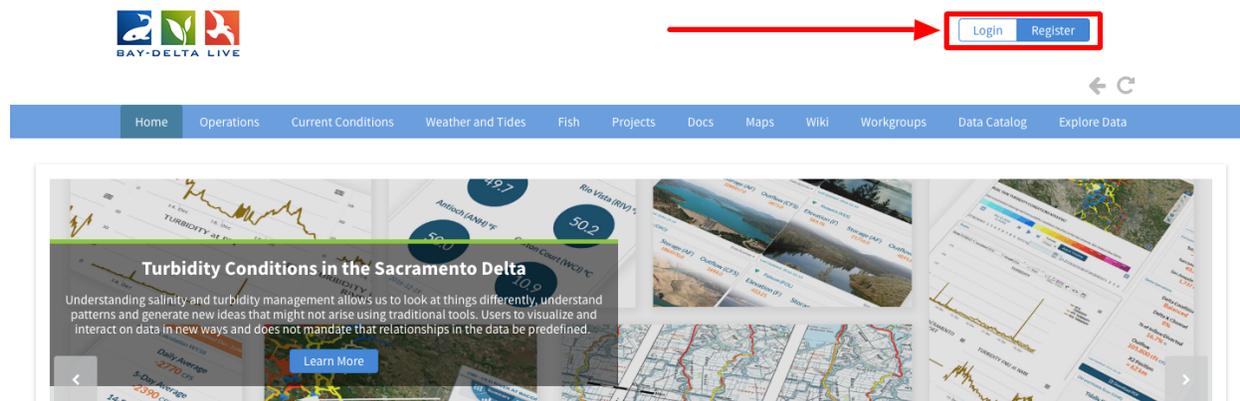




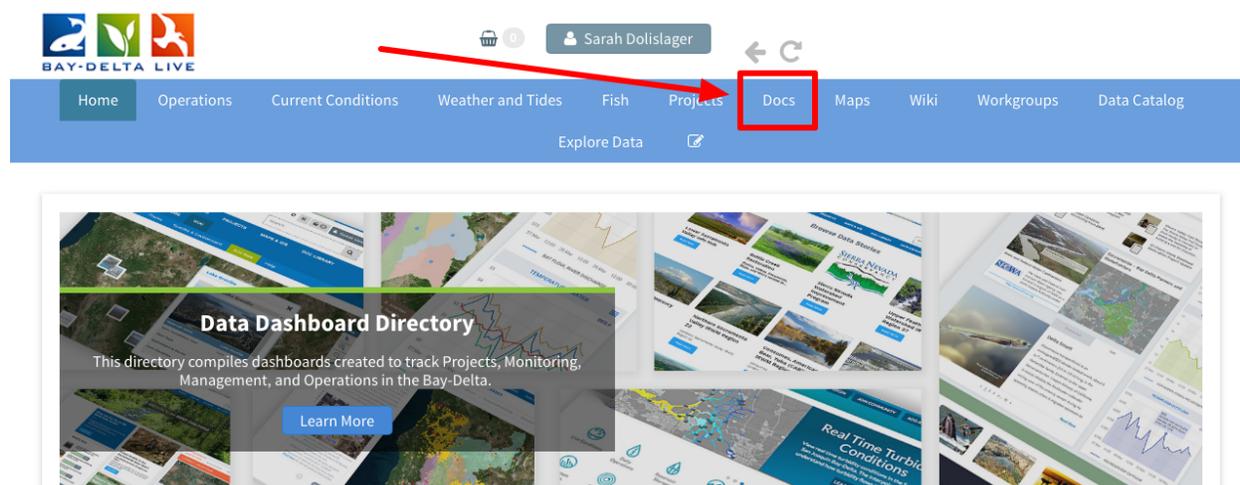
How to Add Documents and Photos on Bay-Delta Live

In this tutorial, we will go over how to upload a file into the BDL database and edit its information, or metadata.

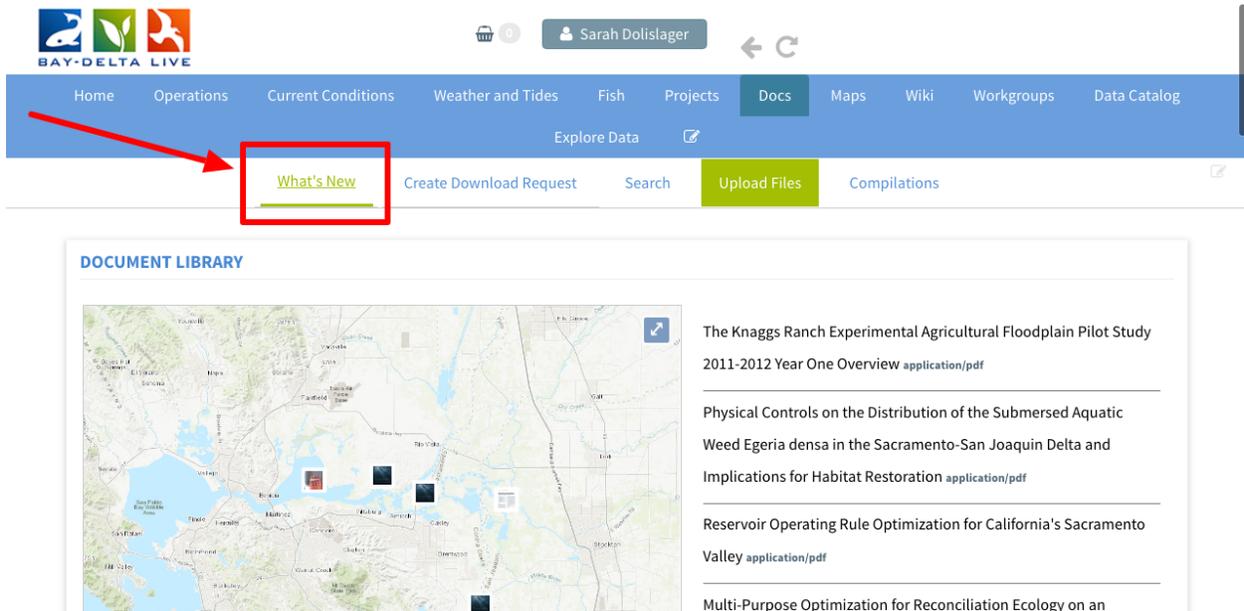
First, be sure you are logged in by using the login button at the top of the screen.



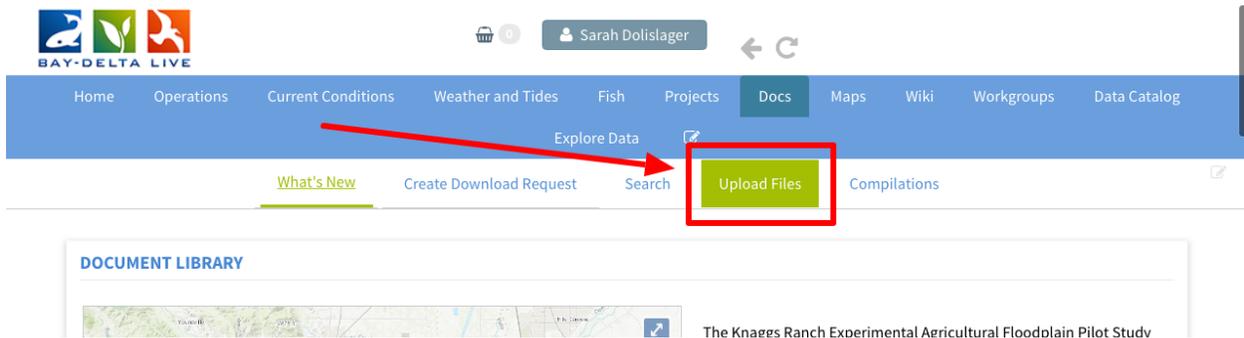
Once you are logged in, click on the “Docs” link in the top bar.



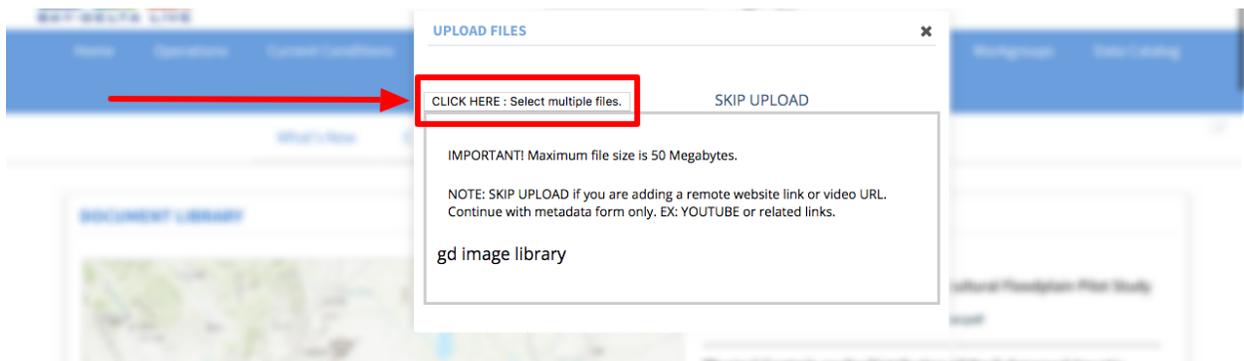
This brings you to the “What’s New” tab of the document library.



Then click on the, “Upload Files” button.

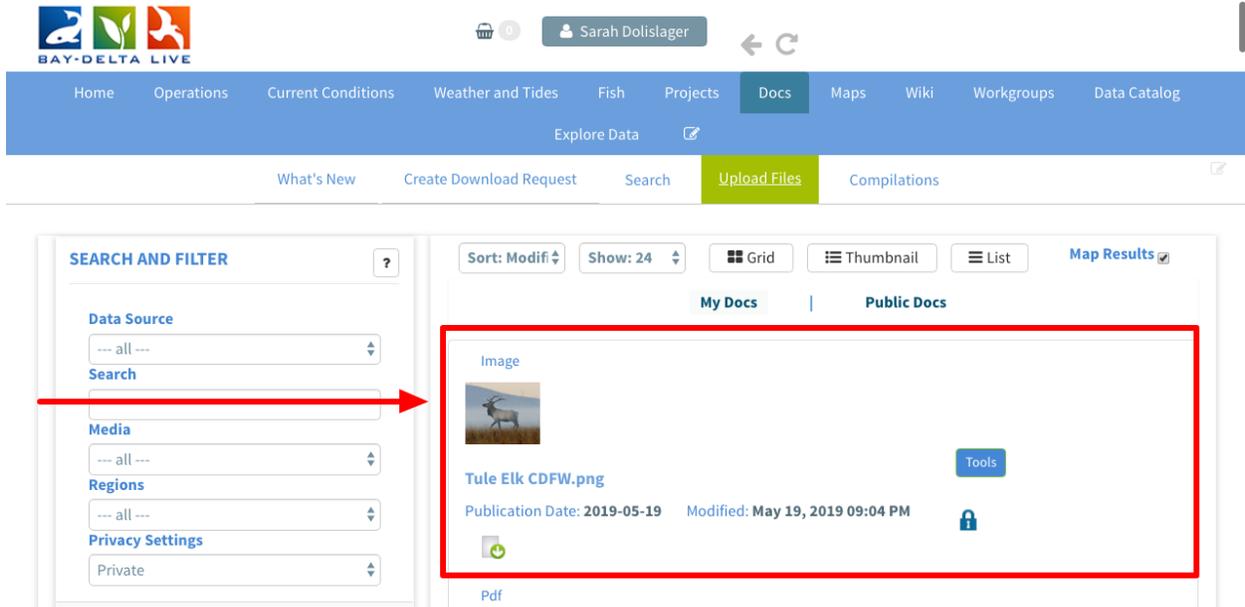


A pop-up will appear. To upload files from your computer, choose, “CLICK HERE: Select Multiple Files.”

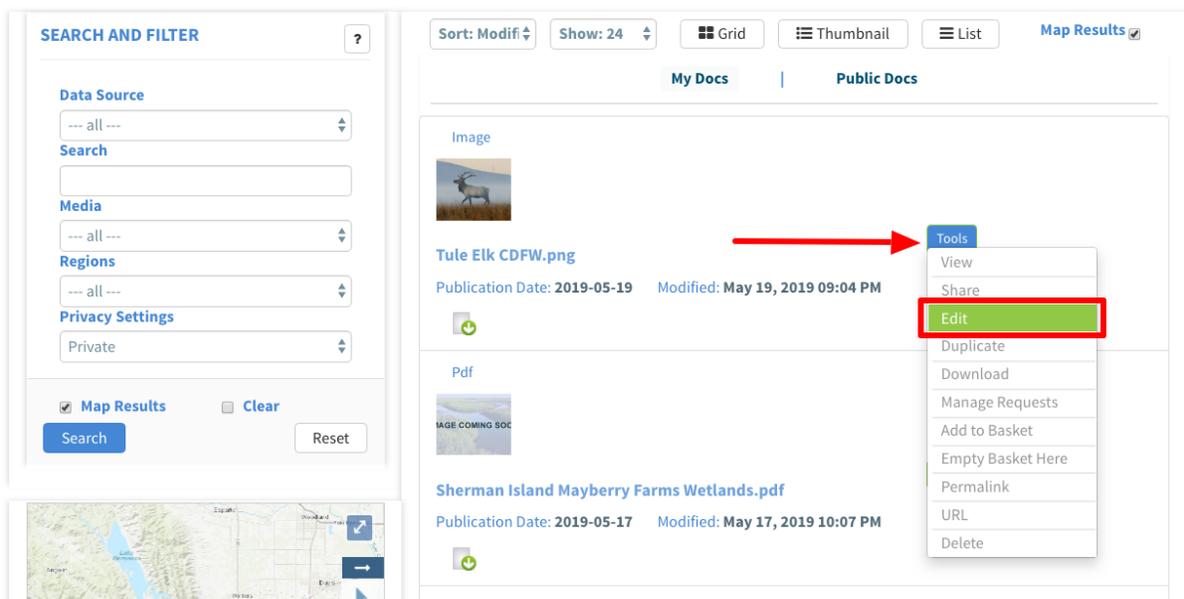


For this example, we will upload an image. Select a file from the computer and it will begin uploading.

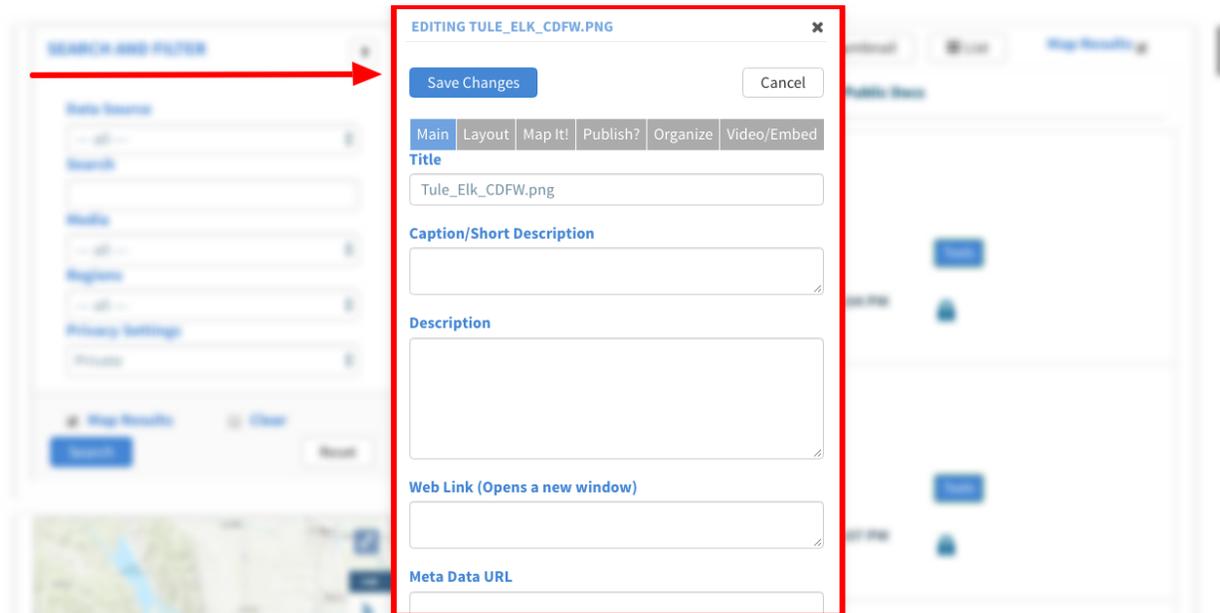
After it uploads, you will be taken to the document library where you can see your file.



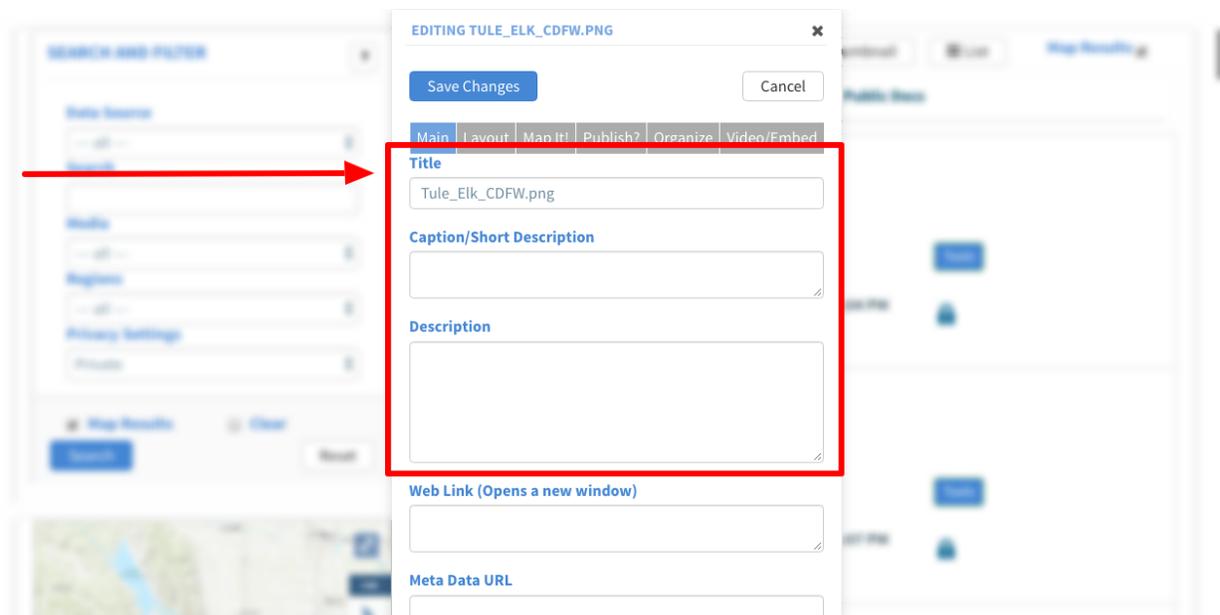
To edit some of the information or make the file public, hover over the TOOLS menu on the item and choose, "Edit."



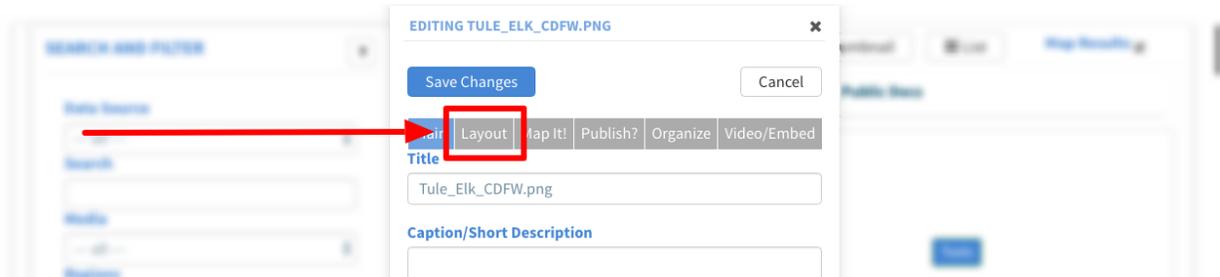
The metadata editor form appears. It's important to enter as much information in this form as possible.



On the Main tab, you can edit the title and description.

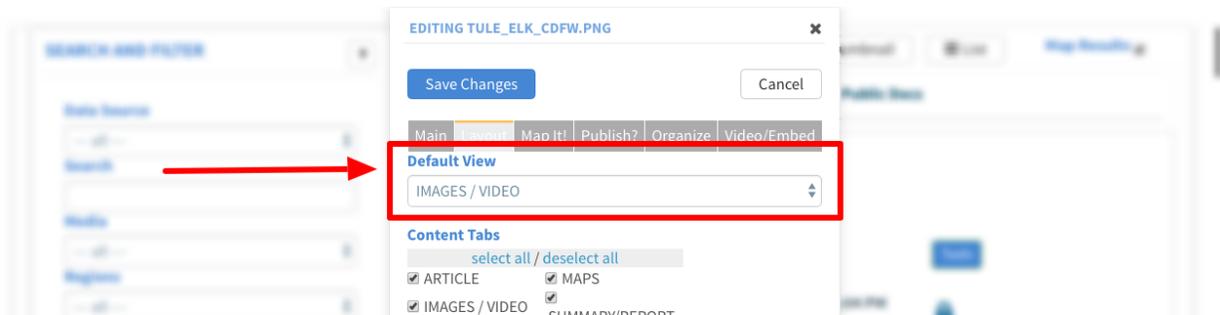


The next tab is the “Layout” tab.

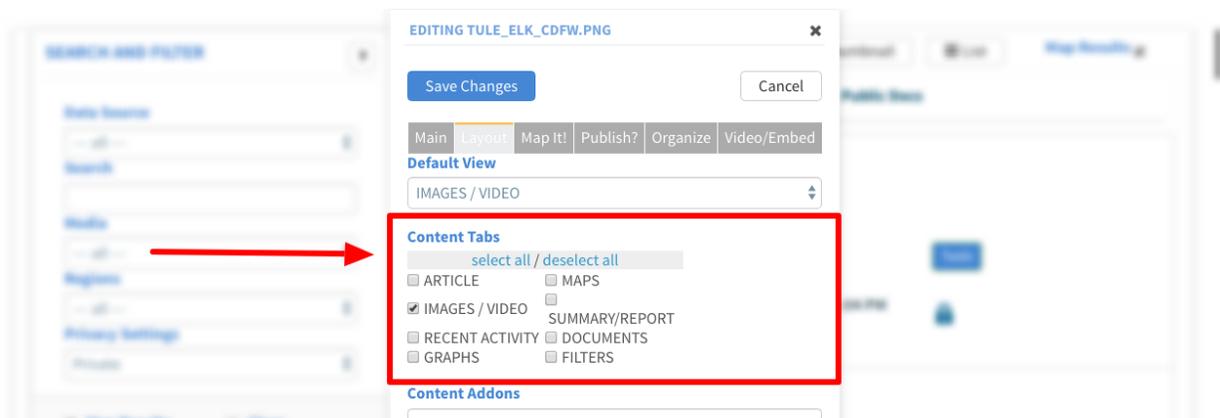


This is where you can choose layout options for the asset. Each asset has optional tabs to include more data. For example, you can create an article page, and include maps, documents, and images for a project page.

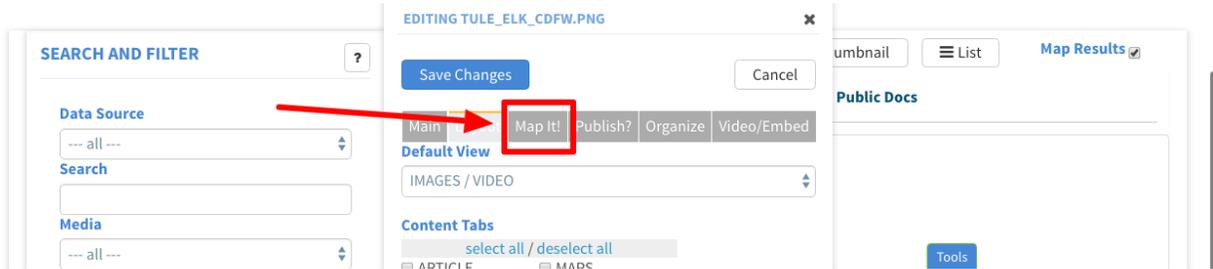
Choose a “default view” from the drop-down menu depending on the type of file you uploaded. For images, choose “Images/Video.” This means the asset will open to the “Images/Video” tab for easy viewing.



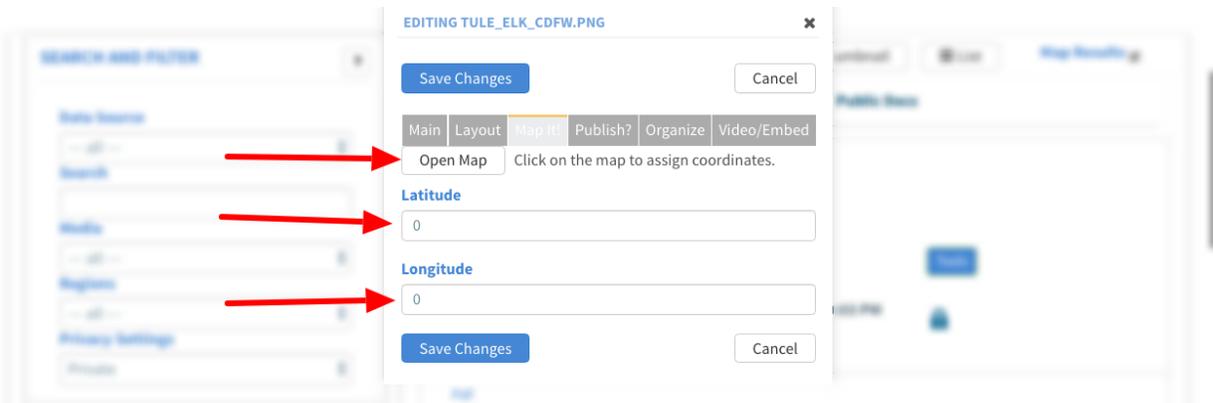
There are options for every asset in BDL to have multiple tabs, but most documents or photos only need one or two options selected from the “Content Tabs” section.



Then click on the “Map It!” tab.

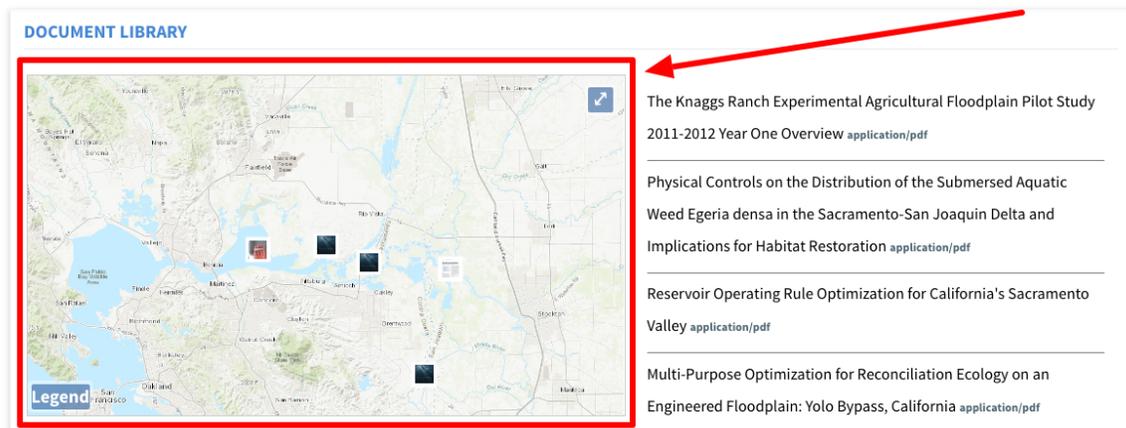


This is where you can geolocate the file. Enter the latitude and longitude coordinates or click on the “Open Map” button to select a specific point on the map.

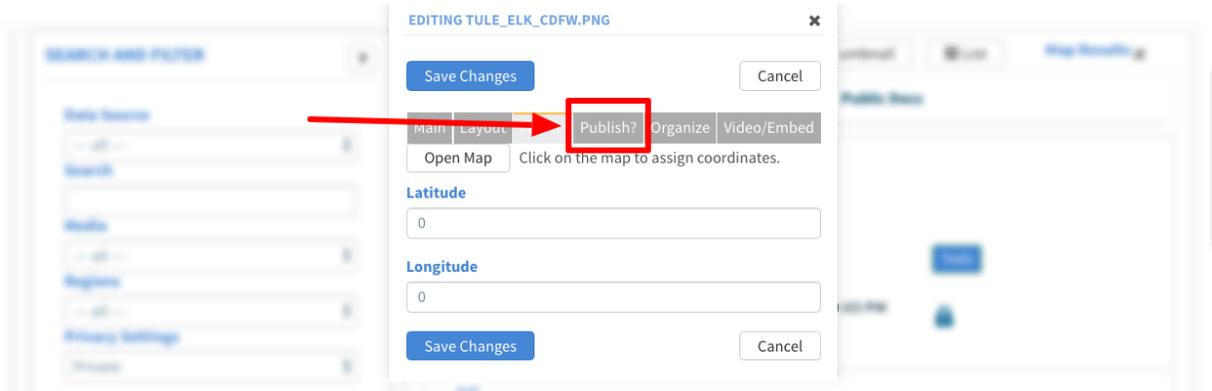


By assigning coordinates to the file, Bay-Delta Live users will be able to view your image by location. This is especially useful for images associated with restoration or research projects, and conservation management.

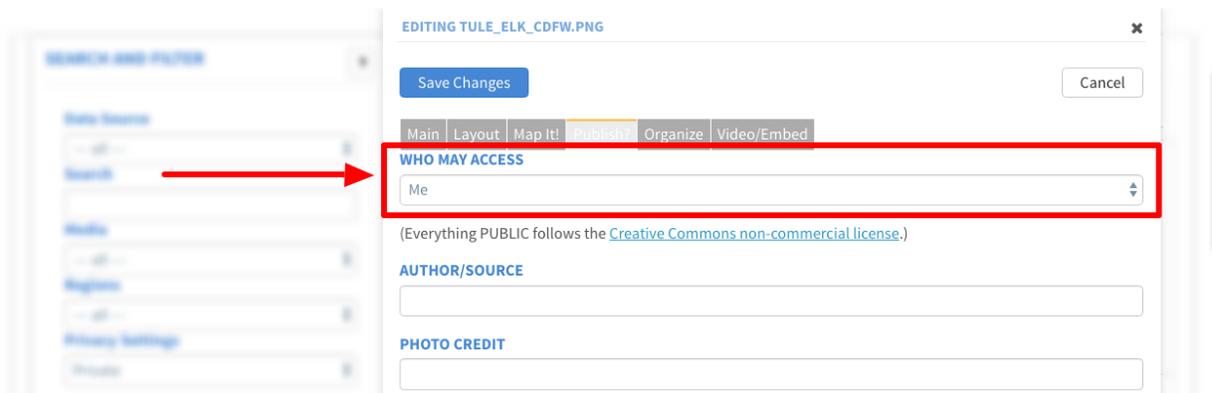
Example:



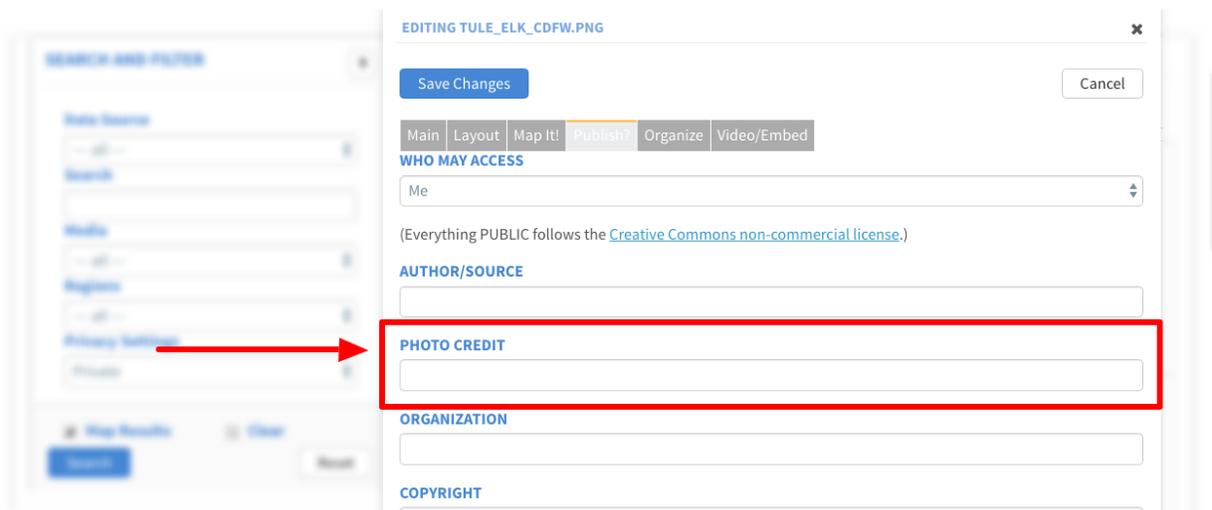
To edit the files' privacy settings, click on the "Publish?" Tab.



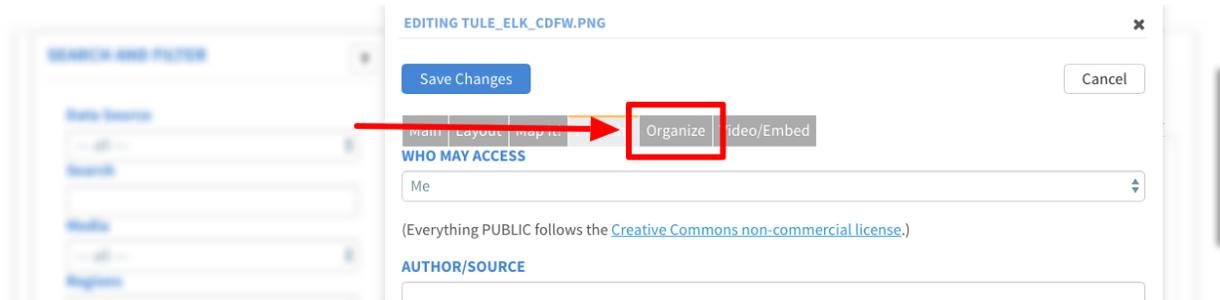
You have two options under the "Who May Access" drop-down menu. "Me" and "Public/Everyone"



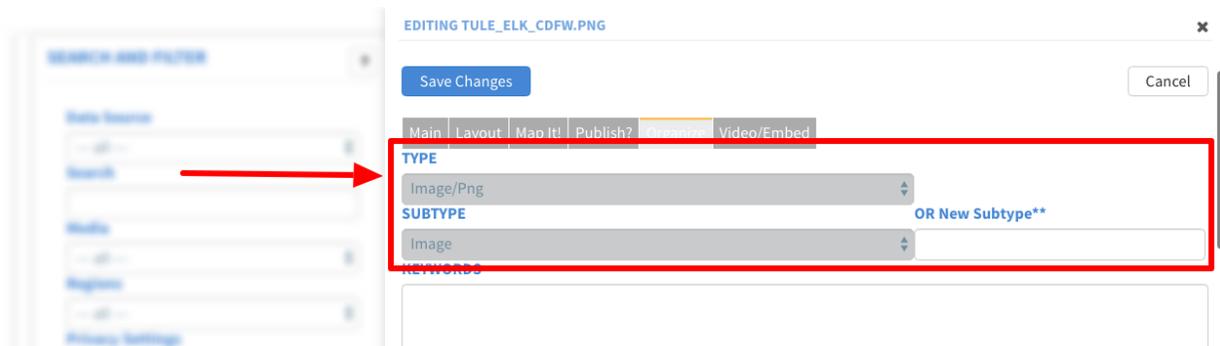
If the file is an image, be sure to enter the photo credit information.



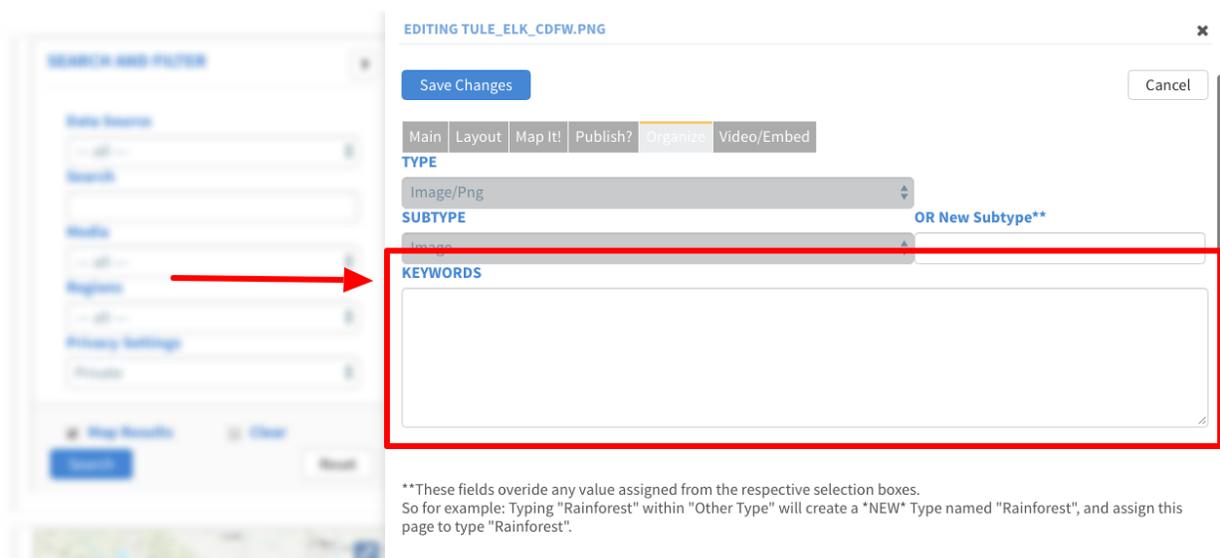
The next important tab is the “Organize” tab.



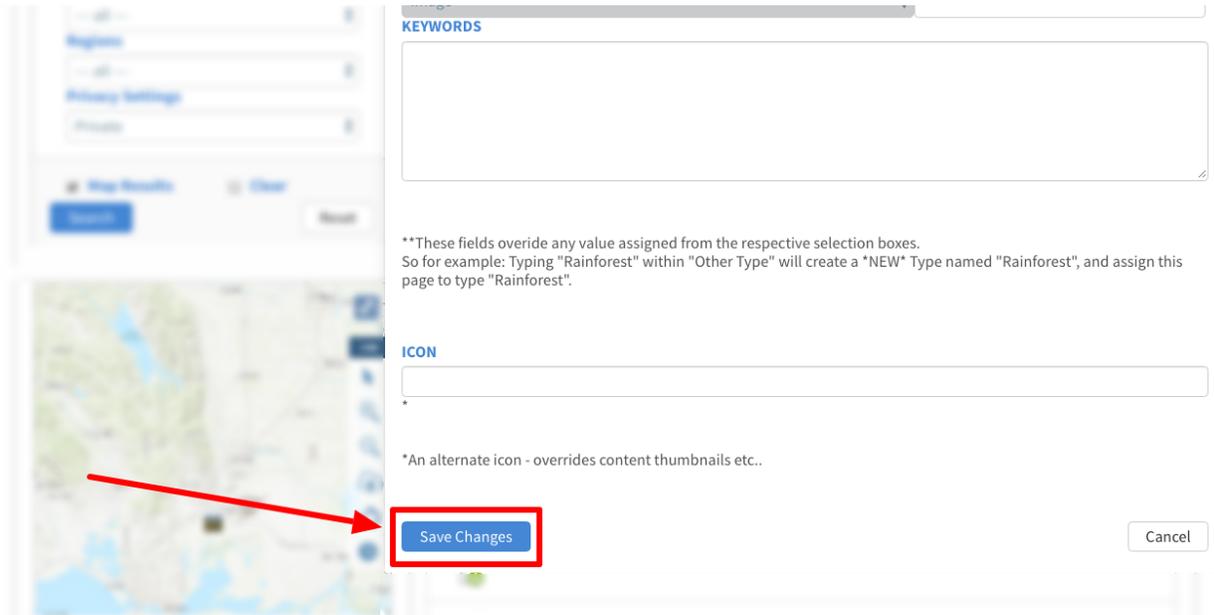
The type and subtype will be automatically selected based on the file you uploaded. If it is not, you can select options from the drop-down menus.



Another important piece of metadata to input are the keywords. You can enter any applicable keywords, each separated by a comma.



Once you are done filling out the information in the metadata editor form, click, “save changes.”



The image shows a metadata editor interface. On the left, there is a map and a sidebar with various settings. The main area contains a 'KEYWORDS' section with a large text input field. Below this is a note: "**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'." Below the note is an 'ICON' section with a text input field and a note: "*An alternate icon - overrides content thumbnails etc..". At the bottom right, there are two buttons: 'Save Changes' (highlighted with a red box and a red arrow) and 'Cancel'.

You’ve successfully added a new file (or asset) to the BDL library. You can always edit the file metadata by hovering over the Tools menu button and choosing, “edit.”