

# Contribute to Knowledge Maps

You can contribute to the media for a specific Knowledge Map. To do this, label items in Mandala with subject or places. Each time you make an asset with Mandala tools, you can add a Knowledge Map label.

Check out the guides for each tool if you need help making new media. The steps below show you how to label media...

- [In Audio-Video](#)
- [In Visuals](#)
- [In Texts](#)

## In Audio-Video

1. Log in to [audio-video.shanti.virginia.edu](https://audio-video.shanti.virginia.edu)
  - Learn more at [Log in to Audio-Video](#)
2. Either upload an audio or video file, or edit an existing audio or video
  - Learn more at [Upload an Audio File](#) , [Upload a Video File](#), and [Add Information to Files](#)
  - A list of metadata sections will appear
3. Click the + sign to expand the "Classification" section
4. To add a subject to an audio or video file, click the + sign next to "Subject"
  - The Subject search field will appear
  - a. Click inside the field or type a subject name
    - A drop-down list of subject names will unfold
  - b. Click a subject name from the list to add it to your audio or video
    - You can add as many subjects as you want
    - The subject(s) will label your audio or video
5. To add a place to an audio or video, click the + sign next to "Location"
  - The Location search field will appear
  - a. Click inside the field or type a place name
    - A drop-down list of place names will unfold
  - b. Click a **place** name from the list
    - You can add as many places as you like
    - The place(s) will label your audio or video
6. Click **Save** at the bottom of the page
  - A message will confirm your new file or update

## In Visuals

1. Log in to [visuals.shanti.virginia.edu](https://visuals.shanti.virginia.edu)
  - Learn more at [Log in to Visuals](#)
2. Either create a visualization or open an existing one
  - Learn more at [Create a New Visualization](#) or [Edit a Visualization](#)
  - The visualization entry form will open
3. Find the "Subjects" and "Places" sections toward the bottom of the page
4. Click the **Subjects** section

- The Subjects search field will appear
- a. Either click inside or type a subject name into the search field
  - A drop-down list of subject names will unfold
- b. Click a subject name from the list to add it to your visualization
  - You can add as many subjects as you like
  - The subject(s) will be added to your visualization

**5. Click the **Places** section**

- The Places search field will appear
- a. Type a place name into the field
- b. Click a place name from the list to add it to your visualization
  - You can add as many places as you like
  - The place(s) will be added to your visualization

**6. 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 your visualization after clicking the "Save & Continue" button, click **Update**
- You'll see the new Subjects and Places below your visualization

## In Texts

1. Log in to [texts.shanti.virginia.edu](https://texts.shanti.virginia.edu) in Mandala
2. Either open or create a text
  - Learn more at [Begin a Text](#) or [Open a Collection in Texts](#)
  - The "Edit Text" or "Create Text" page will open
3. Click **KMap Terms** in the left sidebar menu
  - The "Subjects" and "Places" fields will appear
4. Either click inside or type a search term into the Subjects and Places fields
  - A drop-down list of subjects and places will unfold
5. Select subjects and places from the lists
  - You can add as many subjects and places to your text as you need
  - The Subject or Place name will be crossed off the list
  - The Subject or Place name will be added to your text
6. Click **Preview** at the bottom of the page to review your text
7. Click **Save text section** at the bottom of the page
  - A message will confirm your new text or update