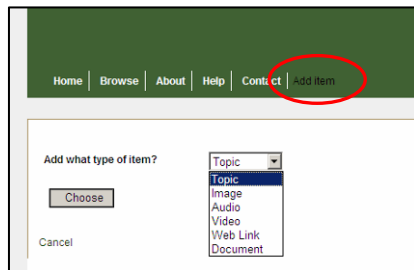


Add item - Creating a topic

You can **add a Topic** (an article about a person, place, organisation and event), images, audio, video and documents.

There are three places you can add an item.

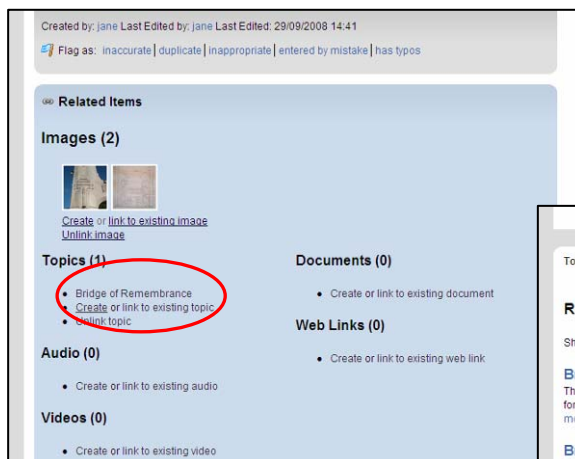


Step 1

Create a topic by clicking on **Add item**

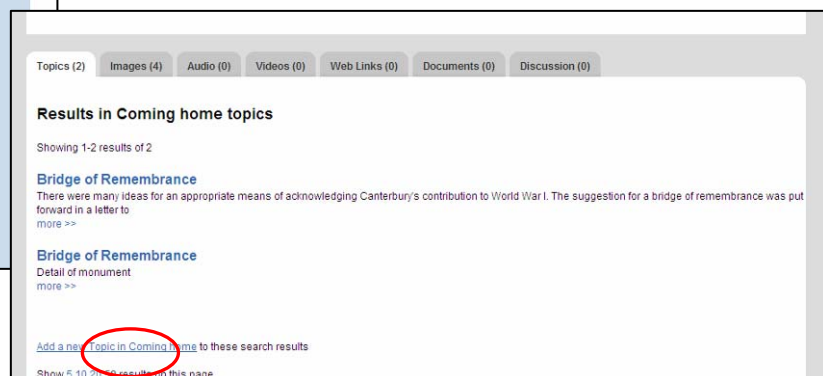
Or by clicking on

Create a topic under Topics in the Related items box on an existing topic page



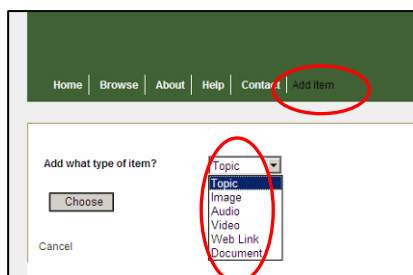
Or by clicking on

Add a new Topic at the end of the page of
Browse results

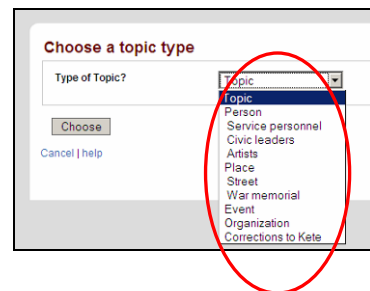


Step 2

Choose the type of topic you want to create from the drop down menu.



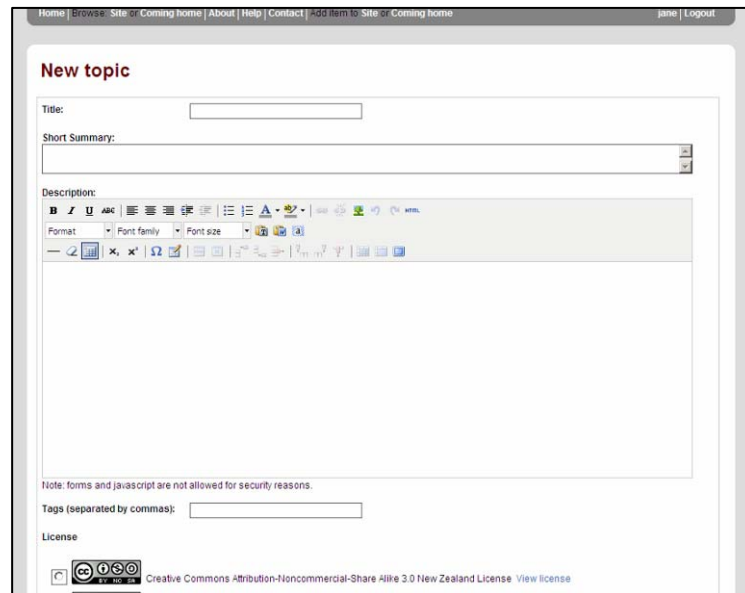
If you choose **Topic** you will then need to choose the type of topic you want to create.



Add item - Creating a topic

Step 3

When you see the **New Topic** screen **fill in:**



Title Short but descriptive

Short Summary – a brief description of content of the Topic. This displays and gives readers a taster of what the topic is about

Description narrative, broad description, stories and facts relating to the topics

Tags - any related keywords or phrases for the topic, separated by commas

Check the **License** – this will be the default for your profile

and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill the fields with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

Step 4

To finish **save your work** by clicking the **Create** button

