

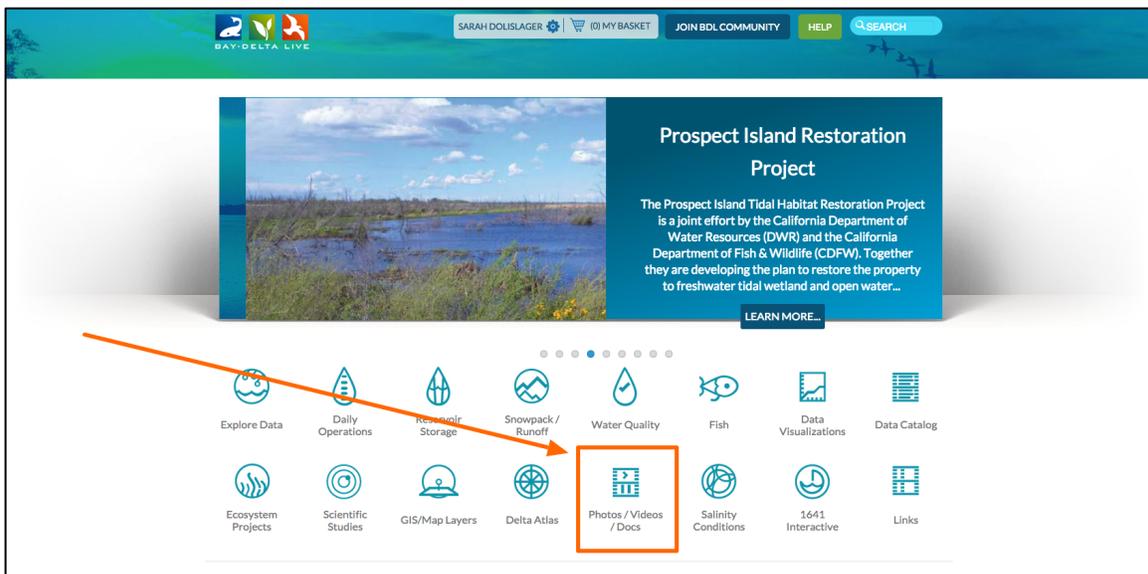


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Tutorials

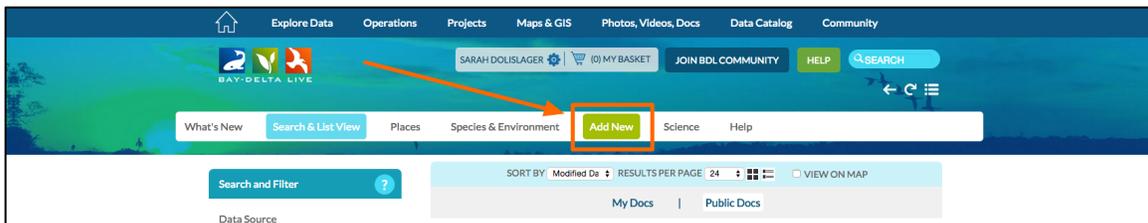
## UPLOAD A VIDEO

Uploading a video to Bay-Delta Live is similar to adding a photo or document in the first few steps.

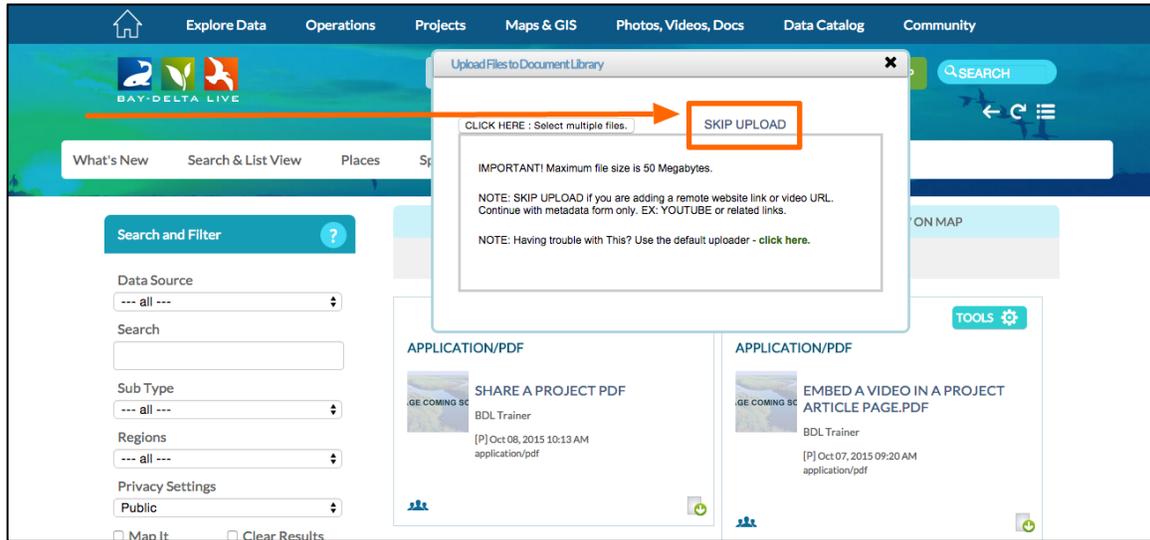
Click on the, “Photos/Videos/Docs” icon on the homepage.



Then click on the, “Add New” button.

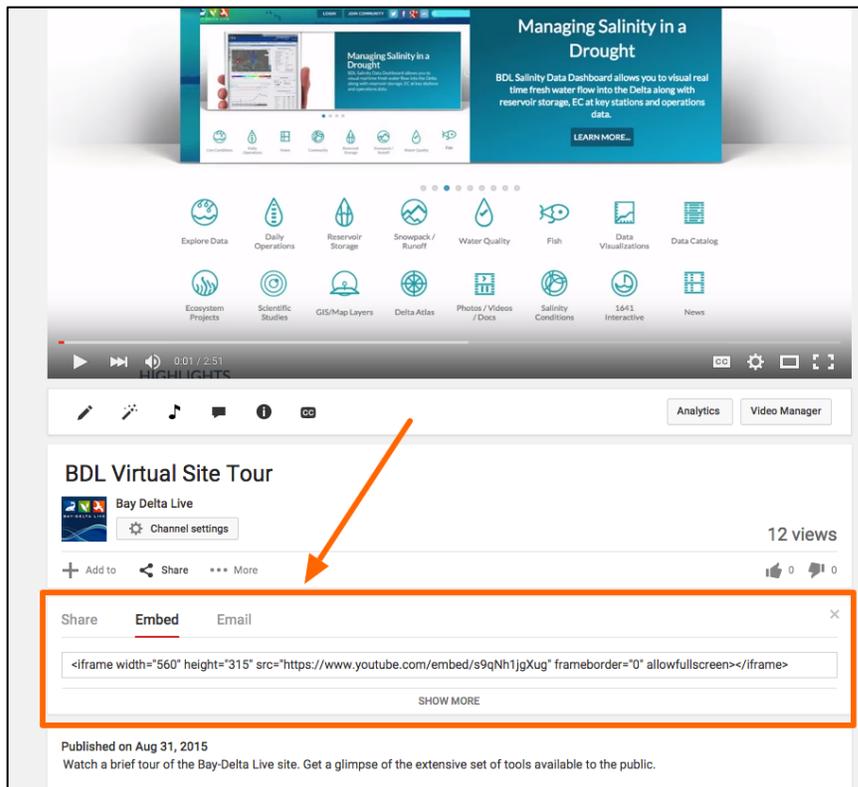


An upload form will appear, but instead of clicking on the button to browse your computer you need to click, "SKIP UPLOAD."



The easiest way to upload a video is to do it from YouTube or Vimeo. To do this, you will need the embed code or the URL.

For example, the embed code and URL for YouTube videos are below the video under, "Share."

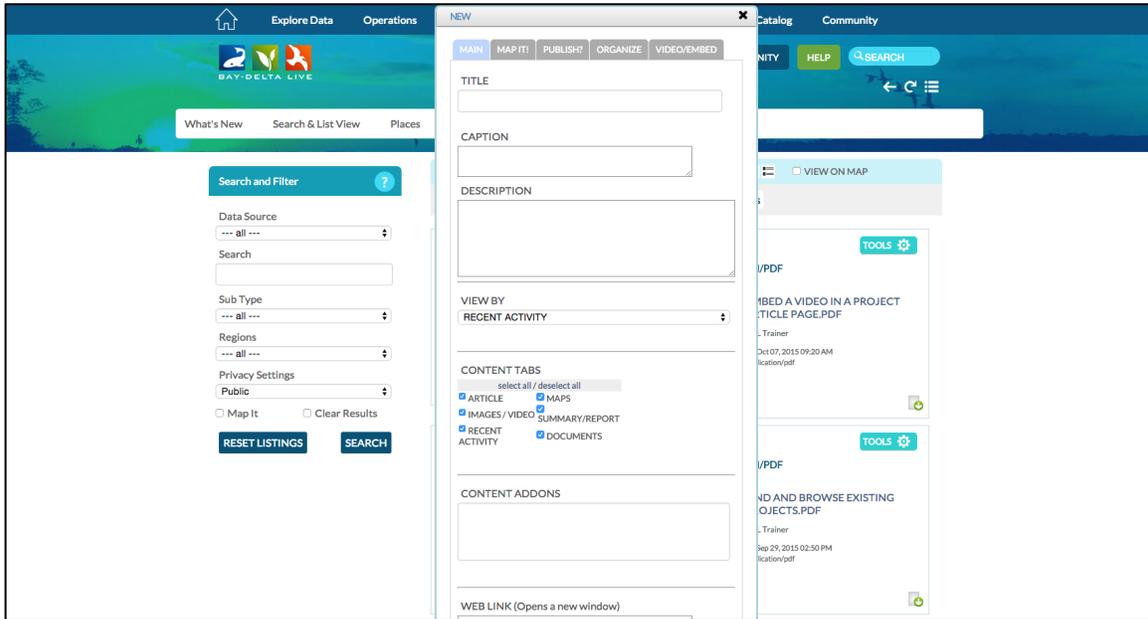


If you need to, open up a new tab in your browser and get the embed code or URL for the video.

I'm going to use the URL for this example tutorial.

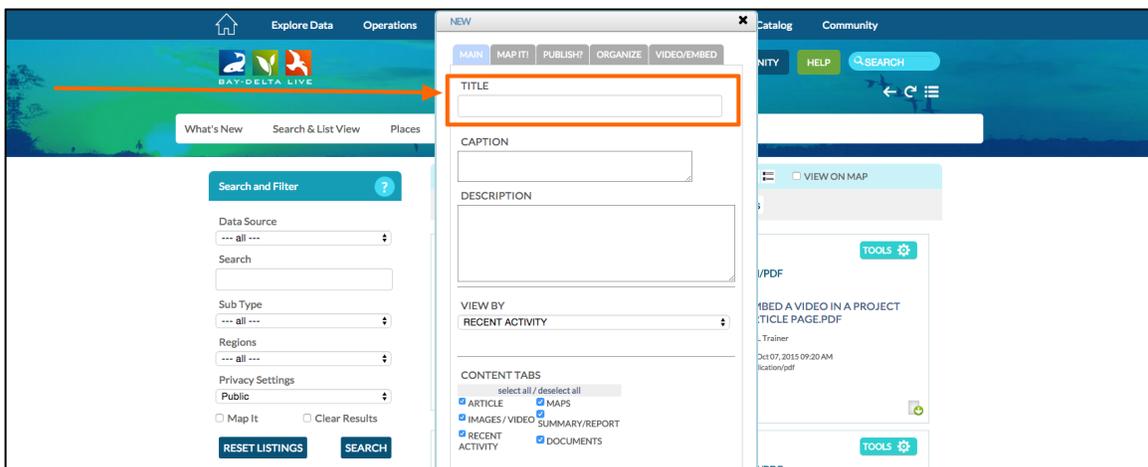
Once you're copied the URL, go back to the upload form in BDL.

After you hit the, "SKIP UPLOAD" button the upload form goes to the editor.

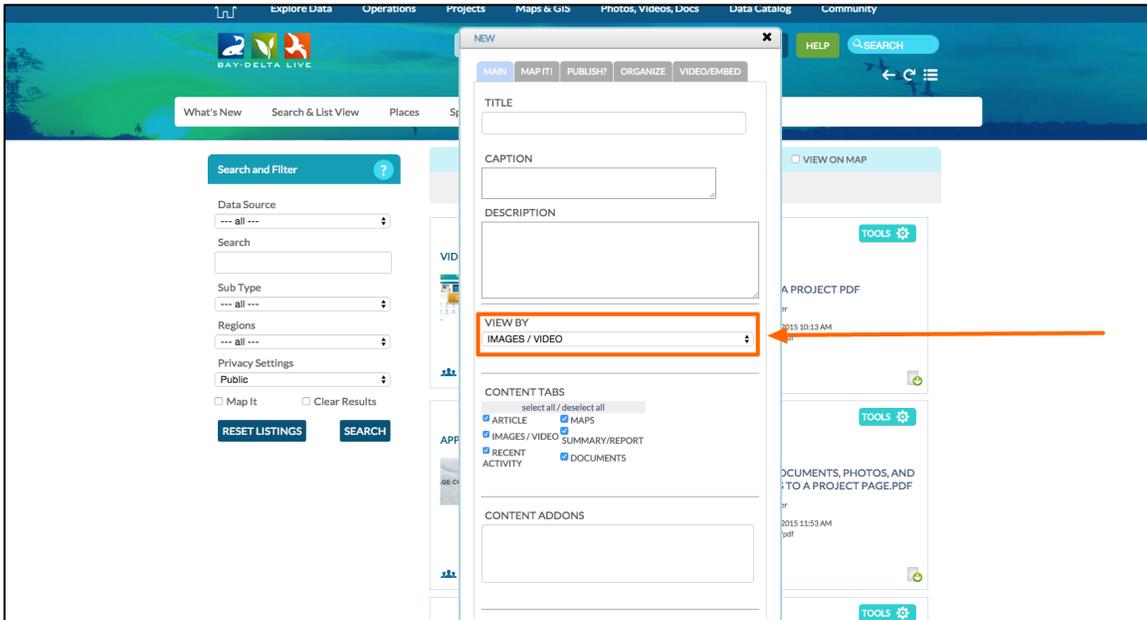


The following are the essential items you need to fill out in the editor to successfully upload a video: title, view by, type, subtype, and paste the embed code or URL code.

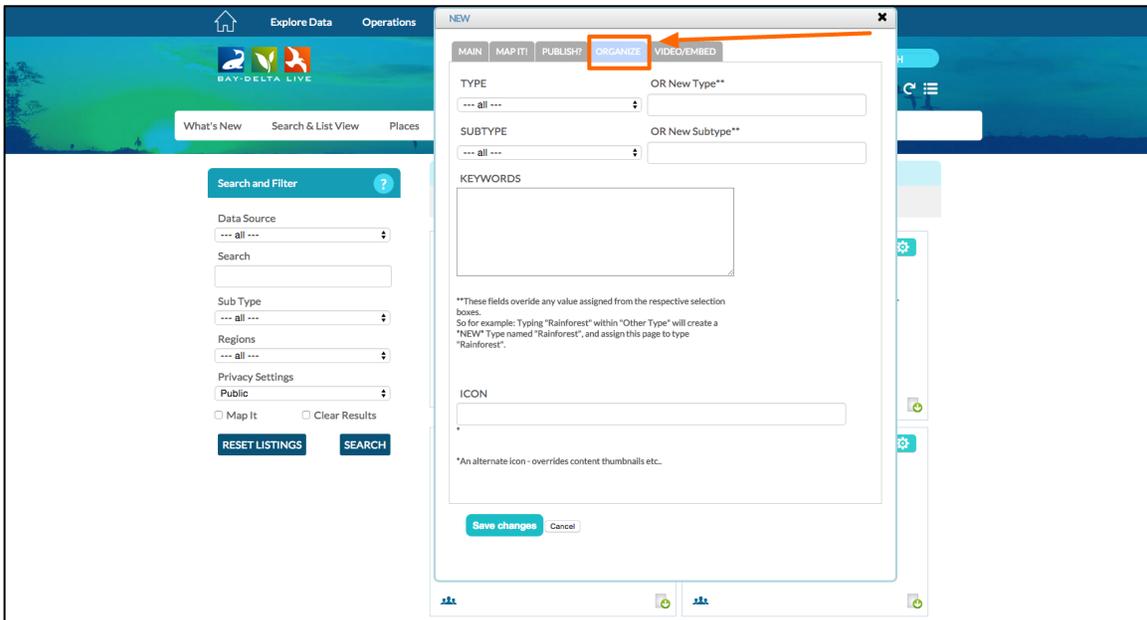
To start, type in a title in the designated box.



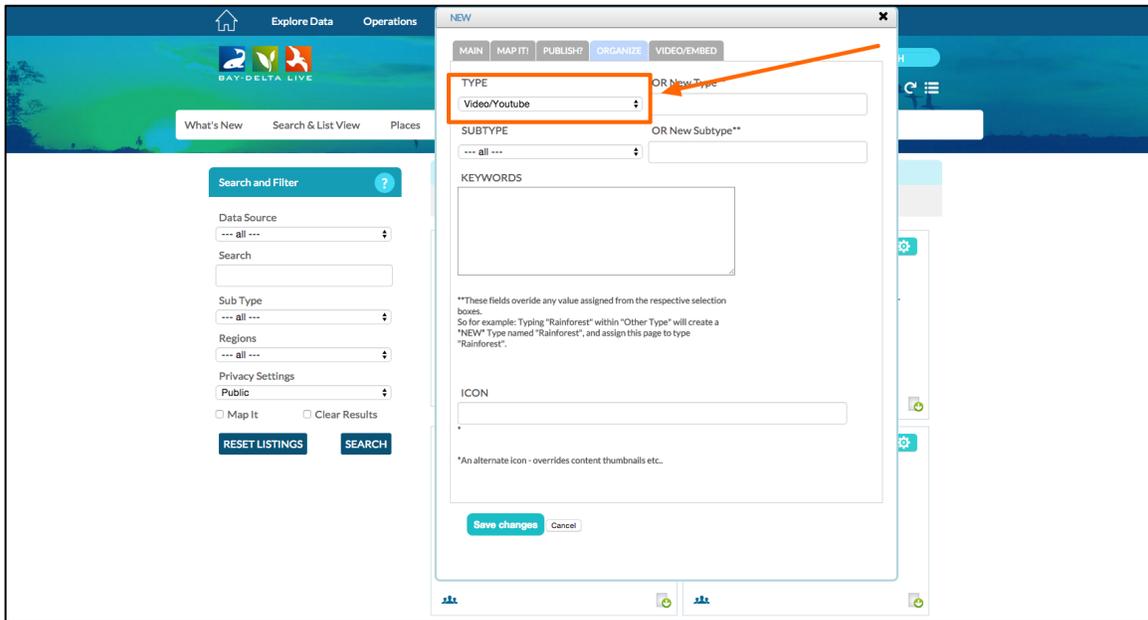
Then go down to the “View By” drop-down menu. If you want the file to open up to the “images/video” tab, then choose that from the options.



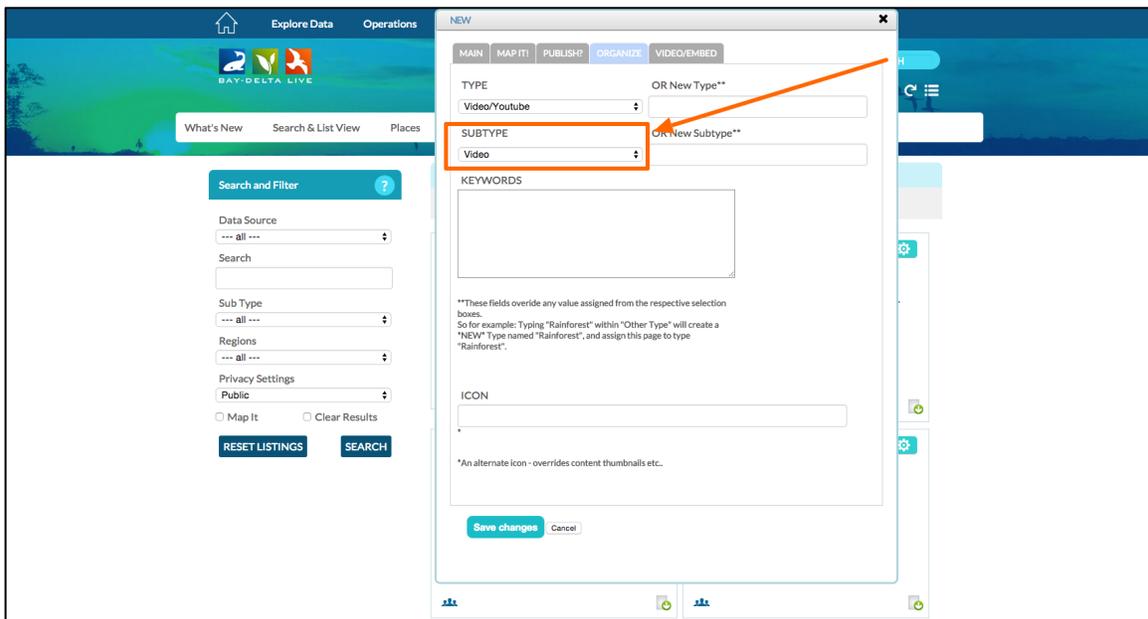
Now go to the, “Organize” tab.



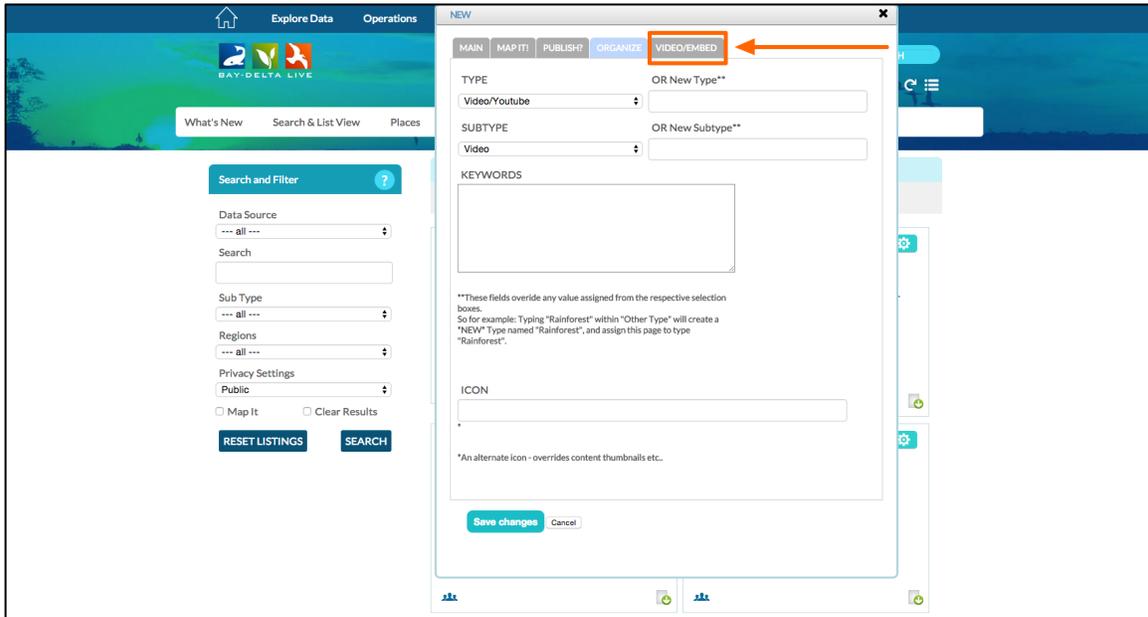
Choose a type under the drop-down menu. Scroll down and choose one of the “Video” options. If you are uploading a YouTube video choose, “Video/YouTube.”



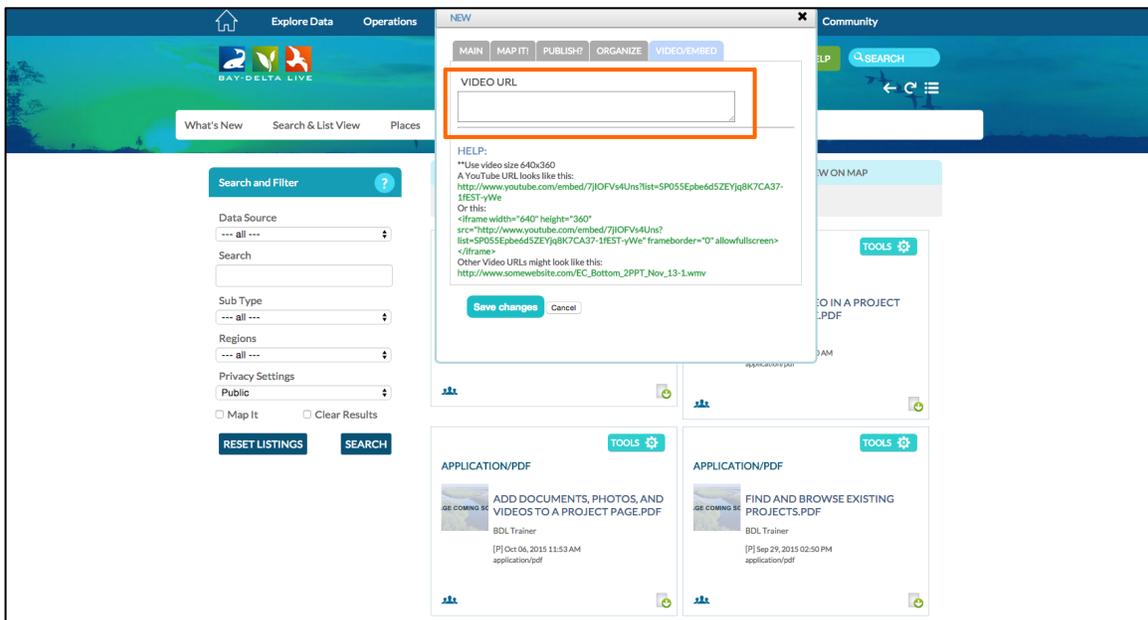
Then choose a subtype. Scroll down and choose, “video.”



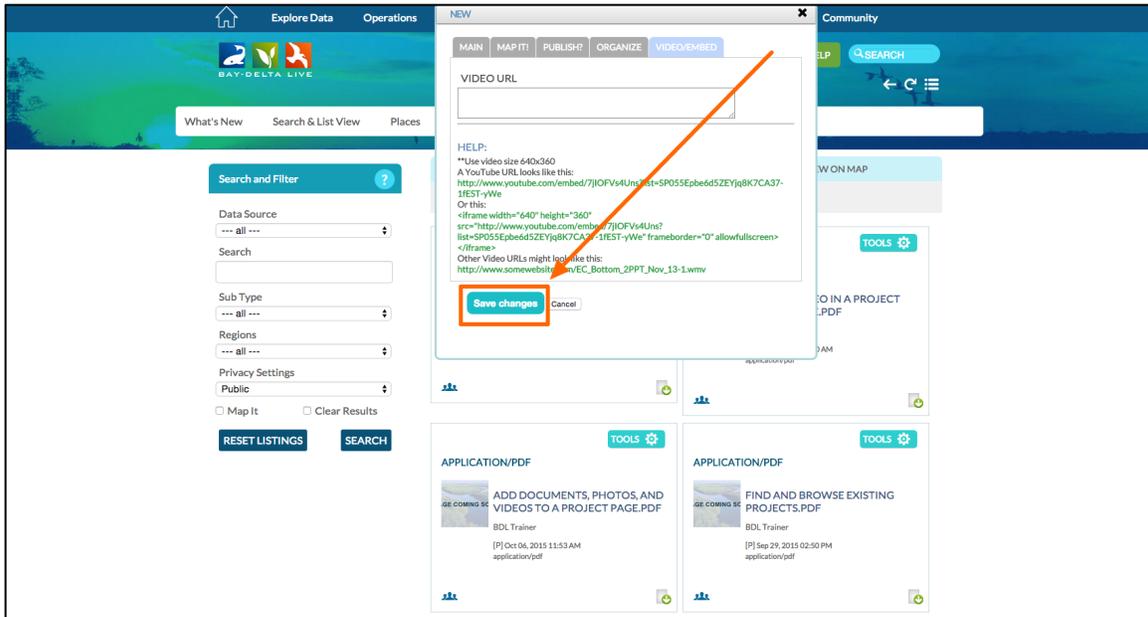
Then go to the "Video/Embed" tab.



This box is where you'll paste the URL 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" to go to the video.

