

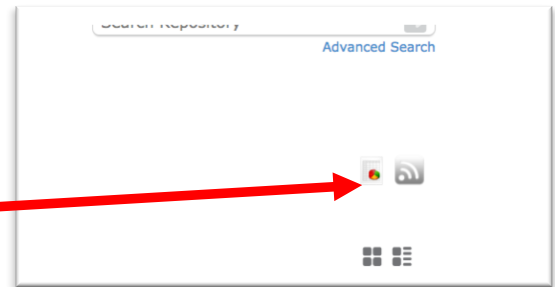
From Search Result in the CTDA to Visualization in Kumu

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Create the result set and download the CSV

1. Start in any CTDA public channel.
2. Search for a term using the search box. (Note, you must do a search, you can't use the browse function)
3. Limit the search in any way you like using the facets
4. Click the "Download complete result set as a CSV Spreadsheet"
 - a. For many reasons right now try to keep the result set less than 1,000 items, this limitation will be lifted in the future as we learn more about how this works. Result sets with tens of thousands of results tend to clog the system.
5. When the result set is finished, right click the link and save the spreadsheet.

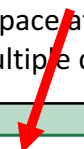


Manipulate the data


Steps 1 through 5 are REQUIRED or the data will not translate properly into Kumu

1. Open the spreadsheet in your favorite application
2. Change the "Title" column header to "Label"
3. Add a column to the right of the Title column with the header "Type"
4. Fill the Type column with the value: Content

5. Change “; ” [semicolon and a space] in multivalue fields to “|” [the pipe symbol without a space after it] Typically, these would be topic, geographic, and other fields with multiple descriptors



Topic
Child labor; Children's rights; Migrant agricultural laborers; Onions
Tobacco; Agriculture; Farms; Men
Human rights; Children's rights; Drugs; Street children
Child labor; Children's rights; Agriculture; Agricultural machinery
Child labor; Fishes; Fishing; Human rights
Child labor; Children's rights; Migrant agricultural laborers; Onions
Human rights; Agriculture; Tobacco; Farms
Photography; Documentary films; Human rights; Child labor
Child labor; Children's rights; Education
Child labor; Children's rights; Coffee; Pesticides
Child labor; Migrant labor; Agriculture; Onions
Child labor; Human rights; Children's rights; Fishing
Child labor; Children's rights; Coffee; Human rights



Topic
Child labor Children's rights Migrant agricultural laborers Onions
Tobacco Agriculture Farms Men
Human rights Children's rights Drugs Street children
Child labor Children's rights Agriculture Agricultural machinery
Child labor Fishes Fishing Human rights
Child labor Children's rights Migrant agricultural laborers Onions
Human rights Agriculture Tobacco Farms
Photography Documentary films Human rights Child labor
Child labor Children's rights Education
Child labor Children's rights Coffee Pesticides
Child labor Migrant labor Agriculture Onions
Child labor Human rights Children's rights Fishing
Child labor Children's rights Coffee Human rights

6. If you want thumbnails to appear in the visualization you must add another column with the header “Image.” You can add this column at the end and create the thumbnail URL string:

- a. Copy the values in the Link column (with the handle URL) into the Image column and do a search and replace in that column only:
 - i. Search: <http://hdl.handle.net/11134/>
 - ii. Replace with: <http://archives.lib.uconn.edu/islandora/object/> (you can use ANY of the public access production sites for this string)
 - iii. Append the following to the end of the string: /datastream/TN (this is done differently depending on what application you are using)

- b. The results should look like this:

<http://archives.lib.uconn.edu/islandora/object/20002:860201555/datastream/TN>

Add the spreadsheet to Google sheets and make it available to Kumu (or any third party).

1. If you haven't been working in Google sheets already, copy all the data in your spreadsheet and paste it into a Google sheet.
2. Set the sharing to “anyone with a link can view”

Connecting the Google sheet to Kumu

From here you need to have a free account at <http://kumu.io>, and learn a bit about Kumu before you attempt to do connect the spreadsheet. Fortunately, there is ample documentation to get you started at: <https://docs.kumu.io> including a “five minute quickstart” that really does take only five minutes.