

How to create a clip

- On a media page, select the 'Actions' button below the media to open the media actions drop-down menu.
- If you have permission to clip this media, the drop-down menu will contain a 'Create Clip' option.
- Click 'Create Clip', to go to the clipping tool.
- Enter the Start Time for where you want to begin your clip and an End Time for where you would like to end the clip. You may also use the handles to drag the start and end times or play through the media and use the 'Set Starting Point' and 'Set Ending Point' buttons.
- After setting the start and end times, you can use the Preview button to see a sample of the clip.
- Enter the metadata for your clip. There are the following fields:

Name

The name of the media being uploaded.

This is a required field and is by default the filename of the media being uploaded.

Description

This is displayed below the media or on the player info pane.

This is a required field for publishing.

Tags

These are used to help describe your media and are used as keywords when searching for media.

Multiple tags can be separated by commas or new lines.

- Select 'Create Clip'.