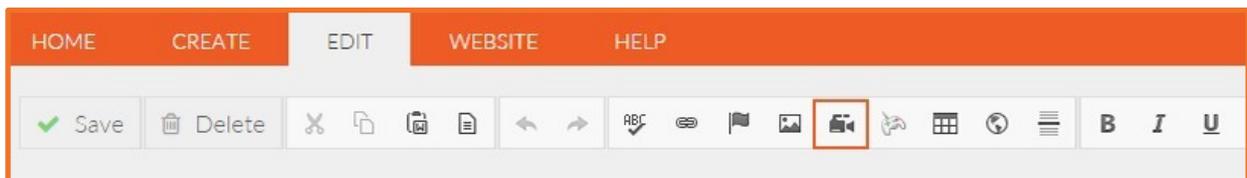


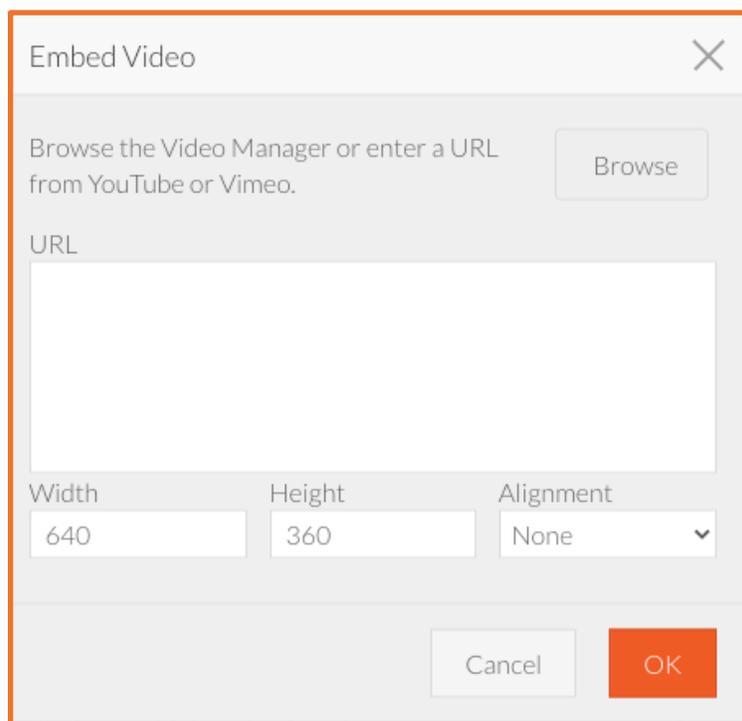
Adding video content to your school or trust website through your Content Management System (CMS)

To add video content to your website content management system (CMS), you will need to navigate to the editable content region where you would like to add your video and then click **edit** on the orange admin toolbar.

Click into the content region itself to ensure you are seeing the **text editor version of the toolbar** and then click the **video** icon.



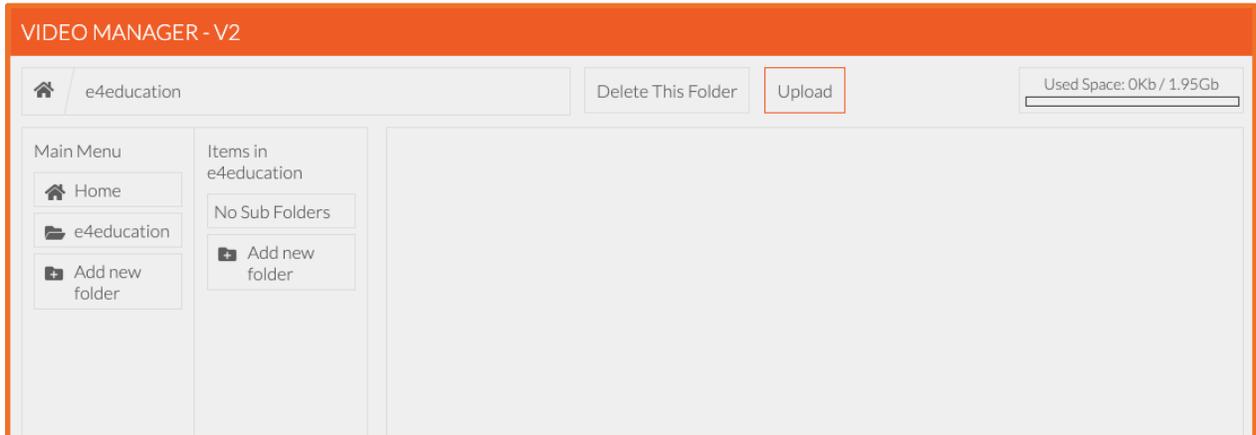
An **embed video** pop-up box will appear allowing you to browse the user manager or add the embed code from a third-party video provider.

A screenshot of the 'Embed Video' pop-up box. The box has a title bar with 'Embed Video' and a close button (X). The main content area contains the text 'Browse the Video Manager or enter a URL from YouTube or Vimeo.' and a 'Browse' button. Below this is a text input field labeled 'URL'. At the bottom, there are three input fields: 'Width' (640), 'Height' (360), and 'Alignment' (None). At the very bottom are 'Cancel' and 'OK' buttons.

Uploading a video to your content management system (CMS)

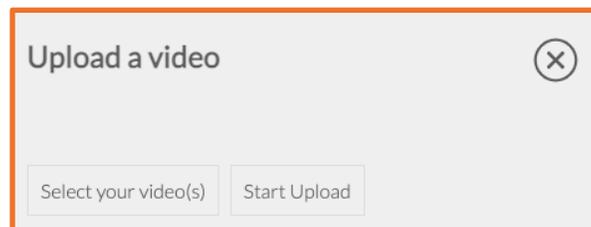
To upload a video to your CMS, click the **browse** button on the **embed video** pop-up (how to access this is outlined on the previous page).

Your **video manager** will appear showing your folders, files and the option to upload new videos or delete existing ones.

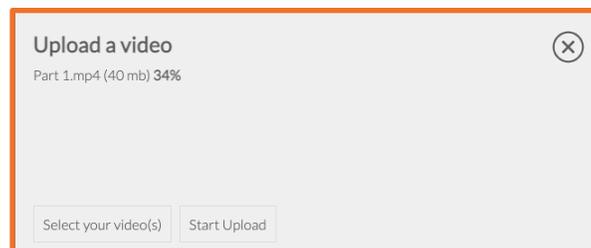


Select the folder location where you would like to add your new video and click **upload**, located at the middle right of the window.

The **upload a video** window will appear.



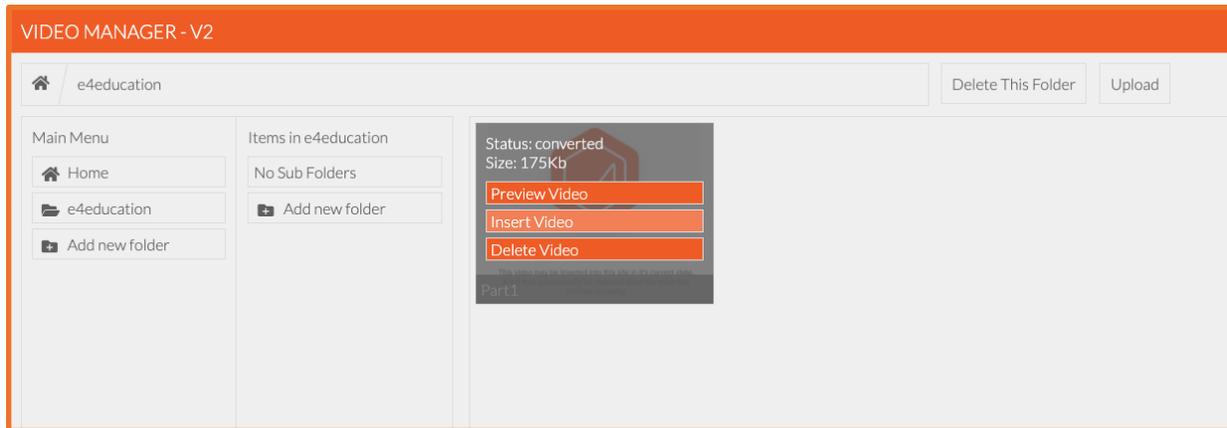
Click **select your video(s)** to choose the video(s) you'd like to upload from your personal computer files and then click **start upload** to begin the upload process.



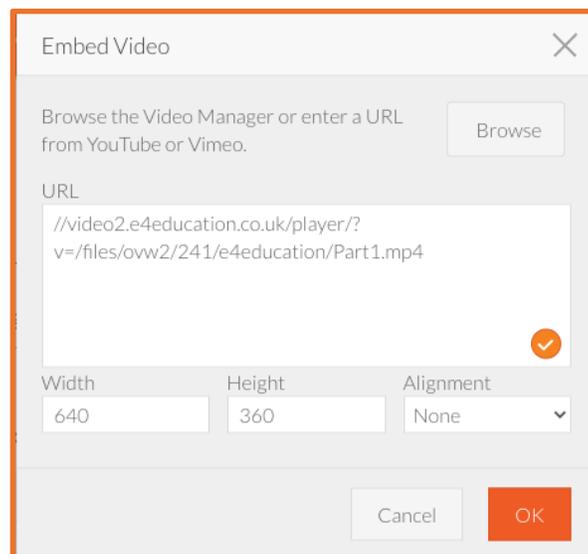
Once the video has been uploaded, it will begin encoding to ensure it can play on different devices and will be compressed to reduce the file size as much as possible to help with the load time. Whilst encoding, the video manager will display the file with the message: **this video is currently being encoded to enable it to be displayed on this site.**

When encoding is complete, the video manager will display a still of the video as the thumbnail image.

Once you have uploaded the file, you can hover the thumbnail to **preview, insert** or **delete** the video.



Click **insert video** to add the file to the **embed video** pop up window.



Within the **embed video** window, you can choose to reduce or increase the **width** and **height** of the video and select the video **alignment** which determines whether the video will sit **left, right** or **centre**. If you would like your video to be full width in your content region, you can change the width to be 100%.

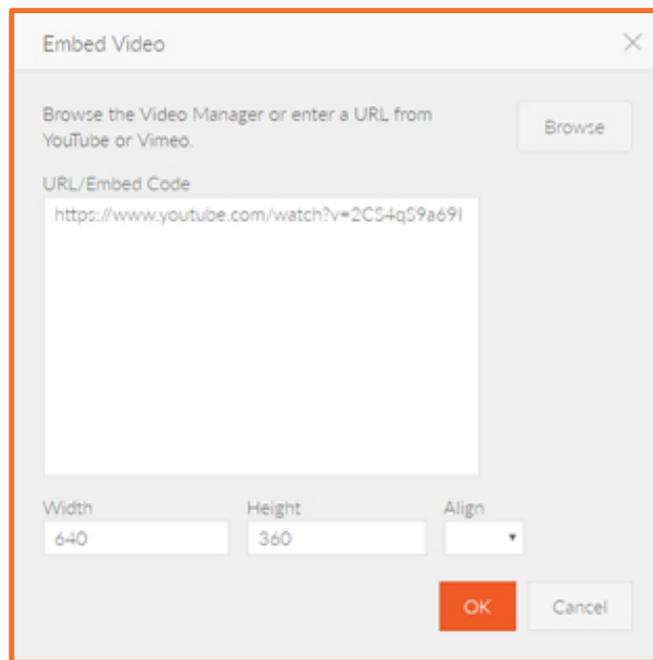
Once you are happy with the settings, press **OK** to close the embed video window and place the video into the content region.

To save the page, go to **edit** on the orange toolbar and select **save**. You can then either choose **save now** to publish directly to the website or **save draft** to come back later or request approval.

Embedding third party videos (YouTube & Vimeo)

If you have videos uploaded to either YouTube or Vimeo that you wish to share with your audience, then you can also add these to the CMS using the same **embed video** function.

Instead of clicking 'browse', however you will need to add the YouTube URL or Vimeo URL into the **URL/Embed Code** box on the pop-up window.



As with the video manager files, you will be able to choose the **width**, **height** and **alignment** of the video within your content region.

Once you are happy, click **OK** to add the video to the page and then click **save** on the **edit** toolbar to save your changes.