

### How to Add a Video Using YouTube

Welcome to the How to Add a Video Using YouTube tutorial.

The first thing you need to upload a YouTube video to Bay-Delta Live is the URL or embed code. You can find the URL and embed code in the "share" options under the video on Youtube.com



## Here is what the embed code looks like:



Once you've copied either one, go back to Bay-Delta Live. Click on the "Docs" link in the top bar to go to the Document library.



# Then click on the, "Upload Files" button.

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An upload form will appear, but instead of clicking on the button to browse your computer you need to click the "SKIP UPLOAD" link.

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	IMPORTANT! Maximum file size is 50 Megabytes.	
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After you hit the SKIP UPLOAD button, the upload form goes to the metadata editor form.

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The following are the essential metadata items you need to fill out in the form to successfully upload a video: Title, Default View, Type, Subtype, and finally paste the embed code or URL.

However, please input as much information as possible for the video so that it's a useful tool in the BDL library.

To start, type in a title in the designated box on the Main tab.

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Then go down to the "Default View" drop-down menu. If you want the file to open up to the "Images/Video" tab, then choose that from the options.



Now go to the, "Organize" tab.

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Choose a type under the drop-down menu. Scroll down and choose, "Video/YouTube."

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## Then choose a subtype. Scroll down and choose, "Video."

### Then go to the "Video/Embed" tab.

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This box is where you'll paste the URL or embed code you copied from the YouTube page.



Once you are done, click, "save changes."



If the upload is successful, a box will appear confirming that. Click, "View Changes" to go to the video.

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If you want to edit any of the information of the video, hover over the Tools menu and choose, "Edit."



Remember, the more metadata you enter for the video, the better. You have successfully uploaded a YouTube video into the BDL library.