



ADDING COORDINATES TO A DIGITAL HERITAGE ITEM

1. If your Digital Heritage Item is associated with a specific location, you may add a location to the record. First, select the “Additional Metadata” tab.

The screenshot shows the 'Create Digital Heritage' form with the following elements:

- Header: Add content / Create Digital Heritage
- Title: Create Digital Heritage
- Navigation tabs: Mukurtu Essentials *, Mukurtu Core, Rights and Permissions, **Additional Metadata** (highlighted with a blue box), Relations
- Form fields: Format (empty), Type (empty)

2. The location option is at the bottom of this tab. If you know the exact GPS coordinates, you may enter it below the map. Otherwise, you may try to locate the place by entering a name in the “Geocode address” box above the map.

The screenshot shows the 'Location' form with the following elements:

- Title: Location
- Geocode address: [Empty text box]
- Map: A satellite-style map of West Africa and the Gulf of Guinea. A red location pin is placed in the Gulf of Guinea. Countries labeled include Senegal, The Gambia, Guinea-Bissau, Guinea, Sierra Leone, Liberia, Côte d'Ivoire, Ghana, Nigeria, Cameroon, Central African Republic, Equatorial Guinea, Gabon, Congo, DR Congo, and Angola.
- Map controls: A compass, a person icon, a zoom in (+) button, a zoom out (-) button, and a scale bar (500 km).
- Map data: ©2015 Google, ORION-NE Imagery ©2015 TerraMetrics, Terms of Use
- Buttons: Drag the marker to narrow the location, Find marker, Place marker here
- Form fields: Latitude (empty), Longitude (empty)

3. Once you begin typing, the location may appear in the autofill. If this happens you may use that to get an exact location. If not, see step four, which discusses how to manually adjust the place marker.



4. If Google cannot identify the appropriate location or the location Google uses is not exact, you may manually adjust the marker.
 - a. First, drag the marker to the desired location.
 - b. Then select the "Find marker" button below the map.
 - c. Finally, select the "Place marker here" button.



5. Finally, you may add a description to the location. This option is at the bottom of the “Location” section.