

ISU Extension's Audio/Video Upload feature

ISU Extension IT has created a audio/video upload site for use with ISU Extension web sites (CMS and non-CMS sites). The process is simple, once a audio or video file is uploaded to our server, the system returns a URL or HTML code that can be added to web sites. If a link option is used, the web site will pull up the audio or video. If the HTML code is inserted into a web page, the audio or video will show up as an embedded file.

Accepted File Types

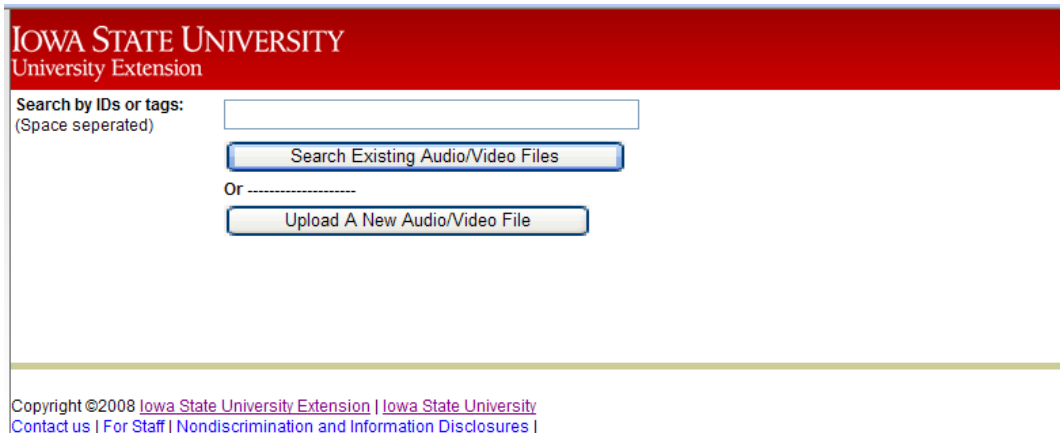
Audio: MP3 (.mp3 files cannot be variable-bit rate files)

Video: WMV

If your recording device outputs a format other than those listed above, you will need to convert the file to the appropriate format. Windows Movie Maker that is part a Windows computer setup has the capability to convert .avi and other video file formats to .wmv format. A separate handout on converting .avi files to .wmv files is available.

Using the Audio/Video Upload System

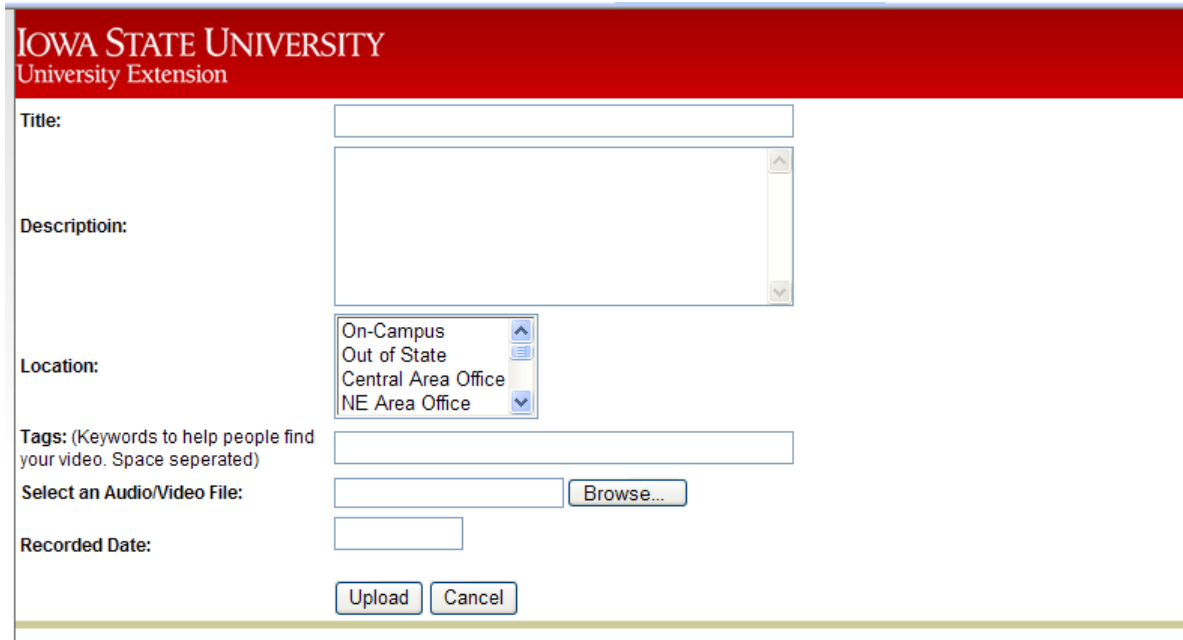
The system is located at <http://www.extension.iastate.edu/AudioVideoUploads/>.



The screenshot shows the Iowa State University Extension website interface for audio/video uploads. At the top, there is a red header with the text "IOWA STATE UNIVERSITY" and "University Extension" below it. Below the header, there is a search section with the text "Search by IDs or tags:" and "(Space seperated)" in parentheses. To the right of this text is a text input field. Below the input field is a blue button labeled "Search Existing Audio/Video Files". Below this button is the text "Or" followed by another blue button labeled "Upload A New Audio/Video File". At the bottom of the page, there is a footer with the text "Copyright ©2008 Iowa State University Extension | Iowa State University Contact us | For Staff | Nondiscrimination and Information Disclosures |".

To Upload a new Audio or Video File

1. Make sure the audio file is in .mp3 format or the video is in .wmv format (Windows Media Player format).
2. From the Audio/Video screen, select “Upload a New Audio/Video File”
3. A login screen will appear and you will need to login using your NetID. This login is for security purposes so only those with ISU NetID’s can upload to the system. After logging in, the upload screen will appear.
4. Enter the Title of the upload, a description, select the county (or area or on campus, etc).



The screenshot shows a web form for uploading audio or video files. At the top, there is a red header with the text "IOWA STATE UNIVERSITY" and "University Extension" below it. The form fields are as follows:

- Title:** A single-line text input field.
- Description:** A multi-line text area with a vertical scrollbar on the right.
- Location:** A dropdown menu with four options: "On-Campus", "Out of State", "Central Area Office", and "NE Area Office".
- Tags:** A label "(Keywords to help people find your video. Space seperated)" followed by a single-line text input field.
- Select an Audio/Video File:** A single-line text input field followed by a "Browse..." button.
- Recorded Date:** A single-line text input field.

At the bottom of the form, there are two buttons: "Upload" and "Cancel".

5. Add tags (keywords) that will help people find your file
6. Select **Browse** to find your file.
7. Select the correct recorded date
8. Select **Upload**

Once the file has been uploaded, a new screen will appear verifying that your file has been uploaded and asking you what you'd like to do.

IOWA STATE UNIVERSITY
University Extension

Thank you!

Your file has been uploaded. Thank you for using ISU Extension Audio/Video Upload service.

What would you like to do next:

[Upload Another Audio/Video File](#) [Look at details of the uploaded file](#)

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If you want to be able to add this video to a web page, select ***“Look at details of the upload file”*** to receive the information below.

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Title: Andrew Flag Football No commentary



File Type: Video
Duration: 00:12
Uploaded: 10/14/2008 10:55:48 AM
Recorded: 10/11/2008
Description: Testing Flip video for flag football
Location: On-Campus County
Tags: Andrew football testing
Unique ID in the system: 106
Streaming URL: mms://wms.extension.iastate.edu/avfiles/106.wmv
Non-streaming URL: http://wms.extension.iastate.edu:8081/avfiles/106.wmv
Copy and paste the code below to embed this file on your website.

```
<object id='mediaPlayer'  
title="Andrew Flag Football No  
commentary" width="320"  
height="240"  
classid='CLSID:22d6f312-b0f6-11d0-  
94ab-0080c74c7e95'
```

[Edit](#)

[Do Another Search/Upload](#)

Depending upon how you will be using the audio or video file, several options are available.

- If you want to embed the video/audio on a County News or Info page, you can use the Unique ID to enter the number into the new Embedded Audio/Video

section or copy the code listed into the Embedded Audio/Video section. Either way will work. The preferred option for using the audio or video in the County CMS sites is to use the Unique ID option. If you have more than one audio or video file to embed on the same page, use the “Enter ID(s)” option.

- If you want to link to the file, copy the URL listed for the “Non-streaming URL” option and create a hyperlink on your web page using the URL.

Using the Edit Option on the “Look at the Details” page

The Edit option allows pulls up the details page and allows you to edit your description, your location and your tags. The edit screen does not show the URL for the Audio/Video file but it is still retained in the system. This screen will also allow you to upload a new audio/video file to replace the current one (only used if the file has been changed). It will also let you delete the audio or video file.

Using the Audio or Video File on Web pages

A link to your video/audio file can be added to any CMS page as a link. Use the Non-Streaming URL by copying it and creating a link.

County/Area CMS pages

A new feature has been added to the county/area CMS *News* and *Info* pages to allow audio and video to be embedded into News articles and the generic Info pages available on your site.

1. Create a new “News” or “Info” page in the county/ area CMS site. Use the same process that you’ve used in the CMS in the past to create a News or Info page.
2. Once the new page has been created, the edit screen for the new page will appear. Changes have been made to have a top and bottom HTML placeholder on the page and in between the placeholders a new “*Embedded Audio/Video*” option will appear.
3. Two options are available:

- a. Enter the ID's of the Audio/Video The ID can be found on the Audio/Video details screen, entitled: Unique ID in the system

Embedded Audio/Video

Search the ISU Extension [video site](#)

Enter ID(s) of Audio/Video (separate with spaces):

Show Titles(s)?

Show Description(s)?

Show Link(s)?

Alternatively, you can enter the code for embedded objects:

- b. Enter the code for the audio/video. If the code is to be entered, select the code from the Audio/Video details screen, copy the code and paste it in the box provided in the CMS page.

Embedded Audio/Video

Search the ISU Extension [video site](#)

Enter ID(s) of Audio/Video (separate with spaces):

Show Titles(s)?

Show Description(s)?

Show Link(s)?

Alternatively, you can enter the code for embedded objects:

```
<object id='mediaPlayer' title="Andrew commentary"
width="320" height="240"
classid='CLSID:22d6f312-b0f6-11d0-94ab-0080c74c7e95'
codebase='http://activex.microsoft.com/activex/controls/
mplayer/en/nsmp2inf.cab#Version=5,1,52,701'
standby='Loading Microsoft Windows Media Player
```

4. For either the *Enter ID* or the *Code* option, the system allows options to show the title, description and link for the audio/video file.
5. An option also is available on this screen to Search the Video Site. This option will open a new window and allow for the searching of the Audio/Video upload site.
6. Once the information has been entered in the Embedded Audio/Video section, continue on with your CMS page, entering any other information. Be sure to select Save and Exit and Approve when you complete the page.

CMS Sites without the Embed Option

The HTML placeholders within the CMS sites **will not** allow the <object> tag that is required for the audio/video file. At this time, we are testing the Audio/Video Embedding option on the County/Area CMS sites. In the future, we will be adding this feature to other CMS sites as needed. At this time you are able to link to the video or audio file using the *Non-streaming URL* option.

Non CMS Web Sites

Sites developed in web development software (like Dreamweaver) should be able to copy the code available on the “*Look at details of the upload file*” page and paste into the HTML view in your software. Extension IT has not tested this option and is requesting feedback from any staff using this option.