

# Kaltura MediaSpace™ User Manual

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Version: 3.0

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# Preface

This preface contains the following topics:

- [About this Manual](#)
- [Audience](#)
- [Document Conventions](#)
- [Related Documentation](#)

## About this Manual

This manual describes how to use Kaltura MediaSpace™ Version 3.0.



**NOTE:** Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: [Kaltura Support](#).

You can try out the features on the [Kaltura MediaSpace demo site](#).

### Contact Us:

Please send your documentation-related comments and feedback or report mistakes to <http://knowledge.kaltura.com/report-issues>.

We are committed to improving our documentation and your feedback is important to us.

## Audience

This manual is intended for Kaltura MediaSpace users.

Site administrators can find information on Kaltura MediaSpace setup and configuration in the *Kaltura MediaSpace Setup Guide* and the MediaSpace Configuration Manager.

## Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow



**NOTE:** Identifies important information that contains helpful suggestions.



**Workflow:** Provides workflow information.

1. Step 1
2. Step 2

## Related Documentation

In addition to this guide, the following product documentation is available:

- [Kaltura MediaSpace Installation Guide Version 3.0](#)
- [Kaltura MediaSpace Setup Guide Version 3.0](#)
- [MediaSpace Configuration Manager \(Kaltura MediaSpace Administration Area, Manage Configuration tab\)](#)

# Kaltura MediaSpace Overview

Kaltura MediaSpace is a fully customizable media destination site for your organization. MediaSpace is an out-of-the-box video-centric site that can serve as a repository for media collections across the organization or a full-featured "internal YouTube." You can integrate MediaSpace into your local authentication environment for role-based authentication, or use it as a public destination site. MediaSpace can be easily configured and branded, and requires minimal resources to get up and running while allowing extensive customization.

## Viewing Unrestricted Media

Open the MediaSpace home page to view unrestricted media.



Home Page



**NOTE:** You may be required to [log in](#) to view unrestricted media.  
You must [log in](#) to view media that requires specific permissions and to upload media.

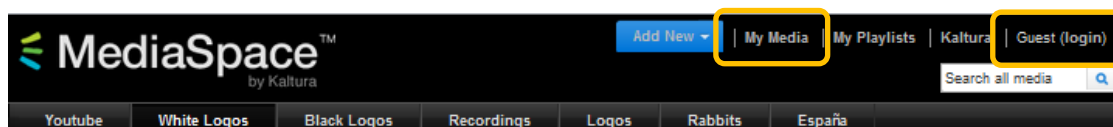
## Logging In

### To log in to MediaSpace





**NOTE:** If you are required to log in to view unrestricted media, skip the first step.

1. On the MediaSpace home page, click **My Media** or **login**.



2. In the Login window, enter your username and password.

Username	Password	Allows you to...
viewer	viewer	View media.
admin	admin1	Upload media and grab embed codes.  <b>NOTE:</b> Media that you upload is not published until approved by a moderator.
sysadmin	sysadmin	Upload and publish media without moderation.  <b>NOTE:</b> MediaSpace is a public site. All published media is displayed to all visitors.

## Browsing Media

You can filter your content in a media gallery to display:

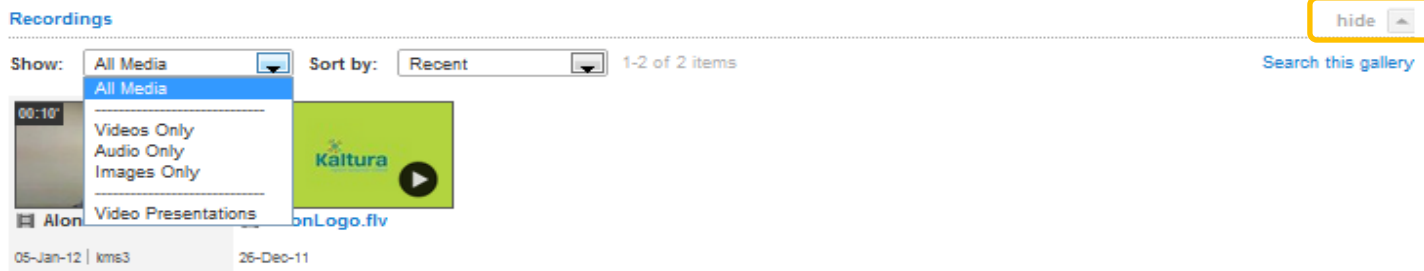
- All Media types (videos, audio, and images)
- Video Only
- Audio Only
- Images Only
- Video Presentations Only

You can sort content in a media gallery by:

- Recent
- Most viewed
- Alphabetical

To hide a gallery, click **hide**.

To re-display a gallery, click **show**.



Click a video thumbnail in a media gallery to display the video in the media player.

Related videos from all galleries are displayed next to the media player.

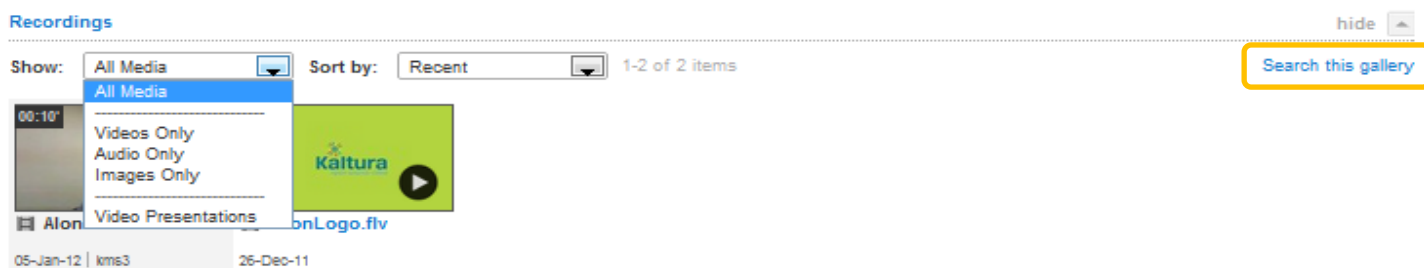


## Searching Media

To search all media, enter text in the MediaSpace header's search field.

To search a gallery, click **Search this gallery** and enter text in the search field.

To search a category, open the category, click **Search these videos**, and enter text in the search field.



On a media's Details tab, click the name of a user, tag, or category to search for the same type of media. For example, click a tag name (such as *sampletag*) to display a gallery of all media with the same tag.

## Viewing Media

To view media, click **Play** in the media player. You can use options such as volume control, full



screen, and enlarging the player within the MediaSpace window.



#### Expand Player

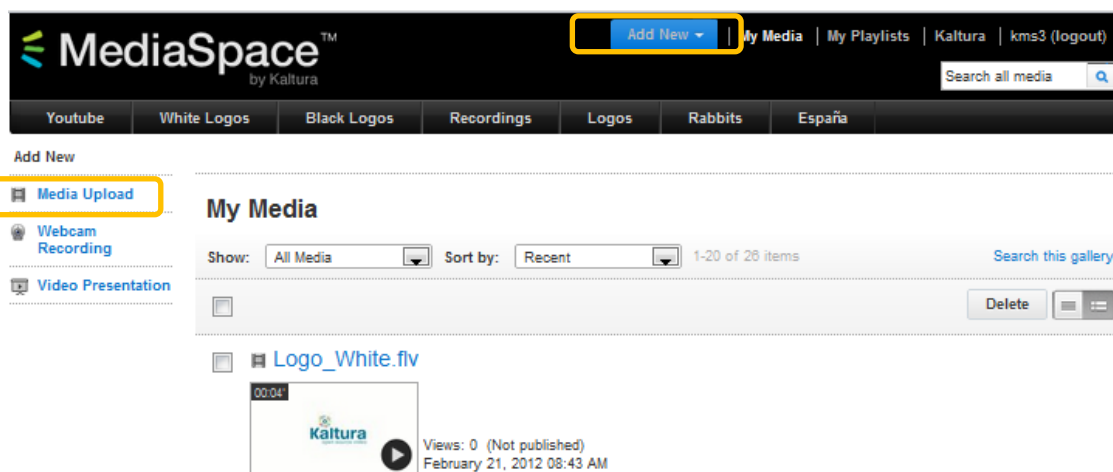
On an iOS device, a built-in iOS media player plays MediaSpace media.

## SECTION 2

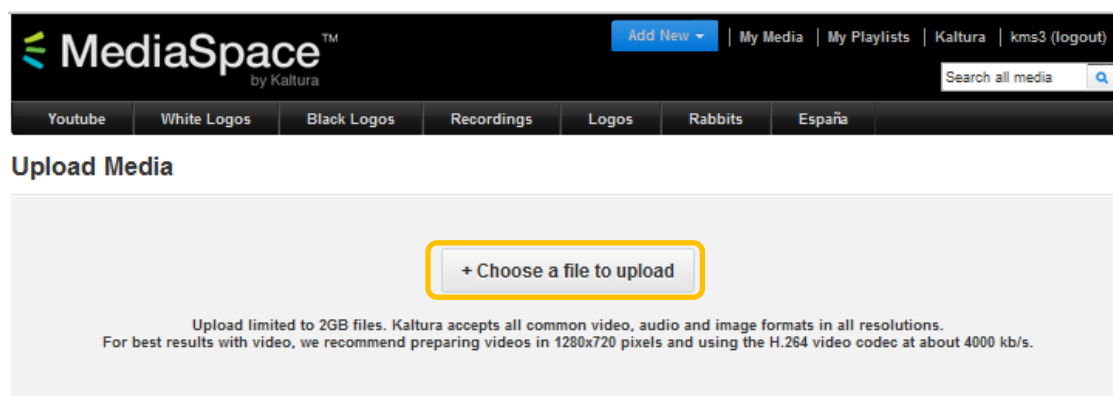
# Uploading Media

### To upload media

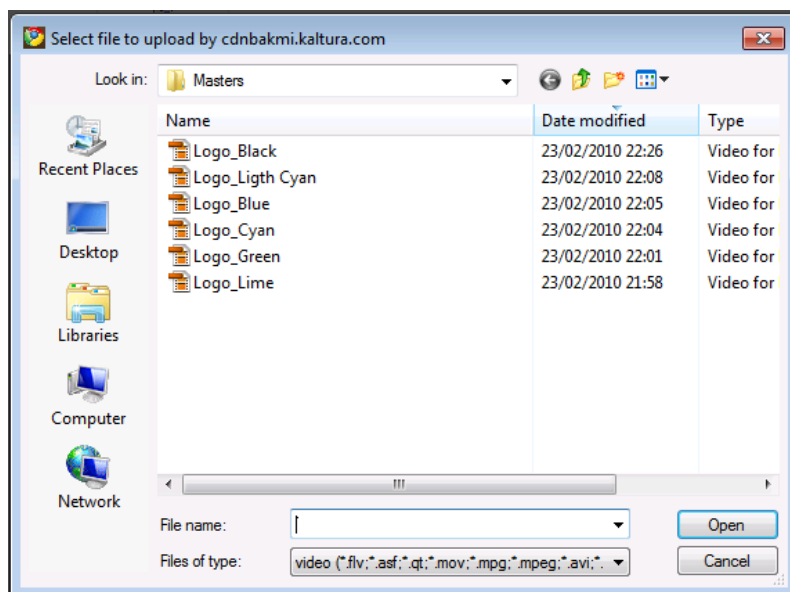
- Do one of the following:
  - In the My Media tab, click **Media Upload**.
  - In the MediaSpace header's Add New menu, select **Media Upload**.



- In the Upload Media window, click **Choose a file to upload**.



3. In the Select file to upload window, select a media file to upload and click **Open**.



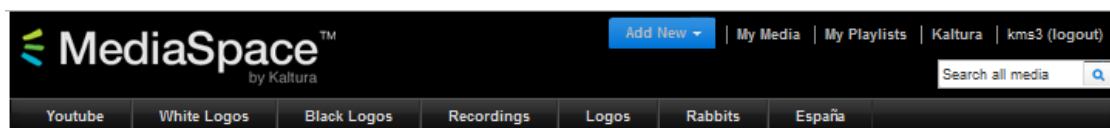
4. While the file is uploading, you can:
  - o Enter information about the media and click **Save**.



**NOTE:** If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

## Uploading Media

- Click **x** next to the progress bar to cancel the upload.
- Click **Upload another file**.



### Upload Media

Excellent web quality video (1200kbps) (High - Large).flv

100% **x**

Please fill out these details:

Name:  (\* Required)

Created By:

Description:

Tags:

Source:

Title:

Languages:

Date:

**Save**

**Upload another file**

5. To view the media page when uploading is complete, click **Go to media page** in the Upload Media window.

**Finished uploading! [Go to media page](#)**



**NOTE:** After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion.  
If media is waiting for moderation, you cannot preview or publish it until it is approved.  
You can edit media information during conversion and while waiting for moderation.

## Uploading Media

### Excellent web quality video (1200kbps) (High - Large)

By: kms3 22-Feb-12



[Details](#) [Get Embed Code](#) [Add to Playlists](#) [Publish](#)

**This media is pending review.** [Edit](#) [Delete](#)

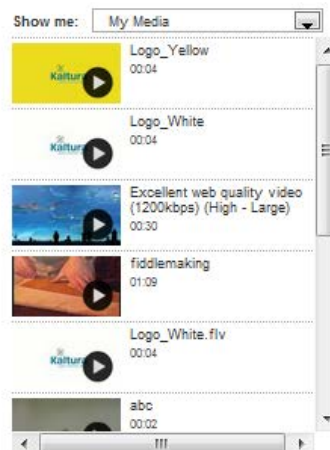
No description provided

Languages: English with Danish and English subtitles

Subject terms: video

Genre: Instructional

Youtube Category: Film



Media Page, Video pending moderation



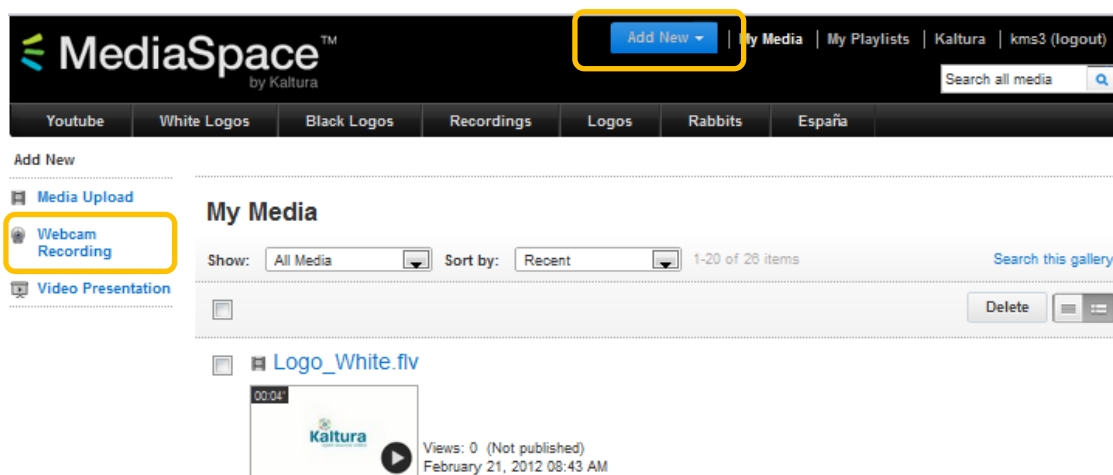
**NOTE:** Uploaded media also is displayed on your My Media tab.

## SECTION 3

# Recording from Webcam

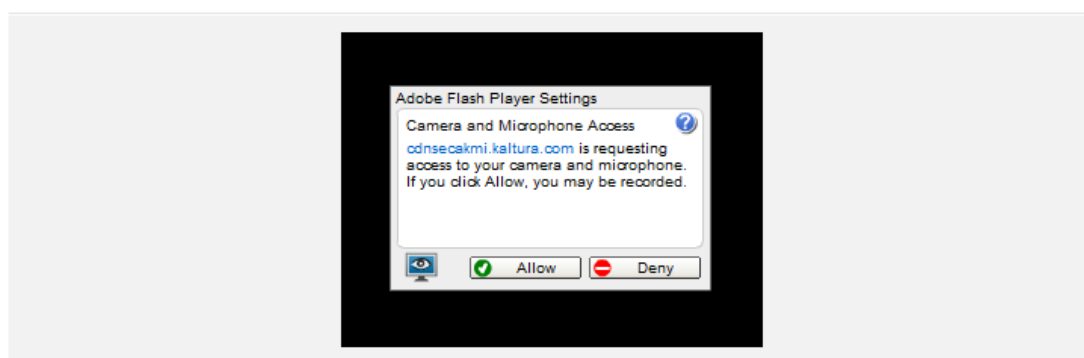
## To record from a webcam

1. Do one of the following:
  - In the My Media tab, click **Webcam Recording**.
  - In the MediaSpace header's Add New menu, select **Webcam Recording**.

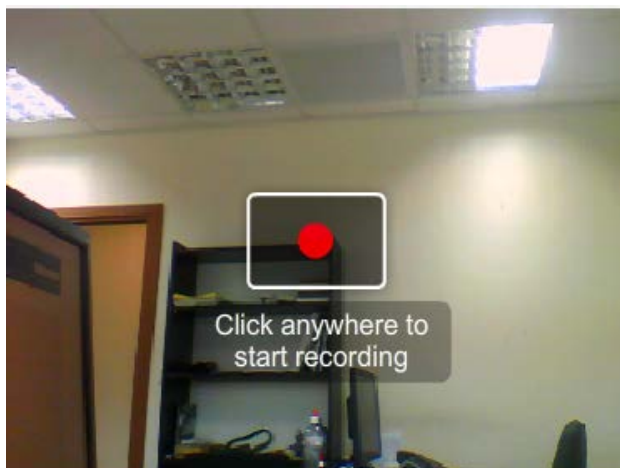


2. In the Record from Webcam window, click **Allow** if a flash player message is displayed.

### Record from Webcam



3. In the Record from Webcam window, click anywhere in the recording area to start recording.



4. In the Record from Webcam window, click anywhere in the recording area to stop recording, and click **Save**.
5. In the Record from Webcam window, enter information about the media and click **Save**.
6. To view the media page after saving the recording, click **Go to media page** in the Record from Webcam window.



**NOTE:** If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information while waiting for moderation.

## SECTION 4

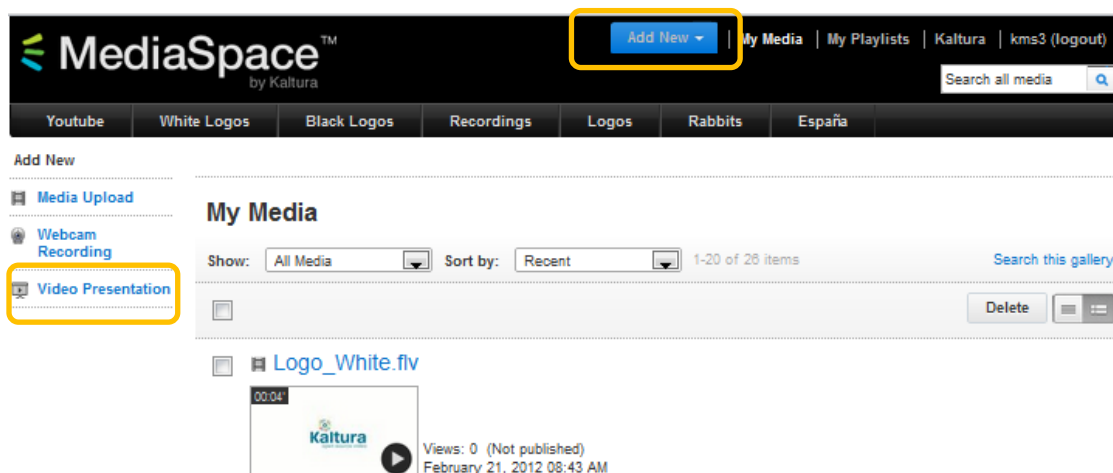
# Creating a Video Presentation



The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users. The Video Presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

## To create a video presentation

1. Do one of the following:
  - In the My Media tab, click **Video Presentation**.
  - In the MediaSpace header's Add New menu, select **Video Presentation**.



The Add Video Presentation window is displayed.



**MediaSpace**  
by Kaltura

Add New | My Media | My Playlists | Kaltura | kms3 (logout)

Search all media

Youtube | White Logos | Black Logos | Recordings | Logos | Rabbits | España

### Add Video Presentation

To create a Video Presentation, follow these steps:

- Select media (from a list of already uploaded and ready video and audio items)
- Select document (from a list of uploaded, and converted documents)
- Add sync points to synchronize the document with the media

In case you need to upload new documents to the server, use the upload document button below. Once a Presentation is created, you will be redirected to the "edit page", where you will be able to sync keypoints for playback, and edit metadata.

[+ Upload Document](#)

#### Video Presentations

Step 1. select media

Search

Kaltura Id	Name	Created on	Tags	Description
1_vab9jm06	maria	01-25-12	displayname_kms3, n	:(
1_zhpd5s56	AVI_8	01-25-12	displayname_kms3, n	ger
1_yrwekrzj	AVI_8.avi			
1_8npk1f6	kaltura_logo_animated			logo in Green
1_pamu1hcl	South Park.flv			
1_t8cveox5	Two Frogs.flv	01-22-12	displayname_someon	chen test
1_gz0szpgs	South Park.flv	01-22-12	displayname_kms3, t	Chen test
1_qdxjmvpf	AVI_2.avi	01-17-12	displayname_fdsf, fsf	fdsfs
1_tp45hdmz	AVI_1.avi	01-17-12	displayname_s	1
0_qq16zz3f	Logo_White.flv	01-15-12	displayname_kms3, q	qwerwer

List of available media to include in presentation

2. (Optional) To upload a new document:
  - a. In the Add Video Presentation window, click **Upload Document**.
  - b. In the Upload Document window, click **Browse your desktop**.
  - c. In the Select file to upload window, select a document or presentation file to upload and click **Open**.
  - d. In the Upload Document window, enter information about the document and click **Close**.

### Upload Document

A video presentation consists of a document and a video file, synchronized together. Document formats supported are ppt/pptx, pdf, doc/ docx, xls/ xlsx. After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes). Once your content is ready it will appear in the document list(step 2).

Your file has been uploaded. We are now processing the document

Title	<input type="text" value="test.pptx"/>
Description	<input type="text"/>
Tags	<input type="text"/>

CloseSave changes

Upload another file

- e. In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.

### Upload Document

A video presentation consists of a document and a video file, synchronized together. Document formats supported are ppt/pptx, pdf, doc/ docx, xls/ xlsx. After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes). Once your content is ready it will appear in the document list(step 2).

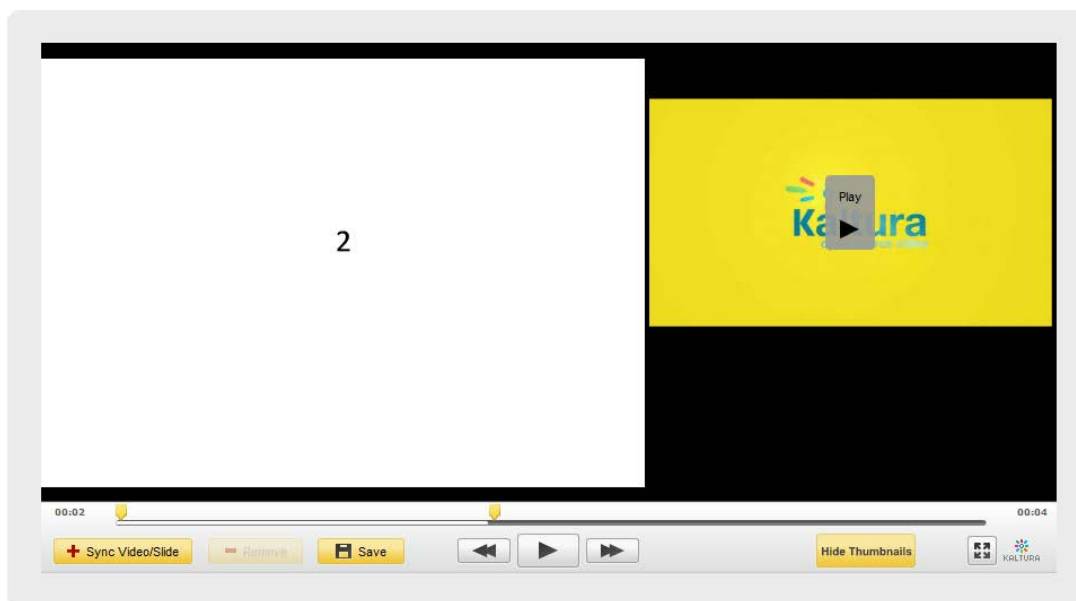
[Back to the video presentation creation flow \(step 1\)](#)



**NOTE:** After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

3. In the Add Video Presentation window, select an item from a list of available video and audio items, and click **Next**.
4. In the Add Video Presentation window, select an item from a list of available documents and presentations, and click **Next** to create the video presentation.

5. In the Edit Media window, synchronize the media and slides.

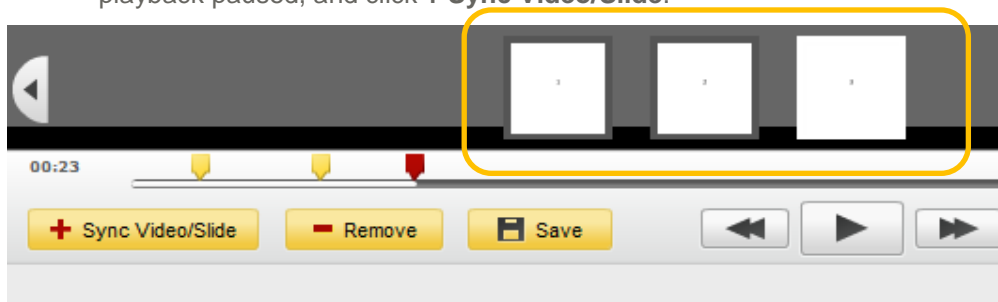


Sync Playback



Sync Actions

- a. To start synchronizing the media with the slides, click **Play** in the media player.
- b. When you reach a point that you want to synchronize:
  - Click the player to pause the playback.
  - In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.

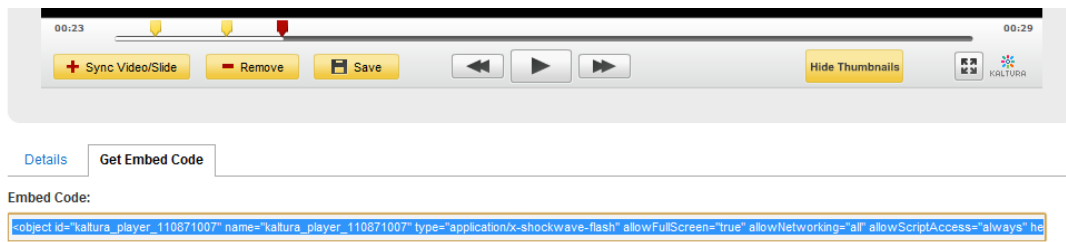


Click **Play** in the media player to continue synchronizing the playback with the slides. Add and remove sync points as needed, and click **Save**.

6. In the Edit Media window, enter information about the video presentation and click **Save**.
7. To embed the video presentation on a web site:

## Creating a Video Presentation

- a. In your video presentation page's Get Embed Code tab, copy the embed code.



### Video Presentation Embed Code

- b. Paste the embed code on a web site.

## SECTION 5

# Managing Your Media



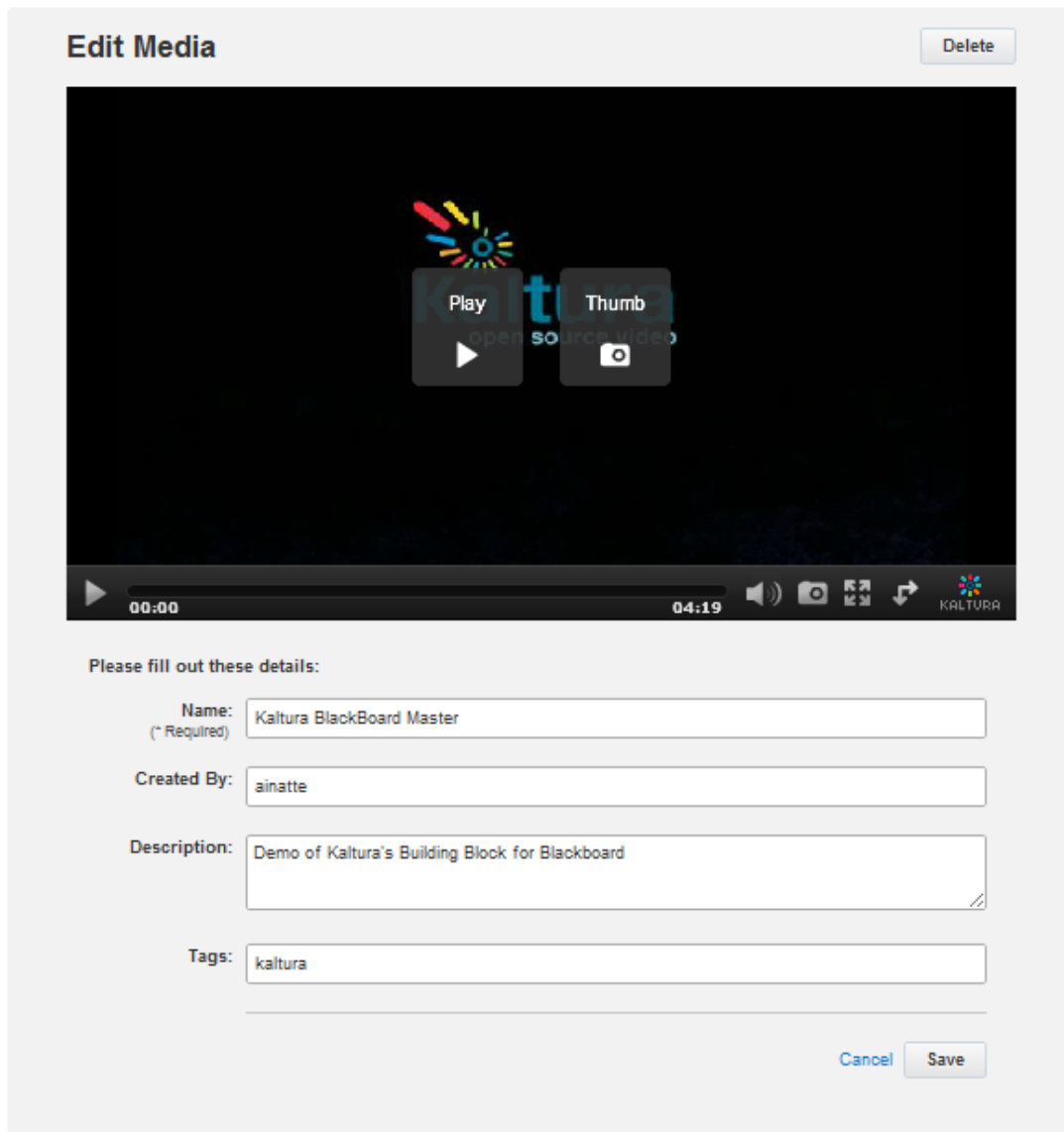
**NOTE:** If you cannot access My Media tab content or actions, ask your MediaSpace administrator to give you the required permission.

The My Media tab lists previously uploaded media. You can edit metadata, delete media, or publish media.

## To edit media

1. Do one of the following:
  - In the My Media tab, click **Edit** for the media you want to edit.

- In the My Media tab, click the thumbnail or title of the media you want to edit. In the media page's Details tab, click **Edit**.



2. In the Edit Media window, you can:
  - Edit information about the media.
  - Delete the media.
  - Change a video thumbnail.
    - Click **Play** in the media player.
    - Pause the player at the frame that you want to use as a thumbnail
    - Click the camera icon to use the current frame as the thumbnail.



Edit Media, "Use current frame as the video thumbnail" icon

## Publishing Media



**NOTE:** By default, media that you upload is private. You can access private media in your My Media tab. In My Media, you can grab the embed code of private media or publish it to make it public in MediaSpace.

Publishing media makes the media publicly accessible to MediaSpace users.

You can publish media in multiple categories.

You can publish media only when file conversion is complete and the media is not waiting for moderation.

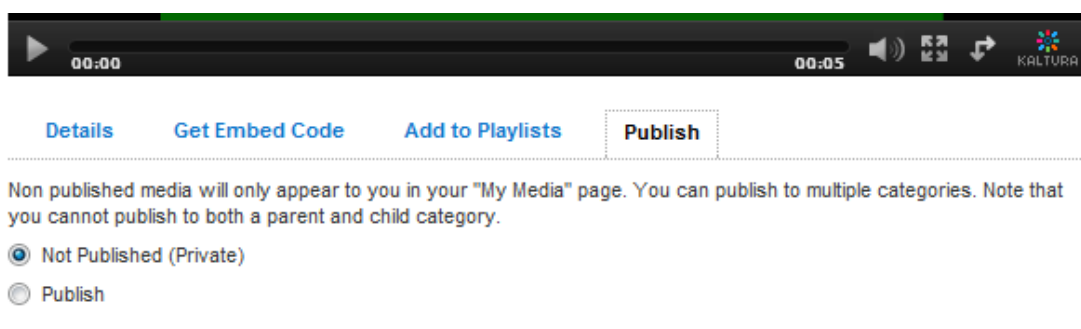


### To publish media



**NOTE:** If you cannot publish media, ask your MediaSpace administrator to give you the required permission.

1. In the My Media tab, click the thumbnail or title of the media you want to publish.
2. In the media page's Publish tab, select **Publish**.



3. Select categories for the published media.



### To make media private

1. Click the thumbnail or title of the published media that you want to make private.
2. In the media page's Publish tab, select **Not Published (Private)**.

Private media is accessible only on the media owner's My Media tab.

## Adding Media to Playlists

You can create playlists and associate media with the playlists.



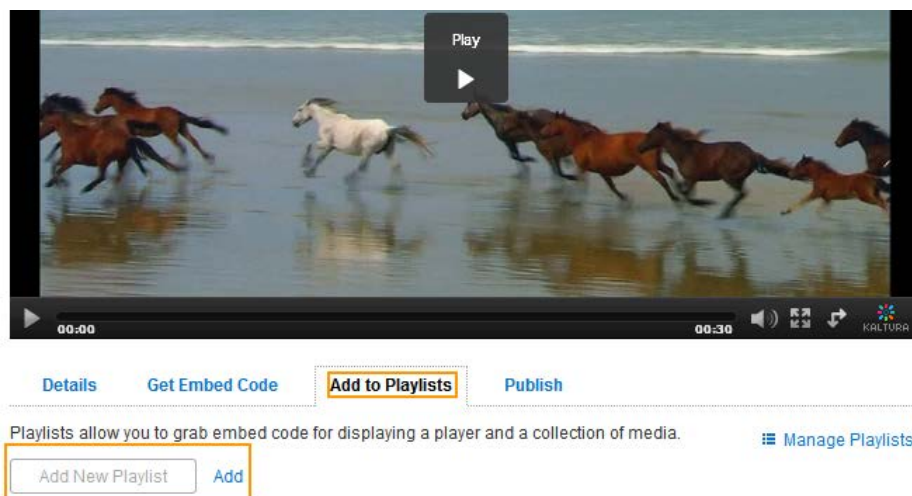
### To create a playlist



**NOTE:** If you cannot create a playlist, ask your MediaSpace administrator to give you the required permission.

1. Click a media thumbnail or title.

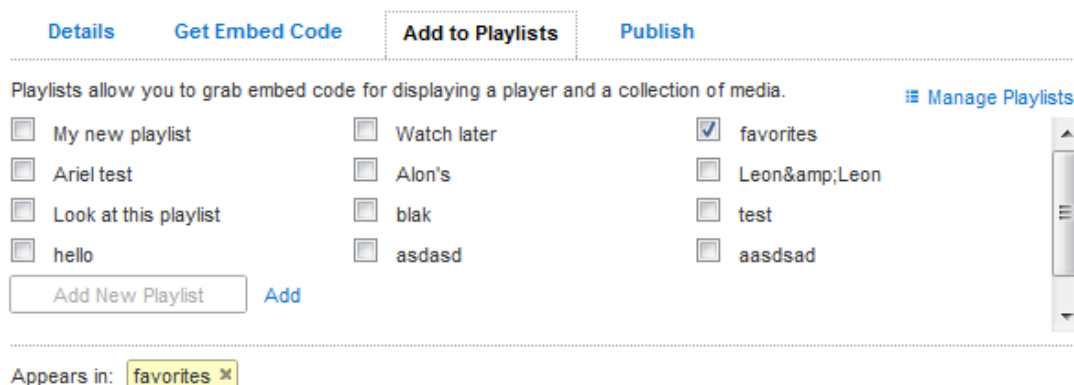
2. In the Add to Playlists tab under the media player, enter a descriptive name in the Add New Playlist field, and click **Add**.



The media is added to the new playlist.

### To add media to a playlist

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, select one or more playlists.  
The selected playlist name is displayed in the *Appears in* field.  
You also can add a new playlist.



### To remove media from a playlist

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, do one of the following:
  - o Clear a selected playlist.
  - o In the *Appears in* field, click **x** next to a playlist name.

## Managing Playlists

After you create a playlist, you can preview the playlist, reorder the media in the playlist, design the playlist, and copy the playlist's embed code.

### To manage a playlist





**NOTE:** If you cannot manage a playlist, ask your MediaSpace administrator to give you the required permission.

1. Do one of the following:
  - Select the My Playlists tab.
  - Click a media thumbnail or title. In the Add to Playlists tab under the media player, click **Manage Playlists**.
2. In the My Playlists tab, select a playlist from the Show Playlist menu.
3. For the selected playlist, you can do the following:
  - Delete the playlist.
  - Reorder the videos in the playlist.
  - Remove videos from the playlist.
  - Copy the playlist's embed code to paste it on a web site.
  - Select the layout and color of the playlist.

### My Playlists

Drag and drop to reorder media

## Sharing Media

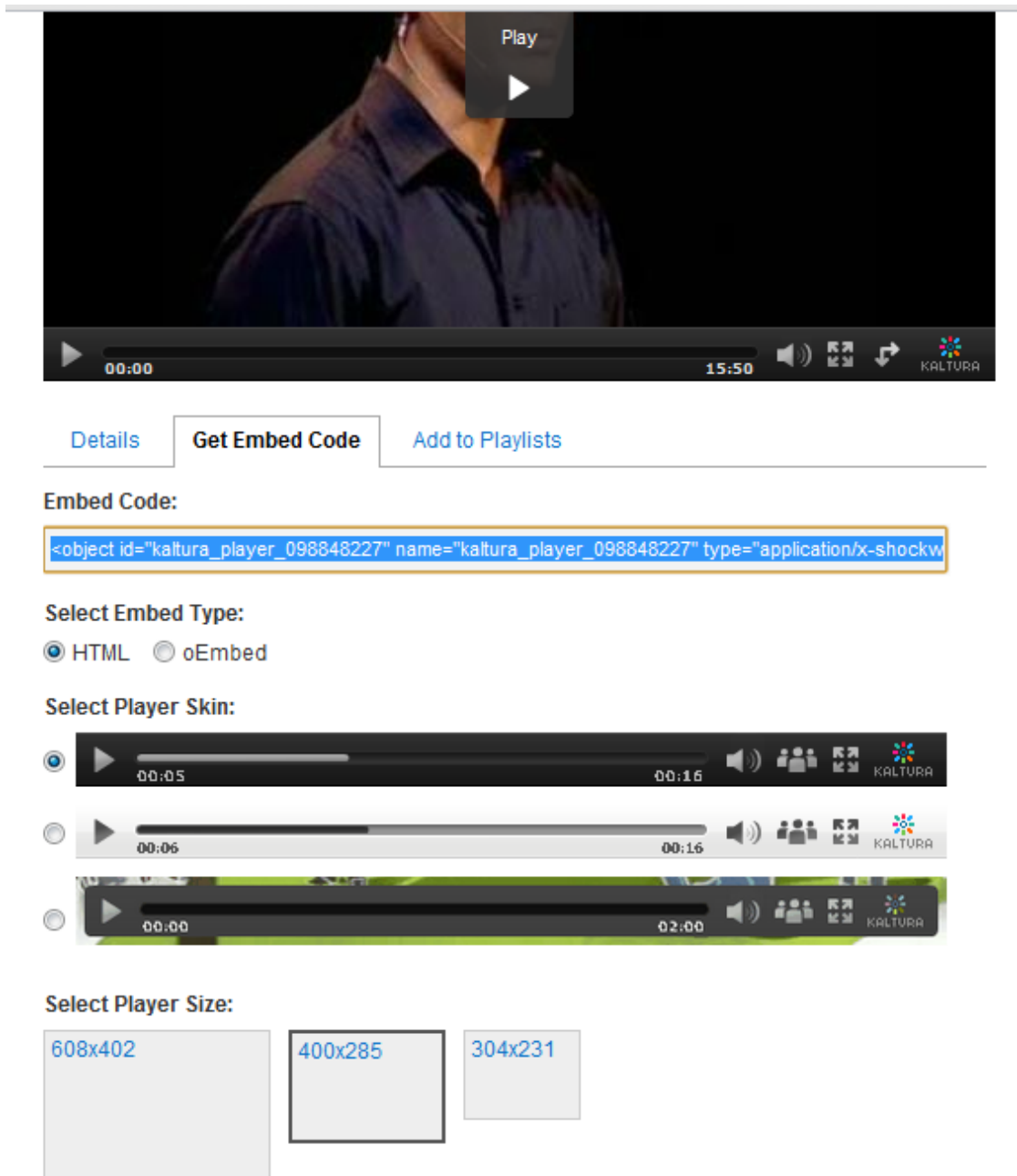
You can share a media item by copying the embed code and pasting it on a web site.

### To share a media item



**NOTE:** If you cannot grab embed code or select a player design, ask your MediaSpace administrator to give you the required permission.

1. Click a media thumbnail or title.
2. In the Get Embed Code tab under the media player:
  - a. Select one embed type:
    - HTML
    - oEmbed
  - b. Select a player skin.
  - c. Select a player size.
  - d. Copy the embed code.



Details Get Embed Code Add to Playlists

Embed Code:

```
<object id="kaltura_player_098848227" name="kaltura_player_098848227" type="application/x-shockw
```

Select Embed Type:

☒ HTML ☐ oEmbed

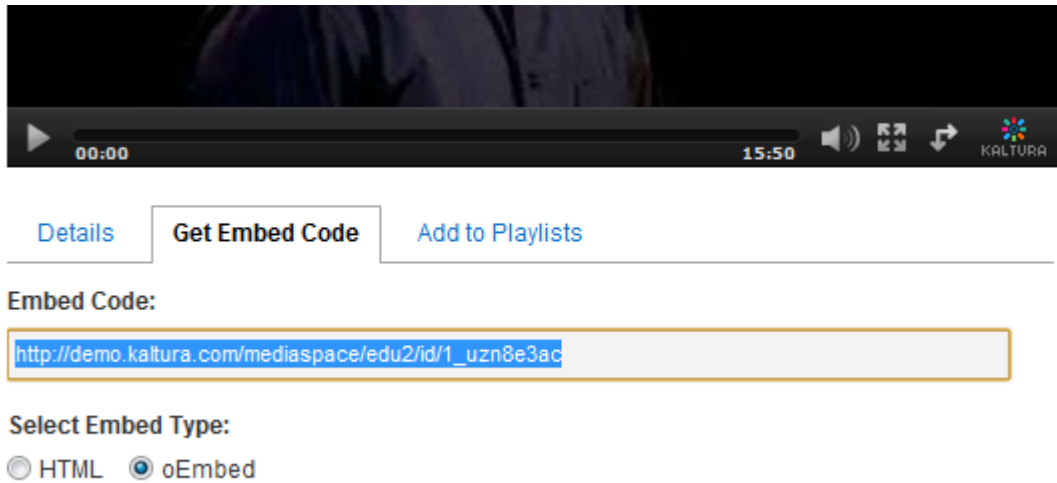
Select Player Skin:

☒ ☐ ☐

Select Player Size:

608x402 400x285 304x231

Get Embed Code Options



Details **Get Embed Code** Add to Playlists

Embed Code:

[http://demo.kaltura.com/mediaspace/edu2/id/1\\_uzn8e3ac](http://demo.kaltura.com/mediaspace/edu2/id/1_uzn8e3ac)

Select Embed Type:

☐ HTML ☒ oEmbed

oEmbed Link

3. In the web site where you want to share the media, paste the embed code.