HOW TO CREATE AN ONLINE
ORAL HISTORY MAP
USING OMEKA AND NEATLINE

Having to buy milk for the first time

Brenda Stillwell moved to the city from a farm and had to buy milk for the first time.

▶ 0:00 / 0:36   🔊 ●

It's always exciting I think for anyone moving away from home for the first time and realize you actually have to buy your own milk. It's one of the things, because we, I grew up on a farm and it was the first time I ever had to buy milk in my life. And around that little area there was a lot of

Having to buy milk for the first time

Cowboys in the Assembl

Washing the dead

Sad News - MacCurtain Street

Choc Ices, Tayto and Razza

Munster Arcade Dummies

Dresses for the Dance

← View all Exhibits

Cork Memory Map

THE CORK FOLKLORE PROJECT

We're happy to make the audio archives of the Cork Folklore Project available to a wider audience and hope you enjoy these stories of Cork, past and present. Special thanks to all who shared their stories and put themselves on the map!

Move your cursor over a marker on the map to find out

THE CORK FOLKLORE PROJECT

Note:

This is a printable downloadable instruction manual, provided by The Cork Folklore Project.

Directions around Reclaim Hosting, Omeka and Neatline were correct at time of completion of this document. Layouts are likely to change in future, which may make such directions obsolete, however the basic tenets will remain. Look for the same or similar options which may be in slightly different locations.

If you do create your own Oral History project using this manual, please share it with us as a thank you for our efforts in compiling this substantial training document.

This manual was designed and written by Laura Ann Murphy of the Cork Folklore Project in 2016, based upon the preliminary work of Penny Johnston, who consulted in drawing up this document.

CFP Testers: James Furey, Mark Treacy, Dave McCarthy and Kieran Murphy.
Cover designed by Dermot Casey.

CONTENTS

The Cork Folklore Project (CFP) was founded in 1996 as a not-for-profit oral history archive, co-sponsored by Northside Community Enterprises, UCC's Dept. of Folklore and Ethnology, and the DSP. The project researches and collects oral history from the Cork community, and stores it for future generations and interested parties. At present, it houses approximately 600 interviews from Cork residents - blow-ins and natives alike. To give back to the locality, CFP produces various cultural items such as the *Archive* journal - produced annually and free to the public - as well as books, films, and radio documentaries.

The *Cork Memory Map* (CMM) was conceived as a means of returning some of the research content from the CFP back to the community. It is an online map with oral history audio excerpts, transcripts and photographs, pinned to various locations within Cork city. The end user can click on a location marker to read and listen to a CFP interview excerpt from an associated location.

Having generated an earlier version of the CMM, the team invested considerable time in recreating a new technical framework using open source software in the hopes of future proofing this new version, and in 2016 it was decided to document the build process and create a training manual so future staff of the project could learn how to build upon the map going forward..

The Cork Memory Map embraces the best of modern technology, in order to help sustain the ancient practice of oral tradition. In documenting the voices and stories of Cork for over two decades, CFP has witnessed the evolution of digital technology and has embraced this to assist in our attempt to document the folklore and oral history of Cork. In so doing, we have been able to illuminate the way people relate to their place and shine a light on both known and unknown dimensions of particularly the urban landscape of Cork. The production of this Training Manual by CFP is the result of months of careful research and preparation. The manual forms part of our outreach strategy and aims to engage with people and groups across Cork city and county and to help generate and capture increased amounts of folklore and oral history. It is the hope of CFP that by enabling individuals and groups to develop memory maps, which link to our project, current and future generations will benefit from a more comprehensive and accessible resource.

This training manual aims to enable people to create their own online oral history map. The build process is not limited to oral history purposes; it can be used for any type of project that involves displaying content on an online map. If this is something that interests you, and you don't know how or where to start, we hope you will find this document useful. We offer it free to encourage more people, community groups, schools, etc. to create their own online, interactive documentation of place-related stories. We truly hope to see some of your finished projects, so please share them with us on our social media sites:

/corkfolkloreproject/   @bealoideascork

The Cork Folklore Project is a community project and due to the broad scope of our work we are sorely under-funded. If you find our work and/or this document valuable and would like to support us, please contact us for our patronage form on: folklorearchives@gmail.com, or cnfp@nce.ie, or 021 4228110.

To set up an oral history map online there are several steps involved.

Section A details setting up our online workspace. First we create a webhosting account (with **Reclaim Hosting**), which provides us with online server space as well as allows us to create our domain name (www.example.com). Next we need a way to organize our content online, for which we must install a CMS (Content Management System) application and some suitable plugins. The **Omeka** application is ideal for our CMS, as it allows us to create an online database of oral history content (audio and image files, etc.). A plugin called **Neatline** is installed to create the map and location markers that link back to content stored in the CMS. Two more plugins (**Neatline Waypoints** and **Neatlight**) are also used for aesthetic purposes. Section A details how each of these are installed to the domain name specific to the online map project.

Once our online workspace is ready, we then begin uploading files to our **Omeka** CMS. This is covered in Section B. Some of the file types that can be uploaded include audio files, photographs, and other image files.

Note

It is suggested that during the initial stages of setting up your project, that you upload just a few items, and carry on with these few items through Sections C to Section E as proof of concept. Once these items display online, you can then come back to Section B to add more items.

Many oral history projects would be continually added to, and as such, each time an item is added, you may wish to revisit Sections B & D. Section E (publishing, or making available to the public online) is only required once, unless you need to take your map offline again for any reason. If you envision that you will continually add content to the map, you may find yourself revisiting section B many times, as each new item of content will need to be uploaded via Omeka using the steps detailed here.

Section C outlines how to set up the landing page, or homepage, for the map. Here we choose the type of map and its default view, add headings and basic details about the project, and these will then be displayed when a user loads the map homepage. This is done using the **Neatline** plugin we installed in Section A.

Section D outlines the basics of how to place content, including files from our Omeka CMS, to a specific location on the map.

Finally, Section E shows how to make the website public by publishing it online. Should the need arise in future to make the website private again, this is also detailed here.

So, sounds simple, right?

Let's begin …

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PROJECT: HOW TO CREATE AN ONLINE ORAL HISTORY MAP, USING OMEKA AND NEATLINE
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FROM THE CORK FOLKLORE PROJECT, 2016

As you follow this manual and create your accounts, remember to keep coming back here to save all important details in one place.

Web Hosting Provider Login Address: _____

    Username: _____   **& Password:** _____

CMS (Omeka) Login Address: _____

    Username: _____   **& Password:** _____

Other Details:

Website Title Within CMS (default is: CMS) _____

URL for Website Items _____

1.   CREATE HOSTING ACCOUNT

Before we source and install the software, we need to set up our web hosting and create a domain name for the online project.   For the Cork Memory Map (CMM) project, the provider **Reclaim Hosting** was chosen due to its ease of use with Omeka (more on this later). Other providers are available; however, all instructions within this document are based on the use of this platform. If you choose a different hosting provider these instructions may vary considerably.

First, create an account with Reclaim Hosting (or your chosen hosting service) by going to their website and following their step-by-step instructions online. This normally requires payment of a fee. Remember to take note of your username and password for this account, as well as the hosting provider's web address - something you don't want to forget! Spaces are provided below, and also on page 3, following the Project Overview, for this purpose.

With Reclaim Hosting you will need to choose an account type based on how large your project is expected to be - Individual to Organisation accounts - the options which provide greater allocated space along with various whistles and bells, correlate to higher fees.

SUGGESTED WEB HOSTING
PROVIDER: http://reclaimhosting.com

If using an alternative web
hosting provider, note their
login website here: _____

WEB HOSTING USERNAME: _____

WEB HOSTING PASSWORD: _____

2.   INSTALL SOFTWARE

Now that we have our web hosting, we can start to build a website. Reclaim Hosting offers several applications to use as a basic Content Management System (our web-building platform which stores and manages content). The Omeka application is ideal for us as it allows us to create an online database of files *and* the installation of the Neatline plugin, which allows us to locate these files on a map for public display. We also install two sub-plugins/widgets to improve our map display options in Neatline: Neatline Waypoints and Neatlight.

CMS PLATFORM: OMEKA

We start with Omeka, our Content Management System (CMS). It is in Omeka that we will create a database of information [detailed in section B], which will be used to populate our map. The application for Omeka is immediately available for use in Reclaim Hosting. It must, however, be activated by following these simple steps:

1. Log in to your Reclaim Hosting account using your web hosting user details, which takes you to the **Client Area**.

2. Select **cPanel** which redirects to **Applications**, **Domains**, etc.

3. Under **Applications** select **Omeka**, which redirects to the **Installatron.**

4. Click **Install this Application**.

5. Ensure the correct domain name is selected in the **Location** field *(This only becomes an issue if you have more than one domain name setup)*.

Note

This only installs Omeka to this specific website domain. If you require Omeka on more than one domain name it will need to be installed separately in each.

6. Scroll down to find your account details. You can use the details automatically generated, or replace them with something more memorable. - **Be sure to write these details down, else you won't be able to use the installed application.** There are spaces provided for you to write your login details in the box below and also after the table of contents.

7. Be sure to **write down** and store safely your:

    a. Username;

    b. Password (click on **Show Password** to view this); and

    c. Website title.

    (*By default the Website title is **CMS**, for Content Management System. There is no need to change this title as it will <u>not</u> display on your homepage.*
    If you do change the Website title, take note as you may need it later when installing plugins as detailed in the next subsection. The remainder of the document assumes use of the default title, so if you change it, substitute your given title for 'CMS' where it subsequently appears.

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8. Only when you have stored your username and password below, should you scroll to the bottom of the page and click **Install**.

9. You will be redirected to the previous Installatron page, which will show your new URL for you username.   Save the URL here:

OMEKA CMS USERNAME: _____

OMEKA CMS PASSWORD: _____

WEBSITE TITLE (IF CHANGED FROM DEFAULT)   _____

URL FOR WEBSITE ITEMS: _____

MAP PLUGIN: NEATLINE

The Neatline plugin provides our map interface within Omeka. On this map we will create location points which, when selected by the end user, loads location-specific content with links to files in the Omeka database, such as audio and images (detailed in Section B). It is installed as follows:

1. Keep your Reclaim Hosting page open in your browser, and in a separate browser tab go to the following URL: http://omeka.org/add-ons/plugins/

2. Find the **Neatline** plugin in the list and click on the **Download** button - this button will also contain the most recent version of the filename, so will be called, for example **Download v2.0.2**.
   Here are two more locations to find this plugin, should there be any issues with the Omeka
   site:
   http://neatline.org/plugins and
   https://github.com/.

3. **Save File** - this will normally auto-save to your Downloads folder. If you save it elsewhere make sure you make a note of where it is saved as you will need this for step 7. It will download as a .zip folder - **do not extract it**.

4. From your Reclaim Hosting account, select **File Manager**. If this is not visible you may need to first select **cPanel.**

5. Open the **Plugins** folder for your online map domain name.
   If you have more than one domain name with your hosting provider, there will be more than one plugins folder Ensure you select the correct one! See troubleshooting box below.

6. Click on **Upload** from the header menu.

7. Use the **Select File** button to browse your computer for the **Neatline.zip** folder that you have downloaded (you have taken note of its location in step 1). Wait for it to upload, which should not take long.

8. Once it has uploaded, **a link** will appear towards the bottom of the page which redirects you to the Plugins folder in File Manager. Select this link.

9. A zip folder named **Neatline** will now be visible in plugins. Right click on this zip folder and click **Extract**, then click **Extract Files**, then **Close**.

10. Return to the cPanel by clicking on the **cP** logo at the top left of the screen (beside **File Manager**).

11. Select **Omeka** from cPanel **Applications.**

12. Select **My Applications** tab (you usually need to click on this twice).

13. Under **My CMS** select the URL ending in: **/admin/** This link* opens the Omeka interface, or the content management system login page. There is a space allocated below to **write down this URL** for quick access in future.

14. Login to the CMS if prompted using your Omeka account [login details](#) that you noted in the previous subsection. If you are already logged in, proceed to the next step.

15. From the header menu select **Plugins**.

16. Scroll down to select **Neatline** and click **Install.**

17. A button for Neatline will now appear in the sidebar.

*To access your website's content management system more easily in future, you can enter this URL link directly into the address bar to open the login page for your website's Omeka CMS:

URL FOR YOUR CONTENT MANAGEMENT SYSTEM:

_____

Troubleshooting

If Neatline is not visible in step 16 this usually indicates that the zip folder was uploaded or extracted to the incorrect location in File Manager (steps 4 to 9). Check back through the steps to ensure the plugin folder you selected in the file manager does actually relate to the specific domain name and website title of your project. An example of the plugin folder file path is: www.yourdomainname.com/cms/plugins

To find the correct plugins folder:
In **File Manager** open the folder that is named as your domain name. Within this folder is a sub-folder named as your website title (default is **CMS**). Open this folder to find and select the correct **Plugins** folder.

NEATLINE SUB-PLUGINS: WAYPOINTS; NEATLIGHT

NEATLINE WAYPOINTS

Neatline Waypoints is a sub-plugin designed to work in conjunction with Neatline, providing extra functionality to our map interface. It allows us to display on the screen a list of titles for each location

point. Hence the end user can select topics based on title, in addition to selecting based on their map location. You may choose not to use this functional option, in which case, skip to the next section.

This sub-plugin/widget is installed in an identical manner to installing the Neatline plugin. So the steps below will be very familiar to you:

1. Keep your CMS (Omeka) open in one browser tab and open a new tab; we will return to the CMS tab in step 11.

2. In the new tab go to this address: http://omeka.org/add-ons/plugins/

3. Find the **Neatline Waypoint** plugin and click on the **Download** button - this button will also contain the most recent version of the filename, so will be called, for example **Download v2.0.2**.
   If you can't find the plugin, here are two more options to source it:
   http://neatline.org/plugins and
   http://github.com/scholarslab/nl-widgets-Waypoints

4. **Save File** and note where it is saved. Again, this will download as a .zip folder - **do not extract it**.

5. From your Reclaim Hosting account, go to the **cPanel** in the Client Area.

6. *From the header menu, select* **File Manager.**

7. Open the **Plugins** folder for your domain name. This is the same location in which Neatline was installed, within the folders named as per your domain name and website title. Remember, there may be more than one plugins folder, so ensure you select the correct one!

8. Click on **Upload** from the header menu.

9. Use the **Select File** button to browse your computer for the **NeatlineWaypoints.zip** folder that you have downloaded (you have taken note of its location in step 4). Wait for it to upload, which should not take long.

10. Once it has uploaded **a link** will appear towards the bottom of the page which redirects you to the Plugins folder in File Manager. Select this link.

11. A zip folder named **NeatlineWaypoints** will now be visible in **Plugins**. Right click on this zip folder and click **Extract**, then, **Extract Files**, then **Close**.

12. Return to the web browser tab left open in step 1.*

---

* If you accidentally closed the tab, you can log in again using the URL saved while installing Neatline**, *or* via cPanel in your Reclaim Hosting account. Here's a reminder, so you don't need to go back:

1. Log in to Reclaim Hosting account
2. Click **cP** logo at the top left of the screen
3. Select **Omeka** from **Applications**
4. Doubleclick **My Applications**
5. Under My CMS select the URL ending in**: /admin/**
   **Take this second opportunity to save the link for an easier login next time:
   _____
6. Log in to Omeka if prompted

---

13. From the header menu select **Plugins**.

14. Scroll down to select **NeatlineWaypoints** and click **Install.**

15. Proceed to install Neatlight.

NEATLIGHT

Neatlight is a theme designed for use with Omeka and Neatline to display content on the website. It was used in CMM to display copyright details, a few paragraphs describing the Project, and headed by the CFP logo. Use it as you see fit for your own project.

Installing the Neatlight sub-plugin is done slightly differently from the other installations, in that we do not install it to the plugins folder. Instead we install to the **Themes** folder, although the process is the same, as follows:

1. Download **Neatlight**, available from: http://github.com/scholarslab/neatlight [accurate as of 14/9/16] Be sure to take note of where this has saved (required for step 5) and do not extract the files from the Neatlight zip folder.

2. From your Reclaim Hosting account, select **File Manager**. If this is not visible you may need to first select **cPanel.**

3. From the list of Folders in the left panel, find and open the **Themes** folder for your domain name and website title. This will be in the same location as the plugins folder, with which we are already familiar.

4. Click on **Upload.**

5. Use the **Select File** button to browse your computer for the Neatlight zip folder that you have downloaded. You should have noted its location in step 1.

6. Once it has uploaded, a link will appear towards the bottom of the page which will bring you back to the **Themes** folder in the File Manager. Select this link [or return via File Manager].

7. A zip folder named **Neatlight-Master** will now be visible within Themes. Right click on this and click **Extract**, then **Extract Files**, and finally click **Close**.

8. Return to the CMS page - see box above if you need help with this.*

9. Select **Appearance** from the header menu.

10. Ensure **Themes** tab is selected.

11. Scroll down to select **Neatlight** and click **Use This Theme.**

12. **The theme has been successfully changed** will appear.

Our online workspace is now ready to use. Well done!

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The finished/public version of our online Oral History map will allow the end user to access images and audio online. Therefore these image and audio files must be stored online - makes sense, right?

In Section A we set up our Content Management System by installing the Omeka application. In this section we create an online database by adding items (files) to this CMS. From here the files are then accessible for use in Section D, but for now let's create our database.

Uploading files to the website is the responsibility of the Content Manager. Further content can be added at any future time if desired. Details of the files can also be edited later; however a suitable title should always be entered when uploading the file.

Notes

URL: The Uniform Resource Locator is used to identify and locate each database item. Each item is automatically allocated a unique URL once uploaded to Omeka, so it can easily be accessed online. We discuss this further in Section D.

Audio files: Large audio files such as .wav are usually too large to play online and so our audio clips should be in a condensed audio file format. One such format is an mpeg, or .mp3 file. However, as some browsers do not support .mp3 files, a second copy of each audio clip needs to be uploaded in .ogg format.

Image files: Similar to above, image file sizes should be considered, as larger files take longer to load online for the end user. Use a condensed image format such as .jpeg or .png. Avoid .tiff files as these are very large.

Metadata/Item Details: This adds tags to our content, allowing search engines to find our website contents. See appendix for further information regarding metadata.

Uploading files to the CMS is done as follows:

1. Log in to your website content management system (i.e. Omeka login to your website admin page).

2. Click on **Items** and then on **Add an Item.**

3. Add details for the file you are about to add in the **Dublin Core** Tab (which should be automatically).

    a. Create **Title**. This is imperative - it must be a name that allows you to easily identify the file at a later stage.

    b. Add other metadata elements as required. **Subject** and **Description** may also be particularly useful to aid locating the file later.

    c. See table in appendix for example of how metadata forms were filled for the CFP's CMM and adjust to suit your project if required.

4. Go to the **Files** tab.

5. Click **Choose File** (this opens up a window that allows you to browse files on your computer).

6. Locate and select the file that you want to upload, and then click **Open**.

7. In order to save this to the CMS you <u>must</u> click on **Add Item** button (either at the bottom or side of the page). This automatically creates a URL for the item, which you will need in <u>Section D</u>.

   *Remember: If you edit details in the **Dublin Core** tab at a later stage, remember to click **Save Changes***.

8. To add the next item, select **Items** from Sidebar and repeat from Step 2 for each.

Once one or two items have been added to the database you may continue in this manner uploading all items before continuing to Section C. Alternatively**, and this is recommended**: continue to Section C with only one or two items in the CMS and come back to Section B later to upload the remainder. This way any issues, or areas you may wish to do differently once you see how it appears on your map, can be identified and added into the steps above for all subsequent items uploaded.

Use this blank space to write notes for any changes you may wish to include in your own map:

Now that we have uploaded files to the CMS database, we are ready to create our online exhibit, i.e. our online map interface. For this we use Neatline's Exhibit function as follows:

1. Log in to **Omeka** with account details that were created on [page 10](#).
   (if continuing directly from Section B you are already logged in so go directly to step 2).

2. Select **Neatline** from Sidebar.

3. Click on **Create an Exhibit**.

4. Add a **Title** for the Project - Be aware that this will display in the address bar for the end user.

5. The **Narrative** box (below Title and URL box) is used to display text on the website, which describes the exhibit to the end user.

6. In **Widgets** select **Waypoints** from the dropdown menu. Remember we installed this sub-plugins in Section A (Neatline Waypoints).

7. Under **Enabled Spatial Layers**, select the layer that you wish to use for map display (Open Street Map is used in CMM).

8. **Default Spatial Layer** in CMM is Open Street Map.

9. Leave **Public** box (at bottom of page) unchecked until you are ready to publish online.

10. Click **Save Exhibit.**

Notes

All of the above can be changed later by selecting Exhibit Settings. Please note, however, that although the title can later be changed the URL will remain fixed as its initial saved 'Title'.

Our exhibit is now ready for content to be added, however, let us first create our default view.

SETTING MAP DEFAULT VIEW

Whenever an end user enters the website the default view of the map is displayed. To set this:

1. Select **Neatline** from Sidebar.

2. Click on **Title** of the exhibit we have created. This opens the working area of the exhibit.

3. Find the area of the map that you want as default view on opening. Do this by using the zoom in and out controls at the top left-hand corner of the map.

4. Go to **Styles** tab and select **Use Current Viewport as Default**.

5. Click **Save**.

If continuing directly into Section D, skip the first 3 steps in D.

This map will display content in the form of **Records**. Each record can group related items together, such as text, audio and image files. We combine our content files into a record using the Text Tab; position the record on the map using the Map Tab; and use Style Tab to list the record on the map.

Notes

The **Item Tab** will take the end user to the metadata stored in our Omeka database. This is often not useful for the public and as such was not used for the CMM.

If continuing on from Section C, skip the first 3 steps and go direct to Step 4: Create Record.

It may be useful to have the Exhibit (Neatline) and the Omeka CMS both open in separate tabs, as some switching back and forth is involved.

1. Log in to **Omeka** (if not already logged in).

2. Select **Neatline** from Sidebar.

3. Click on the title of the exhibit we have created. This opens the working area of the exhibit. This is where we add our content.

CREATE RECORD

4. Click on **Records**, then **New Record.**

5. Click on **Text Tab** (this is probably already open by default), where we combine text with the URLs for audio and image files.

6. Enter the name of the record in **Title**. This will display in the records list on the map and when the cursor hovers over the map location.

7. **Body** is the main content of the record that displays when a marker on the map is selected. This is where we place our image and audio files, along with text (transcription of the audio). For this we must use HTML code.

8. The sample HTML code in the box below[†] can be adapted to your own requirements (by replacing the green text in CAPS as required) and pasted into the **Body** box. [See appendix for information and tutorials on coding.]

9. URL links required for this code can be found as follows:

   a. From Omeka Dashboard select **Items** in Side Panel.

   b. Select the specific item by clicking on the title or the image.

   c. Once item details load, click on item image, or filename listed under **File Metadata** on Right Side Panel.

   d. Under **Direct Links** select **Original**, which opens the item URL in your browser.

e. From the browser address bar, copy the URL including the file ending - such as .jpg, .ogg etc.

   Sample URL: http://website.org/exhibits/files/original/6300eb7053c49d99da741ac.ogg.

f. Paste into appropriate section of coding below[†], replacing text in CAPS.

10. Scroll down to click **Save Record**, and/or continue to position the record on the map.

[†]**Sample HTML Code -** *See appendices for more detail on HTML*

It may be useful to copy this code to a new document, to use as a template for each item.

Copy the entire edited code (including all brackets and punctuation) and paste into the body box above. Do this for each item/file that you want to add to the map.

Edit this Code as appropriate by replacing the text in CAPS:

```
<p>PUT YOUR SUMMARY TEXT HERE</p>

<p> </p>


<img src="URL LINK FROM OMEKA FOR IMAGE FILE" alt="WRITE IMAGE DESCRIPTOR HERE FOR
VISUALLY IMPAIRED USERS OF WEBSITE" align="center" style="width:480px;height:320px">


<p> </p>

<audio controls>

   <source src="URL LINK FROM OMEKA FOR .ogg FILE" type= "audio/ogg" >
   <source src="URL LINK FROM OMEKA FOR .mp3 FILE" type= "audio/mpeg" >

   Your browser does not support the audio element.

</audio>

<h4>IF YOU WANT A MINI-HEADING REPLACE THIS TEXT WITH YOUR HEADING, OTHERWISE DELETE
THIS LINE OF CODE</h4>

<p> COPY AND PASTE YOUR TRANSCRIPT HERE </p>

<p> IF YOU NEED MORE THAN ONE PARAGRAPH PUT EACH ONE BETWEEN THE PARAGRAPH MARKERS -
OTHERWISE DELETE THIS LINE </p>
```

POSITION RECORD ON MAP

Here we create a click-through point on the map for each record:

11. Select **Map** Tab.

12. Within the map panel, Click/Drag/Zoom to find the desired point for the record.

13. Select drawing tool from Side Panel to create point on map. For CMM **Draw Point** tool was used.

14. Click on the map to select the specific point for the current record.

15. Scroll down to click **Save Record**, and/or continue to create a list of records on the map.

STYLE TAB

Waypoints list the titles of each record in a click-through list on the map. This is set up as follows:

16. Select **Style** Tab.

17. In **Widgets** select **Waypoints.**

18. In **Presenter** select **Static Bubble** in order to display list of records on map.

19. Map point style (colour, size, etc) may also be edited from **Style Tab.**

20. The map view that opens on selecting a record is set here:

    a. Set the map to the desired view, then

    b. Scroll to bottom of the Side Panel and select **Use Current Viewport as Default**

21. **Save Record!!**

For each new record return to Step 4 and follow the instructions to the end. To edit part of a record select the appropriate tab and work from there. Always remember to **Save Record** to effect your edits in the online exhibit.

You may now wish to return to Section B to add in more items. Remember that the database can be expanded upon at any future stage by returning to: Section B to add new items; and Section D to position them on the map.

Your Oral History Map online exhibit is now ready. Just one thing left to do to share it with the world…

If continuing on from Section D, click the **Back to Omeka** button and skip the first 2 steps.

1. Log in to **Omeka** (if not already logged in).

2. Select **Neatline** from Sidebar.

3. Select **Exhibit Settings** for your exhibit.

4. Check **Public** box (at bottom of page).

5. Click **Save Exhibit.**

Your Oral History Map Exhibit is now online for viewing.

Notes

If for any reason you need to take your map exhibit offline, simply follow the above steps to uncheck the **Public** box.

If everything has not quite gone according to plan, a troubleshooting section follows, and there are several online forums for Omeka and Neatline, in which you may find a solution (Google will be of help finding these). There are also some links to useful documents in the Project Resources section on page 3.

If everything did go according to plan - **Celebrate! And please remember to share your finished project with us as a thank you for our work in this document** ☺

Disclaimer: We, in the Cork Folklore Project, are not developers nor do we work for any of the services or software providers we have mentioned in this document. If you do have issues, please contact the hosting and software providers. We have worked hard to put together this document to share our experience with you in order to help you create your own project. This is as part of our continuing effort to give back to the local community as well as local, national and international oral history communities. We cannot be held responsible for any issues that arise.

TROUBLESHOOTING AUDIO & IMAGE FILES

These are some of the problems we came across during our testing phase.

ISSUES WITH MP3 FILES

Occasionally the security settings within the Omeka CMS need to be changed to allow mp3 files to be uploaded.

To rectify this, select **Settings** from the header menu of the Omeka CMS.

Select the **Security** tab.

Within **Allowed File Extensions** use the scrollbar and place cursor at the end of the list. Add a comma at the end of the list and type in the following:

>   application/octet-stream

Do not add any spaces or commas after this text!

Click on **Save Changes.**

Return to **Dashboard** or **Neatline** as required.

ISSUES WITH IMAGE FILES

When working with items containing images in the Omeka CMS, it is useful to have a thumbnail of the image associated with it. If this is not showing (for example in your item list), the settings within the Omeka CMS need to be changed.

Select **Settings** from the header menu of the Omeka Dashboard.

Within the **General** tab (which opens as default) scroll down to **ImageMagick Directory Path.** Within this field box type the following:

>   /usr/bin

Do not add any spaces or commas after this text!

Click on **Save Changes.**

Return to **Dashboard** or **Neatline** as required.

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This is a list of sample Dublin Core Metadata for Oral History Files entered into the CMS / Omeka database. They should be adjusted to suit your own project files.

DC element	Oral history adaptation for excerpts
Title	A title associated with the recording, e.g. - The only light on South Main Street in the evening
Subject	Main topic of the excerpt, e.g. - The decline of South Main Street
Description	A short explanation of the content of the resource and the purpose for which the excerpt was made, e.g. - Excerpt from an oral history interview where the narrator reflects on the decline of South Main Street
Creator	The name of the archive, e.g. - Cork Folklore Project
Source	A catalogue number relates to the original file
Publisher	The name of the archive/creator, e.g. - Cork Folklore Project
Date	This is the date that the excerpt was made
Contributor	To include all roles as follows, narrator(s) (interviewee), interviewer(s) and editor (person doing the excerpts, e.g. - Clive Davis (narrator), Stephen Dee and Dermot Casey (interviewers), Penny Johnston (editor)
Rights	E.g. - Copyright Cork Folklore Project
Relation	A link to the original audio interview
Format	mp3 or ogg for excerpts
Language	English (apart from some files that may contain some Irish)
Type	Audio or video
Identifier	Filename or URL
Coverage	Excerpt from an oral history interview

SUPPLEMENTARY INFORMATION ON HTML CODING

Using the code provided in Section D[†], the following additional information may help you understand the code, which may be useful should you need to edit it for your project.
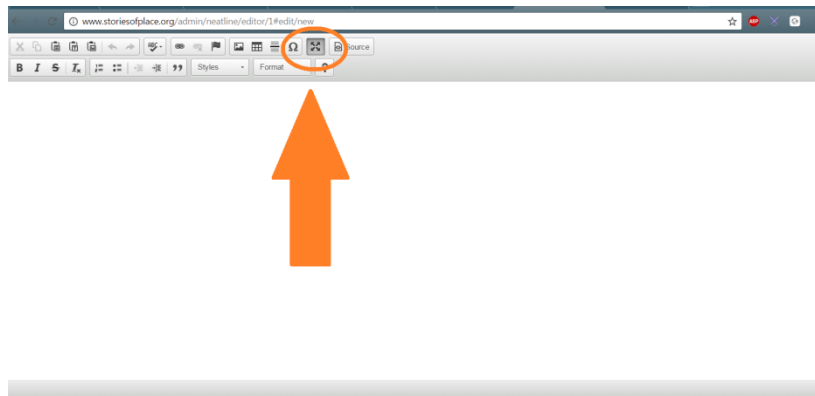
In your Neatline Exhibit, select the record you wish to edit, or select New Record.

Within the **Text Tab** (usually opens as default), use the **Body** box to create/edit the html.

This **Body** box can be expanded for ease of use (as well as additional formatting options) by clicking on **Edit HTML**.

Then select **Source** button. Write/paste your HTML code here.

Once editing is completed simply click the expand/collapse toggle button beside **Source** (highlighted in screenshot below) to bring back to main record details.

Click **Save.**

Your specific files and text must be entered into the pseudo code below, by replacing the text in CAPS as appropriate, before pasting into the **Body** field box.

Enter any text you wish to display with the item, placing each paragraph between **<p>** and **</p>** (which opens and closes a paragraph, respectively, and both are required).

In the CMM, images were required for display, so the following HTML code was used to direct to database images, and may be omitted if images are not used:

```
<img src="URL LINK FROM OMEKA" alt="WRITE IMAGE DESCRIPTOR HERE FOR
VISUALLY IMPAIRED USERS OF WEBSITE">
```

The URLs for these items can be found in your Omeka/CMS, as detailed in Section D.

Formatting images is outside the remit of this training document, however, if required HTML code can be inserted into the image tab (i.e. after **<img** and before the closing **>**). For example, to format image placement:

```
<img src="URL" align="center" alt="DESCRIPTOR"
style="width:480px;height:320px">
```

In CMM an audio player is required so audio files play in the website. The following HTML code was used to insert the player and may be omitted if your project does not use audio:

```
<audio controls>
   <source src="URL LINK FROM OMEKA FOR .ogg FILE" type= "audio/ogg" >
   <source src="URL LINK FROM OMEKA FOR .mp3 FILE" type= "audio/mpeg" >
Your browser does not support the audio element.
</audio>
```

Use the appropriate URL link from Omeka to replace the text highlighted above in green.

Note: The audio code for this player comes from the W3schools website (http://www.w3schools.com/html/html5_audio.asp)

If you want to upload video, see here for HTML5 video player code:
http://www.w3schools.com/html/html5_video.asp

PROJECT RESOURCES

Case Study:

> **CMM: Cork Memory Map** is the case study used for this training document. This exhibit was designed and built in Omeka and Neatline by Penny Johnston and the Cork Folklore Project. It is currently available on:
>
> http://cork.storiesofplace.org

Website Hosting Provider:

> **Reclaim Hosting** used by CFP for CMM due to its ease of use with Omeka. Available on: www.reclaimhosting.com.

Software :

- http://omeka.org/
- https://github.com/
- http://neatline.org/

Online Tutorials:

> W3 Schools is a Web Development site which offers tutorials in web languages such as HTML. This may be beneficial for tailoring your own specific online project. Available on: http://www.w3schools.com
>
> If not using Reclaim Hosting, Omeka will be installed in a different manner than that described in this manual. Instead, download Omeka from: http://omeka.org/ and follow hosting service instructions.
>
> Up and running with Omeka: http://programminghistorian.org/lessons/up-and-running-with-omeka
>
> The Omeka Forums: http://omeka.org/forums
>
> Getting started with Omeka: http://libguides.library.cofc.edu/c.php?g=230905&p=1532681
>
> Neatline documentation: http://docs.neatline.org
>
> Omeka Exhibit Building with Neatline: http://guides.library.ucsc.edu/omeka-exhibit-building/neatline
>
> Spatial Humanities Omeka and Neatline: http://ryancordell.org/research/spatial-humanities/omekaneatline-workshop

GLOSSARY

Application: A program, such as Microsoft Word and smart phone applications (apps).

Content Management System (CMS): is an application used to upload content to your website domain.

Content Manager: You! Or any person who adds or edits content to your website / online map.

Domain name: This is a website address [or URL] which will need to be purchased if you don't already have a current website. It can be done through an individual domain name registration service, but most hosting accounts offer this as part of their subscription.

End User: The technical term for a person browsing and using your website once it is published online.

Interface / User Interface / Graphic User Interface [GUI]: is how the end user interacts with the website, using mouse, keyboard or touch-screen with images, menus and links on the screen.

Plugin: A mini program that works within specific applications only. They may allow for the installation of related **sub-plugins** (also called **Widgets**) to improve functionality of the main plugin.

Web Hosting: A web hosting service provides a platform from which your website will be built. This is where all the data (text, pictures, etc,) that you wish to have on your web project will be stored online, ready to be displayed.

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