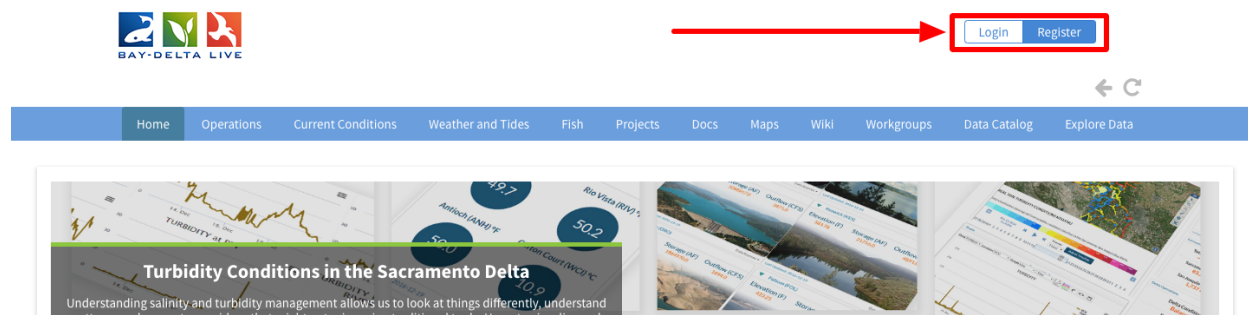## How to Add a New Project Tutorial

Welcome to the "Add a New Project" video tutorial.

In this tutorial, you will learn how to:
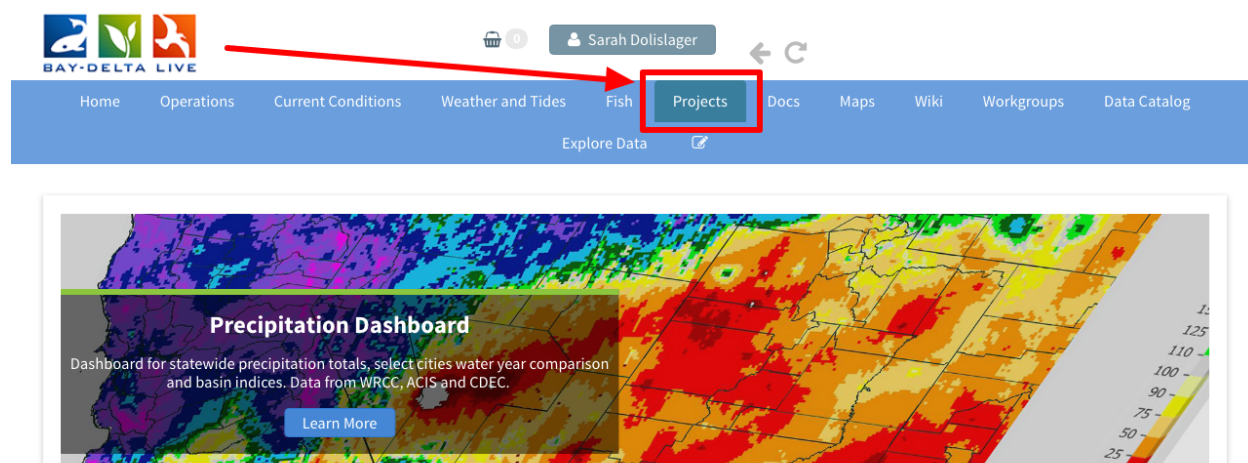- Add a project on Bay-Delta Live
- Fill out the project's metadata in the Editor form

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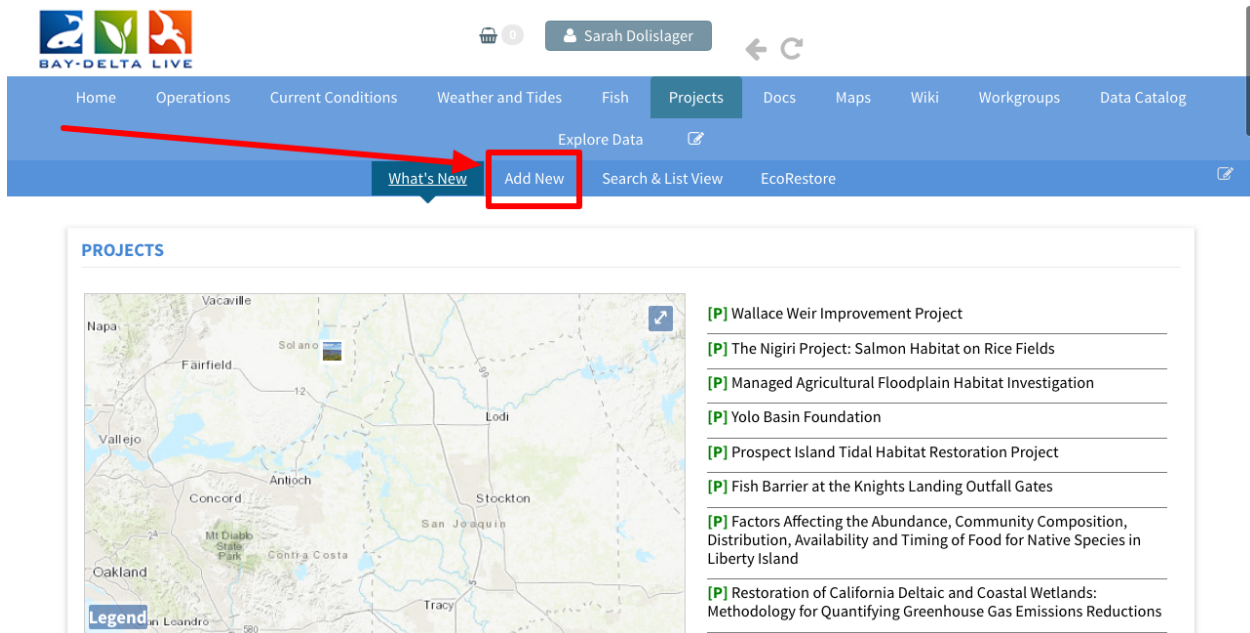

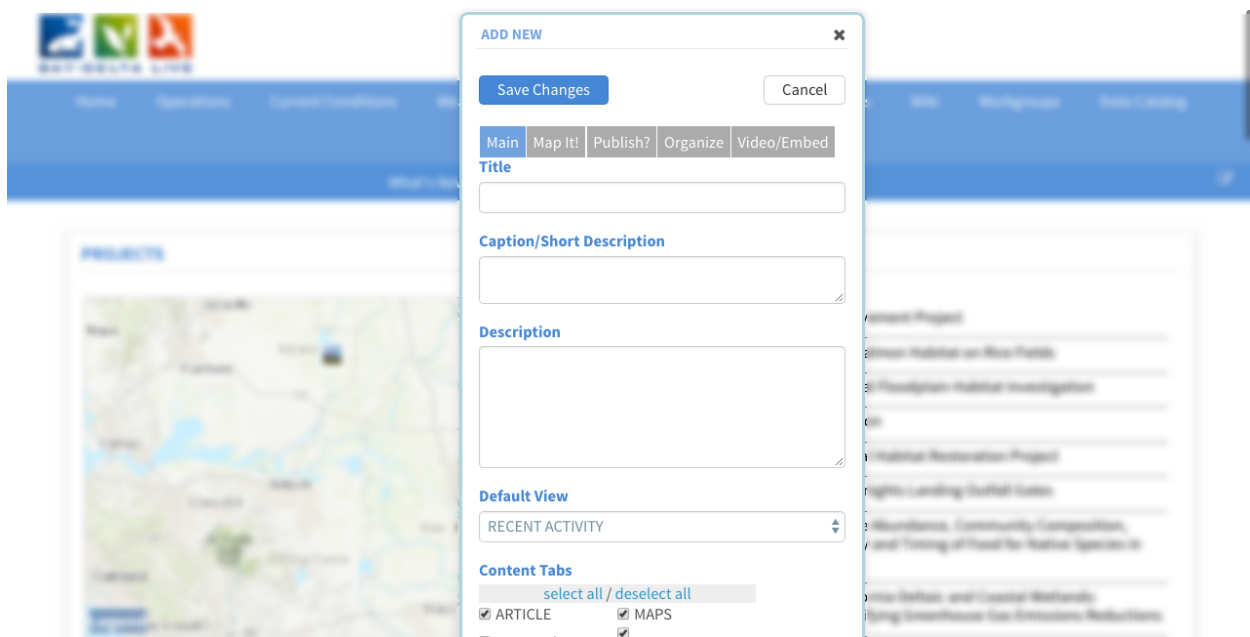Let's go through the simple steps of adding a new project.
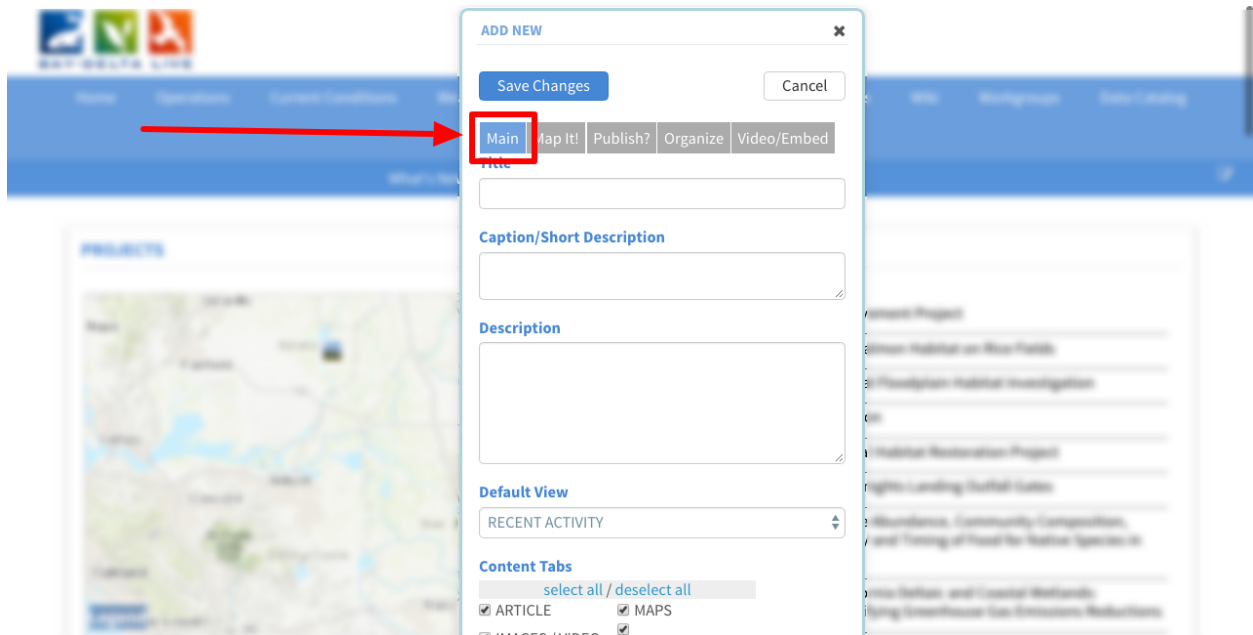Once you are logged in, go to the project library by clicking on the "Projects" link in the top bar.

To add a new project, click on "Add New" in the sub-navigation.

This brings you to the metadata editor form. It's important to fill this form out with as much information as possible.
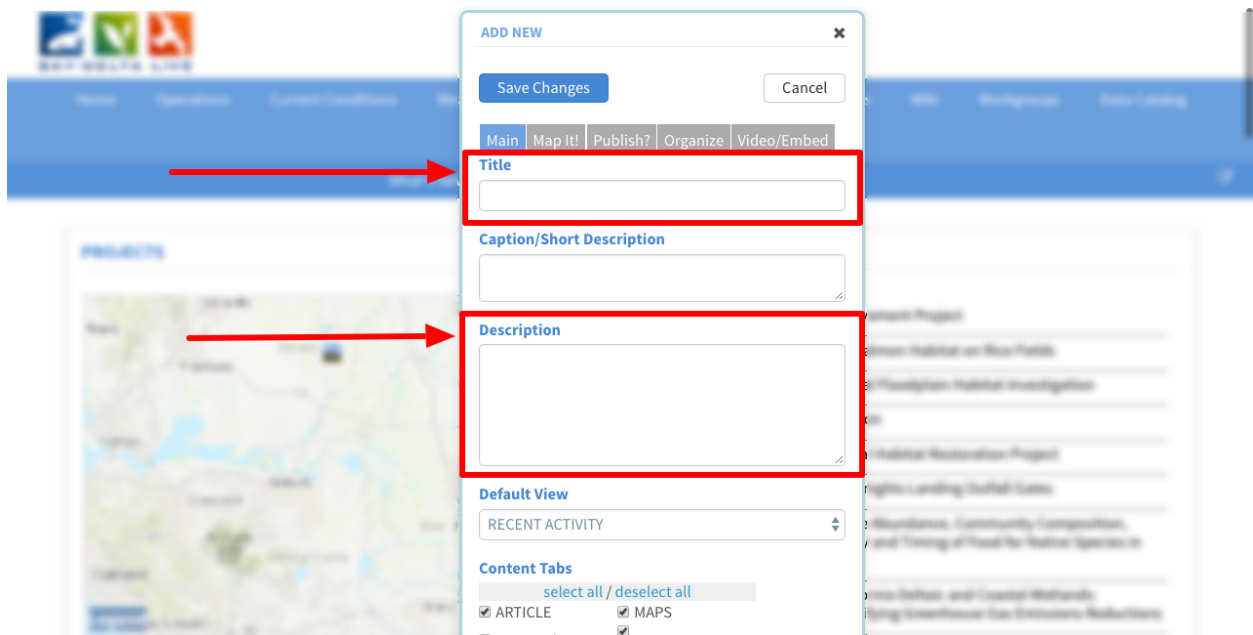
Let's go through the tabs and sections of the Editor Form.
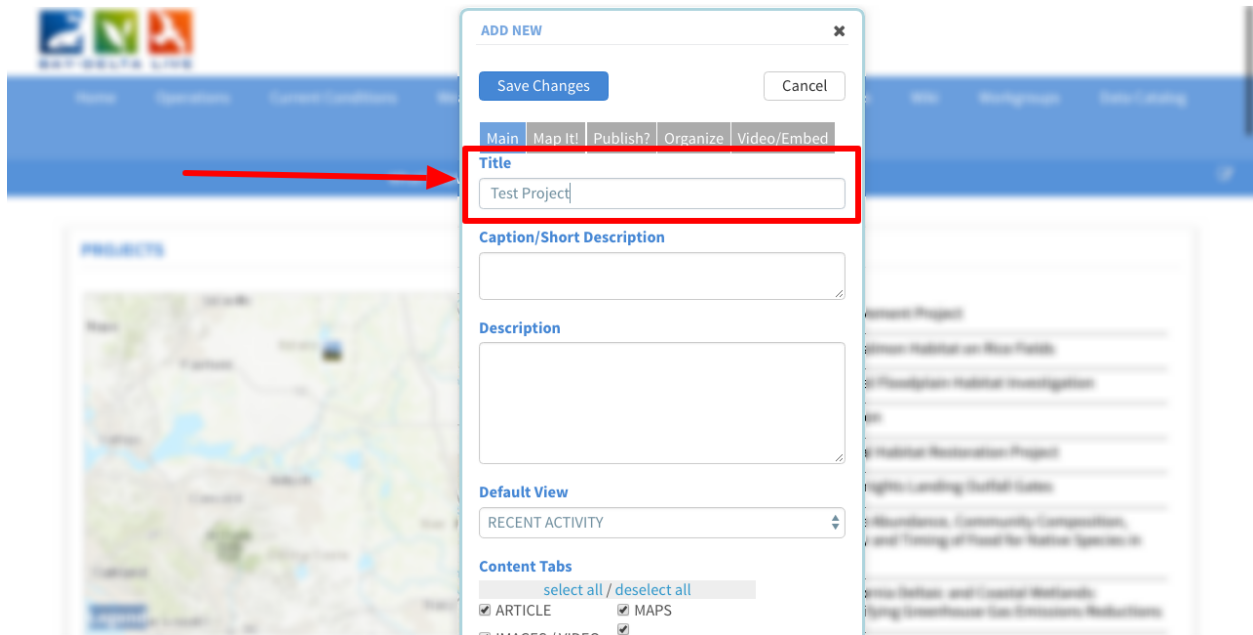The first tab is the "Main Tab."

This is where you will enter a Title and Description.
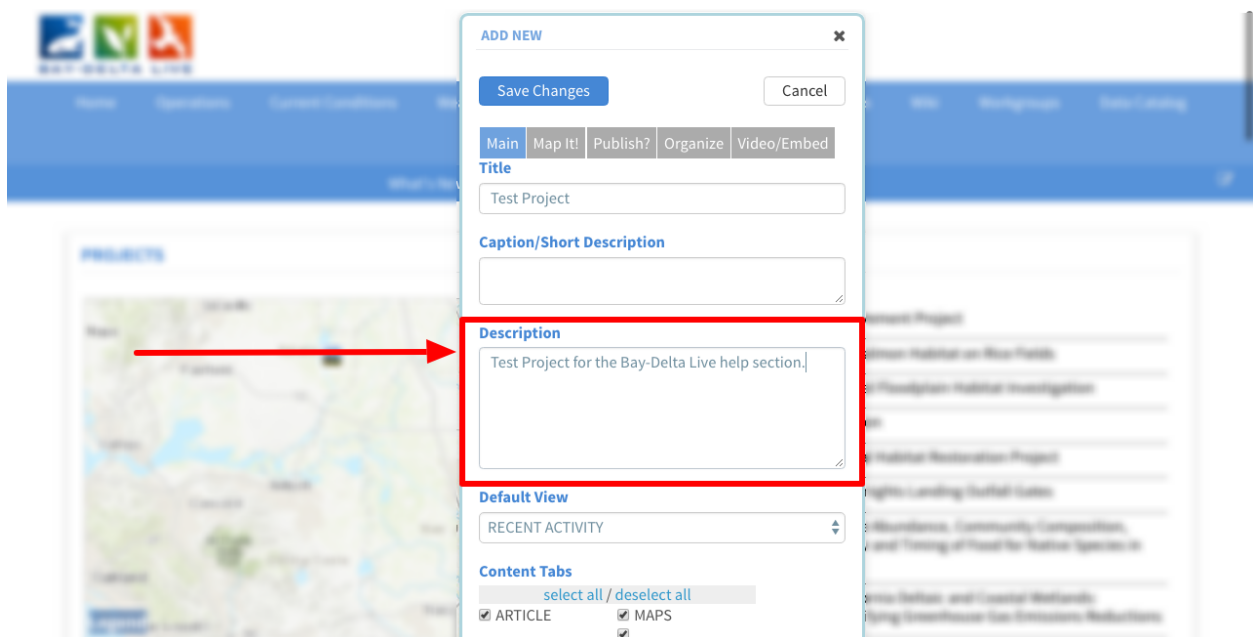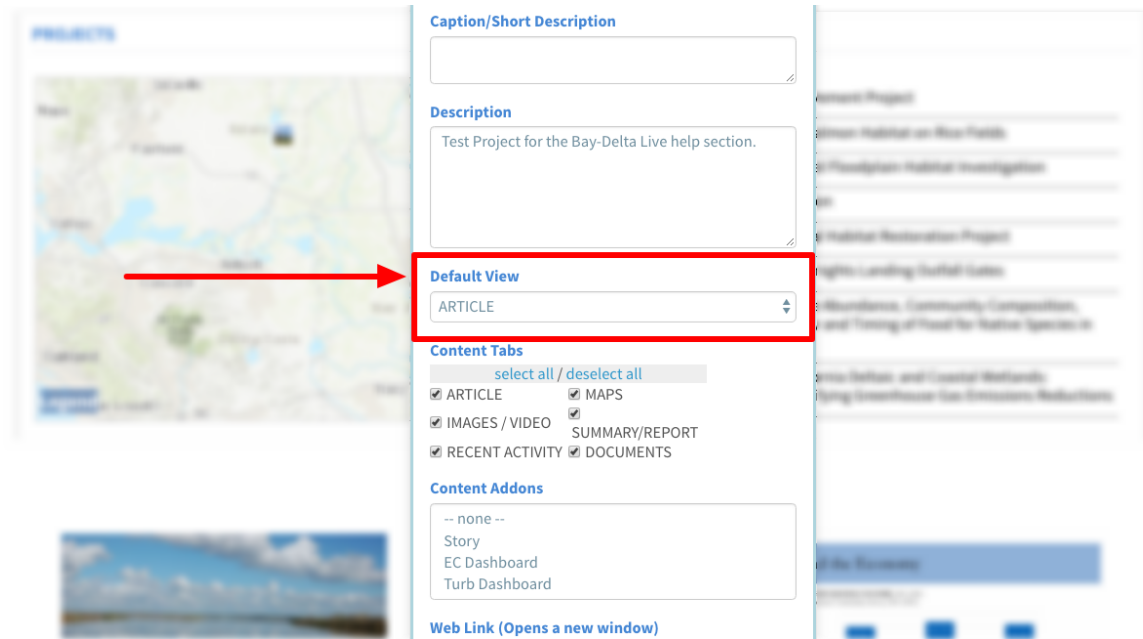
For this example I'll title this one, "Test Project."

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.

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.
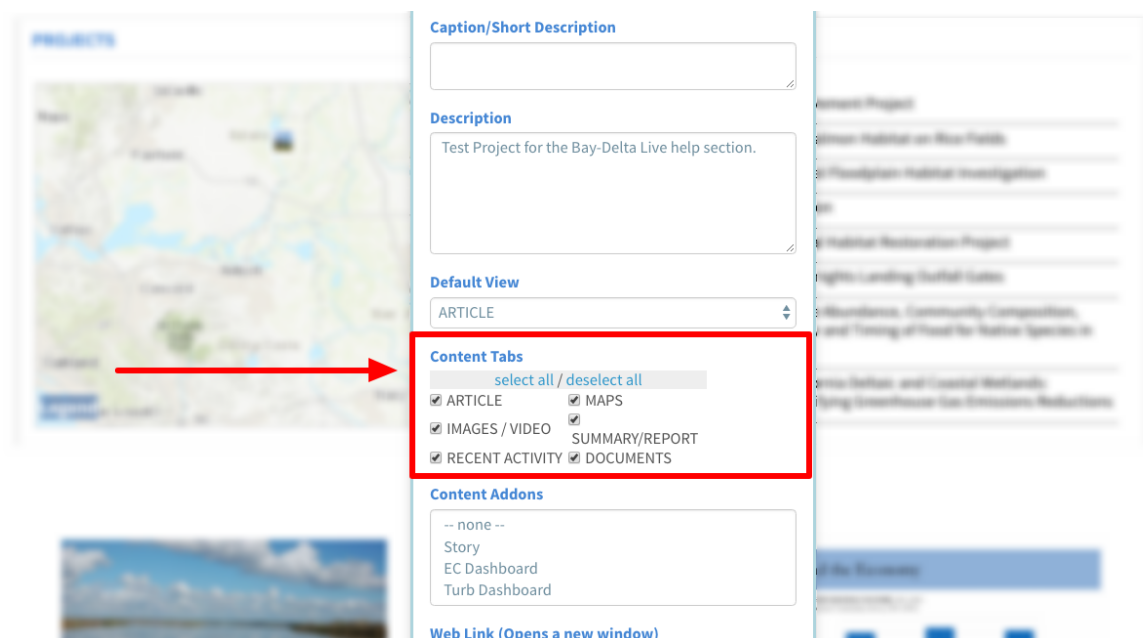

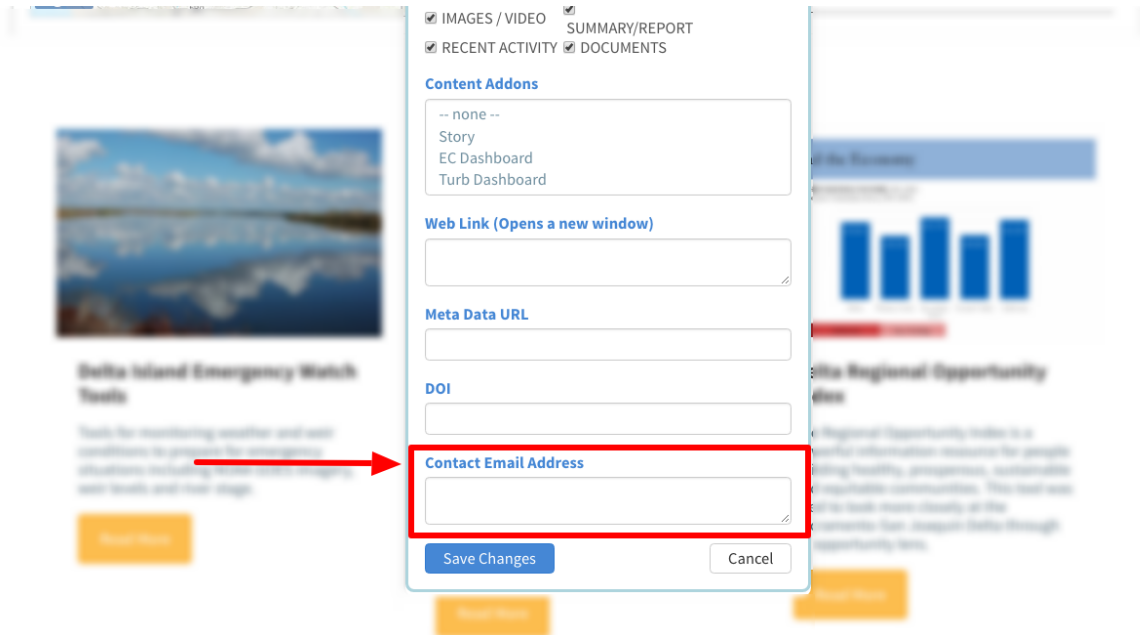The "Content Tabs" are the different page options of the project.
All of the options are automatically checked. You can uncheck any of the options if you want to leave a specific feature out.
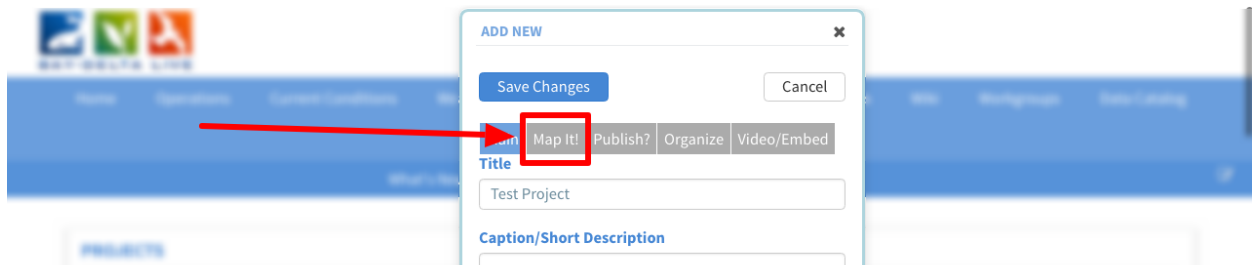If you are not sure which ones you want, leave them all checked and make changes later.

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

Next, go to the "Map It" tab.

You can input a latitude and longitude, or click on the "Open Map" button to select a specific point on the map.
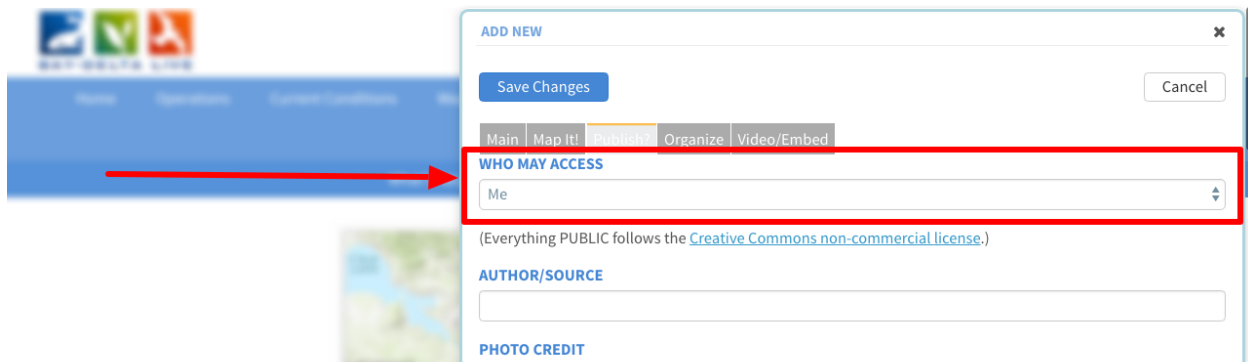
Once you select a point on the map, you will see the values show up in the form.

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.

If you have a specific publication date, click on the calendar icon and choose a date.
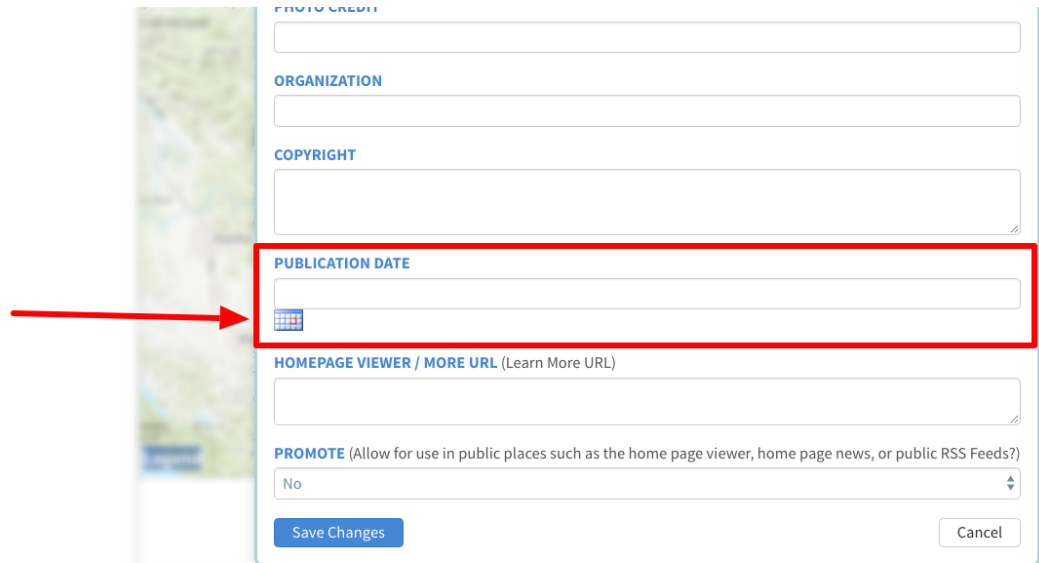
You can choose how and where to promote your project if you made it public. Remember, if you're keeping it private for now you can always come back and edit this information to promote it later.
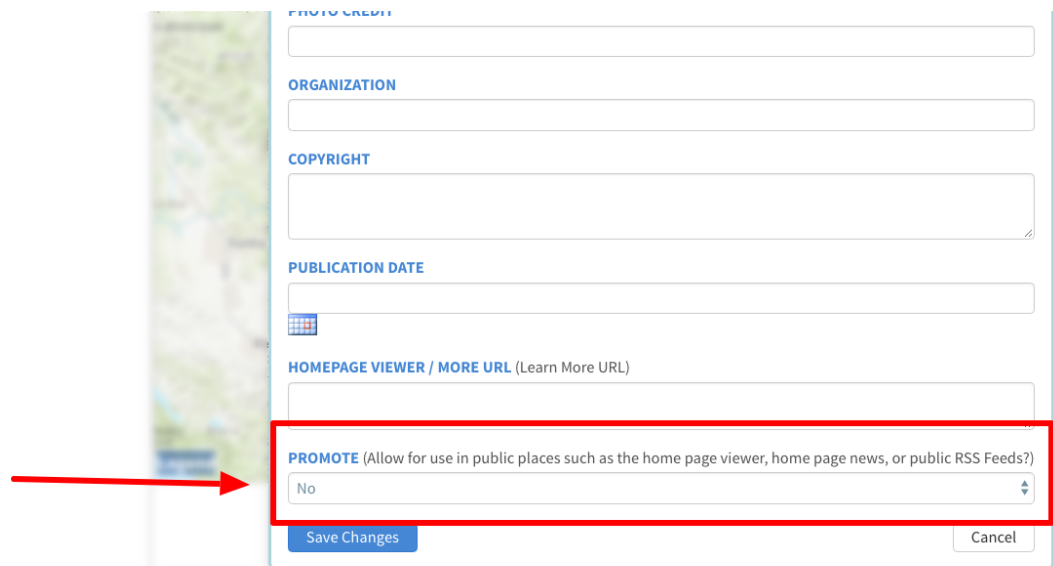
Then go to the "Organize" tab.
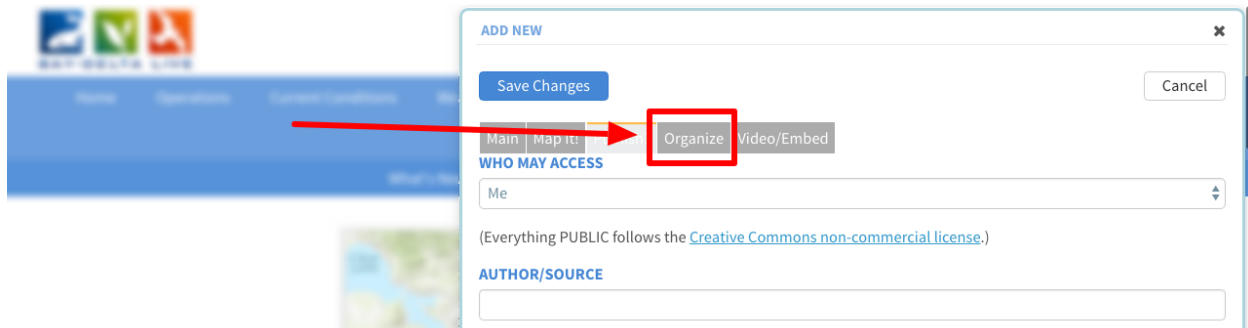
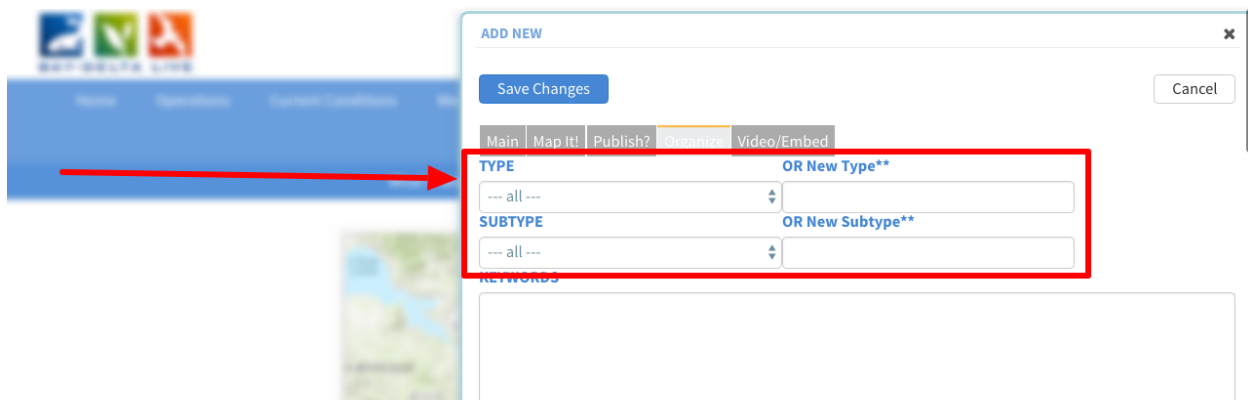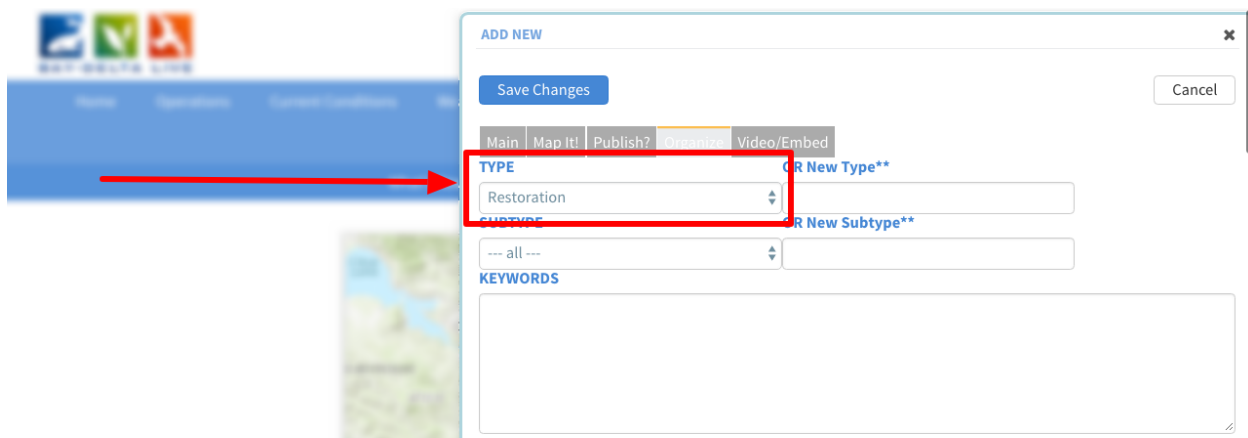This is where you can specify a type and subtype. This will help people can find your project when using the search function.
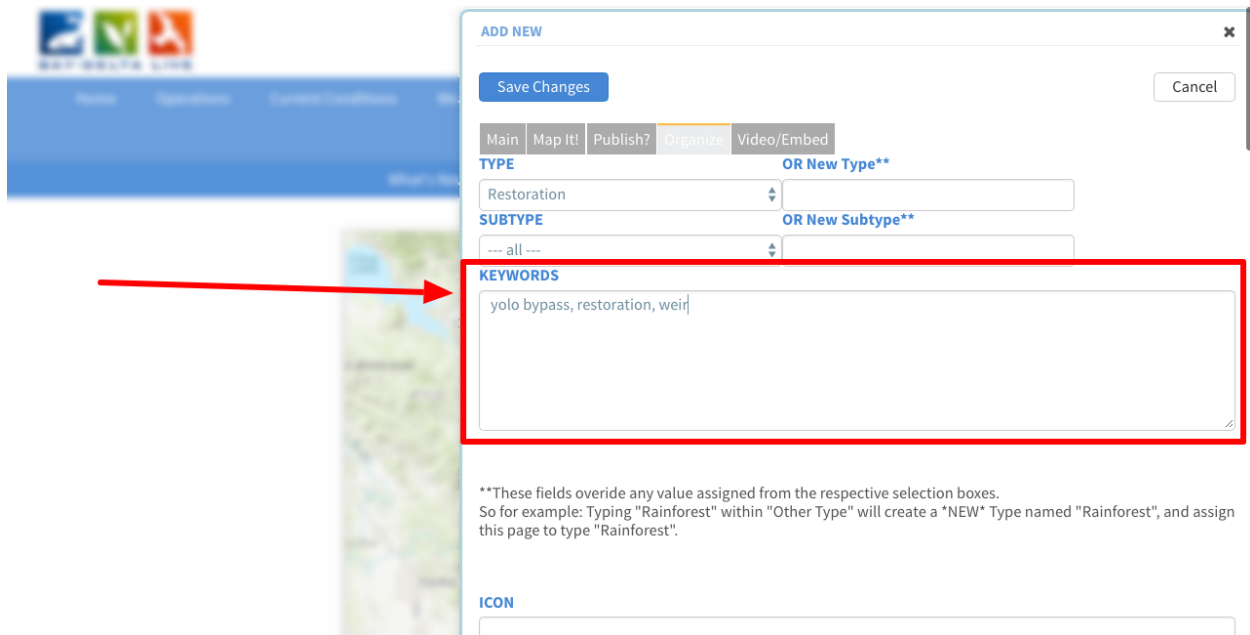

For example, if you are creating a project page for your restoration project, click on the Type drop-down menu and choose, "Restoration."
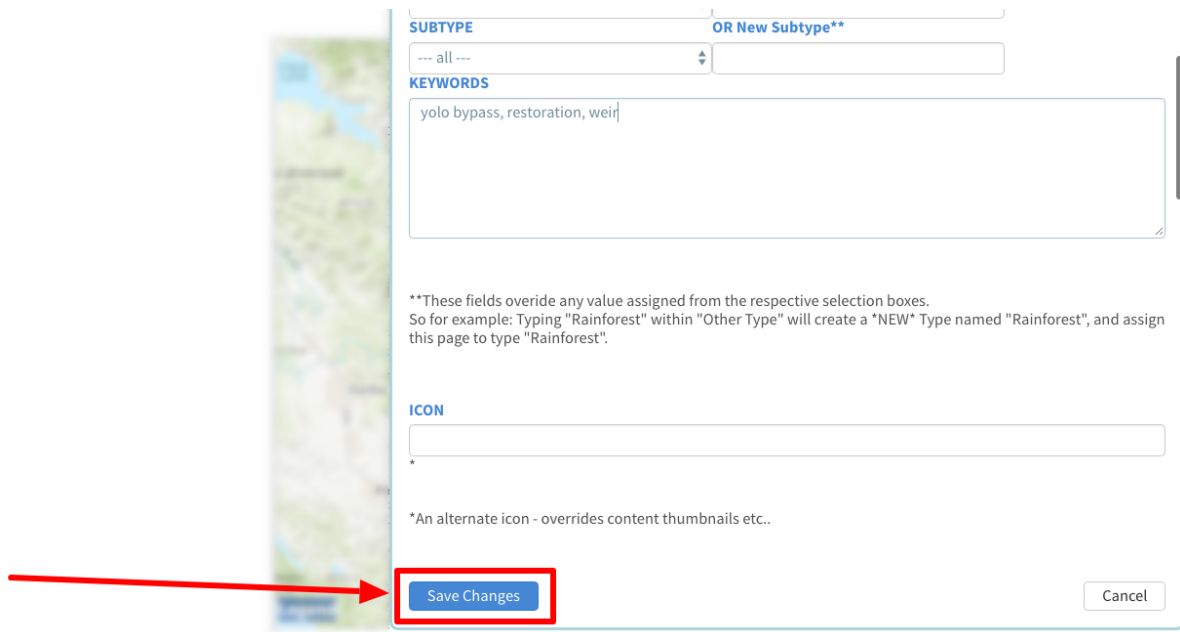
You can also input all applicable keywords into the Keyword box, separating each by a comma. These keywords help people find your project in the database when using the search function.
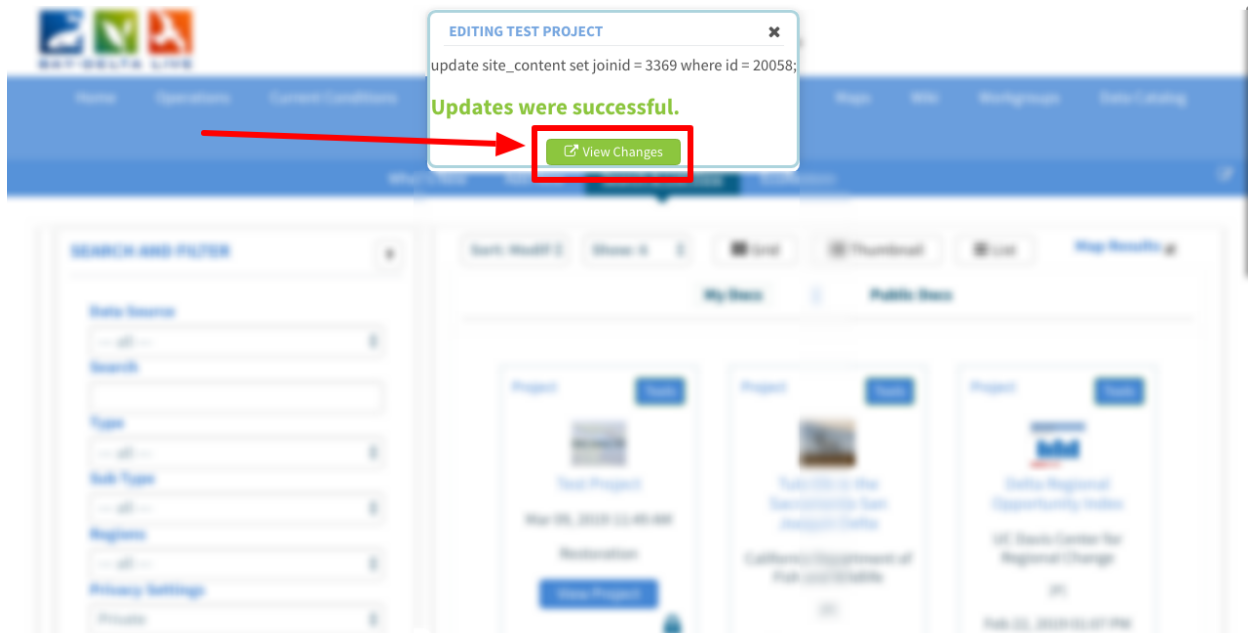
Remember, all of this can be edited later.

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

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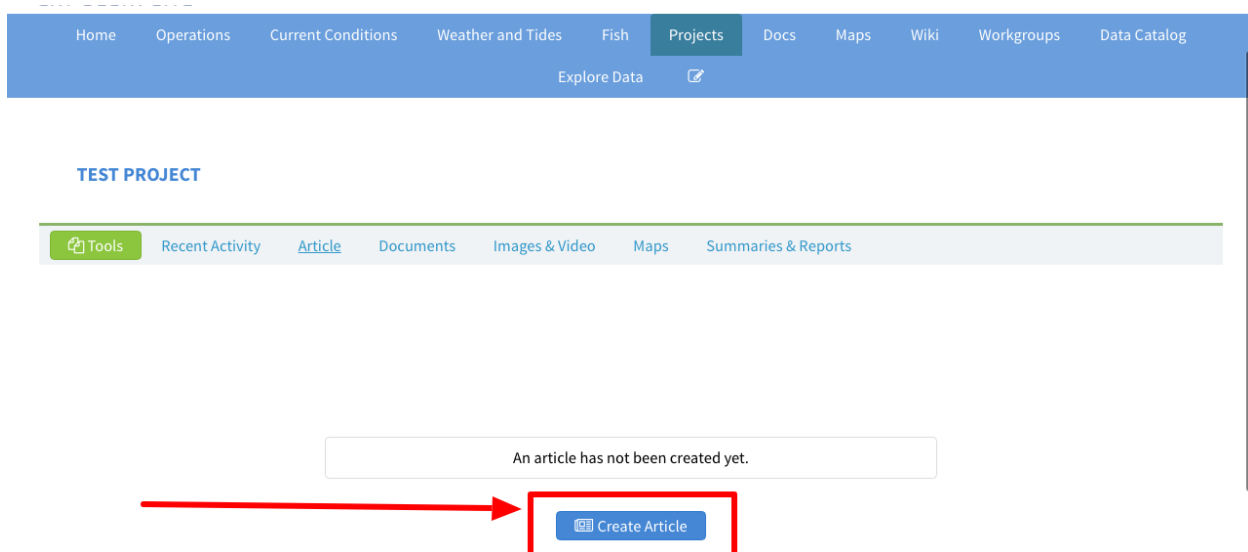
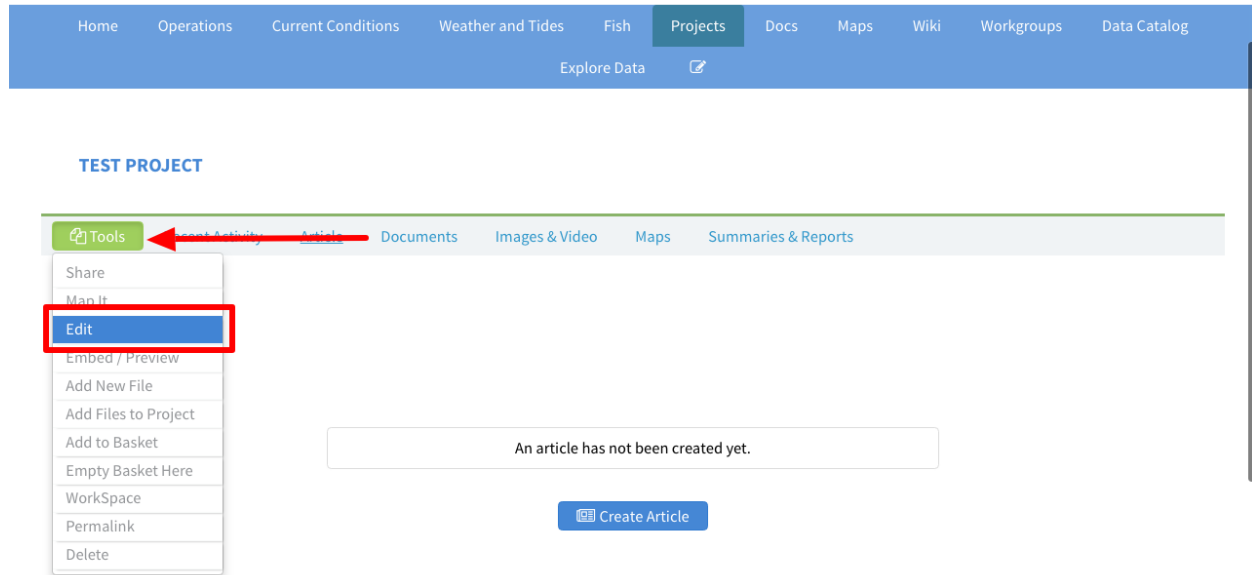If you would like to go back and edit any of the project metadata, hover over the TOOLS menu on the left-hand side and choose, "Edit."

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.