

A FILM BY KEN BURNS  
**THE NATIONAL PARKS**  
**America's Best Idea**

**Quick Guide to  
USING PBS'S "SHARE YOUR STORY"**

This quick guide should be used in conjunction with the educast *Share Your Story*. These materials demonstrate how to use PBS's National Parks uploading and geo-tagging site, *Share Your Story*. The *Share Your Story* tool is an easy way to browse for stories that others have uploaded and to submit your own. *Share Your Story* can be found on your local PBS station website or at [www.pbs.org/nationalparks/share-your-story/](http://www.pbs.org/nationalparks/share-your-story/)

**Step 1: Browse Stories by Search**

- 1a) Click "Browse Stories" above map on the site's main page
- 1b) Review search criteria, then choose any or all to narrow search by:
  - National Park
  - Local PBS Station
  - Theme
  - Era
  - KeywordChoose "All Stories" or "Highlights Only"  
Choose "All Media," "Text only" or "Video only"
- 1c) Click the green "Find Stories" button to populate map and page with stories
- 1d) Use pulldown menu to choose number of items to view per page
- 1e) Use pulldown menu to sort results by date submitted, story title or last name of author
- 1f) Click "Full Story" to see complete story
- 1g) To return to the main page, click "Browse Stories" or use back button

**Step 2: Browse Stories by Map**

- 2a) Use sliders on left to zoom in or double-click on specific area on the map
- 2b) Use hand tool to drag and reposition map as appropriate
- 2c) Choose most appropriate view: Map, Satellite or Terrain
- 2d) Click flag icon
- 2e) Click title link to load complete story
- 2f) To return to main page, click "Browse Stories" or use back button in browser

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**Step 3: Submitting Your Story**

- 3a) Click "Submit a Story" above map on main page
- 3b) Fill out Background Information fields as required and select the national park your story is about, the theme of your story and when your story took place
- 3c) Add longitude and latitude data if you know them

**Step 4: Geo-Tagging Your Story**

- 4a) To have coordinates established automatically, click "Find the latitude..."
- 4b) Use zoom slider, panning joystick and hand tool to accurately position and reposition map
- 4c) Decide on appropriate view (map, satellite, terrain)
- 4d) Click and drag orange marker to position of "storied" location
- 4e) Use zoom slider, panning joystick and hand tool again to more accurately reposition map and orange marker; repeat as needed
- 4f) Click green "Upload Location" button to automatically populate longitude and latitude fields on "Submit a Story" page
- 4g) Fill out the Background Information title and story fields
- 4h) Optional: Under "Include an Image," click "Browse" to find, select and open image file
- 4i) Under "Include a Video Clip," click "Browse" to find, select and open video clip
- 4j) Tick "Privacy and Terms of Use Policy"
- 4k) Click green "Submit Story" button
- 4l) Patiently wait for the upload to finish

*Note: Uploaded stories need to be reviewed and approved before they show up on the site and on the map. So check back often.*

**Step 5: Sharing and Publishing**

- 5a) Click "Share" in top right corner
- 5b) Choose social network or bookmarking site
- 5c) Click "Email this page"
- 5d) Fill in email address(es)
- 5e) Write short message with info to help invitee find your story
- 5f) Click "Send Link"
- 5g) To return to main page, click "Share Your Story" under "Get Involved" in top navigation