

SharePoint Training Manual – Video

Video

Add a Video to a Page

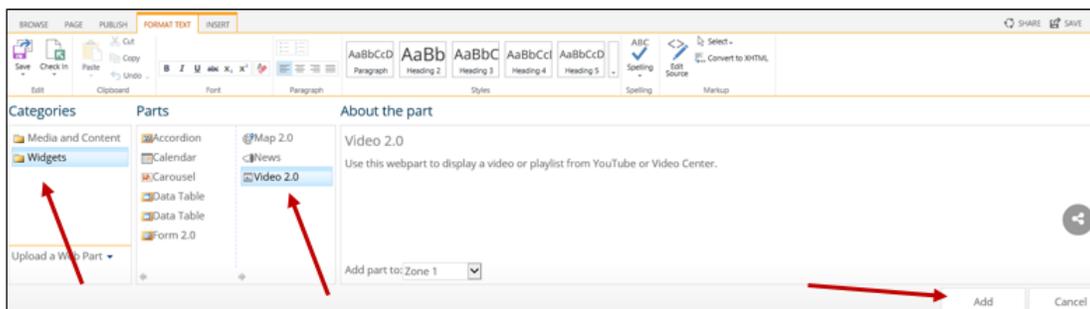
1. Navigate to the page on which the Video will be placed.
2. Click on the Gear Button drop-down menu located at the top right hand side of the page.



3. Edit the page by clicking **Edit** in the ribbon bar. Once the page is in edit mode, locate the web part zone where the Video will be located. Within the zone, click **Add a Web Part**. A web part section will display at the top of the page.



4. Click on the following and then click **Add** in the lower right hand corner of this display.
 - Categories: Widgets
 - Parts: Video 2.0

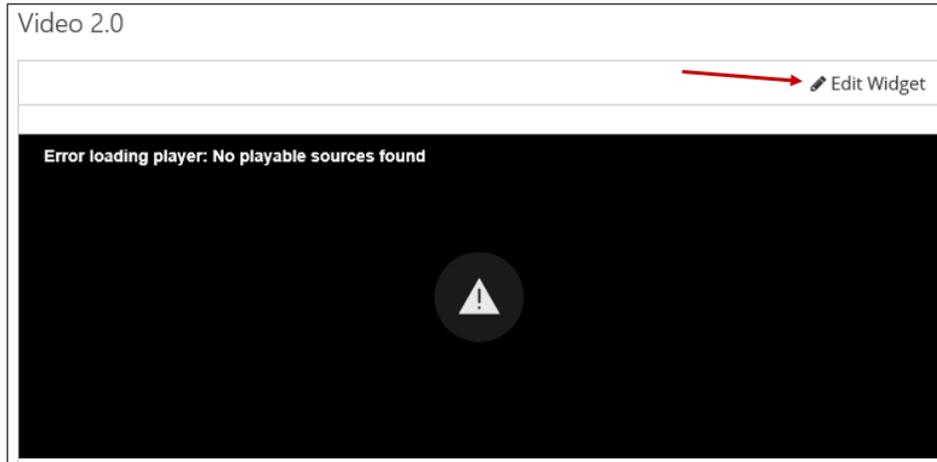


➤ Note: If the **Add** button is not visible, click on the **Browse** tab in the ribbon at the top left .

5. The page will be refreshed and the Video widget will be added to the page.

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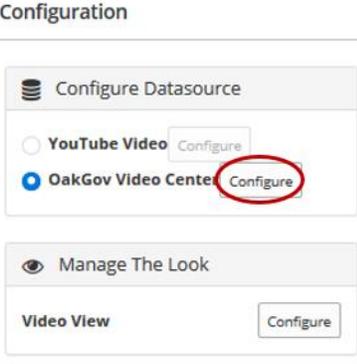
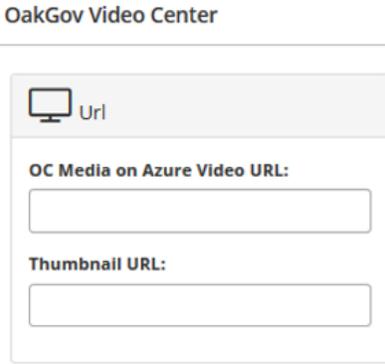
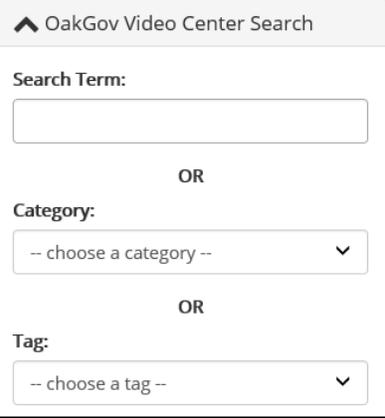
- Be sure to be in Edit mode and click on the **Edit Widget** button in the toolbar of the new Video widget to configure the details.



- The Configuration popup will appear.
To update the source of the video:
 - Click **YouTube Video: Configure** button to select a video that is outside the OakGov video library.
 - OR**
 - Click **OakGov Video Center: Configure** button to select a video that is in the OakGov Video library.

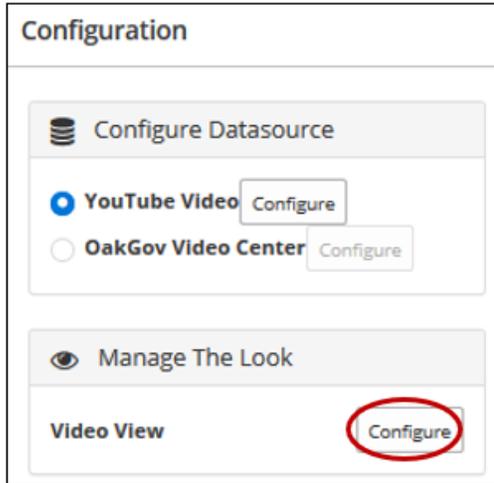
Video DataSource Selection:	Popup Appears:	Action(s):
		<p>Enter the YouTube URL or execute a Search.</p> <p>Search requires either a Channel Name or Channel Name with Search Term to be entered.</p> <p>A video can be chosen from the Search Results.</p> <p>Click OK to make the selection or Cancel to ignore any selection made.</p>

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 <p>Configuration</p> <p>Configure Datasource</p> <p><input type="radio"/> YouTube Video <input type="button" value="Configure"/></p> <p><input checked="" type="radio"/> OakGov Video Center <input type="button" value="Configure"/></p> <p>Manage The Look</p> <p>Video View <input type="button" value="Configure"/></p>	 <p>OakGov Video Center</p> <p>Url</p> <p>OC Media on Azure Video URL:</p> <p>Thumbnail URL:</p>	<p>Enter the OC Media on Azure Video URL and Thumbnail URL or execute a Search.</p>
	 <p>^ OakGov Video Center Search</p> <p>Search Term:</p> <p>OR</p> <p>Category:</p> <p>OR</p> <p>Tag:</p>	<p>Expand OakGov Video Center Search.</p> <p>This requires either a Search Term or Category selection or Tag selection to be entered/chosen.</p> <p>A video can be selected from the Search Results.</p> <p>Note: To change from one type of search to another, the field(s) must be returned to the default state:</p> <p>Search Term: blank;</p> <p>Category: --choose a category--;</p> <p>Tag: --choose a tag--.</p> <p>A selection or entry can only be placed in one field for the Search to be executed.</p>

8. Return to the Configuration popup.
To update the look of the map, click **Map View: Configure**.

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Under Viewer Settings, there are three video styles available:

Aspect Ratio:	Dropdown options: <ul style="list-style-type: none"> ▪ 16:9 (Widescreen) ▪ 4:3 (Full screen) 	This selection is based on video format. Default: 16:9
Scaling Mode:	Dropdown options: <ul style="list-style-type: none"> ▪ Letterbox ▪ Fill Entire Area 	Fill Entire Area – default This selection determines if a black border will be displayed around all or some of the video.
Show Share Button	Checkbox	When checked, the share option will appear and allow the video to be shared.

Click **OK** to save selections made or **Cancel** to remove all selections.