

EBLADE VIDEOS

Here's how to handle these for Night Desk:

FIND VIDEOS TO UPLOAD

- Pull up Print Pages in Libercuse and select PDF proofs t
- Create a list of stories that can have videos attached in print by pulling up .
- Stories that have a picture that's 2 columns wide or more can have videos added. DON'T pick stories that only have mugs.
- Find these stories by checking Print Pages in Libercus and generating PDF proofs. Checkmark the pages you want, click Output in the upper right corner, then PDF Proof to Desktop.
- Check pages 1-5 in A section, page 1 of B section and the business pages, then page 1 of C section and D section just in case there's something interesting.
- Try to make sure you add any local Brightcove video on the budget.
- The stories with pictures, go to CNN Newsource and search/download videos relevant to the stories to add to Brightcove. YouTube videos cannot be used in eBlade.
- You should shoot for at least 5 videos, but try to shoot for 10.

- When you're done collecting videos, upload them to Brightcove.

UPLOAD TO LIBERCUS MEDIA LIBRARY

- You'll need the URL to the full-screen version of Brightcove videos. To find this, click on "Publish and embed > Publish to Web and grab the link under "Preview in browser."
- In Libercus, go to Media Files and select "New."
- Fill out three fields for each video you're going to add to the library: Changed Stats to "Published," give it a title, change the delivery method to "Brightcove" and paste the Brightcove link into the attached box.
- Save and repeat for each video.

ADD VIDEO TO THE STORY

- Go to the print channel and search for the slug of the stories you need to attach video to.
 - If you're having trouble finding them, search by the headline or search all stories by Section Letter
- Under Media, click Add. Select the Search window, then save the Publish Date to today.
- Check mark the video you want to add then save and close.

WEATHER VIDEO

You add this a completely different way than the others:

- Find Print Ads in Libercus under the Content section.
- Pull up the weather ad for the next day's date. The weather ad would be weat18 for May 18, etc.)
- Double click the add and add the Brightcove video link to the URL field before saving and closing.

| Content |
|------------------|
| Budgets |
| Stories |
| Galleries |
| Static Pages |
| Polls |
| Media Files |
| PDF Library |
| Attachments |
| Print Ads |
| Print Pages |
| Production View |

EMAIL THE VIDEO LIST

Email list of Eblade videos to Jen Lyon, Tony Durham, Alicia Balog and the Copy Desk Group at copydesk@theblade.com

A sample email:

Head: Videos for XX-XX-XX

Hi Tony, these are the slugs with the videos attached

weathervid13
biden13
USoutbreak13
train13
BigTen13

NEWSSLIDE VIDEOS

Here's how to load videos to NewsSlide:

- Go to the content library videos section, scroll to the empty box at the end and click the plus sign to add a new video.
- Load a screenshot image of your video cover, plus a slug and title
- Scroll down and under Video Details, click the VIDEO TYPE dropdown

FOR BRIGHTCOVE

- Open Brightcove and find the video you want to add under the "Media" section. Grab the videoID (Ex. 6247071855001)
- Paste that part in the Video ID section. The other sections should autofill from our Brightcove account
- Hit save
- Go back to your story and attach the video

FOR YOUTUBE

- Grab the Video ID from the YouTube video. If you hit Share under a video, the back half of the URL that comes up is the ID (Ex. <https://youtu.be/83ud2Mcg2Ck>).
- Paste that part of the URL in the Video ID. Don't include any other part of the URL or the video won't play
- Hit save
- Go back to your story and attach the video

ATTACH video under the "Content" -- "Videos" section in NS