

KAF - Creating Playlists

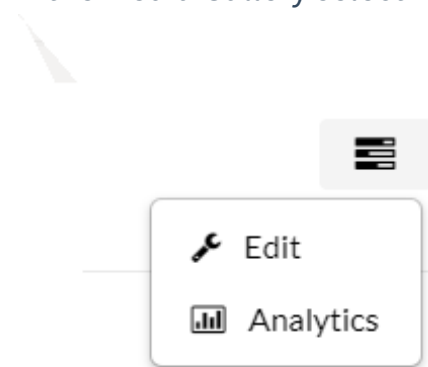
Creating a Playlist

You can create playlists and associate media with the playlists. Playlists are displayed in the homepage ('Most Recent', 'Most popular', etc.) showing entries, are clickable, leading to a playlist media page with the full list of playlist entries.

To create a playlist

If you cannot create a playlist, ask your KAF administrator to give you the required permission.

1. In the Media Gallery select Edit from the Hamburger menu.



The Details tab is displayed.

Edit Media Gallery

Details Playlists

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

Tags: [Text Input]

Options: Moderate content (media will not appear in media gallery until approved by the gallery manager)
 Enable comments in Media Gallery

Save Back to Media Gallery Delete Channel

2. Click the Playlists tab.

Edit Media Gallery

Details Playlists

1 Playlist

Search Playlists Create new

Title	Type	Description	Entries	
# Ds	Manual		1	

Delete Channel

3. Click Create New and select Manual Playlist from the drop-down menu. The Create a Manual Playlist window is displayed.

Create a Manual Playlist

1. Set Details

Title: (Required) Educational Playlist

Description: educational videos

Tags: twins education (new tag) kultura

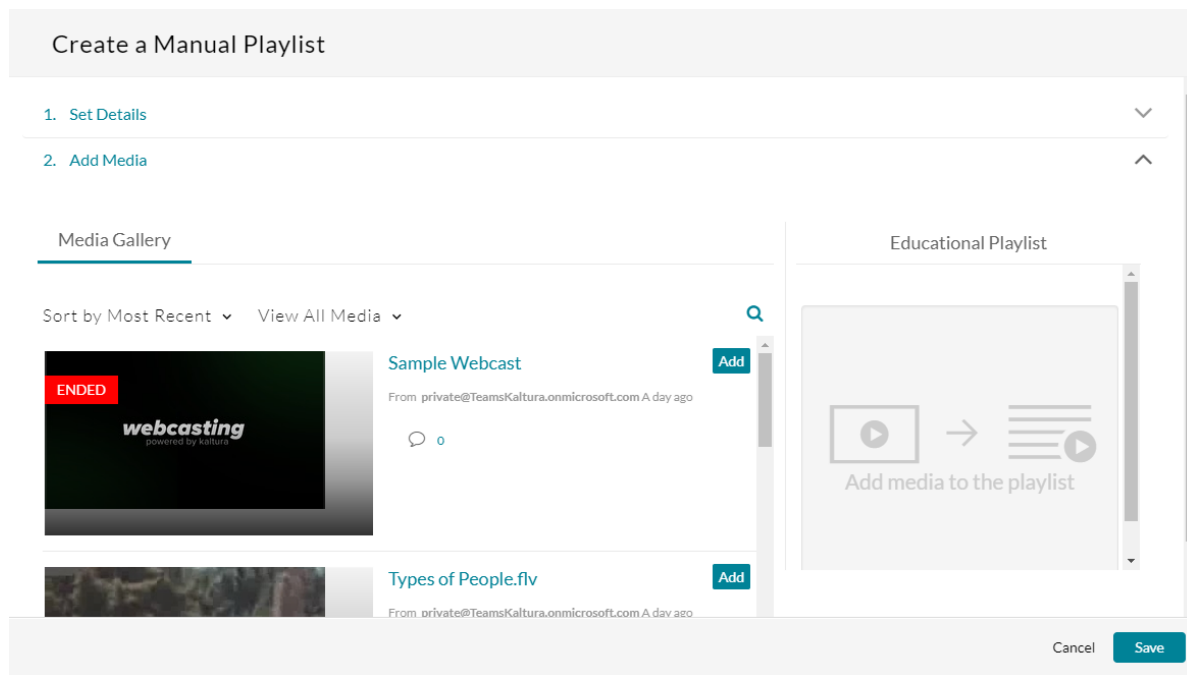
2. Add Media

Cancel Save

4. Enter the following Details:
 - a. **Title** - Give the playlist a unique name, indicative of the content and purpose of the playlist.
 - b. **Description** - Describe the Playlist's contents.
 - c. **Tags** - Add descriptive metadata to help categorize the playlist and improve search ability.

The auto-complete feature suggests existing tags, if the Tag does not exist after you have completed typing in the tag, click on the suggested option with (new Tag) next to it.
5. Click Add Media.

All the Media Gallery's content is listed and can be sorted by Attributes (Most Recent, Alphabetical, Likes and Comments), Media Type (Video or Audio) or Free Text by using the search field.



In the Add Media section you can:

- Add content by selecting an item from the list on the left and clicking Add. A green check-mark appears next to the Add button of items already in the Playlist. You can add the same entry as many times as you want to the Playlist.
- Remove content by selecting an item from the Playlist on the right and clicking Remove.
- Rearrange content in the Playlist by dragging and dropping the items on the left according to the order you want them to be played or using the up/down buttons .
- Repeat adding Media Assets until you have completed populating your Playlist and click Save.
- The "Create Manual Playlist" dialog closes and the new Playlist is added to the Playlists Tab. A message is displayed that “Media added to selected playlist(s):”.

NOTE: You cannot add video presentations or YouTube media to playlists.

Managing Playlists

After you create a playlist, you can preview the playlist, reorder the media in the playlist, design the playlist, and copy the playlists embed code.

To manage a playlist

NOTE: If you cannot manage a playlist, ask your administrator to give you the required permission.

1. Select My Playlists from the User menu.
2. Select the playlist name to view all the content in the playlist.

For the selected playlist, you can do the following:

- Delete the playlist. Click the Trash icon.
- Reorder the videos in the playlist. Drag and drop the content.
- Remove videos from the playlist.
- Copy the playlists embed code to paste it on a web site.
- Share the playlist via email.
- Select the layout and color of the playlist
- Add entries to playlists

Sharing Media

You can share media using the Share icon configured in your v2 Player.

Select the platform you want to share your media to and post whatever relevant text you want to add.

You can also share a media item by:

- Linking to a media page
- Embedding a media item
- Email

To share a link to a media page

1. Click a media thumbnail or title.
2. Click the Share button under the media player.

3. Select the Link to Media Page tab to copy the media page link.
4. Paste the link to share the media page.

NOTE: If the media is restricted, only authorized users can access the shared media page.

To embed a media item

1. Click a media thumbnail or title.
2. Click the Share button under the media player.
3. Select the Embed tab to grab and share the embed code. Grabbing the embed code will make this media public to the world and override all entitlements defined in MediaSpace..
4. Paste the embed code into your site.
5. Select a Player Skin.
6. Select the Player Size.
7. Copy the embed code.
8. On the web site where you want to share the media, paste the embed code.

To share a media item through email

NOTE: To share media via Email you have to publish it to a channel or unlist it.

1. Select a media Item.
2. Click Share.
3. Select the Email tab. The media is shared by the default mail client on the machine.

Downloading Media

If Media Download was enabled for a specific entry you can use the Download button and then choose from the available flavors list to download the specific file.

The media file is downloaded to the desktop for future use.

To Download Media (for Media Owners)

1. Select a media Item and click Edit.
2. Click the Downloads Tab.
3. Check one or more Available Formats.
4. Click Save.

To Download Media (for viewers)

If Media Download was enabled for a specific entry, you can use the Download button and then choose from the available flavors list to download the specific file.

The media file is downloaded to the desktop for future use.

1. Select a media item.
2. Click the Download tab and then under Actions click Download.

The Download' option is also available for Audio entry types (Similar to video entry) if Media Download was enabled for a specific entry.
