

## How to add a School Video

1) Website Administration → Add or remove a VIDEO:



Add or edit a STAFF MEMBER

Hint  
to th



Add or remove a VIDEO

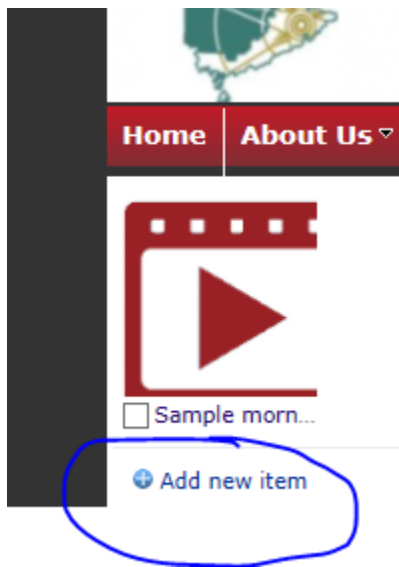
Hint  
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(or c



Add or remove a picture to the PICTURE GALLERY

Hint  
new

2) Click on "+Add new item"



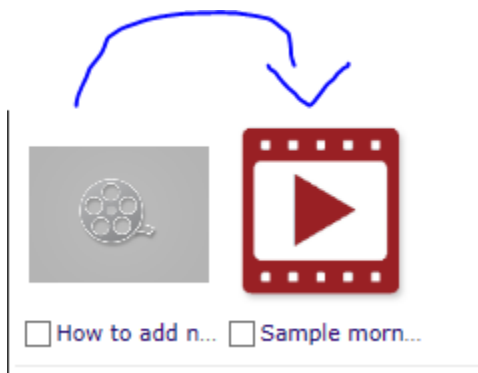
3) Browse to find your video file and add.

Hint: .WMV files work best with these websites. If you add a video and it won't play properly (be patient, sometimes these are slow), you can always take your video file, import it into Windows Moviemaker on your machine and save it again as a .WMV file

**Save Movie "For Computer" or if the file is too large try "for web or for email" Windows Media Video (.WMV) works best for Sharepoint websites**

Name	Date	Type	Size	Length
How to add a simple news post - 2	6/8/2015 2:51 PM	MP4 Video	4,154 KB	00:00:52
How to edit the MISSION AND VISION statements	6/8/2015 2:20 PM	MP4 Video	4,052 KB	00:00:40
How to edit the PRINCIPAL MESSAGE	6/8/2015 2:17 PM	MP4 Video	5,924 KB	00:00:46
How to add AUDIO	6/8/2015 2:12 PM	MP4 Video	5,107 KB	00:00:50
How to edit school hours	6/8/2015 2:05 PM	MP4 Video	5,545 KB	00:00:52
How to add or edit a MEMBER-2	6/8/2015 2:00 PM	MP4 Video	7,283 KB	00:01:10
How to add or edit a MEMBER	6/8/2015 1:57 PM	MP4 Video	5,888 KB	00:00:56
How to add or edit the SLIDESHOW	6/8/2015 1:54 PM	MP4 Video	9,706 KB	00:01:17
How to add or edit images to the PHOTO GALLERY	6/8/2015 1:50 PM	MP4 Video	8,875 KB	00:01:26
How to delete multiple NEWS items	6/8/2015 1:42 PM	MP4 Video	3,463 KB	00:00:30
How to add a VIDEO	6/8/2015 1:35 PM	MP4 Video	6,862 KB	00:01:16
How to add or edit a staff member	6/8/2015 1:06 PM	MP4 Video	4,732 KB	00:00:37
How to DELETE a document	6/8/2015 12:59 PM	MP4 Video	6,429 KB	00:00:55

4) When uploading the file you can change the "preview thumbnail" to add color similar to your website theme and color like this:



5) By copying and pasting the url /sites/ASD-W/ssimages/Video-Icon-Black.png

Into the "Preview Image URL" field and replacing the color BLACK with RED or Burgundy or Green, etc.

File name	How to add news1 .wmv
Keywords	<input type="text"/>
Tags	<input type="text"/> For example: scenery, mountains, trees, nature
Author	<input type="text"/> The primary author
Summary	<input type="text"/> A summary of this asset
Preview Image URL	Type the Web address: (Click here to test) /sites/ASD-W/ssimages/Video-Icon-Black.png Type the description: <input type="text"/> You should place a thumbnail such as this: /sites/ASD-W/ssimages/Video-Icon-Black.png (you can change the color black to red or green, etc.)
Thumbnail	<input type="text"/>
Thumbnail Width	<input type="text"/>
Thumbnail Height	<input type="text"/>
<p>Created at 6/11/2015 10:15 AM by camel.desjardins Modified at 6/11/2015 10:15 AM by camel.desjardins</p> <p style="text-align: right;"><input type="button" value="Save"/></p>	

6) You can delete a video file by placing checkmark on the video and clicking on "Delete"

