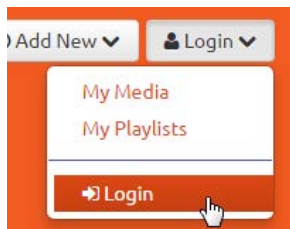


Kaltura MediaSpace Guide

Kaltura MediaSpace is an online media hosting/streaming service similar to YouTube. You can use MediaSpace to upload, edit, and share your media with other users.

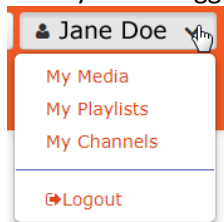
Logging In

Go to <http://stream.langara.ca> and click on **Login** at the top right corner of the screen. From the user menu, click **Login**.



Log in using your **Computer User ID** and password (e.g. jsmith99).

Once you are logged in, the user menu will look like this:



The User Interface

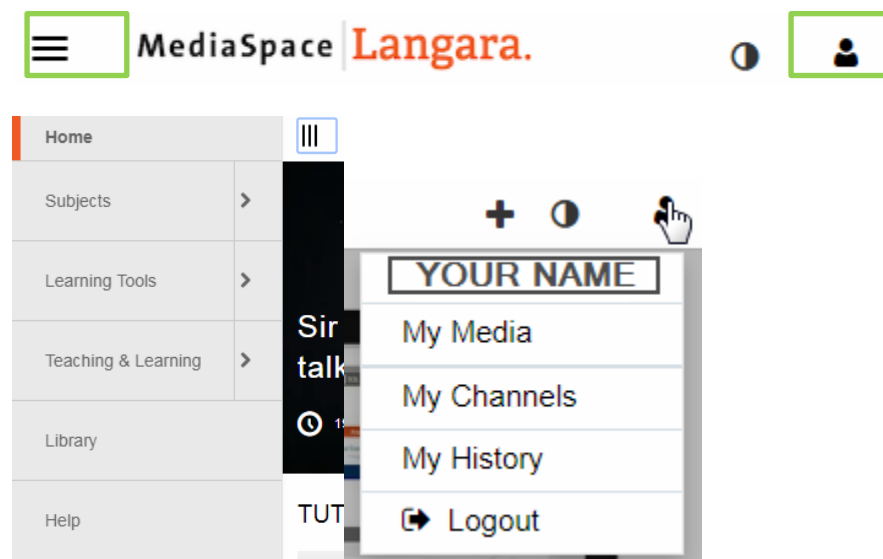
The MediaSpace website is a responsive interface, which means that it will appear differently depending on the size of your screen. In fullscreen, desktop mode, you will see the navigation menu displayed horizontally on the left, with the search box and the user menu at the top right.

MediaSpace | Langara.

SEARCH LOGIN

Home Subjects Learning Tools Teaching & Learning Library Help

On a smaller or mobile screen, the navigation menu and search box are collapsed into the top left corner and are accessible by clicking on the “hamburger” menu. Your user menu will still appear at the top right.



The User Menu

The **User Menu** is where you will find most items relating to both media you own, and media that has been shared with you. When you are logged in, the User Menu consists of:

- **My Media** – Your home on MediaSpace; media you own, and media that has been shared with you, will appear on this page (My Media is the part of MediaSpace you can access in Brightspace)
- **My Playlists** – Your playlists, and controls for creating new playlists
- **My Channels** – Students cannot create Channels, but if your instructor has shared a Channel with you, it will appear here

My Media in Brightspace

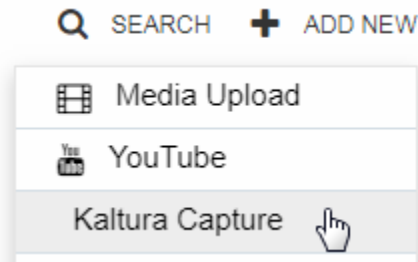
You can access your **My Media** from within Brightspace by going into a course and selecting **My Tools > My Media**. The My Media interface in Brightspace is nearly identical to that on the MediaSpace website, with a few exceptions:

- The User Menu does not appear inside Brightspace
- YouTube is not an Add Media option in Brightspace
- The Downloads and Collaboration sections of Edit are not available in Brightspace

To upload video to MediaSpace in Brightspace, see [Uploading Media](#). To insert media into your Brightspace course, see [Sharing Media in Brightspace](#).

Uploading Media

Log in to MediaSpace and click on Add New. From the menu, select your preferred method of adding media.

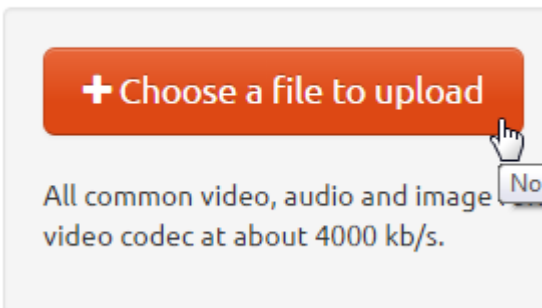


Option A: Media Upload

Media Upload is used to upload a video or audio file from your hard drive to MediaSpace. Click on the **Add New** button and select **Media Upload**.

On the **Upload Media** screen, click the “**Choose a file to upload**” button.

Upload Media



Locate the file on your computer.

Note: There is a 2GB size limit on media files. Anything larger than 2GB will not upload correctly.

Once you have added the file, you will see a progress bar indicating the progress of your upload. Once it's finished, you will see the words “**Upload completed!**” and several additional fields will appear below.

Upload Media

IMG_20160619_173325.jpg

100% of 1337Kb

Upload Completed! Complete the required information for the uploaded media below.

You should always fill out as much information about your video as you can, but make sure to include a **Name** and any tags that might help you find the video later (like the class name and number – e.g. ENGL1117 – the semester in which you uploaded the video, or a description of the subject matter).

Please fill out these details:

Name:
(Required)

Description: Black ▾ **Bold** *Italic* Underline ☰ ☷ ☰ ☷ 🔗 🖼️

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or change process needs to complete successfully for the "Published" option to be enabled.

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to individuals according to entitlements on published destinations

Click **Save**.

Media successfully set to Private

- **Private** - Media page will be visible to the content owner only.
- **Unlisted** - Media page will be visible to anyone with a link to the page.
- **Published** - Media page will be visible to individuals according to entitlements on published destinations

Note: New uploads are set to **Private** by default. Once you have saved your media, you will be given the option to keep it Private, or to set it to **Unlisted** or **Published**, or add it to one or more **Channels**. For more information on sharing and publishing videos, [click here](#).

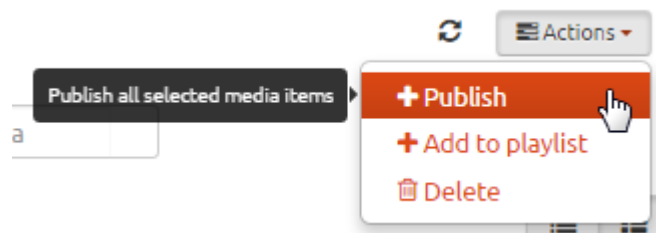
Make any desired changes, and then click **Save** again.

Option B: Kaltura Capture Desktop Recorder

Kaltura Capture is a downloadable desktop application that offers screen capture, voice recording, and webcam recording, and uploads your videos directly into your My Media library.

[Click here for information on using this application.](#)

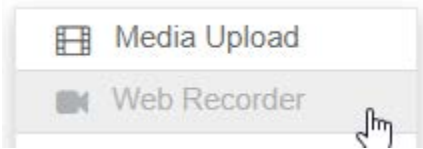
Note: New uploads are set to **Private** by default. To set publication status on your Kaltura Capture videos, you will need to select the media in My Media, and select **Publish** from the **Actions** menu.



For more information on publishing videos, [click here](#).

Option C: Web Recorder

The **Web Recorder** is a browser-based recorder that captures video from your webcam only. To use it, go to Add New > Web Recorder, and grant permission to use your webcam and microphone if your browser requests it.



Then just click the red circle to start the recording. Click the square to stop the recording.

Once you're done recording, you can preview the video, then choose either **Record Again**, **Download a Copy** of the video to your hard drive, or click the **Use This** button to save the video to your My Media library.

If you click **Use This**, you will be asked to give the video a Name, a Description, and Tags and Usage rights, if desired, before publishing or saving the video.

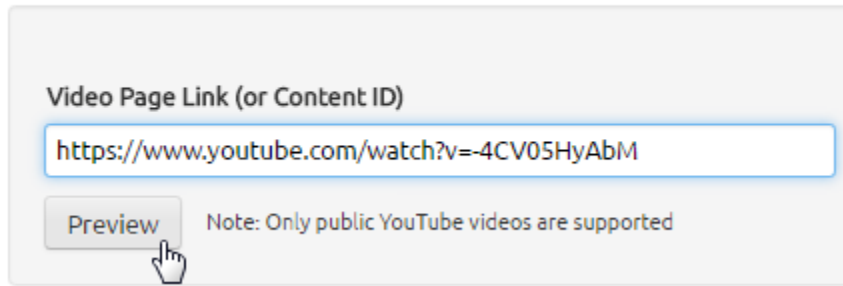
Note: The Web Recorder is not compatible with Safari or Microsoft Edge.

Option D: Add videos from YouTube

Click on **Add New** and select YouTube.

MediaSpace allows users to index public YouTube entries in MediaSpace. Media can then be published to channels, added to playlists, or otherwise shared with other users.

YouTube

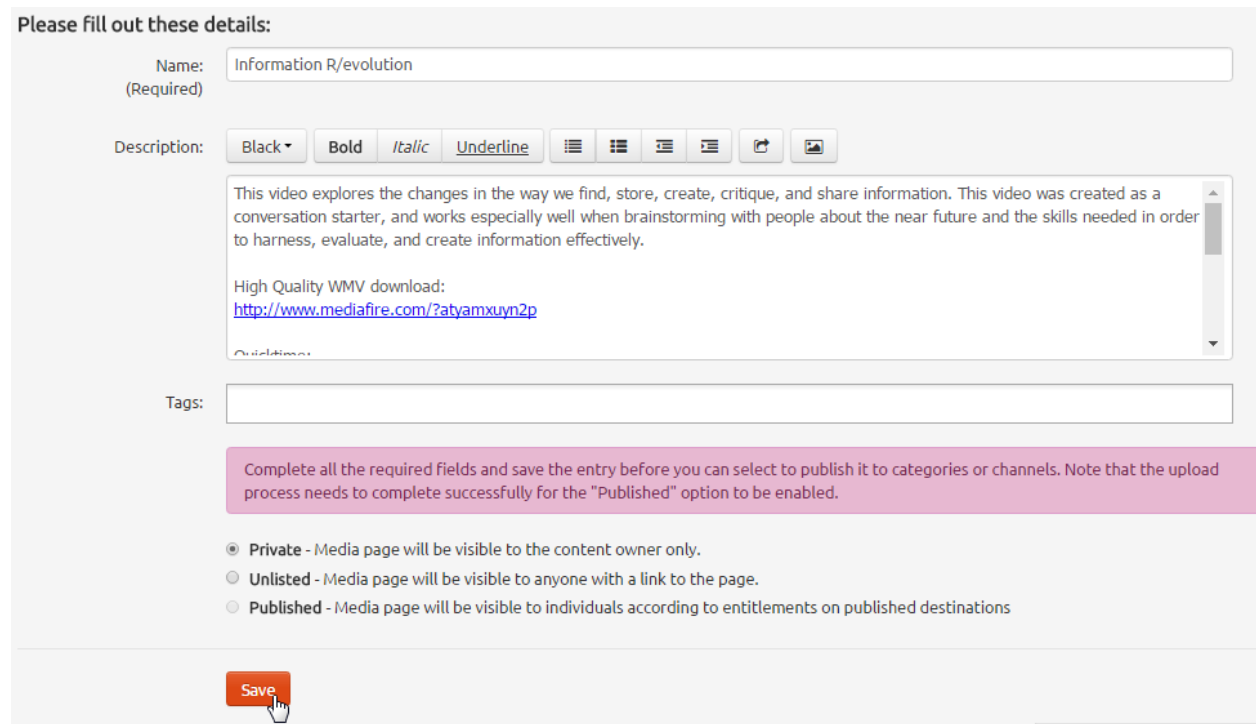


Video Page Link (or Content ID)

Note: Only public YouTube videos are supported

In the **Video Page Link** field, simply type or copy-and-paste the URL of a YouTube video (**Note:** the YouTube import tool only supports public YouTube videos). Click **Preview**.

Play the YouTube video to verify your choice. Then fill out the details in the fields that appear below. By default, the Name and Description fields will auto-fill with the information from the original YouTube video.



Please fill out these details:

Name: (Required)

Description:

Tags:

Private - Media page will be visible to the content owner only.

Unlisted - Media page will be visible to anyone with a link to the page.

Published - Media page will be visible to individuals according to entitlements on published destinations

Make any changes you wish to make, set the publication status of the video, and click **Save**.

Downloading Media

You can grant permission for other users to download the media you upload to MediaSpace.

Note: This feature is not available in Brightspace.

1. Navigate to the media item you want to edit
2. Click on **Downloads**
3. From the **Available Formats** list, tick the box(es) next to each format you want to make available to other users, e.g. "Original" or "720p"
4. Click **Save**; the Downloads link will now appear for other users accessing your video

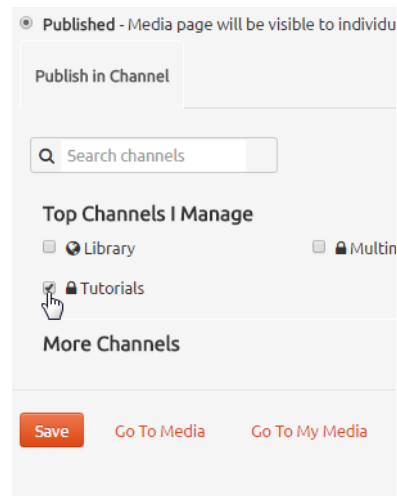
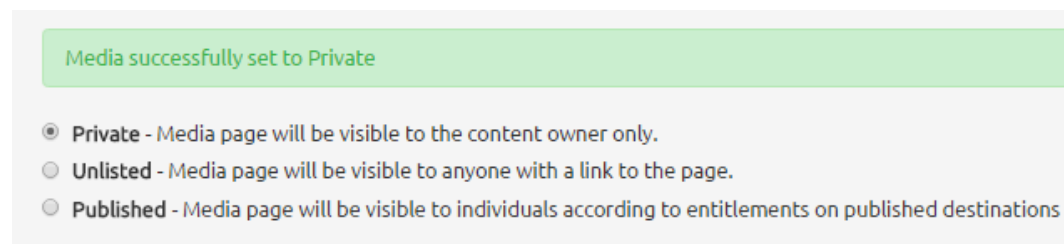
Sharing Media

Publishing Media

New uploads are set to **Private** by default. Once you have saved your media, you will be given the option to keep it **Private**, or to set it to **Unlisted** (which are not searchable, but can be shared with other users by giving them the URL) or **Published** (which can be made available to other users via Channels or playlists.)

Note: If you plan to embed the media on iWeb, CourseWeb, or another site, by using the Share button and copy-pasting embed code, it is not necessary to set media to Published. The embed code method overrides all other privilege settings.

If you wish to add the media to a channel, click on **Published** and choose the channel from the list that appears below.



Make any desired changes, and then click **Save** again.

You can now click **Go To Media** to view the media, or **Go To My Media** to see the media listed with your other files.

Sharing Media in Brightspace by D2I

Adding media to a Brightspace course using My Media is a **2-step process**. First, upload the video to your My Media (**My Tools > My Media**). For instructions, see [Uploading Media](#). Then read the instructions below to learn how to insert the video in your course.

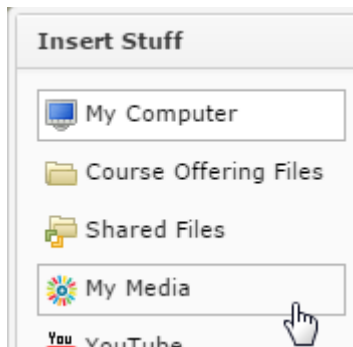
In Brightspace, you can insert Kaltura videos anywhere you find the **HTML Editor**.

In the HTML Editor, click the **Insert Stuff** button. The **Insert Stuff** window will appear.

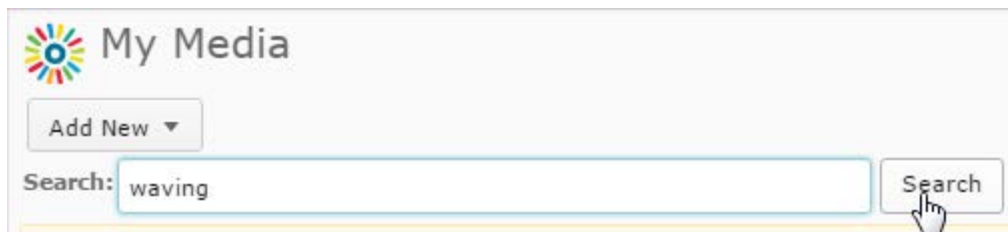


NOTE: If you attempt to embed a media item immediately after uploading, it may still be processing and therefore will not be found when you search for it. Allow for processing time before attempting to insert media files in your course, especially if you have uploaded a large file.

In the **Insert Stuff** window, select **My Media** as the source.

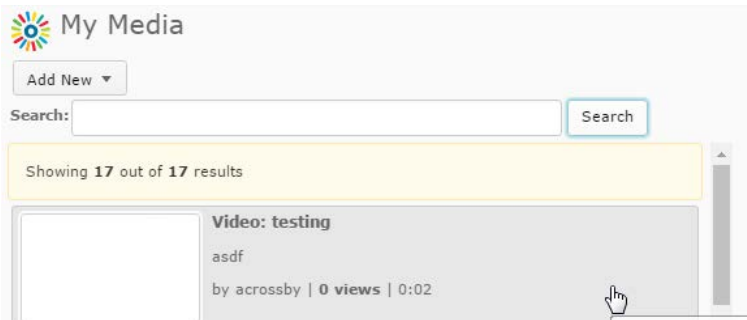


To find videos you have uploaded to Kaltura, you **must** perform a search.



NOTE: Click Search without entering anything in the search field to bring up *all of* your Kaltura videos.

Once you have found the video you want, click to select it.

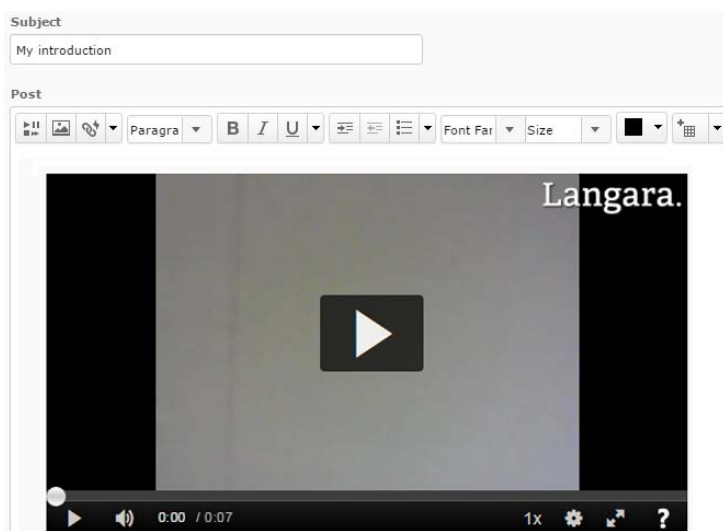


Click **Next**.

Next you will see a preview of the video as it will appear in your course. You can play the video to ensure it's working correctly.

When you're done, click **Insert** to insert the video into your course.

The **Insert Stuff** window will close, and you will be able to see the embedded video inside the HTML Editor.



Make any further edits you wish to make to the content item (adding text, etc.), and then save and close.

The video will now appear in your course.

NOTE: Kaltura videos and Assignment folders

If you are inserting a video into an Assignment folder, first upload the media using **My Tools > My Media**, and then embed the video in the HTML Editor of the Assignment folder using the Insert Stuff button. Do not attempt to use "Add a File" to upload your Kaltura video.

Media Links and Embed Code

Note: The Share button will only appear if you are logged in to MediaSpace.

Sharing Unlisted Media/Sharing a Link to Media

Unlisted media can only be viewed by people with the direct URL. To acquire the URL:

1. Browse to the media you want to share
2. Click the **Share** button under the video
3. Click **Link to Media Page**
4. Copy the link to your clipboard

Grabbing Embed Code

Embed code can be used on other websites, like CourseWeb, to embed videos. To acquire the embed code:

1. Browse to the media you want to share
2. Click **Embed**
3. Choose the player size you want
4. Choose the Start/Stop time, if you want the embed to use a different start/stop time than the length of the full video
5. Click the **Responsive Video** toggle to make sure your video will be viewable on all screen sizes
6. Copy the embed code to your clipboard
7. Paste into the appropriate area of the other website

Note: Sharing with these methods will override any privacy settings on the video; e.g. a Private video will still be viewable.

Using Collaboration Settings

MediaSpace allows you to assign new owners to your media, as well as granting editing and publishing rights to other users.

Note: Collaboration settings are not available in Brightspace.

Changing Media Ownership

Note: Changing the media owner will remove the item from your My Media and remove all of your rights to the item.

1. Browse to the media you want to edit
2. Click **Collaboration**
3. Click the **Change Media Owner** button
4. Start typing the username of the new owner in the “Enter user name” field, and select it once it appears below
5. Click **Save**

Granting Editing and Publishing Rights to Other Users

You can grant editing and publishing rights to other users. A **Co-Editor** may make changes to the original media item and its settings. A **Co-Publisher** gains the ability to Share the file and publish it elsewhere, but cannot edit the file itself.

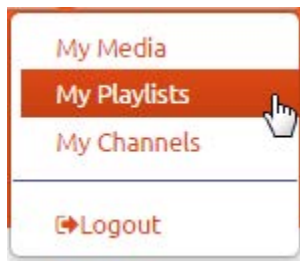
1. Browse to the media you want to edit
2. Click **Collaboration**
3. Click the **+Add Collaborator** button
4. Start typing the username of the new owner in the “Enter user name” field, and select it once it
5. Select permission level: **Co-Editor, Co-Publisher**, or both
6. Click **Save**

Adding Media to a Channel

Channels are user-curated media collections. Most require membership in order to view or participate. If your instructor has given you access to a Channel, follow these steps to add your media:

1. Select **My Channels** from the User drop-down menu
2. Change the **View** filter menu from **Channels I Manage** to **Channels I am a member of**
3. Click on the Channel to which you would like to add content
4. Click on the **Add to Channel** button
5. If the media you want to add has not yet been published, click Filters and select All Statuses
6. Check the box to the left of the item you want to add
7. Click **Publish**

Playlists



Playlists are personal collections of media items; you are the only one who can add and remove items from a playlist. Playlists can be shared with other users or embedded outside of MediaSpace, and can be accessed from **User Menu > My Playlists**.

Creating a Playlist

1. Browse to the media that you would like to add to a playlist.
2. Click on **Actions** and select “Add to playlist”
3. In the **Create a new playlist** field, enter a name for your playlist and click the **Create** button
4. The new playlist name will appear in the **Select Playlists** list below; make sure its box is ticked, and click **Save**

Adding Media to a Playlist

1. Browse to the media that you would like to add to a playlist.
2. Click on **Actions** and select “Add to playlist”
3. Tick the playlist’s box in the **Select Playlists** list below, and click **Save**

Removing Media from a Playlist

1. Navigate to **user menu > My Playlists**
2. Click on the playlist
3. Click the red “X” next to the media you want to remove
4. In the **Delete Confirmation** window, click **Delete**

Managing a Playlist

After you’ve created the playlist, you can preview it, reorder media in the playlist, and copy the playlist’s embed code.

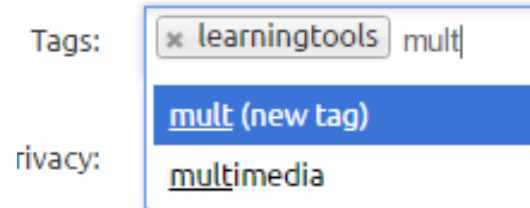
1. From the user menu, select **My Playlists**

2. Click on the playlist

3. For the selected playlist, you can
 - a. Delete the playlist – click the **Delete Playlist** button
 - b. Reorder media in a playlist – click and drag from the left edge of playlist items
 - c. Remove videos from the playlist – see “Removing Media from a Playlist”
 - d. Copy the playlist’s embed code to place it on a website – click **Embed** and copy the code to your clipboard

Tags

Tags are used across all levels of organization. Tags can be used on an individual basis, for your own private collections, or standardized across public or shared collections, e.g. “Library” might be applied to all videos posted by Langara Library.



All tags on published videos are added to MediaSpace’s tag collection, which means that they will appear as suggested tags on all new videos, allowing users to cross-reference public videos without using Channels.

Managing Media

Trimming a Video

You can trim out parts of any video using the Editor. The Trimming tool allows you to edit your videos by setting new start and end times for your media.

Note: Trimming changes the original file, and the change cannot be reversed.

1. In **My Media**, click on the entry you want to trim.
2. Click the **Actions** menu and click **Launch Editor**.
3. Click and drag the yellow handles on the timeline (bottom of screen) to move the markers to new start and/or end times.
4. Click **Save**. The newly-trimmed video will appear in your **My Media**.

Creating a Video Clip

In MediaSpace, you can create clips from existing videos; each clip becomes its own new media entry.

The clipping tool enables you to edit your videos by setting the start time and end time of your clip.

1. In **My Media**, click on the entry you want to trim.
2. Click the **Actions** menu and click **Launch Editor**.
3. Click and drag the yellow handles on the timeline (bottom of screen) to move the markers to new start and/or end times.
4. Click **Save a Copy**. The new clip will appear in your **My Media**.

Managing Chapters and Slides

Chapters are like bookmarks, which can be used to navigate through a video. You can use chapters to mark the beginning of a new topic, highlight important segments, or help navigate through a longer video. You can add, edit and delete chapters and slides in the **Timeline** tab under **Edit** in your **My Media**.

A **Slide** is a visual element synchronized to the main media. Slides can be viewed inside the player, simultaneously with the media.

After **Chapters** and **Slides** are created, the player will display the Navigation Panel: a list of chapters and slides available alongside the main video content.

Adding or Editing a Chapter

1. Go to your **My Media** page and click **Edit** near the entry you want to edit.
2. Select the **Timeline** tab. Here you can view all the chapters and slides in the video.

Create chapters for the video, and upload slides to play along with video.



3. Place the cursor on the timeline and click the **Create Chapter** icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.

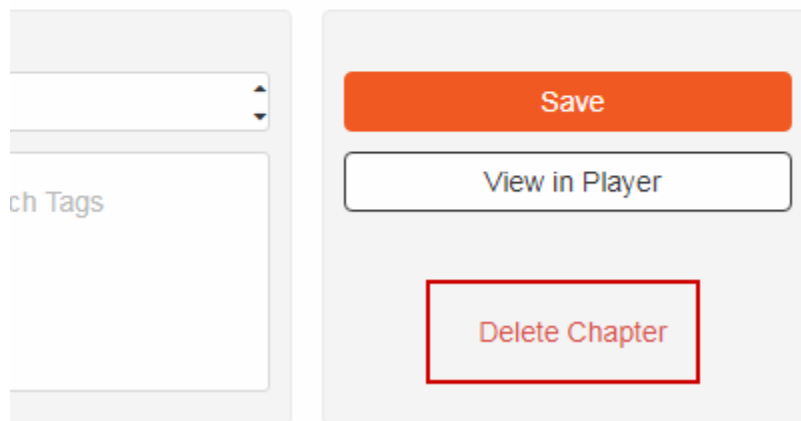


After you create a chapter, you can:

- add or modify the **Chapter Title**
 - add or modify the **Chapter Description** (optional)
 - add **Search Tags** (optional, but recommended)
4. Click **View in Player** to see your changes.

Deleting a Chapter

1. Go to your **My Media** page and click Edit near the entry you want to edit.
2. Select the **Timeline** tab. Here, you can view all the chapters and slides in the video.
3. Click on the cue point of the chapter you want to delete from the video.



4. Click **Delete Chapter**.
5. A confirmation box will appear: click **Delete** to confirm.

Adding or Editing a Slide

1. In My Media, click **Edit** next to the entry you want to edit.
2. Select the **Timeline** tab. Here, you can view all the chapters and slides in the video.
3. Click to place the cursor on the timeline and click the **Create a new slide** button to add a slide, or click on the cue point for the slide you want to edit to view its properties.



4. After you select or upload a slide, you can:
 - add or modify the slide image
 - add or modify the slide title
 - add or modify the slide description (optional)
 - add search tags (optional)
5. Click **View in Player** to see your changes.

Deleting a Slide

1. In **My Media**, click Edit next to the entry you want to edit.
2. Select the Timeline tab.
3. Click on the cue point of the slide you want to delete.
4. Click **Delete Slide**.
5. A confirmation box will appear. Click **Delete** to confirm.

Hotspots

You can use the Hotspots tool to add clickable areas to your videos. These hotspots can lead to other videos, forms, other websites, load files, link to citations, an earlier or later point in the video, or simply be a bit of text that appears over the video.



1. In **My Media**, click on the entry you want to trim.
2. Click the **Actions** menu and click **Launch Editor**.
3. Click the Hotspots icon on the lefthand side (the third icon from the top).
4. Use the Hotspot tools to choose:
 - a. Where in the timeline you want your hotspot to appear
 - b. Where on the video you want your hotspot to appear (click and drag)
 - c. Add text or a link (optional)
 - d. Adjust the shape, colour, transparency, and font of your hotspot

For more information, [click here](#).

Replacing Media

In Kaltura, you can replace media and retain the entry's data, URL and other settings. The time-based metadata (like chapters and slides) will remain, though after replacement it will probably be out of sync and will need to be adjusted.

1. In **My Media**, click **Edit** next to the entry you want to replace.
2. In **Edit Media**, select the **Replace Video** tab.

3. Select **Upload from Desktop**. Locate the file on your hard drive and select it.
4. After the upload is complete, click either **Approve**, to replace the video, or **Cancel Replacement** to cancel.

Deleting Media

1. Locate the video in My Media and click on **Edit**.
2. Click **Delete Media** to delete the entry.

Captions in Kaltura

The Kaltura platform offers the option of adding captions to any video you upload. Adding captions to videos makes them more accessible to various groups, including deaf/hard-of-hearing people and people for whom English is a second language.

Adding captions to Kaltura videos is a **2-step process**.

Step 1: Create Caption File(s)

First, you must create the caption file. Kaltura is compatible with SRT and DXFP formats.

There are several ways of creating caption files.

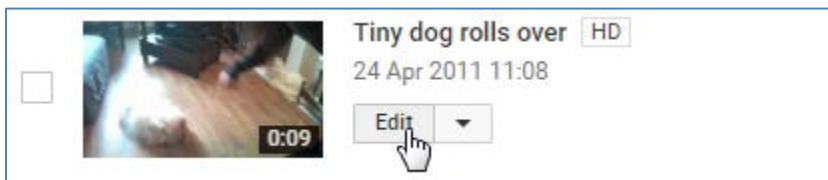
- You can create the file manually (<http://www.makeuseof.com/tag/subtitles-text-editor-aegisub/>) and attach it to the video
- Some tools allow you to upload an existing transcript of the dialogue in the video and create the captions from that
- Still other tools (like YouTube or Camtasia) allow you to upload a video and then use audio-to-text transcription to create captions that you then edit for accuracy

At present, MediaSpace has no built-in tool for creating captions, so some other options are listed below.

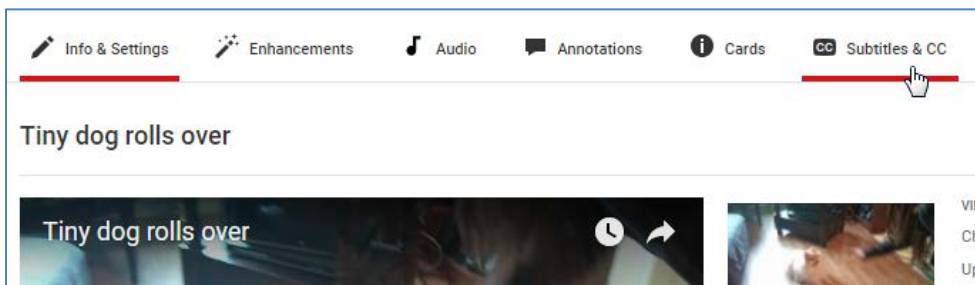
Create a .srt file using YouTube's Auto-Captioning

You will need a YouTube account to use the YouTube captioning tool.

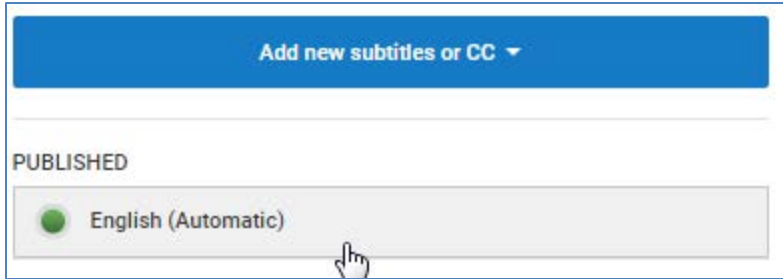
1. Upload the video to YouTube (we recommend uploading it as Unlisted).
2. Once the video has been uploaded, find it in the Video Manager and select the video's Edit button.



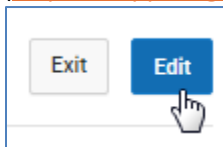
3. Select "Subtitles and CC."



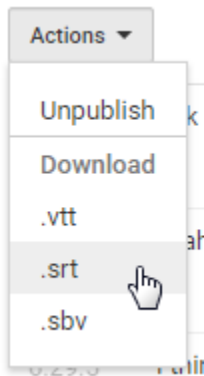
4. You may see a pop-up asking you to **Set video language**. Select the language most often spoken in the video and click **Set language**. YouTube will attempt to automatically caption the video, but this does not always work. Select the **English (Automatic)** option to start the process.



5. Click on **Edit** above the Captions. Read through the entire set of captions to fix incorrect captions, wrong words, unneeded captions, spelling mistakes, and to adjust timings. Refer to YouTube's official "Add subtitles & closed captions" support page for more details (<https://support.google.com/youtube/answer/2734796?hl=en>).



6. Once your captions are correct, open the **Actions** menu and select **.srt**. The caption file will download to your computer.



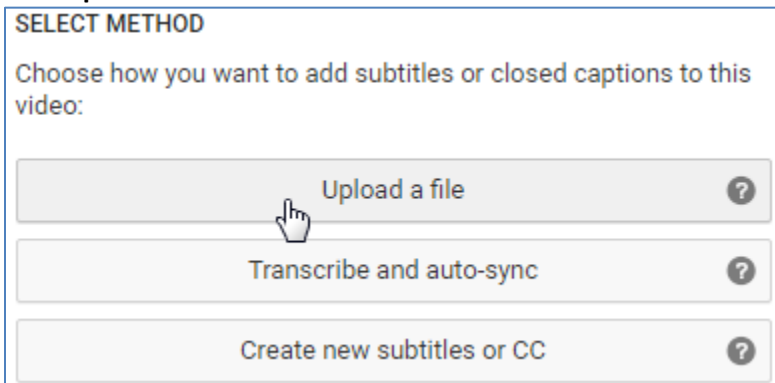
Create a .srt File in YouTube using a Transcript

This method allows you to bypass YouTube's auto-captioning tools and manually upload a written transcript that you previously created. This file should be in plain text format (.txt). This file type can be created in programs like Notepad or TextEdit.

1. In the **Subtitles and CC** area of the Video Manager, select **Add new subtitles or CC**. Select English (or the language that will be used).



2. Click **Upload a file**.



3. Click **Transcript**. Click **Choose File** and locate the transcript file on your computer. Click **Upload**.
4. Once the file has uploaded, click **Set Timing**.
5. YouTube will begin processing the uploaded transcript and attempt to sync it to the video. When processing is done, open the captions, check that the transcript has synced correctly, and make any necessary adjustments.
6. Download the completed caption file as above.

Step 2: Add Caption File(s) to Video

In Kaltura, you can add multiple caption files to a video from the **Edit** view on any video available to you in My Media. You can add multiple caption files, and captions will be searchable along with Title and tags.

1. Click **Edit** next to the video you want to add captions to.
2. Click on the Captions tab.
3. Click **Upload caption file**.



4. Click **Browse** and locate the caption file on your computer.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector (usually the language of the captions, e.g. "English"). This is what will appear in the Captions menu on the video player.
7. Click **Save** to upload the file.
8. Above the video, click on its title to leave Edit mode and view the media. The caption will now appear in the video's Captions menu.

Media Creation Resources

General Resources

- [Lynda.com](#) – All Langara students and staff have access to Lynda.com, which contains plenty of resources on video capture and editing. Log in with your Computer User ID and password.
 - [iMovie on Lynda.com](#)
 - [Windows Movie Maker/Windows Live Movie Maker](#)
 - [General video editing](#)
- [The Basics of Video Editing](#) – Lifehacker article by Adam Dachis
- [Vimeo Video School](#) – Created by the Vimeo staff for “beginners of all backgrounds”

Capturing Media

Your methods for capturing video may vary, but the three most common methods are via **webcam**, **smartphone**, and **dedicated camera** (a handheld camcorder or digital camera). Most of these devices will either have a single interface (like the camera) or a preloaded (native) application for capturing video.

Webcam

Webcam video is often most easily captured in the same programs you will use for editing (iMovie, Windows Movie Maker/Windows Live Movie Maker), while the others will require you to import the captured video files into another program for editing.

- The **Web Recorder** is a browser-based webcam recorder built into Kaltura MediaSpace. [Click here](#) to learn more.
- [Capturing webcam video with Windows Movie Maker/Windows Live Movie Maker](#)

NOTE: In Windows 7 and later, Windows Movie Maker is called Windows **Live**Movie Maker. In Windows Live Movie Maker, “Capture from video device” has been renamed “Windows Live Video Acquire Wizard,” and cannot capture webcam video unless you are using Windows 7 or later. If you are running an earlier version of windows you will need to download an earlier version of WMM.

- [Capturing webcam video with iMovie](#)

Smartphone

A **Smartphone** will be the most easily-accessible capture device for most people.

- In **iOS**, the native video recording app is the Camera app. This has the virtue of a simple, easy-to-understand interface, but offers limited options for changing settings like resolution quality. These videos can be easily imported into iMovie.

TIP: It's good to remember that Apple-captured video files (iPhone, iPad) will be most easily edited on a Mac. PC-based editing programs like Windows Movie Maker may not accept Apple formats like MOV.

- **Android** devices will always come with some kind of pre-loaded video recording app (usually called Camera, as in iOS), but the interface will vary by device and the version of your operating system.

Dedicated Camera

If you're using a **dedicated camcorder or digital camera** to record your videos, you will need to first record the video and then import it into a desktop editing program.

Screen Capture

If you want to capture activity on your computer screen (e.g. Powerpoint slides with narration read into your microphone), there are several software options available:

- **Kaltura Capture**
Kaltura Capture is a downloadable desktop application that offers screen capture, voice recording, and webcam recording, and uploads your videos directly into your My Media library.
Instructions for Kaltura Capture available here: <https://iweb.langara.bc.ca/online-learner/how-to/kaltura/video-creation-resources/kaltura-captures-desktop-recorder/>
- **Free/open-source**
 - [Jing](#) (download/can store online)
 - [CamStudio](#) (download)
 - [Screencast-o-matic](#) (online/runs in browser)
- **Paid/Available Through Langara** (Most of these applications are available through your department or are installed in specific labs. Contact IT about availability.)
Note: many of the links below may lead to later versions than the ones installed on-campus. If these links don't answer your questions, try searching Google or Lynda.com for the version you are using.
 - [Adobe Captivate](#)
 - [Camtasia](#)

Editing functions are usually built into the screen-capture application; refer to the guides for each piece of software for instructions. For screen capture software that runs in your browser, you will need to save/export the finished video to your computer before uploading it to Kaltura.

TIP: Some screen-capture programs will default to Flash Video file formats that Kaltura cannot use, like SWF. Make sure to save in a MediaSpace-friendly file format like MP4 or AVI.

Editing Video

Mac OS X and Windows both have native (free) video capturing/editing applications, and there are [numerous free and paid basic editing apps](#) available for iOS and Android (though most have fairly limited features). There are also a number of free third-party and retail desktop applications available, such as [Avidemux](#) and [AVS Video Editor](#).

TIP: There is a 2GB size limit on media files. Anything larger than 2GB will not upload correctly.

Windows

In Windows, the native application is [Windows Movie Maker \(pre-Windows 7\)](#) or [Windows Live Movie Maker](#) (Windows 7).

- [Basic video editing in WMM](#)

TIP: If you're running Windows 7 or later, WMM will not have come pre-loaded with your operating system, and you will need to download it. If you do not already have WMM installed, see [this page](#) for information about how to get the correct version for your system.

Note: As of 2017, Microsoft is no longer supporting or offering downloads of Windows Movie Maker. If the above links no longer function, you may need to turn to another solution. See [Free Third-Party Video Editing Applications](#) for other options.

Mac OS X

Mac OS X machines will come free with [iMovie](#), a good basic video editor.

- [Basic video editing in iMovie](#)

Free Third-Party Video Editing Applications

There are numerous free third-party editing applications available. A few of the most popular are listed below, but there are many to choose from.

- [Avidemux](#) – **recommended**
- [Shotcut](#)
- [VideoPad](#) – **most closely resembles Windows Movie Maker**
- [Lightworks](#) – for slightly more advanced users: [check out the beginner's guide](#).
- [Some others](#)

Retail Video Editing Applications

If you want to go the more advanced route, there are [a number of more professional-level video editing suites](#) available for purchase. These are a few of the industry standards:

- [Adobe Premiere](#) (Windows, OS X)
- [Final Cut Pro](#) (OS X)
- [Sony Vegas](#) (Windows)

Advanced

By default, Kaltura converts and compresses any uploaded video into a variety of formats playable on a wide range of devices, so it's not necessary to fully understand all the details of video resolutions, codecs and formats. If, however, you are having trouble uploading files, it's a good idea to check and see whether your files conform to Kaltura's preferred formats and codecs. Most video editors will offer you options when saving/exporting/publishing a video file including resolution, codecs, and file size. If you want to know more, see the section below.

File Size and Resolution

- **Kaltura has a file size limit of 2GB.** A number of factors may affect file size; generally, a higher-quality file will take up more storage space. When saving your videos, try to keep them well under 1GB in size. The larger a file the longer it will take to upload and process. If a file is too big for Kaltura, you will get an error and be unable to upload it. ([Here is a good basic explanation of file compression.](#))
- **Resolution** refers to the visible dimensions of a picture or video, usually quoted in **width x height** in pixels. For example, a resolution of 1024 x 768 means a video is 1024 pixels wide by 768 high; this is a pretty standard sized setting for a computer monitor.
- Choose the highest quality possible, *unless you are having difficulty with file size*. Kaltura will convert your video into multiple different formats and resolutions, and this is easier to do with higher-quality input.

File Formats

The following file formats are supported by Kaltura:

- Supported Video File Formats:
flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v, 3gp, vob
- Supported Image File Formats:
jpg, jpeg, bmp, png, gif, tif, tiff
- Supported Audio File Formats:
flv, asf, wmv, qt, mov, mpg, avi, mp3, wav, mp4, wma, 3gp, vob

Codecs

A video file contains a vast amount of information, so most video files are compressed so that your computer can read and play them. **Codec** stands for "code/decode" or "compressor/decompressor," and codecs are contained in most video files. There are a number of different video and audio codecs,

and the common ones vary by file format. It's best to refer to the guides for specific programs to figure out which codec you should be using (or if you need to worry about the codecs at all), but for reference, the following codecs are supported by Kaltura.

- Video Input Codecs supported by Kaltura
Divx (Div3/4/5)/DX50, DV, H263, H264/AVC, MPEG-4 Visual, MPEG-1/2, MJPG, MP42/3, IV40/50 (Indeo codecs), RV30/40, RMVB, FLV1/4, VP3/5/6/7/8, SVQ1/3 (Sorenson), XVID, Theora, WMV1/2/3, VC1, VP8, ProRes 422, ICOD, DVCPRO. PXL
- Audio Input Codecs supported by Kaltura
MP3, MP1/2, AC3, AAC, Vorbis, AMR, PCM, WMA7/8/9, WMSpeech, FLAC, QDM2, RA, Nellymoser, Cook, GSM, SPEEX
- Links to more information on video codecs and formats:
 - https://en.wikipedia.org/wiki/Comparison_of_video_codecs
 - https://en.wikipedia.org/wiki/Comparison_of_container_formats
 - <http://lifehacker.com/5893250/whats-the-difference-between-all-these-video-formats-and-which-one-should-i-use>