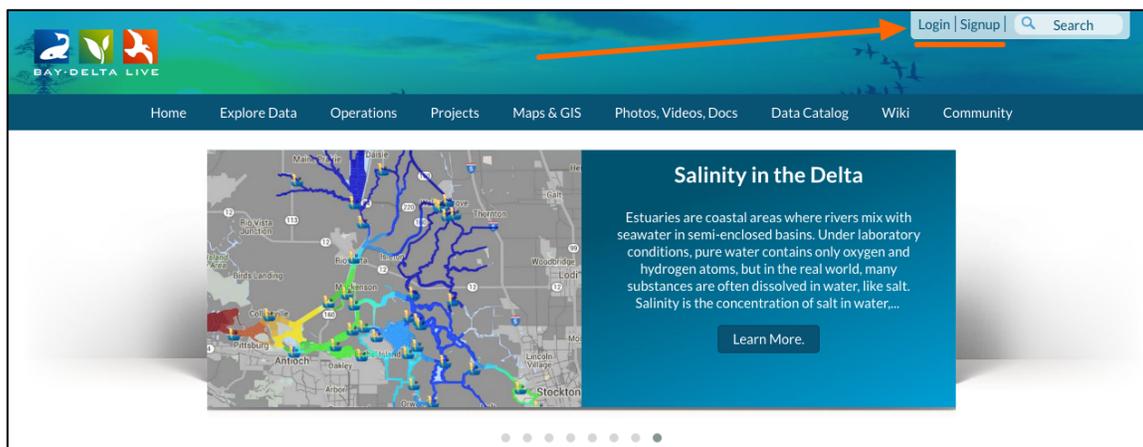




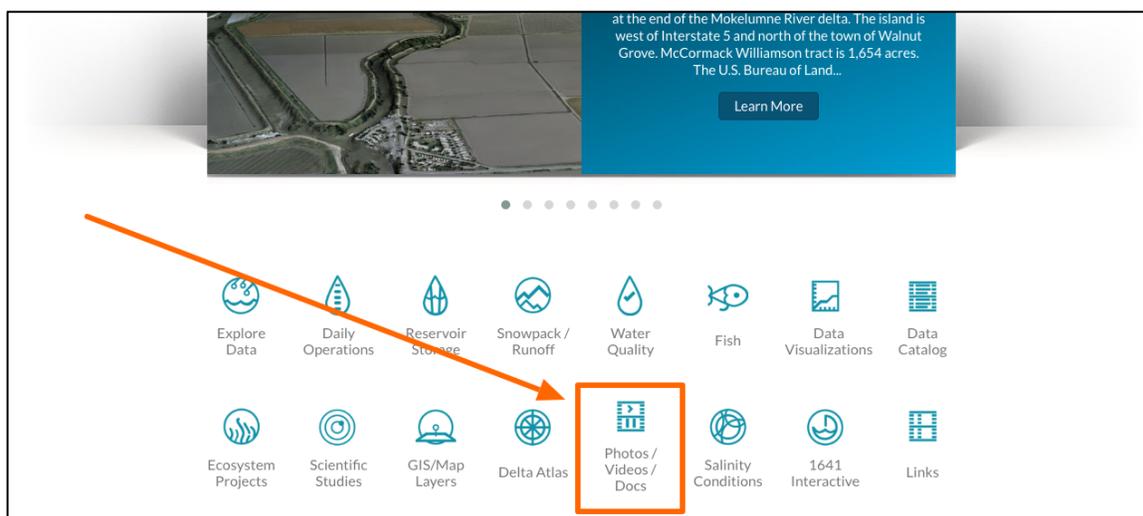
# www.baydeltaalive.com Tutorials

## HOW TO ADD DOCUMENTS AND PHOTO

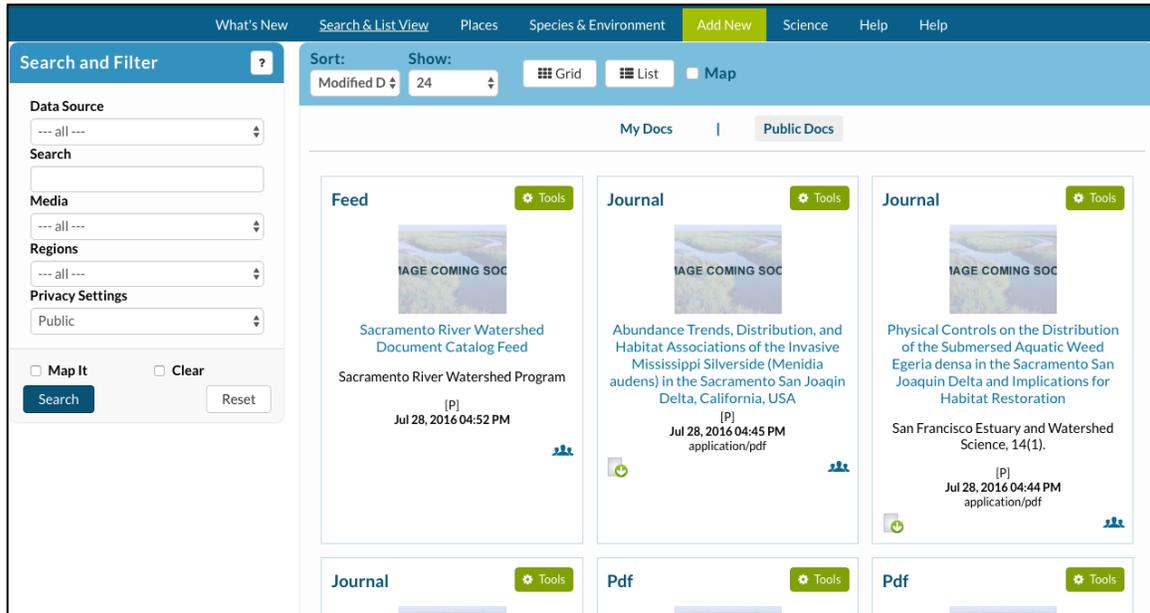
First, be sure you are logged in by using the log-in/sign-up buttons at the top of the screen.



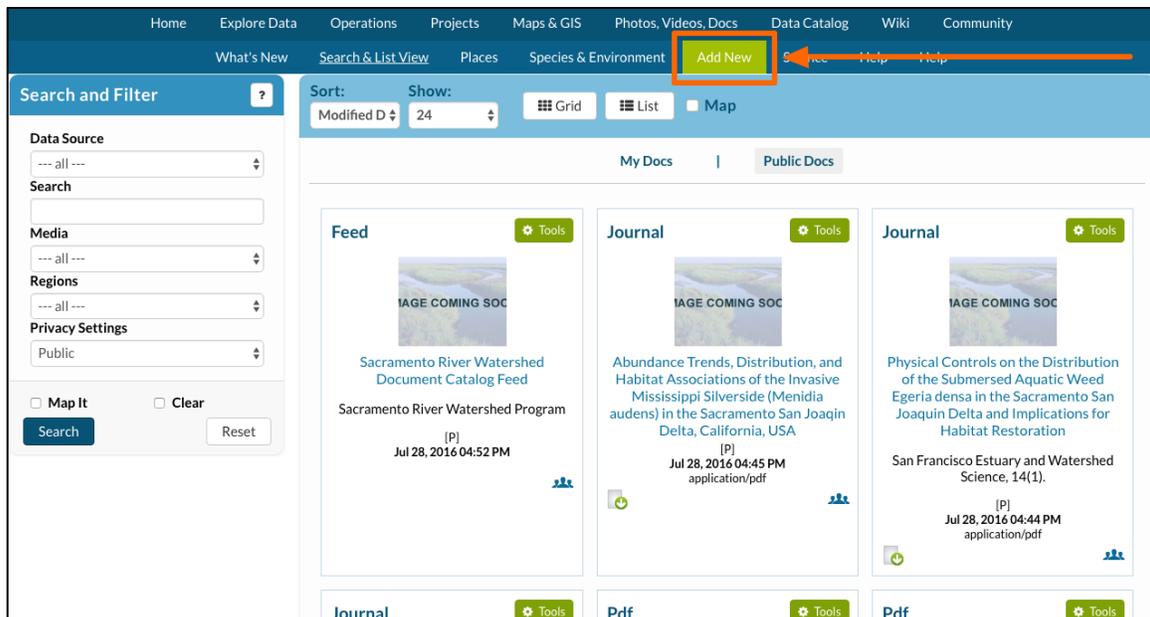
Once you are logged in, click on the “Photos/Videos/Docs” icon on the homepage.



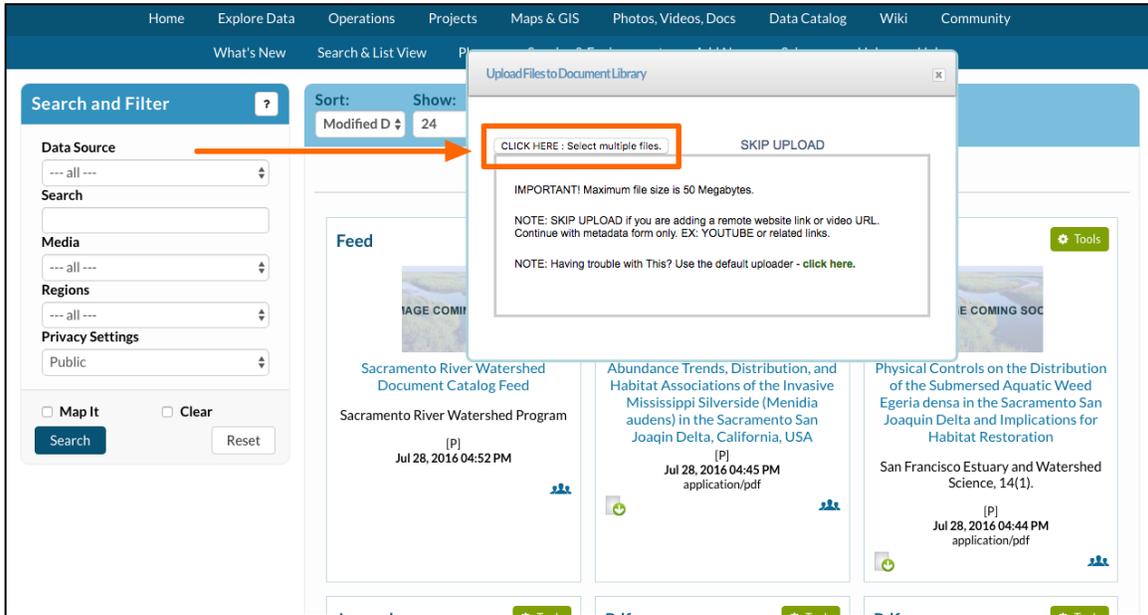
This brings you to the document library.



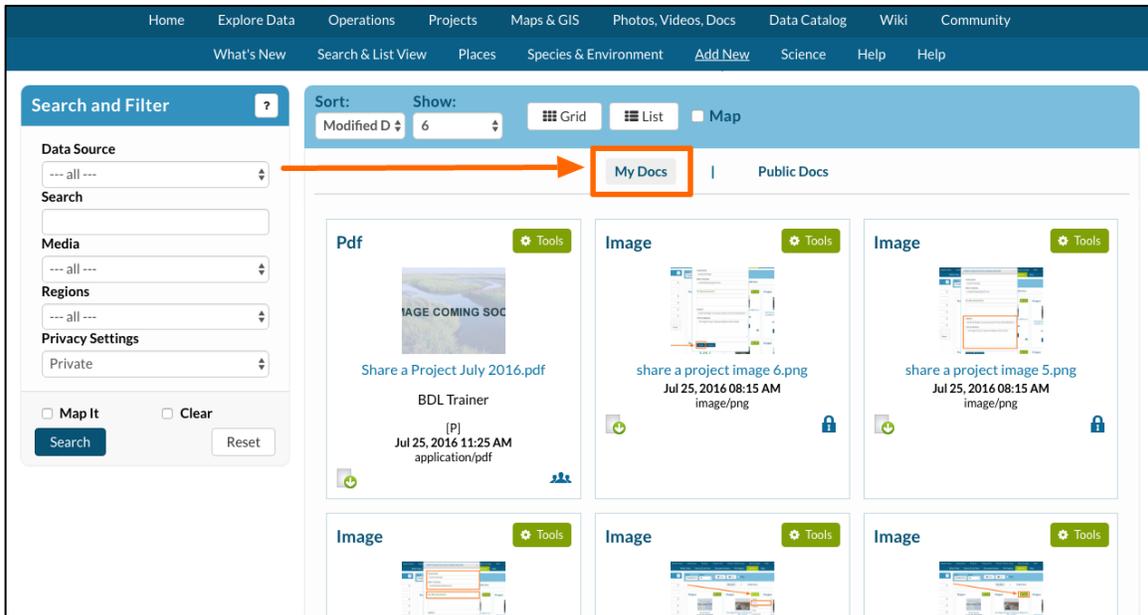
Then click on the, "Add New" button.



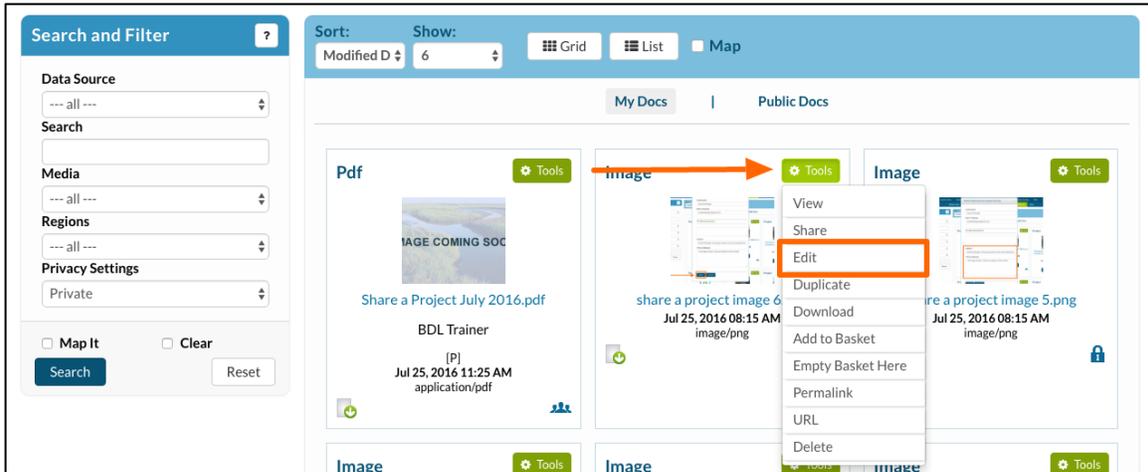
A pop-up will appear. To upload files from your computer, choose, “CLICK HERE: Select Multiple Files.”



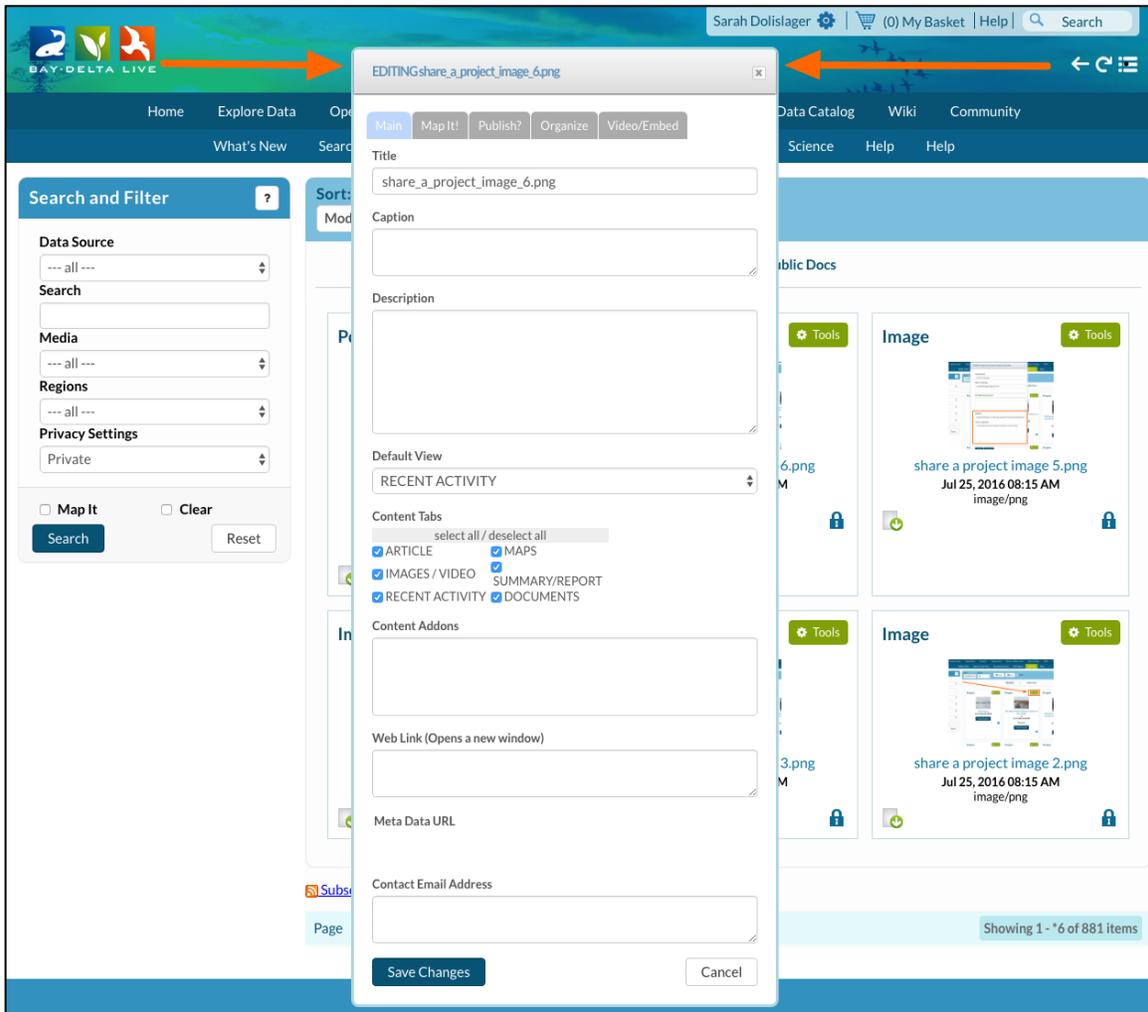
After you select a file, it will upload. It automatically takes you back to the document library and you will find the item under, “My Docs.”



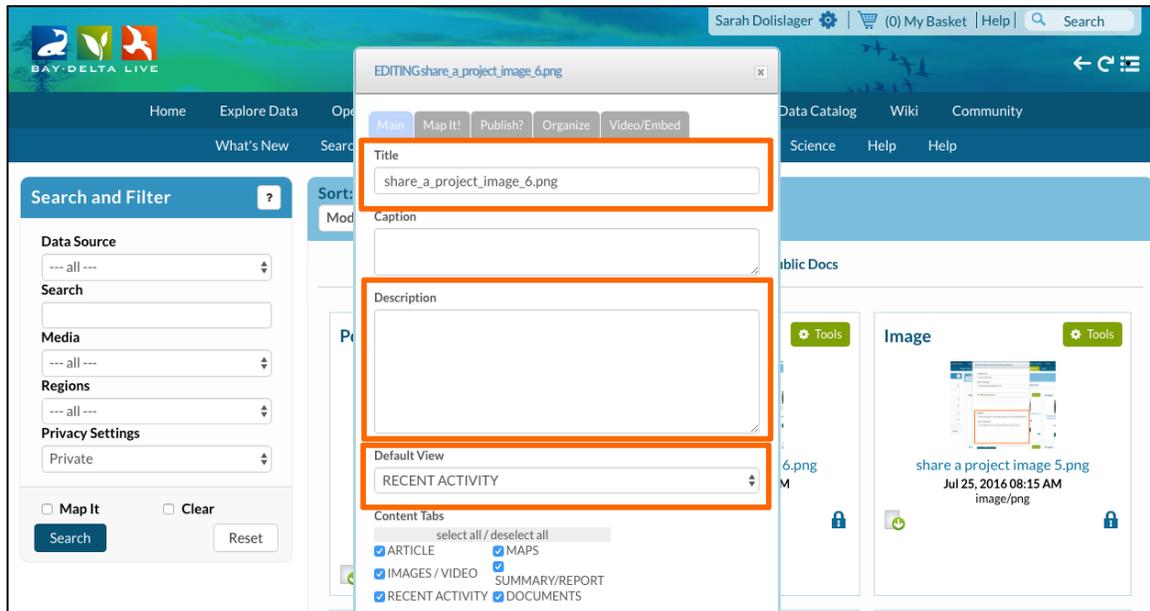
To edit some of the information, hover over the TOOLS menu on the item and choose, "Edit."



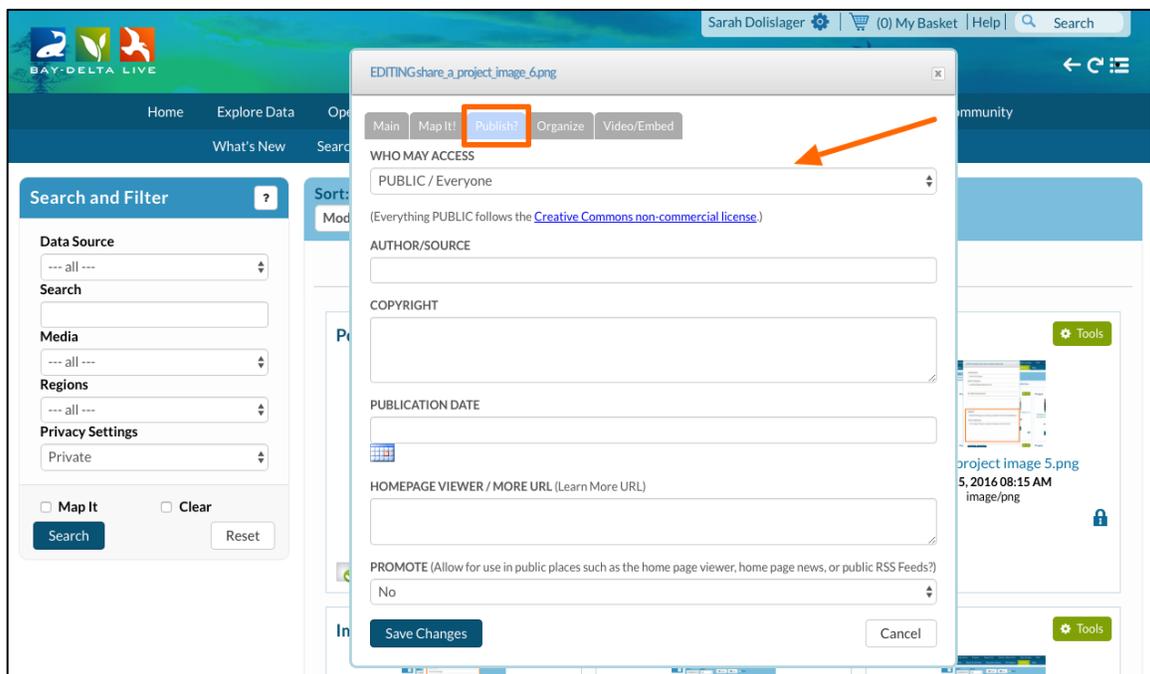
An Editor form appears.  
It's important to enter as much information in this form as possible.



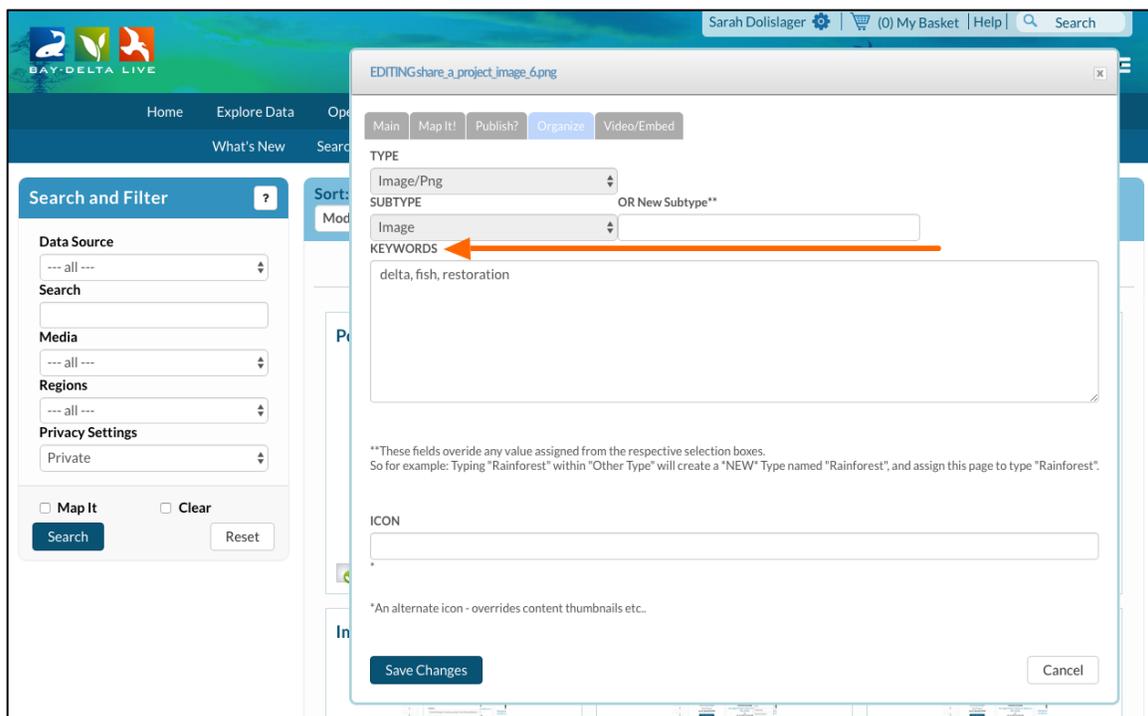
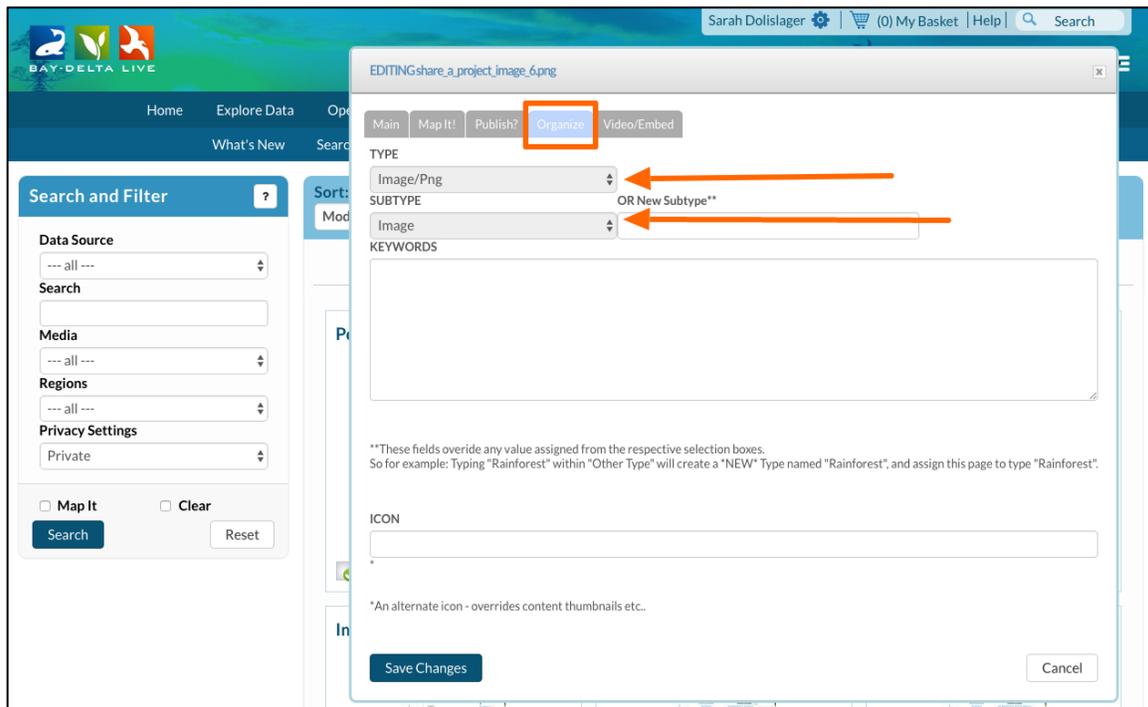
On the Main tab, you can enter a title, description, and select an option from the “Default View” drop-down menu.



You can make the photo or document public under the “Publish?” tab. Select the “Public/Everyone” option under the “Who May Access” drop-down menu.



Another important tab is the “Organize” tab. The type might be automatically selected based on the file you uploaded, but you can select a subtype from the drop-down menu and enter any applicable keywords, each separated by a comma.



Once you are done inputting the information in the Editor, click, "Save changes."

The screenshot displays the BDL library editor interface. On the left, there is a 'Search and Filter' sidebar with sections for 'Data Source', 'Search', 'Media', 'Regions', and 'Privacy Settings'. The main editor area includes a top navigation bar with 'Main', 'Map It!', 'Publish?', 'Organize', and 'Video/Embed' tabs. Below this, there are dropdown menus for 'TYPE' (Image/Png) and 'SUBTYPE' (Image), and a text field for 'KEYWORDS' containing 'delta, fsh, restoration'. An 'ICON' field is also present. At the bottom of the editor, the 'Save Changes' button is highlighted with an orange box, and an orange arrow points to it from the right. A 'Cancel' button is located to the right of the 'Save Changes' button.

You've successfully added a new document/photo to the BDL library.