

# How to Use the Global Z Recording Project Microphone Database:



## A Comprehensive Manual

### Connecting to the Database.

You will use the database as an Administrator using a username and password provided to you from the Global Z Recording Project. Using this information, go to [globalzrecording.org/microphonedatabase](http://globalzrecording.org/microphonedatabase).

1. Find the Meta section towards the bottom of the right side of the screen.
2. Log in with the information provided.

The screenshot shows a web page with a microphone entry on the left and a navigation menu on the right. The entry is for a 'Cascade M39' microphone, dated April 5, 2018. The navigation menu includes links for 'Vocals (4)', 'Wind (1)', 'X/Y Mic (1)', 'Meta', 'Log in', 'Entries RSS', 'Comments RSS', and 'WordPress.org'. A red arrow points to the 'Meta' link, and the 'Log in' link is circled in red.

April 5, 2018

### Cascade M39

Type: Cardioid condenser Brand: Cascade Microphones Set-up: 2.5 Inches from top. Units: 2 (Serial numbers 5420/5437) Instrumentation: Banjo, drums, hi-hat The Cascade

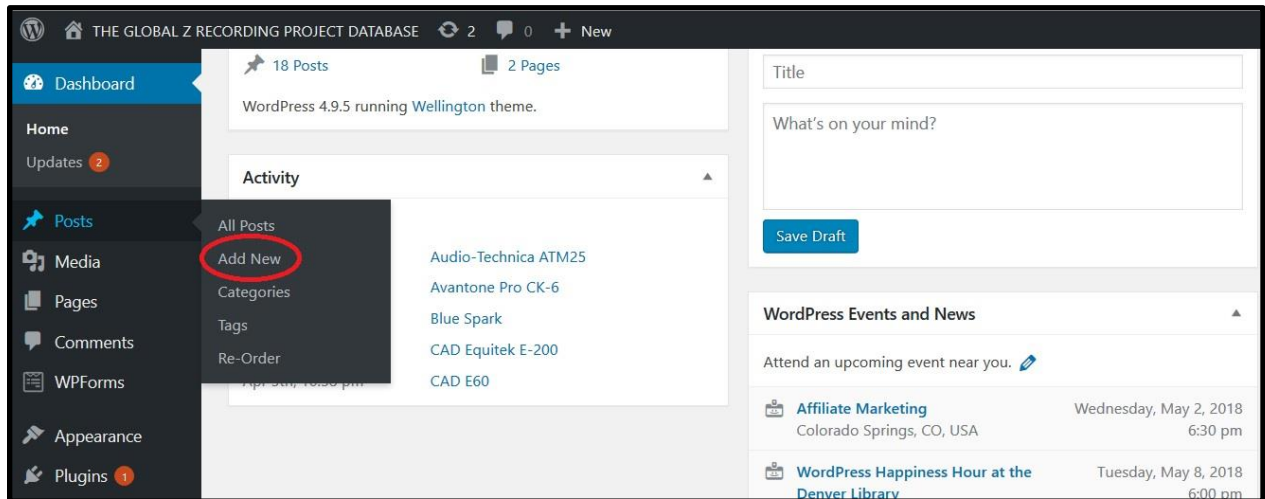
[Continue reading »](#)

- o [Vocals \(4\)](#)
- o [Wind \(1\)](#)
- o [X/Y Mic \(1\)](#)
- o **Meta**
- o [Log in](#)
- o [Entries RSS](#)
- o [Comments RSS](#)
- o [WordPress.org](#)

## Creating a New Post.

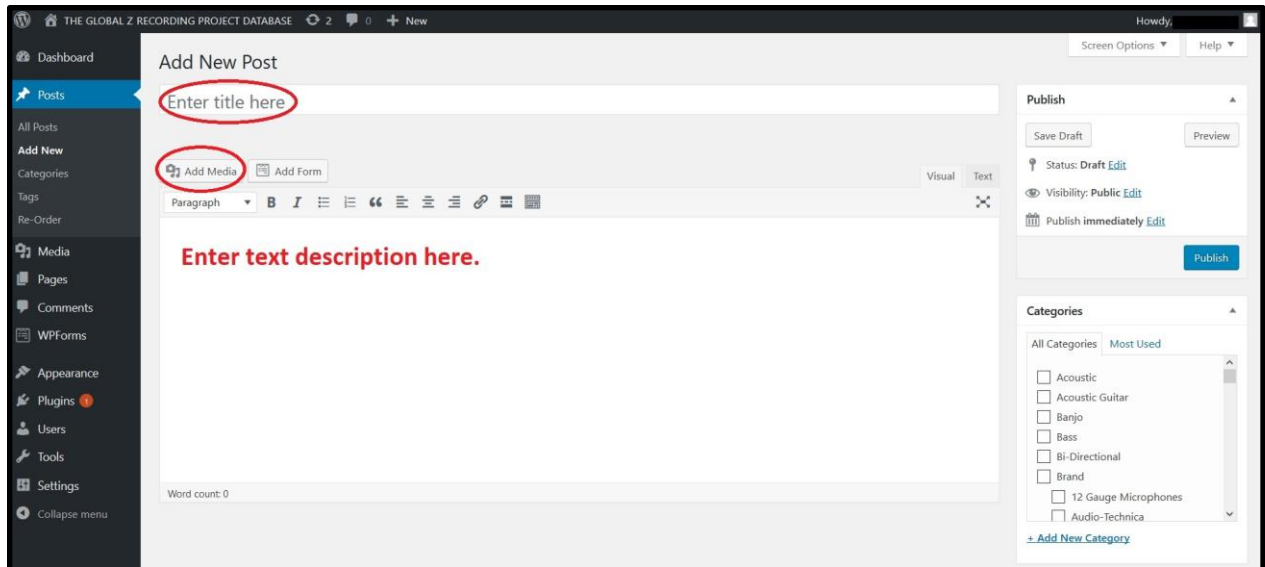
This section will provide you with detailed instructions to enable the user to create new submissions to the microphone database.

1. Hover on title heading, “Posts.”
2. A drop down menu will appear that will give you options.
3. Select “Add New.”

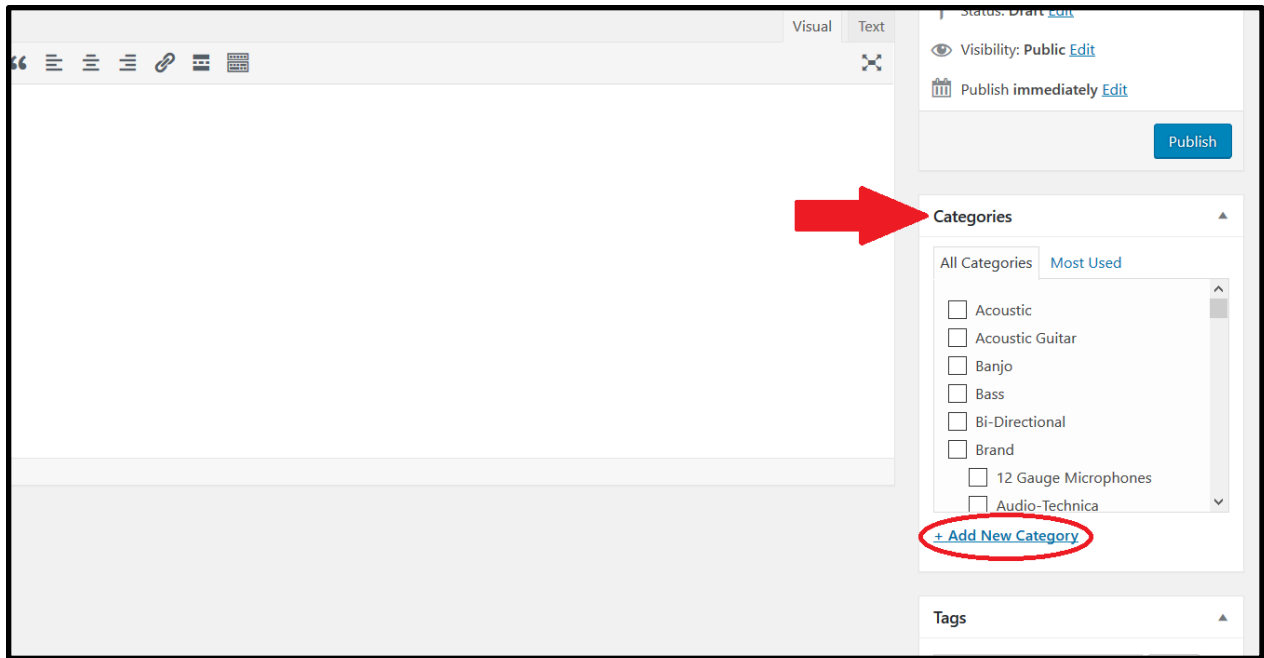


This will direct you to a new screen which you will use to create a new post. From here, you'll take the following steps to finish this task.

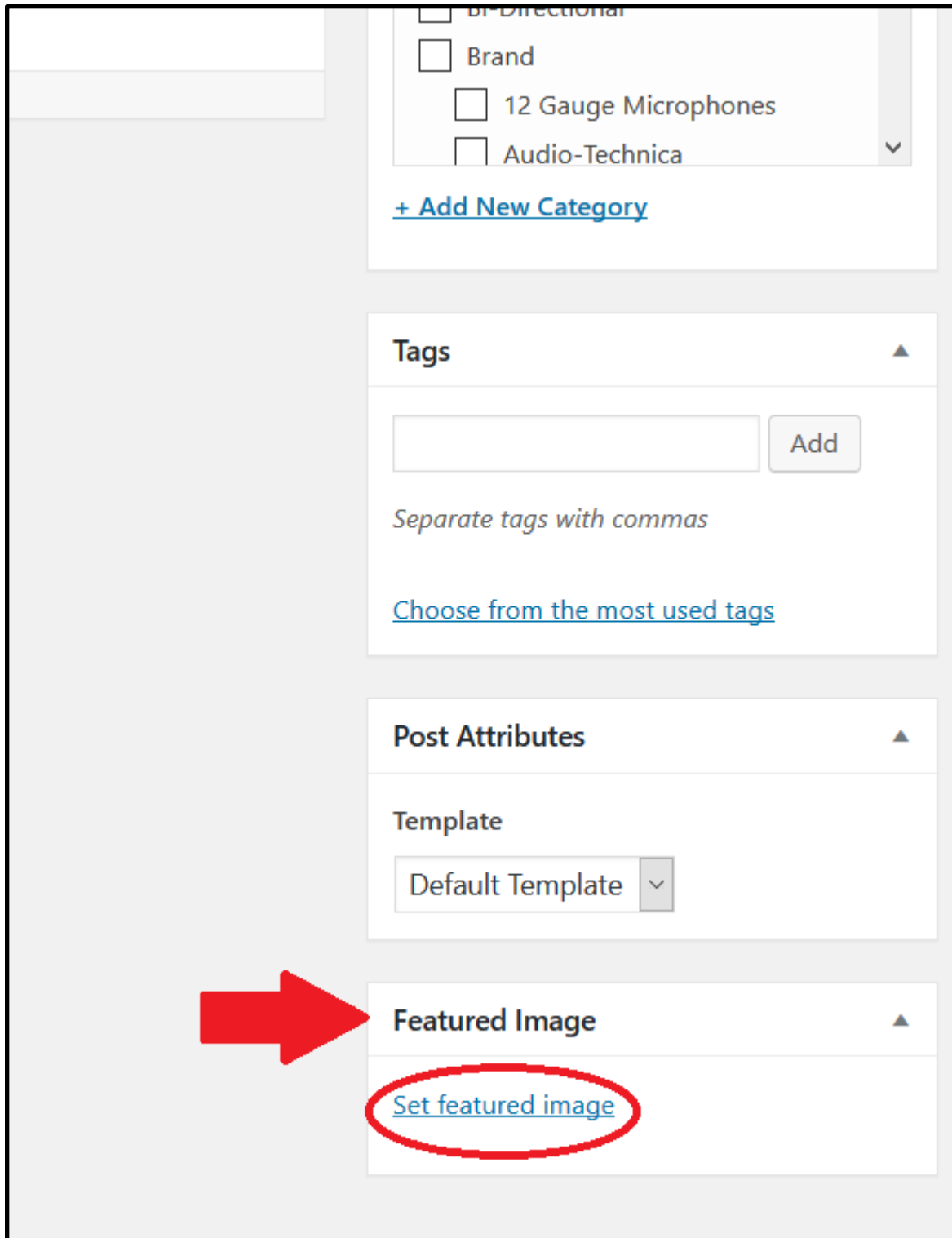
1. Enter the Title. Enter the title of the microphone in the section that says, “Enter title here”
2. Enter the Description. Add information about the microphone into the text box. For a complete, detailed description, information should include:
  - a) the number of microphones in inventory and a serial number if applicable,
  - b) the type of pattern that the microphone utilizes,
  - c) the instruments best recorded with that microphone,
  - d) the ideal set up for that microphone,
  - e) a link to the manufacturer (using the hyperlink tool), and,
  - f) audio files using the “Add Media” button. These audio files should be provided from FCC. Each category title should be written in **Bold**. For homepage congruency, the categories should be listed in the following order: **Units, Brand, Serial Number** (if applicable), **Type, Instrumentation, Set-up**, Microphone description (bulk of text), **More info** (this is the hyperlink), and the **Audios**.



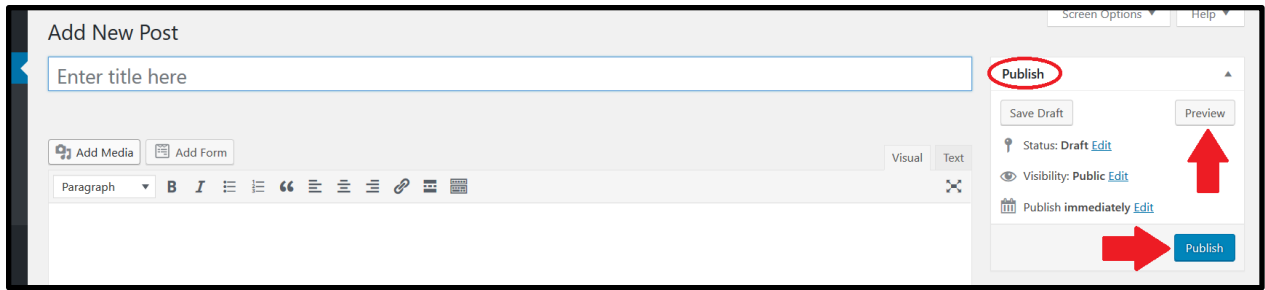
3. Assign Categories. Check boxes to the right of the text box to assign applicable categories. These categories assign searchable terms that will direct users to microphones based on the instrument that they are trying to record, the brand of the microphone, the microphone set-up, microphone pattern, and the type of microphone. You can click "Add New" to add more categories as needed.



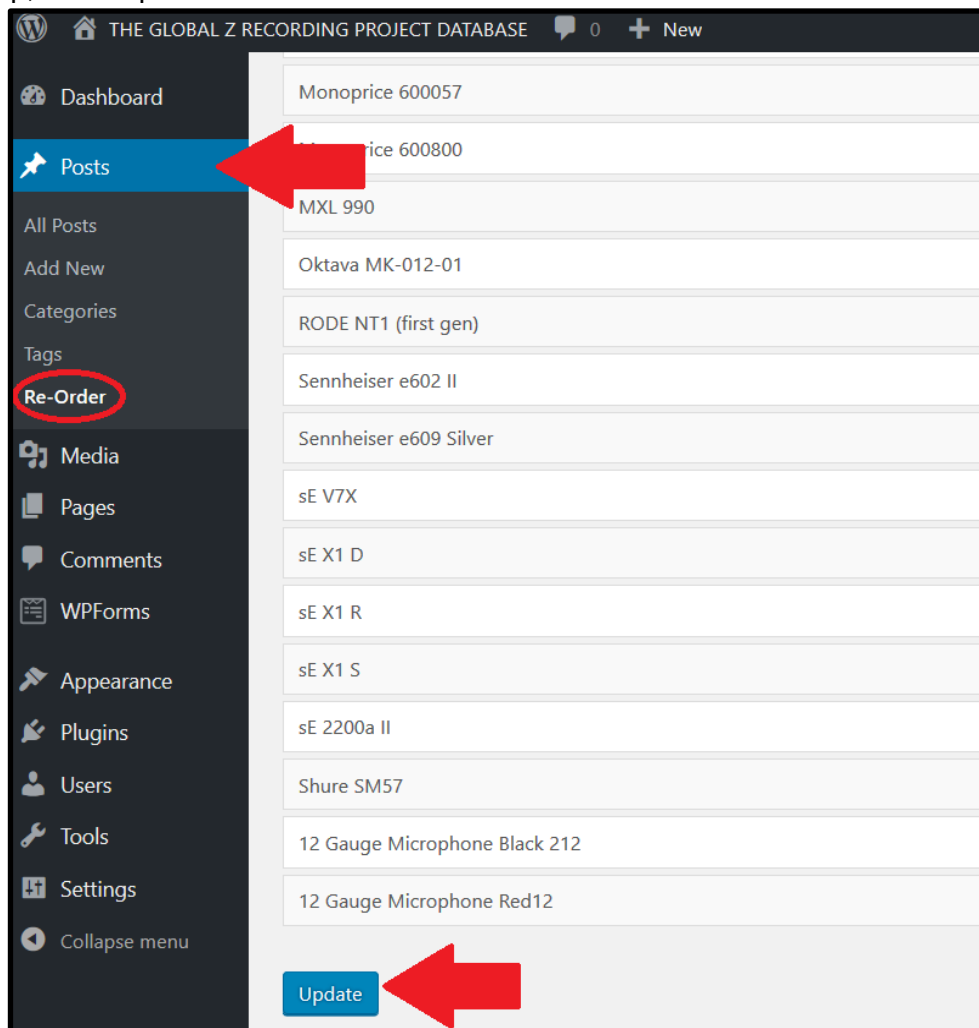
4. Uploading a Featured Image. Click on the “Set Featured Image” option. You’ll select an image from the Media Library, or you may select and upload files/images from your computer that will display as the image featured on the homepage of the database for that microphone.



5. Publishing Your Post. From this screen you'll see the options, "Preview" and "Publish." Select Preview to double check your information and select Publish when you're ready to upload the information to the system.



6. Organizing the Post. Posts should be published alphabetically. To do this, hover on “Posts.” A drop down menu will appear. Select, “Re-Order.” This will allow you to click and drag the newly created post to order it alphabetically. When you’re finished with this step, click “Update.”




7. Return to the homepage of the database and check the display of the picture and information in the post to ensure that it is displayed correctly. (Screenshot)


Z RECORDING PROJECT DATABASE Customize 0 + New Howdy, Jess

# THE GLOBAL Z RECORDING PROJECT DATABASE


We give peace a chance through music.



Organized by Brand Vocals Instrument Microphone Pattern Uncategorized User Manual



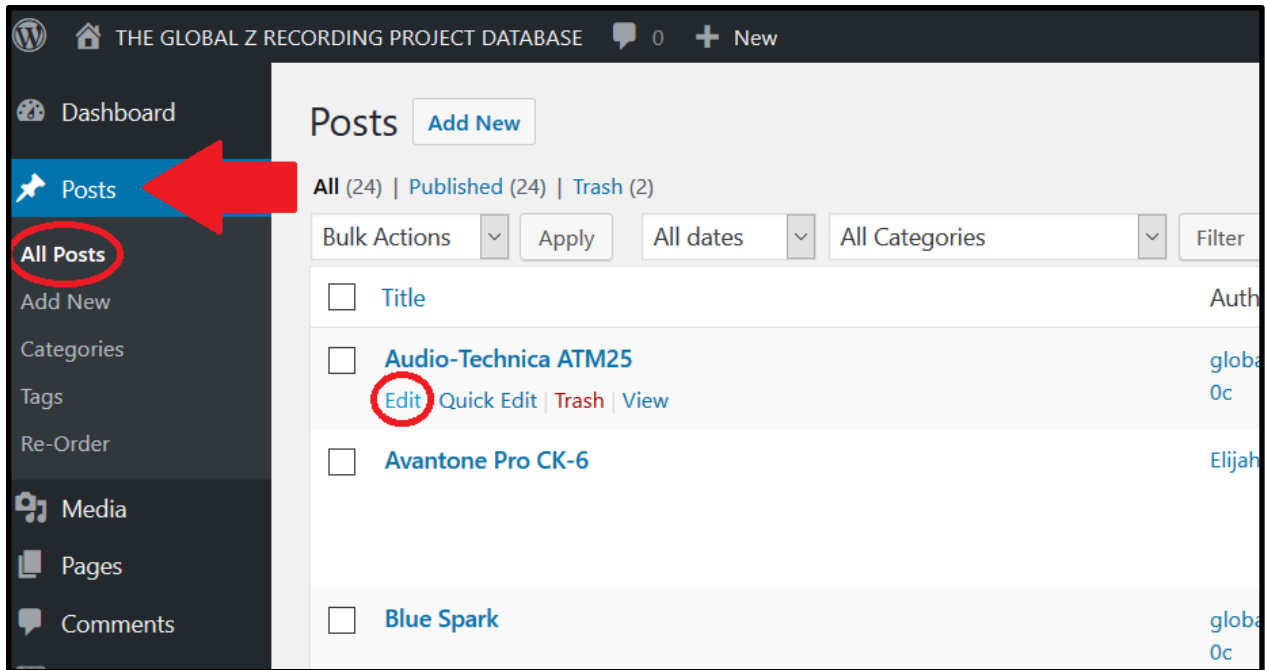
March 8, 2018  
**Audio-Technica ATM25**  
Units: 1 Brand: Audio-Technica Type: Dynamic  
Hypercardioid Instrumentation: Bass, Kick drum Set-up: 1

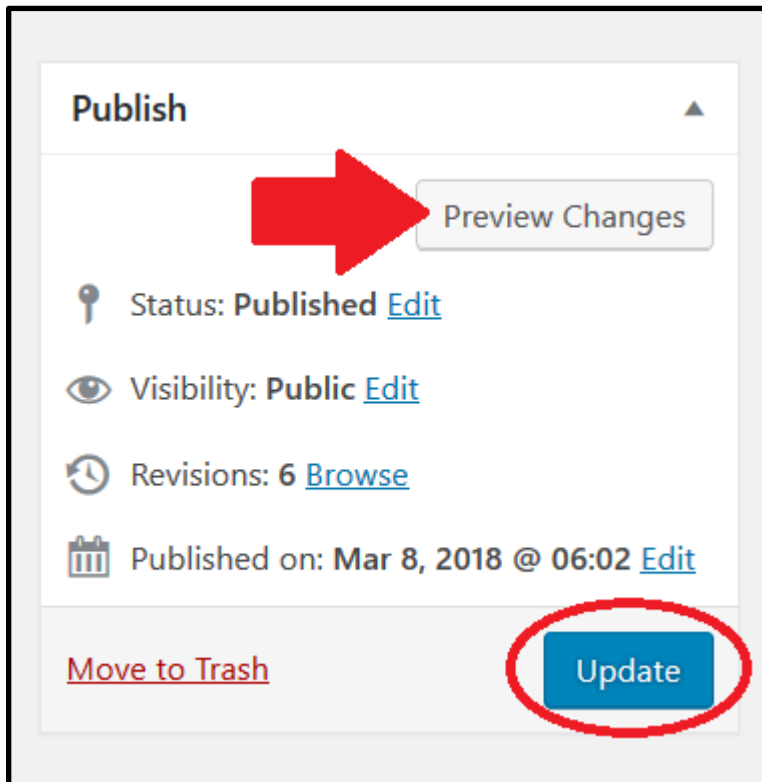
## Editing an Existing Post.

After you've created your post, you may notice some mistakes. Use the following steps to edit your existing post.

1. Hover over the Posts option. A drop down menu will appear.
2. From this menu, click on "Select All Posts."
3. Find the desired post to edit.
4. Hover above the title; an Edit option will appear.
5. Click on Edit.



6. Make changes to the post and hit update.




7. The corrections that you've made should appear on the home page.




Z RECORDING PROJECT DATABASE Customize 0 + New Howdy, Jess

# THE GLOBAL Z RECORDING PROJECT DATABASE

We give peace a chance through music.



Organized by Brand Vocals Instrument Microphone Pattern Uncategorized User Manual




March 8, 2018

## Audio-Technica ATM25

Units: 1 Brand: Audio-Technica Type: Dynamic  
Hypercardioid Instrumentation: Bass, Kick drum Set-up: 1

Search ...



## Deleting a Post.

1. Follow steps 1-3 in the **Editing an Existing Post** section.
2. Instead of clicking on Edit, click Trash.

WordPress THE GLOBAL Z RECORDING PROJECT DATABASE 0 + New

Dashboard

Posts

All Posts

Add New

Categories

Tags

Posts [Add New](#)

All (24) | Published (24) | Trash (2)

Bulk Actions Apply All dates All Categories

Title

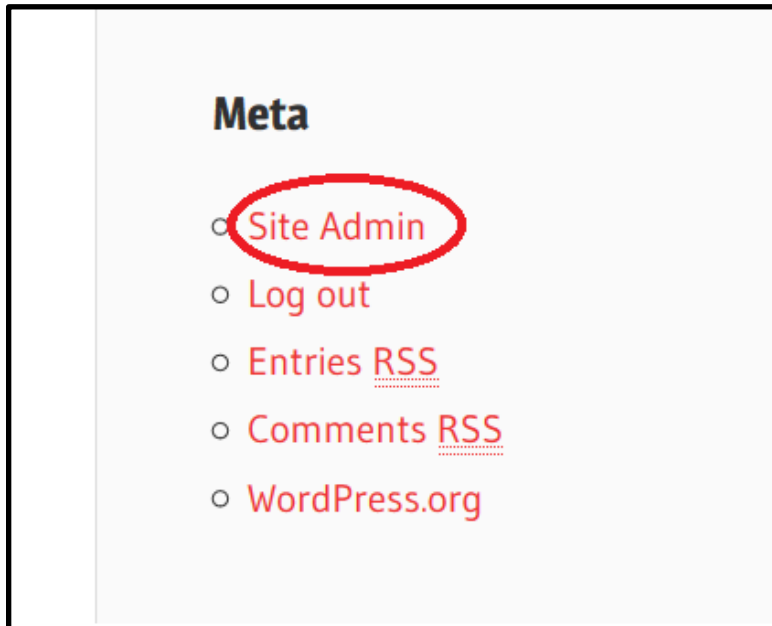
**Audio-Technica ATM25**

[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)

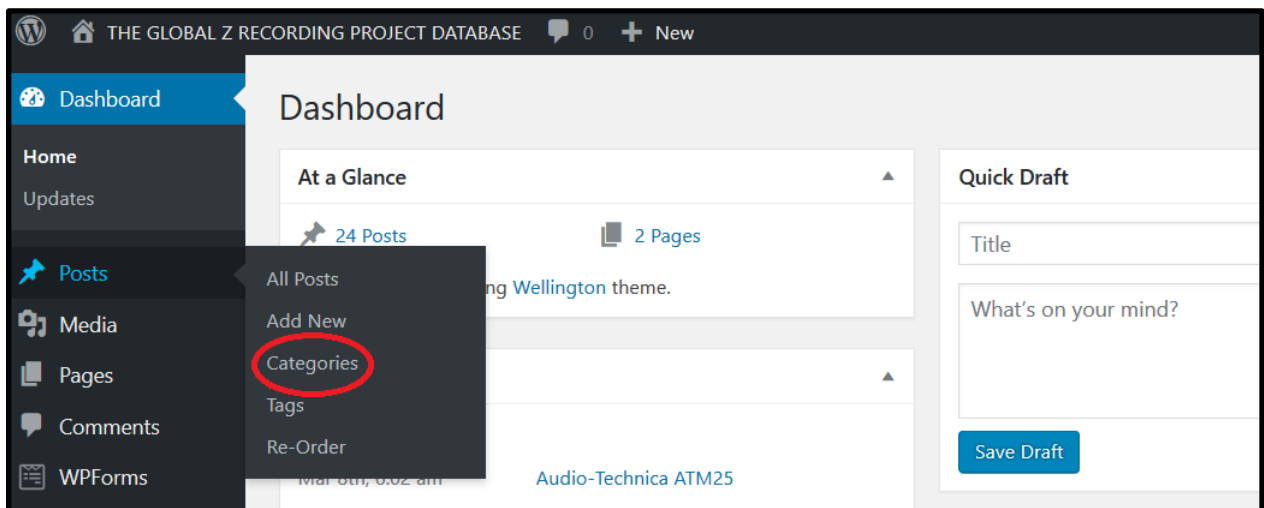
3. This will delete the post.

## Creating a Searchable Category.

1. Start by locating the Meta section and clicking on Site Admin.



2. This will direct you to a new Dashboard screen, from here you'll hover over the posts section, and select Categories from the menu that will appear.



3. This action will direct you to a section that will allow you to create a new category by filling out the applicable categories. Note: There is usually no Parent Category or description.
4. When the post is ready to upload, select the Add New Category button located at the bottom of the section.

Dashboard

Posts

All Posts

Add New

Categories

Tags

Re-Order

Media

Pages

Comments

WPForms

Appearance

Plugins

Users

Tools

Settings

Collapse menu

## Categories

### Add New Category

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Category

*Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.*

Description

*The description is not prominent by default; however, some themes may show it.*

Add New Category



## Editing a Searchable Category.

1. Complete steps 1-2 under the **Creating a Searchable Category** section.
2. Find the Category that you would like to correct. Keep in mind that there are multiple pages of Categories to search through. Hover over the selected Category and click on **Edit**.

The screenshot shows the WordPress 'Categories' management page. On the left is the 'Add New Category' form with fields for Name, Slug, Parent Category, and Description. On the right is a table of existing categories. A red arrow points to the 'Edit' link for the 'Condenser' category.

Name	Description	Slug	Count
Brass	—	brass	1
Brass + Woodwind	—	brass-woodwind	1
Cardioid	—	cardioid	10
Cardioid Condenser	—	cardioid-condenser	5
Choir	—	choir	0
Condenser	—	condenser	8
Condenser Omni	—	condenser-omni	1

This is a close-up of the category list from the previous screenshot. A red arrow points to the 'Edit' link for the 'Condenser' category, which is circled in red.

<input type="checkbox"/>	Cardioid Condenser	—
<input type="checkbox"/>	Choir	—
<input type="checkbox"/>	Condenser	—
<input type="checkbox"/>	Condenser Omni	—

3. Make desired changes. In this example photo that was taken from the video, "Edit a Microphone Category," which can be found under the User Manual Tab of the Global Z Recording Project Database Home Screen, the user is changing the Category Title from Condensed to Condenser. Click Update to apply the changes.

THE GLOBAL Z RECORDING PROJECT DATABASE 0 + New View Category

Dashboard

Posts

All Posts  
Add New

Categories

Tags  
Re-Order

Media

Pages

Comments

WPForms

Appearance

Plugins

Users

Tools

Settings

### Edit Category

Name   
*The name is how it appears on your site.*

Slug   
*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Category   
*Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.*

Description   
*The description is not prominent by default; however, some themes may show it.*

**Update** Delete

### Edit Category

Name   
*The name is how it appears on your site.*

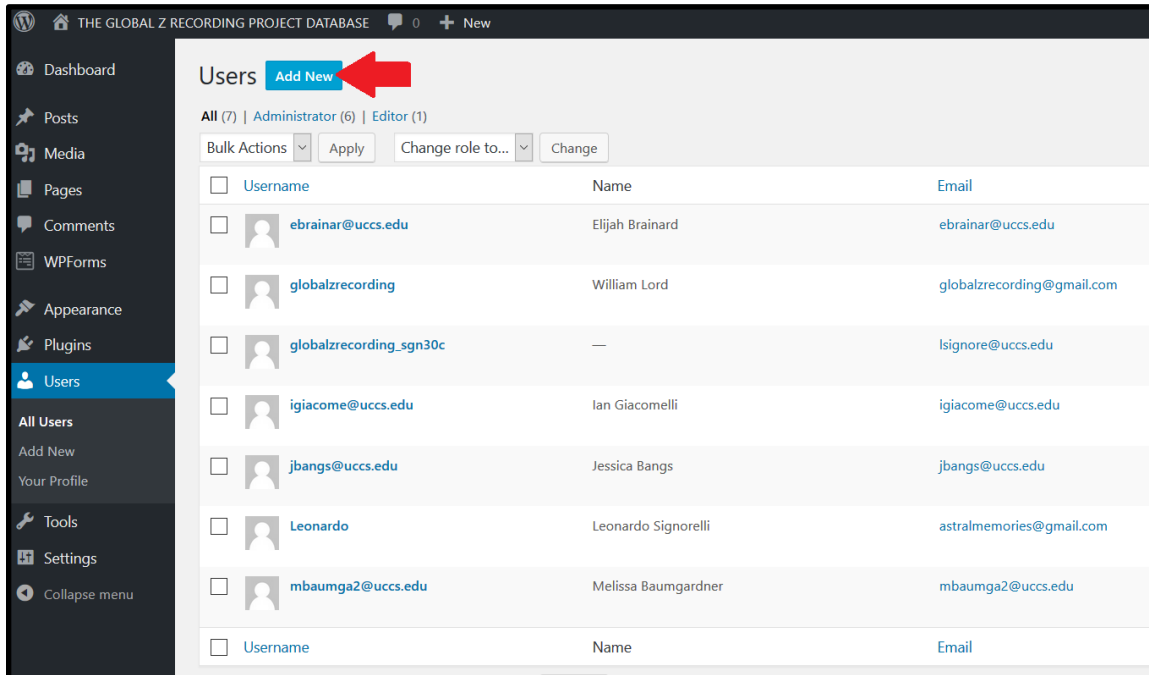
Slug   
*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

4. Return to the Database homepage to ensure that the Category is now displaying correctly.

- [Avantone](#) (1)
- [Banjo](#) (3)
- [Bass](#) (1)
- [Blue](#) (1)
- [Brand](#) (15)
- [Brass](#) (1)
- [Brass + Woodwind](#) (1)
- [CAD Audio](#) (3)
- [Cardioid](#) (5)
- [Cardioid Condenser](#) (1)
- [Cascade Microphones](#) (1)
- [Condenser](#) (5)
- [Condenser Omni](#) (1)
- [Drum Overheads](#) (5)
- [Drums](#) (7)
- [Electric](#) (1)

## Adding a New User.

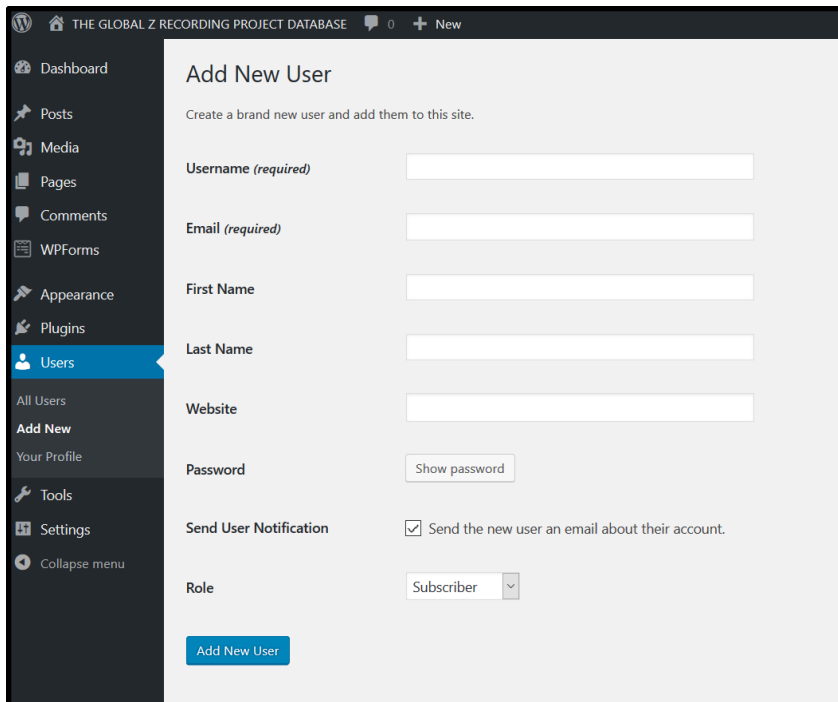
1. Select the section that says Users. Click on the button that says Add New.



The screenshot shows the WordPress dashboard for 'THE GLOBAL Z RECORDING PROJECT DATABASE'. The left sidebar has 'Users' selected. The main content area shows the 'Users' management page with an 'Add New' button highlighted by a red arrow. Below the button, there are filters for 'All (7)', 'Administrator (6)', and 'Editor (1)'. A table lists existing users with columns for Username, Name, and Email.

<input type="checkbox"/>	Username	Name	Email
<input type="checkbox"/>	ebrainar@uccs.edu	Elijah Brainard	ebrainar@uccs.edu
<input type="checkbox"/>	globalzrecording	William Lord	globalzrecording@gmail.com
<input type="checkbox"/>	globalzrecording_sgn30c	—	lignore@uccs.edu
<input type="checkbox"/>	igiacome@uccs.edu	Ian Giacomelli	igiacome@uccs.edu
<input type="checkbox"/>	jbangs@uccs.edu	Jessica Bangs	jbangs@uccs.edu
<input type="checkbox"/>	Leonardo	Leonardo Signorelli	astralmemories@gmail.com
<input type="checkbox"/>	mbaumga2@uccs.edu	Melissa Baumgardner	mbaumga2@uccs.edu
<input type="checkbox"/>	Username	Name	Email

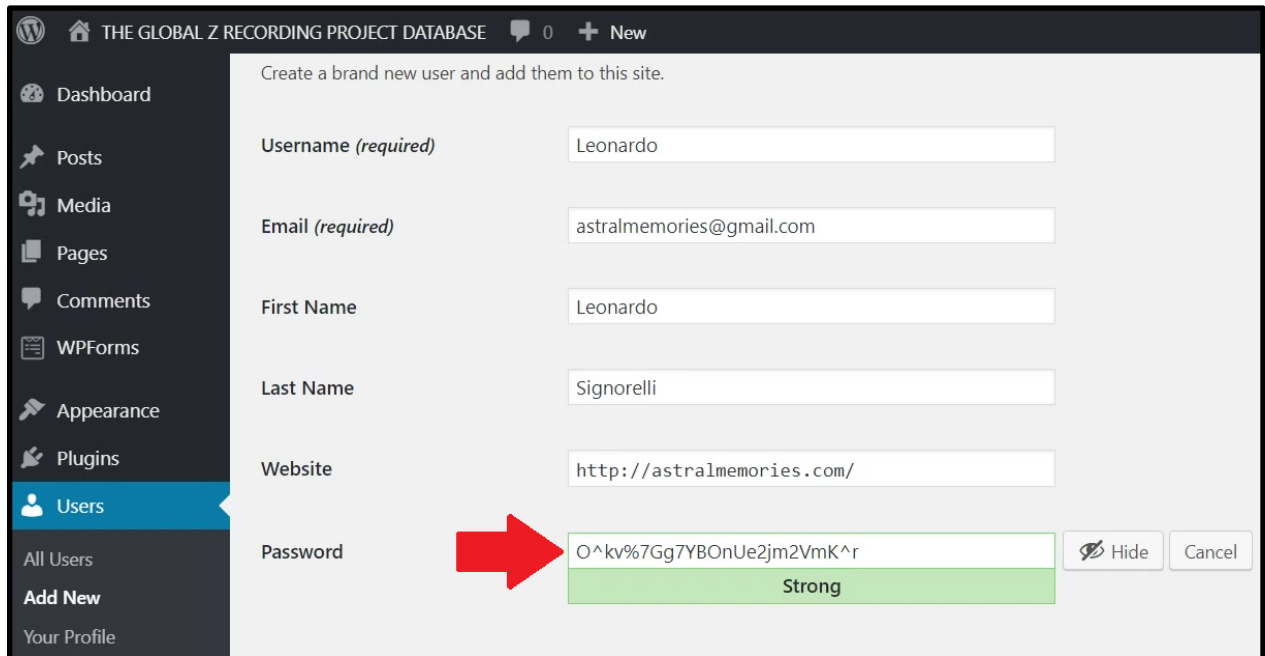
2. Fill in the applicable information.



The screenshot shows the 'Add New User' form in WordPress. The form includes the following fields and options:

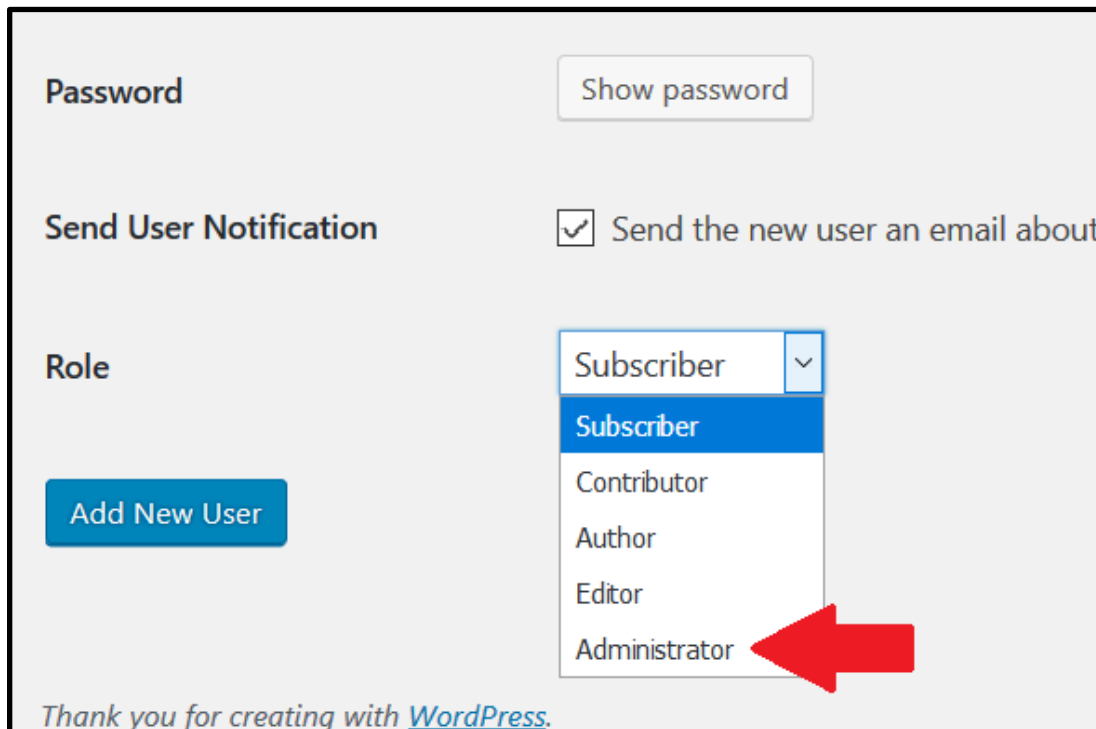
- Username (required)**: Text input field.
- Email (required)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Website**: Text input field.
- Password**: Text input field with a 'Show password' button.
- Send User Notification**: A checked checkbox with the label 'Send the new user an email about their account.'
- Role**: A dropdown menu currently set to 'Subscriber'.
- Add New User**: A blue button at the bottom of the form.

- By clicking on the Password button, a generated password will appear. This may be sent to the new user via email.



WordPress dashboard interface showing the 'Add New User' form. The form includes fields for Username (required), Email (required), First Name, Last Name, Website, and Password. The Password field is highlighted with a red arrow, showing a generated password: `O^kv%7Gg7YBOnUe2jm2VmK^r` with a 'Strong' strength indicator. There are 'Hide' and 'Cancel' buttons next to the password field.

- Next you will select the Role of the User. Likely, the role will be Administrator.



Close-up of the 'Add New User' form. The 'Role' dropdown menu is open, showing options: Subscriber, Contributor, Author, Editor, and Administrator. A red arrow points to the 'Administrator' option. There is also a 'Send User Notification' checkbox checked and a 'Show password' button.

- When you're finished, click Add New User.



## Add New User

Create a brand new user and add them to this site.

Username *(required)*

Email *(required)*

First Name

Last Name

Website

Password

Show password

Send User Notification

Send the new user an email about their account.

Role

Subscriber

Add New User



Thank you for creating with [WordPress](#).

6. The New User will then appear on the User List.