

PlaceStories Website Instructions

<http://placestories.com>

Details to set up PlaceStories Account (people are called 'folk'):

Your name: _____
Username: _____
Password: _____
Email address: _____
Location: _____

The PlaceStories platform allows people to share different types of creative content and also communicate and interact with others (like a combination of facebook, youtube, flickr and google maps). Users sign up to be members (folks) create a user profile and then post postcards and stories which can be added to different projects and communities.

Sign Up and In – <http://placestories.com> At bottom middle of screen. Username and password required. You then can link up to other social networking accounts, mobile phones etc. For future visits just login. If you ever get lost then, click on your name top right.

Stories – there are a range of story types that can be used. PlaceStories has a digital Postcard option, you can also add sound. You can also embed stories from other web-based locations including YouTube, Vimeo & Soundcloud, and documents such as PDFs. (PlaceStories also has software to create digital stories in on your computer – this is for PC computers and creates Flash based files though which can't be read on apple devices).

Projects – these are collections of stories and members who are working together on projects. Any member can set up a project and they become the administrator. You can post the same stories to multiple projects and communities, so if you create a new project, keep posting to our Water Reckoning ones as well.

Communities – large groups from folk from specific sectors and networks. Each community has administrators responsible for management and moderation. Communities need to be set up in consultation with Feral Arts (so this probably won't matter to us)

For this project we are publishing to:

In Role Project: The Water Museum <http://placestories.com/project/8501>

Our of Role Project: RRHR Project <http://placestories.com/project/8502>

Creating a postcard

The following are step by step instructions to create a postcard with PlaceStories – these instructions assume you have already created an account with PlaceStories.

Preparation for a postcard story: Have a digital Photo on file, such as a jpeg in landscape format ready and waiting in an easy to locate. You can also embed photo links from sites such as Flickr and you can also email photos from phones such as iphones (you can set up this option in your account settings). This Photo will be used on the Cover of the Postcard. It is then used as a thumbnail within communities, projects and maps on Placestories.

1. Click on **Create** at the middle top of the page.
2. Click on “a new story”
3. Click on ‘Postcard’.

On the screen you are then presented with will have a series of steps positioned horizontally across the top of the screen. E.g.

- 1: Image (upload, or paste link in). You can also add text and audio
- 2: Text – you need a Title. When you are on this screen you are also asked for a ‘description’ and an optional URL for further info). The description you write is the written content for your postcard and will be published on the back of your image.
3. Audio – this is optional, and can be recorded live or uploaded.
- 4: Location. Type in a name and then zoom in to locate on the map
- 5: Publishing and tags. – Select ‘Public’ (or ‘Private’ if you want to come back and edit). You can also add it to your projects here e.g. ‘Water Museum’. Add Tags – Select from options listed and add your own if relevant, think about other words others might use to find stories similar to yours
- 6: Done. Select ‘Done go to New Story’ it will have it’s own URL which you can share elsewhere as well.

Changing story and adding it to other projects or communities

1. You can change the viewing options and the projects/communities individual stories can be viewed within at any time.
2. Click on your name – top right of page
3. Click on ‘My stories’ Scroll down to the story. When you hover the mouse over towards the right of the story, an arrow box appears. Click on ‘Edit settings’ or “delete story’. You can view the story, delete it etc here, add it to other projects etc.
4. Or you can remove stories from projects etc... Go to “My projects”. Click on the one you want. Click on ‘Stories’. Then go to the story you want to remove. See the arrow on the right hand side and click on various options.

Map – you can view stories by project, location, ‘folk’, tags etc

1. Click on ‘map’ at the top right the page (or other places e.g. when in a project, there is a map option), or through the word ‘Explore’ at top of page, and then Map. Sometimes it takes a while to load all the stories.
2. All the PlaceStories thumbnails appear at the bottom of the page, you can click on ‘folk’ on the top right if you want to look for all the PlaceStories members instead.
3. You can at any time click on the plane icon bottom right to go on a ‘tour’ of various PlaceStories.
4. To the left of screen you can select which mode you wish to view the map in – Map – Satellite – Earth. (Satellite is quite interesting). Markers appear for each story published in the project.
5. Then click on the plane to go on a tour!