VITA 5

Audio Object Management

October 2014

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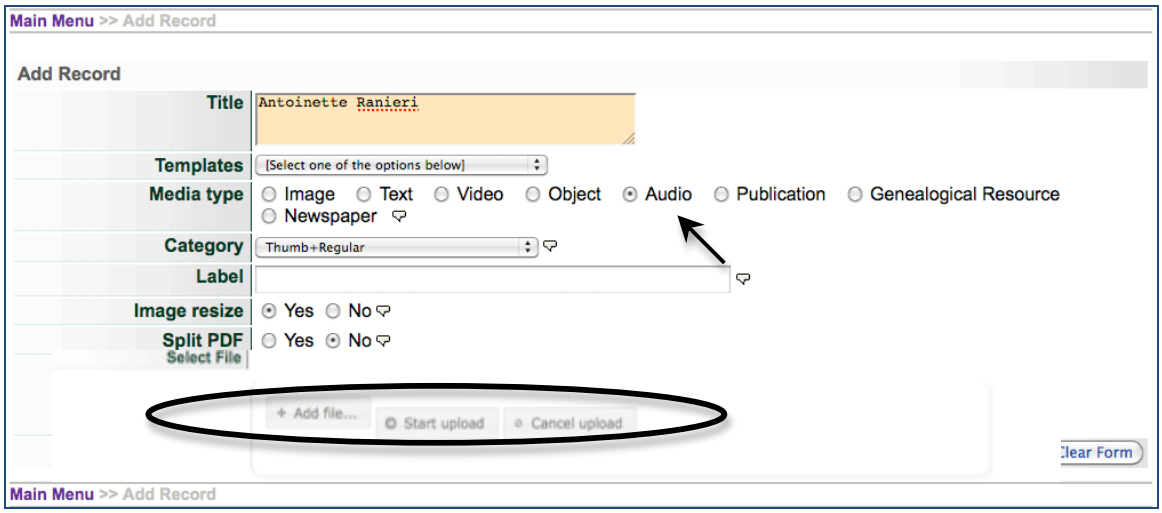
Part 1 Audio

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.

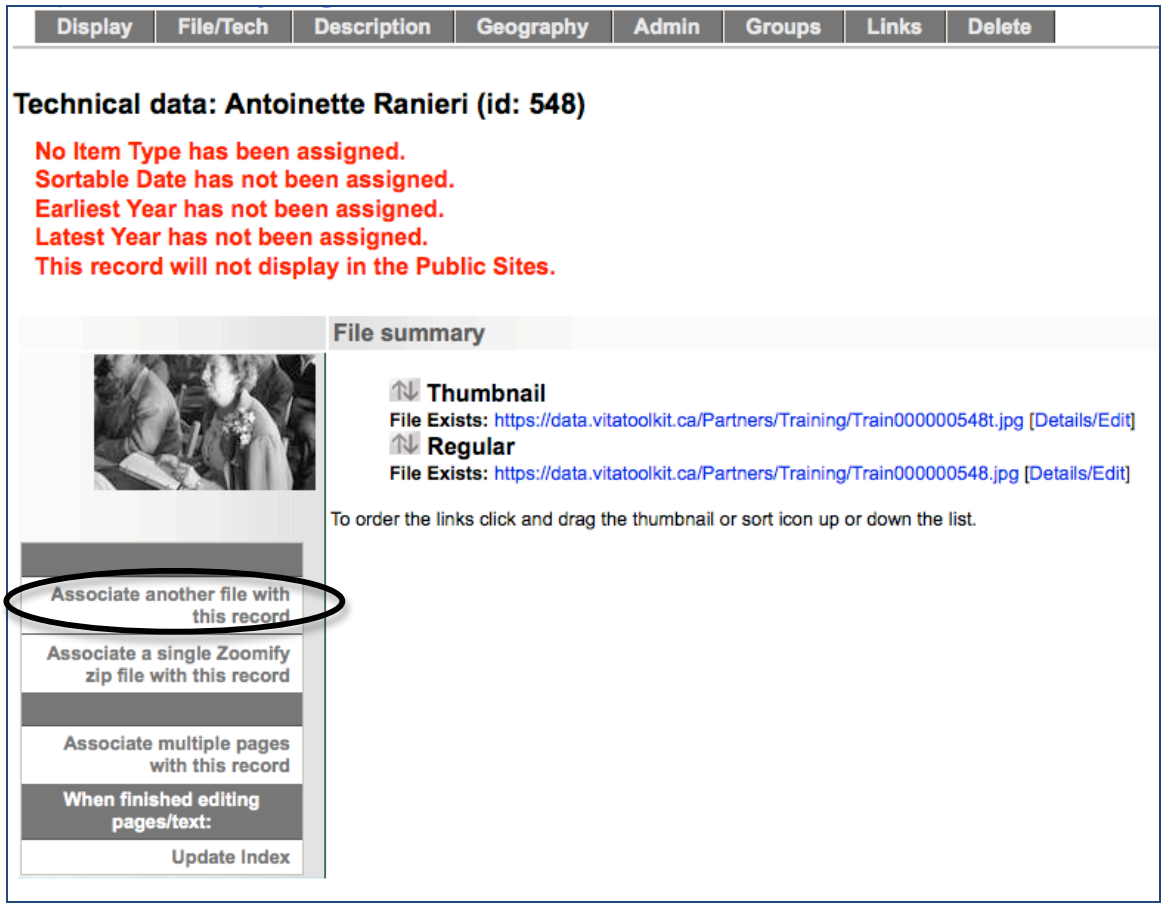


Select
Title: For the record
Category: Thumb+Regular or Thumb+Regular+Full
Media type: Audio
Upload an image file

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.

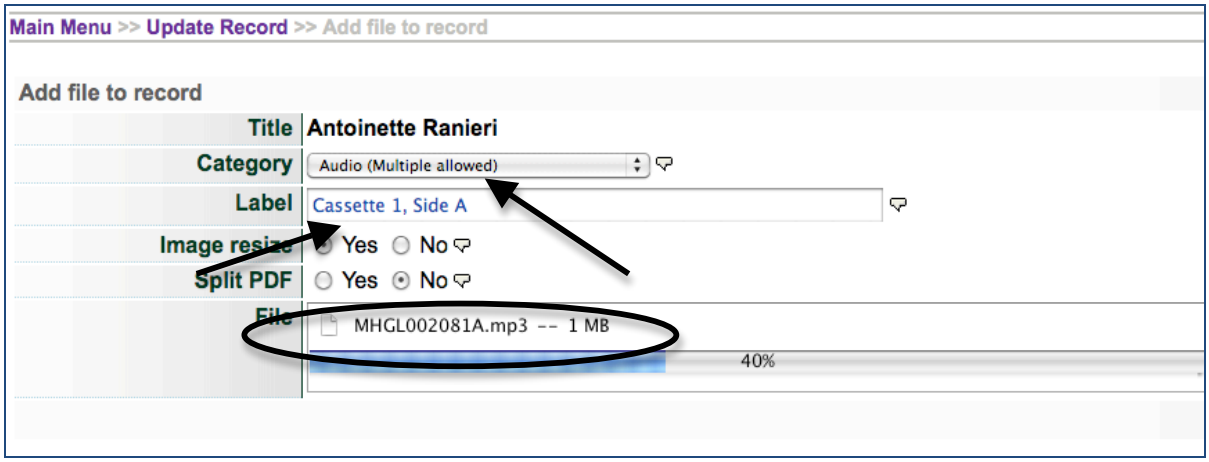
1.2 Add Audio file(s)

Next, add your audio chapters:



Go to the File/Tech data screen

Choose the “Associate another file” option in the left sidebar

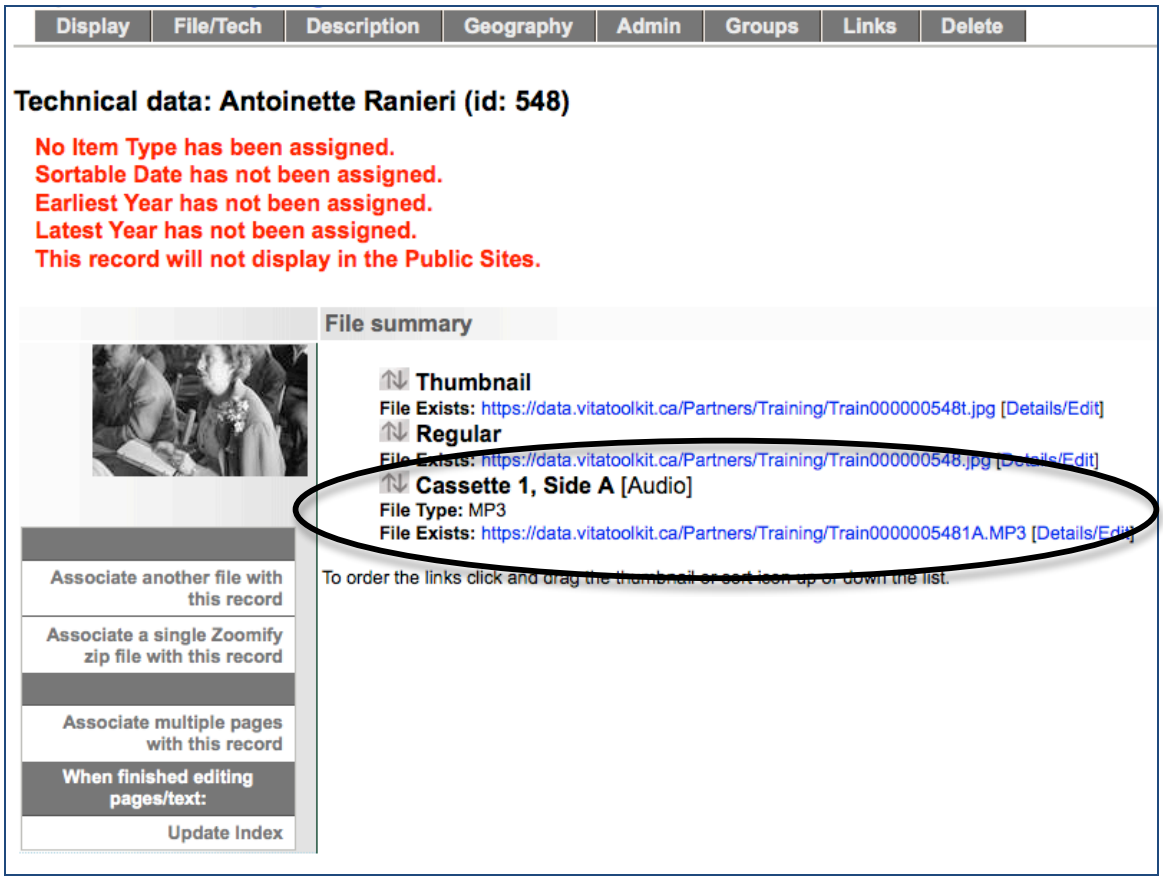


Select:
Category: Audio
Label: Choose a label for the sidebar that indicates the content, track, order, etc.

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.

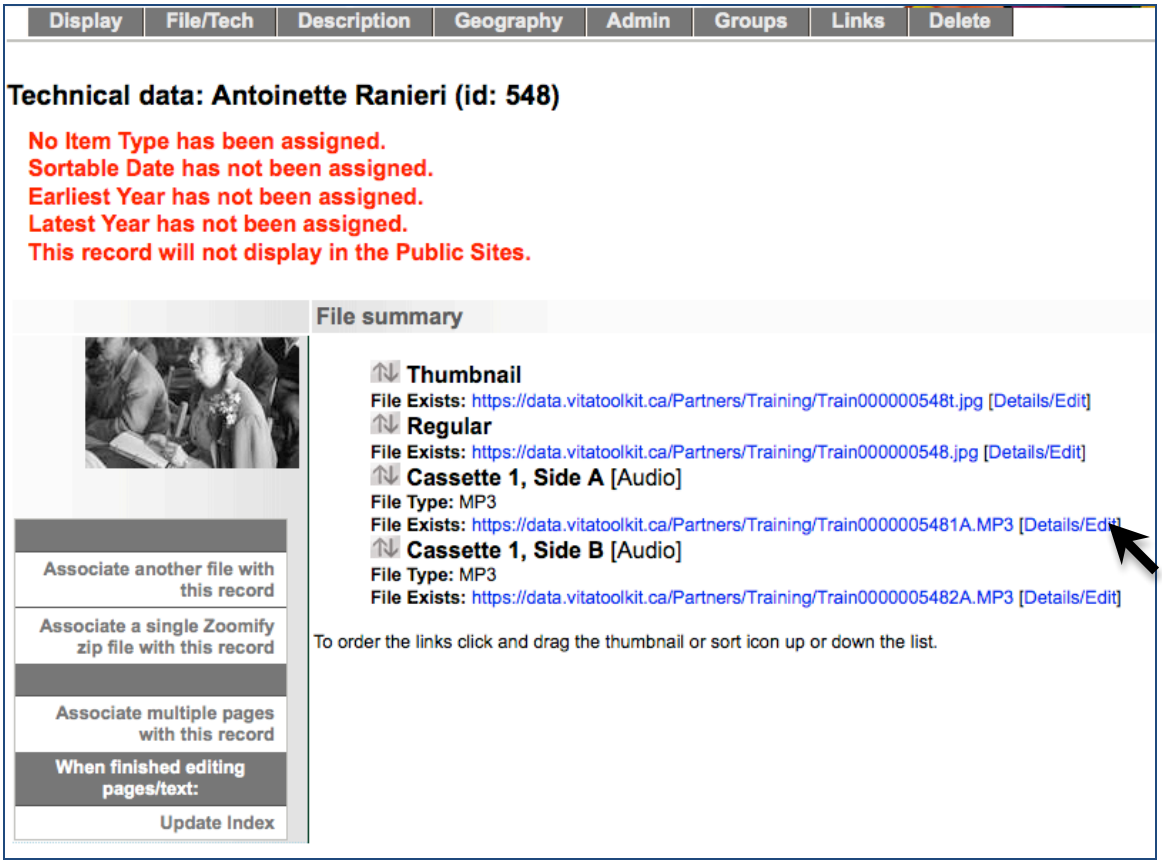
When you click “Continue”, you will be taken to the File/Tech data screen and your audio file is listed in the File summary



Add subsequent Chapters using the same workflow.

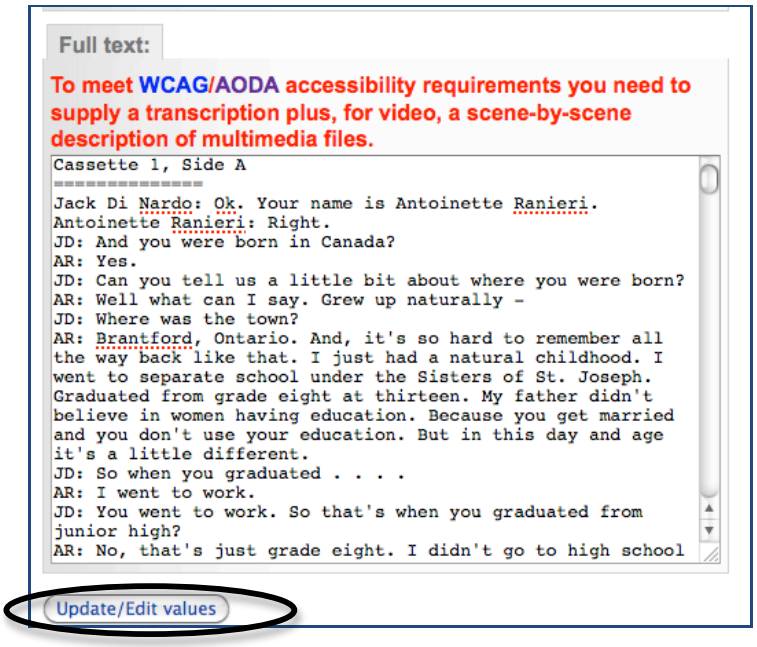
1.3 Adding chapter-level transcription

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

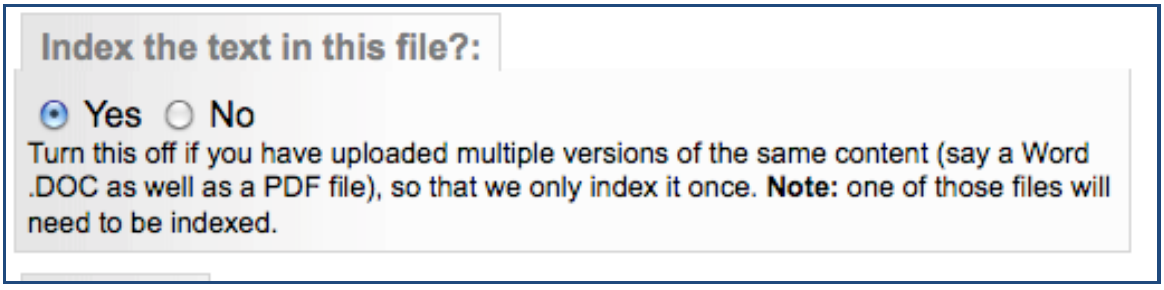


This screen provides a preview/player for the audio file and offers the option to change the chapter label, change the public settings for the file (e.g. if you want to keep an audio file with the record but not publicly displayed) and add full text transcriptions at the file level.

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

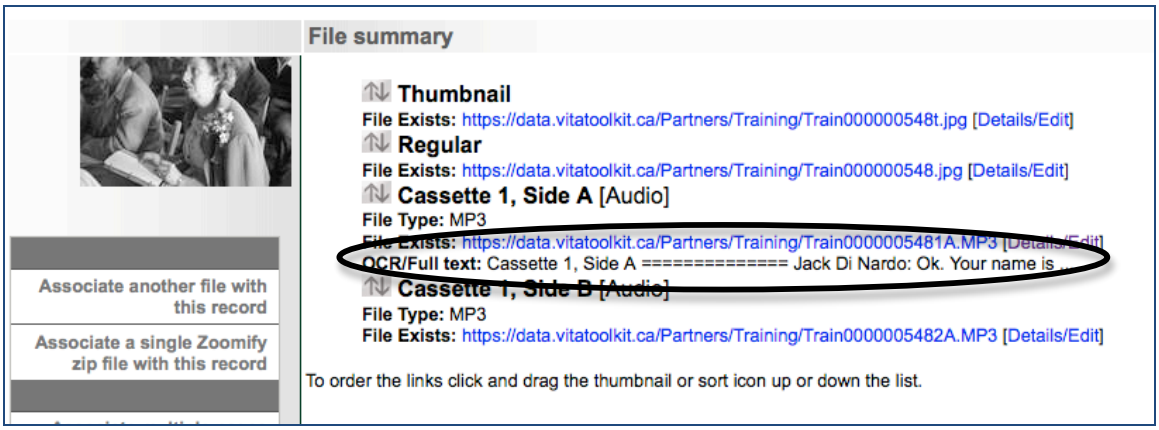


Make the chapter level transcription full text searchable by clicking “Yes” to “Index the text in this file?”



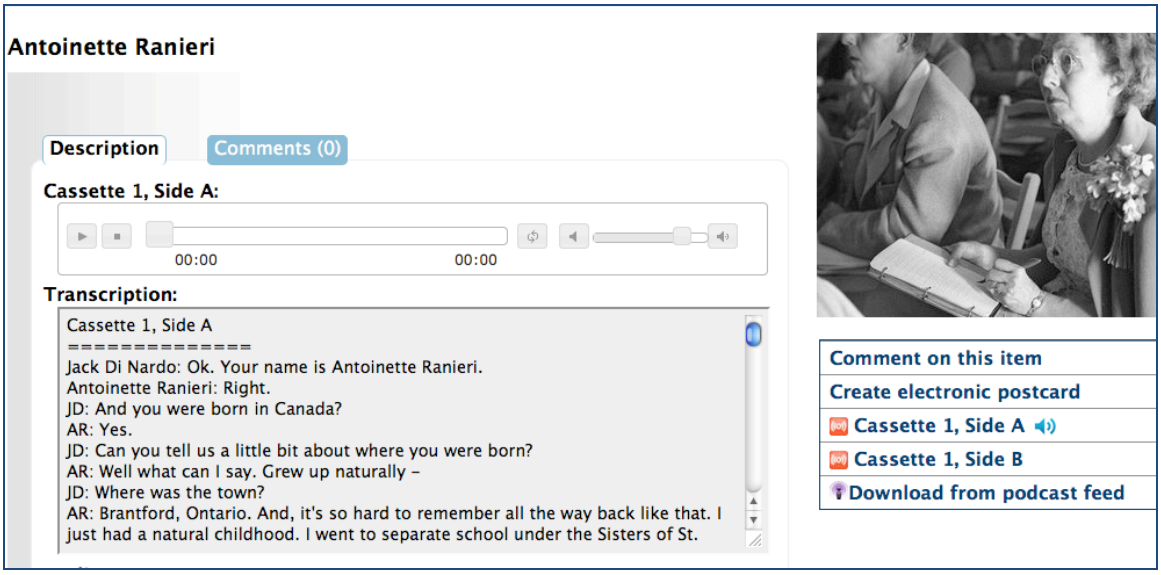
Click the Update values button to commit your changes.

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



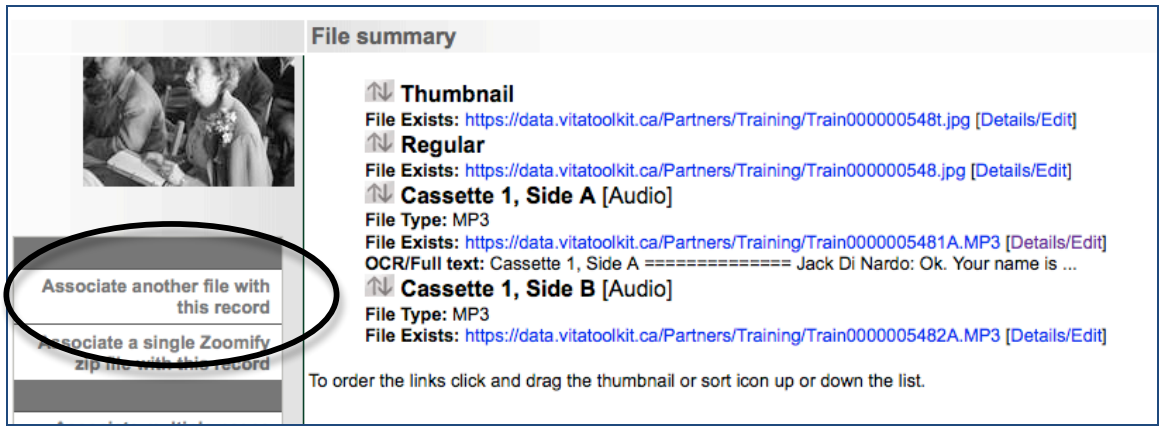
Add full text transcriptions with subsequent chapters following the same workflow.

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

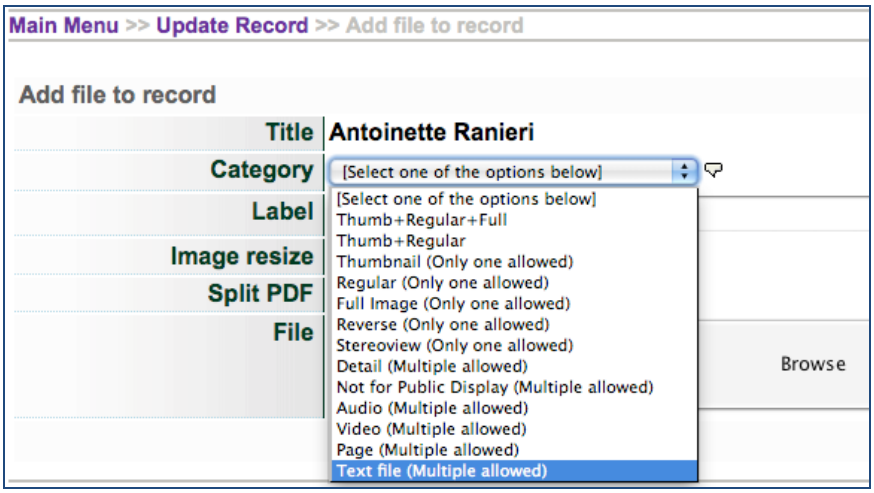


1.4 Add full transcription

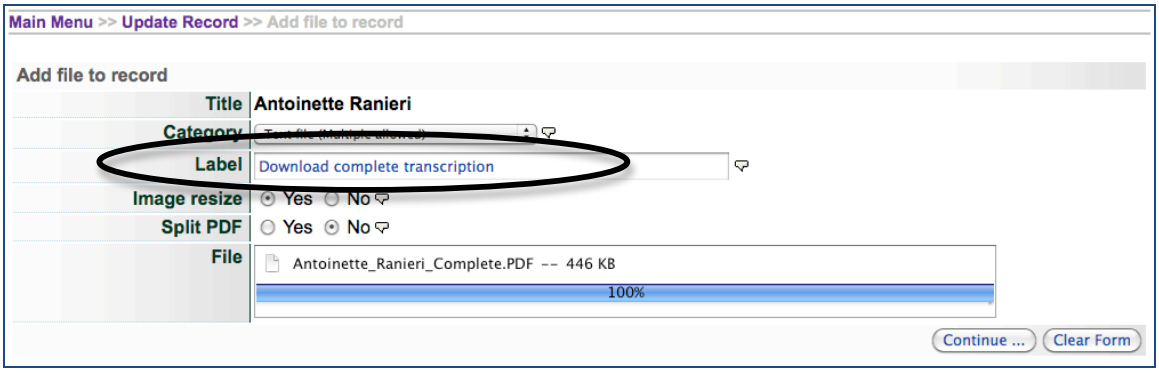
To add a complete transcription of the whole interview and optionally allow end users to download that transcription, go to the File/Tech data screen and select “Associate another file with this record”



Select Category “Text”



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



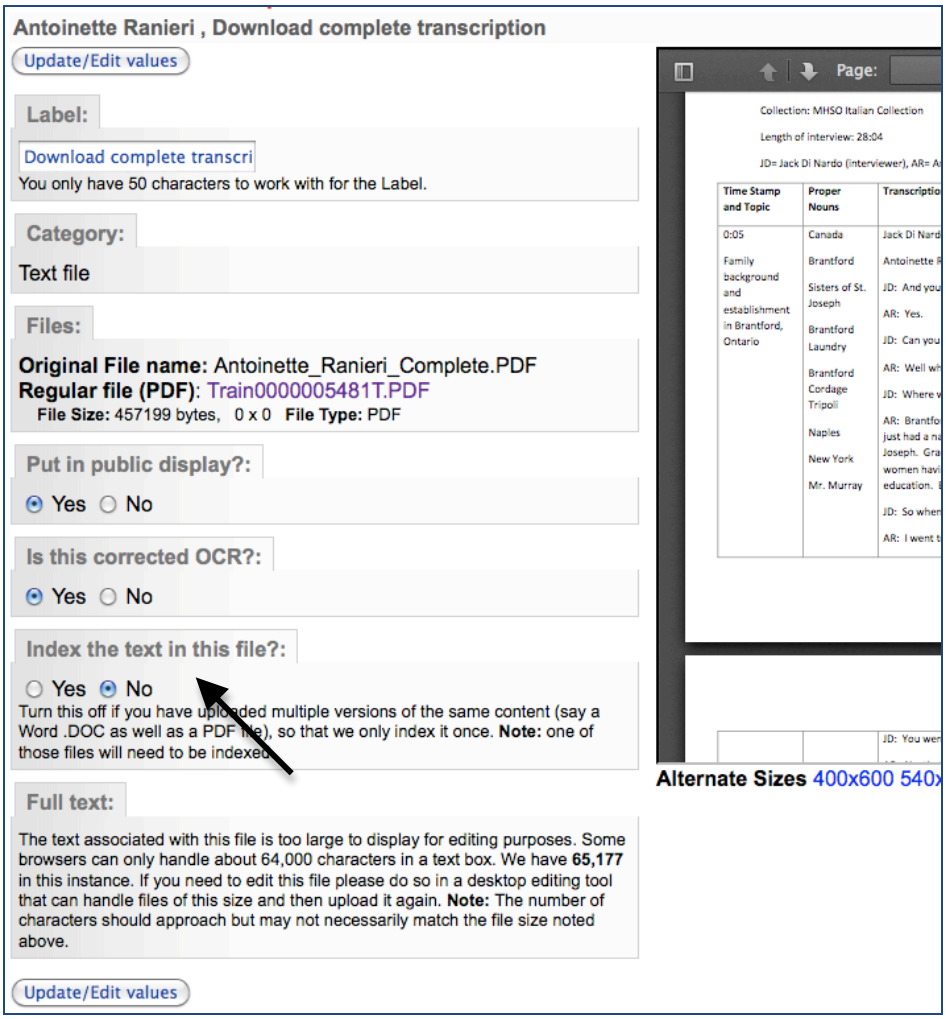
For a single download file, say “No” to the Split PDF option. (You can upload a split PDF for display as well if you desire—see the Text object management manual). Select your PDF file and click “Continue”.

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

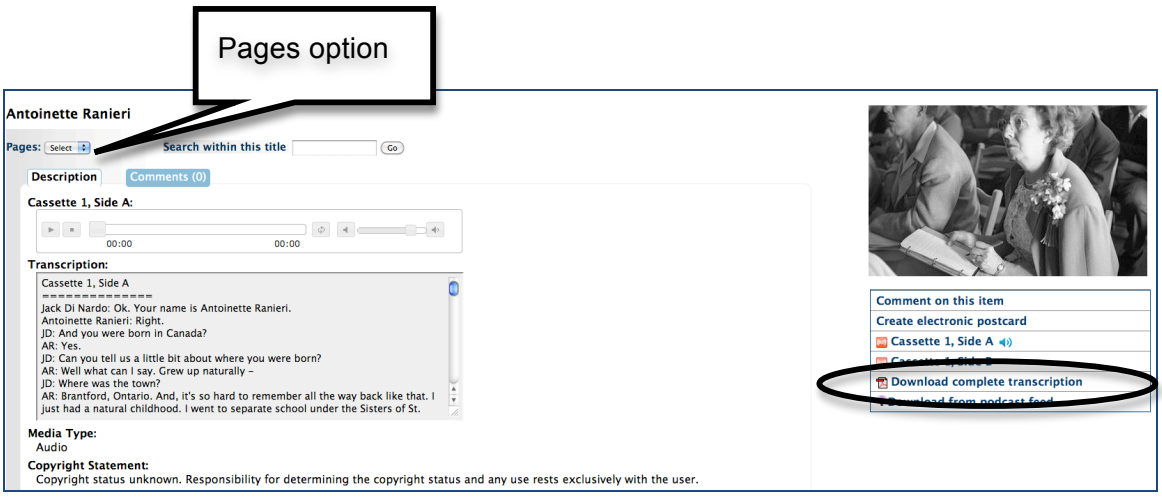
Public display: The full transcript file is “public” by default.

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.

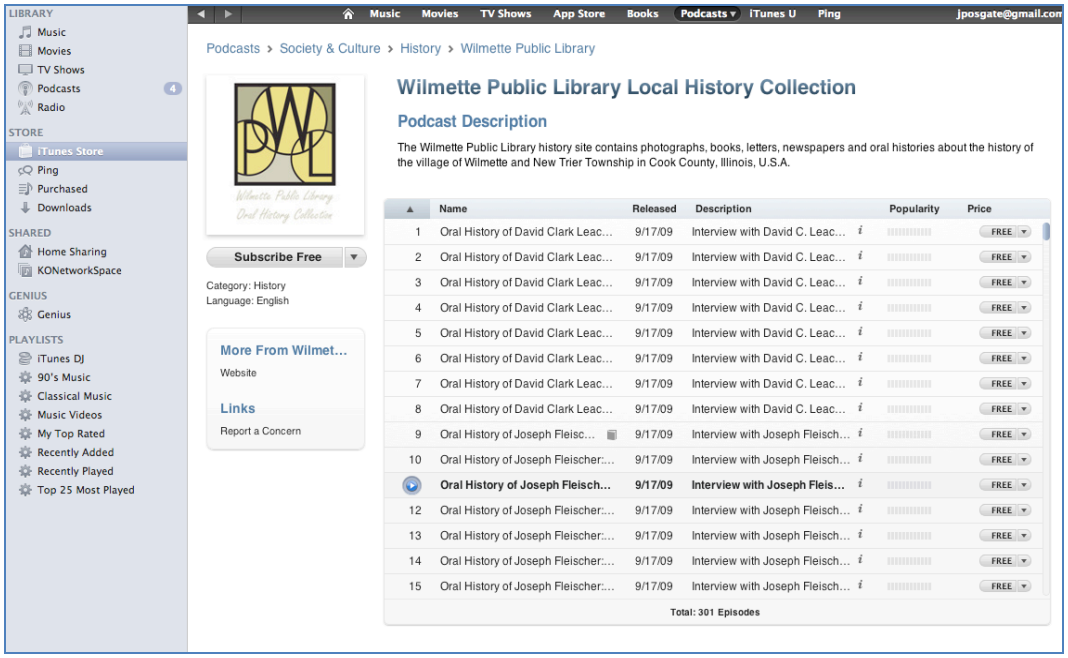


In the Display tab, review your choices and file options for public display:



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.