

## – How to manage audio and video files–

### Introduction

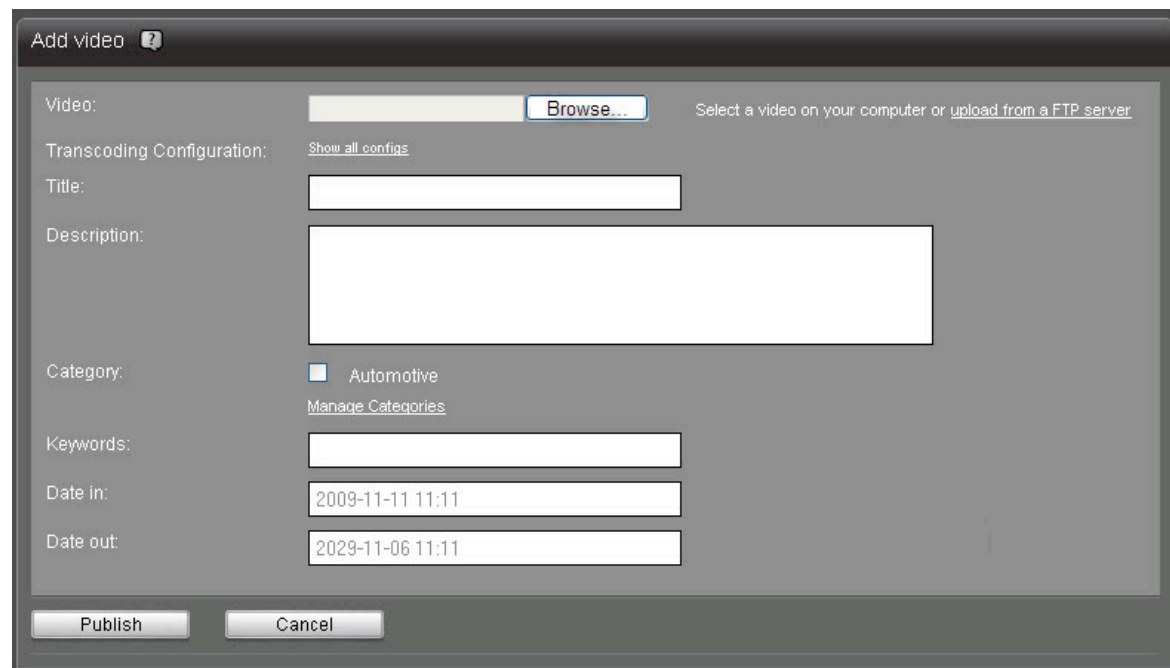
This quick user guide features basic step-by-step instructions on how to publish audio and video files on your website. For more information, please refer to the OnDemand Streaming Manager's complete user guide.

### 1. Access dManager

- 1) Go to <http://dmanager.streamtheworld.com>
- 2) Enter your Username and Password, click on *Sign in*.

### 2. Add a Video

- 1) Go to the *Video Assets* tab.
- 2) Click on the *Add Video* button.
- 3) Upload the video asset by clicking the *Browse* button.
- 4) Click on *Show all configs* to change the transcoding configuration. To add a new configuration, please see *General Settings* on page 6.
- 5) Fill the Title, Description and Keywords fields.
- 6) Assign the video asset to Categories by checking the associated boxes. To add a new category, please see *Manage Categories* on page 4.
- 7) Enter the date of activation (Date in) and the date of inactivation (Date out). Click on *Publish* button.

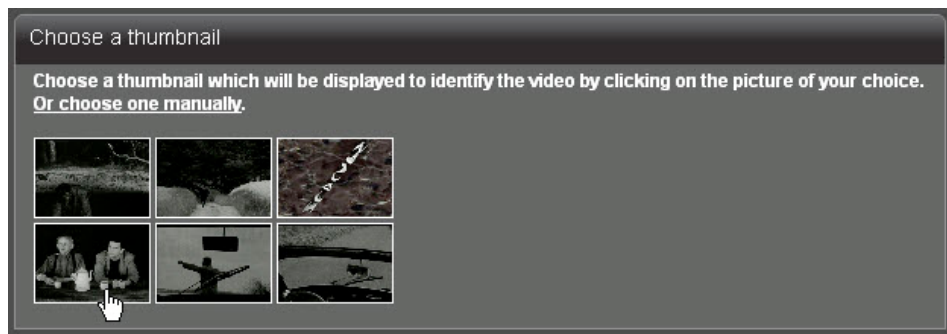


The screenshot shows a dialog box titled "Add video" with a help icon. It contains the following fields and options:

- Video:** A text input field with a "Browse..." button next to it. A tooltip below the button reads "Select a video on your computer or upload from a FTP server".
- Transcoding Configuration:** A link labeled "Show all configs".
- Title:** A text input field.
- Description:** A large text area.
- Category:** A checkbox labeled "Automotive" which is checked. Below it is a link "Manage Categories".
- Keywords:** A text input field.
- Date in:** A date/time input field containing "2009-11-11 11:11".
- Date out:** A date/time input field containing "2029-11-06 11:11".

At the bottom of the dialog are two buttons: "Publish" and "Cancel".

- 8) Six thumbnails are automatically generated. Click on the one that will be displayed to identify the video.



- 9) Back on the *Video Assets* main page, the status of each video is shown on the right:

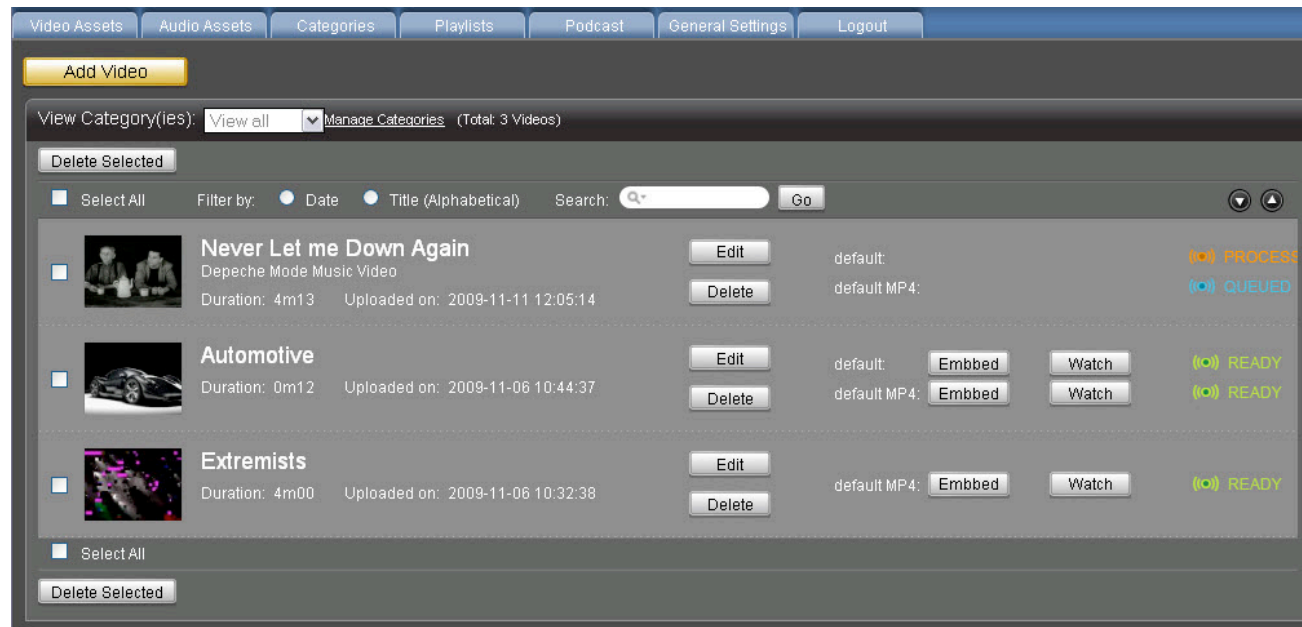
- Queued*: the video is waiting to be processed;
- Process*: the video is currently being processed;
- Error*: an error has occurred during the upload. Delete the asset and re-upload it. If the error occurs again, please contact

StreamTheWorld;

- Ready* means that the video is successfully uploaded to dManager.

- 10) Click on the *Watch* button to preview the video.

- 11) Click on the *Embed* button to get the code to embed the video.



### 3. Add an Audio

- 1) Go to the *Audio Assets* tab.
- 2) Click on the *Add Audio* button.
- 3) Upload the audio asset by clicking the *Browse* button.
- 4) Upload the graphic that will be statically displayed during the audio playing by clicking on the *Browse* button.
- 5) Click on *Show all configs* to change the transcoding configuration. To add a new configuration, please see *General Settings* on page 6.
- 6) Fill the Title, Description and Keywords fields.
- 7) Assign the audio asset to Categories by checking the associated boxes. To add a new category, please see *Add a Category* on page 4.
- 8) Enter the date of activation (Date in) and the date of inactivation (Date out). By default the upload date is set to the current time and the inactivation is set to 20 years later.
- 9) Click on the *Publish* button.
- 10) Back on the *Audio Assets* main page, the status of each audio is shown on the right.
- 11) Once the status shows *Ready*, click on the *Listen* button. This will open a new window where the audio player will be displayed.
- 12) Click on the *Embed* button to get the code to embed the audio.




## 4. Manage Categories

- 1) Go to the *Categories* tab.
- 2) To add a new category, click on the *Add Category* link. Enter a name and click on the *Save* button.
- 3) To edit an existing category, click on the *Edit* Button. The fields which can be modified are the category name and the visibility (if the category is visible in the player). Click on the *Save* button.
- 4) To delete an existing category, click the *Edit* button associated to the category and click the *Delete this category* link.
- 5) To modify the order of the categories, drag-and-drop the boxes.

## 5. Manage Podcasts

- 1) Go to the *Podcasts* tab.
- 2) A podcast is automatically created for each category.
- 3) To view the page that is generated when a user selects the podcast, click the *RSS* icon associated to the podcast.
- 4) Click on the *Edit* button to edit the podcast meta-data. Click on the *Save* button



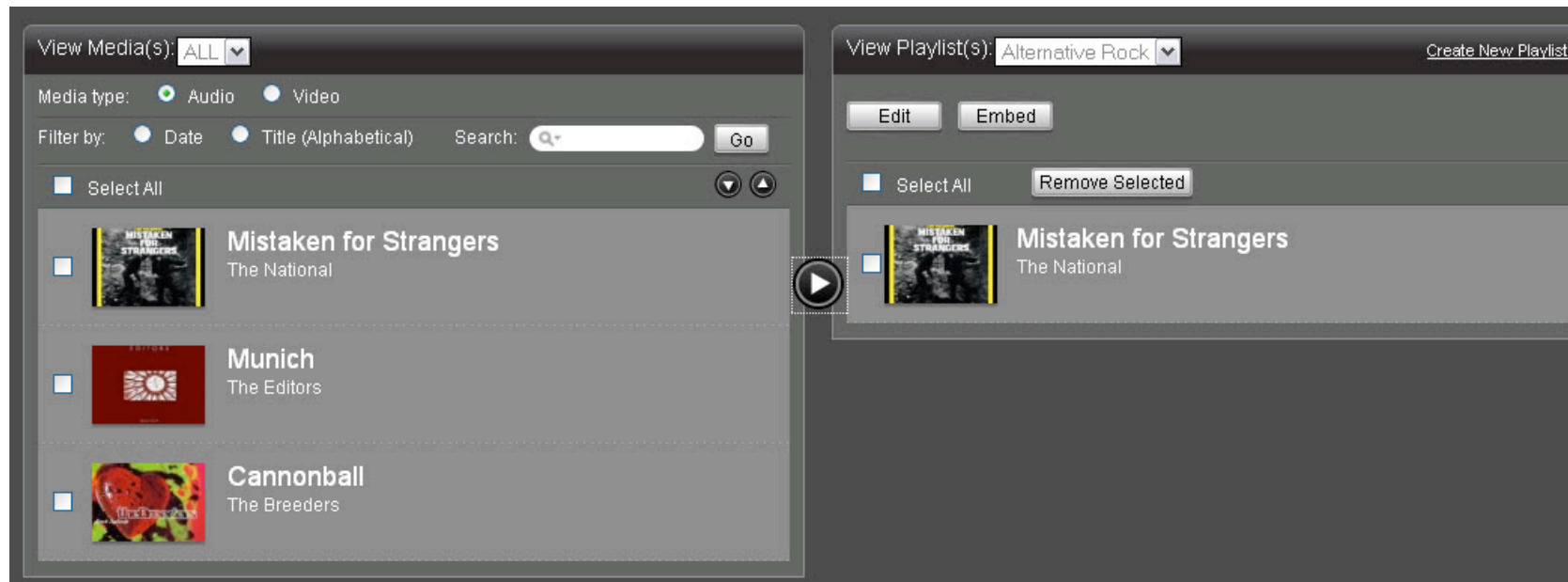
The screenshot shows a form titled "Music:" with the following fields:

- Title:
- Description:
- Link:
- Language:
- Copyright:
- Docs:

A "Save" button is located at the bottom left of the form.

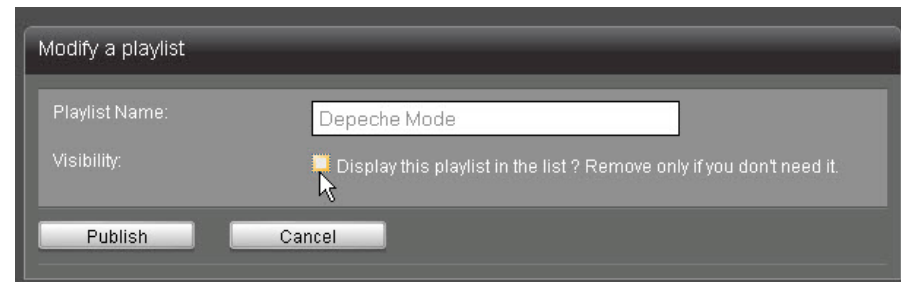
## 6. Add or Remove Assets to an Existing Playlist

- 1) Go to the *Playlists* tab.
- 2) In the right zone of the page, choose the playlist in the *View Playlist(s)* drop-down menu.
- 3) In the left zone of the page, find the assets you want to add to a playlist by using the *View Media(s)* drop-down menu to select a category, by checking the appropriate *Media type* (Audio or Video) and by using the filtering options or keyword search.
- 4) Check the assets and click on the arrow button to add them to the selected playlist. A drag-and-drop function allows organizing the media files in the order wanted. The changes are effective immediately.
- 5) To remove an asset from a playlist, choose the playlist the *View Playlist(s)* drop-down menu. Then check the assets to remove (in the right zone of the page) and then click on the *Remove Selected* button.
- 6) To embed a playlist, use the *View Playlist(s)* drop-down menu and select the playlist. Then click on the *Embed* button. Choose the type of embed player from the drop-down menu. Copy the html code to embed the playlist.



## 7. Add or Remove a Playlist

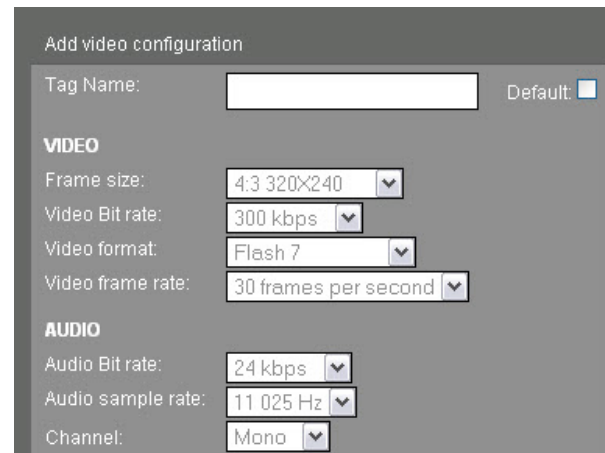
- 1) Click on the *Create a new playlist* link. This will open a new page where you must enter the Playlist Name.
- 2) Click on the *Publish* button.
- 3) To remove a playlist, choose the playlist in the *View Playlist(s)* drop-down menu.
- 4) Click on the *Edit* button. This will open a new page where you can uncheck the box *Visibility* to remove the playlist from the list.



## 8. General Settings

### Transcoding configuration

- 1) Go to the *General Settings* tab.
- 2) To create new presets for the transcoding of video files uploaded to dManager, click on the *Edit Video Settings* link in the *Video Settings* section, and then click on the *Create new preset* link. The same process can be done with audio settings using the corresponding section.
- 3) You can also upload a thumbnail for your video watermark using the *Browse* button.
- 4) Click on *Save* button.



### Player Settings

- 1) To create a player, click on the *Edit Players Settings* in the *Player Settings* section.
- 2) Select a template from the drop-down menu. Then, fill the fields displayed appear below the drop-down menu.



### Video Thumbnail Management

- 1) Click on the *Edit Video Settings* link in the *Video Settings* section. Go in the *Video Snapshot Management* section in order to modify the size of the video thumbnails and the cropping option.

To get more information on the other settings, please read the complete User Guide.