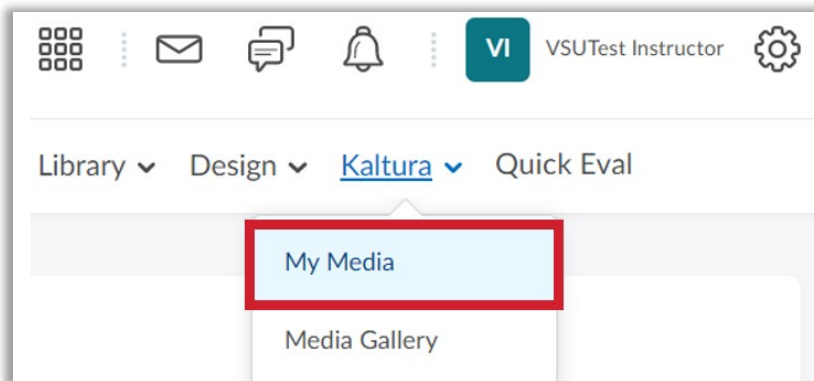


How to Edit Videos in Kaltura

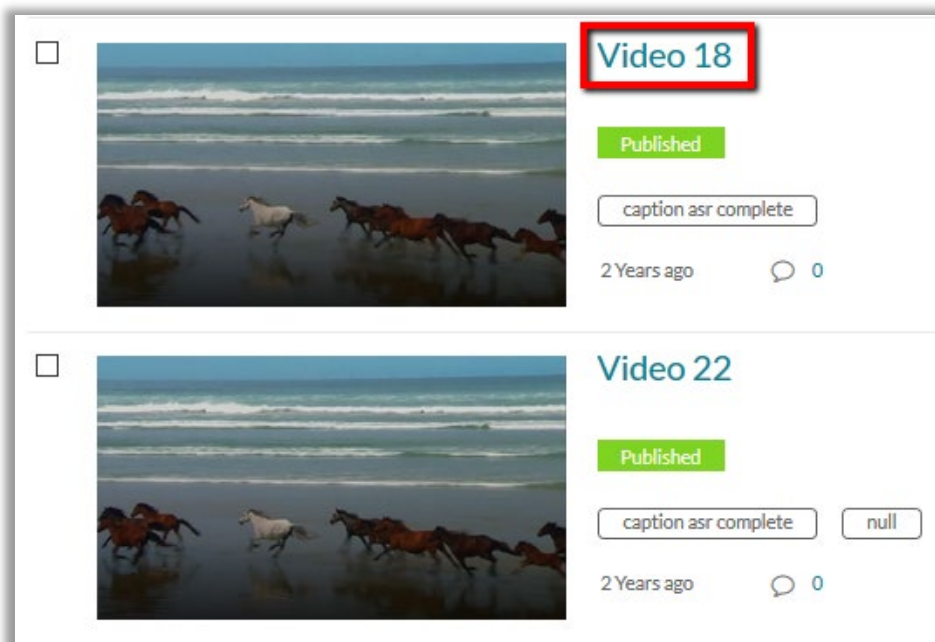
Kaltura allows you to make changes to videos after they have already been uploaded into your My Media page. You can alter the video description, adjust which formats are available for download, and even replace the video file entirely. If you would like to learn more, you can consult the directions below, and/or view [Kaltura Support's Kaltura Editor Course playlist](#) containing short video tutorials.

How to Access Video Editing Options

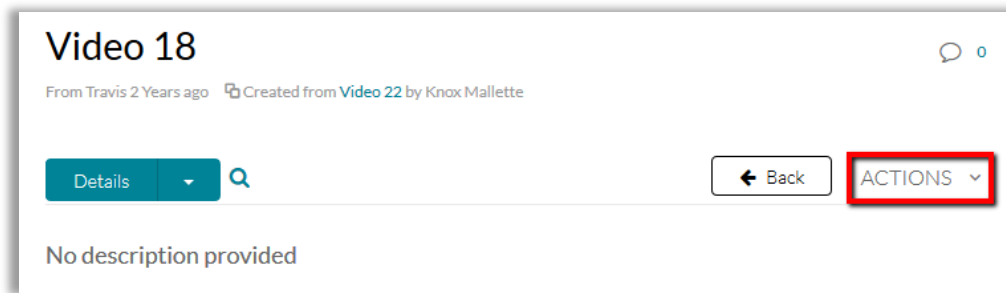
1. Navigate to My Media from the Kaltura tab on the BlazeVIEW course Navbar.



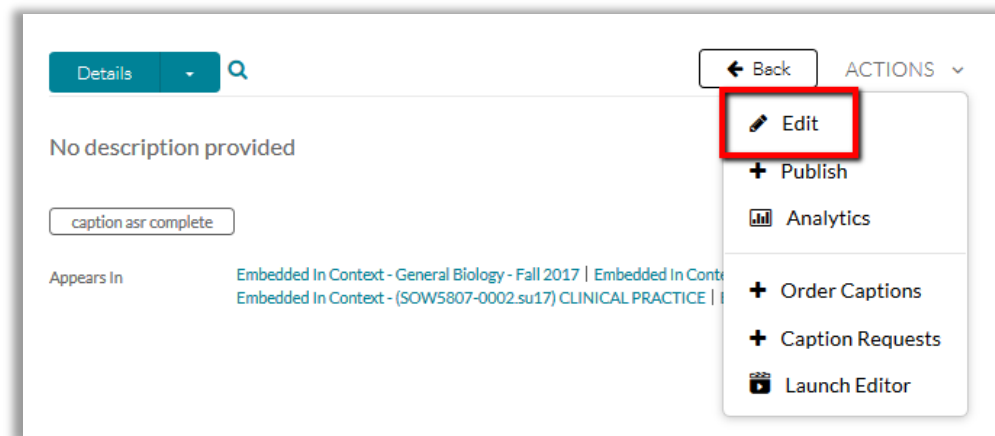
2. On the My Media page, scroll down until you locate the video you want to edit. Click the video's title.



3. Click the **Actions** menu located in the bottom right of the screen just below your video.

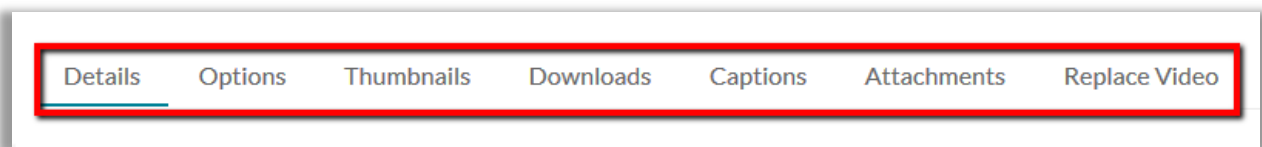


4. Select **Edit** from the drop-down menu that appears.



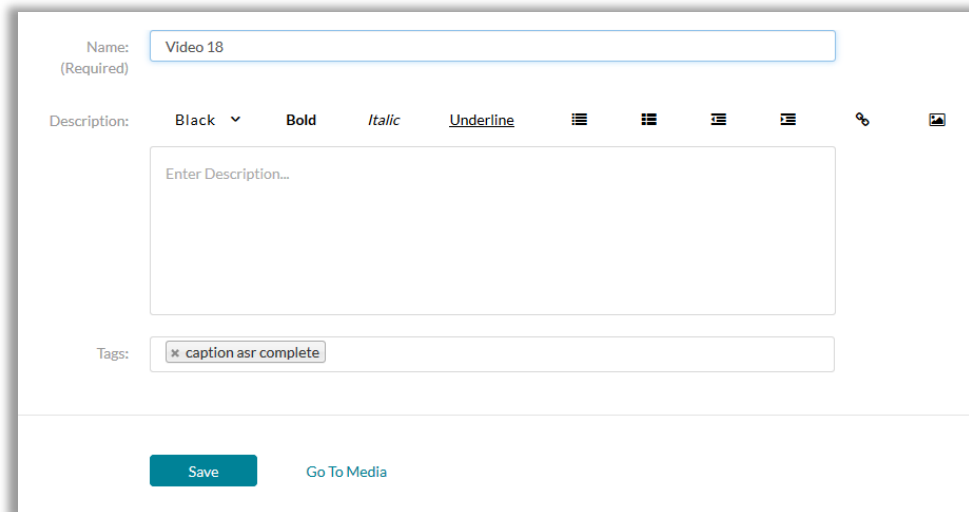
Editing Options

You are now on your video editing page where you can modify the video's settings and parameters. There are several options here: details, options, thumbnails, downloads, captions, attachments, and replace video.



Details tab

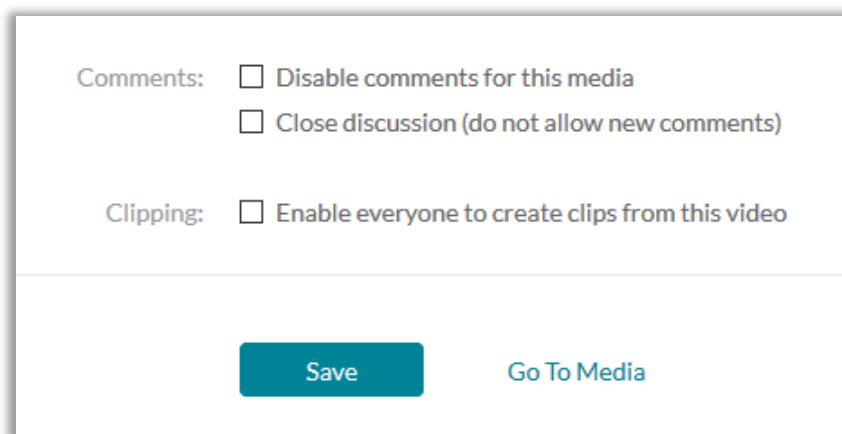
From here, you can edit the video's name, its description, and any tags associated with it.



The screenshot shows a form for editing video details. At the top, there is a 'Name: (Required)' field containing 'Video 18'. Below this is a 'Description:' section with a rich text editor toolbar featuring options for 'Black', 'Bold', 'Italic', 'Underline', bulleted lists, numbered lists, link, and image insertion. The description text area contains the placeholder 'Enter Description...'. Underneath the description is a 'Tags:' field with a single tag 'caption asr complete' and a small 'x' icon to remove it. At the bottom of the form are two buttons: a teal 'Save' button and a blue 'Go To Media' link.

Options tab

This tab presents a few more options for your video. Marking the **Disable comments for this media** checkbox turns off the comment area for your video, preventing users from posting or seeing video comments. The **Close Discussions** checkbox prevents additional comments from being made on the video. Checking the **Enable everyone to create clips from this video** box will permit other users to take clips of your video for their own use.



The screenshot shows the 'Options' tab interface. It contains two sections: 'Comments' and 'Clipping'. Under 'Comments', there are two checkboxes: 'Disable comments for this media' and 'Close discussion (do not allow new comments)'. Under 'Clipping', there is one checkbox: 'Enable everyone to create clips from this video'. At the bottom are two buttons: a teal 'Save' button and a blue 'Go To Media' link.

Collaboration

This tab allows you to adjust the ownership, editing, and publishing settings for your video. See [How to share or give away media ownership in Kaltura](#) for more information.

The screenshot shows the 'Collaboration' tab interface. It has two main sections: 'Media Owner' and 'Media Collaborators'. The 'Media Owner' section includes a description: 'Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.' and a button labeled 'Change media owner'. The 'Media Collaborators' section includes a description: 'Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish' and a button labeled '+ Add Collaborator'.

Thumbnails tab

The Thumbnails tab allows you to change the thumbnail image for the video. You can either upload one from your computer, capture it with a webcam, or have Kaltura pick a still from the video to use automatically.

The screenshot shows the 'Thumbnails' tab interface. At the top, there are three buttons: 'Upload Thumbnail', 'Capture', and 'Auto-Generate', which are highlighted with a red box. Below these buttons is a light blue message box that says 'No thumbnail was uploaded for this event'. To the right, there is a yellow note box with the text: 'Note: By using Upload, Capture or Auto-Generate you will set the default thumbnail as the selected one. If you need to backup your current thumbnail, you can Download it.' Below the note, there are three instructions: 1. 'Upload a thumbnail from your desktop and use it as the default thumbnail' (with an upload icon). 2. 'Use the above player to seek the frame you would like to use as your default thumbnail and then click on the Capture button.' (with a camera icon). 3. 'Select one thumbnail from ten automatically generated thumbnails of this video and set it as the default thumbnail.' (with a play icon).

Download tab

You can choose whether to allow your students or colleagues to download your video. If you wish to allow them to download it, you can select from a variety of download file format options. Simply check the box for the video format you want to make available for download.





The screenshot shows the 'Download' tab interface. It features a section titled 'Available Formats:' followed by a list of checkboxes and their corresponding formats:

- ☐ Source
- ☐ HD/1080 - WEB (H264/4000)
- ☐ HD/720 - WEB (H264/2500)
- ☐ SD/Large - WEB/MBL (H264/1500)
- ☐ SD/Small - WEB/MBL (H264/900)
- ☐ Basic/Small - WEB/MBL (H264/600)
- ☐ Basic/Small - WEB/MBL (H264/400)
- ☐ Mobile (3GP)

At the bottom of the form, there are two buttons: 'Save' and 'Go To Media'.







Captions tab

Though Kaltura automatically captions all videos, you can alter those captions if desired. The **Edit Captions** button will allow you to go into the video and edit the displayed captions frame-by-frame. The **Upload captions file** button will permit you to upload additional captions files (e.g., captions in another language). The table below these buttons will display all the currently loaded caption files for that video, along with the language, label, and file type of the caption file in question. The "Actions" cell of this table will permit you to confirm, edit, delete, or re-upload (in left to right order) each respective captions file.

<div>Edit Captions Upload captions file</div>			
Language	Label	File type	Actions
English	English	DFXP	   

Attachments tab

The Attachments tab permits the inclusion of attached files to your video via the **Upload File** button. Below this button is a table displaying the currently loaded attachments for your video, as well as their file name, title, description, size, and date of upload. Each row also has an "Actions" cell that will permit you to edit, delete, or re-upload (in left to right order) that attachment.

<div>Upload File</div>					
File Name	Title	Description	Size	Uploaded At	Actions
transcript_en.txt	transcript_en		0.00 Kb	Aug 11, 2017	  
c24Trans_en.json	c24Trans_en		0.42 Kb	Aug 11, 2017	  

Replace Video tab

The Replace Video tab is where you can replace your video's original source file with another version. You can upload a file from your current device by clicking the **Upload from Desktop** button, or pull a video from a web page by clicking the **Upload from URL** button.

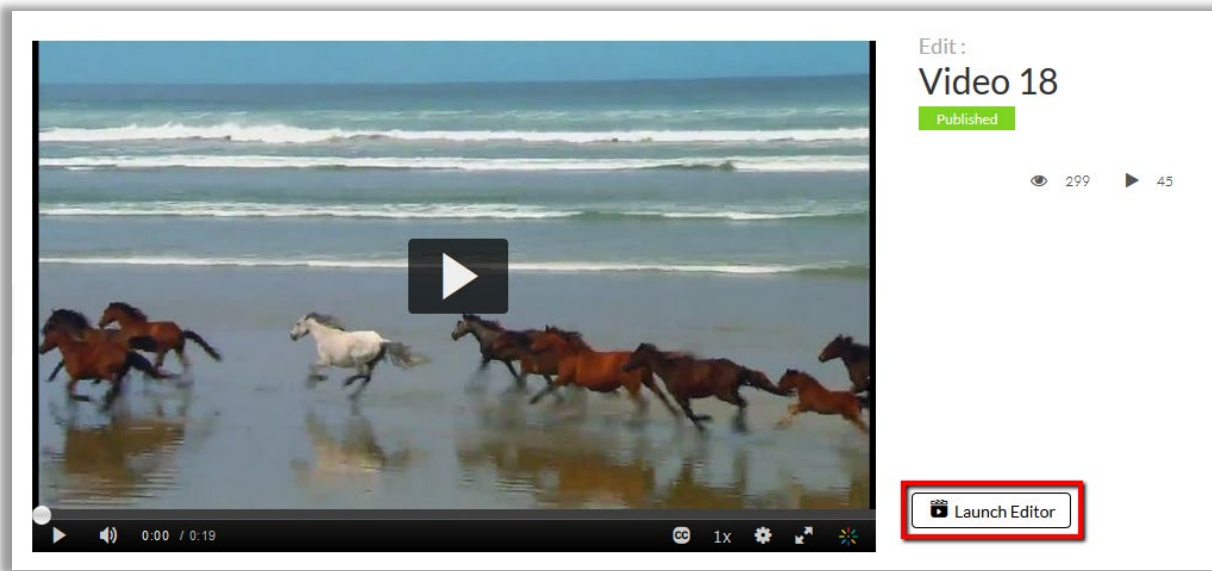
All common video formats in all resolutions are accepted.
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.
Note that media will be unpublished from a moderated location (gallery/course) and will remain published otherwise.

+ Upload from Desktop

+ Upload from URL

Launching the Kaltura Editor

To the right of the video, you will see a **Launch Editor** button. Clicking this will take you into Kaltura's direct video-editing tool. Within this editor you can [trim the start and/or end of your video](#), or [chop and splice to remove a segment from the middle of your video](#). For more information on how to use this editing interface, see [Kaltura's Editing Media Using the Video Editor](#) resource.



For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

