2. Uploading Media to the Internet Archive

1. Open your web browser and enter the following URL: <u>https://archive.org</u>. *Click* Log In in the upper right corner.

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	Search the history of over 477 billion web pages on the Internet.	
	UAUBACK Machine Qenter URL or keywords	
<u> </u>	Internet Archive is a non-profit library of millions of free books, movies, software, music, websites, and more. Image:	Announcements An You Help us Make the 19th Century Searchable? Microsoft Searchable? Microsoft Searchable? Microsoft Searchable? Microsoft Searchable? Microsoft Searchable?
	Top Collections at the Archive	

3. Login with the username and password provided by Erica.

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4. Once you have logged in, *click* on the **Upload** button in the upper right corner of the screen.



3. This opens the **Share your Files** screen. *Click* on the "**Upload Files**" button.



4. Clicking opens the Internet Archive uploader. Here you can either *drag and drop* files in the grey box, or *click* "Choose files for upload".

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4. If you selected **Choose files to upload**, navigate to the proper folder, *select* the file(s) and *click* "**Open**".

 Favorites	Name				~ Size	-	
 Recents	wilson-	jack_2020-10-03_audio	wav		1.	1 MB	
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5. The upload process will unfold as follows:



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6. When the upload is complete, you will see the Internet Archive **Item Metadata** screen. This is where you will describe the uploaded file using the metadata you created earlier.

Click on an	y field below to edit it		Drag and Drop More Files Here or	Select files to add	1	í .
Page Title	wilson-jack_2020-10-03_audio	~	Name	Size	X.	
Page URL	https://archive.org/details/wilson-jack_2020-10- 03_audio	~	wilson-jack_2020-10-03_audio.wav	1.1 MB	0	
Description	 Add a description of the item page 	8				
Subject Tag	Add keywords, separated by commas	20				
Creator	Creator of the content	1				
Date	Date work was created/published	-7				
Collection	Community audio	~				
Test Item	No	~				
Language	Language of the work	2				
License	No license selected	2				
More Optio	ns Add additional metadata					

Fill in the following fields: **Page Title, Description, Subject Tags, Creator, Date** and **License**. If you're inclined, you can also fill in the **Language** field, but that's not required.

Click on a	ny field below to edit it		Drag and Drop More Files Here or	Select files to add		
Page Title	wilson-jack_2020-10-03_audio	¥	Name	Size	×	
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Subject Ta	Add keywords, separated by commas					
Creator	Creator of the content					
Date	Date work was created/published					
Collection	Community audio	~				
Test Item	No	~				
Language	Language of the work					
License	No license selected					
More Opti	ons Add additional metadata					

Please provide feedback about the new Beta Uploader - Instructions on how to preset metadata - Save this metadata

To enter metadata, *click* on the field and *type* or *copy* and *paste* in text

Click on any	field below to edit it		Drag and Drop More Files Here or	Select files to add	d
Page Title *	Interview with Jack Wilson	~	Name	S28	9
Page URL •	https://archive.org/details/wilson-jack_2020-10- 03_audio	5	ween-jack_2020-10-03_audio.wav	1.3 MB	
Description	•				
B / ∐	■ ● 人人 ○	**			
Subject Tage	* Oral History, Newfane, Vermont	~			
Creator	Wilson, Jack	~			
Date	2020-10-03	4			
Collection *	Community audio	1			
Test Item	No	~			
Language	Language of the work				
License	No license selected				

For the License field, *click* on the box and *select* "Creative Commons".

Click on any	field below to edit it	Drag and D	Prop More Files Here or	Select files to add]	
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Subject Tags	* Oral History, Newfane, Vermont	~				
Creator	Wilson, Jack	~				
Date	2020-103	2				
Collection *	Community audio	4				
Test Item	No	4				
Language	English	*				
License	Creative Commons Attribution-NoDerins C Leve license blank C CC0 – "No Rights Reserved" C Creative Commons C Allow Remining Regular Shara-Allice C Prohibit Commercial Use Public Domain	×				
Mars Outing	Add additional materials	-				

The completed **Item Metadata** screen should look something like this. When done entering metadata, *click* "**Upload and Create Your Item**".

Click on any	/ field below to edit it		Drag and Drop More Files Here or	Select files to add]	
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Page URL *	https://archive.org/details/wilson-jack_2020-10- 03_audio	~				
Description Jack discuss later for the v shared some snow storms	ed working for the Green Mountain Railroad in the 1980s and kermont State Highway Department in the 1990s and 2000s. Yunny and harrowing stories about plowing roads during sev s. He retired in 2010.	d He vere				
Subject Tag	* Oral History, Newfane, Vermont	4				
Creator	Wilson, Jack	~				
Date	2020-10-03	~				
Collection *	Community audio	~				
Test Item	No	~				
Language	English	~				
License	Creative Commons Attribution-NoDerivs	-				
More Optio	ns Add additional metadata					

7. Clicking finalizes your upload, creates the **Item** record, and opens the **Item** screen. Don't worry about the text at the top, "There is No Preview Available For This Item..." Internet Archive is still processing the final file. When complete, this message will change



8. Next step is to *copy* and *paste* the Internet Archive **Embed Code** so you can add a link to the file on the project website. *Click* on the "**Share**" button just below the black section of the screen.



This opens the "**Share or Embed This Item**" pop up window. In the **Embed** box, *highlight* and *copy* the code.



After *copying* the code, *paste* it into a text document, for example: MS Word, Google Docs, Notepad, TextEdit, etc. and save it so you can add it to the record on the project website.

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9. After you have completed uploading your file(s), log out by *clicking* on the **Moore Free Library Menu** in the top right and selecting "Log Out"

