

Thumbnails and Captions for Audio and Video

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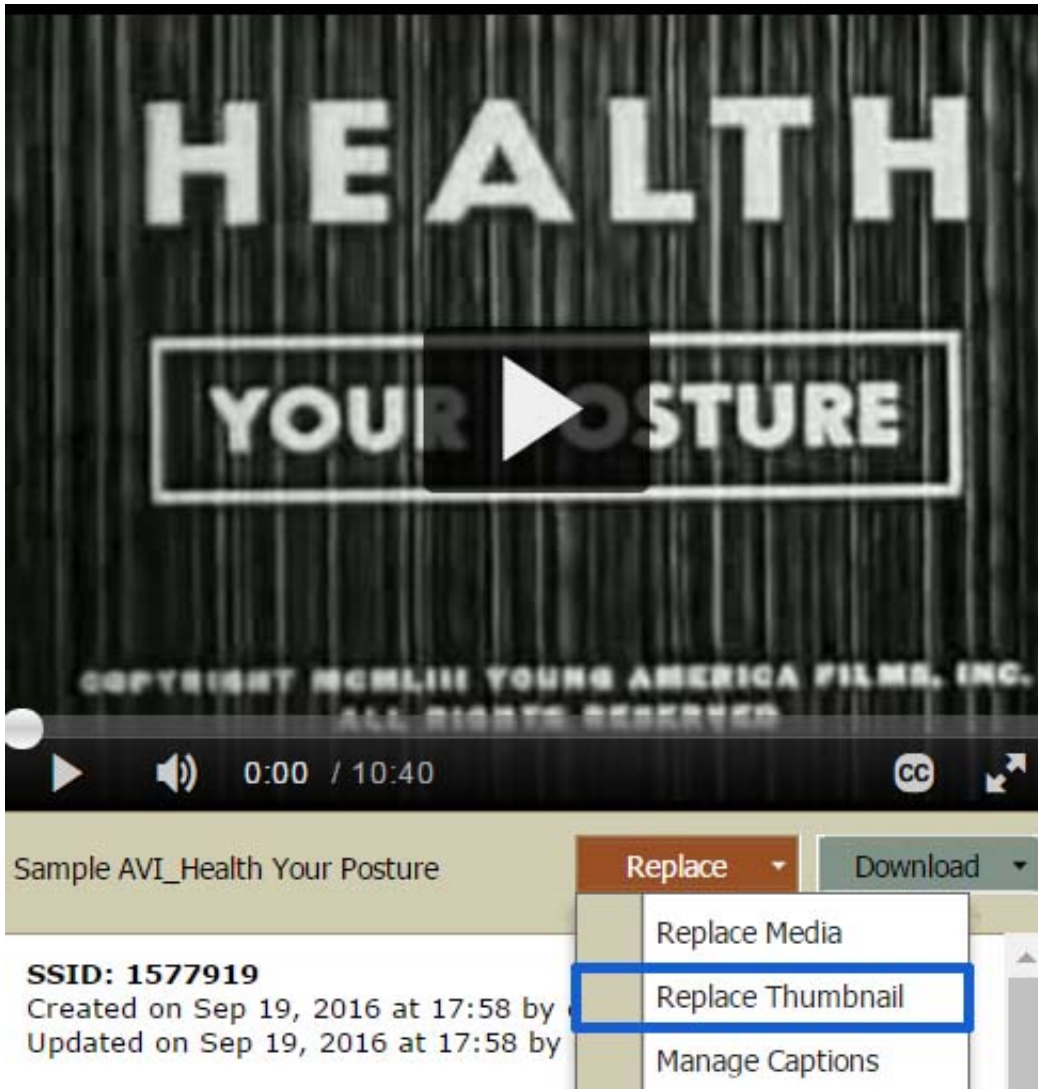
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Upload Thumbnail for Audio or Video

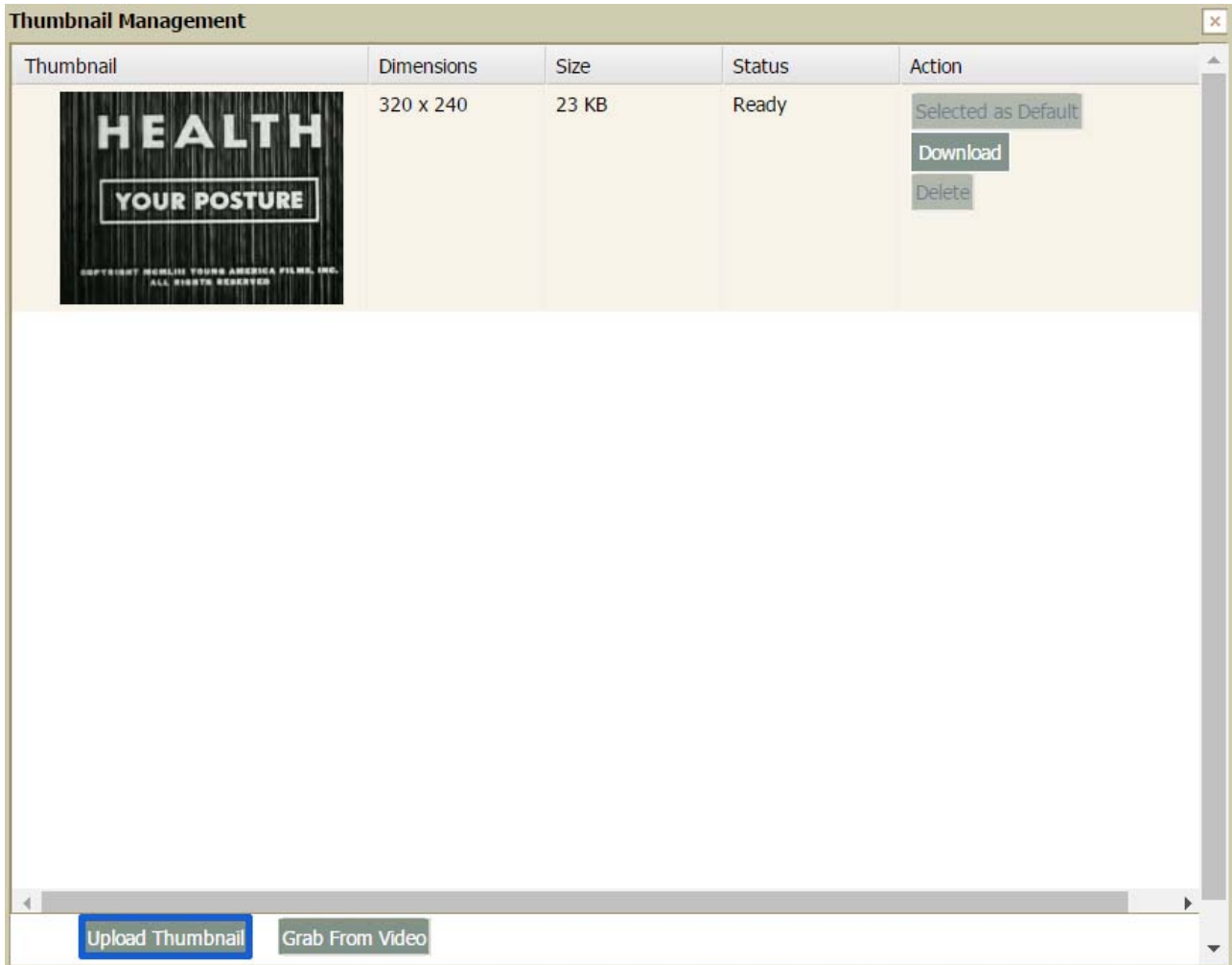
A thumbnail is an image representation of the audio or video file that appears in the Shared Shelf item record's media player before the file is played. A thumbnail also represents the audio or video file in the Shared Shelf asset panel, and in the collection's browse or search pages once the audio or video file has been published. JPG or PNG images can be uploaded, or a frame grabbed from a video file can be established as the thumbnail. Thumbnails may be set as default or deleted (if there are more than one), and downloaded.

To upload a thumbnail for an audio or video file:

1. Double click on the Item to open it in the edit tab.
2. Under the media viewer, click Replace > Replace Thumbnail.



3. In the dialog window, select Upload Thumbnail and navigate to your file. Your thumbnail is now set as the default and you can close the dialog window.




4. Return to Replace > Replace Thumbnail to manage thumbnails in the Action column by choosing to download, delete, or grab a new default thumbnail.
5. If you change the video thumbnail after the record had already been published, remember to re-publish the record to update the new thumbnail.

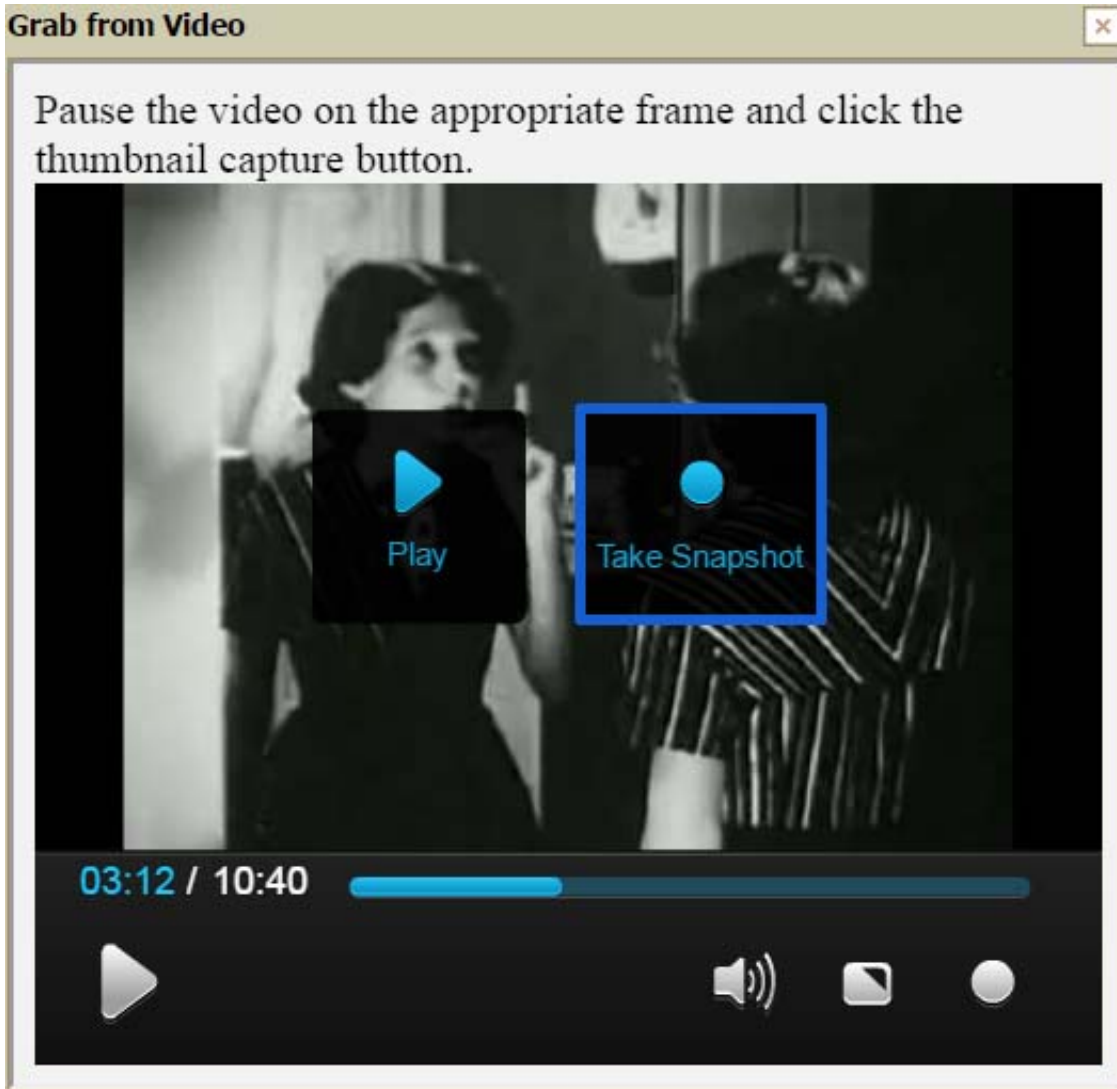
Generate Thumbnail from Video

For video files, instead of uploading a thumbnail, you can grab a thumbnail from the video itself. From the Thumbnail Management window, select Grab From Video then pause the video on the desired frame and select Take Snapshot. You will receive a message stating your thumbnail has been updated and select Ok to close the Thumbnail Management window.

Thumbnail Management

Thumbnail	Dimensions	Size	Status	Action
	320 x 240	23 KB	Ready	Selected as Default Download Delete

[Upload Thumbnail](#) [Grab From Video](#)

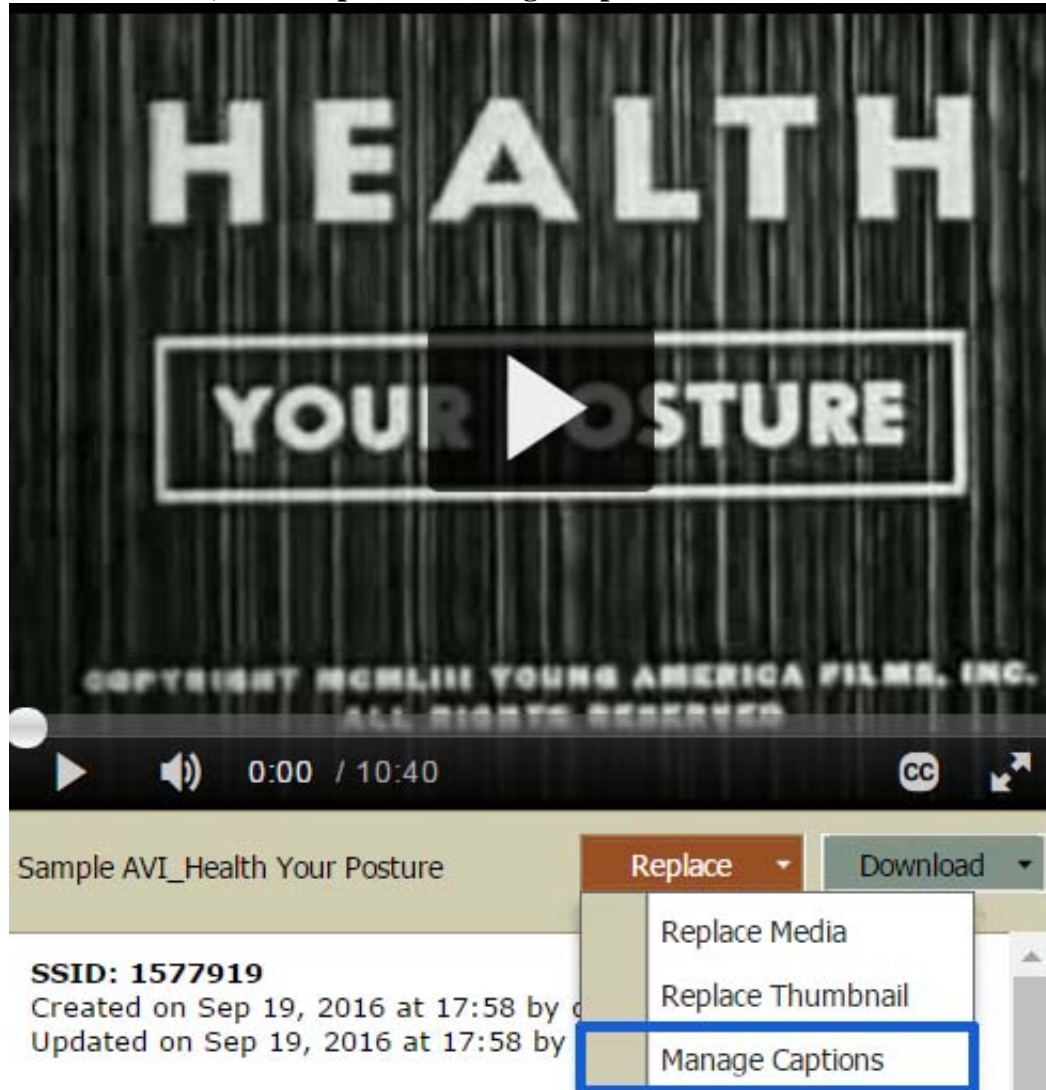


Add Captions to Audio or Video

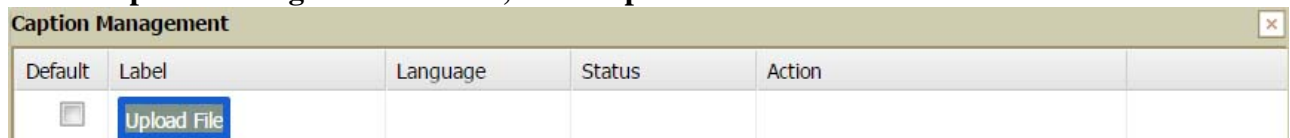
Captions are text that display over videos in the video player. A caption file (SRT or DFXP) contains both text and information about when each line of text should be displayed. The caption file (in SRT or DFXP format) can be uploaded to Shared Shelf from your computer. Any number of captions can be associated with a video. After a caption file has been added, you can select the language. If the language is indicated in the caption file, it will be preselected. If the user has uploaded more than one caption file, a drop-down will appear on the video player for selection. If one was marked as the default, it will automatically be selected, while the other uploaded captions will be options in the drop-down. "None" is always an option automatically. The text from the caption file will appear when any user plays the video.

To add and manage captions for audio and video files:

1. Double click on the Item to open it in the edit tab.
2. Under the media viewer, click Replace > Manage Captions.



3. In the Caption Management window, select Upload File.

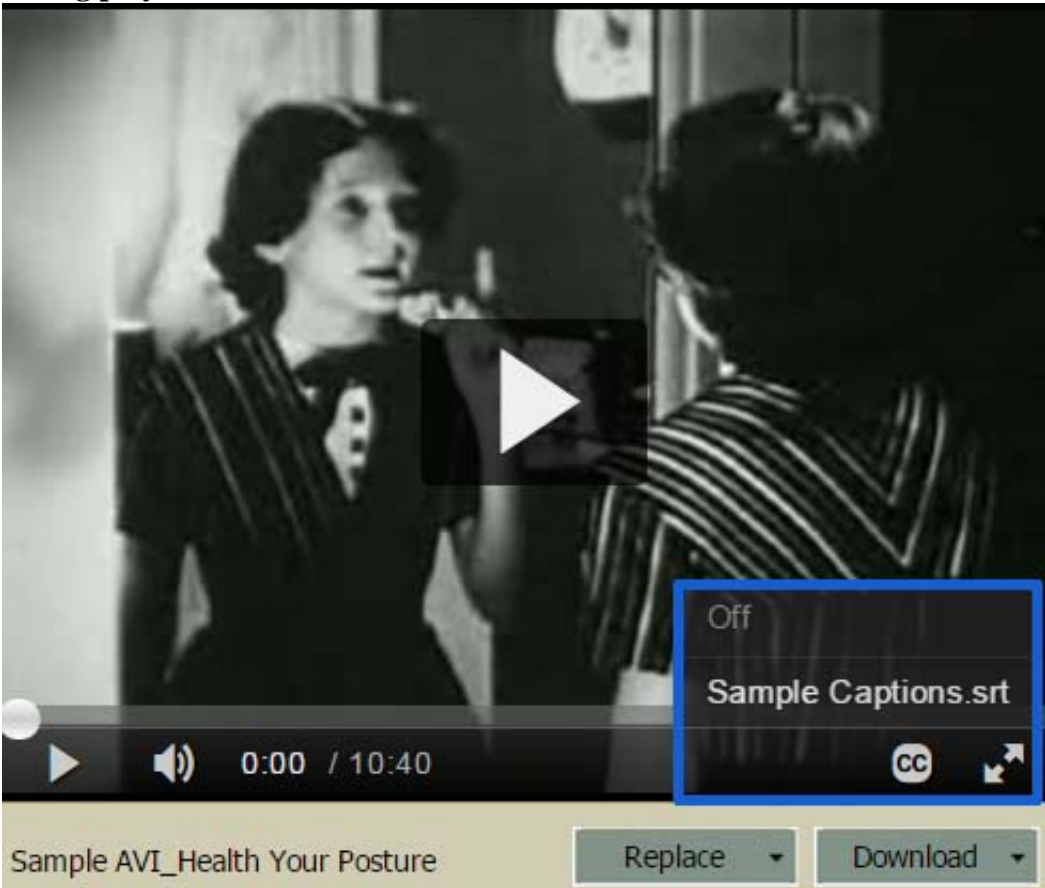


4. Browse to and select the SRT or DFXP file on your computer.
5. When your file appears in the Caption Management window, click the checkbox in the Default column to make this the default caption file for your video. You can also change the language

for the caption file here by clicking the dropdown in the language column next to your file and choosing the desired language. Click the x to return to the Edit tab.

Default	Label	Language	Status	Action
<input checked="" type="checkbox"/>	Sample Captions.srt	English	Saved	Download Delete
<input type="checkbox"/>	Upload File			

6. To change the caption file applied to the video, click the closed captioning icon located in the bottom right corner of the video. You will see all caption file options and the option to turn off captions during playback.



7. Return to Replace > Manage Captions to download, delete, change the language, or choose a new default caption file.