

Add Information to Files

Audio-Video uses the PBCore metadata schema designed by US Public Broadcasting to describe sound and video files. You can learn more at <http://pbcore.org/>.

1. Log in to audio-video.shanti.virginia.edu
 - Learn more at [Log in to Audio-Video](#)
2. Click the **Main Menu** icon
 - The menu icon is the four horizontal lines in the top right of the page
 - A drop-down menu will unfold
3. Click **My Content**
 - A drop-down menu will unfold
4. Click **My Media**
 - A list of your uploaded media will open
5. Click the audio-video item to which you want to add information
 - The item's page will open
6. Click the **Edit** tab in the top right
 - The "Edit Audio" page will open
7. Click the **Media** section
 - The "Media" section will unfold
 - You can delete the audio file here
8. Click the **Transcript** section
 - The "Transcript" section will expand
 - You can upload a transcript here; see [Add Transcripts](#) for help
9. Click the **Title & Description** section
 - The "Title & Description" section will expand
 - You can change the title, write a description, and add tags
10. Click the **Classification** section
 - The "Classification" section will expand
 - This catalogs your file with [Knowledge Maps](#)
 - You can also add your file to a subcollection, or link the file to related media.
 - Learn more at [Add Knowledge Maps to Audio-Video](#)
11. Click the **Rights and Licensing** section
 - The "Rights and Licensing" section will expand
 - You can fill in the copyright owner, year published, and redistribution license information
12. Click the **Availability and Access** section
 - The "Availability and Access" section will expand
 - By default, viewing is set to **Private**; set it to **Public** if you want all visitors to see your file
 - You can set the date and time to have the video available for viewing
13. Click the **People and Copyrights** section
 - The "People and Copyrights" section will expand
 - You can add creators, contributors, and publishers of the project
14. Click the **Technical Metadata** section

- The "Technical Metadata" section will expand
- This describes your file's technical aspects: its physical and digital format, frame size, duration, and more

15. Click the **Workflow section**

- "Workflow" sections will expand
- You can track editing progress with these sections; see [Track Workflow on Video Files](#) for help

16. Click **Save**

- "My Content" will appear
- A confirmation message will appear