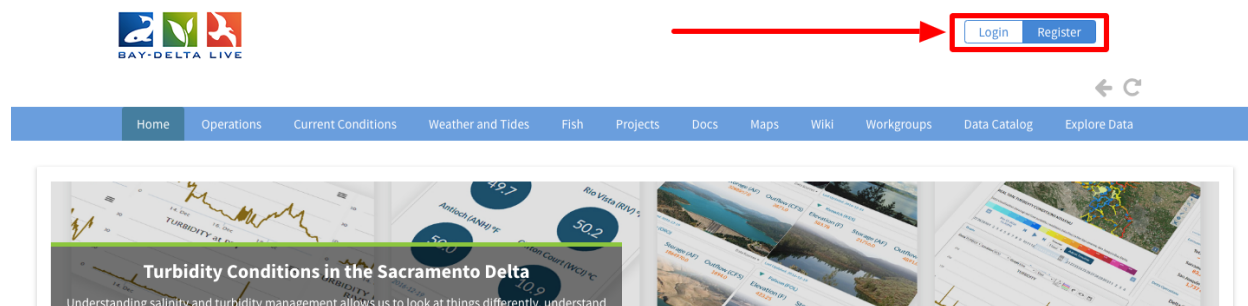


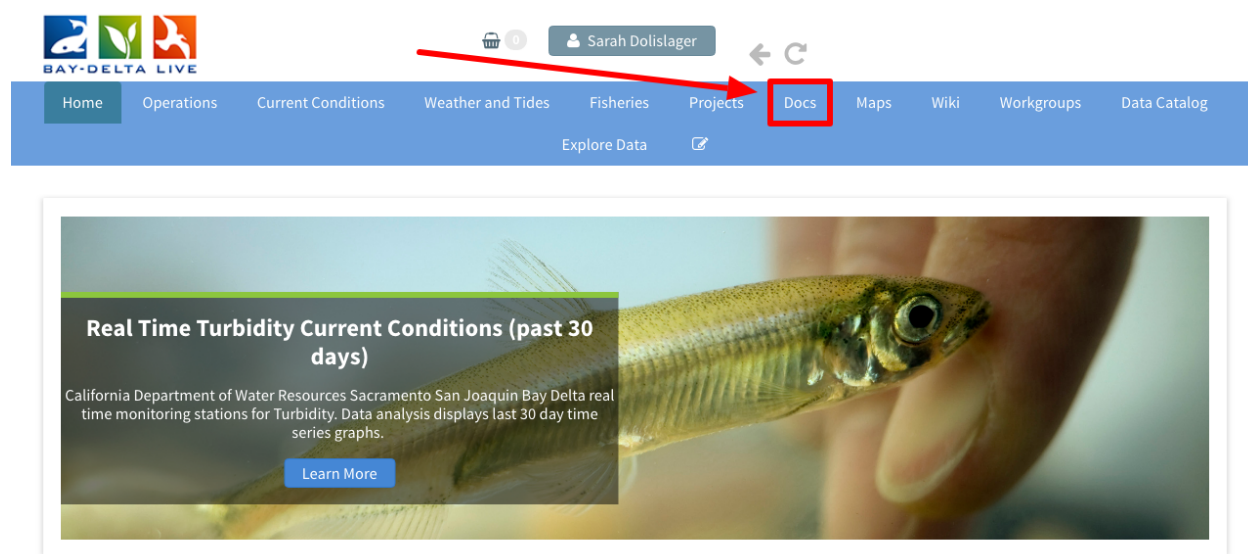
## How to Add a Document or Photo on Bay-Delta Live

Welcome to the How to Add a Document to Bay-Delta Live Tutorial

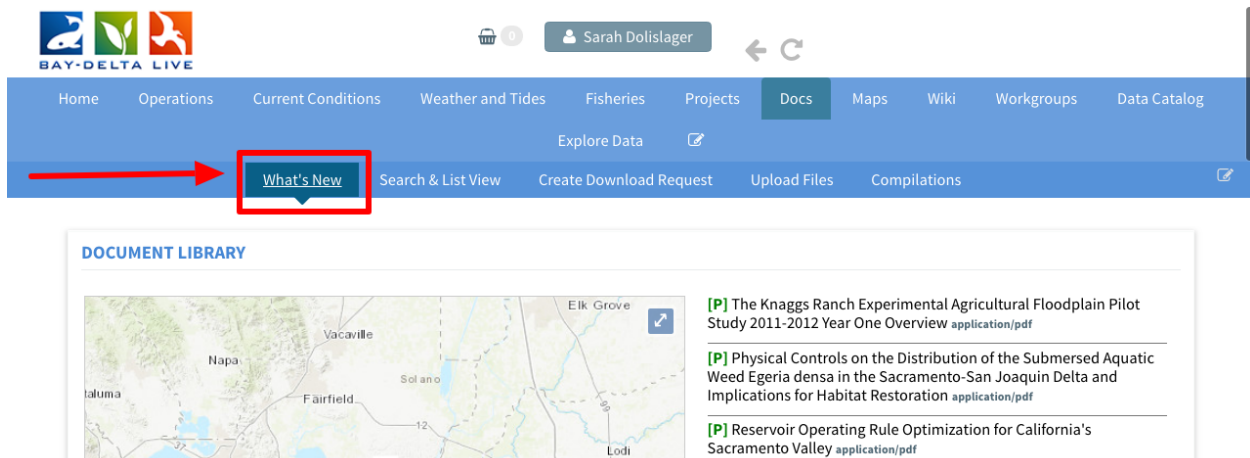
First, be sure you are logged in by using the login button at the top of the screen.



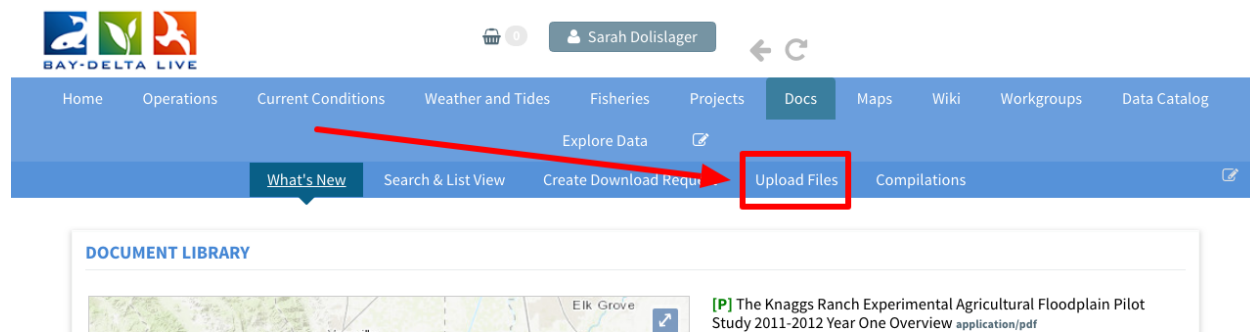
Once you are logged in, click on the “Docs” link in the top bar.



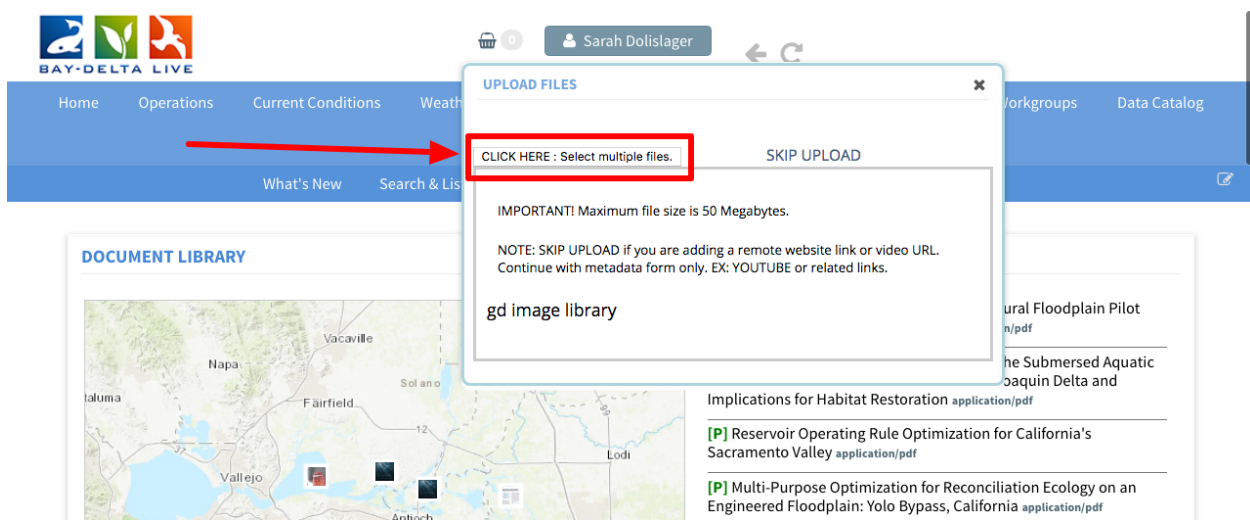
This brings you to the “What’s New” tab of the document library.



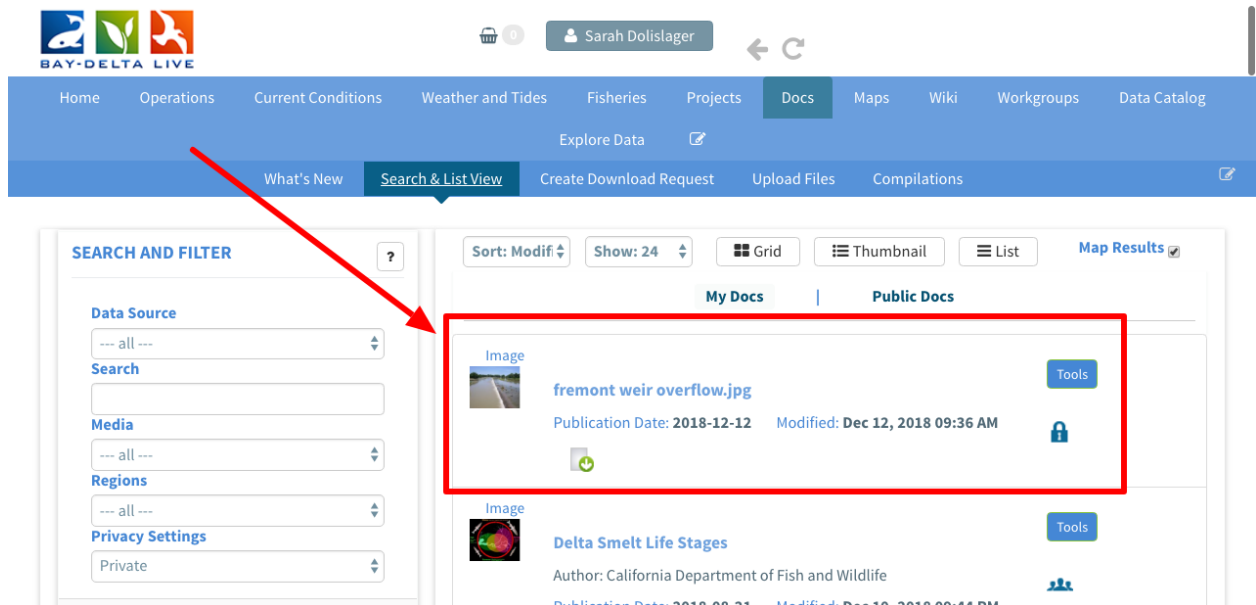
Then click on the, “Upload Files” button.



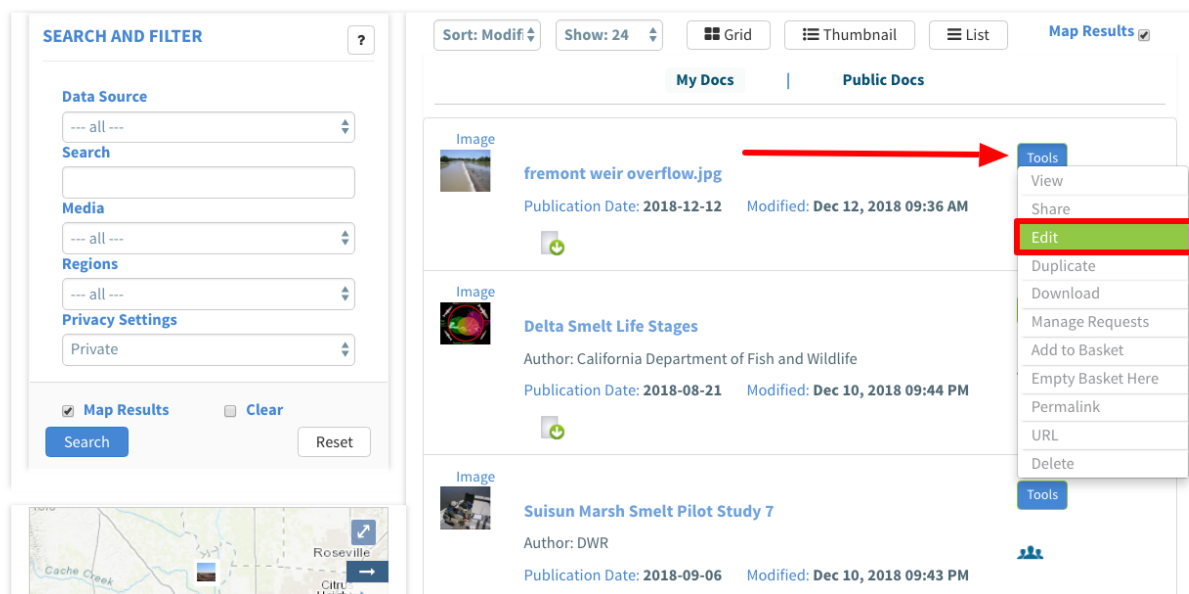
A pop-up will appear. To upload files from your computer, choose, “CLICK HERE: Select Multiple Files.”



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.

The screenshot shows the BAY-DELTA LIVE interface with a metadata editor form open for the file 'FREMONT\_WEIR\_OVERFLOW.JPG'. The form is titled 'EDITING FREMONT\_WEIR\_OVERFLOW.JPG' and has a 'Save Changes' button and a 'Cancel' button. The form is divided into several sections: 'Main' (selected), 'Map It!', 'Publish?', 'Organize', and 'Video/Embed'. The 'Main' section contains a 'Title' field with the value 'fremont\_weir\_overflow.jpg', a 'Caption/Short Description' field, a 'Description' field, a 'Default View' dropdown menu set to 'RECENT ACTIVITY', and a 'Content Tabs' section with a 'select all / deselect all' button. A red arrow points from the 'What's New' link in the top navigation bar to the 'Main' tab of the form.

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

This screenshot shows the same metadata editor form as the previous one, but with the 'Main' tab selected. The 'Title' field now contains the text 'Fremont Weir Overflow'. The 'Description' field is empty. A red arrow points from the 'What's New' link in the top navigation bar to the 'Main' tab. Another red arrow points from the 'Description' field to the 'Description' field in the form.

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 menu is currently set to 'IMAGES / VIDEO'. The interface includes a search bar, media and regions filters, privacy settings, and a 'Map Results' checkbox. The 'Content Tabs' section is also visible, showing options like 'ARTICLE', 'IMAGES / VIDEO', 'RECENT ACTIVITY', 'MAPS', 'SUMMARY/REPORT', and 'DOCUMENTS'.

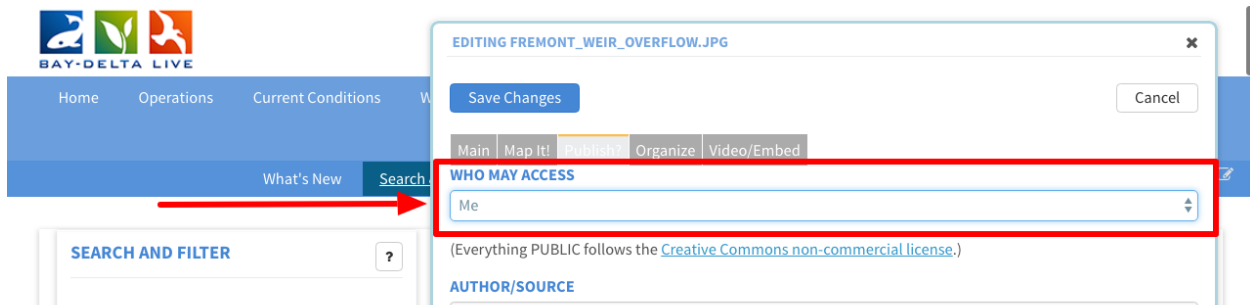
There are options for every asset in BDL to have multiple tabs, but most documents or photos only need one or two options selected from the “Content Tabs” section.

This screenshot shows the BDL interface with a red arrow pointing to the 'Content Tabs' section. The 'Content Tabs' section is highlighted with a red box, showing options like 'ARTICLE', 'IMAGES / VIDEO', 'RECENT ACTIVITY', 'MAPS', 'SUMMARY/REPORT', and 'DOCUMENTS'. The 'Default View' dropdown menu is also visible, set to 'IMAGES / VIDEO'. The interface includes a search bar, media and regions filters, privacy settings, and a 'Map Results' checkbox. A map is visible in the bottom left corner.

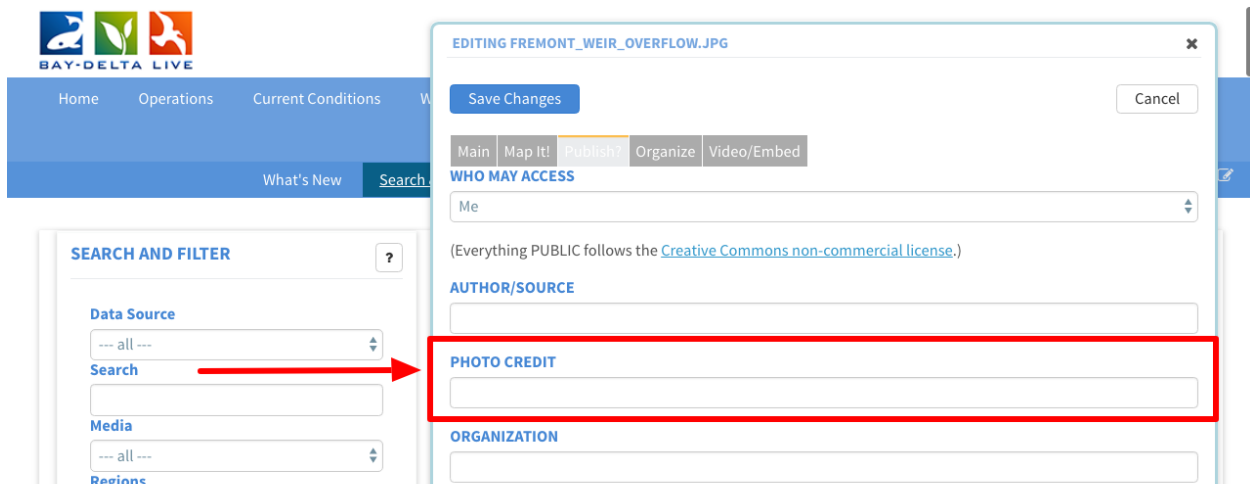
To edit the files’ privacy settings, click on the “Publish?” Tab.

This screenshot shows the BDL interface with a red arrow pointing to the 'Publish?' tab in the 'EDITING FREMONT\_WEIR\_OVERFLOW.JPG' window. The 'Publish?' tab is highlighted with a red box. The interface includes a search bar, media and regions filters, privacy settings, and a 'Map Results' checkbox. The 'Content Tabs' section is also visible, showing options like 'ARTICLE', 'IMAGES / VIDEO', 'RECENT ACTIVITY', 'MAPS', 'SUMMARY/REPORT', and 'DOCUMENTS'.

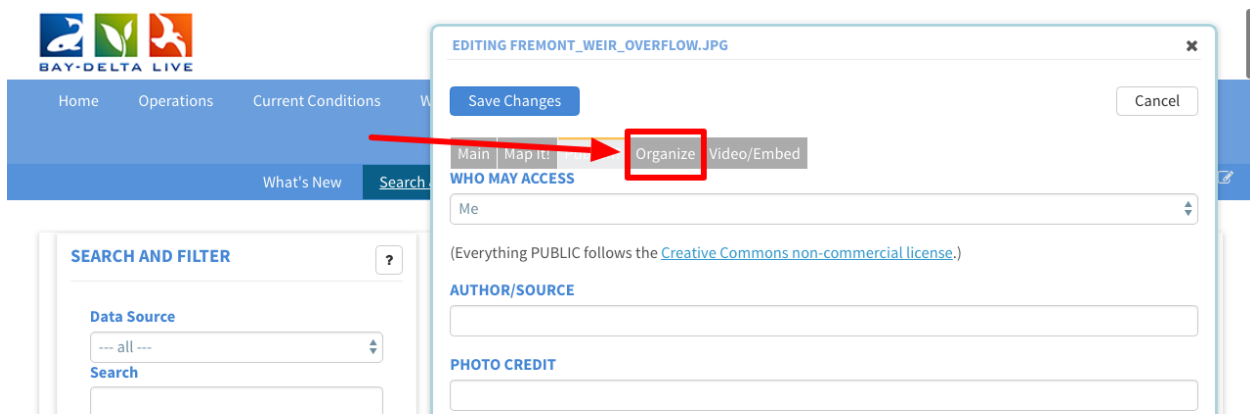
You have two options under the “Who May Access” drop-down menu. “Me” and “Public/Everyone”



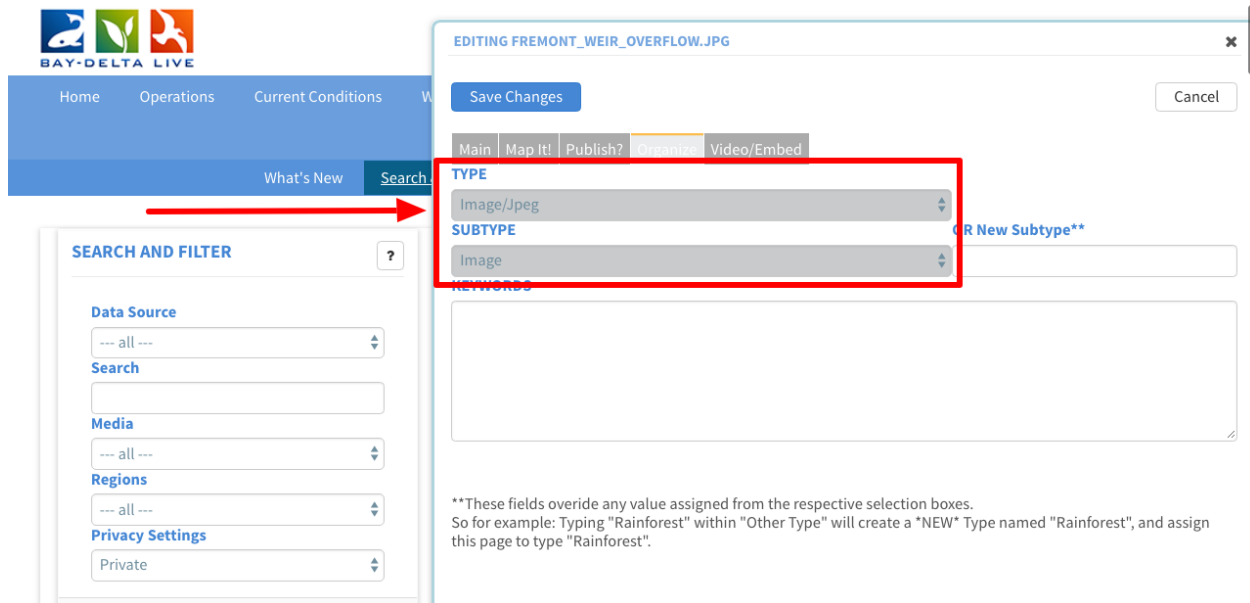
If the file is an image, be sure to enter the photo credit information.



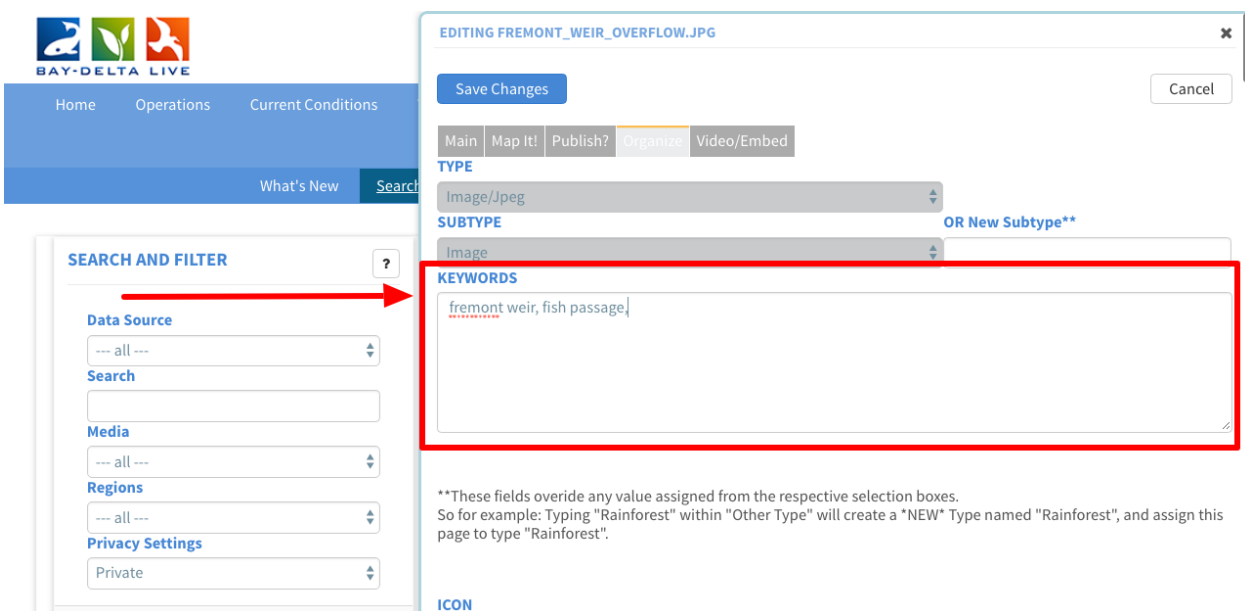
The next important tab is the “Organize” tab.



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.”

**BAY-DELTA LIVE**

Home Operations Current Conditions

What's New Search

**SEARCH AND FILTER**

**Data Source**

--- all ---

**Search**

**Media**

--- all ---

**Regions**

--- all ---

**Privacy Settings**

Private

☒ Map Results ☐ Clear

Search Reset

**EDITING FREMONT\_WEIR\_OVERFLOW.JPG**

Save Changes Cancel

Main Map It! Publish? **Organize** Video/Embed

**TYPE**

Image/Jpeg

**SUBTYPE** OR New Subtype\*\*

Image

**KEYWORDS**

fremont weir, fish passage,

\*\*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".

**ICON**

\*An alternate icon - overrides content thumbnails etc..

Save Changes 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.”

**BAY-DELTA LIVE**

Home Operations Current Conditions Weather and Tides Fisheries Projects **Docs** Maps Wiki Workgroups Data Catalog

Explore Data

**FREMONT WEIR OVERFLOW**

**Tools**

**FILE PROPERTIES**

Download Share

Filename: Fremont Weir Overflow

This concludes the How to Add a Document to Bay-Delta Live tutorial.