HistoryPin Tutorial
Created for LA as Subject Members by Natalie de Almeida, Clarice de Veyra, and Manuel Escamilla, 2013.

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HistoryPin Day Checklist

1. A separate Gmail account dedicated to HistoryPin use.
   - If you intend to have more than one user for the account, it is a good idea to make a generic account and password for multiple users. You can change the password at a later time if you decide not to have multiple users.

2. Bring about 5 images that you would like to pin.
   - Images must be JPG or PNG.
   - Images must be under 10 MBs (we recommend 2.5 MBs or less).
   - Images must be a minimum of 600px. You may upload to any resolution you wish. To protect your images, the system will resize your images to 600 x 4000px.

3. Have metadata for the images you plan to pin.
   - Title (50 characters), description, and tags.

4. We recommend bringing a JPG or PNG image(s) for a logo, banner, and background that represents your institution.
   - Logo must be under 1mb, 980 x 800.
   - Banner image must be under 1mb, 1920 x 1080.
Introduction to LA as Subject and HistoryPin

UCLA Library and Information Science (LIS) students created this guideline in spring of 2013 as part of a service-learning collaboration with LA as Subject. The intended use of this guideline is for the LA as Subject 'Pin and a Pint' HistoryPin workshop held at the Golden Road Brewery in June 2013. As part of the LIS program, students are required to take a course entitled Ethics, Diversity, and Change in the Profession in which students collaborate with an organization as the service-learning component. This collaboration is intended for students to understand the importance of public engagement and volunteerism through community partnerships, advocacy, and outreach by information students and professionals in order to achieve equitable, sustainable, culturally aware, and community empowering information resources, services, and accessibility.

LA as Subject is a research alliance dedicated to preserving and improving access to the archival materials of Los Angeles history. Much of the city’s history is preserved in libraries, museums, and other cultural institutions. Other valuable and unique collections are scattered across Southern California, curated by smaller institutions and individual enthusiasts. With an online directory of more than 230 separate collections, LA as Subject ensures that researchers know what materials are available, where they are located, and how to access them.

HistoryPin is an award-winning, global, interactive online application for individuals, libraries, archives, museums, and other types of cultural and historical organizations. It’s won an American Association of School Librarians award for being a “Best Website for Teaching and Learning” (2012), a “Best Family History Website” by Family Tree, and a Webby Award. HistoryPin has proven itself as a great access portal for users to discover new material, and a useful publicity tool for archives to reach out to new users and share their materials.

After creating a channel and profile with a featured photo and introduction, users can then create collections of photographs that revolve around specific topics. Each channel can create an unlimited number of
collections. There is no cost to host collections on HistoryPin. It’s easy to upload photos to HistoryPin. If you have over 200 photos in a collection, HistoryPin recommends using its batch uploading function.

HistoryPin also creates artificial collections, meaning that they allow multiple users to submit photos to one collection that they manage. For instance, many users contributed photos to a “Grandparents” collection. It’s a great way for people to discover new institutions and the materials they feature. You can become a “fan” of other channels, and others can become “fans” of yours.

Each photo posted, or “pinned,” requires metadata, or data about data; otherwise, it will not be visible. Users are required to include a date (approximate dates are okay) and a location.

Locations can include specific addresses, or more generic locations like an intersection or city. Entering metadata is very important as it provides context to every photograph.

The coolest feature is the geomapping of the photos – HistoryPin uses Google Maps to pin photos on a map – and if an exact address is provided, HistoryPin overlays the pinned photos with the current Google Maps Streetview photo, so you can see a side-by-side comparison of the location!

The HistoryPin widget is available to post on your institution’s website and blog. Use it so you can tell your followers about your HistoryPin channel!

For more information about LA as Subject, visit www.laassubject.org. For more information about HistoryPin, visit www.historypin.com.
How to Create an Account and Username

1. On any page of the website, click “Join”.

2. Use your Gmail address and password to login. You need a Gmail address to use HistoryPin, so if you do not have one, click “Register now” to follow the steps and create one.
3. When you first log into HistoryPin, you will see the following message:

Google is checking that you are allowing your Gmail address to be used as your HistoryPin login. Click “Allow”.

4. Enter a username of your choice and read and agree to the Terms and Conditions.
How to Edit Your Profile
How to Pin a Photo

1. From anywhere on the site, click “Pin”.

2. Uploading photos:

   1. Click ‘Add files’.
   2. You can select several at once.
3. Adding information and a location:

1. Add a Title.

2. Add some keywords which describe the photo, e.g. 'royalty', 'transport', 'party', 'sport'.

3. If you have a story about the photo, you can write it here.

4. Add a date.

5. If your photo was taken from the street, tick this box. This will give you the option of overlaying your image over modern Street View.

6. Enter the address of your photo – be specific as possible. Click ‘Find on the Map’.

Click to add information to your photo and pin it to the map.

Click to upload and save photos to your profile. You can return to them later to add information.

Click to delete all the photos you have added.

When you see a green tick, your photo is uploaded.

Click to add more photos.
4. Pinning to the map:

1. Click and drag your photo to move to the right spot.

   - Click the arrows to move the map.
   - Click + and – to zoom in and out.
   - Click 'Cancel' to abort the whole upload.

   - If you’re in the wrong place, enter a new address and click ‘Find on map’.
   - Change from map view to satellite view of the landscape.
   - When you’re happy, click ‘Save details and continue’.

   1. = we recommend you do this first.

5. Overlaying to street view:

   - Grab and drag the photo to position it. You can also drag the background to move move it.
   - Grab and drag the corners of the photo to make it bigger or smaller.
   - When your position is perfect, click ‘Record position’.
   - Click ‘Save details and continue’.
   - Click ‘Cancel’ to return to the map and reposition your pin.
   - To remove bits of the photo you don’t need, click trim, then grab and drag the frame edges to hide unwanted parts.
   - Slide the fader to show/hide the photo gradually. This helps you to match the photo with the background.
   - Click ‘reset’ to undo all movement and edits and return you photo to the original size and position.
How to Create a Collection

1. Getting Started:

2. Adding collection Information:
3. Choose photos:

4. Place your photos in a desired order:
5. Choose a cover for your collection:
How to Create a Tour

1. Getting Started:

2. Adding tour information:

3. Choosing photos:
4. Placing your photos in a desired order:

1. Add a title to your Tour step
2. Add a description to your Tour step (optional)
3. Click on another photo to add information
4. Click, grab and drag your photo to rearrange the order

To go back to an earlier step click 1, 2 or 3.
If you want to keep the Tour private and return to work on it later, click 'save draft'.
When you have finished and want your Tour to be visible to everyone, click 'publish'.

5. List view

Click to see your Tour on a map
You are viewing the Tour in List View
Click to take your Tour
Click to return to your profile and make changes to your Tour
Click to take your Tour
6. Map view

7. Tour view:
Additional Resources

Here are some examples of institutions that are using HistoryPin as well as some additional resources.

HistoryPin blog

Historypin Libraries, Archives, and Museums homepage

“HistoryPin Launches, Shows Your World as it Was”, by Zachary Sniderman on Mashable (July 12, 2011)


LA as Subject members using HistoryPin:
- Los Angeles County Metropolitan Transportation Authority Library & Archive
- Los Angeles Public Library, Photograph Collections
- Glendale Community College
- Pepperdine University Special Collections and University Archives
- Visual Communications

A few large and small archives to explore on HistoryPin:
- City of Vancouver Archives
- National Archives (US)
- National Archives (UK)
- North Dakota State University Archives
- Nova Scotia Archives
- San Francisco Municipal Transportation Agency Photographic Archives
- Smithsonian Institution Archives
- University of Louisville Photographic Archives
- University of Tennessee Special Collections
- Visual Communications Archives
**Glossary of Terms**

**Batch Uploading** – This advanced feature on pallows users to upload large amount of image files and their accompanying metadata using a CSV file.

**Channel** – Each individual log-in account has a unique channel where their uploaded images and profile description are displayed on the HistoryPin website. These channels can be embedded within outside website using widgets provided by HistoryPin.

**Collections** – Materials from the same or multiple channels can be added into collections that can then be shared on the collections page of your channel.

**Fader** – This feature allows a user to fade Streetview images in and out for dramatic affect.

**Fan** – Your channel can become a ‘fan’ of other channels and other users can become your ‘fan’ in order to automatically stay in contact with other users.

**Featured photo** – This photo forms the header of your channel and will be seen by all visitors of your profile.

**Geomapping** – Images pinned to your channel are assigned geographic coordinates that allow users to browse photos by location. This feature is made possible by HistoryPin’s use of a Google maps interface during the pinning process.

**Metadata** – Data about data. The title, keywords, and description section of the image uploading process allows users to provide additional context for each image.

**Profile** – Your profile features sections on your channel to display additional information about you or your organizations including relevant websites, Facebook pages, and other social media accounts.
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