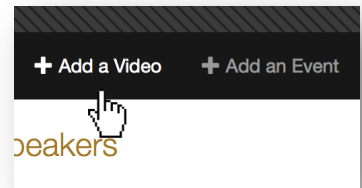


# Lectures and Guest Speakers Video Uploading Instructions

Purdue MediaSpace is an online repository for Purdue videos. It is designed to provide space for faculty and staff to upload and distribute audio and video content. Videos in the Lectures and Guest Speakers Channel will be available for anyone with a Purdue career account to view.

## Step 1

Use the **Add a Video** tab on the top right to navigate to the MediaSpace upload page.



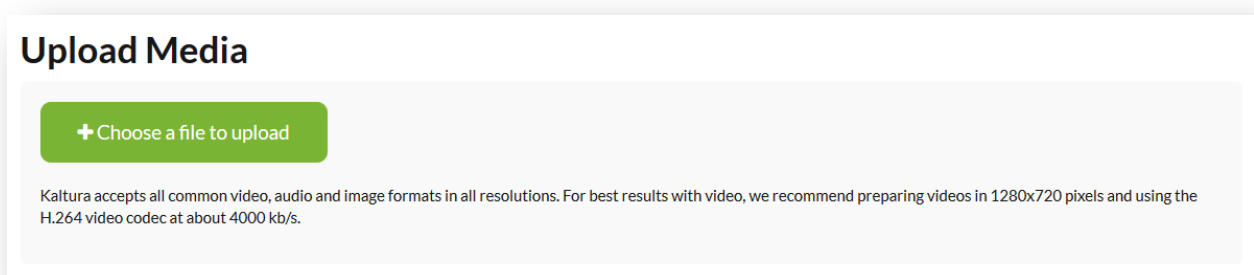
## Log in

**Log in** with your career account credentials.

## Step 2

Click the green **Choose a file to upload** button.

Choose the file and follow the wizard to upload.



## Step 3

Once uploaded, add a name, \* description \*\* and tags. \*\*\* When a message indicates that the media successfully published, click the **Save** button. You have successfully uploaded a new video to your category!

- \* Although a default file name automatically populates, best practice suggests the name should be relevant and descriptive of the video. Including the presentation name, the speaker name and the series name, if applicable are also good practice.
- \*\* The description should also appropriately describe the video. If you didn't include the presentation name, the speaker name and the series name a good habit would be to include them at the beginning and then include a short description of the presentation.
- \*\*\* Tags are important for searching. A predefined list of tags are available to make your video easier for everyone to find. Use these tags as appropriate.

- |   |   |   |
|---|---|---|
| <input type="radio"/> Agriculture         | <input type="radio"/> Health and Human Sciences | <input type="radio"/> Veterinary Medicine |
| <input type="radio"/> Education           | <input type="radio"/> Liberal Arts              | <input type="radio"/> Honors College      |
| <input type="radio"/> Engineering         | <input type="radio"/> Krannert                  | <input type="radio"/> Graduate School     |
| <input type="radio"/> Exploratory Studies | <input type="radio"/> Pharmacy                  | <input type="radio"/> speaker             |
|   | <input type="radio"/> Science                   | <input type="radio"/> series              |
|   | <input type="radio"/> Technology                | <input type="radio"/> lecture             |

### Add The Event Date

To list your video by the original event date on the Lectures and Guest Speakers web site, add the date as the **first** tag in the format **Month DD YYYY**. For example, August 21 2015.

Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name:   
(Required)

Description:   
 Black Bold Italic Underline

Tags:

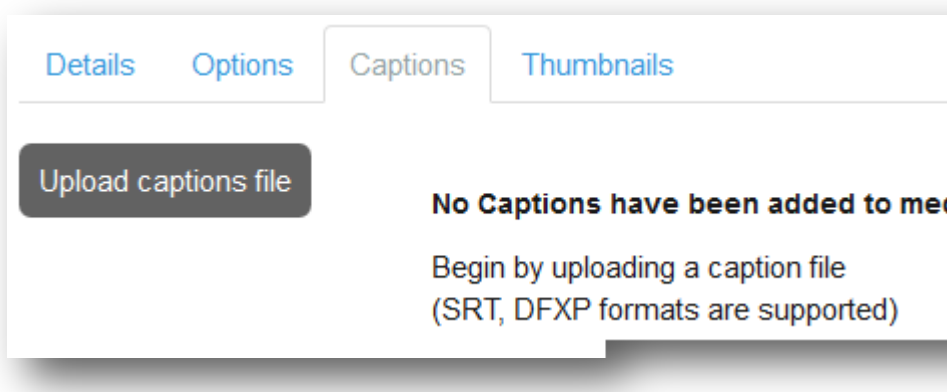
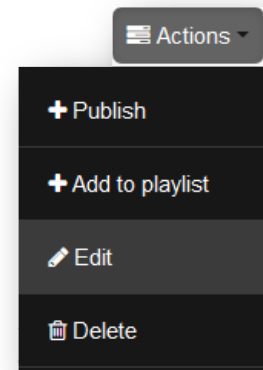
Media successfully published

## Add Closed Captioning to Videos

Once the video has been uploaded, choose to edit the video from the same actions menu used to publish videos.

Select the "Captions" tab from the menu.

Click the "Upload captions file" button.



Click on the Browse button to select a caption file to upload. The file must be in SRT or DFXP format.

Select the Language of the caption text from the drop down list. Type the first letter of the language you wish to select to move quickly through the long list.

Type a Label. This text will appear in a caption selector window when the video is ready for viewing. "Closed Captions" or "English Captions" are some options for a label. Once you are finished select save.

