

VIDEO FILES – ADD

The purpose of this section is to provide guidance for adding video files to a **Page**.

PREAMBLE

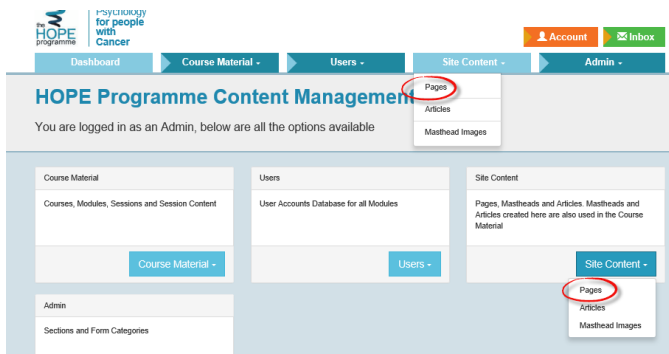
YouTube is a rich repository of media files that include video files. It is possible for video files that are uploaded to YouTube to be embedded in web pages where content can be streamed to a specific page.

TUTORIAL OBJECTIVE

To add (embed) a video file into the Copyright Page that resides on YouTube.

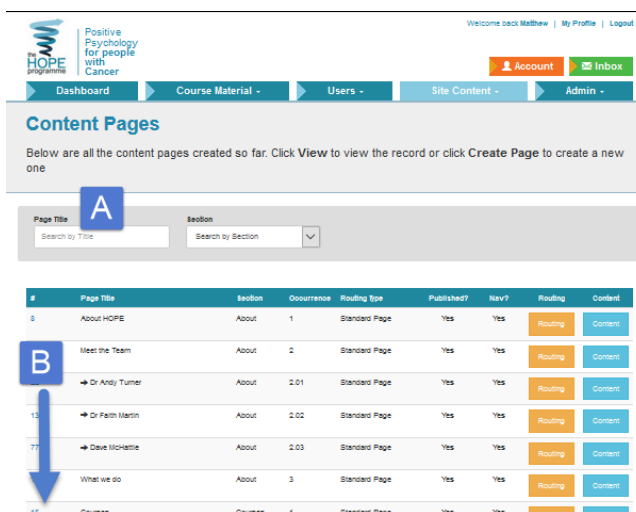
TUTORIAL GUIDANCE

- A. Log in to CMS (Administrators Only)
- B. Select Pages option from the Navigation Bar or Site Content panel as shown below:



CMS Landing Page – Select Pages Option from Site Content

- C. This action will produce a list of **Content Pages**. To find the Copyright Page to Maintain use the Search Field **Page Title 'A'** or scroll down the **List 'B'** – refer to diagram below:



Content Page Listing

D. When the **Copyright Page** is located, Click on **Content** button:

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Content Pages

Below are all the content pages created so far. Click **View** to view the record or click **Create Page** to create a new one

Page Title: Section: Search by Section

#	Page Title	Section	Occurrence	Routing Type	Published?	Nav?	Routing	Content
6	Copyright	Legal	2	Standard Page	Yes	Yes	Routing	Content

1 to 1 of 1 Pages

Locating and accessing the Page Content

E. Observe the View Page, it is a simulation of the Page on public view – this is to give the administrator an idea of what the Page content will look like whilst editing. Note also the four (4) Control Buttons (A., B., C. and D.) that are used to create, organize and manage content.

Positive Psychology for people with Cancer

Welcome back Matthew | My Profile | Logout

Account Inbox

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View Page

You are viewing a Page. Use the options below to make changes, click **Delete** to delete the page.

Privacy

Copyright

Disclaimer

Copyright

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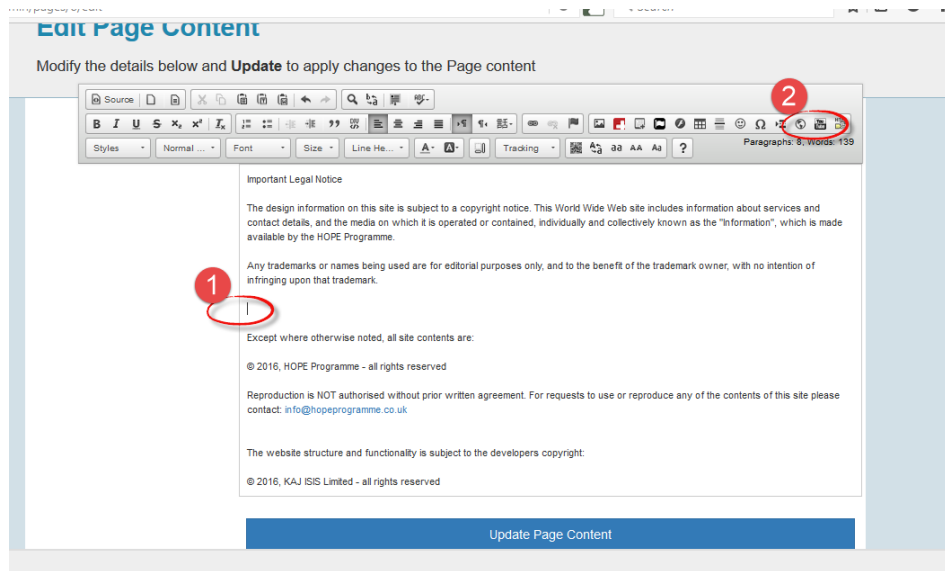
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A Edit Page B Edit Page Features C Delete Page D Close

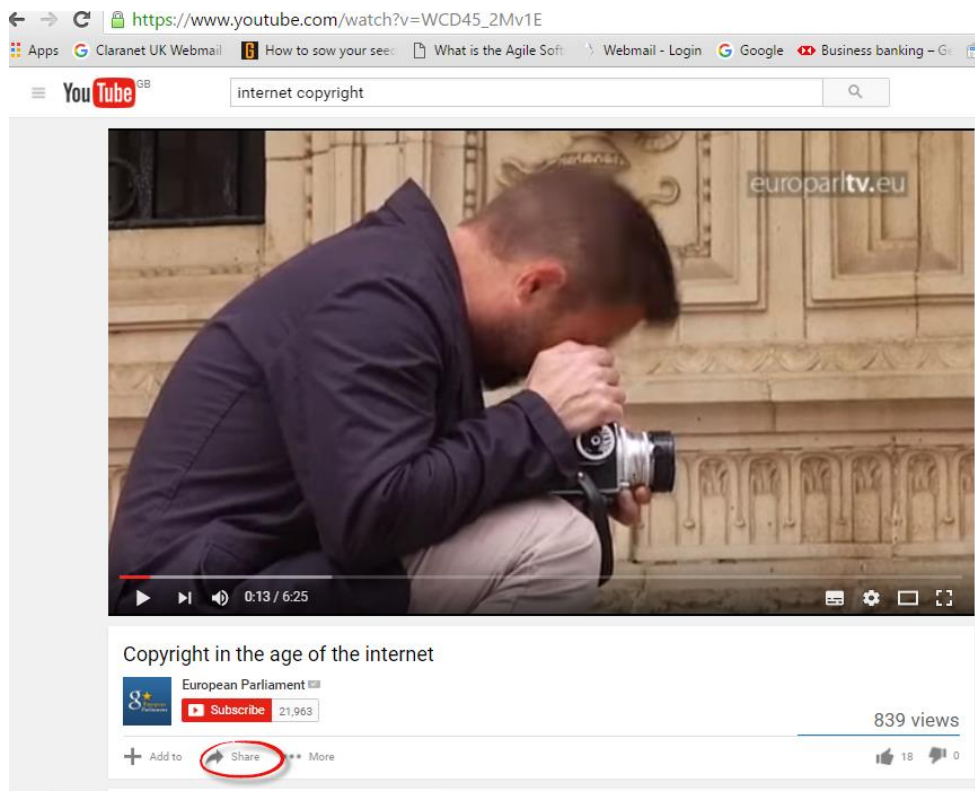
View Page with Control Buttons

To Edit the Page Content Click on Edit Page (A.) and Select Content option. Refer to diagram below:



Copyright Page Content Editor

- F. Create Paragraph and position Cursor (1) in position where video file is required. Observe the YouTube Icon (2) on Editor (see above)
- G. In another browser or separate tab visit YouTube.com and locate require video file



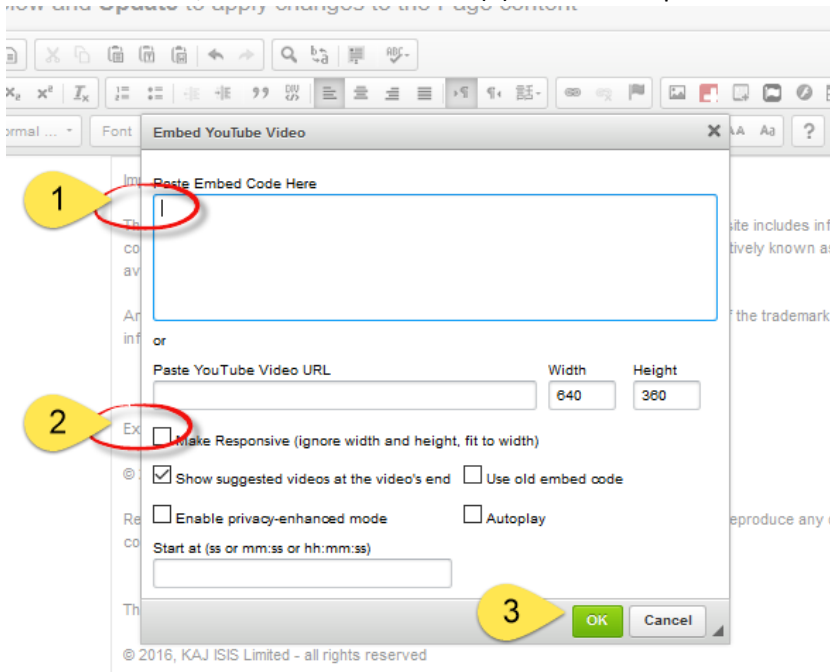
YouTube.com Video File to be embedded in Copyright Page

- H. Click on Share Link identified in the YouTube Interface above and labelled as 1 below, Click on Embed 2 and Copy the Embed Code highlighted below and marked 3



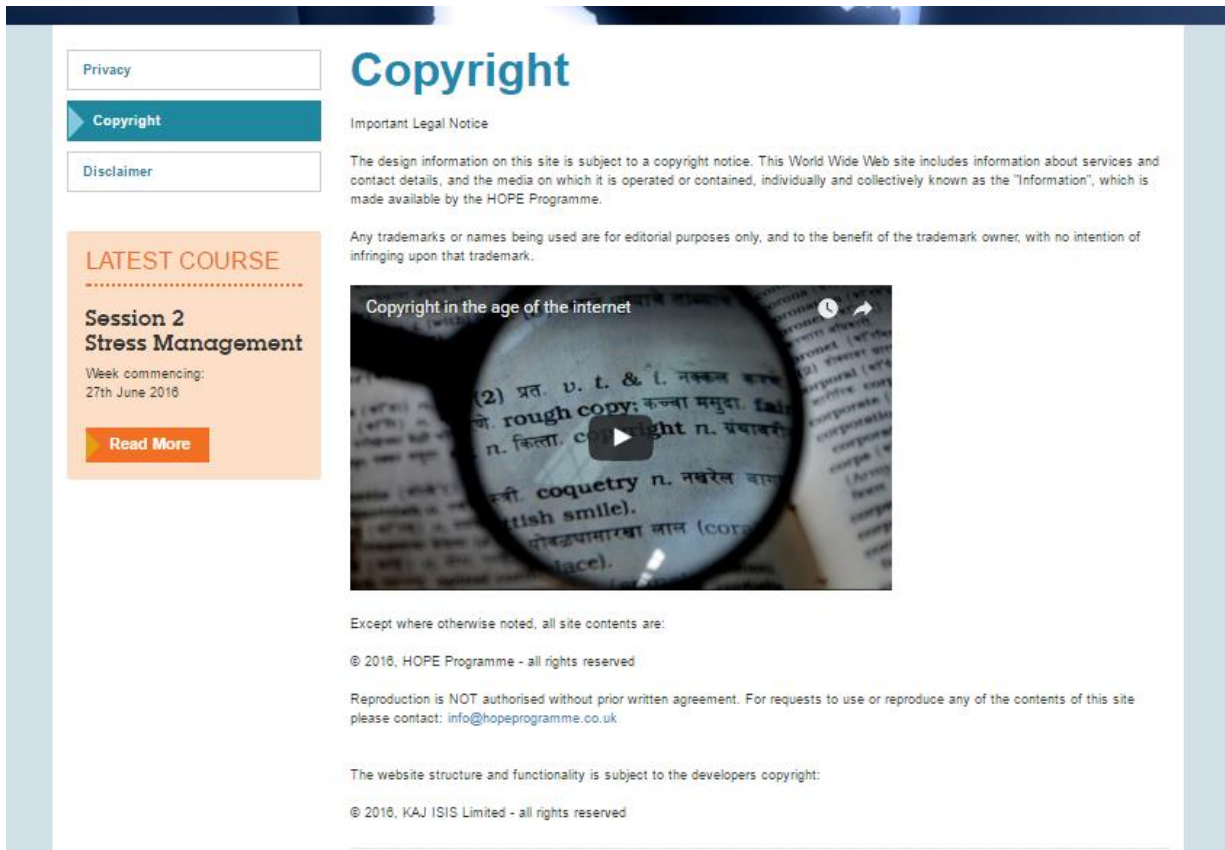
Obtaining the Embed Code from YouTube

- I. Click on the YouTube Icon (2) on Editor (see above) and Paste the Embed Code (1) into the form field as shown below, Click on the Checkbox (2) to make Responsive and Click OK (3)



Pasting Embed Code into Copyright Page

- J. Click Update Page Content
- K. Check result on Public page



Refer to [HOPE PROGRAMME Support Materials](#) content list for further tutorials on creating and maintaining Pages.

ends.