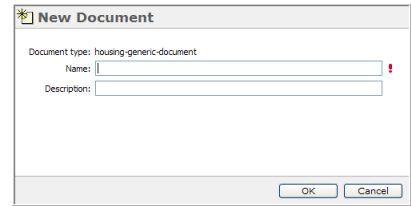


## CREATE A NEW VIDEO (USED IN THE RIGHT SIDEBAR)

1. Upload the video and any related images using the steps on page 4.
2. Select the video folder.



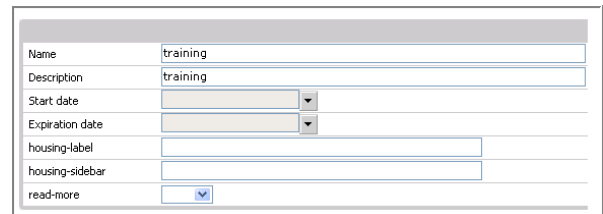
4. Enter the file name. Use only lower case letters and do not use spaces.
5. Enter a description of the Document.
6. Click OK.
7. Enter the Metadata for the page:



A dialog box titled "New Document" with a document icon. It contains two text input fields: "Name:" and "Description:". Below the fields are "OK" and "Cancel" buttons.

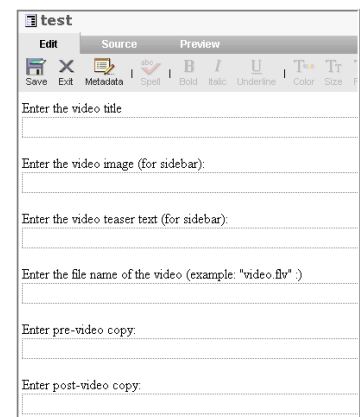
- a. Click  and complete the form:

- i) Name: Prefilled from previous window.
- ii) Description: Prefilled from previous window.
- iii) Start date: Leave blank
- iv) Expiration date: Leave blank
- v) Housing-label: assign a name that the file will be referenced by. Do not include spaces. Lower case only.
- vi) Housing-sidebar: Enter the name of the sidebar items that the full page should display.
- vii) Read-more: If the sidebar should open to a full page item, select yes. If the sidebar item only displays on the sidebar, select No.
- viii) Click OK.



A form with the following fields: Name (text input, value: training), Description (text input, value: training), Start date (dropdown menu), Expiration date (dropdown menu), housing-label (text input), housing-sidebar (text input), and read-more (dropdown menu).

8. Enter the Title for the video.
9. Enter the video image (for sidebar (must be 145 pixels wide).
10. Enter the video teaser (for sidebar)
11. Enter the file name for the video.
12. Enter pre-video copy
13. Enter post-video copy.




A form titled "test" with tabs for "Edit", "Source", and "Preview". The "Edit" tab is active, showing a toolbar with icons for Save, Exit, Metadata, Spell, Bold, Italic, Underline, Color, Size, and Font. Below the toolbar are several text input fields: "Enter the video title", "Enter the video image (for sidebar)", "Enter the video teaser text (for sidebar)", "Enter the file name of the video (example: 'video.flv'.)", "Enter pre-video copy:", and "Enter post-video copy:".

15. Preview the page

- a. Click the  tab.

16. Close the editor

- a. From the Toolbar, click  .

17. IMPORTANT: A new sidebar video must be entered by the UTS webteam into Collage before it can be used. When a new video is ready, send an email to [webteam@du.edu](mailto:webteam@du.edu) and ask that the housing-label name be recorded. **THIS MUST HAPPEN BEFORE THE NEW VIDEO CAN BE USED ON A WEB PAGE!!**