



# Getting Started with TimeMapper

**TimeMapper** is a web-based tool for building interactive timemaps (timelines whose data points connect to a geographic map) from data entered in a Google spreadsheet. The timemaps can be accessed online or embedded in your own website.

## Initial setup

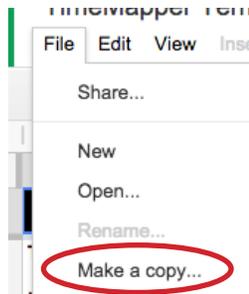


**Create an account** on TimeMapper (<http://timemapper.okfnlabs.org/>) using the 'Login' link at the top right of the screen. You'll log in using

your Twitter account and your handle will become part of the URL of your TimeMaps, so use a professional account if you have one.

You'll then need to **create a copy of the TimeMapper template** spreadsheet. You can access it at [www.tinyurl.com/timemapper](http://www.tinyurl.com/timemapper)

Once there, click 'File' and then 'Make a copy' to create a copy in your own



Google Drive.

If you plan to **share the document with others**, adjust the permissions so they can edit the sheet. Give it a name you can remember and note the URL -- you'll need it for the next step!

Once you've created your spreadsheet, you'll need to **publish it to the web** so that TimeMapper can access it. Click 'File' and then 'Publish to the web' (below, top left) to open the publishing settings (below right). Then just hit 'Publish' and close the dialog box; ignore the URL provided under 'Link' on the popup.

Use a URL shortener like bit.ly or tinyurl to make it easier to share a spreadsheet with others, including students.

**Download as**

**Publish to the web...**

**Email collaborators...**

**Email as attachment...**

**Create a new Timeline or TimeMap**

**Publish to the web**

This document is not published to the web. Make your content visible to anyone by embed your document. [Learn more](#)

**Link** **Embed**

Entire Document **Web page**

**Publish**

You'll then want to **create your TimeMap**. Return to the TimeMapper website. As you're already logged in, you'll be taken to a dashboard with your existing timemaps. Click the green 'Create a new Timeline or TimeMap' button (above, bottom left) at the top of the dashboard.

On this page, paste the URL of your spreadsheet (from the URL bar in your browser), give your TimeMap a title and URL, set your date and display options, then hit '**Publish!**'

## Entering your data & building your timemap

You'll **enter the data for your timemap on the Google spreadsheet** you built earlier. As you update the sheet, the information will be automatically added to your timemap, so you can check it out in real time if you have it open in another tab.

The TimeMapper template has a header row (Row 1) and a row of instructions (Row 2) (screenshot below left). These need to be deleted before you finish the project, but you can leave them in place to refer to as you work. To delete a row, right click on the row number and then select 'Delete row' (below right).

1	Title	Start	Joyce Thelma Eg
2	Title [REQUIRED]	start date [REQUI	27
	Note this row contains INSTRUCTIONS. You MUST DELETE THIS ROW in your real spreadsheet!		28
			29
			30
			31
			32
			33
			34
			35
			36
			37
			38
			39

Cut

Copy

Paste

Paste special

Insert 1 above

Insert 1 below

Delete row

**Fill in your spreadsheet** referring to the instructions in Row 2 and our companion handout, *Understanding your TimeMap*. If you have multiple people collaborating on a single spreadsheet, color-coding the rows will help keep people writing over others' material.

The default setting for a Google spreadsheet published to the web is 'Republish automatically', which means that **your timemap will update automatically** whenever you update your spreadsheet. Keeping the timemap open in another tab (or on the classroom projector) will let you monitor your progress and the effects of your changes. When you're done, refresh the TimeMap and admire your work!

TimeMapper does not recognise Google's formatting, but you can include html in the **description** and **media caption** columns to add formatting and links to your TimeMap. You're most likely to want to use these four tags:

- `<strong>bold</strong>` → **bold**
- `<i>italics</i>` → *italics*
- `<a href="yourlink">link text</a>` → a hyperlink
- `new<br>paragraph` → new paragraph

If you want to learn more html, check out tutorials on Codecademy or W3Schools (free online) or Lynda (UT site license; use 'Organisational Login', then your EID).

