

# Entering Your Rich Content WIKI

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Follow the above directions to enter your work into MediaNOLA's "Discover" content. The tab

Rich Content

is on the left menu bar.

1. Search to make sure your entry is unique: enter the name of the entry in the search bar on the left above the listing of entries. If there is a result, add to the *existing* page. If nothing appears as a result, you must create a new entry.
2. To create a new entry, click

ADD NEW ENTRY

## Entering New Information

Leave blank any boxes that you do not have information for.


**Name:** Enter the name of the person, place or thing. Spell out acronyms.

**GIS:** Click on  [View & Edit](#) to put in location information.

1. Re-enter name
2. Add full address, including New Orleans, LA. Zip code not necessary. You may abbreviate St, Ave, Blvd.
3. Enter start year for the object at that location.
4. Enter start month or set to blank.
5. Enter end year for the object at that location.
6. Enter end month or set to blank.
7. Enter any categories associated with that location from the drop down menu
8. Enter any tags to help users find the location
9. Save and either return to the main page or add more locations/times

**Description:** Here you add your story and research of the person, place or thing. Please edit for complete sentences and good grammar. You may refer to the tip sheet on writing a good history if appropriate. There are three pieces of code you will want to include in your description:

1. Headings and subheadings are indicated with the code `=== h2.` or `=== h3.` for subheadings, as in:
  - a. `===h2.` Early Life
2. References should be in Chicago format. Each researched fact should be referenced between `<ref>` and `</ref>`.
  - a. "The sky was all purple," said Prince. `<ref>` Prince, "Purple Rain," Purple Rain, Sony Records, 1999, compact disc.
  - b. I list of Chicago format for footnotes can be found here:  
<http://library.williams.edu/citing/styles/chicago1.php>
3. At the end of the description add `<references/>` so the footnote references appear.

**Documents:** Pdf or Word documents can be attached here by clicking  [Upload an image, document, or file](#). Do not add images here.

**Category:** Choose selections from drop down list:

+ Add from the list


You may add as many categories as relevant to the name.

**Tags:** Add any pertinent information to help users search for your materials.

**Image:** You may upload a jpeg to the site. It cannot be bigger than 5 MB. This is the first image the user will see associated with the content.

**Image Caption:** Add if the image is not self-explanatory.

**Image Credit:** Give as much information as possible about where the image came from, including date accessed, archival box, digital collection.

**Alternate Media:** This media will scroll in a slideshow box to the right of the content. Please add as many images and video embeds as you like via the entry box:  [View & Edit](#) . Each item must have a credit line to locate the rights to the image or video. If it is your own content, please write, "Photo taken by YOUR NAME HERE, LOCATION, DATE."

**Author:** Add your name to the entry.

**Publish:**  Yes means the content will go live.

**BE SURE TO SAVE CHANGES AT THE END AND SAVE CONTENT AS YOU GO!**