

How to use the Radio Digital Archive

BBC Asian Network presenter Noreen Khan offers a quick tour of the main functionality and features.

Noreen Khan: Welcome to the Radio Digital Archive. This is the home page, simply click to enter.

Here you can view a list of previous searches.

Enter your search terms in the box.

You can use Boolean operator words to help refine your results.

Boolean search is a powerful tool that can be used on other search engines.

In this example we have found all instances of football or soccer.

You can also filter your results by Radio Network, Content type or Date.

The results are colour coded. An Orange icon indicates that audio is available to listen to...

Presenter: Hello Steve

Steve: Hello

Presenter: Um, what sort of artist is he. He's, he's really pretty good actually isn't he?

Noreen Khan: ... and download, along with the associated metadata file.

Grey icons indicate that the audio file is not yet available. Contact Archives to arrange for the content to be digitised. Note that you can still download the metadata file.

You can also view the metadata on screen. This is an excellent example of well populated metadata.

Good metadata is absolutely crucial for successful archiving, media management and cataloguing.

The descriptions you enter in production information systems, such as Proteus, also flow through into the archive.

So you should ensure you create correct, detailed and relevant metadata for all content you produce.

The Radio Digital Archive interface will continue to change over time, with updated features and functionality.

It is now live, accessible, and ready for you to use.