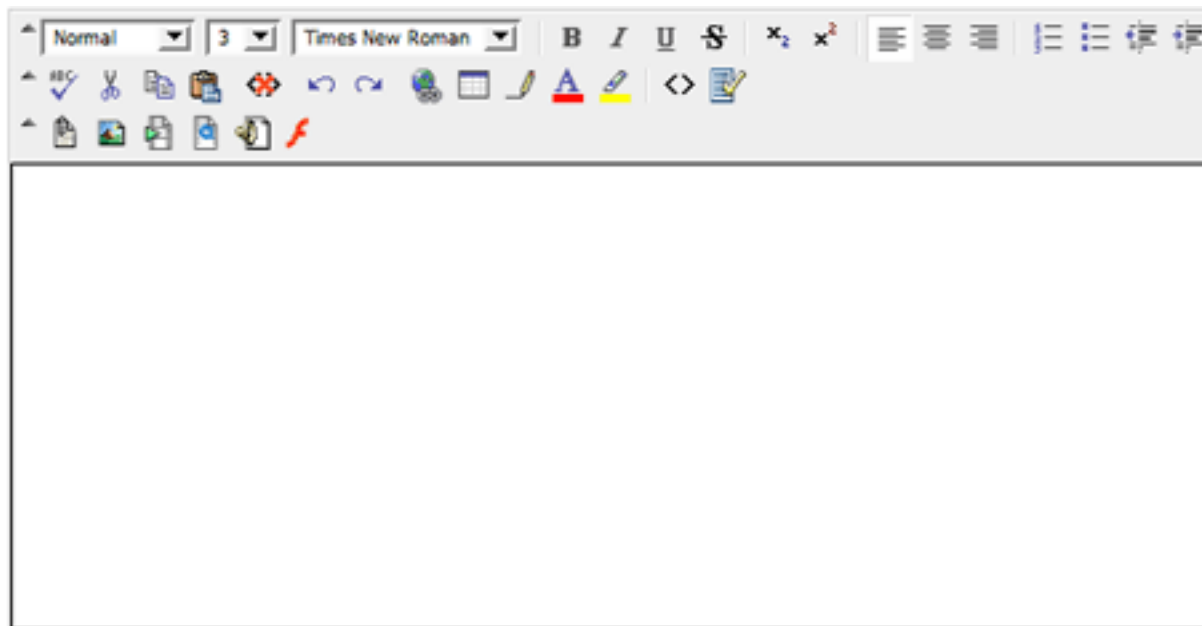

Inserting Video and Media with the Text Box Editor

USING THE VISUAL TEXT BOX EDITOR

The WYSIWYG (What You See Is What You Get) Text Editor is where content is created and displayed as it will appear on screen. The Text Box Editor is used in creating and editing content such as Items, Folder or Links, and has features and tools similar to a word processor such as Microsoft Word.



The top toolbar contains commands for changing the font size and face, paragraph alignment options, bullets and numbering, and indenting left or right.



The middle toolbar contains commands for spellcheck, cutting, copying and pasting, clear, undo and redo, inserting a hyperlink, table or line, font color, highlighting tool, view in HTML and previewing the text.



The bottom toolbar contains multimedia commands for attaching a file or image, adding MPEG/AVI video content, and adding a quicktime movie, sound file or flash content.



Inserting Video and Media with the Text Box Editor (continued)

INSERTING A NEW ITEM WITH VIDEO CONTENT

In your course, navigate to the content area you wish to add your video file to.

1. Select **Edit View** on the top right side of the window, and click the **+Add Item** button.



The "Add Item" page will appear on screen.

2. Under section 1, "Content Information," type in a name for the item.

In the visual text box editor, there are several options for adding a video file into your course.

UPLOADING OR ATTACHING A VIDEO FILE

In the bottom tool bar of the visual text box editor, there are two options to choose from when adding a video file: Attaching the video as a file, or adding the video as viewable content within the course.



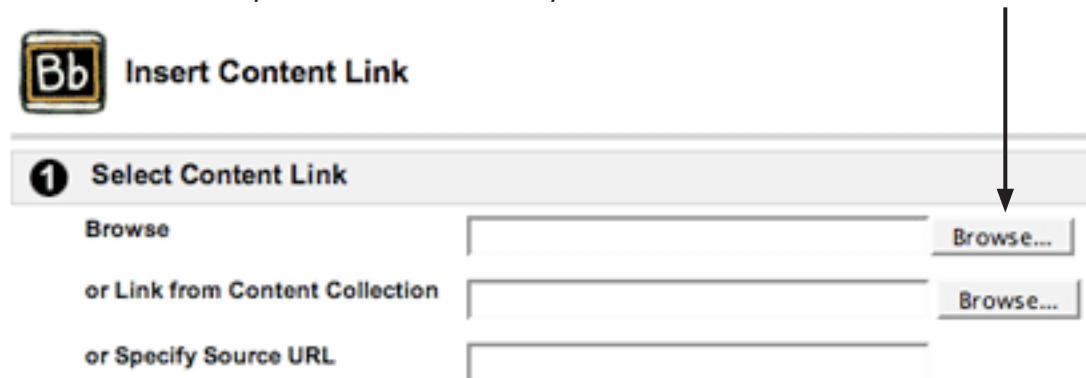
Attach File

Select this option to attach the video file, which will appear as a link that students can click on to download and view.

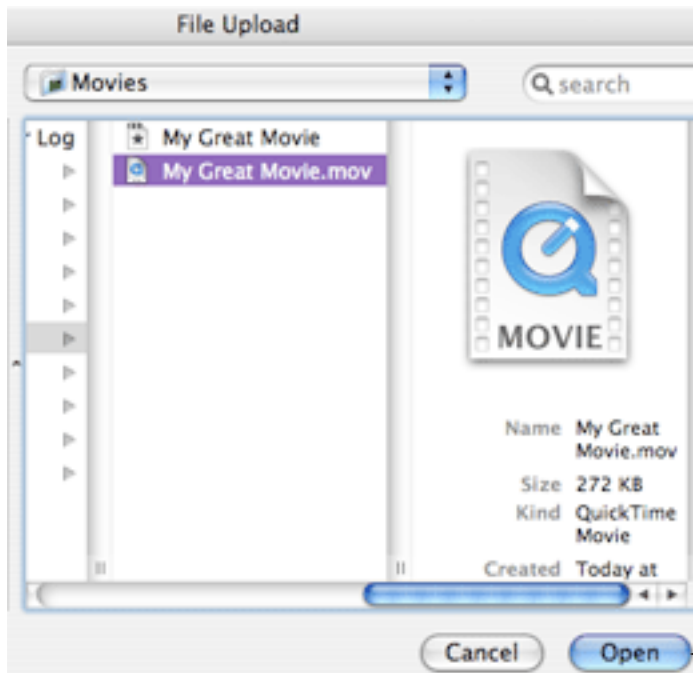
1. Click the **Attach File** icon. 

A pop-up window will appear titled "Insert Content Link."

2. Under section 1, "Select Content Link," click the **Browse...** button next to "Browse."



Inserting Video and Media with the Text Box Editor (continued)



3. In the "File Upload" window, locate and select the video file from your computer, and click **Open**.

4. Click **Submit** in the "Insert Content Link" pop-up to attach your video file.

Add MPEG/AVI Content

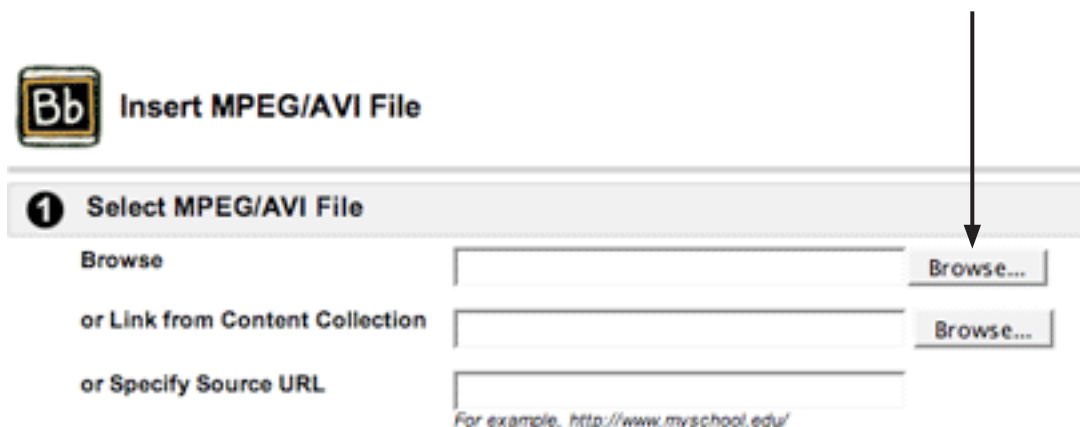
Select this option to have your video file appear and play in the content window in your course.

1. Click the **Add MPEG/AVI Content** icon.



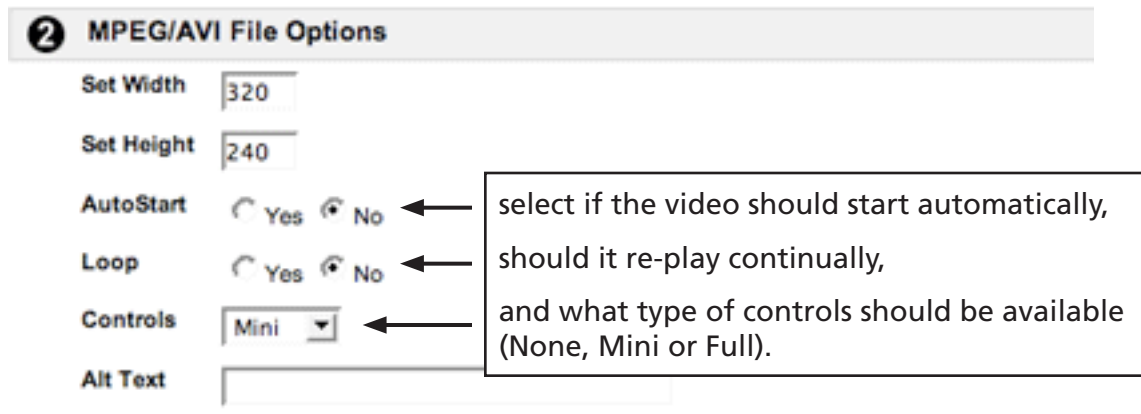
A pop-up window will appear titled "Insert MPEG/AVI File."

2. Under section 1, "Select MPEG/AVI File," click the **Browse...** button next to "Browse."



Inserting Video and Media with the Text Box Editor (continued)

3. In the "File Upload" window, locate and select the video file from your computer, and click **Open**.
4. Under section 2, "MPEG/AVI File Options,"



2 MPEG/AVI File Options

Set Width

Set Height

AutoStart Yes No

Loop Yes No

Controls

Alt Text

select if the video should start automatically,
should it re-play continually,
and what type of controls should be available
(None, Mini or Full).

5. Click **Submit** in the "Insert MPEG/AVI Content" pop-up to insert your video file.

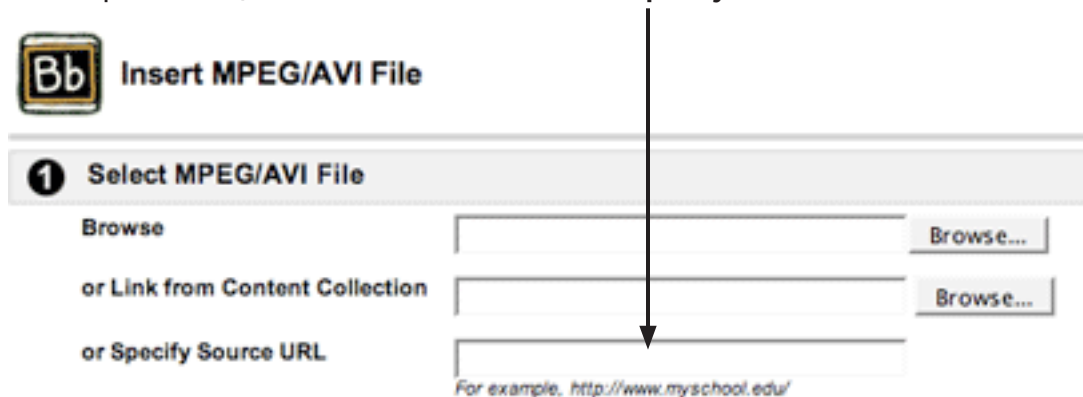
LINKING TO A VIDEO ONLINE

If a video already exists online, you can link to the video using its web address.

1. Click the **Add MPEG/AVI Content** icon. 

A pop-up window will appear titled "Insert MPEG/AVI File."

2. Under section 1, "Select MPEG/AVI File," enter in the complete web address (including the `http://www...`) of the video file next to **or Specify Source URL**.



Bb Insert MPEG/AVI File

1 Select MPEG/AVI File

Browse

or Link from Content Collection

or Specify Source URL

For example, `http://www.myschool.edu/`

Inserting Video and Media with the Text Box Editor (continued)

3. Under section 2, "MPEG/AVI File Options,"

2 MPEG/AVI File Options

Set Width

Set Height

AutoStart Yes No

Loop Yes No

Controls

Alt Text

select if the video should start automatically,
should it re-play continually,
and what type of controls should be available
(None, Mini or Full)

5. Click **Submit** in the "Insert MPEG/AVI Content" pop-up to add the link to the video file.

EMBEDDING A VIDEO IN YOUR COURSE CONTENT AREA

Using the visual text box editor, you can embed a link to the video to appear directly in your course, for example a video from YouTube can play in your course content window.

From: **leelefever** [Subscribe](#)

Added: April 21, 2008 [\(more info\)](#) [Title](#)

<http://commoncraft.com/show> A 3 minute explanation of podcasting.

URL

Embed

1. In the video web page on YouTube, locate the **Embed** link to the right side of the video.

2. Copy the text provided.

3. Go back to the "Add Item" page in your course, and in the visual text box editor, click the **Toggle HTML Source Code** icon located in the middle toolbar on the right side.

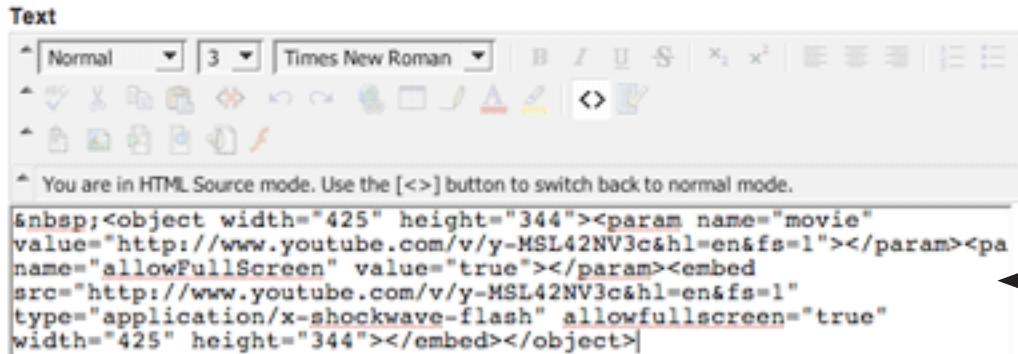


This will change the text box editor to show the "HTML code view" normally hidden behind the "Smart Text view".

Inserting Video and Media with the Text Box Editor (continued)

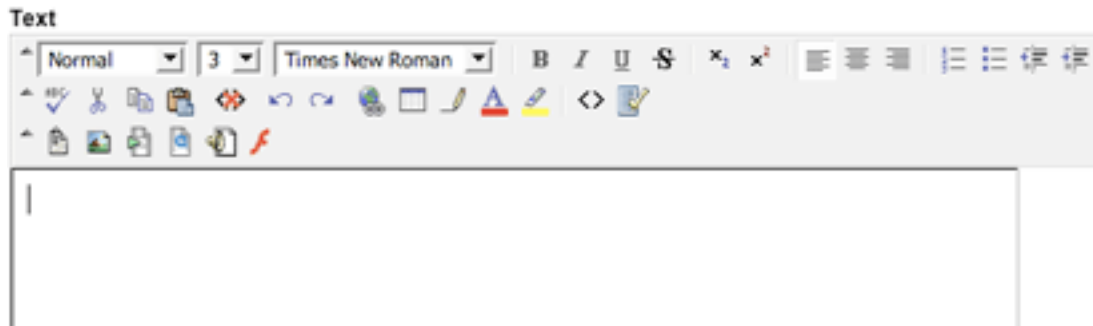
4. Paste the text copied from the video page on YouTube into the text box window.

Text



```
&nbsp;<object width="425" height="344"><param name="movie"
value="http://www.youtube.com/v/y-MSL42NV3c&hl=en&fs=1"></param><pa
name="allowFullScreen" value="true"></param><embed
src="http://www.youtube.com/v/y-MSL42NV3c&hl=en&fs=1"
type="application/x-shockwave-flash" allowfullscreen="true"
width="425" height="344"></embed></object>
```

5. Click the **Toggle HTML Source Code** icon again. The text pasted in will disappear from view, but the information has been added in the HTML view.



6. Click **Submit** at the bottom of the screen.

The YouTube video will appear in the content area of the course.



Inserting Video and Media with the Text Box Editor (continued)

REGARDING COPYRIGHT AND FAIR USE

When saving images or videos from the Internet to use in your course, it is important to remember to properly cite your sources.

Ludcke Library provides information on proper citation and fair use policies for faculty in the “my library” tab in myLesley under the **Citation Formats + Copyright** module. This also includes a link to the Lesley University Copyright and Fair Use Guidelines site.

If you have questions or would like guidance on how to legally use images in your course, please contact the Ludcke Library staff.