

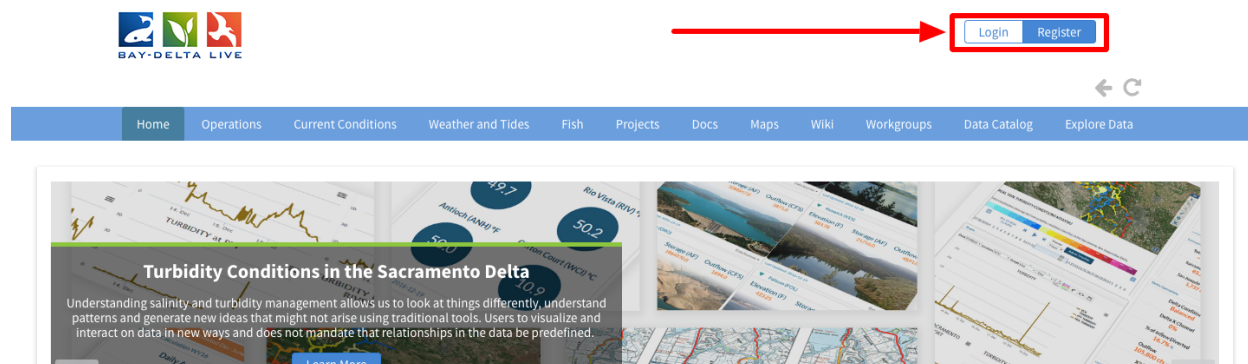
How to Add a New Project Tutorial

Welcome to the “Add a New Project” video tutorial.

In this tutorial, you will learn how to:

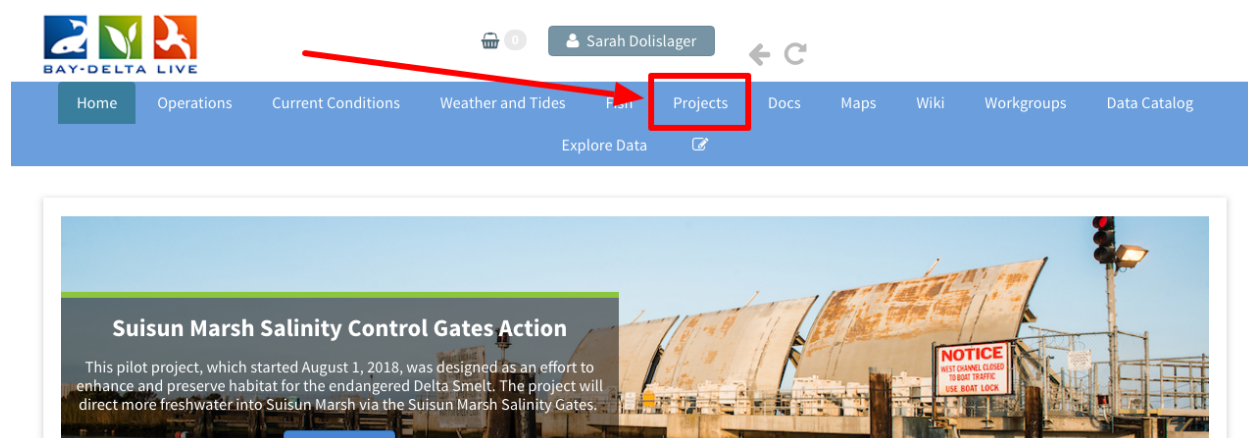
- Add a project on Bay-Delta Live
- Fill out the project’s metadata in the Editor form

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

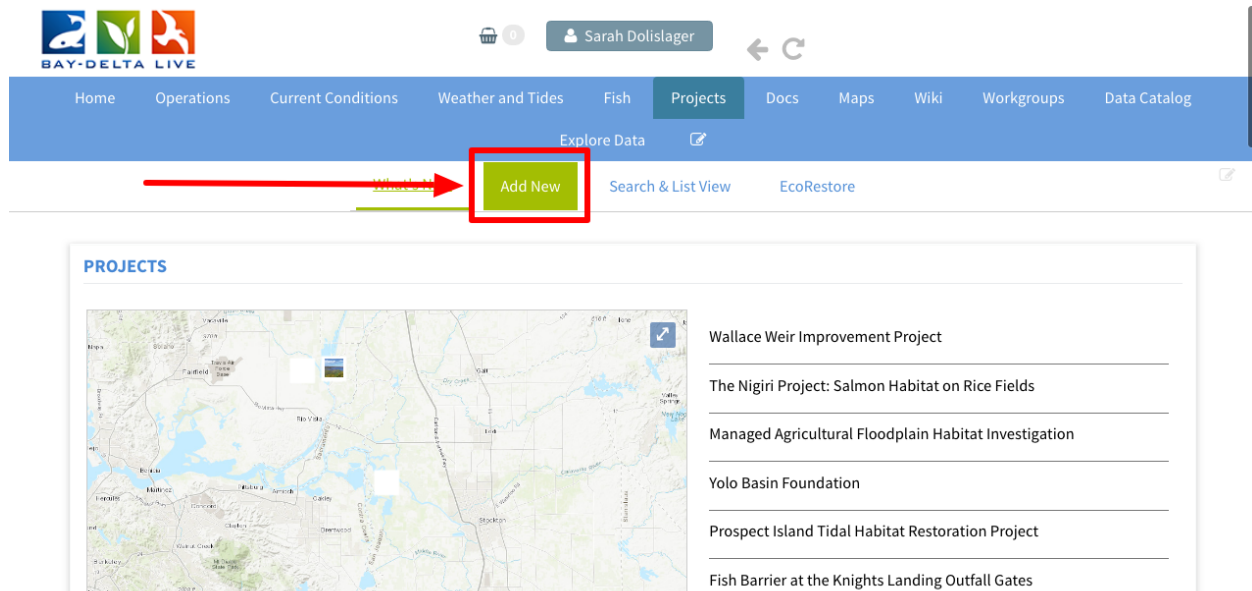


Let’s go through the simple steps of adding a new project.

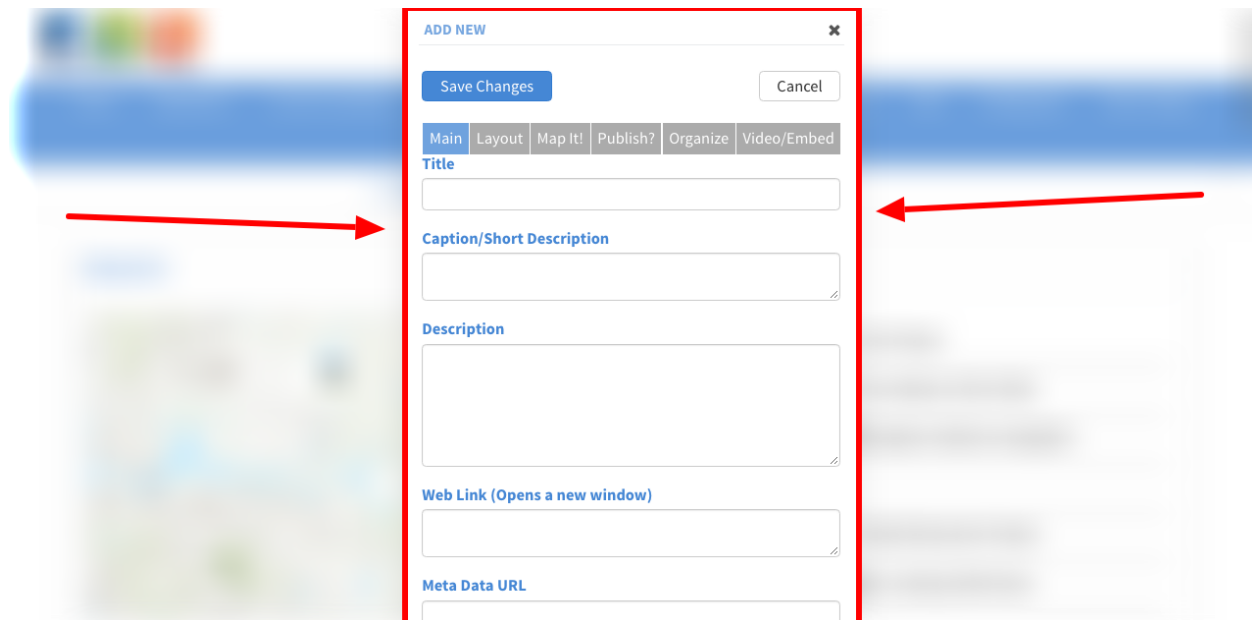
Once you are logged in, go to the project library by clicking on the “Projects” link in the top bar.



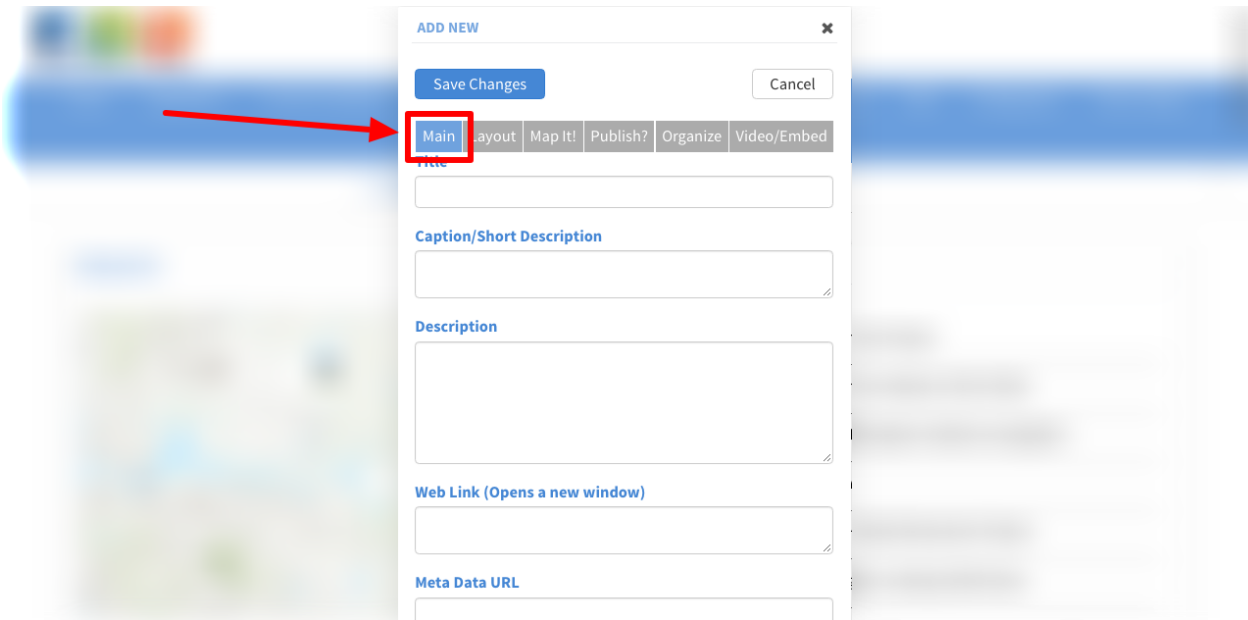
This brings you to the “What’s New” tab of the project library.
To add a new project, click on “Add New” in the sub-navigation.



The metadata editor form will pop up. It’s important to fill this form out with as much information as possible.

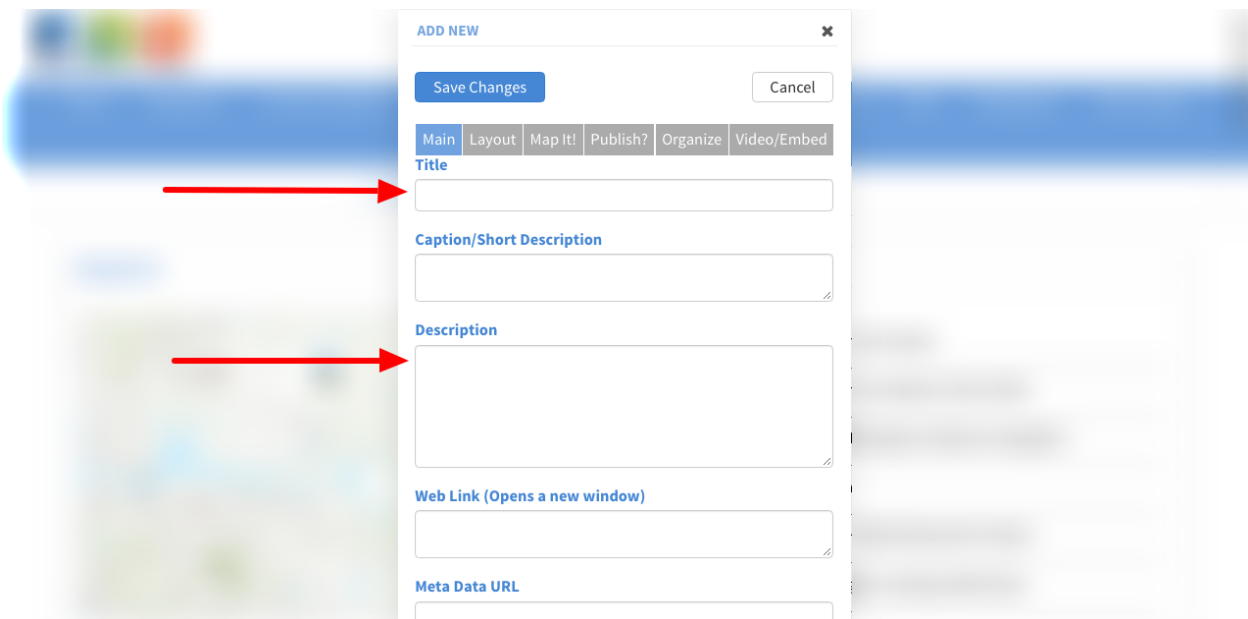


Let's go through the tabs and sections of the Editor Form.
The first tab is the "Main Tab."



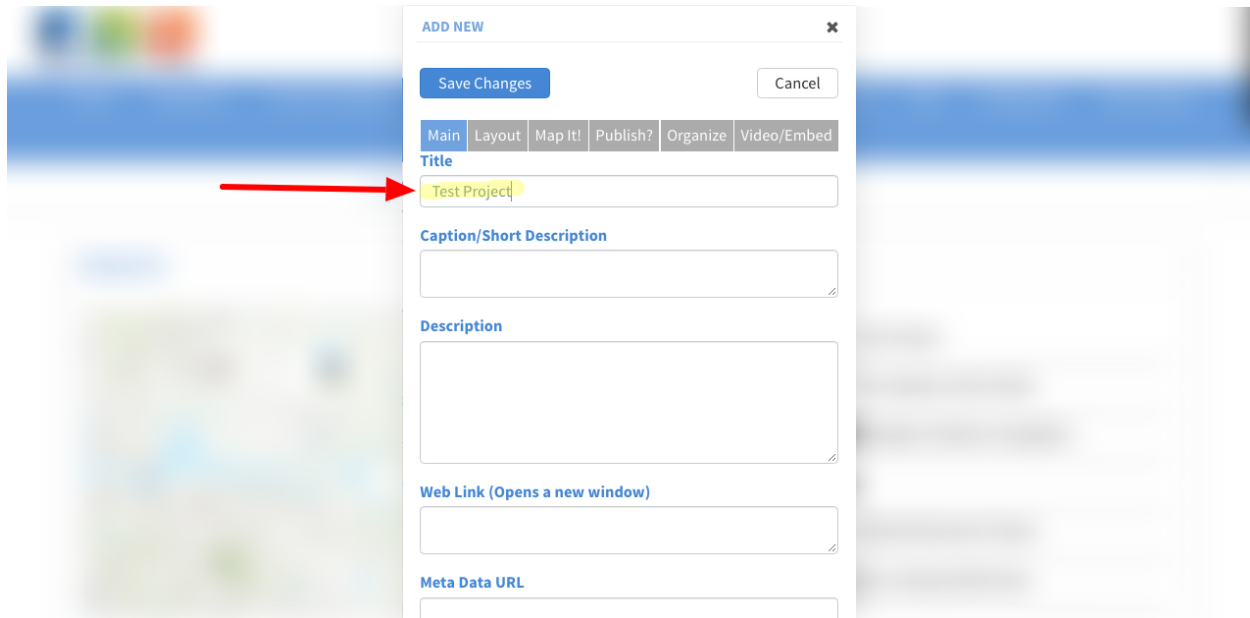
A screenshot of a web application interface showing a modal window titled "ADD NEW" with a close button (X) in the top right corner. At the top of the modal are two buttons: "Save Changes" (blue) and "Cancel" (white). Below these are six tabs: "Main", "Layout", "Map It!", "Publish?", "Organize", and "Video/Embed". The "Main" tab is selected and highlighted with a red rectangular box. A red arrow points from the left towards this box. The form contains several input fields: a "Title" field, a "Caption/Short Description" field, a larger "Description" field, a "Web Link (Opens a new window)" field, and a "Meta Data URL" field. The background of the application is blurred.

This is where you will enter a Title and Description.



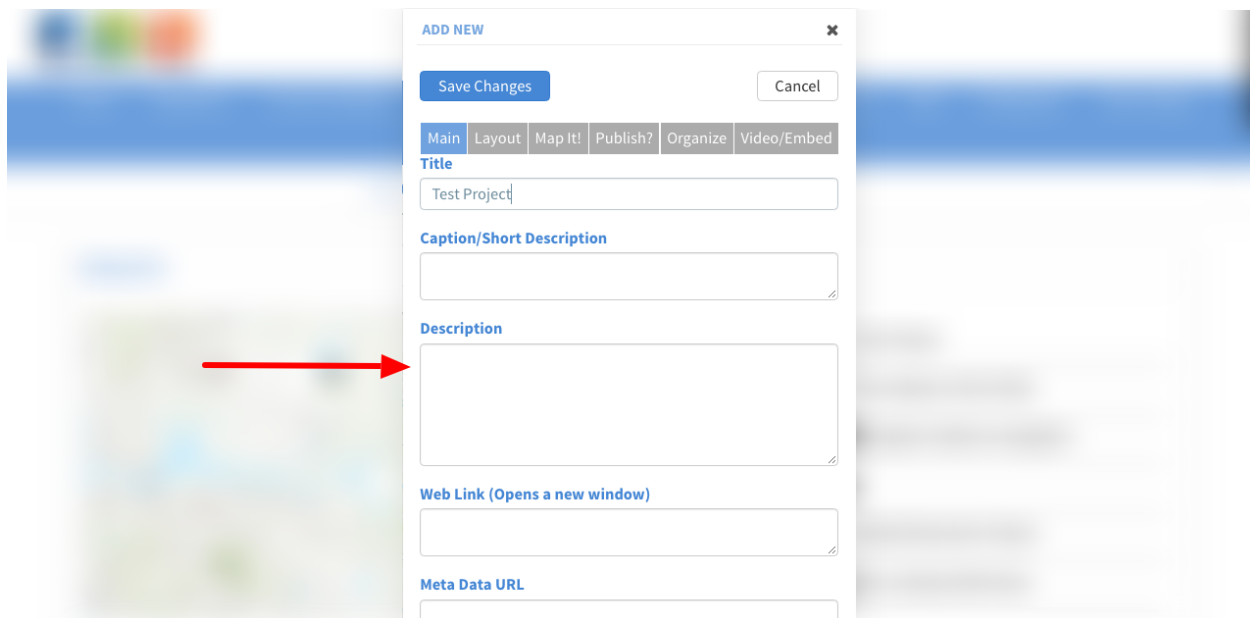
A second screenshot of the same "ADD NEW" modal window. In this view, the "Main" tab is no longer highlighted. Two red arrows are present: one points to the "Title" input field, and the other points to the "Description" input field. The rest of the form elements, including the "Save Changes" and "Cancel" buttons and the other tabs, remain the same as in the previous image. The background is also blurred.

For this example I'll title this one, "Test Project."



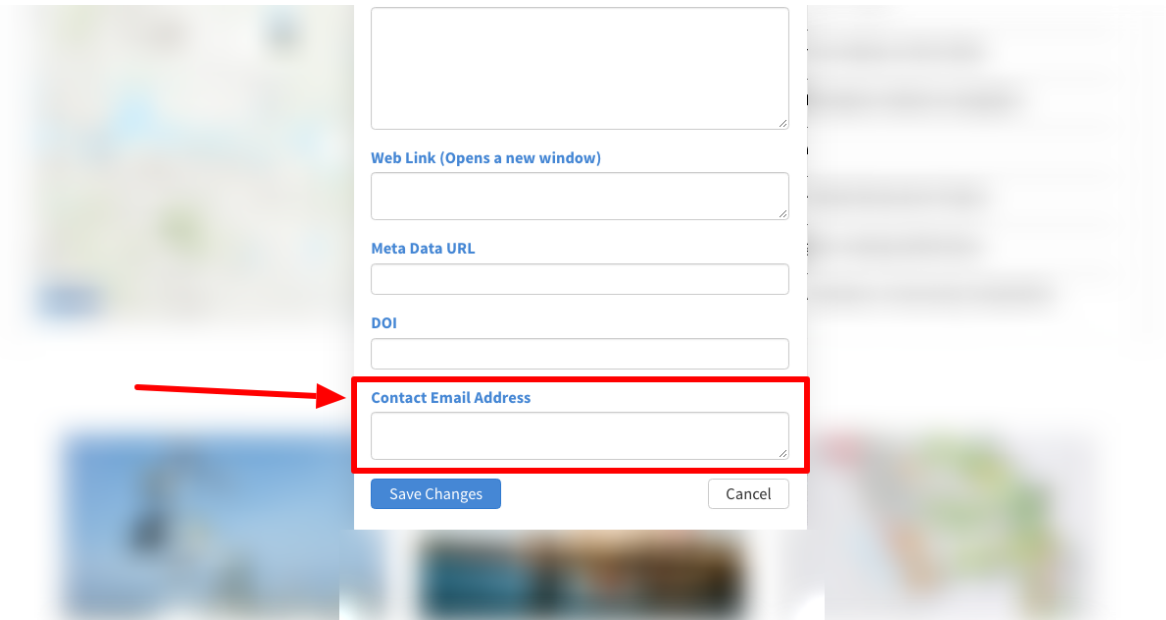
A screenshot of a web application's 'ADD NEW' form. The form has a title bar with 'ADD NEW' and a close button. Below the title bar are two buttons: 'Save Changes' and 'Cancel'. There are six tabs: 'Main', 'Layout', 'Map It!', 'Publish?', 'Organize', and 'Video/Embed'. The 'Main' tab is selected. The form contains several input fields: 'Title' (containing 'Test Project'), 'Caption/Short Description', 'Description', 'Web Link (Opens a new window)', and 'Meta Data URL'. A red arrow points to the 'Title' field.

Your project will be easier to find using the search tool if you fill out the description. Every word here will act as a keyword when search.



A screenshot of the same 'ADD NEW' form. The 'Title' field now contains 'Test Project'. The 'Description' field is highlighted with a red arrow. The other fields remain empty.

You can then enter any project contacts in the designated slot.



A screenshot of a web form with several input fields. A red arrow points to the 'Contact Email Address' field, which is highlighted with a red rectangular border. The fields are arranged vertically: an empty text box, 'Web Link (Opens a new window)', 'Meta Data URL', 'DOI', and 'Contact Email Address'. At the bottom are 'Save Changes' and 'Cancel' buttons.

Web Link (Opens a new window)

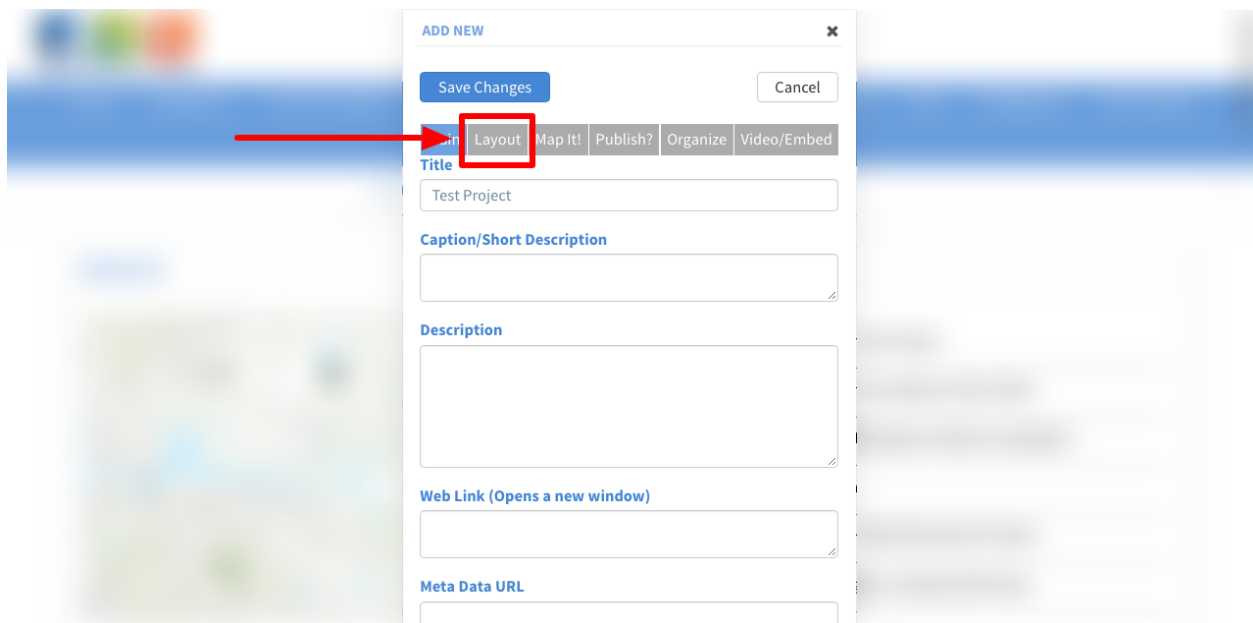
Meta Data URL

DOI

Contact Email Address

Save Changes Cancel

The next tab is the “Layout” tab.



A screenshot of the 'ADD NEW' form. A red arrow points to the 'Layout' tab, which is highlighted with a red rectangular border. The tabs are 'Add', 'Layout', 'Map It!', 'Publish?', 'Organize', and 'Video/Embed'. Below the tabs are fields for 'Title', 'Caption/Short Description', 'Description', 'Web Link (Opens a new window)', and 'Meta Data URL'. At the top are 'Save Changes' and 'Cancel' buttons.

ADD NEW

Save Changes Cancel

Add Layout Map It! Publish? Organize Video/Embed

Title

Test Project

Caption/Short Description

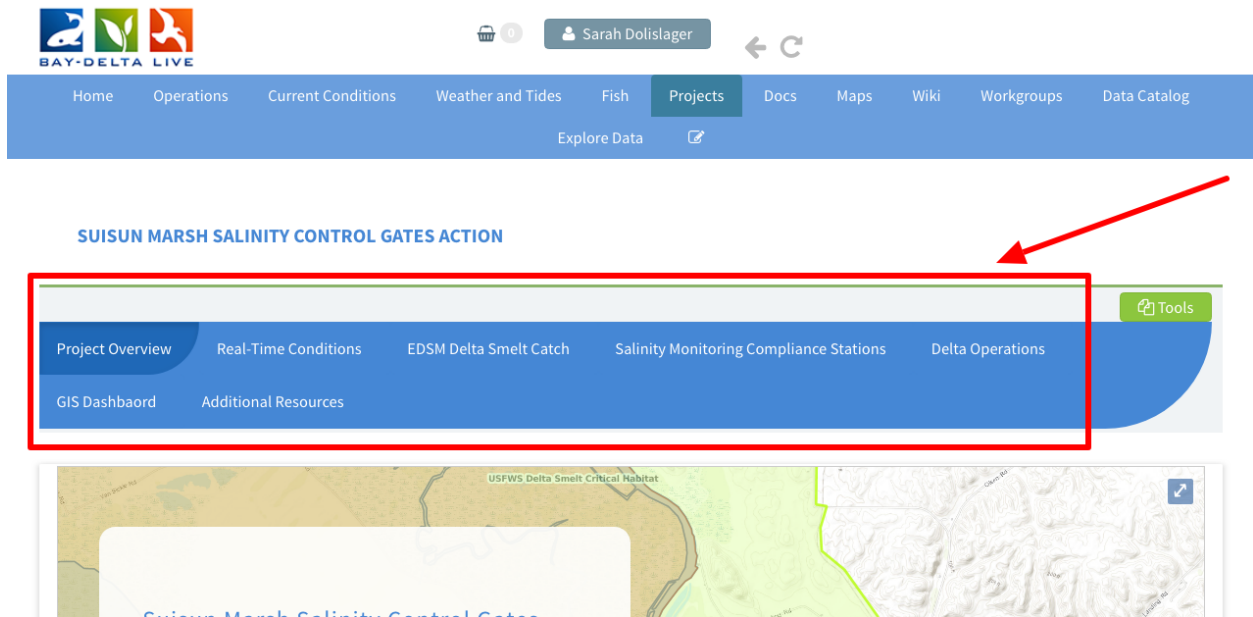
Description

Web Link (Opens a new window)

Meta Data URL

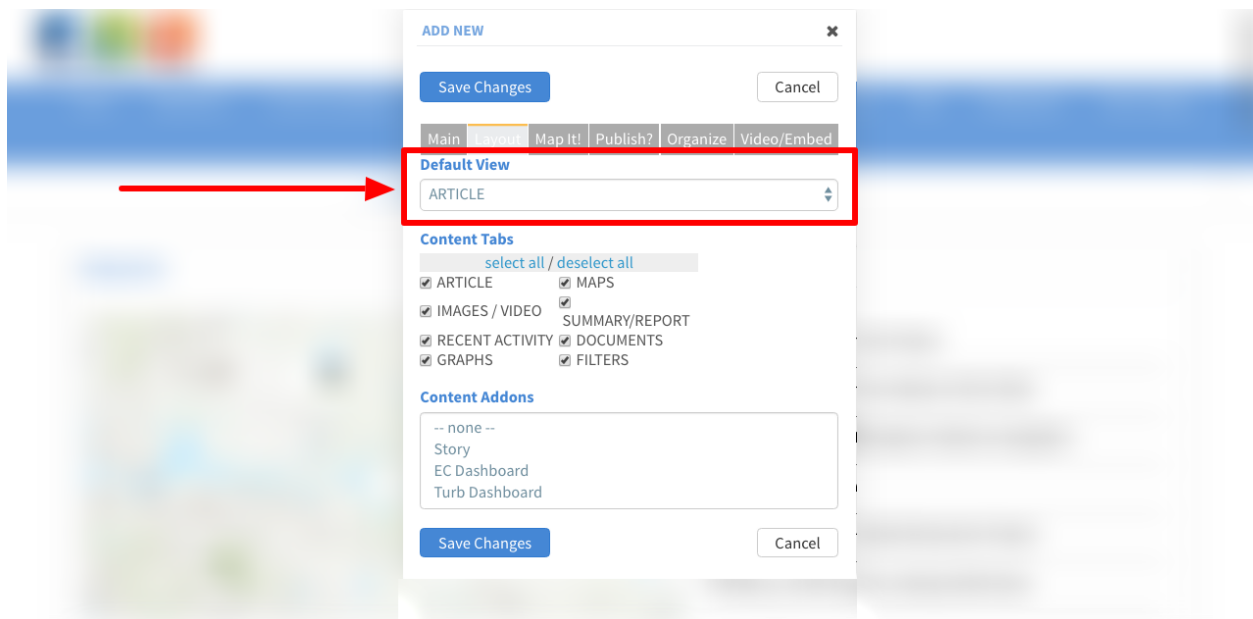
This is where you can choose layout options for the project. There are optional tabs for each project page. For example, you can create an article page and include maps, documents, data, or images.

Example:

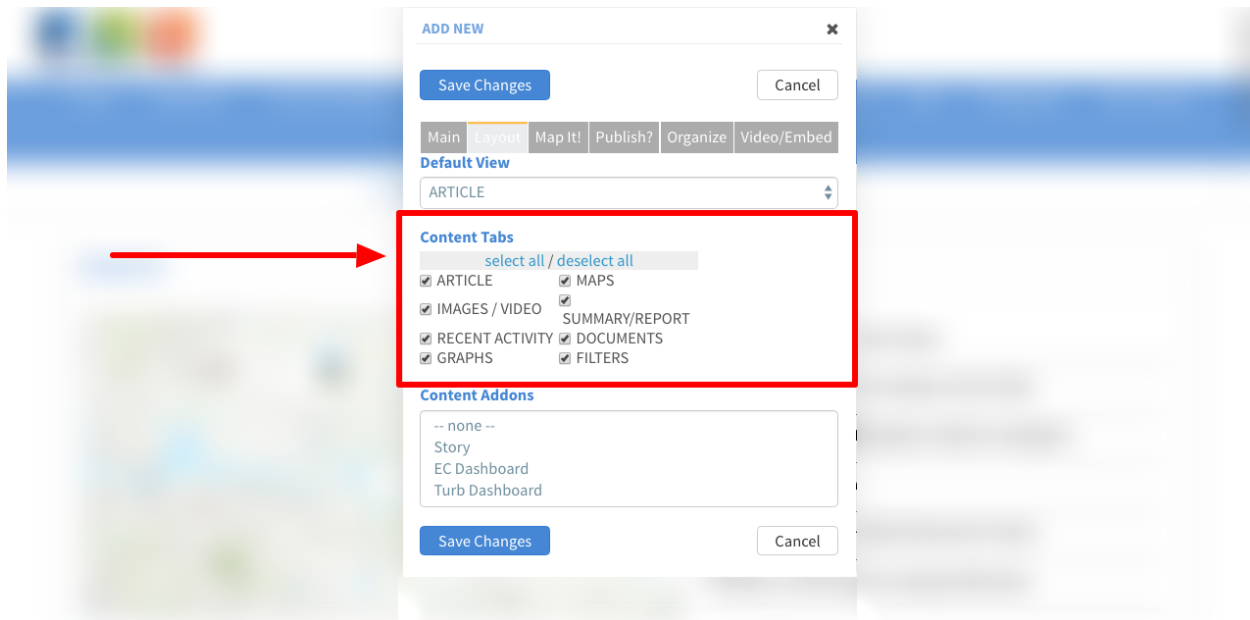


The “Default View” drop-down menu determines the page people will first see when they open up the project.

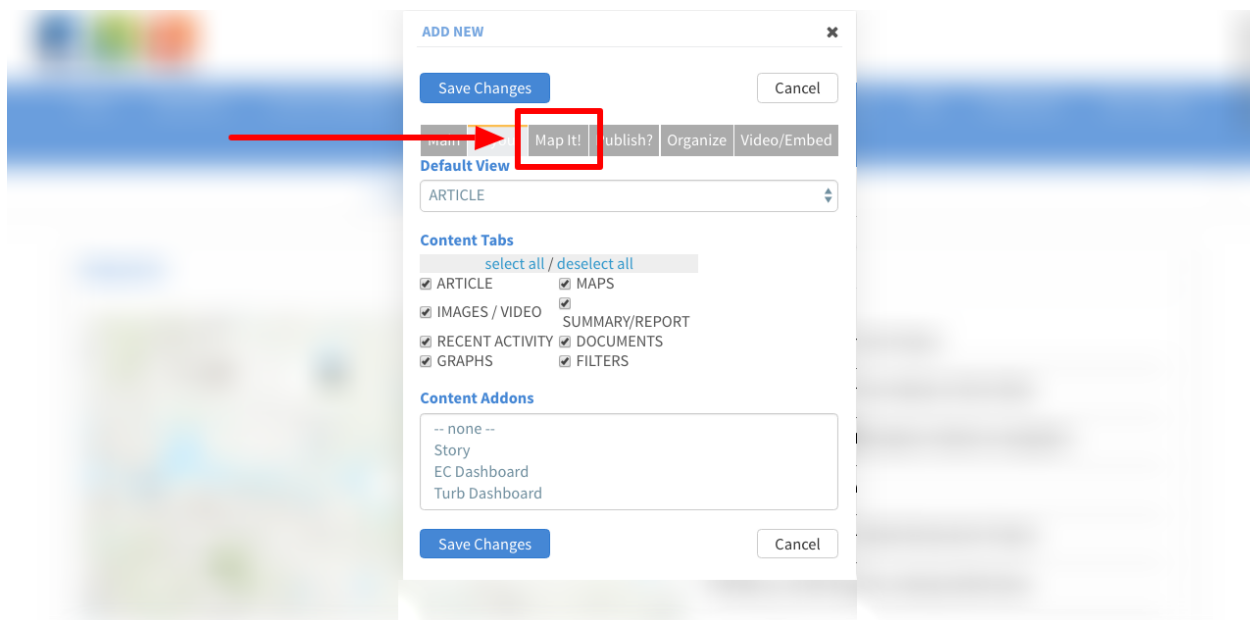
“Article” is a good option because you can customize that page to showcase important project data and provide regular updates.



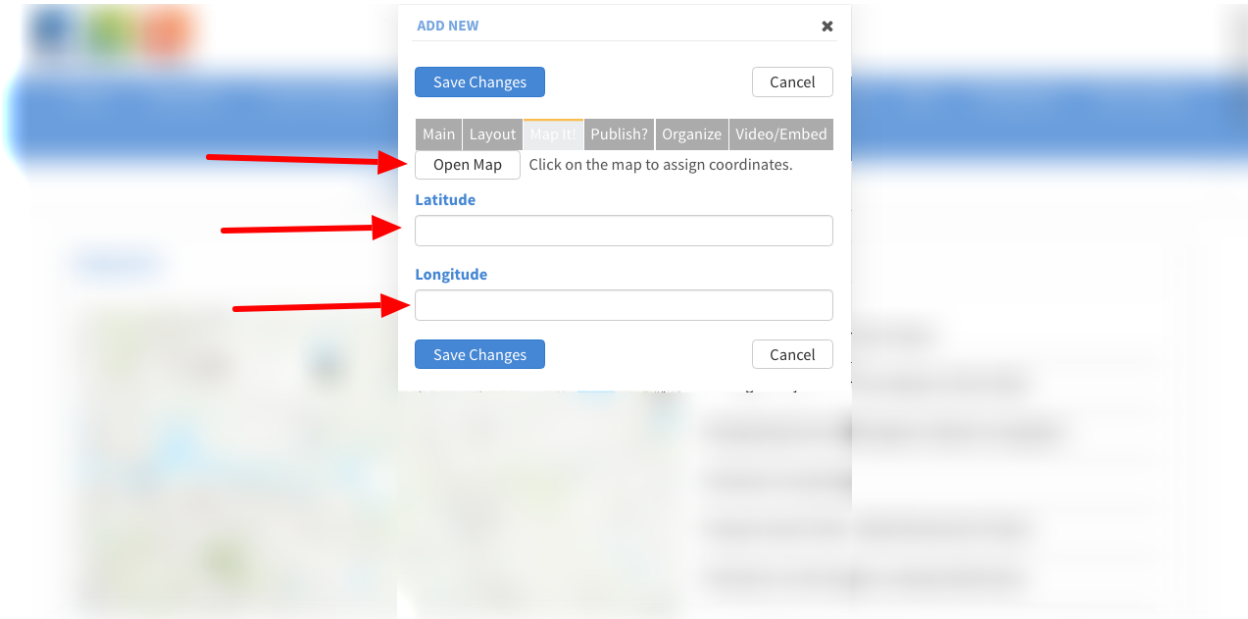
The “Content Tabs” are the different page options of the project.
All of the options are automatically checked. You can uncheck any of the options if you want to leave a specific feature out.
If you are not sure which ones you want, leave them all checked and make changes later.



Next, go to the “Map It” tab.

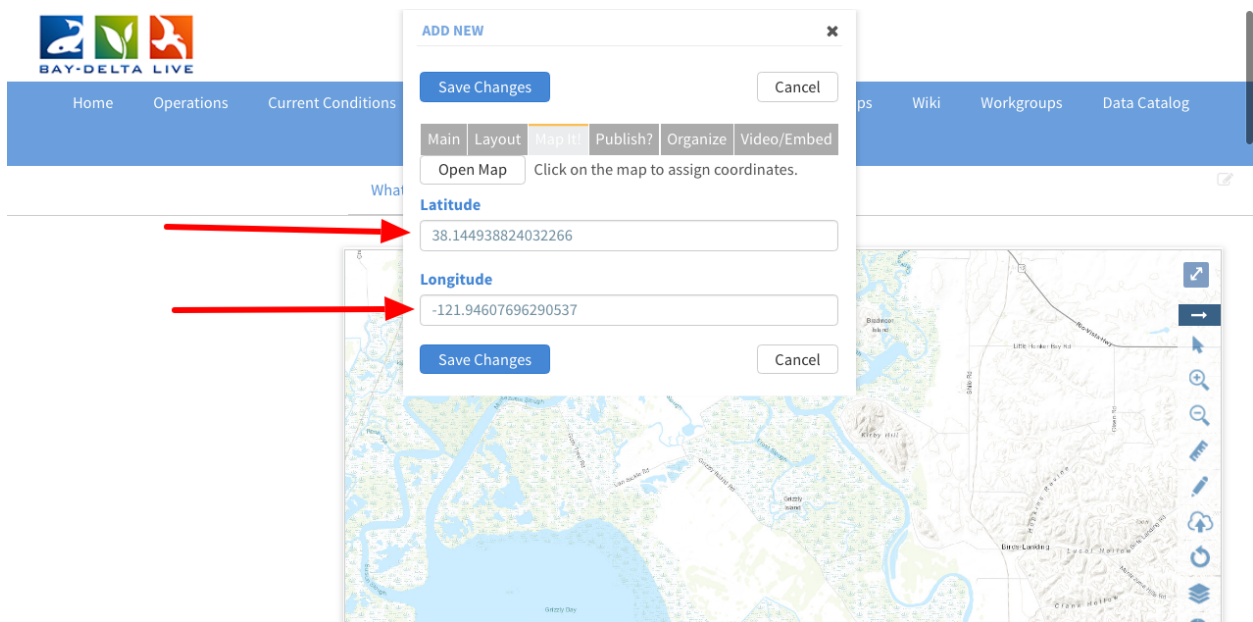


This is where you can geolocate the project.
You can input a latitude and longitude or click on the “Open Map” button to select a specific point on the map.



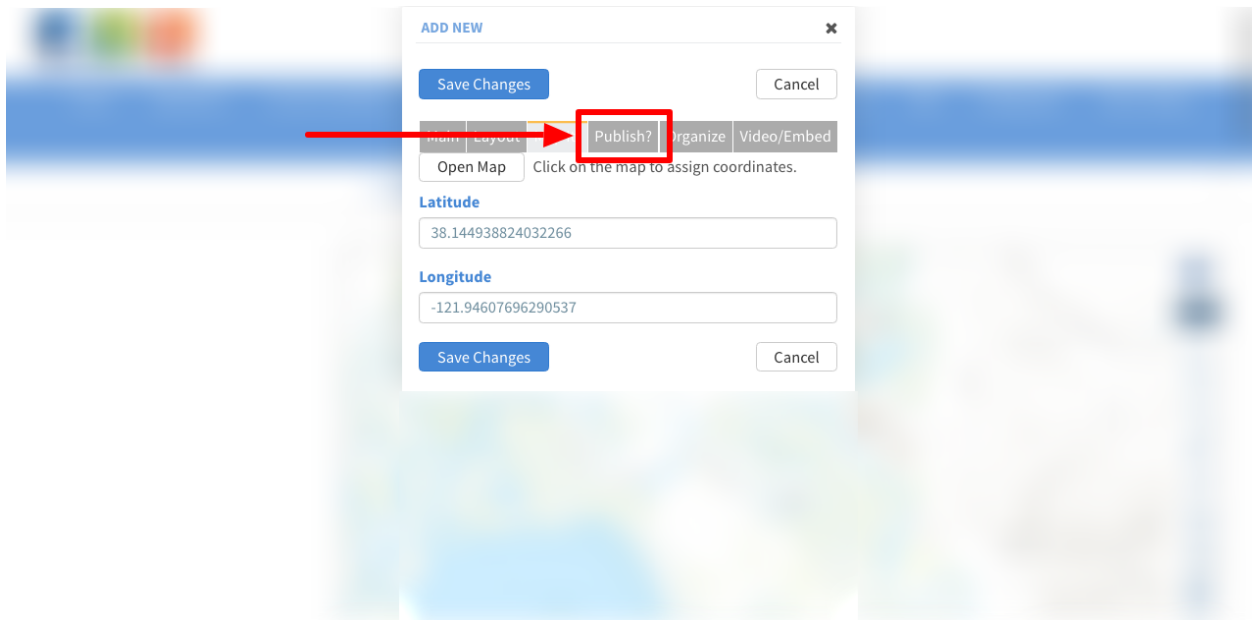
The screenshot shows a modal window titled "ADD NEW" with a close button (X) in the top right corner. At the top, there are two buttons: "Save Changes" (blue) and "Cancel" (white). Below these are several tabs: "Main", "Layout", "Map It!", "Publish?", "Organize", and "Video/Embed". The "Map It!" tab is selected and highlighted in yellow. Under this tab, there is an "Open Map" button and a text instruction: "Click on the map to assign coordinates." Below this, there are two input fields: "Latitude" and "Longitude". Three red arrows point to these elements: the first arrow points to the "Open Map" button, the second arrow points to the "Latitude" input field, and the third arrow points to the "Longitude" input field. At the bottom of the modal, there are two more buttons: "Save Changes" (blue) and "Cancel" (white).

Once you select a point on the map, you will see the values show up in the form.
By assigning coordinates to the project, Bay-Delta Live users will be able to view your project page by location.

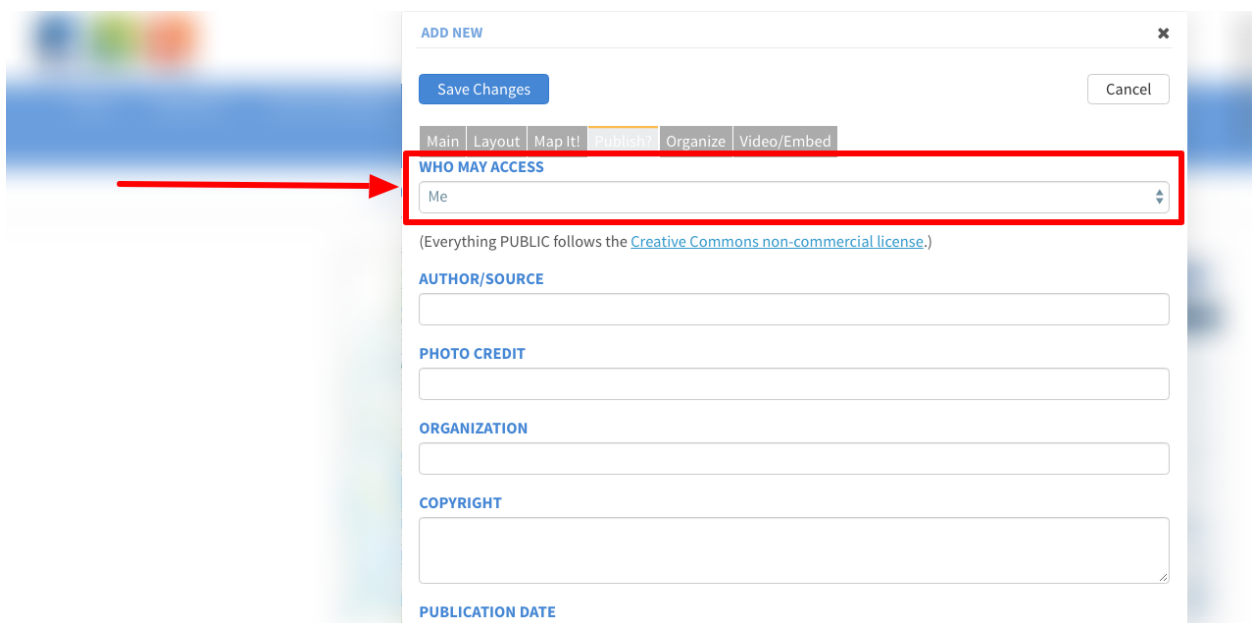


This screenshot shows the same "ADD NEW" modal window as before, but now the "Latitude" and "Longitude" input fields contain numerical values. The "Latitude" field contains "38.144938824032266" and the "Longitude" field contains "-121.94607696290537". Two red arrows point to these fields. In the background, a map is visible, showing a coastal area with water and land. The map has various labels and a scale bar. The "ADD NEW" modal is overlaid on the map. The "Open Map" button is still present, and the "Save Changes" and "Cancel" buttons are at the bottom. The "Map It!" tab is still selected.

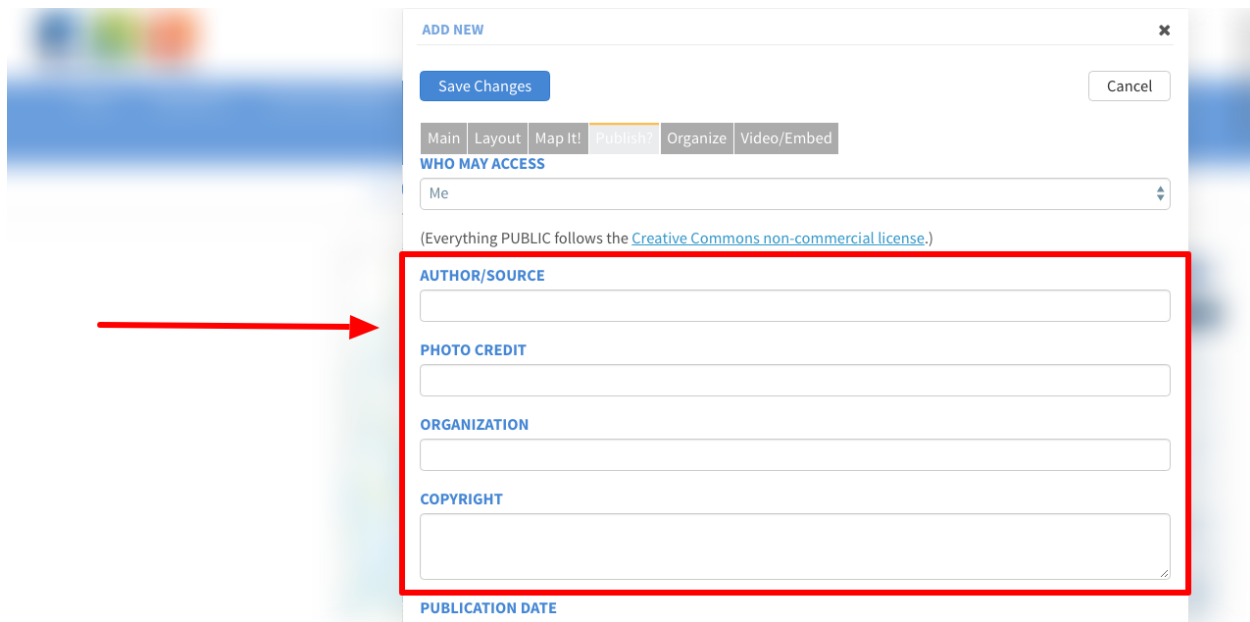
Then go to the “Publish” Tab.



Under the “Who May Access” drop-down menu, there are two options: “Me” and “Public/Everyone.”
If you want to keep the projects private until you’re done editing the project, then select, “Me.”



Next, fill out the Author or Source, organization, and any necessary copyright information in the respective boxes.

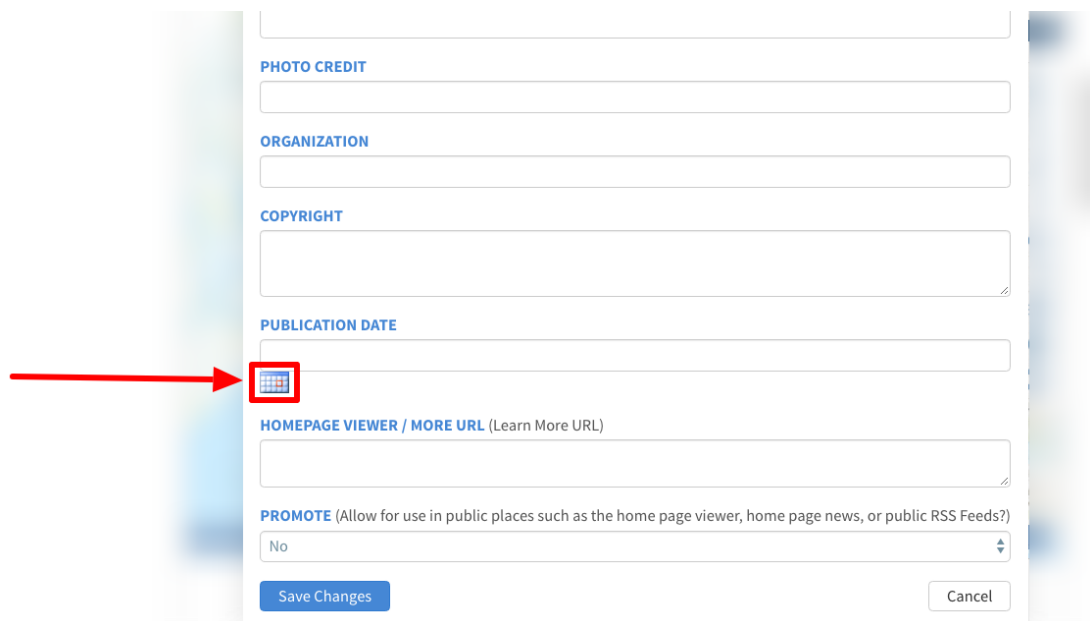


The screenshot shows the 'ADD NEW' form with a red box highlighting the following fields:

- AUTHOR/SOURCE**
- PHOTO CREDIT**
- ORGANIZATION**
- COPYRIGHT**

Other visible fields include 'WHO MAY ACCESS' (set to 'Me'), 'PUBLICATION DATE', 'HOMEPAGE VIEWER / MORE URL', and 'PROMOTE'.

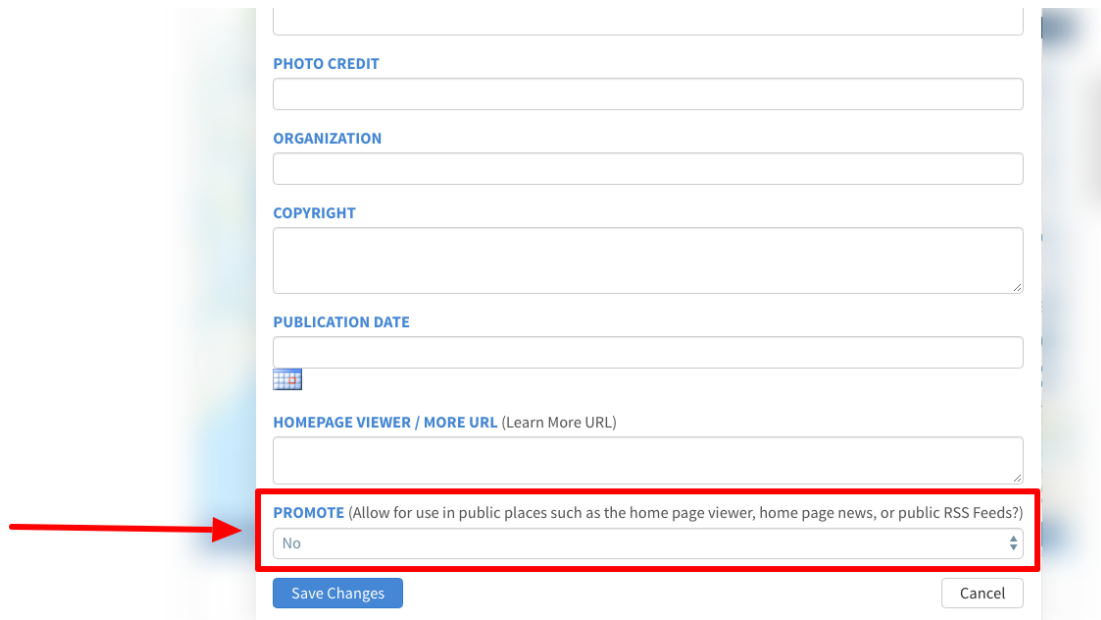
If you have a specific publication date, click on the calendar icon and choose a date.



The screenshot shows the 'ADD NEW' form with a red box highlighting the calendar icon next to the 'PUBLICATION DATE' field.

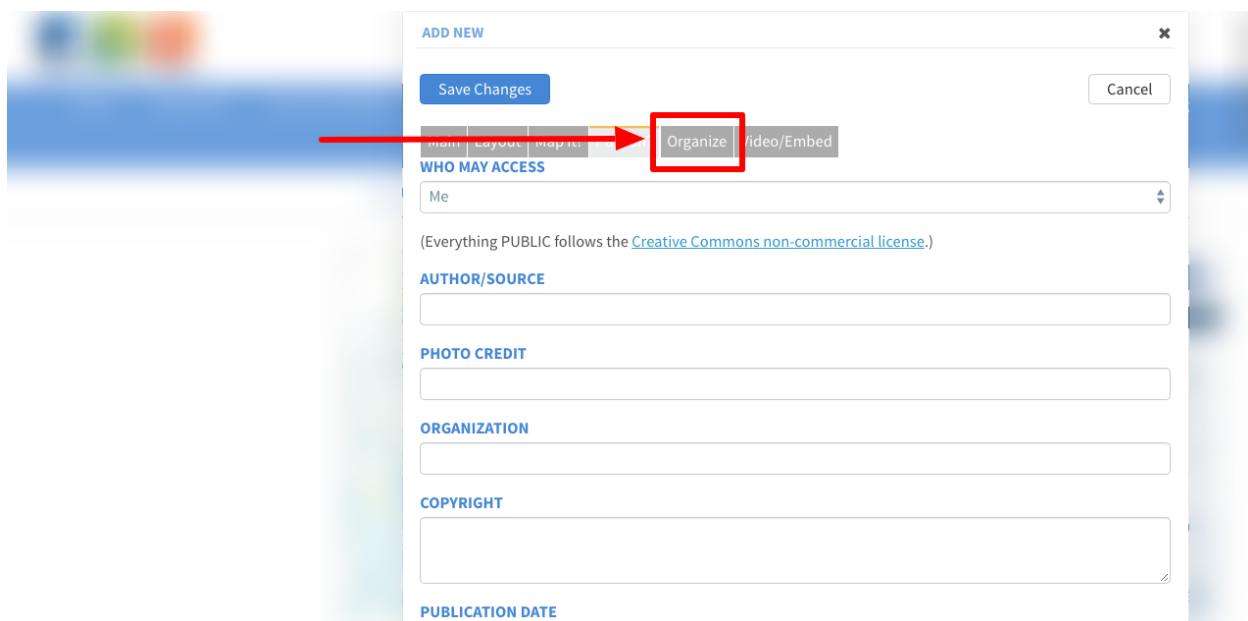
Other visible fields include 'PHOTO CREDIT', 'ORGANIZATION', 'COPYRIGHT', 'HOMEPAGE VIEWER / MORE URL', and 'PROMOTE'.

You can choose how and where to promote your project if you made it public. Remember, if you're keeping it private for now you can always come back and edit this information to promote it later.



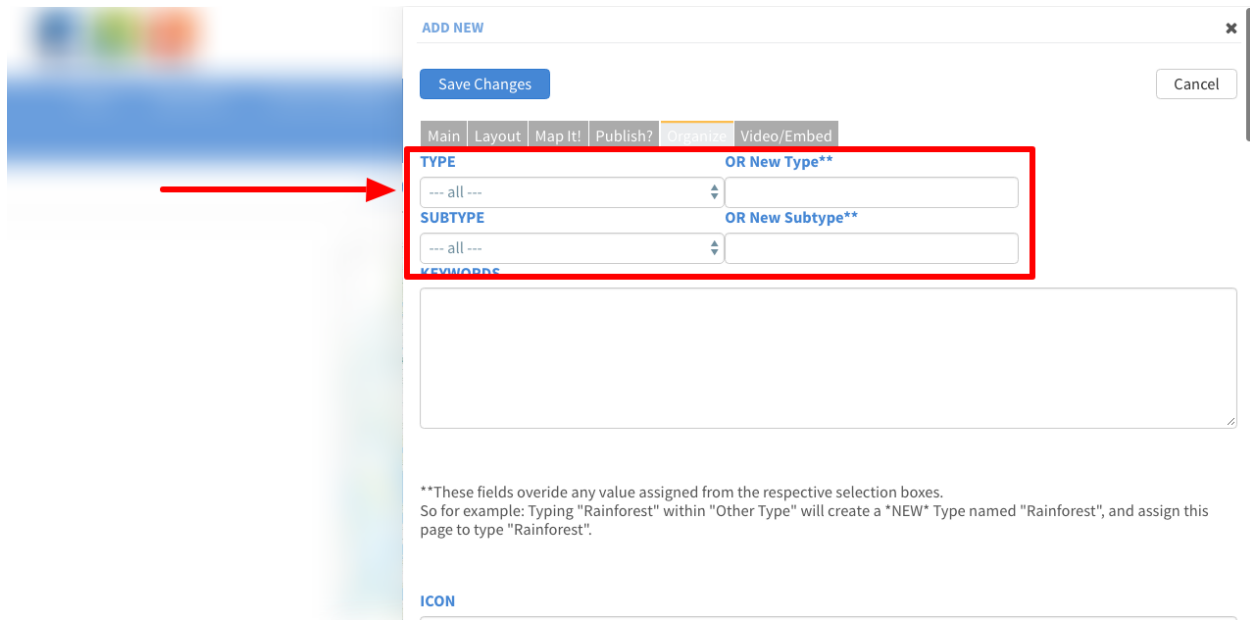
A screenshot of a web form with several sections: PHOTO CREDIT, ORGANIZATION, COPYRIGHT, PUBLICATION DATE, and HOMEPAGE VIEWER / MORE URL. The 'PROMOTE' section is highlighted with a red box and a red arrow pointing to it. The 'PROMOTE' section contains the text '(Allow for use in public places such as the home page viewer, home page news, or public RSS Feeds?)' and a dropdown menu with 'No' selected. Below the dropdown are 'Save Changes' and 'Cancel' buttons.

Then go to the “Organize” tab.



A screenshot of a web form with a tabbed interface. The tabs are 'main', 'layout', 'map', 'organize', and 'video/Embed'. The 'organize' tab is highlighted with a red box and a red arrow pointing to it. Below the tabs are sections for WHO MAY ACCESS, AUTHOR/SOURCE, PHOTO CREDIT, ORGANIZATION, COPYRIGHT, and PUBLICATION DATE. The 'WHO MAY ACCESS' section has a dropdown menu with 'Me' selected. Below the dropdown is a link to the Creative Commons non-commercial license. The 'AUTHOR/SOURCE', 'PHOTO CREDIT', 'ORGANIZATION', 'COPYRIGHT', and 'PUBLICATION DATE' sections are empty text input fields. At the top of the form are 'Save Changes' and 'Cancel' buttons.

This is where you can specify a type and subtype. This will help people can find your project when using the search function.



The screenshot shows the 'ADD NEW' form with a red arrow pointing to the 'TYPE' and 'SUBTYPE' dropdown menus. The 'TYPE' dropdown is currently set to '--- all ---' and the 'SUBTYPE' dropdown is also set to '--- all ---'. The form includes a 'Save Changes' button, a 'Cancel' button, and a 'KEYWORDS' text area. The 'TYPE' and 'SUBTYPE' dropdowns are highlighted with a red box.

ADD NEW

Save Changes Cancel

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

TYPE OR New Type**
--- all ---

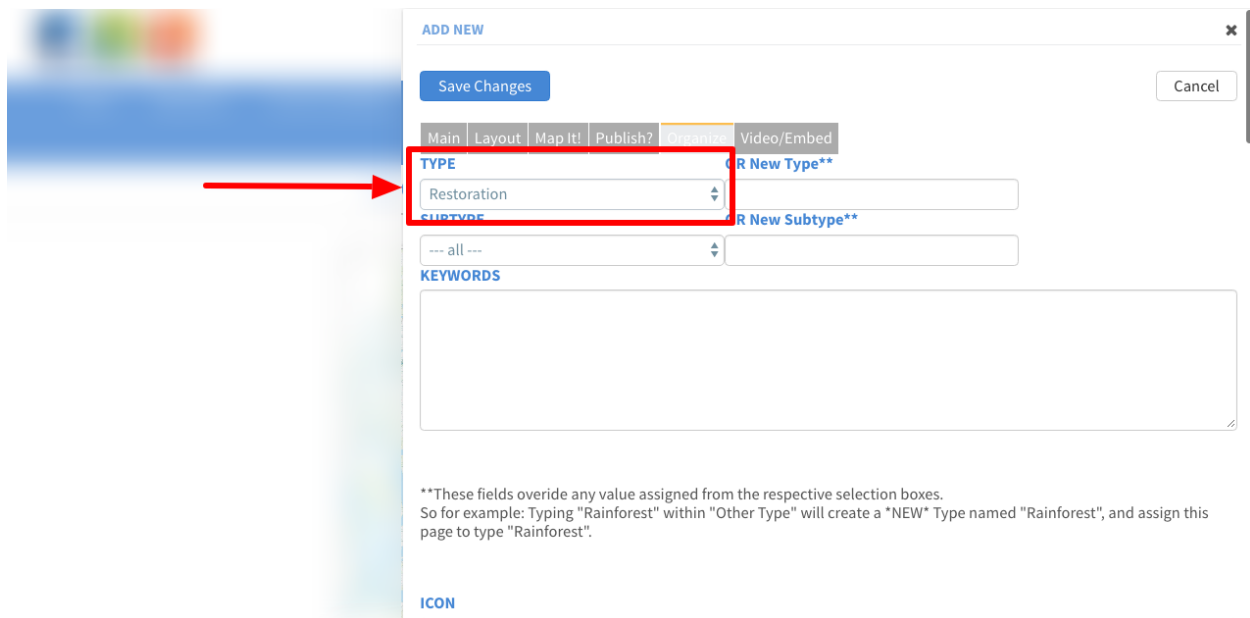
SUBTYPE OR New Subtype**
--- all ---

KEYWORDS

**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

For example, if you are creating a project page for your restoration project, click on the Type drop-down menu and choose, "Restoration."



The screenshot shows the 'ADD NEW' form with a red arrow pointing to the 'TYPE' dropdown menu. The 'TYPE' dropdown is now set to 'Restoration'. The 'SUBTYPE' dropdown remains set to '--- all ---'. The form includes a 'Save Changes' button, a 'Cancel' button, and a 'KEYWORDS' text area. The 'TYPE' dropdown is highlighted with a red box.

ADD NEW

Save Changes Cancel

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

TYPE OR New Type**
Restoration

SUBTYPE OR New Subtype**
--- all ---

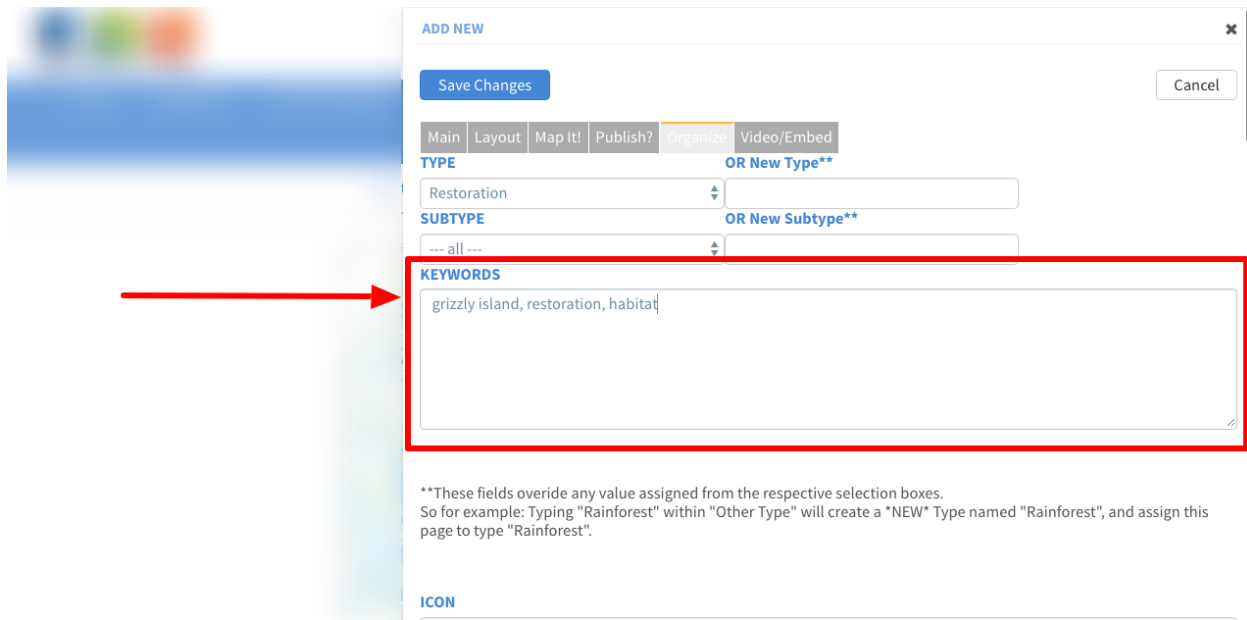
KEYWORDS

**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

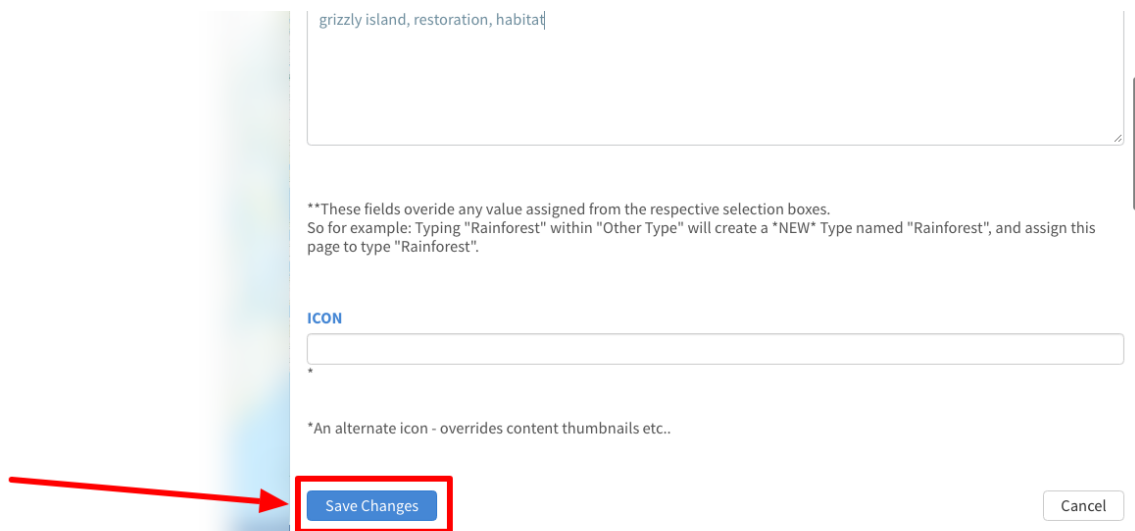
You can also input all applicable keywords into the Keyword box, separating each by a comma. These keywords help people find your project in the database when using the search function.

Remember, all of this can be edited later.



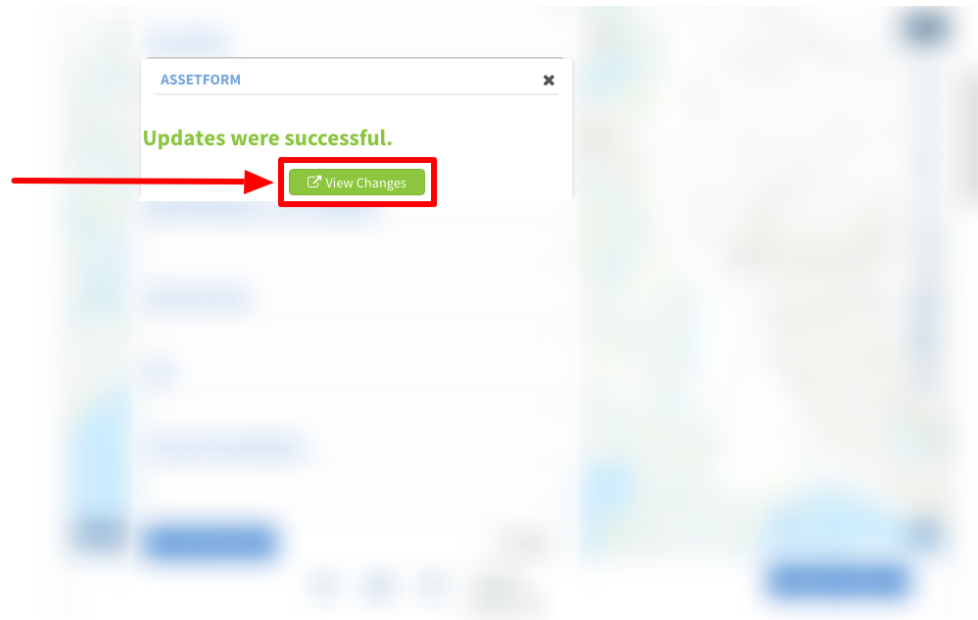
The screenshot shows the 'ADD NEW' form with tabs for Main, Layout, Map It!, Publish?, Organize, and Video/Embed. The 'TYPE' dropdown is set to 'Restoration' and the 'SUBTYPE' dropdown is set to 'all'. The 'KEYWORDS' text area contains the text 'grizzly island, restoration, habitat'. A red box highlights the 'KEYWORDS' field, and a red arrow points to it from the left. Below the 'KEYWORDS' field, there is a note: '**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".' Below this note is the 'ICON' field.

When you are done, click, "save changes."

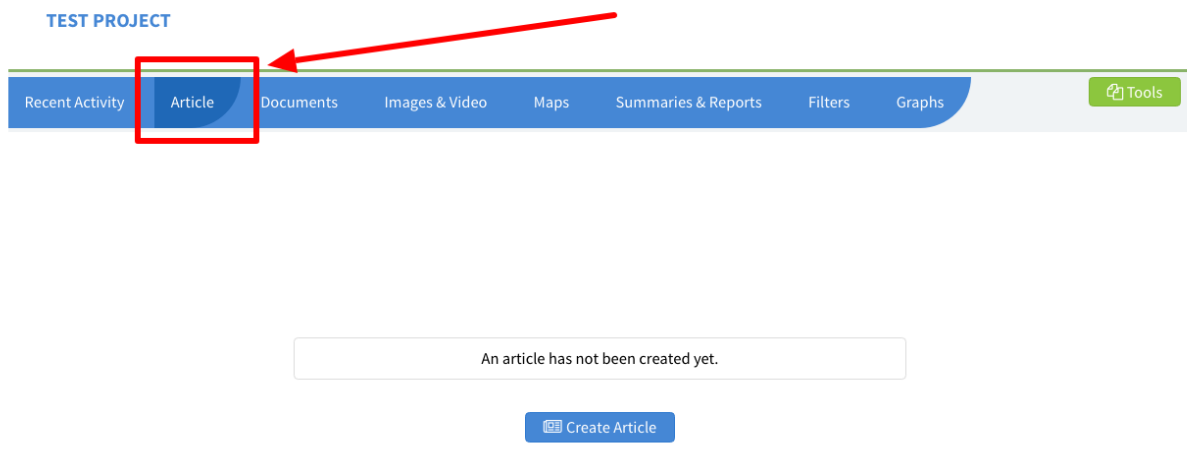


This screenshot shows the bottom portion of the 'ADD NEW' form. The 'KEYWORDS' field still contains 'grizzly island, restoration, habitat'. Below the 'ICON' field, there is a note: '*An alternate icon - overrides content thumbnails etc..'. At the bottom right, the 'Save Changes' button is highlighted with a red box, and a red arrow points to it from the left. The 'Cancel' button is also visible.

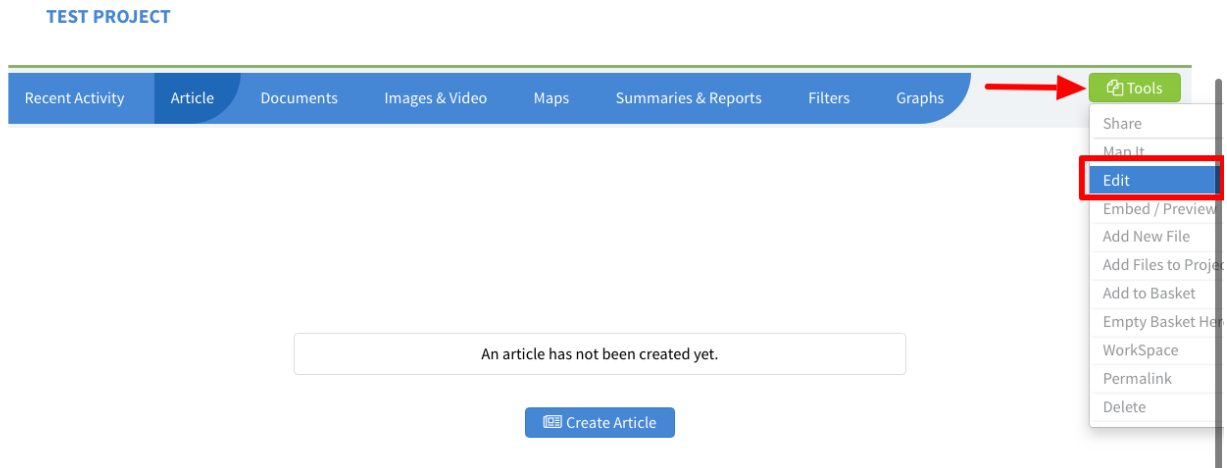
A box will appear after you save your changes with an option to view your new project. Click, “View Changes.”



Since we chose “article” from the “Default View” drop-down menu, it opens up to the article page. You can click on the “Create Article” button to add important project updates and photos into an article page.



If you would like to go back and edit any of the project metadata, hover over the TOOLS menu on the left-hand side and choose, “Edit.”



The metadata editor form pops up and you can edit any of the information. Be sure to click “save changes” when you’re done.

This concludes the “Add a New Project” tutorial.