



UPDATED JULY 2022

TABLE OF CONTENTS

Introduction	2
Uploading Videos & Video Records	2
Step 1: Add Thumbnail - The "Hero Shot"	2
Step 2: Uploading Videos	5
Step 3: Adding & Replacing Chapters & Chapter Image Files	8
Step 4: Video Transcriptions	9
Embedding Youtube Videos	12
Step 1: Add Thumbnail + Hero Shot.....	12
Step 2: Uploading VIDEO & Embed Code	12
Step 3: Editing And Replacing Youtube File Details.....	15

INTRODUCTION

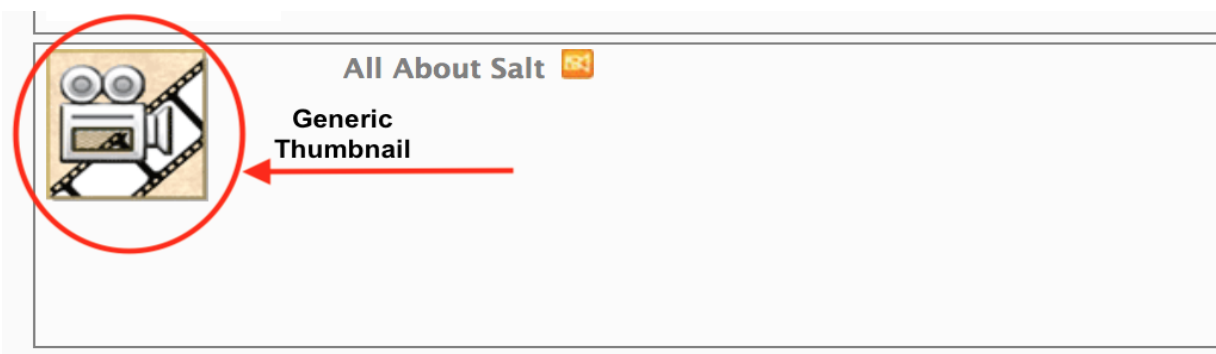
VITA supports **mp4** files to deliver video in a streaming display, as well as a YouTube embed option. You can find instructions on how to embed videos from YouTube in Part 2 of this manual.

For larger videos, optimize your files and break the video into chapters of not more than 75MBs each for uploading.

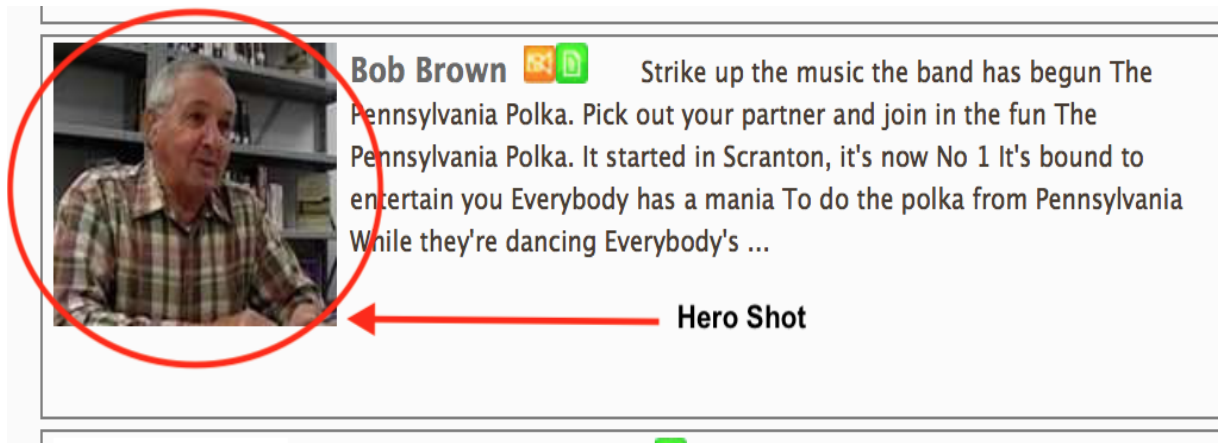
UPLOADING VIDEOS & VIDEO RECORDS

STEP 1: ADD THUMBNAIL - THE "HERO SHOT"

It is best practice to assign an image – or Hero Shot - to represent the mp4 video. If you do not attach an image to the file, it will not have a visual representation within the record and will appear in all search results like this:

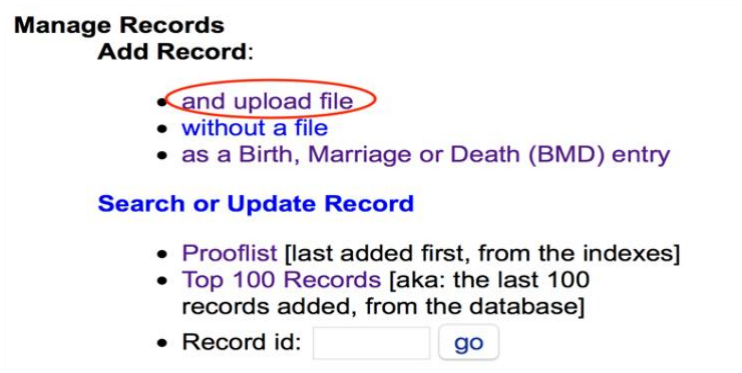


As opposed to this:



Adding an image overrides that generic thumbnail.

To start the process, choose **and upload file** from the VITA dashboard



Assign an image:

To upload an image, choose the Media type **Video** (because that is the record template you want)

Choose **Thumb & Regular** from the drop-down list in Category

Then click on **add file** and choose the image file you wish to represent the video

Once you have chosen the image – click on **Start Upload**

Main Menu >> Add Record

Add Record

Title	Bob Brown Interview: All about Salt
Templates	[Select one of the options below]
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 <input type="radio"/> Place <input type="radio"/> Ship <input type="button" value="Help"/>
Category	Thumb+Regular <input type="button" value="Help"/>
Label	<input type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Help"/>
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="Help"/>

[Clear Form](#)

Select File

After the image has loaded – click on the **Continue** button to access the **file/tech** data screen where you will upload your video.

Main Menu >> Add Record

Add Record

Title	Bob Brown Interview: All about Salt
Templates	[Select one of the options below]
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 <input type="radio"/> Place <input type="radio"/> Ship <input type="button" value="Help"/>
Category	Thumb+Regular <input type="button" value="Help"/>
Label	<input type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Help"/>
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="Help"/>

[Continue ...](#)

Select File

BobBrownScreenshot.jpg
34.60 KB

Note: The “Hero shot” now appears on the right side of the record. This will be the visual representation of the video on the public site and in search results

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

Display **File/Tech** Description Geography Admin Groups Links Delete

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 Video record will not display in the Public Sites.

Alternate Views: VITA, Dublin Core, MODS, RSS, Atom, Solr

Bob Brown Interview: All about Salt

Description

Media Type:
Video

Copyright Statement:
Here's a boring default copyright statement


Terms of Use:
Anything can be borrowed from the Reference department if you bring dark chocolate to the desk as a gift.

Contact us:
Test PG 6.0 test
wlewis@ourdigitalworld.org
<http://images.maritimehistoryofthegreatlakes.ca>

here
 Somewhere else
 In Canada

Comments (0)

Hero Shot →



Request this image
 Comment on this item
 Create electronic postcard

STEP 2: UPLOADING VIDEOS

Note: For larger videos, optimize your files and break the video into chapters of not more than 75MBs each for uploading.

To upload your video, on the file/tech screen, click on **Associate another file with this record**

Notice that the **Thumb & Regular** image files are listed as part of the record

You can also capture **Digitization Details** in the fields below the display window

Display **File/Tech** Description Geography Admin Groups Links Delete

Technical data: Bob Brown Interview: All about Salt (id: 528102)

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 Video record will not display in the Public Sites.



File summary

Thumbnail
 File Exists: <https://data.vitaltoolkit.ca/partners/Test50/Test60000528102.jpg> [Details/Edit]

Regular
 File Exists: <https://data.vitaltoolkit.ca/partners/Test50/Test60000528102.jpg> [Details/Edit]

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

Thumbnail views

Associate another file with this record

Associate a streaming media FLV with this record (dev)

Embed video (YouTube)

Associate multiple page files with this record

Digitization details [Help]

Operator

Equipment

Software

From the drop-down menu in **Category**, choose **Video (Multiple allowed)**. Use the **Label** field to identify the video clip. This is particularly important if you are uploading multiple chapters to one record.

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

Add file to record

Title	Bob Brown Interview: All About Salt
Category	Video (Multiple allowed)
Label	Bob Brown Interview: All About Salt Chapter 1
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select File

+ Add file... Start upload Cancel upload

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

Click on **Add File**, then **Start Upload** to load the video

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

Add file to record

Title	Bob Brown Interview: All about Salt
Category	Video (Multiple allowed)
Label	Interview with Bob Brown: All About Salt Chapter 1
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select File

+ Add file... Start upload Cancel upload

Clear Form

ONTARIO
CANADA PASSES
THE SALT!

Pathe News
Copyright British Empire for preview only

Test600005280781V.MP4 7.75 MB Start Cancel

Once the video has loaded, click on **Continue**.

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

Add file to record

Title	Bob Brown Interview: All about Salt
Category	Video (Multiple allowed)
Label	Bob Brown Interview: All about Salt Chapter 1
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Continue ...](#)
[Clear Form](#)

Select File

Test600005280761V.MP4 7.75 MB

You'll now be taken back to the **file/tech** data screen where your mp4 video 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
---------	-----------	-------------	-----------	-------	--------	-------	--------

Technical data: Bob Brown Interview: All about Salt (id: 528103)

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 Video record will not display in the Public Sites.



File summary

Thumbnail

File Exists: <https://data.vitacoolkit.ca/partners/Test60/Test60000528103.jpg> [Details/Edit]

Regular

File Exists: <https://data.vitacoolkit.ca/partners/Test60/Test60000528103.jpg> [Details/Edit]

↓ Bob Brown Interview: All about Salt Chapter 1 [Video]

File Type: MP4

File Exists: <https://data.vitacoolkit.ca/partners/Test60/Test600005281031V.MP4> [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 streaming media FLV with this record (dev)

Embed video (YouTube)

Associate multiple page files with this record

STEP 3: ADDING & REPLACING CHAPTERS & CHAPTER IMAGE FILES

Add subsequent chapters using the same workflow as in Step 2.

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
---------	-----------	-------------	-----------	-------	--------	-------	--------

Technical data: Bob Brown Interview: All about Salt (id: 1457)

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 Audio record will not display in the Public Sites.



Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

File summary

Thumbnail
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001457t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001457.jpg> [Details/Edit]

⬆ **Bob Brown Interview Chapter 1 [Video]**
File Type: MP4
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014571V.MP4> [Details/Edit]

⬆ **Bob Brown Interview Chapter 2 [Video]**
File Type: MP4
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014572V.MP4> [Details/Edit]

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

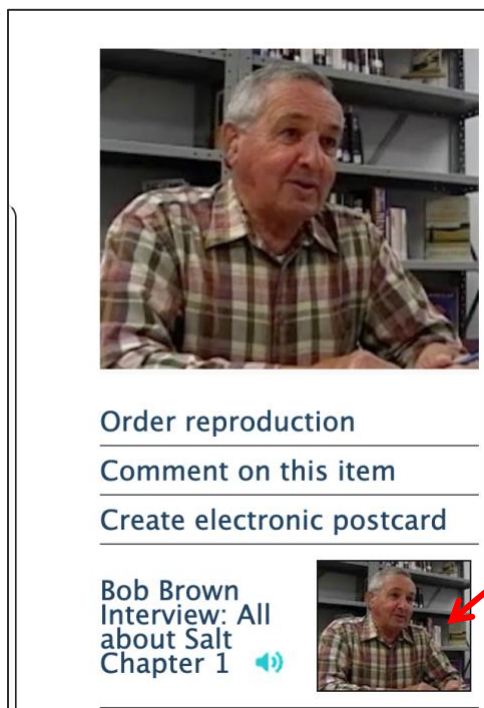
To add a thumbnail image for any chapter, click the **Details/Edit** link. In the details screen and in the **Files** section, click **Add** beside the thumbnail option.

Files:

Original File name: WindsorSaltMine1959-MP4sound.mp4
Thumbnail: [Add](#)

Normal sized Video file (MP4): Test600005282041V.MP4 [Replace](#)
File Size: 7752545 bytes, **File Type:** MP4

Upload a thumbnail image file using the dialogue box. Preview in the public site:



You can replace the thumbnail or video file by using the **Replace** button



Video chapters and their associated thumbnails will appear in the right sidebar of the record. Simply click on a link in the sidebar to play the video file or chapter. If you do not see your replacement image right away, do a hard refresh of your browser screen or clear your cache.

STEP 4: VIDEO TRANSCRIPTIONS

To make your record and site meet accessibility requirements, a full transcript of the video content must be provided either as part of the public-facing record or a non-displayed full text available for screen readers and full text search.

Full text searchable transcripts 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 Description data screen.

The screenshot shows a vertical stack of input fields on a light gray background. Each field has a label and a red 'Help' button. The fields are: 'Personal Name(s)' with an empty text box; 'Corporate Name(s)' with an empty text box; 'Description' with social media icons (YouTube, RSS, Facebook, Twitter) and an empty text box; 'Notes' with an empty text box; and 'Transcriptions' which is circled in red. Below the 'Transcriptions' label is a red 'Help' button and a text box containing the instruction: 'To make your video fully accessible, enter the full transcription, chapter hits, etc., here.'

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 has three tabs: 'Video', 'Description' (selected), and 'Comments (0)'. The content includes: 'Media Type: Video'; 'Copyright Statement: Here's a boring default copyright statement'; 'Terms of Use: Anything can be borrowed from the Reference department if you bring dark chocolate to the desk as a gift.'; and 'Contact us: Test PG 6.0 test, wlewis@ourdigitalworld.org, http://images.maritimehistoryofthegreatlakes.ca, here, Somewhere else, In Canada'. At the bottom, the 'Transcription:' section is circled in red, containing the instruction: 'To make your video fully accessible, enter the full transcription, chapter hints, etc., here.'

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.vitatoolkit.ca/partners/Test60/Test60000528103t.jpg [Details/Edit]
Regular File Exists: https://data.vitatoolkit.ca/partners/Test60/Test60000528103.jpg [Details/Edit]
↓ Bob Brown Interview: All about Salt Chapter 1 [Video] File Type: MP4 File Exists: https://data.vitatoolkit.ca/partners/Test60/Test600005281031V.MP4 [Details/Edit]

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

Label: [Help](#)
Bob Brown Interview: All at
You only have 50 characters to work with for the Label.

Category:
Video

Files:
Original File name: Test600005280761V.MP4
Regular file (MP4): Test600005281031V.MP4
File Size: 7752545 bytes, x File Type: MP4

Put in public display?: [Help](#)
☒ Yes ☐ No

Index the text in this file?: [Help](#)
☒ 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: [Help](#)
To meet WCAG/AODA accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.
Add full transcription here

EMBEDDING YOUTUBE VIDEOS

As with streaming mp4 videos, it is best practice to assign an image to represent the embedded video within the record and for all search results.

STEP 1: ADD THUMBNAIL + HERO SHOT

Following the same process for streaming videos, upload a screenshot using the Media type **Video** and category **Thumb & Regular**

Add Record

Title: Community Digitization Project

Templates: [Select one of the options below]

Media type: ☒ Image ☒ Text ☒ Video ☐ Object ☐ Audio ☐ Publication ☐ Genealogical Resource ☐ Newspaper ☐ Place ☐ Ship

Category: Thumb+Regular

Label:

Image resize: ☒ Yes ☐ No

Split PDF: ☐ Yes ☒ No

Select File

+ Add file... Start upload Cancel upload

Screen Shot 2018-01-11 at 10.43.30 PM.png 197.83 KB Start Cancel

STEP 2: UPLOADING VIDEO & EMBED CODE

Once the record is established, click on **File/tech**

Main Menu >> Search >>
Create new record with uploaded file: without upload Duplicate Create new template View entry in public site

Display File/tech Description Geography Admin Groups Links Delete

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 Video record will not display in the Public Sites.

Alternate Views: VITA, Dublin Core, MODS, RSS, Atom, Solr

Community Digitization Project

Description Comments (0)

Media Type: Video

Copyright Statement: Here's a boring default copyright statement

Terms of Use: Anything can be borrowed from the Reference department if you bring dark chocolate to the desk as a gift.

Contact us: Test PG 6.0 test
wlewis@ourdigitalworld.org
http://images.maritimehistoryofthegreatlakes.ca

here
Somewhere else
In Canada


Hero Shot

Request this image
Comment on this item
Create electronic postcard

On the **file/tech** screen click on **Embed video**

Technical data: Community Digitization Project (ID: 528107)

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 Video record will not display in the Public Sites.



1:10

File summary

Thumbnail
File Exists: <https://data.vit toolkit.ca/partners/Test60/Test60000528107t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/partners/Test60/Test60000528107.jpg> [Details/Edit]

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

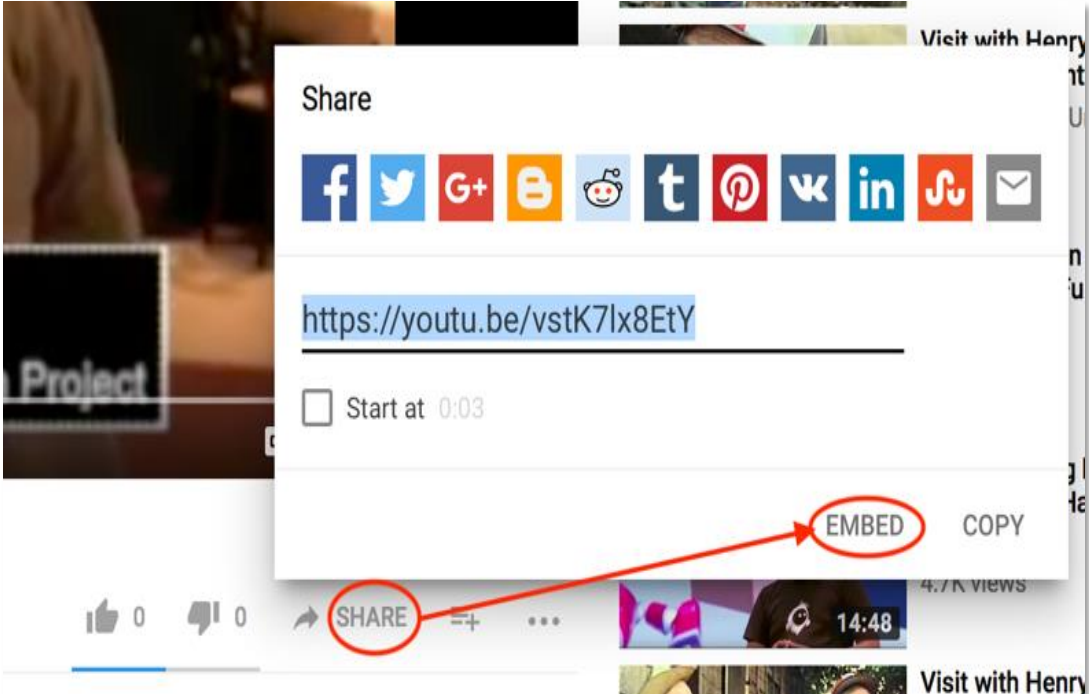
Associate another file with this record

Associate a streaming media FLV with this record (dev)

Embed video (YouTube)

Associate multiple page files with this record

In YouTube, either right click on the video or open the **share>embed** option below the video screen.



Share

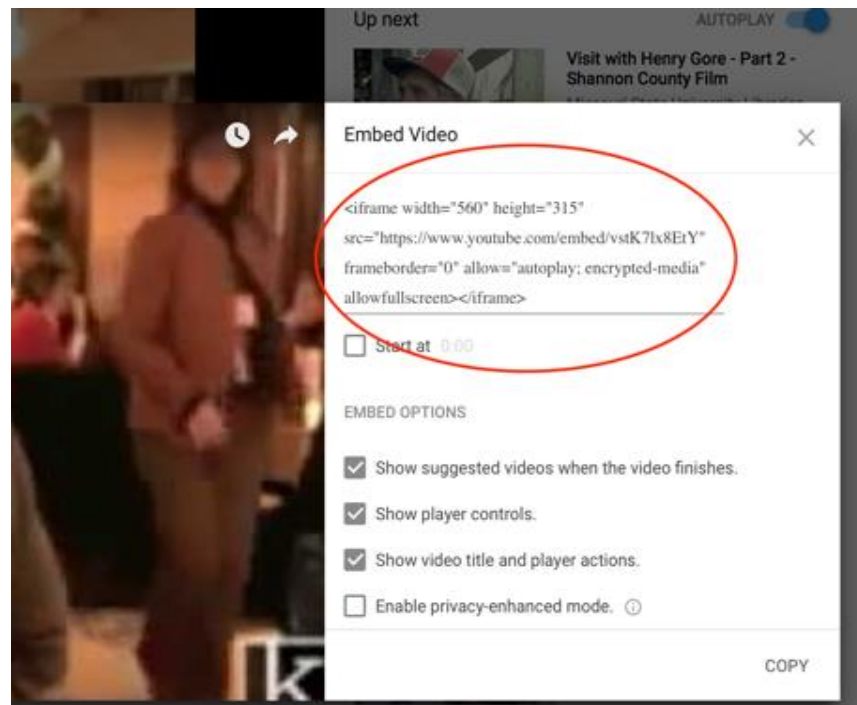
<https://youtu.be/vstK7lx8EtY>

☐ Start at 0:03

EMBED COPY

SHARE

Copy the embed code



Then paste the code in the **embed code** field in VITA

Embedding An External Video

→ **Label**

Embed code

Select the "Share" icon below the video and chose the "Embed" option that appears underneath.
Copy the <iframe> block and paste it in the space above here. Vita will adjust the width, height and other options when it displays the video.

Running time **Running time is optional but if not entered yields runtime of 0:00**

hh Hours Minutes Seconds

Embedding An External Video	
Label	Community Digitization Project
Embed code	<pre><iframe width="560" height="315" src="https://www.youtube.com/embed/vstK7x8EtY" frameborder="0" allow="autoplay; encrypted-media" allowfullscreen></iframe></pre> <p>Select the "Share" icon below the video and chose the "Embed" option that appears underneath. Copy the <iframe> block and paste it in the space above here. Vita will adjust the width, height and other options when it displays the video.</p>
Running time	<p>Running time is optional but if not entered yields runtime of 0:00</p> <p>hh Hours <input type="text" value="1"/> Minutes <input type="text" value="09"/> Seconds <input type="text"/></p> <p>Enter run time here</p>
<input type="button" value="Submit"/>	

Add a **label** for the clip, the **embed code** and the **video run time** from the YouTube display or simply use zeros and edit that run time in the chapter-level details screen in the Files area.

Click on **submit**.

STEP 3: EDITING AND REPLACING YOUTUBE FILE DETAILS

As with Mp4 videos, on the **details/edit** screen, you have the option to:

- change the video label
- change the run time
- replace the automatically generated thumbnail
- make the video public or non-public (e.g. if you want to keep a video file with the record but not publicly displayed)
- add full text transcriptions at the file level and make the chapter level transcription full text searchable by clicking "Yes" to "Index the text in this file?"

Click on the **update/edit values** button to complete the embed process and commit any changes you have made to the record.

Label: Help

News Primer

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

Category:

Video

Files:

Original File name: <https://www.youtube.com/embed/DUep4Dx1kb0>

Thumbnail for Video (JPG): [Test600005278551Vt.jpg](#) Replace

If new files have been uploaded but old files (of any size) are still appearing here, the image is probably "cached". Try opening the individual image and then SHIFT - Reload

Run Time: 02:28 (148 secs.)

0

 hours

2

 minutes

28

 seconds

Put in public display?: Help

☒ Yes
☐ No

Index the text in this file?: Help

☒ 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: Help

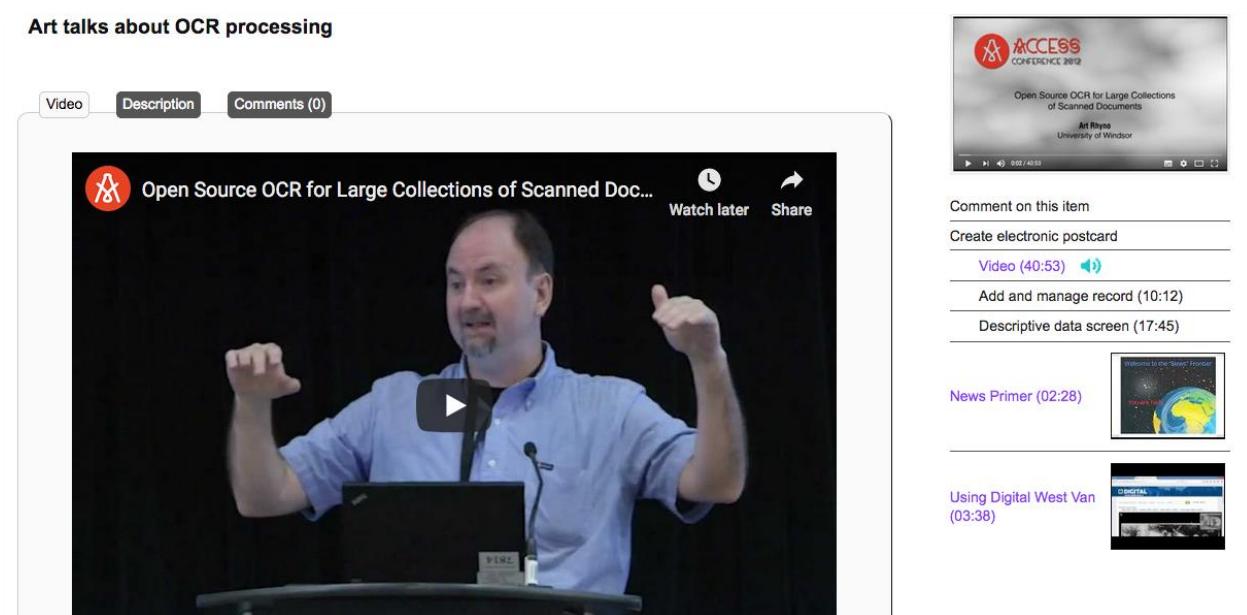
To meet WCAG/AODA accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.

Click on **Update Record** to return to the file/tech screen

Continue adding video chapters as required.

Click on the **Display** tab to preview the video record

Your record, with any mp4 video and embedded YouTube video, will look like this:



Once you have loaded all of the videos, you can continue to add descriptive data to the record from the data management screen. See the Adding and Managing Records manual for information on how to add data to a record on the [VITA Toolkit Help](#) site.