

# **Kaltura Quick Start Guide**

- Content Management (Content Tab)
- Content Syndication & SEO (Content Tab)
- Video Delivery Settings (Settings Tab)
- Access Control Settings (Settings Tab)
- Advertising (Studio Tab)
- Player Design (Studio Tab)

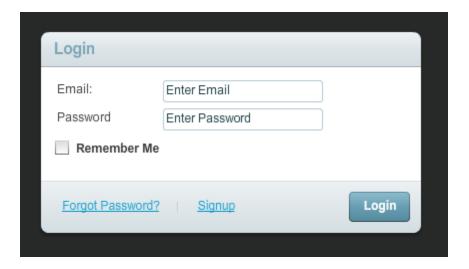


# **Content Management**

- Logging into the Kaltura Management Console (KMC)
- Uploading videos from your desktop to your website
  - o Upload videos to the KMC
  - o Embed videos on your site
- Creating and embedding a playlist on your website
  - o Manual Playlist
  - o Rules Based Playlist
  - o Embed a playlist on your site
- Creating and managing content categories
- Migrating content from your existing hosting / video service

#### Logging into the Kaltura Management Console (KMC)

Go to the Kaltura Management Console (KMC) at: <a href="http://www.kaltura.com/index.php/kmc">http://www.kaltura.com/index.php/kmc</a> and log-in with the credentials that you received in the "Kaltura Registration Confirmation" email.





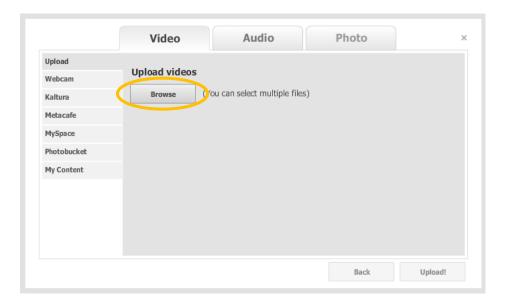
# Uploading videos from your desktop to your website

# Upload videos to the KMC

- 1. Go to the Content tab > Upload section.
- 2. Select the Transcoding Profile to use in this upload session using the drop-down menu
- 3. Click the Upload button to launch the Media Uploader.

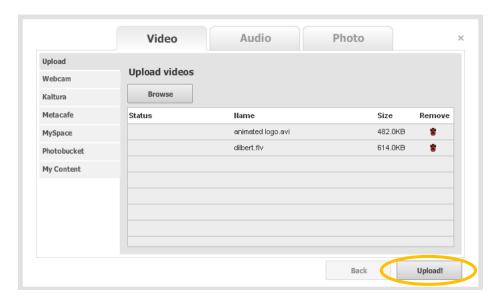


4. In the Media Uploader, click the browse button to select videos from your desktop. Hold down the CTRL key to select multiple files.

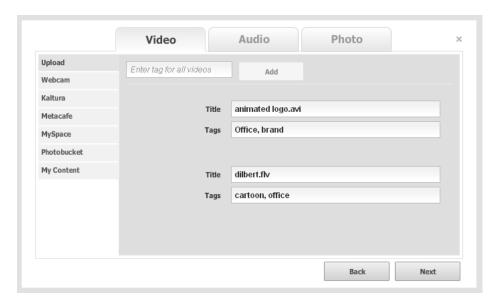




5. Click the upload button to start the file transfer



6. Add titles and tags to your videos.

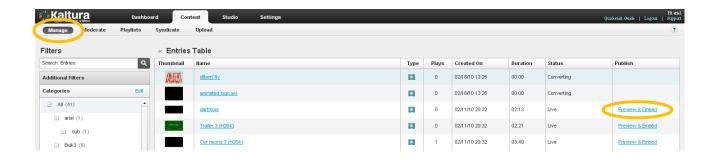


7. After the system completes the file conversions you will be able to see your uploads and their status in the Manage tab.



# Embed videos on your site

1. In the Manage tab, locate the files that you want to place on your website and click on Preview & Embed

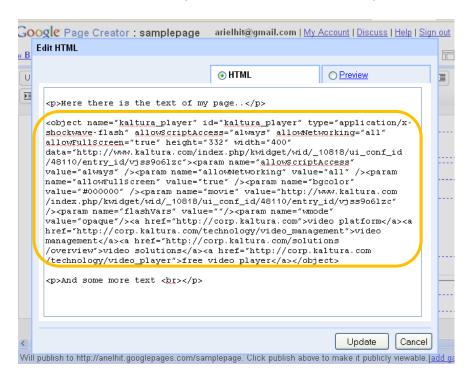


2. Select your preferred player skin from the drop down menu and grab the embed code.





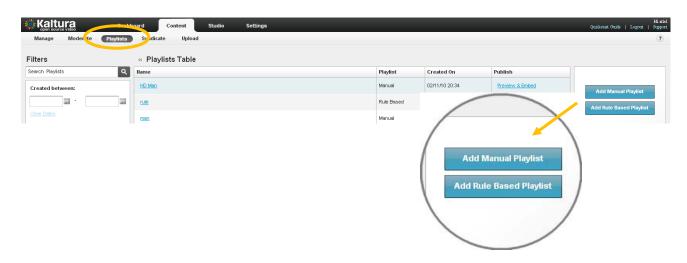
3. Add the embed code to your website HTML source and you're done



# Creating Playlists and embedding them on your website

A playlist is a list of media items (videos, audios, images) that can be embedded with a player in your website. Manual playlists allow you to select a static list of items, while rules based playlists allow you to define a dynamic list.

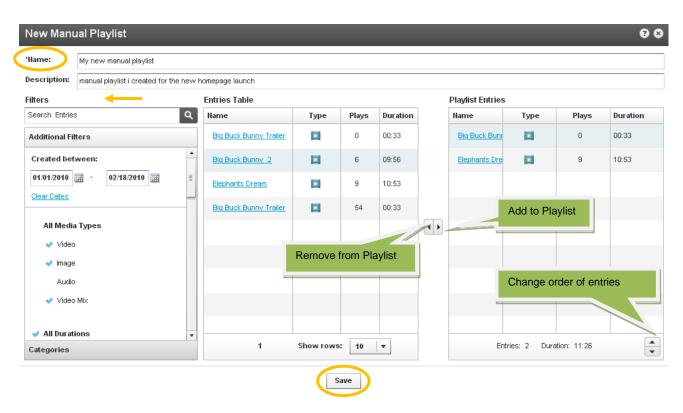
Go to the Content tab >Playlist section and select either a Manual Playlist or a Rule Based Playlist





### **Creating a Manual Playlist**

- 1. Enter a name for your playlist (required) and select Manual in the Type field.
- 2. Using the Filters search for the entries you'd like to include the results will appear in the Entries Table.
- 3. Add entries to your playlist by clicking the desired entry followed by the Add or Remove buttons.
- 4. Click "Save" to complete the process.



#### **Creating a Rules Based Playlist**

A rules based playlist is a dynamic playlist that is automatically updated when content is uploaded or edited. For example you can create a "Most Viewed" playlist, a "Most Recent" playlist, as well as a playlist based on single or multiple filters, such as "videos tagged with "dogs" and created during January 2010".

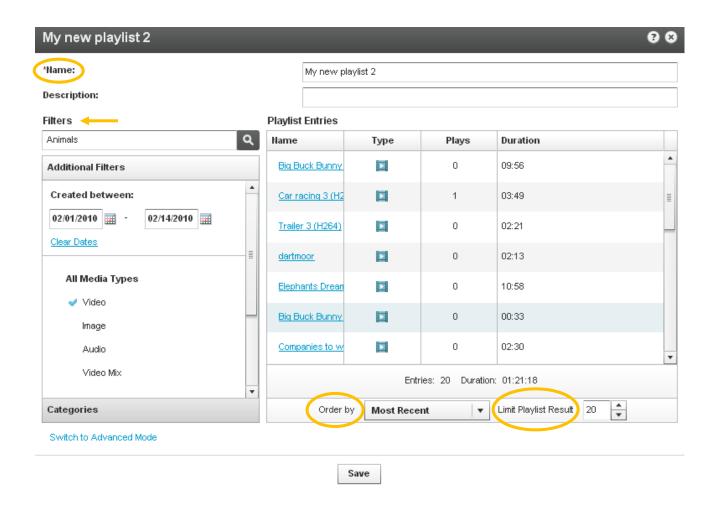
Your playlist can be based on a single rule or multiple rules:

#### **Single Rule Playlist**

- 1. Enter a name for your playlist (required).
- 2. Using the Filters search for the entries you'd like to include the results will appear in the Entries Table.
  - Note: You can choose more than one type of filter (for instance, text search + date + media type), the logical relationship between fields will be an "AND" relationship.
- 3. Select your preferred video order from the Order By drop down menu



- 4. Select the total number of entries you'd like to include in the playlist via the Limit Playlist result box.
- 5. Click "Save Changes" to complete the process.

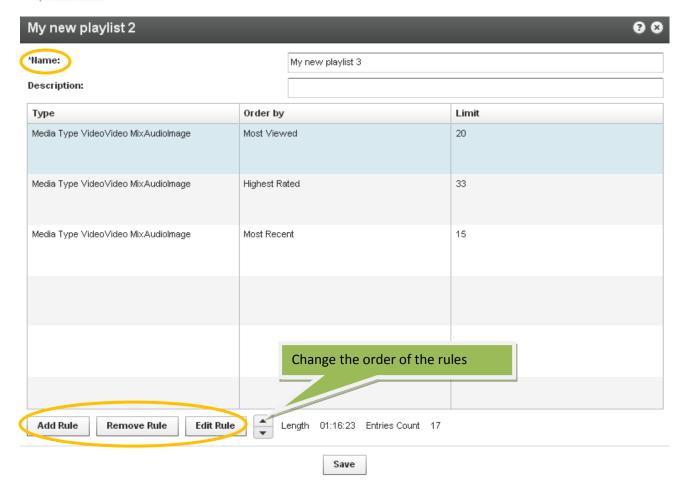


#### **Multiple Rule Playlist - Advanced Mode**

Advanced Mode enables you to create playlists based on multiple rules.

- 1. Click Switch to Advanced Mode.
- 2. Enter a name for your playlist (required).
- 3. Click Add Rule to create a new playlist rule (see Single Rule Playlist to learn about creating rules)
- 4. Add any number of additional rules. Use the Remove Rule and Edit Rule buttons to make changes to your list of rules.
- 5. Rules will be applied to the playlist in the order they appear, so use the arrows to change the order of the rules





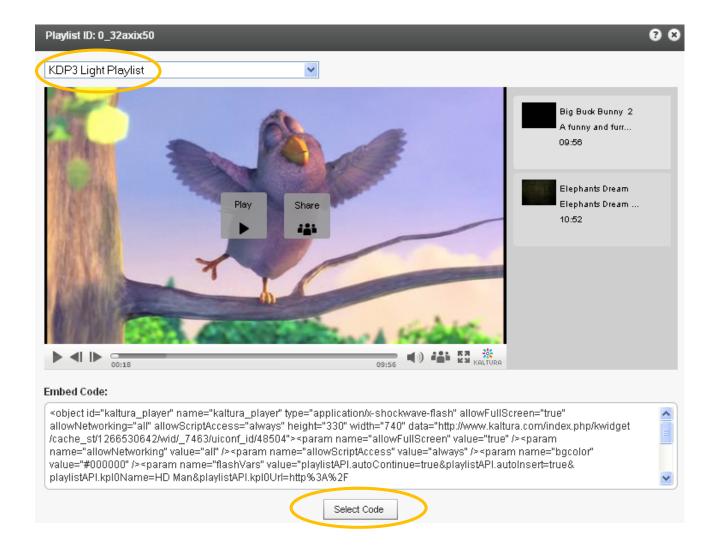
# **Embedding a Playlist on your site**

4. Go to the Content tab > Playlists section and locate the playlist that you want to place on your website. Click on Preview & Embed.



5. Select your preferred playlist skin from the drop down menu and grab the embed code.





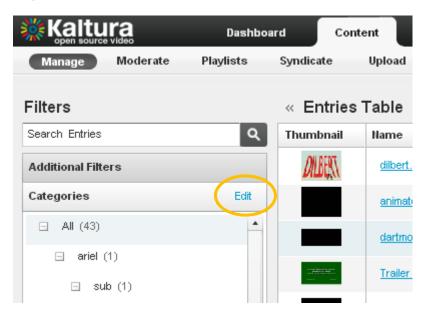
6. Add the embed code to your website HTML source.

# **Creating and Managing Content Categories**

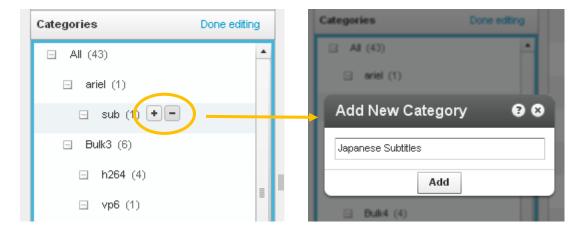
Media entries are divided into categories. The different categories are built in a tree-like hierarchy where each category can include multiple sub-categories.

1. To add a content category click Edit on the top left corner of the Filter bar.





2. Add or remove categories by clicking on the "+ / -" icons that appear when you hover with your mouse over a specific category.

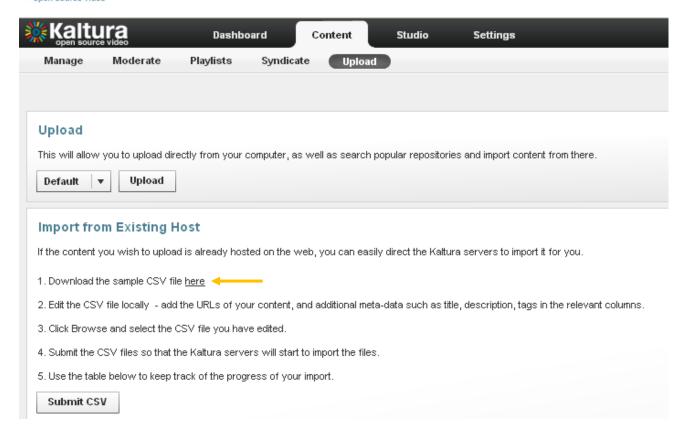


- 3. To change the tree location of any category just drag-and-drop categories from one location to another.
- 4. To assign a media entry to a specific category, just drag-and-drop the entry from the entries table on the right to the desired category on the left.

# Migrating content from your existing hosting / video service - Bulk Upload Process

- 1. Go to the Content tab > Upload section > Import from Existing Host
- 2. Download the sample CSV file the file contains examples of how to add the URLs and metadata of your existing content. Replace the sample data with your own.



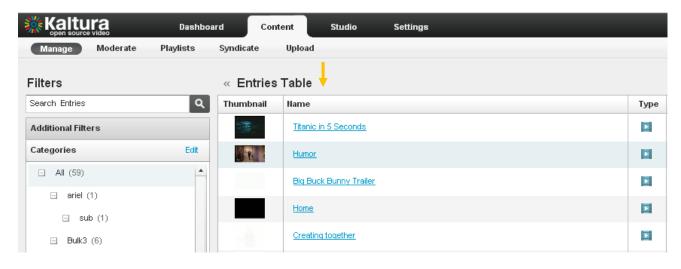


- 3. Click Submit CSV to upload the modified file.
- 4. The process is complete once the status in the table is Finished.



5. The videos will now appear in the Entries table in the KMC Content tab > Manage section.





# **Content Syndication & SEO**

- Content Syndication
  - TubeMogul
  - iTunes
- ≤ SEO
  - o Google
  - o Yahoo!

# **Content Syndication**

Kaltura allows you to create video feeds in multiple formats that are ready for submission to 3<sup>rd</sup> party platforms.

# **TubeMogul**

This premium syndication service enables you to distribute your content to over 20 video portals including YouTube, Dailymotion, Metacafe, etc.

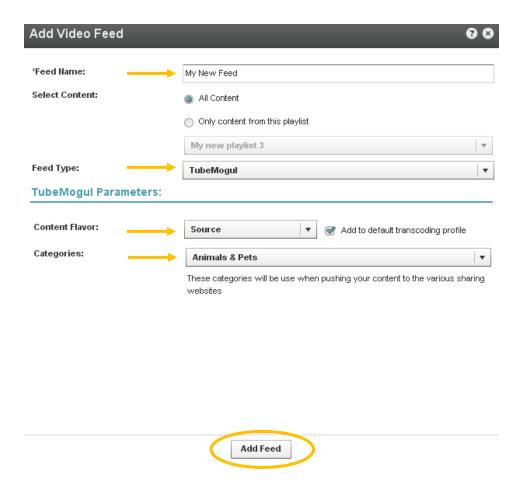
**Note:** requires a Kaltura-TubeMogul premium account (<u>contact us</u> to learn more)

1. Go to the Content tab > Syndicate section and click Create New Feed.





2. Enter the feed name (required), select TubeMogul from the Feed Type drop down, enter the TubeMogul Parameters and click Add Feed



3. Copy the Feed URL





4. Login to your <u>Kaltura-TubeMogul account</u> and go to Advanced Tools > More Tools > select "MRSS Feed Manager" > Submit your feed

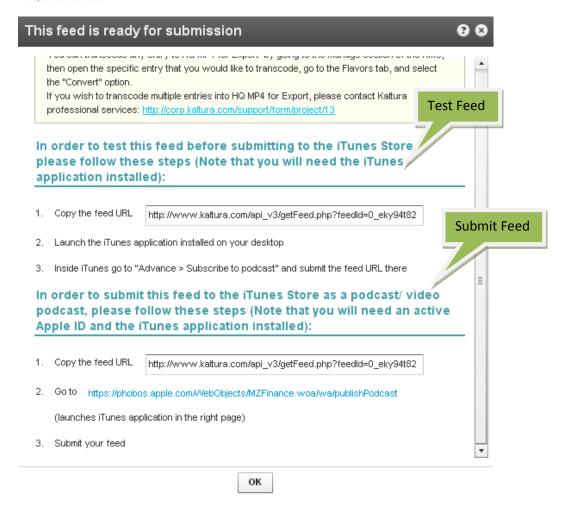
#### iTunes

This feed allows you to submit your content to the iTunes Store as a podcast.

- 1. Go to the Content tab > Syndicate section and click Create New Feed.
- 2. Enter the feed name (required), select iTunes from the Feed Type drop down, enter the iTunes Parameters and click Add Feed
- 3. To test the feed before submitting to the iTunes Store:
  - (a) copy the URL
  - (b) Launch the iTunes application installed on your desktop
  - (c) Go to Advance > Subscribe to podcast and submit the feed URL
- 4. To **submit this feed** to the iTunes Store as a podcast/ video podcast:

  Note that you will need an active Apple ID and the iTunes application installed
  - (a) Copy the feed URL
  - (b) Go to <a href="https://phobos.apple.com/WebObjects/MZFinance.woa/wa/publishPodcast">https://phobos.apple.com/WebObjects/MZFinance.woa/wa/publishPodcast</a> (launches iTunes application in the right page)
  - (c) Submit your feed





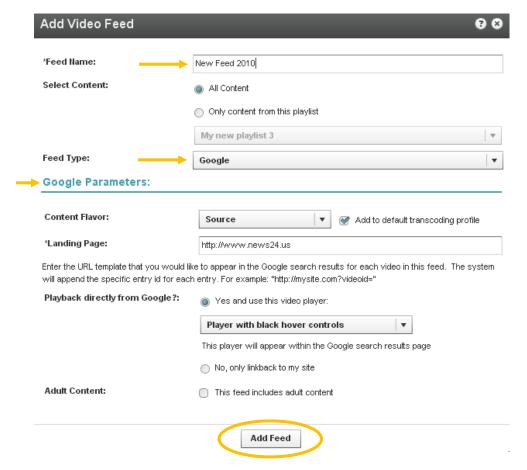
#### **SEO**

Submitting feeds to major search engines helps to increase your content's SEO, and ultimately direct more traffic to your website.

# Google

- 1. Go to the Content tab > Syndicate section and click Create New Feed.
- 2. Enter the feed name (required), select Google from the Feed Type drop down, enter the Google Parameters and click Add Feed





3. Submission of video feeds to Google is free of charge, yet requires some technical knowledge. It is recommended that your website's webmaster be available for assistance.

Here are the technical guidelines for submission:

- a. Google Webmaster Tool Setup
  - Setup a Google Webmaster account for your website: https://www.google.com/webmasters/tools/home
  - Setup your website in the Google Webmaster Tool follow the directions here:

http://www.google.com/support/webmasters/bin/answer.py?hl=en&answer=34592 Make sure your site is valid based on the Google instructions.

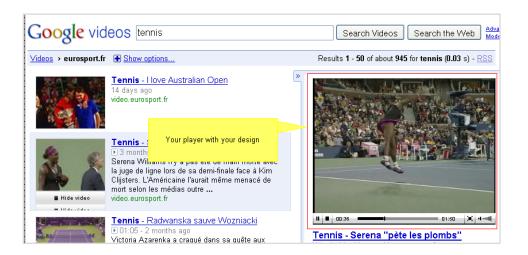
- b. Feed submission
  - Create a server page on your website that redirects to this feed URL
     For example, for a php implementation save a php file named redirect.php with the following content (replace the XXXXX with your feed URL)
     <?php</li>

Header( "HTTP/1.1 301 Moved Permanently" );
Header( "Location : XXXX");
?>

- Login to the Google Webmaster Tool <a href="https://www.google.com/webmasters/tools/home">https://www.google.com/webmasters/tools/home</a>
- Within the Google Webmaster Tool go to "Site configuration > Sitemaps > Submit a sitemap"
- Submit the feed as your redirect page in your site, for example <a href="http://mysite.com/redirect.php">http://mysite.com/redirect.php</a>



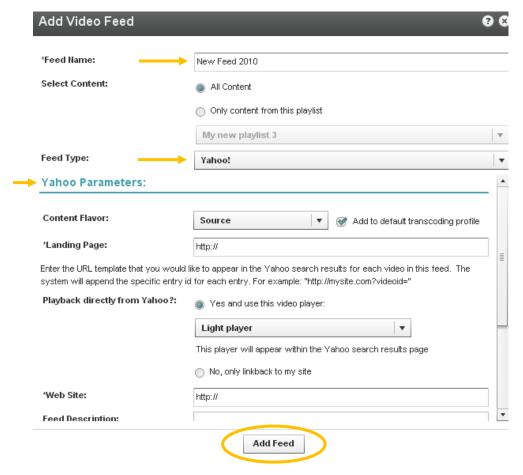




#### Yahoo!

- 1. Go to the Content tab > Syndicate section and click Create New Feed.
- 2. Enter the feed name (required), select Yahoo! from the Feed Type drop down, enter the Yahoo Parameters and click Add Feed





- 3. Copy the feed URL
- 4. Go to <a href="http://video.search.yahoo.com/mrss/submit">http://video.search.yahoo.com/mrss/submit</a>
- 5. Fill in the form and submit your feed as a "Full feed"

# **Video Delivery Settings**

- Video Delivery Settings
  - HTTP Delivery
  - o RTMP Delivery with Adaptive Bitrate
  - o Adding the flavor selector module



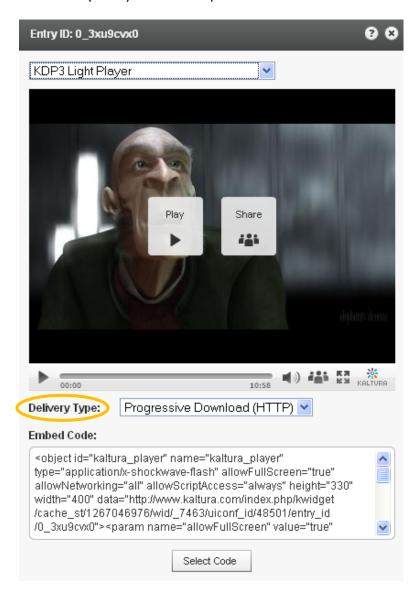
#### **Video Delivery Settings**

Choose between two types of video delivery settings - HTTP Delivery or RTMP Delivery with Adaptive Bitrate.

#### **HTTP Delivery**

With HTTP Progressive download, the digital media begins downloading and once a specified amount of data becomes available to the video player, the media begins to play while the rest of the data continues to buffer.

To select this delivery setting go to Content > Manage > Preview and Embed and select Progressive Download (HTTP) from the drop-down menu.



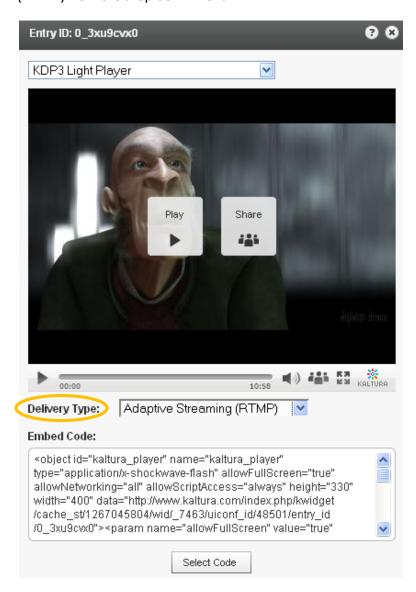


#### **RTMP Delivery with Adaptive Bitrate**

Adaptive bitrate is a technique of detecting a watcher's bandwidth and CPU capabilities in real time and then adjusting the quality of a video stream. The result is very little buffering, fast start time and a good experience for both high-end and low-end connections.

The RTMP protocol maintains a single persistent connection and allows real-time communication. Video and data are split into fragments, which then guarantees smooth delivery of video and audio streams.

To select this delivery setting go to Content > Manage > Preview and Embed and select Adaptive Streaming (RTMP) from the drop-down menu.





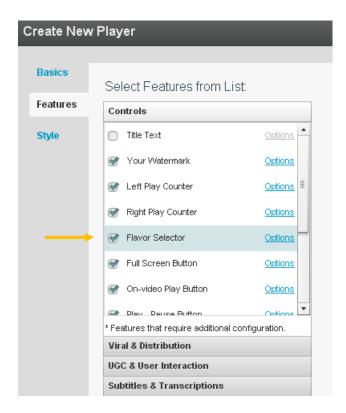
# **Adding the Flavor Selector Module**

Any entry is available in various transcoding flavors. The flavor selector module allows the viewer to manually select the video flavor he wishes to watch, based on his preferences.

Note: If you are broadcasting with Adaptive RTMP then the flavor selector will be set to "auto".

In order to add the flavor's selector module:

- 1. Go to Studio > Players List and create a new player or edit an existing one.
- 2. In the Features tab, go to the Features List > Controls and check Flavor Selector.
- 3. Preview your selection and click Save Changes to complete the process.







# **Access Control Settings**

- Access Control Settings
  - Domain Restrictions Restricting content to specific domains
  - Geo Restrictions Restricting content to specific Countries
  - Assigning an Access Control Profile to an Entry
  - o Content Scheduling



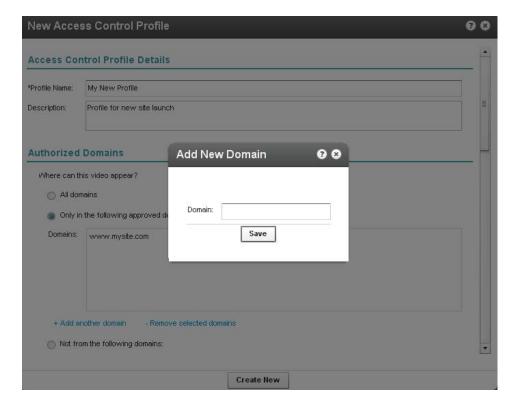
#### **Access Control Settings**

An Access Control Profile defines authorized and restricted domains where your content can or cannot appear, countries from which it can or cannot be viewed, Kaltura Network preferences and security settings. In this area you can view existing profiles and create new ones.



#### **Domain Restrictions – Restricting content to specific domains**

- 1. Go to the Settings tab > Access Control section and click Add Profile.
- 2. Enter an informative name for the new profile and give it a description.
- 3. Under Authorized Domains you can choose between allowing all domains, listing a group of approved sites or a list of domains to exclude.
- 4. To add or remove a domain click the '+ Add another domain' or '- Remove selected domains' links.
- 5. Continue to add other parameters or click Create New to save your new profile.

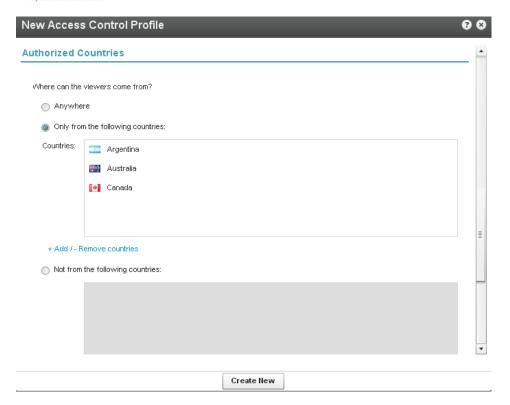




# **Geo Restrictions - Restricting content to specific countries**

- 1. Go to the Settings tab > Access Control section and click Add Profile.
- 2. Enter an informative name for the new profile and give it a description.
- 3. Scroll down to the Authorized Countries section and choose to allow viewers from any country, select a group of approved countries or a group of excluded countries.
- 4. Use the '+Add / -Remove countries' link to add or remove countries.
- 5. Continue to add other parameters or click Create New to save your new profile.





# Assigning an Access Control Profile to an entry

- 1. Go to Content > Manage section and click on the Entry to which you want to assign an Access Control Profile.
- 2. Go to the Access Control tab and select an existing Profile from the drop-down menu.
- 3. Click Save Changes to complete the process

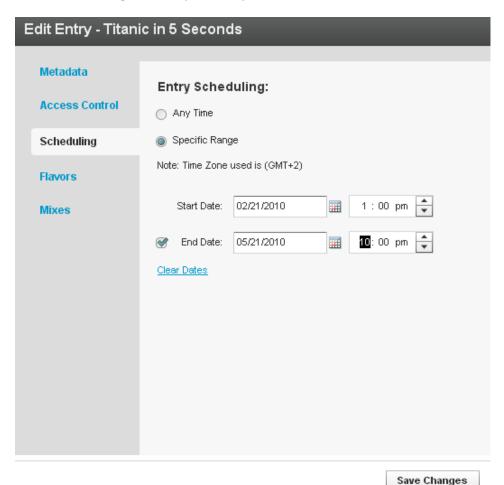




# **Content Scheduling**

Content Scheduling determines when your entry will be displayed on your website.

- 1. Go to Content >Manage section and click on an Entry.
- 2. Go to the Scheduling tab and select and set your specific time range.
- 3. Click Save Changes to complete the process



# **Advertising**

# Advertising

- Connecting with Ad Servers and networks via AdapTV
- o Connecting with Tremor Media

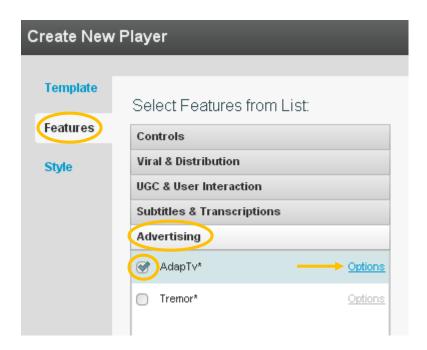


# **Advertising**

# Connecting with Ad Servers and networks via adap.tv

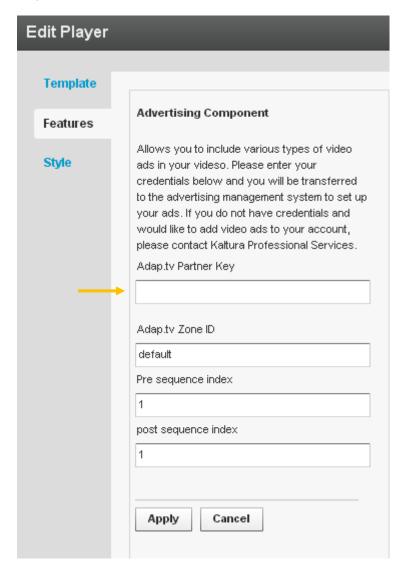
To add adap.tv's service to your Kaltura players start by signing up with adapt.tv (Contact us to learn more) – you will then receive an adapt.tv Partner Key.

- 1. Go to the Studio tab and edit an existing player or create a new one.
- 2. In the Features tab, open the Advertising section from the features list.
- 3. Check the adapt.tv box and then click Options.



4. Enter your adapt.tv Partner Key and click Apply.

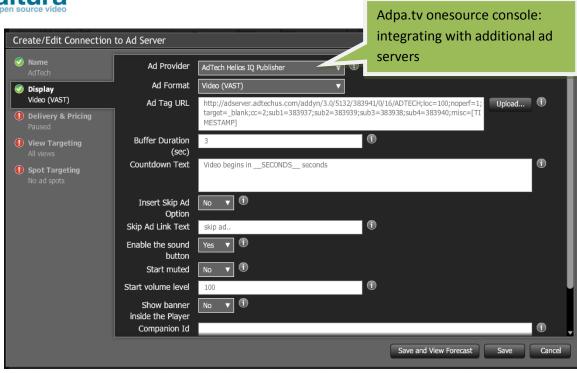




- 5. Target, manage and customize your ads via the <u>adap.tv console</u>
- 6. Via adapt.tv you can also connect to additional ad servers & ad networks such as AdTech, Atlas, DART, OpenX, Advertising.com, ScanScout, SpotExchange, Google AFV, AdBrite, AdDynamic, AdEngage, AdFish, AdoTube and over 20 other networks and servers.

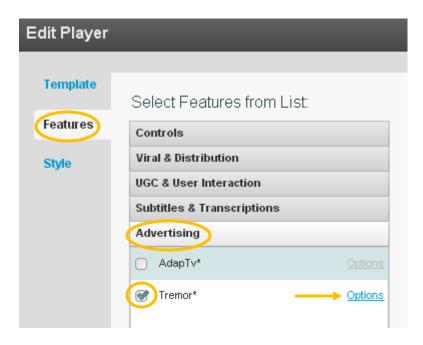
For example connecting to DART via adapt.tv would simply require pasting the Ad Tag URL the AdTech Server supplies.





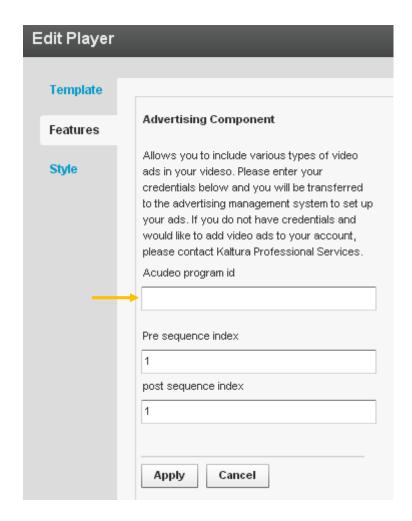
#### **Connecting with Tremor Media**

- To add Tremor Media's service to your Kaltura players start by signing up with Tremor Media (<u>Contact us</u> to learn more) you will then receive a Tremor Media Program ID.
- 2. Go to the Studio tab and edit an existing player or create a new one.
- 3. In the Features tab, open the Advertising section from the features list.



- 4. Check the Tremor box and then click Options.
- 5. Type your key in the "Acudeo program id" field and click Apply

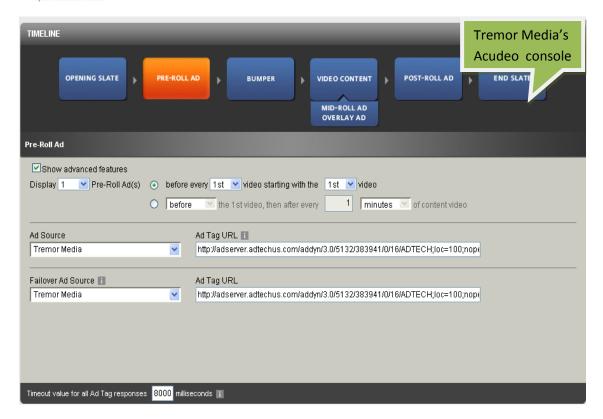




Target, manage and customize your ads via the <u>Tremor Media console</u> (Acudeo).

Via Tremor Media's Acudeo console you can specify ad sources for each ad slot within your content.





# **Player Design**

- Designing and Configuring a New Player or Playlist
  - o Configuring the player settings
  - Configuring the player features
    - Additional feature configuration options for playlists
  - Configuring the player style
  - o Creating a Multiple Playlist

# **Designing and Configuring a New Player or Playlist**

The Studio section of the KMC enables you to create new configurations and design for players and playlists. Add, remove and adjust multiple buttons and features, and create a look to match your site.

Start by logging-in to the KMC and going to the Studio tab. Select the type of player you would like to create: player, player with playlist (horizontal/vertical) or player with multiple playlists.





# **Configuring the Template Settings**

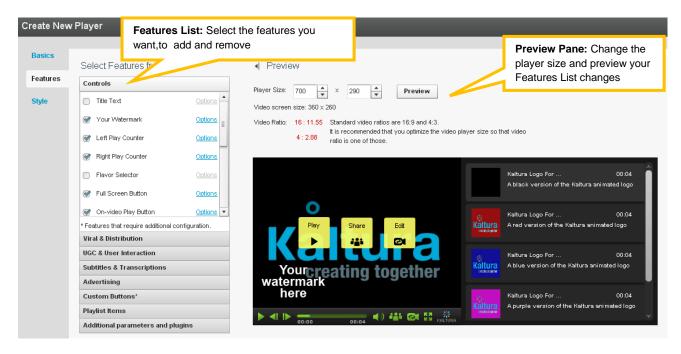
- 1. Begin by selecting a name for your player (required). We suggest choosing an informative name it will help you when you're ready to embed players into your site.
- 2. Set the Video Ratio select normal/wide and opt to either keep or stretch your media to fit the player when the media and player aspect ratios are different.
- 3. Select auto-play features
- 4. If you're creating a Player & Playlist you'll also see the Playlist Controls check "Automatically continue" to play the playlist media consecutively. For playlists with images, set the duration for images to be displayed during the continuous play of the playlist.





#### **Configuring the Player Features**

In the Features Tab you can select the features (buttons, layers and modules) to be included in your player. Any changes you make will appear in the preview area (click Preview button to see changes you've made).



The features list is made up of different sections, controlling the various features of the player.

Player (A) below displays the default settings. The following instructions will show you how to create a more customized player, for example, Player (B).

**Note that Player (B) presents only one of many set-up scenarios.** There are many configuration options within this section. Click the Help button on the top right of any page to learn more.





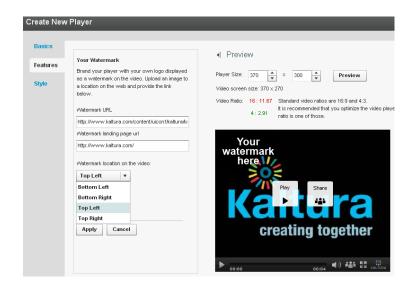
1. Change the location of the watermark logo

Go to Controls → Watermark → click Options



In the Watermark Location drop-down menu select Top Left, click Preview and then Apply to confirm your choice

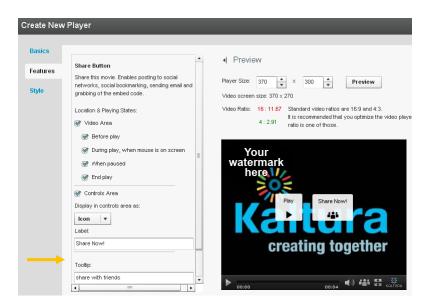




2. Change the label of the Share button

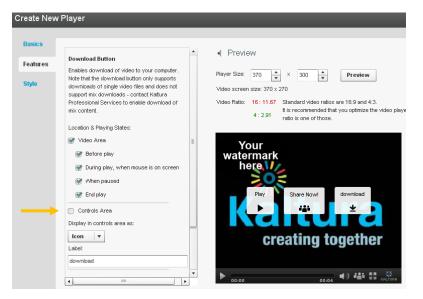
Go to Viral & Distribution → Share Button → Options

Locate the Label field and change the default text to "Share now!", then click Apply



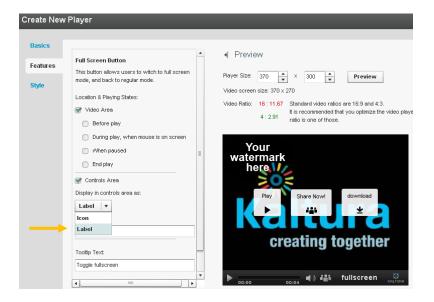
Add Download button to the video area only
 Go to Viral and Distribution → check the Download feature → click Options
 Remove the check mark from the Controls Area option





4. Change existing Fullscreen button on the control area to text button

Go to Controls → Fullscreen → Options
In the Display in Controls Area drop-down select Label
If desired, change the label text in the Button Label field



#### Additional feature configuration options for playlists

When creating a playlist (either with one or multiple tabs) you will see additional configuration options under the Playlist Items section. This will allow you to display various types of information for each of the playlist items, such as number of plays, tags, rank etc.

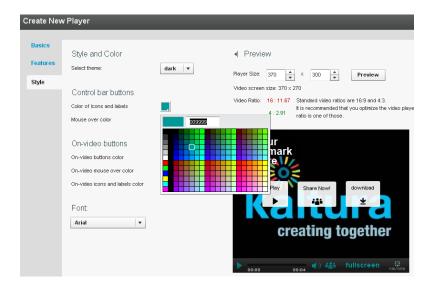
→ Play around some more to get a feel for the Features section and then continue to customize the player's design in the Style section.



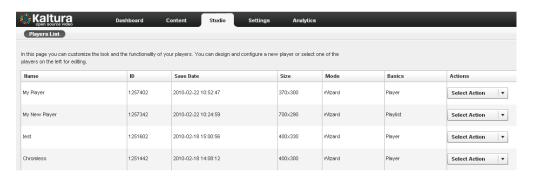
#### **Configuring the Player Style**

In the Style Tab you can select the theme, colors and fonts for your player.

- 1. Select either a dark or light player skin.
- 2. Choose the colors of the icons/labels and online video buttons by clicking the small colored squares. This will open a color picker where you can select a color or enter a color value.



- 3. Change the font.
- 4. Once you are finished defining your player template, features and style, click Save Changes to complete your player configuration and design.
- 5. Your new player will now appear in the player list



#### **Creating a Multiple Playlist**

A Multiple Playlist is a playlist with a multiple tabs, each containing a different playlist. Creating a Multiple Playlist:

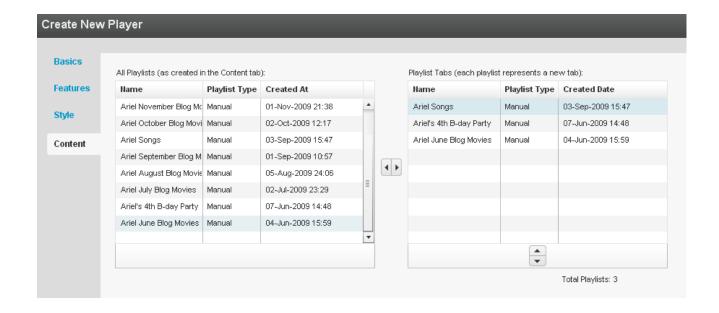
1. If you haven't already, create the playlists that you wish to use (learn how to create a playlist)



2. In the Studio Tab, select New Player - Multiple Playlist



- 3. Design and configure your playlist as <u>described above</u>.
- 4. Continue to the Content tab and add pre-existing playlists to your new Multiple Playlist by selecting them and clicking the arrows.
- 5. Save Changes to complete the process.



6. The new player will appear in the Players List.