Add Content to Mandala

The method for adding media in Mandala depends on the tool. Here, we've compiled all the guides for adding content. If you need more details, you should check out the full documentation for each tool.

- Sound
- Video
- Data Visualization
- Text

Sound

You can upload an audio file from different places, including the "My Content" section of your account. This step-by-step guide shows you how to upload a file from the Audio-Video tool homepage.

By default, visitors can't see new entries. To make your audio file publicly available, check Availability & Access in the editor (step 12).

1. Log in to audio-video.shanti.virginia.edu
   - Learn more at Log in to Audio-Video
2. Create a new collection
   - Learn more at Log in to Add a Collection to Audio-Video
4. Find the "Add to your collections" section on the right
5. Choose a collection from the drop-down menu
   - The drop-down menu will close and will show the name of the collection
6. Click the **Upload Audio** button
   - The "Create Audio" page will open
   - The "Media" section will be expanded automatically
7. Click the **Add Media** button
   - A pop-up window will open
8. Click the **Choose File** button
   - A dialog box showing files on your computer will open
9. Choose the audio file that you want to upload
10. Click the **Open** button
    - The dialog box will close, and the file name will appear next to the "Choose File" button
11. Click the **Upload** button
12. Click the **Submit** button
    - The audio file will be added to your "Media" section
13. Add you title in **Title & Description** section
14. Check the **Availability & Access** section
    - By default, only group members can see the entry; set this field to **Public** so all visitors can see it
15. Click the other sections on the "Create Audio" page to add more settings
    - See the Add Information to Files guide for help editing these fields
16. Click the **Save** button at the bottom of the page

- A confirmation message will appear

Video

You can upload a video from your computer. Use the steps below for videos under 2GB in size. You can import videos over 2GB if they have been uploaded to the web and have public URLs. In this case, please contact SHANTI staff.

By default, visitors can't see new entries. To make your media file publicly available, check Availability & Access in the editor.

1. Log in to audio-video.shanti.virginia.edu
   - Learn more at [Log in to Audio-Video](#)
2. Create a new collection
   - Learn more at [Log in to Add a Collection to Audio-Video](#)
3. Find the "Add to Your Collections" section (on the right, below "Create a Collection")
4. Choose a collection from the drop-down menu
   - The drop-down menu will close, and will show the name of the collection
5. Click **Upload a Video**
   - The "Create Video" page will open
6. Click **Media**
   - The "Media" section will unfold
7. Click **Add Media**
   - The "Add Media" dialog box will appear
8. Click the **Choose File** button
   - A dialog box showing files on your computer will open
9. Open the file you want to add to Mandala
   - The dialog box will close, and the file will appear in the "Upload Video" list
10. Click **Upload**
    - When your upload is finished, you'll see the file name in the Add Media box
11. Click **Submit**
    - The "Add Media" box will close
12. Add at least a title
    - The video will not process without a title
13. Click the sections below "Media" to add more settings, such as rights, availability, technical metadata, and so on
    - Remember, make your video public with the Availability & Access fields; videos are private by default
    - See the [Add Information to Files](#) guide for more information on editing these fields
14. Click **Save**

Data Visualization

New visualizations are private by default. Use the Visibility field in the editor to make them public (check out step 7).

1. Log in to Visuals at visuals.shanti.virginia.edu
   - Learn how to log in

2. Click on the **Main Menu icon**
   - This icon looks like four stacked bars in the top right of the page
   - Main Menu options will unfold

3. Click **Create Visualization**
4. Click on the visualization you want to make
   - Click on the different categories to see your options
   - Learn how to choose visualizations
   - The visualization creator will open

5. To add your spreadsheet data, click the **Google Drive** icon next to "Data Source URL"
   - Your Google Drive data will open

6. Customize your visualization
   - Find customization options to the left of the visualization
   - Learn more about options at the Visualization Index and at the Common Customization Options

7. Choose your visualizations "Visibility" below the preview
   - Switch this to **Public** if you want everyone to see your visualization; visualizations are **Private** by default

8. Add information about the visualization
   - Find information fields below the visualization
   - Learn more about adding metadata
   - Learn more at Add Visuals to Knowledge Maps

9. Choose a **Status** for your visualization
   - Find this option below the title
   - This sets whether the visualization will be saved as a draft or published

10. Click **Save** or **Save & Continue**
    - **Save & Continue** creates the Draft or Published visualization but lets you keep working
    - **Save** creates the Draft or Published visualization
    - To leave the Visualization after clicking Save & Continue, click **Update**
    - Your visualization will appear

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Text

Before you begin, read the guide to texts' structure. This guide helps you understand how texts are built.

Your text goes in a collection, so if you haven't made one yet, do so.

1. Log in to Texts at texts.shanti.virginia.edu
2. Click the **menu** icon
   - This icon is four horizontal lines in the top right of the page

- A drop-down menu will unfold

3. Click **My Collections**
   - A list of your collections will open

4. Open a collection
   - Your collection page will open

   - If you have no collections, learn how to [create a collection](#)

5. Click **Add Text** on the right section
   - If you don't see **Add Text**, click the **|<** icon under the search icon

   - This new page is the title page of the text

   - The "Create Text" page will open

6. Write your text's title in the "Title" field
7. Type the content for the first page into the "Content" box
   - The "Content" section is automatically selected in the left sidebar menu; if it isn't, click the **Content** section

   - If you want to enter your entire project's content here, Texts can split it into sections automatically; see [Split Texts](#) below

8. Click **KMap Terms**
   - Search for and add subjects in the "Subject Names" field

   - Search for and add places in the "Place Names" field

   - Learn more about [Subjects and Places in Mandala](#)

9. Click **Catalog Data** and fill in the fields
10. Click **Collection**
    - Add a collection or subcollection from the "Collection" drop-down menu

    - Type in which groups will be able to see the text in the "Visibility" field

11. Click **Publishing options**
    a. Check the "Published" box
12. Click **Preview** at the bottom of the page to review your text
13. Click **Save text section** at the bottom of the page
    - A message will appear confirming the save

Split Texts

If you already have the content for your text, you may want Texts to split it into sections automatically. In this case, use the SHANTI Texts Splitter while you're creating your title page. To do this:

1. Click **SHANTI Texts Splitter** below the title field
   - A section will expand

2. Choose **Create a new SHANTI Text section at each HTML heading**
3. Select all the headings that mark a new section
   - If your text already has HTML headings, you can stop here; your text will split when you **Save** the section

4. Enter all your text in the "Content" box
5. Click **Source**
   - This shows you the HTML for the text

6. Wrap the titles of your sections in HTML headings
   - For example, <h1>First Section</h1>, where "First Section" is the section title

   - Check out this [external introduction to HTML](#) for help

- Your text will split on the headings when you **Save** the section