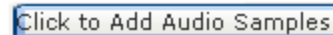


Adding Audio Samples

System Requirements: The system will accept MP3. Please limit file size to 4 MB or less. Note: audio files take much longer to upload than image files and we recommend using a broadband internet connection when uploading. The CGO Grants Online system will not support uploading with a dial-up connection.

Click the “Click to Add Audio Samples” button on the Audio Management page to launch an audio sample upload form. Required fields are marked in bold Green. All of the data entered into these fields will be presented in the panel book.



Be sure to review the Arts Agency guidelines on how to complete the following fields:

Media:

The system will accept MP3, Quick Time and Window Media Player (WMP) formatted files.

Title of work:

This is the title of the user’s audio sample. This title will appear on the user’s inventory list, in the Select Sample tool, in reviews of submitted samples, and in the panel book reviewed by panelists.

Artist/Collaborator Name(s):

If the work is a collaboration or the applicant is not the creator of the work, please provide the names here.

Brief description of work:

Users can describe their work in this text field. A description may be up to 250 characters (approximately 50 words) in length.

Date of work:

Select a date from the drop down selection box.

Year Created/Composed:

Select a date from the drop down selection box.

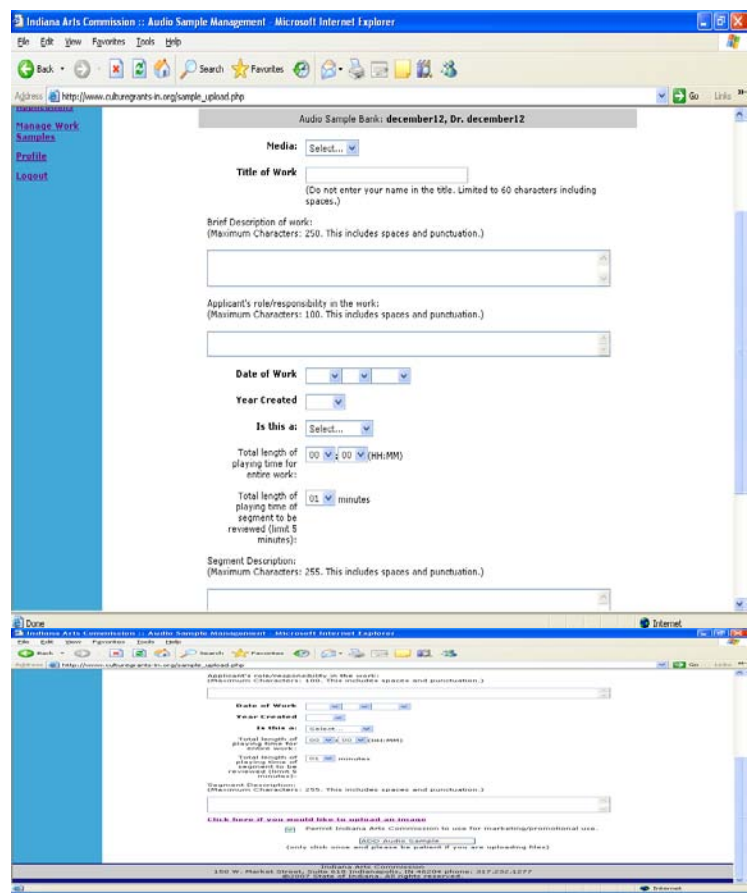
Year Performed:

Year Produced:

Year Premiered:

Is this a:

Indicate whether the sample is an entire work or a segment of a longer work.



The screenshot shows a web browser window titled "Indiana Arts Commission :: Audio Sample Management". The page is for adding an audio sample, with the title "Audio Sample Bank: december12, Dr. december12". The form includes several fields and options:

- Media:** A dropdown menu set to "Select...".
- Title of Work:** A text input field with a note: "(Do not enter your name in the title. Limited to 60 characters including spaces.)".
- Brief Description of work:** A text area with a note: "(Maximum Characters: 250. This includes spaces and punctuation.)".
- Applicant's role/responsibility in the work:** A text area with a note: "(Maximum Characters: 100. This includes spaces and punctuation.)".
- Date of Work:** A date selector.
- Year Created:** A year selector.
- Is this a:** A dropdown menu set to "Select...".
- Total length of playing time for entire work:** A time selector set to "00:00:00 (HH:MM)".
- Total length of playing time of segment to be reviewed (limit 5 minutes):** A time selector set to "01 minutes".
- Segment Description:** A text area with a note: "(Maximum Characters: 255. This includes spaces and punctuation.)".

At the bottom of the form, there is a "Click here if you would like to upload an audio" link and a "Click to Add Audio Samples" button. The browser's address bar shows "http://www.culturegrants.in.org/sample_upload.php".

Total Playing Time for Work:

Select the exact playing time for the entire work from which the sample has been chosen, using the numeric drop down selection boxes.

Total Playing Time for Sample:

Select the exact playing time for the sample segment the user is submitting for review, using the numeric drop down selection boxes.

Samples may be no longer than 5 minutes.

NOTE: If the sample is an entire work, the Total Playing Time for Work and the Total Playing Time for Sample will be the same.

Segment Description:

Users can describe their sample segment in this text box. The description is limited in length to 255 characters (approximately 50 words).

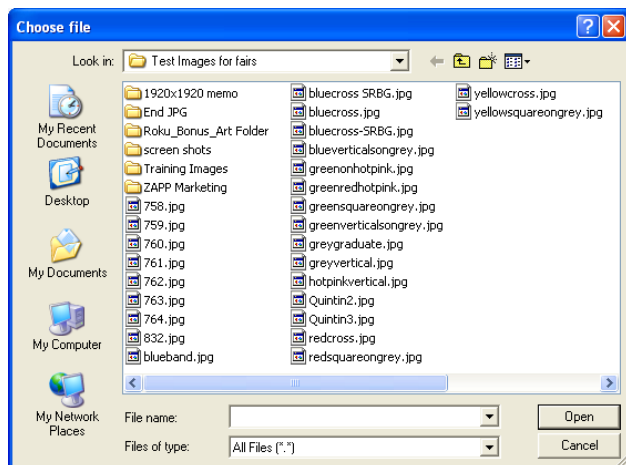
Cover Images:

Here the system allows users to upload a cover image along with an audio sample. Cover images are not associated with the image bank and will not be available for selection outside of the audio or video banks. Cover images will be viewed by panels. If a cover image is not uploaded, the image accompanying an audio sample will default to the Audio Icon at right.



To upload a cover image:

On each audio upload form there is a link if the user would like to upload a cover image for this particular audio sample. Images must be formatted to CGO Grants Online's image specifications (1920 x 1920) for a successful upload. Please refer to the Image Information section on how to format your images. Clicking the link will present an Image File Upload window.



1. Click the **“Browse”** button next to the Image file field.
2. This launches a Choose File window that will allow the user select an image file from his/her computer.
3. Find the file and click **“Open.”**
4. The name of the chosen file will appear in the Image File field.

Click **“Add Audio Sample”** to save the Audio Information and to upload the cover image. The user must click **“Add Audio Sample”** even if the user does not upload an image.

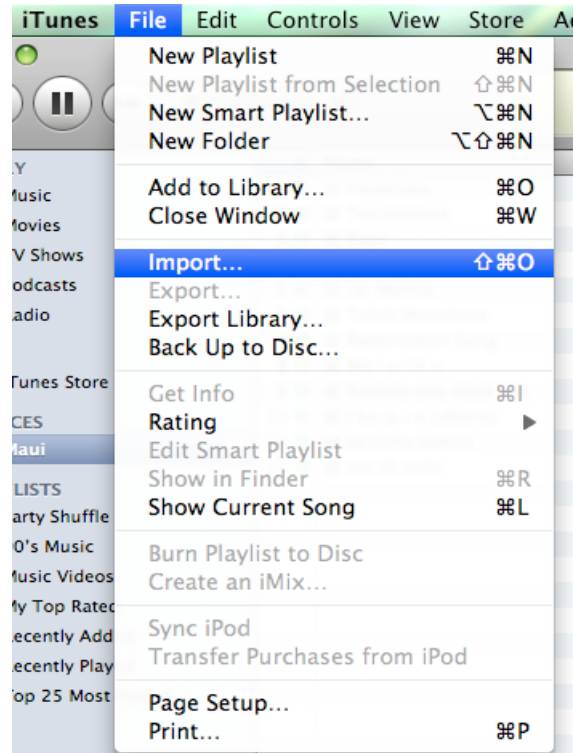
All of the data entered into these fields will be presented in the panel book.

iTunes: Converting audio to MP3

Importing images into iTunes is the easiest way to make them into the format supported by CGO Grants Online. CGO Grants Online supports MP3.

Below are the steps to do this:

1. Download iTunes from www.apple.com/itunes/
2. Open iTunes and import the files you currently have.
 1. With your files on the computer or connected via CD, MP3 player or other portable device, click File, and Import from the iTunes menu bar.
 2. Browse your computer to find the file(s) you want to import and click "Open"



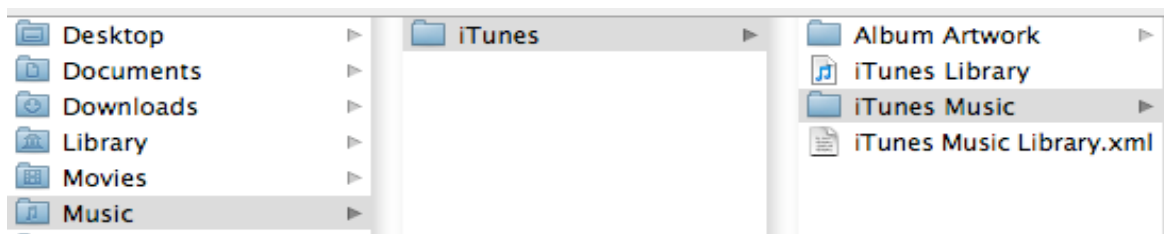
3. To upload the file to CGO Grants Online, locate the file on your computer.

Windows:

From the Start Menu, open My Documents folder, open My Music folder, open iTunes library and browse to the file you want. You may be able to rename the file here to something appropriate for the CGO Grants Online application, if you wish.

Mac:

From the Viewer, open the Music folder, open the iTunes folder and browse to the file you want. You may be able to rename the file here to something appropriate for the CGO Grants Online application, if you wish.

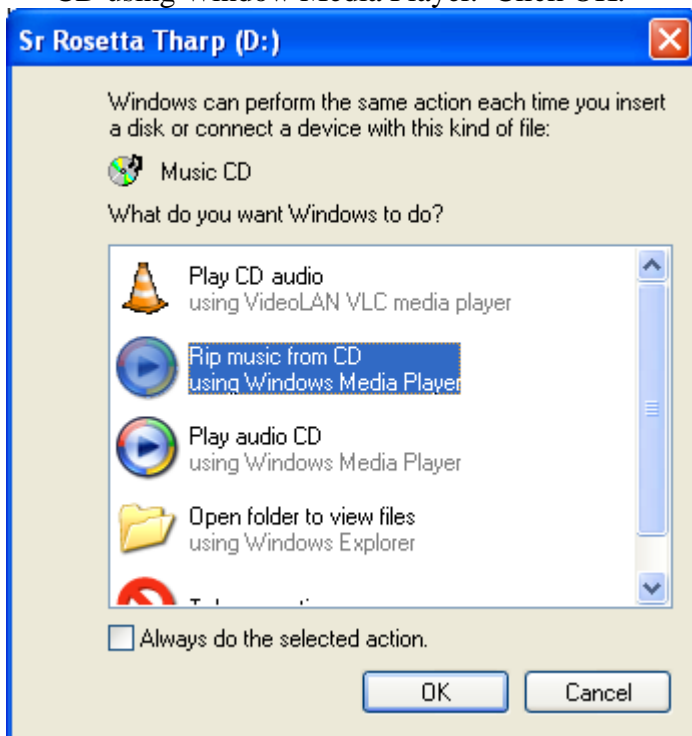


Windows Media Player: Converting audio to MP3

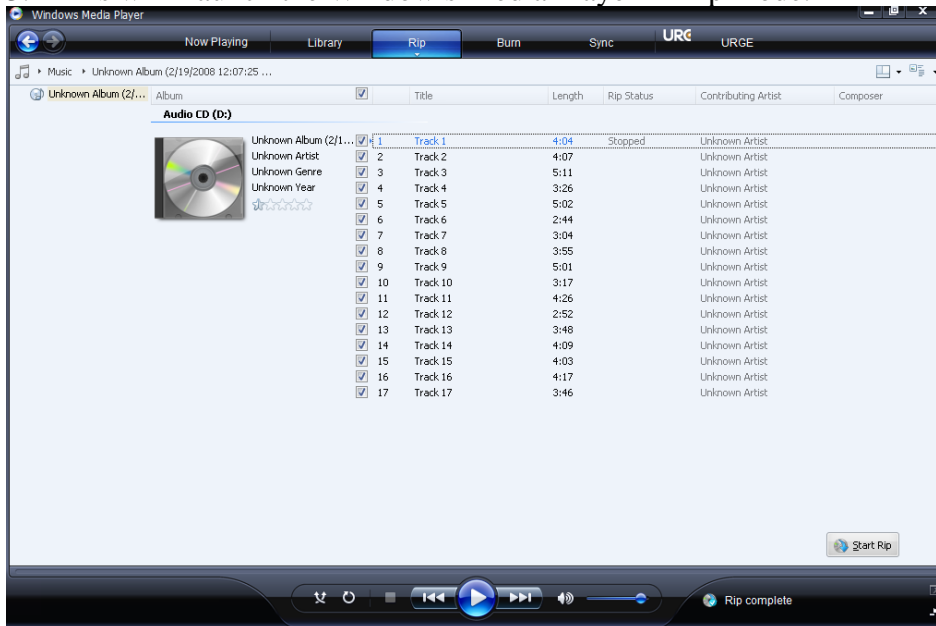
You will need to have a computer with a CD disc reader and a media player such as Window Media Player or I-Tunes.

The following instructions are how to create an MP3 file from Audio CD

1. Place CD into your computer's CD drive.
2. Once your computer recognizes the CD it will launch an action window. Select Rip Music from CD using Window Media Player. Click OK.



3. This will Launch the Window's Media Player in Rip mode.

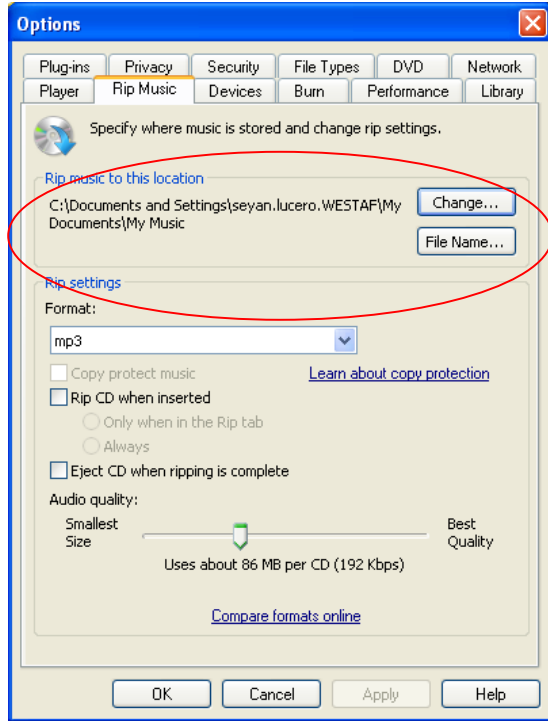


4. Select the tracks you want to rip.
5. Go to the Rip Menu and check the following:

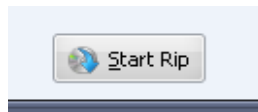
- a. Format is selected to MP3.
- b. Bit Rate is selected to 192 KBs


6. Go to Rip Menu and select more Options:

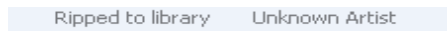
This will launch the Options Window: Note where the Rip Music will be located once the Media player rips the music. You will need to know this location when you are ready to retrieve the MP3 file. If do not want to use the Window's default location click change to select a different location.



7. Once you have checked all your settings, Click Start Rip to start the rip process.



8. You will know the RIP is in progress when you see: 
9. You will know that audio have completed ripping to an MP3 format when you see:



How to upload an MP3 file to Culture GrantsOnline

Log into your account

Go to WorkSamples

Click on the Audio Bank Button:

Audio

Click on the Add Audio Sample Button. This will launch the Audio Upload form:

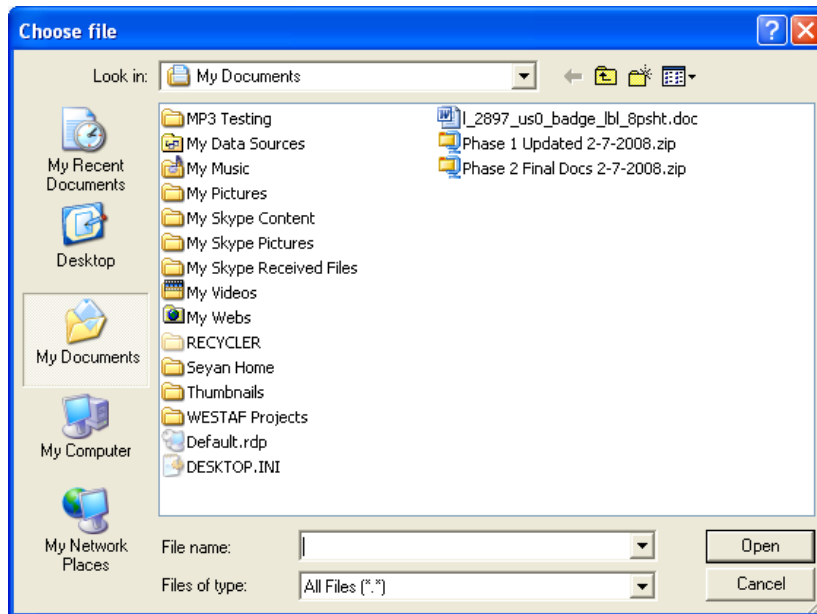
Click to Add Audio Samples

Go to Medium Type and select MP3. (Selecting CD will bypass any digital file upload requirement. You can select CD to use the form to describe the audio clip you are submitting via CD)

Once you select MP3, you will see a select your audio file field:

Click Browse to select your file.

Browse will launch a choose file window.

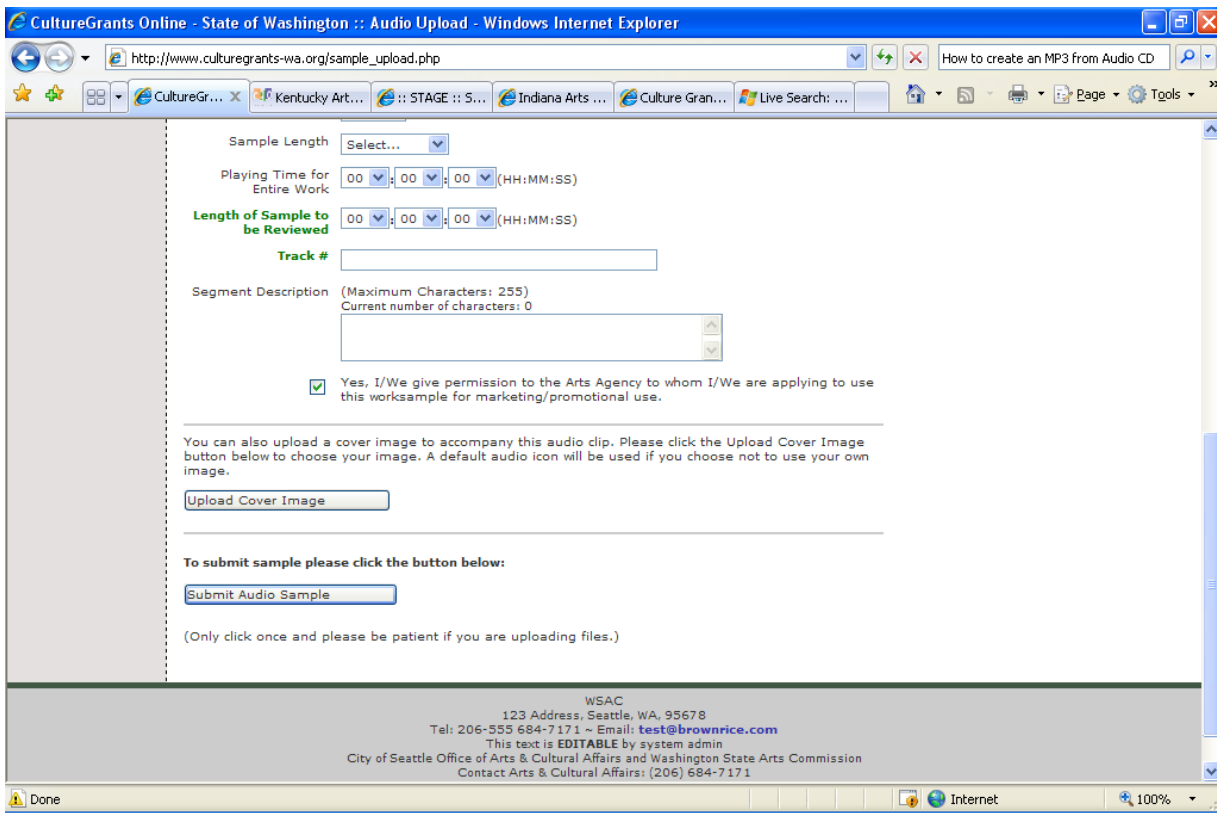


Find your music file library. (see Step 6 above to locate where your file library is located)

You will see in the file library a folder with your CD name or it will be name Unknown Artist. Select that folder. Within that folder you should see the tracks you have ripped. Select the appropriate track and click open.

Complete the remainder of the form. If you choose not to upload a digital cover image with this file, the system will automatically add a audio icon for you.

Click submit audio button to upload the file. Be patient as this may take some time.



You will know your audio file is uploaded when you see:

