

To begin editing the Atlas of Historic New Mexico Maps, you will have to register or login. Click on the appropriate link in the upper right hand corner of any page.

If you don't have an account, you must register. Let the webmaster (atlas@nmhum.org) know you wish to be an editor or administrator.

The registration form collects standard information, and additional information for visitors who wish to be registered as teachers.

Register at Atlas.nmhum.org

If you would like to save your map views, share views with friends or colleagues, save your viewing preferences, or if you are a teacher who would like to share your students' map projects, please register below. Registration is free, and your information will be kept private. You will not be added to any mailing lists. If you are applying as a teacher will approved and you may not receive a reply instantly. I have questions about the registration process or the

Fields marked with a ** are REQUIRED

User Information

**Choose a Username

**First Name

**Last Name

**Email (private)

Website

Tel

FAX

Street Address

Street Address 2

City

**State

Zip Code

**Country

Additional Information

Teacher/Educator (OPTIONAL)

If you are a professional educator, please let us know if you would like to apply to be a Atlas of Historic NM Maps partner, with access to special services. Note that requests for this level of participation will be evaluated by our staff prior to approval. This only affects special teacher services; your general account will be ready for activation immediately.

Yes, I would like to participate as a professional educator (check for yes)

Type of Educator

**Educational Institution

**Educational Institution Phone

Extension

**Educational Institution Address

Department

Title

Supervisor's Name

Supervisor's Email

How will you use Atlas material in your class?

SUBMIT NOW



If you have a login, go ahead and log in. If you forget your user name or password, use the fields below the login fields.

The Editors' Toolbar



If you are logged in as an editor or administrator, you will see a toolbar at the top of the page.

1 This icon shows whether editing is on or off. If the pencil has a **green circle** around it (below, right), then editing is ON, and you will be able to modify any part of the site, or manage users. If the pencil has a **red circle** with a slash through it (below, left), then editing is OFF and you will see the site normally. Below is the atlas home page with editing OFF (left) and ON (right). **Basically, you can turn editing OFF, go to the part of the site you wish to edit, turn editing back ON. You will then be able to edit the marker, page, or whatever.**



You can also leave editing on and navigate through the site in the admin, though it looks different.



2 Edit Root Piles

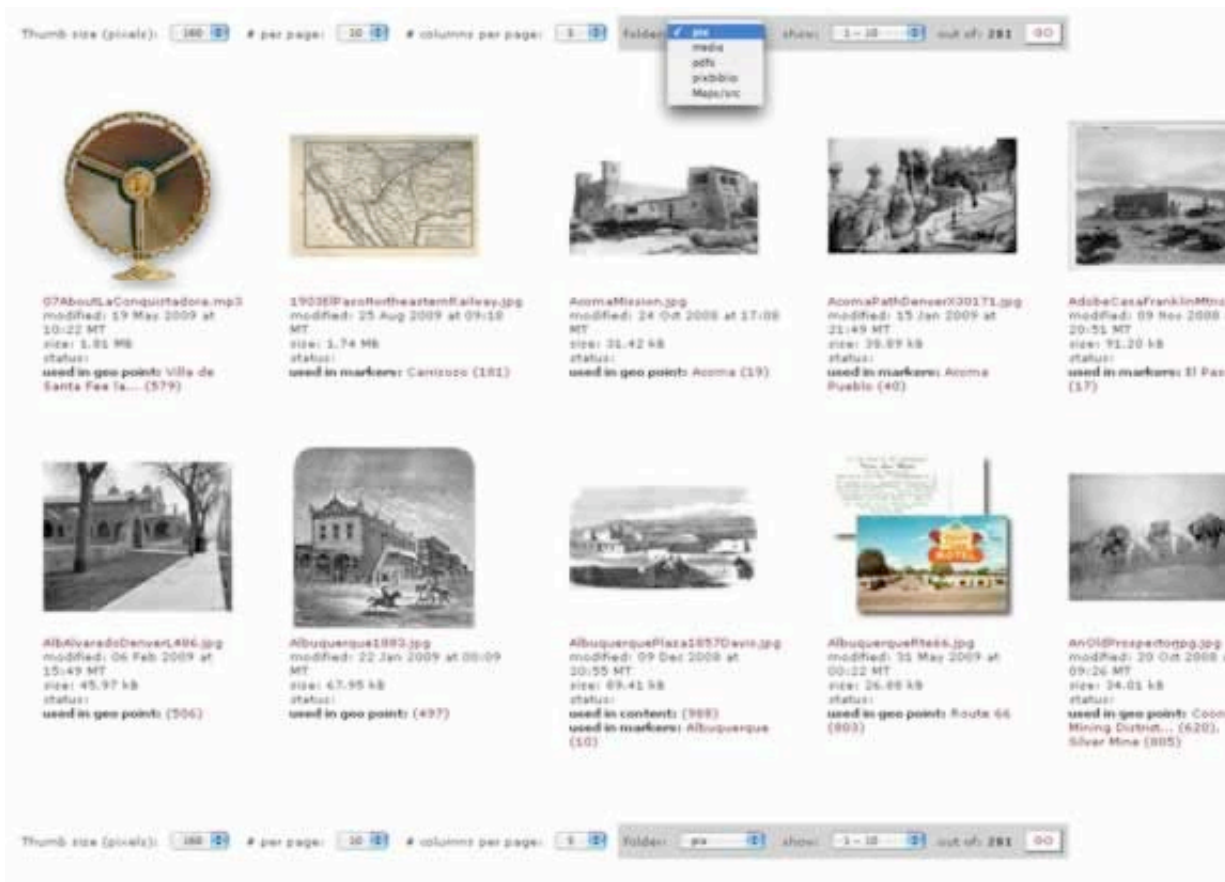
The root piles are the same as the sections of the site (think of each section as a pile full of stuff).

- 1) To edit the information for any section, click on the pencil. When you see the pencil icon anywhere at the site, you can click on it to expand the record and edit it. Clicking on the "X" icon will delete the record (see below, turning into a bomb).
- 2) Click on any of the section titles to go that page.

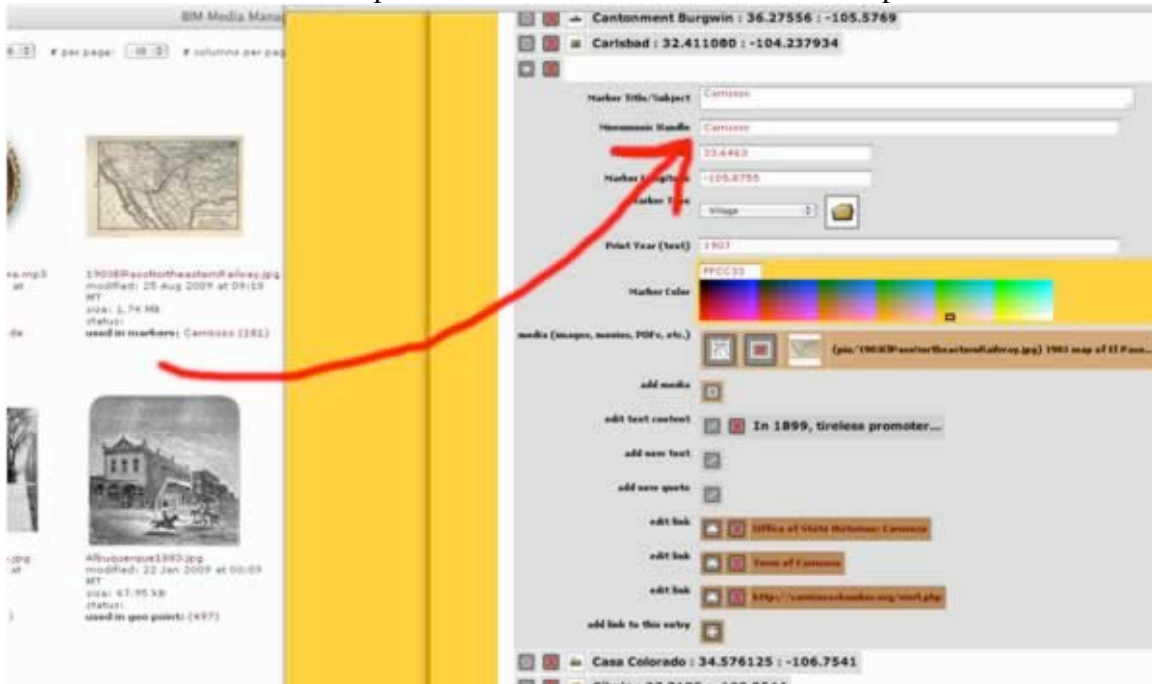
The section (themes) links to the thematic era pages (Terra Incognita, Tierra Adentro, etc.).

3 Media Manager

Use the media manager to keep track of all the images and audio at the Atlas. Pictures display in alphanumeric order. Use the pulldown menus at the top of the page to select which directories to view, how many pictures per page, etc.



Click on the links below the pictures to see where it is used. It will open the master marker record.





HideonWall.JPG
modified: 10 Oct 2008 at
22:57 MT
size: 682.02 kB
status: **Unused** | DELETE



HidePainting.JPG
modified: 10 Oct 2008 at
22:57 MT
size: 764.86 kB
status: **Unused** | DELETE

If there are images that are unused and will not be used, click DELETE to delete them. There will be no warning, but you will get a confirmation message at the top of the page.

The file **pix/HideonWall.JPG** has been deleted permanently from the server.

Thumb size (pixels): # per page: # columns per page:



4 Managing Users

When you click on the “Users” button at the top of the admin menu, you will see a grid listing all the registered users. You can change how this list is sorted using the checkboxes at the top of the list and clicking the Go” button. Click on the link at the far right of the record to view or edit it. Click on the email link to email someone.

| Name | Email (private) | Member Association | Access Level | User Registered | Last Login | User Enabled? | |
|----------------------------------|---------------------------------|--------------------|--------------------|---------------------|---------------------|---------------|-----------|
| Atlas, NMHC (Atlas) | atlas@nmhum.org | | Administrator | 2009-11-09 21:41:53 | 2009-11-22 09:25:40 | ENABLED | |
| Billings, Jessica (jesdbillings) | jesbillings@nmhum.org | | User | 2009-09-23 12:23:06 | never | ENABLED | view/edit |
| Candelaria, Adriana (adr505) | adr505@hotmail.com | | User | 2009-11-14 11:55:22 | never | ENABLED | view/edit |
| Christian, Brian (cougarox) | cougarox@gmail.com | | User | 2009-10-13 09:42:49 | 2009-10-13 09:46:06 | ENABLED | view/edit |
| Currier, Steve (currst) | smcarrst@rocketmail.com | | User | 2009-10-25 07:07:26 | 2009-10-28 17:16:52 | ENABLED | view/edit |
| Doe, Jane (ProfessorX) | jeff@ncaiaAtlas@queensellen.com | | Teacher/Educator | 2009-09-22 10:34:21 | 2009-11-05 15:58:54 | ENABLED | view/edit |
| Dorman, Ellen (Queensellen) | ellen@queensellen.com | | Administrator | 2008-07-30 12:17:01 | 2009-11-12 07:08:17 | ENABLED | |
| Eidenbach, Pete (trietpete) | trietpete@stanet.com | | Teacher/Educator | 2009-11-01 09:31:02 | 2009-11-01 14:52:54 | ENABLED | view/edit |
| Goldsmith, Craig (Zoot) | ccraig@tuffaloud.com | | SuperAdministrator | 0000-00-00 00:00:00 | 2009-11-07 00:49:58 | ENABLED | |
| Goldsmith, Craig (CraigTest) | cgallery@tuffaloud.com | | User | 2009-10-10 16:38:04 | 2009-10-10 16:39:07 | ENABLED | view/edit |
| Gomez, Anita (anitamarie) | anita.gomez@yahoo.com | | User | 2009-10-04 14:47:36 | never | ENABLED | view/edit |
| Griffin, Constance (oaksail) | oaksail@yahoo.com | | User | 2009-10-10 11:52:03 | never | DISABLED | view/edit |
| Heiner, Sally (sallywetz) | sallyheiner@yahoo.com | | User | 2009-11-18 18:07:25 | 2009-11-18 18:09:46 | ENABLED | view/edit |
| Johnson, Amy (Luna) | ajohnson@indianapark.org | | User | 2009-10-29 15:40:31 | 2009-10-28 15:52:43 | ENABLED | view/edit |
| Julyan, Bob (Beobuck) | rjulyan@comcast.net | | User | 2009-10-30 00:46:55 | 2009-10-30 00:46:10 | ENABLED | view/edit |
| McCaughey, Stephanie (smccauley) | stephsmccauley@aim.com | | User | 2009-11-12 14:33:54 | 2009-11-12 18:43:22 | ENABLED | view/edit |
| McDowell, Steve (rio) | L.H.10th@cybermesa.com | | User | 2009-10-21 10:19:36 | 2009-10-21 10:56:56 | ENABLED | view/edit |
| Me, Teacher (TeacherMe) | saferestor@queensellen.com | | Teacher/Educator | 2009-07-08 21:25:23 | 2009-10-13 22:47:54 | ENABLED | view/edit |
| Newbill, Craig (Craig) | newbill@nmhum.org | | Teacher/Educator | 2009-07-16 15:34:09 | 2009-07-21 09:14:45 | ENABLED | view/edit |
| Padilla, David (lovito) | dpadilla@sanrafaelcounty.org | | User | 2009-10-10 08:01:12 | never | DISABLED | view/edit |
| Payton, Roxana (Hotchile) | roxadot10@com.com | | Teacher/Educator | 2009-10-07 13:16:11 | 2009-10-17 11:39:13 | ENABLED | view/edit |
| Visit, Vitor (Visitao) | captan@orange@talkspotata.com | | User | 2009-05-11 20:56:03 | 2009-05-14 14:27:50 | ENABLED | view/edit |
| Wheaton, Laura (lwheaton) | lwheaton@fraturnmuseum.org | | Teacher/Educator | 2009-11-06 09:42:22 | 2009-11-06 09:51:12 | ENABLED | view/edit |

At the top of the page, you have two new buttons: one for adding new users (who will be notified via email of their new accounts) and one for managing existing users.

Use the pulldown to select a user and edit their record. You will do this to review their accounts and upgrade their account status to Teacher, Editor or Administrator. People are able to reset their own passwords.

Atlas of Historic NM Maps

Users

Queenellen (Ellen Dorman)

Saved Map Views

You have 2 saved views.

Uploaded KML Files

You have uploaded 0 KML files.

Account Info

Fields marked with a ** are REQUIRED

User Info

Username: Queenellen

- Atlas, NMHC (Atlas)
- Billings, Jessica (jesbillings)
- Candelaria, Adriana (adr505)
- Christian, Brian (cougarox)
- Currier, Steve (currst)
- Doe, Jane (ProfessorX)
- Dorman, Ellen (Queensellen)**
- Eidenbach, Pete (trietpete)
- Goldsmith, Craig (CraigTest)
- Gomez, Anita (anitamarie)
- Griffin, Constance (oaksail)
- Heiner, Sally (sallywetz)
- Johnson, Amy (Luna)
- Julyan, Bob (Beobuck)
- McCaughey, Stephanie (smccauley)
- McDowell, Steve (rio)
- Me, Teacher (TeacherMe)
- Newbill, Craig (Craig)
- Padilla, David (lovito)
- Payton, Roxana (Hotchile)
- Visit, Vitor (Visitao)
- Wheaton, Laura (lwheaton)

Fields marked with a ** are REQUIRED

User Info

1 Username

RESET USER PASSWORD 2

**First Name

**Last Name

**Email (private) 3

Website

Tel

FAX

Street Address

Street Address 2

City

**State

Zip Code

**Country

Partner Information

Type of Educator 4

**Educational Institution

**Educational Institution Phone

Extension

**Educational Institution Address 5

Department

Title

Supervisor's Name

Supervisor's Email

How will you use Atlas material in your class?

Additional User Info

I agree to the Policies & Terms

User Registered

Access Level 6

Choose...
User
Teacher/Educator
Editor
Administrator

[Save Changes Now]

- 1) Username shows up whenever person makes an edit.
- 2) Click & the user will get a new password via email.
- 3) If email doesn't work, they will never get their password or anything. This is a common registration error.
- 4) Educators should fill out this part of the registration form as completely as possible. Their job is to make them look like real educators and not spammers. It is easy to tell humans from spammers when approving.
- 5) Is their educational institution valid? Are they homeschooling?
- 6) Change their access level. Teacher/Educator can upload KML files to the maps. Editors can access some parts of the site, Administrators can access all of the site.

Editing and Adding Content

This is the Terra Incognita page with editing ON.



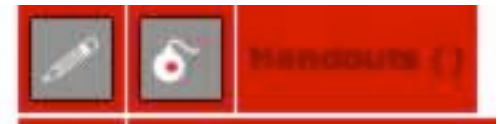
Click on a map title (link) to get to a map page.

Clicking the arrow expands the map overlay record. This is described in full below.

You can also expand any of the content records to edit the content there.

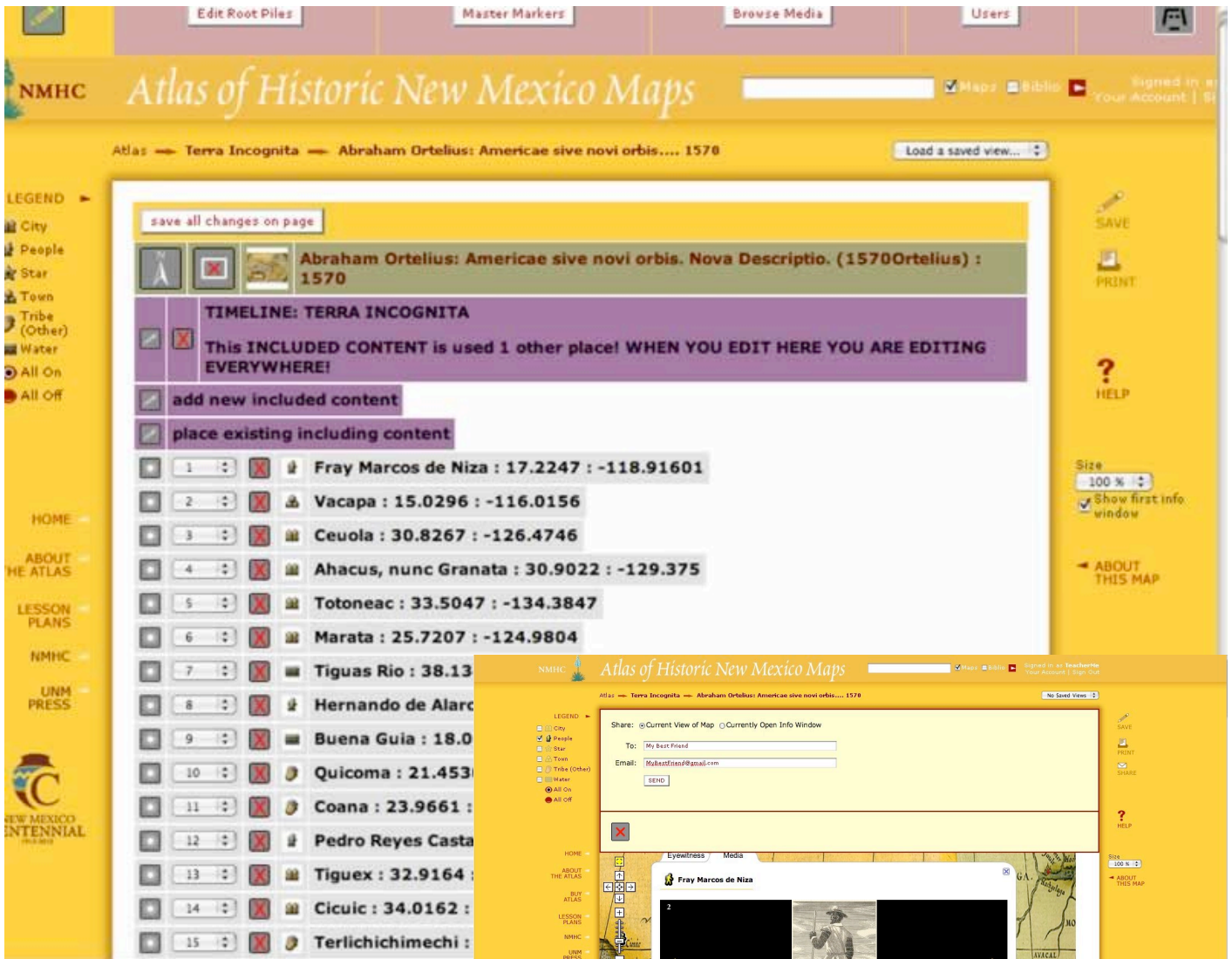
Some of the content records show up more than one place. This included content is described in full below.

When you roll over an “X” next to a content record, it turns into a bomb. This is the delete button. If you choose to delete a record, you will get a warning. Confirm by clicking OK.



Deleting some content like media or included content will delete only the association with that page, but it will still be available for use elsewhere.





Editing Map Markers

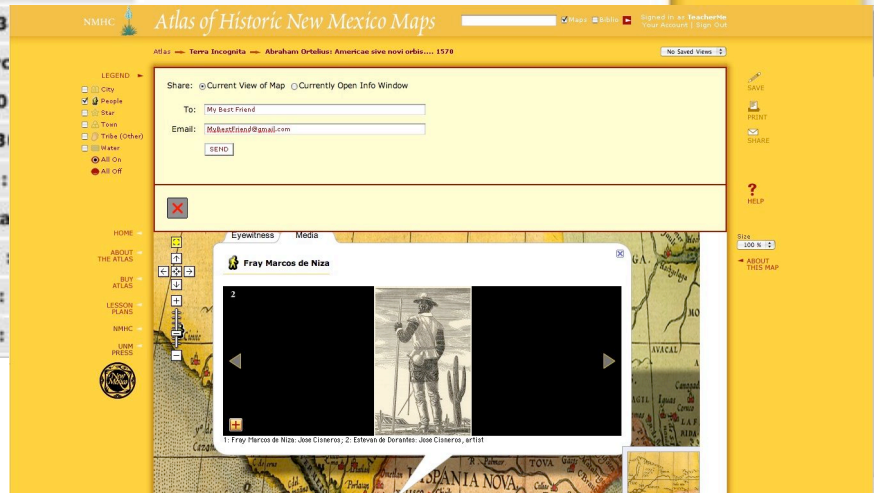
When you click to a map page with edit ON, you see the overlay map record at the top (in **greenish-brown**).

Next comes the included content (in **purple**).

Below comes a list of all the markers on that map (regular content is **grey**). These are the icons that expand into info windows on each map.

From this page, you can edit, delete, or re-order each marker on the map. If you use the pull-down number fields to reorder the records, this will change the order they appear when a user clicks the Prev/Next links from the info windows.

Click on the circle next to each marker name to expand the content record (below).

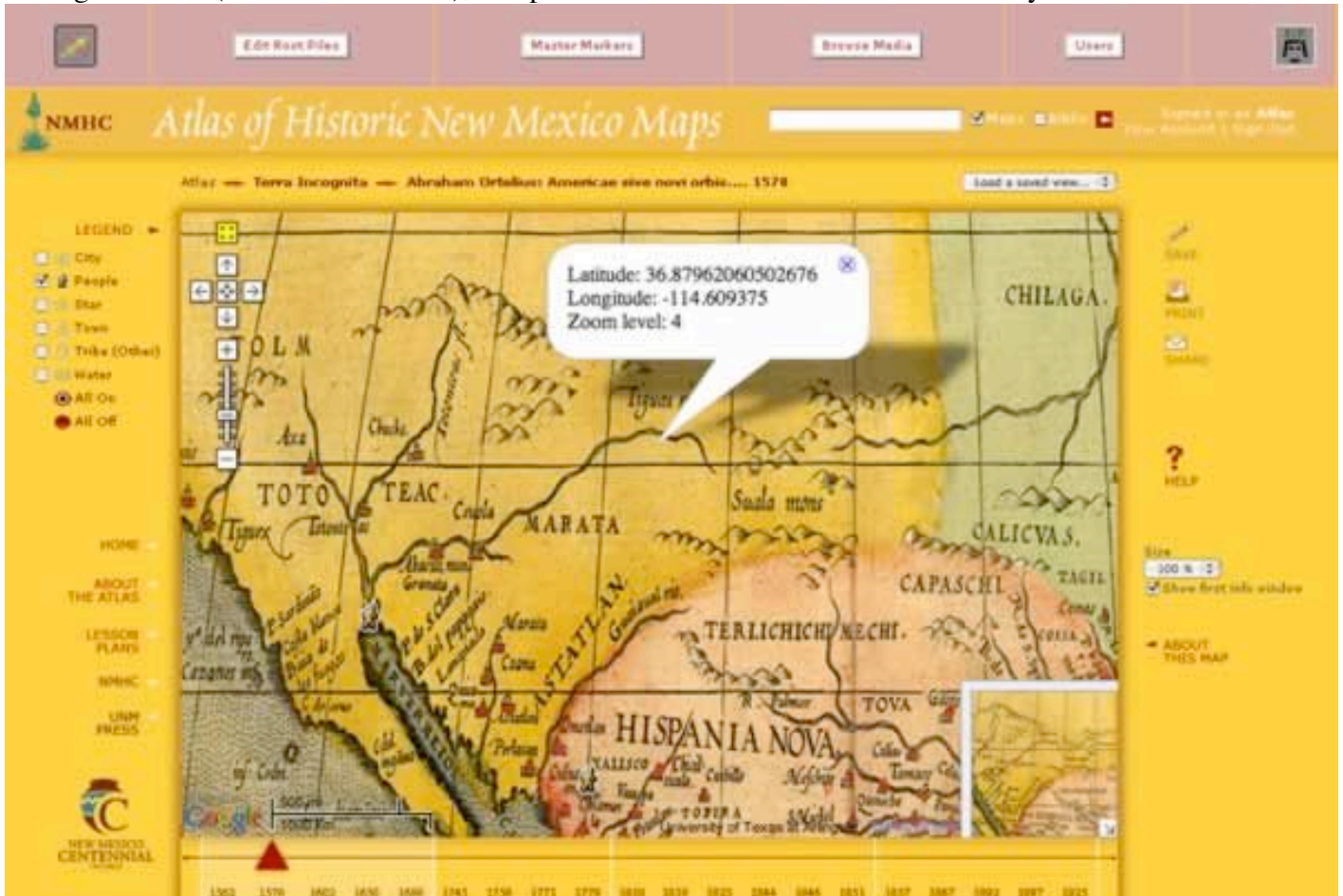


Marker: Zuni 35.0626;-108.8484 **1**
 Edit this marker **2**
 Point Title/Subject: Marata **3**
 Order: 6 **4**
 Point Latitude: 25.7207 **5**
 Point Longitude: -124.9804 **5**
 Point Type: City **6**
 Minimum zoom level (smaller is zoomed OUT): 3 **7**
 Maximum zoom level (bigger is zoomed IN): 0 **7**
 Print Year (text): 1539 **8**
 Point Color: FFCC99
 add media **9**
 add new text
 edit quote
 order within larger entry: 1 **10**
 quotation: He said that to the southeast is a kingdom that they call Marata, which used to have very many large settlements; that all have these houses of stone and stories, and that those [towns] were and still are at war with the lord of the seven cities, through which war this kingdom of Marata is greatly reduced in numbers, but still is on top.
 (optional) choosing a date will print the date!: Day: Month: Year: **11**
 Bibliography Entry: de Niza, Fray Marcos / The Journey of Fray Marcos de Niza
 This Bibliography Page Citation: 26
 This Bibliography Cat# Citation:
 edit quote: The kingdom of Marata...
 add new quote

- 1) Marker: Use this pull-down to select an existing site from the list of master markers. If there is no site created as a master marker, then leave it on [None]. If there is a master marker, any fields that are left blank in this record will take the information from the master marker instead.
- 2) Click here to open the master marker record for this marker. (see editing master markers section, below)
- 3) Enter the name here IF it is different from the name given on the master marker (as it appears in the pulldown).

- 4) Order that it appears in the story, using the prev/next buttons. This is also the order it appears in the print version.
- 5) Lat/ lon coordinates for where the site appears in the map. If left blank, it appears where the lat/lon are set in the master marker record. Note that longitude is a negative number. No more than five trailing digits after the decimal.

To get the Lat/Lon, and the zoom level, click to turn editing OFF (this can be done in a new browser window). Click on the map where you want the marker to go. An info window will pop up, returning the lat/lon and zoom level for that point. You can select this information with your mouse and copy it, then turn editing back ON (or switch windows), and paste the information in. Edit as necessary.



[Save Changes Now]

ALWAYS REMEMBER TO SAVE CHANGES

Select point type. Most of these types are self-explanatory, but some require definition.

City is used when a city is designated on the map, even if the place is not a city.

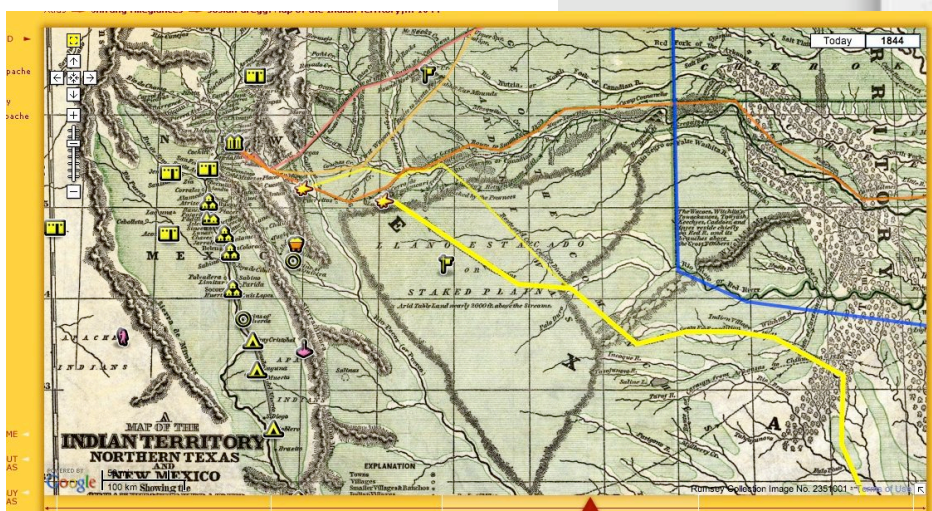
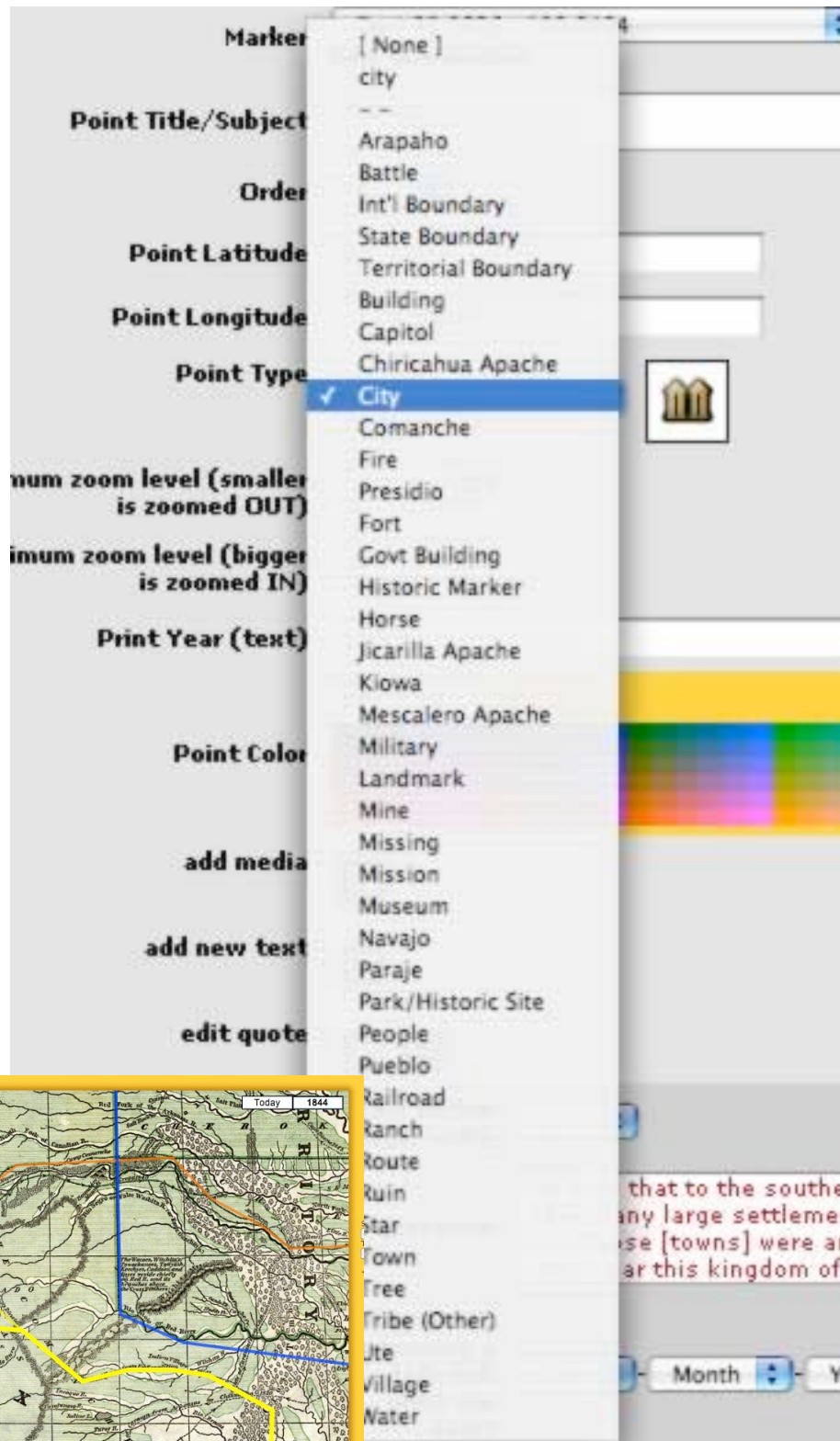
Presidio is Spanish or Mexican, **Fort** is American.

Missing is a location that should be on the map but is not

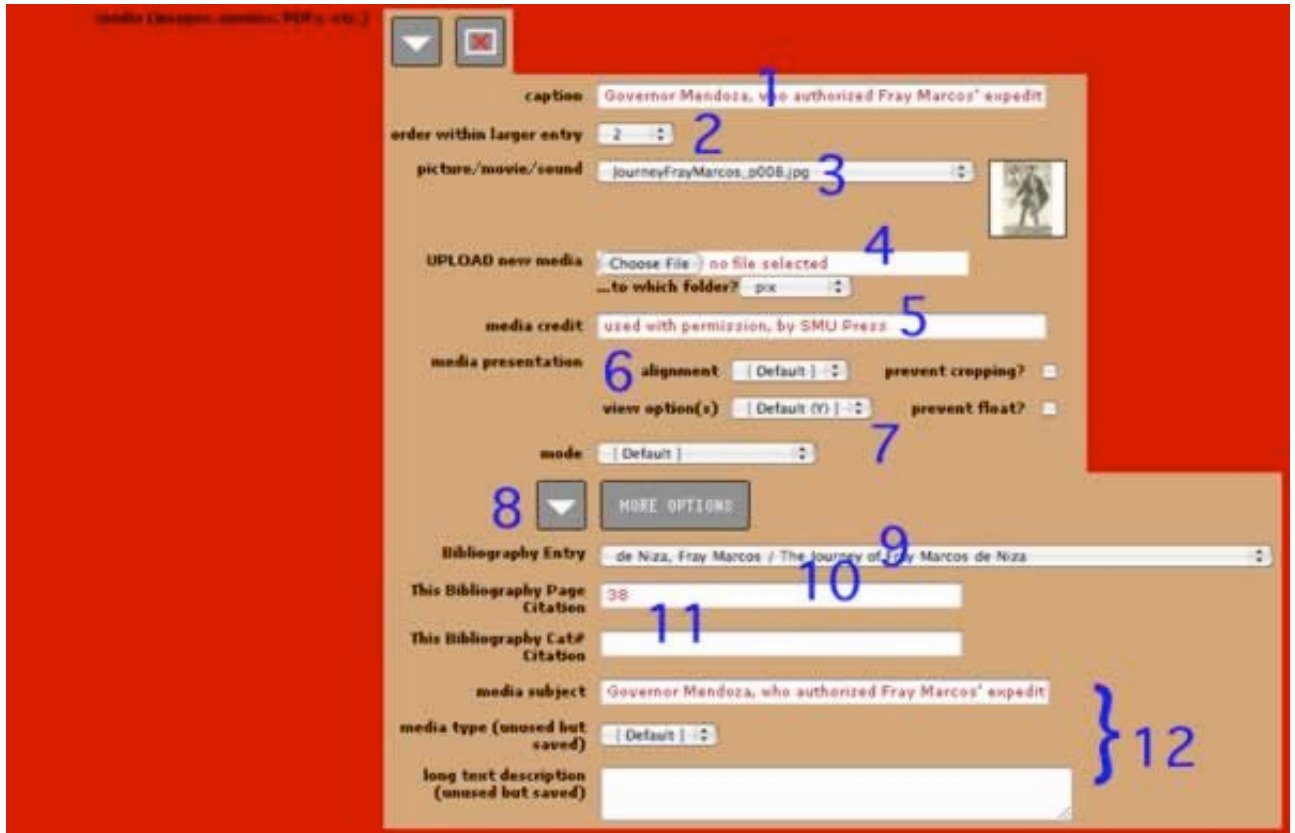
People is used for biographical sketches

Star is used for cartographers notes or other explanatory texts

Tribe (Other) is used for tribes not otherwise specified (usually outside of NM)



- 6) Minimum and maximum zoom level. The marker will appear on the map when the visitor is zoomed in between these levels. Generally, more important areas are visible even when zoomed all the way out (El Paso, Santa Fe). If [None] or 0 are selected, that means there is no minimum or maximum limit.
- 7) Print Year: this prints the year in black at the top of the info window. This may be the year the place was founded, the year that the story happened, etc.
- 8) Add/ edit media. If there is no media added, it will display whatever media is contained in the master marker.

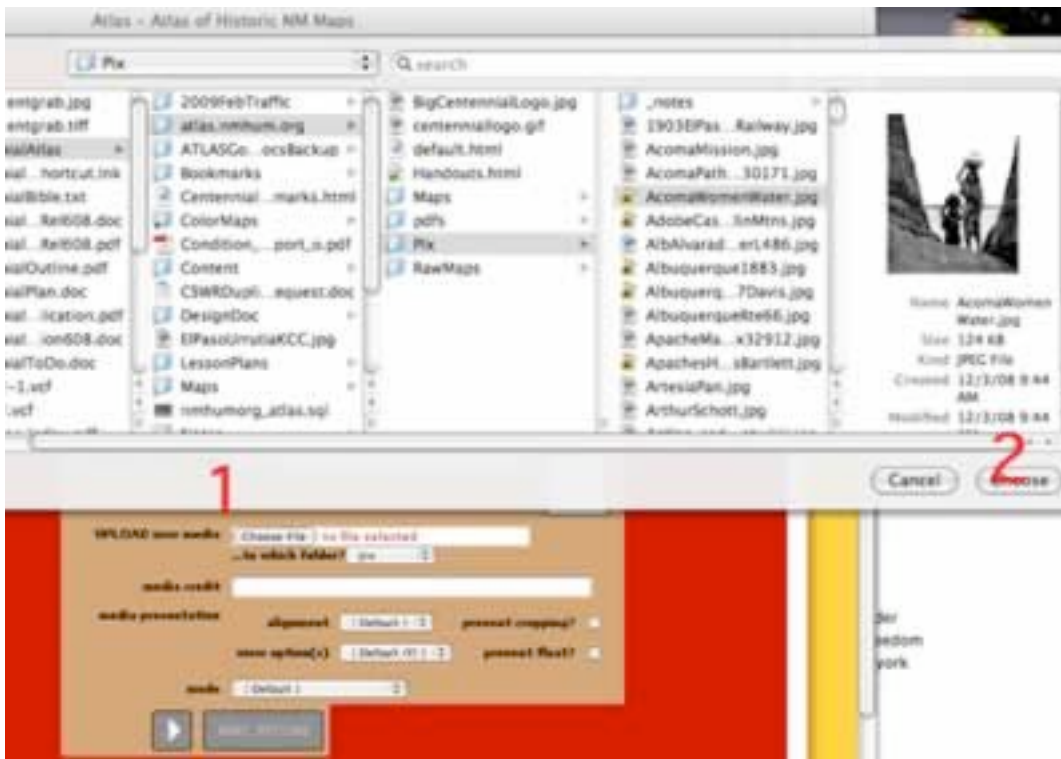


- 9) Add/ edit text and quotations. Text and quotations may be interspersed in the info window, but usually, the quotation is alone, or a short explanation introduces the context of the quotation.

Adding/ Editing Media

Each content record, whether for a section, a marker, or a paragraph, can support as many pieces of media as you wish to add.

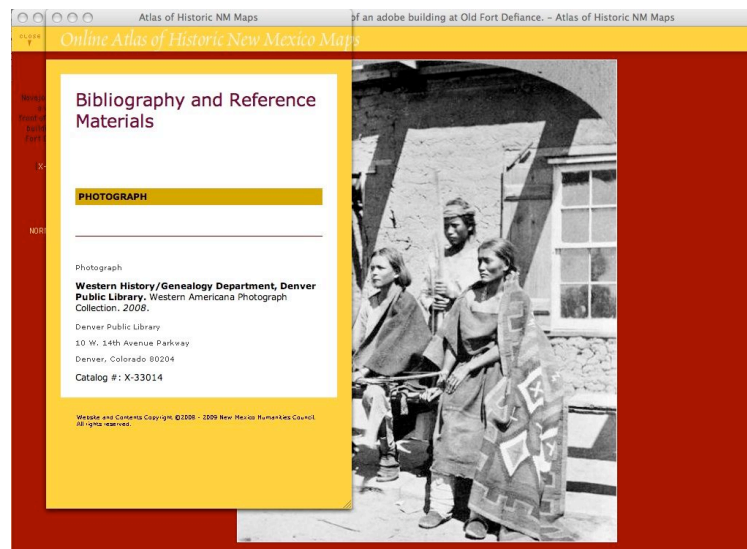
- 1) Write a caption. This shouldn't be too long.
- 2) Use the pulldown to choose which order the media appears
- 3) Select a piece of existing media using the pulldown menu or...
- 4) Upload a new file from your computer (image below)



- 5) Fill in the media credit with the illustrator/ photographer, etc.
- 6) Media presentation options: align, crop, or prevent enlargement
- 7) Control whether or not the media appears in a slideshow (default setting)
- 8) Click the arrow to expand more options
- 9) Select a bibliographic reference from existing entries. Media collections are mostly at the top, otherwise these are sorted by author.
- 10) Fill in bibliographic references as completely as possible
- 11) Fill in bibliographic references as completely as possible
- 12) This information doesn't get printed anywhere, but it's a good place to keep notes on the provenance of the media.

[Save Changes Now]

ALWAYS REMEMBER TO SAVE CHANGES



Add/ Edit Links

At the bottom of each content record or marker record, there is space for adding links. Expand the fields by clicking on the arrow, then fill in the fields as completely as possible. If the link is going to another website, select default or new. If the link goes to another part of the Atlas, select Same.

The screenshot shows a user interface for managing links. It features two 'edit link' sections. The first section has a dropdown menu open for 'link type (how it behaves)', showing options: [Default (PopUp)], New, Same, and PopUp. The second section has a dropdown menu for 'link type (how it behaves)' set to [Default (PopUp)] and a spinner for 'order within larger entry' set to 2. At the bottom, there is a button labeled '[Save Changes Now]'.

DON'T FORGET TO SAVE YOUR CHANGES

The association for **CONTENT id:736 in PILES** has been deleted! But the same content is used elsewhere in the site, so the original entry itself remains online.



When you have added, uploaded, modified, or otherwise changed, and saved your changes, you will get a confirmation message at the top of the page. You can click the X to close the message. If there was an error, the message will describe what happened.

Add/ Edit Routes and Areas

In many ways this is like adding and editing records for regular markers. The difference is that you must build up the route or area point by point, and have more control over the appearance.

- 1) Title visible when rolling over
- 2) Area type will appear in the info window
- 3) Area color is the fill
- 4) Select border width for the polygon
- 5) Border color
- 6) Set visibility to be visible
- 7) Build up pairs of lat/ lon points using the method above (clicking on the map to return points)
- 8) Add media if desired; this will show up in a different tab
- 9) Add quotes and text; this will all show up on the eyewitness tab

The screenshot shows a web application interface for adding or editing a map area. The interface includes the following fields and options:

- Area Title/Subject:** Reservation for Navajoes and Apaches (1)
- Order:** 2
- Area Type:** Navajo (2)
- Print Year (text):** 1867
- Area Color:** 009900 (3)
- Area Border Width:** 1 (4)
- Area Border Color:** 009900 (5)
- Minimum zoom level (smaller is zoomed OUT):** 0
- Maximum zoom level (bigger is zoomed IN):** 19 (6)
- Edit Point:** NW Corner : 34.6264 : -104.7518
- Edit Point:** NE Corner : 34.6467 : -104.0652
- Edit Point:** SE corner : 34.0754 : -104.0405
- Edit Point:** SW Corner : 34.0663 : -104.7409
- Add Point:** (checkbox)
- add media:** (checkbox) (8)
- edit text content:** The Bosque Redondo reservation... (checkbox)
- add new text:** (checkbox)
- edit quote:** I have the honor respectfully... (checkbox)
- edit quote:** I believe this will be... (checkbox)
- edit quote:** Major HENRY D. WALLEN,... (checkbox)
- edit quote:** Brigadier General LORENZO... (checkbox)
- edit quote:** The Dine who went to Hweeldi... (checkbox)

[Save Changes Now]

ALWAYS SAVE YOUR CHANGES!

Building up routes is basically the same, but you don't have to worry about closing the polygon.

The screenshot shows a web application interface for editing a route. The main form includes the following fields and controls:

- Route Title/Subject:** First Wagon Route to Santa Fe
- Order:** 1
- Route/Line Type:** Route
- Print Year (text):** 1821
- Route Width:** 3
- Route Color:** FF8833
- Minimum zoom level (smaller is zoomed OUT):** 1
- Maximum zoom level (bigger is zoomed IN):** 19
- Edit Point:** A sub-form for editing a point, including:
 - Point Title/Subject:** Upper Spring
 - Order:** 1
 - Point Latitude:** 37.0464
 - Point Longitude:** -102.6892
- Point List:** A list of points with their coordinates:
 - Rabbit Ear Mounds : 36.5317 : -103.0737
 - Mora River : 35.5947 : -104.1888
 - Gallinas Creek : 35.5143 : -104.8919
 - San Miguel del Vado : 35.5545 : -105.4193
 - End of Becknells Route : 35.8445 : -105.9082
- media (images, movies, PDFs, etc.):** A section with a thumbnail and a link: (pin/WagonTrain5FeTrail.jpg) Driving even in...
- add media:** A button to add new media.
- edit text content:** A section with a thumbnail and text: While out on a trading...
- add new text:** A button to add new text.

[Save Changes Now]

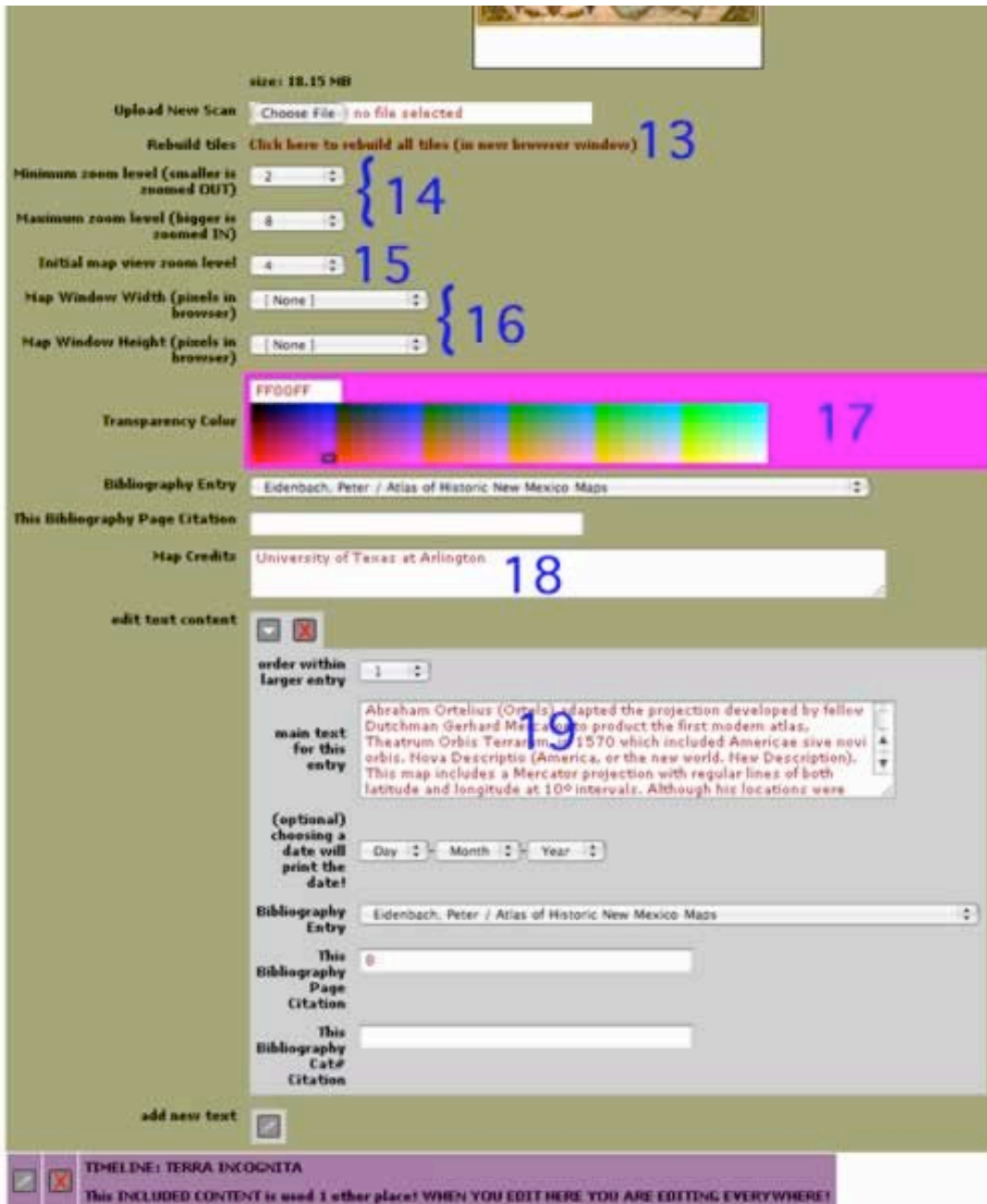
Adding/ Editing Map Overlays

The historic maps are pulled in using another kind of record. These can be edited on the thematic era pages (in this case, Terra Incognita) or on the map page (click to turn editing ON when looking at a map).

- 1) Map Title/ Subject should be in the following format [Author]: [Full Map Title]. This displays at the top of every page.
- 2) Map Handle: this is used internally and SHOULD NOT BE CHANGED
- 3) Map Year- use pulldown to select
- 4) Parent Page: use pulldown to put the map under whichever category you like

- 5) NW bounding box lat/lon: the map draws from the northwest corner and the southeast corner. Use the method above to try to find these to align the map as properly as you can manage.
- 6) It is not a problem if the map wraps into a different hemisphere. Just enter the numbers here as they are returned from the map.
- 7) Initial map view lat/ lon: This is the center point of the map that will load when someone goes to that page.
- 8)
- 9) Presentation Options: hiding geo maps prevents visitors from seeing the underlying Google maps. Taking the map offline means you can still edit it but the public can't see it

- 10) Check these if you want to allow people to upload and display KML files along with the map. This will be helpful in uploading GIS files like trails. Currently these options are only checked for the student map.
- 11) Each of these maps is carefully crafted from multiple files. New maps can be added, but they will not have the high quality of the maps on the site. Uploading map files is just like uploading other media files.
- 12)
- 13) Whenever you have made changes to the bounding box, click to rebuild all the tiles. You will get a dialogue box that tells you when the rebuild is done. Do not cancel this because otherwise it will build a few tiles but not all of them. Just let it go and be patient.
- 14) Set the maximum & minimum zooms for the map. This will prevent visitors from zooming in past



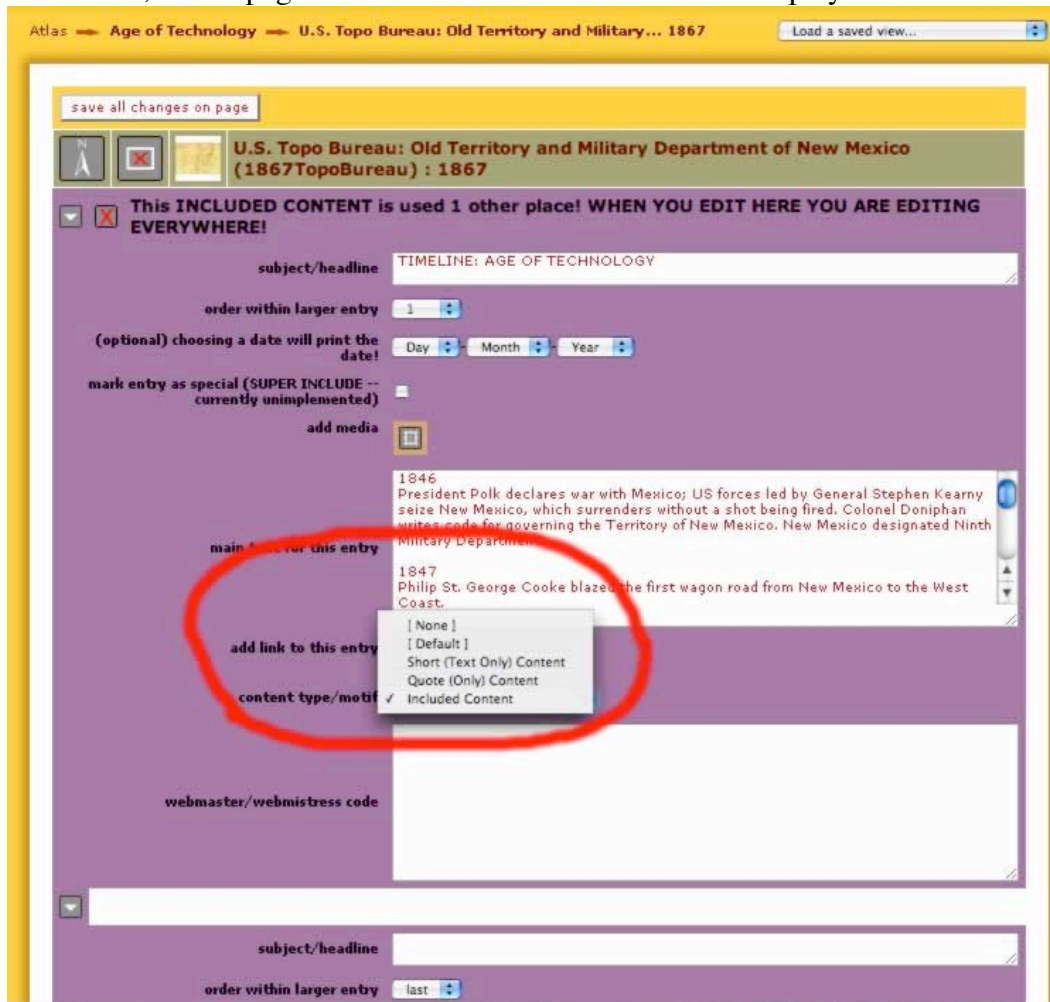
- the point that the map is legible.
- 15) Select the zoom level you want people see first.
- 16) Leave these on default settings.
- 17) Pick a transparency color not used in the map. Otherwise the map will display with blank areas.
- 18) These credits display on the map itself.
- 19) Fill in any text and bibliographic information

[Save Changes Now]

ALWAYS SAVE YOUR CHANGES

Editing/ Adding Included Content

Some content gets repeated several places. In the content records, there is a pulldown for selecting the content type. Included content can be used anywhere. If included content gets placed on a section or subsection, all the pages in that section or subsection also display the included content.



To include existing content (like a disclaimer or a timeline), choose "Add New Included Content" and use the pulldown menu to select any existing record.

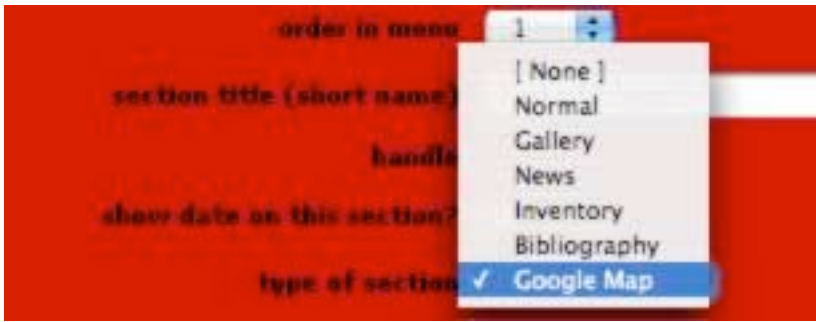


Editing Sections and Subsections

The screenshot shows a form for editing sections and subsections. The form is titled 'Editing Sections and Subsections' and contains various input fields and options. The fields are numbered 1 through 18 as follows:

- 1: Section name (Title) - Terra Incognita 1530-1691
- 2: Order in which the section or subsection appears - 1
- 3: Section title (short name) - Terra Incognita
- 4: Section title (short name) - Terra Incognita
- 5: Show date on this section? - []
- 6: Type of section - Google Map
- 7: Media (Images, videos, PDFs, etc.) - A list of media items with thumbnails and titles: (pix/CabezadeVaca.jpg) Cabeza de Vaca wanders..., (pix/JourneyFrayMarcos_p002.jpg) Governor Mendoza..., (pix/SanIldefonsoBuffaloDance.jpg) Buffalo dance at..., (pix/Earlylison.jpg) An early conception...
- 8: Add media - []
- 9: Media color of section (hex) - [None]
- 10: Section keywords for section - []
- 11: Section description for section - []
- 12: Section content text - The conquest of Mexico and Peru raised expectations in Europe that the entire New World held untold wealth, grand civilizations, and other diverse wonders in every unexplored corner.
- 13: Section content text - SCROLL DOWN TO SELECT A MAP. <I>erupted that cross and monument in the name of Don Antonio de Mendoza, viceroy of New Spain, for the Emperor, our lord, in token of possession, conforming to the instructions, which possession I proclaimed that I took all of the seven cities and of the kingdoms of Totoneac and of Acus and of Marata.</I>-- Fray Marcos de Niza, in his report on the expedition to the Zuli province, 1539.</I>
- 14: Original HTML code for this section (never show) - []
- 15: (or use an existing link) - [Saved Links]
- 16: How optional resource link will behave - [Default (PopUp)]
- 17: Number of items - []
- 18: Order of items - [Atlas]

- 1) Name of the section or subsection. This shows up in the browser window titlebar and the title near the top of the page
- 2) Order in which the section or subsection appears
- 3) Short name shows up in the menu and in the cookie crumb trail
- 4) This cannot be changed
- 5) Show date? For news pages, arranges items chronologically
- 6) Type of section: Map sections support Google Map pages, News sections show the date and sort items chronologically, gallery sections are for displaying media, inventory ties in with a shopping cart, etc. Not all these kinds of sections are in use; the Atlas includes Normal, Bibliography, and Map pages.



- 7) Edit existing media (as above)
- 8) Add new media- there is no limit to how much can be added
- 9) Include forms: these are premade forms such as a contact form, etc.
- 10) Meta keywords: any words you think people will use to find this page using a search engine
- 11) Meta description: this description prints out below many search engine results
- 12) Short teaser text: displays in some areas (like below the thumbnails for the era pages on the home page)
- 13) The long text shows up at the top of the page, above whatever content is on the page.
- 14) Manual link is for linking to another site from a menu button (such as UNM Press or NMHC)
- 15) Choose from links that have already been entered
- 16) Choose how the link will behave: open in a popup window, a new browser window, or the same window
- 17) Check if this is a major section that will show up in the navigation menus at the left or the bottom of the pages, or a shadow section that can be linked to, but does not show up in the menu
- 18) You can move sections to be subsections if you wish, or move pages from one section to another using this pulldown.



ALWAYS SAVE YOUR CHANGES

Example of a subsection page: this is the subsection(themes) → Age of Technology

Members of the Wheeler Surveying party 1869

- 1: The ill-fated Fort Thorn, established to protect trade and travel against the Apaches [Davis, W.W.H.]
- 2: Members of the Wheeler Surveying party 1869 [Digitized by Cornell University Library, Making of America Collection]
- 3: Train station at Laguna Pueblo [Department of Special Collections, University of Chicago Library]
- 4: Jemez man on horse, next to car [Department of Special Collections, University of Chicago Library]

SCROLL DOWN TO SELECT A MAP

"...the time has come when hypothetical geography should cease, particularly when the graphic representation of a country is confided to the hands of officers of the United States army."-- William H. Emory, Commissioner of the Second United States-Mexican Boundary Commission, 1854.

Editing Subsections and Content

In some parts of the site, you will see a mix of sections (1), subsections (2), and content (3), including included content. The section information always comes at the top of the page. Subsections show up as links, and content is printed out in full. Included content usually appears at the bottom. Sections and subsections are red, content is gray, and included content is purple.

The screenshot shows the 'Lesson Plans' editing interface. At the top, there is a yellow bar with the text 'save all changes on page'. Below this is a list of sections and subsections. The first section, 'Lesson Plans (Overview)', is highlighted in red and has a blue '1' next to it. Below it is a red bar labeled 'Subsections:'. The following subsections are also highlighted in red: 'Maps Created with Woodcut Substitution Control (WoodMap)', 'Fourth Grade Lesson Plans (1)', 'Seventh Grade Lesson Plans (1)', 'Ninth Grade Lesson Plans (1)', 'Adding more than Maps (1)', 'Internet Resources (1)', and 'Handouts (1)'. A blue bracket with a '2' groups these subsections. Below the subsections is a red bar with the text 'add new sub section to this page'. The next section is 'Note to Teachers', followed by 'Presenting the Maps', 'Registration', 'Other Ways to Use the Maps', 'Challenging Material', 'Using the Bibliography', and 'Adding to the maps', all highlighted in gray. A blue bracket with a '3' groups these sections. Below these is a purple bar labeled 'Use of Historical Material and Copyright' with the text 'This INCLUDED CONTENT is used 2 other places! WHEN YOU EDIT HERE YOU ARE EDITING EVERYWHERE!'. The final section is 'Native Oral Histories', highlighted in gray. At the bottom left, there is a button labeled '[Save Changes Now]'. Below the screenshot, the text 'ALWAYS SAVE YOUR CHANGES' is written.

Editing the Bibliography

When you click to the Bibliography section with editing turned ON, you will see some standard content at the top, followed by a lengthy bibliography, organized by media type. Click on the pencil icon next to any title to edit that bibliographic record.

The screenshot shows the 'Bibliography and Reference Materials' section of the NMHC Atlas of Historic New Mexico Maps website. The page is in an editing mode, indicated by a yellow background and various icons. At the top, there are navigation links: 'Edit Root Files', 'Browse Media', and 'Users'. The main content area is titled 'Bibliography and Reference Materials' and contains a list of items. The first item is a red bar with a pencil icon and a trash icon, indicating it is selected for editing. Below it is another red bar with a pencil icon and a trash icon, also indicating it is selected for editing. The list includes:

- Sources & Permissions for Materials in the Maps & Lesson Plans
- Online Library
- add new content
- place existing including content

Below the list is a section titled 'PHOTOGRAPH' with a yellow background. It contains a pencil icon and a trash icon. The text below the icon reads:

Photograph
Department of Special Collections, University of Chicago Library. American Environmental Photographs Collection. 2008. University of Chicago.
Retrieved from: lcweb2.loc.gov/ammem/collections/ecology/
created: Oct 22, 2008 at 11:40 PM by Ellen Dorman (Queenellen)
modified: Nov 3, 2008 at 2:05 PM by Ellen Dorman (Queenellen)



Edit Bibliography Entry: Testimonio dado en México sobre el descubrimiento de doscientas leguas adelante, de las minas de Santa Bárbara, Gobernación de Diego de Ibarra

Title 1 Testimonio dado en México sobre el descubrimiento de doscientas leguas adelante, de las minas de Santa Bárbara, Gobernación de Diego de Ibarra

Author/Lead Author/Creator 2
Last Name: Gallegos
First Name: Hernando

Additional Credits 3 Testimony to Don Lorenzo Suarez de Mendoza, Viceroy of New Spain

Publisher/House 4 online at La Biblioteca Virtual Joan Lluís Vives

Date of Publication 5 1582

Resource Type Other

Description/Précis 6 7
Testimonio dado en México sobre el descubrimiento de doscientas leguas adelante, de las minas de Santa Bárbara, Gobernación de Diego de Ibarra; cu hizo en virtud de cierta licencia que pidió fray Agustin Rodriguez franciscano, a compañia relaciones de este descubrimiento entre 1582 y 1587
Gallegos was one of three witnesses to the events of the Chamur

Additional Credits 6
[None]
Photograph
Map
Book
Diary
Article
Law
Other

Publisher/House 6
Date of Publication 6
Resource Type 6 ✓ Other

Copyright (do not use symbol)

Catalog # (i.e. LOC #) 8

ISBN

Link (website or email) 9 <http://www.lluivives.com/servlet/ServeObras/chic/35738330101140631754491/>

picture/movie/sound 10 None

UPLOAD new media Choose File no file selected

[Save Changes Now]

- 1) Title of the work
- 2) Author/ Lead Author/ Creator: this is the name that shows up in the bibliographic link so in many cases it is the name of the narrator (Hernan Gallegos) rather than the editor (Agapito Rey and George Hammond)
- 3) Additional credits: co authors, editors, etc.
- 4) Publisher/house
- 5) Date of publication: select a year from the pulldown menu
- 6) Resource type: Photograph, map, book, diary, article, law, other. If you choose none it will not show up
- 7) Description: subtitle, précis, notes, etc.
- 8) Copyright (if applicable), catalog, ISBN: fill these in if available
- 9) Link: for full-text books and articles
- 10) Picture: will display in bibliography, can upload thumbnails of book covers on the spot

[Save Changes Now]

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