



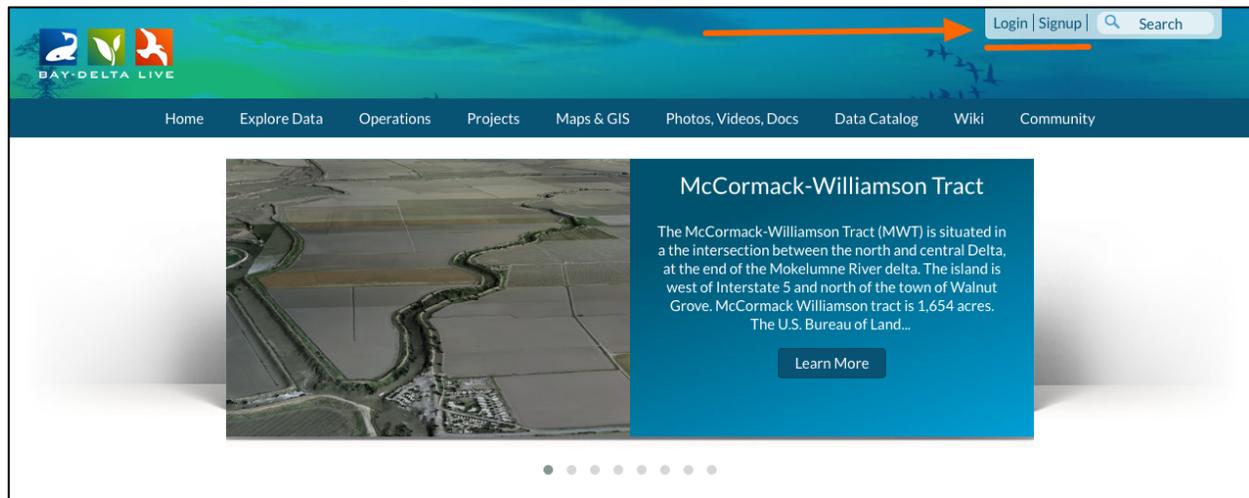
www.baydeltalive.com  
Tutorials

## HOW TO MAKE ITEMS SEARCHABLE

In this tutorial, we will go through:

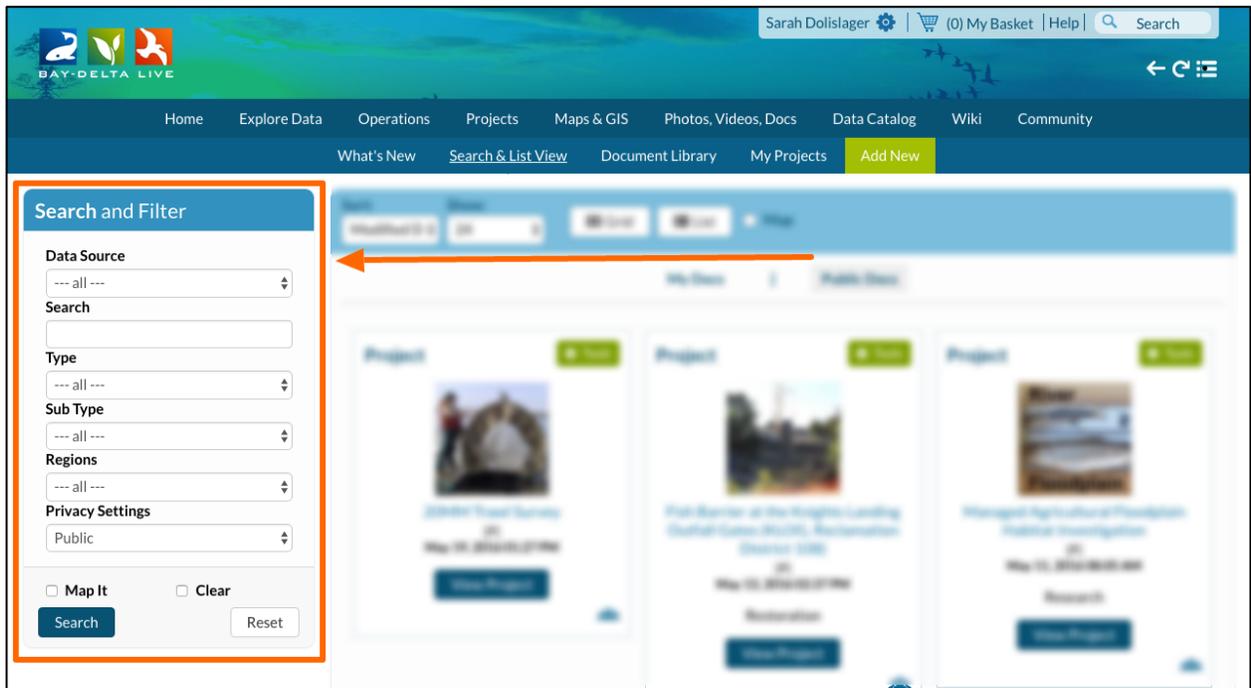
1. Two different ways people might search for files or projects in the Bay-Delta Live database.
2. How to edit the information of files or projects to correlate with these two search options.

Before working in Bay-Delta Live, be sure you are logged in using the “LOGIN” or “SIGN UP” buttons at the top of the screen.



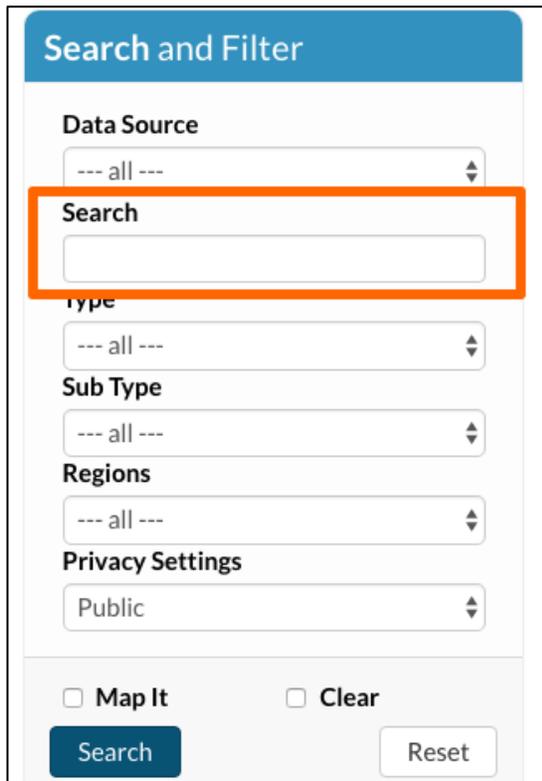
Each of the Bay-Delta Live assets have libraries with built-in search functions.

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

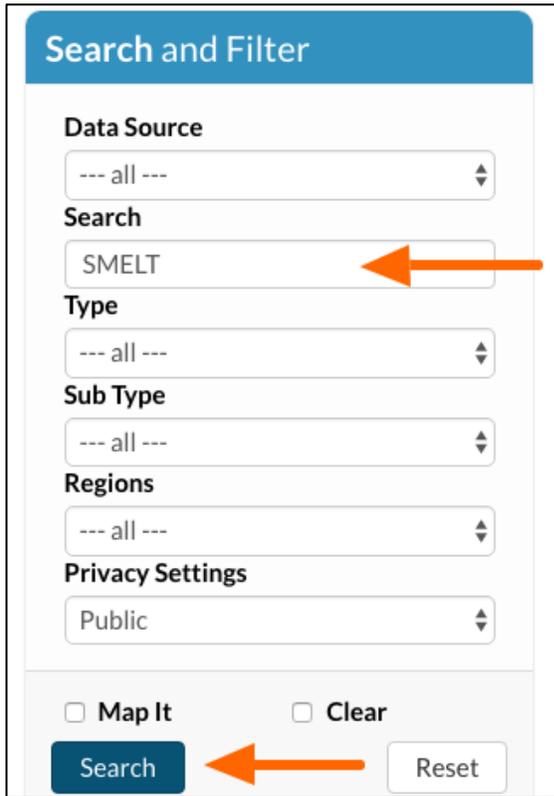


Let's go through the two different ways people might use the search function to search within an asset.

**Number 1:** People might search for files or projects by typing keywords in the search box.

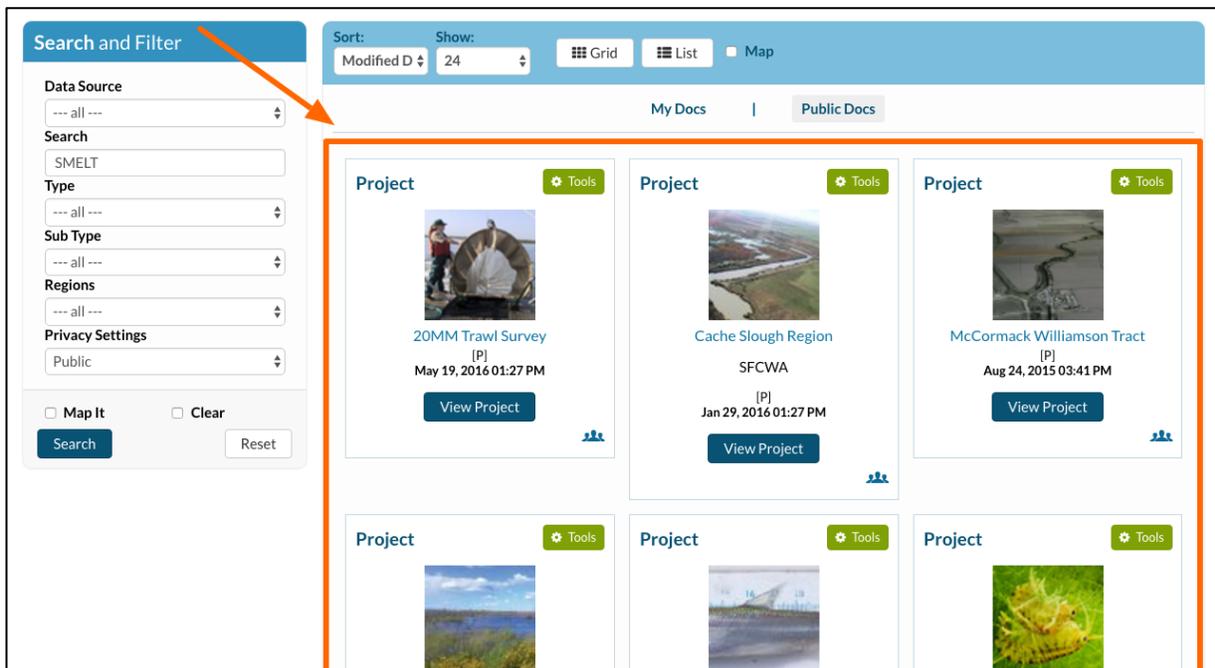


For instance, if we want to search for all projects that include SMELT, we'll type SMELT into the search box and click, "search."



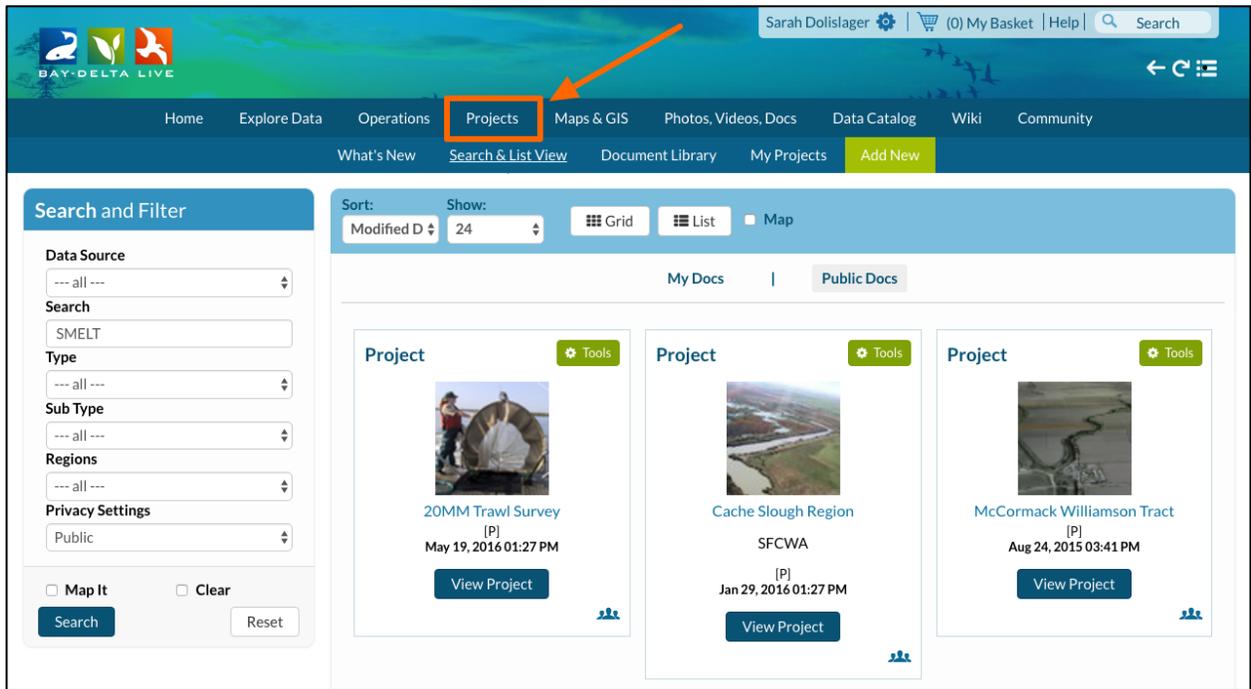
The image shows a sidebar titled "Search and Filter" with several dropdown menus: "Data Source" (set to "all"), "Search" (containing "SMELT"), "Type" (set to "all"), "Sub Type" (set to "all"), "Regions" (set to "all"), and "Privacy Settings" (set to "Public"). At the bottom, there are checkboxes for "Map It" and "Clear", and buttons for "Search" and "Reset". An orange arrow points to the "Search" button.

The "Search Box" correlates with the titles and keywords that you assign to the various projects. Therefore, the results will only show projects that have SMELT in the title or as a designated keyword in the project information.

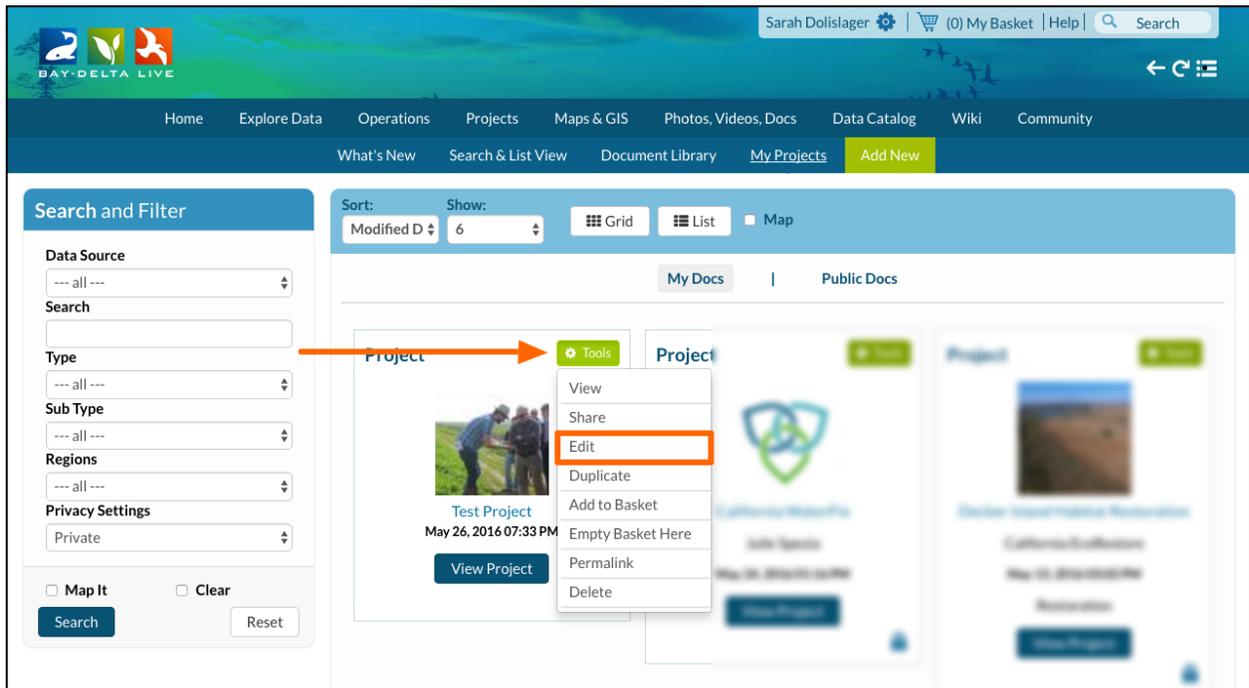


The image shows the main interface of a project management system. On the left is the "Search and Filter" sidebar, which is highlighted with an orange box and an arrow pointing to the "Search" button. The main area displays a list of projects in a grid view. The top of the main area includes a "Sort" dropdown (set to "Modified D"), a "Show" dropdown (set to "24"), and view options for "Grid", "List", and "Map". Below this, there are tabs for "My Docs" and "Public Docs". The project list shows three visible project cards, each with a title, a thumbnail image, a "View Project" button, and a "Tools" button. The first card is titled "20MM Trawl Survey" with a date of "May 19, 2016 01:27 PM". The second card is titled "Cache Slough Region" with a date of "Jan 29, 2016 01:27 PM". The third card is titled "McCormack Williamson Tract" with a date of "Aug 24, 2015 03:41 PM".

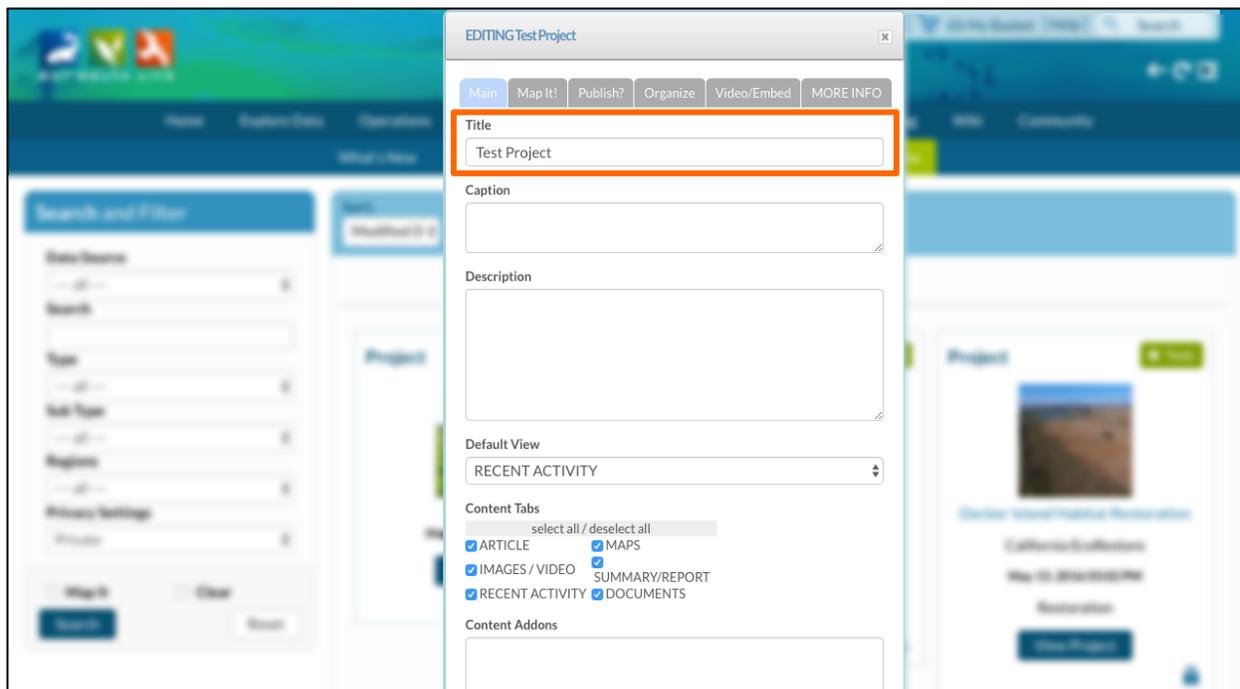
You can fill out the title and keywords in the Editor of the file or project.  
Let's do this for a project as an example.  
Go to the project library by clicking on "Projects" in the top bar.



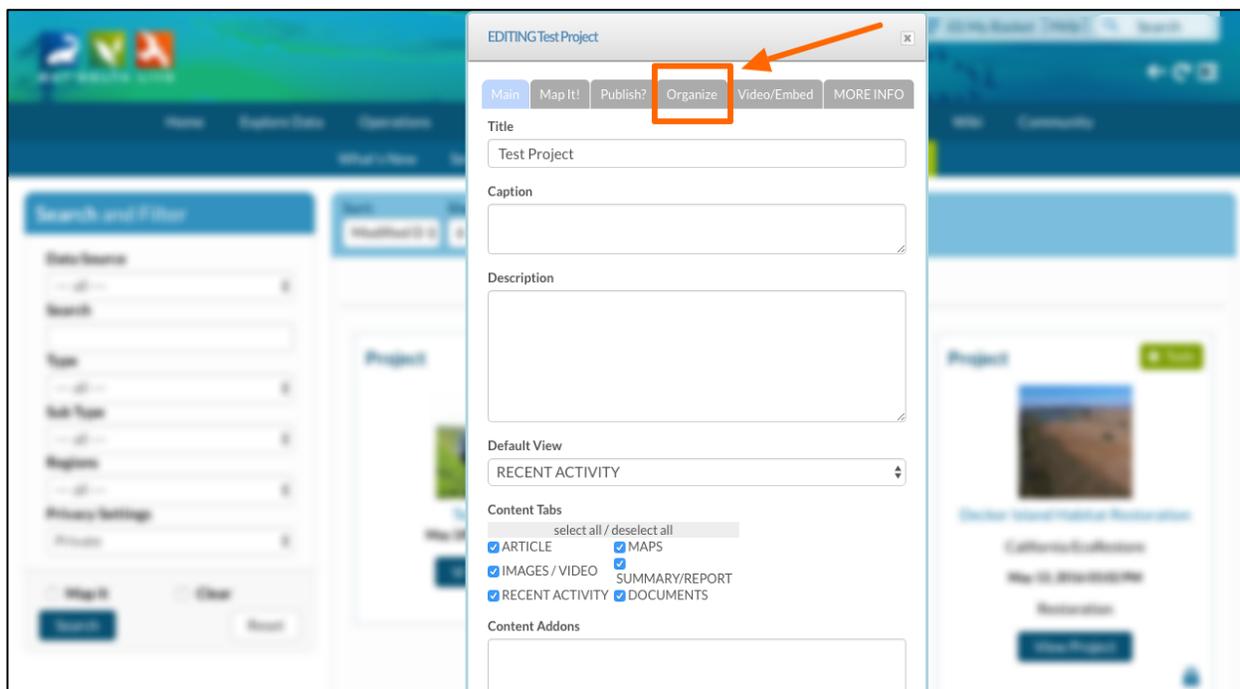
Find the project you'd like to edit and hover over the TOOLS menu.  
Choose, "edit."



There are two places that correlate with the Search box. The first is the TITLE on the Main Tab.



The second is the KEYWORD box under the Organize tab. Click on the Organize tab.



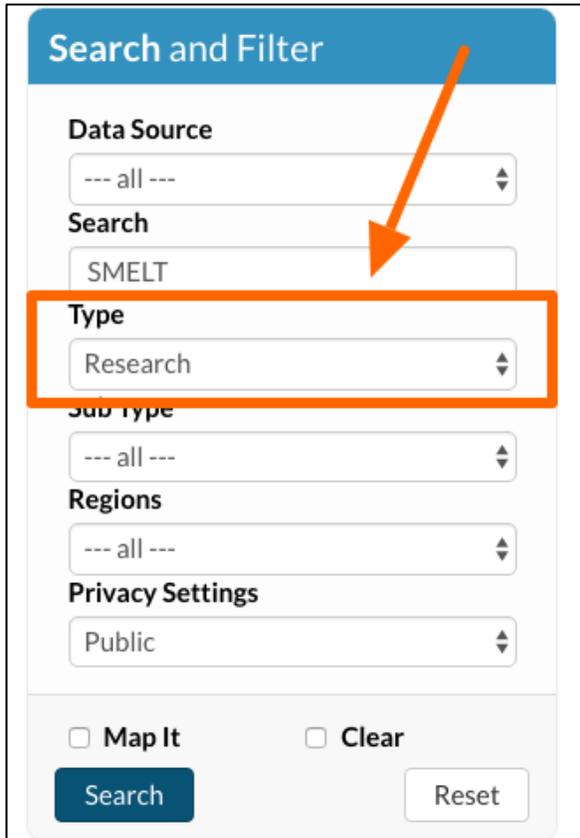
Be sure these are filled out so that people can find your items when searching for specific keywords.

The screenshot shows the 'EDITING Test Project' window with the 'Organize' tab selected. The 'TYPE' dropdown is set to '--- all ---' and 'OR New Type\*\*'. The 'SUBTYPE' dropdown is set to '--- all ---' and 'OR New Subtype\*\*'. The 'KEYWORDS' text area is highlighted with an orange border. Below the text area, there is explanatory text: '\*\*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 is an 'ICON' input field with a note: '\*An alternate icon - overrides content thumbnails etc..'. At the bottom are 'Save Changes' and 'Cancel' buttons.

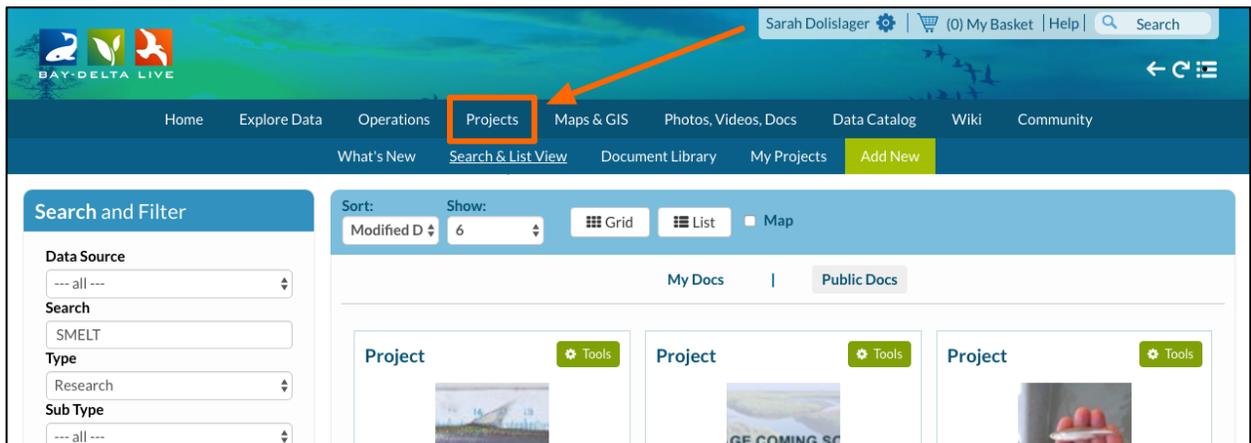
**Number 2:** People might search for files or projects by using the Type and Subtype drop-down menus in the built-in search function.

The screenshot shows the 'Search and Filter' sidebar. The 'Data Source' dropdown is set to '--- all ---'. The 'Search' input field is empty. The 'Type' and 'Sub Type' dropdowns are highlighted with an orange box and both are set to '--- all ---'. Below them is the 'Regions' dropdown set to '--- all ---' and the 'Privacy Settings' dropdown set to 'Public'. At the bottom are checkboxes for 'Map It' and 'Clear', and 'Search' and 'Reset' buttons.

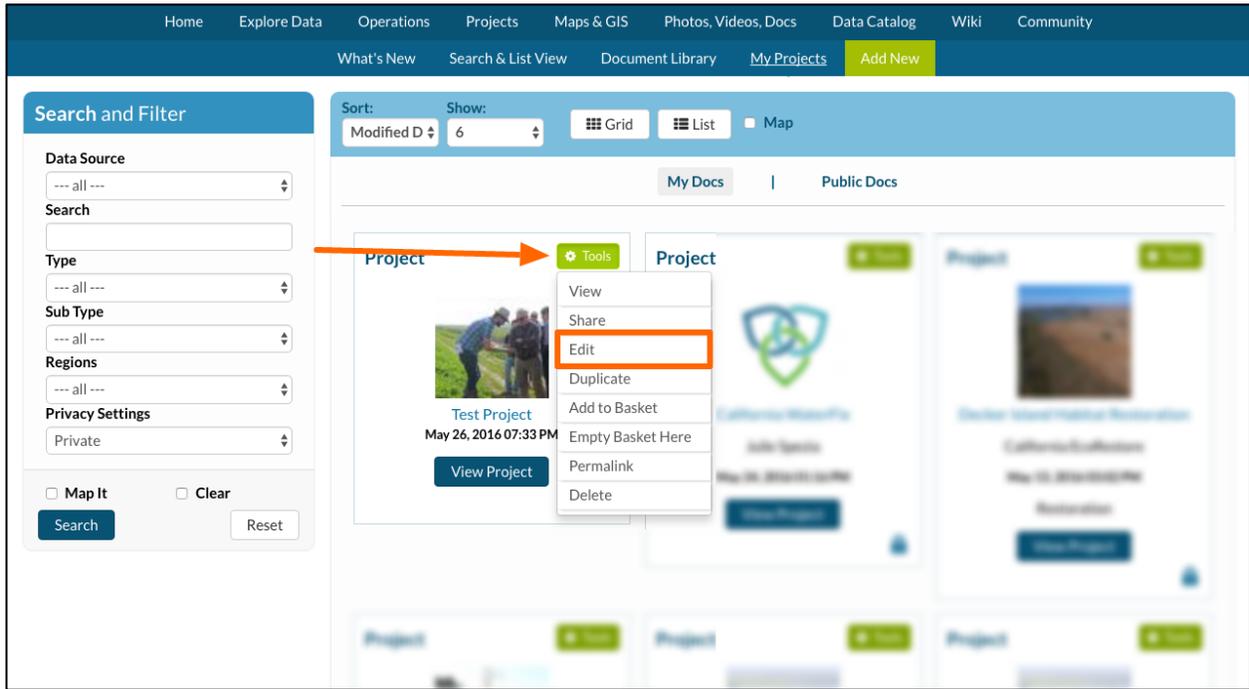
For instance, if someone wanted to make the smelt search more specific they could choose, “research” from the Type drop-down menu and the results will adjust.



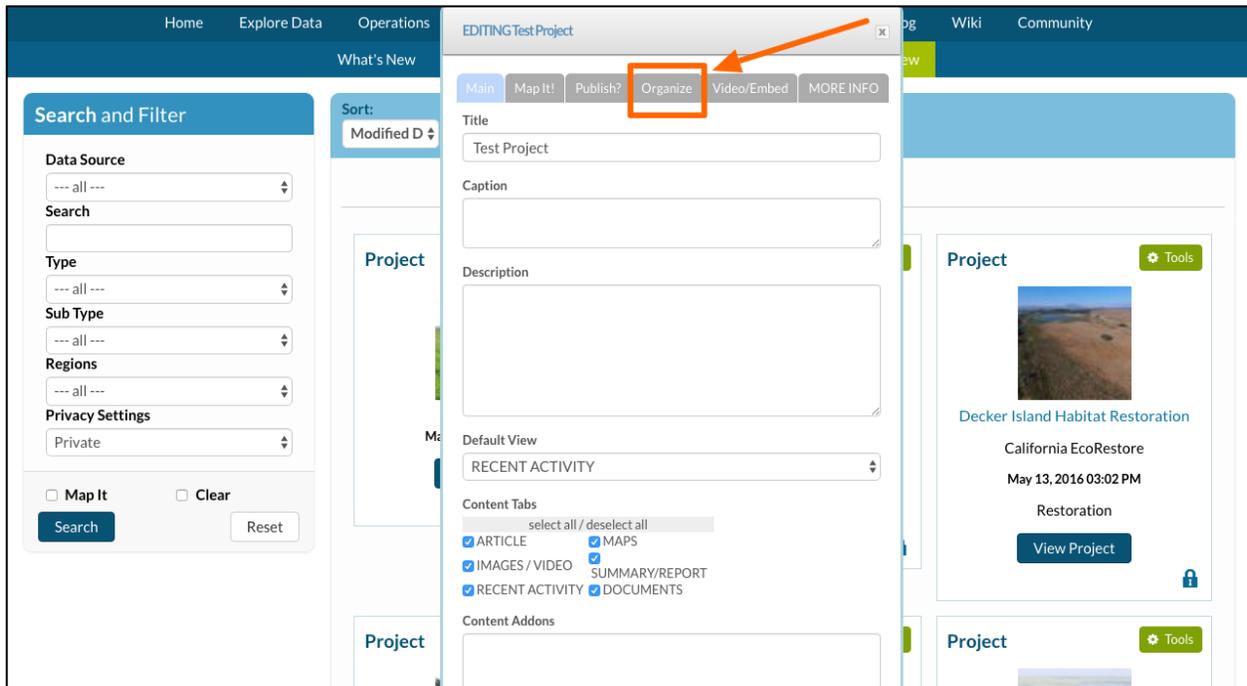
The Type and Subtype drop-down menus correlate with those chosen in the file or project information. For example, let's select a type for a project. Go to the project library by clicking on, “Projects” in the top bar.



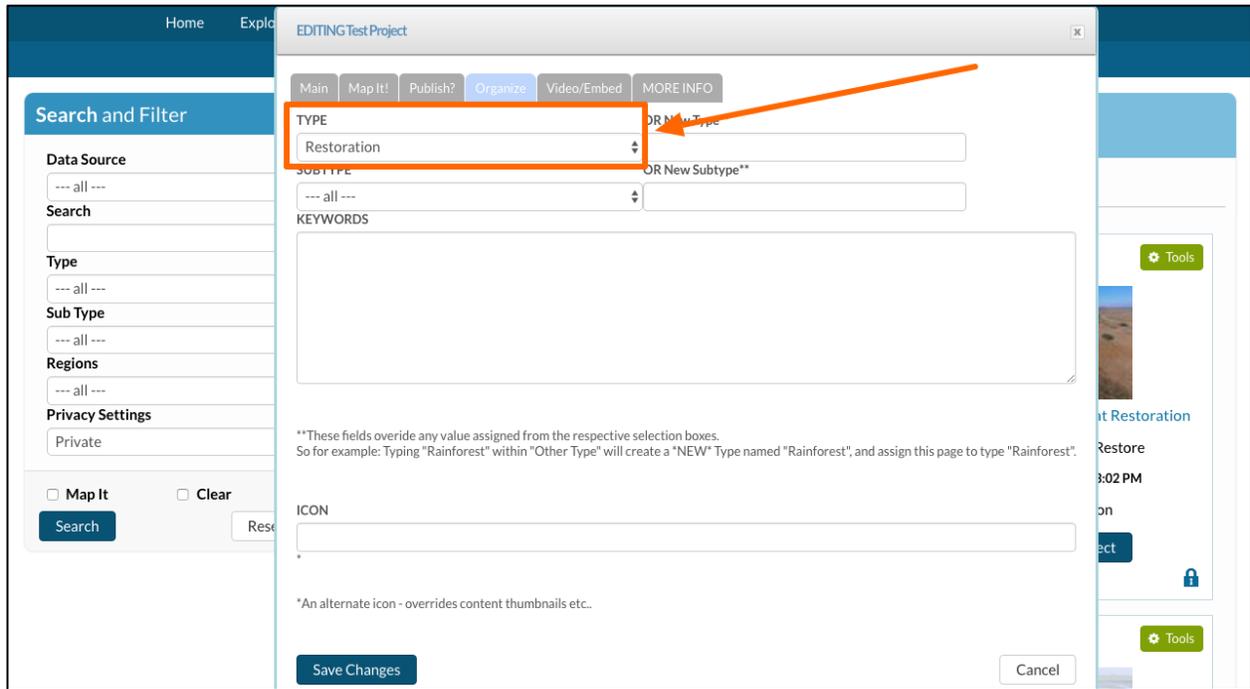
Find the project you'd like to edit and hover over the TOOLS menu. Choose, "edit."



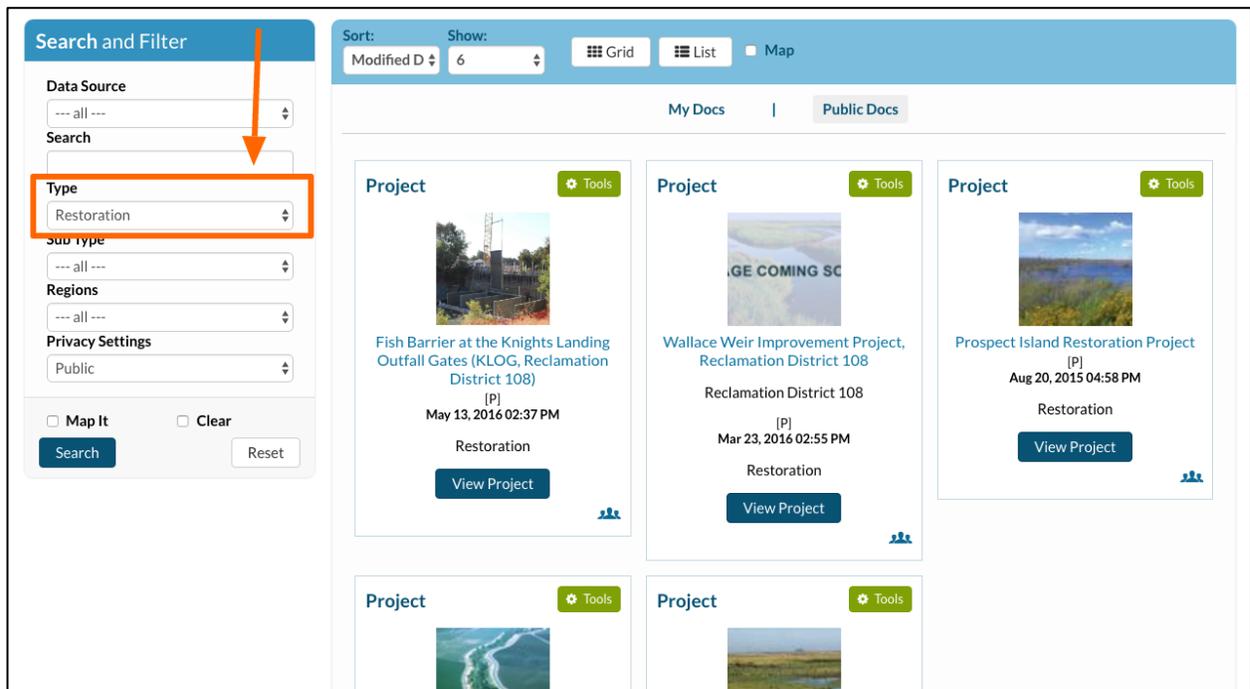
The Type and Subtype assignments are located under the Organize tab. Click on the Organize tab.



We'll select, "restoration" as the type for this project.



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



We've gone through two ways people might search for files or projects in the Bay-Delta Live database. You can follow these steps to edit the information of your files, maps, or projects to make sure they are searchable and complete.