



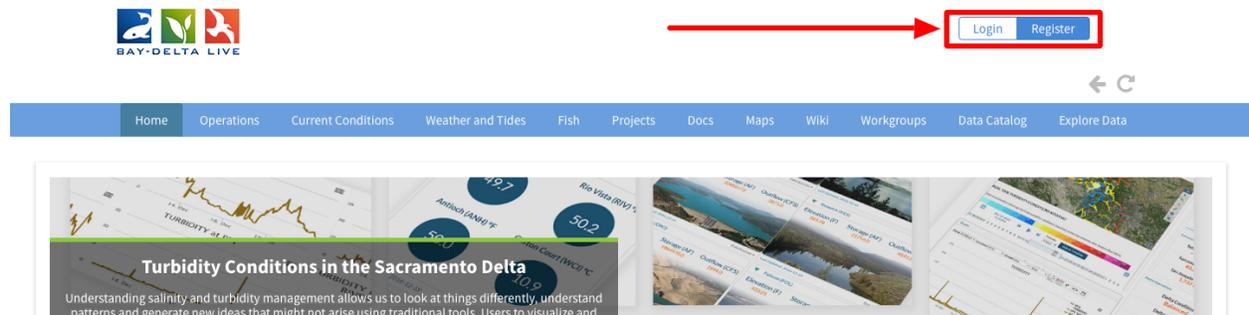
How to Add Documents and Photos to Projects

Welcome to the How to Add Documents and Photos to Projects tutorial

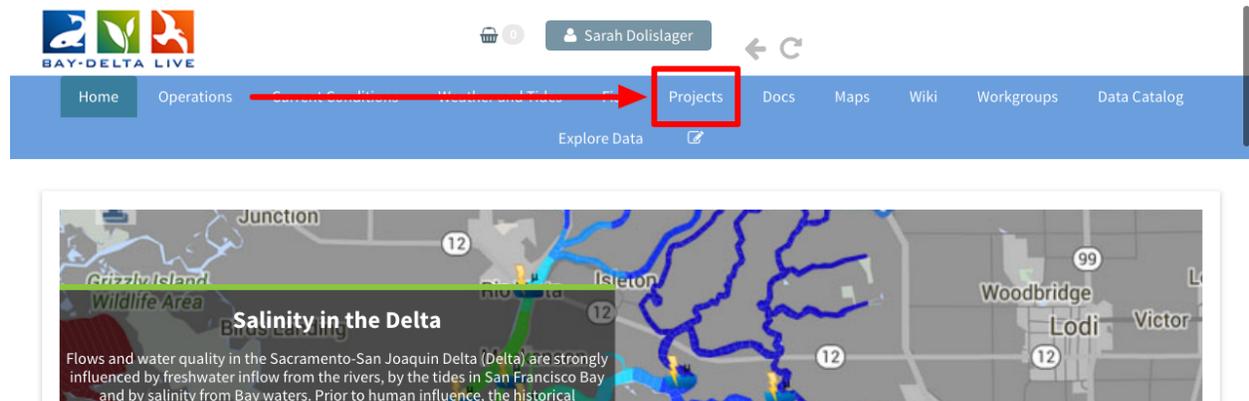
In this tutorial, you will learn how to:

- Upload new documents and photos to a project
- Add existing documents and photos to a project

First, be sure you are logged in using the “LOGIN” or “REGISTER” buttons at the top of the homepage.

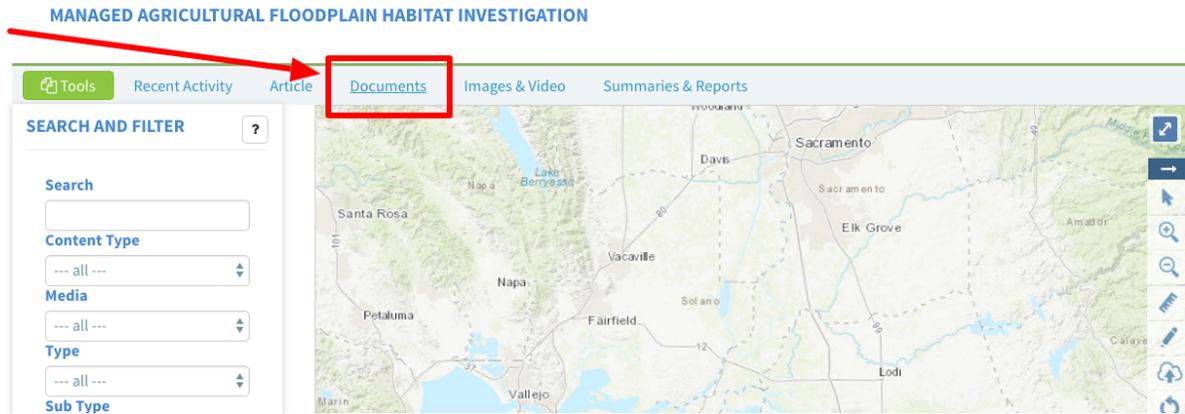
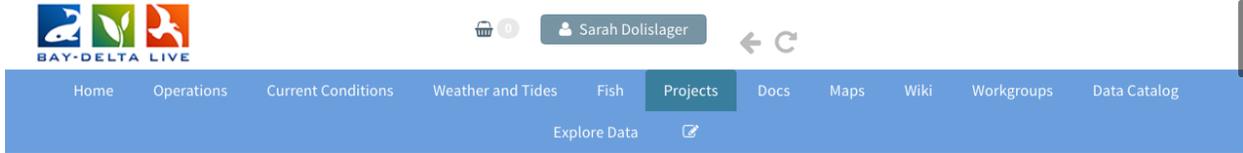


Once you are logged in, find the project you would like to add items to. You can access the project library by clicking the PROJECTS link at the top of the screen.

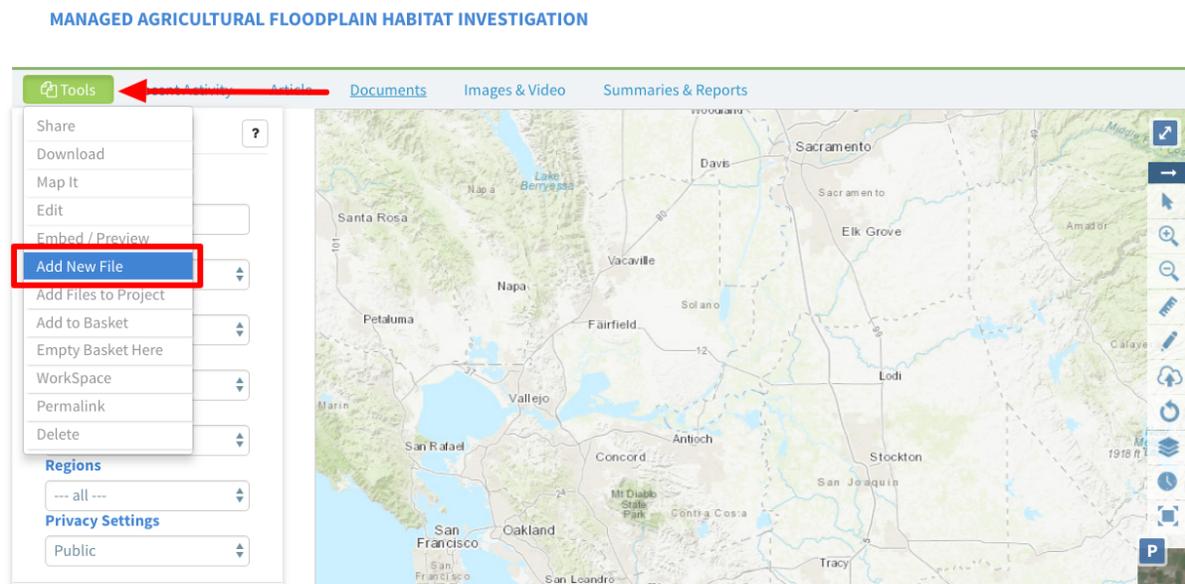


Let's start by going through how to upload new documents and images to a project.

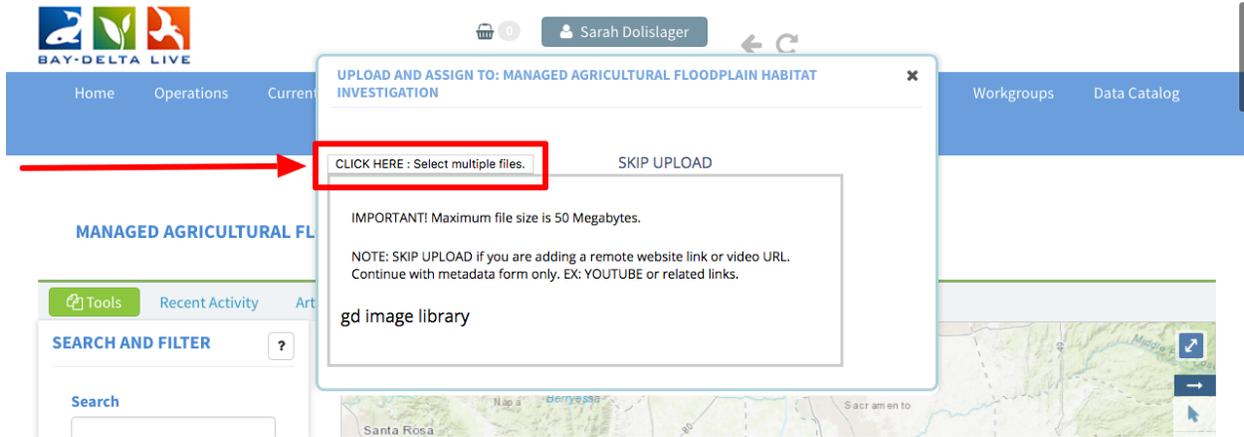
After opening the project, you can find all the associated documents under the Documents tab.



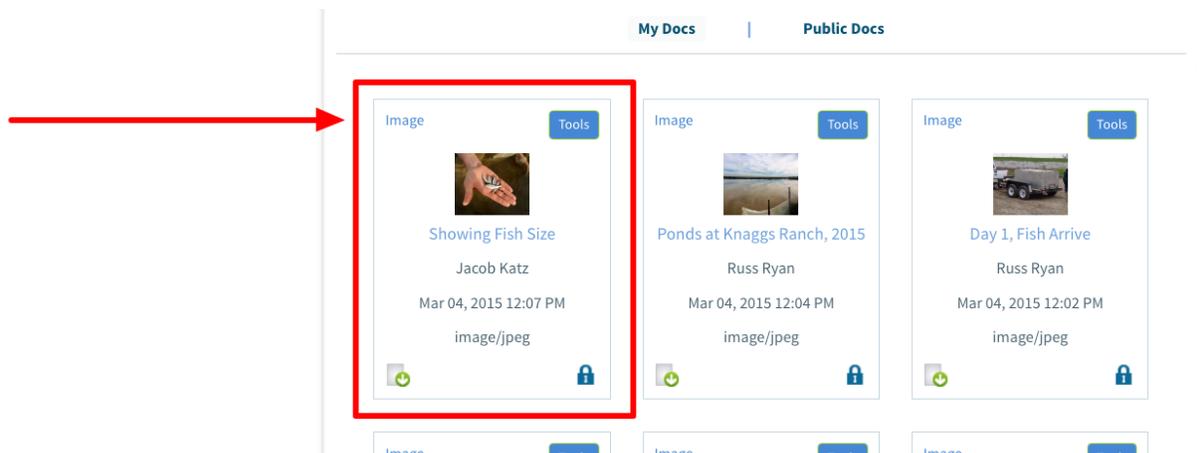
To add additional documents, hover over the Tools menu and choose, "Add new file."



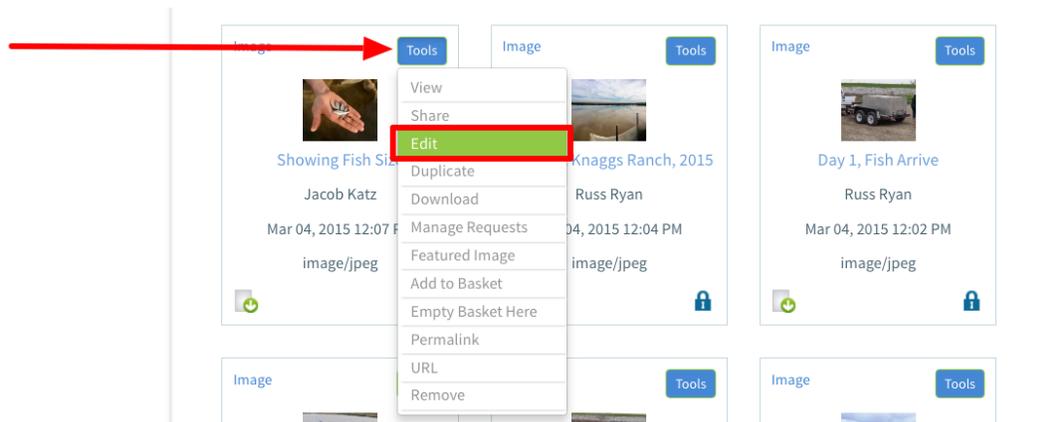
An upload form pops up and you can select a file from your computer by clicking the, “CLICK HERE: select multiple files” button.



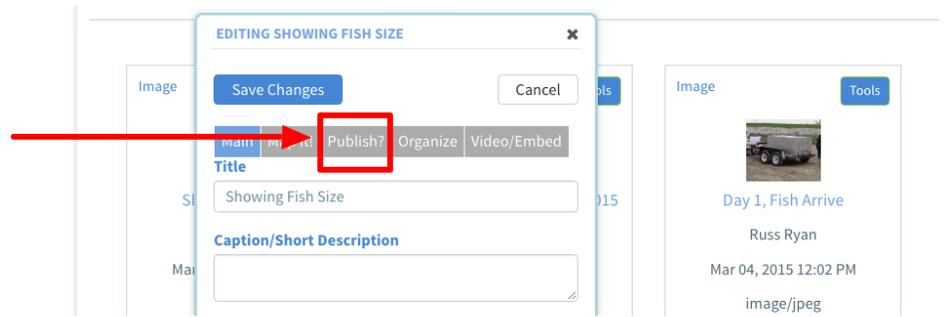
Once the file is done uploading, you will see it under “My Docs” in the document tab.



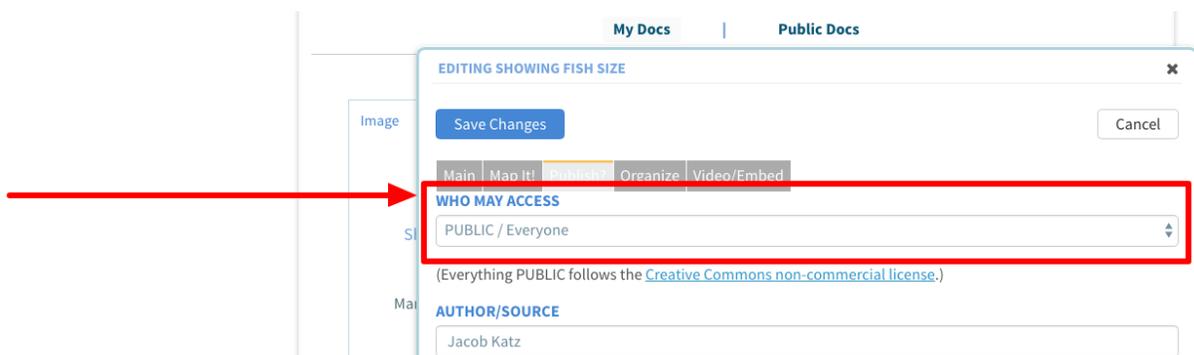
In order to make the document public, hover over the Tools menu of the specific item and choose, “edit.”



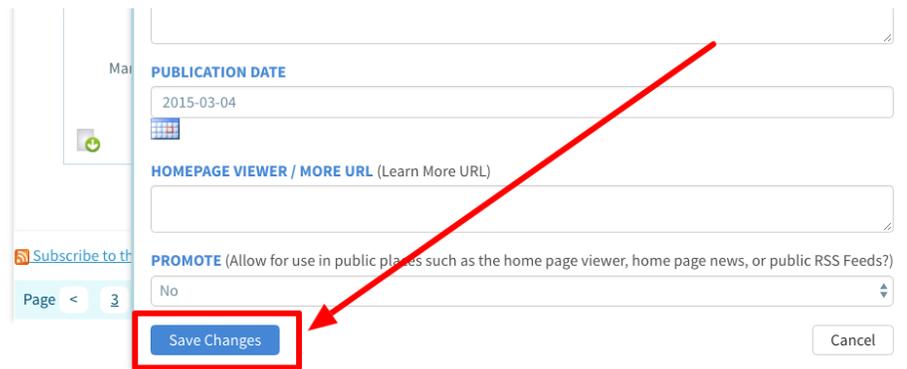
Click on the “Publish” tab.



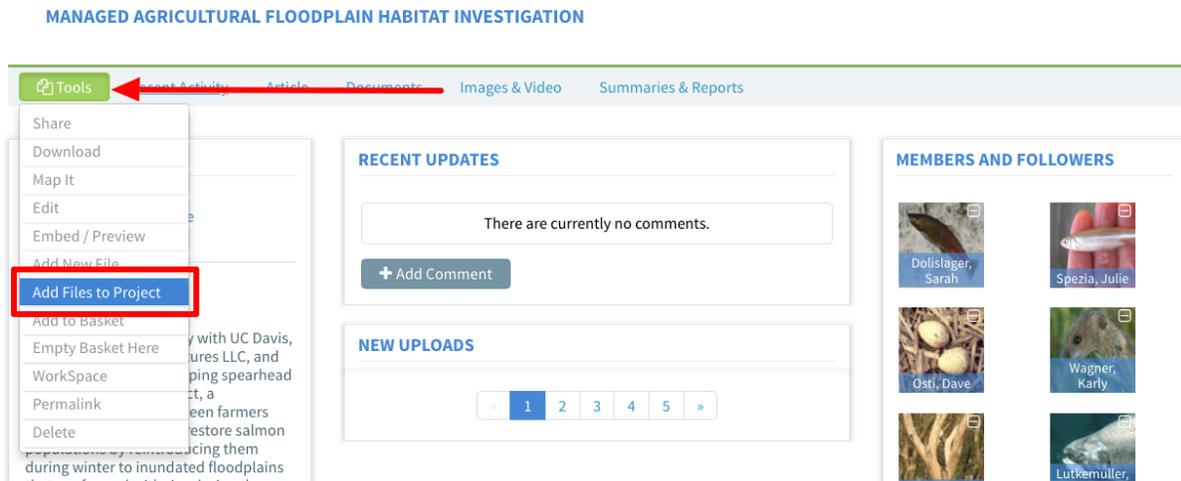
Choose, “PUBLIC/Everyone” from the “Who May Access” drop-down menu.



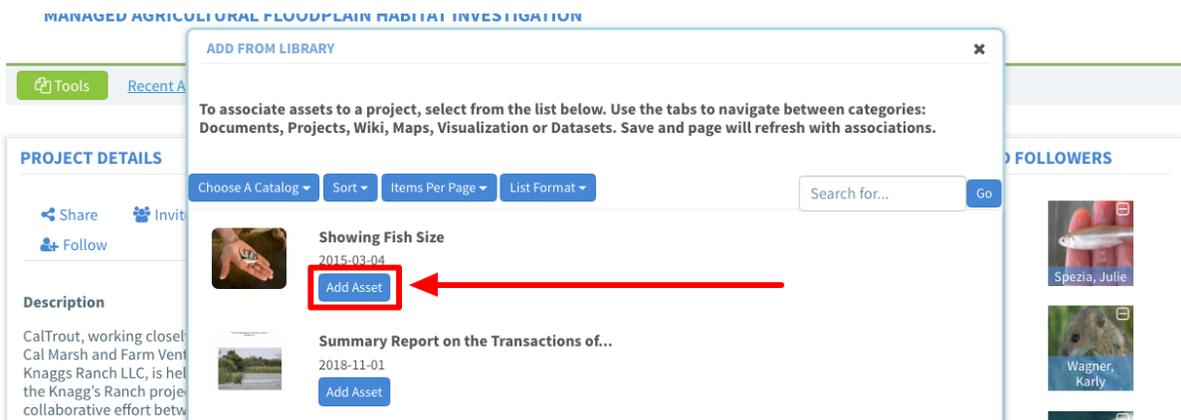
Then click, “Save Changes.” Now your document is public and will be available to everyone who views the projects.



If you already have a photo or document uploaded to Bay-Delta Live and want to add it to your project page, then hover over the Tools menu of the project and choose, “Add Files to Project.”



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

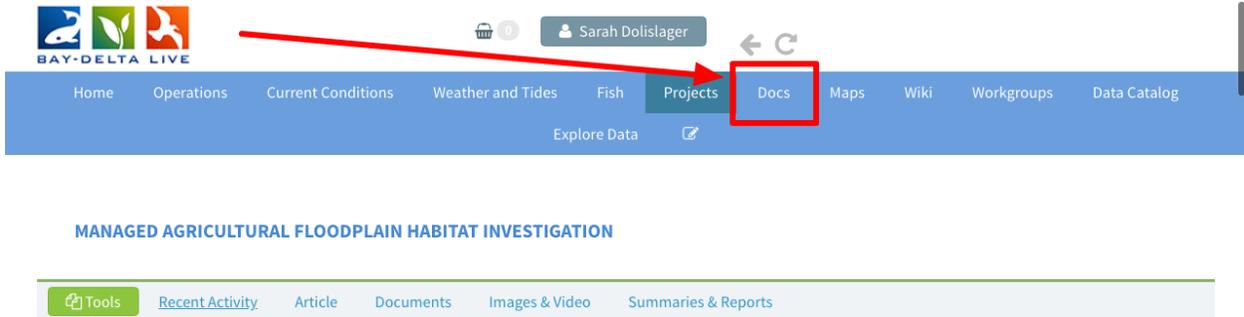


To save the changes, scroll down and click, “Save and Close.”

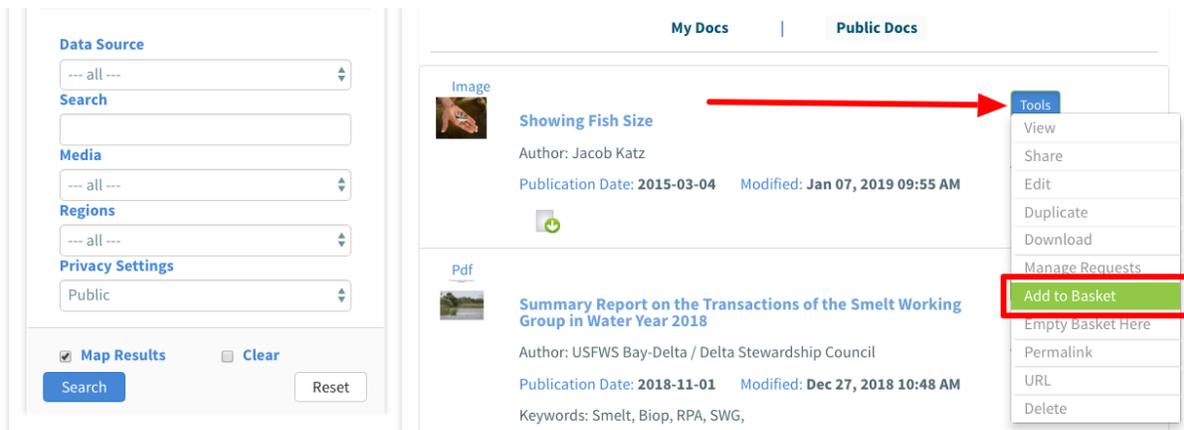


You can also add photos, videos, and documents to your project by using the basket function.

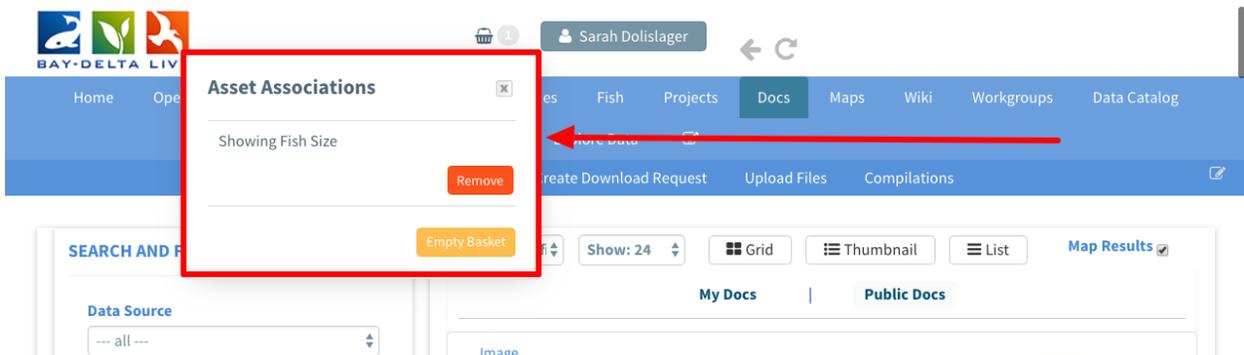
First, go to the document library via the “Docs” link at the top of the page.



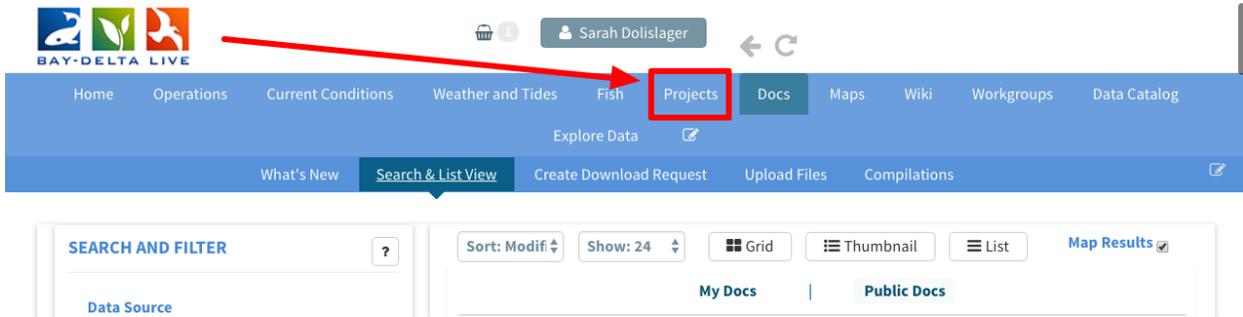
Find the item you'd like to add to the project and hover over the Tools drop-down menu. Select “Add to Basket” from the options.



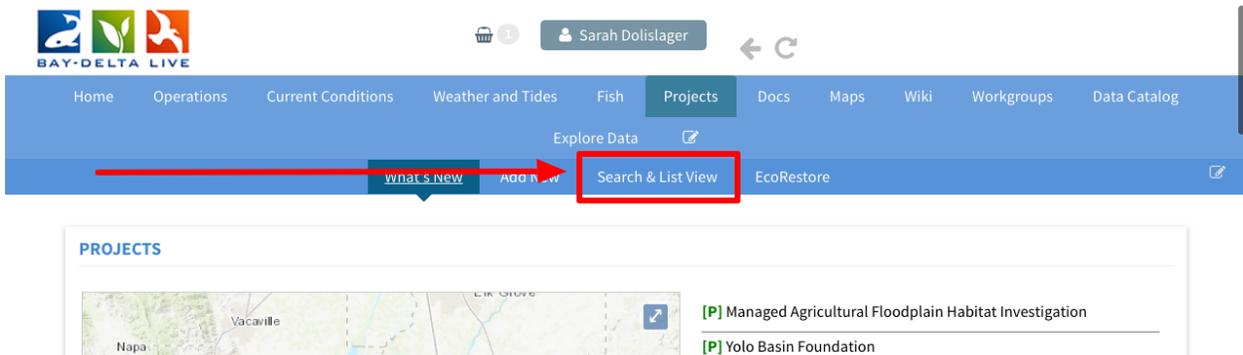
If you scroll up to the top of the page, you will notice a pop-up that shows you now have one item in your basket.



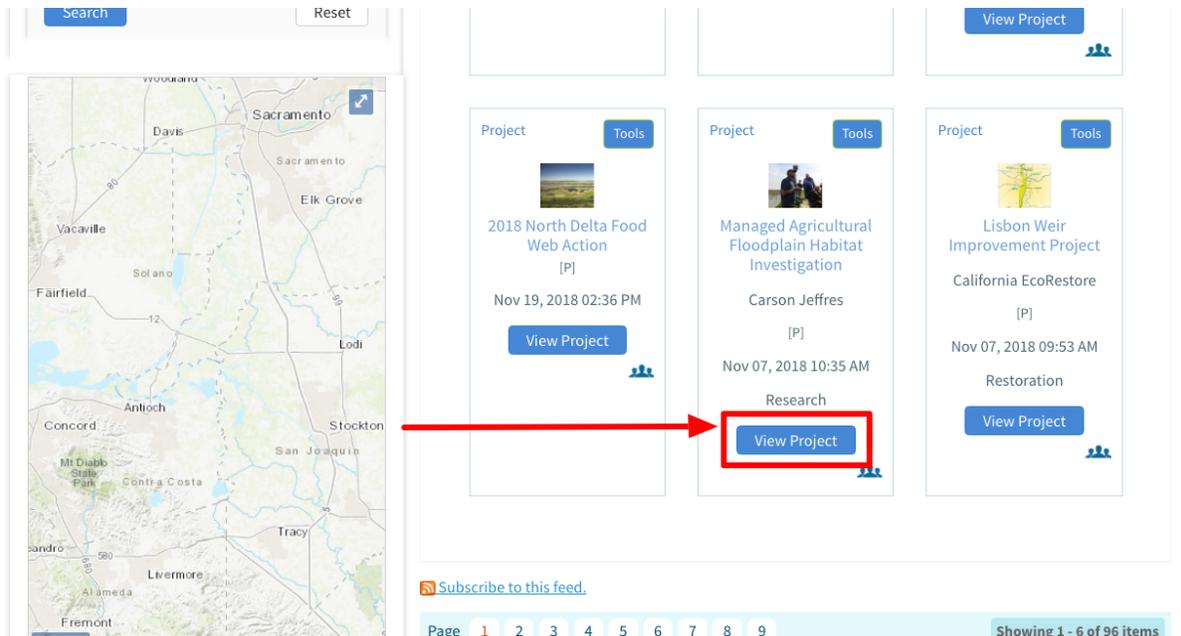
To add these items in your project, go back to the project library by clicking on, “Projects” at the top of the screen.



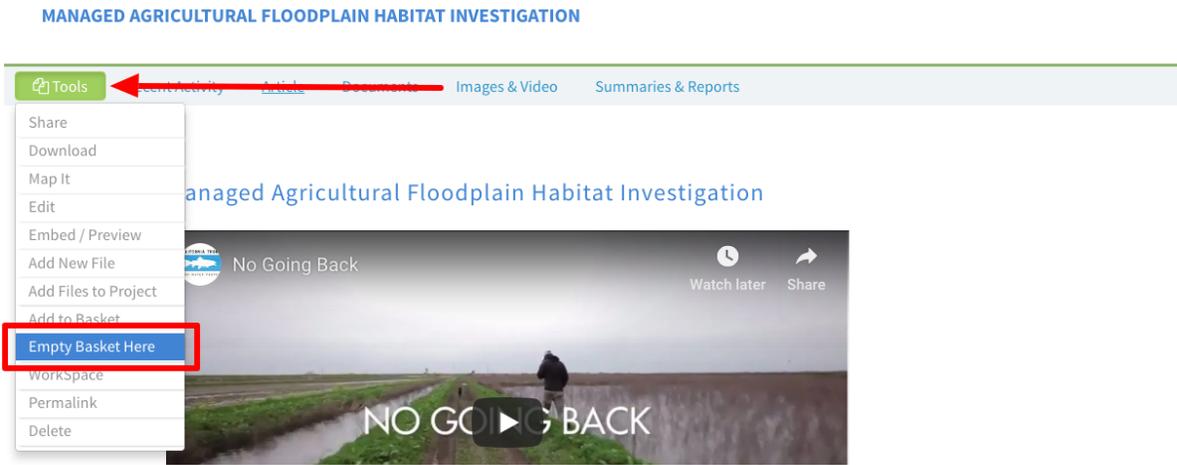
Then click on, “Search & List View” in the sub-navigation.



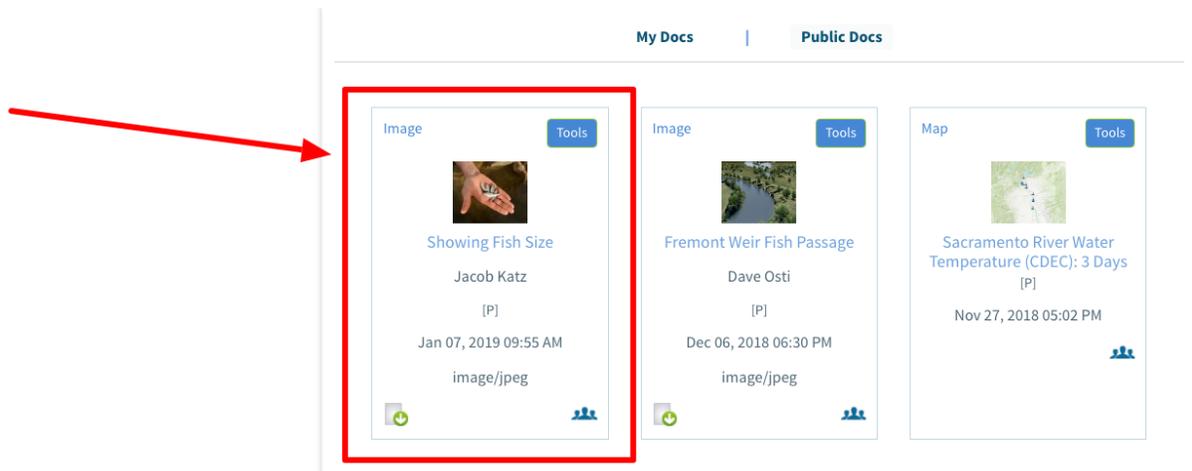
Find the project you are working on and then click the, “View Project” button to open it.



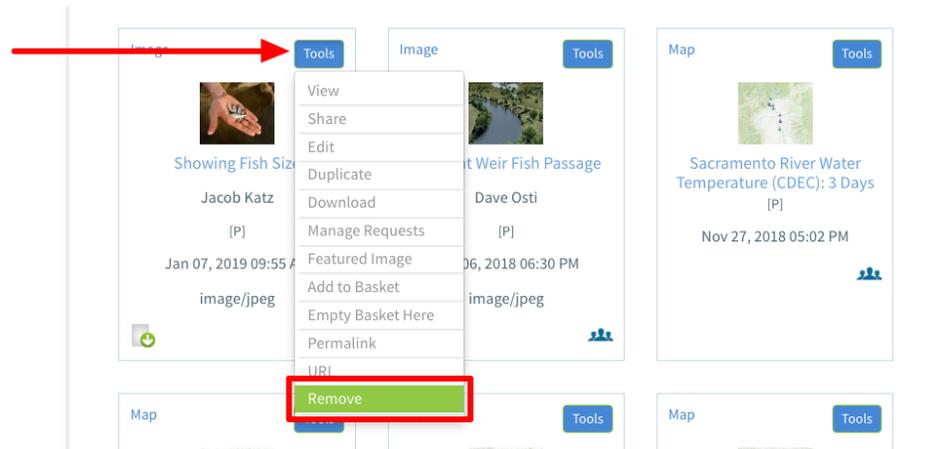
Go to the Tools menu and choose, “Empty Basket Here.”



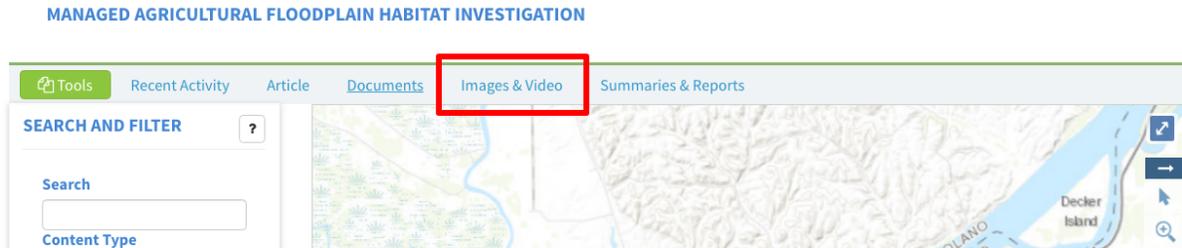
You can see the items now under the “Documents” tab of the project.



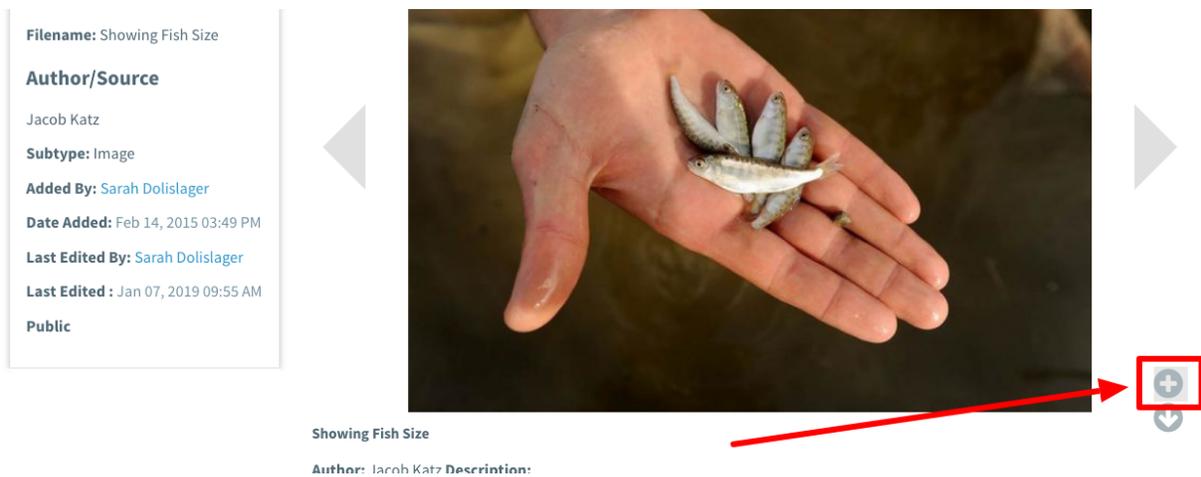
If you wish to delete an item from the project, you can do so through the Tools menu in the right-hand corner of each image or document. Choose, Remove.



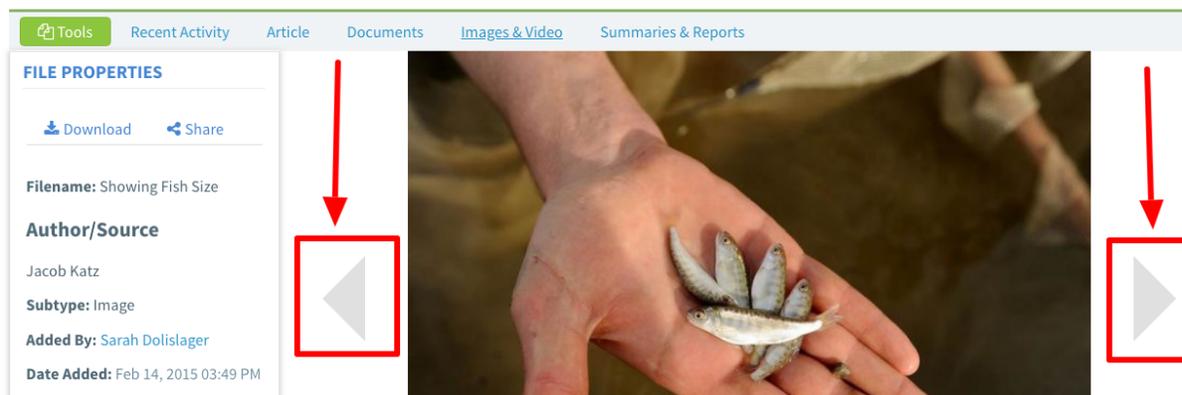
You can also access images by clicking, the “Images & Video” tab.



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



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



This concludes the How to Add Documents and Photos to Projects tutorial.