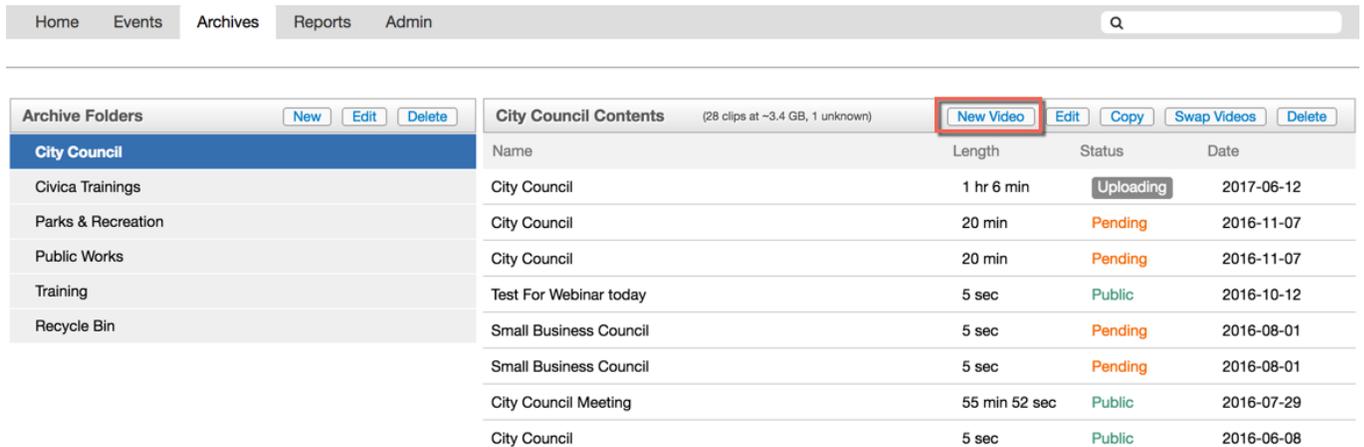


Uploading a Video

To upload a new video clip, complete the following steps:

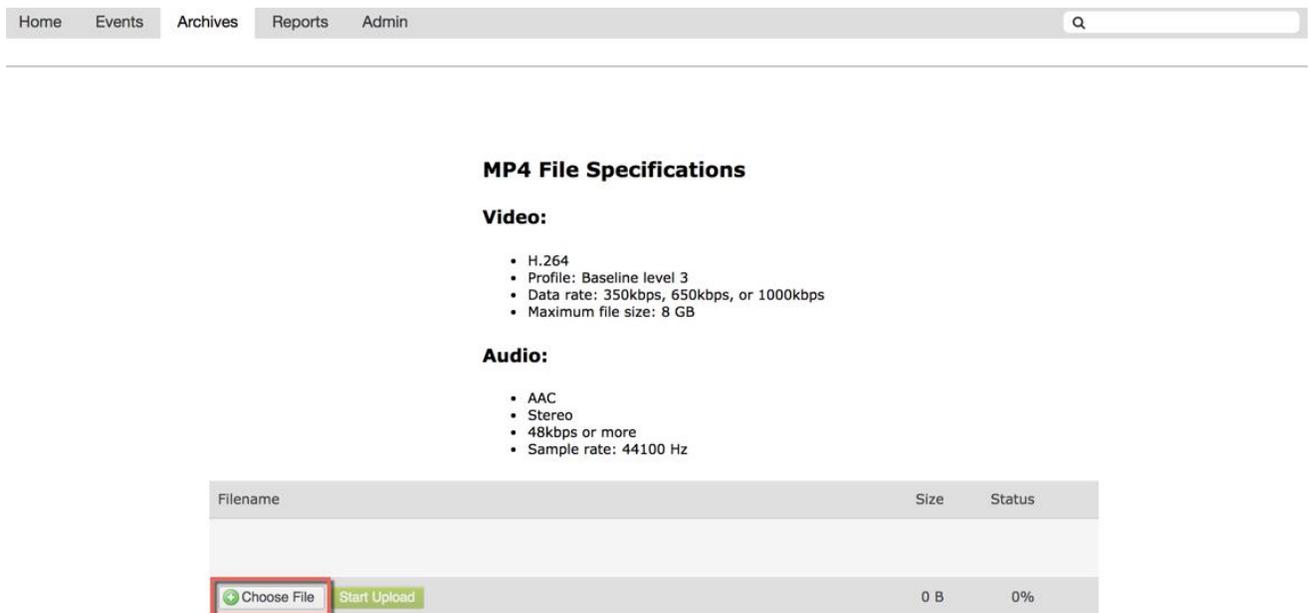
1. Open MediaManager
2. Click on the **Archives** tab.



The screenshot shows the MediaManager interface with the 'Archives' tab selected. The 'City Council Contents' section is active, displaying a table of video uploads. The 'New Video' button is highlighted with a red box.

Name	Length	Status	Date
City Council	1 hr 6 min	Uploading	2017-06-12
City Council	20 min	Pending	2016-11-07
City Council	20 min	Pending	2016-11-07
Test For Webinar today	5 sec	Public	2016-10-12
Small Business Council	5 sec	Pending	2016-08-01
Small Business Council	5 sec	Pending	2016-08-01
City Council Meeting	55 min 52 sec	Public	2016-07-29
City Council	5 sec	Public	2016-06-08

3. Navigate to your meeting and click the **New Video** button found on the toolbar.
4. Click **Choose File**.



The screenshot shows the 'MP4 File Specifications' section with the following details:

MP4 File Specifications

Video:

- H.264
- Profile: Baseline level 3
- Data rate: 350kbps, 650kbps, or 1000kbps
- Maximum file size: 8 GB

Audio:

- AAC
- Stereo
- 48kbps or more
- Sample rate: 44100 Hz

Below the specifications is a table for file uploads:

Filename	Size	Status
	0 B	0%

The 'Choose File' button is highlighted with a red box.

5. Select the file to be uploaded. **Note: The file must be in MP4 format.**
6. Click **Open**. This populates the file name in the **Filename** field.
7. Click **Start Upload**. This process may take some time, depending on the file size.

8. When the upload is complete, you'll return to the **Basic File Properties** page.
9. Edit the file properties. This allows you to:
 - a. Trim the video to remove unneeded footage at the beginning or end of the video. This is done by selecting the **Trimming** tab.
 - b. Make sure the date, time and location are correct.
 - c. Make the video viewable by the public. To do so find the **Status** drop-down menu and select **Public**.

The screenshot shows the 'Basic File Properties' page. At the top, there are navigation tabs: Home, Events, Archives, Reports, Admin, Basic, Agenda, Minutes, Captions, Comments, Trimming, Publishing, Download, and Finished. The main title is 'Basic File Properties'. Below this, there are several input fields and a dropdown menu. The 'Status' dropdown menu is highlighted with a red arrow and contains the option 'Public'. To the right of the form is a video player with a play button and a 'Go To: 00:00:00' control. Below the video player, there is a 'How to use:' section with three steps: 1) Push play on video, 2) Input time in hh:mm:ss format, and 3) Hit 'Enter' in input box to jump to desired point in video. At the bottom of the form, there is a 'Save Properties' button.

Note: If you set the status to *Not Public* or *Pending*, the archive (including the video) will be visible only to internal viewers. Use *Not Public* for internal-only archives and *Pending* for archives you wish to edit before posting to your view page.

10. Click **Save Properties**.