

Video Manager User Guide  
10g Release 3 (10.1.3.3.0)

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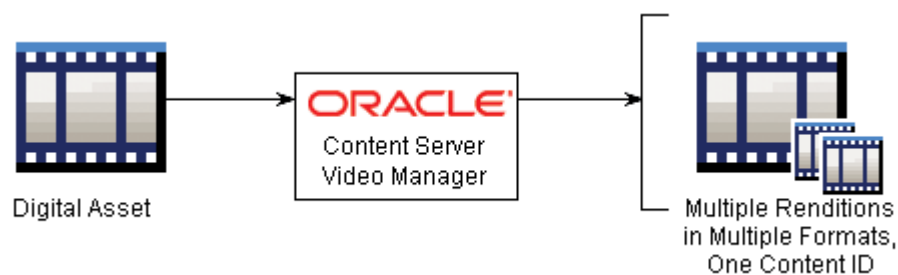
## **Index**

# INTRODUCTION

## OVERVIEW

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Video Manager enables you to quickly find, group, and download videos of various sizes and formats to meet your business needs, all while maintaining a consistency of use across your organization. For example, a company training video may need to be available in a variety of sizes for streaming on an intranet, presenting to an audience, or copying to tape. Your system administrator will have worked with you and other video contributors to define the desired video output. At check in, the video is automatically converted into the defined formats and sizes, known as renditions. You can then search for the video using standard metadata or closed-captioned text, group renditions into a content basket, and download a single compressed file of the renditions you need.



Video Manager adds the following pages to Content Server:

- ❖ [Rendition Information Page](#) (page 2-6)
- ❖ [Video Preferences Page](#) (page 2-12)
- ❖ [Content Basket Page](#) (page 2-17)
- ❖ [Edit Attachments](#) (page 2-22)

Video Manager also adds functionality to the Content Check In, Content Information, and Content Information Update pages, as well as all search result pages and the My Content Server tray.





## ABOUT THIS GUIDE

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This guide provides instructions for using Video Manager on Content Server. The information contained in this document is subject to change as the product technology evolves and as hardware, operating systems, and third-party software are created and modified.

### ***Symbols***

Notes, technical tips, important notices, and cautions use the following symbols:

Symbol	Description
	<b>Note:</b> Brings special attention to information.
	<b>Tech Tip:</b> Identifies information that can be used to make your tasks easier.
	<b>Important:</b> Identifies a required step or required information.
	<b>Caution:</b> Identifies information that might cause loss of data or serious system problems.

### ***Conventions***

The following conventions are used throughout this document:

- ❖ The notation `<install_dir>/<instance_dir>` is used to refer to the location on your system where a specific instance of Content Server is installed.
- ❖ Forward slashes (/) are used to separate the directory levels in a path name. A forward slash will always appear after the end of a directory name.
- ❖ Forward slashes (/) are used to separate parts of an Internet address. For example, `http://www.microsoft.com/windows2000/`. A forward slash might or might not appear at the end of an Internet address.

- ❖ Paths to access operating system dialogs or windows use the following formatting structure:

**Start—Settings—Control Panel**

- ❖ Required user input is distinguished using the following font formatting:

xyz\_name

- ❖ Digital assets are defined for this guide as any content item of a format set up by the system administrator to be rendered with Video Manager.





# WORKING WITH VIDEO MANAGER

## OVERVIEW

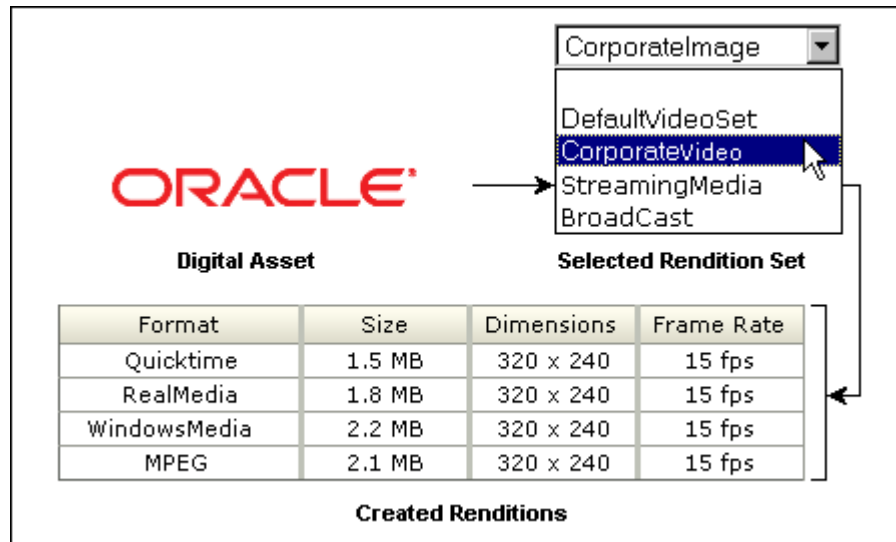
---

Video Manager enables you to create and find videos in specified formats and sizes. This helps your organization maintain consistent standards for use, while providing the right content to the right people in the right format.

Video Manager creates multiple formats of digital assets automatically when checked into Content Server, and lists the formats under one content ID. If you create a digital asset, such as a corporate training video, you can ensure that the asset maintains a standard size and quality in each format required by your organization. The content management and workflow features of Content Server ensure that all versions used are approved, because Video Manager creates them from a single source managed by Content Server.

If you use videos, Video Manager gives you the confidence that you are using the right format for your needs. For example, a low-bandwidth and high-bandwidth version of a training video can be bundled and downloaded together, the low-bandwidth for posting to a streaming server, the high-bandwidth for replication to tape or DVD.

Each format created by Video Manager is called a rendition. Each rendition is created based on information regarding display size, bandwidth, expected use, and other criteria defined by your system administrator. Renditions are grouped into rendition sets. When checking in a digital asset, you choose a rendition set, which then determines what renditions are created for the asset. When finding a digital asset for use, all renditions of the asset are listed on the asset's Rendition Information Page, and are available for download.



This section covers the following topics:

- ❖ [Checking In a Digital Asset](#) (page 2-4)
- ❖ [Finding Video Renditions and Information](#) (page 2-4)
- ❖ [Working with Video Renditions](#) (page 2-13)
- ❖ [Working With Standard Content Items](#) (page 2-22)
- ❖ [Video Manager on a Macintosh Client](#) (page 2-24)

## Supported Input Formats

Supported input formats are determined by the video conversion application being used as set up by your system administrator. Common formats include the following:

- ❖ Flash Media Format
- ❖ MPEG Layer 3 and 4 Elementary Stream Media Format
- ❖ PacketVideo MPEG4 Format
- ❖ QuickTime Media Format
- ❖ QuickTime Streaming Format
- ❖ Windows Media Format
- ❖ AVI Media Format
- ❖ DVD Stream Media Format
- ❖ MPEG1 System Stream Media Format

- ❖ MPEG2 Program Stream Media Format
- ❖ MPEG2 Transport Stream Format
- ❖ MPEG4 Media Format
- ❖ Pinnacle MediaStream Media Format

See the conversion application documentation for a comprehensive listing of supported formats



**Note:** Formats supported by the video conversion application must also be associated with the conversion process within Content Server by the system administrator using the Content Server Configuration Manager. See your system administrator if a supported format is not being rendered.

## Supported Output Formats

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Output formats are limited to what can be displayed effectively in your browser. Only output formats supported by Windows Media Player, Real Player, or Quicktime Player are available for viewing in your web browser. Any assets rendered in a format not supported by those players will still be managed by Content Server, but will be available only for download.

Video Manager currently supports the following output formats:

- ❖ MPEG Layers 1, 2, and 4 (.mpg, .mpeg, .mp2, .mp4)
- ❖ Quicktime (.mov)
- ❖ Audio Video Interleave (.avi)

Other output formats not listed here but supported by your media player may work when set up properly by your system administrator. See your system administrator for additional format requests. For information on formats supported by your media player, see the player's help system.

## CHECKING IN A DIGITAL ASSET

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With Video Manager installed, the Video Rendition Set drop-down list is displayed.

**Figure 2-1** Content Check In Form with Rendition Set drop-down list

The screenshot shows a web form titled "Content Check In Form". The form contains the following fields and controls:

- Video Rendition Set:** A dropdown menu with "MainFormats\_MediumBandwidth" selected.
- Type:** A dropdown menu with "ADACCT - Acme Accounting De" selected.
- Title:** An empty text input field.
- Author:** A text input field containing "sysadmin" and a dropdown menu also showing "sysadmin".
- Security Group:** A dropdown menu with "Public" selected.
- Primary File:** A text input field and a "Browse..." button.
- Alternate File:** A text input field and a "Browse..." button.

To check in a digital asset, perform these steps:

1. Access the Content Check In form.
2. Select a rendition set from the Video Rendition Set drop-down list.
3. Enter a title and any additional metadata for the asset.
4. Click **Browse** to locate the primary file.
5. Click **Check In**. The Check In Confirmation page is displayed




**Important:** Do not select an alternate file when checking in a digital asset. Doing so prevents the primary file from rendering.

## FINDING VIDEO RENDITIONS AND INFORMATION

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Video Manager builds on the functionality of Content Server. Searching for videos is identical to searching for other types of content. Digital assets have an additional icon


displayed in the standard search results page. The Rendition Information icon  links to the [Rendition Information](#) page of the asset.

**Figure 2-2** Search result page with rendition information icon

**Search Results** Found 17 items

▼ Change View    ▼ Query Actions

▼ Items					
<input type="checkbox"/>	ID	Title	Date	Author	Actions
<input type="checkbox"/>	<a href="#">000112</a>	CC Video Test 1	3/9/07	sysadmin	  
<input type="checkbox"/>	<a href="#">000103</a>	Video Test 2	3/9/07	sysadmin	  
<input type="checkbox"/>	<a href="#">000101</a>	Ref8 Test 5	3/8/07	sysadmin	 
<input type="checkbox"/>	<a href="#">000105</a>	DAM Test 5	3/9/07	sysadmin	  

Rendition Information Icon 

## Rendition Information Page

The screenshot displays the 'Rendition Information' page for a video asset. At the top, there are tabs for 'Content Information' and 'Rendition Information', with a 'quick help' link. The main content area is titled 'Commercial Default (Revision 1)' and features a video player on the left showing a 'Ready' state. To the right of the player, the following metadata is listed:

- Content ID:** QA\_000022
- Native File:** IMBR-1186\_1.mpg
- File Size:** 57.7 MB
- Format:** video
- Video Length:** 1 min 0 sec
- Rendition Set:** Convert\_all

Below the metadata, there is a 'Renditions:' section. This section includes tabs for 'Storyboard', 'Closed Captions', and 'Video Preferences'. The 'Storyboard' tab is active, showing a sequence of four video frames with '+' icons above them. Below the storyboard is a horizontal scrollbar.

At the bottom of the page, there is a table titled 'Renditions' with a dropdown arrow. The table has the following columns: Rendition Name, Format, Size, Dimensions, and Framerate.




<input type="checkbox"/> Rendition Name	Format	Size	Dimensions	Framerate
<input type="checkbox"/> Quicktime	Quicktime	725 KB	320 x 240	15 fps

When a digital asset is checked into Content Server, multiple renditions are created based on the rendition set chosen at the time of check in. Just like with standard content, information about the original content item is indexed and displayed on the Content Information page. However, with a digital asset, information about the created renditions, a story board, and any closed-captioned text, are also displayed on the Rendition Information page.




The Rendition Information page is accessed by a link on the Content Information page, or from a search result page using the Rendition Information icon or the Rendition information link in the Item Action contextual menu.

The Rendition Information page lists the renditions of an asset and provides a variety of information about each rendition.

<b>Page Item</b>	<b>Description</b>
Content Information	Displays the Content Information page for the digital asset, showing metadata indexed by Content Server and a listing of any revision history of the asset. It also provides access to actions that can be taken on content items.
<b>Preview Section</b>	Shows a web-viewable rendition of the content item with minimal metadata.
Renditions drop-down list	Switches the rendition format in the preview section, based on available rendition formats.
Content ID	The unique identifier used by Content Server to manage the digital asset. Specified at check in.
Native File	The name of the source file of the digital asset.
File Size	The storage size of the source file.
Format	Identifies the format of the native file as specified by information stored in Content Server, configured by the system administrator.
Video Length	Specifies how much time it takes to play the full video.
Rendition Set	Identifies the metadata option selected when the digital asset was checked in that determines what renditions are created.
<b>Navigation Section</b>	Provides options for navigating through a digital asset using keyframes in a storyboard, or closed caption text if it is available.
Storyboard	Displays a series of keyframes from various intervals in the video. Clicking on a keyframe initiates the video at that point in the preview section. The number of keyframes displayed is configurable on the Video Preferences page. Clicking the plus icon above a keyframe expands the storyboard, inserting additional keyframes after the one whose icon was clicked.



Page Item	Description
Closed Captions	Displays the closed captioned text of a video if it is available. Clicking on the icon next to a line of text initiates the video at that point in the preview section. If no closed captioned text is available in the video, this tab is not displayed.
Video Preferences	Displays the <a href="#">Video Preferences</a> page (see page 2-12), on which you can specify the video format and bandwidth preference for the preview on the Rendition Information page, and the number of keyframes displayed.
Plus/Minus icon 	Clicking the plus icon above a keyframe expands the storyboard, inserting additional keyframes after the one whose icon was clicked.   Clicking <b>Refresh</b> in the upper right of page collapses all opened keyframes.
<b>Renditions Section</b>	Lists the renditions stored under the content ID.
Rendition Name	Name for each rendition, defined in the rendition set chosen at the time the digital asset was checked in or updated.
Rendition Name Info Icon 	Displays the <a href="#">Rendition Parameters</a> page (see page 2-11). The Rendition Parameters page lists information regarding the parameters of the specific rendition as logged by the conversion application when the rendition was created. This information is valuable to you if you need detailed information about the rendition creation process, or about rendition parameters otherwise unavailable to you.




Page Item	Description
Rendition Name Streaming Media Icon 	<p>Identifies that a rendition is stored on a remote server and is streamed to your local desktop for display. Depending on how Video Manager is configured, renditions on a remote server may not be available for download.</p> <p> <b>Note:</b> If your system administrator has configured Video Manager to render a format for streaming, all assets of that format are rendered for streaming when checked in. For example, if a Quicktime video (.mov) is rendered for streaming, all Quicktime videos will be rendered for streaming.</p>
Format	<p>Identifies the rendition's file format, or way of organizing and storing the information in the rendition file. Different formats have different benefits for use in different ways.</p>
Size	<p>Lists the required storage size of a rendition.</p>
Dimensions	<p>Lists the height and width, in pixels, of a rendition.</p>
Framerate	<p>The rate at which each frame of a video is presented, specified in Frames Per Second.</p>
Renditions drop-down list	<ul style="list-style-type: none"> <li>• <b>Download</b> —Bundles the selected items into a single compressed file and copies the file to a local or networked storage space.</li> <li>• <b>Add to Basket</b>—Adds the selected renditions or native file to the content basket.</li> <li>• <b>E-mail Links</b> —Opens a new e-mail message using your local e-mail client application and copies URL links to the selected rendition or native file into the body of a new message.</li> </ul> <p> <b>Important:</b> Some e-mail clients have limitations to the number of characters used in the body of a message. Adding a large number of renditions as links to an e-mail may exceed the limitation, causing the e-mail to fail.</p>

## Accessing The Rendition Information Page

To access the [Rendition Information](#) page of a digital asset from any page in Content Server, perform one of these steps:

1. Search for the digital asset for which to view rendition information.
2. Click the **Rendition Info icon**  next to the appropriate digital asset on a search results page, or select Rendition Information from the Item Action Contextual menu . The [Rendition Information](#) page is displayed.

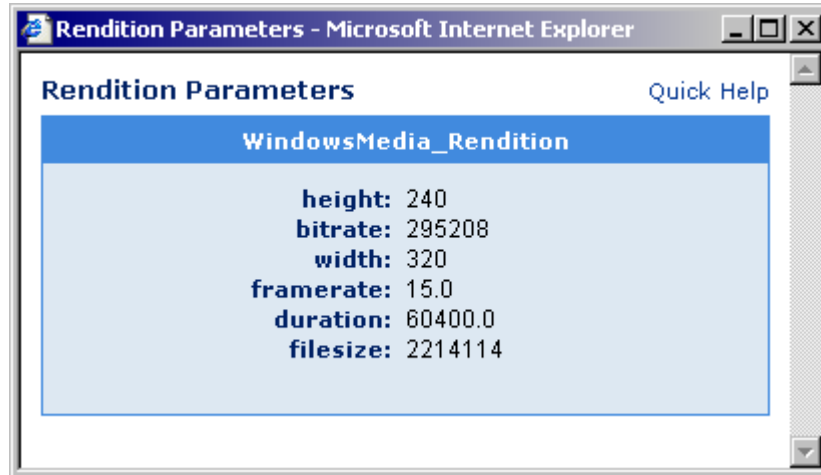
Alternately, you can access the Rendition Information page from the [content basket](#) by performing these steps:


1. Open the **My Content Server** tray and click **My Content Basket**.
2. Click the **Rendition Info icon**  next to the appropriate digital asset in your content basket. The Rendition Information page is displayed.

Once the Rendition Information page is displayed, you can toggle between the Content Information page and the Rendition Information page for the asset by clicking the links at the top.

## Rendition Parameters Page


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Additional information about a rendition is extracted directly from the conversion application and is listed on the Rendition Parameters page. When a rendition is created, the resulting parameters of the rendition are logged by the conversion application. The type of logged information is dependent on the conversion application used, and may be useful to you if you need specific information on the conversion process, or other information not listed on the Rendition Information page. The Rendition Parameters page is accessed by clicking the [Rendition Name Information icon](#)  next to a rendition name on the [Rendition Information page](#).

### Accessing The Rendition Parameters Page

To access the parameters of each specific rendition, perform these steps:

1. [Access](#) the Rendition Information page.
2. Click the [Rendition Name Info icon](#) . The Rendition Parameters page is displayed.

## Video Preferences Page

**Video Preferences for nuser**

---

**Video Format Preference Order:**

1 - WindowsMedia	<input type="button" value="Move Up"/>  <input type="button" value="Move Down"/>
2 - MPEG	
3 - Real	
4 - Quicktime	

**Video Bandwidth Preference:**

**Max Keyframe Segment Length:**

A rendition can be played in the preview section of the Rendition Information page, or by clicking a web-viewable link on the Content Information, content basket, or search results pages. Video Manager determines what format to use when playing a rendition based on information you specify on the Video Preferences page. You can also specify the number of keyframes displayed in the storyboard on the Rendition Information page, and the bandwidth of the preview.



**Note:** Renditions can also be opened and played in a stand-alone player by clicking the rendition name in the rendition section of the Rendition Information page. The player chosen is then determined by file format and helper application settings unique to your computer and browser, outside of Video Manager.

### Accessing the Video Preferences Page

To access the Video Preferences page, perform these steps:

1. Access the **Rendition Information page** or open the **My Content Server** tray.
2. Click **Video Preferences**. The Video Preferences page is displayed.

Figure 2-3 The Video Preferences page

Page Item	Description
Video Format Preference Order	Specifies the preferred media format used in the Rendition Information page preview section for renditions, as well as when clicking on a rendition's web-viewable link in a search result, content basket, or content information page. Because a rendition set may not have a rendition in the preferred format, Video Manager will play the rendition using the first available format found in the order listed here.
Move Up	Moves a selected media format up in the preference order.
Move Down	Moves a selected media format down in the preference order.
Video Bandwidth Preference	Specifies the preferred size of a streaming video used for viewing, provided a choice is given by the streaming server. <b>Low</b> —Smaller video best suited when connecting to Video Manager using a modem to dial in. <b>High</b> —Larger video best suited when connecting to Video Manager through a high speed connection, such a corporate network or broadband internet connection.
Max Keyframe Segment Length	Specifies the number of keyframes (3 through 10) listed in the storyboard section of a Rendition Information page. Also specifies the number of keyframes inserted between two frames when a section of the storyboard is expanded.
Update	Submits changes made to the Video Preferences page.

## WORKING WITH VIDEO RENDITIONS

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Video Manager not only creates renditions automatically, it provides a personal space where you can store renditions you are currently working on, called the content basket. Your content basket is unique to you, and contains only the renditions you choose to include.

You can add items to your content basket from a search results page, from the [Rendition Information](#) page, or from the Content Information page. You can view the items in your content basket by clicking **My Content Basket** in the **My Content Server** tray.



**Important:** By design, the content basket can contain renditions from different revisions of the same digital asset. If you use your basket to quickly find a rendition of an asset, such as a corporate video, remember that you may not be accessing the most recent revision of the asset. If a newer revision has been checked into Content Server, a notification is displayed next to the revision number in the Description column. Clicking the notification displays the Content Information page of the latest revision.

## Storing Renditions In Your Content Basket

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You can store any rendition from any revision of a digital asset in your content basket, and the web-viewable or native file from any revision of a content item, provided the revision is released by Content Server.

From the content basket, you can select renditions from one or multiple assets to be compressed into a single file and downloaded to a local or networked drive, or send links to selected renditions in an e-mail. You can also use the content basket to access the content information and rendition information pages of content items and digital assets.

You can add items to your content basket from the following pages:

- ❖ Rendition Information page (native file and all renditions)
- ❖ Content Information page (native and web-viewable files only)
- ❖ Search Results page (native and web-viewable files only)



**Note:** When you add a rendition to the content basket, it may not be listed at the top of the content basket page. Items in the content basket are listed in descending order first by content ID and then by revision number. If a rendition of a content item revision is already in the content basket, additional renditions are added to that revision's listing.

Additionally, if a newer revision of a content item in your content basket has been checked into Content Server, a notification is displayed next to the revision number in the Description column. Clicking the notification displays the Content Information page of the latest revision.

Thumbnail	Description	Selected Rendition	Info
	<b>Commercial</b> Native File: 1186_3.mpg ID: QA_000032 Revision: 3	<input type="checkbox"/> Thumbnail <input type="checkbox"/> Primary	 
	<b>Commercial</b> Native File: 1186_1.mpg ID: QA_000032 Revision: 1 [Rev. 3 available]	<input type="checkbox"/> Thumbnail <input type="checkbox"/> Primary <input type="checkbox"/> Preview <input type="checkbox"/> Native File	 

To add renditions to your content basket from the Rendition Information page, perform these steps:

1. [Access](#) the rendition information page of an asset. The rendition information page is displayed.
2. Select the renditions to add to your content basket by enabling the check box next to the rendition.
3. From the **Renditions** drop-down list, choose **Add To Basket**. The Content Basket page is displayed with the renditions you selected listed in the Selected Renditions column of the item.



**Note:** To add all renditions to your content basket, enable the checkbox in the table heading and select **Add To Basket** from the **Renditions** drop-down list.

To add the native or web-viewable file to your content basket from the Content Information page, perform the following steps:

1. Access the Content Information page of an item.
2. From the **Content Actions** drop-down list, select one of these:
  - **Add Native File To Basket** -, or
  - **Add Web-Viewable To Basket** .

The Content Basket page is displayed with the selected items listed in the Selected Renditions column of the item.



**Note:** You cannot add both the native file and the web-viewable file to the content basket at the same time using the Content Information page. If the item is a digital asset and has a Rendition Information page, use it to add multiple items to the content basket at the same time.

To add the native or web-viewable file to your content basket from a search results page, perform the following steps:

1. From a search results page, enable the check box next to the item or items you wish to add to your content basket.
2. From the **Items** drop-down list, select either
  - **Add To Basket - Native File**, or
  - **Add To Basket - Web-Viewable**.

The Content Basket page is displayed with the selected items listed in the Selected Renditions column of the item.



**Note:** To add all native or web-viewable items on a search results page to your content basket, enable the checkbox in the table header and select **Add To Basket - Native File** or **Add To Basket - Web-Viewable** from the **Items** drop-down list.



**Note:** Web-viewable files of video renditions added to the content basket are suitable for viewing only from the content basket. They cannot be downloaded from the content basket. To download a rendition, use the Rendition Information page.



## Viewing Items in Your Content Basket

The content basket is accessed by clicking **My Content Basket** in the **My Content Server** tray. From the content basket, you can select renditions from one or multiple assets to be compressed into a single file and downloaded to a local or networked drive, or send links to selected renditions in an e-mail. You can also use the content basket to access the content information and rendition information pages of content items and digital assets.





To access the content basket page, perform these steps:


1. Open the **My Content Server** tray.
2. Click **My Content Basket**. The content basket page is displayed.

### Content Basket Page

Thumbnail	Description	Selected Renditions	Info
	<b>Balcon</b> Native File: IBM_Balcon.mpg ID: JJJ137 Revision: 1	<input type="checkbox"/> WMV <input type="checkbox"/> FLV <input type="checkbox"/> QuickTime <input type="checkbox"/> Native File <input type="checkbox"/> MPEG4	
	<b>CC Video Test 1</b> Native File: IBM_Balcon.mpg ID: JJJ112 Revision: 1	<input type="checkbox"/> QuickTime <input type="checkbox"/> MPEG4	

Page Item	Description
Thumbnail	Opens the web-viewable rendition in a separate window. The web-viewable rendition is specified by your system administrator, and is typically larger than the thumbnail or preview renditions.

Page Item	Description
Description	<p>Title, native file, Content ID, and Revision metadata of the content item.</p> <p> <b>Note:</b> If a newer revision of the content item has been checked into Content Server, a notification is displayed next to the revision number. Clicking the notification displays the Content Information page of the latest revision.</p>
Selected Renditions	<p>Listing of all renditions of a content item saved to the Content Basket.</p>
<p>Content Info icon</p> 	<p>Links to the Content Information page of an item.</p>
<p>Rendition Info icon</p> 	<p>Links to the Rendition Information page of an item. (Available if Video Manager is installed.)</p>
<p>Items drop-down list</p>	<ul style="list-style-type: none"> <li>• <b>Download</b> —Bundles the selected items into a single compressed file and copies the file to a local or networked storage space.</li> <li>• <b>E-mail Links</b> —Opens a new e-mail message using your local e-mail client application and copies URL links to the selected items into the body of a new message.</li> </ul> <p> <b>Important:</b> Some e-mail clients have limitations to the number of characters used in the body of a message. Adding a large number of renditions as links to an e-mail may exceed the limitation, causing the e-mail to fail.</p> <ul style="list-style-type: none"> <li>• <b>Remove</b> —Removes the selected items from the content basket.</li> <li>• <b>Empty Basket</b>—Removes all items from the content basket.</li> </ul>

 **Note:** Items in the content basket are listed in descending order first by content ID and then by revision number. If a rendition of a content item revision is already in the content basket, additional renditions are added to that revision’s listing.

## Removing Items From Your Content Basket

---

Your content basket is meant to store renditions to which you currently need access. Because you can store renditions from different revisions of a digital asset in the content basket, renditions listed in the content basket are not necessarily the latest revision. It is a good idea to remove the renditions from your content basket when you are no longer working with them.



**Tech Tip:** You can store a link to the most recent revision of any content item in Content Server by searching for the item's content ID, then selecting **Save Search** from the **Actions** drop-down list on the search result page. This saves the search as a link in the My Saved Queries folder in your My Content Server tray. Click the saved search link to always access the most recent revision of a content item. For more information, see the Content Server user guide.

To remove renditions from your content basket, perform these steps:

1. Open the **My Content Server** tray and click **My Content Basket**. The content basket page is displayed.
2. Enable the check box next to the renditions to be removed in the Selected Renditions column on the content basket page.
3. Select **Remove** from the **Items** drop-down list. The items are removed from the content basket.

To remove all items from your content basket, perform these steps:

1. Open the **My Content Server** tray and click **My Content Basket**. The content basket page is displayed.
2. In the table heading, enable the check box in the Selected Renditions column to select all renditions.
3. Select **Empty Basket** from the **Items** drop-down list. All items in the content basket are removed.



**Important:** Removing renditions and other items from your content basket does not remove them from Content Server. Renditions and other items can be removed from Content Server using the Rendition or Content Information pages. Renditions and other items listed in your content basket are not available if they have been removed from Content Server.

## Downloading Multiple Items

---

Renditions and other content items can be compressed into a single file and downloaded to a local or networked drive. This is useful when you want to send a number of renditions or native files to others. This can be done from the [Content Basket Page](#) page or [Rendition Information](#) page.

To download multiple renditions, perform these steps:

1. Access the [content basket](#) or [Rendition Information](#) page.
2. Enable the check box next to the renditions you want to download. The renditions are listed in the Selected Renditions column of the Content Basket page, or the Rendition Name column of the Renditions Information page.
3. Select **Download** from the **Items** drop-down list.
4. Follow the download instructions as they are displayed on screen.



**Note:** To download all renditions in your content basket, or on the Rendition Information page, enable the Renditions checkbox in the table header and select **Download** from the **Items** drop-down list.



**Note:** Web-viewable files of video renditions added to the content basket are suitable for viewing only from the content basket. They cannot be downloaded from the content basket. To download a rendition, use the Rendition Information page.



**Caution:** Renditions and other items can be removed from Content Server using the Rendition or Content Information pages, but may still be listed in the content basket. Attempting to download a rendition or other item listed in your content basket that has been removed from Content Server results in an error message. The content ID of the removed rendition is displayed in the error message.



**Tech Tip:** To resolve a failed download, return to the content basket and remove the offending item, then attempt the download again. If attempting to download multiple renditions or other items that are no longer available, the error message displays the content ID of the first removed item only. You must remove it from your content basket and attempt the download again to display the content ID of the next offending item.

## Creating Renditions

---

Renditions are created automatically when a digital asset is checked in. The types of renditions created are determined by criteria defined in the selected rendition set.

To create renditions, perform these steps:

1. Access the Content Check In form.
2. Select a rendition set from the Video Rendition Set drop-down list.
3. Enter a title and any additional metadata for the asset.
4. Click **Browse** to locate the primary file.
5. Click **Check In**. The Check In Confirmation page is displayed.



**Important:** Do not select an alternate file when checking in a digital asset. Doing so prevents the primary file from rendering.

## Updating Renditions

---

If an incorrect rendition set was selected when a digital asset was checked in, or if a new rendition set has been created, you may want to update the renditions created for a digital asset.

If you want to update to a different rendition set, perform these steps:

1. Select **Update** from the **Content Actions** drop-down list on the Content Information page. The Info Update Form is displayed.
2. Select a different rendition set from the Video Rendition Set drop-down list.
3. Click **Submit Update**. The Content Information page is displayed.



**Note:** Rendition information cannot be displayed while an asset is being processed by Content Server and Video Manager. If an asset is still being processed, the status in the revision history on the Content Information page is listed as GenWWW, and the Rendition Information page displays a message saying the content item is not released yet.



**Important:** Updating a rendition set replaces the previous renditions with a new set, effectively removing the previous set from Content Server. Renditions are not available if they have been removed from Content Server, even though they may be listed in a content basket.

## WORKING WITH STANDARD CONTENT ITEMS

Video Manager adds functionality to Content Server that extends to content items that are not digital assets. You can add native and web-viewable versions of content items to your content basket, and add or delete attachments to content items from the Content Information page.

### Edit Attachments

In some situations, you may want to associate an additional rendition or other file to a content item that is not a digital asset, or remove an attachment that is no longer useful. For example, you may attach a customer's new logo to a piece of collateral in which it is used and remove the old one, or you may attach a text file with project contact information to a project plan. Files such as these can be added to a content item using the Edit Attachments page, accessed from the Actions drop-down list on the Content Information page. Attached files are not converted to a web-viewable format, and are not indexed for searching by Content Server.

Figure 2-4 Adding or Editing an attachment with the Edit Attachments page

**Edit Attachments in Content Item 'Text File'**

---

**Select Attachments to Delete**

Select	Attachment	Description
<input type="checkbox"/>	Picture	For ad campaign [eidanNlynx.jpg] (graphic 22K)
<input type="checkbox"/>	Icon Files	Icon options for the new product [trayicons.zip] (zip 8K)

**Append New Attachments**

---

Name 1:

Description 1:

File 1:

Page Item	Description
Attachment column	Lists the name given to an existing attached file at the time it was attached.
Description column	Lists the description given to an existing attached file at the time it was attached.
Name field	Used to enter the name of the file to be attached. Displayed in the Attachments section of the Content Information page.
Description field	Used to enter the Description of the file to be attached. Displayed in the Attachments section of the Content Information page.
File field	Used to locate the file to be attached.
Add/Edit Attachment Button	Submits the information to Content Server.

To add an attachment to a content item, perform these steps:

1. Access the Content Information page.
2. Select **Edit Attachments** from the **Content Actions** drop-down list. The Edit Attachments page is displayed.
3. Enter a name for the attachment in the **Name** field (required). The name is displayed in the Attachments section of the Content Information page.
4. Enter a description for the rendition in the **Description** field (optional). The description is displayed in the Attachments section of the Content Information page.
5. Click **Browse** to locate the rendition or other file you want to attach to the content item (required). It can be any type of file.
6. Click **Edit Attachments**. The Content Information page is displayed, showing the attached file in the Attachments section.



**Important:** Metadata on the Edit Attachments page is for information only. It does not get indexed for searching.

To delete an attachment from a content item, perform these steps:

1. Access the Content Information page.

2. Select **Edit Attachments** from the **Actions** drop-down list. The Edit Attachments page is displayed.
3. Enable the check box next to the name or name of the attachment you want to delete. You can select multiple renditions to delete.
4. Click **Edit Attachment**. The Content Information page is displayed without the attachment.

## VIDEO MANAGER ON A MACINTOSH CLIENT

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Video Manager will render digital assets when checked in using a Macintosh client provided the filename of the asset has a valid file extension. However, files created on Macintosh operating systems prior to OS X may have information stored in a file resource fork. Information in a resource fork is not transferred.

Depending on your organization's needs, removing the resource fork generally does not create a problem.





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\* zlib.h -- interface of the 'zlib' general purpose compression library  
version 1.2.3, July 18th, 2005

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