Create Your Photo Essay Using **TimelineJS** Software

If your photo essay is best told by various dates or times of when the story unfolds then use TimelineJS. If not you should use StoryMapJS.

There are PowerPoint slides to help show you how to work TimelineJS. You can find them at http://professorjacobs.weebly.com/ (go to the Influence of Mass Media tab and scroll down the page)

Using the Google Chrome browser, create accounts for Google Drive and Flickr. Open three tabs, one for Flickr, one for TimelineJS, and one for your Google account.

Create a Flickr account . A basic Flickr account is free. Upload your images for the Photo Essay to Flickr. Keep the Flickr web tab open. You will import the images from Flickr into TimelineJS.

Create a Google Drive account which you will need to save and publish a copy of the TimelineJS file of your story. Keep this tab open.

Open a tab for Knightlab TimelineJS   http://timeline.knightlab.com/   Keep this tab open.

On the Knightlab web site scroll down to view examples of TimelineJS ….after reviewing and reading the tips section you can start to make your own.

On the Knightlab web site scroll back up to "1" "make a timeline".

Click on "Google spreadsheet template".

A Google spreadsheet file will open in a new tab. Click on "use this template" and rename the file (in your Google Drive account) to create your story. You can write over the material in the appropriate boxes now that you have renamed the file. Make sure that only material for your assignment remains in this saved file.

Look over the spreadsheet. For each separate photo and in order to complete the photo essay assignment you will add the appropriate text for "start date", "end date", "headline", "text", and add the photo (url) links (one at a time) from your Flickr account to the "media" section and text to "media caption" (caption for each photo) and "tag" (four tags for each photo).

I strongly advise you to compose all your text in Word, spellcheck and then paste into the appropriate boxes on the spreadsheet as you upload each photo. Points are deducted for errors with spelling, grammar, etc.

Do not alter the "headings", row 1 of the spreadsheet. The headings are for each column and must not be changed.

Under the "type" heading do not delete "title".

An Overview

TimelineJS is a spreadsheet (just like Excel) so edit (replace template text with your text) from left to right and use row "2" as the area to insert the first photo and text <u>in the order of when the story starts</u>. You will have 5 slides (photos) that make up your photo essay assignment. Your story is being constructed in chronological order, when the story "starts" and when it "ends".

Creating Your Story in the TimelineJS Spreadsheet – in 9 steps

1. Staring with row 2 work left to right to insert text and eventually the image in the appropriate areas. Row 2 will have all the information of when your story begins; the first photo and information about the first photo.
2. "start date" – type the day, month, year (there is a calendar that pops up in the box). *It is optional to add the time. TimelineJS uses military time, a 24 hour clock; 6am = 06:00:00, 2pm = 14:00:00, 9pm = 21:00:00, etc.
3. "end date" – type the day, month, year (there is a calendar that pops up in the box). *It is optional to add the time. TimelineJS uses military time, a 24 hour clock; 6am = 06:00:00, 2pm = 14:00:00, 9pm = 21:00:00, etc.
4. "headline" – type a few words that represent a (newspaper) headline such as - A Long Drive On Day Two (capitalize the first letter of each word for your headline).
5. "text" – type information that describes the; who, what, when, where, why and possibly how that explains the picture and story. *The "text" for row 2 is going to be 2-3 paragraphs to introduce the story and describe the action in the photo for row 2. You only need a paragraph or two at most for the "text" with rows 3 - 6.
6. "media" – open Flickr to find the appropriate photo, the first photo of your story. Click on your "photostream" and then click on the photo you want to place in the spreadsheet. The photo opens in a new window. Copy the URL for the photo. Go back to the web tab for your spreadsheet in TimelineJS. Paste the url for the photo into the "media" area of the TimelineJS spreadsheet. The URL for the photo is now in the spreadsheet.
7. Type your first and last name in the "media credit" area.
8. Type a brief description of details found in the photo for "media caption".
9. Do not place text in the "media thumbnail" and "type" areas.

Now repeat steps 1 – 9, for the next row on the spreadsheet, row 3, with the appropriate text and photo that would be consistent with the next photo (event) in the story. Row 3 would be the photo and information that comes after the first photo that you placed on row 2 of the spreadsheet.

Remember the "text" for rows 3 – 6 on the spreadsheet must be enough to describe all the details in the photo and that is usually a paragraph but no more than two paragraphs.

Repeat steps 1 - 9 until you complete your story by placing the text and photos for each of the 5 photos (rows 3 – 6 on the spreadsheet) for the photo essay.

Make sure that information after row 6 is deleted. If not, information that was on the template will show up in your finished story (timeline). As the TimelineJS instructions indicate, "don't leave any blank rows in your spreadsheet".

Preview (and Eventually Publish) Your Photo Essay

At this point you will have placed all of the text and information for the photo essay. You are going to preview your completed TimelineJS spreadsheet before placing the draft in Wordpress.

With your spreadsheet (story) in TimelineJS open:

1. Go to "file" – "publish to web"
2. Close the "Publish to the web" window.
3. Copy the URL for your Timeline from the browser's address bar. Reminder: It should look something like this:
   https://docs.google.com/spreadsheets/d/1xuY4upIooEeszZ_lCmeNx24eSFWe0rHe9ZdqH2xqVNk/edit#gid=0
4. Disregard the URL that appears in the "publish to the web" window. It used to be used below (on the TimelineJS screen), but changes to Google mean that you'll get an error if you use it now.
5. Scroll to "3" and paste the url from your spreadsheet .
6. Click on "frequently asked questions" and then click on TimelineJS with "Wordpress plugin". Follow the directions to download.
7. Scroll to "4" and click "preview" to preview your work. Your "preview" will open up at the bottom of the TimelineJS web site. Check your work, make sure the story is correct.
8. If the story is accurate and all your work is complete from the photo essay assignment you can now publish the story.
9. Scroll back to "4" on the TimelineJS web site and click on "link to preview" which generates an embed code to paste into Wordpress. Copy this embed code.

Open Wordpress
(Assuming you have accepted the invitation to join Wordpress to become an "author".)
*(In Wordpress an author can edit, publish and delete their posts, as well as upload files and images. Authors do not have access to modify, add, delete, or publish pages. Please remember, you will do the work to prepare your photo essay **but will not publish** it to the blog. You will save the work to the blog in queue and the instructor approves it for publication. Save your photo essay but <u>do not publish</u> it.)*

You have been sent an email invitation to join the CCC Times blog as an author. Accept the invitation for the CCC Times blog. When it asks for an email make sure you use your student email address unless you have a preexisting Wordpress account. After you accept the invitation you will get another email admitting you to the CCC Times blog. Very important - click on the link from the second email that takes you to the CCC Times home page (CCCTimes.net). ***IMPORTANT:*** *You are joining and submitting to the CCC Times Wordpress blog. Do not create and do not post work in your own Wordpress blog.*

On the upper right hand corner, hover over your account name. A box will appear showing you "CCCTimes", hover over it and then another box will appear with "new post", click on "new post" to take you to the "add new post" page.

1. In the "post title" box type a brief (two to five word) title of your photo essay followed by a "-" (dash) and the words "Photo Essay" (do not include the quotation marks).

Immediately below is a text box.

Paste your embed code from TimelineJS/StoryMapJS into the box and hit the "enter" key on your keyboard. Very important to press "enter" and make the embed active otherwise the link will not open.

Under "categories & tags" make sure "Influence of Mass Media Photo Essay" is checked. In this same area you are required to enter the "tags" for your photos. Create four "tags" (descriptions or information) for each photo for a total of 20 "tags".

Under "featured image" click on "featured image" and upload the same photo that is the first photo on your TimelineJS/StoryMapJS story. You should have this image (file) on your computer and will be able to use the upload function from Wordpress. This featured image is important. The image will appear on the blog as a way to identify your story from others. It may be necessary to crop the photo so it fits in the allotted space. You will need to preview your work to see if it needs cropping.

Now you need text for the "excerpt". First, identify yourself using your full name as the author of the story. Type "By: (first name, last name), and then type "Influence of Mass Media" (don't use the quotation marks!). Also, include the first sentence that appears as part of your two to three paragraph description found with your first image from TimelineJS.

Once you have proofed your work click the "preview" button which takes you back to the edit screen. If you need to make any edits or changes (check your work) you can preview as many times as you need to make sure it is correct. Work is automatically saved.

Do not publish your draft!

Continued…

You will have completed all the necessary steps to prepare your photo essay for publication.

Do not press the publish button.

Your work must be approved.

Publication is administered by the instructor.

If for some reason you could not finish your draft and in your confusion started a second draft, please finish preparing your work to complete the assignment but let the instructor know of the error so the first draft attempt is deleted. The instructor publishes your work.