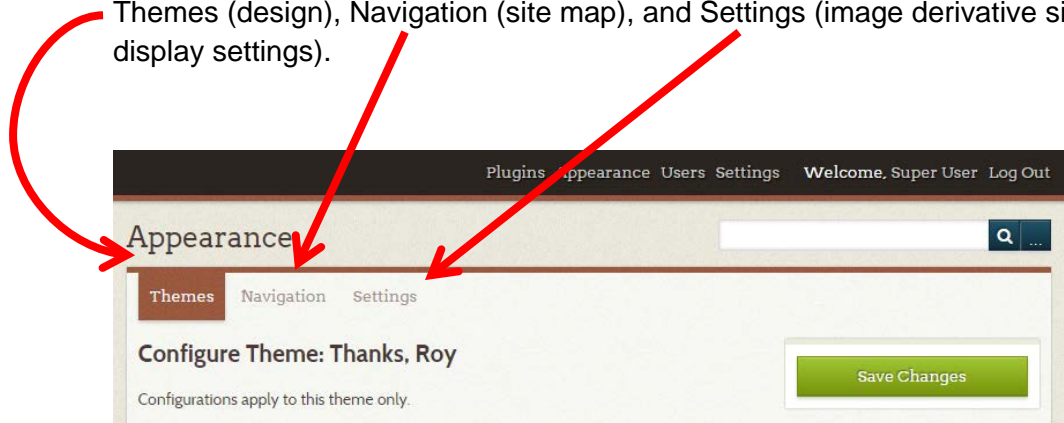
>Tip: Quick Guide to Configuring *THANKS, ROY*

Customize your text and buttons colors, web banner (image at top of page), and masthead (title graphic) by visiting Appearance > Configure Theme



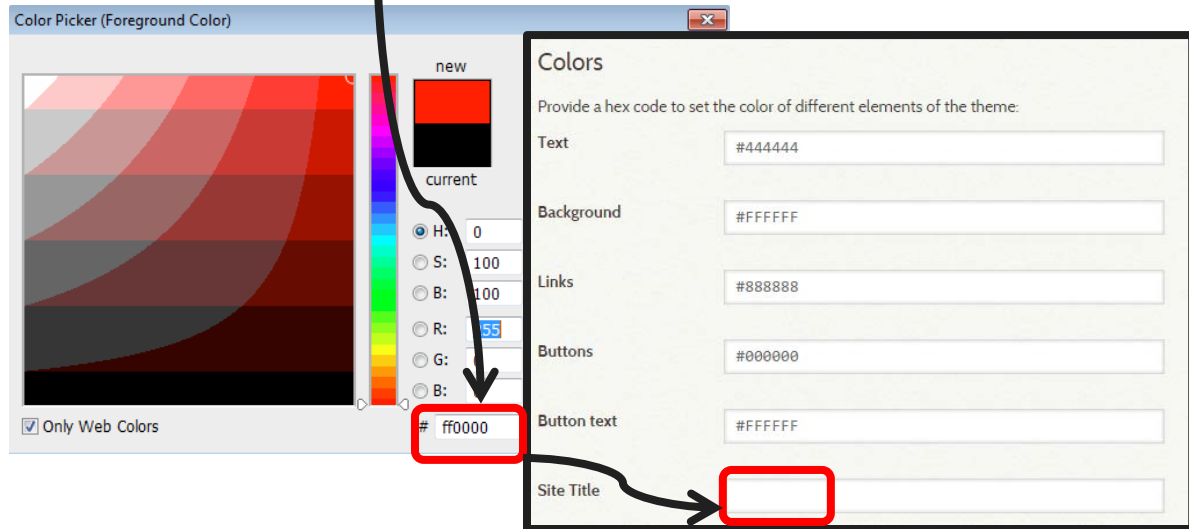
You will arrive at the Appearance > Themes page where you can customize your sites colors, header and footer, homepage features, and item display (these categories apply only to *Thanks, Roy*; customization options will differ in other themes).

Note that the Appearance > Themes page offers a sub-navigation bar to customize Themes (design), Navigation (site map), and Settings (image derivative sizes and display settings).

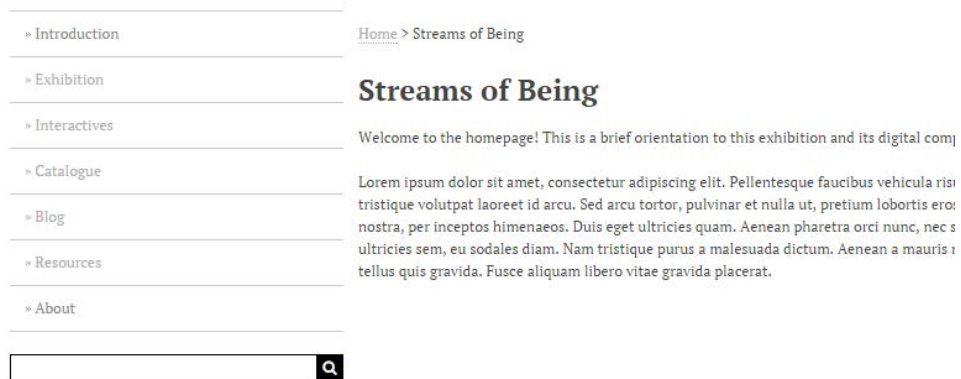


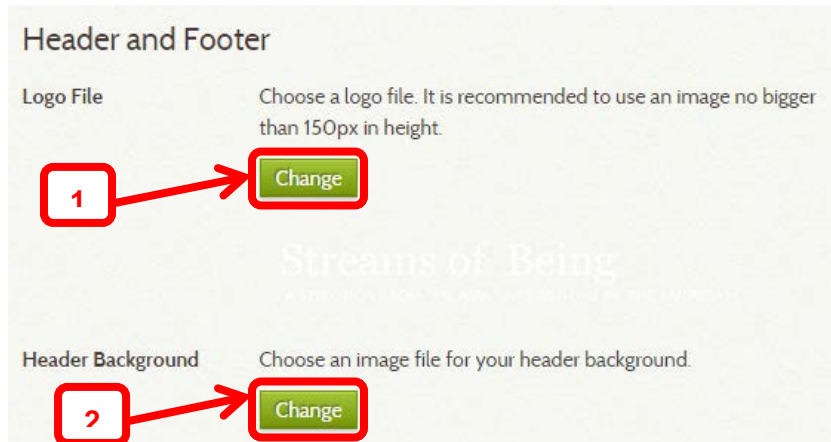
Start by configuring design on the Appearance > Themes page:

- Provide a hex code to set the color of different elements of the theme



- Design your site's header (or masthead banner) in two parts.





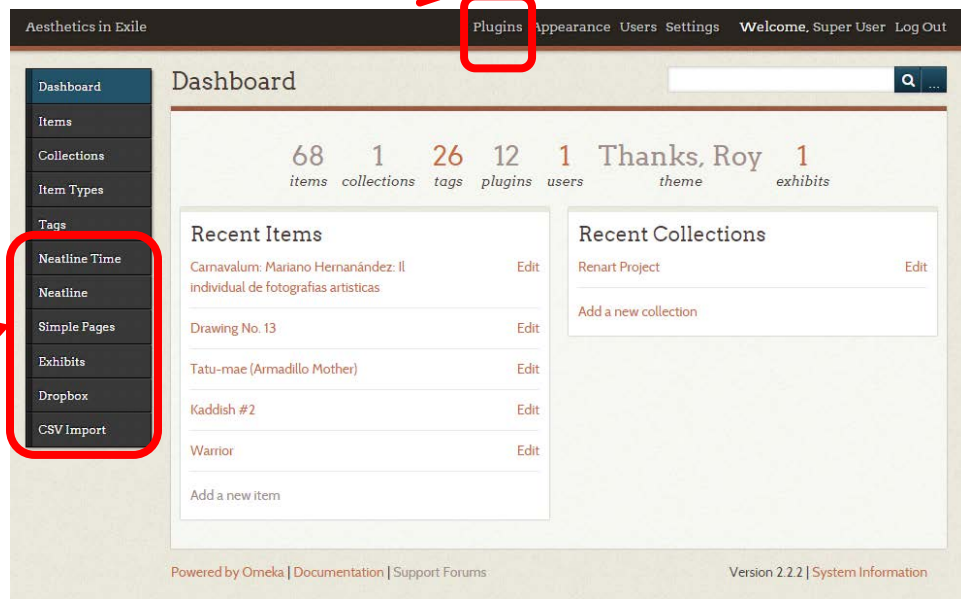
1. Upload your title graphic as 'Logo File'
>**Tip:** Prepare your title graphic in Photoshop on a transparent canvas that is 150 pixels high by a maximum of 970 pixels wide. Export as a .GIF file. Upload to Omeka.
>**Tip:** You can opt not to upload a 'Logo File.' Your site title will appear in its place.
2. Upload your banner as 'Header Background'
>**Tip:** Prepare your banner in Photoshop on a canvas that is 250 pixels high by 970 pixels wide. Export as a .JPEG file. Upload to Omeka.
>**Tip:** 'Logo File' dimensions affect 'Header Background' dimensions.

- **Identify plugins**

Task-specific plugins are essential to a serviceable Omeka site. Plugins are developed by users to meet specific project needs. Read about [Omeka-endorsed plugins](#), and select those most relevant to your project.

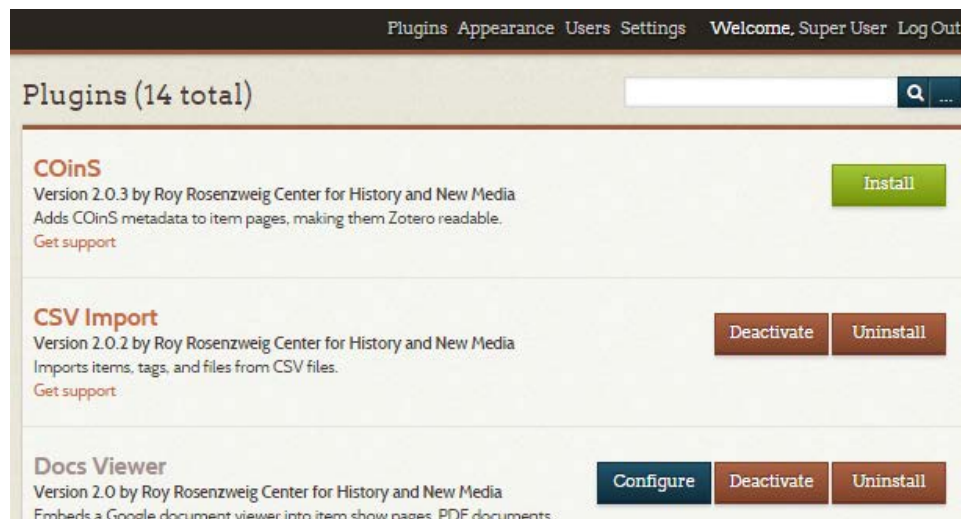
Send a list of plugins you would like to test to Quint for download.

Access and configure your plugins on the “Plugins” page linked in the top navigation bar of your dashboard.



You will see the plugins downloaded to your site listed on this page. Click Install and then Configure (not all plugins allow you to configure them).

>Tip: Take your time. Installing a long list of new plugins all at once can crash your site.



Once the plugin is installed, it will usually appear as a new button on your left navigation beneath the default navigation (Dashboard, Items, Collections, Item Types, Tags).

In a few cases, the plugin does not appear in the left navigation. Its functionality instead becomes apparent in the Plugins > Configure settings (e.g. Hide Elements) or on Item pages (e.g. DocsViewer, Social Bookmarking).

>Tip: Quick Guide to Plugins

BEST	WORST	USEFUL	WORTH A TRY
Simple Pages	Image Resize	DocsViewer	LOC Suggest
Exhibit Builder	Shortcode Carousel	Hide Elements	SharedShelf Link
CSV Import		Dropbox	
Neatline (w/ Waypoints + Simile)		Social Bookmarking	

>>Tip: Plugins are frequently released and re-released. Check back often, and be sure you're operating in the latest version of Omeka and its plugins.

>>WORST

- [Image Resize](#): This plugin repeatedly crashed our site.
- [Shortcode Carousel](#): The code is faulty and allows very limited customization.

>>BEST

- [Neatline](#) (+Neatline Waypoints, +NeatlineSIMILE): Adds a digital map-making environment that makes it easy to represent geospatial information as a collection of "records" plotted on a map or still image. You can bind these together into interactive exhibits with timelines and sequences to tell stories and make arguments.
>Tip: Scroll down to the **Guide to Neatline Plugin**, **Guide to Neatline's Waypoints**, and **Guide to Neatline's SIMILE Timeline** sections of this guide.
>Tip: Review [Haverford's Neatline Starter Site](#) and [Duke University's Neatline Guide](#).
- [Simple Pages](#): Allows you to design simple web pages for your public site. Simple Pages can be created and edited in HTML, allowing for images, links, formatted text, embedded slideshows, and videos.
>Tip: To customize your homepage, build it as a Simple Page. Visit Appearance > Navigation. Select your page from the "Select a Homepage" dropdown menu at right.
- [Exhibit Builder](#): This is your primary tool for building rich displays and interpretations of your items. Note that you cannot add items to more than one Collection; Exhibit Builder is the best way to present an item as part of multiple themes or groupings.
>Tip: The basic Exhibit landing page is very simple and cannot be customized in html. As you add pages to your exhibit, however, you will be able to select from three layout blocks (file with text, gallery, or text) and add as many layout blocks as you like to each page.

>**Tip:** Scroll down to the **Exhibit Builder section of this guide.**

- **CSV Import:** Allows administrators to import items from a simple CSV (comma separated value) file, and then map the CSV column data to multiple elements, files, and/or tags. Each row in the file represents metadata for a single item.
>**Tip:** When using this plugin, you may only import one item type (document, still image, sound, et al) at a time. You may perform multiple imports.
>**Tip:** If you specify permanent file URLs in a column, the importer will download and attach a file to each created item
>**Tip:** Watch tutorials on [preparing for CSV import](#) and [importing CSV files](#), review the [Haverford CSV Import Tutorial](#), and scroll down to the **CSV Import Quick Guide** below.
>**Tip:** Don't know what CSV is? Some useful links:
http://en.wikipedia.org/wiki/Comma-separated_values
<http://data.okfn.org/doc/csv>

>>USEFUL

- **Docs Viewer:** Embeds a Google document viewer into item show pages. PDF documents, PowerPoint presentations, TIFF files, and some Microsoft Word documents are supported.
- **Hide Elements:** This plugin lets administrators choose metadata elements to hide. Elements can separately be hidden from the edit form, display on the admin side, display on the public side, and the search form.
>**Tip:** The elements will be suppressed universally across your Omeka site and plugins.
- **Dropbox:** Use the Dropbox plugin to quickly add many items to your Omeka site, rather than uploading files individually. This plugin is not affiliated with the Dropbox file storage service.
>**Tip:** If the files you wish to upload as items to Omeka exist on the web with a stable URL, we recommend skipping Dropbox and including them as a column in your CSV Import. Using CSV Import will automatically associate each file with relevant metadata, a major time saver.
>**Tip:** To be available to the Dropbox plugin, files must first be uploaded to a server FTP by an admin (i.e. Quint)
- **Social Bookmarking:** Inserts a customizable list of social networking sites below each item or collection in your Omeka database.

>>WORTH A TRY (Caveat: we have not tested these plugins.)

- **Shared Shelf Link:** Allows Shared Shelf users to bulk publish image files and associated metadata to collections in Omeka, also creating unique items in the

archive for each file. Utilizing tools in Shared Shelf, a cloud-based image management platform created by ARTstor, metadata is mapped to Dublin Core from customizable schemas before publishing from Shared Shelf projects to an Omeka instance.

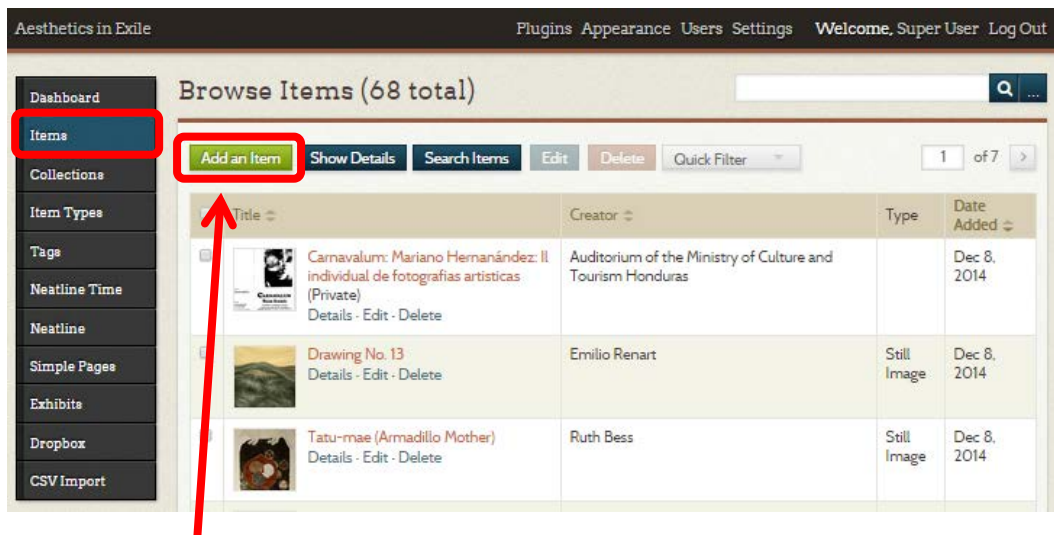
- **Library of Congress Suggest**: An autosuggest feature for Omeka metadata elements using the Library of Congress Authorities and Vocabularies service (<http://id.loc.gov>)

ITEMS + COLLECTIONS

Omeka is essentially a collections database management system (like a free version of [The Museum System](#) or [Mimsy XG](#) used by registrars in major museums). Omeka is best suited to projects dealing with objects—works of art or archival documents, for example—and their metadata (an expanded and more systematic version of ‘tombstone’ information about an artwork customarily listed in exhibition checklists and museum wall labels).

Omeka classifies each object as an ‘Item.’

Access and edit your Items in the left navigation bar of your dashboard:



Click the green ‘Add an Item’ button to add an Item.

>tip: Avoid adding items one-by-one with the CSV Import and/or Dropbox bulk file uploader.

Each Item record includes a sub-navigation bar, linking to forms for inputting that object's:

- 1** • **metadata** following the Dublin Core standard (Dublin Core elements include title, subject, description, creator, source, publisher, date, contributor, rights, relation, format, language, type, identifier, coverage)
>tip: Read the **CSV Import Quick Guide** below for further details.
- 2** • **type** (e.g. Still Image, Text, Moving Image) and type-specific metadata (for still images these include 'original format' and 'physical dimensions' aka 'medium' and 'dimensions' in art historical parlance)
- 3** • **files** (e.g. JPEG of the artwork, PDF of the text document)
>tip: each Item can include multiple files (e.g. if your Item is a painting, you might include an image of that painting along with scans of its commission records)
>tip: Though Omeka accepts files up to 50 MB in size, we find it inhospitable to TIFF files. Optimize your workflow by preparing JPEG files for all images you wish to upload to Omeka.
- 4** • **tags** (searchable keywords)

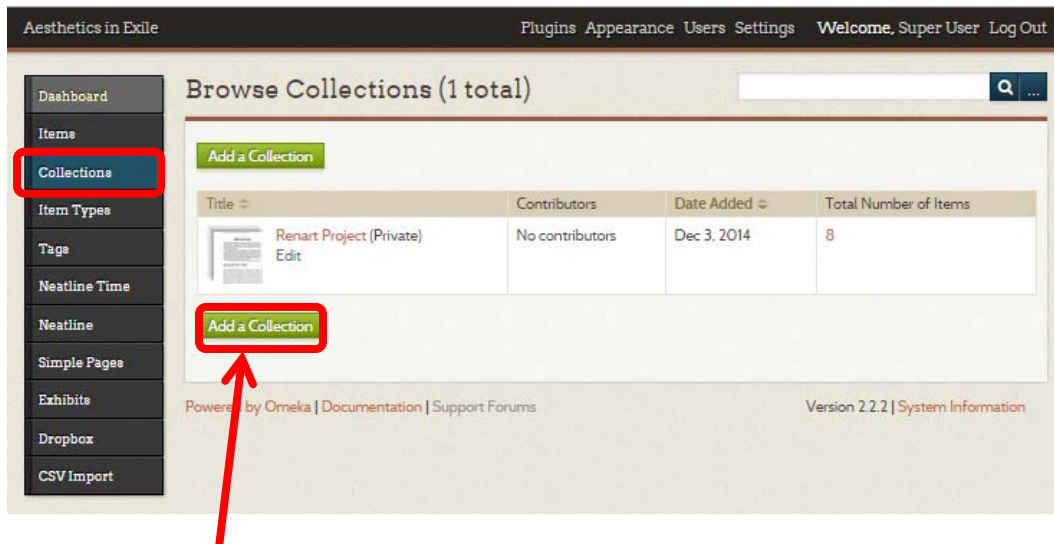
The screenshot shows the 'Add an Item' form in Omeka. The form has a sub-navigation bar with four tabs: 'Dublin Core' (labeled 1), 'Item Type Metadata' (labeled 2), 'Files' (labeled 3), and 'Tags' (labeled 4). The 'Dublin Core' tab is active, showing fields for 'Title' and 'Subject', each with an 'Add Input' button. To the right of the form is a 'Collection' dropdown menu (labeled 4) with a 'Select Below' option. A red box highlights the 'Collection' dropdown, and a red arrow points from a text box to it. The text box contains the following text: 'Check this box to set your item as Public in order to make it available in Exhibit Builder and on your public site. You can also choose to feature it (depending on homepage preferences).'

Items can be **grouped into existing Collections** using the dropdown menu at right.

>tip: Each item can be affiliated with one and only one Collection. The Items/Collections relationship follows the same logic as a physical object that can only exist in one place at a time.

>tip: Use the Exhibit Builder plugin for more flexible and visually-interesting Item groupings.

Access and edit your Collections in the left navigation bar of your dashboard:



Click the green 'Add a Collection' button to add a Collection.

DUBLIN CORE, CSV, AND UPLOADING ITEMS IN BULK

If you have selected Omeka as the best platform for your project, you are more than likely planning to host, interpret, and present a collection of artworks and/or archival materials.

You can save valuable time by preparing your Items—including files and metadata—as a spreadsheet, and uploading them all at once using the CSV Import plugin.

It may be helpful to begin by familiarizing yourself with the basics of CSV (comma separated values) and of the Dublin Core metadata standard (and related vocabularies):

- [CSV on Wikipedia](#), [CSV on Data.OKFN.org](#)
- [Dublin Core data standards, terms, and definitions](#)
- [Getty Vocabularies](#) + [Library of Congress Subject Headings](#)
Standards used to populate fields like "Subject" and "Coverage" in Dublin Core

Dublin Core is a widely used, standardized (yet relatively flexible) system for describing a resource or record with a set of defined attributes or elements.

Omeka integrates the Dublin Core standard, allowing you to define each Item in terms of the following elements: title, subject, description, creator, source, publisher, date, contributor, rights, relation, format, language, type, identifier, coverage

Each element can be interpreted variously. Read [Omeka's suggestions](#), and think about which elements are important to your project. We recommend being as comprehensive as possible.

>tip: For an Omeka site featuring a collection of artworks, we developed a checklist of artworks according to the Dublin Core standard interpreted as follows:

- **title** – artwork title
- **subject** – we selected the most appropriate string of terms related to our project's chronology, geography, and topic from the [Library of Congress Subject Headings](#) (in our case: "Arts, Latin American--20th century")
- **description** – we included brief interpretive entries for select Items (leaving the rest blank)
- **creator** – artist name (with consistent syntax, e.g. "Last name, First name")
- **source** – citation for the publication from which the image reproduction is sourced, in our case a museum website
- **publisher** – we left this field blank
- **date** – creation date of artwork
- **contributor** – we left this field blank
- **rights** – credit line for image/artwork, including copyright, collection, and donor information
- **relation** – our project grouped artworks in terms of four themes, each defined by a keyword, with which we populated this field
- **format** – file format, in our case mostly JPEGs
- **language** – we left this field blank
- **type** – choose from Omeka's [Item Types](#), in our case mostly Still Images
- **identifier** – we left this blank
- **coverage** – nation where artwork was created

CSV (comma separate values) refers to a tabular, text-based (and very useful) way of organizing and storing information. Imagine a simple spreadsheet in which each row represents a single record (an Item or an object on Omeka) and each column represents a discrete type of information in that record. Where an element of information is not available (or of interest) for a particular record, that cell is simply left blank.

>Tip: Each column must have the same number of rows and each row must have the same number of columns (in other words, do not split or merge cells).

>Tip: Right-click your .CSV file and open it in Notepad to see the plaintext .CSV syntax.

CSV Import Quick Guide

- Compile a spreadsheet in Excel (or spreadsheet software of your choice) with a row for each of your Items and a column for each Dublin Core informational element. Save as a .CSV file. **(download CSV basic template)**
 - >Tip:** Build separate spreadsheets for each Item Type.
 - >Tip:** CSV preparation guides on the web will typically instruct you to place quotation marks around any field containing commas (e.g. a title such as, "Étant donnés (Given: 1 The Waterfall, 2. The Illuminating Gas, French: Étant donnés: 1° la chute d'eau / 2° le gaz

d'éclairage)"). This step is not necessary with Omeka's CSV Import plugin and will result in unwanted quotation marks in your data.

- **FILE URLS:** If your files exist online with a stable URL, the CSV Import plugin will download them and attach them to Items in Omeka, mapped to affiliated metadata. Include an additional column in your spreadsheet for each file you wish to upload to your records. Populate this column with the file's URL.
>Tip: If your files do not exist online, upload them in bulk using the Dropbox plugin (with Quint's help). Each Item's "File Metadata," visible at right on the Item's public page, can serve as a stable URL in your CSV Import. After the CSV Import uploads the file and its associated metadata, you can delete the Items uploaded (without metadata) via Dropbox.
- **TYPE-SPECIFIC FIELDS:** Each Item Type generates additional data fields in Omeka, which you can also include as columns in your CSV Import. Still Images, for example, offer fields for 'original format' and 'physical dimensions,' Include a separate column for each of these fields. (**download CSV Still Image template**)
- **TAGS:** You can bulk upload tags to your Items using the CSV Import plugin, as well. Simply include a column with tag words separated by commas.
- Click 'CSV Import' in the left navigation of your dashboard. On the CSV Import page, click 'Choose File' and select your .CSV spreadsheet for upload. Check the box to 'Automap Column Names to Elements.' Choose your Item Type from the dropdown menu. Click the box to make all Items public. Click the green 'Next' button.

The screenshot shows the Omeka CSV Import interface. The left sidebar contains a navigation menu with items: Dashboard, Items, Collections, Item Types, Tags, Neatline Time, Neatline, Simple Pages, Exhibits, Dropbox, and CSV Import. The 'CSV Import' item is highlighted with a red box and labeled with a red '1'. The main content area is titled 'CSV Import' and has two tabs: 'Import Items' (active) and 'Status'. Below the tabs is the heading 'Step 1: Select File and Item Settings'. The form contains several fields: 'Upload CSV File*' with a 'Choose File' button (labeled with a red '2'), 'Use an export from Omeka CSV Report' with an unchecked checkbox, 'Automap Column Names to Elements' with a checked checkbox (labeled with a red '3'), 'Select Item Type' with a dropdown menu (labeled with a red '4'), 'Select Collection' with a dropdown menu, and 'Make All Items Public?' with an unchecked checkbox (labeled with a red '5'). A red arrow points from the 'Choose File' button to the 'Automap Column Names to Elements' checkbox. Below the main form is a smaller section titled 'CSV Import' with a message 'Import settings expired. Please try again.' and the heading 'Step 1: Select File and Item Settings'.

>tip: If an error message appears indicating that import settings have expired, you may be experiencing a browser issue (try Firefox instead of Chrome). Symbols (e.g. ©, |) and foreign language accents (e.g. ñ, á) in your data can also cause this issue; deleting the accents from your spreadsheet and manually reentering them to Omeka Items pages is our imperfect solution.

- Next, each column from your spreadsheet will appear in a list, which you can map to a Dublin Core element or define as a tag or file.

CSV Import

Import Items Status

Step 2: Map Columns To Elements, Tags, or Files

	Example from CSV File	Map To Element	Use HTML?	Tags?	Files?
Permanent File URL	"http://www.artmuseumoftheamericas.org/collectio..."	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title	"(Rider)"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject	"Arts, Latin American--20th century"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description	"Raino"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creator	"Marcelo Grassman"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source	""	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publisher	""	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date	"1957"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributor	""	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights	""	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relation	"ANIMALIC"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format	"JPEG"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language	""	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type	"Still Image"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original Format	"pen and ink on paper"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions	"13 7/8 x 19 1/2 in."	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifier	""	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coverage	"Brazil"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tags	"South America, 1950s, Ink, Drawing"	Select Below ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Import CSV File

Use the 'Tags?' and 'Files?' checkboxes to map your tags and permanent file URLs. For these columns, do **not** select an element from the 'Map to Element' dropdown menu.

Match each Dublin Core element to the appropriate element from the 'Map to Element' dropdown menu. Check the 'Use HTML?' box to enable custom formatting on your Item pages.

- Click the green 'Import CSV File' button, and refresh the status page until it indicates the import is complete.

>**tip:** Delete items from an import *en masse* by clicking 'Undo Import' on the status page.

EXHIBIT BUILDER

Once you have uploaded your Items and mapped their metadata, you are ready to build an exhibit. Click 'Exhibits' on the left navigation of your dashboard, and then the green 'Add an Exhibit' button.



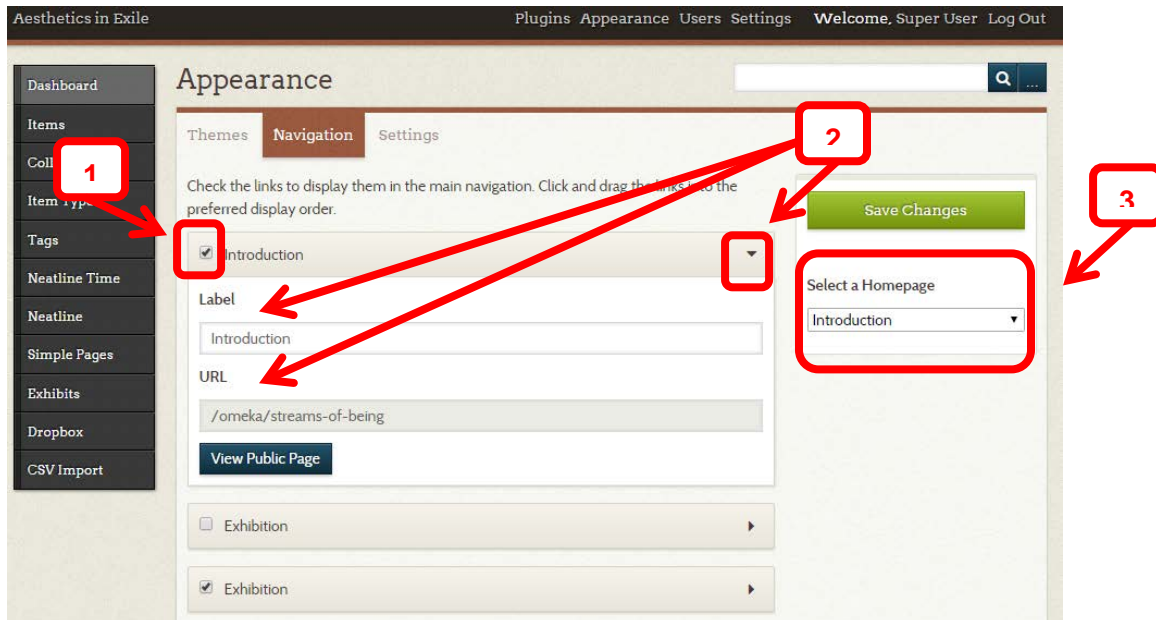
- On the Add Exhibit page, define your exhibit's metadata, including title, slug (the name of the keyword segment for this page's URL), credits, description, and tags. You can select a different theme for your Exhibit than for your overall Omeka site, though we recommend keeping the 'Current Public Theme.'
- Adding Pages to your Exhibit is where the magic happens. Exhibit pages are attractive and customizable. Click the green 'Add Page' button, and you will find that you have three layout choices for your content blocks:
 - **gallery of thumbnails** with optional captions
 - *adding a text block forces the thumbnails into a two-column, vertical format
 - *if you want your gallery to fill the entire width of the page, leave text box blank and toggle to 'layout options' to select "no showcase file"
 - **file with text** allows you to feature a single image alongside text
 - *toggle to 'layout options' to align the image left or right and to display it thumbnail, square, or full size
 - **text only**
- Each page can be built out of **multiple layout blocks**. Select your preferred layout, then click the green 'Add new content block' button. Add items, captions, text, and configure layout options per your preferences. Save your changes using the green 'Save' button at upper right. Scroll to the bottom of the page and begin again by selecting another layout. Drag and drop the layout blocks into any order.

- The Exhibit landing page is fairly static as it cannot be designed in HTML. It also requires the user to click through multiple pages before accessing the meat of the Exhibit. We recommend building an Exhibit landing page using the Simple Pages plugin with embedded links to the Exhibit Builder sub-pages. You can suppress the Exhibit Builder default page in the site navigation and replace it with your custom Simple Page.

SITE NAVIGATION

Visit the Appearance > Navigation page to customize the navigation for your public page. Items, Collections, and About pages, as well as any custom pages you build with Simple Pages or Neatline will appear in a list.

- 1 • Use the checkbox next to the page name to suppress or include it in your public navigation
- 2 • Click the arrow beside each page name to expand a form in which you can customize the page's label and slug
 - Drag and drop the pages into your preferred order
- 3 • Select a homepage from the dropdown menu at right (we recommend building a custom homepage in Simple Pages)
 - Be sure to save your changes with the green 'Save Changes' button!



SIMPLE PAGES

Simple Pages is an easy-to-use plugin that allows you to build custom pages within Omeka. It's a great and easy option for text-only pages, but is also relatively simple to customize, adjust formatting and add things like images and links. It's especially good for creating custom homepages.

First, you'll need to **install and activate the Simple Pages plugin**. It will then appear on your dashboard sidebar.

The screenshot shows the Omeka dashboard with the title "Gods, Saints, and Heroes: An Art History Resource". The top navigation bar includes "Plugins", "Appearance", "Users", "Settings", "Welcome, Super User", and "Log Out". A red arrow points to the "Plugins" link. The left sidebar contains a menu with "Dashboard", "Items", "Collections", "Item Types", "Tags", "Neatline", and "Simple Pages" (which is circled in red). The main content area is titled "Plugins (7 total)" and lists two plugins: "COinS" (Version 2.0.3) and "Exhibit Builder" (Version 3.2). Below these, the "Simple Pages" plugin (Version 3.0.5) is shown with "Configure", "Deactivate", and "Uninstall" buttons.

Enter Simple Pages, and create a new page by clicking on **"Add a Page."** In the future, click **"Edit"** below the page name to add to your page.

The screenshot shows the "Simple Pages | Browse" interface. The left sidebar has "Simple Pages" selected. The main content area has tabs for "List View" and "Hierarchy View". A green "Add a Page" button is circled in red. Below it is a table with the following data:

Title	Slug	Last Modified
About	about	SaintsRUs on 11/20/15, 5:37 PM
Homepage	homepage	SaintsRUs on 12/2/15, 4:13 PM

Red arrows point to the "Add a Page" button and the "Edit" link under the "About" page title.

You will need to enter a **name** for your page (which will automatically be written at the top of your simple page) and a **slug** (which will follow “omeka” in the site URL). Click “**Save Changes**” to create the site.

Simple Pages | Edit "Further Resources"

This page was created by SaintsRUs on 9/23/15, 2:48 PM, and last modified by SaintsRUs on 12/2/15, 9:14 AM.

Title* Name and heading for the page (required)

Further Resources

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.

further-resources

Save Changes

View Public Page

Delete

Parent

At the most basic, you can add just plain text to your page, by adding it to the text box.

Simple Pages | Add Page

Title* Name and heading for the page (required)

sample

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.

sample

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](#).

Sample

Sample text. Text goes here. Sample text. Text goes here.
Sample text. Text goes here. Sample text. Text goes here.
Sample text. Text goes here. Sample text. Text goes here.
Sample text. Text goes here. Sample text. Text goes here.
Sample text. Text goes here. Sample text. Text goes here.
Sample text. Text goes here. Sample text. Text goes here.
Sample text. Text goes here.

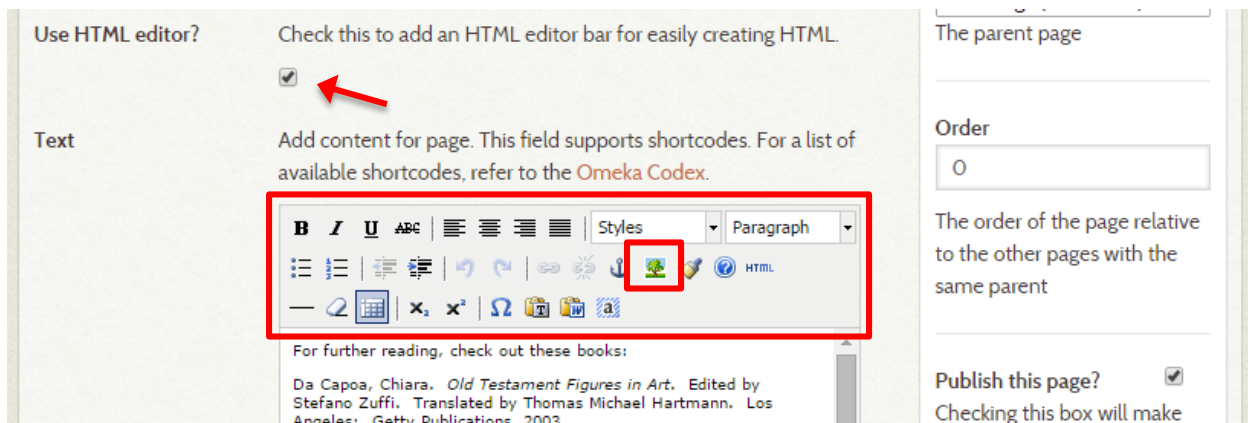
Save Changes

Parent Main Page (No Parent) ▼
The parent page

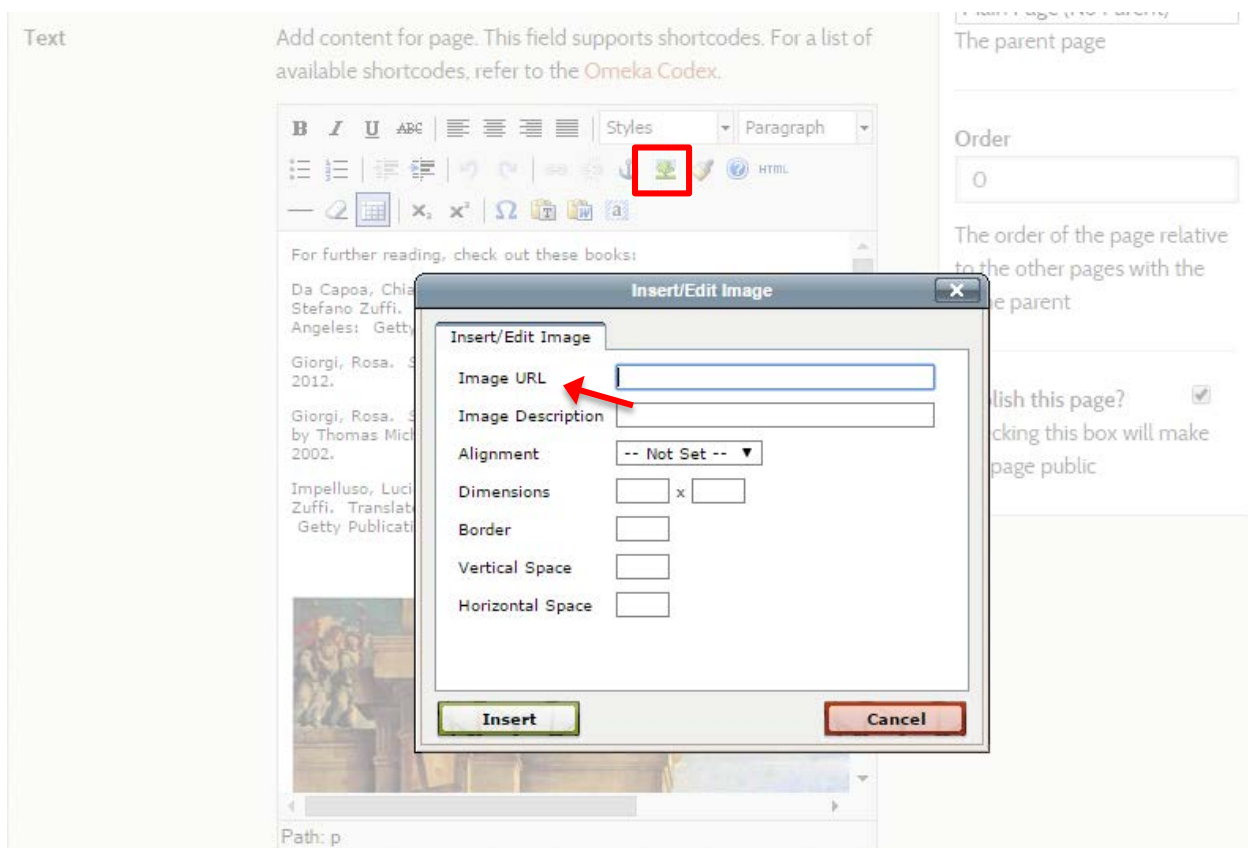
Order 0
The order of the page relative to the other pages with the same parent

Publish this page? ☐
Checking this box will make the page public

To do anything more than plain text, you will need to enable the **HTML editor**, by checking that box. This allows you to do standard functions like bold, italics, underline, paragraph spacing and alignment, and more.



You can also easily add images this way, by clicking on the button that resembles a tree (noted above). In the “**Insert/Edit Image**” window, you need to add an image URL. You cannot upload a file—it has to be an image already online. Be sure to select an image that is not likely to be removed. It can, however, be something you are already hosting on Omeka, such as an image stored as an item. You do not need to fill in the other boxes, although you might want to.



You can either input specific dimensions, or manually change the size by dragging the corners.

Text

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

B *I* U ABC [List Icons] [Link Icon] [Image Icon] [HTML Icon]

Path: center » h6 » img

The parent page

Order

0

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

When you are done, save the page. You can get to the public version of the page by either hitting **“View Public Page”** under the “Save” button, or **clicking on the page’s name** (ex. About) under the Simple Pages list.

12/2/15, 9:14 AM.

Save Changes

View Public Page

Delete

Parent

Dashboard

Items

Collections

Item Types

Tags

Neatline

Simple Pages

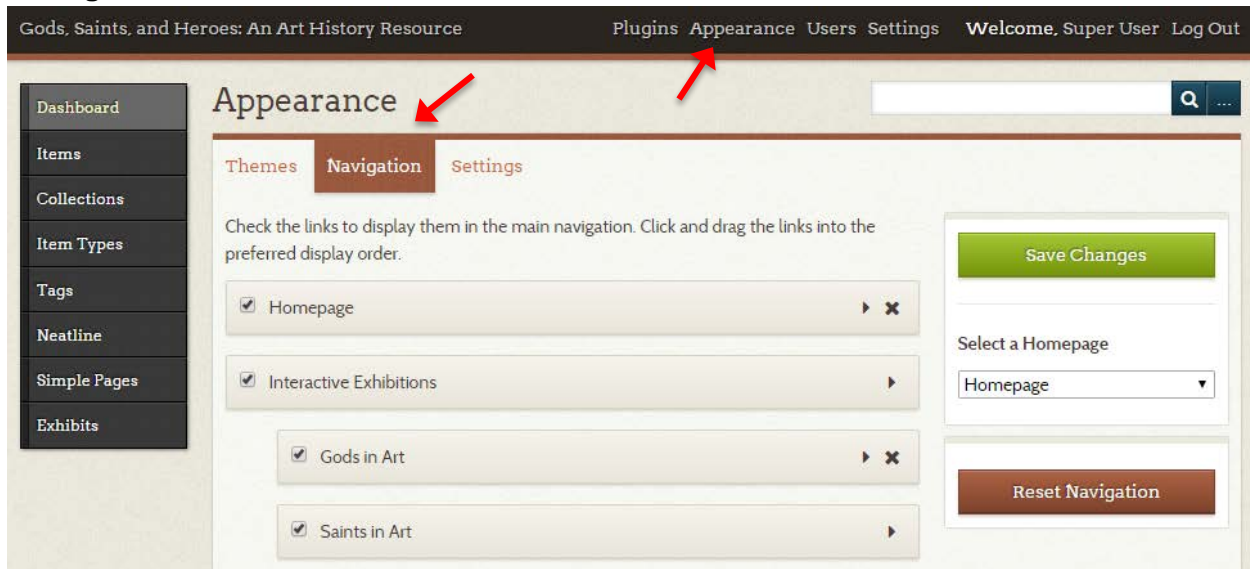
Simple Pages | Browse

List View Hierarchy View

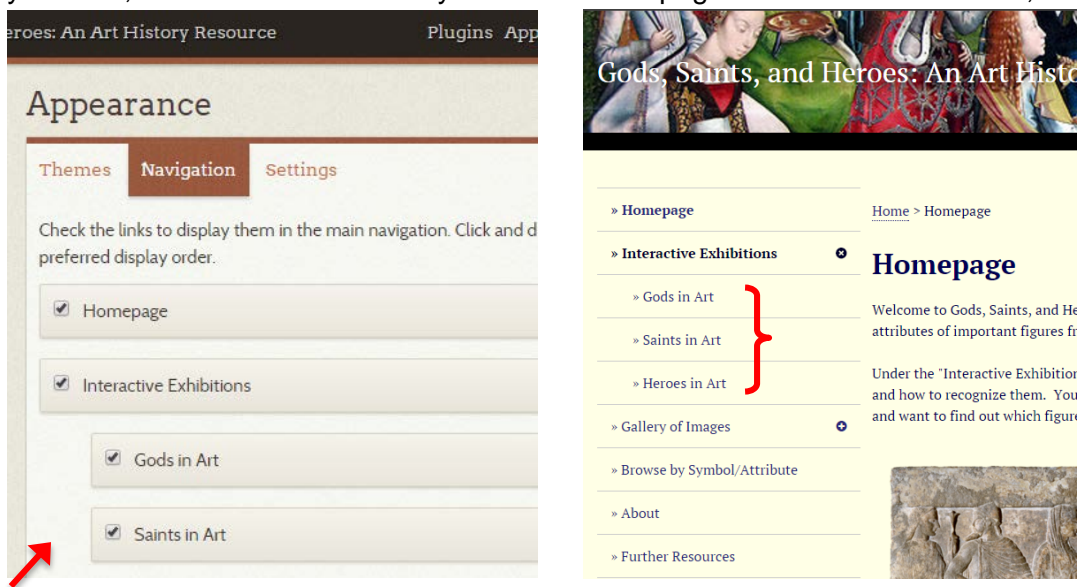
Add a Page

Title	Slug
About	about
Homepage	home

You will also need to make your page accessible. To do this, go to **“Appearance”** and **“Navigation.”**



Here you will find all the page links that appear in your Omeka page's navigation sidebar (or possibly tabs, depending on what theme you are using). You can drag them into whatever order you want, and can indent them if you want certain pages to nest under another, like below.



You will need to create a new entry for your simple page. Under “**Add a Link to the Navigation**” at the bottom, add a **label** and **URL**. The label will appear in the navigation sidebar. It doesn’t have to be the same as the page, but it is a good idea. The URL is the slug you made when you created the page. You can put the entire URL, or just “**/omeka/name**” (as can be seen below). Finish by clicking “Add Link” and then minimize by clicking the small arrow in the upper right corner. You can now drag this page into the correct order.

The screenshot shows two sections of the Omeka interface. The top section, titled 'Further Resources', has a checked checkbox and a text input field containing 'Further Resources'. Below it is a 'URL' field containing '/omeka/further-resources'. A red arrow points to a small downward arrow in the top right corner of this section. The bottom section, titled 'Add a Link to the Navigation', has two empty text input fields for 'Label' and 'URL'. A red box highlights these two fields. Below them is an 'Add Link' button, which is pointed to by a red arrow.

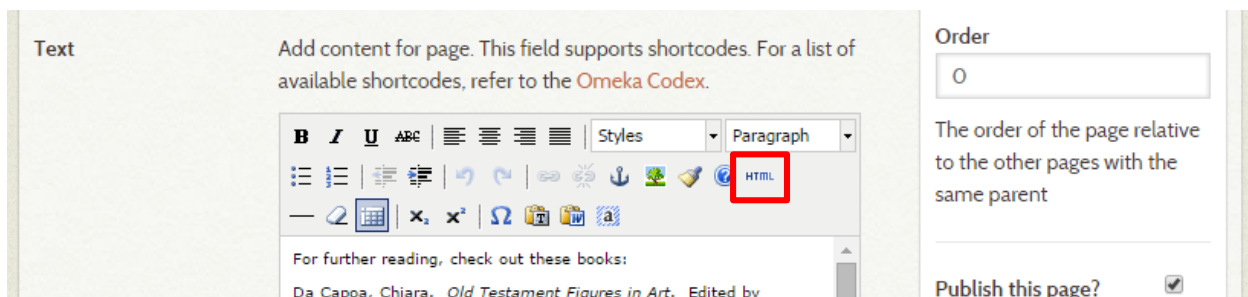
There may be pre-set pages you do not want to use. You can block any pages from showing up by unchecking the box on the left.

The screenshot shows three sections of the Omeka interface. Each section has a checkbox on the left and a right-pointing arrow on the right. The first section is 'Browse Items', the second is 'Browse Collections', and the third is 'Neatline'. A red arrow points to the checkbox next to 'Browse Items'.

You can also do a lot more with simple pages, some involving some basic HTML coding. You might want to do this to create a landing page that leads visitors to various aspects of your site. For example, the automatic organization for multiple Neatline exhibits is neither visually appealing nor user-friendly (see below, left), so you might want to suppress this page (by unchecking the box in the navigation menu, as seen above) and make a simple page with links that leads you to your Neatline exhibits instead (see below, right).



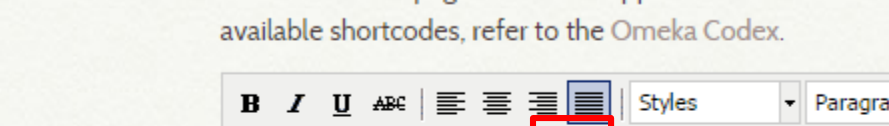
In order to make a page like this, you may need to write simple HTML code. You can use a blend of written code and automatic coding by editing in the text box (after inputting some code) to get the desired effect. To input your code, click the **HTML** button.



[illegible][illegible]

Text

Add content for page. This field supports shortcodes. For a list of available shortcodes, refer to the Omeka Codex.



Gods:

[Aegis](#) [anvil](#) [apple](#) [armor](#) [arrow](#) [athletic](#) [beard](#) [beautiful](#)
[blindfold](#) [bow](#) [breastplate](#) [Caduceus](#) [cape](#) [Cerberus](#)
[chariot](#) [cock](#) [conch shell](#) [cornucopia](#) [crescent moon](#) [crown](#)

If you are making many similar links (for instance, a page of tags, as seen above), this can also be achieved with simple coding (quicker than manually adding links for every entry). The basic code for a link is as follows:

```
<a href="your URL">Link Text</a>
```

An example might look like this:

```
<a href="http://arthistoryguide.artinterp.org/omeka/items/browse?tags=shield">shield</a>
```

Spaces between links can either be added manually in the text box, or with the simple code “ ”. Thus, you could have a series of links together with a code that looks like this:

```
<a href="http://arthistoryguide.artinterp.org/omeka/items/browse?tags=dove">dove</a>&nbsp;
&nbsp;<a href="http://arthistoryguide.artinterp.org/omeka/items/browse?tags=dragon">dragon</a>&nbsp;
; &nbsp;<a href="http://arthistoryguide.artinterp.org/omeka/items/browse?tags=eagle">eagle</a>&nbsp;
&nbsp;<a href="http://arthistoryguide.artinterp.org/omeka/items/browse?tags=elegantly+dressed">elega
ntly dressed</a>&nbsp; &nbsp;<a href="http://arthistoryguide.artinterp.org/omeka/items/browse?tags=enclosed+garden">enclos
ed garden</a>&nbsp; &nbsp;<a href="http://arthistoryguide.artinterp.org/omeka/items/browse?tags=Evangelist">Evangelist</a>
>&nbsp; &nbsp;
```

Since these codes all have similar URLs, it is much quicker to write simple code than manually link every entry, by copy and pasting just one section and only changing the parts in bold above. Coding can also be helpful to create image links—a more visually appealing way to display lists of links. The code for an image link is as follows:

```
<a href="destination URL" target="_blank">  </a>
```

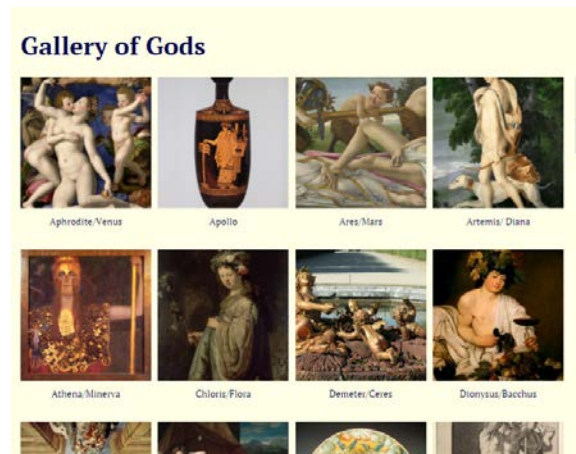
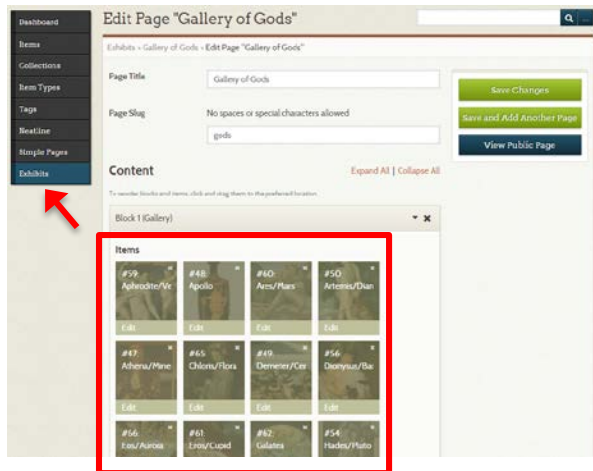
An example might look like this:

```
<a href="http://arthistoryguide.artinterp.org/omeka/neatline/show/peter-martyr"
target="_blank">  </a>
```

Images can be found anywhere online, but be sure to pick something that will not be removed. You can also use an image from your own Omeka site. Image links can be resized and formatted much like normal images in simple pages.

You can add a border or change the width in the code, but for a plain thumbnail leave them at “none” and “100%”.

Coding to create a **thumbnail gallery** is slightly more complex. First and foremost, you will need a URL for a thumbnail version of your image. One option is to use thumbnails for **Omeka Exhibition galleries**. You can create a gallery out of Omeka items (below, left) and it will automatically format a page with image thumbnails (below, right). You can then copy the thumbnail URL and input it into your code.



Adding captions requires more complicated code. However, you can instead manually input captions in the textbox, and add spaces through trial and error until they line up. You can also use this sample code for two four-image rows of thumbnails (duplicating if necessary), filling in the relevant URLs and captions and adjusting the spaces as needed:

```
<address><a href="destination URL 1" target="_blank">  </a>&nbsp;&nbsp;&nbsp;&nbsp;
```

```
<address><a href="destination URL 2" target="_blank">  </a>&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;
```

```
<address><a href="destination URL 3" target="_blank">  </a>&nbsp;&nbsp;&nbsp;&nbsp;
```

```
<a href="destination URL 4" target="_blank"><br /></a>
```

Caption 1

 Caption 2

 Caption 3
 Caption 4
</address><address> </address>

```
<address><a href="destination URL 5" target="_blank">  </a>&nbsp;&nbsp;&nbsp;&nbsp;&
```

```
<address><a href="destination URL 6" target="_blank">  </a>&nbsp;&nbsp;&nbsp;&nbsp;&
```

```
<address><a href="destination URL 7" target="_blank">  </a>&nbsp;&nbsp;&nbsp;&nbsp;&
```

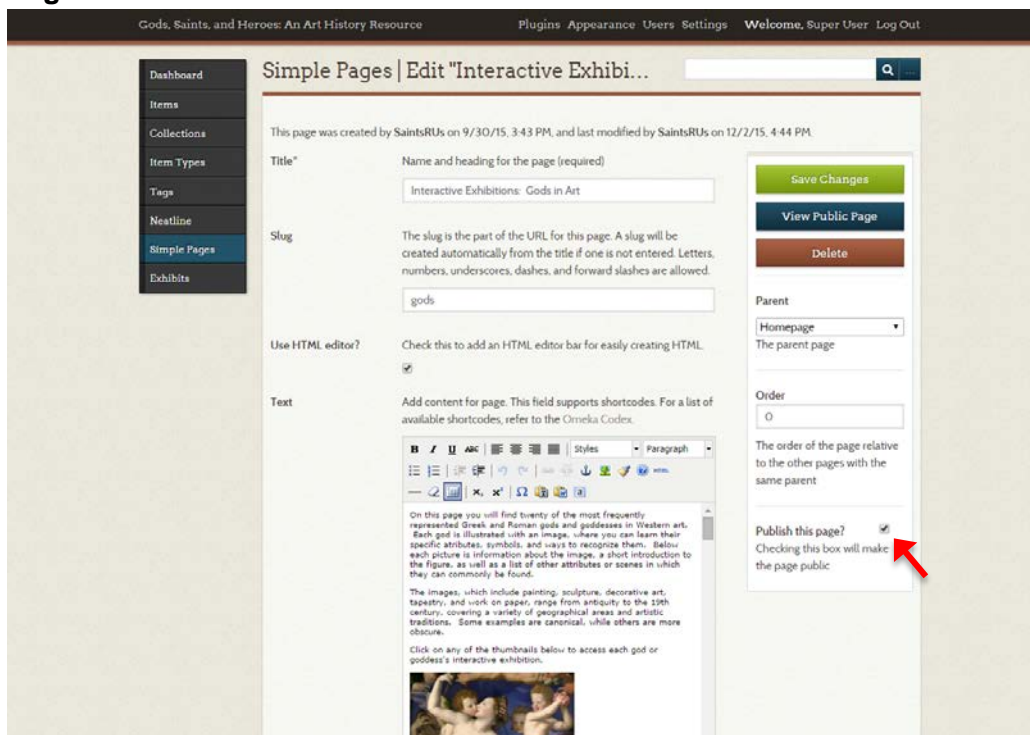
```
<a href="destination URL 8" target="_blank"><br /></a>
```

[illegible]

You can add text at the top using the textbox, and will end up with something that resembles this:



Finally, when you are finished, be sure to make your site public, by clicking the “Publish This Page?” box.



NEATLINE

The Neatline plugin offers an interpretive lens through which to understand art objects, archival documents, and so on. Using Neatline's annotation tools, you can create translucent outlines around particularly suggestive details of the base image. As users interact with the annotations, they will discover related image and media files that provide supplementary details and interpretive clues. You can also embed long-format texts about the specific context about the piece you are working with. Neatline can be used to craft sophisticated and nuanced narratives about the objects.

Some examples of the kinds of projects that lend themselves to Neatline:

- A geographic and institutional map of 20th-century literary theory. We tend to identify clusters of literary critics with universities, cities, and countries – the Yale school, Russian formalism, Marxism and the Frankfurt School, etc. You want to plot the institutional affiliations and career arcs of ~100 prominent 20th century literary theorists, grouped by critical school, to explore to what extent the real-world locations and temporal overlaps of various critics do or do not correspond with the conceptual connections that emerge in their work. Use Neatline's map and timeline features, and import relevant pieces of evidence into Omeka.
- An in-depth look at the signatories of the *Declaration of Independence*. You want to create an interactive exhibit that “attaches” biographic information about the signatories on the *Declaration of Independence* to a high-resolution image of the actual document. Neatline's annotation tools make it possible to draw precise, translucent outlines around the signatures on the document, and to interactively display long-format biographies and pictures, stored in Omeka, as your users interact with your annotations.
- An interactive narrative of the early British Mount Everest expeditions. Did George Mallory and Andrew Irvine make it to the summit on June 8, 1924? Use contemporary satellite imagery, built into Neatline. as you create a map showing the climbing lines that the parties followed on their summit attempts, the conjectured routes that Mallory may have taken, and the location of his body when it was discovered in 1999. The phases of the climb can be plotted as spans on the timeline, and minute-by-minute accounts from the Odell diaries, brought into Omeka as discrete objects, can be captured as points on the map and timeline.
- A visualization of the movements of characters and concepts in *The Tempest*. Shakespeare's play takes place in an indeterminate aesthetic space, an island outside the moving world — and yet the literal, spatial movements of its characters are described in significant detail. You can draw and scan your own map, or import a Renaissance-era map of an island in the Mediterranean (or the West Indies, or the Caribbean) to create a speculative, playful plotting of the spatial dimension of the text — Prospero's lair, the shipwreck, the carousing of Caliban and Trinculo, Ariel's errands, and the journey back to Italy.

Before getting started, explore [visual examples of Neatline projects](#). Think about what kind of story you are telling. What is your thesis and will it be further illuminated by Neatline? Think critically about your methodological approach. Although Neatline can be a powerful way to communicate complex narratives, it may not be right for your project.

GUIDE TO THE NEATLINE PLUGIN

Click 'Neatline' on the left navigation of your dashboard (IMPORANT the Neatline plugin must be downloaded and installed before it will appear on the left menu).

Click 'Create an Exhibit' (your Neatline = an exhibit).

The screenshot shows the Omeka dashboard with the 'Neatline' plugin installed. The left sidebar contains a navigation menu with 'Neatline' highlighted. The main content area is titled 'Neatline | Browse Exhibits' and features a 'Create an Exhibit' button. Below this is a table listing existing exhibits.

Exhibit	Created	# Items	Public
Visualizing Space, Representing Place Public View · Fullscreen View · Exhibit Settings · Import Items · Delete	Nov 18, 2014	2	No
Bio Cosmos: Emilio Renart's Sci Fi Sculptures Public View · Fullscreen View · Exhibit Settings · Import Items · Delete	Nov 18, 2014	2	Yes
Untitled Test Public View · Fullscreen View · Exhibit Settings · Import Items · Delete	Oct 30, 2014	4	Yes

At the bottom of the dashboard, it says 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.2.2 | System Information'.

Title your Neatline and make it public by checking the 'Public' box. You might also want to fill in the 'URL SLUG' which is a unique string used to form the public-facing URL for the exhibit which can contain letters, numbers, and hyphens. If you want to add a description to accompany your Neatline, do so in the 'Narrative' textbox. This text will appear below the background image you choose for your Neatline. Click the 'Save Exhibit' button at the bottom of the page.

The screenshot shows the 'Neatline | Create an Exhibit' form. It has three main sections: 'Title*', 'URL Slug*', and 'Narrative'. Each section has a description and a text input field. The 'Narrative' section includes a rich text editor with various formatting tools.

Title* A top-level heading for the exhibit, displayed in the page header in the public view for the exhibit.

URL Slug* A unique string used to form the public-facing URL for the exhibit. Can contain letters, numbers, and hyphens.

Narrative A long-format prose narrative to accompany exhibit.


The rich text editor includes tools for: Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, Link, Unlink, Source, Bold, Italic, Strikethrough, Text Color, Background Color, Indent, Outdent, and a Help button.

From the dashboard, click 'Neatline' on the left navigation, then click your Neatline's title.

You must now decide whether you want your background image to be a still image (of a painting, sculpture, etc) or a map. If you chose to use a still image, you must have a stable link to that image. Copy the URL into the 'Image Layer' field and hit save.

>tip: Add the image to Omeka as an Item and pull the URL from the Item page.

>tip: If you wish to work with a map as your base layer, scroll down to the Neatline Waypoints/SIMILE section of this guide.

Widgets	Select the user-interface widgets available in the exhibit. <input type="text" value="Select one or more widgets"/>
Enabled Spatial Layers	Choose the collection of spatial layers that should be available in the layer picker widget. <input type="text" value="Select one or more layers"/>
Default Spatial Layer*	Select which of the spatial layers should be visible by default when the exhibit starts. <input type="text" value="OpenStreetMap"/>
Image Layer	To use a static image as the base layer of the exhibit, enter the web-accessible location of the image.  <input type="text"/>
Zoom Levels*	Enter the number of zoom levels available for the static image. <input type="text" value="20"/>

In the Neatline Editor, click 'Styles' in the top navigation. Navigate/zoom into the map to the region you want your Neatline to display by default when it opens. Beneath 'Default Map Zoom,' click "Use Current Viewport as Default." Click 'Save.'

← Back to Omeka
Untitled Test

Records Styles

Stylesheet

Default Map Focus
798.25,49.375

Default Map Zoom
3

Use Current Viewport as Default

Save

Create a Record

Neatline records are pop-up windows within an exhibit that can contain text, images, videos, event 3D models. They are accessed within the exhibit via hotspots overlaid on the map/image layer or timeline. You can create as many records as you'd like.

In the Neatline Editor, under the Records menu, click 'New Record.'

← Back to Omeka
Untitled Test

Records Styles

Search

New Record

Marx and Me Testing the PDF viewer in
neatline

Fill in the Title, and add some descriptive text in the Body. Click "Save".

SLUG:

The slug is a plain-text identifier for the record - think of it as a human-readable ID that can be used to reference the record from other locations. For example, in the Neatline Text plugin - which makes it possible to connect text documents with Neatline exhibits - individual words or sentences can be linked to Neatline records by including the record slugs in the HTML markup. For example, if the text included something like:

```
<span data-neatline-  
slug="paris">Paris</span>
```

If you had a record in your Neatline exhibit with the slug 'paris', the "Paris" document would be interactively linked with the location on the map. The slug isn't displayed anywhere in the public-facing version of the exhibit - if you're not using the Text plugin, it's fine to leave it blank.

[Untitled]

A Text

Item

Map

Style

Text Description

Slug ?

Title (Edit HTML) ?

Body (Edit HTML) ?

Save

Delete

BODY:

The body is a catch-all field designed to house the main textual content for the record. Depending on what kind of content you're working with and how you're structuring the user-interface for the exhibit, you might wish to enter anything from a short blurb to a 10,000-word scholarly essay.

As with the title, click "Edit HTML" to open a full-screen WYSWYG editor for the field. Although it's generally a good idea to keep the formatting pretty minimal for the title, it's fine to use much more elaborate and structural styling in the body - bullets and **numbered lists**, **images**, **tables**, etc.

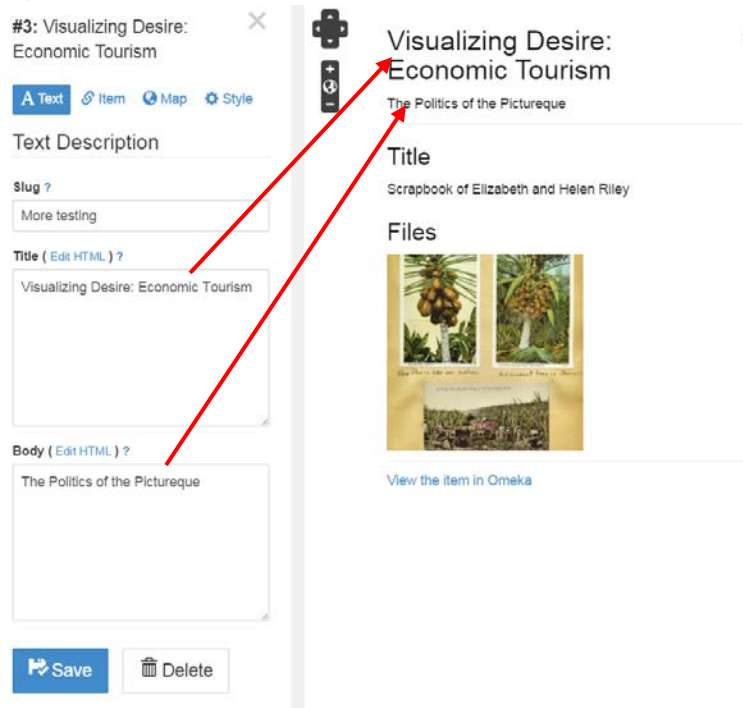
You can include any kind of embeddable third-party multimedia content - **videos from YouTube or Vimeo**, **audio from SoundCloud**, etc. Click the "Source" button at top left of the editor to activate view-HTML mode, and paste in the embed code

TITLE:

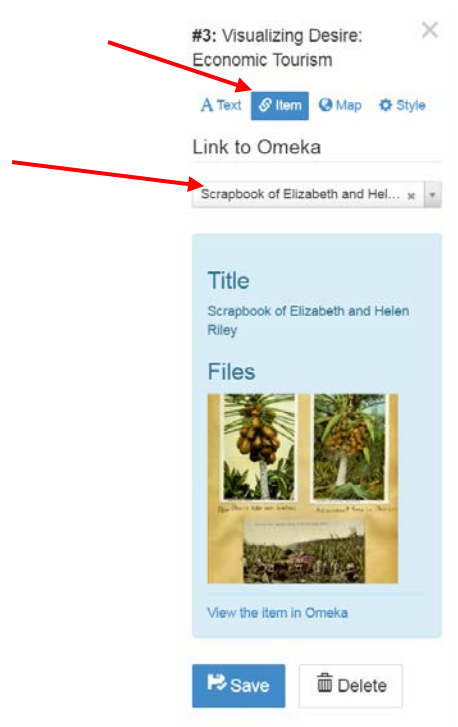
The title is the text used to label the record in pop-up bubbles, on timelines, and waypoints. Try to keep it short and simple, and avoid using complex formatting. A title isn't required, but if you leave it blank you'll likely end up with some odd visual artifacts in your exhibit (empty preview bubbles, unlabeled points and spans on the timeline, etc).

If you want to add special formatting to the title (e.g., make it bold, increase its size), click "Edit HTML" next to the field label to open a full-screen WYSWYG editor with a full load-out of formatting options. When you're done with the editor, click the **Minimize** button to return to the regular editing interface.

When you have uploaded your information in to the “Text” box, it will display as a Neatline hotspot like this (notice I have decided to associate an image with this entry, which will be explained in the next step):



Associating an object (image, PDF, PPT, or media file) can be done easily by clicking the “Item” tab and selecting the object you want to add from the dropdown menu. The object must already exist as an Omeka Item to be attached to your Neatline entry.



From the Map menu, select "Draw Point". Click the map in the location where you want to place the point. Click "Save".

Follow these steps to lay down individual points on the map:


- Select the "Draw Point" button, move the cursor to the location on the map where you want to place the point, and click down once to drop the point.
- To add multiple points, click multiple times in different locations.
>tip: Points auto-display as circles on the map, but, in the underlying data, they're actually represented as dimensionless pairs of lat/lon coordinates. Since they're infinitely small and have no measurable "size" that can be correlated to the scale of the map, the points will always stay the same size, regardless of the zoom level of the map. The size of the circles can be controlled by the "Point Radius" field in the "Style" tab. Depending on the situation, this default can be good or bad. For example, if you're using points in conjunction with the "Point Image" feature to plot thumbnails of photographs onto the map, you might want the points to stay the same size at different zoom levels so that the preview images never become too big or too small. If you want a real geometric circle that changes size with the zoom level, use the "Draw Regular Polygon" tool.

#3: Visualizing Desire: Economic Tourism



[A Text](#) [Item](#) **[Map](#)** [Style](#)

Drawing Tools

- ☐ [Navigate ?](#)
 -  ☒ [Draw Point ?](#)
 - ☐ [Draw Line ?](#)
 - ☐ [Draw Polygon ?](#)
 - ☐ [Draw Regular Polygon ?](#)
 - [Sides ?](#)
 - [Snap Angle ?](#)
 - ☐ [Irregular? ?](#)
 - ☐ [Draw SVG \(\[Enter Markup\]\(#\) \) ?](#)
 - ☐ [Modify Shape ?](#)
 - ☐ [Rotate Shape ?](#)
 - ☐ [Resize Shape ?](#)
 - ☐ [Drag Shape ?](#)
 - ☐ [Delete Shape ?](#)
- [Clear all Geometry ?](#)

You can also draw a specific figure using the SVG function to annotate your image. The standard "Draw Point/Line/Polygon" tools are good for simple, diagrammatic shapes - dots, rectangles, circles, simple arrows, etc. They don't scale well, however. What if you want to create a smooth, intricate shape? Neatline exhibits are always exercises in information design, and there's a class of "illustrative" annotation that doesn't fit well into the blocky aesthetic supported by the standard-issue GIS tools. You could painstakingly sketch complex illustrations using the line and polygon tools, but the resulting geometry is brittle and difficult to maintain. What if you decide later on that you want to change the drawing? You'd have to manually reposition hundreds or thousands of points.

To address this problem, Neatline 2.0 introduced the "Draw SVG" tool, which makes it possible to create high-fidelity, easily-maintained illustrations in specialized vector editing programs like [Adobe Illustrator](#) or [Inkscape](#) (and even in-browser tools like [SVG-Edit](#)) and import them

directly into the Neatline editor. This way, you can do the difficult work of vector illustration in tools that are specifically designed for that task, and then drop the final products into Neatline exhibits. Later in, if you want to change something about the drawing, you can just go back to the original source file, make the change, and then update the Neatline exhibit with the new content.

Neatline reads a commonly-used serialization format called SVG (Scalable Vector Graphics), a form of XML that encodes geometric information. To start, you'll need to save off your vector file as an SVG document.

Generating the SVG Document:

Using [Adobe Illustrator](#):

- Click **File > Save As**.
- In the "Format" drop-down menu, select "SVG (svg)." The "SVG Options" modal should be displayed.
- In the "Fonts" fieldset, set "Type" to **Convert to outline**. This ensures that means text elements in the document will be saved as raw geometric paths, not abstract<text> elements that can't be parsed by Neatline.
- Click **OK** to save.

Using [Inkscape](#):

- Before saving, if you have any text elements in the document, first convert them to raw path elements by selecting them and entering Ctrl+Shift+C (see the [documentation](#) for more information.)
- Click **File > Save As**.
- In the dropdown menu for the format, select **Plain SVG**.
- Click **Save**.

Importing the SVG into Neatline

Once the SVG document is saved, we can import it into Neatline:

- Find the .svg file that was created in the previous step. Open it with a plain text editor or a code editor by right clicking on the file and choosing a program from the list of options in "Open With." It doesn't matter what you use - as long as you can get at the raw SVG output.
- You should see a soup of dense XML markup with lots of numbers. Copy the content of the entire document to the clipboard.
- Go back to the Neatline editor and click on the **Enter Markup** link next to the **Draw SVG** option.
- Paste the SVG markup into the "SVG" box.
- Optionally, set a custom "Density" value. This field controls the number of points that Neatline will generate when converting SVG <path> elements to hard-coded spatial

coordinates - low numbers produce "blocky" shapes, high numbers produce "smooth" shapes.

- Click **Parse**. Behind the scenes, Neatline converts the SVG markup into geospatial coordinates.
- Now, you can drag the SVG document onto the map in the same way that you would drag out a regular polygon shape. Move the cursor to the location on the map where you want the *bottom left corner* of the illustration to be location, click down, and move the cursor in any direction. The illustration will scale and rotate according to the position of the mouse.
- When the illustration is positioned correctly, release the mouse button to lock the geometry into place.
>Tip: It's easy to make mistakes when doing this, and it often takes a couple tries to get things right. If you mess up, it's easiest to totally wipe out the previous attempt by clicking the "Clear all Geometry" button at the bottom of the form.

You can edit the color and line weight of your annotation marks. For example you may want to make the annotation transparent until the user mouses over it.

Fill Color

The color of the "body" of points and polygons on the map - the area inside the lines, not including the lines themselves. This value is also used as a default color for the record in other contexts. For example, if the record has date information, the fill color is used to render the point or span that represents the record on the timeline.

Stroke Color

The color of the lines that run around the edges of shapes on the map. To change the color, click on the input and use the color-picker widget to select a new color. As you edit the value, the record's geometry on the map will automatically update to preview the new color.

Colors

Fill Color ?



Fill Color (Selected) ?



Stroke Color ?



Stroke Color (Selected) ?



Opacities

Fill Opacity ?

0.3

Fill Opacity (Selected) ?

0.4

Stroke Opacity ?

0.2

Stroke Opacity (Selected) ?

1

Dimensions

Stroke Width ?

1

Point Radius ?

10

Fill Color (Selected)

The color of the "body" of points and polygons on the map (inside the lines, not including the lines themselves) **when the record is highlighted or selected** - for example, when the cursor hovers or clicks on the shape. To change the color, click on the input and use the color-picker widget to select a new color. As you edit the value, the record's geometry on the map will automatically update to preview the new color.

Stroke Color (Selected)

The color of the lines that run around the edges of shapes on the map when the record is highlighted or selected - for example, when the cursor hovers or clicks on the shape. To change the color, click on the input and use the color-picker widget to select a new color. As you edit the value, the record's geometry on the map will automatically update to preview the new color.

- Once you have saved, click the "X" to the right of your record's title. The record is now saved to the map with whatever info you put in it. If you want to edit the record, find and click your record's title under "New Record" and the record settings will pop up.

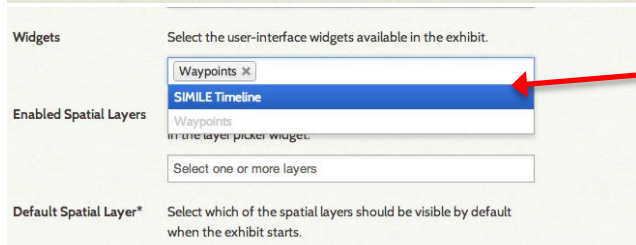
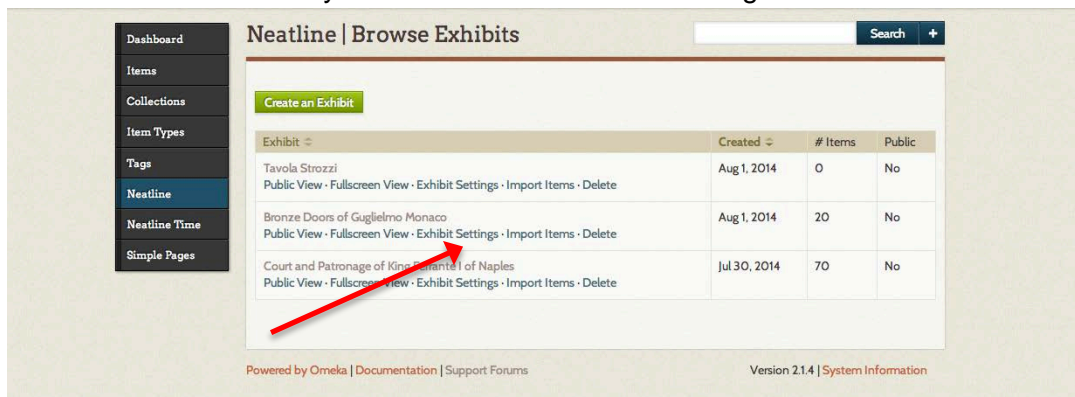
Preview Your Neatline

- From the Neatline Editor, click "Back to Omeka".
- Beneath your Neatline's title, click "Public View" to display what the exhibit looks like on the public website.

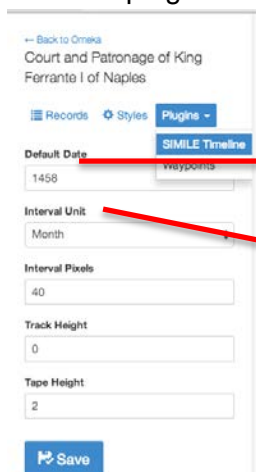
GUIDE TO NEATLINE'S SIMILE TIMELINE

Neatline has two very useful widgets (additional plugins, which must be downloaded and activated separately): Waypoints and the SIMILE Timeline. The SIMILE Timeline widget allows users to add interactive timeline components to Neatline exhibits.

Add SIMILE Timeline to your exhibit under 'Exhibit Settings.'



Navigate to the edit page of your Neatline exhibit and customize default settings for the SIMILE Timeline plugin.



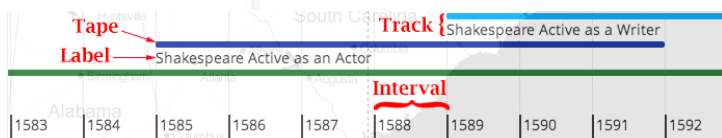
Default Date:

The date you want the timeline to automatically open to.

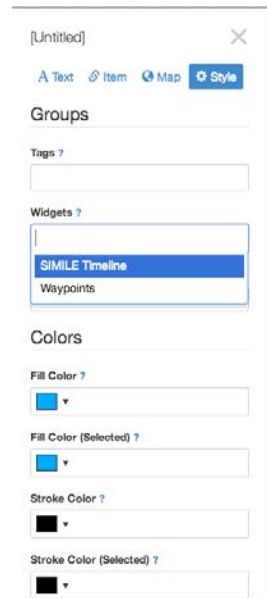
Interval Unit:

Choose any measure of time from seconds to millennia.

*The other fields refer to the sizes of intervals and records

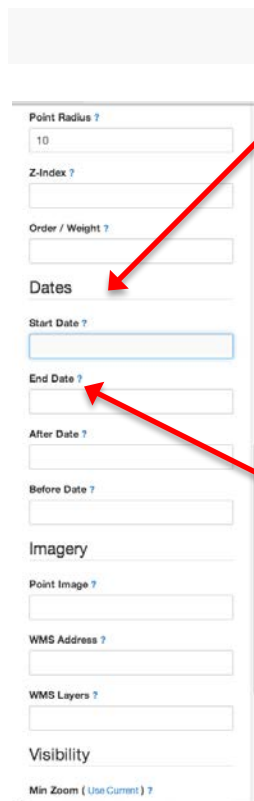


In order to link a Neatline record to the SIMILE Timeline, it is necessary to activate the widget for each new record (the same is true for Neatline Waypoints).



The screenshot shows the 'Style' panel in Neatline. At the top, there are tabs for 'Text', 'Item', 'Map', and 'Style'. Below these, the 'Groups' section is visible. The 'Widgets' section has a list with 'SIMILE Timeline' selected and highlighted in blue, and 'Waypoints' below it. The 'Colors' section includes 'Fill Color', 'Fill Color (Selected)', 'Stroke Color', and 'Stroke Color (Selected)', each with a color picker.

The colors you choose for geometries on the Neatline map will also be reflected on the SIMILE timeline.



The screenshot shows the 'Dates' panel in Neatline. It includes fields for 'Point Radius', 'Z-index', 'Order / Weight', 'Start Date', 'End Date', 'After Date', and 'Before Date'. Red arrows point from the 'Start Date' and 'End Date' fields to the explanatory text on the right. Below the date fields are sections for 'Imagery' (Point Image, WMS Address, WMS Layers) and 'Visibility' (Min Zoom).

Set the temporal span for each record on the timeline by selecting start and end dates for each event. (Enter dates in the YYYY-MM-DD format.)

*For BCE dates, add two zeros before the year. (Example: -001563-04-23 represents April 23, 1564 BCE)

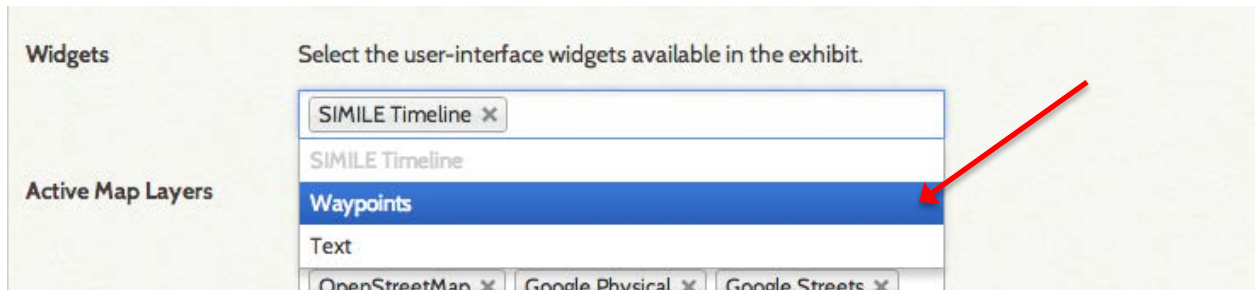
*If your timeline tracks events to the hour, minute or second, enter dates in the YYYY-MM-DDTHH:MM:SS format. (T alerts Neatline that a time value follows. Example: 1564-04-23T08:30:15 refers to 15 seconds after 8:30am on April 23, 1564.)

After and Before dates determine the duration of the geometries and Waypoint linked to each individual record, based on the position of the timeline. (For example, a record with an After Date of 1458-06-15 and a Before date of 1495-01-20 will only be visible when the center line of the

GUIDE TO NEATLINE WAYPOINTS

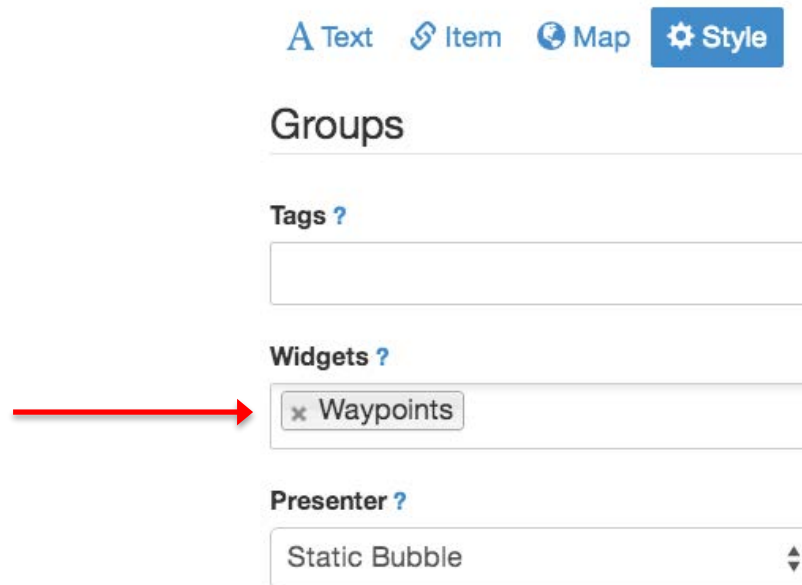
The Neatline Waypoints widget allows the creation of contextual reference points for exhibit content, providing creators a means of shaping users' interaction with the exhibit's contents.

To use the Waypoint function you must first enable the waypoint widget. On the **exhibit settings screen**, select the widget from the dropdown menu.



To include a Neatline record on the waypoints sidebar move from editing the exhibit settings to editing the actual Neatline:

- Create the Neatline record
- On the Style tab of the record, click the Widgets field and select Waypoints from the drop down box. (MAKE SURE TO SAVE THE RECORD!)



Editing Waypoints:

To access settings for the Waypoint widget, from the main Neatline editor screen, click on the Plugins tab, then select Waypoints from the list. After opening the Waypoints setting tab, you can click and drag your waypoints into the desired order then save your changes by clicking the blue “Save” button. The new order of your waypoints will display on the waypoints sidebar once you've saved your changes.

