



UPLOADING AUDIO FILES

VITA 6.4

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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**

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
Label	Thumbnail (Only one allowed)
Image resize	Regular (Only one allowed)
Split PDF	Full Image (Only one allowed)
Select File	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)

→ **Thumb+Regular**

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



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

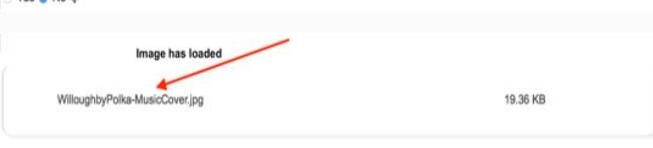


Main Menu >> Add Record

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

Yes No
 Yes No

Select File



Main Menu >> Add Record

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 FileTech 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 vewis@ourdigitalworld.org http://images.maritimehistoryofthegreatlakes.ca
here Somewhere else In Canada

Willoughby Polka.
COMPOSED BY R. C. T. LARSEN, FOR THE MARITIME HISTORY OF THE PUBLISHER TO CAPT. G. E. WILLOUGHBY.
20. 10. 1900.

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 FileTech Description Geography Admin Groups Links Delete

STEP 2: ADD AUDIO FILES

Note: For larger audio recordings, break the file into chapters no larger than 75MBs each before uploading.

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 **FileTech** 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.

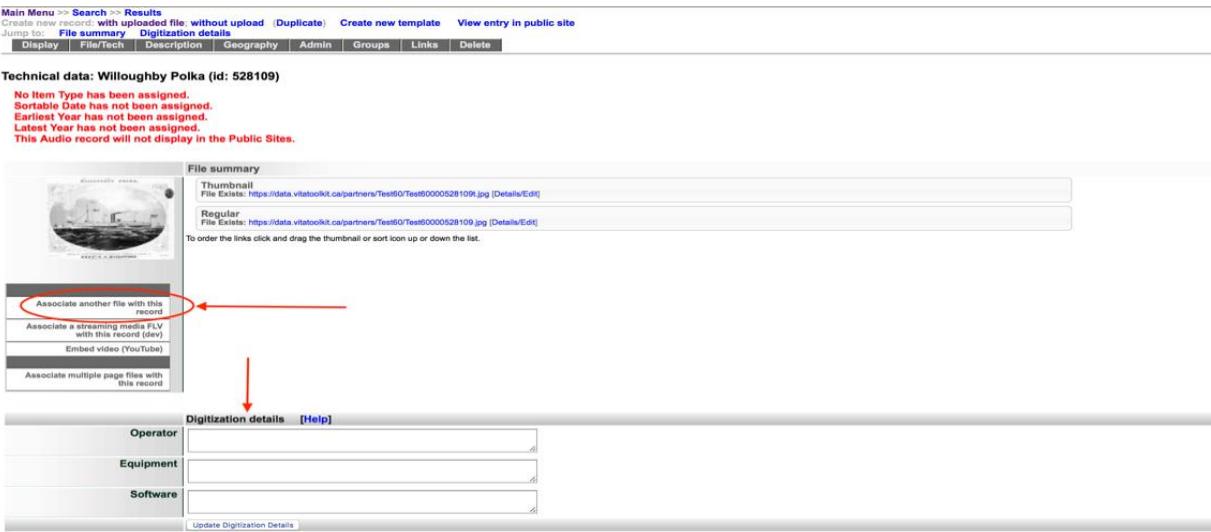
Alternate Views: VITA, Dublin Core, MODS, RSS, Atom, Solr
Willoughby Polka

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.

Willoughby Polka.
COMPOSED BY R. C. T. LARSEN, FOR THE MARITIME HISTORY OF THE PUBLISHER TO CAPT. G. E. WILLOUGHBY.
20. 10. 1900.

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.viatoolkit.ca/partners/Test80/Test80000528109.jpg> [Details/Edit]
 Regular: File Exists: <https://data.viatoolkit.ca/partners/Test80/Test80000528109.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 (mp4)
- Embed video (YouTube)
- Associate multiple page files with this record

Digitization details [Help]

Operator:

Equipment:

Software:

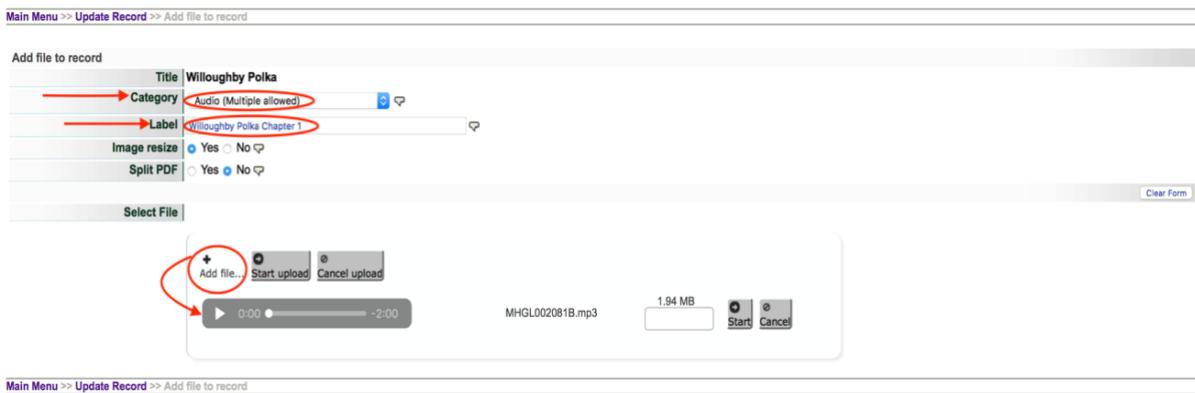
Update Digitization Details

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) <input checked="" type="checkbox"/>
Label	Willoughby Polka Chapter 1 <input checked="" type="checkbox"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select File

+ Add file... Start upload Cancel upload

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

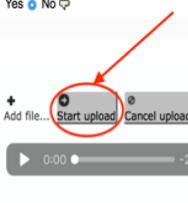
Main Menu >> Update Record >> Add file to record

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 needs to be 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	
<input type="button" value="Add file..."/> <input type="button" value="Start upload"/> <input type="button" value="Cancel upload"/>	
<input type="button" value="Start"/> <input type="button" value="Cancel"/>	
1.94 MB	
MHGL002081B.mp3	



Clear Form

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	
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.

File summary

	Thumbnail File Exists: https://data.vitato toolkit.ca/partners/Test60/Test60000528111t.jpg [Details/Edit]
	Regular File Exists: https://data.vitato toolkit.ca/partners/Test60/Test60000528111.jpg [Details/Edit]
	Willoughby Polka Chapter 1 [Audio] File Type: MP3 File Exists: https://data.vitato 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.

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.

File summary

Thumbnail
File Exists: <https://data.vitato toolkit.ca/Partners/Training/Train00001459t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vitato toolkit.ca/Partners/Training/Train00001459.jpg> [Details/Edit]

‡ Willoughby Polka Chapter 1 [Audio]
File Type: MP3
File Exists: <https://data.vitato toolkit.ca/Partners/Training/Train000014591A.MP3> [Details/Edit]

‡ Willoughby Polka Chapter 2 [Audio]
File Type: MP3
File Exists: <https://data.vitato toolkit.ca/Partners/Training/Train000014592A.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
Embed video (YouTube)
Associate multiple page files with this record

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](https://data.vitato toolkit.ca/Partners/Training/Test600005280931A.MP3) [Replace](#)

File Size: 157478 bytes, File Type: MP3

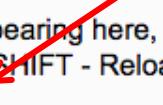
Upload a thumbnail image file using the dialogue box.

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

00:00 02:00

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

Creator
George

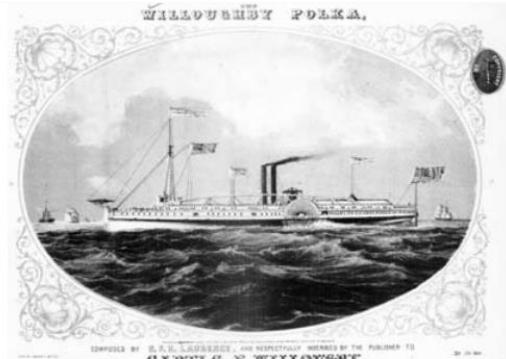
Media Type
Audio

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. E. LLEWIS, AND RESPECTFULLY ARRANGED BY THE PUBLISHER TO
CAPT. G. E. WILLOUGHBY.
PRINTED BY J. C. COOPER & SONS, LTD., LIVERPOOL.
1880.

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.vitato toolkit.ca/Partners/Training/Train00001459t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vitato toolkit.ca/Partners/Training/Train00001459.jpg> [Details/Edit]

Willoughby Polka Chapter 1 [Audio]
File Type: MP3
File Exists: <https://data.vitato toolkit.ca/Partners/Training/Train000014591A.MP3> [Details/Edit]

Willoughby Polka Chapter 2 [Audio]
File Type: MP3
File Exists: <https://data.vitato toolkit.ca/Partners/Training/Train000014592A.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.

11

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

Category:

Files:
Original File name: MHGL002081B.mp3
Thumbnail for Audio (JPG): Test60000528111Alt.JPG
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): Test60000528111A.MP3
File Size: 1935190 bytes, File Type: MP3

Put in public display?:

Index the text in this file?:
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:
This is a chapter-level transcription for the Willoughby Polka.

*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 >>
<<Prev File Next File >>

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

Willoughby Polka , Willoughby Polka Chapter 1

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

Main Menu >> **Update Record** >> Edit File >>
<<Prev File Next File >>

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

Willoughby Polka , Willoughby Polka Chapter 1

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

File summary

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

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

↓ Willoughby Polka Chapter 1 [Audio]
File Type: MP3
File Exists: <https://data.vitaweb.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.vitaweb.ca/Partners/Training/Train0000014592A.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
Embed video (YouTube)
Associate multiple page files with this record

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.

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](#)

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]

WILLOUGHBY POLKA.
COMPILED BY G. C. WILLOUGHBY, THE AUTHOR OF THE POLKA'S TO
CAPT. G. A. WILLOUGHBY.
1870

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.

File summary	
Thumbnail File Exists: https://data.vitato toolkit.ca/Partners/Training/Train0000014601.jpg [Details/Edit]	
Regular File Exists: https://data.vitato toolkit.ca/Partners/Training/Train0000014601.jpg [Details/Edit]	
Willoughby Polka Chapter 1 [Audio] File Type: MP3 File Exists: https://data.vitato toolkit.ca/Partners/Training/Train0000014601A.MP3 [Details/Edit]	
Willoughby Polka Chapter 2 [Audio] File Type: MP3 File Exists: https://data.vitato 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.	
Associate another file with this record  Embed video (YouTube) Associate multiple page files with this record	

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] 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) Text file (Multiple allowed)
Label	
Image resize	
Split PDF	
Select File	

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

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.

File summary

	Thumbnail File Exists: https://data.vitato toolkit.ca/Partners/Training/Train000001460t.jpg [Details/Edit]
	Regular File Exists: https://data.vitato toolkit.ca/Partners/Training/Train000001460.jpg [Details/Edit]
	↳ Willoughby Polka Chapter 1 [Audio] File Type: MP3 File Exists: https://data.vitato toolkit.ca/Partners/Training/Train0000014601A.MP3 [Details/Edit]
	↳ Willoughby Polka Chapter 2 [Audio] File Type: MP3 File Exists: https://data.vitato toolkit.ca/Partners/Training/Train0000014602A.MP3 [Details/Edit]
	↳ Download Complete Transcription [Text file] File Type: PDF File Exists: https://data.vitato 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.

Associate another file with this record
Embed video (YouTube)
Associate multiple page files with this record

Allow public download of PDF: The full transcript file is “public” by default. Simply click YES or NO to make the transcript public or non-public.

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 and select **No** for the “Index the text in this file?” field.

Click **Update**.

Main Menu >> Update Record >> Edit File >> [Delete file](#)
[<<Prev File](#)

Willoughby Polka , Download Complete Transcription

[Update/Edit values](#) ←

Label: [Help](#)

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

Category:
Text file

Files:

Original File name: TranscriptWilloughbyPolka.pdf
 Regular file (PDF): Train0000014601T.PDF
 File Size: 7863 bytes, x File Type: PDF

Put in public display?: [Help](#)

Yes No

Index the text in this file?: [Help](#)

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](#)

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

[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

Click on **Update record** to return to the data management screen

Main Menu >> [Update Record](#) >> Edit File >> [Delete file](#)
[<<Prev File](#)

The file information was updated at 22 Jan 2018 18:29:40

Willoughby Polka , Download Complete Transcription

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

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
-------------------------	---------------------------	-----------------------------	---------------------------	-----------------------	------------------------	-----------------------	------------------------

Once you have loaded all of the audio files, you can continue to add descriptive and other metadata to the record from the data management screens

Main Menu >> Search >>
 Create new record: with uploaded file, without upload | Duplicate | Create new template | View entry in public site
 Jump to: Statistics | Data Screens

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