



Collecting and Organizing Data for StoryMap

Knight Lab StoryMap: Key links and basic details

Knight Lab StoryMap is a user-friendly, web-browser mapping tool that allows users to choose a map and place markers across the map. Each marker can present images, texts, videos, and audio clips.

- Knight Lab StoryMap site: <https://storymap.knightlab.com/>
- Knight Lab Support Forum:
<https://knightlab.zendesk.com/hc/en-us/sections/202556646-StoryMapJS>
- DITI's Intro to StoryMap Video: <https://youtu.be/X33ud7RYZFg>

A Note on Save States:

StoryMap does not keep older versions of your project, so once you make and save changes, you cannot retrieve a previous version. You can also write over new content if you have your StoryMap open in multiple browser tabs or windows at once. It is a good idea to plan out your StoryMap in a separate document so you have your content saved somewhere.

This handout is meant to help you consider best practices to prepare and store your content separately from StoryMap, using the [StoryMap spreadsheet template](#).*

** Template based on the StoryMap Spreadsheet Template created by Molly Brown, Reference and Outreach Archivist, Northeastern University Library.*

Using The StoryMap Template for Content Curation

Curating your content is one of the first steps in building your StoryMap.

To get started, make a copy of the [StoryMap spreadsheet template](#) and use it to fill in the different sites you want to map, images you want to include, and so on.

Important: make a copy, don't edit the main template!! (In the top menu Click File > Make a copy)

Get to Know It: The Landscape of the StoryMap Template Spreadsheet.

1. The **slide number** (column A) can serve as the order in which your sites appear on your map and the **site name** (column B) can be used to label sites on your map.
2. The **site location** (column C) is used to identify a point on your map where the site is physically located (address or coordinates).
3. The **image URL/File location** (column D) is useful in keeping track of images of



- sites. Always **credit** (column E) your images to indicate their origin. Also include a **caption** (column F) describing your image.
- The **headline** (column G) can serve as the official title or label of your site. Including a **narrative** (column H) provides more context as to why your site is important.
 - Citation is important! Do not forget to cite your sources. (Column I)
 - You may want to include additional media related to your site (e.g. newspaper clippings, additional photos, etc.). Use Columns J and K for this, and expand as needed.

Spreadsheet data collection

fx <http://hdl.handle.net/2047/d20158126>

	A	B	C	D	E	F	G	H	I	J	K
1	Slide #	Site Name	Site Location	Image URL/File Location	Image Credit	Image Caption	Headline	Historical Profile/First Person Narrative	Citation(s)	Additional Media	Additional Media Caption & Credit
2		Site 1	42.344889, -71.082021	http://hdl.handle.net/2047/d20158126	Freedom House Records, Courtesy of Northeastern University Archives and Special Collections	Back Bay Farm, Boston, Mass.	Walking the Emerald Necklace	This is an introduction to the project that will continue on...			
3		Back Bay Farm Community Gardens	42.344889, -71.082021	http://hdl.handle.net/2047/d20158126	Freedom House Records, Courtesy of Northeastern University Archives and Special Collections	Community gardens in Back Bay Farm	Back Bay Community Gardens	Two men tend community garden in the Back Bay Farm. A public water building can be seen on the left. The Back Bay Farm also called The Farm, or Farm, is a freshwater marsh and lagoon area within Boston's larger Emerald Necklace park system.			

1. The slide number can serve as the order in which your sites appear on your map and the site name can be used to label sites on your map

2. The site location is used to identify a point on your map where the site is physically located (address or coordinates)

3. The image URL/File location is useful in keeping track of images of sites. Always credit your images to indicate their origin. Also include a caption describing your image

4. The headline can serve as the official title or label of your site. Including a narrative provides more context as to why your site is important.

5. Don't forget to cite your sources! Also, you may want to include additional media related to your site (e.g. newspaper clippings, additional photos, etc.)



Questions to Consider While Curating Your Content

- What story am I trying to tell? What is the main point(s) I want to convey?
- What locations are most necessary to tell this story accurately and expediently?
- What images/media will best represent each location? How will the image enhance the story I want to tell?
- How can I best tell this story/give a tour of a location? How can I integrate a balance of text, images, and other media forms?
- Who is my audience? What kinds of information does that audience need?



If this is a group project:

- The DITI recommends that students set up a StoryMap account with an email address all group members can access.
- Designate **one** person to input information into the StoryMap. All group members should contribute to the StoryMap Spreadsheet template and divide labor accordingly.
- When you are working in a group, it is especially essential that you make sure not to overwrite content. If you do have more than one person editing the map, be **absolutely** certain to close the tab with StoryMap as soon as you're done editing, and make sure that you don't both edit at the same time!