How to Create a Pin in ArcGIS Online in 7 Steps

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If anything in these steps is a problem,
or required steps that we forgot to mention/describe,
let Prof. T, Nadja, Connor, or Courtney know ASAP,
while it is still fresh in your memory!

Step 1: Sign in to ArcGIS Online

- Go to https://www.arcgis.com/home/index.html
- Click on **Sign In**
- Choose **Sign in with Enterprise Account** and type in *Wesleyan*
- Log in using your Wesleyan username and password

Step 2: Create a map

- Go to **My Content**
- Click on **Create** and choose **New Map**
    - Choose a title for your map and add tags
    - Once you click "OK", you will find yourself looking at North America
- Click **Add**, then **Search for Layers**
    - In **My Organization** search for the layer *Byzantine_Constantinople*.
    - Make sure to *unclick* "Within Map Area"
    - Click **Add**, then click **Done Adding Layers** to add it to your map.
    - Adding this "historic" map allows you to visualize Constantinople during the Byzantine Empire. It will ultimately determine where you place your pin.
- **Save your map**! This is extremely important.
    - ArcGIS Online will neither remind, nor automatically save work when you exit.
    - Click the **Save** button, choose **Save As**.
      Add a **title** (read Step 3 below to figure out what to call it)
      Add the **tag** "*Sp2017*"
      Only add a summary of your map if you want to
    - **CONTINUE TO SAVE AFTER EVERY STEP**

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Step 3: Determine the location of your pin

- OPTION 1:
  Google the point you are looking for, and it appears on Google Maps.
  Google Maps comes up with an exact address, you type it in to the **Find Address or Place** search bar at the top of your map; it brings you to the place to place your pin.
    - Troubleshooting: *There might be multiple options for the same address. It is up to you to pick the right one by consulting the historic map.*

- OPTION 2:
  There is not an address listed but you can see the point on Google Maps.
  Go back to your map in ArcGIS Online. Uncheck the box next to the layer *Byzantine_Constantinople*. Now, all you see is the "street grid" basemap.
  Compare the street grid with Google Maps & figure out exactly where your pin should be

- OPTION 3:
  The area or building you are looking for is not on Google maps or Byzantium 1200.
  Search in the historic map (the layer *Byzantine_Constantinople*) for your site.
  Use the historic map to guide the exact placement of your pin
  For these three options: in case of a discrepancy between the streetgrid and the historic map, decide in favor of the historic map.

- OPTION 4:
  The area or building is not on Google Maps.
  Check on Byzantium 1200, under "Contents"
  If your site is one of these locations, click the entry.
  On the following page, notice the Google Earth logo at the top. Click this, and it will download the item's pinned location as a "kml" file (which you can open with several programs, including Google Earth).

- OPTION 5:
  you cannot find your point through Google or the historic map, or Byzantium 1200.
  Use your discretion to determine where to place your pin.
  When you have made a tentative decision, check in with Professor Torgerson to make your placement as accurate as possible before submitting

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Step 4: Create a pin

- First, decide how to **label** your Pin

  - Determine what **primary category** your pin falls under. The options are:
    - *Region*—neighborhood, geographic area, etc.
    - *Site*—forum, harbor, palace, etc.
    - *Monument*—obelisk, church, etc.
    - *Object*—statue, lamp, hairpin, etc.

  - Determine the **secondary category**. The options are:
    - *In Place (IP)*—building still intact/visible; object never been moved, etc.
    - *Displaced (DP)*—was here but moved, only base traces remain, etc.
    - *Textually Attested (TA)*—completely gone, texts say it was here, etc.

- Then, create your Pin

  - Click on **Add**, and then **Add Map Notes**.

  - Type in the **name** of your pin
    - To ensure that all pins are easy to find, your title *must* be in this format: *Category_Name_Date* (i.e. Monument IP_Theodosian Obelisk_390)
      - *Note*: the "Date" refers to when the item appears only
      - *Note*: a majority of items will not have a specific single-year date
        - For an entire century: … _Theodosian Obelisk_5th c.
        - For a "circa" date: … _Theodosian Obelisk_ca. 390
        - Try to avoid date ranges; ask Prof. T if in serious doubt

  - Choose the **style** of feature (depending on what sort of thing you are researching)
    - For a building, a monument, or an artifact, choose **stickpin**
    - For a route, choose "line" or "freehand line" (depending on what required)
    - For a region, choose the shape which makes most sense for your region.

  - Follow the **directions in ArcGIS** for how to create the pin (or line, or area)

  - **Save** your work by clicking on the **Save** button and choosing **Save**

- **Save your work!!**

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Step 5: Add Text Content ("description") of your pin

For the remaining steps, follow along the model pin made for the Theodosian Obelisk

- It is fairly aggravating to use ArcGIS to create text from scratch.
  Type up your text in your favorite word processor, and then when it simply needs some final edits, paste it into the stockpin dialogue box on ArcGIS, which you have created.
- You must have no more than 500 words that contain relevant facts including at least:
  - The first sentence in your entry must give a basic description of what the reader found by clicking on your pin (a monument, a hairpin, a shop, etc.). Consider including not only size but situation within a building/street/neighborhood/region

  - The second sentence should give dating information (when "created", when destroyed), and indicate how you/we know that dating information. When was the object/item built/imported/known to have been in the city? When was the object/item destroyed/stolen/built over?

  - The third sentence should give the latitude/longitude coordinates (if able to be found reliably, i.e., on the Wikipedia page).

  - For the rest of your description, use your research skills and creativity to give both an explanation and / or description ("ekphrasis") of the object that gives the reader some interesting thoughts to work with. Feel free to expand on any of the brief points made in the first brief sentences (above). Comment on any major historical figures associated with this object/item (including name and date). Note other pins and points in our map of Constantinople this item is associated with.

- Add **citations** for any information (and, after Step 5, any images) you provide.
  - Required Citations (3):
    - Even if you are not directly citing one for this entry, you should at least point your reader to a relevant *ODB* (*Oxford Dictionary of Byzantium* article) entry where they can find more relevant context
    - You must cite some kind of "primary" source (i.e., how this item can be directly encountered; the format will depend on the exact item).
    - You must cite some kind of "secondary" source beyond the *ODB* (i.e., the scholarly article or book most helpful).
  - In-text parenthetical citations will be given in the format: (AUTHOR, page).
  - At the end of the "Description" / "Content" text, write "Bibliography" and then use Chicago-style citation format to list the sources you used.
    - Make sure to cite all modern scholars consulted.
    - Make sure to cite the Byzantine source material (if relevant)
    - Make sure to cite any modern translator used.
  - Identify yourself as the creator of the pin (i.e. "Content Compiled by_____")

- **Save your work!**

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Step 6: Add Images to your pin

- **For all questions about images and their citations, first consult Courtney Robinson**
- Generally, anything visual referred to in the text should have a corresponding image

- Your goal is to link _at least_ **four images** to your pin,
  one in each of the following categories. These images should be hyper-linked.
    - One image of the site/item as it survives today
    - One image of the site/item as it might have looked (artist's reconstruction, AND/OR a surviving depiction/drawing in a later source)
    - One image of the "context" of the item (i.e., a neighborhood shot, an aerial shot, etc.) that shows how the item might be / might have been encountered
    - One historical comparison (another item/location that is comparable in some way)
- When you refer to an image in your text, link directly to a webpage that _only_ consists of that image with direct, in-text hyperlinks.
    - Highlight the text you want to act as the hyperlink (one or two key words):
    - The text you decide to link for each image must be a phrase clear enough that the reader will know what they are about to be looking at, before clicking.
        - With the text highlighted, click the button like a "chain" (i.e., a "link")
        - Put the image URL in the first box and press set!
        - If given the option, most of your readers will find it more pleasing for the images to open in new tabs or windows, than in the same window.

Where to find your images, how to get their URLs, and how to cite them?
- Artstor (artstor.org).
    - You will need to be on campus, or logged in to Wesleyan via proxy.
    - The virtue of ArtStor images is they are professionally catalogued
    - To get a stable URL for an ArtStor image
        - right-click (control-click) from the search page (i.e., thumbnails)
        - click "Get URL"
    - To get citation information,
        - select the image you want from the thumbnail view (search page).
        - In the citations portion of your bibliography, cite these images as: "Image provided by Artstor via DMCA" (link to: http://www.artstor.org/content/terms-and-conditions-use-open-artstor)

- Wikimedia Commons (commons.wikimedia.org/).
    - The virtue of Wikimedia is the number of images available, their being open-access, and their open licensing information.
    - To get a stable URL for an image on Wikimedia Commons
        - click the image itself
        - copy the URL from the address bar
    - To get citation information,
        - Identify the photographer and date of the photograph

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- In the citations portion of your bibliography, cite these images as: "Image taken [DATE] by [NAME]; [DOCUMENT LICENSE]" (linking to this same page)

- Byzantium 1200 (or other artist's reproduction)
  - Byzantium 1200 is currently the best source of digital reconstructions
  - To get a stable URL for an image on Byzantium 1200
    - Right click (control click) the image, click "Copy Image Link".
    - Use this link to hyperlink the appropriate text
  - In the citations portion of your bibliography, cite these images as: Copyright "2010 Byzantium1200.com"; used with permission. (linking to: http://www.byzantium1200.com/copyright.html)

- Perhaps you desire to extract an image from an article that you've read, such as a scan of a map, an architecture plan, a reconstruction or drawing.
  - This is an image from a non-digital source or does not have its own url
  - Make as high quality scan or download as you can: Make sure your image is large enough (use common sense, people need to be able to understand what it is)
  - Upload the image file to Flickr
    - Log into the group flikr page (flikr.com)
    - Username: byzantineconstantinople@yahoo.com
    - Password: col/hist128
    - Click the cloud icon in the top right corner to upload an image
    - Finish uploading then click on your image and copy the URL
  - Cite the image, in the citations portion of the bibliography:
    - if the image is a photo you or someone else took, cite in the same manner as one from Wikimedia Commons, above
    - if the image is from an article or book, cite it according to Chicago style, as a page from that work, following the phrase: "Image taken from …."

For all questions about images and their citations, first consult Courtney Robinson

- Your Pin (or "Description") will contain an illustrative image
  - Each pin can have one single image appear automatically at the bottom of the text, by placing links to that image in the two "Image URL" boxes.
  - Of your four (or more) images, *you* determine which is most appropriate to be visible so that readers will have an idea of the thing when they "open" the pin.
  - Should this image represent your artifact as it looked in Byzantine Constantinople (i.e., as a computer-generated reconstruction, or even, if very lucky, a manuscript image)? Or, if it is still intact, should this be a contemporary photograph? If in doubt, consult with our image curator (Courtney Robinson) to decide which image makes the most sense for your pin.
  - Once you find that image, paste the direct URL in BOTH the box that says **Image URL**, *and* in the box that says **Image Link URL**. The "Image URL" decides what appears within the text. The "Image Link" decides where the reader's browser goes if they click on that image.

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Step 7: Create and publish the layer

- Mouse over the file you created in the legend of your map, and click on the three little dots that appear
- Choose **Save Layer** from the bottom of the menu and add the title of your pin, appropriate tags, and a summary (optional), and click Create Item
- Go to **My Content** under the **Home** menu. The layer you just created should appear as the first item on the list
- Click on the layer you just created, and then click **Share**.
  Choose the **COL 128 - Constantinople** group from the list of options and hit **OK**

*If anything in these steps was a problem,
or required steps that we forgot to mention/describe,
let Prof. T, Nadja, Connor, or Courtney know ASAP,
while it is still fresh in your memory!*

You did it! Congratulations on creating and sharing your very own pin!

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