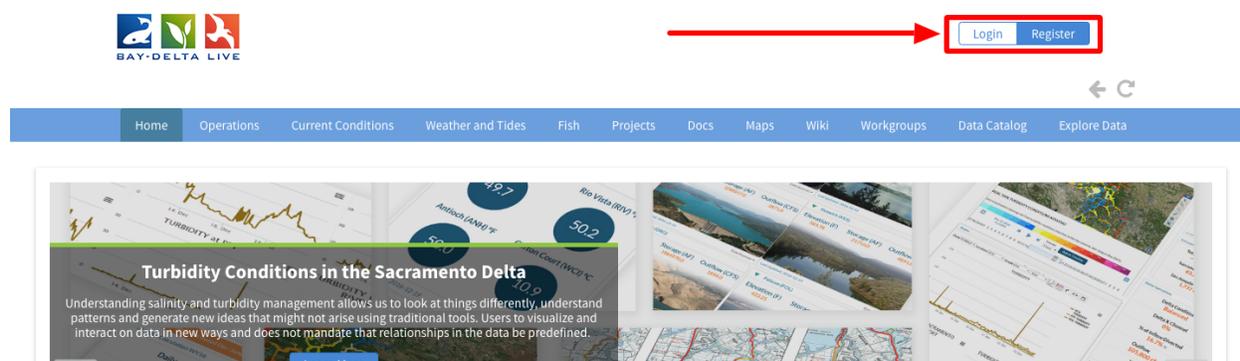




## How to Edit Assets on Bay-Delta Live

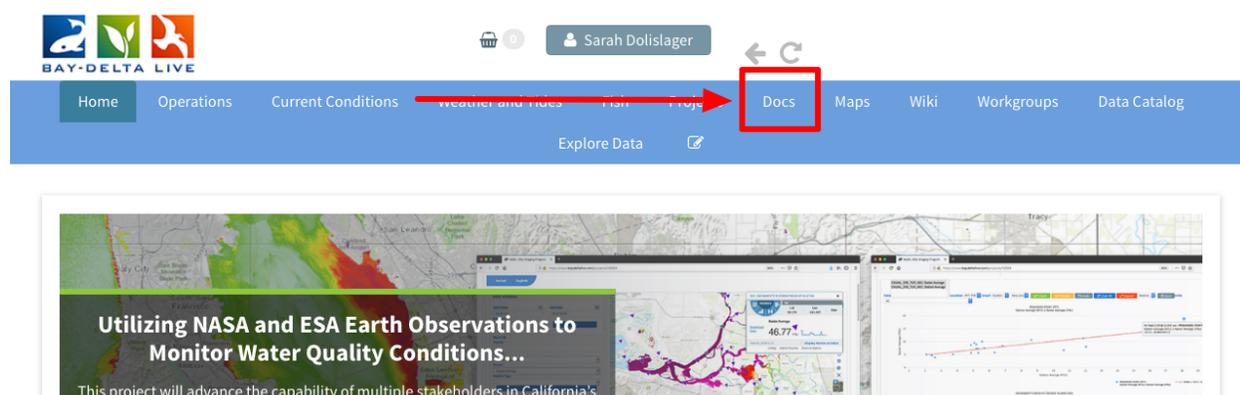
Welcome to the How to Edit Assets on Bay-Delta Live video tutorial.

Be sure you log in by using the login link at the top of the homepage.

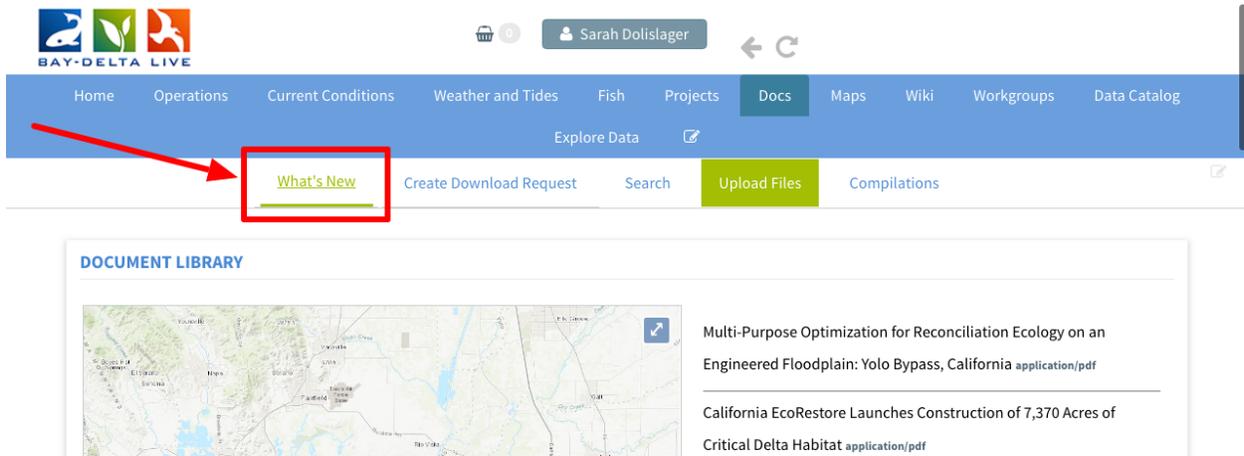


In this tutorial, you will learn how to edit the metadata of any asset saved on Bay-Delta Live. Examples of assets include documents, photos, data sets, maps, and videos. Editing the metadata for assets on BDL is easy and you will follow the same steps for every asset type.

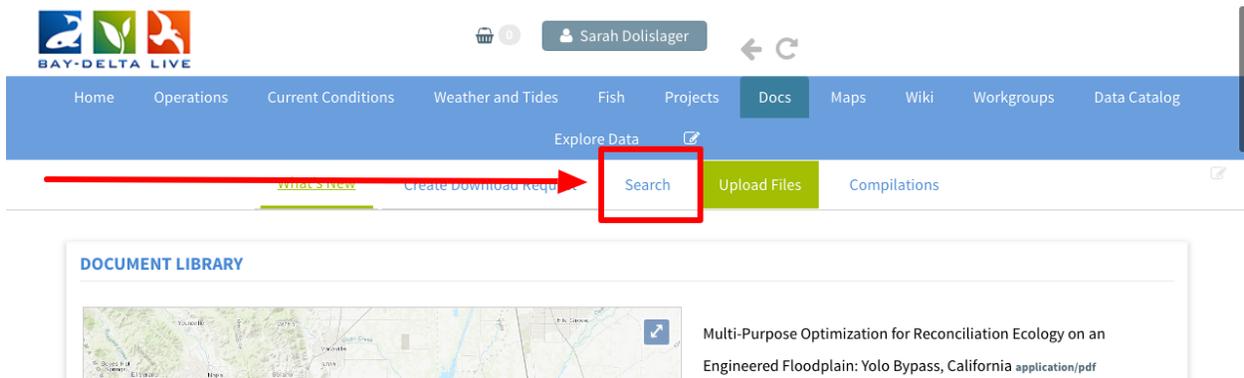
For this example, we will edit the metadata of an image. The image is uploaded and saved in the Document library. Go there by clicking on the “Docs” link in the top bar.



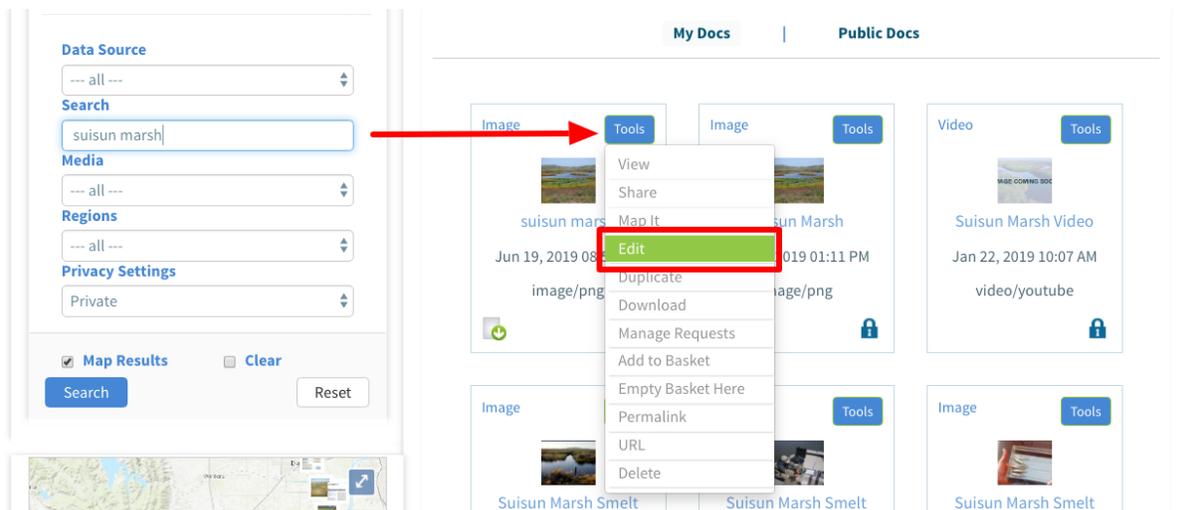
This will take you to the “What’s New” tab of the Document library.



To access the full document library, click on “Search” in the sub-navigation.



Once you find the image you’d like to edit, hover over the Tools button until a drop-down menu appears. Choose, “Edit.”

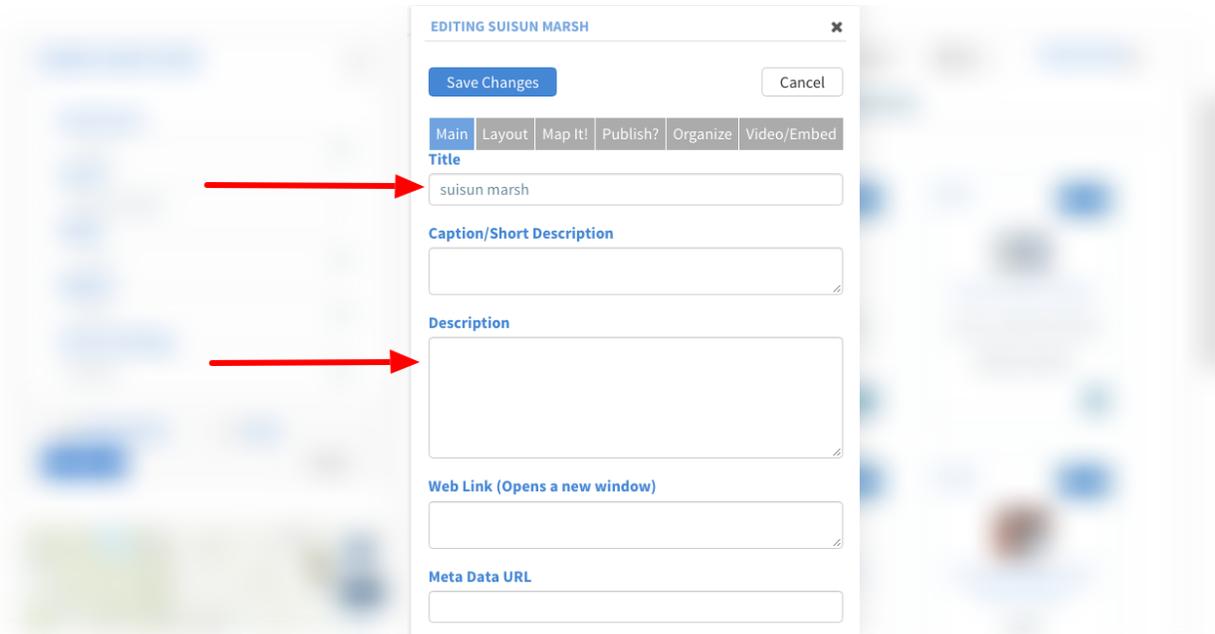


The metadata editor form will appear, and you can edit any of the item's information. Remember, you can always come back to this form and edit the information.

Let's go through the tabs of the metadata editor form and see what types of metadata you can include, as well as highlight some important pieces of metadata.

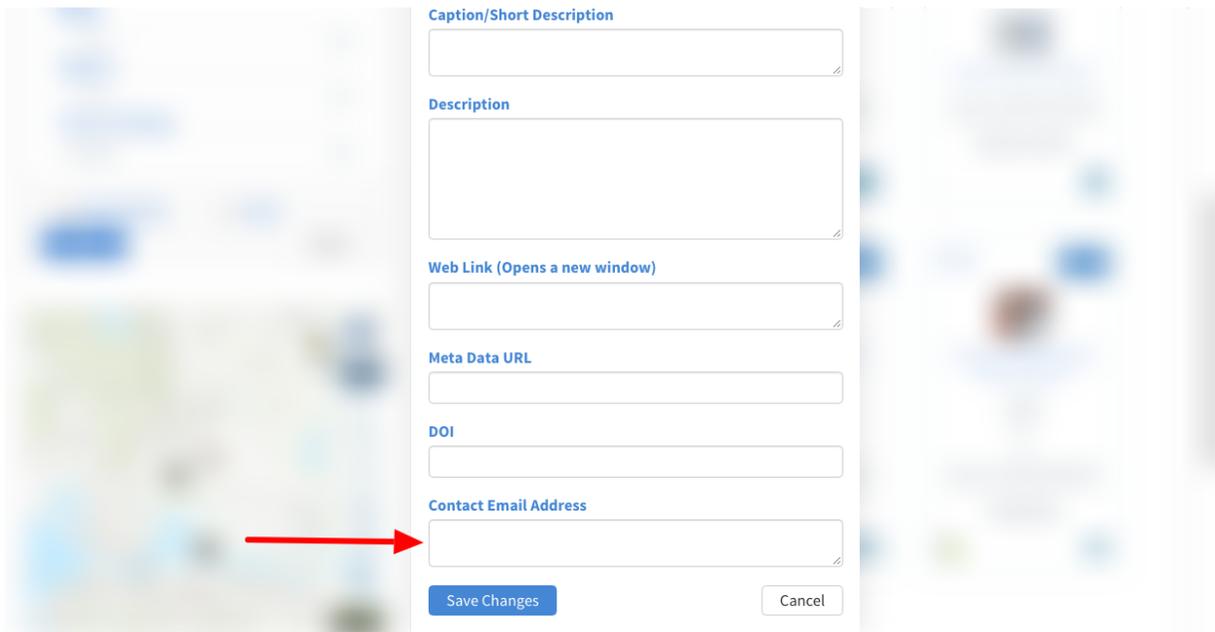
The first tab is the Main tab.

It's important to enter a title and description for the asset. These two pieces of metadata help organize your asset in the BDL library and make it so you and others can find the asset when using the search function.



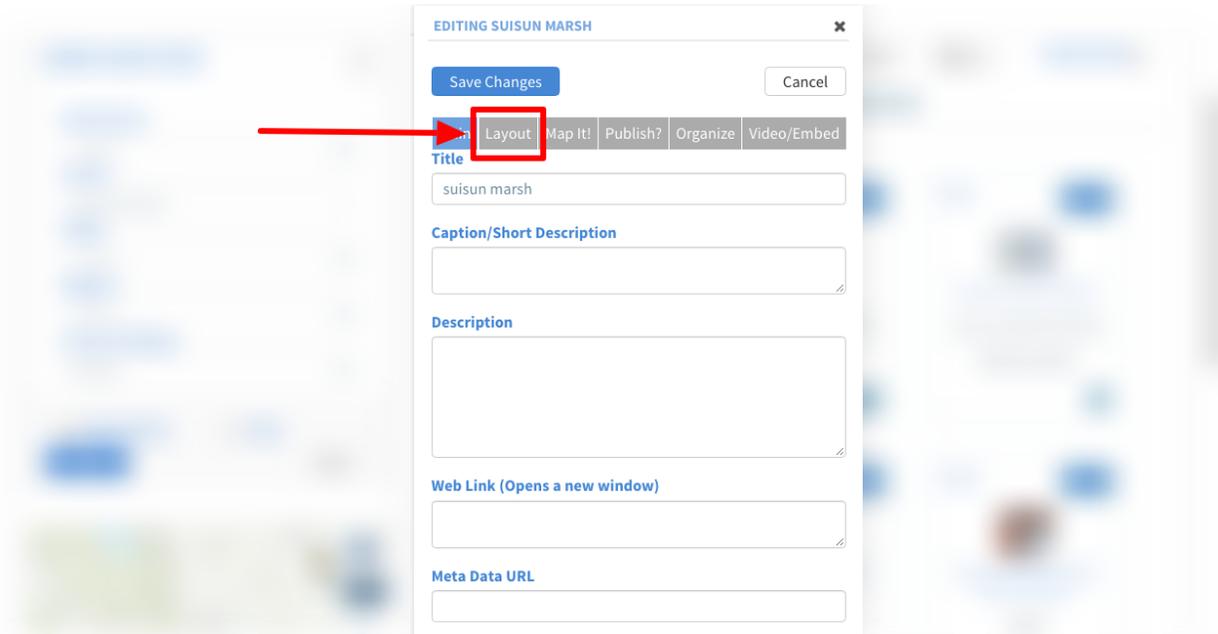
The screenshot shows a web form titled "EDITING SUISUN MARSH" with a close button (X) in the top right corner. At the top, there are two buttons: "Save Changes" (in blue) and "Cancel". Below these are several tabs: "Main" (selected), "Layout", "Map It!", "Publish?", "Organize", and "Video/Embed". The form contains several input fields with labels: "Title" (containing "suisun marsh"), "Caption/Short Description", "Description", "Web Link (Opens a new window)", and "Meta Data URL". Two red arrows point to the "Title" and "Description" fields respectively.

Next, add the contact information for the assets in the designated box.

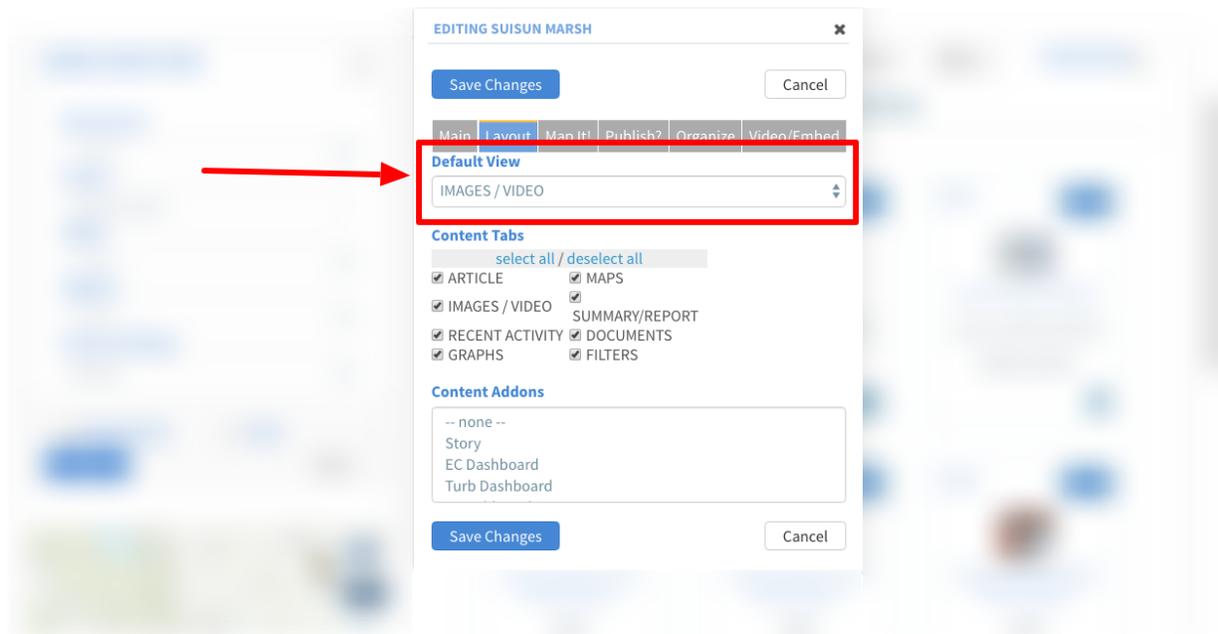


This screenshot shows the same form as above, but with the "Contact Email Address" field highlighted by a red arrow. The "Title" field now contains "suisun marsh" and the "Description" field is empty. The "Caption/Short Description", "Web Link", and "Meta Data URL" fields are also empty. The "Save Changes" and "Cancel" buttons are at the bottom.

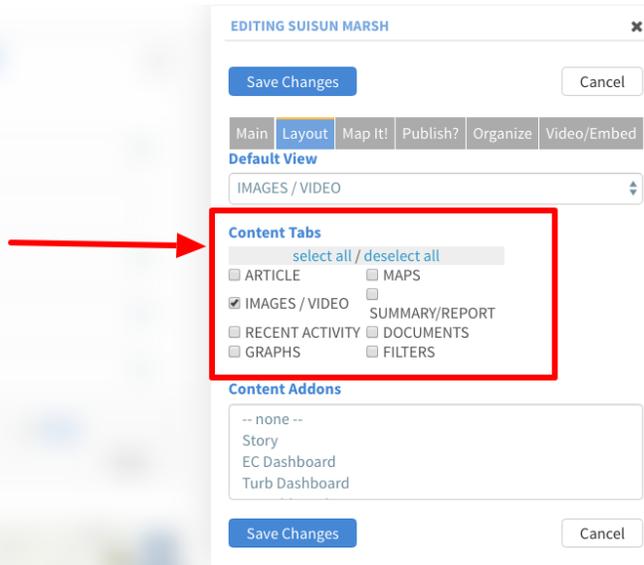
The next tab is the Layout tab.



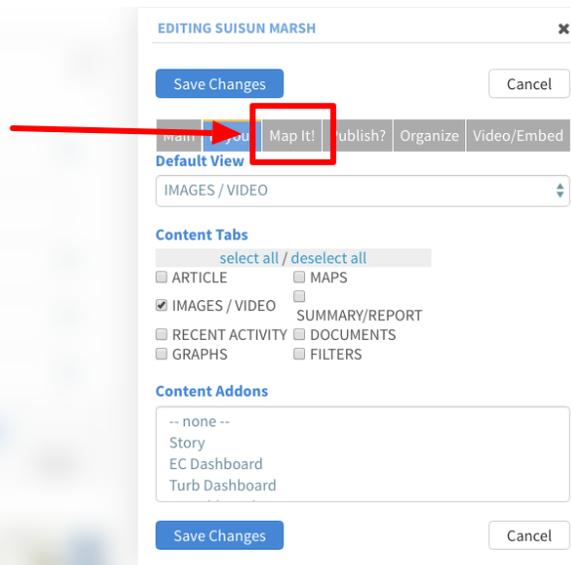
Depending on the type of asset, choose an option from the "Default View" drop-down menu. This determines the "homepage" tab that will open first when you open the asset in the BDL library. For this image example, we'll select "Images slash Video."



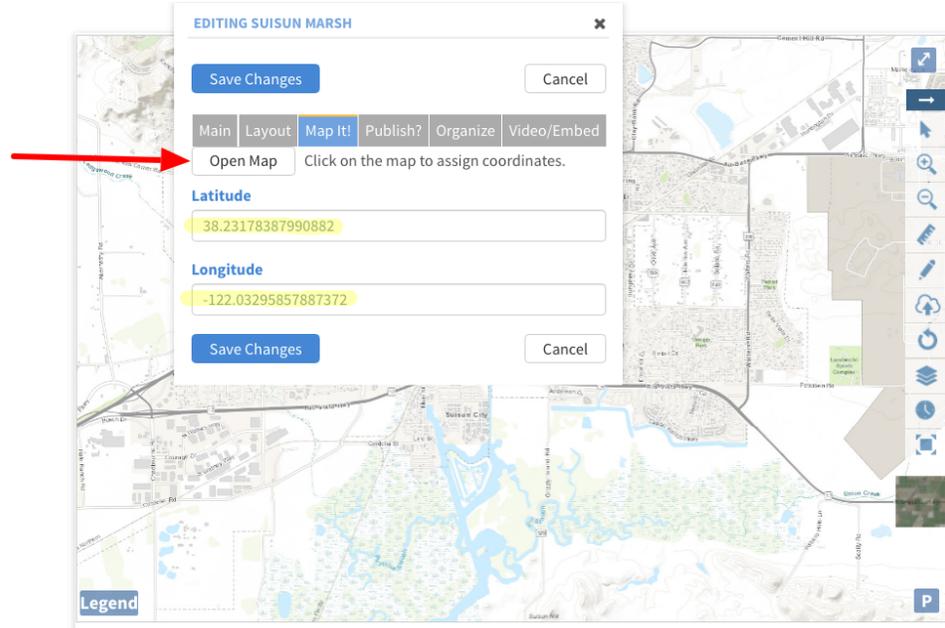
Next, select or deselect options from the “Content Tabs” section. These tabs are part of the layout options for the asset. You can include tabs that will help tell the “story” of the asset. For example, additional photos, documents, or maps might be useful to add to a data set or project page. For this simple image example, we’ll deselect all options except for Images(slash)Video.



The next tab is the “Map It!” tab.

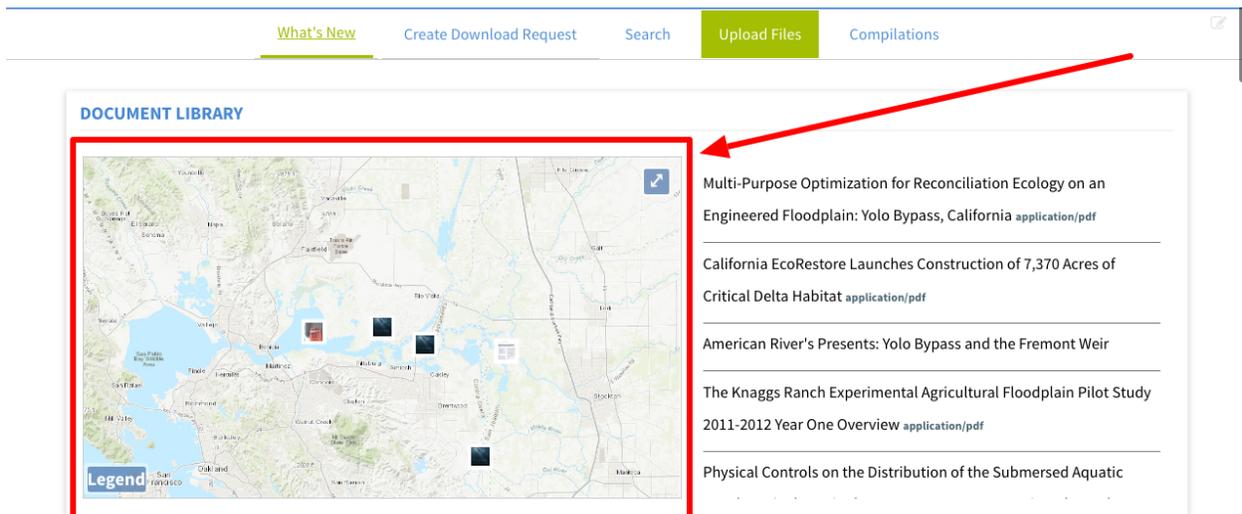


This is where the metadata form gives you the option to geolocate the asset. For instance, since the example image is of Suisun Marsh, I will enter the latitude and longitude coordinates for Suisun Marsh, or click on the “Open Map” button to select the specific point on the map. The coordinates will fill in the form once a point is selected.

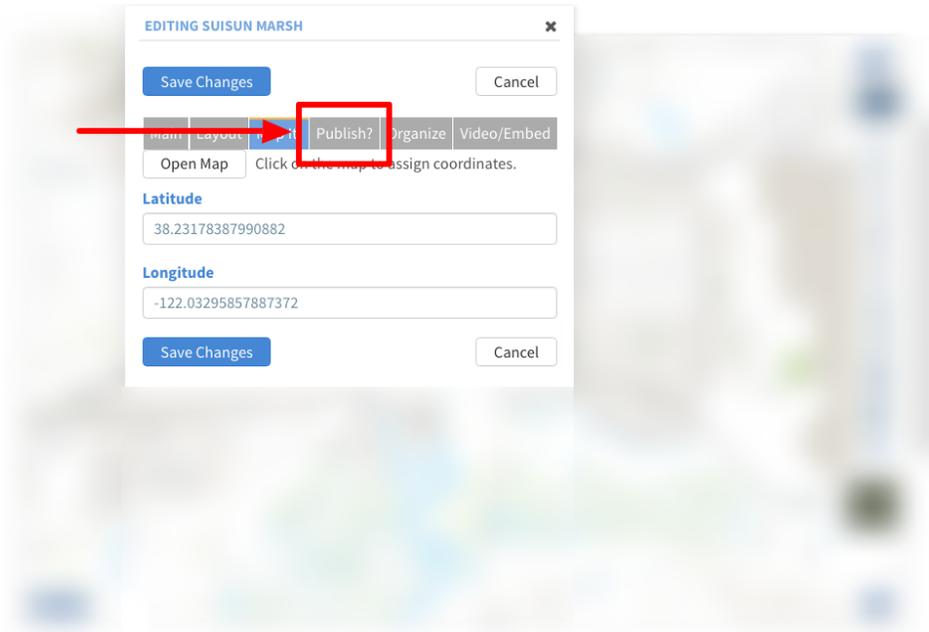


Geolocating an asset helps other users find the item using the map search function. It also helps others have a complete story of the asset when viewing the photo, data set, project page, etc. It’s important for users to understand the location and be able to visualize it on the GIS layer on BDL.

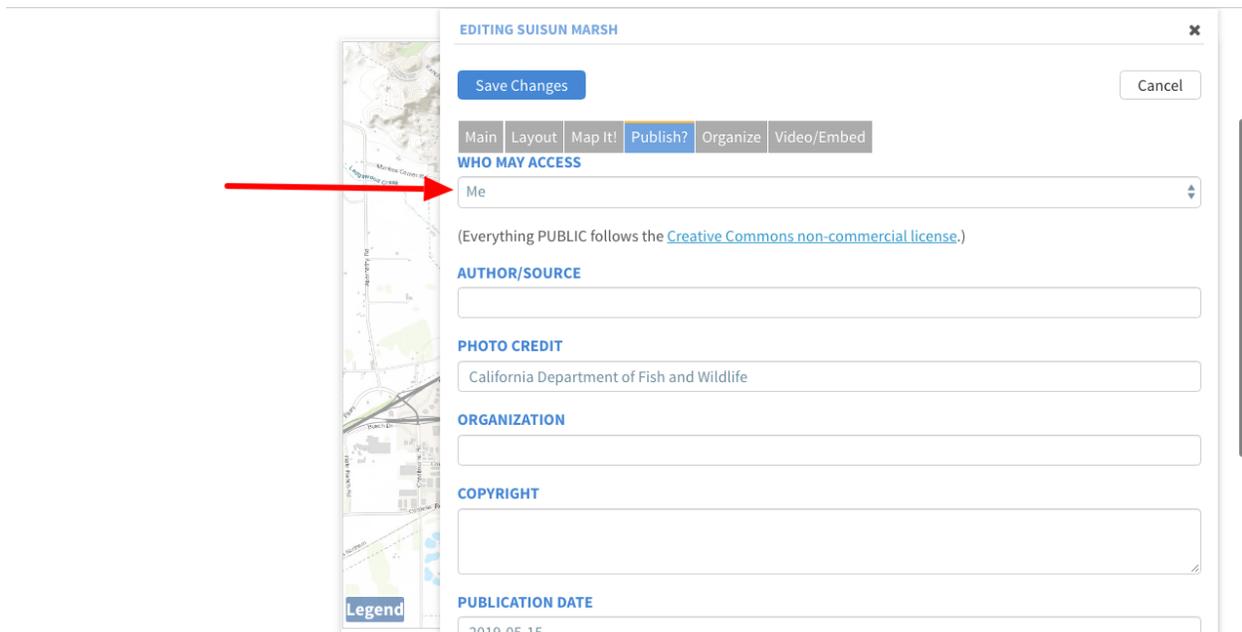
An Example:



Then click on the, “Publish?” tab.



You can edit the privacy settings of the asset under the “Who May Access” drop-down menu. Choose, “Me” to keep it private or “Public(slash)Everyone” to make the asset public. You can always come back and change the selection after you are done editing.



It's important to fill out as much metadata as possible. So fill out the Author/Source, photo credit, and organization information in the designated boxes.

EDITING SUISUN MARSH

Save Changes Cancel

Main Layout Map It! Publish? Organize Video/Embed

WHO MAY ACCESS  
Me

(Everything PUBLIC follows the [Creative Commons non-commercial license.](#))

AUTHOR/SOURCE

PHOTO CREDIT  
California Department of Fish and Wildlife

ORGANIZATION

COPYRIGHT

PUBLICATION DATE  
2019-05-15

Then fill out the copyright and publication date information, if applicable.

(Everything PUBLIC follows the [Creative Commons non-commercial license.](#))

AUTHOR/SOURCE

PHOTO CREDIT  
California Department of Fish and Wildlife

ORGANIZATION

COPYRIGHT

PUBLICATION DATE  
2019-05-15

HOMEPAGE VIEWER / MORE URL (Learn More URL)

PROMOTE (Allow for use in public places such as the home page viewer, home page news, or public RSS Feeds?)  
No

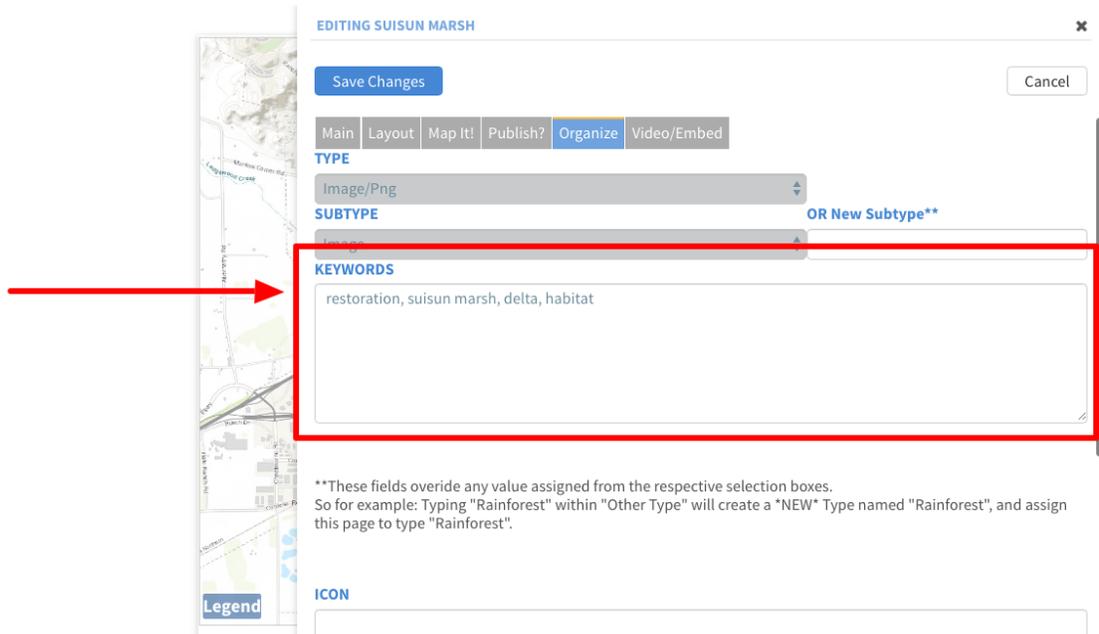
The next tab is the Organize tab.

The screenshot shows the 'EDITING SUISUN MARSH' interface. At the top, there are 'Save Changes' and 'Cancel' buttons. Below them is a navigation bar with tabs: 'Main', 'Project', 'Map', 'Publish', 'Organize', and 'Video/Embed'. The 'Organize' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there are several sections: 'WHO MAY ACCESS' with a dropdown menu set to 'Me'; a note '(Everything PUBLIC follows the [Creative Commons non-commercial license.](#))'; 'AUTHOR/SOURCE' with an empty text field; 'PHOTO CREDIT' with a text field containing 'California Department of Fish and Wildlife'; 'ORGANIZATION' with an empty text field; 'COPYRIGHT' with an empty text field; and 'PUBLICATION DATE' with a text field containing '2019-05-15'. A map is visible on the left side of the interface.

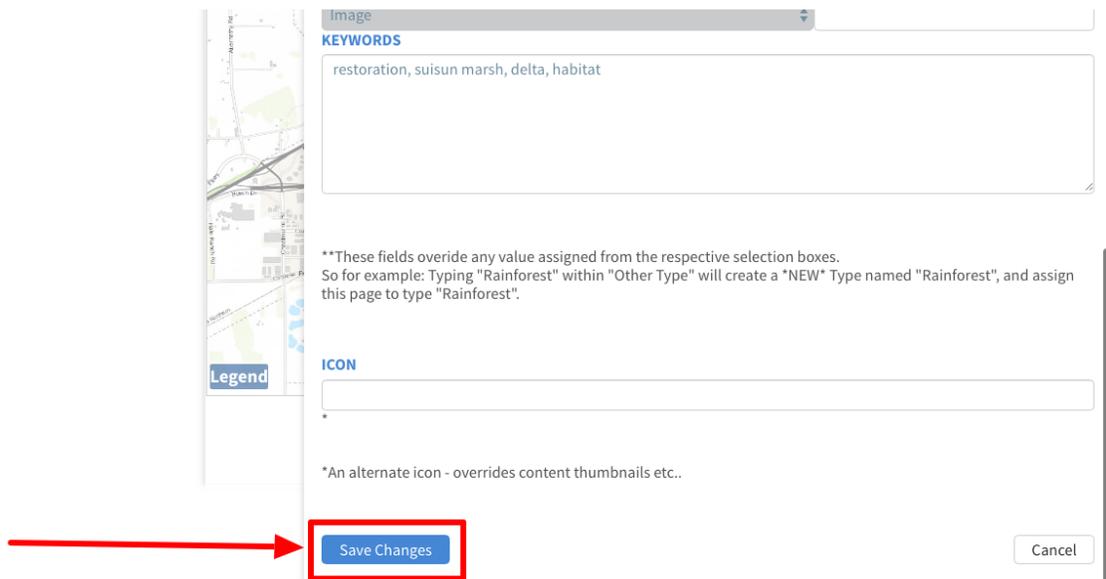
Choose a Type and/or Subtype from the drop-down menus if necessary. For this example, the "Image" type is already selected after the item is uploaded into the BDL library.

The screenshot shows the 'EDITING SUISUN MARSH' interface with the 'Organize' tab selected. The 'TYPE' and 'SUBTYPE' dropdown menus are highlighted with a red box and a red arrow pointing to them. The 'TYPE' dropdown is set to 'Image/Png' and the 'SUBTYPE' dropdown is set to 'Image'. Below these dropdowns, there is a 'KEYWORDS' text field containing 'restoration, suisun marsh, delta, habitat'. At the bottom, 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 an 'ICON' text field.

The Keyword box is an important section of the metadata editor form because these words will help other users find the asset when using the search function. Type in as many keywords as necessary, separating each by a comma.



Once you are done filling out the metadata editor form, click “save changes.”



Remember, you can always go back and edit any of the metadata by hovering over the Tools menu and choosing “Edit.”

**SUISUN MARSH**

Download Share

**FILE PROPERTIES**

**Filename:** suisun marsh

**Subtype:** Image

**Keywords** restoration, suisun marsh, delta, habitat

**Added By:** Sarah Dolislager

**Date Added:** May 15, 2019 01:41 PM

**Last Edited By:** Sarah Dolislager

**Last Edited :** Jun 19, 2019 08:55 PM

**Private**



Tools