



investigation

[Save your Work / Help](#)

[Treehouse Manager / Search Results](#)

## The Treehouse Editor

**You are editing** *Lisa Schwartz's New Investigation Contribution*  
**treehouse ID# 3030** [click here to view treehouse page summary \(URL, editing history\)](#)

**To complete your treehouse edit steps 1 - 8.**

**Help is available** after you click a link to edit a treehouse building step.

Before you begin editing you may [copy data from another one of your treehouses](#)

Your progress is indicated to the right and in the navigation bar of each page by the color of each step:

need to edit   
  work in progress   
  complete

In order to have your work shown as complete you will need to check the box in the upper left hand corner of each page.

1. [About This Page](#)
2. [Page Content](#)
3. [Upload/Edit Images](#)
4. [References and Links](#)
5. [Learning Information](#)
6. [Attach to Group](#)
7. [Add Notes](#)
8. [Publish](#)

### Step 1. Edit About this Page

- Decide on the ToL terms of use.
- Complete author, copyright owner and correspondent information.
- Add acknowledgements for those who helped in the creation of your treehouse.

Contributor Information

author **Juanita Flores**

page copyright © 2004 Juanita Flores

correspondent [jflores@nature.net](mailto:jflores@nature.net)

[edit this step](#)

### Step 2. Edit Page Content

**Add text and media** (images, sounds and movies) to your treehouse.

- Compose treehouse page titles and text.
- Find media in the ToL database that you may use in your treehouse.
- Insert media (images, sounds and movies) into your treehouse page.

The diagram illustrates the process of adding media to a treehouse page. It shows icons for 'images' (a person at a computer), 'sounds' (a camera and musical notes), and 'movies' (a film strip and a video camera). An arrow points from these media sources to a 'treehouses' icon, representing the final step of adding content to the page.

[edit this step](#)

### Step 3. Upload and/or Edit Media

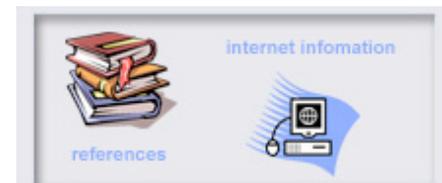
In order to insert media files (images, sounds and movies) you create yourself or find on the WWW into your treehouse, you will first need to upload (add) them to the ToL database.

When you upload media to the ToL database you must add information, such as copyright, for each media file.

[edit this step](#)

### Step 4. Edit References and Information on the Internet

Add reference materials and information on the Internet that you have used to create your treehouse and/or provide useful information for visitors.

[edit this step](#)

### Step 5. Edit Learning Information

Add learning resource information like learner level and treehouse type so that others can easily find, visit and use your treehouse.

[edit this step](#)

### Step 6. Edit Attach to Group

To publish your treehouse you must attach it to the Branch or Leaf page for the group of organisms on the Tree of Life that your



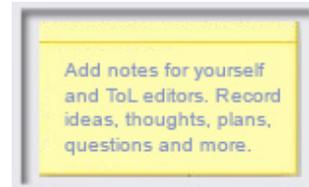
treehouse is about. For example, if your treehouse is about Ants, you would attach it to the Ant branch page. Visitors to the ToL will then be able to access your treehouse from the Ants branch page, and from ToL searches for Ants.



[edit this step](#)

### Step 7. Add Notes

Add notes for yourself or for ToL Editors. Your notes will *not* be published on your treehouse.



[edit this step](#)

### Step 8. Publish Your Treehouse

When you are satisfied with your page you should submit it for publication on the ToL web site. As soon as your page has been approved for publication you will receive an email with its URL (web address). Visitors to the ToL will be able to access your treehouse via the group of organisms to which you attached your treehouse.



[edit this step](#)

### Save your work!

To save your work and preview your treehouse click Save and Preview at the bottom of each editing step's page.

**Warning!** You *must* click **Save and Preview** from each treehouse building step before you close the treehouse editor window or you will lose your work.

Your ability to edit will time-out in 1 hour of inactivity. Therefore, we recommend that

### Get Help

Detailed help for each step is available once you click a link to edit a treehouse building step.

View:

- [Example treehouse](#)
- [Example editing form](#)
- [Rylan's editing process](#)
- [All Editing Help Topics](#)

you save your work when you step away from the computer.

**For more guidance see the:**

[Builders Toolkit](#)  
[Builders Guide](#)  
[Teacher Resources page](#)

Contact Lisa Schwartz, ToL Learning Materials Editor, at [learning@tolweb.org](mailto:learning@tolweb.org) with any comments, problems or questions. We welcome your feedback.

[top](#)