



MAGIC SQUARE SYSTEMS LIMITED

BTV - CMS v12.2 Guidance Sheet

Embed a YouTube Video

2



www.magicsquaresystems.com

Magic Square Systems Limited

Company Number: 3680737

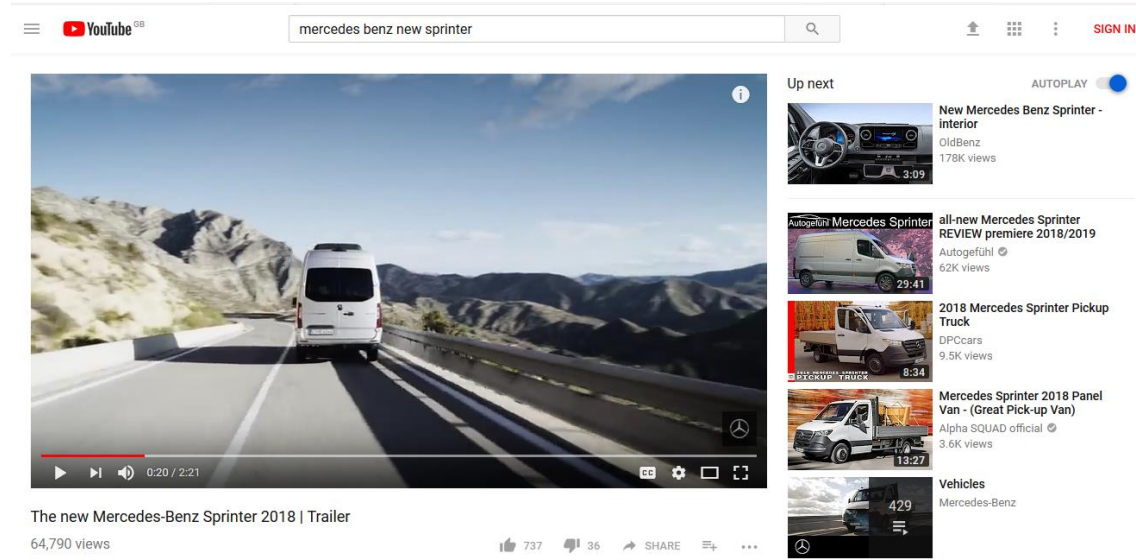
APRIL 2018



INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Embed a YouTube Video into a Page**.

YOU TUBE VIDEO

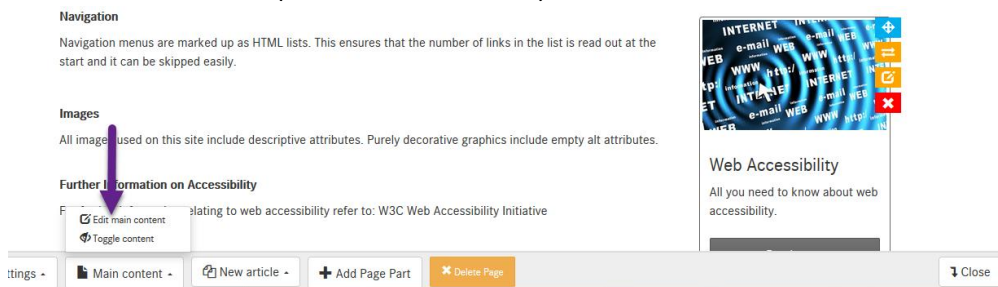


DEFINITION: YouTube is an American video-sharing website that allows users to upload, view, rate, share, add to favorites, report, comment on videos, and subscribe to other users. It offers a wide variety of user-generated and corporate media videos.

You can embed a YouTube video into a web page – see guidance below.

GUIDANCE

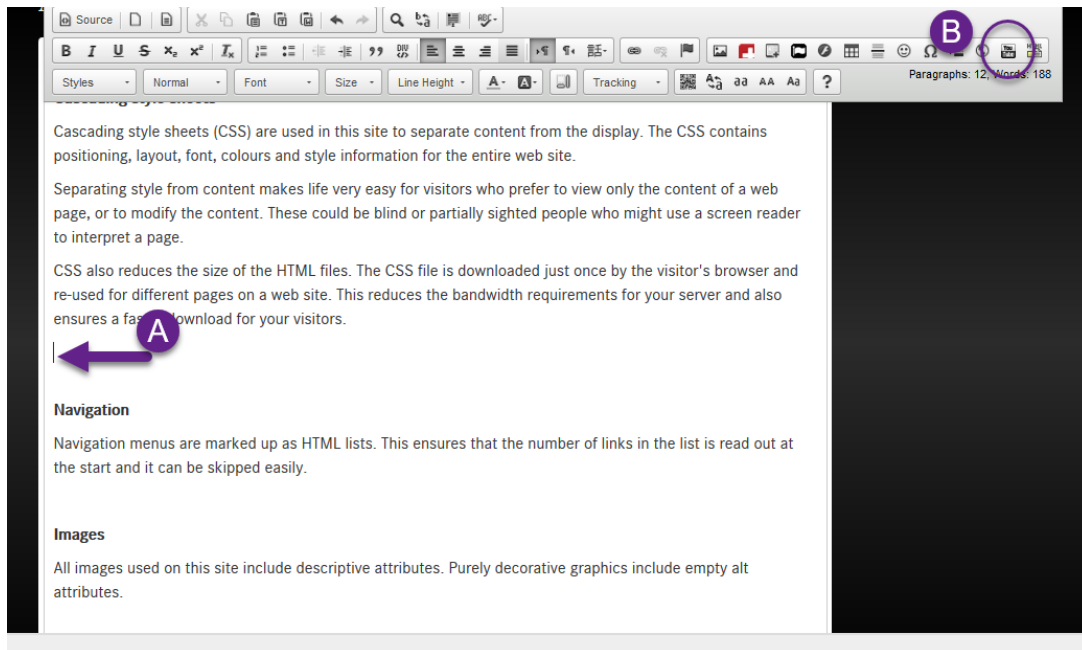
1. Log in to CMS
2. Using Site Content option listing > Select **Pages**
3. Select **Page** where you want to embed the YouTube video Click on **Content** (Blue Button on end of record)
4. Click on Main content (Button on button left) and Select **Edit Main Content**



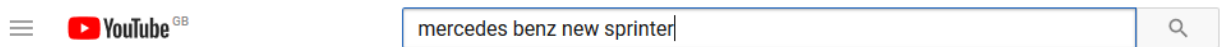


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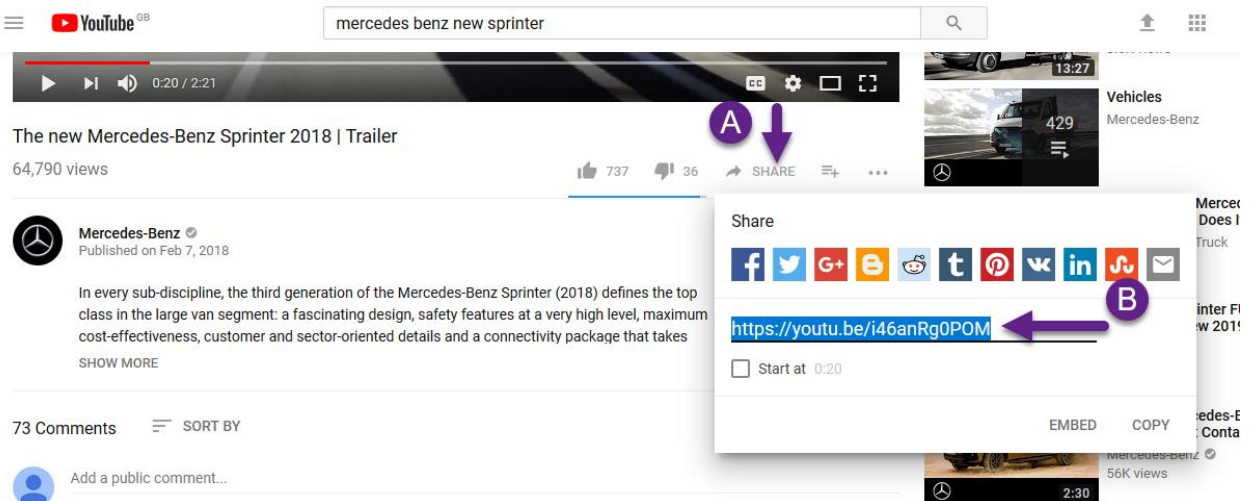
- Place cursor at the position (A) you want the YouTube Video as shown below:



- Go to YouTube website at <https://www.youtube.com/> and search for the video you wish to embed (example shown below)



- When you have located the video you want to embed – Click Share (A) and copy the link (B)

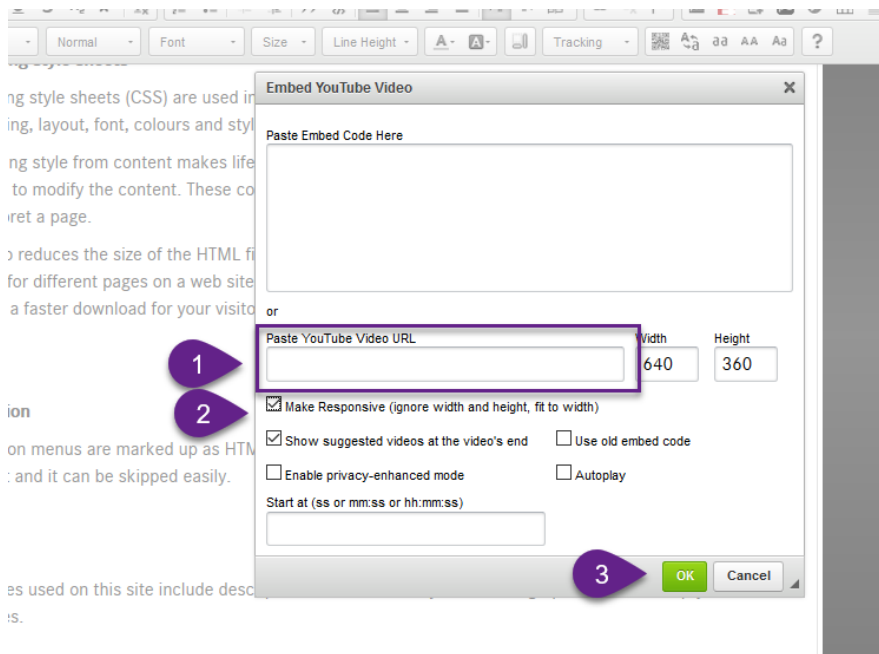


- Return to CMS (step 5. above) – Click on YouTube button (B) on the editor (see step 5.)

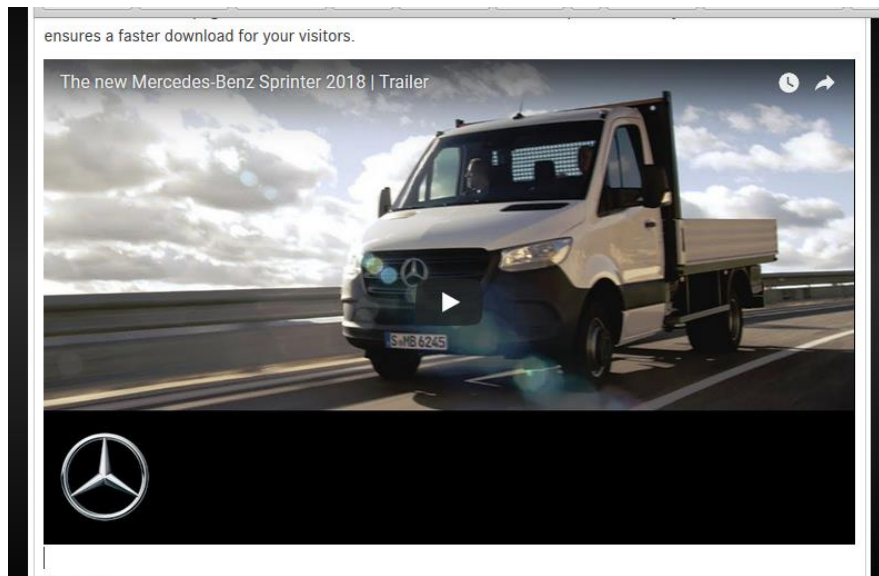


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9. Paste the copied url (web address) into Field (1.) and Check the Checkbox (2.) Make Responsive (ignore width and height, fit to width) and Click OK (3.)



10. Observe embedded video in Page



11. Click **Update Page Content.**

ends.