



## **VITA 6**

### **Uploading Audio Files**

Step 1: Add Thumbnail & Hero Shot

Step 2: Adding Audio Files

Step 3: Adding Transcriptions

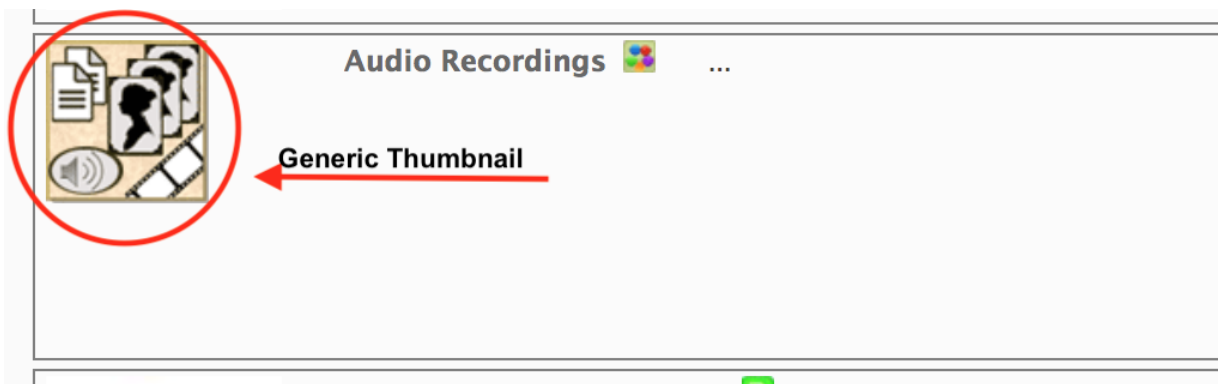
January 2018

## INTRODUCTION

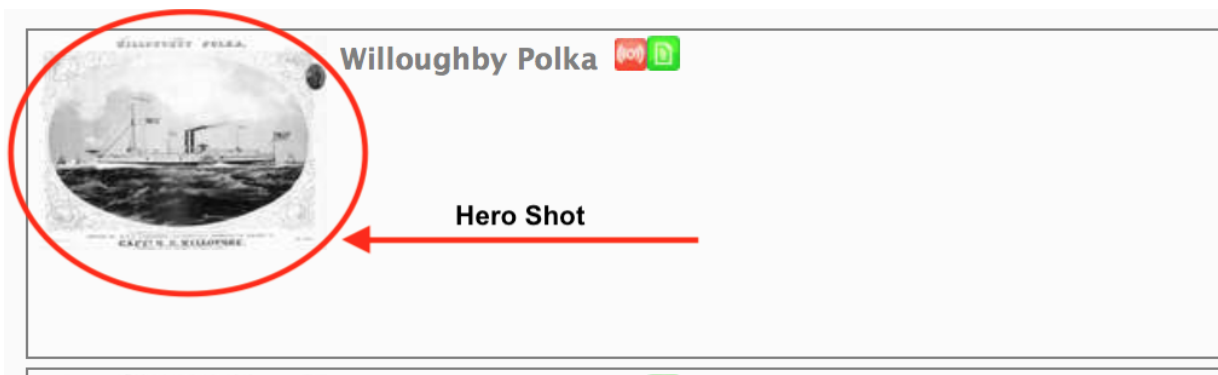
With VITA you can showcase oral histories and other audio features to further enhance your organization's digital collections. This manual will take you through the various steps in uploading and displaying audio files.

### STEP 1: ADD A THUMBNAIL – THE “HERO SHOT”

It is best practice to assign an image – or Hero Shot - to represent the audio file. If you do not attach an image to the file, it will not have a visual representation within the record and will appear in all search results like this:



As opposed to this:



Starting on the VITA dashboard, choose **and upload file** to begin the workflow

## Manage Records

### Add Record:

- **and upload file**
- **without a file**
- **as a Birth, Marriage or Death (BMD) entry**

### Search or Update Record

- **Prooflist** [last added first, from the indexes]
- **Top 100 Records** [aka: the last 100 records added, from the database]
- **Record id:**

Assign an image:

To upload an image, choose Media type **Audio**

Main Menu >> Add Record

---

Add Record

Title	<input type="text" value="Willoughby Polka"/>
Templates	<input type="button" value="[Select one of the options below]"/>
Media type	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input checked="" type="radio"/> <b>Audio</b> <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Place <input type="radio"/> Ship ▾
Category	<input type="button" value="[Select one of the options below]"/> ▾
Label	<input type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No ▾
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No ▾

Select File

Add file...

Main Menu >> Add Record

## Category Thumb & Regular

Main Menu >> Add Record

Add Record

Title	Willoughby Polka
Templates	[Select one of the options below]
Media type	[Select one of the options below] <input checked="" type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Place <input type="radio"/> Ship
Category	Thumb+Regular
Label	
Image resize	
Split PDF	
Select File	

Clear Form

Main Menu >> Add Record

Click on **add file** and choose the image you wish to represent the audio file

Main Menu >> Add Record

Add Record

Title	Willoughby Polka
Templates	[Select one of the options below]
Media type	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input checked="" type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Place <input type="radio"/> Ship
Category	Thumb+Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select File	

Clear Form

+

Add file... Start upload Cancel upload

WilloughbyPolka-MusicCover.jpg 19.36 KB Start Cancel

Main Menu >> Add Record

Once you have chosen the image – click **Start upload**

Main Menu >> Add Record

---


Add Record

Title	Willoughby Polka
Templates	[Select one of the options below]
Media type	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input checked="" type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Place <input type="radio"/> Ship
Category	Thumb+Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select File

+

Add file... Start upload Cancel upload

 WilloughbyPolka-MusicCover.jpg 19.36 KB

Start Cancel

Clear Form

Once the image has loaded, click on Continue

Main Menu >> Add Record

---

Add Record

Title	Willoughby Polka
Templates	[Select one of the options below]
Media type	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input checked="" type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Place <input type="radio"/> Ship
Category	Thumb+Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select File

Image has loaded

WilloughbyPolka-MusicCover.jpg 19.36 KB

Continue ... Clear Form

You should now be on the data management screen where you will upload the audio file

*Note that the image – Hero shot – is now displayed on the right side of the page*

*This image will represent the record you have now created for the audio file on the public site and in all search results*

Main Menu >> Search >> Results  
Create new record: with uploaded file, without upload Duplicate Create new template View entry in public site

Display File/Tech Description Geography Admin Groups Links Delete

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 Audio record will not display in the Public Sites.

Alternate Views: VITA, Dublin Core, MODS, RSS, Atom, Solr

Willoughby Polka

Description Comments (0)

Media Type:  
Audio


Copyright Statement:  
Here's a boring default copyright statement

Terms of Use:  
Anything can be borrowed from the Reference department if you bring dark chocolate to the desk as a gift.

Contact us:  
Test PG 6.0 test  
wlewis@ourdigitalworld.org  
http://images.maritimehistoryofthegreatlakes.ca

here  
Somewhere else  
In Canada

Hero shot



Request this image  
Comment on this item  
Create electronic postcard

Main Menu >> Search >> Results  
Create new record: with uploaded file, without upload Duplicate Create new template View entry in public site

Display File/Tech Description Geography Admin Groups Links Delete

## STEP 2: ADD AUDIO FILES

Click on **file/tech** to access that data screen

Main Menu >> Search >> Results  
Create new record: with uploaded file, without upload Duplicate Create new template View entry in public site

Display **File/Tech** Description Geography Admin Groups Links Delete

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 Audio record will not display in the Public Sites.

Alternate Views: VITA, Dublin Core, MODS, RSS, Atom, Solr

Willoughby Polka

Description Comments (0)


Media Type:  
Audio

Copyright Statement:  
Here's a boring default copyright statement

Terms of Use:  
Anything can be borrowed from the Reference department if you bring dark chocolate to the desk as a gift.

Contact us:  
Test PG 6.0 test  
wlewis@ourdigitalworld.org  
http://images.maritimehistoryofthegreatlakes.ca

here  
Somewhere else  
In Canada



Request this image  
Comment on this item  
Create electronic postcard

Main Menu >> Search >> Results  
Create new record: with uploaded file, without upload Duplicate Create new template View entry in public site

Display File/Tech Description Geography Admin Groups Links Delete

To add the audio file, click on **Associate another file with the record** on the left sidebar

Main Menu >> Search >> Results  
Create new record with uploaded file without upload Duplicate Create new template View entry in public site  
Jump to: File summary Digitization details  
Display File/Tech Description Geography Admin Groups Links Delete

Technical data: Willoughby Polka (id: 528109)  
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 Audio record will not display in the Public Sites.

File summary  
Thumbnail  
File Exists: https://data.vitacoolkit.ca/partners/Test60/Test60000528109.jpg [Details/Edit]  
Regular  
File Exists: https://data.vitacoolkit.ca/partners/Test60/Test60000528109.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 streaming media FLV with this record (dev)  
Embed video (YouTube)  
Associate multiple page files with this record

Digitization details [Help]  
Operator  
Equipment  
Software  
Update Digitization Details

Note: You can also capture technical data in the Digitization Details area below the display tab

Choose **Audio** from the drop-down menu in Category

Use the **Label** field to identify the audio chapter, side etc. This is particularly important if you are uploading multiple chapters to one record.

Click on **Add file** to add the audio file

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

Add file to record

Title Willoughby Polka  
Category Audio (Multiple allowed)  
Label Willoughby Polka Chapter 1  
Image resize Yes No  
Split PDF Yes No  
Select File

Add file... Start upload Cancel upload  
0:00 -2:00 MHGL002081B.mp3 1.94 MB Start Cancel

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

**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.*

## Click on Start Upload

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

---

Add file to record

Title	Willoughby Polka
Category	Audio (Multiple allowed) ▾
Label	Willoughby Polka Chapter 1
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

Clear Form

Select File

+ Add file... Start upload Cancel upload

0:00 -2:00 MHGL002081B.mp3 1.94 MB Start Cancel

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

## Once the Audio file has loaded – click on continue

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

---

Add file to record

Title	Willoughby Polka
Category	Audio (Multiple allowed) ▾
Label	Willoughby Polka Chapter 1
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

Continue ... Clear Form

Select File

MHGL002081B.mp3 Audio File 1.94 MB

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




You'll now be taken back to the **file/tech** data screen where the audio file is now listed as part of the record.

**Main Menu >> Search >> Results**  
Create new record: [with uploaded file](#); [without upload](#) (Duplicate) [Create new template](#) [View entry in public site](#)  
Jump to: [File summary](#) [Digitization details](#)

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

**Technical data: Willoughby Polka (id: 528111)**

**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 Audio record will not display in the Public Sites.**



Associate another file with this record

Associate a streaming media FLV with this record (dev)

Embed video (YouTube)

Associate multiple page files with this record

**File summary**

**Thumbnail**  
File Exists: <https://data.vit toolkit.ca/partners/Test60/Test60000528111t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.vit toolkit.ca/partners/Test60/Test60000528111.jpg> [Details/Edit]

**Willoughby Polka Chapter 1 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/partners/Test60/Test60000528111A.MP3> [Details/Edit]

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

Add subsequent chapters using the same workflow

**Main Menu >> Search >>**  
Create new record: [with uploaded file](#); [without upload](#) (Duplicate) [Create new template](#) [View entry in public site](#)  
Jump to: [File summary](#) [Digitization details](#)

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

**Technical data: Willoughby Polka (id: 1459)**

**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 Audio record will not display in the Public Sites.**



Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

**File summary**

**Thumbnail**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001459t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001459.jpg> [Details/Edit]

**Willoughby Polka Chapter 1 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014591A.MP3> [Details/Edit]

**Willoughby Polka Chapter 2 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014592A.MP3> [Details/Edit]

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

Click on the Display tab to preview the audio files

Main Menu >> Search >>  
Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site  
Jump to: File summary Digitization details  
**Display** File/Tech Description Geography Admin Groups Links Delete

This is how the record for the Audio file(s) will display on the public site

Note how the Audio files are listed and linked on the right side

Simply click on a link to play the audio file or chapter

training vita digital tools

YourOrg >> Search (Advanced) >> What's New >> Details << Previous >> Next

Search: [ ] Go [ ] SHARE [ ] [ ] [ ] [ ]

Login to my favourites

### Willoughby Polka

Description Comments (0)

**Willoughby Polka Chapter 1:**

00:16 02:00

Media Type:  
Audio

Creative Commons licence:  
PUBLIC DOMAIN [more detail]

Contact Us!  
Training data set  
info@ourdigitalworld.org  
URL http://ourdigitalworld.org/  
Mail  
Our mailing address  
Our phone number  
For inquiries about **any news content**, contact info@ourdigitalworld.org

Comment on this item  
Create electronic postcard

Willoughby Polka Chapter 1  
Willoughby Polka Chapter 2

Download from podcast feed

YourOrg >> Search (Advanced) >> What's New >> Details << Previous Next >>

This is a test site, not everything here can be believed.

Powered by / Alimenté par vita digital tools

### STEP 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

[Main Menu](#) >> [Search](#) >>  
 Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#))    [Create new template](#)    [View entry in public site](#)  
 Jump to: [File summary](#)    [Digitization details](#)

<a href="#">Display</a>	<a href="#">File/Tech</a>	<a href="#">Description</a>	<a href="#">Geography</a>	<a href="#">Admin</a>	<a href="#">Groups</a>	<a href="#">Links</a>	<a href="#">Delete</a>
-------------------------	---------------------------	-----------------------------	---------------------------	-----------------------	------------------------	-----------------------	------------------------

**Technical data: Willoughby Polka (id: 1459)**

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 Audio record will not display in the Public Sites.



Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

### File summary

**Thumbnail**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001459t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001459.jpg> [Details/Edit]

**⬆ Willoughby Polka Chapter 1 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014591A.MP3> [Details/Edit]

**⬆ Willoughby Polka Chapter 2 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014592A.MP3> [Details/Edit]

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

This screen provides:

A preview/player for the audio file

## The option to change the chapter label

The option to 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.

The option to make the chapter level transcription full text searchable by clicking "Yes" to "Index the text in this file?"

A Full Text Box to copy and paste the transcription for this chapter.

Main Menu >> Update Record >> Edit File >> Delete file  
 <<Prev File Next File>>

Willoughby Polka , Willoughby Polka Chapter 1

Update/Edit values

Label:  Change label

Willoughby Polka Chapter 1  
 You only have 50 characters to work with for the Label.

Category:  
 Audio

Files:

Original File name: MHGL002081B.mp3  
 Regular file (MP3): Train0000014591A.MP3  
 File Size: 1935190 bytes, x File Type: MP3

Put in public display?:  Change public display

☒ Yes ☐ No

Index the text in this file?:  Change public display

☒ 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:  Full Text Transcription Here

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

Strike up the music the band has begun  
 The Pennsylvania Polka.  
 Pick out your partner and join in the fun  
 The Pennsylvania Polka.  
 It started in Scranton, it's now No 1  
 It's bound to entertain you  
 Everybody has a mania  
 To do the polka from Pennsylvania

While they're dancing  
 Everybody's cares are quickly gone  
 Sweet romancing  
 This goes on and on until the dawn  
 They're so carefree  
 Gay with laughter happy as can be

Update/Edit values

Main Menu >> Update Record >> Edit File >> Delete file  
 <<Prev File Next File>>

\*Important Note: Don't forget to click on **Update/edit values** to commit the added transcript and any changes you have made

To ensure everything is committed to the record, look for the confirmation in red at the top of the screen

Main Menu >> Update Record >> Edit File >> Delete file  
 <<Prev File Next File>>

**The file information was updated at 20 Jan 2018 15:41:45**

Willoughby Polka , Willoughby Polka Chapter 1

Update/Edit values

Click on **Update Record** to return to the file/tech screen



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

The screenshot displays the **File summary** section. On the left is a thumbnail image of a ship. To the right, under the **File summary** heading, are three file entries:

- Thumbnail**  
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001459t.jpg> [Details/Edit]
- Regular**  
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001459.jpg> [Details/Edit]
- ↓ Willoughby Polka Chapter 1 [Audio]**  
File Type: MP3  
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000014591A.MP3> [Details/Edit]  
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. Pick out ...
- ↓ Willoughby Polka Chapter 2 [Audio]**  
File Type: MP3  
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000014592A.MP3> [Details/Edit]

Below the file entries, a note states: **To order the links click and drag the thumbnail or sort icon up or down the list.**

On the left side of the screen, there are three buttons: **Associate another file with this record**, **Embed video (YouTube)**, and **Associate multiple page files with this record**.

A red circle highlights the **OCR/Full text** snippet for Chapter 1, with a red arrow pointing to it from the text above.

Follow the same workflow to add Full Text Transcriptions for subsequent chapters

Click on the Display tab to preview how these transcriptions and audio files play and appear on the public site.

Main Menu >> Search >>  
Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site  
Jump to: File summary Digitization details

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

## Public Site View

Main Menu >> Search >>  
Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site  
Jump to: Statistics

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

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 Audio record will not display in the Public Sites.

Alternate Views: VITA, Dublin Core, MODS, RSS, Atom, Solr

### Willoughby Polka

Description

Comments (0)

Willoughby Polka Chapter 1:


00:00 02:00

Transcription:

Strike up the music the band has begun  
The Pennsylvania Polka.  
Pick out your partner and join in the fun  
The Pennsylvania Polka.  
It started in Scranton, it's now No 1  
It's bound to entertain you  
Everybody has a mania  
To do the polka from Pennsylvania


While they're dancing  
Everybody's cares are quickly gone  
Sweet romancing

Media Type:  
Audio

Creative Commons licence:  
 [more detail]

Contact Us!  
Training data set  
[info@ourdigitalworld.org](mailto:info@ourdigitalworld.org)  
URL <http://ourdigitalworld.org/>  
Mail  
Our mailing address  
Our phone number  
For inquiries about any news content, contact [info@ourdigitalworld.org](mailto:info@ourdigitalworld.org)



Willoughby Polka.





COMPOSED BY G.E. LUDWIGSON. HIS MONOTONOUS SONGS BY THE FOLKMAN TO  
CAPT. G. E. WILLOUGHBY.

Comment on this item

Create electronic postcard

 Willoughby Polka Chapter 1 

 Willoughby Polka Chapter 2

 Download from podcast feed

Screen Views

Details 3

Main Menu >> Search >>



## STEP 4: ADD FULL TRANSCRIPTION

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

Main Menu >> Search >>  
Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

Main Menu >> Search >>  
Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site  
Jump to: File summary Digitization details

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

### Technical data: Willoughby Polka (id: 1460)

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 Audio record will not display in the Public Sites.



Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

#### File summary

**Thumbnail**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001460t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001460.jpg> [Details/Edit]

⚡ **Willoughby Polka Chapter 1 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014601A.MP3> [Details/Edit]

⚡ **Willoughby Polka Chapter 2 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014602A.MP3> [Details/Edit]

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

Select **Text** from the **Category** drop down list

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

#### Add file to record

	Title	Willoughby Polka
Category	✓ [Select one of the options below]	
Label	Thumb+Regular+Full	
Image resize	Thumb+Regular	
Split PDF	Thumbnail (Only one allowed)	
	Regular (Only one allowed)	
	Full Image (Only one allowed)	
	Reverse (Only one allowed)	
	Stereoview (Only one allowed)	
	Detail (Multiple allowed)	
	Not for Public Display (Multiple allowed)	
	Audio (Multiple allowed)	
	Video (Multiple allowed)	
	Page (Multiple allowed)	
Select File	Text file (Multiple allowed)	

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

Provide a **label** to display the download option in the right sidebar of the record

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 the PDF file and click **Continue**

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

---

Add file to record

Title	Willoughby Polka
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

Select File

TranscriptWilloughbyPolka.pdf 7.86 KB

Continue ... Clear Form

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


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

Main Menu >> Search >>  
Create new record: [with uploaded file](#); [without upload](#) (Duplicate) [Create new template](#) [View entry in public site](#)  
Jump to: [File summary](#) [Digitization details](#)

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

#### Technical data: Willoughby Polka (id: 1460)

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 Audio record will not display in the Public Sites.



Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

#### File summary

**Thumbnail**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001460t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001460.jpg> [Details/Edit]

⚡ **Willoughby Polka Chapter 1 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014601A.MP3> [Details/Edit]

⚡ **Willoughby Polka Chapter 2 [Audio]**  
File Type: MP3  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014602A.MP3> [Details/Edit]

⚡ **Download Complete Transcription [Text file]**  
File Type: PDF  
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014601T.PDF> [Details/Edit]  
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. Pick ...

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



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Strike up the music the band has begun  
The Pennsylvania Polka.  
Pick out your partner and join in the fun  
The Pennsylvania Polka.  
It started in Scranton, it's now No 1  
It's bound to entertain you  
Everybody has a mania  
To do the polka from Pennsylvania

While they're dancing  
Everybody's cares are quickly gone  
Sweet romancing

Strike up the music the band has begun  
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Sweet romancing

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**Willoughby Polka**

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**Willoughby Polka Side 1:**




**Transcription:**






Strike up the music the band has begun The Pennsylvania Polka.  
Pick out your partner and join in the fun The Pennsylvania Polka.  
It started in Scranton, it's now No 1 It's bound to entertain you Everybody has a mania  
To do the polka from Pennsylvania  
While they're dancing  
Everybody's cares are quickly gone Sweet romancing  
This goes on and on until the dawn They're so carefree  
Gay with laughter happy as can be  
They stop to have a beer  
Then the crowd begins to cheer  
They kiss and then they start to dance again.

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 Willoughby Polka

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Willoughby Polka Side 1:

00:00 02:00


Transcription:

Strike up the music the band has begun The Pennsylvania Polka.  
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 They kiss and then they start to dance again.

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