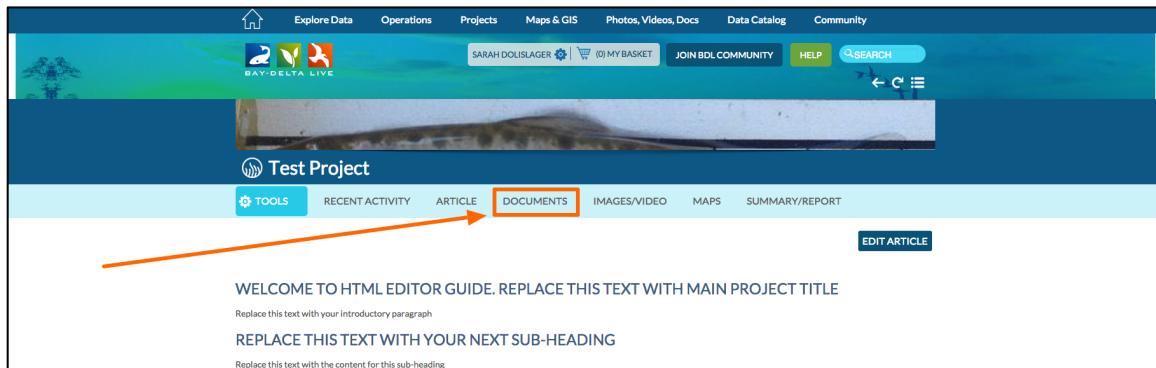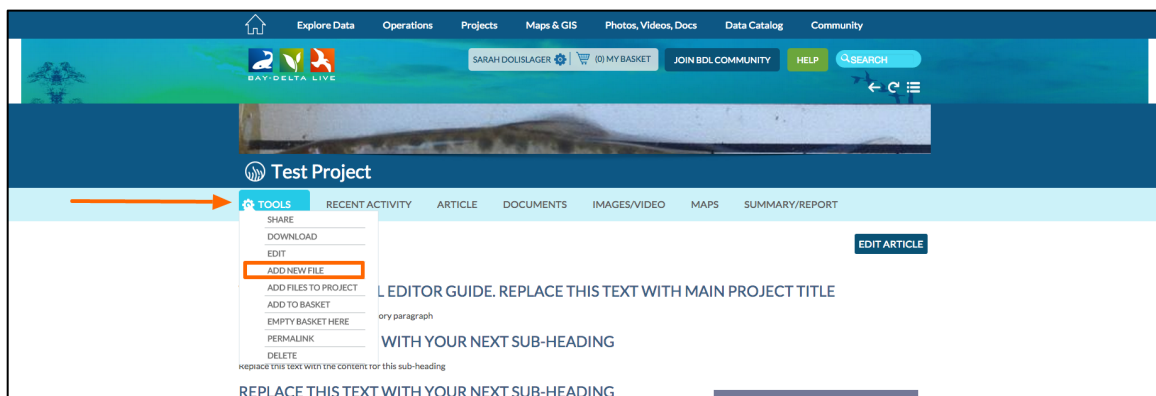# ADD DOCUMENTS, PHOTOS, AND VIDEOS
TO A PROJECT PAGE

_____
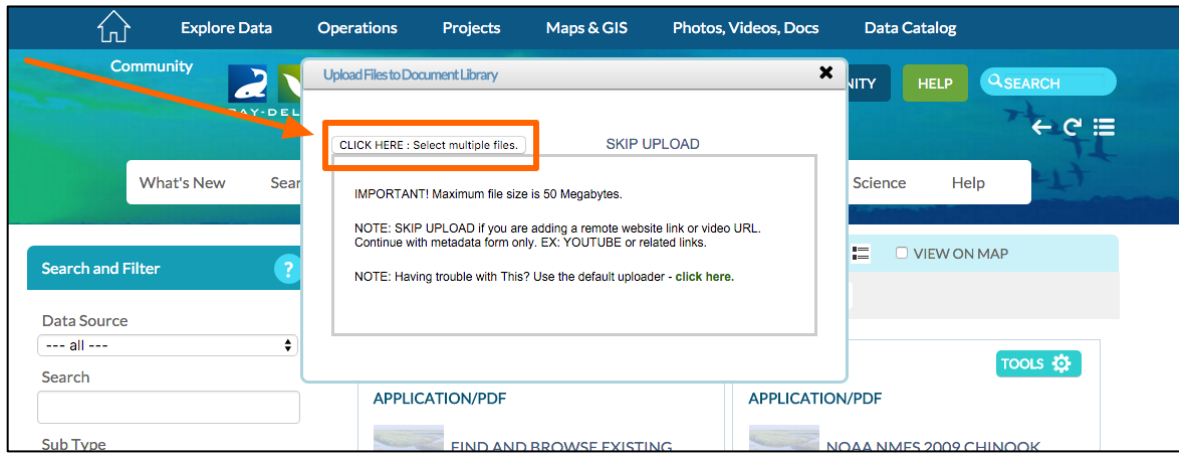
DOCUMENTS AND IMAGES

To add documents or images to your project page click on, "documents" in the sub-navigation.
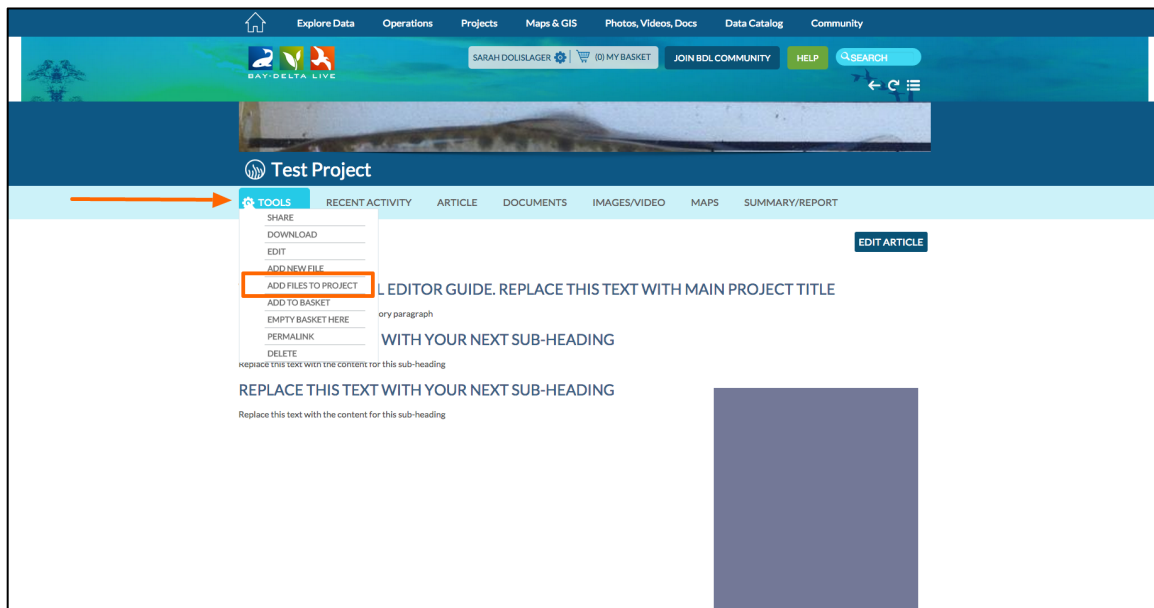

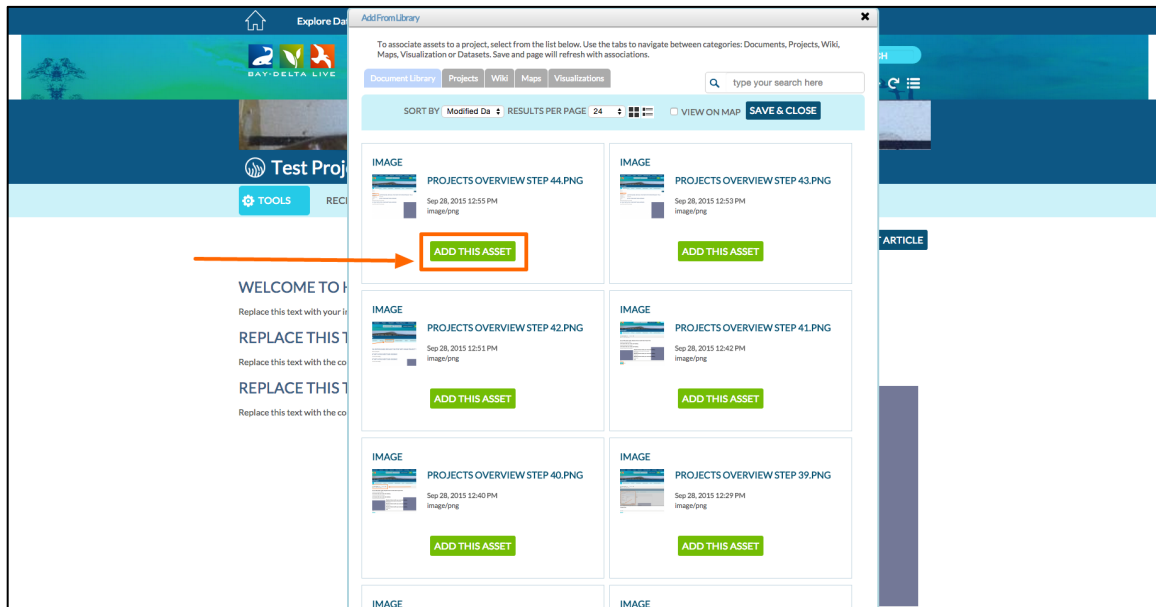Hover over the TOOLS menu and choose, "add new file."

An upload form pops up and you can select files from your computer by clicking the, "CLICK HERE: select multiple files" button.

If you already have the photo or document uploaded to your library then choose, "Add Files to Project."
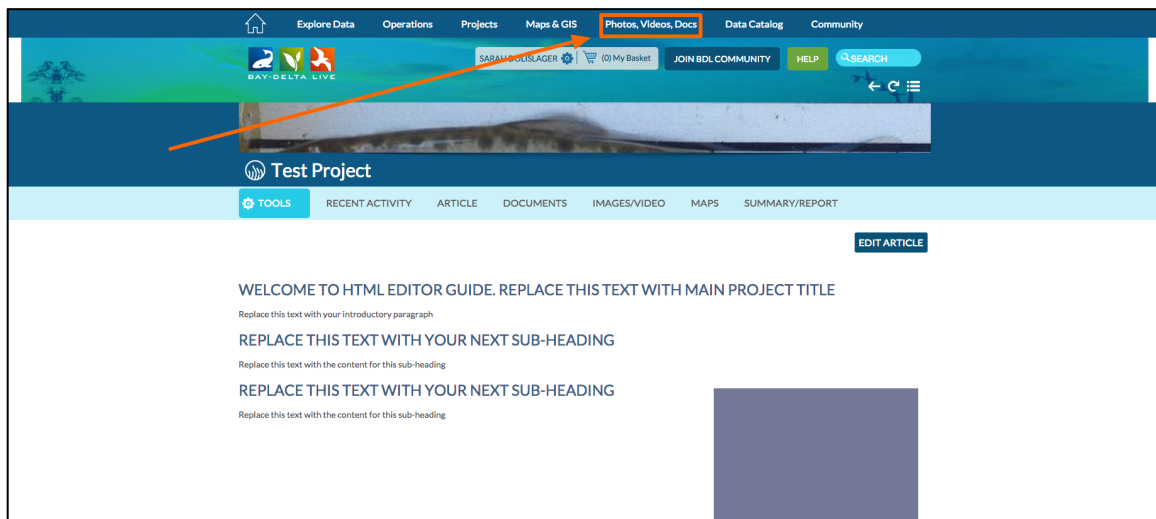
You can choose which photo or document you would like to add by clicking, "Add Asset."
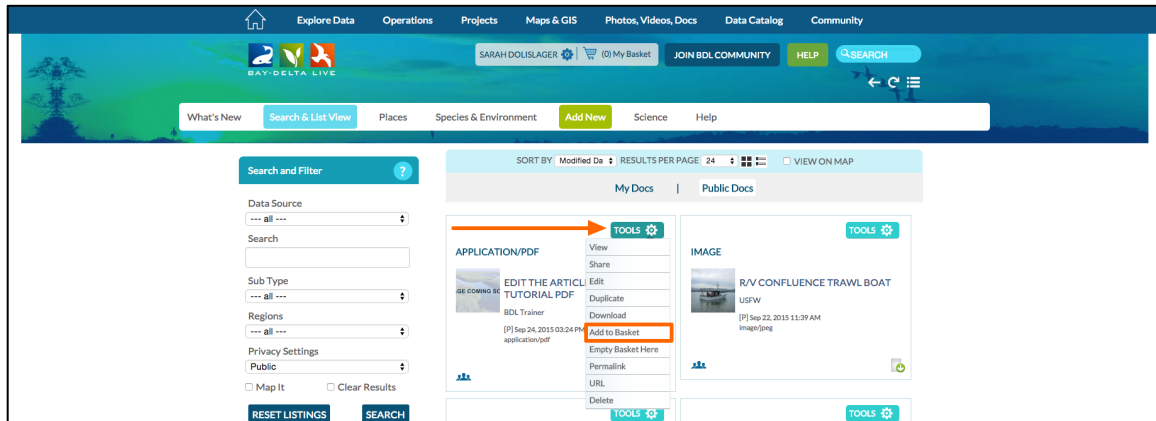

You can also add photos, videos, and documents to your project by using the basket function.

Go to the document library via the "Photos/Videos/Docs" link at the top of the page.
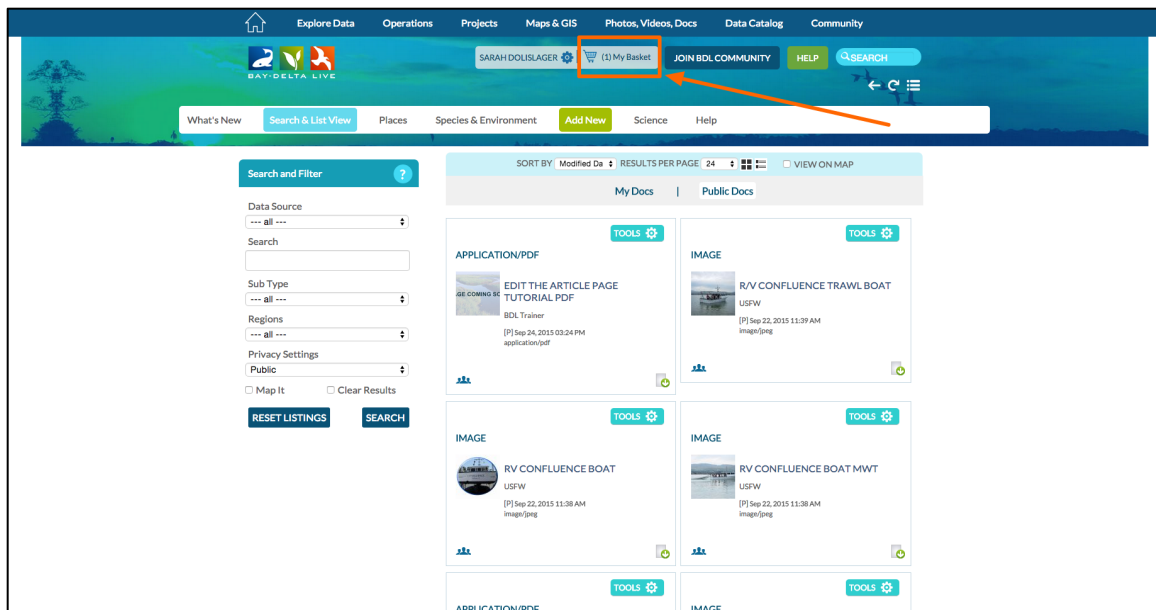
Hover over the TOOLS drop-down menu on the right corner of the image you want to add.
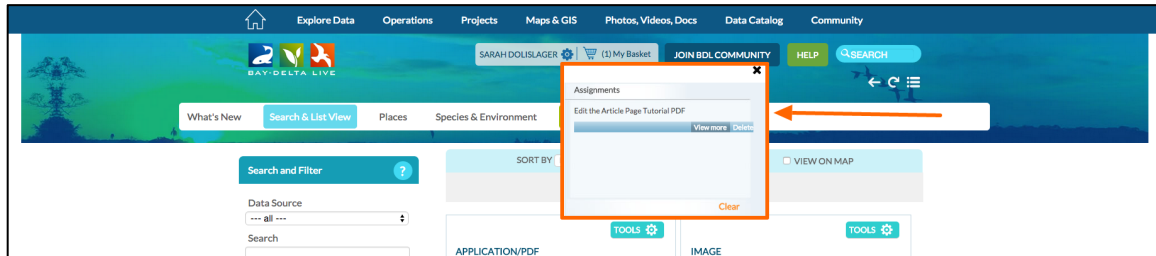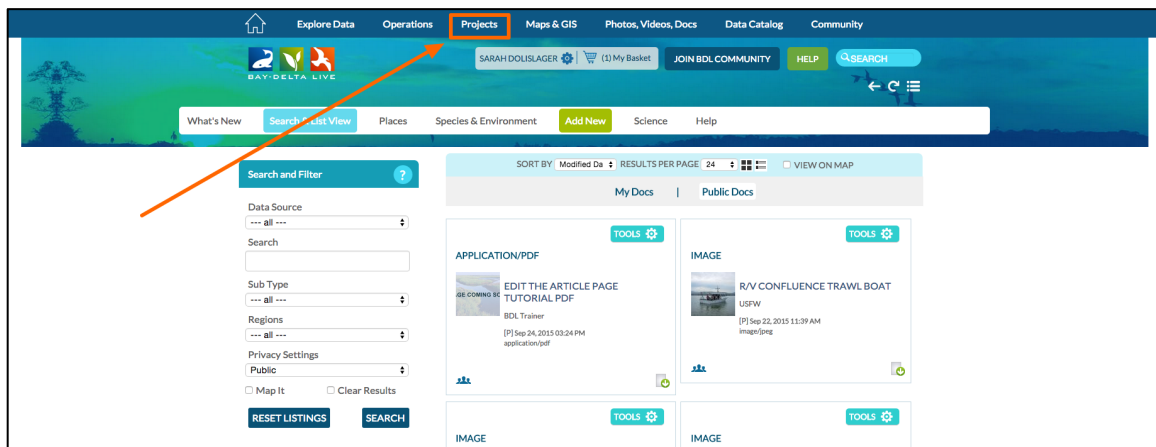
Choose, "Add to Basket."

If you scroll up to the top of the page and look to the right of your name, you will notice that you now have one item in your basket.
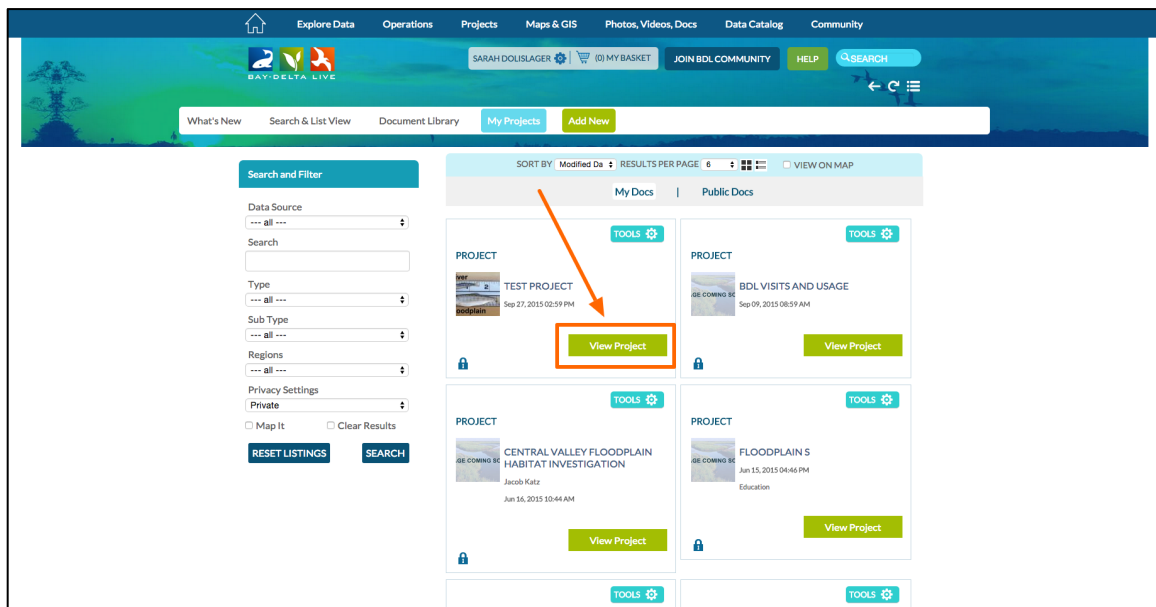
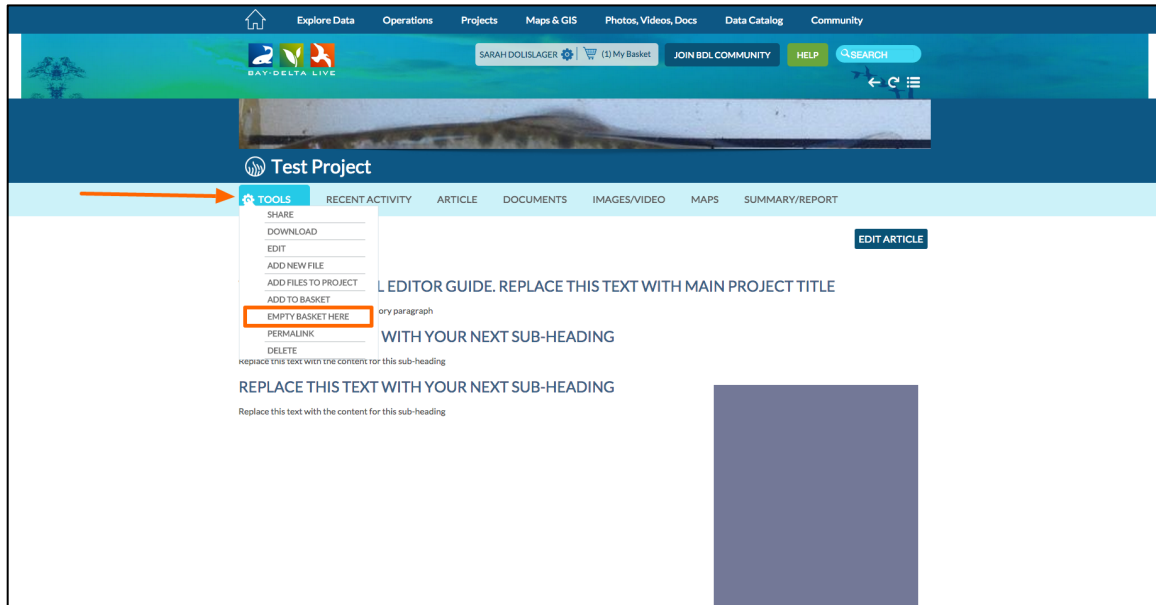If you click on that link, a box will appear showing the items in your basket.

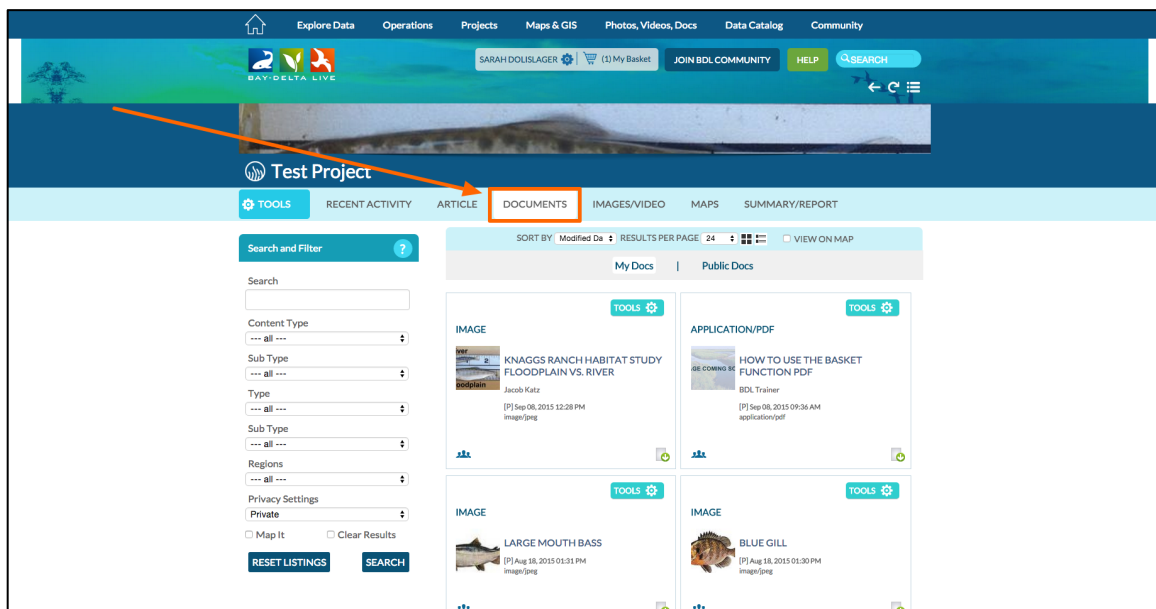To add this item to your project, click on, "Projects" at the top of the screen.

Find the project you are working on and then click the, "View Project" button to open it.

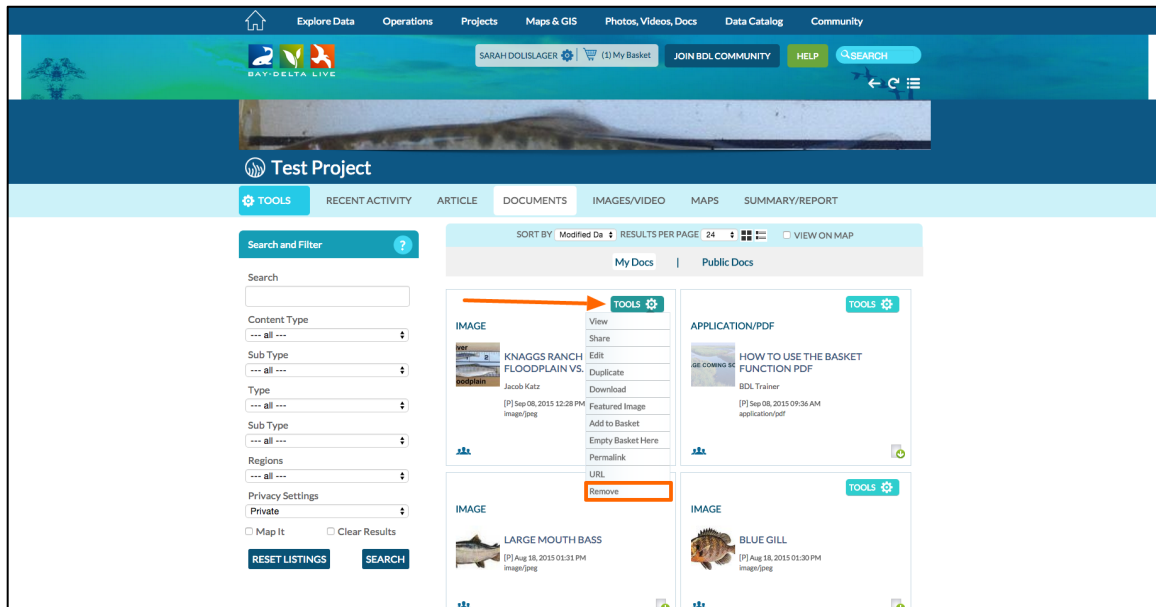Go to the TOOLS menu and choose, "EMPTY BASKET HERE."

Click on "Documents" in the sub-navigation and you should see the item you just dropped.
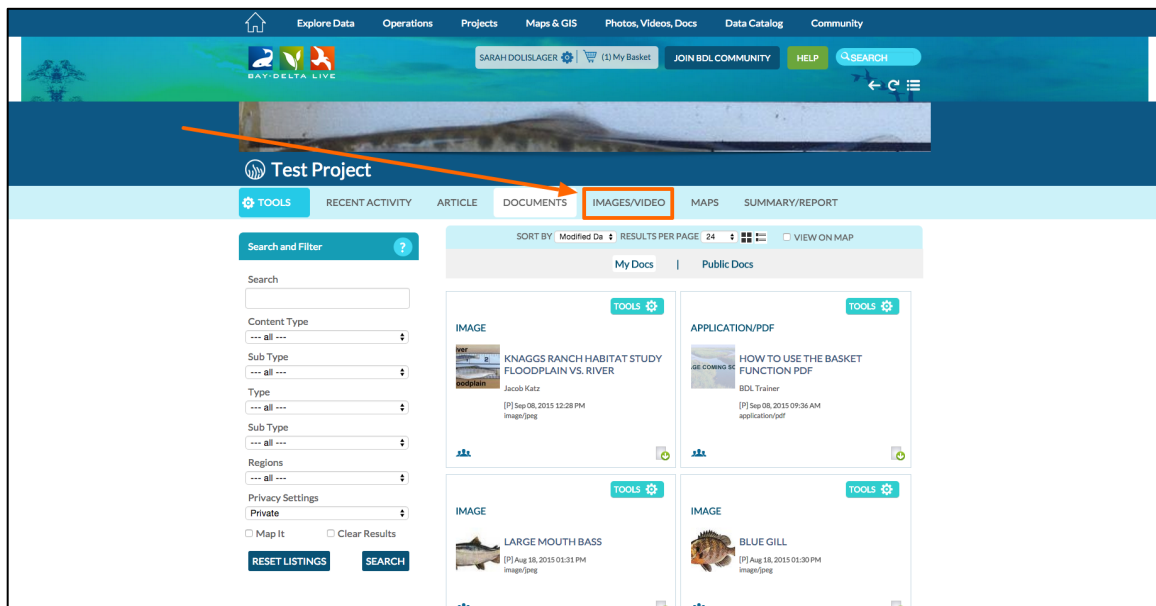
If you wish to delete an item from the project, you can do so through the TOOLS menu in the right-hand corner of each image or document.
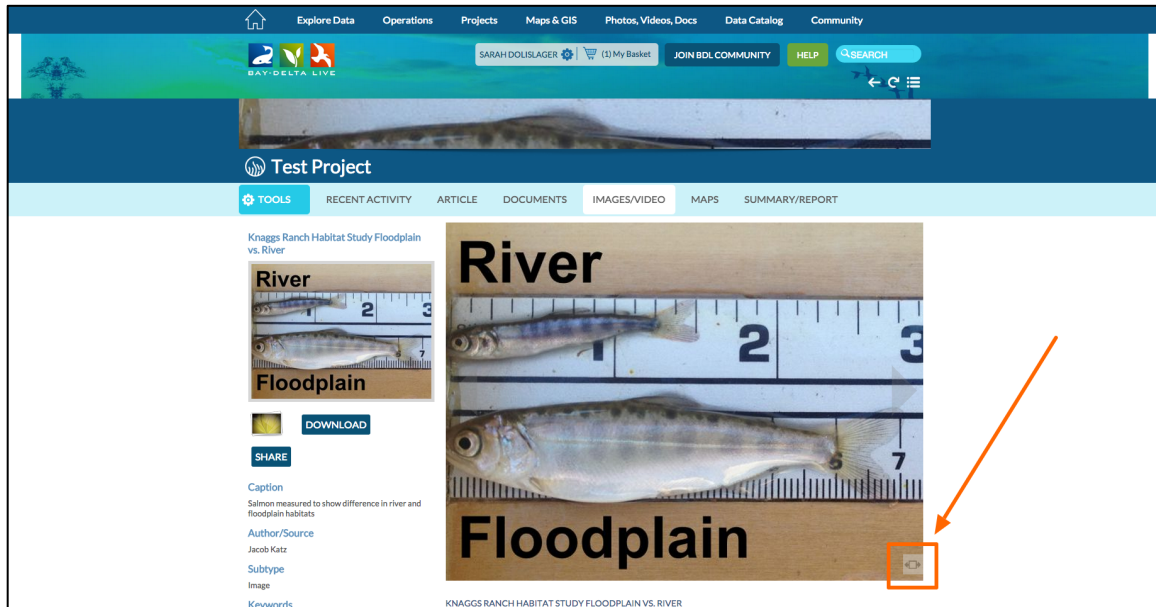
Choose, "Remove."

You can also access images by clicking, "Images/Video" in the sub-navigation.

Here they show up in slideshow form.
To see the photo in full size, click on the expand icon that appears in the bottom right corner of the image.

You can click through the slideshow by using the arrow buttons.

VIDEOS

You can upload a video in several file formats – Mpeg, Quicktime, X-Flv, X-Msvideo, and YouTube.

The easiest way to upload and share videos is to use YouTube.
Simply upload the video to YouTube and use the URL or embed code to upload the video to BDL.
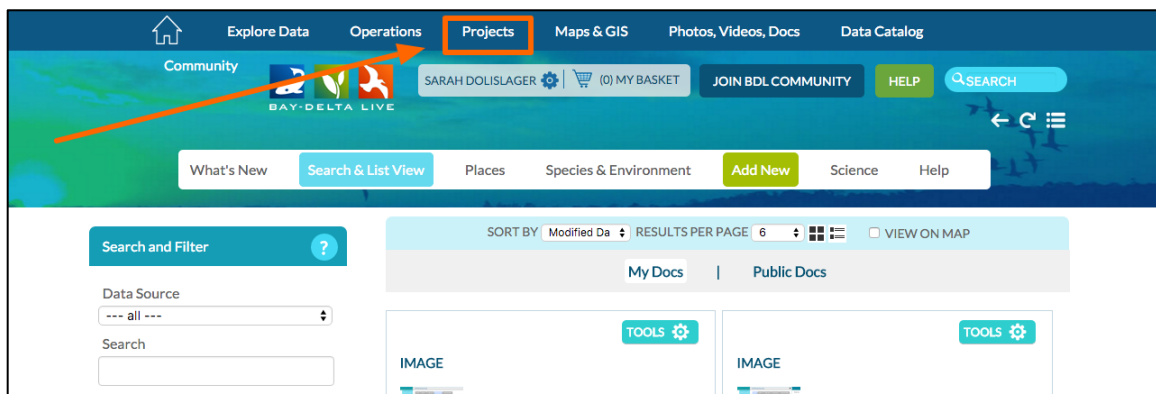
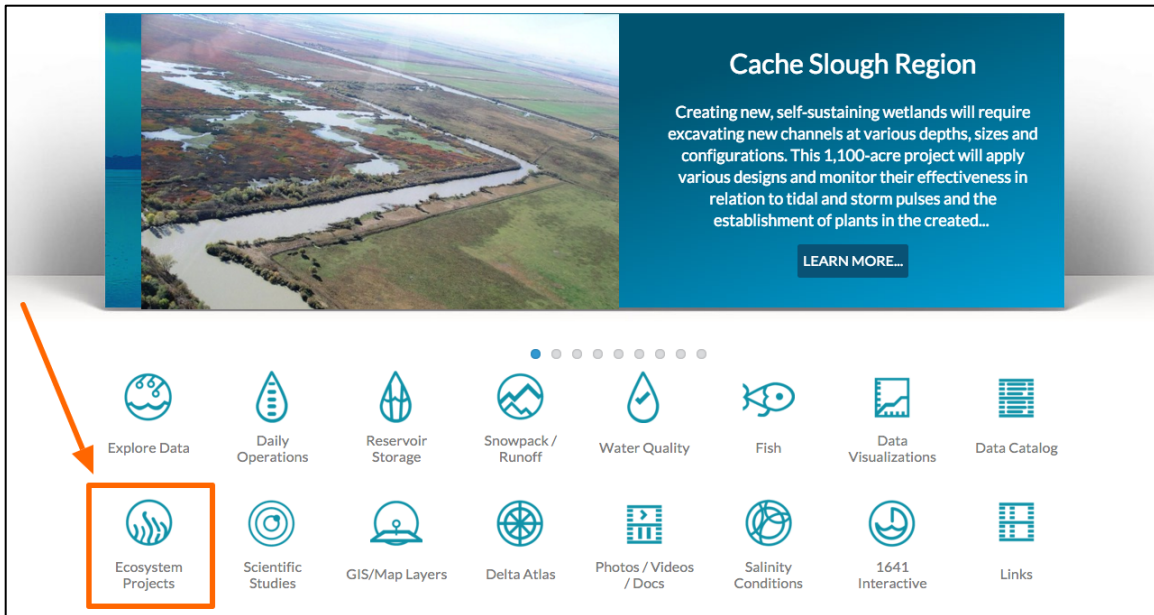For this example, I'm going to use the YouTube URL.

Copy the URL from the "share" section under the video that you've uploaded to YouTube.
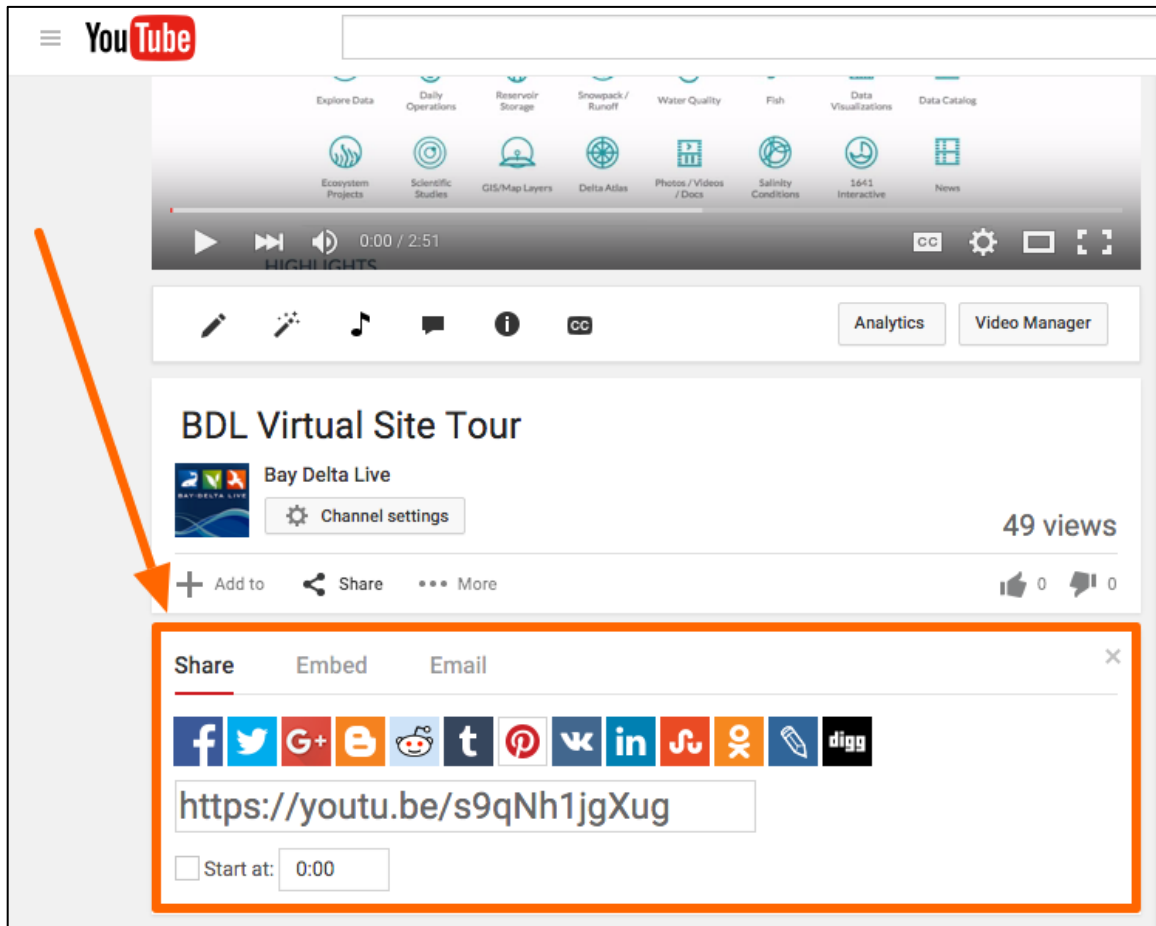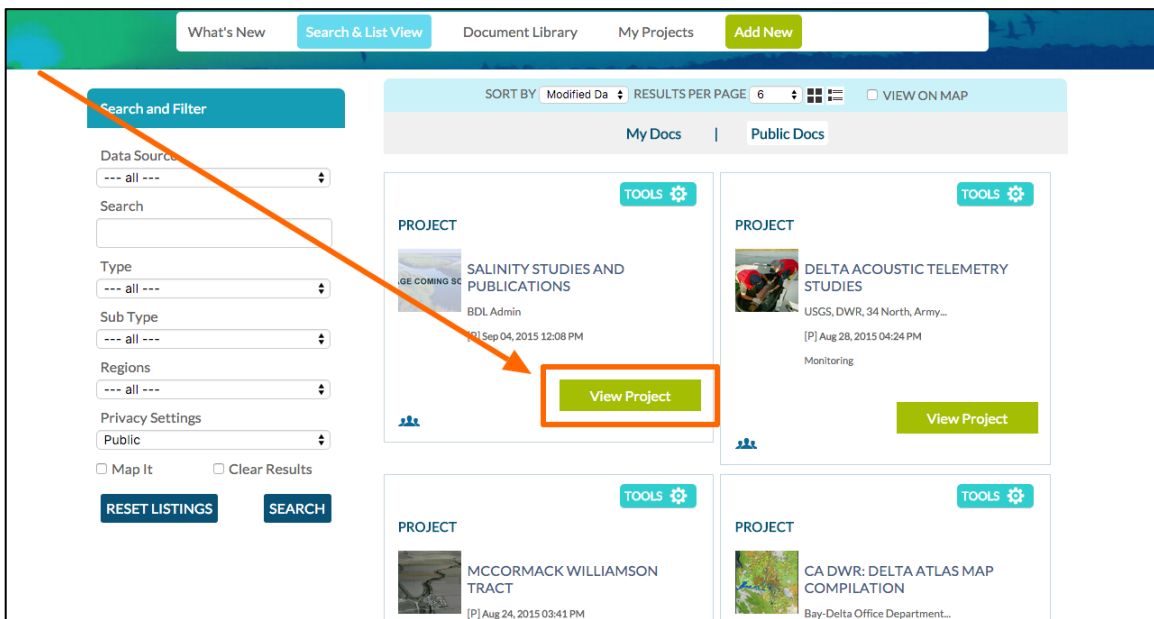

Then go back to the project you are working on.

You can go back to the project library by clicking on "Projects" at the top of the screen or the "Ecosystem Projects" icon on the homepage.
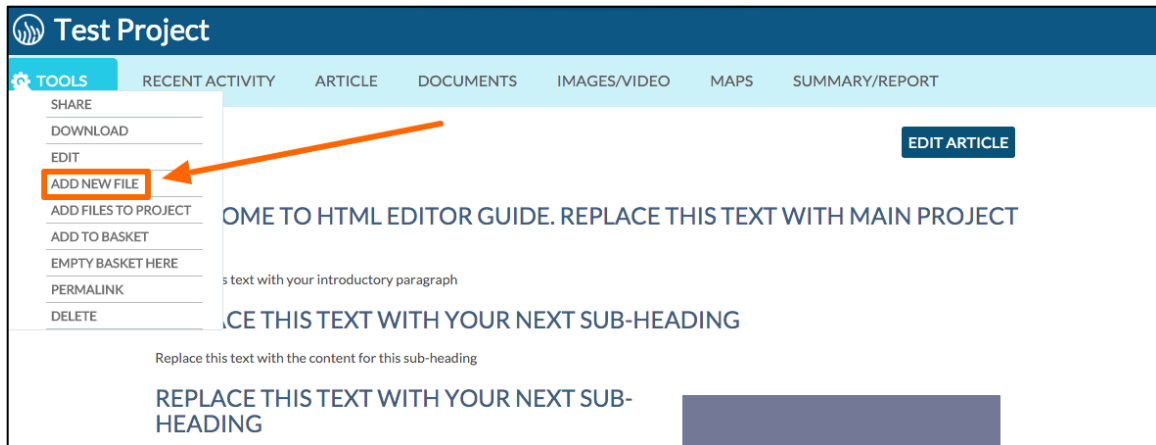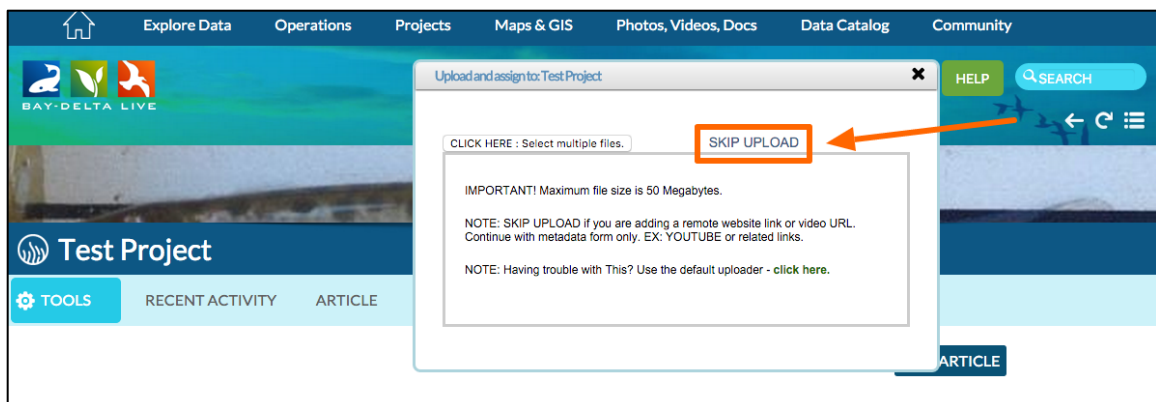
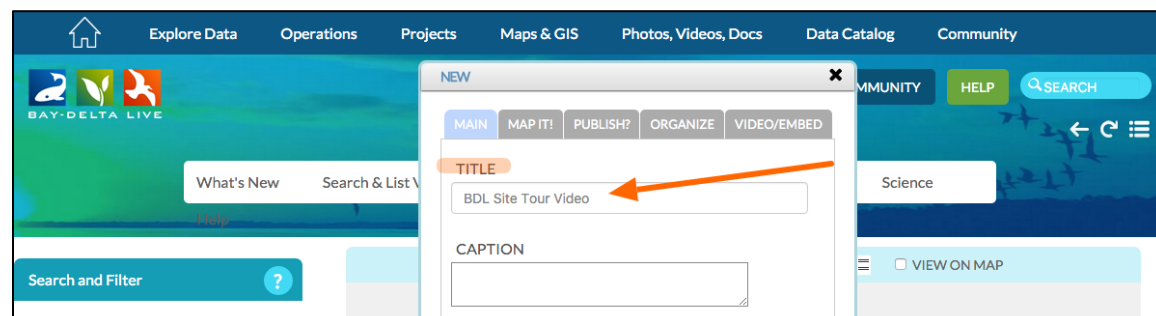Find the project and open it by clicking, "View Project."

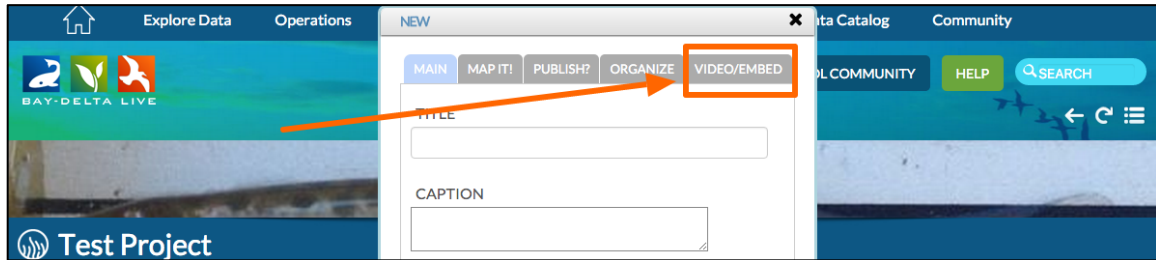Hover over the TOOLS menu and choose, "Add New File."

The upload form will appear.
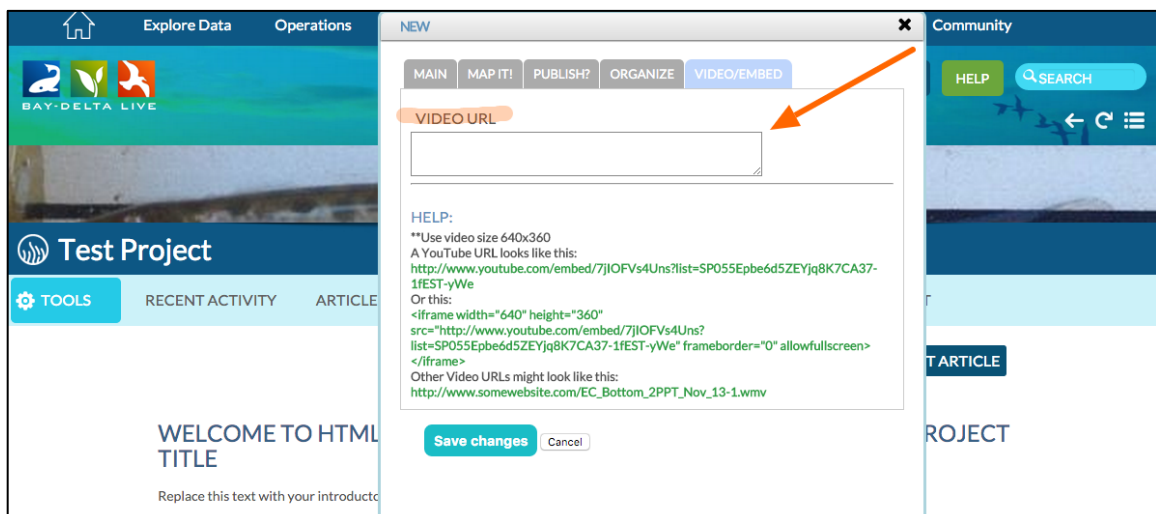Instead of clicking on the button to browse your computer, click "SKIP UPLOAD."

This will take you to the editor form.
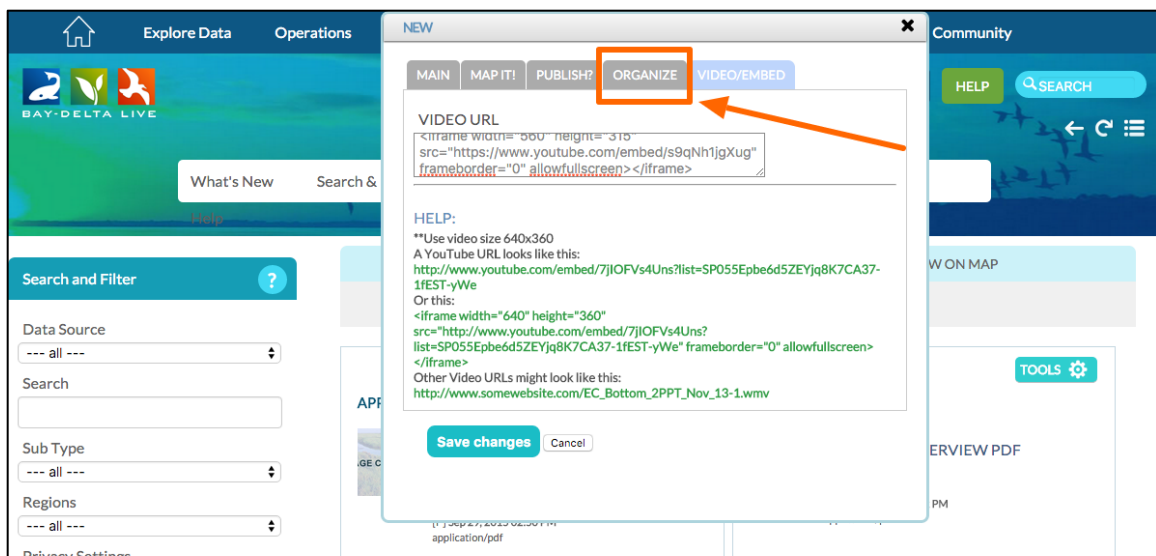Be sure to title your video here.

Then click on the "Video/Embed" tab.

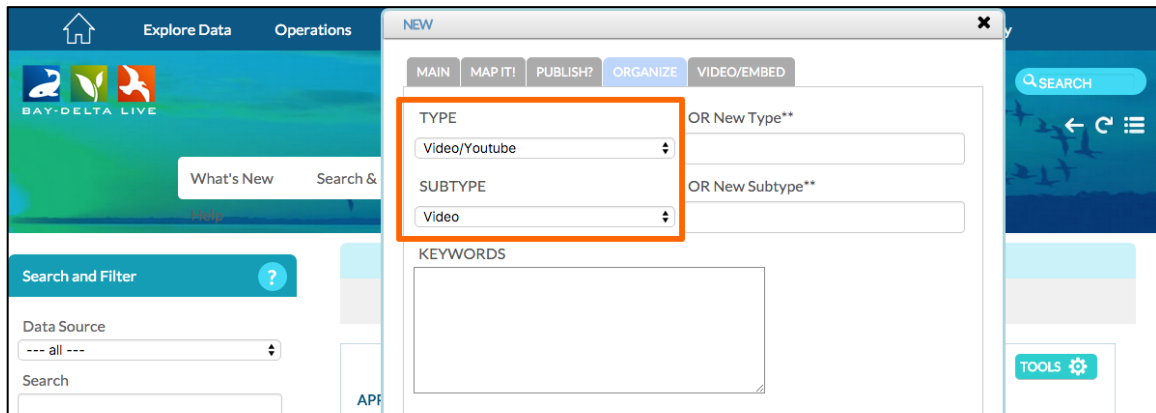The "Video/Embed" tab has a place where you can paste the URL or embed code from the YouTube video.

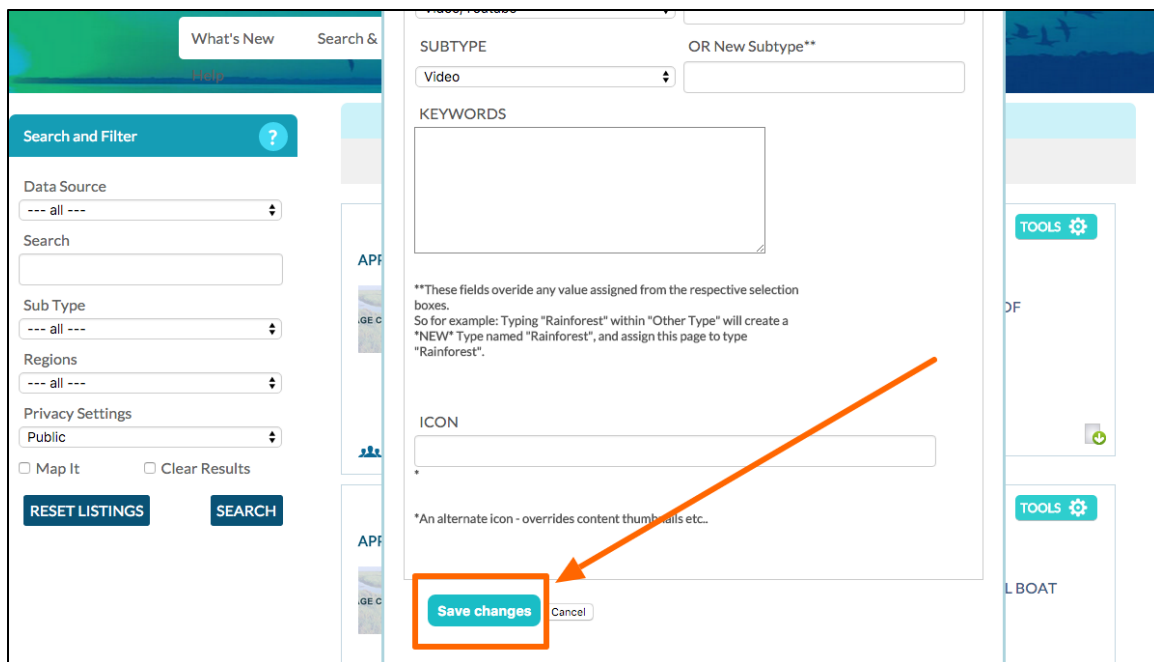After you've pasted the URL or embed code, click on the "Organize" tab.

Under the "organize" tab, you need to choose a type and subtype based on the type of video you're uploading.

I pasted an embed code of a YouTube video, so I'll choose a "Video/YouTube" under type and "video" under subtype.
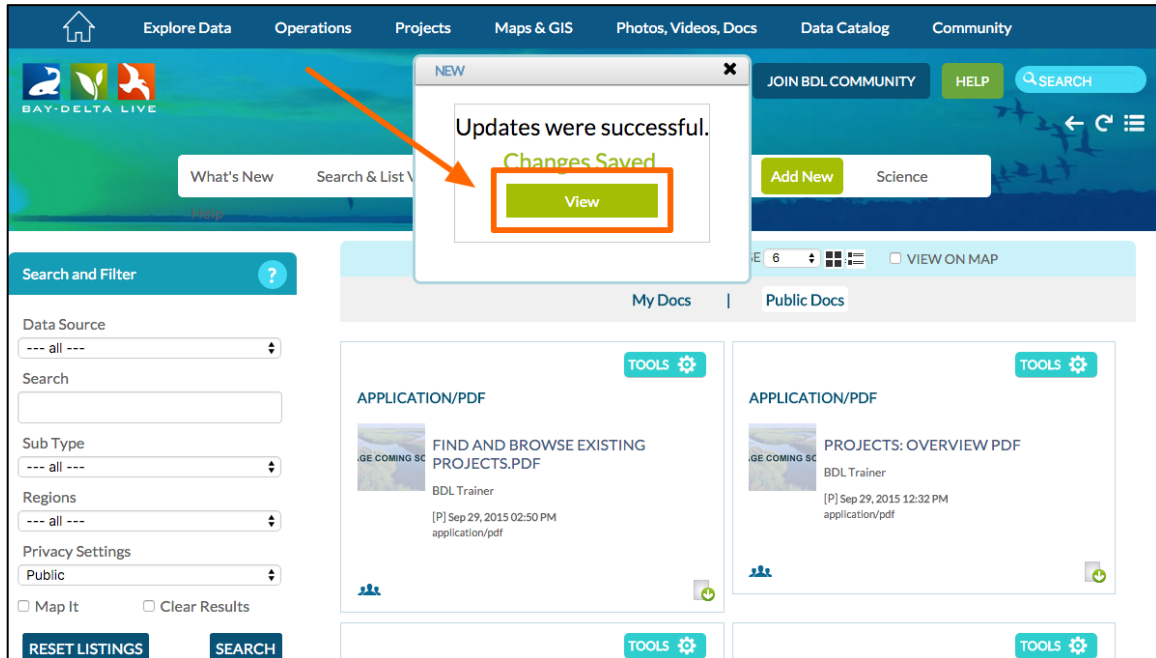

Once you've entered all of this information, click, "save changes."

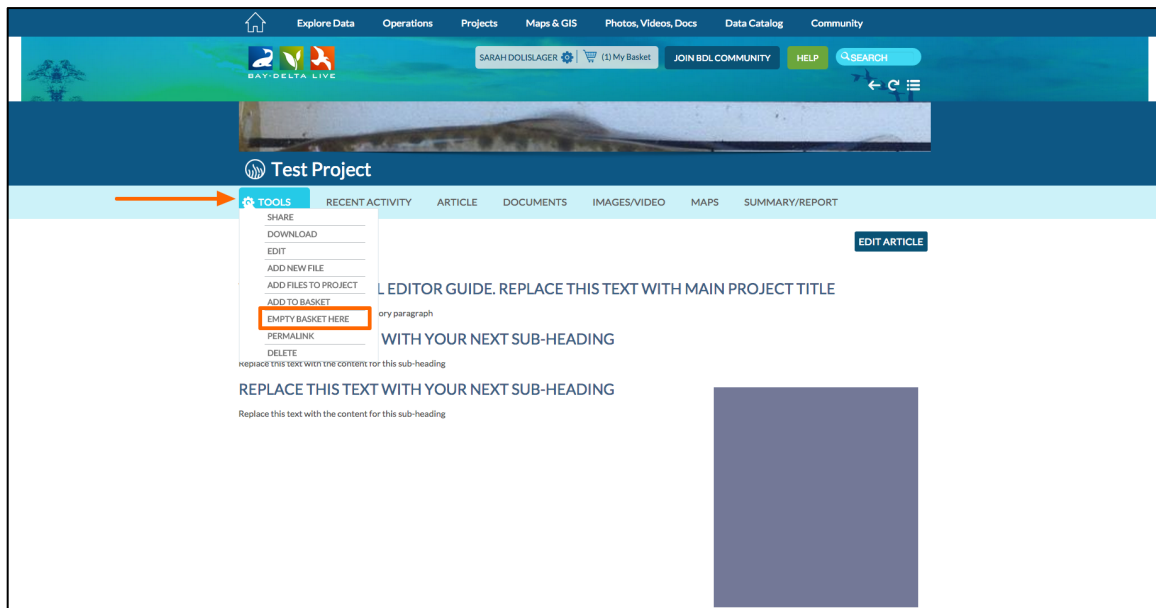A box will appear confirming the upload. Click, "view" to go to the video.

The video opens up to the "Recent Activity" tab. Click on the "Images/Video" tab to view the video.
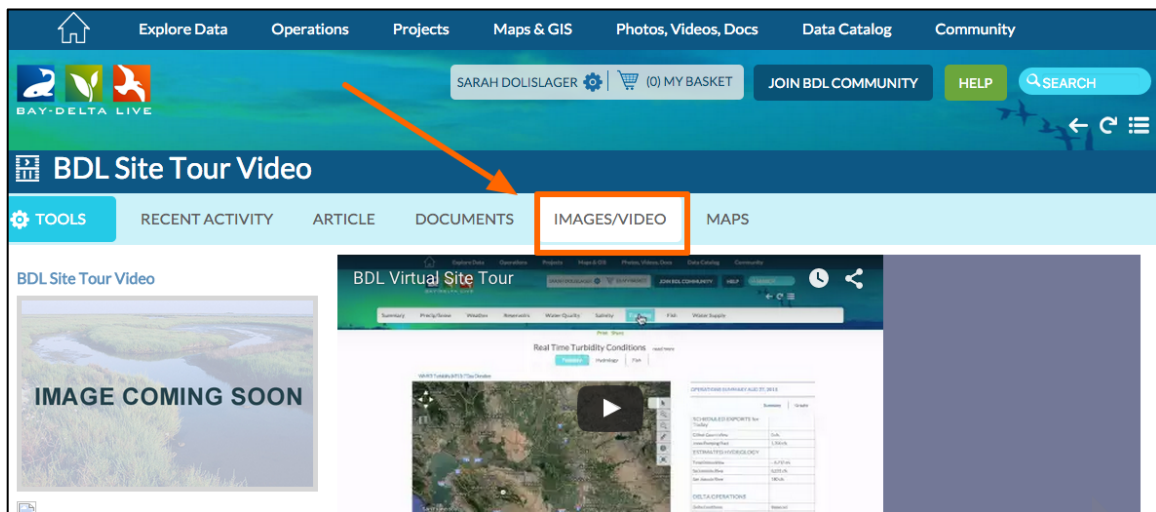
Now to add this video to a project, hover over the TOOLS menu and choose, "Add to Basket."
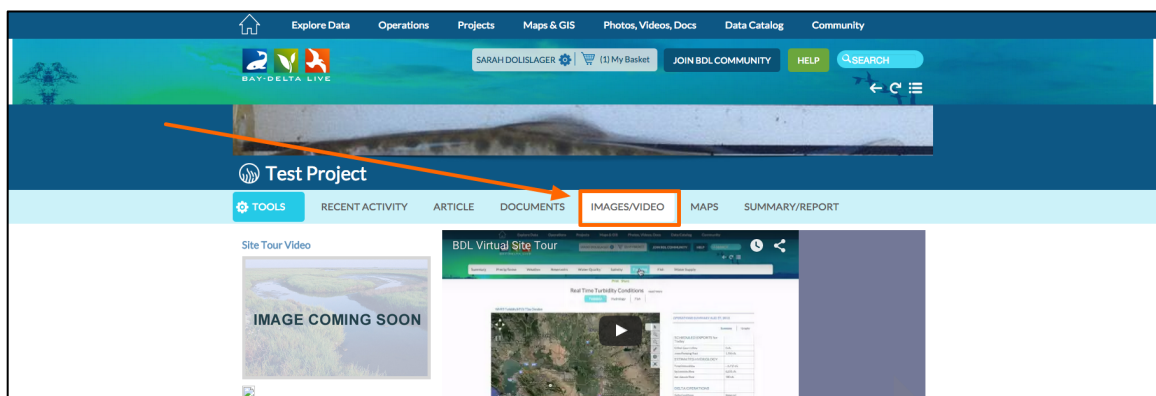
Then go to the project you are working on.

Once you are in the project, hover over the TOOLS menu and choose, "Empty Basket Here."

Click on the "Images/Video" tab of the project and the video should be there.

You successfully added a video to your project page.

This concludes the "Add Documents, Photos, and Videos to Projects" tutorial.