

How to Edit the Metadata of Project Pages on Bay-Delta Live

Welcome to the How to Edit the Metadata of a Project tutorial.

In this tutorial, we will go over how to edit the metadata of a project on Bay-Delta Live.

The metadata of a project is the title, description, author, type, keywords, etc. You can edit all of this information using the metadata editor form.

To begin, be sure you are logged in by using the "Login" button at the top of the screen.



Once you are logged in, you can access the Project Library by clicking on the "Projects" link in the top bar.



The Project Library will open to the "What's New" page. To access and search the entire project library, click on "Search & List View" in the sub-navigation.

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You can click through the project library or use the search function on the left-hand side.

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Once you locate the project you want to edit, hover over the Tools menu and choose "Edit" from the drop-down menu.

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The metadata editor form pops up. This form contains all the project's metadata.

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Let's go through the options in each tab of the Editor form.

First, the Main Tab.

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This is where you will enter a project's Title and Description.

These two sections are important because the search function uses these words as keywords when other users search for the project library.

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Another important section of the Main Tab is the Contact Information for the project. Be sure to include the phone number or email address for the project contact here. This information will populate on the "Recent Activity" page of the project.

Description
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Save Changes Cancel

The next tab is the "Layout" tab.

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The Default View drop-down menu includes all the page options of a project. Choose the one you would like to have as the landing page for your project.

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"Article" is a good option because you can customize the page to showcase important information for the project.

"Recent Activity" is also a good option because it shows information like the project members, description, contact information, and recent uploaded documents. "Recent Activity" page example:

Recent Activity Article Documer	ts Images & Video Maps Summaries & Reports	<i>업</i>) Tools
PROJECT DETAILS	RECENT UPDATES	MEMBERS AND FOLLOWERS
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Description The proposed project consists of constructing a positive fish barrier on	NEW UPLOADS	Spezia, Julie
the downstream side of the existing KLOG structure to prevent adult salmon entry into the Colusa Basin Drain (CBD), as well as repairing an erosion site on the right bank of the CBD on the downstream side of the KLOG structure.	PDF Knights Landing Outfall Gates Project - Notice of No size available Created: 2015-11-14	Admin, BDL Lutkemuller, Nicole
Author / Source:	Announcing the Gate JPG No size available Created: 2015-11-13	Aimee Mobile, BDL
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Contact		

You can always come back and edit this later.

Content Tabs gives you options for pages in your project.

You can select or deselect pages based on how you want to build your project. If you are not sure which pages you would like to use, keep them all selected and come back to edit this section later.

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Next, go to the "Map It" tab.

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This function assigns coordinates to your project so it can be viewed on a map, as well as located when the map search function is used. For example, the project library map:

	<u>What's New</u> Add	New Search & List	View EcoRestore
PROJECTS			
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Enter the Latitude and Longitude or Click the "Open Map" button to select a point on the map.

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	Longitude		
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Once you select a point on the map, the coordinate values show up in the metadata editor form.

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The first section is the "Who May Access" drop-down menu.

You have two options here: "Me" and "PUBLIC/Everyone." "Me" keeps the project private and "PUBLIC/Everyone" gives the public access to view your project page. Choose one.

EDITING TEST PROJECT	×	
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 Main Layout Map It! Publish? Organize Video/Embed Project Info		
Me	\$	
(Everything PUBLIC follows the <u>Creative Commons non-commercial license</u> .)		
AUTHOR/SOURCE		
PHOTO CREDIT		
ORGANIZATION		
COPYRIGHT		
PUBLICATION DATE		

The next sections are the Author/Source and the Organization information. If there are specific people to name for the project, put them in Author/Source. Then fill out the Organization section with the organizations and/or agencies involved in project. Be sure to spell out the entire name of the organization.

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(Everything PUBLIC follows the Creative Commons non-commercial license.)		
 AUTHOR/SOURCE		
PHOTO CREDIT		
 ORGANIZATION		
COPYRIGHT		
PUBLICATION DATE		

Next, fill out any copyright information.

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You can choose a publication date by clicking on the calendar icon. The calendar will pop up so you can choose a date and it will auto-fill.

PHOTO CREDIT	
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 2019-05-28	
HOMEPAGE VIEWER / MORE ORL (Learn More ORL)	
PROMOTE (Allow for use in public places such as the home page viewer, home page news, or public RSS Feeds?)	
No	

If you'd like to promote your project on BDL's homepage or the "What's New" section of the Project Library, choose "yes" or a specific option from the drop-down menu.

PHOTO CREDIT
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Next, go to the "Organize" tab.

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Choose a "Type" from the drop-down menu. People can search for projects by indicating a specific "Type" so this will help them find your project.

For example, if your project is a research project, choose that option from the drop-down menu.

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You can also choose a "Subtype" from the second drop-down menu if one is applicable.

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"Rainforest".

The next section is the "Keywords" section. This is where you will write any words that pertain to your project to optimize search capability. For instance, if you set "smelt" as one of the keywords your project will show up in the results when someone types "smelt" into the search box.

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When you are finished filling out the information in the metadata editor form, be sure to click "Save Changes."

KEYWORDS		
grizzly island, restorat	tion, habitat	
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You can always access the metadata editor form by hovering over the Tools menu and choosing "Edit" from the drop-down menu.

