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B. Part II MLD Mapping Instructions

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Instructions for Part II of the MLD-Mapping Assignment

HIST 4654: Archaeology and History of Medieval London

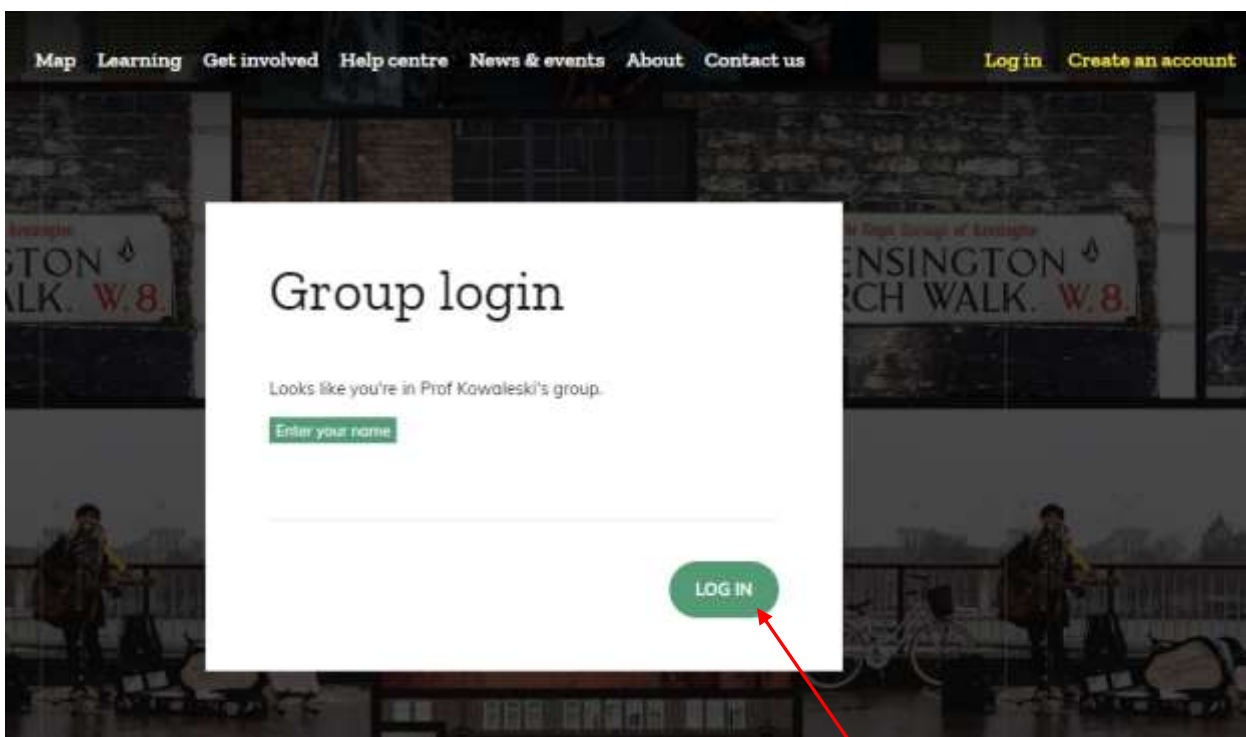
Fall 2020: Dr M. Kowaleski and C. Marcone

In this final stage of the assignment you are transferring the data from the Layers Grid into the Layers of London (LoL) website and mapping your properties. The aims are to give you experience with digital mapping, working with primary sources, and using research tools to identify and map the locations of medieval properties

Before you begin, make sure that you have already implemented all of Dr. Kowaleski's edits and comments on our MLD spreadsheet for your 3 records.

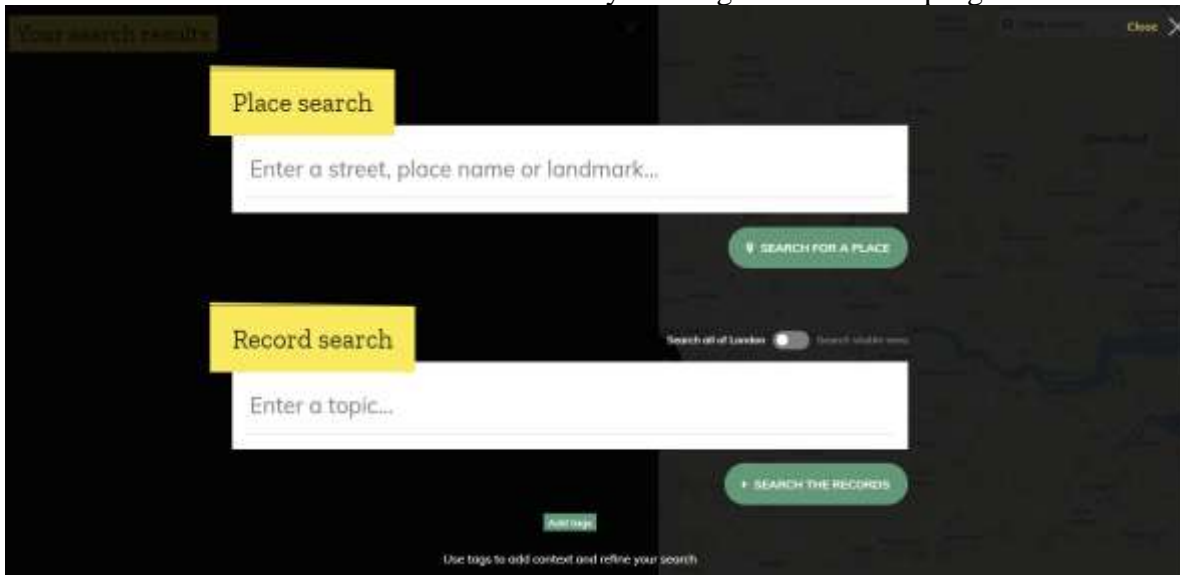
SECTION I: LOGGING INTO YOUR LOL ACCOUNT

1. To log into your account type copy and paste <https://www.layersoflondon.org/classroom/vdxcsu> into your browser. Bookmark this page and save that link. You **must always** access the site from this link.
2. You will be brought to a page that looks like this:



3. Enter your name like this: Firstname Surname. Note the single space between the two. You **must always enter your name exactly the same**. Then click the **green** LOG IN button.

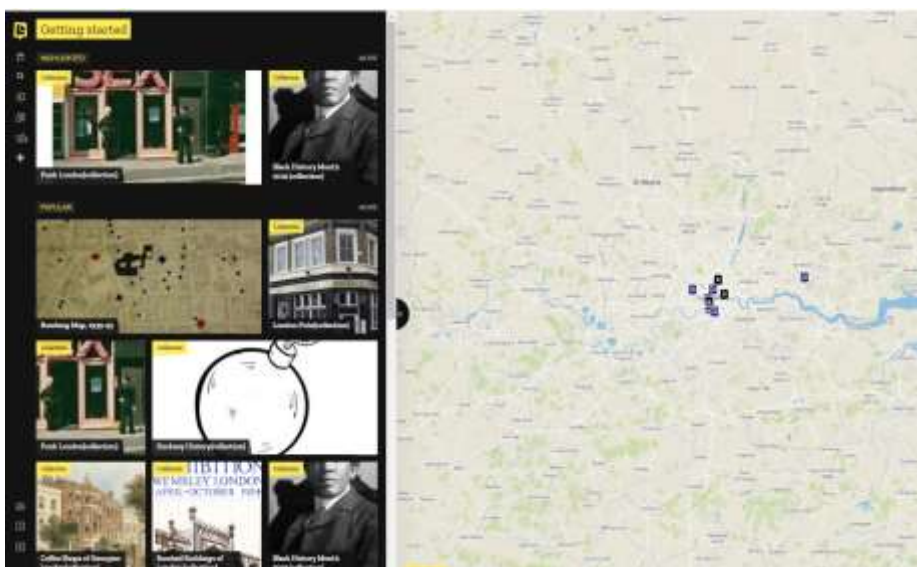
4. Depending on the size of your screen You will be taken to a search screen or the regular home screen. Close out of the search screen by clicking the X in the top right-hand corner.



If you are taken to the Home Screen click the word Map on the top left-hand corner of the menu.

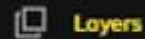


5. You are now logged in and ready to map! You will see the Map screen:



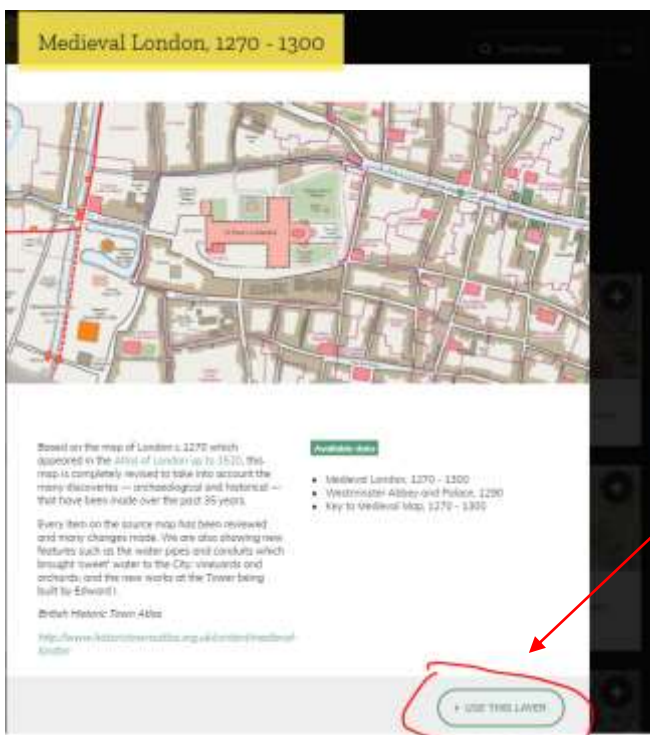
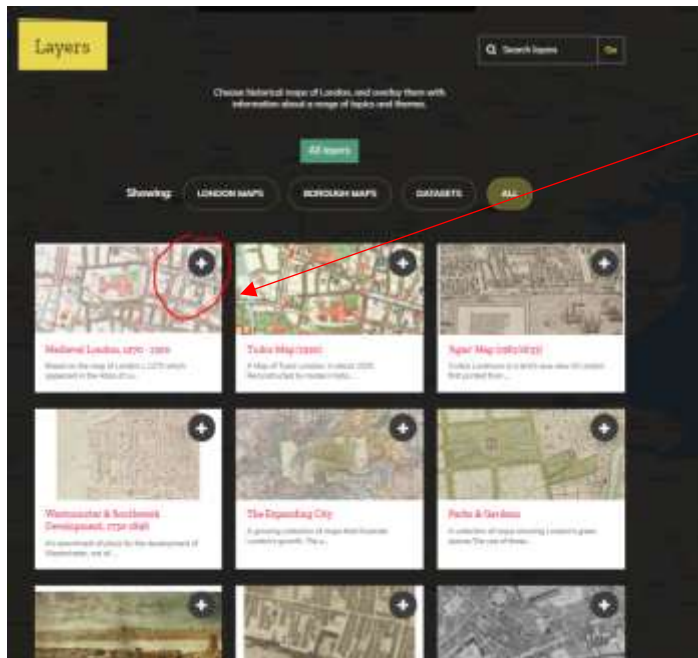
SECTION II: HOW TO SELECT THE BASEMAP

1. Now you are going to select the basemap that you will be mapping onto (i.e. the Medieval



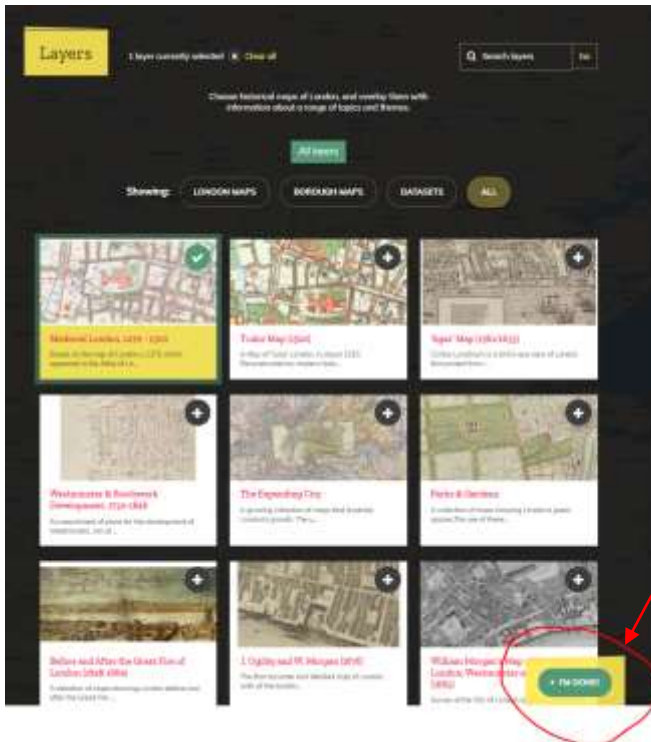
London, 1270-1300 map). Click the icon of the 2 squares called *Layers*.

2. You will see a grid of all the layers currently available on Layers of London. Next, click on the plus sign in the top right-hand corner of the layer called **Medieval London, 1270-1300**.



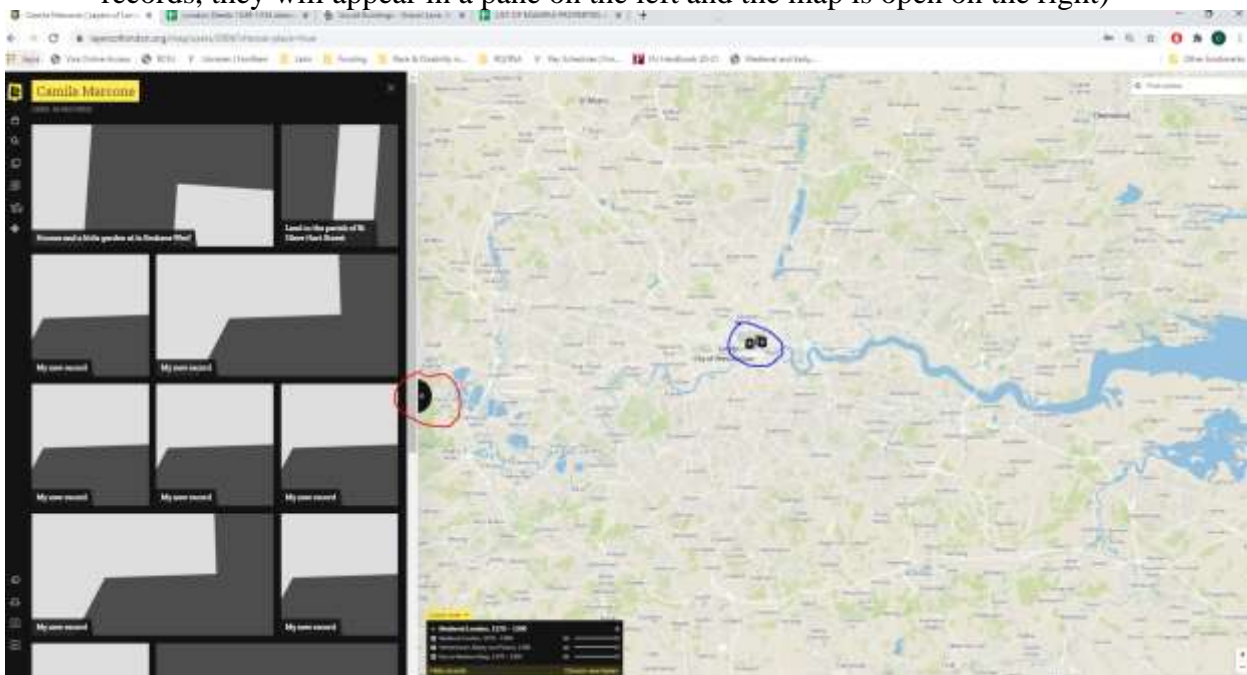
3. After clicking the plus sign you will be brought to a screen with a description of the **Medieval London, 1270-1300** layer. Now Click the **USE THIS LAYER** button in the lower right-hand corner.

SE



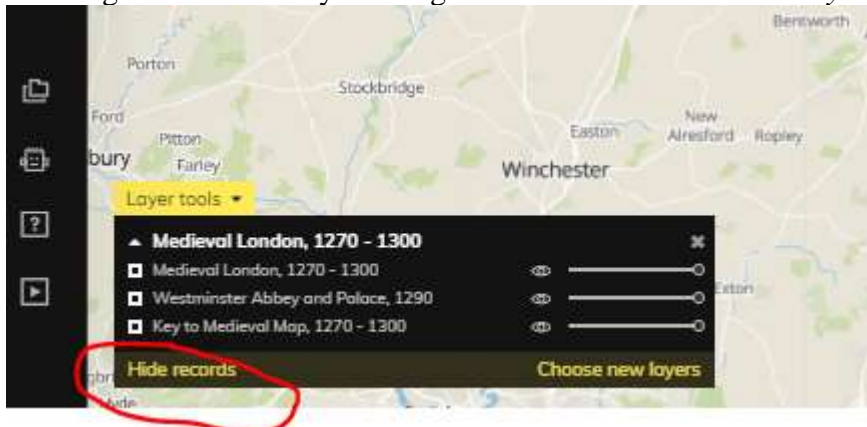
4. You will be brought back to the grid of layers. Then click the **green I'M DONE** button in the lower right-hand corner.

3. Now you will be brought back to a page that looks the picture below. (Once you have mapped records, they will appear in a pane on the left and the map is open on the right)

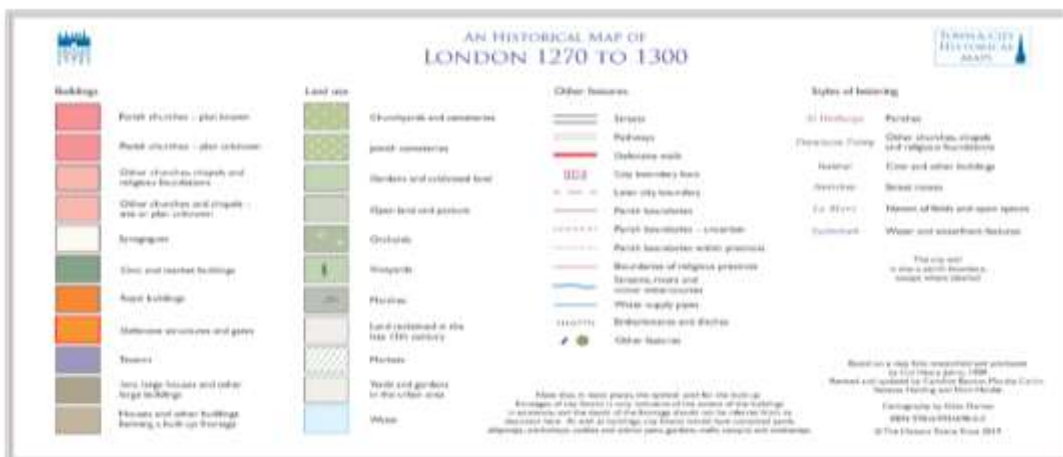


4. It will look like the map layer has not been applied, but **don't panic. This is because medieval London was much smaller than present-day London.**
5. You need to zoom in using the plus and minus symbol (or the scroll wheel of your mouse) to see the **Medieval London** layer. See the **blue circle** in the image above. You can also click and drag the map to reposition it.
6. You can get rid of the left-side pane by clicking the small triangle in the **red circle** in the image above.

- If there are too many records (from the various collections that other people have made) you can get rid of those by clicking *Hide records* in the **black Layer Tools** rectangle, as shown below.

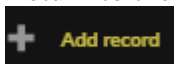


- Once you zoom in enough you will be able to see that the **Medieval London** map also has a key. This key can be useful to you when making decisions about where to plot your properties. For example, some of the properties in the Deeds are described as “gardens” or as being “next to a church, market, etc...” These are items that are color coded on the map according to the key. **Remember, if there is no information given about your property other than the parish, you map it on top of the parish church.**



SECTION III: HOW TO ADD A RECORD

- Return to the toolbar on the left-hand side and click the plus sign icon which means *Add record*.

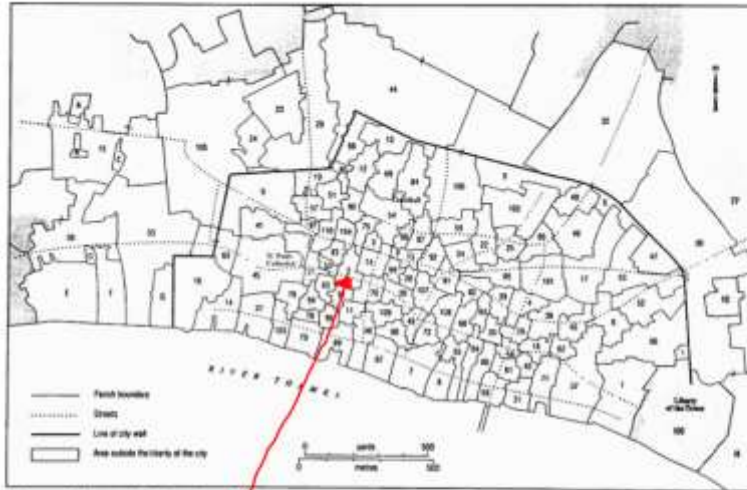


- After you do that the cursor will change from being a hand to being a cross that looks like a target crosshair, but without the circle. You can still click and drag and zoom in and out to reposition the map. Move around the map to look for where to plot your property.
- To make it easier to find where the parish is located on the **Medieval London 1270** map, check for the parish in this list (<https://www.british-history.ac.uk/london-record-soc/vol32/pp2-3>) on BHO, which was constructed for finding parishes in ecclesiastical court records (the London Consistory Court Depositions).
 - CTRL+F (command for Macs) the standardized name of your parish (which should be in your MLD spreadsheet) and then match it up to the corresponding number on the map. For

example, if your property is in All Hallows Bread Street, the map number is 2.

Map of London parishes

Find a



© Lorenz L. Giese and London Record Society

London Consistory Court Depositions

London Consistory Court Depositions

1	Allhallows Barking
2	Allhallows Bread Street
3	Allhallows Honey Lane

4. Now return to LoL and you should know more or less where the parish is located. Note that the parish boundaries are outlined in **dark pink** with the parish name in *dark pink italics*.
5. Once you zoom to the right parish you will see the street names. You should have already identified your street names using [H.A. Harben, A Dictionary of London \(London, 1918\)](#).
 - a. Harben's is a historical dictionary of all the streets and buildings of the City of London. It can help you locate streets and also tells you if a street went by two or more different names.
 - b. Example: if you go to the Bs and click on this range of dictionary entries

Bennet's Almshouses - Berwardes Lane

You will see entries on all the streets and buildings with names that fall between Bennet's Almshouses and Berwardes Lane.

c.

In this section

- [Berwick Alley](#)
- [Bethleem, Bethlem](#)
- [Bethlehem Church Yard](#)
- [Bethlehem Hospital](#)
- [Bethlehem Hospital Chapel](#)
- [Bethlem Burying Ground](#)
- [Bethlem Court](#)
- [Bevis Court](#)
- [Bevis Court, Old Jewry](#)
- [Bevis Marks](#)
- [Bewitt's Court](#)
- [Bib's Court](#)
- [Bill Alley](#)
- [Billet Court](#)
- [Billingsgate Wharf](#)
- [Billingsgate](#)
- [Billingsgate Buildings](#)
- [Billingsgate Dock](#)
- [Billingsgate Key, Quay](#)
- [Billingsgate Market](#)

6. Plot your property by clicking with the cross hair.
7. ***If you make a mistake it is okay – you will be able to change the position of the property. However, if you have doubts about the location of your property, explain the situation in the Notes section at the end of your Layers Grid for Dr. Kowaleski to see (no one else will see the Note).*** You need to show that you have made some effort towards locating your property (for example, using the resources below, 8-10) when asking for help.
8. There are other resources to help you find the location of your property. You can download “London_1270_West_Map” and “London_1270_East_Map” from the shared Google Drive in the folder called MLD Mapping Part III: Layers Mapping to practice looking for the location. These are older versions of the 1270 map that have become available for download (the Layers version is better because it is updated).
9. You can also look at the “Gazetteer to London maps Atlas c1270 and c1520 with abbreviations” in the same folder. This PDF is searchable so you can CTRL+F (command for Macs) the name of the street you need to find for more information about that street.

Entries in the Gazetteer with a bold **1** or **2** are located on the West map while entries with a bold **3** or **4** are located on the East map.

Aldersgate Street

By temp. John: K 1920, 49. 1260 [vicus de] Aldredesgate: E, 90. 1535

Aldersgate Street: LC&P, viii. 688.

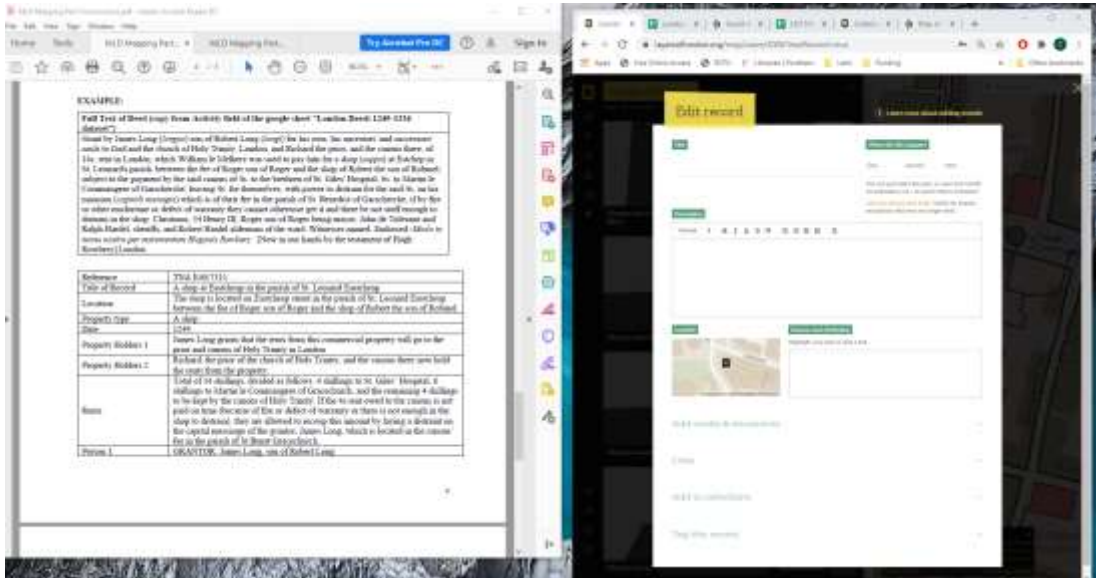
Aldewichstrate see Adwyche Lane

For detailed instructions on using the map-finding reference numbers in the Gazetteer see p. 63.

10. You can also return to [H.A. Harben, A Dictionary of London](#) for more info on street and parish names, and for the names and history of parish churches and other buildings.

SECTION IV: HOW TO FILL IN THE RECORD

- Now you see the *Edit Record* screen. This is where you will copy and paste the information that you collected in the Layers Grid. **You will need to copy each field from the Layers Grid individually because Layers of London cannot accept tables.** You should open your Layers Grid and place it side by side with the *Edit Record* screen.



- Copy and paste the **Title of Record** field into the **Title** field. You **must** add your **SURNAME** in **ALL CAPS** at the beginning of each title so that Dr Kowaleski can find your record.



- Type the **Year** of the deed into the **When did this happen** field.

When did this happen?

Day Month 1249

You can just enter the year, or year and month.
An estimate is ok - an exact date is fantastic!

Can you add an end date? Useful for events,
and places that may no longer exist.

FILLING OUT THE DESCRIPTION BOX

- The first line of the Layers grid should be **Cataloguer:** [followed by your name]
- The next line is **Reference**, which will be: TNA website, E40/[fill in the 4-digit deed number], as it is in the Source column of your MLD spreadsheet.
- Copy and paste each field from **Location** to **Comments** in the **Description** box. This field will hold 80% of the information from the deed. *Make sure that your formatting matches that of the other records in the Medieval Londoners collection (see the samples for guidance).*
 - The initial field name is in bold, followed by a colon:**
 - Put a period after the role of each individual.

- c. Put a comma after and individual’s name before the further description (on citizenship, occupation, or civic office) given in the deed.
- d. Do not capitalize the first letter of the word citizen, or any civic office, or an occupation (ex. prior, tableter), but do capitalize the first letter of Crafts (you can find out whether something is an occupation or a Craft by looking at the Filters in “Browse Londoners” on MLD. There is one filter for Crafts and another one for occupations, find which set of filters contains the job listed in the deed.) and civic offices (only mayor, sheriff, aldermen).
- e. Use square brackets around information from MLD, such as Craft, Occupation, or Civic Office. Information not in square brackets is from your deed.
- f. Match MLD wording that notes that these are “possible” occupations or Crafts if applicable.
- g. Information in round brackets usually contains variant (Latin) spellings in the original deed.
- h. Always list the descriptive information given in the deed for an individual first (separated by commas), then list information from MLD within square brackets.
- i. Follow this order when you have multiple pieces of information from MLD: citizen, occupation, Craft, civic office (only mayor, sheriff, and aldermen are noted), then MLD number. See the examples.
- j. A comma after the last piece of information and before the MLD person ID if applicable
- k. A colon before the MLD person ID number if applicable
- l. All fields end with a period.

FILLING OUT THE SOURCES AND ATTRIBUTION BOX

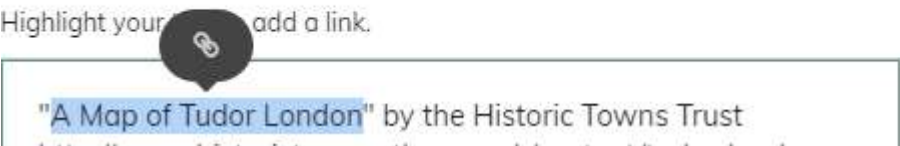
1. The first reference should be to the number of your deed (as in “Deed mmm.”) followed by a citation to the internet.org pdf of the print version of A Descriptive Catalogue of Ancient Deeds in the Public Record Office, ed. H. C. Maxwell Whyte, 5 vols. (London, 1890-1915), vol. [1-4 depending on the number of your deed], p. [fill in page number]. PDFs of these volumes are on our drive, or you can find them on the Property page of Medieval Londoners at <https://medievallondoners.ace.fordham.edu/resources/documentary-sources/property/>; scroll down to the entry for Descriptive Catalogue of Ancient Deeds to find the volume that has the 4-digit number of your deed. When you open the pdf, search for the deed number to find the original summary (the deed is usually the first reference found in the Search). See the samples for how to enter this deed in the Sources and Attribution Box.

We are including this reference to the original translation because the digitized versions we used in your MLD sheets were done by OCR and contain some mistakes. It is a good idea to check the wording of the pdf version with the wording in your Activity field. If you find discrepancies, use the original version in the internet.org pdf.

2. Note that it is not possible to format text as italicized in the Sources and Attribution box, so book titles will be in plain font. Quotation marks, however, should be around the titles of individual deeds or sections of Harben and the Gazetteer.
3. To add a hyperlink to the Sources and Attribution section first type or copy/paste the citation:
 - a. For example, if you found the later map of 1520 useful for finding your property on the 1270 map, you would cite "A Map of Tudor London" by the Historic Towns, and get the hyperlink to that map.
 - b. Or if you drew on an entry in Harben, go to British History Online to find the link to that entry and paste it into the hyperlink over the title of the entry (e.g., "Sepulchre (St.)," so that the entry reads: Harben, H.A., "Example name" in A Dictionary of London (London, 1918), British History Online. [Use this format, not the format used in the Layers Grid]
4. To add a hyperlink, highlight the title of the work (within quotation marks), and paste the URL you have copied into the black bubble (with a chain) that appears above, then click enter, as below.

Sources and attribution

Highlight your text to add a link.

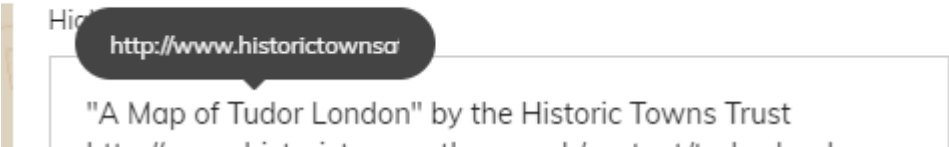


"A Map of Tudor London" by the Historic Towns Trust

5. Now the bubble will expand, copy and paste the link to your source in that bubble.

Sources and attribution

Highlight your text to add a link.



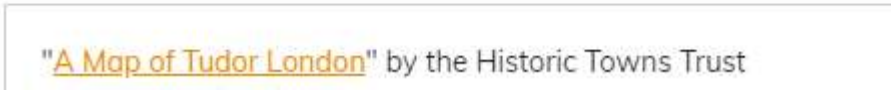
http://www.historictowns...

"A Map of Tudor London" by the Historic Towns Trust

6. Now hit "enter" on your keyboard. The text of the hyperlink will turn orange to show that the link has worked. (If it does not work the first time, repeat the process)

Sources and attribution

Highlight your text to add a link.



"A Map of Tudor London" by the Historic Towns Trust

7. If you used any other sources in your research, you must cite them as well.
 - a. You do not need to cite Harben or the Gazetteer unless you obtained some extra information from them that you have included in the Description Box.
 - b. If you do cite Harben (or another online source) you have to provide a link to the specific webpage. If you are unable to insert the hyperlink, copy and paste it below the citation.
 - c. If you do cite the Gazetteer (or another printed source like Zupko) you must include the page number in the citation.

- d. Examples of other sources you might have used include items listed in the Bibliography of the 4654 MLD-Mapping Assignment, or other sources (such as Zupko's Dictionary of Weights and Measures for the British Isles) to help you out.
- 8. After you save your record (following all the remaining steps in this section) you can check that



the hyperlinks work by clicking on the *Your Records* button.

- 9. Click on the name of the record that you want to check and it will open. Scroll down to the **Sources and Attribution** section and click on the hyperlink to test it. The text of the hyperlink will be in **green** if the link works.



HOW TO LINK THE INDIVIDUALS IN YOUR RECORD TO MLD

- 1. Now move on to the **Links** field and click the **green plus sign** on the right-hand side of this field.

Links



- 2. You will see two white boxes. In the white box on the left copy and paste the name of the first individual from your deed that you found in MLD. In the white box on the right copy and paste the MLD person link. **Insert the Standard Name of the individual as it appears in MLD (but as Firstname Surname)**. If you have more than 1 individual from MLD click the *Add a related link* button to get another row of white boxes.



- 3. Only individuals in your deed that are in MLD appear in the Links section (Witnesses who are identified as mayor, sheriff, or aldermen are more likely to be in MLD than property holders).

HOW TO ADD YOUR RECORD TO THE COLLECTION

1. Proceed down the yellow box to the **Manage collections** field and click on the **green plus sign** on the right-hand side of this field.

Manage collections

+

2. An **orange** box with the collections dropdown will appear. Drag the white dot from on the *Your collections* side and then click the down carrot in the dropdown menu and select **Medieval Londoners 2** as the collection (depending on your surname). *If this collection. does not appear please let Dr. Kowaleski know after you save the record.*

Links

Manage collections

Your collections Public collections

Choose a collection... ▼

- Camila Marccone Fun Collection
- Medieval Londoners 1
- Medieval Londoners 2
- Medieval Londoners

Medieval Londoners 2 ✕

Tag this record

3. Wait a couple of seconds and the collection name should pop up under the heading of This record belongs to.

Manage collections

Your collections Public collections

Choose a collection... ▼

This record belongs to:

OTHER PUBLIC COLLECTIONS

Medieval Londoners 1 ✕

HOW TO TAG YOUR RECORD

1. Next proceed to the **Tag this record** field and click the **green plus sign** on the right-hand side of this field.

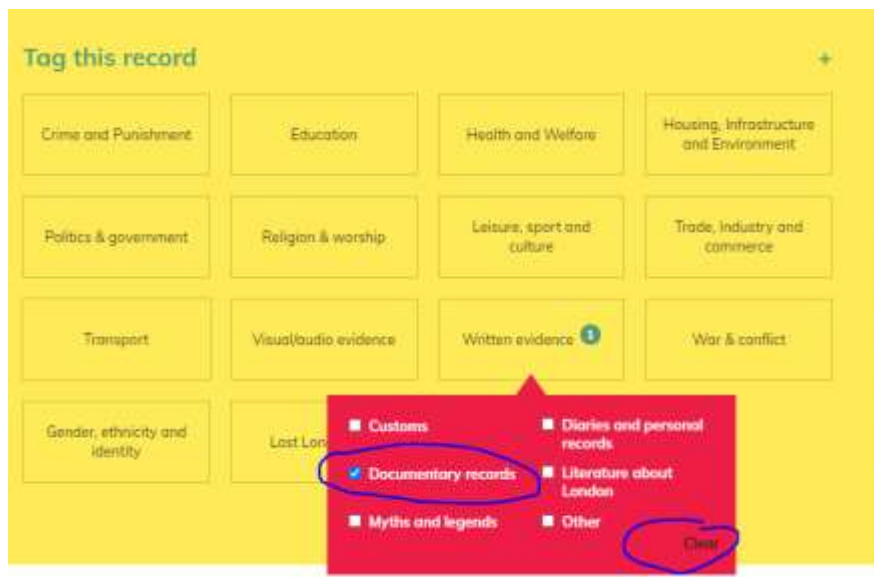
Tag this record



2. Once clicked you will see a grid with the categories of tags available (such as *Education, Lost London, etc.*) You need to click on the category box to see the actual tags. For example, click *Lost London* → click *Lost buildings/places*, or click *Written evidence* → click *Documentary records*.

The list of acceptable tags (the first two are mandatory) is:

- a. *Written evidence* → *Documentary records* (mandatory)
 - b. *Lost London* → *Lost buildings/places* (mandatory)
 - c. *Crime and Punishment* → *Prisons*
 - d. *Health and Welfare* → *Hospitals/clinics*
 - e. *Housing, Infrastructure and Environment* → *domestic buildings, docks and wharfs; Residential squares; Rivers (other); River Thames; Utilities Infrastructure; Landmarks, Statues, and Monuments; Cemeteries; Parks, gardens, greens and commons; Municipal buildings*
 - f. *Trade, Industry and commerce* → *Restaurants, street food and cafés; Farming; Shopping and retail*
3. Click the white square next to the tag to make the checkmark appear. That is how you know the tag has worked. If you make a mistake, simply click the square again and it will untick, or use the *Clear* button.



HOW TO SET EDITING PERMISSIONS

1. Now proceed to the **Who can edit?** field and click on the green plus sign on the right-hand side of this field.

Who can edit?



2. An **orange** box with the editing permissions will appear. **Drag the white** dot from *Only you* to *You and your team*. This will make the dropdown menu available. Click the down carrot in the dropdown menu and select **Medieval Londoners 1** or **Medieval Londoners 2** as the team. ***If your team does not appear, please let Dr. Kowaleski know after you save the record.***

A screenshot of a web form titled "Who can edit?". At the top, there are two radio buttons: "Only you" (which is selected) and "You and your team". Below the radio buttons is a dropdown menu with "Medieval Londoners" selected. The dropdown menu is open, showing three options: "Medieval Londoners" (highlighted in blue), "Medieval Londoners 1", and "Medieval Londoners 2". The entire form is highlighted with a yellow background.

After reviewing the information click the **green SAVE AS DRAFT** button.

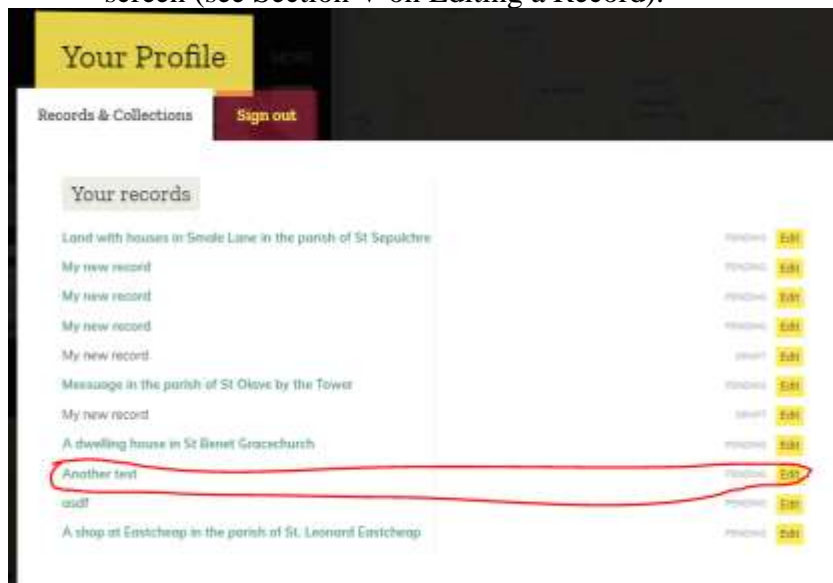
Who can edit?



You will then see your record in its **unpublished** form (i.e. not viewable to the public).

A screenshot of a web form titled "Another test" in a dark theme. The form contains a title "Another test", author "Cecilia Mancini", tags "Medieval Londoners", and a section for "COLLECTIONS THIS RECORD BELONGS TO" with "Medieval Londoners" selected. At the bottom, there is a "ADD A COMMENT" section with a text input field and an "ADD" button.

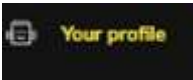
- Your record is **not** viewable to the public yet. It will be listed as PENDING the *Your Profile* screen (see Section V on Editing a Record).



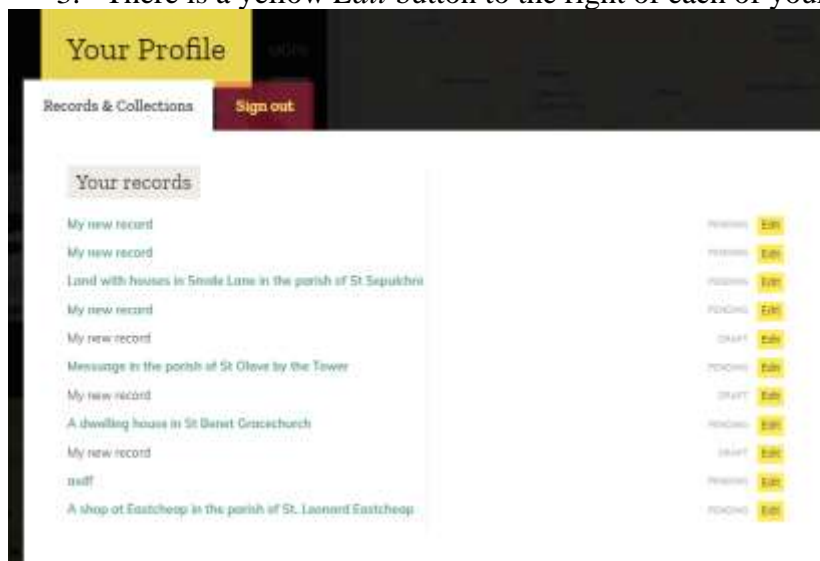
- Your record is now ready to be reviewed by Dr. Kowaleski; see the last section on p. 12 below for instructions on how to finalize your entries for grading.
- Dr. Kowaleski will *PUBLISH* your record and make it viewable by the public. She will publish records at least twice a day (except for Sunday, Dec. 13), but be aware that the platform can take up to 24 hours to 'publish' your record.
- IMPORTANT:** You cannot Edit a record until Dr. Kowaleski *PUBLISHES* it. Best practice is to fill out **ALL** of the sections of a record and then save it.

SECTION V: HOW TO EDIT A RECORD

- You can always go back to a record to complete it or fix mistakes.

- After logging in (see SECTION II) click the *Your profile icon*  and then the *Records & Collections* tab.

- There is a yellow *Edit* button to the right of each of your records. Click the edit button.



4. Remember: you cannot edit a record until Dr. Kowaleski *PUBLISHES* it and the status next to the record says “*PUBLISHED*”.
5. Make the changes needed and click the **green UNPUBLISH** button (if you click the **SAVE** button right away, the website will prompt you to click **UNPUBLISH** first)

After you have done the changes, **click the green SAVE button** before closing the record.

DELETE

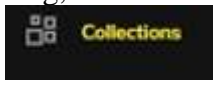
UNPUBLISH

SAVE

6. Your updated record will load and you will be able to check that your changes took effect.

GENERAL TIPS

- Layers of London sometimes crashes and turns into a black screen, often when you are in the middle of making your record. ***Don't panic.*** Most of the time your information has been saved, you just need to refresh your browser.
- If you select just the Medieval Londoners collection to which you belong, all other records will

disappear and stop cluttering your screen. Select the collections icon  and then scroll down in the pane to find **Medieval Londoners 2**. The collections are organized alphabetically so you will have to scroll about halfway down.

