Add a New KMap

In Subjects and Places, you can add a child Knowledge Map to any KMap for which you are an editor. In Terms, you will add your term to a specific perspective, which corresponds to the language for the new term. Learn more at Building Knowledge Maps.

Subjects and Places

Step-by-step guide

1. Find the parent Knowledge Map for the new KMap you want to create
    - If you aren't familiar with the terms parent or child, check out Building Knowledge Maps
2. Edit the parent Knowledge Map
    - Learn more at Edit a KMap
3. Click **Feature Relations**
4. Click **New Child**
    - The KMap creator will open
5. Fill out the name fields
6. Choose a "Feature relationship" between the parent and the new Knowledge Map
7. Choose a "Perspective" for the new Knowledge Map
    - Learn more at Using Perspectives
8. Click **Create**
    - You'll get a message confirming your new Knowledge Map
    - You can now edit the KMap to add metadata fields

Terms

If you're in the appropriate perspective, you can add a new term through the Main Menu. The editorial interface automatically files your term in the appropriate place on the Terms tree. For example, **apple** in the English Alphabetical perspective will automatically go underneath the letter **A**.

Step-by-step guide

1. Log in to Terms at http://terms.kmaps.virginia.edu/#
    - The terms homepage will open
2. Open the **Main Menu**
3. Click **Settings** then **Perspective**
4. Choose the perspective that corresponds to your term's language
    - For terms in English, choose **English Alphabetical**
    - The page will refresh, and the flyout to the right will display existing terms in your chosen language
5. Switch to **Edit Mode** using the Main Menu
    - If you open the Main Menu again after switching, you'll see new options
6. In the Main Menu, click **Data Management**, then **Create New Term**
7. Enter your term name in the "Term" field
8. Choose a related subject under Subjects
    - This defines the type of term: letter, phrase, or word
9. Click **Create**
    - The editor for your new term will open