Neatline Quick Start Guide

Neatline Map and Timeline Quick Start Guide

This guide is intended to get the user up and running with a map or image and timeline project. Clicking on the “?” next to each feature will give a more in-depth explanation on how the feature works. Once you understand the variety of features you can then tailor your projects. You are not only presenting data, but acting as the designer. Think about how you want your users to interact with your data. NB: Always click “Save” before moving from one section to another.

Setting up your project:

1. Install the Neatline plugin as well as the widgets SIMILE timeline and Waypoints. These two widgets will allow your timeline and map to interact and show changes over time.

2. Now create an Exhibit.

3. Title and URL Slug: The first time you enter a Title the URL Slug will automatically be created. If you make edits to this in the future you will need to create your URL Slug on your own.

4. Narrative: The narrative allows you to give a quick or long description of the exhibit. In the public view it will show up below the map/timeline on the page. You can use the word processing tools to customize the look of your narrative text.
and include links to other web pages.

5. Widgets: Here you can select from all of the widgets you have installed in the Neatline instance. Choose from the drop-down list.

6. Enabled Spatial Layers [Map project]: This allows you to choose the map layer users will see. If you choose more than one, users can toggle between them to see the space in a different way.
7. Default Spatial Layer [Map Project]: This allows you to choose the map type your user will see first.

8. Image Layer [Image annotation project]: This allows you to use an image housed elsewhere (on a server, in Flickr, in Wordpress, etc. – anywhere with a web address) as the basis of your neatline project. It might be an image you have of a map. It might be an urban plan. It might be an image of a plant. It can be anything you want to annotate.

9. Zoom Levels [Image annotation project]: When using an Image Layer, the zoom levels determines the percentage at which the image is when the user first encounters your neatline exhibit. The lower the number the further into the image you will be. The higher the number, the more clicks it will take to get to 100%.

10. WMS Address [Custom map project]: You can create your own maps and use them instead of the ones included with Neatline. Enter the url address of the WMS (map) server here – ie. GeoServer, MapServer, ArcGIS Server, GeoMedia, etc.
11. WMS Layers [Your custom maps linked above]: These file consist of layers and this is where you tell Neatline which ones you want to use. This is similar to choosing Google hybrid, satellite, etc. above. Separate them with commas.

12. Spatial Querying: This allows for your viewing space (where on the map/image) to be adjusted to display the records that fall inside your current view. It is re-sampling.

13. Public: Allows you to make your project public

This page can be found again and altered by clicking on Exhibit Settings in your Neatline Menu:

![Neatline | Browse Exhibits](image)

**Editing your exhibit:**

1. There are several tasks you can perform from the exhibit menu. You can click “Public View” to see how the exhibit looks in various browsers with the Omeka header. If you click “Fullscreen View” you can see the map/timeline only. “Exhibit Setting” was defined above. “Import Items” allows you to import multiple Omeka items at a time using several filters. And “Delete” is pretty self explanatory. Now click on the title of your exhibit to edit and create content.

   ![Neatline | Browse Exhibits](image)

2. This next page allows you to set the landing page for your exhibit and customize how it appears to the user. For maps, this allows you to set the beginning location for your project. There are three headings. Records: allows you to add
items to the exhibit one at a time – more about that later.

3. **Styles**: Allows you to add a custom style sheet and/or set the default map focus and zoom. For a quick start you can navigate your map to the location you where you want to begin and click the “Use Current Viewport as Default”. This will add coordinates and a zoom equal to the one you have chosen on the right. **Click Save**.
4. Plugins: Click on SIMILE Timeline.

Here is where you set the default date to begin the timeline, what the interval of dates will be (year, decade, century, etc.), and how they will appear on the screen (tall timeline, short timeline, and what the lines on that timeline will look like, etc.). **Click Save.**

Click on Waypoints: Once you have items included in your Neatline Exhibit they will be listed here. You can create a custom order to the items to determine the order in which the items appear in the list to the right. You can use this feature to guide users through the site. If you are using the timeline, this is where you will order the items that show up during any particular time interval. **Click Save.**
5. Now back to Records:

Click “New Record”: There are three ways to add records.
First, the easiest is to add an item record you already have in your Omeka project. Click on “Item” and choose from the items in your list.

There are two things problematic about this display: first, this method does not privilege the image, but rather the cataloguing data; and second, it does not foster a narrative.
This is how the item looks when the waypoint is clicked.

The Second method is to fill out the Text Description and include some simple html that provides text narrative and an image.
This can be the same kind of information on the Omeka item record, but the way it displays can be easier to navigate and customized. This is what the window looks like when you click on the waypoint.
The third method combines the previous two and looks like this when you click on the waypoint.

Click Save.
6. **Next Click on “Map”**
This is the place where you will add annotation to the map. You can move the map around, add points, lines, shapes, add custom shapes, move shapes, and delete shapes. All the additions you make will be documented in the Spatial Data box. Click on the question marks for instructions on how to perform each function. **Click Save.**

7. **Click on “Style”:** This section determines how your annotations look to the user—similar to the directions on style-sheets. First you add tags that are essentially keywords used to find your site/item. This is also the point at which you activate the widgets for each item—choose them from the drop-down menu.
- Presenter: Two choices here out of the box – None and Static Bubble. This determines the way your Defined text will be presented.

- Colors: All colors are html and you can either choose the color number code, or choose from the gradient box. For consistency if you want to use the same color repeatedly, choose a number code and keep using it.
  
  Fill Color: the color of the interior of the polygon or point.
  Fill Color (Selected): This color can be different and highlight indicate to the user that the particular shape has been selected.
  Stroke Color: This is the color of the border lines.
  Stroke Color (Selected): Again this can change the color of the border lines when the item is selected.

- Opacities: This determines how much of the base you can see through your shape and the lines surrounding them. Again you can choose different opacities for the items when they are selected and not.

- Dimensions: This area allows you to determine the weight of lines and points you have created. It also allows you to determine how one polygon sits upon another.

- Dates: Start and End Date determine how long the tape is on the timeline. If you have 1966-1968, the tape will span two years from 1966 to 1968. If you have 1966 and 1966, the tape will not show up as it would be just one point. For items that
have a start and end date that are the same, you will want to make the end date the following year.

After and Before Dates determine when an item pops up as you are moving the timeline back and forth. These can be the same as the Start and End Dates, or you may want the item to show up earlier or later. This really depends on how you want the user to experience the timeline. For instance, you might want all of the items to show up during one decade, but have them plotted more specifically on the timeline.

- Imagery:
  
  If you have customized graphics you want to use, this is where you point to those sources. Click on the “?” for more detailed instructions on these a there are some restrictions and specific needs in terms of opacity, before/after, and zooming.

- Visibility:
  
  You can pre-determine how far in or out of a map/image the user can zoom here. If can also set the defaults here (how the user will encounter the map on first clicking the item). If you have set the map/image to where you would like the user to experience it you can just click “Use Current Viewport as Default”. 

  **Click Save.**

This Style section has the capability to make your content shine. You can design the interface here so that you will not need to rely on text to differentiate content types and your narrative. Now keep adding items – the more you have the more dynamic your project will be.