

SharePoint Instruction Guide

Instructions for Windows Media Files

CREATING A LIBRARY FOR YOUR VIDEOS

You first want to create a library to contain your videos. To do so:

1. Login to the website
2. Click on **Site Actions, View All Site Content**
3. Click on **Create**
4. Select Document Library as the type of library to create
5. Name your document library "Videos" or "CountyVideos"
6. When you upload videos (*.wmv files as these instructions provide) you want to upload them all here to keep them in one place!

NOTE: To get a shortcut of the location of the video, right click on the uploaded video and select "Copy Shortcut". This is the path you will use in the below instructions.

CREATING A PAGE AND EMBEDDING THE VIDEO

1. Create a web part page
2. Add a content editor web part
3. Modify the content editor web part
4. Click on **Source Editor**
5. Copy and place the following code in the source editor

```
<OBJECT ID="MediaPlayer" WIDTH="192" HEIGHT="190" CLASSID="CLSID:22D6F312-B0F6-11D0-94AB-0080C74C7E95"  
STANDBY="Loading Windows Media Player components..." TYPE="application/x-oleobject">  
<PARAM NAME="FileName" VALUE="videofilename.wmv">  
<PARAM name="autostart" VALUE="false">  
<PARAM name="ShowControls" VALUE="true">  
<param name="ShowStatusBar" value="false">  
<PARAM name="ShowDisplay" VALUE="false">  
<EMBED TYPE="application/x-mplayer2" SRC="videofilename.wmv" NAME="MediaPlayer"  
WIDTH="192" HEIGHT="190" ShowControls="1" ShowStatusBar="0" ShowDisplay="0"  
autostart="0"> </EMBED>  
</OBJECT>
```

6. Change the path of the video to reflect where you have the video in the library (this is where you past the path of the video.) It is a good practice to remove the full <http://www.pacounties.org> prior to saving. This ensures you are using a relative path in the event the county gets a new URL.
7. There are more options on this video code located at: <http://www.mediacollege.com/video/format/windows-media/streaming/embed.html>