

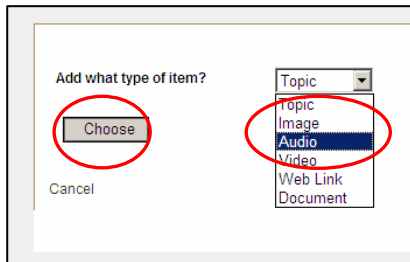
Add item – adding audio recordings

Kete members can add a wide range of material. You can **add** images, topics, **audio**, video and documents.

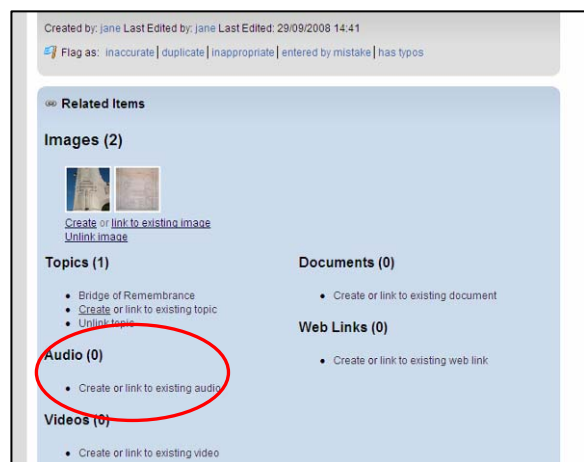
Step 1

There are three places you can go to add audio.

Add audio by clicking on **Add item** and **choose Audio** from the drop down menu

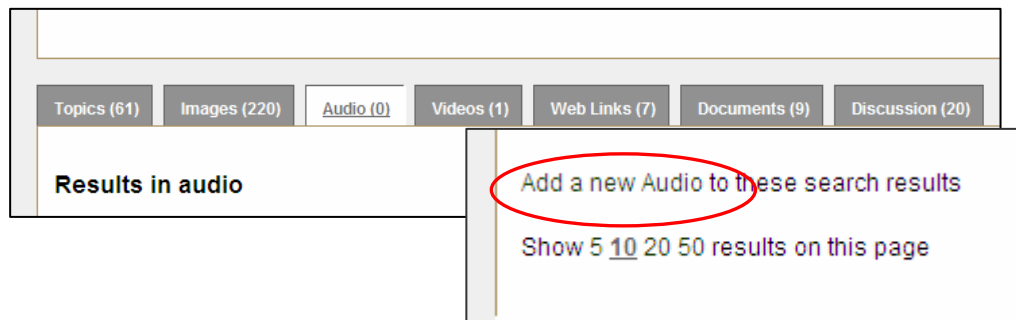


Or go to a Topic you want to link the audio with and in the **Related items** box choose **Create audio** under **Audio** (this option links the audio to the topic).



Or by choosing

Add a new Audio at the end of the page of Browse results in audio tab



Add item – adding audio recordings

Step 2

When you see the **New Audio recording** screen **fill in:**

Title Short but descriptive

Description narrative, broad description, stories and facts relating to the audio

Tags - any related keywords or phrases for the topic, separated by commas

then

Browse for the file on your computer (go to where you have saved the audio file and select or open the audio)

Check the **License** – this will be the default for your profile

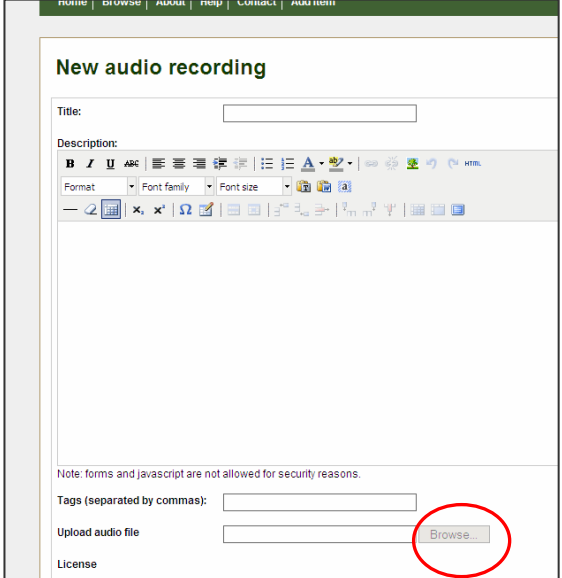
and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

Step 3

To finish **save** the audio and information by clicking the **Create** button



The screenshot shows a web form titled "New audio recording". It has a "Title:" field, a "Description:" field with a rich text editor toolbar, a "Tags (separated by commas):" field, an "Upload audio file:" field with a "Browse..." button circled in red, and a "License:" field. A note at the bottom states "Note: forms and javascript are not allowed for security reasons."

