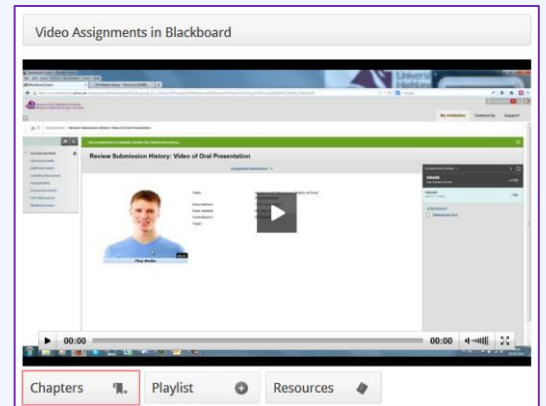


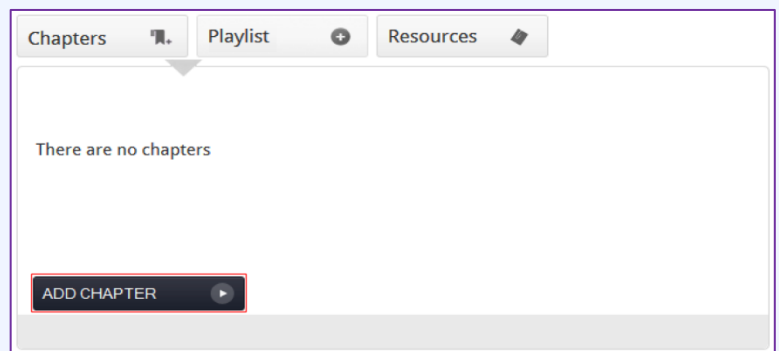
Adding Chapters to a Video in UHI HML

UHI has a Video Streaming Service (also known as the Helix Media Library) at <http://stream.uhi.ac.uk> This document outlines how to add chapters to videos which have been previously uploaded by you.

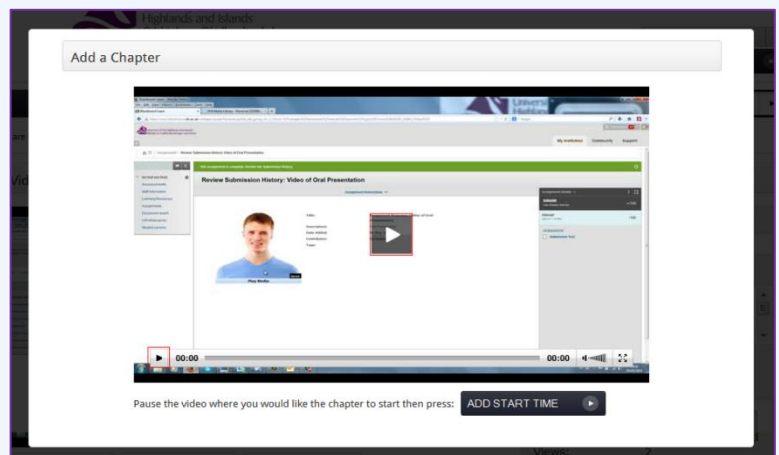
If you wish to refer viewers to a particular section of a video, it is possible to add a chapter. To do this, you should go to the home page, locate the video to view it. Just under the video, you will see the 'Chapter' button which lists existing chapters.



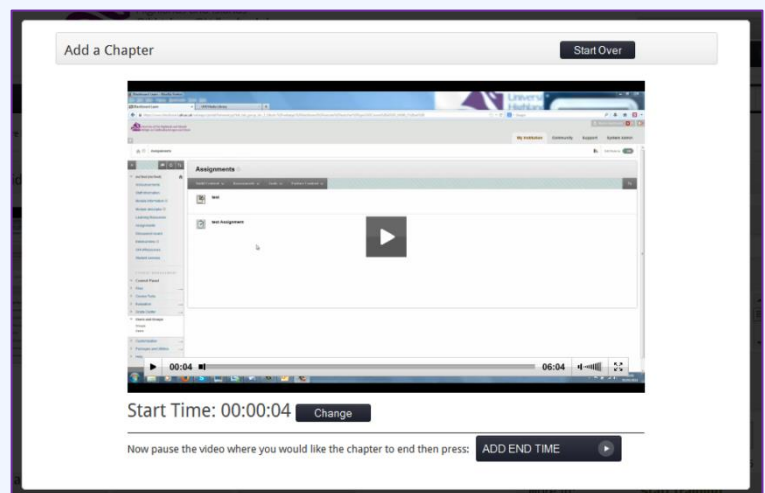
If no chapters exist, you have the opportunity to insert one by clicking on the 'Add Chapter' button.



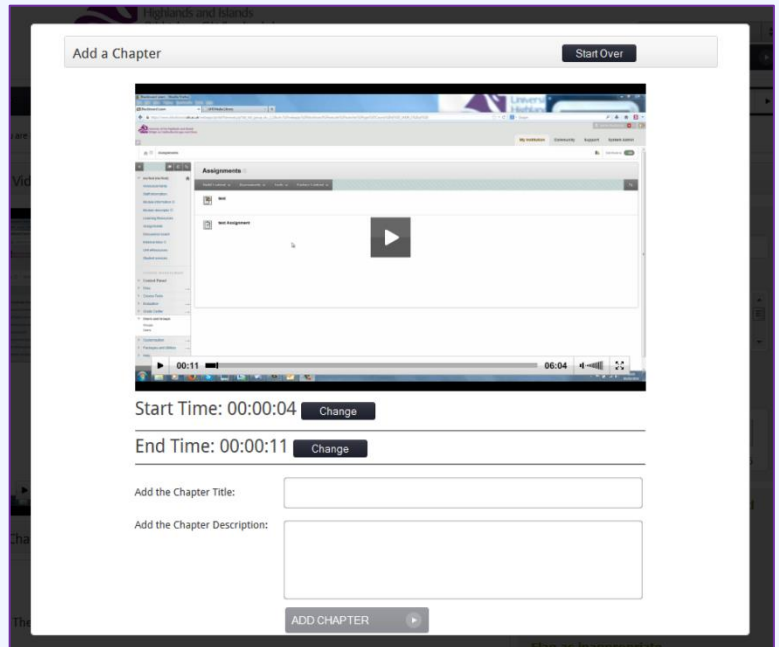
On the following screen, you should click on either of the 'Play' buttons and go to the starting point for the chapter. Then use the 'Pause' button to hold the video at that point before you click the 'Add Start Time' button.



This process is repeated to set the end point for the chapter. Play through the video to the end point, press the 'Pause' button to hold the video there and click 'Add End Time'.



At this point, you have the opportunity to enter a chapter title and description before clicking the 'Add Chapter' button to save it.



This final image shows how the chapter appears to viewers and you will also see that it is possible to add more chapters. NB The 'Chapters' button under the video is not automatically expanded so you will probably need to advise viewers to click on that button to see the available chapters.

