

# 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](http://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