# VITA 6

**Uploading Audio Files**

Step 1: Add Thumbnail & Hero Shot

Step 2: Adding Audio Files
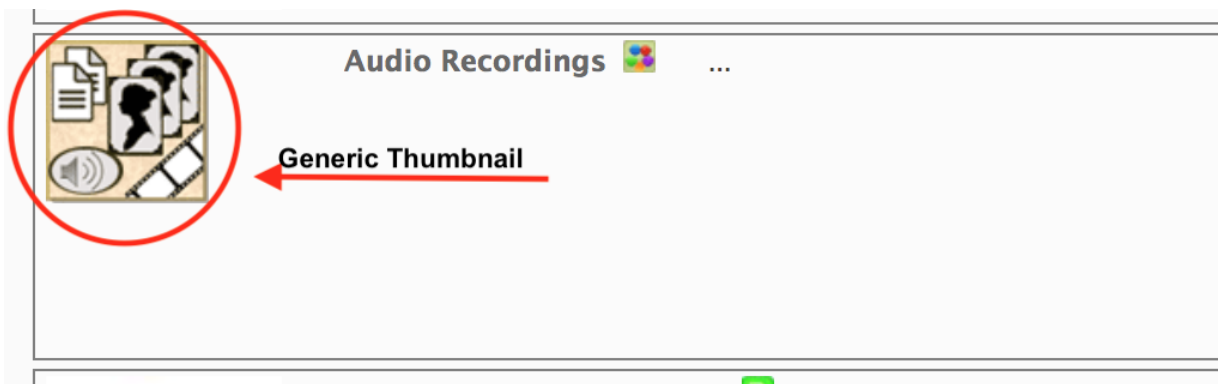
Step 3: Adding Transcriptions
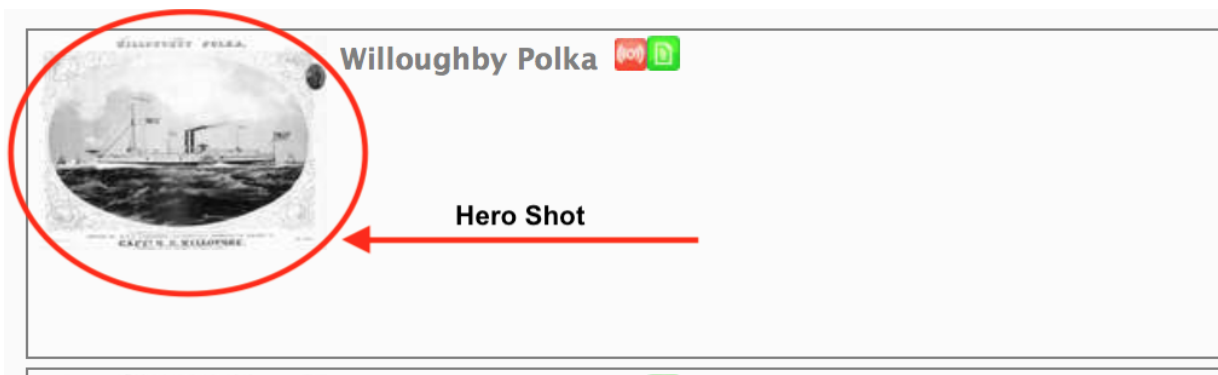
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## INTRODUCTION

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: [          ] go

Assign an image:

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

Category **Thumb & Regular**



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

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



Once the image has loaded, click on Continue

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*



## STEP 2: ADD AUDIO FILES

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

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



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



*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



Once the Audio file has loaded – click on continue

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



Add subsequent chapters using the same workflow

Click on the Display tab to preview the audio files



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

## 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



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.

Willoughby Polka , Willoughby Polka Chapter 1

Update/Edit values

Label:  Help          Change label

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

Preview Player

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?:  Help          Change public display

o Yes   No

Index the text in this file?:  Help

o 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:  Help

**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          Full Text Transcription Here

Update/Edit values

*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



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.



Public Site View

## 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**



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

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**



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

**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.

**Public display:** The full transcript file is "public" by default.   Simply click NO to make the transcript non-public.

Select **No** for the "Index the text in this file?" field.

Click **Update**.



After you have clicked update/edit you will get a confirmation at the top of the screen confirming that your choices have been committed to the record

Click on Update record to return to the data management screen



On the data management screen click on Display – or View entry in public site -  to review your choices and file options for public display

Once you have loaded all of the audio files, you can continue to add descriptive data to the record from the data management screen



See the Adding and Managing Records manual for information on how to add data to a record on the VITA Toolkit Help site.