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Preface

This preface contains the following topics:

- About this Manual
- Audience
- Document Conventions

About this Manual

This manual describes how to use Kaltura MediaSpace™ Version 3.0.

*NOTE:* Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: Kaltura Support.

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to http://knowledge.kaltura.com/report-issues.

We are committed to improving our documentation and your feedback is important to us.

Audience

This manual is intended for Kaltura MediaSpace users.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow

*NOTE:* Identifies important information that contains helpful suggestions.

*Workflow:* Provides workflow information.

1. Step 1
2. Step 2
Kaltura MediaSpace Overview

Kaltura MediaSpace is a fully customizable media destination site for your organization. MediaSpace is an out-of-the-box video-centric site that can serve as a repository for media collections across the organization or a full-featured "internal YouTube." You can integrate MediaSpace into your local authentication environment for role-based authentication, or use it as a public destination site. MediaSpace can be easily configured and branded, and requires minimal resources to get up and running while allowing extensive customization.

Opening MediaSpace

Open the MediaSpace home page to view media.
NOTE: You may be required to log in. You must log in to upload media or create playlists.

Logging In

To log in to MediaSpace

NOTE: If you are required to log in to view unrestricted media, skip the first step.

1. On the MediaSpace home page, click My Media or login.

2. In the Login window, enter your username and password.

<table>
<thead>
<tr>
<th>Username</th>
<th>Password</th>
<th>Allows you to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>viewer</td>
<td>viewer</td>
<td>View media.</td>
</tr>
<tr>
<td>admin</td>
<td>admin1</td>
<td>Upload media and grab embed codes.</td>
</tr>
<tr>
<td>sysadmin</td>
<td>sysadmin</td>
<td>Upload and publish media without moderation. MediaSpace is a public site. All published media is displayed to all visitors</td>
</tr>
</tbody>
</table>

Browsing Media

NOTE: Depending on your MediaSpace role, you may be able to access additional content after you log in. To understand your role, ask your MediaSpace administrator.

You can do the following:
- Filter the content.
- Sort the content.
- Hide or display a gallery.
- Select a video to play.
- View media.
- Search media.

Displaying and Viewing Content

To filter content

In a media gallery, click the Show menu and select one the following:
- All Media types (videos, audio, and images)
- Video Only
- Audio Only
• Images Only
• Video Presentations Only

### To sort content

In a media gallery, click the Sort By menu and select one the following:

• Recent
• Most viewed
• Alphabetical

### To hide or display a gallery

• In a media gallery, click **hide** to hide the gallery.
• To re-display a gallery, click **show**.

### To select a video to play

In a media gallery, click a video thumbnail to display the video in the media player. Related videos from all galleries are displayed next to the media player.
### To view media

Click **Play** in the media player. You can use options such as volume control, full screen, and enlarging the player within the MediaSpace window.

![Media Player: The Expand Player icon for enlarging the player](image)

On an iOS device, a built-in iOS media player plays MediaSpace media.

### Searching Media

You can search for media in the following ways:

- Text search of:
  - All media
  - A gallery
  - A category
- Media associated with a user, tag, or category

### To search all media

In the MediaSpace header’s search field, enter your search text.
To search a gallery

1. In a media gallery, click Search this gallery.

2. Enter text in the search field.

To search a category

1. Open a category.
2. Click Search these videos.
3. Enter text in the search field.

To search media associated with a user, tag, or category

On a media's Details tab, click the name of a user, tag, or category. For example, click a tag name (such as sampletag) to display a gallery of all media with the same tag.
Uploading Media

To upload media

1. Do one of the following:
   - In the My Media tab, click **Media Upload**.
   - In the MediaSpace header's Add New menu, select **Media Upload**.

2. In the Upload Media window, click **Choose a file to upload**.
Uploading Media

3. In the Select file to upload window, select a media file to upload and click **Open**.
4. While the file is uploading, in the Upload Media window you can:
   o Enter information about the media and click **Save**.
   
   **NOTE:** If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

   o Click x next to the progress bar to cancel the upload.

   o Click **Upload another file**.

5. To view the media page when uploading is complete, click **Go to media page** in the Upload Media window.

**Video after Upload**

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion.

If media is waiting for moderation, you cannot preview or publish it until it is approved.
Uploading Media

You can edit media information during conversion and while waiting for moderation.

**Excellent web quality video (1200kbps) (High - Large)**

By: [name] 02-Feb-12

This media is pending review.

No description provided.

Languages: English with Danish and English subtitles

Subject terms: Video

Genre: Instructional

YouTube Category: Film

Media Page: A video that is awaiting moderation

**NOTE:** Uploaded media also is displayed on your My Media tab.
Recording from Webcam

To record from a webcam

1. Do one of the following:
   - In the My Media tab, click Webcam Recording.
   - In the MediaSpace header’s Add New menu, select Webcam Recording.

2. In the Record from Webcam window, click Allow if a flash player message is displayed.
Recording from Webcam

3. In the Record from Webcam window, click anywhere in the recording area to start recording.

4. In the Record from Webcam window, click anywhere in the recording area to stop recording, and click Save.

5. In the Record from Webcam window, enter information about the media and click Save.

6. To view the media page after saving the recording, click Go to media page in the Record from Webcam window.

NOTE: If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information while waiting for moderation.
Creating a Video Presentation

The Kaltura Video Presentation Widget

The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users. The Video Presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

The Video Presentation Workflow

<table>
<thead>
<tr>
<th>Basic workflow to synchronize the display of media and document files:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select a media file.</td>
</tr>
<tr>
<td>2. Select a document file.</td>
</tr>
<tr>
<td>3. Add sync points to synchronize the document with the media.</td>
</tr>
</tbody>
</table>
Creating a Video Presentation

To create a video presentation

Do one of the following:

- In the My Media tab, click Video Presentation.
- In the MediaSpace header’s Add New menu, select Video Presentation.

The Add Video Presentation window is displayed.

List of available media to include in presentation
(Optional) To upload a new document

1. In the Add Video Presentation window, click Upload Document.
2. In the Upload Document window, click Browse your desktop.
3. In the Select file to upload window, select a document or presentation file to upload and click Open.
4. In the Upload Document window, enter information about the document and click Close.

5. In the Upload Document window, click Back to the video presentation creation flow (step 1) to continue creating a video presentation.

NOTE: After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

To select and synchronize files

1. In the Add Video Presentation window, select an item from a list of available video and audio items, and click Next.
2. In the Add Video Presentation window, select an item from a list of available documents and presentations, and click Next to create the video presentation.
3. In the Edit Media window, synchronize the media and slides.

![Sync Playback](image)

**Sync Playback**

**Sync Actions**

a. To start synchronizing the media with the slides, click Play in the media player.

b. When you reach a point that you want to synchronize:
   - Click the player to pause the playback.
   - In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click + Sync Video/Slide.

![Sync Actions](image)

Click Play in the media player to continue synchronizing the playback with the slides. Add and remove sync points as needed, and click Save.

4. In the Edit Media window, enter information about the video presentation and click Save.
To embed the video presentation on a web site

1. In your video presentation page's Get Embed Code tab, copy the embed code.

   Video Presentation Embed Code

2. Paste the embed code on a web site.
Managing Your Media

NOTE: If you cannot access the My Media tab content or actions, ask your MediaSpace administrator to give you the required permission.

The My Media tab lists previously uploaded media. When you open a media page, you can:

- Edit metadata or delete the media.
- Select a thumbnail.
- Publish media.
- Add media to playlists or remove media from a playlist.
- Manage playlists.
- Share media.
Editing Media

To edit media

1. Do one of the following:
   - In the My Media tab, click Edit for the media you want to edit.
   - In the My Media tab, click the thumbnail or title of the media you want to edit. In the media page’s Details tab, click Edit.
2. In the Edit Media window, you can:
   o Edit information about the media.
   o Delete the media.
   o Select a frame to use as the media thumbnail, such as when the media is included in a gallery.

   **To select a frame as a thumbnail**

1. In the Edit Media window, click **Play** in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click the camera icon to use the current frame as the thumbnail.
Publishing Media

By default, media that you upload is private. You can access private media in your My Media tab. In the My Media tab, you can grab the embed code of private media or publish it to make it public in MediaSpace.

Publishing media makes the media publicly accessible to MediaSpace users. You can publish media:

- In multiple categories
- Only when file conversion is complete and the media is not waiting for moderation

To publish media

**NOTE:** If you cannot publish media, ask your MediaSpace administrator to give you the required permission.

1. In the My Media tab, click the thumbnail or title of the media you want to publish.
   
   By default, uploaded media is not published.

2. In the media page's Publish tab, select **Publish**.

3. Select categories for the published media.

To make media private

1. Click the thumbnail or title of the published media that you want to make private.

2. In the media page's Publish tab, select **Not Published (Private)**.
   
   Private media is accessible only on the media owner's My Media tab.

Adding Media to Playlists

You can create playlists and associate media with the playlists.

To create a playlist

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

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, enter a descriptive name in the Add New Playlist field, and click Add.

The media is added to the new playlist.

To add media to a playlist

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, select one or more playlists.
   The selected playlist name is displayed in the Appears in field.
   You also can add a new playlist.

To remove media from a playlist

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, do one of the following:
   o Clear a selected playlist.
   o In the Appears in field, click x next to a playlist name.
Managing Playlists

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

To manage a playlist

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

1. Do one of the following:
   - Select the My Playlists tab.
   - Click a media thumbnail or title. In the Add to Playlists tab under the media player, click Manage Playlists.

2. In the My Playlists tab, select a playlist from the Show Playlist menu.

3. For the selected playlist, you can do the following:
   - Delete the playlist.
   - Reorder the videos in the playlist.
   - Remove videos from the playlist.
   - Copy the playlist's embed code to paste it on a web site.
   - Select the layout and color of the playlist.

Drag and drop videos to reorder them or click Remove (displayed when you hover over a video) to remove a video from the playlist.
Sharing Media

You can share a media item by copying the embed code and pasting it on a web site.

To share a media item

1. Click a media thumbnail or title.
2. In the Get Embed Code tab under the media player:
   a. Select one embed type:
      - HTML
      - oEmbed
   b. Select a player skin.
   c. Select a player size.
   d. Copy the embed code.

**NOTE:** If you cannot grab embed code or select a player design, ask your MediaSpace administrator to give you the required permission.
Managing Your Media

Get Embed Code tab: Options

Embed Code:
<object id="kaltura_player_098545227" name="kaltura_player_098545227" type="application/x-shockwave-flash" width="600" height="338" align="middle"
>
</object>

Select Embed Type:
- HTML
- oEmbed

Select Player Skin:
- Skin 1
- Skin 2
- Skin 3

Select Player Size:
- 608x402
- 400x285
- 304x231
Get Embed Code tab: oEmbed Type selected

3. In the web site where you want to share the media, paste the embed code.