Knightlab TimelineJS One Pager   **Dr. Leisl Carr Childers**

Knightlab TimelineJS is a narrative timeline exhibition platform that relies on a structured dataset that uses dates as the anchor point. It utilizes Google Sheets and can accommodate hundreds of datapoints, though it becomes unwieldy after several dozen. It is particularly effective at conveying stories as they unfold over time. To use Knightlab TimelineJS effectively, consider how events are dated (by date, month, and year) and be consistent with the use of dates. Also remember to curate the elements of the timeline carefully and only include those applicable to the story. Here is how to get started with Knightlab TimelineJS.
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1. Open Google Chrome. This is the most compatible web browser.
2. Open Knightlab TimelineJS at https://timeline.knightlab.com/.
3. In Knightlab TimelineJS, scroll to the Make a Timeline instructions (blue section) or click the green Make a Timeline button. Follow the instructions to get the spreadsheet template in Step 1. This template will load onto your Google Drive.
4. Open the TimelineJS spreadsheet template in Google Sheets. Note the headings of each of the columns. Do NOT change the formatting in the spreadsheet. Notice the formatting for each column. Data can be entered into rows in any chronological order.
   - Row 1 cannot be changed and no columns can be deleted.
   - Row 2 is the title row and only requires entry of a title in column J, descriptive text in column K, the URL of a media image in column L, a media credit line in column N (column M does not have to be completed)
   - Beginning with row 3, the following columns should be filled out:
     o Start Date: Column A requires entry of a year; Column B allows for entry of a month; Column C allows for entry of a day of the month; Column D allows for entry of a time
     o End Date: Columns E-H if an end date is needed to represent a date range
     o Display Date: Column I allows for articulation of a date range if needed
     o Headline: Column J is the title of each slide
     o Narrative: Column K is the narrative for each slide. Narrative can be either a single paragraph or can utilize HTML code to indicate paragraphs (<p> and </p>)
     o Media: Column L allows for a media URL to populate a digital picture on each slide; Column M allows for a credit line for the media to be entered, but this is best done in column N; Column N allows for an author, title, date credit line to be entered to accompany the media image; Column O allows for a media image thumbnail, but this is not necessary
     o Format: Column P indicates if the row is a title slide; Column Q allows slides to be grouped; Column R allows HTML color codes to be entered to change the background color or a background image to be added (see https://htmlcolorcodes.com/ for options)
5. Once the spreadsheet is complete, follow the instructions for Step 2. Under "File" click "Publish to Web." In the dialogue box, click "Publish." In the pop-up box, affirm that you are sure you want to publish the document to the web. Close the dialogue box. Copy the URL in the browser window (NOT the pop-up window). As per Step 3, paste the copied URL into the Knightlab TimelineJS URL box. The Optional Settings box allows changes to the width and height, and placement of the navigation. In Step 4, click the Preview button and open the timeline in a new tab.

Figure 1: Example of a Knightlab TimelineJS project. The dataset that produced these visualizations are the presidential inaugural addresses from 1977 to 2020 and depicts the historical references made in each speech.