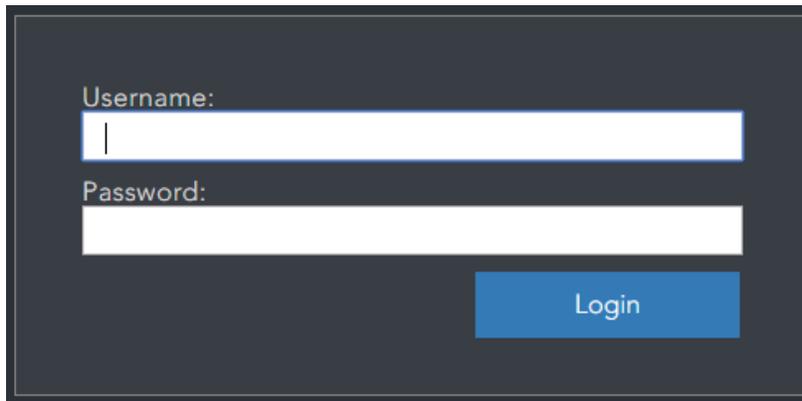


How to Upload Content to MEDIAL

Step 1 – Login

<http://medial.d11.org/Account/Login?ReturnUrl=%2f>

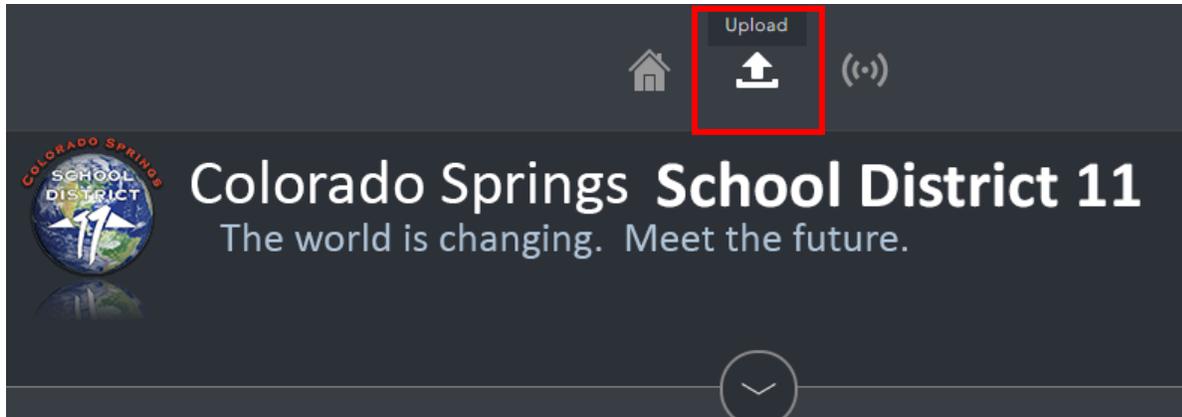
Enter your D11 network username & password, click **Login**



A login form with a dark background. It features two white input fields: the top one is labeled "Username:" and the bottom one is labeled "Password:". Below the password field is a blue button with the text "Login" in white.

Step 2 - Go to Upload page

Click on the **Upload** icon at the top



Step 3 - Browse for clip or record webcam footage

There are two options for uploading content to MEDIAL, either browse for a file or record footage straight from a webcam

Choose a File to Upload

Please note the maximum allowed upload size is 100.00 MB
Allowed file extensions: *.avi;*.flv;*.mkv;*.mov;*.mpg;*.mpeg;*.mp3;*.mp4;*.m4v;*.wav;*.webm;*.wma;*.wmv

Select a File: **BROWSE** ▶

Uploaded File:



Option A - Browse

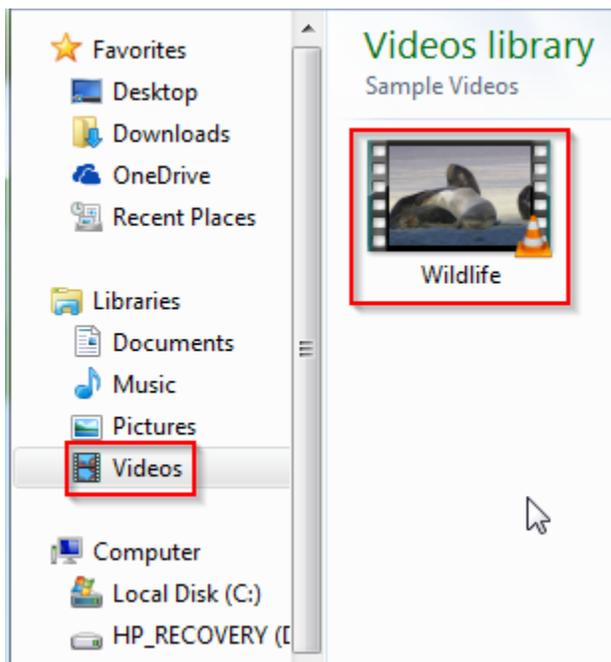
Step 1 -

Click the **Browse** button

Select a File: **BROWSE** ▶

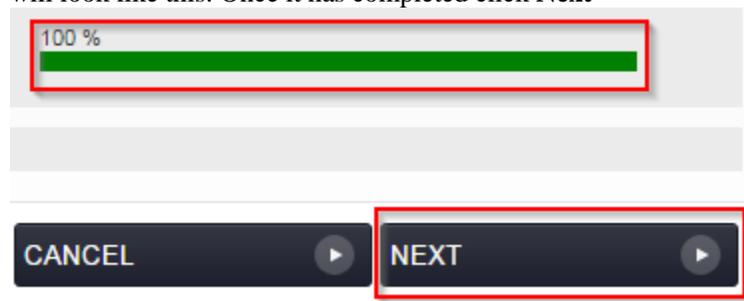
Step 2 - Browsing for a clip

Search for the video to be uploaded



Step 3 - Upload Progress

While the video is loading a green bar will appear showing the clips upload progress, once it has finished it will look like this. Once it has completed click **Next**



Step 4 - Clip information

Enter the metadata for the clip. Several Categories are available if you don't see one that seems right for you just pick "Default". "Personal" will only allow **YOU** to see the file unless you share the link (& a password if you set one up for it) with someone.

Add New Media - Please enter the media's metadata below.

Title *	<input type="text" value="Title everyone will see."/>
Category *	<input type="text" value="Default"/> ▼
Description * 919 characters left	<input type="text" value="This is where you add the brief description of the video. Who, What, Where, When."/>
Email Address *	<input type="text" value="your.name@d11.org"/>

(we need this to notify you when your media has been encoded.)

Enter relevant keywords for the clip (TAGS). This is what will make it searchable so you want to be careful about spelling and you want to use several specific words that have to do with your video.

Type in a tag in the box provided then click **Add**

Add Tags

Tags: ✕ ADD ▶

Current Tags:
click on a tag to delete it

Relevant Word ✕ Specific ✕

A date maybe? ✕

*I agree to the Terms of Use and Disclaimer
[click here to read](#)

Click **Add** after each tag and remove a tag by clicking the red '**X**' next to it

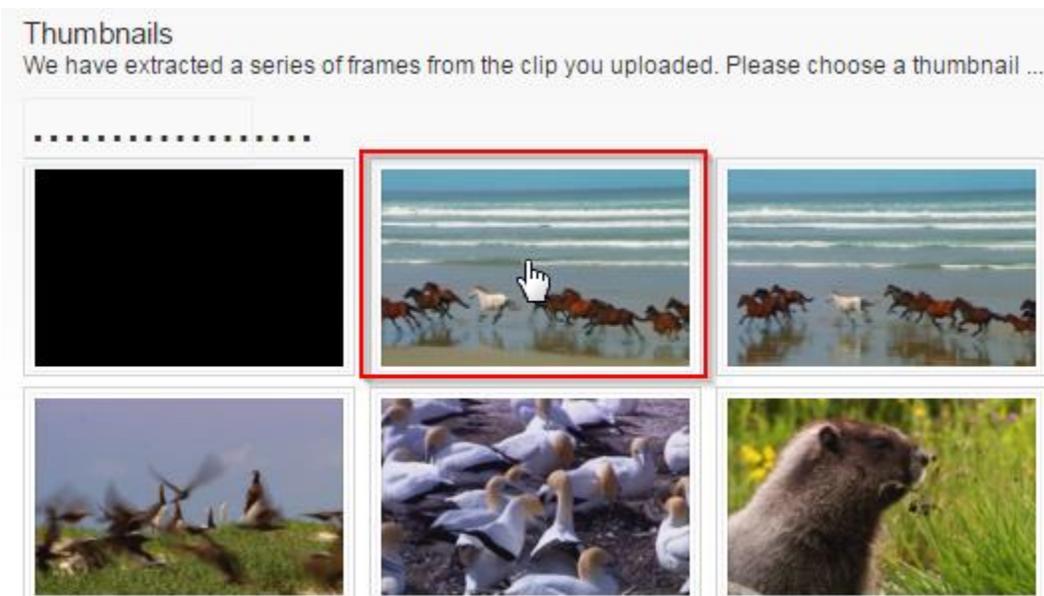
Once all the information has been entered, click **Next**

Step 5 - Thumbnails

On the thumbnails screen there are three options:

Option A - Extracted Thumbnails

There are a selection of thumbnails that have been extracted from the clip which can be used, select one by clicking on it



Option B - Uploading a pre-created thumbnail

A custom thumbnail can be uploaded for the clip. Click **Browse** to locate it (*.jpg, *.png, *.gif). Images that are outside of the suggested size (640 x 385px) will be resized.

Option C - Category Thumbnail

A category thumbnail can be chosen if there is one set for the category, simply click the box to the right of the thumbnail to select it.

Use Category Thumbnail

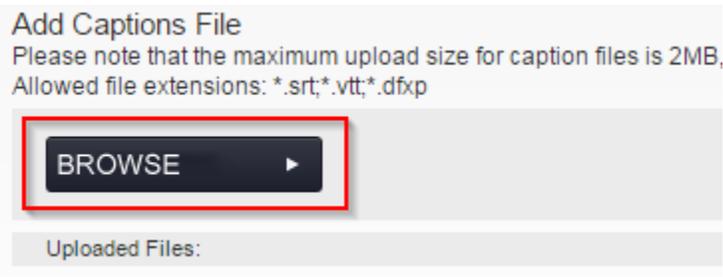


Once one of the three options has been selected, click **Next**

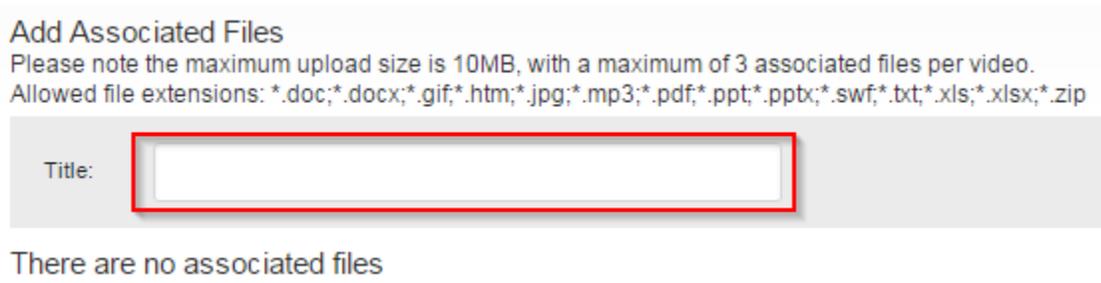


Step 6 - Associated Files (optional)

Click **Browse** to Add Captions File.



Type in a **Title** for the associated file



After typing in a title the **Browse** button should appear. Click **Browse** and find a file to attach

Add Associated Files

Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.
Allowed file extensions: *.doc;*.docx;*.gif;*.htm;*.jpg;*.mp3;*.pdf;*.ppt;*.pptx;*.swf;*.txt;*.xls;*.xlsx;*.zip

Title:

URL:

There are no associated files

A upload progress bar will appear for a second then the file will be attached. The title that was entered in beforehand appears and a small box to the left is there if you so wish to delete the attachment.

Add Associated Files

Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.
Allowed file extensions: *.doc;*.docx;*.gif;*.htm;*.jpg;*.mp3;*.pdf;*.ppt;*.pptx;*.swf;*.txt;*.xls;*.xlsx;*.zip

Title:

	Title
<input type="checkbox"/>	MEDIAL

Step 7 - Confirmation

Progress through the wizard is displayed with green check marks in each of the tabs

[File](#) [Details](#) [Thumbnails](#) [Assoc Files](#)

The confirmation page displays an overview of the clip before final submission. This shows the uploaded file, title, category, description, tags and if the clip is featured

Upload Confirmation Required
Here is a summary of Video 1:

Uploaded File:	Wildlife.wmv
Title:	Video 1
Category:	AB
Description:	This is a video
Tags:	Science, Nature, Wildlife
Featured:	Yes

The other half of the confirmation pages shows the selected thumbnail, the captions file (if added) and the associated file(s) (if added)

Thumbnail:	
Captions File:	There are no caption files
Associated Files:	52766297.docx

BACK FINISH

To make any changes to the clip or metadata, click **Back**, or use the tabs at the top of the wizard to skip directly to the area required. Once the clip is ready for submission click **Finish**

Encoding progress is displayed for the clip and once it has been successfully encoded it will display 'Yes' in the column titled **Encoded**

Category	Contributor	Filename	Views	Date Added	Encoded
Personal	HML Administrator	82922738	0	14/12/2015 14:39	Yes

Option B - Record Webcam

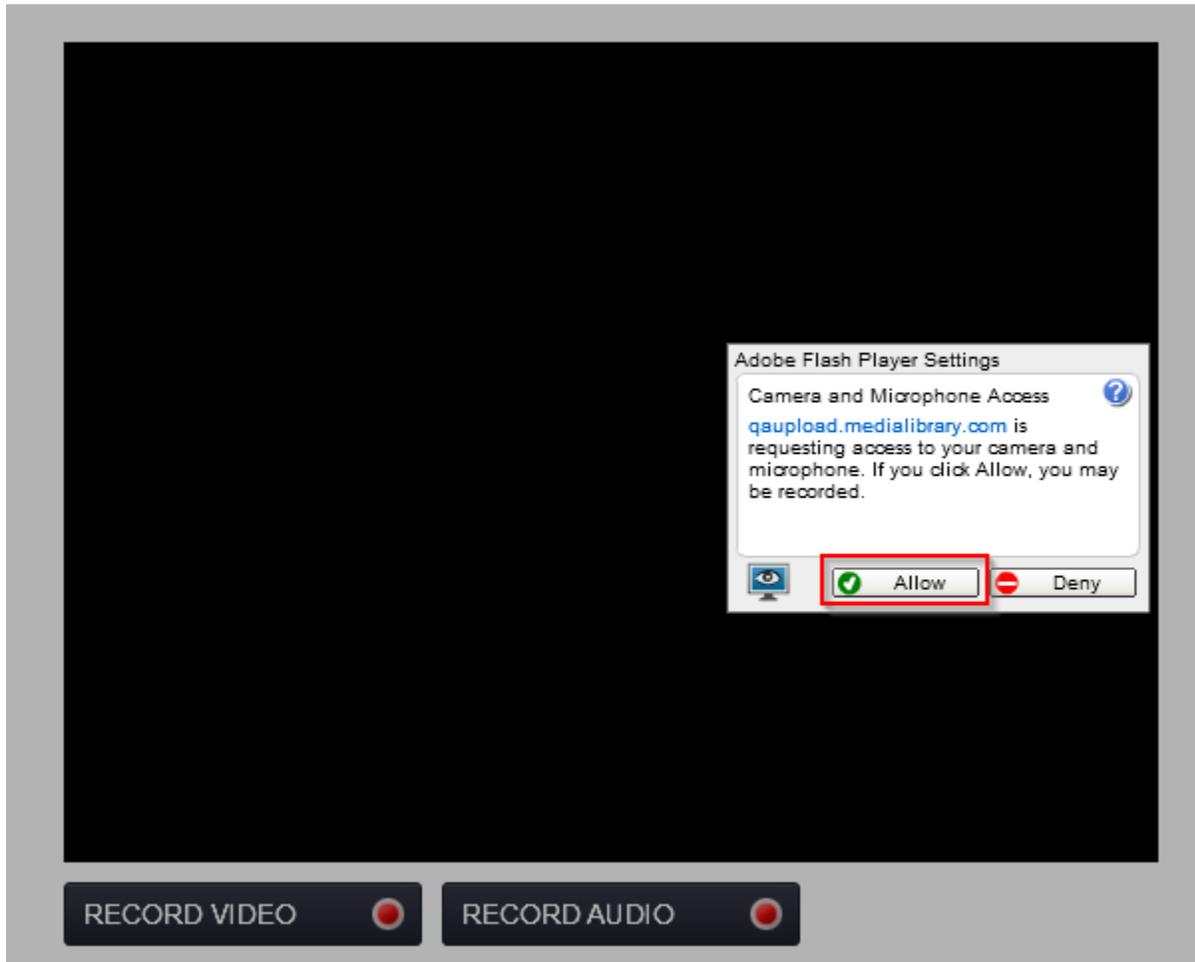
Step 1 -

Click the **Record Webcam** button



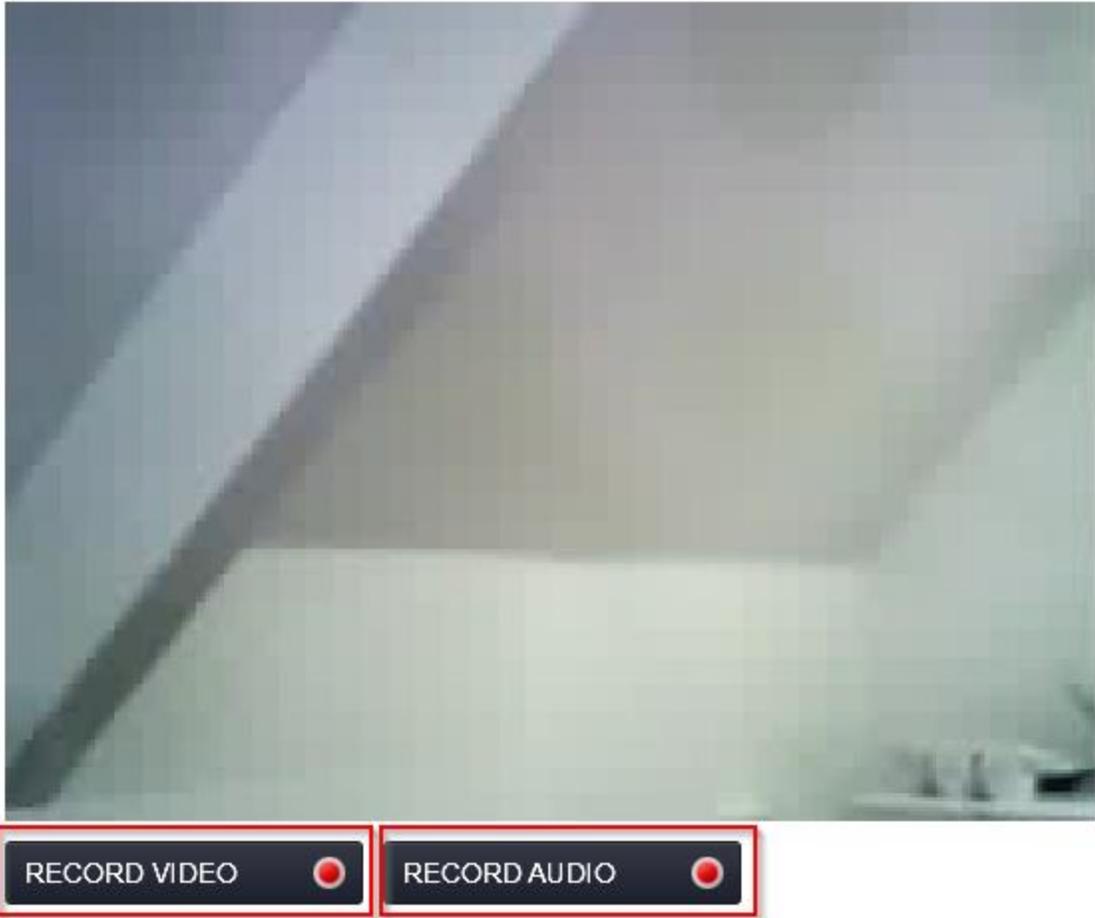
Step 2 - Adobe Flash Player Settings

A message box will appear titled **Adobe Flash Player Settings**, click the **Allow** button. This will allow access to both the camera and microphone

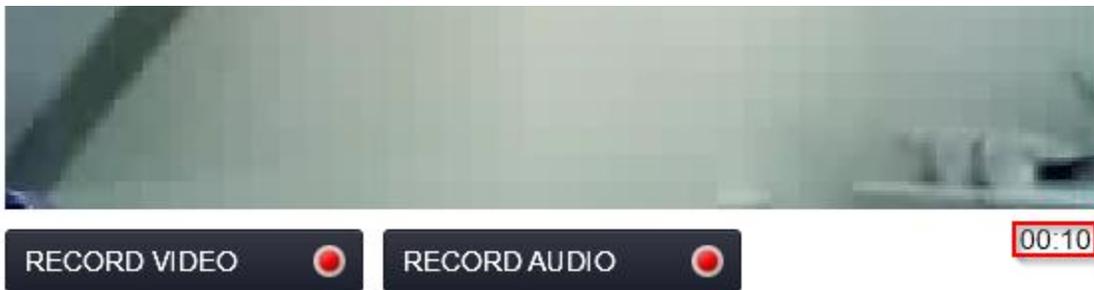


Step 3 - Recording webcam footage

Click **Record Video** to record the video and audio from the webcam or click **Record Audio** to record just the audio



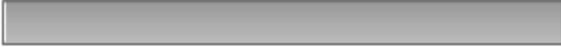
Step 4 - Recording and information



During the recording the duration is displayed, plus it also shows the input devices being used for the recording
The **Play Recording** button will play your recording and the link below it will allow the clip to be top and tailed.

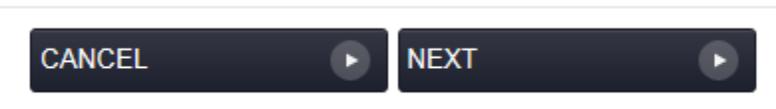
Inputs:
Professional financial camera
Microphone (Wirecast Virtual Microphone Driver)
[Change](#)

Microphone level:



PLAY RECORDING
[Adjust start and end time >](#)

Once any necessary changes have been made, click **Next**.



Complete the upload wizard in the same way as for uploading a normal clip.