

Upload an Audio File

You can upload an audio file from several places in Audio-Video, including the "My Content" section of your account. This guide shows you how to upload a file from the Audio-Video tool homepage.

By default, visitors can't see new entries. To make your audio file publicly available, check Availability & Access in the editor (step 12).

1. Log in to audio-video.shanti.virginia.edu
 - Learn more at [Log in to Audio-Video](#)
2. [Create a Collection](#) if you haven't already done so.
3. Find the "Add to your collections" section on the right
 - If you don't see this section, expand it by clicking the |< icon below the search icon
4. Choose a collection from the drop-down menu
 - The drop-down menu will close and will show the name of the collection
5. Click **Upload Audio**
 - The "Create Audio" page will open
 - The "Media" section will be expanded automatically
6. Click **Add Media**
 - A pop-up window will open
7. Click **Choose File**
 - Your computer's file browser will open
8. Open the audio file that you want to upload
9. Click **Upload**
 - You'll see a progress bar for your upload
 - When the process is done, you'll see the file name next to "Choose File"
 - Click the **trash** icon if you want to change the current file
10. Click **Submit**
 - The audio file will be added to your "Media" section
11. Add your title in **Title & Description** section
 - If you have a transcript that is not formatted as [specified](#), you can paste that text in the description field as an alternative
12. Check the **Availability & Access** section
 - By default, only group members can see the entry; set "Visibility" to **Public** so all visitors can see it
13. Fill out the remaining fields
 - Remaining fields are optional
14. Click the **Save** button at the bottom of the page
 - A message will confirm your new file