

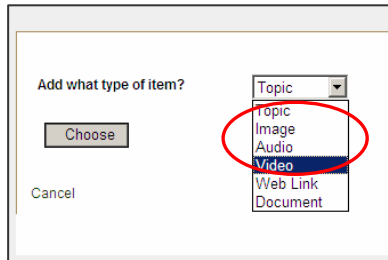
Add item – adding video

Kete members can add a wide range of material. You can **add** images, topics, audio, **video** and documents.

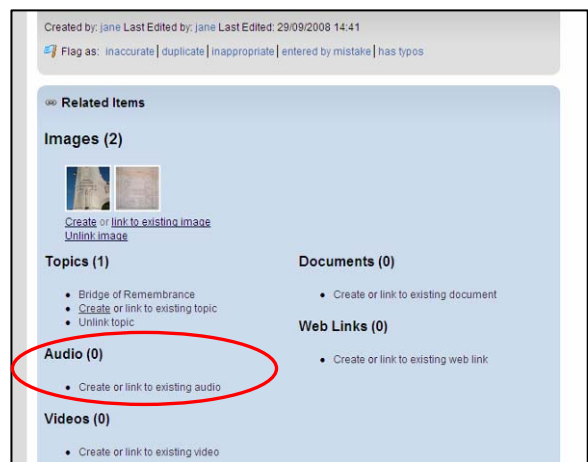
Step 1

There are three places you can go to add video.

Add video by clicking on **Add item** and **choose Video** from the drop down menu

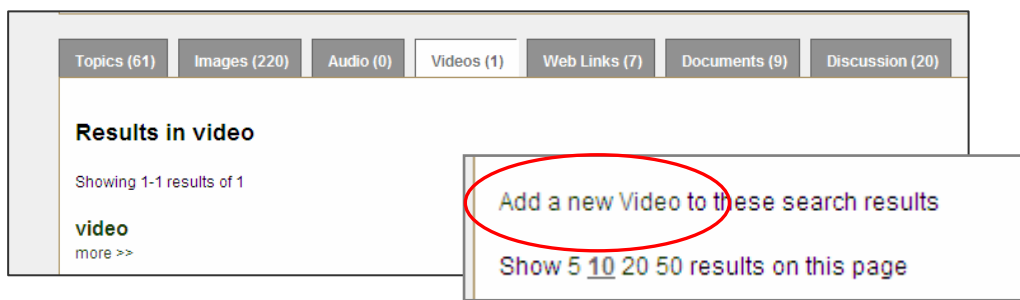


Or go to a Topic you want to link the video with and in the **Related items** box choose **Create video** under **Video** (this option links the video to the topic).



Or by choosing

Add a new Video at the end of the page of Browse results in video tab



Add item – adding video

Step 2

When you see the **New Video screen fill in:**

Title Short but descriptive

Description narrative, broad description, stories and facts relating to the video

Tags - any related keywords or phrases for the topic, separated by commas

then

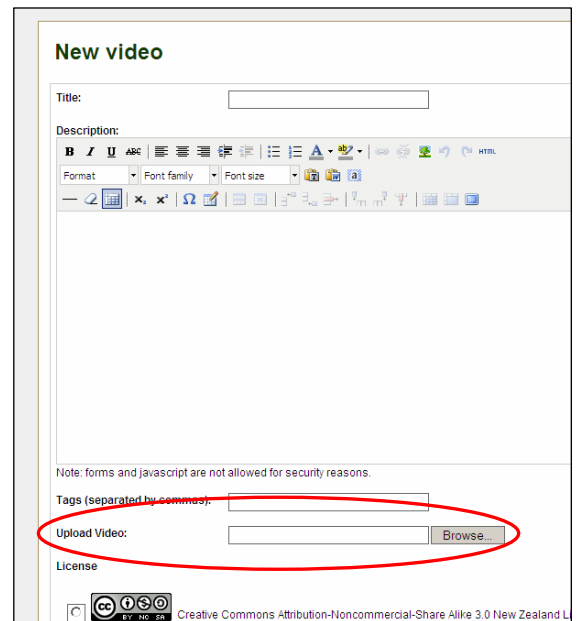
Browse for the file on your computer (go to where you have saved the video file and select or open the video)

Check the **License** – this will be the default for your profile

and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).



The screenshot shows the 'New video' form. It includes a 'Title' field, a 'Description' field with a rich text editor toolbar, a 'Tags (separated by commas):' field, an 'Upload Video:' field with a 'Browse...' button, and a 'License' field. A red circle highlights the 'Tags' and 'Upload Video' fields. At the bottom, there is a Creative Commons Attribution-Noncommercial-Share Alike 3.0 New Zealand License logo.

Step 3

To finish **save** the video and information by clicking the **Create** button

