How to Embed a Video

Overview

The status of your video and where you wish to show it will determine how you go about this in Claromentis.

Read the instructions below based on whether the:

- **Video is on your local PC and requires uploading to the Intranet**
- **Your video is already hosted externally by a provider e.g. YouTube, Vimeo, etc and is publicly accessible**

Tips:

1. Claromentis supports the following video formats mp4, WebM, and OGV.
2. We recommend using file sizes of under 80MB (This is the standard file size limit in Claromentis)
3. To ease playback on a variety of browsers/machines, it is best to compress the file as much as your encoding application will allow whilst preserving quality.
4. As video playback is also affected by an individual's browser setup, web-friendly videos are essential in order to make sure users do not experience issues during playback - This is outside the control of Claromentis.
5. If you are embedding multiple videos on the same Page this could increase load times - optimise the components on each page for performance to combat this.
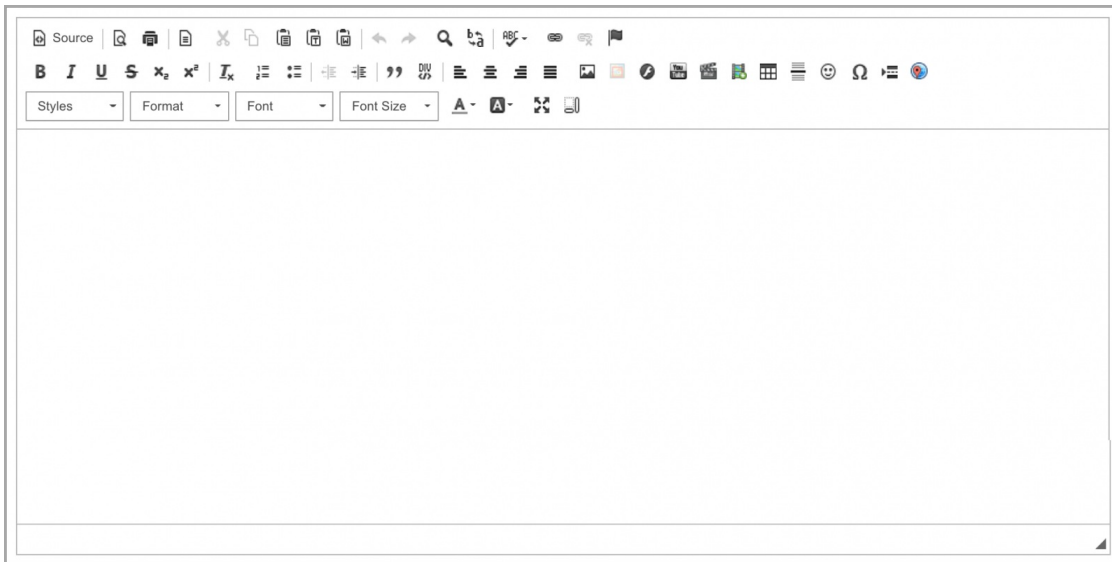
Video uploads from your local PC

You can embed videos into News articles, Blogs, and Knowledge Base articles using the CK Editor.

This requires you to upload your video from your local PC directly or you can first upload it to the Documents application and then choose this file in CK Editor.

If you wish for your video to be embedded on a Page, you will need to use the text component to do so (as this uses CK Editor so you can upload directly there or pick from Documents)
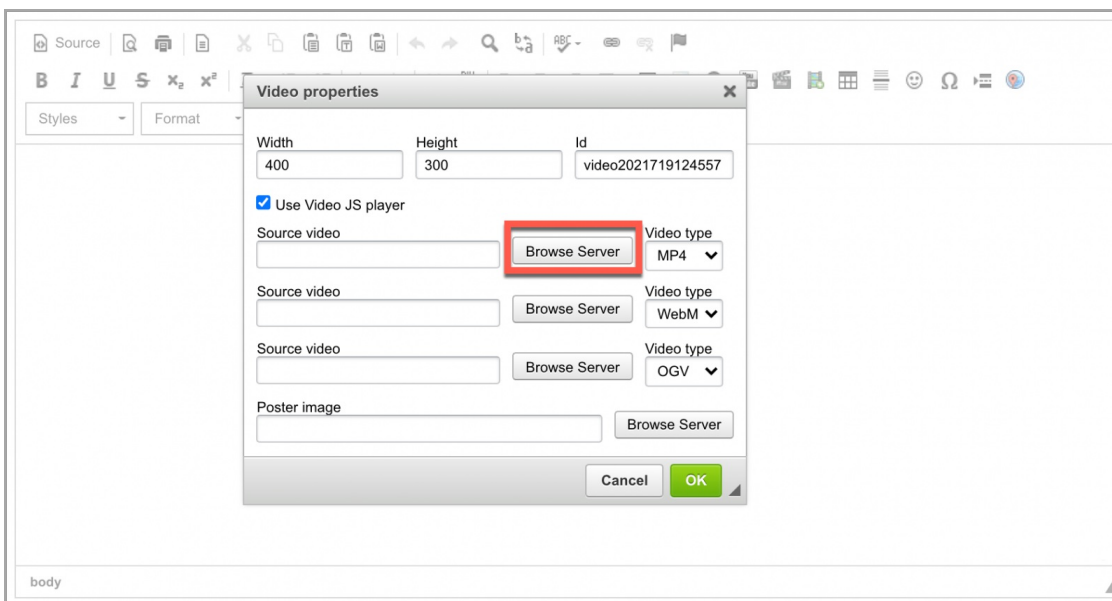
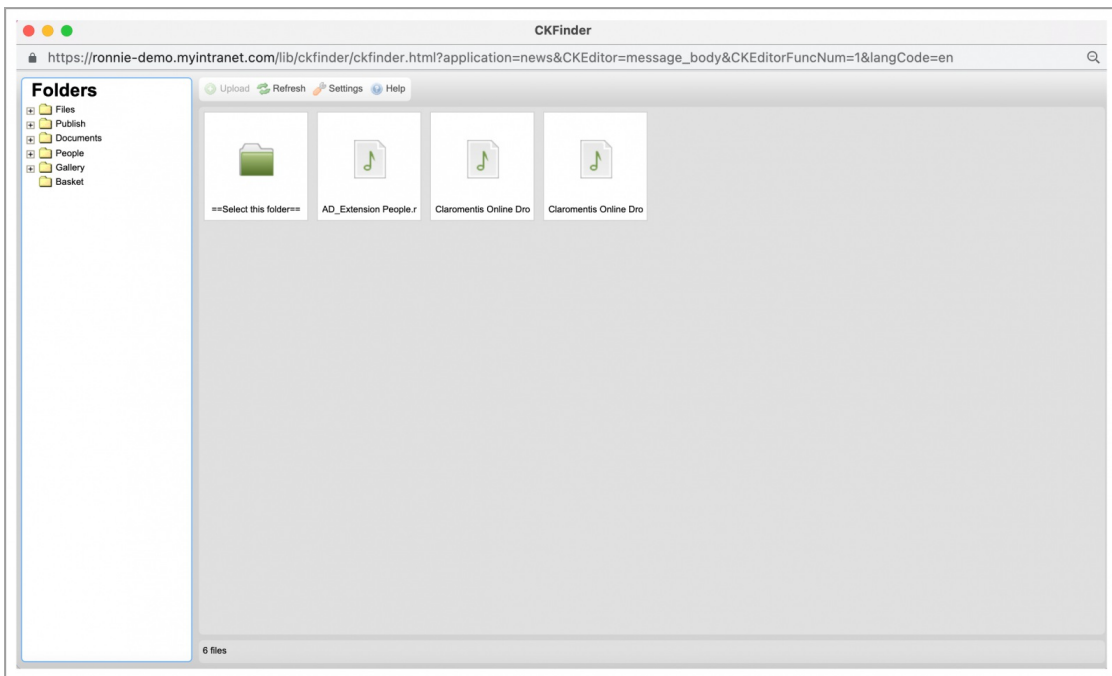To start, edit the text component or article using the CK Editor:

1. To embed an existing video stored in your local machine, click the **Video** icon in the toolbar:
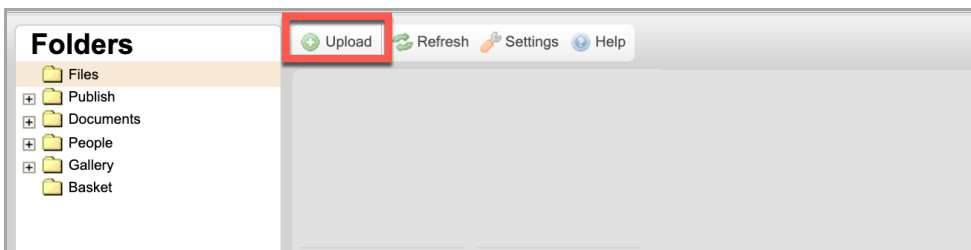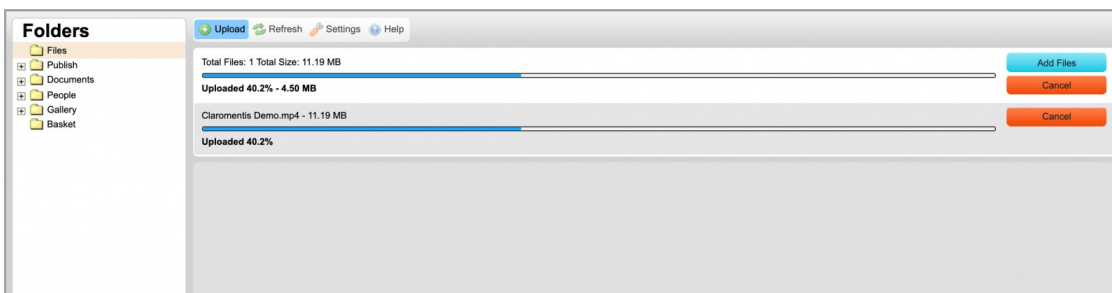

2. Select **Browse Server**:

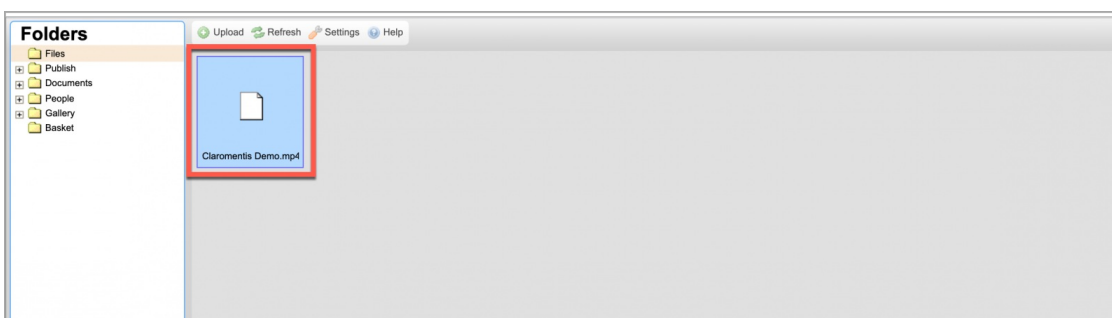3. The **CKFinder** will open:

4. Select **Upload** in the toolbar. Locate the video file on your local machine and click **Open**:
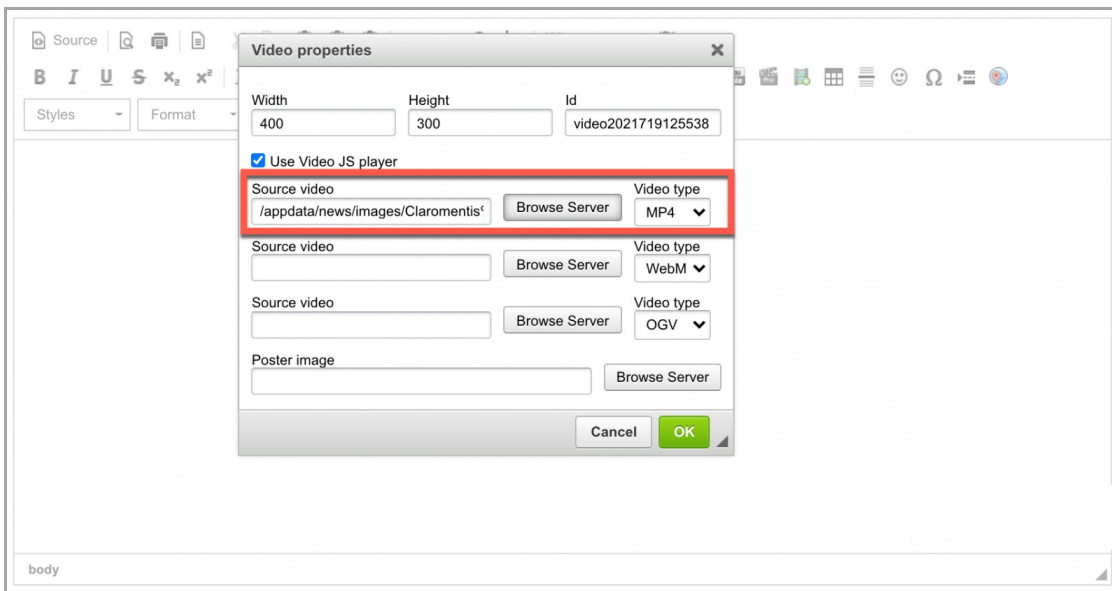

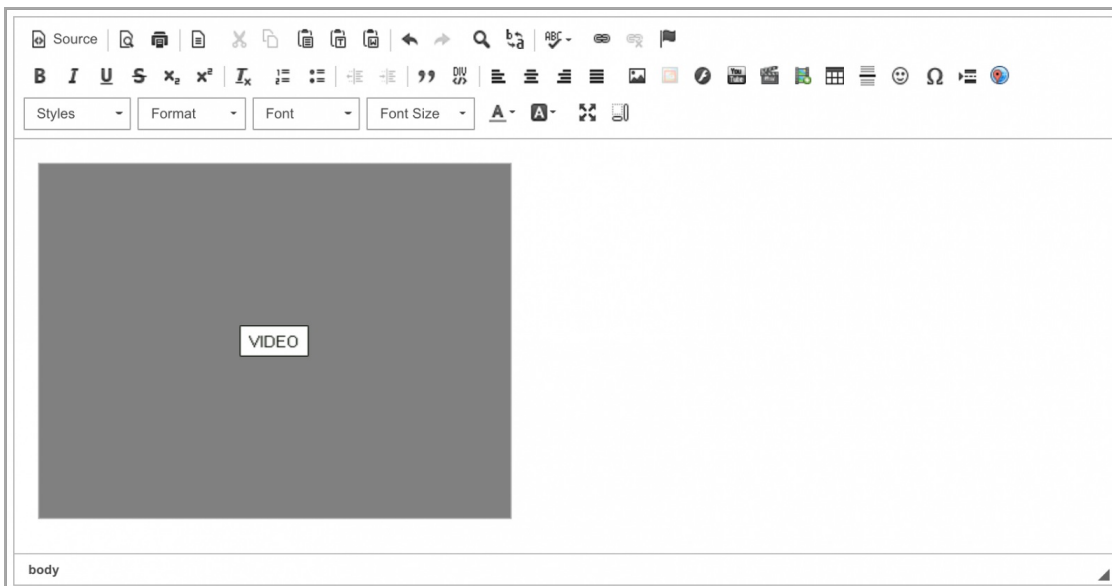5. The CKFinder will then upload your file to the Intranet:

6. Double-click to select the file:

7. Once selected, you will be taken back to the CKEditor window and a URL will be auto-populated in the **Source Video** field:
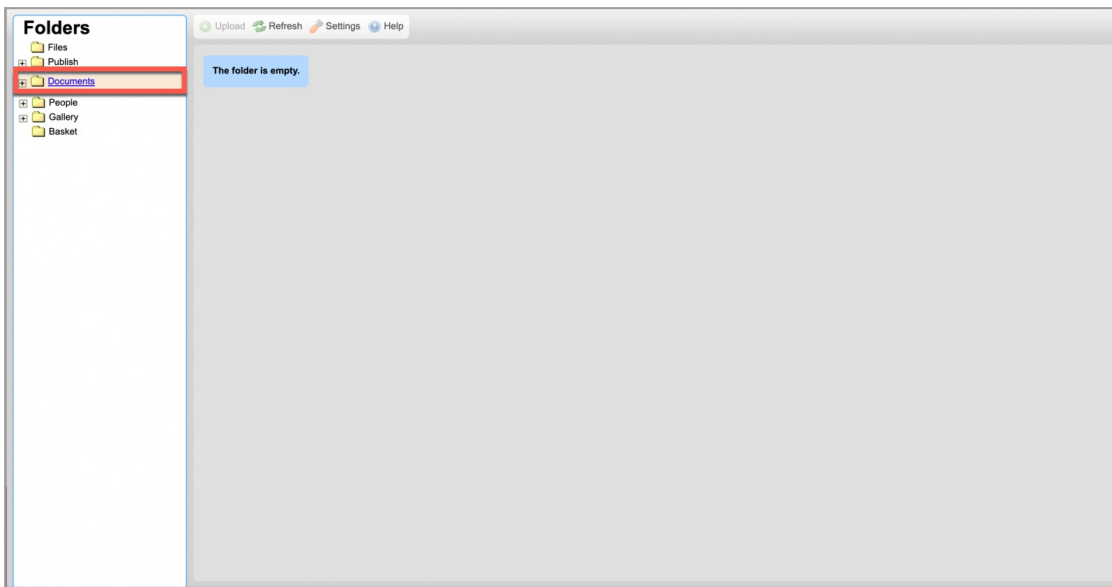
8. Click **OK** - the video will be embedded:

Please note: The video will only playback once the article has been added/published or the page content area has been submitted.

Embedding a video pre-uploaded into the Documents application

1. To embed an existing video stored in Documents**,** select **Browse Server.**

2. Choose **Documents** from the file structure in the CKFinder:

3. Locate the video file in the Document Management System.

4. Double-click to select the file and a URL will be auto-populated in the **Source Video** field.

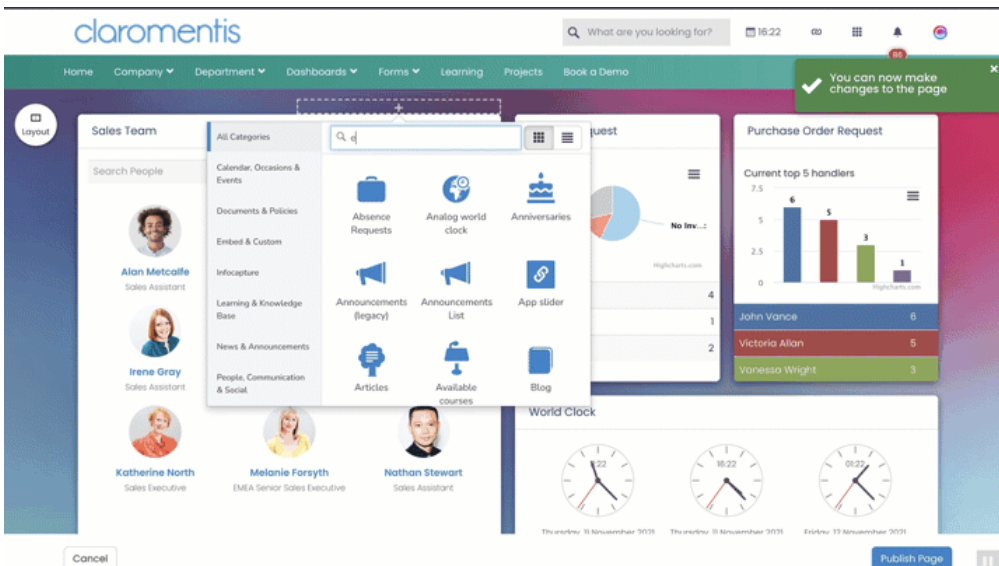5. Click **OK** and the video will be embedded in the page.

Reminder: The video will only playback once the article has been added/published or the page content area has been submitted.

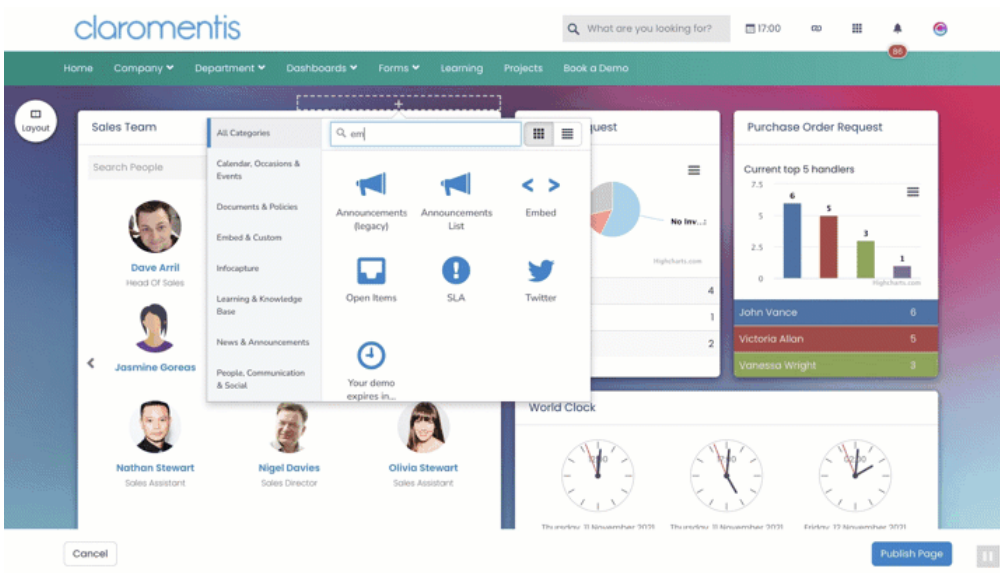## Video embeds for content hosted by an external provider

This option requires less set-up as the video itself is not uploaded into the Intranet, instead, we just use its URL or embed code provided by the host to display it.

Please note: videos must be publicly accessible to allow themselves to be embedded in the Intranet, this is controlled by external providers

1. Use the videos URL in the embed component to display your video right on a Page:

2. The embed code provided by the host can also be used in the embed component. Use the embed code provided by the external host to embed in specific custom content applications:
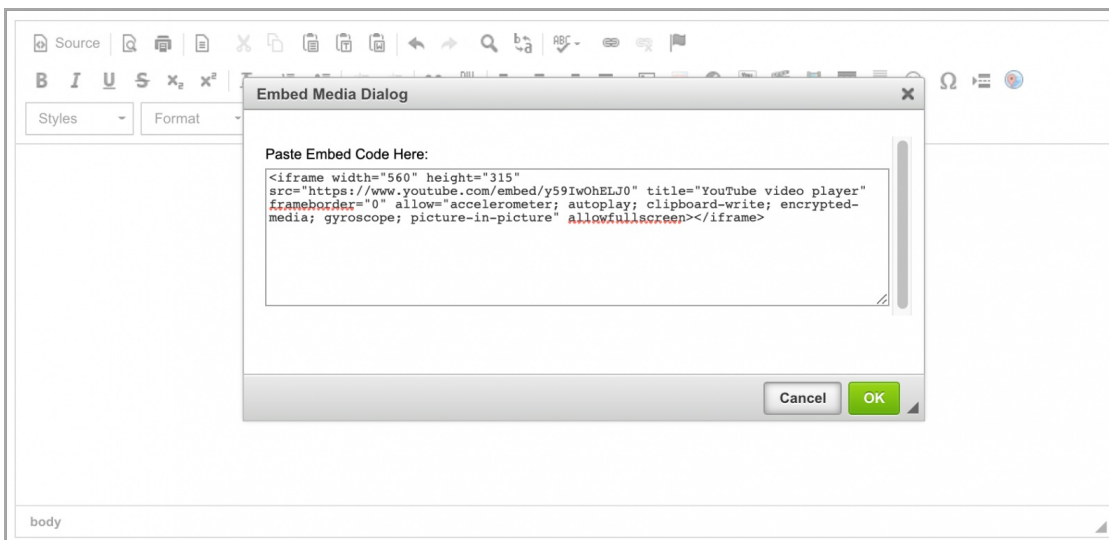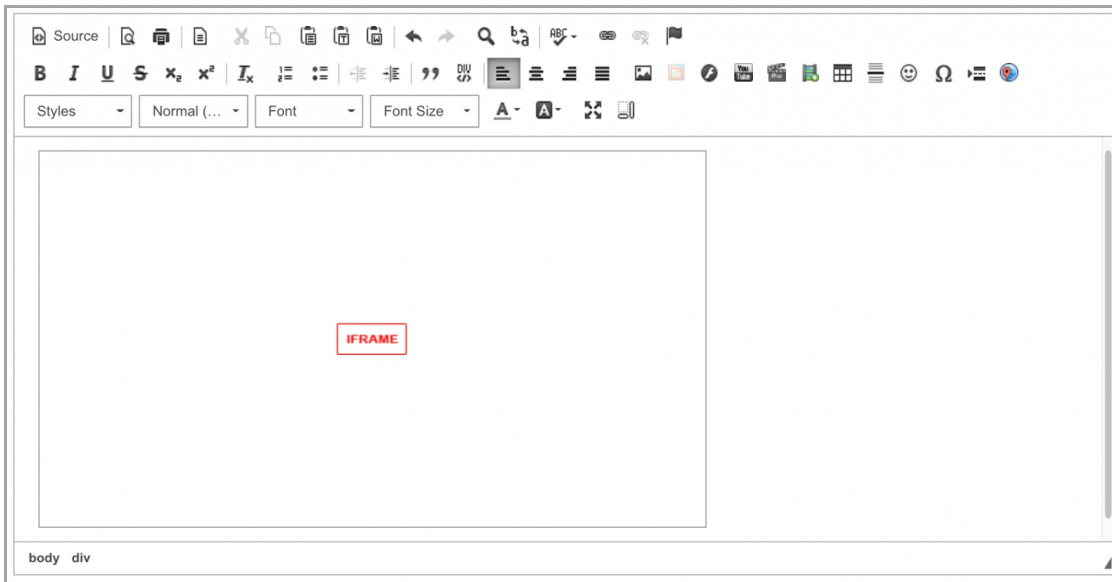
News & Blogs

1. To use an embed code from an external video hosting site such as YouTube, select the **Embed Media** icon:

2. Paste the code into the **Embed Media Dialog** box:

3. Click **OK** and the video will embed as an 'IFRAME' into the content area.

Reminder: Once the article or page has been published the video will playback.

Knowledge Base

- For the video to appear at the top of the page, ahead of the body

1. To add an embed code in a Knowledge base, use the **Embed Video** option.

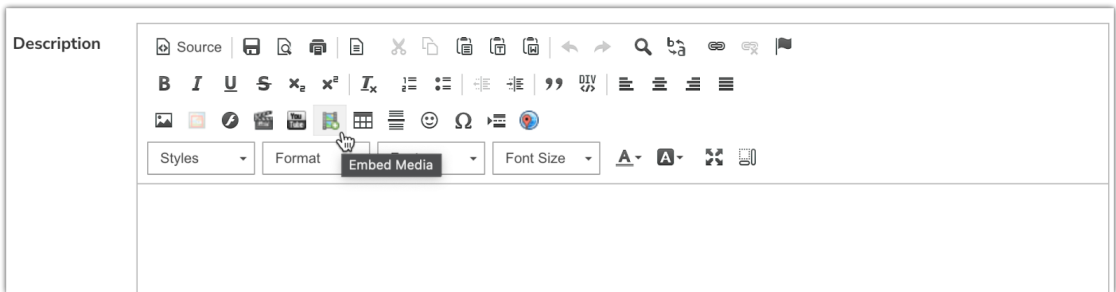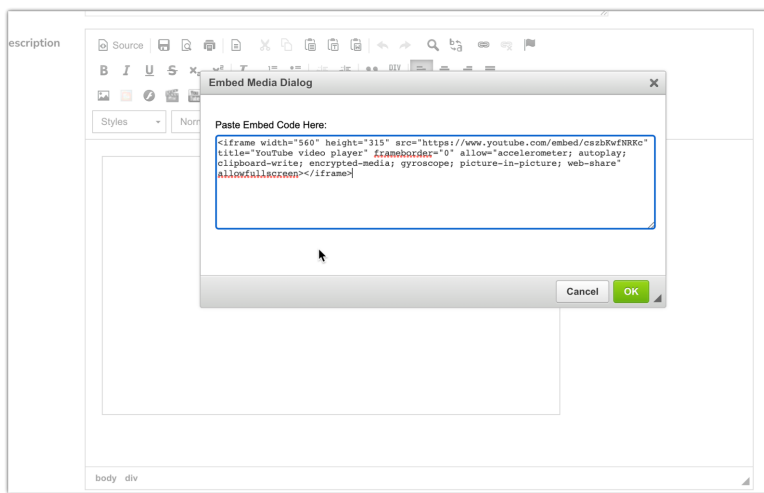2. Paste the embed code from the external provider into the **Embed Video** box:

Please note: The video will appear at the top of your Knowledge Base article once it has been published.
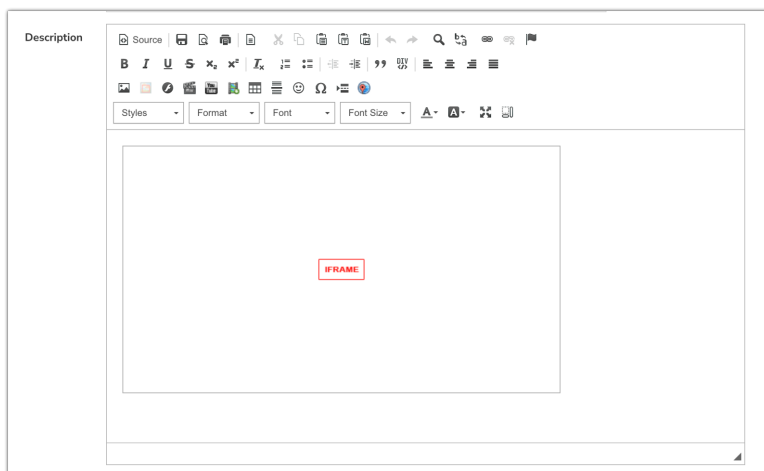
- For the video to appear in the body

1. To use an embed code from an external video hosting site such as YouTube, select the **Embed Media** icon

2. Paste the code into the **Embed Media Dialog** box:

3. Click **OK** and the video will embed as an 'IFRAME' into the content area.

4. On saving the article your video will appear.

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Tags: knowledgebase, video, embedding video, news, publish, blog