

Audio/Video Library Website Editor

Instructions updated 12-6-17

Summary

1. Post lecture and walk through audio recordings and photo/presentation doc's to the new docent website, to the A/V Library. (both come from Martha Olson)
2. Post private video pages to the A/V library (comes from Vimeo.com streaming service). Video's are typically ready for posting several days after the audio recordings and presentations are. You will need upload files as they come in.
3. Re-order your posts in chronological order
4. ADVANCED: add keywords
5. Notify Special Exhibitions and Collections editors when they are posted (so they can grab links and post them in their sections of the site).

Access to the New Docent Website

1. Log on with your user name. Your password is 1840Paris
2. The URL is <http://famsfdocents.org/>
3. A/V Library is here <http://famsfdocents.org/collections/audio-video-documents/> (under Collections)

Log In to the Dashboard

1. Log in. On upper left corner, you'll see a black ribbon with FAMSF>Dashboard. Click.

Download Martha Olson's files

1. Create a directory on your computer for organizing lecture and study group recordings. E.g. 2015>April, 2015>May

Create a New Post in the A/V Library

1. On left vertical ribbon, click on A/V Library>Add New
1. Title box: title exactly as it is on Docent Calendar or the FAMSF website
 - a. E.g. Fresh and Fired: Flowers and Sèvres Porcelain
2. Details box: Lecturer name, title, followed by
 - a. Audio, Presentation, Photos, Video (or Video Part 1 and Part 2) You will add the files later.
3. AV Year (right column): check off Year and Month, e.g. 2015, April
4. Key Words (right column): defer to later.
5. Click blue UPDATE button to publish (right column, higher)
6. Check your work – open a second browser tab, go to A/V Library, A/V documents for 2015. Your new post should appear at the top of the list, ie., out of order. You will reorder later.

How to Upload Recordings to the Media Library and the A/V Library

1. Open your post to the Edit screen.

2. Place your cursor next to Audio (or highlight Audio).
3. Click ADD MEDIA, above the Details box.
4. You are now in the Media library, which has all the files for the entire website. You will want to categorize your media when you upload it to make it easier to find later (let's say you want to remove/replace it).
5. Click the tab for UPLOAD FILES>SELECT FILES then open the file from your desktop to start the upload. There will be a blue check box in the file when the file is completed.
6. Title: cut and paste the default title to another field, e.g. Album. Type in Audio.
7. Media Categories: (you may select several. This is the way the Media Library will organize the file for your search in the dashboard).
 - a. Is this a Special Exhibition? Check the box.
 - b. Look for a heading under Collection – e.g. Porcelain. Check the box
8. Attachment display settings/Link: Select LINK TO MEDIA FILE
9. Click INSERT INTO POST.
10. You are back in the main editing screen. The AUDIO should now be a link.
11. Click blue UPDATE button to save.
12. Check your work in the other browser tab. (refresh the page)
13. Repeat for Presentation, Photos
 - a. Attachment Display Settings – use the default (MEDIA FILE)
 - b. SAVE AND UPDATE

How to Reorder Your Posts

1. Once you have completed uploading and saving your post, now reorder it.
2. In the left black ribbon, find A/V Library>Re-order. Click.
3. Taxonomy title: A/V Year – 2015 (default)>April
4. The recommended order is most recent first. Drag and drop the post to the correct position, then click UPDATE.
5. Check your work in the 2nd browser tab.

How to check your post for A/V Search

1. Go to the end user view of the site>Collections.
2. In the A/V Library search box, type in Porcelain (or any other key word or unique word in the title).
3. (the order of search results needs to be fixed, should be most recent first.....remind me)

Notify Special Exhibitions and Collections Editor

1. Once you have posted the complete set of media for a lecture, send an email to the above, so that they can grab and post the links to their pages.
2. Special Exhibitions – Mickey Griffin
3. Collections – tbd (leslie, for now)

NEW! December 2017 – How to Create a New AV Recordings Page (for 2018)

1. Add category options for 2018 and the months

- a. AV Library -> AV Year -> type in February, nest under 2018, then update. Repeat for other months.
2. Create a test entry for 2018 so that page will be generated. (this is a CPT or custom post type page, so it's generated dynamically if there is data for the categories. It's not like the more standard WP Pages)
 - a. AV Library-> Add New -> fill out an entry as you usually do, checking 2018 and any month under it.
3. Find the 2018 CPT page and grab the URL
 - a. In the end user view, go to AV Recording home <http://famsfdocents.org/education/audio-video-recording/>
 - b. Click on 2017
 - c. Look on the left navigation and find 2018 page
 - d. Click on 2018 page
 - e. Copy the URL
4. Add the new 2018 page link to AV Recording home
 - a. Go to AV Recording home <http://famsfdocents.org/education/audio-video-recording/>
 - b. Click in top black editing ribbon - Edit page
 - c. Go down to heading for Recordings by Date
 - d. Type in AV Recordings 2018 at the top of the list. Then click on the hyperlink icon, and paste the URL you copied in step 3.
 - e. Adjust the text if an extra line appears, by shifting to the text editor, then check your work, using the visual editor. (instructions for this are in Page Editor Instructions)
 - f. Update page
5. Check your work

Vimeo Streaming Video Service

How to log in

1. <https://vimeo.com/>
2. username: leslie.latham@gmail.com
3. password: Dieb1922

How do you know the Video is Ready?

1. Vimeo will send to leslie.latham@gmail.com an email that the video is ready with a link to the new video.
2. I added marthafolson@comcast.net.

How To Create A Private Video Page and Post it

1. In the email from Vimeo, click on the link to the video.
2. Settings>Privacy
 - a. Use all of the default settings
 - b. Enable video review page? Yes
 - c. Where can this video be embedded? Only on sites I choose (2 sites listed, one must be famsfdocents.org)
 - d. Who can comment on this video? No one.

3. Enable video review page> Yes> click link.
 - a. On the new video page, the URL.
4. Return to famsfdocents.org and go to the dashboard
5. Click on A/V Library, and you will see a directory listing of all posts.
 - a. Search for the event you previously created, and most likely already uploaded audio to.
6. Find “video” or “video part 1” in your post. Highlight the word, then in the editing toolbar directly above the text, find the hyperlink icon. Click.
7. Paste the URL for the private video page into the top box, then click ADD LINK.
8. On your post, Video should now be highlighted.
9. Click UPDATE (on right) to save your work.
10. Check your work