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Tutorials

## HOW TO ADD A NEW PROJECT

In this tutorial, you will learn how to:

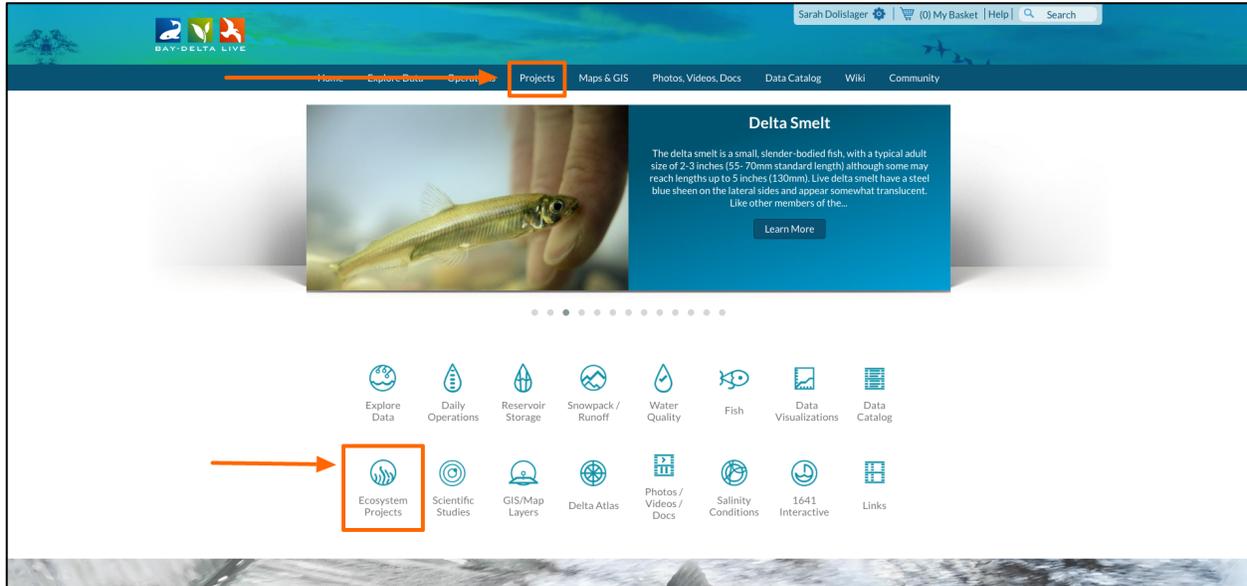
- Add a new project
- Fill out the project's metadata in the Editor

First, let's go through the simple steps of adding a new project.

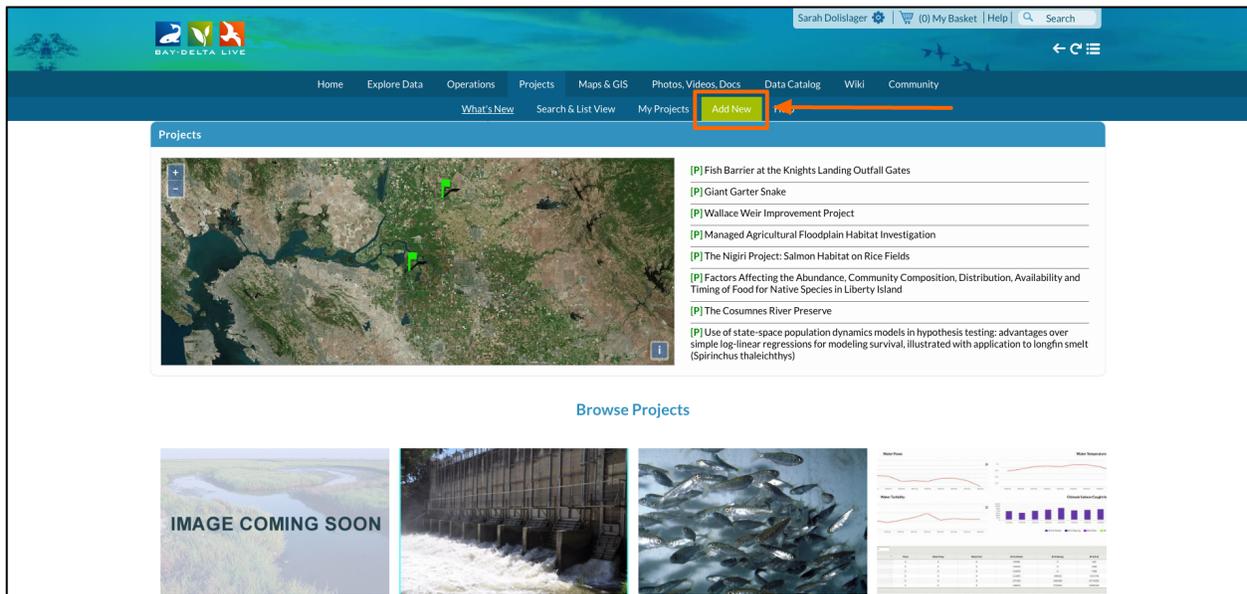
Always be sure you are logged in by using the “Log In” or “Sign Up” buttons at the top of the screen.

The screenshot shows the Bay-Delta Live website interface. At the top, there is a navigation bar with the Bay-Delta Live logo on the left and a menu on the right containing 'Login | Signup | Help | Search'. Below the navigation bar is a main menu with links for 'Home', 'Explore Data', 'Operations', 'Projects', 'Maps & GIS', 'Photos, Videos, Docs', 'Data Catalog', 'Wiki', and 'Community'. The main content area features a featured project titled 'Delta Smelt' with a photograph of a fish and a text box describing it. Below the featured project is a grid of 18 icons representing various data and project categories, such as 'Explore Data', 'Daily Operations', 'Reservoir Storage', 'Snowpack / Runoff', 'Water Quality', 'Fish', 'Data Visualizations', 'Data Catalog', 'Ecosystem Projects', 'Scientific Studies', 'GIS/Map Layers', 'Delta Atlas', 'Photos / Videos / Docs', 'Salinity Conditions', '1641 Interactive', and 'Links'. An orange arrow points to the 'Login | Signup | Help | Search' menu in the top right corner of the website.

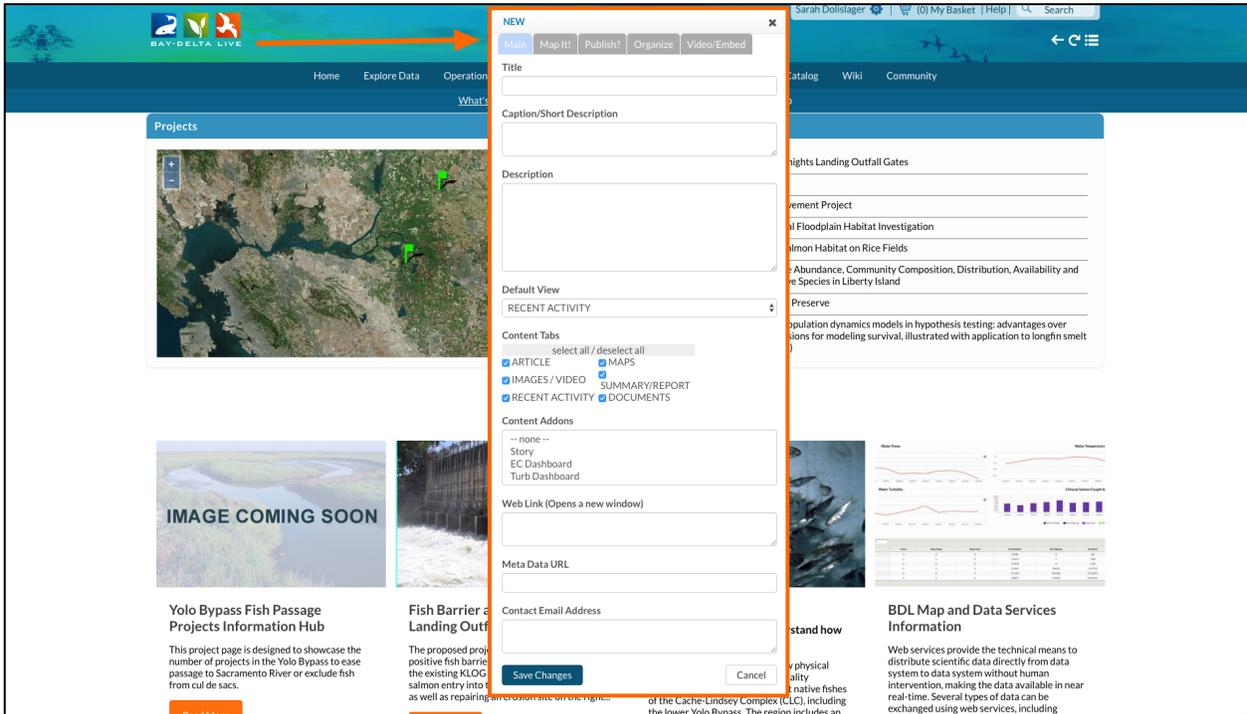
Once you are logged in, go to the project library by clicking on the “Ecosystems Projects” icon on the homepage of the “Projects” link at the top of the screen.



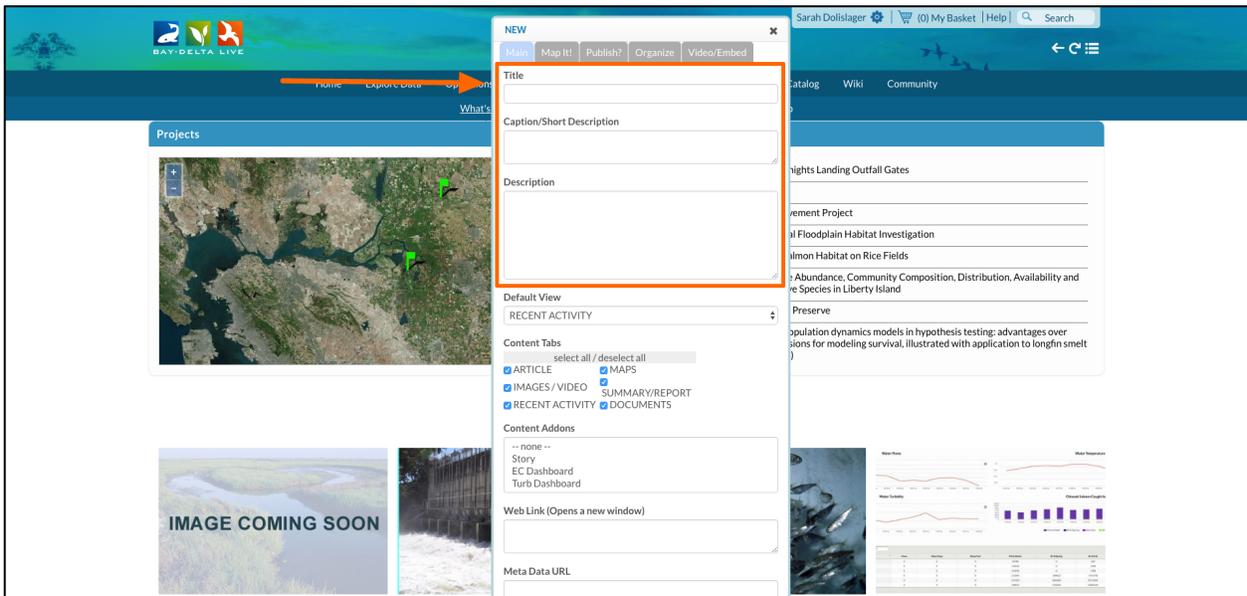
To add a new project, click on the “Add New” button in the sub-navigation.



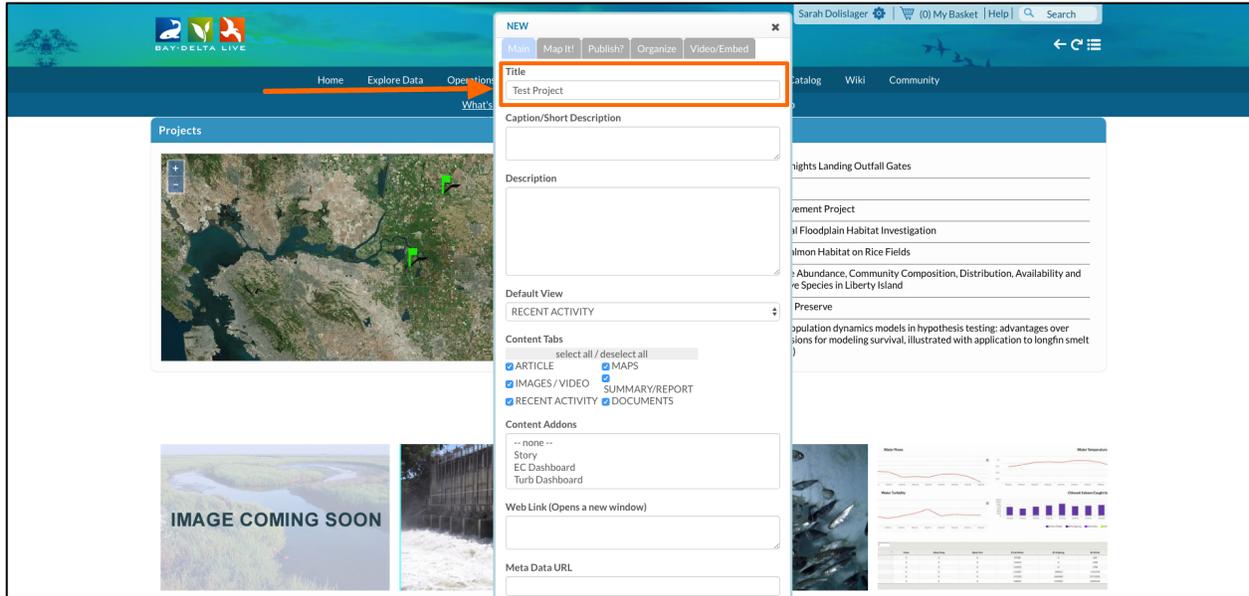
The Editor form will pop up. It's important to fill this form out with as much information as possible.



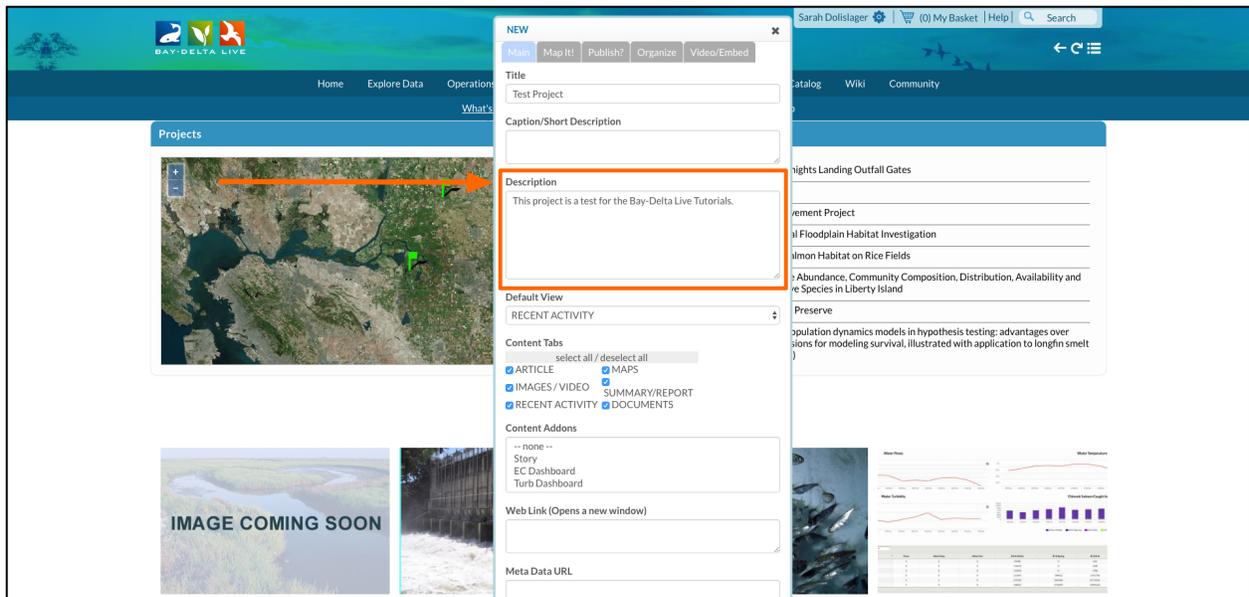
This is where you can enter a Title, Caption, and Description.



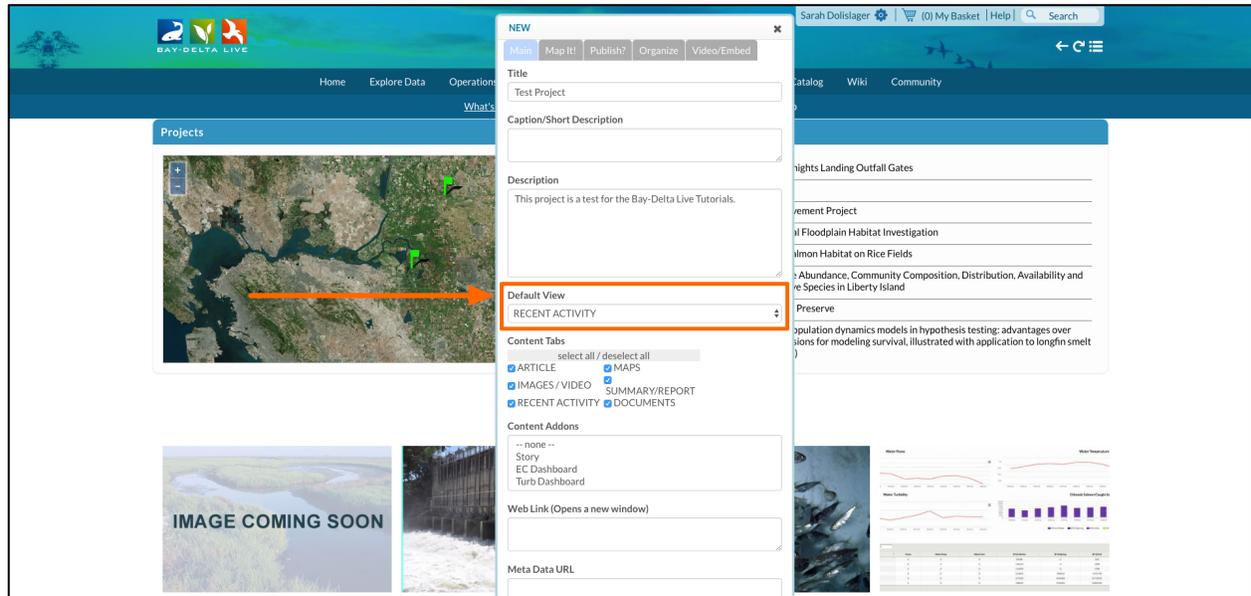
For this example, we'll title this one, "Test Project."



Your project will be easier to find using the search tool if you fill out the description. Every word here will act as a keyword when searched.

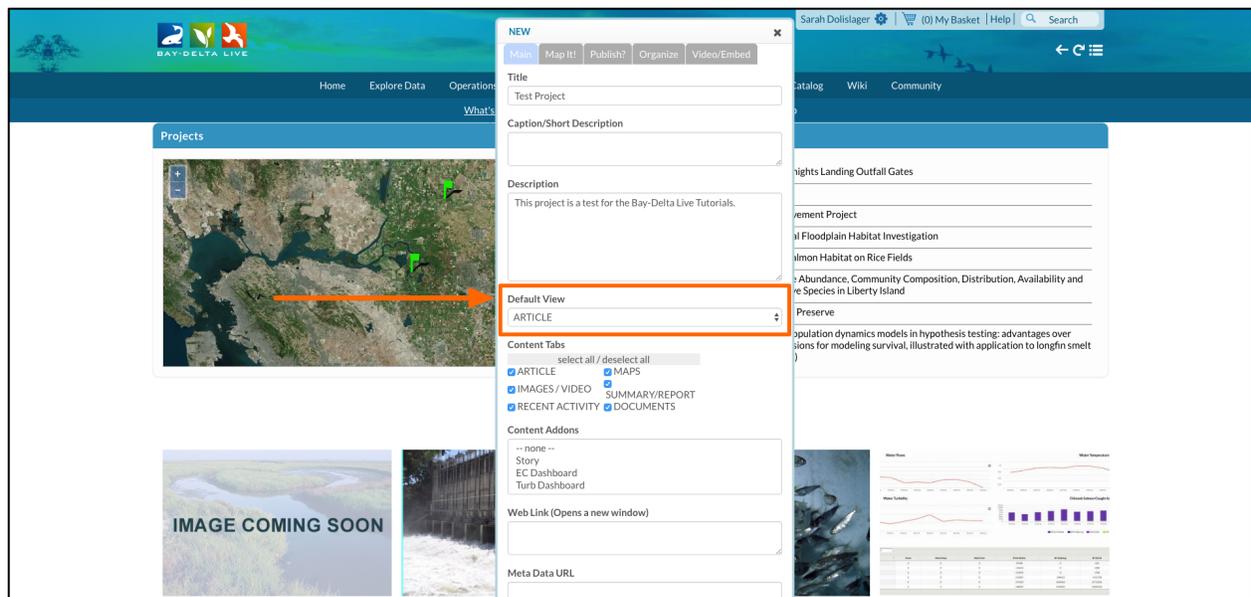


The “Default View” drop-down menu decides the page people will first see when they open up your project.

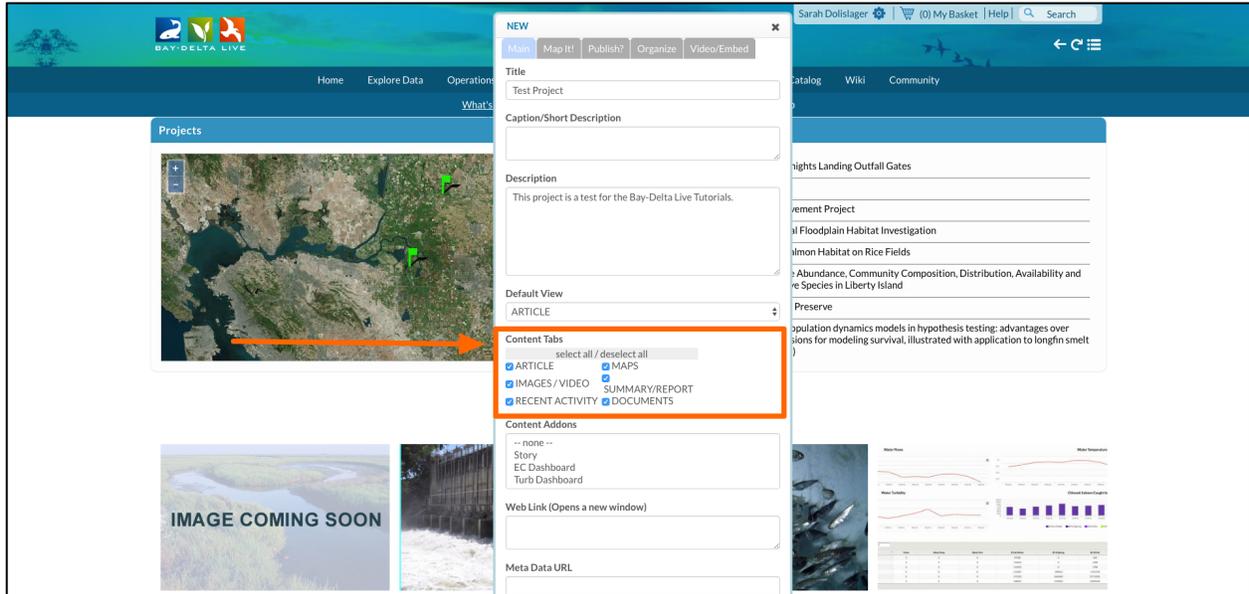


Essentially, this menu decides what your project’s homepage is.

“Article” is a good option because you can customize that page to showcase the project’s information.



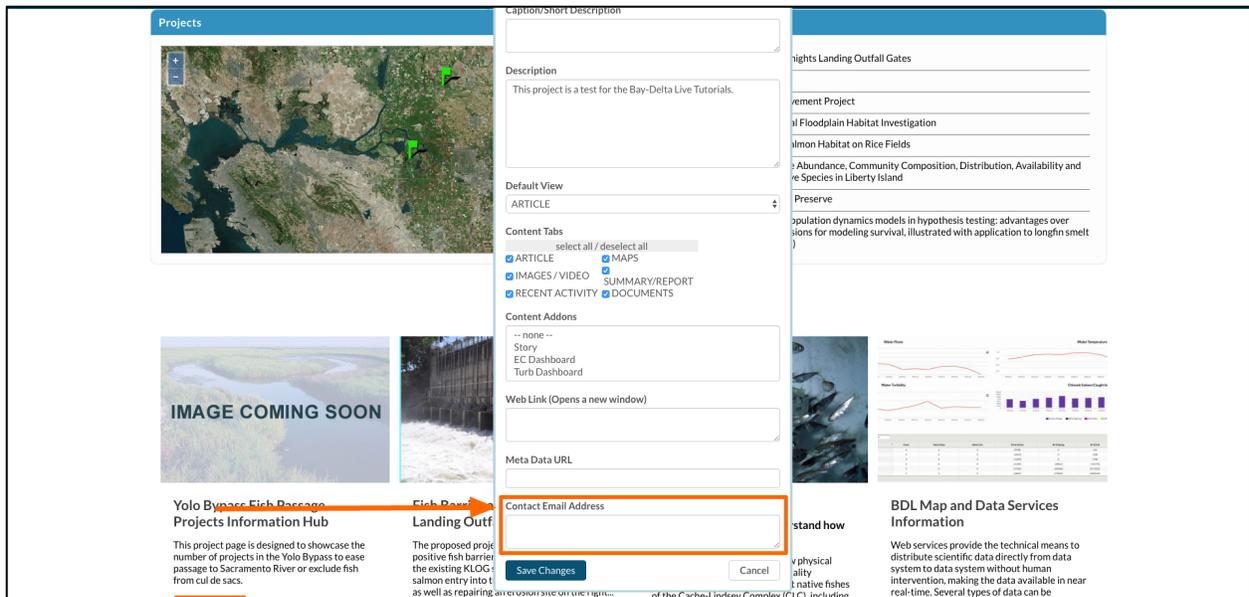
The "Content Tabs" are the different pages of the project.



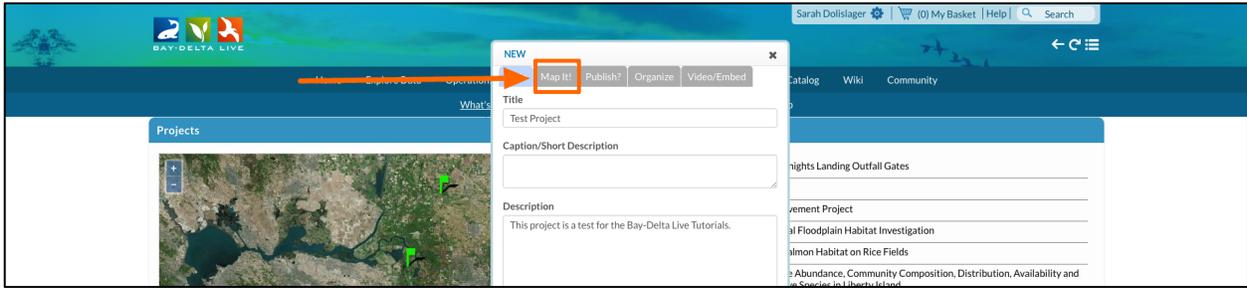
All of the options are automatically checked. You can un-check any of the options if you want to leave a specific feature out.

If you are not sure which ones you want, leave them all checked and you can come back and edit it later.

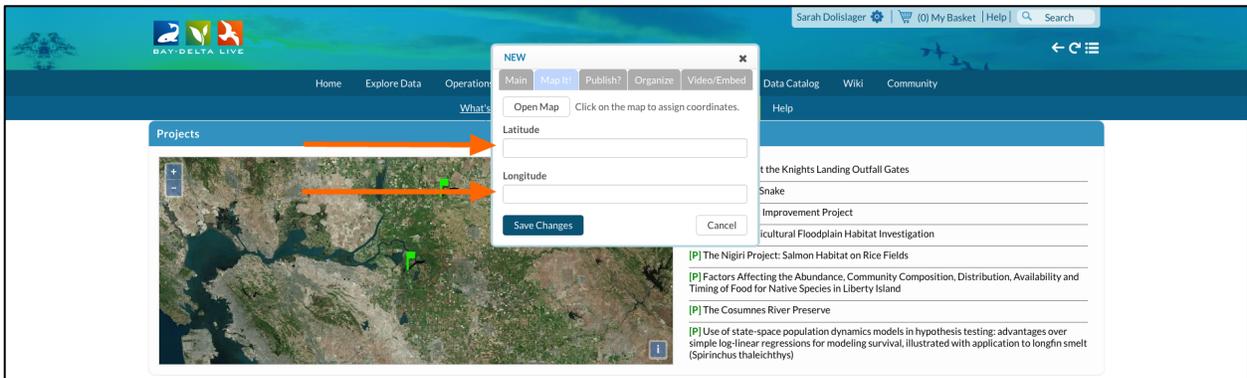
You can then enter any contact of the project in the in the designated slot.



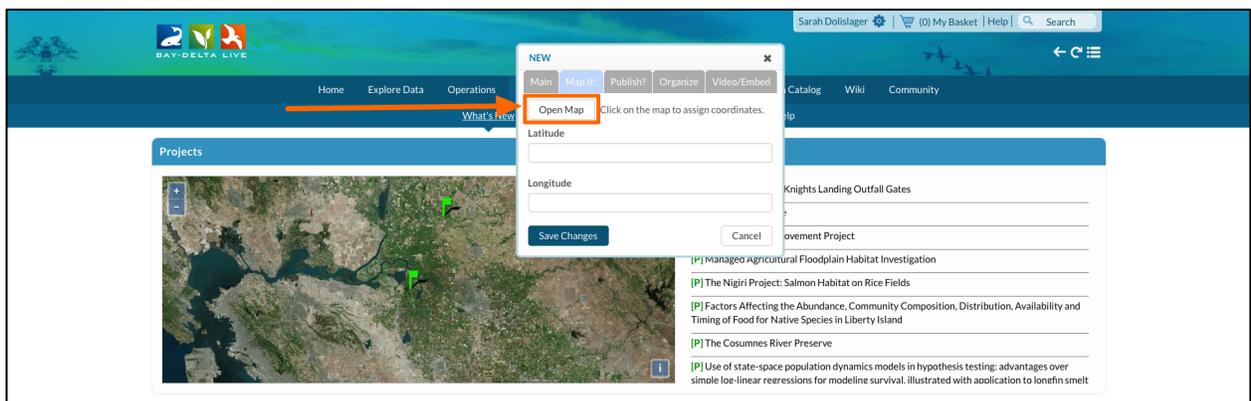
Next, go to the “Map It” tab.

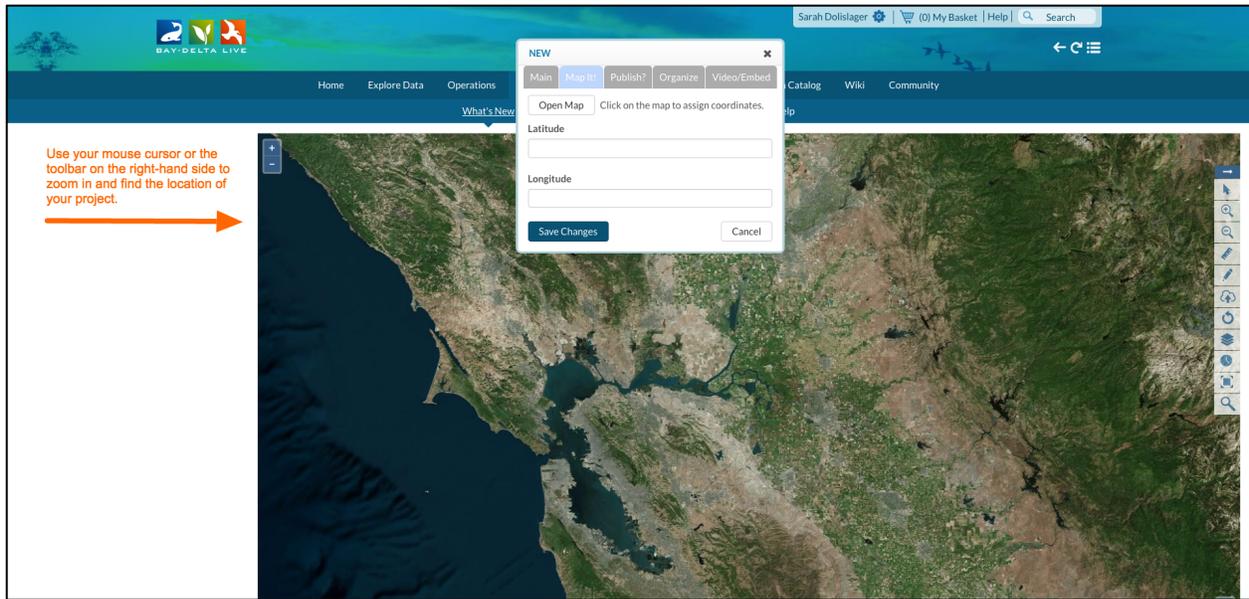


You can input the latitude and longitude of the project location.

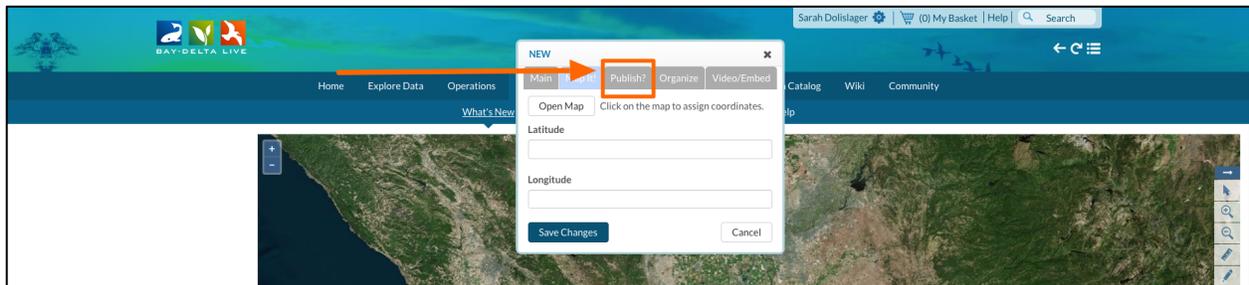


Or, you can click on the “Open Map” button to select a specific point on the map.



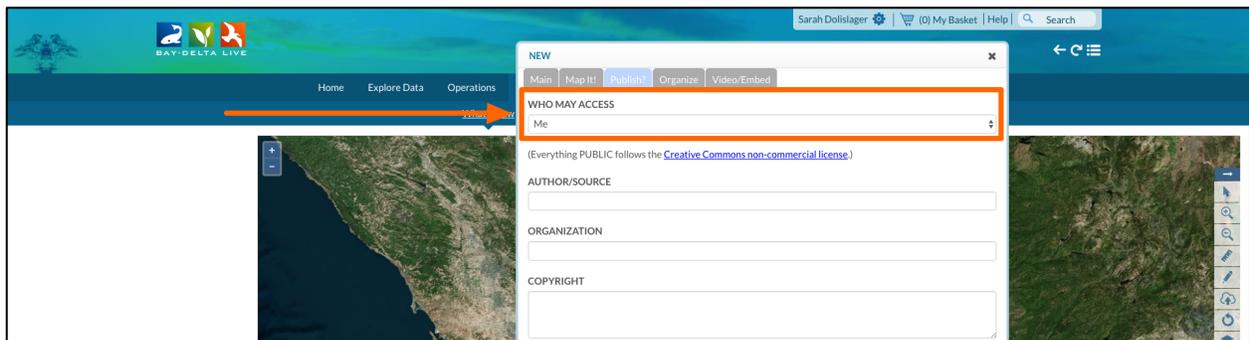


Then go to the “Publish” tab.

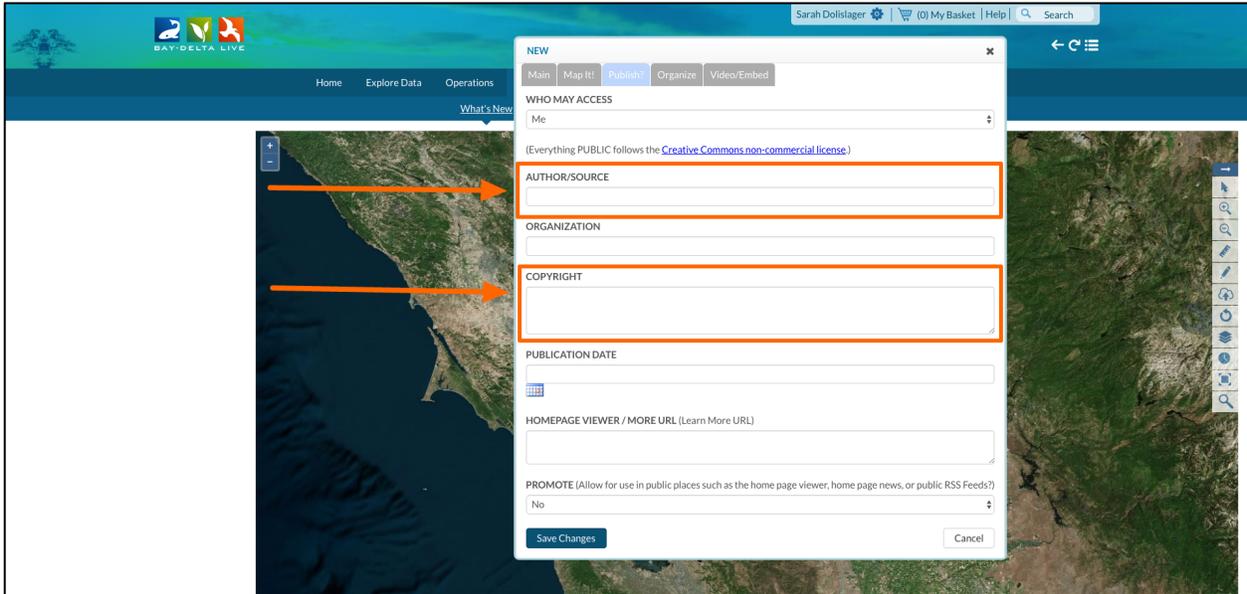


Under the “Who May Access” drop-down menu, there are two options: “Me” and “Public/Everyone.”

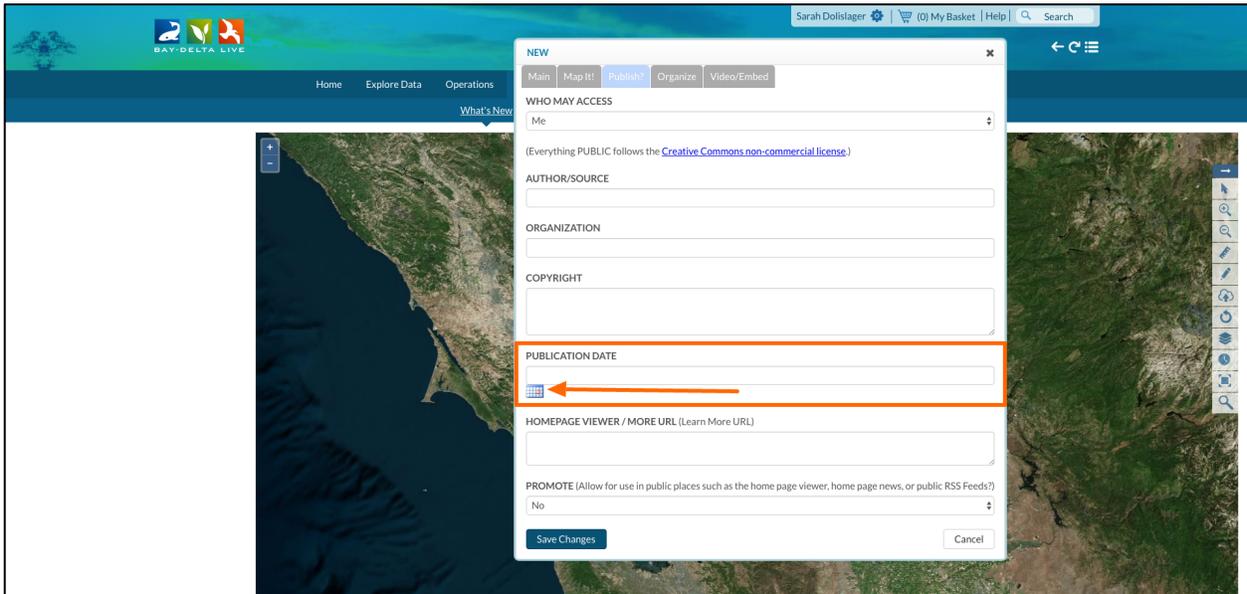
If you want to keep the projects private until you’re done editing the project the select, “Me.”



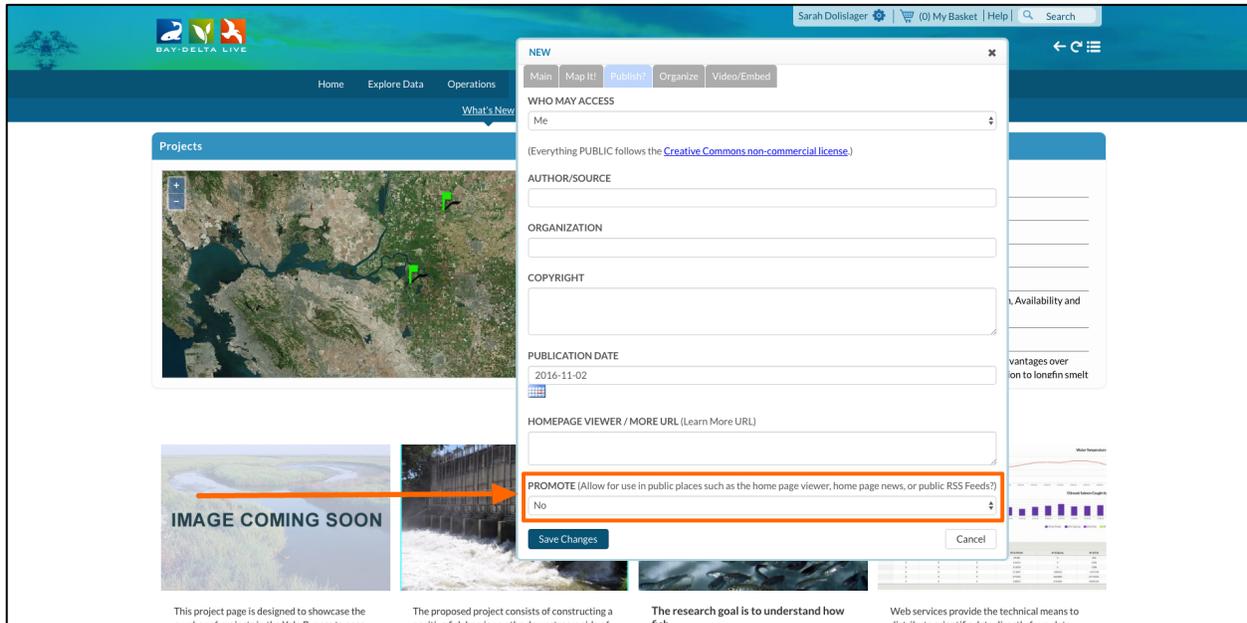
Next, fill out the Author/Source and the copyright information in the respective boxes.



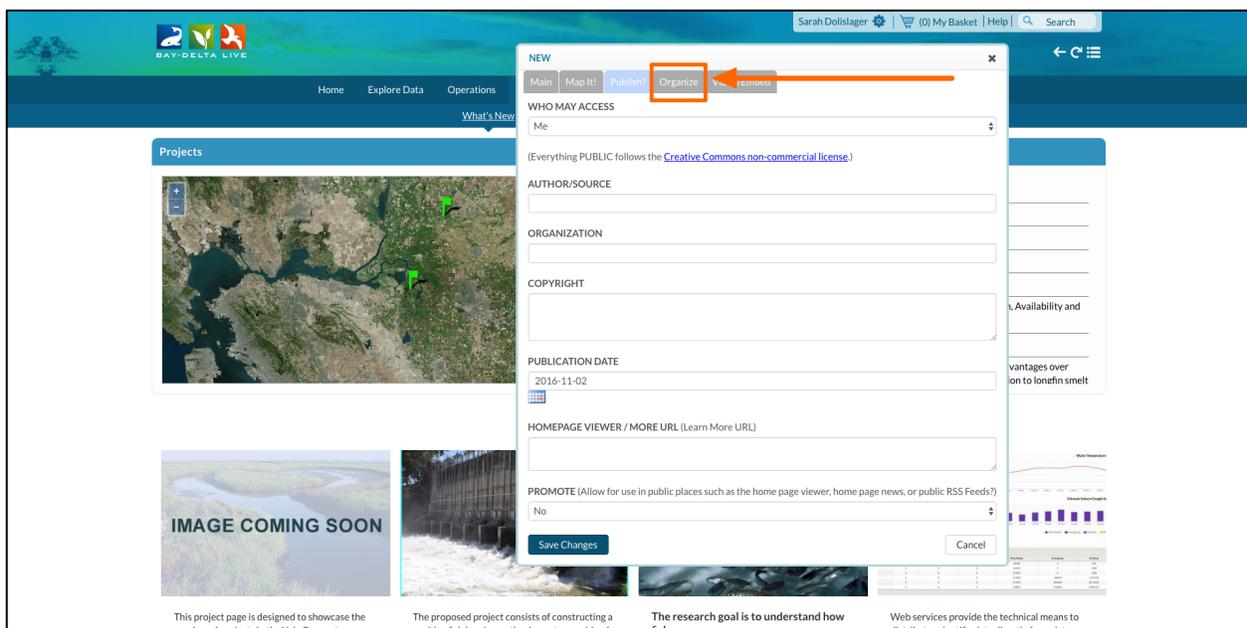
If you have a specific publication date, click on the calendar icon and choose a date.



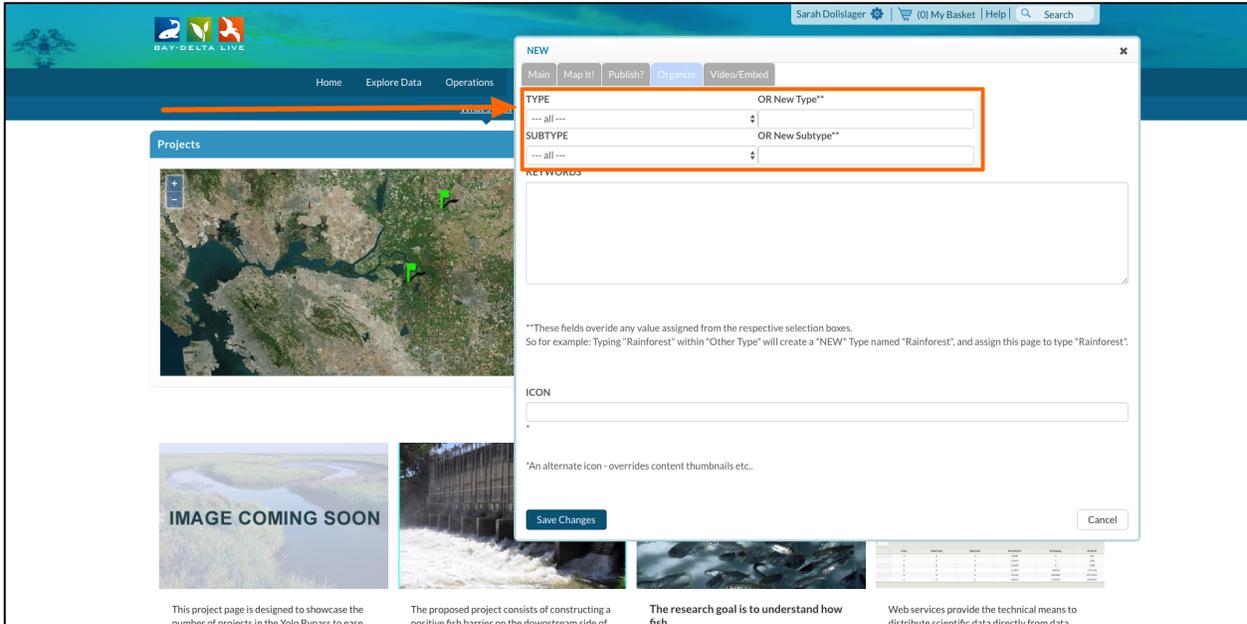
You can choose how and where to promote your project if you made it public. Remember, if you're keeping it private for now you can always come back and edit this information to promote it later.



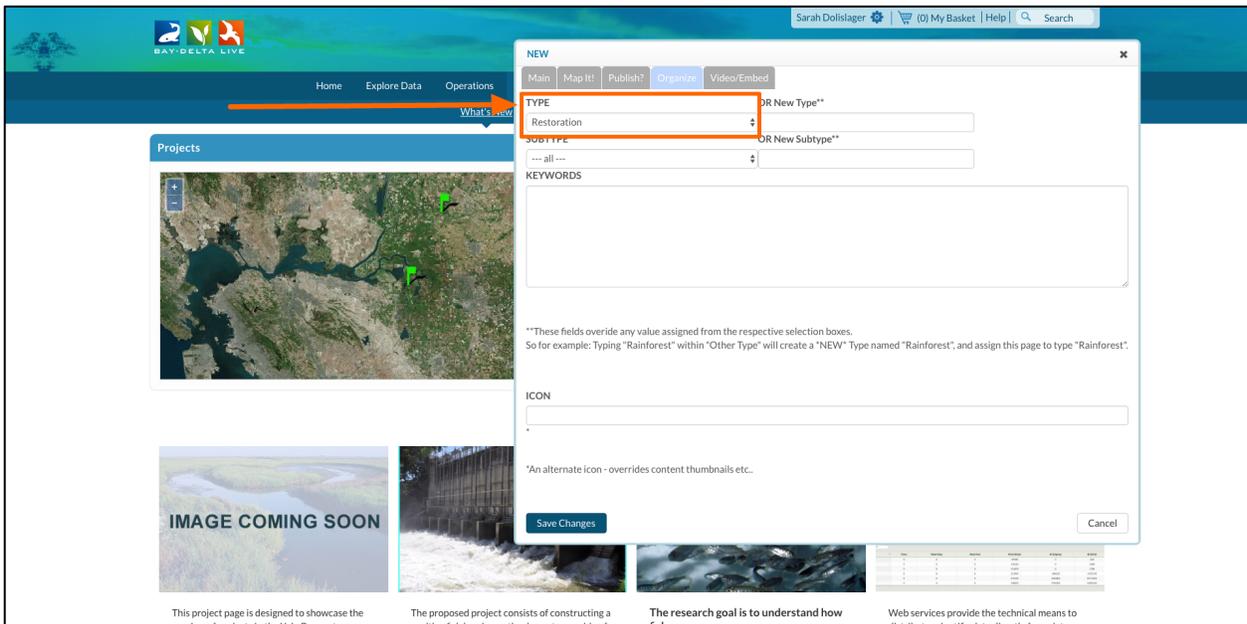
Then go to the "Organize" tab.



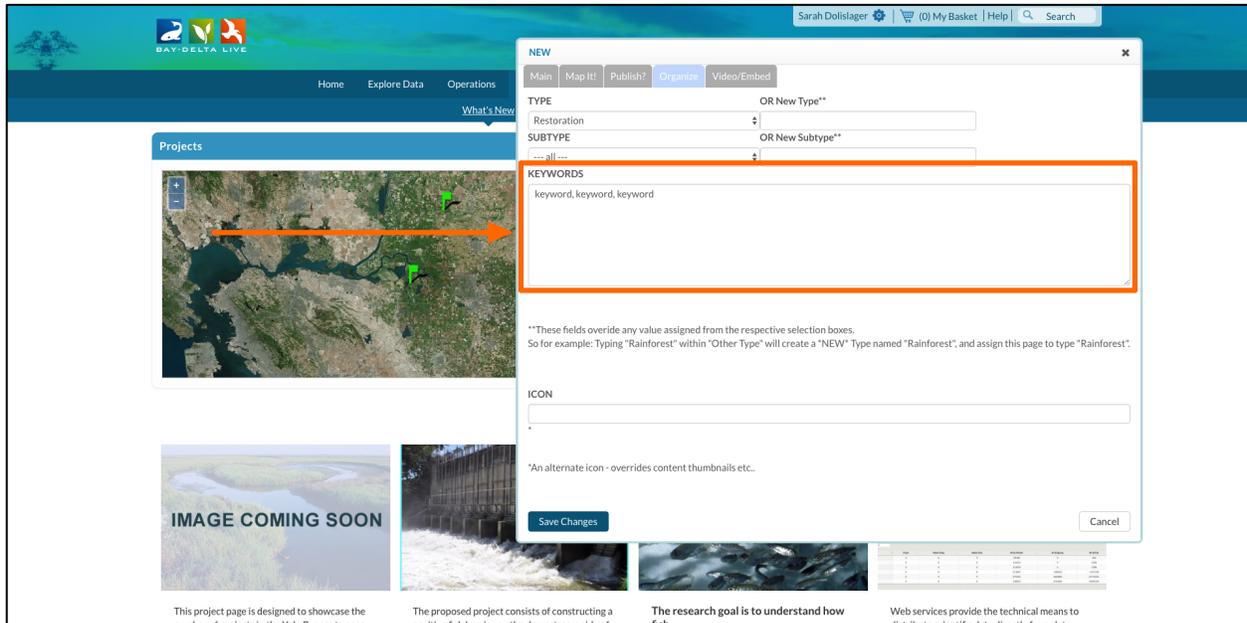
This is where you can specify a type and subtype so that people can find your project when using the search function.



For example, if you are creating a project page for your restoration project, click on the "Type" drop-down menu and choose, "Restoration."

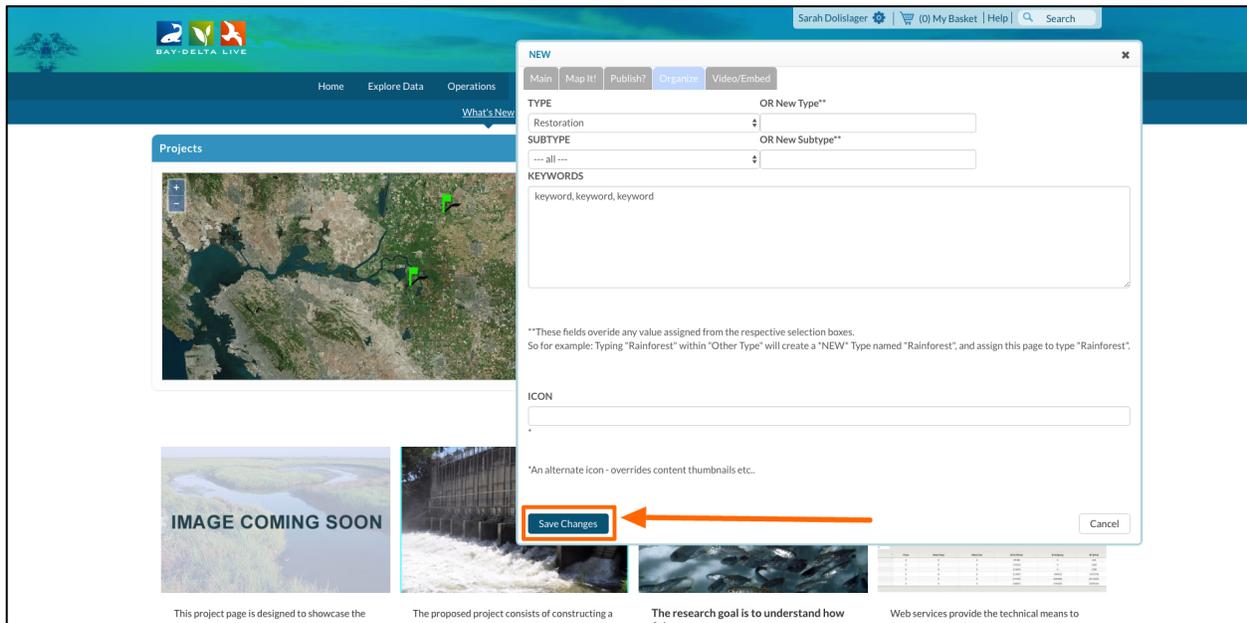


You can also input all applicable keywords into the Keyword box, separating each by a comma. These keywords help people find your project in the database when using the search function.

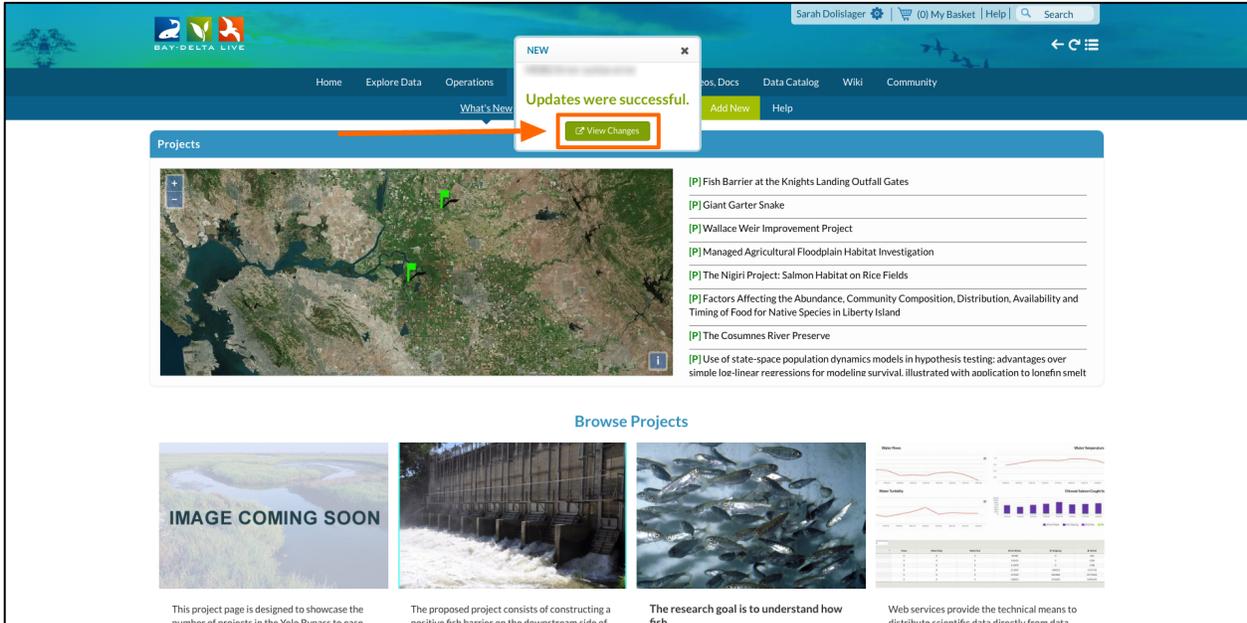


Remember, all of this can be edited later.

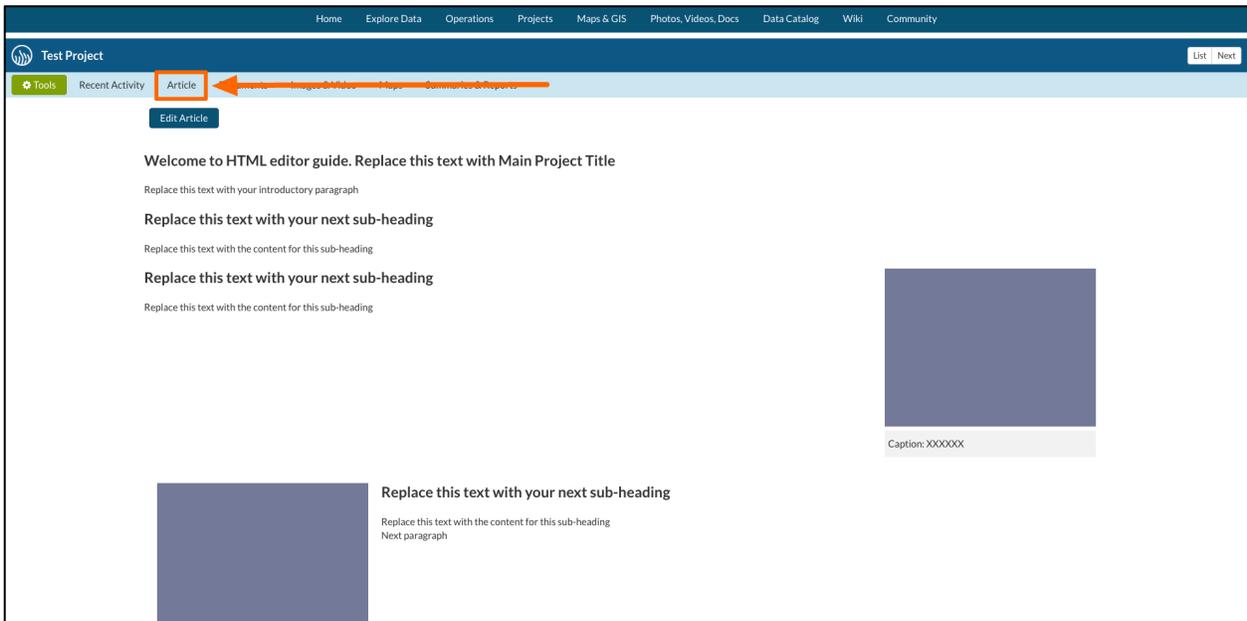
When you are done, click, "save changes."



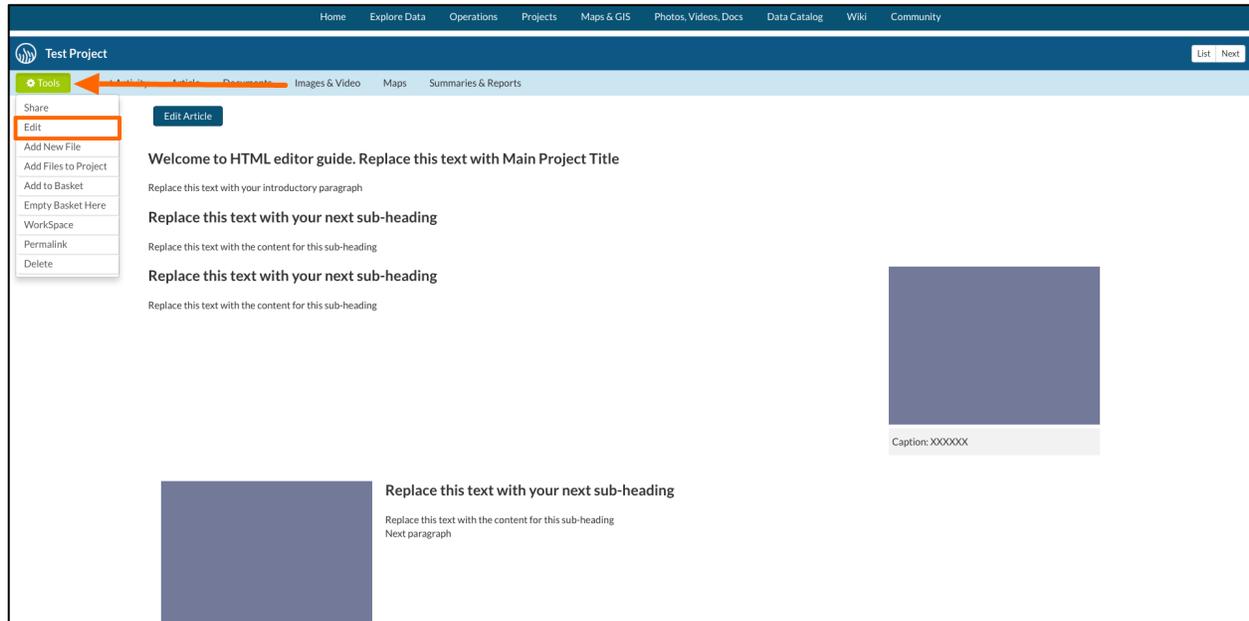
A box will appear after you save your changes with an option to view your new project.  
Click, "View Changes."



Since we chose, "article" from the "Default View" drop-down menu, it opens up to that page.



If you would like to go back and edit any of the project metadata, hover over the TOOLS menu on the left-hand side and choose, “Edit.”



This concludes the “Add a New Project” tutorial.