

## Bard Visual Resources Center Tutorials: Neatline Basics

Neatline is a plugin that extends the functionality of Omeka. Neatline allows you to create online exhibitions that are MAP BASED.

In Omeka we talk about “items” in Neatline we use the term “records” a record is anything you add to the map - a point, a line or a shape – a record can also be created from an *Omeka Item*.

**To Start:** Go to <http://Omeka.bard.edu/admin>

Login using the login credentials supplied by your professor.

Click on **Neatline** on the left side menu. Locate the Neatline exhibit for your class and click on the exhibition title to start editing your class map.

### To create a Neatline Record that is associated with an Omeka item:

- Click New Record
- Do not enter anything in the Text Description tab - instead click on the Item tab.
- Search for an Omeka Item using key words or select from the drop down list.
- Select the record to link and SAVE.

### To create a Neatline Record without linking to Omeka:

- Click New Record
- On the Text Description tab enter a slug and a short title
- Add an image or other file type to your record:

**To add an image:** First find an image online and copy its url (the url should end in .jpg). In the body section, click on **Edit HTML**. Click on the Image button  and paste in your image url. If the width or height is larger than 200 change the larger number to 200 (or less). Click the Minimize button  to close HTML editing. Enter any descriptive text in the Body box underneath the HTML you just created. **SAVE**.

**To add a link:** In the body section click on **Edit HTML**. Click on the Link button  and enter the link url. If you to want a YouTube or vimeo video to play directly in your pop up box, copy the **embed code** from your video (it should start with <iframe ). In the HTML editing area, click on **Source** on the top right and paste the embed code. Click the Minimize button to close HTML editing. Enter any descriptive text in the Body box underneath the HTML you just created. **SAVE**.

### Create a point on the map to associate a location with your record:

- If you closed your record after saving it, click on the title once to open it for editing. Click on the **Map** tab.
- Navigate to the area of the map you want to place your point and zoom in if necessary.
- Click on **Draw Point** then click once on the map to place the point where you want it. Click back on **Navigate** to stop using the Point tool.
- If you placed too many points by accident or the point is in the wrong place click on **Delete Shape**. To delete all the points associated with a record click **Clear All Geometry**

### Add Style to your Map

- If you closed your record after saving it, click on the title once to open it for editing. Click on the **Style** tab.
- If you would like your record to display on the Timeline: Click the Widgets box and select **Simile Timeline**.
- To change the color of your point, line or shape modify the **Fill Color** and **stroke color**. Click on the input and use the color-picker widget to select a new color.
- If you have selected Simile Timeline, enter a **Start Date** to put a single date on the Timeline. For a date range, enter both a **Start Date** and an **End Date**.
- Entering dates into **After Date** and **Before Date** allows you to control when your record displays on the map. With this option, records will only display when the timeline is centered on a date that falls after or before the entered date. The point will disappear from the map when the timeline is not centered on the relevant date. (For group maps use this option only if the everyone agrees they will enter dates here)
- **SAVE**

Questions? Contact Amy Herman: [aherman@bard.edu](mailto:aherman@bard.edu)