

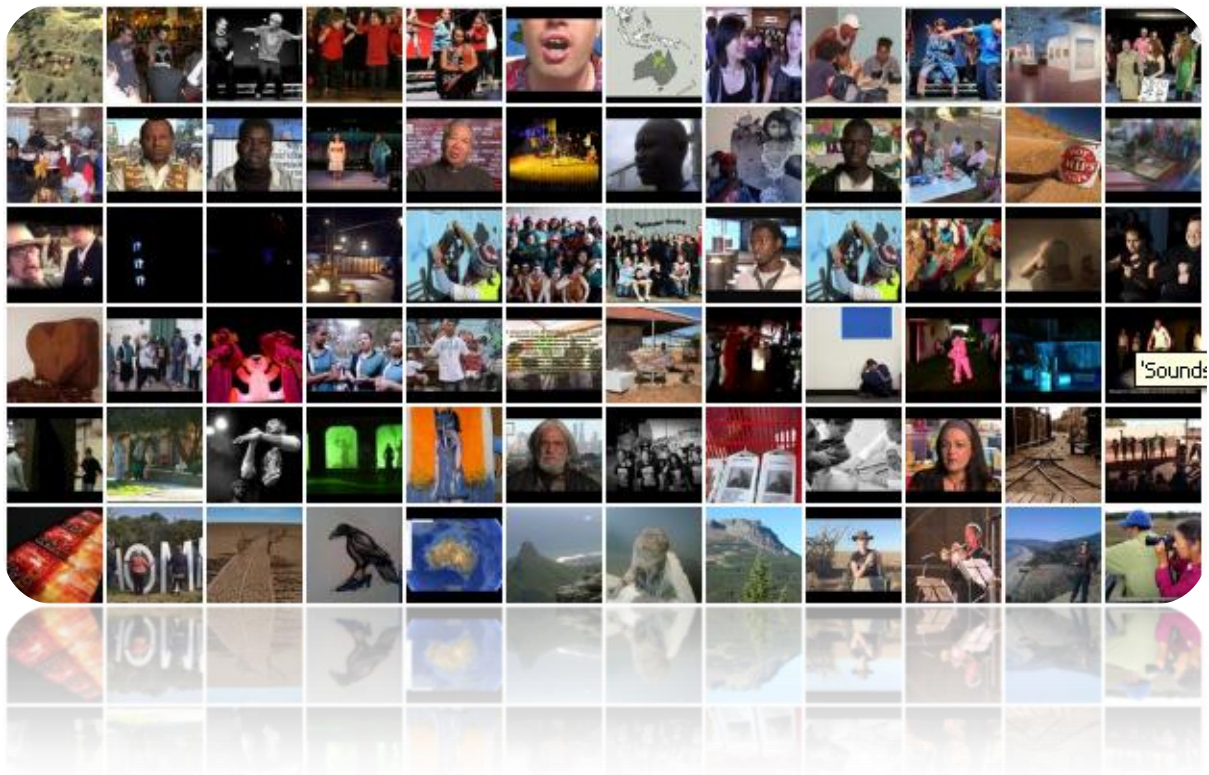
Arts on the Map



User Guide

Version 1.1

December 2009



(tip: print this guide to read as you work through the steps).

1. Welcome:

This first release of **Arts on the Map** brings together some unique features to support mapping, storytelling, communication, and collaboration in the Australia Council funded arts sector. A second version is currently in planning stages and we are hoping to gather lots of feedback and great suggestions to feed into that process. We have provided quick links on the home page for contact and feedback.



Use the contact form for any help inquiries.



This is an initial user guide only. A full guide covering all system features in detail will be available from the help menu on the website.

We look forward to you feedback and we hope you enjoy using the system.

2. System requirements:

Arts on the Map version 1.0 is designed to run on all main web browser platforms. It is compatible for use in Firefox, Safari, Google Chrome, Internet Explorer (best on version 7.0 and higher).

- **Adobe Flash Player 10** – a small, free download for your web browser (www.adobe.com/flashplayer). If you don't currently have Flash Player 10 installed you will get a message at the top of your screen when you go to the **Arts on the Map** home page with a link to run the installation. Click on the link and follow the instructions to install Flashplayer. It is a small download.
- **Google Earth Web Browser Plug-in** – a free automated download and install when you go to the **Arts on the Map** Google Earth map.



Please note: *Arts on the Map has been especially designed to take advantage of the Google Earth 3D mapping environment. The Google Earth plug-in is a download of around 20 Megabytes and may be an issue for those on slow connections. Also some computers may require administrator permissions to run the installation of the Google Earth Plug-in. We have provided a Google Maps viewing option that does not require the Google Earth plug-in, but where ever possible we recommend viewing through a Google Earth enabled browser. Once installed the Google Earth version performs better than Google Maps, even over slower internet connections.*

3. Getting Started: Account Settings

Step 1. Go to the **Arts on the Map** home page:

<http://australiacouncil.placestories.com>

(Tip: add this page into your bookmarks or favourites).

Step 2. Help Video

Watch the 2 minute overview video.



Step 3. Log in

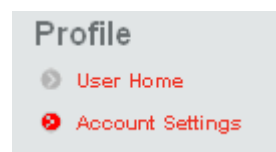
Log in (top right side) using your default **Arts on the Map username** and **password**. These are initially set to be the same as the middle section of your company's website address – **for example**:

- if your company **website** = www.**ratarts**.com.au
- then your default **username** = **ratarts**
- and your default **password** = **ratarts**

*(Tip: once you log you should change your company's **password** details, as outlined below. Remember to keep a record of the new **password**).*

Step 4. Editing Account Settings

Click on account settings in profile menu on the right-hand side.



4.1 Artform Categories

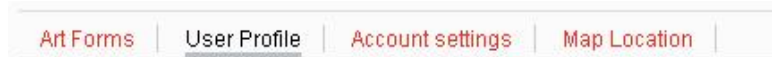
[Art Forms](#) | [User Profile](#) | [Account settings](#) | [Map Location](#)

Select the relevant Artform categories from the list for your company. You must have at least one selected and you can select as many as you like. Up to three categories will appear in your map pop-up bubble.

Click **submit** at the bottom of the page to **save** your changes.

4.2 User Profile

Click **User Profile**.



Add in 1- 2 sentences about your company in the **Organisation Description** field. This description will appear in your map pop up bubble.

Click **submit** at the bottom of the page to **save** your changes.

4.3 Account Settings

Click on **Account settings** to

- change your Arts on the Map **username** and **password**
- update your **address information**
- update your Arts on the Map system **email**
- upload a **picture/avatar**

Click **submit** at the bottom of the page to **save** your changes.

(Tip: this image you upload will display as a water mark in your company bubble)

4.4 Map Location

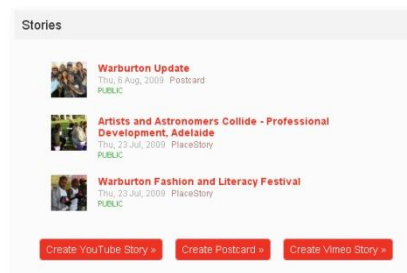
Click on **Map Location** to change your **Arts on the Map** location. Your default location is generated by your address details. If it is not correct you can drag and drop the marker to zoom in and update your map location. Please note: This will not alter the address entered in your Account Settings.



Click **Submit** at the bottom of the page to save your changes.

4. Contributing content

You can quickly and easily contribute content to Arts on the Map. If you have digital video already published in either **Youtube** or **Vimeo** you can add them to the map by using the contribute links. You can also use the postcard story feature to create simple one image stories and add them to the map.



4.1 Contributing Youtube or Vimeo

Click the contribute link for **Youtube** or **Vimeo**.

Cut and paste your **Youtube** or **Vimeo** story URL into the story URL field. You can add your own title and description or leave them blank for the info to come in direct from Youtube or Vimeo.

Contribute

- ▶ YouTube Story
- ▶ Postcard
- ▶ Vimeo Story

Create Vimeo Story >

Create YouTube Story >

4.2 Tagging your stories

Tagging is an important part of publishing your story to help when searching on the map. Select from the list of **community** and other tags, or type in your own.

4.3 Locate your story

Type the name of the place you want locate your story in the locate field and enter. Drag and drop the marker to refine your location as required.

Click on **Create Story** to publish your story on the map.

4.4 Creating a Digital Postcard Story

Postcard Image: Click on **browse** to find an image file you wish to contribute. Currently supported file types are **jpeg**, **gif** and **png**.

Fill in the other required fields. The place name you type in the location field is displayed on the front of the postcard. This does not change the map location of your story.

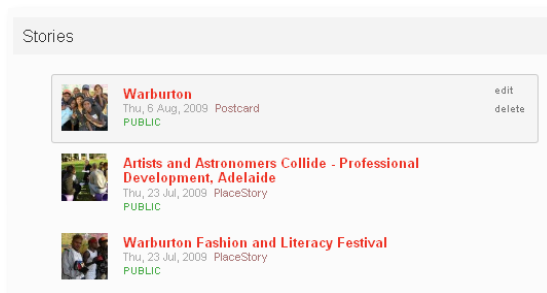
Location:

Photo location, keep it brief.

Click on **Create Story** to publish your story on the map.

5. Viewing and Editing your work

Click on **user home**. Your published stories are listed, with the most recent at the top of the list. Click on the thumbnail to view the story. Stories are public by default..



To view your stories on the map click on the **Earth** (or **Map**) link. Click on **Tour** to play a tour of the stories.

5.1 Editing Stories

On User Home page, under the Stories section you will find a list of stories which you have published. For each story you will see options to **edit**, **delete** or make your story **public** or **private** as shown below.



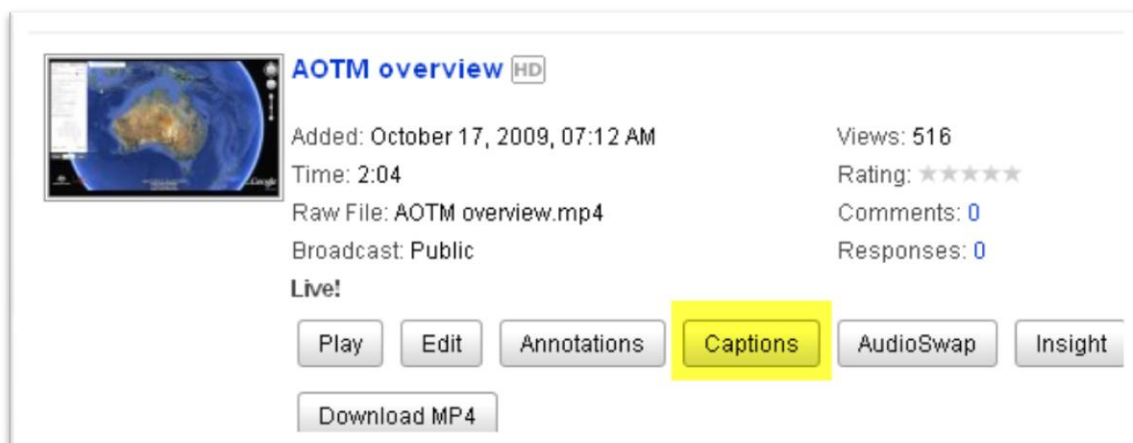
Click on **edit** will take you to a page where you can change fields such as story title, description and location. You can also change the tags associated to your story. Once you are done making your edits, click **Update Story!**

6. Accessibility

Captions

Captions and subtitles help viewers with hearing disabilities and people who speak other languages to enjoy your videos. If you have a transcript of your video Youtube provide some easy to use tools to add captions to your video. The Arts on the Map Overview Video (at the top of the home page on the front page) provides an example of captioning created this way.

- Save a copy of the transcript of your video as simple text file (txt).
- Log in to Youtube using your username and password
- Go to 'My Videos' and select the relevant video
- Click on captions and select the 'transcript file' option
- Browse to transcript file and upload.



Youtube takes care of the rest, synchronising your transcript to video automatically.

Youtube also provides a video explaining the process:

http://www.youtube.com/watch?v=kTvHIDKLFgc&feature=player_embedded