



## UPLOADING AUDIO FILES

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VITA 6.1

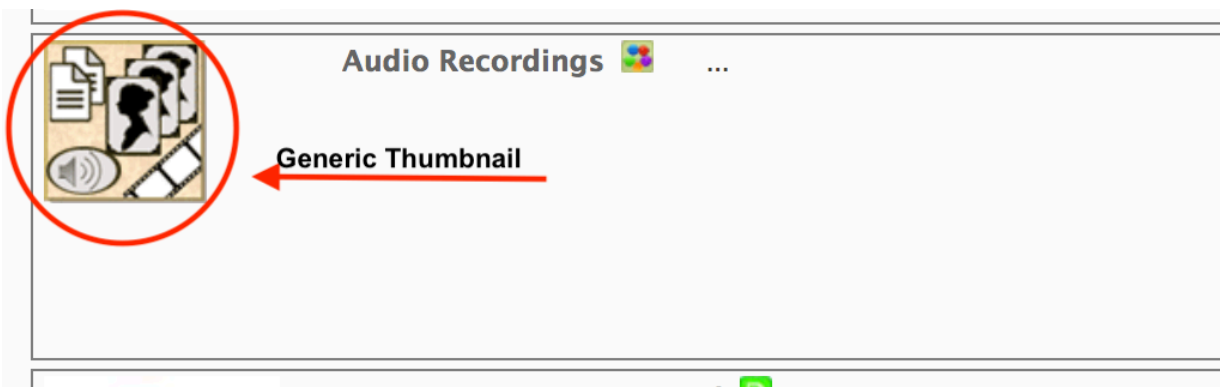
UPDATED DECEMBER 2019

## 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:

**Add/Edit Publication**

**Add/Edit Issue**

Assign an image: To upload an image, choose Media type **Audio** & 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]

Category: **Thumb+Regular+Full** (selected)

Label: [Select one of the options below]

Image resize: [Select one of the options below]

Split PDF: [Select one of the options below]

Select File: [Select one of the options below]

Audio ☒ Publication ☐ Genealogical Resource ☐ Newspaper ☐ Place ☐ Ship ☐

Thumb+Regular+Full (selected)

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)

Text file (Multiple allowed)

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: ☐ Image ☐ Text ☐ Video ☐ Object ☒ Audio ☐ Publication ☐ Genealogical Resource ☐ Newspaper ☐ Place ☐ Ship ☐

Category: Thumb+Regular (selected)

Label: [Select one of the options below]

Image resize: ☒ Yes ☐ No ☐

Split PDF: ☐ Yes ☒ No ☐

Select File

Add file... (selected) Start upload Cancel upload

WilloughbyPolka-MusicCover.jpg 19.36 KB Start Cancel

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

The screenshot shows the 'Add Record' form with the following fields and options:

- Title:** Willoughby Polka
- Templates:** [Select one of the options below]
- Media type:** ☐ Image ☐ Text ☐ Video ☐ Object ☒ Audio ☐ Publication ☐ Genealogical Resource ☐ Newspaper ☐ Place ☐ Ship
- Category:** Thumb+Regular
- Label:** [Empty field]
- Image resize:** ☒ Yes ☐ No
- Split PDF:** ☐ Yes ☒ No

Below the form is a 'Select File' section. It contains a '+ Add file...' button, a 'Start upload' button (circled in red with an arrow pointing to it), and a 'Cancel upload' button. Below these buttons is a thumbnail of the image 'WilloughbyPolka-MusicCover.jpg' with a size of '19.36 KB' and 'Start'/'Cancel' buttons.

Once the image has loaded, click on **Continue**

The screenshot shows the 'Add Record' form with the following fields and options:

- Title:** Willoughby Polka
- Templates:** [Select one of the options below]
- Media type:** ☐ Image ☐ Text ☐ Video ☐ Object ☒ Audio ☐ Publication ☐ Genealogical Resource ☐ Newspaper ☐ Place ☐ Ship
- Category:** Thumb+Regular
- Label:** [Empty field]
- Image resize:** ☒ Yes ☐ No
- Split PDF:** ☐ Yes ☒ No

Below the form is a 'Select File' section. It contains a message 'Image has loaded' with an arrow pointing to the image 'WilloughbyPolka-MusicCover.jpg' (19.36 KB). To the right of the form, the 'Continue' button is circled in red with an arrow pointing to it. There is also a 'Clear Form' button.

You should now be on the data management screen where you can 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  
vlewis@ourdigitalworld.org  
http://images.maritimehistoryofthegreatlakes.ca

here  
Somewhere else  
In Canada

Hero shot

WILLOUGHBY POLKA.  
COMPOSED BY A. J. C. LEBLANC, AND FIRST PUBLISHED BY THE NUMBER 10  
GALT & SONS, 100 QUEEN STREET WEST, TORONTO, 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

## 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  
vlewis@ourdigitalworld.org  
http://images.maritimehistoryofthegreatlakes.ca

here  
Somewhere else  
In Canada

WILLOUGHBY POLKA.  
COMPOSED BY A. J. C. LEBLANC, AND FIRST PUBLISHED BY THE NUMBER 10  
GALT & SONS, 100 QUEEN STREET WEST, TORONTO, 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/Test80/Test60000528109.jpg [Details/Edit]  
 Regular  
 File Exists: https://data.vitacoolkit.ca/partners/Test80/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 1.94 MB Start Cancel  
 MHGL002081B.mp3

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

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

Select File

MHGL002081B.mp3 Audio File 1.94 MB

Continue ... Clear Form

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.**



WILLOUGHBY POLKA.  
BACON & H. WILLOUGHBY

**File summary**

<b>Thumbnail</b> File Exists: <a href="https://data.vit toolkit.ca/partners/Test60/Test60000528111t.jpg">https://data.vit toolkit.ca/partners/Test60/Test60000528111t.jpg</a> [Details/Edit]
<b>Regular</b> File Exists: <a href="https://data.vit toolkit.ca/partners/Test60/Test60000528111.jpg">https://data.vit toolkit.ca/partners/Test60/Test60000528111.jpg</a> [Details/Edit]
<b>Willoughby Polka Chapter 1 [Audio]</b> File Type: MP3 File Exists: <a href="https://data.vit toolkit.ca/partners/Test60/Test60000528111A.MP3">https://data.vit toolkit.ca/partners/Test60/Test60000528111A.MP3</a> [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



### STEP 3: ADDING & REPLACING CHAPTERS & CHAPTER IMAGE FILES

Add subsequent chapters using the same workflow as in Step 2

**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.

To add a thumbnail image for any chapter, click the **Details/Edit** link. In the details screen and in the **Files** section, click **Add** beside the thumbnail option.

**Files:**

**Original File name:** Airhorn\_MP3.mp3

**Thumbnail:** [Add](#)

**Normal sized Audio file (MP3):** [Test600005280931A.MP3](#) [Replace](#)

**File Size:** 157478 bytes, **File Type:** MP3

Upload a thumbnail image file using the dialogue box.

You can replace the thumbnail or audio file by using the **Replace** button

**Files:**

**Original File name:** MHGL002081B.mp3

**Thumbnail for Audio (JPG):** [Test600005281111Att.JPG](#) [Replace](#)

If new files have been uploaded but old files (of any size) are still appearing here, the image is probably "cached". Try opening the individual image and then **SHIFT - Reload**

**Normal sized Audio file (MP3):** [Test600005281111A.MP3](#) [Replace](#)

**File Size:** 1935190 bytes, **File Type:** MP3

Remember to do a **hard refresh** or **empty your cache** to see replacement files in your browser.

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](#)

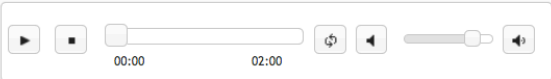
Jump to: [File summary](#) [Digitization details](#)

[Display](#) [File/Tech](#) [Description](#) [Geography](#) [Admin](#) [Groups](#) [Links](#) [Delete](#)

Audio chapters and their associated thumbnails will appear in the right sidebar of the record. Simply click on a link in the sidebar to play the audio file or chapter

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

**Willoughby Polka Chapter 1**



**Mystery Question**  
Can you hum this tune?  
[Please answer by clicking on the Comments tab]

**Creator**  
George

**Media Type**  
Audio


**Personal Name(s)**  
Ennis, Lloyd ; Smith, George ; Ray, Penny ; Smith, William

**Copyright Statement**  
Here's a boring default copyright statement

**Terms of Use**  
This item is provided for personal and research use only. You may not reproduce or share its contents in any form.

**Contact us**  
Test PG 6.0 test  
wlewis@ourdigitalworld.org


**WILLOUGHBY POLKA.**




COMPOSED BY G. S. LADD, AND RESPECTFULLY DEDICATED BY THE PUBLISHER TO  
**CAPT. G. E. WILLOUGHBY.**

Comment on this item

Create electronic postcard

 Willoughby Polka Chapter 1

 Download from podcast feed

## STEP 4: 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

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.

This screen provides:

A preview/player for the audio file

The option to change the chapter label

The option to upload a new or replacement thumbnail image or audio file

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.

Update/Edit values

Label: **Help**  
 Willoughby Polka Chapt... Change chapter label  
 You only have 50 characters to work with for the Label.

Category:  
 Audio

Files: Upload a new or replacement thumbnail image  
 Original File name: MHGL002081B.mp3  
 Thumbnail for Audio (JPG): Test600005281111A.JPG Replace  
 If new files have been uploaded but old files (of any size) are still appearing here, the image is probably "cached". Try opening the individual image and then SHIFT - Reload  
 Normal sized Audio file (MP3): Test600005281111A.MP3 Replace  
 File Size: 1935190 bytes, File Type: MP3 Upload a replacement audio chapter file

Put in public display?: **Help**  
☒ Yes ☐ No Allow public display and discovery

Index the text in this file?: **Help**  
☒ Yes ☐ No Allow full text search of transcription  
 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**  
 This is a chapter-level transcription for the Willoughby Polka.  
Add or edit transcription for chapter contents

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

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

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 of a digital archive interface. On the left, there is a thumbnail of a historical document titled 'WILLOUGHBY POLKA' featuring a steamship. Below the thumbnail are three buttons: 'Associate another file with this record', 'Embed video (YouTube)', and 'Associate multiple page files with this record'. The main content area lists three files:

- 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]  
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.vit toolkit.ca/Partners/Training/Train0000014592A.MP3> [Details/Edit]

Below the file list, a note states: 'To order the links click and drag the thumbnail or sort icon up or down the list.' A red circle highlights the 'OCR/Full text' snippet for Chapter 1, and a red arrow points from this circle to the 'Display' button in the bottom navigation bar.

Follow the same workflow to add full text Transcriptions for subsequent chapters

Click on the **Display** tab or **View entry in public site** to preview how these transcriptions and audio files play and appear on the public site.

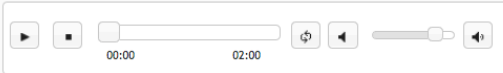
The screenshot shows the top navigation bar of the interface. It includes a 'Main Menu >> Search >>' link, followed by 'Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site'. Below this is a 'Jump to:' section with links for 'File summary' and 'Digitization details'. The bottom part of the bar contains a series of tabs: 'Display', 'File/Tech', 'Description', 'Geography', 'Admin', 'Groups', 'Links', and 'Delete'. The 'Display' tab is circled in red, and a red arrow points to it from the bottom left.

## Willoughby Polka

Description

Comments (0)

### Willoughby Polka Chapter 1



### Transcription

This is a chapter-level transcription for the Willoughby Polka.

### Mystery Question

Can you hum this tune?

[Please answer by clicking on the Comments tab]



Comment on this item

Create electronic postcard

Willoughby Polka Chapter 1



## STEP 5: 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](#)  
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

The screenshot shows the 'Add file to record' form with the following fields: Title (Willoughby Polka), Category (dropdown menu), Label (text input), Image resize (radio buttons), Split PDF (radio buttons), and Select File (button). The Category dropdown menu is open, showing a list of options. The option 'Text file (Multiple allowed)' is highlighted with a red circle and a red arrow pointing to it. The breadcrumb navigation at the top reads 'Main Menu >> Update Record >> Add file to record'.

Title	Category	Label	Image resize	Split PDF	Select File
Willoughby Polka	[Select one of the options below] Thumb+Regular+Full Thumb+Regular 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) <b>Text file (Multiple allowed)</b>				

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**

The screenshot shows the 'Add file to record' form with the following fields: Title (Willoughby Polka), Category (Text file (Multiple allowed)), Label (Download Complete Transcription), Image resize (Yes/No radio buttons), Split PDF (Yes/No radio buttons), and Select File (button). The Label field is highlighted with a red circle and a red arrow pointing to it. The Split PDF field is also highlighted with a red circle and a red arrow pointing to it. The breadcrumb navigation at the top reads 'Main Menu >> Update Record >> Add file to record'.

Title	Category	Label	Image resize	Split PDF	Select File
Willoughby Polka	Text file (Multiple allowed)	Download Complete Transcription	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	

TranscriptWilloughbyPolka.pdf



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  
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Update/Edit values

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Full text: [Help](#)

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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 Pick out your partner and join in the fun  
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Update/Edit values

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

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Main Menu >> **Search** >>

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Jump to: **Statistics**

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Display File/Tech Description Geography Admin Groups Links Delete ← Data Screens

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Alternate Views: VITA, Dublin Core, MODS, RSS, Atom, Solr  
 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.  
 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 Side 1 

 Willoughby Polka Side 2

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Screen Views  
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See the Adding and Managing Records manual for information on how to add data to a record on the [VITA Toolkit Help](#) site.