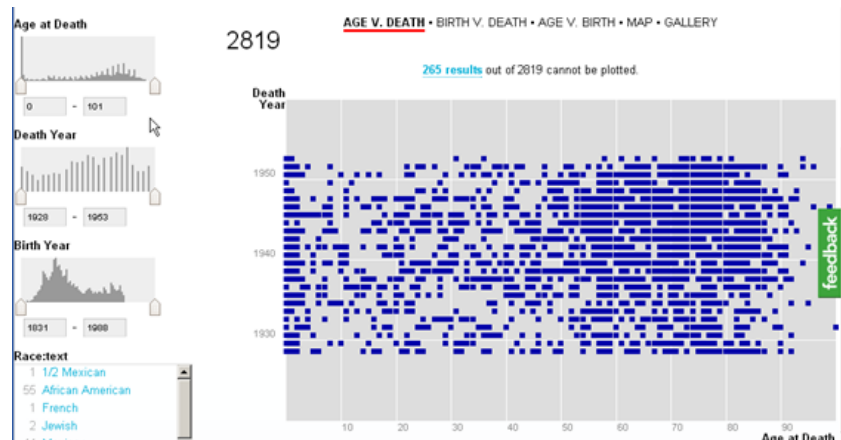


## Viewshare Workshop: Dr. Elizabeth Tobey



These notes come from a Digital Art History Workshop held in the Michelle Smith Collaboratory for Visual Culture on 1 October 2014.

Dr. Tobey is an alumna of the Department of Art History and Archaeology, and she is currently working on an MLS in Curation and Management of Digital Assets at UMD's ischool. Dr. Tobey recently completed an internship in the Digital Preservation office of the Library of Congress. During this internship Dr. Tobey learned the LOC's Viewshare software, a *free* program developed to facilitate the preservation and organization of relatively small data sets for scholars working in the humanities and related fields. Visit [www.viewshare.org](http://www.viewshare.org) to learn more!

The **FIRST STEP**, once you have set up your account, is to **Upload Data**. The types of data available for upload include: Excel spreadsheets, CSV (comma separated value) files, Metadata Object Description Schemas (MODS), JSON. **Tip:** Save MS Excel spreadsheets as 1997-2003 versions with the xls file extension. **Tip:** For the best functionality, only upload datasheets with 2,000 records or less.

**STEP TWO:** Once your data has been uploaded, you may need to change the **Type** of entry for different fields. For example, change any field with Image URLs, Locations or Dates, and Viewshare will rephrase your data entry as a thumbnail, geographic information, or a universal time designation.

**STEP THREE:** Viewshare includes multiple types of software, and certain types of data need to be augmented so that the various types of software can understand them. Click '**Add**' for location field, and select the type of view you want to eventually create. Options include **Timeline, Map, List**. You will need to add all the elements of the record that you want included in the particular view. (For example, for location, if you have city, state and zip in separate fields, you need to add all of these.) If you eventually want to create a timeline: augment Date field by clicking '**Add**' and select timeline.

**STEP FOUR:** Click '**Save**' in upper right to save the data set. Always save your views before navigating away from the page! **Tip:** Viewshare allows you to make your data public or private. If set to private, only someone who has received a link to your view (via email, for example) will be able to see it.

**STEP FIVE:** Click '**Build**' in upper right corner, and chose the layout you would like your views page to have (ie. how many columns?)

**STEP SIX:** To create a new view from your uploaded data, Click '**Add a view.**' Maps and timelines are just some of the options. (Unlike Neatline, the map views of Viewshare are limited. You can't import a historical map to use for your view, for example, as you can in Neatline.) In creating your view, you will need to fill out the provided fields. **Color Key**= which data field do you want to see on the map? **Zoom Level**= how close or far you want your map to zoom. **Map Lens**= what appears when you mouse over points on map. **Link:** set to image URL.

**STEP SEVEN:** To complete your view, click '**show preview**' in upper right. **Tip:** Colors are randomly assigned to entries, but there is a way to change the colors if you wanted a particular color to be assigned to the genre or type of painting, for example. If you want to share this view, click '**Share**' in

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upper right to generate a URL for your view. **'Embed'** in upper right: generates a java script that can then be embedded into the html of a web page.

If you want to **Add a Timeline**: enter start and end dates for the timeline. Fill out the Color Key (ie. what record you want to show on the timeline), Zoom Level, Map Lens and Link settings. **Tip:** The Viewshare timeline allows you to create two bands that are in different units of time. If you want a timeline with only one unit of time, set both bands to the same unit.

**Widgets:** Click **'Edit'** in upper right, and then **Add Widget**, at left. Among the Widgets Viewshare offers are: **Search, List, Tag Cloud, Slider, Range, Loco, Text. Tag Cloud** represents a name of a field in relation to the number of records in the data set (ie. larger and more bolded=more records of that type). If you wanted to create a view of how many objects an artist created in a particular medium, for example, you would select Medium as the field for this Widget. **Tip:** If you add a Tag Cloud to your timeline or map, when you click on a field in the Tag Cloud, it will populate the timeline/map with only those records!