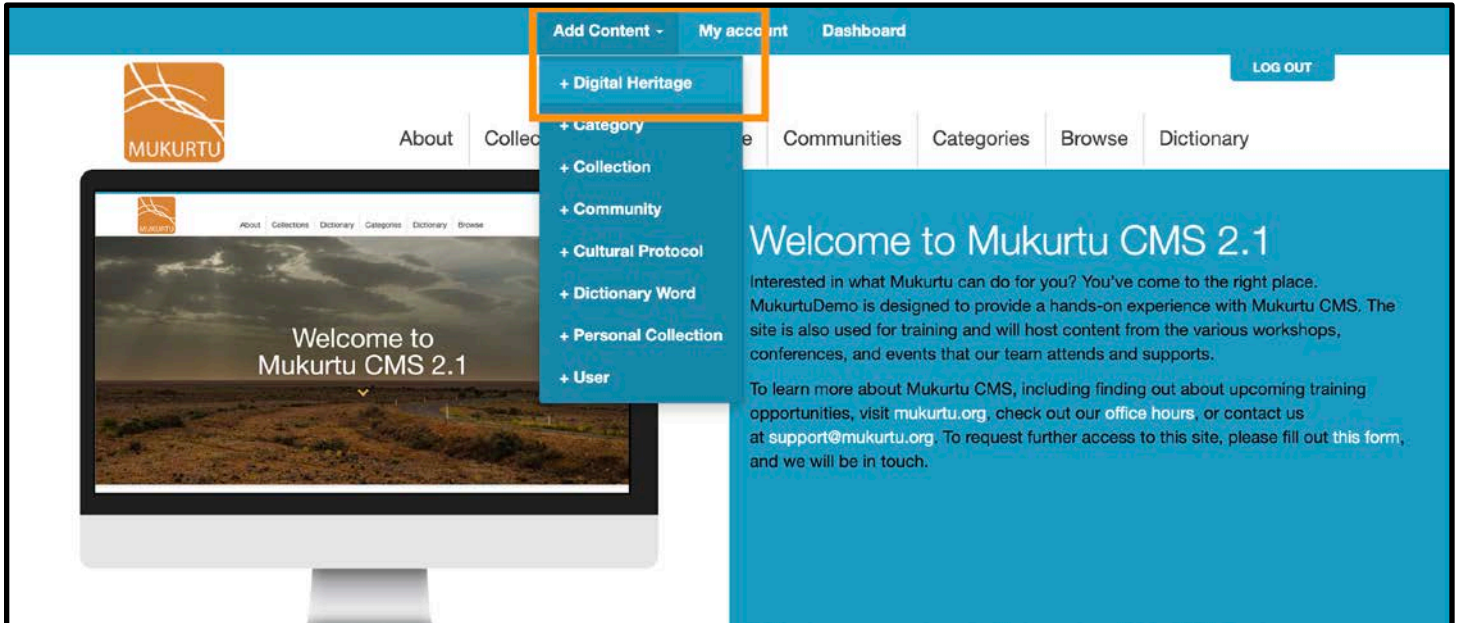


# How to Create a Digital Heritage Item

From the navigation bar, click **Add Content** and then **+Digital Heritage**.

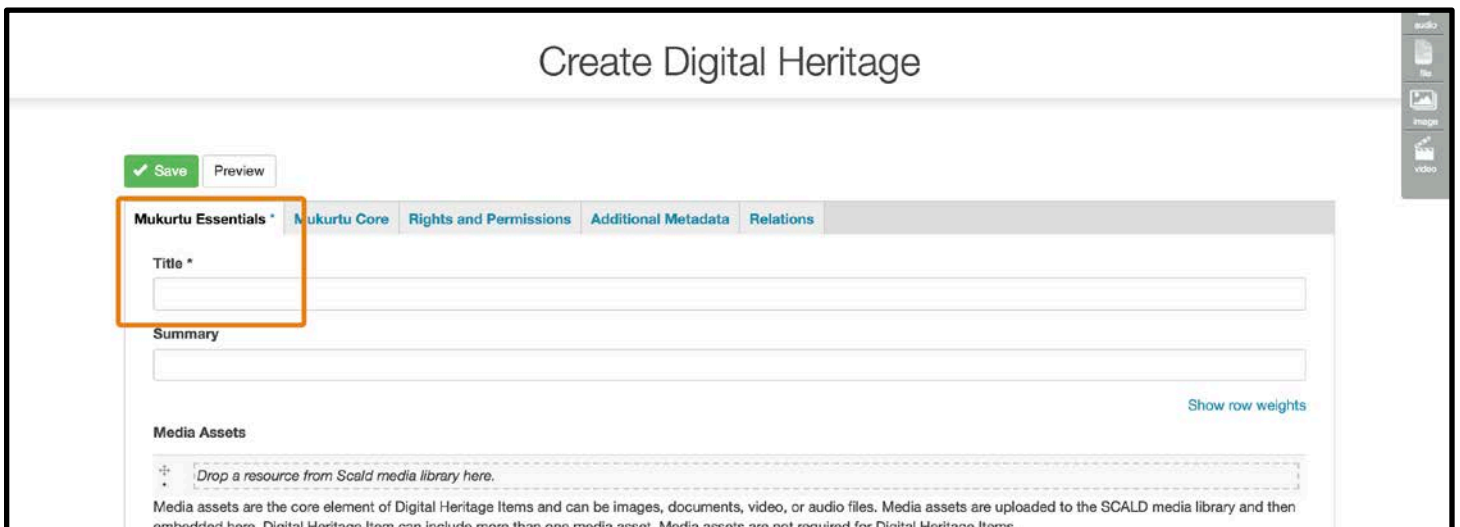


The **Digital Heritage editor** has two main components: the metadata fields, split into five tabs (**Mukurtu Essentials**, **Mukurtu Core**, **Rights and Permissions**, **Additional Metadata**, and **Relations**), and the **media library**, which can be expanded and shrunk by clicking the list icon.

See the separate handout **How to Upload a Media Asset** for those instructions.

See the separate handout **Digital Heritage Item Metadata** for more information on all of the metadata fields available.

The first metadata tab, **Mukurtu Essentials** includes fields required to create a digital heritage item. These required fields are marked with an asterisk and are **Title**, **Communities** and **Cultural Protocols**, **Item Sharing Settings**, and **Category**.

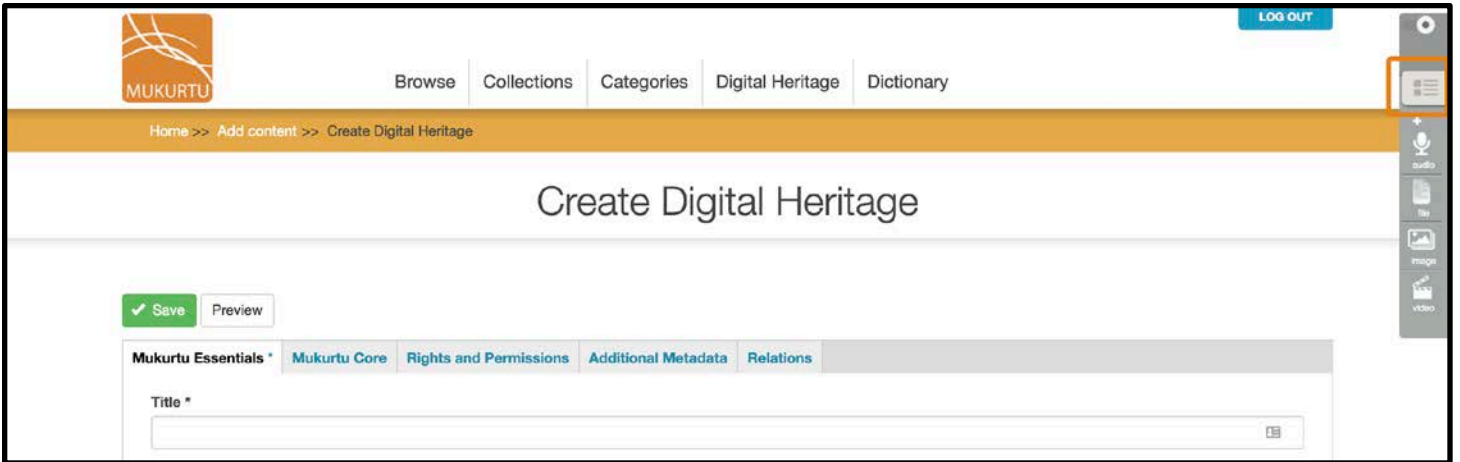


**Title** is a plain text field. Provide a descriptive title.

**Summary** is an optional field, however we recommend you fill this in to help users when they are browsing the site. Below you can also see a good example of the helper text that is provided for many fields. Hovering over the field will prompt a text box that contains additional information to pop up. In this case, it specifies that the summary field is limited to 140 characters.

## Adding Media

To add a media asset, expand the media library by clicking on the **list icon** at the top of the media library sidebar.



Find the appropriate media asset in the library, click on the item and drag it into the bounded grey **media assets** field.



To add additional media assets, click **Add another item** and repeat as needed.

## Select Community and Protocol

Click **Select a community** to see a drop-down list of communities you have permission to use. Select the community you want to associate with this item from the list.

Click on the **Protocols** to see a drop-down list of cultural protocols from the previously selected community that you have permission to use.

Select at least one **Category** from the list. More can be selected if appropriate.

Communities and Protocols \*

Communities and Protocols 1

Community  
ICLDC 2019

Protocol \*  
ICLDC 2019 Community Only x

+ Add another community

Item Sharing Settings \*

This item may be shared with members of ANY protocol listed.  
 This item may only be shared with members belonging to ALL the protocols listed.

Category \*

Adornment  
 -Lei Niho Palaoa  
 Art  
 Fishing  
 Foodways  
 Garments  
 General  
 Hawaiian Pineapple Quilt  
 Land  
 Music  
 Plants  
 Revitalization

Creator

The remaining fields on this page are **Creator**, **Contributor**, and **Date**.

You can save your work any time by clicking the green **Save** button at the top or bottom of the page.

Continue to fill out the rest of the metadata fields across the other four metadata tabs (Mukurtu Core, Rights and Permissions, Additional Metadata, and Relations) as completely as possible.

See the separate handout **Digital Heritage Item Metadata** for more information on all of the metadata fields available.

# Create Digital Heritage

[Save](#) [Preview](#)

[Mukurtu Essentials](#) **Mukurtu Core** [Rights and Permissions](#) [Additional Metadata](#) [Relations](#)

## Cultural Narrative

Format **B** *I*

[Switch to plain text editor](#)

Filtered HTML

[More information about text formats](#)

## Traditional Knowledge

Format **B** *I*

# Create Digital Heritage

[Save](#) [Preview](#)

[Mukurtu Essentials](#) [Mukurtu Core](#) **Rights and Permissions** [Additional Metadata](#) [Relations](#)

## Publisher

## Rights

## Traditional Knowledge Labels

## Licensing Options

## Machine Name

[URL path settings](#)  
Automatic alias

[Revision information](#)  
New revision

[Comment settings](#)  
Open

## Machine Name

# Create Digital Heritage

✓ Save Preview

Mukurtu Essentials \* Mukurtu Core Rights and Permissions **Additional Metadata** Relations

## Format

## Type

## Identifier

## Language

## Source

## Subject

## People

## Transcription

# Create Digital Heritage

✓ Save Preview

Mukurtu Essentials \* Mukurtu Core Rights and Permissions Additional Metadata **Relations**

## Collections

## Related Digital Heritage Items

## Related Dictionary Words

[Show row weights](#)

## Community Records

Community Records provide multiple layers of information, or contributions from multiple voices. This field displays all existing Community Records attached to the Digital Heritage Item. The display order of the Community Records can be changed by dragging and dropping them into the preferred order.

[+ Add another item](#)

[Show row weights](#)

## Book Pages

Book Pages (also identified as Multi-Page Documents) allow multiple media assets to be presented within a single Digital Heritage Item in a paged display where each page can