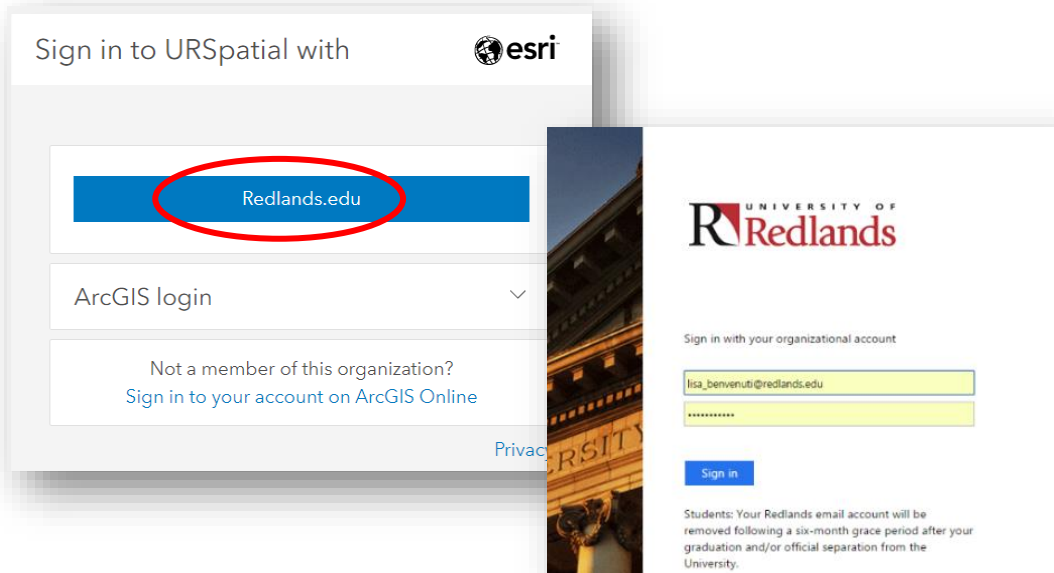


Sign into ArcGIS Online

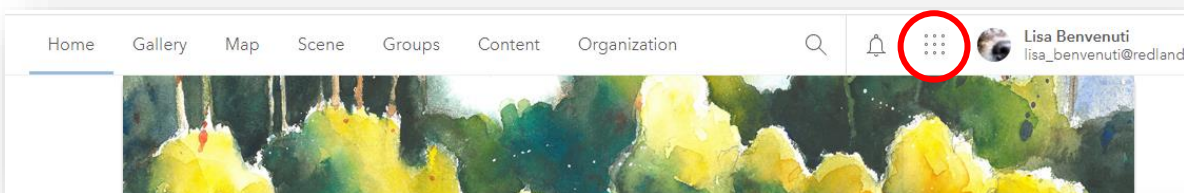
College of Arts & Science (CAS) <https://univredlands.maps.arcgis.com>

School of Business <http://redlandsbusiness.maps.arcgis.com/>

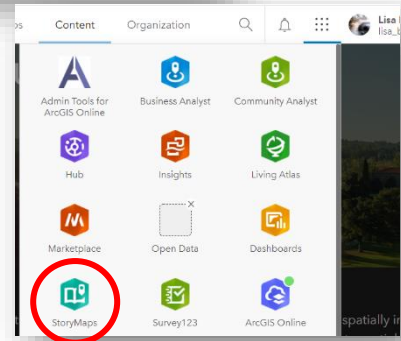
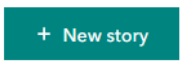


Sign into ArcGIS Online using **REDLANDS.EDU**, then use your redlands.edu email and password.

You can access StoryMaps from the 'waffle' next to your log-in name.



Here you will see other StoryMaps you have created and StoryMaps other members of the University have made and shared under 'Shared with me'. Click on '+ New story' > 'Start from scratch'.



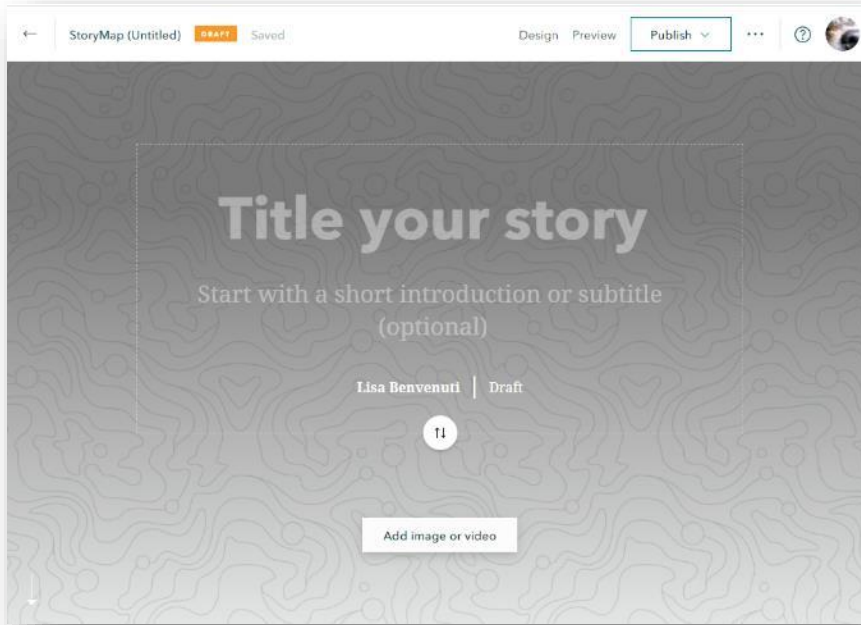
Workshop: Creating a Story Map

Cover

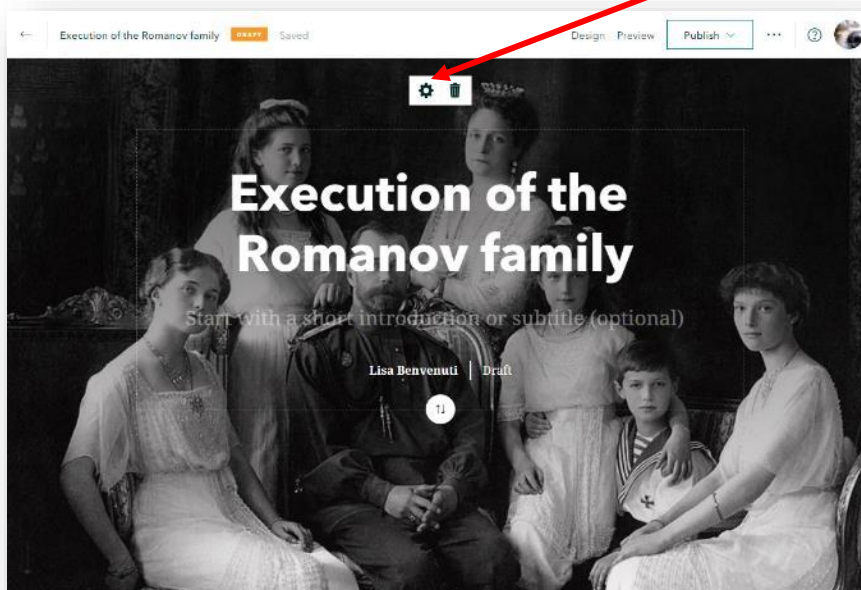
Use a title and an image that will capture your readers' attention and spark interest in your 'story'.

Add a title and a subtitle (140-character limit)

Add an image or video from your hard drive (the image/video has to be saved to your computer. A link to online content will not work in this introductory slide.)

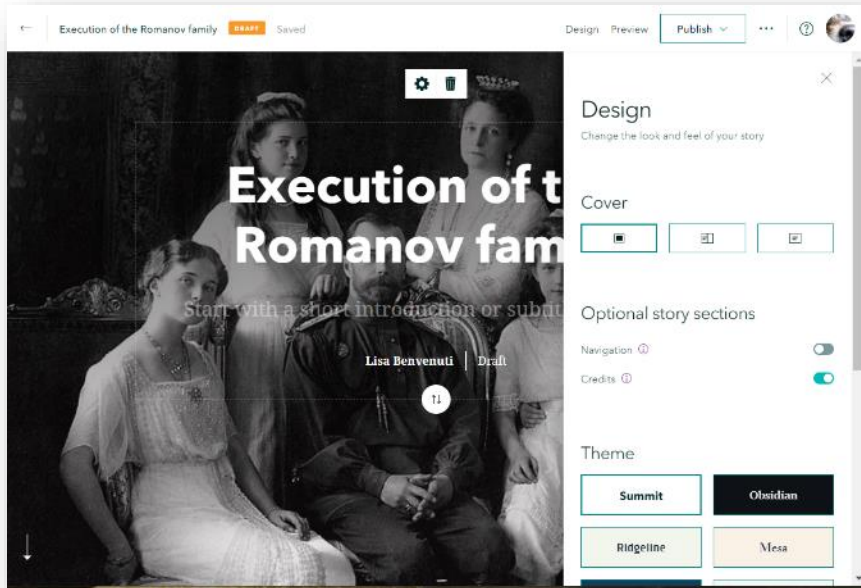


Access the cover photo setting using the gear, to change the focal point of your image, add alternative text for text readers, and add attribution (photo credit).



Workshop: Creating a Story Map

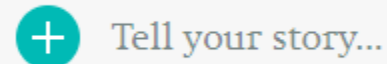
Design options



- Your introductory photo can be full screen, half screen at the top, or half screen to the right.
- Enabling 'Navigation' will add a bookmark bar below the cover section. Any text formatted as a 'Heading' will be included in this bar as a 'bookmark'.
- Enabling 'Credits' will add formatting for a credit section at the end of your StoryMap. You can also add your credits/sources (don't forget the photos) using a paragraph block at the end of your StoryMap.
- Choose a 'Theme' that corresponds with your subject. Each 'Theme' has a pre-chosen accent color and font associated with it.
- You can also add a logo, and link this to a website.
- To close the panel, simply click the **x** in the top right corner.

Tell your Story

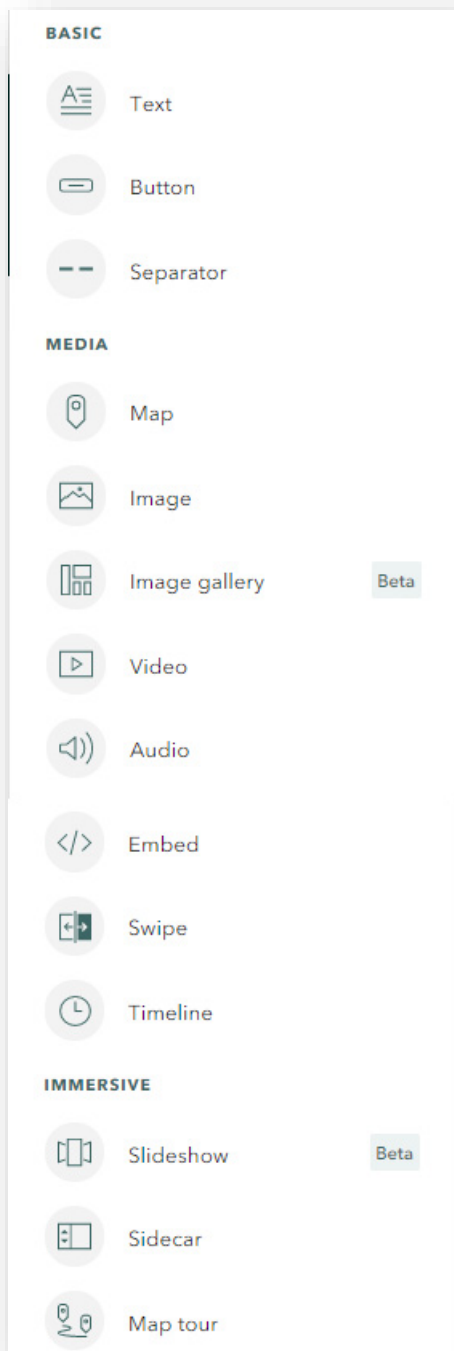
Once you have completed your cover slide, click on the green circle/plus sign, to begin your story. The first section of text (formatted for you), can be used to introduce the story.



Everywhere you see the plus sign, you can add another content block. These are grouped by genre in the 'Add Content Block' palette.



Workshop: Creating a Story Map



'Add Content' Palette

The first 'Basic' section of the palette includes options for formatting your text. If you've enabled 'Navigation' in the design pane, whatever you set as 'Heading' will be used for navigation bookmarks under the 'Cover'/Title slide (see below). The 'Button' will add a formatted link to a website URL. 'Separator' is useful when multiple paragraphs of text need to be visually distinct.

The second 'Media' section includes a range of multimedia elements that can be added to your Story Map. This includes maps, images, video and audio.

- You can add an 'Image' in the body of your story, in the main panel of a 'Slideshow' or 'Sidecar', or in the narrative panel of a 'Sidecar'. (The software will accommodate file sizes of up to 20 MB for JPEG, JPG, JFIF, PNG, GIF, and BMP.)
- You can create an Image Gallery of up to 12 images. Images must be uploaded from your computer; you cannot link to an online image.
- You can add a 'Video' hosted on Vimeo, YouTube, etc., in the body of the story, in the main panel of a 'Sidecar' or in the narrative panel of a 'Sidecar'.
- The 'Swipe' features two maps of the same location situated side by side. You can then swipe between the maps, for example, to compare a historic map with a current map or satellite image.
- The Timeline. This block provides an intuitive way to add chronological visualizations to your story in a more flexible and dynamic presentation than static images or purely text-based lists can offer. Storytellers can enter up to 20 "events" in a vertical chain, and can accompany each event with an image, if desired.

The third 'Immersive' section of the 'Add Content' palette includes interactive features.

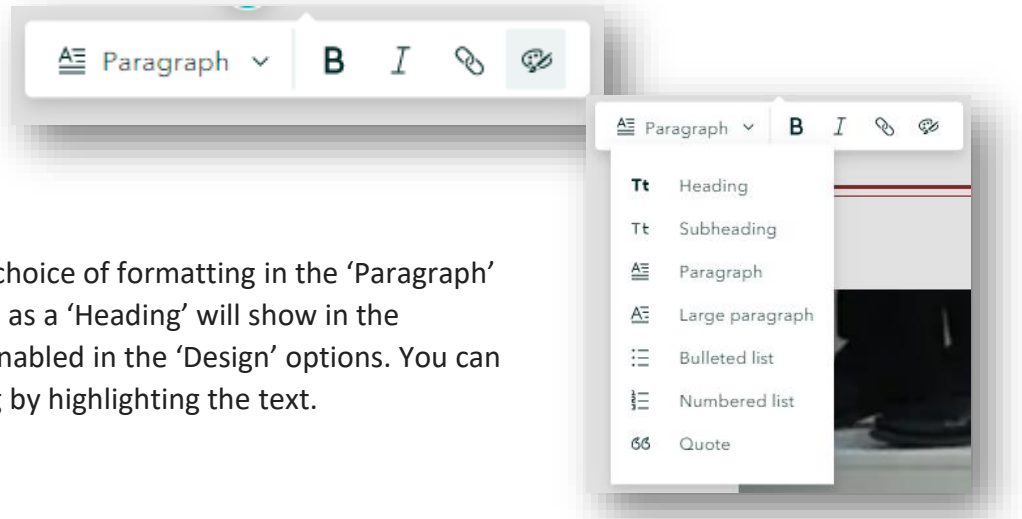
- The 'Slideshow' is a horizontal scrolling block of images or maps that have text overlay panels.
- The 'Sidecar' is an image and text vertical scrolling panel.
- In the 'Map Tour' you can add locations to a map with an overlay panel containing an image and description for each. These interactive pieces are described in detail in the next sections.

Workshop: Creating a Story Map

Add some text

Click the **+** sign and add a paragraph. Type text or copy and paste from a selected or prepared source.

When adding 'Text', you have a choice of formatting in the 'Paragraph' drop down. Anything designated as a 'Heading' will show in the navigation bar if you have that enabled in the 'Design' options. You can change existing 'Text' formatting by highlighting the text.

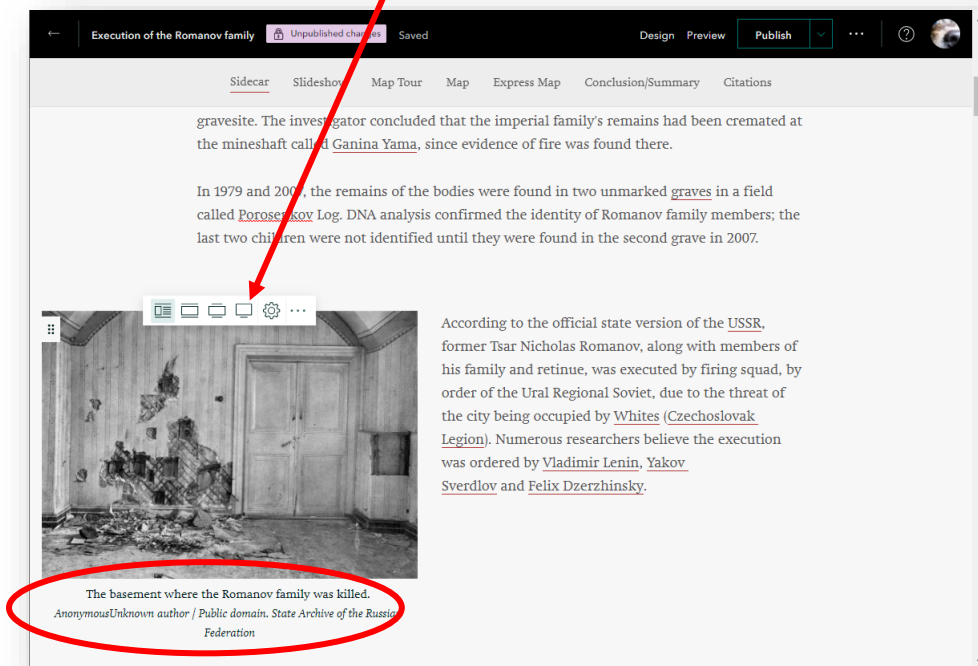


Add an Image

Now add an 'Image' that is saved to your computer or available online. If you are using an online 'Image', be sure that the file type is listed at the end of the URL. (You want to link to the image itself, not the page it is on.)

Example: https://en.wikipedia.org/wiki/Execution_of_the_Romanov_family#/media/File:Ipatyev_house_basement.jpg

The 'Image' will be placed below your 'Text'. However, you can change the placement, or delete it, using the tools at the top of the image.



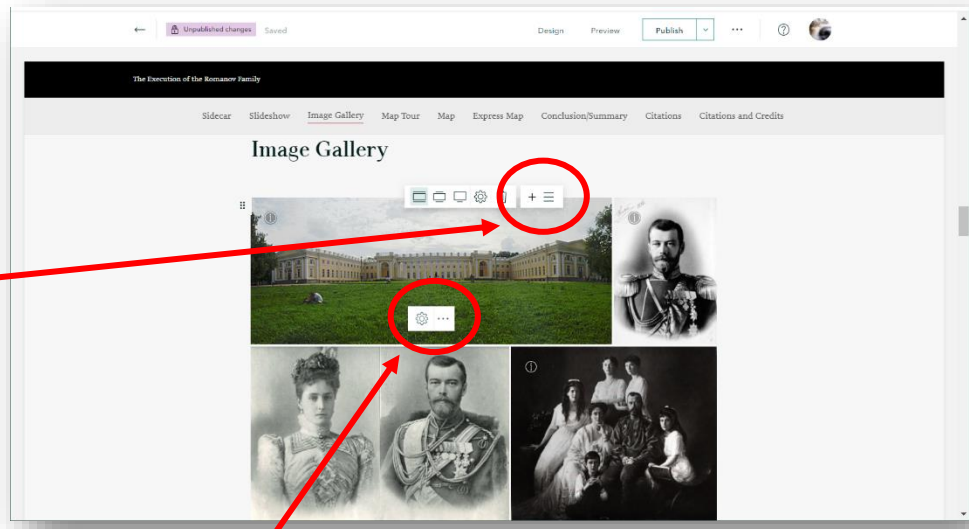
Add a caption, with the source credit, under the image.

Workshop: Creating a Story Map

Image Gallery

Add up to 12 images from your computer. Links to online images do not work for this content block. You can add more images after the Gallery is created and you can reorder them.

Under the Settings gear, you can choose various layouts for your images; Dynamic Squares, Jigsaw (shown here), or Filmstrip.

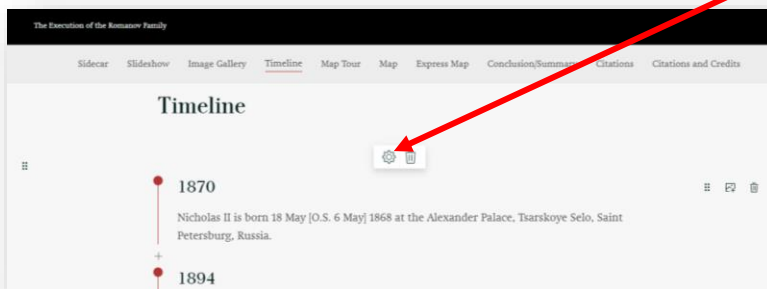


Replace, delete, and attribute each image. Attribution text limit is 100 characters.

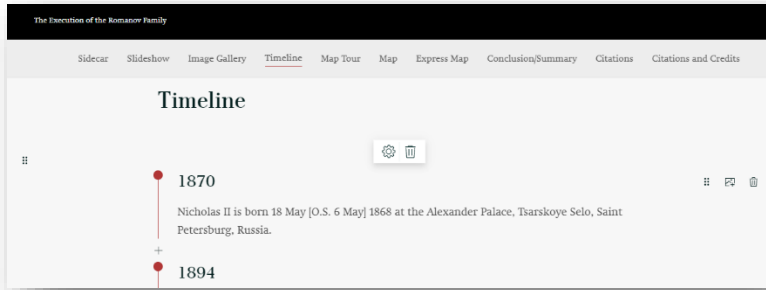
Timeline

This block provides an intuitive way to add chronological visualizations to your story. You can enter up to 20 “events” in a vertical chain and can add an image to each event. You can even add a timeline block to the narrative panel of both docked and floating sidecar slides.

Create your Timeline by selecting a layout, add the Date/Time and event description. You can change the layout afterwards if you’d like.



Workshop: Creating a Story Map

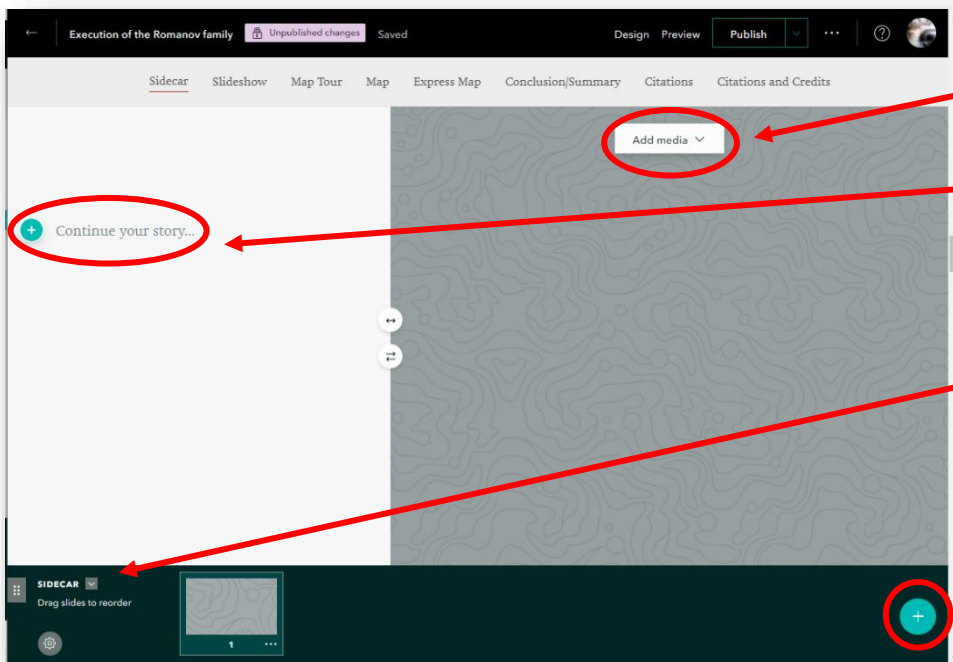


You can reorder the events and add an image to each event.

Sidecar

A 'Sidecar' is a content block that combines a panel with maps and/or images in the main body, and a scrolling text panel on the side. (You can also choose to have a floating text panel.) 'Sidecar's can include multiple slides. Each slide likewise has its own 'Media' panel and 'Text' panel. As readers scroll vertically through a 'Sidecar', the 'Media' panel changes to match the 'Text' panel for each slide.

Click on the next **+** sign and add a 'Sidecar'. Choose the floating panel or the docked panel. With the docked panel (you can choose to dock it on the right or left side), the text panel is fixed on the side and you can add images and videos to your narrative. The floating panel looks similar to the 'Slideshow' (up next).



Add an image or a video, a map or a swipe.

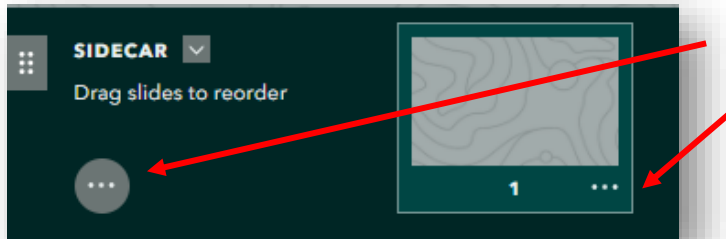
Add your 'Text'. If you format your slide title as a 'Heading' it will show in the Navigation bar.

To access the settings, expand the arrow. You can rearrange or delete slides. You can also change the layout from a floating panel to a docked panel under 'More options'.

Add another slide to your 'Sidecar'.

Workshop: Creating a Story Map

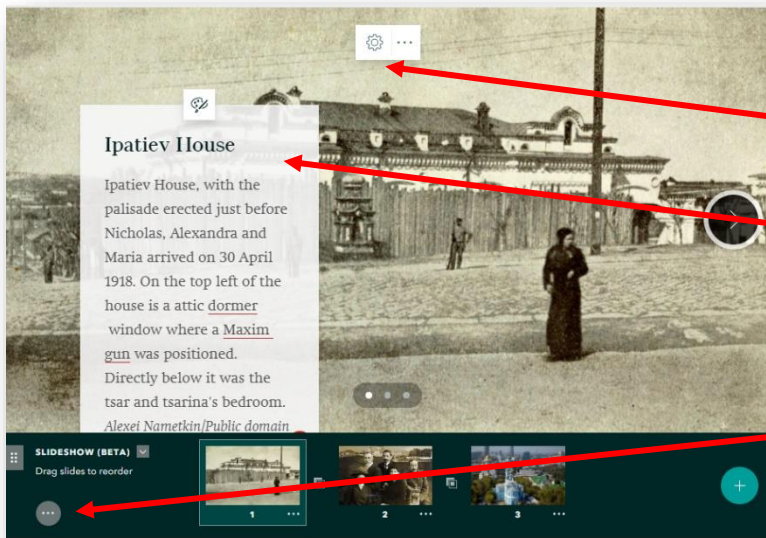
When you select 'Add Media', you can add a 'Map', an 'Image', a 'Video' (local or online), a 'Swipe', or an 'Embed'. An 'Embed' provides space for an iframe or website. When using images, one advantage to adding a picture from your own computer is that you don't have to worry about using a website that might be taken down or become inactive.



You can change the layout, delete the entire 'Sidecar', or delete only one slide.

Slideshow

Once you have entered another text paragraph of your story, select 'Slideshow' from the 'Add Content' palette. A 'Slideshow' is a horizontal scrolling block of content, comprised of images and text (a text panel for each image). 'Slideshows' can include multiple slides. Each slide has its own 'Media' panel and 'Text' panel. Viewers can scroll through the images and also enlarge them.



Add an 'Image' or 'Video'.

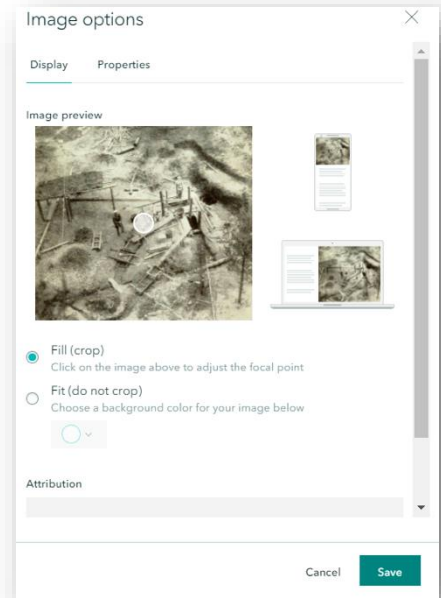
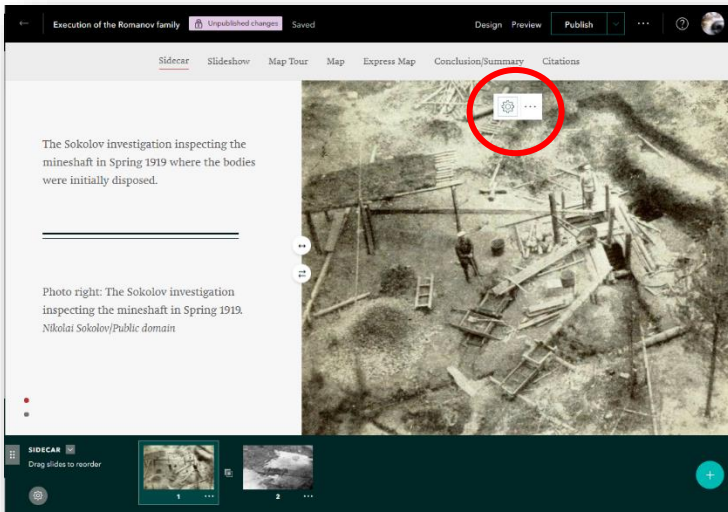
Change the focal point of the image and add attribution.


Add a title and 'Text'. Titles in the Sidecar cannot be formatted as headings for the navigation bar at this time. Change the color and position of the text panel.

To access the settings, expand the arrow. You can rearrange or delete slides. You can also change the layout from a floating panel to a docked panel.

Workshop: Creating a Story Map

Picture properties for the Side Car and Slide Show



The image settings allow you to change the focal point of the picture and add the photo attribution as well as alternative text for screen readers. You cannot add a photo caption in the Side Car or Slide Show. You must add the photo attribution in the settings panel and it will show up under the  on the photo for your viewers. Credit your image here and in your citations section at the end of your StoryMap.

Map Tour

If you wish to explore a series of locations, use the 'Map Tour'. This is a content block that combines maps, images and text, moving the story along from one location to the next. Choose the 'Guided' tour layout for sequential locations. Choose the 'Explorer' layout for non-sequential locations. *This map is created within the story map and is not saved as a stand-alone map in your ArcGIS Online content. It cannot be reused.*

Start with an empty tour and choose the Guided option.

Workshop: Creating a Story Map

How would you like to create your tour?



Start from scratch

Build your tour one point at a time



Upload photos

Upload multiple photos to more quickly create a tour; geo-tagged photos will be placed on the map automatically



Start with a feature service

Build a tour with ArcGIS data that has at least one point layer

You can choose to create a tour from scratch, upload photos (geotagged photos will be added to the map automatically) or use a feature service (data you have as a layer on ArcGIS Online).

For this exercise, choose to create a tour from scratch and use the Guided option.

Change layout



Guided

Readers will scroll through a list of places in sequential order



Explorer

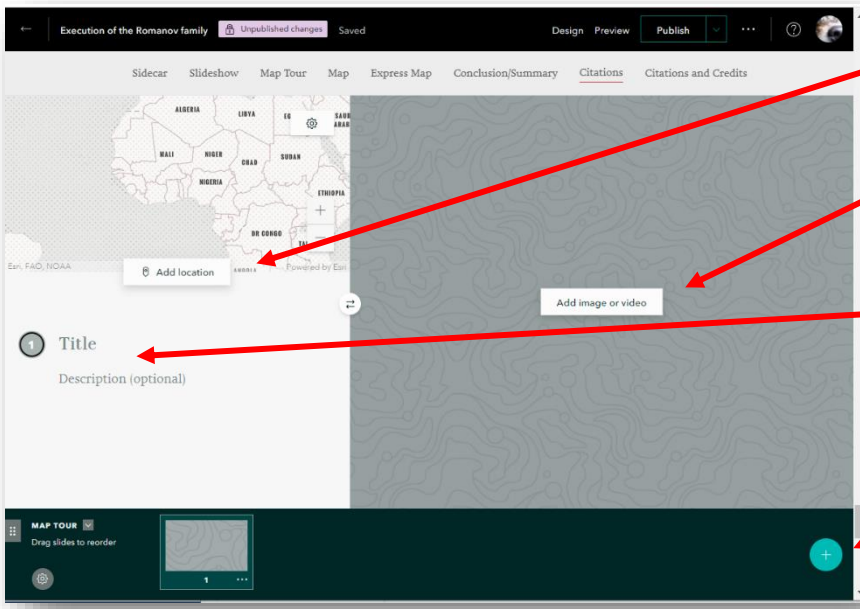
Readers can explore tour stops in whatever order they choose (a great option for tours with lots of points)

Next

Choose 'Map focused' if you want to showcase the geography of your locations. Choose the 'Media focused' if you want to showcase media content.

The following instructions use the 'Media focused' map tour as an example.

Workshop: Creating a Story Map

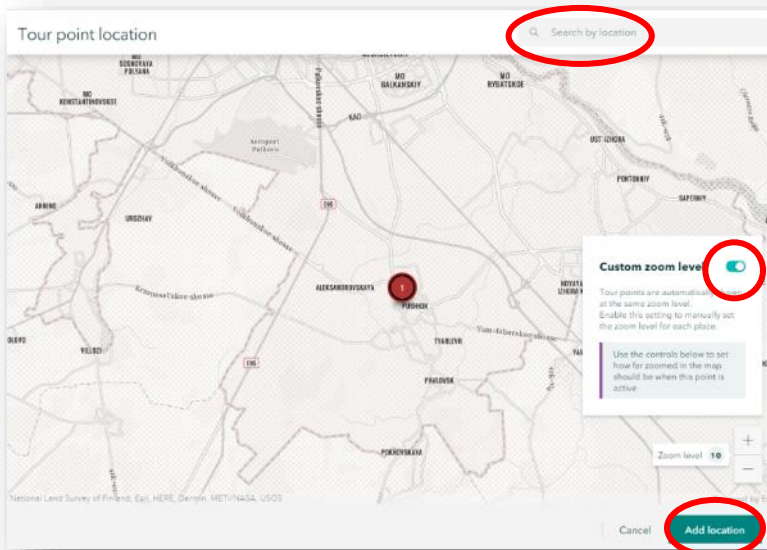


Add location to the map.

Add an image.

Add a slide title and text. These titles can not be formatted as headings for the navigation bar at this time.

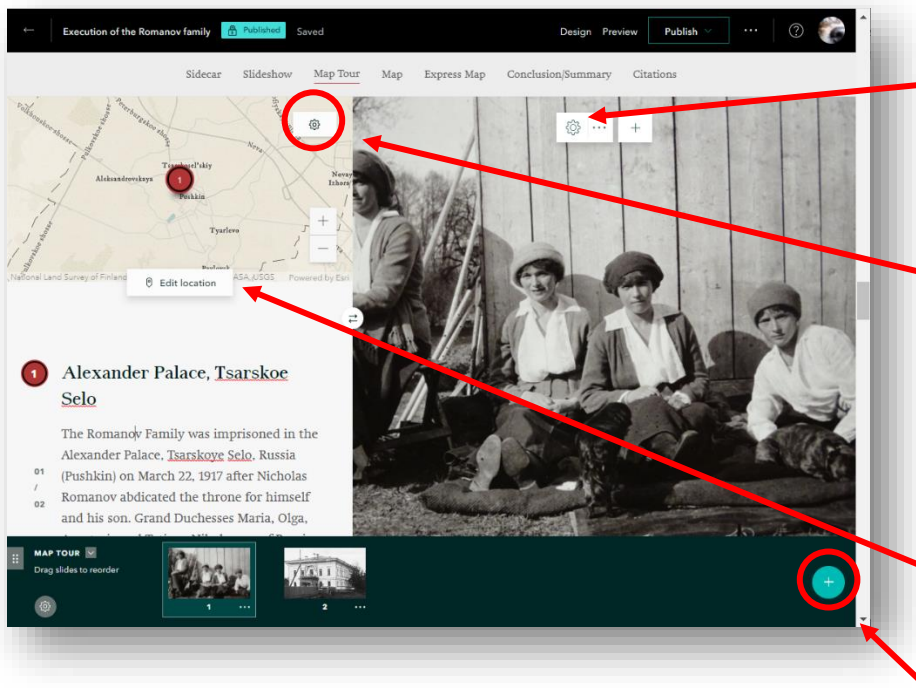
Add more locations.



Add the map location

Zoom and pan to find and add your location. Check the 'Custom zoom level' toggle (recommended) so readers will be directed to the location of interest as they scroll through the slides. (You can also choose not to do this, and the map will stay at its full global extent.) Click 'Add location' when you are finished. You can also 'Search by location'. The map will then zoom to your search results. Simply select 'Add to map', then 'Add location' to include this point on your map.

Workshop: Creating a Story Map

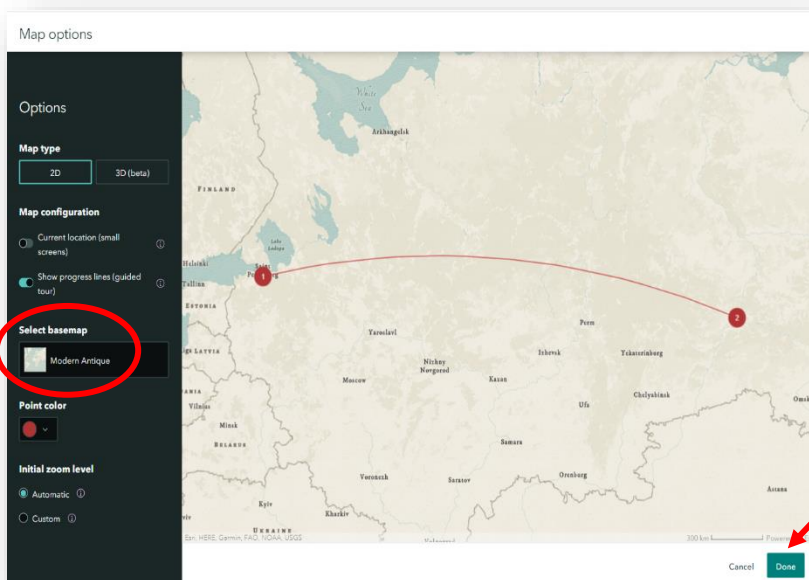


Under the image settings, change the focal point of your image or delete it. Add the photo attribution. Remember to cite all your photos in your citations at the end of the StoryMap.

Change the map settings (basemap and point color).

Edit the map location.

Add another location.



Under the map settings, you can change the Basemap used to display your locations. Simply select one of Esri's default maps or use one of your own ArcGIS Online maps.


Choose a point color (icon for your location) that will complement the Basemap and your story.

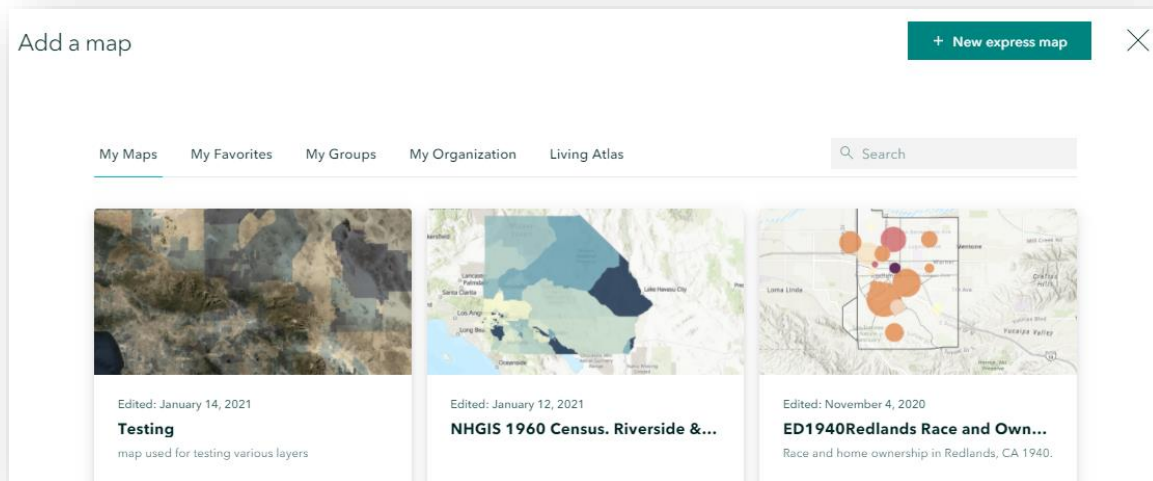
Click 'Done' when done.

Workshop: Creating a Story Map

Maps!

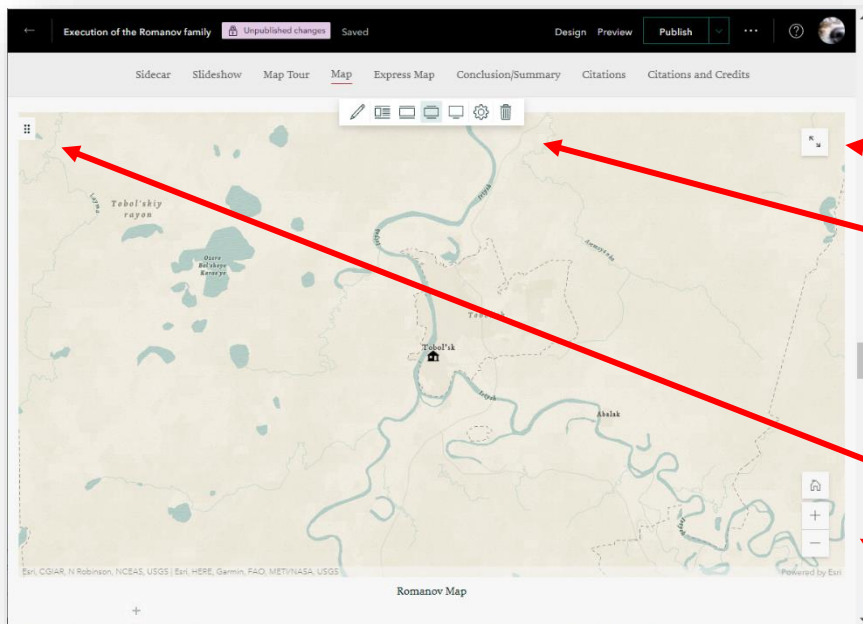
Maps, however, are the special feature of a StoryMap. Maps provide geographic context for the story and allow the readers to interact directly with mapped data in your story. Add maps from your own content, your organization, or create an Express Map.

Click on the next  sign to add a map from the 'Add content block' pallet.



When you choose to add a map, it will launch a window that includes any ArcGIS Online maps which you have made, 'My Maps'. You can also click on 'My Groups' or 'My Organization' to see the maps other members of the univredlands org account have created and shared. A third option is to click 'Living Atlas', to access an

extensive collection of public maps authored by Esri. For this exercise, add any map you'd like and 'Place Map'.



Expand the map to full screen.

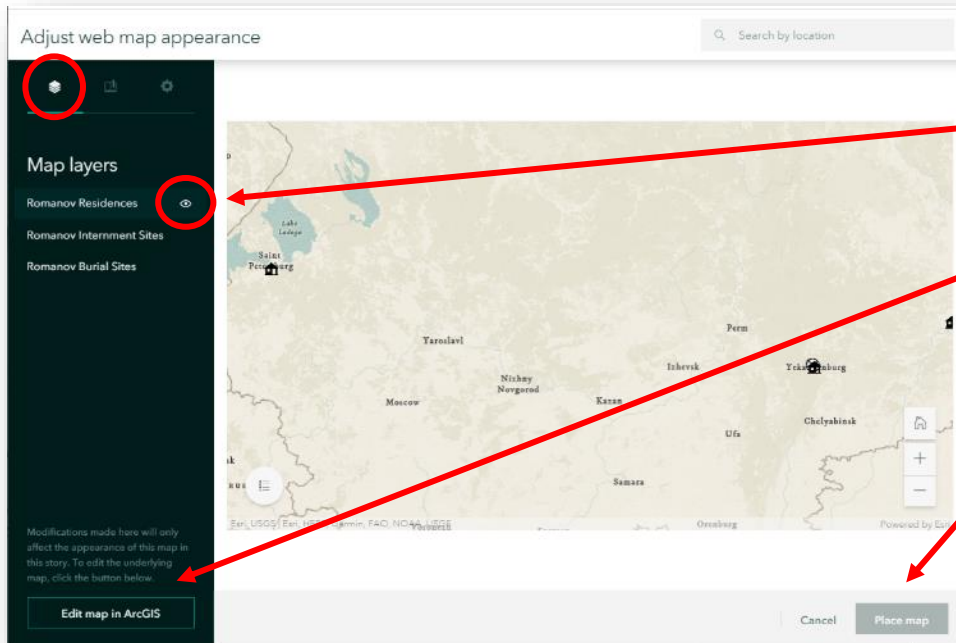
Use the tool bar to change the placement of your map, delete it, or edit it.

Drag the map to a different place in your StoryMap.

Zoom in/out and come back 'home'.

Workshop: Creating a Story Map

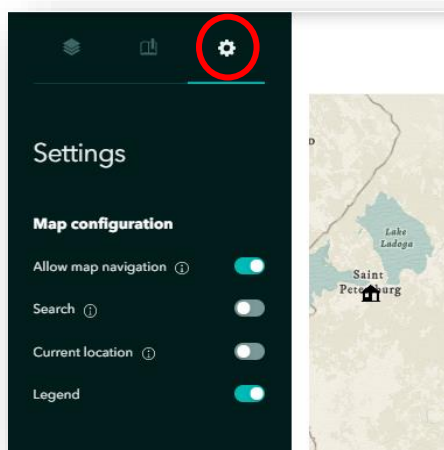
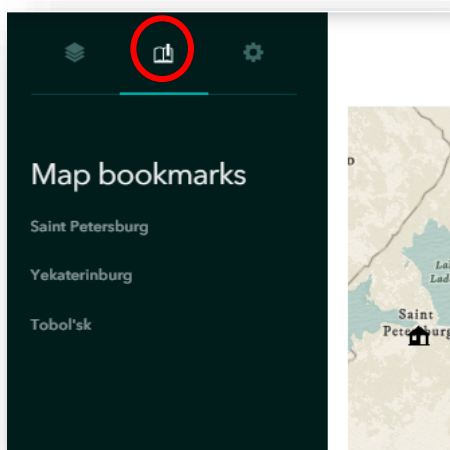
If you've chosen a map with multiple layers, you can use the pencil icon in the map tool bar to edit the map and turn layers on and off. This will allow you to include several maps in your StoryMap, with each map showing different layers, and all drawing from a single ArcGIS Online map you've made. Making a single map for your story map is recommended when possible. Include all the layers you want to show and turn them on and off in the Story Map. This way you only have one map to maintain for a given Story Map.



Turn on/off map layers

Edit the map in ArcGIS Online if you need to add data or make changes.

'Place Map' when done.



Bookmarks. Use bookmarks if you've set them in your in ArcGIS Online map.



Map settings. You will nearly always want to enable the legend. 'Allow map navigation' allows the viewer to zoom in/out and move around the map.

Workshop: Creating a Story Map

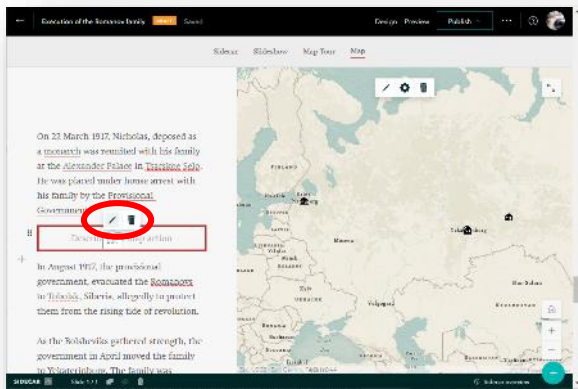
Map Actions (only available in the 'Sidecar' block)

If you add a map to a 'Sidecar', you have the ability to use 'Map Actions' within the text panel. A 'Map Action' is a button within your text that changes the map when you click on it.

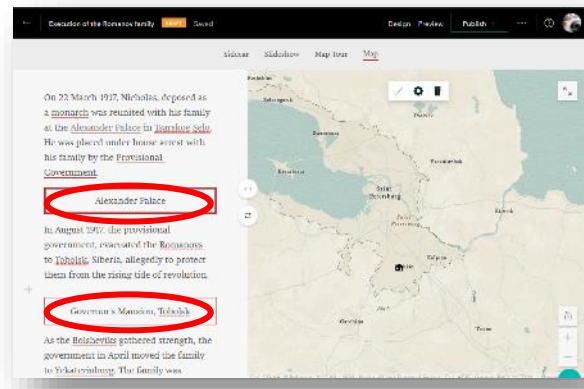
If you have text in a 'Sidecar' and are talking about a specific location within your map, the 'Map Action' button allows the user to click and zoom to the location you are referencing, then return to the full extent of your map.

Click the  to add a new 'Sidecar'. In the 'Media' panel, add a 'Map'. Add 'Text' to the side panel then click  below your text to add a 'Map Action'.

Select the pencil to edit the zoom action of your map. Add a description to the button.



Click on the map action button to see your location on the map.



You can also highlight a line of text in the side panel and add a 'Map Action' by using the lightning bolt to select a location on the map.



Express Maps

Express maps are quick and simple maps that you create directly in the story map builder. With express maps, you can draw features like points, lines, and areas on a map. You can also add pop-ups and text.

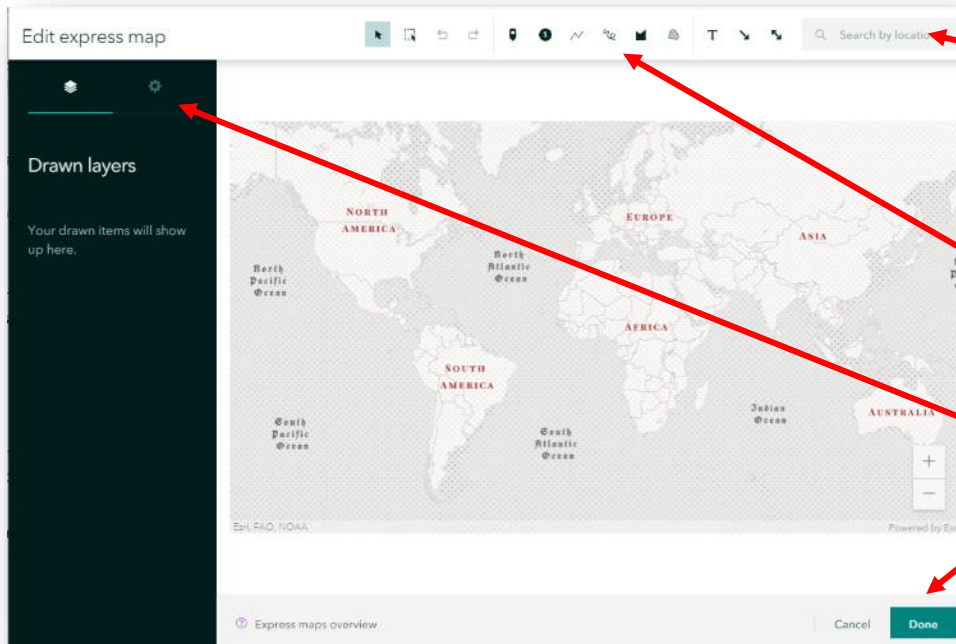
Note: Express maps are specific to the stories in which they are created. They are not added as separate items in your ArcGIS Online content, they cannot be shared between stories, and they cannot be exported or edited outside of the story builder.

Scroll down and click on the next  sign to add a 'Map'. This time, instead of adding an ArcGIS Online map, create a 'New express map'.



Workshop: Creating a Story Map

Creating your Express Map:



Use 'Search by Location' box find a place. The map will zoom to your location. Click 'Add to Map'.

You can draw points, lines and polygons. You can add arrows and text.

You can change the settings and basemap.

When done, click 'Done'.

Citations

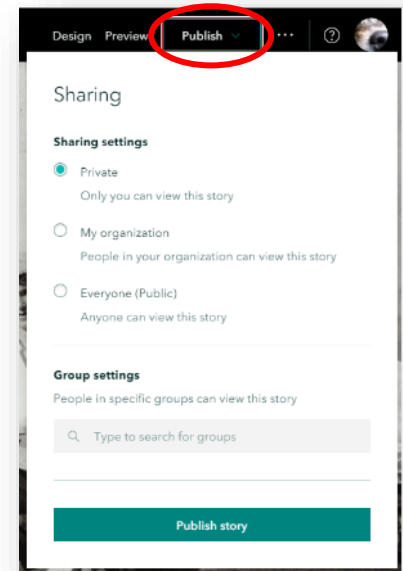
Be sure to cite all sources, give credits for photos, and list all collaborators. You can do this at the end of your Story Map in a text block, or in the citation format enabled under earlier design settings.

Esri should be credited as 'Maps were created using ArcGIS® software by Esri. ArcGIS® and StoryMap™ are the intellectual property of Esri and are used herein under license. Copyright © Esri. All rights reserved. For more information about Esri® software, please visit www.esri.com.'

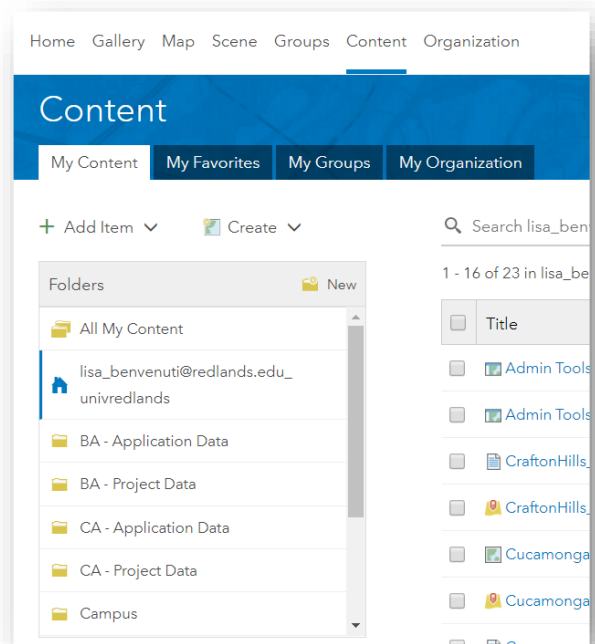
Workshop: Creating a Story Map Sharing

As you work on your StoryMap, it is *autosaved* but is not available for others to see unless you 'Publish' it and 'Share' it. You can keep your Story Map 'Private' (which allows you to practice and test while developing your story before anyone else can see it). You can 'Share' it with 'My organization' (that is, anyone who is part of the organization account and has a redlands.edu email address). You can also share your Story Map with 'Everyone'. (However, this is not recommended until you are sure that what you have done is suitable to represent yourself and the University and has proper credits and citations.)

For class collaboration, however, it is best to 'Share' your Story Map with a 'Group'. This might be a class or a project group, which has been created by CSS in ArcGIS Online. To 'Share' with a 'Group'/Class, choose 'Private', then click the search line in *Group Settings*. All the 'Groups' of which you are a member will appear in a drop-down menu. Simply select your 'Group'/class and click 'Publish story'. (Once you have 'Shared' your map with a given 'Group'/Class, each time you 'Publish' the updated version of your Story Map will be available for viewing by others in the 'Group'.)



All the maps, layers, and StoryMaps you make will be saved in 'My Content' in ArcGIS Online. Sign into your account (see page 1) and you can continue editing your StoryMap. Republish when are ready to share your changes.



Workshop: Creating a Story Map

ArcGIS Online Best Practices

Finally, for tips on organizing your ArcGIS Online content with folders, sharing, links to training and more, see:

Center for Spatial Studies ArcGIS Online Best Practices Guide

[https://urspatial.redlands.edu/assets/Documents/ArcGIS Online Best Practices.pdf](https://urspatial.redlands.edu/assets/Documents/ArcGIS%20Online%20Best%20Practices.pdf)

Resources

Center for Spatial Studies Story map guidelines

<https://storymaps.arcgis.com/stories/230d7eb023714eb991dac61fa118e55a>

Center for Spatial Studies Copyright and Fair Use in Story Maps

<https://storymaps.arcgis.com/stories/3241e7c99f9d4fb1b2b6555a2b70fc56>

Nine Steps to Great Storytelling (Story Map) <https://www.esri.com/en-us/arcgis/products/arcgis-storymaps/resources>

Getting started with ArcGIS StoryMaps (Story

Map) <https://storymaps.arcgis.com/stories/cea22a609a1d4cccb8d54c650b595bc4>

Planning and Outlining Your Story Map (Article) [https://www.esri.com/arcgis-blog/products/arcgis-](https://www.esri.com/arcgis-blog/products/arcgis-storymaps/sharing-collaboration/planning-and-outlining-your-story-map-how-to-set-yourself-up-for-success/)

[storymaps/sharing-collaboration/planning-and-outlining-your-story-map-how-to-set-yourself-up-for-success/](https://www.esri.com/arcgis-blog/products/arcgis-storymaps/sharing-collaboration/planning-and-outlining-your-story-map-how-to-set-yourself-up-for-success/)

The Anatomy of a Story: An ArcGIS StoryMaps cheat

sheet <https://storymaps.arcgis.com/stories/a9a3b76c2d3d4b6bb0d822706e31b33c>

The Power of Maps (Tutorial) <https://learn.arcgis.com/en/projects/the-power-of-maps/>

Including Charts in Story Maps (Story Map)

<https://story.maps.arcgis.com/apps/Cascade/index.html?appid=fa3d49d41d654ab89d7b08852ec99f4a>

Six Ways to Use the Sidecar (Article) [https://www.esri.com/arcgis-blog/products/arcgis-](https://www.esri.com/arcgis-blog/products/arcgis-storymaps/mapping/6-ways-to-use-sidecar-in-the-new-arcgis-storymaps/)

[storymaps/mapping/6-ways-to-use-sidecar-in-the-new-arcgis-storymaps/](https://www.esri.com/arcgis-blog/products/arcgis-storymaps/mapping/6-ways-to-use-sidecar-in-the-new-arcgis-storymaps/)

The Myriad Uses of StoryMaps (Story

Map) <https://storymaps.arcgis.com/stories/1b38cf02f39849478d3123dcd9465022>

Workshop: Creating a Story Map

5 Tips for Sharing Your Story Maps with a Broader Audience (Article) <https://www.esri.com/arcgis-blog/products/story-maps/constituent-engagement/5-tips-for-sharing-your-story-maps-with-a-broader-audience/>

Making Story Maps Citable <https://www.esri.com/arcgis-blog/products/story-maps/sharing-collaboration/making-story-maps-citable-e-g-with-digital-object-identifiers/>

For any questions or problems, please contact me, lisa_benvenuti@redlands.edu, or the Center for Spatial Studies at SpatialStudies@redlands.edu