# NEW ORLEANS HISTORICAL TUTORIAL

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This is a worksheet to help make the various parts of a tour after you login. Tours are made of items, such as people, places, and things. In other words, items are the "stops" that will make up your tour.

PART ONE: ITEMS

Creating New Items

1. From the top tabs, select the **Items** tab.
2. In the right corner, click **Add an Item**.
3. Initially, you are directed to the **Text** tab. Fill in all applicable fields for your item. Only use title, narrative text, and creator. Some ground rules:
    1. **Title** is the name of your item (the person, place or thing that designates the stop on the tour).
    2. **Subject** is not functional in the current program iteration. Leave this blank.
    3. **Narrative Text** is your story. It should be between 250 and 500 words maximum. Do not use indentations. If you need to separate paragraphs, just add a line before the next paragraph.
    4. **Creator** is you, the author of the story.
4. **Add Item** (lower right corner) = to save item thus far, but will be redirected to **Browse Items** page
    - **Save Changes** (lower right corner) = only available when editing an item already input into the system
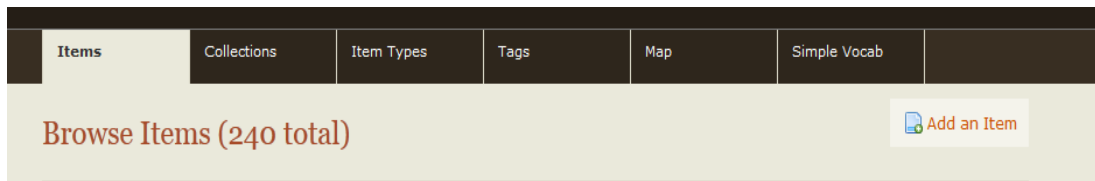
Editing Items

1. Return **Browse Items** page
2. Select **Edit** under item's title

You may continue to edit an item between tabs without clicking **Save Changes.** Just make sure you click **Save Changes** when you want to finally save it and go back to the dashboard.

Do not click Public or Featured boxes on the upper right side when you edit an item.

Disregard the "Dublin Core" text you see when editing or viewing an item. This is source code and cannot be viewed on the front end.

Deleting Items

1. **Edit**, then select **Delete This Item** (upper right corner)

   OR

2. **Delete** button (under the item title in the **Browse Items** page)

==Save Changes== button = saves all changes to each item's section (Text, Images, Tags, Location), no matter which section you select it in.

==Delete This Item== = delete the *whole* item!

Adding Images and Audio

1. Select **Files** section (left side) when you are *editing* an item. You may add up to 1.5 minutes of audio or video. Keep images limited to five on any given item.

2. Select **Find a File** field OR select **Browse** to add a file from your computer**.**

3. If you want to add multiple files/images, click **Add Another File**.

==Please make sure that image and audio files are the same as the restrictions as in MediaNOLA:==

Image Dimensions:

> Format: JPEG

> File size: 40Kb to 200Kb

> Dimensions: 800px on longest side

Audio Requirements:

> Format: MP3

> File size: 1-2Mb maximum

Video Requirements:

> H.264 video encoding

> AAC audio encoding

> MP4 file format

> Target size: 5Mb maximum

> Target bitrate: 500Kbps maximum

> Dimensions: 480px wide (height will depend on original aspect ratio)

Captions/Image Credits

1. After you save an item with the images, click **Edit** from the Items dashboard.

2. Click **Files**. Then click **Edit Metadata** by the corresponding image, and click **Edit**.

3. Input correct image title and under **Narrative Text**, enter "Image courtesy of…"

4. **Save Changes**

Sources/Link to MediaNOLA

1. This is where you can link YouTube videos, websites, other items in New Orleans Historical, and MediaNOLA. MediaNOLA should be the repository of your sources and the extended data.
2. Make sure there is a duplicate on MediaNOLA for correct source information.

3. **Related Sources** box:

    a. Write title of web page (i.e. Academy of Music)

    b. Highlight this title

    c. Click on **Link** (looks like metal chain on the upper right of the box)

    d. A small window will pop up.

    e. Copy and paste MediaNOLA link into **Link URL**, select "Open Link in New Window", and type in

    corresponding Title (i.e. Academy of Music).

Adding Tags (such as MediaNOLA)

1. Select **Tabs** section when *editing* an item.

2. Type tag. If you want to add more than one tag, make sure to separate them by commas.

3. Click **Add Tags**.

4. Click **Save Changes**.

Adding a Location

1. Select **Location** tab (left side) when you are *editing* an item.

2. Type desired address into the **Find A Location For This Item**.

3. Select **Find By Address** and the system will produce a point on the map of the address.

4. You can also switch to **Satellite** view.

5. Click **Save Changes.**

You can add multiple locations!

Viewing the Public Page on New Orleans Historical site

1. Click item.
2. Click **View Public Page** (right of title).

<p align="center">**PART TWO: CREATE A TOUR**</p>

1. Click on **New Orleans Historical** (top left corner).
2. Your **Dashboard** will appear.
3. Scroll down to **Tours** section, click **Create a Tour**.
4. Fill in **Tour Info** (there are descriptions of each section)
5. Select **Add Tour** (lower right corner).

Adding Items to Tour

6. Click **Edit** button in the right column.

   OR

7. Revert to Step 2 above:
   - Select **Browse Tours** from your **Dashboard.**
   - Select the tour you want to edit.
8. Click **Add Item** (lower right). Redirection to an Items list. To add one, simply click **Add** (right column).
9. Repeat above steps for more items.
10. Remove an item: Select **Remove** from **Delete?** column (see image below).
11. Rearrange the item order: Select **up** or **down** next to the item in the **Move** column to arrange accordingly.

Deleting Tours

1. Go to the tour as if you were to edit it, click **Delete This Tour** (lower left corner).

Editing Image Captions in Tour

1. Select Item you want to edit.
2. Click **Files**, then under **Edit File Metadata** column, and click **Edit**.
3. Add image title and narrative text.
4. Click **Save Changes**.