

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.



	Current Conditions	Weather and Tides		jects Docs			Data Catalo
	<u>What's New</u>	Explo Create Download Request	re Data G Search	Upload Files	Compilations		
Source He Source	2015 Strate Strate Viscala Strate Str	I	2.	The Knaggs Ran 2011-2012 Year	ch Experimental Ag Dne Overview applica	ricultural Floodplair tion/pdf	n Pilot Study
Constant Con		B VYB		The Knaggs Ran 2011-2012 Year Physical Contro Weed Egeria der	ch Experimental Ag One Overview applica Is on the Distribution Is a in the Sacramen	ricultural Floodplain tion/pdf n of the Submersed to-San Joaquin Del	n Pilot Study Aquatic ta and
Total				The Knaggs Ran 2011-2012 Year Physical Contro Weed Egeria der Implications for	ch Experimental Agg One Overview applica Is on the Distributio nsa in the Sacramen Habitat Restoration	ricultural Floodplair tion/pdf n of the Submersed to-San Joaquin Del 1 application/pdf	n Pilot St Aquatic ta and
Transfer Torus Torus Torus Torus Torus Torus Torus Torus Torus	and a second sec		sar Da Bottor	The Knaggs Ran 2011-2012 Year Physical Contro Weed Egeria der Implications for Reservoir Opera Valley application/	ch Experimental Agy One Overview applica Is on the Distribution nsa in the Sacramen Habitat Restoration ting Rule Optimizati	ricultural Floodplair tion/pdf n of the Submersed to-San Joaquin Del 1 application/pdf ion for California's S	n Pilot Study Aquatic ta and Gacramento

This brings you to the "What's New" tab of the document library.

Then click on the, "Upload Files" button.

		⊕ ● ▲	Sarah Dolislag	ger	€ C				
Home Operat	ions Current Conditio	ns Weather and Tides	Fish F	Projects	Docs	Maps	Wiki	Workgroups	Data Catalog
		Exp	olore Data	Ø		-			
	What's New	Create Download Request	t Search	Up		Com	oilations		
	<u>What's New</u>	Create Download Request	t Search	Up	load Files	Com	oilations		

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

New Openies Constantion	UPLOAD FILES	X Telephone Telephone
	CLICK HERE : Select multiple files. SKIP UPLOAD	
BOCUMENT LEADER	IMPORTANT! Maximum file size is 50 Megabytes. NOTE: SKIP UPLOAD if you are adding a remote website link or Continue with metadata form only. EX: YOUTUBE or related link	video URL. S.
	gd image library	advant Passipher Pile Tady soft

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.

Home Operations	Current Conditions	Weather and Tides Fish		Docs Maps		ps Data Catalog
			ta 🕜			
	What's New Crea	ate Download Request	Search Upl	oad Files Com	pilations	
SEARCH AND FILTER	?	Sort: Modifi 🖨 Show	: 24 💠 🔳	Grid 🔚 Thun	nbnail 🗮 List	Map Results 🖉
			My Do	cs Pi		
Data Source			My Do		istic bocs	
all	\$	Image				
		innage				
Search						
Search		6				
Search Media		\$				
Search Media	\$	\$			Tools	
Search Media all Regions	\$	Tule Elk CDFW.png			Tools	
Search Media all Regions	\$	Tule Elk CDFW.png Publication Date: 2019-0	95-19 Modified	: May 19, 2019 09:0	Tools	

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.

MARCH AND FUTUR		EDITING TULE_ELK_CDFW.PNG	×	and and a	Res Sylvely
		Save Changes	Cancel	Palitic Data	
Rate Searce		Main Layout Map It! Publish? Orga	anize Video/Embed		
hard.		Title			
		Tule_Elk_CDFW.png			
and a		Caption/Short Description			_
Regime					
			A)	00.798	
Arisany Settings		Description			-
	_				
	_	Web Link (Opens a new window)			-
					-
	12		ĥ	07.798	
		Meta Data URL			

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

10100CH 400 FU/108	EDITING TULE_ELK_CDFW.PNG	e urtinal		marked by
	Save Changes Cancel Main Lavout Man It! Publish? Organize Video/Embe	Public In	-	
nutu	Tule_Elk_CDFW.png Caption/Short Description)	_	
	Description		Ξ.	
(market and the second				
	Web Link (Opens a new window)	8		
-				
ALC: NO DECISION OF	Meta Data UKL			

I

The next tab is the "Layout" tab.

\$248CH 488 F1/10	EDITING TULE_ELK_CDFW.PNG	and Box Synchron
	Save Changes Cancel	Public Data
	Layout Ap It! Publish? Organize Video/Embed	
	Tule_Elk_CDFW.png	
-4- 8	Caption/Short Description	

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.

1040CA 400 FUTUR	EDITING TULE_ELK_CDFW.PNG	and Roy Synchron
	Save Changes Cancel	Public Data
-4- 8	Main Lavour Mao It! Publish? Organize Video/Embed	
	IMAGES / VIDEO	
	Content Tabs select all / deselect all ARTICLE MAPS IMAGES / VIDEO	

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.

SEARCH AND FUZER		EDITING TULE_ELK_CDFW.PNG	×		Name and Address of the Owner o
		Save Changes Cancel	Public Name		
the barrow	_	Main Layout Map It! Publish? Organize Video/Embe	d		
Search .	-	Default View			
		IMAGES / VIDEO	\$		
and a		Content Tabs		_	
Regime		select all / deselect all			
		✓ IMAGES / VIDEO SUMMARY/REPORT	00.798		
Privacy Settings				-	
		U GRAPHS U FILIERS			
		Content Addons			

Then click on the "Map It!" tab.

		EDITING TULE_ELK_CDFW.PNG	×	
EARCH AND FILTER	?	Save Changes	Cancel	umbnail 🗮 List Map Results 🖉
		Save Changes	Calleet	Public Docs
Data Source		Main Map It! Publish? Orga	nize Video/Embed	
all	\$	Default View		
Search		IMAGES / VIDEO	\$	
Media		Content Tabs		
all	۵	select all / deselect all		Tools

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.

		EDITING TULE_ELK_CDFW.PNG	×		
NEARCH AND PLOTER	٠	Save Changes Cancel		8	No. boats
Balla Searce	-	Main Layout Map It Publish? Organize Video/Embe	d	-	
Sec. 1		• Open Map Click on the map to assign coordinates.			
		Latitude			
made .		0			
		Longitude			
Regions		0		_	
Privacy Settings		Save Changes Cancel		•	
		curre onangeo			

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:

DOCUMENT LIBRARY	
Taxali Concerning of the second secon	The Knaggs Ranch Experimental Agricultural Floodplain Pilot Study 2011-2012 Year One Overview application/pdf Physical Controls on the Distribution of the Submersed Aquatic Weed Egeria densa in the Sacramento-San Joaquin Delta and Implications for Habitat Restoration application/pdf
Toto Taning Toto T	Reservoir Operating Rule Optimization for California's Sacramento Valley application/pdf
Legend Antico 2 Array Ar	Multi-Purpose Optimization for Reconciliation Ecology on an Engineered Floodplain: Yolo Bypass, California application/pdf

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

		EDITING TULE_ELK_CDFW.PNG	×			
SEARCH AND FUTUR		Save Changes	Cancel	antinut		Nag Baseling
		Save changes	cancer	Public Deco		
Para Searca	-	Main Layout Publish? Organize	Video/Embed			
hard .		Open Map Click on the map to assign coo	ordinates.			
		Latitude				
Madia .		0				
		Longitude				
Registes		0			_	
				100.000		
Privacy Settings		Save Changes	Cancel		-	

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

		EDITING TULE_ELK_CDFW.PNG	×
SEARCH AND FLITTER		Save Changes	Cancel
Rate Searce		Main Layout Map It! Publish2 Organize Video/Embed	
hard -		MHO MAY ACCESS	*
and a	-	(Everything PUBLIC follows the <u>Creative Commons non-commercial license</u> .)	
Region	-	AUTHOR/SOURCE	
Privacy Settings	-	PHOTO CREDIT	

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

		EDITING TULE_ELK_CDFW.PNG	×
SEARCH AND PUTCH		Save Changes	Cancel
- d -		Main Layout Map It! Publish? Organize Video/Embed	
- d -		(Everything PUBLIC follows the <u>Creative Commons non-commercial license</u> .) AUTHOR/SOURCE	v
- d - Mary Million Analy	-	PHOTO CREDIT	
		ORGANIZATION	
and the second s	-	соругіднт	

The next important tab is the "Organize" tab.

	EDITING TULE_	ELK_CDFW.PNG	×
SEARCH AND PUTCH	Save Change	es	Cancel
	Wiaiii Layout WHO MAY ACC	organize lideo/Embed	
	Ме		\$
and a	(Everything PU	BLIC follows the Creative Commons non-commercial license.)	
	AUTHOR/SOUL	RCE	

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.

		EDITING TULE_ELK_CDFW.PNG		>
SEARCH AND FUTUR		Save Changes		Cancel
Anto Tearra		Main Lavout Map It! Publish? Organize Video/Embed		
a contra		Image/Png SUBTYPE	OR New Subtype**	
-		Image	\$	
Region 1	-	KEYWORDS		

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

SEARCH AND FUTUR		EDITING TULE_ELK_CDFW.PNG	
		Save Changes Main Layout Map It! Publish? Organize Video/Embed TYPE	Cancel
		Image/Png SUBTYPE	OR New Subtype**
August		KEYWORDS	
Arrian Settings	-		
-	-		
Sec.	Read.	**These fields overide any value assigned from the respective selecti So for example: Typing "Rainforest" within "Other Type" will create a page to the me "Rainforest"	ion boxes. • *NEW* Type named "Rainforest", and assign this

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

			KEYWORDS	
- 4				
	and a			
1.54	1 1 1	Real Property	**These fields overide any value assigned from the respective selection boxes.	
		1	page to type "Rainforest".	
			ICON 	
-	2010	1 2	*An alternate icon - overrides content thumbnails etc	
	1		Save Changes Cance	ł

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."