PENNSOUND
center for programs in contemporary writing
AT THE UNIVERSITY OF PENNSYLVANIA

Welcome to PennSound! In this document you will find instructions that cover all aspects of working at PennSound. This document was last updated on May 21, 2012

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First Assignment Exercise

Chapter 1: Required Programs

The following is a list of programs needed to start working, links to find them online, and the steps necessary to configure the individual programs.

Audacity

Audacity is a basic audio editing program. It can be found online at http://audacity.sourceforge.net/, and is compatible with both PC and MAC. After installing Audacity, you must install the LAME encoder in order to export MP3s. Instructions on how to location and install the LAME encoder can be found on Audacity's Help Wiki at the following link: http://manual.audacityteam.org/help/manual/man/faq_installation_and_plug_ins.html#lame

These instructions are reprinted below for your convenience.

Windows

1. Go to the *download page*
   Left-click this link, do not right-click.
2. In "For Audacity on Windows", left-click the link **Lame v3.99.3 for Windows.exe** and save the file anywhere on your computer.
3. Double-click "Lame v3.99.3 for Windows.exe" to launch it (you can safely ignore any warnings that the "publisher could not be verified").
4. Follow the Setup instructions to install LAME for Audacity, making sure not to change the offered installation location of "C:\Program Files\Lame for Audacity" (or "C:\Program Files (x86)\Lame for Audacity" on a 64-bit version of Windows).

You should now be able to export MP3s without any further configuration, choosing **File > Export...** then selecting "MP3 Files" in the File Export Dialog.

Troubleshooting

Occasionally, there can be .dll conflicts on the computer. Try right-clicking this *alternative 3.98.4 build* of lame_enc.dll. Choose "Save Target As" or "Save Link As" and save it to "C:\Program Files\Lame for Audacity" or "C:\Program Files (x86)\Lame for Audacity" according to where you installed LAME

previously. Accept any prompts to replace the old file with the new one. Then try exporting an MP3 again.

If there are still problems, they will likely be due to a conflict with Audacity still trying to detect the path to an older lame_enc.dll file. To correct this:

1. Ensure there are no older versions of lame_enc.dll in any locations where Audacity detects it, namely:
   - **C:\Program Files\Lame for Audacity** (where the installer puts the new .dll)
   - the **Audacity installation folder** (usually C:\Program Files\Audacity) or in the Plug-Ins folder inside that
2. Exit Audacity and navigate to the 1.3 preferences .cfg file at:
   - **Windows 2000/XP:** Documents and Settings\<user name>\Application Data\Audacity\audacity.cfg
   - **Windows Vista/7:** Users\<user name>\AppData\Roaming\Audacity\audacity.cfg.
3. Open audacity.cfg in a text editor such as Notepad, and delete the two lines starting with:
   - **[MP3]**
     MP3LibPath=
4. Save the changes to audacity.cfg and restart Audacity

In order to see audacity.cfg, you may need to set the operating system to show hidden files and folders. See instructions for *Windows 7* and *Windows versions before 7*.

Note that the above four steps will remove old paths to lame_enc.dll for Audacity version 1.3 and later only. If you still use (or have ever used) Audacity 1.2, that version will continue to look for the .dll in the location stored in its own Preferences setting.

Merely exiting Audacity and deleting audacity.cfg will **not** remove old paths to lame_enc.dll for 1.3 if you have ever previously used a 1.2 version. In that case Audacity 1.3 and later would still look up the path from the 1.2 Preferences setting.

Mac OS X

On OS X 10.6 or later, Administrative (and occasionally, root) permissions may be needed on some machines to read the LAME library the installer places in /usr/local/lib/audacity.

In case of difficulty, please download the zip version "Lame_Library_v3.98.2_for_Audacity_on_OSX.zip" from "Alternative zip download for Lame 3.98.2" below and follow the instructions.

- **Installer**

1. Go to the *LAME download page*.
2. Download **Lame Library v3.98.2 for Audacity on OSX.dmg**.
3. When you have finished downloading, double-click the .dmg to mount it, then go to the Finder (in Safari, the "Lame Library v3.98.2 for Audacity" virtual disk image will be extracted and mounted automatically after downloading).
4. Double-click "Lame Library v3.98.2 for Audacity.pkg"; the standard OS X Installer will start
5. Click through the steps in the Installer, accepting the defaults in all cases; this will install the LAME binary "libmp3lame.dylib" in /usr/local/lib/audacity.
6. Audacity should detect LAME automatically when you export as MP3. If Audacity cannot find LAME:
    1. Click **Audacity > Preferences** then choose "Libraries" on the left.
    2. Click "Locate..." under "MP3 Export Library", then "Browse..." in the "Locate Lame" dialog.
    3. The "Where is libmp3lame.dylib?" window will open at /usr/local/lib/audacity; select "libmp3lame.dylib", click "Open" then "OK" and "OK".

- **Alternative zip download for Lame 3.98.2**

1. Download *http://lame1.buanzo.com.ar/Lame_Library_v3.98.2_for_Audacity_on_OSX.zip*
2. Extract the contents of the zip to a folder called "Lame_Library_v3.98.2_for_Audacity_on_OSX" anywhere you have full permissions (such as your Desktop) then follow the instructions at steps 6.1 to 6.3 above to locate "libmp3lame.dylib" using the Libraries Preferences. This is a good solution if Audacity does not recognize libmp3lame.dylib when installed to /usr/local/lib/audacity.

You should now be able to export MP3s without any further configuration,

choosing **File > Export...** then selecting "MP3 Files" in the File Export Dialog.

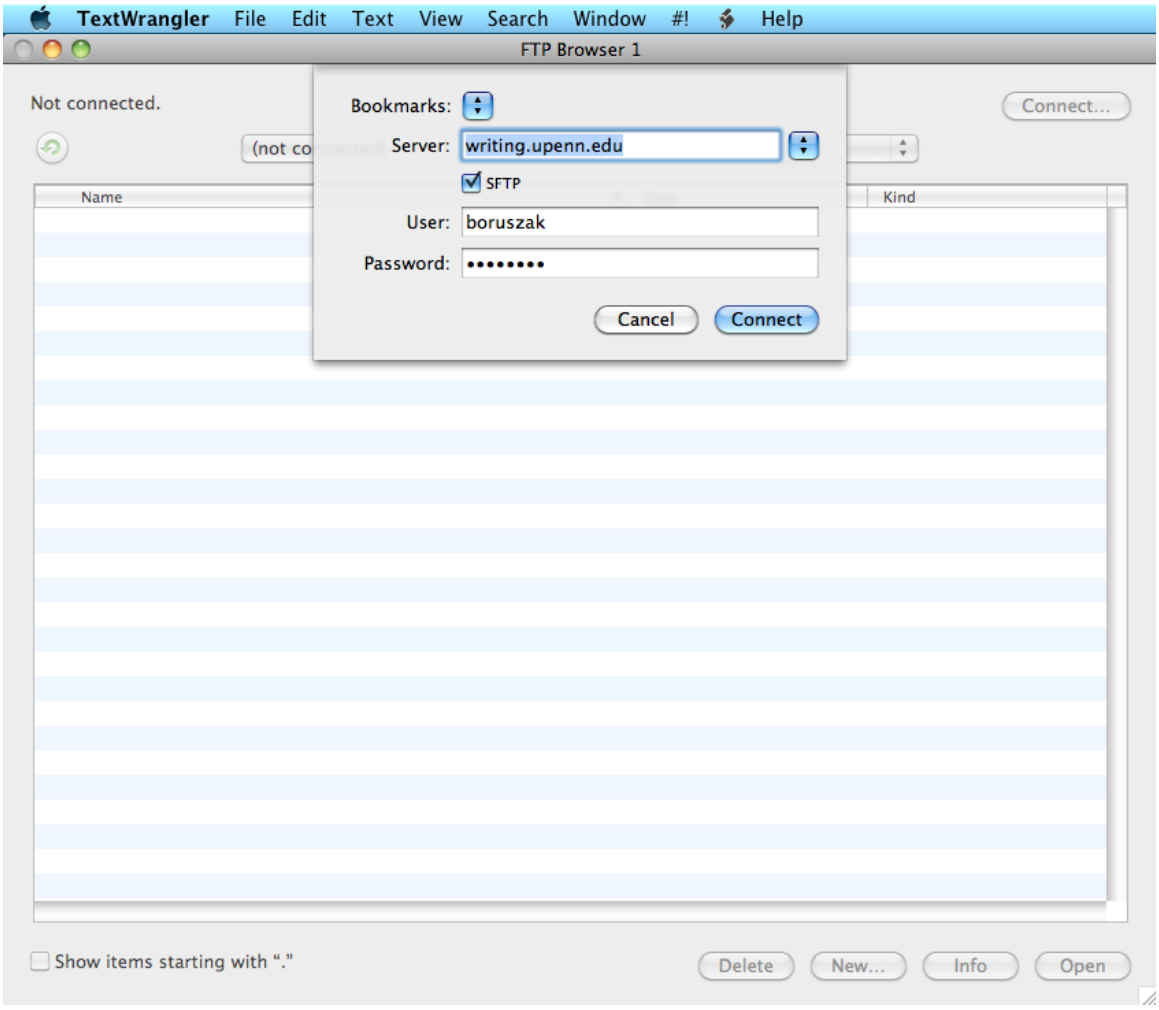
In case of difficulty, or if you have an older version of Audacity, please view our *detailed instructions* on the *Audacity Wiki*.

Text Wrangler/jEdit

Text Wrangler and jEdit are text/HTML editors required for editing the content of pages on PennSound. Text Wrangler should be used on MAC computers, and jEdit on PCs.

TEXT WRANGLER

Text Wrangler can be downloaded from the following link: http://www.barebones.com/products/textwrangler/. To configure Text Wrangler initially, open the program, and on the top bar, click File>Open from FTP/SFTP Server. Fill in the information as follows:



Use your Writing Server username/password, but make sure that the SFTP box is clicked. After connecting for the first time, you will be in your home directory. In the Navigation drop-down box, return to the earliest directory, "writing.upenn.edu." From there click the (case-sensitive) directories in the

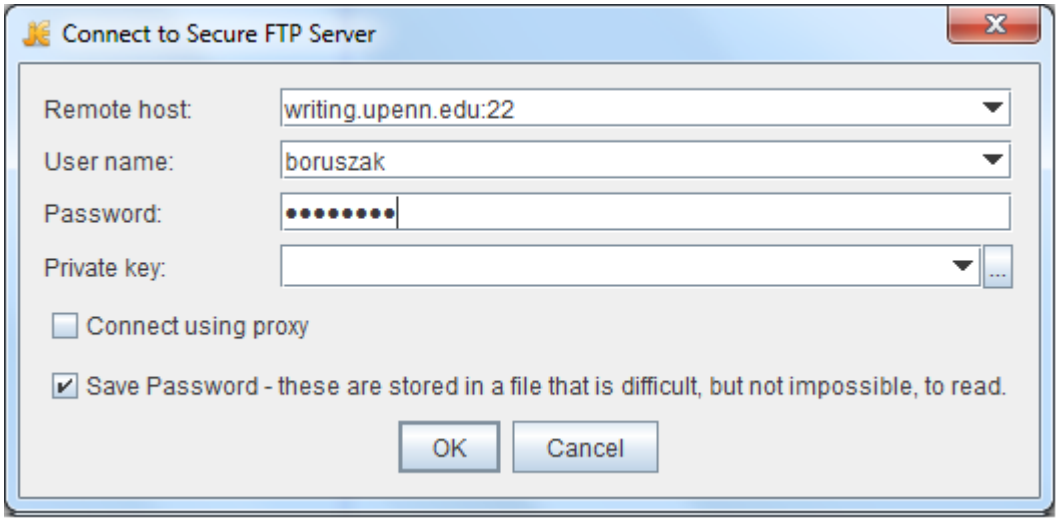
following order:

www > data > writing > pennsound
Once in the "pennsound" directory, click the drop down navigation bar and choose "Add Bookmark." Name your bookmark "PennSound." Now, upon opening Text Wrangler and choosing "Connect to FTP/SFTP Server," you will be able to choose the "PennSound" bookmark (see picture above), saving your credentials and bringing you immediately to the PennSound directory on the writing server.

jEdit

jEdit can be downloaded from the following link: http://www.jedit.org/index.php?page=download. To configure jEdit, open the program and select Plugins>Plugin Manager. Under the "Install" tab, check the box next to "FTP" and hit the install button. Close the Plugin Manager.

Now, under the Plugins menu, navigate to "FTP" and select "Open from Secure FTP Server." Fill out the information as follows:



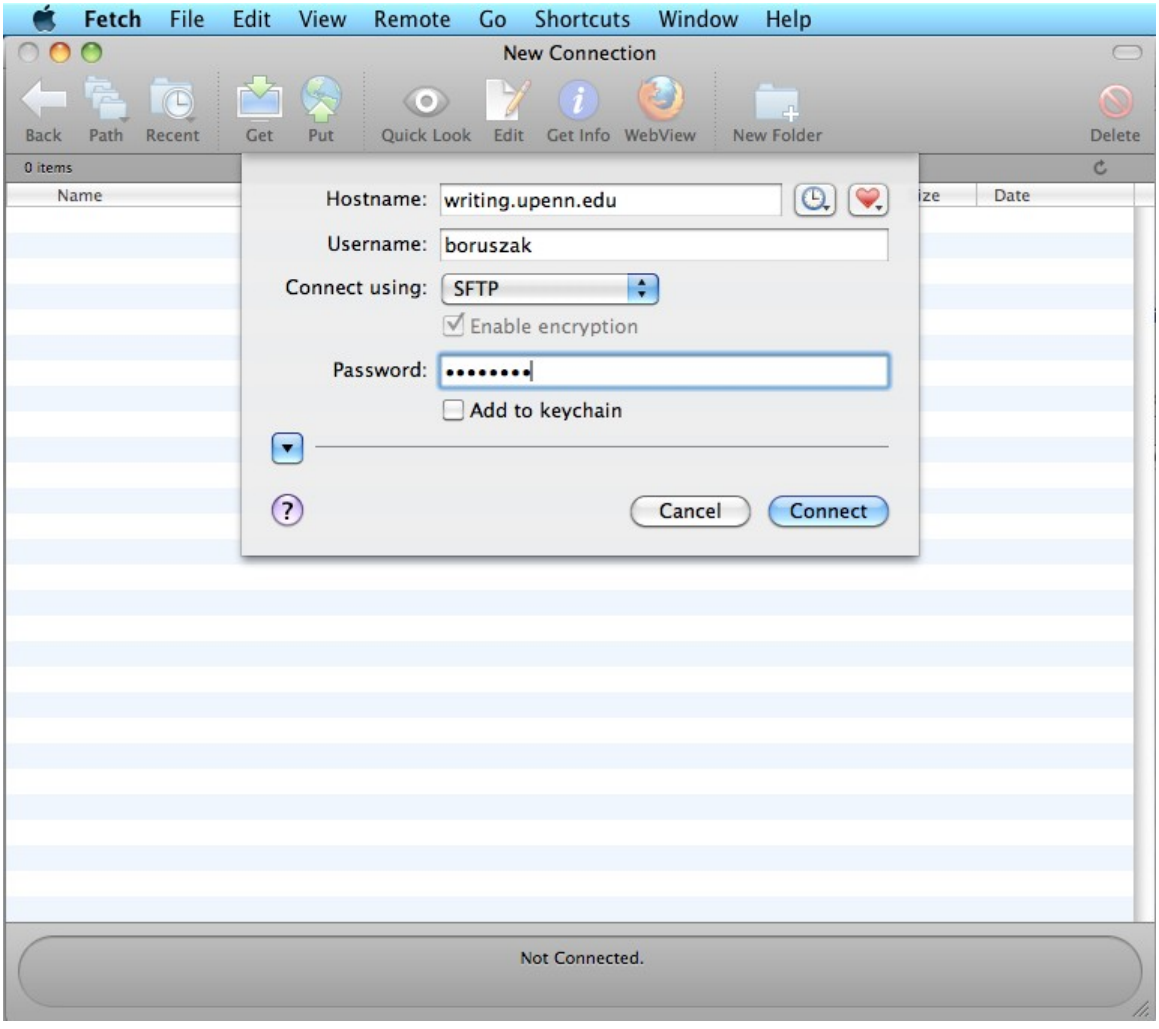
Substitute your own username and password. Click OK, and you will connect to the server. In the new menu, look for the icon of the folder on the left, with the words sftp://yourusername next to it. Click that folder to navigate to the main directory. Then navigate to www > data > writing > pennsound. Now click the "Favorites" tab at the top of this window, and select "Add to Favorites." Now every time you open jEdit, you can simply select File > Open, and connect to the server via the "Favorites" tab.

Fetch/Filezilla

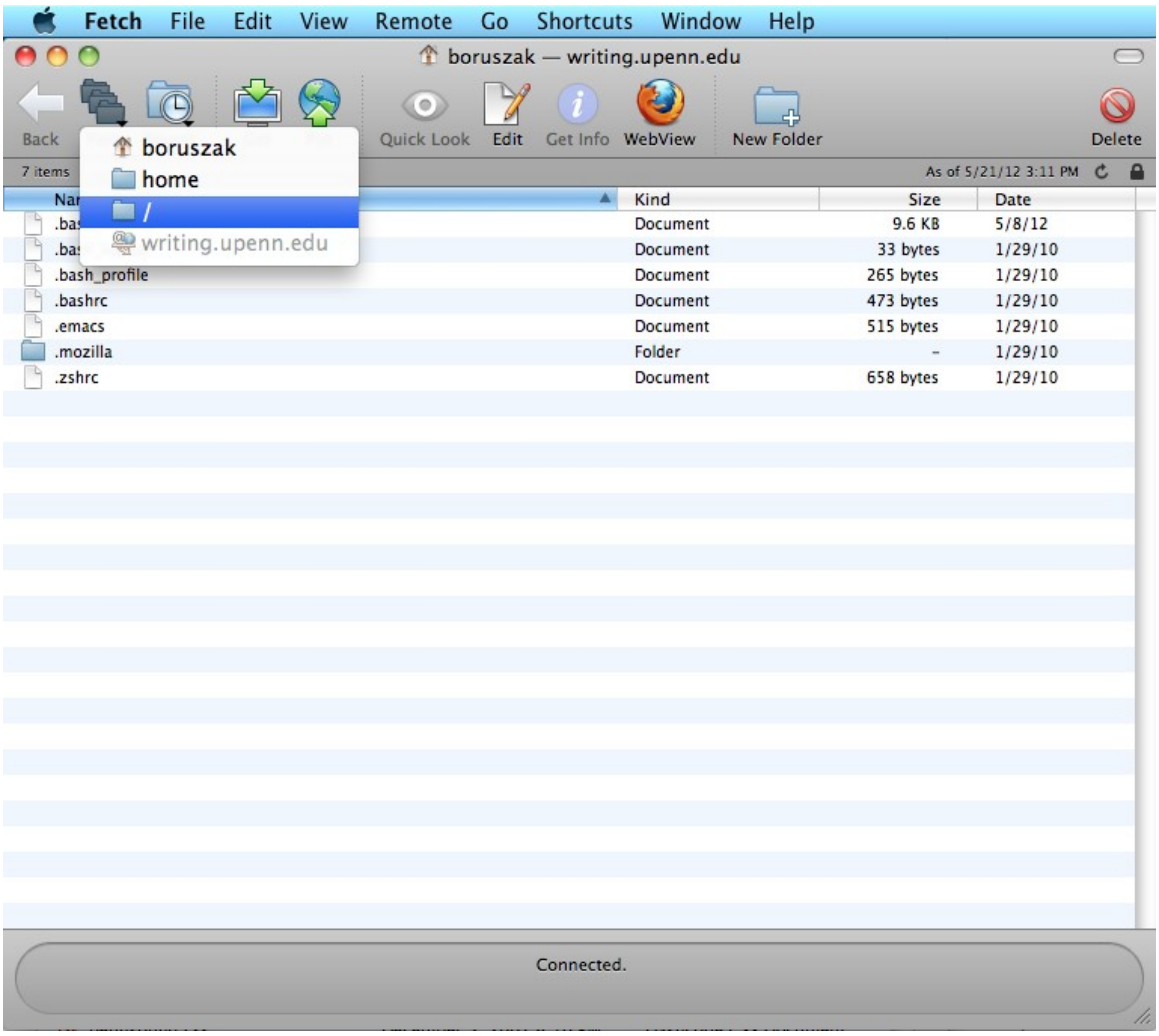
Fetch and Filezilla are file transfer clients used to connect to the writing server in order to upload complete files. This feature is used almost exclusively in order to upload author permissions to the writing server. Fetch is used on MACs, while Filezilla is used on PCs.

Fetch

Fetch can be downloaded from the following link: http://fetchsoftworks.com/. In order to configure Fetch to connect to the writing server, open the program and fill in the log in information as follows:



Substitute your own writing server username/password. Once connected, click the "Path" button, and choose the "/" folder, as highlighted below:



From there, navigate the (case-sensitive) directories as follows:

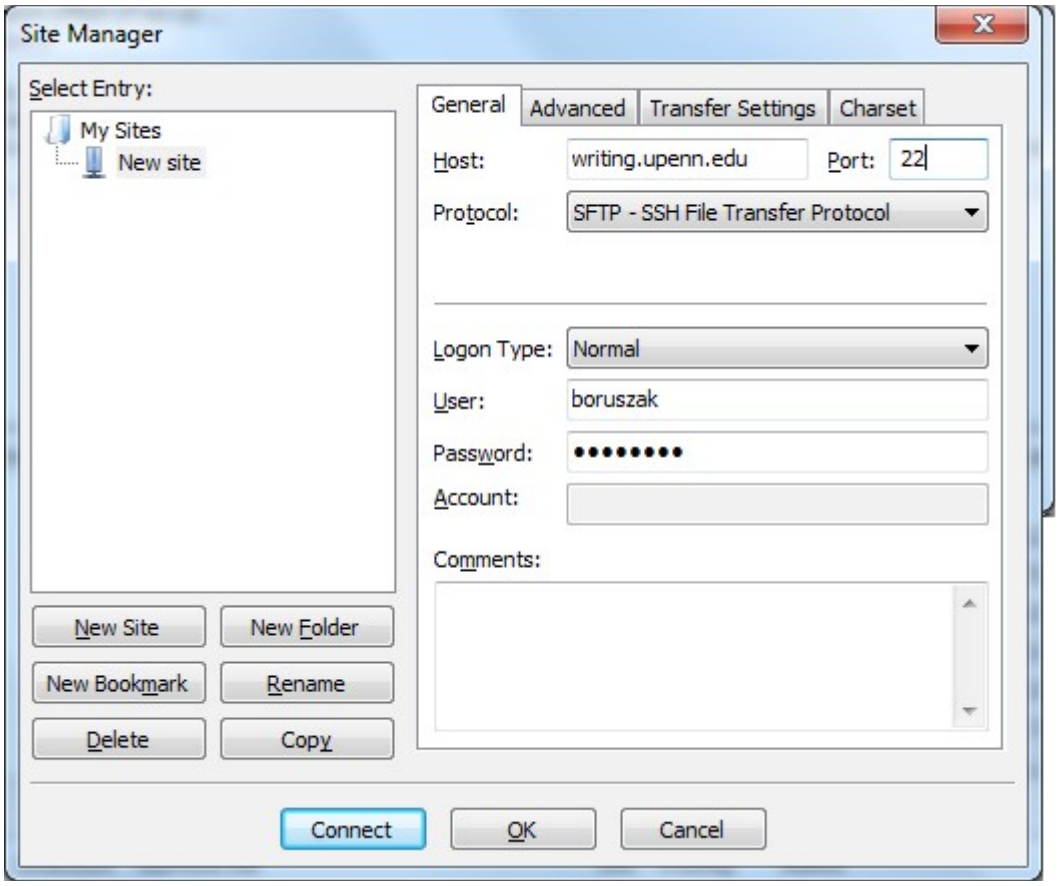
www > data > writing > pennsound

Then click the "Shortcuts" button on the top Finder bar. Choose "New Shortcut" and rename your connection "PennSound."

Now, upon starting Fetch, you can click the heart-shaped button next to "Hostname" in the connection box, choose PennSound, and automatically connect to the PennSound folder of the writing server.

Filezilla

Filezilla can be downloaded from the following link: http://filezilla-project.org/. Once downloaded, open Filezilla, and select File > Site Manager. Fill out the window as follows:



Click “OK” to connect to the server. Filezilla splits the directories into two halves of the window. The left side is your computer, and right is the server to which you are connected. Using the right side for the server, click the folder icon with a “/” next to it—the highest one in the file tree. The bottom window will change. From here, navigate the folders to www > data > writing > pennsound. Once here, click the “Bookmarks” tab at the top of the window, and select “Add Bookmark.” In the “Name” box, write “PennSound.”

Now, everytime you open the program, you only need to select Bookmarks > PennSound.

SecureCRT

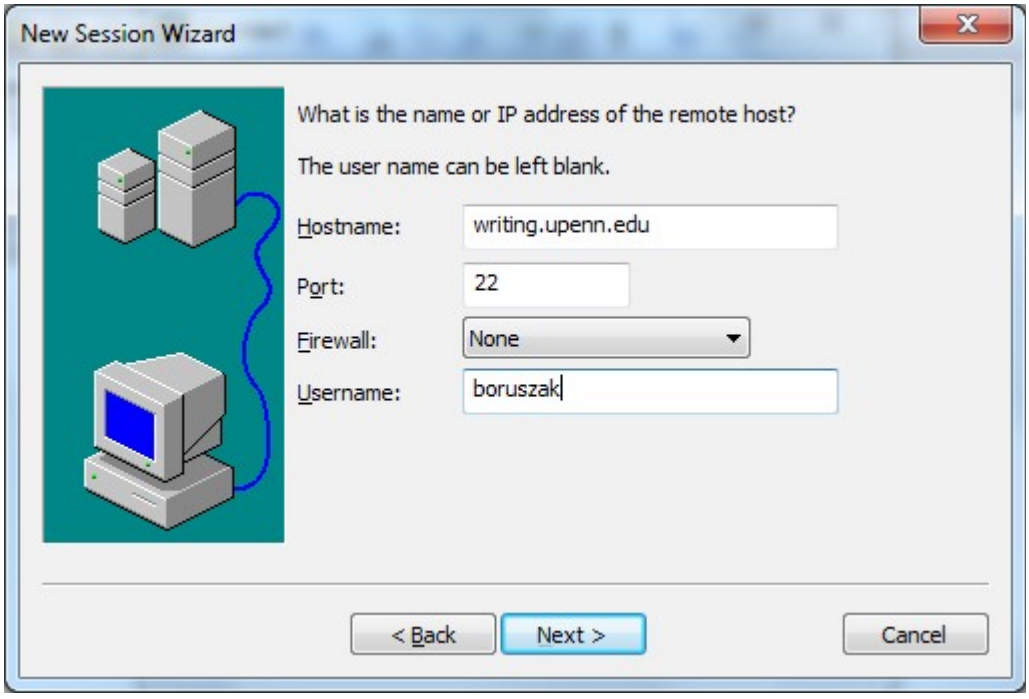
SecureCRT is a program that allows you to create, convert, and delete pages from the writing server. It is required only for PC users, and MACs use the native "Terminal" program. Instructions on how to use both SecureCRT and Terminal are included in Chapter 5.2: How to Create a Page.

SecureCRT is a licensed program, and all Penn Key owners can download the program from Penn Computing's Software page: http://www.upenn.edu/computing/pennconnect/about.html. A valid Penn Key and password are required to download the program.

Terminal is ready to use from the get-go, but SecureCRT requires a little configuration. MAC users can skip the next section.

Once Secure CRT is downloaded, open the program. Click File > Connect, and a new window will appear. In this window, there are a number of icons at the top. Click the third from the left: New Session. A program wizard will open.

Change the protocol to SSH2 and click "Next." Fill out the next window as follows:



Use your own username. Click Yes, and on the next screen click "Finish." Now, in the list of sessions, find "writing.upenn.edu" and double-click it to connect. Enter your password and select "Save Password" for future use.

Handbrake

Handbrake is a program used to rip video files from DVDs, and convert video files to the correct formats. It is compatible with both MACs and PCs. Instructions on using Handbrake can be found in Chapter 3.3.

Handbrake is free to download, and can be found at the following link: http://handbrake.fr/.

iTunes

iTunes is an MP3 program that you are most likely already familiar with. It is used to quickly edit metadata on audio recordings. It is compatible with both MACs and PCs, and in fact is native to OSX. If you don't already have iTunes, you can download it from Apple for free at the following link: http://www.apple.com/itunes/.

Chapter 2: Audio on PennSound

2.1: Audio Standards

In the interest of small file size for easy streaming and downloading, Audio files on PennSound generally follow these standards:

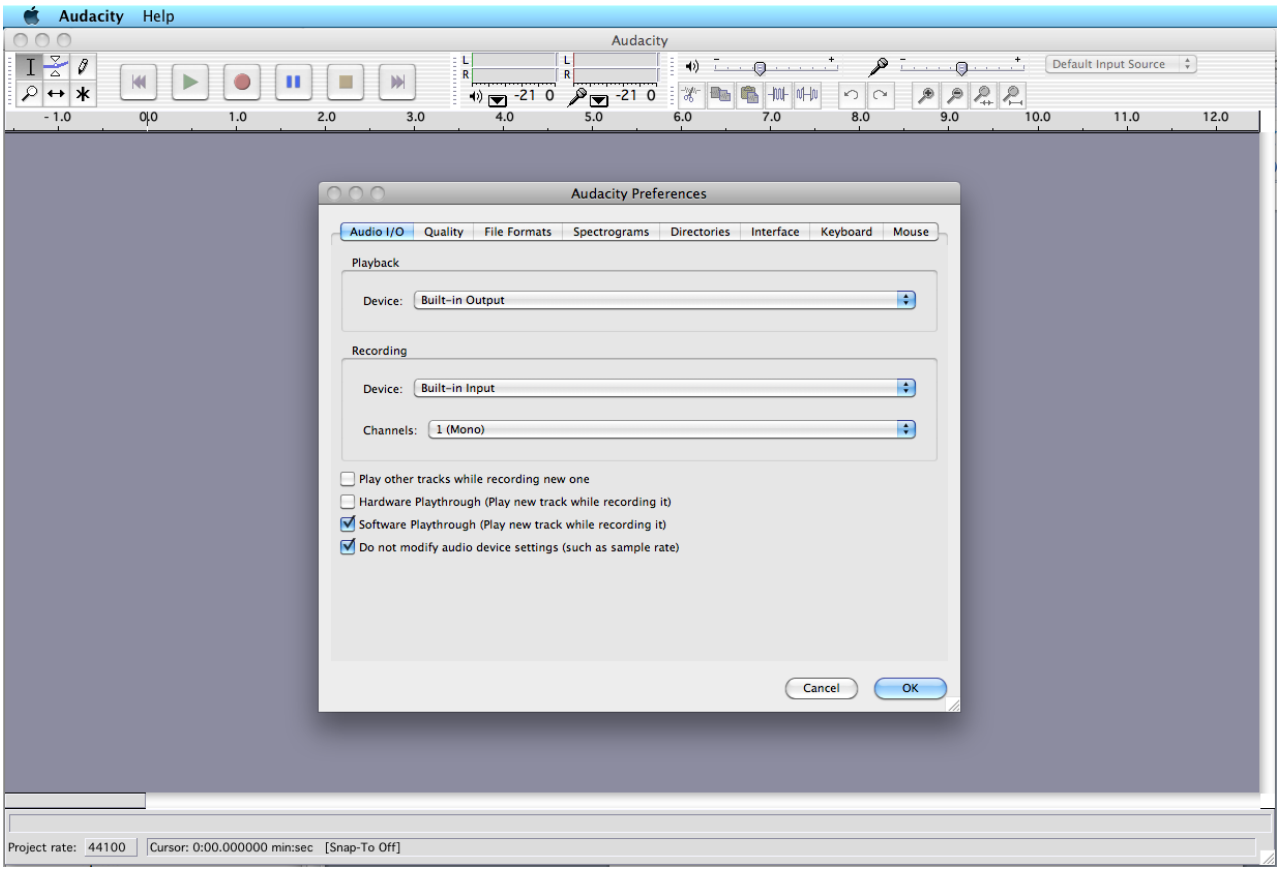
- **MONO Sound**
- **128 kbps bit rate**
- **44.1 kHz (44100 Hz) sample rate**

Of these three, the only absolute requirement is the **44.1 kHz** sample rate requirement. The program that streams files on PennSound is incompatible with other sample rates.

2.2: Configuring Audacity

Before using Audacity for the first time, please configure the program to match PennSound's audio standards. Audacity will save these settings, so after they have been configured the first time, you won't have to worry about them again. Please bear in mind though, anytime you install Audacity on a new computer, or open the program under a new account on the same computer, you **MUST** reconfigure these settings.

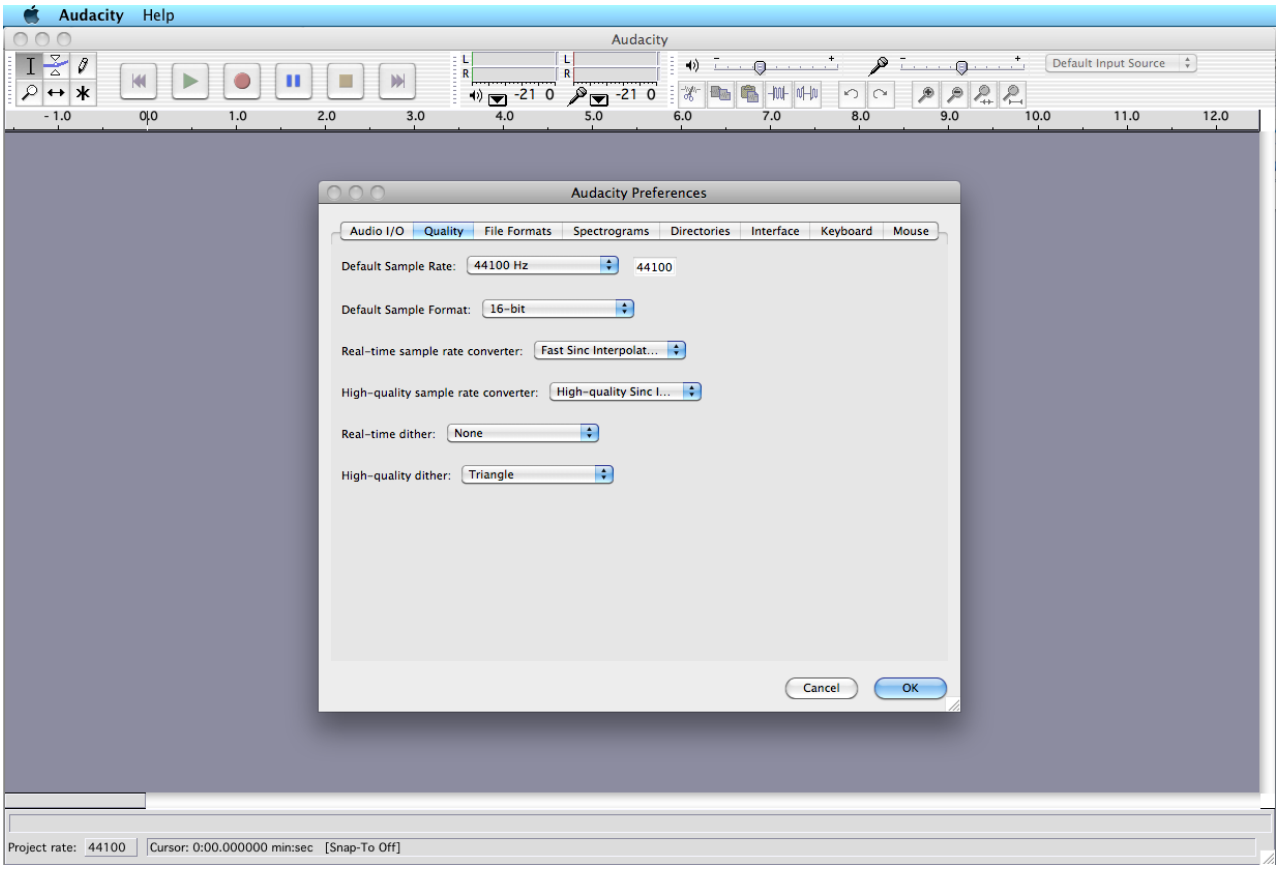
Start by going to the Preferences menu (on MACs this is the Finder Bar's Audacity > Preferences, and on PC's it is [---]).



The first tab will be the Audio I/O section, as seen above. In this tab, you will set:

1. Recording Device. If you will be using this computer to digitize cassettes, you must change this option from “Built-in Microphone” to “Built-in Input.”
2. Channels. Set to mono by default, but please confirm that this is the case.
3. Software Playthrough. Check the box next to this option in order to hear the audio as Audacity plays it.

Next click the “Quality” tab.



Here, confirm that the default sample rate is set to 44100 Hz, and change the "Default Sample Rate" to 16 bit.

Click "OK" and you're all set to use Audacity!

2.3: Digitizing Cassettes

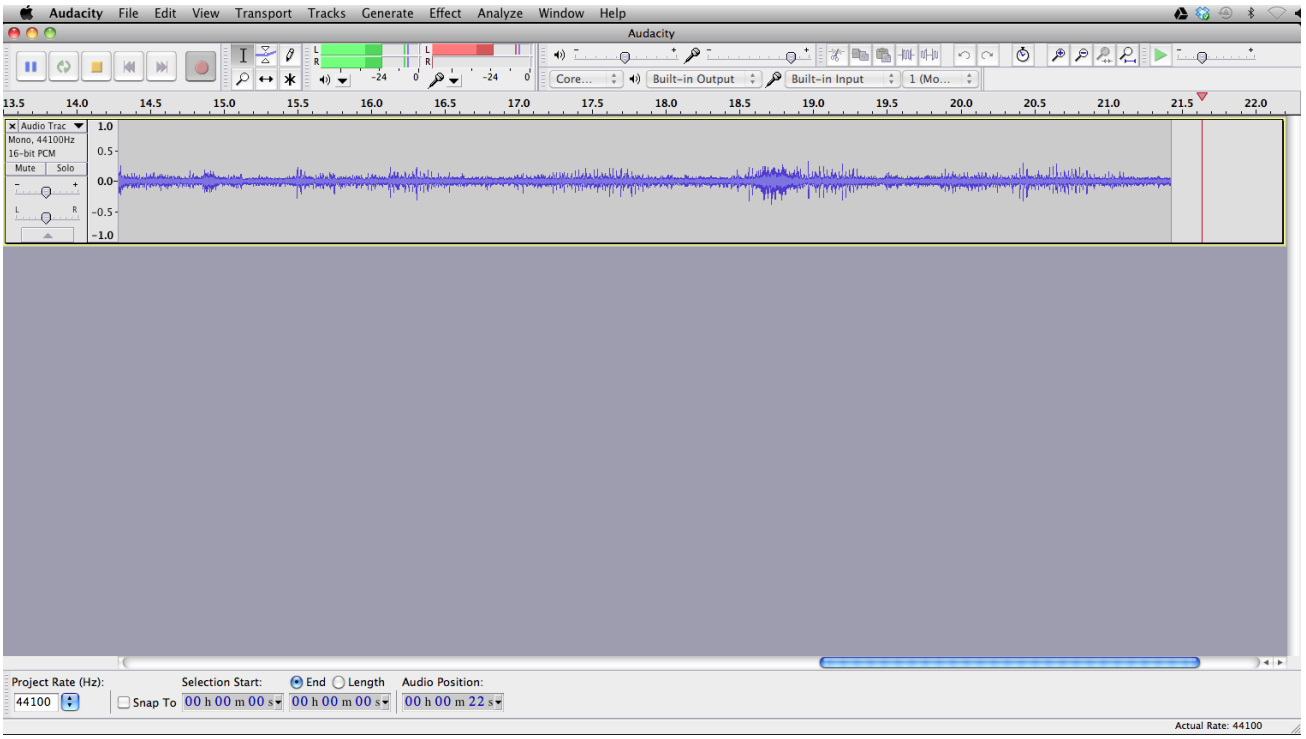
Digitizing cassette tapes in one of the most common activities at PennSound, and luckily it is also one of the easiest. Hopefully you're familiar with the technology of the audio cassette, but just in case you aren't, let's go over the basics.

Cassettes look like the picture above. Depending on how well they are labeled, they should have information about the recording written either on the tape's case, or on the case itself. Cassettes have both an "A" side and a "B" side, generally the beginning of a reading will be found on the A side of the tape. In the center of this image, you will see a spool of round tape—in this image the tape is fully rewound, and will begin playing from the start of side A. When this side is down, you will be able to see the tape on the right side…and when flipped around, it will once again look like the image above, with a fully rewound B side.

Insert the tape in the cassette player, with the A side facing you. Hit the rewind button to make sure the tape will play from the beginning. When you are ready to start, hit the record button in Audacity (it looks like a big red circle), then hit the play button on the cassette player. Soon you will see the visualization of the wave form materialize as the tape plays.

TROUBLESHOOTING:
If you don't hear audio, return to Chapter 2.2 to check that "Software Playthrough" is selected. If you don't see a wave visual, first check that the cassette player is properly connected to the computer. Next check the "Audio I/O" settings in Chapter 2.2, and confirm that the correct recording device is selected.

Now Audacity should look like the following image:



On the top toolbar, you'll see images of a speaker and a microphone, with dials next to them. The speaker is your system audio, so keep it set to a mid-level. If you turn it up or down, it will not affect the recording of the track.

The Microphone dial represents the input volume of the recording. When a recording begins, watch this volume, so as to insure a quality recording. Increase and decrease the input level as needed. Your goal is create a clear, audible recording, and visually the wave forms peaks should **stay between the 0.5 and -0.5 marks on the left side of the screen.**

TIP:
Sometimes background static or tape deterioration will make the recording semi-inaudible. In this case, just try to get the best recording that you can. If you have access to a mixing board, you can play with the bass/treble/pitch, increasing the bass while cutting the pitch and treble. This often erases the static sound, and works better for men's voices than women's.

Listen to the tape the whole way through. In many cases, the recording will continue to both sides of the tape. When this happens, let the tape finish the side it is on. Allow Audacity to continue recording. Flip the tape, and press play on the cassette player. Make a note to yourself of when the tape flipped sides.

When the recording is finished, hit the stop button on Audacity. Delete any blank sound at the very end of the recording (this should be a flat line visually, and represents the time in between when the tape finished, and when you hit the stop

button). Return to the point where the tape changed sides (if applicable), and deleted the blank noise from between the two sides. Very rarely will the tapes continue directly from where they are—if they do, then match up the recording to make one seamless transition, otherwise the recording is fine as is. Finally, go to the beginning of the recording, and delete the blank noise there (this represents the time between when you hit play on Audacity and play on the cassette player).

Now, go to File > Export as MP3

Name the file following the PennSound naming conventions (Chapter 2.7 below). For your convenience, set the save location as your desktop. Click "Save." A box will pop up asking you to enter metadata information—ignore this and hit OK (metadata will be set later using iTunes, and is discussed in Chapter 2.6)

Congratulations! You have just digitized a cassette.

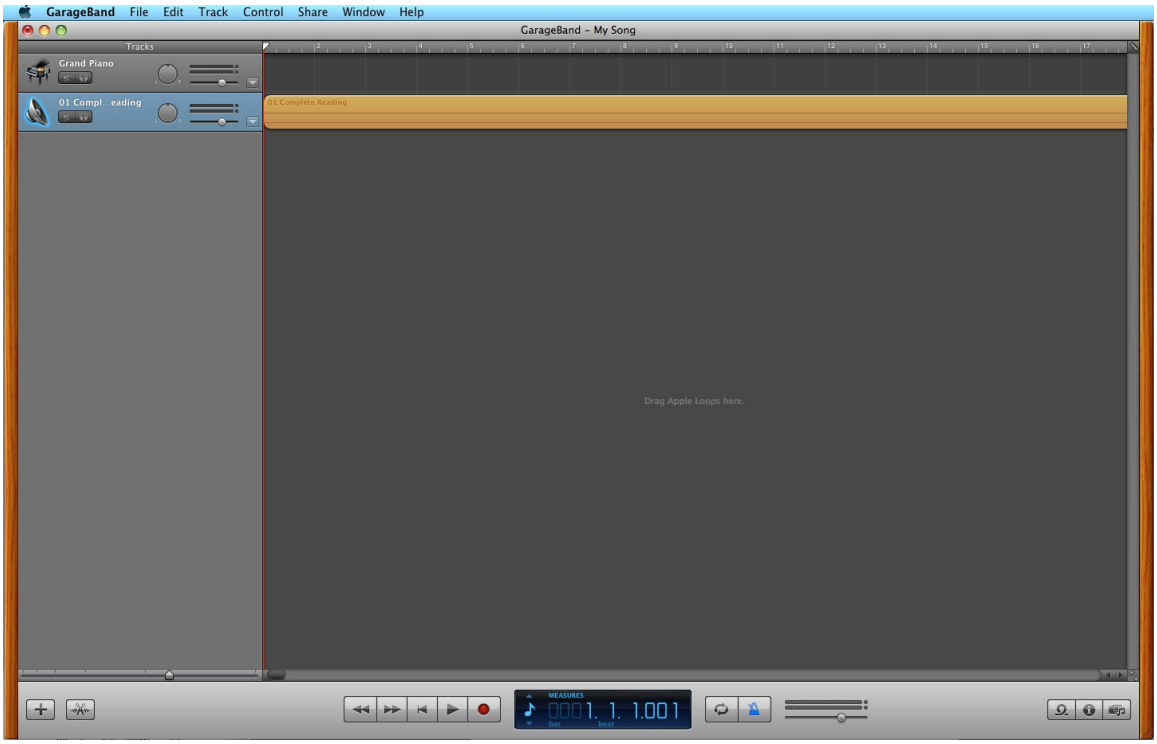
TIP:
Sometimes a single tape will have multiple readings on it. Don't fret! Just record the whole tape as instructed, and keep notes about who is reading, and when the recordings change. Once the entire tape has been digitized in Audacity, segment the recording from the last reading to the first (instructions on segmenting follow in Chapter 2.5).

2.4: Ripping Audio from Video Files

Occasionally you will get a recording that exists only in video form, but you'll need to extract the audio from that recording. The easiest way to do this is to use a MAC with Garageband installed.

Begin by downloading the video recording to your desktop. Change the extension of the file from .mov (or .mp4, .m4v, .flv, etc.) to .mp3. A dialog box will appear—click the box that says "Use .mp3". You will see the icon change from a thumbnail of the video to an unidentified audio file.

Open Garageband, and choose "New Project." Close the piano box that appears. Drag your new .mp3 file to the far left sidebar. A dialog box will appear that says "Importing Files," and when finished, the program should look like this:



In the Finder bar, click Share > Export Song to Disk.

In the box that appears, click the "Compress Using" drop-down box, and choose "MP3 Encoder." Click Export, and in the box that appears, save your file with any name, and confirm that the extension is ".mp3". If not, change it to this manually. Save to your desktop.

After exporting, change the original file's extension back what it previously was (.mov, .mp4, etc.), and rename the newly created MP3 following PennSound's filename guidelines.

2.5: Segmenting Audio

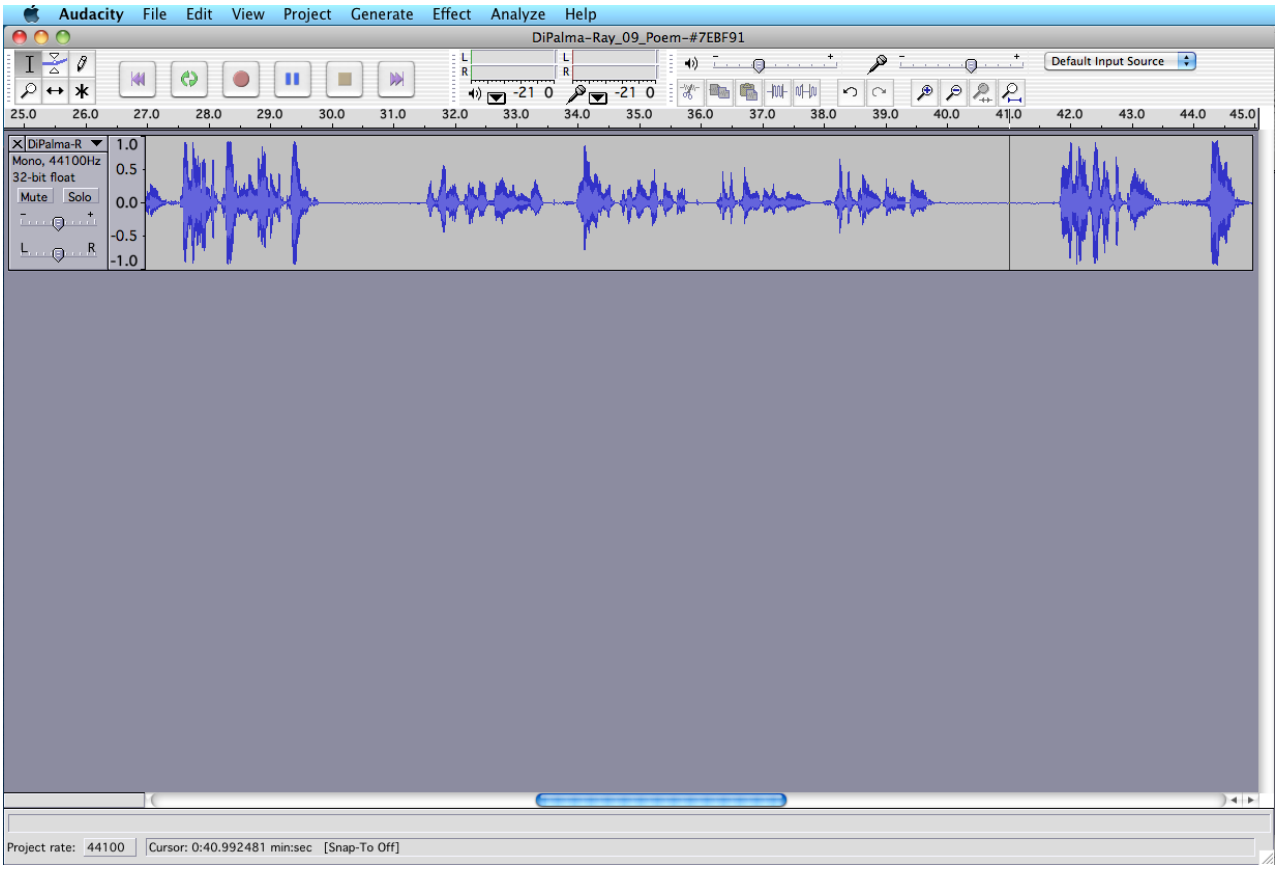
In order to segment audio, begin by opening the track in Audacity. This can be done either by dragging the track's icon into Audacity, or by clicking File > Open, and choosing the mp3. Press the "Play" button and start listening to the track.

At PennSound, we segment introductions, individual poems, Q&A sessions, and discussions. Remarks before and after poems are included in the poem's track, as long as they are under two minutes. **Any remarks over two minutes should be segmented into their own track.**

Once you have listened through what will become the individual track, hit the "Stop" button.

NOTE: If you hit the "Pause" button, instead of the "Stop" button, you will not be able to edit the track, so be sure to use the "Stop" button!

Your cursor will freeze at its current location on the audio timelines when you press the "Stop" button. If you need to move the cursor to another location for the end of the track, just click that spot in the timeline. In the picture below, you can see the cursor at the 41 second mark.



Next, click Edit > Select > Track Start to Cursor. This will highlight the track from the beginning to the placement of your cursor. Click Edit > Cut, or ctrl+c (⌘+c on MACs). Open a new Audacity window by clicking File > New, and in this new window paste the track (Edit > Paste; crtl+v for PC, ⌘+v for MAC).

To export the track, click File > Export Track as MP3. Name the first file "01", and choose the desktop as your save location. After clicking "Save," leave the metadata fields blank in the next window and click "OK."

Repeat this process for each remaining track in the recording. Name each track in ascending numerical order, keeping a "0" before each number 1 through 9 (ie, name the tracks "02", "03", "04"…"10", "11"). Open Notepad/Text Edit, and keep

track of each track number and title name in order to label the track easily later.

FYI: The reason tracks are labeled "01" instead of "1" is due to the way computers list numbers. If tracks were labeled without the "0" in front, the computer would list 10 through 19 after "1" and before "2". That is, the order would be: 1, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 2, 20, 21, 22 etc. Using the "0" will save you a headache at this point in the process, and will be required later on (see Chapter 2.7 on naming files), so get used to using it right away!

2.6: Setting Metadata

When you have your tracks ready, open them in iTunes and locate them in your library. They will be listed with their current filename if they didn't have metadata previously associated with them. If you segmented your audio in the last chapter, then they will be named "01", "02", "02", etc.

To edit the metadata on an individual track, right-click the track (on MACs this is accomplished by holding "control" and clicking) and choose "Get Info". Click the "Info" Tab.

Here you will see a window where the metadata can be set. You **MUST**, to the best of your ability, fill out the following fields:

Name
Artist
Year
Track Number
Album
Comments
Genre

Under "Name," write the name of the track. If it is unsegmented audio, you can generally use the terms "Complete Reading" or "Complete Recording." If there are many authors reading at a single reading, you can also name the track as the author's name.

Under artist, write the name of the author reading.

Under year, write the year the recording took place.

There are two track number boxes, the one on the left is the current track's number, and the second is the total number of tracks.

Albums should give as much information as possible. The order should be Series, Location, and Date. This can be expanded to include the name of a particular book

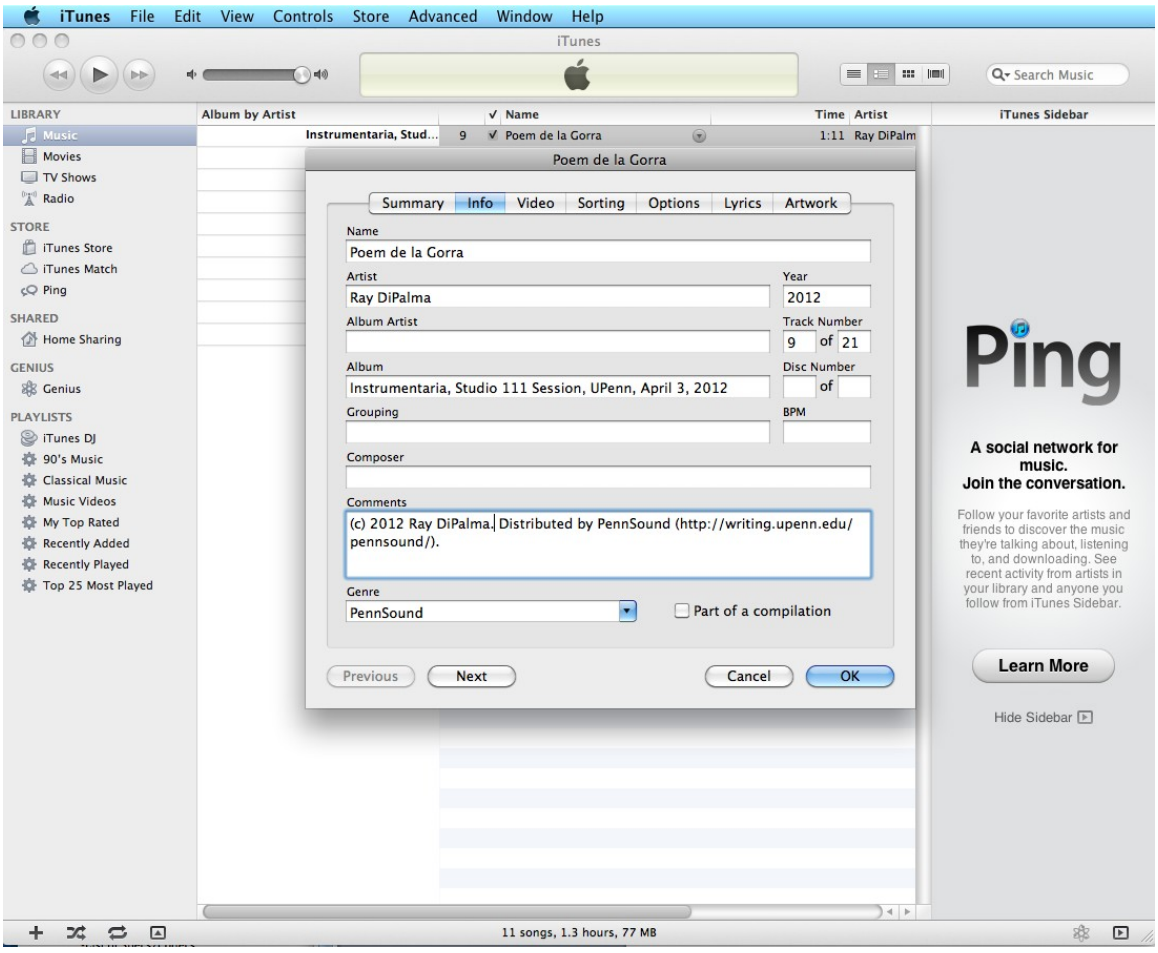
or talk title at the beginning if applicable. Please spell out the full date (ie, June 1, 2011, not 6/1/10).

Under comments, the copyright and distribution information is written. This is written as:

© current year author's name/estate. Distributed by PennSound (http://writing.upenn.edu/pennsound/).

Finally, the genre should always be listed as "PennSound."

Please reference the image below as an example of what the completed metadata should look like.



If you have segmented audio, or multiple tracks for which some of the metadata will be the same, then you will want to set the metadata in batch form. Begin by selecting all of the tracks for which you wish to set the metadata. This can easily be accomplished by clicking the first track in the list, and then, while holding shift, click the last track. Right-click any part of the selection (on MACs this is accomplished by holding "control" and clicking) and choose "Get Info". Click the

“Info” Tab.

Here you will see the window where the metadata can be set as a batch. Fill out any information that will be the same for every track (usually artist, year, the second track number box, album, comments, and genre).

TIP: If you have multiple tracks from the same album, begin with the first track, and individually set the track numbers before editing the rest of the metadata. This will ensure that the tracks stay in the correct order as you change author and title names later on.

2.7: Naming Files

Now that the metadata is set, the last thing you need to do before the audio is ready to be uploaded is name the file under PennSound protocols. Naming conventions work as follows:

Lastname-Firstname_TrackNumber_Title_Series_Location_Date

Notice that there are no spaces in the title. Any space should be replaced with a “-“, while underscores are used to separate the fields. A correctly named track will look like the following:

DiPalma-Ray_09_Poem-De-La-Gorra_Instrumentaria_Studio-111_UPenn_4-3-12.mp3

Once again, tracks 1-9 are labeled as “01” to “09”. Year is given in the month-day-year format, with no “0” in front.

Now that your files are named, they’re ready for the Media Server! See Chapter 4 for a detailed explanation of the Media Server and how to upload material.

TIP: When naming files, using the copy + paste functions to your advantage! It’s fastest to make the filenames all at once in a text document, then copy them to the track itself. Even when making the filenames in the text document, copy + paste can be useful, since most segmented recordings will differ only in track number and title.

Chapter 3: Video on PennSound

3.1: Video Standards

SAS Computing has graciously created a video tutorial on how to prepare video for the Media Server. You can view the video at the following link: http://media.sas.upenn.edu/watch/93215

The information that is important to remember as far as settings go follows:

In order to stream, videos must be Quicktime, MPEG 4, or Flash videos. The file name extensions for these formats are:

- .mov
- .mp4
- .m4a
- .flv

For Quicktime and MPEG 4 videos, the following codecs must be used: For video, use **H.264 compression**. For sound, use **AAC compression**.

While not necessary in order to stream properly, we prefer that you use:

4:3 Standard Aspect Ratio
Frame Rate: 30 fps
Size Dimensions: 640 x 480

3.2: Downloading a video from external sites

While oftentimes the videos you receive will be downloaded from the media server (see Chapter 4 for a detailed explanation of the media server), occasionally you will have to download a video that is streaming on YouTube. The easiest way to download these videos is to use KeepVid: http://www.keepvid.com/

On this page, simply paste the link of the video you wish to download, and hit the "Download" button. The site will generate a list of links to download the video in a variety of formats. For PennSound, right click the "Download MP4 (max 480 p) link, and select "Save Link As." This file will already be correctly formatted for our media server, and will only need to be named according to PennSound conventions (Chapter 2.7) before being uploaded.

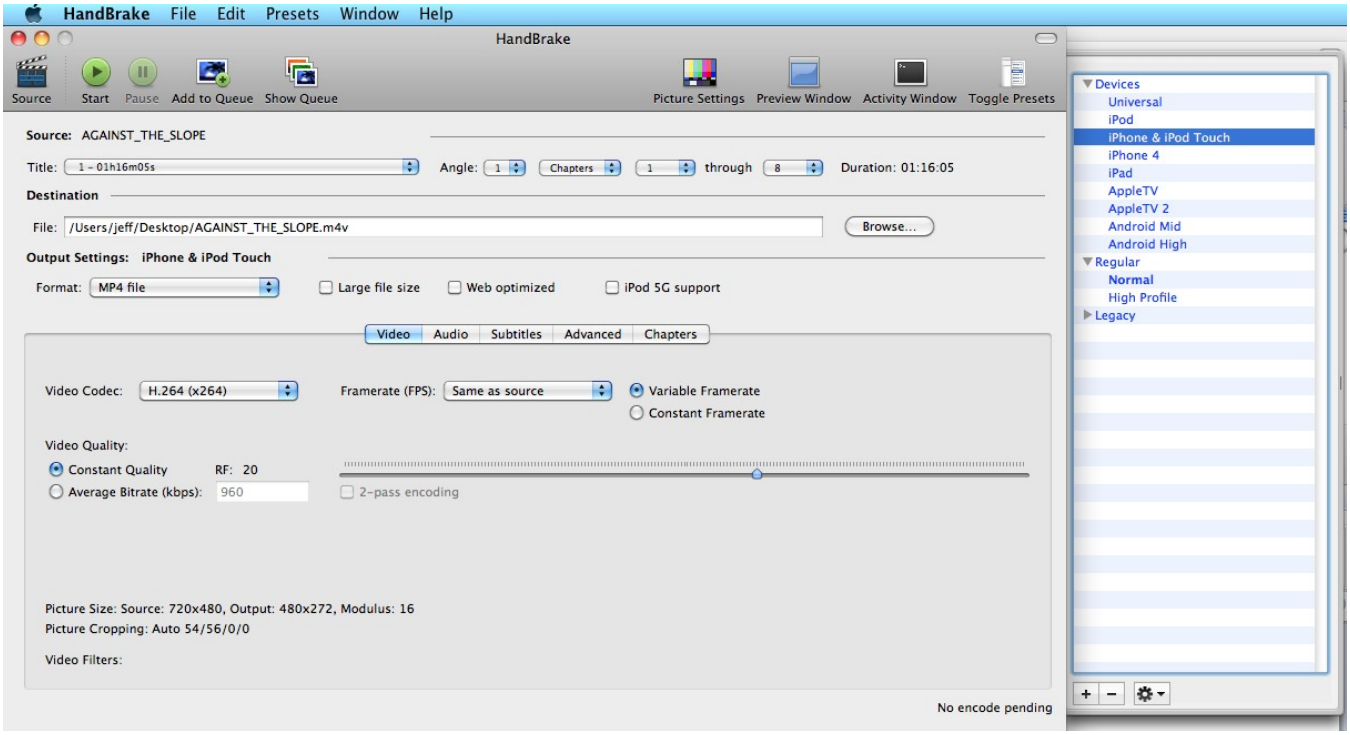
3.3: Using Handbrake

Handbrake is a program that is used to rip video files from DVDs, as well as convert video settings.

In order to rip video from a DVD, begin by inserting the disc into your computer and opening the Handbrake program. You will immediately be prompted to choose the source of the video. Choose the disc from the menu.

If you are converting an existing video file on your computer, then choose that file, rather than a disc.

If you are not prompted upon startup, you can also access this by clicking the "Source" button on the top-left section of the window. Handbrake will take a moment to analyze the source, and then display a window that looks similar to the following:



Confirm that the recording you wish to rip is the one selected. Click the drop-down box next to "Title" in the top-left section of the screen. If there are multiple listings, you generally want the longest one (DVDs with menus and multiple files will list several titles, the longest is usually the "feature" of the DVD).

Next, on the far right, choose the "iPhone and iPod Touch" present. These presets are perfect for streaming on the media server. You'll notice the information in the main box will likely change to match the iPhone presets.

Next, confirm that the "Destination" is the correct location on your computer. If it is not set for the Desktop, click the "Browse" button and select the Desktop as the destination. Finally, click in the Destination box, and manually change the ".m4v" to ".mp4".

TIP: Always set the preset to "iPhone" and confirm the destination before changing the video extension, as it will reset to ".m4v" if you change either setting afterward.

Click the start button and wait for the file to convert. After Handbrake finishes running, find the video on your desktop, and play it to confirm that the process worked correctly.

3.4: Using Final Cut Express

Final Cut Express is a video editing program that is available on the PennSound02 machine in the PennSound office. It is not an immediately intuitive program, although it is a powerful editing tool. It is used to digitize VHS tapes, edit existing video, and add watermarks.

Because of the steep learning curve of Final Cut, and the multitude of things that can go wrong with even the tiniest error, there will not be instructions in this manual. However, should the need to edit video arise, there are many resources available for you to learn Final Cut.

As a PennCard holder, you are entitled to use the Vitale Digital Media Lab, in the Weigle Information Commons on the first floor of Van Pelt Library. The staff there are willing to answer any questions you might have about Final Cut, and guide you through the process in a hands on manner. They also offer group training courses in Final Cut, as well as other programs. More information on the Vitale Digital Media Lab, including course listings, can be found on their website: http://wic.library.upenn.edu/wicfacilities/lab.html

Another more time-consuming option for current students is to take the "Video 1" course in the Cinema Studies department. Offered once a semester, the course will teach you the basics of Final Cut and video editing, as well as film-making techniques. While this training would be beyond what is required for PennSound, it is an option to consider if you have time and need an elective.

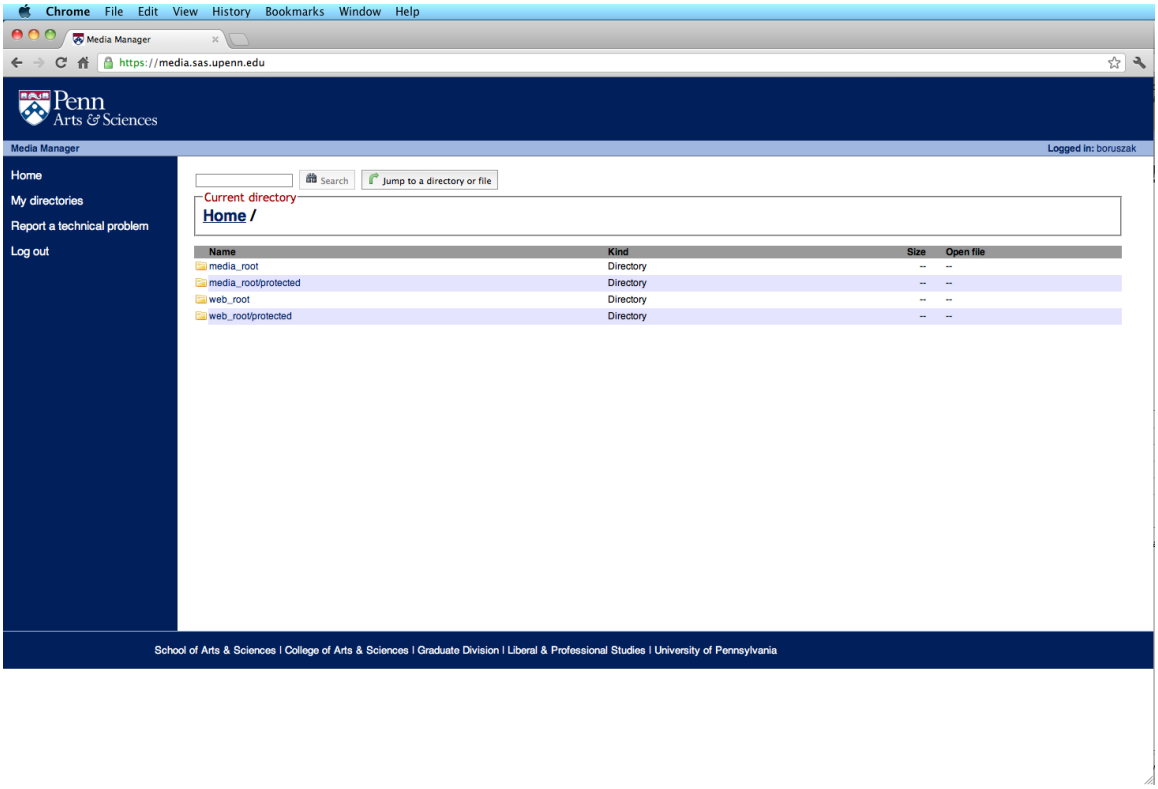
Finally, there are a number of online text and video tutorials on how to use Final Cut. Its status as the most popular professional video editing software in the world means there is no dearth of information should you wish to learn the program.

Chapter 4: Using the Media Server

4.1: Introducing the Media Server

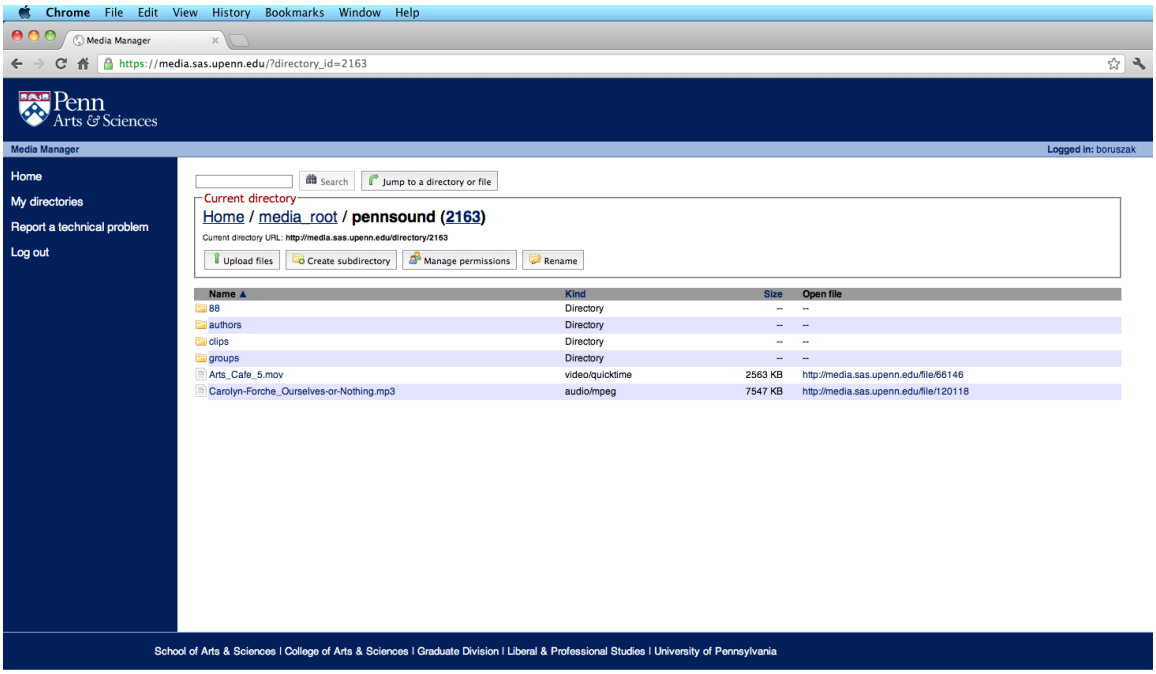
The Media Server is one of two servers used by PennSound. As the name implies, it is where all of the media (audio files, video files, and images) used for the site is located. It can be found online at http://media.sas.upenn.edu, and is accessible with your Penn Key and password.

The first page when you visit the Media Server will look like this:



Each of these four folders (media_root, media_root/protected, web_root, and web_root/protected) has a folder labeled PennSound within it. The media_root folders are used exclusively for video files, while the web_root folders are used for audio files and images.

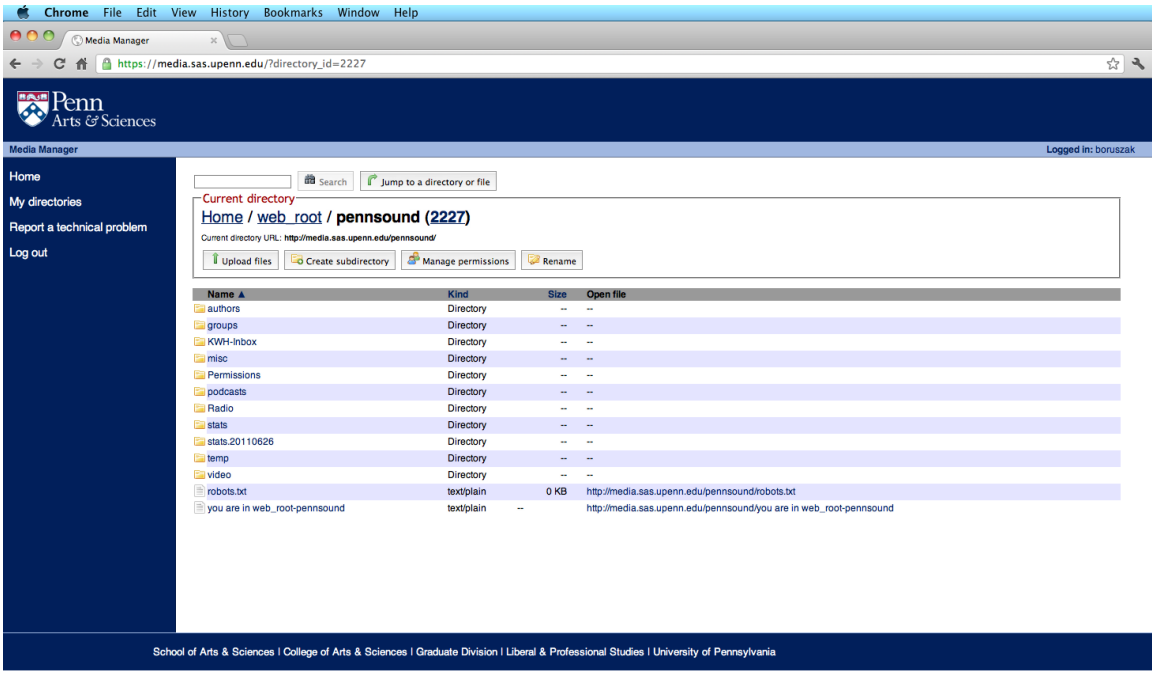
media_root houses all video content for School of Arts and Sciences. Upon clicking this link, navigate to and click the “pennsound” folder. You will see the following screen:



Only two of the folders here will be used on a constant basis: “authors” and “groups”. Clicking “authors” will bring you to a list of folders labeled by authors’ last names. Inside of each of these folders is a list of video files for that particular poet. The left side of the screen lists the file name, while the right side is a link directly to the streaming video. The “groups” folder is constructed in the same manner, except rather than list particular authors, folders are named after specific events—usually reading series or conferences.

media_root/protected has only the “pennsound” directory. This directory is used exclusively for videos that are not permissioned for the website, but that we have either for future posting or preservation. This directory cannot be seen by the seen by the public, and videos from this directory should not be linked on any website.

web_root contains the majority of PennSound’s media on the server. Enter this folder and navigate to the “pennsound” folder. Enter this directory will give you the following listing:



The “authors” and “groups” folders function exactly as they do in the media_root: authors are categorized by last names, and groups list series/events/collective readings. Because there are many more mp3s than video files (this is PennSOUND after all), within these lists of authors and groups are folders with dates or specific readings listed. These house segmented files for a particular reading, in order to make directories easier to navigate.

The “KWH-Inbox” folder is where all recordings made at the Kelly Writers House will be uploaded. This should be checked periodically during the academic year for recordings. They will be uploaded in .mov, and should have their audio ripped. Once the .mov had been uploaded to the media_root, and the extracted MP3 has been uploaded to the web_root, the file should be deleted from the Inbox.

The “misc” folder should also be noted. Its most important role is that it houses the “Images” folder. While images are now uploaded directly to the author or group directory to which it belongs, there is a “Previews” directory which is often used. The images in this directory are the preview images that are displayed when a video is embedded on PennSound, and will be discussed in Chapter 5.5: Editing a Page-Existing Pages.

Also in the main pennsound directory is the “temp” folder. While used sparingly, it is used mostly as an intermediary directory. Someone may, for example, upload a file to this directory for you to download and edit, or you may use to upload a file from one computer, and download to another.

The web_root/protected folder functions exactly like the media_root/protected folder. These recordings are not permissioned, and not to be made available to the

public. There are some wonderful recordings in this directory, however, so feel free to browse it yourself (it's a great perk of the job!)

4.2 Uploading Content

Once content has been prepared for the Media Server, it's time to upload it! Navigate to the appropriate folder. If a folder for the author or group doesn't exist, click the "Create Subdirectory" button, and name the folder appropriately. Once you are in the correct directory, hit the "Upload Files" button. A window will pop up with the choices "Select files" or "Cancel".

Select the files from your computer, and a list will appear in the window. Click the "Upload" button and they will be uploaded to the site.

It is important to remember that the upload will occur more slowly, or may not begin if you navigate to a new tab in your web browser. Please wait for the files to begin uploading before moving on. Also bear in mind that there is a 1 gigabyte limit to any file. Files should never be that large, and will either need to be split, or re-exported through Audacity/Handbrake to decrease their size

TIP: If you're uploading many files at once, do not select more than 20 at a time. The Media Server will over display in the web browser, and you will not be able to click the "Upload" button. If you have more than 20 files to upload, upload in smaller batches, rather than all at once.

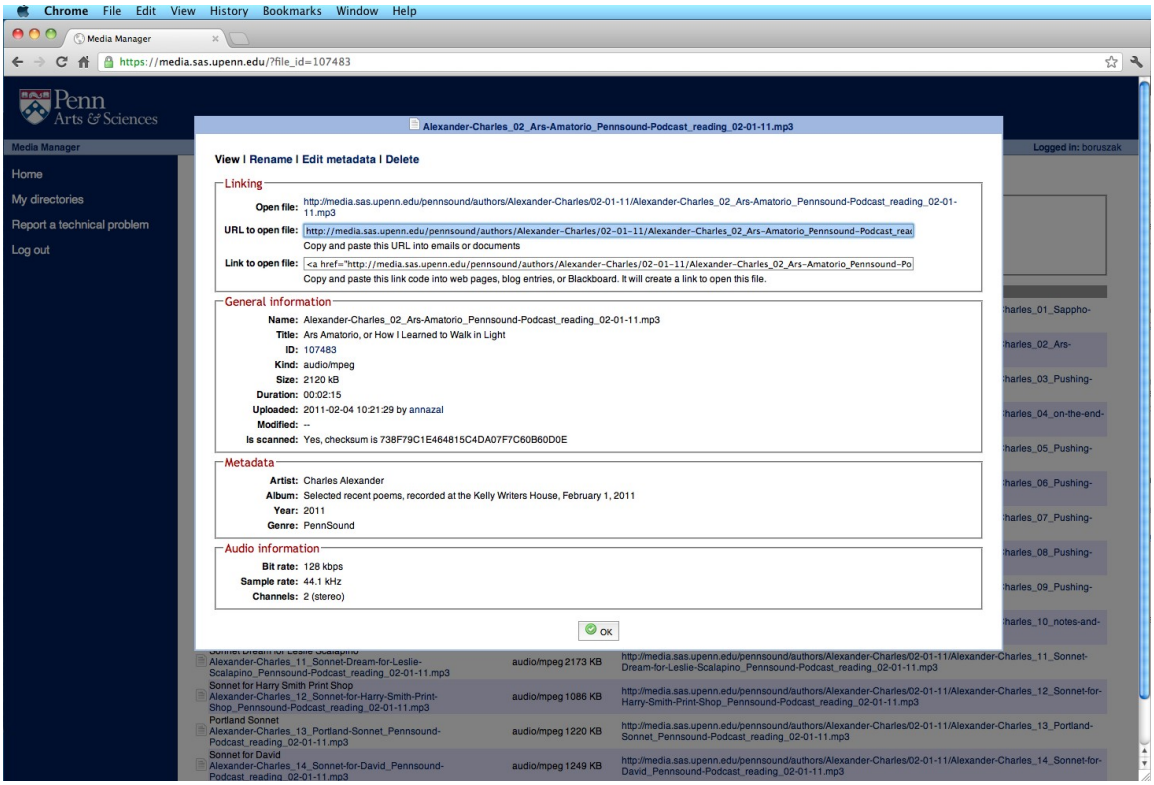
Finally the metadata should have been already set on your audio files via iTunes. Pictures do not need to have their metadata tagged, but videos do. Follow the directions below (Chapter 4.3) to edit metadata on the server, and tag the Videos as: Author Name -- Title, Location, Date

4.3 Editing Content on the Media Server

Once files are on the Media Server, they can still be renamed, or have their metadata changed. When looking at the file in its directory, you will see the listing of each item as:

Filename Size of File Link to File

If there is metadata already set, it will appear above the filename. Clicking the filename will open the following window with information about the recording:



This window lists, in order: Links to download the file, Information about the file on the server (including length of the recording, the user to originally upload the item, and the last person to modify the item), Metadata for the Item, and Codec information.

At the top of the window, you'll see three links that allow you to edit the content on the Media Server: Rename, Edit Metadata, and Delete. "Rename" allows you to change the filename (so if you caught a typo from earlier, don't worry about it right away, wait till it's uploaded and change it there!). "Edit Metadata" allows you to set and correct the metadata, and "Delete" allows you to delete the item from the server.

Keep in mind as well—the ability to rename and delete directories on the media server is available as well, and can be seen next to the "Upload" button within a directory. When editing directories, however, BE CAREFUL. Mistakes cannot only cause all of PennSound to lose functionality, but can cause the entire website to be deleted. Which has happened before. Twice. So watch out!

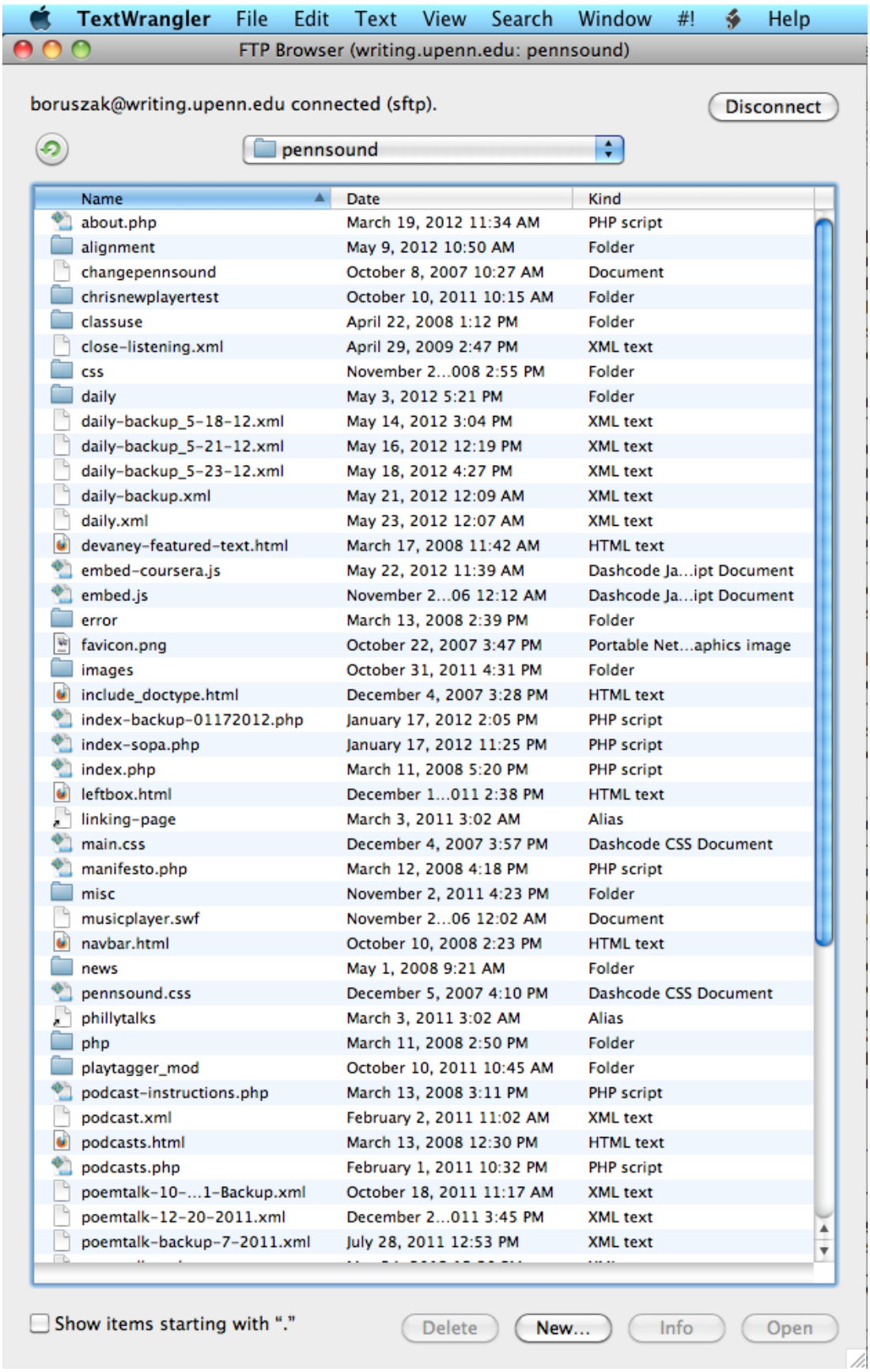
Chapter 5: Using the Writing Server

5.1: Introducing the Writing Server

The Writing Server is the second sever utilized by PennSound, alongside the Media Server. While the Media Server is used to host the actual recordings, the Writing Server is the storage space for all of our coded pages. This means that it is seen in the browser by going to http://writing.upenn.edu, and URLs such as http://writing.upenn.edu/pennsound/x/Armantrout.php reflect the directory structure within the Writing Server.

As you probably noticed, going to these pages brings up the actual page display, unlike the Media Server URLs, which access the back-end of the site. In order to access and edit these Writing Server pages, you must use Text Wrangler (MAC) or jEdit (PC). Follow the instructions in Chapter 1 in order to configure these programs properly.

Once your program of choice is configured, open it and click File>Connect to FTP/SFTP Server. Use your bookmark to open the main PennSound section of the Writing Server, which should look like this:


TextWrangler File Edit Text View Search Window #! Help
FTP Browser (writing.upenn.edu: pennsound)
boruszak@writing.upenn.edu connected (sftp).
Disconnect
pennsound
Name Date Kind
about.php March 19, 2012 11:34 AM PHP script
alignment May 9, 2012 10:50 AM Folder
changepennsound October 8, 2007 10:27 AM Document
chrisnewplayertest October 10, 2011 10:15 AM Folder
classuse April 22, 2008 1:12 PM Folder
close-listening.xml April 29, 2009 2:47 PM XML text
css November 2...008 2:55 PM Folder
daily May 3, 2012 5:21 PM Folder
daily-backup_5-18-12.xml May 14, 2012 3:04 PM XML text
daily-backup_5-21-12.xml May 16, 2012 12:19 PM XML text
daily-backup_5-23-12.xml May 18, 2012 4:27 PM XML text
daily-backup.xml May 21, 2012 12:09 AM XML text
daily.xml May 23, 2012 12:07 AM XML text
devaney-featured-text.html March 17, 2008 11:42 AM HTML text
embed-coursera.js May 22, 2012 11:39 AM Dashcode Ja...ipt Document
embed.js November 2...06 12:12 AM Dashcode Ja...ipt Document
error March 13, 2008 2:39 PM Folder
favicon.png October 22, 2007 3:47 PM Portable Net...aphics image
images October 31, 2011 4:31 PM Folder
include_doctype.html December 4, 2007 3:28 PM HTML text
index-backup-01172012.php January 17, 2012 2:05 PM PHP script
index-sopa.php January 17, 2012 11:25 PM PHP script
index.php March 11, 2008 5:20 PM PHP script
leftbox.html December 1...011 2:38 PM HTML text
linking-page March 3, 2011 3:02 AM Alias
main.css December 4, 2007 3:57 PM Dashcode CSS Document
manifesto.php March 12, 2008 4:18 PM PHP script
misc November 2, 2011 4:23 PM Folder
musicplayer.swf November 2...06 12:02 AM Document
navbar.html October 10, 2008 2:23 PM HTML text
news May 1, 2008 9:21 AM Folder
pennsound.css December 5, 2007 4:10 PM Dashcode CSS Document
phillytalks March 3, 2011 3:02 AM Alias
php March 11, 2008 2:50 PM Folder
playtagger_mod October 10, 2011 10:45 AM Folder
podcast-instructions.php March 13, 2008 3:11 PM PHP script
podcast.xml February 2, 2011 11:02 AM XML text
podcasts.html March 13, 2008 12:30 PM HTML text
podcasts.php February 1, 2011 10:32 PM PHP script
poemtalk-10-...1-Backup.xml October 18, 2011 11:17 AM XML text
poemtalk-12-20-2011.xml December 2...011 3:45 PM XML text
poemtalk-backup-7-2011.xml July 28, 2011 12:53 PM XML text
Show items starting with "."
Delete
New...
Info
Open

Scrolling down will reveal more directories (these are visualized with the folder icon, but are properly called and henceforth referred to as directories), the complete list of which is:

Alignment
Chrisnewplayertest
Classuse
Css
Daily
Error
Images
Misc
News
Php
Playtagger_mod
Singles
Sopa-strike_files
Source
To_be_examined
X
xmlbackups
xmlbackups_9-08-to-8-09
xmlbackups_9-09-to-8-10
xmlbackups_9-10-to-8-11

Of these directories, only two are of the utmost importance. “source” houses key files for PennSound: authors.html and newatpennsound.html.

The other crucial directory is the x directory, where nearly all of the content of PennSound is housed. Here you will find every author page, as well as the protected/Permissions directory, where author permission notices are uploaded. When navigating to an author page to edit, you will open the x directory, and find that author’s page, organized by last name.

5.2: How to Create a Page

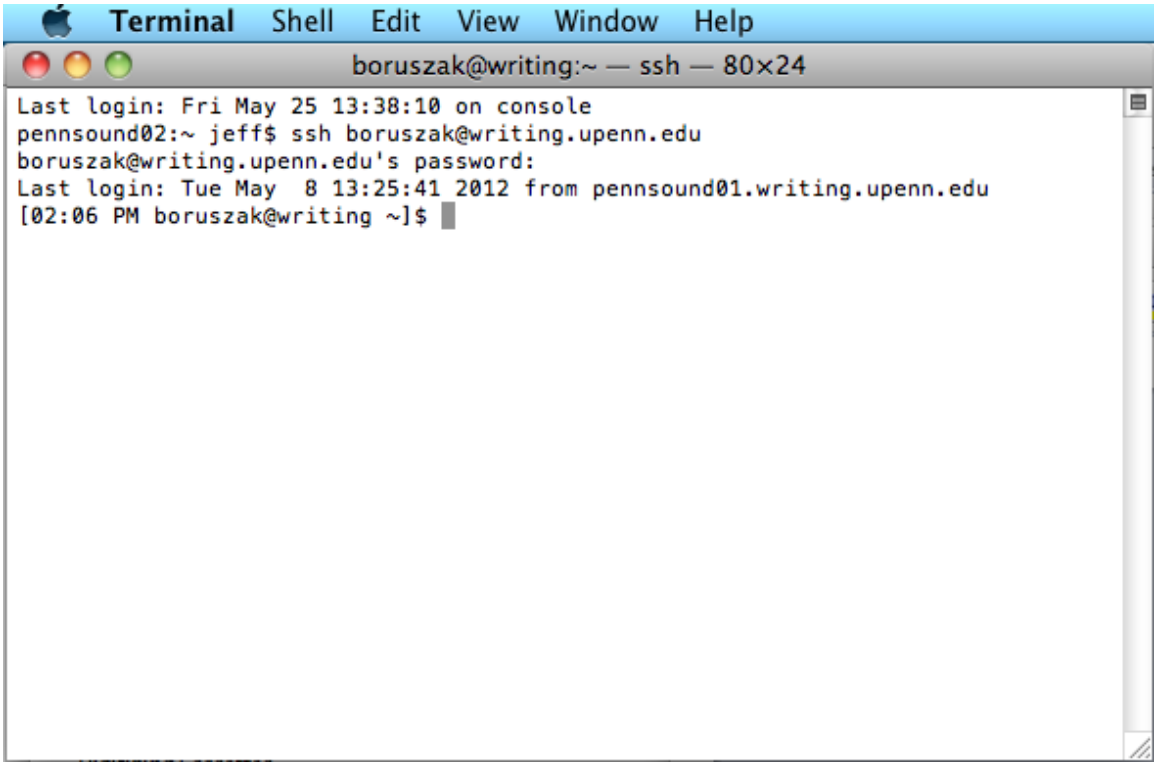
While often on PennSound you will be editing the content of pages that already exist, we are constantly adding new authors and series to our site. Doing this requires the creation of a new PHP page.

In order to create and delete PHP and HTML pages, you must use Secure CRT (PC) or Terminal, which is native to OSX, and should already be on your MAC. Users of Secure CRT should follow the directions in Chapter One to configure the program properly, and connect to the Writing Server. MAC users need simply click the search tool (the magnifying glass icon) in the top right of their screen, and type the

word “Terminal” into the search bar. The program should be listed. Open it to find a UNIX command screen. To connect to the server, type the following command:

ssh user@writing.upenn.edu

Replace the word “user” with your Penn Key. Press the “Enter” key and type your password, bearing in mind that the characters WILL NOT appear in the screen. The resulting screen should look like this:



Type the word “pennsound” (minus quotes but keeping the lowercase), and press enter. This is a shortcut that will take you to the PennSound directory of the writing server.

Next, type the term “cd x” and press enter. “cd” is the command for “change directory” , and this will bring you to the x directory.

TIP: Although you won’t need this command, you can view the content of a directory by typing “ls –l”. This “list” command will display the contents of the directory, including permissions, file size, the last user to edit the file, and the last edit date of the file. If you’re getting errors when you try to use commands, chances are you’re not in the directory you think you are, and the list command will let you know if that’s the case. Often this comes from forgetting to type “pennsound” to go to the pennsound directory.

The easiest way to create a new page is simply to copy an existing page and then edit it. This will ensure that the CSS (explained in 5.4: Editing a Page) works for the page. Choose any relatively new existing page and type the following command:

cp Old-Page.php New-Page.php

The command "cp" stands for "Copy Paste," and you should always list the old page first, and the page you are creating second.

Now that the page exists, you must set the permissions for it. Type the following command:

chmod 664 New-Page.php

This sets the read/write permissions for the page. When creating page names, remember these things:

1. ALWAYS use capital letters at the beginning of a name/word
2. NEVER use spaces. Like Filenames, always use dashes.
3. Author pages are usually Lastname.php. If that last name is already in use, then use Lastname-Firstname.php.
4. When in doubt about how to format the name for a page, ALWAYS look at existing pages on PennSound, and follow their formats.

Type the word "exit" into Terminal/Secure CRT to close your connection with the server. Now if you open Text Wrangler/jEdit and navigate to the x directory, you should be able to find your newly created page. Now you're ready to edit this page. But first you need to know the basics of HTML.

5.3: How to use HTML

HTML, or Hyper Text Markup Language, is the basic computer programming language used to write webpages. This section will serve as a brief tutorial for the basics of HTML.

If you are new to HTML, don't fret. There is a slight learning curve to the language, once you get used to the format, it is a fairly basic process. To begin, all HTML language consists of tags. These tags are written in between brackets: <>

Tags modify how the text is displayed. For example, without using HTML, all text will display in the same size and font, much like the very text you are reading now. But if we use a tag to bold something (which is the <b> tag), then:

The bold text will be displayed.

HTML, unfortunately, is a very precise and nitpicky language. It needs you to tell it everything that you want it to do, and tell it in exact terms. Failing to do so will cause the text to display incorrectly. There are two things you need to remember about HTML:

1. Every tag must be opened and closed (with very specific exceptions on closing which will be noted below!). Opening means placing a tag before the text you want to modify, and closing means placing the tag after the text you want to modify, with a slash inside of it. Eg, opening bold text means placing a before that text, and after it.

   Therefore, typing: This is bold text

   Will produce

   This is bold text

2. When using multiple tags on one string of text, tags must be closed in the reverse order that they are opened. If you want to underline text (<u>) as well as bold it, you would type:

   <u>This text is bold and underlined</u>

   in order to produce:

   <u>This text is bold and underlined</u>

   This property is commutative—that is, the order of the initial tags does not matter. If you were to use the underline tag before the bold tag (<u>) it would produce the same result, as long as you close in the reverse order (</u>). Moreover, this process works for an infinite number of tags. Italicizing the text as well () could be typed as :

   <u>This text is bold, underlined, and italicized</u>

   In order to produce:

   <u>This text is bold, underlined, and italicized</u>

The following is a list of HTML tags. If you ever need to know an HTML that is not listed below, Google should produce a quick result.

LIST OF HTML CODES

Headings

Heading produced standardized larger text, and should be used on author names, and information on recordings. They come in three sizes used for PennSound: Heading 1, Heading 2, and Heading 3. The codes for these, and the display for their tags are:

<h1> -- **Heading 1**
<h2> -- **Heading 2**
<h3> -- **Heading 3**

Text Formatting

The follow are the codes for standard text formatting.

<b> -- **Bold**
<u> -- Underline
<i> -- *Italic*
<p> -- Paragraph –This automatically formats text as a paragraph, inserting a line break before and after the block of text. This **DOES NOT** create an indent for the paragraph.

Lists

The following tags are used to create lists, and how recordings are posted on most pages. There are two kinds of lists, Ordered Lists and Unordered Lists. Ordered Lists create an indent and list each item with a number, while Unordered Lists create indent the list and place no character in front of each item. These are coded and displayed as:

```
<ol>
<li>List Item 1</li>
<li>List Item 2</li>
<li>List Item 3</li>
</ol>
```

Producing,

1. List Item 1
2. List Item 2
3. List Item 3

And,

List Item 1
List Item 2
List Item 3

Producing,

List Item 1
List Item 2
List Item 3

The <li> tag stands for "list item" and it is important to place everything to be displayed on a line between the <li> and tags. Lists can be modified with code inside the opening tag, although you would rarely have to use this. The most important (and likely only one you would use) is the Bulleted attribute. You would code this by writing class="bullet" in the opening tag. So,

<ul class="bullet">
List Item 1
List Item 2
List Item 3

Produces

- List Item 1
- List Item 2
- List Item 3

Anchor Tags

Anchor tags are a class of tags represented as <a>. They have two uses. One is used to mark certain parts of a page for hyperlinking. This is done with the "name attribute". If on a part of the page you were to insert the code:

No text would be displayed. But an invisible bookmark would be placed at that point on the page, so that adding a pound sign (#) and the name of the tag would bring you directly to that point on the page. On PennSound we use these to mark new recordings we post and then link to, using the date of the recording as the name. So the URL http://writing.upenn.edu/pennsound/x/DiPalma.php#4-2-12 brings you to the recording that took place on April 2, 2012, instead of the top of the page. **SETTING AN ANCHOR NAME DOES NOT REQUIRE YOU TO CLOSE THE TAG.** In this case there is no .

The other use of an Anchor tag is in creating a hyperlink. This is done with "href" attribute. The code looks like:

Link to Ray DiPalma

and displays:

Link to Ray DiPalma

There are a few important things to remember about creating Hyperlinks:

1. The URL you are linking to **MUST** be placed between quotes. If you forget one or both quotation marks, the link will not work.
2. Unlike the anchor name, the hyperlink **MUST** be closed with the tag.
3. The text that you wish to display as a hyperlink must be placed between the two tags.

Images

Images are used often on the site, and it is important that you know not just how to post images, but change the attributed of the image with HTML. Images are posted using the tag:

<img src="Image-Url">

Remember that this is one of the few tags **THAT DOES NOT HAVE TO BE CLOSED**. Images will be stored on the Media Server, so just insert the image's URL between quotation marks. The attributes that you should know of are: align, height, and width. Align will place the image on a part of the page and have text move around it (see the Heatstrings Page for an example of this). It is coded as:

<img align="left" src="Image-URL">

or

<img align="right" src="Image-URL">

The direction sets the side of the page to paste the image. Height and Width, meanwhile, set fixed dimensions for an image to display, rather than the full size of the image. These numbers are placed in pixels. It is mostly your judgement what size to display pictures, but try to keep them with a height of less than 500 pixels, and a width of less than 700. This would be coded as:

<img height="500" width="700" src="Image-Url">

To check an images dimensions, open an image and in your image editor and find the "Adjust Size" tab under "Tools." The drop-down box on the right should be

changed to display in pixels. Make sure the "scale proportionately" box is checked, and play with the numbers until you find a size you like, and enter these numbers into the code.

NOTE: Scans of CD covers are occasionally posted, they should be posted with a height of 377, and a width of 700. See Musicacha as an example.

Miscellaneous Tags

The following are tags that are used on PennSound, and which you will use often, but which do not fit into the above major categories.

 -- Break

The
 tag will create a line break. Two
 tags in a row will create two breaks. This is equivalent to pressing the "enter" key in a word processing program. Pressing the "enter" key when editing HTML will not create a line break, so remember to use this tag!

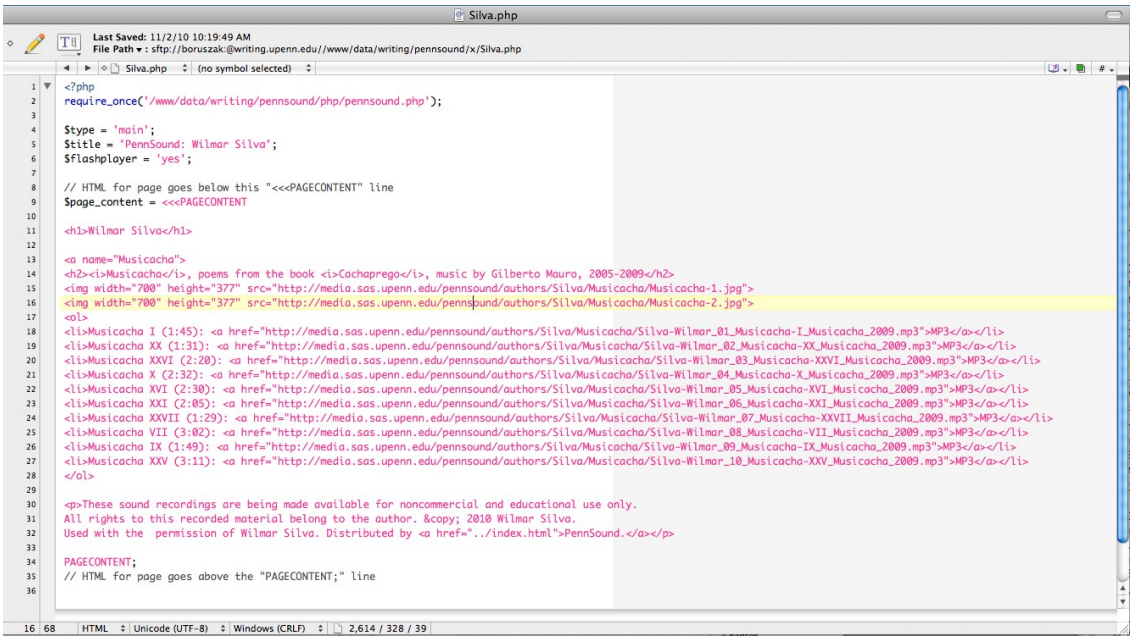
 -- Change the font

This tag is really only used in one instance. When creating a caption under an image, the font size needs to be lowered, so place the caption after the tag and then close the tag with .

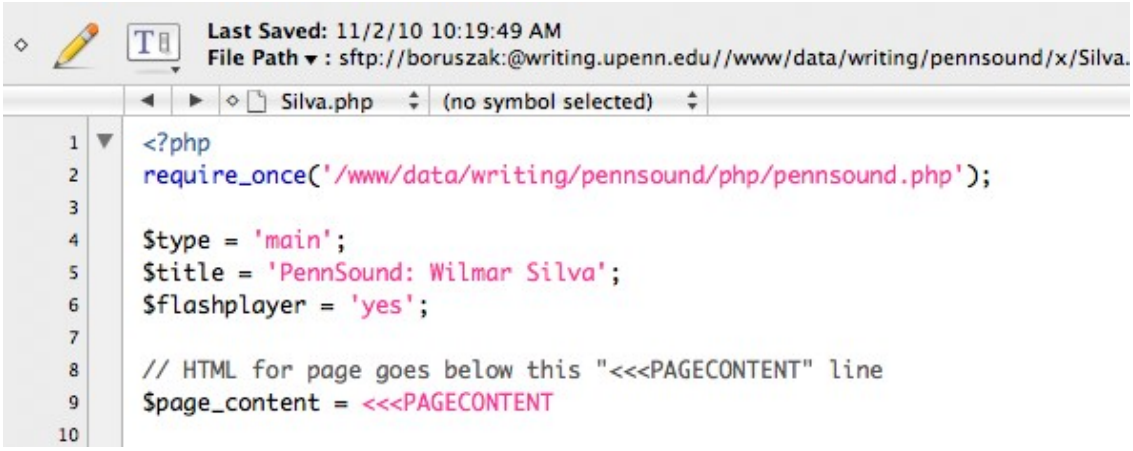
There are also a variety of special characters that must be coded in order to display. These include the copyright symbol (©), accented vowels (é), and foreign characters (þ). Any character not found on a US Keyboard **MUST** be encoded as a special character. A list with the codes for many characters can be found here: http://www.utexas.edu/learn/html/spchar.html. If the character you need isn't listed, try using Google (HTML Code + name of the character usually works). If you don't know the name of a character, Google is usually good at helping you if you try describing it. For example, the search "special characters looks like a p" results in a page that lists the third character above, the thorn – þ.

5.4 Editing a Page – New Page

So now that you know HTML, you're ready to begin editing pages. The first thing we'll cover is what to do with a new PHP page that you've created (Chapter 5.2). Let's start by breaking down what a page looks like. The picture below is a simple PennSound Page:



This is a complete page with only one main listing on it, and for the purposes of this tutorial, is the perfect example. Each PennSound Page has three important sections, and we'll examine each individually. The first is the top portion of the page:



This section contain the CSS (Stylesheet) for the page. The CSS is code that is on every page that makes the background green, sets the text size, and displays the links that appear on every page. Most of this section you won't edit. The one exception is the entry that says "$title = ". This entry sets the name of the page on the top of your Browser. When creating a new page, you should change this first to the name of the author for whom you are creating the page.

The next section of a page is the main body:

```
<h1>Wilmar Silva</h1>

<a name="Musicacha">
<h2><i>Musicacha</i>, poems from the book <i>Cachaprego</i>, music by Gilberto Mauro, 2005-2009</h2>
<img width="700" height="377" src="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Musicacha-1.jpg">
<img width="700" height="377" src="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Musicacha-2.jpg">
<ol>
<li>Musicacha I (1:45): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_01_Musicacha-I_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha XX (1:31): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_02_Musicacha-XX_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha XXVI (2:20): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_03_Musicacha-XXVI_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha X (2:32): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_04_Musicacha-X_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha XVI (2:30): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_05_Musicacha-XVI_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha XXI (2:05): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_06_Musicacha-XXI_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha XXVII (1:29): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_07_Musicacha-XXVII_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha VII (3:02): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_08_Musicacha-VII_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha IX (1:49): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_09_Musicacha-IX_Musicacha_2009.mp3">MP3</a></li>
<li>Musicacha XXV (3:11): <a href="http://media.sas.upenn.edu/pennsound/authors/Silva/Musicacha/Silva-Wilmar_10_Musicacha-XXV_Musicacha_2009.mp3">MP3</a></li>
</ol>
```

This is where the Author's main name listing, photos, and all recordings are placed. When creating a new page, just delete everything in this section, and create a new heading with the Author's name (<h1>Author</h1>) in its place.

Finally is the end section of the page:

```
<p>These sound recordings are being made available for noncommercial and educational use only.
All rights to this recorded material belong to the author. &copy; 2010 Wilmar Silva.
Used with the  permission of Wilmar Silva. Distributed by <a href="../index.html">PennSound.</a></p>

PAGECONTENT;
// HTML for page goes above the "PAGECONTENT;" line
```

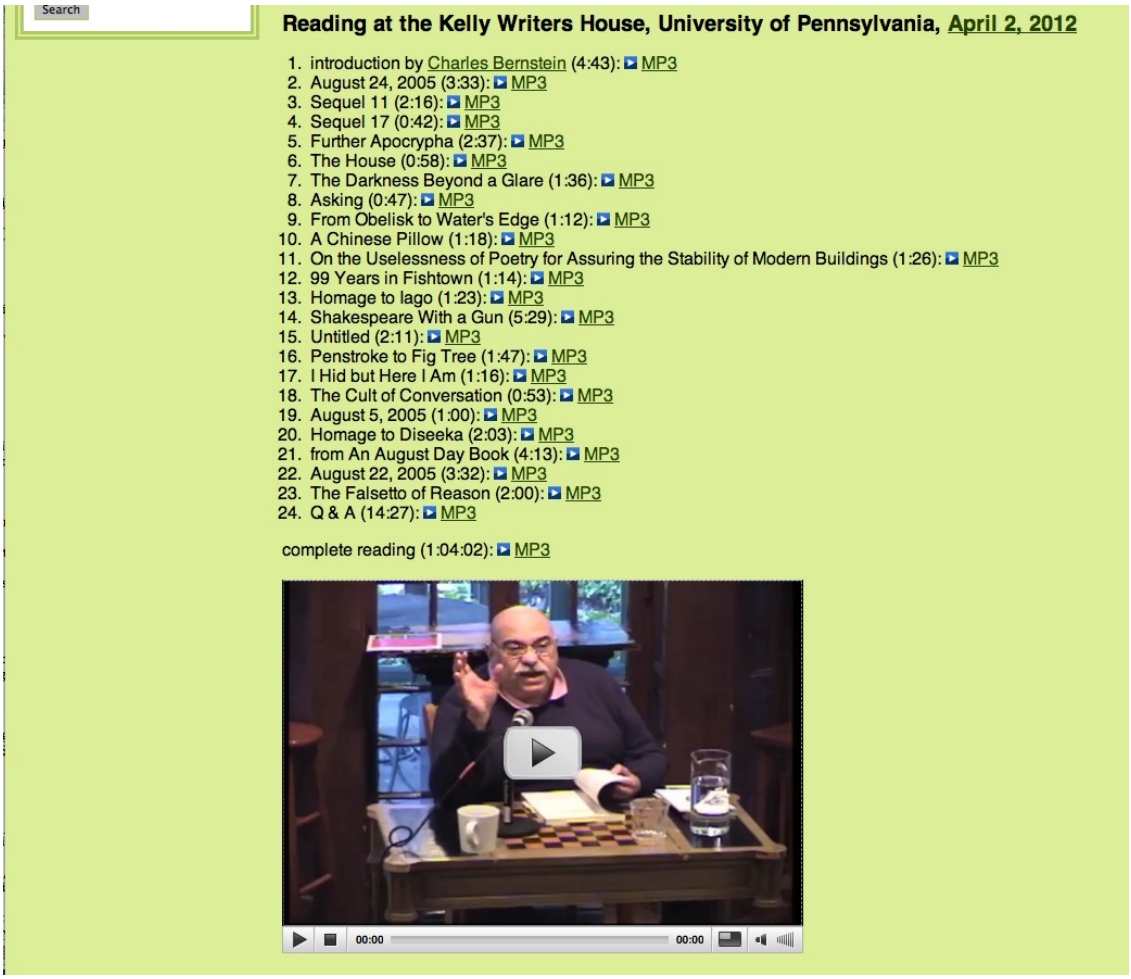
This notice should be edited in three places. First, after the copyright tag, change the year to the current year in which you are creating the page. Next, change the name to the author's name (or, if the author is dead, to "The Estate of Author"). Finally change the name in the same manner on the next line. The "PAGECONTENT" and everything below is also part of the CSS, and should not be edited.

5.5: Editing a Page - Existing Pages

Once you've prepared the page according to Chapter 5.4 (or if the page already exists, you're here and ready to edit!), you can begin linking recordings to the page. The first thing you need to know is that on author pages, recordings are listed **REVERSE-CHRONOLOGICALLY**, meaning that the newest recordings are placed at the top, and oldest at the bottom. Meanwhile, on a series page, recordings are **CHRONOLOGICAL**—oldest first, newest last. The two exceptions to these rules:

1. Some pages were created before this was standardized—just follow the format already on the page.
2. Some recordings, such as Studio 111 sessions, or Close Listening programs, are placed at the top of the page, with an <hr> tag afterwards. This draws a line across the page. In this case leave those recordings at the top of the page, and treat the page normally AFTER the <hr> tag.

Editing a page with all items (complete recording, segmented recordings, and video) will produce a listing that looks like the following:



Let's examine the pieces required to post a recording. First is the Heading.

The Heading, placed between <h2> tags, contains the identifying information about the recording. Generally it is the same as the "Album" section of the metadata, and contains information about the recording in the same order as the filename. List what the recording is (reading, lecture, talk, presentation, etc.), the series, location, and date. Crosslink to other PennSound pages (use the <a href> tag) for appropriate series or author names. If the recording was at the Kelly Writers House, then on the date link to that entry on the Kelly Writers House Calendar.

In the case of the heading in the picture above, the HTML reads as:

<h2>Reading at the Kelly Writers House, University of Pennsylvania, April 2, 2012</h2>

Next is the list of segmented recordings. These are generally placed in the ordered list (<ol>). Recordings ALWAYS follow the same order in list:

Track Title (Time): MP3

In the case of the recordings above, a list item entry reads like:

August 24, 2005 (3:33): MP3

TIP: Always remember to close the <a> tag after the "MP3" and before closing the <li> tag.

TIP: Remember making the list of recordings to name the files before uploading? You can use that document to make posting recordings even easier. Copy and paste the list of filenames into your HTML editor. Using the crtl+c and crtl+v commands, add

*.mp3">MP3
*

to the end of each filename. Then, in front of each file name, add

<li>introduction (): <a href="http://media.sas.upenn.edu/pennsound/authors/DiPalma/4-2-12/

to the front. Obviously change the file directories to match the recording you are posting. Now, instead of having to type every entry completely, you can quickly and efficiently build the list. The only work for the recordings at this point would be to change the names of the track titles, and reference the files in iTunes to set the correct track lengths.

Now you can add the complete reading to the page. Close the ordered list, and open an unordered list (<ul>). Use the same format for the HTML with the single item.

complete reading (1:04:02): MP3

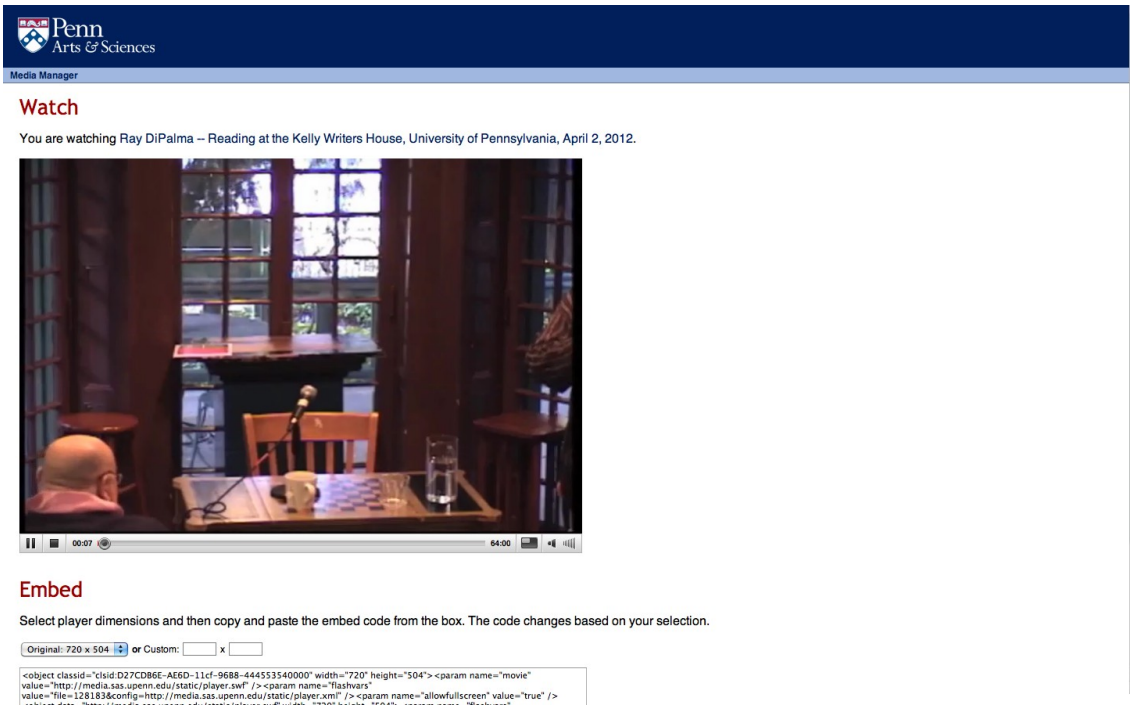
Two things to remember:

1. Track titles are either "complete reading" or "complete recording". It's your discretion which to use—if a track is missing part of it (generally this happens when a cassette is flipped to continue a recording), then use complete recording. If the entire reading is present, use "complete reading".
2. Our standard is to use lowercase "complete reading," however, older pages

may use capital letters. Once again, follow the format of the page as it currently exists.

Finally we have the video recording. Videos actually require little effort on your part to post, but it is important that you do it correctly.

Navigate to the file's location in the media_root folder of the media server. Click the link on the right, this should take you to the video's page on the media server. The resulting page will look like this:



At the bottom you can see the embed code. Use the "Medium" setting from the drop box, then copy the code in the box. Paste it in your HTML editor (if it is placed after a list, add a
 tag to insert an extra break.

The text will appear on one line. I like to break the code up with the "enter" key to make the code manageable in a single window. Break the text after closing brackets—I make it look like:

```
<object classid="clsid:D27CDB6E-AE6D-11cf-96B8-444553540000" width="480" height="344"><param name="movie" value="http://media.sas.upenn.edu/static/player.swf" />
<param name="flashvars" value="file=128183&config=http://media.sas.upenn.edu/static/player.xml" /><param name="allowfullscreen" value="true" />
<object data="http://media.sas.upenn.edu/static/player.swf" width="480" height="344"><param name="flashvars" value="file=128183&config=http://media.sas.upenn.edu/static/player.xml" />
<param name="allowfullscreen" value="true" /><p><a href="http://get.adobe.com/flashplayer/">Install the Flash plugin</a> to watch this video.</p></object></object>
```

This code will embed the video on a page, but the preview picture must be set manually.

To create a preview image, watch the video and skip through to find an

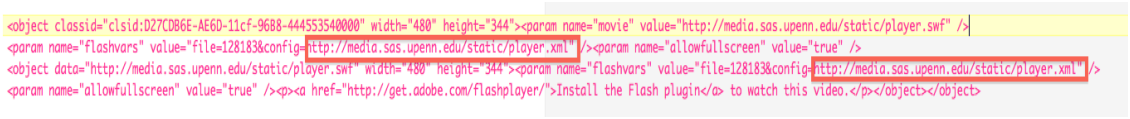
appropriate image from the video. This is usually a title if it is a cinematic work, or a visual of the reader from some point in the video. Take a screenshot (Alt+Print Screen on PC, ⌘+Shift+3 on Mac). Open the screenshot in an image editor and crop to create an image that is just the video image. Save the file, and name it as the video's file number on the media server (you can find this in the URL of the video's page—every media_root entry will have a URL such as http://media.sas.upenn.edu/file/128183. Those last six digits are the file number.

Once the screenshot is named, upload it to the Preview Images folder on the web_root section of the Media Server:

https://media.sas.upenn.edu/?directory_id=14379

Now go back to the video's embed code. There are two places that list

http://media.sas.upenn.edu/static/player.xml"



In between the xml and the quotation mark, enter the following code:

&image=http://media.sas.upenn.edu/pennsound/misc/Images/Previews/128183.png

Use the appropriate link to the image you want to embed. It is important that:

1. You insert the exact same text in both spots
2. Do not add quotation marks after the equal sign, and make sure that the code is placed BETWEEN the xml and the quotation mark.

After the video place two breaks (

) to space the video appropriately on the page.

Now if you save the HTML and reload the page on PennSound, you should see the video player with the embed image.

Remember that not every posting will have all of these parts, so use the sections that are applicable to the recordings you are posting.

5.6: NewAtPennSound Sidebar

Once the recording is posted on the webpage, it's time to update the "NewAtPennSound" sidebar on the front page. This is a fairly easy process. First, go to the main PennSound directory on the Writing Server, and find the "source" directory. There you will see newatpennsound.html. Open it and you will see an unordered list. Add your recording to the top of the entries (follow the current format on the list), and title the link in the format of similar posts. Generally this is:

Author Name: Location, Year

If the page is new, then list:

Author Name: New Author Page

or,

Series Name: New Series Page

Congratulations! You've completed the process of posting on PennSound!

Chapter 6: Miscellaneous

6.1: Also of Interest

Some links to other material are occasionally placed on PennSound at the bottom of a page under the title “Also of Interest”. These are usually articles (often from Jacket2 or the EPC) or series on PennSound that the author runs.

The phrase “Also of Interest” is placed in between <h2> tags, and the listings are placed in an unordered (<ul>) list. Once again, this is always at the bottom of a page, but above the copyright notice (These recordings are made available…).

6.2: Permissions

You may on occasion have to get permissions from an author before posting a recording on the site. If unsure of whether you need permissions, ask Mike, Al, or Charles. They can also give you email addresses to contact the authors. When requesting permissions, use the following forms:

For a living author:

Dear ---

I am writing on behalf of Charles Bernstein and Al Filreis about an archival project at the University of Pennsylvania, in conjunction with Kelly Writers House and the Center for Program in Contemporary Writing. The project is called PennSound -- an online archive of MP3 (high quality and downloadable) sound files of poets' readings, with permission of the authors, and including bibliographic information and useful file names.

http://writing.upenn.edu/pennsound

We would like to make your reading at

_____

available on PennSound.

All material at PennSound will be available, free, for noncommercial and educational use. (C) remains with the author and this will be embedded into the file itself as well as posted on our web site.

We are writing now to ask your permission. Please reply by email. We will not proceed unless we hear from you.

Thanks!

For estates:

locate person responsible for estate at
http://tyler.hrc.utexas.edu/index.cfm

Dear ---

I am writing on behalf of Charles Bernstein and Al Filreis about an archival project at the University of Pennsylvania, in conjunction with Kelly Writers House and the Center for Program in Contemporary Writing. The project is called PennSound -- an online archive of MP3 (high quality, downloadable) sound files of poets' readings, with permission of the authors, and including bibliographic information and useful file names.

http://writing.upenn.edu/pennsound

We would like to make the reading of _____

at _____ / when

available on PennSound.

All material at PennSound will be available, free, for noncommercial and educational use. (C) remains with the estate and this will be embedded into the file itself as well as posted on our web site.

We are writing now to ask your permission. Please reply by email. We will not proceed unless we hear from you.

Thanks!

Once you have obtained the author's permission, you need to file it online. Copy all email text into a word document. Use Fetch/Filezilla in order to connect to the Writing Server. Navigate to x/protected/permissions

Create new directories as needed to alphabetically file the permissions. For both programs, you can simply drag the document into the application's window once you are in the appropriate directory in order to start uploading.

6.3: Converting .html to .php

When PennSound was started, we used .html as the file extension for our pages. Several years ago, however, we switched to .php. Many pages are converted, but we are still converting .html files as we come across them, so it is important that you know the process.

To start, create the new Author.php page, and using your HTML editor, copy and paste the body of the page (all of the recordings) from the .html page to the .php page.

Next, open up Text Wrangler (note to PC Users, this is easier with MACs, so use one of the office computers for this step). Click the box in the bottom left corner of the file browser that says:

Show items starting with "."

Navigate up the file directory one level to the writing directory. At the top of the listings, you should see a file named .htaccess. Open it and you will see a list of the HTML redirections for the Writing Server. Scroll to the bottom of the pennsound section and type the following:

```
Redirect 301 /pennsound/x/Rawlings.html http://writing.upenn.edu/pennsound/x/Rawlings.php
```

Substitute the appropriate filenames. Save and voila! Now when you go to the .html page, it should automatically redirect to the .php page.

Finally, open terminal and connect to the pennsound directory. Use the cd x command to move to the x directory. Then type to following command:

mv Author.html deleted/

This will delete the .html page from the Writing Server, leaving only the PHP page.

Protocol Cheat Sheet

•**file names**:
keep as short as possible!
NEVER use appostraphes or accent marks or '&' sign!
lastname-firstname_track-number_title_place/series_date.mp3
Note: hyphens within fields, underlines between fields.
album/cd name can replace place for compilations (Live at Ear, Dial-a-Poem, etc).
when using cut numbers: put them after title in most cases, or in cases of an album-name, after the album name, eg:
series names (Philly-Talks) should also be included in file name, after title and before place-but check on this first to establish best nickname and whether we need series and place names
Bernstein-Charles_13_from-Dark-City_1-4-92_Live@Ear.mp3
Palmer-Michael__01_Letters-to-Zanzotto_Exact-Change_1994.mp3
note: put the track number immediately after the name; this will keep numeric order at least within a set.
note: for University of Pennsylvania - **UPenn**
note: for very long poem names: abbreviate: keep to no more than a three or four words
note: use normal title capitalization: lower case for articles and prepositions information.

•**ID3 tags**:
USE I-Tunes only to encode ID3 info; audacity does not seal the ID3 data. Check after uploading
Artist's Field: name of poet
Name [Title] field: Title of poem or series
Album field: place and date: give full info for place, eg Segue Series, Ear Inn, NY; June 1, 1999
Track numbers: If there are numbered tracks, be sure to enter the track numbers in the ID3, eg 3 of 8, 4 of 8, etc.
Year: give year of recording
Genre: PennSound
Comment field: © notice - which should be simply
© year-of-digital file author/estate. Distributed by PennSound (http:///writing.upenn.edu/pennsound)

•**MP3 technical specs:**
in general, convert to MP3 in the MONO mode, since very few of our tapes have any need for stereo, and this will keep the size much smaller.
MP3s must have a sample rate of 44.1 kHz to play correctly in the Flash player. In I-Tunes, go to edit/preference/advanced/importing/custom.
bit rate: The most common bit rate for stereo MP3 files is 128 kbps. 128 is just fine

and reputed to do justice to CD fidelity. Unless your recordings have been done on very expensive microphones in studio conditions there is not much sense in using a higher bit rate.Most voice recordings need only be offered in mono. One microphone : One channel. Only stereo produced pieces need to be presented in stere. For I-Tunes, set the mono at a high bit rate so you get max quality for the one channel: you need to set in Edit/Preferences/Advanced/importing: use CUSTOM and pick **stereo 256 which will translated into mono of 128.**

Video Protocols:

In order to stream, videos must be Quicktime, MPEG 4, or Flash videos. The file name extensions for these formats are:

- .mov
- .mp4
- .m4a
- .flv

For Quicktime and MPEG 4 videos, the following codecs must be used: For video, use H.264 compression. For sound, use AAC compression.

While not necessary in order to stream properly, we prefer that you use:

4:3 Standard Aspect Ratio
Frame Rate: 30 fps
Size Dimensions: 640 x 480

A video tutorial on how to prepare content for PennSound can be found here:

https://www.sas.upenn.edu/computing/mms/media_server/tutorials

Terminal Command Cheat Sheet

Connect to the Writing Server

ssh login@writing.upenn.edu

PennSound shortcut

pennsound

List items in the directory

ls –l

Change Directory

cd x
(Or whatever directory you want to change to, x is the only directory you'll really use in terminal)

Create a new PHP page

cp Template.php Author.php

Set Access Controls

chmod 664 Author.php

Delete a page

mv Author.html deleted/

Exit

exit

First Assignment Exercise

Now that you've learned how to work for PennSound, it's time for your first assignment. Explore the website and find a full reading that has not been segmented.

Download the file, segment it, tag and name the tracks, upload to the server, and post them on the page! When you're done, before you post on the front page, contact either Mike Hennessey (hennessey.michael@gmail.com) or Jeff Boruszak (Jeffrey.boruszak@gmail.com) and have them look at the page to give you an OK.