

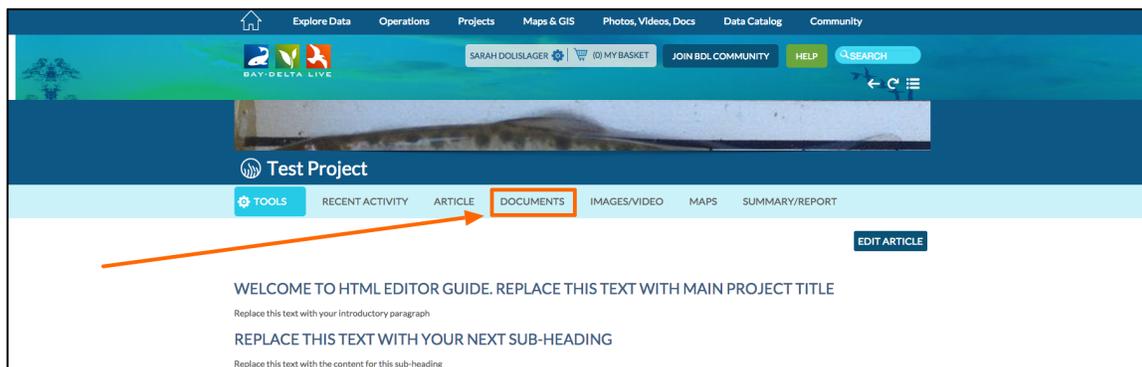


www.baydeltalive.com Tutorials

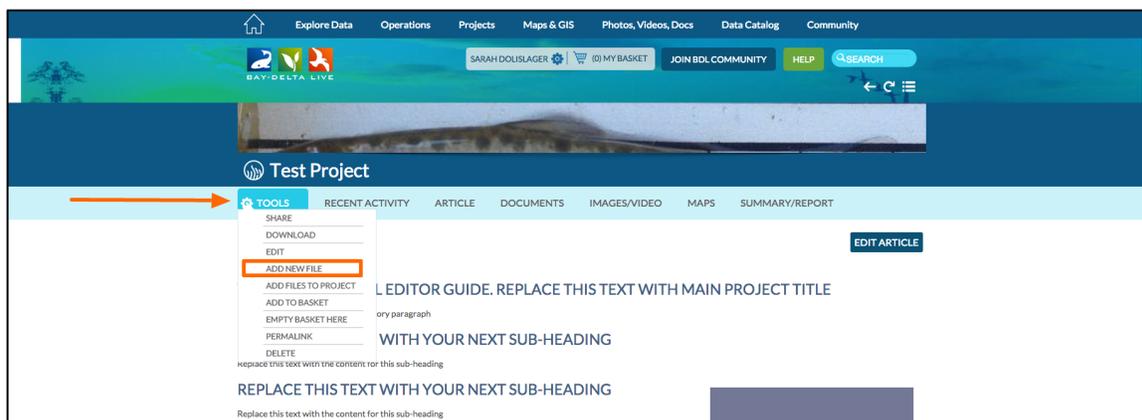
ADD DOCUMENTS, PHOTOS, AND VIDEOS TO A PROJECT PAGE

DOCUMENTS AND IMAGES

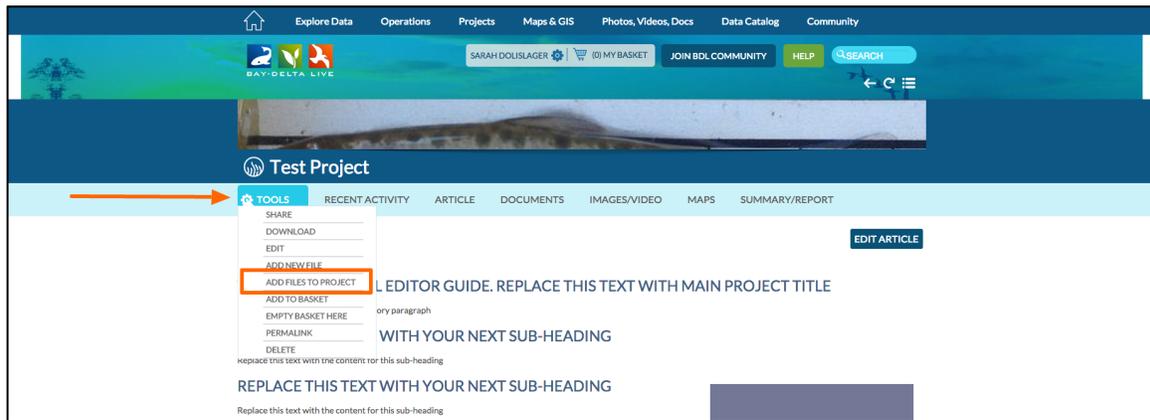
To add documents or images to your project page click on, “documents” in the sub-navigation.



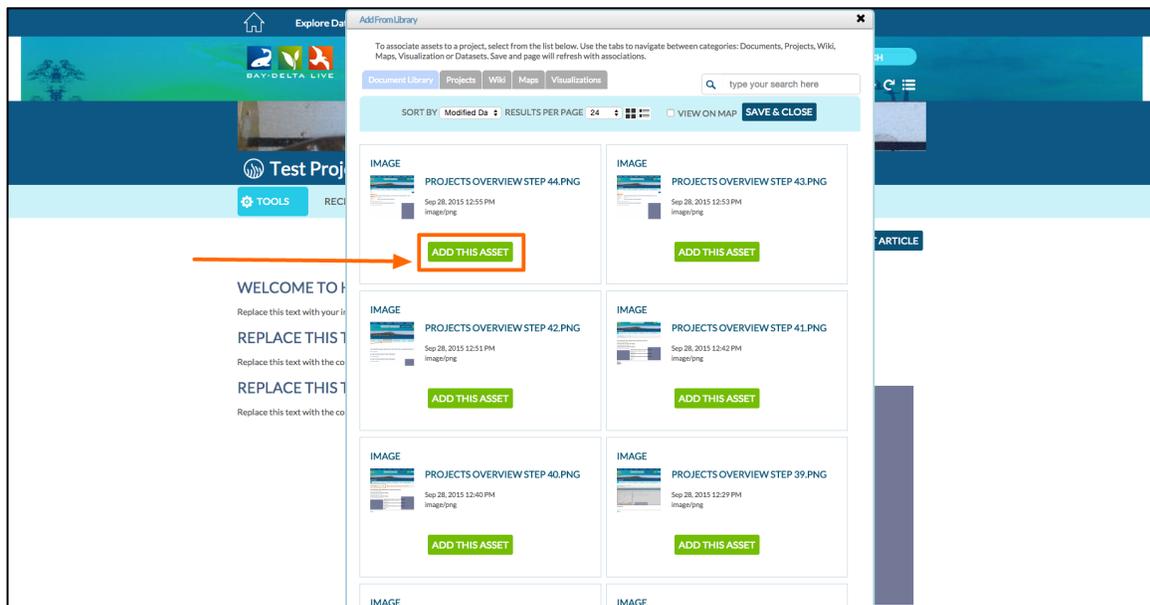
Hover over the TOOLS menu and choose, “add new file.”



If you already have the photo or document uploaded to your library then choose, "Add Files to Project."

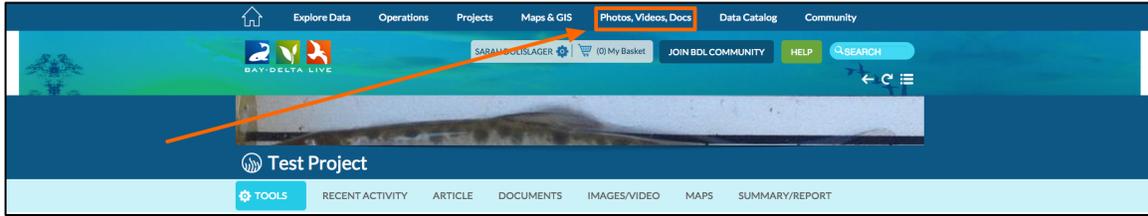


You can choose which photo or document you would like to add by clicking, "Add Asset."



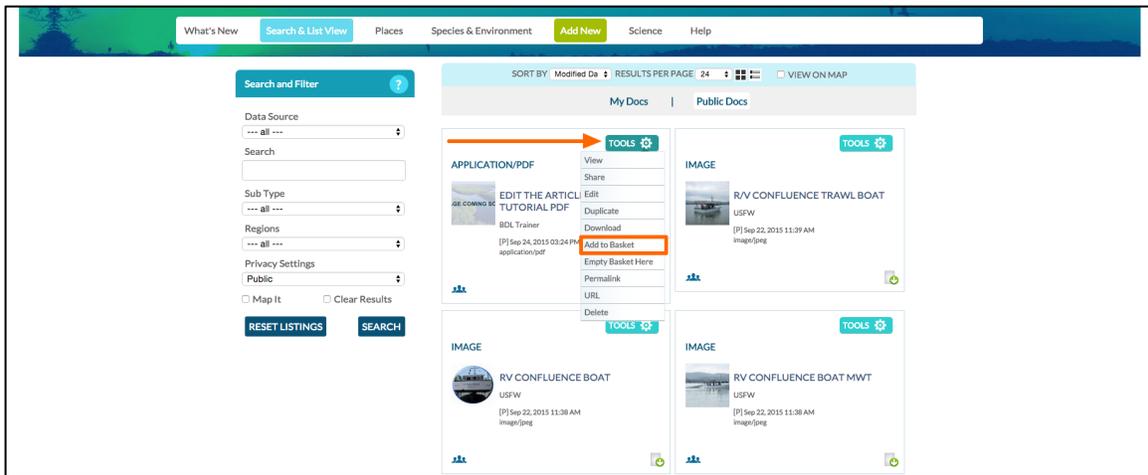
You can also add photos/videos/documents to your project by using the basket function.

Go to the document library via the “Photos, Videos, Docs” link at the top of the page.

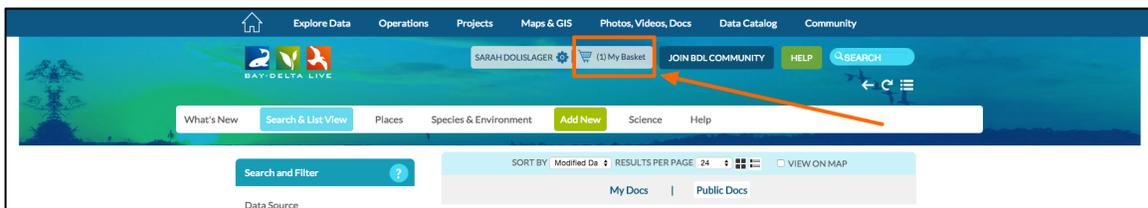


Hover over the TOOLS drop-down menu on the right corner of the image you want to add.

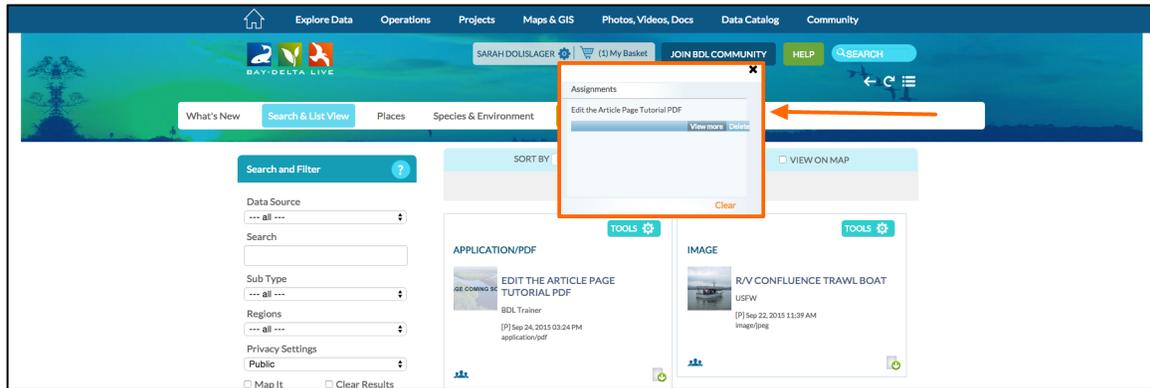
Choose, “Add to Basket.”



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.



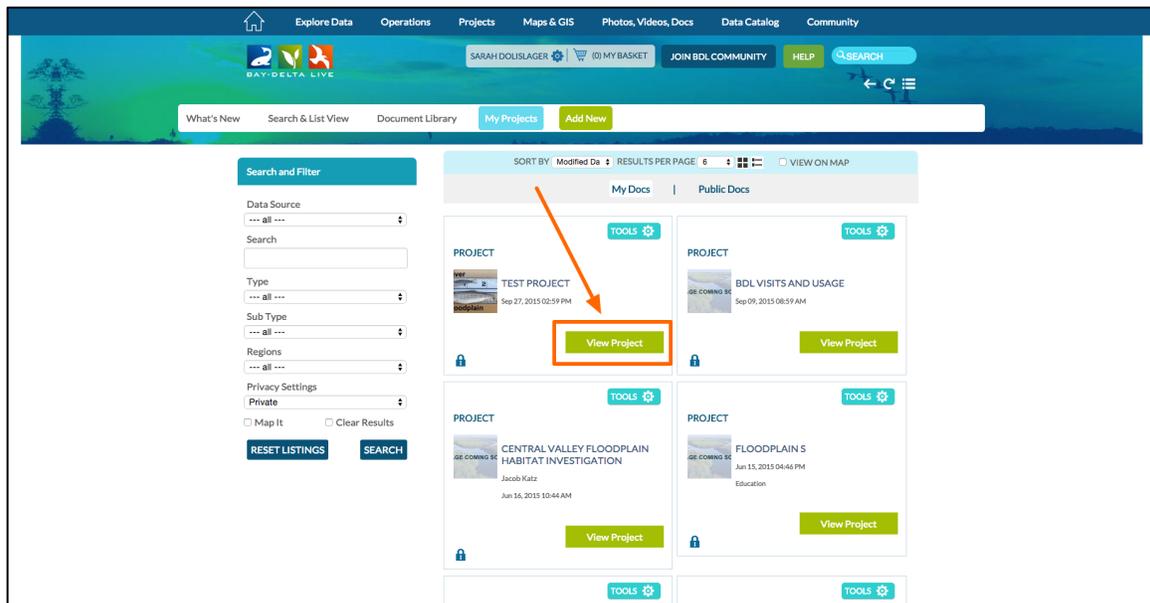
If you click on that link, a box will appear showing the items in your basket.



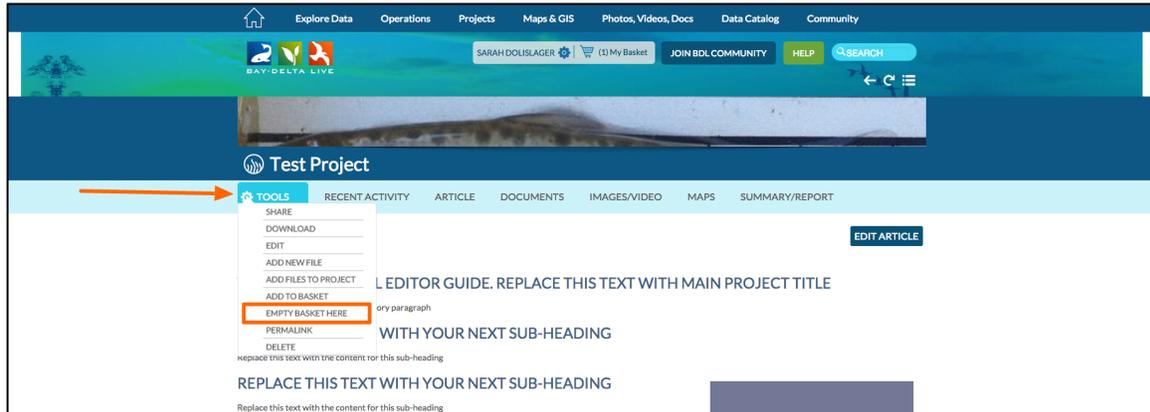
To add this item to your project, click on, "Projects."



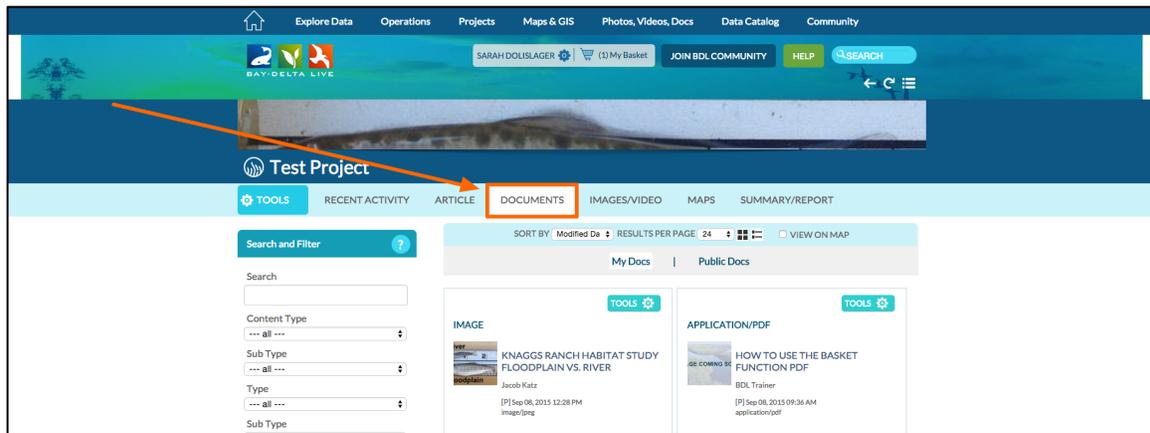
Find the one you are working on and then click the, "View Project" button to open it.



Go to the TOOLS menu and choose, "Empty basket here."

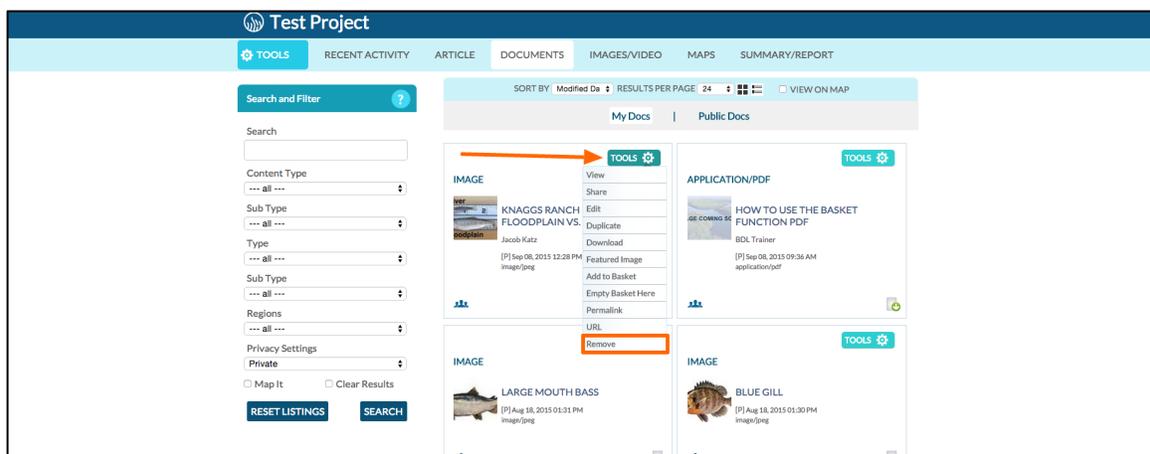


Click on "Documents" in the sub-navigation and you should see the item you just dropped.

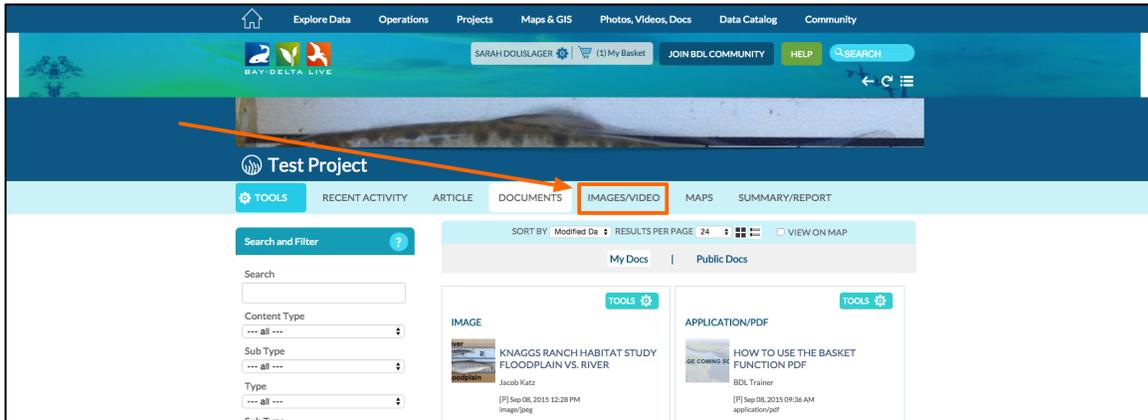


If you wish to delete an item from your project, you can do so through the TOOLS menu in the right-hand corner of each image or document.

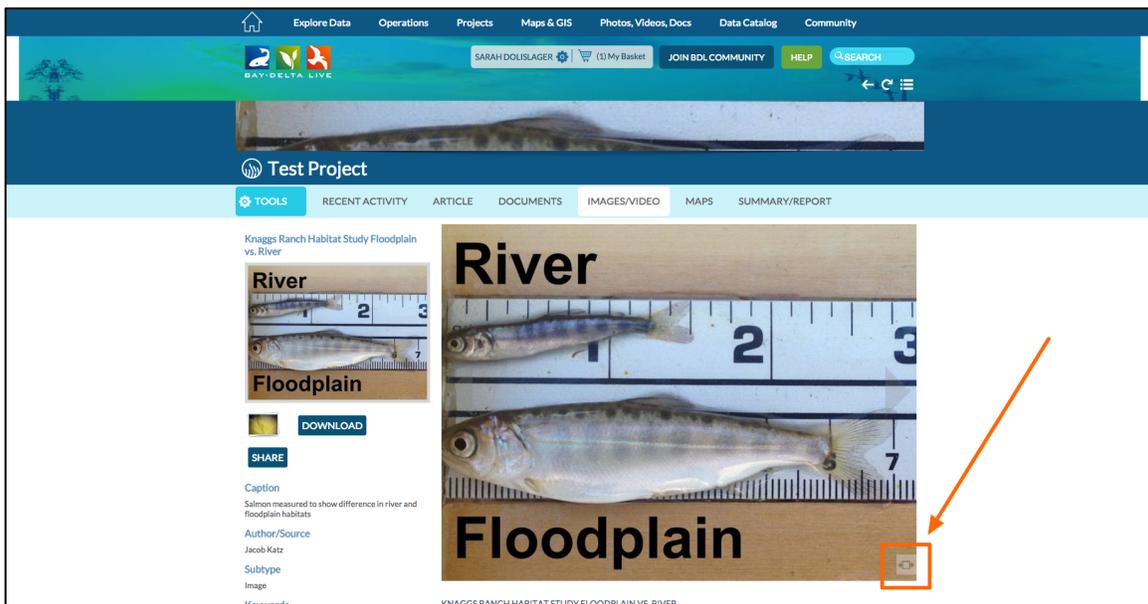
Choose, "Remove."



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



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



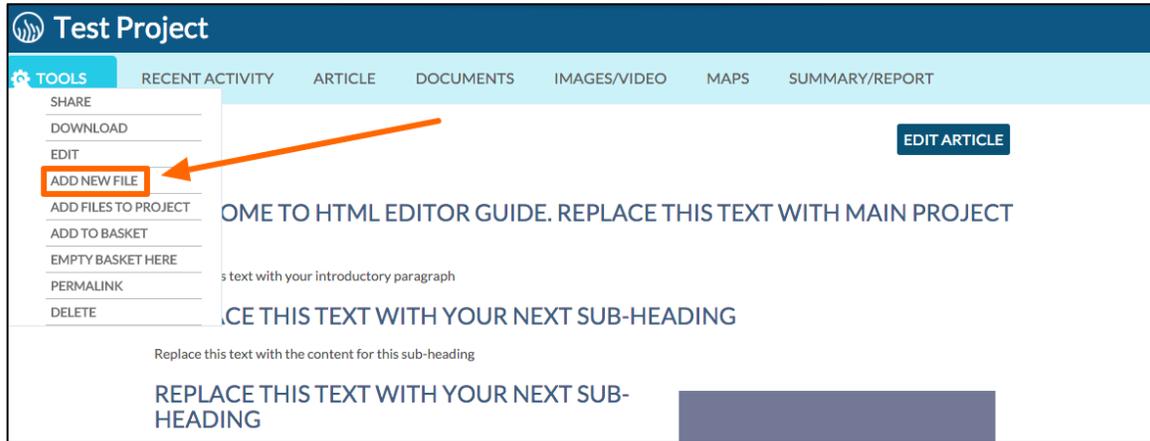
You can click through the slideshow by using the arrow buttons.

VIDEOS

You can follow the steps above to add a video to your project page using the, “Add Files to Project” or “Add New File” in the TOOLS drop-down menu.

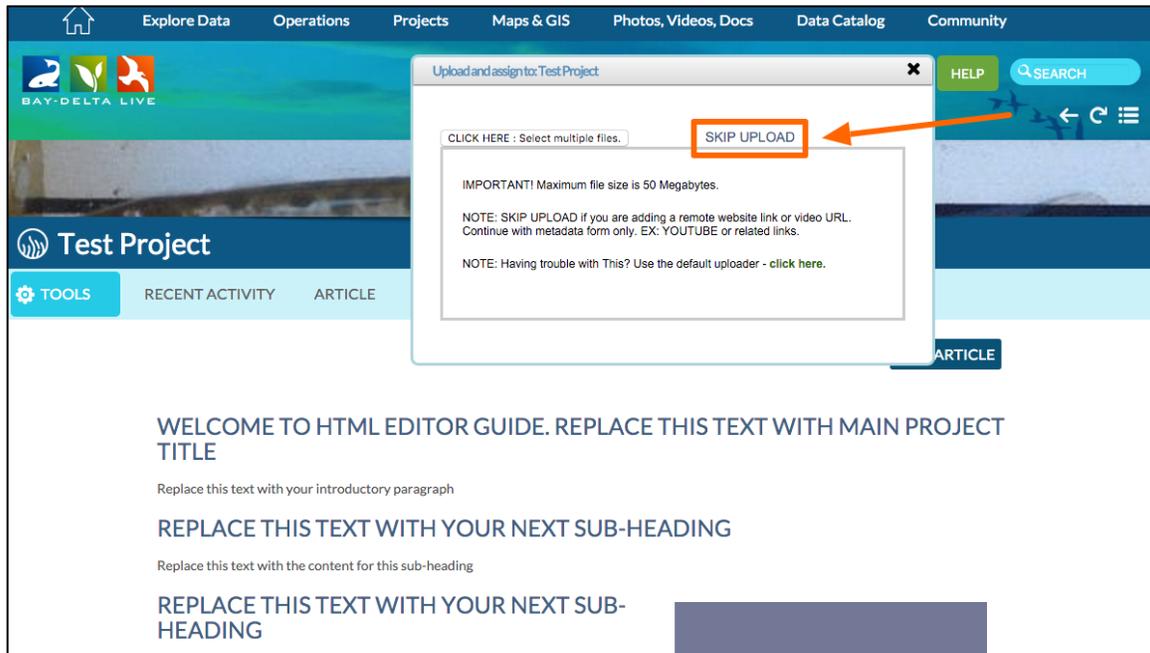
If you’re adding a video from YouTube or Vimeo, the big difference are the steps in the upload form.

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

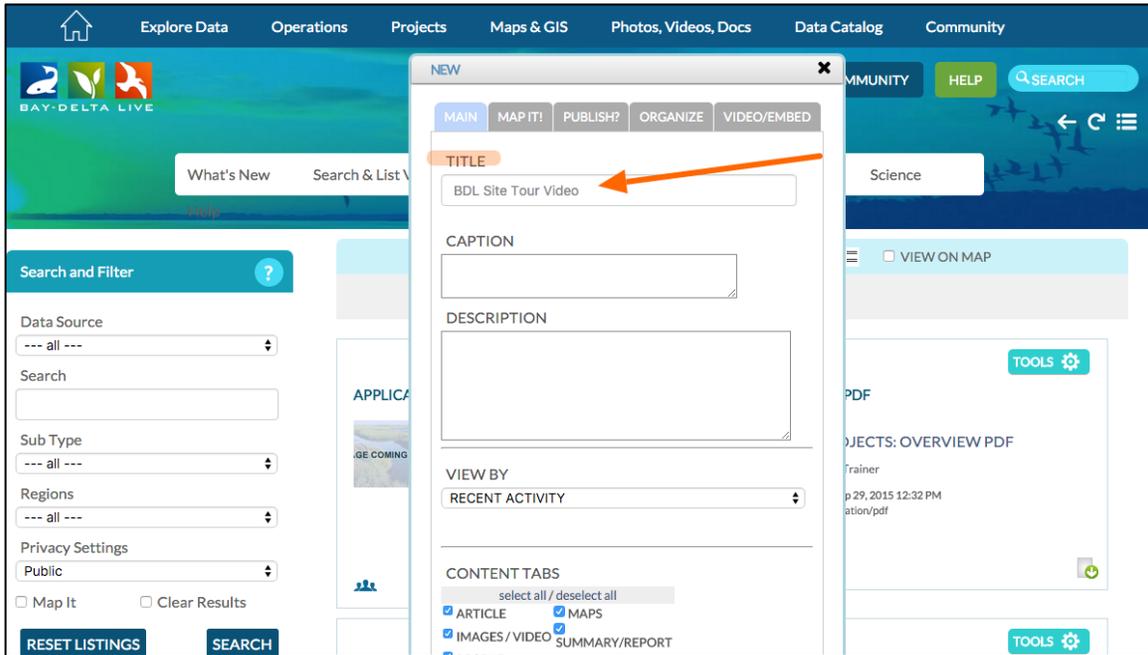


The upload form will appear.

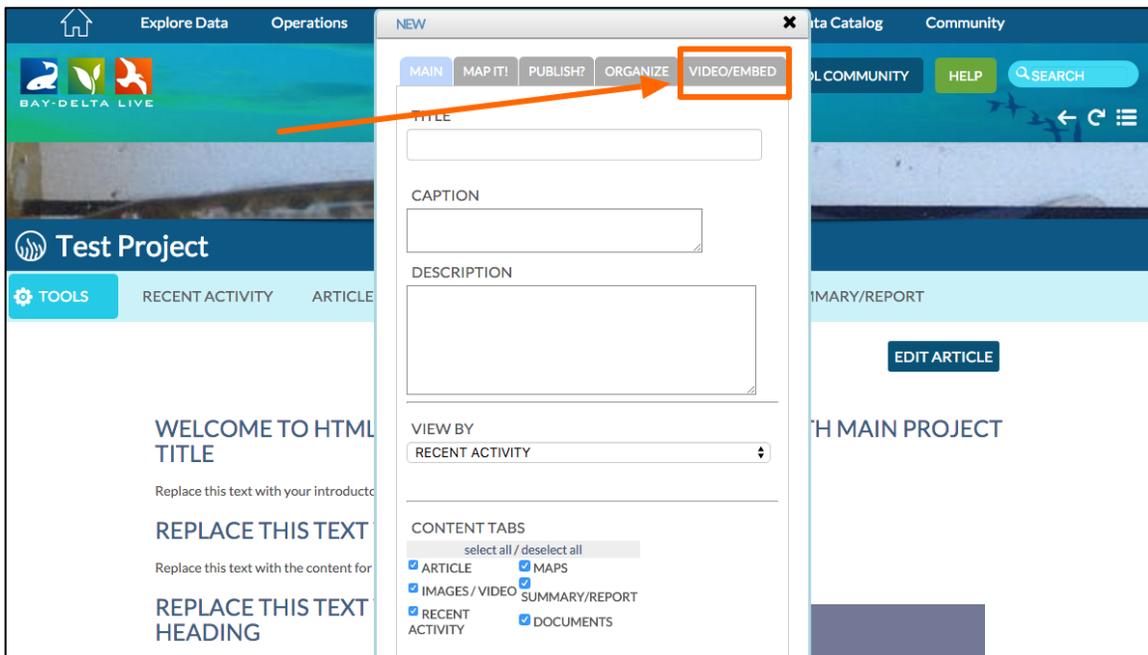
Instead of clicking on the button to browse your computer, click “SKIP UPLOAD.”



The Editor form will appear.
Be sure to title your video here:

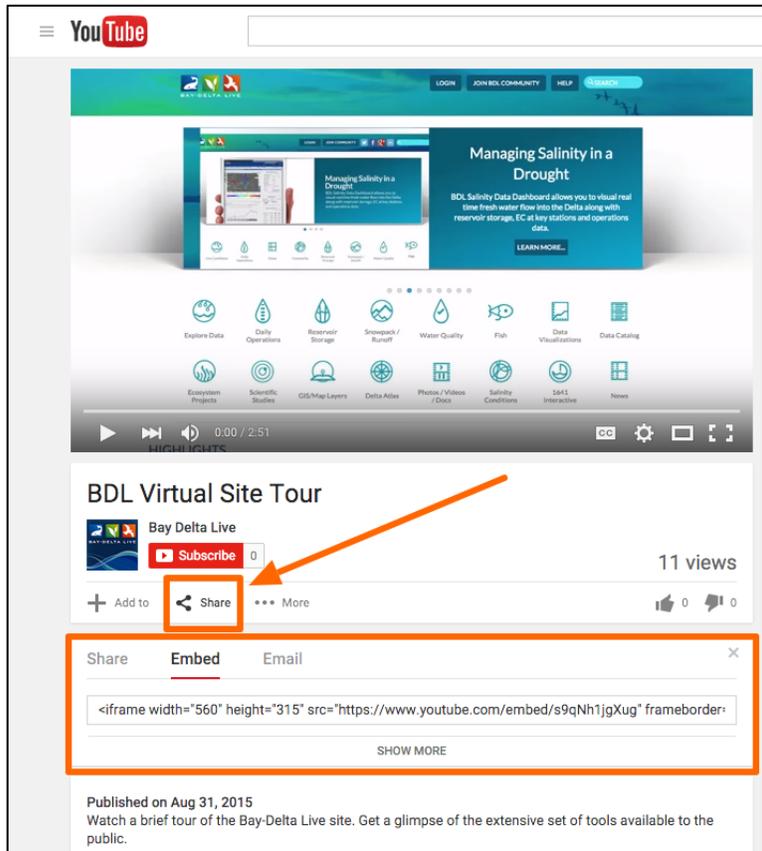


Now to upload your video, click on the "Video/Embed" tab.

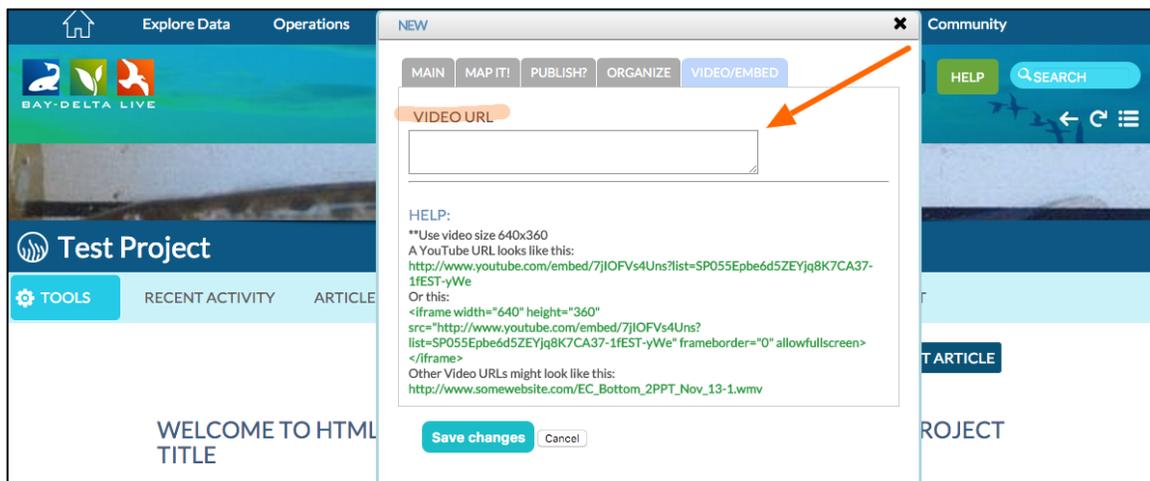


You'll need the URL or Embed Code for the YouTube or Vimeo video you want to upload.

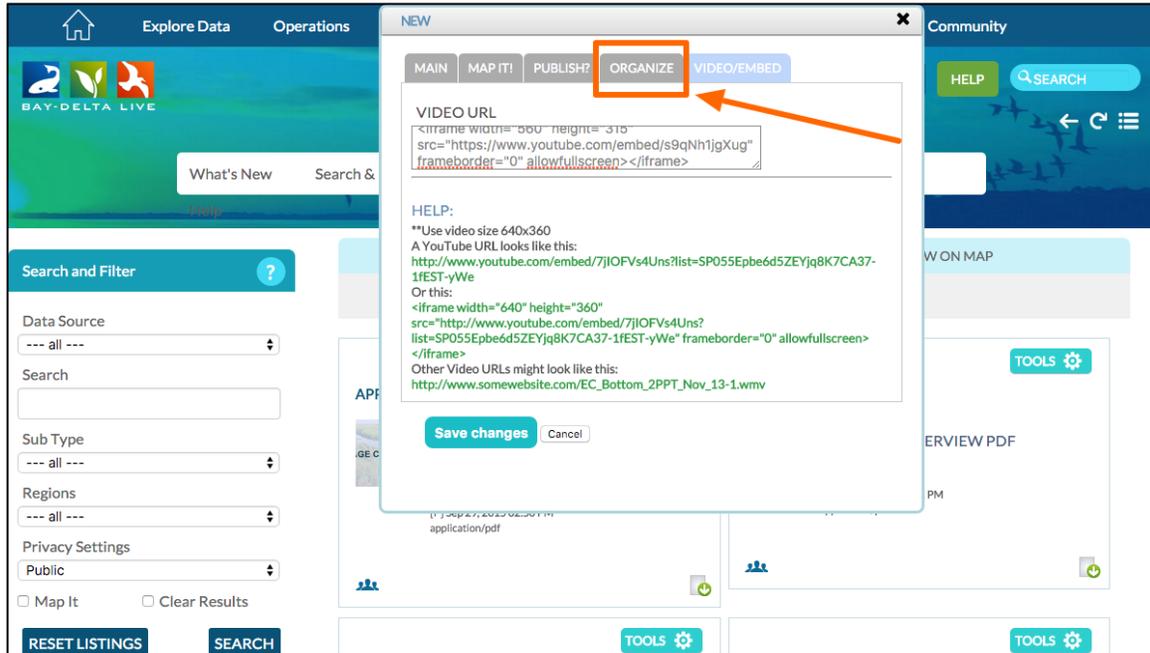
For example:



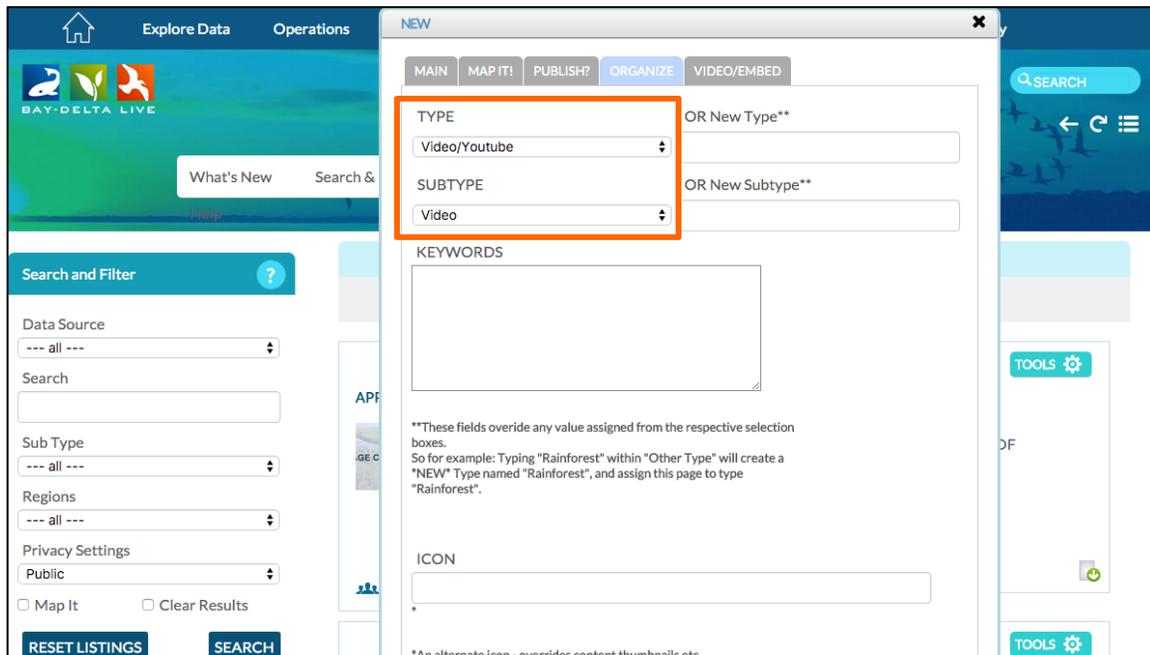
The "Video/Embed" tab has a place where you can paste the URL or Embed Code from a YouTube or Vimeo video.



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, "Video/YouTube" under type and "video" under subtype.



After doing this click, “save changes.”

What's New Search &

Subtype: Video OR New Subtype**

KEYWORDS

ICON

**These fields override any value assigned from the respective selection boxes. So for example: Typing "Rainforest" within "Other Type" will create a "NEW" Type named "Rainforest", and assign this page to type "Rainforest".

*An alternate icon - overrides content thumbnails etc..

Save changes Cancel

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

Explore Data Operations Projects Maps & GIS Photos, Videos, Docs Data Catalog Community

JOIN BDL COMMUNITY HELP SEARCH

Add New Science

VIEW ON MAP

My Docs | Public Docs

APPLICATION/PDF

FIND AND BROWSE EXISTING PROJECTS.PDF

BDL Trainer

[P] Sep 29, 2015 02:50 PM application/pdf

APPLICATION/PDF

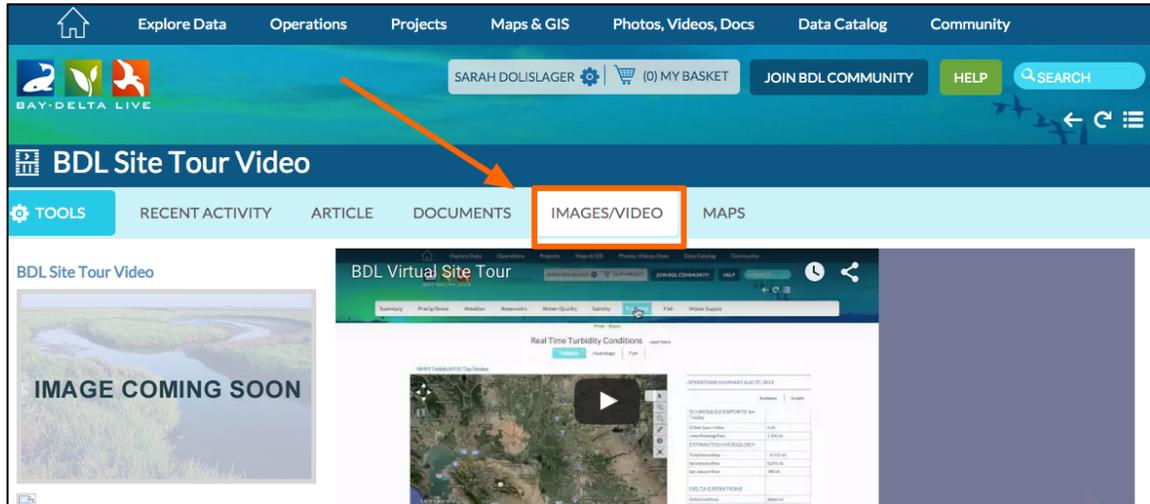
PROJECTS: OVERVIEW PDF

BDL Trainer

[P] Sep 29, 2015 12:32 PM application/pdf

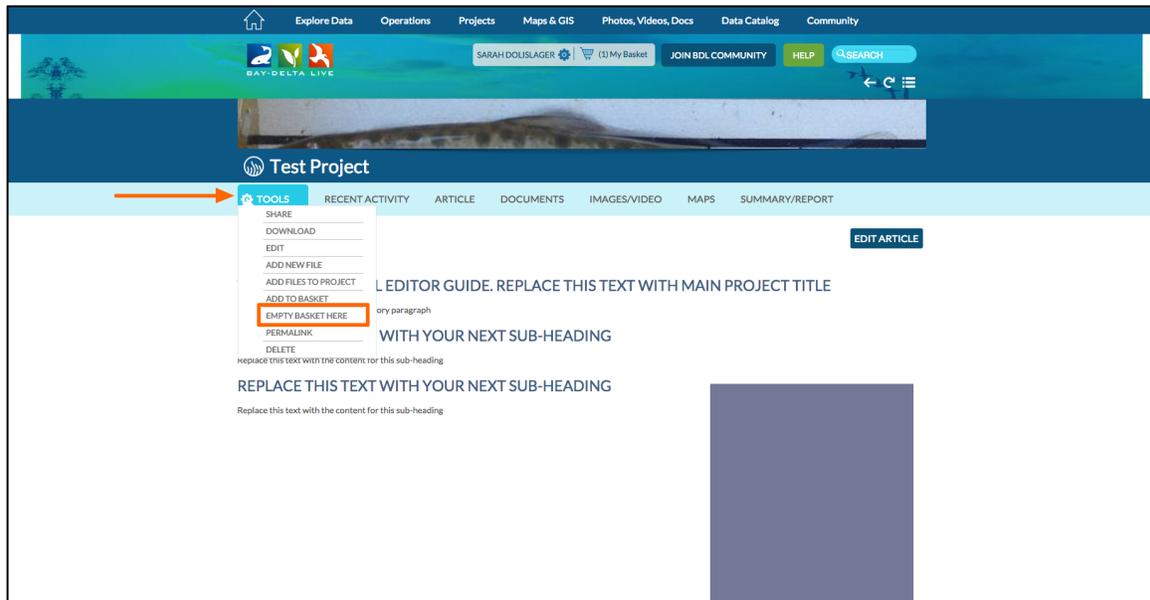
Updates were successful.
Changes Saved
View

It will open up to the “Recent Activity” page of the item.
Click on the “Images/Video” tab to view the video.

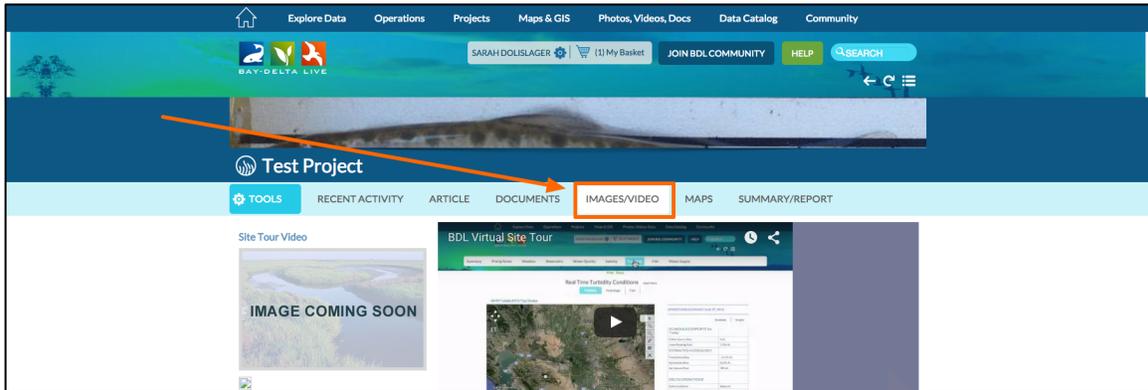


Now to add this video to your project, hover over the TOOLS menu and choose, “Add to Basket.”

Then go to the project you are working on.
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.