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.

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.

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.