# Building a
# GIS Portfolio

How to build a GIS Portfolio of maps and web applications that can be viewed online, printed, or saved as a PDF.

## Build skills in these areas

➢ Build a Map Journal, incorporating Web Maps and Story Maps

➢ Print a Map Journal to paper or Save as a PDF

## What you need

➢ Account required

➢ Existing Web Maps and/or Story Maps

➢ Estimated time: Over 1 hour

# 1. Create a Portfolio using a Story Map Journal

GIS projects come in many forms, from the basic Web Map to the complex Web Apps, including Story Maps and Web AppBuilder.  For the GIS student, showcasing one's work in a portfolio can make for a handsome resume item.  Furthermore, the ability to save a printed or PDF copy of this portfolio provides a means of keeping this resume item even after a course ends or an online account is closed.  The Map Journal template provides an effective way to build a portfolio with print capabilities.

Assuming you already have existing Web Maps, Story Maps, etc. saved to your account, proceed to the steps below to begin building your portfolio in a Map Journal:

- **Beginning Steps**: Create a simple cover page map and begin the Map Journal template. [10 minutes]

- **Add Web Maps**: Add existing Web Maps to the Map Journal. [5 minutes per Web Map]

- **Add Web Apps**: Add existing Web Apps to the Map Journal [5 minutes per Web App]

- **Table of Contents**: Link each entry to your Table of Contents [5 minutes]

## Create a simple Cover Page map

A cover page map serves as a personalized opener to your portfolio.  The options are limitless – it can be as simple or complex a map as you please.  For this tutorial, we will create a simple map to act as your cover page.
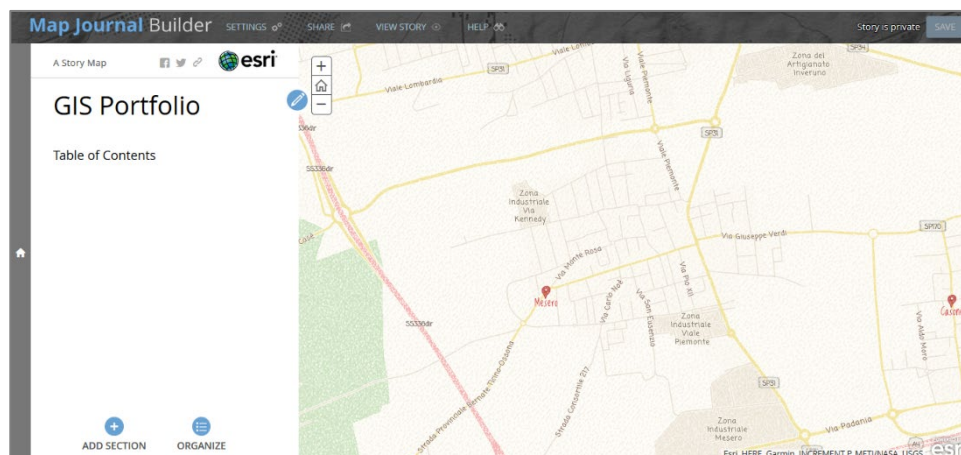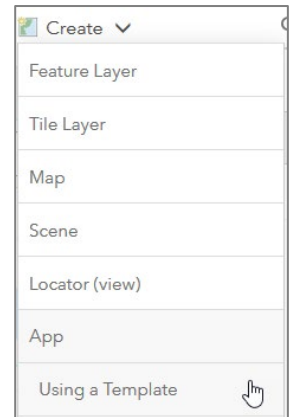
1. Start a new map.
2. Use the "Find address or place" search box in the upper-right corner to zoom to a location that represents you (a school, favorite location, etc.)
3. Select an attractive Basemap.  It could be one of your organization's default basemaps or one from the Living Atlas.
4. Save the map as "Portfolio Cover Page".

# Create a Story Map Journal

The *Story Map Journal* template will house the cover page map and any Web Maps and Web Apps you want to include in your portfolio.  A new Map Journal can be created through the Share button on an open Web Map.  However, we will create it from your account's Content page to demonstrate how to start it from scratch.

1. Go to your account's *Content* page.
2. Click Create and choose an *App Using a Template*.
3. From the Build a Story Map category, choose *Story Map Journal*.
4. Click *Create Web App* and add an appropriate title, tag, and summary.
5. Choose the Side Panel layout.  Confirm a displayed tile.
6. **Add Home Section to the Main Stage:** From the 4 content choice bullets, choose Map.  Select the Portfolio Cover Page map you created earlier.
7. Leave all Map settings (Location, Content, etc.) as default and click Next.
8. **Add text to the Side Panel:** Type the text "Table of Contents".  We will add items to this later.  Save.
9. Your cover page map has been added to the Main Stage and your text has been added to the Side Panel.
10. Before proceeding, click Settings on the top ribbon and choose Layout Options.  The default is to have the Side Panel take up 40% of the screen. To give your maps more room, choose Small (30%).  Apply.
11. Your Map Journal has been started.  Save your work (top-right corner).

# 2.  Add Content to your Portfolio

The simplest GIS projects, Web Maps, can be added to your Map Journal in the same way we added the Cover Page map.  Each Web Map will be added to its own Section of the Map Journal.

## Adding a Web Map to a new Section in the Map Journal

1. Click +Add Section at the bottom of your Side Panel.
2. Give your new section a title that represents the Web Map you will choose.
3. Under Content, the Map bullet is already selected.  From the Map selector, choose a map you want to showcase.
4. Assuming your map already is saved with a desired Location (zoom extent), Content (visible layers), and other settings, choose Next.
   *Tip: You can edit these settings later, including displaying a Legend, adding alt text for screen readers, etc.*
5. Add a description about the map.  Consider the topic, any analysis performed, the intended audience, or other details you wish to document. Click Add when finished.

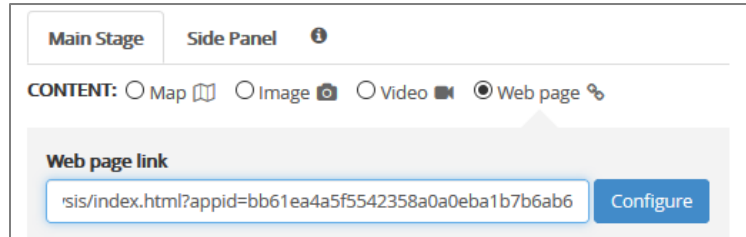Additional Web Maps can be added to your Map Journal following the steps above.

## Adding a Web Application to a new Section in the Map Journal

Existing Web Applications, including Story Maps and apps created with Web AppBuilder, can be added to your Map Journal.  The process is different than selecting a simple Web Map.  Instead of choosing one from a selector screen, Web Apps can be added to a Map Journal using each app's shareable URL (web link).  These can be obtained in three ways:

1. By opening the app in another web browser tab and copying the full URL displayed in your browser's address bar.
2. Opening that app's description page from your Content page and copying the short URL located at the bottom-right.
3. Clicking the Share button (if available) in your app and copying the short URL.

Assuming you have the URL of a completed Web Application copied, follow the steps below to bring the app into a new section of your Map Journal.

1. Add a new Section to your Map Journal and give it a title.
2. From the 4 content choice bullets, choose Web page.
3. Paste the URL of a Web App in the box labeled Web page link. Click Configure.



4. Uncheck the *Unload when reader navigates away* option. This will prevent the web app from automatically reloading if a reader leaves and returns to this section of your Map Journal. Click Next.
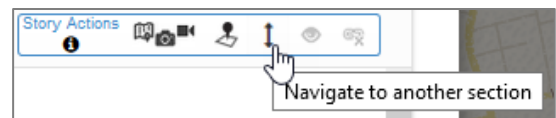5. Add a description and click Add.

Additional Web Applications can be added to your Map Journal following the steps above.

## Adding a Table of Contents Using Story Actions

After adding all desired Web Maps and Web Apps to your Portfolio, we can list these items in our Table of Contents in the Home Section and use Story Actions to make your TOC interactive.

1. Scroll up to your Home Section and click the Edit icon. 
2. In the text description box, list the names of your sections. Consider formatting options such as bold, italics, a bulleted or numbered list, etc.
3. Highlight the name of your first entry.
4. In the Story Actions toolbar, click the Navigate to Another Section button. Choose the section in your Map Journal that corresponds to the entry name you highlighted.



5. Repeat for any additional entries in your Table of Contents. Save the description.
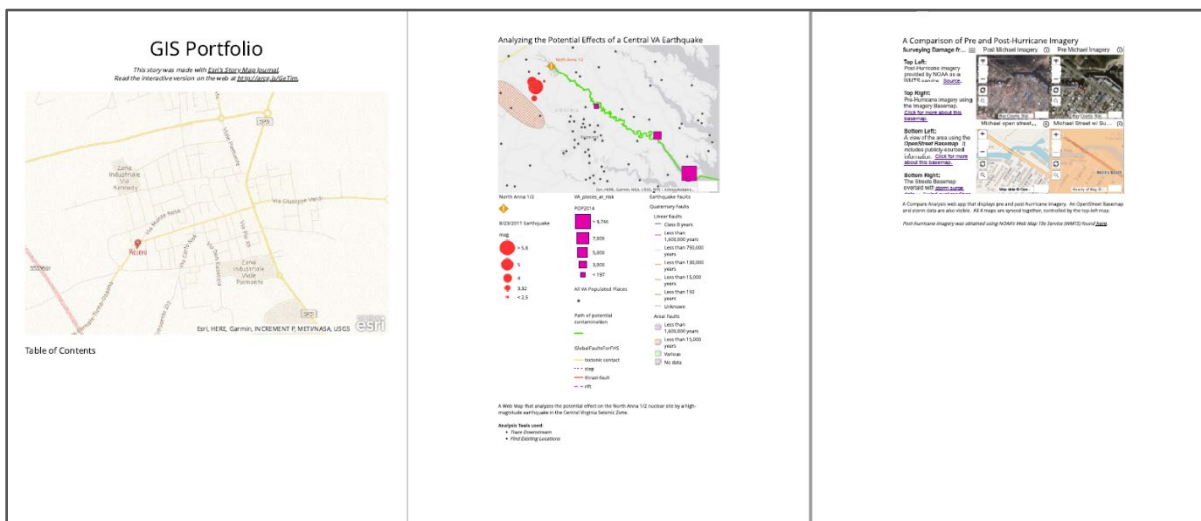
# 3. Printing Your Map Journal

Having the ability to print your GIS Portfolio to paper or to save it as a PDF is valuable, particularly for those who may have temporary ArcGIS Online accounts (students).  Even the professional may wish to have a paper copy available.  Assuming your Map Journal is complete, follow the steps below to:

1. Print the Portfolio to paper.
2. Save a PDF copy of a printable Portfolio.

## Printing or Saving a PDF of Your Map Journal

1. Click the Share button in the top ribbon and choose Public.
   *Note: Some maps or apps associated with this Map Journal may also be shared publicly by choosing this option.*
2. Close the Share window and click View Story in the top ribbon.
3. While viewing the completed Map Journal, click the Share button located in the header of your Side Panel.
4. Click the Print button and give the printable Map Journal time to load all pages.  Note the formatting options available to you.
5. Scroll through the printable Map Journal and ensure all sections have completely loaded.
6. Click the blue Print button and:
   a. Choose a printer to send this document to.
   b. Choose a PDF generator, if available, to save as a PDF.

## Credit usage

Credit consumption will occur when creating Web Maps and Web Apps.  The steps to create a GIS Portfolio using the Map Journal template require no additional credits other than storage credits.

# Questions and comprehension

**How do I create a Story Map or other Web Application?**

The following link will help you create a Web Application:

Choosing a Configurable App