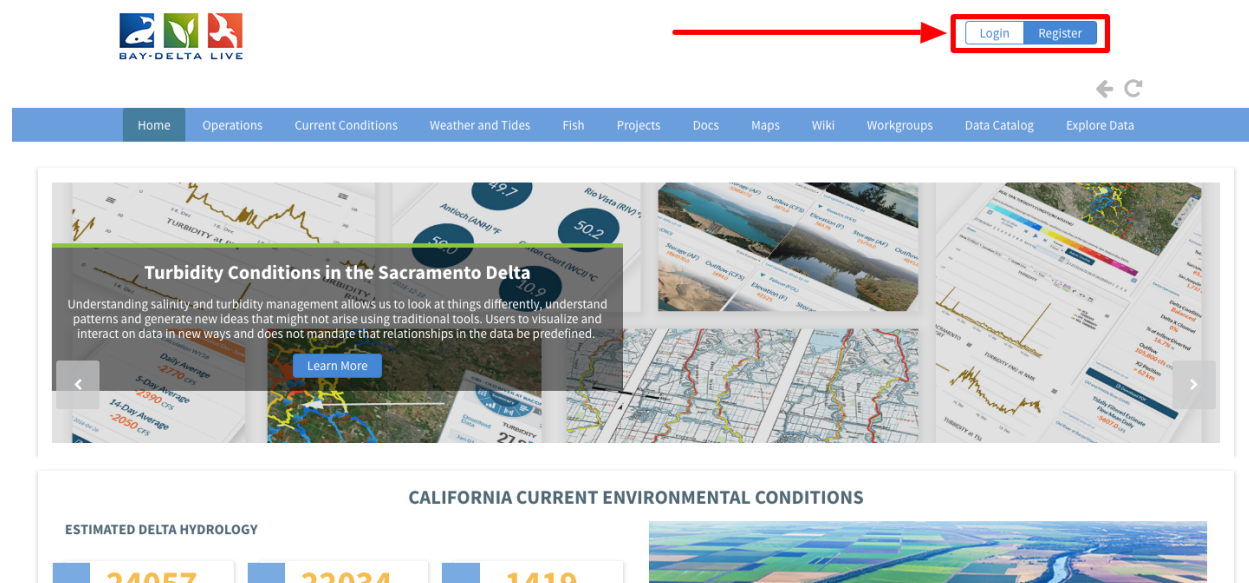


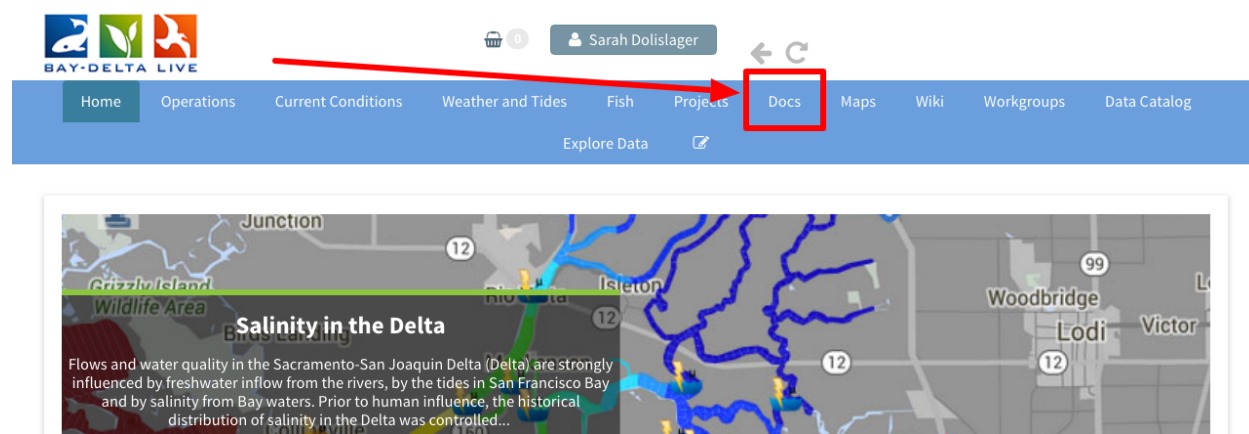


How to Add A Document on Bay-Delta Live

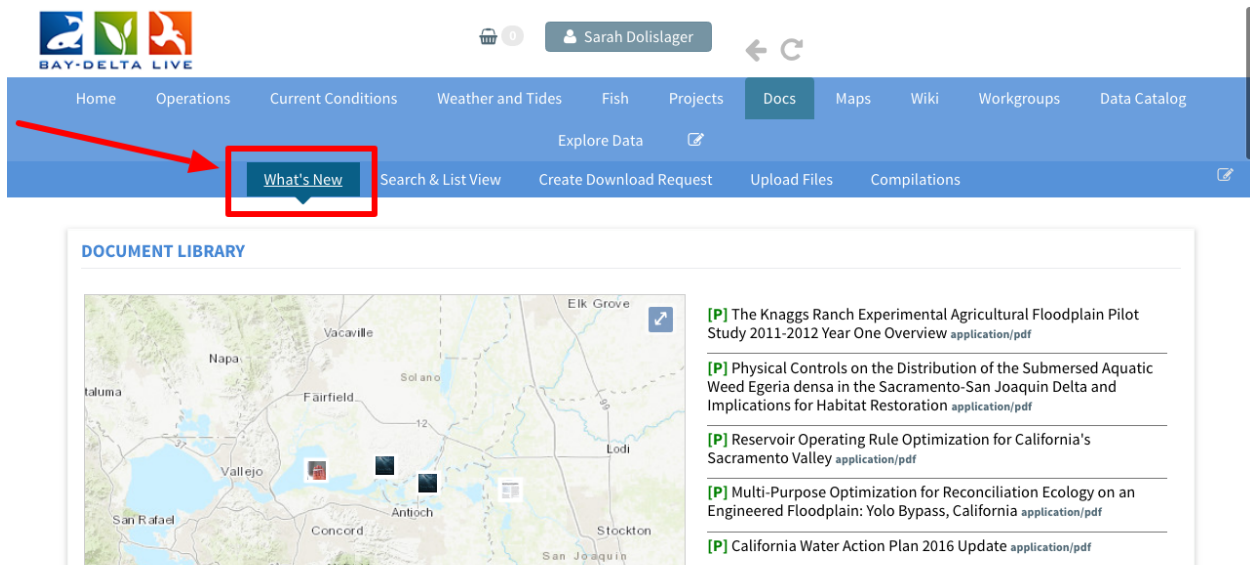
First, be sure you are logged in by using the login button at the top of the screen.



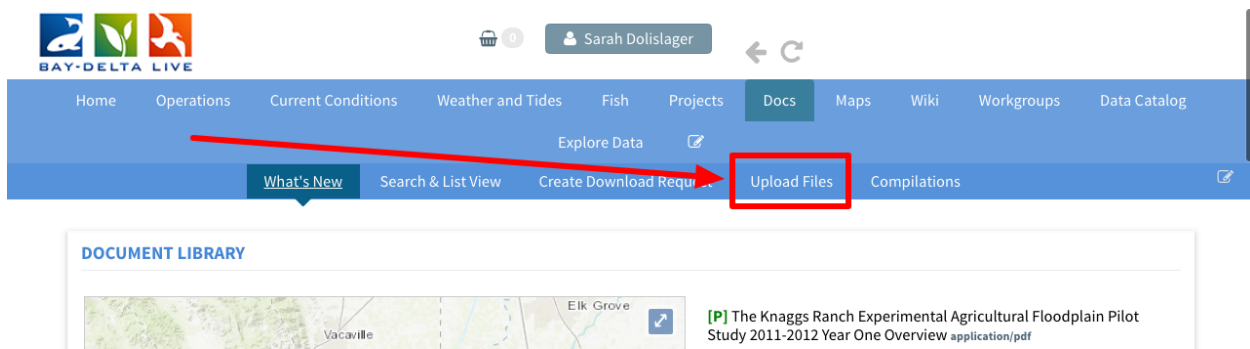
Once you are logged in, click on the “Docs” link in the top bar.



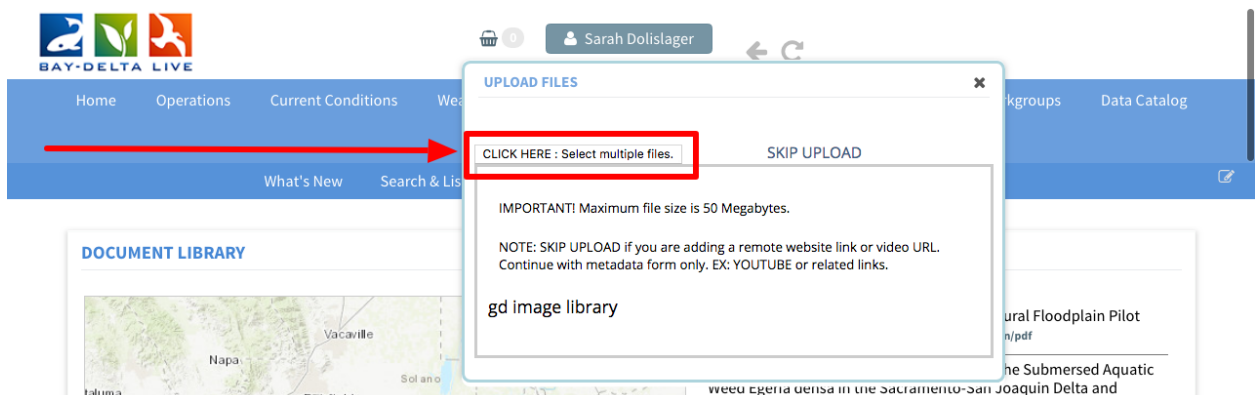
This brings you to the “What’s New” tab of the document library.



Then click on the, “Upload Files” button.

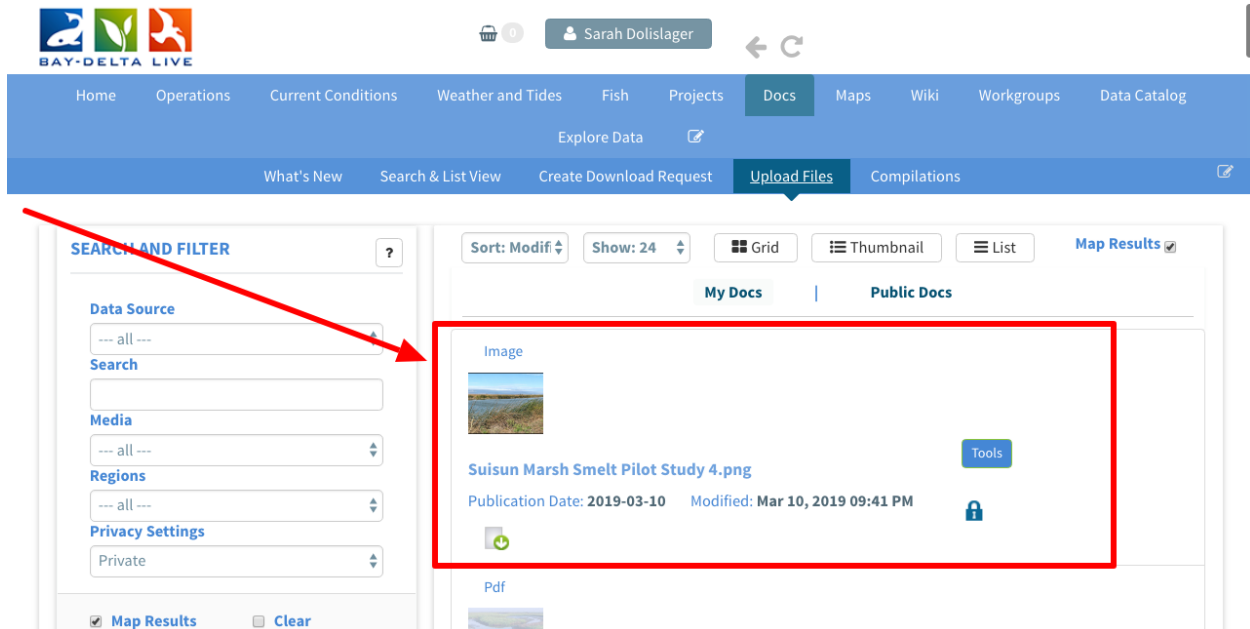


A pop-up will appear. To upload files from your computer, choose, “CLICK HERE: Select Multiple Files.”

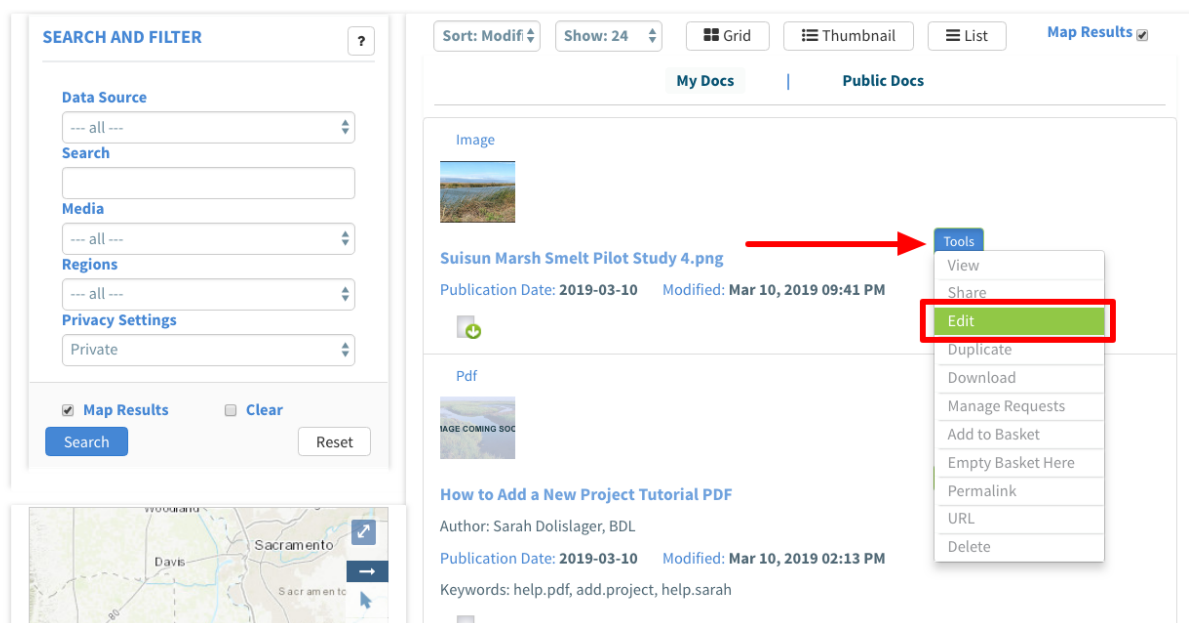


For this example, we will upload an image. Select a file from the computer and it will begin uploading.

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."



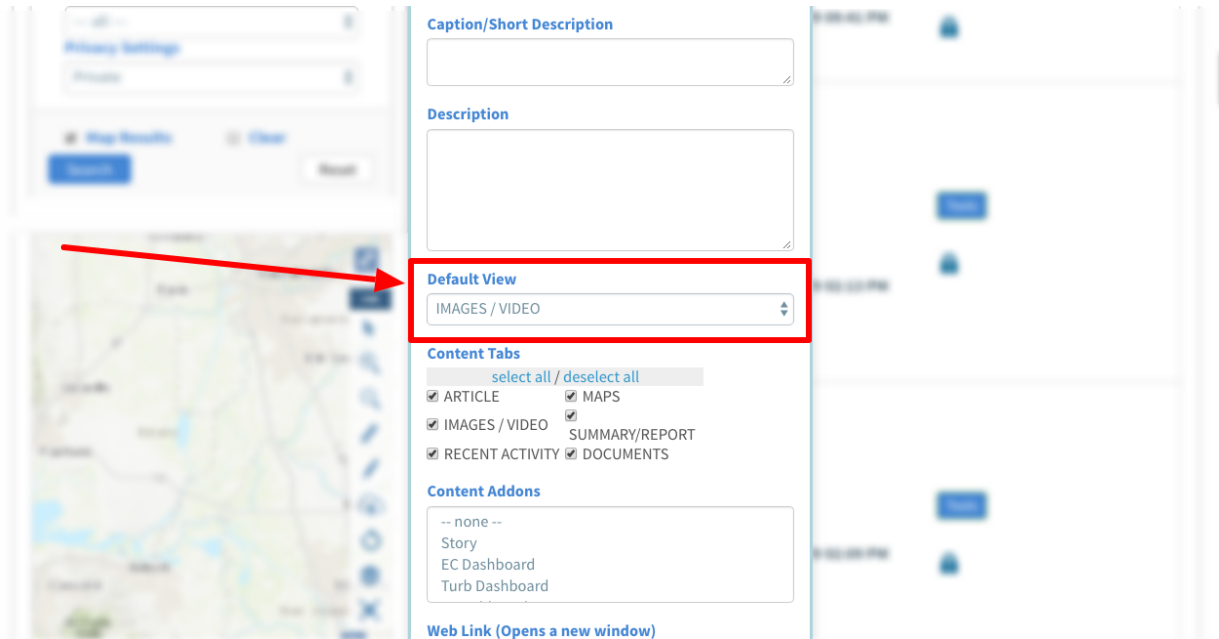
The metadata editor form appears. It's important to enter as much information in this form as possible.

A screenshot of a web application showing a metadata editor form. The form is titled "EDITING SUISUN_MARSH_SMELT_PILOT_STUDY_4.PNG" and has a close button (X). It features a "Save Changes" button and a "Cancel" button. Below these are tabs: "Main", "Map It!", "Publish?", "Organize", and "Video/Embed". The "Main" tab is selected. The form contains several sections: "Title" with a text input field containing "Suisun Marsh Smelt Pilot Study_4.png"; "Caption/Short Description" with a text input field; "Description" with a larger text input field; "Default View" with a dropdown menu set to "RECENT ACTIVITY"; and "Content Tabs" with a "select all / deselect all" button and checkboxes for "ARTICLE" and "MAPS". A red arrow points from the left side of the image to the "Main" tab.

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

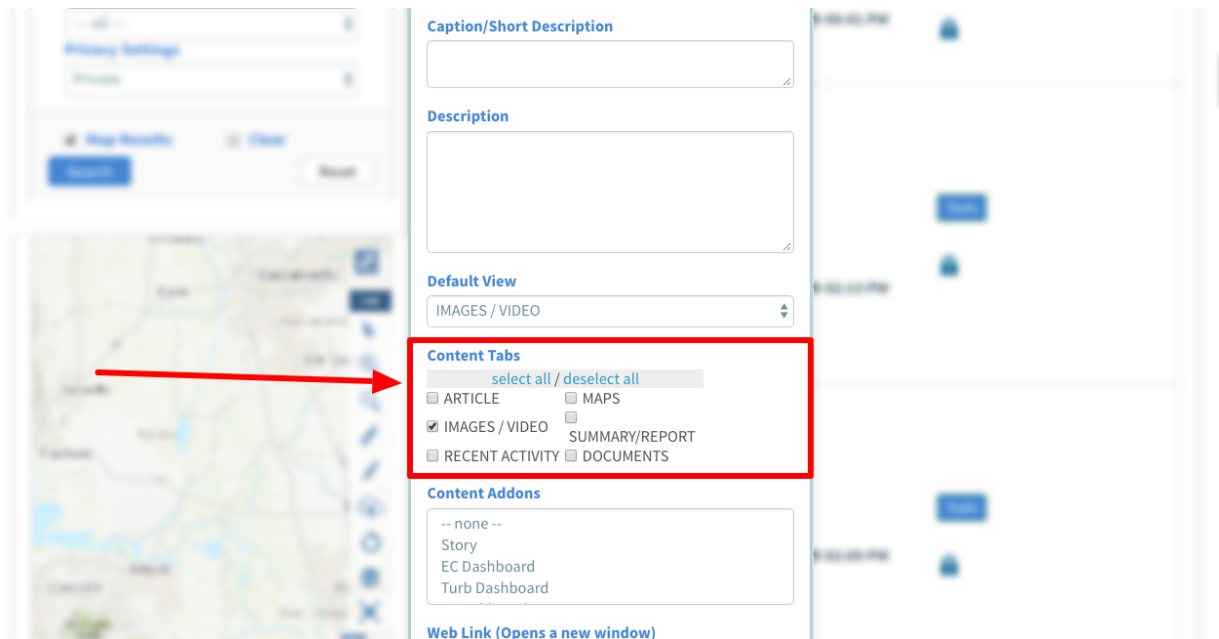
A screenshot of the same metadata editor form, but with the "Title" and "Description" fields highlighted by red boxes. A red arrow points from the left side of the image to the "Title" field, which contains the text "Suisun Marsh". Another red arrow points from the left side of the image to the "Description" field, which is empty. The "Main" tab is still selected.

You can also choose a “default view” from the drop-down menu depending on the type of file you uploaded. For images, choose “Images/Video.”



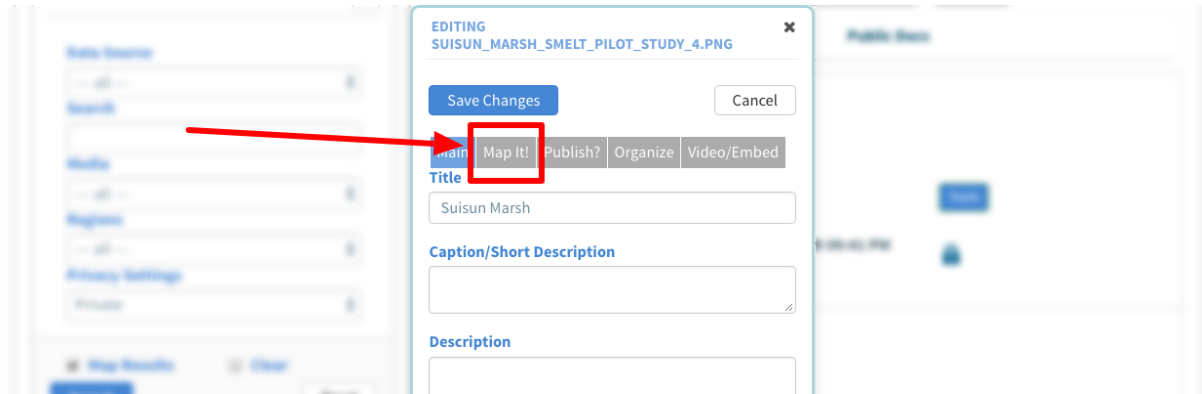
This screenshot shows the BDL interface with a red arrow pointing to the 'Default View' dropdown menu. The dropdown is currently set to 'IMAGES / VIDEO'. The interface includes a map on the left, a 'Caption/Short Description' field, a 'Description' field, and a 'Content Tabs' section with checkboxes for 'ARTICLE', 'IMAGES / VIDEO', 'RECENT ACTIVITY', 'MAPS', 'SUMMARY/REPORT', and 'DOCUMENTS'. The 'Content Addons' section is also visible below the tabs.

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.

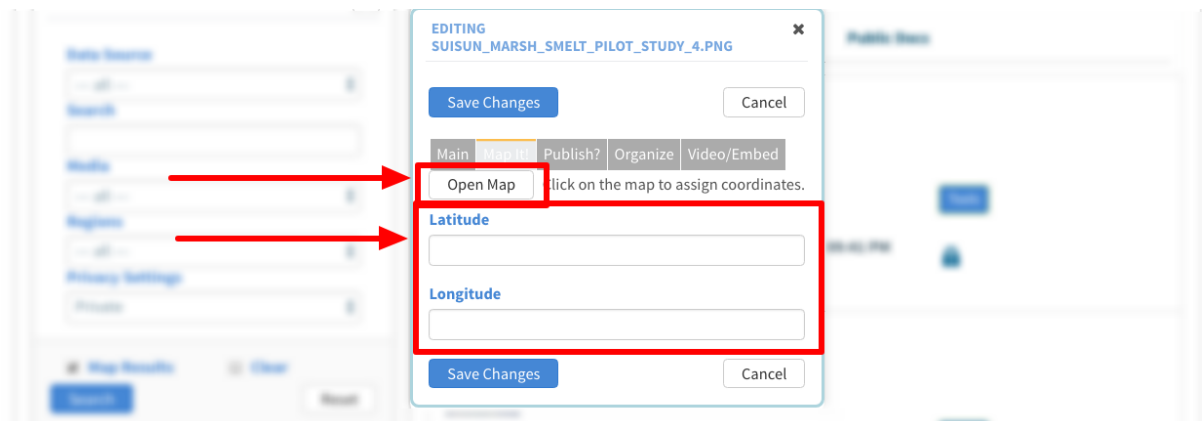


This screenshot shows the BDL interface with a red arrow pointing to the 'Content Tabs' section. The 'IMAGES / VIDEO' checkbox is selected. The interface includes a map on the left, a 'Caption/Short Description' field, a 'Description' field, and a 'Default View' dropdown menu set to 'IMAGES / VIDEO'. The 'Content Addons' section is also visible below the tabs.

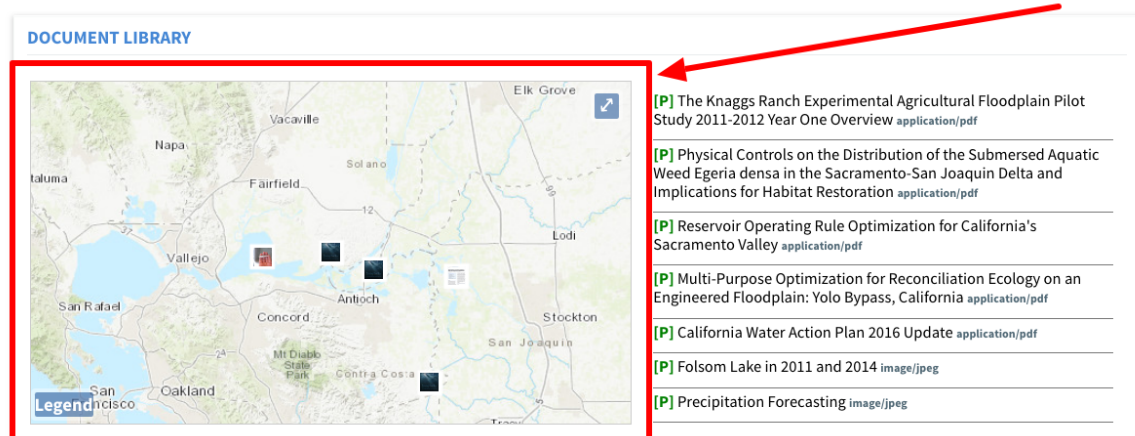
Then click on the “Map It!” tab.



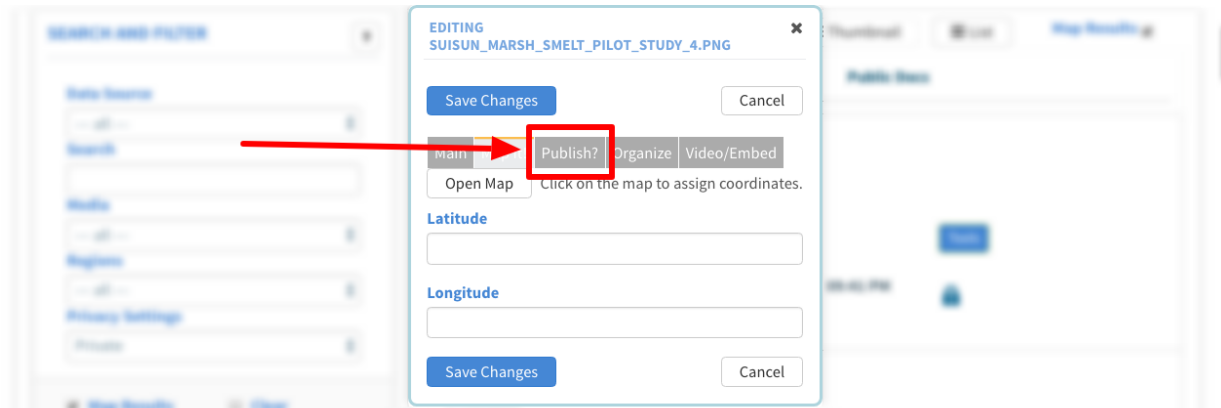
This is where you can geolocate the file. Enter the latitude and longitude coordinates or click on the “Open Map” button to select a specific point on the map.



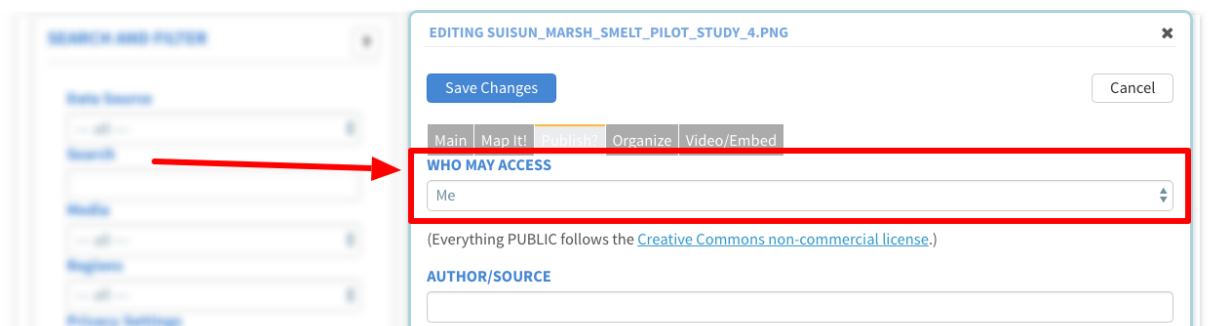
By assigning coordinates to the file, Bay-Delta Live users will be able to view your image by location. This is especially useful for images associated with restoration or research projects, and conservation management. (Show map of docs)



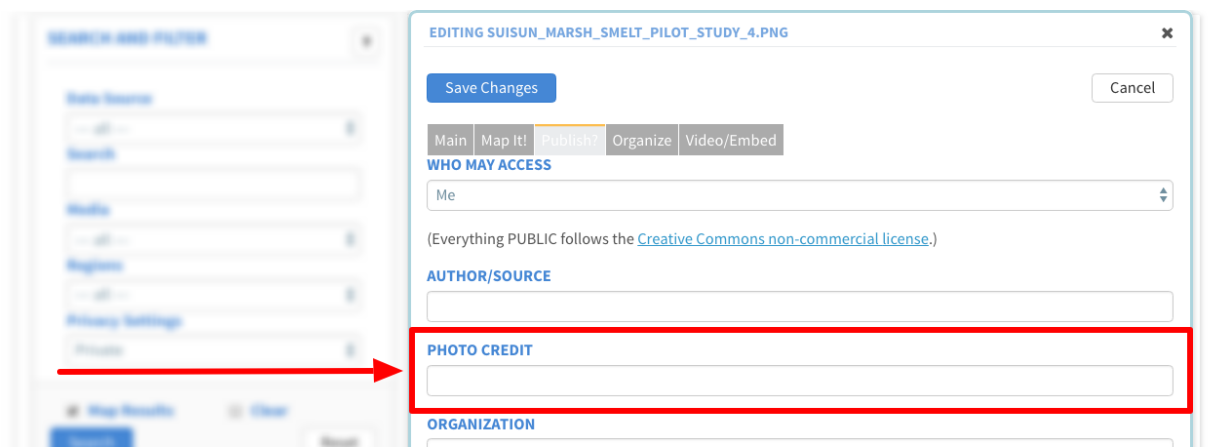
To edit the files' privacy settings, click on the "Publish?" Tab.



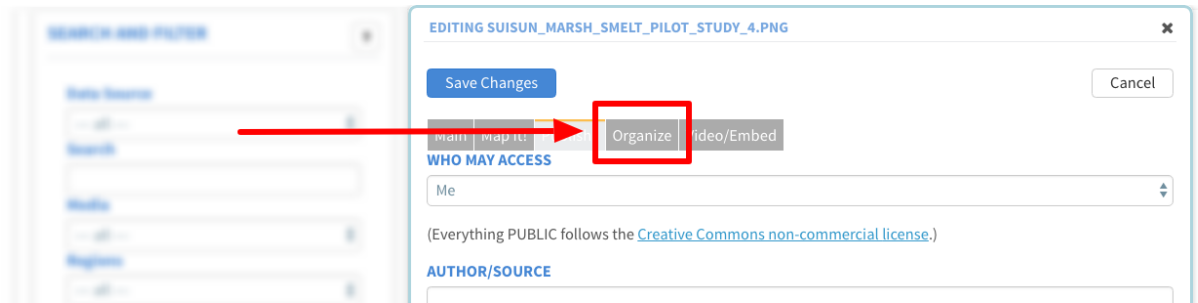
You have two options under the "Who May Access" drop-down menu. "Me" and "Public/Everyone"



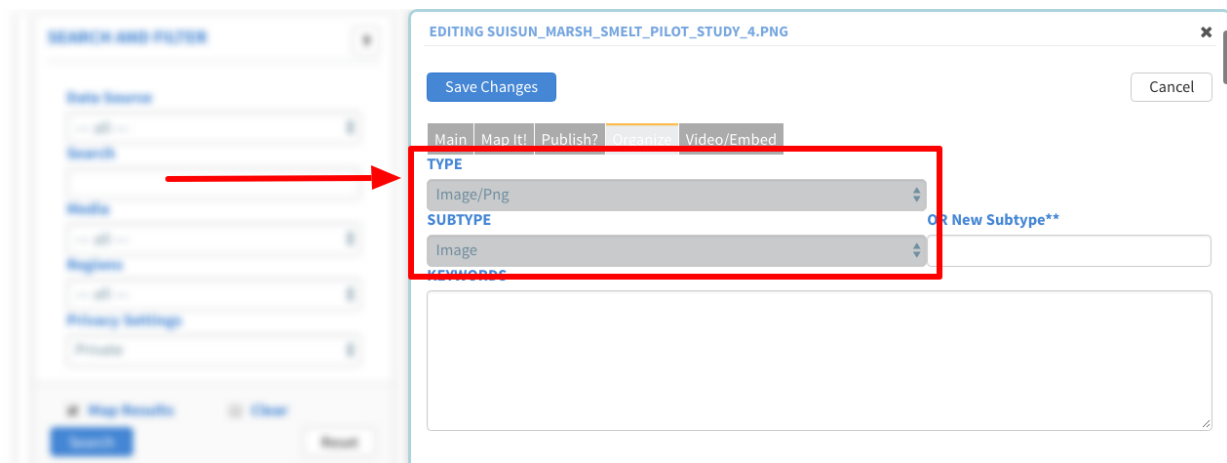
If the file is an image, be sure to enter the photo credit information.



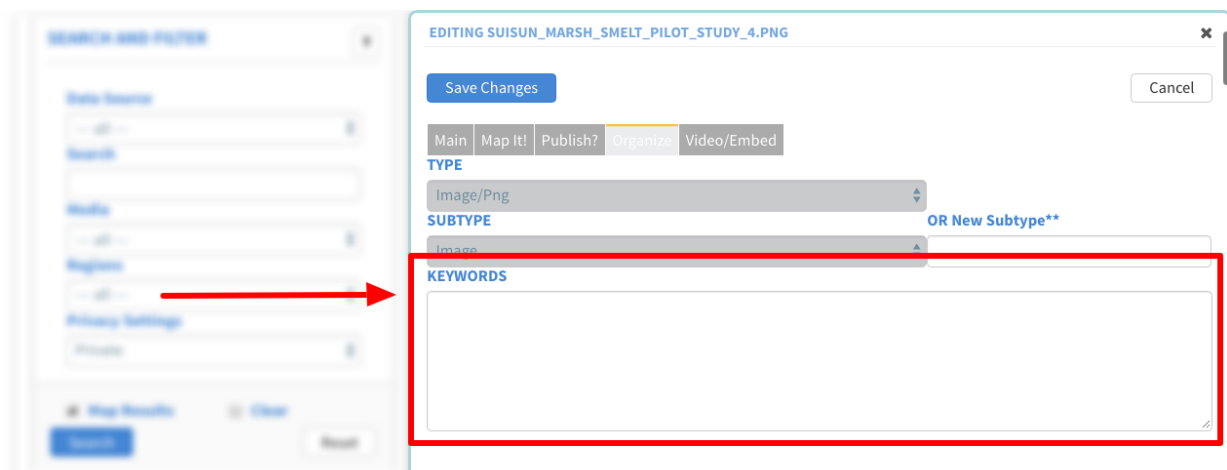
The next important tab is the “Organize” tab.



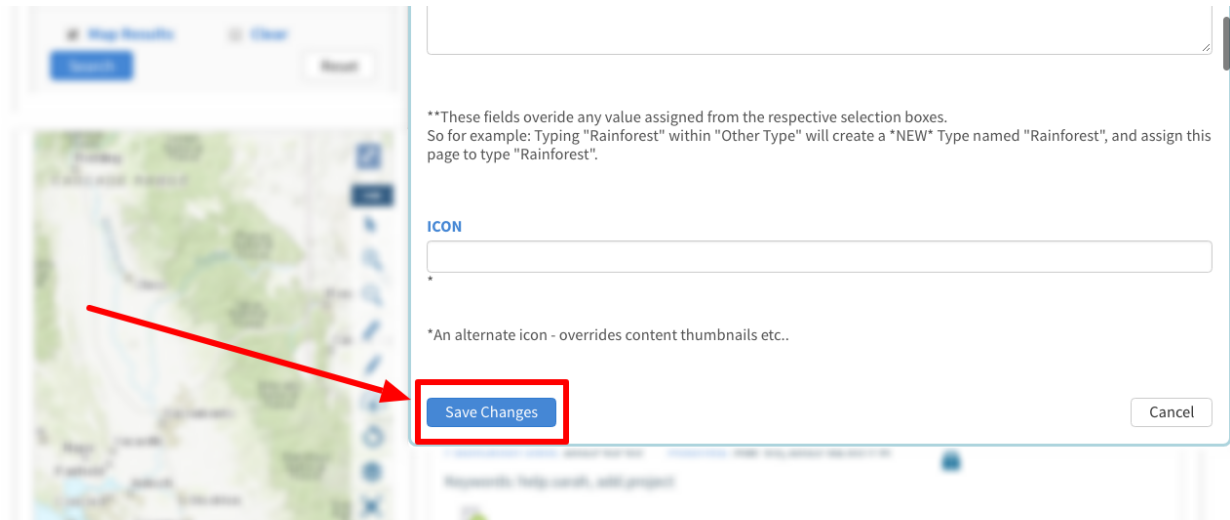
The type and subtype will be automatically selected based on the file you uploaded. If it is not, you can select options from the drop-down menus.



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 inputting the information in the metadata editor form, click, “save changes.”



The screenshot shows a metadata editor interface. On the left is a map view. On the right is a form with the following elements:

- A text input field at the top.
- Instructions: ****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".**
- A section labeled **ICON** with a text input field below it.
- A note: ***An alternate icon - overrides content thumbnails etc..**
- At the bottom right, two buttons: **Save Changes** (highlighted with a red box and a red arrow from the map) 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.”