

Video Upload and Management

Each client will have **1GB** of video streaming capacity. We ask that you keep your file sizes to **100MB** if possible. You will be responsible for managing your files and will have the ability to delete old files to make room for newer ones. While anyone creating articles will have the ability to insert/embed videos into their articles, only those users with **Video Management** access will be able to upload files.

What file types are accepted on SOCS Video Streaming?

The following video formats are recommended:

- .flv = flash video file
- .asf= Advanced Systems Format File
- .qt =Apple QuickTime Movie (uncommon)
- .mov = Apple QuickTime Movie
- .mpg = MPEG Video File
- .mpeg = MPEG Movie
- .avi = Audio Video Interleave File
- .wmv = Windows Media Video Fill
- .mp4 = MPEG-4 Video File
- .3gp = 3GPP Multimedia File
- .mp3 = MPEG-3 Video File

Do I have to have a specific player to upload and view my videos?

Flash Player 10 is required.

Are their limitations for file sizes and number of videos I can upload?

There are restrictions:

- Each client (ie. school, ESC etc) has a 1GB allotment
- Individual file size of 100MB is suggested

What determines the quality of my video?

Several things affect the quality of your videos:

1. Your equipment:
 - a. Quality of your video camera
 - b. Lighting
 - c. Audio equipment

2. File conversion: Once your video is uploaded it is converted to a format and file size best suited for the web. This conversion will affect video quality.

3. Resolution and bit rate recommendations:

- 640 x 480 resolution with bit rate of 1.2 mbps
- 1280 x 720 resolution with bit rate of 4 mbps

Note on resolution: For best performance, video size and player size should match. The player will default to the size of the video unless it exceeds 640 x 480, which sets the player at the recommended 640 x 480 for playing.

Note on bit rate: The bit rate determines the color resolution in your video. The higher the bit rate the better the quality but the bigger the file. The lower the bit rate the lower the quality but the smaller the file. Try to find a comfortable mid-point.

4. Your end user/video viewer's internet connection speed.

Will the videos download on the viewer's computer?

Your videos are progressive download files meaning the files do not have to be completely downloaded before viewing begins. A temporary copy of the movie exists in the computer browser cache. Once the cache is cleared, the copy of the video is gone.

How would I convert my file to one of the recommended formats?

Here are some suggestions for just a few of the free media converters available:

- Windows Media Converter
- Google Video
- Windows Media Encoder
- Zamzar <http://www.zamzar.com> free online file conversion

Account Status

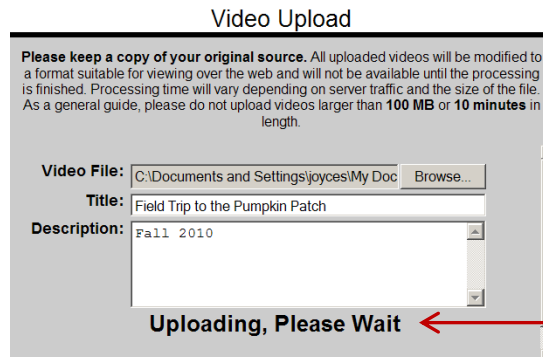
When you select **Videos** from the left hand navigation on the central services, you will see the **Account Status** screen. This screen tells you how many videos you currently have. From this screen you can preview your videos and click on **Upload Videos** to upload your file.



The screenshot shows the 'Account Status' interface. At the top, it displays 'Total: 7 Videos' and 'You are currently using 225.3 MB (22%) of your 1 GB'. Below this is a 'Sort: [Date]' dropdown menu. The main section is titled 'Video List: Ready' and contains three video entries, each with a thumbnail and a 'Click to Preview' link. The first video is titled 'Rover', the second 'Shuttle', and the third 'Test water drop 2'. Each entry lists its author, height, width, date, duration, and size. At the bottom of the list, there is a 'Video List: Processing' section with the message 'No videos to display' and an 'Upload Video...' button.

Video Upload

The **Video Upload** screen allows you to Browse for you video, provide a title (required) and a description (optional) of the video. Once you choose **Upload File** it tells you the video is uploading.



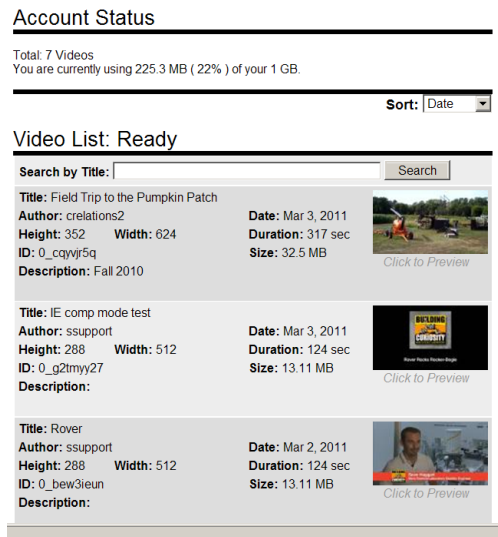
The screenshot shows the 'Video Upload' form. It includes a warning message: 'Please keep a copy of your original source. All uploaded videos will be modified to a format suitable for viewing over the web and will not be available until the processing is finished. Processing time will vary depending on server traffic and the size of the file. As a general guide, please do not upload videos larger than 100 MB or 10 minutes in length.' The form has three fields: 'Video File' with a file path 'C:\Documents and Settings\joyces\My Doc' and a 'Browse...' button; 'Title' with the text 'Field Trip to the Pumpkin Patch'; and 'Description' with the text 'Fall 2010'. At the bottom of the form, the text 'Uploading, Please Wait' is displayed with a red arrow pointing to the left.

The status of the file will show as **Processing** in the **Video List**.

Note: You will need to refresh this window periodically in order to see when the video has finished processing.



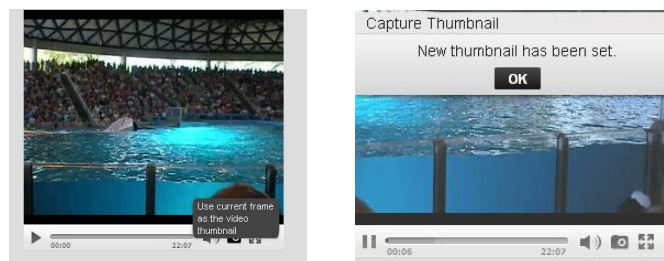
Once the video has processed it will appear as **Ready** in the **Video List**.



At this point you can preview the video and choose your thumbnail image.

- Click on the camera icon to choose your thumbnail.
- Click on OK to set the thumbnail.

The thumbnail will appear in the player as the first frame.



Embed Code

From this screen you can also obtain the embed code or the direct link to the movie. You can also delete a movie from this screen.

Video link: You can send the link to someone so they can view the video without going to the website.



The screenshot shows a video management interface for a video titled "Field Trip to the Pumpkin Patch". The video is 317 seconds long, 624 pixels wide, and 352 pixels high. It was uploaded by "crelations2" on March 3, 2011. The interface includes a video player with a progress bar, a "Click to Preview" button, and a "Generate Code" button. Below the player, there are input fields for "Player Height" (352) and "Player Width" (624), a "Keep Aspect Ratio" checkbox, and a text area containing the embed code. At the bottom, there is a "Direct Link" field with a checkbox for "Open in a new window" and a "Delete Video" button.

Title: Field Trip to the Pumpkin Patch
Author: crelations2
Height: 352 **Width:** 624
ID: 0_cqyv95q
Description: Fall 2010
Date: Mar 3, 2011
Duration: 317 sec
Size: 32.5 MB
[Click to Preview](#)

Player Height: 352 Player Width: 624
 Keep Aspect Ratio

Embed Code:
`<object id='kaltura_player'
name='kaltura_player'
type='application/x-shockwave-flash'
allowFullscreen='true'
allowNetworking='all'
allowScriptAccess='always'
height='352', width='624'`

Generate Code

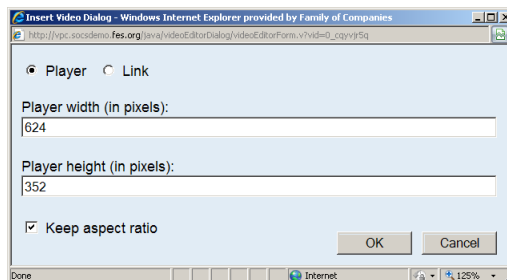
Direct Link: `<a href='http://video01.fes.org/index.php/kwidget/cache_st/129'`
 Open in a new window
Delete Video

Inserting Video into Articles

At this point you can insert your video into an article. The toolbar in the Editor has a **Videos Tab**. You will choose your video from the dropdown. The videos display in chronological order and the newest will appear at the top of the list.



When you choose the video this screen will appear. You can adjust the size of the Player at this point or insert the link to the video.



The screenshot shows the "Insert Video Dialog" window in Internet Explorer. It has two radio buttons: "Player" (selected) and "Link". Below are input fields for "Player width (in pixels)" with the value "624" and "Player height (in pixels)" with the value "352". There is a checked checkbox for "Keep aspect ratio" and "OK" and "Cancel" buttons at the bottom.

Insert Video Dialog - Windows Internet Explorer provided by Family of Companies
 Player Link

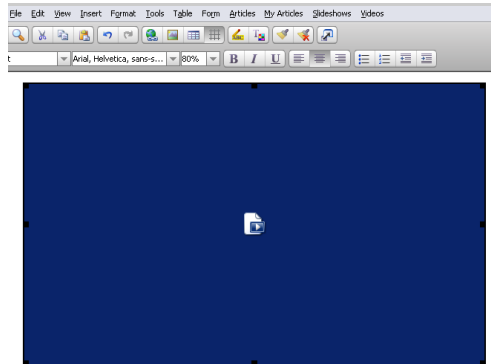
Player width (in pixels):
624

Player height (in pixels):
352

Keep aspect ratio

OK Cancel

If you chose **Player**, you will see the Player embedded in the article. You can preview or publish your article at this point.



Finished Product

This field trip video is part of a staff webpage. The video will begin when you press play.

