

## RTF 305 VIMEO PROCEDURE

### ABOUT

RTF 305 videos exist within the RTF vimeo account, [vimeo.com/utrftf](https://vimeo.com/utrftf). In order to separate the films and the instructional videos, we do two things: password protect ALL 305 lectures, and add them to the RTF 305 album. The album can be linked to, as well as each video within it.

### ACCESSING THE VIDEOS

RTF 305 ALBUM:

<https://vimeo.com/album/1726191>

### ADDING NEW VIDEOS

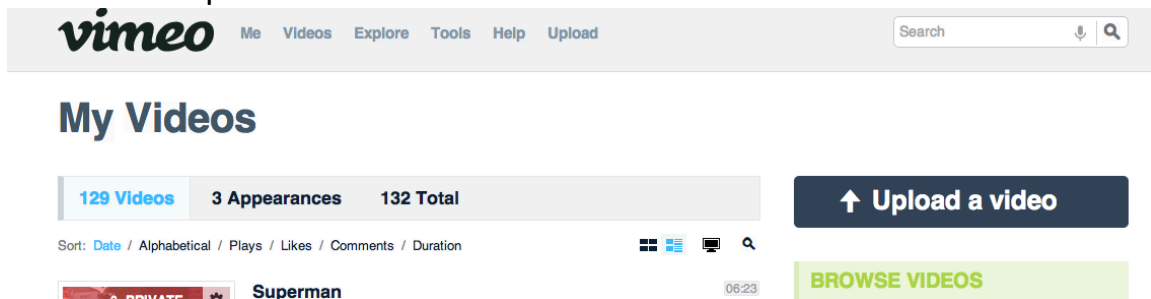
#### STEP 1: UPLOAD

- Click the Videos tab, and then navigate to “My Videos”, below the Vimeo logo.



The screenshot shows the Vimeo homepage. The navigation bar includes the Vimeo logo, 'Me', 'Videos' (highlighted), 'Explore', 'Tools', 'Help', and 'Upload'. A search bar is on the right. Below the navigation bar are links to 'My Videos', 'My Likes', 'My Portfolios', 'My Channels', 'My Groups', 'My Albums', and 'Watch Later'. The main content area features a profile card for 'UT-Austin Radio-Television-Film', which is a PRO account joined 2 years ago in Austin, Texas. The card includes a description of the department's offerings and a 'Settings' button.

- Click Upload Video button



The screenshot shows the 'My Videos' page on Vimeo. The navigation bar is the same as the previous screenshot. Below the navigation bar, the 'My Videos' title is followed by statistics: '129 Videos', '3 Appearances', and '132 Total'. A large 'Upload a video' button is on the right. Below the statistics, there is a sort menu with options: 'Date', 'Alphabetical', 'Plays', 'Likes', 'Comments', and 'Duration'. A video thumbnail for 'Superman' is visible, with a '06:23' duration indicator. A 'BROWSE VIDEOS' button is on the right.

- Follow instructions. When video is finished, click “Go to Video”

## Upload Your Video

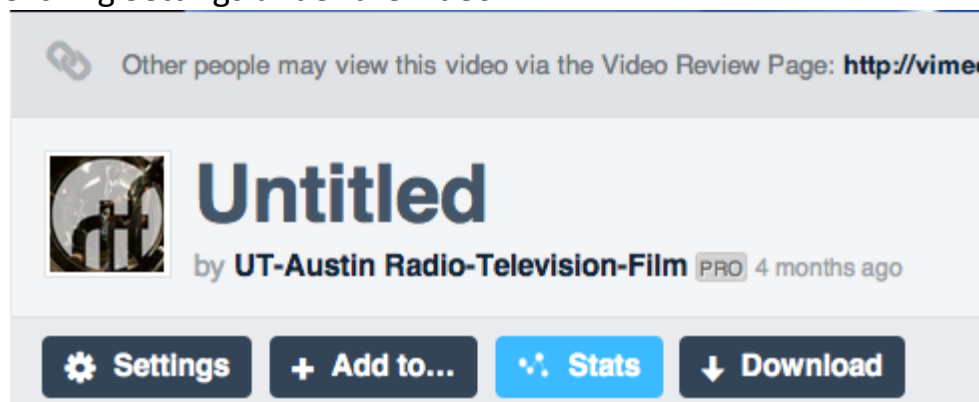
Want to automatically share your videos with the world? Vimeo makes it easy to automatically share your videos on Facebook, Twitter, Tumblr, and more. [Click here to setup automatic sharing.](#) (Hide this)

✓ DONE! GO TO VIDEO

Hmi.mp4 / 2.21MB of 2.21MB (9.93KB/s) / 00:00 Remaining

### STEP 2: PASSWORD PROTECT

- DO THIS BY:
  - Clicking Settings under the video



- Clicking the PRIVACY tab
- Add a password (use "305" as the password unless the video is copyrighted)
- Fill out settings as shown on next page. (So people can't comment, etc.)
- **SAVE CHANGES!**

# Video Settings / Privacy

Basic

**Privacy**

Add To

Embed

Video File

Advanced

## Privacy Settings

 **Only people with a password can see this video**

### Who can watch this video?

- ☐ Anyone – Allow anyone to see this video
- ☐ Only me – Make this video visible to me and no one else
- ☐ Only people I follow – Make my videos visible only to people I follow on Vimeo
- ☐ Only people I choose – I'll select people with whom I want to share this video
- ☒ Only people with a password – Protect this video with a password

- ☐ Hide this video from Vimeo.com – I want to post this video on the web but don't want it to be available on Vimeo.com. (This will hide your video on Vimeo.com and remove it from public Albums, Channels, and Groups.)

### Enable video review page?

- ☒ Yes, enable video review page. ([Link](#))

### Where can this video be embedded?

- ☐ Anywhere – Enable people to embed this video on any site
- ☒ Nowhere – Do not allow anyone to embed this video
- ☐ Only on sites I choose – I'll specify sites on which people can embed this video

### Who can comment on this video?

- ☐ Anyone – Allow anyone to leave comments on this video
- ☒ No one – Do not allow anyone to comment on this video
- ☐ Only people I follow – I want only people I follow to be able to leave comments

### What can people do with this video?

- ☐ Download the video – Allow anyone to download this video
- ☒ Add to their collections – Allow anyone to add this video to Albums, Channels, or Groups

**Save Changes**

**Return to Video**

## MAINTAINING VIDEOS

### COPYRIGHTED VIDEOS:

- These three videos need a password change every six months to comply with their licensing agreement:
  - Killing Us Softly 4 <http://vimeo.com/28524897>
  - Tough Guise <http://vimeo.com/28525159>
  - Stuart Hall Representation <http://vimeo.com/28525435>
- Their current password is **fall305**, and will be good until the spring semester

### REMOVING VIDEOS/ARCHIVING

In the event that you want to replace videos, or remove videos from the main album, you can archive or delete.

#### TO ARCHIVE:

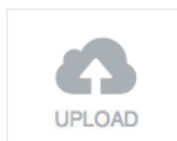
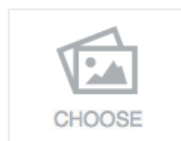
- Go to a video's Settings
- Click the "ADD TO" tab.
  - Uncheck 'RTF 305' and Check 'RTF 305 ARCHIVE'

#### TO DELETE

- Go to a video's Settings
- Click the "BASIC" tab.
  - Scroll down and click the red link "delete this video."

### Thumbnails

Pick a still frame to represent your video when it's not playing. You can select one of the thumbnails below, choose any frame from your video, or upload your own thumbnail (JPG/GIF/PNG only).



### Video Status

This video's privacy is currently set to **Only people with a password**. Do you want to change the privacy settings or [delete this video?](#)

Save Changes

Return to Video