



### **UPLOADING STREAMING VIDEO**

1. Upload Thumbnail + "Hero shot"
2. Upload video clip(s)
3. Video transcription

## Streaming Video

For VITA Plus & VINTA plan subscribers, there is an option to upload FLV files to deliver video in a streaming display instead of the regular downloadable version. Don't have this plan level? Try our YouTube embed option (see separate manual)

The upload process is basically the same as any other media type in VITA, with a few nuances...

### 1 Add Thumbnail + "Hero shot"

Like regular video uploading, you need to assign an image to represent the object as a regular image. Note that the centre frame of the video will be selected as the thumbnail in the display panel for each video clip, but you can override that thumb for results sets when you upload your preferred image.

#### Assign an image:

First, upload a screenshot but use the Media type "Video" and category "Thumb & Regular"


Add Record	
Title	Interview with Bob Brown
Media type	<input type="radio"/> Image <input type="radio"/> Text <input checked="" type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper
Category	Thumb+Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
File	<div>BobBrownScreenshot.jpg -- 59 KB</div> <div>100%</div>
<div>Continue ... Clear Form</div>	

Then, once the record is established, open the File/tech data screen and click the "Upload another file to this record"

## Technical data: Interview with Bob Brown (id: 278)

No Item Type has been assigned.  
Sortable Date has not been assigned.  
Earliest Year has not been assigned.  
Latest Year has not been assigned.  
This record will not display in the Public Sites.

**File summary**



**Thumbnail**  
File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278.jpg> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Associate another file with this record

Associate a single Zoomify zip file with this record

Associate multiple pages with this record

When finished editing pages/text:  
Update Index

## 2 Upload video clip(s)

Add the video or first chapter of videos for this record:

**Main Menu >> Update Record >> Add file to record**

**Add file to record**

<b>Title</b>	Interview with Bob Brown
<b>Category</b>	[Select one of the options below]
<b>Label</b>	[Select one of the options below]
<b>Image resize</b>	Thumb+Regular+Full Thumb+Regular Thumbnail (Only one allowed) Regular (Only one allowed)
<b>Split PDF</b>	Full Image (Only one allowed) Reverse (Only one allowed) Stereoview (Only one allowed)
<b>File</b>	Detail (Multiple allowed) Not for Public Display (Multiple allowed) Audio (Multiple allowed) <b>Video (Multiple allowed)</b> Page (Multiple allowed) Text file (Multiple allowed)

Browse

Use the Label field to identify the video clip. This is particularly important if you are uploading multiple chapters to one record.

Add file to record	
Title	Interview with Bob Brown
Category	Video (Multiple allowed)
Label	Bob Brown Interview
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
File	HCMPL08054119V.flv -- 5 MB
100%	
<a href="#">Continue ...</a> <a href="#">Clear Form</a>	

The next two steps require some patience: As the screen notes tell you, the file is uploaded through VITA but has to be delivered to a third-party application where it is processed. This is Step 2. The file is then handed back for delivery through VITA again in Step 3.

After clicking “Continue” on the Add file to record screen (above), you land on Upload Video: Step 2.

**Note:** Because the file size determines how long this process takes, we have offered the option to **open the metadata record** for this file in a separate tab so you can keep working. Click the in-line, linked text to open that tab **BEFORE** clicking the button below. Updating your metadata will not affect the video file upload process. They can happen in parallel although you may experience some slight lags because there are multiple processes running simultaneously.

Once you have the metadata tab open, then click the “Transfer video...” button.

**Upload Video: Step 2**

Your file has arrived on the VITA servers. We now need to send a copy to our streaming video host. This has been known to take two minutes or more per megabyte so expect some time to pass.

In the meantime you might want to [edit your metadata in another tab](#), which we would suggest opening before you click the button below. [If the link doesn't open in a new tab, hover over the link, right-click and select "Open link in a new tab"]

[Transfer video to Streaming server ... some time will pass](#)

Once Step 2 is complete, you are delivered to another screen.

In Step 3, the video is processed and handed back to the servers. Click the “Take a deep breath...” button and keep working on your metadata in your other tab.

### Upload Video: Step 3

Your file should have arrived on the upload computers at our streaming video hosting service. Some file processing now has to take place (the bigger the file, the more the processing). Then it has to make its way to the computers that will actually serve it. So ...

Take a deep breath, count slowly to 10 and then click this button.

Once this process is complete, you'll be taken back to the File/Tech data screen where your FLV file is now listed as part of the record.

Main Menu >> Search >>

Create new record: [with uploaded file](#); [without upload](#) (Duplicate) [Create new template](#) [View entry in public site](#)

Jump to: [File summary](#) [Digitization details](#)

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
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### Technical data: Interview with Bob Brown (id: 278)

No Item Type has been assigned.  
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#### File summary



##### Thumbnail

File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278t.jpg> [Details/Edit]

##### Regular

File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278.jpg> [Details/Edit]

##### Bob Brown Interview [Video]

File Type: FLV

File Exists: <https://data.ourontario.ca/Partners/Training/Train0000002781V.FLV> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Associate another file with this record


Associate a single Zoomify zip file with this record

Associate multiple pages with this record

When finished editing pages/text:

Update Index

Repeat the above process for any subsequent chapters...



### File summary



- Thumbnail**  
File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278t.jpg> [Details/Edit]
- Regular**  
File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278.jpg> [Details/Edit]
- Bob Brown Interview [Video]**  
File Type: FLV  
File Exists: <https://data.ourontario.ca/Partners/Training/Train0000002781V.FLV> [Details/Edit]
- Interview with Bob Brown Part II [Video]**  
File Type: FLV  
File Exists: <https://data.ourontario.ca/Partners/Training/Train0000002782V.FLV> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Associate another file with this record




Associate a single Zoomify zip file with this record

On the Display tab, notice that the video chapters are listed and linked in the right sidebar. Click on the “video” tab to preview the clip or subsequent clips—you will see the preview automatically in the public interface.

Search Again (Advanced) >> What's New >> Details << Previous >> Next

Search:  Go


SHARE   

## Interview with Bob Brown

Video

Description



Comments (0)



01:06 / 03:29




Comment on this item

Create electronic postcard

-  Bob Brown Interview (02:18)
-  Interview with Bob Brown Part II (02:30)

Search Again (Advanced) >> What's New >> Details << Previous >> Next

Search:  Go

SHARE   

### 3 Video transcriptions

To make your record and site meet accessibility requirements, a full transcript of the video content must be provided.

Full text searchable transcriptions can be added for public view or as non-public text. It is advisable to add at least Clip notes (i.e. keywords, timing, chapter summaries, etc) to the public record to guide the end user about the video content.


To add your transcription – or chapter notes – to the public side, use the transcription field on the Descriptive data screen.

The screenshot shows a web form with several sections. The 'Notes' section has a 'Help' button. The 'Transcriptions' section has a 'Help' button and a text area containing the instruction: '[must include some transcription to make the record accessible: use full transcription, chapter hints, etc]'. The 'Language(s) in item' section has a 'Help' button, a checked checkbox for 'English', an unchecked checkbox for 'French', and an 'Add language' field. The 'Mystery Question' section has a 'Help' button.

The transcription will appear in the bottom of the Description screen of the public video record:

The screenshot shows the 'Description' tab of a public video record. It includes fields for 'Creators' (Nancy Skuce, Interviewer; Bob Brown), 'Media Type' (Video), 'Subject(s)' (Loggers, Veterans, Oral histories), 'Language of Item' (English), 'Copyright Statement' (Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.), 'Creative Commons licence' (Public Domain), 'Contact' (Training data set; Email: jposgate@gmail.com; WWW address: http://ourontario.ca/), and 'Transcription' (must include some transcription to make the record accessible: use full transcription, chapter hints, etc). The 'Transcription' field is circled in black.

For non-public display but to meet Accessibility requirements, add a full transcription plus a scene by scene description of the video content in the Full Text input field of the File Details screen:



### File summary

Thumbnail

File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278t.jpg> [Details/Edit]

Regular

File Exists: <https://data.ourontario.ca/Partners/Training/Train000000278.jpg> [Details/Edit]

Bob Brown Interview [Video]

File Type: FLV

File Exists: <https://data.ourontario.ca/Partners/Training/Train0000002781V.FLV> [Details/Edit]

Interview with Bob Brown Part II [Video]

File Type: FLV

File Exists: <https://data.ourontario.ca/Partners/Training/Train0000002782V.FLV> [Details/Edit]

Associate another file with this record

Associate a single Zoomify zip file with this record

To order the links click and drag the thumbnail or sort icon up or down the list.

### Interview with Bob Brown , Bob Brown Interview

Update/Edit values

Label:  
  
You only have 50 characters to work with for the Label.

Category:  
Video

Files:  
**Original File name:** HCMPL08054119V.flv  
**Regular file (FLV):** [Train0000002781V.FLV](#)  
File Size: 5661621 bytes, 240 x 320 File Type: FLV  
Run Time: 02:18 (138 secs.)



Put in public display?:  
☒ Yes ☐ No

Index the text in this file?:  
☒ Yes ☐ No  
Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. **Note:** one of those files will need to be indexed.

Full text:  

To meet **WCAG/AODA** accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.

[add a full transcription here as noted in the screen note above]



Alternate Sizes [400x600](#) [540x900](#) [800x900](#) [1200x1200](#)