



Mukurtu Mobile Instructions

For this afternoon, take a photo using the Mukurtu Mobile app and upload onto the Mukurtu Demo site. To do this, simply follow the instructions below! Items in **red** are required.

1. Tap the Mukurtu Mobile app on iPad to open.
2. Once the app is open, tap the orange **+** icon in the upper right corner. Or **+Create** icon in lower left corner if holding the iPad horizontally (in landscape view).
3. This is where you will create your Digital Heritage Item. Add a **Title*** at the top of the window. All items with an asterisk are required.
4. Add a **Location** if desired, either keep the default GPS location or enter in a new one.
5. Add in **Description, Cultural Narrative, or Keywords** (if desired).
6. Tap the orange **camera** icon in the middle left of the window.
7. On the Add New Media screen, select "**New Photo.**"
8. Take a photo of anything you like using the iPad camera, the app will take you back to the item record screen.
9. Select the following checkboxes in each category:
 - a. **Community***: Northwest Archivists 2016
 - b. **Cultural Protocol***: NWA 2016 Community Only (or others as added during workshop)
 - c. **Category***: Choose at least one Category
10. Fill in the **Creator***, **Contributor** and **Date** fields.
11. Tap **Save** in the upper right corner of the window.
12. If not horizontal already, turn the iPad on its side!
13. In lower left corner, tap the **Upload** icon.

To record audio:

1. Tap the orange **camera** icon in the middle left of the window.
2. On the Add New Media screen, select "**New Audio.**"
3. Select **New Audio**
4. Allow Mukurtu Mobile app to access the microphone by clicking "OK"
5. Tap the red **record** button to start your recording
6. Press the **pause** button to pause your recording, and record button again to resume
7. Click the **Save** button when finished, the app will take you back to the item record screen.
8. Follow the rest of the steps on the front of the sheet to finish!

To select a photo or video already on the iPad:

9. Tap the orange **camera** icon in the middle left of the window.
10. On the Add New Media screen, select "**Choose Photo**" or "**Choose Video**"
11. Select the photo or video you would like to add, the app will take you back to the item record screen.
12. Follow the rest of the steps on the front of the sheet to finish!