Video Manager Users Manual



Video

The Video Manager allows you to upload and display videos on your website without having to embed it as a YouTube video.

Uploading

You can upload a video from your computer as long as it is 1GB or less. To start, click on All Videos and then click the menu icon to display the box shown below. Select 'Upload Video inside this' and a window will open.



In the box shown below, you can enter the title of the video and then click the Browse button to select the video file from your computer. Once you have selected the video file, you can select High or Low quality and either 320x240 or 640x480 in size. Once you have made all selections, click the Upload button.

Upload Video		,
Title:		
File to upload (up to 1000MB):		Browse
Video Quality:	 High quality Low quality 	
Video Dimension:	 ● 320x240 ○ 640x480 	
Uploading may take a few minu please do not close your brow	ites per MB on a high-speed connection, ser during uploading.	
Upload Cancel		



After clicking the Upload button, you will see the "Uploading...Please Wait..." message. This may take a few minutes, especially if the file size is close to the 1GB maximum. Once the video is done uploading to the server, it will automatically convert the video into a Flash format.

ile to upload (up to 1000MB): C:\Users\Public\Videos\Sample Videos\Lake.w Browse. 'ideo Quality: High quality Low quality 320x240 640x480 Iploading may take a few minutes per MB on a high-speed connection, lease do not close your browser during uploading. Iploading. 	Fitle:	New Test Video	
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	Jploading may take a few minu please do not close your brow	ites per MB on a high-speed connection, ser during uploading.	

You will see a grey progress bar on the screen as it is encoding the file. Once it is complete, it will display that the video has successfully been uploaded & encoded.

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Please wait while e	ncoding the file 100% C	omplete		
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If you click on the title of the video on the left side of the screen, it will open the screen shown below that allows you to view the video or modify the title.

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lat.	Click to vie	9W			
Title					
Nev	v Test Video				
Size 320x	240				
Up	date				

If you select the video to view, it will open in the format shown below and automatically start playing. You have the ability to expand the window to full screen or watch in the size provided. When you are finished viewing the video, click the close button in the bottom corner of the window.





Inserting

Once you have successfully uploaded your video in the Video Manager module, you will need to insert the video on the desired page in the Content section. After selecting the appropriate page in the Content section, select the Insert Video button show below.



After you select the Insert Video button, a window will open requiring you to select the video you wish to insert. After highlighting the correct video as shown below, click the Add button.

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Forms Gallery Ne	Select Video	×
- Enable K F	Select a video: All Videos New Test Video Add Cancel Navigation Name Videos Content	Wo Las by D View

After clicking the Add button, the video will appear in the WYSIWYG editor as shown below. You do not have the ability to watch the video in this area. To modify the properties or make the text wrap around the video, you can double click on the video image and a window will open.



Content	
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This is a very cool video that shows one of the lakes that we have created many products for.	
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If you publish the page that the video has been added to and refresh the actual web page, you will now see the video displayed on the page as shown below.

	Home > Company > Videos
DS	This is a very cool video that shows one of the lakes that we have created many products for.
SUIDE	Play Video
3	