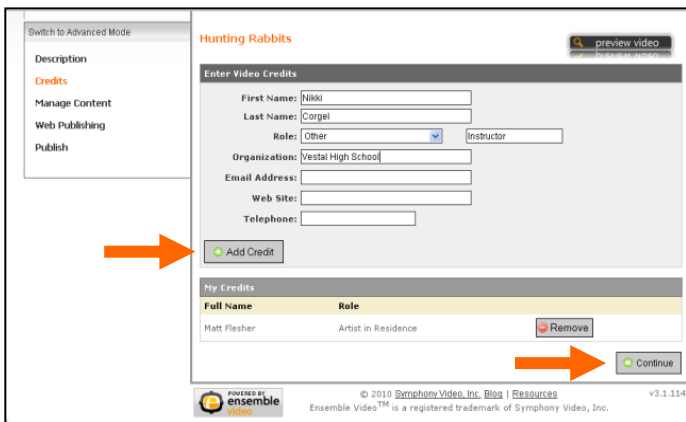
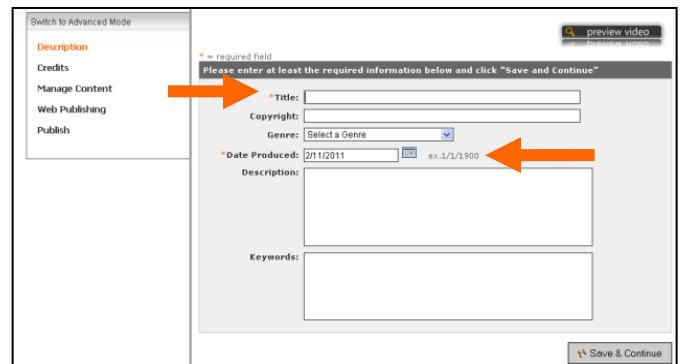


Click the add a video button

The Add/Edit Wizard will launch

Add Title, Description and Keywords

1. Title and date are required, other fields are optional (Description and keywords are useful for searching).
2. Hit Save and Continue

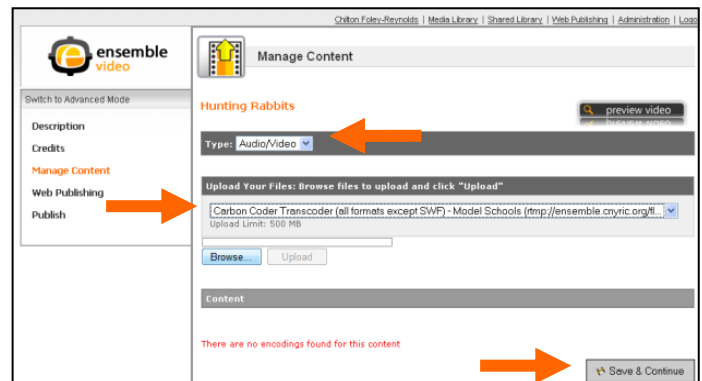


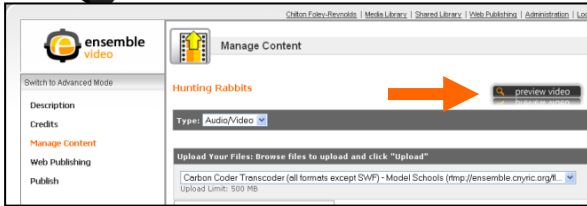
Add a Credit (if desired)

1. Fill in only the fields you want to display
2. Click Add Credit
3. Add as many as you like
4. When finished, click Continue

Make sure Type: box reads Audio/Video

1. Choose the Upload *Transcoder* settings
2. Click Browse to find your video file
3. Click Upload then Save and Continue



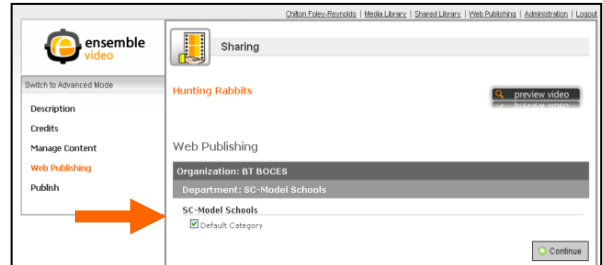


Preview Video

Click Preview Video to get a preview of your video entry

Select Web Publishing Destinations

1. Choose which site (or sites) you wish to publish the video to
2. Choose the category (or categories) if defined.
3. Leave blank if it isn't ready to go public yet. It will reside in the Media Library only



Publish Now and/or Conditional Publishing

1. If the material isn't ready for web publication, uncheck Publish Content box.
2. Conditional publication is possible (for time sensitive material). Choose your Display dates.
3. Click **Finish**

Click Go to Media Library

There you will see your video entry and the conversion status.

