

## 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.

![](_page_0_Picture_7.jpeg)

This will take you to the "	'What's New" t	ab of the Docume	nt library.
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To access the full document library, click on "Search" in the sub-navigation.

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

![](_page_1_Figure_5.jpeg)

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.

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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.

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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.

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

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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."

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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.

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The next tab is the "Map It!" tab.

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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.

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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:

![](_page_6_Figure_4.jpeg)

Then click on the, "Publish?" tab.

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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.

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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.

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The next tab is the Organize tab.

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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.

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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.

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

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

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