

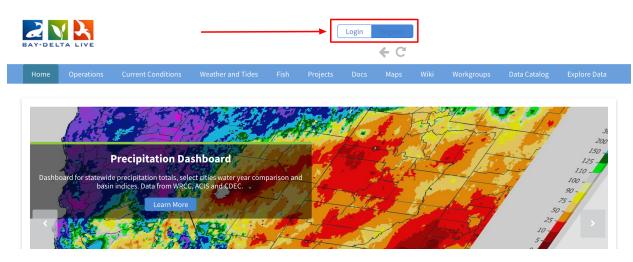
How to Make Assets Searchable on Bay-Delta Live

Welcome to the Make Assets Searchable Tutorial.

In this tutorial, we will go through:

- three different ways people can search for files or projects in the Bay-Delta Live database and;
- how to edit the metadata of files or projects to correlate with these three search options.

Before working in Bay-Delta Live, be sure to login by using the log-in button at the top of the screen.



Every Bay-Delta Live asset library has built-in search functions.

For example, this is what the built-in search function looks like in the project library.

Let's go through three different ways people might search using the built-in search function.

- 1. Typing keywords in the search box
- 2. Using the Type or Subtype drop-down menus in the built-in search function
- 3. Using the map feature in each library

TYPING KEYWORDS IN THE SEARCH BOX

The "search" box correlates with the titles and keywords in the metadata of the files or projects. Therefore, the results will show projects that have those keywords in the title or as a designated keyword.

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For instance, type SMELT into the search box and the results will show files containing the word "smelt" in the title or metadata.

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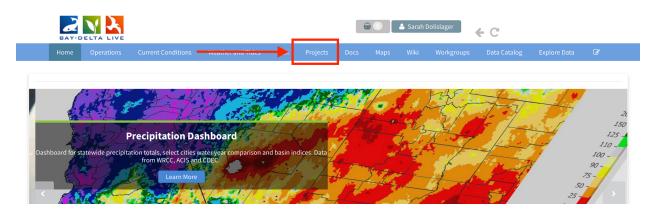
EDITING METADATA TO CORRELATE WITH KEYWORD SEARCH

Let's edit the metadata of a project to correlate with a keyword search.

You can fill out the title and keywords in the metadata editor form of a file or project.

We'll do this for a project page as an example.

Go to the Project library from the homepage by clicking on the "Projects" link in the top bar.



Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears. Choose, "edit."

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There are two main places that correlate with the search box in the metadata editor form. The first is the TITLE box on the Main tab

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The second is the KEYWORD box under the Organize tab.

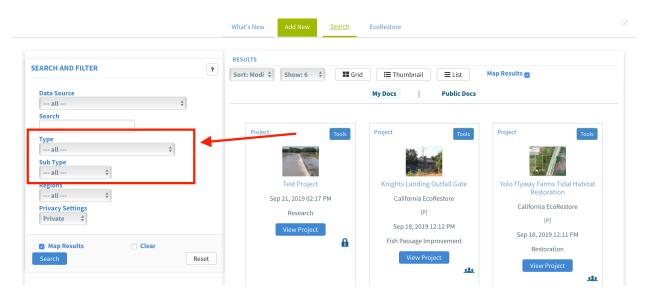
Be sure these are filled out so that people can find your items when searching for specific keywords. Be as specific as possible. The keyword box is a good place to put all the words someone might associate with the project so that it shows up when users search the project library.

When you are done, click "save changes."

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USING THE TYPE OR SUBTYPE DROP-DOWN MENUS IN THE BUILT-IN SEARCH FUNCTION

The Type and Subtype drop-down menus of the search function correlate with the type and subtype in the file or project metadata.



For instance, if someone wanted to make the smelt search more specific, they could type "smelt" in the search box and then choose, "research" from the Type drop-down menu and the results will adjust to include items that were specified as "research" projects.

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EDITING METADATA TO CORRELATE WITH THE TYPE AND SUBTYPE DROP-DOWN MENUS

Let's select a Type for a project as an example.

Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears.

Choose, "edit."

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You will see the Type and Subtype drop-down menus.

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Select, "research" under the Type drop-down menu.

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This means that if "research" is selected as a Type in the search function, this project will show up among the results.

Click "Save changes" to complete the changes.

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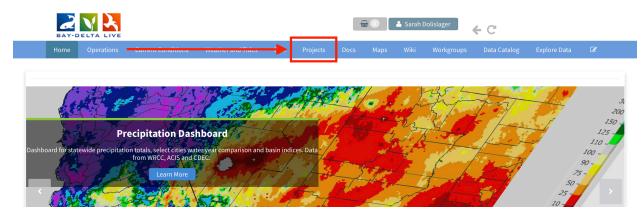
USING THE MAP FEATURE IN EACH LIBRARY

Every asset on Bay-Delta Live can be geolocated by entering the latitude and longitude coordinates in the metadata.

All assets that are geolocated will show up on the maps in the asset libraries on Bay-Delta Live.

Let's find the project library map as an example.

From the homepage, click on the "Projects" link in the top bar to open up the project library.



It opens up to the "What's New" tab, which shows a map on the left-hand side.

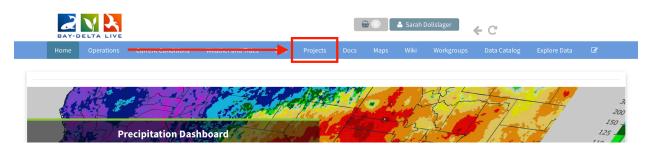
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You can see that there are icons on the map. These are populated using the latitude and longitude coordinates in the metadata of each project page.

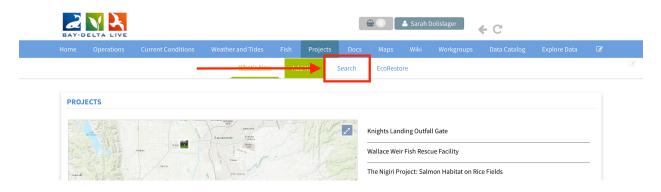
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EDITING METADATA TO GEOREFERENCE A PROJECT PAGE

Let's edit the metadata for a project page as an example. Go to the project library from the homepage by clicking on the "Projects" link in the top bar.



Then click on "Search" in the sub-navigation to view the entire project library.



Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears. Choose, "edit."

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You can enter the latitude and longitude coordinates or click "Open Map" to select a specific point on the map.

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Once you select a location on the map, the latitude and longitude coordinates will show in the form.

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As long as your project is public, it will show up on the map so people can search by location.

We've gone through three ways people might search for files or projects in the Bay-Delta Live database and how you can set up your documents or projects so that they are searchable and complete. You can follow these steps to edit the information of your files, maps, or projects at any time.