

Digital Publications, Storytelling, and Preservation

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ENG 3375: Writing Boston

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Northeastern University
NULab for Texts, Maps, and Networks

*Feel free to ask questions at any point
during the presentation!*

Workshop Agenda

- Digital Storytelling
 - Examples
 - Capturing, sharing, and preserving
- Copyright & Fair Use Information
- Knight Lab's StoryMap and Timeline
- Audacity for audio-editing
- OpenShot Video Editor for video editing

Slides and handouts available at <http://bit.ly/diti-spring2020-kim2>



Workshop Objectives

- Understand the importance of digital storytelling, especially for communities, and how digital storytellers are accountable to the communities
- Understand the different methods for storytelling, including creating maps, timelines, videos, and audio files
- Understand copyright and fair use policies
- Understand preservation tactics, such as storing files in cloud storage or on flash drives, and making sure organizers have access to these



Why Digital Storytelling?

Digital storytelling **preserves important stories,**
makes accessible stories, and **provides**
audiences with ways to engage with stories.



Example Digital Storytelling Projects

Oral History Example: [Angelenos Incarcerated, Eddie's Story](#): this project uses a map to both linearly and spatially tell someone's story based on an interview (made using Omeka)

KnightLab Timeline Example: [Whitney Houston](#): Multimodal timeline of Whitney Houston's life

KnightLab StoryMap Examples:

- ["Boston Parks and Playgrounds: Community Scan"](#): uses a mix of textual, image, and geo-location data to tell a story about playgrounds in Boston's neighborhoods.
- [Arya's Journey in Game of Thrones](#): uses an image of Westeros is mapped to trace and tell the story of Arya's journey



Collecting, Sharing, and Preserving

- **Collecting:** collecting the information needed to tell a story digitally (interviews, writing, images, etc)
- **Sharing:** choosing how to share the collected information (mapping, audio recordings, timelines, videos, etc)
- **Preserving:** creating a method for storing all information collected and making this accessible to those involved (cloud storage, flash drives, etc)



Collecting Stories and Histories

Community stories and histories can be collected through multiple methods and media:

- **Writing** done by community members
- Interview community members (video or audio **recordings**)
- Recordings of cultural and community **practices**
- **Images** provided by community members – preserve images through digital copies (if possible, let the community member keep the hard copy and have access to the digital version)
- Take photos or videos of **spaces** and community members



Telling Stories and Histories

After collecting different materials, the next step is to figure out how to **present** these materials digitally. Some potential options include:

- Digital maps
- Digital archiving and preservation
- Timelines
- Images paired with descriptions
- Podcasts
- Videos of interviews or collected recordings



Digital Preservation & Storage

- How will you **store** and **preserve** information?
 - For example, if you tell a community story using Knight Lab's StoryMap, keep copies of images/videos/text you incorporate. In case something happens with StoryMap, your community organizers should still be able to access the information you collected
 - If you create a video, you may post it on YouTube or another video platform, but you should also save & store a copy of the video file.
- **Ask** community organizers about how they store and preserve information: they may already have a system, and if they do not, make sure to provide some form of storage (cloud storage and/or hard copy storage with a flash drive)



Important Questions to Keep in Mind:

To whom is this story accountable?

How will your story accurately represent the experiences of community members?

Who is your audience?

What is the exigence of this story?

How will you engage your audience through descriptions, documentation about the digital story, and media?



A Note on Fair Use

Types of Materials

Fair use is an exemption to the laws governing reuse of certain types of use of **copyright material**.

Material that is in the **public domain** is no longer under copyright and can be used.

Materials under a **Creative Commons** license have set guidelines for use and republication.

Use /Adaptation

Fair use considers how **material under copyright** is used or adapted following four factors:

- Purpose and Character
- Nature of Work
- Amount
- Market Effect

Exceptions largely favor the use of material for commentary and critique and for educational settings.

Publication /Distribution

Fair use also considers how material under copyright is being **published** or **distributed**:

Restricted or public access: is it being published for a restricted community (a classroom) or published for everyone?

Commercial or not-for-profit: fair use favors not-for-profit use of copyrighted material as it doesn't signify financial gain.



Knight Lab's StoryMap

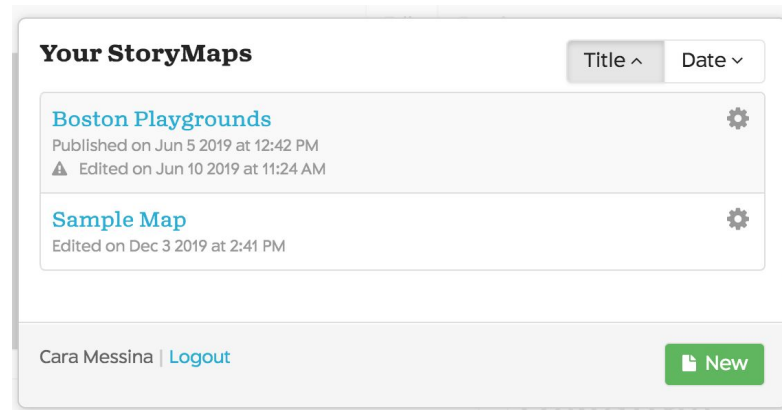


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Create a StoryMap

- Go to <https://storymap.knightlab.com/>
- Click “Make a StoryMap” 
- Either create a new account or sign in through Google
- Once you’re signed in, click “New Map” (once you have created your map, it will be there for you to work on)
- Name your project



Your StoryMap

Overall options
(like changing map layout)

SAVE A TON!

Preview your slides

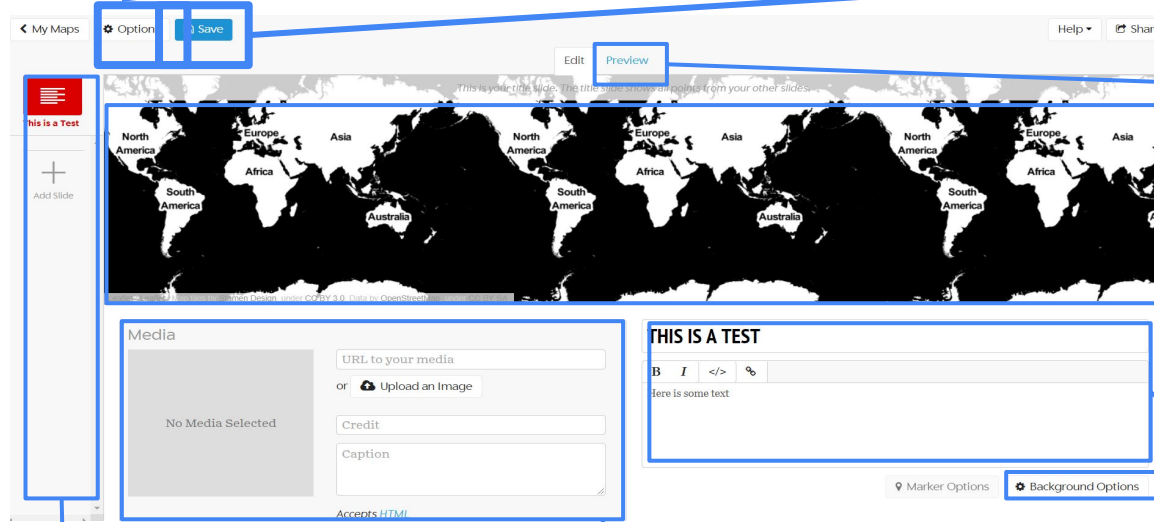
Preview the
geographic points in all
of your slides

Title and content of
your text box

Color of the text box
background

Uploading photos
or other media!
Document what
you upload

Check out and add new
slides here



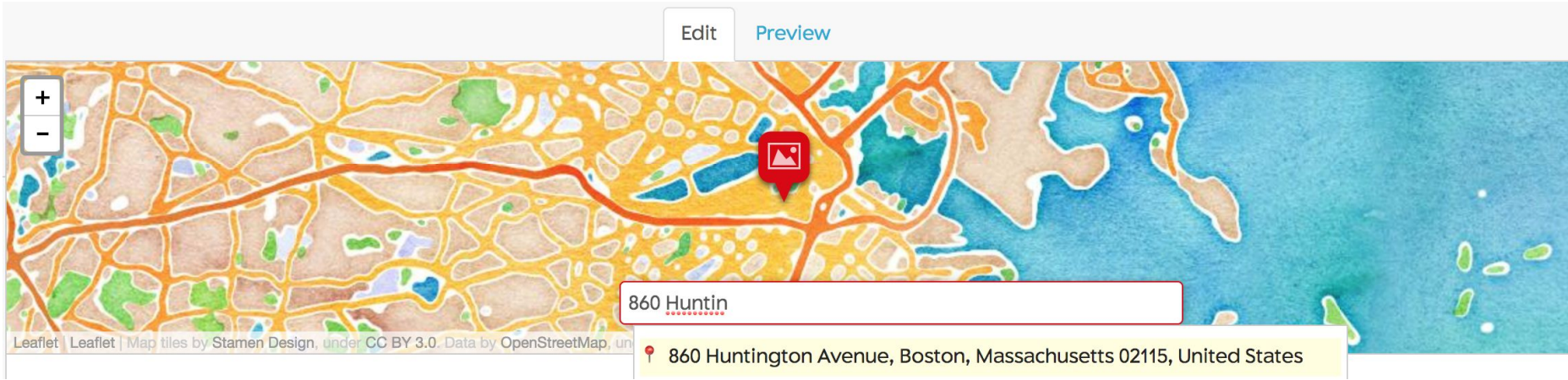
Slides, or map markers

Each slide is a different marker point on your map/image. Each slide contains:

- Title and text. The text box reads basic HTML.
- A background image/color.
- A map marker, which can be placed using Google Maps locations or by placing the marker manually.
- Media: images, videos, and sound files can be uploaded. Since only *one* media file can be uploaded per slide, you can use the text box's HTML to integrate an image or another media type.



Add A Location



KnightLab StoryMaps uses **Google Maps** to locate addresses

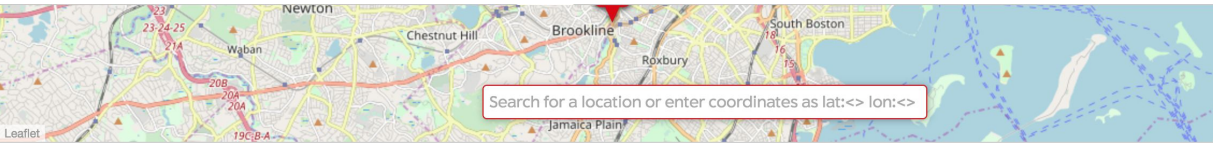
StoryMaps, however, does **not** always recognize place names; you might need to know the **address** or locations of particular structures

If you cannot find an address of a location, you can **drag and drop the map markers** to the specific location



Add Media and Images in Text

If you have an image or a video in the “media” section, but want to include an image in the **text**, you can! The text box reads basic HTML.



Media

or Upload an Image

Accepts [HTML](#)

TEST SLIDE

B **I** **</>** **%**

If you already have an image, insert another image using basic HTML!

To insert an image, make sure the image is uploaded with a URL. You can use Flickr or Imgur to create a URL for your image. If you get an image from the internet, don't forget to cite! Turn tagging on, then, use the HTML image tag.

```

```

Use “media” to upload files. You can upload an image or put a **URL** of an image OR a video (like a YouTube video). If you want to include your own video, you will first have to upload it to YouTube and copy that link.

1. Click the **</>** button (turn on HTML)
2. Get a URL of your image. Use Imgur or Flickr to upload your own, or find an image online—don't forget to cite!
3. Use the HTML `` tag to insert the image.
4. Check the “Preview” to see the image



Knight Lab's Timeline



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Create a Timeline

- Go to <https://timeline.knightlab.com/>
- Click “Make a Timeline”
- Create a spreadsheet and follow the instructions
 - Click “Make a Copy”
 - Input all your information



Make a Timeline



Get the Spreadsheet Template 



Inputting Information

Timeline works by taking the information and data you input into the template spreadsheet and converting it to a Timeline for you when you are finished.

For each 'moment' on the timeline, you would add a new **row** to the spreadsheet

A	B	C	D	E	F	G	H	I	J	K	L	M
Year	Month	Day	Time	End Year	End Month	End Day	End Time	Display Date	Headline	Text	Media	Media Credit
										This is a test of using google spreadsheets as a source for the timeline tool. This is a 'title' slide, so it doesn't need a date. It automatically occurs first, and doesn't appear in the timeline below.		
2011	11	1		2011	12	15			Google Spreadsheet Example		http://www.flickr.com	Zach Wise/verite.co
									Another Flickr Example	It's Easy to Make Your Own Timeline	http://www.flickr.com	Zach Wise/verite.co
2011	11	16	05:58:44	2011	11	16	07:30:00		Vimeo Example	Illustrate your Timeline with photos, videos, tweets and more.	https://vimeo.com/14	Knight Lab



Timeline Columns Descriptions

Year, Month, Day, Time: Input all this information. It does not need to be exact (and you do not need to include every piece of information, such as day or time)

End Year, Month, Day Time: when the event ended, to show on the timeline how long this event occurred. Your dates can overlap!

Headline The main text for each moment

Text The descriptor text for each moment

Media The URL for the media you will pair with this moment

A	B	C	D	E	F	G	H	I	J	K	L	M
Year	Month	Day	Time	End Year	End Month	End Day	End Time	Display Date	Headline	Text	Media	Media Credit



Media

Because Knight Lab's Timeline asks you to provide a URL for each piece of media, you will have to publish whatever media you use to the web to get a URL. Here are some ways to publish media to the web:

- **Videos:** YouTube, Vimeo, Flickr
- **Images:** Flickr, Imgur (although Imgur may be harder to organize your images)
- **Audio:** Soundcloud

Once you upload your media file, you will take the URL of the file and put it in the “Media” column. You can also include other media, like Tweets!

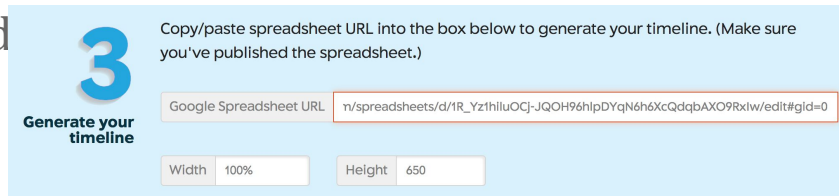
*remember to only publish media that is either not-copyrighted or created by **you**.



Finished and Want to Share?

Once you finish, go to File > Publish to Web > Publish

Then, copy the URL in your address bar and paste it in **step 3** of Knight Lab's Timeline page. Hit "enter" on your keyboard



Scroll down (past Step 4) to see what your timeline looks like. Then, **share** your timeline using Step 4!

The URL will just send people's browsers directly to your timeline, but the embed code means you can put it on websites! If your organization has a website, you can ask them what they think. Don't forget to **save your URL**



Preservation

When you are finished with your timeline, you do not need to save your Google Sheet; the timeline URL already has your information stored.

However, you should provide your community organizer the Google Sheet and all the information as a separate document. In case something happens to the Timeline, they can either recreate it or still access the information. You should also provide either in cloud storage or on a flashdrive all the media you uploaded to the web. This way, they have original copies.



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Audio-Recording and Editing



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Tips for Recording Audio

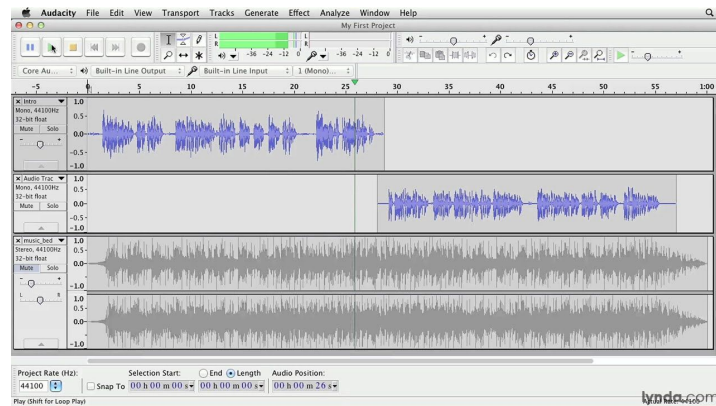
- Start recording **way in advance** and do several **takes**
 - The original recorded audio is often much longer than the actual podcast episode.
 - Do not record everything at once! Break your script into segments that you can record several takes of individually.
 - **Editing often takes much longer than the actual recording!**
- Find a **quiet** space to do any audio recording
- Use headphones or **microphones** to capture your audio
- Use your cellphone or another piece of recording devices to record. If possible, the **Digital Media Commons** in Snell also has recording studios.



What is Audacity?

An open source, multi-track audio recorder and editor.

Multi-track: the ability to have different layers of audio in one clip.



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Toolbox for texts, maps, and networks

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Key Terms

- **Track:** a single audio channel or stream.
 - **Multi-track:** an audio recording or channel with more than one track or recording of sound. Another term for this is "multimedia."
- **Clipping:** splitting audio into separate sections—that is, making “clips”
- **White Noise/Ambient Noise:** the background noise in a particular room is picked up when recording. This can include machines hums, talking, or sounds from the surroundings (i.e. cars and people).
- **Mixing:** the process of audio production, or mixing tracks of recordings, music, and other desired media.
- **MP3 File:** the most general audio file. Others include .wav, .mp4, etc.



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Downloading Audacity

<https://www.audacityteam.org/> --- Choose if you want it for Windows, Mac, or Linux

Audacity is free software and developed by volunteers.

 Audacity for Windows

Windows 10/8/7/Vista (XP support has officially been dropped)

 Audacity for Mac OS X / macOS

Mac OS X/macOS 10.7 and later.

 Audacity for GNU/Linux

Source code

For PC users: download **Windows Installer**

For Mac users: download **MacOS.dmg**

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If you will consider a donation to FossHub, we will spend the money on buying more bandwidth and more servers to offer the best download speed. Thank you for any donation!

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DOWNLOAD	FILE	SIZE	VERSION	ANTIVIRUS
Audacity Windows Installer	Signature	25.6 MB	2.3.2	0 / 15
Audacity Windows Zip	Signature	13 MB	2.3.2	0 / 15
Audacity macOS DMG	Signature	36.2 MB	2.3.2	0 / 15
Audacity Linux Source	Signature	8.6 MB	2.3.2	0 / 15
Audacity Manual	Signature	20.2 MB	2.3.2	0 / 15
Audacity macOS 2.11-DMG (screen reader accessible)	Signature	38.6 MB	2.11	0 / 15



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ANALYZING TEXTS, MAPS, AND NETWORKS

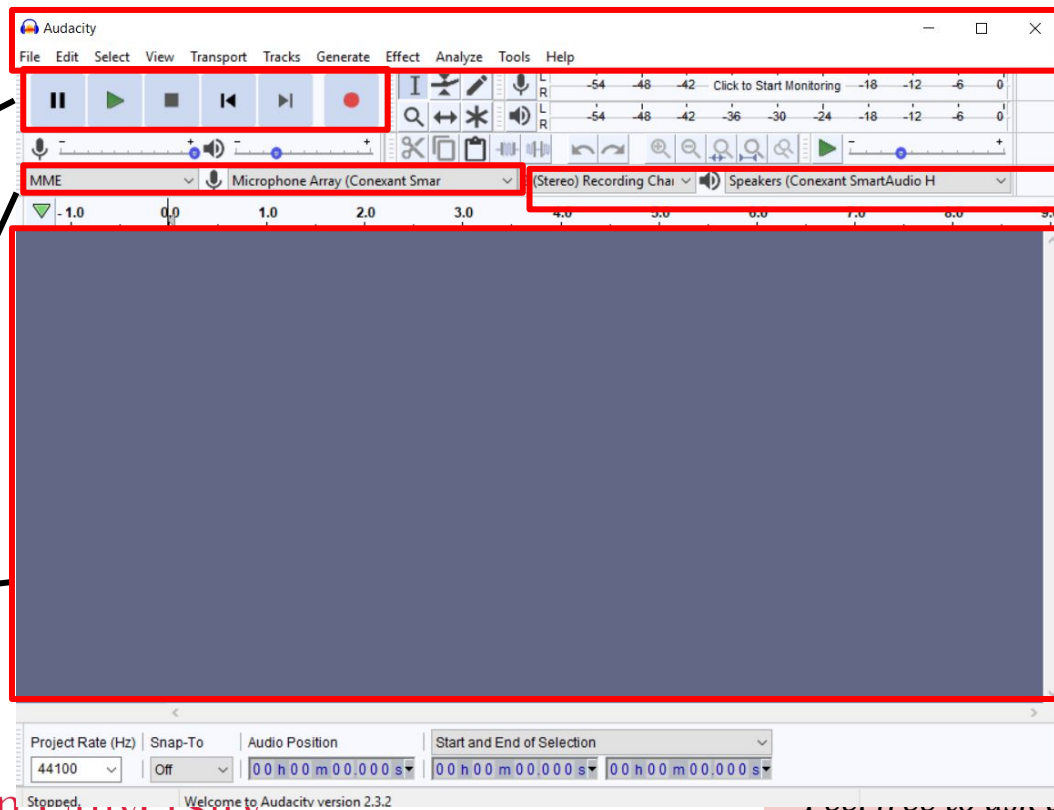
Feel free to ask questions at any point during the presentation!

Anatomy of Audacity

Main buttons (L-R):
pause, play, stop,
fast-forward/
backward, record

Microphone,
volume (the
“input”)

Recordings will
appear here.



Editing, saving,
effects,
transporting or
exporting the
recording.

Stereo
adjustments
(the “output”)

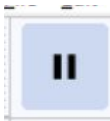


Recording

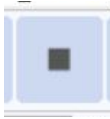
Make sure your **microphone** is working by checking which one is selected in the microphone section of the screen. Each computer will have different microphones, so check your sound settings for your model.



To **record**, click the button with the **red circle**.



Hit the **pause** button to pause a recording.



Hit the **stop** button to stop recording.



Re-play to verify that the recording is the quality/ volume that you want.



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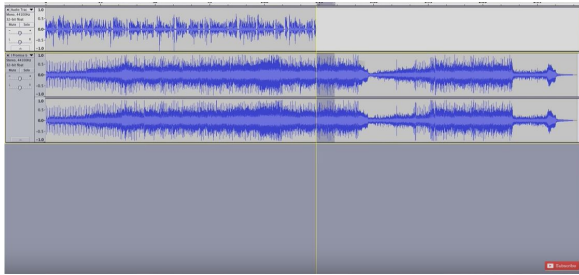
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Basic Editing

- To remove sections of your recording, just select the part of your track you want to remove, then hit “delete” on your keyboard.
- You can also split your track (Edit > Clip Boundaries > Split) once you have the specific section of your track you want to divide selected.
- You can move clips around by clicking and dragging the tracks with your mouse using the Time Shift Tool (F5).



Check out this video for more information:
<https://www.youtube.com/watch?v=xl-WDjWrTtk>



Sound Effects

You can import sound effects or music by downloading MP3 versions of the sounds to your computer.

- A great site to find open-sourced, non-copyrighted music/sounds is: <https://freesound.org/>

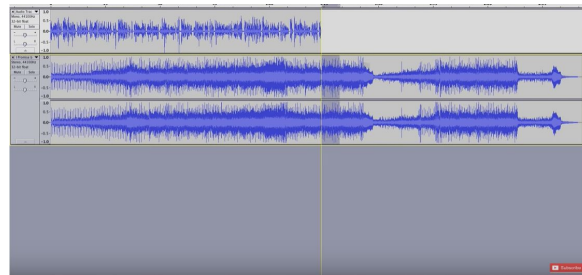
Then, you can just drag and drop the files into your Audacity recording space (below).

You can also use:

File > Import > Audio to add in MP3s.

You can also use any of the effects on Audacity!

- An “Effect” option is in the taskbar.



File Edit Select View Transport Tracks Generate Effect Analyze Tools Help



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ANALYZING TEXTS, MAPS, AND NETWORKS

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Saving & Exporting

Saving

Don't forget to save your recording! Try and save after each major edit/input of a recording, just to be safe.

File > Save Project > Save Project As> “Name of your record”

Exporting

When you're finished editing, make sure you export before you send or share your project!

File > Export > Export as MP3



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during the presentation

Video-Recording and Editing



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Tips for Video Recording & Editing

- Plan what will be recorded **before** you begin recording. This is called **storyboarding**. What will your video show? What story will your video tell?
- If you are interviewing someone, find a **quiet** space where their voice will be heard.
- If possible, record **multiple takes** in case you prefer one take over another. It's better to have more footage than not enough
- If using your cellphone to record a video, hold it **horizontally** since most screens have longer widths than heights.
- After recording, **save** all your takes on Google Photos, Dropbox, or another storage center
- Before editing, go back to your storyboard and choose which takes and moments will go where.



OpenShot Video Editor

OpenShot Video Editor is a **free** video editing software. To download it, go to <https://www.openshot.org/download/>. It's a basic video editor, but it is free!

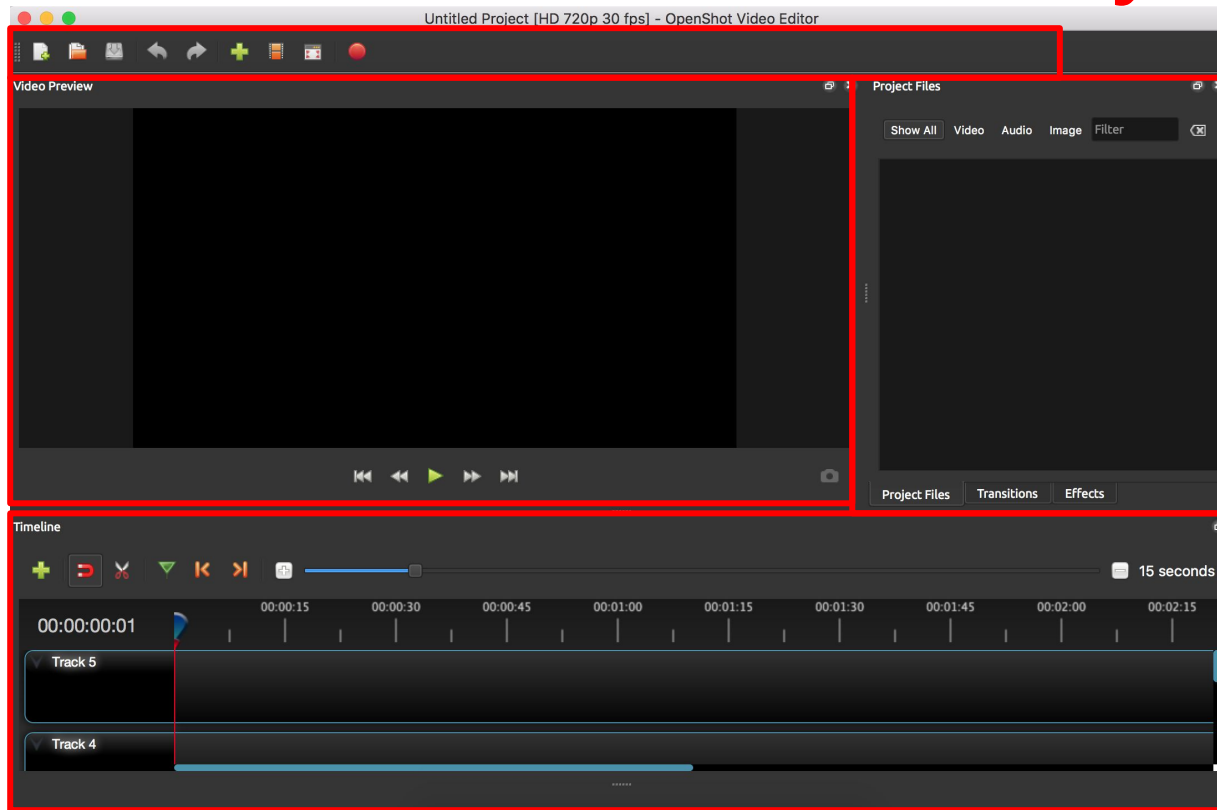
You can include video, audio, images, and texts in your video, make edits such as trimming, changing the volume, adding transitions, adding effects, and more.



OpenShot Video Editor Anatomy

Toolbar for basic functions like adding a new project, redoing, going fullscreen, and exporting your project

Video preview to watch what your video looks like so far



Project Files
Where you upload all the video, audio, & image files you will be working with as well as transitions, effects, and text titles. . You drag and drop these files down to the timeline editor to include them in the video

Timeline editor is where you input and edit the actual video content (do things like clip clips, choose when to show particular clips, etc.



Finished with your video?

Once you're happy with your video, **export** it as a .mp4 or .wav file. Your organization may have a video publishing method already, so check with them.

You might upload it to YouTube/Vimeo or just provide the finalized file to your organization. You should also offer to provide the **raw footage** in case they need it in the future.

If you do create a video, you can always include it in a StoryMap or Timeline!



Questions or comments?



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Your Turn!

Practice using Knight Lab's Timeline or StoryMap software.

Knight Lab's Timeline:

- Create a short timeline about your journey at Northeastern so far

Knight Lab's StorMap:

- Create a story map about your everyday commute

Slides and handouts available at

<http://bit.ly/diti-spring2020-kim2>



Thank you!

If you have any questions, contact us at:

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Schedule an appointment with us! <http://bit.ly/diti-office-hours>

