# Link to schedule a meeting with the DITI Team



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

#### 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 <a href="StoryMap spreadsheet template">StoryMap spreadsheet template</a>.\*

\* 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 <u>StoryMap spreadsheet template</u> 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.

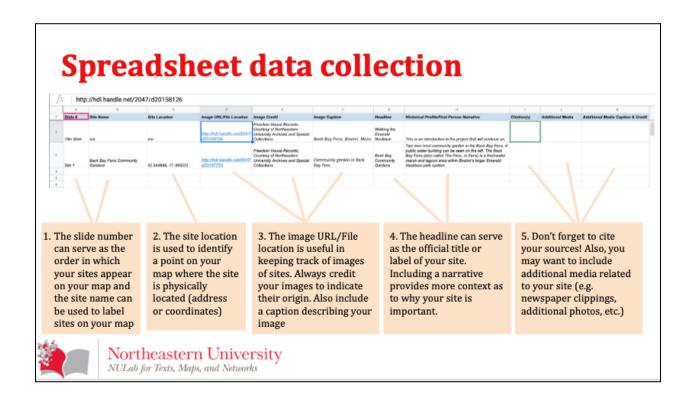
- 1. The **slide number** (column A) can serve as the order in which your sites appear on your map and the **site name** (column B) can be used to label sites on your map.
- 2. The **site location** (column C) is used to identify a point on your map where the site is physically located (address or coordinates).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

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- sites. Always **credit** (column E) your images to indicate their origin. Also include a **caption** (column F) describing your image.
- 4. The **headline** (column G) can serve as the official title or label of your site. Including a **narrative** (column H) provides <u>more context as to why your site is important</u>.
- 5. Citation is important! Do not forget to cite your sources. (Column I)
- 6. 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.



## **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?

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*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!