



# UPLOADING STREAMING & EMBED CODE CONTENT

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VITA 6.4.2

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## INTRODUCTION

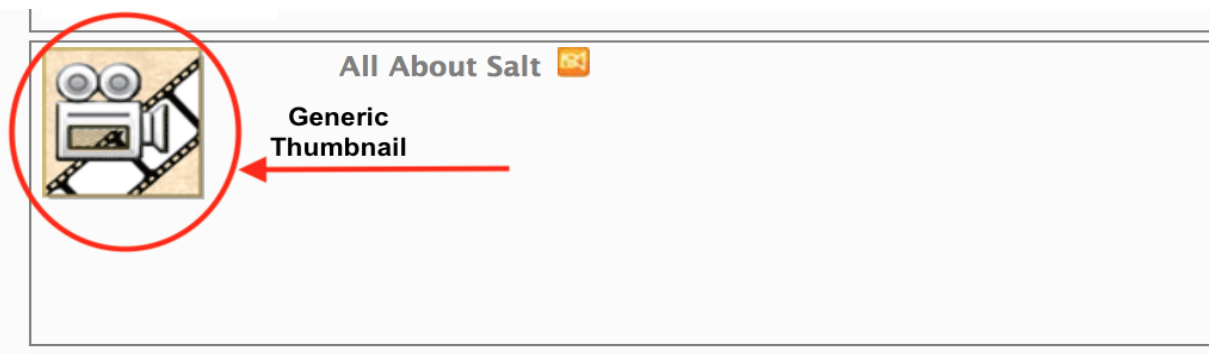
VITA supports **mp4** files to deliver video in a streaming display, as well as an embed code option for **YouTube, Vimeo, Facebook and SketchFab** . You can find instructions on how to embed code in Part 2 of this manual.

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

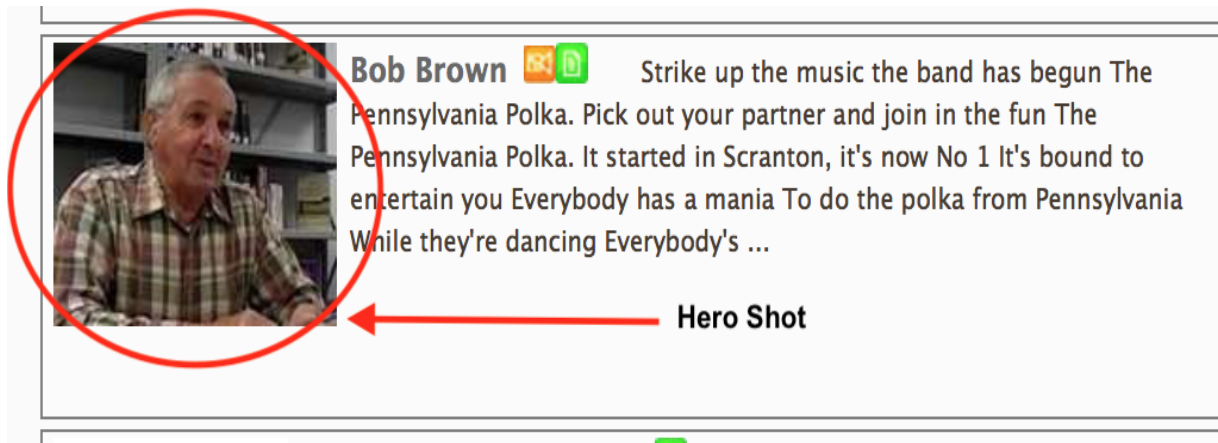
## UPLOADING VIDEOS & VIDEO RECORDS

### 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**  Image  Text  Video  Object  Audio  Publication  Genealogical Resource  
 Newspaper  Place  Ship ↕

**Category** Thumb+Regular ▾ ↕

**Label**

**Image resize**  Yes  No ↕

**Split PDF**  Yes  No ↕

[Clear Form](#)

**Select File**

+ Add file... Start upload Cancel upload

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**  Image  Text  Video  Object  Audio  Publication  Genealogical Resource  
 Newspaper  Place  Ship ↕

**Category** Thumb+Regular ▾ ↕

**Label**

**Image resize**  Yes  No ↕

**Split PDF**  Yes  No ↕

[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** 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](mailto:wlewis@ourdigitalworld.org)  
<http://images.maritimehistoryofthegreatlakes.ca>

here  
Somewhere else  
In Canada



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.vitalookit.ca/partners/Test50/Test60000528102.jpg> [\[Details/Edit\]](#)

**Regular**  
File Exists: <https://data.vitalookit.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** (circled in red)

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

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 Clear Form

+ Add file... Start upload Cancel upload



Test600005280781V.MP4  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: <a href="https://data.vitacoolkit.ca/partners/Test60/Test60000528103.jpg">https://data.vitacoolkit.ca/partners/Test60/Test60000528103.jpg</a> [Details/Edit]
Regular	File Exists: <a href="https://data.vitacoolkit.ca/partners/Test60/Test60000528103.jpg">https://data.vitacoolkit.ca/partners/Test60/Test60000528103.jpg</a> [Details/Edit]
↓ Bob Brown Interview: All about Salt Chapter 1 [Video]	File Type: MP4 File Exists: <a href="https://data.vitacoolkit.ca/partners/Test60/Test600005281031V.MP4">https://data.vitacoolkit.ca/partners/Test60/Test600005281031V.MP4</a> [Details/Edit]

To order the links click and drag the thumbnail or sort box 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**

<b>Thumbnail</b> File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train000001457t.jpg">https://data.vit toolkit.ca/Partners/Training/Train000001457t.jpg</a> [Details/Edit]
<b>Regular</b> File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train000001457.jpg">https://data.vit toolkit.ca/Partners/Training/Train000001457.jpg</a> [Details/Edit]
<b>↕ Bob Brown Interview Chapter 1 [Video]</b> File Type: MP4 File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train0000014571V.MP4">https://data.vit toolkit.ca/Partners/Training/Train0000014571V.MP4</a> [Details/Edit]
<b>↕ Bob Brown Interview Chapter 2 [Video]</b> File Type: MP4 File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train0000014572V.MP4">https://data.vit toolkit.ca/Partners/Training/Train0000014572V.MP4</a> [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

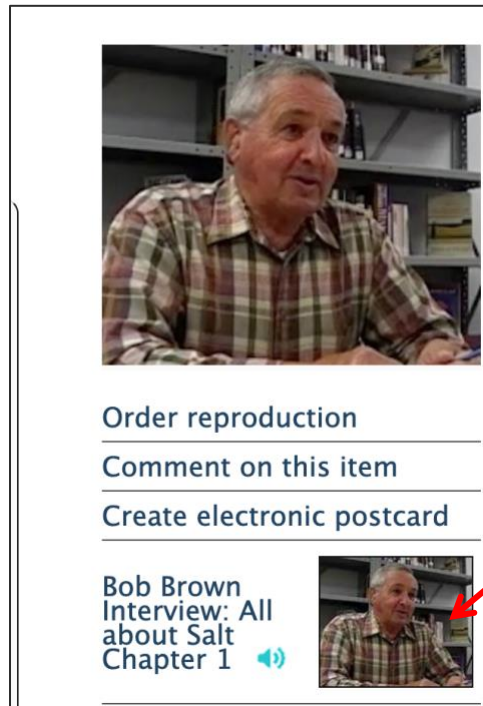
**Thumbnail:**

**Normal sized Video file (MP4):** Test600005282041V.MP4

**File Size:** 7752545 bytes, **File Type:** MP4




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




Order reproduction

Comment on this item

Create electronic postcard

Bob Brown  
Interview: All  
about Salt  
Chapter 1 



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



**Files:**

**Original File name:** WindsorSaltMine1959-MP4sound.mp4

**Thumbnail for Video (JPG):** Test600005282041Vt.JPG

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

**Normal sized Video file (MP4):** Test600005282041V.MP4

**File Size:** 7752545 bytes, **File Type:** MP4

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 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 Description data screen.

The image shows a vertical form with five sections. Each section has a label and a 'Help' button. The sections are: 'Personal Name(s)', 'Corporate Name(s)', 'Description', 'Notes', and 'Transcriptions'. The 'Transcriptions' label is circled in red. Below the 'Transcriptions' label is a text area 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 image shows a public video description screen with three tabs: 'Video', 'Description', and 'Comments (0)'. The 'Description' tab is active. 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'. Below this is the 'Transcription:' section, which is circled in red and contains 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.

Update/Edit values

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 VIDEO & OTHER OBJECTS

Embed <iframe> code from **YouTube, Vimeo, Facebook or SketchFab** right into your VITA record to share, manage, preserve and enhance discovery of your local history videos.

As with streaming mp4 videos, first 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	<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
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

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.maritimememoryofthegreatlakes.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 code**

File summary

Thumbnail  
File Type: JPEG  
File Exists: <https://data.vitacoolkit.ca/Partners/MHGL/MHGL000129995t.jpg> [Details/Edit]

Regular  
File Type: JPEG  
File Exists: <https://data.vitacoolkit.ca/Partners/MHGL/MHGL000129995.jpg> [Details/Edit]

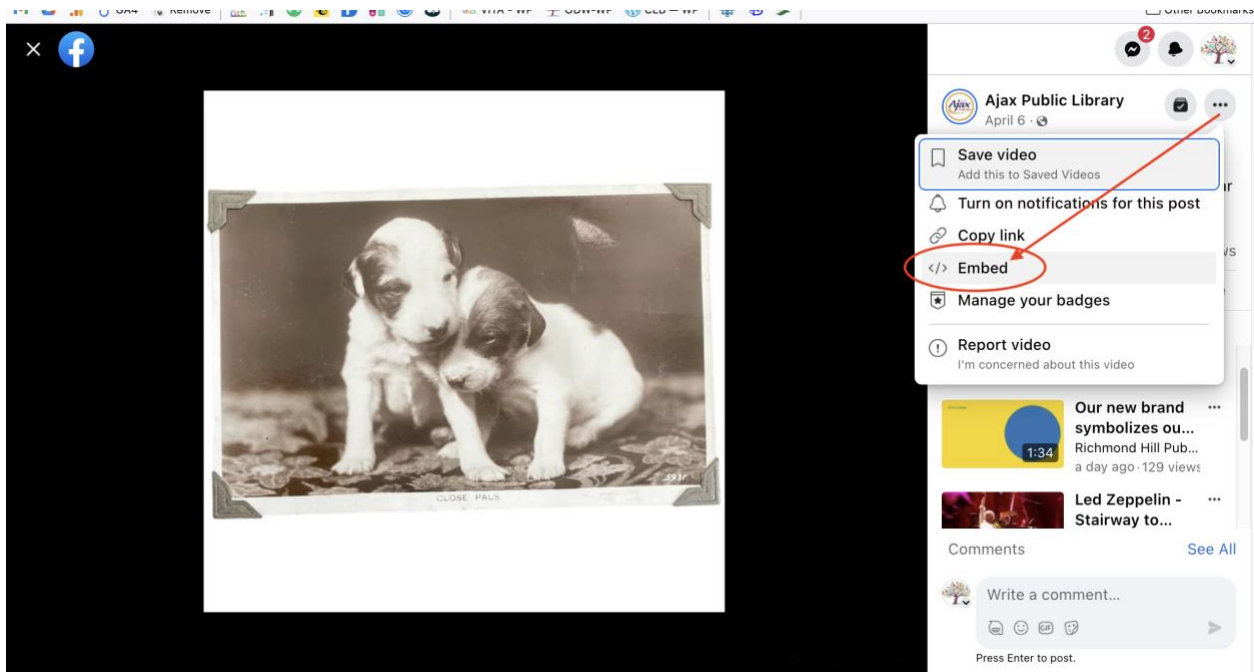
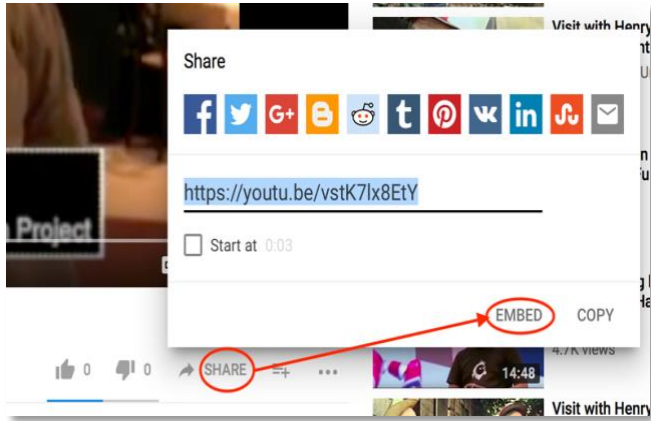
Full Image  
File Type: JPEG  
File Exists: <https://data.vitacoolkit.ca/Partners/MHGL/MHGL000129995f.jpg> [Details/Edit]

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

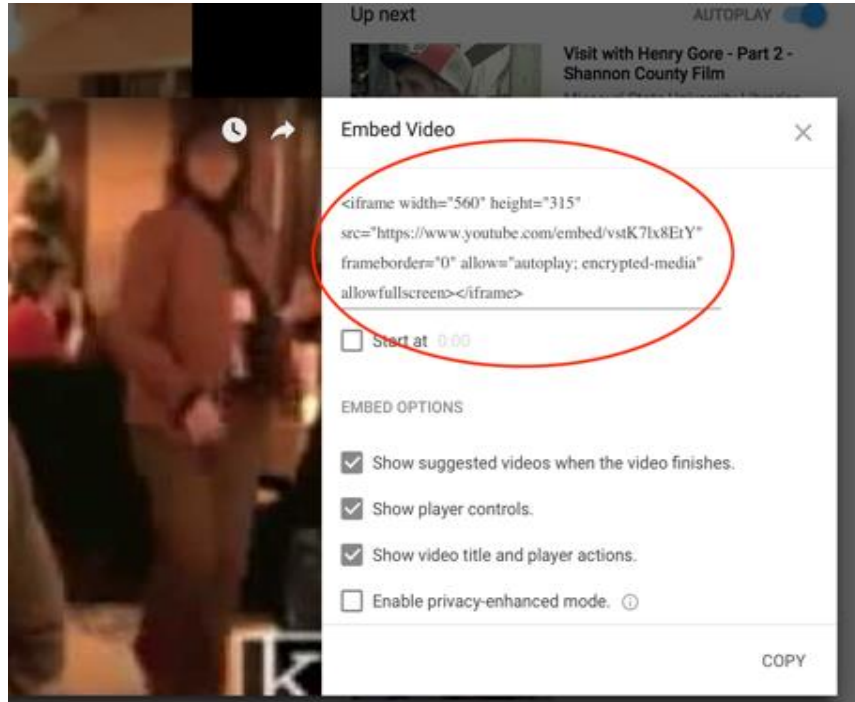
Associate another file with this record

**Embed code**

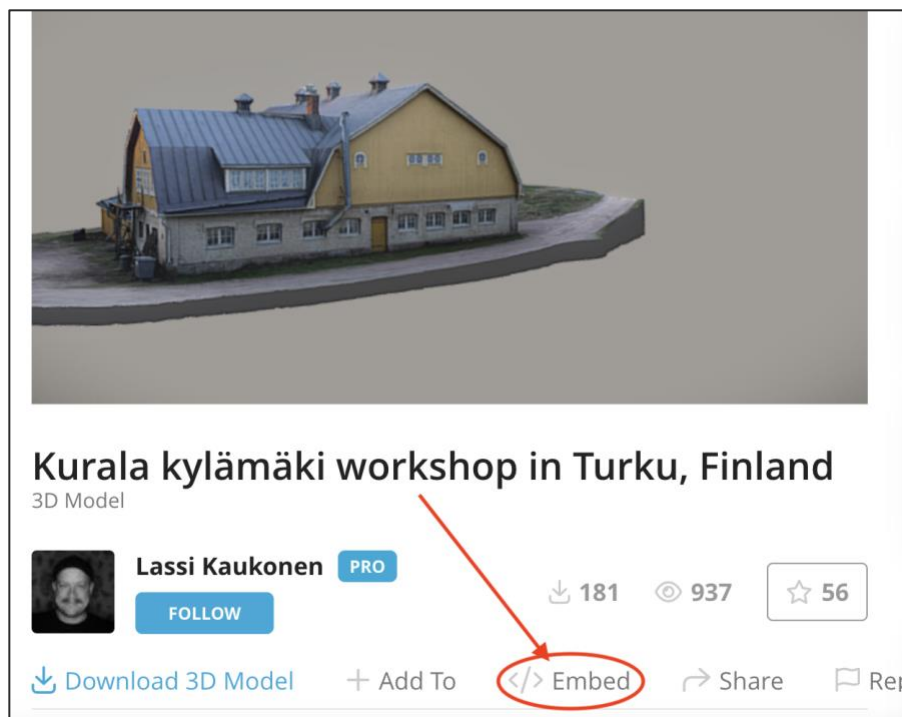
In **YouTube, Vimeo and Facebook**, either right click on the video or open the **share>embed** option below the video screen.

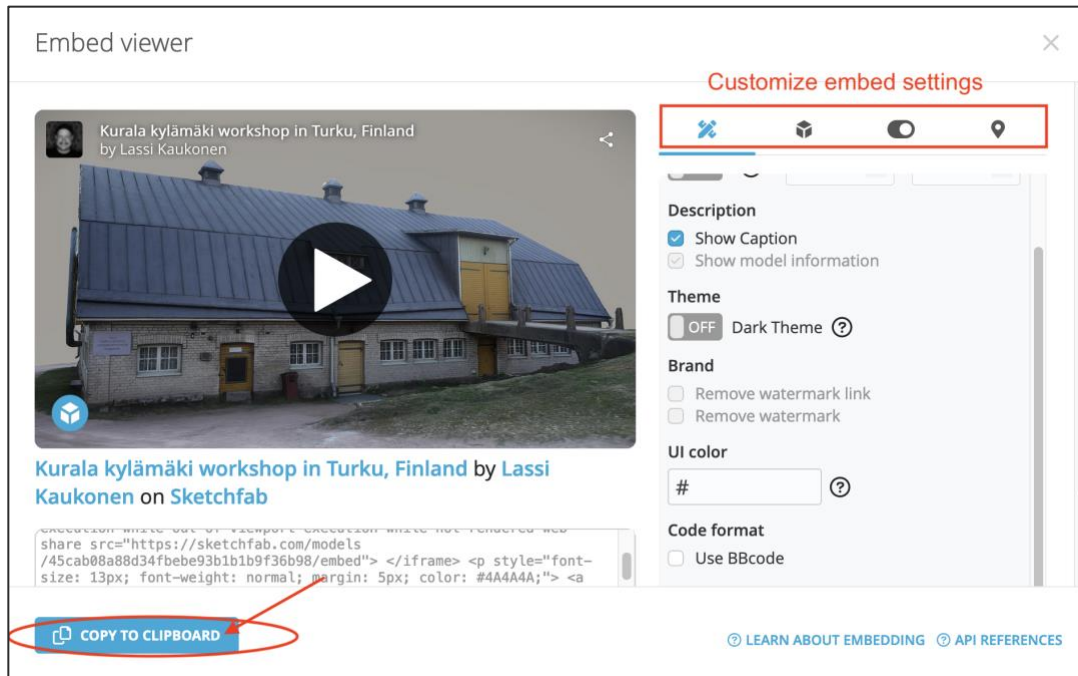


Copy the embed code



In **SketchFab**, click the "Embed" option and choose the settings for your embed object then "Copy to Clipboard".





Paste the code in the **embed code** field in VITA

Embedding An External Video	
<b>Label</b>	Interview with Halyna Huba
<b>Embed code</b>	<pre>&lt;iframe src="https://player.vimeo.com/video/79904809?h=3226ea3bb1" width="640" height="360" frameborder="0" allow="autoplay; fullscreen; picture-in-picture" allowfullscreen&gt;&lt;/iframe&gt; &lt;p&gt;&lt;a href="https://vimeo.com/79904809"&gt;Halyna&amp;#039;s Story&lt;/a&gt; from &lt;a href="https://vimeo.com/user19875879"&gt;Share the Story&lt;/a&gt; on &lt;a href="https://vimeo.com"&gt;Vimeo&lt;/a&gt;.&lt;/p&gt;</pre> <p>VITA currently supports: YouTube, Vimeo, Facebook and SketchFab. Contact <a href="#">Help</a> if you want us to consider additional options.</p> <p>Select the "Share" icon and chose the "Embed" option that appears.</p> <p>Copy the embed code and paste it in the space above here. Vita will adjust the width, height and other options when it displays the video.</p> <p>If an appropriate thumbnail for the video does not appear on the resulting screen, use your computer's screen capture routine to capture a frame from the video. Click the [Replace] button next to the "Thumbnail for Video" to upload your replacement thumbnail. It will be reduced to the correct size automatically.</p>
<b>Running time</b>	<p>Running time is optional but if not entered yields runtime of 0:00</p> <p>00 Hours 03 Minutes 18 Seconds</p>
	Submit

Add a **label** for the clip, the **embed code** and the **video run time** or simply use zeros and edit the run time in the chapter-level details screen in the Files area (see below).

Click on **submit**.

### STEP 3: EDITING & REPLACING 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.

The screenshot shows a web form for editing a video record. On the right side, there is a vertical banner with a starry background and the text "ODW New Welcom" and "You are".

The form contains the following sections:

- Label:** A text input field containing "News Primer". A red arrow points to this field.
- Category:** A dropdown menu set to "Video".
- Files:** A section containing:
  - Original File name: <https://www.youtube.com/embed/DUep4Dx1kb0>
  - Thumbnail for Video (JPG): [Test600005278551Vt.jpg](#) [Replace](#) (A red arrow points to the "Replace" button.)
  - Text: "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.)
  - Time controls: 0 hours, 2 minutes, 28 seconds.
- Put in public display?:** Radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" button.
- Index the text in this file?:** Radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" button.
- Full text:** A text area with a red warning message: "To meet WCAG/AODA accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files." A red arrow points to this section.

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

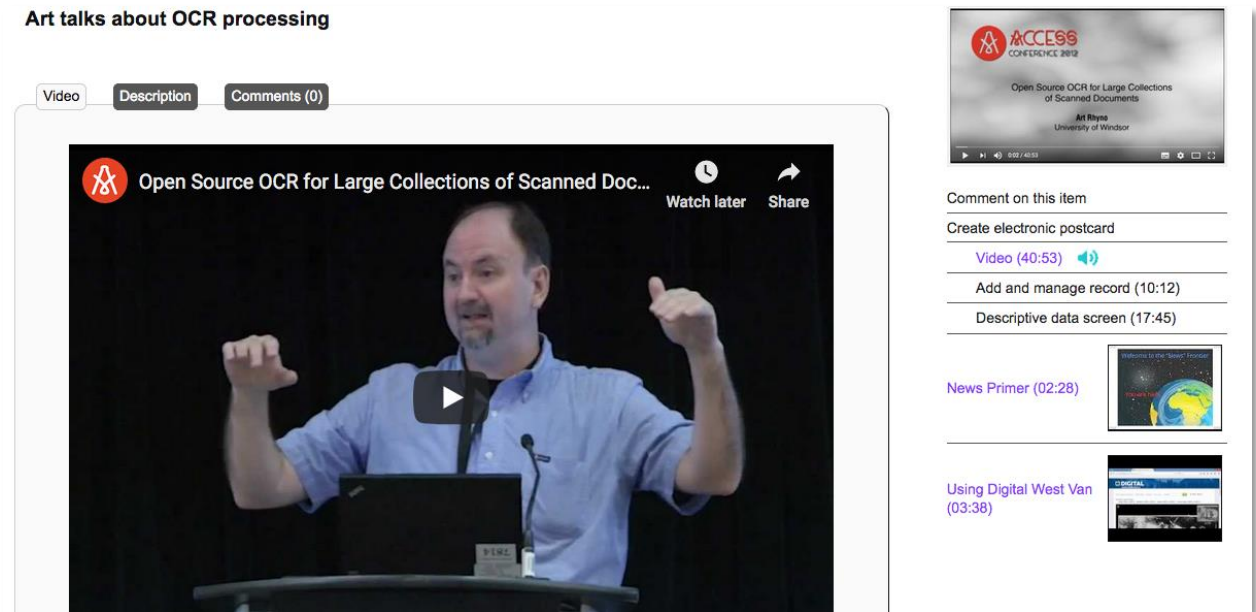
Continue adding video chapters as required.

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

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

**Art talks about OCR processing**

Video Description Comments (0)



Open Source OCR for Large Collections of Scanned Doc... Watch later Share

Comment on this item

Create electronic postcard

Video (40:53)

Add and manage record (10:12)

Descriptive data screen (17:45)

News Primer (02:28)

Using Digital West Van (03:38)

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.