



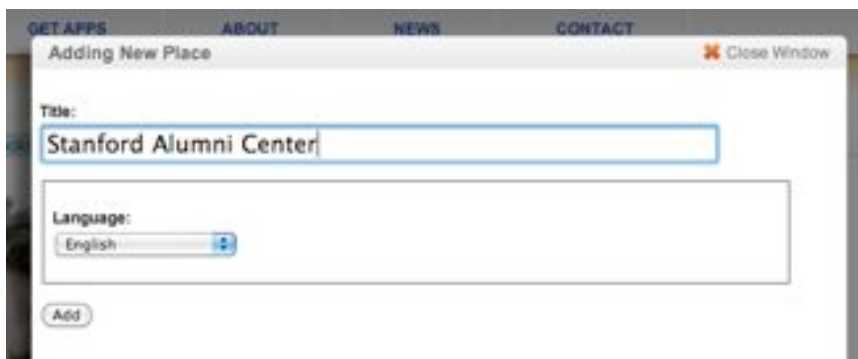
Adding and Managing Content

Adding Locations, Listings and Stories:

Under “My Account”, choose the “PLACES” tab. Then choose “ADD NEW PLACE” from the left column under “Navigation.”



In the pop-up add your TITLE. This should be the name that best describes the place itself. Please specify the language of your listing and click 'Add'.



(If available, choose the appropriate CHANNEL from the dropdown menu. For basic users the CHANNEL dropdown is not displayed.)

Next, a template will appear for you to enter information on this place.

Stanford Alumni Center **Unpublished (click to publish)**

Overview Add new Topic

Topic Title:
Overview

Topic Text:

Enter some text

Add Website
Add Email
Add Phone Number

Categories

Stanford
Laguerta
Jesse White Blvd
Map data ©2011 Google

326 Galvez Street
Stanford, CA 94305

No Audio Yet

First, name your TOPIC (the default topic name is “Overview”). Consider this the sub-heading for your listing. Next, enter the text description you would like to appear (this can be a transcription of your audio or a basic description, or explanation of your piece). Finally, upload the audio file that goes with your listing (audio can be created using any computer or device). There is also a text-to-speech option you can select that uses a synthesized voice to read the contents of your topic text (this option coming soon).

Select ‘SAVE’ to save your Topic changes.

HOME GET APPS ABOUT NEWS CONTACT

Stanford Alumni Center **Unpublished (click to publish)**

Frances C. Arrillaga Alumni Center Add new Topic

Topic Title:
Frances C. Arrillaga Alumni Center

Topic Text:

Conveniently located near the heart of campus, the Alumni Center is your front door to the Farm. The ground floor offers nearly 30,000 square feet of space specifically designed for the comfort and enjoyment of our Stanford alumni family. Go ahead, explore the many things you can do when you visit.

The Dwight Family Living Room features a large limestone fireplace (the mantle alone weighs two tons!), grand piano, plush couches and plenty of space to relax, recharge and reconnect with fellow alums. Floor-to-ceiling windows bring the outside in, offering views of the gardens and reflecting pool.

The Bing Library is tucked away in the northeast corner of the business center. Within this secluded refuge, you'll find bookshelves filled with historic Stanford tomes and books by alumni authors as well as a selection of the day's

TTS
(Checking box will use 'Text To Speech' technology to convert your text to audio. This feature is coming soon.)

Upload a MP3 file
File size must not exceed 16 MB
You can also drag and drop files onto this window

Save Cancel Delete

Website
Add Email
+1 850-736-8743
Buildings, Business, Culture & Entertainment, Services

My Places
Stanford Alumni Center

Navigation

- Add new Place
- My account
- My bookmarks
- Places Map
- Log out

Share Facebook LinkedIn

Stanford University
Stanford University
Memorial Court
Arrillaga Family Sports Center
Map data ©2011 Google

326 Galvez Street
Stanford, CA 94305

No Audio Yet

Near Here

Place Filter: Categories: All, Channels: All

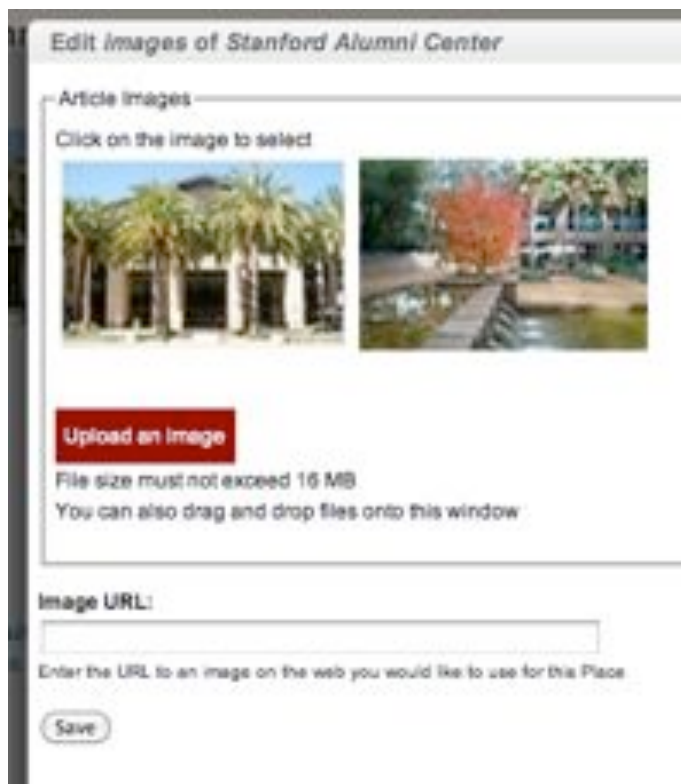
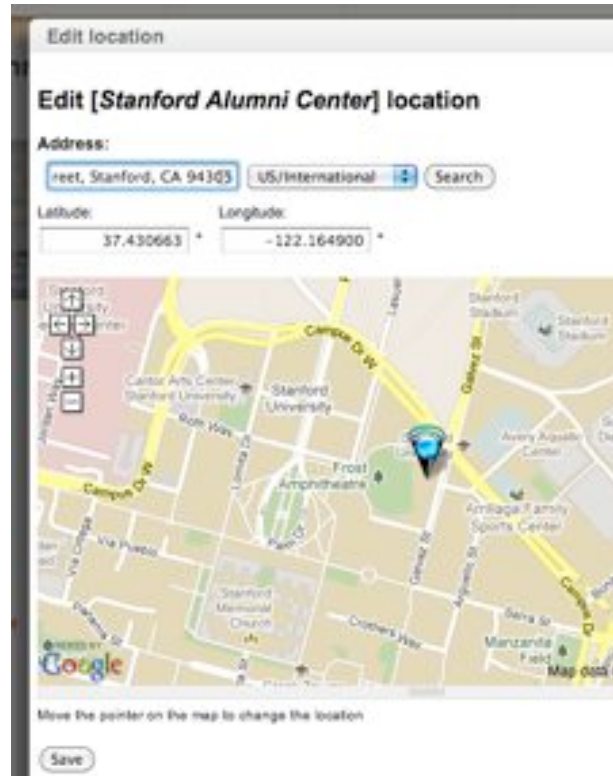
- Hoover Tower - Stanford, CA 0.39 km
- Stanford Stadium 0.54 km
- Stanford Roble Gym 0.59 km
- Arizona Cactus Garden 0.80 km
- Stanford California 0.85 km

Our system will attempt to place the map pin close to your current location by geocoding your IP address, but you should edit the location and place the map pin as accurately as possible.

Click the edit icon on the map image and pop-up window will appear. There are three ways to update your places location:

- 1) Type in the location's address and click 'Search,'
- 2) Drag and drop the map pin to the correct location, or
- 3) Paste the Latitude and Longitude in the fields provided.

Once you have adjusted your map pin marker to the correct location click 'Save.'



Images can be added by clicking on the image's edit icon. Here you can click the button to upload an image, drag and drop an image over the pop-up window, or paste the URL of an image hosted on the Internet into the form field. The last image loaded will be the first that appears to users. Clicking on any thumbnail in the Edit Images window provides the option for deleting that image.

Additional details can be added to each listing. Just click the placeholder for each available element. You can add a Website, Email, Phone Number, Street Address and Categories associated with your location (it is also okay to leave any of these items blank).

When you are ready to share your item with the world, simply click to 'publish' next to the title. This will send your piece to our moderation team for approval. (Currently new user content requires moderator approval before it's available to the general public. If you are managing content or you are the owner of a content Channel, you may be able to publish directly.)

Once your item is published, other viewers will can access it, free of the placeholders or edit icons you see while you have edit control. Your item will also be available on our mobile applications and to anyone distributing our content (unless arrangements are made to restrict your content).

As a content owner or manager, you can always edit any topic, element or detail by clicking the edit/pencil icon adjacent to that item.

The screenshot shows the HearPlanet website interface. At the top, there is a navigation bar with links for HOME, GET APPS, ABOUT, NEWS, and CONTACT. The main content area features a listing for 'Stanford Alumni Center' with a status of '(Pending Approval)'. The listing includes a title, a description, and a map. Various edit options are highlighted with red dashed circles and labels: 'Add/Edit Images', 'Edit Topic Title, Text, Upload Audio', 'Edit Pin Location', 'Edit Address', 'Edit Website', 'Add Email', 'Edit Phone', and 'Edit Categories'. The listing also includes a 'Play' button and a 'Near Here' section with a filter for 'Categories: All' and 'Channels: All'. The bottom of the page shows a 'Navigation' section with an 'Add new Place' button.

[See Following Page for Mobile View Examples]

Mobile View Examples:

