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"

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

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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

Title	Interview with Bob Brown
Category	[Select one of the options below]
Label	
Image resize	
Split PDF	
File	Browse

[Select one of the options below]
Thumb+Regular+Full
Thumb+Regular
Thumbnail (Only one allowed)
Regular (Only one allowed)
Full Image (Only one allowed)
Reverse (Only one allowed)
Stereoview (Only one allowed)
Detail (Multiple allowed)
Not for Public Display (Multiple allowed)
Audio (Multiple allowed)
Video (Multiple allowed)
Page (Multiple allowed)
Text file (Multiple allowed)

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

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.

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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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…

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.

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

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: