



VITA 5
Audio Object Management

October 2014

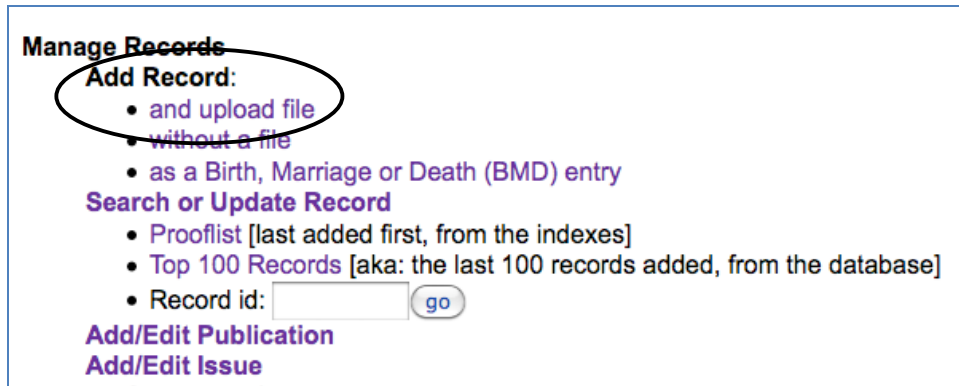
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1.1

Add “hero shot” or image to establish audio record

On the Main Menu choose the option **Add Record and upload file**.



The first step is to add an image file that will represent the audio object.

The screenshot shows the 'Add Record' form. The title is 'Antoinette Ranieri'. The 'Media type' is set to 'Audio'. The 'Add file...' button is circled in black. Other options include 'Image', 'Text', 'Video', 'Object', 'Publication', 'Genealogical Resource', and 'Newspaper'. The 'Category' is set to 'Thumb+Regular'. The 'Image resize' and 'Split PDF' options are also visible.

Select

Title: For the record

Category: Thumb+Regular or Thumb+Regular+Full

Media type: Audio

Upload an image file

If you do not add an image, a generic thumbnail will display in the results sets, but there will be no image shown on the record itself.

1.2 Add Audio file(s)


Next, add your audio chapters:

Display File/Tech Description Geography Admin Groups Links Delete

Technical data: Antoinette Ranieri (id: 548)

No Item Type has been assigned.
Sortable Date has not been assigned.
Earliest Year has not been assigned.
Latest Year has not been assigned.
This record will not display in the Public Sites.

File summary

 **Thumbnail**
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000000548t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000000548.jpg> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Associate another file with this record
Associate a single Zoomify zip file with this record
Associate multiple pages with this record
When finished editing pages/text:
Update Index

Go to the File/Tech data screen

Choose the "Associate another file" option in the left sidebar

Main Menu >> Update Record >> Add file to record

Add file to record

Title	Antoinette Ranieri
Category	Audio (Multiple allowed)
Label	Cassette 1, Side A
Image resize	<input type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
File	<input type="checkbox"/> MHGL002081A.mp3 -- 1 MB

40%

Select:

Category: Audio

Label: Choose a label for the sidebar that indicates the content, track, order, etc.

Upload file:

File Size: Audio files should be optimized (reduced) to approximately 1MB per minute of playing time. Uploading files more than 50MBs takes more time on your side, but might also affect the streaming speed and buffering for your end user. We recommend creating multiple audio Chapters of 10-20MBs each. Each Chapter is uploaded separately and labeled to indicate their order.

File types: To activate the embedded streaming audio player (as opposed to a download that activates a third party audio player), upload MP3 or OGG files.

When you click “Continue”, you will be taken to the File/Tech data screen and your audio file is listed in the File summary

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
Technical data: Antoinette Ranieri (id: 548)							
<p>No Item Type has been assigned. Sortable Date has not been assigned. Earliest Year has not been assigned. Latest Year has not been assigned. This record will not display in the Public Sites.</p>							
File summary							
		<p>Thumbnail File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000000548t.jpg [Details/Edit]</p> <p>Regular File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000000548.jpg [Details/Edit]</p> <p>Cassette 1, Side A [Audio] File Type: MP3 File Exists: https://data.vitatoolkit.ca/Partners/Training/Train0000005481A.MP3 [Details/Edit]</p>					
Associate another file with this record		To order the links click and drag the thumbnail or sort icon up or down the list.					
Associate a single Zoomify zip file with this record							
Associate multiple pages with this record							
When finished editing pages/text:							
Update Index							

Add subsequent Chapters using the same workflow.


1.3 Adding chapter-level transcription

To provide an embedded transcription window for each chapter, go to the Details/Edit link at the end of the audio chapter file:

Technical data: Antoinette Ranieri (id: 548)

No Item Type has been assigned.
Sortable Date has not been assigned.
Earliest Year has not been assigned.
Latest Year has not been assigned.
This record will not display in the Public Sites.

File summary



- Thumbnail**
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000000548t.jpg> [Details/Edit]
- Regular**
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000000548.jpg> [Details/Edit]
- Cassette 1, Side A [Audio]**
File Type: MP3
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000005481A.MP3> [Details/Edit]
- Cassette 1, Side B [Audio]**
File Type: MP3
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000005482A.MP3> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Associate another file with this record
Associate a single Zoomify zip file with this record
Associate multiple pages with this record
When finished editing pages/text:
Update Index

This screen provides a preview/player for the audio file and offers the option to change the chapter label, change the public settings for the file (e.g. if you want to keep an audio file with the record but not publicly displayed) and add full text transcriptions at the file level.

Copy and paste the transcription for this chapter into the Full Text box.

Full text:

To meet WCAG/AODA accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.

Cassette 1, Side A

```

=====
Jack Di Nardo: Ok. Your name is Antoinette Ranieri.
Antoinette Ranieri: Right.
JD: And you were born in Canada?
AR: Yes.
JD: Can you tell us a little bit about where you were born?
AR: Well what can I say. Grew up naturally -
JD: Where was the town?
AR: Brantford, Ontario. And, it's so hard to remember all
the way back like that. I just had a natural childhood. I
went to separate school under the Sisters of St. Joseph.
Graduated from grade eight at thirteen. My father didn't
believe in women having education. Because you get married
and you don't use your education. But in this day and age
it's a little different.
JD: So when you graduated . . . .
AR: I went to work.
JD: You went to work. So that's when you graduated from
junior high?
AR: No, that's just grade eight. I didn't go to high school

```

[Update/Edit values](#)

Make the chapter level transcription full text searchable by clicking “Yes” to “Index the text in this file?”



Index the text in this file?:

Yes No

Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. **Note:** one of those files will need to be indexed.

Click the Update values button to commit your changes.

On the File/Tech data you will see a snippet of the transcription appear below the file link

File summary	
 <p>Associate another file with this record</p> <p>Associate a single Zoomify zip file with this record</p>	<p> Thumbnail File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000000548t.jpg [Details/Edit]</p> <p> Regular File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000000548.jpg [Details/Edit]</p> <p> Cassette 1, Side A [Audio] File Type: MP3 File Exists: https://data.vitatoolkit.ca/Partners/Training/Train0000005481A.MP3 [Details/Edit] OCR/Full text: Cassette 1, Side A ===== Jack Di Nardo: Ok. Your name is</p> <p> Cassette 1, Side B [Audio] File Type: MP3 File Exists: https://data.vitatoolkit.ca/Partners/Training/Train0000005482A.MP3 [Details/Edit]</p>
	<p>To order the links click and drag the thumbnail or sort icon up or down the list.</p>

Add full text transcriptions with subsequent chapters following the same workflow.

The Display tab previews how these transcriptions and audio files play and appear on the public side.

Antoinette Ranieri

Description Comments (0)

Cassette 1, Side A:

00:00 00:00

Transcription:

Cassette 1, Side A
=====

Jack Di Nardo: Ok. Your name is Antoinette Ranieri.
Antoinette Ranieri: Right.
JD: And you were born in Canada?
AR: Yes.
JD: Can you tell us a little bit about where you were born?
AR: Well what can I say. Grew up naturally –
JD: Where was the town?
AR: Brantford, Ontario. And, it's so hard to remember all the way back like that. I just had a natural childhood. I went to separate school under the Sisters of St.

Comment on this item
Create electronic postcard
Cassette 1, Side A
Cassette 1, Side B
Download from podcast feed

1.4 Add full transcription

To add a complete transcription of the whole interview and optionally allow end users to download that transcription, go to the File/Tech data screen and select “Associate another file with this record”

File summary

Associate another file with this record

Associate a single Zoomify zip file with this record

- Thumbnail
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000000548t.jpg> [Details/Edit]
- Regular
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000000548.jpg> [Details/Edit]
- Cassette 1, Side A [Audio]
File Type: MP3
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000005481A.MP3> [Details/Edit]
OCR/Full text: Cassette 1, Side A ===== Jack Di Nardo: Ok. Your name is ...
- Cassette 1, Side B [Audio]
File Type: MP3
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000005482A.MP3> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Select Category “Text”

Main Menu >> Update Record >> Add file to record

Add file to record

Title	Antoinette Ranieri
Category	[Select one of the options below]
Label	[Select one of the options below]
Image resize	<input type="radio"/> Thumb+Regular+Full <input type="radio"/> Thumb+Regular <input type="radio"/> Thumbnail (Only one allowed) <input type="radio"/> Regular (Only one allowed) <input type="radio"/> Full Image (Only one allowed)
Split PDF	<input type="radio"/> Reverse (Only one allowed) <input type="radio"/> Stereoview (Only one allowed) <input type="radio"/> Detail (Multiple allowed) <input type="radio"/> Not for Public Display (Multiple allowed) <input type="radio"/> Audio (Multiple allowed) <input type="radio"/> Video (Multiple allowed) <input type="radio"/> Page (Multiple allowed) <input checked="" type="radio"/> Text file (Multiple allowed)
File	Browse

Provide a label to display for the download option in the sidebar

Main Menu >> Update Record >> Add file to record

Add file to record

Title	Antoinette Ranieri
Category	[Text file (Multiple allowed)]
Label	Download complete transcription
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
File	<input type="file"/> Antoinette_Ranieri_Complete.PDF -- 446 KB <div style="border: 1px solid blue; width: 100%; height: 10px; background: linear-gradient(to right, blue 50%, white 50%);"></div> <div style="text-align: center; font-size: small;">100%</div>

For a single download file, say “No” to the Split PDF option. (You can upload a split PDF for display as well if you desire—see the Text object management manual). Select your PDF file and click “Continue”.

On the File/Tech data screen, the PDF will be listed under the File summary and a snippet of text displayed, indicating that the text has been successfully extracted

Technical data: Antoinette Ranieri (id: 548)

**No Item Type has been assigned.
Sortable Date has not been assigned.
Earliest Year has not been assigned.
Latest Year has not been assigned.
This record will not display in the Public Sites.**

File summary	
	<p>Thumbnail File Exists: https://data.vit toolkit.ca/Partners/Training/Train000000548t.jpg [Details/Edit]</p> <p>Regular File Exists: https://data.vit toolkit.ca/Partners/Training/Train000000548.jpg [Details/Edit]</p> <p>Cassette 1, Side A [Audio] File Type: MP3 File Exists: https://data.vit toolkit.ca/Partners/Training/Train0000005481A.MP3 [Details/Edit] OCR/Full text: Cassette 1, Side A ===== Jack Di Nardo: Ok. Your name is ...</p> <p>Cassette 1, Side B [Audio] File Type: MP3 File Exists: https://data.vit toolkit.ca/Partners/Training/Train0000005482A.MP3 [Details/Edit]</p> <p>Download complete transcription [Text file] File Type: PDF File Exists: https://data.vit toolkit.ca/Partners/Training/Train0000005481A.PDF [Details/Edit] OCR/Full text: Interviewee: Antoinette Ranieri Interviewer: Jack Di Nardo Date: ...</p> <p>To order the links click and drag the thumbnail or sort icon up or down the list.</p>
Associate another file with this record	
Associate a single Zoomify zip file with this record	
Associate multiple pages with this record	
When finished editing pages/text:	
Update Index	

Public display: The full transcript file is “public” by default.

Full-text searchability: To avoid having the full transcription AS WELL AS the chapter-level transcriptions indexed for full text searching, click the Details/Edit link.

Select “No” for the “Index the text in this file?” field.
Click Update.

Antoinette Ranieri , Download complete transcription

[Update/Edit values](#)

Label:

 You only have 50 characters to work with for the Label.

Category:

Files:
Original File name: Antoinette_Ranieri_Complete.PDF
Regular file (PDF): Train0000005481T.PDF
File Size: 457199 bytes, 0 x 0 **File Type:** PDF

Put in public display?:
 Yes No

Is this corrected OCR?:
 Yes No

Index the text in this file?:
 Yes No
 Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. **Note:** one of those files will need to be indexed.

Full text:
 The text associated with this file is too large to display for editing purposes. Some browsers can only handle about 64,000 characters in a text box. We have **65,177** in this instance. If you need to edit this file please do so in a desktop editing tool that can handle files of this size and then upload it again. **Note:** The number of characters should approach but may not necessarily match the file size noted above.

[Update/Edit values](#)

Collection: MHSO Italian Collection
 Length of interview: 28:04
 JD= Jack Di Nardo (interviewer), AR= A

Time Stamp and Topic	Proper Nouns	Transcription
0:05	Canada	Jack Di Nard
Family background and establishment in Brantford, Ontario	Brantford	Antoinette P
	Sisters of St. Joseph	JD: And you
	Brantford Laundry	AR: Yes.
	Brantford Cordage	JD: Can you
	Tripoli	AR: Well wh
	Naples	JD: Where v
	New York	AR: Brantfo
	Mr. Murray	just had a na
		Joseph. Gra
		women hav
	education. t	
	JD: So when	
	AR: I went t	

Alternate Sizes 400x600 540x

In the Display tab, review your choices and file options for public display:

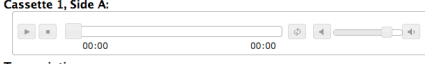
Pages option

Antoinette Ranieri

Pages: [Select 12](#) Search within this title [Go](#)

Description [Comments \(0\)](#)

Cassette 1, Side A:




Transcription:

Cassette 1, Side A
 =====
 Jack Di Nardo: Ok. Your name is Antoinette Ranieri.
 Antoinette Ranieri: Right.
 JD: And you were born in Canada?
 AR: Yes.
 JD: Can you tell us a little bit about where you were born?
 AR: Well what can I say. Grew up naturally -
 JD: Where was the town?
 AR: Brantford, Ontario. And, it's so hard to remember all the way back like that. I
 just had a natural childhood. I went to separate school under the Sisters of St.

Media Type:
 Audio

Copyright Statement:
 Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.



[Comment on this Item](#)

[Create electronic postcard](#)

[Cassette 1, Side A](#)

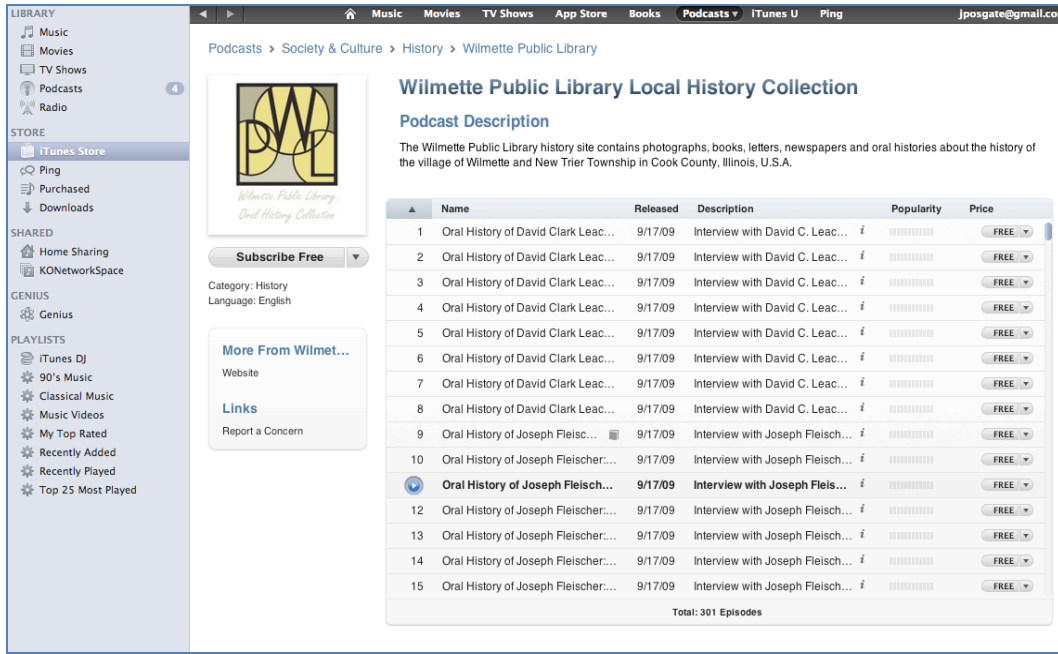
[Cassette 1, Side B](#)

[Download complete transcription](#)

[Download from podcast feed](#)

1.5 iTunes podcasting

Your audio content can be downloaded by activating the Podcast feature (see Site Management manual 5.15). This lets your users “subscribe” to your audio files through their personal iTunes account, e.g.



To enhance discovery of your audio collection, set up a custom “feed” with the iTunes store (see Site Management manual 5.15). Once your feed is confirmed by iTunes, end users will be able to discover your branded podcasts based on the titles, your site description, and categories, e.g.

