

## BG-Map TechNote

# How to Add Audio and Video Content to Web-VQF

## About Audio and Video Content

You can add audio and video to enhance the Web-VQF user experience. Audio is contained in mp3 format files, which are easy to create. An “Audio Description” icon will be automatically displayed on your pages when you add audio content.

Video files uploaded to YouTube can also be added into your content. A video box will be automatically displayed on your pages when you add video content.

Audio content can be added to:

- ❖ Garden Features
- ❖ Canned Tours
- ❖ Plant Names (taxon level display – not available at staff and student levels)
- ❖ Course Plants
- ❖ Plants at Individual Plant Level
- ❖ Glossary Entries

Video content can be added to:

- ❖ Garden Features
- ❖ Canned Tours

## How to Add Audio Content

### Adding Audio to a Garden Feature

Create an mp3 file whose name is the same as the Garden Feature code. For example, for a Garden Feature, whose code is ROSE\_GARDEN, create an mp3 file named ROSE\_GARDEN.mp3.

The screenshot shows a web form titled "ECM/Web-VQF Garden Features". The form has several input fields and checkboxes. The "Feature Code" field contains "ROSE\_GARDEN". The "Title" field contains "Rose Garden". The "Image File" field contains "rosegarden2.jpg". There is a small thumbnail image of a garden. The "Description" field contains a paragraph of text: "The Rose Garden, created in 1888, is one of the oldest features of the estate and was originally a flower garden with a marble fountain as a central feature, with four quadrants containing boxed-edged walks in between. The summer house and Italianate balustrades were added 20 years later." The "YouTube Link" field contains "http://youtu.be/Od6pXRiGig8". The "Searchable Keywords" field is empty. The "Map Coordinates" field contains "3690,1363". There are checkboxes for "Memorial", "Inactive", and "Include Audio File" (which is checked). Buttons for "Save", "Cancel", "View Location", "Pick Coords", and "Help" are also visible.

Place the mp3 file in the \bgmapwin\ECM\web\audio\features folder on your server.

Open the Garden Feature record, check the box labeled “Include Audio

File”, and save.

### **Adding Audio to a Canned Tour**

Create an mp3 file whose name is the same as the Canned Tour code. For example, for a Canned Tour, whose code is BIG\_TREES, create an mp3 file named BIG\_TREES.mp3.

Place the mp3 file in the \bgmapwin\ECM\web\audio\tours folder on your server.

Open the Canned Tour record, check the box labeled “Include Audio File”, and save.

### **Adding Audio to a Plant Name (Taxon Level Display)**

Create an mp3 file whose name is the same as the *BG-BASE* Name Number. For example, for a taxon whose Name Number is 1234, create an mp3 file named 1234.mp3.

Place the mp3 file in the \bgmapwin\ECM\web\audio\names folder on your server.

No additional action is required.

### **Adding Audio to a Plant for a Specific Course**

Create an mp3 file whose name is:

NameNum-CourseCode.mp3

Where NameNum is the *BG-BASE* Name Number, and CourseCode is the code for the course for which the audio is to be presented.

For example, for a plant whose Name Number is 1234, being presented in a course whose code is BIG\_TREES, the audio file would be 1234-BIG\_TREES.mp3.

Place the mp3 file in the \bgmapwin\ECM\web\audio\names folder on your server.

No additional action is required.

### **Adding Audio to an Individual Plant**

Create an mp3 file whose name is the same as the accession number with qualifier, substituting a hyphen for the asterisk. For example, for a plant whose accession number is 2011-123\*A, create an mp3 file named 2011-123-A.mp3.

Place the mp3 file in the \bgmapwin\ECM\web\audio\plants folder on

your server.

No additional action is required.

### **Adding Audio to a Glossary Entry**

Create an mp3 file whose name is the same as the glossary word. For example, for the glossary word “Solitary”, create an mp3 file named Solitary.mp3.

Place the mp3 file in the \bgmapwin\ECM\web\audio\glossary folder on your server.

No additional action is required.

## How to Add Video Content

### **Adding Video to a Garden Feature or Canned Tour**

#### With YouTube

Create your video and upload it to YouTube. Display the video in YouTube, and click the “Share” button. YouTube will display a link in the “Link to this video” box. Copy this link to your clipboard.

Open the record for the Garden Feature or Canned Tour, select the YouTube option, and paste the link into the “YouTube Link” box and save.

<b>Note:</b>	<b>If your site does not use “https” protocol, i.e. if the pages on your site start with “http” instead of “https”, edit the link to start with “http” instead of “https.”</b>
--------------	--

#### With Vimeo

Create your video and upload it to Vimeo. Open the video in Vimeo, and copy the video ID number from the URL, For example, if the URL is <https://vimeo.com/192637020>, copy just 192637020

Open the record for the Garden Feature or Canned Tour, select the Vimeo option, and paste the video ID number into the “Vimeo Video Number” box and save.