



UPDATED JULY 2022

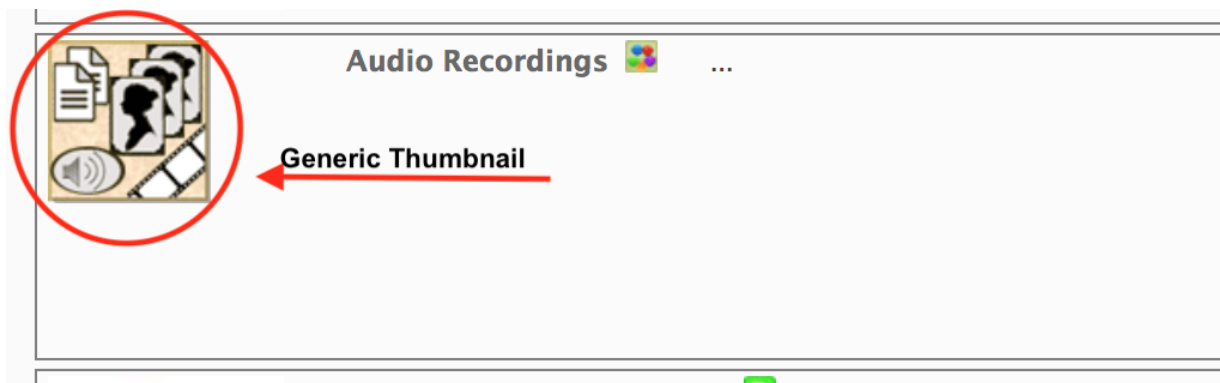
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## INTRODUCTION

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:

#### 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	<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	
Label	<input type="text"/>	
Image resize	<input type="text"/>	
Split PDF	<input type="text"/>	
Select File	<input type="text"/>	

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)

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

+ Add file... Start upload Cancel upload

 WilloughbyPolka-MusicCover.jpg 19.36 KB Start Cancel

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**

Image resize ☒ Yes ☐ No

Split PDF ☐ Yes ☒ 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 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

The screenshot shows a web interface for managing a record titled 'Willoughby Polka'. At the top, there is a navigation bar with links: 'Main Menu >> Search >> Results', 'Create new record: with uploaded file, without upload', '(Duplicate)', 'Create new template', and 'View entry in public site'. Below this is a sub-navigation bar with 'Display', 'File/Tech', 'Description', 'Geography', 'Admin', 'Groups', 'Links', and 'Delete'. The main content area is divided into two columns. The left column contains a 'Description' tab and a 'Comments (0)' tab. Under 'Description', there is a 'Media Type' section with 'Audio', a 'Copyright Statement' with 'Here's a boring default copyright statement', 'Terms of Use' with 'Anything can be borrowed from the Reference department if you bring dark chocolate to the desk as a gift.', and 'Contact us' with 'Test PG 6.0 test', 'wlewis@ourdigitalworld.org', and 'http://images.maritimehistoryofthegreatlakes.ca'. Below this is a section with 'here', 'Somewhere else', and 'In Canada'. The right column features a large image of a steamship, labeled 'HERO SHOT' with a red arrow pointing to it. Below the image is a section with 'Request this image', 'Comment on this item', and 'Create electronic postcard'. At the bottom, there is another navigation bar with the same links as the top.

## 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

This screenshot is similar to the one above, showing the 'Willoughby Polka' record. However, a red circle highlights the 'File/Tech' tab in the sub-navigation bar, and a red arrow points from it towards the 'Description' section. The rest of the interface, including the navigation bars and the 'Description' content, is identical to the previous screenshot.

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.vitastockit.ca/partners/Test80/Test80000528109.jpg> [Details/Edit]  
Regular  
File Exists: <https://data.vitastockit.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 (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 2:00  
MHGL002081B.mp3 Start Cancel

**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

+ 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.**



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.~~



### 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**

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 S. S. LUDGESS, 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**  
 **Change chapter label**  
 You only have 50 characters to work with for the Label.

Category:  
 Audio

Files:  
**Original File name:** MHGL002081B.mp3 **Upload a new or replacement thumbnail image**  
**Thumbnail for Audio (JPG):** [Test600005281111A.tl.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**  
  
**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 shows a web interface for file management. On the left, there is a sidebar with a thumbnail of a ship and three buttons: "Associate another file with this record", "Embed video (YouTube)", and "Associate multiple page files with this record". The main area is titled "File summary" and contains three sections: "Thumbnail" with a file link, "Regular" with a file link, and two audio entries for "Willoughby Polka Chapter 1" and "Chapter 2". The "OCR/Full text" for Chapter 1 is circled in red, and a red arrow points from it to the "Display" button in the bottom navigation bar.

**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]  
**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]

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.

The screenshot shows a navigation bar with the following elements: "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", and a row of buttons: "Display", "File/Tech", "Description", "Geography", "Admin", "Groups", "Links", and "Delete". The "Display" button is circled in red, and a red arrow points from it to the "Display" button in the bottom navigation bar.

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]



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 >>

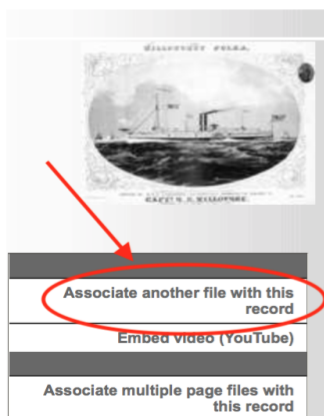
Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site

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.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'.

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) <b>Text file (Multiple allowed)</b>
Label	
Image resize	
Split PDF	
Select File	

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'.

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


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

<b>Thumbnail</b> File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train000001460t.jpg">https://data.vit toolkit.ca/Partners/Training/Train000001460t.jpg</a> [Details/Edit]
<b>Regular</b> File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train000001460.jpg">https://data.vit toolkit.ca/Partners/Training/Train000001460.jpg</a> [Details/Edit]
<b>Willoughby Polka Chapter 1 [Audio]</b> File Type: MP3 File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train0000014601A.MP3">https://data.vit toolkit.ca/Partners/Training/Train0000014601A.MP3</a> [Details/Edit]
<b>Willoughby Polka Chapter 2 [Audio]</b> File Type: MP3 File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train0000014602A.MP3">https://data.vit toolkit.ca/Partners/Training/Train0000014602A.MP3</a> [Details/Edit]
<b>Download Complete Transcription [Text file]</b> File Type: PDF File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train0000014601T.PDF">https://data.vit toolkit.ca/Partners/Training/Train0000014601T.PDF</a> [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.~~

**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

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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

[Update/Edit values](#)

Strike up the music the band has begun  
 The Pennsylvania Polka.  
 Pick out your partner and join in the fun  
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 It started in Scranton, it's now No 1  
 It's bound to entertain you  
 Everybody has a mania  
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 Everybody's cares are quickly gone  
 Sweet romancing

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**

<b>Display</b>	File/Tech	Description	Geography	Admin	Groups	Links	Delete
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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

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

No Item Type has been assigned.  
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 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.

Media Type:  
 Audio



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 Willoughby Polka Side 1 

 Willoughby Polka Side 2

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Screen Views  
 Details 1

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