

Neatline Mapping in Omeka

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For additional resources and tutorials, visit www.usmcdh.org

Introduction

Omeka is a free and open source web-publishing platform for the display of library, museum, archival, and other scholarly collections and exhibitions. Omeka uses a system of **Items**, **Collections**, and **Exhibits** to share data and information about your sources or datasets.

Neatline is a plugin for Omeka that allows users to attach **items** (with their metadata) to locations on a map (called **records**). Additionally, users can add supporting narrative and media to a pop-up for map records. Visually, users can create points, lines, and shaded polygons to represent map locations.

Learning Objectives

This handout covers logging into Omeka, navigating the dashboard, creating Items, and using Neatline to add Records to the class mapping project.

For Students: Logging in to the Omeka website

1. Check your USM inbox for an email from Omeka to complete your registration and create a password.
2. Go to your class Omeka site, add **/admin** at the end of the URL, hit the **Enter/Return key** and this will display the login screen.
3. Log in using your USM username (firstname.lastname) and the password you created during registration.

IMPORTANT: To use all the functions of Omeka you have been granted admin privileges. This means you can view and change the work of other users. Please work on your own materials only and be respectful of other students' work.

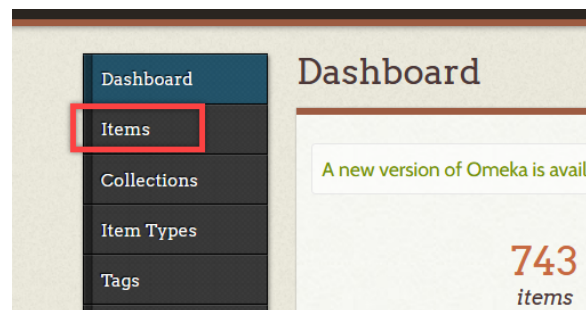
Items

In Omeka, an **Item** is a source and its related metadata. A source can be audio, an image, a video file, or other media that represents a source. In addition to uploading media files, you will need to add *metadata* information to tell visitors about the source. Most databases have detailed metadata about the items in their collection, so take note of this information to make the process easier.

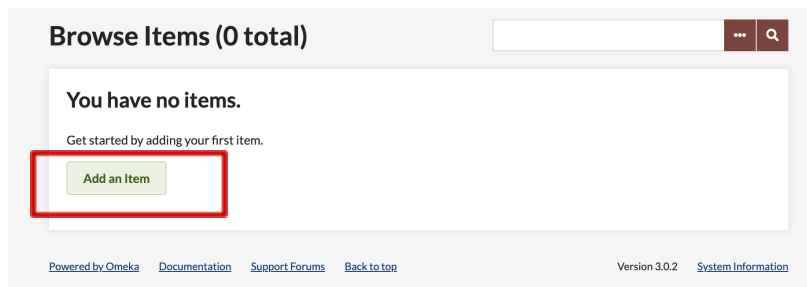
Creating a New Item

This section will guide you through the process of creating a new Item. For practice, you may use the example source provided in step 1. You will add your own Items related to the research for your project.

1. Download the example item. In a new window, go to the Library of Congress <https://www.loc.gov/resource/fsa.8d26374/> and download and save this image to your computer (jpeg, png, or tiff).
2. Select the **Items** tab from the Omeka dashboard to access the **Browse Items** page. From the **Browse Items** page, you may browse, add and search for Items.



3. Click on the **Add an Item** button from the *Browse Items* page.



4. This will bring you to the Dublin Core tab of the Add an Item page. Dublin Core is Omeka's terminology for Metadata, or the information about your item. Please refer to [the Dublin Core Metadata guide](#) for more information about the specific fields. Fill out

this information to the best of your ability. If you do not know the answer to a field, just leave it blank.

The screenshot shows the 'Add an Item' form in Omeka. At the top, there are tabs for 'Dublin Core', 'Item Type Metadata', 'Files', and 'Tags'. The 'Dublin Core' tab is selected. Below the tabs, there is a section titled 'Dublin Core' with a description: '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/>.' There are three main input fields: 'Title' (with a description 'A name given to the resource'), 'Subject' (with a description 'The topic of the resource'), and 'Description' (with a description 'An account of the resource'). Each field has an 'Add Input' button and a 'Use HTML' checkbox. To the right of these fields, there is a sidebar with an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown menu with a 'Select Below' button.

5. Once you have added the metadata, click on the **Item Type Metadata** tab. Then select the Item type that you are creating from the drop-down menu.
 - For this example you can choose **Still Image**. This will add additional metadata fields that are specific to your type of item.
6. Next, select the **Files** tab to add the digital resource(s). Omeka accepts a wide variety of image, audio, and video file types.
 - Click on the **Browse...** button to select and upload the digital resource(s) into your Omeka Item. You can add more than one file to your item.
7. The final data-entry step is adding optional **tags** to your Omeka Item. You may add any relevant subject tags you would like. Simply enter in the text for your tags (separated by commas) and press the **Add Tags** button. Sample tags for the example in this guide can be Galesburg, train, railroad, etc.
8. Now you can add your Item. Before adding your Item, **MAKE SURE YOUR ITEM IS PUBLIC** (viewable on the public side of the website) by checking the **Public** check box under the *Add Item* button. Finally, Press the **Add Item** button.

Add Item

Public: ☐
Featured: ☐

Collection

Select Below ▼

9. After adding your item, Omeka will bring you back to the **Browse Items** page where you will receive a message saying that your Item was successfully added.

Viewing, Editing and Deleting your Item

10. You may view the details of, edit or delete an Item at any time by browsing or searching (see next section) for an Item that you have created.
11. Once you have found the location of your Item click on the button for the corresponding action you want to take.
 - The “**Details**”, “**Edit**” and “**Delete**” buttons will be located under your Item’s title.

☐ [Title](#) ▾

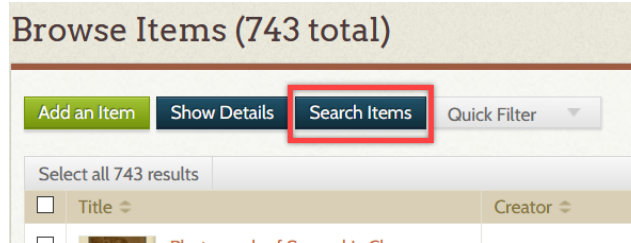
☐


Galesburg, Illinois. A train stopping for water and coal along the Atchison, Topeka and Santa Fe Railroad between Chillicothe, Illinois and Fort Madison, Iowa
[Details](#) · [Edit](#) · [Delete](#)

Select all 1 results

Searching for Items

12. Navigate to the **Browse Items** page and click the search button.



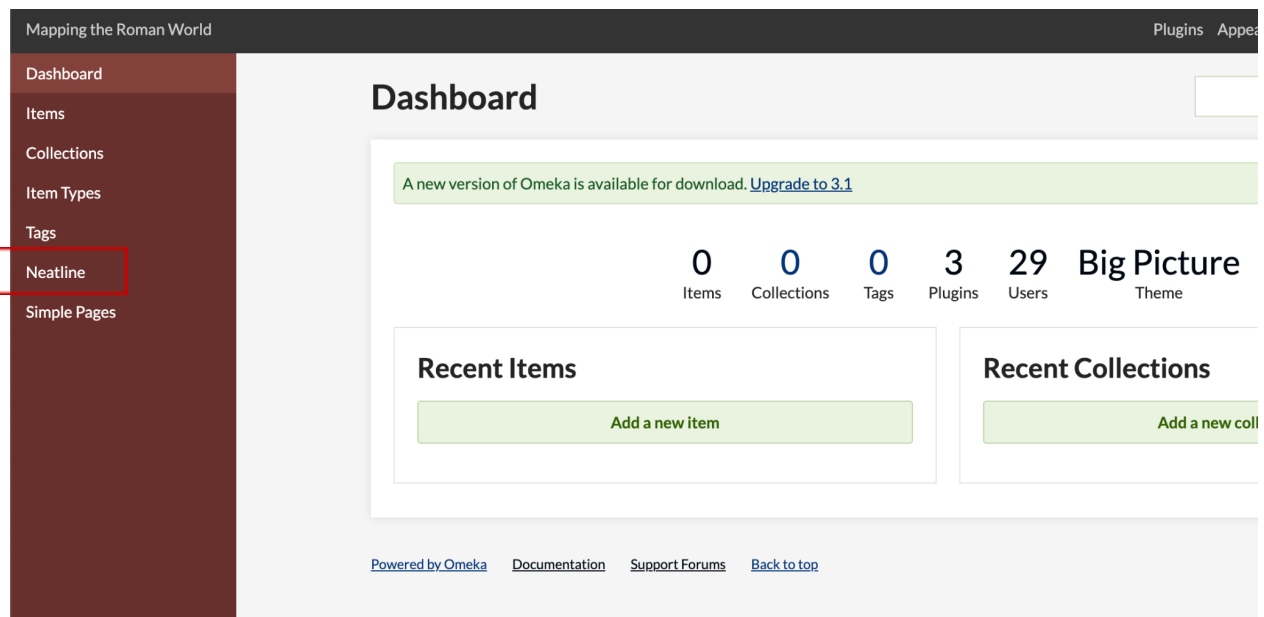
13. You may search for an Item using any number of categories, but it will probably be most useful to search by user, using your Omeka username
14. Once you have entered your search criteria, press the **Search for Items** button.
15. Results should appear with any Items matching your search criteria.

Neatline

Neatline is a plugin for Omeka that allows users to create interactive map exhibits. Neatline lets you make hand-crafted, interactive stories as interpretive expressions of a single document or a whole archival or cultural heritage collection. The following sections will show you the basics of creating and editing our class exhibit in Neatline.

Accessing the Class Exhibits

1. On your Omeka dashboard, select **Neatline** on the left hand menu.



2. **Click on the class project title** on the Exhibits page (NOT create an exhibit). This will open a new page to edit the class map.

Create an Exhibit

Exhibit	Created	# Items	Public
Phase One: Mapping the Roman World Public View · Fullscreen View · Exhibit Settings · Import Items · Duplicate · Delete	Jan 15, 2023	1	Yes

- To represent your site or region on the map, select **New Record**. A list of existing map records will be displayed on the left column as well.

← Back to Omeka
Phase One: Mapping the Roman World

Records Styles

Search

New Record

Example: Attica (Ἀττική) or the Attic Peninsula [P] Created by Jen Andrella [H2]
Overview [P] You create the dream - then you bring it into your...

- Enter the **Title** of your location and the **Body** text. Ignore “slug,” Neatline will create this for you. The **Body** is the narrative that will display in the pop-up attached to your location

on the map. See Jen's example, "Example: Attica (Αττική) or the Attic Peninsula" to see how to lay out your narrative text.

#2: Example: Attica (Αττική) or the Attic Peninsula

Text Description

Slug ?

Title (Edit HTML) ?

Example: Attica (Αττική) or the Attic Peninsula

Body (Edit HTML) ?

`<a href="https://commons.wikimedia.org/wiki/dia/commons/thumb/b/b3/Attica_06-13_Hills_of_Hymettus_10_view.jpg/2880px-Attica_06-13_Hills_of_Hymettus_10_view.jpg" style="width: 400px; height: 150px;" /></a></p>`

Save Delete

Example: Attica (Αττική) or the Attic Peninsula

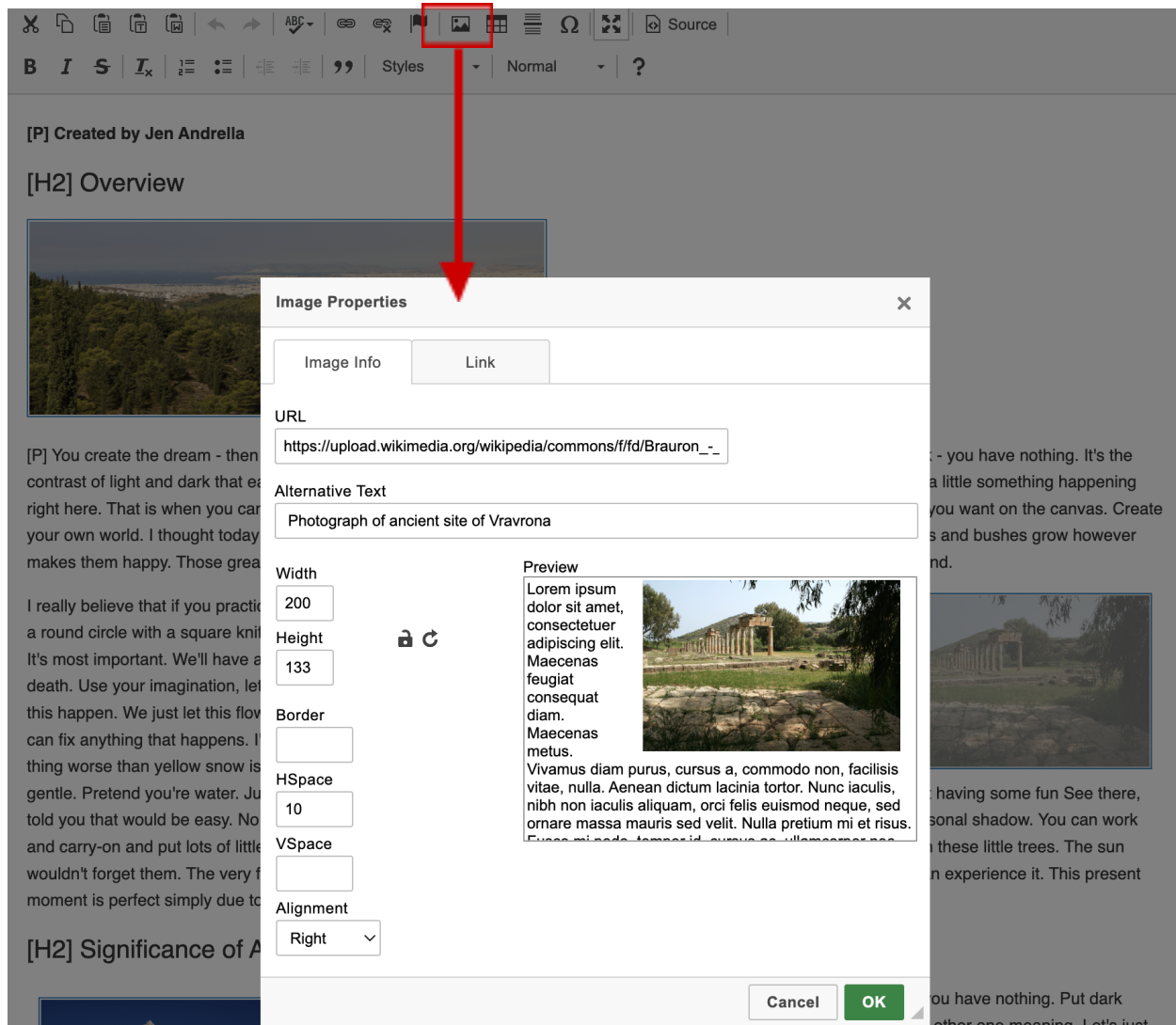
[P] Created by Jen Andrella

[H2] Overview

[P] You create the dream - then you bring it into your world. Put light against light - you have nothing. Put dark against dark - you have nothing. It's the contrast of light and dark that each give the other one meaning. Let's just drop a little Evergreen right here. Maybe there's a little something happening right here. That is when you can experience true joy, when you have no fear. We have a fantastic little sky! Paint anything you want on the canvas. Create your own world. I thought today we would make a happy little stream that's just running through the woods here. Little trees and bushes grow however makes them happy. Those great big fluffy clouds. Let's make some happy little clouds in our world. Everybody needs a friend.

I really believe that if you practice enough you could paint the 'Mona Lisa' with a two-inch brush. How do you make a round circle with a square knife? That's your challenge for the day. And just raise cain. Follow the lay of the land. It's most important. We'll have a super time. Use what happens naturally, don't fight it. Very easy to work these to death. Use your imagination, let it go. Imagination is the key to painting. There are no limits in this world. Just let this happen. We just let this flow right out of our minds. It's life. It's interesting. It's fun. There are no mistakes. You can fix anything that happens. I'm gonna start with a little Alizarin crimson and a touch of Prussian

5. **IMPORTANT:** Click **edit HTML** for a full text editor where you can change text styles and add media.
 - a. When you **add images** in the HTML editor, you must use the **Image URL**. You can do this by right-clicking on the image from its original source and copying the Image URL address. Paste this into the image window and set the size (width: 200), padding (HSpace: 10), and alignment.
 - b. Click on the **Link** tab and insert the URL for the corresponding Item. Retrieve this URL by going to the public website in a new browser tab and finding your item's page. This will hyperlink your image with the Item.



6. Click **SAVE**.
7. Select the **Map** tab at the top of the left menu.
8. Here, you can add your record to the map as one or more points, lines, or polygons.
 - a. **Navigate** - This allows you to grab the map with your cursor and move around. It effectively turns off all of the drawing tools.
 - b. **Draw Point** - This will attach the record to one specific set of latitude/longitude coordinates. The point size and style can be edited in the 'Style' tab.
 - c. **Draw Line** - This will allow you to create a line using multiple points. Add as many points as you'd like by clicking, then double-click on the final point to complete the line.

- d. **Draw Polygon** - This will create a closed shape in the location of your choosing. Click on a 'starting corner' and then continue clicking to fill out the shape you'd like. Double-click on your final point to complete the shape.
 - e. **Draw Regular Polygon** - This automatically creates a polygon with a given number of sides. This is useful if you want to create consistently-shaped geometric primitives (triangles, squares, circles, etc.). Click down in the center of the desired location and, while still holding down on the mouse button, move the cursor in any direction away from the center point. As you drag the mouse, a polygon will be dynamically rendered on the map with a radius equal to the distance between the cursor and the center point. Rotate the cursor around the center point to change the orientation of the polygon. When the polygon is positioned correctly, release the mouse button to lock the shape in place.
 - f. **Modify Shape, Rotate Shape, Resize Shape, Drag Shape, and Delete Shape** - these options allow you to manage *existing* points, lines, and polygons.
9. Click **SAVE**.
 10. Go to the **Style** tab.
 11. In **Style**, you can adjust the **Colors** and **Opacities** of your points, lines, and polygons on the map. You can also adjust the thickness of your designs.
 12. Click **Save**.
 13. After saving, you may exit out of the Neatline editor by clicking the gray X in the upper right corner of the left menu. You can also exit out of Neatline and return to Omeka. After returning to the **Browse Exhibits** page on the Neatline dashboard, select **Public View** to see the public website and how your work looks!

Additional Resources

Digital Project Examples:

1. **ORBIS | The Stanford Geospatial Network Model of the Roman World:**
<https://orbis.stanford.edu/>
ORBIS charts networks of communication, travel, and transportation throughout the Roman world. Users can explore how political power, economic exchange, and military strength influenced movement, alongside environmental accessibility (mountains, seasons, etc.) in addition to personal financial costs.

2. **Digital Augustan Rome:** <https://www.digitalaugustanrome.org/>
Explore an interactive map of the Augustan city in c. 14 ce. Includes historical records and articles.
3. *Neatline Example* **Mapping the Catalogue of Ships (The Iliad, Book 2):**
<https://ships.lib.virginia.edu/>
This interactive Neatline Omeka project charts 190 placenames and locations that comprised the Greek expedition to Troy as detailed in the *Iliad*. Importantly, this map “demonstrates that the arrangement of the Catalogue, far from a random list of place names, corresponds to the natural geography of Greece.”