

Empirical Reasoning Center Tiki Toki Tutorial Handout
ERC instructor: Alisa Rod
ERC: LeFrak 102, erc.barnard.edu, erl@barnard.edu

Tiki Toki tutorial example: First 3 pages of Montaigne's "On Some Verses of Virgil" essay (trans. Donald M. Frame in *The Art of the Personal Essay*, ed. Phillip Lopate)

Example timeline password: Montaigne2015

Creating a Tiki Toki account (it's free!):

- Go to <http://www.tiki-toki.com/>
- Enter a username and password for your account

Setting up a timeline:

- On the Tiki Toki homepage, you will find a list of timelines you have already created and also a form for creating a new timeline.
- Enter the timeline's title, start and end dates and introduction text (these must be provided). All other fields are optional. If you are not sure what to enter into any of the fields, then roll over them with your mouse and a popup help panel will appear with instructions.
- Once you have filled in all the information, click the "Create new timeline" button at the bottom. Your timeline will now be created and you will be taken to the timeline's unique page on the web.

Adding a Story:

Once you have created your first timeline, you will want to create your first "story".

- First, ensure that you are on your timeline's unique page. There should be a gray admin panel at the top right of the screen. Also make sure you have the 'Story' tab selected in the admin panel. Now click on the 'Create new story' button at the bottom. The new story form and a story of your timeline should then appear.
- Enter all the required information into the form. The date field is initially set to timeline's currently-selected date - you will want to change this. Search/look up the names listed in the inset quotes in the text of Montaigne's essay and enter individual "stories" for each name. For example, the first inset quote is a line from a work by Ovid. Search online for Ovid. Once you find a source that provides biographical information about Ovid (e.g. Wikipedia), you can locate the information that you need for the story. In the "Basic Info" tab, enter a title for your story

(e.g. “Ovid quote 1” or “Ovid first inset quote”, etc.). Enter the start date as the year Ovid was born (or the best estimate available of the year of his birth). The end date should be the year of his death or the estimated year of his death. If you don’t have information about the month and day of these events, you could enter January 1st since the field is mandatory. In the “Intro” text field, you should type the quote (e.g. “Lest my mind dwell too much upon its ills”), and list the following information: the language that Ovid wrote in, any outstanding deeds attributed to Ovid, and the titles of 1 – 2 of Ovid’s most notable works. In the “link” text field, paste in the link to the source of your information (e.g. <https://en.wikipedia.org/wiki/Ovid>).

- Once you have finished entering information for your story, click the 'Save' button.
- You may now want to add images or videos to your story, or provide some accompanying formatted text. To add an image to the entry, click on the “Media” tab. In the “Source” text field, paste in the URL of an image after right clicking on an image and selecting “Copy image address” from the dialog box (e.g. an image of Ovid for the first inset quote story). To add additional information to the story, click on the “Extra Info” tab and paste or type in additional information (e.g. more background information about Ovid or interesting details).
- To create another story, make sure you click the 'Create new story' button again, else you may end up inadvertently editing an existing story.

Adding a Category:

- You create categories in the 'Categories tab' for your timeline. Simply enter a name and choose a color to create a category. For example, you could create categories for inset quotes vs. references to names within the text and/or title of the essay (e.g. Virgil, Plato, etc.). You could also create categories for languages of each entry instead of including that information in the story “Info” form (e.g. Latin, Greek, etc.). You can go back and edit each story to update with a category.
- To enable the color “band” view of the categories, click on the Settings tab. In the “View type” drop-down menu, select “Category Bands”

Disable public viewing of your timeline:

- To prevent others from viewing your timeline, set the 'Public' setting for your timeline set to 'no'. You do this in the 'Advanced settings' panel, accessible from the 'Settings' tab for your timeline.

Saving the CSV data (just in case!):

- Click the “csv” icon at the bottom of the admin panel to download a spreadsheet version of your timeline. Save this just in case something goes wrong with the online version (you could reupload the spreadsheet and you won’t lose any of your work).