

USER GUIDE

Video Publisher and SchoolVision Recorder



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Video Publisher & SchoolVision Recorder - Manual 1.98

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Introduction

Encoded Media Video Publisher and SchoolVision Recorder are desktop applications which make recording and broadcasting to any size audience as easy as sending email.

Their interfaces are easy for a novice to operate, yet powerful enough to help the most experienced user. Both will synchronise visual aids such as Microsoft PowerPoint slides and automatically publish the content afterward.

The software is lightweight enough to run on a standard desktop PC or laptop, and with a simple DV camera any office can be an instant TV studio.

For the purposes of this User Guide, both Encoded Media Video Publisher and SchoolVision Recorder will be referred to as 'Video Publisher'.



DELIVERY

Video Publisher records video programs to disk. Recorded content can be edited, titled, and then sent to the Video Library server for viewing by anyone on the Intranet. For larger Internet-based audiences, content can also be uploaded to third party hosting companies such as Akamai® or Speedera®.

VIEWING

Programs created with Video Publisher can be browsed, searched and watched using the company Intranet without the need to install specialised client software. Communicate company news, corporate initiatives and quarterly results faster and cheaper with virtually no impact on valuable IT resources.

MINIMUM REQUIREMENTS FOR VIDEO PUBLISHER

- Microsoft® Windows® XP or better*
- Intel® Core™ 2 Duo or better
- 2048MB RAM
- 100MB free disk space
- Compatible VfW or WDM video capture device

* Windows 2003 Server or later recommended for larger audiences

OUTPUT STREAMS

- Video Codecs: Windows Media® Video 9 (WM9), WM8, WM7
- Audio Codecs: Windows Media Audio 9, Voice and Professional (7.1 Audio)
- Video Bitrates: 42 Kbps to 4 Mbps
- Audio Bitrates: 8 Kbps to 768 Kbps
- Frame Rates: Up to 60 fps

NETWORK PROTOCOLS

- TCP/IP Unicast
- MMS / HTTP
- FTP
- Windows Networking (UNC)

Installation and Configuration



Installation and Configuration is for Administrators and Advanced Users only. To learn how to use Video Publisher, please go to page 13.

We recommend setting your desktop video resolution to at least 1024x768 pixels and at minimum 16-bit colour.

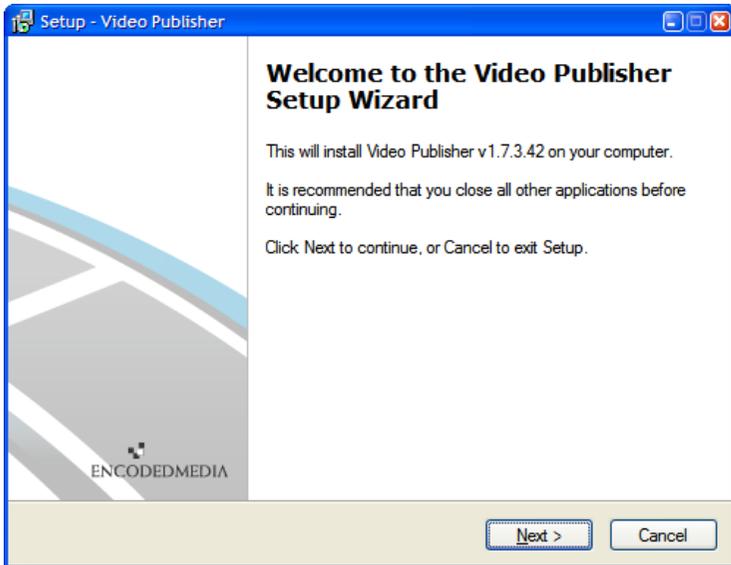
RUNNING THE VIDEO PUBLISHER INSTALLER

To open the setup program, follow the steps below:

- 1 Start your computer and make sure there are no other programs running.
- 2 Place the CD into your CD-ROM drive. The installation program should start to run automatically. If this does not happen, click Start, then Run, then type D:\setup.exe (where D: is your CD-ROM drive) and click OK.
- 3 The setup program will start. If at any stage you wish to cancel the process, you can come back to it again at any time by starting from step 1 above.

WELCOME SCREEN

An introduction similar to the following screen will provide instructions to start the installation:



When you have read the introduction, click **Next** to continue with the installation.

The screen which follows contains the License Agreement. You should only choose **I accept the agreement** if you have read and fully agree to its terms.

PROGRAM KEY

The screen after prompts you to provide a username, a Video Publisher license key and, optionally, your company name.



Without a valid license key, the installation cannot continue. You should be supplied with a program key by your network administrator.

PROGRAM FOLDER

The next screen asks where on your PC you wish to install Video Publisher.

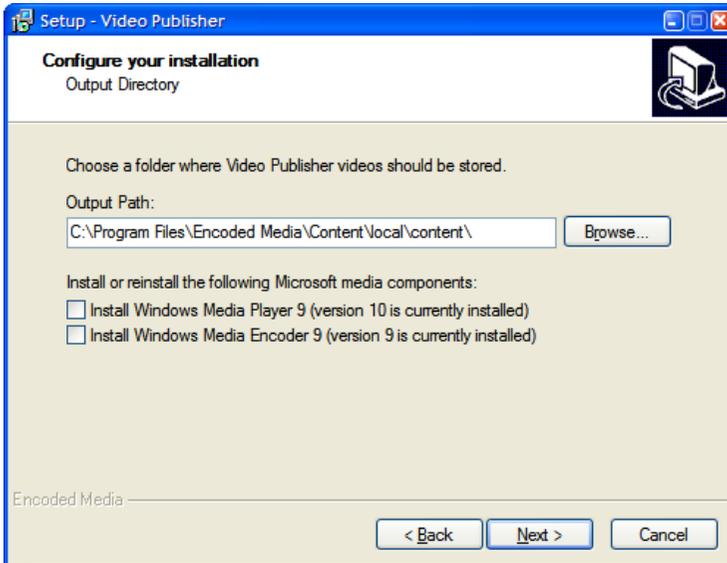
You can accept the default installation folder, or choose a different folder either by clicking the **Browse** button or by typing the folder name directly into the text box.

The folder will be automatically created if it doesn't already exist.

When done, click **Next** to continue with the installation.

CONFIGURING THE INSTALL

The next stage of the Installation deals with where the program will store its videos.



Click Browse if you wish to choose an alternative location for Video Publisher content and videos. Otherwise, leave this at its default value.

EMHUB ACCOUNT

When you purchased Video Publisher or SchoolVision Recorder, you may have been provided with details of a special Encoded Media EMHub Account where you can upload and share videos.

Setup - Video Publisher

Configure your installation
Encoded Media Account Settings

If you have an EMHub account, provide details here. Otherwise leave them blank.

Username:
1297183663

Password:
sequence.allowed

URL:
http://schoolvision.emhub.com/3f2803b7-9c16-11b4-03fc-f61ff32c7eebe/

encodedmedia.com

< Back Next > Cancel

If you have the details of this account to hand, provide your username, password and EMHub URL in the boxes provided now.

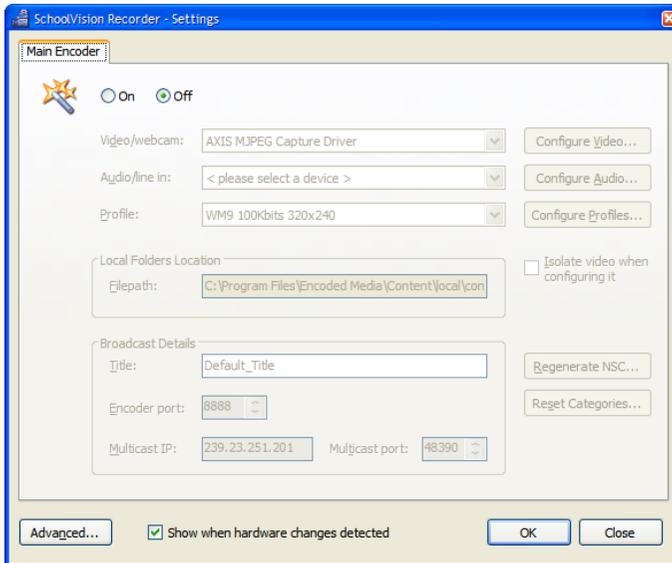
If you were not provided with EMHub details, simply skip this section by pressing the Next button. These details can always be added later. [Read more about adding Sites in the Quick Start Tutorial on page 22.](#)

The next stage of the Installation deals with where the program will store its videos.

Press **Next** to see a summary page outlining full details of the installation, and then click **Install** to copy Video Publisher to your hard drive.

CONFIGURING VIDEO PUBLISHER

Video Publisher can be used to record video from a camera or webcam. When the program first starts, choose which devices you have connected to your PC for capturing audio and video, and at what quality.



Video Publisher creates video using a process called *encoding*.

To enable Video Publisher's encoding engine, click the **On** radio button at the top of the screen. Now choose a video capture source (e.g. an attached webcam) and sound source (e.g. webcam or microphone) from the drop-down lists, labelled **Video/webcam source** and **Audio/line-in source** respectively. Typically, these devices will be a hardware capture card inside your PC or a device attached to a USB port.

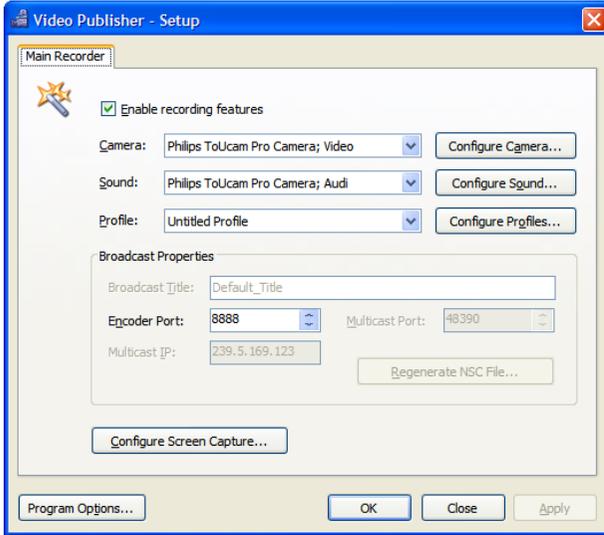
To set the visual quality of your recordings, choose a profile from the drop-down list. Profiles are discussed in greater detail in the next section.



*If the primary encoder is set **Off**, you will not be able to record any new content, and the Record button on the Main screen will be greyed out accordingly.*

SETTING UP

An example configuration is shown below.



Ensure that the **Record** checkbox has a tick in it. This option tells Video Publisher to save new recordings to your PC, allowing you to click and publish the files it creates to your company Intranet at a later date.



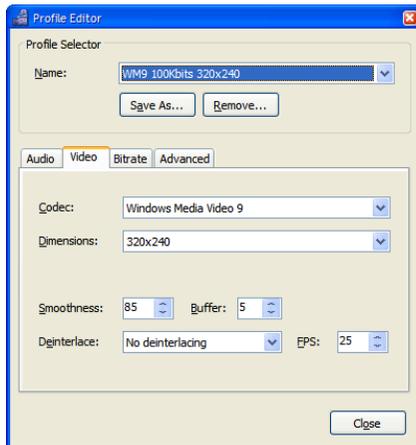
*To broadcast video to the network while you record it, put a check in the **Broadcast** checkbox. The **Encoder Port** value determines the address of the unicast stream, and the **Multicast IP** and **Multicast Port** values determine the address of the multicast stream.*

The appearance of your video clips in Video Publisher are determined by an encoder profile. Profiles are groups of settings which determine the overall quality of the files: to change a particular profile, click the **Configure Profiles** button on the right.

The Profile Editor screen is discussed in greater depth on the following page.

THE PROFILE EDITOR

The Profile Editor allows you to change the quality of your Video Publisher recordings.



This screen is for advanced users only. A number of standard Profiles are provided so that most users will never need to create/modify a Profile themselves.

To change the audio settings, select an **Audio Codec** and **Format** on the Audio tab.

To change the video settings, select a **Video Codec** and **Dimensions** from the drop-down list on the Video tab. To create a video to your own size, select **Custom** from the list and enter the **height** and **width** in the box.

To create a multi bitrate profile, put a check in the **Use both Primary and Secondary Bitrates** box in the Bitrate tab.

On the Advanced tab, you are able to set the **Key Frame Distance** and **Maximum Packet Size**. You can also set a **Cropping margin**.

To save your new or amended profile, click **Save As** and then close the screen. To remove a profile, select it from the drop-down list at the top and click **Remove**.

Quick Start Tutorial: Creating a Video

When you close the Settings screen, Video Publisher will immediately reconfigure itself to use the devices and profile you chose. You should then be presented with a preview from your video device in the main screen, as shown in the image below.



Before you begin recording, fill out the Properties panel on the right side of the main screen: it includes the new video's **title**, **description** and **author**.

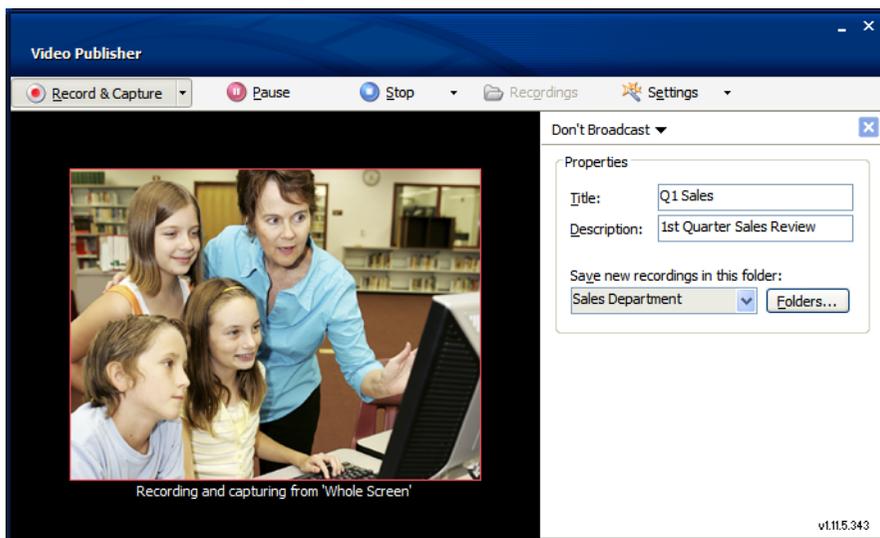


You're free to begin recording with properties left blank. This is because they can be added or modified once the recording has finished.

Choose a destination **folder** by clicking the drop-down list and selecting an item in the list. Folders are equivalent to directories on your hard disk and are provided as an organisational tool: if you prefer, you can record new videos to the default Inbox folder which is created for you. To add, remove and rename folders, click the **Folders** button.

Once you are ready to record, click the red **Record** button in the top left of the screen to start making your new video.

When Video Publisher is recording, the Record button will flash and the frame surrounding the camera's preview will alternate red and white.



Once recording, Video Publisher will continue indefinitely: the maximum length of a video clip is determined only by the amount of hard disk space you have on your PC.

To stop and finalise your new recording, press the **Stop** button on the toolbar. To create another recording, simply press **Record** again.

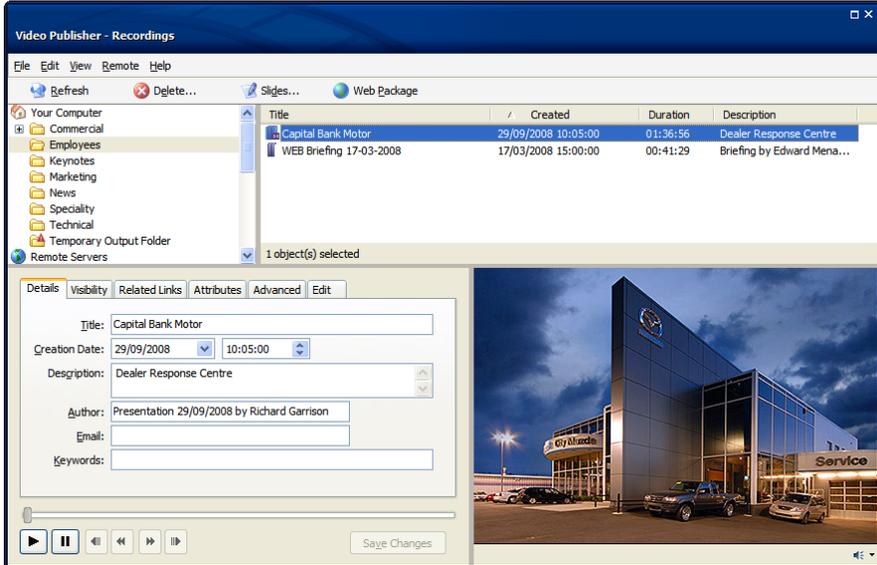
 *Videos are filed for you automatically whenever you press **Stop**, meaning you don't have to worry about saving the files yourself. You can access what you create, modify it and, if necessary, delete it, by opening the Recordings screen.*

Once videos are stopped and finalised, they can be accessed through the Recordings screen, which you can open by clicking the **Recordings** button.

This screen is shown in detail on the following page.

ORGANISING YOUR VIDEOS

The Recordings screen gives you access to the library of videos on your machine.



At the top, on the left side of the screen, you can see all of Video Publisher's local folders presented in a tree. Whenever you record a new video, it's stored in the folder you selected from the drop-down list on the main screen.

Click a folder entry in the tree to see all the recordings within it: they will appear as items in a list on the right side of the screen. When a video is selected, its details are displayed in tabs in the lower portion of the screen.



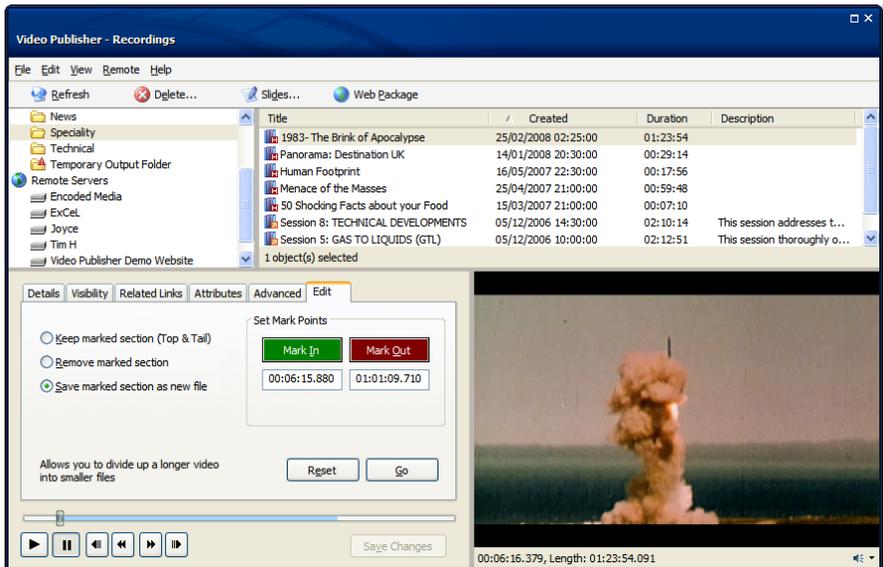
You can resize the upper and lower portions of the screen by clicking and dragging the bar which separates them.

The first tab, **Details**, allows you to view and change key properties including title and description. The second tab, **Visibility**, allows you to set the time and date you video should appear on the Intranet (Embargo), and the time and date it should be removed (Expiry). You can also make a video invisible by clearing the checkbox (Publicly Visible). Click the **Save** button to store any changes you make to any tab.

The third and fourth tabs (**Related Links** and **Attributes**) allow you to provide additional information to accompany your video. If you add links, they will be shown as clickable text on the Intranet. If you add categories, these can be used to control how and where your video is shown. Ask your administrator for more information.

CROPPING YOUR VIDEO

The **Edit** tab allows you to perform tasks such as topping and tailing your video—in simpler terms, removing unwanted material from the start and the end.



To make edits to a recording, select the item you wish to change and click the **Play** button in the lower left corner. Click the **Mark In** and **Mark Out** buttons at the appropriate times to flag the beginning and end for the edited video.

Choose **Keep** to crop out the portions of the video which fall before and after the two marked points. Choose **Remove** to delete the highlighted section instead, or **Save** to create a new recording based on it.

To perform the edits you've selected, click the **Go** button or **Reset** to discard them.

 *If you have made changes to information on any of the tabs, clicking the Save button will commit them permanently. This action cannot be undone.*

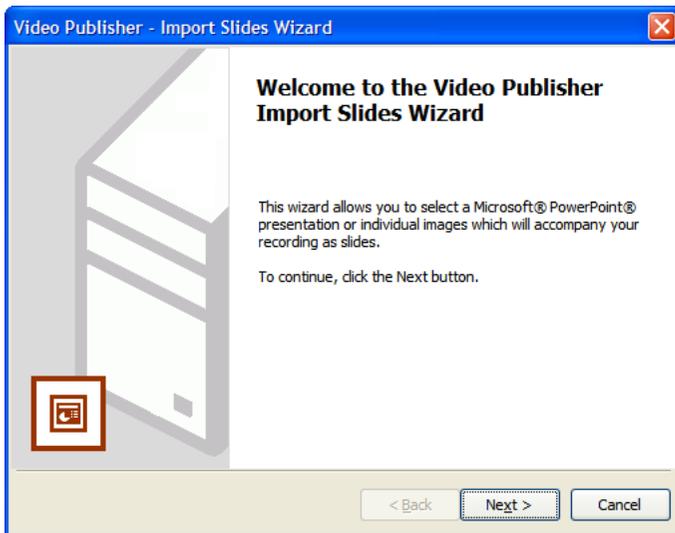
You should also generate a thumbnail to accompany each video because they help identify clips on your Intranet.  See how thumbnails are displayed on page 36.

To do this, click the **Play** button and then at an appropriate moment click **Create**.

ADDING POWERPOINT SLIDES

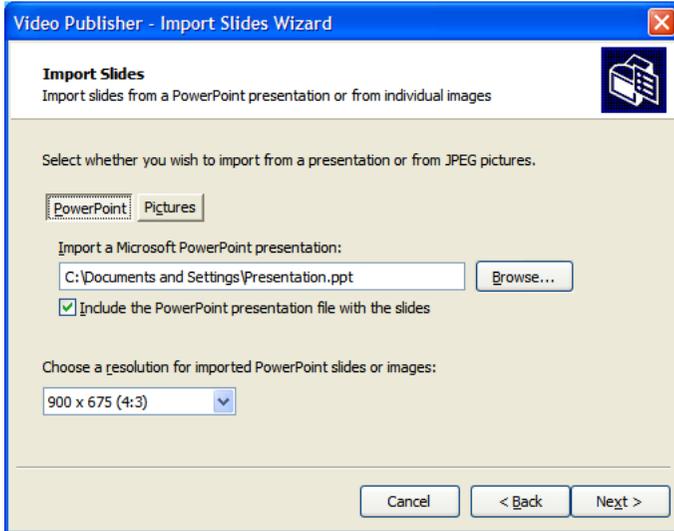
Once you've created your new video, you can add Microsoft PowerPoint® slides and other images to it. When the video is played back on the Intranet, or inside the Encoded Media Player, the slides will be shown accompanying it.

To add slides to a video, open the Recordings screen, select a folder from the tree, then highlight the video in the list. Now click the **Slides** button on the toolbar to open the Slides and Subtitles screen.



Click the **Slides Wizard** button to open the Import Slides Wizard. Click the **Next** button to begin.

The next stage of the wizard asks you to choose a Microsoft PowerPoint presentation to open and import.



If you know the timings of each slide, make sure that **I know the timing of each slide** is highlighted. This option ensures that all pages within the presentation are included automatically as slides, and that you won't need to choose them manually. You'll simply need to edit at what time they occur.

If you don't know the timings of each slide, choose **I do not know when the slides should appear**. You will then be able to add them individually.

Click **Next** to continue.

The next and final stage of the wizard allows you to include the original Microsoft PowerPoint file along with your video, thus giving other users access to it as a download on the Intranet page. If you don't want your file included, make sure the checkbox is left blank.

Clicking **Finish** imports all the pages from your presentation and displays them for you to select and edit in the Slides and Subtitles screen.

THE SLIDES AND SUBTITLES SCREEN

The Slides and Subtitles screen gives you access to pages from a PowerPoint presentation, and allows you to add them to your video at predetermined moments.

Video Publisher - Slides and Subtitles

Example Application Podcasting

No Podcasting technical knowledge required
Very simple to use
Reach out to a much wider audience
Offer your audience the flexibility to consume content
Enables mobile access to your content
Distribute your content instantly to unlimited people
Seamless integration with Encoded Media products
Simple delivery of all recorded content to your Mobile Device

Page 17

00:00:10.216 / 00:00:59.755

Slides Subtitles

Time	Bookmark	Slide	Title
00:00:02.733	<input checked="" type="checkbox"/>	2	Encoded Media Overview
00:00:10.216	<input checked="" type="checkbox"/>	3	Encoded Media is used for
00:00:10.216	<input checked="" type="checkbox"/>	9	Content Creation Cycle
00:00:10.216	<input checked="" type="checkbox"/>	10	Live TV Streaming
00:00:10.216	<input checked="" type="checkbox"/>	17	Example Application Podcasting

Add... Edit... Remove ▾ Offset...

14. Products: EncodedTV
15. Competitive Matrix (EncodedTV)
16. Competitive Matrix (Content Creation)
17. Example Application Podcasting

Add Slides... Edit... Clear... Preview thumbnails

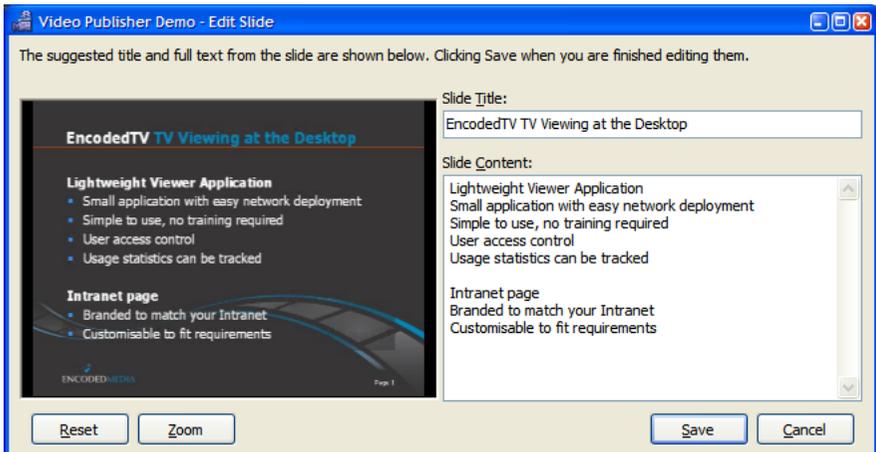
OK Close

To edit slide entries, make sure the Slides tab is selected.

The list on the lower right shows all the slide images which were imported by the slides wizard. Click the **Play** button to start the video playing, then click the **Add** link on individual slide entries to add them to the list on the left at the appropriate time.

You can also make changes to the text of a slide once it has been imported to Video Publisher from PowerPoint. To edit a slide, highlight its image in the list and then click the **Edit** button on the toolbar.

Doing so brings up the Edit Slide screen where you are able to view and modify the title and words which accompanied the slide in PowerPoint.



Click the **Save** button to store your changes. To undo your changes, click **Reset**.

Back on the Recordings screen, the list on the lower left shows the slides which will be included and displayed with your video on the Intranet.

Time	Bookmark	Slide	Title
00:00:02.733	<input checked="" type="checkbox"/>	2	Encoded Media Overview
00:00:10.216	<input checked="" type="checkbox"/>	3	Encoded Media is used for
00:00:10.216	<input checked="" type="checkbox"/>	9	Content Creation Cycle
00:00:10.216	<input checked="" type="checkbox"/>	10	Live TV Streaming
00:00:10.216	<input checked="" type="checkbox"/>	17	Example Application Podcasting

Add... Edit... Remove ▾ Offset...

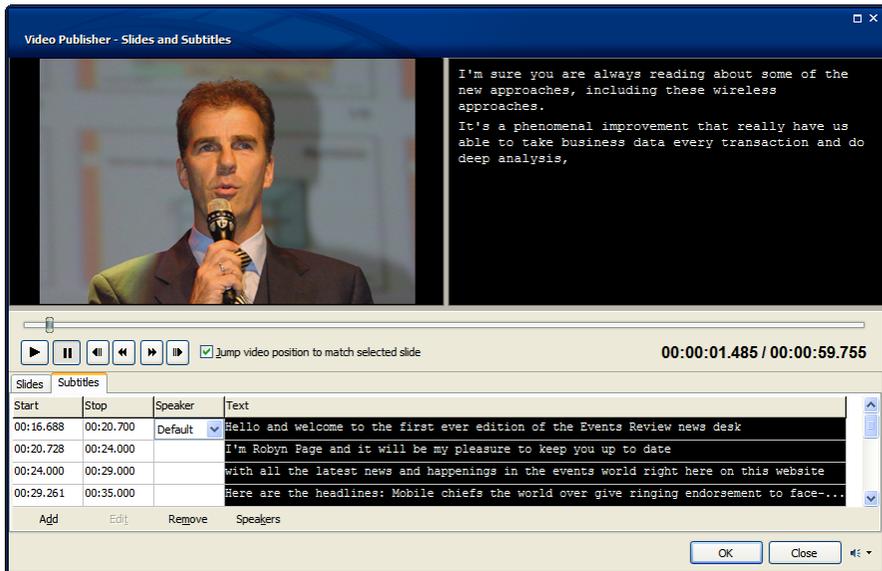
The first column shows the time at which the slides will appear, and the second allows you to choose whether the entry will be treated as a bookmark (a bookmark allows viewers to jump directly to a specified time using a drop-down list).

To edit the title or time of a slide entry, click the **Edit** button on the toolbar below. To add one, click **Add**. New slides are added at the time denoted by the video.

Click **OK** to save the layout and return to the Recordings screen.

ADDING SUBTITLES

You can use Video Publisher to create subtitles for display when your recording is played back using the Video Library Intranet.



To edit subtitle entries, make sure the **Subtitles** tab is selected.

Click **Play** on the video and press the **Add** button at points you wish to add a new subtitle. Enter the subtitle text in the space provided. To create a new subtitle after you've added text, click the **Add** button again or hold **CTRL** and press **Enter**.

Quick Start Tutorial: Publishing your Video

Once you've edited and updated your clips, you can use Video Publisher to publish them—together with all accompanying slide images, thumbnails and downloads—to a Video Library server, also known as a Remote Server.



The Video Library server makes your content available to others on the Intranet.

Remote Servers are shown beneath local folders on the Recordings screen. You can left-click on a Server to connect to it and view its folder structure and content.

Video Publisher - Remote Site Properties

Name:

Server Type:

Server:

Username:

Password:

URL Path:

OK Cancel

To define a new Remote Server, right-click on the Remote Servers icon in the tree and choose **Add a new Remote Server** from the pop-up menu.

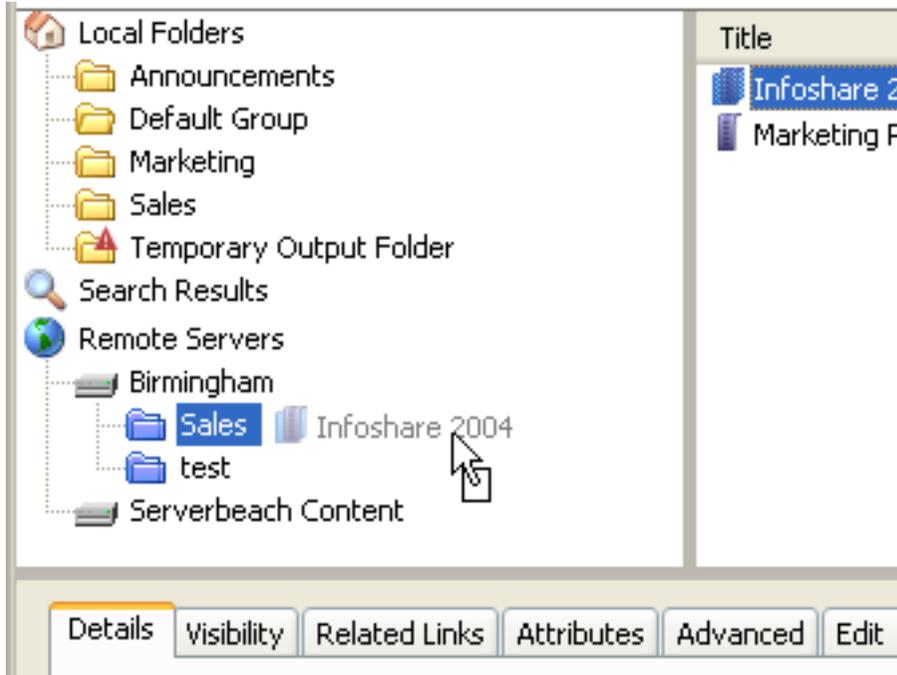
The new Server can be defined as an Encoded Media EMHub account, a Video Library server (a connection can be made using either FTP or UNC), or a local network file server (UNC only). If you are unsure, your network administrator will have full details.

When defining your Remote Server, you should be sure to add a descriptive name, its network address, plus a username and password where required.

Click **OK** to save your changes and return to the Recordings screen.

To publish one or more videos to a Remote Server, left-click on the Server's icon to expand its folder hierarchy.

Now, go back to the local folder where your video is saved, then simply select and drag one or more recordings to the appropriate Remote Server.



By right-clicking on a site's entry in the tree, you can also create and delete folders on the Remote Server.

Your recording and all associated data will then be published (i.e. uploaded) to the Remote Server. The local file versions will remain intact.

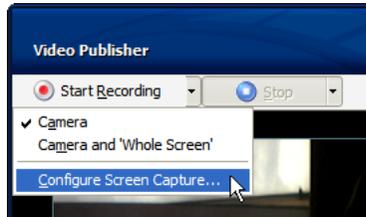
Once the publishing process has finished, you can left-click a site's name to see what videos are stored there. By highlighting one or more list entries and pressing **Delete**, you can remove files from the Remote Server.

You can also retrieve (ie download) Remote Server videos by highlighting their list entries in the list and then dragging and dropping them to a local folder.

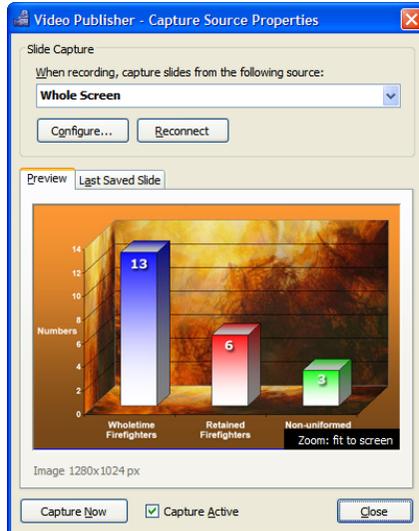
Quick Start Tutorial: Capturing Live Slides

Video Publisher is able to create slides while you record, either from a special Encoded Media USB capture device or from any application open on your desktop.

Open the Capture Source Properties screen by clicking the small triangle to the right of the Record button on the main toolbar and choosing **Configure Slide Capture**.



Once the properties screen has opened, drop down the **Slide Capture** source list in order to choose the origin of your slides. Click the **Configure** button to adjust the settings of the source you've highlighted.



Click the Close button and then **Record & Capture** on the toolbar to begin recording a new video while also capturing slides from the source you selected.

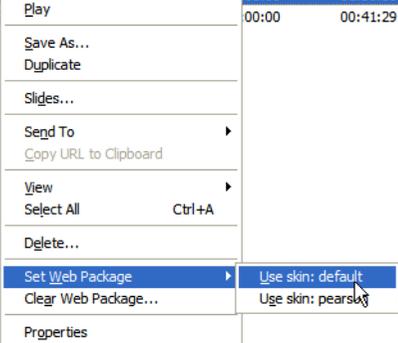
Quick Start Tutorial: Creating a Web Package

Video Publisher has the ability to create self-contained 'web packages' for displaying individual recordings in a browser. Users are able to share these with others, the recipients being able to view a single recording and its accompanying data - slides, chapters, downloads, and so on - on their PC desktop without the need to install third party software. You can also host web packages on any web site or Intranet.

 *Static skins are an optional feature of Video Publisher. To create them, your licence key needs to have this feature enabled. Ask an administrator for details.*

To create a static skin, right-click a local file in the Recordings screen and choose Export Web Package from the pop-up menu. The list of skins available to you will be displayed in a cascading menu.

Title	Created	Duration	Description
Capital Bank Motor	20/09/2008 10:05:00	01:36:56	Dealer Response Centre
WEB Briefing 17-03-2	00:00	00:41:29	Briefing



To share a package with someone else right-click the same file again and choose Save As from the menu. The files will be copied to your chosen folder.

To host a package drag the file to a remote site, then highlight the file on the site and click Copy to Clipboard in the Remote tab. [Read more about uploading files to sites on page 22.](#)

Main Screen



1 Record button

Starts recording the video feed shown in the Preview panel beneath. Click the small downward facing arrow to the right of the button to display a pop-up menu with additional options. [Read about Live Slide Capture on the following page.](#)

2 Stop button

Finishes recording and saves the video. If the Recordings screen is open, the video you just created will be highlighted for you. Click the small downward facing arrow to the right of the button to display a pop-up menu with additional options.

3 Pause button

Pause your recording. Note this feature is not available when broadcasting.

4 Recordings button

Displays the Recordings screen. [See page 32.](#)

5 Setup button

Opens the recording setup screen where you define capture devices. Click the small arrow to the right of the button to display a pop-up menu which allows you to show and hide additional information panels, access program settings, and more.

6 Session Properties panel

A description of your new video. The fields shown here can always be filled at a later date using the Recordings screen. You can simply leave these at their default values.

7 Folder drop-down list and button

Determines in which folder the new video will be saved. Click the Folders button in order to manage the folders hierarchy. This hierarchy is mirrored as a file structure on your PC's hard disk and is also displayed as a navigable tree on the left side of the Recordings screen. [Read more about Managing Folders on page 30.](#)

8 Announcements drop-down list

Associate the recording you're about to make with an announcement. An announcement helps you streamline the process of live broadcasting. You can create and manage announcements on the Recordings screen.

9 Caption bar buttons

Click the left button to minimise Video Publisher and the right button to close it.

10 Preview pane

Displays the feed from your chosen video device.

Slide Capture Screen

1 Capture source list

Allows you to select a source of images for your slides. At the top, Whole Screen captures your visible desktop. Lower down, you can choose an open application from which to generate slides.

2 Configure and Reconnect buttons

Click the Configure button to change settings of the selected capture source.

3 Preview panel

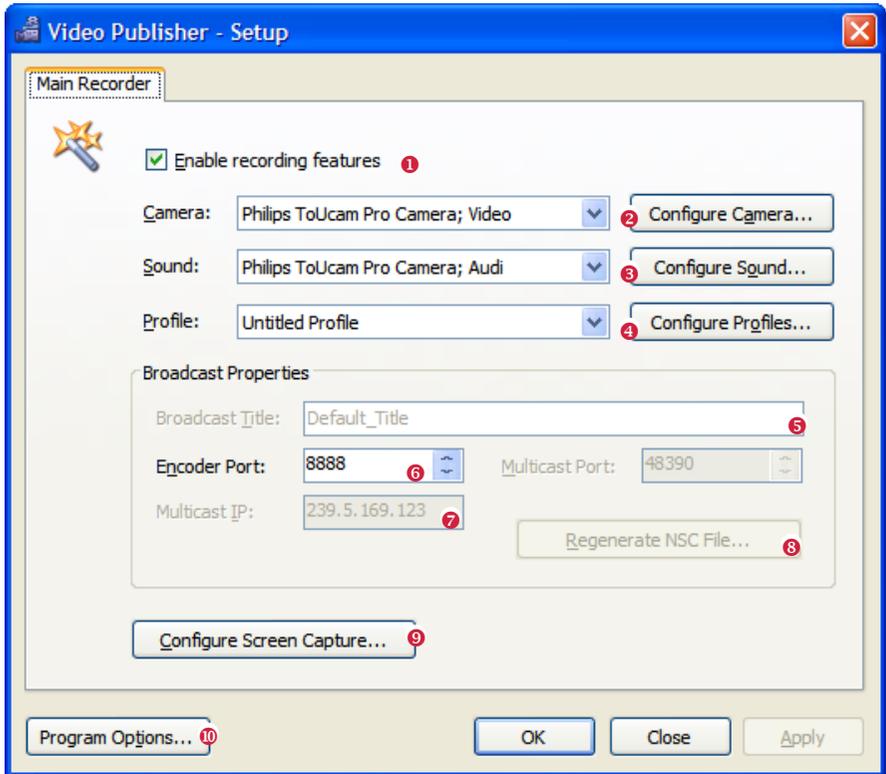
Displays the last image from the capture source. Click the Zoom area to toggle between actual size and zoom-to-fit.

4 Capture Active checkbox

Uncheck this box to stop Video Recorder capturing new slides.



Settings Screen



1 Recording features checkbox

To enable Video Publisher's recording capabilities, put a check in the box. If you leave the box empty, you will only be able to manage videos (through the Recordings screen) and will not be able to generate new content. Video Publisher will automatically set this to Off in the event that you disconnect your camera, when you start the application for the very first time, or when a video device error occurs.

2 Camera selection list and configuration

Select your video source or webcam from the drop-down list. Without a valid source, Video Publisher will disable the Record button on the Main screen. Click the Configure Camera button to view additional options for your video device.

3 Sound selection list and configuration

Select your audio source from the drop-down list. Click the Configure Audio button to view additional options for your sound device.

4 Profiles selection list and configuration

ADVANCED USERS ONLY. A profile describes how the video will look when it is recorded. Click the Configure Profiles button to launch the Profile Editor screen. There are a number of default profiles provided with Video Publisher, catering for a wide range of users. [Read more about Profile Editor on page 30.](#)

5 Broadcast title

ADVANCED USERS ONLY. If your PC has Microsoft's Windows Media Server (WMS) version 4.x or 9.x installed and configured, putting a check in the Broadcast box will allow you to use it to broadcast recordings live to your network.

6 Encoder port

ADVANCED USERS ONLY. Select the port from which Video Publisher's encoding engine will broadcast unicast data.

7 Multicast IP (and Multicast port)

ADVANCED USERS ONLY. Select the address and port for multicast broadcasting.

8 Regenerate NSC button

ADVANCED USERS ONLY. If you have configured Video Publisher to use broadcasting, click Regenerate NSC to delete the existing files and regenerate them using your current settings. You will need to do this if you add or modify a profile.

9 Configure Screen Capture button

ADVANCED USERS ONLY. Click the Configure Screen Capture button to open the Capture Source Properties screen. [See page 24.](#)

10 Program Options button

ADVANCED USERS ONLY. View and modify Video Publisher's application settings. [See page 31.](#)

Profiles Editor Screen

* Profile selector

Select an existing Profile from the drop-down list. To save changes you make, click the Save As button and provide a name. To delete a Profile, click Remove.

* Audio tab

Allows you to change sound quality.

* Video tab

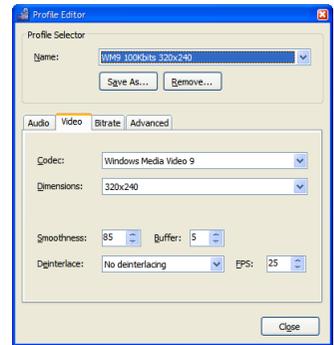
Displays visual quality and offers further settings such as smoothness and frame rate.

* Bitrate tab

The Bitrate tab allows you to set primary and secondary bitrates, meaning you can deliver to multiple audiences (e.g. modem and broadband users).

* Advanced tab

The Advanced tab modifies video settings such as Key Frame Distance and selects a Crop area which has the effect of removing an unwanted portion of screen area from the recorded video.



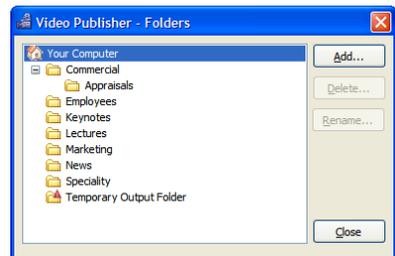
Folders Management Screen

* Folders hierarchy

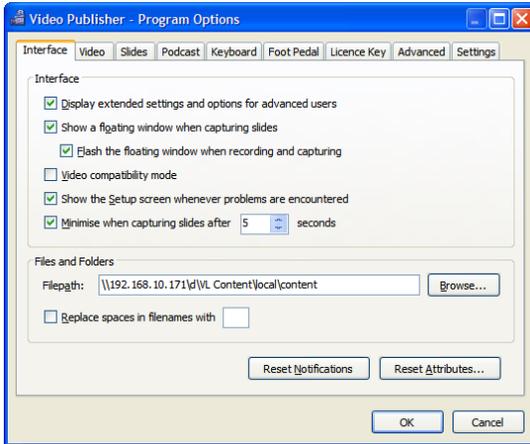
Displays local folders in a tree.

* Management buttons

Click the Add button to create a new folder beneath the highlighted node, click the Delete button to remove a folder, and Rename button to alter its name. If you delete all folders, Video Publisher will automatically create a new one called Inbox.



Advanced Settings Screen



* **Interface tab**

Change various aspects of Video Publisher's user interface.

* **Video tab**

Modify the program's video playback options.

* **Slides tab**

Set JPEG compression levels when slide files are saved.

* **Podcast tab**

Choose MP3 and MP4 encoders for generating podcasts.

* **Keyboard tab**

Define your own keyboard shortcuts and system-wide hotkeys.

* **Footpedal tab**

Allows a transcription machine footpedal to control Video Publisher video playback.

* **Licence Key tab**

Set the program's Encoded Media licence key.

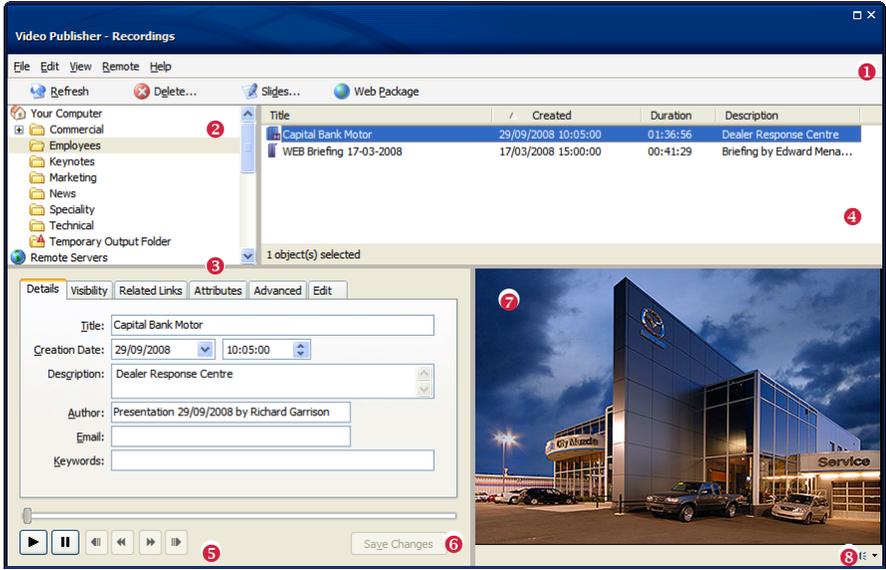
* **Advanced tab**

Enable and disable remote control features.

* **Settings tab**

See all Video Publisher program settings in a single list view.

Recordings Screen



1 Toolbar

The toolbar provides easy access to the Refresh button (rescans for new videos), Delete button (permanently remove a video item), Slides button (open the Slides Editor screen), and Web Package button (view an item's web package).

2 Folders tree: Local Folders

The Local Folders tree node displays the folders structure on your PC; the folders in this leaf are coloured yellow to distinguish them. The Temporary Output Folder is a special item which stores transient videos, eg while Video Publisher is creating them or in the event of an error. Click a folder to display the recordings within it in the list on the right. To manage this structure, right-click on any folder and choose Manage Folders from the pop-up menu. [Read about Folder Management on page 30.](#)

3 Folders tree: Remote Sites

A Remote Site refers to a folder on an FTP server or UNC path; the folders in this leaf are coloured blue to distinguish them. To define a Site, right-click on the Remote Sites node and choose from the pop-up menu which appears. Click on a Site to display its folders, and click on the folders to display its contents in the item view.

4 Recording items view

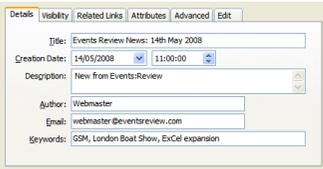
Items can be copied, deleted, and moved between folders. If you drag and drop a local item to a local folder, it will be *moved* there. If you drag and drop a local item to a remote folder, or a remote item to a local folder, it will be *copied*.

5 Player controls

The player control buttons allow you play, pause, fast rewind, step back, step forward, and fast forward any selected video.

6 Save Changes button

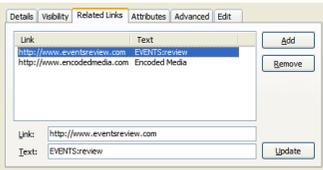
Once you have made changes to the selected video in any of the tabs, click the Save



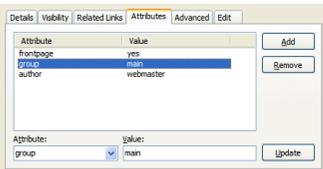
The **Details** tab shows a recording's basic properties. *To see how this and other information from these tabs relates to your Intranet, see page 38.*



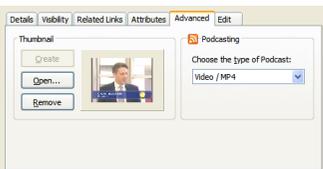
Visibility determines from what date and time a recording can be accessed on your Intranet site, and from what date and time it will be inaccessible.



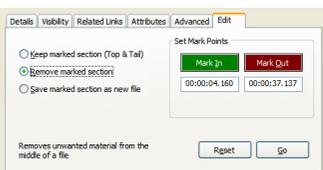
Related Links allows you to include links and descriptions with your recording. These links become clickable on your Intranet site.



Attributes allows you to add category identifiers with your recording. These categories can influence how your recording is displayed on your Intranet site.



Advanced allows you to create or browse locally for a thumbnail image to help distinguish your video in lists. You can also create an audio and video podcast here.



Edit allows you to set mark in ('top') and mark out ('tail') points on your video and then crop, delete and create new videos from these two markers.

Changes button to update your recording permanently. If you make changes to a video and then move to another area of the screen without saving, you will be prompted if you wish to do so.

7 **Video Preview pane**



When you click the play button, the selected video will be displayed here.
Play



Pause



Step back



Rewind



Fast forward



Step forward

Note that you can resize the pane by clicking, holding and dragging on its left and top edges.

8 **Volume and Mute control**

Click the Volume and Mute control to mute the selected recording. Click the small downward facing arrow to the right of the button to access the Volume slider.

Slides & Subtitles Screen, Slides Editor

Video Publisher - Slides and Subtitles

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1 Video Preview pane

Displays the chosen video.

2 Slide Viewer pane

Previews slide images. Double-click the pane to toggle between zoomed and full view modes. The pane can also be resized by clicking, holding and dragging on its left and bottom borders.

3 Player controls

Read more about Player Controls on page 34.

4 Slide Organiser grid

Displays slides in the order in which they will appear alongside the video. The first column denotes the precise time at which the slide will display. The second column shows whether the slide is a bookmark (bookmarks allow users to 'jump' to specific times within the video). The third column shows the slide number and the fourth column the text which accompanies it. You can edit the first and last columns by clicking them or by highlighting them and pressing function key **F2**. When entering time values, you can either format the time as HH:MM:SS or simply input the number of seconds and Video Publisher will perform the conversion for you.

5 Slide Organiser toolbar

Allows you to **Add**, **Edit** and **Clear** slide entries.

Clicking the **Add** or **Edit** buttons opens the Slides & Bookmarks screen. This allows you to enter slide information quickly and easily. Enter the time and the title, or choose the Slide from the drop-down list.

6 Available Slides list

Shows every slide image imported manually or from a PowerPoint presentation which is available to add to the Slide Organiser grid. To one or more slides, double click or drag them to the Slide Organiser Grid. To change the slide itself, click the **Edit** button in the toolbar beneath the list. To import new slides from another PowerPoint presentation, click the **Add** button to opens the Slide Import Wizard.

▢ *Read more about the Slide Import Wizard in the Quick Start Tutorial on page 17.*

Slides & Subtitles Screen, Subtitles Editor

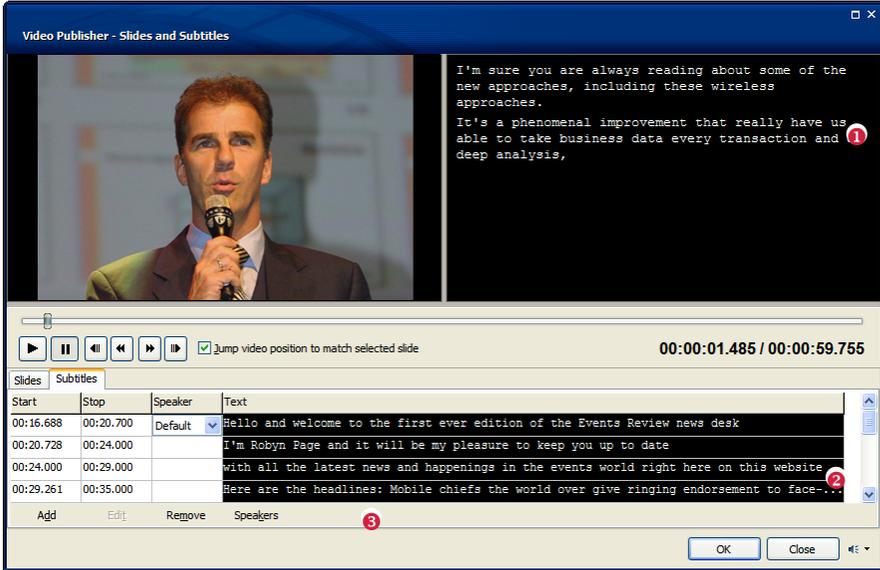
1 Subtitle Viewer pane

Allows you to see how subtitles will appear, complete with colours (where applicable), when shown on the Intranet alongside the video.

2 Subtitle Organiser grid

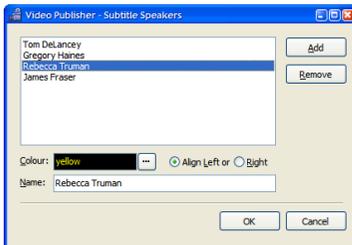
Displays subtitles in the order in which they will appear alongside the video. The start time denotes the position at which the subtitle will appear on the screen, and the stop time denotes when it will disappear. The speaker column allows you to choose from a customisable drop-down list of speakers—speakers can be assigned different colours and text alignments. The last column is the subtitle text itself.

To edit the value of a particular grid entry, click on it or highlight it and press **F2**. When editing subtitle text, you can press **CTRL+Enter** in order to finish your current subtitle and automatically create a new one, allowing you to continue typing seamlessly. Subtitles are previewed in the Subtitle Viewer pane.



3 Subtitle Organiser toolbar

Allows you to **Add**, **Remove** and **Edit** subtitle grid entries. Clicking the **Speakers** button opens up the Subtitle Speakers screen.



Click the **Add** button to create a new speaker and add a default name to the list. You can edit their name by typing in the **Name** field. To change the speaker's colour, click the button next to the **Colour** field and to change the horizontal alignment click **Left** or **Right**.

Remote Control

Video Publisher's main features can be controlled remotely over HTTP. To enable remote control, open the Program Options screen, select the Advanced tab and put a check in the Enable box.

You should always assign a password to prevent unauthorised users gaining access to your Video Publisher from elsewhere on the network. The port number determines the port to which the internal web server will bind itself. By default this value is 2700.

ACCESSING VIDEO PUBLISHER REMOTELY

To access the program over a network, you need to connect to it using HTTP. The following example demonstrates how a Video Publisher, running on the default port on a PC with an IP address of 192.168.5.123 and with the remote password set to 'secret', can start a new recording session:

```
http://192.168.5.123:2700/action.xml?action=start&password=secret
```

Available actions are:

start - Begin a new recording session. The equivalent of pressing the Record button on the main screen's toolbar.

stop - End the active session. The equivalent of the Stop button.

pause - Pause the active session. The equivalent of the Pause button.

title - Set the session's title. The equivalent of entering a new Title on the Recording Properties section of the main screen.

description - Set the session's description. The equivalent of entering a new Description on the Recording Properties section of the main screen.

folder - Set the session's destination folder. The equivalent of choosing a new folder on the Recording Properties section of the main screen.

attributes - Set the session's attributes. The equivalent of adding new name/value pairs on the Attributes tab of the recordings screen.



The name/value pairs must be specified using two colons and separated by two semi-colons. For example:

```
http://192.168.5.123:2700/action.xml?attributes=color::red;size::medium
```

keywords - Set the session's keywords. The equivalent of adding new keywords into the Keywords field on the Details tab of the recordings screen.

STATUS XML

When using remote control features, Video Publisher will always respond with a chunk of XML providing detailed information as to the program's status.

To access this status page without affecting recording, simply omit the action from your HTTP request. For example:

```
http://192.168.5.123:2700/action.xml?password=secret
```

An example status page is shown:

```
<vp-status>
  <string name="index">0</string>
  <string name="active">1</string>
  <string name="name"/>
  <string name="runstate">5</string>
  <string name="runstatestring">Stopped</string>
  <string name="servings">1</string>
  <string name="mcastpath"/>
  <string name="published">0</string>
  <string name="ucastport">8888</string>
  <string name="encodingtime">00:00:00</string>
  <string name="inputfps">0</string>
  <string name="inputbitrate">0</string>
  <string name="outputfps">0</string>
  <string name="outputbitrate">0</string>
  <string name="droppedframes">0</string>
  <string name="readytorecord">yes</string>
</vp-status>
```

index is an identifier that refers to the internal encoding engine. In the current release of Video Publisher this value will always be 0.

active shows whether Video Publisher's recording features have been enabled.

runstate is an integer value reflecting one of the following encoder states:

```

ENCODER_STARTING = 1
ENCODER_RUNNING = 2
ENCODER_PAUSED = 3
ENCODER_STOPPING = 4
ENCODER_STOPPED = 5
ENCODER_END_PREPROCESS = 6
ENCODER_PAUSING = 7

```

runstatestring provides a human readable description of the runstate.

servicetype is an integer value reflecting how the encoder is configured:

```

None = 1
Encoder = 2
HTTP = 3
MMS = 4
Multicast = 5
External = 6

```

mcastpath is a string value that points to the NSC file when multicast broadcasting.

published is a boolean value indicating whether Video Publisher's internal multicast engine is running. This and other boolean values are defined thusly:

```

False = 0
True = 1

```

ucastport is an integer value which denotes the unicast encoded port.

encodingtime is a string value that describes how long the encoder has been running.

inputfps is an integer value reflecting the video input frame rate per second.

inputbitrate is an integer value reflecting the video input bitrate per second.

outputfps is an integer value reflecting the video output frame rate per second.

outputbitrate is an integer value reflecting the video output bitrate per second.

droppedframes is an integer record of how many frames have been dropped by the application during the process of encoding.

readytorecord is a boolean value that shows if the application is in a state that allows it to commence a new recording.

Application Command Line Parameters

The application accepts optional command line parameters.

```
/contentpath="path"
```

Treat *path* as the content folder for this and all subsequent sessions.

```
/title="text"
```

Use *text* as the application title displayed at the top of each program screen.

Setup Command Line Parameters

The application's Setup program accepts optional command line parameters. These can be useful to system administrators, and to other programs calling the Setup program.

```
/silent, /verysilent
```

Instructs the Setup program to be *silent* or *very silent*. When Setup is *silent*, the wizard and the background window are not displayed but the installation progress window is. When a setup is *verysilent*, the installation progress window is not displayed.

```
/norestart
```

Do not restart once Setup has completed, even if a reboot is actually necessary to complete the installation.

```
/group="folder name"
```

Overrides the default *folder name* displayed on the Select Start Menu Folder wizard page for the one provided.

```
/dir="path"
```

Use the fully qualified *path* as the installation directory.

`/contentroot="path"`

Use the fully qualified *path* as the root folder for your media content.

`/key="encoded-media-licence-code"`

Causes the installation to use the provided *encoded-media-licence-code* as the program's key. You should enter the key exactly as it was provided to you, including separating hyphens. Do not use other symbols such as quotes or spaces.

`/log`

Causes Setup to create a detailed log file in the user's TEMP directory detailing all installation actions during the install process.

`/wme="yes|no"`

Toggle the installation of Microsoft Windows Media Encoder.

`/desktopicon="yes|no"`

Create an icon for the application on your desktop.

`/quicklaunchicon="yes|no"`

Create an icon for the application in your quicklaunch bar.

`/nocancel`

Prevents the user from cancelling and exiting the installation process by disabling the Cancel button and ignoring clicks on the close button.

`/noicons`

Instructs Setup to check the *Don't create any icons* check box on the Select Start Menu Folder wizard page.

Troubleshooting

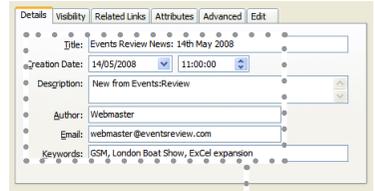
For a constantly updated troubleshooting guide and Knowledgebase Articles, please visit support.encodedmedia.com.

Your Video Library, Video Listing Page

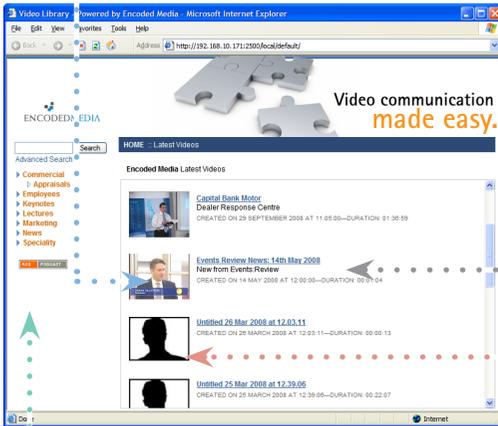
Many of an item's properties will be displayed prominently on your company's Video Library page. The following image shows where these properties appear.



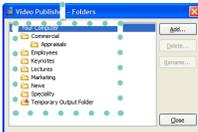
Thumbnail



Details



If videos do not have a thumbnail, a generic image is displayed.

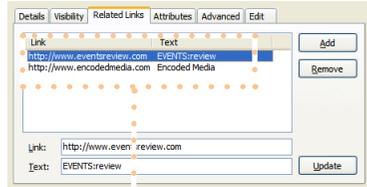


Folder structure

Your Video Library, Video Playback Page



Slides Editor



Links



Read about the Slides Editor screen on page 34.